

Name: _____

Check-In Time: _____ : _____

Front Desk Check-In		
Item	Initials	Notes
Photo Taken & In Chart		
Insurance Bar & color entered		
Insurance Card Scanned under 'Misc" tab		
Insurance data entered under "Patient Information"		
Confirm patient's email is correct		
Confirm patient has Portal Access		
Policies & Procedures signed in chart		
Assign appropriate Provider		
Intro Reviews (Google, Yelp, Video, FB)		
Intro specials		
New Patients: How did they find us?		
Print MedPax/RevPax Sheet		
Pellet consent expiration (1-yr) documented in Admin Notes		
Tags entered appropriately		
ALL paper labs on chart		

Medic Check-In		
Confirm reason for appointment		
Obtain weight on the scale		
Chart update:		
Allergies		
Medications and how taken are in the chart correctly		
Supplements & how taken are in the chart correctly		
Social & Family History entered correctly		
Preferred pharmacy is correct		
Update all health trackers		
Check vitals (after 5 minutes sitting for BP)		

Nurse PU Time: _____ :	Height	_____ Ft _____ In
Ready for Provider time: _____ :	Weight	_____ lbs
Provider time in: _____ :	Temp	_____ . ____ F
Provider time out: _____ :	BP	_____ / _____ mmHg
Nurse time out: _____ :	HR	_____ beats / minute
Check out time: _____ :	RR	_____ Resp / minute
	SaO2	_____ % on Room Air
Follow Up: _____ Wks _____ Months		
Length of Appt: 15 min _____ 30 min: _____ 60 min: _____		