	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Document Code:	DPOTMH–FIN-EDP-SOP001
		Revision Number:	0
		Effective Date:	07-01-2020
		Document Type:	Standard Operating Procedure
DR. PABLO O. TORRE MEMORIAL HOSPITAL		Page Number:	1
		Department/Section:	Electronic Data Processing
		Document Title:	**TRANSFER FEE**

PURPOSE:

To outline the necessary steps in charging the Transfer Fee or making the necessary adjustments thereof.
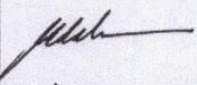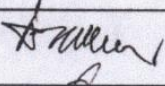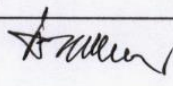
OBJECTIVE:

To ensure accurate processing and calculation of the Transfer Fee and making adjustments, if necessary.

RESPONSIBLE PERSON:

EDP Staff, Admitting Staff, Billing Staff

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	**CINDY MARIE D. ABQUILAN, MBA** Electronic Data Processing Supervisor	*Abquilan*	05/08/2020
Reviewed:	**DENNIS C. ESCALONA, MN, FPSQua** Quality Assurance Supervisor		05/28/2020
Recommending Approval:	**SOCORRO VICTORIA L. DE LEON, PHD, FPCHA, CPA** Corporate Finance Officer		05/28/2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		5/29/20
Approved:	**GENESIS GOLDI D. GOLINGAN** President and CEO		06/04/2020

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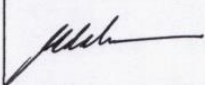
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	Name/Title	Signature	Date
Prepared by:	**CINDY MARIE D. ABQUILAN, MBA** Electronic Data Processing Supervisor	*Seopilan*	07/08/2020
Reviewed:	**DENNIS C. ESCALONA, MN, FPSQua** Quality Assurance Supervisor		07/28/2020
Recommending Approval:	**SOCORRO VICTORIA L. DE LEON, PHD, FPCHA, CPA** Corporate Finance Officer		07/28/2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		7/29/20
Approved:	**GENESIS GOLDI D. GOLINGAN** President and CEO		

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EQUIPMENT NEEDED: N/A

PROCEDURE:

1. The EDP Staff validates the room history of the patient from admission date to discharge date. If there is a room or bed transfer, a Transfer Fee should be charged.

2. The EDP Staff checks if the Transfer Slip is attached. If there is no Transfer Slip, the EDP Staff calls the Nurse Station to verify the room transfer of the patient.

3. The EDP Staff encodes the Transfer Fee if it was not charged to the patient.
BizBox Procedure – Charging of Transfer Fee

   3.1 Go to Main Explorer → Transactions → Centralized Patient Account Management (CPAM)
   3.2 Encode the Patient ID in the text box "Search by patient ID/Hospital No." and look for the current confinement period.
   3.3 Click "Post Charges" icon on the sub-components column.
   3.4 Select "Admitting" on the "Search by Department Name"
   3.5 Click "Select" from Item Master File
   3.6 Type Room Transfer Fee on the "Search by Item Description"
   3.7 Click "Continue → Save and Close".
   3.8 Type your password on the "Password Authentication Entry" and click "continue".
   3.9 A validation showing the Transaction Slip document will pop-up, click "Close".

4. If there is an over-charge, the EDP Staff makes the necessary adjustment.
BizBox Procedure – Adjusting the Transfer Fee

   4.1 Go to Main Explorer → Transactions → Centralized Patient Account Management (CPAM)

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4.2 Encode the patient ID in the text box "Search by patient ID/Hospital No." and look for the current confinement period.

4.3 Click "Apply Credit Note" icon on the sub-components column.

4.4 Select "Room Transfer Fee" of the corresponding Document Date wherein the over-charge or error was posted.

4.5 Click "Next" and enter the quantity on the "Qty for Return" column.

4.6 Click "Finalize → Save and Close".

4.7 Type your password on the "Password Authentication Entry" and click "Accept".

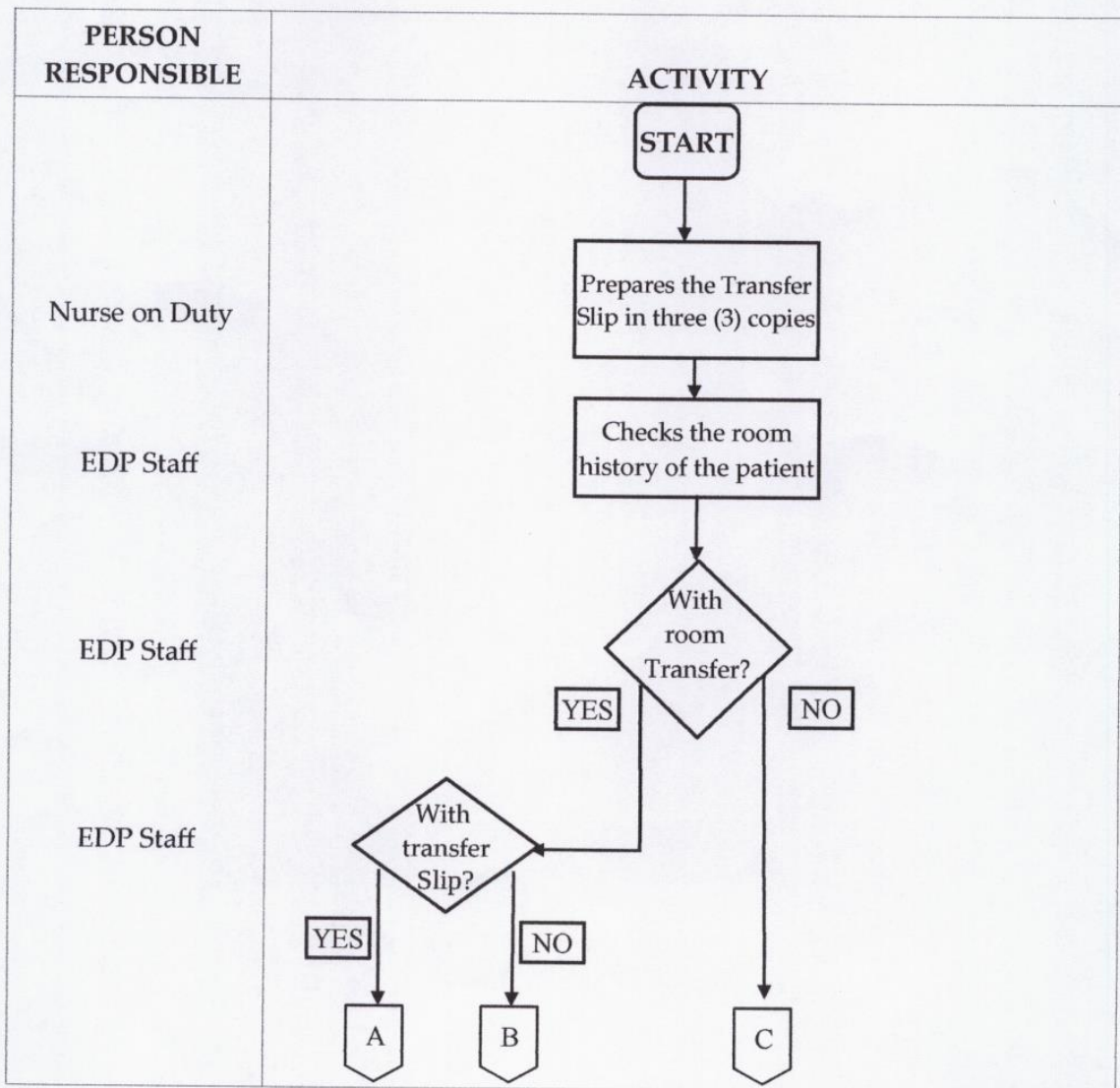4.8 Click "Close" if a validation shows the Transaction Slip document that will pop-up.

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FLOWCHART:

PERSON RESPONSIBLE	ACTIVITY
Nurse on Duty	**START** → Prepares the Transfer Slip in three (3) copies
EDP Staff	Checks the room history of the patient
EDP Staff	With room Transfer? — YES / NO
EDP Staff	With transfer Slip? — YES → A / NO → B ; NO → C

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EDP Staff — A → Validates the room transfer

EDP Staff — B → Calls the Nurse Station and verifies the room transfer

EDP Staff — Was the Transfer Fee properly Charged? (YES / NO)

EDP Staff — C → Was the Transfer Fee erroneously Charged? (YES / NO)

Admitting Staff / EDP Staff — Charges Transfer Fee at CPAM

EDP Staff — Applies Credit Note at CPAM

EDP Staff — Prints the Hospital Bill

END