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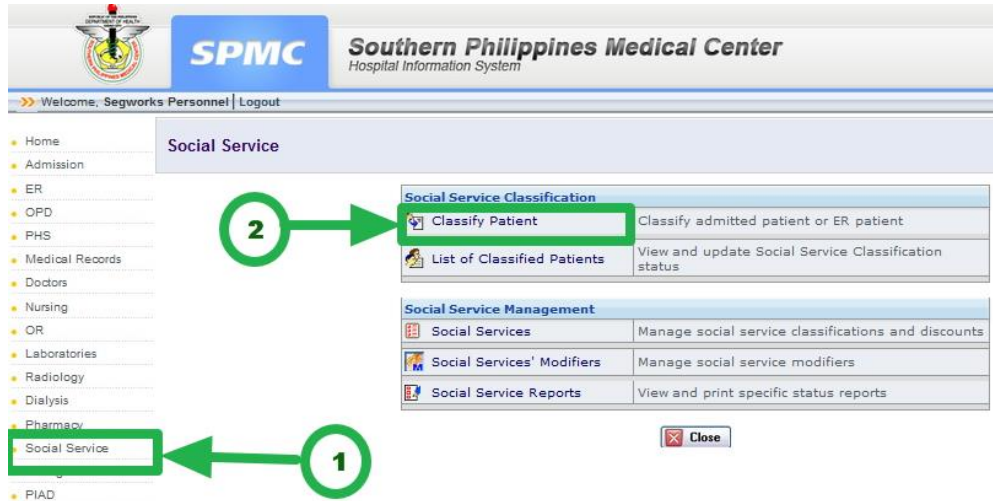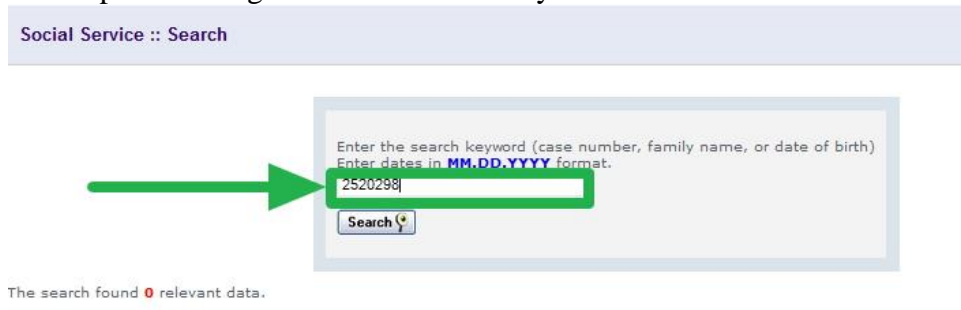
This section describes the processes and transactions happening at the SPMC Social Service Department. It is assumed that you have already logged-in to the system and is currently at the HOME Screen.
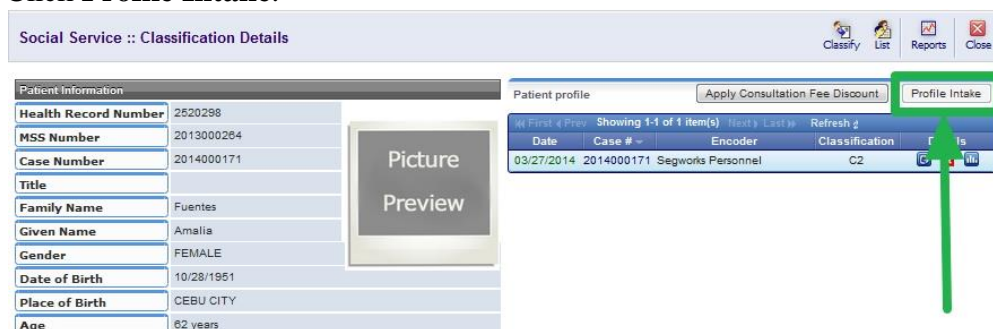

- Social Worker Classifies Patient

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 (*).

6. Classify the patient.

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

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

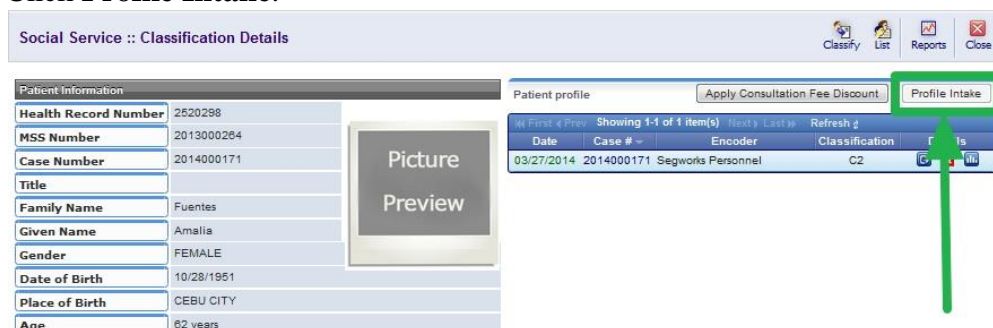**- Social Worker Creates Profile Intake**

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 (*).

6. Classify the patient.

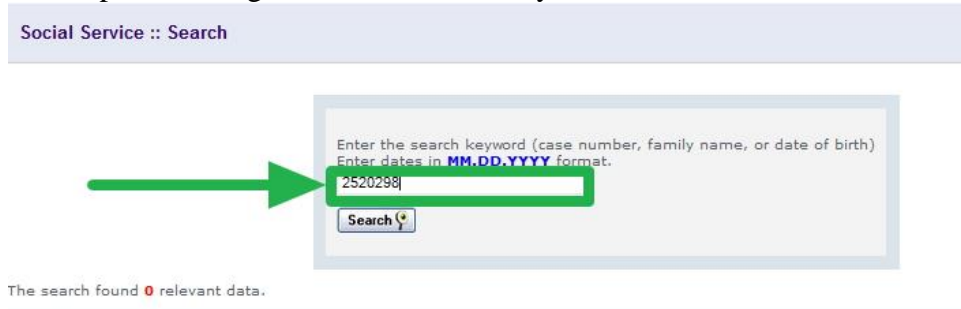7. Click **Save Demographic and Medical Data**.
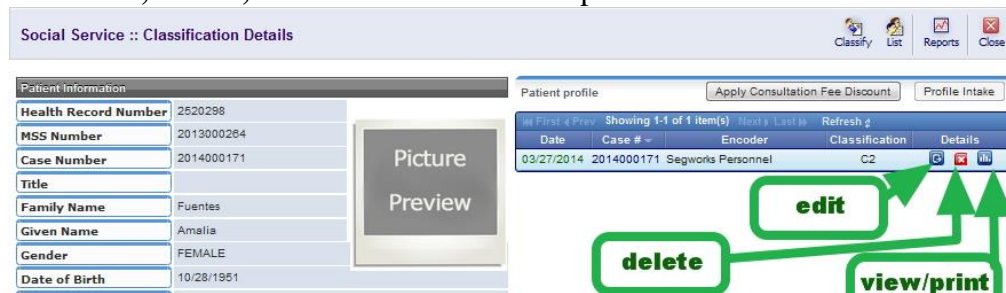
- Social Worker Updates Profile Intake

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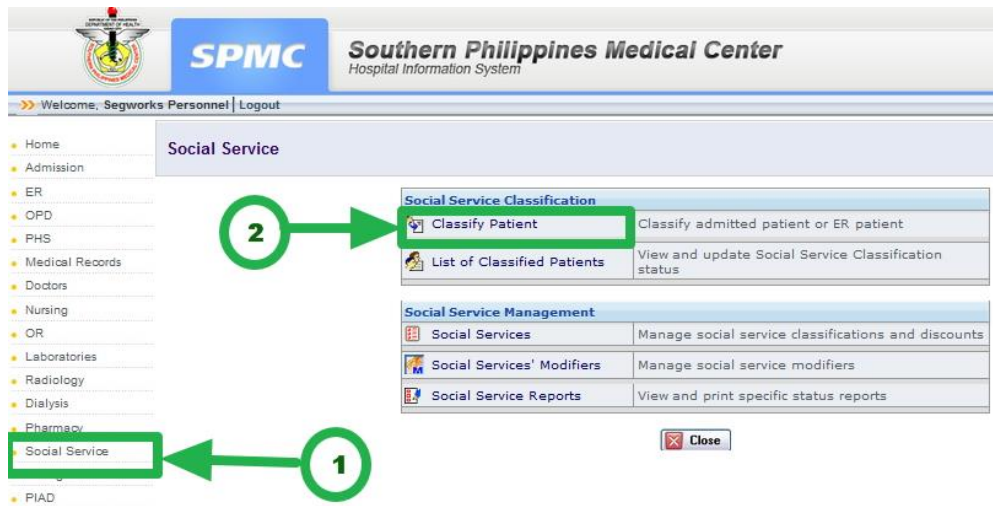
2. Click **Classify Patient**.
3. Search patient using the correct search key.

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

- Social Worker Views Billing SOA

1. Click **Social Service.**

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

4. Click **Show Billing** button.

5. Bill is displayed.

- Social Worker Applies Consultation Fee Discount

1. Click **Social Service.**

2. Click **Classify Patient**.

3. Search patient using the correct search key.

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

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

6. If NO, then enter an amount then click OK.
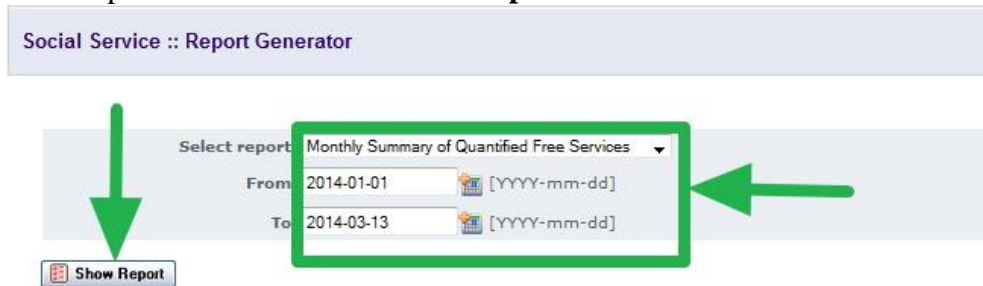
7. Transaction successful. Click OK.
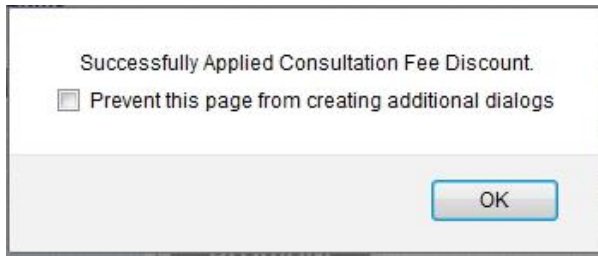
- Social Worker Generates Statistical Reports

1. Click **Social Service**.

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

4. Report is then displayed.