



Operating policies and procedures manual for medical practices

By Bette A Warne

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This manual has been updated to help busy medical practice executives keep their practices up to date on the latest regulations and operational processes. Keeping practice manuals current can be a daunting task, and developing them in a clear, consistent and compliant way only adds to the burden. When you find yourself asking, Why don t my employees understand how to get this job done? , you need a realizable, easy-to-use resource like the Operating Policies and Procedures Manual for Medical Practices, 5th edition to address the problem. Updated to reflect an office that is fully automated, this manual is designed for all medical practices regardless of organizational size, type or specialty mix. You ll receive more than 200 customizable policies and procedures that you can use in your practice today. Let the Operating Policies and Procedures Manual for Medical Practices, 5th edition be your guide on the journey to managing a successful practice. This resource makes it simple to develop and maintain your practice s manual.

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Editorial Review

About the Author

Elizabeth W. Woodcock, MBA, FACMPE, CPC Woodcock is a professional speaker, author and trainer specializing in medical practice management. She has focused on medical practice operations and revenue cycle management for more than 15 years. Combining innovation and analysis to teach practice operations, she has delivered presentations at regional and national conferences to more than 150,000 physicians and managers. In addition to her popular email newsletters, she has authored several best-selling practice management manuals and textbooks and published dozens of articles in national healthcare management journals. Woodcock is a Fellow in the American College of Medical Practice Executives and a Certified Professional Coder. In addition to a Bachelor of Arts degree from Duke University, she completed a Master of Business Administration in healthcare management from the Wharton School of Business of the University of Pennsylvania.

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