

## Cash Drawer Correction Email Format

Please send all communications to the Physician Billing Office Cash Posting Department when discrepancies are posted to the **Patient's Account** and a void cannot be processed.

Once all documentation have been received, the request will be processed and a response will be sent within **2 business days**. Please note, the billing office **ONLY** process corrections once the users cash drawer has been closed.

**Email:** [CashDrawerCorrection@mednet.ucla.edu](mailto:CashDrawerCorrection@mednet.ucla.edu)

**Include-**

1. Cash drawer number
2. Discrepancy amount
3. Date of Service
4. Reason for the discrepancy
5. Patient Name
6. Patient account number
7. Include a copy of the voided receipt