Employee Name	
Orientation Start Date	Orientation Completion

## Medical Assistant/Nurse Orientation

Tupina	Applica	Compte taid Ease	Productions Date	Padlage top Profes early Compute Code During	Trainer
General Office					
Procedures					
ah Description					
Performance Standards					
Performance Evaluation			1.0		
Staff and Center Meetings					
PTO Request			E 38		
Emergency Schedule Change					
Responsibility for Calling Manager					
Payroli/PayDay					
Staffing to Demand Policy					
Conflict Resolution					
Safety (Personal / Possessions)					
Request for Help / Assistance					
Center Telephone Listing	-	_		- 18	
Mailboxes	+	_	-	- +	
Copy Machine	+	-	-	- 10-	
Fax Machine	+	_	_		
Incoming / Outgoing Mail	+	_			
All Staff Meetings	+	-		- 10	
Power Out - Phones		-	- 3		
Security Alarm System	+	_			
Emergency Exits	+				
Employee Entrances	+	_			
Equipment Repair	+	-	- 0		
Suilding/Safety Problems	-	_	-	-	
politing/parety Problems	-	_			
White Washington	+			1	
The Computer			1.50	1115	

# **Orientation Manual For A Medical Assistant**

**K Morrison** 

#### **Orientation Manual For A Medical Assistant:**

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