



## Discharging Patients from the Hospital

### ABOUT THE SERVICES

The Following are procedure governing the disposition and discharge of patients from the Our Lady of Lourdes Infirmary.

<b>Department / Office:</b>		<b>OUR LADY OF LOURDES INFIRMARY</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction</b>		G2C – Government to Citizens		
<b>Who may avail</b>		Patients for discharging		
<b>CHECKLIST OF REQUIREMENTS</b>				
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	<p>DAILY ROUNDS</p> <p>Medical Officer perform 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>Disposition and Discharge</p> <ol style="list-style-type: none"> <li>1. Doctor/Medical Officer writes order for discharge to deserving patients in the chart. Patients and relatives are being advised of the discharge order by the NOD.</li> <li>2. Instruction on how to go about at the discharge is given by the nurse to the relative.</li> </ol> <p>Nurse / Nursing Attendant Sends the Chart to billing Section upon Completion of discharge Notice and instruction form in duplicate copy.</p>		5 – 10 minutes	<p>MEDICAL OFFICER ON DUTY</p> <p>WARD NURSE ON DUTY</p> <p>NURSING ATTENDANT ON DUTY</p>



	<b>Instruction for Submission of PhilHealth Requirements</b>			CHARIZA D.G. OCAMPINA Midwife I (Casual)
3. Collection of payment  Patient / Relatives pay for the medicines used and other legitimate hospital charges.  The Cashier issues a clearance slip after the bills are settled. A copy is given to Nurse/Guard on duty			3 minutes	ESTELITA L. SANICO Cashier
	4. Home Medication Instruction  Ward Nurse instructions on home medications and follow up		1 - 2 minutes	WARD NURSE ON DUTY
	5. Preparation of Medical Certification / Medico-Legal Certificate  The Medical Record clerk may issue a Medical and Medico-Legal Certificate upon request of the interest concerned party		5 - 10 minutes (Medical Certificate)  1 Hour	JOEL B. DE LOS REYES Nurse I (Casual) / Record Officer  ROD
	<b>TOTAL</b>	<b>P</b>	1 hour and 35 minutes	

#### **OUR LADY OF LOURDES INFIRMARY**

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For more information, please Contact:

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