Getting Organized in Your Job

Jodi Siegel, MD

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 long
  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