



Clinic Online Portal

End User Manual

for Clinic Personnel



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1. Introduction

1.1 Purpose of this Manual

This manual provides detailed instructions and information for users of the Clinic Online Portal. It is designed to help you understand and effectively use the Clinic Online Portal.

1.2 Intended Audience

This manual is intended for the university clinic personnel such as (but not limited to) the secretaries, nurses, and doctors.

1.3 History

The University Clinic experienced problems in effectively searching and retrieving student records for the growing number of students and requested the assistance of the Management Information System (MIS) Office to develop an online portal and information system dedicated to managing the Medical Record Card (MRC).

1.4 Objectives

1. Provide a digital copy of the Medical Record Card (MRC) that can be accessed online.
2. Relieve the Clinic staff from manually searching the MRC paper files.
3. Provide additional points in case of evaluation.

2. Getting Started

2.1 Prerequisites

These are the things needed to use the Clinic Online Portal.

1. A laptop or desktop computer.
2. An internet connection.
3. Email and Password from Management Information System Office (MIS).

2.2 Logging In

1. Using a laptop or desktop computer, open a web browser. Examples of common web browsers are: Firefox, Chrome, Opera, Brave, Edge
2. On your web browser, type this in the URL bar: <https://clinic.gsu.edu.ph>

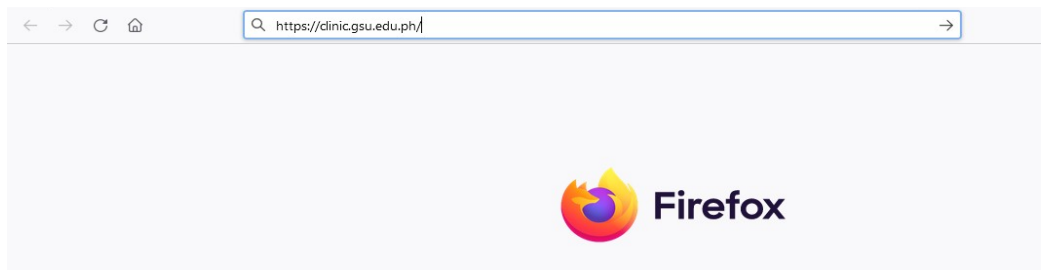


Figure 1: Web browser and its URL bar

3. Click the Login button.
4. Type your email.
5. Type your password.
6. Finally, click Login.

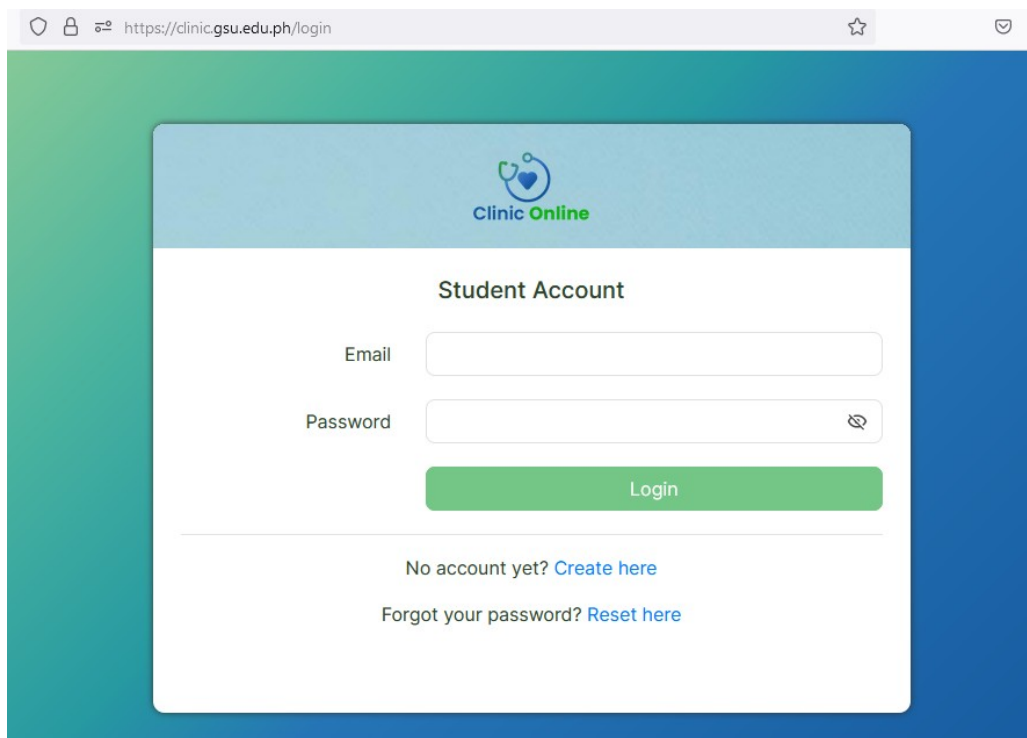


Figure 2: Login page

3. Basic Operations

3.1 Searching And Viewing Records

1. Type the last name of the person on the upper search bar.
2. A result of matching records will be displayed.
3. Click on a name to view the MRC form.

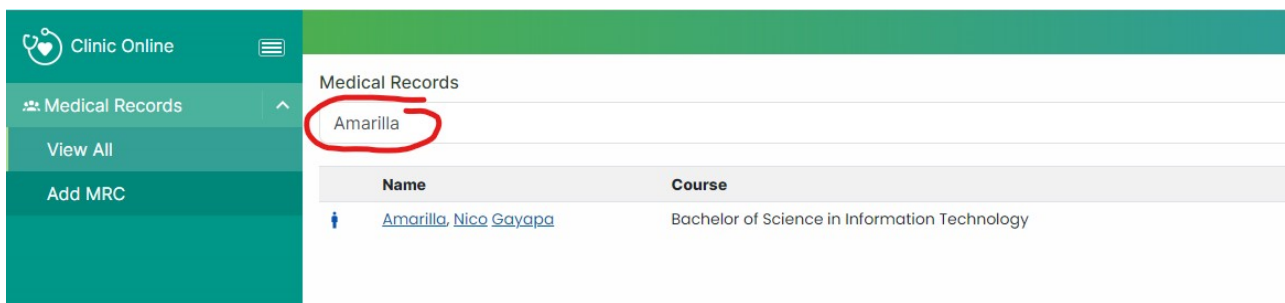


Figure 3: Example of a search query and its search results.

3.2 Updating the Medical Record Card

1. Search and view the name of the person. See 3.1
2. Click on the **Edit** button.
3. Fill-in all the relevant data that needs to be updated.
4. Click **Save** when done.

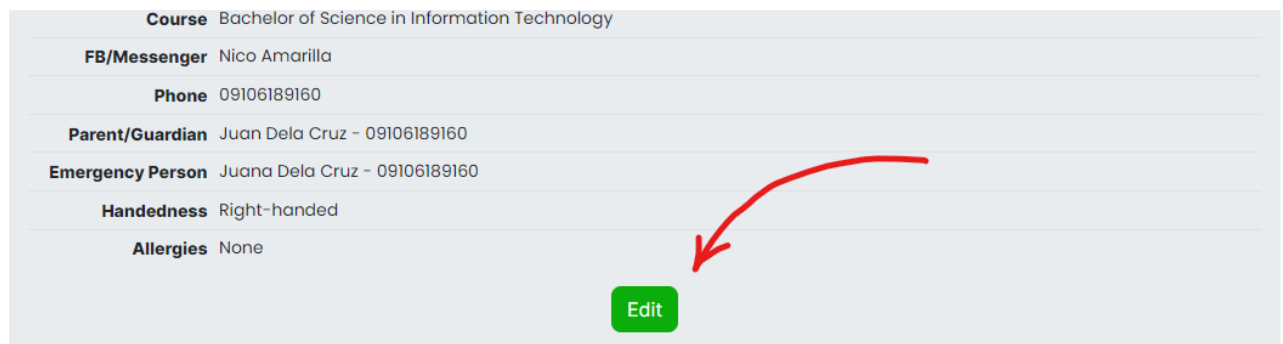


Figure 4: The Edit button

3.3 Adding a Medical Record Log

1. Search and view the name of the person. See 3.1
2. Click on the **Add** button.
3. Fill-in all the relevant data.
4. Click **Save** when done.

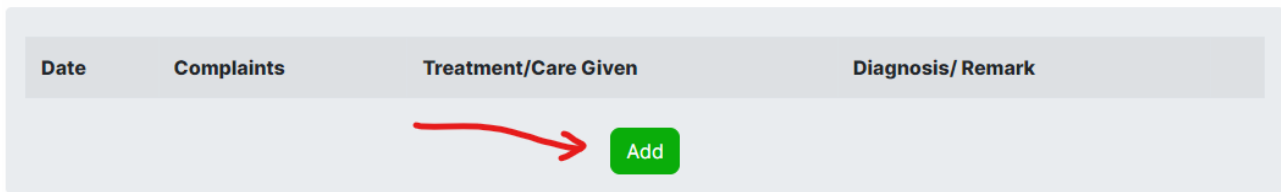


Figure 5: The Add button

3.4 Updating the Health History

1. Search and view the name of the person. See 3.1
2. Click on the **Edit** button.
3. Fill-in all the relevant data.
4. Click **Save** when done.

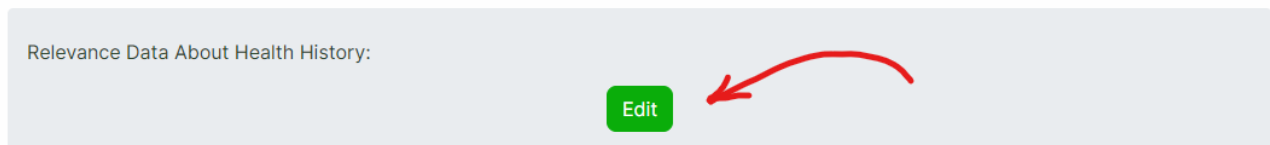


Figure 6: Edit button for Health History

3.5 Adding Attachments

1. Click on the **Add Attachment** button.
2. Click **Choose File** and select a PDF file from your computer.
3. Click **Upload**.

Attachments

Attachment in PDF Format

Amarilla-Nico-113676084640-mrc.pdf




Figure 7: Selecting a file for upload.

Glossary of Terms

1. **Browser:** A software program used to access and view websites on the internet.
2. **Clinic Online Portal:** A web application for managing Medical Record Cards.
3. **Medical Record Card:** A file used for recording personal and medical information along with consultation logs.
4. **PDF:** It stands for "portable document format". A format used when you need to save files that cannot be modified but still need to be easily shared and printed