

## DAILY OPENING CHECKLIST FOR FRONT DESK

- ❑ On Mondays (only), calibrate the CBCT. The instruction sheet is under the CBCT computer.
- ❑ Check voicemail and return all calls, give message slip to appropriate person. This should be done by 9am and repeated as necessary throughout the day. Return calls even if no message was left.
- ❑ Check emails and print out any invoices, putting them in the appropriate person's box. Archive the emails after printing them.
- ❑ Fill the Keurig water reservoir, the coffee pods, sugar, etc.
- ❑ Wipe down the counter and make sure it is not sticky.
- ❑ Check to see there is a full stock of water bottles in the little fridge.
- ❑ Make sure the front & lobby is neat and floors are swept.
- ❑ Turn on TV and music in reception area.
- ❑ Unlock doors.
- ❑ Get patient paperwork ready. (Check iPads etc.) Print out patient forms for the day.
- ❑ Check the patient restroom, stock toilet paper, paper towels, and mouth rinse cups. Ensure the trash is empty and everything is clean.
- ❑ Check cases to go out and begin calling to appoint deliveries.