 <p>PHILIPPINE HEART CENTER INCIDENT COMMAND POST</p>	Document Type	Document Code: GL-ICP-051
	GUIDELINES	Effective Date: June 2020
	Document Title	Revision Number: 0
	WELLNESS CLINIC RESUMPTION OF SERVICES DURING COVID-19 PANDEMIC	Page: 2 of 5

1. OBJECTIVE

1. This will prevent the local transmission of COVID-19 among patients and healthcare workers.

2. Face – to - face consultation shall be disallowed. As an alternative, summary reports shall be transmitted to respective patients' electronic mail in order to avert overcrowding in a cramped area wherein previously an average of 10 – 12 government employees from various agencies seek consultation daily aside from walk-in patients from PHC consultants availing of diagnostic packages.

2. SCOPE

To guide the Wellness Clinic staff, walk-in patients, their companion and employees from government agencies with approved Memorandum of Agreement with a limit of 6 patients a day (2 for each agency).

3. GUIDELINES

3.1 Requirements prior to laboratory procedures and/or consultation:

3.1.1 A copy of health declaration form for COVID-19 shall be fully accomplished at the triage by each patient including companions following the protocol set by the institution.

3.1.2 "No mask, no entry" policy shall be observed by all patients and companion.

3.1.3 Only 6 patients shall be accepted in a day (2 government employees per agency) to comply with the guidelines set by diagnostic centers, specifically those offering Ultrasound and ECG procedures. This shall regulate the number of persons in the clinic to observe social distancing among patients.

3.1.4 The Wellness Clinic staff shall register scheduled patients through the PHC Medtrak one day before diagnostic laboratory tests are done.

3.1.5 For walk-in patients, doctor's request and schedule of procedures shall be verified from concerned diagnostic center prior to registration and payment of services.


3.2 Upon MedTrak registration

3.2.1 The Wellness Clinic staff shall check patients' request form for additional test.

3.2.2 Scheduled patients from various government agencies shall fill out necessary forms prior to tests.

3.2.2.1 Annual Physical Exam form

3.2.2.2 Summary Report form

 <p>PHILIPPINE HEART CENTER INCIDENT COMMAND POST</p>	Document Type	Document Code: GL-ICP-051
	GUIDELINES	Effective Date: June 2020
	Document Title	Revision Number: 0
	WELLNESS CLINIC RESUMPTION OF SERVICES DURING COVID-19 PANDEMIC	Page: 3 of 5

3.2.3 The Wellness Clinic staff shall record on the annual PE form patients' vital signs (For Government Agencies).

3.2.3.1 Height

3.2.3.2 Weight

3.2.3.3 Blood pressure

3.2.3.4 Waist circumference

3.2.3.5 Body Mass Index (BMI)

3.3 Diagnostic Procedures

3.3.1 The Wellness Clinic staff shall assist scheduled patients to the concerned diagnostic centers. Patient and his/her companion shall stay at a designated area provided by each diagnostic center while waiting for their queue.

3.3.2 The Wellness Clinic staff shall verify if all requested diagnostic tests are done before sending the patient home.

3.3.3 The Wellness Clinic staff shall remind the patient that he/she may leave the premises once all requested tests are done.

3.4 Evaluation of Laboratory Results (For Government Agencies' Employees)

3.4.1 The assigned Medical House Staff shall assess and provide summary report once official results are collected.

3.4.2 Time and venue for evaluation and preparing for medical summary report:

Time : 1:00 PM - 5:00 PM


Day : Mondays – Fridays (A day after tests are done)

Venue : Wellness Clinic consultation room

3.5 Summary Reports (For Government Agencies' Employees)

3.5.1 The Adult Cardiology fellow assigned at the Wellness Clinic shall review all the diagnostic lab results of each patient and prepares his/her medical assessment and recommendation on the summary report form .

3.5.2 The Wellness Clinic consultant shall review and affix his/her signature on the summary report prepared by the Medical House staff.

 <p>PHILIPPINE HEART CENTER INCIDENT COMMAND POST</p>	Document Type	Document Code: GL-ICP-051
	GUIDELINES	Effective Date: June 2020
	Document Title	Revision Number: 0
	WELLNESS CLINIC RESUMPTION OF SERVICES DURING COVID-19 PANDEMIC	Page: 4 of 5

3.5.3 The patient shall be brought to the Emergency Room if needing immediate medical attention and / or if physician is unavailable.

3.6 Release of Results (No face – to - face consultation/interaction for government agencies)

3.6.1 The Wellness Clinic staff shall collect all official laboratory results of each patient from concerned diagnostic centers.

Turn Around time for the release of official results:

Blood chemistries, CBC, Urinalysis and Fecalalysis – 2 hours

Chest X-ray and whole abdomen ultrasound – within 24 hours

ECG and 2D echo with Doppler – 5 days

3.6.2 The Wellness Clinic staff shall send scanned official summary report of each patient to their respective electronic mail through the Wellness clinic PHC webmail.

3.6.3 Collected official results shall be secured in a sealed envelope and released by Wellness Clinic staff to agency's assigned liaison officer once available from the concerned diagnostic centers.

3.6.4 List of names and office shall be recorded by the Wellness Clinic staff serving as proof that it had been received by their respective liaison officer.

3.6.5 For walk-In patients, results shall be forwarded to their respective doctor's clinic or may collect official results at the Wellness clinic if their Attending Physician is not from this institution.

3.7 Preventive Measures

3.7.1 For Wellness Clinic staff

3.7.1.1 Wellness Clinic staff shall wear face masks and face shields within PHC premises.


3.7.1.2 Proper hand hygiene shall be followed at all times. (Refer to Infection Control on Hand Hygiene guidelines GL-C-AIC-009)

3.7.1.3 Observe physical distancing about 6 feet apart and proper cough etiquette as part of our safety procedure.

3.7.2 For Government agencies / Walk-In Patients & companions

3.7.2.1 Only 1 patient and 1 companion are allowed to stay in the room and fill out forms.

"First come, first serve" policy shall be maintained to prevent congestion in the clinic.

 <p>PHILIPPINE HEART CENTER INCIDENT COMMAND POST</p>	Document Type	Document Code: GL-ICP-051
	GUIDELINES	Effective Date: June 2020
	Document Title	Revision Number: 0
	WELLNESS CLINIC RESUMPTION OF SERVICES DURING COVID-19 PANDEMIC	Page: 5 of 5

- 3.7.2.2 All patients shall present their health declaration forms to the Wellness Clinic Staff as also required by diagnostic centers and other services.
- 3.7.2.3 Patients and companions shall wear face masks while doing transactions at the PHC.
- 3.7.2.4 Proper cough etiquette, hand hygiene and 6 feet physical distancing shall always be observed
- 3.7.2.5 Patients from other government agencies shall strictly follow schedule of their diagnostic procedures since only 5 patients can be accommodated daily for certain tests such as ECG, Ultrasound and 2-D Echo with Doppler.

3.7.3 Environment (Wellness Clinic)

- 3.7.3.1 Hand sanitizers and soap shall be made available at the Wellness Clinic entrance and restroom respectively.
- 3.7.3.2 Liquid soap and hand sanitizer receptacles shall be regularly washed before refilling by the housekeeping personnel.
- 3.7.3.2 Posters on proper hand hygiene, 6 feet physical distancing shall be placed to inform patients.
- 3.7.3.4 The floor, furniture and the restroom shall be regularly cleaned and sanitized by the housekeeping personnel, including doorknobs and other frequently touched surface areas.
- 3.7.3.5 The Wellness Clinic staff including patients and companions shall always follow proper waste disposal.
- 3.7.3.6 Trash bins located at the Wellness clinic shall be regularly washed by the housekeeping staff.
- 3.7.3.7 Devices such as keyboard, phone, and stethoscope shall be disinfected using clean cloth, tissue or wipes before use.