#### Start of Day

* Unlock doors
* Disarm alarm
* Allocate exam rooms to doctors
* Turn music on
* Start coffee maker
* Unload dishwasher

#### Daily

* Check mail
* Check vaccine supply
* Empty ‘Out’ baskets in doctor’s offices (11 am and 4 pm)
* Patient reminders
* Create MSP claims submissions

#### End of Day

* Room Check – Empty of patients
* Check exam rooms stocked
* Ensure all MOA and exam room desks are clean. (No patient info, Rx pads, etc)
* Charts pulled for next day
* Chart room locked
* Check narcotics locked
* Music off
* Confirm on-call doctor with paging service
* Phones set to ‘Night’
* Lights off
* Alarm set
* Lock doors
* Dishwasher On

#### Exam Room Prep

* Clear counters, sinks, beds and floor
* Check computers logged off
* Cloth gowns in laundry
* Change paper on beds
* Ensure tissue hand towel supply is stocked

#### Weekly (Fridays)

* Ensure emergency kits stocked
* PAP recalls