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delivering patient care. All work should be delivered to standards and procedures established in Cardiology Medical Group

## Medical Office Policy and Procedure Manual

It is imperative that policies exist around the cleanliness of examination rooms;

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procedures for sterility, such as sanitizing instruments and hand washing; availability of protective gear for staff, such as booties, plastic gloves, masks and gowns to prevent the spread of infectious diseases; and the maintenance and processing of medications on site.

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Policies and procedures are particularly crucial in healthcare as it is an industry that is very familiar with crisis; healthcare organisations endure a high rate of liability risks. When appropriate policies and procedures are in place, an incident is

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Your medical office policies and procedure manuals can be as simple or complex as you require, but it ' s important to have them in writing so that you and your team

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are all on board with the vision you have set out for your new practice. Here are some first steps in creating your own: 1. Appoint a Policy Decision Team

How to Create a Medical Office Policy and Procedure Manual ...

There's an important difference between

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medical office procedures and policies.

Policies are the official way that your office conducts professional business. An example is a billing policy which states that every balance over 90 days old will be sent to collections. Procedures, on the other hand, are different.

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Medical Office Procedures - What You Need For Your Office

UTILIZING THIS MANUAL. The policy and procedure manual is essential to the efficient operation of every medical practice. Its purpose is multifold: to serve as a training and orientation guide for new employees, to serve as an ongoing



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reference for staff, and to serve as a risk management tool that lowers liability exposure in the office. This publication is in template form to help you develop a policy and procedure manual for your medical practice.

Medical Office Policy and Procedure

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Medical Clinic Policy and Procedures Manual ... do it in such a way that other patients waiting in the office will not overhear. Keep computer screens with open Electronic Medical Records, and all paperwork containing patient information out of sight of patients in the clinic. Patient

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Office Policy and Procedure Manual has  
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Sample Office Procedures Page 5 of 98

January 2004 \_\_\_\_\_ 1. MEDICAL

OFFICE FACILITY STANDARDS

Policy The medical office will be clearly identified on the exterior of the building.

*Page 21/35*

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The office will be identified near the street entrance and at the front door entrance. Facilities must be accessible to the physically disabled. Parking,

Sample Office Policies and Procedures  
Below you will find an example of a general office policy for a medical practice,

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including Dentists, Veterinarians and  
Optometrists. Feel free to copy and adapt  
this to your office. It is an example of what  
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Sample Office Policy for Improved  
Practice Management

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Formalized, written policies and

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procedures fulfill a number of important purposes: Facilitate adherence with recognized professional practices. Promote compliance with regulations, statutes, and accreditation requirements (e.g. HIPAA, EMTALA, CMS Conditions of Participation, DNV / Joint Commission).

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disputing human ...

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Likewise, a smooth running office creates a comfortable and less anxious place for patients, and allows doctors and nurses to carry out more efficient and effective health-care.

List of Different Types of Medical Office Procedures ...

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The medical office's policy and

procedure manual may contain both policies and procedures, or policies and procedures may be separated. Policies are written instructions outlining what an organization's rule is regarding a certain topic, such as benefits, vacation accrual, and time off.

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