
 <b>OSPITAL NG PARAÑAQUE</b> 		Document Code: <b>OSPAR-ADM-ADMITTING-006</b>
<b>ADMINISTRATIVE DIVISION APPROVAL MATRIX</b>  <b>Policy Title:</b> <b>POLICY ON REPORTING OF RECLASSIFIED PATIENTS</b>		Issue Date:
		Section / Department <b>ADMITTING SECTION</b>
		Page No. 1 of 1
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**OBJECTIVES:** To keep the confidentiality of the patient's records and to defend the hospital against unjust accusations made by the other patients.

**COVERAGE:** This policy shall cover this section, the social service section and the nursing service.

**RESPONSIBILITY:**

It shall be the responsibility of the Nursing Staff (Aide or Clerk) to notify the Admitting Section and the Social Service Section for any possible procedures.

**POLICY:**

This policy shall ensure the efficiency in regarding as well as in recording of all the patients transferred from private to service patient.

**PROCEDURES:**

- I. The Nurse Aide/Clerk shall inform the SW of any admitted case who so desires to have a change in classification (Service to private and vice versa)
- II. The SW will conduct an interview to support change in classification and shall inform the Nursing Staff of approved changes in classification. The same will record down date of change in classification for purpose of fees.
- III. Nursing Staff shall inform the Admitting Section of reclassification made.

**Implementation Date**  
 Implemented since 1979

**Schedule for Policy Review**  
 Reviewed periodically as necessary

**Last Reviewed**  
 July 2018