

**Front desk manager Checksheet (updated 01/01/0000**

**(Enter week dates ) \*Blue EOW (end of week only)**

- Make sure weekly data collection log sheet has been sent to SMW -
- Be sure front staff have turned in daily check sheets -
- Checked schedule logs to assure there were no errors in scheduling
- What flaps did your department have today?
  
- What wins did your department have today-
- **Manager report and check sheets given to Danyel by EOD Friday -**
- Confirm anesthesiologist are confirmed for the next day-
- Check lab report and make sure everything is good the next day-
- Make sure schedule is assigned for the next day
- **Make sure schedule is pre-templated out at least 6 months for all appts (surgeries, NP, RE, ect)**
- **Assure additional production days have been placed for doctor days off, vacation, holidays at least 6 months in advance -**
- **Reviewed recorded calls for this week and complete a report of findings to Danyel -**
- Answer all Danyel's emails and communicate by end of day - -
- **Turned in my department MGR Report**
- **Turned in my FA report**
- **Turn in my Lead Items**
  
- **Turn in training logs**
- **Turn in call report**