

## **Ticket Office Procedures Manual**

*aka: ticket office basics*

### **Opening the Office:**

- **Lights On**                      far (west) switch is for office  
   close (east) switch is for stop sign light out on corner
- **Sign in** (with IN TIME) on computer
- **Open safe** (outer door and **top** inner drawer)
  - Remove cash drawer and red plastic folder (and any other deposit folders as needed)
- **Close safe** (**top** inner drawer and outer door)
  - Lock (be sure to twist dial)
  - Record OPEN info on Big Green Log Sheet
- **Take cash drawer and red folder, etc back out to ticket office**
  - Put red folder on James desk along with **journal** tape roll
  - Put cash drawer on counter
  - Take both sets of keys (small=4 keys and large bundle) out of cash drawer and place on counter
- **Use long SKELETON KEY** on large bundle of keys and place in cash register
  - Turn on cash register (red on/off flip switch is on right set)
  - Turn to **X/SI** and press **CLEAR**, then number **1**, then **CASH SALE/ NO TEND**
    - A long "**X mode**" receipt tape will run.
    - Place on counter
- Put cash drawer in cash register & close drawer
- **Use small copper key** in set of 4 small keys to open panels under ticket office counter.
  - The panels are numbered I, II, III, IV from left to right
  - But, it is easiest to remove them from right to left (west to east) - taking off the IV panel first, then III, etc.
  - Place panels, leaning against each other, on west wall (near counter phone)
- **Place long skeleton keys** of small set of 4 **KEYS** in cash register
  - Turn to **REG**
- Press **TEST** on BOCA #2 for OPENING TICKET
- Put large bundle of keys away in top drawer under BOCA #3 printer

# Optometric Office Procedure Manual Sample

**Janice K. Ledford, AI Lens**



## **Optometric Office Procedure Manual Sample:**

Optometric Practice Management Irving Bennett, OD, FAAO, 2002-09-27 While the business aspect of an optometrist's practice may come second to patient care, optometrists today are faced with greater competition for new patients and income. This updated guide shows readers how to work smarter through effective practice management to offset reduced earnings due to fixed reimbursements of managed care and competition from 1 800 contact lens companies and chains selling discount frames and lenses. Drawing on over 40 years of experience, the author presents practical strategies for addressing the problems of day to day practice and explains how to develop business and marketing plans without detracting from the optometrist's professional image. This edition features an increased focus on how to work with partners including how to exit gracefully from a partnership, how to start a part time practice, and how to be creative in practice. Authored by an expert in the field of practice management and optometry, for the most effective realistic advice and guidance. Concise, readable text synthesizes the author's 40 plus years of expertise in optometric practice. Necessary business and marketing skills are presented in a way that is compatible with the optometrist's professional image. Tips and tools are provided on how to approach the client as both a consumer and a patient. Helpful information for students or optometrists who own or are planning to own their own practice. Completely re-written and updated. 4 new chapters cover topics such as practice locations, part time practicing, managed care, management of unmet vision needs, and the office of the future. An increased focus on how to work with partners including how to exit gracefully from a partnership. A discussion of how to start a part time practice addresses real world considerations and practical strategies. Hot new topics such as co-management of patients, gender and ethnicity, senior patient concerns, and discounting. *Law Office Policy & Procedures Manual* Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures. The book, an updated and expanded version of the previous fourth edition, is divided into seventeen sections covering such topics as law office organization, management and administration, support personnel, office policies, personnel policies and benefits, office security and emergency procedures, financial management, file systems, technology, and communications systems. The book contains numerous sample forms and documents as well as extensive bibliographies. A CD containing the entire text of the manual is included, allowing customization of the manual for particular user needs.

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*Clinical Procedures in Optometry* J. Boyd Eskridge, John F. Amos, Jimmy D. Bartlett, 1991 This comprehensive heavily illustrated practical text uses a primary care focus to delineate both general patient assessment and

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