



Employee Management Tools for a Well-Managed PracticeSM

	<u>Cost</u>	<u>Qty.</u>	<u>Amt.</u>
E1. Hiring Protocol, Recruitment Tools, and Telephone Interview Form – Develop a strategy for finding topnotch team members with long-term potential. Please circle: Companion Animal Equine	\$115 (each)	___	_____
E2. Education Programs, Evaluation Form, and Self-Development Plan – Educate and retain career-oriented individuals with long-term potential. Includes programs for Receptionists, Technicians, and Veterinary Assistants. Please circle: Companion Animal Equine	\$125 (each)	___	_____
E3. Business Management Position Descriptions – Develop a management that enables your practice to run smoothly in your absence. Includes descriptions for Hospital Administrator, Business Administrator, IT Manager, Facilities Manager, Financial Manager, Financial Department Staff, and Compliance Manager.	\$190	___	_____
E4. Management Position Descriptions – Develop a management team that enables your practice to run smoothly in your absence. Includes descriptions for Hospital Administrator, Practice Manager, Client Care Coordinator and Patient Care Coordinator. Please circle: Companion Animal Equine	\$125 (each)	___	_____
E5. Position Descriptions – Enhance employee performance and job satisfaction with career-oriented descriptions for Receptionists, Technicians, Veterinary Assistants, and Ward Attendants. Please circle: Companion Animal Equine	\$115 (each)	___	_____

Associate Management Tools for a Well-Managed PracticeSM

A1. Associate Employment Agreement Outline – Detailed outline of items to consider for an associate’s employment agreement (terms of employment, compensation, benefits, responsibilities, etc.).	\$ 95	___	_____
A2. Associate Hiring Protocol, Telephone Interview Form, Position Description, Working Interview Assessment, and Talents and Competencies – Use these tools to assist in your search for finding topnotch associates with long-term potential.	\$125	___	_____
A3. Associate Orientation and Education Guide, Evaluation Form, and Self-Development Plan – Educate and retain career-oriented associates with long-term potential.	\$ 95	___	_____

(over)



Practice Management Tools for a Well-Managed PracticeSM

Table with 4 columns: Item Description, Cost, Qty., and Amt. Items include Fee Analysis on CD Companion Animal, Management Statement on CD, Potential New Client Caller Log and Summary, Service Analysis on CD, Case and Treatment Plan on CD, Compliance Audit Worksheet on CD, and Revenue and Expense Worksheet on CD.

For any items purchased on CD, include a one-time fee of \$7 for materials and postage.

If you are an Ohio resident, include 6.75% sales tax.

ORDER TOTAL \$

Please indicate method of payment: If paying by credit card: Type MC VISA Discover Diners Club CC Number Expiration Date Signature Name Practice Name Address City State/Province Zip/Postal Code Phone Fax Practice Type