



Gramercy Surgery Center Orientation Checklist

Clinical Information System Orientation

Topic	Date Completed	Initials
Computer		
<ul style="list-style-type: none"> • Password Sheet Received <input type="checkbox"/> YES <input type="checkbox"/> NO • Network Folder <ul style="list-style-type: none"> G: GSC Company Folder _____ Clinical folder _____ Policy & Procedure Manuals _____ Quality Assurance _____ Internal Website http://gsc-eip.gramercysurgery.com _____ • Personal Folder and Function <ul style="list-style-type: none"> User Folder _____ Shortcut Creating _____ Printing _____ Recycle Bin _____ • Outlook <ul style="list-style-type: none"> Location and Shortcut _____ Inbox _____ Sent Items/ Read Receipt _____ Deleted Items _____ Junk Mails _____ Address Book _____ CodeTwo Public Calendar (Not for everyone) _____ 		
 AmkaiCharts/AmkaiOffice		
Log In	_____	_____
User Interface	_____	_____
Tools and Navigations	_____	_____
Click "Save" Button	_____	_____

Employee Name

Employee Signature

Supervisor Name

Supervisor Signature