

45 Tasks to Outsource to Your Ginger Desk Virtual Assistant

Communications:

1. Outgoing phone communications
2. Checking all voicemail messages
3. Email communications
4. Maintaining inbox zero
5. Tagging emails and filing into organized folders
6. Client treatment plan clarification
7. Client queries between consults
8. Create scripts to reuse so both practitioner and VA save time in written communications
9. Client recalls for patients who haven't been seen in 3, 6, 12 months +



Labs:

10. Lab requisition creation
11. Lab sample collection explanation
12. Uploading labs to patient charts
13. Client notification upon lab results' arrival
14. Lab kit shipment direct to client

Document Management:

15. Document and lab filing into EMR
16. Faxing of prescriptions and renewals
17. Faxing referral documents or release of records information
18. Ensure client intake forms completed
19. Ensure consent forms signed



Billing

20. Invoicing
21. Accounts receivable
22. Collections
23. Update credit card expiry dates on file
24. Direct billing to insurance
25. Creation and implementation of Credit Card Authorization forms



Inventory and Product Sales:

26. Online dispensary sales
27. Entering invoices/purchases into inventory
28. Ordering products from vendors
29. Adding products to EMR or billing systems

General Administrative:

30. Matching receipts to credit card statements
31. Create and manage spreadsheets
32. Organize Google Drive
33. Prepare minutes for virtual team meetings
34. Training new clinical administrative staff
35. Creating Standard Operating Procedures manual



Course and Group Program Support:

36. Webinar assisting with Q&A
37. Zoom meeting assisting with Q&A
38. New member registrations
39. Discovery calls for new members
40. Intake session for new members
41. Charting for group members
42. Manage member queries between sessions
43. Moderate Facebook group for members by answering questions
44. Send out member contracts
45. Send thank you emails after sessions with reminders to book 1:1



Reach out now at hello@gingerdesk.com