

## **SPORTS MEDICINE, INC.**

### **Procedure: Physical Therapist New Hire Orientation**

Sign all employee paperwork  
Go thru policy book on line. Sign form.  
Go thru WISP. Sign Form.  
HIPAA. Sign Form.  
Need Bio for website.  
Need Picture.  
Signature for EMR.  
Add email address and review email procedures.  
Order business cards.

The following is a list that a new hire physical therapist is provided with to explain certain procedures in the Clinic:

#### **Patient Scheduling**

##### **Evaluation Appointments**


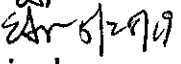
1. Are held by office staff for patient
2. Patient does not receive till after the evaluation appointment
3. Appointments are scheduled after evaluation according to PT's recommendation ie: x2 a week using a PTA or direct, etc.
4. Nothing is cancelled unless directed by PT directly to support staff

Time off requests should all be emailed to [Deb@optgreenfield.com](mailto:Deb@optgreenfield.com)

Questions regarding billing go directly to Staci

Calls out to doctors should be either made by the PTA or email request to [Marcy@optgreenfield.com](mailto:Marcy@optgreenfield.com) or [Deb@optgreenfield.com](mailto:Deb@optgreenfield.com).

When calling out from work please call 413-773-3379 x100 for Greenfield or 978-249-6999 for Athol before time scheduled.

<b>Written:</b>	2/19/2019	<b>Reviewed/Revised:</b>	
Approved:		Signature:	
Signature:		Date Signed:	
<b>Reviewed/Revised:</b>		<b>Reviewed/Revised:</b>	
Signature:		Signature:	
Date Signed:		Date Signed:	