# Psychiatric Procedure

**1. Admission Process**

* Performed By: Primary Health Care Nurse
* Activity:
  + Examine the patient by conducting initial health assessment within 24 hours of admission.
  + Screen the patient for general medical conditions
  + Refer the patient to physicians for urgent or complex cases.
  + Update the patient medical files.

**2. Health Screening**

* Performed By: Primary Health Care Nurse
* Activity:
  + Administer standardized screening tools (e.g., AUDIT for alcohol use).
  + Update the patient medical files.

**3. Psychiatric Evaluation**

* Performed By: Psychologist
* Activity:
  + Conduct psychiatric evaluations for patients
  + Diagnose mental disorders using recognized criteria (ICPC-2 for symptoms, supported by clinical judgment).
  + Recommendations for treatment plans and follow-ups.
  + Update the patient medical files.

**4. Medical Treatment**

* Performed By: Physician
* Activity:
  + Treat physical health conditions
  + Manage substance withdrawal symptoms.
  + Provide psychotropic medications when indicated.
  + Update the patient medical files.

**5. Ongoing Monitoring**

* Performed By: Physician
* Activity:
  + Conduct regular health check.
  + Monitor medication adherence of the patient
  + Monitor therapy effectiveness.
  + Re-assess health risks of the patient (e.g., suicidal ideation).
  + Update the patient medical files.

**6. Discharge or Transfer**

* Performed By: Administrative Staff
* Activity:
  + Provide health reports to the patient
  + Provide discharge plan to the patient
  + Provide transfer plan to the patient
  + Discharge the patient
  + Transfer to other institutions the patient
  + Update the patient medical files.

# Inpatient Procedure

* + 1. **Prediction and Data Utilization**
* Performed By: ED staff.
* Activity:
  + Estimate likely admissions from ED patient.
  + Predict patient’ disposition (ICU, general unit, etc.) and remaining ED length of stay.
  + Update the patient medical files.
    1. **Early Task Initiation**
* Performed By: bed manager
* Activity:
  + Generate proactive bed request signals for likely admissions based on prediction data.
  + Initiate bed allocation tasks (cleaning and preparing beds) for projected patient admissions.
  + Update the patient medical files.

**3. Patient Transfer to Inpatient Units**

* Performed By: Inpatient Unit Team
* Activity:
  + Transfer patient promptly once their ED treatment concludes and assigned beds are ready.
  + Update the patient medical files.