



Discharging Patients from City Hospital

ABOUT THE SERVICES

The following are procedures governing the disposition and discharge of patients from the Naga City Hospital.

Department / Office:		NAGA CITY HOSPITAL		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Discharge Patients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p><i>DAILY ROUNDS</i></p> <p>Medical Officer performs the daily rounds every morning to all admitted patients for medical evaluation and management</p>		10 minutes/ patient	<p>MEDICAL OFFICER ON DUTY</p> <p>WARD NURSE ON DUTY</p>
	<p><i>Disposition and Discharge</i></p> <p>1. Doctor / Medical Officer writes order for discharge to deserving patients in the chart. Nurse on duty, patients and relatives are advised of the discharge order.</p> <p>Instructions on how to go about at the discharge is given by the nurse to the relative.</p>			<p>MEDICAL OFFICER ON DUTY</p>
	<p>2. Nurse / Nursing Attendant sends the chart to Billing Section upon completion of discharge Notice and Home meds instruction form in duplicate</p>			<p>WARD NURSE ON DUTY</p> <p>NURSING ATTENDANT ON DUTY</p>
	Instructions of Submission of PhilHealth Requirements			



	<p>3. Evaluation of Type of Patient</p> <p>Medical Social Worker evaluates the patient according to his/her capacity to pay.</p>		5-10 minutes	ALMA B. PLANDES Social Worker Officer I
<p>4. Collection of Payments</p> <p>Patient /Relatives pay for the medicines used and other legitimate hospital charges.</p> <p>The cashier issues a clearance slip after the bills are settled. A copy is given to the Nurse/ Guard on duty.</p>			3 minutes	<p>MA. FRANCIA S. SANCHEZ Nursing Attendant (Casual)</p> <p>IRMA G. ZAMORA Nursing Attendant</p> <p>VIVIAN BENITO Administrative Aide I (Casual) Cashier Designate</p>
	<p>5. Home Medication Instruction</p> <p>Ward nurse Instructions on home medications and follow up</p>			WARD NURSE ON DUTY
	<p>6. Preparation of Medical Certificate/ Medico-Legal Certificate</p> <p>The Medical Records Clerk may issue a Medical and Medico-legal Certificate upon request of the interested concerned party.</p>		<p>5-10 minutes (Medical Certificate)</p> <p>Within 1 day (Medico-Legal Certificate)</p>	JUAN D. MORALES JR. Medical Records Clerk
TOTAL		P	33 minutes	

NAGA CITY HOSPITAL

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For more information, please contact:

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