

Sarah Daily Check Sheet

- Clean doctors work station
- Make sure he has three black pens and 1 red pen
- Make sure he has a note pad and post it notes
- Clean-up work area and put any papers not sure of in danyel's chair
- Clean-up and refresh water
- Clean work glasses
- Check LNS outbox
- Check pt bathroom
- Print off NP list responses
- Print off tasks sheets and distribute to staff
- Mail doctor letters on **Wed & Thurs**
- Check scan papers from previous day and upload if need be
- Scan new papers into computer from day previous
- Sort and dispose of mail
- Confirm patients at **9:00am**
- Check emails
- Upload scan documents into pt files
- Lunch
- Prepare ALL lists for doctors
- Print off schedule for operatories
- Keep ALL packets stocked through week
- Stock toilet paper under counter
- Make sure there is sufficient paper towels (tri-fold) in kitchen and bathroom
- Table and counters wiped down
- Take out garbage
- If dishes are left, leave note for the staff to go clean and collect it
- Turn the air to 78
- Do all trash for front office
- Email xrays as requested
- Mail patient records as needed.)
- Track Dr calls for NPs
- MES/LNS or any assistant asks for RX to be called in
- Handle Oral DNAs (email to LNS, enter into attachments
- Review/handle emails received in office email

Stacie's Check Sheet

- Make sure assts go to lunch
- Check Fax machine and distribute throughout the day
- Email staff a monthly status of changes to the schedule(IE: extra days working, different days for MES M-Th instead of T-F, keep it simple but review weekly to make sure no changes have happened since last posting.
- Make sure all NP that have not confirmed are double booked with another NP
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Sarah Daily Check Sheet

- ___ Making sure schedule is FULL, if someone CXs.. fill immediately
- ___ Create/Maintain a Block daily on schedule that identifies available NP appts
- ___ Template NPs appts 90 days ahead on schedule including lettering of assts
- ___ If there are any changes that are made to the schedule during the day.. fix the schedule as needed and notify staff members
- ___ Complete Follow Up Reports
- ___ Manage LNS personal appts
- ___ Manage office sign
- ___ Fix all computer issues. IT person. Make sure all computers and programs are working daily
- ___ Website, Social Media, Google Reviews, Google My Business ---Is all working, updated, checked and active. Daily checks on all
- ___ Check daily that all staff has internal referral cards and is actively referring daily
- ___ Do monthly contest drawings for patients make sure this is being offered daily; make sure prizes are good enough for patients to get excited about. Post winnings on FaceBook