

# ***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

Date Signed:

**Reviewed/Revised:**

Signature:

Date Signed

**Reviewed/Revised:**

Signature:

Date Signed: