 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-B-13-P01
	Effective Date:	08-30-2022
	Document Type:	Policy
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	Department/Section:	Financial Audit Section
	Document Title:	SCOPE OF SERVICE

PURPOSE:

To provide information on the services being offered by the Financial Audit Section.

LEVEL:

Financial Auditor, Financial Audit Staff


SCOPE OF SERVICE:

The Financial Audit Section of Dr. Pablo O. Torre Memorial Hospital is tasked with adding value and improving the organization's financial operations through the evaluation and recommendation of corrective control measures to mitigate the risks of mismanagement and fraud.

The Financial Audit Section also examines financial transactions and records to ascertain whether they are relevant, accurate, complete, and fairly presented and ensures that all normal procedures and practices are followed in the incidence of such. Corollary to this function is the reporting of detected errors or fraud to the appropriate authorities.

Special audits and investigations, upon formal requests, are also being accommodated by the Financial Audit Section.

The Financial Audit Section is open from 8:00 am until 5:00 pm, Mondays through Fridays, excluding holidays.

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Cash Counts at Random

Unannounced cash counts are conducted at any time during the shift of random cash custodians to ensure that cash on hand is always equal to their accountability.

Verification of Disbursements

The checking of all disbursement vouchers, including trade and non-trade payables, medical fees, and job orders, to ensure that they are prepared according to the existing accounting policies, that they are accurate and authorized, and that the supporting documents are intact and complete.

An Audit of Unpaid Balances

The weekly process of ensuring that there are no unpaid balances of discharged patients and that no fraud, misstatements, or breaches have been committed by the personnel concerned.

An Audit of Incentives

Periodic review of the Incentive Reports submitted by revenue centers to warrant the accuracy and completeness before distribution of incentives to medical doctors.

Inventory Count


Periodic conduct of a physical inventory count of drugs and supplies to confirm the accuracy and completeness of records, and uncover any discrepancies.

Special Audits

Ad hoc audits are catered by the section in terms of fraud investigation, process review, among others, upon request of different departments, sections, and authorities.


Location:

The section is located on the ground floor of the Finance, Human Resources and Marketing (FHM) Building.

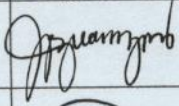


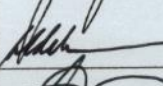
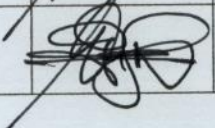
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Staffing and Direction:

The Financial Audit Section is headed by one (1) Financial Auditor supervising three (3) Financial Audit Staff who cover an 8-hour shift from Mondays to Fridays, excluding holidays, with two-days off.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	JOAN PAULINE G. GUANZON, CPA Financial Auditor		08/16/22
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	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President, Chief Operating Officer		08/20/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/14/22