



External

34. SERVICENAME: DEMOGRAPHIC ENCODING

Description of the Service: In accordance to the standard operating procedures of discharging patient, the hospital administrative office records all out going patients for census and serves as a record.

Office or Division:	Administrative Department			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Patients for discharge			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Statement of Account • Clearance Certificate • Proof of Payment 		<ul style="list-style-type: none"> • Billing Section 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Record all discharged Patients	Record Patient demographic profile and its diagnosis	None	1 – 5 mins	Administrative Staff
TOTAL		None	1 – 5 mins	