



**Kaohsiung Medical University Chung-Ho Memorial Hospital**

## **Admission Services**

*Help to make your stay a pleasant one. We have compiled information that will hopefully answer most of your basic questions about your stay*

### **1. Procedure of applying General Admission, Severity Admission, Occupational Disaster Admission**

- Physician authorized the Inpatient admission.
- Keep your Health Insurance Card or your child's baby book by the hospital and we will return it back when you check out.
- Verify your ID or foreigners' residence permit.
- Give informant consent before the start of hospitalization.
- Occupational disaster admission application form. (For occupational disaster admission only)

### **3. Payment for Hospitalization**

- Be prompt in your payment of hospital bills when the out-of-pocket expenses reach the amount of NT \$ 20,000. We will send notification once of every ten days. Please pay after receiving the note.
- Medical expense need to be paid either by the cash or by accessing post office's banking card to transfer account.
- Items are not covered by the National Health Insurance need to be carried out after signed by the patient or your legally authorized representative.

### **4. Leaving the Hospital**

- Station authorize the discharged notification.
- Get medicine in the Pharmacy.
- All patients scheduled for discharge on the counter 15, 16, 17.

### **5. Change the Enrollment Status**

- Verify your ID (Health insurance card, Child's baby book, Severity impairment card, Occupational disaster admission application form)
- Original medical expense reception.
- ID, Seal

- 6.** If you make an appointment and then find out you cannot keep it, be sure to cancel by calling the phone number (07-3218766) in advance, otherwise we will not keep it. Thank you for your cooperation.

## ***7. Visitors Responsibility***

### ***◦ Restriction to Unit***

If you want to leave the unit, please check first at the nurses' station to make sure your doctor has given approval and let the staff know where you can be reached. It is important to stay in your room until your doctor has made rounds and daily treatments have been completed.

### ***◦ Visiting Hours***

Making sure that patient get the rest and care they need, we ask you to observe a few necessary limitations:

- ( 1 ) Intensive care unit: 11:30-12:00 17:00-17:30
- ( 2 ) Nursery room: 11:00-12:00 14:00-15:00
- ( 3 ) Pediatric intensive care unit: 11:00-11:30 16:30-17:00
- ( 4 ) General visiting hours are ended at 10:00PM
- ( 5 ) Visitors must be at least 12 years old.

### ***◦ Cell phones***

Cell phones are not permitted to be used on Cardiac and Critical Care Units as they interfere with the heart monitors, ventilators, and other sophisticated equipment.

### ***◦ Your Valuables***

Please do not bring large amount of money or other valuables to the hospital, as we cannot assume responsibility for items kept in your room. There are banking machines in the hospital.

### ***◦ Smoking Policy***

KMU Hospital and Clinics does not permit smoking (by patients, staff or visitors) anywhere within its premises. This includes the hospital entrances courtyard and most outdoor areas.

## **8. Certification Apply**

- We request that you bring the following copies of :  
Patient ID.  
For the Birth certificate we require parent's ID
  
- The following criterion of applying certificate of card to verify your eligibility of severity impairment:
  - ( 1 ) Through examination by the attending physician.
  - ( 2 ) Take the application form from the Department of Patient Services.
  - ( 3 ) Signed by the physician.
  - ( 4 ) Apply to the National Health Insurance after making an embossed stamp by the Department of Patient Service.
  
- Procedure of applying handicap's handbook
  - ( 1 ) After verifying your eligibility, the physician will give you a medical certificate.
  - ( 2 ) Prepare four pieces of one inch photo, ID, Seal
  
- Application for foreign laborer
  - ( 1 ) Pick the form in the Department of patient service or the foreign laborers' agency.
  - ( 2 ) Verify your eligibility with your ID by the physician.
  
- If you have further questions , please do not hesitate to contact us.

We at Kaohsiung Medical University Chung-Ho Memorial Hospital are glad that you have come to us in your time of need. We know that illness or injury can be stressful and painful. We will do everything we can to make the situation as positive as possible. If you have any questions about your care, please feel free to ask any of the professionals who are caring for you.