Phone Call Log Form

The **phone call log form** sample for a medical office is designed to efficiently document all incoming and outgoing patient calls. It ensures accurate record-keeping for appointment scheduling, patient inquiries, and follow-ups. This organized approach improves communication and enhances patient care management.

Date		**Time**	
Caller Name			
Patient Name / ID			
Phone Number		**Staff Member**	
Type of Call	○ Incoming ○ Outgoing		
Reason for Call	Select reason ▾		
Message/Notes			
Action Taken			
Follow-Up Required	☐ Yes		

Submit Log Entry