Task-1

1. In this hospital there are three types of department. Those are 1) Reception 2) Record keeping and 3) Administration.
2. **Reception:** In a hospitala receptionist help and hospitals patient. He also answer phones, send and receive mail and make sure hospital is running properly. He is also responsible for giving information the patients. His work is well defined. He admit patient and keep record. His work is repeatable. Every day he works same type of work. And face same type of problem. And he also solve those problem every day. He has no ability to take any other decision without his higher authority. For those reasons the reception department is structured decision department.
3. **Record keeping:** He keep record patient condition. He usually take record in paper. And this paper usually stored bottom of patient bed. They take new patient data and write down on paper. Every day they take and save admitted patient condition data. If there are admit previous patient then they search old record. They save those data patient folder daily. And finally after patient relize from hospital they save all data. Their work is specified. They only collect data and save. They have no ability to take any decision. So, this department is structured decision department.
4. **Administration:** In this hospital administration take all new decision. They make linkup with two other department reception and record keeping. They monitor both department and can take any new decision. They also can update or changes in two other department. Those work can only semi structured decision department. They are not unstructured department because they cannot take high level decision.
5. I think Management Information System will be best suited for use in City Hospital. It has some reason. Those reasons are given below:
6. **Helps to achieve a higher level of efficiency:** Administration have the information needed to identify a hospital's strengths and weaknesses. He can recover his weak point in this hospital.
7. **Improves the quality of decisions:** Better availability of information reduces uncertainty and lets administration make more rational decisions based on reliable data.
8. **Better communication:** When this hospital use Management Information System it makes help to better communication with administration to record keeping department and patient. So administration can easily find out his hospital week point.
9. **Improve service:** Other departments no need to spend time to collect data. So they can get more time to improve their treatment.
10. **Strengthens a company's competitive**: By reducing and eliminating weakness this hospital will be more reliable to patient.

**TASK-2**

1. After implementation the new system **Administration** department will be work more efficiently. This department will be work more smoothly. This department make linkup with two other department. Now they have enough information. So they can be solve their weakness and improve their strength. By using the collection of information they can any decision quickly. This system helps to make better communication with hospital staffs. And staffs can make better relationship with patient. By using this system staffs can save their time. And they can improve their service. This system also help them to reduce their weak point. When administration department will be use this system, the hospital performance will be grow more and more.

Receptionist

false

true

Collect data

Required data is not full fill

Check data

Check for previous record

true

false

Get all data

Not get all data

Right

Wrong

Ask for data

Not get all data

Get all data

Admission

New patient

Old patient

Update database

Create and update database

Administration department

View patient record and take decision

TASK-3

**Assessment:** In this assignment I saw a City Hospital, which system was very bag dated. They recorded all data on paper. For this reason there could be chances to loss data.

In task-1 (a): I find out that hospitals departments. I found three departments. In those department two was structured and one was semi structured. In two department they was not able to take any decision. And only one administration can take any decision and this department link up with other two department.

In task-1(b): I thought Management Information System is most suitable for City Hospital. By using this system hospital can be more benefited. This system will be help them to achieve high level efficiency. They can take proper decision quickly and make communication with other department. They can also improve their service.

In task-2(a): I thought administration department will be work more efficiently by this new system. Their work will be more fast and smooth. This system will be help that hospital to improve their performance.