

OFFICE PROCEDURES MANUAL



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MUTUAL

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NORTH CAROLINA

RISK MANAGEMENT PRACTICE GUIDE OF LAWYERS MUTUAL

AN OFFICE POLICIES AND PROCEDURES MANUAL IS COMPOSED OF TWO DISTINCT SECTIONS.

- 1** The **OFFICE POLICIES SECTION** refers to rules and regulations, like employment, behavior, and inclement weather procedures.

- 2** The **OFFICE PROCEDURES SECTION** documents administrative functions like file management, conflicts of interest checking, managing the trust account, calendaring, and routine activities like opening mail and answering the phone.

THE MANUAL

WRITING THE MANUAL

1. Use simple language. Sentences 20 words or less.
2. Have a detailed structure – outline format.
3. Use a positive tone.
4. Compile information before you begin to write the manual.
5. Avoid specific actions and instead focus on standard document preparation.
6. Organize information into categories to give the manual structure.
7. Create a production schedule.
8. Edit for consistency.
9. Establish a review.

STANDARD FORMATS

Policies and standards on the following:

- **Typography.**
- **Letters and Memos.** Including fax cover sheets.
- **Pleadings.** Include format rules dictated by the courts.
- **Other Documents.** This might include email formatting, forms, office signatures.

OFFICE STRUCTURE

- **Introduction.** Include firm's mission.
- **Building Layout and Access.** Maps of the building and office layout access to the office outside of business hours.
- **Job Descriptions.** Identify responsibility for jobs and tasks.
- **Supplies and equipment.** Location of supplies and equipment, and maintenance procedures.

OFFICE PROCEDURES

Detailed instructions on

- Security
- Emergency or Disaster
- Representing Firm
- Representing Clients
- Communications
- Filing System
- Docket Control System
- Finances

PERSONNEL POLICIES

- **General Policies.** Include federal and state regulations.
- **Employment.** Classification, personnel files, disciplinary/termination terms.
- **Conduct.** Include online behavior and use of office equipment and supplies.
- **Hours of Work.** Describe any telecommuting or alternate schedules.
- **Benefits.**
- **Holidays and Paid Leave.**

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Medical Procedures Manual

JA Banks



Medical Procedures Manual:

Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of today's most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control **Medical Procedures Manual** Garabed Eknayan, 1981-01-01 **Medical Procedures Manual** Garabed Eknayan, *Standard Operating Procedures for All Doctors* Robyn Adkins, Leila Chambers, 2005 **Medical Procedures Manual** P. D. Montgomery, 1994 **Operating Policies and Procedures Manual for Medical Practices** Bette A. Warn, Elizabeth W. Woodcock, 2001 *Pre-clinical Clinical Procedure Manual* University of Michigan. School of Dentistry, 1986 *Medical Laboratory Procedures* Mary Ellen Wedding, Sally A. Toenjes, 1997-03 New unit dedicated to specimen collection and transport Increased coverage of safety and infection control continued emphasis on quality assurance quality control Competency based and in line with AAMA requirements All skills are taught by incorporating procedural steps with the applicable rationale Each chapter begins with a list of psychomotor cognitive and affective objectives and a chapter outline and closes with an outcome assessment keyed to those objectives For each category of tests the introductory chapter provides a brief easy to grasp overview of the medical science and clinical implications Each procedural chapter clearly explains each step of the process and the scientific basis of the procedure and offers technical tips and guides for patient education **Medical Office Procedures Manual** Ann Ehrlich, 1986 **Manual of Treatment by Massage and Methodical Exercise** Joseph Scriber, 1887 Medical and Mental Health California. Board of Corrections, 1987 **Iowa Expanded Core Curriculum (ECC) Procedures Manual**, 2007 Accreditation Requirements Manual of the American Association of Blood Banks American Association of Blood Banks, Robert E. Klein, 1987 *Medical Office Procedures Manual*, 1977 **A Manual of Medical Jurisprudence** Alfred Swaine Taylor, 1892 **The Medical Library Association Guide to Managing Health Care Libraries** Ruth Holst, Sharon A. Phillips, 2000 Many hospitals and health care organizations that were independent freestanding institutions are now part of large health systems that deliver patient care in a variety of inpatient ambulatory and community settings Vast changes in the U S health care system are reshaping how librarians provide services to physicians and other patient caregivers as well as to medical and allied health sciences students and faculty Twenty one experts have contributed to this groundbreaking text Their individual chapters offer specific practical advice on administrative issues planning and marketing financial management space planning collection development cataloging and classification document delivery audiovisual services every aspect of managing today's ever changing health care library Required reading for any librarian offering health care information to professionals faculty or consumers **Medical Group Management Journal**, 1991 **British Medical Journal**, 1891 **The Practitioner's Handbook**

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