

**All India Institute of Medical Sciences
Dr Rajendra Prasad Center for Ophthalmic Sciences**

F.No. 06 /MS/RPC/ 2017

Date: 4.1.2017

CIRCULAR

It has been observed that there were delays in showing the bed vacant after the discharge of patients in the Private wards of RPC. The delay is due to miscommunication between the Account section, sister on duty and the concerned senior resident doctor.

It has been decided that the senior resident will hand over the signed discharge summary of the patient to the sister on duty in private ward. The sister on duty will send the patient to the cashier for bill settlement. After bill settlement is done the sister on duty will verify the same in her computer and hand over the discharge summary to the patient. Hence, the verification of discharge will be done by the sister on duty instead of the concerned Senior Resident doctor.


**Dr Shakti Kumar Gupta
Medical Superintendant**

Distribution

1. All Faculty
2. Chairman, Computer Facility AIIMS
3. Account officer, Dr RPC
4. Duty officer
5. All Senior Resident through Unit Head
6. Nursing Superintendant, RPC
7. ANS I/C Private Wards

CC: Chief, Dr. RPC for kind information please

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