
 <b>OSPITAL NG PARANAQUE</b> 		Document Code: OSPAR-ADS-PTRM-0010 Issue Date:
<b>HOSPITAL POLICIES AND PROCEDURES MANUAL</b>		Page No. 2 of 2
<b>Policy Title:</b> <b>POLICY ON DECKING OF PATIENT</b>		Section / Department <b>PT AND REHABILITATION MEDICINE</b>
<b>Prepared By:</b>  <b>Nico Ryan V. Dayao, PTRP</b> Chief PT, Rehabilitation Medicine	<b>Reviewed By:</b>  <b>Redentor P. Alquiros, MD</b> Head, Medical & Ancillary Services  <b>Darius S. Sebastian, MD, MPH, PHSAE</b> Hospital Administrator, Ospital ng Paranaque	<b>Approved by:</b>  <b>Jefferson R. Pagsisihan, MD, MHM</b> Hospital Director, Ospital ng Paranaque

## I. Statement of Policy



There shall be a policy to follow regarding the proper decking of patients amongst Physical Therapist to facilitate treatment of patients in a timely manner.

## II. Policy Guidelines

### FOR PHYSICAL THERAPY

#### 1. OUT-PATIENTS

- 1.1. The Assistant Chief PT is the one responsible for decking patients.
- 1.2. The Assistant Chief PT shall:
  - 1.2.1. Receive the referral and the prescribed treatment plan from the Physiatrist.
  - 1.2.2. Complete the chart of the patient including the hospital and case number.
  - 1.2.3. Check the updated list of out-patients to see which PT is next on the decking.
  - 1.2.4. Endorse the chart to the assigned PT.
    - If the assigned PT is not on duty/ on leave, endorse the chart to any of the PTs available.
- 1.3. The Physical Therapist in-charge shall:
  - i. Receive the chart from the assistant chief PT.
  - ii. Schedule the new patient and give the Daily Attendance Sheet.
  - iii. Instruct patient to come on the scheduled treatment time and day for proper delivery of PT services.
  - iv. Prepare the Consent Form, PT IE Form, PT Daily Notes Form.
  - v. Proceed to PT Treatment.
- 1.4. In case of conflicts of decking, such as:
  - i. Difficulty determining who to endorse chart to in case of patient overload.
    - Endorse chart to PT with least number of patients treated at the time of decking.

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## 2. IN-PATIENTS

### 2.1. The PT staff shall:

- i. Receive the referral and the prescribed treatment plan from the Physiatrist.
- ii. Log details of patient in the Consultation Logbook.
- iii. Classify the case of the in-patient whether it is for bedside treatment or at the treatment area.
- iv. Prepare the chart and obtain consent form.

### 2.2. The decking of in-patient treated at bedside is not per patient but per day.

- Monday: PT 1
- Tuesday: PT 2
- Wednesday: PT 3
- Thursday: PT 4
- Friday: No in-patient treatment.

### 2.3. The decking of in- patient treated at treatment room shall follow out-patient decking procedure.