

NHB RESERVE OFFICER CHECK-IN/CHECK-OUT SHEET

NAME:

DEPARTMENT:

***All sections must be completed prior to OSO signature. You do not have to complete these tasks in any particular order.**

	IN	OUT
Check in/out with Department Supervisor.		
IMD- Room S201 on the Sublevel. Complete SAAR and CHCS form; (CHCS forms if you will doing patient care).		(CLOSE ACCOUNT)
Outpatient Records- First Deck near the Pharmacy. CHCS Registration. (if you will be doing patient care)		
INPATIENT RECORDS/CODERS (PROVIDERS ONLY) Room C1647- First Deck (Same as Outpatient Records)		
(Command CFL) - Room 2302 HEIGHT/WEIGHT/BCA		
Tri-Care Service Center- Third Deck near Family Medicine. Please inquire with any Healthcare Eligibility concerns that you may have.		
Command Suite- Third Deck. CHECK IN WITH DIRECTORATE SECRETARY		
Professional Affairs- Third Deck/ RM. 3408		TURN IN PERFORMANCE APPRAISALS
RM 6023- Sixth Deck Command Urinalysis, report the same day the "official command" email notifies NHB staff members; reserve members name will not be on the list but still must report.		
Pass And ID- BLDG HP 16 (Near Front Gate) ID Badge, Nametag, and Scrub Tag (if applicable), Register vehicle if you do not have decals or a rental car agreement.		*Place ID in Drop Box at Front Gate.
COMMAND SAFETY POWER POINT (OSO) To be completed with OSO SPOC or via email.	Via email	
DATA QUALITY/TIMECARD, RM. S403G (SUBLEVEL) * Return Timecard for checkout.		
Check in/out with OSO after all sections are complete with signatures, located on the first deck (across from Subway) Keep check in folder until the day you check out		