

## IN CONCLUSION

We hope you find this personnel policy manual informative concerning the policies, work rules, and benefits of DoctorsManagement.

Accordingly, we welcome your ideas, comments, suggestions, or dissatisfactions concerning the operations of DoctorsManagement. We welcome the opportunity to air concerns and think through to solutions to the challenges that we may occasionally face. It is only through maintaining and improving our firm that we can create real job security for all of us who earn our livelihood at our firm. We must at all times think of our clients as our employers and always provide them with quality work that will keep them coming back and referring other healthcare providers to our firm.

We are certain that it is this type of teamwork and pride that will result in the continuing development of our firm so that we can all benefit.

The information contained in this personnel policy manual is presented for the benefit of all present and future employees of DoctorsManagement. The intent is to supply information about DoctorsManagement. This handbook should not be considered your only source of information. It is your duty to familiarize yourself with all necessary work area practices.

As the ideals expressed in these policies are upheld and continued we will work together with one interest - *CLIENT SATISFACTION!*

We welcome you to DoctorsManagement

## IMPORTANT

Please sign and present the following acknowledgment statement to management upon employment.

Thank you

### ACKNOWLEDGMENT OF PERSONNEL POLICY MANUAL AND EMPLOYEE HANDBOOK

I hereby acknowledge having access to the "DoctorsManagement - Personnel Policy Manual and Employee Handbook" via the DoctorsManagement website ([www.drsmgmt.com](http://www.drsmgmt.com)), and except as provided for in a contractual agreement, outlines my privileges and obligations as an employee. I acknowledge that it is my sole obligation to let management know if I am unable to access and satisfactorily become familiar with this document once I am aware of its existence and manner of retrieval. Any printed handbooks are returnable to the firm upon request or termination of employment. I understand that I am responsible for familiarizing myself with the information and abiding by the policies, procedures, and rules set forth in this handbook.

I also understand that DoctorsManagement reserves the right to make changes in content or application of its policies as it deems appropriate at anytime without prior notice to me. **I FURTHER UNDERSTAND THAT THIS HANDBOOK IS PROVIDED AS AN INFORMATIONAL GUIDE ONLY AND IT NOR ANY OTHER COMPANY COMMUNICATION OR PRACTICE CONSTITUTES AN EXPRESSED OR IMPLIED EMPLOYMENT CONTRACT, AND THAT MY EMPLOYMENT (EXCEPT AS PROVIDED FOR IN A CONTRACTUAL AGREEMENT) IS TERMINABLE AT WILL BY EITHER MYSELF OR THE FIRM AT ANY TIME REGARDLESS OF THE LENGTH OF MY EMPLOYMENT (INCLUDING THE 90 DAY INTRODUCTORY TIME)** and that no representative of DoctorsManagement, other than the President has any authority to make any contrary agreement which must be in writing.

This handbook supersedes all previous handbooks and oral and written descriptions of the terms and conditions of employment (except as provided for in a contractual agreement).

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Employee Name (Print)

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Employee Signature

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| Date

## NOTES