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Admission of non-emergency patients with hospitalization orders Guide the patient to the elective admission unit Checking the patient's Patient admission and identity documents and NO YES guidance to refer to the Does the patient have obtaining inquiries from discharge unit regarding supplementary insurance? the insurance systems by payment on account the discharge unit Registration of patient details Does the patient have a history in HIS system and obtaining NO of previous hospitalization in HID code and allocating bed this center? from the desired department YES Search for the previous file Print identification bracelet and Forming a file - print the readjust the specifications original documents number YES Delivery of the patient's file and Coordination for the visit of an guidance to refer to the desired anesthesiologist department Notification to the doctor through **YES** the HIS system Does the patient have surgery? Accepting the patient in the Hospitalization in the department and performing ward until transfer to NO preliminary procedures (sending the operating room tests, ECG,...) Inform the attending physician Does the patient have surgery? Introducing the patient to the office for the next appointment and Hospitalization in