

Business Products

McLaren Print System Order

Order No: 9989 Reprint Previous Order No: 6397 Order Date: 2015-03-23 **User: Laura Atsoff** Phone: 586-226-8600

Ship Location: McLaren Macomb Family Medicine Romeo Plank 46401 Romeo Plank Ste 4 Macomb, MI 48044

Forms Quantity: 5 Paragon Dept No: 71050 Dept Name: McLaren Macomb Family Medicine Romeo Plank **Company Number: 810**

Order Total Price: 19.25

Item Number: REFERENCE Item Description: MA Manual Revision Date: 2/20/2015 Print: Paper: Size: Fold: Finish: Drill: Misc Info: Book is printed black and white; double sided; with 3 hole drilling on the left side. Book is based on 173 pages.



MEDICAL GROUP

TABLE OF CONTENTS

SHE ORDENTATION Map of Office Location of Free Estinguishers Location of Anah Lights Location of Manuals Tomado Safe Aces Emergency Codes Directory of On-Safe Mone Estensions Res Cul Location of Intentory Sample of Policy and Procedure Manual Table of Contents

CLETOMER SERVICE Telephone Doquette Telephone Dopuette Voicemail Patient Messages Triaging Phone Calls Phoning in Prescriptions Patient Call-Backs

CONFIDENTIALITY Confidentiality Dve . Confidentiality Overview Telephone Messages Confidential Communications Valid Authorizations

SUPPORT SERVICES

Comment: Codes Referral/Consultation Request Forms Use of Office Spuipment Telephone, Copier, Fax Computer Application