

McLaren Print System Order

Order No: 8752 Reprint Previous Order No: 6397
Order Date: 2015-02-05
User: Kirstie Goolsby
Phone: 586-978-7930

Ship Location: Kirstie Goolsby-Rizzo
35111 Dodge Park
Sterling Heights, Michigan 48312

Forms

Quantity: 10
Paragon Dept No: 90352
Dept Name: MMG Macomb
Company Number: 810

Order Total Price: 38.00

Item Number: REFERENCE
Item Description: MA Manual
Revision Date: 9/11/2014

Print:
Paper:
Size:
Fold:
Finish:
Drill:

Misc Info: Book is printed black and white; double sided; with 3 hole drilling on the left side.



TABLE OF CONTENTS

SITE ORIENTATION

Map of Office
Location of Fire Extinguishers
Location of Flush Lights
Location of Manuals
Tornado Safe Areas
Emergency Codes
Directory of On-Site Phone Extensions
Ran Out
Location of Inventory
Sample of Policy and Procedure Manual Table of Contents

CUSTOMER SERVICE

Telephone Etiquette
Voicemail
Patient Messages
Tracing Phone Calls
Phoning in Prescriptions
Patient Call-Backs

CONFIDENTIALITY

Confidentiality Overview
Telephone Messages
Confidential Communications
Valid Authorizations

SUPPORT SERVICES

Comment Cards
Referral/Consultation Request Forms
Use of Office Equipment
Telephone, Copier, Fax
Computer Application