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Employee Policy Manual Rev 050719  
7 Section I – Positions and  
Responsibilities Patient Coordinator  
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management, collecting fees and maintaining appearance and order of the dental office. Reports to the Office Manager. Specific duties include the following: Reception Management

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Each manual section has separate policies and separate procedures. Policies should be easily accessible for OHCW reviewing. Each dental office should have clear 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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responsible for patient scheduling  
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## Dental Office Employee Manual Policies And Procedures ...

This employee manual has been  
prepared as your guide to our office  
and our employee policies. Review it  
once a year and/or whenever you



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have a question about office policies. We welcome any questions you may have about our policies. Please feel free to share your questions or comments with either the office manager or the dentist. This manual is not an expressed or implied contract of employment. The procedures,

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