

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.)

Sample Internal Office Procedures Manual

Nick Graham



Sample Internal 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

Athletic Director's Desk Reference Donna A. Lopiano, Connee Zotos, 2022-01-12 Athletic Director's Desk Reference Second Edition With HKPropel Access is the most comprehensive resource available for collegiate and high school athletic administrators Expert leadership advice and practical tools guide administrators in successfully navigating increasingly complex roles in athletic programs of any size With more than 75 combined years of experience as athletic program administrators coaches and consultants the authors deliver an engaging narrative and professional insights for athletic directors of all levels The modern demands on athletic programs and evolving safety and culture issues are reflected in this updated edition with new content on Title IX compliance social media communications planning tools for budgets cost saving strategies revenue generating opportunities student athlete mental health concussion protocols athletes rights Esports and more Offering a solid foundation of information every athletic director needs to know plus clear advice on day to day operations this essential resource can be used as an immediate practical guide through the real world issues typically encountered by every athletic director An extended table of contents provides an outline of the book elements so athletic directors can quickly find relevant tools within the book and easily reference the corresponding online materials enabling administrators to confront issues and lead with confidence Throughout the book management tips deliver professional advice foundational information problem solving strategies and suggestions for management of employees programs events and facilities Planning tools provide specific steps and considerations to take when developing strategic plans action plans professional development plans and governance systems More than 300 documents are delivered through HKPropel These valuable time saving resources can be downloaded and customized to suit the needs of any athletic program Educational resources can be used for teaching and motivating staff campus constituents volunteers and student athletes Evaluation instruments and risk assessments help today's athletic administrators assess job performance evaluate program contents identify risks and prevent litigation Policies and forms are easily modified enabling athletic directors to produce effective policies and procedures that meet their unique needs while saving significant time The advice and tools in Athletic Director's Desk Reference allow professionals to turn theory into immediate practice The book addresses all the various policy procedure and system needs required for becoming an efficient

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Department of the Interior and related agencies appropriations for fiscal year 1985 United States. Congress. Senate. Committee on Appropriations. Subcommittee on the Department of the Interior and Related Agencies,1984 Code of Federal Regulations ,1993 Special edition of the Federal Register containing a codification of documents of general applicability and future effect with ancillaries 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

First Steps in Retail Management Mark Wrice, 2004 This second edition continues to provide an invaluable introduction to retail management concepts for those progressing into management levels of retailing The book is a practical text for use in conjunction with the relevant curricula and competency based training resources

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The Physician as Manager John J. Aluise, 2012-12-06 medical legal affairs automated systems and THE PHYSICIAN AS MANAGER OFFERS public relations PHYSICIANS AND OTHER HEALTH PROFESSIONALS A PRACTICAL GUIDE cal competence and professional reputation to BOOK TO UNDERSTAND THE ECONOMIC AND MANAGEMENT CONCEPTS build and maintain their practices Although RELEVANT TO MEDICAL PRACTICE these attributes are still necessary other issues such as accessibility quality assurance cost The changing patterns of medical practice have containment and health maintenance are grow brought with them the need for physicians to ing in importance Although many traditional have a basic understanding of management ists in medicine resist the pressure to become principles and their applications to medical competitive physicians and other health pro practice and the health care field As insurance fessionals now have the opportunity to design companies health maintenance organizations an innovative health care system Industry and government agencies and industry become ma government want to join forces with the medi or influences on the delivery and financing of cal field to resolve the problem of unprece medical care the once exclusive doctor patient dented rising health care costs If physicians are relationship is being modified by contractual to function at an executive level they will need agreements with third party payers Physicians to expand their professional competency to in are no 10l ger the sole authority in their field

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