



| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
|  OSPITAL NG PARANAQUE  | | Document Code: OSPAR-ADS-PTRM-0006 |
| | | Issue Date: |
| HOSPITAL POLICIES AND PROCEDURES MANUAL | | Page No. of |
| Policy Title: GUIDELINE ON THE USE OF PTRM TREATMENT FACILITY | | Section / Department PT and REHABILITATION MEDICINE |
| Prepared By: Nico Ryan V. Dayao, PTRP Chief PT, Rehabilitation Medicine | Reviewed By: Redentor P. Alquiroz, MD Head, Medical & Ancillary Services Darius S. Sebastian, MD, MPH, PHSAE Hospital Administrator, Ospital ng Paranaque | Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director, Ospital ng Paranaque |

I. Statement of Policy



There shall be a written guideline regarding the rules on the use of PTRM Treatment Facility to be followed by its clients, patients and their companions, to ensure the highest quality of treatment.

II. Functional Areas

1. Reception Area/Patient registration counter
2. Doctor's Consultation Room
3. Treatment/ Gym Area
4. Storage Area/ Hydro Area
5. Physical Therapist Lounge
6. Comfort Room

III. Policy Guidelines

1. The following guidelines shall be written in both English and in Filipino to facilitate understanding of the said regulations:
 - 1.1. Upon arrival, DO NOT ENTER THE TREATMENT AREA IMMEDIATELY. The patient/companion must present the Daily Attendance Sheet at the reception to notify the PT-in-Charge.
Pagkadating, HUWAG MUNANG PAPASOK SA LOOB NG REHAB. Ibigay sa PT ang Daily Attendance Sheet para makapaghandang ang PT.
 - 1.2. Wait for your PT to call you at the reception area. He/she will be the one to escort or transport you to the treatment area.
Hintayin ang PT sa reception area. Siya ang magdadala sa inyo sa nakalaan na kama o pwesto para sa pasyente.
 - 1.3. Patients/ companions without face mask will not be entertained nor enter the treatment area.
Ang mga pasyente at kasama nito ay hindi papasukin kung walang suot na face mask.

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
|  OSPITAL NG PARANAQUE  | | Document Code: OSPAR-ADS-PTRM-0006 |
| | | Issue Date: |
| HOSPITAL POLICIES AND PROCEDURES MANUAL | | Page No. of |
| Policy Title: GUIDELINE ON THE USE OF PTRM TREATMENT FACILITY | | Section / Department PT and REHABILITATION MEDICINE |
| Prepared By: Nico Ryan V. Dayao, PTRP Chief PT, Rehabilitation Medicine | Reviewed By: Redentor P. Alquiroz, MD Head, Medical & Ancillary Services Darius S. Sebastian, MD, MPH, PHSAE Hospital Administrator, Ospital ng Paranaque | Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director, Ospital ng Paranaque |

- 1.4. ABSOLUTELY ONLY ONE COMPANION IS ALLOWED INSIDE THE TREATMENT AREA. Please have your other companions wait for you at the reception area.
ISANG BANTAY LAMANG ANG MAARING SUMAMA SA PASYENTE SA LOOB NG REHAB. Ang ibang mga kasama ay inaasahang maghintay lamang sa reception area.
 - 1.5. Patients' companion is not allowed to roam around nor use any of the equipment while inside the premises.
Mahigpit na ipinagbabawal ang mga bantay na humiwalay sa kanilang mga pasyente o kahit maglakad-lakad sa loob ng rehab. Ang mga gamit sa loob ng rehab ay para lamang sa mga pasyente.
 - 1.6. Establish respectful professional relationship towards the physiatrist, physical therapists and other patients/ companions inside the treatment area. Refrain from doing unnecessary noise.
Panatilihin ang respeto sa doktor, PT at iba pang mga pasyente sa loob ng treatment area. Iwasan ang pag-gawa ng ingay.
 - 1.7. Take care of your valuables. Any loss/damage is not our responsibility.
Pag-ingatan po ninyo ang inyong kagamitan. Hindi sagot ng rehab ang anumang bagay na maaring mawala o masira.
 - 1.8. Maintain cleanliness and orderliness of the treatment area, especially the comfort room.
Panatilihin ang kalinisan at kaayusan ng treatment area, lalo na ang banyo.
 - 1.9. EATING AND SLEEPING INSIDE THE TREATMENT AREA IS STRICTLY PROHIBITED.
MAHIGPIT NA IPINAGBABAWAL ANG PAGKAIN AT PAGTULOG SA LOOB NG TREATMENT AREA.
2. The guidelines shall be posted in the reception area and treatment rooms to ensure that patients and their companions abide by these.