

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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Office Procedures Manual Example

**American Bar Association. Section of
General Practice**

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Law Office Policy & Procedures Manual Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures. The book, an updated and expanded version of the previous fourth edition, is divided into seventeen sections covering such topics as law office organization management and administration, support personnel, office policies, personnel policies and benefits, office security and emergency procedures, financial management, file systems, technology and communications systems. The book contains numerous sample forms and documents, as well as extensive bibliographies. A CD containing the entire text of the manual is included, allowing customization of the manual for particular user needs. Navy Management Review United States. Navy Management Office, 1958. **Navy Management Review** United States. Navy Department, 1958. **Church Administration** Robert H. Welch, 2005 Church Administration by Robert Welch will assist pastors and church administrators in becoming effective and efficient leaders, managers and administrators. **Real Estate Office Management** Real Estate Brokerage Managers Council (Chicago, Ill.), Dearborn Real Estate Education, 2003-11-03. Intense competition makes intelligent state of the art real estate office management the key not only to success but to survival. The Real Estate Brokerage Council produced the first edition of Real Estate Office Management for brokers classes taught by the Realtor's National Marketing Institute where it is still required reading. Highlights of this book include: Leadership, planning, organizing and communicating; Recruiting, agency types and training; Retaining, motivating and terminating employees; Record keeping and financial systems; Marketing and utilizing statistical records; Analyzing Real Estate growth patterns; Mergers and acquisitions. Athletic Director's Desk Reference Lopiano, Donna, Zotos, Connee, 2013-11-07. Athletic Director's Desk Reference is the most authoritative and comprehensive resource available for collegiate athletic administrators. This book and web resource guide program administrators in navigating their increasingly complex roles in athletic programs of any size. **Front Office Procedures** Michael L. Kasavana, Richard M. Brooks, 1998. This textbook provides students with an in-depth look at management of the front office and how this department interacts with other hotel departments to create a memorable guest experience. The eighth edition has been revised with new material on the potential impact of automated information technologies on a variety of front office functions. This edition also includes new information on revenue managers, how blogging and social networking affect hotels, manual backup procedures for automated system failure, identity theft prevention, payment card security standards and green hotels. In addition, important discussions of front office operations have been expanded throughout the text, especially with respect to human resources management, business forecasting, revenue management, budget planning and front office staff interaction with sales, housekeeping and security personnel. Publisher description. **Modern Typewriting and Manual of Office Procedure** Arthur E. Morton, 1919.

Navy Management Review, 1958. Business and Legal Essentials for Nurse Practitioners Sally J. Reel, Ivo Luc

Abraham,2007-01-01 Business and Legal Essentials for Nurse Practitioners fosters a relationship between health business and law The book addresses issues from negotiating an employment contract to establishing an independently owned nurse practitioner practice Each section in increments provides greater detail from a legal standpoint and describes what resources and options are available to the nurse practitioner upon graduation and beyond Written for the student graduate and practicing nurse practitioner Business and Legal Essentials outlines the necessary steps to eventual practice ownership KEY FEATURES Provides an overview of advanced practice including the scope of NP practice and prescriptive authority Covers details involved in owning a practice including advantages and disadvantages identifying various practice needs and the legal issues of reimbursement and credentialing Explains business plans in detail including important information regarding insurance administration support physical space and technology needs Provides a range of information on alternate types of nurse practitioner businesses Describes HIPPA and its effect on the nurse practitioner practice Includes effective marketing strategies needed to promote a new or existing practice dadirect com *Managing Front Office Operations* Michael L. Kasavana, Richard M. Brooks, Charles E. Steadmon, 1991 A textbook for students of hospitality Explains such aspects as the nature of the lodging industry hotel organization front office operations and responsibilities reservations registration accounting check out and settlement the night audit planning and evaluating operations and managing revenue and human resources No dates are noted for earlier editions Annotation copyrighted by Book News Inc Portland OR *Modern typewriting and manual of office procedure. [With] Teacher's handbook and key* Arthur E. Morton, 1903 *General Office Procedures for Colleges* Patsy J. Fulton, 1983 **How to Write an Operations Manual** Institute of Real Estate Management, 1978 *Administrative Procedures for Medical Assisting* Barbara Ramutkowski, Kathryn A. Booth, Donna Jeanne Pugh, Sharion Thomson, Leesa Whicker, McGraw-Hill, 2004-07-09 Administrative Procedures for Medical Assisting 2nd edition addresses the most current competencies for CMA certification CPR procedures coding and insurance billing requirements HIPPA regulations and OSHA guidelines It also includes coverage of timely issues such as medical response to bioterrorism which none of the competitors include It retains its thorough coverage of procedures It trains students on medical office administrative procedures and equipment infection control and much more *The Physician's Office* Leif C. Beck, 1977 *Administrative Medical Assisting* Marilyn Takahashi Fordney, Joan Johnson Follis, 1993 **Federal Sector Workers' Compensation** Ernest C. Hadley, Eleanor J. Laws, 1999 *Law Notes for the General Practitioner* American Bar Association. Section of General Practice, 1982 *Houghton Mifflin Typewriting: Personal* Judith A. Chiri, 1987

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