

# **Dental Office Employee Manual Policies Procedures Dental Practice Resource Group Volume 1**

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## **Dental Office Employee Manual Policies**

Employee Policy Manual Rev 050719 7 Section I - Positions and Responsibilities Patient Coordinator (Scheduler/Reception) Responsible for patient scheduling, patient management, collecting fees and maintaining appearance and order of the dental office. Reports to the Office Manager. Specific duties

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include the following: Reception Management

## **Employee Policy Manual - Dental Learning**

Her recent projects include The ADA Practical Guide to Creating an Employee Office Manual, a 204-page book of customizable office policies. It covers the topics mentioned here along with many others, and is available at [www.adacatalog.org](http://www.adacatalog.org). Contact Kathryn at [PulkrabekK@ada.org](mailto:PulkrabekK@ada.org).

## **Top Five Policies For Your Employee Office Manual | Dental ...**

Employee expectations. To ensure that all employees are aware of what's expected of them, include a section on employee expectations in your dental practice employee handbook. When outlining expectations, consider including information such as clear job descriptions, outlines of employee responsibilities, skills and education requirements for employees, processes for

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performance reviews, and guidelines for employee discipline if they don't fulfill such expectations.

## **What to Include in a Dental Office Employee Handbook**

Turn-Key Policies by HR and Employment Law Experts Whether you have one employee or one hundred, each custom-built CEDR dental office employee handbook provides policies, tools, and the platform you need to solve everyday problems and make your practice run more smoothly.

## **Dental Employee Office Manuals - Individually Customized ...**

What to include in your dental policies and procedures manual: Office Administration. Office policies include a range of topics such as guidelines around information technology and...

Employee Policies. Employee Policies include everything that should be in an employee handbook. So, think of this as ...

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## **Dental Office Policies and Procedures - Square Practice**

When it comes to your dental practice, one of the most important documents in your HR toolkit is your employee manual. Not only can definitive employee policies resolve disputes, but they can thwart issues before they arise, protecting both the employer and the employee from any sort of misperception and the potential for litigation.

## **Office Policies & Manuals - California Dental Association**

At this practice a full-time employee is one who is scheduled to work 35 or more hours each week in an established position. A part-time employee is one who is scheduled to work less than 30 hours a week in an established position.

## **Welcome to AMERICAN DENTAL**

Each manual section has separate policies and separate

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procedures. Policies should be easily accessible for OHCW reviewing. Each dental office should have clear policies and procedures that reflect the dental office practice. Policies should succinctly capture the “rules” governing the Dental Office. These rules incorporate laws,

## **DENTAL OFFICE POLICY AND PROCEDURE MANUAL TEMPLATE**

Dental Office XYZ cannot supply masks or personal protection equipment (gloves, gowns, hats, etc) to patients. We will permit employees to take home masks for immediate family members, but not extended family members. We cannot tolerate employees taking sterilization wipes or other cleaning or sterilization supplies home for personal use. 8.

## **Policies and procedures related to COVID-19 (Coronavirus)**

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2400 Computer Drive Westborough, MA 01581 T: 508.329.2280  
W: [dentaquestinstitute.org](http://dentaquestinstitute.org) Policies & Procedures Manual  
(Template)

## **Policies & Procedures Manual (Template) January 2015**

The ADA Practical Guide to Creating and Updating an Employee Policy Manual discusses certain federal, but not state or local, laws. Each dental practice must be aware of and comply with all applicable federal, state and local laws.

## **The ADA Practical Guide to Creating and Updating an ...**

Sample Employee Manual Developed to be used specifically in a dental practice this template reflects policies in the areas of discrimination, harassment and retaliation prevention and training requirements, pregnancy disability leave, meal and rest break requirements and more.

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## **Resource Library > Employment Practices > Office Policies ...**

Develop a staff policy manual Decide which benefits to offer your team The content contained in the Managing the Dental Team module of the American Dental Association's Guidelines for Practice Success TM (GPS TM) provides information on four major topics that offer suggestions for building - and retaining - an efficient and effective team.

### **Managing the Dental Team Introduction**

For example, employees are entitled to ten (10) minutes' rest for shifts from three and one-half (3-1/2) to six (6) hours in length, two ten (10) minute breaks for shifts of more than six (6) hours up to ten (10) hours, and three ten (10) minute breaks for shifts of more than ten (10) hours up to fourteen (14) hours.

**EMPLOYEE MANUAL - SoCal Dental Partners, Inc.**



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Top 10 Employee Handbook tips to promote good employee relations and avoid costly litigation Top five policies for your employee office manual As the economy improves and job opportunities increase, an operations manual will help you retain your top employees.

## **Why your dental practice needs an operating manual ...**

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email. Scope. This coronavirus policy applies to all of our employees who physically work in our office(s).

## **Coronavirus (COVID-19) company policy | Workable**

Sample Office Procedures Page 4 of 98 January 2004 9.  
PHYSICIAN EXTENDER SUPERVISOR POLICIES Medical Assistant  
Guidelines Mid-Level Clinicians Physician/Clinician Agreement 10.

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OTHER Members Rights and Responsibilities Advance Directives  
Medical Office Standards (Provider Site Policy & Checklist) 11.  
SAMPLE MEDICAL RECORD FORMS

## **Sample Office Policies and Procedures**

To protect your organization against violations of employment laws and potential employment practices liability claims, all safety net dental clinics are encouraged to develop an employee handbook and to have the handbook reviewed by an attorney with expertise in employment law.

Copyright code: d41d8cd98f00b204e9800998ecf8427e.