

ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

(1) NAME OF DEPARTMENT/AGENCY/LGU: VALENZUELA MEDICAL CENTER / PULMONARY UNIT

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: [] Yes [] No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Arterial Blood Gas Extraction for Admitted Covid/PUI patient	None	None	1.Arterial Blood Gases	June 01, 2018	Processing of Request for Arterial Blood Gases for In- Patient Rev 0
Arterial Blood Gas Extraction for In- patient	None	None	1.Arterial Blood Gases	June 01, 2018	Arterial Blood Gas Extraction for In- patient

Pulmonary services for In-patients	None	None	1.Processing of Requests for Pulmonary Services	June 01, 2018	Processing of Request for Pulmonary Services for In- Patient Rev 0
Pulmonary Unit Services for Covid/PUI In - Patient	None	None	1.Algorithm in the Respiratory Management of Critically ILL with Suspected & / or Confirmed Covid - 19 /PCCP 2.Precautions when performing aerosol generating Procedures (AGP's) Amid Covid -19 Public Health emergency /PCCP	May 15,2020 March 14, 2020	Philippine College of Chest Physician Council on Diagnostics and Therapeutics PCCP Council on Critical Care & Pulmonary Vascular Disorder Philippine College of Chest Physician Council on Diagnostics and Therapeutics PCCP Council on Critical Care & Pulmonary Vascular Disorder

SERVICE INFORMATION PER GOVERNMENT SERVICE³

GOVERNMENT SERVICE: <u>Arterial Blood Gas Extraction for Admitted Covid/ PUI Patient</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Properly filled up and complete Pulmonary Request	Processing of Request for Arterial Blood Gases for In-Patient Rev 0	1. For In- patients request will be given by the Nurse on duty to Respiratory Therapist. 2. Review the request 3. For Covid PUI patient wear PPE 4. Explain to the client the procedure 5. Perform the procedure. 6. Charge the procedure in HOMIS 7. Release the result to Nurse on duty	Processing of Request for Arterial Blood Gases for In-Patient Rev 0	1 minute 10 minutes 2 minutes 15 minutes 3 minutes 2 minutes	1,000.00
TOTAL				33 minutes	1,000.00

SERVICE INFORMATION PER GOVERNMENT SERVICE⁴

GOVERNMENT SERVICE: <u>Arterial Blood Gas Extraction for In- Patient</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Properly filled up and complete Pulmonary Request	Processing of Request for Arterial Blood Gases for In-Patient Rev 0	1. For In- patients request will be given by the Nurse on duty to Respiratory Therapist. 2. Review the request 3. Explain to the client the procedure 4. Perform the procedure. 5 Charge the procedure in HOMIS 6. Release the result to Nurse on duty	Processing of Request for Arterial Blood Gases for In-Patient Rev 0	1 minute 2 minutes 15 minutes 3 minutes 2 minutes	1,000.00
TOTAL				23 minutes	1,000.00

SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>Pulmonary Services for Covid / PUI In- Patient</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Properly filled up and complete Pulmonary Request	Processing of Request for In-Patient Rev 0	1. For In- patients request will be given by the Nurse on duty to Respiratory Therapist. 2. Review the request 3. Wear appropriate PPE 4. Explain to the client the procedure 5. Perform the procedure. a. hooking to mechanical ventilator	Processing of Request for In-Patient Rev 0 Processing of Request for Mechanical ventilator hooking for In-Patient Rev 0 Philippine College of Chest Physician Council on Diagnostics and Therapeutics PCCP Council on Critical Care & Pulmonary Vascular Disorder	1 minute 10 minutes 2 minutes 30 minutes	1,500.00

SERVICE INFORMATION PER GOVERNMENT SERVICE⁵

GOVERNMENT SERVICE: <u>Pulmonary Services for Covid / PUI In- Patient</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
	Processing of Request for In-Patient Rev 0	b. weaning of patient from mechanical ventilator	Processing of Request for In-Patient Rev 0 Processing of Request for weaning of Patient from Mechanical ventilator for In-Patient Rev 0 Philippine College of Chest Physician Council on Diagnostics and Therapeutics PCCP Council on Critical Care & Pulmonary Vascular Disorder	20 minutes	None

SERVICE INFORMATION PER GOVERNMENT SERVICE⁶

GOVERNMENT SERVICE: <u>Pulmonary Services for Covid / PUI In- Patient</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
	Processing of Request for Nebulization on Mechanical ventilator for In-Patient Rev	c. nebulization for patient on mechanical ventilator	Processing of Request for Nebulization on Mechanical ventilator for In- Patient Rev 0 Philippine College of Chest Physician Council on Diagnostics and Therapeutics PCCP Council on Critical Care & Pulmonary Vascular Disorder	15 minutes	100.00

SERVICE INFORMATION PER GOVERNMENT SERVICE⁷

GOVERNMENT SERVICE: <u>Pulmonary Services for Covid / PUI In- Patient</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
	Processing of Request for Incentive spirometry for In-Patient Rev 0	d. incentive spirometry	Processing of Request for Incentive spirometry for In-Patient Rev 0	15 minutes	200.00
	Processing of Request for Chest Physiotherapy for In- Patient Rev 0	e. chest physiotherapy	Processing of Request for Chest Physiotherapy for In-Patient Rev 0 Philippine College of Chest Physician Council on Diagnostics and Therapeutics PCCP Council on Critical Care & Pulmonary Vascular Disorder	10 minutes	50.00

SERVICE INFORMATION PER GOVERNMENT SERVICE⁸

GOVERNMENT SERVICE: <u>Pulmonary Services for Covid / PUI In- Patient</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
		5. Fill up the applicable form		2 minutes	
		6. Inform the nurse procedure done		2 minutes	
		7. Charge the procedure in HOMIS		3 minutes	
				a.50 minutes b.40 minute c.35 minutes d.35 minutes e.30 minutes	a.1,500.00 b. none c. 100.00 d. 200.00 e. 50.00

SERVICE INFORMATION PER GOVERNMENT SERVICE⁹

GOVERNMENT SERVICE: <u>Pulmonary Services for In- Patient</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Properly filled up and complete Pulmonary Request	Processing of Request for In-Patient Rev 0	1. For In- patients request will be given by the Nurse on duty to Respiratory Therapist. 2. Review the request 3. Explain to the client the procedure 4. Perform the procedure. a. hooking to mechanical ventilator	Processing of Request for In- Patient Rev 0 Processing of Request for Mechanical ventilator hooking for In- Patient Rev 0 Philippine College of Chest Physician Council on Diagnostics and Therapeutics PCCP Council on Critical Care & Pulmonary Vascular Disorder	1 minute 2 minutes 30 minutes	1,000.00

SERVICE INFORMATION PER GOVERNMENT SERVICE¹⁰

GOVERNMENT SERVICE: <u>Pulmonary Services for In- Patient</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
	Processing of Request for In-Patient Rev 0	b. weaning of patient from mechanical ventilator	Processing of Request for In-Patient Rev 0 Processing of Request for weaning of Patient from Mechanical ventilator for In-Patient Rev 0 Philippine College of Chest Physician Council on Diagnostics and Therapeutics PCCP Council on Critical Care & Pulmonary Vascular Disorder	20 minutes	None

SERVICE INFORMATION PER GOVERNMENT SERVICE¹¹

GOVERNMENT SERVICE: <u>Pulmonary Services In- Patient</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
	Processing of Request for Nebulization on Mechanical ventilator for In-Patient Rev	c. nebulization for patient on mechanical ventilator	Processing of Request for Nebulization on Mechanical ventilator for In- Patient Rev 0 Philippine College of Chest Physician Council on Diagnostics and Therapeutics PCCP Council on Critical Care & Pulmonary Vascular Disorder	15 minutes	100.00

SERVICE INFORMATION PER GOVERNMENT SERVICE¹²

GOVERNMENT SERVICE: <u>Pulmonary Services for In- Patient</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
	Processing of Request for Incentive spirometry for In-Patient Rev 0	d. incentive spirometry	Processing of Request for Incentive spirometry for In-Patient Rev 0	15 minutes	200.00
	Processing of Request for Chest Physiotherapy for In- Patient Rev 0	e. chest physiotherapy	Processing of Request for Chest Physiotherapy for In-Patient Rev 0 Philippine College of Chest Physician Council on Diagnostics and Therapeutics PCCP Council on Critical Care & Pulmonary Vascular Disorder	10 minutes	50.00

SERVICE INFORMATION PER GOVERNMENT SERVICE¹³

GOVERNMENT SERVICE: Pulmonary Services for In- Patient

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
		5. Fill up the applicable form		2 minutes	
		6. Inform the nurse procedure done		2 minutes	
		7. Charge the procedure in HOMIS		3 minutes	
TOTAL				a.40 minutes b.30 minute c.25 minutes d.25 minutes e.20 minutes	a.1,500.00 b. none c. 100.00 d. 200.00 e. 50.00
