

**DALHOUSIE UNIVERSITY  
FACULTY OF DENTISTRY**

# **CLINIC POLICY AND PROCEDURES MANUAL**

**(also see the Schedule of Fees for Dental Services and  
the Infection Control Manual for other clinic policies)**

**2009 -2010**

**Version - August 28, 2009**

**Compiled by  
The Office of the Assistant Dean, Clinics,  
August 2009**

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CLINIC FACULTY, STAFF AND STUDENTS.**

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# Medical Office Procedure Schedule Manual Sample

**William D. Larsen**



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**Medical Office Administration - E-Book** Brenda A. Potter, 2021-09-04 Learn the skills you need to succeed in the modern medical office *Medical Office Administration A Worktext* 5th Edition provides a clear hands on approach to help you master the role and responsibilities of the administrative medical assistant With a focus on exceptional patient service this easy to read text stresses comprehension application and critical thinking to ensure you are job ready on Day 1 When used in conjunction with SimChart for the Medical Office Elsevier s educational EHR sold separately you will gain realistic experience with day to day tasks as if you were in an actual office setting This worktext helps you develop the knowledge and skills you need to think critically and respond confidently to the challenges you ll encounter on the job Approachable writing style uses a conversational tone for easy understanding Procedure checklists outline the steps required to complete a full range of administrative tasks Patient centered focus highlights the importance of exceptional service as a key component of every Medical Assisting competency Think About It feature encourages you to apply your knowledge to realistic work situations and develop critical thinking Chapter checkpoints promote comprehension with questions following sections of the text Compliance tips provide focused guidance on how to follow HIPAA mandates Learning resources on the

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