

Fill the consultations you can hold

Choose one consultation type, confirm real provider time and check the treatment calendar behind it.

Type in the fields or print. Marketing and operations only: keep health details and client records in your normal practice systems. Treatment content, claims and suitability belong with qualified reviewers and your providers.

1 Choose a consultation and confirm capacity

Consultation as named in your booking system

Provider (name and role)

Plan start date

Review date

Consultation minutes

Notes and turnover minutes

Total block minutes

Count full blocks inside each uninterrupted opening, rounding down. Keep existing clients' treatment appointments reserved. Check that treatment time exists for clients who decide to go ahead.

Date	Opening start / end	Usable minutes / block minutes	Full blocks / start times

Total verified consultation openings

Next open treatment time

Make the consultation path clear

Test the path on your phone, as a stranger would, and send the page for review before it goes live.

2 Check the consultation page

- ☐ Consultation name matches the booking system; provider name and role are shown.
- ☐ What happens in a consultation, how long it takes, location and arrival are in plain words.
- ☐ Any consultation fee or deposit and the cancellation terms are stated plainly.
- ☐ No promised results, unapproved photos or suitability statements. Qualified reviewers approved the page.

Reviewer / date approved

Open questions from review

Date tested on a phone / broken step or unanswered question

3 Local visibility and ads

Channel

Destination link

What you will change, who approves it, and by when

- ☐ If running ads: ad copy, images, landing page and any offer approved before launch; platform policies and state rules checked.

4 Put the four weeks on your calendar

Week 1: confirm consultation openings (date)

Week 2: page rewritten and sent for review (date)

Week 3: reply coverage, handoff and one channel (date)

Week 4: review one inquiry group (date)

Replies, handoff and follow-up

Four weeks is a planning period, not a promised result. Keep following treatments after it ends.

5 Define the reply rules and clinical handoff

Approved general information automated replies may use (hours, location, booking, policies)

Clinical question handoff: owner

Response time

Backup owner

A scheduling reply with real times, approved for use

6 Review the same inquiry group

Inquiry dates: from / through

Source / crediting rule

Unique new inquiries

Consultations booked

Consultations attended

Treatments booked

Treatments attended

Clinical handoffs made

What the records show; one next change

Count each person once per stage. A booked appointment is not an attended one; keep new and returning clients separate.