**POLICY/PROTOCOL COUNTERFEIT $50 AND $100 BILLS**

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**From:** Jerry Orloff

**Sent:** Thursday, July 11, 2013 5:41 PM  
**To:** Front Office Leads, Front Office Receptionists

Based upon the proliferation of counterfeit $50 and $100 bills we do not want to accept these.  Being practical, I know there will occasionally be patients who only have these bills and who will be extraordinarily difficult if we do not accept them (perhaps it is a matter of pride?).

On those very rare cases in which you accept $50 and/or $100, you must inform the patient that we generally do not accept larger bills, that the serial number will be noted, and if the bill should come back as not accepted by the bank as being counterfeit (in which case they will confiscate it), the patient will be charged for the full amount.

In these cases in which a high denomination bill is accepted, you must send an email to me noting the serial number(s) and denomination(s) of each $50 and/or $100 bill(s) accepted.  Copy the following people on the email - the front office supervisor and Billing Lead.