# HH Procedures

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROCEDURE** | **STATUS** | **WHO?** | **FILE NAME** | **COMMENTS** |  |
| Periodic Processes (Daily, Weekly, Monthly, Yearly | Draft | Len, Mary | [Periodic Processes.pdf](Periodic%20Processes.pdf) | All Participants, All worksheets |  |
| Dropdown worksheet  | Complete | Len | [Drop Down Tables.pdf](Drop%20Down%20Tables.pdf) |  |  |
| Critical Hidden worksheets | Complete |  | [Critical Hidden Worksheets.pdf](Critical%20Hidden%20Worksheets.pdf) |  |  |
| Calls & Inventory Worksheet | Complete | Len | [Calls and Inventory.pdf](Calls%20and%20Inventory.pdf) | Deletions from, changes to Inventory |  |
| Suggestions | Draft | Mary, Len | <Suggestions.pdf> |  |  |
| DME Recharacterization | Complete | Len | [DME Recharacterization.pdf](DME%20Recharacterization.pdf) |  |  |
| Inventory Update | Complete | Len | [Inventory Update.pdf](Inventory%20Update.pdf) | Periodic Update |  |
| Inventory Work Sheet | Dynamic | Len | [INVENTORY WORK SHEET.pdf](INVENTORY%20WORK%20SHEET.pdf) | “How to Modify” Needed |  |
| Office Instructions | Complete | Mary | [Working copy office instructions.pdf](Working%20copy%20office%20instructions.pdf) | Office Staff |  |
| Coordinator Instructions | Complete | Sandra | [Coordinator Procedures.pdf](Coordinator%20Procedures.pdf) | Daily Use Office Staff/ Coordinators |  |
| Excel Navigation (Keyboard) |  | Len | [Excel Keyboard Shortcuts.pdf](Excel%20Keyboard%20Shortcuts.pdf) |  |  |
| DME Item no longer inventoried | Complete | Len | [Calls and Inventory.pdf](Calls%20and%20Inventory.pdf) | Included in Calls & Inventory documentation |  |
| Restore Worksheets | Concept | Len, Mary | [Restore Worksheets.pdf](Restore%20Worksheets.pdf) | Disaster Recovery Restore |  |
| DME Repair | Complete | Len | [DME Repair or Scrap.pdf](DME%20Repair%20or%20Scrap.pdf) |  |  |
| Creating & Using Link to HH Documentation | Complete | Len | [Link to HH Documentation.pdf](Link%20to%20HH%20Documentation.pdf) | Create once for each OneDrive PC; Use repeatedly. |  |

NOTE:

Under the WHO? Column, the name of one of us is meant to avoid duplication of effort; and can be easily changed.

NEED:

* Steps to accomplish transition
* Gather relevant hardcopy notes
	+ If any PC Files, Identify
* Incorporate viable candidates in THIS document
* Develop documentation for each
	+ Incorporate links
* Determine access constraints
* File format limitations
	+ Pdf vs docx