

OFFICE COORDINATORS' CHECK LIST



Best Medical Care, PC.
121-08 Hillside Ave (Corporate Office)
Richmond Hill, NY 11418

Location: _____

Coordinator: _____

Week Starting:

Week Ending:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<u>Tasks:</u>							
Ensure Lights							
Ensure Doors Locked							
Ensure Windows Lock							
Ensure Computer Equipments							
Ensure Proper Operation of Other Equipment							
A.C./Thermostat							
Fridge Temperatures							
Alaram must be on at all times							
Inventory							
Ensure Off Hrs. Phone Fwding							
Lab Sample Deliveries							
Mail Deliveries							
General Cleanliness							
- Pt waiting area							
- Front Desk							
- Examination Rooms							
- MA Rooms							
- Lavatory							
- General passage area							
- Outdoors (Clinic front)							
- Supplies area							

*Note: Please Initial next to each task completed and under each day.

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