
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADS-MSWS/MC-
ANCILLARY DIVISION APPROVAL MATRIX		Page No. 1 of 4
Policy Title: AVAILMENT OF MSWS SERVICES FOR IN-PATIENTS		Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
Prepared By: Karl Marx R. Dimayuga, RSW, CMSW Chief, Medical Social Worker	Reviewed By: Gichelle Anne A. Del Valle Head, Billing Section Arnaldo S. Cortez, RN Supervising Administrative Office Meda M. Calderon, RN, MAN Chief Nurse Catherine Michelle G. Bonifacio, RN, MD Executive Assistant	Noted by: Redentor P. Alquiros, MD, MHM Head, Medical & Ancillary Services Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director



CLASSIFICATION: COMPREHENSIVE

OBJECTIVES:

This policy aims to provide our In-Patient with proper benefits and sharing of the MSWS services through their proper classification per DOH Administrative Order No. 2015-0031 or other issuance as guide for classifying patients.

COVERAGE:

This policy shall be applicable to all admitted patients who may be treated in the Emergency room and Wards. It will also cover them for the availment of other existing programs and services.



 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADS-MSWS/MC-
ANCILLARY DIVISION APPROVAL MATRIX		Page No. 2 of 4
Policy Title: AVAILMENT OF MSWS SERVICES FOR IN-PATIENTS		Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
Prepared By: Karl Marx R. Dimayuga, RSW, CMSW Chief, Medical Social Worker	Reviewed By: Gichelle Anne A. Del Valle Head, Billing Section Arnaldo S. Cortez, RN Supervising Administrative Office Meda M. Calderon, RN, MAN Chief Nurse Catherine Michelle G. Bonifacio, RN, MD Executive Assistant	Noted by: Redentor P. Alquiros, MD, MHM Head, Medical & Ancillary Services Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

RESPONSIBILITIES:



1. It shall be the responsibility of the Medical Social Worker to assess and classify all admitted patients in the Emergency Room, and Wards (Medical Surgical, Pediatrics, OB/GYNE, Medical Intensive Care Unit and Neonatal Intensive Care Units).
2. It shall be the responsibility of the head of this section to monitor and check all the activities of the Medical Social Workers provided for In-Patients.
3. It shall also be the responsibility of the Head of Medical Social Workers to approve recommended available funding programs of this section.

PROCEDURE:

1. ER/OPD Physician orders the patient for admission
2. ER/OPD Nurse refers the patient to Admitting Section

 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADS-MSWS/MC-
ANCILLARY DIVISION APPROVAL MATRIX		Page No. 3 of 4
Policy Title: AVAILMENT OF MSWS SERVICES FOR IN-PATIENTS		Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
Prepared By: Karl Marx R. Dimayuga, RSW, CMSW Chief, Medical Social Worker	Reviewed By: Gichelle Anne A. Del Valle Head, Billing Section Arnaldo S. Cortez, RN Supervising Administrative Office Meda M. Calderon, RN, MAN Chief Nurse Catherine Michelle G. Bonifacio, RN, MD Executive Assistant	Noted by: Redentor P. Alquiros, MD, MHM Head, Medical & Ancillary Services Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

3. Medical Social Worker will conduct daily rounds on all admitted patients. For new admissions, the Social Worker determines if the patient is “new” or “old”
 - a. If the patient is “new” conducts Intake interview using Assessment tool sheet.
 - b. If the patient is “old”, retrieves and updates record.
4. MSW shall:
 - a. Classify the patient according to hospital approved protocol which is based on Administrative Order No. 2015-0031 (or other issuance) and indicates classification on the Clinical Cover Sheet.
 - b. Provide patient’s relative orientation on the following:
 - i. Hospital Policies
 - ii. Available Social Services and Malasakit Center Programs
 - iii. Scope and Limitation of Hospital Assistance
 - c. Register the new patient to general logbook/database.

 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADS-MSWS/MC-
ANCILLARY DIVISION APPROVAL MATRIX		Page No. 4 of 4
Policy Title: AVAILMENT OF MSWS SERVICES FOR IN-PATIENTS		Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
Prepared By: Karl Marx R. Dimayuga, RSW, CMSW Chief, Medical Social Worker	Reviewed By: Gichelle Anne A. Del Valle Head, Billing Section Arnaldo S. Cortez, RN Supervising Administrative Office Meda M. Calderon, RN, MAN Chief Nurse Catherine Michelle G. Bonifacio, RN, MD Executive Assistant	Noted by: Redentor P. Alquiros, MD, MHM Head, Medical & Ancillary Services Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital DirectorDirector

5. Billing staff shall provide copy of patient's progressive billing to MSWS.
6. MSW will refer patient's relative to MALASAKIT CENTER for assistance. If not covered by approved protocol MSW will make recommendation to Hospital Director/ Hospital Administrator.
7. Hospital Director/ Hospital Administrator reviews and approves recommendation and informs MSW of the approved action.
8. MSW informs the patient and the Billing Section about the approved classification.

APPENDIX:

- (A) ER / OPD/ Ward Referral Form
- (C) Assessment Tool Form
- (F) Social Profile
- (H) Social Case Summary
- (G) Progress Notes
- (I) Closing Summary