



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Pharmacy Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-PHAR-P031-(01)	
<b>TITLE/DESCRIPTION:</b>  INCENTIVE PROGRAM			
<b>EFFECTIVE DATE:</b> August 15, 2024	<b>REVISION DUE:</b> August 14, 2027	<b>REPLACES NUMBER:</b> N/A	<b>NO. OF PAGES:</b> 1 of 9
<b>APPLIES TO:</b> Pharmacy Division, Finance Division, Oncologist Doctors, Doctors prescribing GAMMA 5G IVIG		<b>POLICY TYPE:</b> Multi Disciplinary	

**PURPOSE:**

1. To capture the prescription of going home medications of patient through conduct patient counseling of pharmacist.
2. To increase the revenue of Pharmacy.

**DEFINITIONS:** N/A**RESPONSIBILITY:**

Licensed Pharmacist, Pharmacy Manager, Business Analyst and Financial Reporting Executive, Chief of Finance, General Accounting

**POLICY:****Pharmacist:**

1. Referral Incentive Program shall be discussed with the Pharmacist assigned in the Inpatient Pharmacy.
2. Upon order may-go-home, Pharmacist shall follow-up the going home medication order of the Attending Physician/s.
3. Pharmacist shall go to the patient and conduct patient counseling of medications.
4. Pharmacist shall offer to the patient either to buy his/her medications at the OPD Pharmacy or charge it to his/her bill.
5. Incentive can be in a form of cash:
  - Below 2,000 - Php 20
  - Below 5,000 - Php 30
  - Above 7,000 - Php 50
6. Pharmacy Manager shall prepare the request of payment for incentives and send to Finance Audit Section for verification.
7. Finance Audit Section shall verify the request for payment and forward it to the Chief Finance







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Officer for approval.

8. Once approved, the request for payment from the CFO will be forwarded to General Accounting for processing of check.

#### Oncologist Doctors:

1. Incentive be given every quarter to the Oncologist who refers their patient to the outpatient of Dr. Pablo O. Torre Memorial Hospital Chemotherapy room.
2. Incentives shall be based in their quarterly utilization that sum up from 500,000 and up.
3. A percentage of 0.5% for the total quarterly utilization shall be the incentive given to the Oncologist.

#### Doctors prescribing GAMMA 5G IVIG:

1. An incentive will be granted to the doctor who prescribes GAMMA 5G IVIG.
2. Incentives are based on the dispensed drug by the pharmacy for inpatient and outpatient.
3. For regular patients, 1% from the total amount of dispense GAMMA 5G IVIG shall be the incentives given to the doctor.
4. For senior citizens, 1% shall be multiplied by the discounted amount of GAMMA 5G IVIG.

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## PROCEDURE (SOP):

1. Pharmacist on the floor monitors the patient with going home order.
2. Pharmacist on the floor will follow-up the going home instructions of the attending physician/s.
3. Pharmacist on the floor conducts patient counseling.
4. Pharmacist on the floor offers to the patient to have his/her home medication to be charged in the bill or be bought at OPD Pharmacy.
  - a. If yes, pharmacist will direct charge the medication to patient bill.
  - b. If no, pharmacist will encourage to buy medication to the OPD Pharmacy of DPOTMH.
5. Pharmacist on the floor let the patient sign in the PCC (Patient Counseling Checklist).
6. Pharmacist on the floor endorses the PCC to the Pharmacy Manager.
7. Pharmacy Manager records the PCC as proof of the number of counseled patient and the number of patient availing the Going Home Medication.

## Oncologist Doctors:

1. Pharmacy Manager sums up 3 months utilization contribution of oncologist prescribing chemotherapy drugs for outpatient.
2. Pharmacy Manager submits a report to the Financial Audit Section for validation.
3. Financial Audit Section makes a recommendation submitted by the Pharmacy.
4. Financial Audit Section forwards recommendation to the Chief of Finance for final approval and dissemination.








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WORK INSTRUCTION:	
KEY TASKS	PERSON RESPONSIBLE
1. Monitors the patient with going home order.	Pharmacist on the floor
2. Follows up on the going home instruction to the physician.	
3. Conducts patient counseling.	
4. Asks consent of the patient of his/her home medication to be charged in the bill.	
5. Lets the patient folk sign in the PCC (Patient Counseling Checklist).	
6. Endorses the PCC to the Pharmacy Manager.	
7. Records the PCC as proof of the number of counseled patient and the number of patient availing the Going Home Medication.	Pharmacy Manager
8. Sums up 3 months utilization contribution of oncologist prescribing chemotherapy drugs for outpatient.	
9. Submits a report to the Financial Audit Section for validation.	
10. Prepares the request of payment for incentives and send to Finance Department for approval.	
11. Makes a recommendation submitted by the Pharmacy Manager.	Financial Audit Section
12. Verifies the request for payment and once approved the request for payment from the CFO will be forwarded to General Accounting for processing of check.	
	





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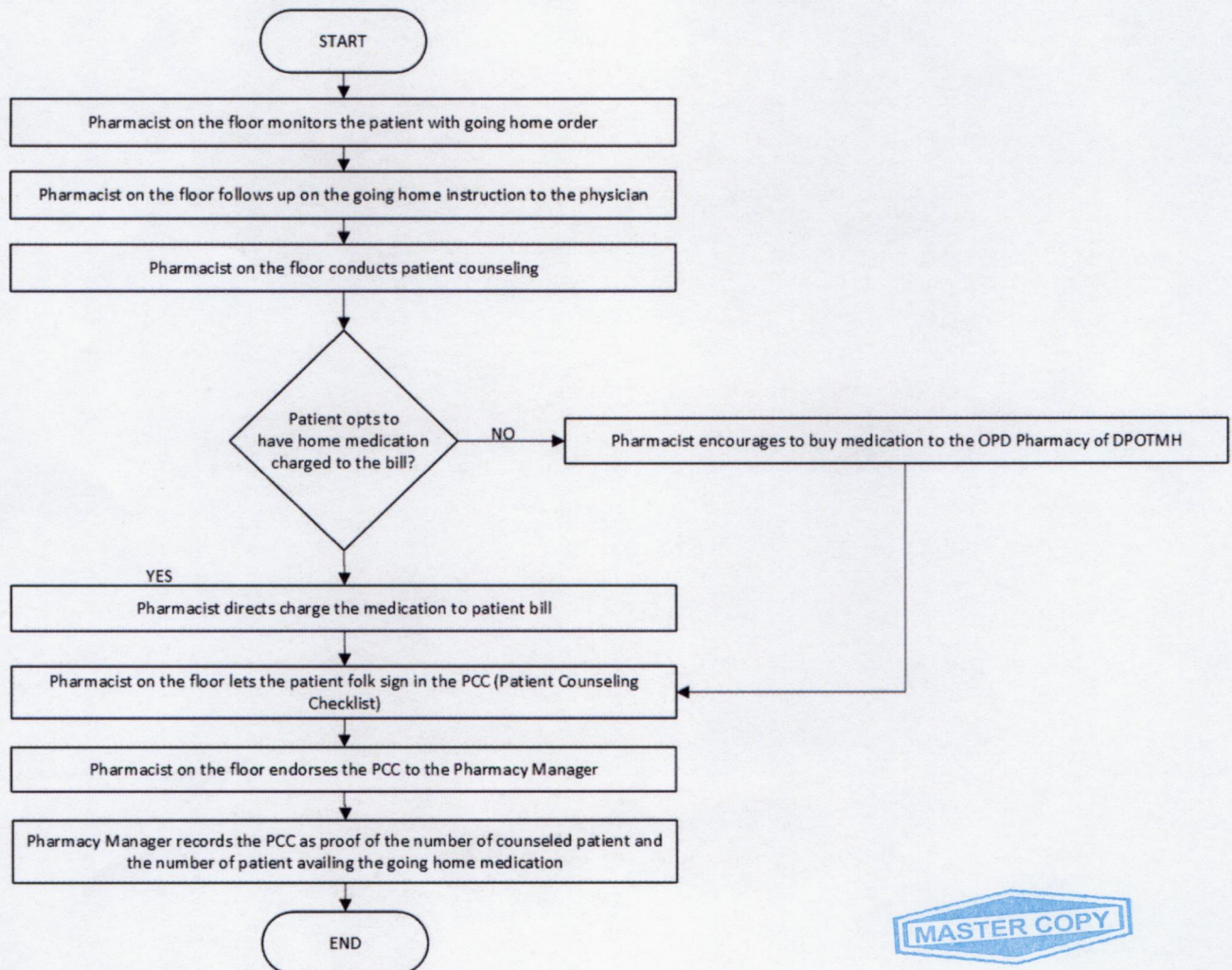
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## WORK FLOW:



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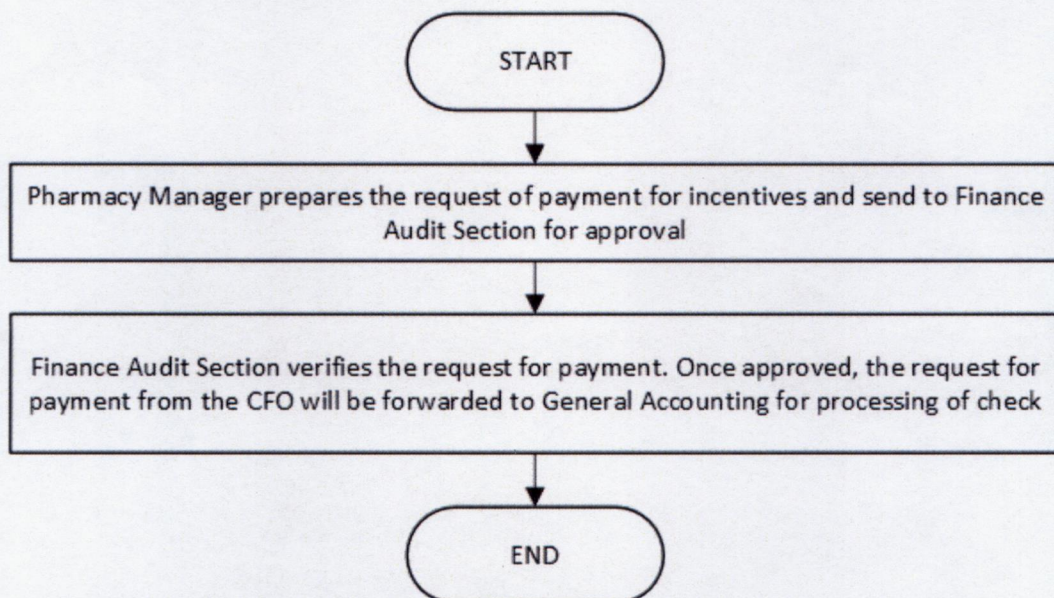
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## REQUEST FOR PAYMENT OF INCENTIVES (PHARMACIST)







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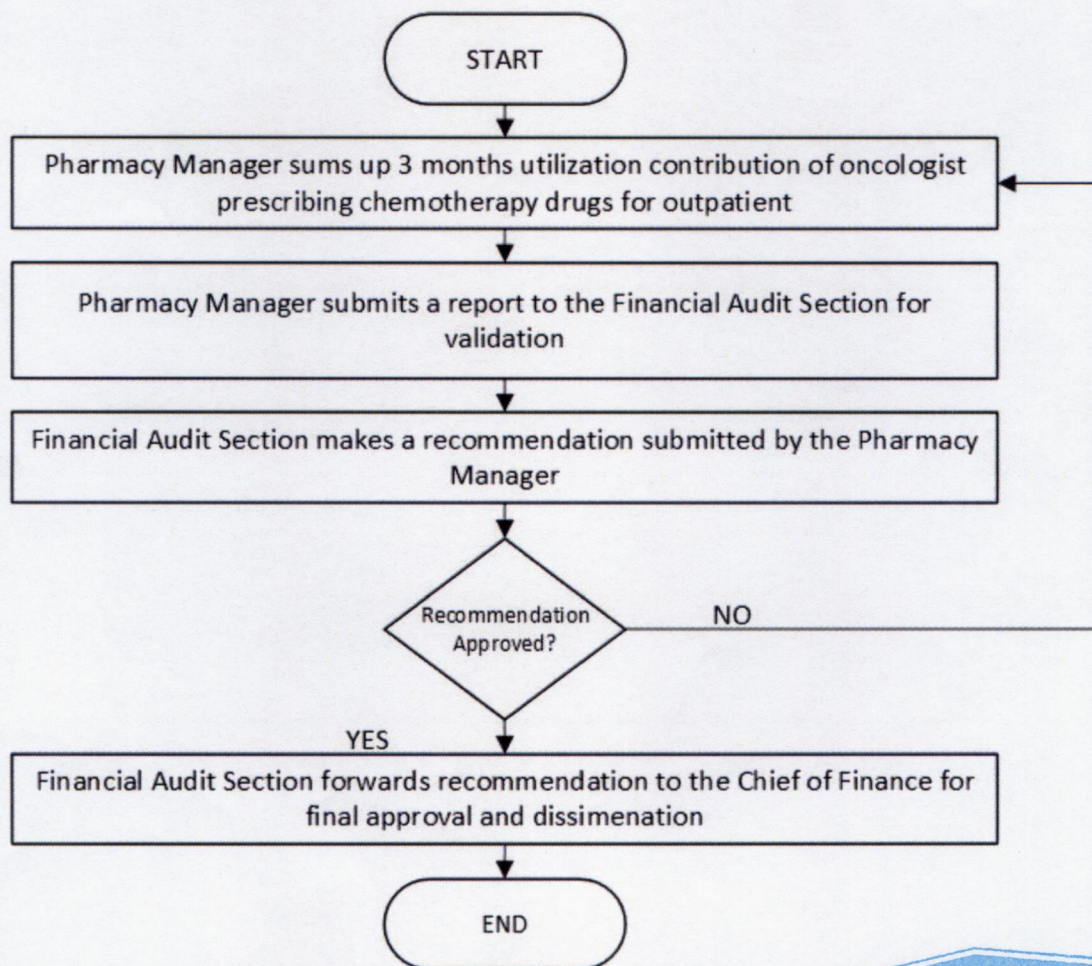
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## REQUEST FOR PAYMENT OF INCENTIVES (ONCOLOGIST)



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<b>FORMS:</b> DPOTMH-PHARM-F005-(01)	
<b>EQUIPMENT:</b> N/A	<b>MASTER COPY</b>
<b>REFERENCES:</b> N/A	





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APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
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	JOSE PEPITO B. MALAPITAN, MD Medical Director		Sept 9, 2024	
	MA. ANTONIA S. GENSOLI, MD VP/Chief Medical Officer		9-04-24	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		09/06/24	

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