If there are indications for planned hospitalization in a hospital, a PHC specialist or a healthcare organization conducts clinical diagnostic (laboratory, instrumental and functional) studies for the patient, consultations with specialized specialists, according to the directed diagnosis, guided by clinical protocols of diagnosis and treatment.

At the PHC level, an extract from the outpatient card is formed by the district therapist at the place of residence, and sent to the mail of the portal of JSC NNMC **portal\_buro@nnmc.kz , (portal phone number 8(7172) 57-76-19)**. Then, within 2 working days, the heads of the structural division form a response advisory sheet with a list of pre-hospital examinations at the outpatient stage for the patient to be posted on the portal "Bureau of Hospitalization".

On the day of the planned date of hospitalization, the patient must report to the admission department of JSC NNMC, with a complete list of examinations on time previously stated in the consultation sheet.

At the level of the admission department in the examination room, the patient is examined by the attending physician of the specialized department. The attending physician collects anamnesis, checks the tests and examinations of the outpatient stage, informs him about the internal regulations of the health organization with a note in the medical record, the procedure for visiting a patient receiving medical care in an inpatient setting is established by the internal regulations of the health organization, fill out an informed consent for the provision of round-the-clock inpatient care.

In case of confirmation of hospitalization, the nurses of the admission department will create a medical card of the inpatient in the Damumed system, with further support to the specialized department.