

UCLA Cash Deposit and Receipt Distribution

Cash Handling Deposit Process Sub-Cashier Offices

Faculty Practice Group Ambulatory Operations

Prepare the following when submitting a deposit to Main Cashier Office

- 1 copy of CareConnect Clarity Report (legibly print and sign name of approver)
OR (if the Clarity report has not generated accurately), use:
 - Manual Daily Cash Report (legibly print and sign names of preparer and approver – must be 2 separate individuals)
- Reconcile and group together in separate tenders: cash and checks (attach an adding machine tape total of cash & checks)
- Credit Card Settlement Tape
- Insert all items in money bag, seal/lock, and put in safe or designated locked drawer

Contact Campus Security to escort designated staff to drop off deposit to Main Cashier or Contact UCLA Payment Solution & Compliance or email askPSC@finance.ucla.edu to schedule Dunbar pick-up according to Cash Handling Policy BUS-49. Daily deposit is recommended.

CareConnect Cash Drawer Receipt

Cash Drawer Receipt Interim

The Practice will print out 2 copies of each receipt, 1 copy for patient and one copy retained by the Clinic

- The CareConnect Cash Drawer Approver will reconcile the deposit by matching all tenders to the individual front desk cashiers' end-of-day Care Connect Cash Reports and to the Clarity Report or Manual Daily Cash Report, and confirm that there are no voided receipts.

Physicians Billing Office – Administration/LaVonte' Hickman
 5767 West Century Blvd Suite 400; Los Angeles, CA 90045
 400 Century Center; MC: 166646

Include the following:

- Clarity Report **OR** (if the Clarity report has not generated accurately), use:
 1. Manual Daily Cash Report
- Individual copies of each front desk cashiers' end-of-day CareConnect Cash Reports
- Copy of credit card settlement tape
- Copy of the deposit slip
- Credit Card Receipts
- All copies of **Voided Receipts** (*no reprinted copies, if the patient copy is not reclaimed, note that fact on one of the remaining copies*)