

## AMBULANCE SERVICE

(Provision of safe medical, emergency transport of patients to other health facilities.)

Who may avail the service: Patients  
 Service Schedule: 24 hours  
 Requirements: Doctor's Request/Referral  
 Fee/s: Php300.00  
 Service Duration: Around Twenty (20) Minutes  
 How to avail of the service:

STEPS	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Gets Emergency Room Charge Slip and proceeds to the Cashier to pay for charges	Fills-out Emergency Room Charge Slip. Computes charges and instructs patient's companion to pay at the Cashier.	3 Minutes	ER Nurse	None	Emergency Room Charge Slip
2	Pays at the cashier	Receives the payment and prepares the official receipt	3 Minutes	Cashier	Refer to the 2017 Revenue Code of the Province of La union	Charge slip
3	Waits for the documents to be accomplished and the ambulance to be prepared	Receives the request from the Resident Doctor-on-duty for transfer/referral of patient to other health care facility	1 Minute	Driver	None	Doctor's Request/Referral
		Prepares the Trip Ticket properly and completely and approved by the Chief of Hospital or the Medical Officer on duty in his/her absence	3 Minutes	Driver	None	Trip Ticket
4	Accompanies patient during transport	Transports patient safely to the designated health care facility	Depends on destination	Driver/Nurse/Nursing Attendant	None	Doctor's Request/Referral Trip Ticket
5		After transport, immediately returns to the official station	Depends on destination	Driver/Nurse/	None	Accomplished Trip Ticket

STEPS	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
		after the conduct of transfer and require the Nursing Attendant/Nurse to sign in the Trip Ticket	from the hospital	Nursing Attendant		
End of Transaction						

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