

## **Transfer Misapplied Cash**

### **Policy:**

Cash or any other payment that has been posted to the wrong account in Rehab Assistant must be corrected using a “Cash Transfer” form.

Why do we have this policy?

To ensure that payments made to NSM are applied to the correct work order which enables for accurate tracking of payment and collection efforts.

### **Procedure:**

If cash or any other payment has been applied to the wrong work order, complete a Cash Transfer form and include it in the weekly packet in the Yellow envelope. Enter notes in both work orders that this has been completed, including the date the form was sent to the home office.