As shown on the sample site visit schedule, we need to schedule a three hour visit to your practice for one of our staff members. We will need to collect some financial data on your practice. Financial data needed includes salary information, and supply and equipment costs. An interview will also need to be scheduled with the practice manager/administrator. Immunization observation, however, will account for the majority of time required.

When will your office and the staff indicated on the site visit schedule be available for a	
site visit?	(Determine the office's preference for scheduling the site
visit and indicate that you will	call back to confirm the date. Check the availability of
other practices to be visited in the same area of the country.)	

Thank you for your time. We look forward to meeting with you and your staff.