Mountain View Community Hospital

USER MANUAL

SYSTEM OVERVIEW

The Mountain View Community Hospital Database Management System is an application intended for use by Mountain View Community Hospital employees. The MVCH DBMS allows for tracking patients, physicians, rooms, items, cost centers, and transactions by tracking specific information. This application saves data collected to a database however, its operational status is under development.

DOCUMENT OVERVIEW

This user manual consists of three (3) sections: Reference Material, Procedural Material, and Tutorial. Reference Material notes small tasks and short questions answered in brief. The Procedural Material section explains more robust tasks in greater detail. The Tutorial section provides step by step instructions on how to proceed using our system overall.

Please note that only registered Mountain View Community Hospital employees have authorization to create, update, read, or delete information in this system.

Contents

Reference Material

Generate patient invoice

- Click on the patients tab
- Click on patient invoice
- Enter a patient number
- Click generate invoice

Add a cost center

- Click on cost centers
- Enter cost center name
- Click add
- Cost center added!

Add a room

- Click on rooms
- Enter a room number
- Enter bed extension
- Click add
- Room added!

Edit a room

- Click on rooms
- Click edit room
- Enter a location ID associated with the room you want to edit
- Edit room number and/or bed extension
- Room record edited!

What is a HCN?

In our system the acronym HCN represents a patient **Health Card Number**.

What does the Reset button do?

When you're filling out a form, clicking the reset button will clear all the fields in the form so you can restart more quickly if you have made a few errors.

Procedural Material

Add a patient:

- From the home menu, click the “Patients” button
- In the new window that appears, click the “Add Patient” button on the left
- In the form that appears, enter the new patient’s information:
  - Patient Number
  - Patient Name
  - Address
  - City-Prov-PC
  - Telephone
  - Financial Status
  - Gender
  - HCN
  - Physician Number
- Click the “Add” button at the bottom of the form

Update a patient:

- From the home menu, click the “Patients” button
- In the new window that appears, click the “Edit Patient” button on the left
- Enter the patient number in the box and click the “Find” button underneath
- Using the form that appeared, edit the patient’s information as needed
- When satisfied with the new information, click the “Update” button at the bottom of the form

Delete a patient:

- From the home menu, click the “Patients” button
- In the new window that appears, click the “Edit Patient” button on the left
- Enter the patient number in the box and click the “Find” button underneath
- Using the form that appeared, verify that this is the patient you want to delete
- Click the “Delete” button at the bottom of the form

Generate patient invoice:

- From the home menu, click the “Patients” button
- In the new window that appears, click the “Patient Invoice” button on the left
- Enter the number in the box
- Click the “Generate Invoice” button underneath where the number was entered

Add a physician:

- From the home menu, click the “Physicians” button
- In the new window that appears, click the “Add Physician” button

- In the form that appears, enter the new physician’s information:
    - Physician Number
    - Physician Name
    - Telephone
    - Specialty
- Click the “Add” button at the bottom of the form

Update a physician:

- From the home menu, click the “Physicians” button
- In the new window that appears, click the “Edit Physician” button
- Enter the physician number into the box and click the “Find” button underneath
- Using the form that appeared, edit the physician’s information as needed
- When satisfied with the new information, click the “Update” button at the bottom of the form

Delete a physician:

- From the home menu, click the “Physicians” button
- In the new window that appears, click the “Edit Physician” button
- Enter the physician number into the box and click the “Find” button underneath
- Using the form that appeared, verify that this is the physician you want to delete
- Click the “Delete” button at the bottom of the form

Add a room:

- From the home menu, click the “Rooms” button
- In the new window that appears, click the “Add Room” button
- In the new form that appears, enter the room’s information:
    - Location ID
    - Room Number
    - Bed Extension
- Click the “Add” button at the bottom of the form

Update a room:

- From the home menu, click the “Rooms” button
- In the new window that appears, click the “Edit Room” button
- Enter the location ID into the box and click the “Find” button underneath
- Using the form that appeared, edit the room’s information
- When satisfied with the new information, click the “Update” button at the bottom of the form

Delete a room:

- From the home menu, click the “Rooms” button
- In the new window that appears, click the “Edit Room” button

- Enter the location ID into the box and click the “Find” button underneath
- Using the form that appeared, verify that this is the room you want to delete
- Click the “Delete” button at the bottom of the form

Add an item:

- From the home menu, click the “Items” button
- In the new window that appears, click the “Add Item” button
- In the new form that appears, enter the item’s information:
    - Item Code
    - Description
    - Charge
    - Cost Centre ID
- Click the “Add” button at the bottom of the form

Update an item:

- From the home menu, click the “Items” button
- In the new window that appears, click the “Edit Item” button
- Enter the item number into the box and click the “Find” button underneath
- Using the form that appeared, edit the item’s information
- When satisfied with the new information, click the “Update” button at the bottom of the form

Delete an item:

- From the home menu, click the “Items” button
- In the new window that appears, click the “Edit Item” button
- Enter the item number into the box and click the “Find” button underneath
- Using the form that appeared, verify that this is the item you want to delete
- Click the “Delete” button at the bottom of the form

Add a cost centre:

- From the home menu, click the “Cost Centres” button
- In the new window that appears, click the “Add Cost Centre” button
- In the new form that appears, enter the cost centre’s information:
    - Cost Centre ID
    - Cost Centre Name
- Click the “Add” button at the bottom of the form

Update a cost centre:

- From the home menu, click the “Cost Centres” button
- In the new window that appears, click the “Edit Cost Centre” button
- Enter the cost centre ID into the box and click the “Find” button underneath
- Using the form that appeared, edit the cost centre’s information

- When satisfied with the new information, click the "Update" button at the bottom of the form

Delete a cost centre:

- From the home menu, click the "Cost Centres" button
- In the new window that appears, click the "Edit Cost Centre" button
- Enter the cost centre ID into the box and click the "Find" button underneath
- Using the form that appeared, verify that this is the cost centre you want to delete
- Click the "Delete" button at the bottom of the form

Add a transaction:

- From the home menu, click the "Transactions" button
- In the new window that appears, click the "Add Transaction" button
- In the new form that appears, enter the transaction's information:
    - Admission ID
    - Item
    - Date Charged
- Click the "Add" button at the bottom of the form

Update a transaction:

- From the home menu, click the "Transactions" button
- In the new window that appears, click the "Edit Transaction" button
- Enter the admission ID into the box and click the "Find" button underneath
- Using the form that appeared, edit the transaction's information
- When satisfied with the new information, click the "Update" button at the bottom of the form

Delete a transaction:

- From the home menu, click the "Transactions" button
- In the new window that appears, click the "Edit Transaction" button
- Enter the admission ID into the box and click the "Find" button underneath
- Using the form that appeared, verify that this is the transaction you want to delete
- Click the "Delete" button at the bottom of the form

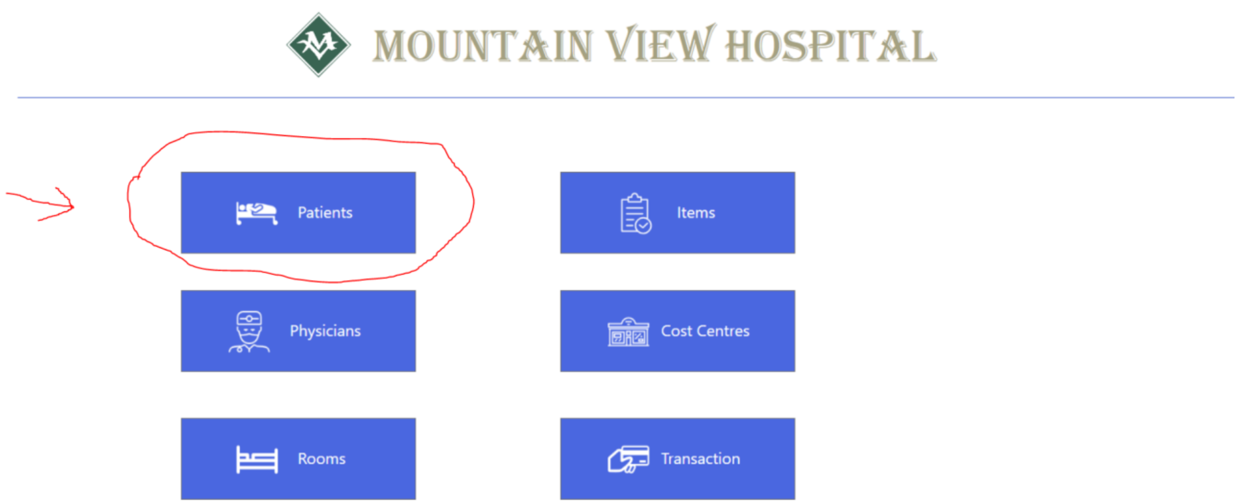
Tutorial

How to add a patient to the system

Although the system presented may seem complex at first, it is possible to perform actions such as adding a patient quite easily with just a few mouse clicks. Please follow the following tutorial step by step in order to add a patient the system.

Step 1:

Click the “Patients” button.



Step 2:

Fill out the form with the patient's information.

- Patient Number
- Patient Name
- Address
- City-Prov-PC
- Telephone
- Financial Status
- Gender
- HCN
- Physician Number

Step 3:

Click the “Add” button and you are done.