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Policy: The front office staff will conduct operations with maximum efficiency and professionalism.

Purpose: To thoroughly describe the tasks involved in the effective operation of front office duties.

Scope: This procedure applies to all front office personnel.

Responsibilities:

The Receptionist will be responsible for answering all phones, scheduling appointments, distributing mail, and receiving patients.

Procedure:

1.0 SCHEDULING APPOINTMENTS

1.1 The length of time scheduled for an office visit will vary depending on the nature of the visit. Visits that require more of the doctors time, such as physicals, must be allotted an hour of time in order to keep appointments from overlapping. Generally, physicals should not be scheduled back to back due to the amount of time required. A physical, unless scheduled as the first appointment of the day, should be preceded by a less complex office visit, allotted a half hour of time, and also followed by such a visit, unless it is the last appointment of the day. This will help move the volume of patients seen at a faster rate and help give the doctor a break between the more extensive visits.

1.2 All appointments should be kept in an appointment book to facilitate the scheduling process. There should be a block of time set aside every day when no appointments may be scheduled for two hours in order to allow the office time to have lunch and give the doctor time to read over new mail and return patient calls.

1.3 Once all of the appointments have been filled for a day, no additional appointments should be scheduled without the permission of the doctor.

1.4 There will be two occasions that will call for the scheduling of appointments. These are listed as follows:

- When a patient is leaving after an examination and needs to schedule a recheck appointment.
- When a patient calls and requests an appointment as soon as possible because they feel ill.

Teaching Medical Front Office Procedure Manual

**Sharon Eagle,Cindi
Brassington,Candace Dailey,Cheri
Goretti**



Teaching Medical Front Office Procedure Manual:

Unveiling the Energy of Verbal Beauty: An Psychological Sojourn through **Teaching Medical Front Office Procedure Manual**

In a global inundated with screens and the cacophony of instant communication, the profound power and emotional resonance of verbal art frequently disappear in to obscurity, eclipsed by the regular barrage of noise and distractions. Yet, nestled within the musical pages of **Teaching Medical Front Office Procedure Manual**, a fascinating work of fictional beauty that impulses with raw thoughts, lies an memorable journey waiting to be embarked upon. Composed by way of a virtuoso wordsmith, this exciting opus manuals viewers on a psychological odyssey, softly revealing the latent potential and profound influence embedded within the complex web of language. Within the heart-wrenching expanse of this evocative evaluation, we will embark upon an introspective exploration of the book is key styles, dissect its charming writing model, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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