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Job Description Manual for Medical Practices Courtney H. Price,Alys Novak,1999 This comprehensive manual helps you develop an effective strategy for job description implementation shows you how to conduct appropriate job analyses and helps you understand the attendant legal issues Includes a disk of generic jo descriptions to use as is or modify for your practice

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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.

Regional office manual, 1985 **Financial Audit Manual: Volume 3**, 2009. The new vol 3 of the GAO and the President's Council on Integrity and Efficiency PCIE Financial Audit Manual. FAM, GAO and the PCIE issued the joint FAM in July 2001. The FAM presents a methodology to perform financial statement audits of fed entities in accordance with professional standards. GAO has updated the FAM for significant changes that have occurred in auditing financial statements in the U.S. gov't since the last major revisions to the FAM were issued in July 2004. These checklists are tools that may be used by entities and auditors to document conformity with U.S. generally accepted accounting principles. U.S. GAAP.

National Library of Medicine Current Catalog National Library of Medicine (U.S.), 1971 **H.R. 2715, the Paperwork Elimination Act** United States. Congress. House. Committee on Small Business. Subcommittee on Government Programs, 1996.

Saunders Medical Office Management Alice Anne Andress, 2013-08-09. With proven techniques and professional insight, this one of a kind resource is your complete guide to ensuring both effective patient care and sound business practices in the medical facility. From the front office to financial management, each detailed chapter addresses the interpersonal and administrative concerns you'll face in the management of a medical office, accompanied by realistic forms, letters, and procedural policies that help you prepare for on the job success. This new edition keeps you up to date on emerging developments in billing and coding, documentation, ethical and legal issues, and technological advances to help you keep your medical office at the forefront of the competitive health care field. Manager's Alert boxes detail measures to help you avoid complications and prevent potential emergencies. From the Expert's Notebook boxes help you build daily decision

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