

HIS SOCIAL SERVICE MODULE USER MANUAL

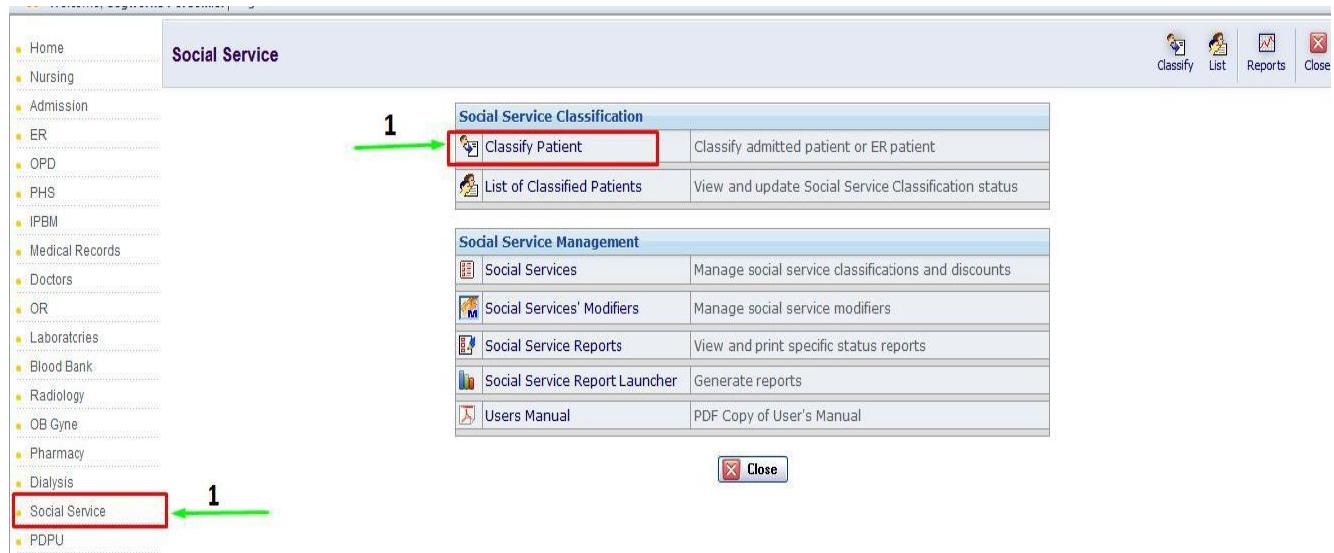
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SOCIAL SERVICE CLASSIFICATION

Classify Patient

- Under Social Service, click 'Classify Patient' to classify the patient.



- Enter case number, family name, or date of birth and click 'Search' button to search.

- Click icon to view the classification details.

The search found 61 relevant data. Showing 1 to 10.

HRN	Case No.	MSS No.	Sex	Age	Family Name	Given Name	Middle Name	Date Admitted	Date Discharged	Department	Options
3160321	2018069134 ▼ IPD	2019000138	♂ 5 months 2 days	DIAMLA	MOHAMAR	GAMAMA		12/01/2018 3:32 PM	Still IN	PED1 : Rm.#301	
3154533	2018065803 ▼ IPD	2018061610	♀ 5 months 2 days	CHI	RAIGHNE			11/16/2018 02:33 AM	11/16/2018	PED1 : Rm.#303	
3150487	201850433289 ▼ OPD	No MSS	♀ 5 months 2 days	SUAREZ	TRIXIE BLESS	QUISADO		11/13/2018 10:47 AM	Still IN	Pedia	
3149918	2018062761 ▼ IPD	No MSS	♀ 5 months 2 days	SIMBAJON	MHADISON	DIAZ		11/01/2018 7:17 PM	11/03/2018	ERPed : Rm.#2	
3144159	201850448871 ▼ OPD	No MSS	♂ 5 months 2 days	MACAS	SEAN SKYLER	TAN		11/22/2018 1:57 PM	Still IN	Derma	
3143048	201850428817 ▼ OPD	2018056858	♂ 5 months 2 days	LEBANTE	VOJIE	RAMOSO		11/09/2018 12:30 PM	Still IN	Pedia	
3142942	2018914500 ▼ IPD	No MSS	♂ 5 months 2 days	Rayon	Josh Kyle			N/A	10/15/2018	N/A	

4. Click 'Profile Intake' button to view the MSWD Assessment Tool.

Social Service :: Classification Details

Patient Information

Health Record Number: 3161560
MSS Number: 2019000127
Case Number: 2019000284
Title: u
Family Name: u
Given Name: u
Gender: FEMALE
Date of Birth: 03/03/1992
Place of Birth: NOT INDICATED
Age: 27 years
Civil Status: NOT INDICATED
Religion: NOT INDICATED
Occupation: NOT INDICATED
Address: DAVAC CITY
Father's Name: NOT INDICATED
Mother's Name: NOT INDICATED
Admitting Diagnosis: d

Patient profile

Date	Case #	Encoder	Classification	Details
03/08/2019	2019000284	Segworks Personnel	C3	

Classification type: Show Bill With Discount | Show billing | Classify patient | CF1 | PMRF | List of current requests | Omit Fixed Discount | Apply Billing Discount

5. MSWD Assessment Tool: Demographic and Medical Data, Assessment and Case Management Services

a. Select **Demographic and Medical Data**. Fill up necessary and required fields (*) and select classification from the dropdown-menu option. Then, click 'Save' button to save the Patient Profile Intake information.

Social Service :: Classification

Patient Intake

Demographic and Medical Data | Assessment | Case Management Services

DEMOGRAPHIC DATA

HRN: 3161560	Case Number: 2019000284
Patient Name: U, U	
Address: DAVAC CITY	
Gender: FEMALE	Age: 27 years old
Date of Birth: March 03, 1992	Place of Birth: CP Ward 2 (Service Ward)
Patient Type: INPATIENT (ER)	Location: 2019000127
Admission Date: March 06, 2019 06:09 PM	MSS NC: New
Patient Category: Old Patient	MSWD Category:
Admitting Diagnosis: d	

PERSONAL DETAILS

All fields with * are required.

Date of Interview: 03/08/2019	Civil Status: Select Civil Status
	Religion: Catholic
Temporary Address *: DAVAC CITY	
Companion Upon Admission:	Contact Number:
Educational Attainment: None	Occupation: None
Informant *: X	Relation to Patient *: X

Patient Intake

Clothing		Insurance Plan	
Transportation		Others	
Total Monthly Expenditure	0.00		
Remarks *	X		

PHILHEALTH and CLASSIFICATION

Classification *	C3	PhilHealth Member?	Yes
Other Sectoral	-Select Sub Classification-	Category	EMPLOYED-PRIVATE
Modifier	Personal Circumstances	Additional Support	-Select Additional Support-
Sub Modifier	1.1	Point of Care	No

MEDICAL DATA

Final Diagnosis	
Duration of Problems / Symptoms	
Previous Treatment / Duration	
Present Treatment Plan	

REFERRAL

Source of Referral/Agency	-Not Indicated-
Name of Referral	
Address	
Contact Number	
Remarks	
Social Worker	Segworks Personnel

Save Demographic and Medical Data

b. Select **Assessment** tab and select column under Social Interaction, Severity Index, Duration Index and Coping Index from the dropdown-menu option. Then, click 'Save Assessment Data' button to save the Patient Profile Intake information.

Patient Intake

MSWD ASSESSMENT TOOL

Assessment

SOCIAL FUNCTIONING

Social Roles	Social Interaction	Severity Index	Duration Index	Coping Index
1. FAMILIAL ROLES				
PARENT	Victimization	High	One To Six Months	Somewhat Inadequate
SPOUSE	Isolation	Moderate	Six Months To One Year	Outstanding
CHILD	Victimization	Very High	Two Weeks To One Month	Adequate
SIBLING	Ambivalence	Low	One To Five Years	Outstanding
OTHER FAMILY MEMBER	Not Indicated	Not Indicated	Not Indicated	Not Indicated
SIGNIFICANT OTHERS	Not Indicated	Not Indicated	Not Indicated	Not Indicated
2. OTHER INTERPERSONAL ROLES				
LOVER	Dependency	High	One To Six Months	Outstanding
FRIEND	Isolation	High	One To Six Months	Above Average

c. Select **Case Management Services** tab. Put or mark check to select. Then, click 'Save Case Management Services' button to save the Patient Profile Intake information.

Patient Intake

MSWD ASSESSMENT TOOL

Case Management Services

PLANNING SCREENING & ELIGIBILITY STUDY

<input type="checkbox"/> Closed Cases	<input type="checkbox"/> Pre-Admission Planning
<input type="checkbox"/> Information Services	<input type="checkbox"/> Re-Admission
<input type="checkbox"/> Socio-Eco Eligibility	

Concrete & Referral Services

PROVISION OF DISCOUNT	<input type="checkbox"/> Medicines	<input type="checkbox"/> Diagnostic Examination
	<input type="checkbox"/> Hospital Bill	
OUTGOING REFERRAL	<input type="checkbox"/> Med. Assistance - PDAP/LINGAP /PCSO/DSWD/HELP Net	<input type="checkbox"/> Disc. On Procedures
	<input type="checkbox"/> Transportation Assistance	<input type="checkbox"/> Food/Material Assistance
	<input type="checkbox"/> Temporary Shelter	<input type="checkbox"/> Institutional Placement
	<input type="checkbox"/> Funeral Assistance	
IN-COMING REFERRAL	<input type="checkbox"/> Ward Referral	<input type="checkbox"/> Networking

d. Under Demographic tab and Assessment tab, click 'Print' button to view the printable PDF of Social Service MSWD Form.

REFERRAL

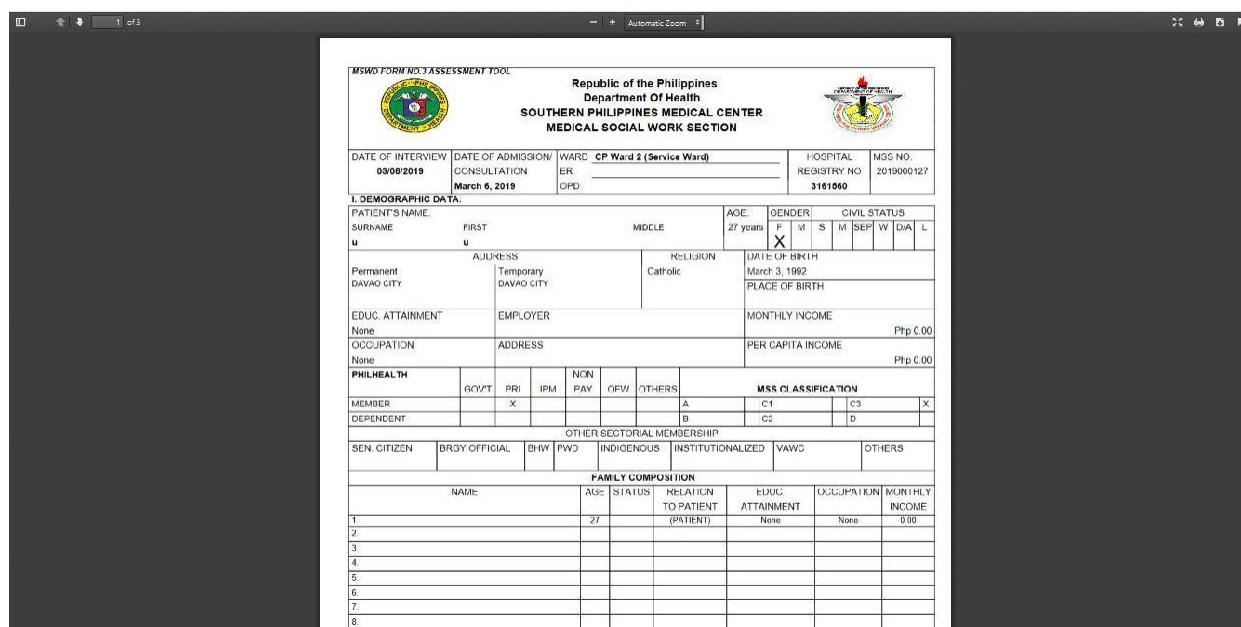
Source of Referral/Agency	-Not Indicated-
Name of Referral	
Address	
Contact Number	
Remarks	
Social Worker	Segworks Personnel

Save Demographic and Medical Data
Print
←

No Reason	sample
Assessment Findings / Social Diagnosis	sample
Recommended Interventions	sample
Action Taken	sample
Remarks	sample

Save Assessment Data
Print
←

Sample PDF of Social Service MSWD Form



The screenshot shows a PDF document titled 'MSWD FORM NO. 1 ASSESSMENT TOOL' from the 'SOUTHERN PHILIPPINES MEDICAL CENTER MEDICAL SOCIAL WORK SECTION'. The document is filled with various fields and checkboxes. At the bottom right of the form, there is a 'Print' button, which is highlighted with a red box and a green arrow pointing to it, indicating where to click to print the document.

6. Click 'Show Bill With Discount' button to view the Billing and Financial Assistance. (See the sample below)

Classification type **Show Bill With Discount** Show billing Classify patient CF1 | PMRF

First < Prev Showing 1-2 of 2 item(s) Next > Last Refresh

Class	Date	Personnel	Mod
C3	03-08-2019 06:48pm	Personnel, Segworks	
C3	03-08-2019 06:16pm	Personnel, Segworks	

Sample Output of Show Bill With Discount

Patient Information

Patient's Name:	U, U
HRN	3161560
Case No:	2019000284
Total Gross Amount:	47,070.00
Total Insurance Coverage:	7,800.00
Total Discount:	0.00
Total Deposit:	0.00
Total Net Amount:	39,270.00
Less Collection Grants:	(27,962.00)
Running Balance:	11,308.00

Collection Grants

Financial Assistance from:	Amount
SS	16,962.00
SS	-18,258.00
DEPENDENT	0.00
PCSO	6,000.00
NEDA	5,000.00

7. Click 'Show billing' button for printable PDF of Detailed Statement of Account.

Classification type Show Bill With Discount **Show billing** Classify patient CF1 | PMRF

First < Prev Showing 1-2 of 2 item(s) Next > Last Refresh

Class	Date	Personnel	Mod
C3	03-08-2019 06:48pm	Personnel, Segworks	
C3	03-08-2019 06:16pm	Personnel, Segworks	

Sample PDF Output Detailed Statement of Account

Republic of the Philippines
DEPARTMENT OF HEALTH
SOUTHERN PHILIPPINES MEDICAL CENTER
J.P. Laurel Bagada, Davao City

DETAILED STATEMENT OF ACCOUNT - Service Ward

Case # : 2019000284 Bill Ref. # : 2019000318
HRN : 3161560 Date : Mar 08, 2019
Name : U, D Dept : Dental
Address : NOT PROVIDED Admitted : Mar 06, 2019 06:09 pm
Room # : DAVAO CITY 8000, DAVAO DEL SUR PHIC
Room # : 3002 CP Ward 2 (Service Ward) - HOUSE CASE
First Case Rate : P50.0
Final Diagnosis : X

Particulars	Actual Charges	Discount	Insurance	PHIC	Excess
			1st Caserate	2nd Caserate	
Accommodation					
Charity (CP Ward 2 (Service Ward))	1,000.00	0.00	1,000.00	0.00	0.00
2 days (03/06/2019 to 03/08/2019) @ 500.00					
Sub-Total(Accommodation)	1,000.00	0.00	1,000.00	0.00	0.00
X-Ray, Lab, & Others					
Laboratories	0.00	0.00	0.00	0.00	0.00
Radiology	0.00	0.00	0.00	0.00	0.00
Supplies					
Regular Supplies	0.00	0.00	0.00	0.00	0.00
Co-signed Supplies	0.00	0.00	0.00	0.00	0.00
Others					
Consigned Supplies	0.00	0.00	0.00	0.00	0.00
Others	0.00	0.00	0.00	0.00	0.00
Sub-Total(X-Ray, Lab, & Others)	0.00	0.00	0.00	0.00	0.00
Ventilator Use					

8. Click 'Classify patient' button to view the form of Social Service Classification.

Classification type Show Bill With Discount Show billing Classify patient CF1 | PMRF

First < Prev Showing 1-2 of 2 item(s) Next > Last Refresh

Class	Date	Personnel	Mod
C3	03-08-2019 06:48pm	Personnel, Segworks	
C3	03-08-2019 06:16pm	Personnel, Segworks	

a. Click 'Submit' button to submit the selected social service classification or click 'Cancel' button to close the window.

Select social service classification...

*Code: B (Semi- Private)

Re: Personal Circumstances: 1.1

Re: Community Situations: 2.2

Re: Nature of Illness/Disease: -Select Nature of Illness-

Submit Cancel

9. Click 'CF1 | PMRF' button to view the **Insurance Membership** form. Fill up the required fields (*). Then, click 'Save' button to save the form.

Insurance Membership

Member Information			
<input type="checkbox"/> Is Patient a Member?	Sex *	Floor	Municipality
PIN	Male	Floor	DAVAO CITY
Relation	Civil Status *	Building Name	Province
- Select Relation -	Single	Building Name	DAVAO DEL SUR
Last Name *	Nationality	Lot No	Country
Last Name	Filipino	Lot No	Philippines
First Name *	Birth Date *	Street	Zip Code
First Name	Birth Date	Street	8000
Middle Name	Birth Place	Sub-division	Tel #
Middle Name	Birth Place	Barangay	Mobile # *
Name Extension		NOT PROVIDED	Mobile #
Name Extension			E-mail
			E-mail

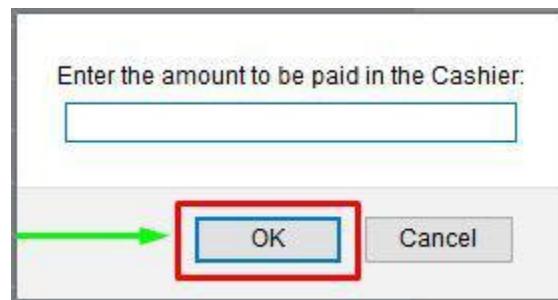
Save

20

10. Click 'Apply Billing Discount' button to enter the desired amount to be paid in the cashier.

List of current requests		Omit Fixed Discount	Apply Billing Discount	
First	Prev	Next	Last	
Refresh				
Batch No	Request Date	Dept	Total	Discount
No items found for this list...				

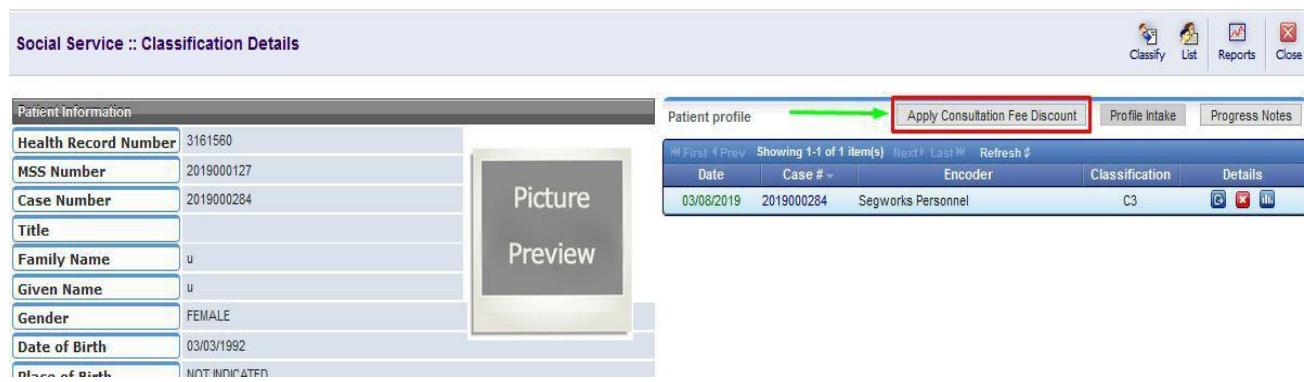
a. enter the amount to be paid.



11. Click 'Omit Fixed Discount' button to delete the previous amount set in **Apply Billing Discount**.

List of current requests		Omit Fixed Discount	Apply Billing Discount	
First	Prev	Next	Last	
Refresh				
Batch No	Request Date	Dept	Total	Discount
No items found for this list...				

12. Click 'Apply Consultation Fee Discount' button to enter discount for consultation fee.



Social Service :: Classification Details

Patient Information

Health Record Number	3161560
MSS Number	2019000127
Case Number	2019000284
Title	
Family Name	u
Given Name	u
Gender	FEMALE
Date of Birth	03/03/1992
Place of Birth	NOT INDICATED

Patient profile

Picture Preview

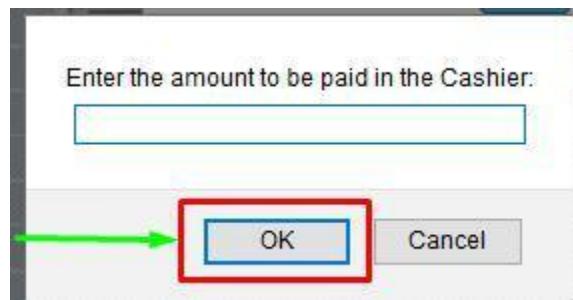
Apply Consultation Fee Discount

Date: 03/08/2019 Case #: 2019000284 Encoder: Segworks Personnel Classification: C3 Details

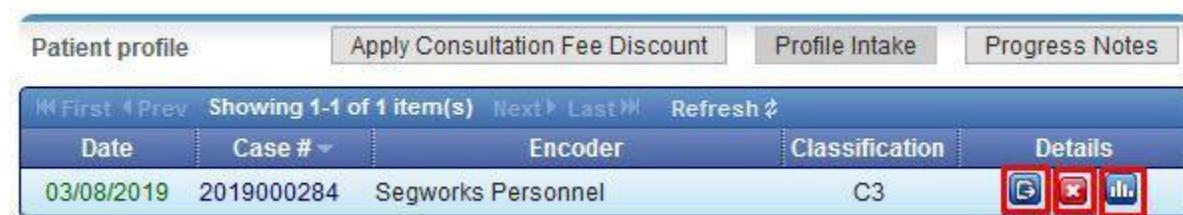
a. Click 'Yes' to apply Full Discount to consultation.



b. If No, enter the amount to be paid. Click OK if done.



13. Click  icon to view,  icon to delete,  icon to view the print profile assessment.



Patient profile

Apply Consultation Fee Discount

Profile Intake

Progress Notes

First < Prev Showing 1-1 of 1 item(s) Next > Last Refresh

Date	Case #	Encoder	Classification	Details
03/08/2019	2019000284	Segworks Personnel	C3	  

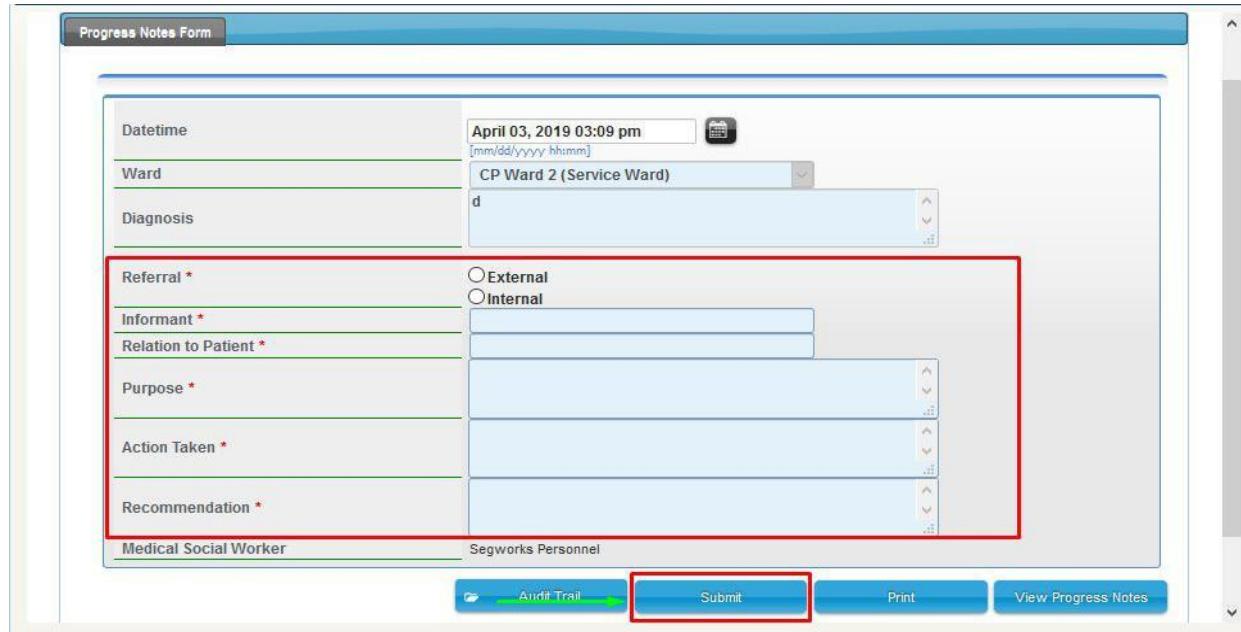
14. Click 'Progress Notes' button to view the progress notes form.



The screenshot shows the Segworks software interface. At the top, there is a navigation bar with 'Patient profile', 'Apply Consultation Fee Discount', 'Profile Intake' (with a green arrow pointing to it), and 'Progress Notes' (which is highlighted with a red box). Below the navigation bar is a search bar showing 'Showing 1-1 of 1 item(s)'. The main content area has tabs for 'Date', 'Case #', 'Encoder', 'Classification', and 'Details'. The 'Date' tab is selected, showing '03/08/2019' and 'Case # 2019000284'. The 'Encoder' tab shows 'Segworks Personnel'. The 'Classification' tab shows 'C3'. The 'Details' tab has three icons: a green circle, a red square, and a blue triangle.

a. How to Add Progress Note

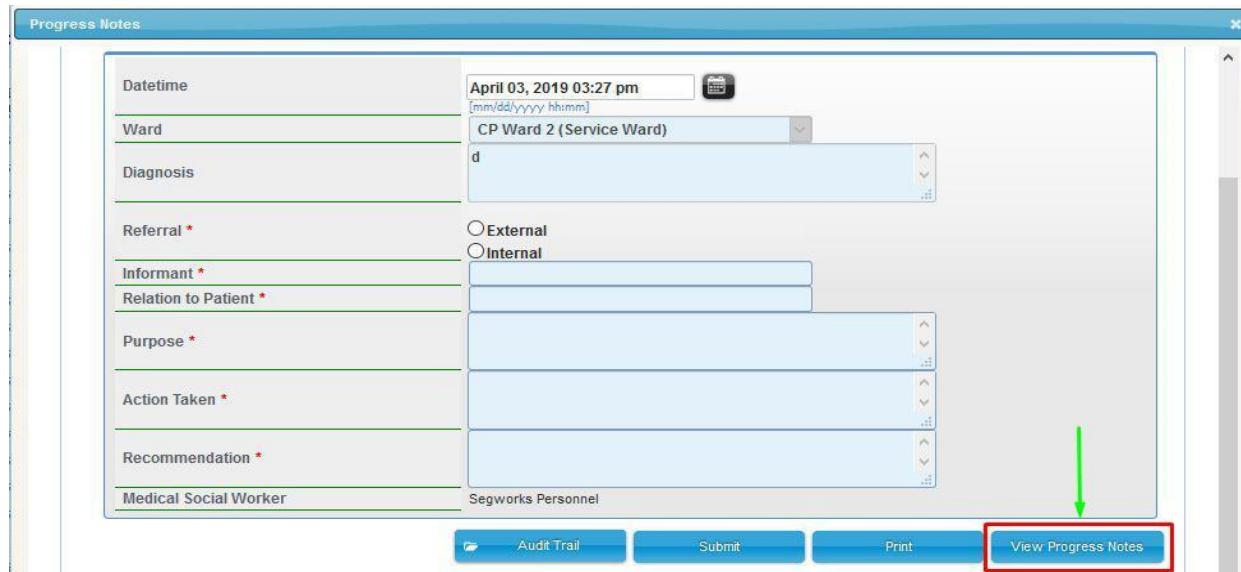
- Fill up the required fields (*). Then, click 'Submit' button to save information in the Progress Notes form.



The screenshot shows the 'Progress Notes Form' window. It contains fields for 'Datetime' (set to 'April 03, 2019 03:09 pm'), 'Ward' (set to 'CP Ward 2 (Service Ward)'), 'Diagnosis' (a dropdown menu showing 'd'), 'Referral *' (radio buttons for 'External' and 'Internal' with 'External' selected), 'Informant *' (a text input field), 'Relation to Patient *' (a text input field), 'Purpose *' (a text input field), 'Action Taken *' (a text input field), and 'Recommendation *' (a text input field). A red box highlights the 'Referral' section. At the bottom, there is a 'Medical Social Worker' field (set to 'Segworks Personnel'), and a 'Submit' button (highlighted with a red box) along with 'Audit Trail', 'Print', and 'View Progress Notes' buttons.

b. View the Progress Notes History

- Click 'View Progress Notes' button to view the Progress Notes History.



The screenshot shows the 'Progress Notes' window, which is identical in structure to the 'Progress Notes Form' window. It contains fields for 'Datetime' (set to 'April 03, 2019 03:27 pm'), 'Ward' (set to 'CP Ward 2 (Service Ward)'), 'Diagnosis' (a dropdown menu showing 'd'), 'Referral *' (radio buttons for 'External' and 'Internal' with 'Internal' selected), 'Informant *' (a text input field), 'Relation to Patient *' (a text input field), 'Purpose *' (a text input field), 'Action Taken *' (a text input field), and 'Recommendation *' (a text input field). A green arrow points to the 'View Progress Notes' button at the bottom right, which is highlighted with a red box. At the bottom, there is a 'Medical Social Worker' field (set to 'Segworks Personnel'), and 'Audit Trail', 'Submit', 'Print', and 'View Progress Notes' buttons.

- Progress Notes Historyframe

Date/Time	Ward	Diagnosis	Referral	Informant	Relationship	Purpose	Action	Recommendation	Social Worker	UPDATE	DELETE
2019-04-03 03:25:00	CP Ward 2 (Service Ward)	d	internal	test	mom	test	examine	care	Segworks Personnel		
2019-03-27 05:34:00	CP Ward 2 (Service Ward)	d	external	wewe	wew	wewew	wewewew	wewew	Segworks Personnel		

c. View printable PDF of Progress Notes

- Click 'Print' button to view the printable PDF of Progress Notes.

Informant *

Relation to Patient *

Purpose *

Action Taken *

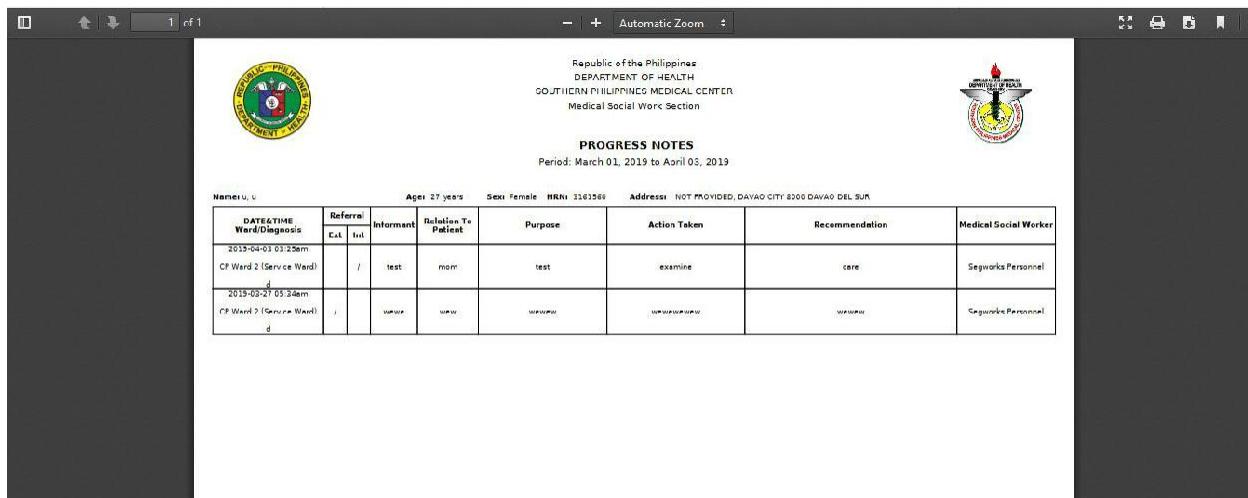
Recommendation *

Medical Social Worker

Segworks Personnel

 Audit Trail
Submit
Print
View Progress Notes

Sample PDF Output of Progress Notes



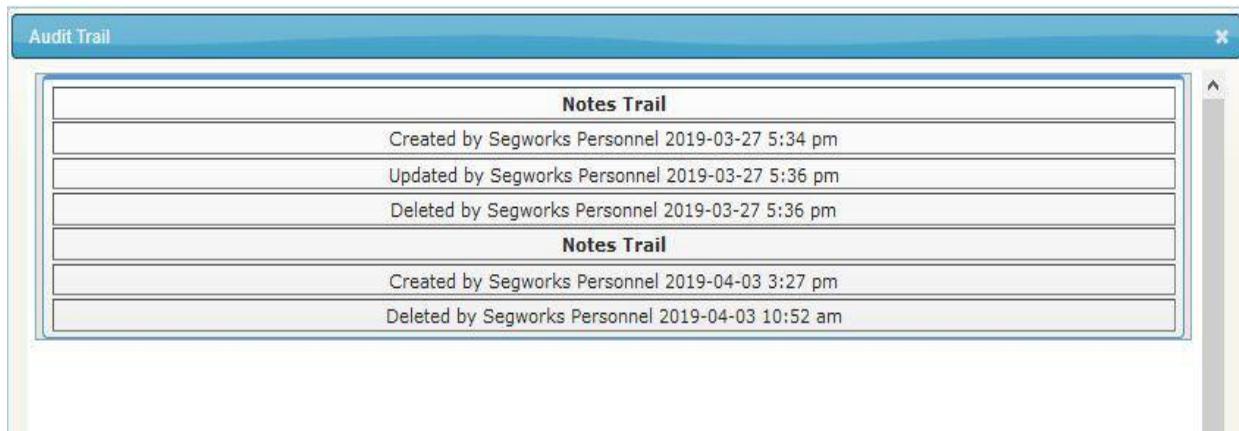
d. **How to delete and view the deleted Progress Note**

- To delete the progress note click 'View Progress Notes' button to view the Progress Notes History. Then, click  icon to delete the progress notes.




Referral	Informant	Relationship	Purpose	Action	Recommendation	Social Worker	UPDATE	DELETE
internal	test	mom	test	examine	care	Segworks Personnel		
external	wewe	wew	wewew	wewewewew	wewew	Segworks Personnel		

- Click 'Audit Trail' button to view the deleted progress note.



e. **How to Update and view the Updated Progress Note**

- To update the progress note click 'View Progress Notes' button to view the Progress Notes History. Then, click  icon to update the progress notes.

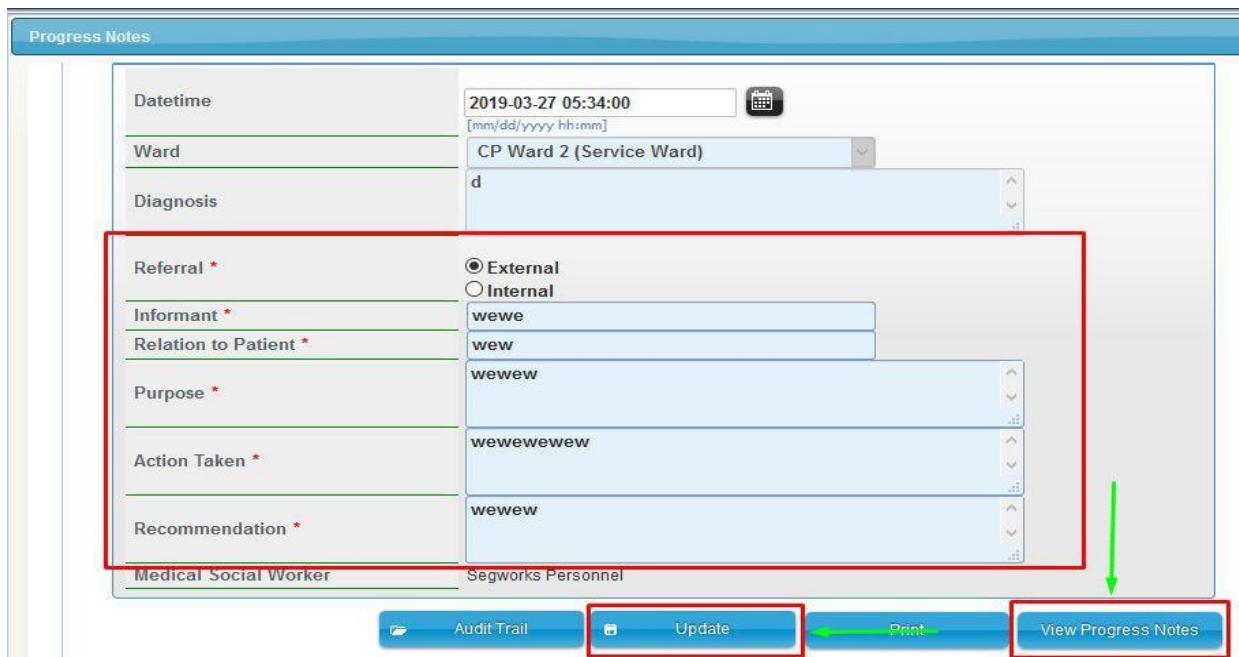


The screenshot shows a form with fields for Purpose, Action Taken, and Recommendation. Below the form, the 'Medical Social Worker' is listed as 'Segworks Personnel'. At the bottom, there are buttons for Audit Trail, Submit, Print, and View Progress Notes. The 'View Progress Notes' button is highlighted with a red box and a green arrow pointing to it.



The screenshot shows a table titled 'Progress Notes History' with columns: Referral, Informant, Relationship, Purpose, Action, Recommendation, Social Worker, UPDATE, and DELETE. A row is selected, and the 'UPDATE' column contains an edit icon. This icon is highlighted with a red box and a green arrow pointing to it.

- After clicking the update icon, Progress Notes History window will be closed to display Progress Notes fields. Click 'Update' button to save changes. Then, click the 'View Progress Notes' to view the updated information.



The screenshot shows a form for 'Progress Notes' with fields for Datetime, Ward, Diagnosis, Referral, Informant, Relation to Patient, Purpose, Action Taken, and Recommendation. The 'Medical Social Worker' is listed as 'Segworks Personnel'. The 'Referral' section is highlighted with a red box and a green arrow pointing to it. At the bottom, there are buttons for Audit Trail, Update, Print, and View Progress Notes. The 'Update' button is highlighted with a red box and a green arrow pointing to it.

List of Classified Patient

- Under **Social Service Classification**, click 'List of Classified Patients' button to view and update the Social Service Classification status.



- Enter HRN, family name, request date (date format: MM.DD.YYYY) before click 'Search' button to search patient.

- Click  icon to view the **Classification Details**.

Showing 1-5 out of 5 record(s).						
MSS No.	HRN	Case No.	Patient Name	Grant Date	Classification	Details
2019000137	2800321	201650019020	Marian PEPITO RABACA	03/11/2019	C3	
2019000122	3161557	201920000092	Amy Lidesma	03/11/2019	C3	
2019000136	3161571	201920000099	cc cc	03/11/2019	C3	
2019000135	3161570	201950000085	bbb bbb	03/11/2019	C3	
2019000134	3161568	201920000098	xxx xxx	03/11/2019	C3	

SOCIAL SERVICE MANAGEMENT

Social Services

1. Under **Social Service Management**, click 'Social Service' button to manage social services classifications and discounts.



Social Service

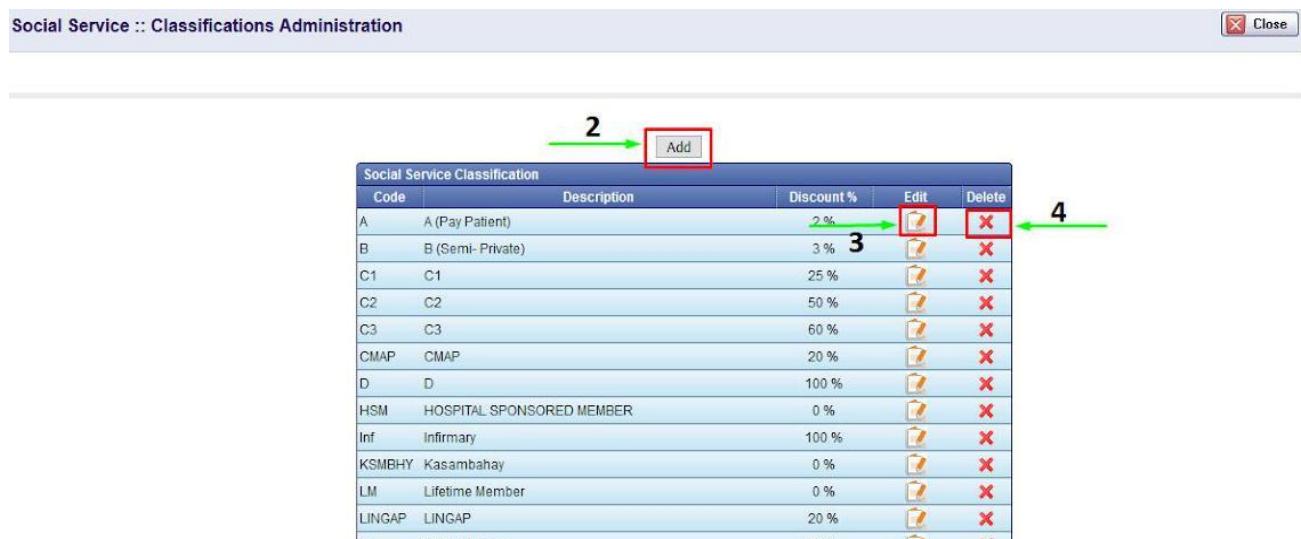
Social Service Classification

	Classify Patient	Classify admitted patient or ER patient
	List of Classified Patients	View and update Social Service Classification status

Social Service Management

	Social Services	Manage social service classifications and discounts
	Social Services' Modifiers	Manage social service modifiers
	Social Service Reports	View and print specific status reports
	Social Service Report Launcher	Generate reports
	Users Manual	PDF Copy of User's Manual

2. Click 'Add' button to view the form for adding a new Social Service Classification. (See the sample on No. 5)
3. Click  icon to edit and update the Social Service Classification. (See the sample on No. 6)
4. Click  icon to delete the selected Social Service Classification.

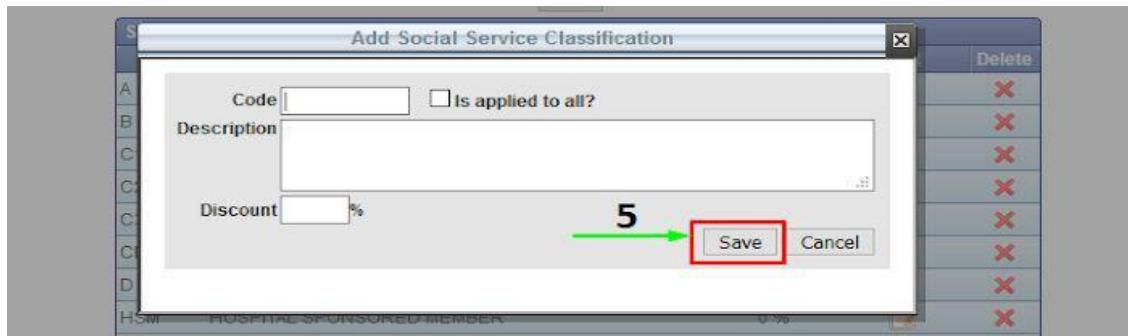


Social Service :: Classifications Administration

Social Service Classification

Code	Description	Discount %	Edit	Delete
A	A (Pay Patient)	2 %		
B	B (Semi- Private)	3 %		
C1	C1	25 %		
C2	C2	50 %		
C3	C3	60 %		
CMAP	CMAP	20 %		
D	D	100 %		
HSM	HOSPITAL SPONSORED MEMBER	0 %		
Inf	Infirmary	100 %		
KSMBHY	Kasambahay	0 %		
LM	Lifetime Member	0 %		
LINGAP	LINGAP	20 %		
MI	Medical Local	0 %		

5. Under **Add** button, click 'Save' button to add the new **Social Service Classification** or click 'Cancel' button to close the window.



6. Under **Edit** icon, click 'Save' button to save the updated Social Service Classification or click 'Cancel' button to close the window.



7. Click 'Close' button to close the Social Service Classification frame.



Social Service Classification				
Code	Description	Discount %	Edit	Delete
A	A (Pay Patient)	2 %		
B	B (Semi- Private)	3 %		
C1	C1	25 %		
C2	C2	50 %		
C3	C3	60 %		
CMAP	CMAP	20 %		
D	D	100 %		
HSM	HOSPITAL SPONSORED MEMBER	0 %		
Inf	Infirmary	100 %		
KSMBHY	Kasambahay	0 %		
LM	Lifetime Member	0 %		
LINGAP	LINGAP	20 %		
ML	Medico Legal	50 %		
NBB	No Balance Billing	0 %		
PHS	Personnel Health Service	100 %		
PHIC	PHIC	0 %		

Social Services Modifiers

- Under **Social Service Management**, click 'Social Service Modifiers' to manage the social service modifiers.

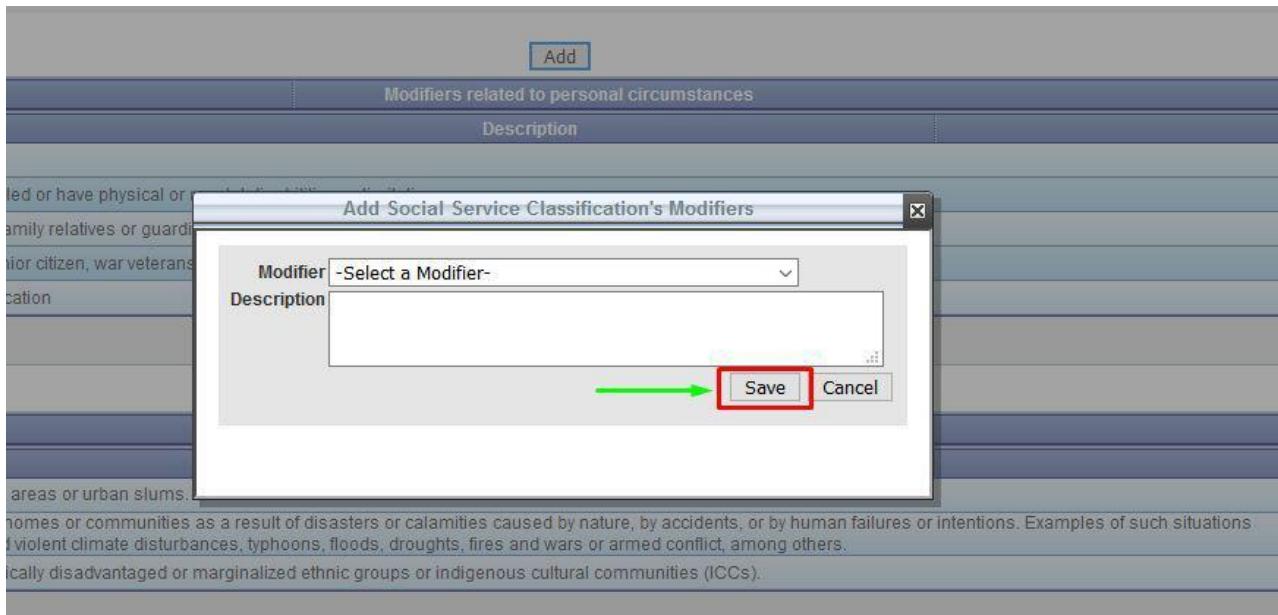


- Click 'Add' button to add new **Classification Modifier**. (See the sample output on No.6)
- Click icon to edit and update the **Social Service Classification Modifier**. (See the sample output on No. 7)
- Click icon to delete the selected **Social Service Classification Modifier**.
- Click 'Close' button to close the Social Service Classification Modifiers frame.

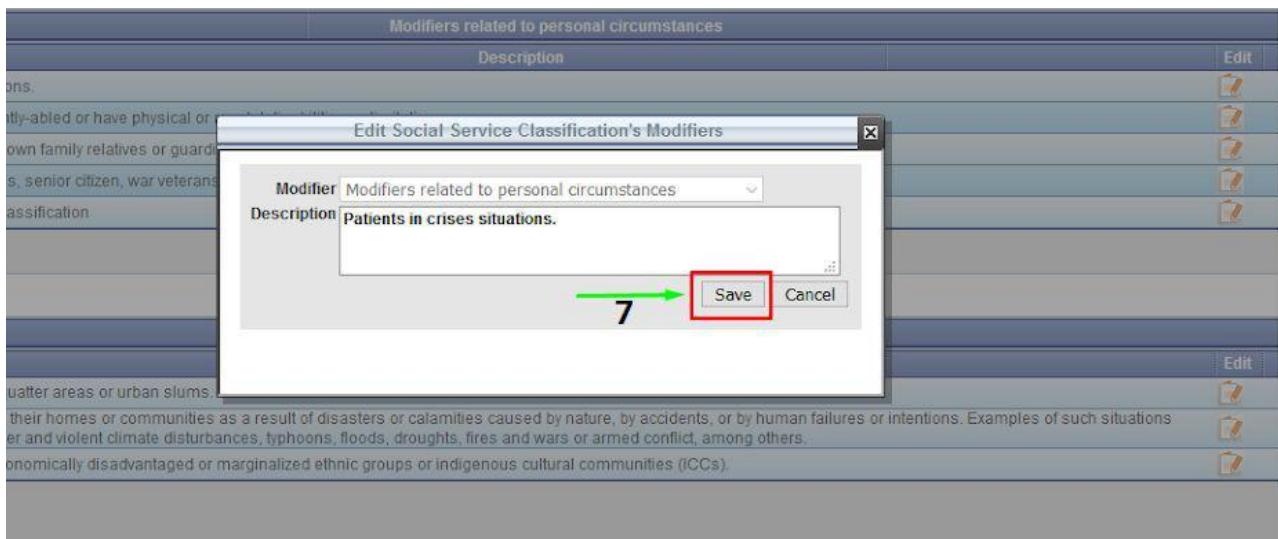
Modifiers related to personal circumstances			
Code	Description	Edit	Delete
1.1	Patients in crises situations.		
1.2	Patients who are differently-abled or have physical or mental disabilities or limitations.		
1.3	Patients who have no known family relatives or guardians.		
1.4	Patients who are orphans, senior citizen, war veterans, or widows with no concrete source of financial support.		
1.5	Personnel error or misclassification.		

Modifiers related to Community Situations			
Code	Description	Edit	Delete
2.1	Patients coming from squatter areas or urban slums.		
2.2	Patients dislocated from their homes or communities as a result of disasters or calamities caused by nature, by accidents, or by human failures or intentions. Examples of such situations include inclement weather and violent climate disturbances, typhoons, floods, droughts, fires and wars or armed conflict, among others.		
2.3	Patients belonging to economically disadvantaged or marginalized ethnic groups or indigenous cultural communities (ICCs).		

6. Under **Add** button, fill in the form and click **'Save'**button to add the new Social Service Classification or click **'Cancel'**button to close the window.

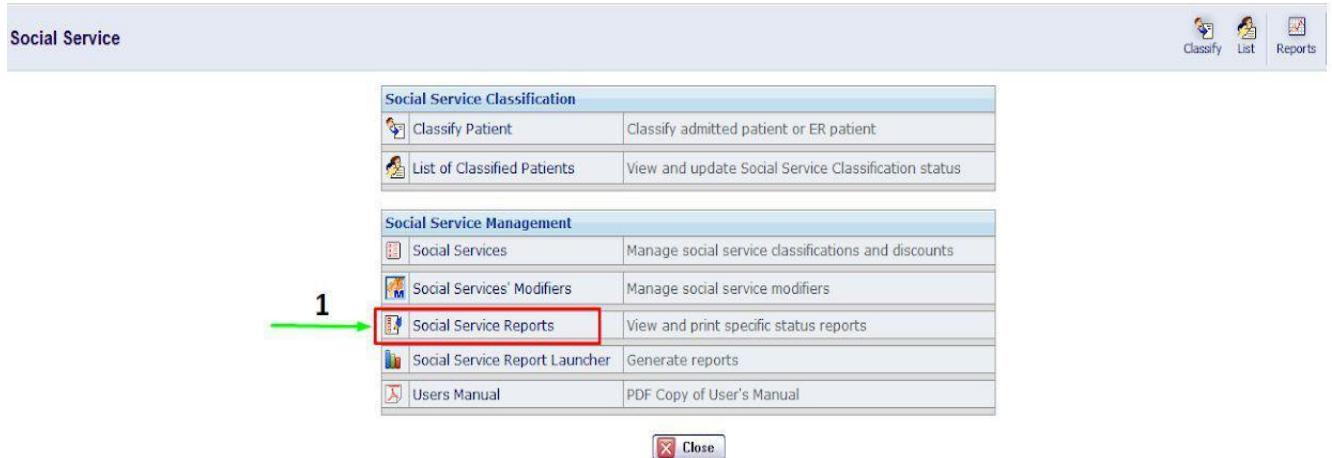


7. Under **Edit** icon,click **'Save'**button to update the selected Social Service Classification Modifier or click **'Cancel'**button to close the window.



Social Service Reports

1. Under **Social Service Management**, click 'Social Service Reports' button to view and print the specific status reports.



2. Select report from the drop-down menu provided.

3. Click icon or enter the date on the textbox beside **FROM** to indicate the period date.
4. Click icon or enter the date on the textbox beside **TO** to indicate the period date.
5. Click 'Show Report' button to view the printable PDF report. (See the sample output on No. 6)



6. Printable PDF of Patient Classification Statisticreport.

1 of 2

Republic of the Philippines
DEPARTMENT OF HEALTH
SOUTHERN PHILIPPINES MEDICAL CENTER
J.P. Laurel Ejada, Davao City

PATIENT CLASSIFICATION STATISTICS
From February 1, 2019 To February 28, 2019

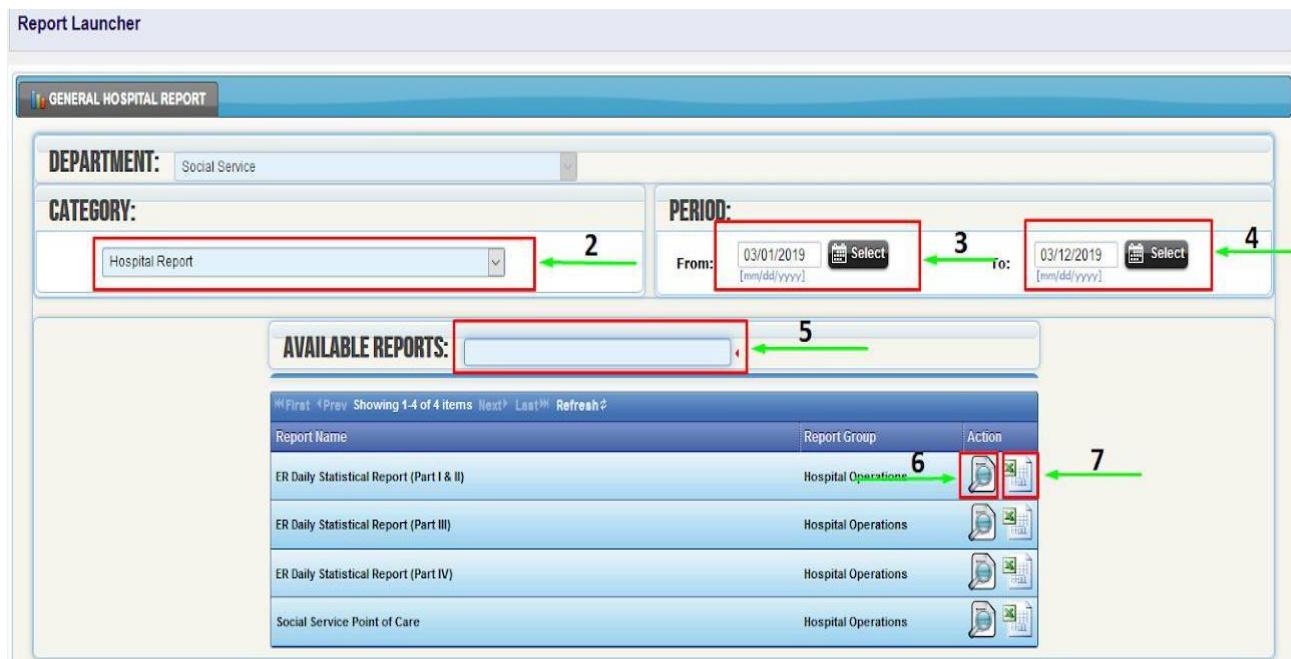
SOCIAL WORKER	CPD					ER					ADMISSION				
	C1	C2	C3	D	SC	C1	C2	C3	D	SC	C1	C2	C3	D	SC
ASBOLA, REGINA TABANAC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ALINSUB, MAYJANE NIÑA GALOS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AMPUAN, SAMIA SANCHO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ANTIPUESTO, ALYSSA GENES OMPLOY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARANDIA, EVELYN BALOFIÑOS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARAT, LILY BELLE MAE CALO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARELA, FRANCIS MORALES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BALANA, GEE YENZEL ACEDILLA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CANO, JORIEHFE JENN PORTRIAS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DE LAS ALAS, SELWYN CHUCKIE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DIAZ, TREXIE FE GABERO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DUHAYLUNGSO, LIEZEL ALIA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GABATON, DAISY BAYRON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GAONA, NOEMI ELLERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GAYTA, NOVY MAGUNDAG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GERADO, RNA OCAY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JAMILI, GENELIZA EGAO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JOVEN, KIRK LUKE RAUL III	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
REPOLLO															
LAURETA, ANDREA JELL ULEP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAMARIL, VIRG MARIE PADILLO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

SOCIAL SERVICE REPORT LAUNCHER

- Below **Social Service Reports**, click '**Social Service Report Launcher**' button to view and generate reports.



- Set '**Category**' from the drop-down menu provided.
- Click icon or enter the date on the textbox beside **FROM** to indicate the period date.
- Click icon or enter the date on the textbox beside **TO** to indicate the period date.
- Enter the name of the report to search.
- Click icon to view the report in PDF format. (See the sample below)
- Click icon to view the report in Excel format. (See the sample below)



Sample PDF Output of Hospital Report (No. 6)

1 of 3

SOUTHERN PHILIPPINES MEDICAL CENTER
MEDICAL SOCIAL WORKERS DEPARTMENT
ER - DAILY STATISTICAL REPORT
Month of March 2019

Name of social worker: SEGWORKS PERSONNEL

	1	2	3	4	5	6	7	8	9	10	11	12	13	TOTAL
I. SOURCE OF REFERRAL														
Referring Party														
Government Hospital														
Private Hospitals/Clinics														
Politicians														
Media														
Health Team Care														
NGOs/Private Welfare Agencies														
Government Agencies(DSWD,DOH)										1				1
Walk-in														
Others (Employees, Former Patients, Colleagues, Friends)														
TOTAL										1				1
II. CASE LOAD ACCORDING TO CATEGORY AND CLASSIFICATION														
PHILHEALTH														
A														
B														
C1														
C2														
C3	3		5					1	5		4			18
D														

Sample PDF Output of Hospital Report (No. 7)

Z24

1 A B C D E F G H I J K L M N O P Q R S T U V W X Y

2 SOUTHERN PHILIPPINES MEDICAL CENTER

3 MEDICAL SOCIAL WORKERS DEPARTMENT

4 ER - DAILY STATISTICAL REPORT

5 Month of March 2019

6

7 Name of social worker: SEGWORKS PERSONNEL

	1	2	3	4	5	6	7	8	9	10	11	12	13	TOTAL
I. SOURCE OF REFERRAL														
Referring Party														
Government Hospital														
Private Hospitals/Clinics														
Politicians														
Media														
Health Team Care														
NGOs/Private Welfare Agencies														
Government Agencies(DSWD,DOH)										1				1
Walk-in														
Others (Employees, Former Patients, Colleagues, Friends)														
TOTAL										1				1
II. CASE LOAD ACCORDING TO CATEGORY AND CLASSIFICATION														
PHILHEALTH														
A														

ER_Daily_Statistical

APPENDIX

A1- Applying Discount for Capillary Blood Glucose (CBG) Test

Patient's First Classification

In Social Service, take patient's **Profile Intake** then **Save Demographic and Medical Data to classify patient**. Under **List of Current Requests**, items requested as cash will display

The screenshot shows the Segworks Personnel software interface. On the left, a vertical menu lists various departments: Home, Admission, ER, OPD, PHS, IPBM, Medical Records, Doctors, Dietary, Nursing, OR, Laboratories, Blood Bank, Radiology, OB Gyn, Pharmacy, Dialysis, and Social Service. The 'Social Service' option is selected and highlighted with a red box. The main window is divided into two main sections: 'Social Service Classification' and 'Social Service Management'. The 'Classification' section contains two buttons: 'Classify Patient' (highlighted with a red box) and 'List of Classified Patients'. The 'Management' section contains five buttons: 'Social Services', 'Social Services' Modifiers', 'Social Service Reports', 'Social Service Report Launcher', and 'Users Manual'. Below these sections is a 'Close' button. The bottom half of the screen shows a 'Patient profile' for a patient with Case Number 2019001521. The profile includes fields for Health Record Number (697407), MSS Number (2019000405), Title, Family Name (SABARINO), Given Name (SANCHO), Gender (MALE), Date of Birth (08/01/1997), Place of Birth (NEGROS), Age (22 years), Civil Status (SINGLE), Religion (CATHOLIC), Occupation (NOT INDICATED), Address (POBLACION, MINTAL, DAVAO CITY), Father's Name (DECEASED - BENJAMIN MIGUEL), and Mother's Name (DECEASED - MIGUEL). The 'Profile Intake' button is highlighted with a red box. The 'Classification' section at the bottom shows a list of current requests with a single item: Batch No. 201900130, Request Date 11-21-2019 08:01pm, Dept. POC, Total 35.00, and a 'Discount' button.

Patient Intake X

MSWD ASSESSMENT TOOL

Demographic and Medical Data **Assessment** **Case Management Services**

DEMOGRAPHIC DATA

HRN	697407	Case Number	2019001521
Patient Name	SABARINO, SANCHO DELA CRUZ		
Address	POBLACION,MINTAL, DAVAO CITY		
Gender	MALE	Age	22 years old
Date of Birth	August 01, 1997	Place of Birth	NEGROS
Patient Type	INPATIENT (ER)	Location	Emergency Room (IM-CIU)
Admission Date	August 23, 2019 05:19 PM	MSS NO	2019000405
Patient Category	Old Patient	MSWD Category	New
Admitting Diagnosis	sample		

PERSONAL DETAILS
All fields with * are required.

Date of Interview	11/21/2019 [mm/dd/yyyy]	Previous Treatment / Duration
Temporary Address *	POBLACION,MI	Present Treatment Plan
		Health Accessibility Problems

REFERRAL

Source of Referral/Agency	-Not Indicated-
Name of Referral	
Address	
Contact Number	
Remarks	
Social Worker	Segworks Personnel

Buttons:

Click **Apply** to apply discount, another UI will display then click **Apply Discount** to proceed transaction.
Go to **Cashier Module**, to settle payment

Social Service :: Classification Details

Patient Information

Health Record Number	697407
MSS Number	2019000405
Case Number	2019001521
Title	
Family Name	SABARINO
Given Name	SANCHO
Gender	MALE
Date of Birth	08/01/1997
Place of Birth	NEGROS
Age	22 years
Civil Status	SINGLE
Religion	CATHOLIC
Occupation	NOT INDICATED
Address	POBLACION,MINTAL, DAVAO CITY
Father's Name	DECEASED
Mother's Name	DECEASED-(BENJAMIN MIGUEL First Name NOT INDICATED Maiden Name NOT INDICATED Middle Name NOT INDICATED Last Name)
Admitting Diagnosis	sample

Patient profile

Date	11/21/2019	Case #	2019001521	Encoder	Segworks Personnel	Classification	C3	Details
------	------------	--------	------------	---------	--------------------	----------------	----	---------

Picture Preview

Classification type

Class	Date	Personnel	Mod
C3	11-21-2019 08:03pm	Personnel, Segworks	
C3	11-21-2019 08:03pm	Personnel, Segworks	

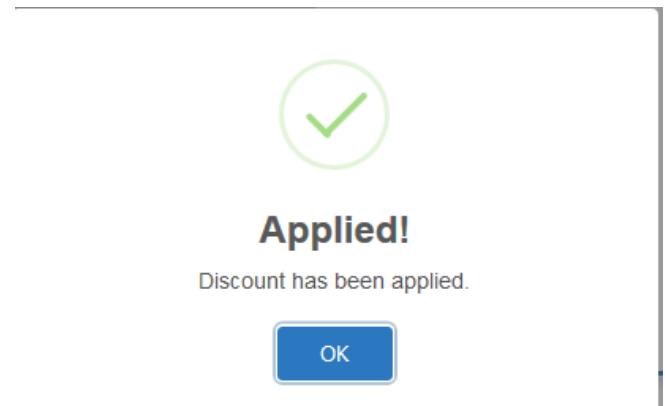
List of current requests

Batch No	Request Date	Dept	Total	Discount
2019000130	11-21-2019 08:01pm	POC	35.00	<input type="button" value="Apply"/>

Apply Classification C3 Discount?

Test	Qty	Unit Price	Total Amount
CAPILLARY BLOOD GLUCOSE (CBG) TEST	1	35.00	35.00
Discount to be Applied			21.00
			Net Amount
			14.00

Apply Discount!
Cancel



Lingap Classification

Go to **Social Service**, select **Classify Patient** to update patient's classification into LINGAP.

>Welcome, Segworks Personnel | Logout

- Home
- Admission
- ER
- OPD
- PHS
- IPBM
- Medical Records
- Doctors
- Dietary
- Nursing
- OR
- Laboratories
- Blood Bank
- Radiology
- OB Gyne
- Pharmacy
- Dialysis
- Social Service
- PDPU

Social Service

[Classify Patient](#)
Classify admitted patient or ER patient

[List of Classified Patients](#)
View and update Social Service Classification status

[Social Services](#)
Manage social service classifications and discounts

[Social Services' Modifiers](#)
Manage social service modifiers

[Social Service Reports](#)
View and print specific status reports

[Social Service Report Launcher](#)
Generate reports

[Users Manual](#)
PDF Copy of User's Manual

Social Service :: Classification Details

Patient Information

Health Record Number	697407
MSS Number	2019000405
Case Number	2019001521
Title	
Family Name	SABARINO
Given Name	SANCHO
Gender	MALE
Date of Birth	08/01/1997
Place of Birth	NEGROS
Age	22 years
Civil Status	SINGLE
Religion	CATHOLIC
Occupation	NOT INDICATED
Address	POBLACION, MINTAL, DAVAO CITY
Father's Name	DECEASED
Mother's Name	DECEASED - (BENJAMIN MIGUEL NOT INDICATED NOT INDICATED NOT INDICATED)
Admitting Diagnosis	sample

Patient profile

Date	Case #	Encoder	Classification	Details
11/21/2019	2019001521	Segworks Personnel	C3	

Classification type

Class	Date	Personnel	Mod
C3	11-21-2019 08:03pm	Personnel, Segworks	
C3	11-21-2019 08:03pm	Personnel, Segworks	

List of current requests

Batch No	Request Date	Dept	Total	Discount
2019000132	11-21-2019 08:29pm	POC	14.00	

Social Service :: Classification Details

Patient Information

Health Record Number	697407
MSS Number	2019000405
Case Number	2019001521
Title	
Family Name	SABARINO
Given Name	SANCHO
Gender	MALE
Date of Birth	08/01/1997
Place of Birth	NEGROS
Age	22 years
Civil Status	SINGLE
Religion	CATHOLIC
Occupation	NOT INDICATED
Address	POBLACION, MINTAL, DAVAO CITY
Father's Name	DECEASED
Mother's Name	DECEASED-(BENJAMIN MIGUEL NOT INDICATED NOT INDICATED NOT INDICATED)
Admitting Diagnosis	
sample	

Patient profile

Date	Case #	Encoder	Classification	Details
11/21/2019	2019001521	Segworks Personnel	C3	  

Picture Preview

Select social service classification...

Code:	LINGAP
Re: Personal Circumstances	1.1
Re: Community Situations	2.1
Re: Nature of Illness/Disease	3.1
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Classification type

Class	Date	Personnel	Mod
C3	11-21-2019 08:03pm	Personnel, Segworks	
C3	11-21-2019 08:03pm	Personnel, Segworks	

List of current requests

Batch No	Request Date	Dept	Total	Discount
2019000132	11-21-2019 08:29pm	POC	14.00	<input type="button" value="Apply"/>

Click **Apply** to apply discount, another UI will display then click **Apply Discount** to proceed transaction.

Social Service :: Classification Details

Patient Information

Health Record Number	697407
MSS Number	2019000405
Case Number	2019001521
Title	
Family Name	SABARINO
Given Name	SANCHO
Gender	MALE
Date of Birth	08/01/1997
Place of Birth	NEGROS
Age	22 years
Civil Status	SINGLE
Religion	CATHOLIC
Occupation	NOT INDICATED
Address	POBLACION, MINTAL, DAVAO CITY
Father's Name	DECEASED
Mother's Name	DECEASED-(BENJAMIN MIGUEL NOT INDICATED NOT INDICATED NOT INDICATED)
Admitting Diagnosis	
sample	

Patient profile

Date	Case #	Encoder	Classification	Details
11/21/2019	2019001521	Segworks Personnel	LINGAP	  

Picture Preview

Select social service classification...

Code:	LINGAP
Re: Personal Circumstances	1.1
Re: Community Situations	2.1
Re: Nature of Illness/Disease	3.1
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Classification type

Class	Date	Personnel	Mod
LINGAP	11-21-2019 08:30pm	Personnel, Segworks	
C3	11-21-2019 08:03pm	Personnel, Segworks	
C3	11-21-2019 08:03pm	Personnel, Segworks	

List of current requests

Batch No	Request Date	Dept	Total	Discount
2019000132	11-21-2019 08:29pm	POC	14.00	<input type="button" value="Apply"/>

Apply Classification LINGAP Discount?

Test	Qty	Unit Price	Total Amount
CAPILLARY BLOOD GLUCOSE (CBG) TEST	1	35.00	35.00
Discount to be Applied			7.00
Net Amount			28.00



Applied!

Discount has been applied.

Request must reflect in **Lingap Form**



Republic of the Philippines
DEPARTMENT OF HEALTH
SOUTHERN PHILIPPINES MEDICAL CENTER
J.P. Laurel Bajada, Davao City
MEDICAL SOCIAL WORK SECTION



PATIENT'S REQUEST FOR LINGAP

Control Nr : 2019000074
HRN : 697407
Name : SABARINO, SANCHO DELA CRUZ
Address : POBLACION, MINTAL, NOT PROVIDED
: DAVAO CITY, DAVAO DEL SUR
: REGION XI, 8000
Birthdate : August 01, 1997
Clinical Impression : SAMPLE

Date : Nov 21, 2019 08:31 PM
CASE # : 2019001521
Patient Type : Inpatient
Dept : Internal Medicine
MSS # : 2019000405
Age : 22 years old

List of Requests:

	Original Price	Discounted Price
No Laboratory requests		
Point of Care		
1. CAPILLARY BLOOD GLUCOSE (CBG) TEST	35.00	28.00
Total of Point of Care	35.00	28.00
No Blood Bank requests		
No Special Laboratory requests		
No Radiology requests		
 No Pharmacy requests		
No Miscellaneous requests		
No Dialysis requests		
 Total Amount of Requests	35.00	28.00

* Nonsocialized service.

SEGWORKS PERSONNEL Social Worker On-duty

Approved by:

LINGAP In-Charge

CMAP Classification

Go to **Social Service**, select **Classify Patient** to update patient's classification into CMAP.

Welcome, Segworks Personnel | Logout

Social Service

Classify List Reports Close

Home Admission ER OPD PHS IPBM Medical Records Doctors Dietary Nursing OR Laboratories Blood Bank Radiology OB Gyné Pharmacy Dialysis Social Service PDPU

Social Service Classification

Classify Patient Classify admitted patient or ER patient

List of Classified Patients View and update Social Service Classification status

Social Service Management

Social Services Manage social service classifications and discounts

Social Services' Modifiers Manage social service modifiers

Social Service Reports View and print specific status reports

Social Service Report Launcher Generate reports

Users Manual PDF Copy of User's Manual

Close

Social Service :: Classification Details

Patient Information

Health Record Number: 697407
MSS Number: 2019000405
Case Number: 2019001521
Title: 
Family Name: SABARINO
Given Name: SANCHO
Gender: MALE
Date of Birth: 08/01/1997
Place of Birth: NEGROS
Age: 22 years
Civil Status: SINGLE
Religion: CATHOLIC
Occupation: NOT INDICATED
Address: POBLACION,MINTAL, DAVAO CITY
Father's Name: DECEASED
Mother's Name: DECEASED-(BENJAMIN MIGUEL NOT INDICATED NOT INDICATED NOT INDICATED
Admitting Diagnosis: sample

Patient profile

Apply Consultation Fee Discount Profile Intake Progress Notes

First < Prev Showing 1-1 of 1 item(s) Next > Last < Refresh & Date Case # - Encoder Classification Details

11/21/2019 2019001521 Segworks Personnel LINGAP   

Classification type Show Bill With Discount Show billing Classify patient CF1 | PMRF

First < Prev Showing 1-5 of 5 item(s) Next > Last < Refresh & Class Date Personnel Mod

LINGAP 11-21-2019 08:45pm Personnel, Segworks   
CMAP 11-21-2019 08:43pm Personnel, Segworks   

List of current requests

Lingap Form Omit Fixed Discount Apply Billing Discount

First < Prev Showing 1-1 of 1 item(s) Next > Last < Refresh & Batch No Request Date - Dept Total Discount

2019000136 11-21-2019 08:46pm POC 28.00 

Social Service :: Classification Details

Patient Information

Health Record Number: 697407
MSS Number: 2019000405
Case Number: 2019001521
Title: 
Family Name: SABARINO
Given Name: SANCHO
Gender: MALE
Date of Birth: 08/01/1997
Place of Birth: NEGROS
Age: 22 years
Civil Status: SINGLE
Religion: CATHOLIC
Occupation: NOT INDICATED
Address: POBLACION,MINTAL, DAVAO CITY
Father's Name: DECEASED
Mother's Name: DECEASED-(BENJAMIN MIGUEL NOT INDICATED NOT INDICATED NOT INDICATED
Admitting Diagnosis: sample

Patient profile

Apply Consultation Fee Discount Profile Intake Progress Notes

First < Prev Showing 1-1 of 1 item(s) Next > Last < Refresh & Date Case # - Encoder Classification Details

11/21/2019 2019001521 Segworks Personnel LINGAP   

Classification type Show Bill With Discount Show billing Classify patient CF1 | PMRF

First < Prev Showing 1-5 of 5 item(s) Next > Last < Refresh & Class Date Personnel Mod

LINGAP 11-21-2019 08:45pm Personnel, Segworks   
CMAP 11-21-2019 08:43pm Personnel, Segworks   
LINGAP 11-21-2019 08:30pm Personnel, Segworks   
C3 11-21-2019 08:03pm Personnel, Segworks   
C3 11-21-2019 08:03pm Personnel, Segworks   

Select social service classification...

Code: CMAP
Re: Personal Circumstances: 1:1
Re: Community Situations: 2:1
Re: Nature of Illness/Disease: 3:1

Submit Cancel

List of current requests

Lingap Form Omit Fixed Discount Apply Billing Discount

First < Prev Showing 1-1 of 1 item(s) Next > Last < Refresh & Batch No Request Date - Dept Total Discount

2019000136 11-21-2019 08:46pm POC 28.00 

Click **Apply** to apply discount, another UI will display then click **Apply Discount** to proceed transaction.

Social Service :: Classification Details

Patient Information	
Health Record Number	697407
HSS Number	2019000405
Case Number	2019001521
Title	
Family Name	SABARINO
Given Name	SANCHO
Gender	MALE
Date of Birth	08/01/1997
Place of Birth	NEGROS
Age	22 years
Civil Status	SINGLE
Religion	CATHOLIC
Occupation	NOT INDICATED
Address	POBLACION, MINTAL, DAVAO CITY
Father's Name	DECEASED
Mother's Name	DECEASED - (BENJAMIN MIGUEL)
Admitting Diagnosis	
sample	

Classification type			
Show Bill With Discount Show billing Classify patient CF1 PMRF			
First < Prev Showing 1-6 of 6 item(s) Next > Last < > Refresh \$			
Class	Date	Personnel	Mod
CMAP	11-21-2019 08:46pm	Personnel, Segworks	
LINGAP	11-21-2019 08:46pm	Personnel, Segworks	

Patient profile

Patient profile				
Apply Consultation Fee Discount Profile Intake Progress Notes				
First < Prev Showing 1-1 of 1 item(s) Next > Last < > Refresh \$				
Date	Case #	Encoder	Classification	Details
11/21/2019	2019001521	Segworks Personnel	CMAP	

Apply Classification CMAP Discount?

Test	Qty	Unit Price	Total Amount
CAPILLARY BLOOD GLUCOSE (CBG) TEST	1	35.00	35.00
Discount to be Applied			7.00
Net Amount			28.00

Apply Discount!

Cancel

List of current requests				
First < Prev Showing 1-1 of 1 item(s) Next > Last < > Refresh \$				
Batch No	Request Date	Dept	Total	Discount
2019000138	11-21-2019 08:46pm	POC	28.00	



Applied!

Discount has been applied.

OK