CareTeQ

MASTER PATIENT REGISTRATION MANUAL

PATIENT REGISTRATION FLOWCHART

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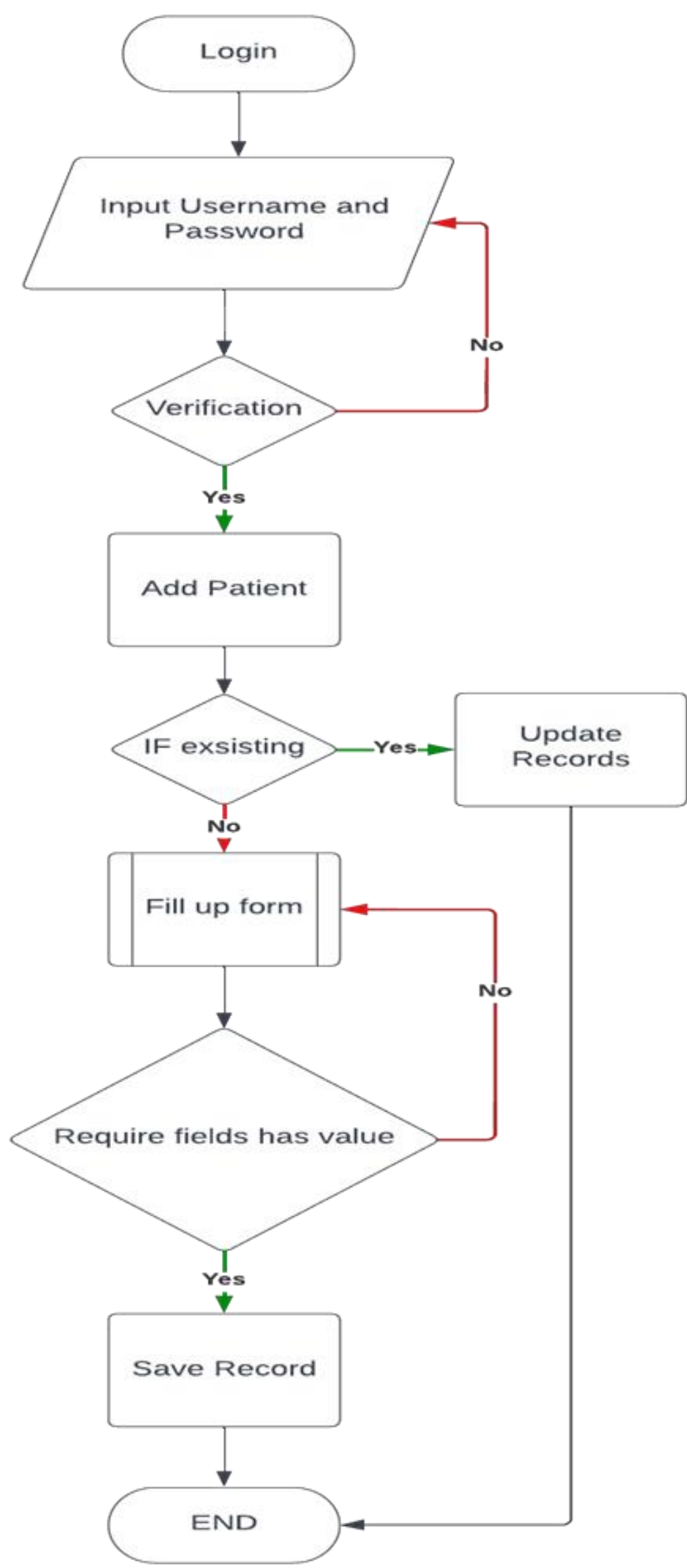
Launching the Application

1. Open CareTeQ Master Patient Registration shortcut.

Logging into the Application

1. Click Forgot Password.

CareTeQ Master Patient Registration

Login Now

Username*

Password*

Forgot Your Password?

Login

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For Support, contact *support@careteq.ph*

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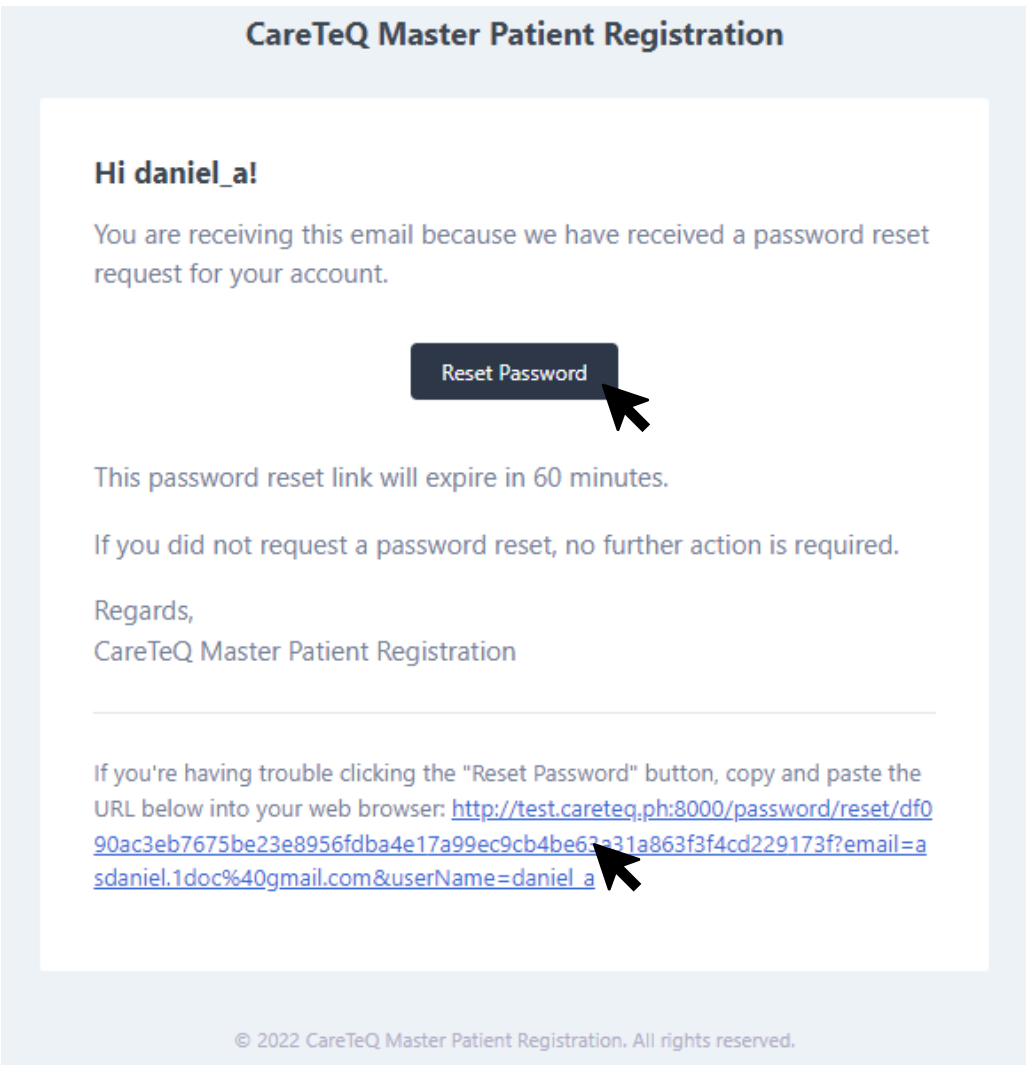
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Logging into the Application – Password Reset

1. Input your Username or Email Address
2. Click Reset Password
3. A Reset Password notification will display
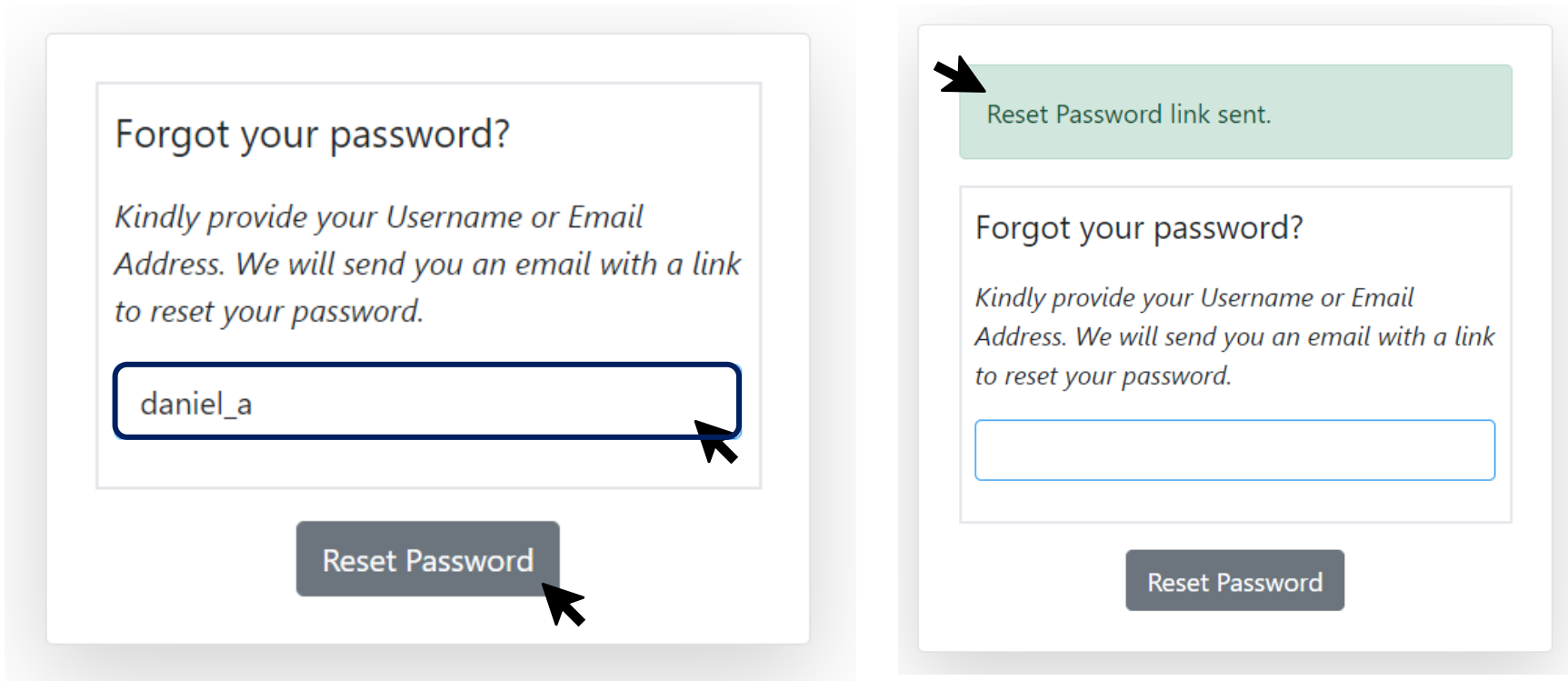
Logging into the Application – Password Reset

1. Check your email for the password reset instruction
2. Click Reset Password button or the Password Reset link. This will direct you to the CareTeQ Master Patient Registration reset page.

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Logging into the Application – Password Reset

1. Enter desired password
   Note: *This should meet up the password complexity:*
   - *At least one uppercase*
   - *At least one lowercase*
   - *At least one special character or symbol*
   - *At least one number*
   - *At least 8 characters*
2. Confirm the entered desired password. Password confirmation should match the first entered password.
3. Click on Reset Password
   Tip: *Click on the "eye button" to see entry.*

Logging into the Application

1. Open the Master Patient Registration page
2. Enter assigned username
   Note: *This should be "lastname_first letter of name/s"*
3. *Enter password*
4. *Click Login*

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Searching or Adding Patient

1. Enter a patient name on the Search box to check if existing.
2. If not existing, Click on Add Patient

Adding Patient

1. Fill the required fields; with red mark (*)
   Note: *Check the "Indigenous" checkbox if the patient is native*
2. Click Register Patient after filling up the Patient Registration Form.

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Adding Patient - Record Restriction

1. Choose on the following patient record restriction:

Opt In to All – patient record will be viewed and accessed to all registered hospital

Opt Out to All – patient record will not be viewed and accessed to all hospital

Opt Out to Other Hospital – patient record will not be viewed and accessed to other hospital
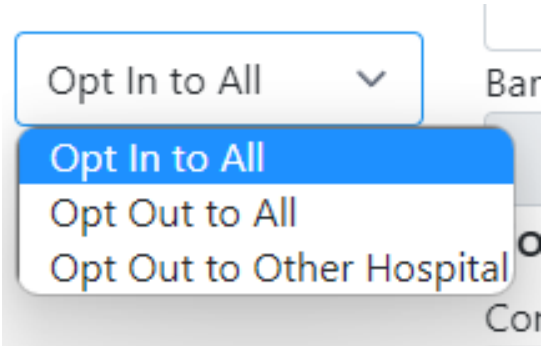
Adding Patient – Age Determination

1. Choose on the following patient category status:

-*Senior Citizen*
-*Newborn*
-*Minor*
-*Adult*
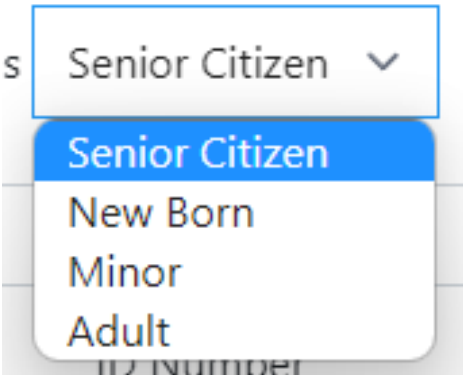
3. After registering the patient, Patient Successful Registered notification will display.
4. Hover your mouse and double click a certain patient name to update patient record.

CareTeQ Master Patient Registration | Lingayen District Hospital (LDH)   Daniel, Alyssa Sayat || Logout

Master Patient List

Patient Successfully Registered!

Search Patients: Patients per Page:

[Enter Patient Name]   [Add Patient]   [10]

Master Patient Index ↓	Last Name	First Name	Middle Name	Ext.	Birth Date	Sex	No. of Visit
8780-7864-6910	DANIEL	ALLY	OCANTE		05/07/2000	F	
8780-7864-6909	CUVEAS	RICHARD	SAYAT		11/11/2000	F	
8780-7864-6908	CUEVAS	ALY	SAYAT		03/23/2000	F	
8780-7864-6907	AGUILAR	KIER	LUNA		02/03/1997	M	
8780-7864-6906	AGUILAR	KIER	LUNA		02/03/1997	M	
8780-7864-6905	FRANC	FRANC	FRANC		12/22/2006	M	7
8780-7864-6904	MENDOZA	MYLA	AYUBO		07/17/2000	F	2
8780-7864-6903	RICE	JERMAINE	HALVORSON		10/27/2022	NB	1
8780-7864-6902	KERLUKE	NAT	SPORER		10/27/2022	F	
8780-7864-6901	HESSEL	JERAMIE	LEHNER		10/27/2022	F	

Showing 1 to 10 of 38 results   ‹ 1 2 3 4 ›

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Adding Patient - Profile

1. Click Camera icon, it will direct you to the Image Capture form

Master Patient Index
MPI

8780-7864-6910

2. Click Take Snapshot to capture your photo
3. Click Submit

Patient Information - Personal Information

1. Fill up the blank fields.
2. Update the editable fields.
3. Click Save Changes

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Patient Information - Background Information

1. If relation's address is same as patient, Click Same as Patient Address
2. Choose one Emergency Contact
3. Click Save Changes

Patient Information - Health Insurance (Member)

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Patient Information - Health Insurance (Dependent)

Note: *If patient is dependent, dependent provider form will appear.*

Personal Information	Background Information	Health Insurance	Medical Information	Hospital Information	Files	✕

Provider

Health Care Provider Name:	If Others, Specify	ID/Account No.	Client Type	Member Type
Philhealth, Inc		123456	Dependent	Sponsored

Member Last Name	Member First Name	Member Middle Name	Ext.	Sex	Birthdate
DANIEL	ALLY	OCANTE		FEMALE	05-07-2000

Dependent Provider

Health Care Provider Name:	If Others, Specify	ID/Account No.	Client Type	Member Type
Philhealth, Inc		123456	Member	Select Member Type

Member Last Name	Member First Name	Member Middle Name	Ext.	Sex	Birthdate
Daniel	Leo	Son		MALE	02-09-1975

Add Another Provider

[View Visit] [Create Visit]   [Save changes]

Patient Information - Medical Information

1. Enter patient's height (cm), then it will be converted into (in)
2. Enter patient's weight (kg), then it will be converted into (lb)
3. Enter patient's height and weight, then BMI will be automatically computed and inputted

   Note: *Check on the following Personal and Social History checkbox if it exists on the patient*
   Note: *Enter patient allergies if applicable*

Personal Information	Background Information	Health Insurance	Medical Information	Hospital Information	Files	✕

Height(cm):	Height(in):	Weight(kg):	Weight(lb):	Body Mass Index(BMI):
272	107.09	58	127.87	7.84

Allergies

Allergic to:

[Allergic to]

Add Another Field

Personal and Social History

☐ Smoker   ☐ Alcohol
☐ Illicit Drugs   ☐ Sexually Active

[View Visit] [Create Visit]   [Save changes]

Patient Information - Hospital Information

Personal Information	Background Information	Health Insurance	Medical Information	Hospital Information	Files	✕

Hospital Name	Medical Record Number (MRN)	Last Date Recorded	Total visit
Lingayen District Hospital (LDH)	8780-7864-6908		2

[View Visit] [Create Visit]   [Save changes]

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Patient Visit Record

1. Click Hospital Information tab
2. Hover your mouse and double click patient's record

| Personal Information | Background Information | Health Insurance | Medical Information | Hospital Information | Files | ✕ |

Hospital Name	Medical Record Number (MRN)	Last Date Recorded	Total visit
Lingayen District Hospital (LDH)	8780-7864-6908		2

View Visit   Create Visit   Save changes

3. Select such patient's visit record to open
4. Click Print icon to print the visit record
5. Click PDF icon to download the record as PDF file
6. Click Excel icon to download the record as Excel file

View Visit

NO.	Visit type	Start Date	End Date	Discharged By
1	Emergency Outpatient	12-02-2022	12-02-2022	daniel_a
2	Emergency Outpatient	12-02-2022	12-02-2022	daniel_a

7. View Patient Visit Record

View Visit

For Admission

Opt In to All

| Master Patient Index | Name | Medical Record Number | Visit ID | Select Type of Visit |
| 8780-7864-6908 | CUEVAS, ALY SAYAT | 123456 | 2022-000027 | Emergency Outpatient |

| Hospital | Admit Date | Admit Time |
| Lingayen District Hospital (LDH) | 12-02-2022 | 07:24 am |

Chief Complaint
cough

Initial Diagnosis

Disposition

| Discharged Date | Discharged Time |
| 12-02-2022 | 03:25 pm |

Final Diagnosis

| ICD10 Code | ICD10 Description | Notes |
| J45991 ✕ | Cough variant asthma | |

Other Diagnosis
Add ICD10

Treated

Files – Search / Add Patient File

8. Enter a file name on the Search box
9. If no existing file/s, Click on Add File then Upload File box will appear

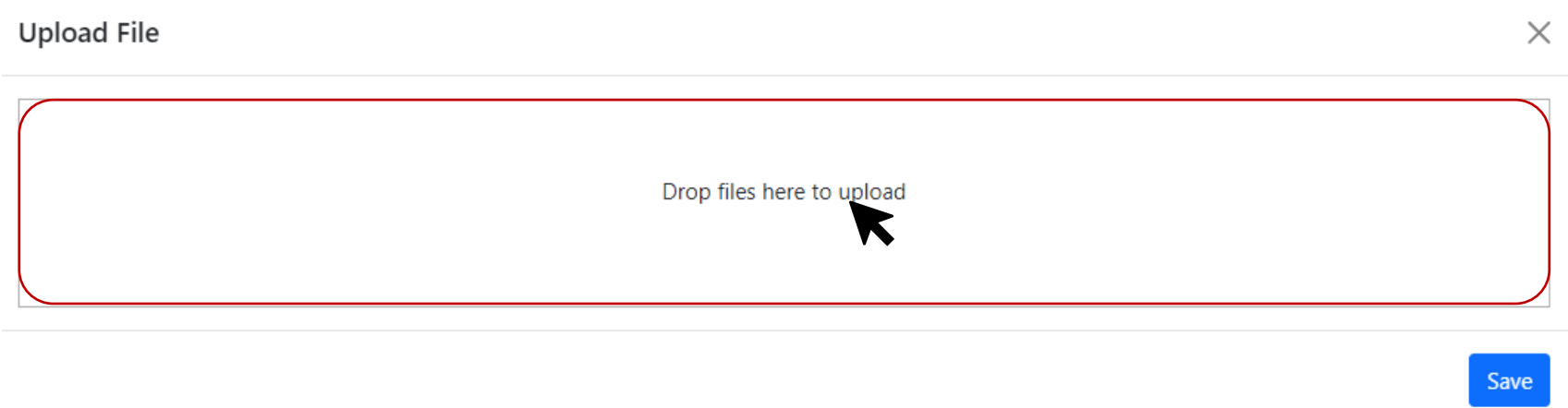| Personal Information | Background Information | Health Insurance | Medical Information | Hospital Information | Files | ✕ |

asd   Add File

No.	File Name ⬇	Date Uploaded

Showing 0 of 0 results

View Visit   Create Visit   Save changes

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10. Click the box or the "Drop files here to upload"

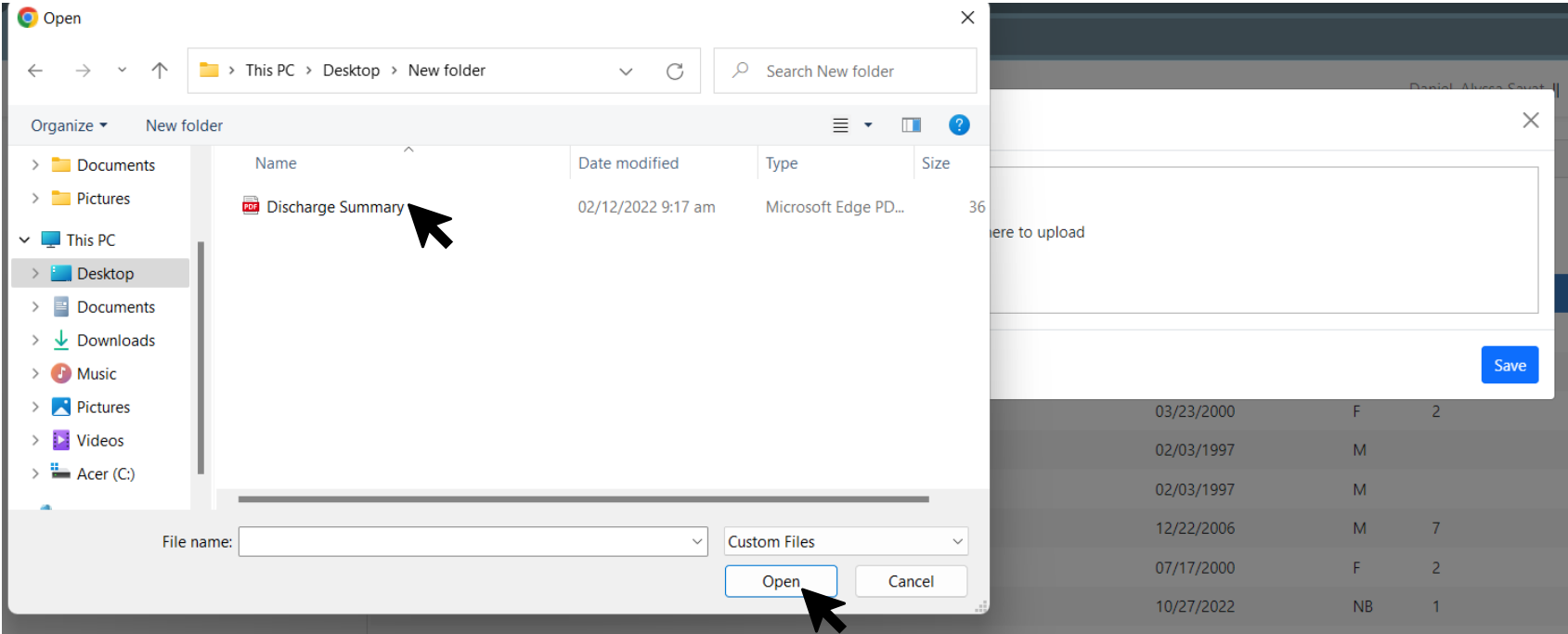**Upload File**   ✕

Drop files here to upload

Save

11. Choose file to upload
12. Click open

13. Click Save

Upload File   ✕

36.2 KB

Discharge Su...

Save
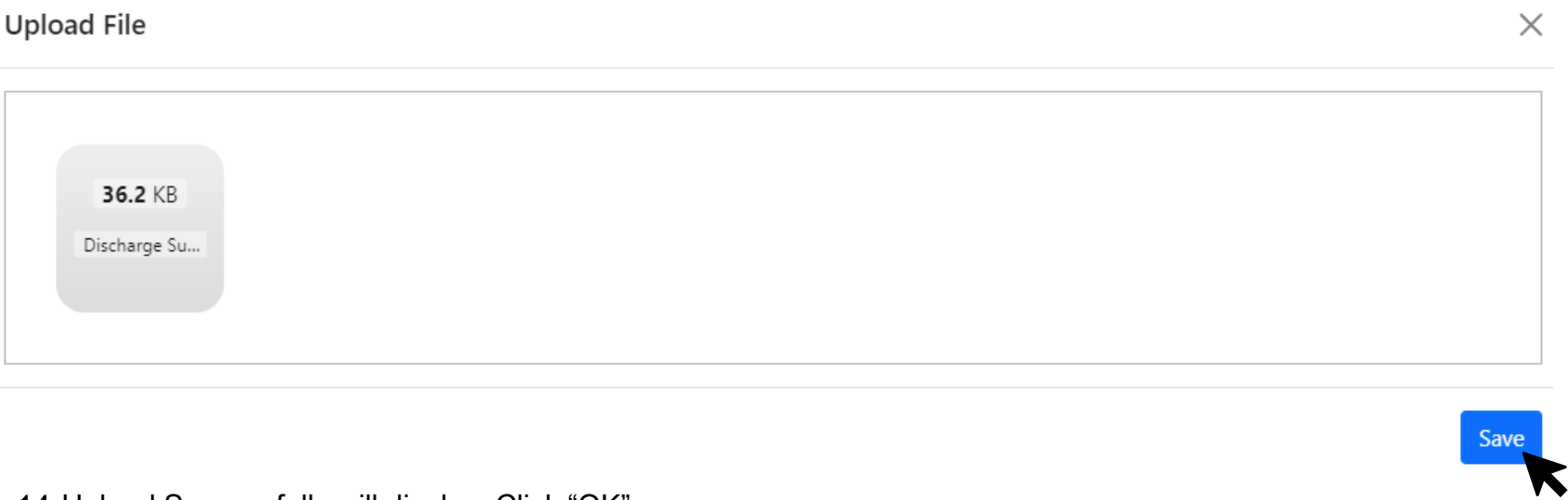
14. Upload Successfully will display. Click "OK"

✓

Uploaded Successfully!

OK

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Files – Search / View File

1. Enter a file name on the Search box
2. Hover your mouse and double click certain file to view

3. View Uploaded File

Create Visit

1. Click Create Visit

   NOTE: Make sure to Click "__Save Changes__" before clicking Create Visit

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Create Visit – Patient Visit Record Restriction

1. Choose on the following patient visit record restriction:

    Opt In to All – *patient visit record will be viewed and accessed to all registered hospital*

    Opt Out to All – *patient visit record will not be viewed and accessed to all hospital*

    Opt Out to Other Hospital – *patient visit record will not be viewed and accessed to other hospital*

Create Visit – Outpatient Admission

1. Select type of visit:
    - *Inpatient*
    - *Emergency Outpatient*
    - *Outpatient*
2. Enter Admission Date
3. Enter Admission Time
4. Enter Chief Complaint
5. Enter Initial Diagnosis
6. Click Create Visit

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7. Visit Successfully Created will display. Click "OK"

View Visit

1. Click View Visit

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View Visit – Outpatient Discharge

1. Enter Discharged Date
2. Enter Discharged Time
3. Enter Chief Complaint
4. Select ICD

ICD10 Lists   ✕

Search

| fever |

CODE ↓	Description	Group
R6883	Chills (without fever)	INTERNATIONAL
R509	Fever, unspecified	INTERNATIONAL
R5083	Postvaccination fever	INTERNATIONAL
R5082	Postprocedural fever	INTERNATIONAL
R5081	Fever presenting with conditions classified elsewhere	INTERNATIONAL
R502	Drug induced fever	INTERNATIONAL
M041	Periodic fever syndromes	INTERNATIONAL
I00	Rheumatic fever without heart involvement	INTERNATIONAL
D86.8	Sarcoidosis of other and combined sites; Uveoparotid fever [Heerfordt]	Local
A99	Unspecified viral hemorrhagic fever	INTERNATIONAL

5. Or input Notes (if patient's case doesn't exist on the MPR)
6. Select Disposition Type
7. Click Discharge

View Visit   ✕

For Admission   Opt In to All ⌄

Master Patient Index	Name	Medical Record Number	Visit ID	Select Type of Visit
8780-7864-6910	DANIEL, ALLY OCANTE	112233	2022-000024	Outpatient ⌄

Hospital	Admit Date	Admit Time
Lingayen District Hospital (LDH)	12-01-2022	07:13 am 🕐

Chief Complaint

fever

Initial Diagnosis

Disposition

Discharged Date	Discharged Time
12-01-2022	07:30 am 🕐

Final Diagnosis

ICD10 Code	ICD10 Description	Notes
R5083 ✕	Postvaccination fever	

Other Diagnosis
Add ICD10

Recovered/Improved ⌄   **Discharge**

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8. Patient Successfully Discharged will display. Click "OK"

Create Visit and Discharge – Emergency Outpatient

1. Click Create Visit

2. Select Type of Visit
3. Enter Admission Date
4. Enter Admission Time
5. Enter Chief Complaint
6. Enter Initial Diagnosis
7. Enter Discharged Date
8. Enter Discharged Time
9. Select ICD

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10. Or input Notes (if patient's case doesn't exist on the MPR)
11. Select Disposition Type
12. Click Create and Discharge

Create Visit   ✕

For Admission   Opt In to All ⌄

Master Patient Index   Name   Medical Record Number   Visit ID   Select Type of Visit*
8780-7864-6908   CUEVAS, ALY SAYAT 123456   2022-000027   Emergency Outpatient ⌄

Hospital   Admit Date*   Admit Time*
Lingayen District Hospital (LDH) ⌄   12-02-2022   07:24 am   🕐

Chief Complaint*   Initial Diagnosis
cough

For Discharge   Discharged Date   Discharged Time
                                        12-02-2022   03:25 pm   🕐

Primary Final Diagnosis

ICD10 Code   ICD10 Description   Notes
J45991   ✕   Cough variant asthma

Other Diagnosis
Add ICD10

                              Treated   ⌄   **Create & Discharge**

13. Patient's Visit Successfully Created and Discharged. Click "OK"

✓

**Patient's Visit Successfully
Created And Discharged**

OK

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Export Master Patient Record

1. Click Export PDF

2. Double click the downloaded file to open

3. As the downloaded Master Patient Record opened it may be printed as well. Click print icon.

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Export Master Patient List

1. Click Print icon, it will direct you to report generation page.

Master Patient List

Search Patients:

[Enter Patient Name] [Add Patient]

Patients per Page:
[10 ▾]

Master Patient Index ↓	Last Name	First Name	Middle Name	Ext.	Birth Date	Sex	No. of Visit
8780-7864-6900	FAY	CLAIRE	WEST		10/27/2022	NB	
8780-7864-6899	LEMKE	AVIS	BRAKUS		10/26/2022	NB	
8780-7864-6898	TORPHY	DARION	MAYER		10/26/2022	M	
8780-7864-6897	CHAMPLIN	EVERETTE	SMITHAM		10/26/2022	M	
8780-7864-6896	BLICK	SANDY	HAYES		10/26/2022	M	
8780-7864-6895	WIZA	ERNESTINA	MILLS		10/26/2022	F	
8780-7864-6894	WILDERMAN	MARQUES	COLLINS		10/26/2022	NB	
8780-7864-6893	CARROLL	NYASIA	HAAG		10/26/2022	F	
8780-7864-6892	SCHUPPE	ETHA	GUSIKOWSKI		10/26/2022	F	
8780-7864-6891	SPORER	MCKENNA	WYMAN		10/26/2022	M	

Showing 11 to 20 of 38 results

« 1 **2** 3 4 »

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1. Click PDF icon to download as PDF file.
2. Click Excel icon to download as Excel file
3. Click Print icon to print the Master Patient List

> *TIP*: You can reset the filter of report listing, edit the Start and End Date

Master Patient List

[Lingayen District Hospital (LDH)]

Search Patients:

[Search Patient]

Start [dd/mm/yyyy 🗓]   End [dd/mm/yyyy 🗓]   per Page: [10 ▾]   [Reset Filter]

No.	Master Patient Index ↓	Last Name	First Name	Middle Name	Ext.	Date Registered	Address	Age	Visits
1	8780-7864-6910	DANIEL	ALLY	OCANTE		2022-12-02	POZORRUBIO	22	3
2	8780-7864-6909	CUVEAS	RICHARD	SAYAT		2022-12-02	LINGAYEN	22	
3	8780-7864-6908	CUEVAS	ALY	SAYAT		2022-11-21	CITY OF SANTA ROSA	22	2
4	8780-7864-6904	MENDOZA	MYLA	AYUBO		2022-10-27	LINGAYEN	22	2
5	8780-7864-6884	MURPHY	JOANA	ORN				24	
6	8780-7864-6881	MENDOZA	MYLA	AYUBO		2022-10-26	LINGAYEN	22	1
7	8780-7864-6880	PARAO	IVAN	CUEVAS	sr	2022-10-25	LINGAYEN	7	1

Showing 1 to 7 of 7 results

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4. Double click the downloaded file

CareTeQ Master Patient Registration | Lingayen District Hospital (LDH)   Daniel, Alyssa Sayat || Logout

Master Patient List

Lingayen District Hospital (LDH)

Search Patients: Start   End   per Page:
Search Patient   dd/mm/yyyy   dd/mm/yyyy   10   Reset Filter

No.	Master Patient Index	Last Name	First Name	Middle Name	Ext.	Date Registered	Address	Age	Visits
1	8780-7864-6910	DANIEL	ALLY	OCANTE		2022-12-02	POZORRUBIO	22	3
2	8780-7864-6909	CUVEAS	RICHARD	SAYAT		2022-12-02	LINGAYEN	22	
3	8780-7864-6908	CUEVAS	ALY	SAYAT		2022-11-21	CITY OF SANTA ROSA	22	2
4	8780-7864-6904	MENDOZA	MYLA	AYUBO		2022-10-27	LINGAYEN	22	2
5	8780-7864-6884	MURPHY	JOANA	ORN				24	
6	8780-7864-6881	MENDOZA	MYLA	AYUBO		2022-10-26	LINGAYEN	22	1
7	8780-7864-6880	PARAO	IVAN	CUEVAS	sr	2022-10-25	LINGAYEN	7	1

Showing 1 to 7 of 7 results

MasterpatientList (1).xls   MasterPatientList (.....pdf   Show all

5. View Master Patient List as PDF file

Master Patient List

Lingayen District Hospital (LDH)   Patient/s for this cutoff: 7

Period: from December 2, 2022 to December 2, 2022   Total Patient/s   7

No.	Master Patient Index	Full Name	Age	Address	Registered	Visit
1	8780-7864-6880	PARAO, IVAN CUEVAS	7	LINGAYEN	10-25-2022	1
2	8780-7864-6881	MENDOZA, MYLA AYUBO	22	LINGAYEN	10-26-2022	1
3	8780-7864-6884	Prof. Laurence Lind	24		01-01-1970	
4	8780-7864-6904	MENDOZA, MYLA AYUBO	22	LINGAYEN	10-27-2022	2
5	8780-7864-6908	CUEVAS, ALY SAYAT	22	CITY OF SANTA ROSA	11-21-2022	2
6	8780-7864-6909	CUVEAS, RICHARD SAYAT	22	LINGAYEN	12-02-2022	
7	8780-7864-6910	DANIEL, ALLY OCANTE	22	POZORRUBIO	12-02-2022	3

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6. View Master Patient Record as excel file

7. Print Master Patient List

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