

# Getting Organized in Your Job

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## Patient Care

### -Inpatient

- Communication with other services
- Midlevel provider (NP/PA)
- Protocols
- Follow-up plans
- Social complexities of orthopaedic trauma patients

### -Outpatient

- Emergency Department follow-up system
  - Timely clinic appointments
  - Surgical booking
  - Pre-anesthesia evaluations
- Suture/staple removal
- Radiographic follow-up
- Cast management

### -Other

- Disability paperwork
- Prescription refills
- Rehabilitation facility inquiries
- Physical therapy requests

## Administrative Responsibilities

- Set aside time weekly to sign electronic notes
- Create and update OR preference cards
- Complete billing paperwork daily
- Complete resident/medical student evaluations quarterly

## Things You Should Do Yourself!

- Maintain your own case log
  - patient stickers, implants, approach, fracture pattern
- Dictate your operative cases
  - important information, medicolegal, billing
- Establish rules for interacting with vendors and stick to them!
- Stay current!
  - State Medical License(s)
  - DEA
  - ABOS/MOC
  - CME