

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

Simple Office Procedure Manual Example

Linda J. Gaylor



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Simple Maintenance Office Procedures Manual Susan Welt,1981 *Navy Management Review* United States. Navy Department,1958 **Modern typewriting and manual of office procedure. [With] Teacher's handbook and key** Arthur E. Morton,1903 **Student Workbook for The Administrative Dental Assistant - E-Book** Linda J. Gaylor,2016-02-05 NEW Updated content reflects the main text s more complete incorporation of the move toward the paperless dental office and electronic health records EHRs specifically in areas such as scheduling filing bookkeeping electronic record regulations and insurance processing HIPAA updates are also incorporated throughout NEW Updated questions activities and puzzles reflect the changes in content and further the focus on critical thinking and application NEW Semester project includes a series of relevant exercises that add up to a capstone project in which you will create office procedures and management for your own fictitious dental practice NEW Original practice exercises developed by the text author work in conjunction with the Dentrix Learning Edition software to help you experience what it s like to work with dental practice management software NEW Appendix forms supplement the cases and exercises provided in various workbook chapters Innovation-driven Health Care Richard L. Reece,2007 Dr Richard L Reece s Innovation Driven Health Care 36 Key Concepts for Transformation offers an accessible and compelling in depth look at important innovative trends in the healthcare industry Written for practicing physicians hospital physician joint venturers corporation benefit officers health plan executives healthcare reformers and leaders of the consumer movement this unique text is a must have resource featuring six sections on small practice innovations large group practice innovations hospital physician relationship innovations employer health plan innovations cost constraints reform innovations and consumer driven innovations Each chapter includes clear descriptions and examples of the moving forces behind medical innovation and the state of the industry from the physician s and consumer s perspective with comprehensive cases studies from leaders in the healthcare industry illustrating practical use and implementation of each trend **Heinemann Office Procedures for CXC** Alan Whitcomb,Gill Clarke,2000 Key features of this book include thorough coverage of all the key concepts in office procedures complete and thorough coverage of the current CXC syllabus obviating the need to use several texts detailed guidance for the SBA component of the syl **Law Notes for the General Practitioner** American Bar Association. Section of General Practice,1982 **Kinn's The Medical Assistant - E-Book** Deborah B. Proctor,Alexandra Patricia Adams,2013-12-27 Prepare for a successful career in medical assisting Kinn s The Medical Assistant 12th Edition helps you learn the real world administrative and clinical skills essential to working in the health care setting Administrative coverage ranges from professionalism and interpersonal skills to billing and coding and electronic health records clinical content teaches how to assist with medications diagnostic procedures and surgeries And no other comprehensive medical assisting text can match its coverage of assisting with medical specialties Written by medical assisting experts Alexandra Adams and Deborah Proctor

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