

PLEASE NOTE: THE WHITE SLIPS IN WITH THE BROCHURES GO IN THE TOP POCKET OF BROCHURE HOLDER, THE OTHER POCKETS GET BROCHURES!!

SHIPPING OF UPDATE KITS/ POSTERS:

Elite will be shipping the kits directly to you through Fed Ex! **DO NOT START YOUR INSTALLS UNTIL ALL THE MATERIALS HAVE ARRIVED. YOU WILL RECEIVE 4 BOXES PER INSTALL:**

BOX 1—FRAME BOX

BOX 2—BROCHURE HOLDER (ALL HDWR. FOR BOTH HANGING RACKS IN THIS BOX

BOX 3—POSTER

BOX 4—BROCHURES & WHITE SLIPS—**WHITE SLIPS GO IN TOP POCKET, THE REST GET BROCHURES**

TOOLS NEEDED FOR INSTALLATION OF RACKS:

- q CORDLESS DRILL/SCREWDRIVER WITH PHILLIPS ATTACHMENT**
- q PENCIL**
- q HAMMER**
- q BOX CUTTER**
- q HAND HELD PHILLIPS HEAD SCREWDRIVER**
- q INSTALL INSTRUCTION GUIDE**
- q CAMERA—DIGITAL OR PHONE TO TAKE PHOTO OF EACH DISPLAY—MUST UPLOAD FOR PAY**
- q WORK ORDER PER LOCATION**

PRECALL TO THE LOCATION: MANDATORY

YOU MUST CALL THE OFFICE TO SET UP AN APPOINTMENT TIME WITH THE CONTACT.

Call the phone number and speak to the contact person—Listed on each work order

Tell the contact person you are going to be drilling in to the walls IN THE WAITING ROOM AREA and to make sure this is okay.

Tell them the date and time you will be coming in to install. Tell them to think about the location they would like them to have the poster and brochure racks installed at.

DON'T PLACE OVER CHAIRS THAT PATIENTS CAN HIT THEIR SHOULDERS OR HEADS ON!! (Brochure rack holder sticks out from wall)

OFFICE VISIT:

- Dress appropriately (Business Casual)
- No children are allowed to accompany you on visit
- Check in with contact

- **ASK CONTACT WHERE TO INSTALL—DON'T INSTALL OVER CHAIRS SINCE BROCHURE HOLDER STICKS OUT, DON'T WANT PATIENTS HITTING**
- **FOLLOW INSTALL INSTRUCTIONS (PROVIDED ON OTHER SHEET)**
 - **HANG BOTH POSTER FRAME AND BROCHURE HOLDER**
 - **PLACE POSTER IN FRAME AND BROCHURES IN HOLDER**
- **Clean up all trash (including boxes and old brochures/poster) at the office. (Please dispose of trash off premise, not in the waiting rooms trash cans)**
- **TAKE PHOTO OF BROCHURES/POSTER INSTALL(required for pay)**
- **Get signature at office on work order**
- **MUST GET COMPLETE LIST OF THE DR. IN THE OFFICE!! VERY IMPORTANT**
- **MUST LEAVE PACKET IN EACH KIT WITH CONTACT—info on “HEALTHY COMMUNITIES”. Gives them info on creating a website for their office.**

WEB REPORTING: (Required for Pay)

Go to www.pathenry.com. Click on Rep Services. Log in (REPS WITH MULTIPLE CODES MUST USE THEIR TRISTATE CODES. That is how we process pay.) Click on Web Reporting. Click on Activity 1484—Elite Diabetes Install. Click on the location number you are entering. **Make sure to upload a photo per location and click Submit at the bottom of the page for the info to be generated to Pat Henry. Web Reporting with photo upload is required for pay.**

If you have a problem web reporting, please call 1-800-229-5260.

ALL WORK ORDERS MUST BE FAX TO 866-851-0919 OR SCANNED TO JGERTZ@PATHENRY.COM. DO NOT MAIL THE WORK ORDERS.

If you have any questions regarding your assigned locations, missing kits, due date...please contact us at 800-229-5260 ext. 422 (Joelle) or ext. 212 (Bill) or email me at jgertz@pathenry.com.