

ORGANISATION

1. Up-to-date chart of organisation maintained:

Reason:

Clear and well-planned organisation charts are necessary for the proper definition and allocation of duties and responsibilities of officials and employees on which largely depends the smooth functioning of an organisation and the development of a good system of internal control.

2. Officers' and employees' duties:

- (a) Clearly defined.
- (b) Reasonably fixed as to responsibilities so that no one person can dominate or unduly influence others not normally responsible to him in the performance of their work.
- (c) No part of the accounting function is to be under the absolute and independent control of any one person.

ACCOUNTING RECORDS AND CONTROLS

2. Accounting Manuals:

- (a) System of authorisation and record procedures and the practices to be followed in the performance of the duties and functions clearly set forth in formal accounting manuals or equivalent record.
- (b) Internal checking system provides for determination (by internal audit or other means) that procedures and practices prescribed in the manual are being followed.
- (c) Formal chart of accounts maintained:-
 - (i) Facilitating the economical preparation of financial statements and reports.
 - (ii) Describing accurately and concisely what should be contained in each account.
 - (iv) Delineating as clearly as possible the boundary lines between capital assets, stocks and expense items.

3. Accounting and other records:

- (a) Sufficiently explain the transactions so that true and fair accounts can be prepared.
- (b) Comply with statutory and other authorities' requirements.
- (c) Kept up to date
- (d) Balanced at least monthly
- (e) Kept in a neat, legible and comprehensive fashion.

7. Insurance policies:

- (a) Written annual report prepared by insurer or broker covering review of all insurance policies held or required.
- (b) Specific responsibilities assigned to one or more employees to take action on annual report or material changes occurring throughout the year.
- (c) Adequate records kept to highlight when insurance risks have materially altered and to provide information should claims be made.
- (d) Up-to date insurance policies, and all annexures, kept in a secure place.

Clinical Laboratory Policy And Procedure Manual

J. Michael Miller, Shelley A. Miller



Clinical Laboratory Policy And Procedure Manual:

Clinical Laboratory Medicine Kenneth D. McClatchey, 2002 This thoroughly updated Second Edition of Clinical Laboratory Medicine provides the most complete current and clinically oriented information in the field The text features over 70 chapters seven new to this edition including medical laboratory ethics point of care testing bone marrow transplantation and specimen testing providing comprehensive coverage of contemporary laboratory medicine Sections on molecular diagnostics cytogenetics and laboratory management plus the emphasis on interpretation and clinical significance of laboratory tests why a test or series of tests is being done and what the results mean for the patient make this a valuable resource for practicing pathologists residents fellows and laboratorians Includes over 800 illustrations 353 in full color and 270 new to this edition Includes a Self Assessment and Review book *Handbook of the Assisted Reproduction Laboratory* Brooks A. Keel, Jeffrey V. May, Christopher J. DeJonge, 2000-05-15 With the advent of Assisted Reproductive Technologies our understanding of the reproductive system in both men and women has progressed in an exponential manner Along with this increase in knowledge has emerged new and advanced laboratories performing unique techniques aimed at diagnosing and treating infertility problems And as these lab *Linne & Ringsrud's Clinical Laboratory Science - E-Book* Mary Louise Turgeon, 2014-04-14 Updated and easy to use Linne Ringsrud's Clinical Laboratory Science The Basics and Routine Techniques 6th Edition delivers a fundamental overview of the laboratory skills and techniques essential for success in your classes and your career Author Mary Louise Turgeon's simple straightforward writing clarifies complex concepts and a discipline by discipline approach helps you build the knowledge to confidently perform clinical laboratory tests and ensure accurate effective results Expert insight from respected educator and author Mary Louise Turgeon reflects the full spectrum of clinical laboratory science Engaging full color design and illustrations familiarize you with what you'll see under the microscope Streamlined approach makes must know concepts and practices more accessible Broad scope provides an ideal introduction to clinical laboratory science at various levels including MLS MLT and Medical Assisting Hands on procedures guide you through the exact steps you'll perform in the lab Learning objectives help you identify key chapter content and study more effectively Case studies challenge you to apply concepts to realistic scenarios Review questions at the end of each chapter help you assess your understanding and identify areas requiring additional study A companion Evolve website provides convenient online access to procedures glossary audio glossary and links to additional information Updated instrumentation coverage familiarizes you with the latest technological advancements in clinical laboratory science Perforated pages make it easy for you to take procedure instructions with you into the lab Enhanced organization helps you study more efficiently and quickly locate the information you need Convenient glossary provides fast easy access to definitions of key terms *Reproductive Endocrinology and Infertility* Douglas T. Carrell, C. Matthew Peterson, 2010-03-23 Management of the modern reproductive endocrinology and infertility clinic has become very complex In addition to the

medical and scientific aspects it is crucial that the modern director be aware of of incongruent fields such as marketing accounting management and regulatory issues Reproductive Endocrinology and Infertility Integrating Modern Clinical and Laboratory Practice was developed to assist the practicing reproductive endocrinologist and or laboratory director by providing an overview of relevant scientific medical and management issues in a single volume Experts in all pertinent areas present concise practical evidence based summaries of relevant topics producing a key resource for physicians and scientists engaged in this exciting field of medicine As novel technologies continue to amplify Reproductive Endocrinology and Infertility Integrating Modern Clinical and Laboratory Practice offers insight into development and imparts extra confidence to practitioners in handling the many demands presented by their work

Clinical Laboratory Science - E-Book Mary Louise Turgeon, 2022-09-14 Selected for Doody's Core Titles 2024 in Laboratory Technology Using a discipline by discipline approach Turgeon's Clinical Laboratory Science Concepts Procedures and Clinical Applications 9th Edition provides a fundamental overview of the concepts procedures and clinical applications essential for working in a clinical laboratory and performing routine clinical lab tests Coverage includes basic laboratory techniques and key topics such as safety phlebotomy quality assessment automation and point of care testing as well as discussion of clinical laboratory specialties Clear straightforward instructions simplify laboratory procedures and are guided by the latest practices and CLSI Clinical and Laboratory Standards Institute standards Written by well known CLS educator Mary Louise Turgeon this edition offers essential guidance and recommendations for today's laboratory testing methods and clinical applications Broad scope of coverage makes this text an ideal companion for clinical laboratory science programs at various levels including CLS MT CLT MLT medical laboratory assistant and medical assisting and reflects the taxonomy levels of the CLS MT and CLT MLT exams Detailed procedure guides and procedure worksheets on Evolve and in the ebook familiarize you with the exact steps performed in the lab Vivid full color illustrations depict concepts and applicable images that can be seen under the microscope An extensive number of certification style multiple choice review questions are organized and coordinated under major topical headings at the end of each chapter to help you assess your understanding and identify areas requiring additional study Case studies include critical thinking group discussion questions providing the opportunity to apply content to real life scenarios The newest Entry Level Curriculum Updates for workforce entry published by the American Society for Clinical Laboratory Science ASCLS and the American Society for Clinical Pathology ASCP Board of Certification Exam Content Outlines serve as content reference sources Convenient glossary makes it easy to look up definitions without having to search through each chapter An Evolve companion website provides convenient access to animations flash card sets and additional review questions Experienced author speaker and educator Mary L Turgeon is well known for providing insight into the rapidly changing field of clinical laboratory science

Clinical Hematology Mary Louise Turgeon, 2005 This established entry level hematology text enters its Fourth Edition with even more of the focused coverage and learning tools

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