 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-F-79-P01-S04
	Effective Date:	08-15-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Dietary Department
	Document Title:	<b>DELETING/ CHANGING OF CHARGES (COMPUTER)</b>

### **PURPOSE:**

1. To delete charges in patient's account.
2. To change charges already posted.
3. To ensure accurate entry of charges to patient's account.

### **SCOPE:**

Applies to all Dietary Department Staffs


### **RESPONSIBLE PERSON:**

Dietitians, Billing Personnel

### **GENERAL GUIDELINES:**

1. All admitted patients must be charged on the services rendered especially tube feedings and diet instructions.
2. All charges are forwarded to the Billing section for inclusion on the patient's account.
3. Accounts approved by the billing section are automatically given service.
4. Change of accounts shall be done immediately before discharge, whenever necessary.


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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. PAMELA GARILAO</b> Dietary Manager	<i>Ma. Pamela Garilao</i>	8-7-21
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor	<i>[Signature]</i>	08-14-2021
Recommending Approval:	<b>NOEL P. GARBO</b> Corporate Strategic Support Division Officer	<i>[Signature]</i>	8-11-2021
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer	<i>[Signature]</i>	8/27/2021
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>[Signature]</i>	10/23/2021

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	Document Type:	Standard Operating Procedure
	Page Number:	3 of 3
	Department/Section:	Dietary Department
	Document Title:	<b>DELETING/ CHANGING OF CHARGES (COMPUTER)</b>

**PROCEDURE:**

1. Click Services 1.
2. Click Direct Rendering Services.
3. Click the Select Item to be deleted, or item to be changed.
4. Click on the Delete button or the change button.

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Effective Date:	08-15-2021
Document Type:	Work Instruction
Page Number:	1 of 2
Department/Section:	Dietary Department
Document Title:	DELETING/ CHANGING OF CHARGES (COMPUTER)

KEY TASKS	PERSON RESPONSIBLE
Click Services 1.	Dietitian
Click Direct Rendering Services.	Dietitian
Click the Select Item to be deleted, or item to be changed.	Dietitian
Click on the Delete button or the change button.	Dietitian

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. PAMELA GARILAO</b> Dietary Manager	<i>Ma. Pamela Garilao</i>	9/7/21
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor	<i>[Signature]</i>	09/03/2021
Recommending Approval:	<b>ENGR. NOEL P. GARBO</b> Corporate Strategic Support Division Officer	<i>[Signature]</i>	9/14/21
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer	<i>[Signature]</i>	9/17/2021
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>[Signature]</i>	10/23/2021

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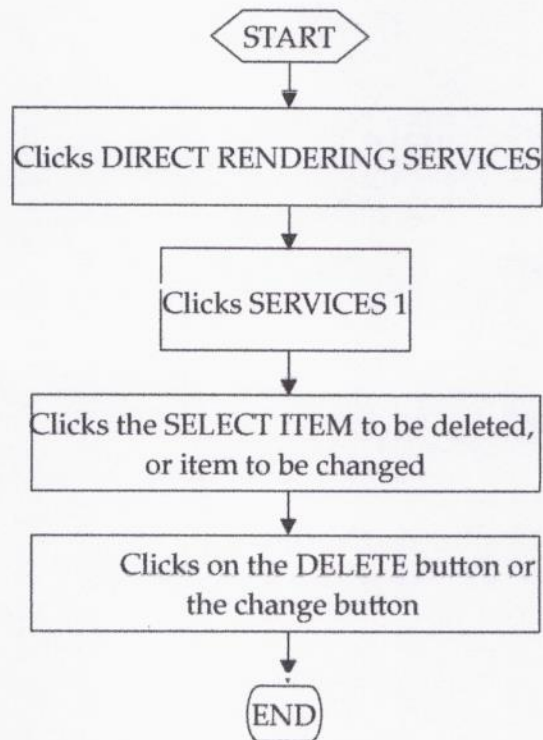
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Page Number:	1 of 2
Department/Section:	Dietary Department
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## FLOWCHART

### ACTIVITY

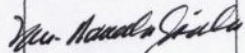

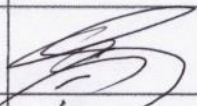
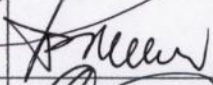
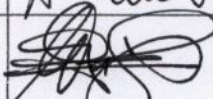


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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. PAMELA GARILAO</b> Dietary Manager		8.7.21
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		08-04-2021
Recommending Approval:	<b>NOEL P. GARBO</b> Corporate Strategic Support Division Officer		8-11-2021
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer		8/27/2021
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		10/23/2021

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