

# User Manual Labcare V 3.0.1

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FRONT DESK MODULE

**P S Solutions**

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## 1. Login

### 1.1 Login Screen

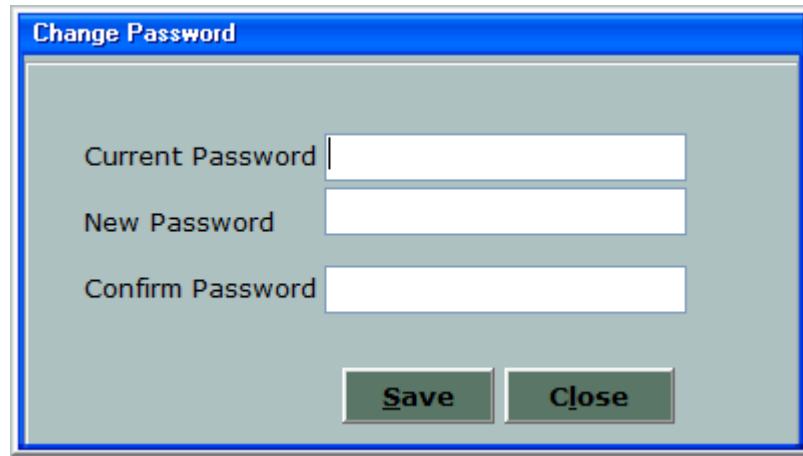


- After double clicking on Labcare Short cut available on user desktop user will see this screen as Login Screen of Labcare application.
- From center option user has to select main center, according to which users will be loaded for particular center.
- This is the login screen of Labcare software. Only authorized users can log on to the system.
- The user has to select the user name and enter the password then click on "OK" to proceed.
- If the user name or password is wrong then the user will be prompted to enter the correct username or password. If it is an authorized user then the registration screen will be opened.
- On clicking the cancel button the application ends.

## 2. File

### 2.1 Change Password

User can change their LabCare login password by going to **"Change password"** option available in file menu



The screenshot shows a 'Change Password' dialog box. It has a blue title bar with the text 'Change Password'. The main area is light gray and contains three text input fields. The first field is labeled 'Current Password', the second is labeled 'New Password', and the third is labeled 'Confirm Password'. At the bottom right of the dialog, there are two buttons: 'Save' and 'Close'.

- Enter current password of LabCare application
- Enter New Password and confirm password
- Click "Save" button to change password.
- Click "Close" button to close this window.

## 2.2 Registration

To open registration window for registering “New Patient” user can click on “New” button available in Search window or go to “File Menu” the select “Registration” it will open window as shown below.

**Patient Detail**

Date: 04-07-2016 Pat. ID: 0 Search: Branch: Confirmed

Perm ID: New Find Ref No: By: Status: Confirmed

Salutation: Miss. Example Patient

Gender: Female Age: 04/07/1986 30Y0M8D 30 Years Nationality: United Arab Emirates

Comment: B. Group: Mobile: 1234567890 Info

**Reference Detail**

Ref Lab: AIRPORT ROAD Doctor: SELF PATIENT Temp Doctor: [ ]

[1] Receipt [2] Job Order Save Clear

Printer Close

T.Order: ALL Tests = 1 And Profiles = 0 History External Sample Image Diagnosis Delete Test

Test Name	CPTCode
Cholera (Screening Test)	87045
Choleraacetate Esterase	88319
Cholesterol (Total)	82465
Cholesterol/Hdl Ratio	83718
Cholinesterase	82480
Chromium	82495
Chromogranin A	88342
Chromosome Microdeletions	83909, 83900X!
Chromosomal Analysis &	82106, 88291,
Chromosomal Analysis (Amniotic	88235, 88267,
Chromosomal Analysis (Blood)	88230, 88626,
Chromosomal Analysis (Products	88291, 88233,

Stat: 1

Test	Rate	Dispatched	Stat	OTY	Patie	CPTCODE
Cholesterol (Total)	15.00	05/07/201	0	1	0	82465

Profile

Profile	Rate	Stat	CPTCODE
*			

Delete Profile

**Billing Detail**

Test Amt: 15 Others: Refund: Final Amt: 15 Patient Share: 0

Advance: 0 Discount: BIO CHEMIS Balance: 15

- This Screen is used to register new patient.
- Payments can be done by this screen in case of walk-in patient.
- User has to enter patient demography, doctor information, Payer, ref Lab and test information.
  - History – To save the patient history.
  - Image – User can take patient picture with connected camera.
  - Diagnosis – User can add principal and secondary diagnosis.
  - External Sample – In case of external sample user can use this option.
- User can give the discount, refund and can take extra charges from this window according to privileges.

**“New”** button for to add new permanent patient

The screenshot shows a web-based form titled "(LAB CARE +) - Patient Entry". The form is organized into several sections. At the top, there is a "Type" dropdown menu. Below this are input fields for "First Name", "Middle Name", "Permanent #", and "Telephone". A large text area is provided for "Address". To the right of these fields are two buttons: "Save" and "Close". Below the "Address" field, there are dropdown menus for "Date Of Birth" (showing 03/07/2016) and "B. Group". Further down, there are dropdowns for "Type" and "Status" (showing Permanent). To the right of the "Status" dropdown is a "Sex" section with radio buttons for "Male" and "Female". Below these are input fields for "Fax No", "Nationality", and "IPOP". At the bottom, there are input fields for "E-Mail", "Mobile", "Passport", "National ID", "Insurance Id", and "Valid Till" (showing 03/07/2016). On the right side of the form, there are checkboxes for "Print Card" and "Printer".

- User should enter all patient demography
- If user leaves permanent number blank then permanent number will be generated automatically by the system
- User can enter own permanent number like mobile number, passport number or some other unique number etc.

“Find” button is to search the permanent patient.

(LABCARE +) - Patient List

03/07/2016 03/07/2016 Permanent Load ☐ 1. Show All


Patient ID

(LABCARE +) - Patient List					
	PatCode	Patient	Perm No	Phone	Address
▶	30278	dummy patient	ANH28315		
	30325	DUMMY PATIENT	ANH28362		
	30327	dummy121	ANH28364		
	30326	john doe	ANH28363		
*					

◀ ▶

FindFirst FindNext Sort(Asc) Sort(Desc) Select Quit

Select the record to be modified/deleted

- User can enter the patient id to search the patient.
-  “Show all” shows all permanent patients.

After putting patient demographics details user can select the test ordered to the patients by physician, Test can be searched using Test name or CPT Code the hit “Enter Button” or click “> Button” to select test for the patient.

Click “Save” button to save the patient in Labcare application.

## 2.3 Edit Registration

Select the date range and click on search button. The patient, whose registration date falls in the date range selected, will be displayed in the grid below. The list of patients that displayed will be the ones that were registered in that particular center. The radio button will be chosen as "For Registration" by default. To view the list of patients whose tests are to be processed in that center (registration may be done from other centers), the user has to choose the radio button as "For Processing". This will show all the patients whose tests are to be processed in that particular center.

The screenshot shows the Labcare software interface. The title bar indicates the user is logged in as a Pathologist at 16:43:22, connected to ANH AIRPORT ROAD, with a total of 16 patients. The menu bar includes File, Sample, WorkArea, Authentication, Machine, General, Report, Audit, QC, Histo, Disposal, Msgs, and SOP. The toolbar contains buttons for New, Modify, Job Order, and Printer. The search panel includes a Date range selector (02/07/2016 to 03/07/2016), a Search button, and an Advance Search section with fields for Quick Search, Patient ID, User, Category, Doctor, Payer Type, Payer, and Ref By. The status panel on the right shows a list of status options: All, Completed, Pending, Printed, and Cancelled. The data grid below displays a list of patients with columns for Date, Centre, Patient ID, Patient Name, Age, Doctor, File No, Admission No, Mobile, and CalcTotalRate. The grid shows 16 patients, all registered on 02/07/16, with various patient IDs and names, all marked as SELF PATIENT.

Date	Centre	Patient ID	Patient	Age	Doctor	File No	Admission No.	Mobile	CalcTotalRate
02/07/16		965600038	Dummy patient 123	36 Years	SELF PATIENT		ANH28340		0
02/07/16		965600039	Patient Alnoor	5 Years	SELF PATIENT		ANH28341		0
02/07/16		965600040	dummy	27 Years	SELF PATIENT		ANH28342		0
02/07/16		965600041	Noor Pat	42 Years	SELF PATIENT		ANH28343		0
02/07/16		965600042	dummy123	18 Years	SELF PATIENT	123456	ANH28346		0
02/07/16		965600043	dummy121	18 Years	SELF PATIENT		ANH28348		0
02/07/16		965600044	dummy al noor	16 Years	SELF PATIENT		ANH28349		0
02/07/16		965600046	dummy2	26 Years	SELF PATIENT		ANH28353		0
02/07/16		965600047	duumy3	21 Years	SELF PATIENT		ANH28355		0
02/07/16		965600048	dummy4	18 Years	SELF PATIENT		ANH28356		0
02/07/16		965600049	dummy5	19 Years	SELF PATIENT		ANH28357		0
02/07/16		965600050	dummy6	18 Years	SELF PATIENT		ANH28361		0
03/07/16		965600051	DUMMY PATIENT	30 Years	SELF PATIENT		ANH28362		0
03/07/16		965600052	DUMMY PATIENT	30 Years	SELF PATIENT		ANH28362		0

Double click the patient whose data has to be edited (Applicable only when Patient is Registered in Labcare Registration module) or select the patient whose data has to be edited and click on '**Modify**' button. If any modification is done to the Subject's data then click on '**Save**' button to save the record. The Status frame allows the user to select 'All', 'Booking', 'Completed', 'Dispatched', 'Pending', 'Printed', 'Recheck Sample', 'Registered', 'Sample Accepted' or 'Sample Collected' status. Depending on the selection, the patients will be displayed in the grid below. If during registration an entry needs to be cancelled then click on '**Cancel**' button to cancel the patient registration.

The advance search options can be used for quick search which allows searching patient by Lab No., File No., Mobile No., Name, Admission No, Referring Physician, Referral lab, Payer Type, Payer, Visit Type (IP/OP) .

User can invalid the subject with proper reason. "Set Invalid" button will Enable/Disable according to rights.

By using "Esc" key or  "View Test" user can view registered tests for the patient.



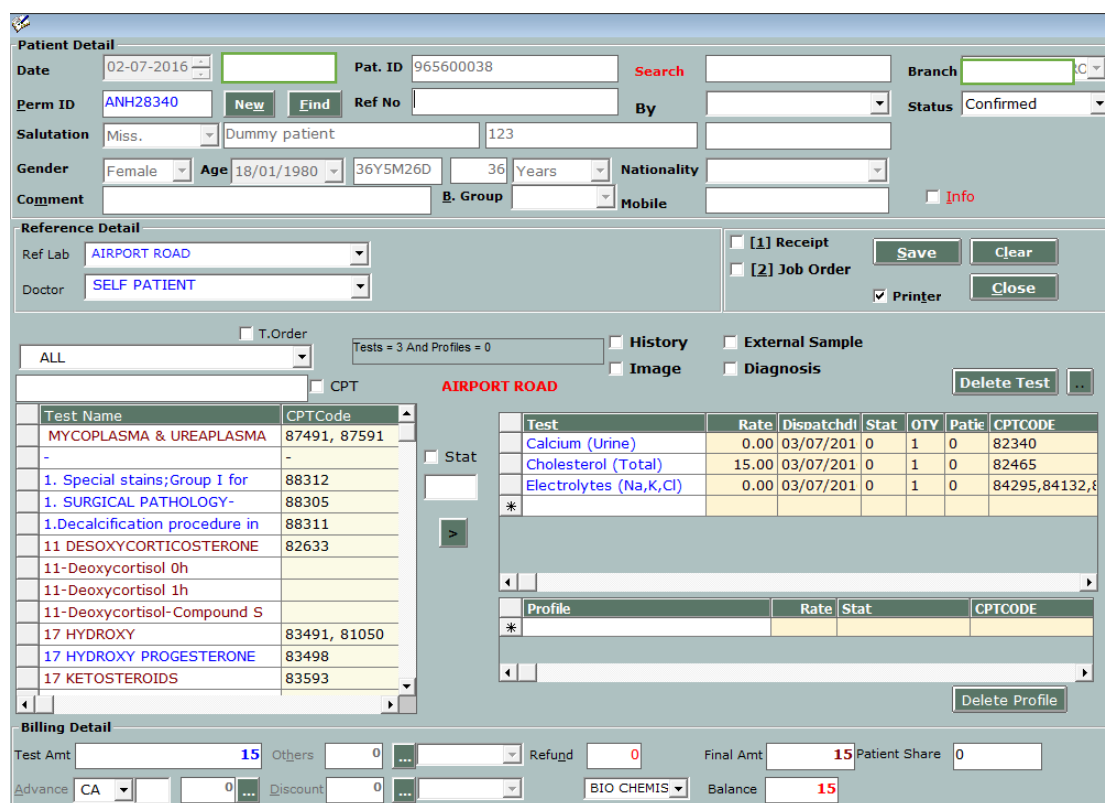
For Modify registration, first select the particular row & then Double click to go in edit registration.

User can trace all activities by using  "Sample Track"

User can trace the history like all old visit by using  "History"

## 2.4 Edit Registration

For Modify registration, first select the particular row & then Double click or Click **"Modify"** button to go in edit registration.



**Patient Detail**

Date: 02-07-2016 Pat. ID: 965600038 Search: Branch: C

Perm ID: ANH28340 New Find Ref No: By: Status: Confirmed

Salutation: Miss. Dummy patient 123

Gender: Female Age: 18/01/1980 36Y5M26D 36 Years Nationality: B. Group: Mobile: Info

**Reference Detail**

Ref Lab: AIRPORT ROAD [1] Receipt Save Clear

Doctor: SELF PATIENT [2] Job Order Printer Close

T.Order Tests = 3 And Profiles = 0 History External Sample Image Diagnosis Delete Test

Test Name	CPTCode
MYCOPLASMA & UREAPLASMA	87491, 87591
-	-
1. Special stains;Group I for	88312
1. SURGICAL PATHOLOGY-	88305
1.Decalcification procedure in	88311
11 DESOXYCORTICOSTERONE	82633
11-Deoxycortisol 0h	
11-Deoxycortisol 1h	
11-Deoxycortisol-Compound S	
17 HYDROXY	83491, 81050
17 HYDROXY PROGESTERONE	83498
17 KETOSTEROIDS	83593

**Test List**

Test	Rate	Dispatchd	Stat	QTY	Patie	CPTCODE
Calcium (Urine)	0.00	03/07/201	0	1	0	82340
Cholesterol (Total)	15.00	03/07/201	0	1	0	82465
Electrolytes (Na,K,Cl)	0.00	03/07/201	0	1	0	84295,84132,8

**Billing Detail**

Test Amt: 15 Others: 0 Refund: 0 Final Amt: 15 Patient Share: 0



Advance: CA 0 Discount: 0 BIO CHEMIS Balance: 15

If any modification is done to the patient's data then click on **"Save"** button to save the record.

## 2.5 Modify Age/Ref. No.

User will use Modify Age/Ref. No. option to modify patient age and gender which may affect patient test(s) reference ranges also. User can open this window by going to **“File Menu”** in Labcare and select **“Modify Age/Ref. No.”** option.

Change DOB

Request Details	
Search No	20051
Patient ID	965600051
Date	03/07/2016
Time	936
 <b>Save</b>	
 <b>Cancel</b>	
Demography	
Name	DUMMY [M/30 Years]
Doctor	SELF PATIENT
Perm No.	ANH28362
Centre	
Ref. No.	
Comment	
Visit Mobile Number	(Country Code + Mobile No)
Visit Email ID	
Title	-
Gender	Male
DOB	01-01-1986

- Enter the Patient ID in Search No and press 'Enter' key
- User can change the patient DOB , title and Ref No from this option
- Click on Save button to save the changes

## 2.6 Patient Details

User can open this window by going to **“File Menu”** in Labcare and select **“Patient”** option. Window can be used for modifying patient personal details like name, mobile no., and Insurance card details etc...

**Note:** Changing DOB and Gender from this window will not update test reference ranges, to do so user should use Modify age Ref. No. window.

(LABCARE +) - Patient List

03/07/2016 03/07/2016 Permanent Load 1. Show All

Patient ID

(LABCARE +) - Patient List				
PatCode	Patient	Perm No	Phone	Address
30278	dummy patient	ANH28315		
30325	DUMMY PATIENT	ANH28362		
30327	dummy121	ANH28364		
30326	john doe	ANH28363		
*				

FindFirst FindNext Sort(Asc) Sort(Desc) Select Quit

Enter the matching pattern to be searched for the current column. (Make any column current by clicking on it)

- User can get list of patients by selecting the date range & type of patients.
- By selecting date range below grid will display all the patients' demography that ever is registered for selected date.
- Clicking on Show all will display all the subjects in database.

## 2.7 Doctor

User can open this window by going to **"File Menu"** in Labcare and select **"Doctor"** option.

(LABCARE +) - Doctor List

03/07/2016 03/07/2016 Permanent Load ☐ 1. Show All

Patient ID

(LABCARE +) - Doctor List					
	DocCode	Doctor	Speciality	Phone	Address
▶	8	SELF PATIENT			
*					

◀ ▶

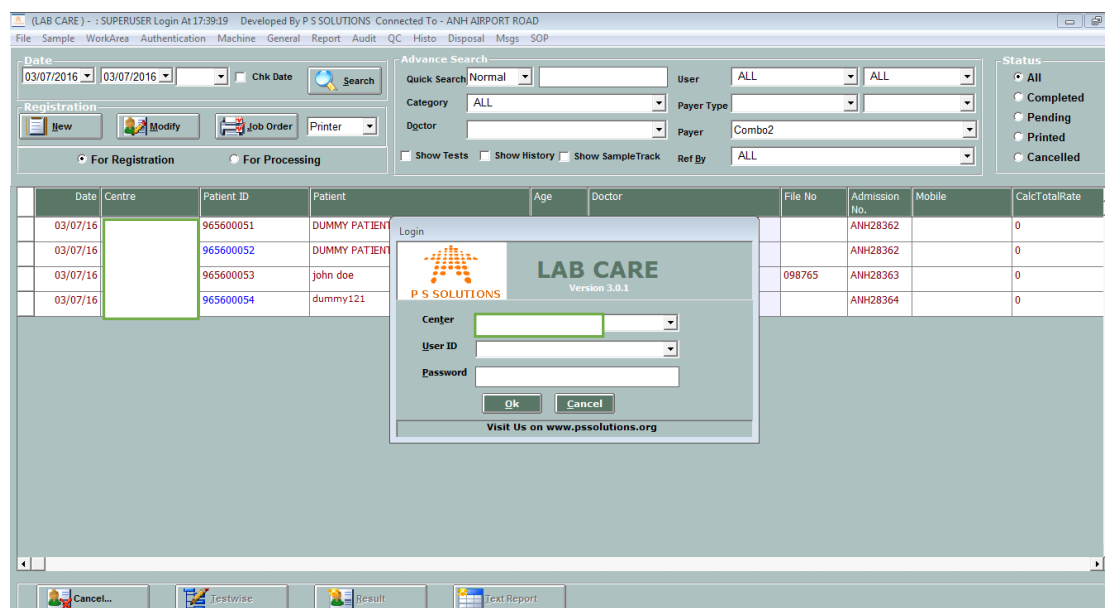
FindFirst FindNext Sort(Asc) Sort(Desc) Select Quit

Click to find the first record matching the string in the text box

- By selecting the status for doctor as "Permanent" or "Temporary", the user can see the doctor for the selected date range.
- Double click on specific row or Click on **"Select"** button to edit doctor details.
- From this screen, user can change the doctor information like "Address", "Specialty"
- User can change the Doctor Status from "Permanent" to "Temporary".
- User cannot delete the doctor.

## 2.8 Log Off

User can select this option by going to **“File Menu”** in Labcare and select **“Log Off”** option. Selecting this option will change the user and log off current logged in user.



- This is the Logoff Screen of Lab care.
- If Cancel button is clicked a message will appear asking Confirm Exit, Yes or No
- Clicking on **“Yes”** button will close the application
- On clicking the **“No”** button will prompt login screen

## 2.9 Exit

User can select this option by going to **“File Menu”** in Labcare and select **“Exit”**, selecting this option will exit from the application. This option can be selected for closing the application.