
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-AFS-BILL-PHIC 001
ADMINISTRATIVE AND FINANCE APPROVAL MATRIX		Issue Date:
Policy Title: PROCEDURE FOR BILLING OF EXPIRED/DECEASED PATIENTS		Section / Department BILLING -PHILHEALTH SECTION
		Page No. 1 of 2
Prepared By: Jonalyn B. Fernandez	Reviewed By: Martha J. Jose Head- Cash	Approved by : Darius J. Sebastian, MD, MPH,PHSAE Hospital Administrator Jefferson R. Pagsisihan, MD, MHM Hospital Director
Reviewed By: Frederick C. Dacanay OIC- Medical Records	Rizalina Lavarias, CPA Head – Accounting	
Karl Marx R. Dimayuga, RSW Chief, Medical Social Worker	Meda M. Calderon, RN, MAN Chief Nurse	

OBJECTIVE:

This policy aims for the accurate and complete billing of all expired/deceased patients, and to ensure no delay in their discharge.

COVERAGE:

This policy shall cover this section, the Nursing Division and the Medical Record Section.

RESPONSIBILITIES:



- I. It shall be the responsibility of the Nursing Staff at the Ward/ER/NICU to ensure that the charts/records are complete with all the necessary attachments before processing.
- II. It shall be the responsibility of this Section to immediately process all the charts, and records of the expired/deceased patients and compute all the charges forwarded by the Ward/ER/NICU.
- III. It shall be the responsibility of the staff of the Medical Record Section to accomplish the Death Certificate.

POLICY:

This policy shall enforce that all abide with the procedures incorporated t hereto, for swift and efficient processing of all charts/records of expired/deceased patients.

PROCEDURES:

- I. The Billing Section shall accept charts/records of the expired/ deceased patients from the clinical area (Ward/ER/NICU) only if complete with required attachments.

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- II. The same section shall compute the accumulated charges during confinement and issue the Order of Payment (OP). The same chart/record shall be returned to the concerned clinical area.

- III. The Cash Section shall issue an official receipt when payment is made, and the same shall serve as “clearance”.
- IV. The clearance should be presented to the Medical Record Section for issuance of Death Certificate.
- IV. All unclaimed bills for at least one (1) week will be referred to Social Service section for follow-up or home visit. If there's no payment, a promissory note should be accomplished after being charged to available funding source.