

OFFICE PROCEDURES MANUAL



LAWYERS
MUTUAL

LIABILITY INSURANCE
COMPANY OF
NORTH CAROLINA

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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Committee on the Judiciary**



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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
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contribute to project success Up to date with the latest developments in the field and packed with examples and case study material this book is suitable for a range of students including HNC D and undergraduates students on building civil engineering construction management quantity surveying building surveying and architecture courses It would also be a useful reference for postgraduates and young construction professionals *Treasury, Postal Service, and General Government Appropriations for Fiscal Year 1992: Administrative Conference of the United States ... pt. 5. General Services Administration* United States. Congress. House. Committee on Appropriations. Subcommittee on the Treasury, Postal Service, and General Government Appropriations,1991 **Hearings, Reports and Prints of the Senate Committee on the Judiciary** United States. Congress. Senate. Committee on the Judiciary,1977 **The Administrative Dental Assistant** Linda J Gaylor,2016-03-01 Prime yourself for a successful career in the modern dental office with The Administrative Dental Assistant 4th Edition As it walks through the functions of today s dental business office you ll learn how to master critical thinking effective communication and common tasks such as scheduling patient records and insurance processing along the way This new edition also boasts a variety of new features including expanded information on the electronic health record EHR and the paperless dental office professional tips and insights the most recent HIPAA and OSHA guidelines important soft skills including Career Ready Practice exercises and all the latest technology equipment and procedures in use today Paired with its companion workbook and online learning tools The Administrative Dental Assistant is the sure fire way to keep you on top of this ever changing profession Comprehensive coverageprovides everything you need to know to manage today s dental office Approachable writing stylepresentsneed to know contentin a way that is easy to grasp regardless of your reading level or setting Trusted author Linda Gaylorlends years of experience as a practicing dental assistant instructor of dental assisting and curriculum director Procedureboxesprovide step by step instructions on a wide variety of dental office duties HIPAA boxeskeep you well versed in the key concepts and applications of the Health Insurance Portability and Accountability Act Anatomy of images with annotated textbreak down common dental office equipment forms and administrative to further comprehension What Would You Do boxes present common situations you may face in the work place Patient file folderwith examples of both electronic and paperclinical forms and recordsprovides you experience working with confidential documents Art programshowcases images of electronic and traditional paperwork actual offices equipment and technology to help reinforce the text Bolded vocabulary terms and glossarygive you a foundation for effective office communication Key pointsallow you to ensure that you have grasped key content before graduating to the next chapter Dental office simulation tool on the Evolve companion website allows you to practice many of the typical office functions in a realistic virtual environment Did You Know boxes feature snippets of helpful background information to context or rationales to office processes and procedures Food for Thought boxes highlight key concepts and call readers attention to various ways the concepts are used in everyday life NEW Electronic content more comprehensively addresses the electronic health record

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