

Tech Zone Onboarding & Reboarding Worksheet

	7-10 times	7-10 times	90 days	<u>Staying on the Tasks</u>
Top Priorities that CANNOT wait	How many times have you observed this task?	How many times have you performed this with supervision?	How long has this been on your checklist?	<ol style="list-style-type: none"> 1. Use personal daily google calendar with tasks entered for each day <ol style="list-style-type: none"> a. Print the whole week's personal schedule at the start of the week to see the overview of the whole week's tasks 2. After PRES the daily schedule, write names of people to address tech topics with on your own personal schedule 3. Print list daily of alerts and highlight any alerts related to tech needs 4. Enter alerts in software to help address tech needs 5. Use a physical notepad for questions or concerns to address between front desk, doctor, and financial zones and bring that notepad to weekly O3 meetings 6. Mark off items completed in notepad to reduce extra verbal communication
Taking doctor's notes				
REX note taking				
Educating and referrals				
Setting patients up on rehab				
Confirming next appointment				
Addressing doctor alerts				
REX findings compared for RROF				
NPR X-ray report printed for NPR				
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Priorities that can wait if need be	How many times have you observed this task?	How many times have you performed this with supervision?	How long has this been on your checklist?	
SWS confirmation calls				
Performing REX				
Performing NP exams/note taking				
Teaching home exercises				
SWS confirming calls				
Addressing patient alerts				
Checking that services match notes and billing codes				

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	Inventory supplies				
	NPR X-rays marked				
	ARs prepped (number of adjustments, SWS, check finances, any patient care alerts)				

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