



# Business Manual Summary

**Businesses need to be managed like businesses.** Keeping control of every department is a hard job, but with ProvidersWeb's Business Manual's Risk Management Quality Assurance Program, your job will be easier. We have the tools you need to manage every department safely and effectively. We help you get in business and stay in business, and yes, we do teach you have to be more profitable!

Duties Covered	Training Programs Covered
<ul style="list-style-type: none"> <li>• Business Legal Requirements</li> <li>• Administrator's Responsibilities</li> <li>• Safety Duties</li> <li>• Licensing Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• General Business Management</li> <li>• Business Plans</li> <li>• Marketing</li> <li>• Quality Assurance Risk Management Practices</li> </ul>

## Features & Benefits

- How to Get Into Business and the Licensing Process
- How to Stay In Business
- Licensing Inspection Prep
- Risk Management and Quality Assurance Programs
- Licensing Process
- Industry Legalities
- Quality Care Audits
- Hiring/Firing Guidelines
- Department Administration
- Building and Housing Requirements, - plus ADA needs
- Required Postings
- Risk Management
- Important Online Links
- Marketing
- Learn to make more money
- This manual also contains many Forms, Policies and Procedures.
- Legal aspects of running an assisted living or residential care business.
- Budgeting
- Payroll & Required Taxes
- Safety Monitoring
- Much more...

Added benefits include:

- Proof of compliance with laws and regulations
- Reduction in Liability
- Audits and Safety Checks for every department.
- Risk Management Program
- Helps you learn basic booking keeping and how to pay taxes
- How to increase revenue.

