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<b>ADMINISTRATIVE DIVISION APPROVAL MATRIX</b>		Section / Department <b>INFORMATION TECHNOLOGY</b>
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<b>Policy Title:</b> <b>POLICY ON IHOMIS</b>		
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### Purpose

1. Systemically record and collect, process, store, present, and share information on various service delivery and management functions.
2. Help Improve, facilitate, and make cost-effective hospital transactions.

### Coverage:

### Responsibilities:

1. It shall be the responsibility of the IT head to ensure complete and accurate information system to meet the demands of the hospital operation.

### Procedure:

1. All IHOMIS shall be programmed and installed in all hospital computers by the IT Specialists for use that will cover the different modules of the IHOMIS.
2. The IT section shall do proper orientation to all the personnel involved in the system for accuracy.
3. The IT section shall assign a password and a username for each employee who uses the system. Each employee must secure their codes for security purposes and can only be use by the owner for accountability.
4. The personnel in charge of the execution of the process shall inform the IT section immediately if any problems are encountered.
5. The IT section shall address all concern for continuous process and provide fast solution to prevent any backlogs.
6. The WARDS OR and DR shall encode all DATA needed in the IHOMIS that will be transmitted to the different ancillary services.
7. A sound or alert signal shall be activated in specific area of the ancillary services. No transaction will be made unless it is encoded by the requesting area. The use of request on paper in the mentioned area is no longer required.
8. The ancillary service shall do the requested procedure and charge the procedure through the system to be transmitted at the billing section.