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6100

PURPOSE:

1. To increase the patient turnover.
2. To increase the income from hospital services.
3. To improve the cash flow.
4. To improve the personal collection status report.
5. To attain the optimum utilization of supplies, equipment and manpower services.

SCOPE:


Applies to all Budget and Cost Department employees of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Department/Section Head concerned, Cost Researcher, Budget & Cost Supervisor, Budget and Cost Manager, Controller, Corporate Finance Officer

GENERAL GUIDELINES:


1. It is the Management's policy to offer quality and excellent health care services at a reasonable and affordable prices.
2. This activity is done on the request of the department and/or section concerned. It is the responsibility of the department and section to identify the package deal program to be offered to the clients.
3. For the outpatient packages, it takes two a minimum of (2) to three (3) days to complete the process depending on the number of procedures and/or options involved.
4. For the inpatient packages, it takes at least one week to complete the process depending on the number of procedures and/or options involved.

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PROCEDURE:

- 1 The Department and/or Section concerned sets a meeting with the different departments and/or sections involved and discusses with them the services that are needed to be included in the offer as package deal to clients.
- 2 The Department and/or Section concerned identifies and formulates the package inclusions and refers it to the Department Chairperson and Division Head concerned for the approval.
- 3 The Department and/or Section concerned submits the package inclusions to the Budget & Cost Department for costing.
- 4 The Cost Researcher determines the cost of each items (supplies, procedures, examination) and submits it to the following for the computation of the package price based on the submitted package inclusions:
 - 4.1 The Cost Researcher computes the outpatient package submitted by the Department and/or Section concerned.
 - 4.2 The Budget & Cost Manager computes the inpatient package submitted by the Department and/or Section concerned.
- 5 The Budget & Cost Manager checks the computation done by the Cost Researcher and noted by the Controller then forwards it to the Corporate Finance Officer for approval.
- 6 The Corporate Finance Officer approves or will recommend another package price, if needed.
- 7 The Cost Researcher reflects the changes, if any done by the Corporate Finance Officer. The revised package will be forwarded again to the Corporate Finance Officer for approval.

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8 Once approved, the Budget & Cost Manager issues the official memo on the approved package price signed by the following:


- 8.1 Budget & Cost Manager
- 8.2 Department Chairperson
- 8.3 Division Head concerned
- 8.4 Section Head Concerned
- 8.5 Controller

9 The Corporate Finance Officer approves the official memo on the hospital service package price.

10 The Cost Researcher routes the official memo to the different departments and/or sections concerned.

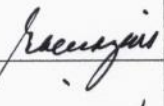
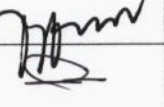
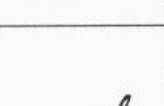
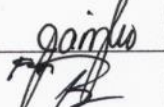
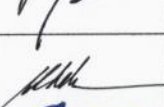


REFERENCE:


- 1. Business jargons.com>mark-up pricing

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. LIZA A. LESAGUIS, MBA, FPCHA Budget & Cost Manager		3/31/22
Verified by:	JEMELYN G. FERRER, CPA, MBA, FPCHA Controller		4/1/22
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Improvement Department Manager - DA		4/01/22
Recommending Approval:	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Corporate Finance Officer - DA		4/4/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		6/2/22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, FPCHA, PhD VP - Chief Operating Officer		6/17/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/23/22

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ANNEX A:


LIST OF INPATIENT PACKAGES WITH OR WITHOUT PHILHEALTH

1 SURGERY PACKAGE:

- 1.1 APPENDECTOMY
- 1.2 CHOLECYSTECTOMY PLAIN-SPINAL ANESTHESIA
- 1.3 CHOLECYSTECTOMY NO CBDE-SPINAL/GENERAL ANESTHESIA
- 1.4 CHOLECYSTECTOMY WITH CBDE-SPINAL/GENERAL ANESTHESIA
- 1.5 CHOLECYSTECTOMY WITH IOC NO CBDE-SPINAL/GENERAL ANESTHESIA
- 1.6 HEMORRHOIDECTOMY WITH THE USE OF HARMONIC SCALPEL
- 1.7 HEMORRHOIDECTOMY WITHOUT THE USE OF HARMONIC SCALPEL
- 1.8 HERNIORRHAPHY PLAIN
- 1.9 HERNIORRHAPHY WITH MESH (MEDIUM REDUCIBLE)
- 1.10 HERNIORRHAPHY WITH MESH (INCARCERATED/STRANGULATED)
- 1.11 HERNIOTOMY-GENERAL ANESTHESIA
- 1.12 HERNIOTOMY-SPINAL ANESTHESIA
- 1.13 LAPAROSCOPY CHOLECYSTECTOMY
- 1.14 MASTECTOMY RADICAL WITH ERA/PRA HER 2 NEU
- 1.15 MASTECTOMY RADICAL WITHOUT ERA/PRA/HER 2 NEU
- 1.16 NEPHRECTOMY
- 1.17 THYROIDECTOMY
- 1.18 TRANSURETHRAL RESECTION OF PROSTATE (TURP) EXCLUSIVE OF INSTRUMENT FEE

2 OB/GYNE PACKAGE (PRIVATE PHYSICIAN):

- 2.1 CESAREAN SECTION WITH BABY
- 2.2 DILATATION AND CURETTAGE-SPINAL OB
- 2.3 DILATATION AND CURETTAGE-SPINAL GYNE
- 2.4 HYSTERECTOMY
- 2.5 NORMAL SPONTANEOUS VAGINAL DELIVERY (NSVD) WITH BABY

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2.6 PELVIC LAPAROTOMY

2.7 VIDEO LAPAROTOMY

3 OB/GYNE PACKAGE (HOUSE CASE):

3.1 CESAREAN SECTION WITH BABY

3.2 DILATATION AND CURETTAGE-SPINAL OB

3.3 DILATATION AND CURETTAGE-SPINAL GYNE

3.4 HYSTERECTOMY

3.5 NORMAL SPONTANEOUS VAGINAL DELIVERY (NSVD) WITH BABY

3.6 PELVIC LAPAROTOMY

4 ENT PACKAGE:

4.1 MASTOIDECTOMY

4.2 NASAL ENDOSCOPY WITH PEA WITH SMR

4.3 NASAL ENDOSCOPY WITH PEA

4.4 NASAL ENDOSCOPY WITH PEA WITH CALDWELL LUC

4.5 NASAL ENDOSCOPY WITH PEA AND CALDWELL LUC AND SMR


4.6 PAROTIDECTOMY

4.7 PHARYNGOPLASTY

4.8 SUB MUCUS RESECTION

4.9 TONSILLECTOMY

4.10 TYMPANOPLASTY

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LIST OF OUTPATIENT PACKAGES WITH OR WITHOUT PHILHEALTH

1 ENDOSCOPY PACKAGE:

- 1.1 ESOPHAGOGASTRODUODENOSCOPY WITH BIOPSY
- 1.2 ESOPHAGOGASTRODUODENOSCOPY WITHOUT BIOPSY
- 1.3 COLONOSCOPY WITH BIOPSY
- 1.4 COLONOSCOPY WITHOUT BIOPSY
- 1.5 PROCTOSIGMOIDOSCOPY WITH BIOPSY
- 1.6 PROCTOSIGMOIDOSCOPY WITHOUT BIOPSY
- 1.7 ENTEROSCOPY WITH BIOPSY
- 1.8 ENTEROSCOPY WITHOUT BIOPSY


2 PROCTOSIGMOIDOSCOPY USING FLEX FOCUS MACHINE-3D ENDORECTAL ULTRASOUND

3 PROCTOSIGMOIDOSCOPY USING FLEX FOCUS MACHINE-3D ENDOANAL ULTRASOUND

4 PROCTOSIGMOIDOSCOPY USING FLEX FOCUS MACHINE- TRANSPERINEAL ULTRASOUND

5 MINOR SURGERY PACKAGE:

- 5.1 AV FISTULA CREATION
- 5.2 CIRCUMCISION
- 5.3 CORE NEEDLE BIOPSY
- 5.4 ELECTROCAUTERY OF MOLES, WARTS, ETC.
- 5.5 INCISION AND DRAINAGE OF ABSCESS
- 5.6 EXCISION OF MASS, ETC. (WITH SEDATION)
- 5.7 EXCISION OF MASS, ETC. (WITHOUT SEDATION)

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6 LABORATORY PACKAGE:

- 6.1 LPD 1
- 6.2 LPD 2
- 6.3 LPD 3
- 6.4 LPD 4
- 6.5 LPD 5
- 6.6 LPD 6
- 6.7 LPD 7
- 6.8 LPD 8
- 6.9 LPD 9
- 6.10 LPD 10 (EXECUTIVE PANEL A)
- 6.11 LPD 10 (EXECUTIVE PANEL B)
- 6.12 LPD 10 (EXECUTIVE PANEL C)
- 6.13 LPD 10 (EXECUTIVE PANEL D)
- 6.14 HEPA PROFILE WITH ANTI HIV
- 6.15 PANEL HEMO 1
- 6.16 PANEL HEMO 2
- 6.17 PANEL HEMO 3
- 6.18 PANEL HEMO 4
- 6.19 PANEL HEMO 5
- 6.20 ANA PROFILE
- 6.21 TORCH PANEL
- 6.22 BASIC KIDNEY TEST
- 6.23 ROOMIN-IN BUNTIS

7 LABORATORY BUNDLED PACKAGE:

- 7.1 DIC PANEL
- 7.2 BASIC THYROID PANEL
- 7.3 THYROID PANEL
- 7.4 HEPATITIS PROFILE
- 7.5 BASIC INFERTILITY
- 7.6 BASIC MALE INFERTILITY

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- 7.7 TUMOR MARKER 1
- 7.8 TUMOR MARKER PANEL 4
- 7.9 TUMOR MARKER PANEL 5
 - 7.9.1 SERO PANEL 1
 - 7.9.2 SERO PANEL 2
- 7.10 REPRODUCTIVE PANEL 1
- 7.11 REPRODUCTIVE PANEL 2

8 LABORATORY DIAGNOSTIC SURVEILLANCE PACKAGE:

- 8.1 COLORECTAL
- 8.2 HEPATOCELLULAR
- 8.3 OVARIAN
- 8.4 PANCREATIC
- 8.5 BREAST DIAGNOSTIC
- 8.6 BREAST CLINICAL WORK-UP


9 LABORATORY EARLY CARDIOVASCULAR RISK DETECTION TEST

10 NICIS DEVELOPMENTAL PACKAGE


- 10.1 FIRST TRIMESTER
- 10.2 SECOND TRIMESTER
- 10.3 THIRD TRIMESTER

11 EXECUTIVE PACKAGE-OUTPATIENT/INPATIENT

- 11.1 MALE PRIME CHECK-OUTPATIENT
- 11.2 MALE PRIME CHECK-INPATIENT
- 11.3 FEMALE PRIME CHECK-OUTPATIENT
- 11.4 FEMALE PRIME CHECK-INPATIENT
- 11.5 YOUTH PRIME CHECK-OUTPATIENT
- 11.6 YOUTH PRIME CHECK-INPATIENT
- 11.7 CARDIOVASCULAR PRIME CHECK-INPATIENT
- 11.8 CARDIOVASCULAR PRIME CHECK-OUTPATIENT

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KEY TASKS	PERSON RESPONSIBLE
1. Sets a meeting with the different department and/or sections involved and discusses with them the services that are needed to be included in the offer as package deal to clients.	Department and/or Section concerned
2. Identifies and formulates the package inclusions and refers it to the Department Chairperson and Division Head concerned for their approval.	
3. Submits the package inclusions to the Budget & Cost Department for costing.	
4. Determines the cost of each items (supplies, procedures, examination).	Cost Researcher
5. Computes the inpatient package submitted by the Department and/or Section concerned.	Budget & Cost Manager
6. Checks the computation done by the Cost Researcher.	
7. Have it noted by the Controller then forwards it to the Corporate Finance Officer for approval.	
8. Approves or will recommend another package price, if needed.	Corporate Finance Officer
9. Reflects the changes, if any done by the Corporate Finance Officer and asks again for approval	Cost Researcher
10. Issues the official memo on the approved package price signed by the concerned department.	Budget & Cost Manager

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11. Approves the official memo on the hospital service package price.	Corporate Finance Officer
12. Routes the official memo to the different departments and/or sections concerned.	Cost Researcher


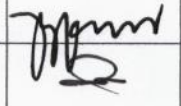

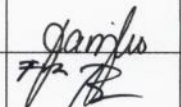
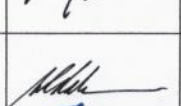




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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. LIZA A. LESAGUIS, MBA, FPCHA Budget & Cost Manager		3/31/22
Verified by:	JEMELYN G. FERRER, CPA, MBA, FPCHA Controller		4/1/22
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		04/04/2022
Recommending Approval:	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Corporate Finance Officer - DA		4/4/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		6/2/2022
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, FPCHA, PhD VP - Chief Operating Officer		06/17/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/23/22

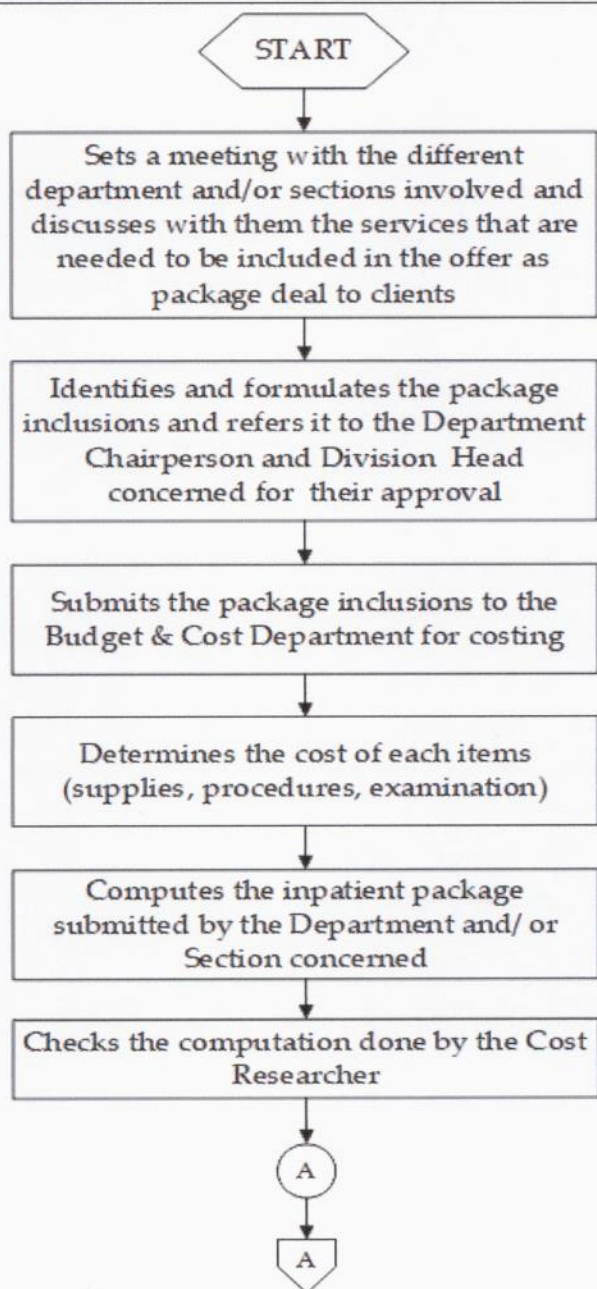


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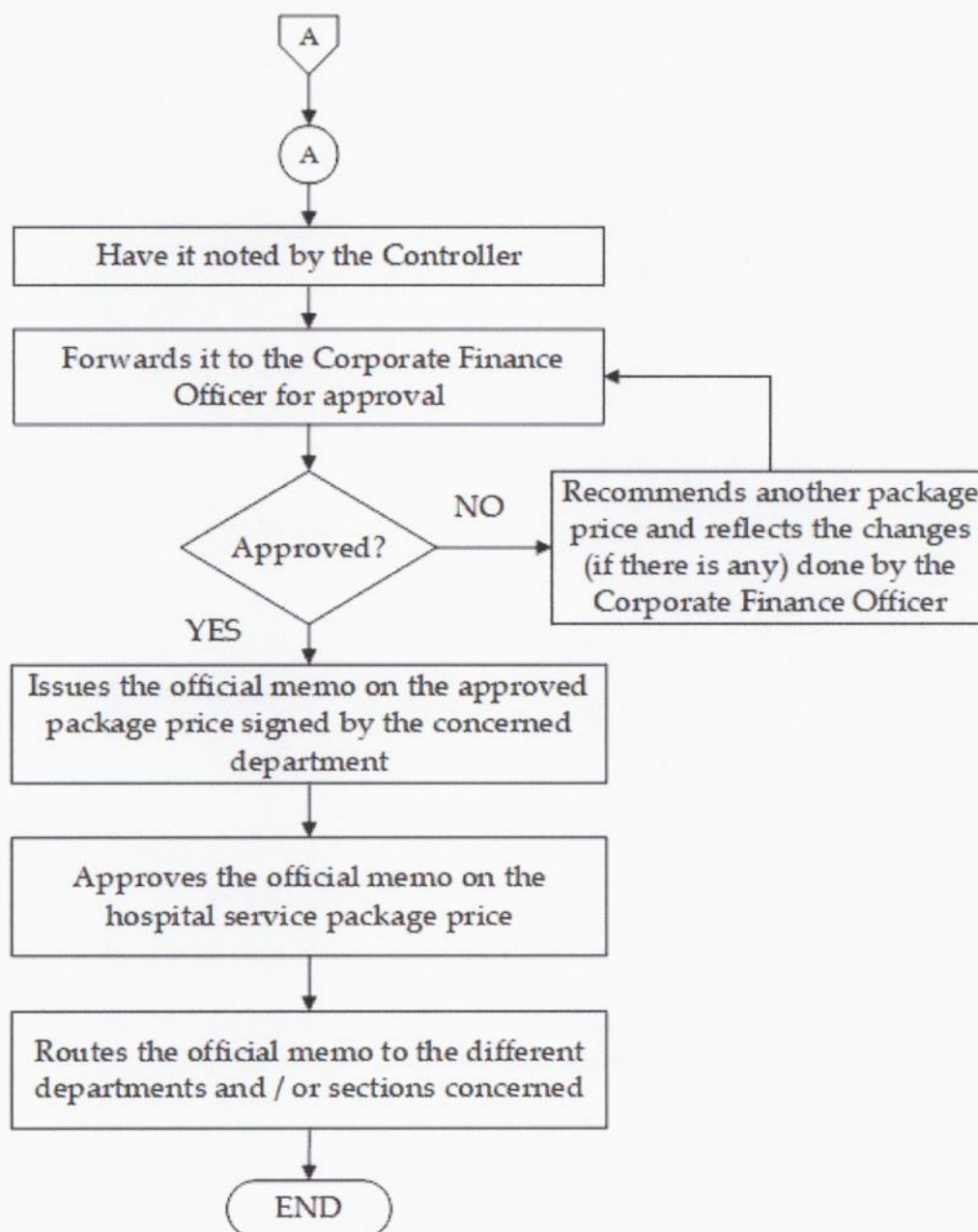
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FLOWCHART

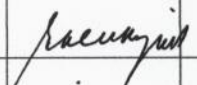
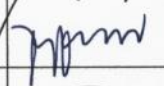

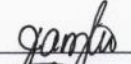





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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. LIZA A. LESAGUIS, MBA, FPCHA Budget & Cost Manager		6/8/22
Verified:	JEMELYN G. FERRER, CPA, MBA, FPCHA Controller		6/8/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		6/10/2022
Recommending Approval:	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Chief Finance Officer		6/10/2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		6.16.22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, FPCHA, PhD Vice President-Chief Operating Officer		06/17/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/23/22