# Operating Policies Procedures Manual For Medical Practices

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a guide to setting policies and establishing procedures that should keep a law office operating efficiently this second edition features new chapters on topics such as the family and medical leave act internet use and more the diskette contains the text in wordperfect 6 x and ascii formats

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

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the purpose of the ippc procedure manual for governance is to provide in a convenient form procedures and practices for the international plant protection convention ippc commission on phytosanitary measures cpm this manual includes decisions and procedures through the end of december 2023 the decisions and procedures described herein are subject to future amendment the manual will be updated accordingly as necessary procedures relevant to the work of the standards committee sc and the implementation and capacity development committee ic two of the cpm subsidiary bodies are compiled in separate procedure manuals

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