

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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Optometry Office Procedures Manual Template

Frank Puzio



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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

NACUBO Business Officer National Association of College and University Business Officers,1987

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Journal of Reading ,1965

Administrative Eyecare ,1996

Annual Report South Carolina. Dept. of Labor, Licensing and Regulation,1993

Office Policy/procedure Manual for Paraoptometric Personnel Willard B. Bleything,American Optometric Association,1974

PC Mag ,1986-01-14 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical

solutions help you make better buying decisions and get more from technology *The Software Encyclopedia* ,1988

Department of Defense Appropriations United States. Congress. House. Committee on Appropriations. Subcommittee on Department of Defense,2001 **Department of Defense Appropriations for 2001: Readiness of United States forces**

United States. Congress. House. Committee on Appropriations. Subcommittee on Department of Defense,2004

Department of Defense appropriations for 2001 United States. Congress. House. Committee on Appropriations. Subcommittee on Department of Defense,2004 The Boilermakers Journal ,1942 Department of Defense

Appropriations for Fiscal Year ... United States. Congress. Senate. Committee on Appropriations. Subcommittee on

Department of Defense,2001 **Department of Defense Appropriations for Fiscal Year 2001** United States. Congress. Senate. Committee on Appropriations. Subcommittee on Defense,2000 PC ,1987 **PC Magazine** ,1986 *Macworld*

,1985 **Aerospace Medicine and Biology** ,1985 A selection of annotated references to unclassified reports and journal articles that were introduced into NASA scientific and technical information system and announced in Scientific and Technical Aerospace Reports STAR International Aerospace Abstracts IAA *The Complete Office Policy Manual for the Optometric Practice* Frank Puzio,1992

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