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	Effective Date:	08-15-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Dietary Department
	Document Title:	BILLING OF PATIENTS WITH TUBE FEEDING AND DIETARY INSTRUCTION CHARGES

PURPOSE:

1. To properly charge admitted patients on services rendered.
2. To ensure an updated patient's account.

SCOPE:

Applies to all Dietary Department Staffs

RESPONSIBLE PERSON:

Dietitians, Billing Personnel

GENERAL GUIDELINES:

1. All patients with chargeable dietary services rendered shall have their accounts promptly sent to billing.
2. All services rendered must be properly charged before patient is discharged.
3. Color Coded Icon
 - Pink – cancelled charge in patient
 - Green – Admitted
 - Yellow – May Go Home
 - Orange – For Possible Discharge
 - Gray – Pending Requisitions
 - Blue – Fully rendered or charges requisitions
 - Light Blue – Partially rendered or charged requisitions
 - Red – cancelled requisition

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	8-3-21
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	08-04-2021
Recommending Approval:	NOEL P. GARBO Corporate Strategic Support Division Officer	<i>[Signature]</i>	8-11-2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>[Signature]</i>	8/27/2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	10/23/2021

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PROCEDURE:

1. Click Direct rendering Services.
2. Click Direct Charge.
3. Type name of patient.
4. Click items.
5. Click Select.
6. Click Service (you want to render).
7. Click select.
8. Click the Magnifying Glass Icon (for double checking).
9. Validate User's Accessibility.
10. Click OK.

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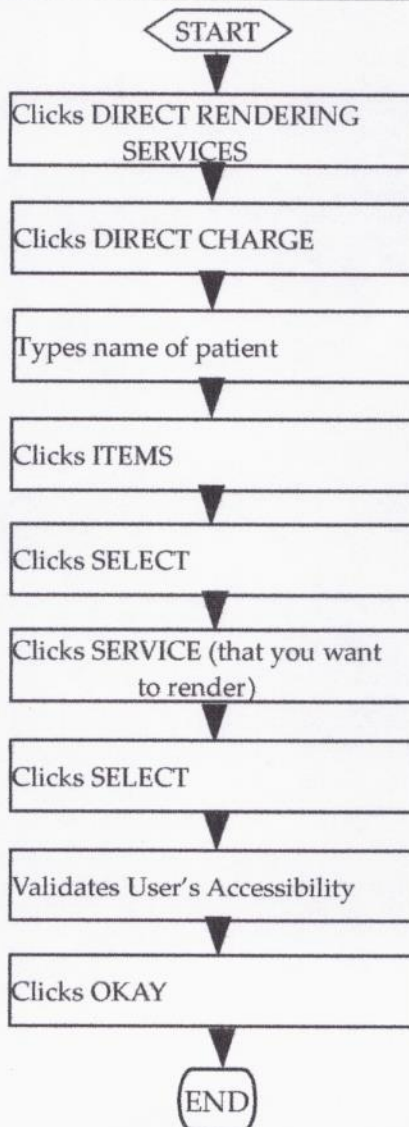
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FLOWCHART

ACTIVITY



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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	8-7-21
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	08-04-2021
Recommending Approval:	NOEL P. GARBO Corporate Strategic Support Division Officer	<i>[Signature]</i>	8-11-2021
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	10/23/2021


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KEY TASKS	PERSON RESPONSIBLE
Clicks Direct rendering Services.	Dietitian
Clicks Direct Charge.	Dietitian
Types name of patient.	Dietitian
Clicks items.	Dietitian
Clicks Select.	Dietitian
Clicks Service (you want to render).	Dietitian

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	9/7/21
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>Dennis C. Escalona</i>	09/03/2021
Recommending Approval:	ENGR. NOEL P. GARBO Corporate Strategic Support Division Officer	<i>Engr. Noel P. Garbo</i>	9/16/2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>Henry F. Alavaren</i>	9/17/2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>Genesis Goldi D. Golingan</i>	10/23/2021

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