



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	36	Exam 1-4 · Dr. Shah · L. Morgan · Panel cap 22/day
Chris Nguyen	Medical Assistant	Clinical	7:30a-4p	7:30a-4p	7:30a-4p	Off	7:30a-4p	8a-12p	Off	38	Exam 2 · Dr. Shah · L. Morgan · Vitals and rooming
Taylor Brooks	Receptionist	Front Desk	7:45a-4:15p	7:45a-4:15p	7:45a-4:15p	7:45a-4:15p	7:45a-4:15p	Off	Off	42.5	Front Desk · All providers · L. Morgan · Check-in lead
Jordan Lee	NP	Urgent Care	12p-8p	12p-8p	Off	12p-8p	12p-8p	10a-6p	Off	40	UC Bay 2 · Jordan Lee · P. Diaz · Evening walk-in coverage
Morgan Ellis	Lab Technician	Laboratory	8a-4p	8a-4p	8a-4p	Off	8a-4p	Off	Off	32	Draw Room · All providers · P. Diaz · Morning draw priority