

Reference Number: FOIAH2324/726
From: Other
Date: 20 March 2024
Subject: Cashiers/General office

Q1 Do you have a Cashiers/General office in your Trust?

A1 Yes

Q2 If yes, how many site do you have? Do you have Cashier/General office based on each site?

A2 One. Alder Hey is a single site hospital.

Q3 How many days of the week do you have the Cashiers/General office open

A3 5 (Mon-Fri)

Q4 What service do you provide in Cashiers/General office?

A4 Patient travel reimbursement
Credit/debit card payments
Count and balance
Log restaurant and car park takings
Petty cash services
Provide floats for restaurant/community-based departments
Lost property
Internal reconciliation - compensation recovery unit (CRU)
Nursery payments and reconciliation
Reconcile Trust travel bookings with travel provider