

S	Cat	Info - Sort S Cat - Colw 30 70 5	
		Daily	
N	Steps	Log in. Temp frig. doc out boxes - look if signed fax right away #1 priority - ck doc outbox every 1-2 hrs (noon to 5pm) ck mail ims (AO) Durso doc - (D) doc - (F) Fax - Print give to doc to sign	
	Steps Lock Door	10:30 am Lock Door Waiting Room	
	Call-Bk Dup#	look for dup for nursing home	
	Call-Bk Board	Call back clip bard	
	Phones Off t10:45am	Dial *73officePhoneNumber office open	
	Phones On t12:00noon	Dial *72officePhoneNumber - OFF - All calls must be done.	