

**PROFICIENCY CHECK SHEET PSR SCHEDULER TRAINING FOR E  
EVERGREEN WOODS PRIMARY CARE**

Trainer: \_\_\_\_\_ Trainee: \_\_\_\_\_ Date: \_\_\_\_\_  
 Proficiency Rating: 1) requires assistance, 2) Works alone/slowly, 3) Works alone/proficiently

<b>Scheduler</b>	<b>Rating/Date</b>													
Prints order report/assess prior to huddle														
Reviews/Prioritizes items/checks scheduler flags/documents														
Identifies & passes out backlog at 8:30, 12:00, & 3:00 pm														
Personal desktop flags are addressed														
Schedules tests/referrals														
Completes questions in Admin Comment box														
Changes order date														
Managed care referrals done and non-par referrals done when needed														
Precerts requested when needed with follow through														
Re-prioritizes orders end of morning and delegate if backlog														

**ASSESSMENT/FEEDBACK**

Date:	
Barriers to meeting objectives	
Areas to Improve:	
Feedback from trainer and trainee	
Plan:	
Attitude/Affect:	
Other:	