



Bureau of Corrections

OUT-PATIENT & IN-PATIENT SERVICES

Document Reference Code
BUC-NBP-PR-008


Revision No.
0

Effectivity Date
01/05/2018

Page 1 of 7

REVISION HISTORY AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	Supt. Roberto R. Rabo

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-NBP-PR-008	
		Revision No. 0	Effectivity Date 01/05/2018
OUT-PATIENT & IN-PATIENT SERVICES		Page 2 of 7	

1. PURPOSE

This procedure describes BuCor's procedures on Out-patient and In-patient services for PDLs.

2. SCOPE

This includes the range of activities in Out-patient and In-patient services.


3. DEFINITION OF TERMS AND ACRONYMS

3.1 Terms

Out-patient	<ul style="list-style-type: none"> PDL who seeks medical consultation & treatment and does not need confinement.
In-patient	<ul style="list-style-type: none"> PDL who is confined at NBP Hospital & other OPPF hospitals/Infirmaries that needs thorough medical management.
NBPH	<ul style="list-style-type: none"> New Bilibid Prison Hospital
In-patient Services	<ul style="list-style-type: none"> Medical services rendered to all admitted PDL at NBPH & OPPF Hospitals/Infirmaries
Out-patient Services	<ul style="list-style-type: none"> Medical services rendered to out-patient PDLs.
Triage care	<ul style="list-style-type: none"> Screen/determining priority of care
Expire	<ul style="list-style-type: none"> Death
Medico-legal Officer	<ul style="list-style-type: none"> One who conducts autopsy on undetermined causes of death.
Ancillary	<ul style="list-style-type: none"> Interventions involved in patient management, such as, Nutritionist, Pharmacist, Reflexologist, Pathologist, Radiologist, Med. Tech., X-ray Tech., and others.

3.2 Acronyms

MOD	<ul style="list-style-type: none"> Medical Officer of the Day
PIC	<ul style="list-style-type: none"> Physician-in-Charge
NOD	<ul style="list-style-type: none"> Nurse on Duty
OPD	<ul style="list-style-type: none"> Out-patient Department
ER	<ul style="list-style-type: none"> Emergency Room
OPPF	<ul style="list-style-type: none"> Operating Prison & Penal Farms
Med. Tech	<ul style="list-style-type: none"> Medical Technologist
X-ray Tech.	<ul style="list-style-type: none"> X-ray Technician

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-NBP-PR-008	
		Revision No. 0	Effectivity Date 01/05/2018
OUT-PATIENT & IN-PATIENT SERVICES		Page 3 of 7	

4. RESPONSIBILITIES

Medical Officer	Doctor who conducts out-patient consultation as scheduled. Examines patient's health concerns, manages and evaluates as to the patient's need.
Medical Specialist	Doctor who conducts out-patient consultation as scheduled on her/his specialty clinics. Examines patient's health concerns, manages and evaluates as to the patient's need.
OPD Nurse	Carries out doctor's order and assists nursing attendant if situation warrants.
Nursing Attendant	Responsible for PDL profiling and registration. Takes PDL vital signs.

5. PROCEDURE DETAILS

5.1. Out-patient Services

Activity	Person Responsible	Details/Functions	Forms
<p style="text-align: center;">START</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Registration/ Profiling of Patient</p>	Nursing Attendant & OPD Nurse	<ul style="list-style-type: none"> • Patient Registration & Profiling 	Out-Patient Consultation Chart
<p style="text-align: center;">↓</p> <p style="text-align: center;">Vital signs Taking</p> <p style="text-align: center;">↓</p>	Nursing Attendant & OPD Nurse	<ul style="list-style-type: none"> • Taking of patient's vital signs done by Nursing Attendant 	Doctors Medicine Prescription
<p style="text-align: center;">↓</p> <p style="text-align: center;">Examination, Management & Evaluation</p> <p style="text-align: center;">↓</p>	Medical Officer/ Specialist	<ul style="list-style-type: none"> • Medical assessment, management & medicine prescription with home instructions 	Bulk Medicine Regular Request Form
<p style="text-align: center;">↓</p> <p style="text-align: center;">OPD Profile or Referral/Admission</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">END</p>	OPD Nurse/ Nursing Attendant Medical Officer/ Specialist	<ul style="list-style-type: none"> • The OPD record is incorporated at the OPD Profile. • Patient may be admitted or referred to Specialist after determining the need for thorough medical management (inter- department referral) 	Admission Chart



Bureau of Corrections

Document Reference Code

BUC-NBP-PR-008

Revision No.

0

Effectivity Date


01/05/2018

OUT-PATIENT & IN-PATIENT SERVICES

Page 4 of 7

5.2. In-patient Services

In-patient Services Activity	Person Responsible	Details/Functions	References
START			
Nursing Assessment	ER Nurse, Nursing Attendant	<ul style="list-style-type: none"> Nursing Attendant gets patient's profile then takes patient's vital signs. ER Nurse performs triage care, then refers to MOD 	<ul style="list-style-type: none"> PDL Medical Information/ Record
Medical Assessment & Admission	MOD	<ul style="list-style-type: none"> MOD performs assessment & admits patient. 	<ul style="list-style-type: none"> PDL Clinical Face Sheet Medical Record Examination Sheet
Nursing Actions	ER Nurse	<ul style="list-style-type: none"> ER Nurse carries out MOD's orders 	
To Ward	Nursing Attendant	<ul style="list-style-type: none"> Nursing Attendant wheels patient to ward & endorses to ward NOD 	<ul style="list-style-type: none"> Consent Form for Admission Doctors Order Sheet
Nursing Management	Ward NOD	<ul style="list-style-type: none"> Ward NOD receives patient, performs nursing actions & refers to PIC 	<ul style="list-style-type: none"> TPR Sheet Medication Sheet
Medical Management	PIC	<ul style="list-style-type: none"> PIC manages patient base on diagnosis. Orders laboratory workups if needed 	<ul style="list-style-type: none"> Nurses Progress Notes
Ancillary Interventions	Med Tech, Pharmacist, Radiologist, Sonologist, Dentist, Nutritionist	<ul style="list-style-type: none"> Ancillary interventions as per doctor's orders 	<ul style="list-style-type: none"> Laboratory Request Form Piece Medicine Request Form
Discharge/ Outside Hospital Referral/Expire	PIC	<ul style="list-style-type: none"> Patient may be discharge once Patient may be referred outside if the PIC sees the need for further specialist management and facility or equipment 	<ul style="list-style-type: none"> Discharge Summary and Home Instructions Form Bulk Medicine Request Form
END			

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-NBP-PR-008	
		Revision No. 0	Effectivity Date 01/05/2018
OUT-PATIENT & IN-PATIENT SERVICES		Page 5 of 7	

In-patient Services Activity	Person Responsible	Details/Functions	References
		<p>in which BuCor may be deficient.</p> <ul style="list-style-type: none"> • In worst condition or irreversible damage, patient may succumb to death due natural cause. For undetermined cause of death, autopsy is required. 	

6. GUIDELINES

6.1. Out-Patient Services

6.1.1. Registration/Profiling of Patient

6.1.1.1. PDL who seeks consultation has to register and personal data will be gathered. Usually nursing attendant will be responsible for this process but in some situation the assistance of OPD nurse is necessary.

6.1.1.2. Patient's data including chief complaint (cc) will be recorded in PDL Consultation Chart. They are seen by a medical officer or specialist in a first come first served basis. OPD consultations have a time schedule.

6.1.2. Vital signs taking


6.1.2.1. Vital signs is taken and recorded by the Nursing Attendant.

6.1.3. Examination, Evaluation and Management

6.1.3.1. The doctor conducts examinations/assessment and treatment of patient, generally medicines are prescribed with several instructions from the doctor. Patient's chart will be filed at OPD.

6.1.3.2. In situations where patient has major complaint such as severe headache due to elevated blood pressure or high grade fever, measures is initially done to correct the situation.

6.1.3.3. The OPD nurse is responsible to carry out all doctors' order during out-patient consultation.

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-NBP-PR-008	
		Revision No. 0	Effectivity Date 01/05/2018
<h2>OUT-PATIENT & IN-PATIENT SERVICES</h2>		Page 6 of 7	

6.1.4. Laboratory Workups

6.1.4.1. In case the patients need diagnostic procedures, laboratory workups will be done to further assess patient's condition.

6.1.4.2. The OPD Nurse will submit request for laboratory examination at the laboratory section.

6.1.5. Referral or admission

6.1.5.1. There are instances that doctor makes inter-department referrals to seek another doctor's opinion, and depending on the results of the laboratory workups and the severity of patient's condition, he then will be admitted for further management.

6.2. In-Patient Services

6.2.1. Nursing Assessment

6.2.1.1. Generally patients brought to ER are those needing immediate medical management/intensive medical measures and those who need further observation/monitoring to alleviate suffering. ER caters and responds to emergency cases 24/7 regardless of PDL classification.

6.2.1.2. Nursing Attendant automatically takes patient's vital signs.

6.2.1.3. ER Nurse conducts nursing assessment and performs triage care.

6.2.1.4. ER Nurse refers patients to MOD according to priority of need.

6.2.2. Medical Assessment and Admission

6.2.2.1. MOD examines patients and orders admission.


6.2.2.2. Admitting orders are written on patient's admission chart.

6.2.3. Nursing Actions

6.2.3.1. Upon doctor's order, ER Nurse carries out all orders and nursing actions are recorded at patient's admission chart.

6.2.4. To Ward

6.2.4.1. Once all doctor's order are carried out, Nursing Attendant wheels patient to designated ward.

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-NBP-PR-008	
		Revision No. 0	Effectivity Date 01/05/2018
<h2>OUT-PATIENT & IN-PATIENT SERVICES</h2>		Page 7 of 7	

- 6.2.4.2. Nursing Attendant endorses patient to Ward Nurse together with patient's admission chart.
- 6.2.5. Nursing Management
 - 6.2.5.1. Ward Nurse receives patient including admission chart and places comfortably to bed.
 - 6.2.5.2. Ward Nurse notifies PIC of patient's admission and refers patient for any untoward symptoms.
- 6.2.6. Medical Management
 - 6.2.6.1. PIC manages patient accordingly and monitors condition regularly. Commonly laboratory workups are ordered.
- 6.2.7. Ancillary Interventions
 - 6.2.7.1. Once patient is admitted, ancillary are involve in patient's care.
- 6.2.8. Discharged
 - 6.2.8.1. Once patients are treated, they will be discharge at once. Discharge summary and instructions are given. A separate medicine prescription is given to avail medicines at the pharmacy as home meds.
- 6.2.9. Outside Referral/Expired
 - 6.2.9.1. In cases where patients' condition worsened and further diagnostic procedures and interventions by specialists are required, an outside referral is ordered.
 - 6.2.9.2. In worst condition due to irreversible damage patient succumb to death by natural cause. In cases of unnatural cause of death autopsy will be performed by outside Medico-legal officer/Eastern Funeral Parlor*NBP Hospital.
 - 6.2.9.3. Death Certificate will be forwarded by personnel-in-charge to city civil registrar.

*Eastern Funeral Parlor – Outsourced Funeral Parlor for NBPH cadavers and medico-legal cases.