



CADENCE/PRELUDE: Use Your Cash Drawer

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Record Your Cash Drawer Contents

1. Click  **Billing Activities** and then select  **Cash Drawer**.
2. In the Cash table, enter the number of bills and coins that are in your physical drawer. For example, if you have 4 one-dollar bills, you would enter "4" in the **Quantity** field for the 1.00 line.
3. In the Other table, enter any check or other non-cash payments, using one line for each separate payment. Specify the type of each payment in the **Source** field and enter the amount paid in the **Amount** field.



Match Your Cash Drawer Contents

1. Click **Select All** to select all of the payments in the Match Drawer Contents to Posted Payments section.



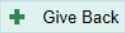



The difference between the payments posted in the system during the day and the cash you recorded appears in the **Difference** field.

Resolve Discrepancies and Close Your Cash Drawer

1. If the **Difference** field is 0.00, move to step 3. If not, try to resolve the difference.
 - Recount the money in your physical drawer and verify that it matches what you entered in the Cash table.
 - Verify that the posted payments match the payments you collected. Verify that the non-cash payments listed in the Posted Payments section match those entered in the Other table.
2. If you cannot resolve the discrepancy, enter a reason in the **Reason** field. If necessary, add additional details in the **Comment** field.
3. Click  **Save** on the activity toolbar.
4. In the **Envelope #** field, enter the number of your deposit envelope.
5. Select the **Print report when drawer is closed** check box.
6. Click  **Close Drawer** on the activity toolbar.

Refund a Patient Payment

1. Click  **Billing Activities** and select  **Patient Refund**.
2. Search for and select the name of the patient to whom you're giving a refund.
3. On the Patient Refund form, choose Give Back 
4. Enter a refund reason and comment, if necessary.
5. Click  **Give Back and Close**

Version #	Purpose of Change	Author	Date of Change
1.0	Initial Creation	Maggie McKenna	4/1/21

