
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADS-MSWS/MC-
ANCILLARY DIVISION APPROVAL MATRIX		Page No. 1 of 3
Policy Title: PRE-ADMISSION PLANNING FOR ELECTIVE CASES		Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
Prepared By: Karl Marx R. Dimayuga, RSW, CMSW Chief, Medical Social Worker	Reviewed By: 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 patients with elective cases an appropriate MSWS assistance on pre admission planning.

COVERAGE:

This policy shall be applicable in all elective cases for admission at Ospital ng Parañaque.



RESPONSIBILITIES:

1. It shall be the responsibility of the Medical Social Worker to assess the psychosocial preparedness of patient with an elective case for admission.
2. It shall also be the responsibility of the Medical Social Worker to look for possible resources, entitlements and benefits upon determining the status of the patient prior to the admission.

 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADS-MSWS/MC-
ANCILLARY DIVISION APPROVAL MATRIX		Page No. 2 of 3
Policy Title: PRE-ADMISSION PLANNING FOR ELECTIVE CASES		Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
Prepared By: Karl Marx R. Dimayuga, RSW, CMSW Chief, Medical Social Worker	Reviewed By: 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. Alquiroz, MD, MHM Head, Medical & Ancillary Services Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

PROCEDURE:

1. Attending Physician advises the patient for admission and refers to Medical Social Work Section using referral to MSWS form
2. Patient /Relative brings the referral form to MSWS office.
3. Medical Social Worker on duty receives the referral and assesses the psychosocial preparedness of the patient for admission. MSW then, orients the patient/relatives on general policies of Ospital ng Parañaque, possible financial cost of admission and length of hospitalization.
4. Patient feedbacks financial capability prior to the admission.
5. Medical Social Worker on-duty identifies possible resources, benefits through MALASAKIT center and advise the patient to prepare all requirements needed for availment.
6. Patient/relative complies with the requirements and decides for admission.

 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADS-MSWS/MC-
ANCILLARY DIVISION APPROVAL MATRIX		Page No. 3 of 3
Policy Title: PRE-ADMISSION PLANNING FOR ELECTIVE CASES		Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
Prepared By: Karl Marx R. Dimayuga, RSW, CMSW Chief, Medical Social Worker	Reviewed By: 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

APPENDIX:

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