

# V&I OVIS<sup>SM</sup>

JOB DESCRIPTION FORM

<b>Job Title:</b> Cash Coordinator	<b>Reports to:</b> Patient Services & Medical Admin Manager
<b>Department:</b> Medical Admin	<b>Location:</b> FHP
<b>Job Grade:</b> S-2	<b>Date of Last Review</b> August 7, 2018

**Job Summary:**

Reports directly to the Patient Services & Medical Admin Manager and is responsible for preparing the daily bank deposit and the deposit summary sheet and for maintaining the change funds of the FHP Health Center.

**Duties and Responsibilities:**

1. Receives all cash and credit card collection for the day from the Medical, Pharmacy, Dental and Home Health business units.
2. Verifies cash collection matches with cash count sheet. Any discrepancy should be investigated and resolved.
3. Prepares bank deposit and deposit summary. The summary should include both cash and credit/debit card collections and must be submitted to the Internal Auditor for verification.
4. Maintains the FHP Health Center Change Fund.
5. Distributes change fund daily to the different business units, making sure that there is sufficient change at all times.
6. Performs other duties that may be assigned from time to time.

**Job Specifications:**

1. High School Graduate or a Graduate of an Associate Degree or two (2) year course – License is not required
2. Minimum of 1 year experience with impressive track record in reconciling cash collections to cash count sheets, preparing bank deposit and deposit summary sheet.
3. Effective team player, with very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
4. Must have the behavioral sensitivity, maturity, diplomacy and tact in addressing complex situations and handling irate customers.

5. Outstanding oral and written communication skills.
6. Strong ethics and a high level of personal and professional integrity and honesty.
7. Must have basic familiarity on federal and state laws and requirements relating to healthcare management.
8. Computer literate and proficient in using MS Office programs.

**Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to lights, office equipment such as computer monitors, faxes etc. in a clinical setting. The noise level in the work environment is usually low.