

## **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 side)
  - 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

# Template For Office Procedures Manual

**Alexandra Patricia Adams**

## **Template For Office Procedures 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 *Kinn's The Administrative Medical Assistant - E-Book* Alexandra Patricia Adams,2013-10-21 The most comprehensive front office medical assisting resource available Kinn's The Administrative Medical Assistant 7th Edition provides unparalleled coverage of the practical real world administrative skills essential to your success in the health care office This thoroughly updated fully modernized edition combines current reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today's competitive job market Apply what you learn to realistic administrative situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter Study more effectively with detailed Learning Objectives Vocabulary terms and definitions and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the companion Evolve Resources website and Study Guide Procedure Checklist Manual Confidently meet national medical assisting standards with clearly identified objectives and competencies incorporated throughout the text Master key skills through step by step instructions and full color illustrations that clarify procedures Sharpen your analytical skills and test your understanding of important concepts with critical thinking exercises Understand the importance of patient privacy with the information highlighted in helpful HIPAA boxes Demonstrate your proficiency to potential employers with an interactive portfolio builder on the companion Evolve Resources website Familiarize yourself with the latest administrative office trends and issues including the Electronic Health Record Confidently prepare for the CMA and RMA certification exams with a new online appendix that mirrors the exam outlines and provides fast efficient access to related content Find information quickly and easily with newly reorganized chapter content and charting examples Reinforce your understanding through medical terminology audio pronunciations Medisoft practice management software exercises chapter quizzes review activities and more on the completely revised companion Evolve Resources website *Design and Develop Text Documents (Publisher 2002)* Cheryl Price,Julia Wix,2002 **The Complete Guide to Designing Your Law Office** Suzette S. Schultz,Jon S. Schultz,2005 This comprehensive new resource provides all the information needed to plan or remodel a law firm's office space Helpful checklists schedules forms and letters are included on the accompanying CD ROM **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

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