MEDICAL SOCIAL WORK SECTION

&

MALASAKIT CENTER





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OSPITAL NO	G PARAÑAQUE	
ANCILLARY DIVISION APPROVAL MATRIX Policy Title: TABLE OF CONTENTS		Page No. 2 of 3 Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
Karl Marx R. Dimayuga, RSW, CMSW Chief, Medical Social Worker	Redentor P. Alquiroz, MD, MHM Head, Medical & Ancillary Services	Jefferson R. Pagsisihan, MD, MHM Hospital Director
	Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	

I. ORGANIZATION AND PERSONNEL

a. Introduction

- i. Medical Social Work Section
- ii. Objectives
- iii. Vision
- iv. Mission
- v. Core Values
- vi. Malasakit Center
- vii. MC Objective

b. Staffing and Job Description

- i. Social Welfare Officer IV
- ii. Social Welfare Officer III
- iii. Social Welfare Officer II
- iv. Social Welfare Officer I
- v. Social Welfare Assistant
- c. Existing Staffing and Organizational Chart
- d. Proposed Organization Structure
- e. Functional Chart





Document Code: OSPAR-ADS-MSWS/MC-

OSPITAL NO	6 PARANAQUE	
ANCILLARY DIVISION APPROVAL MATRIX Policy Title: TABLE OF CONTENTS		Page No. 3 of 3 Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
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II. STANDARD SYSTEM AND PROCEDURES

- a. Policy on Social Case Management Process
- b. Policy on Availment of MSWS Services in the Emergency Room
- c. Policy on Availment of MSWS Services in the Out-Patient Department
- d. Policy on Availment of MSWS Services for In-Patients
- e. Policy on Pre-Admission Planning for Elective Cases
- f. Policy on Discharge Planning
- g. Policy on Release of Cadaver
- h. Policy on Over-Staying Patient
- i. Policy on Placement of Abandoned Babies
- j. Policy on Managing Inter-Agency Referral
- k. Policy on Handling Unidentified Patient
- I. Policy on Cash Donation
- m. Policy on Donation-In-Kind
- n. Policy on Availment of Medical /Financial Assistance in Malasakit Center
- o. Management of Senior Citizen/ Elderly Patients
- p. Policy upon Arriving and Departing MSWS / Malasakit Center Office

III. APPENDICES

IV. REFERENCES