



If need to pre-payment by the patient

1. Receive documents and passports by the admission receptionist to complete identification information
2. Informing to the IPD expert
3. IPD expert referring to the patient admission along with a copy of the admission order and getting copies of passports of foreigner patients
4. Obtaining demographic data based on the original passport
5. IPD expert referral to the discharge unit for determining the amount of deposit
6. Determination of the amount of patient required payment by the in charge of patient discharge to deposit
7. The patient and IPD expert referrals to the fund to pay to deposit determined by the discharge unit
8. Deposit receipt seen by the receptionist and continue the process of admission
9. Clinical data recording and complete the process of acceptance by the receptionist
10. Printing of admission document
11. Medical records Completion by the receptionist
12. Obtaining consent from the patient or their legal guardian by the receptionist
13. The form of foreigners completing in the three-leaf for submitting to (statistics, security, international unit (IPD))
14. Patient referral to the relevant department by the IPD expert

If no need to pay a deposit

1. Receive documents and passports by the admission receptionist to complete identification information
2. Informing to the IPD expert
3. IPD expert referral to the admission unit, along with a copy of the admission order and getting a copy of the passport in case of the foreigners
4. Obtaining demographic data based on the original passport
5. Clinical data recording and complete the process off acceptance by the receptionist
6. Printing of admission document
7. Completing the patient admission process by the receptionist
8. Obtaining consent from the patient or his/her legal parents by the receptionist
9. Completing the foreigners form in the three-leaf for submitting to (statistics, security ,international unit (IPD))
10. Patient referral to the relevant department by the IPD expert