**Must Be Done Daily By Front Desk/MA**

1. Chart Check for the next day, make sure patients are in the correct system, we have imaging results, lab results, etc.
2. The box for scheduling requests is empty and patients are scheduled appropriately.
3. The patient’s information, ie past medical history, social history, is completely in their charts.
4. Make sure all patient’s being seen the next day have “eligible” insurance.
5. ALL phone messages are called back and the phone box is empty
6. The quest box is placed outside for pickup.
7. Reply to patient cases in the portal, patient cases box must be empty by end of the day
8. The desk is cleaned off.
9. The floors are vacuumed