



EOM report - Clinical Manager

Send a completed form to Integrator at the end of each month.

Month/Year: _____

Report	Notes	Date Completed	Initials
Beginning of Month			
Met with lead DA's to review goals and issues			
Attend Provider meeting			
On schedule with annual performance reviews			
Prepare for both clinics team meetings			
Before End of Month			
Monthly DA checklist completed for both clinics			
Updated employee sched/attendance			
Review team meeting notes with employees unattended			
Review handpece warranty & repair status			
Maintain log of equipment/instrument maintenance			
Between 1st - 5th			
Pull both clinics employee review drawing winner			
Pull "Cavity Free club' winner			
Review assistant monthly checklists for both clinics			
On or before the 5th			
All Scorecard metric entered			
Review timecards and PTO for payroll x2			