
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-ADMITTING-003
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department ADMITTING SECTION
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Policy Title: POLICY ON PATIENT'S ADMISSION	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: This policy shall serve as the guidance on the admission of patients.

COVERAGE: This policy shall cover this Section, Medical Records Section, and the Nursing Division.

RESPONSIBILITIES:

- I. This shall be the responsibility of the Nursing Staff at the ER/NICU to issue Notice Slip to this Section for every admission.
- II. It shall be responsibility of the Medical Records Section issue the Out Patient record of all OLD (previously treated) patients for admission to the Emergency Section to facilitate proper evaluation and treatment by the medical staff.
- III. It shall be the responsibility of this Section to facilitate the accurate but swift gathering of information about the patient; to complete the records and log down separately each admission.



POLICY:

- I. This policy shall enforce that all abide with the scheme in admitting all patients catered to by this healthy facility.
- II. This policy shall ensure the accuracy of all data incorporated into each record for the future reference.

PROCEDURE:

ADMISSION FROM THE EMERGENCY SECTION

- a. While being evaluated by the Medical Staff, patient's relative is asked by the ER staff to secure OLD record, if any, at the Medical Records Section. If none, to secure a NEW OPD record at the Admitting Area.
- b. Once for Admission the ER staff shall issue a Notice Slip for admission to the relative of patient along with the record.
- c. Admitting Clerk shall complete data/information necessary for admission and log down for recording. All Medico-Legal cases are logged to

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outpatient logbook. Any observed discrepancy in data retrieved must be followed up by this Section while the patient is admitted. Secure necessary documents (Barangay Clearance, Voter's ID, etc.) to verify all gathered information.

- d. All admitted cases shall be validated by the Social Worker for proper classification (Walk-In Private, Service, Indigent).
- e. All admission records must be properly signed before issuance back to ER staff.

I. **ADMISSION FROM NICU SECTION**

- a. NICU staff shall issue a notice of admission attached to the admission records to any baby that will stay than 24 hours. This notice shall contain the baby's assigned hospital numbers as logged in their records book.
- b. Notice and record shall be forwarded to this Section by the NICU staff, classified as private or service.
- c. The admitting staff shall verify data on hand prior to any entry to logbook. He/She shall then copy the NICU's hospital number and log on, with the admitting staff signature.

- II. This Section shall make a daily admission census and furnish the Records Section a copy every end of the month.

Appendix:

Notice for Admission

Implementation Date:

This policy has been implemented since 1994 to the present.

Schedule for Policy Review:

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

DATE: _____ HOSPITAL #: _____

NAME: _____

AGE: _____ SEX: _____ CIVIL STATUS: _____

B-DAY: _____ TIME: _____

ADDRESS: _____

DIAGNOSIS: _____

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