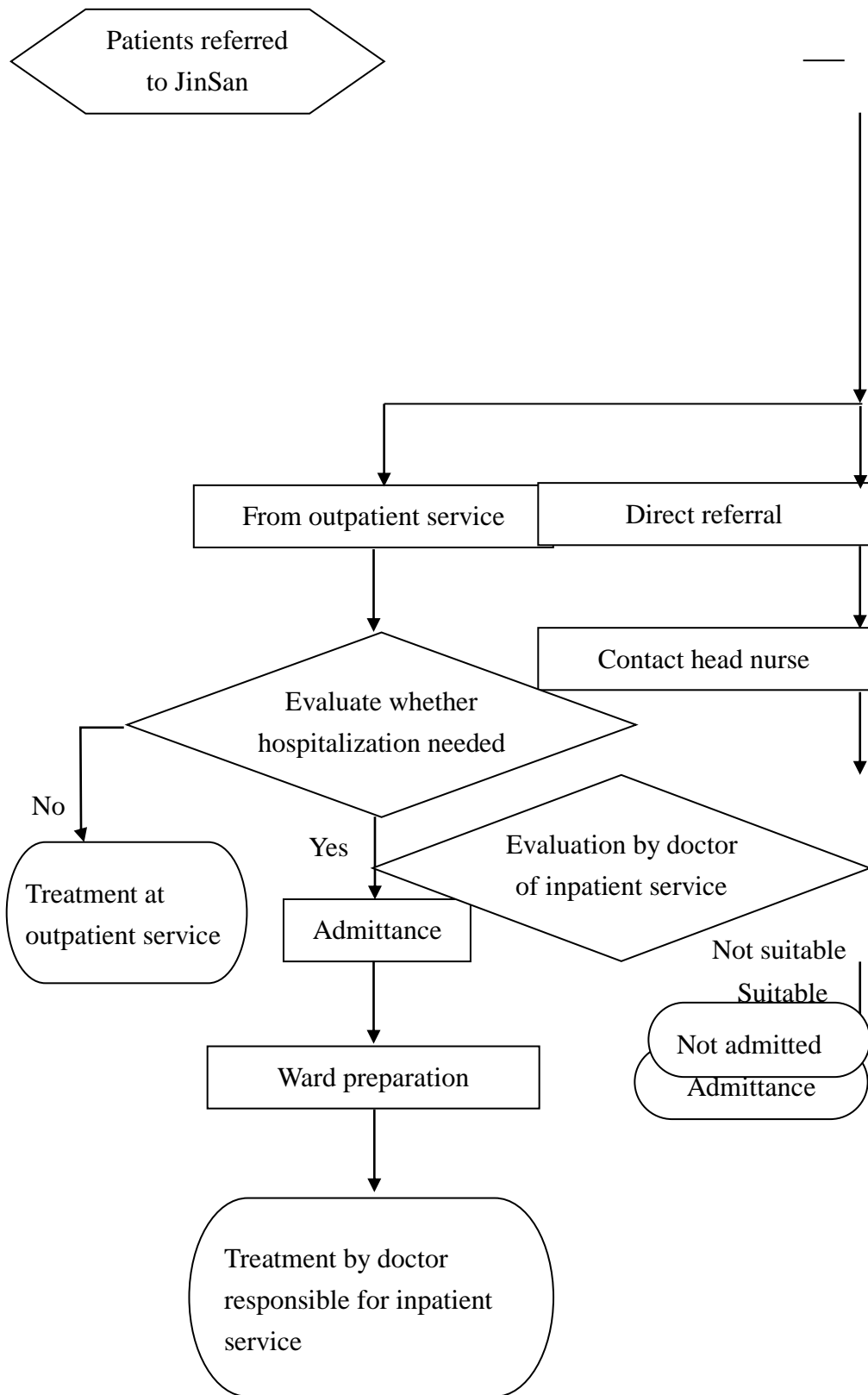


Process for Referred Patients

- Sources of Referral :
1. Referred by external doctors for hospitalization and continuous treatments
 2. Referred by referral preparation rooms of other hospitals
 3. Referred by our outpatient service
 4. Referred by other care institutions



轉診說明

※ 為正確掌握轉診病患病情，轉診病患須經由本院門診或住診醫師診斷後，依其病情需要收治入院。

In order to ensure that the patients receive appropriate and sufficient cares, referral patients are required to be evaluated by our outpatient or inpatient service doctors before being admitted for hospitalization.

- 一、門診：他院轉介病患至門診掛號後，護理人員引導病患至診療室就診，由診治醫師負責將該病患的初步診斷及所安排的檢查項目，填寫「回覆單」。
Outpatient: after the referred patients have been registered, they are to be guided to the diagnosis room by the nursing staffs, The doctors will be responsible for performing the initial diagnosis and pre-arranged checkups and providing corresponding feedbacks through the feedback form.
- 二、住院 Direct referral：
 1. 病患或家屬持「轉診單」與「病歷摘要」至病房護理站報到，或由外院出院準備服務組聯絡入住需要，傳真病歷摘要由本院醫師評估。The patient or her family should report to the nursing station with the referral sheets provided by the hospital that referred her or have her medical records FAX by the referral preparation team.
 2. 轉診入院患者，入院 14 日內，由出入院準備服務人員將入院病患病歷摘要回覆原轉診醫院(診所)出院準備服務組或醫師。
Within 14 days of admittance, the hospitalization preparation staff of JinSan will provide updated medical records to the staffs or doctors of the original hospital where the patient came from.

轉出作業流程

