Medic*plus*
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INPATIENT CARE

How to admit a patient and assign a bed

Medicplus(IT M)

How to admit a patient:

1. Go to patient profile page
2. Go to the encounter tab
3. Tick the box with the description: 'request admission'
4. Select the ward where patient is being admitted into (optional)
5. Enter a reason for the admission
6. Enter an anticipated discharge date from the calendar
7. Tick the box for clinical task to allow you set a clinical task
8. Enter the name of caregiver(s). This refers to the attending doctors or clinicians
9. Select a primary caregiver from the list of caregivers. This refers to the supervising doctor.
10. Save

*Note: If you ticked the box for clinical task, the interface to set clinical task would come up when the initial admission page is saved.

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How to create a clinical task:

1. Go to the 'clinical task' menu
2. Click 'new task' to reveal options
3. Tick required category e.g temperature, blood pressure, etc
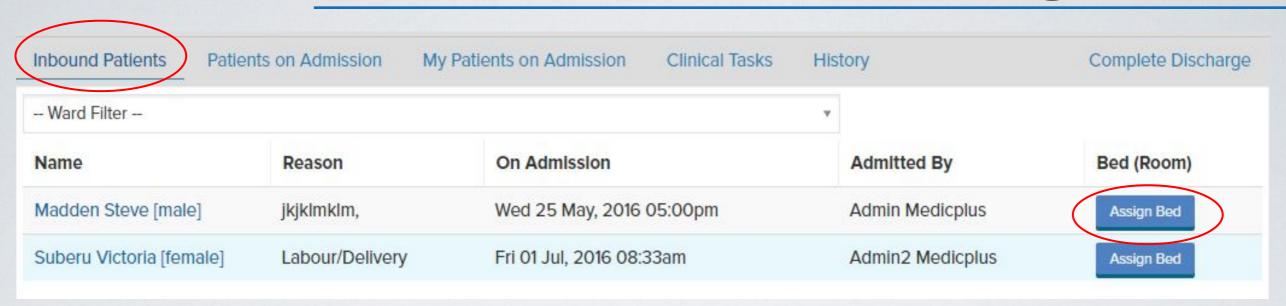4. Enter interval, task count, and start time (select date and time from calendar), save.

Task Count: This refers to the number of times you want the task to be executed

Start Time: Used to set the date/time you want the task to begin

Others: This feature is used to capture tasks that are not already defined in task list e.g 'turn patient over every 12 hours'. Simply enter the **description** of the task, then set the intervals and start time.

Medication task: This is used to create tasks that involve a drug medication. To set a medication task, simply **tick** the 'medication' box then save. This will pull up a prescription interface to allow you write the prescription.

How to assign a bed

The list of inbound patients reflects names of patients that have been admitted but have not been assigned a bed. Note: A patient's daily bed charge starts charging only when a bed has been assigned.

How to assign a bed:
1. Go to the inpatient module
2. Click 'assign bed' for the particular patient, on the list of 'inbound patients'
3. Select the required ward
4. Select the bed in the ward where patient would be placed, then assign.

Note: Only beds not occupied(available) would be listed for selection and this is also dependent on the ward selected.