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POLICY AND PROCEDURE MANUAL

Policy And Procedure Manual

**Sheryl Deutsch, Sheryl K.
Deutsch, Christine S. Mobley**



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Policies and Procedures Manual Michelle Harris, 2017-03-23 A complete set of policies and procedures WITH DOWNLOADABLE FILES INCLUDED for your organization whether you're just starting out or need to add some control to your existing operations. Policies and procedures are an integral part of eliminating fraud, reducing operational errors, and reducing inefficiencies. The Complete Set includes the following policies and procedures: CORPORATE AND GENERAL Policy Review, Ethics Policy, Segregation of Duties, Account Reconciliation Policy, Internal Control Over Spreadsheets, Relationship with External Auditors, Standard Document Retention Policy, Physical and Data Security, Facility, Environmental Protection, HUMAN RESOURCES Employee Standards of Conduct, Business Expense Reimbursement Policy, Company Car and Car Allowance Policy, Employee Training Policy, Misappropriation of Assets and Other Dishonest Acts, Employee Dress Code, Virtual or Remote Work Policy, Flexible Work Schedule Policy, Personal Leave, Vacation Policy, Leave of Absence with Pay, Leave of Absence without Pay, CASH AND BANKING Cash Bank Accounts, Bank Account Reconciliation, Petty Cash, Funds, Employee Advances, Unclaimed Property, Credit Card Policy, ACCOUNTS RECEIVABLE Customer Accounts Receivable, Customer Credit Procedures, Write off of Uncollectible Receivables, Bad Debt, Cash Discount and Unsaleable Allowances, Accounts Receivable Reconciliation, Intercompany Accounts, INVENTORY Inventory Accounting and Control, Inventory Reserves, Cycle Counting, Physical Inventories, FIXED ASSETS Fixed Asset Accounting Policies, Capital Project Requests, Additional Capital Request, Capital Post Completion Review, Disposal or Impairment of Property, Depreciation and Useful Life Accounting for Leases, OTHER ASSETS Prepaid Expenses, Other Assets, Goodwill and Trademarks, LIABILITIES Accounts Payable Policy, Vendor Invoice Approval, Material Returned to Vendors, Customer Credits Issued, Sales and Use Tax on Purchases, Payroll Accrual Liability, Accruals Expense, Inventory and Capital Recognition, Bonus Awards, Incentives Awards, Sales Commissions, INCOME STATEMENT Revenue Recognition of Shipments, Revenue Recognition of Services, Inventory Costing and Valuation, Control of Trade Marketing Programs, Membership Association Fees, Interest and Other Income, Non-Recurring and Unusual Gains and Losses, Profit or Loss on Sale of Assets, Key Performance Indicators, COMPUTER INFORMATION SYSTEMS Disaster Recovery Policy and Procedure, Backup Requirements, Software Maintenance and Licensing Policy, Computer System Use, Responsible Use of Company Email, Use of Company Internet, Company Printer Policy, Access Control Policy, Computer Electronic Equipment Disposal, Password Policy, Overview. So you've created a successful business investing countless hours, volumes of energy and sweat, and maybe even a few tears. Now it's time to protect that business from lost profits, errors, and even fraud. A solid set of policies and procedures can provide a foundation for a strong and successful operation resulting in increased efficiencies, increased profit, and reduced risk of error and fraud. This complete set of policies is a simple step in implementing policies and procedures in your organization. The information presented provides a building block to create policies and procedures that fit your unique organization. **Operating**

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Quality Assurance Policies & Procedures for Ambulatory Health Care Judith M. Bulau,1990 This manual is a comprehensive quality assurance resource applicable for use in various health care systems such as ambulatory care settings HMOs PPOs and by primary care providers specialty providers and regulatory agencies Quality Assurance Policies Procedures for Ambulatory Health Care enables these ambulatory health care systems to develop appropriate quality assurance programs and assists them in reviewing supplementing or revising existing quality assurance programs Clear and concise with step by step procedures for implementing each policy It includes more than 100 sample forms reports letters job descriptions and other practical tools to save time and increase efficiency

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