

Memo

To: Doctors, MA
From: Management
Date: April 21, 2022
Re: Patient care

Here are a few reminders to improve workflow on busier days.

1. Write all orders on the billing sheet. You may say the orders verbally, but please make sure everything is written also.
 - a. For urgent orders, call an MA by name so they know you are directly speaking with them. The nurse's station gets loud, the MA's may be with a patient, and we want to make sure the urgent order is getting taken care of as quickly as possible.
2. If you are waiting for a patient and your charting is completed, you can room the patient and do your portion of the visit first. Then place the clipboard/billing sheet on the orders rack for the MA's to complete the visit.