

# Healthcare

## Business Overview



Offers citizens healthcare exams and promotes a healthy lifestyle through health and nutrition education.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits Loan Application to bank.</li> <li>2. Oversees business operations and makes business decisions.</li> <li>3. Opens Utility account.</li> <li>4. Distributes business supplies.</li> <li>5. Prepares and sends Healthcare invoices.</li> <li>6. Signs Insurance Policy and Lease Agreement.</li> <li>7. Completes the Business Improvement Plan.</li> <li>8. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Places supply order.</li> <li>2. Submits online request for business loan.</li> <li>3. Inputs employee payroll information.</li> <li>4. Processes business payroll.</li> <li>5. Prepares direct deposit enrollment paperwork.</li> <li>6. Completes Loan Promissory Note.</li> <li>7. Makes business expense payments.</li> <li>8. Submits business deposits.</li> <li>9. Makes business loan payments and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>DOCTOR</b></p> <ol style="list-style-type: none"> <li>1. Becomes familiar with the provided tools for the job.</li> <li>2. Conducts citizen healthcare exams.</li> <li>3. Diagnoses patient symptoms and prescribes treatment options.</li> <li>4. If no pharmacist, educates patients on responsible handling of prescription drugs.</li> <li>5. Completes medical charting.</li> </ol>	<p style="text-align: center;"><b>MENTAL HEALTH PROFESSIONAL</b></p> <ol style="list-style-type: none"> <li>1. Distributes supplies received from the Supply Center.</li> <li>2. Writes a public service announcement about mental health wellness.</li> <li>3. Promotes healthy mental health by conducting a mindfulness activity with citizens.</li> </ol>
<p style="text-align: center;"><b>PATIENT REGISTRAR</b></p> <ol style="list-style-type: none"> <li>1. Distributes healthcare vouchers.</li> <li>2. Registers citizens for healthcare exam and tracks participation by business.</li> <li>3. Delivers incentive checks to businesses when award criteria has been met.</li> </ol>	<p style="text-align: center;"><b>PHARMACIST</b></p> <ol style="list-style-type: none"> <li>1. Writes public service announcements (PSAs) about responsible prescription drug topics.</li> <li>2. Prepares doctor's prescription orders for patients.</li> <li>3. Educates citizens on safe handling of prescription drugs.</li> </ol>
<p style="text-align: center;"><b>NURSE</b></p> <ol style="list-style-type: none"> <li>1. Writes public service announcements (PSAs) about provided healthcare topics.</li> <li>2. Becomes familiar with health assessment tools.</li> <li>3. Assists Doctor by taking patient health vitals.</li> <li>4. Conducts wellness exams.</li> </ol>	