


<p><b>Name of Policy:</b> <u>American Kidney Fund Petty Cash Account</u></p> <p><b>Policy Number:</b> 3364-140-44</p> <p><b>Department:</b> Kidney Transplant Administration</p> <p><b>Approving Officer:</b> Chief Nursing Officer Director, Renal Transplant</p> <p><b>Responsible Agent:</b> Transplant Administrator Social Worker</p> <p><b>Scope:</b> The University of Toledo Medical Center</p>	 <p><b>Effective Date:</b> May 1, 2021</p> <p>Initial Effective Date: June 10, 2015</p>
<p> <input type="checkbox"/> New policy proposal                      <input type="checkbox"/> Minor/technical revision of existing policy  <input type="checkbox"/> Major revision of existing policy                      <input checked="" type="checkbox"/> Reaffirmation of existing policy </p>	

**(A) Policy Statement**

The Social Worker Patient Care Coordinator will administer a fund established by the American Kidney Foundation (provided by the American Kidney Fund) for use by renal patients.

**(B) Purpose of Policy**

The Social Work Patient Care Coordinator will assess and determine appropriate disbursement of funds when needed. Needs may include; medications, food, durable medical equipment, utility bills and transportation costs for medical appointments.

**(C) Procedure**

1. The fund will be kept in a locked container, in a locked drawer, and located in the social worker office.
2. The request for the use of the fund will be initiated by the Social Work Patient Care Coordinator; the authorization for use will be determined by the Transplant Administrator.
3. When the fund is used the Social Work Patient Care Coordinator will maintain an accurate record of usage.
4. When the fund balance is \$25.00, the Social Work Patient Care Coordinator will contact the American Kidney Society for replacement of the balance used.
5. Replacement funds can only be requested every other month.
6. Replacement funds will be deposited in the locked container by the Social Work Patient Care Coordinator and the Transplant Administrator.
7. The Social Worker Patient Care Coordinator will provide the Outcome Management Department Manager with a yearly report of funds used each December.

<b>Approved by:</b>  _____ /s/ Todd Stec, RN Interim Chief Nursing Officer Date  _____ /s/ Michael Rees, MD Director, Renal Transplant Program Date  Review/Revision Completed By: Transplant Administrator Social Worker Patient Care Coordinator	<b>Review/Revision Date:</b>  6/10/2015 6/1/2018 5/3/2021
	<b>Next Review Date:</b> 5/1/2024

**Policies Superseded by This Policy:** 3364-131-21 American Kidney Fund Petty Cash