



# Heyshift | Clinic Staff Schedule Template

Shift scheduling built for USA teams.

Week of: \_\_\_\_\_ Clinic / Location: \_\_\_\_\_ Office Manager: \_\_\_\_\_

<https://heyshift.io/templates/clinic-staff-schedule-template>

| Employee       | Title             | Department      | Mon      | Tue      | Wed      | Thu   | Fri      | Sat | Sun | Hours | Notes                            |
|----------------|-------------------|-----------------|----------|----------|----------|-------|----------|-----|-----|-------|----------------------------------|
| Dr. Anita Shah | Physician         | Family Medicine | 8a-5p    | 8a-5p    | 8a-5p    | Off   | 8a-5p    | Off | Off | 32    | Exam 1-4 · Dr. Shah · L. Mor...  |
| Chris Nguyen   | Medical Assistant | Clinical        | 7:30a-4p | 7:30a-4p | 7:30a-4p | Off   | 7:30a-4p | AM  | Off | 36    | Exam 2 · Dr. Shah · L. Morga...  |
| Taylor Brooks  | Receptionist      | Front Desk      | Shift    | Shift    | Shift    | Shift | Shift    | Off | Off | 40    | Front Desk · All providers · ... |
| Jordan Lee     | NP                | Urgent Care     | Split    | Split    | Off      | Split | Split    | Day | Off | 32    | UC Bay 2 · Jordan Lee · P. D...  |
| Morgan Ellis   | Lab Technician    | Laboratory      | 8a-4p    | 8a-4p    | 8a-4p    | Off   | 8a-4p    | Off | Off | 32    | Draw Room · All providers · ...  |
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