



**Admitting Section and Emergency Services**  
**CITIZEN'S CHARTER**  
**PROCEDURE IN ADMITTING AT OB-GYNE EMERGENCY ROOM**

**Services Provided to:** OB-Gyne Patients

**Days/Hours:** Monday – Sunday 24 Hours (NO NOON BREAK)

**Duration:** 4 hours (depending on the case)

Service Applied for	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in PhP	Person in Charge Position, Unit/ Division
<b>Emergency Admission of OB-Gyne Patients</b>	OB-Gyne Patients	Satisfaction Survey	1. Register at the Security desk and receive the Satisfaction Survey Form.	2 minutes	None	Security Guard
		ER Pre-admission Slip; OB- Gyne Consultation Logbook/ Referral census	2. Go to the Triage Area for your personal information and vital signs taking (BP, temperature, weight, height, others).	25 minutes	None	Triage Officer (Midwife)
		ER Pre-admission Slip	3. Go to the IHOMU desk for interview and log-in at the Hospital Information System and wait to be called.	25 minutes	None	IHOMU Staff
		ER Pre-admission Slip; Laboratory or Ultrasound Request	4. After queuing, enter the ER examination room for history taking, OB examination and treatment.	1 hour and 30 minutes	laboratory, X-ray or ultrasound fee, as needed	Medical Officer III
		Consent to Care; Patients' Rights and Responsibilities	5. After confirmation for admission, go to the nurse and read the "Consent form" and the "Patients' Rights and Responsibilities" (if not, husband or relative may do so) while listening for further explanation.	10 minutes	None	ER Nurse /Midwife
		ER Pre-admission Slip; Admission Logbook	6. Go to the "Health Information Management Department" (HIMD) for further data gathering/information.	10 minutes	None	HIMD Staff
		Admitting chart	7. Be prepared for admission. Change for hospital gown and give your personal belongings, dress, jewelries, false teeth, etc. to your husband or relative.	20 minutes	None	ER Nurse/Midwife
		Laboratory/ X-ray/ Ultrasound Request	8. Carry out Laboratory, X-ray, or Ultrasound request as needed.	35 minutes	None	Laboratory/ Radiology/ Ultrasound Staff



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		Satisfaction Survey	9. After all the procedures, answer the Satisfaction Survey Form and give it to the Triage Officer.	5 minutes	None	Triage officer (Midwife)
		Patient's Medical Chart	10. Let the Nursing Aide/Administrative Aide assist the patient to its designated area/unit for endorsement.	20 minutes	None	Nursing Aide / Administrative Aide
END OF TRANSACTION						