

Secretarial procedures

Pitman - Office Procedures Course



Description: -

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Office practice.

Secretaries.Secretarial procedures

-Secretarial procedures

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Secretarial Procedures: Theory and Applications: Harding, Helen: 9780582298910: ne-x.uni.rf.gd: Books

For a smoothly run practice, a duty schedule allows each employee to know work expectations and responsibilities. Consultations Efforts to revise this regulation date back to 1992, when the first consultations were held.

Secretarial Office Procedures

Another type of follow-up call concerns an acute case. It is only natural that some patients become irritated when they have established a specific appointment time and are kept waiting a half hour or longer.

Business Administration & Secretarial Procedures

Start Printed Page 63107 3 Amend or revoke a governing document adopted under Federal statute The Federal statute requires an election and approval for amendment or revocation. Consultation With Indian Tribes I. Petty cash should be placed in a safe, and all necessary vaults, cabinets, desk drawers, and files that have locks should be secured.

Business Administration & Secretarial Procedures

Your assistant should speak in such a manner that others nearby will not hear the conversation, especially other patients. When it is realized that 94% of all new patients are the result of direct patient suggestions, the importance of recognizing and thanking patients sincerely for each referral is underscored.

Place of Treatment

Below is a list of records found in a typical chiropractic office: Address file or book Laboratory request slips Anniversary cards Lending library records Appointment book sheets Long-distance memos Appointment cards Medicare receipt slips Assistant's calendar Message slips Authorization forms Patient recall cards or letters Birthday cards Patient receipts Cash disbursement reminders Patient scheduling sheets Charge slips Payroll records Collection letters, cards, or memos Permanent ledger sheets Consent forms Personnel time cards Daily financial control sheets Petty cash slips and vouchers Daily work sheets Progress records Doctor's calendar Recall file cards Entering patient data forms Referral

cards or slips Equipment inventory sheets Reminder memos, letters, or cards Excuse slips Fig. There are multi-button telephones, hands-free telephones, cordless telephones, remote speaker telephones, automatic dialers, repeat dialers for busy numbers, telephones with privacy buttons, mobile callers and radio pagers. Allowance must also be given to the examination or treatment that takes a little longer than necessary, the emergency situation, special visitors, and other unexpected but necessary interruptions.

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