
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-ADMITTING-005
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department ADMITTING SECTION
		Page No.1 of 2
Policy Title: POLICY ON REPORTING OF EMERGENCY TRANSFERS	Prepared By: Dianne B. Bernas MMPA OIC Admitting Section	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator
		Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

OBJECTIVES: To provide an accurate listing of patients at any given time.

COVERAGE: This policy shall cover all Divisions of this hospital.

RESPONSIBILITIES:



- a. It shall be the responsibility of this Section to provide a complete and correct listing of admitted patients at any given point in time.
- b. It shall be the responsibility of the Social Service Section to attend to all Emergency Transfers whenever possible so as to affect a smooth flow in discharge and to notify this Section of all cases.
- c. It shall be the responsibility of the Nursing Staff (Aide or Clerk) to attend to all such cases especially in times when no Social Worker (SW) is available; to follow the procedures incorporated and to contribute to completeness of listing mentioned previously.
- d. It shall be the responsibility of the Cash Section to issue Promissory Note (PN) in cases when the Social Worker is not available to execute such.

POLICY:

This policy shall ensure the efficiency in reporting as well as recording of all patients transferred out of this hospital outside of the ordinary conditions making it emergency.

PROCEDURES:

- I. The Nurse Aide shall inform the SW of any case of emergency transfer immediately after the Attending Physician has opted for this.
- II. The SW shall attend to the case by asking the relatives to undergo clearance from the three (3) clinical areas, namely: the Pharmacy, Laboratory, and Radiology Sections.
- III. Once completed the relative shall proceed to pay the hospital charges at the cash section.
- IV. Once completed the SW shall ask the Admitting Clerk to sign on the Clearance Slip in short of any notification.

 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-ADMITTING-005
ADMINISTRATIVE DIVISION APPROVAL MATRIX Policy Title: POLICY ON REPORTING OF EMERGENCY TRANSFERS		Issue Date:
		Section / Department ADMITTING SECTION
		Page No. 2 of 2
Prepared By: Dianne B. Bernas MMPA OIC Admitting Section	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

- V. However, in cases when no SW is available the Nurse Aide/Clerk shall be tasked to perform the above procedures. He/She shall ask the Cash Section to execute PN and attach to clearance clip. These documents shall be forwarded to the Social Service Section the following working day.

Appendix

Clearance slips for emergency transfers.

Implementation Date

This was implemented in 2003 as a solution to this perennial problem.

Schedule for Policy Review

This policy shall be reviewed every two (2) years or as deemed necessary.

Last Reviewed

July 2018