

# 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

# Office Payment Procedures Manual Template

**Cheryl Price, Julia Wix**



## **Office Payment Procedures Manual Template:**

**Digest and Decisions of the Employees Compensation Appeals Board, V. 59, October 1, 2007 to September 30, 2008**, 2010-10-22 A collection of practical inexpensive and easy to implement solutions to ergonomic problems Ergonomic Checkpoints is an illustrated manual of 128 ideas to improve conditions in the workplace Compiled by an international panel of experts it covers the main ergonomic issues including materials storage and handling hand tools machine safety workstation design lighting premises hazardous substances welfare facilities work organization Presented in a unique format each one page ergonomic checkpoint illustrates an action for improving the workplace environment why it is necessary and how to carry it out The manual also includes a complete list of all checkpoints to enable users to carry out surveys with ease This book was prepared in collaboration with the International Ergonomics Association Digest and Decisions of the Employees' Compensation Appeals Board United States. Employees' Compensation Appeals Board, 2007 *Virtual Gal Friday's Virtual Assistant Start Up Guide* , **The Professional Practice of Architectural Working Drawings** Osamu A. Wakita, Nagy R. Bakhoun, Richard M. Linde, 2017-09-25 The detailed highly illustrated comprehensive guide to architectural working drawings The Professional Practice of Architectural Working Drawings is a complete guide to the skills you need to create a set of drawings that clearly and effectively communicate your design Covering everything from site floor framing and foundation plans to building sections and elevations this book presents crucial concepts and real world techniques architects rely on every day You ll learn the standards customs regulations and symbols alongside computer generated drawings 3D modeling Building Information Modeling and other architectural technology This new fifth edition includes updated information on sustainability concepts layering systems in line with AIA standards deeper explorations of dimensioning more sample ADA drawings and a new selection of case studies that offer a real world glimpse into how these topics relate to the architect s everyday work Hundreds of drawings demonstrate important skills and concepts and online ancillary materials offer a robust set of resources to students and instructors Architectural drawings must be precise accurate and complete they must follow certain standards that make them universally understood in the proper context This book teaches you how to produce professional level drawings that leave no room for questions or confusion Create architectural drawings that effectively communicate your design Learn techniques used in both residential and light commercial projects Investigate BIM 3D modeling and other architectural technologies Understand dimensioning sustainability ADA standards and more Architects use drawings as a second language to effectively communicate ideas to clients contractors builders and other design professionals throughout all stages of the project The Professional Practice of Architectural Working Drawings teaches you how to become fluent in the visual language of architecture to communicate more effectively with all project stakeholders Practical Practice Solutions in Dentistry Sheri B. Doniger, DDS, 2018-05-16 Practical Practice Solutions in Dentistry Building Your Successful Future provides a broad overview of how to start a

business and be successful With contributions from industry experts sharing real life lessons learned in the management of dentistry offices this volume delivers a comprehensive practice management resource The editor Dr Sheri B Doniger set a course to collect expert advice on basic and complex concepts for dentists starting out as small business owners The chapter contributors provide readers with dental industry voices sharing information from a first hand viewpoint Chapters offer strategies for business topics such as negotiating leases hiring and team training and billing and dental coding

**Behavioral Consultation and Primary Care** Patricia J. Robinson, Jeffrey T. Reiter, 2015-10-20 In this 2nd edition Robinson and Reiter give us an updated blueprint for full integration of behavioral health and primary care in practice They review the compelling rationale but their real contribution is telling us exactly HOW to think about it and how to do it This latest book is a must for anyone interested in population health and the nuts and bolts of full integration through using the Primary Care Behavioral Health Consultation model Susan H McDaniel Ph D 2016 President American Psychological Association Professor University of Rochester Medical Center The best selling guide to integrating behavioral health services into primary care is now updated expanded and better than ever Integration is exploding in growth and it is moving inexorably toward the model outlined here To keep pace this revised text is a must for primary care clinicians and administrators It is also essential reading for graduate classes in a variety of disciplines including social work psychology and medicine This updated edition includes A refined presentation of the Primary Care Behavioral Health PCBH model The latest terms trends and innovations in primary care Comprehensive strategies and resource lists for hiring and training new Behavioral Health Consultants BHC Step by step guidance for implementing the PCBH model A plethora of evolved practice tools including new Core Competency Tools for BHCs and primary care providers Sample interventions for behaviorally influenced problems The use of Third Wave behavior therapies in primary care Detailed program evaluation instructions and tools The latest on financing integrated care An entire chapter on understanding and addressing the prescription drug abuse epidemic Experienced guidance on ethical issues in the PCBH model Improved patient education handouts With all of the changes in health care the potential for the Primary Care Behavioral Health PCBH model to improve primary care and the health of the population is greater than ever This book should be the first read for anyone interested in realizing the potential of integration

**Plunkett's Procedures for the Medical Administrative Assistant** Heather D Ramsay, Marie Rutherford, 2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic Medical Records EMR NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes UPDATED Reflects current privacy legislation PIPEDA and changes to

provincial and territorial Freedom of Information acts NEW Chapter order and comprehensive Table of Contents

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*Santa Monica Mountains National Recreation Area (N.R.A.), Fire Management Plan*, 2005

Financial Management: Improvements Needed in National Flood Insurance Program's Financial Controls and Oversight Susan Ragland, 2011 This is a print on demand edition of a hard to find publication Due to the federal government's role as guarantor floods impose an enormous potential financial burden on the federal government Consequently decision makers at the Dept of Homeland Security FEMA and the Congress need accurate and timely financial information to assess the effectiveness of the National Flood Insurance Program NFIP This report assesses whether controls in place during the 2005 to 2007 time frame were effective and whether actions to improve controls are likely to address identified weaknesses The report reviewed and analyzed FEMA NFIP guidance data and financial reports and interviewed FEMA officials and contractors Includes recommendations Charts and tables

**SEC Docket** United States. Securities and Exchange Commission, 2008

**Law Office Procedures Manual for Solos and Small Firms** Demetrios Dimitriou, 2000 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

**Create and Use Simple Spreadsheets (Excel 2003).** Cheryl Price, Julia Wix, 2004 The purpose of this Study Guide is to provide information for the tutor and student in relation to the Elements of Competency in BSBCMN214A Create and Use Simple Spreadsheets page i

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*Produce Business Documents 2003* Cheryl Price, Julia Wix, 2003-03

*Produce Simple Word Processed Documents (Word 2003)* Cheryl Price, 2004

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Intellectual Property Timothy Lee Wherry, 2008 The new information landscape is raising more questions than ever about intellectual property The advent of Google YouTube iPods and URLs has led to a plethora of court cases involving copyrights trademarks and patents Against this rapidly changing background copyright expert Timothy Wherry takes a look at intellectual property issues and provides the perspective and tools library patrons and staff need Containing examples trivia and accounts of real life court cases that bring alive the issues in intellectual property this book protects you from overstepping the bounds of legal use in a fast changing digital environment

BOOK JACKET

Injection Procedures Todd P. Stitik, 2010-10-23 This practical guide is ideal for healthcare professionals including family medicine and sports medicine physicians who wish to integrate peripheral joint and soft tissue injection procedures into their practices Emphasis is placed on helping clinicians perform injections with accuracy and efficiency Procedures are presented in a step

by step fashion A wealth of illustrations adds clarity and fluoroscopic images are featured where applicable Billing and coding are covered in order to aid readers in obtaining reimbursement Chart documentation designed to improve patient management and medical legal protection is presented via ready to use templates that can be inserted into office notes Key information on needle gauge sizes and medication dosages is summarized in an easily accessible table A useful discussion on conducting clinical trials is outlined as well

**Starting and Maintaining a Successful Dermatology Practice, An Issue of Dermatologic Clinics, E-Book** Brett Coldiron, 2023-09-22 In this issue of Dermatologic Clinics guest editor Dr Brett Coldiron brings his considerable expertise to the topic of Starting and Maintaining a Successful Dermatology Practice Top experts in the field discuss key topics such as going solo in a small town basic legal considerations economics of a dermatology practice private equity the good the bad and the ugly retirement planning and more Contains 17 relevant practice oriented topics including asset protection the road from private practice to academics political activism and the dermatologist being a successful businesswoman in dermatology building a successful solo general and cosmetic dermatology practice group negotiations when entering a group practice and more Provides in depth clinical reviews on starting and maintaining a successful dermatology practice offering actionable insights for clinical practice Presents the latest information on this timely focused topic under the leadership of experienced editors in the field Authors synthesize and distill the latest research and practice guidelines to create clinically significant topic based reviews

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