 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-B-7-P05
	Effective Date:	08-30-2022
	Document Type:	Policy
	Page Number:	1 of 4
	Department/Section:	Billing
	Document Title:	SUBMISSION OF PROFESSIONAL FEES FOR INCLUSION IN PATIENT'S BILL

PURPOSE:


1. To establish a standard procedure in the submission of Professional Fees for inclusion in patient's hospital bill.
2. To expedite the turn-around time of the processing of patient's bills within one (1) hour from the time the patient is ordered as May Go Home by the Attending Physician/s.

LEVEL:

Attending Physician, Admitting Clerk, Nurse-on-Duty, Billing Clerk/Billing Staff, EDP Clerk, Billing Supervisor and Cashier


DEFINITION OF TERMS:

1. **Professional/Medical Fees** - These are fees charged for services rendered by doctors to patients.
2. **Patient's Hospital Bill or Statement of Account** - This is a document issued by the hospital showing the details of charges and payment for services rendered to the patient.
3. **Hospital Bill Processing Sheet** - It is a document prepared by the nurse showing the Discharge Order, Name of Doctor(s) with their corresponding Professional Fees, Diagnosis, Operation if any, and returnable items. This form is the basis of billing in processing the Patient's Hospital Bill.
4. **Professional Fees Tariff Rate List** - It is a list of fixed Professional Fees provided by the corresponding Medical Department/s as the basis of their Professional Fees for In-Patients in case they cannot give their Professional Fees within thirty (30) minutes.

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POLICY:

- 1 Consultants who opt to include their Professional Fees in the Patient's Hospital Bill/Statement of Account shall indicate their Professional Fees on the Processing Sheet included in the patient's chart upon writing their discharge order.
- 2 The Nurse on- Duty verifies the amount indicated by the Consultant/s. If no Professional Fee is indicated, Nurse on – Duty shall call the Consultant.
- 3 The Nurse on -Duty encodes the instruction in the Processing Sheet to Bizbox and tags the patient “May go Home”.
- 4 The EDP Clerk prints the Processing Sheet and checks the completeness of data that is included and endorses it to the Billing Clerk for completion of information needed.
- 5 If no Professional Fees are indicated, the Billing Clerk calls the Consultant/s to verify or ask for Professional Fees. Consultants should give their Professional Fees within **thirty (30) minutes**, otherwise, Professional Fees will not be included in the Patient's Bill.
- 6 If the Consultant will not call Billing within **thirty (30) minutes**, the Billing will base the Professional Fees in the **Professional Fee Tariff** submitted by the respective Departments.
- 7 For Consultants/Departments without Professional Fee Tariff, the Professional Fees will not be included in the Patient's Bill.
- 8 Once the Hospital Bill is generated and verified, a copy is given to the patient to settle the Hospital Bill and the Consultant's Professional Fees at the Cashier so that a clearance will be issued.

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- 8.1 For patients whose doctors did not give their Professional Fees within the prescribed time (within 30 minutes), the Billing Staff advises the patient to settle their Professional Fees directly with the Consultants.
- 9 The Professional Fees that are collected are deposited in the Consultant's Depository Bank within five (5) working days.

DOCUMENTATION:

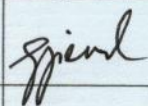
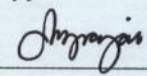
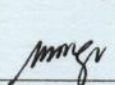

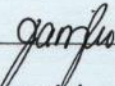
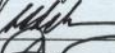

Revised Policy


DISSEMINATION:

Hospital Communicator

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	GLOREGENE J. SERUELO Billing Supervisor		8/23/22
Verified:	MA. VICTORIA J. VARGAS Chief Risk Manager		8/27/22
	MARIE MARGARET G. VALLADOLID, CPA, MBA Treasury Officer		08/31/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		09/07/2022
Recommending Approval:	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Chief Finance Officer		9/9/2022
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President, Chief Operating Officer		9/9/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/9/22

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	Effective Date:	08-30-2022
	Document Type:	Standard Operating Procedure
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	Document Title:	SUBMISSION OF PROFESSIONAL FEES FOR INCLUSION IN PATIENT'S BILL

PURPOSE:

To provide guidelines on the proper implementation of submission of professional fees for inclusion in the patient's bill.

SCOPE:


Applies to all Billing Section Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:


Billing Clerk, Billing Staff, Billing Section Head, Staff Nurse, EDP Clerk & Chief Risk Manager

PROCEDURE:

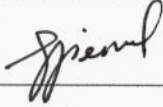
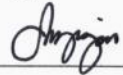


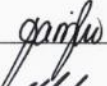


1. On admission, the Admitting Clerk attaches the Processing Sheet to the Admission and Discharge Record and other admission documents.
2. Upon May Go Home Advice, the Nurse on-Duty gives the blank Processing Sheet to be filled out by the Attending Physician which includes information such as: discharge date, discharge time, name of Doctor, Professional Fee and signature, and diagnosis.
3. The Nurse on - Duty fills-out the remaining information in the processing and encodes it to Bizbox. The Nurse on Duty then tags the patient "May Go Home" (yellow).
4. The EDP Clerk generates the Processing Sheet and endorses it to the Billing Clerk to verify the completeness of Professional Fees and returnable items.
5. The Billing Clerk calls the Consultants if no Professional Fees are indicated. If the Consultant does not respond within 30 minutes, the processing sheet is forwarded to the EDP Section for printing of the final bill without doctor's fees.


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6. The Billing Staff gives a copy of the final bill to the patient or representative and instructs them to pay the hospital bill and settle the professional fees at the clinic.
7. Once the hospital bill is settled, the cashier issues the clearance slip.


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APPROVAL:

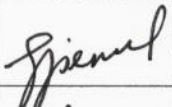



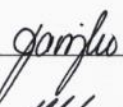
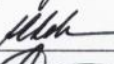

	Name/Title	Signature	Date
Prepared by:	GLOREGENE J. SERUELO Billing Supervisor		8/23/22
Verified:	MA. VICTORIA J. VARGAS Chief Risk Manager		8/23/22
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Recommending Approval:	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Chief Finance Officer		9/9/2022
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President, Chief Operating Officer		9/9/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/9/22

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KEY TASKS	PERSON RESPONSIBLE
1. Attaches the Processing Sheet to the Admission and Discharge Record and other admission documents on admission.	Admitting Clerk
2. Gives the blank Processing Sheet to be filled- out by the Attending Physician upon May Go Home Advice.	Nurse on-Duty
3. Fills-out the remaining information in the processing and encodes it to Bizbox. The Nurse on Duty then tags the patient "May Go Home" (yellow).	
4. Generates the Processing Sheet and endorses it to the Billing Clerk to verify the completeness of Professional Fees and returnable items.	EDP Clerk
5. <i>Calls the Consultants if no Professional Fees are indicated.</i>	Billing Clerk
6. Gives a copy of the final bill to the patient or representative and instructs them to pay the hospital bill and settle the professional fees at the clinic.	Billing Staff
7. Issues the clearance slip once the hospital bill is settled.	Cashier

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APPROVAL:

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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/9/22

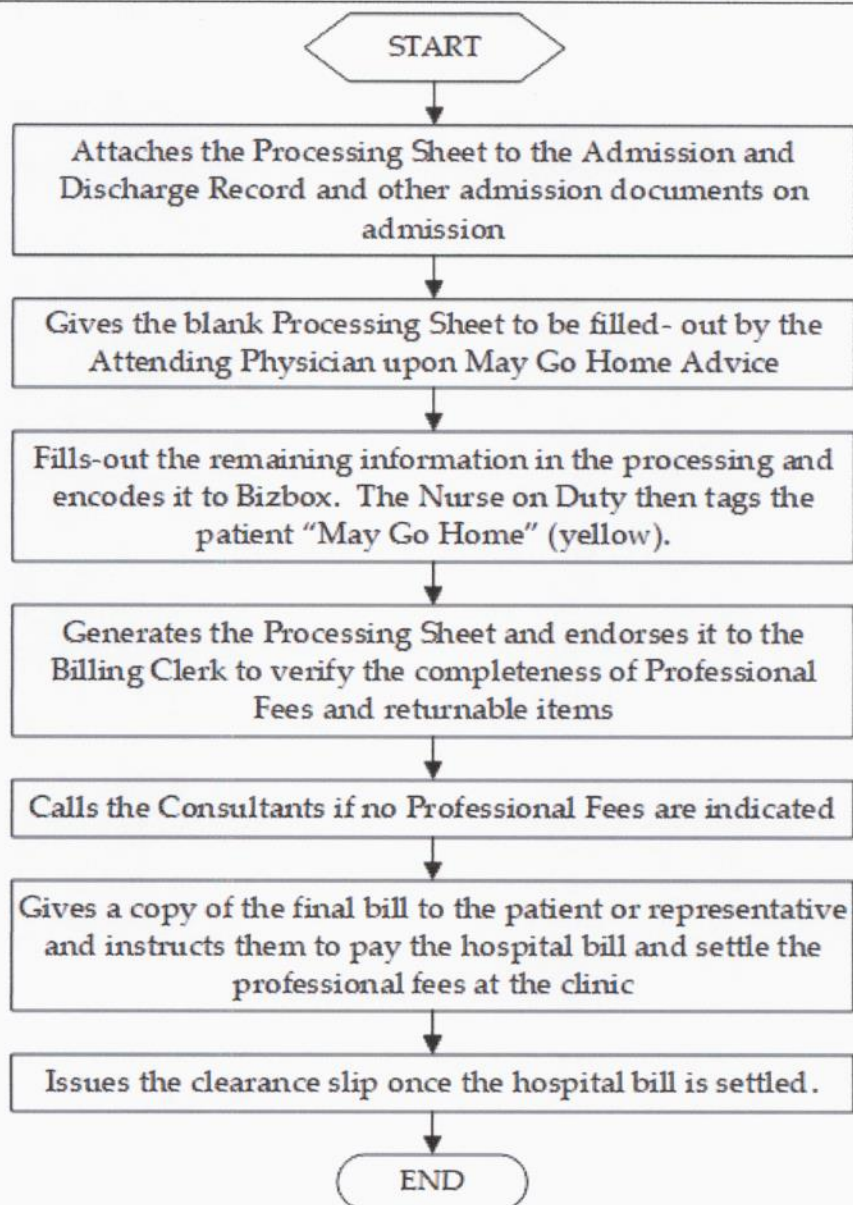



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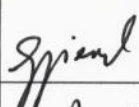
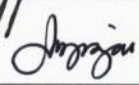


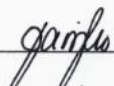


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FLOWCHART



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