**SAMPLE MONTHLY MEETING AGENDA FOR**

**FRESH START PHYSICAL THERAPY INC.**

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| **MEETING DETAILS** | |
| Date: 1/21/2021 Time: 1500  AM  PM  Location: Fresh Start Headquarters, 123 Main St, Pasadena, CA Dial-in Number: 799-999-9999 MEETING URL: www.google.meet.aqfdx.com | |
| **ITEMS & DISCUSSION** | |
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| **5 min** | **1ST ITEM: Opening**   * Chairperson, Melody Schneider will begin with opening introductions. |
| **2**  **min** | **2ND ITEM: Attendance**   * Present: George Calwell, Darren Painter, Karen Larue, Martina Boswell, Nick Lavent * Absent: Brock Thomson |
| **10**  **min** | **3RD ITEM: Agenda Introduction**   * Chairperson, Melody Schneider will overview today’s agenda, including equipment stock, patient check-in, insurance billing, and staff performance updates. |
| **15**  **min** | **4TH ITEM: Old Business**   * Karen to address equipment stock shortages due to shipping delays. * Nick (front desk staff) to finish presentation on new patient check-in protocols. |
| **20**  **min**  **3 min** | **5TH ITEM: New Business**   * Darren to overview new list of accepted insurances, including when website updates and announcement will take effect. * Melody to announce new performance review dates and details for physical therapists.   **6th ITEM:** Adjournment   * Announce new meeting date and time and conclude meeting. |