



Heyshift | Medical Office Schedule Template

Shift scheduling built for USA teams.

Week of: _____ Practice / Location: _____ Office Manager: _____

<https://heyshift.io/templates/medical-office-schedule-template>

Employee	Title	Department	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours	OT	Notes
Dr. Raj Patel	Physician	Family Medicine	8a-5p	8a-5p	8a-5p	Off	8a-4p	Off	Off	36	0	Dr. Patel · AM 8-12 / PM 1-...
Sarah Kim	Medical Assistant	Clinical	Shift	Shift	Shift	Off	Shift	Off	Off	36	0	Dr. Patel · Rooming + vital...
Mike Torres	Receptionist	Front Desk	Shift	Shift	Shift	Shift	Shift	Off	Off	40	0	All providers · Check-in / ...
Lisa Chen	Billing Specialist	Billing	8:30a-5p	8:30a-5p	8:30a-5p	Off	8:30a-5p	Off	Off	32	0	Claims / eligibility · K. W...
Dr. Elena Nguyen	Physician	Cardiology	Off	Off	1p-5p	Off	1p-5p	Off	Off	8	0	Dr. Nguyen · Consult PM blo...