

ACCOUNTING POLICIES AND PROCEDURES MANUAL

{{Company Name}}

Effective Date: July 10, 2024

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The Architect's Handbook of Professional Practice Joseph A. Demkin, American Institute of Architects, 2008-03-24 This updated resource covers all aspects of architectural practice, featuring new material of sustainable design, managing multiple offices, lifelong learning, mentoring, and team building. Revised content on programming, project management, construction, contract administration, risk management, and ethics, and coverage of small firm considerations, as well as emerging issues such as integrated practice and integrated project delivery.

Dental Office Administration Geraldine S Irlbacher, Guy S. Girtel, 2020-03-18 Dental Office Administration is a comprehensive resource that details the responsibilities of the dental office professional, providing practical communication techniques and tips for problem solving. It also provides the necessary clinical background information every dental office professional needs for a successful practice. Hands-on activities within the text require students to practice common tasks such as dental charting, writing a memo, or conducting a mock telephone call with another student. A free bonus DVD ROM for Windows includes practice management software called DENTRIXG4, practice management to give students real world experience managing patient data and filing electronic claims. A companion Website includes the full text and a quiz bank.

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