



MONITORING OF INPATIENT WAITING TIME (DOWNTIME FORM)

Waiting Time from Admission to Bed

Time of Admission

22:03

Time to Bed

Reason for Delay to Bed

- ☐ Patient went for lunch
- ☐ UTKKKM
- ☐ Waiting for CSA to send patient
- ☐ Waiting for patient to discharge
- ☐ Waiting for insurance clearance
- ☐ Bed is not ready
- ☐ Patient went home
- ☐ Others (Enter Reason Below*)

Other Reason for Delay to Bed*

Time Taken from Discharge Order to Leave Ward

Time of Discharge Order by Doctor

Time Discharge Preparation is Ready by Doctor

Time Prescription Slip sent to Pharmacy

Time Financial Folder sent to PFS

Time Allowed to Leave Ward

Reason for Delay to Leave Ward

- ☐ Billing
- ☐ UTKKKM
- ☐ Insurance
- ☐ Delay Sending Prescription Slip to Pharmacy
- ☐ Delay in Supplying Medication by Pharmacy
- ☐ Incomplete Prescription Slip
- ☐ Diet Talk
- ☐ Others (Enter Reason Below#)

Other Reason for Delay to Leave Ward#

Actual Time Leaving Ward

Reason for Delay Leaving Ward

- ☐ Waiting for Family Members
- ☐ Waiting for Transport

Name : _____

Signature: _____

Date & Time: _____