



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-ASC-D001-(01)
TITLE/DESCRIPTION: AMBULATORY SURGICAL CENTER MANUAL	
EFFECTIVE DATE: January 31, 2025	REVISION DUE: January 30, 2028
	NO. OF PAGES: 1 of 4

PURPOSE: 1. To provide guidelines for clinical practices, operational procedures, and staff responsibilities, helping to maintain high standards of care, ensure regulatory compliance, and manage resources efficiently. Policies also aim to enhance patient safety, improve workflow efficiency, and address potential issues proactively, creating a structured and reliable environment for both patients and staff.	
RESPONSIBILITY: All Ambulatory Surgical Center Clinical Staff	
DEFINITIONS: Ambulatory Surgical Center (ASC) - an establishment designed specifically for elective surgical treatments for outpatients that typically do not require overnight stays. Ambulatory Surgical Services - services offering surgical procedures ranging from minor to major operations, allowing patients to safely return home on the same day. Anesthesiologist - is a doctor who practices anesthesia. Anesthesiologists are physicians specializing in perioperative care, developing anesthetic plans, and the administration of anesthetics. Billing and Payments - this involves the meticulous preparation and submission of healthcare claims, ensuring accuracy in coding and billing, as well as managing all financial transactions within the clinic. Charge Nurse - oversee the operations of their specific nursing unit during a set period while working alongside the team. The primary role of a charge nurse is to ensure that all nursing functions within the department run smoothly and efficiently. Circulating Nurse - a registered nurse whose primary responsibility is to ensure the safety and well-being of the patient throughout a surgical procedure. Desk Staff - a person who is the first point of contact for all customers of a business Emergency Protocols - outlining measures and protocols designed to effectively address and manage emergencies, including medical crises and equipment malfunctions. Infection Prevention and Control - a comprehensive set of measures, practices, and protocols developed to prevent and manage the transmission of infections within the facility. Informed Consent - a process that ensures patients receive vital information about medical procedures before providing their voluntary consent. Medical Assistant - health care professional who works directly with doctors at medical offices and clinics. Operating Room Team - personnel inside the OR consist of the operating surgeon, assistants to the surgeon, a scrub person, an anesthesiologist and a circulating nurse. Pre-operative Assessment - comprehensive evaluation process to ensure patient safety and readiness for the procedure.	

MASTER COPY



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-ASC-D001-(01)		
	TITLE/DESCRIPTION: AMBULATORY SURGICAL CENTER MANUAL		
EFFECTIVE DATE: January 31, 2025	REVISION DUE: January 30, 2028	NO. OF PAGES: 2 of 4	

Post-operative Care - involves monitoring the patient's recovery, managing pain, and preventative care.

Quality Assurance - focuses on individual patient care after surgery to monitor recovery and ensure compliance with essential standards.

Recovery Nurse - cares for a patient after they undergo a surgery or procedure involving anaesthetic.

Scrub Nurse - nursing professional who works alongside surgeons and other surgical staff.

Surgeon- a doctor who specializes in evaluating and treating conditions that may require surgery, or physically changing the human body.

Support Staff - people who work for an organization to keep it running and to support the people who are involved in the organization's main business.

Waiting Room - is a patient and visitor area designed for comfort and organization prior to surgical procedures. It serves as a space for patients to wait until they are called for their preoperative preparation and procedure, and for their families or caregivers to wait during the surgery.

Waste Management - systematic handling, treatment, and appropriate disposal of waste generated in the facility.

INTRODUCTION:

The Ambulatory Surgical Center of Riverside Medical Center Inc. was established in January 2025. In vision to become a recognized center of excellence in the ambulatory surgical field in the Philippines, renowned for delivering high-quality, cost-effective alternatives to inpatient surgical services.

VISION

To be the leading healthcare provider, internationally recognized, committed to deliver excellent, sustainable, compassionate, and client-centered services as part of the Metro Pacific Health. With skilled, competent and compassionate professional.

MISSION

To deliver a broad range of quality healthcare services, accessible and sensitive to the needs of our clients, for a healthier society.

To nurture a team of dedicated and well-trained, medical and non-medical professionals who adhere to the highest standards of competence and ethics.

To continuously improve our facilities, equipment and services responsive to the fast-changing





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.

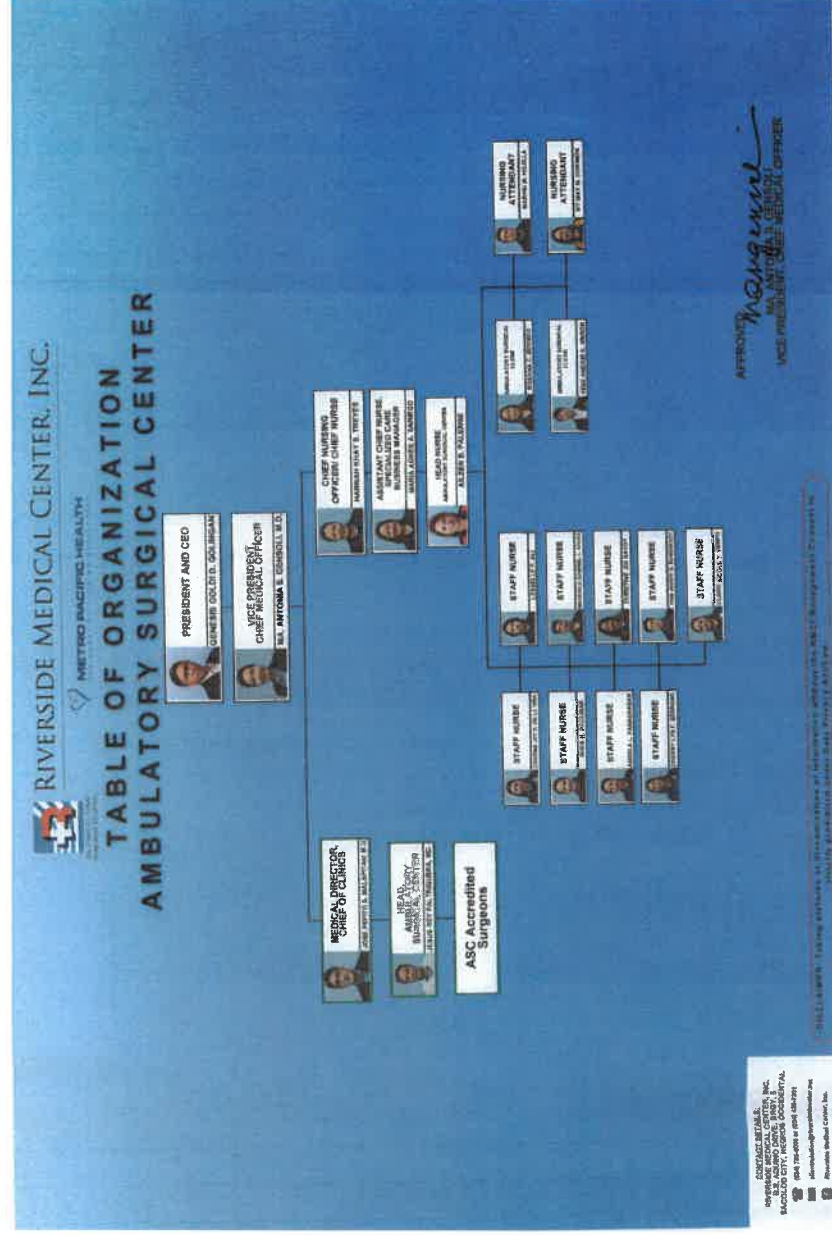


METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Nursing Service Division	POLICY NUMBER: DPOTMH-ASC-D001-(01)	
TITLE/DESCRIPTION: AMBULATORY SURGICAL CENTER MANUAL		
EFFECTIVE DATE: January 31, 2025	REVISION DUE: January 30, 2028	NO. OF PAGES: 3 of 4

technology.

ORGANIZATIONAL CHART



REFERENCES:

Supreme Court of the Philippines Library Services. (2005, January). DOH Administrative Order No. 183, S. 2004 – Rules and regulations governing the licensure and regulation of ambulatory surgical clinics. Supreme Court E-Library. <https://elibrary.judiciary.gov.ph/thebookshelf/showdocs/10/40503>





DR. PABLO O. TORRE
MEMORIAL HOSPITAL



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

RIVERSIDE MEDICAL CENTER, INC.

DEPARTMENT: Nursing Service Division		POLICY NUMBER: DPOTMH-ASC-D001-(01)	
TITLE/DESCRIPTION: AMBULATORY SURGICAL CENTER MANUAL			
EFFECTIVE DATE: January 31, 2025		REVISION DUE: January 30, 2028	NO. OF PAGES: 4 of 4

APPROVAL:		Name/Title	Signature	Date	TQM Stamp
Prepared by:	Reviewed by:	CLAIRE NICOLE T. TIEMPO Ambulatory Surgical Center Nurse		13 JAN 2025	
		WENDY MAE D. GOMEZ Accreditation & Documentation Manager		14 JAN 2025	
Approved by:		AILEEN B. PALENCE Ambulatory Surgical Center Unit Head		15 JAN 2025	
		VANESSA V. VERDE Specialized Care Unit Manager		17 JAN 2025	
		MA. AGNES A. SARIOGO Assistant Chief Nurse		20 JAN 2025	
		HANNAH KHAY S. TREYES Chief Nursing Officer		23 JAN 2025	
		JOSE PEPITO B. MALAPITAN, MD Medical Director		27 JAN 2025	
Final Approved by:		MA. ANTONIA S. GENSOLI, MD VP-Chief Medical Officer		28 JAN 2025	
		GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		31 JAN 2025	

