

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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Office Procedures Manual

**United States. General Accounting
Office**

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Office Procedures Manual Northwestern University (Evanston, Ill.),1975 **Law Office Procedures Manual for Solos and Small Firms** Demetrios Dimitriou,2005 This step by step guide is the key to developing a tailor made office procedures manual containing everything from client data sheets and docket control systems to employee benefits and file management policies In addition the entire text is included on CD ROM for easy customization Dental Office Procedures Manual Ann Beard Ehrlich,1993 **Law Office Policy & Procedures Manual** Howard I. Hatoff,Robert C. Wert,2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs

NROTC Office Procedures Manual United States. Bureau of Naval Personnel,1958 **Office Procedures Handbook** Iowa. Department of Transportation,1984 *Office Procedures Manual* OCLC.,1985 Practical Guide to Office Procedures in Gynecology and Urogynecology Khaled Sakhel,James Chivian Lukban,Alfred Z. Abuhamad,2012-12-15 This ideal and quick reference book is written in a reader friendly style by accomplished experts in their field The book is directed to women s health professionals who currently perform or wish to perform gynecologic and urogynecologic procedures in the office You will find this text to be comprehensive and current with great images and useful tools This is one of the only books that present all pertinent information on office procedures in gynecology and urogynecology in a concise and easy to read manner With this book in hand you will be able to build your confidence and understanding of procedures with chapters that cover the most widely performed gynecologic and urogynecologic office interventions Understand the legal and safety issues that are encountered in the office Learn procedural protocols from the experts Obtain clinical pearls which provide a useful summary of the most important points in each chapter Access tables with CPT codes for all the procedures described

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