

2. Issuance of Social Case Study/Report

This is a document of comprehensive report about the history of confinement, bill incurred and other medication expenses of the patient/subject of request. This also includes the economic status of the patient and family. It is one of the requirements to avail possible medical/financial assistance from other government and non- government institutions.

Office/ Division:	Municipal Social Welfare and Development Office	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government G2C – Government to Citizen	
Who may avail:	Citizen who would like to request for possible medical / financial assistance from other government and other non-government institutions	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For financial assistance (Hospital Bill)		
Copy of Clinical Abstract for those who are confined in the hospital with unsettled hospital bill (1 Original or Certified Photocopy)		Hospital where patient was confined or still in
Updated statement of account (1 Original or Certified Photocopy)		Hospital where patient was confined or still in
Certificate of Indigency (1 Original)		Office of the Barangay Chairman - Barangay Hall where client is presently residing
Barangay clearance (1 Original)		Office of the Barangay Chairman - Barangay Hall where client is presently residing
For medical assistance (laboratory tests, maintenance medicines)		
Updated copy of clinical abstract (if confined) (1 Original)		Records section of the hospital
Updated copy of Medical certificate (1 Original)		Physician of their choice
Updated copy of prescription for medicines or for laboratory tests. (1 Original)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Log Book in the office.	1. Give the Log Book to the client	None	1 Minute	<i>Officer of the Day</i> MSWD Office
2. Comply and submit the requirements to the staff in charge.	2. Check the submitted requirements	None	2 Minutes	<i>Social Worker for Special Cases /Office Staff</i> MSWD Office
3. Will undergo an interview about the history of confinement and background information of the client.	3. Conduct an interview to gather the needed information 3.1 Prepare the comprehensive Social Case Study Report 3.2 Bring the report to MSWD Officer for signature before giving it to the client.	None	15 Minutes	<i>Social Worker for Special Cases /Office Staff</i> MSWD Office
4. Claim the Social Case Study Report; sign the logbook to acknowledge receipt.	4. Issue the Social Case Study Report and the logbook for the client to acknowledge receipt.	None	1 Minute	<i>Social Worker for Special Cases /Office Staff</i> MSWD Office
TOTAL		None	19 minutes	