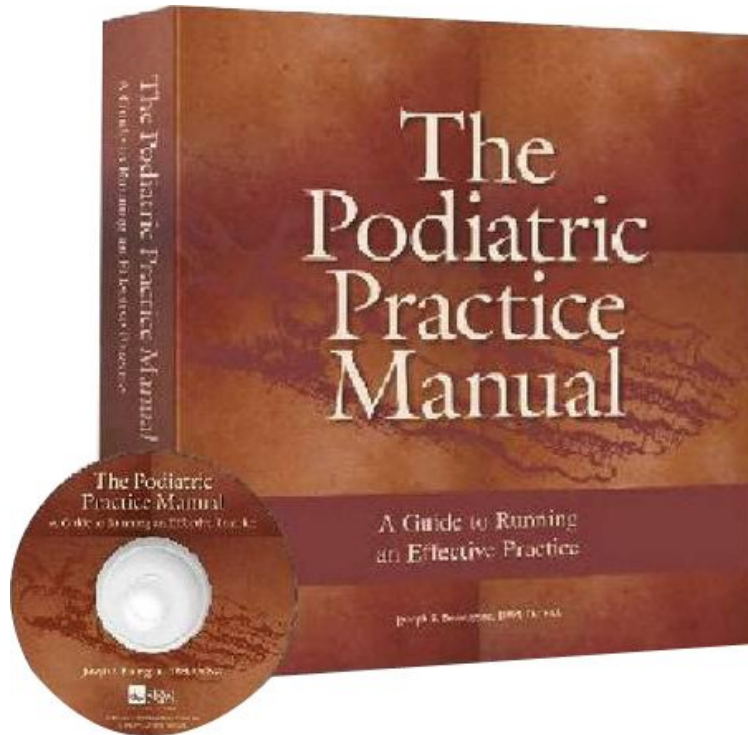


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Podiatric Practice Manual: A Guide to Running an Effective Practice

Joseph S. Borreggine

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Joseph S. Borreggine : Podiatric Practice Manual: A Guide to Running an Effective Practice before purchasing it in order to gage whether or not it would be worth my time, and all praised Podiatric Practice Manual: A Guide to Running an Effective Practice:

A complete and fully customisable manual is available to the practising physician to assist with day-to-day operations. The Manual places an emphasis on improving and aiding the medical and business aspects of running an efficient and successful medical practise. An accompanying CD allows the podiatric physician and staff to customise a wide assortment of template forms, from memos for office procedures, employee job descriptions, forms for new employees to sign, and patient consent forms, to creating your own, personalised office employee handbook. This is truly a tool your office cannot do without. Covers the following topics: Clinical Care. The Manual's first section deals specifically with clinically related procedures such as treatment algorithms, appropriate X-ray positioning, general clinical care policies and procedures, proper documentation techniques, and caring for, ordering and dispensing medical instruments, equipment and supplies. The section concludes with a collection of essential clinical care forms and patient education materials needed for everyday operations. Patient Relations. The second section discusses how the podiatric physician's office should manage patient appointment scheduling, insurance, new patient processing, missed

appointments, and patient care outside the office. The forms provided at the end of this section will help you and your staff communicate effectively with your patients and provide staff with essential information for dealing with patient-related situations. Office Administration. The objectives of this section include identifying the specific job responsibilities for each of the office personnel, identifying office policies such as responding to telephone calls, delays in the waiting room, and cleanliness, as well as discussing financial policies such as budgeting, accounts payable, collection policies, coding and fee schedules, and insurance and Medicare billing. Conventional administrative forms follow this section's discussions. Personnel Policies. The Manual's fourth section contains the office staff policy guidelines, from compensation and benefits to behavioural expectations. A well thought-out personnel policy section is essential so that your employees know what is expected from them as members of your team. Key forms such as an appropriate employee warning notice and an example of a performance review are among the forms provided in this section. Appendices. Appendix A, Model Plans and Programmes for the OSHA Bloodborne Pathogens and Hazard Communications Standards is a public domain resource reproduced in this publication as a reference tool. The Occupational Safety and Health Administration (OSHA) requires all medical offices to have an Exposure Control Plan. This plan is designed to minimise exposure to bloodborne pathogens or other infectious material.

About the Author Dr. Joseph Borreggine, is a podiatric physician and past President of the Illinois Podiatric Medical Association (IPMA) (2009-2010) and has been practising in East Central Illinois for over two decades. With his years of knowledge and experience, Dr. Borreggine is able to diagnosis and treat any foot or ankle problem. Dr. Borreggine is well-known member not only of his profession through his extensive involvement, but also in the communities that he practices. Dr. Borreggine has written numerous foot care articles for a number of local publications, appeared as a guest on area television stations as a foot health expert, and has spoken and volunteered a number of times providing foot screenings at community health care events. Dr. Borreggine is duly trained in forefoot and ankle surgery and has a subspecialty and interest in sports medicine, diabetic foot/wound care management, and peripheral arterial disease (PAD). With his recent certification to provide testing for Peripheral Arterial Disease (PAD) for the lower extremity with specialised testing equipment known as PADnet, Dr. Borreggine is able to provide early detection of poor circulation in the legs and feet. Dr. Borreggine is a member of the Illinois and American Podiatric Medical Associations IPMA and APMA, a Diplomate of The American Board of Podiatric Surgery, a Fellow of The American College of Foot and Ankle Surgeons and American Society of Podiatric Surgeons, and an Affiliate Member of the PAD Coalition. He is a 10-year union member, Local #45, Office of Professional International Union (OPEIU) and also served as a member of the American Diabetes Association and American Disability Analysts Association.