



WORK INSTRUCTION

**ZAMBOANGA CITY MEDICAL CENTER
MEDICAL SOCIAL SERVICE**

Doc no. : ZCMC-WI-MSS-23

Title: Procedure on Availment of the Zamboanga Sibugay Medical Assistance

1.0 Objective

To facilitate the availment of **Zamboanga Sibugay Medical Assistance**.

2.0 Scope

This procedure starts with assessment of patient's qualification for **Zamboanga Sibugay Medical Assistance** and ends on submission of documents/requirements to Medical Social Services.

3.0 Procedure

PROCESS FLOW	RESPONSIBILITY	DETAILS
<pre>graph TD; START([START]) --> Assessment[Assessment]; Assessment --> Review[Review and process]; Review --> END([END]);</pre>	<p>Social Worker</p> <p>Social Worker</p>	<p>Assess patient need for medical assistance</p> <p>Review and process ZSP Medical Assistance requirements for Inpatient and Outpatients such as:</p> <ol style="list-style-type: none">1. Acknowledgment Slip (Medical Assistance)2. Summary of Statement of Account (Patient)3. Prescription Form4. Prescription/Charge Slip/Requisition Slip5. Medical Abstract6. Barangay Certificate of Indigency7. Other laboratory and diagnostic requests





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
4.0 Reference Documented Information

- | | |
|--|---|
| 4.1 ZCMC – F- MSS – 18 | Medical Abstract |
| 4.2 ZCMC – F- MSS- 04 | Acknowledgement Slip (Medical Assistance) |
| 4.3 ZCMC-F-OCMPS-01 | Prescription Form |
| 4.4 ZCMC – F-OCMPS-01A | Prescription/Charge Slip/Requisition Slip |
| 4.5 ZCMC-F-BCU-08C | Summary of Statement of Account (Patient) |
| 4.6. Barangay Certificate of Indigency | |
| 4.7 Other laboratory and diagnostic requests | |

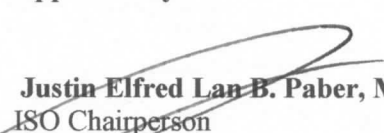
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