



External

5. SERVICENAME: CLINICAL WARD SERVICES

Description of the Service: The Clinical Ward provides 24-Hour inpatient nursing care including monitoring, medication administration, treatment procedures, and coordination with physicians and allied health professionals for admitted patients.

Office or Division:	Clinical Ward
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Patients admitted through the Emergency Room

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Admission order from attending physician 2. Patient chart and admission slip 3. Valid identification (if available) 4. Physician’s order of medication or treatment 5. Doctor’s discharge order 6. Tagubilin 7. Gate pass 8. Clearance 	<ol style="list-style-type: none"> 1. Attending Physician 2. Emergency Department 3. PRC, BIR, LTO, COMELEC, PAG-IBIG, DFA, GSIS, SSS, Senior Citizen, Post Office, Philhealth, UMID 4. Doctor’s Order Sheet 5. Doctor’s Order Sheet 6. Nurse Station 7. Nurse station 8. Nurse Station

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present admission order and documents	Verify patient information and prepare bed	None	5 minutes	Staff Nurse
2. Proceed to assigned bed	Orient patient and relative to ward policies	None	10 minutes	Staff Nurse



3. Provide initial nursing assessment	Record vital signs and staff nursing care plan	None	10-15 minutes	Staff Nurse
4. Stay in assigned ward	Provide routine care	None	Continuous throughout confinement	Staff Nurse
5. Inform nurse of concerns	Monitor vital signs and condition	None	Continuous throughout confinement	Staff Nurse
6. Follow treatment plan	Administer medications and treatments	None	Continuous throughout confinement	Staff Nurse
7. Receive medication	Verify medication order	None	Based on medication schedule	Staff Nurse
8. Cooperate during administration	Administer medication safely	None	Based on medication schedule	Staff Nurse
9. Report side effects	Monitor response to medication	None	Based on medication schedule	Staff Nurse
10. Present discharge order	Prepare discharge papers	None	15 minutes	Staff Nurse
11. Receive discharge instructions	Provide health education and medication instructions	None	15 minutes	Staff Nurse
12. Secure clearance	Remove contraptions, issue gate pass, assist in leaving ward	None	10-30 minutes	Staff Nurse/ Ward Staff



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TOTAL	None	6 hours and 30 minutes	
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