
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADS-MSWS/MC-
ANCILLARY DIVISION APPROVAL MATRIX		Page No. 1 of 4
Policy Title: DISCHARGE PLANNING		Section / Department MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
Prepared By: Karl Marx R. Dimayuga, RSW, CMSW Chief, Medical Social Worker	Reviewed By: Gichelle Anne A. Del Valle Head, Billing Section Rizalina S. Lavarías, CPA Head, Finance Division Arnaldo S. Cortez, RN Supervising Administrative Office 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 serves as guide for Medical Social Workers to facilitate smooth discharge planning procedures.

COVERAGE:

This policy shall be applicable to patient from ER/Ward who has discharge order from the attending Physician.

RESPONSIBILITIES:



1. It shall be the responsibility of the Billing staff to provide periodic update of patient's bill to Medical Social Work Department.

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2. It shall be the responsibility of the Medical Social Worker to effectively and efficiently perform his/her tasks avowed in the below procedures.
3. It shall be the responsibility of the Head Medical Social Worker to check and monitor every activity concerning discharge planning and approve necessary program funds recommended for the patient being discharged.

PROCEDURE:

1. Billing staff provides periodic update of patient's bill.
2. Medical Social Worker then;
 - a. Orients the patient/ relative about their bill and coverage of Malasakit Center assistance
 - b. Motivates family to prepare counterpart/share.
 - c. If patient manifest difficulty in paying their part:

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- i. Recommends for additional discount and provision of funds from other programs to the Hospital Director/Hospital Administrator.
- ii. Hospital Director/Hospital Administrator approves recommendation on additional discounts and informs MSW of approved action.
- d. Identifies other problems that may delay patient's discharge.
- e. Identifies patients needing post hospital care.
- f. Prepares family for patient's eventual return to their home.
- g. Plans, develops and coordinates with community resources to ensure continuous care and outcome plans.
- h. Endorses to the billing section the patient's discount/ negotiated counterpart using the classification form.

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APPENDIX:

- (A) ER / OPD/ Ward Referral Form
- (C) Assessment Tool Form
- (F) Social Profile
- (H) Social Case Summary
- (G) Progress Notes
- (I) Closing Summary