 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P05-S02
	Effective Date:	04-30-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Nursing Service Division
	Document Title:	<b>ABSCOND PROTOCOL</b>

**PURPOSE:**

To establish guidelines for patient that leaves the hospital premises without permission or doctor's orders.

**SCOPE:**


Attending Physician, Resident Doctor, Registered Nurse, Security Guard, Billing Section/Admitting Personnel

**LEVEL:**

Attending Physician/Resident Doctor, Registered Nurse, Billing/Admitting Personnel, Security Guard

**GENERAL GUIDELINES:**


1. DPOTMH shall have an appropriate process flow to address situation such as patient leaving the hospital premises without permission or doctor's orders.
2. The patient shall be considered absconded one hour after the patient has not been seen within the hospital premises. Before declaring the abscond status, ensure that the patient:
  - 2.1. has not been discharged against doctor's advice
  - 2.2. has not been transferred to another clinical area for treatment or diagnostic imaging
  - 2.3. has not advised any staff on duty, or other patients, of their intention to leave the clinical area
  - 2.4. is not contactable on their mobile phone number, or home phone number (recorded in their clinical record)
  - 2.5. is not with their guardian/nominated person and their guardian/nominated person is not aware of their location (for patients without capacity)
  - 2.6. is not with their parent/guardian and their parent/guardian is not aware of their location – for paediatric patients.

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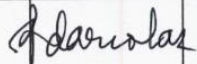

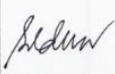


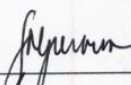
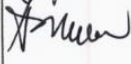


3. Collaborative effort shall be exercised to classify patient under abscond prior to informing the patient's family using the data from the Admission Record as reference.
4. The abscond form shall become part of the patient's medical record.
5. If patient is minor, staff nurse shall then submit incident report and coordinate with Security Officer for processing of police blotter.

#### **PROCEDURE:**

1. Nurse on duty informs the Attending Physician/Resident on duty, Nurse Supervisor, Billing/Admitting Personnel, Security Guard as soon as the nurse confirmed that the patient has absconded.
2. Nurse on duty fills- out the Abscond Form in 4 copies as soon as the nurse is aware that the patient has absconded.
  - 2.1. The following data must be filled out completely:
    - a) Date and Time
    - b) Name of Patient
    - c) Station/ Room Number
    - d) Date Admitted
    - e) Attending Physician
    - f) Diagnosis
    - g) Nurse Supervisor on Duty
    - h) Billing Officer
    - i) Admitting Clerk
    - j) Nurse on Duty
3. Nurse on duty/Clerk processes the bill of the patient.
4. Nurse on duty attaches one copy of the abscond form to patient's chart, IR and gives the two copies to the Billing and Admitting Section respectively.
5. Nurse on duty makes an incident report.
6. Nurse on duty submits the incident report to the Nurse Supervisor on duty.

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>ROSLYN D. ARCOLAS, RN</b> Head Nurse		4/13/22
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	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		4/26/2022
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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



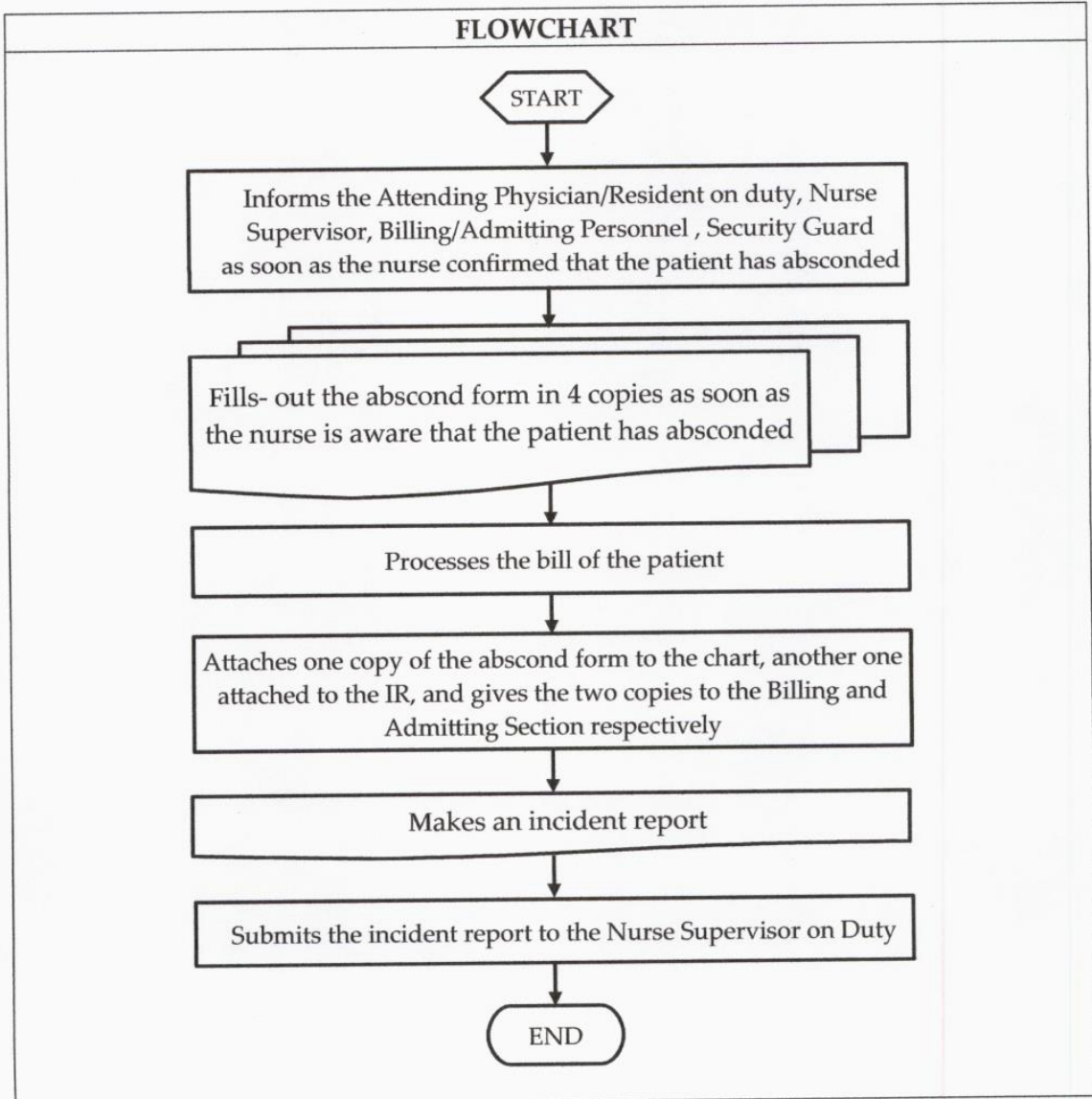



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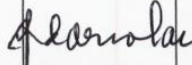

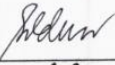


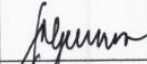
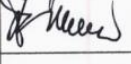


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### FLOWCHART




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**APPROVAL:**

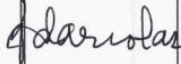

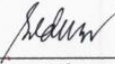


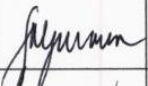
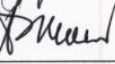


	Name/Title	Signature	Date
Prepared by:	<b>ROSLYN D. ARCOLAS, RN</b> Head Nurse		4/13/22
Verified:	<b>RICHARD S. MONTILJAO, RN</b> OIC Policy Development		22 APR 2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		4/26/2022
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		04/26/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		04/26/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Director		04/27/2022
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		5/5/2022
	<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		6/10/22

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KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> <li>1. Informs the Attending Physician/Resident on duty, Nurse Supervisor, Billing/Admitting Personnel, Security Guard as soon as the nurse confirmed that the patient has absconded</li> <li>2. Fills- out the Abscond Form in 4 copies as soon as the nurse is aware that the patient has absconded</li> <li>3. Processes the bill of the patient</li> <li>4. Makes an incident report</li> <li>5. Attaches one copy of the abscond form to the chart, another one attached to the IR, and gives the two copies to the Billing and Admitting Section respectively.</li> <li>6. Submits the incident report to the Nurse Supervisor on Duty</li> </ol>	Staff Nurse
<ol style="list-style-type: none"> <li>1. Processes the bill of the patient</li> </ol>	Staff Nurse or Clerk

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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		6/15/22