

# Best Systems for Handling Cash in the Office

*By the WDS Practice Advisory Committee*



## ***From Dr. Shawna Flanagan:***

I suggest two separate employees oversee counting the cash at the end of the day/close out of the day. An electronic record keeping system that makes the employee put in the method of payment when the patient pays for their services is also a key component to keeping payments accurate and making sure all cash payments are accounted for. We keep all cash and deposits in a locked safe in my office manager's office and try to go to the bank for a deposit at least two to three times weekly as not to leave cash in the office. I do not take Venmo but it could possibly be an option for patients who want to use "cash" to pay for services. I would assume you would have to set up a Venmo business account that goes directly into your business bank account.

***From Dr. Sarah Jackson:***

We used to accept cash, but several times over 15 years there was theft. About 5 years ago we decided to negotiate our credit card rates as a priority and not accept cash. We rarely have patient complaints and we have never had a single issue with theft since then. We also scan the checks at the front desk so they automatically are deposited. This has eliminated any employees leaving several times a week to go to the bank.

The [Women's Dermatologic Society \(WDS\) Practice Advisory Committee](#) supports Dermatologists at any stage of their career looking to manage or start their own practice by offering resources on navigating the practice environment. Visit the [WDS blog](#) for more tips and advice.