



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

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

Document Code:	DPOTMH – MSD – MSS – P004
Revision Number:	0
Effective Date:	01-29-2021
Document Type:	Policy
Page Number:	6 of 6
Department/Section:	Medical Social Services
Document Title:	<b>House Case Surgery</b>

### **WORK INSTRUCTION:**

#### House Case Surgeon

1. Refers patient to Medical Social Services

#### Medical Social Worker

1. Conducts interview and assessment
2. Explains to the patient the process and their counterpart
3. Conducts ward visit of patient
4. Coordinates with House Case Surgeon

### **DOCUMENTATION:**

Medical Social Intake Sheet  
Medical Abstract of the patient  
Contract/Undertaking  
Referral Form from Department  
Hospital Bill  
Valid ID



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

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

Document Code:	DPOTMH – MSD – MSS – P004
Revision Number:	0
Effective Date:	01-29-2021
Document Type:	Policy
Page Number:	1 of 6
Department/Section:	Medical Social Services
Document Title:	House Case Surgery

**PURPOSE:**

- To accommodate and assist patient or patient's folks who seek Medical Assistance.
- To evaluate and determine those patients who may be eligible for House Case Surgery charity rates.

**LEVEL:**

Medical Social Worker, Patient/Patient's folks, Medical Residents and Surgeon

**POLICY:**

- Surgery case patient, whether admitted or outpatient, who has been referred by a Surgeon to the Medical Social Services Section shall see the Medical Social Worker for interview.
- Surgery House case patient, who wishes to avail of medical assistance shall present the necessary documents to prove his eligibility.





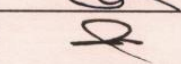
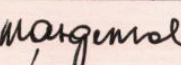
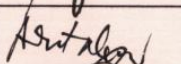




DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

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

Document Code:	DPOTMH – MSD – MSS – P004
Revision Number:	0
Effective Date:	01-29-2021
Document Type:	Policy
Page Number:	2 of 6
Department/Section:	Medical Social Services
Document Title:	House Case Surgery

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>PRISCELA N. JARMONILLA, RSW</b> Medical Social Services Head		01-29-2021
Reviewed:	<b>BERNIE B. SIASON</b> Internal Quality Analyst for Non-Patient Care		02-03-2021
	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		02-03-2021
Recommending Approval:	<b>MA. ANTONIA S. GENSOLI, MD</b> Medical Director		2.3.21
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer		2-4-2021
Final approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		2/12/2021

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH – MSD – MSS – P004
	Revision Number:	0
	Effective Date:	01-29-2021
	Document Type:	Policy
	Page Number:	3 of 6
	Department/Section:	Medical Social Services
	Document Title:	<b>House Case Surgery</b>

**PROCEDURE:**

1. Office hour starts at 8:00 AM to 5:00 PM, Monday to Friday.
2. The House Case Surgeon refers patient to the Medical Social Worker.
3. The Medical Social Worker conducts interview and assesses patient of their capacity to pay.
4. The Medical Social Worker explains to the patient the process; their counterpart payment and the requirements for compliance.
5. The Medical Social Worker conducts Ward visit if admitted.
6. Patient or folks submits required documents.
7. The Medical Social Worker coordinates with House Case Surgeon.



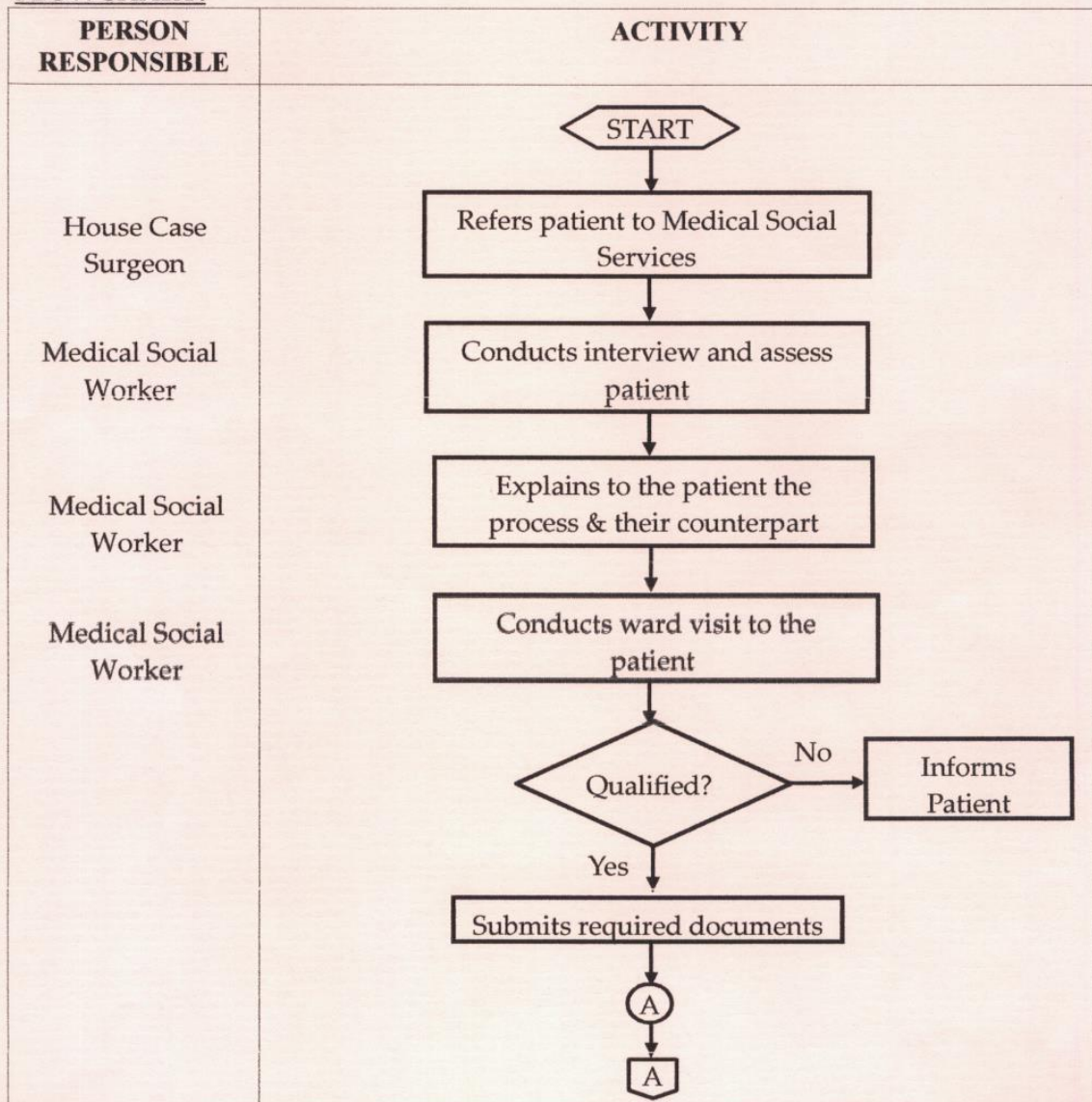


DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

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

Document Code:	DPOTMH – MSD – MSS – P004
Revision Number:	0
Effective Date:	01-29-2021
Document Type:	Policy
Page Number:	4 of 6
Department/Section:	Medical Social Services
Document Title:	House Case Surgery

**FLOWCHART:**





DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

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

Document Code:	DPOTMH – MSD – MSS – P004
Revision Number:	0
Effective Date:	01-29-2021
Document Type:	Policy
Page Number:	5 of 6
Department/Section:	Medical Social Services
Document Title:	<b>House Case Surgery</b>

Medical Social  
Worker

