 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-B-7-P01
	Effective Date:	08-30-2022
	Document Type:	Policy
	Page Number:	1 of 3
	Department/Section:	Billing Section
	Document Title:	SCOPE OF SERVICE

PURPOSE:

To provide information on the services being offered by the Billing Section.

LEVEL:

Billing Supervisor, Billing Staff, Billing Clerk, Chief Risk Manager

SCOPE OF SERVICE:


The *Billing Section of Dr. Pablo O. Torre Memorial Hospital* is assigned with the preparation and consolidation of each patient's individual statement of account after all procedures, medicines, supplies, and other support services are billed accordingly. The patient accounts catered by the section include those which are company-sponsored, enrollees and dependent on affiliated Health Maintenance Organizations (HMO's), Insurance Companies, corporate or institutional clients.

The Billing Section also ensures that all mandated social legislation like coverage by the Philippine Health Insurance (PhilHealth), discounts for Senior Citizens, Person with Disability (PWD) and other similar socialized benefits are applied according to the respective implementing rules and regulations set by the government.

The Billing Section is open from 8am to 7pm, 7 days a week, including holidays. After 6pm, all transactions will be forwarded to the Admitting Section. An estimated bill shall be available to the client upon request.

Processing of PhilHealth, Senior Citizen/ Person with Disability (PWD) benefit

1. Members who wish to avail of the PhilHealth benefit shall present the Member Data Record and valid government identification cards.
2. Requirements shall be submitted on or before the date of discharge to avail of the benefits.

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B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

3. A Copy of Senior Citizen/PWD ID shall be submitted or other pertinent document may be presented in availing of the discount.

Billing of Inpatients

The cut-off time for discharge is 11:00 A.M. Patients with Discharge Order on or before 11:00 A.M. are billed as a half day.

Health Maintenance Organization (HMO), Company Sponsored


1. Patients who don't have an identity card or letter of Authority (LOA) presented upon admission but claims to be a member of an accredited HMO or Company Sponsored beneficiary, shall be considered ordinary patients temporarily until the desired documents have been submitted.
2. Admitted patients who cannot present a card nor submit a member/beneficiary of an HMO or Company Sponsored card and LOA, shall be considered within the system provided the specified documents are submitted and presented to Billing Section within 48 hours following submission.

Location:

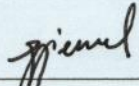
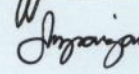


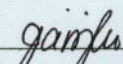
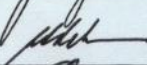

The section is located on the ground floor of the Main Hospital Building.

Staffing and Direction:

The Billing Section provides manpower coverage for the unit from 8am to 7pm a day including weekends and holidays. Every staff member works 8 hours per shift with days off.

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APPROVAL:

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