 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P04
	Effective Date:	04-15-2022
	Document Type:	Policy
	Page Number:	1 of 4
	Department/Section:	Nursing Service Division
	Document Title:	<b>ALLOCATION OF CHARITY BEDS</b>

### **PURPOSE:**

1. To comply with Department of Health Administrative Order No. 2007-0041 Guidelines on the Mandatory Allocation of a Certain Percentage of the Authorized Bed Capacity as Charity Beds in Private Hospitals.
2. To designate each wardroom with a specific classification.
3. To ensure a gender and age-sensitive allocation of ward rooms and beds in accordance to patient's case.

### **LEVEL:**

Resident Physicians, Registered Nurses, Nursing Attendants, Billing, and Admitting Section staff.


### **DEFINITION OF TERMS:**

**Charity Bed-** a hospital bed that is specifically and solely allocated for the confinement of indigent patients or patients classified as Class C or D patients as defined in Administrative Order No. 51-A s. 2000: Implementing Guidelines on Classification of Patients and on Availment of Medical Social Services in Government Hospitals, dated October 12, 2001.

**Indigent Patient-** a patient who is certified as indigent by a municipal social worker, in his/her absence, either the barangay chairman, municipal/ city health officer, medical social worker or chief of the nearest district, city or provincial hospital.

**Private Hospital-** a hospital that is privately owned established and operated with funds through donation, principal, investment, or other means, by any individual, corporation, association, or organization.




 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P04
	Effective Date:	04-15-2022
	Document Type:	Policy
	Page Number:	2 of 4
	Department/Section:	Nursing Service Division
	Document Title:	<b>ALLOCATION OF CHARITY BEDS</b>

### **POLICY:**

1. As a requirement for licensure, all private hospitals, including Dr. Pablo O. Torre Memorial Hospital (DPOTMH) shall allocate not less than ten percent (10%) of its authorized bed capacity as charity beds.
2. Charity beds shall be devoted to:
  - 2.1. Patients who satisfy the criteria for Class C and D patients as defined in Administrative Order No. 51-A s. 2000: Implementing Guidelines on Classification of Patients and on Availment of Medical Social Services in Government Hospitals, dated October 12, 2001;
  - 2.2. Indigent patients
3. Patients that will be catered on this section are subject to screening and pre-qualification by the Admitting Section in coordination with the Medical Social Services.
4. In case of overflow, rooms may be converted according to the needs that may arise.
5. The following are the designation/ classification of the rooms:

<b>Room/Ward Type</b>	<b>Classification of Patients</b>
Obstetric Ward	For pregnant and post-partum patients
Gynecology Ward	For female patients with reproductive health cases
Rooming-in Ward	For post-partum patients and their newborn
Ears, Nose, and Throat (ENT) Ward	For male/female patients with ENT cases
Male Medical/ Surgical Ward (MMS)	For male medical and surgical cases
Female Medical/ Surgical Ward (FMS)	For female medical and surgical cases




 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P04
	Effective Date:	04-15-2022
	Document Type:	Policy
	Page Number:	3 of 4
	Department/Section:	Nursing Service Division
	Document Title:	<b>ALLOCATION OF CHARITY BEDS</b>

Orthopedic Ward	For female/male orthopedic cases
Pediatric Ward	For pediatric patients

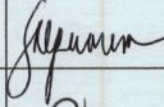
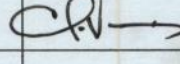
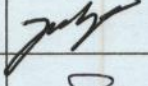

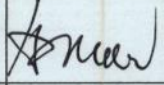
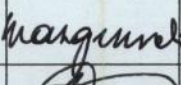

### **REFERENCE:**


Department of Health. (2007). *Guidelines on the Mandatory Allocation of a Certain Percentage of the Authorized Bed Capacity as Charity Beds in Private Hospitals*. DOH. <https://hfsrb.doh.gov.ph/wp-content/uploads/2021/05/AO-2007-0041.pdf>



 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P04
	Effective Date:	04-15-2022
	Document Type:	Policy
	Page Number:	4 of 4
	Department/Section:	Nursing Service Division
	Document Title:	<b>ALLOCATION OF CHARITY BEDS</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Director		4-4-2022
Verified:	<b>CHARMAINE M. VILORIA, RSW</b> Medical Social Services Supervisor		04/05/2022
	<b>JOSE PEPITO B. MALAPITAN, MD, FPCP</b> Acting Assistant Medical Director		04/05/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		04/05/2022
Recommending Approval:	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		4/5/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		4-6-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		4/6/22

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P04-S01
	Effective Date:	04-15-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Nursing Service Division
	Document Title:	<b>ALLOCATION OF CHARITY BEDS</b>

### **PURPOSE:**

To discuss the processes involved in implementing the Allocation for Charity Beds policy.

### **SCOPE:**


Applies to all Nursing Service Division, Admitting Section and Medical Social Services staff of Dr. Pablo O. Torre Memorial Hospital

### **PERSON RESPONSIBLE:**

Staff Nurse, Admitting Clerk, Medical Social Worker

### **PROCEDURE:**


1. Patient goes to the ER/OPD for initial health screening and assessment.
2. If patient is for admission, the patient/ folks proceeds to the Admitting Section for initial interview and assessment.
3. If the patient belongs to the category discussed in policy statement 2, the Admitting Clerk refers the patient/folks to the Medical Social Worker for further assessment.
  - 3.1. Should the patient qualify for charity ward admission, the Medical Social Worker issues a referral slip to the patient/folks for presentation to Admitting Clerk.
4. Admitting Clerk processes the admission request and assigns a specific ward and bed number for the patient.

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P04-S01
	Effective Date:	04-15-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 3
	Department/Section:	Nursing Service Division
	Document Title:	<b>ALLOCATION OF CHARITY BEDS</b>

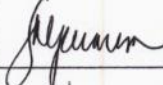

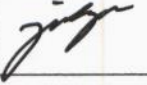

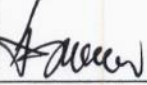
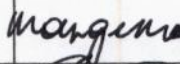

### **REFERENCE:**


Department of Health. (2007). *Guidelines on the Mandatory Allocation of a Certain Percentage of the Authorized Bed Capacity as Charity Beds in Private Hospitals*. DOH. <https://hfsrb.doh.gov.ph/wp-content/uploads/2021/05/AO-2007-0041.pdf>



 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P04-S01
	Effective Date:	04-15-2022
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 3
	Department/Section:	Nursing Service Division
	Document Title:	<b>ALLOCATION OF CHARITY BEDS</b>


**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Director		4-4-2022
Verified:	<b>CHARMAINE M. VILORIA, RSW</b> Medical Social Services Supervisor		04/05/2022
	<b>JOSE PEPITO B. MALAPITAN, MD, FPCP</b> Acting Assistant Medical Director		04-05-2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		04-05-2022
Recommending Approval:	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		4/5/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		marginal: 4-6-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		4/6/22

 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P04-WI01
	Effective Date:	04-15-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Nursing Service Division
	Document Title:	<b>ALLOCATION OF CHARITY BEDS</b>

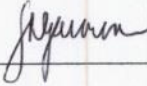
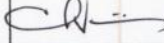
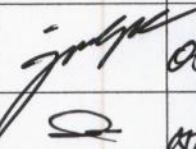
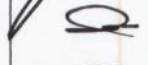
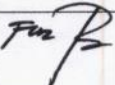
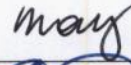

KEY TASKS	PERSON RESPONSIBLE
1. Goes to the ER/OPD for initial health screening and assessment.	Patient
2. Proceeds to the Admitting Section for initial interview and assessment.	
3. Refers the patient/folks to the Medical Social Worker for further assessment.	Admitting Clerk
4. Processes the admission request and assigns a specific ward and bed number for the patient.	



 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p>	Document Code:	DPOTMH-I-P04-WI01
	Effective Date:	04-15-2022
	Document Type:	Work Instruction
	Page Number:	2 of 2
	Department/Section:	Nursing Service Division
	Document Title:	<b>ALLOCATION OF CHARITY BEDS</b>

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Director		5-11-2022
Verified:	<b>CHARMAINE M. VILORIA, RSW</b> Medical Social Services Supervisor		05/23/2022
	<b>JOSE PEPITO B. MALAPITAN, MD, FPCP</b> Acting Assistant Medical Director		05/30/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		05/30/2022
Recommending Approval:	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		6/2/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		6-6-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		6/10/22

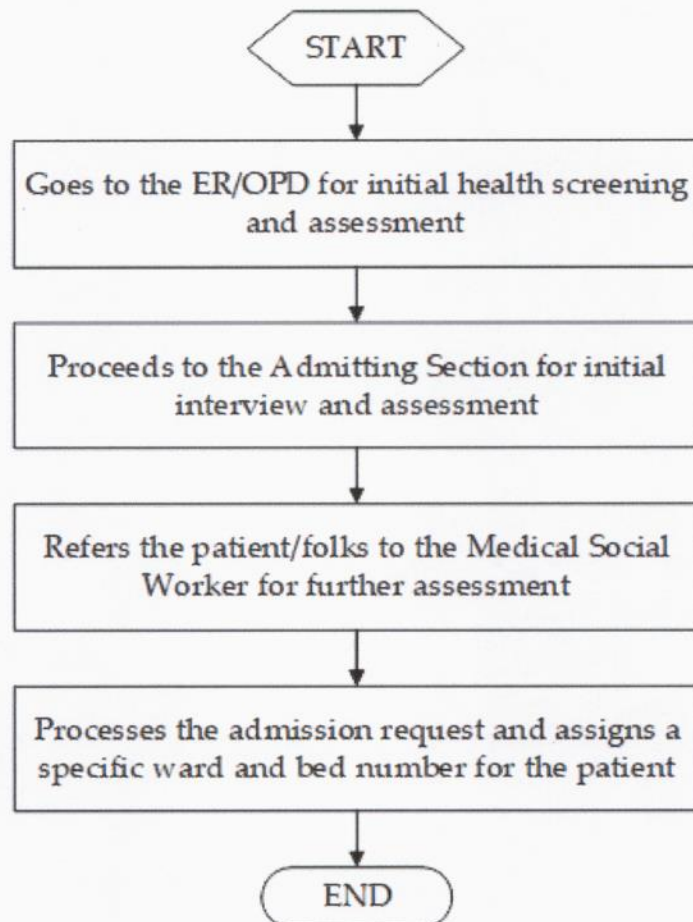


DR. PABLO O. TORRE  
MEMORIAL HOSPITAL


B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

Document Code:	DPOTMH-I-P04-FC01
Effective Date:	04-15-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Nursing Service Division
Document Title:	<b>ALLOCATION OF CHARITY BEDS</b>


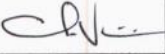
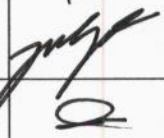

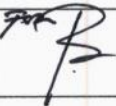
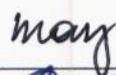

## FLOWCHART





 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P04-FC01
	Effective Date:	04-15-2022
	Document Type:	Flowchart
	Page Number:	2 of 2
	Department/Section:	Nursing Service Division
	Document Title:	<b>ALLOCATION OF CHARITY BEDS</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Director		5-11-2022
Verified:	<b>CHARMAINE M. VILORIA, RSW</b> Medical Social Services Supervisor		05/23/2022
	<b>JOSE PEPITO B. MALAPITAN, MD, FPCP</b> Acting Assistant Medical Director		05-30-2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		05-30-2022
Recommending Approval:	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		6/2/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		6-6-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		6/15/22