



Republic of the Philippines  
Department of Health  
Center for Health Development Davao Region  
**SOUTHERN PHILIPPINES MEDICAL CENTER**  
JP Laurel Avenue, Bajada, Davao City  
Trunkline: 082-227-2731 Faxline: 082-221-7029



21 March 2019

**HOSPITAL MEMORANDUM**

No. 73-A s. 2019

**TO : ALL CONCERNED**

**SUBJECT : Compliance with CF4 Requirement for ER and In-Patients**

Effective immediately, all in-patients admitted starting March 1, 2019 should have a CF4 attached to the chart. The manual forms are available in the respective nurses' station.

In order to ensure the completeness of the forms, the table below lists the parts of the form to be accomplished and the hospital staff responsible:

Part of the form	Hospital staff	What to encode
Part II nos. 1, 3-7; III nos. 1-5; IV, VI and VII	Attending physician in-charge (resident or intern)	Full information required and may click and complete others for details not in the choice
Part V for medications used in the wards purchased in the Pharmacy	Nurses	Dosage, frequency, route include fluids
Part V for medications used in the wards purchased outside / donated	Nurses	Dosage, frequency, route, quantity, and cost from receipt  Put "0" in cost if donated
Part V for medications used in the OR	Circulating Nurses / Anesthesiologists	Include dosage, frequency, route, quantity, including fluids used for washing
Part V cost of medicines, Part II nos. 2, 10a-10b	Billers	Cost of quantity of meds and fluids from the Pharmacy  Cost of meds outside when there is no receipt
CF4 as a whole, Part II 8a-8b	Medical evaluators	Correction of entries, non-PNDF drugs, and ICD codes

Billing of the patient will not commence without the attached printed and accomplished CF4 form.

For strict compliance.

  
**LEOPOLDO J. VEGA, MD, FPCS, FPATACSI, MBA-H**  
Medical Center Chief II