**[OFFICE NAME/LOGO**]

**ORIENTATION CHECKLIST**

**NOTE:** *This document is being provided to you as a basic guideline and does NOT constitute legal advice. Before implementing anything discussed in this document, you should be familiar with your state’s labor and employment laws. MGE is not responsible for any claims, real or otherwise associated with this write-up or any part thereof. As always, you are responsible for following the employment and labor laws (both Federal and state) applicable to your practice.*

**Note:**  *This Checklist is designed to help orient a new staff member to the physical office building and get them familiar with this organization.*

**YOUR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TODAY’S DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Study Note:** *Use a good English dictionary to define any words that you do not understand on this Checklist.*

**Important Note:** *While working on this Checklist and looking up definitions, be very certain you never go past a word you do not fully understand. Please initial on the lines once you complete each step.*

*While you walk around the office, use the Office Map that is attached to locate different spaces, offices, and operatories.*

*Additionally, you may have staff ask who you are while you walk around the office. Introduce yourself and let them know you are doing the Orientation Checklist.*

*If you run into any trouble completing this checklist, please get assistance from the Office Manager.*

1. Read the definition of the word *Buddy System* below.

*“A service for new staff members called the****buddy system****.  A well-qualified and experienced staff member will act as your buddy to help you do your orientation checksheet and familiarize you with your new surroundings.  They will answer any questions you may have.  They are there to help you feel at home.  They are your stable person for any confusions you might have when you first start.”*

\_\_\_\_\_\_\_

1. See the office manager and get a “buddy” assigned to you.

\_\_\_\_\_\_\_

1. Have the office manager introduce you to your “buddy” and let them know you are going to be starting your orientation check sheet.

\_\_\_\_\_\_\_

1. Find out where your “buddy” is going to be so that they are available should you run into trouble while doing this check sheet.

\_\_\_\_\_\_\_

1. What is the address of this practice? (If you don’t know, go to reception and ask the receptionist).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Go to reception and ask for a map of the area. Using the map, locate where this company is in relation to your surroundings. Take note of the local restaurants, street names, etc. \_\_\_\_\_\_\_

1. Locate the patient waiting area and count the chairs. \_\_\_\_\_\_\_

1. Locate the magazines and look at what is available. \_\_\_\_\_\_\_

1. **Operatories.**An operatory is a room or other area with special equipment and facilities for dental surgery, scientific experiments, or the like.***Note:****While doing this step, please do not interrupt any staff or doctors working with patients.*

From reception follow the Floor Map (starting at number 1) and work your way through the map, until you reach number \_\_. While you do this step, note how each operatory is numbered and where each operatory is located.  Also, note which operatory is used by a Doctor and which one by a Hygienist.

Don’t worry about memorizing each of them; this step is just to get you familiar with the layout of the office. \_\_\_\_\_\_\_

1. Locate the restrooms for the office, located at number (\_\_\_).  Note if there are different restrooms for staff and patients.

1. Read the definitions of *Communication Center* below.

*A Communication Center contains a basket for each employee. Each basket is labeled with the person’s name and their job title.*

*The Communication Center is where staff can route one another written communication, queries or orders, reports, etc. This also includes where company policies that need to be issued to all staff, announcements, etc. are distributed and it is your responsibility to check your basket daily.*

\_\_\_\_\_\_\_

Use the word *Communication Center*in a few sentences until you feel comfortable with it. \_\_\_\_\_\_\_

1. Locate the Communication Center in the office (Number \_\_). \_\_\_\_\_\_\_

1. Count the number of baskets in the Communication Center: \_\_\_\_\_\_\_

1. Notice the copy machine, shredding machine, the box for time sheets/time clock, etc.

\_\_\_\_\_\_\_

1. Locate the Office Manager’s basket.

1. Locate the lunch room (Number \_\_) \_\_\_\_\_\_\_

1. Locate the refrigerator ***Note****– you may store your lunch here.  At the end of the week, you are expected to take all your food out of the refrigerator and take any Tupperware home.* \_\_\_\_\_\_\_

***Note****– Take note of the office policy on cleaning your dishes.*

1. Locate the Microwave ***Note****– you may use the microwave but please clean it after use.  To maintain a pleasant working environment, we ask that you refrain from microwaving food that can have a very strong smell such as fish, curries, heavy garlic, etc.* \_\_\_\_\_\_\_

1. Locate your cubby/locker ***Note****– you may store your personal belongings here for the day.  You are responsible for the security of your personal belongings.  Please do not bring valuables to the office.*

***Note****– Take note of the office policy on cell phone usage during the day – please store your cell phone with your personal belongings while you are clocked in.*

\_\_\_\_\_\_\_

1. Locate the Lab \_\_\_\_\_\_\_

1. Find where the lab cases are stored. \_\_\_\_\_\_\_

1. Find where the supplies are stored. \_\_\_\_\_\_\_

1. If the office has physical (as opposed to digital) patient charts do the next three steps:
2. Locate where the charts are filed. \_\_\_\_\_\_\_
3. Notice that the charts are stored in alphabetical order. \_\_\_\_\_\_\_
4. Are the charts alphabetized by first or last name? \_\_\_\_\_\_\_

1. Go out to the parking lot. *Note – the staff has designated parking spaces so that our patients always have somewhere to park.* \_\_\_\_\_\_\_

1. Find out where the staff parking is. \_\_\_\_\_\_\_
2. Count the number of cars in the parking lot. \_\_\_\_\_\_\_

1. Locate the Supply Closet (Administrative Supplies). \_\_\_\_\_\_\_

Get familiar with the different supplies. \_\_\_\_\_\_\_

1. Go through the Personnel Location Chart.  Note who is where and keep a copy for yourself so you know who is where, and what their respective position is in the company.  Visit each of the spaces. \_\_\_\_\_\_\_

1. Locate the photocopier at number (\_\_\_) on your map. \_\_\_\_\_\_\_

1. Locate the Organization Information Center at number (\_\_\_).  Count the number of statistics posted there. \_\_\_\_\_\_\_

Congratulations, you just completed the Orientation Checklist! Inform your “buddy” that you’ve completed and ask them to call the Office Manager for you.

END OF CHECKLIST

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