Process Flowchart – Patients Receivables IN-PATIENT TRANSACTIONS

FLOWCHART DOCUMENT Person Responsible **Admission ER/Admitting** Registers patient thru admission module **Admitting** staff Prints data sheet, patients name/room tags **Data Sheet Charging & Requesting** ICU/ER/OR/ Charge the patient for all services rendered, OR / **Ward staff** DR/ER/ICU medicines/supplies issued to patient Send requests to different cost centers **Process Electronic Requests** Pharmacy/CSR **Cost Center** Confirms requests from communication file & other Clinical **Charge Slip** staff **Clinical Result Entry** Lab, Radiology, Encodes Clinical results like in the Lab, XRay etc **Clinical Result** Cardio & other clinical staff **Discharge Notice** Obtains doctor's fee and final diagnosis & signature **Ward Staff** Prepares/send discharge notice to different depts **Process Patients Bill & Payment** Philhealth / Completes inpatient charges like professional fees, Official Receipt **Billing / Cashier** Philhealth benefits, discount and other charges. **Staff** Reviews patient's chart, Posts payment & Closes Patient's Ledger patient's bill **Issuance of clearance & Process PN** Billing / Credit & Collection Facilitates processing of promissory note for **Promissory Note** Staff personal accounts. Issues clearance to charge patients **Processing Sheet** / Clearance Slip **Discharging** Ward/Admitting Receives Discharge Slip & discharges patient thru **Staff** nursing or admitting module **Updates Medical Records** Completes patient's confinement records with entry **Medical Records** of ICD diagnosis, procedures etc Staff **REPORTS GENERATION** Prepares Daily Discharges report and ties in with Admitting/ that Patient's Ledgers. Records/Billing/ Prints Admitting, Clinical and Medical Records **EDP staff Daily & Monthly** Prints Daily Income/Audit reports reports