Office manager: A real position or merely a title?

In most cases, office managers are dropped into the position with no training. It’s interesting how people tend to evolve into certain positions in the dental practice. One in particular is that of office manager. In our consulting work, we see a lot of existing loyal employees, such as a hygienist or a dental assistant, who has “graduated” to this role.

As is often the case, they are bright and energetic, good with patients and the dentist perceives that those skills are all that is necessary to be an effective office manager. Unfortunately, it’s at this point that things start to go wrong. The employee may exhibit too little initiative or too much control. Others on the team may resent their former colleague being promoted to a managerial position. Often, the “office manager” reports to the clinician. If there is a job description, it’s typically vague at best. Finally, the dentist begins to wonder if she (or he) has made a terrible mistake.

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manager’s job description needs to be customized to best fit the needs of the practice, which is why you will not find a generic office manager job description on the McKenzie Management website along with all the other job descriptions.

Rather, we recommend professional training geared specifically for dental office managers. This training should teach the business of dentistry, including each practice system as well as other management specialty areas. From there, the job description is built from scratch with input from the dentist and the office manager so that it serves the needs of the specific practice.

Not every practice needs an office manager. Some dentists are comfortable managing the practice as well as doing the dentistry, while others do not want to be burdened with the management responsibilities. My advice is that you don’t toss around the term office manager lightly. This is a position that carries significant responsibility and requires specific skills. If you do appoint an office manager, give her the tools to succeed via professional training.

Sally McKenzie is a nationally known lecturer and author. She is CEO of McKenzie Management, which provides highly successful and proven management services to dentistry and has since 1980. McKenzie Management offers a full line of educational and management products, which are available on its website, www.mckenziemgmt.com. In addition, the company offers a vast array of Business Operations Programs and team training. McKenzie is the editor of the e-Management newsletter and The Dentist’s Network newsletter sent complimentary to practices nationwide. To subscribe visit www.mckenziemgmt.com and www.thedentistsnetwork.net. McKenzie welcomes specific practice questions and can be reached toll free at (877) 777-6151 or at sal@mckenzie.mgmt.com.

Does a dental practice need an employee handbook?

By Stuart J. Oberman, Esq.

For a practicing dentist who aims to always deliver high-quality patient care, staff retention is an important value. Staff retention aids the dental practice in providing stability and continuity and eliminates the high costs associated with employee turnover.

Obviously, staff members are more likely to continue working when they feel they are treated fairly and consistently. In this respect, an employee handbook is important to a dental practice as it documents the practice’s policies and procedures, sets expectations and provides for a framework for uniformity.

An employee handbook can be a valuable communication and employee relations tool because it demands consistency among managers and clearly dictates employee policies. The employee handbook allows an employer to lay out what he or she expects from employees and what employees can expect from the employer.

Clear office policies lend support to disciplinary procedures and reduce any likelihood of discrimination charges. In addition, handbooks often help new employees get acquainted with their new position and let them know what is expected of them.

For an employee handbook to be most effective, it should be written in a simple, clear, organized and concise manner to avoid confusions among employees. The employee handbook should be easy to use so that employees may refer back to it as often as they wish. The employee handbook should be distributed to every employee in the dental office.

When you distribute your employee handbook, allow all members of your dental practice an opportunity to read it. Each employee should then sign and date an acknowledgment form that states they understand and agree to be bound by the policies outlined in the employee handbook.

An electronic copy of the employee handbook should be stored on a computer that all employees can access, and a bound copy should be kept in the office for general reference. The handbook should also be updated as office policies change and each employee should sign an acknowledgment for each change.

Dentists should refrain from using terminology that may imply that the handbook is an employment contract, and from making statements such as “you’re employment will not be terminated as long as your job duties are satisfactorily performed,” as this implies a long-term commitment.

While employee handbooks will vary among dental offices, there are guidelines for dentists to follow in creating their employee handbook. There are numerous laws that govern the relationship between employer and employee. Many of these laws apply to even the smallest dental practices.

It is important for the employee handbook to reflect these laws. In addition, many provisions should be included in the employee handbook to promote uniformity, thus helping employees present a united front to patients and to reduce the risk of an employee initiating a lawsuit for unfair treatment.

Every employee handbook should begin with an introduction, which should welcome new employees and introduce your practice’s goals, mission statement and history. There should also be a disclaimer stating that the employee handbook is not an employment contract and does not affect the employment-at-will doctrine. After this introduction, the employee handbook should briefly describe several subjects.

It would be prudent to include job descriptions in the employee handbook, so each employee knows what is expected of him or her. Performance reviews and grievance procedures should be discussed and work schedules and dress code should be outlined. The handbook should identify the days and hours of the workweek as well as schedules for lunch and breaks.

Full-time employees’ work schedules should be defined and differentiated from those of part-time employees. Compensation and benefits should be detailed and should inform employees of the payroll schedule, holidays, vacation, sick leave, bereavement, jury duty, military leave, leave of absence and health insurance.

If your dental office has 50 or more employees, you must comply with the Family and Medical Leave Act, and this should be included in the employee handbook. Personal use of the telephone and Internet, procedures for safety and hygiene of dental employees as well as policies on smoking and substance abuse should be included as well.

The employee handbook should contain an anti-harassment policy as well as an Equal Opportunity Employment provision stating that your dental practice will not discriminate in offering employment. These provisions are extremely important, as they make it clear that you will not tolerate harassment or illegal discrimination, describes the steps that can be taken to report violations of these policies, outlines the steps that the dentist will take in responding to these allegations and confirms that the dentist is an equal-