

Megan V Checklist Daily/Weekly

- ☐ Check All SA Insurances (WH Only)
 - ☐ Switch router clinics to correct Clinic
 - ☐ Complete All Consent Forms
 - ☐ IV (5 forms)
 - ☐ Local/Nitrous (3 Forms)
 - ☐ Check NYS PMP for ALL patients, including possible same day
 - ☐ Pre-Sedation Phone calls, with notes
 - ☐ Check for referrals
 - ☐ Check for pano needed and add to appt for consults and surgery if last pan was more than 6 months ago
 - ☐ Check for any patients that need clearance
 - ☐ Monitor daily schedules (ALL)
 - ☐ Active eye on all ASAP patients
 - ☐ Post Op Calls (Tuesdays, Saturdays)
 - ☐ Surgery
 - ☐ Exparel
 - ☐ Send all incoming biopsy results to Bracci, then send to Liz to submit to medical
 - ☐ Process all returned Pre-Determinations and reach out to patient to confirm
 - ☐ Confirm all surgery appointments 2 days prior
 - ☐ Confirm schedule with Bracci 2 days prior
 - ☐ Review all treatment plans and balances to be collected (Routers)
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- ☐ Obtain and follow up on all medical clearances as needed
 - ☐ Review all scripts were sent
 - ☐ Document all treatment presentations
 - ☐ Send Pre-D's for all patients with State Ins (WH Only)
 - ☐ Send Biopsy patients to Liz for Medical
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- ☐ Send correspondence letters for patients from other offices
 - ☐ Scan in all Sedation Vitals into chart
 - ☐ Check on Biopsy boxes/forms
 - ☐ Send all outgoing biopsies to lab
 - ☐ EMERGENCY KIT CHECK 2 times per month
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- ☐ D7241 to Jen prior to appt date
 - ☐ Treatment tracker follow up

- ☐ End of Day reports
- ☐ Any notes from post ops over the weekend
- ☐ TURN OFF AND UNPLUG SPACE HEATERS

SLEEP STUFF

- ☐ Sleep Tracker
- ☐ Sleep consults
- ☐ Pristine Follow up
- ☐ Isleep follow up
- ☐ Sleep test follow up
- ☐ Present any financials as needed