



# NAIC MEDICARE HOSPITAL



## Pagpapakonsulta ng Medikal

<b>Office or Division:</b>	Naic Medicare Hospital			
<b>Classification:</b>	Frontline			
<b>Type of Transaction:</b>	External			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Hospital Number				
OPD form				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Note : Lahat ng pasyente ay dadaan sa hiwalay na pamamaraan sa triage ng dahil sa pandemya ng COVID- 19				
1. Pumunta at magpalista sa Information Desk:	1. Tanungin ang pasyente kung ito ay bago o datihan na: <ul style="list-style-type: none"> <li>➤ Kung datihan na hanapin ang medical records ng pasyente</li> <li>➤ Kung baguhan hingin ang mga impormasyon ng pasyente at bigyan ng Hospital Number para maigawa ng record.</li> </ul> 2. Bumalik sa upuan at hintayin na tawagin ang pangalan.	wala	15 minuto	Nurse/Midwife
2. Hintayin matawag ang pangalan para sa paunang pagsusuri (chief complaints at vital signs.)	1. kunin ang vital signs ng pasyente at alamin ang kanyang karamdaman. 2. Isulat ang resulta sa index card. 3. Ibigay ang index card sa nakatalagang doktor. 4. Bumalik sa upuan at hintayin ang tawag ng nurse upang eksaminin ng doktor	wala	15 minuto	Nurse/Midwife
3. Hintayin matawag ang pangalan upang masuri ng doktor at upang mabigyan ng karampatang lunas, tagubilin, request ng	1. Tawagin ang pangalan ng pasyente para sa pag susuri. 2. Suriin ang pasyente. <ul style="list-style-type: none"> <li>➤ Kung may laboratory na kailangan gawin. Gumawa ng request at ituro sa pasyente ang susunod na gagawin.</li> </ul>	wala	30 minuto	Doktor Laboratory Aide





## Admission and Discharge of Patients

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<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Admitting Slip		Hospital		
• General Admission Logbook		Patient		
• Admitting Physician				
• Billing / cashier Classification Form				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Note : Patients will undergo a separate triage procedure in view of COVID-19 Pandemic				
Triage	Assess all individuals who will enter the hospital seeking medical intervention	None	5 minutes <sup>3</sup>	Nurse on Duty
1. Registration Patient's relative presents admitting order	1.1 Receive admitting order 1.2 Log in General Admission Logbook 1.3 Get other needed patient's data.	None	20 minutes	Nurse on Duty
2. Admission to Ward	2.1 NOD notifies Nurse Station of the new admission.  2.2 Nursing attendant prepares room and bed assignment and facilitates supplies needed.  2.3 Institutional Worker directs and brings the patient to the designated ward	None	25 minutes	Nurse on Duty  Institutional Worker on Duty
3. Patient care and Management	3.1 Performs daily routine patient care.  3.2 Follows religiously clinical pathway procedure for certain disease.  3.3 Oversees patient medical care	None	20 minutes	Nurse on Duty  Institutional Worker on Duty  Resident on Duty/ Attending Physician
	3.4 Inform Resident on Duty about			



	patients transfer in the ward.			
4. Disposition	4.1 Examines and evaluates patient. Indicate in patient's chart "May go Home" order. If the patient request Discharge Against medical advice (DAMA), the NOD refers the request to Attending Physician.	None	15 minutes	Attending Physician / Resident on Duty
5. Discharge	5.1 Prepares discharge order, write discharge instructions and prescription for take home medicines.	None	20 minutes	Attending Physician
	5.2 Follow up check up review charts for completeness.		20 minutes	Ward Nurse on Duty
	5.3 Gives discharge instructions and health education to patients/ informs date of follow-up schedule.		10 minutes	Ward Nurse on Duty
	5.4 Prepares Clearance Certificate		10 minutes	Ward Nurse on Duty
	5.5 Bring Clearance certificate to : <input type="radio"/> Pharmacy <input type="radio"/> Laboratory <input type="radio"/> Records <input type="radio"/> Benefits Section- Deduct Philhealth Benefits (if with Philhealth)		20 minutes	Cashier/ Billing Clerk on Duty
6. Proceed to Resident on Duty / Billing Clerk/ Cashier if patient cannot pay the corresponding hospital bill.	6.1 Receive statement of account, re evaluate patient and secure endowment fund to cover hospital expenses.	None	10 minutes	Admitting Physician/ Cashier/ Billing Clerk



	6.2 Prepares promissory note. Refer back to billing section.			
7. Billing cashier reevaluation notice	7.1 Issues Statement of account, signed clearance certificate	None	10 minutes	Cashier/ Billing Clerk
8. Present Official Receipt/ Clearance Certificate	8.1 Issues Discharge slip 2 copies <ul style="list-style-type: none"> <li>• Patient's Copy</li> <li>• Nurse's Station's Copy</li> </ul>	None	2 minutes	Ward Nurse on Duty
9. Present Discharge Slip to : Ward Nurse on Duty	9.1 receive discharge slip, check if all equipments/ items previously issued to patients have been return. Give final instruction, regarding home care, medication and check up schedule. Discharge patient at the ward.	None	5 minutes	Ward Nurse on Duty
<b>TOTAL</b>		<b>None</b>	<b>3 hrs. 2 mins.</b>	

## CONTACT INFORMATION

Office	Address	Contact Information
Office of the Chief of Hospital and Chief Nurse	Naic Medicare Hospital Ibayo Silangan Naic, Cavite	527-9049
Administrative Building	Naic Medicare Hospital Ibayo Silangan Naic, Cavite	4120-312
Nurses Station	Naic Medicare Hospital Ibayo Silangan Naic, Cavite	527-9049