

FUNCTIONS

The Management Information System/Electronic Data Processing (MIS/EPD) has the following functions:

- Manages the development, implementation, and maintenance of the information system of the hospital.
- Administers and maintains the information infrastructure and ICT facilities of the hospital.
- Participates and makes recommendations in the acquisition of ICT products and services.

- Provides support and training, and shares expertise and technical know-how to help increase office staff efficiency effectiveness and productivity.
- Generates timely, accurate and relevant statistical data and information.
- Coordinates with the various services of the hospital particularly its revenue generating areas or units for real-time assessments and processing.
- Serves as conduit for future hospital services like: digital imaging in its diagnostic centers, client and customer services and researches.
- Other services that the management will plan for the future.

OBJECTIVES

The Management Information System / Electronic Data Processing (MIS/EDP) aims to:

- Initiate productive and innovative Information System (IS) solutions for the improvement of hospital operations and services.
- Provide effective and efficient Information and Communications Technology (ICT) services to hospital and to its clients.
- Improve the proficiency and capabilities of the office staff in information technology.
- Provide the management timely, accurate and relevant statistical data and information needed in the formulation and implementation of policies and for effective decision making.