

Professional and Hospital Billing: Cash Drawer Reconciliation

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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.

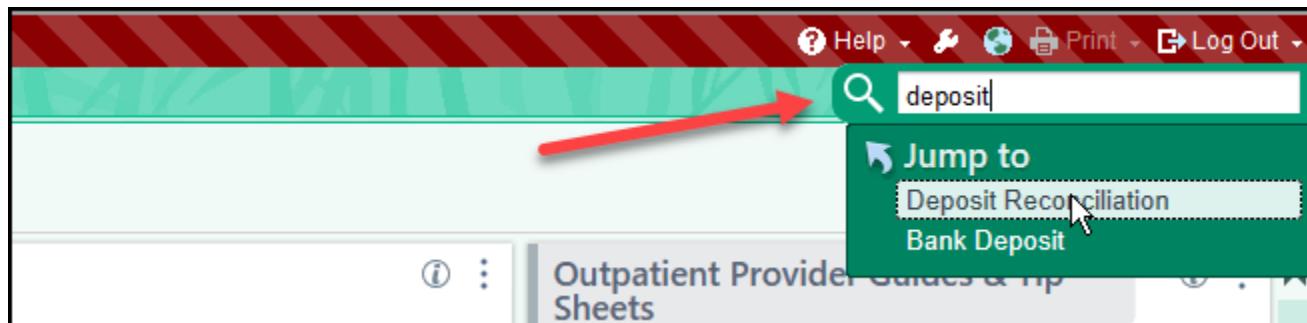
All payments received at the Front Desk are to be posted in Epic the same day as received and recorded in the Cash Drawer. The balanced cash drawer is to be closed at the end of each day. The monies will be given to the manager with a cash drawer closing report indicating that the drawer was balanced.

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.

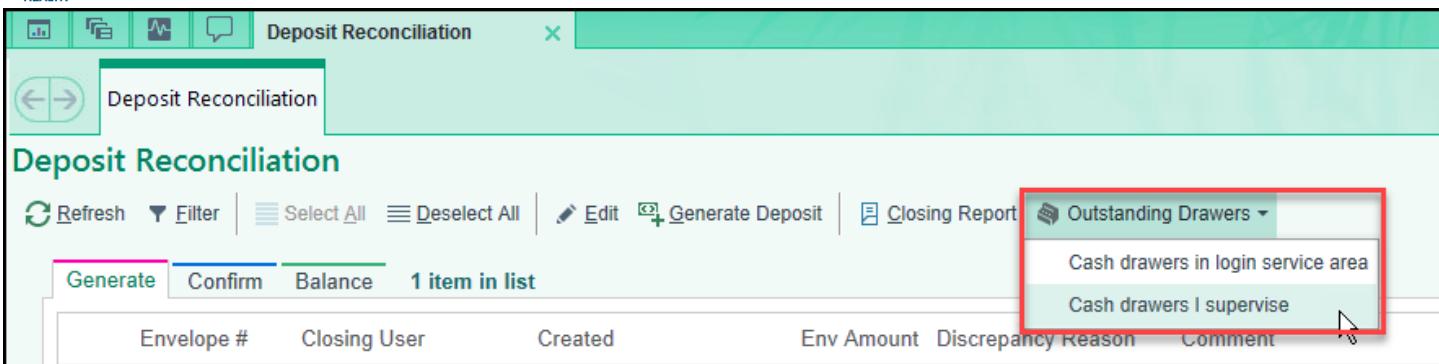
Deposit Reconciliation

As a Manager – you are responsible for daily cash reconciliation in the practice or hospital department. 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.



Deposit Reconciliation

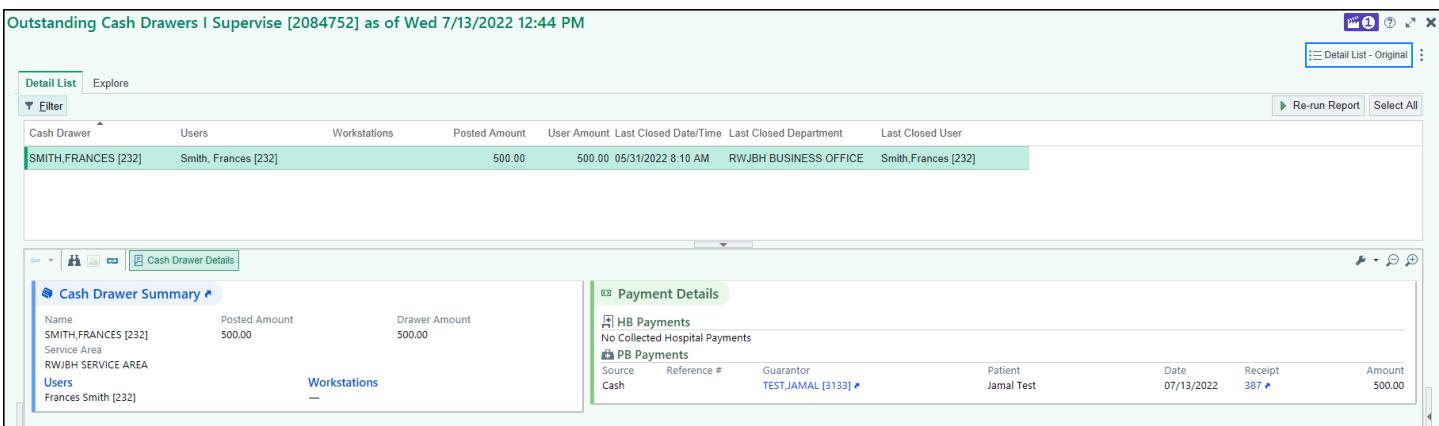
Deposit Reconciliation

Outstanding Drawers

Cash drawers in login service area

Cash drawers I supervise

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.



Outstanding Cash Drawers I Supervise [2084752] as of Wed 7/13/2022 12:44 PM

Cash Drawer	Users	Workstations	Posted Amount	User Amount	Last Closed Date/Time	Last Closed Department	Last Closed User
SMITH,FRANCES [232]	Smith, Frances [232]		500.00	500.00	05/31/2022 8:10 AM	RWJBH BUSINESS OFFICE	Smith,Frances [232]

Cash Drawer Details

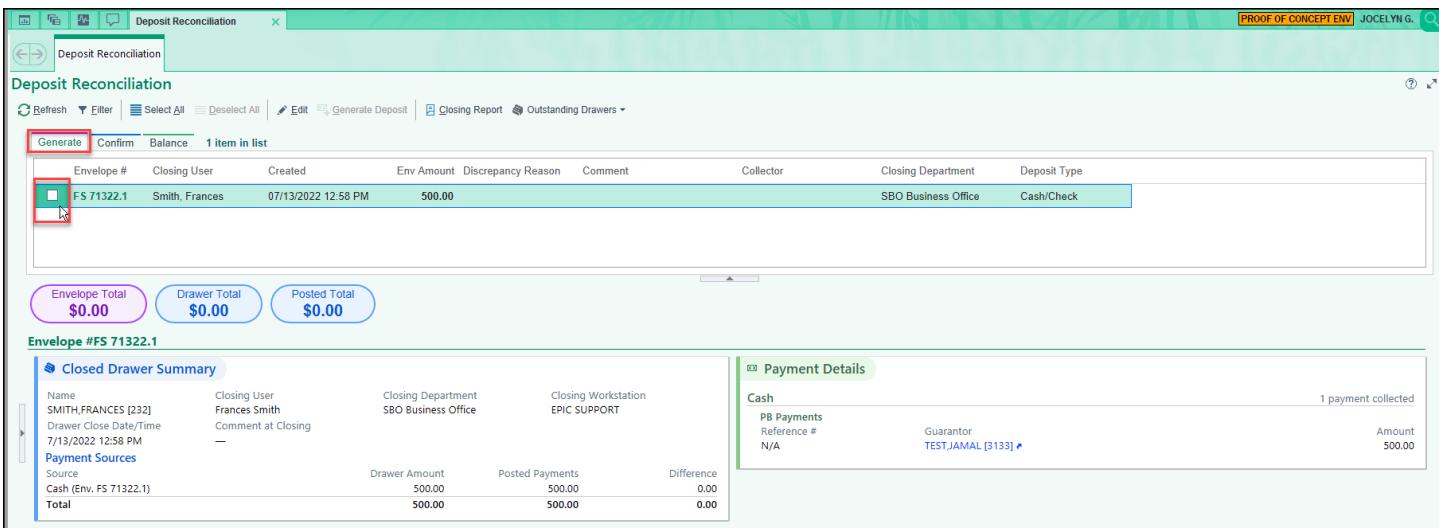
Cash Drawer Summary

Name: SMITH,FRANCES [232] Posted Amount: 500.00 Drawer Amount: 500.00

Payment Details

HB Payments: No Collected Hospital Payments
PB Payments: Source: Cash Reference #: TEST,JAMAL [3133] Guarantor: Jamal Test Date: 07/13/2022 Receipt: 387 Amount: 500.00

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.



Deposit Reconciliation

Deposit Reconciliation

Generate

Envelope # FS 71322.1 Closing User Smith, Frances Created 07/13/2022 12:58 PM Env Amount 500.00 Discrepancy Reason Comment Collector SBO Business Office Closing Department SBO Business Office Deposit Type Cash/Check

Envelope Total \$0.00 Drawer Total \$0.00 Posted Total \$0.00

Envelope #FS 71322.1

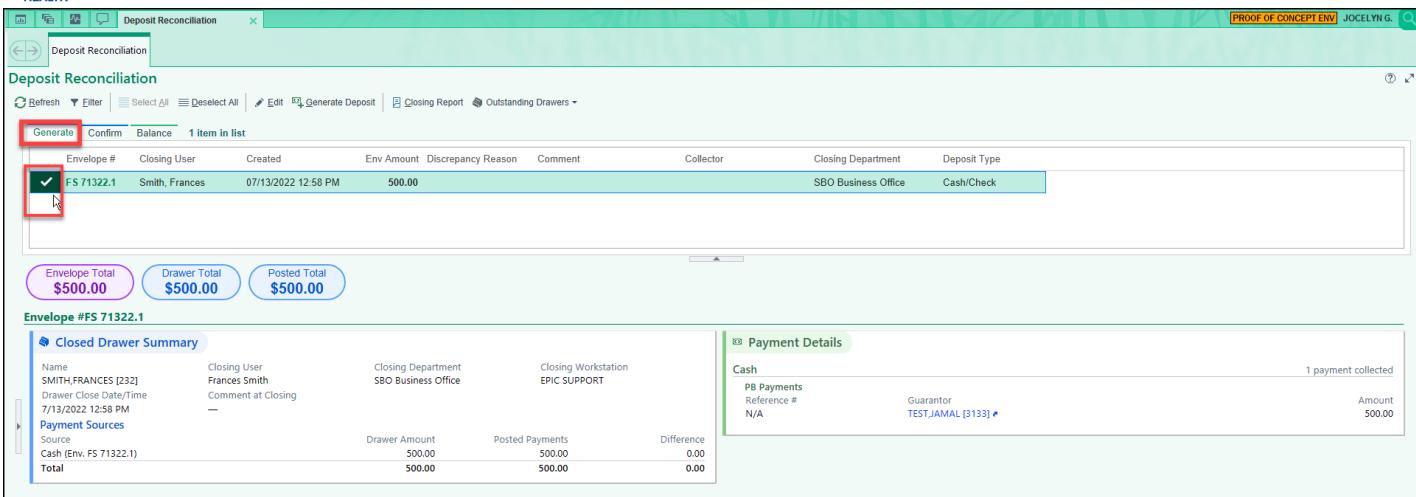
Closed Drawer Summary

Name: SMITH,FRANCES [232] Closing User: Frances Smith Closing Department: SBO Business Office Closing Workstation: EPIC SUPPORT
Drawer Close Date/Time: 7/13/2022 12:58 PM Comment at Closing: —
Payment Sources: Source: Cash (Env. FS 71322.1) Drawer Amount: 500.00 Posted Payments: 500.00 Difference: 0.00
Total: 500.00 500.00 0.00

Payment Details

Cash
PB Payments: Reference #: TEST,JAMAL [3133] Guarantor: N/A Amount: \$0.00
1 payment collected

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.



Deposit Reconciliation

Envelope # FS 71322.1 Closing User Smith, Frances Created 07/13/2022 12:58 PM Env Amount 500.00 Discrepancy Reason Comment Collector SBO Business Office Closing Department SBO Business Office Deposit Type Cash/Check

Envelope Total \$500.00 Drawer Total \$500.00 Posted Total \$500.00

Envelope #FS 71322.1

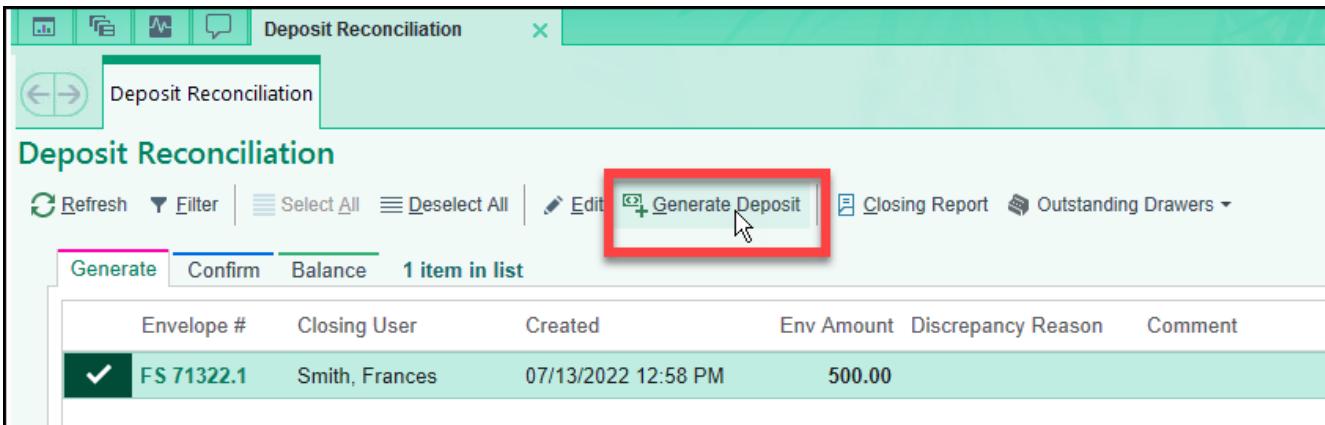
Closed Drawer Summary

Name: SMITH,FRANCES [232]	Closing User: Frances Smith	Closing Department: SBO Business Office	Closing Workstation: EPIC SUPPORT
Drawer Close Date/Time: 7/13/2022 12:58 PM	Comment at Closing: —		
Payment Sources	Drawer Amount: 500.00	Posted Payments: 500.00	Difference: 0.00
Source: Cash (Env. FS 71322.1)	Total: 500.00	Amount: 500.00	Amount: 0.00

Payment Details

Cash	1 payment collected
PB Payments	
Reference #: N/A	Guarantor: TEST,JAMAL [3133] ↗
Amount: 500.00	

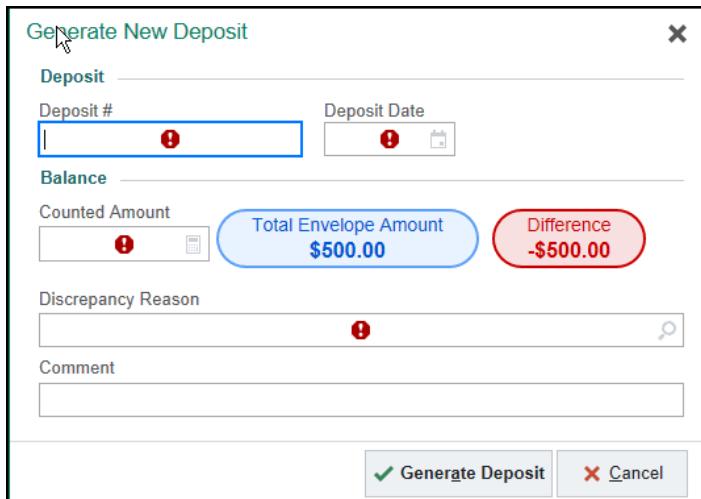
9. Select the **Generate Deposit** button on the tool bar to record the information for the prepared deposit.



Deposit Reconciliation

Envelope # FS 71322.1 Closing User Smith, Frances Created 07/13/2022 12:58 PM Env Amount 500.00 Discrepancy Reason Comment

Generate Deposit



Generate New Deposit

Deposit

Deposit #: Deposit Date:

Balance

Counted Amount: Total Envelope Amount: \$500.00 Difference: -\$500.00

Discrepancy Reason:

Comment:

Generate Deposit Cancel

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.

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

Generate New Deposit

Deposit

Deposit # Deposit Date 

Balance

Counted Amount 

Total Envelope Amount **\$500.00**

Difference **\$0.00** 

Discrepancy Reason

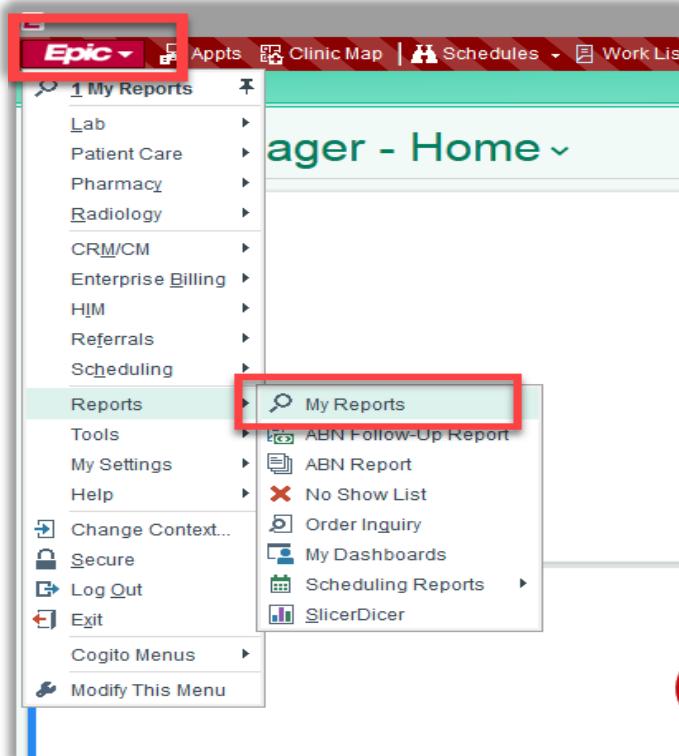
Comment

 **Generate Deposit**  **Cancel**

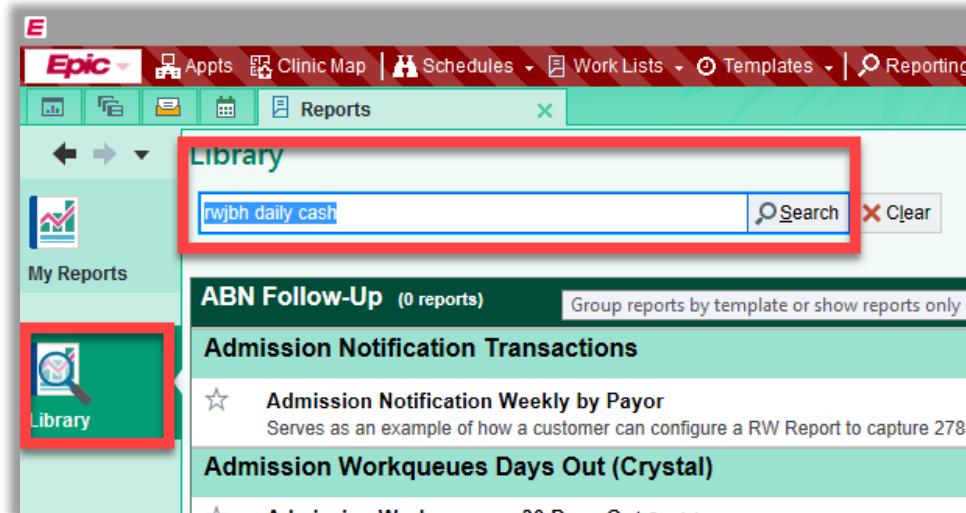
Daily Cash Drawer Reconciliation Report

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

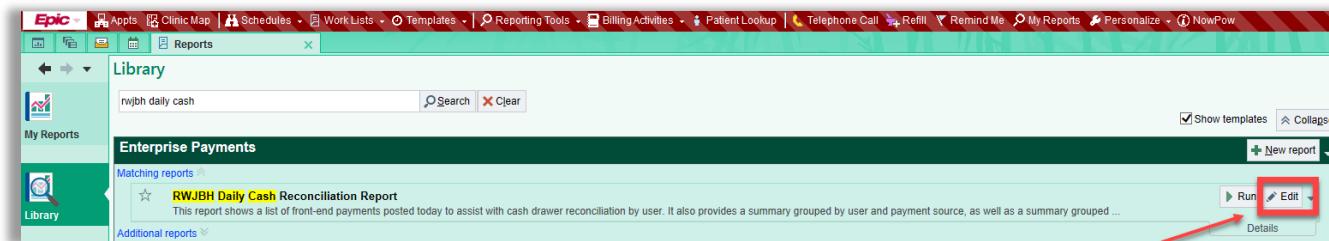
1. Select the Epic button > Select Reports > Select My Reports



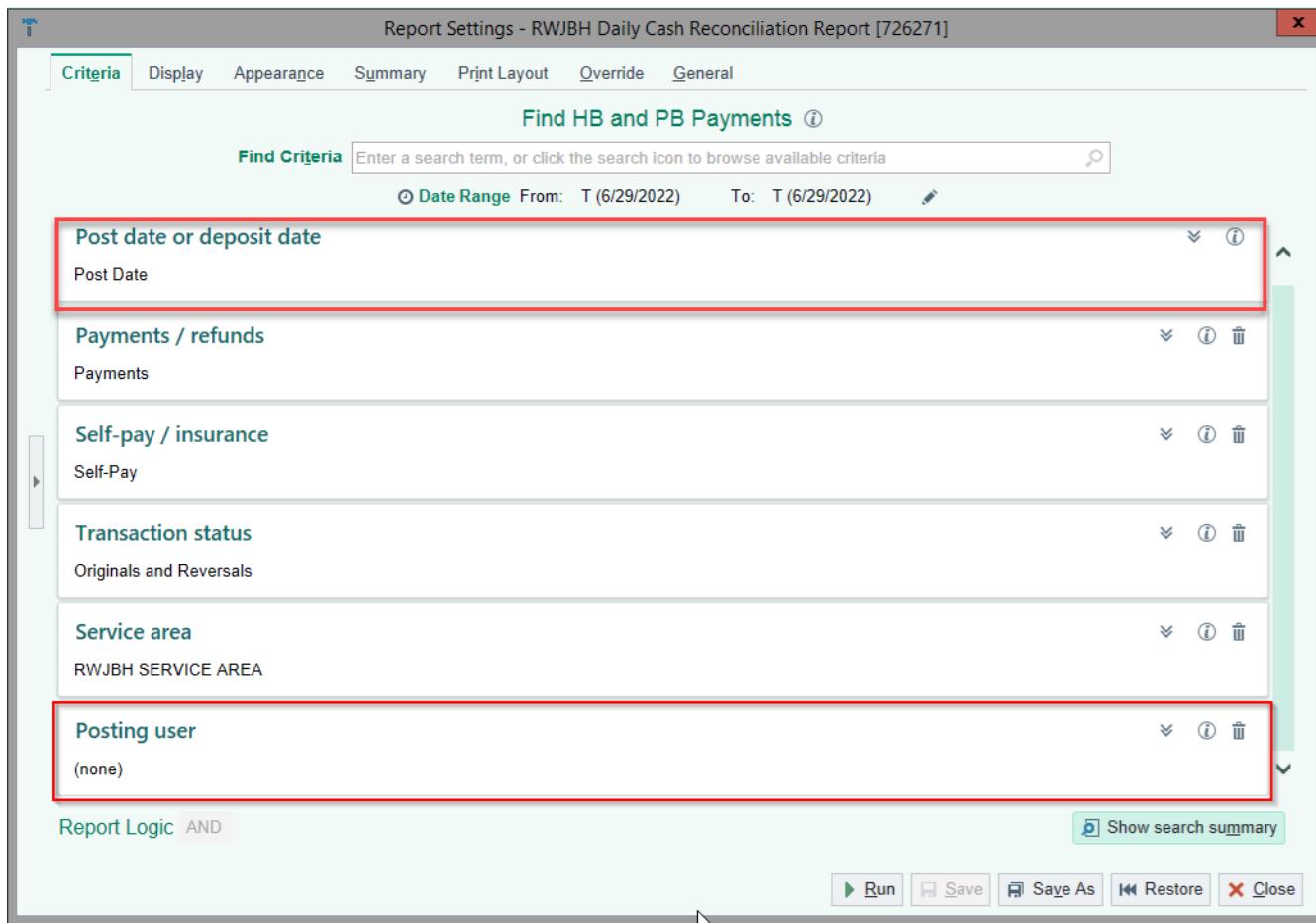
2. Click on the **Library** tab and Search for the RWJBH Daily Cash Reconciliation Report.



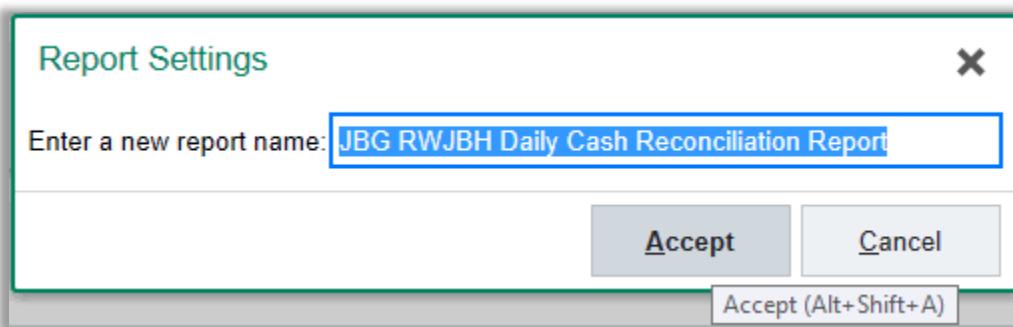
3. Edit the report by clicking the Edit button on the far right with the pencil icon .



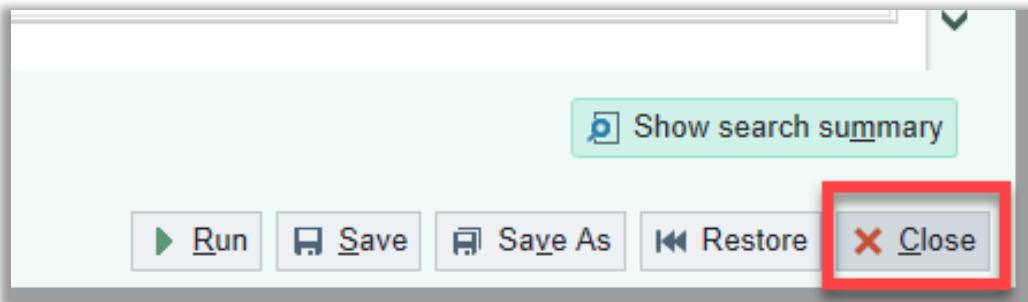
4. **Select** the criteria when editing the report, such as the post date and Posting User.



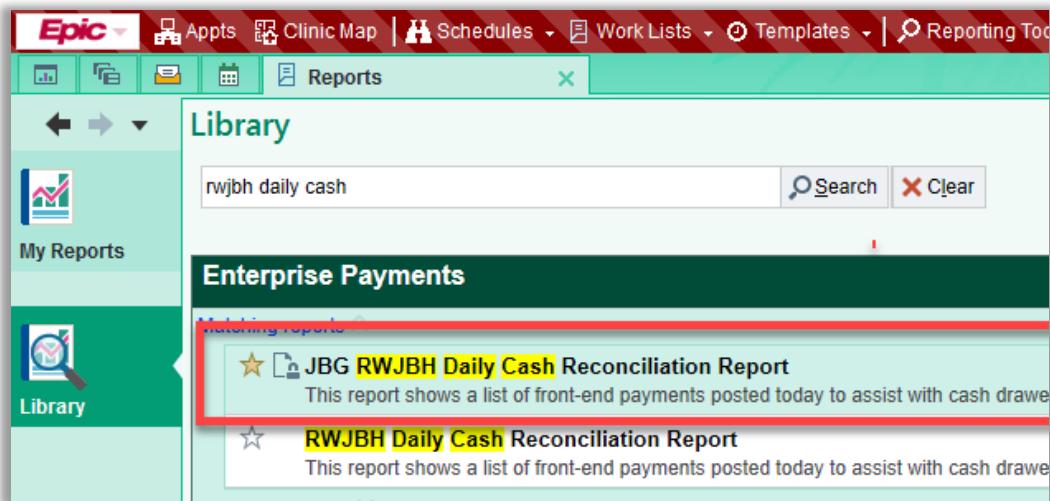
5. **Select** the Save As button after setting your criteria.
 6. **Enter** a new report name that is unique to you for your private report.
 7. **Click** Accept.



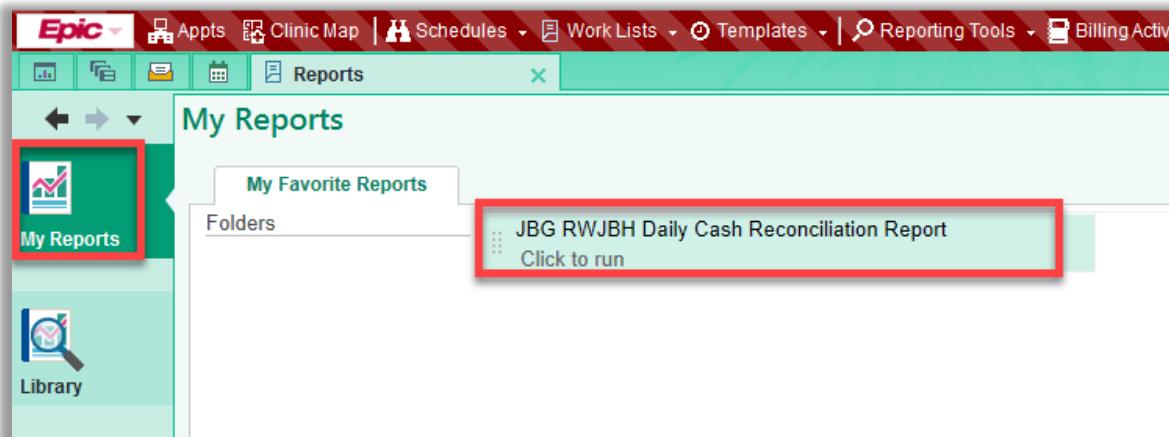
8. Close the Report Settings screen.

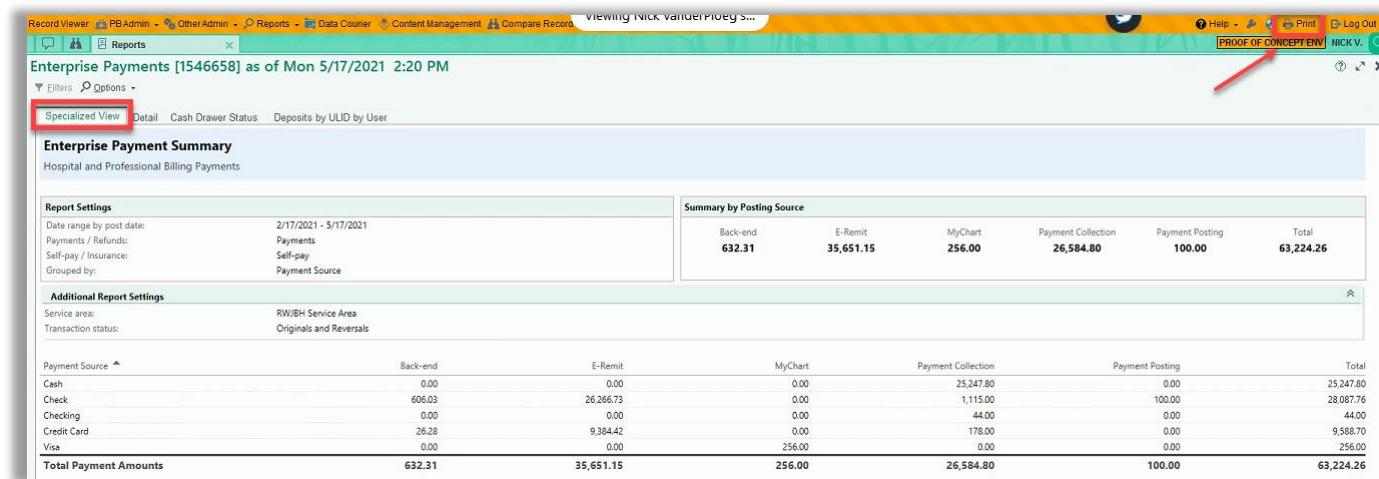


Your private report is now in the Library as indicated by the lock icon .



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.



Enterprise Payments [1546658] as of Mon 5/17/2021 2:20 PM

Specialized View Detail Cash Drawer Status Deposits by ULID by User

Enterprise Payment Summary
Hospital and Professional Billing Payments

Report Settings

Date range by post date:	2/17/2021 - 5/17/2021
Payments / Refunds:	Payments
Self-pay / Insurance:	Self-pay
Grouped by:	Payment Source

Summary by Posting Source

	Back-end	E-Remit	MyChart	Payment Collection	Payment Posting	Total
632.31	35,651.15	256.00	26,584.80	100.00	63,224.26	

Additional Report Settings

Service area:	RWJBH Service Area
Transaction status:	Originals and Reversals

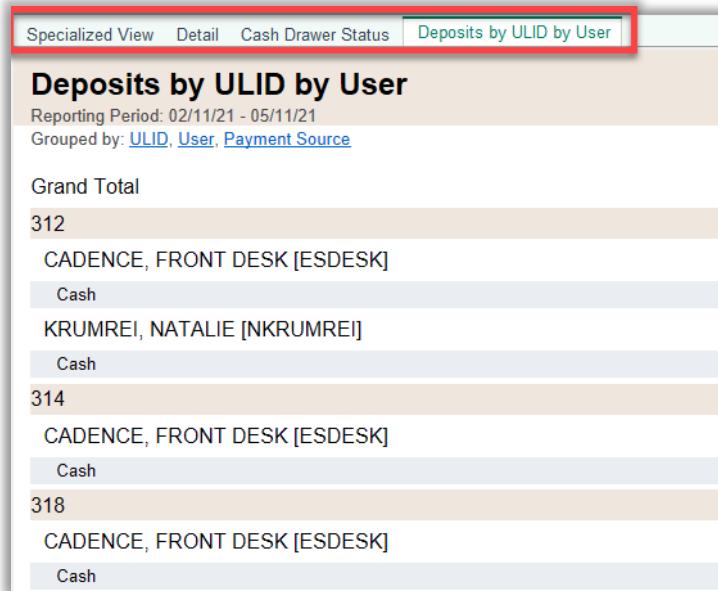
Payment Source

	Back-end	E-Remit	MyChart	Payment Collection	Payment Posting	Total
Cash	0.00	0.00	0.00	25,247.80	0.00	25,247.80
Check	606.03	26,266.73	0.00	1,115.00	100.00	28,087.76
Checking	0.00	0.00	0.00	44.00	0.00	44.00
Credit Card	26.28	9,384.42	0.00	178.00	0.00	9,588.70
Visa	0.00	0.00	256.00	0.00	0.00	256.00

Total Payment Amounts

632.31	35,651.15	256.00	26,584.80	100.00	63,224.26
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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.



Specialized View Detail Cash Drawer Status Deposits by ULID by User

Deposits by ULID by User

Reporting Period: 02/11/21 - 05/11/21

Grouped by: [ULID](#), [User](#), [Payment Source](#)

Grand Total

312

CADENCE, FRONT DESK [ESDESK]

Cash

314

CADENCE, FRONT DESK [ESDESK]

Cash

318

CADENCE, FRONT DESK [ESDESK]

Cash

Version # Purpose of Change Author Date of Change

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