

2. Policy Manual

2.1 General Purpose

The purposes of this policy and procedure manual is to establish a uniform system of daily conduct by and between us when dealing with each other, other members of the Company, our clients and members of the public.

2.2 Responsibilities

You are responsible to work in accordance with Company policies and procedures. Your failure to comply with the policies and procedures within this manual may result in your termination from this Company.

2.3 Changes in Manual

This Policy manual may be changed from time to time by the Company. Changes can be made at any time and will be distributed periodically through the Company's web site and all member e-mail list. The policies on-line at any time represent the Company's current Policy Manual.

2.4 Exclusions from the Manual

This Manual applies only to salespersons, and does not apply to Company staff employees.

2.5 Conflict with Salesperson/Broker Independent Contractor Agreement

In the event of a conflict between this Policy Manual and your Salesperson/Broker Independent Contractor Agreement, the terms of this Policy Manual shall prevail.

3. Independent Contractor Relationship

3.1 Independent Contractor

You have signed an Independent Contractor Agreement with the Company and are associated with this Company as an Independent Contractor. You do not have an employee-employer relationship with this Company. You are considered to be an Independent Contractor for tax purposes and will receive a 1099 at the end of each calendar year. The Company will NOT withhold taxes or Social Security from your compensation. Payment of taxes and Social Security contributions are your responsibility. You are also considered an independent contractor for purposes of Unemployment Insurance. You are not subject to the minimum wage laws. The Company will provide Worker's Compensation insurance for Broker's own benefit.

3.2 At-Will Status

You are associated with the Company for an unspecified term on an at-will basis. Except where it is otherwise expressly agreed in writing with the Company, either party may terminate your association at any time with or without cause or reason.

4. General Office Procedures

4.1 DRE License and Requirements

You are required to maintain a valid Florida real estate broker or salesperson license in good standing while associated with this Company. If your license expires, you may not engage in any activities on behalf of the Company for which a real estate license is required. The Broker may designate another Company salesperson to handle your prospects, listings and transactions during any time your license lapses, and allocate such reasonable compensation to that salesperson for work performed. Your Company's Broker is charged by Florida law to review, supervise and manage the activity of all salespersons. The Broker may rely on management and staff support to perform this function. You are expected to cooperate with Broker's assistants in the handling of files, documents and procedures in accordance with this Policy Manual and Florida law. It is your responsibility to keep current on changes in industry practices and to take advantage of available education and training programs to maintain your professionalism and your ability to properly represent your clients. It is also your responsibility to obtain all Continuing Education courses so as to renew your license in a timely manner.

4.2 Company Business Hours

Sample Office Policy Manual

Heather Prendergast



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management to offset reduced earnings due to fixed reimbursements of managed care and competition from 1 800 contact lens companies and chains selling discount frames and lenses Drawing on over 40 years of experience the author presents practical strategies for addressing the problems of day to day practice and explains how to develop business and marketing plans without detracting from the optometrist s professional image This edition features an increased focus on how to work with partners including how to exit gracefully from a partnership how to start a part time practice and how to be creative in practice Authored by an expert in the field of practice management and optometry for the most effective realistic advice and guidance Concise readable text synthesizes the author s 40 plus years of expertise in optometric practice Necessary business and marketing skills are presented in a way that is compatible the optometrist s professional image Tips and tools are provided on how to approach the client as both a consumer and a patient Helpful information for students or optometrists who own or are planning to own their own practice Completely re written and updated 4 new chapters cover topics such as practice locations part time practicing managed care management of un met vision needs and the office of the future An increased focus on how to work with partners including how to exit gracefully from a partnership A discussion of how to start a part time practice addresses real world considerations and practical strategies Hot new topics such as co management of patients gender and ethnicity senior patient concerns and discounting

Front Office Management for the Veterinary Team E-Book Heather Prendergast,2018-12-20 NEW Strategic Planning chapter discusses how to strategically plan for the successful future of the veterinary hospital and will include details on growing the practice planning the workforce meeting consumer needs and increasing the value of the practice NEW The Leadership Team chapter discusses how leadership affects the paraprofessional staff provides suggestions for effective leadership strategies and methods to set expectations for employees including attracting and retaining employees leveraging empowering and driving employee engagement NEW Standard Operating Procedures provides a checklist of important tasks associated with that chapter that must be addressed completed in the veterinary practice setting

Saunders Manual of Medical Office Management Alice Anne Andress,1996 This remarkably practical resource gives you one stop access to all of the medical office management techniques you need You ll find detailed guidance on technical skills like management of appointments and schedules health insurance billing and use of office automation systems as well as advice on personnel management effective communication ethical and legal issues patient confidentiality and many other issues that are essential to your success And you will like how easy this Manual is to use Samples of consent forms letters and procedural policies offer concrete examples for you to follow Manager Alerts point out potential pitfalls and tell you how to avoid them Helpful From the Author s Notebook tips describe the best ways to handle a variety of office problems

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web cisco certified network associate ccna 200 301 course outline cisco has divided the syllabus into various sections the cisco certified network associate ccna 200 301 exam includes its objectives and sub topics in it the detailed course outline is mentioned below

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web prerequisites there are no prerequisites to take the ccna certification exam there is also a starting point of networking which is the cct cisco certified technician validity the validity of ccna certification is three years

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web the cyberops associate exam and training cover knowledge and skills related to security concepts security monitoring hostbased analysis network intrusion analysis and security policies and procedures

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web the ccna course syllabus will teach you all about ip data networks the course includes information on how data networks work how the devices within the network work what the purpose and function of the various devices within the network are it will cover what tcp ip models are and how data flows within the data network

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web mar 21 2023 what is the cisco ccna syllabus the latest cisco ccna syllabus is as follows module 1 network fundamentals network components you will learn about the roles and functions of network components routers l2 and l3 switches servers endpoints and access points network topology architecture

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