

**PLEASE NOTE: TWO TYPES OF POSTER SENT DEPENDING ON TYPE OF OFFICE:**

**OBGYN OFFICE—HUGGIES POSTER ONLY**

**ALL OTHER OFFICE TYPES—PULL UPS POSTER**

**This will be specified on each work order, please make sure to pay close attention!!**

**SER PADRES INSTALLS IN DR. OFFICE WAITING ROOMS-  
ACTIVITY 1486**

**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 UNIT TO INSTALL:**

BOX 1—FRAME BOX

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

BOX 3—POSTER

BOX 4—BROCHURES

If multiple units for one location you will need 4 boxes per unit!

**OFFICES WITH MULTIPLE UNITS: check to be sure you are taking the CORRECT UNIT TYPE(S) to each office for install:**

If your office has more than one unit to install per office, you will get a work order for each unit. **YOU WILL NEED TO REPORT EACH UNIT PER LOCATION IN WEB REPORTING SO PAY PROCESSES TO YOU CORRECTLY FOR THE EXTRA UNITS INSTALLED.** Only a small amount of the locations have multiple units. **MAKE SURE TO TAKE THE CORRECT UNIT TYPES WITH YOU TO THOSE WITH MULTIPLE UNITS.**

**UNIT TYPES:**

- **SP—SER PADRES** (most of the locations will have only this display, the work order will specify)
- **FF—DISNEY FAMILY FUN**
- **YHP—YOUR HEALTH PREGNANCY**

**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**

**IF MULTIPLE UNITS IN THE OFFICE, REPEAT INSTALL INSTRUCTIONS FOR EACH TYPE OF UNIT UNTIL ALL ARE HUNG.**

- **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)**

### **FOR OFFICES WITH MULTIPLE UNITS IN A LOCATION YOU MUST WEB REPORT & UPLOAD PHOTO OF EACH UNIT TYPE!!**

Go to [www.pathenry.com](http://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 1486—Elite Ser Padres. 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](mailto: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. 408 (Judy) or email me at [jgertz@pathenry.com](mailto:jgertz@pathenry.com).