

## 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.

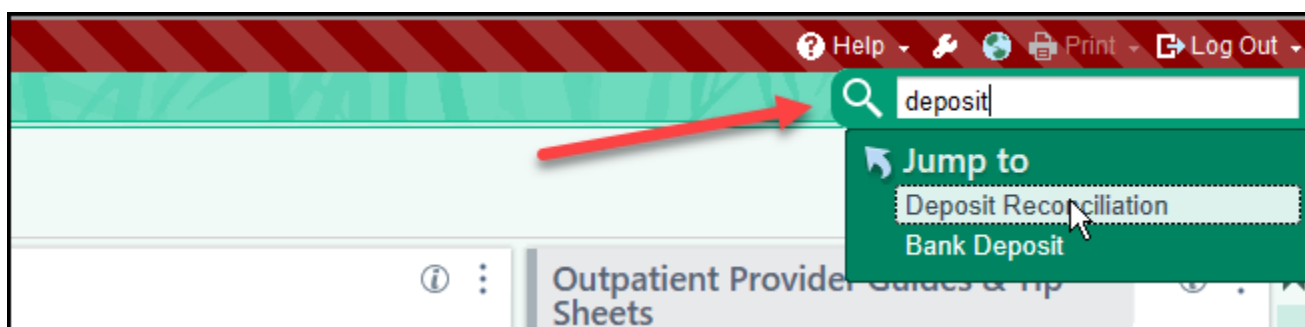
All payments received at the Front Desk are to be posted in Epic the same day as received and recorded in the Cash Drawer. The balanced cash drawer is to be closed at the end of each day. The monies will be given to the manager with a cash drawer closing report indicating that the drawer was balanced.

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**

Refresh Filter Select All Deselect All Edit Generate Deposit Closing Report Outstanding Drawers

Generate Confirm Balance 1 item in list

Envelope #	Closing User	Created	Env Amount	Discrepancy Reason	Comment
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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.

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

Detail List Explore

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 Summary**

Name: SMITH, FRANCES [232]  
Service Area: RWJBH SERVICE AREA  
Users: Frances Smith [232]  
Workstations: —

**Payment Details**

HB Payments: No Collected Hospital Payments  
PB Payments: Source: Cash, Reference #: TEST, JAMAL [3133], Guarantor: TEST, JAMAL [3133], Patient: 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**

Refresh Filter Select All Deselect All Edit Generate Deposit Closing Report Outstanding Drawers

Generate Confirm Balance 1 item in list

Envelope #	Closing User	Created	Env Amount	Discrepancy Reason	Comment	Collector	Closing Department	Deposit Type
FS 71322.1	Smith, Frances	07/13/2022 12:58 PM	500.00				SBO Business Office	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]  
Drawer Close Date/Time: 7/13/2022 12:58 PM  
Closing User: Frances Smith  
Closing Department: SBO Business Office  
Closing Workstation: EPIC SUPPORT  
Payment Sources: Source: Cash (Env. FS 71322.1), Drawer Amount: 500.00, Posted Payments: 500.00, Difference: 0.00, Total: 500.00

**Payment Details**

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

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

Deposit Reconciliation

Refresh Filter Select All Deselect All Edit Generate Deposit Closing Report Outstanding Drawers

Generate Confirm Balance 1 item in list

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

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

Envelope #FS 71322.1

**Closed Drawer Summary**

Name	Closing User	Closing Department	Closing Workstation
SMITH,FRANCES [232]	Frances Smith	SBO Business Office	EPIC SUPPORT

Drawer Close Date/Time: 7/13/2022 12:58 PM  
Comment at Closing: —

**Payment Sources**

Source	Drawer Amount	Posted Payments	Difference
Cash (Env. FS 71322.1)	500.00	500.00	0.00
<b>Total</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>

**Payment Details**

Cash 1 payment collected

PB Payments Reference #	Guarantor	Amount
N/A	TEST,AMAL [3133]	500.00

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

Deposit Reconciliation

Deposit Reconciliation

Refresh Filter Select All Deselect All Edit **Generate Deposit** Closing Report Outstanding Drawers

Generate Confirm Balance 1 item in list

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

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 #  
123

Deposit Date  
7/1/2022

Balance

Counted Amount  
500.00

Total Envelope Amount  
\$500.00

Difference  
\$0.00

Discrepancy Reason

Comment

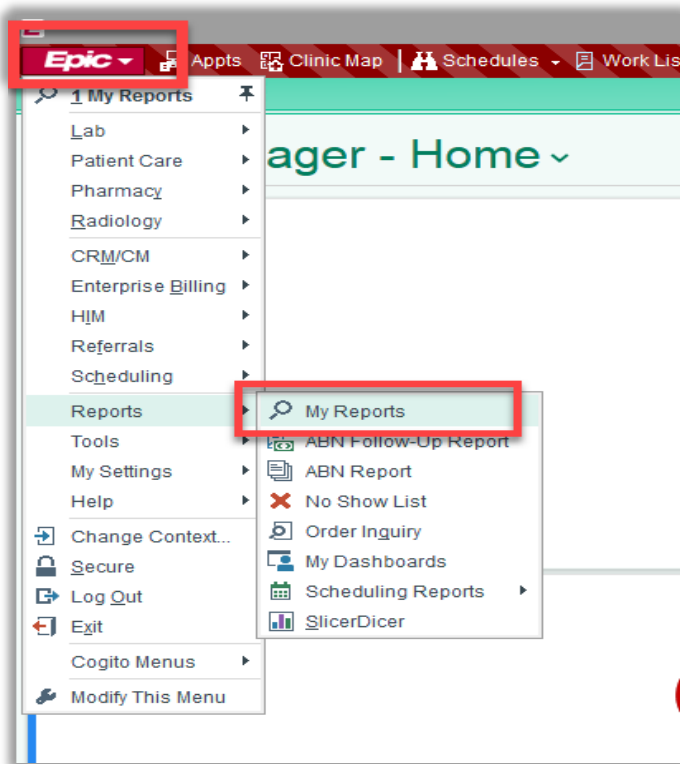
Generate Deposit

Cancel

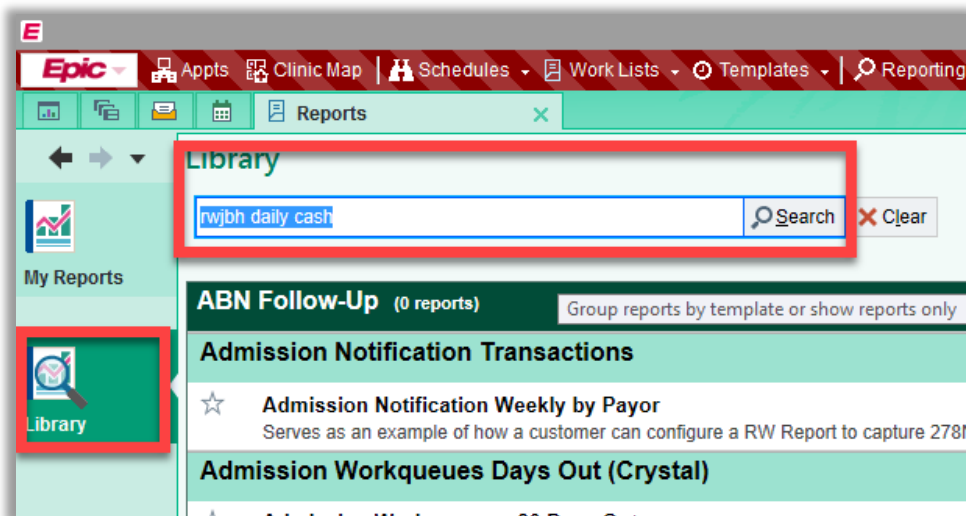
# Daily Cash Drawer Reconciliation Report

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

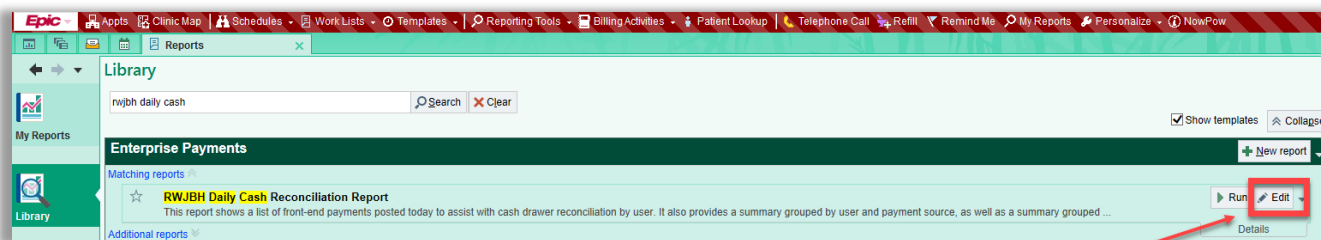
1. Select the Epic button > Select Reports > Select My Reports



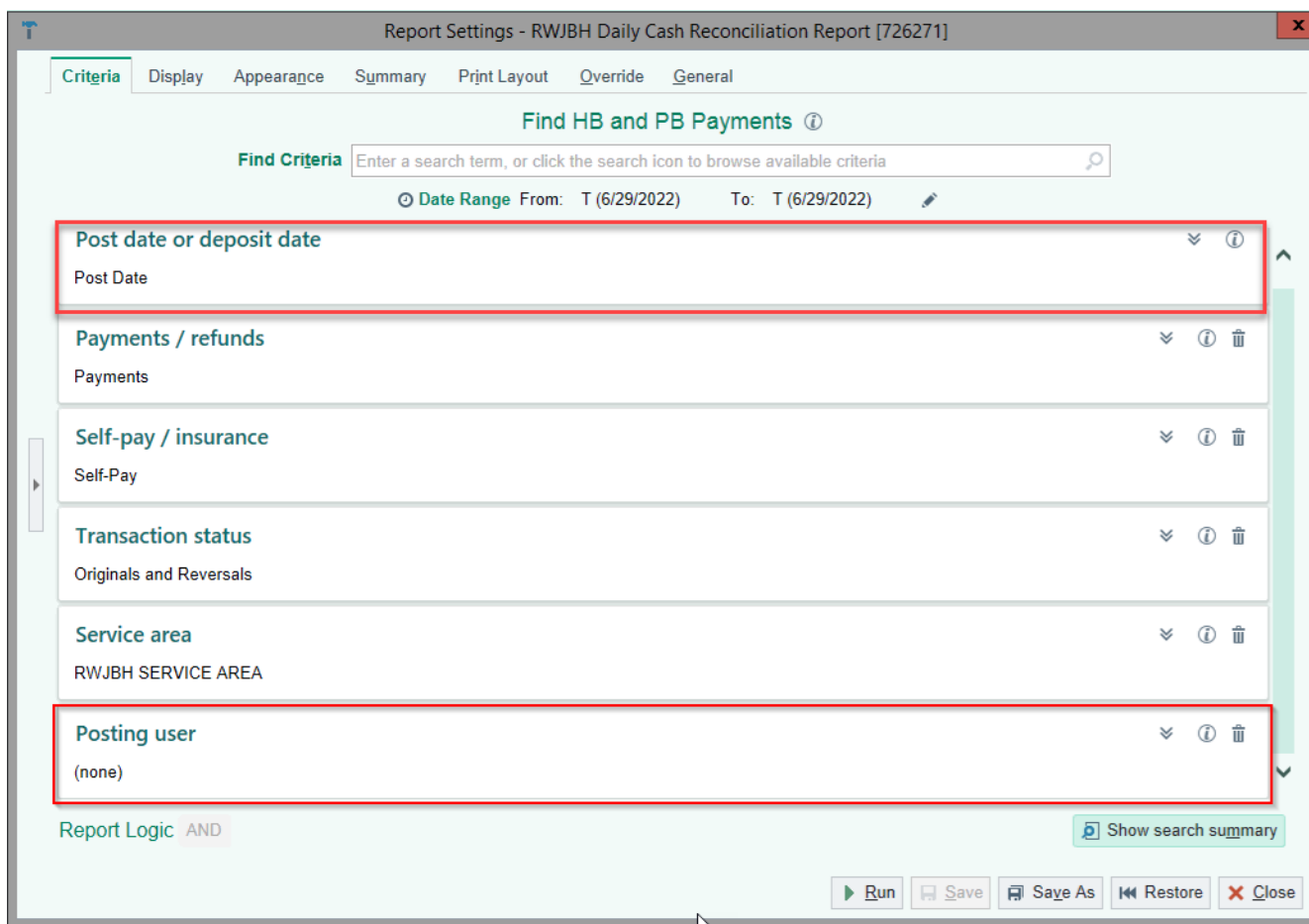
2. Click on the **Library** tab and Search for the RWJBH Daily Cash Reconciliation Report.



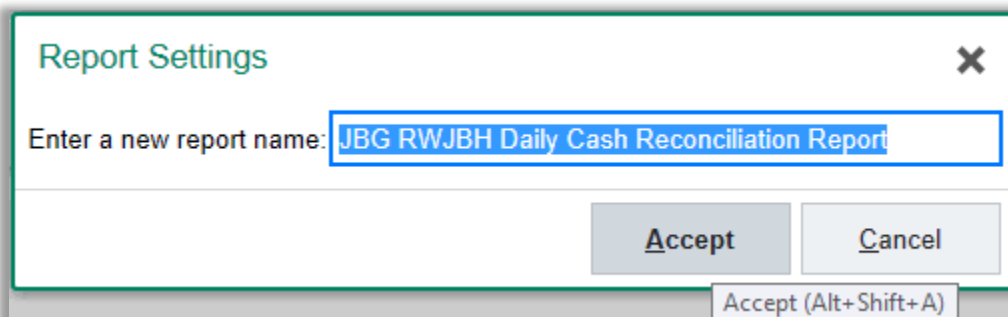
3. Edit the report by clicking the Edit button on the far right with the pencil icon .



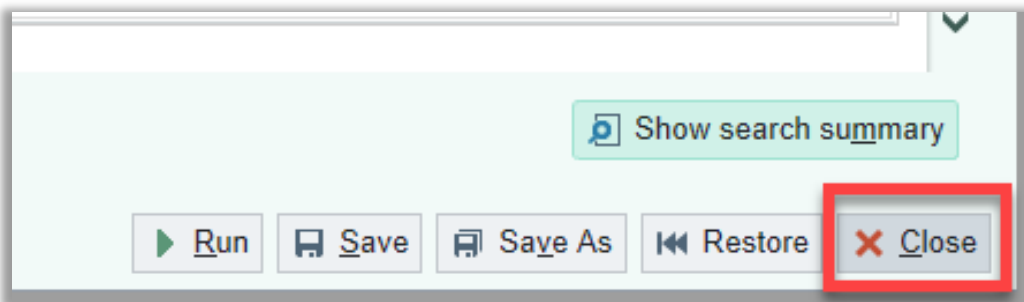
4. Select the criteria when editing the report, such as the post date and Posting User.



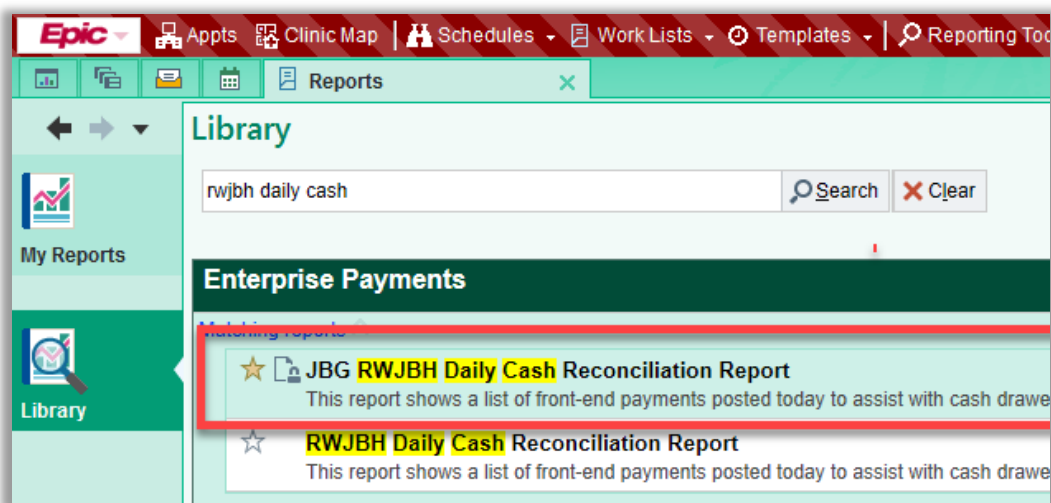
5. Select the Save As button after setting your criteria.
6. Enter a new report name that is unique to you for your private report.
7. Click Accept.



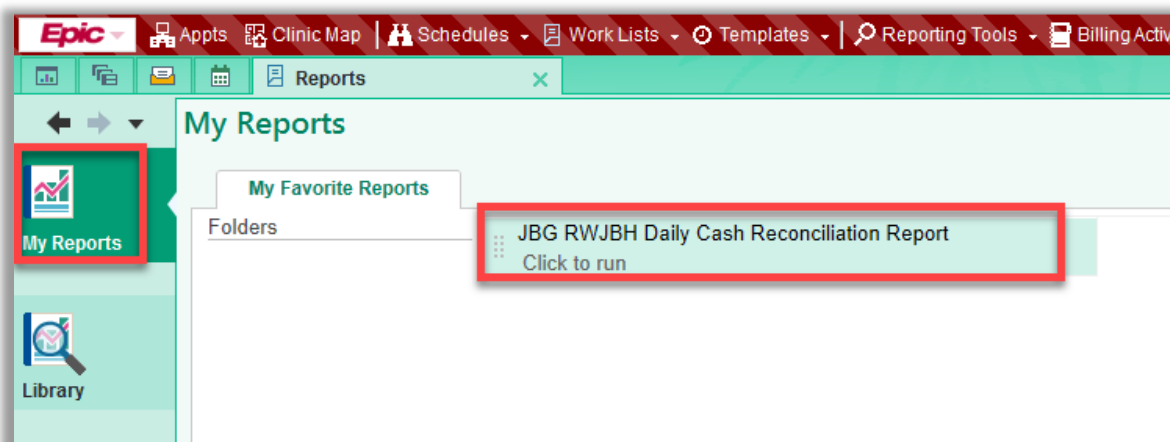
8. Close the Report Settings screen.



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](mailto:endofdayreconc@rwjbh.org).



Record Viewer PB Admin - Other Admin - Reports - Data Counter - Content Management - Compare Record - Viewing Nick Vanderploeg's...

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		Summary by Posting Source					
Date range by post date:	2/17/2021 - 5/17/2021	Back-end	E-Remit	MyChart	Payment Collection	Payment Posting	Total
Payments / Refunds:	Payments	632.31	35,651.15	256.00	26,584.80	100.00	63,224.26
Self-pay / Insurance:	Self-pay						
Grouped by:	Payment Source						

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
<b>Total Payment Amounts</b>	<b>632.31</b>	<b>35,651.15</b>	<b>256.00</b>	<b>26,584.80</b>	<b>100.00</b>	<b>63,224.26</b>

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

KRUMREI, NATALIE [NKRUMREI]

Cash

314

CADENCE, FRONT DESK [ESDESK]

Cash

318

CADENCE, FRONT DESK [ESDESK]

Cash

Version #	Purpose of Change	Author	Date of Change
<b>1.0</b>	Initial Creation	J. Gandhi	05/15/21
<b>2.0</b>	Revision for Q1 2022 Upgrade changes	J. Gandhi	7/13/22
<b>3.0</b>	Verbiage to include hospital departments and that only cash and checks	J. Gandhi	7/21/22
<b>4.0</b>	Updated the Daily reporting is currently specific to PB cash collection	J. Gandhi	8/10/22