



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
DAILY ROUNDS				
	1. Medical Officer performs the daily rounds every morning to all admitted patients for medical evaluation and management.		10 minutes/ patient	MEDICAL OFFICER ON DUTY WARD NURSE ON DUTY
DISPOSITION AND DISCHARGE				
	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. Instructions on how to go about at the discharge is given by the nurse to the relative.			MEDICAL OFFICER ON DUTY
	2. Nurse / Nursing Attendant sends the chart to Billing Section upon completion of discharge Notice and Home meds instruction form in duplicate			WARD NURSE NURSING ATTENDANT IRENEO S. MODINO IV Biller
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	<p>ALMA B. PLANDES Social Welfare Officer I</p> <p>JANIN SANCHEZ Social Worker</p>
<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>Revenue Collectors:</p> <p>ROWENA S. ZANTUA Administrative Aide III</p> <p>ROSEMARIE P. VILLARIN Administrative Assistant II / Clerk IV</p> <p>FIDEL M. VELASCO Revenue Collection Clerk I</p> <p>FREDERIQUE DL. ISRAEL</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>	<p>DONDY V. SENOSIN Medical Records Clerk</p>
TOTAL		P	33 minutes	

NAGA CITY HOSPITAL

Peñafrancia Ave., Zone 1, Peñafrancia, Naga City

For more information, please contact:

Dr. Josep S. Sanchez, City Government Department Head I / Chief of Hospital

Tel. Nos. (054) 881-95-80 or 881-95-48

E-mail: nchospital25@gmail.com