

TIMED COMPETENCIES WORKSHEET

PRE-MEMBERSHIP VISITS

TIME RANGE (MINS)	Worksheets	# of MOs	Time with Client	Time Search & Documentation	Total Time
1-2 minutes					
3-5 minutes					
6-9 minutes					
10-15 minutes					
>15 minutes					

This worksheet should be used to time how long it takes you to complete a visit from start to finish before joining the membership. Remember: *This step does not include the help of an MA, VA, Extractor, etc.*