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|  <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> | Document Code: | DPOTMH-I-35-P01-S05 |
| | Effective Date: | 07-30-2022 |
| | Document Type: | Standard Operating Procedure |
| | Page Number: | 1 of 3 |
| | Department/Section: | Wound Care Center |
| | Document Title: | WOUND ASSESSMENT |

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

PURPOSE:

To provide guidelines in the efficient flow of giving service to clients and in the monitoring of the Turn-Around Time (TAT) in the Wound Care Center.

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. It is the policy of the Center that efficient service shall be given to all our clients through a systematic flow of procedures in the center.
2. The monitoring of Wound Care Procedures shall be done daily with a cut-off time of 4:00 o'clock in the afternoon by the assigned Clerk of the center.
3. Wound Care Center Clerk shall offer of to the Patient Health Card to the client on his/her next visit, if the clients does not have it yet.
4. Turn around time (TAT) shall be 2 hours, from the start of bill processing until the patient is cleared from the unit.
5. The completion of the procedure shall depend on the extent and type of wound catered.

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PROCEDURE:

NEW PATIENT W/ PHIC. & NON-PHIC:

1. Client proceeds to the Reception Area.
2. Client fills in the Registration Form.
3. Client proceeds to consultation room for Doctor's Order.
4. Client submits his/her MDR, CSF, and PBEF to the Wound Care Center Clerk (PHIC USERS ONLY).
5. The Wound Care Center Clerk makes assessments, schedules clients, and encodes client's data on the computer.
6. The Wound Care Center Clerk instructs the client to wait for his/her name to be called.
7. Client enters the treatment room for wound care procedure/s.
8. Wound Care Center Nurses give instructions before, during, and after the procedure.
9. Wound Care Center Clerk or Cashier prepares the bill.
10. Client proceeds to the Cashier for payment (NON-PHIC ONLY).

FOR REPEAT CLIENT W/ PHIC. & NON-PHIC:

1. Client submits the Wound Care requirements such as MDR, CSF, and PBEF (PHIC USERS ONLY).
2. Client ~~should~~ ^{must} present his/her Doctor's Order Form as well as the Patient Health Card.
3. Wound Care Center Clerk attaches the hospital records.
4. Client waits for his/her name to be called for the wound care procedure/s by the Wound Care Center Nurses.
5. Wound Care Center Nurses give instruction before, during, and after the procedures.
6. Wound Care Center Cashier or Clerk prepares the bill.
7. Client proceeds to the Cashier for payment (NON-PHIC ONLY).



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APPROVAL:

| | Name/Title | Signature | Date |
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| Prepared by: | KONRAD JAN J. ESCOBIA, RN OIC- Department of Emergency Medicine | | 7/26/22 |
| Verified by: | RICHARD S. MONTILJAO, RN OIC Policy Development | | 7/26/2022 |
| | SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations | | 7/26/2022 |
| | HANNAH KHAY S. TREYES, RN, MN Chief Nurse | | 7/28/2022 |
| Reviewed: | DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor | | 8/02/2022 |
| Recommending Approval: | MARIA LIZA C. PERAREN, RN, MAN Nursing Division Officer | | 8/02/2022 |
| | FREDERIC IVAN L. TING, MD OIC- Total Quality Division | | 8/2/22 |
| | MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer | | 8-12-22 |
| Approved: | GENESIS GOLDI D. GOLINGAN President and CEO | | 9/13/22 |




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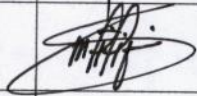
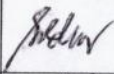


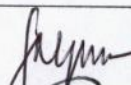
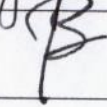
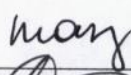

| KEY TASKS | PERSON RESPONSIBLE |
|--|--------------------|
| NEW PATIENT W/ PHIC & NON-PHIC | |
| 1. Proceeds to the Reception Area and fills in the Registration Form. | Client |
| 2. Proceeds to consultation room for Doctor's Order. | |
| 3. Submits his/her MDR, CSF, and PBEF to the Wound Care Center Clerk (PHIC USERS ONLY). | |
| 4. Makes assessment, schedules client, and encodes client's data in the computer. | Clerk |
| 5. Instructs the client to wait for his/her name to be called. | |
| 6. Gives instructions before, during, and after the procedure. | Nurse-on-Duty |
| 7. Prepares the bill. | Clerk /Cashier |
| 8. Proceeds to the Cashier for payment (NON-PHIC ONLY). | Client |
| FOR REPEAT CLIENT W/ PHIC & NON-PHIC | |
| 1. Submits the Wound Care requirements such as MDR, CSF and PBEF (PHIC USERS ONLY). | Client |
| 2. Presents his/her Doctor's Order Form as well as the Patient Health Card. | |
| 3. Attaches the hospital records. | Clerk |
| 4. Waits for his/her name to be called for the wound care procedure/s by the Wound Care Center Nurses. | Client |

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| 5. Gives instruction before, during and after the procedures. | Nurse-on-Duty |
| 6. Prepares the bill. | Clerk /Cashier |
| 7. Proceeds to the Cashier for payment (NON-PHIC ONLY). | Client |

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| Prepared by: | KONRAD JAN J. ESCOBIA, RN OIC- Department of Emergency Medicine |  | 7/16/22 |
| Verified by: | RICHARD S. MONTILIJAO, RN OIC Policy Development |  | 7/26/2022 |
| | SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations |  | 7/28/2022 |
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| | FREDERIC IVAN L. TING, MD OIC- Total Quality Division |  | 8/12/22 |
| | MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer |  | 8-14-22 |
| Approved: | GENESIS GOLDI D. GOLINGAN President and CEO |  | 9/13/22 |



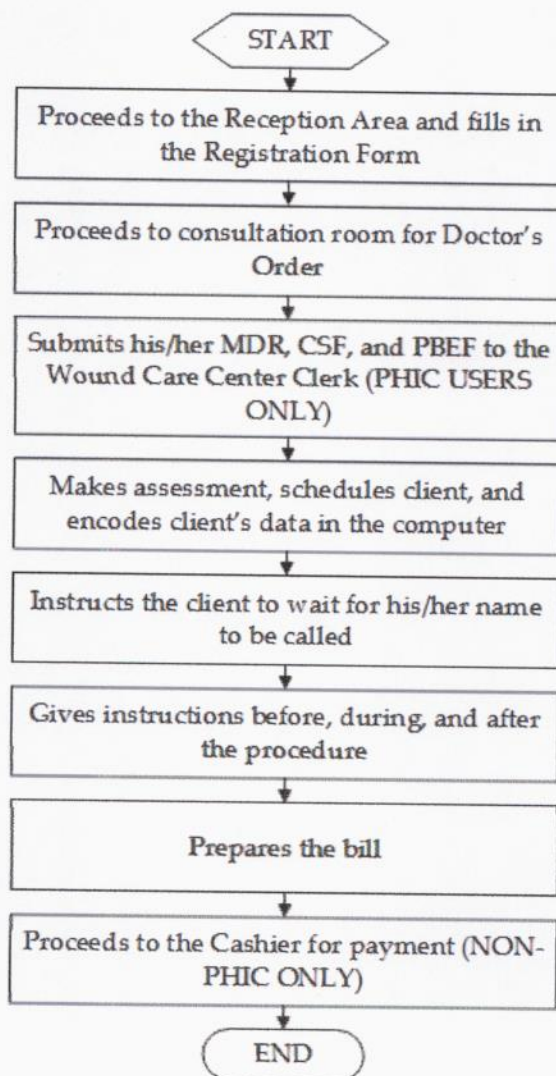
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FLOWCHART

NEW PATIENT W/ PHIC & NON-PHIC

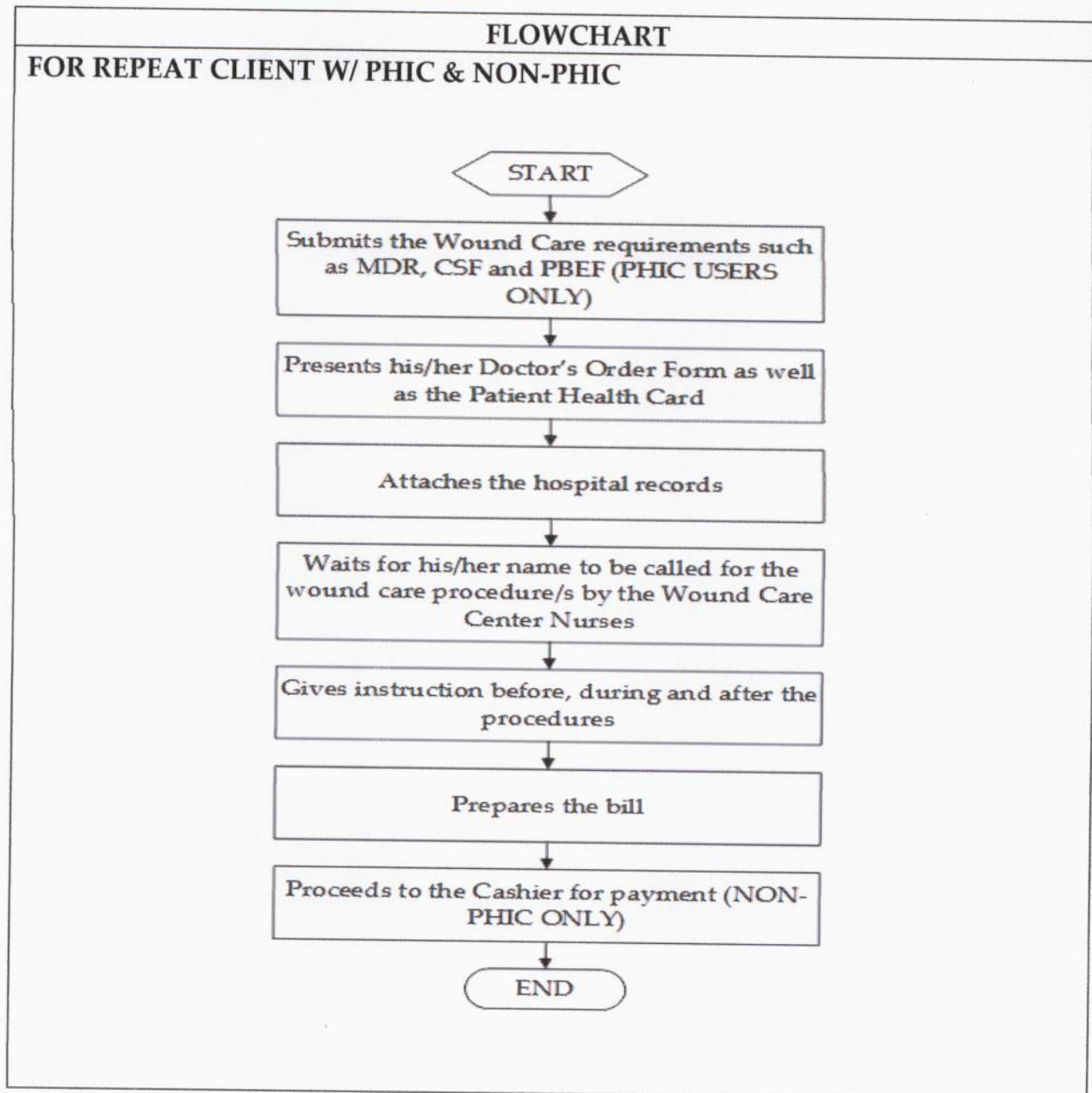





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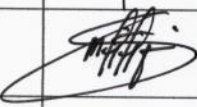
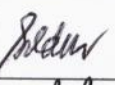


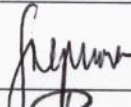
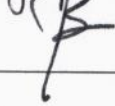
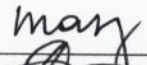
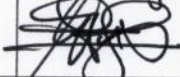
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