

Schedule

Date	Installer Arrival Time	Clinic
Monday, September 10	6:00 a.m.	Southwest SBC
Tuesday, September 11	6:00 a.m.	Edison SBC
Wednesday, September 12	6:00 a.m.	Roosevelt SBC

To-Do Before

- Brian will be coming out to each clinic to clearly mark what furniture will be staying and what will need to be taken away by MPS engineering.
- Please contact your clinic’s engineering team ASAP to give them a heads-up on this project if you haven’t already. They should come at least the day before to remove your old items.
- **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 # (not applicable for South SBC).
- **Behavioral Health:** work together to clean out your offices and desk areas. Don’t forget the intern offices!
- Make sure all items have been removed from your desk before your desk is taken away.
- Make sure all items have been removed from common storage areas before they are removed.
- Make sure all items have been removed from the walls (posters, signs, etc)
- Recycle old forms (especially old non-NextGen forms)
- Take home unnecessary personal items for the time being and bring them back when everything is in place.

Installation Day

- **Do not plan on being at the clinic or having appointments on your installation day.** Clinic staff should plan on working either at another clinic or at MDHFS on this day (a great day to get charting done☺). **I can’t stress this enough. Staff at the clinic during installation only slows the process down.**
- Brian will send out an email if the major installation work is done early. Providers can then return to the clinic to get settled.