Epic together.

RWJBarnabas HEALTH

Professional and Hospital Billing: Cash Drawer Reconciliation

7/13/22 /J. Gandhi

Deposit Reconciliation

The End of Day Cash Reconciliation process will ensure that all payments for copays, self pays, and payments for outstanding balances paid at the practice or hospital department are fully reconciled with the bank deposits.

All payments received at the Front Desk are to be posted in Epic the same day as received and recorded in the Cash Drawer. The balanced cash drawer is to be closed at the end of each day. The monies will be given to the manager with a cash drawer closing report indicating that the drawer was balanced.

Once all balanced cash drawers for the practice or hospital department are closed, the manager will perform the daily cash reconciliation workflow using the Deposit Reconciliation and the Daily Cash Reconciliation Report.

Deposit Reconciliation

As a Manager – you are responsible for daily cash reconciliation in the practice or hospital deparment. Only cash and check payments will appear in the cash drawers and never credit card payments. To do that, you will access the Deposit Reconciliation.

1. Search for **Deposit Reconciliation** in the Search window.
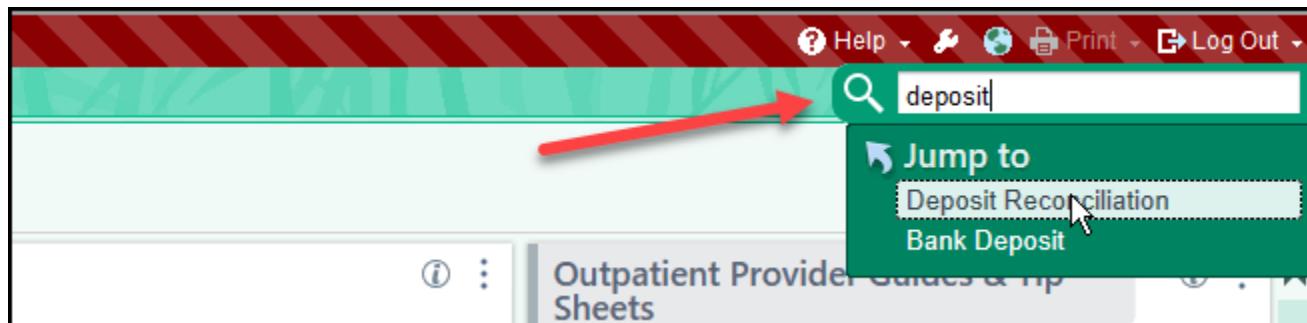
2. The **Deposit Reconciliation** allows you to aggregate all the staff's deposit envelopes into 1 combined deposit to take to the bank.

3. To Confirm that no one has outstanding payments in an open cash drawer, Use the Outstanding Cash Drawer Report.

4. Click on the **Outstanding Drawers** button.

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5. Select the Cash Drawers I supervise option.

6. The report will show if any cash drawers you supervise are still outstanding. You can review the details of whose drawer is open and if there is any money collected.

7. Generate the Deposit by first viewing the closed cash drawer envelopes on the **Generate** tab. Each line on the screen is a **closed** cash drawer.

8. Put a check mark in the box next to the cash drawer when you have verified that the amount collected in the deposit envelope matches the amount on the report for the cash drawer.

9. Select the **Generate Deposit** button on the tool bar to record the information for the prepared deposit.
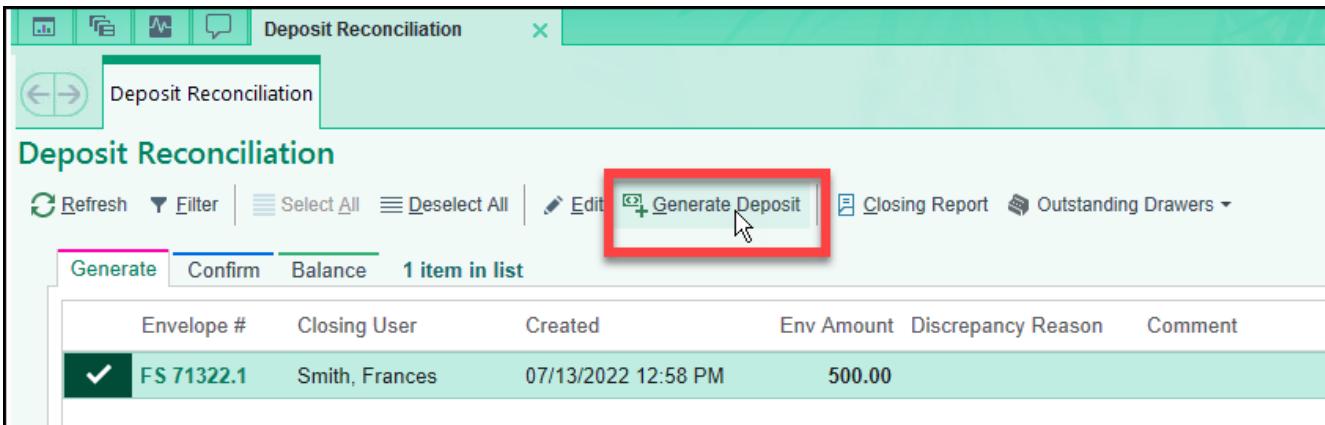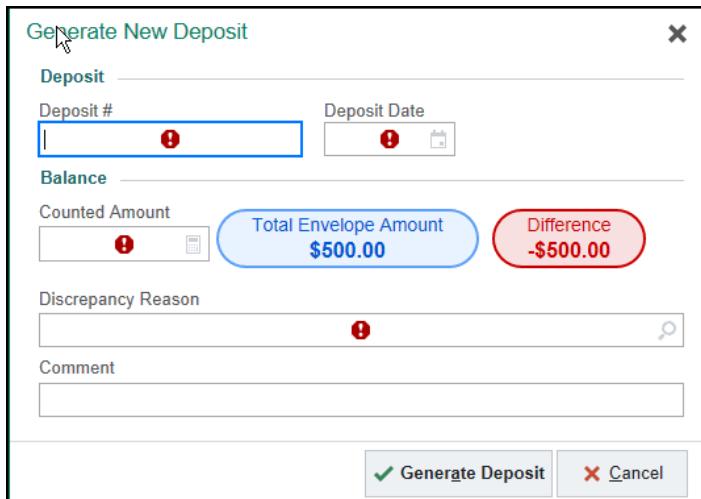
In the Deposit Information section, enter your **ULID # (Deposit #)** and the **Point of Service Date (Deposit Date).**

In the Balance Information section, enter the **Counted Amount** which should equal total of the counted amounts in all cash drawers that have a check mark next to it. Any discrepancies will be populated in the Difference field. If there is a discrepancy, some investigation will be necessary to indicate why there is a discrepancy and put that information in the **Reason** and **Comment** fields.

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10. Select the **Generate Deposit** button after you have deposited the money in the bank and have recorded the deposit # and deposit date.

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Daily Cash Drawer Reconciliation Report

(report is currently used for the Professional Billing (PB) Finance team only)

1. Select the Epic button > Select Reports > Select My Reports
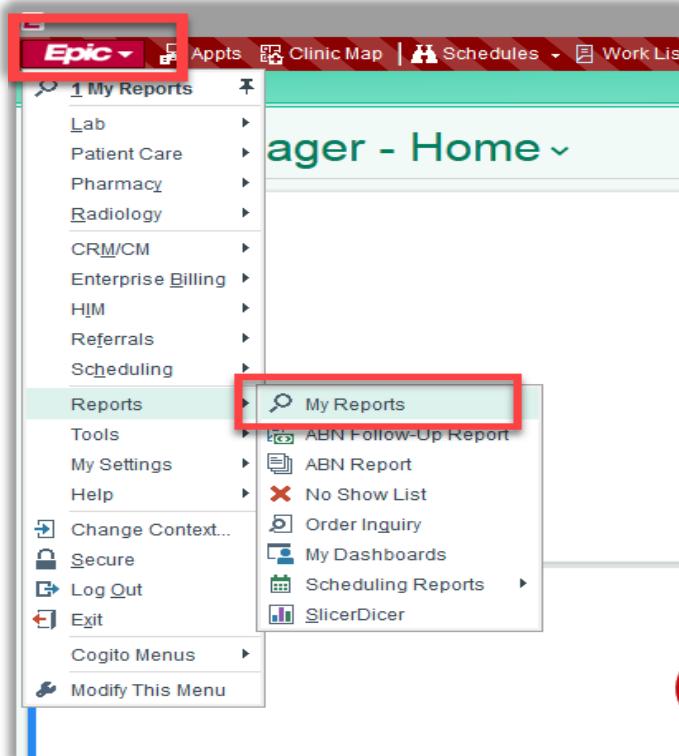
2. Click on the **Library** tab and Search for the <u>RWJBH Daily Cash Reconciliation Report</u>.
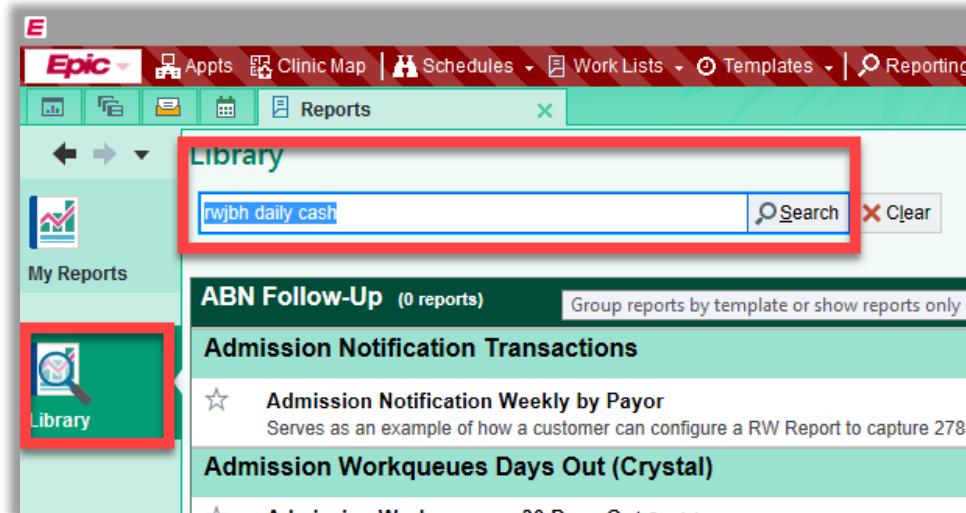
3. Edit the report by clicking the Edit button on the far right with the pencil icon .
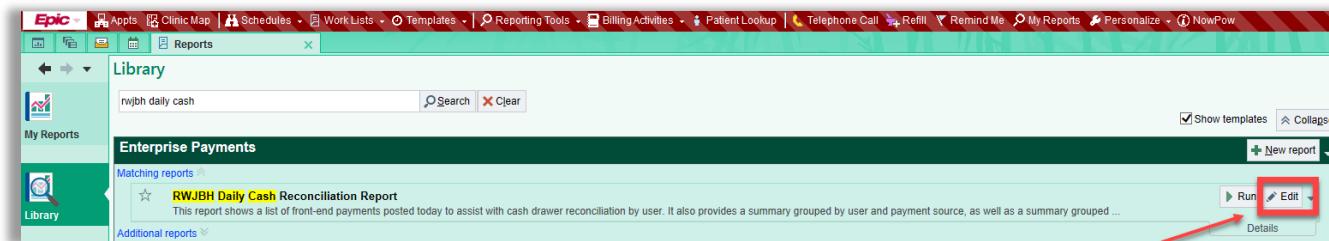
4. **Select** the criteria when editing the report, such as the post date and Posting User.
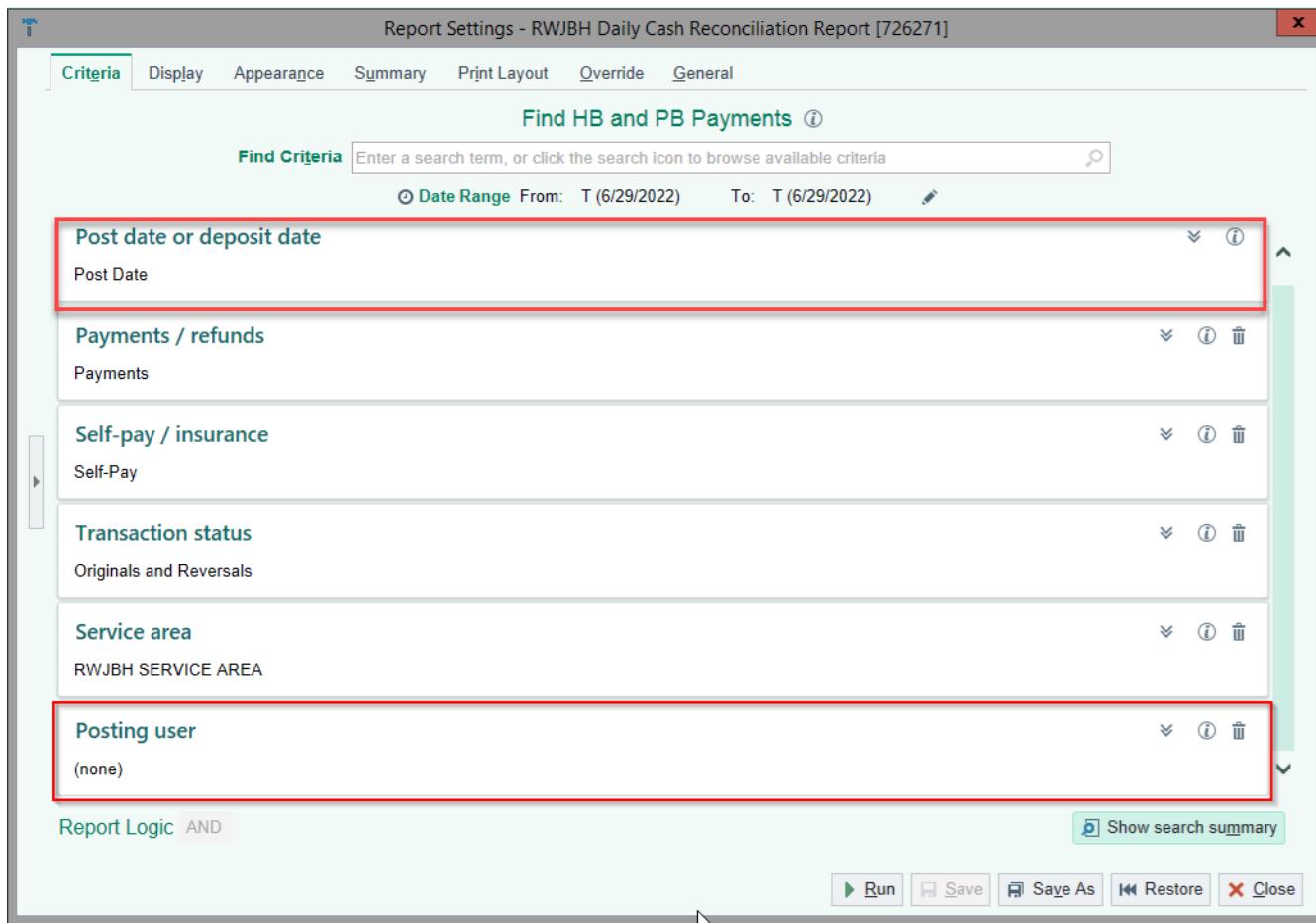

5. **Select** the Save As button after setting your criteria.
6. **Enter** a new report name that is unique to you for your private report.
7. **Click** Accept.

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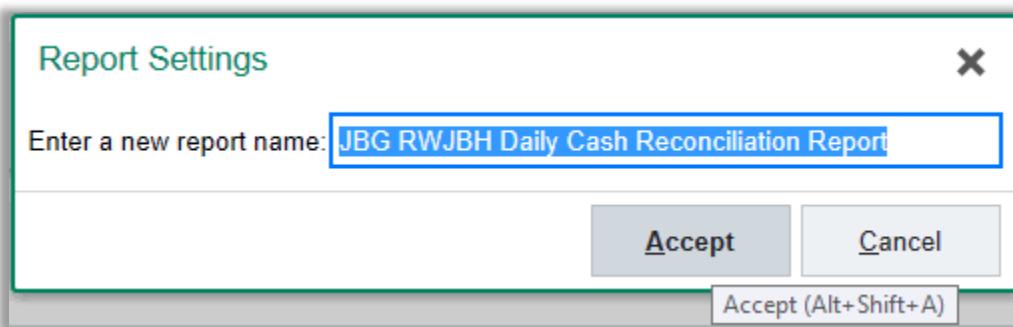
8. **Close** the Report Settings screen.
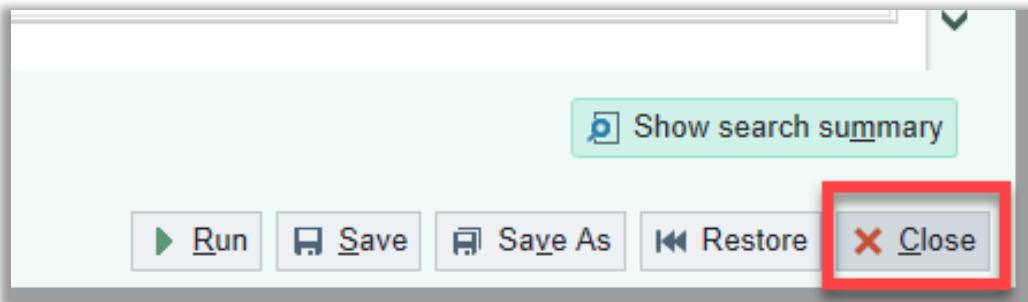
Your private report is now in the Library as indicated by the lock icon .
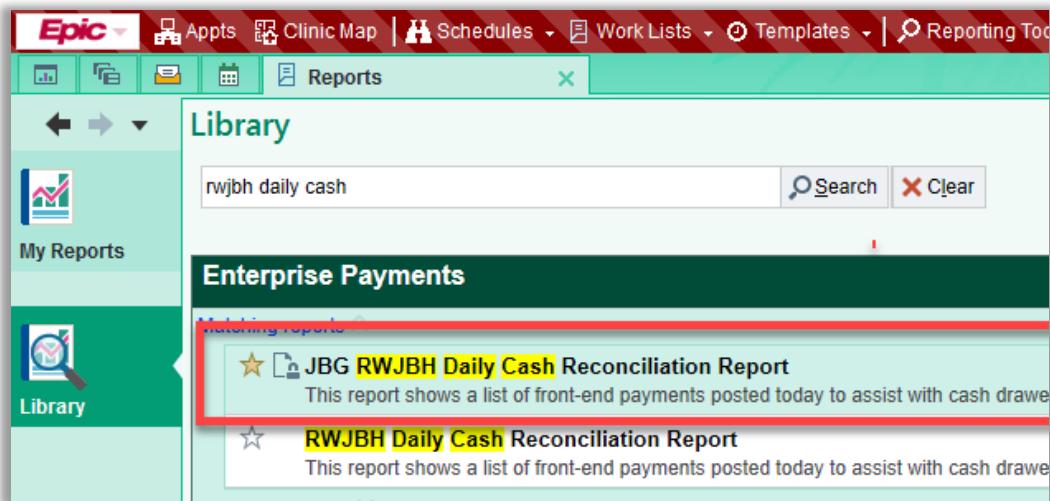
9. **Click** on the star next to your saved report. This will mark your report as a favorite on your My Reports Folder.
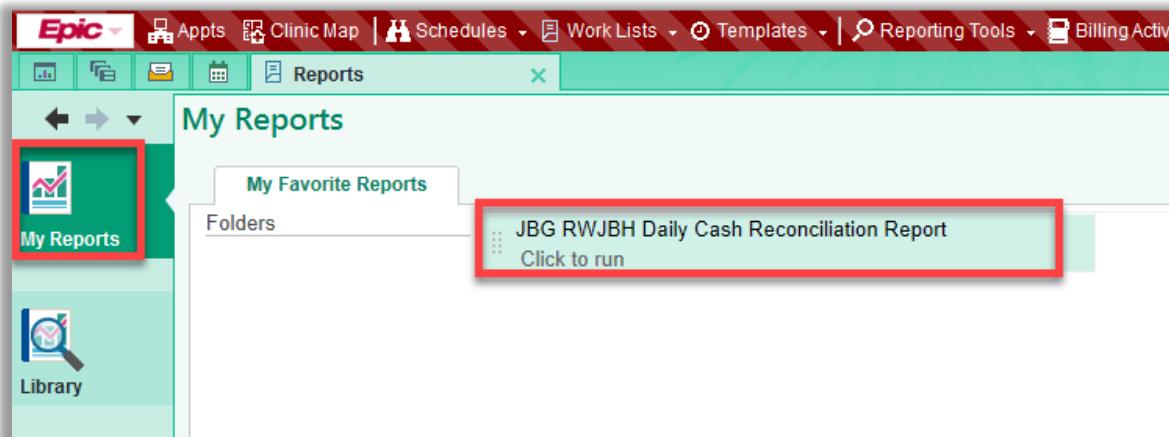
10. **Print** the **Enterprise Payment Summary page** on the Specialized View tab of the Daily Cash Reconciliation Report in your End Of Day submission packet to endofdayreconc@rwjbh.org.

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11. **Click** on the tabs at the top of the report for various views of the report. The detail tab also now has ULID on it and we updated one of the summary reports to be by ULID as well. That's the 3 digit number here.
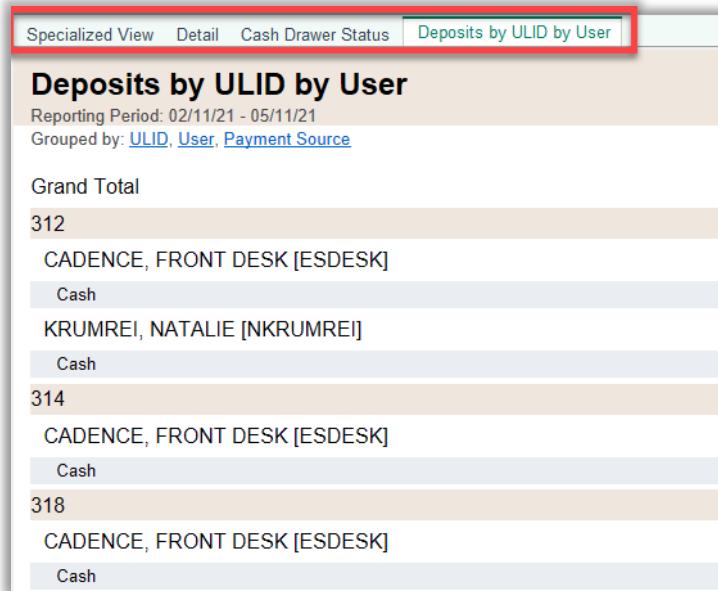
Version #	Purpose of Change	Author	Date of Change
1.0	Initial Creation	J. Gandhi	05/15/21
2.0	Revision for Q1 2022 Upgrade changes	J. Gandhi	7/13/22
3.0	Verbiage to include hospital departments and that only cash and checks	J. Gandhi	7/21/22
4.0	Updated the Daily reporting is currently specific to PB cash collection	J. Gandhi	8/10/22