

**Good Samaritan Health and Wellness Center, Inc.**  
Policies and Procedures

Subject: Imprest Funds & Daily Deposits      Policy #: 3.12

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Approved by:

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### 3.12 Imprest Funds & Daily Deposits

**Policy:** A cash box (also known as imprest funds), will be established at the check-out station for patients and will be used for the purpose of making change for patients paying on their GSHWC account. The imprest fund's balance will be established at a dollar amount that is reasonable for making change. No employee loans will be given or checks cashed from the imprest funds. Patients cannot write checks for more than the amount due and receive change in the form of cash.

**Purpose:** To protect GSHWC's incoming receipts of cash, checks, and electronic funds transfers.

**Procedures:**

1. At the start of the day the medical receptionist that is responsible for collecting payments from patients is provided with a cash change fund that includes the approved starting cash amount of \$100.00.
2. Medical receptionist will confirm the starting balance in the cash drawer before the drawer is used. If the cash agrees, the receptionist can open the work station for patient visit transactions. If the cash does not agree it should be reported immediately to the CFO.
3. All cash will be placed in the cash drawer as received. Any time the cash drawer is unattended, it must be locked and hidden from view.
4. The medical receptionist collects payments due from the patient and gives a payment receipt to the patient.