

## Clarifying Job Descriptions and Related Tasks

Role Title: \_\_\_\_\_ (Referral, Front Desk, Physician Assistant, etc)

General Description	Related Tasks	Frequency (1/day, 1/week, on-going or as required)	Portion of Shift spent on it
<p><i>Sample: Receive Patients</i></p>	<ul style="list-style-type: none"> <li>• <i>Mark as "arrived"</i></li> <li>• <i>Confirm appointment time and practitioner with patient</i></li> <li>• <i>Verify contact information with patient</i></li> <li>• <i>Verify patient allergy status with patient</i></li> <li>• <i>Verify if patient has any forms for completion</i></li> <li>• <i>Ask patient to be seated</i></li> </ul>	<p><i>Daily – every 5-15 minutes</i></p>	<p><i>.5 or 50% of half my day</i></p>
<p><i>Sample: Scanning Documents</i></p>	<ul style="list-style-type: none"> <li>• <i>Check to ensure all lab work and test results have arrived</i></li> </ul>	<p><i>2X daily</i></p>	<p><i>.25 or 25% or approximately 2 hours</i></p>
<p><i>Sample: Room Patients</i></p>	<ul style="list-style-type: none"> <li>• <i>When provider is ready to see patient, bring them to the examination room</i></li> </ul>	<p><i>Daily</i></p>	<p><i>.25 or 25% or approx. 2 hours</i></p>