



Internal/External

1. SERVICENAME: ADMITTING DEPARTMENT

Description of the Service: Admitting Section is responsible for processing the admission of patients to the hospital. The service includes verification of patient information, assignment of hospital rooms or beds, explanation of hospital rules and policies, and coordination with the clinical staff to ensure a smooth admission process. The section ensures that all necessary documents and requirements are completed prior to patient’s admission

Office or Division:	SAN ANTONIO CITY OF ILAGAN HOSPITAL
Classification:	SIMPLE
Type of Transaction:	G2C- GOVERNMENT TO CLIENT
Who may avail:	CLIENT OR IN-PATIENT

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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ACCURATE PATIENT DATA Doctors Admission Order Valid ID of Patient/Birth Certificate/ Senior Citizen/PWD/Philhealth ID/MDR	Physician on Duty/Emergency Room Patient/Guardian Admitting Section CSWD/Barangay
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Admitting Section with all required documents	Receive and check requirements; provide admission and consent forms to client.	None	5 minutes	Admitting staff on duty
2. Fill out and submit	Review submitted forms and verify	None	10 minutes	Admitting staff on duty



admission and consent forms	information; encode details into hospital system.			
3. Present Philhealth/Senior Citizen/PWD ID (if applicable)	Validate and record information	None	5 minutes	Admitting staff on duty
4. Wait for room or bed assignment	Assign room/bed and inform client; coordinate with nurse station.	None	10 minutes	Admitting staff on duty
5. Receive admission slip, patient kits, wristband, watcher's ID and instructions/hospital rules	Distribute patient kit, attach wristband to patient, and issue watcher's ID; Provide orientation on hospital policies and patient rights	None	10 minutes	Admitting staff on duty
TOTAL			45 MINUTES	



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