

SPORTS MEDICINE, INC.

Policy: Physical Therapists/ PTA's Open time slots

1. Clean up physical therapy area
 - a. Help other PTAs and PTs with paperwork, etc.
 - b. Remove all laundry from counter
 - c. Clean under podium and organize ie: put weights in appropriate places
 - d. Bring laundry over to machines
 - e. Disinfect the common areas and equipment (balls, BOSUs, T-bands, etc.)
2. Check with billing office
 - a. To do typing
 - b. Filing
 - c. Runs to banks
 - d. Visits to Doctor's offices
3. Go out on the Body Shoppe floor and chat with patients/clients.

Written: 6/2011

Approved:

Reviewed/Revised:

Signature:

Date Signed

Reviewed/Revised:

Signature:

Date Signed:

Reviewed/Revised: 2/19/2019

Signature *ED*

Date Signed: *3/25/19*

Reviewed/Revised:

Signature:

Date Signed

Reviewed/Revised:

Signature:

Date Signed: