



Admission to City Hospital

ABOUT THE SERVICES

As a Level I hospital, the NCH is funded and operated by the City Government of Naga. Naga City Hospital's doctors render services in:

- General Medicine/ Diabetes Care
- Pediatrics
- Obstetrics
- Minor Surgery / Medium Surgery

The hospital, wherever possible, provides medicine for patients. It also offers routine laboratory services.

TAXES AND FEES

New Patient's Card	P 20.00
Fine for Lost Patient's Card	P 50.00

Department / Office:		NAGA CITY HOSPITAL		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Admitted Patients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Admission of Patients Go to the Outpatient department or to the Emergency Room.		P	3 minutes	ER NURSE
	2. Taking of Patient's Data Nurse obtains vital signs of the patient, records complaints and informs the doctor of the patient's condition.		15 minutes	
	3. Examination of Patient Doctor examines the patient and writes an admission order. He also issues instructions to the patient or relatives.		15 to 30 minutes	MEDICAL OFFICER ON DUTY
	4. Endorsement to Ward Nurse Nurse carries out doctor's orders and		10 minutes	OPD or WARD NURSE



	<p>gives prescriptions to relatives.</p> <p>Nurse then completes data in the admission forms used and makes laboratory requests, if ordered.</p> <p>Nurse inserts IUP</p> <p>Nurse brings the patient to the ward and endorses the patient to ward nurses.</p>		<p>5 minutes</p> <p>20 minutes</p> <p>2 minutes</p>	
<p>5. Obtain Medicine from the Pharmacy</p> <p>Relatives avail of medicine from the pharmacy and forward the same to the ward nurse or staff.</p> <p>If not available at the pharmacy, relatives purchase medicine outside the hospital.</p>			<p>5-10 minutes</p> <p>1-2 hours or more</p>	<p>SUSAN F. BACORDO Laboratory Aide I</p> <p>SALVACION F. APA Laboratory Aide I</p> <p>MARYANN N. ESTELA Nursing Attendant I</p>
TOTAL		P	3 hours and 55 minutes	

NAGA CITY HOSPITAL

Peñafrancia Ave., Zone 1, Peñafrancia, Naga City

For more information, please contact:

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