



PANGKALAHATANG PAGAMUTAN NG LUNGSOD QUEZON
(Quezon City General Hospital)

PhilHealth Accredited Healthcare Provider

DEPARTMENT OF ANESTHESIOLOGY



Table 1. Elective Procedures

Office of Division:	Anesthesiology			
Classification:	Complex			
Type of Transaction:				
Who may avail:	Patients who require anesthesia service for elective cases			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Patient's Records and chart Elective Procedure Referral form		Surgery Resident on Duty Internal Medicine Resident on Duty Pediatrics Resident on Duty Obstetrics and Gynecology Resident on Duty Otorhinolaryngology Resident on Duty Ophthalmology Resident on Duty		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal of Procedure	Main service Resident on duty endorses case to Anesthesiology Resident on Duty	None	Two Hours	Nurse Primary Service Resident on Duty Operating Room Staff Anesthesiologist
2. Preoperative Visit of Anesthesiologist at the ward	Anesthesiologist on Duty will perform a preoperative evaluation of the patient	None	30 Minutes	Patient Nurse Anesthesiologist
3. Wheeling in of patient at the Operating Room Lobby	Patient is wheeled in to the operating room for endorsement to OR Staff	None	30 minutes	Patient Nurse Operating Room staff



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Table 2. Emergency Procedures

Office of Division:	Anesthesiology			
Classification:	Complex			
Type of Transaction:				
Who may avail:	Patient who require anesthesia services for emergency cases			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Patient's Records and chart Emergency Procedure Referral form		Surgery Resident on Duty Internal Medicine Resident on Duty Pediatrics Resident on Duty Obstetrics and Gynecology Resident on Duty Otorhinolaryngology Resident on Duty Ophthalmology Resident on Duty		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Consultation with primary service and subsequent admission	Primary service resident on duty assesses the patient and determines emergency procedure to be performed	None	Two hours	Primary service resident on duty, Nurse, Patients
2. Referral to Anesthesiology Department	Primary service resident on duty refers the patient and the case to anesthesiology service	None	30 minutes	Primary service resident on duty, anesthesiology resident on duty



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3.. Preoperative visit of Anesthesiologist at the ward	Anesthesiologist on Duty will perform a preoperative evaluation of the patient	None	30 Minutes	Patient Nurse Anesthesiologist
4. Wheeling in of patient at the Operating Room Lobby	Patient is wheeled in to the operating room for endorsement to OR Staff	None	30 minutes	Patient Nurse Operating Room staff

Table 3. Pre-Anesthetic Risk Stratification and Evaluation Clinic

Office of Division:	Anesthesiology			
Classification:				
Type of Transaction:				
Who may avail:	Patients who are for screening and assessment prior to scheduled procedures			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Patient's Records and OPD chart		Surgery Resident on Duty Internal Medicine Resident on Duty Pediatrics Resident on Duty Obstetrics and Gynecology Resident on Duty Otorhinolaryngology Resident on Duty Ophthalmology Resident on Duty		
CLIENT STEPS	SERVICE PROVIDER	FEESTO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Consultation with primary service and subsequent admission	Primary service resident on duty assesses the patient and determines emergency procedure to be performed	None	Two hours	Primary service resident on duty, Nurse, Patients



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2. Referral to Anesthesiology Department	Primary service resident on duty refers the patient and the case to anesthesiology service	None	30 minutes	Primary service resident on duty, anesthesiology resident on duty
3. Preoperative visit of Anesthesiologist	Anesthesiologist on Duty will perform a preoperative evaluation of the patient	None	30 Minutes	Patient Nurse Anesthesiologist
4. Transfer back to main service	Patient is sent back to main service for final instructions regarding schedule and further instructions	None	1 hour	Patient Anesthesiology resident in charge of PARES clinic

Prepared by:	Reviewed by:	Approved by:
MARIA KRISTINA F. SELGA M.D.	EUBERT JOHN F. VENTURINA M.D.	ANNE MICHELLE SALOMON M.D.
Chief Resident	Anesthesiology Training officer	Anesthesiology Department Chair