

Chapter 10: Managing Human Resources

Read the following passage, and select the best answer to the question that follows.

1. Systems Approach to Human Resource Management

A. General Skills for Human Resource Management

- i. computer literacy
- ii. networking
- iii. legal knowledge

B. General Duties of the Human Resource

- i. improving office efficiency
- ii. planning and scheduling staff meetings
- iii. preparing general schedules, materials

C. General Management Skills for Human Capital or Human Resource

- i.
- ii.
- iii.

D. Personnel Management Responsibilities

- i. Personnel management responsibilities include hiring new employees and maintaining _____, _____, _____.
- ii. Responsibilities also include performing _____, _____, _____.
- iii. Strategic management should _____ as well as _____ and _____ for each new staff or _____.

E. Employee Benefits

- i. Federal law requires benefits to be _____ for _____ employees.
- ii. Payroll records must include the following:
 - a. social security number
 - b. number of employees covered by company
 - c. gross wages

Medical Office Management Study Guide

Kathy Bonewit-West



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