Employee name:

Position:

Date of hire:

Date of meeting:

**BENEFITS**

Hours per week:

Rate per hour:

Approximate weekly pay:

Times \_\_\_\_\_ (50 or 51 weeks):

Paid time off \_\_\_\_\_ (1 or 2 weeks):

Annual medical benefit:

Total annual compensation:

**SCHEDULE**

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Any special arrangements or variations?

**EXPECTATIONS**

As a \_\_\_\_\_\_\_\_\_\_ (position), 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, check patients out, ensure proper patient documentation, use route slip for coordination with the back office, handle patient accounts, fill the schedule.)