

# Chiropractic Office Personnel Training Solutions

## Is Your Training Program Effective?



The training and organizational skills of your office staff have a tremendous impact on the care that your patients receive.

### Don't Lose Time, Patients, and Money

A poorly organized office and a lack of proper training can cause you to lose **time, patients, and money**, as well as cause unnecessary frustration. It might even result in **legal action** if office personnel fail to properly abide by government regulations or do things that could open you to a lawsuit from a patient, insurance company, or third-party payor.

### Keep Your Focus on the Patient

As a professional, your training focuses mainly on the medical aspects of treating the patient, but it is vital that you look after other details—such as policies and procedures training—to ensure that your patients receive the greatest level of care.

### You Never Told Me That!

Have you ever encountered office staff not carrying out a particular office policy or procedure and when asked they said, “**I don’t remember anyone telling me that**” or “**You never told me that before**”? Without a comprehensive, fully documented training program in place, there’s no way to ensure that your staff are fully informed of your current office policies and procedures. Someone once said they remembered receiving notes from their boss with the words AVOID VERBAL ORDERS printed on the top, and commented that they came to understand how this great advice helped avoid costly misunderstandings. By developing an effective office training protocol that includes **written policies and procedures**—and avoiding verbal orders—your staff members will have no question about what you expect of them.

## Quick & Easy Development

### Streamline Development of Your Training Program

The **Office Policy Manual** has a wealth of information with hundreds of forms that cover all aspects of chiropractic office policies and procedures to streamline the development of your training program. Customizing your office policies will also be a snap because you can easily edit and print your paper manuals in Microsoft® Word. Training is easy as well. You can have staff view and navigate the electronic portion of your manual using a web browser on your office computer or the new “Tablet PC”\*.

\*May Require Media Reader

## What’s the Solution?

### The Office Policy Manual is the Solution

Now, with the Office Policy Manual you will have an outstanding set of office training and organizational tools at your fingertips. The Manual gives you what you need to get your office organized and your staff properly trained so that you can maximize your patient care and the profitability of your practice. The Office Policy Manual is a must for every health care facility.

### Easy to Order Online and Save

Receive a 20% discount when you order the download version online at: [www.DoctorsDataSource.com](http://www.DoctorsDataSource.com)

Limited Time Offer. Code **NACA20-DC698**

### SERVICES AVAILABLE

- Technical Support
- Installation and Setup Assistance
- Referral Partner Program
- Limited Guarantee

### MORE FEATURES/BENEFITS

- View on your Computer or Tablet PC
- Print Paper Training Manuals for Staff
- Save Money Developing a Program
- Save Time Training New Staff
- HIPAA Policies & Procedures
- Office Compliance Policies
- Office Personnel Policies
- Office Operational Policies
- Personnel Job Descriptions & More

### PEACE OF MIND

Wouldn't it be nice to know for sure that you had an effective personnel training program in place to **safeguard** your hard earned practice?

### TURNKEY SOLUTIONS

What if there was a program designed with a full suite of tools that made it easy and affordable to develop an effective, truly customizable training program which could **save you time and money** all in one? The Office Policy Manual is your answer.

### TECHNICAL SUPPORT

We support all of our products. The **User Guide** makes the program setup a snap. Simply follow the setup instructions. Support is also available online or by telephone.

### 20% DISCOUNT ONLINE

Code: **NACA20-DC698**  
Limited Time Offer

### VISIT US ONLINE

More Information Online At:  
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