Purpose: This TTUHSC Simulation Program policy is to create processes to secure AHA revenue.

Review: The Simulation Program OP will be reviewed September 1 of each even-numbered year by the Executive Director of the Centers.

Policy/Procedure

1.0 Policy

Certification cards for AHA courses, including cards purchased in bulk training sites, will not be issued until payment has been received.

2.0 Procedure

A. As stated, certification cards are not issued until payment is received.
B. Internal billing (TTUHSC) for FOPs are excluded.
C. Instructors teaching a course will need to submit payment within 10 working days.
D. Checks:
   1) Cash Collection Custodian is to immediately stamp checks with SimLife/TTUHSC Deposit stamp as soon as they are received
   2) All checks must be made payable to TTUHSC. Blank checks are NOT accepted.
   3) If invoice is pending or outstanding, update QuickBooks to reflect the payment has been received.
   4) If checks are for an AHA roster – enter the check into QuickBooks on the same day the check is received and process the new AHA CPR cards/ecards on the day they are received.
   5) Once processed, place stamped check in black deposit lock box until a deposit is prepared. Lock black box every time a check is inserted.
   6) Lock drawer where black box is kept.
   7) Place lock box key in separate area away from the box. The Deposit Custodian and the Academic Admin Coordinator should be aware of where this key is kept.
8) At the end of the day, all checks (and settlements) must be processed according to TTUHSC policy and QuickBooks instructions and be hand delivered to the Deposit Custodian.

E. Credit cards:
   1) Credit cards accepted by TTUHSC Simulation Program are VISA and Master Card only. Discover and American Express are NOT accepted.
   2) In no circumstances should a credit card number be written down.
   3) Once the credit card has been processed and approved, keep the merchants copy.
   4) Merchants copy must be signed by purchaser and a copy of the receipt will be printed for purchaser’s records. If payment was received over the telephone, write in the purchasers name at the bottom of the merchants receipt.
   5) Print a copy of the receipt for the purchaser’s records and tape/staple to the invoice copy.
   6) Once credit card payment is processed, tape each individual merchants copy to a blank piece of paper.
   7) Place merchant receipt in the black lock box and lock the box/drawer. (Lock black box every time a credit card receipt is inserted).
   8) Lock drawer where black box is kept.
   9) Place lock box key in a separate area away from the box.
   10) Credit card machine must be settled at the end of the day.
   11) End of day – All credit card merchant receipts and settlement receipt must be processed according to TTUHSC policy and the QuickBooks instructions and hand delivered to the Deposit Custodian.

F. **TTUHSC Simulation Program currently does not accept cash.**

MP/MR/SB
Adopted: 05/22/2019
Date of last revision: