

RECEPTION'S MANUAL

Telephones

- All calls should be answered in three rings or less
- The receptionist should identify the practice by name and give his or her first name.
- No caller should be put on hold without first being greeted properly and asked if the caller minds holding.
- Patients should not remain on hold for more than thirty seconds, except when the receptionist is on another call.
- Patients should not wait longer than two hours for a return call from the practice.
- There should be no complaints about lost or forgotten messages.
- There should be no more than two complaints per month about telephone procedures.

Scheduling

- No patient should wait more than seven days for an appointment.
- New patients should be seen within three days.
- There should be no more than two complaints per month scheduling procedures.

Patient Reception

- All patients should be greeted by name within thirty seconds of their arrival.
- The reception area and lobby should be kept clean and neat at all times.

Waiting Area

- No patient should wait more than fifteen minutes from his or her scheduled appointment time to see the physician.
- If there is a change in the schedule, patient's should be notified immediately upon arrival and given the option to reschedule or come back later that day.
- Continually update patients who choose to wait on the status of their appointment.
- There should be minimal patient complains about waiting time.

Patient Education

- The clinical staff should offer each patient a final opportunity to ask questions and escort each patient to the check out area.
- All patients should be given a practice brochure and business card.

Patient Complaints

- Patient complaints should be addressed immediately by the staff person to whom the complaint was made.
- If this person is unable to resolve the complaint, he or she should immediately contact the staff person who can resolve the problem.
- The office manager should call each patient who has a complaint on the next business day to make sure the issue was resolved to the patient's satisfaction.

Front Desk Manual Procedures

Clifford Lane



Front Desk Manual Procedures:

Unveiling the Energy of Verbal Beauty: An Emotional Sojourn through **Front Desk Manual Procedures**

In a world inundated with monitors and the cacophony of quick connection, the profound power and mental resonance of verbal artistry often disappear into obscurity, eclipsed by the continuous barrage of noise and distractions. However, located within the musical pages of **Front Desk Manual Procedures**, a fascinating perform of literary elegance that pulses with organic thoughts, lies an remarkable trip waiting to be embarked upon. Composed by a virtuoso wordsmith, that mesmerizing opus instructions readers on an emotional odyssey, gently revealing the latent potential and profound affect embedded within the complex internet of language. Within the heart-wrenching expanse with this evocative analysis, we can embark upon an introspective exploration of the book is main subjects, dissect their interesting writing style, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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