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	Document Title:	PROCESSING OF PCSO REQUIREMENTS

PURPOSE:

To assist the patient/representative to seek financial assistance from Philippine Charity Sweepstakes Office for their Confinement, Hemodialysis Medicines, Chemotherapy Drugs, Hemophilia and Post-transplant Medicines.

LEVEL:


Medical Director, Chief Risk Officer, Medical Social Services Supervisor and Staff, Medical Records, Attending Physician, Credit & Collection Manager, Collection Head, Collection Clerk, Credit & Collection Collector, and MAB Pharmacists

DEFINITION OF TERMS:

1. Philippine Charity Sweepstakes Office (PCSO) - is the principal government agency for raising and providing funds for health programs, medical assistance and services, and charities of national character
2. Medical Access Program (MAP) - it is the program for the provision of assistance to male and female individuals with health-related problems seeking financial help, which is embedded on the premise of augmenting their funds, in partnership with government and private hospitals, health facilities, medicine retailers and other partners

POLICY:

1. Assistance may be availed of in the following circumstances:
 - A) INPATIENT
 - a. Catastrophic Cases
 - b. Chronic Diseases
 - c. Long-Staying Patients

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- d. Labor and delivery (OB) and Medico-Legal Cases are subject for assessment
- e. Admitted/Discharged patient with personal unpaid balance of P25,000.00 and above

B) OUTPATIENT

- a. Hemodialysis Medicines
- b. Chemotherapy Drugs
- c. Hemophilia and Post-transplant Medicines

2. Any qualified client who wishes to avail of the PCSO Medical Assistance shall comply with the following:


A) GENERAL REQUIREMENTS

- a. Duly accomplished PCSO IMAP Application Form
- b. Photocopy of any government-issued ID of the patient and representative
- c. Original/Certified True Copy of the Medical Abstract duly signed by the attending physician with printed full name, signature, PRC license, and PTR number
- d. Authorization Letter from the patient or immediate family member

B) SPECIFIC REQUIREMENTS:

a. For Confinement

- i. Endorsement Letter from the Medical Social Services duly signed by the Medical Social Worker and countersigned by the Medical Director
- ii. Original copy of the Final Statement of Account with printed name duly signed by the Billing Officer/Credit & Collection with discounts and deductions. If Discharged: Validly-executed Promissory Note duly signed by the hospital representative

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- iii. For Medico-Legal Cases: Photocopy of the Vehicular/Police Report
- iv. P 100.00 payment at the cashier for the Endorsement letter
- v. Accomplished PCSO requirements must be submitted to RMCI - Medical Social Services Office within sixty (60) days from the date of discharge

b. For Hemodialysis Medicines

- i. Endorsement Letter from the Medical Social Services signed by the Medical Social Worker and countersigned by the Medical Director
- ii. Official Quotation from Credit & Collection duly signed by the Credit & Collection Manager
- iii. Prescription with printed full name, signature, PRC license, and PTR number of the attending physician
- iv. Certificate of on-going treatment from the attending physician
- v. Photocopy of relevant laboratory result/s within the last three (3) months
- vi. Photocopy of Member Data Record (MDR)
- vii. P 100.00 payment at the cashier for the Endorsement letter
- viii. Accomplished PCSO requirements must be submitted to RMCI - Medical Social Services Office

c. For Chemotherapy Drugs


- i. Original prescription with printed full name, signature, PRC license, and PTR number of oncologist/attending physician
- ii. Original copy of treatment protocol with printed full name, signature, PRC license, and PTR number of oncologist/attending physician
- iii. Photocopy of Surgical/Histopathology/Biopsy Result
- iv. Official Quotation from Credit & Collection duly signed by the Credit & Collection Manager and MAB Pharmacist

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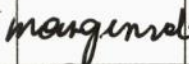

v. Accomplished PCSO requirements must be submitted to Philippine Charity Sweepstakes Office, Silay City


d. Hemophilia and Post-transplant Medicines

- i. Prescription with printed full name, signature, PRC license, and PTR number of the attending physician
- ii. Photocopy of relevant laboratory result/s within the last three (3) months
- iii. Accomplished PCSO requirements must be submitted to Philippine Charity Sweepstakes Office, Silay City

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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		12/30/2021
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		12-30-2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		2/12/22

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DOCUMENTATION:


Revised Policy

DISSEMINATION:

Hospital Communicator

REFERENCE:

Medical Access Program. (n.d.). PCSO. Retrieved October 17, 2021, from <https://www.pcsso.gov.ph/ProgramsAndServices/CAD/MedicalAccessProgram.aspx>

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PURPOSE:


To outline the steps on how to avail financial assistance from Philippine Charity Sweepstakes Office (PCSO)

SCOPE:

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

PERSON RESPONSIBLE:

Medical Director, Chief Risk Officer, Medical Social Services Supervisor and Staff, Medical Records, Attending Physician, Credit & Collection Manager, Collection Head, Collection Clerk, Credit & Collection Collector, and MAB Pharmacists


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	Document Type:	Standard Operating Procedure
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	Document Title:	PROCESSING OF PCSO REQUIREMENTS

PROCEDURES:

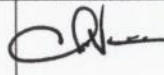

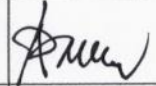
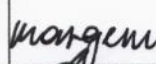
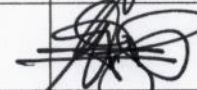
1. The Medical Social Services Supervisor/ Staff interviews the patient/ representative during ward rounds or their visit to MSS Office. MSS Supervisor/Staff assist the clients for their application.
2. The Chief Risk Officer evaluates the inpatient client's financial capacity and makes a Referral Slip to the Medical Social Services Supervisor.
3. Qualified patients are assisted by the Medical Social Services Supervisor/ Staff in accomplishing their requirements.
4. Confinement and Hemodialysis Medicines patients' accomplished PCSO requirements are submitted to the MSS Office.
5. The Medical Social Services Supervisor/Staff prepares and submits the Patient Profile to PCSO Negros thru email and receives the acknowledgment of budget allocation.

REFERENCE:

Medical Access Program. (n.d.). PCSO. Retrieved October 17, 2021, from <https://www.pcsso.gov.ph/ProgramsAndServices/CAD/MedicalAccessProgram.aspx>

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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		12/16/21
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		3.28.22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		4/7/22

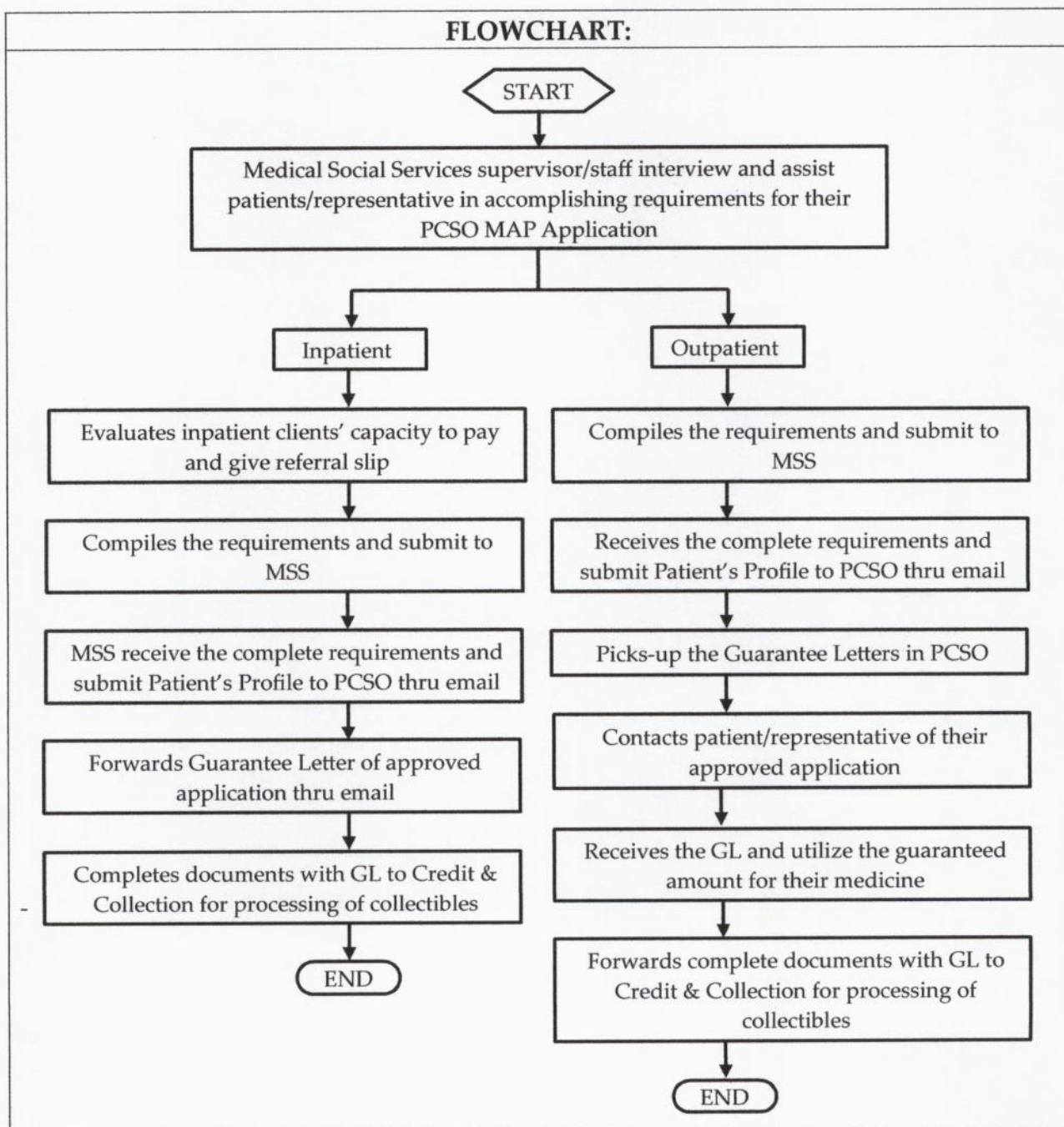



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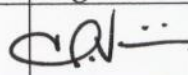

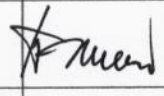
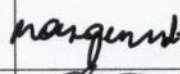

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FLOWCHART:




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	Name/Title	Signature	Date
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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		12.20.2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		2/12/22

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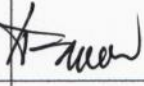
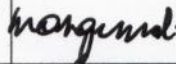

KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Interviews the patient/representative during ward rounds or their visit to MSS Office 2. Assists the patients/representative in accomplishing their requirements 3. Provides Endorsement Letter and submits the documents to the Medical Director countersignature 4. Encodes and submits the Patients Profile to PCSO via Email 5. Compiles the patient's complete requirements and forwards to the Credit & Collection Office 	Medical Social Services Supervisor/Staff
Countersigns the endorsement letter of the Medical Social Services Supervisor for inpatient and hemodialysis patients	Medical Director
Evaluates the capacity to pay of inpatient clients and provides Referral Slip to the Medical Social Services Supervisor	Chief Risk Officer
Issues the Medical Abstract if inpatient clients	Medical Records
Issues the Medical Abstract, Prescription, and Certificate of ongoing treatment of out-patient clients	Attending Physician
Provides the Final Statement of Account of the inpatient clients	Billing Officer
Compile the billing of utilized medicine of Hemodialysis	

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patients	
Prepares the Official Quotation of Outpatient clients	Collection Clerk
1. Picks-up approved Guarantee Letters from PCSO 2. Countersigns the Official Quotations	Credit & Collection Collector Credit & Collection Manager
Process the transmittal/billing/payments of PCSO	Collection Head
Provides the latest price of the requested medicine and it's availability	MAB Pharmacist

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	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		12.20.21
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		2/12/22