

PTPN's manuals and in-service resources are an easy and inexpensive way to make sure your manuals and employee training are up-to-date, organized and compliant with PTPN requirements. Each manual must be customized for your clinic, but our templates, instructions and sample policies make that customization process simple. Here's a glimpse at the content of each resource:

PTPN Personnel Handbook Template

This manual includes the following major sections:

- Welcome
- Acknowledgement of Reading Handbook
- Introduction
- Selected Policies and Procedures
- Open Door Policy
- Equal Employment Policy
- Non-Discrimination on Basis Of Disability
- Diversity Policy
- Accommodation Policy
- Employment-At-Will
- Immigration Law Compliance
- Our Employee Philosophy
- Organization Chart
- Orientation
- Acknowledgment of At-Will Employment Status
- Attendance
- Compensation
- Bi-Weekly Timesheet for Our Therapy Practice
- Direct Deposit Sign-Up Form
- Gratuities, Gifts, and Favors
- Acceptable Gifts
- Benefit Policies
- Time Off Request Form
- Employee's Designation of Personal Physician
- Communicable Illness Policy
- Leave of Absence
- Rules Applicable to Specific Types of Leaves
- Medical Leaves of Absence For Occupational Disabilities
- Personal Leave
- Regular Part-Time Employees
- Inservice/Meeting Policy
- Employee's Continuing Education
- Professional Associations
- Employee Review System
- Conflict Of Interest
- Confidential Information
- Non-Disclosure of Confidential Information
- Confidentiality: Employee Personnel Records
- Employee Personnel File Inspection Request
- Miscellaneous Conditions of Employment
- Standards of Conduct
- Personnel Action Notice
- Our Therapy Practice Corrective Action Plan
- Telephone Etiquette
- Dress and Personal Appearance
- Drug and Alcohol Policy
- Security Policy
- Acknowledgement of Workplace Search Policy Form
- Electronic Communications
- Ownership and Access Of Electronic Communication, Mail And Computer Files
- Internet Browser Use
- Internet and Computer Usage Policy Acknowledgement Form
- Cell Phone Use
- Travel Time and Use of Personal Vehicles
- HIPAA Compliance
- Business Records and Recordkeeping
- Safety and Health Policy
- Employee Safety Information Form
- Cutbacks and Layoffs
- Termination of Employment
- Photo and Advertising Release Agreement
- Personal Use of Equipment Form
- Our Therapy Practice Emergency Contact Form
- Our Therapy Practice Orientation Checklist

PTPN OSHA Manual for Physical Therapy Offices

This manual includes information about the following OSHA program components:

- Injury and Illness Prevention Program
- Hazard Assessment and Correction Record
- Safety Checklist
- Emergency Procedures
- First Aid Basics
- Hazard Communication Program
- MSDS Information
- Chemical Inventory
- Bloodborne Pathogens
- Signs, Labels & Color Coding
- Response to Emergencies Involving Blood or Body Fluids
- Housekeeping and Waste Disposal
- Handling and Disposing of Broken Glassware
- Laundry Procedures
- Employee Records
- Exposure Incidents
- Job Classifications
- Hepatitis B Information
- Hepatitis B Vaccination Declination
- AIDS and HIV Fact Sheet
- Infection Control
- In-Service Policy

PTPN Corporate Compliance Program Manual for Physical Therapy Offices

This manual includes the definition, benefits and elements of an effective Corporate Compliance Program. It includes sample policies for you to customize for your clinic, as well as information about the following program components:

- Compliance Officer and Compliance Committee
- Corporate Philosophy or Mission Statement
- Policies and Procedures
 - Employee Code of Conduct
 - Open lines of Communication
 - Assessing Effectiveness
 - Employee Training and Education
- Auditing and Monitoring
 - Documentation
 - Billing and coding policies
 - Marketing Strategies
 - Responding to Detected Offenses
 - Enforcement of Disciplinary Standards
 - Retention of Records

PTPN's Information Systems Disaster Recovery Plan for Physical Therapy Offices

This plan includes the following sections and appendices that will allow you to implement a customized disaster recovery plan for your clinic:

- Disasters
- Stages of Disasters
- Real life examples:
 - The Dreaded Virus Infection
 - Where's That Water Coming From?
 - Where Did My Stuff Go?
- Tools for a Successful Plan
- Planning Group
- Full Systems Inventory
 - Network/Servers
 - Server documentation
 - Server information
 - Workstations
 - Internet connection information
 - Backup
 - Miscellaneous hardware
 - Miscellaneous software

- Backups and Recovery
 - Offsite Information
 - Temporary locations
 - Backups
 - Equipment
 - Contact lists
- Documentation
- Testing Your Plan
- When Disaster Strikes
- Appendix A: Terminology
- Appendix B: Disaster Definitions
- Appendix C: Planning Group Responsibilities
- Appendix D: Systems Inventory
- Appendix E: Network Configuration
- Appendix F: Backup Procedures
- Appendix G: Resources Available
- Appendix H: Emergency Contact Lists