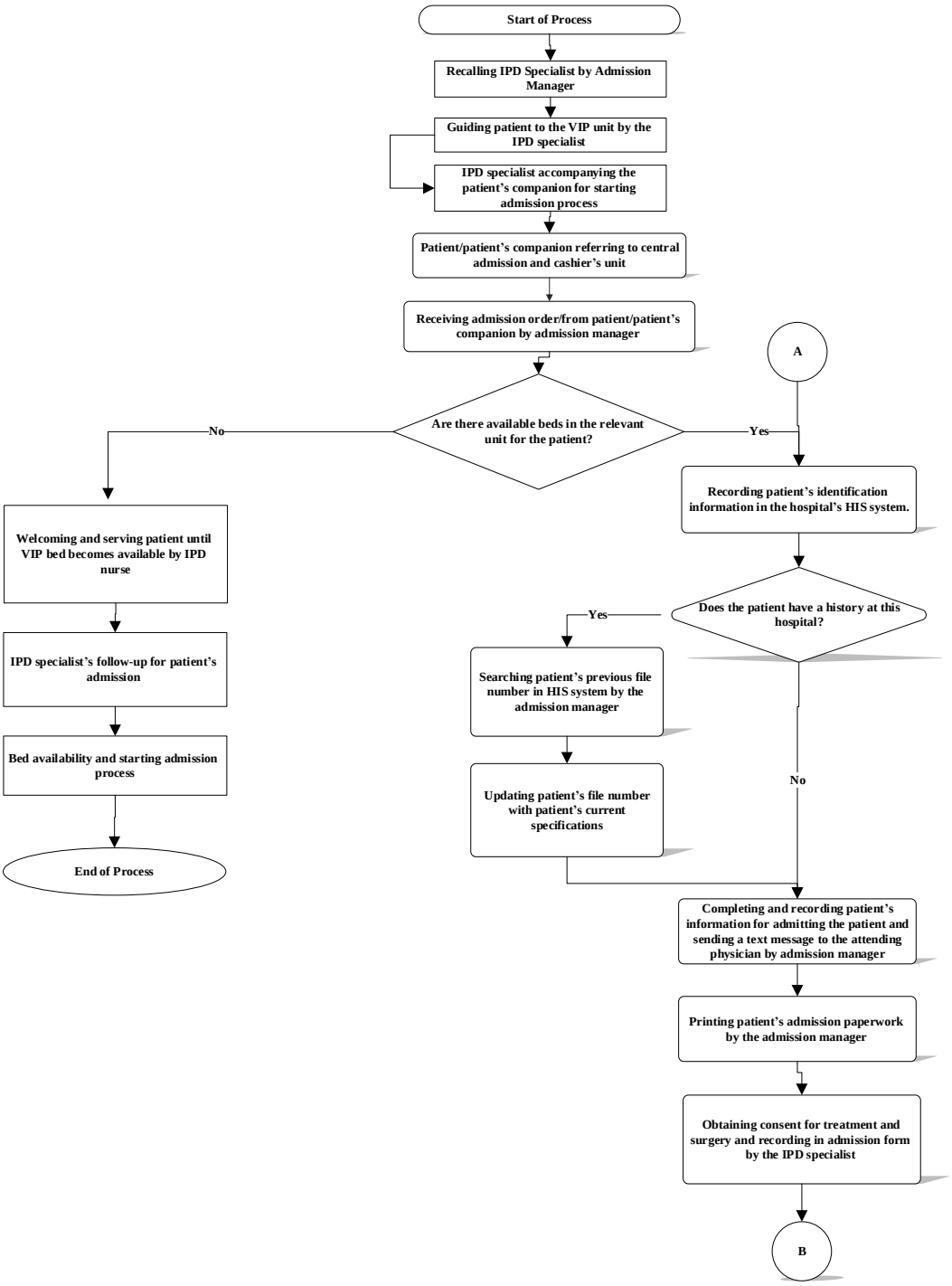
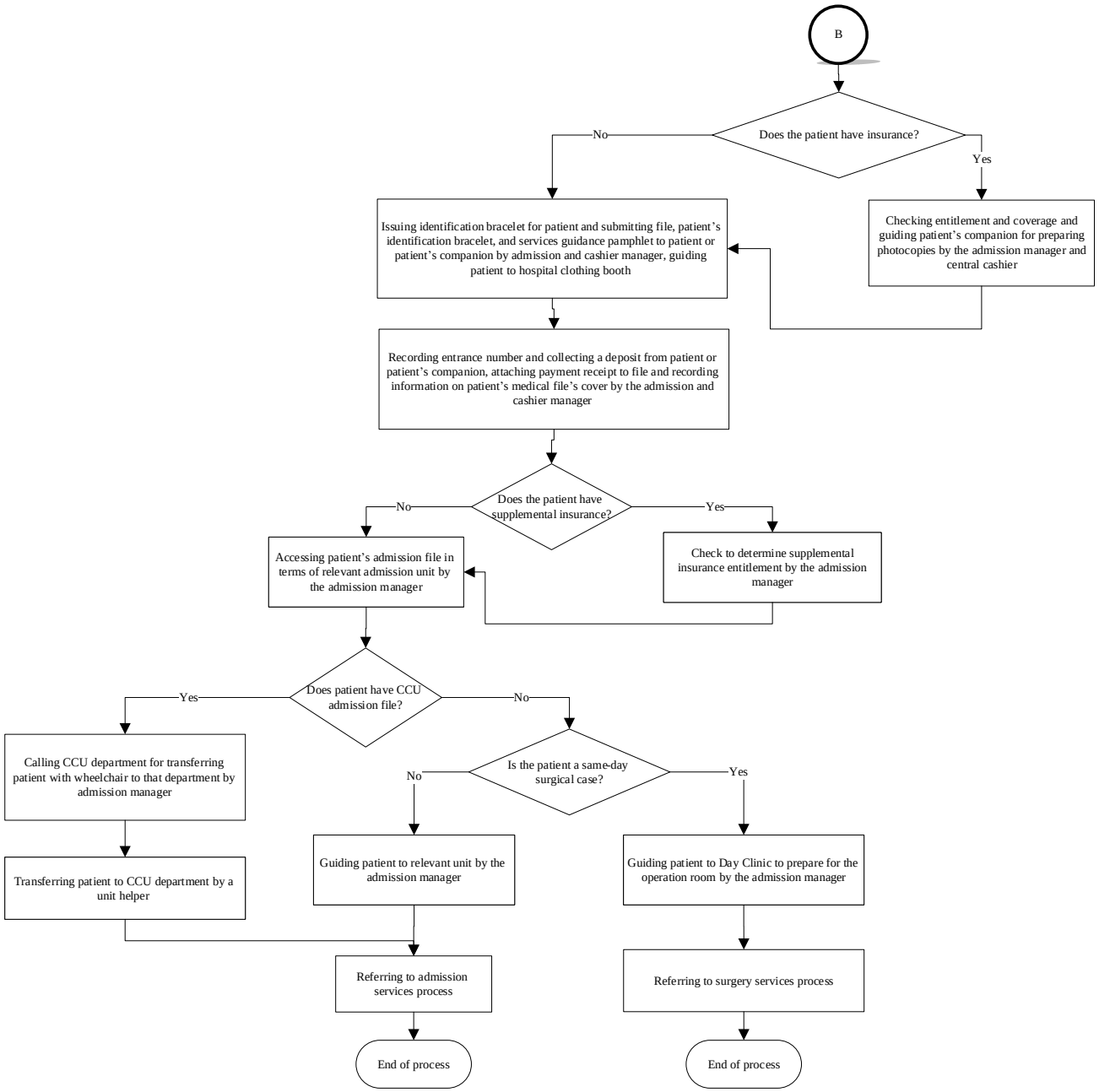


- In case the patient holds a maternity ward admission order, refer to the delivery facilities process.


B
Does the patient have insurance?
No
Yes
Issuing identification bracelet for patient and submitting file, patient's identification bracelet, and services guidance pamphlet to patient or patient's companion by admission and cashier manager, guiding patient to hospital clothing booth
Checking entitlement and coverage and guiding patient's companion for preparing photocopies by the admission manager and central cashier
Recording entrance number and collecting a deposit from patient or patient's companion, attaching payment receipt to file and recording information on patient's medical file's cover by the admission and cashier manager
Does the patient have supplemental insurance?
No
Yes
Accessing patient's admission file in terms of relevant admission unit by the admission manager
Check to determine supplemental insurance entitlement by the admission manager
Does patient have CCU admission file?
Yes
No
Calling CCU department for transferring patient with wheelchair to that department by admission manager
Transferring patient to CCU department by a unit helper
Is the patient a same-day surgical case?
No
Yes
Guiding patient to relevant unit by the admission manager
Guiding patient to Day Clinic to prepare for the operation room by the admission manager
Referring to admission services process
Referring to surgery services process
End of process
End of process