

Mcn Healthcare Policy Procedure Manual

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written by Steven Bragg, the foremost authority in accounting and controllership issues, the new edition includes a new complimentary site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual. More coverage of accounting procedures including inventory, billing, cash receipts, pricing, order entry, credit collections, sales returns, capital budgeting, cash forecasting, payroll, and closing the books. Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry.

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 uncollectible 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, accounts payable policy, vendor invoice approval, material returned to vendors, customer credits issued, sales and use tax on purchases, payroll accrual liability, accruals, expense inventory, and capital recognition, bonus awards, incentives, awards, sales commissions, income statement, revenue recognition of shipments, revenue recognition of services, inventory costing and valuation, control of trade, marketing programs, membership, association fees, interest and other income, non-recurring and unusual gains and losses, profit or loss on sale of assets, key performance indicators, computer information systems, disaster recovery policy and procedure, backup requirements, software maintenance and licensing policy, computer system use, responsible use of company email, use of company internet, company printer policy, access control policy, computer electronic

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discusses the need for establishing policy and procedural manuals for management and human resources purposes provides samples and instructions for policy and procedure manuals and employee handbooks cd rom offers prewritten documents

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