 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-F-79-P01-S05
	Effective Date:	08-15-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Dietary Department
	Document Title:	<b>POSTING OF CHARGES (INPATIENT)</b>

**PURPOSE:**

1. To properly charge admitted patients on the services and goods rendered by the Dietary Department.
2. To ensure proper posting of charges to patient's account.


**SCOPE:**

Applies to all Dietary Department Staffs

**RESPONSIBLE PERSON:**

Nurses- in Charge, Dietitians, Billing


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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	9/7/21
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	9/16/2021
Recommending Approval:	NOEL P. GARBO Corporate Strategic Support Division Officer	<i>[Signature]</i>	9/16/2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>[Signature]</i>	9/17/2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	10/23/2021

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### **PROCEDURE:**

1. The Nurses informs the dietitians of the services needed by the patient.
2. The Dietitian receives the call from the Nurses-in-Charge.
3. The Dietitian logs in the Bizbox and charge the services rendered.
4. The Dietitian writes down the services or items rendered in a log book.
5. For the items that the nurses takes from the department, the Dietitian makes sure that the nurses signs the received items correctly according to the needs of the patient.

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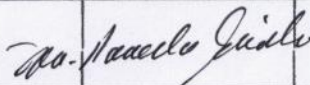

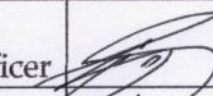

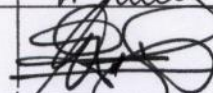
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KEY TASKS	PERSON RESPONSIBLE
1. Informs the dietitians of the services needed by the patient	Nurses
2. Receives the call from the Nurses-in-Charge	Dietitian
3. Logs in the Bizbox and charge the services rendered	Dietitian
4. Writes down the services or items rendered in a log book	Dietitian
5. Makes sure that the nurses signs the received items correctly according to the needs of the patient, For the items that the nurses takes from the department	Dietitian

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. PAMELA GARILAO</b> Dietary Manager		9/7/21
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		09/08/2021
Recommending Approval:	<b>ENGR. NOEL P. GARBO</b> Corporate Strategic Support Division Officer		9/16/21
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer		9/17/2021
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		10/23/2021

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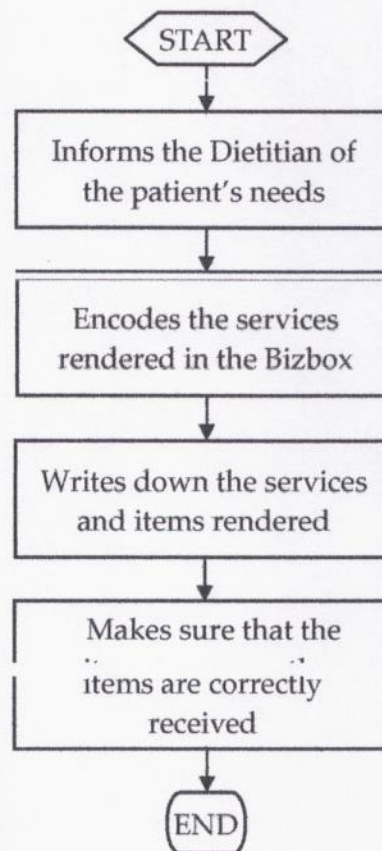
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## FLOWCHART

### ACTIVITY



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ms. Pamela Garilao</i>	8-2-21
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	08-04-2021
Recommending Approval:	NOEL P. GARBO Corporate Strategic Support Division Officer	<i>[Signature]</i>	8-11-2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>[Signature]</i>	8/27/2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	10/23/2024

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