

Internal Controls For The Revenue Cycle

1. Log money received. All money received via mail should be recorded as received. The amount received by mail should be reconciled in two areas- what has been posted by PedsOne to the Partner system and what has been deposited into the bank. This log ensures that all monies received have been accounted for. The person making the deposit should be different from the person reconciling the accounts.
2. Stamp checks for deposit with “for deposit only” stamp as the checks are received. This limits the checks being used for any other purpose other than depositing into the practice’s bank account.
3. Issue receipts for all time of service payments as the staff posts the payment. If the receipts are not electronic, they should be pre-numbered with the original receipt provided to the patient and a copy kept by the staff. All cash funds are kept in a locked drawer that is inaccessible to patients and unauthorized staff.
4. Someone with custody of the receipt books should be keeping a log of the receipts book and receipt numbers used issued to the front staff and unused books on hand.
5. Deposit all monies daily after counting in the presence of the person receiving it. Deposits should be made daily on pre-printed slips with the name of the patient or payer noted next to the dollar amount on the face of the deposit slip. Cash should be secured in a locked area during office hours. Distribution of these keys should be limited.
6. At the end of each day, the person preparing the deposits should:
 - a. Date the deposit slip with the date of service
 - b. Total all cash and write the amount in the cash area on the deposit slip.
 - c. List each check by check number on the deposit slip.
 - d. Remove white and yellow copies of the deposit slip from the book, retain the pink copy.
 - e. Clip the original copy to the cash and checks and place in an envelope. Use a separate envelope for each date of service and seal it. Envelopes are to be placed in a locked bank pouch

and the pouch should be kept in a locked area until deposited or picked up by the courier.

- f. Attach yellow copy to the Daily Deposit Log.
7. Reconcile the money deposited to the bank to the bank statement and to the Partner system. The deposit total plus the credit/debit card payments must balance to the daily summary.
8. Reconcile all charge tickets with patient visits to ensure complete charge capture. If your charge tickets are pre-numbered, a gap in the sequence would mean that a ticket is misplaced or lagging. No shows, cancelations and reschedules are noted in the system.
9. Reconcile all time of service payments against the sign in sheet or appointment schedule as well as compare them to the record of daily receipts to ensure that all payments were deposited. Each staff person responsible for charge and or payment entry must balance patient charges as well as receipts for his or her shift as follows:
 - a. All charges or fees on each charge ticket to arrive at the total charges for each patient seen during the shift.
 - b. The grand total of charge tickets and the grand total of payments must match the daily summary of charges and payment, respectively for the shift.
 - c. A person should complete a daily summary of charges and payments.
10. Segregate duties by assigning work to two or more individuals to minimize error and other problems. No one person should be involved in multiple financial transactions and reconciliations for the practice, especially cash related processes. Divide duties such as opening mail and completing deposit slip. Check signing authority should be limited to a very few people.
11. Petty cash should be maintained and monitored. The person responsible for disbursing petty cash should not have access to cash receipts or accounting reports. Cash custodians should be bonded.
12. Recording, authorizing and check-signing functions are completely separate. Check signers should not have access to cash records or receipts. A detailed listing of checks should be maintained. No checks payable to cash should be allowed. All disbursements are made by check- petty cash is minimized.
13. Bank statements are reconciled monthly as part of the monthly closing procedure.

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