



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**

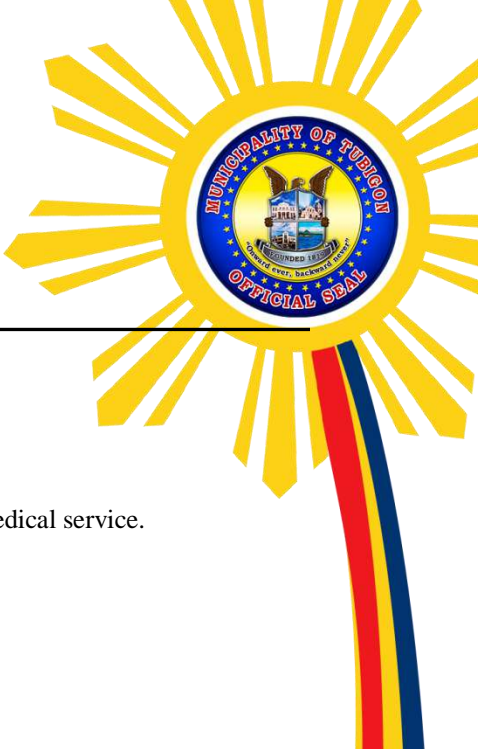




# **TUBIGON COMMUNITY HOSPITAL**

ADMINISTRATIVE SERVICES





7.AVAILING ADMISSION and DISCHARGE

Schedule of Availability of Service:  
Daily, 24 hours

Who May Avail of the Service:  
A patient who will be provided with room, board, and continuous nursing and medical service.

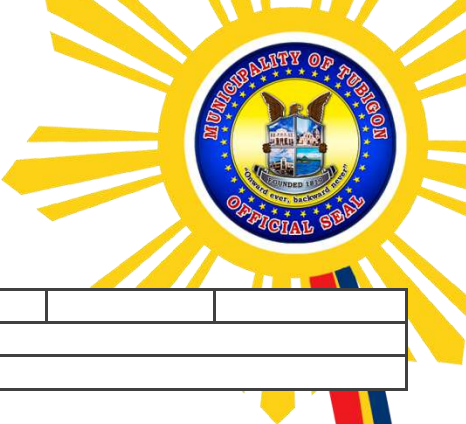
What are the Requirements:  
1. PhilHealth requirements if a member

Duration: Case to case basis

Step	Applicant/Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Go to the Emergency Room	Interview the patient and record reason for admission.  Taking of vital signs.  Retrieval of old record if there is any.  Ask if she/he is a Philhealth member. SO is advised to go to the Philhealth Office for the requirements.  Inform the ROD.	3-5 minutes	ER Nurse		Admission Chart  Admission Slip
2	Wait while the doctor is doing examination.  Answer pertinent patient information asked by the doctor regarding her/his condition.	Examines the patient, takes patient's history and writes an admission order.	5-15 minutes	Resident on Duty		Admission Chart
3	Sign Consent for Admission	Let patient/SO sign the Consent for Admission Sheet.  Carries out Doctor's Order.  Completes all necessary data in the admission forms.  Records patient's data to the ER Logbook, Admission Logbook, Census.  Transport and endorse patient to ward.	Case to case basis	ER Nurse		Admission Chart  ER Charge Slip  Laboratory Request Form
4	Upon Discharge:	ROD writes discharge order to the patient's chart.	3-5 minutes	Resident on Duty		Patient's Admission



	Ask the doctor during rounds for discharge order.					Chart
5	Go to the PhilHealth Office to inquire and submit the requirements.	<p>Carries out doctor's discharge order.</p> <p>Facilitate patient if Philhealth requirements are already submitted.</p> <p>Forward chart to Philhealth Office for clearance, to the Pharmacy then to the Billing Section.</p>	5-15 minutes	Ward Nurse on Duty		Admission Chart
6		<p>Check for completeness of Philhealth requirements</p> <p>Sign Clearance Slip</p> <p>Forward chart to the Pharmacy</p>	1-3 minutes	Mara Joyce Torreon, RN / Hazel Balaga, RN / Quennie Mag-uyon, RN		<p>Portal (PhilHealth Benefit Eligibility Form)</p> <p>CF1, MDR for Pvt Category</p> <p>Clearance Slip</p>
7	Wait for the bill.	<p>Check all medicines and supplies used during admission and stay in the hospital.</p> <p>Sign Clearance Slip</p> <p>Forward Chart to the Billing Section</p>	3-5 minutes	Ma. Jennifer Añora Pharmacist/ Raquel Bagolor / Angelie Joy Villarobe Clerk, Pharmacy		<p>Patient's Chart</p> <p>Charge Slips</p> <p>Clearance Slip</p>
8	<p>Wait while the bill is still being processed.</p> <p><b>Hospital Fee:</b></p> <ul style="list-style-type: none"> <li>❖ Private Room without TV, Aircon and Meals</li> <li>❖ Private Room with AC. TV and Meals</li> <li>❖ Semi Pvt Room</li> <li>❖ Ward</li> <li>❖ ER Stay</li> <li>❖ Medicines</li> <li>❖ Supplies</li> </ul>	<p>Bill all medicines, supplies and the patient's stay in the hospital.</p> <p>Attach to the bill the following Forms to be filled out by the patient: CF2 Page 2 Waiver</p> <p>Sign Clearance Slip</p> <p>Forward bill to the nurse Station</p>	5-10 minutes	Juville Masing / Ma. Kristina Cordova	<p>1000.00</p> <p>1200.00</p> <p>500.00</p> <p>150.00</p> <p>60.00</p> <p>Case to case basis</p> <p>Case to case basis</p>	<p>Patient's Chart</p> <p>Charge slips</p> <p>Clearance Slip</p>
10	Submit OR to the Nurse on Duty at the station and the Clearance Slip	<p>Give discharge instruction and extra medicines.</p> <p>Sign Clearance Slip and advise patient to give the clearance slip to the guard upon exit to the hospital.</p>	1-3 minutes	Ward nurse on Duty		<p>Bill</p> <p>Filled out and signed CF2 Form Waiver</p> <p>Clearance Slip</p>
11	Submit Clearance Slip to the Security Guard.	<p>Receive, sign and keep the Clearance Slip.</p> <p>Cut the Admission Bracelet</p> <p>Escort the patient to the</p>	1-3 minutes	Security Guard		Clearance Slip



		transportation.				
Fill-out the Client Satisfaction Rating Form						
END OF TRANSACTION						