Office Image Policy

The office must be kept clean and neat at all times in accordance with the Office Cleanliness Policy. Our patients judge our practice by our office’s visual presentation, so keeping your work space organized and clean is a must.

Our office does not close for lunch. We try to schedule lunches to ensure that our front office staff rotates for lunch; however we cannot always do this, and ask that if an employee must eat at their desk that they do so inconspicuously. Please avoid eating any fish, sprouts, or broccoli in the office or any other foods that could cause an unpleasant odor throughout the office. Drinks, coffee cups, and glass bottles should be kept clear off the desk and kept out of patient sight. Limit drinks to one cup.

An Opening & Closing Checklist and a Cleaning Checklist have been created to ensure the office is kept in order. The office manager is responsible for ensuring the checklists are executed daily, and they must inspect all areas of the office, inside and out, to ensure that all areas appear neat and clean.

The office manager is also responsible for decorating the office during holidays and events.

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