



External

4. SERVICENAME: PATIENT ADMISSION AND PHILHEALTH VERIFICATION ASSISTANCE

Description of the Service: This service covers the admission process of patients in the hospital. It includes the collection and encoding of the patient’s personal and clinical information through IHOMIS, verification of the accuracy and completeness of the data, securing the patient’s consent and the admitting physician’s signature, and printing the clinical cover sheet. The admitting officer then forwards the document to the nurse on duty. For patients who are PhilHealth members, the guardian is instructed to proceed to the PhilHealth Department for membership verification. Non-PhilHealth members are referred to the Social Service Department for assistance with PhilHealth application.

Office or Division:	Admitting Department
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All patient / client for admission

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Admission And Discharge Record 2. Consent For Admission and Confinement 3. Waiver 4. Consent For Admission and Confinement in the ICU (Private/Charity)		Admitting Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID for verification of patient data.	Accept the patient valid ID	None	1 min	Admitting Officer on duty
2. Answer the patient data sheet	Instruct guardian to	None	4 min	Admitting Officer on duty



	answer patient data sheet.			
3. Wait for processing of patient clinical cover sheet	<p>Collect the patient's information for encoding</p> <p>Encode the Patient's Information through IHOMIS</p> <p>Review the correctness and completeness of the encoded Information</p> <p>Instruct Client to sign the consent form.</p> <p>Print the clinical cover sheet.</p> <p>Secure the signature of the admitting physician.</p> <p>Hand of the clinical cover</p>	None	15 mins	Admitting Officer on duty



	<p>sheet to the nurse on duty</p> <p>For Philhealth Members:</p> <p>Instruct patient Guardian to go to philhealth Dept. For verification of patient membership status</p> <p>For non-Philhealth members:</p> <p>Instruct patient Guardian to go to Social Service Dept. For Philhealth application Instruction.</p>				<p>PhilHealth Staff on duty</p> <p>MSWD Staff on duty</p>
	<p>TOTAL</p>			<p>20 mins.</p>	