

OFFICE MANAGER CHECKLIST

DAILY	TASK	NOTES	DONE
	OPEN APPROPRIATE RESOURCES ON COMPUTER TO RUN DAY (IE...SOFTWARE)		
	HAVE MORNING HUDDLE		
	CONFIRM SCHEDULE AND FIX AS NEEDED		
	CHECK IN WITH EACH EMPLOYEE ON TEAM		
	ENCOURAGE AND MOTIVATE TEAM TO INCREASE PRODUCTION		
	VERIFY NOTES/PAYMENTS/ADJUSTMENTS ENTERED DURING DAY BY STAFF		
	HANDLE FIRES AS THEY ARISE		
	LEAD BY EXAMPLE		
	UPDATE OFFICE STATISTICS		
	RUN END OF DAY		

WEEKLY	TASK	NOTES	DONE
	MONITOR ACTUAL NUMBERS FOR THE MONTH AGAINST THE GOAL		
	MEET WITH DOCTOR TO DISCUSS AND ADDRESS ISSUES		
	MONITOR ONLINE PRESENCE		
	POST SOCIAL MEDIA		

MONTHLY	TASK	NOTES	DONE
	RUN END OF MONTH		
	TEST BACK UP OF SERVER		
	HOLD STAFF MEETING		
	ENSURE OVERDUE RECARE CALLS MADE TO ALL PATIENTS		
	SEND NEWSLETTER TO PATIENTS		