

## INTERVIEW

### A. Printing Call Sheets for Interviews Due

After adding Clinic Track/ Call Track records for the following month (using the instructions in the scheduling section of this manual) the Call Track records must be printed. Use the following instructions to do so.

- From ACCESS Main Menu, click on Call Track/ Form Track
- Under reports, click on calling due and a series of reports will come up.
- Print the reports and then click on close at the top of the window. A box will come up that says “You are about to run a query that will modify data in your table” click “Yes” and that will prevent the records just printed from coming up the next time you get the report. A query will run and it will close out of the program.

Now that the calling due reports are printed out, sort them according to which ones will need to be done by phone (3 month, 6 month, 9 month, 12 month, and any filter paper Yes) and which ones will need to be done in the clinic. For those to be done in the clinic, see “Preparing interviews to be done in the clinic”. For those to be done over the phone, see “Preparing interviews to be done over the phone”.