

Division of Developmental Medicine Administrative Task List		
Task	Primary Contact	Delegate (in COC)
NDV Teaching Rounds Room Set Up (AV)	Cammie	Charice, Sibyl
CME/APP Funds Spreadsheet	Cammie	Charice, Sibyl
ROAR Program Coordinator	Cammie	Charice, Sibyl
ROAR Volunteer Reader Supervisor	Cammie	Charice, Sibyl
Fellowship Program Coordinator	Cammie	Charice, Sibyl
NDV Division Committee	Cammie	Charice, Sibyl
Drs. Myers, Brei, Zinner admin support	Cammie	Charice, Sibyl
APP admin support	Cammie	Charice, Sibyl
Division Meeting Minutes	Charice	Cammie, Sibyl
Walker Outreach Clinics/Itineraries	Charice	Sibyl, Cammie
Mitzel Outreach Itinerary	Charice	Cammie, Sibyl
NDV Teaching Rounds Schedule	Charice	Cammie, Sibyl
HC Accounts Reconciliation	Charice	Cammie, Sibyl
Phone Lists & Phone Information	Charice	Sibyl, Cammie
Intensive Feeding Program	Charice	Cammie, Sibyl
Promotions	Charice	Cammie, Sibyl
Resident/Med Students Schedules	Charice	Cammie, Sibyl
Walker & Mitzel admin support (primary)	Charice	Cammie, Sibyl
MD admin support	Charice	Cammie, Sibyl
Monthly Deployment Calendar/Sheet	Charice	Sibyl, Cammie
Clinic Prep/Templates	Sibyl	Charice, Cammie
Outdate Requests	Sibyl	Charice, Cammie
On-Call Schedules	Sibyl	Cammie, Charice
Access/Add-On Clinics/Room Request	Sibyl	Charice, Cammie
Missing Fee Sheet Report	Sibyl	Charice, Cammie
Provider Deployment Spreadsheet	Sibyl	Charice, Cammie
DNP Templates	Sibyl	Charice, Cammie
Provider Deployment Reconciliation	Sibyl	Cammie, Charice
Faculty & APP Next Availability	Sibyl	Charice, Cammie
Bump Rate Tracking	Sibyl	Cammie, Charice
SDI Board	Cammie/Charice/Sibyl	Cammie/Charice/Sibyl
Office Depot Orders	Cammie/Charice	Cammie/Charice/Sibyl
Lawson Orders	Cammie/Charice	Cammie/Charice/Sibyl
Fix-It Requests	Cammie/Charice	Cammie/Charice/Sibyl
Concur Reimbursements	Cammie/Charice	Cammie/Charice/Sibyl
Egencia Travel Arrangements	Cammie/Charice	Cammie/Charice/Sibyl
NDV Production Board	Charice/Sibyl	Charice/Sibyl/Cammie
Reach Out & Read Cart to Clinic	Matt	Cammie, Charice, Sibyl
Outgoing Faxes	Matt	Cammie, Charice, Sibyl, Mitch
Incoming Faxes	Matt	Mitch, Cammie, Charice, Sibyl
Mail Sorting	Matt	Cammie, Charice, Sibyl
Interoffice H.I.M. paperwork	Matt	Mitch, Cammie, Charice, Sibyl
Incoming/Outbound Calls	Mitch	Jen, Chloe
Requesting/Routing PHI	Mitch	Jen, Chloe
Routing Voice Messages	Mitch	Jen, Chloe
Outbound Mail	Mitch	Jen, Chloe
Processing ROIs	Mitch	Jen, Chloe
Doherty Newborn Parents Communication	Mitch	Jen, Chloe
Genetic Testing PA	Mitch	Jen, Chloe
Outbound DME Orders/Consults/Prescriptions	Mitch	Jen, Chloe
RN/Provider Admin Requests	Mitch	Jen, Chloe

As requested -- any one will handle request

Last updated: 8/22/19