

MEDICAL RECEPTIONIST REPORT SHEET

DATE _____ **SHIFT** - AM PM **MR SIGNATURE** _____ **LOCATION** Stahlman

New Admissions this shift

Discharges/Transfers this shift

Potential Admissions/Discharges/Moves for next shift

SCN

Visitation/Exceptions/Social Issues/DNR/Open visitation/Special Alerts/PAVs

Name Changes Due

Physician Team Changes: _____

Freezers Checked: AM _____ / _____ PM _____ / _____

Logbook Ck: _____

Sleep Sacks Checked & Replenished as Needed: _____

Death Notifications/Faxes to State tubed to Moon: _____

Supplies Checked on Sunday & email sent to Lynda Sandefur: _____

Visitor Sign-in sheets sent to Moon Desk @ midnight: _____

Env Svcs / Equipment / Service Center Issues

(Refer to Daily Checklist on Back for Additional Daily Tasks)

Stahlman MR Daily Checklist

- | | | | |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Give/Receive MR Report | <input type="checkbox"/> | Check B/M freezer temps at Shift Change |
| <input type="checkbox"/> | Complete and send name changes | <input type="checkbox"/> | Log and send PKUs/ PKUs to nurses |
| <input type="checkbox"/> | Verify visitation/social issues/exceptions | <input type="checkbox"/> | Check Phillips Monitors |
| <input type="checkbox"/> | Update CLABSI board on dayshift | <input type="checkbox"/> | Check census with assignment sheet |
| <input type="checkbox"/> | Check Logbook with census | <input type="checkbox"/> | Check EBM Book |
| <input type="checkbox"/> | Prepare clipboards for NA spot | <input type="checkbox"/> | Notify/Deliver TPN when it arrives |
| <input type="checkbox"/> | Replenish Breast milk bottle bags | <input type="checkbox"/> | Clean breastmilk containers as needed |
| <input type="checkbox"/> | Stock linens (Stahlman) | <input type="checkbox"/> | Check bed tags (Stahlman) |
| <input type="checkbox"/> | Pick Up/Scan all papers from Pods | <input type="checkbox"/> | Send out assignments to all units |
| <input type="checkbox"/> | Replenish breastmilk labeling supplies on freezer | <input type="checkbox"/> | Sunday check for needed office supplies email Lynda Sandefur |
| <input type="checkbox"/> | Empty Shred Bins | <input type="checkbox"/> | Clean bilights and IV poles as needed |
| <input type="checkbox"/> | ID Band Audits when instructed | <input type="checkbox"/> | Replenish clipboards and charts |
| <input type="checkbox"/> | Order toner / imaging units | <input type="checkbox"/> | Replenish Bereavement Folders |
| <input type="checkbox"/> | Make copies to fill cubbies | | |
| <input type="checkbox"/> | Replenish/stock 3 hole and legal paper, refill printers | | |
| <input type="checkbox"/> | Check Sleep Sack Cabinets and special linen.
Call Linen Services to replenish as needed. | | |
| <input type="checkbox"/> | Consent Audits, check for confidentiality, mom and dad bands given. | | |
| <input type="checkbox"/> | Update EPIC when MDs Change (2 nd shift) | | |
| <input type="checkbox"/> | At Discharge: Break down chart/Scan Paperwork; call to have bed space cleaned,
D/C in Logbook, and Phillips monitors | | |
| <input type="checkbox"/> | Check breastmilk refrigerator/make yellow bins for each baby. | | |
| <input type="checkbox"/> | Replenish admission booklets. Pick up at Moon Desk to get more. | | |