

SUBJECT: Board of Directors		Standard Operating Procedure #3
Date: May 2011	PREPARED BY:	Allen Foundation Series
Page 1		APPROVED BY: John Doe Manager

PROCEDURE

Monthly

The meetings of the Memorial Foundation Board of Directors are usually held at 12 p.m. on the third Wednesday of each odd month in the Allen Hospital Board Room.

1. One week before the meeting:
 - a. Fill out a "Special Function Request" form (found in the left lateral file drawer under Special Function Request forms) and send a copy to the dietary.
2. Wednesday before the meeting: Give John a draft of the Board agenda. (Found in Word: Board Meetings)
3. Friday before the meeting:
 - a. Send out the board packet. John and Jane receive financial information (supplied by Jane in finance). Include a report from dir. of dev., VP of inst. adv., dev. asst., college chancellor, Planned Giving Committee, pres/CEO of hosp., financials, minutes.
 - b. Put originals in the Foundation book.
4. Day before the meeting:
 - a. Call each Board member to see if he/she will be attending.
 - b. Call dietary by 8:30 a.m. the day of the meeting with the exact number of attendees so they can plan the lunch (include those Board members who plan to attend, John, Joe and yourself, as well as any guests).
 - c. You are to eat with the Board and take minutes at the meeting, which follows.
5. Following the meeting:
 - a. Type the minutes and have the staff review them.
 - b. Have the secretary/treasurer sign the minutes at the next meeting.
 - c. Make copies for all Board members to send out in the packet.
 - d. Put the original minutes in the Foundation notebook.

How To Write A Procedure Manual

Brigitte Niedzwiecki, Julie Pepper



How To Write A Procedure Manual:

Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock,Bette A. Warn,2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of todays most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control [Accounting Policies and Procedures Manual](#) Steven M. Bragg,2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web 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 **How to Write an Effective Policy and Procedure Manual and Employee Handbook** Gene Levine Associates,2012 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 which can be edited [Study Guide and Procedure Checklist Manual for Kinn's The Administrative Medical Assistant - E-Book](#) Brigitte Niedzwiecki,Julie Pepper,2022-09-02 Designed to support the trusted content in Kinn s The Administrative Medical Assistant 15th Edition this study guide is an essential review and practice companion to reinforce key concepts encourage critical thinking and help you apply medical assisting content This robust companion guide offers a wide range of activities to strengthen your understanding of common administrative skills including certification preparation questions a review of medical terminology and anatomy and application exercises Trusted for more than 65 years as a key part of the journey from classroom to career it also features competency checklists to accurately measure your progress and performance from day one until you land your first job as a medical assistant Approximately 70 step by step procedure checklists enable you to assess and track your performance for every procedure included in the textbook Chapter by chapter correlation with the textbook allows you to easily follow core textbook competencies Matching and acronym activities reinforce your understanding of medical terminology anatomy and physiology and chapter vocabulary Short answer and fill in the blank exercises strengthen your comprehension of key concepts Multiple choice questions help you prepare for classroom and board exams Workplace application exercises promote critical thinking and job readiness before you enter practice Internet exercises offer ideas for expanded and project based learning NEW Content aligns to 2022 medical assisting educational

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