

# ANESTHESIOLOGY

BAGUIO GENERAL HOSPITAL AND MEDICAL CENTER

## FOR EMERGENCY PROCEDURES

Availability of Service: Daily, 24 hours

STEP	ACTIVITIES	FEE	DOCUMENTARY REQUIREMENTS	MAXIMUM TIME (under normal circumstances)	RESPONSIBLE OFFICER/ EMPLOYEE	ALLOWABLE PERIOD OF EXTENSION ACCEPTABLE REASON
1	Request for 'E' Surgery thru phone or 'E' Logbook	None	'E' Logbook	5 mins.	ER/ Ward Nurse	
2	Accepts and refers schedule and makes facilities available	OR Fees		5 mins.	Physician on Duty/ OR Staff	
3	Administration of Anesthesia after evaluation		Pre-operative evaluation form + Pre-operative monitoring form	5 mins.	Physician on Duty	
4	Reversal of Anesthesia		Physician's Order Sheet	Depending on Anesthesia Technique and Nature of Surgery	Physician on Duty	
5	Referral to anesthesia care unit for stepdown care		Physician's Order Sheet	10 mins.	Physician on Duty	

## FOR ELECTIVE PROCEDURES

Availability of Service: 8:00am to 8:00pm Weekdays; 8:00am to 12:00nn Saturday

STEP	ACTIVITIES	FEE	DOCUMENTARY REQUIREMENTS	MAXIMUM TIME (under normal circumstances)	RESPONSIBLE OFFICER/ EMPLOYEE	ALLOWABLE PERIOD OF EXTENSION ACCEPTABLE REASON
1	Submission of predetermined Schedule for Elective Surgery	None	'E' Logbook	2:30pm Daily	Ward Nurse	
2	Operating Room and Anesthesia confirms schedule and makes facilities available	OR Fees		30 mins.	Physician in Charge/ OR Staff	
3	Pre-operative Evaluation and referral		Pre-operative evaluation form	30 mins.	Physician in Charge	
4	Administration of Anesthesia		Pre-operative evaluation form	15 mins.	Physician in Charge	
5	Reversal of Anesthesia		Pre-operative evaluation form	Depending on Technique and Surgery	Physician in Charge	
6	Referral to anesthesia care unit for stepdown care		Physician's Order sheet	10 mins.	Physician in Charge	