 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-F-79-P01-S16
	Effective Date:	08-15-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Dietary Department
	Document Title:	<b>VIEWING DISCHARGED PATIENTS (COMPUTER)</b>

**PURPOSE:**

1. To know the patients' census in each meal in every station.
2. To exclude patients' name from the daily meal census.
3. To discontinue giving meal tray to discharged patients.

**SCOPE:**

Applies to all Dietary Department Staffs


**RESPONSIBLE PERSON:**

Dietitian, Nurses on Duty, Admitting Personnel

**GENERAL GUIDELINES:**

1. All discharged patients must be excluded in the serving of meal trays.
2. Meal census must be adjusted accordingly once discharged patients are listed.
3. Diet cards of discharged patients must be taken out from the deck of cards to discontinue the plating of meal tray.


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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. PAMELA GARILAO</b> Dietary Manager	<i>Ma. Pamela Garilao</i>	8-7-21
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor	<i>[Signature]</i>	08-04-2021
Recommending Approval:	<b>NOEL P. GARBO</b> Corporate Strategic Support Division Officer	<i>[Signature]</i>	8/23/2021
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer	<i>[Signature]</i>	8/27/2021
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>[Signature]</i>	10/23/2021

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### **PROCEDURE:**

1. Click yellow folder in the computer.
2. Click admission and discharge window.
3. Double click Discharge Summary.
4. Click Discharge Date.
5. Click Refresh.
6. View discharged patient's list.


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KEY TASKS	PERSON RESPONSIBLE
1. Clicks yellow folder in the computer	Dietitian
2. Clicks admission and discharge window	Dietitian
3. Double clicks Discharge Summary	Dietitian
4. Clicks Discharge Date	Dietitian
5. Clicks Refresh	Dietitian
6. Views discharged patient's list	Dietitian

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	Department/Section:	Dietary Department
	Document Title:	<b>VIEWING DISCHARGED PATIENTS (COMPUTER)</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. PAMELA GARILAO</b> Dietary Manager	<i>Ms. Pamela Garilao</i>	9/7/21
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor	<i>[Signature]</i>	09/03/2021
Recommending Approval:	<b>ENGR. NOEL P. GARBO</b> Corporate Strategic Support Division Officer	<i>[Signature]</i>	9/14/2021
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer	<i>[Signature]</i>	9/17/2021
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>[Signature]</i>	10/23/2021

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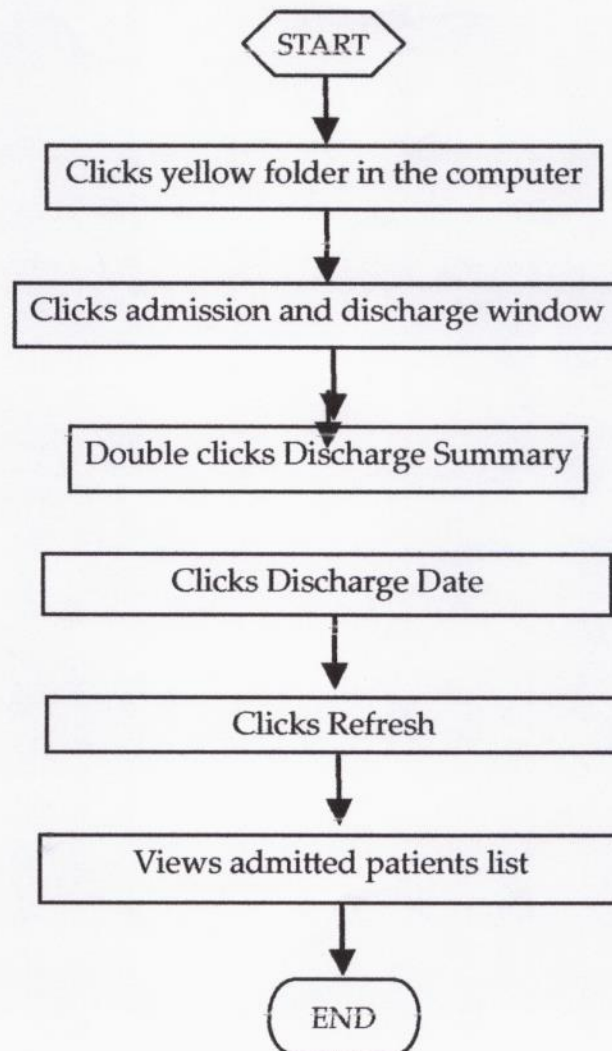


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### FLOWCHART



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. PAMELA GARILAO</b> Dietary Manager	<i>Ma. Pamela T. Garilao</i>	9/21/21
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor	<i>[Signature]</i>	09/21/2021
Recommending Approval:	<b>NOEL P. GARBO</b> Corporate Strategic Support Division Officer	<i>[Signature]</i>	9-22-21
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer	<i>[Signature]</i>	9/24/2021
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>[Signature]</i>	10/23/2021

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