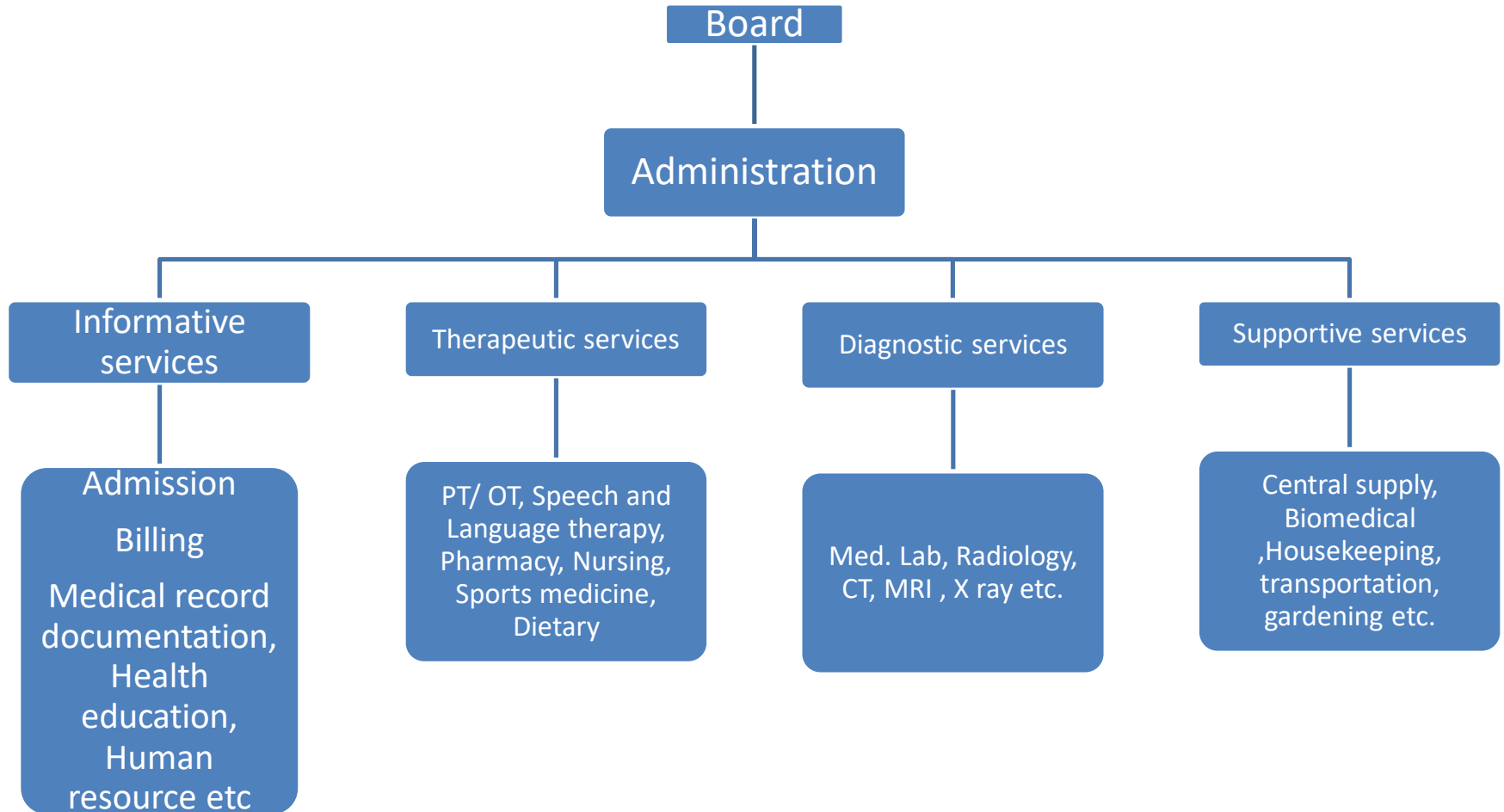


Organisation structure of Hospital

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Importance of Organisation structure

- Facilitates the understanding of the hospital's chain.
- The complexity of organizational structure depends on size of healthcare facility.
- Hospitals with big acute facilities have complicated structures, on contrary the smaller institutions have a basic organizational structure.
- Each hospital department performs specific functions, departments are generally grouped according to analogy of duties in order to promote efficiency of the healthcare facility.

Roles of Hospital Administration

- To supervise the the operation of departments
- To control budgeting and finance
- To design hospital policies and procedures.
- To perform public relation duties
- Members of administration include: Hospital President, Vice Presidents, Executive Assistants, Department Heads

Roles of Information services

1. **Admissions personnel**-are usually the public's first contact with in the hospital, check patients into hospital and obtain demographics of each patient
2. They assign patients their hospital room and their hospital identification number

2. **Billing and Collection**- concerned with billing patients for services used by them
3. **Health Information Management** - maintains copies of all patient records
4. **Information Services**-associated with computers and hospital network
5. **Health Education**-responsible for staff and patient health-related education
6. **Human Resources**-responsible for recruiting employees and making policies for their benefits

Roles of Therapeutic services

Provides treatment to patients

Physical therapy

Occupational therapy

Speech/ language therapy

Pathology

Medical Psychology

Respiratory Therapy (RT)

Pharmacy

Dietary

Sports Medicine

Nursing

Roles of Diagnostic services

- To determine the cause(s) of illness or injury
- It has different departments like
 - a. Medical Laboratory (MT) – it is concerned with studies related to body tissues, to determine abnormalities
 - b. Imaging studies- images of body parts to determine lesions and abnormalities. Includes Diagnostic Radiology, MRI, CT, Ultra Sound.
 - c. Emergency Medicine – to provide emergency diagnoses and treatment

Roles of Supportive services

Provides support to entire hospital.

1. **Central Supply**-has responsibility of ordering, receiving, stocking and distributing all equipment and supplies used by healthcare facility, sterilizes instruments and supplies, cleans and maintains hospital linen and patient gowns.
2. **Biomedical Technology-designs** and build biomedical equipment (engineers) by diagnosing and repairing defective equipment (biomedical technicians) and also provides preventative maintenance to all hospital equipment.

3. Housekeeping and Maintenance- the department is responsible to maintain a safe clean environment by cleaners, electricians, carpenters, and gardeners.

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