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# OFFICE PROCEDURE MANUAL

# Office Procedure Manual Template

**Alexandra Patricia Adams**



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practices and coverage of advanced practice roles Increased interprofessional content emphasizes the subjects of ethics collaboration and consultation Enhanced integration of Doctor of Nursing Practice DNP considerations and literature makes this text ideal for DNP programs

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*Saunders Manual of Medical Office Management* Alice Anne Andress, 1996 This remarkably practical resource gives you one stop access to all of the medical office management techniques you need You'll find detailed guidance on technical skills like management of appointments and schedules health insurance billing and use of office automation systems as well as advice on personnel management effective communication ethical and legal issues patient confidentiality and many other issues that are essential to your success And you will like how easy this Manual is to use Samples of consent forms letters and procedural policies offer



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