

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
NATIONAL CAPITAL REGION (DSWD-NCR)
389 San Rafael cor. Legarda Sts., Quiapo, Manila**

**Regional Administrative Order # 542
Series of 2010**

**GUIDELINES ON THE USE OF THE ENDOWMENT FUND FOR INDIGENT CLIENTS
OF DSWD at PHILIPPINE HEART CENTER**

INTRODUCTION

The Department of Social Welfare and Development (DSWD) thru its Crisis Intervention Unit (CIU) provides integrated services to individuals/families in crisis situation. Per database of client served, medical assistance ranks first availed by clients. The assistance is intended for the purchase of medicines, payment of hospital bills incurred during confinement, laboratory expenses and treatment such as chemotherapy, hemodialysis, CT scan and the like.

On December 29, 2009, a Memorandum of Agreement was signed between DSWD, PHC former Secretary Esperanza I. Cabral and Dr. Ludgerio Torres in relation to implement endowment fund for indigent clients. Further, DSWD transferred the amount of five hundred thousand pesos (Php500,000.00) to cover the expenses for consultation, treatment, examinations, laboratory, medicines, other medical procedures and confinement which are not included in the services provided by the Philippine Heart Center- Medical Social Service (PHC-MSS) to indigent clients.

GENERAL POLICIES

I. Who can be a qualified beneficiary?

- A. Indigent clients/patients as determined based on assessment by the DSWD Social Workers of CIU who shall be automatically classified by the PHC-MSS as service patients;
- B. Residents of DSWD run/operated residential care facilities who shall also be automatically classified by the PHC-MSS as service patients; and
- C. Admitted patients and those treated as outpatients as well as patients in the Emergency Room of the PHC as determined by its PHC- MSS as service patients.
- D. DSWD employees and their dependents

II. What can be availed of?

- A. The PHC shall provide the following medical services:
 - a. Out-patient consultation
 - b. Confinement of patient

- c. Laboratory tests (except pregnancy test)
 - d. ECG (electrocardiogram)
 - e. All kinds of x-ray as well as CT scan and MRI
 - f. Ultrasound including 2D Echocardiogram
 - g. EEG (electroencephalogram)
 - h. Medicines
 - i. Other medical and laboratory procedures available at the PHC as may be recommended by the Attending Physician of PHC such as;
 - Chemotherapy
 - Radio active
 - Iodine Therapy
 - Cobalt etc.
- B. Financial assistance for medical expenses which are not provided by the PHC-MSS to indigent patients, which shall not exceed Php5,000.00 except for serious ailments/cases with recommendation from the PHC Attending Physician and DSWD Social Worker and approved by the DSWD Secretary or her authorized representative. A patient can be allowed to have a maximum of three (3) requests for assistance. The fund however, shall NOT be used for reimbursement of medical expenses.
- C. Only the balance after the PHC-MSS approved discount will be charged to the DSWD Endowment Fund for indigent clients classified by that office as service patients.

III. How to avail?

- A. For DSWD walk-in clients and residents of DSWD centers and institutions:
- 1. The DSWD-CIU and/or Residential Care Facility Social Worker shall assess client who will be referred to and accommodated by the PHC under the DSWD-PHC MOA upon presentation of Letter of Authorization (LOA) from DSWD (Appendix A).
 - 2. The DSWD-CIU and/or Residential Care Facility Social Worker shall have an initial coordination with the PHC-MSS on the client who will be referred to their hospital to avail of the services.
 - 3. Letter of Authorization will be hand-carried by the client/patient to PHC-MSS or the CIU will send thru fax or email the approved LOA.
- B. For clients referred by PHC-MSS:
- 1. Interview will be conducted by PHC-MSS who determines requests that can be funded by DSWD based on eligibility requirements.
 - 2. Referral letter (Appendix B) for those clients/patients found eligible will be prepared by the Medical Social Worker of PHC which can be emailed or faxed, along with the other requirements, through the PHC Department of Medicine to DSWD-CIU.

3. DSWD-CIU Social Worker shall issue a LOA signed by the Secretary to the PHC-MSS through email or fax.
4. Hard copies of the issued Letter of Authorization from DSWD will be collected by a PHC liaison or authorized person from DSWD on a weekly basis who shall at the same time submit hard copies of the Referral Letters and other documentary requirements for PHC-MSS clients.

IV. Requirements:

A. For DSWD-CIU walk-in clients:

1. Certified thru copy of medical abstract signed by the attending physician, which should also include the Attending Physician's license and PTR number, the patient's name, diagnosis and plan of management;
2. Assessment of the Local Social Welfare Officer or a Social Case Summary prepared by DSWD-CIU Social Worker (Appendix C);
3. Barangay Certification of the patient or his/her representative or any of the following that will identify the patient/representative;
 - SSS Ecard
 - GSIS Ecard
 - Comelec ID
 - Latest Company ID
 - Driver's License
 - PRC License
 - Passport
 - Barangay ID
 - Postal ID
 - Philhealth ID
 - TIN Ecard
 - Latest School ID
 - Any other verifiable means of identification

B. For clients in DSWD Residential Care Facilities

1. Certified thru copy of medical abstract signed by the attending physician, which should also include the Attending Physician's license and PTR number, the patient's name, diagnosis and plan of management;
2. Social Case Summary prepared by the DSWD-Residential Social Worker (Appendix C);
3. Valid ID of the Social Worker who represented and accompanied the client.

C. For clients referred by the PHC-MSS

1. Referral letter approved by the PHC MSS Head with social case summary from the PHC-MSS;
2. Updated medical abstract signed by the attending physician, which should also include the Attending Physician's license and PTR number, the patient's name, diagnosis and plan of management;

3. Any valid ID of the client stated in item IV-A-3 or in its absence, state in the referral letter the reason why client cannot submit such.

V. Fund Monitoring

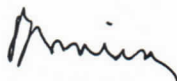
1. Monitoring of fund utilization will be a function of the PHC-MSS. All fund disbursement shall be properly recorded in a separate logbook/ledger but shall follow the standard operating procedures used by the PHC;
2. All disbursement shall be subject to existing budgeting, accounting and auditing rules and regulations;
3. All Letters of Authorization (LOA) shall be valid for only one (1) month or only up to the end of the patient's confinement.

VI. Recording and Reporting Requirements

1. The PHC-Accounting Services Division in coordination with PHC-MSS shall furnish the DSWD, on a monthly basis with the name of clients who have availed of the medical assistance program and the medical assistance availed of during the period (Appendix D). This should be accompanied by the acknowledgement slip/receipt signed by the client and attested by PHC Social Worker indicating the amount of assistance provided (Appendix E);
2. The PHC Accounting Division shall maintain a separate financial record of clients served under the grant. The record shall indicate the corresponding expenses incurred with charge slip;
3. A terminal liquidation report shall be prepared by the PHC-MSS and Accounting Division and submitted to DSWD-CO Accounting Division upon utilization of the whole grant (Appendix F). This must be supported by the "Certification" or "Credit Notice" from their resident COA auditor.

VII. Effectivity

This guideline takes effect immediately upon its approval. Issued in Manila City this ____ day of _____.



MS. THELSA P. BIOLENA
Regional Director