

PHILHEALTH CIRCULAR
No. 25, s-2005

TO : ACCREDITED HOSPITALS, AMBULATORY SURGICAL CLINICS (ASCs), NON-HOSPITAL BASED FACILITIES AND ALL CONCERNED

SUBJECT : Revised and Updated Guidelines on Logbooks

One of the general accreditation requirements and conditions that apply to all Health Care Providers in appropriate cases is their compliance with all information system requirements including but not limited to reporting mechanisms established by the corporation and maintenance of accurate records of all patients, services rendered and health outcomes (*Section 53g of the Implementing Rules and Regulations of the National Health Insurance Act as Amended by 9241*).

IN VIEW THEREOF, all accredited hospitals, ambulatory surgical clinics and non-hospital based facilities providing maternity care are required to maintain the following logbooks as applicable and comply with the succeeding guidelines.

Type of Logbook	Hospital		ASCs	Non-Hospital Based Facilities
	Primary	Secondary & Tertiary		
1. Admission Logbook				
a. Manual	√	n/a	n/a	√
b. Computerized	n/a	√	n/a	n/a
2. Emergency Room Logbook	n/a	√	n/a	n/a
3. Operating Room Logbook	n/a	√	√**	n/a
4. Diagnostic Radiology Logbook	n/a	√	√**	n/a
5. Laboratory Logbook	√*	√	√**	n/a

* with licensed laboratories

** if applicable

I. General Guidelines on Logbooks

- a) The patients’ data shall be recorded by the abovementioned providers in the individual logbooks as follows:
- Admission Logbook - for patients admitted or confined in a health care facility
 - Emergency Room Logbook - for patients who stayed in the emergency room whether or not subsequently admitted as an in-patient
 - Operating Room Logbook - for patients who underwent procedures in the operating room whether or not subsequently admitted as an in-patient
 - Diagnostic Radiology Logbook - for patients who underwent diagnostic radiological procedures in the radiology room whether or not subsequently admitted as an in-patient
 - Laboratory Logbook - for patients who underwent laboratory procedures whether or not subsequently admitted as an in-patient

b) Logbooks should be made available anytime in the place specific for their purpose, to wit:

- Admission Logbook
 - Emergency Room Logbook
 - Operating Room Logbook
 - Diagnostic Radiology Logbook
 - Laboratory Logbook

To be placed at the

 - admitting office
 - emergency room or complex
 - operating room or complex
 - radiology room or complex
 - laboratory room or complex

c) The emergency, operating, diagnostic and laboratory logbooks shall contain the following data fields as prescribed by the Corporation for uniformity.

Type of Logbook	Field Number/ Data	Description
Emergency Room Logbook	1 Case Number	• the unique number assigned by the hospital to each patient regardless of the number of confinements.
	2 Date and Time of Admission	• the date and time of admission to be entered in chronological order
	3 Name of Patient	• the complete first, middle and last names of patients (middle initial is not acceptable)
	4 Date of Birth	• the complete year, month and day of birth
	5 Sex	• the gender of patient
	6 Address	• the complete residential address of the patient
	7 Membership	• “NH” for NHIP beneficiaries whether members or dependents • “NN” for Non-PhilHealth beneficiaries
	8 Procedure Done (if applicable)	• the procedure/s done on the patient
	9 Diagnosis	• the physician’s initial impression upon admission (chief complaint should not be indicated in lieu of diagnosis upon admission)
	10 Attending Physician	• the name of physician who provides care for the patient
Operating Room Logbook	1 Case Number	• the unique number assigned by the hospital to each patient regardless of the number of confinements.
	2 Date and Time of Procedure	• the date and time the procedure is done to be entered in chronological order
	3 Name of Patient	• the complete first, middle and last names of patients (middle initial is not acceptable)
	4 Date of Birth	• the complete year, month and day of birth
	5 Sex	• the gender of patient
	6 Pre-operative Diagnosis	• the diagnosis prior to the performance of the procedure (chief complaint should not be indicated in lieu of diagnosis upon admission)
	7 Post-operative Diagnosis	• the diagnosis after the procedure is done
	8 Procedure Done	• the procedure done on the patient
	9 Surgeon	• the name of physician who performed the procedure. In case of a team of physicians, the team leader’s name should be written.
	10 Anesthesiologist	• the name of physician who administered the anesthesia
Diagnostic Radiology Logbook	1 Case Number	• the unique number assigned by the hospital to each patient regardless of the number of confinements.
	2 Date and Time of Examination	• the date and time the examination is done to be entered in chronological order
	3 Name of Patient	• the complete first, middle and last names of patients

Type of Logbook	Field Number/ Data	Description
		(middle initial is not acceptable)
	4 Date of Birth	• the complete year, month and day of birth
	5. Sex	• the gender of patient
	6. Type of Examination	• the diagnostic radiologic procedure done
Laboratory Logbook	1 Case Number	• the unique number assigned by the hospital to each patient regardless of the number of confinements.
	2 Date and Time of Examination	• the date and time the examination is done to be entered in chronological order
	3 Name of Patient	• the complete first, middle and last names of patients (middle initial is not acceptable)
	4 Date of Birth	• the complete year, month and day of birth
	5 Sex	• the gender of patient
	6 Type of Examination	• the laboratory procedure done

II. Specific Guidelines for Logbook Users

a) For Hospitals Using the Admission Logbook

- Accredited PRIMARY hospitals shall use only *one admission logbook* in book-bound form and with pre-numbered pages to be printed, published and *distributed solely by PhilHealth*.

SECONDARY and TERTIARY hospitals on the other hand, are required to use *computerized logbooks*. The system’s information should –
 - capture all patient admission data in *real time*; and
 - have an *audit trail* showing the name of user, changes made and time done among others.
- The names of all patients whether or not PhilHealth members or dependents should be entered in the manual or computerized admission logbook in *chronological order* within 24 hours from consultation or admission.
- Both the *manual* and *computerized* admission logbooks shall contain the following data fields as prescribed by the Corporation for uniformity:

Type of Logbook	Field Number/ Data	Description
Admission Logbook (Manual and Computerized)	1 Case Number	• the unique number assigned by the hospital to each patient regardless of the number of confinements.
	2 Date and Time of Admission	• the date and time of admission to be entered in chronological order
	3 Name of Patient	• the complete first, middle and last names of patients (middle initial is not allowed)
	4 Date of Birth	• the complete year, month and day of birth
	5 Sex	• the gender of patient
	6 Address	• the complete residential address of the patient

Type of Logbook	Field Number/ Data	Description
	7 Membership	<ul style="list-style-type: none"> • “NH” for NHIP beneficiaries whether members or dependents • “NN” for Non-PhilHealth beneficiaries
	8 Admitting Diagnosis	<ul style="list-style-type: none"> • the physician’s initial impression upon admission (chief complaint should not be indicated in lieu of diagnosis upon admission)
	9 Admitting Physician	<ul style="list-style-type: none"> • the physician who first diagnose the patient upon admission but may not necessarily be the attending physician

- Any claim for PhilHealth patients not entered in the *Manual* or *Computerized* logbooks as the case maybe shall be held in abeyance pending the outcome of an investigation within the period prescribed by the Corporation.
- For statistical purposes, the following *Monthly Summary of Hospital Activities* shall be accomplished after the last entry for the month in the manual admission Logbook to be signed by the Medical Director/Chief of Hospital or his authorized representative.

Summary of Activities for the Month of _____		
A	Number of patients remaining forwarded from the previous month	
B	Number of patients admitted for the month	
C	Number of patients discharged for the month	
	a) NHIP Members/Beneficiaries	
	b) Non-NHIP	
D	Number of patients remaining to be forwarded to the succeeding month (A + B-C)	
	_____ Signature of the Medical Director/Administrator	

Secondary and tertiary hospitals using the computerized admission logbook are likewise required to submit the above mentioned monthly report in both soft (diskette) and hard copies.

b) For Hospitals Using the Emergency, Operating, Diagnostic and Laboratory Logbooks

- The hospital shall provide their own emergency, operating, diagnostic and laboratory logbooks.
- Secondary and tertiary hospitals with several emergency rooms, operating rooms, laboratory rooms are allowed to maintain one logbook per area. However, the hospital shall maintain only one diagnostic radiology logbook.
- Primary hospitals with licensed laboratories and/or with x -ray facilities shall maintain the corresponding logbook for all pertinent procedures done.
- Secondary and tertiary hospitals are allowed to maintain their current method of recording laboratory procedures either in manual or computerized methods.

- The patients who stayed in the emergency room for less than 24 hours but whose conditions are emergency in nature should be recorded in the emergency room logbook for purposes of claims reimbursement with PhilHealth.

c) Inspection of Hospital’s Admission Logbook

- All PhilHealth surveyors are directed to inspect the duly prescribed admission logbooks. For the manual admission logbook, surveyors shall draw a line following the last entry on the day of inspection and affix their signatures, date and time of inspection.

Surveyors may get the admission logbook for review in the PhilHealth Offices provided a temporary replacement admission logbook is provided by the surveyors. However, the logbook after review shall be returned to the hospital in the soonest possible time with the period during which the temporary logbook was used properly noted in the original manual logbook.

In the case of computerized admission logbooks, the hospitals should provide the surveyors with soft (diskette) or hard copies of the document for the particular period of interest.

d) For Ambulatory Surgical Clinics (ASCs) Using the Operating, Diagnostic and Laboratory Logbooks

- The ASCs shall provide their own operating, diagnostic and laboratory logbooks.
- They are allowed to maintain their current method of recording laboratory procedures either in manual or computerized methods.

e) For Non-Hospital Based Facilities Using the Admission Logbook

- The names of all patients whether or not PhilHealth members or dependents should be entered in the *manual admission logbook* in chronological order *within 24 hours* from consultation or admission.

Type of Logbook	Field Number/ Data	Description
Admission Logbook (Manual)	1 Case Number	1. the unique number assigned by the hospital to each patient regardless of the number of confinements.
	2 Name of Patient	2. the complete first, middle and last names of patients (middle initial is not allowed)
	3 Date of Birth	3. the complete year, month and day of birth
	4 Address	4. the complete residential address of the patient
	5 Membership	5. “NH” for NHIP beneficiaries whether members or dependents “NN” for Non-PhilHealth beneficiaries
	6. Admitting Diagnosis	6. the physician’s initial impression upon admission (chief complaint should not be indicated in lieu of diagnosis upon admission)

III. BREACH OF WARRANTIES OF ACCREDITATION

Non-compliance with these guidelines shall be regarded as a violation of *Section 53 (g)* and a breach of the warranties of accreditation (Section 150) of the IRR of the NHI Act as amended. Said offense shall be punishable by a fine of not less than Ten Thousand Pesos (P10,000.00) but not more than Fifty Thousand Pesos (P50,000.00). In addition, its accreditation shall be revoked or suspended from three (3) months to the whole term of accreditation.

IV. TRANSITORY PROVISIONS

These guidelines shall take effect on April 1, 2006. However, prior to the said effectivity, hospitals can still use the current logbooks subject to the rules of PhilHealth Circular No. 7, s-2002. Furthermore, in case the PhilHealth-provided Manual Admission Logbook is not yet available by April 1 next year, the hospitals can still use their current admission logbook subject to the said rules.

With regard to secondary and tertiary hospitals that could not yet comply with the prescribed Computerized Admission Logbook, they can still use their current admission logbook but they should submit a written action plan addressed to the Accreditation Committee on their implementation of the aforesaid.

V. REPEALING CLAUSE

All previous issuances inconsistent with the above guidelines are hereby considered repealed or amended.

LORNA O. FAJARDO

Officer-In-Charge

Office of the President & CEO