

OFFICE PROCEDURES MANUAL



LIABILITY INSURANCE
COMPANY OF
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

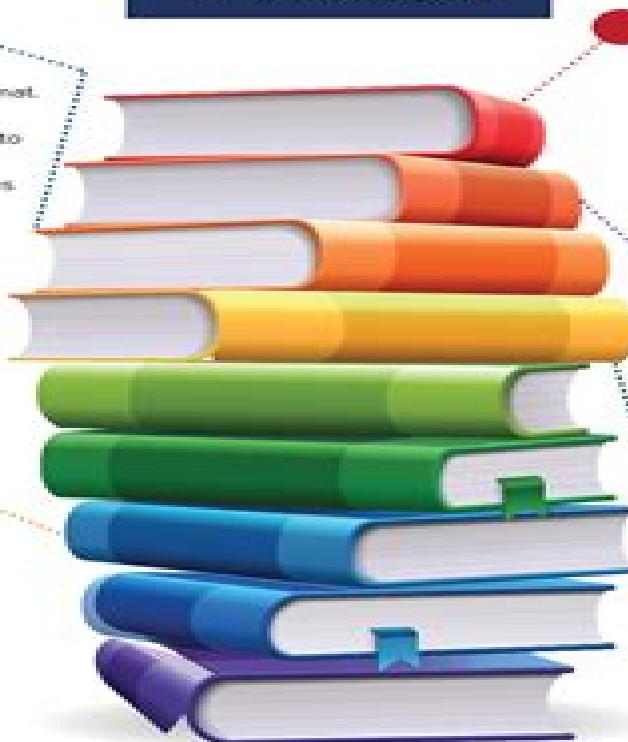
WRITING THE MANUAL

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

Michael R. Barratt, Sam Lee Pool

Medical Procedures Manual:

Medical Procedures Manual Garabed Eknayan, 1981-01-01

Medical Procedures Manual Garabed Eknayan,

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 todays 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 P. D. Montgomery, 1994

Standard Operating Procedures for All Doctors Robyn Adkins, Leila Chambers, 2005

The Credentialing Handbook Sheryl Deutsch, Christine S. Mobley, 1999 The Credentialing Handbook provides comprehensive plain English guidance to understand and master the provider credentialing process in any health care setting. With sample forms, checklists, flowcharts, and correspondence, this practical guide walks you through every aspect of effective credentialing, appointment and recredentialing. You'll learn key steps in the credentialing process, about express credentialing models, how to credential allied health practitioners, typical time frames and tracking systems, pros and cons of delegating credentialing, plus more

Operating Policies and Procedures Manual for Medical Practices Bette A. Warn, Elizabeth W. Woodcock, 2001

Standard Specialized Standard Operating Procedures for OBGYNs,

Standard Specialized Standard Operating Procedures for Pediatricians, **Standard Specialized Standard Operating Procedures for Primary Care Physicians**,

Clinical Engineering Handbook Joseph F. Dyo, 2004-08-27

As the biomedical engineering field expands throughout the world, clinical engineers play an ever more important role as the translator between the worlds of the medical engineering and business professionals. They influence procedure and policy at research facilities, universities, and private and government agencies, including the Food and Drug Administration and the World Health Organization. Clinical engineers were key players in calming the hysteria over electrical safety in the 1970s and Y2K at the turn of the century, and continue to work for medical safety. This title brings together all the important aspects of Clinical Engineering. It provides the reader with prospects for the future of clinical engineering, as well as guidelines and standards for best practice around the world

Manual of Medical Procedures Michael J. Ford, Colin Ernest Robertson, John Forbes Munro, 1987

Child Fatality Investigative Procedures Manual Sarah R. Kaplan, Lisa A. Granik, 1991

Quality Assurance in Nuclear Medicine, 1984

Principles of Clinical Medicine for Space Flight Michael R. Barratt, Sam Lee Pool, 2008-03-20

Over the years a large body of knowledge has developed regarding the ways in which space flight affects the health of the personnel involved. Now, for the first time, this clinical knowledge on how to diagnose and treat conditions that either develop during a mission or because of a mission has been compiled by Drs Michael Barratt and Sam L. Pool of the NASA Johnson Space Center. Complete with detailed information on the physiological and psychological affects of space flight, as well as how to diagnose and treat everything from dental concerns to decompression to dermatological

problems encountered this text is a must have for all those associated with aerospace medicine **Medical Office Procedures Manual** Ann Ehrlich,1986 **Emergency Medicine Procedures Manual** Thomas C. Kravis,Carmen G. Warner,Lenworth M. Jacobs, **Rehabilitation Nursing Procedures Manual** Therese T. Alexander,Roberta J. Hiduke,Kathleen A. Stevens,1999 This is a step by step guide to all procedures performed in subacute home health day rehab long term care and in patient facility settings The text emphasizes the team management of rehabilitative care and gives the interdisciplinary team a unifying resource for sage and effective practice **Medical Office Procedures Manual** ,1977

Accreditation Requirements Manual of the American Association of Blood Banks American Association of Blood Banks,1990

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web diffraction diffraction is the bending of a wave around an obstacle or through an opening the closer the obstacle opening is to the wave s wavelength the greater the amount of diffraction the amount of diffraction decreases as the curvature of the diffracted wavefront decreases and the calm area behind the obstacle opening increases

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