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Effective Date:	04-01-2022
Document Type:	Standard Operating Procedure
Page Number:	1 of 2
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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Document Code:	DPOTMH-B-6-P01-WI04

	KEY TASKS	PERSON RESPONSIBL	
1.	Receives the paging request from the hospital personnel or consultants.		
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.	Information Staff-on-duty	



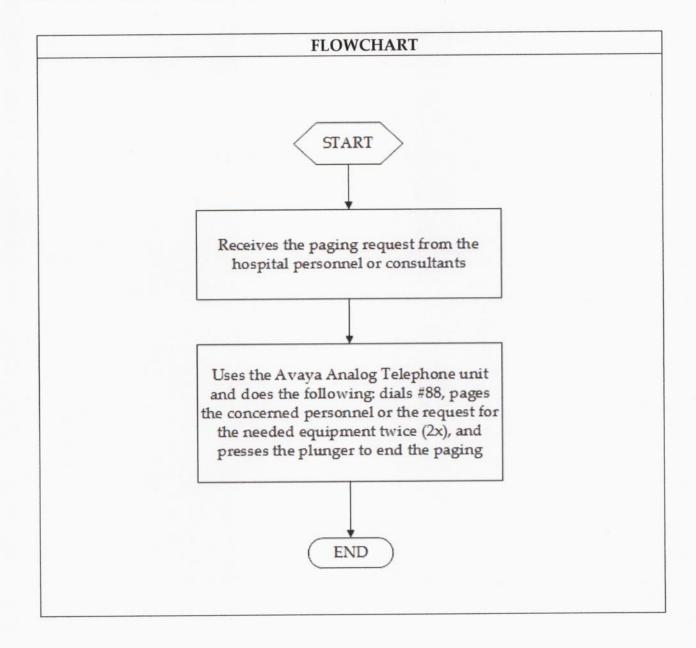
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