

ISO DOCUMENTATION

(As of January 2017)

TABLE OF CONTENTS

- I. QUALITY MANAGEMENT SYSTEM
 - OVERVIEW
 - PURPOSE
- II. SCOPE OF QUALITY MANAGEMENT SYSTEM
- III. QUALITY POLICY
- IV. BUSINESS PROCESS
- V. STRATEGIC AND OPERATIONS PLANNING
- VI. QMS DOCUMENTATION STRUCTURE
- VII. LIST OF APPROVED MANUALS
- VIII. LIST OF APPROVED PROCEDURES
- IX. LIST OF APPROVED GUIDELINES
- X. LIST OF APPROVED WORK INSTRUCTIONS
- XI. LIST OF HOSPITAL FORMS
- XII. LIST OF NON-HOSPITAL FORMS

TOTAL NUMBER OF PROCEDURES	182
TOTAL NUMBER OF GUIDELINES	77
TOTAL NUMBER OF WORK INSTRUCTIONS	170
TOTAL NUMBER HOSPITAL FORMS	182
TOTAL NUMBER NON-HOSPITAL FORMS	546

I. QUALITY MANAGEMENT SYSTEM

OVERVIEW

This quality manual has been created primarily for National Center for Mental Health to describe the hospital's Quality Management System which is based on:

1. Formal operational procedures, work instructions, guidelines;
2. Assigned responsibilities; and
3. Reference documentation.

The operation and maintenance of the overall system is the responsibility of the designated Quality Management Representative (QMR), who is responsible to the Medical Center Chief for the QMS' effective implementation and control

PURPOSE

This quality manual is documented and compiled in order, but not limited to:

1. Provide a clear statement of the quality policy and the methods by which quality is attained;
2. Establish a concise reference manual of standardized practices and procedures of the hospital;
3. Provide a reference against which current practices and proposed improvements can be factually assessed;
4. Supply a document which can explain to client and other government agencies, the policies employed to achieve and maintain quality standards;
5. Identify and designate personnel who will be responsible for ensuring that standards are maintained;
6. Maintain standardized practices despite employee movement.

II. SCOPE OF QUALITY MANAGEMENT SYSTEM

National Center for Mental Health's Quality Management System is established and implemented for the following processes:

***"Psychiatric Specialty Hospital Operations Services"
(Hospital, Community, Nursing, Administrative and Finance Support Services)***

III. QUALITY POLICY

Globally accepted, the National Center for Mental Health is committed to provide responsive and comprehensive mental health services that will promote a healthy nation.

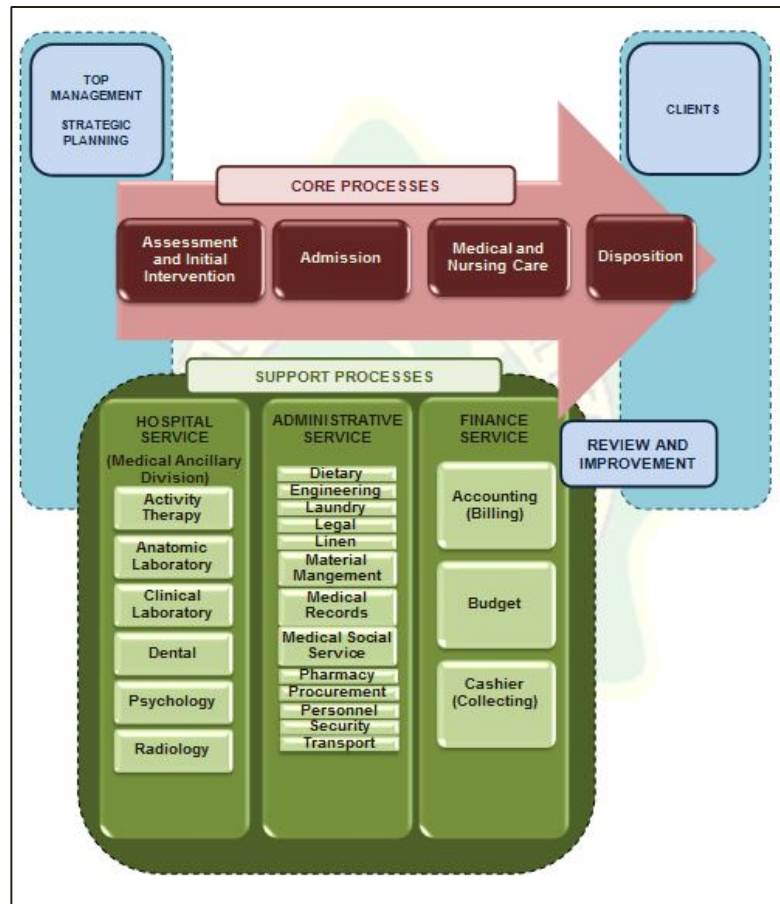
We nurture a team of competent, compassionate and empowered staff through continuous education, training and provision of equal opportunity for professional growth and development.

We continuously provide safe environment and state-of-the art facilities and equipment that are acceptable, accessible and affordable to the clients we serve.

We go beyond our clients' expectations:
"We CARE, We EMPOWER, We EXCEL"

IV. BUSINESS PROCESS

The business process map of **National Center for Mental Health** follows the Plan-Do-Check-Act (PDCA) framework. It reflects how the various process groups of the hospital are interlinked with one another in order to translate clients' requirements into quality services that will satisfy not only the identified patients but other stake holders as well. With the long and medium term goals set by the hospital's top management, the organization utilizes this information as input to annual strategic planning. The strategic planning process ensures that the each division must set their key performance indicators and targets which are aligned to the overall targets of the hospital.



The **CORE** processes are those that directly relate to the patients' requirements. These include among others the various processes in Hospital, Community and Nursing Services.

The **SUPPORT** processes on the other hand, are those that directly provide services to the core groups such as Administrative, Hospital (Ancillary) and Finance Services

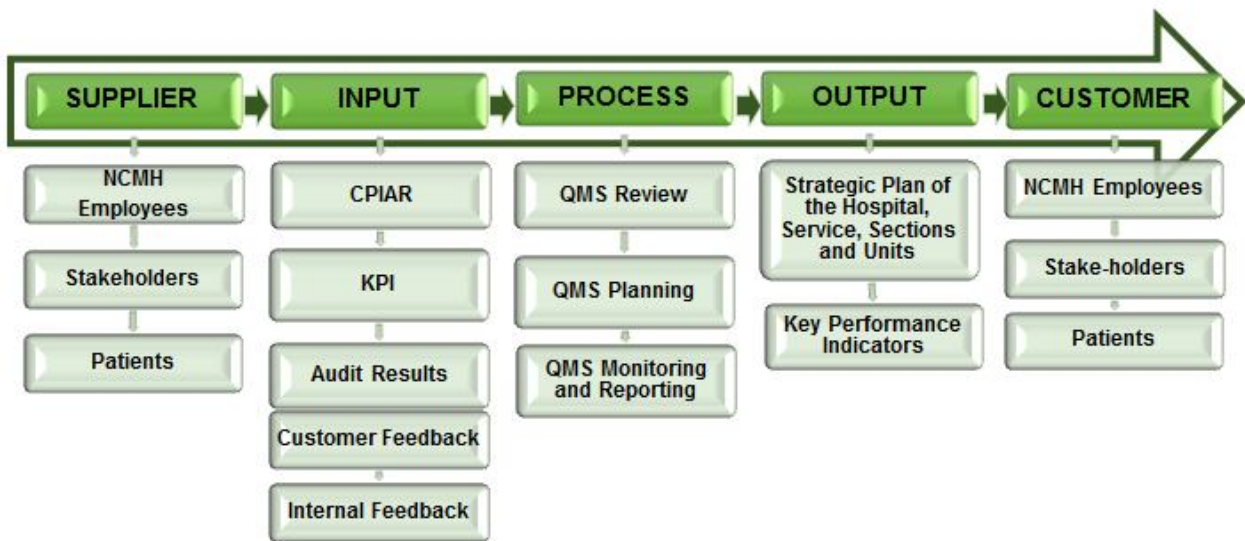
The **REVIEW** and **IMPROVEMENT** processes include internal audit, key performance indicators monitoring, and management review. Whatever issues identified in these review activities are effectively addressed through corrective and preventive action in order to permanently address the root causes of the problems.

The hospital's main goal is not only to satisfy patients' requirements but also to exceed their expectations. The information/feedback relating to patients' perception, as to whether their health needs have been met, are regularly and closely monitored and analyzed.

In NCMH, we use the "process approach" to emphasize the importance of:

- a) the understanding and meeting of patients' health-related requirements,
- b) the need to consider processes in terms of added value,
- c) obtaining results of process performance and effectiveness, and
- d) Continual improvement of processes based on objective measurements.

V. STRATEGIC AND OPERATIONS PLANNING



The organization's ultimate goal is to exceed clients' satisfaction, thus all clients' feedback, suggestions and complaints are carefully considered and depended upon for identifying current problems and opportunities for improvements. The hospital ensures that clients' needs and expectations are met through conformity, dependability, availability of necessary supplies & equipment and safe delivery of services.

The hospital has established a Quality Policy that is aligned and consistent to the stated organizational vision and mission. The said quality statements are communicated all across the organization and are regularly reviewed for continuing suitability.

An annual strategic planning is being conducted to establish, review and revise hospital objectives that are cascaded down to all services, sections and units. Each service has also developed its own Key Performance Indicators.

VI. QMS DOCUMENTATION STRUCTURE

NCMH's QMS is structured into 4 levels as described below:



1st Level – The Quality Manual is the highest level of QMS documentation. It defines the hospital's quality policy, objectives and process interactions as outlined in the Business Process map. Policy statements are ways by which the hospital carries out the business within its various functions and activities. These are defined further in respective SIPOC diagrams. This quality manual also states in clear terms the commitment of NCMH's management to deliver uncompromised quality hospital services.

2nd Level – The Procedure Manual describes the manner on how various activities of the hospital are carried out. Documented procedures are referenced from NCMH's business process map and SIPOC diagrams.

3rd Level – Support Document Manual may include, but not limited to, guidelines, work instructions, specifications, externally generated executive orders, department orders, administrative orders.

4th Level – Quality Records are special type of documents which indicates full compliance with the requirements of the documented QMS.

CONFIDENTIALITY AND DISTRIBUTION

This quality manual is treated **confidential**. It should not be removed from the premises without prior written authorization from the QMR and the Medical Center Chief.

This manual along with procedures and support documents manual are made available in an electronic format and hardcopies. Printing, copying and communicating a part or its entire contents are strictly prohibited. It is the responsibility of the Document Controller to ensure that all manuals installed per workstations are updated and authorized.

AMENDMENTS / REVISION:

Suggestions for amendments, revision, deletion or addition to the policies described in this Quality Manual shall be done in writing and addressed to the Quality Management Representative for consideration and inclusion in the manual. A re-issue of this Quality Manual will only be effected when:

1. There is a change in the scope of the certification,
2. If a certain section in this manual reached ten (10) revisions,
3. There is a change in the Management Structure which resulted to change in directions and priorities;
4. Improvement or changes in the Business Process;
5. Introduction of new scope of services;
6. Upon the written instruction of the Medical Center Chief.

VII. LIST OF APPROVED MANUALS

1. Quality Manual
2. Hospital Service Procedure Manual
3. Hospital Service Support Document Manual
4. Community Service Procedure Manual
5. Community Service Support Document Manual
6. Nursing Service Procedure Manual
7. Nursing Service Support Document Manual
8. Administrative Service Procedure Manual
9. Administrative Service Support Document Manual
10. Finance Service Procedure Manual
11. Finance Service Support Document Manual
12. Medical and Surgical Section Procedure Manual
13. Medical and Surgical Section Support Document Manual
14. Pavilion Manual
15. Psychiatric Residency Training Manual
16. Nursing Education and Training Section Manual
17. Infection Control Committee Manual
18. Nursing Residency Training Program Manual
19. Section Manual
20. Hospital Forms Compendium
21. Non-Hospital Forms Compendium

VIII. LIST OF APPROVED PROCEDURES

MANDATORY PROCEDURES

1. Procedure for Control of External Document
2. Procedure for Control of Non-Conforming Products and Services
3. Procedure for Control of Quality Records
4. Procedure for Corrective and Preventive Action
5. Procedure for Document Control and Distribution
6. Procedure for Document Preparation, Addition, Amendment, Deletion, and Approval
7. Procedure for Internal Quality Audit
8. Procedure for Management Review
9. Procedure for Monitoring and Measurement Process

HOSPITAL SERVICE

Activity Therapy Section

10. Procedure for Occupational Therapy
11. Procedure for Physical Rehabilitation
12. Procedure for Vocational Rehabilitation/ Livelihood Programs
13. Procedures on Provision of Other Related Patient Services

Anatomic Laboratory Section

14. Procedure for Anatomic Laboratory
15. Procedure for Histopathology Section
16. Procedure for Receiving and Proper Storage of Cadaver
17. Procedure for Releasing of Cadaver
18. Procedure for Screening for Drug Testing Section

Clinical Laboratory Section

19. Procedure for Clinical Laboratory Examination

Dental Section

20. Procedure for Dental Treatment for Charity/Out-Patient
21. Procedure for Dental Treatment for Charity/In-Patient

Psychological Section

22. Procedure for Psychological Evaluation
23. Procedure for Psychological Assessment for Hospital Service (OPS- Child & Adolescent)
24. Procedure for Psychological Assessment for Hospital Service
25. Procedure for Psychological Assessment for Community Service (Pavilion II- OPS)
26. Procedure for Psychological Assessment for HRAC
27. Procedure for Psychological Assessment for Community Service (ACIS-DDU)
28. Procedure for Psychological Assessment for Community Service (Women and Child Protection Unit)
29. Procedure for Psychological Assessment for Hospital Service (In-Patient)
30. Procedure for Psychological Assessment for Hospital Service (Pavilion 4- OPS)
31. Procedure for Psychological Assessment for Hospital Service (ACIS- Child and Adolescent)

Radiology Section

32. Procedure for X-Ray and Ultrasound

COMMUNITY SERVICE

33. Procedure for Handling Women and Child Protection Unit Cases
34. Procedure for Handling Patient at Out-Patient Section
35. Procedure for Admitting Patients at Out-Patient Section
36. Procedure for Handling Patients at Psychiatric ER
37. Procedure for Public Health Unit
38. Procedure for Specialty Clinic
39. Procedure for Implementation of the Point of Care Enrollment Program for Hospital Sponsored Members

NURSING SERVICE

40. Procedure for Patient Care Management at Pavilion
41. Procedure for Admission at Forensic Pavilion
42. Procedure for Safe Medication Administration

43. Procedure for Handling Missing Patient
44. Procedure for Handling Death
45. Procedure for Home Conduction
46. Procedure for Job Placement

ADMINISTRATIVE SERVICE

Dietary Section

47. Procedure for Diet Counseling
48. Procedure for Food Distribution
49. Procedure for Menu Plan and Menu Census
50. Procedure for Preparation and Production of Procedure for Foodstuff
51. Procedure for Foodstuff Against Petty Cash Fund
52. Procedure for Purchasing based on Annual Procurement
53. Procedure for Requisition of Supplies
54. Procedure on Receiving Foodstuffs

Engineering Section

55. Procedure for Calibration of Equipment
56. Procedure for Corrective Maintenance (Work Referrals)
57. Procedure for Health Care Waste Management
58. Procedure for Job Order Request
59. Procedure for Preventive Maintenance of Equipment
60. Procedure for Rehabilitative Maintenance Program
61. Procedure for Preventive Maintenance of Equipment and Facilities

Laundry Section

62. Procedure for Collection, Washing and Delivery

Legal Section

63. Procedure for Filing Administrative Complaint
64. Procedure for Conducting Formal Investigation
65. Procedure for Review of Government Contract

Linen Section

66. Procedure for Requisition of Linen/Patient Uniform
67. Procedure for Requisition for Purchase of Linen Materials
68. Procedure for Requisition of Cloth Intended for Sewing
69. Procedure for Requisition of Linen/ Linen Material

Material Management Section

70. Procedure for Auction Sale of Unserviceable Materials and Equipment
71. Procedure for Endorsement of Accountabilities
72. Procedure for Direct Issuance of Supplies to Specific End-User
73. Procedure for Issuance of Equipment
74. Procedure for Issuance of Gate Pass for Personal Items by the Owner/Supplier to be brought out of the Hospital
75. Procedure for Issuance of Gate Pass for Items Requested to be brought-out of the Hospital for Repair
76. Procedure for Issuance of Inventory Custodial Slip Form
77. Procedure for Receipt, Recording and Preparation of Waste Material Report
78. Procedure for Receipt of Deliveries
79. Procedure for Relief from Property Accountability
80. Procedure for Requisition and Issuance of Available Supplies for General Use
81. Procedure for Requisition and Repair of Equipment, Charge against Petty Cash (Spare Parts)
82. Procedure for Requisition for Repair of Equipment, Charge against Petty Cash
83. Procedure for Return of Unserviceable Equipment/Small Inventory Items

Medical Records Section

84. Procedure for Medical Records Completion
85. Procedure for Coding and Indexing Diseases
86. Procedure for Preparation of Statistical Reports
87. Procedure for Filing Medical Records

88. Procedure for Medical Records Retention and Disposition
89. Procedure for Releasing Information
90. Procedure for Medical Records Access
91. Procedure for Issuance of Official Documents
92. Procedure for Security of Medical Records
93. Procedure for Loss, Damages, and Destruction of Medical Records
94. Procedure for Borrowing and Returning of Medical Records
95. Procedure for Misfile of Medical Records
96. Procedure for Accomplishing Certificate of Live Birth
97. Procedure for Accomplishing Death Certificate
98. Procedure for Handling / Attending Court Appearances

Medical Social Service Section

99. Procedure for Job Placement
100. Procedure for Social Service Family Health Teaching
101. Procedure for Social Service Family Day
102. Procedure for Inter-Agency Referral
103. Procedure for Classification of Patients
104. Procedure for Follow-up of Court Cases
105. Procedure for Social Service Family Meeting
106. Procedure for Home Visit(Court Case)
107. Procedure for Home Conduction
108. Procedure for Social Service Discharge Planning
109. Procedure for Social Work Student Training Program
110. Procedure for Social Case History/Anamnesis
111. Procedure for Identification of Relatives/Claimant
112. Procedure for Transfer of Custody
113. Procedure for Availment of Medical Social Service Assistance
114. Procedure for Philhealth-Hospital Sponsored Member
115. Procedure for Hospital Donation

Personnel Section

116. Procedure for Hiring and Screening
117. Procedure for Payroll Preparation
118. Procedure for Preparation of Voucher

Pharmacy Section

119. Procedure for Storage of Medicines
120. Procedure for Disposal of Expired, Damaged, and Rejected Stocks
121. Procedure for Returning of Damaged, Expired and Rejected Medicines
122. Procedure for Dispensing of Prescription Drugs
123. Procedure for Public Inventory

Procurement Section

124. Procedure for Requisition and Procurement for Drugs and Medicines Consignment
125. Procedure for Requisition and Procurement of Supplies and Equipment thru Direct Contracting
126. Procedure for Requisition and Procurement of Supplies and Equipment thru Job Order
127. Procedure for Requisition and Procurement of Supplies and Equipment thru Public Bidding/Negotiation
(Based on Annual Procurement Plan)
128. Procedure for Requisition and Procurement of Supplies and Equipment thru Shopping
129. Procedure for Supplier Accreditation
130. Procedure for Supplier Evaluation and Re- Evaluation

Security Section

131. Procedure for Handling Crimes Committed Inside the Hospital Compound
132. Procedure for Suspicious Cause of Patient's Death
133. Procedure for Handling Demonstration
134. Procedure for Handling Disturbance Caused by Patient outside the Pavilion
135. Procedure for Handling Escapee

136. Procedure for Handling Fire Incidents
137. Procedure for Handling Mob/Riot inside the Pavilion
138. Procedure for Reception of Visitors of NCMH Officials
139. Procedure for Handling Confiscated Dangerous and Prohibited Substance/ Drugs
140. Procedure for Ingress- Egress Control

Transport Section

141. Proper Operation of Hospital Vehicle
142. Requesting for Use of Hospital Vehicles

FINANCE SERVICE

Accounting Section

143. Procedure for Processing Purchase Orders
144. Procedure for Monitoring Availability of Funds
145. Procedure for Preparation of Disbursement Vouchers
146. Procedure for Payment of Disbursement Vouchers
147. Procedure for Recording Collection and Deposit
148. Procedure for Recording Non-Cash Transactions Covering Billing of Debtor
149. Procedure for Recording Non-Cash Transactions Covering Receipts / Purchases
150. Procedure for Recording Non-Cash Transactions Covering Issuance of Supplies
151. Procedure for Recording Non-Cash Transactions Covering Liquidation of Cash Advance
152. Procedure for Billing of First and Re-Admission of Pay Patient
153. Procedure for Billing of Pay Patients (Continuous Long-Term Confinement)
154. Procedure for Issuance of Out-on-Pass Clearance
155. Procedure for Home Conduction of Patients with Past Due Accounts
156. Procedure for Processing of Patients Account Refund
157. Procedure for Billing/Discharging Patient from ACIS, Charity and Infirmary Ward (Service Ward)
158. Procedure for PhilHealth Billing, Recording, Claim and Reimbursement
159. Procedure for Billing of Canteen Concessionaire and Other Lessee
160. Procedure for Billing of Affiliates

Budget Section

161. Procedure for Preparation of Budget Execution Documents
162. Procedure for Preparation of Physical Report of Operation
163. Procedure for Preparation of Budget Estimates
164. Procedure for Preparation of Quarterly Financial Report of Operation / COA Quarterly Report
165. Procedure for Recording of Allotment and Obligation
166. Procedure for Preparation of Statement, Allotment, Obligations and Balances

Cashier Section

167. Procedure for Disbursement by Check
168. Procedure for Payment by Expanded MDPS for LDDA/Ps
169. Procedure for Payment by Cash
170. Procedure for Report of Accountability
171. Procedure for Report of Stale Checks
172. Procedure for Cash and Check Collection

MEDICAL AND SURGICAL SECTION

173. Procedure for Consultation at OPD Infirmary Pavilion
174. Procedure for Admission at Ward Infirmary Pavilion
175. Procedure for Patient Management at ICU Infirmary Pavilion
176. Procedure for Operating Room Management
177. Procedure for Handling Patients at TB-DOTS
178. Procedure for Handling MDR-TB Patient
179. Procedure for Patient Care Management at Ward Infirmary Pavilion
180. Procedure for Discharging Patients
181. Procedure for Patient Care Management at E.R. Infirmary Pavilion

NURSING EDUCATION AND TRAINING SECTION

182. Procedure for Application for Contract of Affiliation

IX. LIST OF APPROVED GUIDELINES

MANDATORY GUIDELINES

1. GL for Process Traceability Matrix
2. GL for Implementing of Red Tag

HOSPITAL SERVICE

Psychological Section

3. GL for Psychologist
4. GL for HRAC (Neuro- Psychiatric Screening)
5. GL for Educational Tour, Interview with Psychologist and Case Study
6. GL for Training
7. GL for Practicum
8. GL for Seminar and Workshop

Radiology Section

9. GL for Monitoring Badge Using OSL Dosimeter

COMMUNITY SERVICE

10. GL for Admission at ACIS
11. GL for Admission of Female Patient
12. GL for Discharge at ACIS
13. GL for Patient Management in ACIS
14. GL for Watchers in ACIS
15. GL for Research Patients in ACIS
16. GL for Drug Detoxification – Rehabilitation Unit
17. GL for ECT Preparation
18. GL for Home Against medical Advice
19. GL for Mental Status Examination
20. GL for Out Patient Section – Pay Lane
21. GL for Out Patient Section – Service Lane
22. GL for Public Health Unit
23. GL for Rapid Neuroleptization
24. GL for Refused Admission
25. GL for Restraints and Seclusion
26. GL for Specialty Clinic

NURSING SERVICE

27. GL for Consultation at OPD Forensic Pavilion
28. GL for Discharging Patient at Forensic Pavilion
29. GL for Endorsement Procedure
30. GL for Safeguarding of Keys
31. GL for Patient Census
32. GL for Referrals

ADMINISTRATIVE SERVICE

Dietary Section

33. GL for Personnel Sanitation
34. GL for Safe Food Handling and Serving Practices
35. GL for Personnel Sanitation

Laundry Section

36. GL for Request of Pavilion/Offices for Special Laundry
37. GL for Collection of Solid Linens/Patient's Uniform from Different Pavilion, Wards and Offices

Legal Section

38. GL for Preparation of Motion, Manifestation, Compliances and other Court Pleading

Linen Section

39. GL for Requisition of Linen/Patient's Uniform
40. GL for Condemning of Linens
41. GL for Losses of Linens/Patient's Uniform

Medical Records Section

- 42. GL for Releasing of Birth Certificate
- 43. GL for Releasing Death Certificate
- 44. GL for Use of Patient's Medical Records for Research and Conferences
- 45. GL for Use of Symbols Abbreviations and Acronyms

Medical Social Service Section

- 46. GL for Classification of Patients
- 47. GL for Home Conduction of Charity Patients

Personnel Section

- 48. GL for Submission and Pick-up of Official Document from Different Agency

Pharmacy Section

- 49. GL for Returning of Medicines

Security Section

- 50. GL for After-Disaster Operations
- 51. GL for Application and Use of NCMH Facilities
- 52. GL for Conducting an Inspection
- 53. GL for Conducting Rounds
- 54. GL for Escorting Court Case Patients
- 55. GL for Internal Screening of Guard Applicants
- 56. GL for Handling Untoward Incidents/Violation of Security Related Hospital Policies
- 57. GL for Visits of Government Officials and VIPs

FINANCE SERVICE

Accounting Section

- 58. GL for Conduct of Physical Count of Inventory
- 59. GL for Acceptance of PCSO Guarantee Letter / GMA Pledge Form

Cashier Section

- 60. GL for Reporting of Collections and Deposits
- 61. GL for Maintaining Vault Security

MEDICAL AND SURGICAL SECTION

- 62. GL for Cleaning, Sterilization and maintenance of Surgical Instruments
- 63. GL for Cleaning, Disinfection and Sterilization of Reusable Medical Devices
- 64. GL for Discharge and Transfer-Out from Infirmary Pavilion
- 65. GL for Loading Sterilizer
- 66. GL for Operating Room Fire Evacuation Plan
- 67. GL for Packing of Instruments, Gowns and Linens
- 68. GL for Physical Assessment
- 69. GL for Proper Handling of Specimen

NURSING EDUCATION AND TRAINING SECTION

- 70. GL for Nursing Students Affiliation Program
- 71. GL for Preceptorship Orientation Training Program for Clinical Instructors on Mental Health and Psychiatric Nursing
- 72. GL for Nursing Documentation and Recording on Patient's Chart

INFECTION CONTROL COMMITTEE

- 73. Guidelines for Infection Control in the Dietary Section
- 74. Guidelines for Infection Control for Laboratory Section
- 75. Guidelines for Infection Control in OR/DR/NICU/NURSERY
- 76. Guidelines for Infection Control for Radiology Section
- 77. Guidelines for Infection Control in the Ward

X. LIST OF APPROVED WORK INSTRUCTIONS

HOSPITAL SERVICE

Activity Therapy Section

1. WI for Administration of Electrical Stimulator (ES)
2. WI for Administration of Hot Moist Pack (HMP)
3. WI for Administration of Infrared Radiation
4. WI for Administration of Therapeutic Ultrasound
5. WI for Administration of Transcutaneous Electrical Nerve Stimulator (TENS)
6. WI for Conducting an Occupational Therapy Activity
7. WI for Administration of Paraffin Wax Bath

Anatomic Laboratory Section

8. WI for Autopsy
9. WI for Fluid Cytology and Cell Block
10. WI for Frozen Section
11. WI for H and E Staining
12. WI for Microtomy
13. WI for Papanicolaou Staining
14. WI for Proficiency Testing (PT)
15. WI for Screening Drug Test
16. WI for Tissue Embedding
17. WI for Tissue Processing

Clinical Laboratory Section

18. WI for Acid Fast Bacilli Smear and Staining
19. WI for Alanine Aminotransferase (ALT/SGPT) (Semi)
20. WI for Automated Chemistry Analyzer)
21. WI for Albumin (Bromocresol Green) (Semi Automated
22. WI for Chemistry Analyzer)
23. WI for Alkaline Phosphatase (ALP/DEA) (Semi Automated Chemistry Analyzer)
24. WI for Aspartate Aminotransferase (AST/SGOT) (Semi
25. WI for Automated Chemistry Analyzer)
26. WI for Benedict's Solution (Urine Sugar Test)
27. WI for Bleeding Time (Duke's Method)
28. WI for Blood Banking (ABO Typing – Gel Technique)
29. WI for Blood Banking (ABO Typing – Reverse Typing)
30. WI for Blood Banking (ABO Typing – Tube Method)
31. WI for Blood Banking (Cross Matching – Gel Technique)
32. WI for Blood Banking (Cross Matching – Tube Method)
33. WI for Body Fluids Cell Count
34. WI for Pregnancy Test
35. WI for Routine Urinalysis
36. WI for Clotting Time using Dale and Laidlaw's Capillary Clotting Time (Modified)
37. WI for Environmental Culture Swabbing
38. WI for Erythrocyte Sedimentation Rate using ESR Machine
39. WI for Exton's Sulfosalicylic Acid Test (Urine Protein Test)
40. WI for Albumin (Fully Automated Chemistry Analyzer)
41. WI for Blood Urea Nitrogen (Fully Automated Chemistry Analyzer)
42. WI for ALT (SGPT) Alanine Transaminase (Fully Automated Chemistry Analyzer)
43. WI for Alkaline Phosphatase (Fully Automated Chemistry Analyzer)
44. WI for Cholesterol (Fully Automated Chemistry Analyzer)
45. WI for High Density Lipoprotein (Fully Automated Chemistry Analyzer)
46. WI for Low Density Lipoprotein (Fully Automated Chemistry Analyzer)
47. WI for Triglycerides (Fully Automated Chemistry Analyzer)
48. WI for Uric Acid (Fully Automated Chemistry Analyzer)
49. WI for AST (SGOT) Aspartate Transaminase (Fully Automated Chemistry Analyzer)

50. WI for Total Bilirubin (Fully Automated Chemistry Analyzer)
51. WI for Creatinine (Fully Automated Chemistry Analyzer)
52. WI for Direct Bilirubin (Fully Automated Chemistry Analyzer)
53. WI for Glucose (Fully Automated Chemistry Analyzer)
54. WI for Running of Complete Blood Count using Fully Automated Hematology Analyzer
55. WI for Running of Controls in Complete Blood Count using Fully Automated Hematology Analyzer
56. WI for Running Prediluted Blood Samples using Fully Automated Hematology Analyzer
57. WI for Total Protein (Fully Automated Chemistry Analyzer)
58. WI for Gram Staining
59. WI for Hemoglobin A1c
60. WI for Indirect Platelet Count
61. WI for KOH (Potassium Hydroxide) Preparation
62. WI for Malarial Smear (Thick and Thin Smear)
63. WI for White Blood Cell Count (Manual Count)
64. WI for Erythrocyte Sedimentation Rate (ESR) Manual Method
65. WI for Microbiology
66. WI for Obtaining Blood Specimen for Culture
67. WI for Obtaining Gram Positive and Gram Negative Smear
68. WI for Obtaining Specimen for Fungal Infection
69. WI for Obtaining Sputum Specimen for Culture
70. WI for Obtaining Stool Specimen for Culture
71. WI for Obtaining Throat Swab Specimen for Culture
72. WI for Obtaining Urine Specimen for Culture
73. WI for Obtaining Wound Discharge Specimen for Culture
74. WI for Routine Fecalysis
75. WI for Peripheral Blood Smear
76. WI for Bilirubin (Diazotized Sulfanilic) (Semi Automated Chemistry Analyzer)
77. WI for Cholesterol HDL Direct (Semi Automated Chemistry Analyzer)
78. WI for Cholesterol LDL Direct (Semi Automated Chemistry Analyzer)
79. WI for Cholesterol Oxidase/ Peroxidase (Semi Automated Chemistry Analyzer)
80. WI for Creatinine Kinase MB (CK MB) (Semi Automated Chemistry Analyzer)
81. WI for Creatinine Kinase (CK Total) (Semi Automated Chemistry Analyzer)
82. WI for Creatinine (Alkaline Picrate) (Semi Automated Chemistry Analyzer)
83. WI for Glucose Oxidase/ Peroxidase (Semi Automated Chemistry Analyzer)
84. WI for Total Protein (Semi Automated Chemistry Analyzer)
85. WI for Triglycerides (Glycerol Phosphate Oxidase/ Peroxidase) (Semi Automated Chemistry Analyzer)
86. WI for Urea/ BUN-UV (Urease/ Glutamate Dehydrogenase) (Semi Automated Chemistry Analyzer)
87. WI for Uric Acid (Uricase/ Peroxidase) (Semi Automated Chemistry Analyzer)
88. WI for Serology (ONE STEP DENGUE NS1)
89. WI for Serology (Rapid Dengue Combo Test (IgG+IgM)
90. WI for Serology (One Step Cardiac Troponin I (cTnI) Test kit)
91. WI for Serology (TYPHI DOT RAPID)
92. WI for Serology (HBsAG Screening)
93. WI for Serology (HIV 1 & 2 Screening)
94. WI for Serology (One Step Anti-TP (Treponeme Pallidum/Syphilis) Test)
95. WI for Sodium, Potassium and Lithium Assay (Electrolyte Analyzer)

Dental Section

96. WI for Oral Examination
97. WI for Oral Prophylaxis
98. WI for Tooth Extraction

Radiology Section

99. WI for Routine X-Ray Procedures (Analog and Digital)
100. WI for Special X-Ray Procedures (Analog and Digital)
101. WI for Ultrasound
102. WI for Special X-Ray (Computed Radiography System)

103. WI for Routine X-Ray (Computed Radiography System)

COMMUNITY SERVICE

104. WI for Out Patient Service Registration

NURSING SERVICE

105. WI for Administering a Subcutaneous Injection

106. WI for Administering Intramuscular Injection

107. WI for Administering Intradermal Injection

108. WI for Administering Otic Instillation

109. WI for Administration of Oral Medication

110. WI for Applying Restraints

111. WI for Hand washing

112. WI for Implementing Seizure Precautions

113. WI for Measuring Oxygen Saturation

114. WI for Obtaining a Capillary Blood Specimen to Measure a Blood Glucose

115. WI for Positioning of Patient

116. WI for Post Mortem Care

117. WI for Preparing Medications from Ampules and Vials

118. WI for Transfer of Patient

119. WI for Wound Irrigation

120. WI for Electroconvulsive Therapy

FINANCE SERVICE

Accounting Section

121. WI for Recording Non-Cash Transactions Covering Depreciation of PPE

122. WI for Remitting Taxes Thru ETRA and EFPS

123. WI for Journal Entry Voucher Preparation on ENGAS

124. WI for Approval of JEV on ENGAS

125. WI for Preparation of Financial Report

126. WI for Generating Aging of Receivables and Payables

ADMINISTRATIVE SERVICE

Laundry Section

127. WI for Washing Machine Operation

128. WI for Extractor Machine Operation

129. WI for Dryer Machine Operation

Linen Section

130. WI for Making an Apron

Medical Records Section

131. WI for Analysis of Medical Records

132. WI for Archiving of Medical Records

133. WI for Medical Records Information Unit

134. WI for Preparation of Master Patient Indexes

135. WI for Medical Library

136. WI for Preparation of Medical Records upon Admission

137. WI for Medical Records Creation

138. WI for Completion of Medical Records

139. WI for Handling Telephone Inquiries

Personnel Section

140. WI for Application of New ID

141. WI for Service Record Application

142. WI for Hospital Order and Memorandum Preparation

143. WI for Loan Application

Pharmacy Section

144. WI for Requisition and Inspection of Drugs and Medicine

Transport Section

145. WI for Corrective Maintenance of Hospital Vehicles

146. WI for Preventive Maintenance of Hospital Vehicles with Three (3) Months Utility and/or every 1000-Kilometer Reading

MEDICAL AND SURGICAL SECTION

147. WI for Administering an Enema

148. WI for Administering IV Medications Using IV Push

149. WI for Administering a Tube Feeding

150. WI for Administering Otic Medication and Otic Instillation

151. WI for Administering Oxygen by Cannula or Face Mask

152. WI for Blood Transfusion

153. WI for Discontinuing Intravenous Infusion

154. WI for Counting of Instruments, Needles and Sponges

155. WI for Donning and Removing Personal Protective Equipment (Gloves, Gown, Mask, Eyewear)

156. WI for Donning and Removing Sterile Gloves (Open Method)

157. WI for Draping

158. WI for Establishing and Maintaining a Sterile Field

159. WI for Giving and Removing a Bedpan

160. WI for Gowning and Gloving the Surgeon

161. WI for Gowning

162. WI for Inserting and Removing a Nasogastric Tube

163. WI for Oropharyngeal, Nasopharyngeal, & Nasotracheal Suctioning

164. WI for Skin Preparation of Patient

165. WI for Starting an Intravenous Infusion

166. WI for Surgical Hand Scrubbing

167. WI for Hand Rubbing with Alcohol-Based Solution

168. WI for Pre-Surgical Hand Asepsis

169. WI for Tracheostomy or Endotracheal Tube WI for Suctioning

170. WI for Urinary Catheterization

XI. LIST OF APPROVED HOSPITAL FORMS

NCMH FORM #	FORM NAME
HOSP- 1	Emergency Room Record
HOSP- 2	Admission and Discharge Record
HOSP- 2A	Patient's Sociological Data
HOSP- 3	Terms and Condition of Admission (Service Pavilion)
HOSP- 3A	Contract for Confinement and Treatment
HOSP- 3B	Contract for Confinement and Treatment (Philhealth Pav. 6)
HOSP- 4	Consent to Confinement and Treatment
HOSP- 4A	Consent to the Administration of Electro-Convulsive Therapy (ECT)
HOSP- 4B	Refusal to Consent to the Administration of Electro-Convulsive Therapy (ECT)
HOSP- 4C	Consent to Prohibited Drug Screening Test
HOSP- 4D	Consent to Treatment for Substance Use
HOSP- 4E	Informed Consent to Surgery, Anesthesia, or Other Procedures
HOSP- 4F	Consent to Involvement in Clinical Trials (Therapeutic)
HOSP- 4G	Consent to Autopsy
HOSP- 4H	Refusal to Autopsy
HOSP- 4I	Responsibilities of Patient-Family
HOSP- 4J	Rights of Patients
HOSP- 5	Admission and Consultation Slip
HOSP- 6	Patient's Identification
HOSP- 6A	Patient's Identifying Marks
HOSP- 7	Admission Notes (ER)
HOSP- 7A	Admission Notes (Physician in Charge)
HOSP- 7B	Consultation Notes
HOSP- 7C	ER Referral
HOSP- 8	Physical and Neurological Examination
HOSP- 8A	Physical Examination (Infirmary)
HOSP- 8B	Medical History
HOSP- 8C	Medical Intern/Clerk Physical and Neurological Examination
HOSP- 8D	Medical Intern/Clerk Medical History
HOSP- 9	Progress Notes
HOSP- 10	Clinical Summary/Discharge Summary

HOSP- 10A	Discharge Summary (Infirmiry)
HOSP- 10B	Medical Intern/Clerk Clinical Summary/Discharge Summary
HOSP- 11	Laboratory Request Form
HOSP- 11A	Urinalysis Result
HOSP- 11B	Fecalysis Result
HOSP- 11C	Crossmatching Result
HOSP- 11D	CBC Result
HOSP- 11E	Miscellaneous Form
HOSP- 11F	Serology (Thypidot)
HOSP- 11G	Serology (HIV)
HOSP-11H	Serology (Syphilis)
HOSP- 11I	Serology (Dengue)
HOSP- 11J	Serology (HBsAg)
HOSP- 11K	Microbiology (Antimicrobial sensitivity)
HOSP- 11L	Microbiology
HOSP- 11M	Clinical Chemistry (HbA1C)
HOSP-11N	Clinical Chemistry (Electrolytes)
HOSP- 11O	Clinical Chemistry (CK MB)
HOSP- 11P	Clinical Chemistry (Blood Chemistry)
HOSP- 11Q	Hematology
HOSP- 11R	Request for Pathologic Consultation
HOSP- 11S	Autopsy Report
HOSP- 11T	Papsmear Result Form
HOSP-11U	Cytopathology Report
HOSP- 11V	Surgical Pathology Report
HOSP- 11W	Histopathology Request Form
HOSP- 11X	Histopathology Result
HOSP- 12	X-Ray Request/Ultrasound Request Form
HOSP-12A	X-Ray Result
HOSP- 12B	Ultrasound Result
HOSP- 12C	Electrocardiogram Tracing
HOSP- 12D	Electrocardiogram Report
HOSP- 12E	CP Clearance Form

HOSP- 13	Psychological Report
HOSP- 14	Medical Social Service Intake Survey Sheet (Eligibility Form)
HOSP- 14A	Medical Social Service Notice of Schedule of Visit
HOSP- 14B	Medical Social Service Questionnaire
HOSP- 14C	Medical Social Service Questionnaire (Cover Letter)
HOSP- 14D	Contract for Placement of Patient
HOSP- 14E	Social Worker's Notes
HOSP- 14F	Medical Social Service - Interview Letter
HOSP- 14G	Medical Social Service - Police Investigation Report
HOSP- 14H	Medical Social Service - Referral Slip
HOSP- 14I	Medical Social Service - Case Status Verification
HOSP- 14J	Medical Social Service - Discharge Letter
HOSP- 14K	Mutual Agreement for Escorted Patients
HOSP- 14L	Medical Social Service – Closing Summary
HOSP- 14M	Social Case Summary
HOSP- 14N	Checklist of Requirements
HOSP- 14O	Medical Social Service- Medical Social Worker Letter
HOSP- 14P	Certificate of Indigency
HOSP- 14Q	Fund Utilization
HOSP- 14R	Acknowledgement
HOSP- 14S	Donors and Donation Report
HOSP- 14T	Donors and Distribution Report
HOSP- 14U	Payment in Kind report
HOSP- 15	Activity Therapy Section - Comprehensive Occupational Therapy Evaluation Scale
HOSP- 15A	Activity Therapy Section - Activities of Daily Living Questionnaire
HOSP- 15B	Activity Therapy Section - Occupational Therapy Notes
HOSP- 15C	Activity Therapy Section - Occupational Therapy Initial Evaluation Interview
HOSP- 15D	Activity Therapy Section - Physical Therapy Evaluation
HOSP- 15E	Activity Therapy Section - Pre-Vocational Evaluation of Rehabilitation Potential
HOSP- 15F	Activity Therapy Section - Referral for Occupational Therapy
HOSP- 15G	Activity Therapy Section – Occupational Therapy Priority Checklist
HOSP- 15H	Activity Therapy Section – Personal Grooming Unit Daily Accomplishment Report
HOSP- 15I	Activity Therapy Section - Personal Grooming Unit Individual Monthly

	Accomplishment Report
HOSP- 15J	Activity Therapy Section – Physical Rehabilitation
HOSP- 15K	Activity Therapy Section – Physical Therapy Notes
HOSP- 16	Dental Health Record
HOSP- 17	Nutritional Assessment
HOSP- 17A	Diet List
HOSP- 18	Doctors Order Sheet
HOSP- 19	Vital Signs Sheet
HOSP- 19A	Graphic Chart (Centigrade)
HOSP- 19B	Vital Signs Record
HOSP- 19C	Monitoring Sheet
HOSP- 20	Medication Sheet
HOSP- 20A	OPS Medication Sheet
HOSP- 20B	Medication Card
HOSP - 21	Record of ECT
HOSP - 21A	Medical Intern/Clerk Pre ECT Examination
HOSP - 21B	Medical Intern/Clerk Post ECT Examination
HOSP - 22	Nurses Notes and Treatment Record
HOSP - 23	Record of Visitors
HOSP- 23A	Watcher's Request
HOSP – 24	Cost of Services Rendered
HOSP - 25	Accident/Incident Report
HOSP - 26	Report of Absconded Patient
HOSP - 27	Report of Illness
HOSP- 27A	Court Case Patient under physical treatment (relative)
HOSP- 27B	Non Court Case Patient under physical treatment (relative)
HOSP- 27C	Court Case Patient under physical treatment (escort)
HOSP- 27D	Court Case Patient under physical treatment (Judge)
HOSP- 27E	Non Court Case Patient under physical treatment (escort)
HOSP- 27F	Non Court Case Patient in weak condition (escort)
HOSP- 27G	Non Court Case Patient in weak condition (relative)
HOSP- 27H	Court Case Patient in weak condition (Judge)
HOSP- 27I	Court Case Patient in weak condition (escort)

HOSP- 27J	Court Case Patient died (Judge)
HOSP- 27K	Non court case patient died
HOSP- 27L	Court Case Patient died (escort)
HOSP - 28	Discharge Slip
HOSP - 28A	Home Against Medical Advice
HOSP - 28B	Authorization/Consent to Discharge
HOSP - 28C	Paunawa Para sa mga Kamag-anak ng Pasyente
HOSP- 28D	Discharge Clearance
HOSP- 28E	Request for Trial Home Visit
HOSP - 29	Death Report
HOSP - 29A	Disposition of Cadaver
HOSP - 29B	Cadaver Claimant Form
HOSP – 29C	Cadaver Clearance
HOSP - 30	Prenatal Record
HOSP - 30A	Labor Record
HOSP - 30B	Newborn Maturity Rating and Classification
HOSP - 30C	Newborn Record
HOSP- 30D	Report of Live Birth
HOSP - 30E	Summary of Parturation
HOSP - 31	Pulmonary Function Test
HOSP - 31A	Pulmonary Laboratory Blood Gas Analysis
HOSP - 32	Intravenous Fluid Sheet
HOSP – 33	Fluid Intake and Output Chart
HOSP - 33A	Parenteral Fluid Sheet
HOSP - 34	Diabetic Record
HOSP - 35	Anti-Coagulant Therapy Record
HOSP - 36	Pre-Anesthetic Assessment
HOSP - 36A	Anesthesia Record
HOSP - 37	Operating Room Preparation and Premedication
HOSP – 37A	Operating Room Notification Slip
HOSP – 37B	Operating Room Record
HOSP – 37C	Surgical Safety Checklist
HOSP – 37D	Operation and Anesthesia Record

HOSP – 37E	Operative Record
HOSP – 37F	Surgical Recovery Room Record
OSP – 37G	Recovery Room Record
HOSP- 38	Tissue/Biopsy Report
HOSP -39	Confidential Report on Adverse Drug Experience
HOSP- 40	Inter-Agency Referral Slip
HOSP - 41	Certificate of Consultation
HOSP - 42	Certificate of Confinement
HOSP - 43	Clinical Abstract
HOSP - 43A	Medical Certificate
HOSP- 43B	Medical Certificate – Detoxification Unit
HOSP- 43C	Medical Certificate – Infirmary
HOSP - 44	Certificate of Appearance
HOSP - 44A	Certificate of Appearance Forensic Psychiatric Service
HOSP - 44B	Certificate of Appearance Psychological
HOSP - 45	Human Resource Assessment Centre (Applicant's Form)
HOSP- 45A	Human Resource Psychological Assessment Report
HOSP - 46	Surveillance of Nosocomial Infection Worksheet
HOSP - 47	Patient's Transfer Out And In Sheet

XII. LIST OF APPROVED NON-HOSPITAL FORMS AND RECORD SHEETS

HOSPITAL SERVICE

1. 24 Hours Referrals Report - Adult Female
2. 24 Hours Referrals Report – Adult Male
3. WCPU Daily Census Adult
4. WCPU Daily Census Child
5. WCPU Patients' Log Record
6. WCPU- Child & Adolescent Psychiatric Monitoring Sheet (Follow-up)
7. WCPU- Child & Adolescent Psychiatric/ Psychological Monitoring Sheet (1st Consultation)
8. WCPU- Community Outreach Program Attendance Record
9. WCPU- Receiving Records
10. WCPU- Adult Psychiatric Monitoring Sheet
11. WCPU- Adult Psychiatric Monitoring Sheet (1st Consultation)
12. Leave Application Log Sheet
13. Obligation Request & Voucher Sheet
14. Physician Section Leave Application Log Sheet
15. Purchase request of Drugs and Medicine Sheet
16. Requisition & Issue Slip Sheet

Activity Therapy Section

17. Spiritual Programs
18. Patient's Endorsement Form
19. Patient's Activity Attendance Report

Anatomic Laboratory Section

20. Drug Testing- Confirmatory Test
21. Drug Testing- Preventive Maintenance
22. Drug Testing- Quality Control Result
23. Drug Testing- Receiving/ Accessioning/ Releasing
24. Drug Testing- Remote Collection
25. Drug Testing Results
26. Drug Testing- Specimen Validity Test Result
27. Drug Testing- Storage and Disposal
28. Drug Testing- Visitors Record Sheet
29. Histopathology- Preventive Maintenance
30. Histopathology- Receiving Record Sheet
31. Histopathology- Releasing of Result
32. Histopathology Tissue Blocks Monitoring
33. Histopathology- Waste Disposal
34. Morgue- Building Maintenance
35. Morgue- Preventive Maintenance
36. Morgue- Receiving of Cadaver
37. Morgue- Releasing of Cadaver
38. Paps/ Cytology Receiving & Releasing
39. Temperature Monitoring Sheet

Clinical Laboratory Section

40. List of Rejected Specimen
41. List of Unclaimed Clinical Laboratory
42. Endorsement Record Sheet (7-3, 3-11, 11-7 Shift)
43. List of Cancelled Request
44. List of Released STAT Laboratory Result
45. List of Requested STAT Examination
46. Blood Receiving/ Releasing Record Sheet
47. Anti- TP Record Sheet
48. Blood Typing Record Sheet

49. Clinical Chemistry Record Sheet A
50. Clinical Chemistry Record Sheet B
51. Corrective Action Form
52. Crossmatching Record Sheet
53. Daily PM of Machine/ Equipment
54. Daily Reagent Calibration Sheet
55. Daily Summary Report - In Patient Charity
56. Daily Summary Report - In Patient Pay
57. Daily Summary Report - In Patient Pay- HSM
58. Daily Summary Report - In Patient Pay- Philhealth
59. Daily Summary Report - Out Patient Charity
60. Daily Summary Report - Out Patient Pay
61. Dengue IgG and IgM Record Sheet
62. Dengue NS1 Record Sheet
63. Fecalalysis Record Sheet
64. HB a1c Record Sheet
65. HBsAg Record Sheet
66. Hematology Record Sheet A
67. Hematology Record Sheet B
68. HIV Record Sheet
69. Laboratory Reagent and Other Supplies Inventory
70. List of Released Routine Laboratory Result
71. List of Requested Routine Examination
72. Microbiology Blood Culture and Sensitivity Record Sheet
73. Microbiology- Enterics Culture and Sensitivity Record Sheet
74. Microbiology- Exudates Culture and Sensitivity Record Sheet
75. Microbiology- Gram Stain Record Sheet
76. Microbiology- KOH Record Sheet
77. Microbiology- Sputum Culture and Sensitivity Record Sheet
78. Microbiology- Throat Swab Culture and Sensitivity Record Sheet
79. Microbiology- Urine Culture and Sensitivity Record Sheet
80. Miscellaneous Record Sheet
81. Monthly Reagent Monitoring Sheet
82. Monthly Temperature Monitoring Sheet
83. Pregnancy Test Record Sheet
84. Preventive Maintenance of Machine/ Equipment
85. Typhi DOT Record Sheet
86. Troponin I Record Sheet
87. Urinalysis Record Sheet

Dental Section

88. Dental Diseases and Service Report
89. Dental Supplies, Medicines, and Miscellaneous Items
90. Patient's Dental Treatment Record Sheet
91. Dental Monitoring

Psychological Section

92. Billing Statement for Contract of Affiliation
93. Screening Interview Rating Scale
94. In / Out Patients' Psychological Assessment Data Form
95. Affiliated Colleges and Universities
96. Applicants' Examination Result Form
97. Accomplishment Report
98. Referral Record Sheet
99. Endorsement Form for Psychological Tests
100. Basic Personality Inventory

101. DOSC- Dimension of Self Concept
102. Guide for Autobiography
103. Hand Test
104. MD5- Mental Ability Test
105. MDQ- Competency Model
106. MMPI- Minnesota Multiphasic Personality Inventory
107. Sach's Sentence Completion Test (Clinical Adult)
108. Sach's Sentence Completion Test (Clinical Child)
109. Self- Analysis Test (Industrial)
110. Supervisory Practices Inventory
111. WAIS- R Wechster Adult Intelligence Scale- Revised
112. WEPSS- Wagner Enneagram Personality Style Scale
113. WISC- R Wechster Intelligence Scale for Children- Revised
114. Psychological Assessment Request Form
115. Group Dynamics Monitoring Form
116. Psychological Test Materials

Radiology Section

117. Personnel Dosimetry Service Dose Report
118. Maintenance Record for G.E. Digital X-Ray
119. Maintenance Record for Processor
120. Maintenance Record for Shimadzu Conventional X-Ray
121. Borrower's (Film)
122. Daily Summary of Charge Slip (Charity)
123. Daily Summary of Charge Slip (Pay)
124. List of Radiograph Report
125. List of Retakes of X-ray
126. List of Ultrasound Report
127. Patient's Record of Ultrasound
128. Patient's Record of X-ray
129. Releasing of Result
130. Infection Control Committee
131. Antimicrobial Order Form
132. Isolation Precaution Monitoring Sheet
133. Sharps Injury Form Needle Stick Report
134. Weekly Disease Update

COMMUNITY SERVICE

135. ACIS 5pm- 7am Report
136. Daily Patients Census for ACIS
137. DDU 5pm- 7pm Report
138. OPS Child & Adolescent Daily Report
139. OPS Pay Lane Daily Report
140. OPS Service Lane Daily Report
141. Psychiatric Emergency Room 5pm-7am Report
142. Psychiatric Emergency Room 8am-5pm Report
143. Public Health Unit Daily Report
144. Senior House Officer's Report
145. Specialty Clinic Daily Report
146. Weekly Patients Status for Drug Detoxification and Rehabilitation Unit
147. Psychoeducation Record Sheet
148. Daily Census Follow-up Consultation OPS-Child & Adolescent
149. Daily Census First Consultation OPS-Child & Adolescent
150. Daily Activity Report for KIOSK (Hi-5)
151. Training Workshop
152. Post Activity Report

153. Daily Report
154. Top Inquiries From
155. Action/ Progress Routing Slip
156. Outreach Consultation Census

NURSING SERVICE

157. Census of Outreach Consultation to Different Institutions
158. Injection Record Sheet of Patients
159. Daily List of Admission of Patients
160. Specialty Clinic- Daily Census
161. TB DOTS Referral/ Consultation Record Sheet
162. TB DOTS Clinic Report/ Accomplishments
163. TB DOTS OPD-Daily Record of Activities
164. Record of Educational Tour
165. Census of Outreach Consultation in Gumaca District Hospital
166. Orientation Record for Nursing Affiliates
167. Borrower's and Return Slip
168. Chart Filing Record Sheet
169. Clinical Instructor Attendance Sheet
170. Daily Census- First Consultation
171. Daily Census- Follow Up
172. Daily Census Record Sheet for Nursing Attendant
173. Daily Medicine Consumption Record Sheet
174. Discharge Record Sheet
175. Electroconvulsive Therapy Record Sheet
176. Emergency Kit (Psyche Ward)
177. Equipment Endorsement Record Sheet
178. Evaluation of the Quality and Efficacy of Nursing Intervention Using the Established Outcome Criteria and Standard
179. Family Education Record Sheet
180. Laboratory Request Record Sheet
181. Long Acting Injection Record Sheet
182. Medicine Issued from the Pharmacy
183. Medicine Monitoring & Endorsement Report (Anti psychotic)
184. Medicine Monitoring & Endorsement Report (Non anti psychotic)
185. Monthly Census Record Sheet
186. Nursing Affiliation Bills
187. Out Patient Service- Pay Record Sheet
188. Patient Interaction Request
189. Patient's Belonging's Record Sheet
190. Patient's Daily Activity Record Sheet
191. Physician in Charge Decking Record Sheet
192. Referral Record Sheet
193. Requested Supplies Record Sheet
194. Student Affiliates Borrower's Record Sheet
195. Supervisor's Staff Schedule of the Attendance 1 to 15
196. Supervisor's Staff Schedule of the Attendance 16 to 31
197. Trans- in Record Sheet
198. Trans- out Record Sheet
199. Visitor's Record Sheet
200. Weekly Requisition Sheet
201. Report of Illness Record Sheet
202. 24- Hours Narrative Report of the Nursing Service Ending At 7:00 A.M.
203. Kardex
204. Memorandum Sheet

- 205. Nurse Report
- 206. Nurse Supervisor Officer of the Day
- 207. Nurse Supervisor Report
- 208. Nursing Attendant Report
- 209. Officer of the Day
- 210. Patient Census as of 12:00 Midnight
- 211. PHIC Room Checklist
- 212. Referral Slip for Long Acting IM Antipsychotic
- 213. Report of the 24 Hours Ending at 12:00 Midnight
- 214. Schedule of Assignment for Nurses and Nursing Attendant
- 215. Weekly Circle Meeting Report
- 216. Nursing Personnel Schedule and Patient Ratio Record Sheet

Central Supply

- 217. Costing of Ordered Medicines
- 218. Daily Summary of Charge Slip
- 219. Medical Supplies Delivery Report
- 220. Requisition and Issue Slip (Half Sheet)
- 221. Requisition and Issue Slip (One-third Sheet)
- 222. Product Feedback Form

Infirmery Section

- 223. ECG Monitoring
- 224. List of IN Patient
- 225. Emergency Cart Checklist page 1
- 226. Emergency Cart Checklist page 2
- 227. ER Decking
- 228. ER Decking (Non Psyche)
- 229. Hospital Sponsored Member Daily Log Sheet
- 230. Hospital Sponsored Member Monthly Census
- 231. OPD Report
- 232. Patients' Disposition
- 233. PHIC Patient Monitoring
- 234. Radio Monitoring
- 235. OR- Scheduling Sheet
- 236. OR- Delivery Room Log Sheet
- 237. OR- Record Sheet
- 238. OR- Delivery Room Log Sheet
- 239. Report of Illness Record Sheet
- 240. OR- Supplies and Instruments Sterilization Record Sheet

Nursing Education, Training and Research

- 241. Performance Evaluation Tool for Nursing Attendant
- 242. Attendance Record
- 243. Clinical Rotation of New Nursing Staff for Orientation
- 244. Exit Interview
- 245. Information Sheet
- 246. Permit for Physical Tour, ECT Observation and Clinical Exposure
- 247. Personal Evaluation
- 248. In- Service Training Evaluation Tool
- 249. Residency Nurses Oral Revalida Evaluation Tool
- 250. Training Evaluation Tool From Other Agency
- 251. Criteria for the Case Presentation
- 252. Nursing Journal Evaluation Tool
- 253. Therapeutic Communication Skills Competency Checklist

ADMINISTRATIVE SERVICE

- 254. Bin Card
- 255. Daily Attendance Record Sheet
- 256. Disbursement Voucher
- 257. Minutes of the Meeting
- 258. Incoming Communication Record Sheet
- 259. Monitoring of Photocopied Documents
- 260. Outgoing Communication Record Sheet

Dietary Section

- 261. Inventory of Equipment and Utensils Form
- 262. Daily Food Consumption
- 263. Delivery Sheet (Breakfast)
- 264. Delivery Sheet (Lunch / Supper)
- 265. Dietary History Form
- 266. Loading Sheet
- 267. Market Order
- 268. Meal Tag
- 269. Notice to Deliver
- 270. Nutrition Counselling and Schedule Form
- 271. Nutrition History Questionnaire
- 272. Receipt of Donation
- 273. Request for Packed Meals and Nourishment
- 274. Requisition Slip
- 275. Therapeutic Form (Pay)
- 276. Therapeutic Form (Service)
- 277. Nutrition Education Form
- 278. Supplementary Diet Form
- 279. PRO Active and Preventive Maintenance
- 280. Body Mass Index Monitoring Sheet
- 281. Meal Census and Distribution Monitoring Sheet
- 282. Special Function Patients/ Personnel Programs/ Activities
- 283. Patients/ Personnel Programs/ Activities

Engineering Section

- 284. Bill of Quantities
- 285. Calibration Plan
- 286. Maintenance Work Request
- 287. Preventive Maintenance Checklist (Air Conditioning Unit)
- 288. Preventive Maintenance Checklist (Computers)
- 289. Preventive Maintenance Checklist (Service Report for Ambulance)
- 290. Preventive Maintenance Plan
- 291. Scope of Work
- 292. Status Report of Corrective Maintenance
- 293. Status Report of Preventive Maintenance
- 294. Status Report of Rehabilitative Maintenance
- 295. Technical Specifications
- 296. Preventive Maintenance Service Plan
- 297. Daily Accomplishment – Job Orders & Projects
- 298. Job Order Monitoring
- 299. Waste Collection Monitoring
- 300. Calibration Service Plan
- 301. Calibration Plan
- 302. Preventive Maintenance Checklist- Generator

Laundry Section

- 303. Request for Laundry Service
- 304. Laundry Collection and Delivery
- 305. Monthly Laundry Supplies Monitoring
- 306. Laundry Collection and Deliver
- 307. Laundry Machine Maintenance Record

Legal Section

- 308. Affidavit of No Pending Legal case
- 309. Declaration of Pendency/ Non-Pendency of Case

Linen Section

- 310. Linen Request and Issuance Record Sheet
- 311. Sewing Machine Maintenance Record Sheet
- 312. Mending
- 313. Condemned

Material Management Section

- 314. Credit Slip (Half Sheet)
- 315. Inspection and Acceptance Report
- 316. Credit Slip (Whole Sheet)
- 317. Donors and Donations Report
- 318. Gate Pass
- 319. Inventory Custodian Slip (Whole Sheet)
- 320. Inventory Custodian Slip (Half Sheet)
- 321. Request for Pre- Repair & Post-Repair Inspection
- 322. Request Slip (Half Sheet)
- 323. Request Slip (Whole Sheet)
- 324. Stock Position Sheet
- 325. Acknowledgement Receipt for Equipment
- 326. Inventory Form
- 327. Inspection and Acceptance Report (Delivery of Supplies)
- 328. Cash Advance
- 329. Consignment Order
- 330. Credit Slip
- 331. Disbursement Voucher
- 332. Documents Approved by MCC
- 333. Donation
- 334. Equipment- Purchase Record
- 335. Equipment- Request for Pre/ Post Repair Inspection
- 336. Inspection & Acceptance Report (Job Order)
- 337. Medicine – Charity
- 338. Medicine – Consignment
- 339. Medicine- Stock & Resale
- 340. Receipt & Deliveries – Other Supplies
- 341. Receipt & Deliveries – Rice
- 342. Receipt & Deliveries- Affiliation
- 343. Receipt & Deliveries- Fuel
- 344. Receipt & Deliveries- Income (Supplies)
- 345. Receipt & Deliveries Inspection & Acceptance Report
- 346. Report of Unserviceable Equipment/ Materials

Medical Records Section

- 347. Patients' Census for the Day
- 348. Request for Photocopy / Risograph
- 349. Chart Coming From The Ward
- 350. Child Record Sheet
- 351. Correspondence Record Sheet

352. Court Case Record Sheet
353. Daily Census of Archived Charts
354. Detoxification Record Sheet
355. Hospital Daily Census Report
356. Medical Records Daily Census of Admission
357. Medical Records Daily Census of Consultation
358. OPS Daily Record of Released Charts (Not scheduled)
359. OPS Daily Record of Released Charts (Scheduled)
360. OPS Daily Record Sheet (Not Scheduled)
361. OPS Daily Record Sheet (Scheduled)
362. Overseas Filipino Worker Record Sheet
363. Record All Released Medical Certificates
364. Records of Incidence for Missing Medical Records
365. Release of Live Birth Record Sheet
366. Release of Medical Information
367. Released of Death Record Sheet
368. Vagrant Record Sheet
369. Women and Children Protection Record Sheet
370. Daily Monitoring of Discharged Charts
371. Patient Checklist (Infirmery)
372. Patient Checklist (Psychiatry)
373. Daily Monitoring of Assembled Charts
374. Daily Monitoring of Indexes and Verification of Patient Record
375. Daily Monitoring of Encoded and Verified Patients Charts

Medical Social Service Section

376. Acknowledgement for Assistance
377. Acknowledgement Receipt of Donated items/ Goods
378. Cash/ Check Donation (Incoming)
379. In- Kind Donation (Incoming)
380. Acknowledgement Slip for Medical Assistance
381. Census Monitoring Tool
382. Daily Statistical Record
383. Discharge Slip Endorsement Sheet
384. Endorsement Report of Patient's Valuables
385. Family Day Attendance Record Sheet
386. Family Health Teaching Attendance Record Sheet
387. Family Meeting Attendance Record Sheet
388. Home Conduction Monitoring Sheet
389. Incoming Communication- Court Case
390. Incoming Communication
391. Inter-Office Referral of Medical Social
392. List of Enrolled Patients for Hospital – Sponsored Membership (HSM) of Philhealth
393. Monthly Monitoring Sheet of Patient's Home Conduction
394. MSS Number Record Sheet
395. Outgoing Communication
396. Patient Classification Monitoring Sheet
397. Pavilion/ Ward Referral Forms
398. Records of MSS Leave of Absences
399. Referral for Medical Assistance Record Sheet
400. Referral for Medical Assistance Monitoring Sheet
401. Referral for Non- Medical Assistance Record Sheet (Incoming)
402. Referral for Non- Medical Assistance Record Sheet (Outgoing)
403. Socialized Fee Record Sheet
404. User's and ER Fee Record Sheet

405. Visitor's Log Sheet

Personnel Section

- 406. Certification of Overtime Rendered
- 407. Clearance From All Money and Property Accountabilities
- 408. Exchange of Duty and Non-Working Day
- 409. I.D. Request Slip
- 410. Referral Slip for NP Screening
- 411. Requisition Form
- 412. Requisition Form (Certification)
- 413. Leave Application Log Sheet
- 414. List of Appointee
- 415. List of Certificate of Compensatory Overtime Credits
- 416. List of Released Vouchers
- 417. Monthly Report of Attendance
- 418. Summary of Absences

Pharmacy Section

- 419. Acknowledgement Report
- 420. Drug Administration Sheet
- 421. Pharmacy Endorsement Form
- 422. Requisition From Storeroom
- 423. Charge Slip/ RIS Monitoring Sheet (Accounting)
- 424. RIS Monitoring Sheet (Pavilion) -Deleted
- 425. Temperature Monitoring Chart
- 426. Quarterly Report for Stock Requisition
- 427. Expired Medicine Monitoring Tool

Procurement Section

- 428. Canvass Form
- 429. Consignment Order
- 430. Petty Cash Replenishment Report
- 431. List of Bidders
- 432. Purchase Order for COA
- 433. Purchase Order- In Process
- 434. Purchase Order- Outgoing
- 435. Purchase Order/ Invoice Received by Accounting
- 436. Receipt & Deliveries – Medical/ Laboratory/ Dental/ Radiology
- 437. Records of Issuance Purchase Thru Cash Advance
- 438. Schedule of Preventive Maintenance- Aircon
- 439. Supplier Information Sheet
- 440. Supplier's Performance Evaluation

Security Section

- 441. Blotter Report Form
- 442. Firearms Deposit Form
- 443. Independent Narrative
- 444. Malayang Salaysay
- 445. Missing Person
- 446. Permit to Tour
- 447. Request for Use of Hospital Facilities
- 448. Vehicle Sticker Pass Application Form
- 449. Post Monitoring Report Form
- 450. Endorsement Report Form
- 451. Patient Monitoring Form
- 452. Confiscated Items Form
- 453. Vehicle Monitoring Form
- 454. Jogger's Monitoring Form

- 455. Visitor's Monitoring Sheet
- 456. Confiscated Monitoring Sheet

Transport Section

- 457. Monthly Consumption of Transport Supplies
- 458. Trip Ticket
- 459. Daily Summary Report

IHOMP

- 460. Computer Ledger Form
- 461. Computer/ Peripheral Request Form
- 462. Preventive Maintenance Plan Monitoring Sheet
- 463. Database Back-up Log

FINANCE SERVICE

Accounting Section

- 464. Itinerary of Travel
- 465. Monitoring of Home Conduction of Patients
- 466. Clearance Record Sheet Charity for Discharge
- 467. ABC, CAF & Contracts
- 468. Affiliation and User's Fee Record Sheet
- 469. Clearance Record Sheet Charity for Discharge
- 470. Disbursement Vouchers
- 471. Notice to Deliver
- 472. PO, JO, RPB & APR
- 473. Reports and Documents Forwarded to COA
- 474. Voucher Preparation
- 475. Promissory Note

Budget Section

- 476. Budget Utilization Request and Status
- 477. Obligation Request and Status
- 478. Budget Utilization Request and Status – Capital Outlay
- 479. Budget Utilization Request and Status – MOOE
- 480. Obligation Request & Status – Capital Outlay
- 481. Obligation Request & Status – MOOE
- 482. Obligation Request & Status – Personnel Service

Cashier Section

- 483. Daily Collection Report
- 484. List of Collection National Government Account (Account of Patient)
- 485. List of Collection National Government Account (Other Income)
- 486. List of Collection Regular Agency Account (Code 101-651)
- 487. List of Collection Regular Agency Account (DOH NCMH CONSIGNMENT DRUG)
- 488. List of Collection Regular Agency Account (Code 184-131)
- 489. List of Collection Regular Agency Account (STOCK & RESALE)
- 490. Summary of Collection
- 491. Summary of Collection on Parking Fees
- 492. Current Account
- 493. Issued Official Receipts
- 494. LDDAP – ADA Payment
- 495. List of Daily Summary Collection
- 496. List of Summary of Collection
- 497. MDS Check Payment
- 498. Report of Collection ad Deposits (Drug Consignment)
- 499. Report of Collection and Deposits (National Government)
- 500. Report of Collection and Deposits (Regular Agency)

Special Disbursement

- 501. Cash Disbursement Record
- 502. Inspection & Acceptance Report
- 503. Petty Cash Replenishment Record

Training Office

- 504. Clinical Supervision Agreement
- 505. Court Testimony
- 506. Diagnostic and Therapeutic Conference for Resident Physician I
- 507. Final Tribunal/ Oral Evaluation Grading Sheet
- 508. General Staff Conference/ Grand Rounds for Resident Physician II
- 509. General Staff Conference/ Grand Rounds for Resident Physician III or IV
- 510. Performance Evaluation Summary Consultation- Liason Resident Physician
- 511. Performance Evaluation Summary for Resident Physician I
- 512. Performance Evaluation Summary for Resident Physician II
- 513. Performance Evaluation Summary for Resident Physician III & IV
- 514. Record of Supervision Meetings
- 515. Residency Competency Evaluation Form
- 516. Residency Competency Evaluation Guide
- 517. Supervisor's Performance Evaluation Form
- 518. Tribunal/ Oral Evaluation (Grading Sheet/ Form B prior to promotion to Second Year)
- 519. Tribunal/ Oral Evaluation (Grading Sheet/ Form B prior to promotion to Third Year)
- 520. Tribunal/ Oral Evaluation Appraisal Sheet/ Form A

QUALITY MANAGEMENT TEAM

- 521. Annual Audit Program
- 522. Audit Plan
- 523. Audit Summary Report
- 524. Auditor's Notes
- 525. Corrective Preventive Improvement Action Report
- 526. PDCA Audit Checklist
- 527. Qualified Internal Auditors
- 528. Customer Satisfaction Survey
- 529. Distribution List
- 530. Document Request Form
- 531. Master list of Externally Generated Documents
- 532. Master list of Guidelines
- 533. Master list of Procedures
- 534. Master list of Quality Records
- 535. Master list of Work Instruction
- 536. Patient Care Complaint Report
- 537. Public Assistance and Complaint Desk
- 538. Staff Satisfaction Survey
- 539. Document Transmittal Letter
- 540. Post Training Evaluation Questionnaire
- 541. Post Training Evaluation Survey
- 542. Skills and Training Inventory
- 543. Skills and Training Matrix
- 544. Training Plan
- 545. Training Requirements
- 546. Opportunities for Improvement (OFI) Monitoring Sheet