

# 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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# Administrative Assistant Procedures Manual

**Michael Rajnik**



## **Administrative Assistant Procedures Manual:**

**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  
UPDATED Expanded coverage of healthcare plans across Canada  
NEW Coverage of Electronic Medical Records EMR  
NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more  
UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice  
NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes  
UPDATED Reflects current privacy legislation PIPEDA and changes to provincial and territorial Freedom of Information acts  
NEW Chapter order and comprehensive Table of Contents James Stroman, 2008-04-04  
Between coordinating meetings making travel arrangements and running the phone lines being a professional administrative assistant requires an astonishing and varied range of skills involving interpersonal communication written presentations and organizational ability  
Written in a down to earth style *Administrative Assistant's and Secretary's Handbook* provides readers with information on subjects including record keeping telephone usage office machines mail business letters and computer software skills  
Now in its third edition the book has been completely revised with expanded coverage of topics including electronic records management interpersonal and communication skills troubleshooting computer problems time and stress management customer service event planning web conferencing math for office professionals office management and supervision transcription and much more  
Comprehensive and completely up to date this is the book every administrative professional should own **Administrative Assistant's & Secretary's Handbook** James Stroman, Kevin Wilson, Jennifer Wauson, 2004  
The most thorough career guide for administrative professionals now addresses the latest issues in a new second edition *Administrative Assistant's and Secretary's Handbook* James Stroman, Kevin Wilson, Jennifer Wauson, 2014-06-18  
The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before  
The *Administrative Assistant's and Secretary's Handbook* will help professionals everywhere come out on top  
From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile  
They spend all day helping others but who is going to help them  
For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades  
In *The Administrative Assistant's and Secretary's Handbook* you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more  
Extensively updated with new information on Windows 8 Microsoft Office 2013

Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers

*Lippincott Williams and Wilkins' Administrative Medical Assisting* Laura Southard Durham, 2008 Lippincott Williams Wilkins Administrative Medical Assisting Second Edition teaches students the theory and skills to become effective medical office assistants The text and ancillary resources address all the required administrative competencies for CAAHEP and ABHES program accreditation The book includes critical thinking questions and is written for maximum readability with a full color layout over 100 illustrations and boxes to highlight key points A bound in CD ROM and a companion Website include CMA RMA exam preparation questions an English to Spanish audio glossary a clinical simulation administrative skill video clips competency evaluation forms and worksheets for practice A Skills DVD with demonstrations of the most important medical assisting skills is available separately An Instructor's Resource CD ROM and online instructor resources will be available gratis upon adoption of the text

**Instructor's Manual to Accompany Plunkett's Procedures for the Medical Administrative Assistant, Fourth Edition** Elsbeth McCall, Lorna Plunkett, 2007 **Study Guide for Jones & Bartlett Learning's Administrative Medical Assisting** Julie Ledbetter, 2020-04-23 Designed to ensure that every medical assisting graduate can quickly trade a cap and gown for a set of scrubs Jones Bartlett Learning's Administrative Medical Assisting Fourth Edition is more than just a textbook it's an engaging dynamic suite of learning resources designed to train medical assisting students in the administrative skills they'll need in today's rapidly changing health care environment

Procedures for the Medical Administrative Assistant Lorna Plunkett, 1997 **Practice Management for the Dental Team - E-Book** Betty Ladley Finkbeiner, Charles Allan Finkbeiner, 2013-12-27 Learn the business skills you need to run a dental office Not only is Practice Management for the Dental Team the most comprehensive dental practice management book on the market it is also the only one that includes EagleSoft software exercises for a realistic office experience This unique text provides step by step instructions for performing essential dental office skills from managing patients to running the business It covers all aspects of law and ethics technology communications and business office systems Spiral binding makes the book easy to use All aspects of the business of managing a dental practice are covered focusing on the functions generally performed by the administrative assistant but including information useful to dental assistants dental hygienists and other members of the dental team A Patterson Dental EagleSoft CD ROM included with the workbook provides you with valuable realistic practice experience with this widely used software program Expert author Betty Ladley Finkbeiner is a leading authority in dental assisting education with many years of experience and many publications to her credit Key terms are bolded and defined at the end of each chapter putting new vocabulary at your fingertips Summary tables and boxes make it easy to find key information Practice Note boxes highlight and summarize important concepts Chapter outlines and objectives introduce material and serve as checkpoints for reference or study End of chapter learning activities include

review questions and suggested activities for better comprehension of the material Useful appendixes provide easy to find resources including a review of grammar to promote proper business communication common medical abbreviations and a listing of dental terminology A NEW two column format makes the book more compact and easier to read A new focus on paperless technology and updated illustrations and photos of traditional paperwork keep you up to date with current practices Expanded coverage of information security includes the latest on keeping communications secure within the office environment Updated coverage of financial procedures includes information on electronic banking record keeping and tax forms Evolve resources for students include online access to EagleSoft practice exercises that use actual screen shots to illustrate proper procedures and potential pitfalls along with updates to content working forms and templates and crossword puzzles for vocabulary review A workbook provides exercises using the practice management software plus summaries of textbook content learning objectives practice questions and answers critical thinking exercises and Internet assignments Sold separately      **Congressional Handbook** United States. Congress. Senate. Committee on Rules and Administration, 1989

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