



NEW EMPLOYEE OFFICE ORIENTATION CHECKLIST

This checklist is done as part of the on-boarding of every new employee. The checklist should be done as many times needed to get the new hire oriented to the work space.

Name: _____ Date: _____

FOR ALL POSITIONS:

- 1. Locate the Reception desk. _____
- 2. Locate the copy machine. _____
- 3. Locate the business license on the wall. _____
- 4. Locate the waiting room. _____
- 5. Locate the restrooms. _____
- 6. Locate the Office Manager's office. _____
- 7. Locate the Billing/Insurance Coordinator's office. _____
- 8. Locate the Doctor's office. _____
- 9. Locate any other admin offices such as patient consultation office, etc. _____
- 10. Locate each operatory. Count how many rooms. _____
- 11. Locate the Hygiene operatory/s. _____
- 12. Locate the operatory for imaging _____
- 13. Locate the supplies cabinet in each operatory and any other room. _____
- 14. Locate the lab. _____
- 15. Locate the surgery room, if there is one. _____
- 16. Locate the fire extinguisher throughout the office. _____
- 17. Locate the kitchenette/breakroom. _____
- 18. Locate the light switch, refrigerator, microwave and utensil drawer. _____
- 19. Locate the main office thermostat. _____
- 20. Go outside the building. Locate the practice's sign. _____
- 21. Locate the parking lot. _____
- 22. Locate employee parking spots. _____
- 23. Locate the back door to the building, if there is one. _____

FOR FRONT OFFICE/ADMIN POSITIONS:

- 1. Locate your work area _____
- 2. Locate the patient registration form/tablet _____
- 3. Locate where forms are kept for your position (i.e. patient health history, _____

- financial and insurance forms, patient privacy forms, patient letter templates, etc.)
4. Locate your computer _____
 5. Locate your phone and any phone equipment you will use (headphone, etc.) _____
 6. Locate where the contact lists are that you will need for your job (i.e. vendors, answering service, office security, IT, cleaning service, etc.) _____
 7. Locate the staff contact list. _____
 8. Locate practice management software manuals and/or office software protocols including passwords, email address, etc.) _____
 9. Locate where patient files are that you may access. _____
 10. Locate where any supplies needed for your job are kept. _____

FOR BACK OFFICE/PATIENT TREATMENT POSITIONS:

1. Locate the area/s where you will work. _____
2. Locate the computer you will use. _____
3. Locate the equipment you will use, including BP device. _____
4. Locate the manuals and/or office written protocols that you will need for the equipment you will use, such as imaging, scanner, practice management software, etc. _____
5. Locate the sterilization area and lab. _____
6. Locate where supplies needed for your job are kept. _____
7. Locate where clean uniforms are kept. _____
8. Locate any staff contact lists you need. _____
9. Locate where forms you will use on your job are kept. _____

You are now oriented. You may do the checklist several times until you feel familiar with the clinic. Turn in your completed checklist to the Office Manager.

Signature: _____ Date: _____