	Document Code:	DPOTMH–F-79-P01-S15
	Effective Date:	08-15-2021
B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Dietary Department
DR. PABLO O. TORRE MEMORIAL HOSPITAL	Document Title:	**VIEWING ADMITTED PATIENTS (COMPUTER)**

PURPOSE:

1. To know the patients' census in each meal in every station.
2. To include patients' name in the daily meal census.
3. To give meal tray to admitted patients.

SCOPE:

Applies to all Dietary Department Staffs

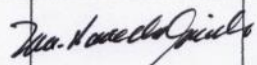## RESPONSIBLE PERSON:

Dietitian, Nurses on Duty, Admitting Section

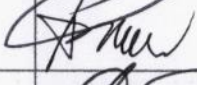## GENERAL GUIDELINES:

1. All admitted patients must be included in the diet list on a specified meal.

2. Meal census must be adjusted once admitted patients are listed.

3. Diet Cards must be included in the deck of cards for plating of meal tray.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	**MA. PAMELA GARILAO** Dietary Manager	*Ma. Pamela Garilao*	8-3-21
Reviewed:	**DENNIS C. ESCALONA, MN, FPSQua** Quality Assurance Supervisor		08-04-2021
Recommending Approval:	**NOEL P. GARBO** Corporate Strategic Support Division Officer		8/25/2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		8/27/2021
Approved:	**GENESIS GOLDI D. GOLINGAN** President and CEO		10/23/2021

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B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

DR. PABLO O. TORRE
MEMORIAL HOSPITAL

PROCEDURE:

1. Click yellow folder in the computer.

2. Click admission window.

3. Double click Daily Admission List.

4. Click Admission Date.

5. Click Refresh.

6. View admitted patients list.

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		Department/Section:	Dietary
DR. PABLO O. TORRE MEMORIAL HOSPITAL		Document Title:	**VIEWING ADMITTED PATIENTS (COMPUTER)**

FLOWCHART

ACTIVITY

```
                    START
                      │
                      ▼
        Clicks yellow folder in the computer
                      │
                      ▼
            Clicks admission window
                      │
                      ▼
        Double clicks Daily Admission List
                      │
                      ▼
            Clicks Admission Date
                      │
                      ▼
                Clicks Refresh
                      │
                      ▼
          Views admitted patients list
                      │
                      ▼
                     END
```
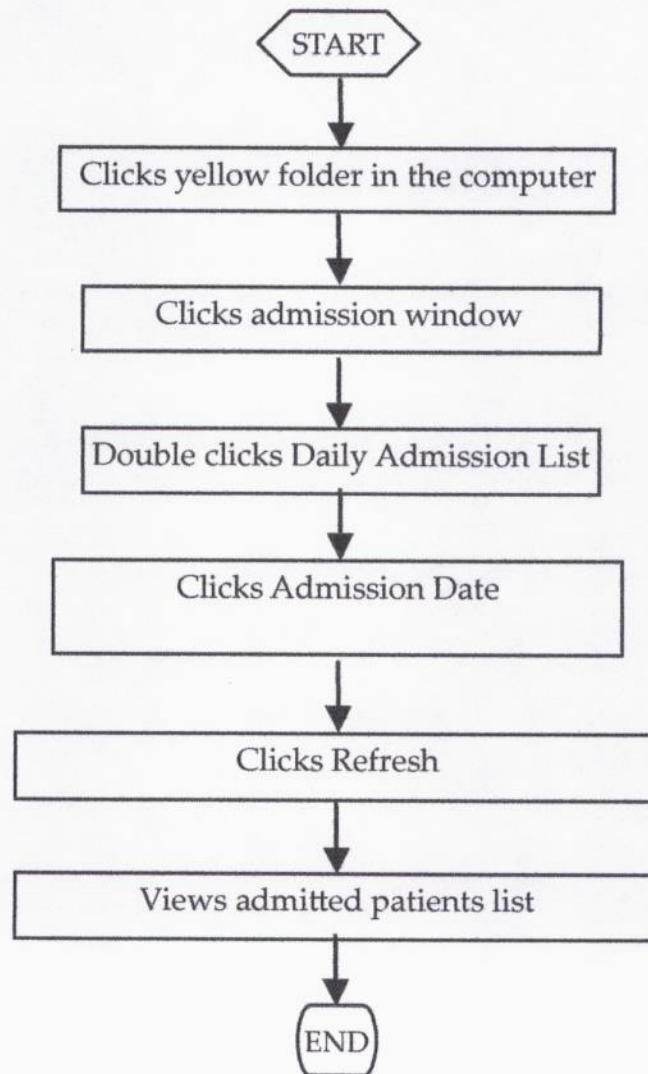
MASTER COPY

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		Effective Date:	08-15-2021
	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Document Type:	Flowchart
		Page Number:	2 of 2
		Department/Section:	Dietary
DR. PABLO O. TORRE MEMORIAL HOSPITAL		Document Title:	**VIEWING ADMITTED PATIENTS (COMPUTER)**

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	**MA. PAMELA GARILAO** Dietary Manager	*[signature]*	8.3.21
Reviewed:	**DENNIS C. ESCALONA, MN, FPSQua** Quality Assurance Supervisor	*[signature]*	8-03-2021
Recommending Approval:	**NOEL P. GARBO** Corporate Strategic Support Division Officer	*[signature]*	8/25/2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	*[signature]*	9/3/2021
Approved:	**GENESIS GOLDI D. GOLINGAN** President and CEO	*[signature]*	10/23/2021

		Document Code:	DPOTMH–F-79-P01-S15-WI15
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KEY TASKS	PERSON RESPONSIBLE
1. Clicks yellow folder in the computer	Dietitian
2. Clicks admission window	Dietitian
3. Double clicks Daily Admission List	Dietitian
4. Clicks Admission Date	Dietitian
5. Clicks Refresh	Dietitian
6. Views admitted patients list	Dietitian

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	**MA. PAMELA GARILAO** Dietary Manager	*Ma. Pamela Garilao*	9/3/21
Reviewed:	**DENNIS C. ESCALONA, MN, FPSQua** Quality Assurance Supervisor		09/03/2021
Recommending Approval:	**ENGR. NOEL P. GARBO** Corporate Strategic Support Division Officer		9/16/2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		9/17/2021
Approved:	**GENESIS GOLDI D. GOLINGAN** President and CEO		10/23/2021