 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-B-6-P01
	Effective Date:	09-15-2022
	Document Type:	Policy
	Page Number:	1 of 3
	Department/Section:	Admitting Section
	Document Title:	SCOPE OF SERVICE

PURPOSE:

To supply information on the services being offered by the Admitting Section of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

LEVEL:

Admitting Section Head, Admitting Staff, Chief Risk Manager

SCOPE OF SERVICE:


The Admitting Section of Dr. Pablo O. Torre Memorial Hospital is an integral component of the organization and allows for optimal provision of patient care and services. It is the patient's first stop when they enter the hospital.

Before admission, the Admitting Staff shall request for the Doctor's Order or Admission Note indicating the physician's directives regarding the patient's case together with the following:

1. HMO Identification Card or documentation (LOA- Letter of Authorization) or
2. Company Identification Card or documentation (LOG- Letter of Guarantee)
3. Updated PhilHealth MDR (Member Data Record)
4. Senior Citizen or PWD Identification Card

Room Queuing Procedures

The Admitting Section accepts room queuing and reservations. The assigned room shall be confirmed on the day of admission and shall be held for the patient up to a maximum of two (2) hours before the patient's scheduled time of arrival. However, if the patient fails to arrive within the indicated time of arrival, the room shall be assigned to other patients. The hospital also reserves the right to cancel queuing requests to give way to emergency and critical cases.

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Patient Data Sheet

The patient or his/her companion shall complete the Patient Registration Form containing pertinent personal data. The patient must provide complete and truthful information about their current address and contact number(s).

Consent Forms

The patient shall be asked to sign consent forms for hospital care, exclusivity of medicines and supplies, limitation on outside diagnostic reports, release of data to insurance companies, and waiver of responsibility for loss of valuables.

Privacy and Confidentiality

The Admitting Section assures that the care within the hospital, as well as the medical records, is treated with the utmost confidentiality.

Hours of Coverage:


The Admitting Section is open 24 hours each day, 7 days a week, including holidays.

Location:

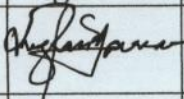
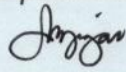
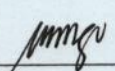

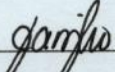
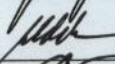

The section is located on the ground floor of the Main Hospital Building.

Staffing and Direction:

The Admitting Section provides manpower coverage to the unit 24 hours each day, including weekends and holidays. Every staff member works 8 hours per shift with days off.

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APPROVAL:

	Name/Title	Signature	Date
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	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President, Chief Operating Officer		10/24/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		10/27/22