

## PATIENT ADMISSION FROM EMERGENCY ROOM

Patients for Admission and Confinement from Emergency Room

<b>Office or Division:</b>	Admitting Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All RMBGH Patient			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For New Patients: Any Valid Government issued ID for issuance of Hospital Card (1 original copy) Philhealth I.D / Members Data Record (MDR) (1 photo copy) Admitting Order (1 copy)		Any Government Agency  Philhealth Office  Emergency Room		
For Old Patients: Any Valid Government issued ID (1 photo copy) Hospital Card (1 original copy) Philhealth I.D/ Members Data Record (MDR) (1 photo copy) Admitting Order (1 copy)		Any Government Agency  Philhealth Office  Emergency Room		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to ER Admitting Section and present the Hospital Card, or any Valid Government ID and Admitting Order and fill out the Patient Data Sheet  *In case of Minor, the Guardian will fill out the Patient data Sheet	1. Validate completeness and correctness of Patient Information thru the Government Issued I.D and verifies Doctors Order with duly signed attending physician.  1.1 For old patient: Validate Hospital Card  1.2 For new patient: Encode patient's data at HIS and assign Hospital Number	None	5 Minutes	<i>Admitting Staff</i> Admitting Unit
2. Sign the Consent Form for admission	2.1 Secure signature of the patient/relative  2.2 Verifies and double checks the Consent Form  2.3 Inform patient of hospital rules and regulations, patients'	None	2 Minutes	<i>Admitting Staff</i> Admitting Unit

	rights and obligation during confinement			
4. Proceed to Philhealth Section for Membership verification	<p>4. For Philhealth member: Interview and assess the PhilHealth Membership status of the patient</p> <p>4.1 For Non-Philhealth member: Instruct the relative of the patient to proceed to Social Service for Philhealth enrollment and assessment</p>	None	5 Minutes	<i>Philhealth Staff Philhealth and Billing Section</i>
5. Wait for admission to ward	5. Designate Room/Bed assignment and transfer the patient to ward	None	15 Minutes	<i>Admitting staff Admitting Unit/ Nursing Aide Nursing Service Division</i>