

Release seal	Taichung Armed Forces General Hospital Standard Operating Procedure	No.	Medical Affairs - 001
		Release date	2022.12
	Standard Operating Procedure for Inpatient Admission 辦理住院作業程序	Version	
		No.	V2

I. Purpose

1. To enhance patient safety, comfort, and the quality of medical care.
2. To provide a convenient hospital admission process to ensure smooth operations for hospital staff.

II. Basis:

Hospitalization notice issued by a hospital doctor.

III. Scope:

1. Applicable population:

Patients (including hospital staff) who visit the hospital for treatment and are going through admission procedure.

2. Operating hours:

(1) Monday to Friday: 8:00 AM to 5:30 PM.

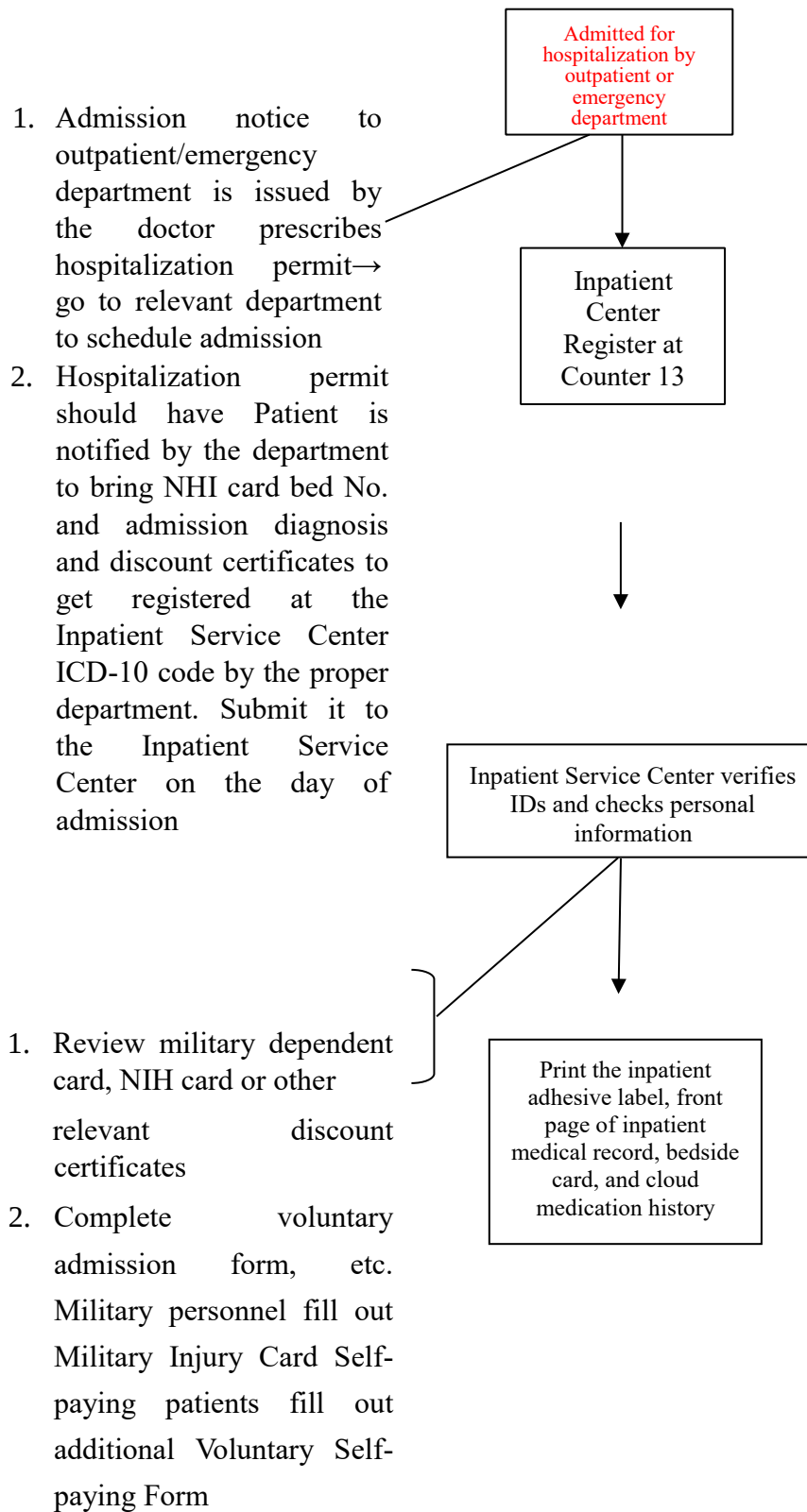
(2) For hospitalization outside of the operating hours of the inpatient center, please go to the emergency registration counter for assistance.

IV. Operating procedure:

1. Prior to the scheduled admission date, the proper department of the hospital will notify the patient by phone to inform the time to come to the hospital to complete the admission process.
2. To go through the inpatient admission procedure, please bring your ID card (military and veteran dependents must also bring the dependent certification), National Health Insurance (NHI) IC card, and other related documents (e.g., major illness card) to the Inpatient Service Center for the procedure.
3. Patients should go to the Inpatient Service Center (during working hours) or the emergency registration counter (for off-hours and emergency patients in the Inpatient Service Center) at the scheduled date and time to complete the inpatient admission procedure (including filling out the voluntary admission form and other relevant forms). Military personnel must also fill out the Military Injury Card during the admission process, and self-paying patients must also sign the "Selfpaying Patient Voluntary Admission Form" before proceeding with admission.
4. Print the inpatient medical record cover page, admission label, bedside card, and admission consent form, and take them to the nursing station.
5. The patient gets registered at the ward, where a member of the nursing staff will explain the ward environment and precautions during the hospitalization period.
6. Subsequent hospitalization-related data and reports are prepared.

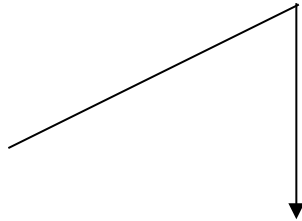
VI. Procedure flowchart

Inpatient Management System Admission Procedure





Complete inpatient
admission procedure



1. Daily bed occupancy statistical report and related reports
2. Daily inpatient list for military personnel
3. Matters related to the occupational injury hospitalization application

Get registered at
the Nursing Station

