Bryan-College Station Community Health Clinic

Procedure: Deposit of Collected Monies

- The money handling policies of BVCAA, Inc. will be complied with.
- Copayments and fees are collected by the cashiers as determined by the payor codes and sliding fee scale discount category.
- The collection of the money is posted into the computer.
- The money collected is kept in the cash box.
- At the end of the day, the cashier reconciles her cash box with the day sheet.
- The cashier submits her reconciled day sheet and cash, checks and credit card receipts collected to the Director of Customer Service (Director).
- The Director compiles the cash, checks and credit card receipts collected from the cashiers.
- The Director reconciles all collected with the clinic-wide day sheet.
- The Director completes and initials the deposit slip for cash and checks.
- The Director places two copies of the deposit slip and the money in a deposit envelope.
- The Director files the clinic-wide day sheet and a copy of the deposit slip.
- The Director delivers the deposit envelope to the Administrative Assistant (AA).
- The AA verifies the deposit and initials the deposit slip.
- The AA records the deposit on the Deposit Tracking Log.
- Both the Director and the AA initials the Log.
- The AA will keep the deposit envelope in a money bag in a locked drawer when it needs to be held before deposit.
- The AA will take the money bag with the deposit envelopes to agency's designated bank.
- The AA will receive a validated deposit slip copy back from the bank.
- The AA will forward the validated deposit slip to the Director.
- The Director will complete the weekly deposit recap sheet and attach the deposit slips to the sheet. A copy of the recap sheet will be filed.
- The Director will complete a weekly credit card recap sheet and attach the end of day batch receipts to the recap sheet. A copy of the recap sheet will be filed.
- The Director will forward the recap sheets and the clinic-wide day sheets to the Chief Information Officer (CIO).
- The CIO will verify that the deposit slips are validated, the deposit slips are reconciled to the day sheets, and that the recap sheets are properly completed.
- The CIO will initial the day sheets and the recap sheets when all are correct.
- The CIO will forward the recap sheets with the deposit slips to the Business Office.
- The CIO will forward the day sheets back to the Director who will file them.