**8th Dec 2022**

**DAILY OCCURRENCE REPORT**

Patients’ general statistics have ere as follows.

Total number of patients -50

UPI – 2

CASH – 3

The routine cleaning by support staff was done well apart from as every day no toilet papers in the toilets.

Patients flow was good, there was no complain of any untimely service or under quality service. Discharges were timely and as they were explained to the patients thus no complain.

There were zero emergency cases.

As for my day, I assisted patients get to the respective offices and ensure a smooth flow at any one time. I also explained our protocols to patients ensuring mutual understanding between us and our clients. I also liaised between departments and staffs. Visits hours were regulated and thus no inconveniences.