

## **ADMISSION**

(Provision of immediate care and management for patients needing hospital confinement until discharge)

Who may avail the service: Patients  
Service Schedule: MONDAY to SUNDAY (open 24 hours)  
Requirements: None  
Fee/s: Php100.00  
Service Duration: Admission- Around One (1) hour; Discharge- Around Thirty Minutes (30)  
How to avail of the service:

<b>STEPS</b>	<b>CLIENT</b>	<b>ACTION OFFICER</b>	<b>DURATION OF ACTIVITY</b>	<b>PERSON-IN-CHARGE</b>	<b>FEES</b>	<b>FORM</b>
1	Submits self for admission	Secures consent for admission	2 Minutes	ER Nurse	None	Consent to care form
2	Stays at emergency room	Makes admission orders	5 Minutes	Resident on duty	None	Doctor's Order Sheet
		Carry out admitting orders	5 Minutes	ER Nurse	None	None
3	Prepares for transport to room/ward	Notifies the ward Nurse/Nursing Attendant on duty of the admission then transports patient to ward / room	2 Minutes	ER Nurse	None	None
End of Transaction						

*Note: Allowable period for extension due to unusual circumstances: Thirty (30) Minutes*