**New Employee Orientation**

**DAVID MEMMOLI, P.C.**

Orientation Schedule

DAY 1 – January 21st, 2016

8:30a – 9a: Welcome & Breakfast

9a-9:15a: Benefits & Payroll

9:15a-9:30a: General Work Policies (PreDay “Pow-Wow”)

9:30a-9:45a: Emergency Response

9:45a-10a: BREAK

10a-10:30a: Practice Forms

10:30a-10:45a: JACHO

10:45a-11a: Advanced Directives

11a-11:10a: BREAK

11:10a-12:15p: MA Training

12:15p-1p: LUNCH

1p-2:30p: HIPAA

2:30p-3p: Patient Rights

**New Employee Orientation**

**DAVID MEMMOLI, P.C.**

Orientation Schedule

DAY 2 – January 22nd, 2016

8:30a-9a: Welcome & Breakfast

9a-9:50a: OSHA

9:50a-10a: BREAK

10a-10:30a: Ergonomics

10:30a-11a: Preventing Injuries

11a-11:10a: Fire Safety

11:10a-11:30a: Emergency Preparedness

 Bioterrorism

 Electricity

 Gas

 Radiation

11:30a-11:40a: BREAK

11:40p-12:30p: Weight Loss Training

12:30p-1:30p: LUNCH

1:30p-2p: Violence in the Workplace

2p-2:15p: Abuse Reporting

2:15p-2:30p: Gunman in the Workplace

2:30p-3p: Quality Insurance

3p: Farewells