

## **RECEPTION'S MANUAL**

### **Telephones**

- All calls should be answered in three rings or less
- The receptionist should identify the practice by name and give his or her first name.
- No caller should be put on hold without first being greeted properly and asked if the caller minds holding.
- Patients should not remain on hold for more than thirty seconds, except when the receptionist is on another call.
- Patients should not wait longer than two hours for a return call from the practice.
- There should be no complaints about lost or forgotten messages.
- There should be no more than two complaints per month about telephone procedures.

### **Scheduling**

- No patient should wait more than seven days for an appointment.
- New patients should be seen within three days.
- There should be no more than two complaints per month scheduling procedures.

### **Patient Reception**

- All patients should be greeted by name within thirty seconds of their arrival.
- The reception area and lobby should be kept clean and neat at all times.

### **Waiting Area**

- No patient should wait more than fifteen minutes from his or her scheduled appointment time to see the physician.
- If there is a change in the schedule, patient's should be notified immediately upon arrival and given the option to reschedule or come back later that day.
- Continually update patients who choose to wait on the status of their appointment.
- There should be minimal patient complains about waiting time.

### **Patient Education**

- The clinical staff should offer each patient a final opportunity to ask questions and escort each patient to the check out area.
- All patients should be given a practice brochure and business card.

### **Patient Complaints**

- Patient complaints should be addressed immediately by the staff person to whom the complaint was made.
- If this person is unable to resolve the complaint, he or she should immediately contact the staff person who can resolve the problem.
- The office manager should call each patient who has a complaint on the next business day to make sure the issue was resolved to the patient's satisfaction.

# Example Reception Manual

**Lowell Ackerman**



### **Example Reception Manual:**

*Blackwell's Five-Minute Veterinary Practice Management Consult* Lowell Ackerman, 2020-01-09 Provides a quick veterinary reference to all things practice management related with fast access to pertinent details on human resources financial management communications facilities and more *Blackwell's Five Minute Veterinary Practice Management Consult Third Edition* provides quick access to practical information for managing a veterinary practice It offers 320 easily referenced topics that present essential details for all things practice management from managing clients and finances to information technology legal issues and planning This fully updated Third Edition adds 26 new topics with a further 78 topics significantly updated or expanded It gives readers a look at the current state of the veterinary field and teaches how to work in teams communicate with staff and clients manage money market a practice and more It also provides professional insight into handling human resources in a veterinary practice conducting staff performance evaluations facility design and construction and managing debt among other topics **KEY FEATURES** Presents essential information on veterinary practice management in an easy to use format Offers a practical support tool for the business aspects of veterinary medicine Includes 26 brand new topics and 78 significantly updated topics Provides models of veterinary practice challenges to the profession trends in companion practices and more Features contributions from experts in veterinary practice human resources law marketing and more Supplies sample forms and other resources digitally on a companion website *Blackwell's Five Minute Veterinary Practice Management Consult* offers a trusted user friendly resource for all aspects of business management carefully tailored for the veterinary practice It is a vital resource for any veterinarian or staff member involved in practice management

**Pet-Specific Care for the Veterinary Team** Lowell Ackerman, 2021-03-23 A practical guide to identifying risks in veterinary patients and tailoring their care accordingly Pet specific care refers to a practice philosophy that seeks to proactively provide veterinary care to animals throughout their lives aiming to keep pets healthy and treat them effectively when disease occurs *Pet Specific Care for the Veterinary Team* offers a practical guide for putting the principles of pet specific care into action Using this approach the veterinary team will identify risks to an individual animal based on their particular circumstances and respond to these risks with a program of prevention early detection and treatment to improve health outcomes in pets and the satisfaction of their owners The book combines information on medicine and management presenting specific guidelines for appropriate medical interventions and material on how to improve the financial health of a veterinary practice in the process Comprehensive in scope and with expert contributors from around the world the book covers pet specific care prospects hereditary and non hereditary considerations customer service implications hospital and hospital team roles and practice management aspects of pet specific care It also reviews specific risk factors and explains how to use these factors to determine an action plan for veterinary care This important book Offers clinical guidance for accurately assessing risks for each patient Shows how to tailor veterinary care to address a patient's specific risk factors

Emphasizes prevention early detection and treatment Improves treatment outcomes and provides solutions to keep pets healthy and well Written for veterinarians technicians and nurses managers and customer service representatives Pet Specific Care for the Veterinary Team offers a hands on guide to taking a veterinary practice to the next level of care

*Methods for Learning Disorders* Patricia I. Myers,Donald D. Hammill,1976      **Journal of the Institution of Water Engineers and Scientists** Institution of Water Engineers and Scientists,1980      **Learning Disabilities** Patricia I. Myers,Donald D. Hammill,1990      **Diesel Electric Locomotive Operator's Manuals, Specifications, Etc.** Baldwin Locomotive Works,1943      **Advances in Concurrent Engineering** Pravir K. Chawdhry,Parisa Ghodous,D. Vandorpe,1999-08-24      **Radio & Model Engineering** ,1929      **Advances in Concurrent Engineering** Parisa Ghodous,Pravir K. Chawdhry,1999      Manual on Assistance to Aircraft Accident Victims and Their Families International Civil Aviation Organization,2013      *Radio Engineering* ,1928      **Assessing Special Students** James A. McLoughlin,Rena B. Lewis,1981      *World Radio TV Handbook* ,2008      **Spa Management** ,2006      **Architecture and Building** ,1919      **British Medical Journal** ,1924      *Caterer & Hotelkeeper* ,1987-05      **Saint Louis Medical and Surgical Journal** ,1902      **St. Louis Medical and Surgical Journal** ,1902      Nor-west Farmer for the Stock-raiser, the Gardener, Etc ,1929

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