The Remote Scribe COMPANY

Rural Provider Workflow Assessment

A practical 10-minute tool to identify documentation burden, workflow friction, and opportunities to reclaim provider capacity.

How to use this assessment

Complete this worksheet using one provider, one clinic, or your organization as the unit of analysis. The goal is to establish a baseline—not to recommend a particular technology or solution. Repeat the assessment after a workflow change to measure improvement.

1. Establish Your Baseline

Metric	Current Baseline
Number of providers in scope	
Average patients per provider per day	
Average after-hours charting per provider per day	
% of notes completed the same day	
Average open charts at end of day	
Average time from visit to signed note	
% of providers regularly charting after hours	

2. Where is Provider Time Going?

Check the tasks providers personally perform as part of their workflow:

- Real-time documentation	- Chart preparation	- Orders
- Prescriptions	- Referrals	- Results review
- Patient messages	- Coding	- Quality measures

- Care-gap review	- Care coordination	- Other: _____

Which three consume the most provider time?

1. _____
2. _____
3. _____

3. Calculate the After-Hours Tax

Use your baseline to estimate how much provider time is spent on after-hours charting.

Average after-hours hours/day	x	Days/week	x	Weeks/year	=	Annual hours
	x		x		=	

Annual hours	÷	40	=	Equivalent 40-hour workweeks
	÷	40	=	

Example: 1.5 hours/day × 5 days/week × 48 weeks = 360 hours/year, or approximately 9 additional 40-hour workweeks.

4. Look Beyond the Note

After a documentation tool generates a note, what work remains for the provider?

- Provider review/editing	- Coding	- Orders
- Prescriptions	- Referrals	- Patient messages
- Results	- Quality measures	- Care coordination
- Other: _____		

5. Rate Your Workflow Friction

Rate each area from 1 (no significant burden) to 5 (major operational concern).

Workflow Area	1	2	3	4	5
After-hours documentation					
Same-day chart completion					
Orders / prescriptions					
Inbox / patient messages					
Coding / documentation specificity					
Quality / value-based care tasks					
Staff documentation burden					
Provider satisfaction / work-life balance					

6. Identify Your Biggest Opportunities

Based on your baseline and ratings, identify the three workflow opportunities that appear most actionable.

Priority	Workflow opportunity	What would improvement look like?
1		
2		
3		

7. Build a 30-Day Improvement Plan

Step	Your plan
Measure	What baseline will you track?
Map	Where does work get stuck?
Separate	What requires provider judgment vs. support?
Support	What task or workflow will you redistribute?

Re-measure	What outcome will determine success?

Key Takeaway

You cannot improve what you have not measured. Start with one provider, one workflow, and one measurable outcome. Then use the results to determine what should change next.

Optional Next Step

If your assessment identifies significant documentation or workflow burden, consider reviewing the results with your clinical and operational leadership team and selecting one area for a 30-day improvement test.

Educational resource prepared for rural healthcare leaders. This assessment is intended as a practical workflow-planning tool and does not constitute financial, coding, compliance, or clinical advice.

About *The Remote Scribe Company*

The Remote Scribe Company helps healthcare organizations give providers back time for what matters most: patient care.

Our U.S.-based, dedicated Remote Scribes provide real-time clinical documentation along with broader workflow support—including chart preparation, orders, prescriptions, referrals, coding, quality measures, results, and administrative follow-up.

Human support. Practical solutions. More time for care.

Learn more about how The Remote Scribe Company can support your practice:

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