

## SFHGEN26 - SQA Code HD3H 04

### Deal with financial transactions within a health facility



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#### Overview

This standard is concerned with dealing with financial transactions within your work area. This involves receiving payments in, making withdrawals and dealing with payment schemes. You will be expected to keep accurate account of the money under your responsibility. This standard is applicable to any worker who is required to deal with financial transactions such as petty cash, patient accounts, voluntary and charity shops.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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### Performance criteria

- You must be able to:*
- P1 make sure received and withdrawn monies are accurately recorded and receipted using appropriate book-keeping methods
  - P2 make sure that documentation relating to all transactions:
    - P2.1 is completed fully and accurately
    - P2.2 is up-to-date
    - P2.3 is in the correct format
  - P3 regularly balance book-keeping entries
  - P4 correctly identify and deal appropriately with discrepancies in transactions
  - P5 store and bank monies safely according to organisational procedures
  - P6 manage non-payment of monies due according to organisational instructions
  - P7 take the appropriate action with minimum delay when there is the possibility of theft or fraud
  - P8 complete transactions promptly to ensure adequate cash flow
  - P9 prior to withdrawing monies, ensure they are:
    - P9.1 available
    - P9.2 within the limits of your responsibility
  - P10 store documentation in an approved safe location
  - P11 ensure all transactions comply with the organisation's policies, procedures and regulations

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#### Knowledge and understanding

*You need to know and understand:*

- K1 how to confirm the currency, limits and validity of monies
- K2 where and how to record payment details and why it is necessary to provide full receipts
- K3 the nature of withdrawal and payment in documentation and how to complete it correctly
- K4 the procedures which the organisation uses for non-payment and your role in actioning these
- K5 the details that need to be recorded and checked when monies exchange hands
- K6 the organisation's policy on banking including security arrangements and procedures for money and its transit
- K7 how to bag up cash payments
- K8 how to calculate cash requirements
- K9 the potential consequences of failing to check payments and withdrawals
- K10 the actions which should be taken in the event of potential or actual theft or fraud
- K11 security measures for storing monies
- K12 organisational policies relating to financial transactions, including Standing Financial Instructions
- K13 legislation and guidelines relating to financial transactions, including data protection
- K14 the importance of following organisational policies when dealing with financial transactions

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### Additional Information

#### External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: G5 Services and project management

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

**Unit assessed as being complete**

<b>Candidate's Name:</b>	
<b>Candidate's Signature:</b>	
<b>Date submitted to assessor as complete:</b>	

<b>Assessor's Name:</b>	
<b>Assessor's Signature:</b>	
<b>Date assessed as complete:</b>	

**Internal Verification —**

to be completed in accordance with centre's IV strategy

<b>Evidence for this Unit was sampled on the following date/s:</b>	<b>IV's Signature</b>	<b>IV's Name</b>

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

<b>Date of admin check</b>	<b>IV's Signature</b>	<b>IV's Name</b>

**Unit completion confirmed**

<b>IV's Name:</b>	
<b>IV's Signature:</b>	
<b>Date complete:</b>	