Ridgeline Primary Care and Urgent Care
Urgent Care Check List

Month_____Team Leader_____ Nurse Manager_____

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

Reviewed by Clinical Manager:_____ Date:_____