 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-F-79-P01-S05
	Effective Date:	03-15-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 2
	Department/Section:	Dietary Department
	Document Title:	POSTING OF INPATIENT CHARGES

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 staff of Dietary Department of Dr. Pablo O. Torre Memorial Hospital

RESPONSIBLE PERSON:

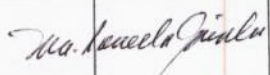

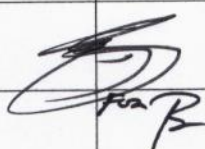


Nurses- in Charge, Dietitians, Billing


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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APPROVAL:



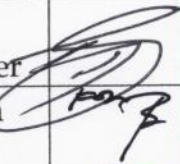
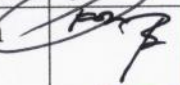

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	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		4/2/22
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KEY TASKS	PERSON RESPONSIBLE
1. Informs the Dietitian of the services needed by the patient.	Nurse
2. Receives the call from the Nurses-in-Charge.	
3. Logs in the Bizbox and charge the services rendered.	
4. Writes down the services or items rendered in a log book.	
5. Makes sure that the nurses signs the received items correctly according to the needs of the patient and for the items that the nurses takes from the department.	
	Dietitian

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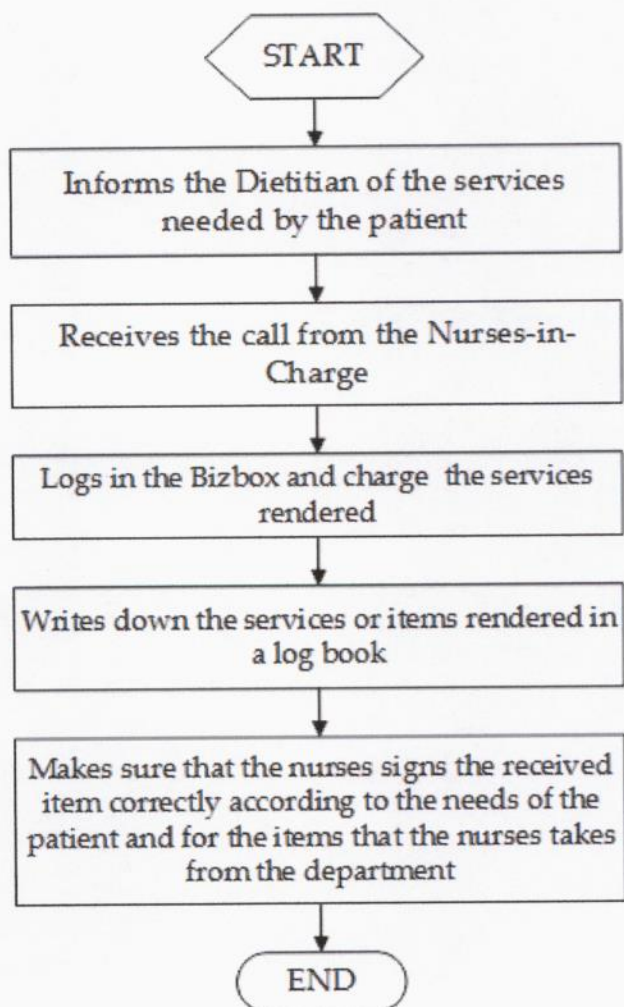



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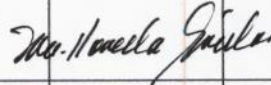




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FLOWCHART



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