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11 Medical Office Policy and Procedure Manual Introduction This manual includes the policies and procedures for Cardiology Medical Group and replaces all previous manuals and directives. This document will be maintained and updated by designated staff members.

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The procedure manual template is a document which provides the frame-work of company's policies to employees. The document is of great importance to run a business effectively it will let the employees know what they need to do and how to do it. The manual will assist people in fulfilling the expectations of the company.

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Medical Office Policy and Procedure Manual

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Here's everything you need to create an effective office procedures manual template. Start your manual with an outline. According to Patricia Robb, author of *Laughing All the Way to Work: A Survival Blog for Today's Administrative Assistant*, "You should arrange your duties in a logical format in a table of contents to map out how you want to place each item.

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