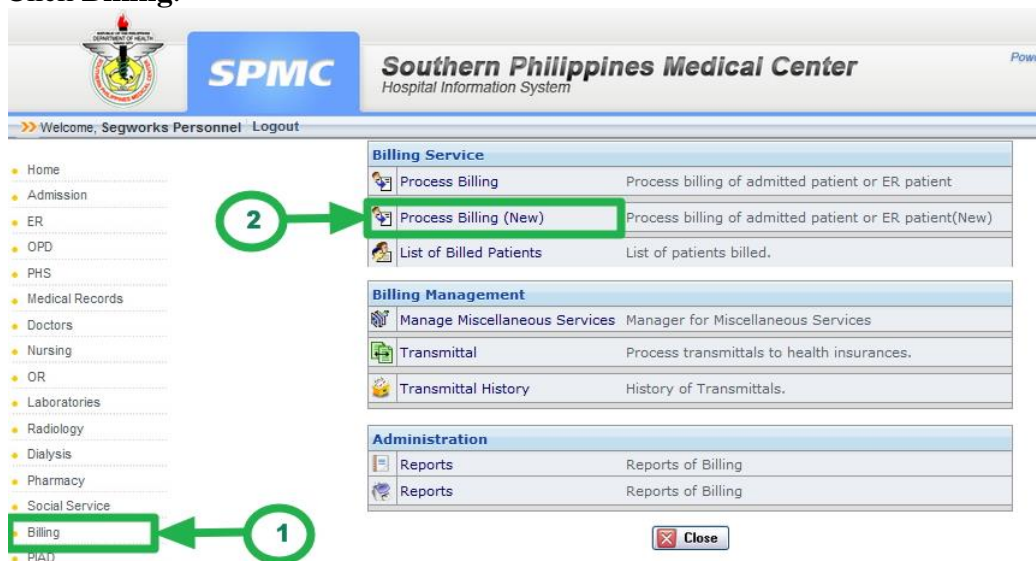


BILLING

This section describes the processes and transactions happening at the SPMC Outpatient Department. It is assumed that you have already logged-in to the system and is currently at the HOME Screen.

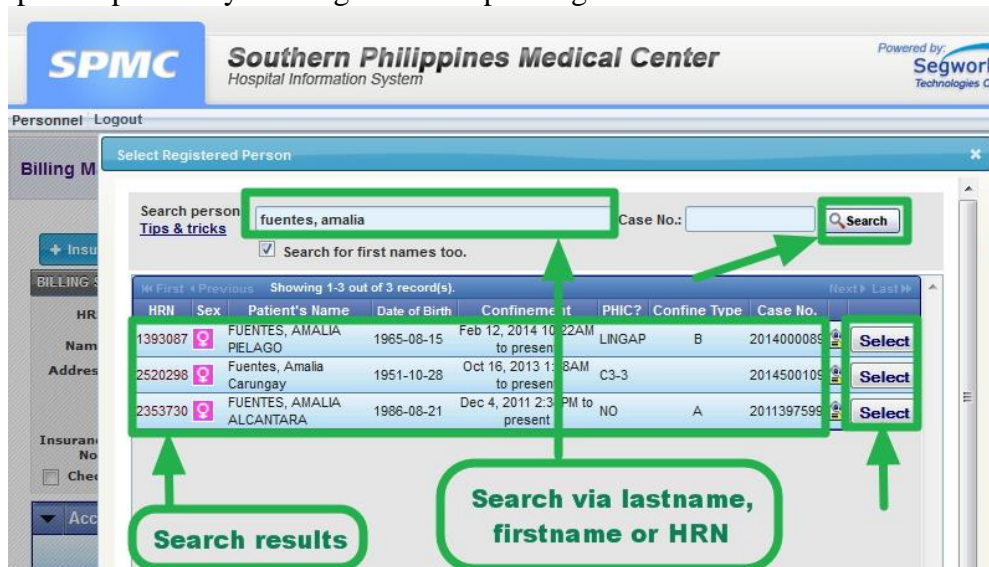
- Clerk Processes Billing and Prints SOA

1. Click **Billing**.



2. Click **Process Billing**.

3. Search Patient Information by typing in either *lastname*, *firstname*, or *HRN*, or type in the *case number* and click **Search** button. When the search results are displayed, select a specific patient by clicking the corresponding **Select** button.



4. Mark as Final Bill.

SPMC Southern Philippines Medical Center
Hospital Information System

Personnel Logout

Insurance Previous Package Diagnosis And Procedure Save Print Detailed? **Check if Final Bill.**

BILLING STATEMENT MEMBERSHIP CATEGORY: NONE ASSIGNED

HRN: 2520298 Case No: 2014500109 CLASSIFICATION: NO CLASSIFICATION
Name: Fuentes, Amalia Carungay Date: Mar 24, 2014 09:29A Confinement: - Select Confinement Type -
Address: San Antonio Agdao Beach, LEON GARCIA, SR., DAVAO CITY 8000 Case Date: Mar 21, 2014 03:16P Case Type: A
Insurance No.: None
☐ Check if Patient is already Dead

Accommodation	Additional Accommodation	No. of Days	Rate	Total
Sub-Total				0.00

X-Ray, Lab, & Others	Misc. Services and Supplies	Department - Area	Qty	Price	Total
X-Ray, Lab, & Others Sub-Total					0.00

5. Click Save.

SPMC Southern Philippines Medical Center
Hospital Information System

Personnel Logout

Billing Main :: Process Billing

Process Process(New) List Transmittal Reports Close

Insurance Previous Package Diagnosis And Procedure **Save** Print Detailed? ☒ Check if Final Bill.

BILLING STATEMENT [FINAL BILLING] MEMBERSHIP CATEGORY: NONE ASSIGNED

HRN: 2353730 Case No: 2011397599 CLASSIFICATION: NO CLASSIFICATION
Name: FUENTES, AMALIA ALCANTARA Date: Mar 24, 2014 09:36A Confinement: - Select Confinement Type -
Address: COUNTRY HOMES, CABANTIAN, DAVAO CITY 8000 Case Date: Dec 04, 2011 02:38PI Case Type: A
Insurance No.: None
☐ Check if Patient is already Dead

X-Ray, Lab, & Others	Misc. Services and Supplies	Department - Area	Qty	Price	Total
X-Ray, Lab, & Others Sub-Total					0.00

6. Click **Print**.

SPMC Southern Philippines Medical Center
Hospital Information System

Personnel Logout

[+ Insurance](#) [Previous Package](#) [Diagnosis And Procedure](#) [Save](#) [Print](#) [Detailed?](#) [Check if Final Bill](#)

BILLING STATEMENT [FINAL BILLING] MEMBERSHIP CATEGORY: NONE ASSIGNED

HRN: 2520298 Case No: 2014500109 CLASSIFICATION: NO CLASSIFICATION
Name: Fuentes, Amalia Carungay Date: Mar 24, 2014 09:29A Confinement: - Select Confinement Type -
Address: San Antonio Agdao Beach, LEON GARCIA, SR., DAVAO CITY 8000 Case Date: Mar 21, 2014 03:16P Case Type: A
Insurance No.: None
☐ Check if Patient is already Dead

Accommodation	Additional Accommodation	No. of Days	Rate	Total
Sub-Total				0.00

X-Ray, Lab, & Others	Misc. Services and Supplies	Department - Area	Qty	Price	Total
X-Ray, Lab, & Others Sub-Total					0.00

7. Document for printing is shown and then click Print icon to print SOA.

Page: 1 of 1 80%

**Republic of the Philippines
DEPARTMENT OF HEALTH
SOUTHERN PHILIPPINES MEDICAL CENTER
J.P. Laurel Bujada, Davao City**

STATEMENT OF ACCOUNT - NO ACCOMMODATION

Case # : 2011397599 Bill Ref # : 2014000362
HRN : 2353730 Date : Mar 25, 2014
Name : FUENTES, AMALIA ALCANTARA Dept. : Family Medicine
Address : COUNTRY HOMES, CABANTIAN Admitted : Dec 04, 2011 02:38 PM
Room # : None (No Accommodation) - HOUSE CASE No PHIC :
Mar 24, 2014 09:36 AM

Particulars	Actual Charges	Discount	Insurance/PHIC	Excess
X-Ray, Lab, & Others	0.00			
Drugs & Medicines	0.00			
Operating/Delivery Room	0.00			

- Clerk Views List of Billed Patients

1. Click **Billing**.

SPMC Southern Philippines Medical Center
Hospital Information System

Welcome, Segworks Personnel Logout

Billing Section

- Home
- Admission
- ER
- OPD
- PHS
- Medical Records
- Doctors
- Nursing
- OR
- Laboratories
- Radiology
- Dialysis
- Pharmacy
- Social Service
- Billing**
- PIAD

Billing Service

- Process Billing Process billing of admitted patient or ER patient
- Process Billing (New) Process billing of admitted patient or ER patient(New)
- List of Billed Patients** List of patients billed.

Billing Management

- Manage Miscellaneous Services Manager for Miscellaneous Services
- Transmittal Process transmittals to health insurances.
- Transmittal History History of Transmittals.

Administration

- Reports Reports of Billing

2. Click **List of Billed Patients**.

3. Choose Parameter(HRN,Date Billed,CaseNo.,etc) to search for specific patient data.

SPMC Southern Philippines Medical Center
Hospital Information System

Powered by Segworks Technologies Corporation

Personnel Logout

Billing Main::List of Billed Patients

Process Process(New) List Transmittal Reports

Search options

☐ Patient/Case No./Bill No./HRN

☒ Bill date

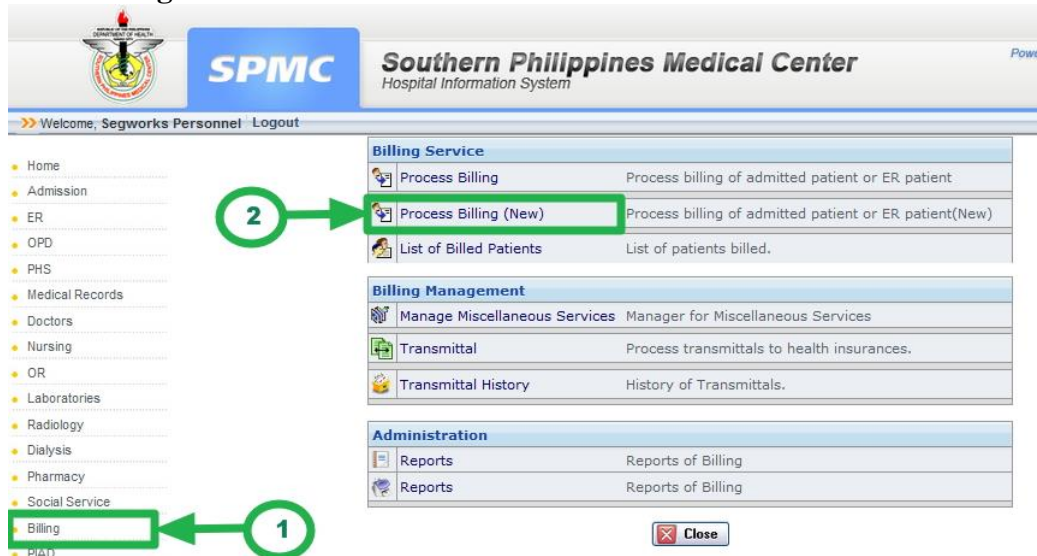
Search

Search result: Today's Billings

Bill No.	Bill Date/Time	Patient	Case No.	Billed Amount	Details
2014000560	2014-03-24 09:12 AM	FUENTES, AMY ZALZOS	2010562612	0.00	
2014000561	2014-03-24 09:29 AM	Fuentes, Amalia Carungay	2014500109	0.00	
2014000562	2014-03-24 09:36 AM	FUENTES, AMALIA ALCANTARA	2011397599	80.00	

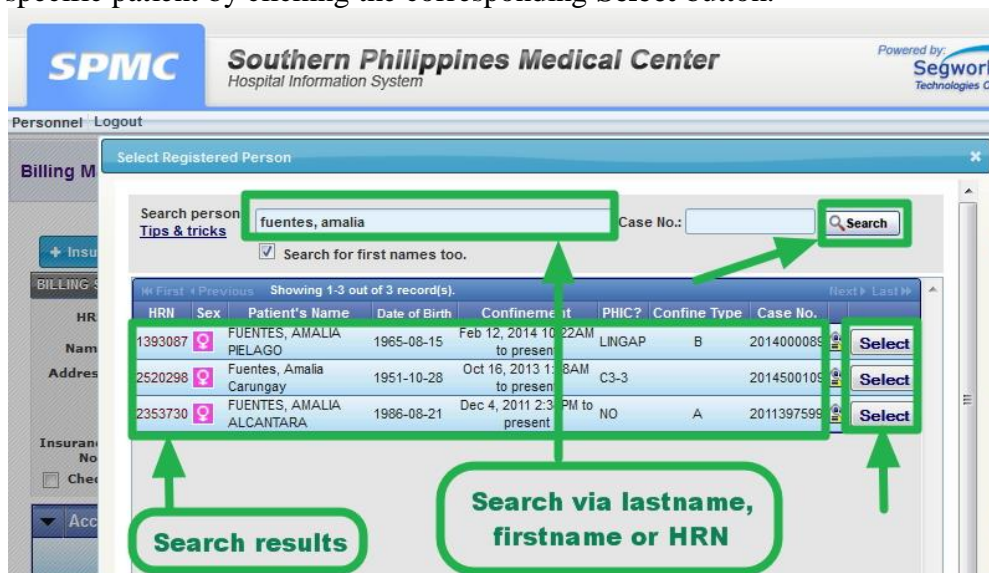
- Clerk Applies Health Insurance

1. Click **Billing**.



2. Click **Process Billing**.

3. Search Patient Information by typing in either *lastname*, *firstname*, or *HRN*, or type in the *case number* and click **Search** button. When the search results are displayed, select a specific patient by clicking the corresponding **Select** button.



4. Click **Insurance**.

SPMC Southern Philippines Medical Center
Hospital Information System
Powered by: Segworks Technologies Corporation

Personnel Logout

Billing Main :: Process Billing

Process Process(New) List Transmittal Reports Close

Insurance Previous Package Diagnosis And Procedure Save Print Detailed? Check if Final Bill.

BILLING STATEMENT Remaining Days : 45 Number of Days Covered : 1 MEMBERSHIP CATEGORY: EMPLOYED-GOV'T

Case No: 2014000171
Date: Mar 25, 2014 10:38A
Case Date: Mar 24, 2014 12:46P
CLASSIFICATION: NO CLASSIFICATION
Confinement: - Select Confinement Type -
Case Type: A

Insurance No.: 1-2345678900-11
Check if Patient is already Dead

Accommodation	Additional Accommodation	No. of Days	Rate	Total
				Sub-Total 900.00

5. Select if it is *Private Insurance*, *Health Fund*, or *Self-Pay*. Then click **Add Items** button.

Insurance

Billing Type: ☐ Private Insurance ☒ Health Fund ☐ Self pay **Add items**

Registered Insurances:

Insurance Company	Insurance No.	Principal Holder
> PhilHealth	1-2345678900-11	YES

Insurances to be used:

Insurance Company	Insurance No.	Principal Holder
✗ PhilHealth	1-2345678900-11	YES

Save

6. Type the Insurance No. of an appropriate insurance provider. **Check the box** if patient is a member under **Patient is a Member?** Column, then click **Details** button.

Add insurance from Admission Insurance tray

Search Insurance Search

Showing 1-10 out of 12 record(s).

Insurance Provider	Insurance No	Patient Is Member?	Details
Ayala Life Assurance Ayala Life Assurance, Inc.		<input type="checkbox"/>	Details
Great Pacific Life Great Pacific Life Assurance Corporation		<input type="checkbox"/>	Details
H.I Health Insurance		<input type="checkbox"/>	Details
Manulife Philippines Manufacturers Life Insurance Co. (Phils.), Inc.		<input checked="" type="checkbox"/>	Details
MCARE Maxi-Care		<input type="checkbox"/>	Details
Philam Insurance Philam Group of Companies		<input type="checkbox"/>	Details
PhilHealth Philippine Health Insurance Corporation	1-2345678900-11	<input checked="" type="checkbox"/>	Details

7. Be sure that all these fields are filled up especially if the patient is not the member of the Insurance provider but only a beneficiary. Then click **Add Insurance** button.

Add insurance from Admission Insurance tray

Membership Details

Insurance No: 1-2345678900-11

Last Name: Fuentes

First Name: Amalia

Middle Name: Carungay

Birthdate: 10-28-1951

Membership Type: EMPLOYED-GOV'T

8. The insurance details are now included in the patient's billing record. You can add more insurance by clicking the **Add Items** button and follow the same process. Click the **Save** button to apply the insurance to the patient's record.

Insurance

Billing Type: ☐ Private Insurance ☒ Health Fund ☐ Self pay

Registered Insurances:

Insurance Company	Insurance No.	Principal Holder
> PhilHealth	1-2345678900-11	YES

Insurances to be used:

Insurance Company	Insurance No.	Principal Holder
✗ PhilHealth	1-2345678900-11	YES

9. Insurance successfully applied.

BILLING STATEMENT Remaining Days : 45 Number of Days Covered : 1 MEMBERSHIP CATEGORY: EMPLOYED-GOV'T

HRN: 2520298 Case No: 2014000171 CLASSIFICATION: NO CLASSIFICATION

Name: Fuentes, Amalia Carungay Date: Mar 25, 2014 10:38A Confinement: - Select Confinement Type -

Address: San Antonio Agdao Beach, LEON GARCIA, SR., DAVAO CITY 8000 Case Date: Mar 24, 2014 12:46P Case Type: A

Insurance No.: 1-2345678900-11

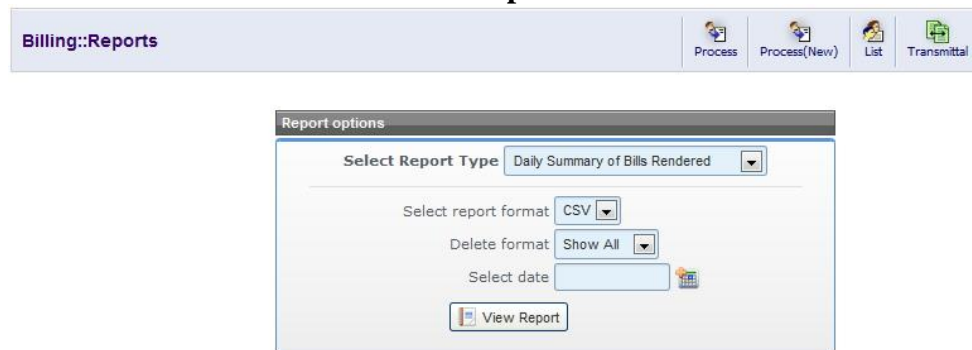
No. of Days Rate Total

- Clerk Generates Billing Reports

1. Click **Billing**.



2. Click **Reports**.
3. Choose Parameters then click **View Report** button.



4. System displays report.