
	Department of Health SAN LAZARO HOSPITAL CITIZEN'S CHARTER MANUAL		DOCUMENT CODE:
			CC - IHOM - 003
			REVISION NO.:
			0
			DATE EFFECTIVE:
			JUNE 1, 2019

DEPARTMENT: IHOM Unit (Integrated Hospital Operations & Mngt.) Unit

PROCESS 3: Authorized Internet User Registration (AIUR)

Schedule of Services:

Monday to Friday: 8:00 am – 5:00 pm (NO NOON BREAK)

Saturday to Sunday: 8:00 am – 5:00 pm (NO NOON BREAK)

Services Provided to:

San Lazaro Hospital Personnel

Requirements Needed:

Accomplished AIUR Form (signed by their respective Heads)
(FM-HOPSS-IHOM-003)

Duration:

6 mins – 13 mins.

Step (no.)	Activities (procedure, start with verb, present tense, with direct contact with clients)	Forms (reference link, docs)	Fees	Response Time	Person Responsible
1	Receive and validate submitted AIUR form by the end-user	AIUR Form	None	1 - 3 mins.	IHOM Personnel
2	Register the end-user in the PfSense system	AIUR Form	None	3 – 5 mins.	Computer Maintenance Technologist (CMT)
3	Inform the end-user of their Username and Password and to inform the IHOM Unit for any queries or problems encountered	AIUR Form	None	2 – 5 mins.	CMT

END OF TRANSACTION