



**Internal/External**

**21. SERVICENAME: PHARMACY DEPARTMENT**

**Description of the Service:** The Pharmacy dispenses medications, manages drug inventory, provides guidance on proper medication use to patient and ensures safe, effective medication practices in line with hospital and national standards

<b>Office or Division:</b>	Pharmacy			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government Citizens/ Clients			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Doctor's Prescription		Attending Physician City Health Office Other Health Facility		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the prescription written by a medical practitioner.	Conduct screening of correctly prescription written/filled like  Name, Address, Date, Age, Generic name of drugs, Instruction and signature of doctors.	None	1-2 minutes	Marie Laurence S. Tamayo, RPh  Pharmacist II



2. Go to the cashier and pay the available medicines.	Out – patients prescription, medicines available should be given its corresponding prices.	Medicines	2-4 minutes	Aida I. Turqueza Cashier
3. Proceed to the pharmacy and present the official receipt	Check the official receipt before dispensing the medicine.	None	1 minute	Marie Laurence S. Tamayo, RPh Pharmacist II
4. Receive the available medicines and counseling	Dispense the available medications and provide the patient proper medication counseling.	None	2-4 minutes	Marie Laurence S. Tamayo, RPh Pharmacist II
5. For In-Patient: proceed to the billing station for the preparation and finalization of the hospital bill.	Review patient's account, consolidate all charges and prepare the Statement of Account for settlement	None	15 minutes	Melvin Teodoro Billing
6. Proceed to Philhealth Section and present your id.	Receive and process the patient's transaction that are member of Philhealth.	None	15 minutes	Ana Joy Nicolas Philhealth
TOTAL			40 minutes	