

OFFICE PROCEDURES MANUAL



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RISK MANAGEMENT PRACTICE GUIDE OF LAWYERS MUTUAL

AN OFFICE POLICIES AND PROCEDURES MANUAL IS COMPOSED OF TWO DISTINCT SECTIONS.

- 1** The **OFFICE POLICIES SECTION** refers to rules and regulations, like employment, behavior, and inclement weather procedures.

- 2** The **OFFICE PROCEDURES SECTION** documents administrative functions like file management, conflicts of interest checking, managing the trust account, calendaring, and routine activities like opening mail and answering the phone.

THE MANUAL

WRITING THE MANUAL

1. Use simple language. Sentences 20 words or less.
2. Have a detailed structure — outline format.
3. Use a positive tone.
4. Compile information before you begin to write the manual.
5. Avoid specific actions and instead focus on standard document preparation.
6. Organize information into categories to give the manual structure.
7. Create a production schedule.
8. Edit for consistency.
9. Establish a review.

STANDARD FORMATS

Policies and standards on the following:

- **Typography.**
- **Letters and Memos.** Including fax cover sheets.
- **Pleadings.** Include format rules dictated by the courts.
- **Other Documents.** This might include email formatting, forms, office signatures.

OFFICE STRUCTURE

- **Introduction.** Include firm's mission.
- **Building Layout and Access.** Maps of the building and office layout access to the office outside of business hours.
- **Job Descriptions.** Identify responsibility for jobs and tasks.
- **Supplies and equipment.** Location of supplies and equipment, and maintenance procedures.

OFFICE PROCEDURES

Detailed instructions on:

- Security
- Emergency or Disaster
- Representing Firm
- Representing Clients
- Communications
- Filing System
- Docket Control System
- Finances

PERSONNEL POLICIES

- **General Policies.** Include federal and state regulations.
- **Employment.** Classification, personnel files, disciplinary/termination terms.
- **Conduct.** Include online behavior and use of office equipment and supplies.
- **Hours of Work.** Describe any telecommuting or alternate schedules.
- **Benefits.**
- **Holidays and Paid Leave.**

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Procedures Act, 1995 **Oregon Attorney General's Administrative Law Manual and Uniform and Model Rules of**

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Manual on the Administrative Procedure Act United States. Department of Justice, 2011 **Index of Administrative**

Publications United States. Department of the Army, 1979-05 **Berry & Kohn's Operating Room Technique**

Nancymarie Phillips, 2016-03-04 For over 50 years Berry Kohn's Operating Room Technique 13th Edition has been the text of choice for understanding basic surgical principles and techniques Highly readable accurate and comprehensive it clearly covers the nuts and bolts of surgical techniques in a step by step format that makes it easy to effectively apply basic principles to clinical practice Expert author Nancymarie Phillips emphasizes the importance of teamwork throughout with practical strategies and examples of how cooperation among perioperative caregivers contributes to positive patient care outcomes With a strong focus on the physiologic psychologic and spiritual considerations of perioperative patients this updated and expanded new edition gives students the knowledge they need to plan and implement comprehensive individualized care Detailed information on the fundamentals of perioperative nursing and surgical technology roles enhances your understanding of basic surgical principles and techniques Emphasis on teamwork among perioperative caregivers encourages cooperation in attaining positive patient care outcomes In depth discussions of patients with special needs related to age or health status help you learn how to develop a plan of care tailored to the unique care parameters of all patients Focus on the physiologic psychologic and spiritual considerations of perioperative patients gives you the knowledge you need to plan and implement comprehensive individualized care Content on perioperative patient care for both inpatient and ambulatory procedures highlights key considerations for each setting as well as for individual surgical procedures Chapter outlines with page numbers chapter objectives and key terms and definitions help you quickly find important information and focus your study time New illustrations reflect new and changing perioperative procedures and provide you with key safety information like how to maintain a sterile field gown and glove Enhanced TEACH manual and extensive Evolve resources maximize classroom learning All Evolve materials are highlighted within the text Step by step coverage of the foundations of surgical techniques enables you to effectively apply basic principles to practice Additional and updated tables and boxes call attention to the most important concepts from the text References highlight the evidence based

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Phillips, 2016-08-02 This new edition of this classic perioperative text has addressed changing roles needs and evolving technologies while maintaining the fundamental focus that still remains valid the care of the surgical patient This edition of the text identifies the knowledge and skill needs of the caregiver and strives to incorporate components of patient care from preoperative intraoperative and postoperative practice areas A systems approach is introduced to help organize patient care to minimize the risk for human error

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