



Website User Manual



- **Introduction to the Patient Management System**
 - System purpose & benefits
 - User roles & brief overview
- **Searching**
 - Quick Patient Search
 - Search by Lab Order or Billing Code
 - Search Tips & Best Practices
- **Viewing Records**
 - Patient Profile View
 - Medical History & Encounters
 - Lab Results Viewer (with zoom & group navigations)
 - Billing Summary View
- **Managing Lab Results**
 - Creating a New Lab Order
 - Uploading & Grouping Result Files
 - Viewing & Downloading Result Documents
 - Editing or Appending to a Lab Order
- **Billing & Payments**
 - Generating Invoices
 - Applying Payments & Refunds
 - Retrieving Past Bills
 - Exporting Billing Reports
- **Reports & Analytics**
 - Running Standard Reports (Daily Census, Revenue)
 - Configuring Custom Report Slideshow
 - Saving / Editing Report Sets
 - Exporting & Downloading Reports



- **Reception Check-In**
 - Receptionist captures Patient Data
 - Sets patient status to "Pending"
- **Clinical Documentation**
 - Verify and pick the patient from the Index page
 - Validate clinical data of patient
 - Assign Patient's attending physician
 - Leverage auto-assign ICD to Department
 - Set patient status to "Ready_For_Encoding"
- **Coding & Bed Assignment**
 - Verify and Adjust department
 - Assign bed to patient (if Inpatient)
 - Create Billing Record
 - Set patient status to "Inpatient" or "Outpatient"
- **Inpatient Bed Assignment & Billing**
 - Assigning Patients to Beds
 - Automated Hourly Billing
 - Discharging Patients:
- **Backup & Restore Module**
 - Quick Patient Search
 - Search by Lab Order or Billing Code
 - Search Tips & Best Practices



Introduction to the Patient Management System

The Hospital Patient Management System is a comprehensive digital platform developed to address the challenges of manual hospital workflows and data handling. In an age where healthcare demands efficiency, accuracy, and security, the system brings modern solutions for managing patient information, billing, laboratory results, and operations.

This user manual outlines all features of the system and provides guidance tailored to each hospital role, including receptionists, doctors, nurses, tellers, and administrative staff. It has been developed through research, real-world feedback, and direct collaboration with Antipolo Centro De Medikal Hospital, Inc.

The system offers powerful modules such as:

- Real-time patient registration and profile management
- Secure lab result uploads and organized viewing via file grouping
- Hour-based bed assignment tracking with auto-billing
- Role-based access controls for enhanced security and accountability
- Comprehensive billing tools with invoice, payment, and refund handling
- Data backup and restore tools with ZIP support for MySQL and uploads
- Insightful reporting and analytics for census, finances, and lab usage

This guide will walk you through every aspect of the system to help you make the most of its features. For questions and support, please contact your system administrator or designated hospital IT personnel.

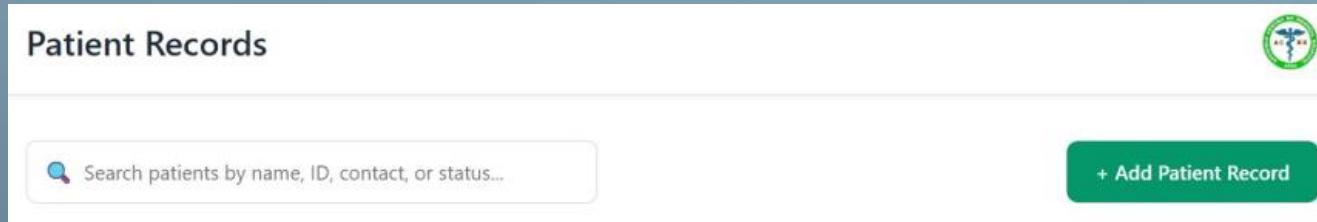




SEARCHING

2.1 QUICK PATIENT SEARCH

Use the global search bar at the top of every page.



Enter patient name, code, or partial match to see instant suggestions. Click on a suggestion to navigate directly to that patient's profile.

A screenshot of the "Patient Records" page. A red box highlights the search bar where the letters "jas" are typed. A green box highlights a dropdown suggestion box that appears over the search results table. The suggestion box contains three entries: "patient: id: 2 name: Jaspher Cadelina code: 9QFC7", "code: W3CVGV7Z", and another "patient: id: 2 name: Jaspher Cadelina code: 9QFC7". The main table below has columns for "Billing ID", "Date", "Status", "Amount", and "By". A green arrow points from the "suggested result" text in the dropdown to the first row of the table, which shows a transaction for "Jun 16, 2025" with a status of "Unpaid" and an amount of "₱501.00" handled by "Admin".

Billing ID	Date	Status	Amount	By
ZSQRJB5Z	Jun 16, 2025	Unpaid	₱501.00	Admin
49NMV26C	Jun 16, 2025	Unpaid	₱0.00	Admin
RZG3M72Y	Jun 14, 2025	Unpaid	₱4730.00	Admin
MZPRNP47	Jun 4, 2025	Unpaid	₱0.00	Admin
SNMCNJUB	Jun 4, 2025	Unpaid	₱1500.00	Admin
PN9Y8JZW	Jun 4, 2025	Unpaid	₱0.00	Admin
W4JVEPS7	Apr 30, 2025	Unpaid	₱1249.00	Admin
W3CVGV7Z	Apr 29, 2025	Unpaid	₱523938.00	Teller
5H3X9NAJ	Apr 29, 2025	Paid	₱54872.00	Teller

2.2 SEARCH BY LAB ORDER OR BILLING CODE

- In **Laboratory** or **Billing** modules, use the module-specific search bar.
- Enter the unique Lab Order ID or Billing Code to retrieve the corresponding record.

LABORATORY

LABORATORY

5T6PZCC4 search bar

code:
5T6PZCC4

patientInfo:
id: 2
name: Jasper Cadelina
code: 9QFC7

result_summary:
WORKS!

suggestions

Result Summary

Date Performed
6/11/2025, 1:26:30 PM

SEARCH BILLING

Search Billing

Billing ID

ZSQRJB5Z

49NMV26C

RZG3M72Y

5h3 search bar

patient:
id: 1
name: Filmor Sarmiento
code: R9PKN

code:
5H3X9NAJ

Status:

Date:
Jun 16, 2025

suggestions

Jun 16, 2025

Jun 14, 2025

2.4 Search Tips & Best Practices

- Use partial terms and let the autocomplete suggest matches.
- Ensure correct spelling of keywords.
- Clear filters regularly to avoid stale result sets.



3. VIEWING RECORDS

3.1 PATIENT PROFILE VIEW

Click on a patient from search results or **Patients** list.

Profile header shows demographic data (Name, DOB, ID, contact).

Action buttons for **Edit**, **New Appointment**, **Discharge**.

The screenshot shows a mobile-style application interface for viewing a patient profile. On the left is a vertical navigation bar with icons for Dashboard, Patient, Employee, Billing, Report, Help & About, and Logout. The main content area has a header "Viewing Patient #P001". Below it is a "Patient Data" dropdown menu with an "Update" button. The "Case Information" section contains fields for Case Number (#0912102), PhilHealth status (With), Hospital Case Number (#AGT1940), and HMO status (N/A). The "Patient Details" section lists the Name (Maria Santos), Contact Number (0912 345 6789), and Room number (#R2202). A placeholder image for a patient photo is visible at the bottom left.

Cortina, Clarence C.

Patient Data ▼

Update

Case Information

Case Number: #0912102 PhilHealth: With

Hospital Case Number: #AGT1940 HMO: N/A

Patient Details

Name: Maria Santos

Contact Number: 0912 345 6789

Room: #R2202

3.2 MEDICAL HISTORY

Scroll to **History** section.

Click **View Details** to expand each entry.

The screenshot shows a medical software interface with a dark blue sidebar and a light gray main content area.

Left Sidebar:

- User profile: Cortina, Clarence C. with a placeholder profile picture.
- Navigation menu:
 - Dashboard (home icon)
 - Patient (bed and plus icon)
 - Employee (briefcase icon)
 - Billing (book icon)
 - Report (bar chart icon)
- Help & About (info icon)
- Logout button (red background)

Main Content Area:

Nationality: [Input field]

Religion: [Input field]

Occupation: [Input field]

Gender *

Male Female

Civil Status:

Single Married Widow Divorced Separated

Medical History:

fsdfsdfs

Family Information

3.3 LAB RESULTS VIEWER

- Within a patient's profile, select the **Lab Results** tab.
- Groups of files are shown under each lab order.
- Click on a group to see individual results.
- Use **Zoom** controls to enlarge images or PDFs.

LABORATORY

u5g| **search bar**

code: U5GZMWM3

patientInfo:
id: 1
name: Filmor Sarmiento
code: R9PKN

suggested result

result_summary:
All parameters are within normal ranges.

code:

File Groups

X ray result



Cadelina_Activity_3.

Blood Test result



Test	Value	Normal Range
WBC (cells/uL)	8,00	5.5 to 11
Neutrophils (%)	55	40 to 75
Monocytes (%)	20	2.0 to 4.5
Eosinophils (%)	10	2 to 8
Basophils (%)	1	0 to 5
Platelets (K/uL)	250	150 to 450
Cr (mg/dL)	0.80	0.5 to 0.7
Urea (mg/dL)	11.7	10 to 22
Glob (g/dL)	10	30 to 40
Albumin (g/dL)	5.0	3.5 to 4.5

transactions-2025-06-16.csv

+ Upload More Attachments

3.4 BILLING SUMMARY VIEW

- Open **Billing** tab on the patient's profile.
- See a summary of all invoices, payments, and outstanding balances.

<input type="checkbox"/>	SNMCNJUB	Filmor Sarmiento	Jun 4, 2025	Unpaid	₱1500.00	Admin
<input type="checkbox"/>	PN9Y8JZW	Jasper Cadelina	Jun 4, 2025	Unpaid	₱0.00	Admin
<input type="checkbox"/>	W4JVEPS7	Filmor Sarmiento	Apr 30, 2025	Unpaid	₱1249.00	Admin
<input type="checkbox"/>	W3CVGV7Z	Jasper Cadelina	Apr 29, 2025	Unpaid	₱523938.00	Teller
<input type="checkbox"/>	5H3X9NAJ	Filmor Sarmiento	Apr 29, 2025	Paid	₱54872.00	Teller

- Click **View Invoice** to open detailed line-item bills.

Bill #W4JVEPS7 – Filmor Sarmiento Unpaid

Show Patient Information ▾

Billing Details

Billing ID: 3

Created On: 4/30/2025, 12:12:01 AM

Total Due: ₱1249.00

Created By: Admin (User ID: 111)

Department: admin

Operators: Admin (User ID: 111)

Add New Billing **Generate Bill**

Billing Items

Dental Checkup (₱250.00) × 1	EDIT
Chairopractor (₱999.00) × 1	EDIT

Billing Details			
Date: April 30, 2025			
Status: Unpaid			
Prepared by: Admin (111)			
Service Quantity Unit Price Total			
Dental Checkup	1	₱250.00	
Chairopractor	1	₱99.00	
			Grand Total: ₱1249.00



4. RECEPTION CHECK-IN

4.1 RECEPTIONIST CAPTURES PATIENT DATA

Receptionists add new patients in the system. The personal information of the patient is required to successfully add a new patient record.

The screenshot shows a medical software application interface. On the left is a dark blue sidebar with a user profile picture of Clarence Cortina, labeled 'Cortina, Clarence' and 'ADMIN'. Below the profile are ten menu items with icons: Dashboard, Patients, Users, Billing, Laboratory, Coding & Bed Assignment, Rooms, Reports, Backup, Clinical Review, and Help & About. At the bottom of the sidebar is a red 'Logout' button. The main content area has a light blue header bar with the text 'Initial patient registration. Clinical assessment will be completed in Phase 2.' Below this is a form titled 'Patient Demographics'. The form fields include:

- Full Name *: Trisha C. Fernandez
- Date of Birth *: 01/12/2002
- Age (Years): 22
- Gender *: Female
- Birth Place: Taytay, Rizal
- Nationality: Filipino
- Religion: Catholic
- Occupation: Software Developer
- Civil Status: Single
- Address *: Blk 16 Lot 5 Simona Subd. Brgy, Taytay, Rizal
- Contact Number *: 0935777318

Below the demographic form is another section titled 'Insurance Information'.

4.2 SETS PATIENT STATUS TO “PENDING”

After the Receptionist's check in screen, the newly created Patient's status is set to “Pending” by default.

The screenshot shows a software interface for managing patient records. On the left is a vertical sidebar with a user profile for 'Cortina, Clarence' (ADMIN) and a navigation menu with options: Dashboard, Patients (selected), Users, Billing, Laboratory, Coding & Bed Assignment, Rooms, Reports, Backup, and Clinical Review. The main area is titled 'Patient Records' and contains a table of patient data. The table has columns: PATIENT ID, NAME, ADMISSION, STATUS, CASE_NUMBER, ACTION, and ARCHIVE. There are four rows of data:

PATIENT ID	NAME	ADMISSION	STATUS	CASE_NUMBER	ACTION	ARCHIVE
JFHZZ	Trisha C. Fernandez	7/4/2025	PENDING	CN-20250704-002	View	Archive
2DP72	New patient tester	7/4/2025	ADMITTED	CN-20250704-001	View	Archive
3KWCZ	Filmor Sarmiento23	7/4/2025	ADMITTED	CN-20250703-001	View	Archive
Q3329	Luis Fernando G. Cruz	7/1/2025	ADMITTED	CN-20250701-005	View	Archive



5. CLINICAL DOCUMENTATION

5.1 VERIFY AND PICK THE PATIENT FROM THE INDEX PAGE

This view is intended for **clinical users only**, such as Doctor or authorized Nurse.

This index page shows all patient that has status of “Pending”. Clicking Begin Clinical Review will start the Clinical Data Form.

The screenshot shows a clinical software interface. On the left is a sidebar with a user profile for 'Cortina, Clarence' (ADMIN) and links for Dashboard, Patients, Users, Billing, Laboratory, Coding & Bed Assignment, Rooms, Reports, Backup, Clinical Review (which is highlighted in blue), and Help & About. At the bottom is a red 'Logout' button. The main content area is titled 'Clinical Review - Phase 2'. It features a 'Clinical Review' section with a 'Medical assessment and documentation' link. Below it is a 'Coding & Bed Assignment' section with a 'Medical coding and room assignment' link. Three patient cards are displayed: 1. Trisha C. Fernandez: Patient ID GK5HB, Admission Date 7/11/2025, Intent Undecided, Status PENDING. 2. Kimberly J. Lopez: Patient ID 1KSFC, Admission Date 7/11/2025, Intent Undecided, Status PENDING. 3. Antonio James L. Reyes: Patient ID OPE14, Admission Date 7/11/2025, Intent Undecided, Status PENDING. Each patient card has a 'Begin Clinical Review' button at the bottom right.

Cortina, Clarence
ADMIN

Dashboard

Patients

Users

Billing

Laboratory

Coding & Bed Assignment

Rooms

Reports

Backup

Clinical Review

Help & About

Logout

Clinical Review - Phase 2

Clinical Review

Medical assessment and documentation

Coding & Bed Assignment

Medical coding and room assignment

Trisha C. Fernandez

Patient ID: GK5HB

Admission Date: 7/11/2025

Intent: Undecided

Status: PENDING

Begin Clinical Review

Kimberly J. Lopez

Patient ID: 1KSFC

Admission Date: 7/11/2025

Intent: Undecided

Status: PENDING

Begin Clinical Review

Antonio James L. Reyes

Patient ID: OPE14

Admission Date: 7/11/2025

Intent: Undecided

Status: PENDING

Begin Clinical Review

All Patients

5.2.1 VALIDATE CLINICAL DATA OF PATIENT

This view is intended for **clinical users only**, such as Doctor or authorized Nurse.

Receptionists add new patients in the system. The personal information of the patient is required to successfully add a new patient record.

The screenshot shows a clinical software interface titled "Clinical Review - Phase 2". On the left is a dark sidebar with user profile "Cortina, Clarence" and various menu items: Dashboard, Patients, Users, Billing, Laboratory, Coding & Bed Assignment, Rooms, Reports, Backup, Clinical Review, Help & About, and Logout. The main area has tabs "Clinical Data Entry" (highlighted with a green circle containing '1') and "Admission Type Confirmation" (highlighted with a grey circle containing '2'). The "Clinical Data Entry" tab is active, showing "Step 1: Clinical Data Entry" and "Patient Information (From Check-In)". It displays the following details:

Name: Trisha C. Fernandez	Date of Birth: 2001-12-01	Age: 23 years
Detailed Age: 23 years, 7 months, 10 days	Gender: Female	Patient Intent: Inpatient

Below this is a "Vital Signs" section with input fields for Blood Pressure (120/80), Temperature (°C) (36.5), Weight (kg) (50.5), and Height (cm) (172.30).

At the top right, the patient's name "Trisha C. Fernandez" and case number "Case: CN-20250711-001" are shown, along with a status indicator "Status: Pending".

5.2.2 VALIDATE CLINICAL DATA OF PATIENT

This view is intended for **clinical users only**, such as Doctor or authorized Nurse.

After filling clinical data such as Vitals (blood_pressure, temperature, weight, height) and diagnosis, the User may **SAVE CLINICAL DATA** to proceed on step 2

The screenshot shows a medical software interface. On the left is a dark sidebar with a user profile picture of a man with glasses, the name "Cortina, Clarence", and the title "ADMIN". Below the profile are ten menu items with icons: Dashboard, Patients, Users, Billing, Laboratory, Coding & Bed Assignment, Rooms, Reports, Backup, Clinical Review, and Help & About. The main area has a white background with three expandable sections. The first section, "Physical Examination *", contains a note about vital signs and cardiovascular findings. The second section, "Clinical Findings", contains a note about ECG findings and blood pressure. The third section, "Treatment Plan", contains a note about the treatment plan for a patient with ST-segment elevations. At the bottom right are two buttons: a green "Save Clinical Data" button and a grey "Cancel" button.

Cortina, Clarence
ADMIN

Physical Examination *

Vital signs show BP 150/95 mmHg, HR 100 bpm, RR 18 rpm, SpO₂ 97% on room air. Cardiovascular exam reveals an S4 gallop and no murmurs, jugular venous pressure is mildly elevated, and lung auscultation is clear bilaterally.

Clinical Findings

ECG shows ST-segment elevations in leads II, III, and aVF with reciprocal depressions in I and aVL. High-sensitivity troponin I is elevated at 1.8 ng/mL, and bedside echocardiography demonstrates hypokinesis of the inferior left ventricular wall. Blood pressure is 150/95 mmHg, heart rate 100 bpm, and there are no signs of heart failure on lung auscultation.

Treatment Plan

Begin dual antiplatelet therapy with aspirin and ticagrelor, start a weight-based unfractionated heparin infusion, and administer high-dose atorvastatin. Provide sublingual nitroglycerin for pain relief and monitor in the cardiac care unit with continuous telemetry. Prepare the patient for urgent percutaneous coronary intervention, targeting revascularization of the occluded right coronary artery.

Save Clinical Data Cancel

5.2.3 VALIDATE CLINICAL DATA OF PATIENT

This view is intended for **clinical users only**, such as Doctor or authorized Nurse.

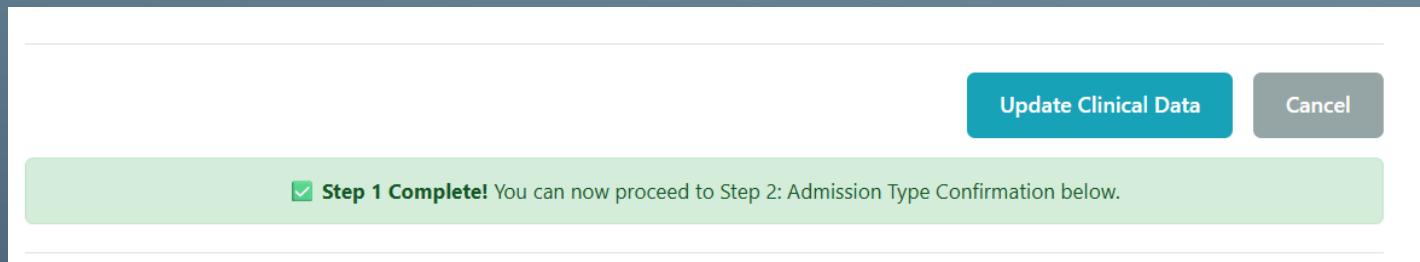
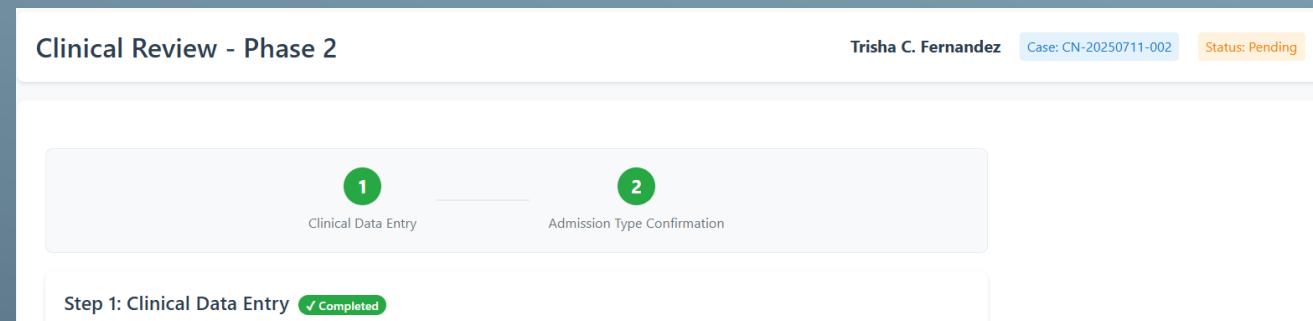
After clicking the **SAVE CLINICAL BUTTON** from **5.2.2** the admission type confirmation is set to be done

Clinical Review - Phase 2

Trisha C. Fernandez Case: CN-20250711-002 Status: Pending

1 Clinical Data Entry 2 Admission Type Confirmation

Step 1: Clinical Data Entry ✓ Completed



5.3 ASSIGN PATIENT'S ATTENDING PHYSICIAN

This view is intended for **clinical users only**, such as Doctor or authorized Nurse.

ICD-10 code uses drop down to pick available code that are catered on hospital. The function leverages auto-assign ICD to Department



Cortina, Clarence
ADMIN

Dashboard

Patients

Users

Billing

Laboratory

Coding & Bed Assignment

Rooms

Reports

Backup

Clinical Review

Help & About

Logout

Step 1 Complete! You can now proceed to Step 2: Admission Type Confirmation below.

Step 2: Admission Type Confirmation

Clinical Assessment

ICD Code *

I50.9 - Cardiology Condition (Dept: Cardiology)

This ICD code maps to: Cardiology Department

Attending Physician *

202

last_name: Quizon

user_id: 202501

role: Doctor

department:

id: 1
name: Cardiology

Select ICD Code...

I50.9 - Cardiology Condition (Dept: Cardiology)
H25.9 - Ophthalmology Condition (Dept: Ophthalmology)
R07.9 - Internal Medicine Condition (Dept: Internal Medicine)
N39.0 - Urology Condition (Dept: Urology)
J06.9 - Pediatrics Condition (Dept: Pediatrics)

Main Complaint: Sudden onset of severe, constricting retrosternal
Physical Examination: Vital signs show BP 150/95 mmHg, HR 100 bpm,
Present Illness: A 23-year-old man with a history of

5.4 ASSIGN PATIENT'S STATUS (INPATIENT | | OUTPATIENT)

Helper Summary for the clinical user's decision making.

Clinical Data Summary (For Reference)

Main Complaint:

Sudden onset of severe, constricting retrosternal chest pain radiating to the left arm, accompanied by diaphoresis and mild dyspnea that began two hours ago.

Physical Examination:

Vital signs show BP 150/95 mmHg, HR 100 bpm, RR 18 rpm, SpO₂ 97% on room air. Cardiovascular exam reveals an S4 gallop and no murmurs, jugular venous pressure is mildly elevated, and lung auscultation is clear bilaterally.

Present Illness:

A 23-year-old man with a history of hypertension and dyslipidemia reports chest tightness triggered by minimal exertion and partially relieved by rest. He describes the pain as 8/10 in intensity, associated with nausea and lightheadedness.

Clinical Findings:

ECG shows ST-segment elevations in leads II, III, and aVF with reciprocal depressions in I and aVL. High-sensitivity troponin I is elevated at 1.8 ng/mL, and bedside echocardiography demonstrates hypokinesis of the inferior left ventricular wall. Blood pressure is 150/95 mmHg, heart rate 100 bpm, and there are no signs of heart failure on lung auscultation.

Treatment Plan:

Begin dual antiplatelet therapy with aspirin and ticagrelor, start a weight-based unfractionated heparin infusion, and administer high-dose atorvastatin. Provide sublingual nitroglycerin for pain relief and monitor in the cardiac care unit with continuous telemetry. Prepare the patient for urgent percutaneous coronary intervention, targeting revascularization of the occluded right coronary artery.

Vitals:

BP: 150/95, Temp: 32.00°C, Pulse: 25.00 bpm

Patient's Original Intent:

Undecided

Based on your clinical assessment above, confirm the final admission type:

Clinical Decision *

5.4 ASSIGN PATIENT'S STATUS (INPATIENT | | OUTPATIENT)

This view is intended for **clinical users only**, such as Doctor or authorized Nurse.

The clinical user's (such as doctor or authorized nurse) is the final decision whether the patient is Inpatient or Outpatient, just as the **Antipolo Centro de Medikal** process is.

The screenshot shows the software interface for managing patient status. On the left, a sidebar menu lists various administrative functions: Dashboard, Patients, Users, Billing, Laboratory, Coding & Bed Assignment, Rooms, Reports, Backup, Clinical Review, Help & About, and Logout. The main content area displays patient information for "Cortina, Clarence" (ADMIN). It includes a note about blood pressure (mmHg), heart rate (100 bpm), and no signs of heart failure. Another note mentions urgent percutaneous coronary intervention targeting revascularization of the occluded right coronary artery. A section titled "Patient's Original Intent: Undecided" asks the clinician to confirm the final admission type based on their assessment. Two options are presented: "Inpatient" (selected) and "Outpatient". The "Inpatient" option requires hospitalization and involves overnight stay, continuous monitoring, or complex procedures. The "Outpatient" option involves same-day care and can be treated and discharged on the same day. A note at the bottom states that once confirmed, the patient status will change from "Pending" to "Ready for Coding" and be forwarded to the billing department for Phase 3 (Coding & Billing). At the bottom is a green button labeled "✓ Confirm Admission Type & Complete Review".

mmHg, heart rate 100 bpm, and there are no signs of heart failure on lung auscultation.

for urgent percutaneous coronary intervention, targeting revascularization of the occluded right coronary artery.

Patient's Original Intent: Undecided

Based on your clinical assessment above, confirm the final admission type:

Clinical Decision *

Inpatient
(Requires hospitalization)

Patient needs overnight stay, continuous monitoring, or complex procedures

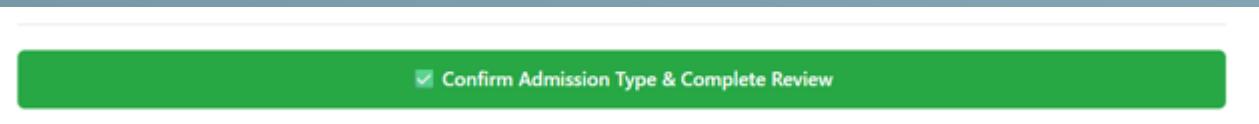
Outpatient
(Same-day care)

Patient can be treated and discharged on the same day

Note: Once confirmed, the patient status will change from "Pending" to "Ready for Coding" and will be forwarded to the billing department for Phase 3 (Coding & Billing).

✓ Confirm Admission Type & Complete Review

5.4 ASSIGN PATIENT'S STATUS (INPATIENT | | OUTPATIENT)



After confirming the Patient's clinical data and setting the patient's status (whether they are Inpatient or Outpatient) classification,

The patient's status will be set as **READY FOR CODING** for the final assessment and **BILLING ASSIGNMENT**

PATIENT ID	NAME	ADMISSION	STATUS	CASE NUMBER	ACTION	ARCHIVE
GK5HB	Trisha C. Fernandez	7/11/2025	READY FOR CODING	CN-20250711-002	View	Archive
D54FU	Shandelo Cayethanos	7/7/2025	OUTPATIENT	CN-20250707-003	View	Archive
QV5TG	Shandelo	7/7/2025	OUTPATIENT	CN-20250707-001	View	Archive
TKARQ	Almond P. Pineda	7/6/2025	DISCHARGED	CN-20250706-004	View	Archive



6. CODING & BED ASSIGNMENT

6.1 VERIFY AND ADJUST DEPARTMENT

This view is intended for **BILLER** users only.

This index page shows all patient that has status of “Ready_For_Encoding”.
Clicking Begin Final Coding assessment form.



Cortina, Clarence
ADMIN

- Dashboard
- Patients
- Users
- Billing
- Laboratory
- Coding & Bed Assignment
- Rooms
- Reports
- Backup
- Clinical Review
- Help & About

Logout

Coding & Bed Assignment - Phase 3

Review patients ready for coding and finalize their admission

Patients Ready for Coding (4)

Trisha C. Fernandez CN-20250711-002

DOB: 2001-12-01
Patient Intent: Undecided
Doctor's Decision: Inpatient
ICD Code: I50.9
Attending Physician: Konami Quizon
Department: Cardiology

Anne Y. Yari CN-20250706-002

DOB: 2010-07-06
Patient Intent: Outpatient
Doctor's Decision: Not decided
ICD Code: I50.9
Attending Physician: Konami Quizon
Department: Cardiology

Select a Patient

Choose a patient from the list to review their information and finalize their admission.

6.2.1 VALIDATE CLINICAL DATA OF PATIENT

Patients Ready for Coding (4)

Trisha C. Fernandez CN-20250711-002
DOB: 2001-12-01
Patient Intent: Undecided
Doctor's Decision: Inpatient
ICD Code: I50.9
Attending Physician: Konami Quizon
Department: Cardiology

Anne Y. Yari CN-20250706-002
DOB: 2010-07-06
Patient Intent: Outpatient
Doctor's Decision: Not decided
ICD Code: I50.9
Attending Physician: Konami Quizon
Department: Cardiology

Walter Fernandez CN-20250706-001
DOB: 1987-07-06
Patient Intent: Inpatient
Doctor's Decision: Not decided
ICD Code: N39.0
Attending Physician: Don Lorenzo Monderin
Department: Urology

Must Be Pending TWO CN-20250704-004
DOB: 2010-07-04
Patient Intent: Inpatient
Doctor's Decision: Not decided
ICD Code: I50.9
Attending Physician: Lance Doc Gonzales
Department: Urology

Review Patient: Trisha C. Fernandez

Clinical Summary

CASE NUMBER: CN-20250711-002	MAIN COMPLAINT: Sudden onset of severe, constricting retrosternal chest pain radiating to the left arm, accompanied by diaphoresis and mild dyspnea that began two hours ago.	PRINCIPAL DIAGNOSIS: Vital signs show BP 150/95 mmHg, HR 100 bpm, RR 18 rpm, SpO ₂ 97% on room air.
ICD CODE: I50.9	ATTENDING PHYSICIAN: Konami Quizon	PHYSICIAN DEPARTMENT: Cardiology
PATIENT INTENT: Undecided	DOCTOR'S FINAL DECISION: Inpatient	

Bed Assignment (For Inpatients Only)
Select a bed if this patient will be admitted as an inpatient:

WARD ₱50.00/day Bed 102 Bed 103 Bed 105	DELUXE ₱80.00/day Bed 201 Bed 203
SEMI-PRIVATE ₱100.00/day Bed 301 Bed 302	PRIVATE ₱150.00/day Bed 401 Bed 402 Bed 404

Selected Bed: Bed 102 in

Finalize as Inpatient **Finalize as Outpatient**

Note: Finalizing will create a billing record and set the patient's final status.

- Inpatient:** Select a bed above to enable inpatient finalization
- Outpatient:** Leave bed selection empty to enable outpatient finalization
- Bed selected:** Only inpatient finalization is available

This view is intended for **BILLER** users only.

The Biller will finalize the Billing by validating and reviewing all the information that was submitted from Receptionist, to clinical information, and to finalizing the Patient's encoding.

6.2.2 VALIDATE CLINICAL DATA OF PATIENT

Patients Ready for Coding (4)

Trisha C. Fernandez CN-20250711-002
DOB: 2001-12-01
Patient Intent: Undecided
Doctor's Decision: Inpatient
ICD Code: I50.9
Attending Physician: Konami Quizon
Department: Cardiology

Anne Y. Yari CN-20250706-002
DOB: 2010-07-06
Patient Intent: Outpatient
Doctor's Decision: Not decided
ICD Code: I50.9
Attending Physician: Konami Quizon
Department: Cardiology

Walter Fernandez CN-20250706-001
DOB: 1987-07-06
Patient Intent: Inpatient
Doctor's Decision: Not decided
ICD Code: N39.0
Attending Physician: Don Lorenzo Monderin
Department: Urology

Must Be Pending TWO CN-20250704-004
DOB: 2010-07-04
Patient Intent: Inpatient
Doctor's Decision: Not decided
ICD Code: I50.9
Attending Physician: Lance Doc Gonzales
Department: Urology

Review Patient: Trisha C. Fernandez

Clinical Summary

CASE NUMBER: CN-20250711-002	MAIN COMPLAINT: Sudden onset of severe, constricting retrosternal chest pain radiating to the left arm, accompanied by diaphoresis and mild dyspnea that began two hours ago.	PRINCIPAL DIAGNOSIS: Vital signs show BP 150/95 mmHg, HR 100 bpm, RR 18 rpm, SpO ₂ 97% on room air.
ICD CODE: I50.9	ATTENDING PHYSICIAN: Konami Quizon	PHYSICIAN DEPARTMENT: Cardiology
PATIENT INTENT: Undecided	DOCTOR'S FINAL DECISION: Inpatient	

Bed Assignment (For Inpatients Only)
Select a bed if this patient will be admitted as an inpatient:

WARD ₱50.00/day Bed 102 Bed 103 Bed 105	DELUXE ₱80.00/day Bed 201 Bed 203
SEMI-PRIVATE ₱100.00/day Bed 301 Bed 302	PRIVATE ₱150.00/day Bed 401 Bed 402 Bed 404

Selected Bed: Bed 102 in

Finalize as Inpatient Finalize as Outpatient

Note: Finalizing will create a billing record and set the patient's final status.

- Inpatient: Select a bed above to enable inpatient finalization
- Outpatient: Leave bed selection empty to enable outpatient finalization

Bed selected: Only inpatient finalization is available

This view is intended for **BILLER** users only.

After summarizing and validating the clinical data and patient information,

the Biller will pick and confirm the option with the patient themselves.

Click the AVAILABLE BEDS shown on the table.

6.2.3 VALIDATE CLINICAL DATA OF PATIENT

Patients Ready for Coding (4)

Trisha C. Fernandez CN-20250711-002
DOB: 2001-12-01
Patient Intent: Undecided
Doctor's Decision: Inpatient
ICD Code: I50.9
Attending Physician: Konami Quizon
Department: Cardiology

Anne Y. Yari CN-20250706-002
DOB: 2010-07-06
Patient Intent: Outpatient
Doctor's Decision: Not decided
ICD Code: I50.9
Attending Physician: Konami Quizon
Department: Cardiology

Walter Fernandez CN-20250706-001
DOB: 1987-07-06
Patient Intent: Inpatient
Doctor's Decision: Not decided
ICD Code: N39.0
Attending Physician: Don Lorenzo Monderin
Department: Urology

Must Be Pending TWO CN-20250704-004
DOB: 2010-07-04
Patient Intent: Inpatient
Doctor's Decision: Not decided
ICD Code: I50.9
Attending Physician: Lance Doc Gonzales
Department: Urology

Review Patient: Trisha C. Fernandez

Clinical Summary

CASE NUMBER: CN-20250711-002	MAIN COMPLAINT: Sudden onset of severe, constricting retrosternal chest pain radiating to the left arm, accompanied by diaphoresis and mild dyspnea that began two hours ago.	PRINCIPAL DIAGNOSIS: Vital signs show BP 150/95 mmHg, HR 100 bpm, RR 18 rpm, SpO ₂ 97% on room air.
ICD CODE: I50.9	ATTENDING PHYSICIAN: Konami Quizon	PHYSICIAN DEPARTMENT: Cardiology
PATIENT INTENT: Undecided	DOCTOR'S FINAL DECISION: Inpatient	

Bed Assignment (For Inpatients Only)
Select a bed if this patient will be admitted as an inpatient:

WARD ₱50.00/day Bed 102 Bed 103 Bed 105	DELUXE ₱80.00/day Bed 201 Bed 203
SEMI-PRIVATE ₱100.00/day Bed 301 Bed 302	PRIVATE ₱150.00/day Bed 401 Bed 402 Bed 404

Selected Bed: Bed 102 in

Finalize as Inpatient **Finalize as Outpatient**

Note: Finalizing will create a billing record and set the patient's final status.
• **Inpatient:** Select a bed above to enable inpatient finalization
• **Outpatient:** Leave bed selection empty to enable outpatient finalization
■ **Bed selected:** Only inpatient finalization is available

This view is intended for **BILLER** users only.

If a bed has been picked, the button for **INPATIENT** will be unlocked and locked the other one.

6.2.4 VALIDATE CLINICAL DATA OF PATIENT

Patients Ready for Coding (4)

Trisha C. Fernandez CN-20250711-002

DOB: 2001-12-01
Patient Intent: Undecided
Doctor's Decision: Inpatient
ICD Code: I50.9
Attending Physician: Konami Quizon
Department: Cardiology

Anne Y. Yari CN-20250706-002

DOB: 2010-07-06
Patient Intent: Outpatient
Doctor's Decision: Not decided
ICD Code: I50.9
Attending Physician: Konami Quizon
Department: Cardiology

Walter Fernandez CN-20250706-001

DOB: 1987-07-06
Patient Intent: Inpatient
Doctor's Decision: Not decided
ICD Code: N39.0
Attending Physician: Don Lorenzo Monderin
Department: Urology

Must Be Pending TWO CN-20250704-004

DOB: 2010-07-04
Patient Intent: Inpatient
Doctor's Decision: Not decided
ICD Code: I50.9
Attending Physician: Lance Doc Gonzales
Department: Urology

Review Patient: Trisha C. Fernandez

Clinical Summary

CASE NUMBER:
CN-20250711-002

MAIN COMPLAINT:
Sudden onset of severe, constricting retrosternal chest pain radiating to the left arm, accompanied by diaphoresis and mild dyspnea that began two hours ago.

PRINCIPAL DIAGNOSIS:
Vital signs show BP 150/95 mmHg, HR 100 bpm, RR 18 rpm, SpO₂ 97% on room air.

ICD CODE:
I50.9

ATTENDING PHYSICIAN:
Konami Quizon

PHYSICIAN DEPARTMENT:
Cardiology

PATIENT INTENT:
Undecided

DOCTOR'S FINAL DECISION:
Inpatient

Bed Assignment (For Inpatients Only)

Select a bed if this patient will be admitted as an inpatient:

WARD

₱50.00/day

Bed 102 Bed 103 Bed 105

DELUXE

₱80.00/day

Bed 201 Bed 203

SEMI-PRIVATE

₱100.00/day

Bed 301 Bed 302

PRIVATE

₱150.00/day

Bed 401 Bed 402 Bed 404

Finalize as Inpatient

Finalize as Outpatient

Note: Finalizing will create a billing record and set the patient's final status.

- **Inpatient:** Select a bed above to enable inpatient finalization
- **Outpatient:** Leave bed selection empty to enable outpatient finalization
- ⚠ **No bed selected:** Only outpatient finalization is available

This view is intended for **BILLER** users only.

If a bed is not assigned, then the button for **OUTPATIENT** will be unlocked and lock the other one too.

6.2.5 VALIDATE CLINICAL DATA OF PATIENT

After the final encoding, the chosen patient's status will reflect the patient's status now

PATIENT ID	NAME	ADMISSION	STATUS	CASE NUMBER	ACTION	ARCHIVE
GK5HB	Trisha C. Fernandez	7/11/2025	ADMITTED	CN-20250711-002	View	Archive
D54FU	Shandelo Cayethanos	7/7/2025	OUTPATIENT	CN-20250707-003	View	Archive
QV5TG	Shandelo	7/7/2025	OUTPATIENT	CN-20250707-001	View	Archive
TKARQ	Almond P. Pineda	7/6/2025	DISCHARGED	CN-20250706-004	View	Archive



7. MANAGING LAB RESULTS

7.1 CREATING A NEW LABORATORY ORDER

In the patient's **Lab Results** tab, click **New Lab Order**.

Select **Patient** from the dropdown then the proper **Test Type** in text field.

ADD Laboratory Result'

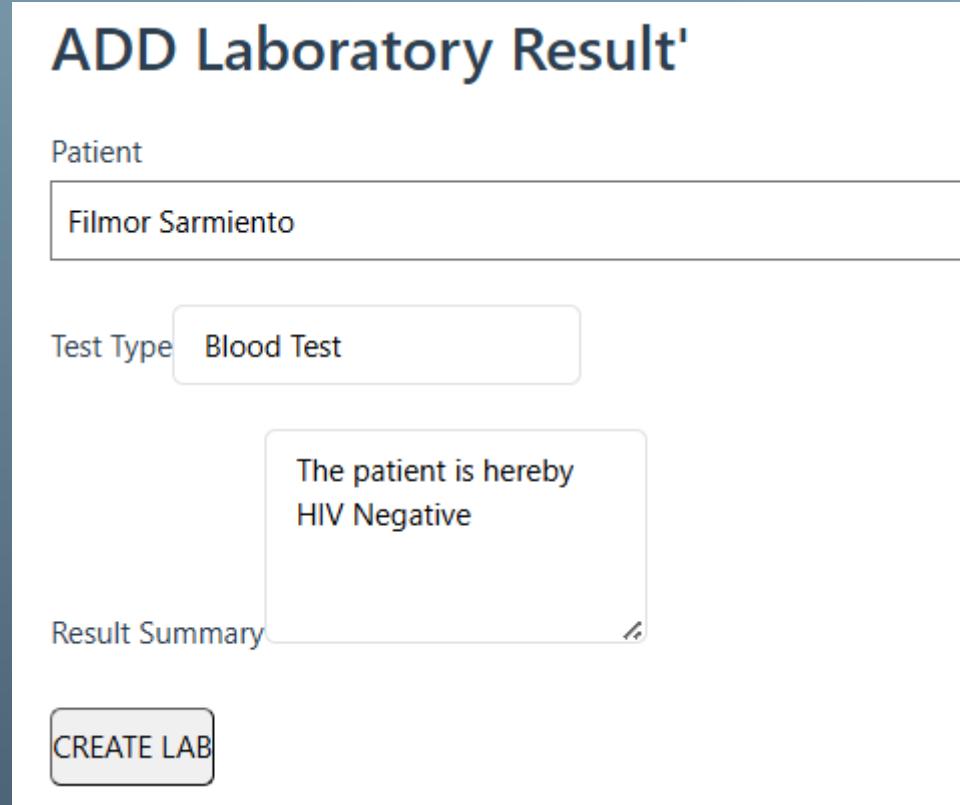
Patient
Filmor Sarmiento

Test Type Blood Test

The patient is hereby
HIV Negative

Result Summary

CREATE LAB



Enter **Result Summary** (optional).

Click **CREATE LAB** to generate a Laboratory Order ID.

7.2 UPLOADING & GROUPING RESULT FILES

After saving, click **Upload Files** on the new order.
In the modal, use **+ Add File Group** to add a batch.

The screenshot shows the 'File Groups' section of a medical application. It displays two groups of files:

- X ray result:** Three chest X-ray images are shown, each with hands pointing to specific areas of interest.
- Blood Test result:** Two images are shown: one of a blood sample being drawn and another of a laboratory slide with several test tubes.

A red box highlights the button **+ Upload More Attachments**, which has a red arrow pointing to it from the left side of the image.

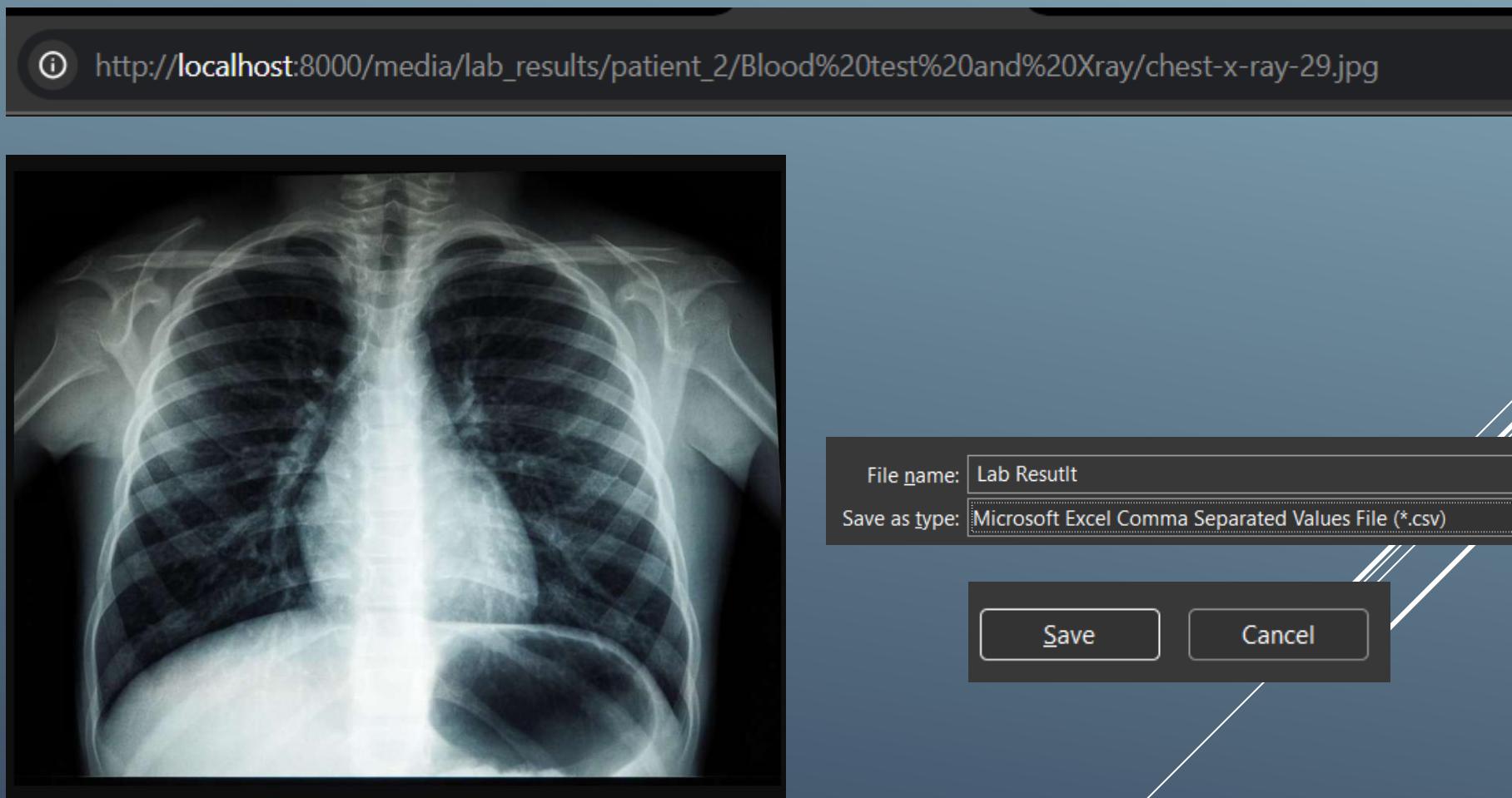
Select one or more files.
Enter a **Group Description**.
Click **Upload**

The screenshot shows the 'Upload New File Group' modal window. It contains the following fields:

- Group 1**: A group name field containing the text "New Blood Test Result".
- Description**: A text input field.
- Upload Files**: A file selection button labeled "Choose Files" showing "2 files".
- + Add Group**: A button to add additional groups.
- Cancel** and **Upload**: Buttons at the bottom right.

7.3 VIEWING & DOWNLOADING RESULT DOCUMENTS

Click any Lab Order to expand file groups.
Each file is listed with its filename and upload date.
Click **Download** icon to save locally.



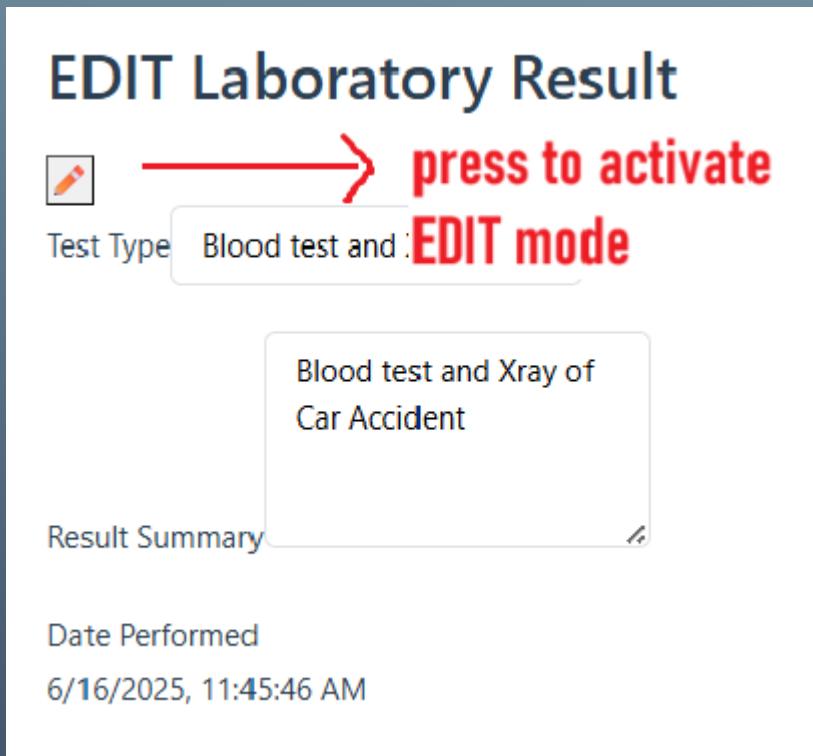
The screenshot shows a web browser window. At the top, there is a URL bar with the address http://localhost:8000/media/lab_results/patient_2/Blood%20test%20and%20Xray/chest-x-ray-29.jpg. Below the URL bar, on the left, is a large image of a chest X-ray showing the ribcage and lungs. On the right, a download dialog box is displayed with the following fields:

- File name: Lab Resultt
- Save as type: Microsoft Excel Comma Separated Values File (*.csv)
- Buttons: Save and Cancel

A line from the text "Click Download icon to save locally." points to the "Save" button in the dialog box.

7.4 EDITING OR APPENDING TO A LAB ORDER

- In the Lab Order detail view, click **Add More Files** to attach new batches.
- Edit the **Result Summary and Test Type** inline, then **Save**.



The screenshot shows the 'File Groups' section. It includes three X-ray images labeled 'X ray result' and a table for the 'Blood Test result'. The table has three columns: 'TEST', 'RESULT', and 'REFERENCE'. The first few rows of the table are:

TEST	RESULT	REFERENCE
Red Cell Count (RBC)	8.50	5.5 to 13
White Cell Count (WBC)	10	4.0 to 7.9
Hemoglobin (%)	12	12.5 to 14.9
Hematocrit (%)	36	36.0 to 48.8
Mean Corpuscular Volume (MCV)	81	80.0 to 100.0
Mean Corpuscular Hemoglobin (MCH)	27.0	27.0 to 31.0
Mean Corpuscular Hemoglobin Concentration (MCHC)	33.3	31.0 to 36.0
Differential	1	1 to 5
Platelet Count (PLT)	200	150 to 450
Red Cell Distribution Width (RDW)	12.0	11.5 to 17.5
On the basis of	0.84	0.3 to 0.7
Normal	11.2	10.5 to 12.7
Normal Range (%)	37	32 to 42
Normal Reference	10.0	10.0 to 14.0

At the bottom, there is a button '+ Upload More Attachments' and a note 'unlocks this feature'.



8. BILLING & PAYMENTS

8.1 GENERATING INVOICES

- Navigate to **Billing** module.
- **Select patient** and add **Line Items** (procedures, tests, services).

Transaction List		IDKsss	Status:	All	5 / 2	Confirm Selection (1)	PDF	CSV
#	Billing ID	Patient	Date	Status	Amount	By		
<input type="checkbox"/>	PN9Y8JZW	Jasper Cadelina	Jun 4, 2025	Unpaid	₱0.00	Admin		
<input checked="" type="checkbox"/>	W4JVEPS7	Filmor Sarmiento	Apr 30, 2025	Unpaid	₱1249.00	Admin		

Click the Patient then Generate to view the invoice preview.

The Billing has been generated

Bill #W4JVEPS7 – Filmor Sarmiento Unpaid

Show Patient Information ▾

Billing Details

Billing ID: 3
Created On: 4/30/2025, 12:12:01 AM
Total Due: ₱1249.00
Created By: Admin (User ID: 111)
Department: admin
Operators: Admin (User ID: 111)

Add New Billing **Generate Bill**

Billing Items

Dental Checkup (₱250.00) × 1 **EDIT**
Chairopractor (₱999.00) × 1 **EDIT**

Hospital Billing Statement
Bill ID: W4JVEPS7

Patient Information
Patient ID: R9PKN
Name: Filmor Sarmiento
Status: Discharged
Admission Date: April 29, 2025
Discharge Date: April 30, 2025

Billing Details
Date: April 30, 2025
Status: Unpaid
Prepared by: Admin (111)

Service	Quantity	Unit Price	Total
Dental Checkup	1	₱250.00	
Chairopractor	1	₱999.00	
Grand Total:			₱1249.00

8.2 APPLYING PAYMENTS & REFUNDS

Open an invoice in the **Billing** list.

Transaction List

Billing ID	Patient	Date	Status	Amount	By
ZSQRJ85Z	Jasper Cadelina	Jun 16, 2025	Unpaid	₱501.00	Admin
49NMV26C			Paid	₱0.00	Admin
RZG3M72Y			Paid	₱4730.00	Admin
MZPRNP47			Paid	₱0.00	Admin
SNMCNJUB			Paid	₱1500.00	Admin
PN9Y8JZW			Paid	₱0.00	Admin
W4JVEPS7			Paid	₱1249.00	Admin
W3CVGV7Z			Paid	₱523938.00	Teller
SH3X9NAJ			Paid	₱54872.00	Teller

Status: IDKsss All 10 / 1 Confirm Selection (0) PDF CSV

Showing 1-9 of 9 results Previous Page 1

Transaction Details

Transaction ID: W4JVEPS7 Patient: Filmor Sarmiento

Date: 4/30/2025, 12:12:01 AM Status: Unpaid

Total Due: ₱1249.00 Created By: 111 (Admin)

Operators: • 111 (Admin)

Billing Items:

- 20 - ₱250.00
- 24 - ₱999.00

Mark as Paid **Download Receipt**

Click **Record Payment**, mark the patient as **PAID** if it tallies with manual record.

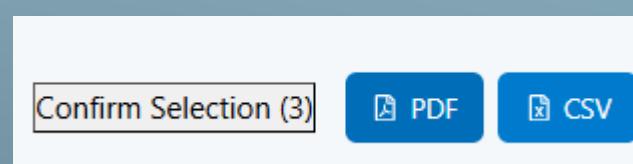
Transaction List

Billing ID	Patient	Date	Status	Amount	By
PN9Y8JZW	Jasper Cadelina	Jun 4, 2025	Unpaid	₱0.00	Admin
W4JVEPS7	Filmor Sarmiento	Apr 30, 2025	Unpaid	₱1249.00	Admin
W3CVGV7Z	Jasper Cadelina	Apr 29, 2025	Unpaid	₱523938.00	Teller
SH3X9NAJ	Filmor Sarmiento	Apr 29, 2025	Paid	₱54872.00	Teller

Status: IDKsss All 5 / 2 Confirm Selection (0) PDF CSV

8.3 EXPORTING BILLING REPORTS

- In **Reports & Analytics**, choose **Revenue Report**.
- Configure date range and grouping
- Click **Export CSV** or **Download PDF**.



Transaction List

	Billing ID	Patient	Date	Status	Amount	By
<input checked="" type="checkbox"/>	ZSORJB5Z	Jasper Cadelina	Jun 16, 2025	Unpaid	₱501.00	Admin
<input checked="" type="checkbox"/>	49NMV26C	Filmor Sarmiento	Jun 16, 2025	Unpaid	₱0.00	Admin
<input checked="" type="checkbox"/>	RZG3M72Y	Filmor Sarmiento	Jun 14, 2025	Unpaid	₱4730.00	Admin

A	B	C	D	E	F	G
1	Billing Cod	Patient Na	Date	Status	Amount	Created By
2	ZSQRJB5Z	Jasper Ca	Jun-16	2025	Unpaid	501 Admin
3	49NMV26C	Filmor Sari	Jun-16	2025	Unpaid	0 Admin
4	RZG3M72Y	Filmor Sari	Jun-14	2025	Unpaid	4730 Admin



9. REPORTS & ANALYTICS

9.1 REPORTS & ANALYTICS

Exporting & Downloading Reports

Reports Dashboard

Patient Reports User Activity Logs Medical History

report type tab

Start Date: End Date:
31/12/2024 29/06/2025 All CSV

Items per page: 8

Filter and button actions

pagination of report count

Patient ID	Patient	Record Type	Attending Physician	Admission/Visit Date	Bed Number
Y4JRQ	Mo E. Lester	Outpatient	Dr. 3	Jun 29, 2025	None
3HSNF	Mo E. Lester	Inpatient	Dr. 3	Jun 29, 2025	None
XKPSP	Marwan D. Terrorist	Outpatient	Dr. 2	Jun 29, 2025	None
7FDTS	Cong Velasquez Jr	Outpatient	Dr. 1	Jun 29, 2025	None
TJ7GG	James Sarmiento 005	Outpatient	Dr. 1	Jun 29, 2025	None
CKDG6	Filmor Sarmiento	Inpatient	Dr. 1	Jun 29, 2025	None
6CKWF	Filmor Sarmiento	Inpatient	Dr. 1	Jun 29, 2025	None

Previous Page 1 of 1 (7 total records) Next

- Filter and Button Actions defines the output of the the csv.
- By pressing the CSV button, it will generate CSV file on chosen report

9.2 REPORTS & ANALYTICS (EXPORTING & DOWNLOADING REPORTS)

User Activity Logs where it tracks all user's movement

Reports Dashboard

Patient Reports User Activity Logs Medical History

→ **User Activity Logs**
it tracks all user's movement on system application

View Mode: Start Date: End Date:
My Logs 31/12/2024 29/06/2025 ALL CSV

filters and action tag

User	Action	Timestamp	IP Address	User Agent	Details
2	VIEW	Jun 29, 2025, 10:42 PM	N/A	N/A	{"message":"Viewed bills:"}
2	VIEW	Jun 29, 2025, 10:42 PM	N/A	N/A	{"message":"Viewed bills:"}
2	VIEW	Jun 29, 2025, 10:42 PM	N/A	N/A	{"query":"s","message":"Searched a billing:"}
2	VIEW	Jun 29, 2025, 10:42 PM	N/A	N/A	{"message":"Viewed bed assignment list:"}
2	VIEW	Jun 29, 2025, 10:42 PM	N/A	N/A	{"message":"Viewed bed assignment list:"}
2	VIEW	Jun 29, 2025, 10:42 PM	N/A	N/A	{"message":"Viewed bed assignment list:"}
2	VIEW	Jun 29, 2025, 10:42 PM	N/A	N/A	{"message":"Viewed bed assignment list:"}
2	VIEW	Jun 29, 2025, 10:42 PM	N/A	N/A	{"message":"Viewed bed assignment list:"}
2	VIEW	Jun 29, 2025, 10:31 PM	N/A	N/A	{"message":"Viewed bed assignment list:"}
2	VIEW	Jun 29, 2025, 10:31 PM	N/A	N/A	{"message":"Viewed bed assignment list:"}

- Filter and Button Actions defines the output of the the csv.
- By pressing the CSV button, it will generate CSV file on chosen report

9.3 REPORTS & ANALYTICS (SEARCH FUNCTION)

Search Patient using their ID or Name.

Reports Dashboard

Patient Reports

User Activity Logs

Medical History

 Search patients by ID or name

Search Function using
Patient ID or Name

Items per page: 3

Patient ID	Patient	Record Type	Attending Physician	Admission/Visit Date	Bed Number	Action
Y4JRQ	Mo E. Lester	Outpatient	Dr. 3	Jun 29, 2025	None	 CSV
3HSNF	Mo E. Lester	Inpatient	Dr. 3	Jun 29, 2025	None	 CSV
XKPSP	Marwan D. Terrorist	Outpatient	Dr. 2	Jun 29, 2025	None	 CSV

[Previous](#) Page 1 of 3 (7 total records) [Next](#)

7f

code:
7FDTS

name:
Cong Velasquez Jr

3HSNF	Mo E. Lester	Inpatient	Dr.
XKPSP	Marwan D. Terrorist	Outpatient	Dr.

[Previous](#) Page 1 of 3 (7 total records) [Next](#)

9.5 REPORTS & ANALYTICS (PATIENT HISTORY)

Click the patient you want to see the history, and then PRINT CSV

Reports Dashboard

Patient History

Search

Items per page

Patient ID: Y4JRQ

Y4JRQ

3HSNI

XKPSR

Previous

Viewing Patient #Y4JRQ

Name: Mo E. Lester

Birth date: 6/17/1995

Patient ID: #Y4JRQ

Print CSV

Case Number Record Type Date Action

CN-20250629-013 New 6/29/2025 View

CN-20250629-013 New 6/29/2025 View

CN-20250629-013 New 6/29/2025 View

CN-20250629-011 New 6/29/2025 View

CN-20250629-011 New 6/29/2025 View

2: click PRINT CSV to generate reports

opens this modal

1: click action

Physician	Admission/Visit Date	Bed Number	Action
	Jun 29, 2025	None	CSV
	Jun 29, 2025	None	CSV
	Jun 29, 2025	None	CSV

The screenshot shows a 'Reports Dashboard' interface. On the left, there's a sidebar with 'Patient History' and a search bar. Below the search bar, there are dropdown menus for 'Items per page' and 'Patient ID' set to 'Y4JRQ'. The main area displays a list of records for patient 'Mo E. Lester' with columns for Case Number, Record Type, Date, and Action (with a 'View' button). A modal window titled 'Viewing Patient #Y4JRQ' is open over the list, showing the patient's name, birth date, and ID, along with the same list of records. A red box surrounds the entire modal window. A red arrow from the text '2: click PRINT CSV to generate reports' points to the 'Print CSV' button in the top right corner of the modal. Another red arrow from the text '1: click action' points to the 'Action' column of the table in the modal, which contains three rows of physician information with 'CSV' download icons.

9.6 REPORTS & ANALYTICS (CSV RESULTS)

Example CSV OUTPUT format

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
history_id	changed_t	changes	original_caid		ward_serv	bed_numb	has_phi	case_num	hospital_c	has_hmo	hmo	code	name	status	ty
33'''	[object Ob	[object Ob CN-20250(6'''			house'''	"	"	CN-20250(Y4JRQ'''	"		Acme Heal	Y4JRQ'''	Mo E. Lest	Discharged	No
32'''	[object Ob	[object Ob CN-20250(6'''			house'''	102'''	"	CN-20250(Y4JRQ'''	"		Acme Heal	Y4JRQ'''	Mo E. Lest	Admitted'''	No
31'''	[object Ob	[object Ob CN-20250(6'''			house'''	"	"	CN-20250(Y4JRQ'''	"		Acme Heal	Y4JRQ'''	Mo E. Lest	Admitted'''	No
27'''	[object Ob	[object Ob CN-20250(6'''			house'''	"	"	CN-20250(Y4JRQ'''	"		Acme Heal	Y4JRQ'''	Mo E. Lest	Admitted'''	No
26'''	[object Ob	[object Ob CN-20250(6'''			house'''	"	"	CN-20250("	"		Acme Heal	Y4JRQ'''	Mo E. Lest	Admitted'''	No

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Patient ID	Name	Status	Case Num	Hospital C	Gender	Age	Birth Place	Date of Bir	Civil Status	Nationality	Religion	Address	Phone	Occupatio	Ward Se
9N5AK	Renz Toat	Admitted	CN-20250(asda	asda	Male	17	Taytay Riz	6/25/2020	Single	Filipino	Roman Ca	block 1 lot	9.36E+09	Student	private
9D6NP	Marwan D	Admitted	CN-20250(HCN-2025	HCN-2025	Male	12	Angelo Ba	6/25/2025	Single	Filipino	Muslim	asdsa	12321	Gambler H	private
D7UAJ	Jasperhertw	Admitted	CN-20250(asdaaaaz	asdaaaaz	Male	1	Taytay Riz	6/25/2025	Single	N/A	N/A	block 1 lot	9.76E+09	N/A	N/A
HZVWC	Filmor Saru	Admitted	testNewPa	adsa	Female	1	Taytay Riz	#####	Married	N/A	N/A	block 1 lot	9.36E+09	N/A	private
2YBAK	1	Admitted	CN-20250(HCN-2025	HCN-2025	Male	0	ad	6/25/2025	Single	Filipino	Catholic	asdadas	9.36E+09	N/A	private
57DKX	Jasperh Ca	Discharged	testNewPa	asdaEditez	Female	1	Angelo Ba	6/25/2025	Married	Filipino	Roman Ca	block 1 lot	9.76E+09	Student	N/A
H7SQ9	Rashid Cac	Admitted	4678andas	asdadasd	Male	11	Taytay Riz	6/25/2025	Married	Filipino	Roman Ca	block 1 lot	9.76E+09	Software E	house
5HVN5	Jazmine Sa	Admitted	asdtangIN.	bhc scj	N/A	N/A	N/A	#####	Widowed	Filipino	Roman Ca	block 1 lot	9.76E+09	Foreman	N/A
2WB8U	James Bon	Discharged	testNewPa	asdaEditec	Male	13	ads	6/17/2025	Single	Filipino	Christian	block 1 lot	9.36E+09	Student	house
K8XA4	Juan Dela	Admitted	CN-20250(HCN-2025	HCN-2025	N/A	N/A	N/A	4/23/1985	Married	Filipino	Roman Ca	123 Mabin	6.39E+11	Software E	N/A
XNY9N	Lance GO	Admitted	13njas	asnd1	N/A	N/A	N/A	6/17/2002	Separated	Filipino	Muslim	block 21 lc	9.76E+09	Gambler H	N/A
BGFSU	renz CLare	Discharged	4678123	3123	N/A	N/A	N/A	6/17/1925	Divorced	Filipino	Christian	block 1 lot	9.76E+09	Foreman	N/A



10. INPATIENT BED ASSIGNMENT & BILLING

10.1 ASSIGNING PATIENTS TO BEDS

Receptionists or tellers can assign patients to specific beds within available rooms “using the billings” intact to a patient. There should be BILLING already in the patient

1 Billing Selection

Search Existing Billing

Find a patient's billing record

 Luis Fernando G. Cruz UNPAID

# Billing ID	Patient
7	Luis Fernando G. Cruz
>Status	Total Due
Unpaid	\$

Next: Choose Bed →

10.2 AUTOMATED HOURLY BILLING

The system tracks how long the patient stays and bills automatically per hour.

Bill #SHDTDTFX – Luis Fernando G. Cruz Paid

Show Patient Information ▾

Billing Details

Billing ID: 6

Created On: 7/1/2025, 5:28:27 PM

Total Due: ₡1660.00

Created By: Admin (User ID: 111)

Department: Admin

Operators: Admin (User ID: 111)

Add New Billing Item **Generate Bill**

Bed Assignments

Bed 201 - 2 hrs	Edit
Bed 201 - 2 hrs	Edit

This is incremented per hour, the price of the bed are based on the price of the room

10.3 DISCHARGING PATIENTS:

Doctors or receptionists can officially discharge a patient, which ends the room billing cycle and updates the patient status.

Bed Assignments

7/2/2025, 1:45:12 AM

Show active assignments only Search by patient, room or billing ID...

# ID	Patient	Room	Bed#	Start Time	End Time	Hours	Billing	Actions
5		WARD	102	7/2/2025, 1:45:06 AM	● Active	0	7	<button>➡ Discharge</button>



11. BACKUP & RESTORE MODULE

11.1 CREATING A BACKUP

Generate a full ZIP of the current MySQL database and uploaded lab documents.

Backup Management

How to use:

- Create Backup:** Click "Create New Backup" to save current state
- View History:** Browse all available backups below
- Restore:** Click "Restore" on any backup to revert to that state
- Safety:** A safety backup is automatically created before restore

Backup History (14 backups)

ID: 14	Database
Database:	db_20250701-180828.sql
Media:	media_20250701-180828.zip
Created:	7/1/2025, 6:08:29 PM
By:	system
<button>Restore</button>	

ID: 12	Database
Database:	db_20250701-180630.sql
Media:	media_20250701-180630.zip
Created:	7/1/2025, 6:08:28 PM
By:	system
<button>Restore</button>	

ID: 13	Database
Database:	db_20250701-180657.sql
Media:	media_20250701-180657.zip
Created:	7/1/2025, 6:08:28 PM
By:	system
<button>Restore</button>	

11.2 LISTING AVAILABLE BACKUPS

Access a list of all past backup versions via [*api/backup/list*](#)

<p>Created: 7/1/2025, 6:08:29 PM</p> <p>By: system</p> <p>Restore</p> <p>ID: 11 </p> <p>Database: db_20250701-131050.sql</p> <p>Media: media_20250701-131050.zip</p> <p>Created: 7/1/2025, 1:10:58 PM</p> <p>By: system</p> <p>Restore</p>	<p>Created: 7/1/2025, 6:08:28 PM</p> <p>By: system</p> <p>Restore</p> <p>ID: 10 </p> <p>Database: db_20250701-130842.sql</p> <p>Media: media_20250701-130842.zip</p> <p>Created: 7/1/2025, 1:10:50 PM</p> <p>By: system</p> <p>Restore</p>	<p>Created: 7/1/2025, 6:08:28 PM</p> <p>By: system</p> <p>Restore</p> <p>ID: 9 </p> <p>Database: db_20250701-130827.sql</p> <p>Media: media_20250701-130827.zip</p> <p>Created: 7/1/2025, 1:10:50 PM</p> <p>By: system</p> <p>Restore</p>
<p>ID: 8 </p> <p>Database: db_20250701-113755.sql</p> <p>Media: media_20250701-113755.zip</p> <p>Created: 7/1/2025, 11:37:57 AM</p> <p>By: system</p> <p>Restore</p>	<p>ID: 7 </p> <p>Database: db_20250701-113630.sql</p> <p>Media: media_20250701-113630.zip</p> <p>Created: 7/1/2025, 11:37:27 AM</p> <p>By: system</p> <p>Restore</p>	<p>ID: 6 </p> <p>Database: db_20250701-113147.sql</p> <p>Media: media_20250701-113147.zip</p> <p>Created: 7/1/2025, 11:37:27 AM</p> <p>By: system</p> <p>Restore</p>

11.3 RESTORING FROM BACKUP

Click “RESTORE” restore a previous state using the selected backup ID.

Backup Management

How to use:

- Create Backup:** Click "Create New Backup" to save current state
- View History:** Browse all available backups below
- Restore:** Click "Restore" on any backup to revert to that state
- Safety:** A safety backup is automatically created before restore

Backup History (14 backups)

ID	Database	Media	Created	By
ID: 14	db_20250701-180828.sql	media_20250701-180828.zip	7/1/2025, 6:08:29 PM	system
ID: 12	db_20250701-180630.sql	media_20250701-180630.zip	7/1/2025, 6:08:28 PM	system
ID: 13	db_20250701-180657.sql	media_20250701-180657.zip	7/1/2025, 6:08:28 PM	system

ID: 14 **ID: 12** **ID: 13**

Restore **Restore** **Restore**

11.4 BACKUP CONFIRMATION

Type “CONFIRM” to terminal to really confirm the user’s decision about restoring that database and media folder. ONLY Admin and Super-admin can access this module.

The screenshot shows a web application for managing backups. A modal dialog box is open, displaying a warning message: "192.168.2.117:3000 says ▲ WARNING: This will COMPLETELY REPLACE your current database and media files! Are you sure you want to restore backup ID 15? This action cannot be undone. A safety backup will be created automatically." Below the dialog are two buttons: "OK" (light blue) and "Cancel" (teal). A red dashed arrow points from the bottom right of the dialog area down towards the terminal window below. The terminal window displays a series of log entries from a server, including:

```
[02/Jul/2025 01:48:14] "OPTIONS /api/backup/history/ HTTP/1.1" 200 0
[02/Jul/2025 01:48:14] "OPTIONS /api/backup/history/ HTTP/1.1" 200 0
cache_key = user_1_roles
TRUE
[02/Jul/2025 01:48:14] "GET /api/backup/history/ HTTP/1.1" 200 2400
cache_key = user_1_roles
TRUE
[02/Jul/2025 01:48:14] "GET /api/backup/history/ HTTP/1.1" 200 2400
[02/Jul/2025 01:54:39] "OPTIONS /api/backup/restore/14/ HTTP/1.1" 200 0
cache_key = user_1_roles
['Admin']
TRUE
▲ WARNING: This will COMPLETELY REPLACE your current database and media files!
Type 'CONFIRM' to proceed with restore of backup 14: CONFIR
```

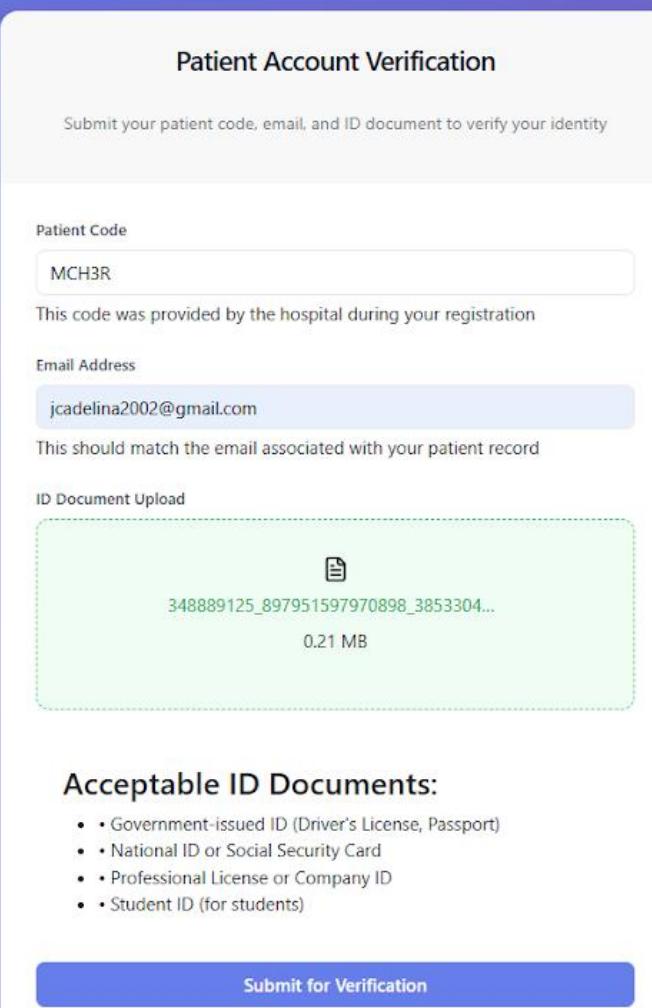


12. PATIENT'S ACCESS

12.1 PATIENT REGISTRATION SCREEN

If the patient wanted to access their record, assist the patients by giving them the instruction to go into the

<http://192.168.2.117:3000/patient-verification> url.



The image shows a screenshot of a web-based patient account verification form. The form is titled "Patient Account Verification" and instructs the user to "Submit your patient code, email, and ID document to verify your identity".

Patient Code: MCH3R
This code was provided by the hospital during your registration.

Email Address: jcadelina2002@gmail.com
This should match the email associated with your patient record.

ID Document Upload: A file named 348889125_897951597970898_3853304... with a size of 0.21 MB is listed here.

Acceptable ID Documents:

- Government-issued ID (Driver's License, Passport)
- National ID or Social Security Card
- Professional License or Company ID
- Student ID (for students)

Submit for Verification

12.1 PATIENT VERIFICATION SCREEN

The Verification screen (<http://192.168.2.117:3000/patient-verification>) has enough clear instructions on the page itself.

Patient Account Verification

Submit your patient code, email, and ID document to verify your identity

Patient Code

MCH3R

This code was provided by the hospital during your registration

Email Address

jcadelina2002@gmail.com

This should match the email associated with your patient record

ID Document Upload

348889125_897951597970898_3853304...

0.21 MB

Acceptable ID Documents:

- Government-issued ID (Driver's License, Passport)
- National ID or Social Security Card
- Professional License or Company ID
- Student ID (for students)

Submit for Verification

After the patients submitted the required fields, proceed to **12.2**

12.2 PATIENT VERIFICATION MANAGEMENT SCREEN

This view is intended for **ADMIN** users only.

The management screen shows all the patients who are requesting for access.

The screenshot displays the 'Patient Verification Management' screen. At the top, it says 'Review and approve patient identity verification requests' and has a 'Refresh' button. On the left is a sidebar with a user profile for 'Cortina, Clarence' (ADMIN) and links for Dashboard, Patients, Users, Billing, Laboratory, Coding & Bed Assignment, Rooms, Reports, Backup, Clinical Review, Help & About, and Logout. The main area shows five patient requests in cards:

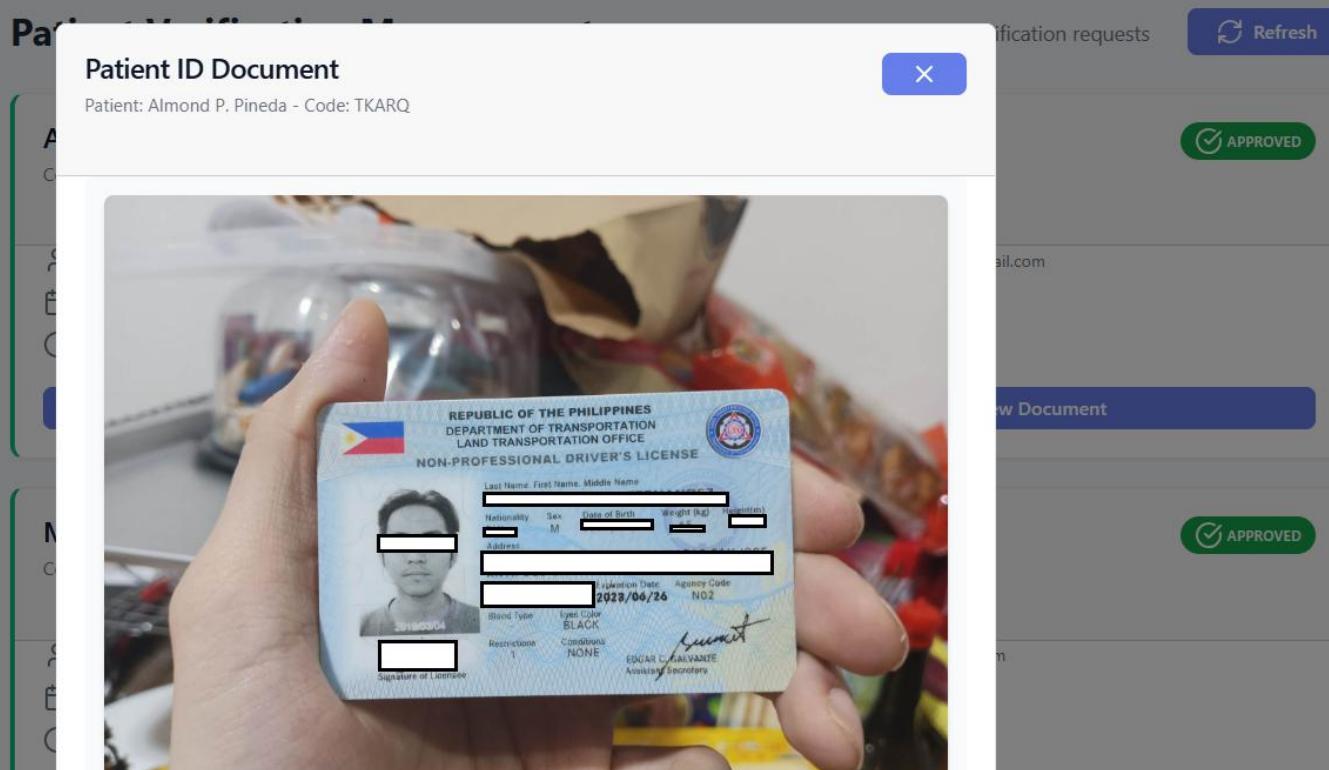
- James Bustos** (Approved): Code: CJNQC. Submitted: Invalid Date. Reviewed: Jul 6, 2025, 12:51 PM. Buttons: View Document.
- Marwan D. Terrorist** (Approved): Code: XKPSP. Submitted: Invalid Date. Reviewed: Jul 6, 2025, 11:14 AM. Buttons: View Document.
- Kunigami Santos JR** (Approved): Code: J8GBH. Submitted: Invalid Date. Reviewed: Jul 6, 2025, 07:28 AM. Buttons: View Document.
- Almond P. Pineda** (Pending): Code: TKARQ. Submitted: Invalid Date. Buttons: Approve, Reject, View Document.
- Cong Velasquez Jr** (Pending): Code: 7FDTS. Submitted: Invalid Date. Buttons: Approve, Reject, View Document.

Approving, Rejecting, and Viewing the documents are done in this page too.

12.3 PATIENT VERIFICATION MANAGEMENT SCREEN

This view is intended for **ADMIN users only**.

Example view of submitted document of the patient



The admin will manually verify, for security purposes, the submitted validation document of the patient.

12.4 EMAIL SUCCESS ALERT (TO PATIENT)

The patient will be notified through their email once their account has been approved by the hospital system and administration.

Screenshot of a Gmail inbox showing an approval email from antipolo centro de medikal:

antipolo centro de medikal: Your Account is Approved!

to me

8:29 PM (2 hours ago)

Account Approved!

antipolo centro de medikal

Great news! Your patient account has been approved.

Hello Almond P. Pineda,

We're pleased to inform you that your patient account verification has been **approved** by our medical team at antipolo centro de medikal.

Your Account Details

Patient Name: Almond P. Pineda

Patient Code: TKARQ

Email: jcadelina2002@gmail.com

Status: APPROVED

12.5 EMAIL SUCCESS ALERT (TO PATIENT)

Once the account has been successfully created, another GMAIL will be received for completing the registration. Set password and default Forgot password of the patient is already on the link

The screenshot shows a Gmail inbox with a single email selected. The subject of the email is "Welcome to antipolo centro de medikal!". The body of the email contains a greeting, account details, and a call-to-action button.

Hello Almond P. Pineda,

Congratulations! Your patient account has been successfully created and approved by our medical team.

Your Account Details

Patient Name: Almond P. Pineda

User ID: P-TKARQ

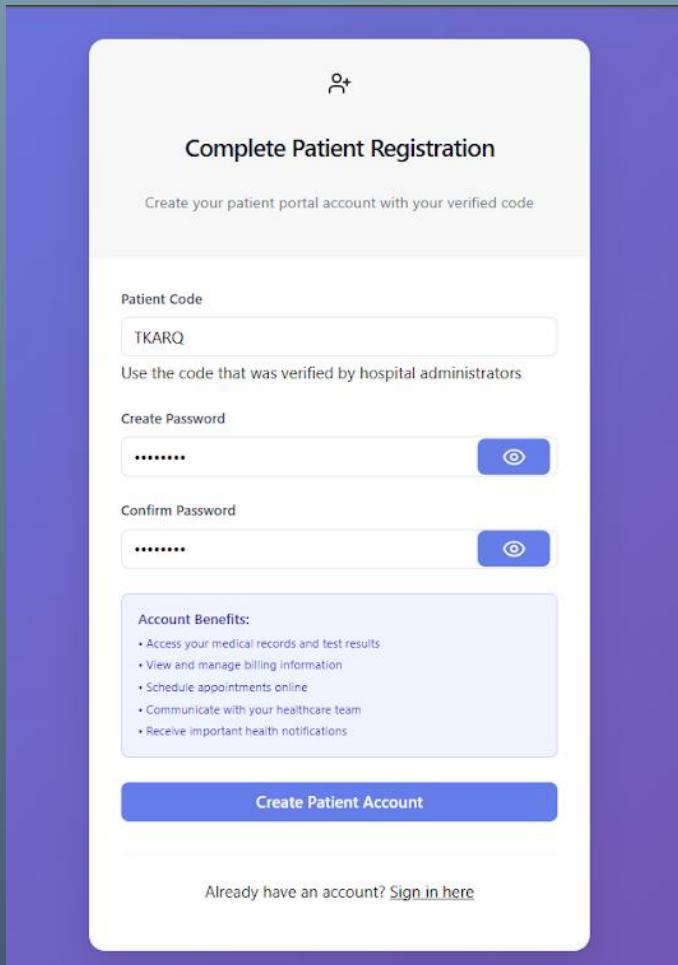
Patient Code: TKARQ

Email: jcadelina2002@gmail.com

To complete your registration and start accessing your patient portal, please click the button below to set up your password:

Complete Registration & Set Password

12.6 PATIENT ACCESS REGISTRATION SCREEN



The image shows a mobile-style registration form titled "Complete Patient Registration". At the top, it says "Create your patient portal account with your verified code". Below this is a "Patient Code" field containing "TKARQ", with a note below it stating "Use the code that was verified by hospital administrators". There are two password fields: "Create Password" and "Confirm Password", both showing masked input. To the right of each password field is a blue circular icon with an '@' symbol. Below these fields is a section titled "Account Benefits:" which lists five features: "Access your medical records and test results", "View and manage billing information", "Schedule appointments online", "Communicate with your healthcare team", and "Receive important health notifications". At the bottom of the form is a large blue button labeled "Create Patient Account". At the very bottom, there is a link "Already have an account? [Sign in here](#)".

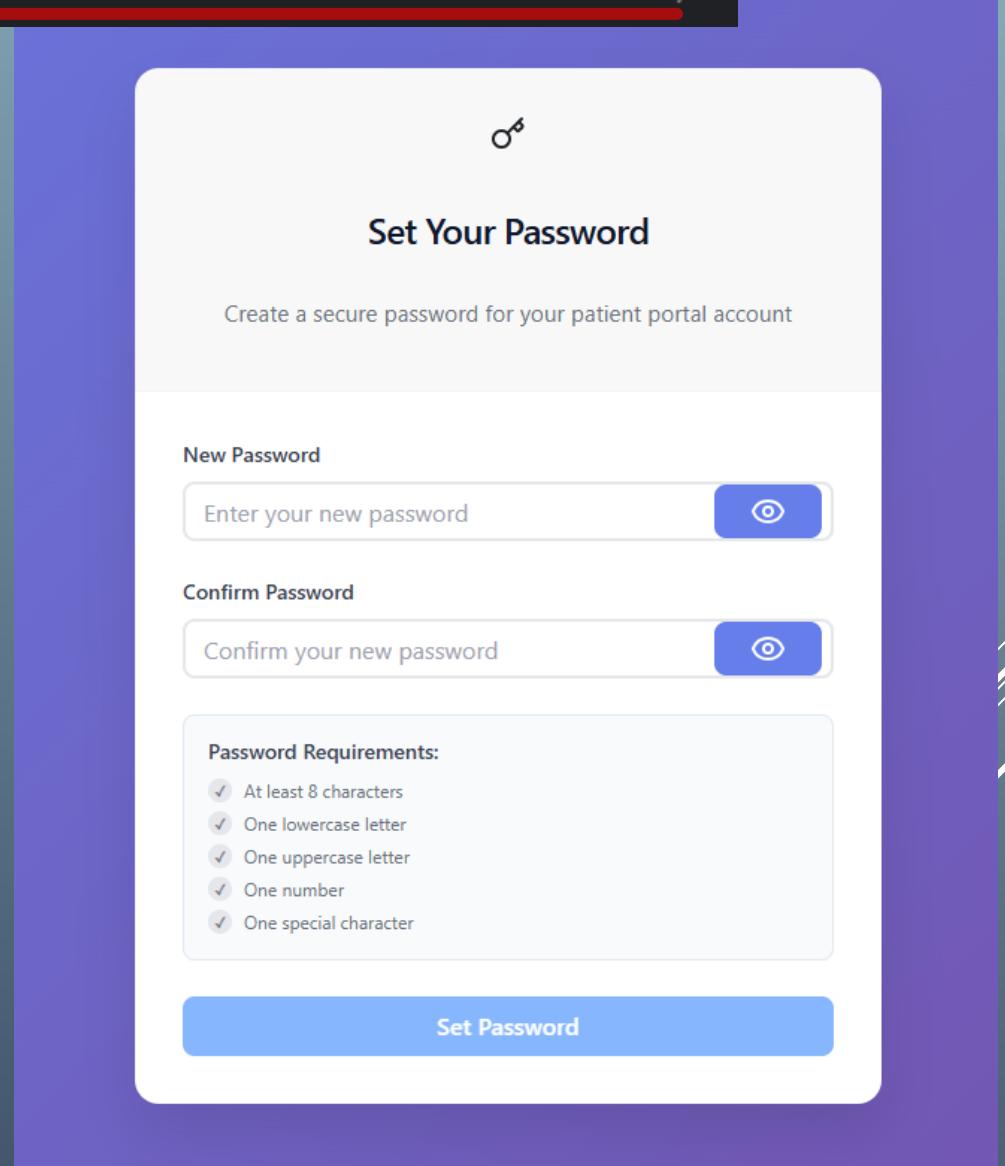
It is the screen dedicated for patients to register their account once their hospital code has been validated, allowing them to create and confirm a password.

12.6 PATIENT ACCESS REGISTRATION SCREEN

http://192.168.2.117:3000/set-password/MjM/cssmh5-af3b51281e6591ca29ffb4a9077ebbdf/

IF the LINK from email is clicked by the User, they will be redirected together with their session token's JWT to change their password securely

Forgot password for patient is available when clicked the email system sent by the hospital's admin.



The image shows a screenshot of a web-based patient access registration screen. At the top right, there is a male gender icon. Below it, the title "Set Your Password" is displayed in bold black font. A sub-instruction "Create a secure password for your patient portal account" is shown in smaller gray font. The main form area contains two input fields: "New Password" and "Confirm Password", each with a blue "eye" icon for password visibility. Below these fields is a section titled "Password Requirements:" containing a list of six items, all of which have a checked checkmark. The requirements are: "At least 8 characters", "One lowercase letter", "One uppercase letter", "One number", and "One special character". At the bottom of the form is a large blue "Set Password" button.

♂

Set Your Password

Create a secure password for your patient portal account

New Password

Enter your new password

Confirm Password

Confirm your new password

>Password Requirements:

- At least 8 characters
- One lowercase letter
- One uppercase letter
- One number
- One special character

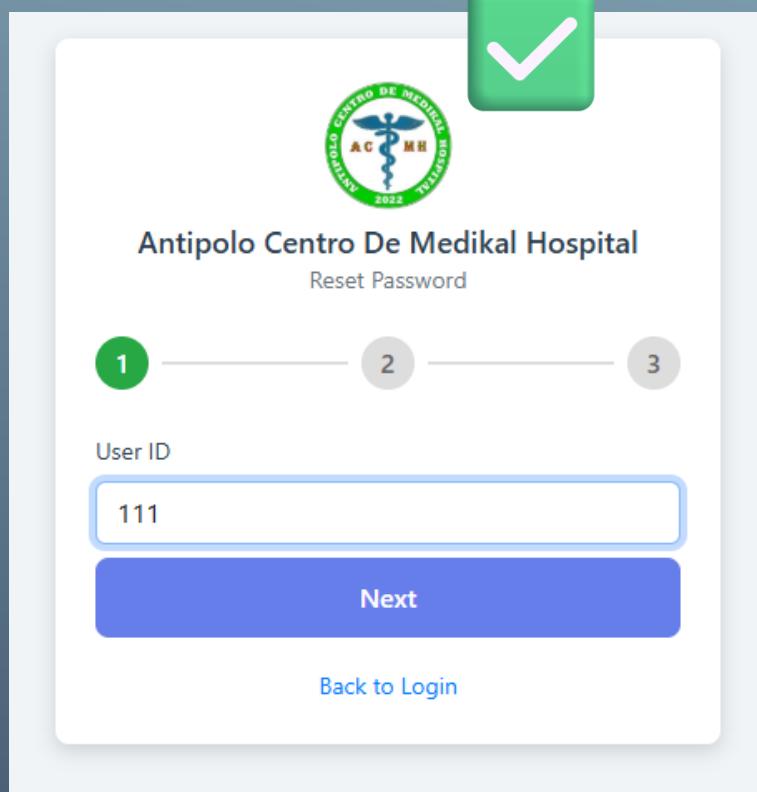
Set Password



13. FORGOT PASSWORD

13.1 USER FORGOT PASSWORD

- Input user id properly, if invalid error will occur



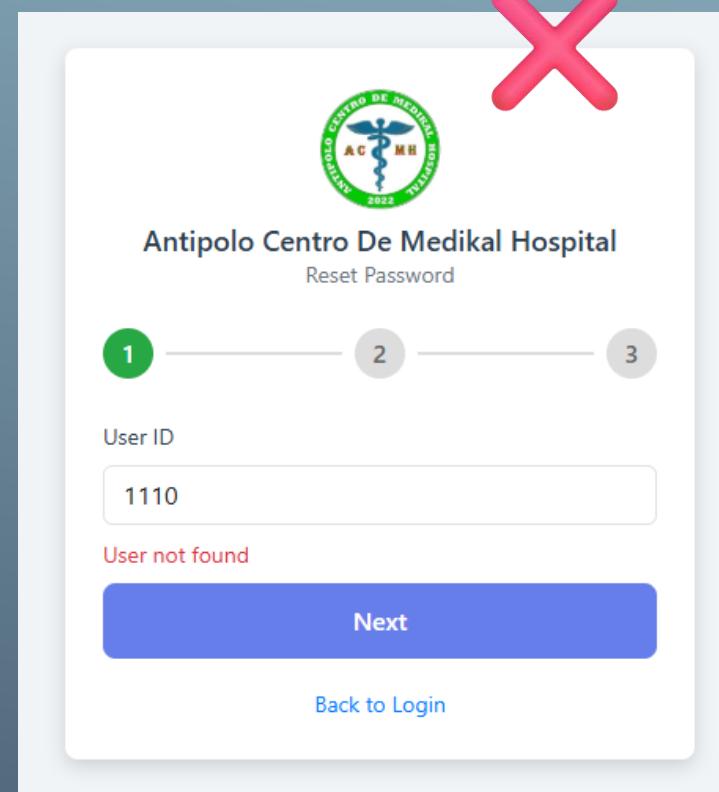
Antipolo Centro De Medikal Hospital
Reset Password

1 ————— 2 ————— 3

User ID

Next

[Back to Login](#)

A green checkmark icon is positioned in the top right corner of the screen.

Antipolo Centro De Medikal Hospital
Reset Password

1 ————— 2 ————— 3

User ID

User not found

Next

[Back to Login](#)

A large red 'X' is overlaid in the top right corner of the screen. A red error message 'User not found' is displayed below the user ID field.

13.2 USER FORGOT PASSWORD

- Input user id properly, if invalid error will occur



Antipolo Centro De Medikal Hospital

Reset Password

1 ————— 2 ————— 3

[← Back](#)

What was the name of your first pet?

Spot

What is your mother's maiden name?

Fernandez

What was the name of your first boss?

Dr. Karren

[Next](#)

[Back to Login](#)



Antipolo Centro De Medikal Hospital

Reset Password

1 ————— 2 ————— 3

[← Back](#)

What was the name of your first pet?

Spot

What is your mother's maiden name?

Fernande

What was the name of your first boss?

Dr. Karren

One or more answers are incorrect

[Next](#)

[Back to Login](#)

13.2 USER FORGOT PASSWORD

- Follow the format of password, 8 characters are required, and match the password 1 and password 2



Antipolo Centro De Medikal Hospital
Reset Password

1 ————— 2 ————— 3

← Back

New Password
 ······

Confirm Password
 ······

Reset Password

[Back to Login](#)



Antipolo Centro De Medikal Hospital
Reset Password

1 ————— 2 ————— 3

← Back

New Password
 ····

Confirm Password
 ····

8 characters are required

Reset Password

[Back to Login](#)



For **support**, contact your system administrator or refer to the full documentation provided.

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