

MDSFoss

Free and Open Source software to store the electronic medical record

How to register a patient

A patient must first be registered before they can be admitted or given an OPD visit. Each patient gets a number from the computer that they keep for ever. This number is shown on all the printed forms.

DO NOT REGISTER THE SAME PATIENT A SECOND TIME

Existing patients who are already registered should not be typed in a second time. To help avoid duplicate entries, a list of patients with similar age and address will be shown. Check this list before proceeding. If the patient thinks they have been entered before, look for them in the search screen before registering them. If you want more details on a person in this list click on the name in the list. If you find the entry you want, you can forget registering the patient again and use their previous entry.

The screenshot shows the patient registration form with the following fields and callouts:

- ID**: A text field with a callout: "the star shows that you must enter this data".
- Title**: A dropdown menu with a callout: "these arrows open a list".
- * Full Registered Name**: A text field.
- Other Name**: A text field.
- Gender**: A dropdown menu with a callout: "if you put in age you don't need a date of birth".
- Civil status**: A dropdown menu.
- Age**: Fields for Year/s, Month/s, and Day/s.
- Date of birth**: A text field.
- NIC**: A text field.
- Contact telephone**: A text field.
- Address street**: A text field.
- Address village**: A text field with a callout: "Village is a look-up field. Select from the list".
- Remarks**: A large text area with a callout: "make remarks fields bigger by grabbing and pulling the corner".

At the bottom, there is a "Data Created On" timestamp (2011-04-16 18:19:1) and "Save" and "Cancel" buttons.

ID

The patient registration number (given initially by the computer) that identifies every patient treated in the hospital.

Title

The form of address used in letter to the patient.

Full Registered Name

This is full name as written by the patient. Normally this is the family name followed by the person's individual name or initials given by the parents such as "Rani" or "Sunil" or "D" or "R.M.A.". Enter the name in upper or lower case or a mixture as you wish. The form of this name should be the same as on the NIC in order to avoid duplication.

Other Name (Used Name)

This is a given name used in communications with the patient. Enter the name in small or large letters as you wish.

Gender

Choose from the pop-up or put in the letters "F" or "M".

Civil status

Choose from the pop-up or put in the first letter if you have memorized the list.

Age

This is an alternative to entering *Date of Birth*. Years, months and days can be entered (or all three). For an adult you can just put in the number of years. For a child you can just put in the months or for a baby just the days. The date of birth will be calculated by the computer. **Do not enter both Age and Date of Birth.**

Date of birth

Enter the date as DD/MM/YYYY (for example 22/02/1992). If the patient does not know the exact date it is easier to enter the age in the next field. The computer will convert one to the other; if you enter the *Date of Birth*, the computer automatically calculates the *Age*. **Do not enter both *Date of Birth* and *Age*.**

NIC

Sri Lankan National Identity Number. Currently, each NIC (National Identity Card) has a unique 10 digit number, in the format NNNNNNNNA (where N is a digit and A is a letter). The first two digits of the number are the year of birth (e.g.: 88NNNNNNNA for someone born in 1988). The final letter is generally a 'V' or 'X'. There are no spaces in the number. If the same *NIC* number is already in the database, this will produce an error. Check that you are not trying to enter the same patient twice.

Note: currently this number is only provided to persons over 16 years. It is planned to give everyone a number at birth and to change the format to NN/NN/NNN/NNNN/N - 4 digits for year, 3 digits for date + gender, 4 digits for a serial number and 1 check digit e.g. 19/60/147/0009/8

Contact telephone

The patient's phone number – area code followed by the number (spaces are allowed for example 060 230 0012)

Address Street (residence)

This is the postal address where the patient can be reached by post or visited by public health workers. Some advice on finding the house can be put into the *Remarks* field.

Address village

All the villages of the country are stored in the computer and can be looked up by pressing *Find*. In the pop-up window, villages can be selected by District, Division and GN Division.

Remarks

This is a free-text field - you can enter any information on the patient that you wish. For example some helpful information to find their house will be useful for public health workers who may want to visit them.

Save

Stores the record you have just entered. Any errors detected by the computer in your input will be shown and have to be corrected before the patient data can be stored in the computer.

Cancel

Leave the screen without registering anything new.

Printouts

After a patient has been registered, the computer will show the patient overview screen. In the menu on the left of the screen different printouts for this patient can be chosen. These are the *Patient slip*, *Patient cards*, *Patient history* and *Patient lab-test results*. The *Patient cards* printout is useful for providing the patient with a couple of small cards with their number to bring on future visits.

Demo Hospital

Name in full: Hajeyekomeg

Register number: 9992

Bring this card with you on your next visit

Demo Hospital

Name in full: Hajeyekomeg

Register number: 9992

Bring this card with you on your next visit

Patient slip

Name in full: Hajeyekomeg

Register number: 9992

Hospital: Demo Hospital

Sex: Male

Date of birth: 1990-11-19

Civil status: Field Not Found

NIC number: 19901119

Address: kvilangenegeg, Thampalakamam, Thambelagam uwa,

Remarks: