

**CLASSIFICATION: COMPREHENSIVE** 

### **OBJECTIVES:**

This policy aims to provide patients with elective cases an appropriate MSWS assistance on pre admission planning.

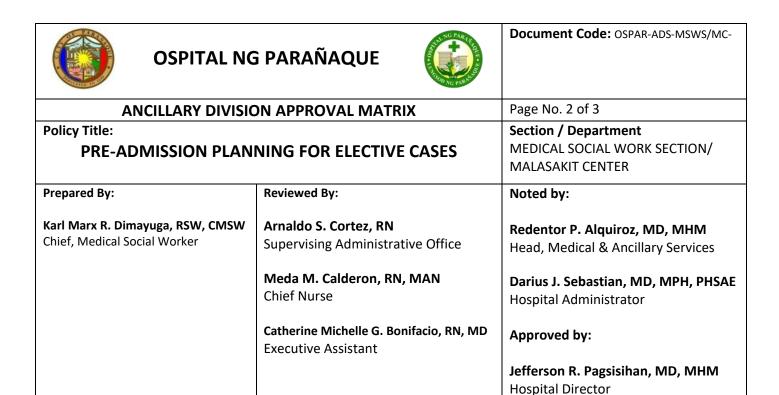
**Hospital Director** 

#### **COVERAGE:**

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

#### **RESPONSIBILITIES:**

- It shall be the responsibility of the Medical Social Worker to assess the psychosocial preparedness of patient with an elective case for admission.
- 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.



#### PROCEDURE:

- 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.
- 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-

OSITIALIVO	TANANAQUE	
ANCILLARY DIVISION APPROVAL MATRIX  Policy Title: PRE-ADMISSION PLANNING FOR ELECTIVE CASES		Page No. 3 of 3
		Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
Prepared By:	Reviewed By:	Noted by:
Karl Marx R. Dimayuga, RSW, CMSW Chief, Medical Social Worker	Arnaldo S. Cortez, RN Supervising Administrative Office	Redentor P. Alquiroz, MD, MHM Head, Medical & Ancillary Services
	Meda M. Calderon, RN, MAN Chief Nurse	Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator
	Catherine Michelle G. Bonifacio, RN, MD Executive Assistant	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