



FAR NORTH LUZON GENERAL HOSPITAL AND TRAINING CENTER
Quirino, Luna, Apayao
NURSING SERVICE
CITIZEN'S CHARTER



PROCESSING OF DISCHARGE CLEARANCE FOR IN-PATIENTS

SERVICE SCHEDULE		MONDAY- SUNDAY			8:00 AM- 5:00PM	NO NOON BREAK	
STEP	ACTIVITIES	FEE	NECESSARY FORM	DOCUMENTARY REQUIREMENTS	MAXIMUM TIME	RESPONSIBLE OFFICER/EMPLOYEE	ALLOWABLE PERIOD OF EXTENSION & ACCEPTABLE REASON
1	Patient's watcher to receive clearance form from the Nurse on duty.	None	Clearance Form	None	1-2 minutes	Nurse on duty	
2	Patient's watcher to bring clearance for signature to the following sections: 1. Social service 2. Laboratory 3. Pharmacy 4. HIM(Medical records office)- for patient needing birth certificate only.	None	Clearance Form				
	5. Billing	None	Signed discharge Clearance slip				
	6. PHIC	None	Signed discharge Clearance slip				
	7. Cashier	None	Signed discharge Clearance slip				
3	Patient's watcher to submit signed clearance form to Nurse on duty.	None	Signed discharge Clearance slip	None	1-2 minutes	Nurse on duty	
4	Patient to show signed clearance form to Guard on duty.	None	Signed discharge Clearance slip	None	1-2 minutes	Nurse on duty	

Approved by:


MARLENE L. LUBO, MD,FPPS,MHA
Medical Center Chief I