

EX 8

Describe major services (functionality) provided by a hospital's reception.

Summary: Hospital Management System is a large system including several subsystems or modules providing variety of functions. Hospital Reception subsystem or module supports some of the many job duties of hospital receptionist. Receptionist schedules patient's appointments and admission to the hospital, collects information from patient upon patient's arrival and/or by phone.

For the patient that will stay in the hospital ("inpatient") she or he should have a bed allotted in a ward. Receptionists might also receive patient's payments, record them in a database and provide receipts, file insurance claims and medical reports.

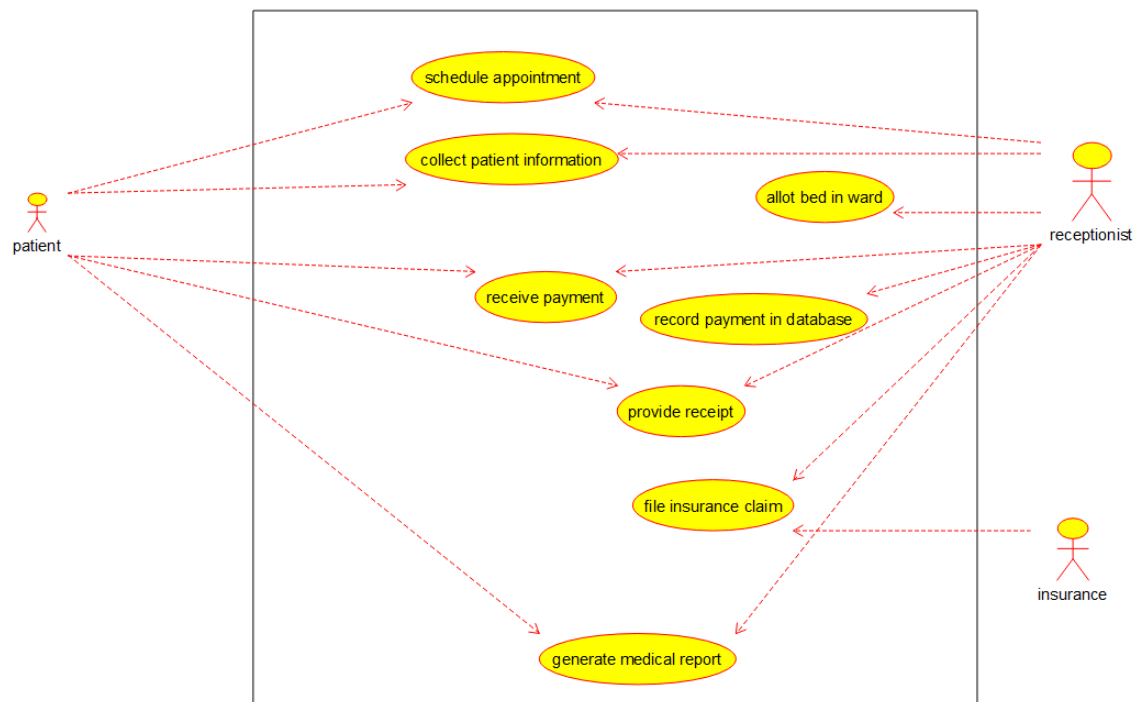
Aim:

Describe the major services (functionality) provided by a hospital's reception in the Hospital Management System.

Procedure:

1. **Schedule Appointments:** The receptionist schedules appointments for patients, both in-person and over the phone.
2. **Admission Process:** Receptionists handle the admission process for patients, ensuring necessary documentation and information is collected.
3. **Bed Allotment:** For inpatients, receptionists ensure that a bed is assigned in the appropriate ward.
4. **Payment Collection:** Receptionists receive payments from patients for hospital services, record them in the database, and provide receipts.
5. **Insurance Claims:** Receptionists file insurance claims for patients and handle related paperwork.
6. **Medical Report Filing:** Receptionists manage and store medical reports for easy access and reference.

Output: Use case diagram

**Result:**

The hospital reception module plays a vital role in managing patient appointments, admissions, bed allotments, payment processing, and handling insurance claims and medical reports. This subsystem ensures smooth functioning of the hospital's administrative tasks, providing essential support to medical staff and patients.