

Standard Operating Procedure

Department: Medical Front Office _____ Last Reviewed: _____
SOP Title: _____ Next Review Date: _____
SOP Number: _____ Approved By: _____
Owner: _____

1. Purpose

2. Scope

3. Definitions

4. Roles & Responsibilities

Role: _____ Responsibility: _____
Role: _____ Responsibility: _____
Role: _____ Responsibility: _____

5. Materials & Systems Needed

6. Procedure

Step 1: _____
Step 2: _____
Step 3: _____
Step 4: _____
Step 5: _____

7. Exceptions & Escalation

8. Compliance & Documentation

9. Related Policies & References

10. Revision History

| Date | Version | Revised By | Summary of Changes |
|------|---------|------------|--------------------|
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“Clear systems create confident teams.”