

SOCIAL SERVICE USER MANUAL

TABLE OF CONTENTS

DESCRIPTION	PAGE
SOCIAL SERVICE CLASSIFICATION	
CLASSIFY PATIENT	2
LIST OF CLASSIFIED PATIENT	15
SOCIAL SERVICE MANAGEMENT	
SOCIAL SERVICES	16
SOCIAL SERVICES MODIFIERS	18
SOCIAL SERVICE REPORTS	20
SOCIAL SERVICE REPORT LAUNCHER	22

SOCIAL SERVICE CLASSIFICATION

CLASSIFY PATIENT

1. Under **Social Service**, click '**Classify Patient**' to classify the patient.

The screenshot shows the 'Social Service' menu on the left, with 'Social Service' highlighted by a red box and a green arrow labeled '1'. The main content area shows the 'Social Service Classification' section, where 'Classify Patient' is highlighted by a red box and a green arrow labeled '1'. Below it, the 'Social Service Management' section lists various options like 'Social Services', 'Social Services' Modifiers', 'Social Service Reports', 'Social Service Report Launcher', and 'Users Manual'. A 'Close' button is visible at the bottom right.

2. Enter **case number**, **family name**, or **date of birth** and click '**Search**' button to search.

3. Click icon to view the classification details.

The screenshot shows the 'Social Service :: Search' page. A search box is present with a 'Search' button highlighted by a red box and a green arrow labeled '2'. Below the search box, a message states: 'The search found 61 relevant data. Showing 1 to 10.' Below this, a table of search results is displayed. The table has columns: HRN, Case No., MSS No., Sex, Age, Family Name, Given Name, Middle Name, Date Admitted, Date Discharged, Department, and Options. The first row is highlighted, and a red box with a green arrow labeled '3' points to the 'Options' column, which contains a document icon.

HRN	Case No.	MSS No.	Sex	Age	Family Name	Given Name	Middle Name	Date Admitted	Date Discharged	Department	Options
3160321	2018069134 IPD	2019000138	♂	5 months 2 days	DIAMLA	MOHAMAR	GAMAMA	12/01/2018 3:32 PM	Still IN	PED1 : Rm.#303	
3154533	2018065803 IPD	2018061610	♀	5 months 2 days	CHI	RAIGHNE		11/16/2018 02:33 AM	11/16/2018	PED1 : Rm.#303	
3150487	201850433289 OPD	No MSS	♀	5 months 2 days	SUAREZ	TRIXIE BLESS	QUISADO	11/13/2018 10:47 AM	Still IN	Pedia	
3149918	2018062761 IPD	No MSS	♀	5 months 2 days	SIMBAJON	MHADISON	DIAZ	11/01/2018 7:17 PM	11/03/2018	ERPed : Rm.#2	
3144159	201850448871 OPD	No MSS	♂	5 months 2 days	MACAS	SEAN SKYLER	TAN	11/22/2018 1:57 PM	Still IN	Derma	
3143048	201850428817 OPD	2018056858	♂	5 months 2 days	LEBANTE	VOJIE	RAMOSO	11/09/2018 12:30 PM	Still IN	Pedia	
3142942	2018914500 IPD	No MSS	♂	5 months 2 days	Rayon	Josh Kyle		N/A	10/15/2018	N/A	

4. Click **'Profile Intake'** button to view the MSWD Assessment Tool.

Social Service :: Classification Details

4

Patient Information

Health Record Number: 3161560

MSS Number: 2019000127

Case Number: 2019000284

Title:

Family Name: u

Given Name: u

Gender: FEMALE

Date of Birth: 03/03/1992

Place of Birth: NOT INDICATED

Age: 27 years

Civil Status: NOT INDICATED

Religion: NOT INDICATED

Occupation: NOT INDICATED

Address: DAVAO CITY

Father's Name:

Mother's Name: NOT INDICATED (First Name, Maiden Name, Middle Name, Last Name)

Admitting Diagnosis: d

Picture Preview

Patient profile

Apply Consultation Fee Discount

Profile Intake

Progress Notes

Date	Case #	Encoder	Classification	Details
03/08/2019	2019000284	Segworks Personnel	C3	

Classification type: Show Bill With Discount Show billing Classify patient CF1 | PMRF List of current requests Omit Fixed Discount Apply Billing Discount

5. MSWD Assessment Tool: Demographic and Medical Data, Assessment and Case Management Services

- a. Select **Demographic and Medical Data** tab. Fill up necessary and required fields (*) and select classification from the dropdown-menu option. Then, click **'Save'** button to save the Patient Profile Intake information.

Social Service :: Classification Details

Patient Intake

Demographic and Medical Data Assessment Case Management Services

DEMOGRAPHIC DATA

HRN: 3161560 Case Number: 2019000284

Patient Name: U, U

Address: DAVAO CITY

Gender: FEMALE Age: 27 years old

Date of Birth: March 03, 1992

Patient Type: INPATIENT (ER)

Admission Date: March 06, 2019 06:09 PM

Patient Category: Old Patient

Admitting Diagnosis: d

Location: CP Ward 2 (Service Ward)

MSS NO: 2019000127

MSWD Category: New

PERSONAL DETAILS

All fields with * are required.

Date of Interview: 03/08/2019 [mm/dd/yyyy]

Civil Status: -Select Civil Status-

Religion: Catholic

Temporary Address *: DAVAO CITY

Companion Upon Admission:

Educational Attainment: None

Informant *: x

Contact Number:

Occupation: None

Relation to Patient *: x

5

Classification type: Show Bill With Discount Show billing Classify patient CF1 | PMRF List of current requests Omit Fixed Discount Apply Billing Discount

Patient Intake

Clothing		Insurance Plan	
Transportation		Others	
Total Monthly Expenditure	0.00		
Remarks *	x		

PHILHEALTH and CLASSIFICATION

Classification *	C3	PhilHealth Member?	Yes
Other Sectoral	-Select Sub Classification-	Category	EMPLOYED-PRIVATE
Modifier	Personal Circumstances	Additional Support	-Select Additional Support-
Sub Modifier	1.1	Point of Care	No

MEDICAL DATA

Final Diagnosis	
Duration of Problems / Symptoms	
Previous Treatment / Duration	
Present Treatment Plan	

REFERRAL

Source of Referral/Agency	-Not Indicated-
Name of Referral	
Address	
Contact Number	
Remarks	
Social Worker	Segworks Personnel

- b. Select **Assessment** tab and select column under Social Interaction, Severity Index, Duration Index and Coping Index from the dropdown-menu option. Then, click '**Save Assessment Data**' button to save the Patient Profile Intake information.

Patient Intake

MSWD ASSESSMENT TOOL

Demographic and Medical Data **Assessment** Case Management Services

SOCIAL FUNCTIONING

Social Roles	Social Interaction	Severity Index	Duration Index	Coping Index
1. FAMILIAL ROLES				
PARENT	Victimization	High	One To Six Months	Somewhat Inadequate
SPOUSE	Isolation	Moderate	Six Months To One Year	Outstanding
CHILD	Victimization	Very High	Two Weeks To One Month	Adequate
SIBLING	Ambivalence	Low	One To Five Years	Outstanding
OTHER FAMILY MEMBER	Not Indicated	Not Indicated	Not Indicated	Not Indicated
SIGNIFICANT OTHERS	Not Indicated	Not Indicated	Not Indicated	Not Indicated
2. OTHER INTERPERSONAL ROLES				
LOVER	Dependency	High	One To Six Months	Outstanding
FRIEND	Isolation	High	One To Six Months	Above Average

- c. Select **Case Management Services** tab. Put or mark check to select. Then, click '**Save Case Management Services**' button to save the Patient Profile Intake information.

Patient Intake

MSWD ASSESSMENT TOOL

Demographic and Medical Data Assessment **Case Management Services**

PLANNING SCREENING & ELIGIBILITY STUDY

☐ Closed Cases ☐ Pre-Admission Planning

☐ Information Services ☐ Re-Admission

☐ Socio-Eco Eligibility

Concrete & Referral Services

PROVISION OF DISCOUNT

☐ Medicines ☐ Diagnostic Examination

☐ Hospital Bill

OUTGOING REFERRAL

☐ Med. Assistance - PDAP/LINGAP /PCSO/DSWD/HELP Net ☐ Disc. On Procedures

☐ Transportation Assistance ☐ Food/Material Assistance

☐ Temporary Shelter ☐ Institutional Placement

☐ Funeral Assistance

IN-COMING REFERRAL

☐ Ward Referral ☐ Networking

- d. Under Demographic tab and Assessment tab, click **'Print'** button to view the printable PDF of **Social Service MSWD Form**.

REFERRAL

Source of Referral/Agency	-Not Indicated-
Name of Referral	
Address	
Contact Number	
Remarks	
Social Worker	Segworks Personnel

No Reason	sample
Assessment Findings / Social Diagnosis	sample
Recommended Interventions	sample
Action Taken	sample
Remarks	sample

Sample PDF of Social Service MSWD Form

MSWD FORM NO. 3 ASSESSMENT TOOL

Republic of the Philippines
Department of Health
SOUTHERN PHILIPPINES MEDICAL CENTER
MEDICAL SOCIAL WORK SECTION

DATE OF INTERVIEW: 03/08/2019 | DATE OF ADMISSION/CONSULTATION: March 6, 2019 | WARD: CP Ward 2 (Service Ward) | HOSPITAL REGISTRY NO: 3161660 | MSS NO: 2019000127

I. DEMOGRAPHIC DATA:

PATIENT'S NAME: SURNAME: u | FIRST: u | MIDDLE: | AGE: 27 years | GENDER: F | CIVIL STATUS: X

Permanent ADDRESS: DAVAO CITY | Temporary ADDRESS: DAVAO CITY | RELIGION: Catholic | DATE OF BIRTH: March 3, 1992 | PLACE OF BIRTH: |

EDUC. ATTAINMENT: None | EMPLOYER: | MONTHLY INCOME: Php 0.00 |

OCCUPATION: None | ADDRESS: | PER CAPITA INCOME: Php 0.00 |

PHILHEALTH

GOV'T	PRI	IPM	NON PAY	OFW	OTHERS
	X				

MSS CLASSIFICATION

MEMBER	A	C1	C3	X
DEPENDENT	B	C2	D	

OTHER SECTORIAL MEMBERSHIP

SEN. CITIZEN	BROY OFFICIAL	BHW	PWD	INDIGENOUS	INSTITUTIONALIZED	VAWC	OTHERS

FAMILY COMPOSITION

NAME	AGE	STATUS	RELATION TO PATIENT	EDUC ATTAINMENT	OCCUPATION	MONTHLY INCOME
1	27		(PATIENT)	None	None	0.00
2						
3						
4						
5						
6						
7						
8						
9						

- Click **'Show Bill With Discount'** button to view the Billing and Financial Assistance. (See the sample below)

Classification type **Show Bill With Discount** **Show billing** Classify patient CF1 | PMRF

Class	Date	Personnel	Mod
C3	03-08-2019 06:48pm	Personnel, Segworks	
C3	03-08-2019 06:16pm	Personnel, Segworks	

Sample Output of Show Bill With Discount

Patient Information	
Patient's Name:	U, U
HRN	3161560
Case No:	2019000284
Total Gross Amount:	47,070.00
Total Insurance Coverage:	7,800.00
Total Discount:	0.00
Total Deposit:	0.00
Total Net Amount:	39,270.00
Less Collection Grants:	(27,962.00)
Running Balance:	11,308.00
Collection Grants	
Financial Assistance from:	Amount
SS	16,962.00
SS	-18,258.00
DEPENDENT	0.00
PCSO	6,000.00
NEDA	5,000.00

- Click **'Show billing'** button for printable PDF of Detailed Statement of Account.

Classification type **Show Bill With Discount** **Show billing** Classify patient CF1 | PMRF

Class	Date	Personnel	Mod
C3	03-08-2019 06:48pm	Personnel, Segworks	
C3	03-08-2019 06:16pm	Personnel, Segworks	

Sample PDF Output Detailed Statement of Account

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

DETAILED STATEMENT OF ACCOUNT - Service Ward

Case # : 2019000284	Bill Ref. # : 2019000318
HRN : 3161560	Date : Mar 08, 2019
Name : U. U	Dept : Dental
Address : NOT PROVIDED	Admitted : Mar 06, 2019 06:09 pm
Room # : DAVAO CITY 8000, DAVAO DEL SUR	PHIC
First Case Rate : P50.0	
Final Diagnosis : X	

Particulars	Actual Charges	Discount	Insurance/PHIC		Excess
			1st Caserate	2nd Caserate	
Accommodation					
Charity (CP Ward 2 (Service Ward))					
2 days (03/06/2019 to 03/08/2019) @ 500.00	1,000.00	0.00	1,000.00	0.00	0.00
Sub-Total(Accommodation)	1,000.00	0.00	1,000.00	0.00	0.00
X-Ray, Lab, & Others					
Laboratories					
Laboratories	0.00	0.00	0.00	0.00	0.00
Radiology					
Radiologies	0.00	0.00	0.00	0.00	0.00
Supplies					
Regular Supplies					
Regular Supplies	0.00	0.00	0.00	0.00	0.00
Consigned Supplies					
Consigned Supplies	0.00	0.00	0.00	0.00	0.00
Others					
Others	0.00	0.00	0.00	0.00	0.00
Sub-Total(X-Ray, Lab, & Others)	0.00	0.00	0.00	0.00	0.00
Ventilator Use					

8. Click **'Classify patient'** button to view the form of Social Service Classification.

Classification type Show Bill With Discount Show billing **Classify patient** CF1 | PMRF

First < Prev Showing 1-2 of 2 item(s) Next > Last Refresh ↻

Class	Date	Personnel	Mod
C3	03-08-2019 06:48pm	Personnel, Segworks	
C3	03-08-2019 06:16pm	Personnel, Segworks	

a. Click **'Submit'** button to submit the selected social service classification or click **'Cancel'** button to close the window.

Select social service classification...

*** Code:** B (Semi- Private) ▼

Re: Personal Circumstances 1.1 ▼

Re: Community Situations 2.2 ▼

Re: Nature of Illness/Disease -Select Nature of Illness- ▼

Submit Cancel

9. Click **'CF1 | PMRF'** button to view the **Insurance Membership** form. Fill up the required fields (*). Then, click **'Save'** button to save the form.

Insurance Membership

Member Information

☐ Is Patient a Member?

PIN

Relation

- Select Relation -

Last Name *

First Name *

Middle Name

Name Extension

Sex *

Male

Civil Status *

Single

Nationality

Filipino

Birth Date *

Birth Date

Birth Place

Birth Place

Floor

Floor

Building Name

Building Name

Lot No

Lot No

Street

Street

Sub-division

Sub-division

Barangay

NOT PROVIDED

Municipality

DAVAO CITY

Province

DAVAO DEL SUR

Country

Philippines

Zip Code

8000

Tel #

Tel #

Mobile # *

Mobile #

E-mail

E-mail

Save

10. Click **'Apply Billing Discount'** button to enter the desired amount to be paid in the cashier.

List of current requests

Omit Fixed Discount

Apply Billing Discount

First Prev Next Last Refresh

Batch No	Request Date	Dept	Total	Discount
No items found for this list...				

- a. enter the amount to be paid.

Enter the amount to be paid in the Cashier:

OK Cancel

11. Click **'Omit Fixed Discount'** button to delete the previous amount set in **Apply Billing Discount**.

List of current requests

Omit Fixed Discount

Apply Billing Discount

First Prev Next Last Refresh

Batch No	Request Date	Dept	Total	Discount
No items found for this list...				

12. Click **'Apply Consultation Fee Discount'** button to enter discount for consultation fee.

Social Service :: Classification Details




Classify List Reports Close

Patient Information

Health Record Number	3161560
MSS Number	2019000127
Case Number	2019000284
Title	
Family Name	u
Given Name	u
Gender	FEMALE
Date of Birth	03/03/1992
Place of Birth	NOT INDICATED

Picture Preview

Patient profile **Apply Consultation Fee Discount** Profile Intake Progress Notes

First	Prev	Showing 1-1 of 1 item(s)	Next	Last	Refresh
Date	Case #	Encoder	Classification	Details	
03/08/2019	2019000284	Segworks Personnel	C3		  

a. Click **'Yes'** to apply Full Discount to consultation.

Consultation

Apply Full Discount?

YES NO

b. If **No**, enter the amount to be paid. Click **OK** if done.

Enter the amount to be paid in the Cashier:

OK Cancel

13. Click  icon to view,  icon to delete,  icon to view the print profile assessment.



Patient profile **Apply Consultation Fee Discount** Profile Intake Progress Notes

First	Prev	Showing 1-1 of 1 item(s)	Next	Last	Refresh
Date	Case #	Encoder	Classification	Details	
03/08/2019	2019000284	Segworks Personnel	C3		  

14. Click **'Progress Notes'** button to view the progress notes form.

Patient profile Apply Consultation Fee Discount Profile Intake **Progress Notes**

First Prev Showing 1-1 of 1 item(s) Next Last Refresh

Date	Case #	Encoder	Classification	Details
03/08/2019	2019000284	Segworks Personnel	C3	  

a. How to Add Progress Note

- Fill up the required fields (*). Then, click **'Submit'** button to save information in the Progress Notes form.

Progress Notes Form

Datetime: April 03, 2019 03:09 pm [mm/dd/yyyy hh:mm]

Ward: CP Ward 2 (Service Ward)

Diagnosis: d

Referral * ☐ External ☐ Internal

Informant *


Relation to Patient *

Purpose *

Action Taken *

Recommendation *

Medical Social Worker Segworks Personnel

 Audit Trail **Submit** Print View Progress Notes

b. View the Progress Notes History

- Click **'View Progress Notes'** button to view the Progress Notes History.

Progress Notes

Datetime: April 03, 2019 03:27 pm [mm/dd/yyyy hh:mm]

Ward: CP Ward 2 (Service Ward)

Diagnosis: d

Referral * ☐ External ☐ Internal

Informant *


Relation to Patient *

Purpose *

Action Taken *

Recommendation *

Medical Social Worker Segworks Personnel

 Audit Trail Submit Print **View Progress Notes**

- **Progress Notes History frame**

Progress Notes History											
Date/Time	Ward	Diagnosis	Referral	Informant	Relationship	Purpose	Action	Recommendation	Social Worker	UPDATE	DI
2019-04-03 03:25:00	CP Ward 2 (Service Ward)	d	internal	test	mom	test	examine	care	Segworks Personnel		
2019-03-27 05:34:00	CP Ward 2 (Service Ward)	d	external	wewe	wew	wewew	wewewewew	wewew	Segworks Personnel		

c. **View printable PDF of Progress Notes**

- Click 'Print' button to view the printable PDF of Progress Notes.

Informant *

Relation to Patient *

Purpose *

Action Taken *

Recommendation *

Medical Social Worker

Segworks Personnel

Audit Trail

Submit

Print

View Progress Notes

Sample PDF Output of Progress Notes

Republic of the Philippines
DEPARTMENT OF HEALTH
SOUTHERN PHILIPPINES MEDICAL CENTER
Medical Social Work Section

PROGRESS NOTES
Period: March 01, 2019 to April 03, 2019

Name: u, u Age: 27 years Sex: Female HRN: 3161560 Address: NOT PROVIDED, DAVAO CITY 8000 DAVAO DEL SUR

DATE/Time	Referral	Informant	Relationship To Patient	Purpose	Action Taken	Recommendation	Medical Social Worker	
2019-04-03 03:25:00	Ext	Int	test	mom	test	examine	care	Segworks Personnel
2019-03-27 05:34:00	/	wewe	wew	wewew	wewewewew	wewew	wewew	Segworks Personnel

d. **How to delete and view the deleted Progress Note**

- To delete the progress note click '**View Progress Notes**' button to view the Progress Notes History. Then, click  icon to delete the progress notes.



Purpose *

Action Taken *

Recommendation *

Medical Social Worker Segworks Personnel


Audit Trail Submit Print View Progress Notes

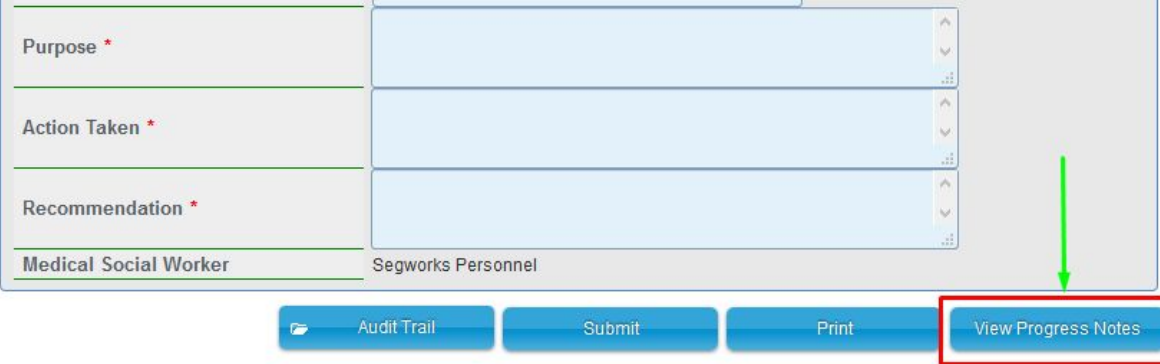
Progress Notes History								
Referral	Informant	Relationship	Purpose	Action	Recommendation	Social Worker	UPDATE	DELETE
internal	test	mom	test	examine	care	Segworks Personnel		
external	wewe	wew	wewew	wewewewew	wewew	Segworks Personnel		

- Click '**Audit Trail**' button to view the deleted progress note.

Notes Trail	
Created by Segworks Personnel	2019-03-27 5:34 pm
Updated by Segworks Personnel	2019-03-27 5:36 pm
Deleted by Segworks Personnel	2019-03-27 5:36 pm
Notes Trail	
Created by Segworks Personnel	2019-04-03 3:27 pm
Deleted by Segworks Personnel	2019-04-03 10:52 am

e. **How to Update and view the Updated Progress Note**

- To update the progress note click '**View Progress Notes**' button to view the Progress Notes History. Then, click  icon to update the progress notes.



Purpose *

Action Taken *

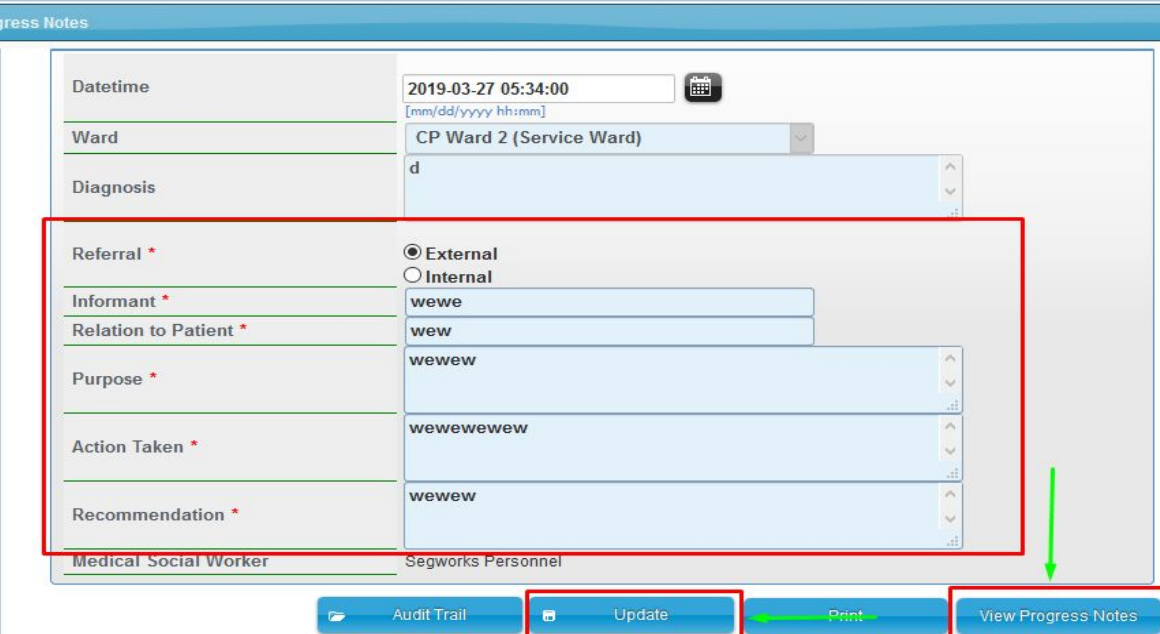
Recommendation *

Medical Social Worker Segworks Personnel

Audit Trail Submit Print View Progress Notes

Progress Notes History								
Referral	Informant	Relationship	Purpose	Action	Recommendation	Social Worker	UPDATE	DELETE
external	wewe	wew	wewew	wewewewew	wewew	Segworks Personnel		

- After clicking the update icon, Progress Notes History window will be closed to display Progress Notes fields. Click '**Update**' button to save changes. Then, click the '**View Progress Notes**' to view the updated information.



Datetime 2019-03-27 05:34:00

Ward CP Ward 2 (Service Ward)

Diagnosis d

Referral * ☒ External ☐ Internal

Informant * wewe

Relation to Patient * wew

Purpose * wewew

Action Taken * wewewewew

Recommendation * wewew


Medical Social Worker Segworks Personnel

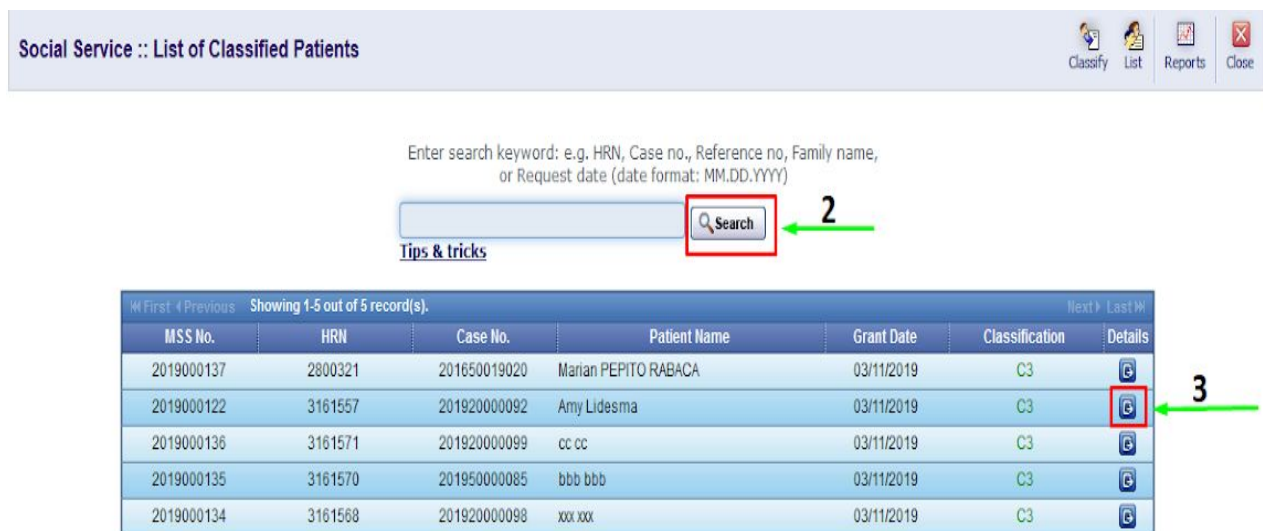
Audit Trail Update Print View Progress Notes

LIST OF CLASSIFIED PATIENT

1. Under **Social Service Classification**, click '**List of Classified Patients**' button to view and update the Social Service Classification status.



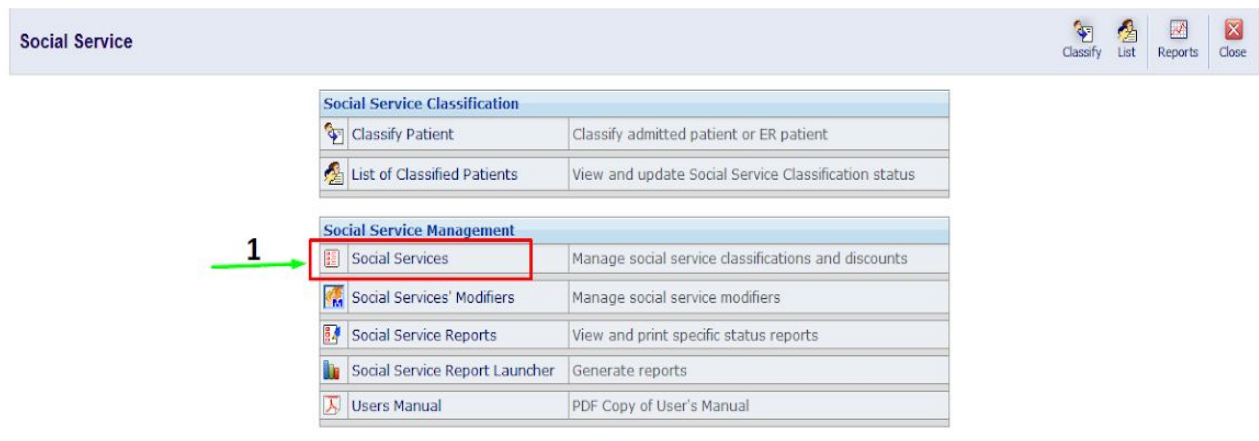
2. Enter HRN, family name, request date (date format: MM.DD.YYYY) before click '**Search**' button to search patient.
3. Click  icon to view the **Classification Details**.



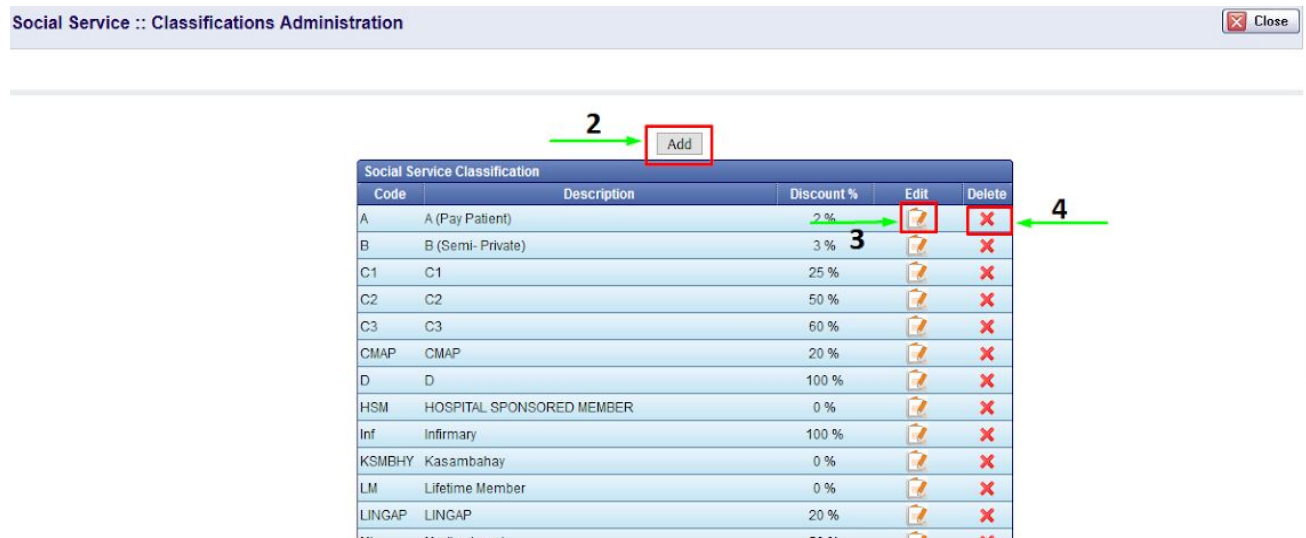
SOCIAL SERVICE MANAGEMENT

SOCIAL SERVICES

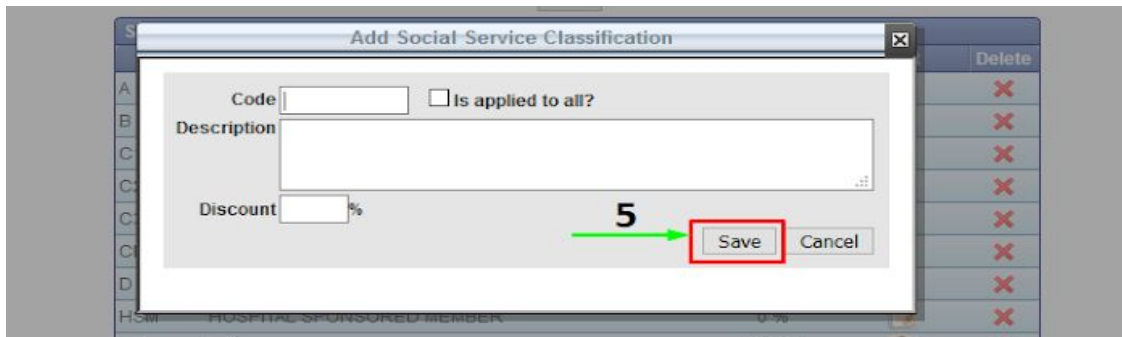
1. Under **Social Service Management**, click '**Social Service**' button to manage social services classifications and discounts.



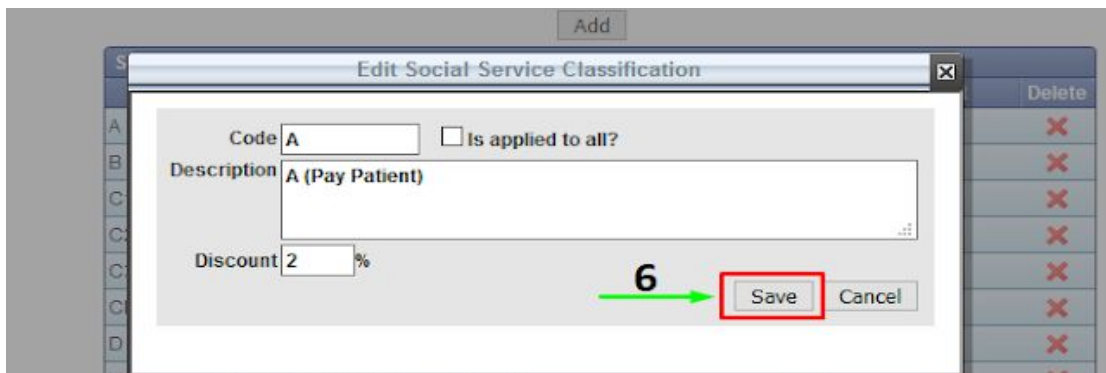
2. Click '**Add**' button to view the form for adding a new Social **Service Classification**. (See the sample on No. 5)
3. Click icon to edit and update the **Social Service Classification**. (See the sample on No. 6)
4. Click icon to delete the selected **Social Service Classification**.



- Under **Add** button, click **'Save'** button to add the new **Social Service Classification** or click **'Cancel'** button to close the window.



- Under **Edit** icon, click **'Save'** button to save the updated Social Service Classification or click **'Cancel'** button to close the window.



- Click **'Close'** button to close the Social Service Classification frame.



Add

Social Service Classification				
Code	Description	Discount %	Edit	Delete
A	A (Pay Patient)	2 %		
B	B (Semi- Private)	3 %		
C1	C1	25 %		
C2	C2	50 %		
C3	C3	60 %		
CMAP	CMAP	20 %		
D	D	100 %		
HSM	HOSPITAL SPONSORED MEMBER	0 %		
Inf	Infirmary	100 %		
KSMBHY	Kasambahay	0 %		
LM	Lifetime Member	0 %		
LINGAP	LINGAP	20 %		
ML	Medico Legal	50 %		
NBB	No Balance Billing	0 %		
PHS	Personnel Health Service	100 %		
PHIC	PHIC	0 %		

SOCIAL SERVICES MODIFIERS

- Under **Social Service Management**, click 'Social Service Modifiers' to manage the social service modifiers.



Social Service

Classify List


Social Service Classification	
Classify Patient	Classify admitted patient or ER patient
List of Classified Patients	View and update Social Service Classification status


Social Service Management	
Social Services	Manage social service classifications and discounts
Social Services' Modifiers	Manage social service modifiers
Social Service Reports	View and print specific status reports
Social Service Report Launcher	Generate reports
Users Manual	PDF Copy of User's Manual











1 →



- Click **'Add'** button to add new **Classification Modifier**. (See the sample output on No.6)
- Click  icon to edit and update the **Social Service Classification Modifier**. (See the sample output on No. 7)
- Click  icon to delete the selected **Social Service Classification Modifier**.
- Click **'Close'** button to close the Social Service Classification Modifiers frame.







Social Service :: Classifications Modifiers

5 → 

2 → 

Modifiers related to personal circumstances			
Code	Description	Edit	Delete
1.1	Patients in crises situations.		
1.2	Patients who are differently-abled or have physical or mental disabilities or limitations.		
1.3	Patients who have no known family relatives or guardians.		
1.4	Patients who are orphans, senior citizen, war veterans, or widows with no concrete source of financial support.		
1.5	Personnel error or misclassification		

3 →  4 → 

Modifiers related to Community Situations			
Code	Description	Edit	Delete
2.1	Patients coming from squatter areas or urban slums.		
2.2	Patients dislocated from their homes or communities as a result of disasters or calamities caused by nature, by accidents, or by human failures or intentions. Examples of such situations include inclement weather and violent climate disturbances, typhoons, floods, droughts, fires and wars or armed conflict, among others.		
2.3	Patients belonging to economically disadvantaged or marginalized ethnic groups or indigenous cultural communities (ICCs).		

- Under **Add** button, fill in the form and click '**Save**' button to add the new Social Service Classification or click '**Cancel**' button to close the window.

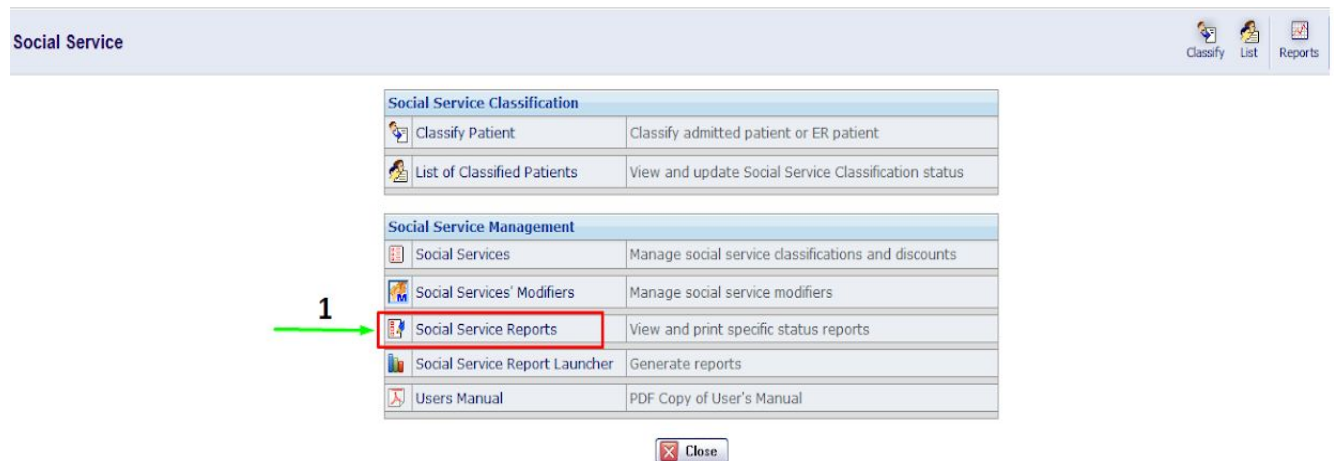
The screenshot shows a software interface with a table titled 'Modifiers related to personal circumstances'. The table has a 'Description' column. A modal dialog box titled 'Add Social Service Classification's Modifiers' is open in the center. It contains a 'Modifier' dropdown menu with the text '-Select a Modifier-' and a 'Description' text area. At the bottom of the dialog, there are 'Save' and 'Cancel' buttons. A green arrow points from the 'Description' text area to the 'Save' button, which is highlighted with a red rectangle.



- Under **Edit** icon, click '**Save**' button to update the selected Social Service Classification Modifier or click '**Cancel**' button to close the window.

The screenshot shows the same software interface as the previous one, but now the 'Edit' icon in the table's 'Edit' column is active. The modal dialog box is titled 'Edit Social Service Classification's Modifiers'. The 'Modifier' dropdown menu is now populated with 'Modifiers related to personal circumstances'. The 'Description' text area contains the text 'Patients in crises situations.'. At the bottom, there are 'Save' and 'Cancel' buttons. A green arrow points from the 'Description' text area to the 'Save' button, which is highlighted with a red rectangle. A large number '7' is overlaid on the green arrow.

SOCIAL SERVICE REPORTS

1. Under **Social Service Management**, click '**Social Service Reports**' button to view and print the specific status reports.



2. **Select report** from the drop-down menu provided.
3. Click  icon or enter the date on the textbox beside **FROM** to indicate the period date.
4. Click  icon or enter the date on the textbox beside **TO** to indicate the period date.
5. Click '**Show Report**' button to view the printable PDF report. **(See the sample output on No. 6)**



[illegible]

SOCIAL SERVICE REPORT LAUNCHER

- Below **Social Service Reports**, click '**Social Service Report Launcher**' button to view and generate reports.

Social Service

Classify List Reports Close

Social Service Classification	
Classify Patient	Classify admitted patient or ER patient
List of Classified Patients	View and update Social Service Classification status

Social Service Management	
Social Services	Manage social service classifications and discounts
Social Services' Modifiers	Manage social service modifiers
Social Service Reports	View and print specific status reports
Social Service Report Launcher	Generate reports
Users Manual	PDF Copy of User's Manual

Close

- Set '**Category**' from the drop-down menu provided.
- Click icon or enter the date on the textbox beside **FROM** to indicate the period date.
- Click icon or enter the date on the textbox beside **TO** to indicate the period date.
- Enter the name of the report to search.
- Click icon to view the report in PDF format. (See the sample below)
- Click icon to view the report in Excel format. (See the sample below)

Report Launcher

GENERAL HOSPITAL REPORT

DEPARTMENT: Social Service

CATEGORY: Hospital Report

PERIOD: From: 03/01/2019 To: 03/12/2019

AVAILABLE REPORTS:

Report Name	Report Group	Action
ER Daily Statistical Report (Part I & II)	Hospital Operations	
ER Daily Statistical Report (Part III)	Hospital Operations	
ER Daily Statistical Report (Part IV)	Hospital Operations	
Social Service Point of Care	Hospital Operations	

Sample PDF Output of Hospital Report (No. 6)

SOUTHERN PHILIPPINES MEDICAL CENTER
MEDICAL SOCIAL WORKERS DEPARTMENT
ER - DAILY STATISTICAL REPORT
Month of March 2019

Name of social worker: SEGWORKS PERSONNEL

	1	2	3	4	5	6	7	8	9	10	11	12	13	TOTAL
I. SOURCE OF REFERRAL														
Referring Party														
Government Hospital														
Private Hospitals/Clinics														
Politicians														
Media														
Health Team Care														
NGOs/Private Welfare Agencies														
Government Agencies(DSWD,DOH)										1				1
Walk-in														
Others (Employees, Former Patients, Colleagues, Friends)														
TOTAL										1				1
II. CASE LOAD ACCORDING TO CATEGORY AND CLASSIFICATION														
PHILHEALTH														
A														
B														
C1														
C2														
C3	3		5				1	5			4			18
D														

Sample PDF Output of Hospital Report (No. 7)

SOUTHERN PHILIPPINES MEDICAL CENTER
MEDICAL SOCIAL WORKERS DEPARTMENT
ER - DAILY STATISTICAL REPORT
Month of March 2019

Name of social worker: SEGWORKS PERSONNEL

	1	2	3	4	5	6	7	8	9	10	11	12	13	TOTAL
I. SOURCE OF REFERRAL														
Referring Party														
Government Hospital														
Private Hospitals/Clinics														
Politicians														
Media														
Health Team Care														
NGOs/Private Welfare Agencies														
Government Agencies(DSWD,DOH)										1				1
Walk-in														
Others (Employees, Former Patients, Colleagues, Friends)														
TOTAL										1				1
II. CASE LOAD ACCORDING TO CATEGORY AND CLASSIFICATION														
PHILHEALTH														
A														