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	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Wound Care Center
	Document Title:	TREATMENT FLOW PROTOCOL

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

PURPOSE:

To provide an organized treatment flow for clients in the Wound Care Center.

SCOPE:

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


PERSON RESPONSIBLE:

Wound Care Center Nurses, Wound Care Center Clerks and Cashier

PROCEDURE:

For New Client

1. Client comes in as per appointment schedule.
2. Client brings a copy of Member Data Records (MDR), Claim Signature Form (CSF) and PhilHealth Benefit Eligibility Form (PBEF) for registration along with a copy of Doctor's order.
3. Client then submits the following requirements to the Clerk for registration.
4. Client waits for his/her name to be called for the assessment.
5. After Assessment, the client will proceed to Doctor's Consultation.
6. Once the consultation is done, the client enters the Treatment Room for a wound care procedure.
7. Before the procedure starts, client signs a consent form and be given pre procedure instructions.
8. Nurse performs wound care for the client.
9. Nurse gives post-procedure instruction and tells client of his or her next scheduled appointment.
10. Client exits the treatment room and then be asked to wait while the nurse encodes charges in the system.
11. Once charges have been applied, the nurse instructs the client to proceed to Billing Section.
12. Client settles account and pays to the Cashier.

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13. Cashier ~~will~~ issue official receipt and clearance to patient.


For Repeat Client:

1. Client gets his/her priority number from the reception area and fills –in Out-Patient Data Form
2. Client waits for his/her name to be called for Assessment.
3. Once assessed, client can now proceed to the treatment room for wound care.
4. Before procedure client will sign consent form and will be given pre procedure instructions.
5. Nurse performs wound care to client.
6. Nurse gives post-procedure instruction and tells client of his or her next scheduled appointment.
7. Client exits the treatment room and then will be asked to wait while the nurse encodes charges in the system.
8. Once charges have been applied, the nurse will instruct the client to proceed to Billing.
9. Client settles account and pays to the Cashier.
10. Cashier will issue official receipt and clearance to patient.

GIVING OF INSTRUCTIONS BEFORE PROCEDURE:

Procedures can be stressful. This information will help the patient understand what to expect. And it will help them to safely prepare for the procedure.

1. Make sure that the patient understands what procedure is planned, along with the risk, benefits and other options.
2. If taking blood thinners, such as warfarin (Coumadin), clopidogrel (Plavix) or aspirin, be sure that the doctor knows. The Doctor will decide if these medications should be stopped before procedure. Make sure that the patient understands what the doctor wants.
3. Doctor will instruct patients on which medicines to take or stop before the procedure.
4. If the patient has an advance care plan, bring a copy of it and let the doctor know.


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5. Patient shall be advised to take a bath or shower before coming in for wound procedure.
6. Patient will be kept comfortable and safe. The patient may be given local anesthesia to numb the area being worked on.
7. The procedure will take about 20 to 30 minutes. But it can take longer, depending on where the wound is located, its size, and severity.


POST-PROCEDURE INSTRUCTIONS

- 1 After the procedure to remove debris or dead tissue from the wound (debridement), patient can expect some pain and swelling around wound area.
- 2 Patient will be instructed on how to do and how often the wound dressing should be done at home.
- 3 The amount of time it will take for the wound to heal will depend on how serious the wound is and whether patient has other health problems that may slow healing. A repeat debridement procedure may be performed.
- 4 Home Care instructions:
 - 4.1 Get enough rest to help wound recovery.
 - 4.2 Avoid activities that put stress on the affected body part.
 - 4.3 Change position often to keep pressure off wound and spread body weight evenly using cushions, mattresses, foam wedges or other pressure relieving devices.
 - 4.4 If wound is on leg or foot, use crutches, supportive boot, or a fitted shoe to keep pressure off wound.
 - 4.5 May take a shower but make sure to keep dressing and wound dry. Do not soak affected body part until wound has healed.
 - 4.6 Eat well balance diet with enough protein to help wound heal. Protein is a key nutrient in helping to repair damaged tissue and promote new tissue growth. Good sources of protein are milk, yogurt, cheese, meat, and beans.
 - 4.7 Doctor will advise patient when to restart medicines. He/She may be also prescribed new medicines like antibiotics and pain relievers. Make sure to take these medicines as directed.


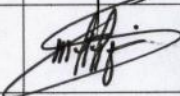
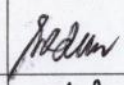


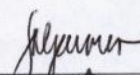
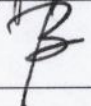
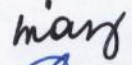

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- 5 Other instructions: Don't smoke. Smoking dries out the skin, reduces blood flow to the skin, and slows healing.
- 6 Follow-up care is a key part of treatment and safety. Be sure to keep all appointments, and call doctor or nurse if:
 - 6.1 having signs of infection such as:
 - 6.2 Increased pain, swelling, warmth or redness.
 - 6.3 Red streaks leading from the wound.
 - 6.4 Pus draining from the wound.
 - 6.5 A fever
 - 6.6 The wound starts to bleed, and blood soaks through the bandage. Small amount of oozing is normal.
 - 6.7 Loose stitches or skin graft comes loose.

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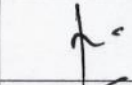

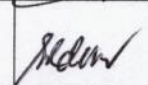


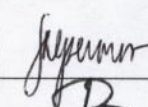
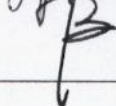
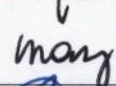
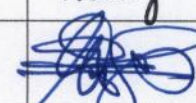
KEY TASKS	PERSON RESPONSIBLE
For New Client	
1. Comes in as per appointment schedule and brings a copy of MDR, CSF and PBEF for registration along with a copy of Doctor's order.	Client
2. Submits the following requirement to Clerk for registration and waits for his/her name to be called for assessment.	
3. Proceeds for Doctor's Consultation after assessment.	
4. Enters treatment room for wound care procedure after consultation.	
5. Obtains consent and gives pre procedure instructions.	Nurse-on-Duty
6. Performs wound care to client and gives post procedure instruction and tells client of his or her next scheduled appointment.	
7. Instructs client to proceed to Billing.	
8. Settles account and pays to the Cashier.	Client
9. Issues official receipt and clearance to patient.	Nurse-on-Duty
For Repeat Client	
1. Gets his/her priority number from the reception area and fills –in Out-Patient Data Form	Client
2. Waits for his/her name to be called for Assessment and proceeds to the treatment room for wound	

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care.	
3. Obtains consent and gives pre procedure instructions.	Nurse-on-Duty
4. Performs wound care to client and gives post procedure instruction and tells client of his or her next scheduled appointment.	
5. Instructs client to proceed to Billing.	
6. Settles account and pays to the Cashier.	Client
7. Issues official receipt and clearance to patient.	Nurse-on-Duty
POST PROCEDURE INSTRUCTIONS	
1. Instructs patient how to do and how often wound dressing should be done at home.	Nurse-on-Duty

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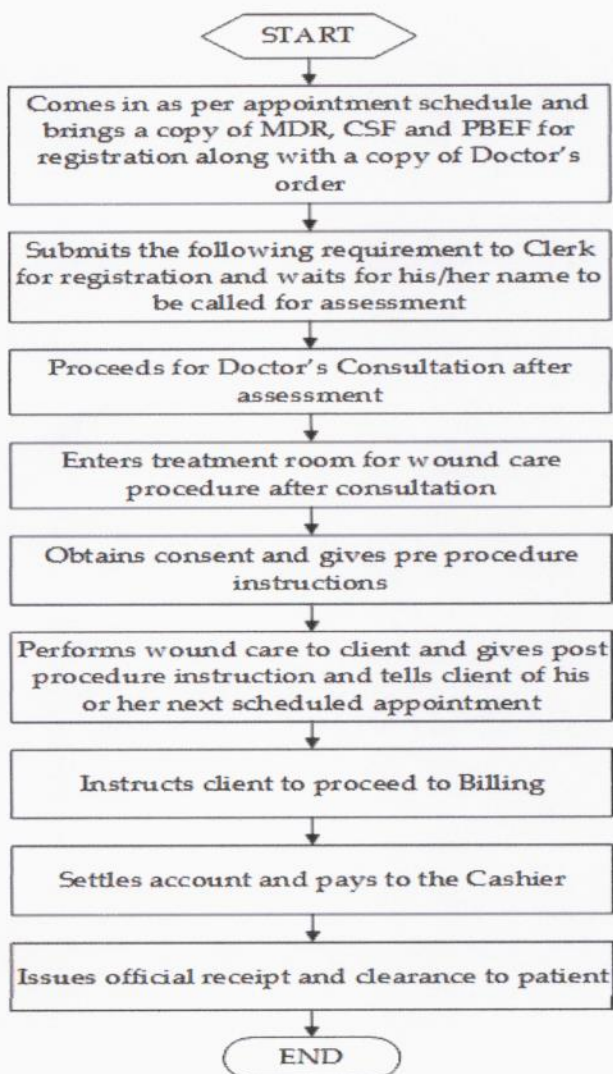
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FLOWCHART

For New Client





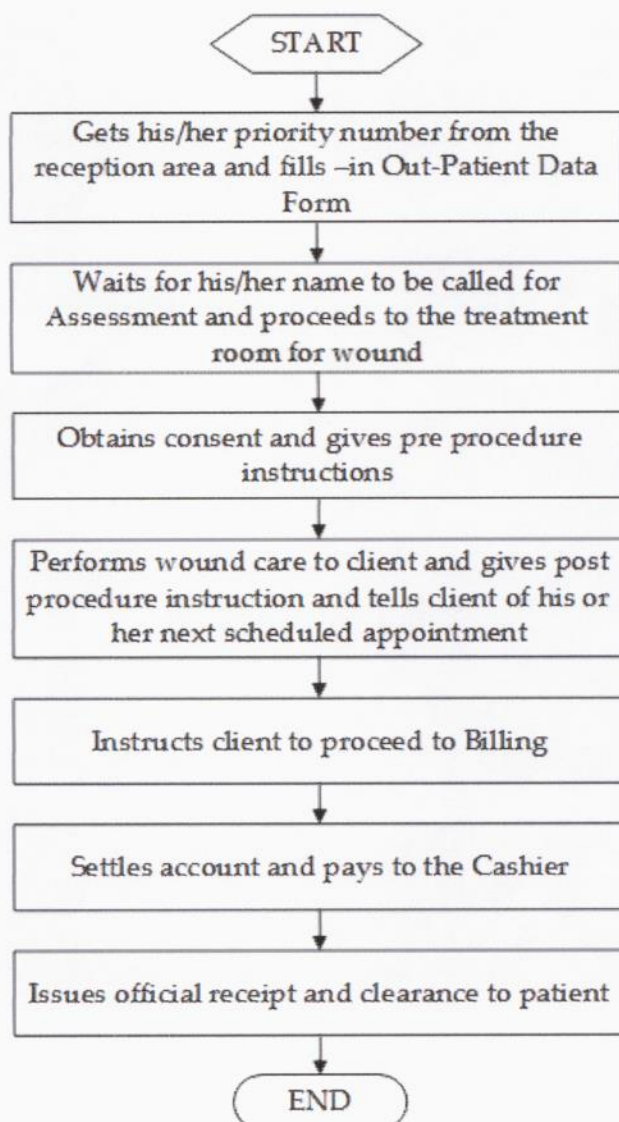
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FLOWCHART

For Repeat Client





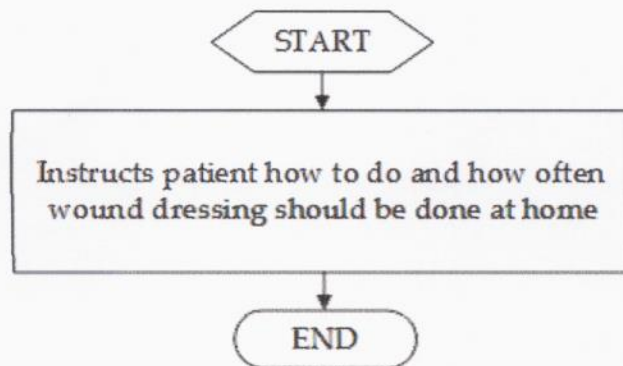
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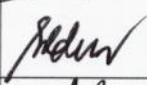


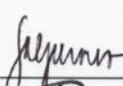

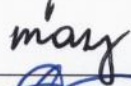

FLOWCHART

POST PROCEDURE INSTRUCTIONS



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