



Morning Checklist

Date:

Initial	General Office
	Turn on hall, right side of office, and front office area lights.
	Open waiting room and front desk area blinds.
	Unlock front door and prop open.
	Turn on radio.
	Turn on suction pumps. Three buttons have tape on them. Press all three of those buttons.
	Turn on Television and Ipod Touch and start marketing video.

Initial	General Office
	In winter, turn on heater by front door.
	Autoclave any waiting instruments.
	Spray, wipe down, turn on valve, put in two enzyme tablets, and refill ultrasonic with water.
	Turn on panorex, processor, and log into desktop and laptop. Log into macpractice on laptop.

Initial	OP 1
	Turn on light
	Open blind.
	Turn on xray unit.
	Turn on bracket tray.
	Press the button that corresponds with the tape in hallway.
	Wake up computer. Log into MacPractice. Username: Password: Click on Safari. Open all the sites in the toolbar. Log into icloud. Username: Password: Log into Skype. Username: Password:
	Assemble slowspeed. Put in F position.
	Check the schedule and set up op for first patient.
	Pull up patient's most recent x-rays in MacPractice.

Initial	OP 2
	Turn on light
	Open blind.
	Turn on xray unit.
	Turn on bracket tray.
	Press the button that corresponds with the tape in hallway
	Wake up computer. Log into MacPractice. Username: Password: Click on Safari. Open all the sites in the toolbar. Log into icloud. Username: Password: Log into Skype. Username: Password:
	Assemble slowspeed. Put in F position.
	Check the schedule and set up op for first patient.
	Pull up patient's most recent x-rays in MacPractice.

Initial	OP 3
	Turn on light
	Turn on xray unit.
	Turn on bracket tray.
	Wake up computer. Log into MacPractice. Username: Password: Click on Safari. Open all the sites in the toolbar. Log into icloud. Username: Password: Log into Skype. Username: Password:
	Assemble slowspeed. Put in F position.
	Check the schedule and set up op for first patient.
	Pull up patient's most recent x-rays in MacPractice.

Initial	OP 4
	Turn on light
	Open blind.
	Turn on xray unit.
	Turn on bracket tray.
	Wake up computer. Log into MacPractice. Username: Password: Click on Safari. Open all the sites in the toolbar. Log into icloud. Username: Password: Log into Skype. Username: Password:
	Assemble slowspeed. Put in F position.
	Check the schedule and set up op for first patient.
	Pull up patient's most recent x-rays in MacPractice.