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To help you get started, here are five must-have policies to include in your employee

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office manual: 1) Personal appearance and dress code A professional-looking staff promotes unity and teamwork at the most basic level. Yet surprisingly, your idea of a professional appearance may differ from that of your staff.

Top Five Policies For Your Employee

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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

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Manager. Specific duties include the following: Reception Management

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policies and procedures that reflect the dental office practice. Policies should succinctly capture the “rules” governing the Dental Office. These rules incorporate laws,

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INTRODUCTION : #1 Dental Office

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scheduling patient management collecting
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questions you may have about our policies. Please feel free to share your questions or comments with either the office manager or the dentist. This manual is not an expressed or implied contract of employment. The procedures,

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