

3. Document the date in the Date field.
4. Document "Walter Biller" in the first row of the Checks column, followed by "15" in the Dollars column and "00" in the Cents column.
5. Document "15.00" in the Total field.
6. Document "1" in the Total Items field.
7. Click the Save button.

Figure 4-133 Bank Deposit Slip.

The screenshot shows the TruCode software interface. On the left is a 'Form Repository' sidebar with categories: Front Office, Clinical Care, Coding & Billing, and Saved Forms. The 'Bank Deposit Slip' form is selected. The main area displays the 'Bank Deposit Slip' form with fields for Patient Information, Office Forms, and a table for Checks. A red arrow points to the 'Bank Deposit Slip' icon in the sidebar.

Form Repository

- Front Office
 - Advance Directive
 - Certificate to Return to Work or School
 - Disclosure Authorization
 - Doctor's First Report
 - General Procedure Consent
 - Insurance Claim Tracer
 - Medical Records Release
 - Neurological Status Exam
 - Notice of Privacy Practice
 - Patient Bill of Rights
 - Patient Information
 - Patient Records Access Request
 - Patient Statement
 - Prior Authorization Request
 - Referral
 - Requisition
 - School Physical
 - Vaccine Authorization
- Office Forms
 - Bank Deposit Slip
 - Incident Report
 - Inventory
 - Petty Cash Journal
 - Purchase Order
- Patient Forms

Bank Deposit Slip

DEPOSIT TICKET

WALDEN-MARTIN FAMILY MEDICAL CLINIC

1234 ANY STREET
ANYTOWN, ANYSTATE 12345
123-4567

DATE: _____

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

Clear Water Bank
Anytown, Anystate
ACCOUNT NUMBER: 123-456-78910

ENDORSE & LIST CHECKS SEPARATELY OR ATTACH LIST

CURRENCY	COM	TOTAL CASH	CHECKS
DOLLARS			
CENTS			

1

2

1. Click on the Form Repository icon.
2. Select Bank Deposit Slip from the Office Forms section of the left Info Panel (Figure 4-133).

Measurable Steps

Estimated completion time: 10 minutes

- Perform a bank deposit, CAHAEP VI.P-1

Competencies

The first transaction of the day was a \$15.00 form completion fee for Walter Biller. Now that the Walden-Martin office is closed, begin a bank deposit slip by documenting this transaction. Walter Biller paid with a check (#3345).

Overview

- Search for a patient record.
- Document patient payments on a bank deposit slip.

Objectives

98. Create Bank Deposit Slip for Walter Biller