

## **1.0 WELCOME TO DENTAL PRACTICE**

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### **1.1. Welcome to Dental Practice Name**

Welcome to **Dental Practice Name**!

We are excited to have you as part of our team. You were hired because you 'stood out from the crowd' and we believe you can contribute to the achievement of the goals of **Dental Practice** while also progressing in your career.

**Dental Practice** is committed to distinctive quality and unequalled customer service in all aspects of our **Dental Practice**. As part of the team, you will discover that you will be challenged to pursue excellence which will become a truly rewarding aspect of your career. As a team member, you must "own" the results of your productivity.

This Employee Handbook contains the key policies, goals, benefits, and expectations of **Dental Practice**; and other information you will need as part of our team.

The success of **Dental Practice** is determined by our success in operating as a team and your ability to be part of this team. We must earn the trust and respect of our patients every day in order that they return for more. We sell **customer service/unique experience** and **service/experience** is provided by people.

Our success is guaranteed by creative, productive employees who are empowered to make suggestions while thinking "outside the box." Your job and every job in **Dental Practice** are essential to fulfilling our mission to "**provide distinctive quality and unequalled customer service**" every day to more patients who "trust and respect" us.

The primary goal at **Dental Practice**, and yours, is to live our Mission Statement and continue to be an industry leader. We achieve this through dedicated hard work and commitment from every employee. It is the desire of **Dental Practice** management to have every employee succeed in their career and assist in achieving our goals.

You should use this Employee Handbook as a reference as you pursue your career with **Dental Practice**.

# Dental Office Employee Policy Manual

**American Dental Association**



## **Dental Office Employee Policy Manual:**

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