Cash Receipts Policy

**Purpose:** To make sure that all monies received are recorded and processed efficiently for accounting purposes.

**Procedures:** Staff responsible for receipting all monies should follow the attached procedures/guidelines. Anyone found in violation of this policy may be reprimanded and/or terminated.

I. **Receipts**

Program receipts Public Health Staff.

A. **Public Health Receipts:** Insight software is used to record services and payments for TB testing, and/or immunizations of any kind, including flu vaccine, and/or donations. At the time of service, the client is given a computer generated receipt once the payment is entered into Insight. On a daily basis, a computer generated Cash Drawer Report is printed and balanced for Cash, Checks and Credit Card payments by each department.

B. **Environmental Health Receipts:** Sword Software is used to record services and payments for all Environmental Health Services. At the time of service, Sword generates a computer generated receipt once information is entered into Sword. On a daily basis, a computer generated “daily receipt report” is printed and balanced for cash, checks and credit card payments.

C. **Dental:** Dentrix software is used in dental to record services and payments. Cash, checks and credit cards are balanced on a daily basis with a computer generated deposit slip.

II. **Receipting Payment for Public Health**

A. Check in is done at the Front Desk, where the patient is told what his/her expected payment will be once the service is performed.

B. Once the service is performed, the Nurse enters the encounter into the Insight system.

C. The patient proceeds to the Front Desk Receptionist, where payment is collected, payment is posted in patient’s ledger, and a receipt is given to the patient.

III. **Receipting Payment for Dental**

A. Dentist and/or Hygienist record services rendered chairside on the computer.

B. The patient proceeds to the Front Desk Dental area where payment is collected and recorded in patient’s ledger.

C. A walkout statement showing services rendered and payment collected is given to the client.
IV. Submitting Receipts / Monies / Cash Drawer Report

A. All monies must be posted and included on a computer generated Cash Drawer Report for Insight, Deposit Slip for Dentrix and Detailed Receipt report for Sword.

B. For Insight programs – At the end of the day, a Cash Drawer Report and an Encounter Report are generated by computer and printed. The total charges and total payments on the daily Encounter Report are compared to the Cash Drawer Report and the collected funds. The amount of Cash, Checks and Credit Card charges has to be balance to what is on the Cash Drawer Report. The money and the Cash Drawer Report are put in an envelope. The envelope is sealed, and is placed in the safe located in the accounting office. The Daily Encounter Report is given to the Associate Accountant or the Accountant.

C. Dental - Daily Deposit Slip is generated by Dentrix and printed. A calculator tape is run to provide totals for Cash, Checks and Credit Card charges. The calculator tape is balanced with the Daily Deposit Slip Report. The report, money and calculator tape are put in an envelope and sealed.

D. All monies must be placed in the safe at any of the health department locations

E. At no time is money to be left on anyone’s desk, in an unlocked drawer or in a mailbox.

F. On a weekly basis, the Accountant, Associated Accountant, Director of Finance or Finance Administrator will collect money from the outlying offices. When picking up money from these offices, the front desk secretary will observe while money is being taken out of the safe and note the envelopes on a log.

G. Upon return to the Hartford office, the Accountant and Associate Accountant will compare and verify the envelopes with the log, open the envelopes, count the money and initial the tapes when it matches.

H. The Associate Accountant or Accountant will create a Transmittal sheet that balances to the monies received, write a deposit slip to be taken to the bank, and create a Journal Entry into Quantum.

I. Once the deposit has been taken to the bank, the Transmittal sheet, the yellow copy of the deposit slip, the Journal Entry, and all the supporting detail are attached and placed in a binder.

V. Monies Received via US Mail

A. All checks received will be deposit stamped and logged. The log will include;
- Date check received
- Date check written
- Name of person/organization issuing check
- Department check forwarded to
- Check number and amount of check.
VI. **Method of Payment (All Departments)**

A. Payment can be made by Cash, Check and/or Credit Card. When receiving payment by credit card and/or check a Photo ID should be checked to verify signature, name, address and identity of issuer. If accepting a credit card and the issuer is not present, a credit card payment request must be filled out for authorization of use for that credit card use.

B. Two paper slips are generated when using the credit card machine. The client signs one of the slips, which is then attached to the receipt given to accounting. The other slip is given to the client for their records.

C. All checks must be deposit stamped. Make sure all checks are signed and dated.