 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-35-P02
	Effective Date:	07-31-2022
	Document Type:	Policy
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	Department/Section:	Wound Care Center
	Document Title:	HOME CARE SERVICES

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

PURPOSE:

To extend quality healthcare services of Dr. Pablo O. Torre Memorial Hospital (DPOTMH) Wound Care Center to the client's home.

LEVEL:


Wound Care Center Staff

DEFINITION OF TERMS:

Home Care Service- a service provided in the patient's place of residence for the purpose of promoting, maintaining, or restoring health or minimizing the effects of illness or disability.


POLICY:

- 1 The policy is designed for clients who need home care services.
- 2 Adjunct to the policy of the Wound Care Center Home Care Services this policy applies in cases when the need for home care services requires Medical Services.
- 3 The wound care staff shall reaffirm the request by calling the client prior to deployment.
- 4 The completion of an informed consent form before the procedure shall be strictly obtained at all times together with the physician's order. The Wound care staff reserves the right to postpone or refuse the procedure when:
 - 4.1 There is no doctor's prescription and the consent is not signed.
 - 4.2 The present clinical condition of the patient warrants further assessment and management; or
 - 4.3 There are other reasonable grounds that make the delivery of care unsafe for the team/client.
- 5 The equipment and materials to be used in the services shall be exclusively provided by the DPOTMH with the applied appropriate charges.
- 6 Payments shall be settled in accordance with the existing Cashiering policy.
- 7 The Home Care Services shall be available from 8 AM to 4 PM only. Mondays to Fridays. The area covered will be at a 10 km radius as DPOTMH is the point of reference. Landmarks are as follows.

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- 7.1 North-Brgy. Bubog, Talisay City
 - 7.2 South-Sum-ag Elementary School, Bacolod City
 - 7.3 East-Bacolod Boys Home, Brgy. Granada, Bacolod City
 - 7.4 South East-Paglaum Village, Bacolod City
- 8 All procedural techniques and policies shall follow the approved policy of the given procedure contained in the procedures manual.
 - 9 In case of refusal of procedure by the patient, he or she shall sign a refusal form. The patient shall pay the appropriate charges incurred during the visit of wound care staff.
 - 10 The Wound care staff who shall do Home Care Service shall be accompanied by the patient's representative in going to the client's home and in coming back to the hospital. Transportation shall either by a hospital vehicle.
 - 11 In the event that there is no available hospital vehicle a private vehicle or taxi cab shall be provided by the requesting party.
 - 12 The following Home Care service will be as follows:
 - 12.1 Wound Care
 - 12.2 NGT insertion
 - 12.3 Foley Catheter Insertion
 - 12.4 Tracheostomy Care
 - 12.5 Colostomy Care
 - 12.6 Intravenous Insertion
 - 12.7 Intravenous Medication Administration
 - 13 Other Home Care procedures shall done by Emergency Room Home Care Service Program nurses.

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DOCUMENTATION:


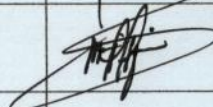
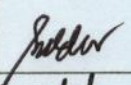


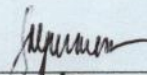
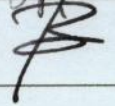
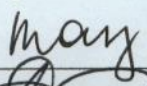

New Policy


DISSEMINATION:

Policies and Procedures Manual
Hospital Communicator

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	KONRAD JAN J. ESCOBIA, RN OIC- Department of Emergency Medicine		7/26/22
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		7/28/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Division Officer		7/28/2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/31/22
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		8-12-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/1/22

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-35-P02-S01
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6100

PURPOSE:

To provide a detailed steps on how to carry out the processes in providing home care services to 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


PROCEDURE:

Receiving Request:

1. The Wound Care Center receives a call requesting for a home care service either from OPD/ER Staff or from the patient or patient's folks.
2. The Wound Care Staff gets information such as but not limited to: services requested, patient's data such as name, age gender, doctor's name, address and contact number.
3. The Wound Care Center verifies the request, schedules the patient and informs the requesting party of the charges.
4. The involve unit shall prepare the necessary supplies for the requested procedure.


Actual Home Care Service:

1. The staff verifies the identity of the client and explains the procedure.
2. The informed consent is signed and obtained by the Wound Care Staff before the start of the procedure.
3. The Wound Care Staff performs the procedures prescribed in the Manual of Procedures.
4. The Wound Care staff gives post-procedure instructions including the next wound care appointment.

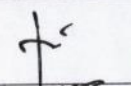
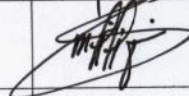
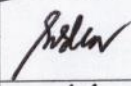


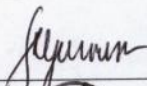

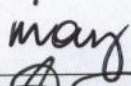
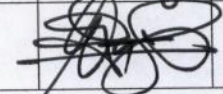
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Payment:

1. The Wound Care Staff gets the assessment of services.
2. The Wound Care Staff prepares the petty cash voucher in case of peso change and returns the same upon remittance of cash to the cashier.
3. The Wound Care Staff issues provisional receipt and receives cash from patient.
4. The Wound Care Staff endorses the provisional receipt with payment to the Cashier.
5. The Cashier prepares the official receipt and endorses to the Wound Care Staff.
6. The Wound Care Staff gives the Official Receipt to the representative or to the client (on next appointment).

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APPROVAL:

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Verified by:	RICHARD S. MONTILIJAO, RN OIC-Policy Development		7/26/2022
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	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/28/22
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		8-15-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/1/22



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

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KEY TASKS	PERSON RESPONSIBLE
1. Receives a call requesting for a home care service either from OPD/ER Staff or from the patient or patient's folks.	Wound Care Center Staff
2. Gets information such as but not limited to: services requested, patient's data such as name, age gender, doctor's name, address and contact number.	
3. Verifies the request, schedules the patient and informs the requesting party of the charges.	
4. Prepares the necessary supplies for the requested procedure.	Nurse-on-Duty
5. Verifies the identity of the client and explains the procedure.	
6. Obtains consent before the start of the procedure.	
7. Performs the procedures and gives post-procedure instructions including the next wound care appointment.	
8. Gets the assessment of services.	Wound Care Center Staff
9. Prepares the petty cash voucher in case of peso change and returns the same upon remittance of cash to the cashier.	
10. Issues provisional receipt and receives cash from patient.	Cashier
11. Endorses the provisional receipt with payment to the Cashier.	Nurse-on-Duty




DR. PABLO O. TORRE
MEMORIAL HOSPITAL





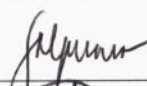

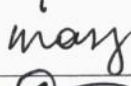

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12. Prepares the official receipt and endorses to the Wound Care Staff.	Cashier
13. Gives the Official Receipt to the representative or to the client (on next appointment).	Wound Care Center Staff

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Verified by:	RICHARD S. MONTILJAO, RN OIC Policy Development		7/29/22
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