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