Dear Sir, Madam,

the Hospital Riuniti Hospitals Villa Sofia-Cervello, receive you in, cordially greets you and wishes you a speedy recovery.

We assure our commitment and our willingness in dealing with all the necessary diagnostic and therapeutic in order to make your stay in the hospital the shortest and the most serene as possible.

Below you will find some information that will may be useful in the course of your stay

For any further information, please contact the staff at the Information Point and listening at the entrance of Building A of our Hospital: operators will be happy to answer all your requests.





# POINT INFORMATION AND LISTENING PUBLIC RELATIONS OFFICE

It is located at the entrance, near the Emergency Room.

#### HOURS

From Monday to Friday 8:00-14:00. Tuesdays and Thursdays, also: 14:30:7:30 Tel.091-7808139; 091-7803216.

AT THE OFFICE CAN BE PRESENTED CLAIMS, SIGNALS AND COMMENDATIONS.

#### **CURATED BY**



Quality-Communication-Public Relations Office
Tel 091-6802750
urp@ospedaliriunitipalermo.it



# INFORMATIONS FOR PATIENTS

HOSPITAL "VILLA SOFIA"

## **INFORMATION AND SERVICES**

#### -VISITING HOURS TO PATIENTS-

Each patient may receive visits from relatives and friends. It 's advisable that such visits are not an obstacle to the activities of the departments and that they do not disturb.

### -BOOKING CENTER (CUP) -

You can make reservations and cancellations of appointments and tests by calling the free number 800178060 or by going to the office.

#### **HOURS**

From Monday to Friday: 8:20 to 13:55 Tuesdays and Thursdays, even hours: 14:40 to 17:20

#### -CORPORATE SOCIAL SERVICE-

Social Service is designed to study, evaluate and treat, in collaboration with the service personnel, the psychosocial problems of the patient through the formulation and the implementation of action plans custom designed to enhance the user's personal resources and to promote and activate the services in the territory, promoting the continuity of care between hospital and territory.

Care and manages the "Welcoming service active" for foreign nationals.

Care and manages the Territorial Office in collaboration with the ASP Palermo, activating pathways of continuity of care between the 'Company and the Territory through the resignation protected and facilitated.

It is located on the I floor of the del Pavilion" Troja";

#### **HOURS**

From Monday to Friday: 8:00-14:00 Monday e Wednesday, 14:30–17:30

#### -HEALTH RECORDS-

the patient was hospitalized, or person authorized by him, may request copies of medical records at OFFICE MEDI-CAL RECORDS or by fax to 091-6700350.

#### Hours

Monday, Wednesday and Friday: 8:30 to 12:00 Wednesday also 3:30 p.m. to 5:00 p.m.

For more information please phone 091-7808125.

Monday, Wednesday and Friday: 13:00 to 14:00

#### -- CERTIFICATE OF ADMISSION-

can be obtained from the Office ACCEPTANCE AD-MISSIONS Hospital, Pavilion Troja,

#### **HOURS**

From Monday to Saturday :8:00-14: 00 Monday and Thursday 14:30 to 17:30

#### -DRINK AND SNACK-

They are available in vending machines that are located in the entrance halls of the Polichirurgico, Hall Geriatric, Monumental house and Emergency Room

#### -TELEPHONES-

They are installed in the avenues of the Hospital.

#### -TICKET LEVYING-

for the payment of the ticket and visits to professional activity - intramural CASH OFFICE is located at the end the main street, next to the Banco di Sicilia.

#### **HOURS**

From Monday to Friday: 8:00 to 13:20 / 14:40 to 16:10

#### -BANK-

BANCO DI SICILIA

Bank counter inside the hospital Tel.091-7891110.

#### **HOURS**

From Monday to Friday: 8:30 to 13:30 / 14:40 to 16:10

BANK OF SICILY

Bancomat service

Adjacent to the Ticket. Office .

#### -SERVICE-RELIGIOUS-

MASS

Weekdays: 17:30 Holidays: 11:30

DISTRIBUTION OF 'THE EUCHARIST Every day.

DAY OF THE EUCHARIST Every Thursday

The Religious Assistant makes itself available to the religious needs of every citizen, belonging to any faith.