**MINUTES OF THE MEETING**

**Unit/Committee: Integrated Management Information Systems Unit**

**and A C I Unit (ACIU)**

Call to Order: The meeting was called to order at 02:00 P.M. of June 11, 2024 at the RDU Conference Room.

Attendance:

1. Baluyot, Clarence A.
2. Nava, Jeremiah G.
3. Concepcion, Princess Rose
4. Agenda
   1. Meeting for the EMS Project.
5. Minutes of the Meeting

| Agenda | Recommendations/Agreement | Responsible Person |
| --- | --- | --- |
| 1. Presentation of the Electronic Medication Logs | Mr. Baluyot gave a presentation on the suggested system for the Medication Administration | Mr. Baluyot |
| 1. Other Concern/s | These issues that have been brought up and agreement that should be given:   * There should be a backup internet connection in case of dysconnectivity, or at the very least, the service should be stable. * Doctor access is possibly allowed, but it must be limited to editing * The storage is not currently limited. * There is ongoing progress in expanding * Using the system doesn't need a signature. * All unit heads must closely monitor the system's use in order to properly implement it. * Any modifications to a patient's record require a doctor's order. * The system does not currently have access to encoding drafts. Auto logouts ought to occur every twelve hours. * After the pilot testing, a scheduled implementation update will be made. | All |
| 1. Schedule of Next Meeting | The schedule of the next meeting is on June 11, 2024 in the afternoon. | All |

1. Adjournment: The meeting was adjourned at 03:00 P.M.

Prepared by: Approved by:

**Princess Rose Concepcion Rolando G. Cordova, Jr.**

Information System Analyst I Computer Maintenance Technologist II