 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-47-P02-S05
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	Document Title:	HOSPITALIZATION AND OTHER MEDICAL BENEFITS

PURPOSE:

To establish policies and procedures in the availment of hospitalization and other medical benefits of employees and their qualified dependents when treated or confined at the hospital.

SCOPE:

Applies to all employees of Dr. Pablo O. Torre Memorial Hospital


PERSON RESPONSIBLE:

Employee, Treasury Officer, Accounting Staff, Employees' Advances Bookkeeper, Compensation and Benefits Head, Chief Accountant

GENERAL GUIDELINES:

- 1 In reference to Article XI, Section 5 of the Collective Bargaining Agreement, the following are definitions of dependents:

Hired BEFORE June 1, 2010	Hired AFTER June 1, 2010
<u>Dependents of Married Employees</u> <ul style="list-style-type: none"> • Spouse • Parents • Legitimate, legally-adopted and/or legitimated children who are twenty-three (23) years of age and below and not gainfully employed. • Children who are physically and/or mentally handicapped and are not gainfully employed. 	<u>Dependents of Married Employees</u> <ul style="list-style-type: none"> • Spouse • Legitimate, legally-adopted and/or legitimated children below twenty-one (21) years of age. • Legitimate, legally adopted and/or legitimated children who are below twenty-one (21) years of age and not gainfully employed. • Children who are physically and/or mentally handicapped and are not gainfully employed.


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<u>Dependents for Single Employees</u> <ul style="list-style-type: none"> • Parents • Legitimate, legally adopted and/or legitimated children below twenty-three (23) years of age and not gainfully employed. • One (1) sibling, below twenty-three (23) years of age and not gainfully employed. 	<u>Dependents of Single Employees</u> <ul style="list-style-type: none"> • Parents • Illegitimate and/or legally adopted children who are below twenty-one (21) years of age and not gainfully employed. • One (1) sibling, twenty-one (21) years of age and below and not gainfully employed.
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2 In reference to Article XI, of the Collective Bargaining Agreement, the following are HOSPITALIZATION AND OTHER MEDICAL SERVICES, for employees:

2.1 **FREE ROOM ACCOMMODATION** for employees in a private room in an area designated for the use of hospital employees and their dependents.

TENURE	NO. OF ENTITLED DAYS PER YEAR
1 year to 5 years	15 days
6 years to 10 years	17 days
11 years to 15 years	20 days
16 years to 20 years	25 days
21 years and above	35 days

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- 2.1.1 In excess of the number of days allowed per year, a fifty percent (50%) discount shall be given to the actual room-and-board charges.
- 2.1.2 Charges in excess of the above benefits shall be shouldered by the employee concerned.
- 2.1.3 In case of unavailability of designated private rooms for employees and dependents, they shall be accommodated in other private rooms without additional charges. However, it is the responsibility of the Admitting Section to transfer the employees and their dependents to designated private room once available. In the event that employees will opt not to transfer room, he/she will pay the excess charges on personal account.
- 2.2 Free services from the following:
 - 2.2.1 Operating Room
 - 2.2.2 Delivery Room
 - 2.2.3 Pelvic Room
 - 2.2.4 Labor Room
 - 2.2.5 Emergency Room
 - 2.2.6 Out-patient Department
 - 2.2.7 Recovery Room fees, including sterile pack
 - 2.2.8 Medical Services, regardless of case when attended to by a Resident Physician or Corporate Physician.
 - 2.2.9 Use of ambulance within a radius of twenty (20) kilometers after city limits
 - 2.2.10 Emergency Codes
 - 2.2.11 Dialysis Room Fee and Trauma Room Fee
 - 2.2.12 Dental Check-up and Tooth Extraction with free Anesthesia

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2.3 Discounts on Other Medical Services

SERVICES	DISCOUNT
Apparatus Laboratory Mammogram Physical Rehabilitation (PT & OT) Respiratory Therapy Services Radiologic Services such as: - X-ray - Ultrasound - 2D Echo/Cardiovascular Test - CT Scan	70%
Oxygen	50%
Supplies; Other charges not included	25%
Pharmacy	19%
MRI	17%
Blood	10%

Charges shall be based on Actual Charges and shall not be reverted to Ward or OPD rates.

2.4 Scheme for deduction of Hospital Benefits:

- 2.4.1 PHIC benefits deducted first;
- 2.4.2 Benefits and privileges deducted next;
- 2.4.3 Any excess from PHIC benefits shall be offset against total hospital bill/treatment or confinement only.

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2.5 **Outpatient Surgery** – Any excess from PHIC benefits can be used to purchase medicines and supplies indicated for the treatment or procedures at hand.

2.6 **Annual Physical Examination** – Free annual physical examination shall be given to all permanent employees on their birth month. Should the employee fail to have his/her physical examination in the scheduled month, the employee shall nevertheless take an annual PE but this time he/she has to pay the bill. Such physical examination shall include chest x-ray, stool exam, and all other tests and laboratory chemistry pertinent and deemed necessary by the Corporate Physician.

3 In reference to Article XI, Section 5.1 of the Collective Bargaining Agreement, the following **HOSPITALIZATION AND OTHER MEDICAL SERVICES** shall be granted to all qualified dependents of permanent employees:

3.1 Free services on the following:

- 3.1.1 Medical Services, regardless of case when attended to by a Resident Physician or the Corporate Physician.
- 3.1.2 Ambulance within a radius of twenty (20) kilometers after city limits.
- 3.1.3 Emergency Codes

3.2 Discounts on Other Medical Services:

SERVICES	DISCOUNT
Room Accommodation – private room accommodation designated for employees categorized as infirmary	30%
Operating Room	
Dialysis Room	
Recovery Room	
Emergency Room	



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Trauma Room Outpatient Services Nursery Delivery Room Labor Room Pelvic Room, including sterile pack All laboratory examinations Rehabilitation Services (PT & OT) Radiologic Services, such as: - X-Ray - Ultrasound - Mammography - CT Scan - 2D Echo/Cardiovascular Test	
Oxygen	25%
Medicines	19%
Blood MRI All hospital charges not specified above	10%

Charges will be based on Actual Charges and will not be reverted to Ward or OPD rates.


3.3 **Outpatient Surgery** – Any excess from PHIC benefits can be used to purchase medicines and supplies indicated for treatment or procedures currently undertaken.

3.4 **Scheme for Deduction of Hospital Benefits:**

- 3.4.1 Benefits and privileges first;
- 3.4.2 PHIC benefits deducted next;
- 3.4.3 Any excess from PHIC benefits will be offset against total hospital bill/treatment or confinement only.


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- 4 All hospitalization benefits and privileges of both employees and dependents shall be enjoyed only when confined or attended to at DPOTMH.
- 5 The application and/or computation of the discounts on hospital and medical benefits for the employees and their dependents shall be validated by the Chief Accountant.
- 6 In the event that the Philhealth (PHIC), Employees Compensation (EC) and hospital benefits for employees/dependents exceed the actual hospital charges, no refund shall be given.
- 7 All hospital bills and ancillary charges, in excess of the employee's hospitalization benefit, shall be covered with a Credit Rating to be approved by the Treasury Officer before they can be charged to the employee's accounts.
- 8 Amortization schedule for hospital bills/charges in excess of the employee's hospitalization benefits shall be determined and approved by the Treasury Officer based on the credit policy.



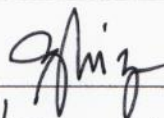
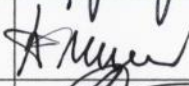

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PROCEDURE:

- 1 The employee accomplishes the Credit Request Slip and submits same to the Treasury Officer for approval of the hospital and other medical services to be charged to his/her personal account:
 - 1.1 Out-patient charges (ancillary charges), net of employee's discount.
 - 1.2 In-patient (hospital bills), net of employee's hospitalization benefits.
- 2 The Treasury Officer checks and verifies from the Communicator – Dashboard – Employee Dependents the identity of the patient, whether he/she is an employee or a qualified dependent.
- 3 Upon approval of the Treasury Officer, the employee submits the Credit Request Slip to the Billing Section or to the different Ancillary Sections.
- 4 The Accounting Staff gathers and segregates employees' ancillary and hospital charges and submits same to the Employees Advances Bookkeeper.
- 5 Upon receipt of the ancillary charges and hospital bills, the Employees' Advances Bookkeeper computes the discount of such charges based on the Collective Bargaining Agreement and credits discount in the employee's subsidiary ledger.
- 6 The Chief Accountant validates the application and/or computation of discounts on hospitalization and/or medical services of the employee or his/her dependent.
- 7 The Employee's Advances Bookkeeper verifies mode of payment or schedule of deduction approved by the Treasury Officer from the Credit Request Slip and schedules such deduction in the HRPIS – Advances.

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