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Policy Title: FUNCTIONAL CHART		Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
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OSPITAL NG PARAÑAQUE MEDICAL SOCIAL WORK SECTION / MALASAKIT CENTER **FUNCTIONAL CHART**



- Executive Functions
- Planning/Organizing/Management
- Program Implementation
- Evaluation
- Supervision
- Operation Manager of Malasakit Center

ELIGIBILITY NAVIGATION

- Discharge Planning
- Eligibility Assessment
- POS Enrollment
- Trauma Care
- Resource Mobilization
- Utilization Review
- Donation Management and Donor Care

SOCIAL CASE MANAGEMENT

- Pre-admission Planning Psychosocial Assessment
 - Risk Assessment
 - o Developing Social Profile
 - Psycho-social Interventions
 - o Crisis intervention
 - o Ward Visitation

 - o Information and Referral Placement of Abandoned Patients
 - o Home Visitation and Home
 - Conduction o Grief Work and
 - Bereavement
 - o Referral of abandoned. Unclaimed and Unidentified Cadavers
 - o Strategies in Psychosocial
 - o Social Work Counseling
 - · Motivational Interviewing
 - Marital Conciliation

MANDATED SPECIALTY SERVICES

Advance Social Case

Management

- Psycho-social Casework
- Hospice and Palliative Care
- Multi-disciplinary Case Consultation
- Protective Service
- Social Work Counseling
 - o Financial Literacy
 - o Spiritual
- Mental Health and Psychosocial Support
- Relaxation Therapy
- Therapeutic Play / Play Intervention

MALASAKIT CENTER

- Provides Financial and
- Provide patient navigation to the health care provider network
- Provide information with regard to membership. coverage and benefit packages to the NHIP
- Document processes and utilize data from patient experience through standardized form to shape institutional changes in the

hospital

- Provide capacity building and performance evaluation to ensure good client interaction
- Provide critical information on healthy behaviors and conduct health promotion

SUPERVISION

- Leads the Unit or special unit assigned to them
- Provide administrative and clinical supervision
- Coaching / Mentoring
- Monitors implementation of programs under them, documentation and reporting
- Conducts case

PERFORMANCE MONITORING RESEARCH TECHNOLOGY DEVELOPMENT TRAINING

- Monitor accomplishment and deliverables thru the required reports
- Consolidate IPCR into OPCR
- Conduct Customer Satisfaction Survey
- **Document Best Practices**
- Policy Formulation
- Research Development
- Patient Document Analysis
- Innovative Appropriate Services
- Affiliation Program
- Orientation & Training on Medical Social Work