

Front Desk Daily Checklist						
Name: _____						
Month: _____						
Before Going Home	Mon	Tue	Wed	Thu	Fri	Sat
Arrive 15-30 minutes early						
Checked all email & tetris the schedule						
Created and called all labs						
Verified all insruances need today						
If Coordinator, acted as coordinator-not 2nd receptionist						
Use "Red Flag" to confirm next day's appointments						
Verify all Dr and Hygiene checklists completed						
Grey all Appts & Sent Dr's nightly call email						
Arrange pt bathroom, waiting rm, and play rm						
Turn off all lights, music, and buttons						
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Each team member keeps their own copy and turns in monthly. Only fill in the days you work.