



*Print off at beginning of 2 month term.
PIC brings to Dr & Team Meetings. Turn in full completed at end of term to office manager for \$100 bonus*

Assistant PIC		
Report	Date Completed	Initials
1st Month _____		
Assign Assistant Monthly Checklist duties		
Train on Assistant Monthly Checklist duties as needed		
Review handpiece warranty & repair status		
Review relevant portal graphs & completed pt checklists		
Attended Dr's Meeting before Team meeting		
1 st Months Goals and projects:		
Follow-up & conduct breakout at Monthly Team Meeting		
Review Team Meeting notes personally with every person not there		
2nd Month _____		
Assign Assistant Monthly Checklist duties		
Train on Assistant Monthly Checklist duties as needed		
Review relevant portal graphs & completed pt checklists		
Attended Dr's Meeting before Team meeting		
1 st Months Goals and projects:		
Follow-up & conduct breakout at Monthly Team Meeting		
Review Team Meeting notes personally with every person not there		

**kept & filed in offices monthly folder*