Person of the Day Addendum

The Person of the Day is expected to effectively manage the back-office flow process. The following additional expectations and responsibilities will be assigned by the Office Manager and will be rotated amongst all Surgical Assistants.

**Additional Expectations**

The Person of the Day is expected to do all of the following:

* Complete chart review two days ahead of time
* Ensure there is a morning huddle

* Ensure prescriptions are entered and signed by the Doctor
* Monitor patient flow to ensure the schedule is running on time
* Arrive early if needed
* Stay late if needed
* Work through lunch if needed
* Cope with needed lunches and/or breaks to ensure staff coverage
* Coordinate all back-office staff breaks during the day to ensure coverage

**SIGNATURE**

This addendum to your original job description has been authorized by the owner. The employee signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the positions. Job performance reviews will be conducted annually.

 Employee Printed Name Date

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

 Employee Signature

|  |
| --- |
|  |