

OFFICE PROCEDURES MANUAL



LAWYERS
MUTUAL

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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Business Aspects of Optometry Association of Practice Management Educa, 2009-12-15 Count on this complete guide to setting up and managing an optometric practice *Business Aspects of Optometry* covers everything related to the business side of a practice such as selecting a location and staff equipping the office office administration and personnel management marketing options for a specialty practice controlling costs billing and reimbursement risk management and financial planning To succeed in practice this is the one resource you need Unique Expert authors are practice management educators who teach the course in optometry schools A logical organization makes it easy to find practical information on managing your own practice or purchasing your own practice Coverage of different types of ownership includes self employment individual proprietorships partnerships and corporations Coverage of cost control issues compares the selection and use of an optical laboratory versus an in house finishing lab Risk management and insurance coverage provides an overview of personal life liability and disability insurance Coverage of financial planning and tax reporting discusses topics including IRAs retirement plans estate planning and personal and business tax issues Bulleted lists tables figures and boxes help you locate valuable information quickly Checklists provide a logical progression in completing tasks NEW chapters expand the book's scope of coverage and include these topics Personal and professional goal setting Resumes and interviews Debt management Principles of practice transfer Ethics Quality assurance Specialty practice Vision rehabilitation Coding and billing Financial decision making Exit strategies

Clinical Medicine in Optometric Practice Bruce Muchnick, 2007-10-24 This updated new edition is a practical guide to the evaluation diagnosis and treatment of systemic disorders as they relate to primary eye care It incorporates a multidisciplinary approach from the underlying pathophysiological mechanisms to testing and diagnosis methods to medical and surgical management *Clinical Medicine in Optometric Practice 2nd Edition* provides the reader with the information needed to make informed decisions about patient management such as identifying symptoms and their related disorders and knowing when to refer patients to a medical specialist Shows how the wide range of medical conditions and their therapeutic strategies impact the delivery of eye care Familiarizes the reader with the conditions that are encountered in practice those that may present with ocular manifestations and those that have significant importance to medicine in general Organized in a practical easily accessible format Uses case presentations to demonstrate clinical test interpretation differential diagnosis treatment and the development of a prognosis Reflects the most current technologies in examination and testing Features all new illustrations in full color illustrating systemic disorders the physical exam videotaping dermatological conditions and much more Includes a new chapter on vascular disease especially important since optometrists are sometimes the first to notice these types of changes Contains new information on cardiovascular disease and carotid disease including the effects that stroke may have on the patient

Optometric Practice Management Irving Bennett, OD, FAAO, 2002-09-27 While the business aspect of

an optometrist's practice may come second to patient care optometrists today are faced with greater competition for new patients and income This updated guide shows readers how to work smarter through effective practice management to offset reduced earnings due to fixed reimbursements of managed care and competition from 1 800 contact lens companies and chains selling discount frames and lenses Drawing on over 40 years of experience the author presents practical strategies for addressing the problems of day to day practice and explains how to develop business and marketing plans without detracting from the optometrist's professional image This edition features an increased focus on how to work with partners including how to exit gracefully from a partnership how to start a part time practice and how to be creative in practice Authored by an expert in the field of practice management and optometry for the most effective realistic advice and guidance Concise readable text synthesizes the author's 40 plus years of expertise in optometric practice Necessary business and marketing skills are presented in a way that is compatible the optometrist's professional image Tips and tools are provided on how to approach the client as both a consumer and a patient Helpful information for students or optometrists who own or are planning to own their own practice Completely re written and updated 4 new chapters cover topics such as practice locations part time practicing managed care management of un met vision needs and the office of the future An increased focus on how to work with partners including how to exit gracefully from a partnership A discussion of how to start a part time practice addresses real world considerations and practical strategies Hot new topics such as co management of patients gender and ethnicity senior patient concerns and discounting

Clinical Procedures in Optometry J. Boyd Eskridge, John F. Amos, Jimmy D. Bartlett, 1991 This comprehensive heavily illustrated practical text uses a primary care focus to delineate both general patient assessment and specialty aspects of care for the practicing optometrist Step by step guidelines are presented in a consistent outline format for each procedure included along with many useful charts and tables

The Optometric Weekly and the Optometrist & Optician, 1964 Occupational Outlook Handbook, 1972 Describes 250 occupations which cover approximately 107 million jobs

The Business of Optometric Practice, 1975

The Optometric Weekly, 1960 *Optometric Weekly*, 1960 **Optometric Monthly**, 1951 National Union Catalog, 1963 Includes entries for maps and atlases

Southern Journal of Optometry, 1963 **Optometric Weekly and the Optometrist & Optician**, 1961 **Journal of the American Optometric Association** American Optometric Association, 1984 **The Associated Journal of Optometry**, 1944 **New England Journal of Optometry**, 1973 **Optometric World**, 1967

Administration & Management, 1980 *The Optometrist's and Ophthalmologist's Guide to Pilots' Vision* Warren Verne DeHaan, 1982

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