



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**

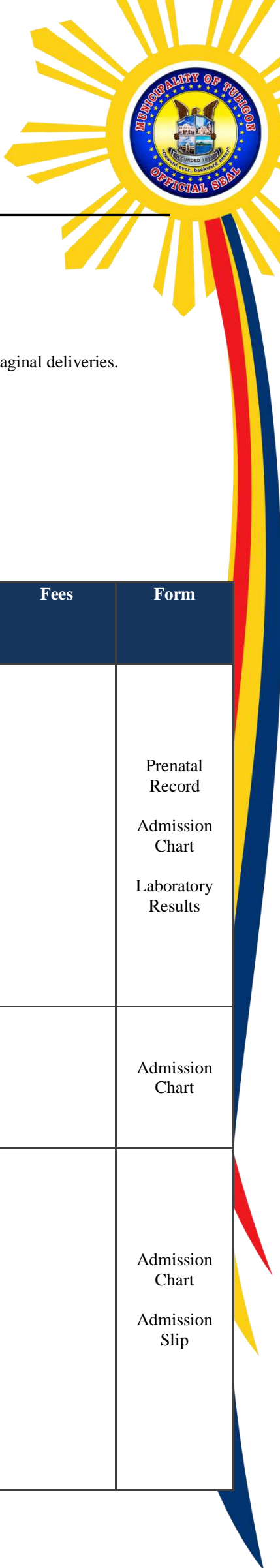




# **TUBIGON COMMUNITY HOSPITAL**

ADMINISTRATIVE SERVICES





9. AVAILING OF DELIVERY SERVICES

Schedule of Availability of Service:

Mondays to Fridays  
8:00 am – 5:00 pm

Who May Avail of the Service:

Pregnant women having labor pains about to deliver a baby via normal spontaneous vaginal deliveries.

What are the Requirements:

- 1. Admission Chart
- 2. PhilHealth Requirements
- 3. Prenatal Record
- 4. Laboratory Tests Results

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 ER	Interview and register the patient.  Get vital signs, BP, Fetal Height, Fetal Heart Beat  Retrieval of old record if there is any.  Ask if she is a Philhealth member. SO is advised to go to the Philhealth Office for the requirements.  Inform the ROD.	5-10 minutes	ER Nurse		Prenatal Record  Admission Chart  Laboratory Results
2	Wait while the doctor is doing examination.  Answer pertinent patient informations asked by the doctor regarding her condition.	Gives initial orders, performs the initial evaluation & assessment of the patient at ER.	5-15 minutes	Resident on Duty		Admission Chart
3	Wait for the admission process to be finished.	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	Case to case basis	ER Nurse		Admission Chart  Admission Slip



		patient to ward.  <b>When patient is on active labor:</b>  Transfer patient direct to the Labor Room/Delivery Room				
4	Wait for the progress of labor  Prepare clothing for the newborn and expectant mother, adult diaper	<b>When patient is on active labor:</b>  Transfer patient to the Labor Room or Delivery Room.  Labor Watch	Case to case basis	Station Nurse or Midwife		
5	Cooperate during internal examination, labor and delivery.	Assist the patient on the DR table in a lithotomy position as per Doctor's order.  Inform the ROD that the patient is ready for the delivery procedure.  Assist the ROD during delivery.	Case to case basis	Nurse on Duty or Midwife		
6	<b>After delivery:</b>  Breastfeed the baby.	Carries out postpsrtum orders of the ROD & the routine newborn care.	Case to case basis	Nurse on Duty or Midwife		Patient's Admission Chart  Delivery Logbook  Nursery Logbook
7	<b>Upon Discharge:</b>  Prepares all Philhealth requirement if member, and fill-up Data para Rehistro	Carries out Discharge order of the ROD  Carries out doctor's discharge order.  Facilitate patient if Philhealth requirements for Philhealth patients are already submitted.  Forward chart to Philhealth Office for clearance, to the Pharmacy then to the Billing Section.	5-15 minutes	Ward Nurse on Duty		Admission Chart
8	Pay the bill.  <b>Hospital Fees plus Delivery Fee (Professional Fee):</b>  ❖ Nulliparous w/ Episiotomy (Primi) ❖ Multiparous w/ Episiotomy ❖ Multiparous w/o Episiotomy	Receive and issue official receipt for non Philhealth patient and non- NBB patient.  Sign Clearance Slip	1-3 minutes	Cashier	2,000.00  2,000.00  1,100.00	Bill  <b>For PhilHealth patient:</b>  Filled out and signed CF2 Form Waiver

