

# HOSPITAL ADMISSION PROCESS

Your admission to the Hospital can be:

- ◇ Scheduled / Regular
- ◇ Urgent (*in an on-call day of the Hospital*)

## REGULAR ADMISSION

The Regular Admissions are conducted by the Patient Admission Department, located at the Hospital's ground-floor.

The admission can be done immediately after a medical examination at the outpatient clinics or planned at another predetermined time.

At the date in which your admission at the Hospital has been defined, you must definitely present the following:

### 1. «IN-PATIENT BOOKLET»

In this form, given to you by your attending physician, all information required for the bulletin "Ticket" must have been filled, so as to follow your admission by the Patient Admission Department.

*The ticket must compulsorily bear the signature and stamp of the attending physician.*

2. HEALTH INSURANCE BOOKLET / INSURANCE CAPACITY PROOF

3. SOCIAL SECURITY NUMBER (LAW 4368/2016)

4. FOREIGNERS WITH PERMISSION AND RESIDENCE PERMIT

5. EUROPEAN CITIZEN OF THE EUROPEAN HEALTH CARD (E111-EKKA) 'H PRIVATE SECURITY

6. THIRD COUNTRY CITIZENS COVERED BY PRIVATE SECURITY

## AT THE DATE WHEN YOUR ADMISSION IS SCHEDULED....:

- ☞ You arrive at the Patient Admission Department where the competent officer serves you
- ☞ Since your data have been checked by the Patient Admission Department, the Inpatient Form returns to you, accompanying you throughout the duration of your stay at the hospital.

## IF YOU ARE INSURED IN ANY HEALTH INSURANCE INSTITUTION:

- \* Your hospitalization cost is covered by the Insurance institution in which you are insured.

## IF YOU ARE NOT INSURED IN ANY HEALTH INSURANCE INSTITUTION:

- \* If you are not insured with an insurance provider whether you are a European citizen or from a third country, your hospital costs must be covered by your own resources. That is, to pay in cash or by card.

## ΔΕΛΤΙΟ ΠΑΡΟΧΗΣ ΥΠΗΡΕΣΙΩΝ

- \* The payment of the amount is done only at the Patient Admission Department, following the issuance of the relevant document, which can be used in your tax return.

*Any other claim for repayment of the amount is illegal and you have to report it immediately, so that the required procedures are implemented.*

## URGENT ADMISSION

- The admission is performed by the Emergency Department at an on-call day of the Hospital.
- Upon your arrival, you have to be presented at the ED Secretariat, where you will be enrolled and obtain the patient card. Afterwards, you will be examined by the doctor on-call -being specialist in your disease- at the ED consulting room. If your admission at the hospital is deemed necessary, the doctor issues the ticket which must be stamped then at the ED Secretariat.

### GENERAL UNIVERSITY HOSPITAL OF HERAKLION

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# INFORMATION ABOUT THE HOSPITAL ADMISSION PROCESS