

	TITLE: CASHIER	REV NO. 0	GRH TC- 22/2010
	F-SECTION PROTOCOLS	DATE: 01.07.2010	Page 1 of 1

## 1.0 Activity and Responsibility

### 1.1 Responsibility of Cash

1.1.1 Checking the total amount of cash in the box to ensure if the total tallies with the entry in the Aaamdhanee Faisaa Havaalukuraa Book. The total income is entered in this book during each shift and the total of three shifts becomes the grand total. During each shift during hand over the person handing over and the person taking over will verify the amount and sign in the register as a proof of correctness.

The grand total must match the amount of liquid cash in the box at the end of the day.

1.1.2 The grand total is handed over to the Budget Section staff during the mid of the first shift so as to ensure that cash remains in the box to tender exact change.

### 1.2 Collecting money from customers

1.2.1 Customers hand over the service requisition form to the cashier. The entry is made in the HIS wherein patient hospital number is entered and the details are loaded automatically. The services that have been requested are selected in the menu and the bill is printed after verification.

1.2.2 Bills are printed and issued to the customer once the payment is made.

1.2.3 In case of Police/MNDF/HFC a bill is not issued to the customer. Instead the bills are printed and handed over/posted to the concerned authorities on a fortnightly basis. Liquid cash is then handed over to cashier once the bills are passed.

1.2.4 In case of Madhana patients, the ID card of the customer is requested and verified in the Madhana website to ensure if they are registered. All the services valid will be provided against a credit bill, which is printed in triplicate. Once copy is sent to Madhana, another for the patient and once copy is retained in the hospital.

### 1.3 Movement of cash

1.3.1 Cash In – Customer payments, cash from later time deduction, Cash from visa fees etc of staff who are resigning, Cash given by PHU for fitness certificates.

1.3.2 Cash out – Handing over of cash to the Budget section staff.

### 1.4 Issue of Bills/Receipts

1.4.1 Bills are issued as per Format in the HIS and handed over to patients as per clause 1.2

1.4.2 Income from other sources are given a unique receipt number, entered in Aaamdhanee Faisaa Havaalukuraa Book and the Rasheed Foi is kept as a record.

1.5 In case of extremis the Cashier handles OPD reception/Budget section work.