

DISCHARGE OF IN-PATIENT

This service is to provide a systematic and organized discharging of all In-patients

Office or Division:	Nursing Services Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All In-Patient			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Philhealth Form		Philhealth Section		
Certificate of Employment for Government Employees (1 original copy)		Government Agency where patient/parent is employed		
Any Valid Government Issued ID (1 original copy)		Any Government Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Hospital Bill	1. Carry out Doctor's Discharge Order and 1.1 Issue Discharge Clearance Slip	None	3 Minutes	<i>Nurse on duty</i> Nursing Service Division
2. Seek Clearance from different department concerned	2. Validate and sign Discharge Clearance Slip	None	20 Minutes	<i>All concerned Departments</i>
3. Presents Discharge Clearance Slip to Philhealth and Billing Section	3. Validate and issue Statement of Account (SOA)	None	15 Minutes	<i>Billing and Philhealth Clerk</i> Billing and Philhealth Section
4. Settle hospital Bill at the Cashier	4. Receives payment and issue Official Receipt (OR) and Clearance Slip	None	2 Minutes	<i>Collecting Officer on duty</i> Cashier Unit

<p>5. Presents to the Nurse Station the accomplished Discharge Clearance Slip and Official Receipt</p>	<p>5. Explain and provide a copy of the Discharge instruction to patient/parents</p> <p>5.1 Provide Prescription and Ancillary Request as needed</p> <p>5. 2 Provide Customer Feedback Form</p> <p>5.3 Issue two (2) copies of the signed Discharge Clearance Slip</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Nurse on duty</i> Nursing Service Division</p>
<p>6. Present Discharge Clearance Slip to Lobby Guard</p>	<p>6.1 Receive and validate the Discharge Clearance Slip and get one (1) copy</p> <p>6. 2 Cut Patient Identification Band</p> <p>6.3 Cleared for Discharge</p>	<p>None</p>	<p>3 Minutes</p>	<p><i>Guard on Duty</i> Security</p> <p><i>Nursing Service Personnel</i> Nursing Service Division</p>