

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Safety and Risk Management
AREA: Risk Management

Number: 06.05.02

SUBJECT: Return-to-Work Program
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I. PURPOSE AND SCOPE

This document encourages employees to return to work promptly following a work-related injury or illness. If an employee is able to work, but is unable to return to his or her regular duties, this document provides methods by which the employee may request to return to work in a modified or alternative assignment.

II. POLICY STATEMENT

The University of Houston provides a return-to-work program for work-related injuries or illnesses as the means to return employees to meaningful, productive employment following injury or illness. To provide the highest level of quality service to the citizens of Texas, it is necessary for every employee of the university to be available for work, ready, and capable of performing the duties and responsibilities for which the employee was hired.

III. DEFINITIONS

Definitions of terms used in this document may be found in MAPP 06.01.01 and MAPP 06.05.01.

IV. GENERAL PROVISIONS

- A. The ~~Environmental Health~~**Safety** and Risk Management Claims Coordinator administers the university return- to- work program.
- B. ~~Human Resources approves all return-to-work decisions made within the context of this document. The~~ **employee's** ~~Departmental~~ **S**upervisor, ~~Transitional~~ **D**epartmental **S**upervisor and the **C**laims **C**oordinator recommend and approve the assignment of employees who have been placed on modified duty by their treating physician.
- C. The return-to-work program provides opportunities for any employee covered by workers' compensation insurance who sustains a compensable injury during the course and scope of employment, to return to work at full duty.

Good Procedures Manual For Admin Assistant

Linda J. Gaylor



Good Procedures Manual For Admin Assistant:

Plunkett's Procedures for the Medical Administrative Assistant Heather D Ramsay, Marie Rutherford, 2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic Medical Records EMR NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes UPDATED Reflects current privacy legislation PIPEDA and changes to provincial and territorial Freedom of Information acts NEW Chapter order and comprehensive Table of Contents James Stroman, 2008-04-04 Between coordinating meetings making travel arrangements and running the phone lines being a professional administrative assistant requires an astonishing and varied range of skills involving interpersonal communication written presentations and organizational ability Written in a down to earth style Administrative Assistant s and Secretary s Handbook provides readers with information on subjects including record keeping telephone usage office machines mail business letters and computer software skills Now in its third edition the book has been completely revised with expanded coverage of topics including electronic records management interpersonal and communication skills troubleshooting computer problems time and stress management customer service event planning web conferencing math for office professionals office management and supervision transcription and much more Comprehensive and completely up to date this is the book every administrative professional should own **Technology Best Practices** Robert H. Spencer, Randolph P. Johnston, 2003-02-03 Offers access to www.technologybestpractices.com web site containing sample planning templates contingency plans policies annual inventory worksheet and Help Desk Includes strategic technology planning and managing and training techniques Shows how to apply technology tools to improve business *The Administrative Dental Assistant E-Book* Linda J. Gaylor, 2019-12-21 NEW and EXPANDED New content on technology in the dental office HIPAA communication and social media patient recall and retention coding and cross medical billing NEW Images throughout with a focus on updates in technology UPDATED Revised artwork throughout the text Student Workbook for The Administrative Dental Assistant - Revised Reprint - E-Book Linda J. Gaylor, 2022-02-02 Enhance your learning with a wealth of interactive exercises for practice reinforcement and recall An indispensable companion to the textbook the Student Workbook for The Administrative Dental Assistant 5th Edition combines the key objectives and content of the book with challenging exercises putting the information you need into a practical context Separated by chapter for easy correlation to the text the workbook contains chapter summaries learning objectives short answer matching multiple choice and or fill in the blank questions case scenarios followed by critical thinking questions new Computer Application

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Administrative Assistant's & Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson,2004 The most thorough career guide for administrative professionals now addresses the latest issues in a new second edition

Department of Veterans Affairs Publications Index United States. Department of Veterans Affairs. Publications Service,1955 Index is composed of 3 sections Basic classifications subject Current VA directives and Rescinded VA directives

Today's Medical Assistant Kathy Bonewit-West, Sue A. Hunt, Edith Applegate,2012-10-04 Bringing together the clinical know how of Kathy Bonewit West the administrative expertise of Sue

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Medical Assistant Exam Success Kris Hardy,2010-09-06 Build confidence improve understanding and prepare for professional growth and success Each question includes the answer and a concise explanation for all correct responses

Kinn's The Administrative Medical Assistant E-Book Deborah B. Proctor,Brigitte Niedzwiecki,Julie Pepper,Payel Madero,2016-05-13 Administrative Medical Assisting begins with Kinn Elsevier s Kinn s The Administrative Medical Assistant 13th Edition provides you with the real world administrative skills that are essential to working in the modern medical office An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary in today s healthcare setting Paired with our adaptive solutions EHR documentation ICD 10 coverage and detailed procedural videos you will learn the professional and interpersonal skills of modern administrative medical assisting Professionalism in applicable procedures teaches you how to properly interact with patients and coworkers Professional behavior boxes provide guidelines on how to interact with patients families and coworkers Step by step procedures explain complex conditions and abstract concepts Patient education and legal and ethical issues are described in relation to the Medical Assistant s job Critical thinking applications test your understanding of the content Threaded case scenarios help you to apply concepts to realistic administrative situations Portfolio builder helps you

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Adams,2013-11-28 Prepare for a successful career in medical assisting Kinn s The Administrative Medical Assistant 8th Edition helps you learn the real world administrative skills essential to working in the health care office In depth coverage ranges from professional behavior and interpersonal skills to billing and coding electronic health records and management of practice finances Written by administrative medical assisting expert Alexandra Adams this classic resource also includes an Evolve companion website with exercises and activities videos review questions for the CMA and RMA certification exams and an interactive portfolio builder Step by step illustrated procedures make it easier to learn and understand medical assisting skills and include rationales for each step Threaded case scenarios let you develop critical thinking skills and apply concepts learned in each chapter to realistic administrative situations Study Guide includes a variety of exercises to test your knowledge and critical thinking skills case scenarios from the book and a Procedure Checklists Manual Sold separately Emergency Preparedness and Assisting with Medical Emergencies chapter prepares you to take action during crises and urgent situations Detailed learning objectives and vocabulary with definitions in each chapter help you study more effectively with connections icons linking concepts in the text to exercises in the study guide and on the Evolve companion website Patient education and legal and ethical issues are described in relation to the Medical Assistant s job A Portfolio Builder on the Evolve website helps you demonstrate proficiency to potential employers NEW Charting examples within the procedures are highlighted for easier learning UPDATED coverage of the Electronic Health Record ensures that you are familiar with the technology you ll use on the job *Manuals and Publications* United States. Department of the Interior,1954

Administrative Assistant's and Secretary's Handbook James Stroman,Kevin Wilson,Jennifer Wauson,2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant s and Secretary s Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant s and Secretary s Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers **Medical Office Administration - E-Book** Brenda A. Potter,2017-08-01 Using a clear hands on approach to learning front office skills Medical Office Administration 4th Edition

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