
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADS-MSWS/MC-
ANCILLARY DIVISION APPROVAL MATRIX		Page No. 1 of 3
Policy Title: CASH DONATION		Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
Prepared By: Karl Marx R. Dimayuga, RSW, CMSW Chief, Medical Social Worker	Reviewed By: Martha J. Jose Head, Cash Section Rizalina S. Lavarias, CPA Head, Finance Division 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:



To provide the Medical Social Work Section staff and concerned area with an appropriate procedure on cash donation.

POLICY:

This policy shall ensure the proper procedures on cash donation intended for Ospital ng Parañaque patients incorporated hereto, and complied by all concerned.

RESPONSIBILITY:



1. It shall be the responsibility of the Head Medical Social Worker to check and monitor every activity concerning discharge planning and approve necessary programs funds recommended for the patient being discharge.

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2. It shall be the responsibility of the collecting officer/cashier on duty to do his/her task avowed in the below procedures.

PROCEDURE:

1. Donor expresses intention to donate cash/checks/gives donation.
2. MSW performs the following:
 - a. Establishes rapport
 - b. Interviews, gets data of donor and indicates purpose and amount of donation
 - c. Coordinates and accompanies donor to the Collecting Officer/Cashier
 - i. If donor requests direct delivery of donation to patient or recipient, facilities/accompanies delivery of donations directly to patient.
3. Collecting Officer/Cashier receives cash donation and issues official receipt and deposit cash or checks.

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4. Medical Social Worker prepares acknowledgement letter to be signed by the donor and Hospital Director/Hospital Administrator.
5. Hospital Director/Hospital Administrator signs acknowledgement letter.
6. Donor receives acknowledgement letter or deed of donation and receipt.
7. Medical Social Worker records or documents utilization of donation (List of patients assisted), prepares and submits reports, and maintains ongoing linkages with the donor.