

13. Transport Services

This service provide Ambulance transport service for patients requesting for referral to higher health institution. The service is available at the Emergency Room 24/7.

Office or Division:	Patient Transport Services			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client G2G – Government to Government			
Who may avail:	All Patients in the Hospital			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Ambulance transport request form (1 copy original)		Emergency Room		
2. Charge slip (1 copy original)		Emergency Room		
3. Official Receipt (1 copy original)		Cashier		
4. Trip ticket (1 copy original)		Ambulance Driver		
5. Patient chart (1 copy original)		Emergency Room		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out request form for ambulance transport to other facilities or transfer of hospital.	1. Receive the filled-out form. 1.1 Emergency Room staff will facilitate the transport request and inform Ambulance driver. 1.2 For admitted patients, charge to bill and record. 1.3 For Emergency Room patient not yet admitted, inform SO (significant others) for payment at the cashier.	None	5 Minutes	<i>ER Staff</i> Emergency Room

2. Pay ambulance transport fee at the cashier.	2. Accept payment and issue receipt.	See chart below	10 Minutes	Cashier St.Paul Hospital Cash Unit
3. Give the receipt to the ER staff	3. Assigned staff will will receive and verify Official Receipt and fetch patient from the ward to the ambulance	None	30 Minutes	EmergencyRoom Nurse Emergency Room
	3.1 Assigned staff will inform Ambulance driver and transport patient to the designated facility for transfer of hospital together with the Emergency Room Nurse on duty.	None		
TOTAL		PHP 700.00	1 Hour, 15 Minutes	

Ambulance Conduction Fee

Services	Fees
Within Municipality	PhP 300.00
Outside the Municipality	PhP 700.00
Outside the Province	PhP 1,500.00 plus Food, Stipend of the Driver and Accompanying Nurse and Gasoline