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’s electronic signature constitutes their understanding of the requirements, essential functions, and responsibilities of the position.

(This job description is intended to be acknowledged and signed through ePractice Manager’s online portal. If the practice wishes to have its employees acknowledge this job description in an alternate way, please coordinate with your consultant to add a proper statement or signature section to ensure your documentation is complete and binding.)