

Jack Hughston Memorial Hospital
Patient Access Department
CASH RECONCILIATION FOR BANK DEPOSIT

Policy Number: 912.104

Effective Date: February 12, 2008

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I. POLICY

Patient Access Staff will collect patient upfront payments as well as payments for prior accounts. The staff will post the patient's payments through the cashiering functions within HMS Patient Accounting menu and issue the patient a receipt for the payment. All monies will be batched out and locked in the Patient Access Safe for deposit the next business day. Patient Access Assistant Director or designee will retrieve Patient Access Bank Bags from the safe and reconcile with the Patient Access / ER Registration Logs, the batch review sheet, and the cash for deposit. This process will ensure that all money is posted appropriately to the patient account and turned in for Bank deposit.

II. PURPOSE

To establish a process for Patient Access cash reconciliation and bank deposit.

III. DEFINITIONS

None

IV. PROCEDURE

1. Patient payments received are recorded on the patients account in MedHost by notation and a hand written receipt is given to the patient by the main registration and ER reps.
2. All reps must have a receipt tracker that the transaction is also recorded on.
3. At day end for main registration, all monies are totaled and balanced against the receipts and the receipt tracker provided by the reps.
4. Two people verify the money is correct and balanced, and is signed by both individuals, at which time they will place the money in a deposit bag, and into the safe together.
5. At shift end for ER registration, all monies are totaled and balanced against the receipts and the receipt tracker by the outgoing rep and incoming rep. The deposit is then placed in the safe by both reps together. Each morning, the Patient Access Manager and Patient Access Team Lead will take all monies out of the safe and open together.
6. Once verified, deposit is prepared and delivered first to Accounting for verification, and then Administrative Assistant, who verifies accuracy with the Patient Access Manager and then takes the deposit to the bank.

7. Once deposited, Administrative Assistant brings the deposit slips back and distributes to Patient Access Manager. Patient Access Manager then validates the deposit slip from the bank to his deposit slip copy and files accordingly.

V. ORGANIZATION AND ADMINISTRATION

None