APPLIED COLLEGE

FINAL TRAINING REPORT Submitted for the partial fulfilment of the requirements for the degree

of Diploma of Management

By

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Program : Office management
Under the supervision of
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Training Authority	Al Madhya Hospital
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K.S.A

i.   **Executive summary:**

sorting station:
Entering and sorting patient data
receiving station:
Entering the patient's personal data into the first system (Mawid):
It is an integrated program from the time patients enter the clinic, whether they have . set or not
We enter patient data, some data may need to update the profile.
My Health App: It can be used to attend appointments remotely
Book a comprehensive analysis appointment by opening the permanent files application
using the account of one of the employees, then writing the patient's file number, choosing the comprehensive analysis clinic, choosing the day and the hour after that, printing the appointment and delivering it to the patient

The tasks they gave me?
1 .Appointment booking
2 .Case Transfer
2/What tasks have you accomplished?
1 .Appointment booking
Enter the patient's data in the health program or an appointment and choose the date and time for the patient
2 .Case Transfer
If it is necessary to transfer the patient to another hospital, we work to transfer him through the hospital system
3/What skills have you acquired?
A sense of responsibility and commitment to tasks, for example, not complaining and being organized at work
Social, ease of working with others Being able to work side by side with colleagues to help achieve goals
Founder
4 ;The negatives that I encountered?
long time Stress Boredom
5 ;the positives that I encountered?
Gain more skills
Able to work under pressure

The tasks they gave me?
1 .To record patient data.
2 .Transfer message on the system
Complete the tasks that you have performed?
Register the patient's data by entering the patient's data, which is his name, the mall number, then the identity, then the date of birth, then the address, then the code he gets other than the text message, then the patient's data appears.
Sending a transfer to the hospital system?
Through the following steps, enter the service system, then enter the user name and password for the employee's account to complete the transfer list at the top of the screen from the left side, choose "old referral" and communicate with the personal patient. and contact information. All documents must be taken before the medical report and a copy of the ID. The case will be added to the system after adding the case. Responsible medical department rates will be emailed to start with Princes.
•
1.2 .
The required skills will be fulfilled
 .Commitment to tasks. Punctuality
The positivity that I encountered.
The level of general hygiene is excellent. An integrated medical staff.
Recommendations
 :Do not abuse patients.
Organising a schedule for morning sickness.

For the tasks assigned to me

1 .working on my recipe

2 .Coordination of daily clinic appointments a.

The tasks you accomplished

Action program is my recipe!

And that through the official page of the username and password, the interface of the presidential program is smashed, then you write a prescription freely, then you connect Mardam data, this is the identity fee of Malaga, the residence, the most important connection is the drug bar, then the progress is always applied, the sending rule.

Coordination of daily clinic appointments?

This is done by coordinating between the appointments of the internal clinic and the electronic clinic, then coordinating the schedule of appointments available to the doctor, then reviewing the tools needed for each appointment, then reminding the appointments and writing instructions

What skills have you acquired?

Adapting to various changes

Ease of obtaining information

The negatives that I encountered?

Shows some reviews of abuse

Delayed morning attendance of patients

Which positivity brought me?

Create a multi-focused and intellectual interest Ruling on health centres and providing medicines recommendations?

Movement and organisation in working hours Prepare the place to be suitable for patients
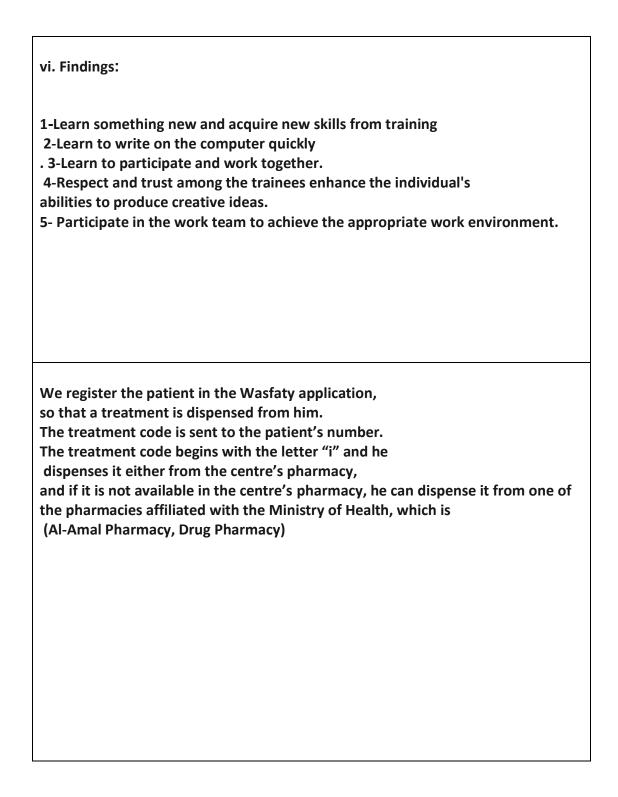
ii. Training Plan:
When patients arrive at the healthcare centre, ask them to present 'Tawaklena'
The program is according to the instructions of the Ministry of Health
Patients pass through two stations (triage station - reception) sorting station#
1- The patient must be supplemented with COVID-19 - vaccinations
2- Then we update the patient's personal data, which contains the full name of the patient -National Identification Number
-date of Birth
3-Printing the patient's admission number to the clinic
4- Collect patient files and put them in a special file for reference when needed

Confirmation station from (Tawakkalna)
1- reception -Patient name
-National Identity
-File No
-2Reserving an appointment for the patient according to the doctor's instructions/ registration in the system Ministry of Health system (Mawid) (my recipe)#
-Enter the patient's data and focus on the file number - phone number - the name of the patient Some of them may need to update the profiles we do and then send them to our team of doctors.

ii.   Objectives of Training:

-Developing self-control and discipline skills. -Develop the spirit of collaborative and team work -Increase my understanding, training and my education level -Develop computer skills and writing quickly.
-Good manners, discipline and hard work during the training period.
- Raise the morale, diligence and complete the work to the fullest. -Team training as a group help to save time and effort

v. Methodology:

Taking the patient's data and then entering it into the system and verifying it, then booking an appointment according to the clinic, and then archiving the patient's file so that it can be returned to it when necessary.

vi. Findings:

1-Learn something new and acquire new skills from training
 2-Learn to write on the computer quickly
. 3-Learn to participate and work together.
 4-Respect and trust among the trainees enhance the individual's
abilities to produce creative ideas.
5- Participate in the work team to achieve the appropriate work environment.

We register the patient in the Wasfaty application,
so that a treatment is dispensed from him.
The treatment code is sent to the patient's number.
The treatment code begins with the letter "i" and he
 dispenses it either from the centre's pharmacy,
and if it is not available in the centre's pharmacy, he can dispense it from one of
the pharmacies affiliated with the Ministry of Health, which is
 (Al-Amal Pharmacy, Drug Pharmacy)

vii. Recommendation:

1-Beingatthetrainingsiteattheappropriatetime, wearingthetrainingclothesofthe centre
2 -Commitmenttoworkrulesandregulations.
3 -Thestudentmusthavegoodmorals, disciplineandhardworkduringhistrainingperiod
4 -Thestudentisobligatedtomaintaintheconfidentialityofthe Information thatches
been briefed on by the government entity.
5- The student is not entitled to leave the workplace (during
his working hours) until after the training supervisor leaves. 6- In the event the student
is absent, he must provide an official excuse
7- Attending in formal attire and refraining from wearing accessories or applying make-
up

Entering and sorting patient's data
and then print the barcode for examination Hens Plus station:
Entering personal files data in daily statistics System One (HS):
It is an integrated program from the time the patients enter the clinic, whether they
have an .appointment or not We enter patient data, some data may need to update
the profile.

viii. Conclusion:

This report has been submitted to Dr. ANJEM
I would like to thank the Al Madhya Hospital
Canter for their cooperation,
where I spent my internship. I used one program for data entry and book
assignments.
Competency-based training plays a big role in developing the skills of the trainees. I
hope I have clarified the most important training points. I have realized and learned
the benefits of co-op training