

Date _____

HUMAN DESIGNS

Front Office Closing Procedures

- _____ 1) Check each of the patient rooms. Make sure computer are logged off Medflex, the monitors are turned off, and the cupboards are open for air flow. Double check that table paper is plentiful for the next day, each room contains paper towels, gloves, and bottle of alcohol. Put away in their proper place all items that do not belong in the patient rooms. Check the air fresheners – do they need replacement? Note any repairs or cleaning issues and inform office manager. Dust if necessary.
- _____ 2) Print out schedule for the next day, make sure two copies are posted, one for the front office and one for the lab (Long Beach) or back office (all other locations).
- _____ 3) Print out the current day's schedule with all corrections so that it is accurate and reflects that true patient load of the day. Then place with with the practitioners so they can complete their notes.
- _____ 4) Check the waiting room and hallways. Clean and polish tables, counters and all patient surfaces. Pick up any trash. Straighten the magazines. Dust the top of picture frames. Straighten pictures. Keep magazines current, no more than two months old.
- _____ 5) Clean your desk and all desks visible to our patients. Keep all desks clean and neat. Penholders, tape dispensers and staplers should always be out of site. We want a clean, uncluttered appearance.
- _____ 6) Step into the waiting room as though you were a patient. Survey the area. Note anything unusual that needs cleaning or repair. If it needs cleaning – do it. If it needs repair, report to office manager. If lights need to be replaced, notify lab manager (Long Beach) or office manager (all other locations).
- _____ 7) Test the forwarding. Make sure it is working and going to the correct on call practitioner (IMPORTANT).

Completed by _____

Verified by _____