

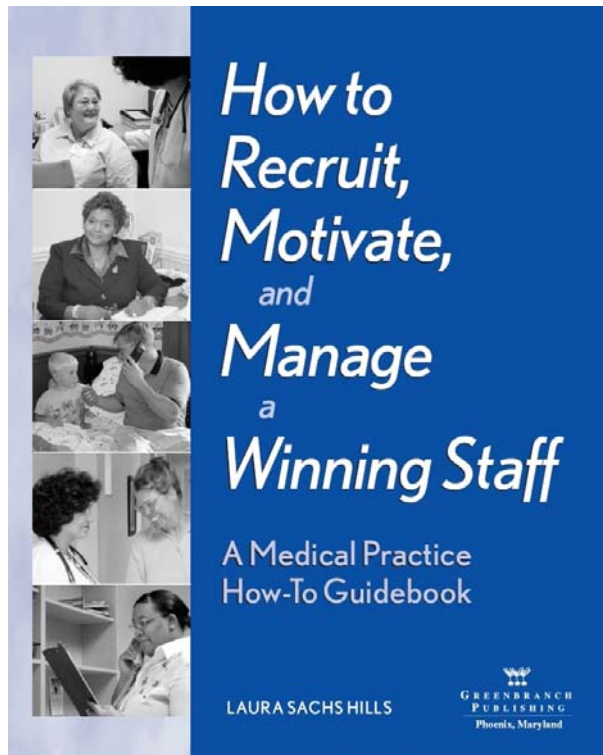


A special offer for AAOMS Members



How to Recruit, Motivate, and Manage a Winning Staff: A Medical Practice How-To Guide

by, Laura Sachs Hills



From the receptionist on the front lines, to the coding specialist behind the scenes, to the caregivers in between, every staff member has a powerful influence on the success of a medical practice.

In HOW TO RECRUIT, MOTIVATE, AND MANAGE A WINNING STAFF, medical practice management consultant Laura Sachs Hills offers her best strategies for developing a team of employees who are committed to the health and well-being of the patients *and* the practice. Her no-nonsense advice – supported by field-tested examples, sample dialogues, action checklists, and more – shows physicians, practice managers, and administrators exactly how to recruit, hire, motivate, evaluate, and, when necessary, fire employees.

Bonus Tools: Special Sections on Giving Your Staff the Proper Perspective: The 25 Truths of Every Medical Practice and Staff Guidelines for Confidentiality and Privacy.

Extra Bonus: A CD-ROM with over 40 checklists and sample letters in Adobe pdf or MS Word that allow you to type in your own data over existing information. These ready to print forms and letters make it even easier to deal with staff-related circumstances as they arise.

AAOMS Member Price: \$116 plus (\$4.95 S&H); includes CD ROM
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