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here are five must-have

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policies to include in your employee office manual: 1) Personal appearance and dress code A professional-looking staff promotes unity and teamwork at the most basic level. Yet surprisingly, your idea of a professional appearance may differ from that of your staff.

Top Five Policies For

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Section I – Positions

and Responsibilities

Patient Coordinator

(Scheduler / Reception)

Responsible for patient 1

scheduling, patient

management, collecting

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policies and procedures that reflect the dental office practice. Policies should succinctly capture the “ rules ” governing the Dental Office. These rules incorporate laws,

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