

Dental Office Employee Manual Policies Procedures Dental Practice Resource Group Volume 1

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To help you get started, here are five must-have policies to include in your employee office manual: 1) Personal appearance and dress code A professional-looking staff promotes unity and teamwork at the most basic level. Yet surprisingly, your idea of a professional appearance may differ from that of your staff.

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Employee Policy Manual Rev 050719 7 Section I – Positions and Responsibilities Patient Coordinator (Scheduler/Reception) Responsible for patient scheduling, patient management, collecting fees and maintaining appearance and order of the dental office. Reports to the Office Manager. Specific duties include the following: Reception Management

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Each manual section has separate policies and separate procedures. Policies should be easily accessible for OHCW reviewing. Each dental office should have clear policies and procedures that reflect the dental office practice. Policies should succinctly capture the "rules" governing the Dental Office. These rules incorporate laws,

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This employee manual has been prepared as your guide to our office and our employee policies. Review it once a year and/or whenever you have a question about office policies. We welcome any questions you may have about our policies. Please feel free to share your questions or comments with either the office manager or the dentist. This manual is not an expressed or implied contract of employment. The procedures,

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