

SERVICES: IN PATIENT

Description of the Service: *This process covers patients from Out Patient department requiring admission and thorough observation, examination, treatment and care.*

Office or Divisions:	SAN ANTONIO CITY OF ILAGAN HOSPITAL			
Classification:	Simple			
Type of Transaction:	Government Citizens/Client			
Who may avail:	IN PATIENT			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
PATIENT'S CHART FROM EMERGENCY ROOM		TO BE ENDORSED TO WARD NURSE FROM THE E.R NURSE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign consent for admission	1. Notifies ward nurse of new admission	NONE	Depends on patient's case	Nurse on duty/midwife on duty
2. Admission to ward	2. Prepares room and bed assignment and supplies needed	NONE	2-5 minutes	Midwife on duty/Institutional worker
	3. Brings the patient to the designated ward	NONE	Depends on patient's case	Institutional worker
	4. Receives endorsement from the ER nurse	NONE	Depends on patient's case	Nurse on duty

	5. Performs direct nursing care	NONE	Depends on patient's case	Nurse on duty/midwife on duty
	6. Observes records and reports any untoward signs and symptoms vital signs, condition and proper care and treatment.	NONE	Depends on patient's case	Nurse on duty/midwife on duty
	7. Prepare patients for any procedure and treatment	NONE	Depends on patient's case	Nurse on duty/midwife on duty
	8. Administer medications and note for any allergic reactions.	NONE	Depends on patient's case	Nurse on duty/midwife on duty
	9. Provides health teachings to a patient	NONE	Depends on patient's case	Nurse on duty/midwife on duty/doctor on duty
	10. Provides clean linen and makes bed for admitted patient's	NONE	2-5 minutes	Midwife on duty/Institutional worker

	11. Removes all used or discontinued equipment from patient and return them to the utility room.	NONE	5-10 minutes	Institutional worker
	12. Removes soiled linen used by the patient's after discharge	NONE	2-5 minutes	2-5 minutes Institutional worker
TOTAL:	NONE	Depends on patient's case		