

Ridgeline Primary Care and Urgent Care
 Primary Care Check List

Month _____ Team Leader _____ Nurse Manager _____

Date	Rooms Stock & Cleaned	Inventory Updated	EMR and Phone Messages Updated	Nurse Station Cleaned	Procedure Rooms Cleaned & Stocked	Orders Pending Updated	Consults Pending Updated	Shred Box Dumped	Follow Up/Problems/Corrective Action	Initials