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	Effective Date:	12-15-2021
	Document Type:	Policy
	Page Number:	1 of 3
	Department/Section:	Medical Social Services
	Document Title:	OUTPATIENT CHARITY RATE

PURPOSE:

To provide patients with ways to seek medical assistance for Laboratory & Diagnostic procedures in the hospital.

LEVEL:


Medical Social Services Supervisor, Medical Social Services Staff, Medical Director, Corporate Finance Office, Medical Staff

DEFINITION OF TERMS:

Charity rate – discount granted to qualified patients.

POLICY:

1. The Management shall ensure that the charity rate shall be granted only to patients who genuinely deserve it.
2. Medical Social Worker shall evaluate every patient/representative who seeks assistance from this institution. Patient/Representative must submit Referral Letter from RMC Accredited physician, Doctor's Request, and Certificate of Indigency.
3. Qualified patients shall only avail of charity rate once a year.
4. Charity rates are used for outpatient procedures depending on the availability of the budget.
 - 4.1 CT Scan / MRI – 30% discount
 - 4.2 Laboratory, 2D echo, X-ray, Ultrasound – 40%-50% discount.
5. Charity rates are not applicable in conjunction with any promotions and discounts.

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6. Charity rates are subject to approval by the Medical Director and Corporate Finance Officer and are not applicable in emergency procedures.

DOCUMENTATION:

Revised Policy


DISSEMINATION:

Hospital Communicator






Manual of Policies and Procedures


REFERENCE:

DOH – Manual for Medical Social Workers Fifth Edition

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CHARMAINE M. VILORIA, RSW Medical Social Services Supervisor		12/15/21
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		12-16-2021
Recommending Approval:	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		12/16/2021
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		12-22-21
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		01/06/22

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	Effective Date:	12-15-2021
	Document Type:	Standard Operating Procedure
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PURPOSE:


To outline the steps involved in availing Charity Rate as Outpatient.

SCOPE:

Applies to all Medical Social Services staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Medical Social Services Supervisor, Medical Social Services Staff, Medical Director,
Corporate Finance Officer


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PROCEDURE:

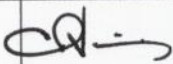


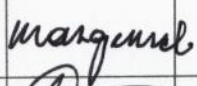

1. The Medical Social Worker interviews the patient/representative.
2. The patient/representative presents the requirements for assistance.
3. The Medical Social Worker evaluates the patients' eligibility and prepares the patient's Medical Social Profile and the Charity Rate Request Form.
4. The Medical Social Worker signs and submits the documents to the Medical Director for verification and countersignature.
5. The Medical Social Worker submits the documents to the Corporate Finance Officer for approval.
6. The Medical Social Worker assists in obtaining a schedule for the approved procedure and informs the patient through phone calls.
7. The Medical Social Worker or MSS Staff assists the patient on the scheduled day of their procedure.
8. The patient/representative pays for the procedure, at a charity rate, on the day it will be performed.

REFERENCE:

DOH – Manual for Medical Social Workers Fifth Edition

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	Name/Title	Signature	Date
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Recommending Approval:	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		3/7/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		3.23.22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		4/7/22

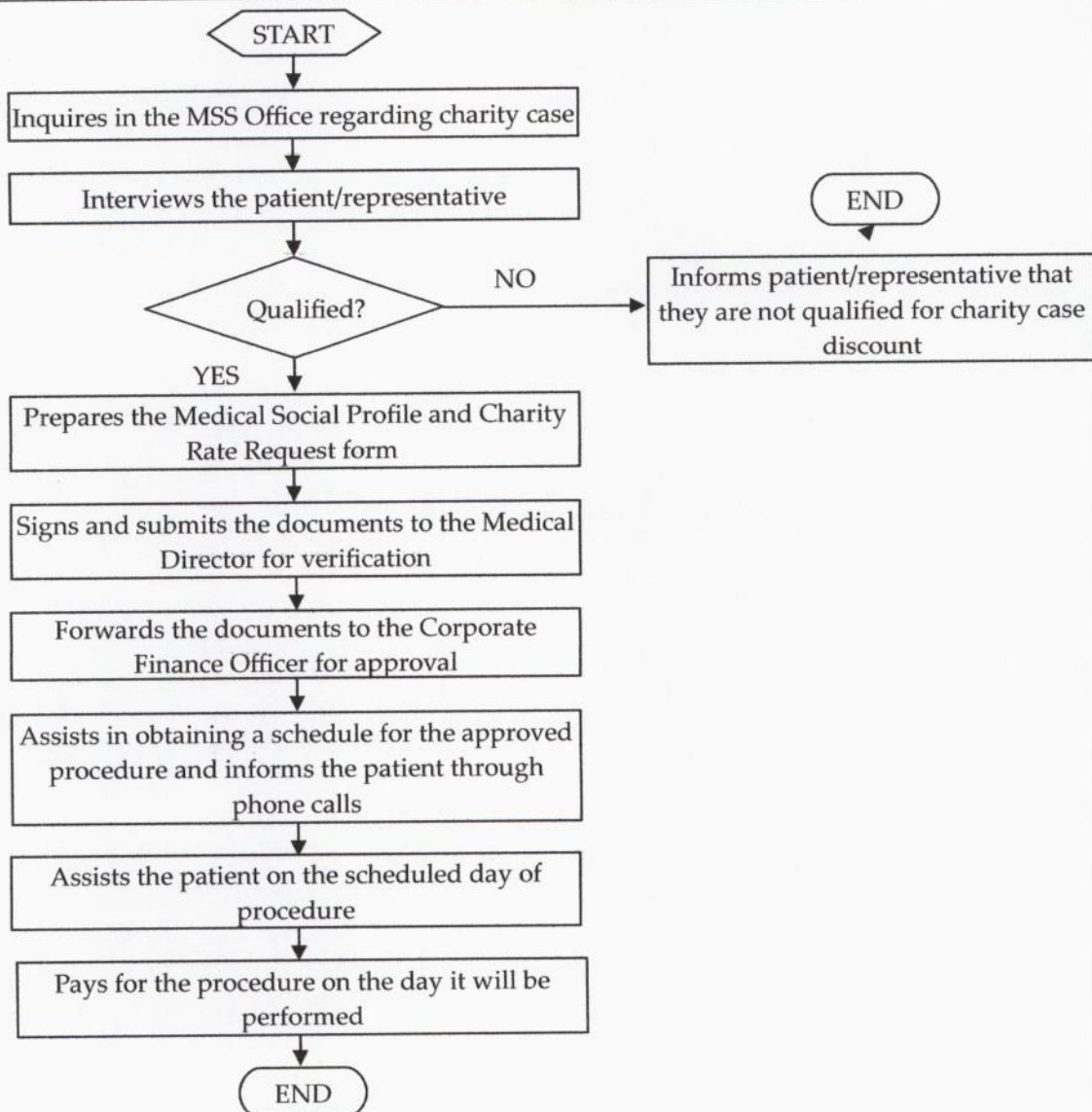



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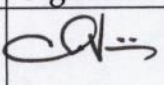

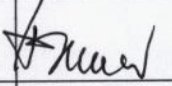
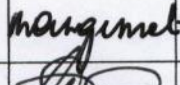
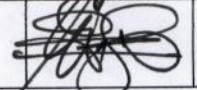
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FLOWCHART




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APPROVAL:

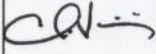

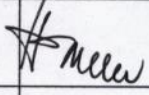
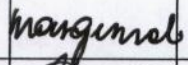

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	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		12.16.2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		2/12/22

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KEY TASKS	PERSON RESPONSIBLE
1. Evaluates the patients' eligibility and prepares the patient's Medical Social Profile and the Charity Rate Request Form.	Medical Social Worker
2. Signs and submits the documents to the Medical Director for verification and countersignature.	Medical Social Worker
3. Submits the documents to the Corporate Finance Officer for approval.	Medical Social Worker
4. Approves the request to avail of Outpatient Charity Rate.	Corporate Finance Officer
5. Assists on schedules of the approved procedure and informs the patient through phone call.	Medical Social Worker
6. Assists the patient on the scheduled day of their procedure.	Medical Social Worker

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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		01/06/22