

## **SWEET MEDICAL CENTER POLICY & PROCEDURES MANUAL**

### **FINANCIAL**

#### **RECEIPTS AND COLLECTIONS**

##### **A. Cash Collections On-Site**

1. All patient receipts shall be collected in the clinic office. The staff member shall prepare a three part numbered receipt for cash payments. One copy of the numbered receipt is given to the patient and a copy of the receipt is retained in the Sweet Medical Center files, and the final copy will remain in the receipt book.
2. All cash receipts shall be placed in a secure area in the clinic office.
3. All checks shall be endorsed (stamped) immediately and placed in a secure area.
4. The receipt totals and payments collected shall be placed in the safe overnight for the Financial Manager to retrieve the next morning..
5. The Financial Manager shall be responsible for balancing the receipt slips and Explanation of Benefits to the cash and checks collected and then preparing a payment batch for the Patient Account Manager to post all payments for the day. The cash and checks will be processed for deposit with a duplicate deposit slip.
6. The Financial Manager shall then make a bank deposit on a daily basis.
7. The Patient Account Manager will post all payments on the MIS system by the payment batches.
8. At the close of each day the Patient Account Manager will ascertain that the computer total reflects the total of the batches posted.
9. After reviewing the batch totals and deposit slip, the staff member designated by the Financial Manager will initial the daily computer print out of the daily patient account activity and file it in the Sweet Medical Center's files with the batch and daily deposit slip.

##### **B. Bank Statement Reconciliations**

1. Each month, the Executive Director shall reconcile the bank account balances (i.e. bank statements as compared to the general ledger). A comparison will also be made for consistency of collections per the bank statements, general ledger and deposit logs.
2. The bank statement shall also be reviewed periodically by the Finance Committee.

##### **C. Petty Cash and Patient Change Fund**

1. The cash balance in the petty cash fund shall not exceed \$500. The petty cash fund may be used in situations in which it is not practical to write a Sweet Medical Center accounts payable check.
2. No one may borrow money or cash checks from petty cash.
3. The petty cash shall be maintained at night locked in the safe located in the Medical Records Office.

4. Petty cash will only be used by approval of the Financial Manager or the Executive Director
5. The Financial Manager will maintain the petty cash fund, reconciling as needed.
6. Account balance for the petty cash fund shall be reflected on the monthly financial statements.

Approved: \_\_\_\_\_  
(Date)

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Chair, Board of Directors