



COLLECTION OF PAYMENTS

To receive, disburse and calculate collected payments from patients.

Office or Division:	Cashier Section			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip / Charge Slip		OPD Clinics ,ER, Laboratory, Radiology, Pharmacy		
Statement of Account		Billing		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents the charge slip and payment	Receives the charge slip and payment	None	1-2 Minutes	Social Welfare Officer
	Validates charge slip and payment	Depends on patient rendered services	1-2 Minutes	Social Welfare Officer
	Issues Official Receipt and change if there is	Depends on patient rendered services	3-5 Minutes	Social Welfare Officer