

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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Sample Of Office Procedures Manual

Tony Ogburn, Betsy Taylor



Sample Of Office Procedures Manual:

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 **Simple Maintenance Office Procedures**

Manual Susan Welt, 1981 *The Legal Career Guide* Gary A. Munneke, 2002 Introducing the latest edition of this step by step guide for planning and executing a job search This book is filled with practical advice that will help anyone find their personal niche in the legal profession *Professional Practice for Landscape Architects* Rachel Tennant, Nicola Garmory, Clare Winsch, 2015-09-16 Professional Practice for Landscape Architects third edition deals with the practical issues of being a successful landscape architect professional Endorsed by the Landscape Institute this book is an indispensable guide for licentiate members of the Institute on their Pathway to Chartership It follows the revised 2013 syllabus covering all aspects of professional judgement ethics and values the legal system organisation and management legislation and the planning system environmental policy and control procurement and implementation It also serves as a reminder and reference for fully qualified professionals in their everyday practice and for landscape students Valuable information is presented in an easy to follow manner with diagrams and schedules key acts professional documents and contracts clearly explained and made easy to understand A handy list of questions are included to aid with P2C revision answers of which are found within the text [Creating and Updating an Employee Policy Manual: Policies for Your Practice](#) American Dental

Association, 2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA [Athletic Director's Desk Reference](#) Donna A. Lopiano, Connee Zotos, 2022-02-15 This applied reference includes management tips planning tools and policies for athletic administrators Designed primarily as a reference for intercollegiate athletic program administrators high school athletic administrators courses in athletic administrations and libraries **Procedures in the Office Setting, An Issue of**

Obstetric and Gynecology Clinics Tony Ogburn, Betsy Taylor, 2013-12-28 Gynecology is a procedure related field that like other specialties has moved toward minimally invasive procedures that can be performed in the office setting This issue of the Obstetrics and Gynecology Clinics covers the most commonly performed gynecologic procedures performed in the office

setting Colposcopy Cryosurgery LEEP sterilization D and C and Urogynecologic procedures are all covered along with articles on surgically implanted contraceptives and surgical abortion

Study Guide for Kinn's The Administrative Medical Assistant - E-Book Alexandra Patricia Adams, 2010-10-18 Get more practice with medical assisting competencies and test your critical thinking skills Designed to support Kinn's The Administrative Medical Assistant An Applied Learning Approach 7th Edition by Alexandra P Young Adams this study guide offers a complete review of content and a wide range of exercises to help you master CAAHEP and ABHES competencies A variety of exercises test your knowledge and critical thinking skills including vocabulary review multiple choice fill in the blank and true false questions The most current content and competencies associated with CAAHEP and ABHES are included such as emergency preparedness patient education and documentation Procedure checklists allow you to tear out each sheet and provide to your instructor for evaluation Exercises are cross referenced to the Connections themes in your textbook Additional exercises enhance the learning experience with skills and concepts word puzzles case studies work applications and Internet activities English Spanish terms help bilingual students master the content Work products may be submitted to your instructor and to accrediting organizations as documentation that a competency has been completed Expanded coverage of the Electronic Medical Record includes Practice Partner EMR activities for extra practice with this key competency A companion Evolve website includes A P exercises with medical animations

Procedural Report on the 1960 Censuses of Population and Housing United States. Bureau of the Census, 1963

Handbook of Geriatric Care Management Cathy Cress, 2007 This book is a reference which addresses the many settings that geriatric care managers find themselves in such as hospitals long term care facilities and assisted living and rehabilitation facilities It also includes case studies and sample forms

Produce Simple Word Processed Documents (Word 2003) Cheryl Price, 2004

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