



Internal/External

18. SERVICENAME: IN-PATIENT

Description of the Service: This process covers patients from the Outpatient department who require admission and thorough observation, as well as examination, treatment, and care.

Office or Division:	SAN ANTONIO CITY OF ILAGAN HOSPITAL			
Classification:	Simple			
Type of Transaction:	Government Citizens/Client			
Who may avail:	IN-PATIENT from Emergency ROOM			
CHECKLIST OF REQUIREMENTS		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. Receives doctors evaluation for admission 2. Process admission at the Admission/ER Desk. Sign consent for admission	1. Evaluate, prepare admission orders, and endorse to the ward	None	5-10 minutes	Nurse on duty/midwife on duty
	2. Prepares room and bed assignment and supplies needed	None	10-15 minutes	Admitting staff
	3. Transfer the patient and	None	5-10 minutes	Institutional Worker and Nurse on duty



3. Transfer to the assigned ward/room	endorse to the ward nurse	None	Depends on patient's case	Nurse on duty
4. Receive ongoing medical care as in-patient	4. Continue care, monitor and provide treatment			
	TOTAL:	None	Depends on patient's case	