Laura’s Overall Duties

1. Patient Coordinate (Assure all accepted cases have a completed PC sheet)
2. Handle anything dealing with FA’s
3. Walk-thru’s (office appearance checks)
4. Handle Landscaping
5. Handle any handpiece/unit maintenance
6. OSHA
7. In charge of Hazmat, DEA, containers for shipping out and ordering when needed.
8. Make and Complete PC sheets for uncovering that are put in my box.
9. Look at the following week’s schedule to make sure that Osstells and uncovering are Paid when there is payment needed. Make sure that they are sched correctly.
10. Check the upcoming week’s sched to make sure that PC sheets are done and completed and email them to the appropriate asst.
11. On Monday’s print out the following weeks surgery PC sheets and distribute to the right PC assistant.
12. Assign sheets to appropriate asst. for FU’s, FA’s, and Re-evals
13. Order all brochures for Material and procedure
14. Order Oral DNA supplies.
15. Help set up, breakdown room, help in sterilization
16. See new patients
17. On call once a month
18. Print and Stocking the consent buckets.
19. Send Thank you letters to accepting and non accepting patients that came in during that week.
20. In charge of Care Credit and Springstone training. Take test that are needed and need updating.
21. Sched yearly CAT SCAN maintenance.
22. Email Stephanie any changes to the HAT that needs updating.
23. Handle the Flap list for the Tuesday meetings.
24. Help train new asst’s for Ordering, FA’s, NP’s and so forth.

.

*Updated 02/02/17*