

MEDICAL OFFICE EMPLOYEE HANDBOOK

Achieving Excellent Patient Care

June 2050 Version No. 4.1

Medical Office Employee Manual

RD Boyd

Medical Office Employee Manual:

Your Employee Handbook Healthcare Version Jackie Wells Smith, 2012-02-17 Increase Your Employees Productivity and Save Time and Money with Your Employee Handbook Healthcare Version Your Employee Handbook Healthcare Version was created for medical professionals such as physicians dentists labs testing facilities and other similar businesses that offer healthcare services From management to hourly workers the policies and procedures are written to emphasize patient service and procedures HIPPA privacy standards and patient interaction with sensitivity to the unique needs of a care oriented business The Handbook features policies specific to medical offices such as patient flow procedures privacy guidelines in addition to HIPPA a professional standards statement mail telephone patient welcome procedures medical office patient preparation emergency situations and more The policies include updated hiring termination performance evaluations and payroll disciplinary procedures and general company standards The system also includes dozens of ready to use policies written and edited for clarity and to meet all federal and state guidelines Unlike other employee handbook products Your Employee Handbook for Healthcare Providers is a complete human resources system that provides you with all the tools you need for effective staff management Your Employee Handbook Healthcare Version was especially written for small manufacturing businesses with 100 employees or less It was created by a practicing expert in the human resources field and reviewed by an attorney specializing in employment law When you purchase Your Employee Handbook Healthcare Version you get access the editable Word file no re typing and the Employer's Poster Kit Online at no additional charge with free registration to our website As a registered purchaser you receive free forever access to your purchased files Special Reports the Reference Library and Policy Vault and get notices of upgrades and revisions See the instruction pages of the handbook for the registration link to our site As you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business Very few small business owners even consider an employee handbook until something goes wrong But there are many important reasons why you need one reasons that will save you time and money Managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees Here are a few examples Professional discipline and termination practices safeguard your business from lawsuits Reduce unemployment and workers comp premiums Keep morale high with clear standards for performance Fair and legal vacation policies motivate employees to do their best Performance evaluations increase morale and eliminate conflicts Your employees do their jobs without constant supervision freeing you to focus on growing your business Employees work best when they know exactly what is expected of them Having specific goals to work toward helps them measure how well they are doing in their positions It will also help you to either improve the performance of your weakest links or terminate them without problems or penalties to your business Your Employee Handbook is recommended by Entrepreneur com and Fortune

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