Compensation Verification

Employee Name Hiring Date

|  |  |  |
| --- | --- | --- |
|  |  |  |

Position Date of Meeting

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Benefits**

Hours p/week Hourly Pay Rate Approx. Weekly Pay Times Paid

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

50 or 51 weeks

Annual Medical Benefit Total Annual Compensation

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |  |

Special arrangements or variations

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|  |

**Expectations**

As a Click or tap here to enter text., the primary responsibilities of your position are:

(For **HR manager**: place ads, screen applications, hire employees, onboard new staff with all proper steps, assist in training staff as needed, handle all employee documentation, release staff with all proper steps, assist in developing and maintaining job descriptions, participate in performance evaluations, handle staff disciplinary actions)

(For **office manager**: assess proper staff allocation, assist in training staff, develop training materials and protocols, oversee practice collections and financials, maintain practice statistics, manage staff, complete analysis, implement management protocols and procedures, participate in marketing, ensure adherence to office policy and job descriptions, oversee payroll and benefits management, handle office machines, equipment, and software)

(For **treatment coordinator**: confirm appointments, handle consultations, educate patients, show value of treatment, make financial arrangements, close cases, schedule treatment, follow up with patients who do not accept treatment)

(For **assistant**: seat and complete back office intake with patients, perform assistant procedures as directed, assist with doctor procedures, educate patients, provide pre/post treatment instructions, handle records and images, handle health history in detail, handle charting and documentation, use route slip for coordination with front office, dismiss patients)

(For **front office**: schedule patients, handle phone calls, confirm patients, take payments, check patients in/out, ensure proper patient documentation, use route slip for coordination with the back office, handle patient accounts, fill the schedule)