

Front Desk Procedures

of one another. If you find that a guest has multiple reservations and suspect this may be unintentional, the courteous approach is to inquire with the guest whether or not the reservation is needed. In some cases the inquiry will not be necessary because you may know they in fact do/not need/want the additional reservation(s).

If a guest confirms that there is a duplicate/incorrect reservation but it is a third-party booking, the cancellation must be done and/or confirmed by the booking site.

For any reservations requesting to be cancelled after the 6pm arrival date policy, a penalty will incur that is one night's rate + tax.

If it is before 6pm and the reservation is not a third-party and/or advance payment reservation, you may cancel the extra reservation(s) with the consent of the guest.

Shift Checklists:

Shift checklists are to be used by new employees until consistency with routine and few errors is achieved. The checklists may be used whenever reminders are needed or during emergency situations when manual operations are implemented. There is not a set time line for mandatory use of checklists but if errors are occurring regularly they must be utilized regularly to guide you.

Shift Close and Drop:

Though listed as a step on the Shift Checklists, at the end of every shift you must close out your shift especially if you took in cash payments. You will close out your shift in the Choice Advantage system by going to Manage, Cashier Shift, then entering the base \$300 plus the amount you took in during your shift (this includes cash, checks, and/or gift card payments). You and your shift will both count and initial the drop envelope verifying that it is dated and the amount is correct. The shift drop is put in the safe by either party and witnessed.

Manual Operations:

In the event of the Choice Advantage system being inoperable due to system maintenance, storms, or other emergency situations, manual operations will be implemented. Forms to use during manual operations can be found in the binder labeled as such at the front desk. Use your shift checklist as well to assist in staying on task with all duties to be completed during a normal shift and to ensure you have all reports and information possible to perform these tasks.

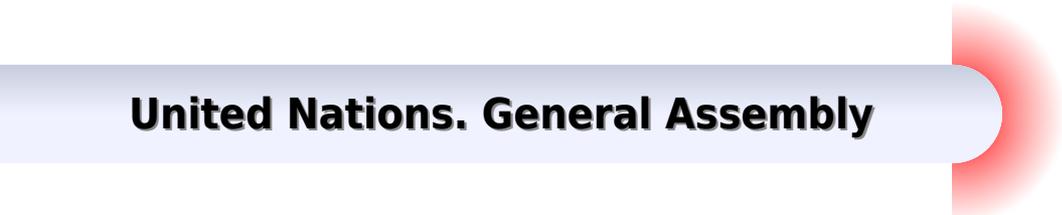
When available, print all emergency reports at regular intervals and use the system until it is no longer accessible.

Once the system is down and all operations are being done manually, keep all lists, reports, and other information as updated as possible by matching and verifying all actions taking place such as arrivals, departures, room moves, clean/dirty/maintenance rooms, and payments/authorizations.

Relaying "numbers" to management:

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Procedures for the Office Professional Patsy J. Fulton, Joanna D. Hanks, Reynolds, 1995 **The Electronic Health Record for the Physician's Office** Julie Pepper, 2017-02-12 Get hands on practice with entering data into the Electronic Health Record The Electronic Health Record for the Physician's Office 2nd Edition uses online simulations to walk you through each EHR task Clear step by step guidelines simplify the exercises in each simulation so you learn all the EHR skills required of a medical office professional This edition adds in depth review and preparation for the Certified Electronic Health Records Specialist CEHRS examination Written by Medical Assisting educator Julie Pepper this how to manual helps you master the administrative clinical and billing coding skills you need to gain certification and succeed on the job Access to SimChart for the Medical Office sold separately Use of SimChart for the Medical Office SCMO for all EHR practice management applications makes it easier to learn and apply EHR fundamentals Realistic hands on practice helps you develop EHR skills including implementation HIPAA compliance troubleshooting and submitting claims for reimbursement Safe learning environment allows you to learn and practice tasks without fear of making a mistake affecting real patients A guided tour through SCMO shows how to use the online simulations and practice EHR tasks Application exercises in the appendix cover administrative clinical and insurance billing allowing you to practice the skills learned in the text Student learning resources on the Evolve companion website include form upload cases additional insurance cards and patient information forms all providing additional practice NEW Enhanced EHR coverage provides in depth preparation for the CEHRS examination NEW CEHRS examination preparation tools are included on Evolve **A Framework for Monitoring of and Reporting for External Project Loans in Developing Countries** Mr. Emre Balibek, Guy T Anderson, Kieran McDonald, 2024-02-22 To produce timely and accurate debt reports at the central government level it is essential to have a sound legal administrative and operational framework in place for debt data compilation reconciliation accounting monitoring and reporting This note focuses on the arrangements for external project based debt which present distinctive challenges in debt reporting particularly in low income and developing countries The discussion complements existing literature and guidance on debt transparency by focusing on stages prior to the production of debt reports The note also identifies the links between the management of project loans and other public financial management PFM processes such as public investment management budget preparation fiscal and financial reporting It shows that a comprehensive approach that considers these linkages can improve efficiency and transparency in fiscal and debt management Although the focus is on the central government's debt obligations the ideas can be extended to cover government guaranteed loans and public sector debt in general *An Appraisal Method for Measuring the Quality of Housing: Service director's manual. v.B. Field procedures. v.C. Office procedures* American Public Health Association. Committee on the Hygiene of Housing, 1945
Blackwell's Five-Minute Veterinary Practice Management Consult Lowell Ackerman, 2013-08-13 Blackwell's Five Minute

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