




DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Nursing Service Division		POLICY NUMBER: DPOTMH-MPP-SURGCOM-ASC-P002-(01)	
TITLE/DESCRIPTION: SCHEDULING OF PATIENT FOR PROCEDURE			
EFFECTIVE DATE: January 31, 2025	REVISION DUE: January 30, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 6
APPLIES TO: Ambulatory Surgical Center		POLICY TYPE: Multi Disciplinary	

PURPOSE: To establish guidelines for scheduling ambulatory surgery cases on a first-come, first-served basis, ensuring the efficient use of resources, minimizing wait times, and improving patient flow. This approach optimizes staff and facility utilization, ensures timely patient care, and facilitates smooth and effective performance of procedures.	
DEFINITIONS: Minor elective procedure - a non-urgent, planned medical intervention that typically involves minimal risk and recovery time. These procedures are chosen by patients based on personal or lifestyle preferences and are usually performed on an outpatient basis.	
RESPONSIBILITY: All clinical staff involved in ambulatory surgical center (nursing, medical, allied health professional)	
POLICY: General Guidelines <ul style="list-style-type: none">The Ambulatory Surgical center is open for appointments and walk-in patients from Monday to Friday, from 8:00 AM to 4:00 PM, and closed on weekends and holidays.Only physicians accredited by the Riverside Medical Center Inc. Medical Services Division are authorized to schedule elective procedures requiring ambulatory surgery.All such procedures shall be arranged and scheduled through the physician or their medical assistant in coordination with the ASC Staff.All patients shall be verified and confirmed through the identification code or documents such as any valid government issued IDs, health card and birth certificate (for minors).Patients with scheduled appointments shall arrived at the clinic 30 minutes before their designated time.The final surgery schedule shall be prepared by ASC staff the day before and shall be posted at the front desk and on the ASC schedule board.	



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- All minor elective procedures shall be scheduled between 8:00 AM and 4:00 PM. Any additional procedures needed for the following day shall be communicated to the on-call clinic staff member via the clinic's mobile phone.

PROCEDURE (SOP):

- The ASC Nurse receives the schedule for posting from the physician or the physician's medical assistant, including the following details:
 - Patient's name
 - Date of Birth
 - Procedure to be performed
 - Surgeon
 - Date of the procedure
 - Specific supplies or equipment needed
- The ASC Clerk confirms the patient's identity using official documents or government issued identification cards like a driver's license or health card.
- If case reordering is necessary, ASC Nurse notifies the surgeon and the patient. Case substitutions will be permitted only under these conditions.
- The Circulating Nurse secures that all preoperative requirements, such as labs and imaging, have been completed for the scheduled procedure, and necessary personnel, equipment, instruments, and supplies are available.





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WORK INSTRUCTION:

KEY TASKS	PERSON RESPONSIBLE
1. Receives the schedule for posting from the physician or the physician's medical assistant.	ASC Nurse
2. Notifies the surgeon and the patient. Case substitutions will be permitted only under these conditions, If case reordering is necessary.	
3. Confirms the patient's identity using official documents or government issued identification cards like a driver's license or health card.	ASC Clerk
4. Secures that all preoperative requirements, such as labs and imaging, have been completed for the scheduled procedure, and necessary personnel, equipment, instruments, and supplies are available.	Circulating Nurse





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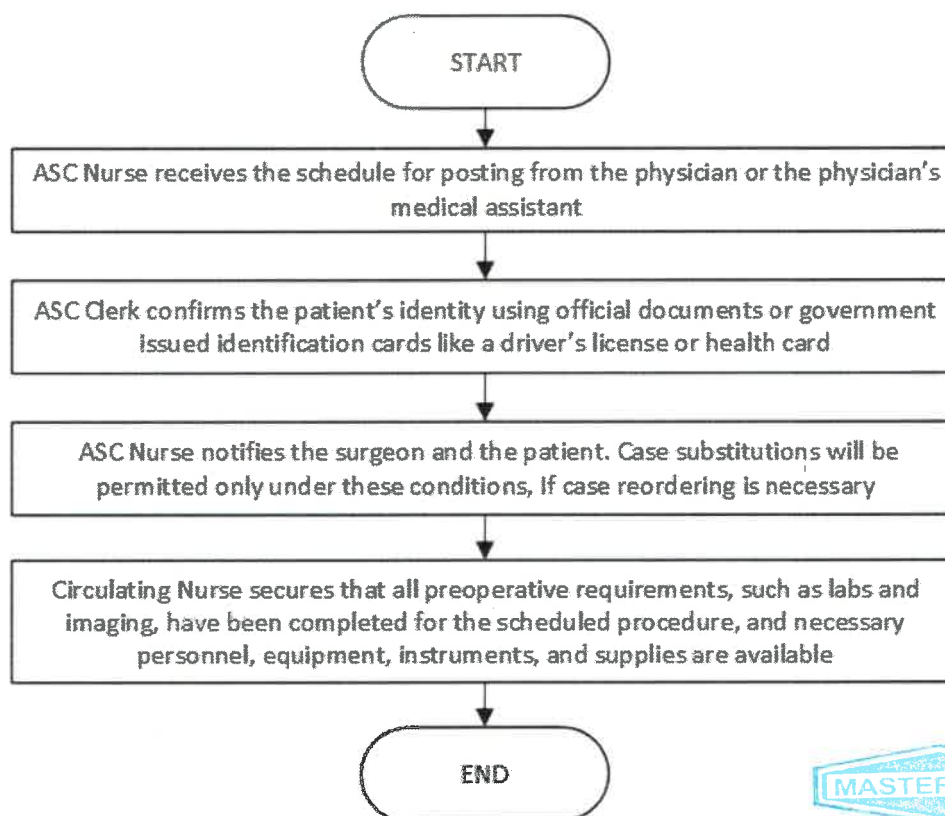
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WORK FLOW:





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