 <p>PHILIPPINE HEART CENTER INCIDENT COMMAND POST</p>	Document Type	Document Code: GL-ICP-060
	GUIDELINES	Effective Date: September 2020
	Document Title	Revision Number: 0
	INTERIM GUIDELINES ON THE RESUMPTION OF EXECUTIVE CHECK-UP ADMISSION DURING COVID-19 PANDEMIC	Page: 2 of 4

I. OBJECTIVE

This shall serve as a guide for the Executive Check-up (ECU) Coordinator, staff and patients/clients for ECU admission to ensure the safety our patients and staff during COVID-19 Pandemic.


II. GUIDELINES

1. Reservations

- 1.1. Attending to queries and processing reservations should be made via phone call, email or social media sites to avoid face to face contact.
- 1.2. Patients/clients may call the ECU Coordinator/Secretary or the Admitting Section.
- 1.3. ECU Staff will confirm the reservation and should call the client/patient for other concerns before the day of admission.

2. Admission

- 2.1. ECU client/patient shall have a negative RT PCR result of less than 1 week, coming from a DOH-ACCREDITED testing center. (refer to POL-ICP-042)
- 2.2. ECU client/patient shall be screened first for possible COVID-19 infection prior to admission through ER Triage. (refer to POL-ICP-042)
- 2.3. ECU client/patient shall properly accomplish a health declaration form indicating absence of signs and symptoms indicative of possible COVID-19 infection. (refer to POL-ICP-042)
- 2.4. No walk-in patient will be accommodated.
- 2.5. No companion/relative will be allowed to accompany the patient during his admission and stay in the hospital unless needed, like for senior citizen and PWD.
 - 2.5.1 Patient's companion shall also undergo screening such as temperature and fill-out health declaration form to ensure the safety of the patient and employees.

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3. Preventive Measures

3.1. For ECU Staff and other employees concern

- 3.1.1. Staff should always wear proper PPE depending on the procedure to be done.
- 3.1.2. Physical distancing should always be observed.
- 3.1.3. Proper hand hygiene should be performed.

3.2. For Patient/Client

- 3.2.1. Patients/clients and their companion (if there is) should wear face mask at all times.
- 3.2.2. Physical distancing should always be observed.
- 3.2.3. Proper hand hygiene should be performed.


4. ECU Packages and Consultants

4.1. Diagnostic Tests Included in Package

- 4.1.1. Some of the tests included in the packages will not be available as of the moment (like stress test).
- 4.1.2. Pulmonary function test requires Swab Test result 7 days prior to admission.

4.2. Other Services

- 4.2.1. Referral to other specialists like Ophthalmologist, OB-Gyne and others will be optional and will be removed from the ECU 48-hr Package.

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4.3. Rates and Additional Charges

4.3.1. Review and re-costing for the ECU Packages will be made to provide better Services in line with the new normal.

4.3.2. Additional fees for the use of PPE's, if needed, may be charged to patient's total bill.

5. Facilities and Environment

5.1. Executive Check-up Office

5.1.1. Hand sanitizers will be made available at Executive Check-up Office for employee's use.

5.2. Executive Check-up Patient's Room

5.2.1. Six (6) rooms in Petal 5A will be allotted for Executive Check-up (ECU) patients.

5.2.2. Hand sanitizers will be available in each room to be used by the patient, companion or staff who will enter the room.