FRONT DESK TRAINING CHART

TEAM MEMBER_____

POSITION_____ DATE_____

	PRIORITY	Duties	How long to learn	Who will train	Date shown	Date doing w/super	Date doing on own	Date mastered
1		Employee Manual						
2		Telephone Techniques						
3		Beginning of Day						
4		End of Day						
5		Scheduling						
6		Posting Charges						
7		Billing						
8		Submit Insurance Claims						
9		Recall Calls						
10		Greet Pts.						
11		Med HX update						
12		Ask for Radiographs						
13		Morning Huddle						
14		OSHA						
15								
16								
17								
18								
19								
20								