

Office Procedures for Accepting Payment Cards

(department name)

Revision Date: *(date)*

1. Processing

a. Methods of Payment Card Acceptance

- i. Mail-
- ii. Phone-
- iii. Walk-in -
- iv. Web-
- v. Email- The *(department name)* does not accept any payment card data by email. It is against JMU procedures to accept payment card information from customers through email. If a payment card number is received by email, the *(department name)* will reply to the customer (removing the card number in the return email) stating email transactions may not occur but provide the customer with safe alternatives.
- vi. Fax-
- vii. Other-No other forms of payment for payment cards is accepted.

b. Procedures

- i. Mail Transactions-
- ii. Phone Transactions-
- iii. Walk-in Transactions-
- iv. Web Transactions-
- v. Email- The *(department name)* does not accept any payment card data by email. It is against JMU procedures to accept payment card information from customers through email. If a payment card number is received by email, the *(department name)* will reply to the customer (removing the card number in the return email) stating email transactions may not occur but provide the customer with safe alternatives.
- vi. Fax Transactions-

2. Transmitting

a. Third Party Vendors

- i. The *(department name)* contracts with the following third party vendors in transmitting payment card data:

3. Storing

- a. Physical Security-The *(department name)* does not store any sensitive payment card data. JMU policy states only the last four digits may be kept. Expiration dates, card verification code, payment card account numbers, or any portion of the magnetic stripe is never stored. If payment card information needs to be written down in order to process a departmental sale

Office Payment Procedures Manual Template

Guillaume Favre



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Digest and Decisions of the Employees Compensation Appeals Board, V. 59, October 1, 2007 to September 30, 2008, 2010-10-22 A collection of practical inexpensive and easy to implement solutions to ergonomic problems Ergonomic Checkpoints is an illustrated manual of 128 ideas to improve conditions in the workplace Compiled by an international panel of experts it covers the main ergonomic issues including materials storage and handling hand tools machine safety workstation design lighting premises hazardous substances welfare facilities work organization Presented in a unique format each one page ergonomic checkpoint illustrates an action for improving the workplace environment why it is necessary and how to carry it out The manual also includes a complete list of all checkpoints to enable users to carry out surveys with ease This book was prepared in collaboration with the International Ergonomics Association Digest and Decisions of the Employees' Compensation Appeals Board United States. Employees' Compensation Appeals Board, 2007 Virtual Gal Friday's Virtual Assistant Start Up Guide , **The Professional Practice of Architectural Working Drawings** Osamu A. Wakita, Nagy R. Bakhoun, Richard M. Linde, 2017-09-25 The detailed highly illustrated comprehensive guide to architectural working drawings The Professional Practice of Architectural Working Drawings is a complete guide to the skills you need to create a set of drawings that clearly and effectively communicate your design Covering everything from site floor framing and foundation plans to building sections and elevations this book presents crucial concepts and real world techniques architects rely on every day You ll learn the standards customs regulations and symbols alongside computer generated drawings 3D modeling Building Information Modeling and other architectural technology This new fifth edition includes updated information on sustainability concepts layering systems in line with AIA standards deeper explorations of dimensioning more sample ADA drawings and a new selection of case studies that offer a real world glimpse into how these topics relate to the architect s everyday work Hundreds of drawings demonstrate important skills and concepts and online ancillary materials offer a robust set of resources to students and instructors Architectural drawings must be precise accurate and complete they must follow certain standards that make them universally understood in the proper context This book teaches you how to produce professional level drawings that leave no room for questions or confusion Create architectural drawings that effectively communicate your design Learn techniques used in both residential and light commercial projects Investigate BIM 3D modeling and other architectural technologies Understand dimensioning sustainability ADA standards and more Architects use drawings as a second language to effectively communicate ideas to clients contractors builders and other design professionals throughout all stages of the project The Professional Practice of Architectural Working Drawings teaches you how to become fluent in the visual language of architecture to communicate more effectively with all project stakeholders **Practical Practice Solutions in Dentistry** Sheri B. Doniger, DDS, 2018-05-16 Practical Practice Solutions in Dentistry Building Your Successful Future provides a broad overview of how

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Behavioral Consultation and Primary Care Patricia J. Robinson, Jeffrey T. Reiter, 2015-10-20 In this 2nd edition Robinson and Reiter give us an updated blueprint for full integration of behavioral health and primary care in practice They review the compelling rationale but their real contribution is telling us exactly HOW to think about it and how to do it This latest book is a must for anyone interested in population health and the nuts and bolts of full integration through using the Primary Care Behavioral Health Consultation model Susan H McDaniel Ph D 2016 President American Psychological Association Professor University of Rochester Medical Center The best selling guide to integrating behavioral health services into primary care is now updated expanded and better than ever Integration is exploding in growth and it is moving inexorably toward the model outlined here To keep pace this revised text is a must for primary care clinicians and administrators It is also essential reading for graduate classes in a variety of disciplines including social work psychology and medicine This updated edition includes A refined presentation of the Primary Care Behavioral Health PCBH model The latest terms trends and innovations in primary care Comprehensive strategies and resource lists for hiring and training new Behavioral Health Consultants BHC Step by step guidance for implementing the PCBH model A plethora of evolved practice tools including new Core Competency Tools for BHCs and primary care providers Sample interventions for behaviorally influenced problems The use of Third Wave behavior therapies in primary care Detailed program evaluation instructions and tools The latest on financing integrated care An entire chapter on understanding and addressing the prescription drug abuse epidemic Experienced guidance on ethical issues in the PCBH model Improved patient education handouts With all of the changes in health care the potential for the Primary Care Behavioral Health PCBH model to improve primary care and the health of the population is greater than ever This book should be the first read for anyone interested in realizing the potential of integration Plunkett's Procedures for the Medical Administrative Assistant Heather D Ramsay, Marie

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