

**DALHOUSIE UNIVERSITY  
FACULTY OF DENTISTRY**

# **CLINIC POLICY AND PROCEDURES MANUAL**

**(also see the Schedule of Fees for Dental Services and  
the Infection Control Manual for other clinic policies)**

**2009 -2010**

**Version - August 28, 2009**

**Compiled by  
The Office of the Assistant Dean, Clinics,  
August 2009**

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# Policy Procedure Manual Medical Office

**Carlene Harrison, Valerie Weiss**



## **Policy Procedure Manual Medical Office:**

Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of today's most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control **The Credentialing Handbook** Sheryl Deutsch, Sheryl K. Deutsch, Christine S. Mobley, 1999 The Credentialing Handbook provides comprehensive plain English guidance to understand and master the provider credentialing process in any health care setting With sample forms checklists flowcharts and correspondence this practical guide walks you through every aspect of effective credentialing appointment and recredentialing You'll learn key steps in the credentialing process about express credentialing models how to credential allied health practitioners typical time frames and tracking systems pros and cons of delegating credentialing plus more *Lippincott Williams and Wilkins' Administrative Medical Assisting* Laura Southard Durham, 2008 Lippincott Williams Wilkins Administrative Medical Assisting Second Edition teaches students the theory and skills to become effective medical office assistants The text and ancillary resources address all the required administrative competencies for CAAHEP and ABHES program accreditation The book includes critical thinking questions and is written for maximum readability with a full color layout over 100 illustrations and boxes to highlight key points A bound in CD ROM and a companion Website include CMA RMA exam preparation questions an English to Spanish audio glossary a clinical simulation administrative skill video clips competency evaluation forms and worksheets for practice A Skills DVD with demonstrations of the most important medical assisting skills is available separately An Instructor's Resource CD ROM and online instructor resources will be available gratis upon adoption of the text **Jones & Bartlett Learning's Administrative Medical Assisting** Julie Ledbetter, 2020-04-27 Designed to ensure that every medical assisting graduate can quickly trade a cap and gown for a set of scrubs Jones Bartlett Learning's Administrative Medical Assisting Fourth Edition is more than just a textbook it's an engaging dynamic suite of learning resources designed to train medical assisting students in the administrative skills they'll need in today's rapidly changing health care environment **Medical Assistant Exam Prep** Kaplan Nursing, 2017-11-07 Kaplan's Medical Assistant Exam Prep provides the in depth content comprehensive review and targeted practice you need to pass the Certified Medical Assistant and Registered Medical Assistant exams Whether you're a first time test taker or you're studying for recertification Kaplan's up to date content and proven test taking strategies will help you face the exam with confidence Kaplan is so certain that Medical Assistant Exam Prep offers all the knowledge you need to pass the exam that we guarantee it After studying with the book you'll score higher on your medical assistant exam or you'll get your money back Comprehensive Review Review of all tested subjects for the CMA and RMA exams including a new nutrition chapter and a section on emerging public health issues that affect MAs on the job Diagnostic

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