

8. Davao del Norte Hospital Cashiering Services

This service accepts payments and issues Official Receipts to hospital clients that are capable of paying the services given such as fees for radiologic procedures and Outpatient services for non-indigent clients and working class.

Office or Division:	Administrative Division (Cashiering unit)			
Classification:	Simple			
Type of Transaction:	Government to Client (G2C)			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Charge Slip (1 Original copy)		1. Out Patient Department/Emergency Department Nurse		
2. Doctor's Prescription (All original copies)		2. Medical Records (Office Clerk)		
3. Patient Statement of Account (1 Original copy)		3. Billing Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the charge slip/patient's statement of account/doctor's prescription to the cashier	1.1. Receive the charge slip/patient's statement of account/doctor's prescription and inform the patient of the amount to be paid.	Refer to the service fees/per cost	1 minute	<i>Cashier/Collecting Clerk</i> PEEDO-DDN Hospital Administrative Division
2. Pay the required fees at the cashier.	2.1. Accept the payment and issue official receipt. 2.2. Check the official receipt and give to the client and 2.3. Entry payment to cashier's log book for recording		5 minutes	<i>Cashier/Collecting Clerk</i> PEEDO-DDN Hospital Administrative Division
TOTAL:		Refer to the service	6 minutes	

	fees/per cost		
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