

Spring Cleaning! Everyone start doing today

The more that gets done in May, the easier your remodel/move will be for you!

- Go thru files and shred or recycle outdated or unused files.
 - Books and articles are often outdated as soon as they are printed. Can you find better resources online?
 - Does every provider in the clinic need copies of the same stuff? Could you make use of a shared library?
 - Have you looked at the file/item in the last year? If not- you probably don't need it.
- Recycle old forms (especially old non-NextGen forms)
- Go thru office supplies and either dispose of or give to co-workers unused items. Do you really use all those pens? 😊
- Take home unnecessary personal items for the time being.
- If you haven't used a piece of equipment more than once or twice this year, send it back to MDHFS. We can store it here until you need it again.
- Take down any old/faded posters, signs, etc.
- **MA/OSS:** repeat the above tasks for the reception and front desk areas.
- **NP/RNs:** repeat the above tasks for the lab areas
- **Behavioral Health:** work together to clean out your offices and desk areas. Don't forget the intern offices!

Not working this summer or have limited hours?

Please perform these tasks before your clinic schedule changes.

- Your desk will need to be cleaned out and cleared of all items except the computer.
 - Archive boxes will arrive at the clinics soon.
 - Place a label with your last name and box # on the box.
Example: May Box 1/3
We would like to reuse these boxes, so **please don't write on the actual box.**
 - Any files with PHI should be locked in the clinic chart file cabinet.
 - Leave the boxes stacked in the office
- Take down all posters, signs, etc from your office. Any items you want to keep should be placed in a box or rolled up and marked with your last name and "keep." This needs to be done since many offices will have wall units installed.

Week before remodel/move

Each clinic will be given a timeline on when the remodel/move will happen. Expect this to happen in July or early August.

- Additional boxes will arrive at your clinic
- Complete the steps in the above section (clean out your desk and remove posters)
- Brian will be visiting to help box items up and mark what items (furniture, etc) need to be removed by MPS.
- **MA/OSS:** box up all items in the reception and front desk areas including charts, files, supplies, etc. Place a label on each box and write "Reception" and the box #.
- **NP/RNs:** box up all items in the lab area including supplies, meds, etc. Leave the vaccine fridge alone. Place a label on each box and write "Lab" and the box #.
- **Behavioral Health:** work together to clean out your offices and desk areas. Don't forget the intern offices!