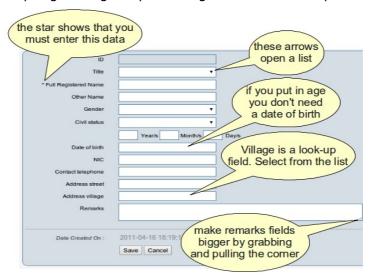# MDS Foss

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 screens and the printed forms.

DO NOT REGISTER THE SAME PATIENT A SECOND TIME

If the patient is already registered, they should not be entered a second time. To help avoid duplicate entries, when you save the form a list of patients with similar details will be shown. Check this list before making a new entry. If the patient thinks they have been entered before, look for them in the search screen before registering them. If you find the previous entry for this patient, you can stop registering the patient again and use their previous entry.

Number

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

Title

The form of address used on official forms or letters to the patient.

Full Name

This is full name used by the patient on official forms (ID card, taxation form etc.). Enter the name in upper and lower case in the usual way for your hospital. If possible check the name on the NIC card or some other official document in order to get it right.

Other Name

Other names used by the patient such as or "R.M.A.". Not normally used in official documents.

Gender

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

Civil status

Choose from the pop-up or put in the first letter.

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 approximate 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. The computer will convert one to the other. If you enter the *Date of Birth*, the computer automatically calculates the *Age*.

NIC

Sri Lankan National Identity Number. Currently, each NIC (National Identity Card) has a unique 10 digit number, in the format NNNNNNNNNA (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 1 and Address 2

The standard for addresses in Sri Lanka is two lines. The first line is obligatory, the second line is optional. It is the postal address where the patient can be reached by letter or visited by public health workers. Some advice on finding the house can be put into the *Remarks* field.

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.

Abbreviations are stored in the database – they start with a "\". For example "\nfa" expands to 'No fixed address". You can add more abbreviations – go to the Data table *Canned text*.

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.

After a patient has been registered, the computer will show the *Patient overview* screen. There you can choose different printouts for this patient such as the *Patient slip* or *Patient cards*.

Cancel

Leave the screen without changing the computer database.

Printing a card for the patient

Cards like this can be printed from the *Patient overview* screen: