

Chapter 10: Managing Human Resources

Read the following passage, and select the best answer to the question that follows.

1. The Human Resources for Office Management

1. General Office for Office Management

- i. employee records
- ii. scheduling
- iii. legal matters

2. General Office for Office Management

- i. managing office efficiency
- ii. planning and scheduling staff meetings
- iii. preparing general administrative matters

3. General Office for Office Management

- i.
- ii.
- iii.

4. General Office for Office Management

- i. General management responsibilities include hiring and training employees and maintaining records.
- ii. Responsibilities also include performing general administrative matters.
- iii. Strategic management should ensure a focus on high-level matters and not low-level tasks such as scheduling.

5. General Office

- i. General office management is the responsibility of the company.
- ii. General office management includes the following:
 - a. hiring and training
 - b. scheduling and training of employees
 - c. general matters

Medical Office Management Study Guide

TD Snyder



Medical Office Management Study Guide:

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