

SAKRA WORLD HOSPITAL, BANGALORE

STANDARD OPERATING PROCEDURE

Name of the document:

Department: IP Billing
Date of Creation: 01/04/2014

Document Code: SWH_IPB_02_V5
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SL. NO	VERSION NO	DATE OF REVIEW	DESCRIPTION OF CHANGE	REVIEWED & APPROVED BY
1	V1	01-04-2014	As per current departmental workflow	
2	V2	01-04-2017	As per current departmental workflow	
3	V3	01-04-2020	As per current departmental workflow	
4	V4	01-04-2023	As per current departmental workflow	
5	V5	01-01-2025	Organogram revised	

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6.0. Interface with other department:

PCS, Finance.

7.0. Monitor and analysis:

N/A

8.0. Annexure:

N/A

ELECTIVE SURGERY CLEARANCE FOR CASH AND TPA

1.0. Purpose:

To provide information to OT and concerned area about the payment status against the surgery for which patient is posted. Financial clearance is must for all the planned and elective surgery posted.

2.0. Abbreviation:

- 2.1. Asst - Assistant
- 2.2. OP - Outpatient
- 2.3. IP - Inpatient
- 2.4. HOD - Head of the Department
- 2.5. DGM - Deputy General Manager
- 2.6. UHID NO - Unique Hospital Identification Number

3.0. Application Area:

For patients who are posted for surgery or procedure.

4.0. Responsibility:

- 4.1. Billing Manager, Billing Executive, Floor Manager.

5.0. Contents/Explanation of Process.