

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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D Manuals For Office Procedures

Brigitte Niedzwiecki, Julie Pepper



D Manuals For Office Procedures:

Modern Typewriting and Manual of Office Procedure Arthur E. Morton,1919 **Modern typewriting and manual of office procedure. [With] Teacher's handbook and key** Arthur E. Morton,1903 **N.R.O.T.C. Office Procedures Manual** United States. Bureau of Naval Personnel,1958 **Trademark Manual Of Examining Procedure, Second Edition, Instructions Regarding Revision No. 1, April 1997** ,1999 **Manual of Office-based Anesthesia Procedures** ,2007 This concise easy to use manual presents the most current and safe anesthesia formulas protocols and guidelines for office based surgical procedures It offers guidance on how to set up and maintain a safe office based anesthesia practice in line with standards of the American Association for Accreditation of Ambulatory Surgery Facilities the American Society of Anesthesiologists and the American Medical Association The book covers all procedures commonly performed in an office setting including cosmetic surgery dentistry ophthalmology obstetrics and gynecology gastrointestinal endoscopy and post bariatric surgery *Manual of Patent Examining Procedure* United States. Patent and Trademark Office,1998 *Trademark Manual of Examining Procedure (TMEP)*. United States. Patent and Trademark Office,1997

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Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant - E-Book Brigitte Niedzwiecki,Julie Pepper,2022-09-08 Designed to support the trusted content in Kinn s The Medical Assistant 15th Edition

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D Manuals For Office Procedures Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**D Manuals For Office Procedures**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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