 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P06-S01
		Effective Date:	04-30-2022
		Document Type:	Standard Operating Procedure
		Page Number:	1 of 5
		Department/Section:	Nursing Service Division
		Document Title:	<b>ADMISSION IN THE GENERAL UNIT</b>

**PURPOSE:**

1. To assist nursing staff in the process of patient admission in a general unit.
2. To establish guidelines in the admission of patient.
3. To establish ease, ensure safety and promote quality of care.

**SCOPE:**


Applies to all Nursing Service Division staff, Resident Doctors, Physicians and other departments of Dr. Pablo O. Torre Memorial Hospital involved in the admission process.

**PERSON RESPONSIBLE:**

Admitting Personnel, ER Nurses, Staff Nurses, Nursing Attendants

**GENERAL GUIDELINES:**

1. Dr. Pablo O. Torre Memorial Hospital has an established process for admitting patient in the general unit of the organization.
2. No patient shall be denied admission regardless of his/her race, sex, color, religion, ancestry, financial class or national origin.
3. The criterion for admission should be first-come, first-served basis unless it is an emergency case.
4. Patient shall receive prompt and timely attention by qualified professional upon entry.
5. The organization shall document, follow policies and procedures and provide resources to ensure proper patient triaging.
6. The organization shall uniquely identify all patients including newborn and shall create a specific chart for each patient that is readily accessible to authorized personnel.
7. All admitted patient shall have a signed informed consent for treatment.

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P06-S01
	Effective Date:	04-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 5
	Department/Section:	Nursing Service Division
	Document Title:	<b>ADMISSION IN THE GENERAL UNIT</b>

8. Planning for discharge begins upon entry into the organization and ensures coordinated approach to discharge and continuing management.

**PROCEDURE:**

1. Nurse on duty receives call from Admitting Section and takes the following data:
  - 1.1. Name of the Patient
  - 1.2. Room/Bed number
  - 1.3. Age
  - 1.4. Chief Complaint
  - 1.5. Attending physician
  
2. Nurse on duty receives call from Emergency Department and takes the following Data:
  - 2.1. Name of patient
  - 2.2. Room/Bed number
  - 2.3. Age
  - 2.4. Chief Complaint/level of consciousness/condition.
  - 2.5. Attending Physician
  - 2.6. Equipment needed. (O2, suction app, etc)
  
3. Nurse on duty or Nursing Aide prepares room for admission:
  - 3.1. Rechecks room for readiness
  - 3.2. Checks for the function of buzzer, hospital bed, lights and television set, etc.
  - 3.3. Turns on the air-conditioning unit and Refrigerator (if applicable)
  - 3.4. Requests equipment needed
  
4. Nurse on duty receives patient from Emergency Department:
  - 4.1. Greets/Welcomes patient and relatives with a smile
  - 4.2. Introduces self and states the name of the station or nursing unit
  - 4.3. Verifies patient's identification information using two patient identifiers
  - 4.4. Assists patient to bed




DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

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

Document Code:	DPOTMH-I-P06-S01
Effective Date:	04-30-2022
Document Type:	Standard Operating Procedure
Page Number:	3 of 5
Department/Section:	Nursing Service Division
Document Title:	<b>ADMISSION IN THE GENERAL UNIT</b>

- 4.5. Performs initial interview/assessment
- 4.6. Orients patient and/or relative(s) as to the physical set-up of the station, unit schedules, call system, double-lock doors, facilities, equipment, medicines, diet and other support services.
- 4.7. Counter checks IV fluids for patency and accuracy of flow drop and other attachments.
- 4.8. Takes vital signs (See Nursing Procedure Manual)
- 4.9. Provides admission kit
5. Nurse on duty carries out Physician's orders
  - 5.1. Informs Resident on Duty or Resident in Charge regarding new admission.
    - a) For departments who do not have Resident on Duty, the nurse shall call the attending physician directly.
  - 5.2. Scans "Physician's order sheet" if with medications or with procedures that requires medication.
  - 5.3. Encodes diagnostic request and laboratory examinations.
  - 5.4. Secures signed consent as needed for certain procedures or waiver as the need arises.
  - 5.5. Calls dietary department to inform of the patient's diet and encodes diet in the Hospital Information System (HIS).
  - 5.6. Transcribes doctor's order in the kardex.
  - 5.7. Transcribes medication orders in the Medication and Treatment Record, Summary of Medication and Treatment Record.
  - 5.8. Makes medication card and gives the initial dose of medicines ordered.
  - 5.9. Follows up result of diagnostic exams and refers it to resident on duty.
  - 5.10. Draws a vertical line from the first order until the last order of the physician and writes the word "noted by/noted" affixes signature over printed name or use of name stamp, writes the date and time the doctor's order was carried out.
6. Completes data on patient's chart and arranges chart according to the approved standard (see Charts Arrangements)

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P06-S01
		Effective Date:	04-30-2022
		Document Type:	Standard Operating Procedure
		Page Number:	4 of 5
		Department/Section:	Nursing Service Division
		Document Title:	<b>ADMISSION IN THE GENERAL UNIT</b>

7. Records all the nursing care rendered, procedure(s) done, medications administered and the time the Attending Physician/ Consultant made their rounds.
8. Encodes all charges (linens, remote control, supplies and equipment / apparatus, procedures).
9. Records admission in the Census Logbook.



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

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

Document Code:	DPOTMH-I-P06-S01
Effective Date:	04-30-2022
Document Type:	Standard Operating Procedure
Page Number:	5 of 5
Department/Section:	Nursing Service Division
Document Title:	<b>ADMISSION IN THE GENERAL UNIT</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>GIA P. BANDRIA, RN</b> Head Nurse	<i>gmbdl</i>	4/22/22
Verified:	<b>RICHARD S. MONTILIJAO, RN</b> OIC Policy Development Officer	<i>[Signature]</i>	22 APR 2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations	<i>[Signature]</i>	4/26/2022
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse	<i>[Signature]</i>	4/26/22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor	<i>[Signature]</i>	4/26/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Director	<i>[Signature]</i>	4/27/2022
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer	<i>[Signature]</i>	5/19/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President- Chief Medical Officer	<i>[Signature]</i>	6-6-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>[Signature]</i>	6/15/22

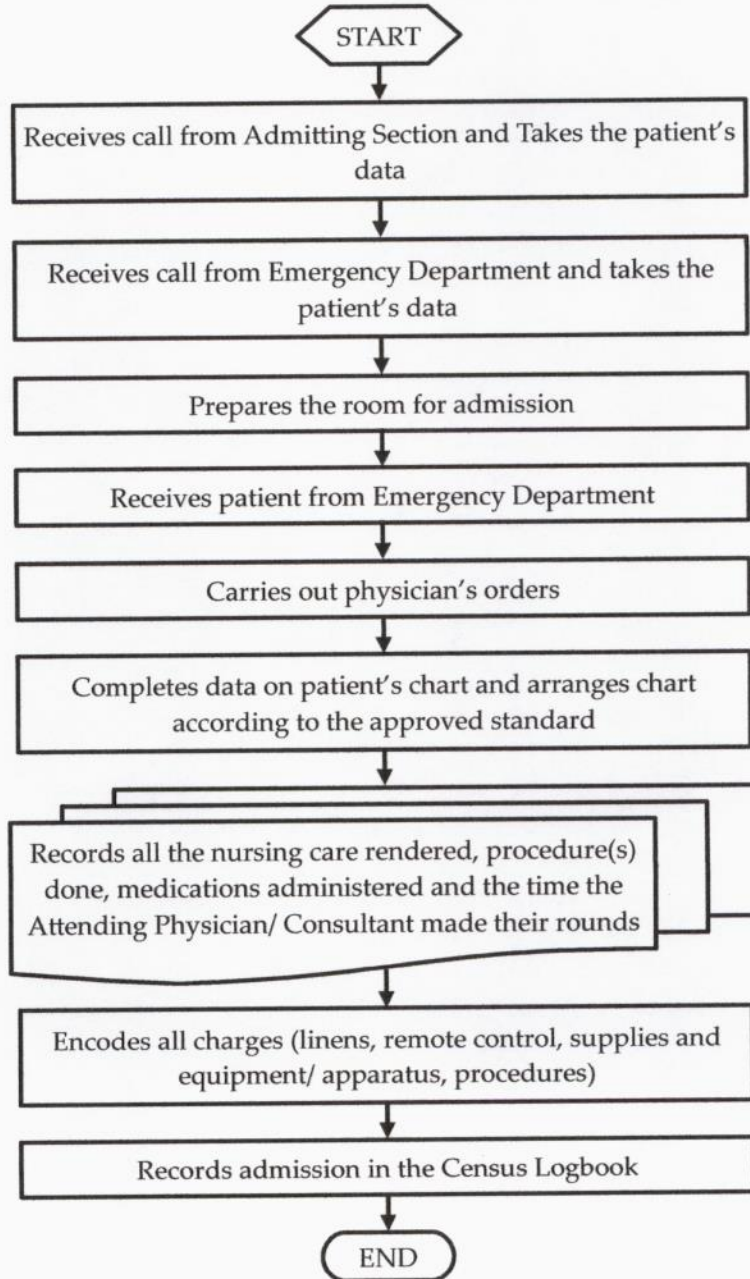



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

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

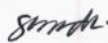
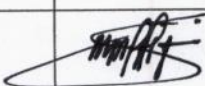


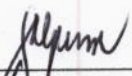
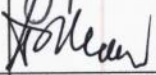

Document Code:	DPOTMH-I-P06-FC01
Effective Date:	04-30-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Nursing Service Division
Document Title:	<b>ADMISSION IN THE GENERAL UNIT</b>


## FLOWCHART



 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P06-FC01
	Effective Date:	04-30-2022
	Document Type:	Flowchart
	Page Number:	2 of 2
	Department/Section:	Nursing Service Division
	Document Title:	<b>ADMISSION IN THE GENERAL UNIT</b>


**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>GIA P. BANDRIA, RN</b> Head Nurse		4/22/22
Verified:	<b>RICHARD S. MONTILIJAO, RN</b> OIC Policy Development Officer		22 APR 2022
	<b>SHALAINÉ SOCORO L. DURAN, RN</b> Nurse Manager for Operations		4/26/2022
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		4/26/22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		4/26/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Director		4/27/2022
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		5/19/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President- Chief Medical Officer		6-6-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		6/15/22






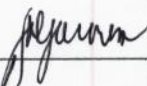
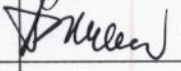


 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P06-WI01
	Effective Date:	04-30-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Nursing Service Division
	Document Title:	<b>ADMISSION IN THE GENERAL UNIT</b>

<b>KEY TASKS</b>	<b>PERSON RESPONSIBLE</b>
1. Informs the Nurses' station of admission	Admitting Personnel/ Emergency Department Personnel
<ol style="list-style-type: none"> <li>1. Receives call from ED.</li> <li>2. Prepares the room.</li> <li>3. Informs ROD on duty.</li> <li>4. Receives and orients patient.</li> <li>5. Carries out doctors order.</li> <li>6. Completes data on patient's chart.</li> <li>7. Renders Nursing care.</li> <li>8. Documents all nursing care rendered.</li> <li>9. Encodes all charges (linens, remote control, supplies and equipment/ apparatus, procedures).</li> <li>10. Records admission in the Census Logbook</li> </ol>	Staff Nurse
<ol style="list-style-type: none"> <li>1. Prepares room for admission.</li> <li>2. Encodes all charges (linens, remote control, supplies and equipment / apparatus, procedures).</li> </ol>	Nursing Attendant



 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p>	<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P06-WI01
		Effective Date:	04-30-2022
		Document Type:	Work Instruction
		Page Number:	2 of 2
		Department/Section:	Nursing Service Division
		Document Title:	<b>ADMISSION IN THE GENERAL UNIT</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>GIA P. BANDRIA, RN</b> Head Nurse		4/13/22
Verified:	<b>RICHARD S. MONTILJAO, RN</b> OIC Policy Development Officer		4/13/22
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		4/26/2022
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		4/26/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		4/26/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Director		4/27/2022
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		5/19/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President- Chief Medical Officer		6-6-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		6/15/22