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|  <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> | Document Code: | DPOTMH-CSSD-DIET-SOP002 |
| | Revision Number: | 0 |
| | Effective Date: | 07-30-2020 |
| | Document Type: | Standard Operating Procedure |
| | Page Number: | 1 |
| | Department/Section: | Dietary |
| | Document Title: | PATIENT'S CARD PREPARATION |

PURPOSE:

To identify patients appropriate diet by the use of patient's card.

OBJECTIVE:

To synchronize preparation of patient's meal according to their needs.

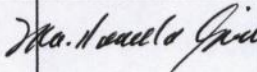
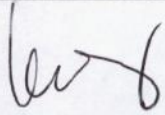


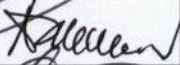

RESPONSIBLE PERSON:


Clinical Dietitians

GENERAL GUIDELINES:

1. All admitted patients shall be given diets based on the Attending Physician's prescription.
2. The rule "No prescription, no diets" shall be always observed.

APPROVAL:

| | Name/Title | Signature | Date |
|------------------------|---|---|------------|
| Prepared by: | MA. PAMELA P. GARILAO Dietary Manager |  | 7/22/20 |
| Reviewed: | GEORGE ANTHONY S. ANG, RN Accreditation Standard Internal Auditor for Patient Care |  | 7/22/2020 |
| | DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor |  | 07/22/2020 |
| Recommending Approval: | ENGR. NOEL P. GARBO Corporate Strategic Support Officer |  | 7/24/20 |
| | HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer |  | 8/7/2020 |
| Approved: | GENESIS GOLDI D. GOLINGAN President and CEO |  | 12/28/2020 |

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| | Page Number: | 2 |
| | Department/Section: | Dietary |
| | Document Title: | PATIENT'S CARD PREPARATION |

EQUIPMENT NEEDED: N/A

PROCEDURE:

1. The Dietitian checks the patient's diet from each station from the computer.
2. After checking, the dietitian prints the computer generated diet list.
3. The dietitian checks if the patient's name, room number and diet are in the diet list.
4. If data are complete, proceed in writing the diet card. For incomplete data, dietitian calls the station and asks the nurse on duty.
5. The dietitian uses the color coded cards for patient's diet.
6. The dietitian writes room number, patient's name and the prescribed diet.
7. The dietitian protects the card by having it placed inside a plastic cover.
8. The dietitian then gives the card to the food service worker and places the card on the tray.

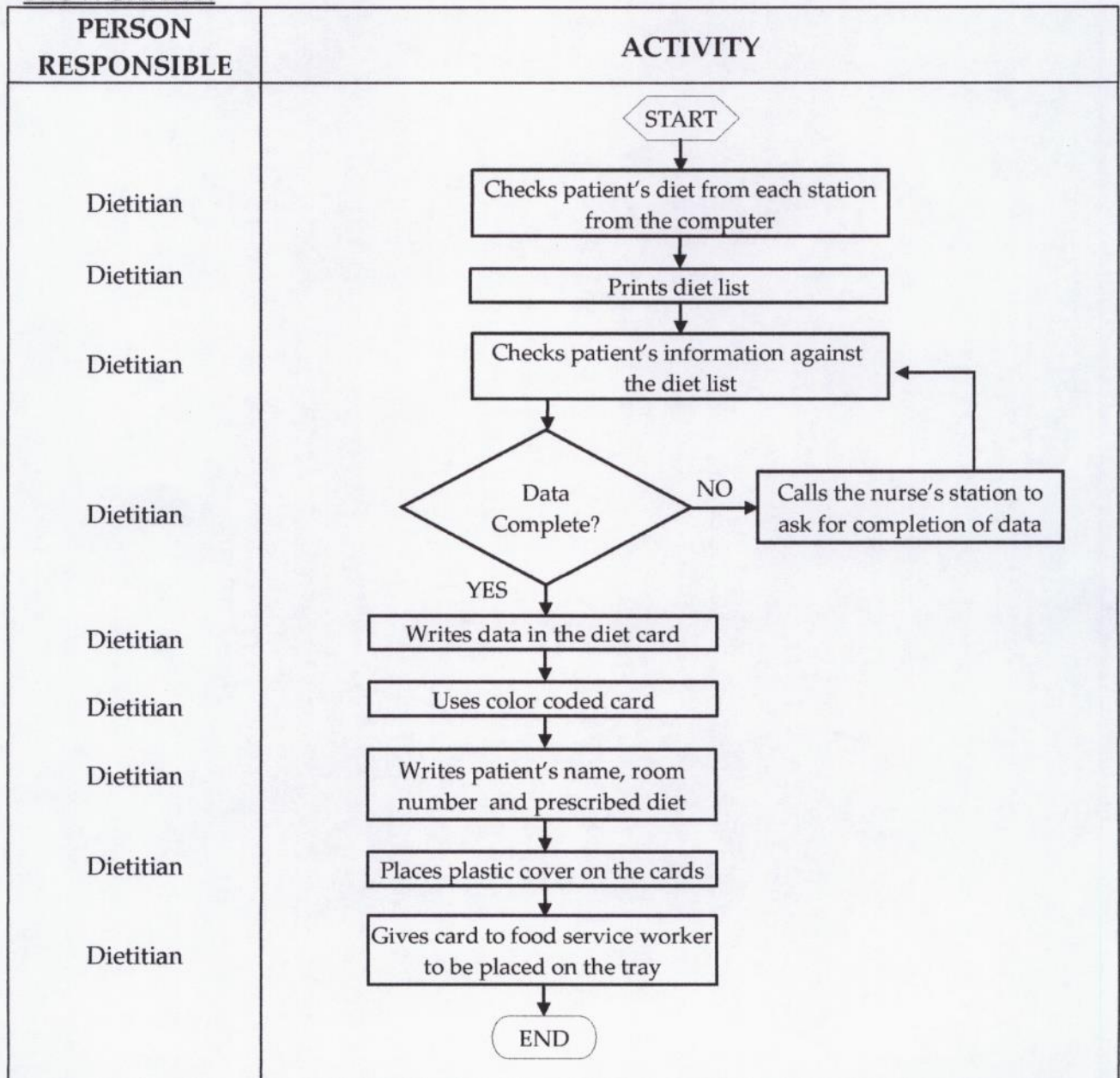



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FLOWCHART:



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| | Revision Number: | 0 |
| | Effective Date: | 07-30-2020 |
| | Document Type: | Standard Operating Procedure |
| | Page Number: | 1 |
| | Department/Section: | Dietary |
| | Document Title: | POSTING OF CHARGES (INPATIENT) |

PURPOSE:

To properly charge admitted patients on the services and goods rendered by the Dietary Department.

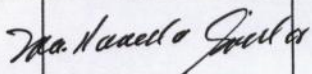
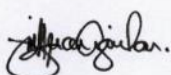

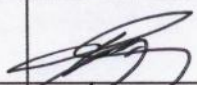


OBJECTIVE:


To ensure proper posting of charges to patient's account.

RESPONSIBLE PERSON:

Nurses- in Charge, Dietitians, Billing

APPROVAL:

| | Name/Title | Signature | Date |
|---------------------------|---|---|------------|
| Prepared by: | MA. PAMELA P. GARILAO Dietary Manager |  | 1/27/20 |
| Reviewed: | JOANNA MARIE M. AGUILAR, RN Accreditation Standard Internal Editor for Non-Patient Care |  | 7-22-2020 |
| | DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor |  | 07-22-2020 |
| Recommending Approval: | ENGR. NOEL P. GARBO Corporate Strategic Support Officer |  | 7/24/2020 |
| | HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer |  | 8/7/2020 |
| Approved: | GENESIS GOLDI D. GOLINGAN President and CEO |  | 12/28/2020 |

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| | Page Number: | 2 |
| | Department/Section: | Dietary |
| | Document Title: | POSTING OF CHARGES (INPATIENT) |

EQUIPMENT NEEDED:

- Computer with Bizbox Application

PROCEDURE:

1. The Nurses informs the dietitians of the services needed by the patient.
2. The Dietitian receives the call from the Nurses-in-Charge.
3. The Dietitian logs in the Bizbox and charge the services rendered.
4. The Dietitian writes down the services or items rendered in a log book.
5. For the items that the nurses takes from the department, the Dietitian makes sure that the nurses signs the received items correctly according to the needs of the patient.




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| Document Title: | POSTING OF CHARGES (INPATIENT) |

FLOWCHART:

| PERSON RESPONSIBLE | ACTIVITY |
|--------------------|--|
| Nurse | START |
| Dietitian | Starts the process |
| Dietitian | Writes down the services and items rendered |
| Dietitian | Makes sure that the items are correctly received |
| | END |

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| | Effective Date: | 07-30-2020 |
| | Document Type: | Standard Operating Procedure |
| | Page Number: | 1 |
| | Department/Section: | Dietary |
| | Document Title: | BILLING OF PATIENTS WITH TUBE FEEDING AND DIETARY INSTRUCTION CHARGES |

PURPOSE:

To properly charge admitted patients on services rendered.

OBJECTIVE:

To ensure an updated patient's account.

RESPONSIBLE PERSON:

Dietitians, Billing Personnel

GENERAL GUIDELINES:

1. All patients with chargeable dietary services rendered shall have their accounts promptly sent to billing.
2. All services rendered must be properly charged before patient is discharged.
3. Color Coded Icon
 - Pink – cancelled charge in patient
 - Green – Admitted
 - Yellow – May Go Home
 - Orange – For Possible Discharge
 - Gray – Pending Requisitions
 - Blue – Fully rendered or charges requisitions
 - Light Blue – Partially rendered or charged requisitions
 - Red – cancelled requisition




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| Document Title: | BILLING OF PATIENTS WITH TUBE FEEDING AND DIETARY INSTRUCTION CHARGES |

APPROVAL:

| | Name/Title | Signature | Date |
|---------------------------|---|----------------------------------|------------|
| Prepared by: | MA. PAMELA P. GARILAO Dietary Manager | <i>Ma. Pamela P. Garilao</i> | 7/20/20 |
| Reviewed: | JOANNA MARIE M. AGUILAR, RN Accreditation Standard Internal Auditor for Non-Patient Care | <i>Joanna Marie M. Aguilar</i> | 7-22-2020 |
| | DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor | <i>Dennis C. Escalona</i> | 07-22-2020 |
| Recommending Approval: | ENGR. NOEL P. GARBO Corporate Strategic Support Officer | <i>Engr. Noel P. Garbo</i> | 7/24/20 |
| | HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer | <i>Henry F. Alavaren</i> | 8/7/2020 |
| Approved: | GENESIS GOLDI D. GOLINGAN President and CEO | <i>Genesis Goldi D. Golingan</i> | 12/28/2020 |


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EQUIPMENT NEEDED:

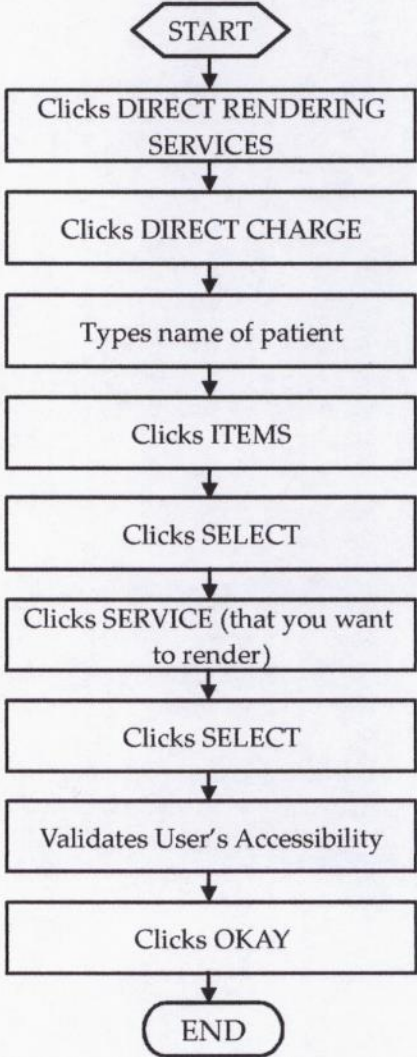
- Computer with Bizbox Application

PROCEDURE:

1. Click Direct rendering Services.
2. Click Direct Charge.
3. Type name of patient.
4. Click items.
5. Click Select.
6. Click Service (you want to render).
7. Click select.
8. Click the Magnifying Glass Icon (for double checking).
9. Validate User's Accessibility.
10. Click OK.

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FLOWCHART:

| PERSON RESPONSIBLE | ACTIVITY |
|--------------------|---|
| |  <pre> graph TD START([START]) --> A[Clicks DIRECT RENDERING SERVICES] A --> B[Clicks DIRECT CHARGE] B --> C[Types name of patient] C --> D[Clicks ITEMS] D --> E[Clicks SELECT] E --> F[Clicks SERVICE (that you want to render)] F --> G[Clicks SELECT] G --> H[Validates User's Accessibility] H --> I[Clicks OKAY] I --> END([END]) </pre> |
| Dietitian | |
| Dietitian | |
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