

RECEPTION'S MANUAL

Telephones

- All calls should be answered in three rings or less
- The receptionist should identify the practice by name and give his or her first name.
- No caller should be put on hold without first being greeted properly and asked if the caller minds holding.
- Patients should not remain on hold for more than thirty seconds, except when the receptionist is on another call.
- Patients should not wait longer than two hours for a return call from the practice.
- There should be no complaints about lost or forgotten messages.
- There should be no more than two complaints per month about telephone procedures.

Scheduling

- No patient should wait more than seven days for an appointment.
- New patients should be seen within three days.
- There should be no more than two complaints per month scheduling procedures.

Patient Reception

- All patients should be greeted by name within thirty seconds of their arrival.
- The reception area and lobby should be kept clean and neat at all times.

Waiting Area

- No patient should wait more than fifteen minutes from his or her scheduled appointment time to see the physician.
- If there is a change in the schedule, patient's should be notified immediately upon arrival and given the option to reschedule or come back later that day.
- Continually update patients who choose to wait on the status of their appointment.
- There should be minimal patient complains about waiting time.

Patient Education

- The clinical staff should offer each patient a final opportunity to ask questions and escort each patient to the check out area.
- All patients should be given a practice brochure and business card.

Patient Complaints

- Patient complaints should be addressed immediately by the staff person to whom the complaint was made.
- If this person is unable to resolve the complaint, he or she should immediately contact the staff person who can resolve the problem.
- The office manager should call each patient who has a complaint on the next business day to make sure the issue was resolved to the patient's satisfaction.

Orientation Manual Reception Example

Lowell Ackerman



Orientation Manual Reception Example:

U.S. Media and Migration Sarah C. Bishop, 2015-12-22 Winner of the 2017 Outstanding Book Award from the National Communication Association's International and Intercultural Communication Division and the 2017 Sue DeWine Book Award from the NCA Applied Communication Division Using oral history ethnography and close readings of media Sarah C Bishop probes the myriad and sometimes conflicting ways refugees interpret and use mediated representations of life in the United States Guided by 74 refugee narrators from Bhutan Burma Iraq and Somalia U S Media and Migration explores answers to questions such as What does one learn from media about an unfamiliar place How does media help or hinder refugees sense of belonging after relocation And how does the U S government use media to shape refugees understanding of American norms standards and ideals With insights from refugees and resettlement administrators throughout Bishop provides a compelling and layered analysis of the interaction between refugees and U S media before during and long after resettlement

Case Studies and Activities in Adult Education and Human Resource Development Steven W. Schmidt, Kathleen P. King, 2010-09-01 Case studies have become a widely used instructional tool in many educational environments The use of case studies began in the 1950s at Harvard Business School Today they may be used as part of a course of study or as the main focus of a course to which other material is added While the use of case studies is prevalent in schools of business and medicine they are not often used in adult education or human resource development This may be because there are no current major publications that deal with the use of case studies in these disciplines nor are there any major databases of adult education or human resource development case studies for instructors to use Good case studies can bring reality into the classroom They can provide frameworks for discussion based on issues that must be faced in real life Complex case issues can be broken down and examined for greater understanding then pulled together again for resolution Case studies can be used successfully in adult education I propose a book based on the use of case based learning in adult education and human resource development HRD The book could be positioned as a supplement to course textbooks for courses in adult education and HRD I would write the cases and develop the exercises but could also get others to contribute a case study or exercise to the book Cases would each be a half page to maybe 2 3 pages at the long end and would include questions for students readers Supplementary information possibly in the form of a DVD could be put together for instructors This information would include case study focal points and examples of possible responses for each study exercise Blackwell's Five-Minute Veterinary Practice Management Consult Lowell Ackerman, 2013-08-29 Blackwell's Five Minute Veterinary Practice Management Consult Second Edition has been extensively updated and expanded with 55 new topics covering subjects such as online technologies hospice care mobile practices compassion fatigue practice profitability and more Carefully formatted using the popular Five Minute Veterinary Consult style the book offers fast access to authoritative information on all aspects of practice management This Second Edition is an essential tool for running a practice increasing

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Reserve Officers Training Corps Manual United States. Department of the Army,1972

Senate Ethics Manual United States. Congress. Senate. Select Committee on Ethics,2000

Medical Office Management and Technology Brandy Ziesemer,2013-03-27 From A to Ziesemer Medical Office Management and Technology is the text to help student's navigate through their medical office management courses whether as part of a health information technology medical administration or any other allied health program This text starts at the beginning with an introduction to new students not familiar with this topic and works thorough even the most advanced topics in medical office management With a special focus on leadership and a logical progression through the topics this has the makings of a faculty member's most trusted resource for this course

Museum Visitor Services Manual Roxana Adams,2001

Museum Visitor Services Manual can help museum staff make a case for visitor services understand and meet the needs of visitors plan and staff visitor services train staff and evaluate services

Organization and Management of IVF Units Steven D. Fleming,Alex C. Varghese,2016-08-23 Bringing together the latest information on the organization management and quality of in vitro fertilization IVF units this is the first true field guide for the clinician working in assisted reproductive technologies ART Divided thematically into four main sections part one discussed the establishment and organization of the IVF unit including location design and construction practical considerations for batching IVF cycles and regulations and risk management Part two the largest section covers the many aspects of overall quality management and its implementation staff and patient management cryobank and PGD PGS management and data management as well as optimization of treatment outcomes and statistical process control analysis to assess quality variation Part three addresses the relationship between IVF units and society at large including the ethics of IVF treatment as well as public low cost and private corporate IVF units Advertising and marketing for IVF units is discussed in part four including the building and managing of websites and the use of traditional print and social media With approximately five thousand IVF units worldwide and a growing number of training programs Organization and Management of IVF Units is a key resource for clinic directors unit managers embryologists quality experts and students of reproductive medicine and clinical embryology

Managing People in Sport Organizations Tracy Taylor,Alison Doherty,Peter McGraw,2015-01-09 Managing People in Sport Organizations provides a comprehensive overview of the theory and practice of managing people within a strategic framework This revised and updated second edition examines a range of strategic human resource management approaches that can be used by sport organizations to respond to contemporary challenges and to develop a sustainable performance culture Drawing on well

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Welcoming Cities Jacqueline Broadhead, 2025-09-24 A truly welcoming and inclusive city is not just an aspiration it is essential to the future of our increasingly diverse urban societies Yet too often policy and practice lack the theoretical and research foundations needed for meaningful and effective implementation This book bridges this gap offering an interdisciplinary framework grounded in empirical research and case studies from 12 UK cities and international partners Engaging with key governance challenges it explores how cities define and implement welcoming policies across multiple sectors Moving beyond critique this book provides a constructive action oriented approach to integration and social cohesion It will be essential reading for UK policy makers regional leaders and scholars from sociology and political science to migration studies and urban governance

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