MDSFoss

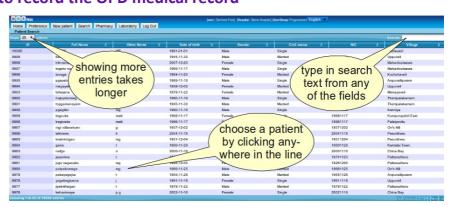## *Free and Open Source software to store the electronic medical record*

How to record the OPD medical record

Before you can record an OPD visit, you must first choose a registered patient from the search screen.

This screen lists all the patients whose details have been entered into the computer. Those showing in pink are deceased; those in yellow are currently admitted into the hospital. You can move around in this list using the navigation buttons on the bottom row (first, next, last).

Menu choices at top of screen

The top banner of the screen shows details about the person logged in followed by a language choice button. Each user can decide which language to choose to show the field prompts on the screens. At present these include Sinhala and Tamil – more languages will be added in the future. This button only changes the appearance of the screen prompts; all data is added using the Roman alphabet (a, b, c...) apart from *Remarks*. The choice is remembered next time you log on.

The second row of the banner has a set of menu buttons that take you to the main modules of the database. Choosing one of these menu items will pass you to another module in the system. The modules available to you are based on your user group. Different user groups will see their own set of modules in order not to clutter the screen with unnecessary information. If you need access to further modules, contact the System Administrator.

Show 25 entries

As computer screens vary in shape and size, this button allows you to choose the number of rows that appear on the screen. Choosing fewer rows will let the system run quicker but if you have a fast connection it is convenient to show more rows.

Search

On the right side of the banner is a search field. Here you can enter data from any of the fields shown on the screen. As you start to type letters or numbers, the screen will show a selection of patients that contain those characters no matter where they appear in the record. The easiest way to find the correct patient is to type in their hospital number. If this is not known it is possible to search for the patient using a variety of criteria such as name, date of birth, residence village etc.

ID (Patient registration number)

Following international practice, the patients stored in the hospital database are numbered in the order in which they were entered. Each patient has a number that they keep for every new visit to this hospital in the future. It never changes.

Patient personal information

The fields selected for this list have been chosen to provide enough information to choose the correct patient. The name of the fields comes from the ICTA Interoperability Standards for Sri Lanka. When the screen first shows, the rows are sorted by the ID column (Patient Registration Number). To sort by other columns, click on the field name.

Navigation around search screens

At the bottom of the screen below the patient rows is a navigation button. For any particular sort order, it is possible to browse through the search screens in sequence. You can choose the number of the screen (1,2,3...) or move forward or back. This function is especially useful if you have shortened the list using the search button.

Giving an OPD visit

First click on a patient. On the *Patient Overview* screen, make a choice from the menu or click on a previous visit to open it:

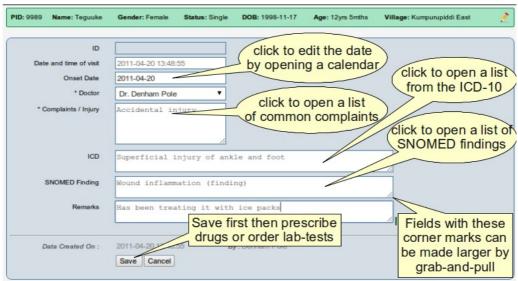| Choosing a new visit	Choosing a previous visit

Entering OPD data

This screen allows you to record an OPD visit for a patient. The date of the visit is recorded as well as the onset date for the complaint. You can choose clinical information from 3 lists – Common complaints, ICD-10 diagnoses or SNOMED findings. If the complaint is one of the notifiable diseases, it shows in red and the patient will be put in the list of cases to be notified to the Medical Officers of Health. Another option on this screen is to enter free text remarks in English, Sinhala or Tamil.

After saving the visit the computer shows the OPD Information screen where you can prescribe medications or order lab tests. There is also a set of useful reports on the visit that can be printed out.

Date & time of visit

This defaults to the current time when the visit is registered. If the time in your computer is wrong, ask the System Administrator to correct it.

Onset date

The day the complaint first started. This defaults to the current date when the visit is registered. If wished this can be changed by clicking in this field then choosing a date from the pop-up calendar.

Doctor

This is the name of the doctor responsible for the OPD department or the staff member who sees the patient on this visit. If the name is not in the list, it can be added in the system user screen.

Complaints / injury

The reasons the patient gives for coming to the hospital can be chosen from a popup list. This list can be changed in the maintenance section of the system. The complaints are sorted by the type of term. As well as simple complaints, all the notifiable disease are included - they show in red in this pop-up window.

ICD / SNOMED

Diagnostic terms from the ICD or findings from the SNOMED database can be selected by clicking on the corresponding field. There is a special help-sheet for these databases.

Remarks

Free text can be entered in this field. There are no restrictions on the text that can be entered. Canned texts can be used by entering the abbreviation with a '\'. To enter text in Sinhala or Tamil press Ctrl-Space and the letters will change to the chosen language. Fields that have a grey triangle in the bottom-right corner can be enlarged by drag-and-drop with the mouse.

Save

Store the OPD visit you have just entered. Any errors in input will be shown and have to be corrected before the visit is stored. The computer will take you to the OPD Information screen where you can prescribe drugs, order lab-tests or print out a variety of visit-oriented reports.

Cancel

Leave the screen without recording a new OPD visit.