

DAILY TASK LIST-

- Clock in
- Check Email
- Download/Upload reports
- Collect specimens and enter orders
- Tier 2 sign off on morning specimens
- Prep specimens for shipping
- Clock out for lunch

-----LUNCH-----

- Clock in from lunch
- Check Email
- Collect specimens and enter orders
- Tier 2 sign off on afternoon specimens
- Prep specimens for shipping
- Check Email
- Tidy up and wipe down workspace
- Clock out

Review Inventory (2 weeks of supplies on hand)/Order Supplies using order form

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BE SURE TO APPROVE TIME AT THE END OF EACH WEEK