
 <div style="text-align: center;"> <b>OSPITAL NG PARAÑAQUE</b>  </div>		Document Code: <b>OSPAR-AFS-CASH 002</b>
		Issue Date:
<b>ADMINISTRATIVE AND FINANCE APPROVAL MATRIX</b>		Section / Department <b>CASH SECTION</b>
		Page No. 1 of 2
<b>Policy Title:</b> <b>POLICY ON COLLECTIONS</b>		
<b>Prepared By:</b>  <div style="text-align: center;">Edline Jervy S. Cunanan</div>	<b>Reviewed By:</b>  <div style="text-align: center;"> <b>Rizalina Lavarias, CPA</b>              Head – Accounting   <b>Martha J. Jose</b>              Head- Cash           </div>	<b>Approved by :</b>  <div style="text-align: center;"> <b>Darius J. Sebastian, MD, MHM, PHSAE</b>              Hospital Administrator   <b>Jefferson R. Pagsisihan, MD, MHM</b>              Hospital Director           </div>

**OBJECTIVES:** To establish the standard procedures on how to handle collections.

**COVERAGE:** This policy shall cover the Billing, Pharmacy, Laboratory, Radiology, Admitting, Medical Records, ECG, ER, OPD and OR Sections.



**RESPONSIBILITIES:**

- I. It shall be the responsibility of this Section to assign a Cashier, 24 hours a day, 7 days a week.
- II. It shall be the responsibility of this Section to receive payments of hospital bills, OPD bills and all other payments pertaining to the hospital.
- III. It shall be the responsibility of the Collecting Officer of this Section to summarize the daily Report of Collections and Deposits, (Annex 41) for daily remittance to the City Treasurer. Cut-off time shall be 10:00 pm. Collections for the day shall consist of receipts from 10:00 pm from the day before, up to 6:00 am of present day.
- IV. It shall be the responsibility of the out-going cashier to accomplish the Report of Collections and Deposits (RCD), list all the Official receipts issued and the corresponding collections, and reconcile collections versus the report. Any discrepancies must be corrected before collections and report endorsement to the incoming cashier is made.
- V. It shall be the responsibility of the Senior Cashier/OIC-Cash to count all the collections, review and make necessary corrections, if any, in the RCD and sign off the same once collections and the report are reconciled.

**POLICY:** This policy shall enforce the collection and timely remittance of fees, payments and other collectibles.

**PROCEDURES:**

- I. This Section shall accept payments arising from Order of Payments for patients for discharge. Cashier on duty issues Official Receipt & Clearance.

 <div style="text-align: center;"> <b>OSPITAL NG PARAÑAQUE</b>  </div>		Document Code: <b>OSPAR-AFS-CASH 002</b>
		Issue Date:
<b>ADMINISTRATIVE AND FINANCE APPROVAL MATRIX</b>		Section / Department <b>CASH SECTION</b>
		Page No. 2 of 2
<b>Policy Title:</b> <b>POLICY ON COLLECTIONS</b>		
<b>Prepared By:</b>  <div style="text-align: center;">Edline Jervy S. Cunanan</div>	<b>Reviewed By:</b>  <div style="text-align: center;"> <b>Rizalina Lavarias, CPA</b>              Head – Accounting   <b>Martha J. Jose</b>              Head- Cash           </div>	<b>Approved by :</b>  <div style="text-align: center;"> <b>Darius J. Sebastian, MD, MHM, PHSAE</b>              Hospital Administrator   <b>Jefferson R. Pagsisihan, MD, MHM</b>              Hospital Director           </div>

- II. This Section shall accept payments arising from Charge Tickets (OPD) for various procedures, medicines or supplies. Cashier on duty issues Official Receipt.
- III. This Section shall accept payments arising from PHIC, PCSO, OSCA, Mayor's Fund and Parañaque Health Plan. Cashier on duty issues Official Receipt.
- IV. This Section shall accept payments arising from other sources not covered by the aforementioned. Cashier on duty issues Official Receipt.
- V. All outgoing cashier on duty shall endorse all cash collections and other pertinent documents to the next incoming Cashier and prepare a Report of Collections and Deposits.
- VI. The designated Collecting Officer will collate all collections and summarize the Report of Collections and Deposits (Annex 41) for daily remittance to the City Treasurer.
- VII. The designated Collection Officer shall report on a monthly basis to COA, copy furnished to City Treasurer, the Official Receipts series received, consumed and on hand.

Date of Implementation:

This policy was implemented since 1978 & had several revisions, the last of which was in 2022.

Schedule for Policy Review:

Shall be reviewed every two (2) years or as deemed necessary.