 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-B-8-P02
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	Document Type:	Policy
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### **PURPOSE:**

1. To increase the revenue for hospital services.
2. To improve the cash flow of the Company and patient turnover.
3. To minimize the charge account.
4. To attain the optimum utilization of supplies, equipment and manpower services
5. To offer the best discount on hospital services for Annual Physical Examination (APE), Executive Check-up and Pre-Employment Outpatient Packages.

### **LEVEL:**

Chief Finance Officer, Controller, Budget & Cost Manager, Budget & Cost Supervisor, Cost Researcher

### **DEFINITION OF TERMS:**


**Annual Physical Examination/Executive Check-Up-** is a physical health examination to help determine if the employed personnel is free of any contagious disease that may harm his/her health.<sup>1</sup>

**Pre-Employment Examination-** is a pre-employment physical examination or medical clearances required by the Company before hiring an employee.

### **POLICY:**

1. It is the policy of the management to offer quality and excellent healthcare services at a reasonable and affordable prices.



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2. This activity is done depending on the Marketing and/or Wellness on what services or examinations are requested by their clients.
3. It takes two (2) to three (3) days to finish the costing process depending on the number of procedures.

#### **DOCUMENTATION:**

Revised Policy

#### **DISSEMINATION:**


Policies and Procedure Manual

Hard copy of the Official Memo to the department and section concerned

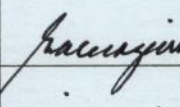
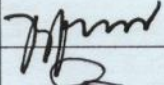

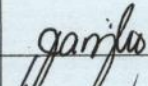
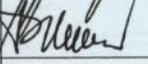
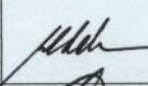

#### **REFERENCE:**


<sup>1</sup>Mobile Health. (2022, May 13). *Employee Physical Exam | Annual and Pre-Employment Physicals*. Retrieved February 14, 2022, from <https://www.mobilehealth.com/employee-physical-exams/>



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. LIZA A. LESAGUIS, MBA, FPCHA</b> Budget & Cost Manager		4/4/22
Verified:	<b>JEMELYN G FERRER, CPA, MBA, FPCHA</b> Controller - DA		4/5/22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		4/5/22
Recommending Approval:	<b>JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA</b> Chief Finance Officer - DA		4/7/2022
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer		5/19/2022
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, FPCHA, PhD</b> Vice President - Chief Operating Officer		06/30/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		7/7/22

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### **PURPOSE:**

This is to establish a documented procedure on the annual physical examination and executive check-up of employed personnel and pre-employment out-patient packages offered by the hospital.

### **SCOPE:**

Applies to all Budget and Cost Section staff of Dr. Pablo O. Torre Memorial Hospital


### **PERSON RESPONSIBLE:**

Marketing and/or Wellness Department and/or Section Head, Cost Researcher, Budget & Cost Supervisor, Budget and Cost Manager, Controller, Chief Finance Officer


### **PROCEDURE:**

1. The Marketing and/or Wellness Department and/or Section Head submits the customized package inclusions for costing.
2. The Budget & Cost Supervisor computes the costing for the customized package inclusions.
3. The Budget & Cost Supervisor sets the proposed package discount scheme and price based on the number of headcounts who may avail of the services.
4. The Budget & Cost Supervisor submits the computation to the Budget & Cost Manager.
5. The Budget & Cost Manager checks and reviews the computation and makes the necessary adjustments, if deemed necessary.
6. The Budget & Cost Manager submits the computation to the Chief Finance Officer, for approval.

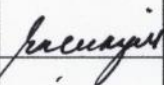
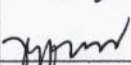




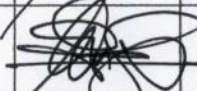



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7. The Chief Finance Officer approves or recommends other package discount rate and price, if needed.
8. The Chief Finance Officer, then signs the recommended package discount and price.
9. The Budget & Cost Manager issues an official memo on the approved package discount and price.
10. The Budget & Cost Manager submits the official memo to the Controller for signature.
11. The official memo then, forwarded to the Chief Finance Officer, for approval and signature.
12. The Cost Researcher routes the official memo to the different department and/or section concerned.

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**APPROVAL:**


	Name/Title	Signature	Date
Prepared by:	<b>MA. LIZA A. LESAGUIS, MBA, FPCHA</b> Budget and Cost Manager		6/15/22
Verified:	<b>JEMELYN G. FERRER, CPA, MBA, FPCHA</b> Controller		6/20/22
Reviewed by:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		6/21/2022
Recommending Approval:	<b>JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA</b> Chief Finance Officer		6/18/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC- Total Quality Division		6/27/22
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President- Chief Operating Officer		06/30/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		7/7/22

 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p>	Document Code:	DPOTMH-B-8-P02-WI01
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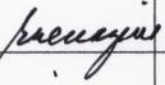
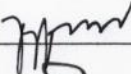
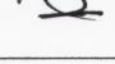
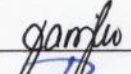

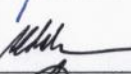

KEY TASKS	PERSON RESPONSIBLE
1. Submits the customized package inclusions for costing.	Wellness Department and/ or Section Head
2. Computes the costing for the customized package inclusions.	Budget & Cost Supervisor
3. Sets the proposed package discount scheme and price based on the number of headcounts who may avail of the services.	
4. Submits the computation to the Budget & Cost Manager.	
5. Checks and reviews the computation and makes the necessary adjustments if deemed necessary.	Budget & Cost Manager
6. Submits the computation to the Chief Finance Officer for approval.	
7. Approves or recommends other package discount rate and price if needed.	Chief Finance Officer
8. Signs the recommended package discount and price.	
9. Issues an official memo on the approved package discount and price.	Budget & Cost Manager
10. Submits the official memo to the Controller and Chief Finance Officer for signature and approval.	
11. Routes the official memo to the different department and/or section concerned.	Cost Researcher



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. LIZA A. LESAGUIS, MBA, FPCHA</b> Budget and Cost Manager		6/15/22
Verified:	<b>JEMELYN G. FERRER, CPA, MBA, FPCHA</b> Controller		6/20/22
Reviewed by:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		6/21/2022
Recommending Approval:	<b>JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA</b> Chief Finance Officer		6/21/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC- Total Quality Division		6/21/22
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President- Chief Operating Officer		06/20/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		7/7/22



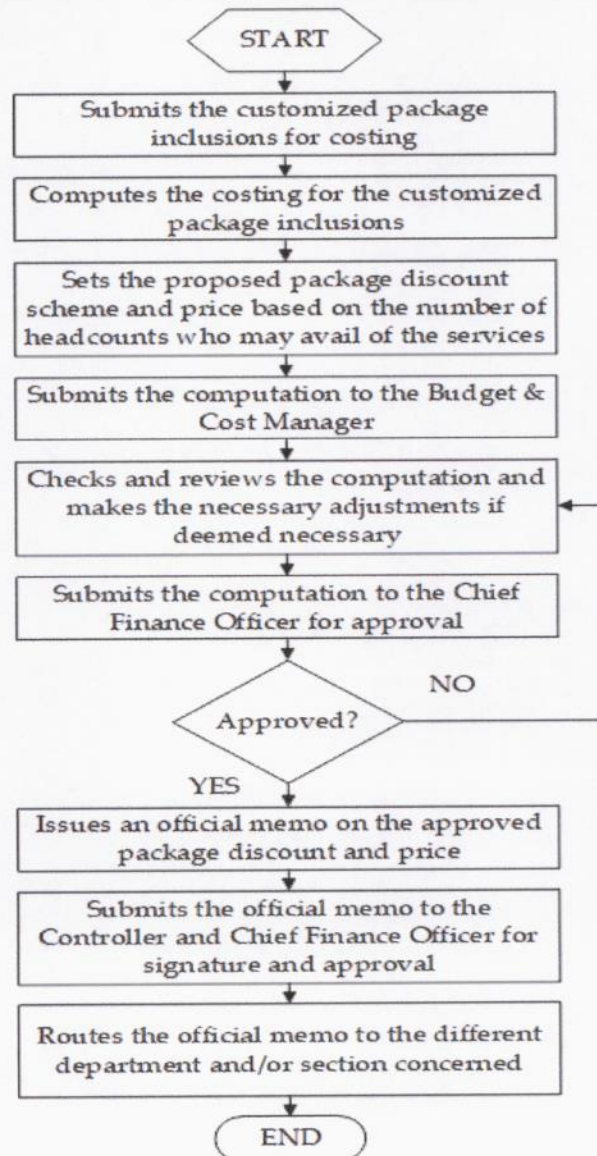



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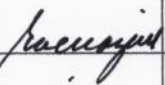
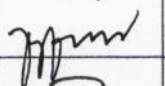

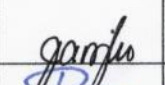



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## FLOWCHART



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. LIZA A. LESAGUIS, MBA, FPCHA</b> Budget and Cost Manager		6/15/22
Verified:	<b>JEMELYN G. FERRER, CPA, MBA, FPCHA</b> Controller		6/20/22
Reviewed by:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		6/21/2022
Recommending Approval:	<b>JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA</b> Chief Finance Officer		6/21/2022
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	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President- Chief Operating Officer		06/30/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		7/7/22