



Health Care Services Division
Finance Policies and Procedures

CASH MANAGEMENT

AUTHORITY				
Federal	State Statutes	La. Admin Code	LSU-HSC	HCS D

CITATION:

PROCEDURE NAME: **Deposit Reporting to Regions Bank for Washington-St. Tammany Medical Center (WSTMC)**

PURPOSE: **To describe the process by which WSTMC will report deposits to Regions Bank for deposits originally made to Hibernia Bank**

RESPONSIBLE PERSON	ACTION/STEPS
Washington-St. Tammany Employee	<ol style="list-style-type: none"> 1. Calculate the amount that will be the "check" figure. This "check" figure will validate the correct deposit was reported to the bank. For example, assume the deposit amount is \$5,165.36. <ol style="list-style-type: none"> a. Calculate the first part of the "check" figure by taking a sum of the digits in the deposit amount. If the deposit amount is \$5,165.36 add 5+1+6+5+3+6. This total is 26. b. To calculate the second part of the "check" figure, take the sum of the number of digits in the deposit amount. In the deposit amount \$5,165.36 there are 6 digits. c. The total "check" figure will be 26+6, which equals 32.



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RESPONSIBLE PERSON	ACTION/STEPS
Washington-St. Tammany Employee	2. Call 1-800-669-6996 a. After "Welcome, Please enter ID" is spoken, enter: 48255*318*720*5165*36# 48255 is the company number 318 is the location number 720 is the location password 516536 is the deposit amount
Washington-St. Tammany Employee	3. The amount entered will be read back and a check digit will be given. a. If the value that is read back is correct and the check digit matches the one that was previously calculated, enter 1#. b. If the value is incorrect or the check digit does not match, enter 0#. An additional prompt will be offered for the correct value.
Washington-St. Tammany Employee	4. When the reporting is complete, a trace number will be given to record for future reference.



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Types of Input and Corrections/Cancellations

1. Input examples
 - a. Dollar: \$150.55 = 150*55#
 - b. Number: 12345 = 12345#
 - c. Date: 7/25/89 = 7*25*89#
 - d. Negative: \$-1.00 = *1*00#
 - e. Negative: \$-0.50 = *0*50#

2. Corrections
 - a. Call 1-800-669-3110
 - b. Say to the operator: "I need to make a correction. My company number is: 48255 318 720."
 - c. Be prepared to tell the operator the trace number from your original entry and the new value for the deposit amount.

3. To cancel the current transaction, enter three stars followed by the pound sign at any point. For example, enter the following:

or enter 48255*318*720#