



RAMA
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FACULTY OF NURSING

Chapter-01

IN PATIENT DEPARTM



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What is IPD?

- The Indoor patient department commences when the patient is being registered and allotted a bed in the ward.
- It deals with complete treatment and services provided to the patient during his stay in the hospital.
- During his stay in the hospital, every patient is provided various services in terms of consultant's visits, investigations, procedures, medicines & consumables, room service, diet, etc.

Initial Process for IPD

Step 1:- When they get confirmation that a patient has arrived with an emergency to their hospital campus, the first thing they do is give a call to ward boys and patient attendants to shift the patient from ambulance to stretcher.

▶ **Step 2:-** Give a call to principal medical officer.

▶ **Step 3:-** After the principal medical officer examines the patient, they ask

▶ him as to where they have to shift a patient.

▶ **Step 4:-** Generally they shift the patient to the recovery ward or ICU and after patient becomes stable, only then they shift the patient to the relevant ward.

▶ **Step 5:-** After counseling with the PMO/RMO/SMO and permission of the same they do registration of patient in IPD register and in their software too.

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Step 6:- Making a file and fill the details of patient.

Name of Patient

Age & Sex

Residence address

Care taker of patient

Mobile No

Chief Complaint, etc.

Step 7:- Fill the patient's consent form and after telling them the purpose and meaning of the form, get it signed by the patient's relatives.

Step 8:- Send the file of patient to the corresponding ward where the Medical Officer has asked the patient to be shifted.

Step 9:- Confirmation that the file of patient is received by RMO of the corresponding ward.

Key Aspects

- Patient Admission
- Bed Allocation and Transfer
- Consultants visit entry
- Recording Patient's clinical data
- Requisition of investigations required
- Requisition to Store & Pharmacy stores for Medicines and Consumables
- OT/ICU Billing and Management

Upstream and Downstream Dept.

- Upstream – Reception and Administration
- Downstream – OT/ICU, Pharmacy, Laboratory, Blood Bank, Billing/Accounting, etc.

Data Types

- There are basically 3 Data types in terms of an ERP
 1. Operational
 2. Transactional
 3. Master

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- Reception – Transactional
- Administrative – Master
- OT/ICU – Organizational
- Laboratory - Organizational
- Pharmacy – Organizational
- Blood Bank – Organizational
- Billing/Accounting - Transactional

THANK

YOU