

***INTERNATIONAL PATIENT DISCHARGE PROCESS IN KARMANIA HOSPITAL***

Notifying the patient’s discharge order to the IPD expert by the nurse

Presenting the necessary training to the patient during discharge by the nurse

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Registering consumables used for the patient in HIS by the unit secretary

Performing quantitative and qualitative audit of the patient’s file and completing the sheets audit checklist form by the unit secretary

Delivering the file to documentarians to be completed by the unit secretary

Sending the file to the reception for checking patient’s insurance documents, type of room and filling out the relevant form by the

Delivering the file to the discharge unit by the reception staff

Controlling patient charges on file and ensuring adaption with HIS information by the discharge staff

Settlement of the patient’s account and issuance of invoice by the discharge staff

Delivering the receipt and receiving costs for approving the bill and issuing the patient’s exit sheet by the cashier

Preparing a copy of the file summary in Latin by the IPD doctor and delivering it to the patient

Viewing the patient’s exit sheet by the nurse

Leaving unit and hospital by the patient and companion with the IPD expert, supervisor and unit in charge escorting