
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-AFS-BILL/PHIC 003
ADMINISTRATIVE AND FINANCE APPROVAL MATRIX		Issue Date:
Policy Title: POLICY ON REPORTING OF OVERSTAYING PATIENTS		Section / Department BILLING / PHILHEALTH SECTION
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OBJECTIVE:

To define the probable reasons why patients, tend to overstay in the WARD and to adopt measures to prevent potential events of absconding.

COVERAGE:

This shall cover this section together with the Medical Social Service Section.

RESPONSIBILITIES:



- I. It shall be the responsibility of the Billing section to regularly report to the Chief of Hospital and to the Social Service Section a list of overstaying patients at the different wards; to execute Promissory Notes when required.
- II. It shall be the responsibility of the Medical Social Service Section to report to this section and to the Medical Director of the assessment made on these listing of patients and the funding availed; to issue assessment slips as per approval of the Hospital Director.

POLICY:

This policy shall ensure the swift action to undertake in cases where in patients are Overstaying in the different clinical wards of this hospital.

PROCEDURES:

- I. The staff of the Billing section shall make his/her daily census of patients and to report patients who have been discharged but still IN for whatever reasons. Said census shall likewise include classification of patients, the final diagnosis, if availing of PHIC or other funding from other government agencies. The same section shall furnish a

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copy of the daily census reports the Hospital Director, Laboratory, X-ray, Pharmacy, Ward and Social Service.

- II. The Social Worker shall approach the Hospital Director for any problem arising from the bill. This is to resolve the matter immediately.
- III. For concerns with regard to the Professional Fees, the Medical Social Worker (MSW) shall advise patient's relatives to settle with the particular Consultant/s on the case; if outside the limits of professional fees, the Hospital Director shall mediate and approve the final amount to be paid. The MSW shall inform the Medical Consultant/s of the changes approved by the Hospital Director.
- IV. Promissory Notes shall be executed by Billing Section only upon direct instruction from the Social Worker and should come with the Assessment Slip for Discharge duly approved by the Hospital Director. This Note shall be signed by each section and filed by the former.