

Wellness Center Physician Assistant

Your business is responsible for scheduling wellness appointments with citizens, by checking their eyes, height, and/or weight (their choice). You will also determine items that will be sold at the Wellness Center and provide nutrition and healthy lifestyle information as needed. As the JA BizTown citizens visit the Wellness Center, you will sell health-related and other products. Assist each customer in a friendly and courteous manner.

1. Get iPad From the Cart



Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #49**. A teacher will be at the cart if you need assistance. Log into the JA BizTown simulation, **following the login directions on the last page of your manual.**

2. Meet with the CEO About Orders and POS

- a. After you have received the start-up order of your business' items, use the **Distribution & Delivery Center Inventory Sheet** from the bin to check the items.
- b. Begin setting prices for your scarce products. Use the "Suggested Retail Prices" on the **Inventory Sheet** as your guide. Remember, these items cannot be reordered.
- c. After you receive your supply reorder, use the **Distribution & Delivery Center Inventory Sheet** from the bin to check the items and begin setting prices. No item sells for under \$2.00. Use the laminated **Pricing Worksheet** to help assist you in setting prices and calculating the potential income.
- d. Work with the CEO and use the **POS Setup and Sales Instructions** to setup the Point of Sale on the CEO's iPad. Hold the iPad horizontally.
- e. Remind those helping with sales that the Wellness Center accepts **CHECKS** and **DEBIT** cards only, no cash.
- f. When citizens pay with a check, give those to the CFO to deposit.

3. Set up Sales Display Case

Set up your sales display case. Display products attractively and be sure prices are clearly visible using the price tags provided.

4. Distribute the Blue Insurance Cards

- a. Take the Blue Insurance cards to each business. Ask the CEO how many employees are in the business and give them that number of insurance cards so they can give them to their employees.
- b. **EXPLAIN** to the CEO that their employees can come to the Wellness Center for a free health wellness appointment (eye, height, and/or weight check).
- c. Check off on your Checklist when you have dropped the insurance cards off to each business.

5. Schedule Wellness Appointments



- a. Visit each business and use your iPad to schedule citizens to come in for a free Wellness visit by opening the **Wellness Check-Up Schedule** in the red **PDF Expert app on your iPad**.
- b. They should write down (on the Blue Insurance card you handed out earlier), during which break they are coming to the Wellness Center.

6. Complete Wellness Appointments



- a. When citizens come in for their appointment, they should show you their Blue Health Insurance card.
- b. You will ask which item(s) they would like to have checked: their eyes, height and/or weight. They **do not** have to have all checked.
- c. Record or write their height and/or weight on the back of their blue insurance card when you are done with their wellness visit.
- d. Put a check next to each citizen's name on the **Wellness Check-Up Schedule** in the red **PDF Expert app** on your iPad when their visit is complete.

7. Assist Customers



Assist customers as they come in to purchase items.

- a. Follow the **POS SETUP AND SALES INSTRUCTIONS**, to enter sales into the CEO's iPad. Hold the iPad horizontally.
- b. Be sure to give all checks to the CFO so that they can be electronically deposited to the bank.

8. Clear iPad



Follow the directions on the next page to **clear forms in the PDF Expert app on the iPad**. Take your iPad and give it to the teacher stationed at the iPad carts.

9. Clean Up

Assist with business clean up at the end of the day.