

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Safety and Risk Management
AREA: Risk Management

Number: 06.05.02

SUBJECT: Return-to-Work Program

I. PURPOSE AND SCOPE

This document encourages employees to return to work promptly following a work-related injury or illness. If an employee is able to work, but is unable to return to his or her regular duties, this document provides methods by which the employee may request to return to work in a modified or alternative assignment.

II. POLICY STATEMENT

The University of Houston provides a return-to-work program for work-related injuries or illnesses as the means to return employees to meaningful, productive employment following injury or illness. To provide the highest level of quality service to the citizens of Texas, it is necessary for every employee of the university to be available for work, ready, and capable of performing the duties and responsibilities for which the employee was hired.

III. DEFINITIONS

Definitions of terms used in this document may be found in MAPP 06.01.01 and MAPP 06.05.01.

IV. GENERAL PROVISIONS

- A. The ~~Environmental Health~~**Safety** and Risk Management Claims Coordinator administers the university return- to- work program.
- B. ~~Human Resources approves all return-to-work decisions made within the context of this document. The~~ **employee's** ~~Departmental~~ **S**upervisor, ~~Transitional~~ **D**epartmental **S**upervisor and the **C**laims **C**oordinator recommend and approve the assignment of employees who have been placed on modified duty by their treating physician.
- C. The return-to-work program provides opportunities for any employee covered by workers' compensation insurance who sustains a compensable injury during the course and scope of employment, to return to work at full duty.

Good Procedures Manual For Admin Assistant

Linda J Gaylor



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Plunkett's Procedures for the Medical Administrative Assistant Heather D Ramsay, Marie Rutherford, 2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic Medical Records EMR NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes UPDATED Reflects current privacy legislation PIPEDA and changes to provincial and territorial Freedom of Information acts NEW Chapter order and comprehensive Table of Contents James Stroman, 2008-04-04 Between coordinating meetings making travel arrangements and running the phone lines being a professional administrative assistant requires an astonishing and varied range of skills involving interpersonal communication written presentations and organizational ability Written in a down to earth style Administrative Assistant s and Secretary s Handbook provides readers with information on subjects including record keeping telephone usage office machines mail business letters and computer software skills Now in its third edition the book has been completely revised with expanded coverage of topics including electronic records management interpersonal and communication skills troubleshooting computer problems time and stress management customer service event planning web conferencing math for office professionals office management and supervision transcription and much more Comprehensive and completely up to date this is the book every administrative professional should own *Technology Best Practices* Robert H. Spencer, Randolph P. Johnston, 2003-02-03 Offers access to www.technologybestpractices.com web site containing sample planning templates contingency plans policies annual inventory worksheet and Help Desk Includes strategic technology planning and managing and training techniques Shows how to apply technology tools to improve business **The Administrative Dental Assistant - E-Book** Linda J. Gaylor, 2016-01-07 NEW Electronic content more comprehensively addresses the electronic health record EHR and the paperless dental office NEW Emphasis on 21st century job skills is seen throughout the book as chapters discuss the soft skills like work ethic collaboration professionalism social responsibility critical thinking and problem solving that dental assistants must possess NEW Career Ready Practice exercises are included at the end of each chapter asking readers to recall and assimilate information learned within the chapter and demonstrate its application in the dental office NEW Content updates include HIPAA changes insurance updates including the new claim form dental terminology overview new hazard communication procedures and more NEW Additional artwork incorporates new images focused on technology in the dental office and new paperless ways to manage the day to day functions **The Administrative Dental Assistant** Linda J Gaylor, 2016-03-01 Prime yourself for a successful career in the modern dental

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Administrative Assistant's and Secretary's Handbook James Stroman,Kevin Wilson,Jennifer Wauson,2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant s and Secretary s Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant s and Secretary s Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers **1978 Census of Agriculture: Special reports** United States. Bureau of the Census,1980 1978 census of agriculture ,1983 Standard Operating Procedures for All Dentists Marsha Freeman,2004-10 In the book and accompanying CD Marsha Freeman offers 314 standard operating procedures for the dental office including front and back offices bookkeeping hygiene job descriptions and performance agreements management marketing and related forms Book SOPs are replicated on the CD for easy modification printing and binder insertion Principles of Management for the Hospitality Industry Dana Tesone,2012-05-23 It is vital for hospitality management students to understand key management concepts as part of the complex and intimate nature of the services industry Principles of Management for the Hospitality Industry is designed specifically for hospitality students who need to be able to use management tools and techniques to become successful hospitality managers By placing you at the heart of an imaginary workplace this book offers the opportunity to work through all of the items of discussion for each topic The chapter begins with a scenario to prompt an exploration of a given topic and concludes with the outcome of this scenario to

reinforce the lessons learnt throughout the chapter Highly practical in approach this is an up to date and skilful integration of all core areas of management It is packed with tools and techniques to aid learning and understanding improve your professional management vocabulary with definitions in each chapter and a complete glossary of terms visualize key concepts with over one hundred explanatory diagrams gain confidence by testing your understanding on the accompanying website practical applications of theory are illustrated in international case studies throughout the book discussion questions prompt an exploration of key concepts

Drug regulation reform act of 1978 United States. Congress. House. Committee on Interstate and Foreign Commerce. Subcommittee on Health and the Environment,1978

Handbook of Geriatric Care Management Cathy Jo Cress,2015-10-26 Handbook of Geriatric Care Management Fourth Edition is a comprehensive and practical guide for care managers that addresses the multiple needs of aging adults and their families An ideal teaching tool it guides students and professionals along the journey of becoming a successful care manager New to this edition are two new chapters on working with older veterans and helping clients with depression Completely updated and revised the Fourth Edition provides updated ethics and standards a focus on credentialing and certification numerous case studies sample forms and letters and tips for building and growing a care manager business

Hurricane Iniki, September 6-13, 1992 United States. National Weather Service,1993 Although hurricanes are common over the eastern Pacific and annually are seen in parts of the central Pacific they are not routinely found over Hawaii Only four of these have impacted the Aloha State since 1950 Hurricane Iniki with winds up to 160 MPH was by far the strongest and most destructive This storm also completed a clean sweep of National Weather Service NWS offices responsible for issuing hurricane warnings The National Hurricane Center NHC in Coral Gables Florida Hurricane Andrew the Joint Typhoon Warning Center JTWC in Guam Typhoon Omar and the Central Pacific Hurricane Center CPHC in Honolulu Hawaii Hurricane Iniki were all struck by strong hurricanes within a 2 month span Relying on one geostationary satellite providing satisfactory but less than ideal coverage and an extremely sparse surface data network NWS forecasters and meteorological technicians across the state provided excellent warning service to residents and visitors alike Preface

Lippincott Williams and Wilkins' Administrative Medical Assisting Laura Southard Durham,2008 Lippincott Williams Wilkins Administrative Medical Assisting Second Edition teaches students the theory and skills to become effective medical office assistants The text and ancillary resources address all the required administrative competencies for CAAHEP and ABHES program accreditation The book includes critical thinking questions and is written for maximum readability with a full color layout over 100 illustrations and boxes to highlight key points A bound in CD ROM and a companion Website include CMA RMA exam preparation questions an English to Spanish audio glossary a clinical simulation administrative skill video clips competency evaluation forms and worksheets for practice A Skills DVD with demonstrations of the most important medical assisting skills is available separately An Instructor s Resource CD ROM and online instructor resources will be available gratis upon adoption of the text

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