

Sir H. N.



RESPECT FOR LIFE

Raja Rammohan Roy Road,
Prarthana Samaj, Girgaon,
Mumbai - 400004
Call Centre: 1800 890 1111
Website: www.rfhospital.org

ADMISSION CHECKLIST

Hub / EMS / Daycare

Patient Name:		Bed No.
Token No.		Admission Start Time:
Time:		Admission End Time:
Sr. No.	Steps	Details checked (/ / X)
1	Planned Admission in SAP	
2	Doctor Admission Note	
3	Registration form & Print out (In case of new registration)	
4	Admission form completion	
5	Case type (Med/Surg)	
6	Estimate Amount	
7	Payment Received Amount	
8	Credit note / AL / CMRF / PMRF (Originals)	
9	Payer Link Application	
10	COVID 19 RT-PCR Report	
11	HRCT Chest	
12	Photo id proof (Govt- PAN, Aadhar etc.)	
13	Surgical clearance	
14	Pass details	Attendant Name
		Attendant Pass
		Visitor Name
		Visitor Pass
15	RFID Band Activation & Tie	
16	Admission Message	
Remarks:		
Staff Name		Supervisor Name

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