



*Print off at beginning of 2 month term.
PIC brings to Dr & Team Meetings. Turn in completed at end of term to office manager*

Front Desk PIC		
Report	Date Completed	Initials
1st Month		
Manage Front Desk supply inventory		
Review Front Desk 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		
Manage Front Desk supply inventory		
Review Front Desk portal graphs & completed pt checklists		
Attended Dr's Meeting before Team meeting		
2 nd 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*