

## PROCESSING AND RELEASE OF FINAL BILL FOR IN-PATIENT

The processing of final bills are series of action that validates the final financial obligation of the admitted patient.

| <b>Office or Division:</b>  | Billing and Claims Unit  |                       |                 |  |
|---|--|-----------------------|-----------------|--|
| <b>Classification:</b>  | Simple   |                       |                 |  |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen  |                       |                 |  |
| <b>Who may avail:</b>   | Patient or Authorized Representative of Patient for discharge                                      |                       |                 |  |
| CHECKLIST OF REQUIREMENTS   |  | WHERE TO SECURE       |                 |  |
| Discharge Clearance Slip (1 original copy)<br>Claim Signature Form (1 original copy)<br>Claim Form 2 (1 original copy)<br>Claim Form 3 (1 original copy)<br>Claim Form 4(1 original copy) |  | Clinical Wards        |                 |  |
| *If representative(non-relative):<br>Authorization letter from Patient<br>Any Government Issued I.D of the Patient and Representative in compliance to R.A 10173 (Data Privacy Act)       |  | Any Government Agency |                 |  |
| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID       | PROCESSING TIME | PERSON RESPONSIBLE                                 |
| 1. The relative and or the ward clerk gives the requirements for discharge to the Billing and Philhealth Section  | 1. The Philhealth Clerk receives the requirement submitted   | Covered by Philhealth | 25 Minutes      | <i>Philhealth Clerk</i><br>Billing and Claims Unit |
|   | 1.2 The Clerk checks the completeness of CSF, CF2, CF3 and CF4 if applicable                       |                       |                 |  |
|   | 1. 3 Deducts Philhealth benefits   |                       |                 | <i>Billing Clerk</i><br>Billing and Claims Unit    |
|   | 1.4 Forwards to Billing the Philhealth Forms and requirements for final bill preparation           |                       |                 |  |
|   | 1.5 Compute and print the Statement of Account (SOA)   |                       |                 |  |
| 2. Receive and sign the Statement of Account (SOA)  | 2. Release the Statement of Account (SOA) and advice to proceed to Cashier Section for settlement. | None                  | 3 Minutes       | <i>Billing Clerk</i><br>Billing and Claims Unit    |