

## **Charlotte Keel Medical Practice**

### **Processing cash/cheque/BACs payments SOP**

- Check cash box in back office weekly – usually Mondays
- Check admin asst for access box (RJR) in the back office for payment letters or cheques from insurance companies/DVLA/HMRC etc. Details of card payments made by patients are emailed to my NHS email account. If there are no patient identifying details next to the transaction, ask Debbie if she can trace the payment
- Record on relevant spreadsheet (password protected) These can be found in: Finance > bank >.....
- Send a patient task to Debbie Foss with details of the amount of money paid, what it was for ( bus pass application, medical report etc ) and the date it was paid.
- Give the cash/cheques to Practice Manager (JXI) at the end of each month