

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

Julie Ledbetter



Sample Office Policy Manual:

Creating and Updating an Employee Policy Manual: Policies for Your Practice American Dental Association, 2016-06-01

This resource helps dental practices develop an office policy manual. Includes sample policies, forms, and worksheets to help craft the perfect policy for your dental employee handbook. With 99 sample dental office policies, sample dental job descriptions, templates for forms, worksheets, and checklists, and explanations of at-will employment. Also offers information on dental staff training including OSHA and HIPAA. **Dental Office Administration** Geraldine S. Irlbacher, Guy S. Girtel, 2020-03-18

Dental Office Administration is a comprehensive resource that details the responsibilities of the dental office professional, providing practical communication techniques and tips for problem solving. It also provides the necessary clinical background information every dental office professional needs for a successful practice. Hands-on activities within the text require students to practice common tasks such as dental charting, writing a memo, or conducting a mock telephone call with another student. A free bonus DVD-ROM for Windows includes practice management software called DENTRIXG4, practice management to give students real-world experience managing patient data and filing electronic claims. A companion Website includes the full text and a quiz bank. *The Medical Office Policy Manual*, 1996 *Athletic Director's Desk Reference* Donna A. Lopiano, Connee Zotos, 2022-02-15

This applied reference includes management tips, planning tools, and policies for athletic administrators. Designed primarily as a reference for intercollegiate athletic program administrators, high school athletic administrators, courses in athletic administrations, and libraries. Information Security Policies and Procedures Thomas R. Peltier, 2004-06-11 Information Security Policies and Procedures: A Practitioner's Reference, Second Edition illustrates how policies and procedures support the efficient running of an organization. This book is divided into two parts: an overview of security policies and procedures and an information security reference guide. This volume points out how security. **Athletic Director's Desk Reference** Lopiano, Donna, Zotos, Connee, 2013-11-07

Athletic Director's Desk Reference is the most authoritative and comprehensive resource available for collegiate athletic administrators. This book and web resource guide program administrators in navigating their increasingly complex roles in athletic programs of any size. *Today's Medical Assistant - E-Book* Kathy Bonewit-West, Sue Hunt, Edith Applegate, 2012-10-15 Content updates reflect the latest competencies for medical assistants and ensure you have the most current information on the newest trends and updates in the medical assisting world. 8th grade reading level makes material approachable and easy to understand. New chapter on Emergency Preparedness offers a well-rounded perspective on what to do in specific emergency situations. New OSHA Bloodborne Pathogens video improves your understanding of personal safety following the OSHA standards. Pronunciation section in the Terminology Review gives you confidence with pronunciation and medical knowledge. Application to EMR where appropriate prepares you for the real world by dealing with electronic medical records.

Today's Medical Assistant Kathy Bonewit-West, Sue A. Hunt, Edith Applegate, 2012-10-04 Bringing together the clinical

know how of Kathy Bonewit West the administrative expertise of Sue Hunt and the anatomy and physiology knowledge of Edith Applegate this unique hands on text guides you through the medical knowledge and skills you need to succeed in today's fast paced medical office The latest standards and competencies for the medical assistant have been incorporated into this new edition along with expanded coverage on important topics such as nutrition the electronic medical record ICD 10 emergency preparedness and disaster planning time management and computerized prescription refills Consistent meticulous coverage throughout the main text IRM SG DVDs Evolve and more provide reliable content and unparalleled accuracy Over 90 procedural videos on DVD and online provide a visual representation of important procedures Expanded Student Evolve site contains all animations games such as Quiz Show and Road to Recovery drag and drop exercises Apply your Knowledge exercises Prepare for Certification exercises matching exercises and other helpful activities such as blood pressure readings determining height and weight and drawing up medication What Would You Do What Would You Not Do boxes and responses offer applications of real life case studies Clear and concise Anatomy and Physiology coverage covers the basics of A P and eliminates the need for a separate A P text Content updates reflect the latest competencies for medical assistants and ensure you have the most current information on the newest trends and updates in the medical assisting world 8th grade reading level makes material approachable and easy to understand New chapter on Emergency Preparedness offers a well rounded perspective on what to do in specific emergency situations New OSHA Bloodborne Pathogens video improves your understanding of personal safety following the OSHA standards Pronunciation section in the Terminology Review gives you confidence with pronunciation and medical knowledge Application to EMR where appropriate prepares you for the real world by dealing with electronic medical records **A Practical Approach to Making Policy** United States.

Rural Electrification Administration,1959 **Jones & Bartlett Learning's Comprehensive Medical Assisting** Judy Kronenberger,Julie Ledbetter,2020-05-07 Designed to ensure that every medical assisting graduate can quickly trade a cap and gown for a set of scrubs Jones Bartlett Learning's Comprehensive Medical Assisting Fifth Edition is more than just a textbook it's an engaging dynamic suite of learning resources designed to train medical assisting students in the administrative and clinical skills they'll need in today's rapidly changing health care environment The Fifth Edition includes a full chapter on Emergency Preparedness new in book role playing activities and an expanded array of online resources We're pleased to offer case studies skills videos and animations as part of our ancillary suite **Study Guide for Jones &**

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REA Bulletin ,1952 **Community and Nurse-Managed Health Centers** Donna L. Torrisi,2005-06-03 Designated a

Doody's Core Title Winner of an AJN Book of the Year Award A National Nursing Centers Consortium Guide This book provides a step by step guide to starting and sustaining a community health center with an emphasis on nurse managed centers The authors share their firsthand knowledge with readers including information on developing a mission statement pulling together an advisory board writing a business plan and getting funding The process for obtaining Federally Qualified Health Center Status and thus federal funding is described Of great value is the book's Appendix which provides very useful examples They include sample bylaws a full policy and procedure manual physician and nurse practitioner collaborative agreements job descriptions a contract with a local agency and outcome and assessment guidelines Donna Torrisi is the founder of The Family Practice and Counseling Network in Philadelphia which provides primary health services to public housing residents Tine Hansen Turton is the Executive Director of the National Nursing Centers Consortium For Further Information Please Click Here

California Real Estate Practice William H. Pivar, Lowell Anderson, Daniel Otto, 2003-10 Building on industry fundamentals this new edition provides the skills a student needs to build a successful real estate practice The text explores issues facing professionals including advertising qualifying prospects loan applications investment analysis competitive market analysis and using the Internet in practice 493 pages 2004 copyright Chapters include Instructor Note Student Enrichment Exercises Power Point Presentations Chapter 1 Getting Started in Real Estate Chapter 2 Ethics Fair Housing and Trust Funds Chapter 3 Mandatory Disclosures Chapter 4 Prospecting Chapter 5 Listing Presentation Package Chapter 6 Listing Presentations Chapter 7 Servicing The Listing Chapter 8 Advertising Chapter 9 The Buyer and The Property Showing Chapter 10 Obtaining the Offer and Creating the Sales Agreement Chapter 11 From Offer To Closing Chapter 12 Real Estate Financing Chapter 13 Escrow and Title Insurance Chapter 14a Taxation Chapter 14b Taxation cont Chapter 15 Property Management and Leasing Chapter Quiz Answer Keys Mini Quizzes for All Chapters Mini Quiz Answer Keys

The Foundation of Profitable Dentistry Bitu Saleh, D.D.S., 2021-01-05 The Foundation of Profitable Dentistry is the ultimate guide to becoming an effective leader and a profitable dental practice owner A dentist's loving sincere and calm presence and ability to foster strong relationships will be appreciated by their patients and reciprocated by their loyalty and many referrals At the end of The Foundation of Profitable Dentistry dentists see know and trust themselves as a leader Throughout dentists discover their values boundaries and what makes life fulfilling and complete for them The Foundation of Profitable Dentistry also helps them to naturally discover with ease clarity and confidence the most resonant next steps for creating and maintaining a stress free and profitable practice Within its pages Bitu Saleh D D S teaches dentists How to hire and retain the right employees How to identify and attract ideal new patients to their practice How to increase treatment plan acceptance How to increase production and collection and decrease overhead and How to make sound financial arrangements with patients and decrease no shows and last minute cancellations

Model Policies and Procedures for Not-for-Profit Organizations Edward J. McMillan, 2008-03-28 What every not for profit must know about accounting tax

and reporting requirements In the challenging world of not for profit management executives are held responsible for virtually every aspect of their organization s activities such as legal issues marketing lobbying editorial membership operations budgeting and of course finance For one person to be an authority in every area however is virtually impossible Completely revised and expanded the Fourth Edition of this invaluable tool is useful as a guide to nonprofit accountants financial managers and executives new to the area of financial management Addressing the accounting internal control and office administration issues that confront executives in nonprofit organizations this book Helps professionals develop formal policies in accounting and finance Shows how to strengthen an organization s financial procedures while assuring board members that they are meeting fiduciary responsibilities Provides more than 200 sample policies and forms both in the book and on the accompanying Web site offering downloadable and customizable versions of those forms Covers major topics including accounting and financial policies office administration policies and internal control and risk reduction policies Contains dozens of new model accounting and financial policies and forms covering Sarbanes Oxley issues codes of ethics identity theft fraud binding arbitrations compensation committees new bank rules fiduciary obligations of board members and many more topics Model Policies and Procedures for Not for Profit Organizations Fourth Edition offers provocative strategies for financial management and serves as a road map to sound fiscal and organizational structure for nonprofit organizations

Medical Office Administration - E-Book Brenda A. Potter, 2021-09-04 Learn the skills you need to succeed in the modern medical office Medical Office Administration A Worktext 5th Edition provides a clear hands on approach to help you master the role and responsibilities of the administrative medical assistant With a focus on exceptional patient service this easy to read text stresses comprehension application and critical thinking to ensure you are job ready on Day 1 When used in conjunction with SimChart for the Medical Office Elsevier s educational EHR sold separately you will gain realistic experience with day to day tasks as if you were in an actual office setting This worktext helps you develop the knowledge and skills you need to think critically and respond confidently to the challenges you ll encounter on the job Approachable writing style uses a conversational tone for easy understanding Procedure checklists outline the steps required to complete a full range of administrative tasks Patient centered focus highlights the importance of exceptional service as a key component of every Medical Assisting competency Think About It feature encourages you to apply your knowledge to realistic work situations and develop critical thinking Chapter checkpoints promote comprehension with questions following sections of the text Compliance tips provide focused guidance on how to follow HIPAA mandates Learning resources on the Evolve website provide extra practice including chapter quizzes a sample certification exam and interactive forms NEW content expands discussion of patient confidentiality healthcare data security appointment scheduling procedure coding changes job search strategies and more UNIQUE Correlation with NEW SimChart for the Medical Office SCMO exercises simulates all aspects of the administrative functions that make up the day to day practice of a medical office SCMO sold

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Bulletin ,1976 **Kinn's The Medical Assistant - E-Book** Deborah B. Proctor,Alexandra Patricia Adams,2014-03-27

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Sample Office Policy Manual Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Sample Office Policy Manual**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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