 <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-S04
	Effective Date:	04-01-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Admitting Section
	Document Title:	PAGING SYSTEM PROCEDURES

PURPOSE:

1. To establish a documented procedure in paging hospital personnel, consultants and equipments needed to ensure that request for services are rendered timely.
2. To ensure fast and efficient information dissemination.

SCOPE:

Applies to all Admitting and Information Section Staff, Nurse on-Duty, all Profit and Service Support Staff of Dr. Pablo O. Torre Memorial Hospital

GENERAL GUIDELINES:

1. Only hospital personnel and consultants and requests for needed equipment s shall be paged.
2. Paging Hours shall be from 5:00 AM to 10:00 PM only, except on emergency cases.
3. The Paging System can be heard in all floors and special areas in the hospital.

PROCEDURE:

- 1 The Information Staff-on-duty receives the paging request from the hospital personnel or consultants.
- 2 The Information Staff-on-duty uses the Avaya Analog Telephone unit and does the following:
 - 2.1 Dials #88
 - 2.2 Pages the concerned personnel or the request for the needed equipment twice (2x).
 - 2.3 Presses the plunger to end the paging.




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APPROVAL:

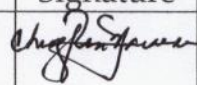
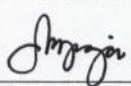
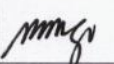

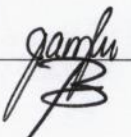


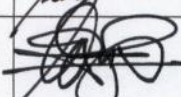
	Name/Title	Signature	Date
Prepared by:	CHERRY ROSE M. MACAINAN Admitting Supervisor		Apr. 26, 2022
Verified:	MA. VICTORIA J. VARGAS Chief Risk Manager		5/12/22
	MARIE MARGARET G. VALLADOLID, CPA, MBA Treasury Officer		May 23, 2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		05-23-2022
Recommending Approval:	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Chief Finance Officer		6/2/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		7/1/22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President, Chief Operating Officer		07/01/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		10/27/22

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	Effective Date:	05-31-2022
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KEY TASKS	PERSON RESPONSIBLE
1. Receives the paging request from the hospital personnel or consultants.	Information Staff-on-duty
2. Uses the Avaya Analog Telephone unit and does the following: dials #88, pages the concerned personnel or the request for the needed equipment twice (2x), and presses the plunger to end the paging.	

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CHERRY ROSE M. MACAINAN Admitting Supervisor		April 17, 2022
Verified:	MA. VICTORIA J. VARGAS Chief Risk Manager		6/17/22
	MARIE MARGARET G. VALLADOLID, CPA, MBA Treasury Officer		Jun 21, 2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		06-30-2022
Recommending Approval:	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Chief Finance Officer		6/20/2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/1/22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President, Chief Operating Officer		07/01/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		10/27/22

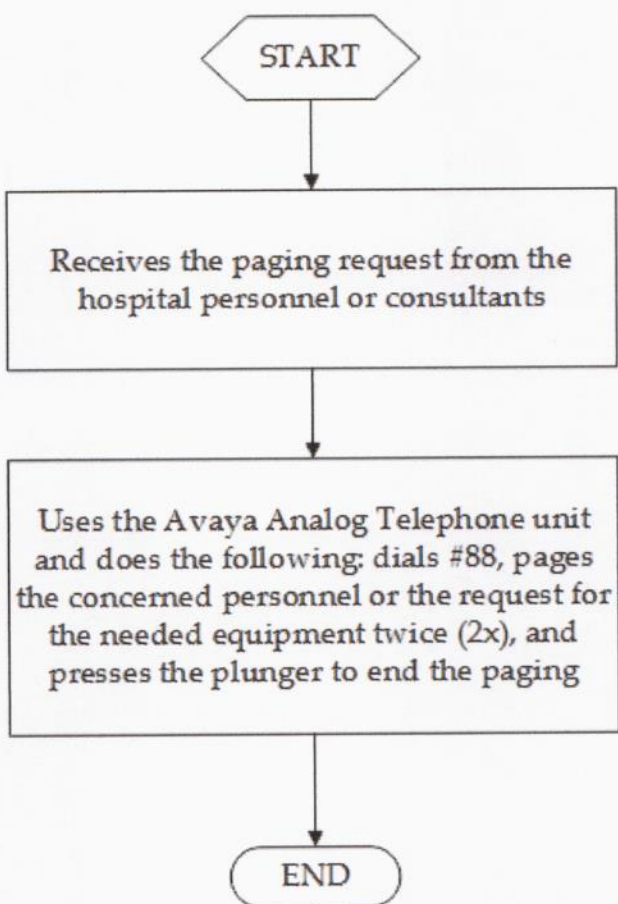



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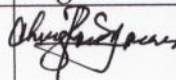
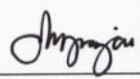


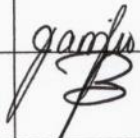



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FLOWCHART



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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CHERRY ROSE M. MACAINAN Admitting Supervisor		April 20, 2022
Verified:	MA. VICTORIA J. VARGAS Chief Risk Manager		6/17/22
	MARIE MARGARET G. VALLADOLID, CPA, MBA Treasury Officer		Jun 21, 2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		06-30-2022
Recommending Approval:	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Chief Finance Officer		6/30/2022
	FREDERIC IVAN L. TING, MD OIC-Total Quality Division		7/1/22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President, Chief Operating Officer		07/01/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		10/27/22