

## Nursing Service Documents Receiving Process

The Nursing Office receives documents for signature or approval by the Chief Nurse and returns these documents as soon as possible.

<b>Office or Division:</b>	Nursing Service Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G, G2C			
<b>Who may avail:</b>	Nurse Supervisors, Budget Office, Materials Management Service Office (MMS), Accounting Office, Operating Room (OR) Unit, Post Anesthesia Care Unit (PACU), Out-Patient Department (OPD), Delivery Room (DR) Unit, Hemodialysis Unit (HDU), Nurse General Supervisor, Human Resource Management Office (HRMO)			
<b>CHECKLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE:</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the document for approval/signature	1. Receive and check the submitted document for completeness and accuracy.	None	5 Minutes	<i>Nursing Office Secretary</i>
2. Wait for signature/ approval of document.	2. Endorse to Chief Nurse for review.	None	1 day	<i>Nursing Office Secretary</i>
	2.1 Sign document.	None	5 Minutes	<i>Chief Nurse Nursing Office Secretary Chief Nurse</i>
3. Receive the call, text or read the messenger post and retrieve the document or receive the document directly.	3. Inform the requesting/endorsing party for pick-up of accomplished document through phone call, text or messenger or directly forward the documents to next signatory.	None	20 Minutes	<i>Nursing Office Secretary</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 day and 30 Minutes</b>	