Clinical/Clerical Checklist

Electronic Signature Click here to enter text. Date Click here to enter text.

Please check if you have experience with the item listed.

Accounts receivable[ ]

Answer multi-line phone[ ]

Audiogram[ ]

Blood draws[ ]

Breathing treatments (nebulizer)[ ]

Calling in RX[ ]

Check patients in/out[ ]

Computer skills[ ]

Confirming appointments[ ]

Contacting insurance[ ]

Copy charts [ ]

Documentation of immunizations [ ]

EKG’s [ ]

Glucometer [ ]

Head Circumference [ ]

Hearing test [ ]

Injections [ ]

Prepare charts [ ]

Pull/file charts [ ]

Pulmonary function test [ ]

Pulse oximetry [ ]

Recording patient history [ ]

Referrals [ ]

Scheduling [ ]

Stool sample [ ]

Strep test [ ]

Suture removal [ ]

Taking messages [ ]

Triaging (phone calls) [ ]

Urinalysis test strips [ ]

Urine HCG [ ]

Use copy machine [ ]

Vitals [ ]

Write legibly [ ]

X-rays [ ]