

THE MANUAL: OFFICE PROCEDURES

Now that the terms of employment have been fully addressed, the procedures for working in your office should be outlined. This portion of the manual should provide the employee with detailed instruction of how to perform their duties as well as instruction in performing the duties of someone else if needed.

SECURITY

Because a law firm handles confidential information, maintaining security is imperative. Of biggest concern today is electronic security for computer systems and files. (Please see our handout on "Email, Internet and Wireless" in the Risk Management Resources section of our website for more information on developing policies regarding electronic file policies.)

Another aspect of security is the proper disposal of confidential information. Shredding policies for documents should be addressed. If your firm employs a disposal company to shred documents for you, placing confidential documents in secure containers until it is picked up to be shredded should be stressed. Leaving confidential information in a recycle box to be emptied later could be a liability should someone gain access to your office.

To prevent unauthorized access to your office, outline opening and closing procedures that provide security for your staff and your confidential information. Physical access to the office was described in the office structure section, but reiterate security procedures as part of the maintaining confidentiality process.

EMERGENCY OR DISASTER

Hopefully never to be needed, every office needs an emergency and/or disaster plan. Natural disasters such as hurricanes or flooding should be addressed, but modern disasters such as server crashes must be

Another portion of emergency planning is the procedure for an on the job emergency. Describe the procedure for reporting injuries. If the incident is a worker's compensation claim, include information regarding proper procedures for notifying management.

REPRESENTING FIRM

This section furthers the basic code of conduct outlined in the personnel policies. Provide instruction regarding the proper way to greet clients and answer the telephone. While these simple gestures may be second nature to some, having guidelines will present a uniform image of the office.

Maintaining confidentiality is another portion of representing firm. This requires no watercooler gossip within earshot of clients who are visiting the office. Remind employees that they are not allowed to discuss cases in front of clients.

REPRESENTING CLIENTS

Of course the most important function of a law firm is the representation of clients. This section describes the proper office procedures for engaging and declining representation. Referring cases to third party lawyers should be delicately handled, for example, when your firm cannot accept a case.

The proper use of engagement letters is crucial for establishing client relationships. Be sure staff know the procedures for using engagement, non-engagement and dis-engagement letters so that representations are clearly established from start to finish. These letters can greatly reduce the headaches caused by misunderstandings between clients and attorneys. (For more information, including sample letters, please see our "Attorney-Client Relationships" handout in the Risk Management Resources section of our website.)

Office Manual Examples

DP Hallahan



Office Manual Examples:

The CSRS and FERS Handbook for Personnel and Payroll Offices, 1995 *The Green Office Manual* Wastebusters Ltd, 2013-11-05 This revised second edition highlights the opportunities for achieving cost savings and environmental improvements to enhance competitiveness in organizations of all sizes with specific guidance for small businesses The manual sets out effective and simple mechanisms to encourage participation and commitment from both staff and suppliers It builds on the advice of the first edition with a wide range of new case studies from different sectors including retailers hotels and hospitality schools and educational institutions airports and prisons and plenty of office based examples A new chapter on environmental reporting considers international developments in environmental management reporting and sustainable business including the Global Reporting Initiative and the European Environmental Reporting Awards with a link to DETR guidance An extended chapter on energy and utilities provides an update on environmental legislation government position and industry trends An office waste chapter looks at examples of successful waste exchanges that save disposal costs to donors and purchase costs to recipients **CSRS and FERS Handbook for Personnel and Payroll Offices** United States. Federal Personnel Manual System, 1989 [The Business of Medical Practice](#) David E. Marcinko, Hope Rachel Hetico, 2010-12-15 Praise for the previous edition This comprehensive multi authored text contains over 450 pages of highly specific and well documented information that will be interest to physicians in private practice academics and in medical management Chapters are readable concise yet complete and well developed I could have used a book like this in the past I will certainly refer to it frequently now 4 stars Carol EH Scott Conner MD PhD MBA American College of Physician Executives Does Health 2 0 enhance or detract from traditional medical care delivery and can private practice business models survive How does transparent business information and reimbursement data impact the modern competitive healthcare scene How are medical practices clinics and physicians evolving as a result of rapid health and non health related technology change Does transparent quality information affect the private practice ecosystem Answering these questions and more this newly updated and revised edition is an essential tool for doctors nurses and healthcare administrators management and business consultants accountants and medical dental business and healthcare administration graduate and doctoral students Written in plain language using nontechnical jargon the text presents a progressive discussion of management and operation strategies It incorporates prose news reports and regulatory and academic perspectives with Health 2 0 examples and blog and internet links as well as charts tables diagrams and Web site references resulting in an all encompassing resource It integrates various medical practice business disciplines from finance and economics to marketing to the strategic management sciences to improve patient outcomes and achieve best practices in the healthcare administration field With contributions by a world class team of expert authors the third edition covers brand new information including The impact of Web 2 0 technologies on the healthcare industry Internal office controls for preventing

fraud and abuse Physician compensation with pay for performance trend analysis Healthcare marketing advertising CRM and public relations eMRs mobile IT systems medical devices and cloud computing and much more **Army**,1966 **CSRS**

and FERS Handbook for Personnel and Payroll Offices ,1998 **Practice Management for Dental Hygienists** Esther K. Andrews,2007 This textbook prepares dental hygiene students and dental hygienists to handle the business and operational aspects of the dental office The book teaches students how a dental office functions from an operational standpoint and how dental hygienists as licensed professionals fit into that operation Major sections cover basics of dentistry and dental law office management applied communications and employability skills To accommodate a two credit course the text is concise and focuses on exercise based learning Each chapter includes workbook exercises study questions critical thinking activities case studies and RDH board practice questions as well as selected references Websites and student activities

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

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clinics and physicians offices are incorporated into the text as well as icons for different types of payers lists of key abbreviations and numerous practice exercises that assist you in accurately filling out claim forms This new edition also features expanded coverage of ICD 10 electronic medical records electronic claims submission and the HIPAA 5010 keeping you one step ahead of the latest practices and protocols of the profession Key terms are defined and emphasized throughout the text to reinforce understanding of new concepts and terminology Separate chapter on HIPAA Compliance in Insurance Billing as well as Compliance Alerts throughout the text highlights important HIPAA compliance issues to ensure readers are compliant with the latest regulations Emphasis on the business of running a medical office and the importance of the medical insurance specialist details the importance of the medical insurance specialist in the business of the medical office Increased focus on electronic filing claims submission prepares readers for the industry wide transition to electronic claims submission Separate chapter on documentation in the medical office covers the principles of medical documentation and the rationales for it Service to Patient features in most chapters offer examples of good customer service User resources on the Evolve companion website feature performance checklists self assessment quizzes the Student Software Challenge with cases on different payer types and an interactive CMS 1500 02 12 form to fill in NEW Expanded coverage of ICD 10 prepares users to code ICD 10 with the planned effective date of October 2015 NEW Added information on the electronic medical record and electronic claims submission including information on the HIPAA 5010 equips users for the transition between paper and electronic methods of medical records and links the CMS 1500 02 12 form to the electronic submissions process NEW SimChart for the Medical Office SCMO application activities on the companion Evolve website adds additional functionality to the insurance module on the SCMO roadmap

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