 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-35-P01-S06
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	Document Title:	REGISTRATION OF NEW PATIENT

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

PURPOSE:

1. To ensure the accuracy and completeness of patient's information provided to be encoded in the system.
2. To establish and maintain an organized and orderly process of receiving patients.

SCOPE:


Applies to all Wound Care Center Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Attending Physician, Wound Care Center Nurses, Wound Care Center Clerks and Cashier

GENERAL GUIDELINES:


1. OPERATING HOURS. The wound care center opens from:
8:00 AM – 4:00 PM
Monday- Friday excluding holidays
2. All patients who seek the services of the wound care center shall have a referral or doctors order form from his/her attending physician.
3. Patient or patient representative accomplishes patient admission form and endorsed in the WCC hospital information system.
4. Patient's with HMO/ Insurance/ Company Guarantees are advises to bring their LOA/ letter or guarantee on the day of the procedure.

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
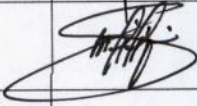
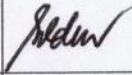


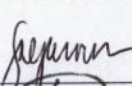
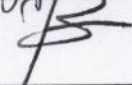
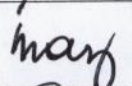
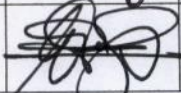
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PROCEDURE:

1. The Wound Care Center Clerk accommodates the client and asks for the doctors order.
2. The Wound Care Center Clerk requires the client to fill up the information sheet.
3. The Wound Care Center Clerk encodes/ registers information in the hospital information system.
4. The wound care center clerk facilitates the release of the RMCI patient ID.


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
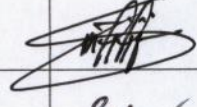
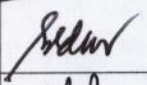


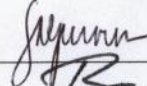
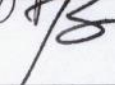
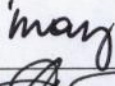
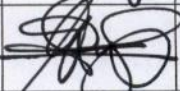
	Name/Title	Signature	Date
Prepared by:	KONRAD JAN J. ESCOBIA, RN OIC- Department of Emergency Medicine		7/24/22
Verified by:	RICHARD S. MONTILIJAO, RN OIC Policy Development		7/26/2022
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		7/28/2022
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		7/28/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07/28/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Division Officer		7/28/2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/28/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		8-10-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/13/22

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KEY TASKS	PERSON RESPONSIBLE
1. Accommodates the client and asks for the doctors order.	Clerk
2. Requires the client to fill up the information sheet.	
3. Encodes/registers information in the hospital information system.	
4. Facilitates the release of the RMCI patient ID.	

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APPROVAL:

	Name/Title	Signature	Date
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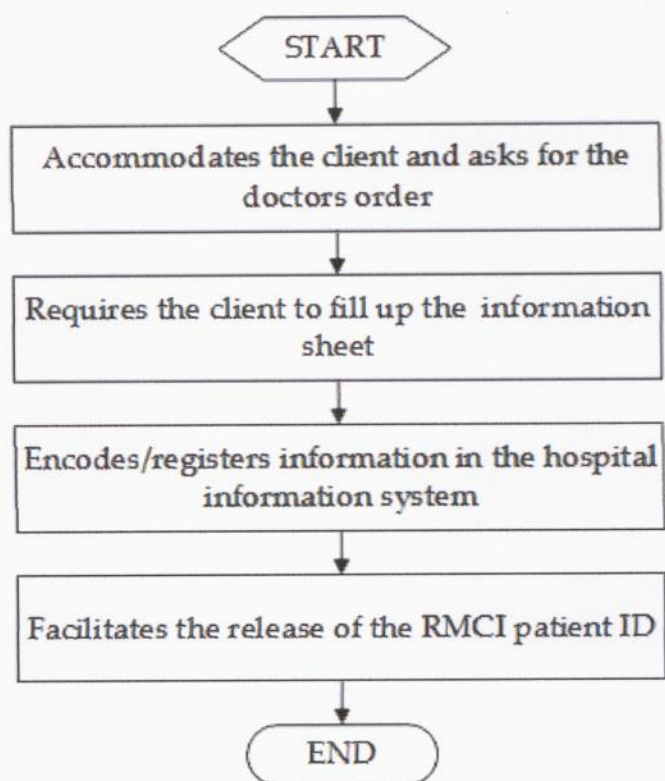



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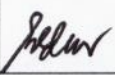




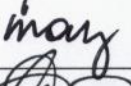

FLOWCHART



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