



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)		Attending Physician	
Updated copy of prescription for medicines or for laboratory tests. (1 Original)		Attending Physician	
Updated copy of the Treatment Protocol (1 Original)		Attending Physician	
AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Give the Log Book to the client	None	1 Minute	<i>Officer of the Day</i> MSWD Office
2. Check the submitted requirements	None	2 Minutes	<i>Social Worker for Special Cases</i> <i>/Office Staff</i> MSWD Office
3. Conduct an interview to gather the needed information 3.1 Prepare the comprehensive Social Case Study Report	None	15 Minutes	<i>Social Worker for Special Cases</i> <i>/Office Staff</i> MSWD Office



3.2 Bring the report to MSWD Officer for signature before giving it to the client.			
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</i> <i>/Office Staff</i> MSWD Office
TOTAL	None	19 minutes	