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.

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Standard Operating Procedures for Primary Care Physicians Robyn Freeman, Leila Chambers, 1997 The Electronic **Health Record for the Physician's Office** Julie Pepper, 2017-02-12 Get hands on practice with entering data into the Electronic Health Record The Electronic Health Record for the Physician's Office 2nd Edition uses online simulations to walk you through each EHR task Clear step by step guidelines simplify the exercises in each simulation so you learn all the EHR skills required of a medical office professional This edition adds in depth review and preparation for the Certified Electronic Health Records Specialist CEHRS examination Written by Medical Assisting educator Julie Pepper this how to manual helps you master the administrative clinical and billing coding skills you need to gain certification and succeed on the job Access to SimChart for the Medical Office sold separately Use of SimChart for the Medical Office SCMO for all EHR practice management applications makes it easier to learn and apply EHR fundamentals Realistic hands on practice helps you develop EHR skills including implementation HIPAA compliance troubleshooting and submitting claims for reimbursement Safe learning environment allows you to learn and practice tasks without fear of making a mistake affecting real patients A guided tour through SCMO shows how to use the online simulations and practice EHR tasks Application exercises in the appendix cover administrative clinical and insurance billing allowing you to practice the skills learned in the text Student learning resources on the Evolve companion website include form upload cases additional insurance cards and patient information forms all providing additional practice NEW Enhanced EHR coverage provides in depth preparation for the CEHRS examination NEW CEHRS examination preparation tools are included on Evolve The Business of Medical Practice David E. Marcinko, Hope Rachel Hetico, 2010-12-15 Praise for the previous edition This comprehensive multi authored text contains over 450 pages of highly specific and well documented information that will be interest to physicians in private practice academics and in medical management Chapters are readable concise yet complete and well developed I could have used a book like this in the past I will certainly refer to it frequently now 4 stars Carol EH Scott Conner MD PhD MBA American College of Physician Executives Does Health 2 0 enhance or detract from traditional medical care delivery and can private practice business models survive How does transparent business information and reimbursement data impact the modern competitive healthcare scene How are medical practices clinics and physicians evolving as a result of rapid health and non health related technology change Does transparent quality information affect the private practice ecosystem Answering these questions and more this newly updated and revised edition is an essential tool for doctors nurses and healthcare administrators management and business consultants accountants and medical dental business and healthcare administration graduate and doctoral students Written in plain language using nontechnical jargon the text presents a progressive discussion of management and operation strategies It incorporates prose news reports and regulatory and academic perspectives with Health 2 0 examples and blog and internet links as well as charts tables diagrams and Web site

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Blackwell's Five-Minute Veterinary Practice Management Consult Lowell Ackerman, 2013-08-29 Blackwell's Five Minute

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