Document Code:	DPOTMH–NSD–DEM– P001
Revision Number:	00
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Document Type:	Policy
Page Number:	1
Department/Section:	Emergency Medicine
Document Title:	**TEMPORARY RESPIRATORY OPD**

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

DR. PABLO O. TORRE
MEMORIAL HOSPITAL

PURPOSE:

1. To provide the necessary guidelines in the RMCI Outpatient Respiratory services.
2. To Identify cases to be catered to in the temporary OPD respiratory unit

LEVEL: DEM Physician, Resident on duty

DEFINITION OF TERMS:

Respiratory Cases – They include conditions of the respiratory tract including the trachea, bronchi, bronchioles, alveoli, pleura, pleural cavity, and the nerves and muscles of respiration.

Out Patient Department (OPD) - is the part of a hospital designed for the treatment of people with health problems who visit the hospital for diagnosis or treatment, but do not at this time require admission.

Epidemic – a disease affecting many persons at the same time, and spreading from person to person in a locality where the disease is not prevalent. The World Health Organization (WHO) further specifies epidemic as disease occurring at the level of a region or community.

Pandemic – a disease an a significant portion of the population is affected. The WHO more specifically defines a pandemic as a worldwide spread of a new disease.

Department of Health (DOH) - is the executive department of the Government of the Philippines responsible for ensuring access to basic public health services by all Filipinos through the provision of quality health care and the regulation of all health services and products. It is the government's over-all technical authority on health.

	Document Code:	DPOTMH–NSD–DEM– P001
B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Revision Number:	00
	Effective Date:	05-01-2020
	Document Type:	Policy
DR. PABLO O. TORRE MEMORIAL HOSPITAL	Page Number:	2
	Department/Section:	Emergency Medicine
	Document Title:	**TEMPORARY RESPIRATORY OPD**

POLICY:

1. Temporary Respiratory OPD shall be activated only during infectious respiratory epidemic/ pandemic.

2. Temporary Respiratory OPD shall be located in any designated area within hospital vicinity approved by the management.

3. Temporary Respiratory OPD shall comply with the DOH guidelines on outpatient operations.

4. Patients with pulmonary/respiratory symptoms are the only patients that can be catered at the Temporary Respiratory OPD.

5. Patients shall pass by the ER/OPD pre-triage area for pre-triage/ screening and shall present a note at the entrances issued by pre triage officer before being attended at the unit.

6. Temporary Respiratory OPD shall have a dedicated Cashier, Clerk, Medtech, Radtech, and CRO.

7. The Temporary Respiratory OPD opens daily from 9am to 9pm or on flexible time as approved by the management.

	Document Code:	DPOTMH–NSD–DEM– P001
B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	**Revision Number:**	00
	Effective Date:	05-01-2020
	Document Type:	Policy
DR. PABLO O. TORRE MEMORIAL HOSPITAL	**Page Number:**	3
	Department/Section:	Emergency Medicine
	Document Title:	**Temporary Respiratory OPD**

APPROVAL:

	Name/Title	Signature	Date
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Reviewed:	**DENNIS C. ESCALONA**, RN, MN, FPSQua Quality Assurance Supervisor		04-30-2020
Recommending Approval:	**HANNAH KHAY S. TREYES, RN, MN** **Chief Nurse - OIC**		5/04/2020
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Medical Director	margensol	5-5-2020
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		5/11/20
Approved:	**GENESIS GOLDI D. GOLINGAN** President and CEO		12/23/2020

		Document Code:	DPOTMH–NSD–DEM– P001
	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Revision Number:	00
		Effective Date:	05-01-2020
		Document Type:	Policy
DR. PABLO O. TORRE MEMORIAL HOSPITAL		Page Number:	4
		Department/Section:	Emergency Medicine
		Document Title:	**TEMPORARY RESPIRATORY OPD**

PROCEDURE:

1. Patient who seeks OPD consultation is screened at the triage area
2. Nurse gives consultation note to patients and instructs patient to proceed to the OPD respiratory unit.
3. CRO verifies pre triage note and positions patient in the waiting area separating the adult, pedia and senior citizen and implements strict physical distancing.
4. CRO receives the pre triage note from patient and endorses this to the nurse on duty.
5. Nurse on duty ques the pre triage notes on a first come first served basis
6. Nurse on duty instructs the CRO to give patient the patient data form to fill in.
7. Nurse on duty calls patient name for consultation
8. CRO assists patient to consultation table
9. Nurse on Duty receives accomplished patient data form, takes initial history, vital signs.
10. Nurse on duty gives the accomplished patients data form to the OPD clerk.
11. OPD clerk admits patient and verifies mode of payment.
12. Nurse on duty accomplishes patient consultation data form, secure consent and informs Doctor on duty.
13. Nurse on duty endorses patient to doctor as well as the accomplished patient consultation sheet for consultation.
14. Doctor on duty examines patient, gives initial diagnosis and orders diagnostic procedures, if needed
15. Nurse on duty carries out doctors order, requests diagnostic procedures and medicines needed to bizbox.
16. Nurse instructs patient to wait at the waiting area for diagnostic procedure
    16.1 for laboratory, nurse informs standby laboratory personnel for blood extraction
    16.2 for Chest X ray, direct patient to OPX x ray near the MAB
17. Nurse on duty requests medication of patient to bizbox. Pharma MAB and informs MAB pharmacy to deliver medicines at the OPD respiratory unit

		Document Code:	DPOTMH–NSD–DEM– P001
	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Revision Number:	00
		Effective Date:	05-01-2020
		Document Type:	Policy
DR. PABLO O. TORRE MEMORIAL HOSPITAL		Page Number:	5
		Department/Section:	Emergency Medicine
		Document Title:	**TEMPORARY RESPIRATORY OPD**

18. Nurse on duty instructs the clerk to bill patient after all the procedure has been completed.
19. Nurse on duty instructs patient to settle account with the cashier inside the unit
20. Cashier informs the nurse that the patient account is settled.
21. Nurse on duty gives discharge instructions.
    21.1   to follow up official diagnostic result and bring it for the next visit
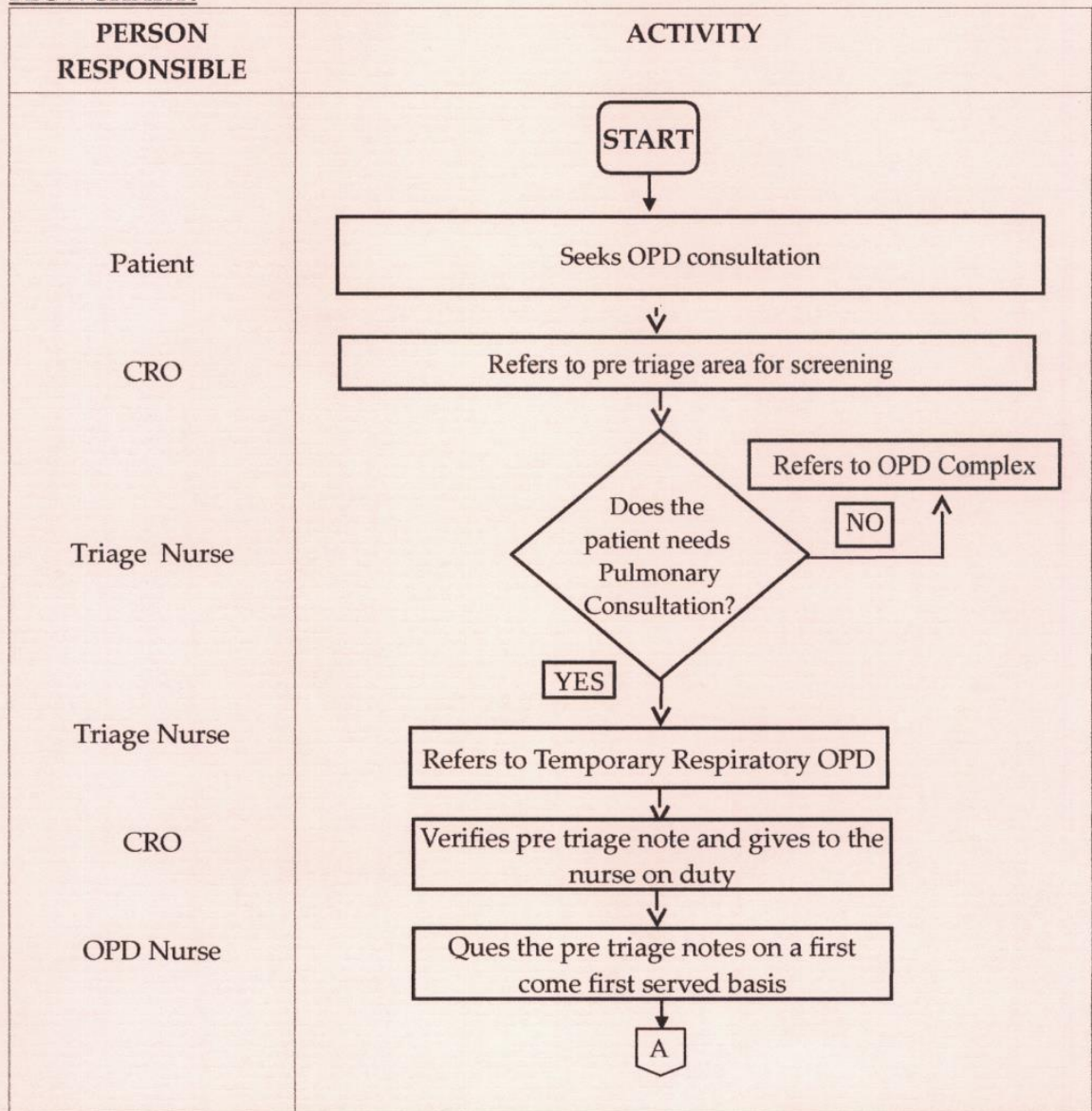22. Nurse on duty discharges patient.

	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Document Code:	DPOTMH–NSD–DEM– P001
		Revision Number:	00
		Effective Date:	05-01-2020
		Document Type:	Policy
DR. PABLO O. TORRE MEMORIAL HOSPITAL		Page Number:	6
		Department/Section:	Emergency Medicine
		Document Title:	**TEMPORARY RESPIRATORY OPD**

FLOWCHART:

PERSON RESPONSIBLE	ACTIVITY
	START
Patient	Seeks OPD consultation
CRO	Refers to pre triage area for screening
Triage Nurse	Does the patient needs Pulmonary Consultation? → NO → Refers to OPD Complex
Triage Nurse	YES → Refers to Temporary Respiratory OPD
CRO	Verifies pre triage note and gives to the nurse on duty
OPD Nurse	Ques the pre triage notes on a first come first served basis
	A

		Document Code:	DPOTMH–NSD–DEM– P001
	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Revision Number:	00
		Effective Date:	05-01-2020
		Document Type:	Policy
DR. PABLO O. TORRE MEMORIAL HOSPITAL		Page Number:	7
		Department/Section:	Emergency Medicine
		Document Title:	**TEMPORARY RESPIRATORY OPD**
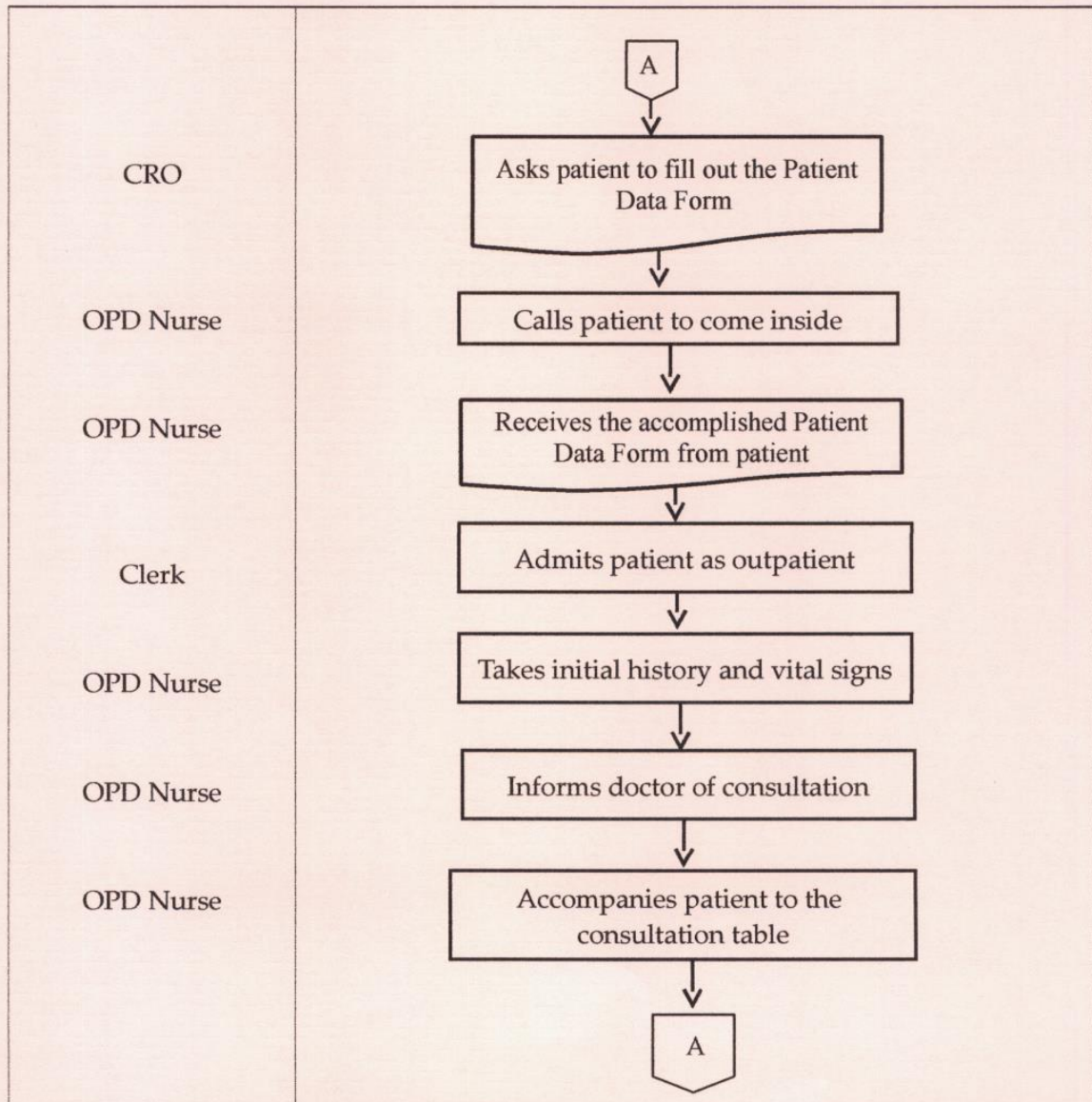
	A
CRO	Asks patient to fill out the Patient Data Form
OPD Nurse	Calls patient to come inside
OPD Nurse	Receives the accomplished Patient Data Form from patient
Clerk	Admits patient as outpatient
OPD Nurse	Takes initial history and vital signs
OPD Nurse	Informs doctor of consultation
OPD Nurse	Accompanies patient to the consultation table
	A

	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Document Code:	DPOTMH–NSD–DEM– P001
		Revision Number:	00
		Effective Date:	05-01-2020
DR. PABLO O. TORRE MEMORIAL HOSPITAL		Document Type:	Policy
		Page Number:	8
		Department/Section:	Emergency Medicine
		Document Title:	**TEMPORARY RESPIRATORY OPD**

PERSON RESPONSIBLE	ACTIVITY
	A
Doctor	Consults patient and writes doctor order in the chart
OPD Nurse	Carries out Doctors order — Gives discharge instruction And discharges patient → END
Patient	Pays bill to cashier
OPD Nurse	Is the patient for ordered diagnostic test? — NO → Bills patient
OPD Nurse	YES — Encodes request to bizbox
OPD Nurse	Laboratory (A) — X-ray/CT scan (B)
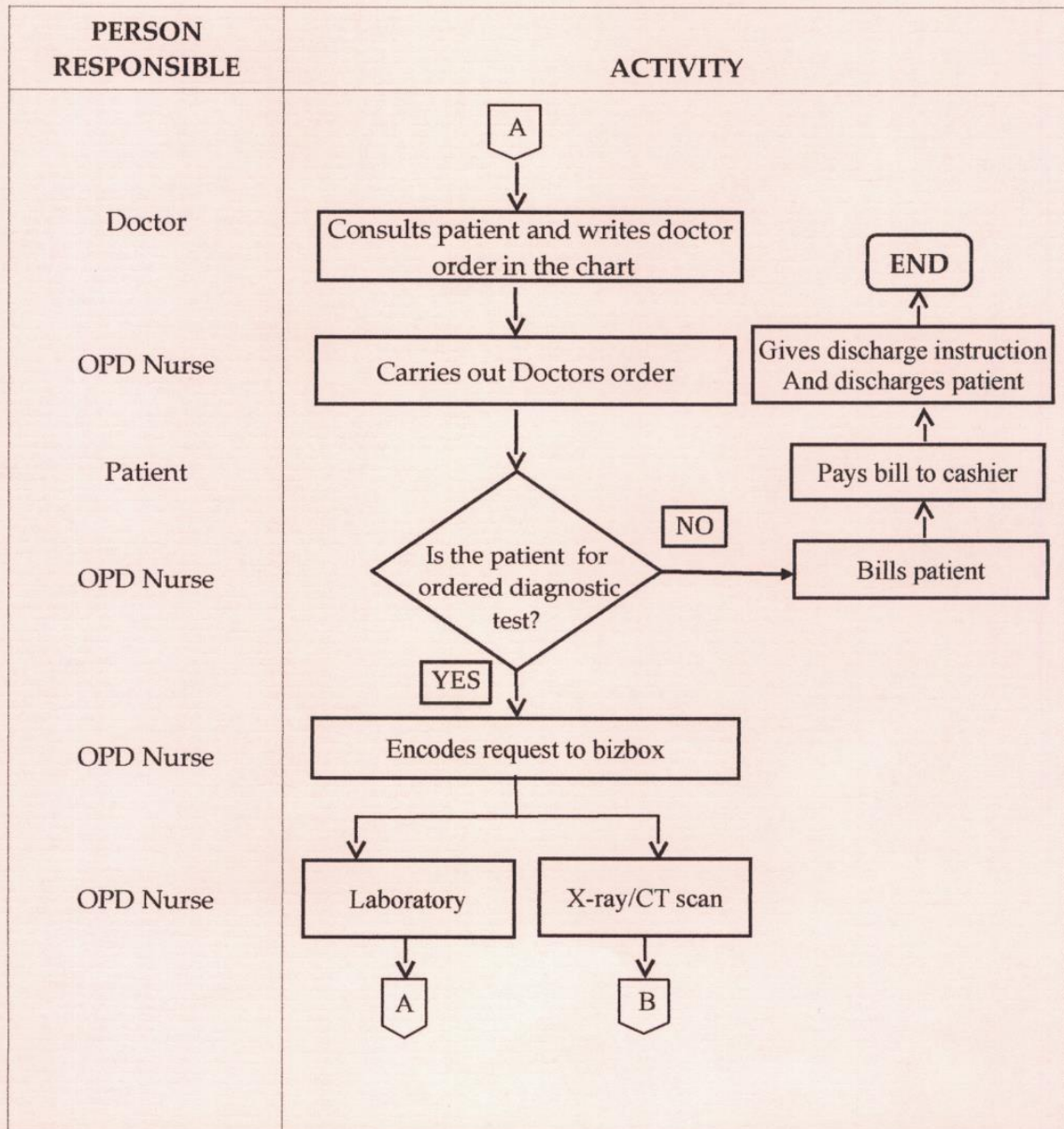
DPOTMH–NSD–DEM– P001
Rev. No. 00
Date Effective: 05-01-2020

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Document Code:	DPOTMH–NSD–DEM– P001
Revision Number:	00
Effective Date:	05-01-2020
Document Type:	Policy
Page Number:	9
Department/Section:	Emergency Medicine
Document Title:	**TEMPORARY RESPIRATORY OPD**
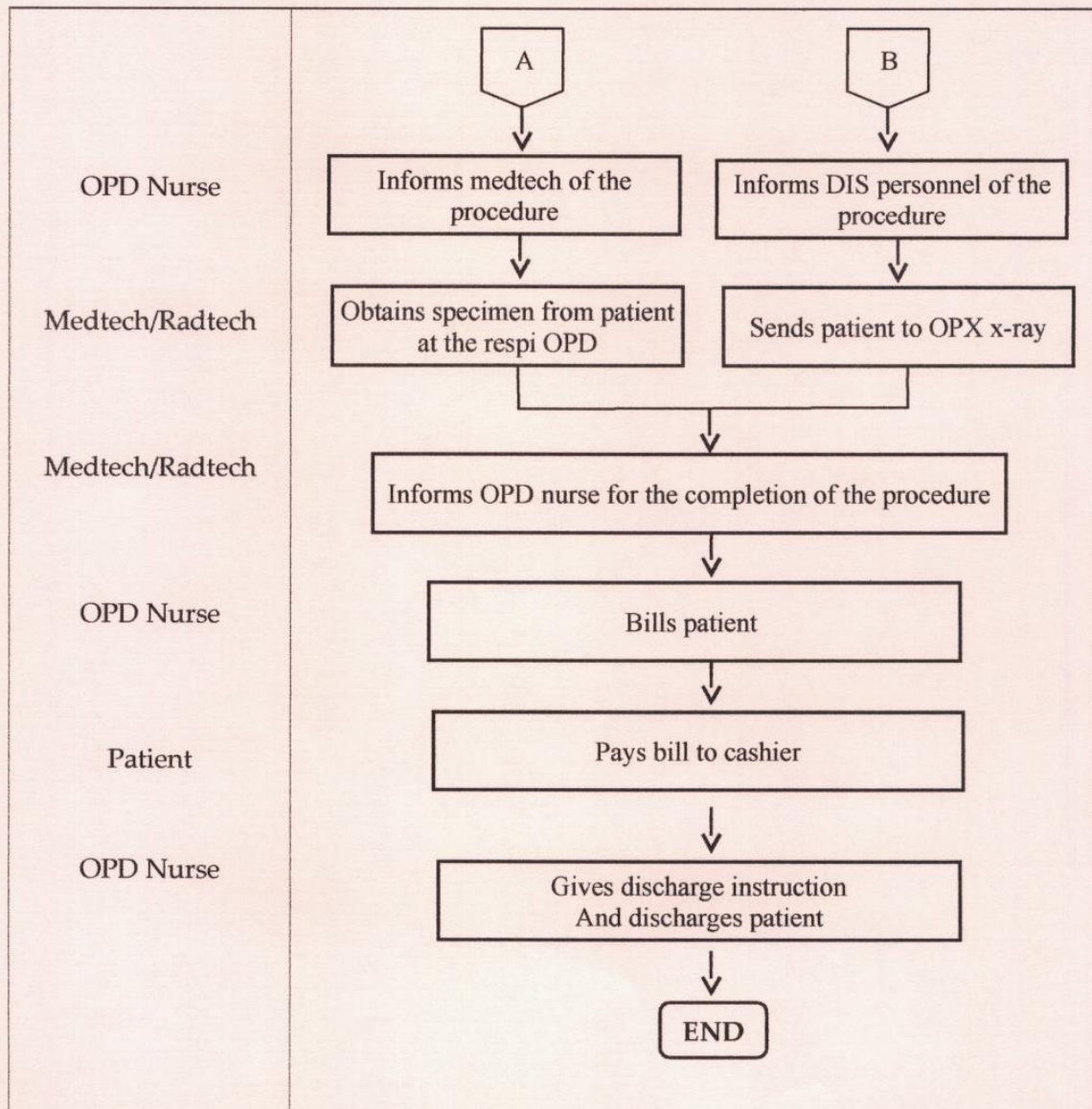
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DR. PABLO O. TORRE
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A

B

OPD Nurse — Informs medtech of the procedure

Informs DIS personnel of the procedure

Medtech/Radtech — Obtains specimen from patient at the respi OPD

Sends patient to OPX x-ray

Medtech/Radtech — Informs OPD nurse for the completion of the procedure

OPD Nurse — Bills patient

Patient — Pays bill to cashier

OPD Nurse — Gives discharge instruction And discharges patient

END

Document Code:	DPOTMH–NSD–DEM– P001
Revision Number:	00
Effective Date:	05-01-2020
Document Type:	Policy
Page Number:	10
Department/Section:	Emergency Medicine
Document Title:	**TEMPORARY RESPIRATORY OPD**

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

DR. PABLO O. TORRE
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WORK INSTRUCTION:

Doctors   -   Consults patients and gives doctors order

Nurses   -   carry out doctors order

CRO   -   Secures the unit and maintains traffic flow of patients and
maintain social distancing

Clerks   -   Admits, bills, seeks HMO approval of patients

Cashier   -   Receives payments from patients

Medtech   -   Extracts blood from patients

Radtech   -   Does X-ray/ CT scan to patient

Triage Nurse-   Screens patient prior to consult

DOCUMENTATION:

1. Accomplished patient chart

DISSEMINATION:

1. Approved policy
2. Hospital adds
3. Hospital signages

Document Code:	DPOTMH–NSD–DEM– P001
Revision Number:	00
Effective Date:	05-01-2020
Document Type:	Policy
Page Number:	11
Department/Section:	Emergency Medicine
Document Title:	**TEMPORARY RESPIRATORY OPD**

B.S. Aquino Drive,
Bacolod City,
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2. Centers for Disease Control and Prevention. Lesson 1: Introduction to epidemiology. Section 11: Epidemic disease occurrence. Level of disease. Updated May 18, 2012.