



## Admission to Our Lady of Lourdes Infirmary

### ABOUT THE SERVICES

AS the OLLI is funded and operated by the city government OLLI's doctors render services in:

- Consultation at the Out – Patient Department
  - Medicine
  - Ob-Gynecology
  - General Surgery
  - Pediatrics
- Emergency Consultation and Management
- Out- Patients Department Consultation
- Minor Surgeries
- Admission
- Dental Services
- Deliveries & Newborn Screening
- Family Planning
- Ambulance Response & Transport
- PhilHealth Accredited

The hospital, wherever possible, provides medicine of patients.

<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>		Admitted Patients		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Admission of Patients  Go to the Department or to the Emergency Room.		P	3 minutes	ER NURSE
	2. Taking of Patient's Data.  Nurse Obtains Vital Signs of the Patients, records complaints and informs the doctor of the patient's condition.		15 minutes	ER NURSE
	3. Examination of Patient.  Doctor Examines the Patient and writes an admission order. He also issues Instruction to the patients or relatives		30 minutes	MEDICAL OFFICER ON DUTY
	4. Endorsement to Ward Nurse.			



	<p>Nurse carries out doctor's orders and gives prescriptions to relatives.</p> <p>Nurse then completes data in the admission forms used and makes laboratory request, if ordered.</p> <p>Nurse inserts IVF.</p> <p>Nurse bring the patient to ward and endorses the patient to ward nurses.</p>		<p>5 minutes</p> <p>3 minutes</p> <p>10 - 15 minutes</p> <p>5 minutes</p>	<p>OPD or WARD NURSE</p>
<p>5. Obtain medicine from the pharmacy</p> <p>Relatives avail of medicine from the pharmacy and forward to the same 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>ROMELINE G. DELA CRUZ Laboratory Aide II</p> <p>GEMA H. OROPESA Pharmacy Aide (Job Order)</p>
<b>TOTAL</b>		P	1 hour and 33 minutes	

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

Km. 12 Carolina, Naga City

For more information, please Contact:

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