

MEDICAL OFFICE CLEANING CHECKLIST

Clean, inviting entrances

- ☐ Polish doors
- ☐ Clean entryway floors and signage
- ☐ Clean and inspect floor mats

Well-kept furnishings

- ☐ Clean waiting room chairs and couches
- ☐ Have upholstery professionally cleaned

Shining, sanitized surfaces

- ☐ Dust & sanitize all surfaces
- ☐ Address cross-contamination and infection control issues

Fresh carpets, safe floors

- ☐ Steam clean carpets
- ☐ Clean & polish vinyl, tile and wood floors

Sparkling, sterilized bathrooms

- ☐ Clean and sterilize floors, fixtures & surfaces

Contaminant-free air ducts

- ☐ Have air ducts cleaned regularly

Overall attention to detail

- ☐ Pay attention to tears in vinyl floors
- ☐ Empty trash cans regularly
- ☐ Sanitize touch points (door knobs, switches)

Medical Office Cleaning Checklist

Lauren Gardner



Medical Office Cleaning Checklist:

Kinn's The Administrative Medical Assistant - E-Book Alexandra Patricia Adams, 2013-11-28 Prepare for a successful career in medical assisting Kinn's The Administrative Medical Assistant 8th Edition helps you learn the real world administrative skills essential to working in the health care office In depth coverage ranges from professional behavior and interpersonal skills to billing and coding electronic health records and management of practice finances Written by administrative medical assisting expert Alexandra Adams this classic resource also includes an Evolve companion website with exercises and activities videos review questions for the CMA and RMA certification exams and an interactive portfolio builder Step by step illustrated procedures make it easier to learn and understand medical assisting skills and include rationales for each step Threaded case scenarios let you develop critical thinking skills and apply concepts learned in each chapter to realistic administrative situations Study Guide includes a variety of exercises to test your knowledge and critical thinking skills case scenarios from the book and a Procedure Checklists Manual Sold separately Emergency Preparedness and Assisting with Medical Emergencies chapter prepares you to take action during crises and urgent situations Detailed learning objectives and vocabulary with definitions in each chapter help you study more effectively with connections icons linking concepts in the text to exercises in the study guide and on the Evolve companion website Patient education and legal and ethical issues are described in relation to the Medical Assistant's job A Portfolio Builder on the Evolve website helps you demonstrate proficiency to potential employers NEW Charting examples within the procedures are highlighted for easier learning UPDATED coverage of the Electronic Health Record ensures that you are familiar with the technology you'll use on the job

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Patient-Centered Approach Barbara Ramutkowski, Abdulai Barrie, Cindy Keller, Laurie Dazarow, Cindy Abel, 1998-08-28 Students learn the skills necessary to become a multiskilled front office medical assistant All of the step by step procedures are fully illustrated so students can learn proper technique Trains students on medical office administrative procedures and equipment Each chapter begins with an outline of topics a list of chapter objectives key terms and a list of 1997 AAMA Role Delineation Study Areas of Competence covered in that chapter so students know where to focus their attention as they read and study Questions and activities at the end of every chapter help students measure their progress every step of the way

Medical Economics Encyclopedia of Practice and Financial Management Lawrence Farber, 1984 **Standard Specialized Standard Operating Procedures for Pediatricians , Standard Specialized Standard Operating Procedures for General Surgeons , Standard Specialized Standard Operating Procedures for Primary Care Physicians , Student Workbook to Accompany Clinical Procedures for Medical Assisting** Barbara

Ramutkowski, Kathryn A Booth, Donna Jeanne Pugh, Sharion Thomson, Kathryn Booth, Leesa Whicker, Ramutkowski Barbara, Pugh Donna, Thomson Sharion, Whicker Leesa, 2004-08 Clinical Procedures for Medical Assisting 2nd edition addresses the most current competencies for CMA certification CPR procedures coding and insurance billing requirements HIPAA regulations OSHA guidelines and clinical diagnostic testing such as hemoglobin A1c diabetes testing It also includes coverage of procedures and the coverage of Anatomy and Physiology is increased significantly It trains students on clinical procedures infection control anatomy and physiology assisting with patients medical emergencies and first aid laboratory procedures nutrition pharmacology diagnostic equipment and much more Catalog of Copyright Entries. Third Series

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