

Approved by:

Medical Director

_____ (Name) _____ (Signature)

_____ (Initials) _____ (Date)

Section Director

_____ (Name) _____ (Signature)

_____ (Initials) _____ (Date)

Revision Record

Revision No.	Date	Responsible Person	Description of Change
1			
2			
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8			
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Archival Date:	Department Supervisor/Manager :
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Biennial Review

Signature

Title

Date

 Business Office	Title: Payment Receipt Off-Site Locations	
	SOP: Policies	Version: 1.0
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PURPOSE:

The collection and control of cash collected at Boyce and Bynum is a very important function. The Business Office is the primary cash handling agent. Ideally, from a control perspective, the collection and controlling of cash should be centralized in one location; however, it is not always possible or practical. As a result, the collection of money is, for the most part, decentralized. Those situations and the procedures to be followed are explained in this policy.

SCOPE:

This policy applies to all individuals who collect and handle the money at off site locations.

RESPONSIBILITY:

It is the responsibility of the Business Office Manager to ensure that there is a policy and procedure in place to protect all of the monies collected and submitted to Boyce and Bynum.

It is the responsibility of the Patient Service Center Manager to ensure that this policy is distributed to all Patient Service Centers.

It is the responsibility of each Patient Service Center Supervisor, to ensure that all staff members have read and understand the policy and procedure for collecting, handling and transferring the money to the Business Office.

It is the responsibility for each staff member to understand and adhere to the policy and procedure.


Failure to follow the procedure will result in disciplinary actions.

PROCEDURE:

1. The Patient Service Center staff members collect money from patients. All monies collected at Patient Service Center's require a payment receipt to be generated. The receipt can be found in LabLink under the providers tab by choosing the option for Cash Receipt Generation.
2. When filling out the payment receipt, the Patient Service Center staff member will type out the full name of the Patient Service Center location, enter the amount collected, the type of payment, the patients full name, and account number. They will then click Generate Receipt.
3. The generation of the payment receipt will send an email notification to the Business Office. A Business Office Representative will compare the email notifications to the cash received in the business office. If there is a discrepancy, the Business Office Representative notifies the Collections Supervisor and the Patient Service Center Supervisor immediately. The department Supervisors will research and resolve the cash discrepancy and notify their managers of the outcome.

DOCUMENTATION:

Documentation of initial training and an acknowledgement statement of training will be included in each department's competency documentation. The Competency acknowledgment will be signed and dated by the staff member and supervisor and the individual performing the training or competency assessment if different than the supervisor.

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Completed documentation will be stored on BBPL company server in the Competency Folder.

RELATED DOCUMENTS:

Payment Receipt