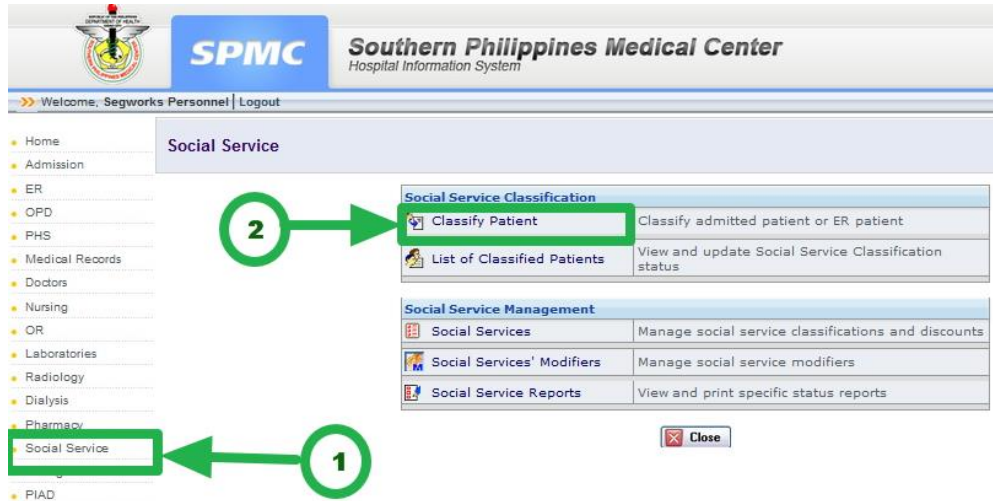


## SOCIAL SERVICE

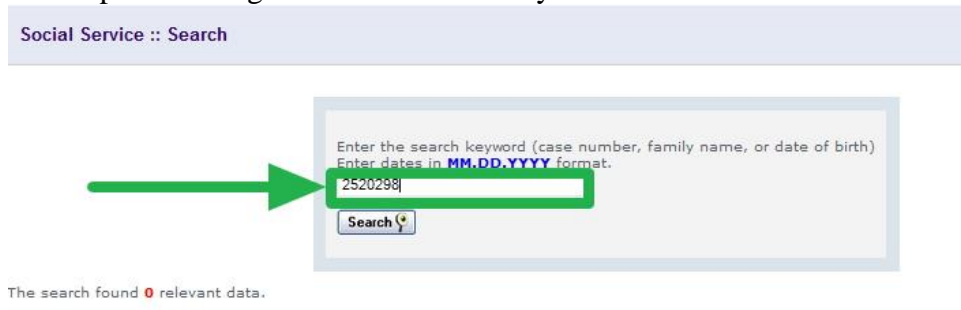
This section describes the processes and transactions happening at the SPMC Social Service Department. It is assumed that you have already logged-in to the system and is currently at the HOME Screen.

### - Social Worker Classifies Patient

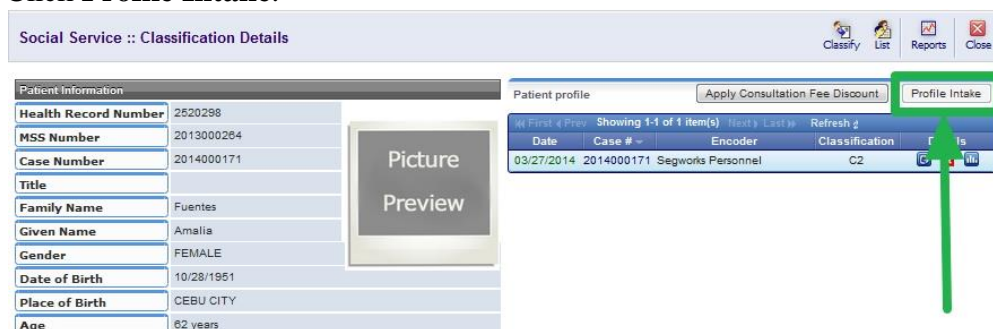
1. Click **Social Service**.



2. Click **Classify Patient**.
3. Search patient using the correct search key.



4. Click **Profile Intake**.



5. Fill up mandatory details – those that have red asterisks (\*).

**Patient Intake** [Close Tray]

**PERSONAL DETAILS**  
All fields with \* are required.

Date of Interview: 03/27/2014 [mm/dd/yyyy] [Calendar Icon] Civil Status: Widowed [v]  
Religion: Roman Catholic [v]  
Temporary Address: \* [Green Box] [Green Arrow] In Antonio Agdao Beach, LEON GARCIA, SR., DAVAO  
Companion Upon Admission: [v] Contact Number: [v]  
Educational Attainment: Not Indicated [v] Occupation: Not Indicated [v]  
Informant: \* [Green Box] [Green Arrow] Relation to Patient: \* [v]  
Address of Informant: \* [Green Box] [Green Arrow]  
Employer: [v]  
Employer Address: [v]

6. Classify the patient.

**Patient Intake** [Close Tray]

Remarks: \*

**PHILHEALTH and CLASSIFICATION**

Classification: \* [Green Box] [Green Arrow] C2 [v]  
Other Sectoral: [v]  
ID number: [v]  
Modifier: [v]  
Sub Modifier: [v]  
PhilHealth Member?: Yes [v]  
Category: EMPLOYED-GOV'T [v]  
Additional Support: -Select Additional Support- [v]  
Point of Care: No [v]

**MEDICAL DATA**

7. Click **Save Demographic and Medical Data**.

**REFERRAL**

Source of Referral/Agency: -Not Indicated- [v]  
Name of Referral: [v]  
Address: [v]  
Contact Number: [v]  
Remarks: [v]  
Social Worker: [v] Segworks Personnel [v]  
[Save Demographic and Medical Data] [Print] [Cancel]

8. Close Tray button and now Patient is Officially Classified.

**Social Service :: Classification Details** [Classify] [List] [Reports] [Close]

Patient Information

Health Record Number	2520298
MSS Number	2013000264
Case Number	2014000171
Title	
Family Name	Fuentes
Given Name	Amalia

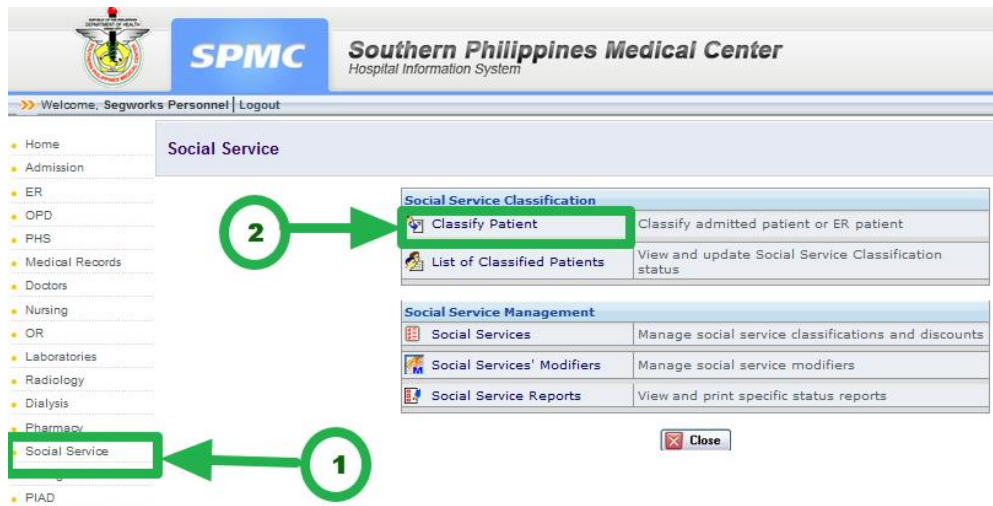
Picture Preview

Patient profile [Apply Consultation Fee Discount] [Profile Intake]

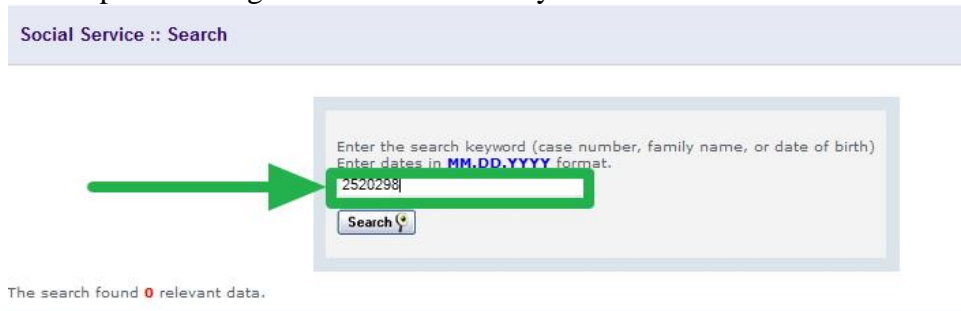
Date	Case #	Encoder	Classification	Details
03/27/2014	2014000171	Segworks Personnel	C2	[v] [v] [v]

## - Social Worker Creates Profile Intake

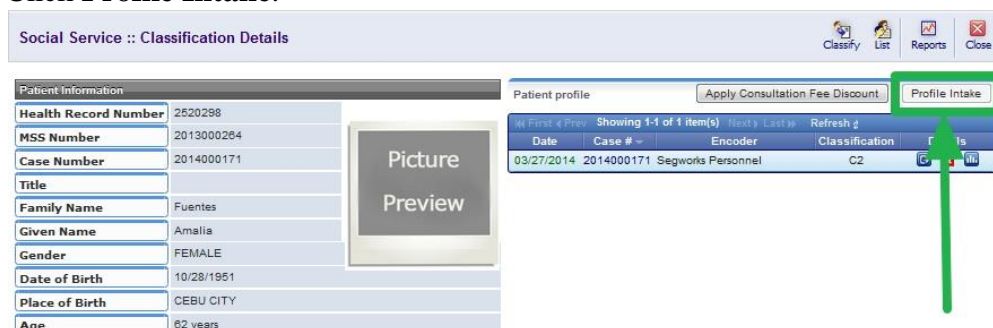
1. Click **Social Service**.



2. Click **Classify Patient**.
3. Search patient using the correct search key.



4. Click **Profile Intake**.



5. Fill up mandatory details – those that have red asterisks (\*).

**Patient Intake** [Close Tray]

**PERSONAL DETAILS**  
All fields with \* are required.

Date of Interview	03/27/2014 [mm/dd/yyyy]	Civil Status	Widowed
		Religion	Roman Catholic
Temporary Address *	In Antonio Agdao Beach, LEON GARCIA, SR., DAVAO		
Companion Upon Admission		Contact Number	
Educational Attainment	Not Indicated	Occupation	Not Indicated
Information *		Relation to Patient *	
Address of Informant *			
Employer			
Employer Address			

6. Classify the patient.

**Patient Intake** [Close Tray]

Remarks \*

**PHILHEALTH and CLASSIFICATION**

Classification *	C2	PhilHealth Member?	Yes
Other Sectoral	-Select Classification-	Category	EMPLOYED-GOV'T
ID number	A (Pay Patient)		
Modifier	B (Semi- Private)	Additional Support	-Select Additional Support-
Sub Modifier	C1	Point of Care	No
	C2		
	C3		
	D		
	Other		

**MEDICAL DATA**

7. Click **Save Demographic and Medical Data**.

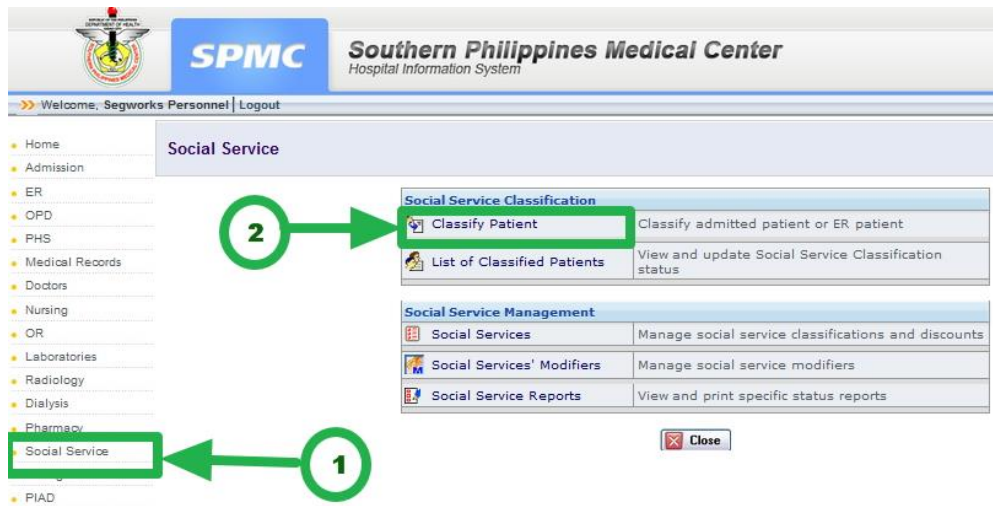
**REFERRAL**

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

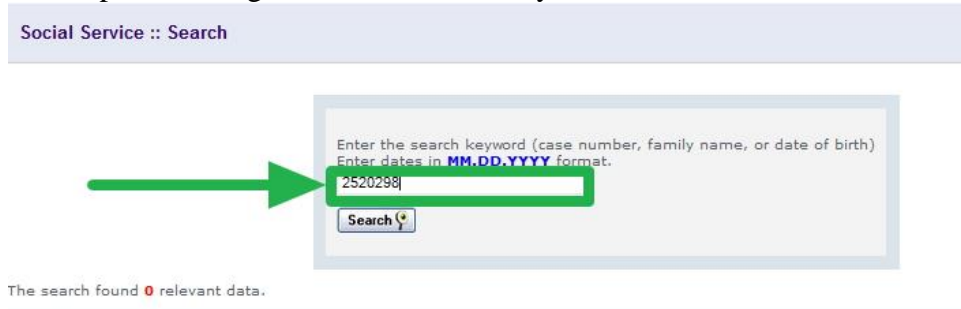
**Save Demographic and Medical Data** [Print] [Cancel]

## - Social Worker Updates Profile Intake

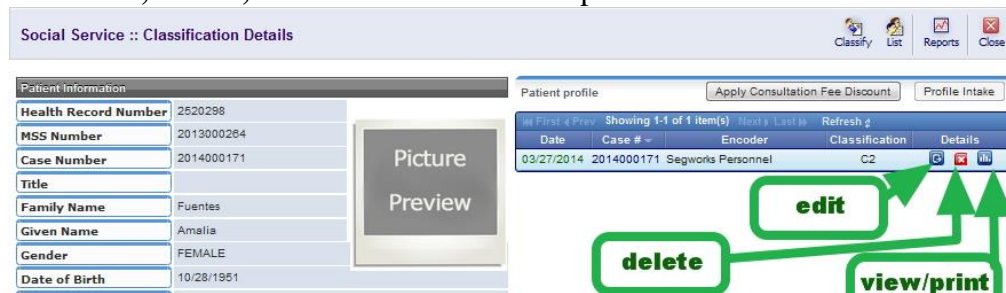
1. Click **Social Service**.



2. Click **Classify Patient**.
3. Search patient using the correct search key.



4. Click **Edit, Delete, or View/Print icons** to update Profile Intake.





## - Social Worker Views Billing SOA

### 1. Click Social Service.

**SPMC** Southern Philippines Medical Center  
Hospital Information System

Welcome, Segworks Personnel | Logout

**Social Service**

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

**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

Close

### 2. Click **Classify Patient**.

### 3. Search patient using the correct search key.

**Social Service :: Search**

Enter the search keyword (case number, family name, or date of birth)  
Enter dates in **MM.DD.YYYY** format.

2520298

Search

The search found 0 relevant data.

### 4. Click **Show Billing** button.

**Gender** FEMALE

**Date of Birth** 10/28/1951

**Place of Birth** CEBU CITY

**Age** 62 years

**Civil Status** WIDOWED

**Religion** ROMAN CATHOLIC\*

**Occupation** ARTIST

**Address** SAN ANTONIO AGDAO BEACH, LEON GARCIA, SR., DAVAO CITY

**Admitting Diagnosis**  
Sample diagnosis Sample diagnosis Sample diagnosis Sample diagnosis Sample diagnosis Sample diagnosis

Classification type: Show Bill With Discount **Show billing** Classify patient

List of current requests: Omit Fixed Discount

Class	Date	Personnel	Mod
C2	03-27-2014 09:34am	Personnel, Segworks	
C2	03-27-2014 09:18am	Personnel, Segworks	
C2	03-27-2014 09:18am	Personnel, Segworks	

Showing 1-3 of 3 item(s)

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

5. Bill is displayed.

Page: 1 of 1 80%

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

**DETAILED STATEMENT OF ACCOUNT**

Case #	: 2014000171	Bill Ref. #	:	
HRN	: 2530298	Date	:	Jan 02, 1970
Name	: FUENTES, AMALIA CARUNGAY	Dept.	:	Family Medicine
Address	: SAN ANTONIO AGDAO BEACH, LEON GARCIA, SR.	Admitted	:	Mar 24, 2014 12:46 PM
	: DAVAO CITY 8000, DAVAO DEL SUR	Membership	:	EMPLOYED-GOV'T
Room #	: 235 (Ward 2 PR2)			

Particulars	Actual Charges	Discount	Insurance/PHIC	Excess
Accommodation				
Private Room 2 (Ward 2 PR2)-235				
161.53 days @ 900.00	14,537,700.00	0.00	0.00	14,537,700.00
X-Ray, Lab & Others	0.00	0.00	0.00	0.00
Drugs & Medicines	0.00	0.00	0.00	0.00
Operating/Delivery Room	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00
Sub-Total	14,537,700.00	0.00	0.00	14,537,700.00
ADD:				
Professional Fee	0.00	0.00	0.00	0.00

**- Social Worker Applies Consultation Fee Discount**

1. Click **Social Service**.

**SPMC** Southern Philippines Medical Center  
Hospital Information System

Welcome, Segworks Personnel | Logout

**Social Service**

**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

Close

1 2

2. Click **Classify Patient**.

3. Search patient using the correct search key.

Social Service :: Search

Enter the search keyword (case number, family name, or date of birth)  
Enter dates in **MM.DD.YYYY** format.

2520298

Search

The search found 0 relevant data.

4. Click **Apply Consultation Fee Discount**.

Social Service :: Classification Details

Classify List Reports Close

Patient Information

Health Record Number 2520298

MSS Number 2013000264

Case Number 2014000171

Title

Family Name Fuentes

Given Name Amalia

Gender FEMALE

Date of Birth 10/28/1951

Picture Preview

Apply Consultation Fee Discount

Profile Intake

Date	Case #	Encoder	Classification	Details
03/27/2014	2014000171	Segworks Personnel	C2	

5. Apply Full Discount? Click **Yes** to proceed or **No** to enter a different amount.

Consultation

Apply Full Discount?

YES NO

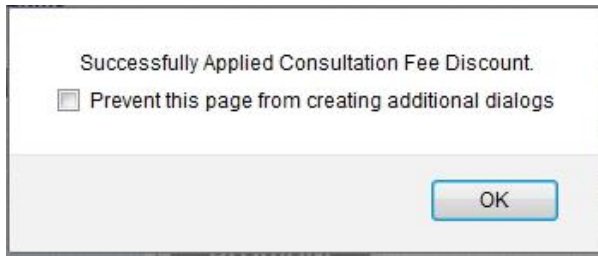
6. If NO, then enter an amount then click OK.

Enter the amount to be paid in the Cashier:

OK Cancel



- Transaction successful. Click OK.

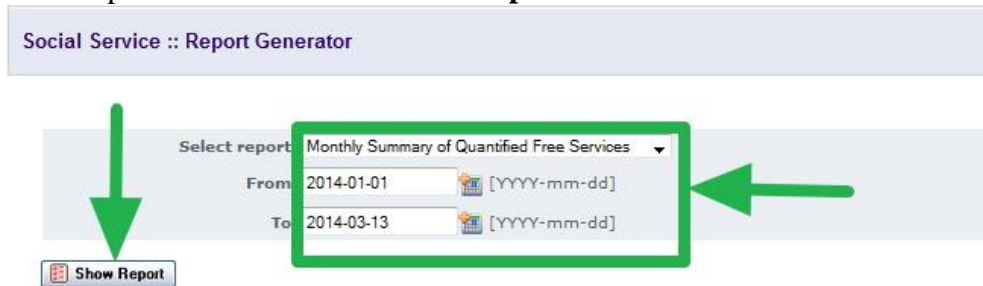


## - Social Worker Generates Statistical Reports

- Click Social Service.



- Click Social Service Reports.
- Choose parameters then click **Show Report** button.



- Report is then displayed.

