 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P01-S02
	Effective Date:	09-30-2021
	Document Type:	Standard Operating Procedure
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	Department/Section:	Surgical Complex
	Document Title:	SAFE AND EFFICIENT DIRECTION OF OUTPATIENTS IN THE SURGICAL SUITES

PURPOSE:

To provide directions to outpatients and other hospital personnel as to the traffic flow in the Surgical Complex.

SCOPE:


Surgical Complex, Nursing Service Division

PERSON RESPONSIBLE:


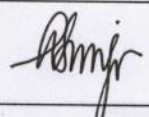

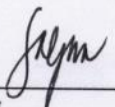
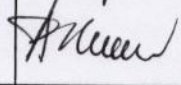
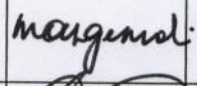

All Surgical Suites Personnel, Nurses, Doctors, Auxiliary


GENERAL GUIDELINES:

1. All outpatient shall undergo initial assessment prior to entry in the hospital.
2. Registration and admission shall be done at the admitting/billing window located in the Surgical Complex main lobby.
3. All outpatient shall fill out and affix their signature in the health declaration form, procedure and/or anesthesia consents, and other forms needed prior to operation.
4. Pre-operative assessment shall be done at the pre-induction area.
5. The patient's representative/ watcher shall stay at the general waiting area if needed.
6. Once assessment is done and the necessary preoperative medications were given, the patient shall be accompanied by the circulating nurse/ scrub technician to the designated surgical suite.
7. If the patient is ambulatory and not sedated, the patient/ patient's representative shall wait for the processing of their bill at the general waiting area post operation.
8. If sedated, the patient shall be brought to the Post Anesthesia Care Section as ordered.
9. Clearance slip shall be presented to the receptionist prior to patient discharge.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		09.23.21
Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		9-28-2021
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		10-04-2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MN Nursing Service Division Officer		10-04-2021
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		10/4/2021
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		10-6-2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		10/30/2021

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PROCEDURE:

1. The patient undergoes initial assessment prior to hospital entry.
2. The patient proceeds to the admitting/billing window for registration and admission. The patient submits the necessary requirements (e.g. Senior Citizen Card, MDR form, Insurance Card, etc.).
3. The patient hands in the admission chart to the Surgical Complex receptionist.
4. The Surgical Complex Receptionist secures the patient's data and signature in the health declaration form, procedure and/or anesthesia consents, and other pre-operative forms.
5. The Surgical Complex Receptionist assists the patient to the pre-induction room and endorses him/her to the circulating nurse in charge.
6. Circulating nurse assesses the patient and takes the initial vital signs.
7. If the operation requires anesthesia, the circulating nurse refers the patient to the anesthesia resident on duty.
8. The Anesthesia resident on duty does pre-operative assessment and gives the necessary pre-operative medications.
9. Circulating nurse/ scrub technician wheels in the patient to the designated surgical suite.
10. If not sedated, circulating nurse / scrub technician wheels out the patient to the general waiting area.
11. If sedated, circulating nurse endorses the patient to the Post Anesthesia Care Section as ordered.
12. After processing the bill, the patient/ patient representative submits the clearance to the receptionist for discharge.

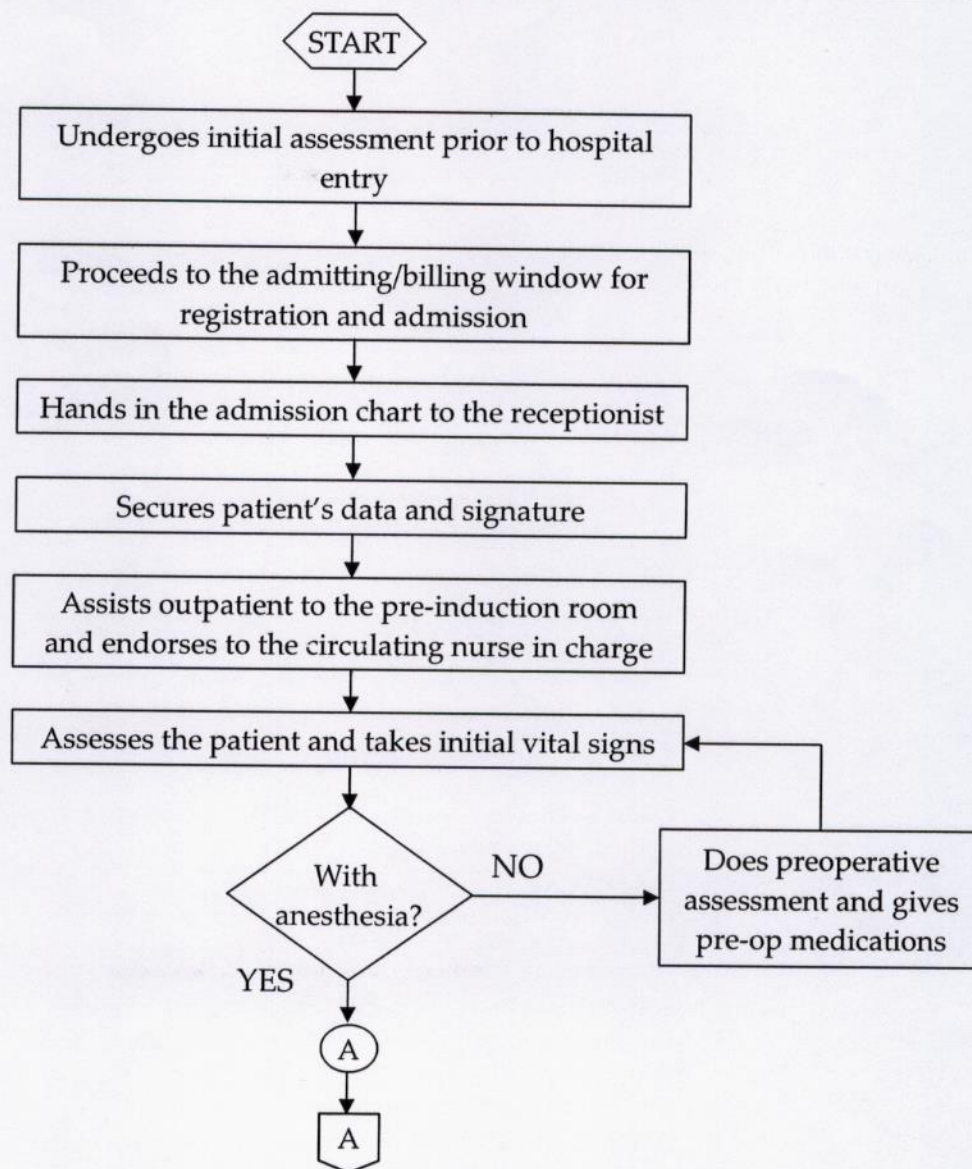
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REFERENCES:

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2. ResearchGate (2016). *A hospital admission planning model for operating room allocation under uncertain demand requirements*. From [https://www.researchgate.net/publication/289494313 A hospital admission planning model for operating room allocation under uncertain demand requirements](https://www.researchgate.net/publication/289494313_A_hospital_admission_planning_model_for_operating_room_allocation_under_uncertain_demand_requirements)

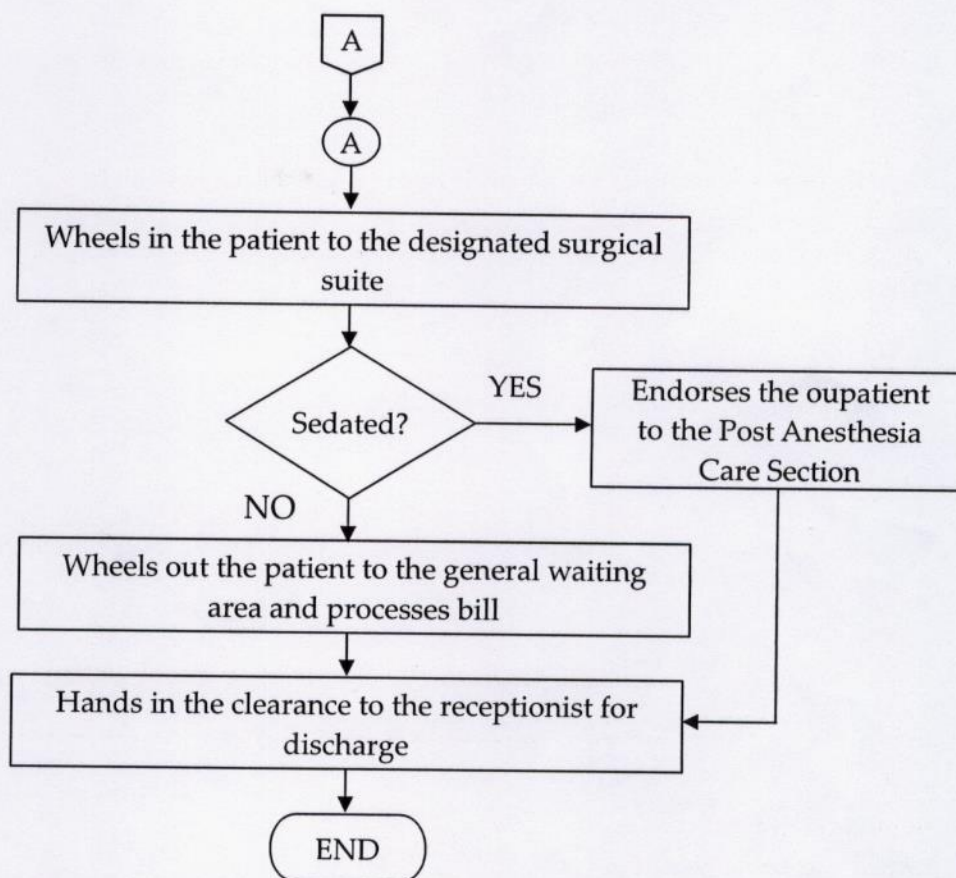
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FLOWCHART



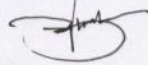
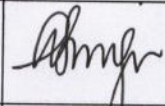

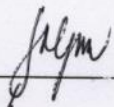
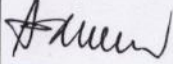
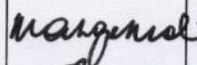

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POST OP




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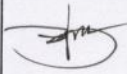
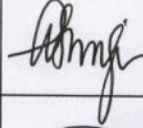

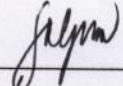
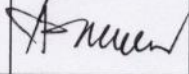
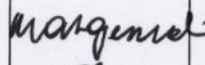
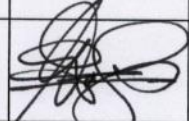
	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		09.23.21
Verified:	MARIA AGNES A. SARIOGO, RN, MN, FPCHA Surgical Complex Manager		9-28-2021
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		10-04-2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MN Nursing Service Division Officer		10-04-2021
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		10/30/2021

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KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Undergoes initial assessment prior to hospital entry 2. Proceeds to the admitting/ billing window for registration and admission. Submits necessary requirements. 3. Hands in the admission chart to the receptionist 4. Submits billing clearance upon discharge 	Patient
<ol style="list-style-type: none"> 1. Secures patient's data and signature in the health declaration form, procedure/or anesthesia consents, and other preoperative forms. 2. Assists patient to the pre-induction room and endorses to the circulating nurse in charge. 	Receptionist
<ol style="list-style-type: none"> 1. Assesses the outpatient and takes initial vital signs 2. Refers to the anesthesia resident on duty 3. Wheels in the outpatient to the designated surgical suite 4. Wheels out the patient to the general waiting area or to the Post Anesthesia Care Section 	Circulating Nurse
Does preoperative assessment, and gives necessary preoperative medications	Anesthesiologist/ Anesthesia Resident on duty

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Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		9-28-2021
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		10-02-2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MN Nursing Service Division Officer		10-04-2021
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		10/5/2021
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