

Employee Name _____

Orientation Start Date _____ Orientation Completion Date _____

Medical Assistant/Nurse Orientation

Topics	Not Applicable	Proficiency Complete Test Date	Not Proficient Date	Follow-up Proficient and Complete Test Date	Trainer
General Office Procedures					
Job Description					
Performance Standards					
Performance Evaluation					
Staff and Center Meetings					
PTO Request					
Emergency Schedule Change					
Responsibility for Calling Manager					
Payroll/PayDay					
Staffing to Demand Policy					
Conflict Resolution					
Safety (Personal / Possessions)					
Request for Help / Assistance					
Center Telephone Listing					
Mailboxes					
Copy Machine					
Fax Machine					
Incoming / Outgoing Mail					
All Staff Meetings					
Power Out - Phones					
Security Alarm System					
Emergency Exits					
Employee Entrances					
Equipment Repair					
Building/Safety Problems					
The Computer					

Orientation Manual For A Medical Assistant

RM Cervero



Orientation Manual For A Medical Assistant:

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