



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.

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



	Instruction for Submission of PhilHealth Requirements			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
TOTAL		P	1 hour and 35 minutes	

OUR LADY OF LOURDES INFIRMARY

Km. 12 Carolina, Naga City

For more information, please Contact:

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