

## **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 Policies And Procedures Manual

**Liyong Dong**



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## **Table of Contents Front Desk Policies And Procedures Manual**

1. Understanding the eBook Front Desk Policies And Procedures Manual
  - The Rise of Digital Reading Front Desk Policies And Procedures Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Front Desk Policies And Procedures Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Front Desk Policies And Procedures Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Front Desk Policies And Procedures Manual
  - Personalized Recommendations
  - Front Desk Policies And Procedures Manual User Reviews and Ratings
  - Front Desk Policies And Procedures Manual and Bestseller Lists
5. Accessing Front Desk Policies And Procedures Manual Free and Paid eBooks
  - Front Desk Policies And Procedures Manual Public Domain eBooks
  - Front Desk Policies And Procedures Manual eBook Subscription Services
  - Front Desk Policies And Procedures Manual Budget-Friendly Options

6. Navigating Front Desk Policies And Procedures Manual eBook Formats
  - ePub, PDF, MOBI, and More
  - Front Desk Policies And Procedures Manual Compatibility with Devices
  - Front Desk Policies And Procedures Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Front Desk Policies And Procedures Manual
  - Highlighting and Note-Taking Front Desk Policies And Procedures Manual
  - Interactive Elements Front Desk Policies And Procedures Manual
8. Staying Engaged with Front Desk Policies And Procedures Manual
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Front Desk Policies And Procedures Manual
9. Balancing eBooks and Physical Books Front Desk Policies And Procedures Manual
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Front Desk Policies And Procedures Manual
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Front Desk Policies And Procedures Manual
  - Setting Reading Goals Front Desk Policies And Procedures Manual
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Front Desk Policies And Procedures Manual
  - Fact-Checking eBook Content of Front Desk Policies And Procedures Manual
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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