

Users's Guide 1.11

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OpenHospital

1 Abstract

This application is the first of a set of software products that ISF^[1] has developed to support the management and the activities of the St. Luke Hospital in Angal (Uganda). After that mission, the St. Luke Hospital has become only the first one of a long list of hospitals that found this software useful.

All the work was realized as an open-source^[2] project using only open-source development software.

This application software consists of the following parts:

- Pharmacy management
- Laboratory management
- OPD management
- Patient admission and discharge management
- Pregnancy management
- Malnutrition control management
- Vaccines database
- Patient billing support
- Therapy management
- Internal communication
- Appointments management
- Statistics and printing

This document describes how all the above-mentioned items work and gives you some suggestions on the correct use of the program.

The reader will not find in this manual the information he needs for the installation of the application software or for administrative purposes; to have such information you should consult our Administrator's Guide, supplied with the application software.

2 Introduction

The aim of this program is to manage, in the simplest manner, the hospital administrative operations like registering patients and laboratory analysis, and to produce statistics for the health ministry. In the following chapters the users will find all the information they need in order to use properly the program.

3 Useful Information before reading this user manual.

3.1 Help

- The HELP function available on the bottom of the main MENU of OpenHospital allows you to access offline this document.

3.2 Legenda

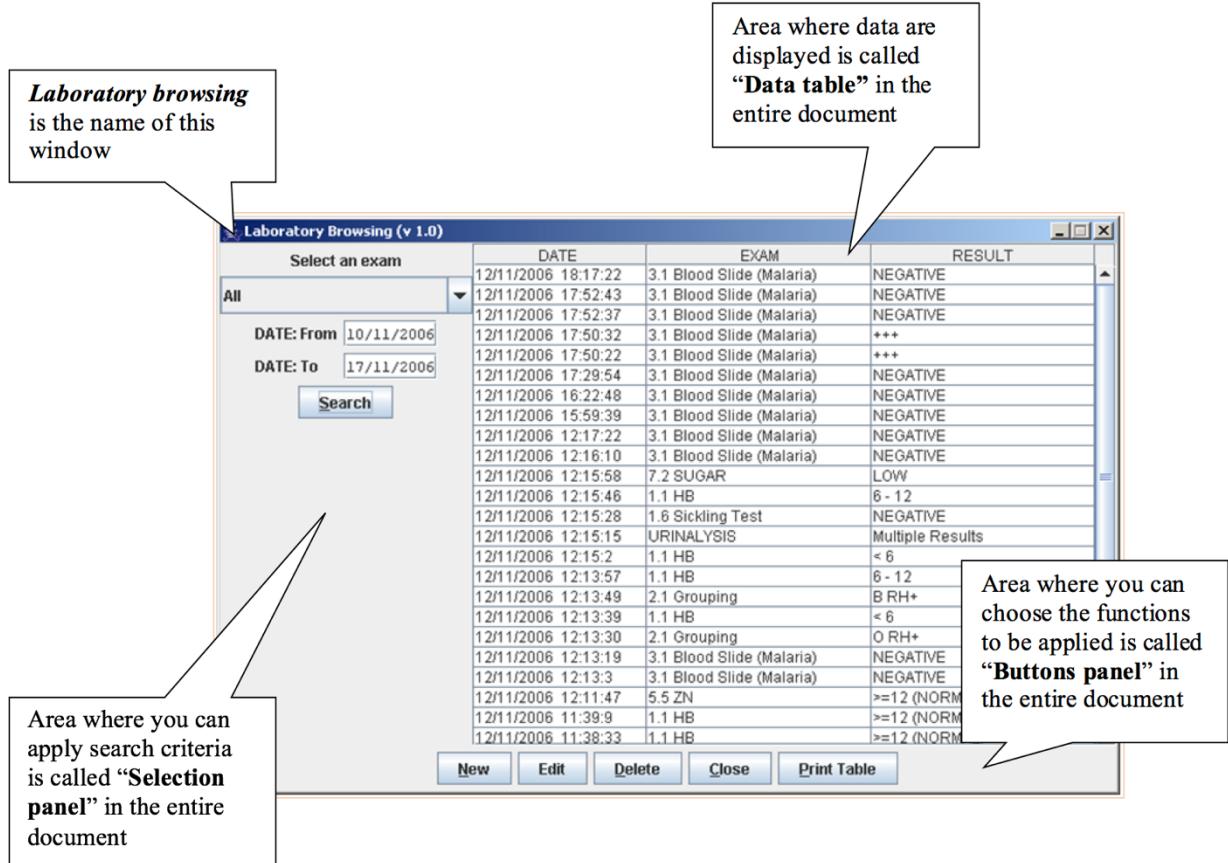
In this document will be used following conventions:

- When in the text of this document you find a word written in bold and highlighted in grey – like **Pharmacy** or **New** – it indicates a function of the application and it is also called “button”. **Pharmacy** is a button.
- When you find a text written in bold Italic (as an example **Laboratory browsing**) it indicates the screen with name “Laboratory browsing” (see example below). Each screen of the application is called window. **Laboratory browsing** is a window.
- When you find a text written in bold as - **Search patient visits** – it indicates a function of the application, or an area of the window (as an example **Data table**).
- Each button has always one letter with an underscore. You can select the functionality offered by the button pressing the “Alt” key and at the same time the “underscored” key (in the example of **Pharmacy** you have to press “Alt” and “P”). This behaviour is common all over the application and allows the user to operate (almost) without the use of the mouse. In the entire document “Alt” key and the “P” key will be indicated as “Alt + P”.

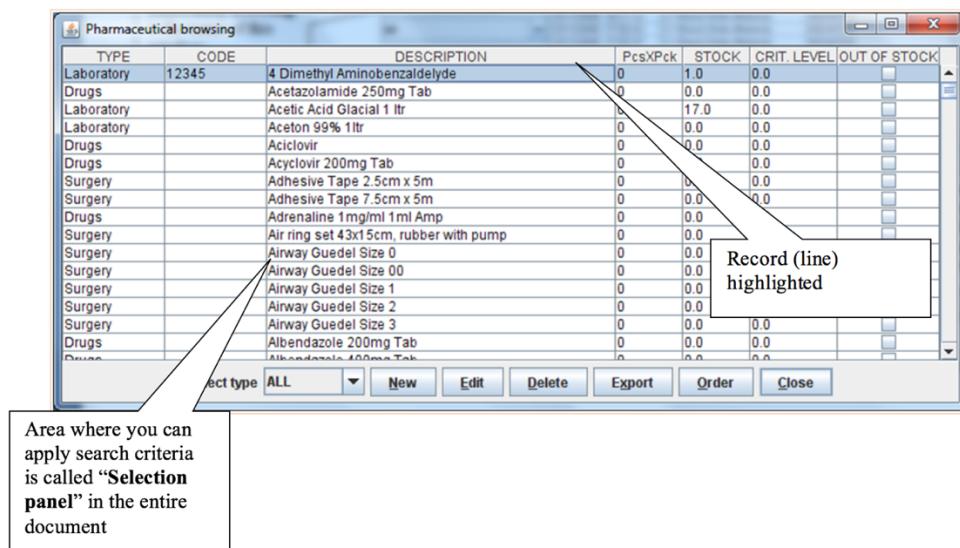


Main Menu: Click with the mouse on the button or press "Alt + P" to enter the **Pharmacy**

- Each screen of the application is called “window”. Most complex windows of the application are composed by more than one area. Areas can be **Selection panel**, **Data table** and **Buttons panel** (see **Laboratory browsing** window below)



- Highlight of a record. To highlight a record (it is a line on a **Data table**) you have to click with the mouse on the record. The record (all the line) will be highlighted in blue. This is valid all over the application (see example below):



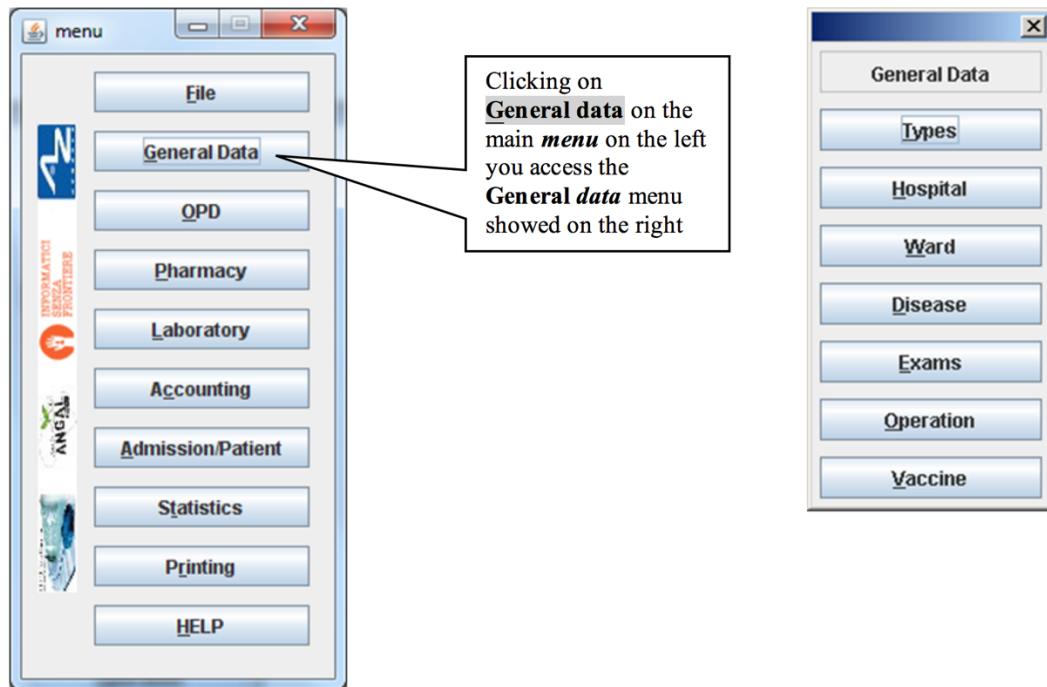
4 Run the application

After double-clicking the program icon on your desktop, you will see an information image (splash image) for a few seconds and then the main *menu* of the OpenHospital application will appear.

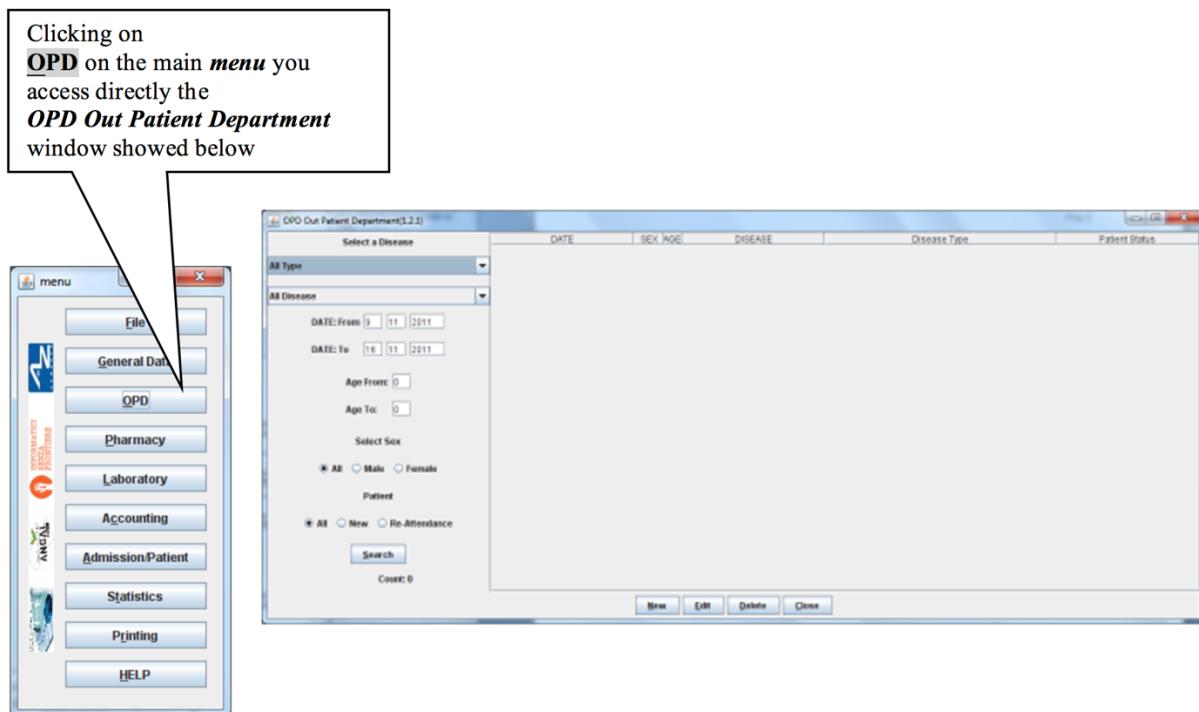


Main Menu: The default Main Menu when the application starts.

From a menu you can get to another menu of deeper level, as in the example below. From the main **menu** you get the **General data** menu, or you can directly go in a function of the application (see the following example with the browser **OPD Out Patient Department**.



or you can directly go in a function of the application, as following example:



5 Outpatient Department Management (OPD)

5.1 Main Characteristics

Out Patient Department functionalities allow to record Ambulatory Patient visits, search, review, edit and eventually delete visits, and allows queries necessary for statistical purposes.

Click on **OPD** button or press “Alt + O” in the main **menu** to access OPD function.



Main Menu: Press **OPD** button or “Alt + O”.

5.2 Functions of Out Patient Department

All functions available under **OPD** are accessible from the window **OPD Out Patient Department** showed below.

OPD Out Patient Department(1.2.1)

| Select a Disease | CODE | OPD No | DATE | Pat.ID | FULL NAME | SEX | AGE | DISEASE | Disease Type | Status |
|------------------|------|--------|----------|--------|---------------|-----|-----|---------|-----------------------|--------|
| All Type | 361 | 1 | 24/05/20 | 268 | Biywaga Irene | F | 0 | Measles | 1.NOTIFIABLE DISEASES | New |

Measles

DATE From: 01 01 2014

DATE To: 08 01 2015

Age From: 0

Age To: 0

Select Sex

All Male Female

OH Patient

All New Re-Attendance

Search

Count: 1

New **Edit** **Delete** **Close**

The following functions are available from the **Buttons Panel** of the window **OPD Out Patient Department**:

- **New** to create a new patient visit
- **Edit** to modify an already stored patient visit
- **Delete** to delete a patient visit
- **Close** to exit from the function **OPD Out Patient Department**

Furthermore, a search function (**Search**) is available using the **Selection Panel** on the left of the window.

5.2.1 Search patient visits (**Search**)

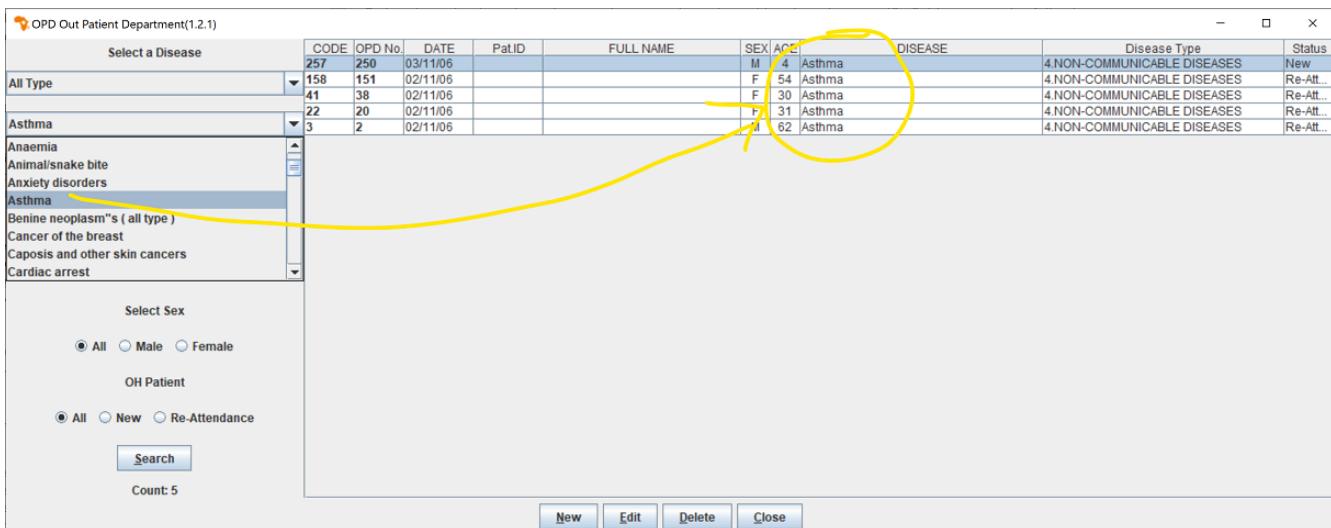
Queries about Ambulatory Patient Visits can be done using the search criteria available on the **Selection Panel** area of the window (left side of the window).

Doing the selection, data about patients can be selected by choosing specific fields among the following ones:

- **Disease type.** You can select one or all disease types
- **Disease.** You can select one or all the diseases or search by typing some letters in the search field
- **Date.** “DATE From” and “DATE To” allow the selection of all the visits performed over the requested period
- **Age.** “Age From” and “Age To” allow the selection of all the patients by age
- **Sex.** Allow the selection of all the patients by sex: All / Male / Female
- **Type of patient.** Allow the selection of all the visits by attendance: All / New / Re-Attendance
- **Count.** Counter at the bottom counts for you how many visits match your criteria after pressing the **Search** button.

After having chosen press **Search** button. The system will show on the **Data table** area results of the search applying criteria requested by you.

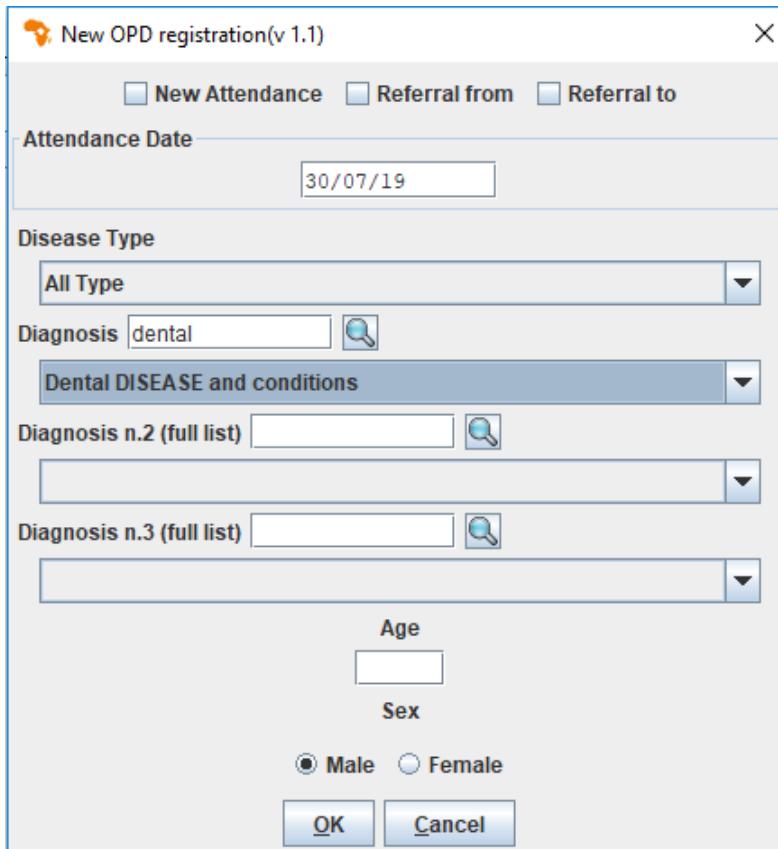
In the example hereinafter all the visits of patients with Asthma disease admitted in the period from 2006-11-01 until 2006-11-15 of all the ages, all sex, all patient types are showed.



The screenshot shows a software interface titled "OPD Out Patient Department(1.2.1)". On the left, there is a sidebar with a tree view containing categories like "All Type", "Asthma", "Anaemia", and "Animal/snake bite". A yellow arrow points from the "Asthma" category in the sidebar to a circled row in the main grid. The main grid has columns for "CODE", "OPD No.", "DATE", "Pat.ID", "FULL NAME", "SEX", "AGE", "DISEASE", "Disease Type", and "Status". The circled row corresponds to the entry: "257 250 03/11/06 M 4 Asthma 4.NON-COMMUNICABLE DISEASES New". Other rows in the grid include entries for "158 151 02/11/06 F 54 Asthma", "41 38 02/11/06 F 30 Asthma", "22 20 02/11/06 F 31 Asthma", and "3 2 02/11/06 M 62 Asthma". Below the grid, there are buttons for "Search", "New", "Edit", "Delete", and "Close".

5.2.2 Create a new patient visit (New)

Press **New** button in the **OPD Out Patient Department** window to access the **New OPD registration** window showed below.



The screenshot shows the "New OPD registration(v 1.1)" window. At the top, there are three checkboxes: "New Attendance" (unchecked), "Referral from" (unchecked), and "Referral to" (unchecked). The "Attendance Date" field contains the value "30/07/19". Below this, under "Disease Type", the "All Type" dropdown is set to "All Type". The "Diagnosis" field contains "dental" with a magnifying glass icon. Below it, the "Dental DISEASE and conditions" dropdown shows the value "Dental DISEASE and conditions". The "Diagnosis n.2 (full list)" and "Diagnosis n.3 (full list)" fields are empty and have magnifying glass icons. Under "Age", there is a blank input field. Under "Sex", there are radio buttons for "Male" (selected) and "Female". At the bottom are "OK" and "Cancel" buttons.

To record a visit, enter the following fields:

- **Type of attendance.** This field is not meant to distinguish whether an individual is new or not in the ambulatory (absolutely first time he/she enters the ambulatory). The NEW ATTENDANCE is devoted to cases when Patient (at his first or n-th time in the ambulatory it does not care here) comes to the Ambulatory to report a new health issue / new disease for which no care has

already been addressed and recorded. The re-attendance is – on the contrary – the case of records created when a Patient comes back to the Ambulatory in order to follow-up a past new attendance when he/she received cares and previous instructions to recover.

Example: a Patient comes to the ambulatory because he/she reports a cut => this event is recorded as NEW ATTENDANCE and Doctor sutures the wound and invites Patient to come back ten days later; then same patient comes back after ten days to have his/her stitches removed: a new OPD record is then created but with no NEW ATTENDANCE flag set.

- **Date of the visit.** Date in which Patient is met for recorded activity.
- **Disease Type:** By selecting a *DiseaseType* the first diagnosis list will contain only its related diseases. Second and third list will still contain all diseases.

Example: Disease Types can be defined by the Administrator. Ask to your Administrator how to do it or see [General Data](#) in this document.

- **Diagnosis.** Maximum three diseases can be diagnosed per each attendance (“new attendance” or “re-attendance” it does not care in this context). Normally patient reports at least one visit reason but it may happen that during same visit the Doctor finds other concurrent pathologies thus here possibility is given to record till maximum three (the first being the only one mandatory).

It is possible to filter in order to find diseases more easily. To do so, you will need to enter a text fragment in the search field that is part of the disease name. The closer the search text comes to the name of the disease being searched, the more precise the search is.

*Example: in the **OPD Out Patient Department** window only first diagnosis and its type will be shown, anyway all data are stored and processed in reports and searching.*

- **Patient age.** Validity range is 0-200.
- **Patient sex.** Male/female

When you finish entering data in the **Buttons Panel** you have the following choices:

- **Ok** to confirm and record patient visits
- **Cancel** to close the window and to return to the Menu

5.2.3 Modify a recorded patient visit (**Edit**)

First of all, to modify a visit you have to highlight it in the **OPD Out Patient Department** window. Once you've done this, press the **Edit** button. When the **Edit OPD registration** window showed below appears, the record is available for changes. All data can be changed.

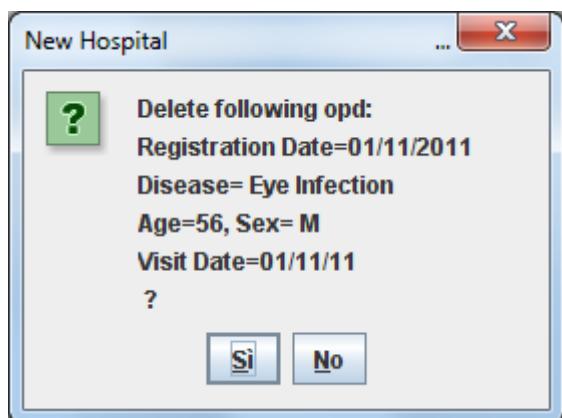
The screenshot shows a dialog box titled "Edit OPD registration(v 1.1)". At the top, there are three checkboxes: "New Attendance", "Referral from", and "Referral to". Below these are sections for "Attendance Date" (set to 30/07/19), "Disease Type" (set to 2. OTHER INFECTIOUS/COMMUNICABLE DISEASES), "Diagnosis" (set to eye), and "Eye Infection". There are also sections for "Diagnosis n.2 (full list)" and "Diagnosis n.3 (full list)", both of which are currently empty. Below these sections are fields for "Age" (set to 25) and "Sex" (with "Male" selected). At the bottom of the dialog are two buttons: "OK" and "Cancel".

When you finish entering data in the **Buttons Panel** you have the following choices:

- Ok to confirm new values (all the previous values will be lost)
- Cancel to close the window and to return to the **OPD Out Patient Department** window without applying any change.

5.2.4 Delete a recorded patient visit (Delete)

First of all, to delete a stored visit you have to highlight it in the **OPD Out Patient Department** window. Secondly press the **Delete** button. The highlighted record will be showed as in the **New Hospital** window below. Now the record can be deleted. Deleted records won't be available anymore.



In the **Buttons Panel** you have the following choices:

- Si to confirm the record deletion
- No to close the window and return to the previous window without delete the record

5.3 OPD Extended (OPD v1.4)

Since OpenHospital version 1.3.1 you can extend the OPD functionality by changing the *OPD_EXTENDED* flag in the configuration file. Ask to your Administrator how to do it or read the *Administrator's Guide*.

5.3.1 New features

Press **New** button in the **OPD Out Patient Department** window to access the **New OPD registration (1.4)** window showed below.

The screenshot shows the 'New OPD registration (v1.4)' window. At the top, there are several input fields: 'Attendance Date' (20/08/20) with a calendar icon (1), 'OPD No.' (1214) with a number field (2), 'Search' (3) with a dropdown showing 'Bridget Atimango', 'Disease Type' (All Type), 'Diagnosis' (Perinatal conditions), 'Diagnosis n.2 (full list)', and 'Diagnosis n.3 (full list)'. Below these is a note area with 'LAST OPD VISIT' on 20/08/20 - Perinatal conditions (4). There is also a 'Note' field with '<none>' (5). The 'Next visit date' is set to 20/10/20 (6). The window has tabs for 'OH Patient' (selected) and 'Operation' (5). The 'OH Patient' tab contains fields for First Name (Atimango), Last Name (Bridget), Address (Akuru bridge), City (Angal), Next Kin (empty), Age (1y 0m 0d), and Sex (radio buttons for Male and Female). On the right, there is a 'Note & Symptom' section with a scrollable list containing 'Nine months'. At the bottom, there are buttons for OK, Examination, and Cancel.

The OPD Extended module affords the following improvements:

- Calendar to choose the visit date (1);
- OPD number now is visible (2):it is the progressive number per year automatically set by the system, anyway you may change it if needed. The OPD number MUST be unique for each year;
- Registered Patient (3): before to choose a disease, you MUST select a patient first from the drop-down list; you can even fast search the patient with the search field nearby by typing part of its name or code; this will improve reliability for reports and statistics, thus service to the patients by knowing his/her history.
- one time the patient is selected and previous OPD visit is found from the program, special fields will be populated with the most recent visit of the patient (4), thus his/her personal data (5), re-

attendance checkbox will be selected automatically (6);

- You can now set the next appointment date (7). This will automatically schedule a visit, visible in ***Therapy management***.
- in case you want to insert a new attendance for this patient you can check the "new attendance" check box on and proceed normally;
- in case of editing an old OPD it is possible to change everything except the patient, which the OPD refers to, and the "new-attendance" check box;
- in case the selected patient needs to update his/her personal data, you can do it by clicking on the Edit icon  near his/her name; a new window will appear with the patient personal information to let you change them;
- in case the patient is not yet registered, the <***new patient***> entry can be selected to let you register the new patient; after registration you will be direct back to the OPD window and the new patient will be selected.
- If the user is enabled by the admin (see [15 Users & Groups \(File → Users\)](#)):
 - you will see also the **Examination** button function (see [10.5.2 Patient examination](#)).
 - you will see also the **Operation** tab after the Patient's one (5) in order to record small surgeries and other interventions (see [14.7 Operations \(Operation\)](#)) as well as in Admission (see [10.5.3 Insert/modify Surgery data](#)).

6 Pharmacy (Pharmacy)

By pressing **Pharmacy** from the main menu, you access the Pharmacy menu. From this menu you have the following functions available: **Pharmaceuticals** and **Pharmaceuticals Stock**, **Pharmaceuticals Stock Ward**.

*Sub Menu: Press **Pharmacy** button or “Alt + P” to open the Pharmacy Sub-Menu*



Pharmaceuticals Stock Ward functionality can be disabled by changing the INTERNALPHARMACIES flag in the configuration file. Ask to your Administrator how to do it or read the Administrator's Guide.

- **Export** to export the pharmaceuticals to a CSV file (Excel)
- **Stock** to show the report of stock quantities
- **StockCard** to show the movements history for a certain pharmaceutical (you must select it in the list first)
- **Order** to show the list of pharmaceuticals that have to be ordered.
- **Expiring** to show the list of pharmaceuticals that are going to expire (today, next month, within two months, within three months, or within another month to be specified)
- **AMC** to show the Average Monthly Consumption
- **Close** to exit from the **Pharmaceuticals browsing**

On the left a particular combo box is placed. According to its selection, the table will display pharmaceutical of a specific type. By default, it's selected on the ALL option. Another empty field just aside the combo box, will allow to search a certain pharmaceutical (DESCRIPTION) by typing a keyword.

Since version 1.8.4, it is possible to sort the table by any of the column header by double clicking on its column name. Filtered type (combo box), searched keys (the aside field) and sorting are reflected in the STOCK report.

6.1.2.1 Insert a new pharmaceutical (New)

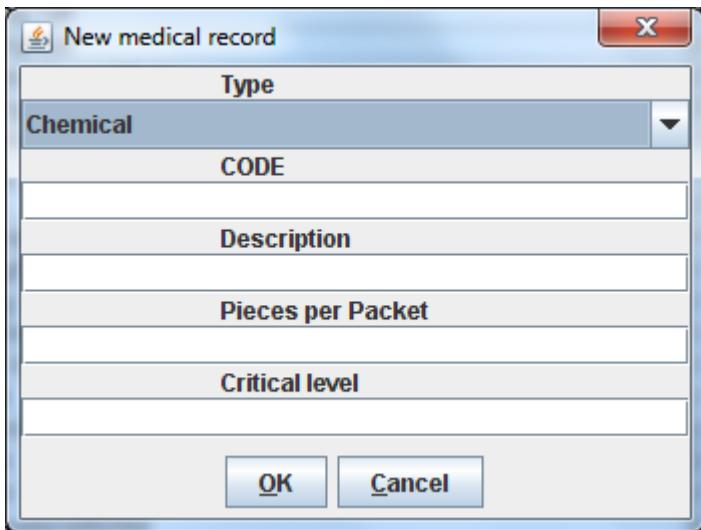
Press **New** button in the **Pharmaceutical browsing** window to access the **New medical record** window showed below.

To insert a new pharmaceutical, enter the following fields:

- **Type** (for instance, Drugs or Chemical)
- **Code**: code that identify univocally your pharmaceutical for fast searching
- **Description**: the description of the pharmaceutical
- **PcsXPck**: Pieces per packet (if more than 1)
- **Critical level**: the minimum quantity required in stock



Types can be defined by the Administrator. Ask to your Administrator how to do it see [General Data](#) in this document.

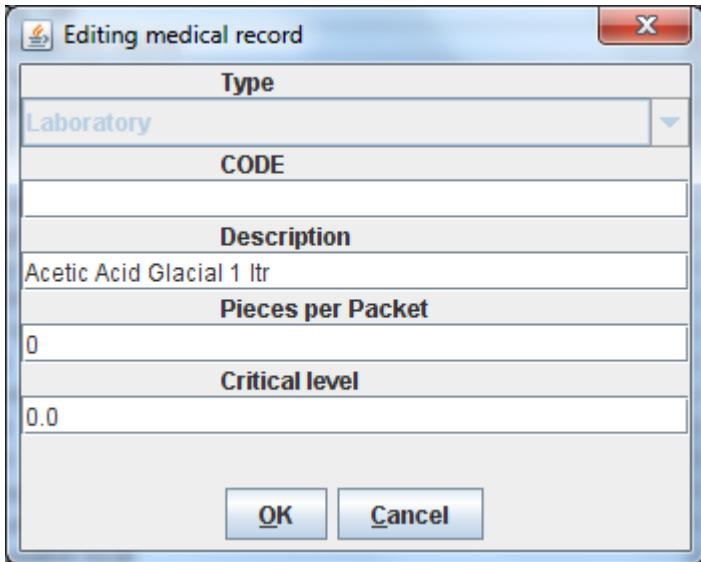


When you finish entering data in the **Buttons Panel** you have the following choices:

- Ok to confirm data
- Cancel to close the window and to return to the Menu

6.1.2.2 Modify an existing pharmaceutical (Edit)

Press **Edit** button in the **Pharmaceutical browsing** window to access the **Editing medical record** window showed below. You can modify all data unless “Type”

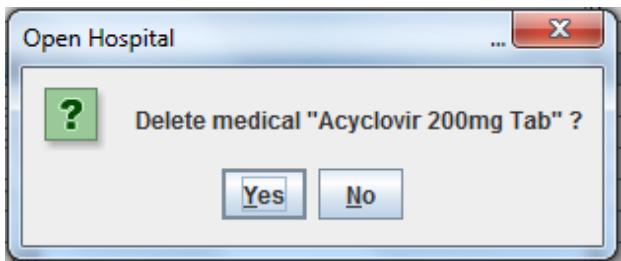


When you finish entering data in the **Buttons Panel** you have the following choices:

- Ok to confirm data
- Cancel to close the window and to return to the Menu

6.1.2.3 Delete a pharmaceutical (Delete)

In order to delete a pharmaceutical, you have to highlight it before. Secondly press the **Delete** button. **The Edit Medical Record window** appears.



In the **Buttons Panel** you have the following choices:

- Yes to confirm the record deletion
- No to close the window and return to the previous window without deleting the record

6.1.2.4 Export the list of pharmaceuticals (Export)

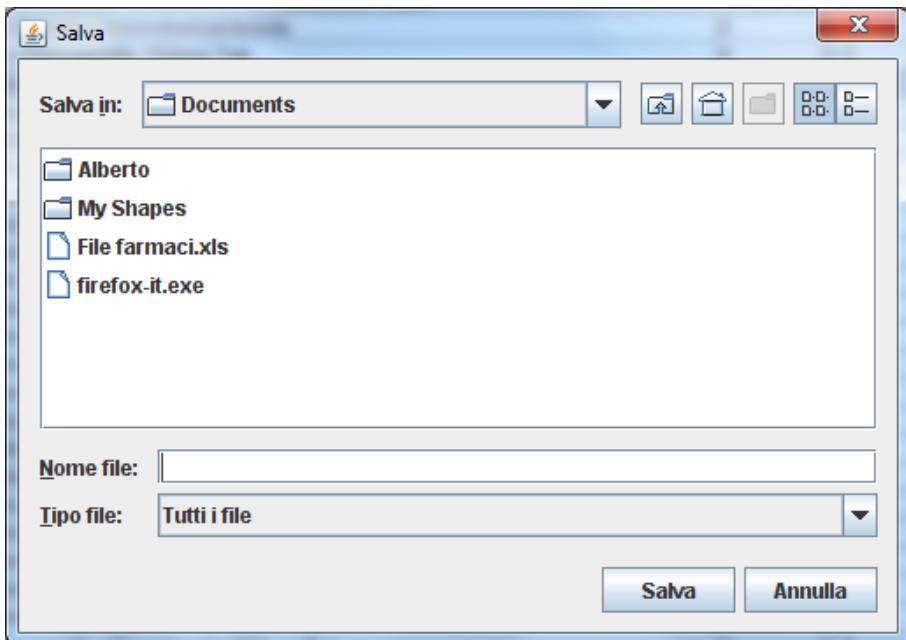
Use this function to export on excel the list of pharmaceuticals showed in the **Pharmaceutical browsing** window.

Press **Export** button in the **Pharmaceutical browsing** window to access the **Save** window showed below. It will be in the language of your computer, no matter the language used in OpenHospital.

Then you can start the export of the list of pharmaceuticals.

In the **Save** window you have to:

- select the directory of your file system where you want to store the file
- input the name you want to give to the file (Filename)



6.1.2.5 Stock report (STOCK)

Press **STOCK** button in the **Pharmaceutical browsing** window to produce the report of pharmaceuticals in the stock grouped by *IN STOCK* and *OUT OF STOCK*.

6.1.2.6 Order of pharmaceuticals (Order)

Press Order button in the **Pharmaceutical browsing** window to produce the list of pharmaceuticals remaining in stock and the ones to be reordered according with their critical level.

6.1.2.7 Order of pharmaceuticals (Expiring)

Press Expiring button in the **Pharmaceutical browsing** window to produce the list of pharmaceuticals that are going to expire grouped by type and lot.

6.2 Pharmaceutical Stock (**Pharmaceutical Stock**)

6.2.1 Main Characteristics

The Pharmaceutical Stock feature helps you to store and trace every stock movement that has been made. Every movement is identified by the following data:

- date of the movement
- type of the movement, that is, if it's a charging or discharging one
- the ward that the movement refers to. This characteristic is needed for discharging movements only. In fact, it's important to know in which ward pharmaceuticals have been used, otherwise this field will appear empty
- the quantity
- the pharmaceutical (which in turn relates to different categories: Laboratory, Surgery, Drugs or Chemical)
- the lot which the movement is referred to. Actually, there are some pharmaceuticals that may not have a lot related (for example 'Gloves'), so you can omit this field. But it's recommended to store even the lot (if it exists), because every lot has its own peculiarity:
 - a name (that can be its code)
 - a preparation date
 - a due date

In this way you can find which movement refers to the pharmaceuticals that are expiring, or pharmaceuticals prepared in a specific date, or how many movements have been registered about that lot, and so on.

- the supplier of the pharmaceutical. This characteristic is needed for charging movements only. This field will appear empty in other cases

6.2.2 Functions of Pharmaceuticals Stock

To access the functions of Pharmaceuticals, press **Pharmaceutical Stock** on the Pharmacy menu showed below.



The window ***Stock movement browser*** showed below will be opened. All functions available under Pharmaceutical Stock are accessible from the ***Stock movement browser*** window.

Stock movement browser

| Ref. No. | DATE | TYPE | WARD | Q.TY | PHARMACEUTICAL | MED TYPE | LOT | PREP DATE | DUCE DATE | ORIGIN | COST | TOTAL |
|-----------|----------------|----------|-------------------|------|---------------------------|----------|-------------|-----------|-----------|--------|-------|----------|
| test12... | 28/07/19 14... | Disch. | INTERNAL MEDICINE | 500 | Chloroquine Coated 150... | Drugs | 70189778... | 28/07/19 | 28/07/19 | | 1,000 | 500,00 |
| test12... | 28/07/19 14... | Disch... | INTERNAL MEDICINE | 400 | Chloroquine Uncoated 1... | Drugs | 10544899... | 28/07/19 | 28/07/19 | | 2,000 | 800,00 |
| test123 | 28/07/19 14... | Charge | | 2500 | Chloroquine Uncoated 1... | Drugs | 10544899... | 28/07/19 | 28/07/19 | TEST | 2,000 | 5 000,00 |
| test123 | 28/07/19 14... | Charge | | 2000 | Chloroquine Coated 150... | Drugs | 70189778... | 28/07/19 | 28/07/19 | TEST | 1,000 | 2 000,00 |

Selection panel

Pharmaceutical

Description

Type

Movement

Type

Ward

Date

From / /
To / /

Lot preparation date

From / /
To / /

Lot Due Date

From / /
To / /

Total Qty: N/A Total: 5 700,00

The following functions are available from the **Buttons Panel** of the window ***Stock movement browser***:

- **Charge** you use it to record a new charge movement
- **Discharge** you use it to record a new discharge movement
- **Export to excel** to export pharmaceuticals stock movements
- **StockCard** to show the movements history for a certain pharmaceutical (can be directly selected by the list otherwise will be requested)
- **StockLedger** to show the movements history for all pharmaceuticals (only dates range will be requested)
- **Close** button, to exit from the ***Stock Movement Browser*** window

As you can see, there's no "Delete" button as you're not allowed to delete a movement; but if a mistake occurs - for example you've inserted the wrong quantity of a pharmaceutical in charge – you must just insert the new movement to correct the mistake – a discharge movement in this example.

Furthermore, a search function (**Filter**) is available using the Selection panel on the left of the window.

6.2.2.1 Search pharmaceuticals stock movements (**Filter**)

The Selection panel is a vertical stack of filter criteria. It includes fields for **Pharmaceutical** (Description and Type), **Movement** (Type and Ward), and **Lot** (Date, Lot preparation date, and Lot Due Date). Each field has dropdown menus and date pickers. At the bottom are **Filter** and **Keep** buttons.

| | |
|--|--|
| Description | <input type="text"/> |
| Type | <input type="text"/> All |
| Movement | Type |
| | <input type="text"/> All |
| | Ward |
| | <input type="text"/> All |
| Date | From 16 / 09 / 2019 |
| | To 23 / 09 / 2019 |
| Lot preparation date | From <input type="text"/> / <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Lot Due Date | From <input type="text"/> / <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Filter <input type="checkbox"/> Keep | |

Using **Stock Movement Browser** search function, you can filter and show on the window useful information such as:

- how many boxes of pharmaceutical remains in the stock
- which movements have been made in a specific day
- in which ward a specific pharmaceutical has been discharged
- if there are any pharmaceutical expired

Queries about movements of pharmaceuticals can be done using the search criteria available on the **Selection panel** area of the **Stock movement browser** window (left side of the browser). Results of your search are showed on the **Data table** area.

The selection panel is used to select a group of movements according to specific filters. You set a filter using the tools contained in the selection panel.

Filters refer to three different objects: the **Pharmaceutical**, the **Movement**, and the **Lot**

preparation and Lot due date.

As far as a **Pharmaceutical** is concerned, user can choose its:

- description, that is its name
- type: Laboratory, Surgery, Chemical and Drugs

In order to avoid conflicts, you can change one of these options only. So, when the description combo box is active, the other one is not, and vice versa.

Since OpenHospital version 1.9, you can quickly find a medical you are looking for. Simply type a key word that is a part of its name into the text field at the top of the pharmaceuticals products combo box and press the search button () that follows this text field.

As far as **Movement** are concerned, user can choose its:

- **Type**: it specifies if it's a charge or a discharge one. If you select the discharge option, then the ward combo box gets enabled. The ward combo box allows you to find any discharging movements that refer to a specific ward.
- **Date**: you can choose a time frame between 'Date from' and 'Data to'. The date tools consist of three blank areas, which (from left to right) refer to day, month and year. As you have inserted a value on a blank area, he can move to the next one by typing the "Tab" button on the keyboard. As the window is loaded, the date is set in such a way to cover the last week by default.

Finally, as far as **Lot preparation** and **Lot due date** you can search movements that refer to specific lots by inserting:

- the lot preparation date: you have to choose a valid time span (between 'Preparation Date From' and 'Preparation Date To')
- the due date; it behaves like the lot preparation tool and the movement date tool.

Each filter can be combined with another, allowing you to obtain many possibilities.

After have chosen, press **Filter** button. The system will show on the **Data table** area results of the search applying criteria requested by you.

6.2.2.2 Insert stock charging movement (Charge)

To insert charging movements, you have to Press **Charge** in the **Stock movement browser** window. The **Stock movement** window showed below appears. You can enter charge movements.

Date: 08/01/2015 09:25:34

Reference No.:

Charge Type: Charge

Supplier:

Type a code or a description and press ENTER

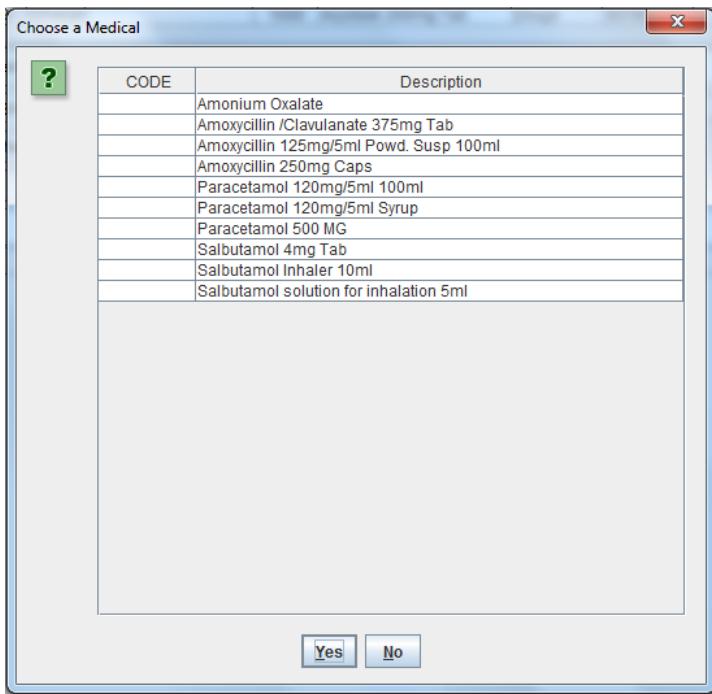
| Code | Description | Qty/Packet | Qty | Unit/Pack | TOTAL | Expiring | Cost | TOTAL |
|------|-------------|------------|-----|-----------|-------|----------|------|-------|
| | | | | | | | | |

Since OpenHospital 1.8, you can perform more than one charging movement at a time. The window is composed with two areas: a **Panel** and a **Grid**.

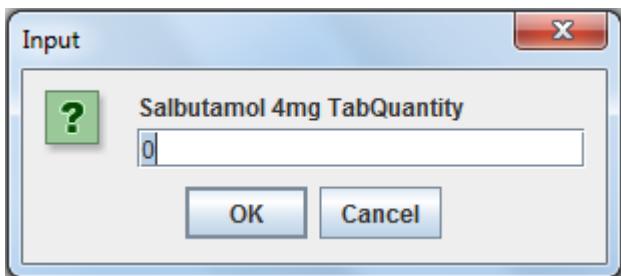
The panel contains following fields:

- **Date:** date of the movement
- **Charge Type:** charge
- **Supplier:** origin of the pharmaceutical
- **Reference No:** reference of the operation

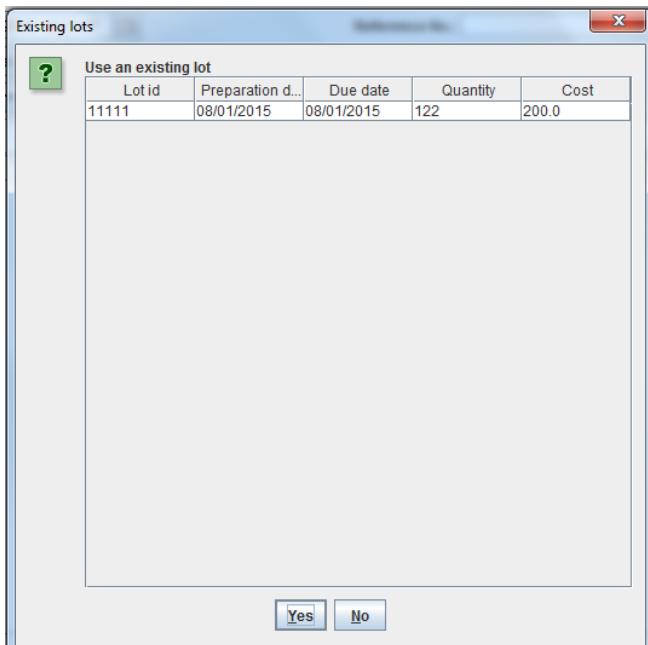
The Grid should be field with pharmaceutical involved in the charging movement. To field the Grid, you have to use the field above the grid to select pharmaceutical. Focus the field, enter the code or the description of the pharmaceutical and press **ENTER**. This will open the **Choose a medical** window.



Select the desired medical and click **Yes**. This will open the **Input** window where you will enter the quantity of the medical.

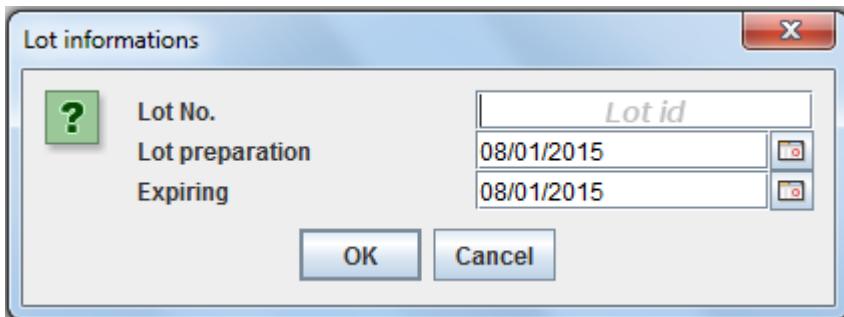


Then press **Ok**. If there is existing lot in the system, the **Existing lot** window will appear.

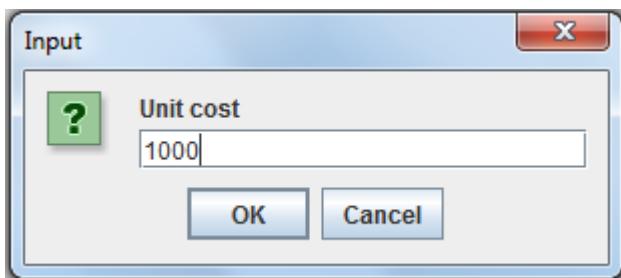


If you want to use an existing Lot, you select the existing lot and click **Yes**. Else you click **No** and the **Lot information** window will appear with following fields:

- **Lot No:** The lot code
- **Preparation date:** The preparation date
- **Expiring date:** The expiring date



Fill them and press **Ok**. The **Input** window will appear and you will fill the unit cost.



Then click **Ok** to insert the medical line in the grid.

Click **Save** button to save the charge movement.

i The Lot definition can be set as automatic by changing the flag AUTOMATICLOT_IN in configuration file, so every new charging movement will automatically create a new lot; anyway, the Expiring Date must always be provided. Ask to your Administrator how to do it or read the Administrator's Guide.

i You can avoid managing medicals cost by setting the LOTWITHCOST to no. Ask your Administrator how to do it or read the Administrator's guide.

6.2.2.3 Insert stock discharging movement (Discharge)

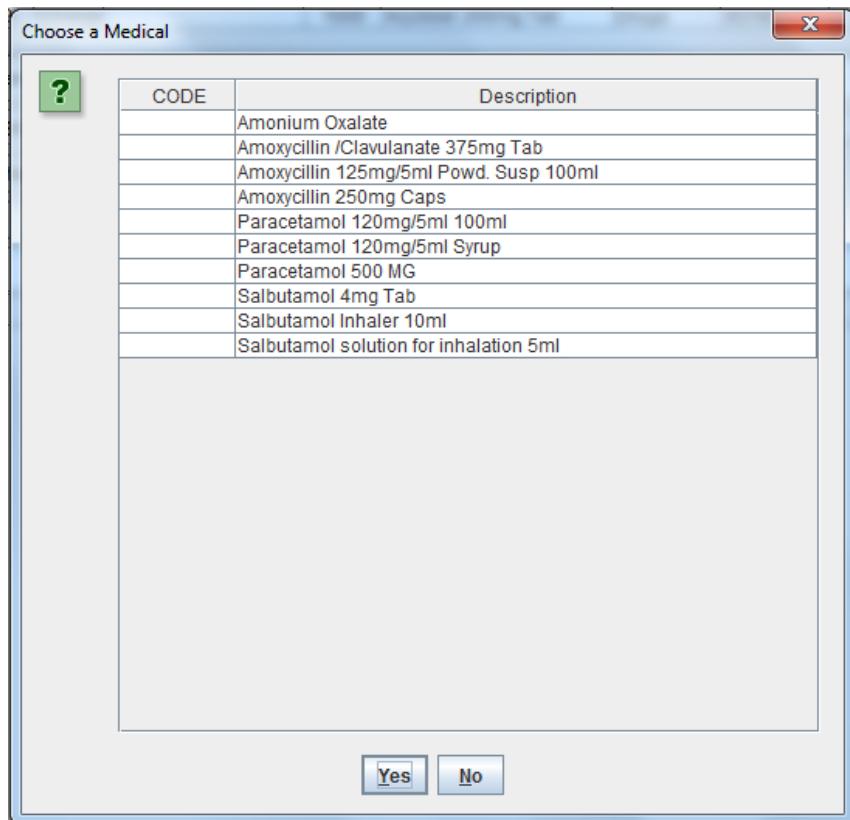
To insert charging movements, you have to Press **Discharge** in the **Stock movement browser** window. The **Stock movement** window showed below appears. You can enter charge movements.

Since OpenHospital 1.8, you can perform more than one discharging movement at a time. The window is composed with two areas: a **Panel** and a **Grid**.

The panel contains following fields:

- **Date:** date of the movement
- **Discharge Type:** Discharge
- **Destination:** Ward where the discharged medical will be affected.
- **Reference No:** reference of the operation

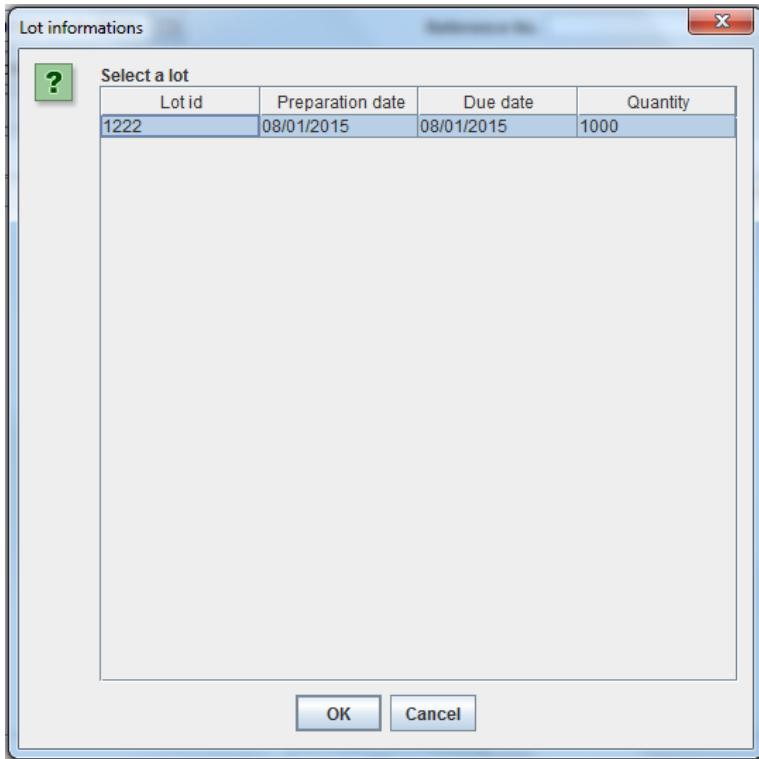
The Grid should be field with pharmaceuticals involved in the discharging movement. To field the Grid, you have to use the field above the grid to select pharmaceutical. Focus the field, enter the code or the description of the pharmaceutical and press **ENTER**. This will open the ***Choose a medical*** window.



Select the desired medical and click **Yes**. This will open the **Input** window where you will enter the quantity of the medical. You have the remaining stock on the window.



Then press **Ok**. The **Lot information** window will appear.



You select the existing lot and click **Yes**. Then click **Ok** to insert the medical line in the grid.

Click **Save** button to save the discharge movement.



The Lot definition can be set as automatic by changing the flag AUTOMATICLOT_OUT in configuration file, so every new discharging movement will automatically select a suitable lot for the operation according to the expiring date. If the first selected lot is does not contain enough quantity to serve the discharging movement, several discharging movements may be generated. Ask to your Administrator how to do it or read the Administrator's Guide.

6.3 Pharmaceuticals Stock Ward (Pharmaceuticals Stock Ward)

6.3.1 Main Characteristics

The Pharmaceutical Stock Ward feature allows the management of the pharmacy at ward level.

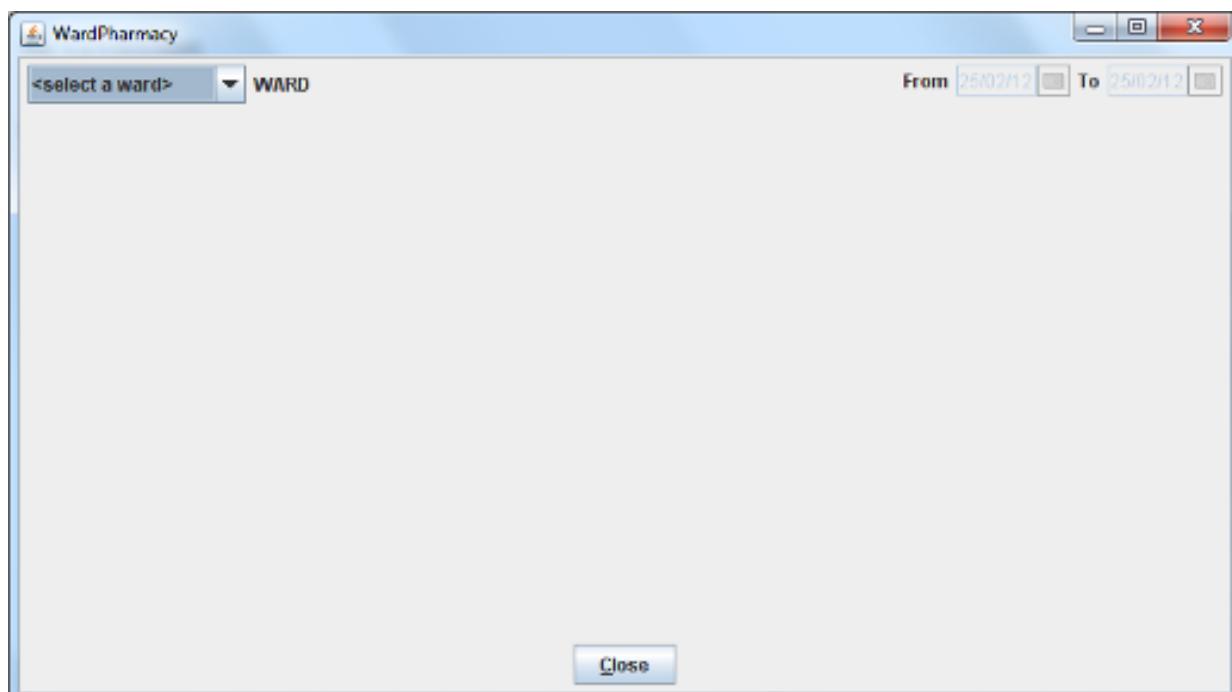
Pharmaceuticals Stock Ward functionality can be enabled or disabled by changing the *INTERNALPHARMACIES* flag in the configuration file. Ask to your Administrator how to do it or read the *Administrator's Guide*.



6.3.2 Functions of Pharmaceuticals Stock Ward

To access the functions of Pharmaceuticals, press **Pharmaceutical Stock Ward** on the Pharmacy menu showed below.

The window **Ward pharmacy** showed below will be opened. All functions available under Pharmaceutical Stock are accessible from the **Ward pharmacy** window selecting one **WARD** on the top left of the window.



After the selection of the ward (INTERNAL MEDICINE in the example) the **Ward pharmacy**

window appears as showed below and you can start the management of the ward pharmacy of the INTERNAL MEDICINE ward.

| Medical | Quantity | Units |
|-----------------------------|----------|--------|
| Paracetamol 120mg/5ml Syrup | 15.5 | pieces |
| Paracetamol 120mg/5ml 100ml | 40.0 | pieces |
| Blood Transfer Bag 300ml | 4.0 | pieces |
| Eye Pad Sterile | 11.0 | pieces |

These functionalities are available in the window

- **New:** Create a new discharging movement to patient
- **Rectify:** to rectify the quantity lying in stock (6.3.2.1 Rectify).
- **Report:** Print the Ward medical inventory report
- **Excel:** Export data to Excel
- **Stock Card** to show the movements history for a certain pharmaceutical (can be directly selected by the list otherwise will be requested)

Differently by **Pharmaceuticals Stock** functionality, the **Pharmaceutical Stock Ward** allows an only discharging movement to patients since is an internal management of pharmaceuticals lying in the wards after they have been “charged” by the main pharmacy. But since OpenHospital 1.9, discharging movement from ward to ward is also possible.

The **Ward Pharmacy** window will show a **Filter Panel** on the left, a **Movements Panel** in the right-centre and a **Button Panel** at the bottom.

6.3.2.1 Rectify (Rectify)

Since OpenHospital 1.8, it is possible to rectify the quantity lying in stock in the Ward Pharmacy. This can be necessary when a drug is damaged or stolen. To do this, click the Rectify button to open the Rectify window.

Rectify

In stock

Medical:

Lot No. Choose a Lot

Actual Quantity

Reason

- Select the medical. Once done, the quantity lying in stock is displayed.
- if lots are existing for the drug, click **Choose Lot**, otherwise click on **New Lot** (you are detecting a new lot)
- Modify the **actual quantity**
- Enter the reason of the rectification



Since v1.11.0 lot management is compulsory when rectifying quantities in wards.

Rectify

In stock **10.0**

In lot **10.0**

Medical:

Lot No. Choose a Lot

Actual Quantity

Reason

Click **Ok** to save the rectification or **Cancel** to abort.

6.3.2.2 Search Ward Pharmacy movements (Filter)

Medical

All Types

All Medicals

Age

Age From: Age To:

Sex

All Male Female

Weight

From To

Count: 0

The **Filter Panel** allows you to filter registered movement by:

- Medical
- Age
- Sex
- Weight

The counter at the bottom will automatically count how many movements' matches your filtering criteria after clicking the **Filter** button.

A **Reset** button will bring back all values in the Filter Panel as in the figure shown.

6.3.2.3 The Movements Panel

The Movements Panel is made by three tabs:

- **Outcomes:** shows all the movements registered between the dates in **From** and **To** fields in the top of the window. By default, **From** and **To** dates are set on the date of today. Every movement is identified by following fields:
 - **Date:** the date of the movement
 - **Patient:** the patient the movement is related to, with his/her age, sex and weight (ND if the weight has not been defined at the registration moment)
 - **Medical:** the drug subject of the movement
 - **Quantity:** the quantity subject of the movement
- **Incomes:** shows all incomings from the main pharmacy, it's to say all discharging movements registered in **Pharmaceutical Stock** window related to selected ward
- **Drugs:** the number of drugs remaining in the selected ward as a result of all incoming minus all out comings.

6.3.2.4 Inserting a new Ward Pharmacy Movement (New)

To insert ward pharmacy movements, you have to press New in the **Ward Pharmacy** window. The **New / Edit** window showed below appears.

New / Edit

Patient

Internal use INTERNAL USE

Another ward MATERNITY

bloo Blood Transfer Bag 300ml

| Medical | Quantity |
|-----------------------------|----------|
| Paracetamol 120mg/5ml Syrup | 10.0 |
| Blood Transfer Bag 300ml | 2.0 |

As told before, only discharging movements are allowed in this functionality. So, the solely information required are the follow:

- **Patient or Internal Use or Another ward:** you may select an already registered patient by clicking on **Pick Patient** button so the movement will be associated to his/her ID or select **Internal Use** and type a description to specify that the movement is not related to a patient. You may also select **Another ward** and choose the destination ward from the list provided.
- **Medicals:** by pressing **Medical** button you will be asked for the drug to give to that patient; a first window will appear to let you select the drug (the only ones you may have in the ward as a result of a previous discharging movement in the **Pharmaceutical Stock Browser**) and a second one to let you specify the quantity; multiply of half-piece are allowed.

Medical

Select a Medical

4 Dimethyl Aminobenzaldehyde

Quantity

4 Dimethyl Aminobenzaldehyde

Insert quantity (pieces/mls):

In stock: 14.5

If *AUTOMATICLOTWARD_TOWARD* has been enabled the user will be requested to select a lot (similarly to [6.2.2.3 Insert Stock Discharging Movement](#))

i

The Lot selection can be enabled or disabled (set as automatic) by changing the flag AUTOMATICLOTWARD_TOWARD in configuration file, so every new discharging movement will automatically select a suitable lot for the operation according to the expiring date (FEFO). If the first selected lot does not contain enough quantity to serve the discharging movement, several discharging movements may be generated if the quantity laying in other lots can suite the request. Ask to your Administrator how to do it or read the Administrator's Guide.

Before to press the **OK** button, you may insert as many Medicals you need, it will show a correspondent number of movements in the **Outcomes** tab of the **Movement Panel** in the **Ward Pharmacy** window. These movements will also be visible in the **Incomes** tab of the **Movement Panel** in the **Ward Pharmacy** window of the receiving ward, in case of discharging to another ward.

7 Laboratory (Laboratory)

7.1 Main Characteristics

With Laboratory's features the user can manage the laboratory exams.



Main Menu: Press **Laboratory** button or “Alt + L”.

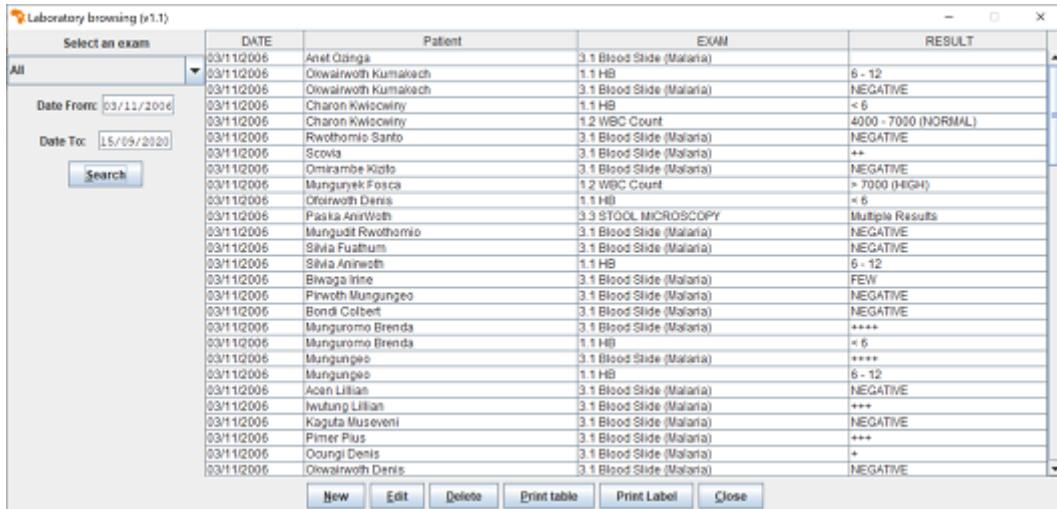
It is possible to create, modify or delete exams.

- Insert a new Laboratory exam
- Delete (or edit) an existing exam
- Select some exams with the Filter Button (user can select the exam's name, the exam's result and the date between the exam was made)

7.2 Functions of Laboratory

To access the Laboratory's functions press **Laboratory** on the main menu of OpenHospital. The **Laboratory browsing** window appears.

All functions available under **Laboratory** are accessible from the **Laboratory browsing** window showed below. By default, the system shows all the laboratory exams recorded.



The screenshot shows a table titled 'Laboratory browsing (v1.1)'. The table has columns for 'DATE', 'Patient', 'EXAM', and 'RESULT'. There are filters at the top: 'Select an exam' dropdown set to 'All', 'Date From: 03/11/2006', and 'Date To: 15/09/2020'. A 'Search' button is also present. The table contains many rows of data, each representing a laboratory exam. The 'DATE' column shows dates from 03/11/2006 to 15/09/2020. The 'Patient' column lists various names. The 'EXAM' column describes the test (e.g., '3.1 Blood Slide (Malaria)', '1.2 WBC Count'). The 'RESULT' column shows the outcome (e.g., 'NEGATIVE', '4000 - 7000 (NORMAL)', 'Multiple Results'). At the bottom of the table are buttons for 'New', 'Edit', 'Delete', 'Print table', 'Print Label', and 'Close'.

Data that identify laboratory exams are the following:

- **Date:** indicates date and time when the exam was entered
- **Exam:** description of the exam
- **Result:** result of the exam

To access the other functions of laboratory in the **Buttons Panel** you have the following choices:

- **New** to enter a new laboratory exam
- **Edit** to modify an existing laboratory exam
- **Delete**, to delete an existing laboratory exam
- **Close** to close the window and return to the Menu
- **Print table** to print the list of laboratory exams showed in the table
- **Print label** to print the samples lables for laboratory exams

Furthermore, a search function (**Search**) is available using the Selection panel on the left of the window.

7.2.1 Search of Laboratory exams (Search)

Search function allows you to select and show laboratory exams on the **Data table** of the **Laboratory browsing** window.

In the example hereinafter, all types of exams executed in date 02.11.2006 are showed in **Data table**.

| Select an exam | DATE | Patient | EXAM | RESULT |
|----------------|------------|-----------------------|---------------------------|----------------------|
| All | 02/11/2006 | Iwlocowny Brenda | URINALYSIS | Multiple Results |
| | 02/11/2006 | Silvia Ayminneith | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 02/11/2006 | Baby of Louise | 1.2 WBC Count | > 7000 (HIGH) |
| | 02/11/2006 | Levit Cwimya-al | URINALYSIS | Multiple Results |
| | 02/11/2006 | Dorine clo kertho | 3.1 Blood Slide (Malaria) | FEW |
| | 02/11/2006 | Mar-parwot Sunday | 3.1 Blood Slide (Malaria) | FEW |
| | 02/11/2006 | Oyinwoth | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 02/11/2006 | Ogarkwot Jerry | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 02/11/2006 | Oforiworth Francis | 1.2 WBC Count | > 7000 (HIGH) |
| | 02/11/2006 | Oforiworth Francis | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 02/11/2006 | Aykorworth Marcy | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 02/11/2006 | Prisca Kwicewiny | 3.1 Blood Slide (Malaria) | *** |
| | 02/11/2006 | Hudson Phwo | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 02/11/2006 | Muzamil Oyinwoth | 3.1 Blood Slide (Malaria) | + |
| | 02/11/2006 | Ageneoworth Hebro | 3.1 Blood Slide (Malaria) | ++ |
| | 02/11/2006 | Josephine Gramisa | 3.1 Blood Slide (Malaria) | +++ |
| | 02/11/2006 | Cwimya-al Jonson | URINALYSIS | Multiple Results |
| | 02/11/2006 | JAKISA BRIAN | 1.1 HB | < 6 |
| | 02/11/2006 | Jessica Brian | 2.1 Grouping | O RH+ |
| | 02/11/2006 | Kacwiny-woth Brenda | URINALYSIS | Multiple Results |
| | 02/11/2006 | Vincent Orwai | 1.2 WBC Count | 4000 - 7000 (NORMAL) |
| | 02/11/2006 | Vincent Orwai | 3.1 Blood Slide (Malaria) | + |
| | 02/11/2006 | Kayeny-parwot | 3.1 Blood Slide (Malaria) | ++ |
| | 02/11/2006 | Paula Owonda | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 02/11/2006 | Bright Mungurame | 3.1 Blood Slide (Malaria) | + |
| | 02/11/2006 | Bright Okwainwoth | 3.1 Blood Slide (Malaria) | FEW |
| | 02/11/2006 | Ogoloworth Aironworth | 3.1 Blood Slide (Malaria) | + |

Data about exams can be selected by choosing specific fields among the following:

- **Select an exam:** Values admitted are:

ALL, exams of all types are showed

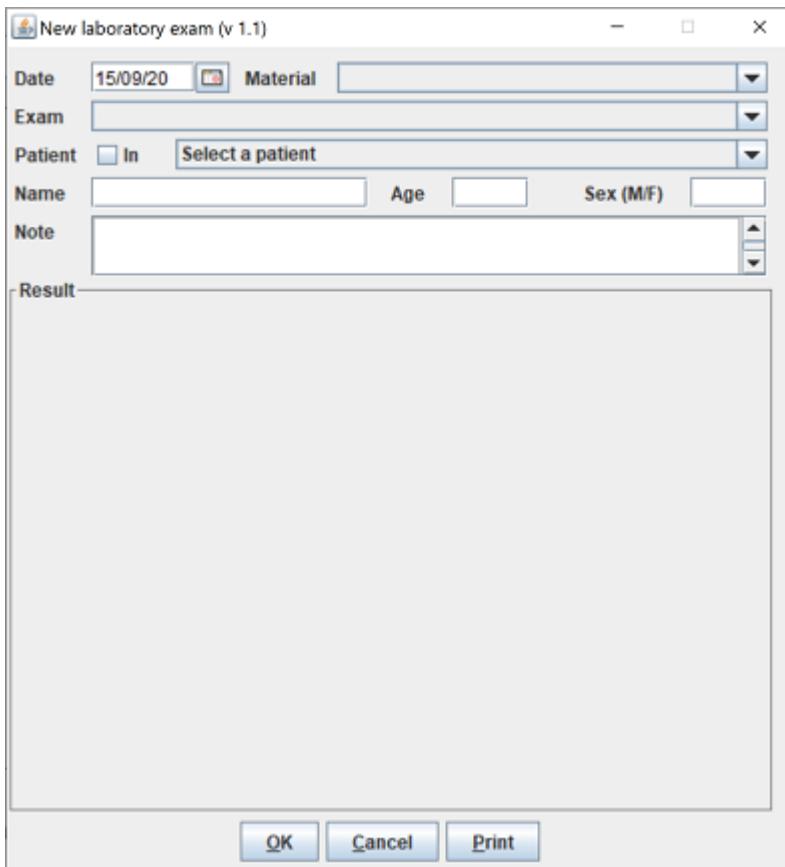
Single exam, only the exams of the selected type are showed

- **Date:** “Date From” and “Date To” allow the selection of all the exam executed in the requested period

After the selection press **Search** button; the system will show on the table results of the search applying the criteria requested.

7.2.2 Create a new laboratory exam (New)

Press **New** button in the **Laboratory browsing** window: The **New Laboratory exam** window showed below appears:



To record the visit, enter the following fields:

- **Data:** date of the exam, the application propose the current date
- **Material:** choose from the available values the material used in the exam
- **Exam:** choose the exam
- **Patient in:** it activates itself if the selected patient is currently admitted, anyway is possible to change it if needed.
- **Select a patient:** you select the patient that does the exam. The field is not mandatory and therefore you can input an exam by typing patient's information in the following fields.
- **Name:** First and last name of the patient (*automatically filled if a patient is selected*)
- **Age:** age of the patient (range 0-200) (*automatically filled if a patient is selected*)
- **Sex:** value M for male, value F for female (*automatically filled if a patient is selected*)
- **Note:** free description
- **Result:** according with the chosen exam you will see in this panel a range of available results to select.

7.2.2.1 Results

In OpenHospital you have basically two kind of possible results for each exam:

- **Single Result:** where you can select only one result among a list (Procedure 1)
- **Multiple Results:** where you may specify many results among a list of positive/negative values (Procedure 2)

- Since version v1.11 you can also manually input the precise result (Procedure 3)

The figure consists of three side-by-side screenshots of software windows for managing laboratory exams.

- New laboratory exam (v 1.1) - Top Left:** Shows a dropdown menu for 'Result' with options: '>=12 (NORMAL)', '>=12 (NORMAL)', '6 - 12', and '< 6'. The '>=12 (NORMAL)' option is currently selected.
- New laboratory exam (v 1.1) - Top Right:** Shows a dropdown menu for 'Result' with various medical parameters and their status (P or N). Options include: BILIRUBIN (P), HCG (P, N), PROTEIN (P, N), SEDIMENTS (P, N), SUGAR (P, N), and UROBILINOGEN (P, N).
- Edit laboratory exam (2.0) - Bottom Left:** Shows a text input field for 'Result' containing the value '11.2 g/dL'.

Each window includes standard buttons at the bottom: OK, Cancel, and Print.



Exams, Exam Types and Results as well, can be defined by the Administrator. Ask to your Administrator how to do it or see [General Data](#) in this document.

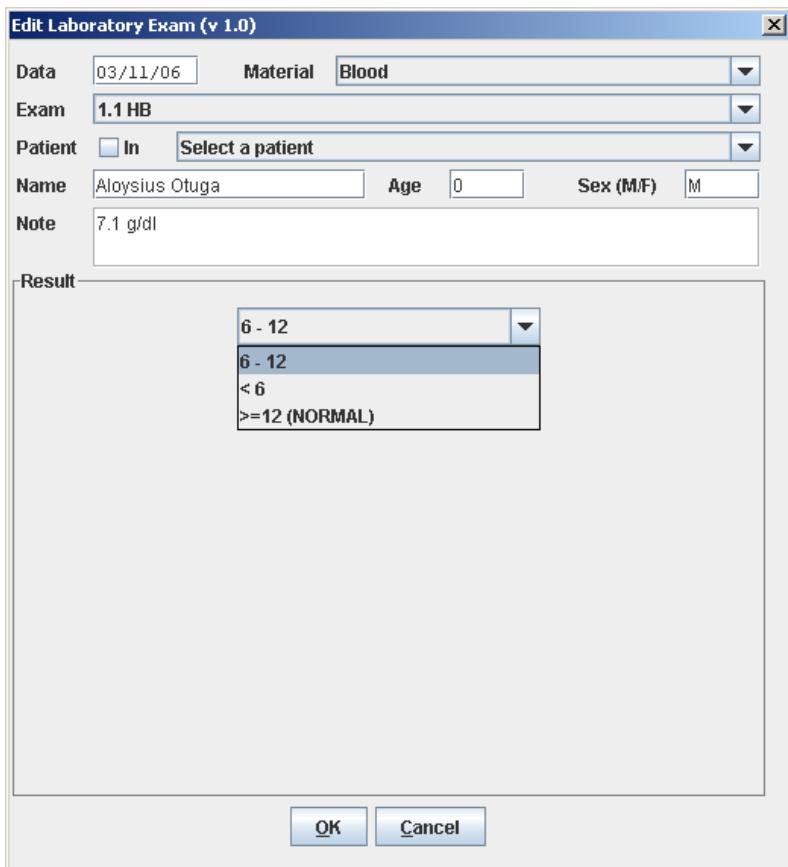
When you finish entering data in the **Buttons Panel** you have the following choices:

- **Ok** to confirm and record data
- **Cancel** to close the window and return to the Menu without record data
- **Print** to print the result

7.2.3 Modify a laboratory exam (Edit)

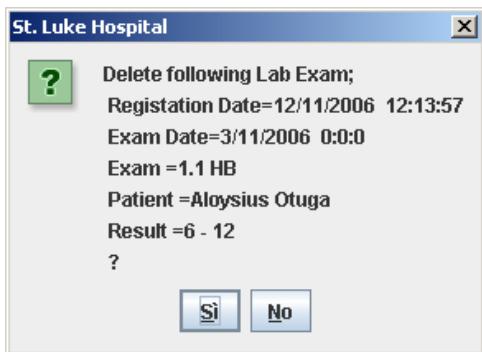
To modify an exam, you have to highlight it first in the **Laboratory browsing** window. Once

highlighted, press **Edit** button to enter the **Edit Laboratory** exam window showed below. Now the record is available for changes. With this function you can modify all data of the exam and you can input the result of the exam too.



7.2.4 Delete Laboratory Exam (Delete)

To delete an exam, you have to highlight it first in the **Laboratory browsing** window. Once highlighted, press **Delete** button to see the confirmation window showed below.



7.3 Laboratory Extended (v.1.1)

Since OpenHospital version 1.3.1 you can extend the *New Laboratory* functionality by change the *LABEXTENDED* flag in the configuration file. Ask to your Administrator how to do it.

7.3.1 New Laboratory Browsing (v 1.1)

The new window will appear like the following:

| Laboratory browsing (v1.1) | | | | |
|----------------------------|------------|---------------------|---------------------------|----------------------|
| Select an exam | DATE | Patient | EXAM | RESULT |
| All | 03/11/2006 | Anet Ozinga | 3.1 Blood Slide (Malaria) | |
| | 03/11/2006 | Okwairwoth Kumakech | 1.1 HB | 6 - 12 |
| | 03/11/2006 | Okwairwoth Kumakech | 3.1 Blood Slide (Malaria) | NEGATIVE |
| Date From: | 03/11/2006 | Charon Kwiocwiny | 1.1 HB | < 6 |
| Date To: | 15/09/2020 | Charon Kwiocwiny | 1.2 WBC Count | 4000 - 7000 (NORMAL) |
| | 03/11/2006 | Rwothomio Santo | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 03/11/2006 | Scovia | 3.1 Blood Slide (Malaria) | ++ |
| | 03/11/2006 | Omirambe Kizito | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 03/11/2006 | Munguryek Fosca | 1.2 WBC Count | > 7000 (HIGH) |
| | 03/11/2006 | Ofoinwoth Denis | 1.1 HB | < 6 |
| | 03/11/2006 | Paska AnirWoht | 3.3 STOOL MICROSCOPY | Multiple Results |
| | 03/11/2006 | Mungudit Rwothomio | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 03/11/2006 | Silvia Fuathum | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 03/11/2006 | Silvia Anirwoth | 1.1 HB | 6 - 12 |
| | 03/11/2006 | Biwaga Irine | 3.1 Blood Slide (Malaria) | FEW |
| | 03/11/2006 | Pirwoth Mungungeo | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 03/11/2006 | Bondi Colbert | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 03/11/2006 | Munguromo Brenda | 3.1 Blood Slide (Malaria) | **** |
| | 03/11/2006 | Munguromo Brenda | 1.1 HB | < 6 |
| | 03/11/2006 | Mungungeo | 3.1 Blood Slide (Malaria) | **** |
| | 03/11/2006 | Mungungeo | 1.1 HB | 6 - 12 |
| | 03/11/2006 | Acen Lillian | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 03/11/2006 | Iwutung Lillian | 3.1 Blood Slide (Malaria) | *** |
| | 03/11/2006 | Kaguta Museveni | 3.1 Blood Slide (Malaria) | NEGATIVE |
| | 03/11/2006 | Pimer Plus | 3.1 Blood Slide (Malaria) | *** |
| | 03/11/2006 | Ocungi Denis | 3.1 Blood Slide (Malaria) | * |
| | 03/11/2006 | Okwairwoth Denis | 3.1 Blood Slide (Malaria) | NEGATIVE |

The only difference is the new column about the name of the patient because it is compulsory in this modality.

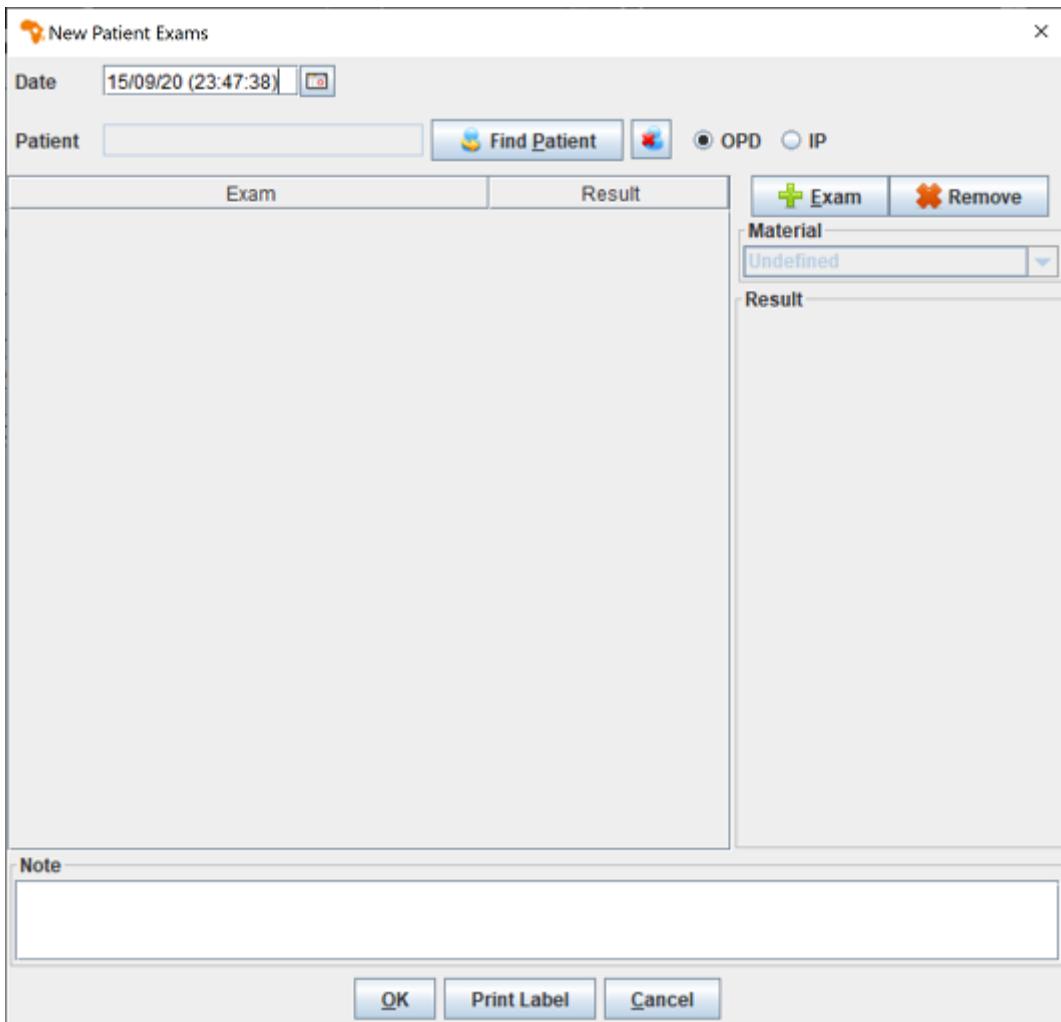
7.3.2 New Laboratory Exam (v. 2.0)

The new **Laboratory Exam** window is now strictly related to the patient, it's to say that the exam must be assigned to a patient previously registered in the DB.

Before to close the window with the exam result you must have selected a patient from the list; the fields below will give you a slight patient details summary.

A search field can be used to fast search the patient by typing part of his/her name or his/her OpenHospital code (which is specified in the Patient window, see **Patient Extended**).

The New Laboratory Exam window (thus the Edit one) will appear like the following:



The **Patient's data panel** cannot be modified except **Note Field** and only shows the information related to the selected Patient.

7.3.3 Laboratory Multiple Insert

Since OpenHospital version 1.4.1 you can extend the *New Laboratory* functionality by change the *LABMULTIPLEINSERT* flag in the configuration file. The flag *LABEXTENDED* have to be enabled too. Ask to your Administrator how to do it.

The New Laboratory Multiple allows multiple exam insertion for each patient, avoiding repeating the new laboratory exam procedure (New) for every exam for the same patient.

7.3.3.1 New Patient Exam (New)

Press New button in the *Laboratory browsing* window: The *New Patient exam* window showed below appears.

The screenshot shows the 'New Patient Exams' dialog box. At the top, there is a date field set to '16/09/20 (01:57:58)', a 'Patient' search bar with a 'Find Patient' button, and radio buttons for 'OPD' and 'IP'. Below this, a table lists exams and their results:

| Exam | Result |
|-------------------|----------------------|
| 1.1 HB | >=12 (NORMAL) |
| 1.2 WBC Count | 4000 - 7000 (NORMAL) |
| URINALYSIS | Multiple results |

To the right of the table is a panel with a 'Exam' button, a 'Remove' button, a 'Material' dropdown set to 'Undefined', and a 'Result' list containing several checkboxes:

- BILIRUBIN
- HCG
- PROTEIN
- SEDIMENTS
- SUGAR
- UROBILINOPEN

At the bottom left is a 'Note' text area, and at the bottom right are 'OK', 'Print Label', and 'Cancel' buttons.

To record the visit, enter the following fields:

- **Data:** date of the exam, the application propose the current date
- **Patient:** select a patient by pressing the **Find Patient** button
- **OPD/IPD:** the window automatically will check if the patient is admitted or not in the hospital; anyway, is possible to change it if needed
- **Exam:** choose the exam; a first window will ask you the material, then a second one the exam, finally a third one will ask you the result if the exam allows only a single result, otherwise the list of multiple results will be showed in the right panel, together with the chosen material.
- **Note:** exam reporting (different for each exam)



At any time, before to press OK, you can modify every exam by clicking it on the list and changing material, results and note in the relative panels.

8 Accounting (Accounting)

8.1 Main Characteristics

Accounting is the function that you have to use to manage the billing process. You can enter the bill of pharmaceuticals, operations, exams or other costs of a patient. For the time being the billing process is not linked with other functions of **OpenHospital** and therefore the application does not propose the billing item based on the therapy followed by the patient: the user has to input all the items.

Accounting function furthermore allows to manage the payment of bills (total or partial) and to produce reports.

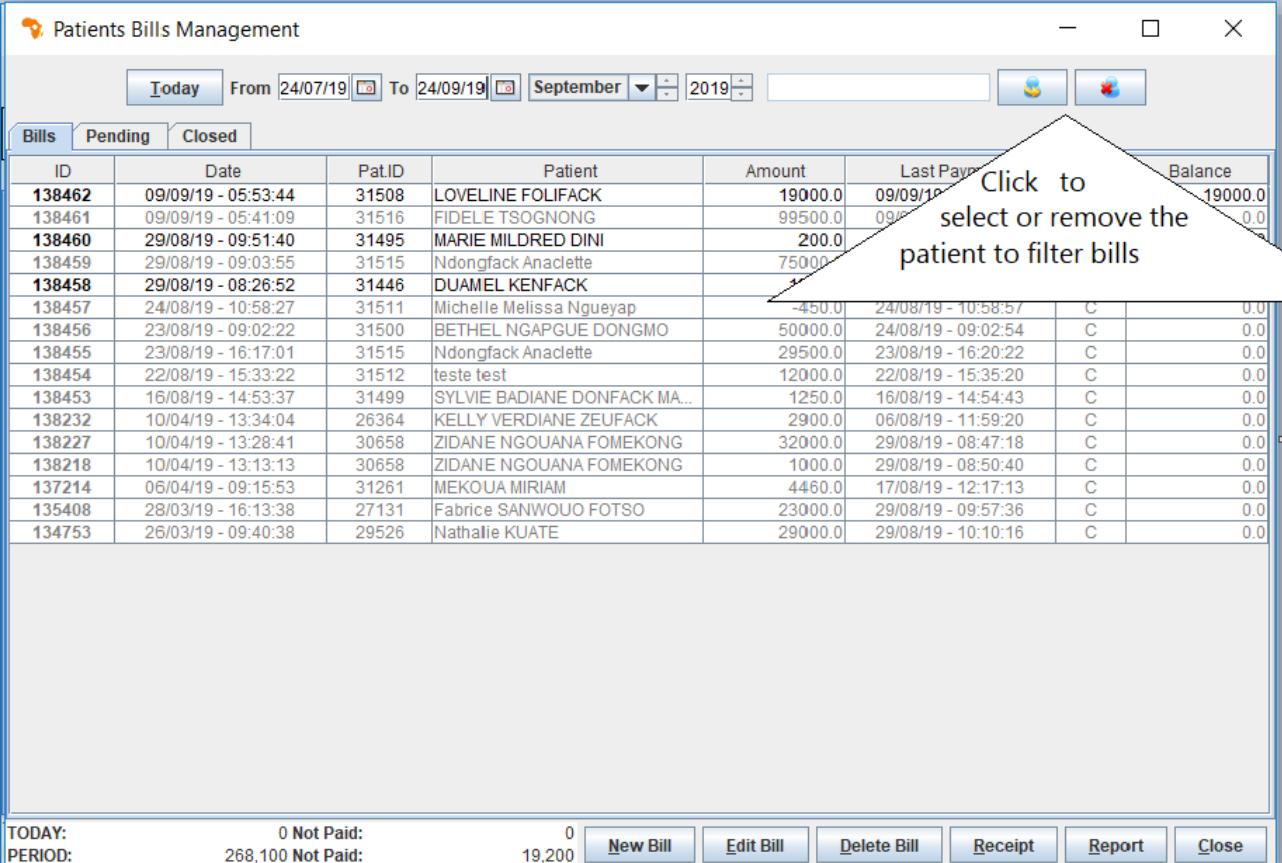
*Sub Menu: Press **Accounting** button or “Alt + C” to open the Accounting Sub-Menu*



8.2 Functions of Accounting

All functions available under **Accounting** are accessible from the ***Patients Bills Management*** window showed below. To access the ***Patients bills Management*** window press **Bills Manager** on the ***Accounting*** menu.

By default, the window shows in the **Data table** all the bills of today (current day).



The screenshot shows the 'Patients Bills Management' window. At the top, there is a toolbar with buttons for 'Today', date range ('From 24/07/19' to 'To 24/09/19'), month ('September'), year ('2019'), and other icons for search and export. Below the toolbar is a navigation bar with tabs: 'Bills' (selected), 'Pending', and 'Closed'. The main area is a data table with the following columns: ID, Date, Pat.ID, Patient, Amount, Last Pay, and Balance. A tooltip 'Click to select or remove the patient to filter bills' points to the Patient column header. The data table contains numerous rows of bill information, such as ID 138462 for patient LOVELINE FOLIFACK with amount 19000.0. At the bottom of the window is a buttons panel with options: TODAY: 0 Not Paid: 0; PERIOD: 268,100 Not Paid: 19,200; and buttons for New Bill, Edit Bill, Delete Bill, Receipt, Report, and Close.

| ID | Date | Pat.ID | Patient | Amount | Last Pay | Balance |
|--------|---------------------|--------|------------------------------|---------|---------------------|---------|
| 138462 | 09/09/19 - 05:53:44 | 31508 | LOVELINE FOLIFACK | 19000.0 | 09/09/19 - 09:38:45 | 19000.0 |
| 138461 | 09/09/19 - 05:41:09 | 31516 | FIDELE TSONGONG | 99500.0 | 09/09/19 - 09:38:45 | 0.0 |
| 138460 | 29/08/19 - 09:51:40 | 31495 | MARIE MILDRED DINI | 200.0 | 09/09/19 - 09:38:45 | 0.0 |
| 138459 | 29/08/19 - 09:03:55 | 31515 | Ndongfack Anaclette | 75000.0 | 09/09/19 - 09:38:45 | 0.0 |
| 138458 | 29/08/19 - 08:26:52 | 31446 | DUAMEL KENFACK | 1000.0 | 09/09/19 - 09:38:45 | 0.0 |
| 138457 | 24/08/19 - 10:58:27 | 31511 | Michelle Melissa Ngueyap | -450.0 | 24/08/19 - 10:58:57 | 0.0 |
| 138456 | 23/08/19 - 09:02:22 | 31500 | BETHEL NGAPGUE DONGMO | 50000.0 | 24/08/19 - 09:02:54 | 0.0 |
| 138455 | 23/08/19 - 16:17:01 | 31515 | Ndongfack Anaclette | 29500.0 | 23/08/19 - 16:20:22 | 0.0 |
| 138454 | 22/08/19 - 15:33:22 | 31512 | teste test | 12000.0 | 22/08/19 - 15:35:20 | 0.0 |
| 138453 | 16/08/19 - 14:53:37 | 31499 | SYLVIE BADIANE DONFACK MA... | 1250.0 | 16/08/19 - 14:54:43 | 0.0 |
| 138232 | 10/04/19 - 13:34:04 | 26364 | KELLY VERDIANE ZEUFACK | 2900.0 | 06/08/19 - 11:59:20 | 0.0 |
| 138227 | 10/04/19 - 13:28:41 | 30658 | ZIDANE NGOUANA FOMEKONG | 32000.0 | 29/08/19 - 08:47:18 | 0.0 |
| 138218 | 10/04/19 - 13:13:13 | 30658 | ZIDANE NGOUANA FOMEKONG | 1000.0 | 29/08/19 - 08:50:40 | 0.0 |
| 137214 | 06/04/19 - 09:15:53 | 31261 | MEKOUA MIRIAM | 4460.0 | 17/08/19 - 12:17:13 | 0.0 |
| 135408 | 28/03/19 - 16:13:38 | 27131 | Fabrice SANWOUO FOTSO | 23000.0 | 29/08/19 - 09:57:36 | 0.0 |
| 134753 | 26/03/19 - 09:40:38 | 29526 | Nathalie KUATE | 29000.0 | 29/08/19 - 10:10:16 | 0.0 |

For each bill the following data are shown on **Data table**:

- **ID:** it is the number of the bill (created automatically by the application)
- **Date:** it is date and time of the bill creation
- **Pat ID:** it is the patient ID (created automatically by the application at the registration time)
- **Patient:** it is the patient name
- **Amount:** it is the total amount of the bill
- **Last payment:** it is date and time of the last payment
- **Status:** it is the status of the bill; values are: "O" (open) if not fully paid; "C" (closed) if fully paid
- **Balance:** it is the bill amount not paid yet

The following functions are accessible from the **Buttons Panel** of the ***Patients Bills Management*** window:

- **Today** (button on top of the window) to show on **Data table** only the bills of the current day
- **New Bill** to insert a new bill

- **Edit Bill** to modify an already stored bill if its status is “O” (Open)
- **Delete Bill** to delete an already stored bill
- **Receipt** to print the bill receipt
- **Report** to print a variety of reports
- **Close** to exit from the function ***Patients Bills Management*** and return to the **Accounting** menu

Furthermore, the ***Patients Bills Management*** window shows an **Incomes Table** with follow information:

- **First Row:** the PAID and UNPAID within **Today**
- **Second Row:** the PAID and UNPAID within the visualized **Period**

8.2.1 Insert a new bill (**New Bill**)

You can use the **New Patient Bill** function to register a new bill of a patient. Press **New Bill** button in the ***Patients Bills Management*** window to access the ***New Patient Bill*** window showed below.

The bill is not saved until you do not confirm it with the **SAVE** function (see description below).

Before entering in the description of the function we provide you the description of the contents of the window ***New Patient Bill***.

The ***New Patient Bill*** window is composed by three areas: the **Bill Panel** on the top, the **Item Panel** in the centre, the **Payments Panel** on the bottom and the **Buttons panel** on the right.

Bills are composed by items. A bill item is a cost related to either a pharmaceutical or an operation or an exam or others/custom costs.

Data showed on the **Bill Panel** area are:

- **Date:** it is the date and time of the bill
- **Patient:** it is the patient associated with the bill
- **List:** it is the PriceList that will be used for this bill

NOTE: *PriceLists can be defined by the Administrator. Ask to your Administrator how to do it or see [General Data](#) in this document.*

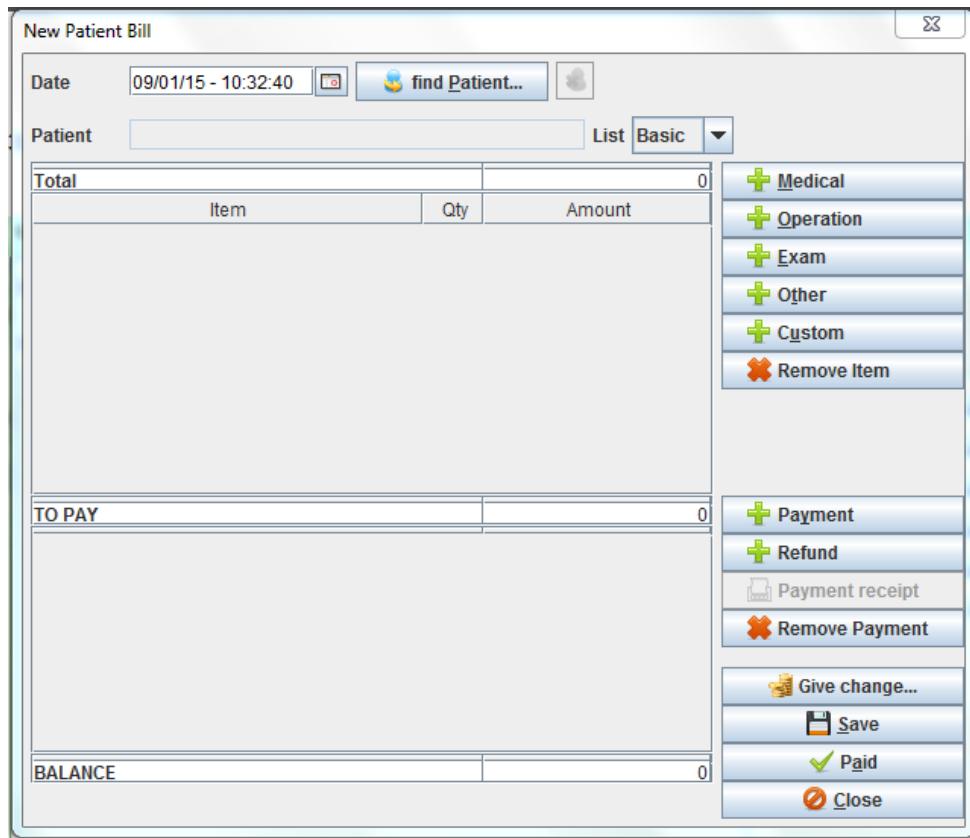
Data showed on the **Item Panel** area are:

- **Item, Qty, Amount:** they are the description of the bill entry, the selected quantity and the amount; the amount is calculated as the unitary cost of the item multiplied by the quantity;
- **TOTAL:** it is the total amount of the bill

NOTE: *Prices, or unitary costs, can be defined by the Administrator. Ask to your Administrator how to do it or see [General Data](#) in this document.*

Data showed on **The Payments** area are:

- **Date:** it is the date and time of the payment
- **Amount:** it is the amount of the payment
- **BALANCE:** it is the not yet paid amount of the bill (difference between the Total (*) and the sum of the payments)



To insert a new bill first of all you have to enter the **Date field**. The application proposes you the current date and time but you can modify both of them.

Then you have to select a patient. To do it, press the **find Patient** button on top of the screen. The **Patient Selection** window showed below appears.

Once you have selected the patient you can start to enter bill entries of the bill.



A patient can have several pending bills if only if the parameter **ALLOWMULTIPLEOPENEDBILL** is enabled (see the administrator manual). Else If the patient has a pending bill associated it will be recalled to edit it. You cannot start a new bill for a patient before to close the previous one.

There are several types of Bill entry. They are identified by the button on the **Buttons panel** on the right of the window; you have the following choices:

- **Medical** to enter bill entries of pharmaceuticals
- **Operation** to enter bill entries of operations
- **Exam** to enter bill entries of exams

- **Other** to enter other prices defined in the PriceList
- **Custom** to enter custom items defined on the fly



Types can be defined by the Administrator. Ask to your Administrator how to do it or read the see [General Data](#) in this document.

8.2.1.1 Insert a bill entry related to Medicals, Operations or Exams (**Medical**, **Operation**, **Exam**)

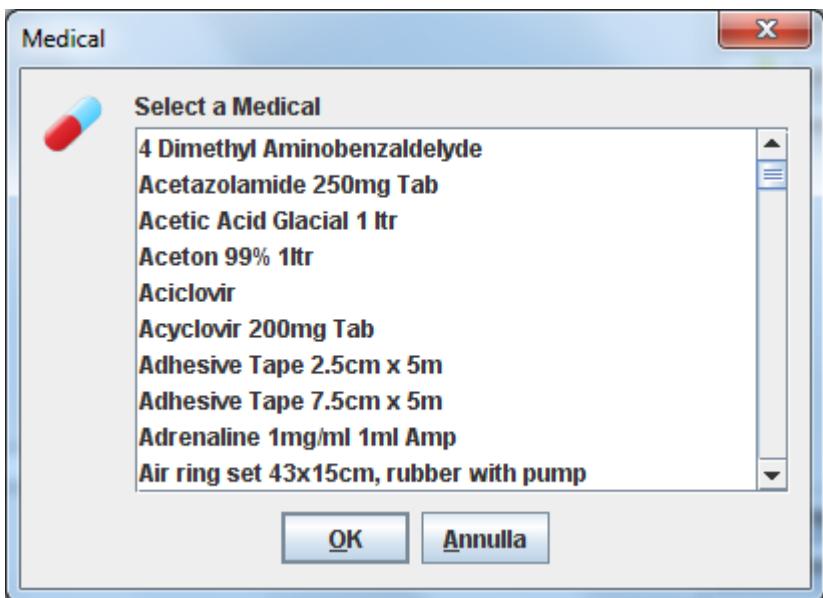
We show here how to insert an bill entry for pharmaceutical (**Medical**); the function to insert a bill entry for operation (**Operation**) and exam (**Exam**) is the same with the only difference that for the last two is not required the quantity (the quantity is always 1).

The screenshot shows the 'New Patient Bill' application window. At the top, there is a date field set to '03/12/11 - 20:37:56' and a 'Change Patient' button. Below that, a 'Patient' field shows 'Mugambi Aron' with dropdown options 'List' and 'Basic'. A table lists items with columns 'Item', 'Qty', and 'Amount'. The table contains two rows: 'Cyclophosphamide 500mg Vial' (Qty 1, Amount 0.0) and '5 days of hospitalization' (Qty 1, Amount 10.0). To the right of the table is a sidebar with the following buttons:

- Medical** (green plus sign)
- Operation** (green plus sign)
- Exam** (green plus sign)
- Other** (green plus sign)
- Custom** (green plus sign)
- Remove Item** (red minus sign)
- Payment** (green plus sign)
- Remove Payment** (red minus sign)
- Save** (disk icon)
- Paid** (checkmark icon)
- Close** (cross icon)

At the bottom of the window, there are sections for 'TOTAL' (10), '03/12/2011 - 20:39:58' (7.0), and 'BALANCE' (3).

To insert a bill entry, press the **Medical** button. The **Medical** window showed below appears.

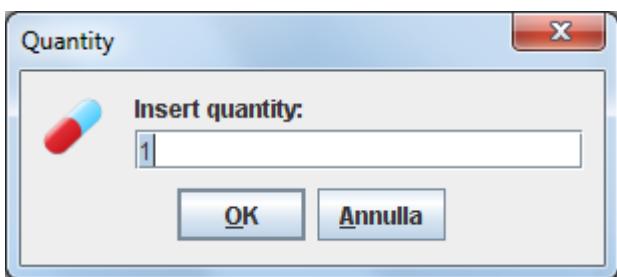


Using the mouse, you have to highlight the required pharmaceutical (medical).

On the **Buttons Panel** of the **Medical** window you have the following choices:

- **Ok** to select the highlighted pharmaceutical
- **Cancel** to return to the **New patient Bill** window without selecting any pharmaceutical

If you choose **OK** the **Quantity** window showed below appears and you can select the quantity of pharmaceutical used by the patient.

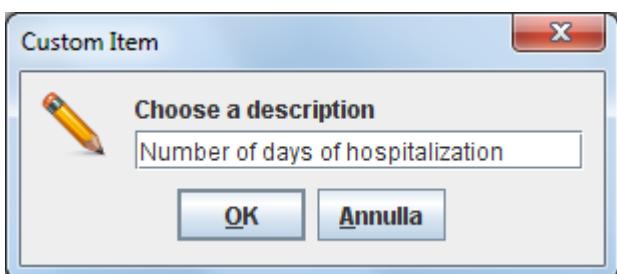


On the **Buttons Panel** of the **Quantity** window you have the following choices:

- **Ok** to select the highlighted pharmaceutical and return to the **New patient Bill** window
- **Cancel** to return to the **New patient Bill** window without selecting any pharmaceutical

8.2.1.2 Insert a bill entry related to various custom reasons (**Custom**)

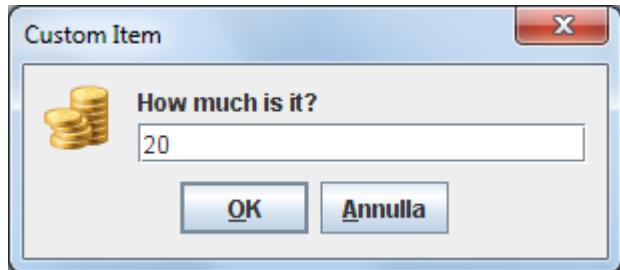
To insert a custom bill entry, you have to press the **Custom** button. The application will show the **Custom item** window showed below.



In this window you have to enter a description (in the example below is “number of days of hospitalization”) and then:

On the **Buttons Panel** of the **Custom item** window you have the following choices:

- **Ok** to go to another **Custom item** window (to enter the quantity, see below)
- **Cancel** to return to the **New patient Bill** window without insert any bill entry



In the **Custom item** window, you have to enter the amount related to the bill entry (in the example above is “20” in the local currency, i.e. it is US dollar if the country is USA)

On the **Buttons Panel** of the **Custom item** window you have the following choices:

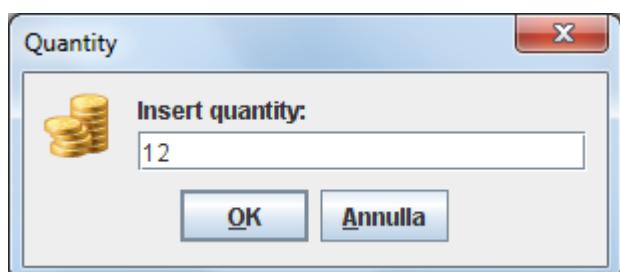
- **Ok** to confirm the bill entry and return in the **New patient Bill** window
- **Cancel** to return to the **New patient Bill** window without insert any bill entry

8.2.1.3 Remove a bill entry of a bill (Remove Item)

First of all, to remove a bill entry you have to highlight it on the **New Patient Bill** window. Once you’ve done this, (pay attention!) pressing the **Remove Item** button, the bill entry is removed. Bill entries can be removed before or after the final saving (see **Save function** described below)

8.2.1.4 Insert a payment (Payment)

To insert a payment, you have to press the **Payment** button. The application will show the **Quantity** window showed below.



You have to insert the amount of the payment. (in the example above is “12” in the local currency, i.e. it is US dollar if the country is USA)

On the **Buttons Panel** of the **Quantity** window you have the following choices:

- **Ok** to confirm the payment and return to the **New patient Bill** window
- **Cancel** to return to the **New patient Bill** window without insert any payment

8.2.1.5 Insert a refund (Refund)

Sometimes it happens that the cashier has to refund the patient; in this case you will press the **Refund** button that allow you to insert the amount to refund. It will be automatically converted in a negative added to the payments list

8.2.1.6 Payment receipt

Since OpenHospital version 1.8 you can print the Payment receipt any time, once you have made a payment. Click **Payment receipt** button.

8.2.1.7 Remove a payment (Remove Payment)

First of all, to remove a payment you have to highlight it on the **New Patient Bill** window. Once you've done this, (pay attention!) pressing the **Remove Payment** button, the payment is removed.

8.2.1.8 Give change... (Give change...)

Sometimes it could be useful to calculate the balance to give to a patient when he/she is paying his/her bill. By pressing on **Give change...** button you will be asked the cash amount the patient is giving and automatically you will know the amount to give to him/her calculated as a difference between the patient cash and the current bill balance.

8.2.1.9 Save function (SAVE)

When you have completed the input of data (bill or payments) press the **SAVE** button on the button panel of the **New Patient Bill**.

The application will save the bill and return to the **Patients bills management** window; the status of the bill is “O” (Open) until you will set it as PAID (**Paid**)

8.2.1.10 Paid function (Paid)

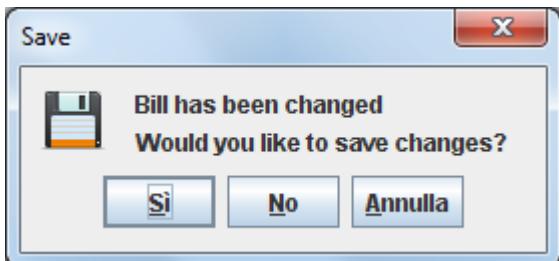
If the patient is going to pay his/her bill totally you can press the **Paid** button; if balance is not equal to zero it will automatically add a payment in the payments list and set this bill as “C” (Closed).

8.1.2.11 Print receipt function

Since OpenHospital version 1.7 you can print on the fly a receipt when you press the **Paid** button. To enable this feature, you must enable the RECEIPTPRINTER flag in the configuration file and a proper device must be connected to the system. Ask to your Administrator how to do it or read the *Administrator's Guide*.

8.2.1.12 Close function (Close)

Close function allows you to exit from the **New Patient Bill** window without saving changes done. Press the **Close** button to access the Close function. The confirmation window showed below appears.



8.2.2 Edit an existing bill (Edit Bill)

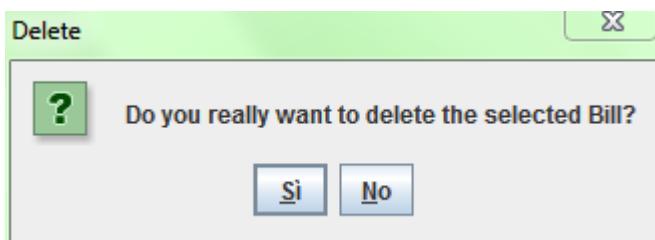
First of all, to modify an existing bill you have to highlight it in the **Patients Bills Management** window. Once you've done this, press the **Edit Bill** button. The **New Patient Bill** window will appear.



Only bills with status “O” (Open) can be modified, otherwise an A4 report will be shown.

8.2.3 Delete a bill (Delete Bill)

First of all, to delete an existing bill you have to highlight it in the **Patients Bills Management** window. Once you've done this, press the **Delete Bill** button. The **Delete** window will appear.



Generally, this is not allowed to regular users and should be performed only by the Administrator.

8.2.4 Receipt (Receipt)

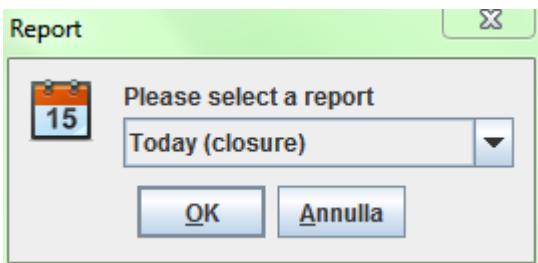
Since OpenHospital version 1.8 you can print the bill receipt direct from the **Bill manager** window. Highlight the bill and click **Receipt** button. A proper device must be connected to the system.

8.2.5 Reports (Report)

OpenHospital Accounting module comes with a set of reports hereby listed:

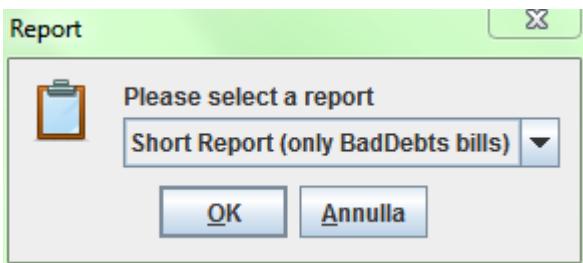
- **Today (Closure):** report that show the current user incomes
- **Today:** report that show a statement with all paid and unpaid bills within today
- **Period:** report that show a statement with all paid and unpaid bills within the period currently visualized
- **This month:** report that show a statement with all paid and unpaid bill within the current month
- **Other month:** report that show a statement with all paid and unpaid bill within a specified

month that will be suddenly asked.



For each report, except Today (Closure), you will be asked to choose among two options:

- **Short Report (only BadDebts bills):** report that show a statement with only the unpaid bills and the total for the others
- **Full Report (all bills):** report that show a statement with all paid and unpaid bills
- * OH23A1-open bills list*: report that show the list of opened bills(pending bills)



Once the choice has been done, after some instants the JasperViewer® will show the generated report as follow:

ANGAL St LUKE'S HOSPITAL
P.O. BOX 85 - NEBBI - ANGAL
angal@ucmb.ug.co.
+256 0472621076

BILLS REPORT FROM 01/01/2013 **TO** 31/01/2013

Bad Debts Bills

| Bill ID | Date | Patient | Amount | Last Payment | Paid | Not Paid |
|---------|------------|---------------------|----------|--------------|--------|----------|
| 2 | 19/01/2013 | Mungubitucu Babatof | 120,00 | 19/01/2013 | 0,00 | 120,00 |
| 3 | 19/01/2013 | Ongiera Ivan | 1.200,00 | 19/01/2013 | 600,00 | 600,00 |
| 4 | 22/01/2013 | Brian Owormungu | 150,00 | 22/01/2013 | 0,00 | 150,00 |

Totals

| | | | | | |
|----------------------|-----------------|--------------------|---------------|------------------|---------------|
| TOTALS AMOUNT | 1.590,00 | TOTALS PAID | 720,00 | BAD DEBTS | 870,00 |
|----------------------|-----------------|--------------------|---------------|------------------|---------------|

Page 1 of 1



By default, an internal PDF viewer is used. You can use an external PDF reader by modifying the INTERNALVIEWER flag in the configuration file. Ask to your Administrator how to do it or read the Administrator's Guide.

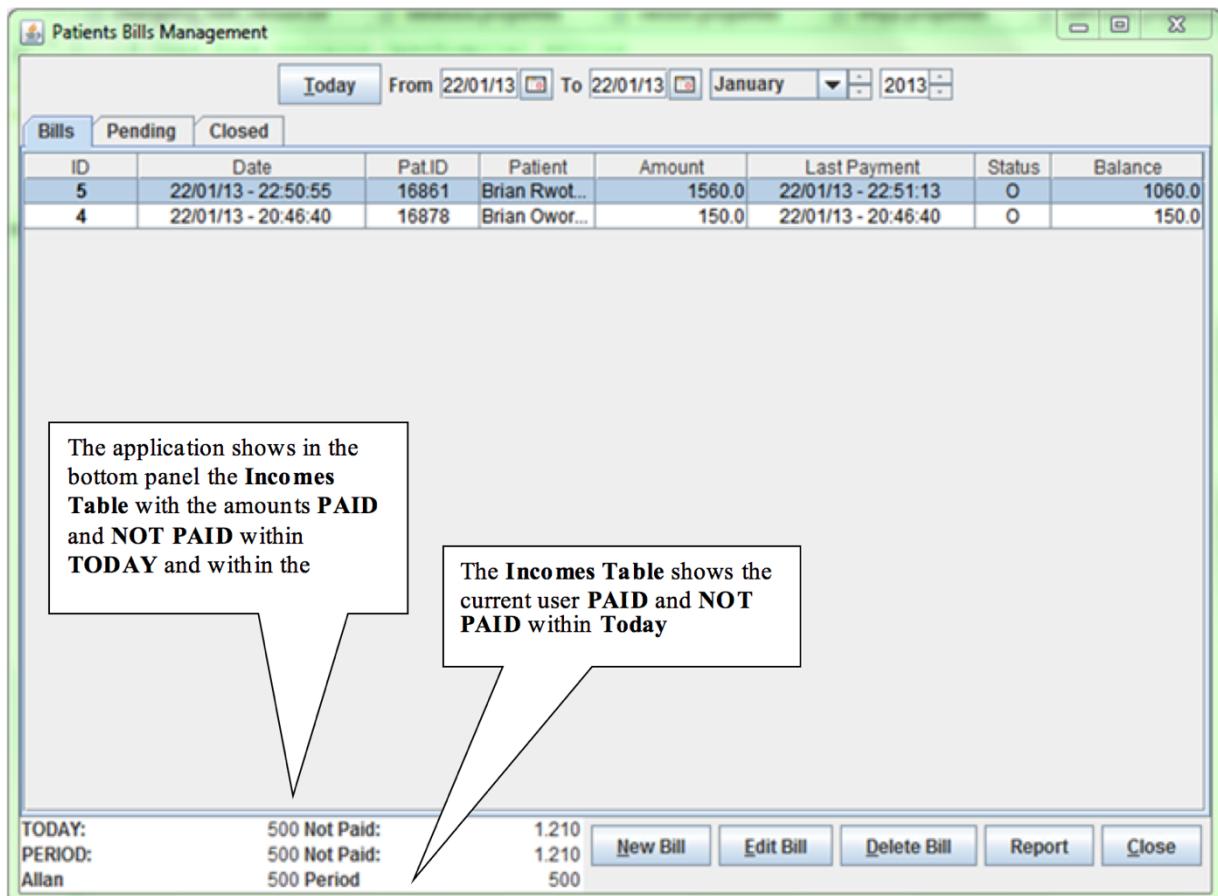
You can save the report as PDF by clicking on save button () or printing it by clicking on print button ().



A PDF copy of every report is always saved within the folders of OpenHospital. Ask to your Administrator how to do it or read the Administrator's Guide.

8.3 Functions of Accounting in multi-user mode

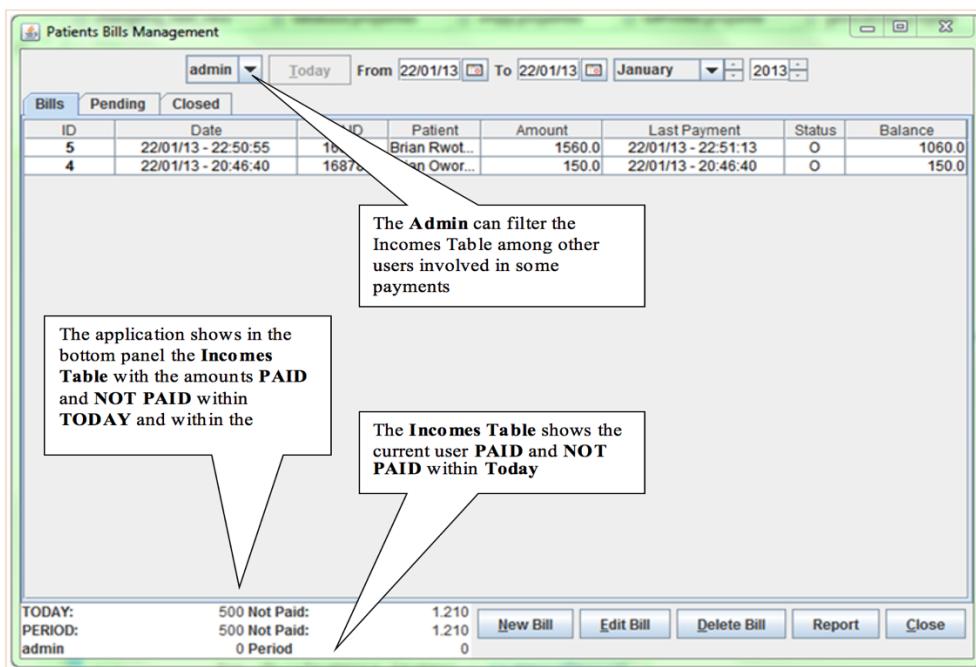
If in multi-user mode, the Incomes Table will show the only Incomes for logged user, so the window will appear like following:



So, the **Incomes Table** will show follow information:

- **First Row:** the **PAID** and **UNPAID** within **Today**
- **Second Row:** the **PAID** and **UNPAID** within the visualized **Period**
- **Third Row:** the **PAID** and **UNPAID** for the current **user** within **Today**

While the admin user will be able to filter all incomes among all users that have been involved in some payments:



9 Vaccines (Patient Vaccines)

9.1 Main Characteristics

Vaccines functionality allows managing vaccines for all the patients registered. It is possible to register vaccinations, modify or delete them. A specific search function is also available.

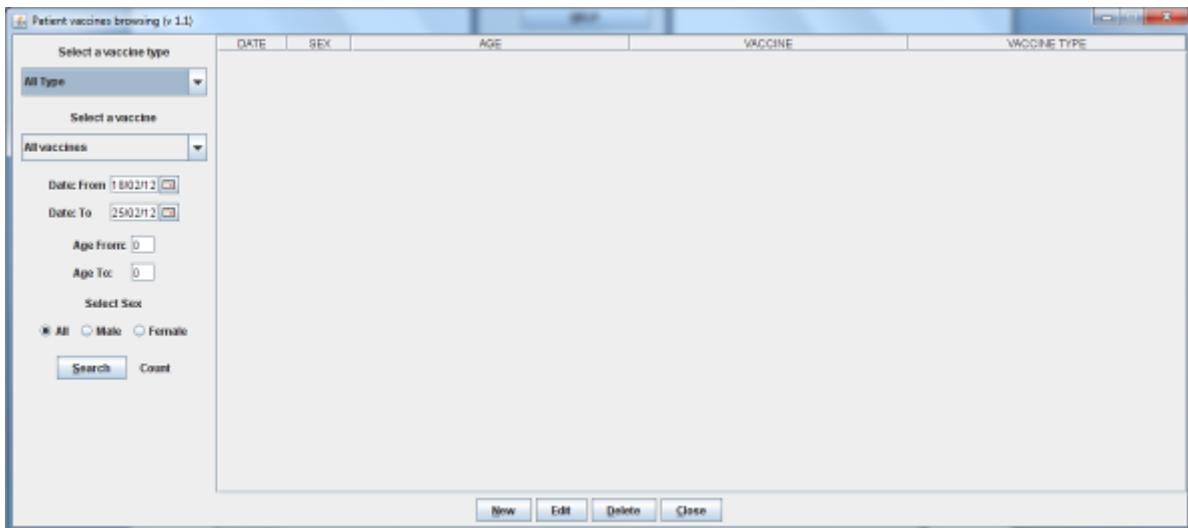


Main Menu: Click with the mouse on the button or press "Alt + V" to enter the Patient Vaccines browsing window

9.2 Functions of Admission/Patients

All functions available under **Patient Vaccines** are accessible from the window **Patient vaccines browsing** window showed below.

By default, the window shows in **Data table** all the vaccinations currently present in the system.



The following functions are accessible from the **Buttons Panel** of the window **Patient vaccines browsing** window:

- **New** to insert a new vaccination
- **Edit** to modify an already stored vaccination
- **Delete** to delete an already stored vaccination
- **Close** to exit from the function Patient Vaccines and return to the main menu'

Furthermore, a search function is available using the **Selection panel** on the left of the window.

9.2.1 Search vaccinations

Queries about vaccinations can be done using the search criteria available on the **Selection panel** area of the window (left side of the window). Results of your search are showed on the **Data table** area.

Doing the selection, data about vaccinations can be selected by choosing specific fields among the following ones:

- **Vaccine type:** by selecting a Vaccine Type you will filter the Vaccine list
- **Vaccine.** You can select one vaccine or the value “All vaccines”
- **Date.** “DATE From” and “DATE To” allow the selection of all the vaccinations over the requested period
- **Age.** “Age From” and “Age To” allow the selection of all the patients subject to vaccinations by age
- **Sex.** All / Male / Female



VaccineTypes and Vaccines can be defined by the Administrator. Ask to your Administrator how to do it or see [General Data](#) in this document.

After the selection press **Search** button; the system will show on **Data table** results of the search applying the criteria requested.

The function shows in the field “Count:” the number of vaccinations that are showed in **Data Table** (in the example they are 3).

Patient vaccines browsing (v 1.1)

| Select a vaccine type | DATE | SEX | AGE | VACCINE | VACCINE TYPE |
|-----------------------|------------|-----|-----|----------------------|--------------|
| All Type | 19/01/2013 | M | 32 | DPT 1 - HepB + Hib 1 | Child |
| | 19/01/2013 | F | 42 | DPT 3 - HepB + Hib 1 | Child |
| | 19/01/2013 | M | 32 | DPT 1 - HepB + Hib 1 | Child |

Select a vaccine

Date: From 12/01/13

Date: To 19/01/13

Age From: 0

Age To: 0

Select Sex

All Male Female

Count: 3

New Edit Delete Close

9.2.2 Insert a new vaccination (New)

You can use this function to register a new Patient vaccination when executed.

Press **New** button in the **Patient vaccines browsing** window to access the **New patient vaccine** window showed below.

New patient vaccine(v 1.1)

Date 25/02/12 Progressive 1

Patient Code Select a patient

Vaccine Type All Type

Vaccine All vaccines

Patient's data

Name Age Sex (M/ F)

OK Cancel

To record a new patient vaccination enters the following fields:

- **Date:** the date of the vaccination
- **Progressive:** the progressive number in the year (set automatically by the system)
- **Patient:** You can select the patient entering the **Patient code** or in alternative selecting a patient.
- **Vaccine type:** the Vaccine Type

- **Vaccine:** the Vaccine



VaccineTypes and Vaccines can be defined by the Administrator. Ask to your Administrator how to do it or see [General Data](#) in this document.

When you finish entering data in the **Buttons Panel** you have the following choices:

- Ok to confirm data and record the Patient vaccination
- Cancel to close the window and to return to the **Patient vaccines browsing** window without record the patient vaccination

9.2.3 Modify data of a recorded Patient vaccination (Edit)

First of all, to modify data of a Patient vaccination you have to highlight it in the **Patient vaccines browsing** window. Once you've done this, press the **Edit** button. When the **Edit Patient vaccine** window showed below appears, the record is available for changes. Date, vaccine type and vaccine can be changed.

| Edit patient vaccine(v 1.1) | | | |
|---|-------------------|-------------|----|
| Date | 25/02/12 | Progressive | 3 |
| Patient Code | Mugambi Aron | | |
| Vaccine Type | No pregnant | | |
| Vaccine | TT VACCINE DOSE 3 | | |
| Patient's data | | | |
| Name | Mugambi Aron | Age | 25 |
| Sex (M/ F) M | | | |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | | | |

You may change all data except the patient associated with this vaccination.

When you finish entering data in the **Buttons Panel** you have the following choices:

- Ok to confirm new values (all the previous values will be lost)
- Cancel to close the window and to return to the Menu without applying any change

9.2.4 Delete a Patient vaccination (Delete)

First of all, to delete a stored Patient vaccination you have to highlight it in the **Patient vaccines browsing** window. Secondly press the **Delete** button. The confirmation window showed below will appear. The vaccination can then be deleted. Deleted vaccinations won't be available anymore.



9.3 Vaccines Extended (Patient Vaccines)

Since OpenHospital version 1.6 you can extend the Vaccine functionality by changing the *PATIENTVACCINEEXTENDED* flag in the configuration file. Ask to your Administrator how to do it or read the *Administrator's Guide*.

9.3.1 New Vaccine Browsing (v 1.1.)

The new window will appear like the following:

| Patient vaccines browsing (v 1.1) | | | | | |
|-----------------------------------|------------|-----------------------------|-----|-----|----------------------|
| Select a vaccine type | DATE | PATIENT | SEX | AGE | VACCINE |
| All Type | 19/01/2013 | Roseline Angei | F | 22 | TT VACCINE DOSE 1 |
| | 19/01/2013 | A Oyungmungu | F | 2 | DPT 2 - HepB + Hib 1 |
| | 19/01/2013 | Abiywagorwoth Abiywagorwoth | F | 26 | POLIO 1 C |

Select a vaccine

All vaccines

Date: From: 12/01/13

Date: To: 19/01/13

Age From: 0

Age To: 0

Select Sex

All Male Female

Count: 3

The only difference is the new column about the name of the patient for a fast research.

10 Admission/Patient (Admission/Patient)

10.1 Main Characteristics

Admission/Patient functionality allows registering a new patient, to modify his/her personal details, to browse his/her history, and to admit him/her in a hospital ward.



Main Menu: Click with the mouse on the button or press "Alt + A" to enter the **Patient Browser** window

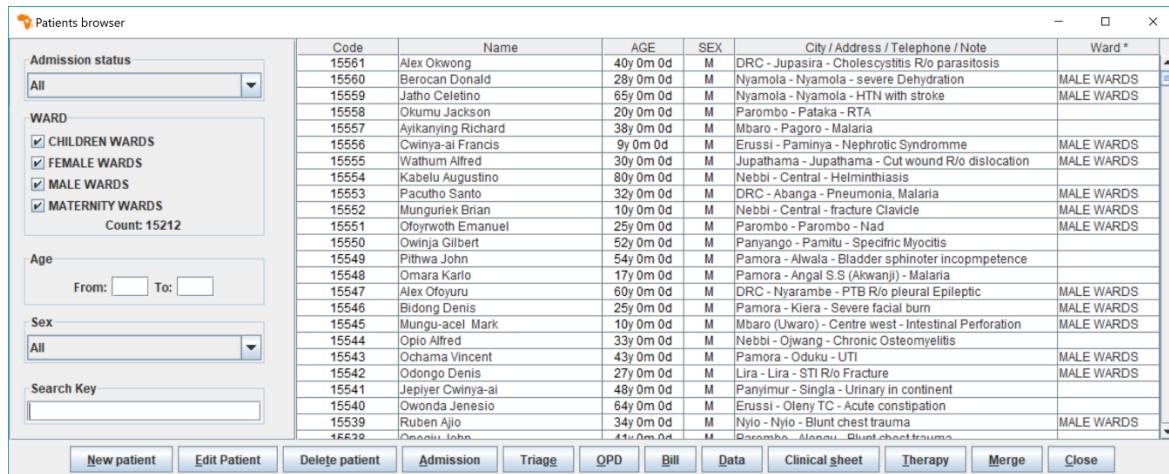


You can also start an OPD registration from here if the OPDEXTED flag is set to YES. Ask to your Administrator how to do it or read the Administrator's Guide.

10.2 Functions of Admission/Patients

All functions available under **Admission/Patient** are accessible from the **Patients browser** window showed below.

By default, the window shows in **Data table** all the patients currently present in the system.



The screenshot shows the 'Patients browser' window with the following interface elements:

- Left sidebar:**
 - Admission status:** A dropdown menu showing 'All'.
 - WARD:** A dropdown menu with checkboxes for 'CHILDREN WARDS', 'FEMALE WARDS', 'MALE WARDS', and 'MATERNITY WARDS'. Below it, it says 'Count 15212'.
 - Age:** A dropdown menu with 'From:' and 'To:' fields.
 - Sex:** A dropdown menu showing 'All'.
 - Search Key:** An input field.
- Data table:** A grid of patient records with columns: Code, Name, AGE, SEX, City / Address / Telephone / Note, and Ward *.
- Buttons Panel:** A row of buttons at the bottom: New patient, Edit Patient, Delete patient, Admission, Triage, OPD, Bill, Data, Clinical sheet, Therapy, Merge, Close.

i If the patients list become huge it is possible to experience a slowdown of the system depending on the network settings. It is possible to optimize the use of memory by changing the flag ENHANCEDSEARCH in configuration file. Ask to your Administrator how to do it or read the Administrator's Guide.

The following data are shown in the **Patients browser** window:

- **Code:** the patient code (automatically generated by the application)
- **Name:** the patient full name
- **Age:** the patient age in years
- **Sex:** the patient sex
- **Address / City / Telephone / Note:** all this information separated by a “-“
- **Ward:** the ward where this patient is currently admitted; this field is blank if the patient is not admitted in the hospital in this moment

The following functions are accessible from the **Buttons Panel** of the window **Patients browser** window:

- **New Patient** to insert a new patient
- **Edit Patient** to modify an already stored patient
- **Delete Patient** to delete an already stored patient
- **Admission** to manage the admission of the patient in the hospital
- **Examination** to manage the patient examination
- **OPD** to start an OPD visit on the selected patient
- **Bill** to start a Bill on the selected patient
- **Data** to modify data of a patient and to modify the history of his admissions/out of patient visits as well as his/her malnutrition data
- **Clinical sheet** to analyse the clinical sheet of a patient and print it
- **Therapy** to manage the therapy of a patient

- **Close** to exit from the function Admission/Patients and return to the main menu



*It is possible to have a **Merge** function that might help in case of double patient registration, by changing the flag MERGEFUNCTION in configuration file. Ask to your Administrator how to do it or read the Administrator's Guide.*

Furthermore, a search function is available using the **Selection panel** on the left of the window.

10.2.1 Search patient

Queries about Patients can be done using the search criteria available on the **Selection panel** area of the window (left side of the window). Results of your search are showed on the **Data table** area.

Doing the selection, data about patients can be selected by choosing specific fields among the following ones:

- **Admission status.** Values admitted are:
- **ALL** (all patients are included in the selection)
- **Admitted** (only patients admitted are included in the selection)
- **Not admitted** (only patients not admitted are included in the selection)
- **Ward.** You can select one or more wards between Maternity, Nursery, Surgery, Internal medicine
- **Age.** You can filter the patients list by age range
- **Sex.** You can filter the patients list by gender
- **Search criteria.** You can digit the complete name of a patient or only same characters: the system will show all the patients that have the entered characters (Examples are: if you enter “solo wa” all patients that have “solo wa” in the name will be selected, “Solomon Wakunga” but also “Kamwa Solonik” will be showed).

The screenshot shows the 'Patients browser' window. On the left, there is a 'Selection panel' with dropdown menus for 'Admission status' (set to 'All'), 'WARD' (checkboxes for CHILDREN WARDS, FEMALE WARDS, MALE WARDS, and MATERNITY WARDS, with 'Count: 4' displayed), 'Age' (From: [] To: []), 'Sex' (All), and a 'Search Key' field containing 'solo wa'. On the right, a 'Data table' displays patient records in a grid format. The columns are: Code, Name, AGE, SEX, City / Address / Telephone / Note, and Ward*. The data includes:

| Code | Name | AGE | SEX | City / Address / Telephone / Note | Ward* |
|-------|------------------|-----------|-----|---|-----------------|
| 13188 | Wakunga Solomon | 00m 0d | M | Eruosi - Puelo Puelo - Ten months with malaria/Hyperpyrexia | |
| 93176 | Wakunga Solomon | 00m 0d | M | Eruosi - Puelo Puelo - Nine months with malaria | |
| 7701 | Solonik Kamwe | 22y 0m 0d | F | Akwerro - Kasalo - 4PH | MATERNITY WA... |
| 5225 | Madlwolw Solomon | 1y 0m 0d | M | Pakwach - Coo Pelwor - Four months with bronchitis | |

At the bottom of the window, there are buttons for New patient, Edit Patient, Delete patient, Admission, Triage, QPO, Bill, Data, Clinical sheet, Therapy, Merge, and Close.



Wards can be defined by the Administrator. Ask to your Administrator how to do it or see [General Data](#) in this document.

10.2.2 Search patient Enhanced

OpenHospital, since version 1.6, allows optimizing memory usage when the number of registered patients becomes huge, by changing the **ENHANCEDSEARCH** flag in the configuration file. Ask to your Administrator how to do it or read the [Administrator's Guide](#).

Once the enhanced search has been enabled the new ***Patients browser*** window will look like following one:

This screenshot shows the initial state of the 'Patients browser' window. The left sidebar contains search filters for Admission status (set to 'All'), WARD (set to 'CHILDREN WARDS, FEMALE WARDS, MALE WARDS, MATERNITY WARDS'), Date (with admission and discharge date fields), Age, Sex (set to 'All'), and a Search Key field containing an empty string. The main pane is titled 'Patients browser' and displays a table with columns: Code, Name, AGE, SEX, City / Address / Telephone / Note, and Ward *. The table is currently empty.

Initially the list looks empty. In order to show some patient, you must enter a search criterion in **Search Key** field and the press the search (🔍) button and the window will show the only patients matching specified criteria.

This screenshot shows the 'Patients browser' window after entering the search criterion 'gloria ak' in the Search Key field and pressing the search button. The results table now lists 13 patients matching the search term. The columns are: Code, Name, AGE, SEX, City / Address / Telephone / Note, and Ward *. The patients listed include Kayeny-parwoth Gloria, Jonaki Gloria, Akumu Gloria, Kayeny pa Rwoth Gloria, Akello Gloria, Kayeny Gloria, Akumu Gloria, Kayeny Gloria, Gloria Akumu, Kwoicwiny Gloria, Kacwinrywth Gloria, Kayeny Gloria, and Kiturach Gloria. The Ward column shows categories like MATERNITY WARDS and FEMALE WARDS.

Moreover, further search criterions are added in this modality:

- **Admission date.** To search all patients admitted in between the specified date, regardless if still admitted or not
- **Discharge date.** To search all patients discharged in between the specified date, regardless if admitted again later on



to show the full patient list again, is enough to press the search button with an empty criterion

10.3 Insert a new Patient (New Patient)

You can use this function to register a new Patient when she/he is admitted in the Hospital.

Press **New Patient** button in the ***Patients browser*** window to access the ***New Patient*** window showed below.

The screenshot shows a Windows-style dialog box titled "New Patient". The main title bar says "Insert data of new Patient". The left side contains several input fields: "First Name" with "Angelina" typed in, "Second Name" with "Mwari", "Age" with "50", "Sex" with "Female" selected (radio button is filled), "Address" with "Kaurone", and empty fields for "City", "Next Kin", and "Telephone". To the right of these fields is a large text area labeled "Note" which is currently empty. At the bottom of the dialog are two buttons: "Ok" and "Cancel".

To record a new patient, enter the following fields:

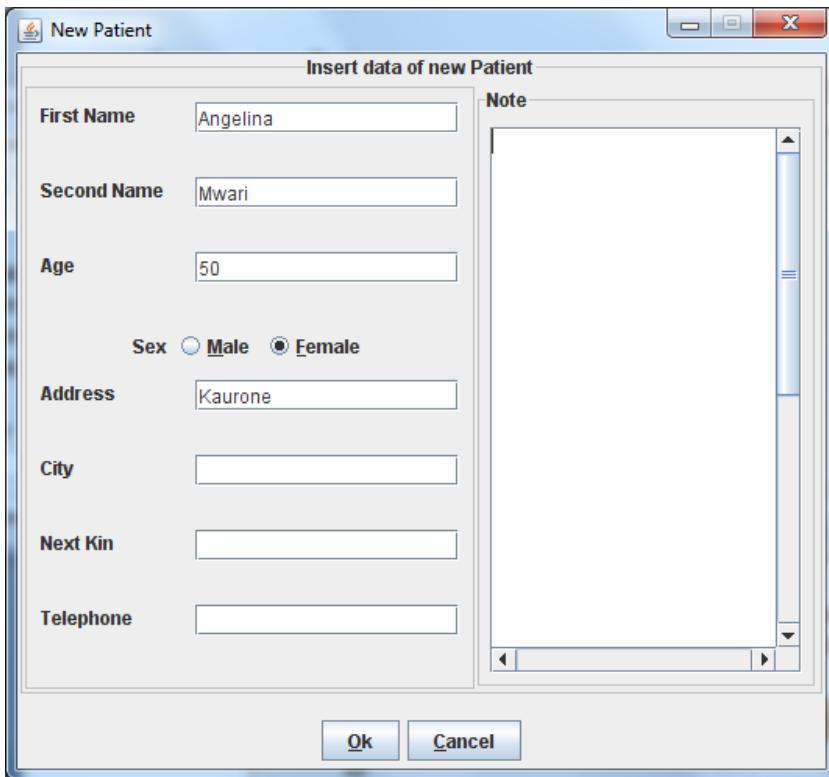
- **First name:** the first name
- **Second name:** the last name or other names
- **Age:** the age in year
- **Patient sex:** Male/female
- **Address:** the address where he/her comes from
- **City:** the city where he/her comes from
- **Next kin:** his/her closest relative
- **Telephone:** his/her telephone number
- **Note:** It is a free text

When you finish entering data in the **Buttons Panel** you have the following choices:

- **Ok** to confirm data and record the Patient
- **Cancel** to close the window and to return to the **Patient browser** window without record the patient

10.3.1 Modify data of a recorded Patient (Edit Patient)

First of all, to modify data of a Patient you have to highlight it in the **Patient browser** window. Once you've done this, press the **Edit Patient** button. When the **New Patient** window showed below appears, the record is available for changes. All data can be changed.



When you finish entering data in the **Buttons Panel** you have the following choices:

- **Ok** to confirm new values (all the previous values will be lost)
- **Cancel** to close the window and to return to the Menu without applying any change

10.3.2 Delete a Patient (Delete Patient)

First of all, to delete a stored Patient you have to highlight it in the **Patients browser** window. Secondly press the **Delete Patient** button. The name of the Patient will be showed in the **Delete Patient** window below. The record can then be deleted. Deleted records won't be available anymore. *The patient will not completely remove from the system and you can ask to the Administrator to rescue his/her data at any time.*



In the **Buttons Panel** you have the following choices:

- **Si** to confirm the record deletion
- **No** to close the window and return to the previous window

10.4 Insert a new Patient Extended (New Patient)

Since OpenHospital version 1.3.1 you can extend the New Patient functionality by changing the *PATIENTEXTENDED* flag in the configuration file. Ask to your Administrator how to do it or read the *Administrator's Guide*.

10.4.1 New features

The New Patient Extended module affords the following improvements:

The screenshot shows the 'New Patient' dialog box with two tabs: 'Insert data of new Patient' (selected) and 'Patient photo'.
The 'Insert data of new Patient' tab contains the following fields:

- First Name ***: Text input field.
- Second Name ***: Text input field.
- Tax Number ID**: Text input field.
- Age ***: Radio buttons for Age, BirthDate, and Description. Below are input fields for Years (0), Months (0), and Days (0).
- Sex ***: Radio buttons for Male and Female.
- Address**: Text input field.
- City**: Text input field.
- Next Kin**: Text input field.
- Telephone**: Text input field containing '+39'.

A note at the bottom left says: * Indicates required fields.

The 'Patient photo' tab contains:

- Patient photo**: Placeholder for a patient photo with a 'Load File' button below it.
- Note**: A large text area for notes.

At the bottom are 'OK' and 'Cancel' buttons.

To record a new patient, enter the following fields:

- **Tax Number ID**: is the national ID or other ID you may use to identify univocally the patient
- **Age / BirthDate / Description**: the age can be specified in three different ways:

Three examples of age input methods:

- Age: Radio buttons for Age, BirthDate, and Description. Below are input fields for Years (0), Months (0), and Days (0).
- Birth Date: Radio buttons for Age, BirthDate, and Description. Below is a date input field showing '23/01/2011'.
- Description: Radio buttons for Age, BirthDate, and Description. Below is a dropdown for 'Early Childhood' and a numeric input field for 'months'.

In any case it will be converted to an age in years in the **Patients browser** window.

- **BloodType**: it can be 0+, A+, B+, AB+, 0-, A-, B-
- **Marital Status**: it can be single, married, divorced, widowed. If left untouched, the default is unknown

- **Profession:** it can be other, farming, construction, medicine, food/hospitality, homemaker, mechanic, business, janitorial, mining, engineering. If left untouched, the default is unknown
- **Father:** you can specify the father name and if is still alive
- **Mother:** you can specify the mother name and if is still alive
- **Parents Together:** you can specify if the parents are still together
- **Has Insurance:** you may specify if the patient has a health financial protection
- **Load File:** could be used to load a patient picture (will be cropped squared)



AgeTypes (Descriptions) can be defined by the Administrator. Ask to your Administrator how to do it or see [General Data](#) in this document.

10.4.2 Height and Weight functionality (Height and Weight)

Since OpenHospital 1.8, the height and weight of the patient is no longer registered during patient creation. It is done through the examination module available in the **Admission browser** window.

10.4.3 Patient Photo (New Photo)

You can extend the New Patient functionality by changing the `VIDEOMODULEENABLED` [.underline]# #flag in the configuration file. Ask to your Administrator how to do it or read the *Administrator's Guide*.

Once the video module has been enabled the **New Patient Extended** window will looks as follow:

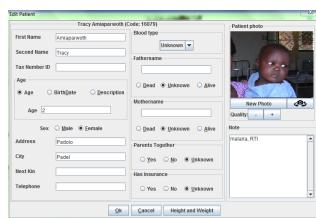
The screenshot shows a user interface for entering patient age. At the top, there is a text input field with the label "Age *". Below it are three radio button options: "Age" (selected), "Birth Date", and "Description". Underneath these options are three input fields: "Years" (containing "0"), "Months" (containing "0"), and "Days" (containing "0").

By clicking on **New Photo** button, the webcam should be activated (check any light on the device) and in the template you should see the “eye-view” of the camera.

New Patient

Insert data of new Patient

| | | | |
|-----------------------------|--|--|---|
| First Name * | <input type="text"/> | Blood type | <input type="button" value="Unknown"/> |
| Second Name * | <input type="text"/> | Fathername | <input type="text"/> |
| Tax Number ID | <input type="text"/> | <input type="radio"/> Dead <input checked="" type="radio"/> Unknown <input type="radio"/> Alive | |
| Age * | <input checked="" type="radio"/> Age <input type="radio"/> BirthDate <input type="radio"/> Description | Mothername | <input type="text"/> |
| | Years <input type="text"/> Months <input type="text"/> Days <input type="text"/> | <input type="radio"/> Dead <input checked="" type="radio"/> Unknown <input type="radio"/> Alive | |
| Sex * | <input type="radio"/> Male <input checked="" type="radio"/> Female | Parents Together | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown |
| Address | <input type="text"/> | Has Insurance | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown |
| City | <input type="text"/> | <input type="button" value="New Photo"/> <input type="button" value="File"/> <input type="button" value="Quality: - +"/> <input type="button" value=""/> | |
| Next Kin | <input type="text"/> | Note <input type="text"/> | |
| Telephone | +39 <input type="text"/> | | |
| * Indicates required fields | | | |
| | | <input type="button" value="OK"/> | <input type="button" value="Cancel"/> |



By clicking again on **New Photo** button, you will make a shot ready to be saved in the system attached at the patient information.

10.4.3.1 Camera settings (📷)

If nothing happens when you press on **New Photo** button you can press the **switch camera** button that allows switching among the webcams connected to the computer if more than one; if only one camera is connected to the computer it is useful to reset the camera settings and restart it.

Once the camera is activated and you can see the “eye-view” of the camera, you may press on “+” or “-“ to increase or reduce the image quality.

OpenHospital will try automatically to set the best quality for any webcam connected to the computer and will remember the last settings used.



If the camera refuse to work is possible to check the problem deeper changing the flag DEBUG in configuration file. Ask to your Administrator how to do it or read the Administrator’s Guide.

10.5 Admission functions (Admission)

The admission functions include the managing of a patient admission, including surgery, delivery, and discharge.

To access the Admission function, first of all you have to highlight the Patient in the **Patients browser** window. Secondly press the **Admission** button.

If the patient is not admitted then the **New admission** window appears.

If the patient is already admitted then the **Edit admission record** window appears.

10.5.1 Start the admission of a patient (Admission)

Once a patient is registered, he/her can be admitted in a hospital ward.

First of all, to insert the admission of a patient you have to highlight the patient in the **Patients browser** window. Once you've done this, press the **Admission** button. The **New admission** window showed below appears (if the patient is already admitted the **Edit admission record** window appears).

The screenshot shows the 'New admission' window. On the left, there's a placeholder for a patient photo and some basic demographic information: Code: 114, Name: Awonda Michael, Age: 25y 0m 0d, Sex: M. Below this are fields for Tax Number ID, Address, City, Parents, Next kin (with Telephone +39), Blood type, Insurance, and Patient notes. On the right, there are several input fields: Ward (dropdown), From Health Unit (text box), Progressive in year (text box), Admission date (set to 30/07/19), Admission type (dropdown), Diagnosis IN- (dropdown), Discharge date (date picker), Bed Days (text box), Discharge type (dropdown), Diagnosis OUT- (three dropdowns labeled n. 1, n. 2, n. 3), and a Malnutrition checkbox. At the bottom are Save, Examination, and Close buttons. A note at the bottom right indicates that asterisks (*) denote required fields.

To start an admission, you have to enter the following fields (on the right side of the window):

- **Ward:** the ward where the patient is admitted
- **From health Unit:** (not mandatory) in case of referral you may type the facility where the patient comes from
- **Progressive in year:** is the progressive number per year and per ward automatically set by the system, anyway you may change it if needed
- **Admission date:** the date of admission, automatically set as today
- **Admission type:** the type of admission (i.e. Ambulance, Self, Referral, etc...)
- **Malnutrition** (not mandatory) in case of malnutrition you may check this box so you will manage the malnutrition control from the **Patient data** window (see Malnutrition control

function).

- **Diagnosis IN:** it is the diagnosis the patient has been admitted with



It is possible to filter in order to find diseases more easily. To do this, you will need to enter a text fragment in the search fields that is part of the disease name. The closer the search text comes to the name of the disease being searched for, the more precise the search is.



Wards, AdmissionType and Diagnosis can be defined by the Administrator. Ask to your Administrator how to do it or see [General Data](#) in this document.



The "Progressive in year" field is automatically populated by the program; in case of maternity the counter can starts from first January or from first June as far as the current normative ask to the health facilities; to change this behaviour please ask to your Administrator to set the MATERNITYRESTARTINJUNE [.underline]# # flag in the configuration file or read the Administrator's Guide.

When you finish entering data in the **Buttons Panel** you have the following choices:

- **Save** to confirm the values on the window
- **Close** to close the window and to return to the **Patient browser** window without applying any changes
- **Examination** to open the **Examination** window (See 10.5.2 Patient examination).

Once you press the Save button the **New admission** window will close and you will see the status changed in the **Patients browser** window as follow figure:

| Code | Name | AGE | SEX | City / Address / Telephone / Note | Ward * |
|------|-----------------------|------------|-----|------------------------------------|---------------|
| 511 | SAmuel Longo | 20y 0m 16d | M | Dschang - Dschang - +39 - 232323 | |
| 510 | DJATIO Magloire | 29y 6m 21d | M | 677354920 - 232323 | |
| 508 | Emilly Rach iwu | 18y 0m 22d | F | Parombo - Parwo | |
| 507 | Onyal Jenety | 30y 0m 22d | F | Panyimur - Ganda | |
| 506 | Baraka Mungisha | 2y 0m 22d | M | DRC - Cubu - Three months | |
| 505 | Tamim Jakisa | 1y 0m 22d | M | Nyaravur - Owaru - Six months | |
| 504 | Atimango Bridget | 1y 0m 22d | M | Angal - Akuru bridge - Nine months | CILDREN WA... |
| 503 | Rwoth Omio Rwoth Omio | 0y 0m 22d | M | Parombo - pulum - Six months | |
| 502 | Mungungeyo Mungungeyo | 0y 0m 22d | M | DRC - Pakulu - Seven months | |
| 501 | Ayio Rwoth Adokorach | 0y 0m 22d | F | Akworo - Kasato - Six months | |
| 500 | Godwin Madit Rwoth | 2y 0m 22d | M | Nyaravur - Owaro - 23232 | |
| 499 | Denis Mungutimu | 0y 0m 22d | M | Pamora - Gira - Nine months | |
| ... | ... | ... | ... | ... | ... |

10.5.2 Patient examination

Since OpenHospital 1.8, you can register patient general parameters such as weight, height, arterial pressure, heart rate, Temperature, saturation, respiratory rate, and auscultation. Open hospital also calculates automatically the patient BMI.

You have two ways to access the module. In the **Patient browser** window, highlight the patient and click **Examination**. Or in the **Admission** window, click the **Examination** button bellow. The following window will appear.

Date: 15/05/2020 - 19:24

BMI: 0.0
Severe Underweight

| | | | | |
|--|-------------------------------------|------------------------------------|-----------------------------------|------|
| (H) Height | <input type="text"/> | cm | <input type="text"/> | |
| (W) Weight | <input type="text"/> | kg | <input type="text"/> | |
| <input type="checkbox"/> Arterial Pressure | min <input type="text" value="80"/> | / <input type="text" value="120"/> | max <input type="text"/> | mmHg |
| <input type="checkbox"/> Heart Rate | <input type="text"/> | bpm | <input type="text" value="60"/> | |
| <input type="checkbox"/> Temperature | <input type="text"/> | °C | <input type="text" value="36.0"/> | |
| <input type="checkbox"/> Saturation | <input type="text"/> | % | <input type="text" value="98.0"/> | |
| <input type="checkbox"/> HGT | <input type="text"/> | mg/dl | <input type="text" value="80"/> | |
| <input type="checkbox"/> Respiratory Rate | <input type="text"/> | bpm | <input type="text" value="20"/> | |
| <input type="checkbox"/> Diuresis Vol 24H | <input type="text"/> | ml | <input type="text" value="100"/> | |
| <input type="checkbox"/> Diuresis | Physiological | | | |
| <input type="checkbox"/> Bowel | Regular | | | |
| <input type="checkbox"/> Auscultation | Normal (Vescicular) | | | |

DATE | Height | Weight | Arterial Pressure | Heart Rate | Temper.. | Saturati.. | HGT | RR | Diuresis | Diuresis | Bowel | Auscultation

SAVE | Delete | Close

The window is divided into two areas: The panel where you enter information at the left and area where the examination history is displayed at the right.

Then enter following information:

- **Date:** Date of the examination
- **Height:** Patient height (in cm)
- **Weight:** Patient weight (in Kg)
- **Arterial pressure:** Patient arterial pressure (in mmHg)
- **Heart rate:** Patient heart rate (in bpm)
- **Temperature:** Patient temperature (in °C)
- **Saturation:** Patient saturation (%)
- **HGT:** Hemo Glucose Test (in mg/dl)
- **Respiratory Rate:** Patient respiratory rate (in bpm)
- **Diuresis:** Daily Urine Volume (in ml) and description
- **Bowel:** description of bowel function
- **Auscultation:** Patient auscultation. This will default to unknown if not specified. Options currently include: Unknown, Normal, Wheezes, Rhonchi, Crackles, Stridor, Bronchial.
- **Complain:** Any additional note concerning the examination

After typing data, OpenHospital automatically calculate the BMI and display the result on the human figure at the left.

Where everything is correct, click **Save** to save the examination.

Select one or more records in the table and click **Delete** to delete it/them.

10.5.3 Insert/modify Surgery data

First of all, to insert/modify operations data of a patient admission you have to highlight the patient in the **Patients browser** window. Once you've done this, press the **Admission** button. The **Edit admission record** window showed above appears.

You can also insert/modify operations data directly when you are inserting or modifying an admission by selecting the **Operation tab** in the top of the window

Operations data that you can manage are:

- **Operation date:** the operation date (must be at least older than, or equal to the admission date and at most, more recent than, or equal to the discharge date)
- **Operation type:** the operation type
- **Operation result:** the result of the operation
- **Transfusion Units:** (not mandatory): how many units of blood have been used
- **Remark:** (not mandatory): a comment about the operation

| Date | Operation designation | Result | Trans Unit |
|----------|-----------------------|--------|------------|
| 30/07/19 | Acute abdomen | N | 0.0 |
| 30/07/19 | Bladder biopsy | N | 0.0 |

Since OpenHospital version 1.9, it is possible to record several operations at once. The buttons **New**, **Save** and **Delete** at the top right of the table allow you to manipulate the items of the table.

To add a new operation, click on the button **New** and enter the data as mentioned above and then click on **Save**.



Clicking on the button **Save** just adds the operation to the table; it is not yet permanently recorded.

To delete a line from the table, select the line to delete by clicking on it (it automatically highlights), then click on the button **Delete**. When you are finished, click on the button **Save** below the table to save your changes.



OperationType and Operations can be defined by the Administrator. Ask to your Administrator how to do it or see [General Data](#) in this document.

10.5.4 Insert/modify Delivery data

If a female patient is admitted, the Maternity ward will be present in the ward list and, by selecting it, the **Edit admission record** window will change as showed below:

In the window extension you will be able to specify much information about the Maternity Case, like:

- **Visit:** date: the date of a visit before the delivery, if any
- **Weight:** the weight of the mother before the delivery, if measured
- **Treatment:** the treatment type given to the mother, if any
- **Delivery Date:** the date of delivery
- **Delivery Type:** the type of delivery
- **Delivery Result Type:** the result of the delivery
- **Control dates:** the dates of control after the delivery
- **Abort date:** the date of the abort if the result of the delivery was an abortion

The screenshot shows the 'New admission' window with the 'Delivery' tab selected. The window is divided into two main sections: a left panel for general patient information and a right panel for delivery details.

Left Panel (Patient Information):

- Code: 506
- Name: Baraka Mungisha
- Age: 2y 0m 22d
- Sex: F
- TOB:
- Tax Number ID: [Input field]
- Address: Cubu
- City: DRC
- Parents: [Input field]
- Next kin: [Input field]
- Telephone: [Input field]
- Blood type: [Input field]
- Insurance: [Input field]
- Patient notes: Three months

Right Panel (Delivery Details):

- Visit date: 08/01/15
- Weight: 100
- Treatment type: [Input field]
- Delivery date: 09/01/15
- Delivery type: DELIVERY ASSISTED BY CESARIAN SECTION
- Delivery result type: [Input field]
- Control n.1 date: [Input field]
- Control n.2 date: [Input field]
- Abort date: [Input field]

At the bottom of the window are three buttons: Save, Examination, and Close.



TreatmentType, DeliveryType and DeliveryResultType can be defined by the Administrator. Ask to your Administrator how to do it or see [General Data](#) in this document.

10.5.5 Discharge of a patient (Admission)

First of all, to discharge a patient from the hospital you have to highlight the patient in the **Patients browser** window. Once you've done this, press the **Admission** button. The **Edit admission record** window showed above appears.

You have to enter the following data:

- **Discharge date:** the date of discharge
- **Discharge type:** the type of discharge
- **Diagnosis OUT:** it is the diagnosis the patient has been discharged with



As in the case of **Diagnosis IN**, it is possible to filter to find diseases more easily.

New admission

Code: 114
Name: Awonda Michael
Age: 25y 0m 0d
Sex: M

TOB:

Tax Number ID

Address City

Parents

Next kin Telephone
+39

Blood type Insurance

Patient notes

Admission / Discharge Operation Note

Ward * INTERNAL MEDICINE From Health Unit Test Progressive in year * 1

Admission date * 30/07/19 Admission type * SELF Malnutrition

Diagnosis -IN- * acute Acute Flaccid Paralysis

Discharge date 30/07/19 Bed Days 1 Discharge type REFERRED

Diagnosis -OUT-

n. 1 n. 2 n. 3

* Indicates required fields

Save Examination Close



DischargeTypes and Diseases can be defined by the Administrator. Ask to your Administrator how to do it or see [General Data](#) in this document.

When you finish entering data in the **Buttons Panel** you have the following choices:

- **Save** to confirm the values on the window

Close to close the window and to return to the **Patient browser** window without applying any changes

Once you press the Save button the **Edit admission record** window will close and you will see the status changed in the **Patients browser** window as follow figure:

| Patients browser | | | | | | |
|---|------|-----------------------|------------|-----|------------------------------------|-----------------|
| Admission status | Code | Name | AGE | SEX | City / Address / Telephone / Note | Ward * |
| All | 511 | SAmuel Longo | 20y 0m 16d | M | Dschang - Dschang - +39 - 2323232 | |
| | 510 | DJATIO Magloire | 29y 6m 21d | F | 677354920 - 232323 | |
| WARD | 508 | Emily Rach iwu | 18y 0m 22d | F | Parombo - Parwo | |
| <input checked="" type="checkbox"/> CHILDREN WARDS | 507 | Onyala Jenetyl | 30y 0m 22d | F | Panyimur - Ganda | |
| <input checked="" type="checkbox"/> FEMALE WARDS | 506 | Baraka Mungisha | 2y 0m 22d | F | DRC - Cubu - Three months | MATERNITY WA... |
| <input checked="" type="checkbox"/> MALE WARDS | 505 | Tamim Jakisa | 1y 0m 22d | M | Nyaravur - Owaru - Six months | |
| <input checked="" type="checkbox"/> MATERNITY WARDS | 504 | Altimango Bridget | 1y 0m 22d | M | Angal - Akuru bridge - Nine months | |
| Count: 456 | 503 | Rwoth Omio Rwoth Omio | 0y 0m 22d | M | Parambo - pulum - Six months | |
| Search Key | 502 | Mungungeyo Mungungeyo | 0y 0m 22d | M | DRC - Pakulu - Seven months | |
| | 501 | Ayio Rwoth Adokorach | 0y 0m 22d | F | Akworo - Kasato - Six months | |
| | 500 | Godwin Madit Rwoth | 2y 0m 22d | M | Nyaravur - Owaru - 23232 | |
| | 499 | Denis Mungutimu | 0y 0m 22d | M | Pamora - Gira - Nine months | |

10.6 OPD (OPD)

If **OPDEXTENDED** flag is set as YES in the configuration file (ask to your Administrator) the button **OPD** in the Admission/Patient window will allow you to start an OPD by selecting the related patient first (see [Create a new patient visit \(New\)](#) for more information)

10.7 Bill (Bill)

The button **Bill** in the Admission/Patient window will allow you to start a bill by selecting the related patient first (see [Insert a new bill \(New Bill\)](#) for more information)

10.8 Manage Patient historical data (DATA)

This function allows modifying data of a Patient and modify/delete the history of out of patients/admissions of a patient. Malnutrition can also be managed with this function.

To access the Patient historical data function, first of all you have to highlight the Patient in the **Patient browser** window. Secondly press the **DATA** button. The **Patient data** window showed below will appear.

|  Code: 233 Name: Aron Mugambi Age: 35y 0m 0d Sex: M TOB: | | <table border="1"> <thead> <tr> <th>DATE</th> <th>WARD</th> <th>DIAGNOSIS IN</th> <th>DIAGNOSIS OUT</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>01/07/19</td> <td>INTERNAL ME...</td> <td>Diarrhoea-Persistent</td> <td>NO DISEASE</td> <td>present</td> </tr> </tbody> </table> | | | | DATE | WARD | DIAGNOSIS IN | DIAGNOSIS OUT | STATUS | 01/07/19 | INTERNAL ME... | Diarrhoea-Persistent | NO DISEASE | present |
|--|----------------|---|---------------|---------|--|------|------|--------------|---------------|--------|----------|----------------|----------------------|------------|---------|
| DATE | WARD | DIAGNOSIS IN | DIAGNOSIS OUT | STATUS | | | | | | | | | | | |
| 01/07/19 | INTERNAL ME... | Diarrhoea-Persistent | NO DISEASE | present | | | | | | | | | | | |
| Tax Number ID Address: Kithano City: Unknown Parents Next kin: Telephone: +39 Blood type: Insurance: Patient notes: | | | | | | | | | | | | | | | |
| EDIT DELETE Malnutrition control Close | | | | | | | | | | | | | | | |

The screen is divided in three areas:

- **Patient summary** (on the left)
- **Data table** (on the right)
- **Buttons panel**

The **Patient summary** area shows you a summary of patient data.

Data table shows you a summary of all the out-patients (OPD) visits and all the admissions related to the patient.

The following functions are accessible from the **Buttons Panel** of the window **Patient data**:

- Edit Patient to modify an already stored patient (it is the same Edit function of the **Patient browser** window)
- EDIT to modify data of an admission or an out-patient visit
- DELETE to delete an already stored admission
- Malnutrition control to create, modify or delete malnutrition control data of a patient
- Close to exit from the function **Patient Data** and return to the **Patients browser** window

10.8.1 Modify data of an admission or out-patient visit (EDIT)

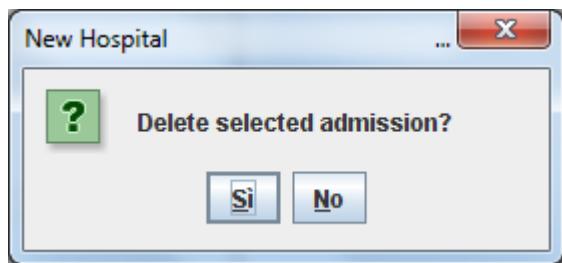
First of all, to modify data of an admission or out-patient visit you have to highlight it in **Data table** of the **Patient Data** window. Once you've done this, press the EDIT button. When the **Edit admission record** window showed below appears, the record is available for changes. All data can be changed.

When you finish entering data in the **Buttons Panel** you have the following choices:

- Save to confirm new values (all the previous values will be lost)
- Close to close the window and to return to the Menu without applying any changes

10.8.2 Delete an admission (DELETE)

First of all, to delete a stored admission you have to highlight it in the **Patient Data** window. Secondly press the **DELETE** button. A confirmation window will appear and it is showed below. Now the admission can be deleted. Deleted admissions won't be available anymore.



In the **Buttons Panel** you have the following choices:

- **Si** to confirm the record deletion
- **No** to close the window and return to the previous screen

10.8.3 Manage malnutrition control of a patient (Malnutrition control)

Malnutrition control function is available for all and only the admissions that have concerns about malnutrition (malnutrition field activated in *New admission* window, see next page).

Malnutrition Control function allows you to register specified visits for those patients who need to control his/her Weight/Height index.

To access the Malnutrition control function, first of all you have to highlight the admission in the **Patient data** window. Secondly press the **Malnutrition control** button. The **Malnutrition browser** window showed below will appear.

The screenshot shows a window titled 'Malnutrition browser'. It contains a table with four columns: 'FURTHER DATE', 'APPROVAL DATE', 'HEIGHT', and 'WEIGHT'. The table has three rows of data:

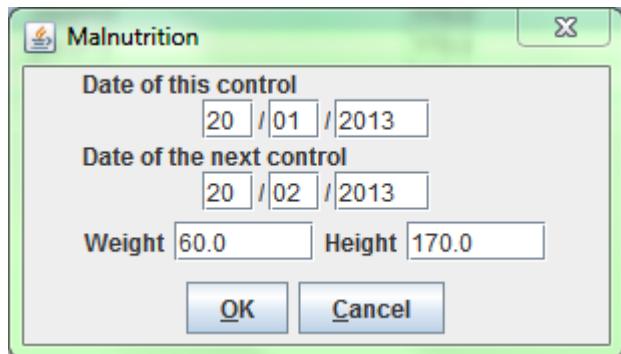
| FURTHER DATE | APPROVAL DATE | HEIGHT | WEIGHT |
|--------------|---------------|--------|--------|
| 20/1/13 | 20/2/13 | 170.0 | 60.0 |
| 20/2/13 | 20/3/13 | 170.0 | 59.0 |
| 20/3/13 | 20/4/13 | 170.0 | 58.0 |

At the bottom of the window are four buttons: 'New', 'Edit', 'Close', and 'Delete'.

From this function you can insert (**New**) a new malnutrition control, modify (**Edit**) or **Delete** an existing malnutrition control already stored.

10.8.3.1 Insert a new control (New)

By pressing the New button from the **Malnutrition Browser** window, you will access to the **Malnutrition** window below:



To record a new control, enter the following fields:

- **Date of this control:** the system automatically set the date of today
- **Date of next control:** the date of the next planned control
- **Weight:** the weight of the patient; you may use any kind of measure with decimal notation
- **Height:** the height of the patient; you may use any kind of measure with decimal notation

10.9 Clinical Sheet (Clinical sheet)

The Clinical Sheet functionality is very similar to the **DATA** functionality (see **Patients browser** window)

To access the Clinical sheet function, first of all you have to highlight the Patient in the **Patients browser** window. Secondly press the Clinical sheet button. The **Patient data** window showed below will appear.

Patient data

Code: 114
Name: Awonda Michael
Age: 25y 0m 0d
Sex: M
TOB:

Tax Number ID

Address City

Parents

Next kin Telephone +39

Blood type Insurance

Patient notes

| DATE | WARD | DIAGNOSIS IN | DIAGNOSIS OUT | STATUS |
|----------|---------|--------------------------|---------------|---------------|
| 30/07/19 | SURGERY | Gastro-intestinal ble... | NO DISEASE | present |
| 30/07/19 | OPD | Asthma | Asthma | New Attend... |

Exams Operations

| Date | Operation designati... | Result | Trans Unit |
|----------|------------------------|--------|------------|
| 30/07/19 | Acute abdomen | N | 0.0 |
| 30/07/19 | Bladder biopsy | N | 0.0 |
| 30/07/19 | Cholecystitis | P | 1.0 |

Buttons Panel: OPD Chart, Admission Chart, Discharge Chart, Launch Report, DICOM, Close

The window doesn't allow you to change data but, for the selected patient, it shows you all the out-patient (OPD) visits, the Admissions, his/her Laboratory exams and the various surgeries he/she underwent; by clicking on a row in the **Data table** on the top of the window, the related laboratory exams will be showed as follow:

- selected row is an Admission: all the exams done between the admission date and the discharge date will be showed in **Data table**, in the **Exams** tab
- selected row is an out-patient (OPD) visit: all the exams done after the selected OPD visit until next one (if any) or next admission date (if any) will be showed in the **Data table**, in the **Exams** tab

The tab **Operations** shows the various operations recorded for the selected patient between the admission date and the discharge date.

In the **Buttons Panel** you have the following choices:

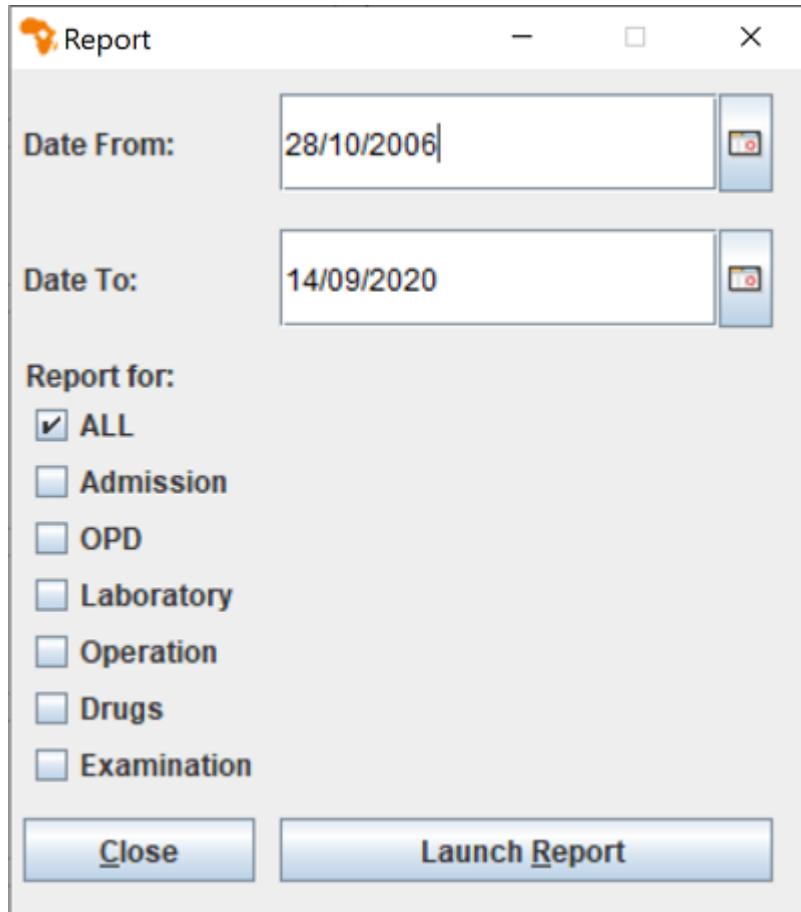
- OPD Chart** to print the OPD chart if the selected row in the grid on top is an OPD visit
- Admission Chart** to print the Admission chart if the selected row in the grid on top is an Admission
- Discharge Chart** to print the Discharge chart if the selected row in the grid on top is an Admission and the patient is already discharged.
- Launch report** to print the clinical sheet of a patient
- DICOM** to launch DICOM viewer

- **Close** to close the window and to return to the **Patient browser** window without applying any changes



You need to change the DICOM flag in the configuration file to activate the DICOM functionality. Ask to your Administrator how to do it or read the Administrator's Guide.

By pressing the **#L#Launch report** button from the Clinical Sheet window, a new window will show up:

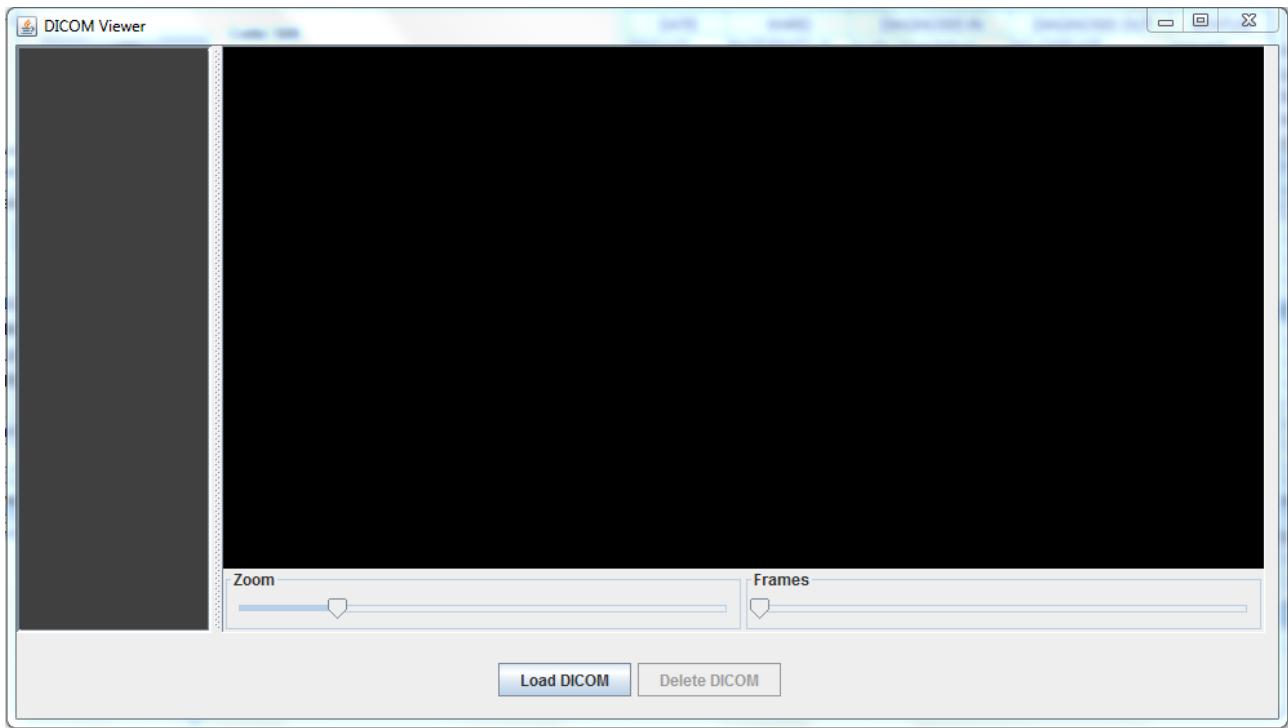


The application will be automatically set to get the whole history of the patient, but you can change the produced report by querying a different dates range and specific set of information.

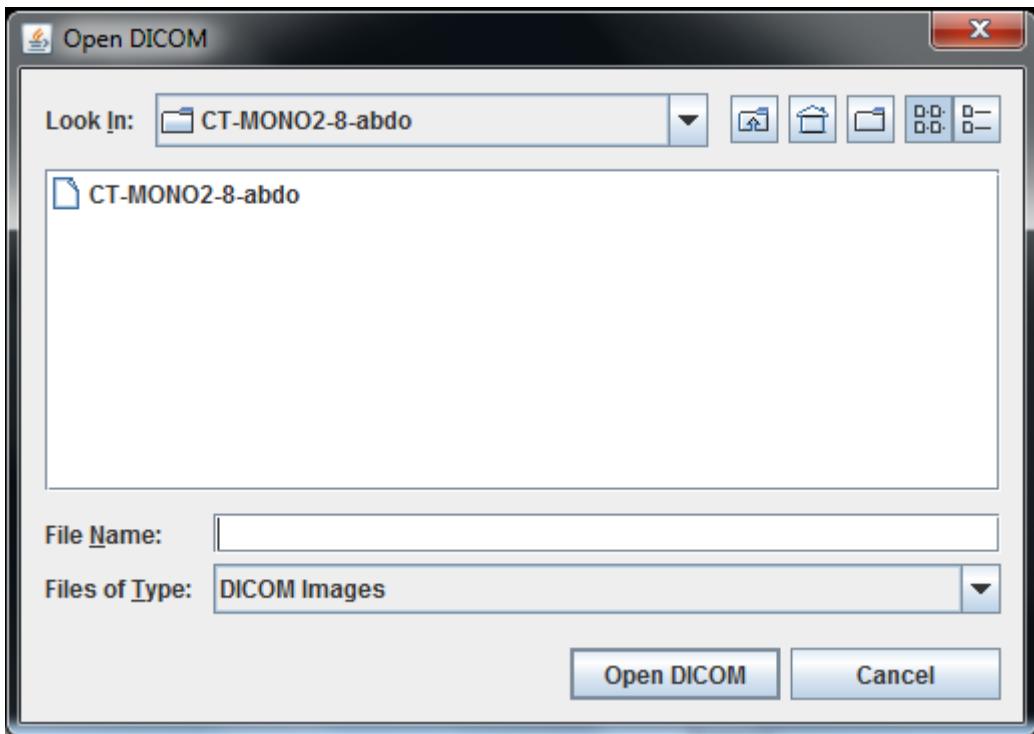
10.9.1 DICOM (DICOM viewer**)**

You need to change the DICOM flag in the configuration file to activate the DICOM functionality. Ask to your Administrator how to do it or read the Administrator's Guide.

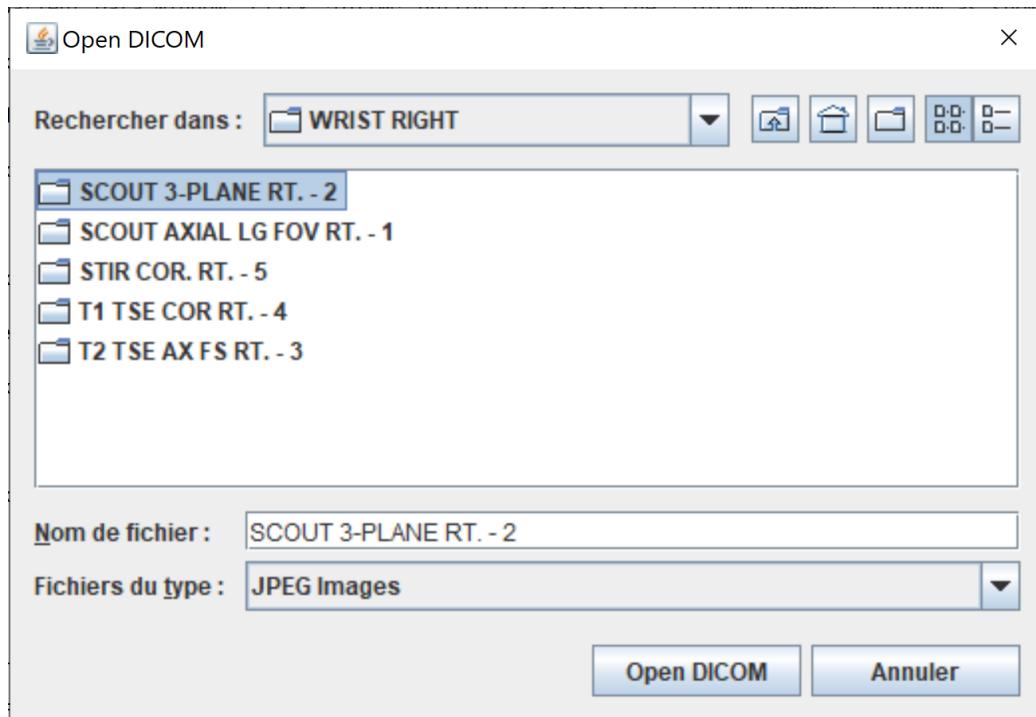
On the patient Data window, click **DICOM** button to access the **DICOM viewer** window as shown below.



This module allows you to attach DICOM files to the patient's folder. In order to do this, click **Load DICOM** button. The following window will appear.

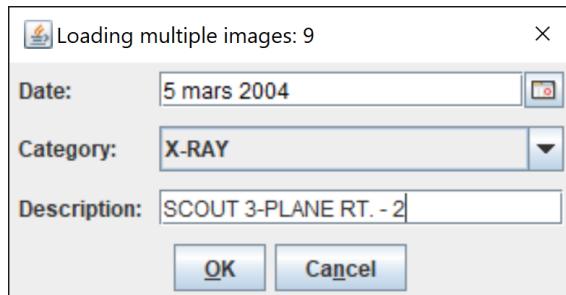


In case of multi-frame DICOM you can select a whole folder



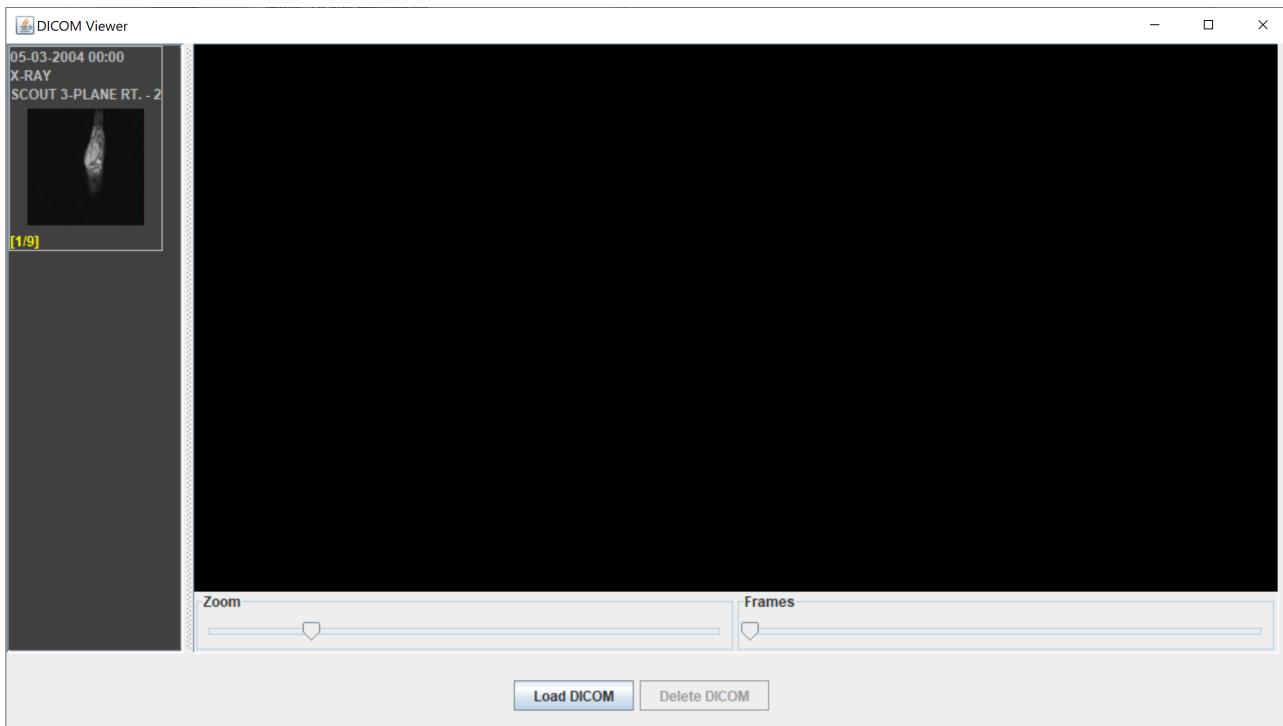
You will be asked for the following data to be used for the DICOM (or the multi-frame DICOM serie):

- **Date:** the system will propose the current date or other dates provided by the DICOM file itself
- **Category (not mandatory):** you will be asked for a Dicom category (see [Dicom Type](#)):
- **Description:** the description to be used

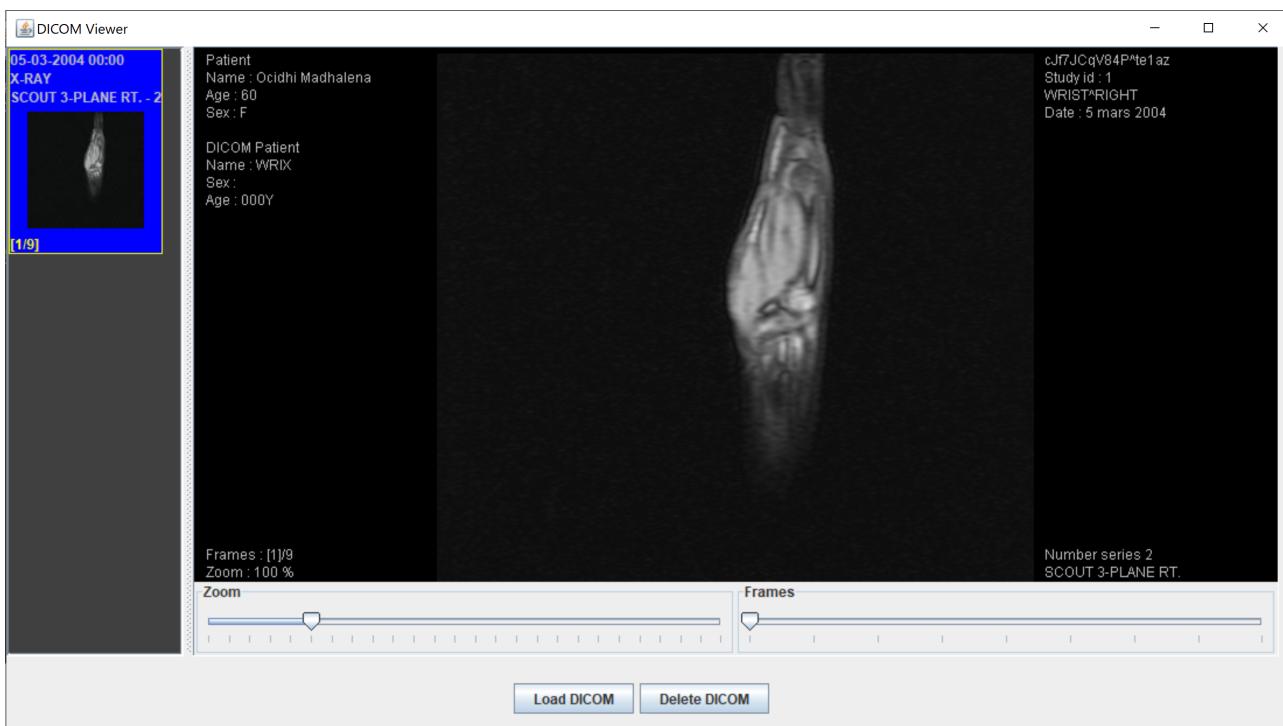


N.B. There's no **Edit DICOM**, so if you make a mistake, you have to **Delete DICOM** and re-**Load DICOM** again.

Find the DICOM file on your computer and click **Open DICOM** button to load the file in the **DICOM viewer**.



To view the file in the main window, double-click on it.



You can use **Zoom** slider to Zoom in or out the image.

You can load more than one DICOM file to a patient folder. You can also delete a DICOM file from the patient folder. You just have to select the file in left view and click **Delete DICOM** button.

Since OpenHospital version 1.10 you can hide the thumbnails on the left by changing the **DICOMTHUMBNAILS** flag in the configuration file. Ask to your Administrator how to do it or read the *Administrator's Guide*.

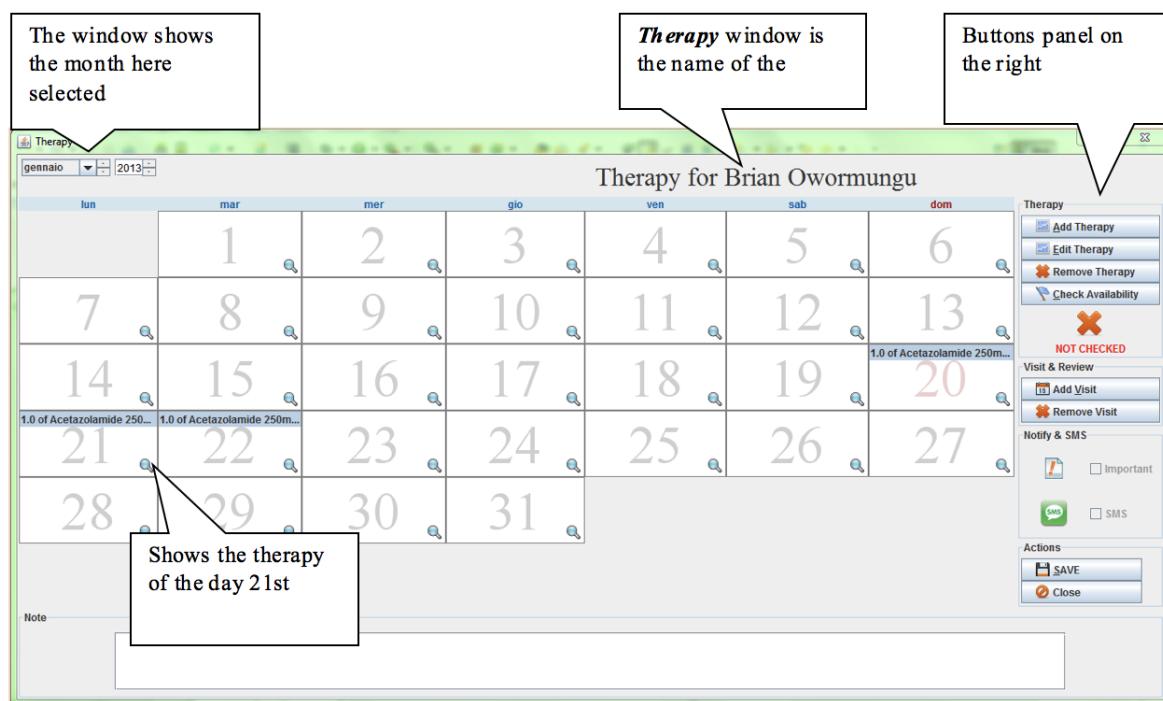
10.10 Therapy management (Therapy)

First of all, to manage the therapy of a patient you have to highlight the patient in the **Patients browser** window. Once you've done this, press the **Therapy** button. The specific window for therapy management of the selected patient will appear. The window has no name, we call it **Therapy** window.

From the **Therapy** window you can insert, modify or remove a therapy.

From the **Therapy** window you can insert or remove a scheduled visit.

The window is complex, see the comments below to understand the structure.

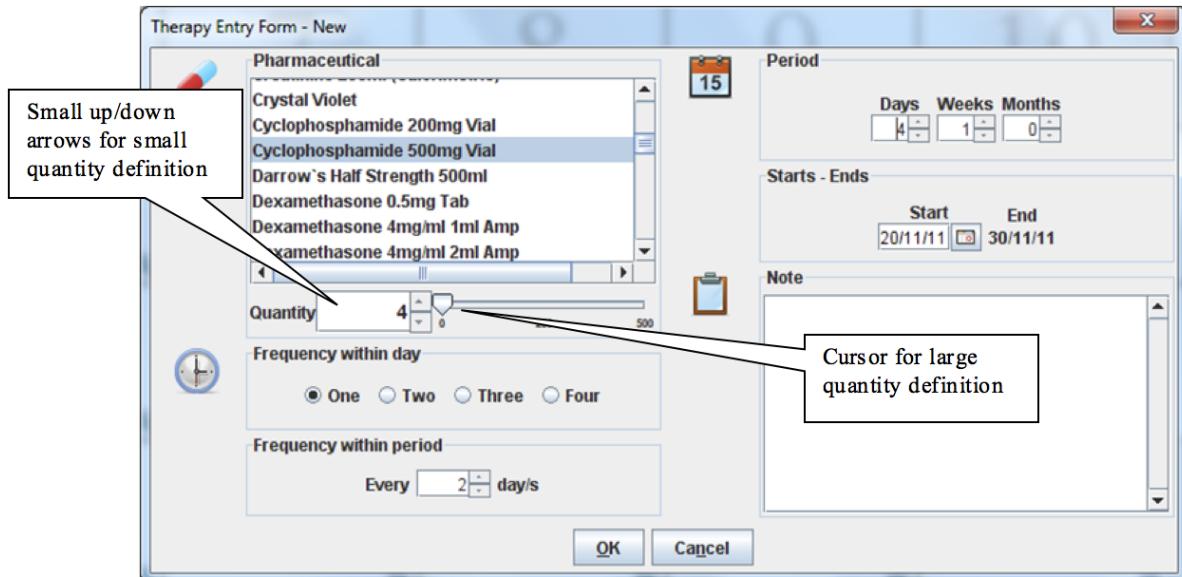


10.10.1 Add a therapy (Add Therapy)

To add a new therapy for the patient, press the **Add Therapy** button on the right of the window. The **Therapy entry form** window showed below will appear.

A therapy defines for every pharmaceutical the quantity, frequency and period of use.

You can add more than one therapy for the same patient. The set of therapies defined for a patient is called "Therapy plan".



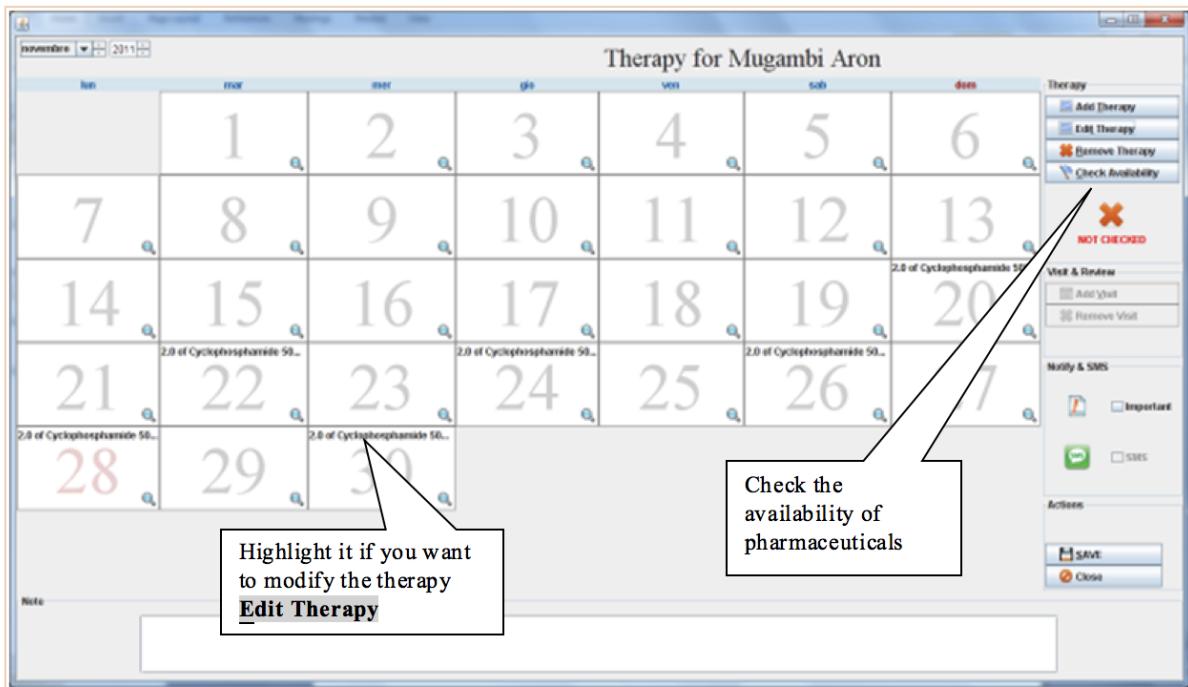
i To better explain how the function **Add a therapy** works, the **Therapy** window below (next page) shows the results of the therapy defined in the **Therapy entry form** window above.

To add a therapy, you have to enter the following fields:

- **Pharmaceutical of the therapy:** in the example above *Cyclophosphamide 500mg* (highlight the desired pharmaceutical)
- **Quantity:** set the quantity; you can define it by clicking on the small up/down arrows (for small quantity) or moving the cursor on the right (for large quantity); in the example above the selected value is “4”
- **Frequency within the day:** set how many times (frequency) the dose has to be given within one day (possible choices are: one, two, three, four); in the example above “One” means once per day
- **Frequency within period:** set the periodicity of the therapy; in the example above every two days (a quantity of 4 *Cyclophosphamide 500mg* every two day has to be given)
- **Period:** set how long is the therapy, to do it select days, weeks and months; in the example above the therapy is 11 days long (4 days and 1 week)
- **Starts – Ends:** set start and end date of the therapy; in the example the therapy starts on November 20th and finish on November 30th
- **Note** (not mandatory): free text available for notes

When you finish entering data in the **Buttons Panel** you have the following choices:

- **Ok** to confirm data of the therapy. The therapy is not saved until you do not confirm it with the **SAVE** button in the **Therapy** window (see **Save function** described below)
- **Cancel** to close the window and to return to the **Therapy** window



10.10.2 Modify a therapy (Edit Therapy)

First of all, to modify a therapy you have to highlight one occurrence of the therapy (see box above) in the **Therapy** window. Once you've done this, press the **Edit Therapy** [underline]# #button. The **Therapy entry form** window will appear. You can modify all data as in the **Add a therapy** function.

See [Add a therapy \(Add Therapy\)](#) function for detailed description.

10.10.3 Remove a therapy (Remove Therapy)

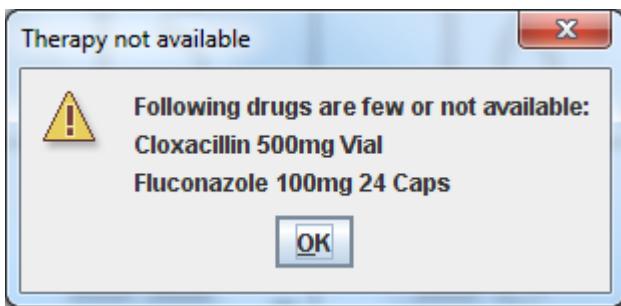
First of all, to remove a therapy you have to highlight one occurrence of the therapy (see box above) in the **Therapy** window. Pay attention! Once you've done this, pressing the **Remove Therapy** button, the therapy is removed. Therapy can be removed before or after the final saving (see [Save function](#) described below)

10.10.4 Check availability of the pharmaceuticals (Check availability)

When you have entered the therapy plan (all the therapies of a patient) you can check the availability of the related pharmaceuticals in the hospital. If the pharmaceutical/s checked is/are present in the quantity requested by the therapy plan on the button panel on the right side of the **Therapy** window you see in green colour the text "OK"



otherwise the application shows the small window showed below, called **Therapy not available**:



This window provides you only information that the therapy is not available and does not block the input of the Therapy plan. You have to click OK on the button to exit from the window.

After the check, on the **button panel** of the **Therapy** window you see in red colour the text “NOT AVAILABLE” if at least one of the involved drugs starting from today are not available or the test “AVAILABLE” otherwise.



check can also be done therapy by therapy and not only at the end of the input of all the therapies.

Check function is not mandatory, you can save the therapy plan also without checking the presence of the pharmaceuticals in the hospital (see [Save function](#) below).

10.10.5 Save function (SAVE)

When you have completed the input of the therapy plan press the **SAVE** button on the button panel of the **Therapy** window. Be aware that the therapy plan is saved when on the screen appears the **Message** window showed below with the message “Therapies plan saved”.

If you have not done the availability check (see [Check availability function](#)) the **Not checked** window showed below appears.

On the **Buttons Panel** you have the following choices:

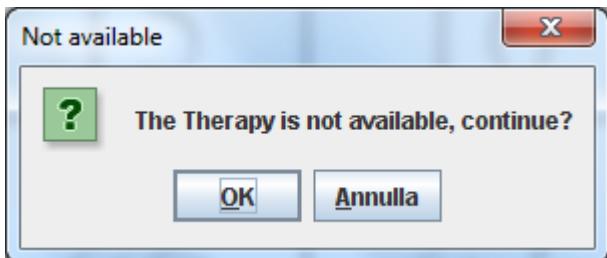
- **Ok** to confirm the therapy plan; you have to be aware that if you press **Ok** you have not checked the existence of the pharmaceuticals in the hospital. The application saves the therapy plan and shows the confirmation window showed below.
- **Cancel** to return to the **Therapy** window without saving the therapy plan.



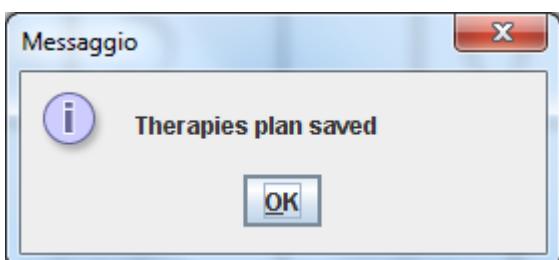
If you have done the availability check (see [Check availability function](#)) but the pharmaceuticals requested by the therapy plan do not exists in the hospital the **Not available** window showed below appears.

On the **Buttons Panel** you have the following choices:

- Ok to confirm the therapy plan; you have to be aware that if you press Ok you have saved a therapy but there are not the requested pharmaceuticals in the hospital. The application saves the therapy plan and shows the confirmation window showed below.
- Cancel to return to the ***Therapy*** window without saving the therapy plan.



Either you have done the availability check that the pharmaceuticals are present in the hospital or you have not done the check, when the application shows the notification window below the therapies plan is saved.

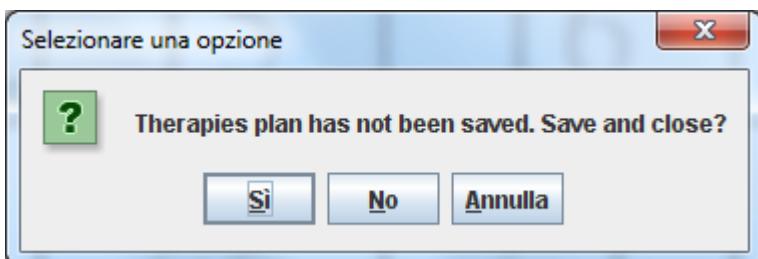


Press OK to finish.

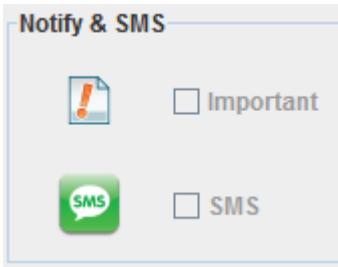
10.10.6 Close function (Close)

Close function allows you to exit from the ***Therapy window***. Press the **Close** button to access the Close function. The **Select an option window** showed below appears. On the **Button panels** you have the following choices:

- Yes: this function is the same as the **Save function (SAVE)** described above
- No to return to the ***Therapy window*** without saving the therapy plan
- Cancel: to stop the function and return to the ***Therapy window*** without apply any change



10.10.7 Notify & SMS

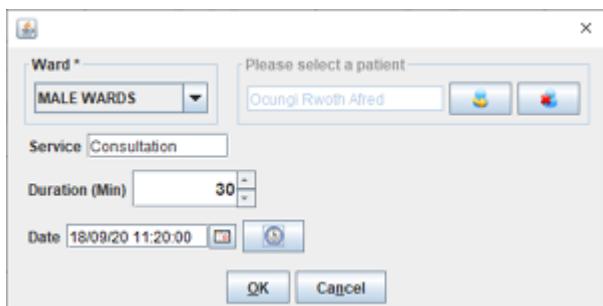


With these two checkboxes you can set the therapies plan for this patient as important (not implemented yet) and notifiable via SMS. Briefly:

- therapies: will be notified to the patient with an SMS at 8:00am, with text “REMINDER: “ + therapy details
- visits: will be notified to the patient with an SMS 24 hours before the scheduled date and time, with the text “REMINDER VISIT: “ + visit details (see [14.11 SMS Manager \(SMS Manager\)](#))

10.10.8 Visits

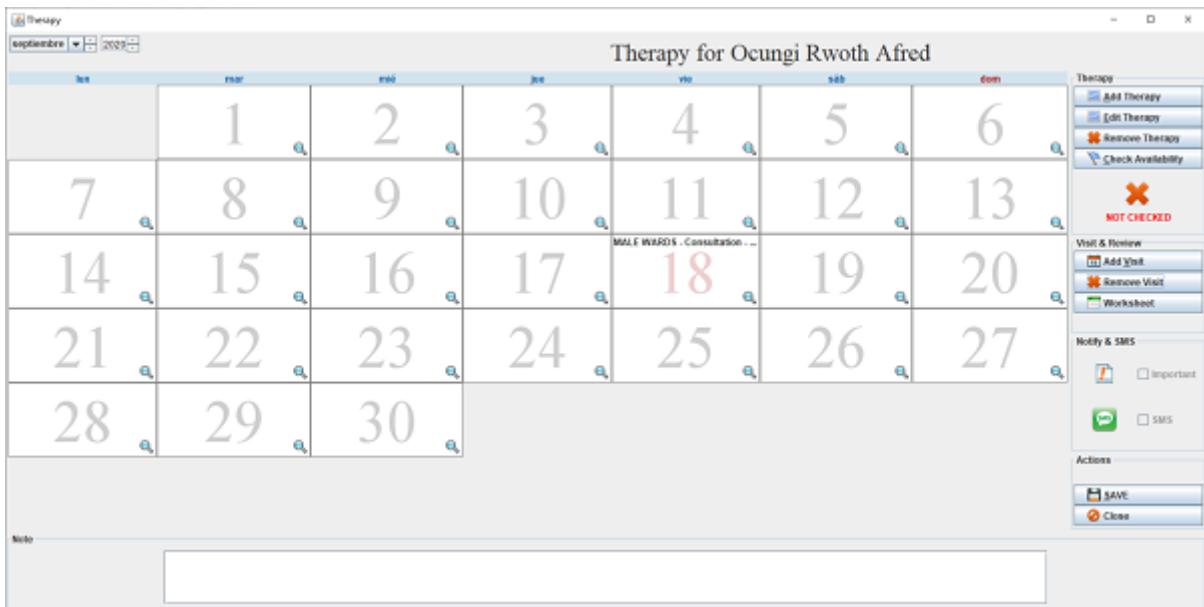
By clicking on Add **[.underline]#V#isit** button, the following window will appear



The patient is already selected, while other fields need to be set:

- **Ward**: to specify the ward where the patient has to be received (it will be shown in the Worksheet, see [16 Worksheet \(Worksheet\)](#))
- **Service**: a brief description of the service that will be provided to the patient (optional)
- **Duration (Min)**: the estimated duration of the service that will be provided (optional)
- **Date and Time**: the date and the time for the appointment

Press **OK** to save the appointment and it will be shown in the calendar, along with the therapies.



💡 If you like, you could first consult the actual worksheet by pressing the **Worksheet** button, then the instructions are the same as in [16 Worksheet \(Worksheet\)](#), with the only difference that the patient is already selected and fixed (cannot be changed in this operation)

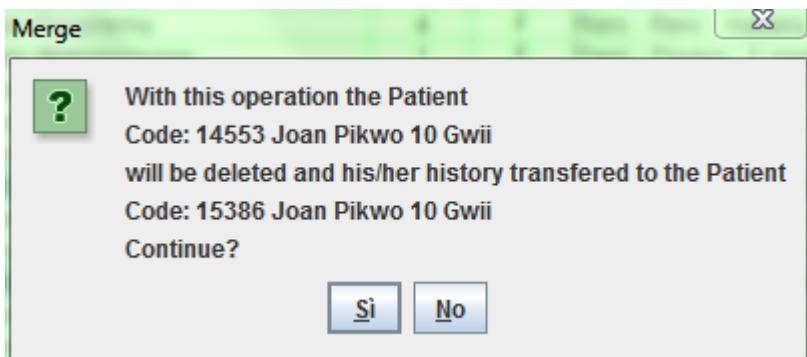
10.11 Merge function (**Merge**)

You can use this function to merge two patients' histories in case of wrong double registration when she/he is admitted in the Hospital.

First of all, to merge data of two patients you have to highlight them in the **Patient browser** window.

| Code | Name | AGE | SEX | Address / City / Telephone / Note | Ward * |
|-------|---------------------|-----|-----|--|--------|
| 16869 | Joan Kwiocwiny | 1 | F | Rest camp - Nyaravur - 7 mth with malaria, RTI | |
| 16865 | Joan Pacuriema | 4 | F | Rero - Rero - malaria | |
| 16656 | Joan Ahyeronimungu | 1 | F | Penji - Payera - 6 months with malaria/RTI/dehydration | |
| 16538 | Joan Mulungu | 60 | M | Murusi - Akworo - GIT bleeding and dehydration | |
| 16273 | Joan Kayen pa Rwoth | 0 | F | Jupukidi - Nebbi - 7 months with severe malaria | |
| 15933 | Joan Apio | 0 | F | Thatha - Parombo Parwo - Five months with GE Malaria RTI | |
| 15386 | Joan Plikwo | 10 | F | Gwii - DRC - Poorly treated malaria /GIT | |
| 15045 | Joan Giramia | 19 | F | Nyaravur T.C - Nyaravur | |
| 14970 | Joan Muber | 14 | F | Akuru jonam - Pamora - Asthma | |
| 14553 | Joan Plikwo | 10 | F | Gwii - DRC - Meninjitis R/o malaria | |
| 13897 | Joan Akello | 1 | F | Pagot - Mbaro Nyaravur - 3 months with treated malaria an... | |
| 13637 | Nyamutoro Joan | 19 | F | Padel - Parombo - For labour | |
| 13401 | Joan Ayiorwoth | 2 | F | Lubinga - DRC - One month with Acute G/E/ malaria | |

Once you've done this, press the **Merge** button. The **Merge** window showed below appears:



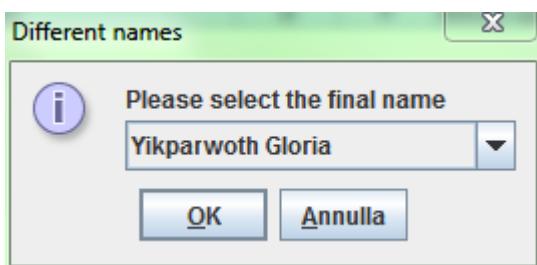
By pressing Yes, the patient with smaller Code will be deleted and all his/her history transferred to the other one, it's to say:

- Admission History
- Height & Weight History
- Laboratory History
- OPD History
- Bills History
- Pharmaceuticals Stock Ward History
- Therapy History
- Visit History
- Vaccine History

The old patient will be then deleted.

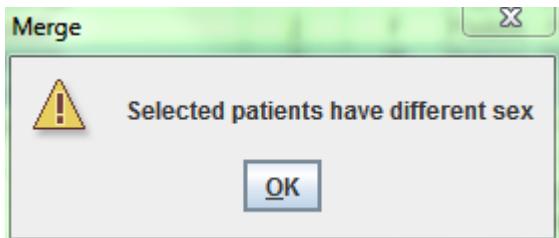
10.11.1 Different Names

In case you try to merge two patients with different names you will be asked to choose the final one, with the window showed below:



10.11.2 Different Sex

In case you try to merge two patients with different sex you will be notice that the operation is not allowed, with the window showed below:



11 Statistics (Statistics)

11.1 Main Characteristics

This functionality is the most important in order to extract data registered in previous ones.



Main Menu: Click with the mouse on the button or press "Alt + T" to enter the Statistics Report Launcher

OpenHospital comes with a set of reports made for the Ugandan Ministry of Health (HMIS) and for Kenyan Ministry of Health (MOH) as well as national independent reports (OH). Anyway, all these reports can be useful for any organization and can be added or removed as explained in the Admin Manual chapter “6 – Reports”.

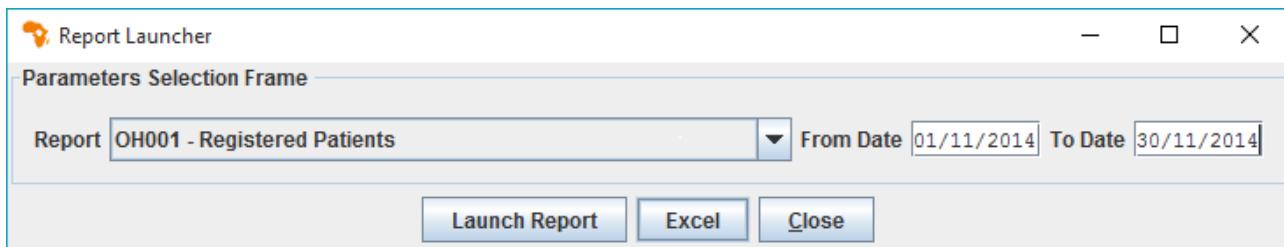
OpenHospital 1.8.4 comes with this set of reports:

- OH001 - Registered Patients
- OH003 - Registered patients by Age and Sex

- OH002 - Patients registered by origin
- OH004 - All incomes by price codes
- OH005 - Count outpatient
- OH006 - Count outpatient diagnosis
- OH007 - Lab monthly basic
- OH008 - Lab summary for OPD
- OH009 – InPatient Report
- OH010 – OutPatient Report
- HMIS 108 - page 1 - 1. census info
- HMIS 108 - page 1 - 2. referrals
- HMIS 108 - page 1 - 3. operations
- HMIS 108 - In Patient (diagnosis In)
- HMIS 108 - In Patient (diagnosis Out)
- HMIS 105 - Opd attendance
- HMIS 105 - Opd referrals
- HMIS 105 - Opd by diagnosis
- HMIS 55b - Lab monthly formatted
- HMIS 33b - Weekly epidem. surveil.
- HMIS 33b - Weekly epidem. surveil. over 5 y.o.
- HMIS 33b - Weekly epidem. surveil. under 5 y.o.
- MOH 717 - Monthly Workload Report for Hospitals (Page1)
- MOH 717 - Monthly Workload Report for Hospitals (Page2)
- MOH 705A - Over 5 - Daily Outpatient Morbidity Summary Sheet
- MOH 705A - Under 5 - Daily Outpatient Morbidity Summary Sheet
- OH23A1 - open bills list: report that show the list of opened bills(pending bills) per period
- OH23B1 - Revenues, Incomes & Receivables: gives the list of incomes per period

11.2 Report Launcher (Launch Report)

With this function you can produce all reports listed in previous paragraph. Once you press the **S tatics** button on the main menu the **Report Launcher** window showed below will appear:



To produce one report, you must operate as follow:

- Select a report from the list
- Specify the period (it could be *month-year* or *from date-to date* depending on the report)
- Press the **Launch Report** button for PDF or **Excel** for CSV (Comma Separated Values) format

After some instants the JasperViewer® will show the generated report as follow:

The screenshot shows a JasperViewer window with a blue header bar containing the title "Registered Patients". Below the header, there is a logo for "OH Open Hospital" featuring a globe. The main content area contains the hospital's name, address, email, and phone number. A section titled "novembre" lists daily patient counts, followed by a "TOTAL" row.

| day | patients |
|--------------|-------------|
| 01 giovedì | 253 |
| 02 venerdì | 174 |
| 03 sabato | 66 |
| 04 domenica | 66 |
| 05 lunedì | 287 |
| 06 martedì | 251 |
| 07 mercoledì | 241 |
| 08 giovedì | 225 |
| 09 venerdì | 163 |
| 10 sabato | 65 |
| 11 domenica | 66 |
| 12 lunedì | 318 |
| 13 martedì | 237 |
| 14 mercoledì | 223 |
| 15 giovedì | 1 |
| TOTAL | 2636 |

i By default, an internal PDF viewer is used. You can use an external PDF reader by modifying the INTERNALVIEWER flag in the configuration file. Ask to your Administrator how to do it or read the Administrator's Guide.

You can save the report as PDF by clicking on save button (PDF icon) or printing it by clicking on print button (Printer icon).

i A PDF copy of every report is always saved within the folders of OpenHospital. Ask to your Administrator how to do it or read the Administrator's Guide.

12 Printing (Printing)

12.1 Main Characteristics

This functionality is meant for print some information about the hospital like letterhead, list of exams, diseases, etc...



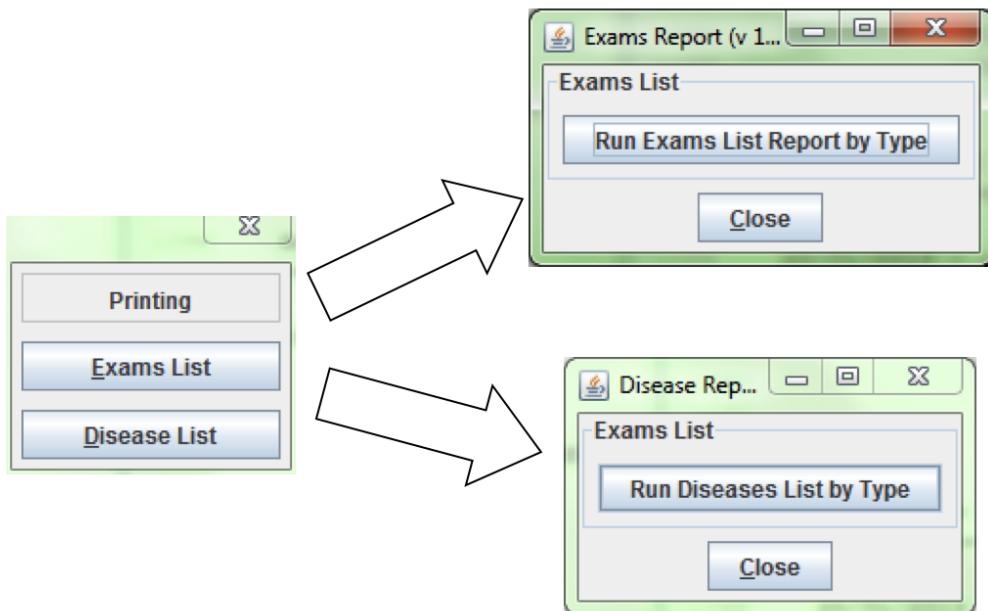
Main Menu: Click with the mouse on the button or press "Alt + R" to enter the **Printings Submenu**

OpenHospital comes, at moment, with only this couple of printings:

- Exams List
- Diseases List

12.2 Printing

By pressing **Printing** from the main menu, you access the **Printing** menu. From this menu you have the following printings available: **Exams List** and **Disease List**.



12.2.1 Exams List (Exams List)

This report will produce a report about the list of exams, divided by types, as defined in the application by the Administrator.

12.2.2 Disease List (Disease List)

This report will produce a report about the list of diseases, divided by types, as defined in the application by the Administrator.

13 Communication (Communication)

13.1 Main Characteristics

Since OpenHospital version 1.7 you can use the Communication module by changing the `XMPPMODULEENABLED` flag in the configuration file. Ask to your Administrator how to do it or read the *Administrator's Guide*.



Main Menu: Click with the mouse on the button or press "Alt + M" to enter the **Communication** window.

With this functionality you can chat and share information with other users logged in the system, if in turn the application has been set in multi-user mode and an XMPP Server is active and running (Ask to your Administrator how to do it or read the *Administrator's Guide*).

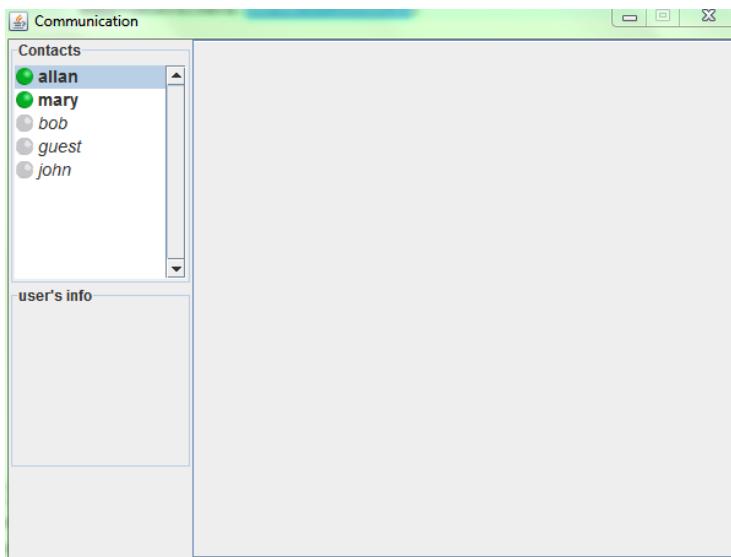
The functionality, up to OpenHospital 1.7.0, allows following tasks:

- Chat

- Admissions notifications
- Pharmaceutical Stock critical levels notifications
- Report sharing

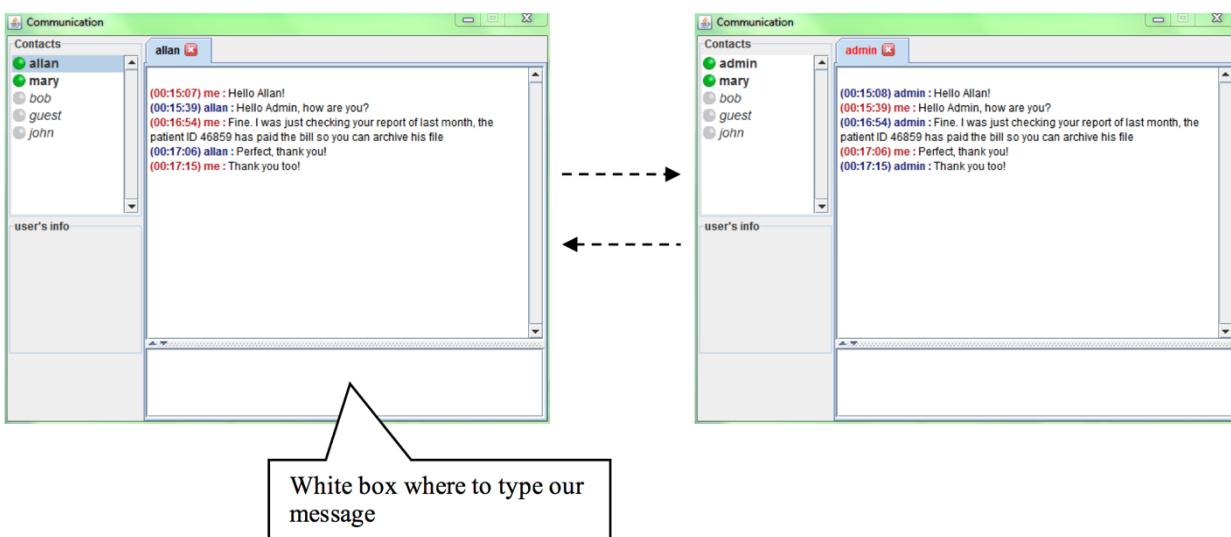
13.2 Chat

By pressing the **Communication** the **Communication** window showed below will appear:



It shows all users logged in the system. Some of them have a green circle near their names: it means that they are currently logged in the system and they are the only ones we can interact with. Others have the name close to a grey circle: it means that they logged at least one time in the past but are not using the system in this moment.

By double-clicking on an active user (i.e. Allan in the figure above) we may start a chat session with him/her, as showed in the figures below:



To send a message to Allan we must type it on the white box at the bottom then press “ENTER”; the message will be immediately forwarded to Allan; when Allan will do the same, his message will be immediately forwarded to us. Other users logged in (i.e. Mary in the figures above) cannot see our

conversation.

13.3 Admission/Discharge Notifications

As told before, with the communication module we can share some events with other users.

In the **New Admission** window, we will see a new box in the **Buttons Panel**, as showed below:

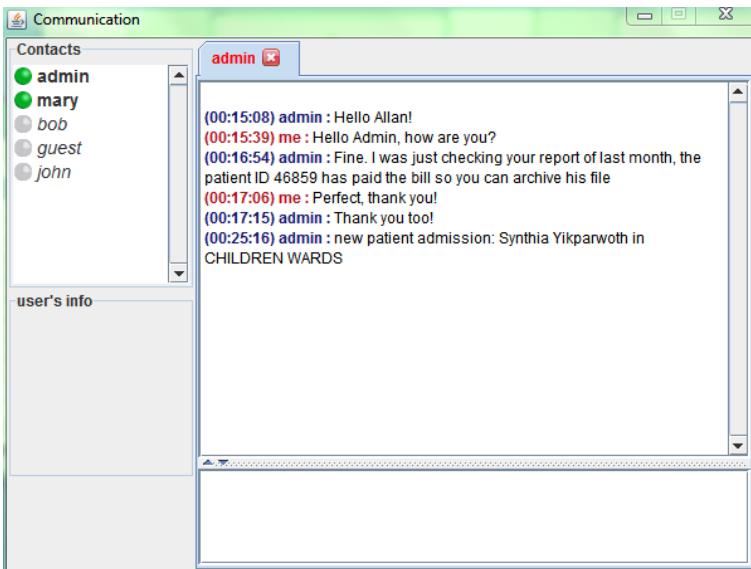
The screenshot shows the 'New admission' window with various patient details and admission/discharge fields. In the top right corner, there is a 'Buttons Panel' containing tabs for 'Admission / Discharge', 'Operation', 'Delivery', and 'Note'. The 'Admission / Discharge' tab is selected. Within this panel, there are fields for 'Ward *' (set to 'CHILDREN WARDS'), 'From Health Unit' (empty), 'Progressive in year *' (set to '0'), 'Admission date *' (set to '21/01/13'), 'Admission type *' (set to 'AMBULANCE'), and a checkbox for 'Malnutrition' which is unchecked. Below these, under 'Diagnosis -IN-'*, is a dropdown menu set to 'Acute Flaccid Paralysis'. There are also fields for 'Discharge date' (with a calendar icon), 'Bed Days' (empty), and 'Discharge type' (empty). Under 'Diagnosis -OUT-'*, there are three dropdown menus labeled 'n. 1', 'n. 2', and 'n. 3', each empty. At the bottom of the panel, a note states '* Indicates required fields'. At the very bottom of the window, there are buttons for 'Save', 'Close', and a dropdown menu for sharing alerts.

The box will list all users logged in the system in this moment (those ones with the green circle near the name) and you can decide to send an alert or not (nobody) in the moment we press the **Save** button.

13.3.1 Admission Notifications

If we choose to send a notification about this new admission to user Allan, when we press the **Save** button, he will see in his **Communication** window a message like “new patient admission:” followed by his/her name and the related ward.

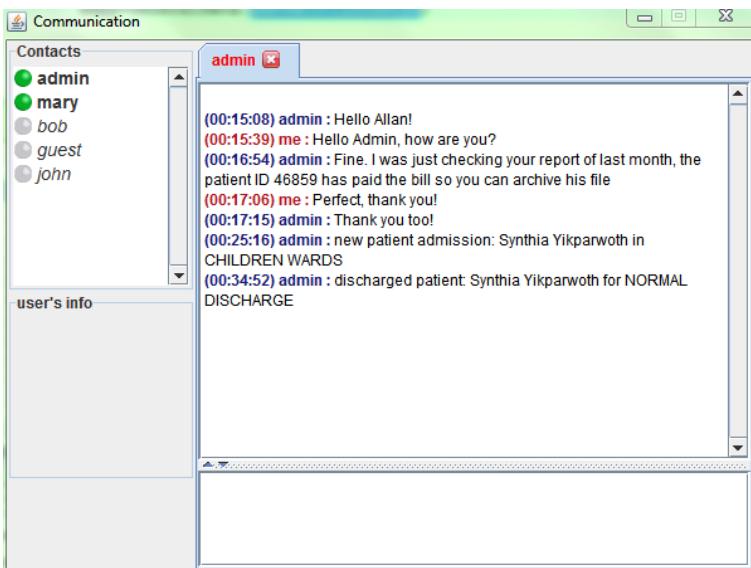
An example of Allan **Communication** window is shown below.



13.3.2 Discharge Notifications

Similarly, this would happen for discharge events. If we choose to send a notification about a discharge to user Allan, when we press the **Save** button, he will see in his **Communication** window a message like “discharged patient:” followed by his/her name and the related DischargeType.

An example of Allan **Communication** window is shown below.



13.4 Pharmaceuticals Critical Level Notifications

As told before, with the communication module we can share some events with other users.

In the **Stock Movement Inserting - Discharge** window we will see a new box at the bottom, as showed below:

Stock movement inserting

Selection panel

Movement type (Charge/Discharge)
Discharge

Medical

Product Code:

4 Dimethyl Aminobenzaldehyde

Quantity
22

pieces/ml bottles/boxes

Lot Panel

Choose a ward
MATERNITY WARDS

Choose an already existent lot

| Lot id | Preparation ... | Due date | Quantity |
|---------------|-----------------|------------|----------|
| 7624638385... | 21-01-2013 | 21-01-2013 | 40 |

Current quantity lying in stock 40.0

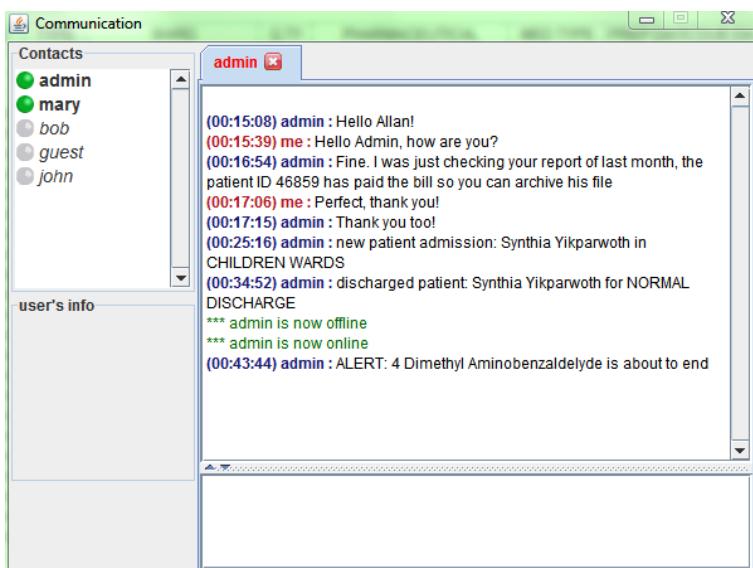
-- Share alert with: Nobody --

Buttons

Ok Reset Close

The box become active and useful only if the movement is going to reduce the selected pharmaceutical under the critical level. So, we can decide to share this event with another user logged in the system at the moment we press the Ok button.

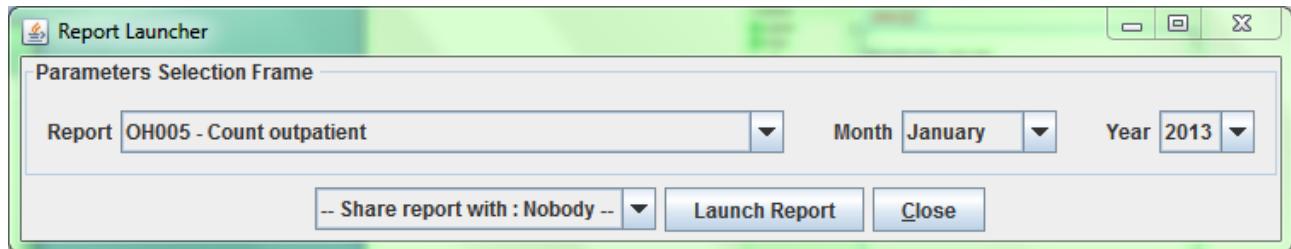
If we choose to send a notification about this discharging movement to user Allan, when we press the Ok button, he will see in his **Communication** window a message like “ALERT:” followed by the pharmaceutical name and the text “is about to end” as showed below:



13.5 Report sharing

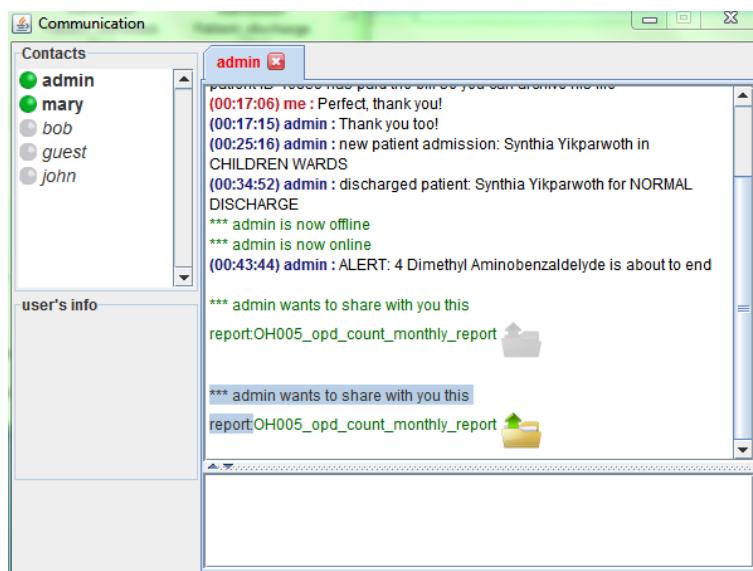
As told before, with the communication module we can share some events with other users.

In the **Report Launcher** window, we will see a new box at the bottom, as showed below:



We can decide to produce and share the selected report with another user logged in the system at the moment we press the **Launch Report** button.

If we choose to share the report with user Allan, when we press the **Launch Report** button, he will see in his **Communication** window a message like “* admin wants to share with you this report:” followed by the report name and a clickable icon that will link Allan to the related report. An example of this message is shown below:

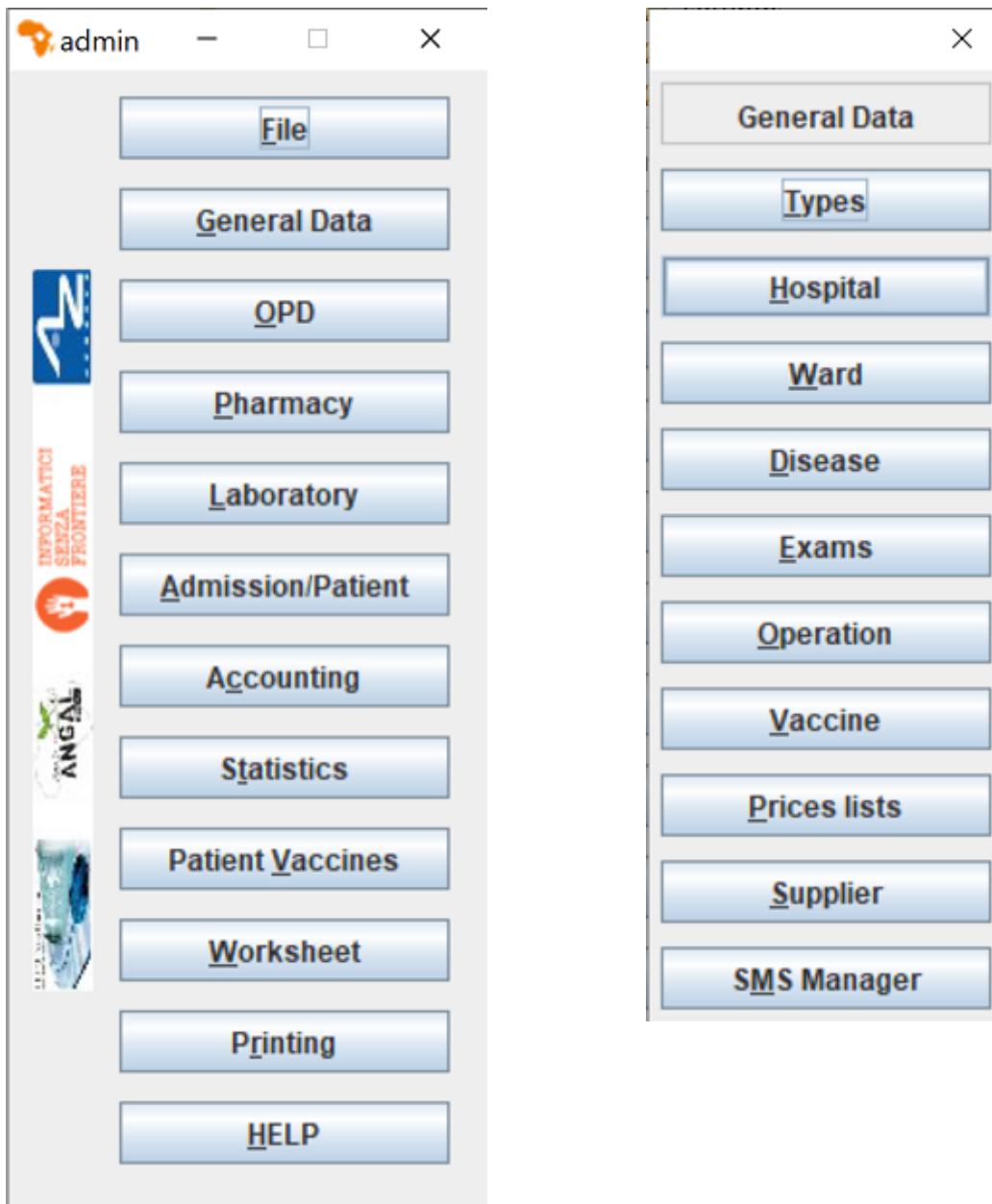


14 General Data (General Data)

14.1 Main Characteristics

One of the Administration task is the setup of OpenHospital through the **General Data** functionality. It allows defining all “types” and “data” that are going to be used in OpenHospital.

*Sub Menu: Press **General Data** button or “Alt + G” to open the General Data Sub-Menu*



Once you've pressed on **General Data** button from the main menu you access the **General Data** menu. From this menu you have the following functions available:

- **Types**: will bring to Types menu
- **Hospital**: to set some Hospital information (name, address, telephone, email, etc...)
- **Ward**: to define which departments are in the hospital
- **Disease**: to define which diseases are diagnosed in the hospital

- **Exams**: to define which laboratory exams are performed in the hospital
- **Operation**: to define which surgical operations are provided by the hospital
- **Vaccine**: to define which vaccines are given in the hospital
- **Prices lists**: to define unitary costs of the services provided by the hospital
- **Supplier**: to manage medicals suppliers
- **SM[.underline]S Manager**: to send SMS or schedule SMS sending

14.2 Types (Types)

Once you've pressed on **Types** button from the **General Data** menu you access the **Types** menu:

*General Data Menu: Press **Types** button or “Alt + T” to open the Types Menu*



From the **Types** menu you have the following functions available:

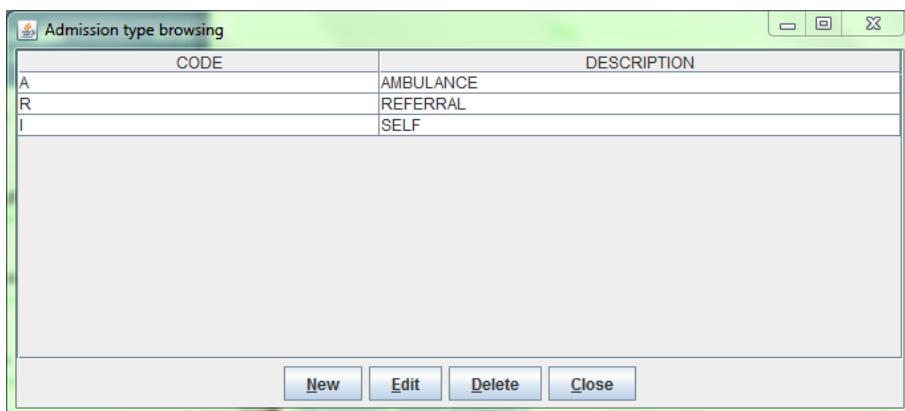
- **Admission Type:** the way the patient is admitted in the hospital
i.e. Ambulance, Self, Referral, etc...
- **Discharge Type:** the way the patient is discharged from the hospital
i.e. Healed, Unchanged, Dead, etc...
- **Delivery Type:** the ways the mothers are assisted in childbirth
i.e. Normal Delivery, Caesarean Session, etc...
- **Delivery Result Type:** the result you are interested to track in reporting
i.e. Live Birth, Newborn Death, Fresh Still Birth, etc...
- **Disease Type:** the way you need to group similar diseases

i.e. Epidemic, Maternal, etc...

- **Exam Type:** the way you need to group similar laboratory exams
i.e. Haematology, Parasitology, Serology, etc...
- **Medicals Stock Mov Type:** the kind of movements, meant as charge or discharge, you may perform in the Medical Store
i.e. Charge, Discharge, Donation, Correction, etc...
- **Medicals Type:** the way you need to group similar pharmaceuticals
i.e. Drugs, Chemical, Laboratory, etc...
- **Operation Type:** the way you need to group similar surgical operations
i.e. Abdominal, Obstetrical, Orthopaedic, etc...
- **Pregnant Treatment:** the treatments the hospital can provide to mothers
i.e. First dose with SP, Second dose with SP, etc...
- **Other Prices:** extra services the hospital can provide (it will be reflected in Prices lists)
i.e. Admission Fee, Food, POP, etc...
- **Age Type:** the age classifications you use in the hospital
i.e. Newborn, Childhood, Adult, Elderly, etc...
- **Vaccine Type:** the way you need to group similar vaccines
i.e. Child, Adult, Pregnant, etc...
- **Dicom Type:** the way you need to group similar dicom
i.e. X-Ray, CT-Scan, NMR, etc...

14.2.1 Admission Types (**Admission Type**)

Once you've pressed on **Admission Type** button from the **Types** menu you access the **Disease Type Browsing** window as showed below:



The functions available from this window (but similarly to other windows in **Types** menu) are:

- **New:** to enter a new type (cannot be used an already used code)
- **Edit:** to edit an already existing type (the code must be unchanged)
- **Delete:** to delete an already existing type (cannot be deleted if still used somewhere in the application)
- **Close:** to close the window

The Admission Types defined in this functionality will be reflected in the Admission function (see [Start the admission of a patient](#) and [Discharge of a patient](#) in this document).

14.2.2 Discharge Types (Discharge Type)

Once you've pressed on **Discharge Type** button from the **Types** menu you access the **Discharge Type Browsing** window as showed below:

| CODE | Description |
|------|------------------|
| D | DEAD |
| ES | ESCAPE |
| EQ | NORMAL DISCHARGE |
| B | REFERRED |

New Edit Delete Close

The functions available from this window (but similarly to other windows in **Types** menu) are:

- **New**: to enter a new type (cannot be used an already used code)
- **Edit**: to edit an already existing type (the code must be unchanged)
- **Delete**: to delete an already existing type (cannot be deleted if still used somewhere in the application)
- **Close**: to close the window

The Discharge Types defined in this functionality will be reflected in the Admission function (see [Start the admission of a patient](#) and [Discharge of a patient](#) in this document).

14.2.3 Delivery Types (Delivery Type)

Once you've pressed on **Delivery Type** button from the **Types** menu you access the **Delivery Type Browsing** window as showed below:

| CODE | DESCRIPTION |
|------|--|
| B | BORN BEFORE ARRIVAL |
| C | DELIVERY ASSISTED BY CESARIAN SECTION |
| V | DELIVERY ASSISTED BY VACUUM EXTRACTION |
| N | NORMAL DELIVERY |
| R | TRIPLET DELIVERY (ND) |
| T | TWIN DELIVERY (ND) |

New Edit Delete Close

The functions available from this window (but similarly to other windows in **Types** menu) are:

- **New**: to enter a new type (cannot be used an already used code)

- Edit: to edit an already existing type (the code must be unchanged)
- Delete: to delete an already existing type (cannot be deleted if still used somewhere in the application)
- Close: to close the window

The Delivery Types defined in this functionality will be reflected in the Admission function (see [Insert or Modify Delivery Data](#) in this document).

14.2.4 Delivery Result Types (Delivery Result Type)

Once you've pressed on **Delivery Result Type** button from the **Types** menu you access the **Delivery Result Type Browsing** window as showed below:

| CODE | DESCRIPTION |
|------|-----------------------|
| S | FRESH STILL BIRTH |
| A | LIVE BIRTH |
| B | MACERATED STILL BIRTH |
| M | MATERNAL DEATH |
| N | NEWBORN DEATH |

The functions available from this window (but similarly to other windows in **Types** menu) are:

- New: to enter a new type (cannot be used an already used code)
- Edit: to edit an already existing type (the code must be unchanged)
- Delete: to delete an already existing type (cannot be deleted if still used somewhere in the application)
- Close: to close the window

The Delivery Result Types defined in this functionality will be reflected in the Admission function (see link:[#10_5_4_insertmodify_delivery_data](#) in this document).

14.2.5 Disease Types (Disease Type)

Once you've pressed on **Disease Type** button from the **Types** menu you access the **Disease Type Browsing** window as showed below:

| Disease type browsing | |
|-----------------------|--|
| CODE | DESCRIPTION |
| ND | 1.EPIDEMIC PRONE DISEASES |
| OC | 2.OTHER INFECTIOUS/COMMUNICABLE DISEASES |
| MP | 3.MATERNAL AND PERINATAL DISEASES |
| NC | 4.NON-COMMUNICABLE DISEASES |
| Pd | 5.PERINATAL DISEASES |
| MO | 6.MINOR OPERATION IN OPD |
| NT | 7.NEGLECTED TROPICAL DISEASES (NTDs) |
| ME | 8.MEDICAL EMERGENCIES |
| AO | 9. All Other |

New **Edit** **Delete** **Close**

The functions available from this window (but similarly to other windows in **Types** menu) are:

- **New**: to enter a new type (cannot be used an already used code)
- **Edit**: to edit an already existing type (the code must be unchanged)
- **Delete**: to delete an already existing type (cannot be deleted if still used somewhere in the application)
- **Close**: to close the window

The Disease Types defined in this functionality will be reflected in the entire application, like in Disease definition or in OPD (see [Disease](#) and [Create a new patient visit](#) in this document).

14.2.6 Exam Types (Exam Type)

Once you've pressed on **Exam Type** button from the **Types** menu you access the **Exam Types Browser** window as showed below:

| Exam types browser (v 1.1) | |
|----------------------------|---------------------|
| CODE | DESCRIPTION |
| HB | 1.Haematology |
| BT | 2.Blood transfusion |
| PA | 3.Parasitology |
| BA | 4.Bacteriology |
| MC | 5.Microscopy |
| SE | 6.Serology |
| CH | 7. Chemistry |
| OC | 8.Occult Blood |
| OL | OLD EXAMS |
| OT | OTHER |
| SP | STOOLPARASITES |
| UR | URINALYSIS |

New **Edit** **Delete** **Close**

The functions available from this window (but similarly to other windows in **Types** menu) are:

- **New**: to enter a new type (cannot be used an already used code)
- **Edit**: to edit an already existing type (the code must be unchanged)
- **Delete**: to delete an already existing type (cannot be deleted if still used somewhere in the application)
- **Close**: to close the window

The Exam Types defined in this functionality will be reflected in the Laboratory function (see [Laboratory](#) in this document).

14.2.7 Medicals Stock Movement Types (Medicals Stock Mov Type)

Once you've pressed on **Medicals Stock Mov Type** button from the **Types** menu you access the **Medicals Stock Movement Types Browsing** window as showed below:

| CODE | DESCRIPTION | TYPE |
|-----------|-------------|------|
| charge | Charge | + |
| discharge | Discharge | - |

The functions available from this window (but similarly to other windows in **Types** menu) are:

- **New**: to enter a new type (cannot be used an already used code)
- **Edit**: to edit an already existing type (the code must be unchanged)
- **Delete**: to delete an already existing type (cannot be deleted if still used somewhere in the application)
- **Close**: to close the window

By pressing the **New** button, you access the **New Medical Stock Movement Type** window as showed below:

The dialog box has the following fields:

- Code (max 10 chars)**: An input field.
- Description**: An input field.
- Type**: A dropdown menu with options '+' and '-'.

At the bottom are **OK** and **Cancel** buttons.

The allowed types are “+” and “-“ and this means that any kind of movements can be simplified as a charging (+) or a discharging (-) of the stock.

Examples could be:

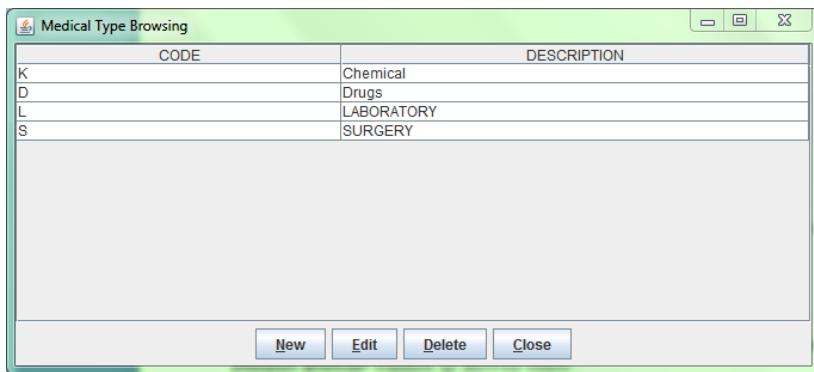
- Positive correction (+)
- Negative correction (-)
- Donation (+)
- Lost (-)

• ...

The Medical Stock Movement Types defined in this functionality will be reflected in the Pharmaceutical Stock function (see [Insert stock movement](#) in this document).

14.2.8 Medical Types (Medical Type)

Once you've pressed on **Medical Type** button from the **Types** menu you access the **Medical Type Browsing** window as showed below:



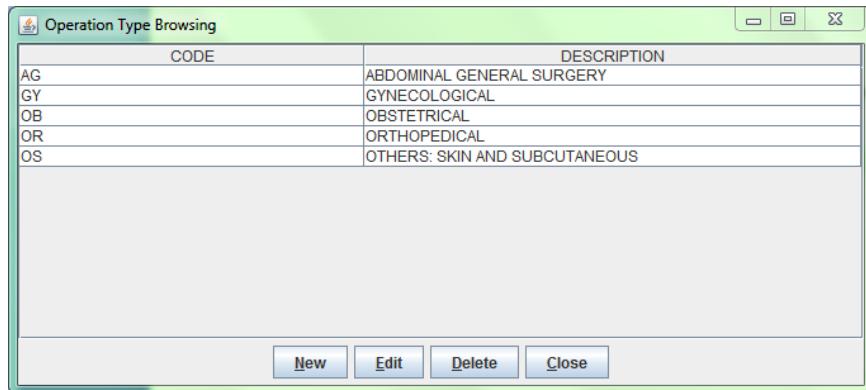
The functions available from this window (but similarly to other windows in **Types** menu) are:

- **New**: to enter a new type (cannot be used an already used code)
- **Edit**: to edit an already existing type (the code must be unchanged)
- **Delete**: to delete an already existing type (cannot be deleted if still used somewhere in the application)
- **Close**: to close the window

The Medical Types defined in this functionality will be reflected in the entire application, like in Pharmacy function and Pharmaceutical Stock Ward (see [Insert a new pharmaceutical](#) and [Search Ward Pharmacy movements](#) in this document).

14.2.9 Operation Types (Operation Type)

Once you've pressed on **Operation Type** button from the **Types** menu you access the **Operation Type Browsing** window as showed below:



The functions available from this window (but similarly to other windows in **Types** menu) are:

- New: to enter a new type (cannot be used an already used code)
- Edit: to edit an already existing type (the code must be unchanged)
- Delete: to delete an already existing type (cannot be deleted if still used somewhere in the application)
- Close: to close the window

The Operation Types defined in this functionality will be reflected in the Admission function (see [Insert/modify Surgery data](#) in this document).

14.2.10 Pregnant Treatment Types (Pregnant Treatment Type)

Once you've pressed on **Pregnant Treatment Type** button from the **Types** menu you access the **Pregnant Treatment Type Browsing** window as showed below:

| CODE | DESCRIPTION |
|------|---------------------|
| A | ANC RE-ATTENDANCE |
| S1 | FIRST DOSE WITH SP |
| I1 | IMMUNISATION 1 |
| I2 | IMMUNISATION 2 |
| I3 | IMMUNISATION 3 |
| N | NEW ANC ATTENDANCE |
| S2 | SECOND DOSE WITH SP |

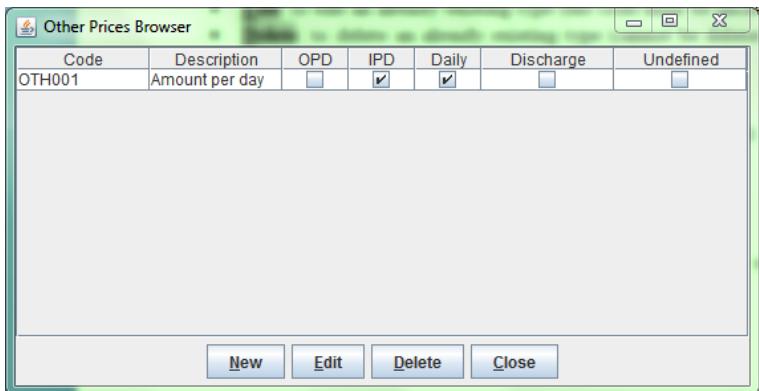
The functions available from this window (but similarly to other windows in **Types** menu) are:

- New: to enter a new type (cannot be used an already used code)
- Edit: to edit an already existing type (the code must be unchanged)
- Delete: to delete an already existing type (cannot be deleted if still used somewhere in the application)
- Close: to close the window

The Pregnant Treatment Types defined in this functionality will be reflected in the Admission function (see link:[#10-5-4-insertmodify-delivery-data](#) in this document).

14.2.11 Other Prices (Other Prices)

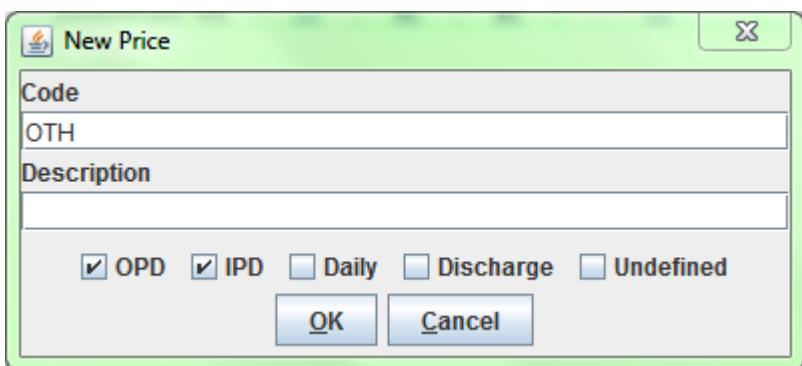
Once you've pressed on **Other Prices** button from the **Types** menu you access the **Other Prices Browser** window as showed below:



The functions available from this window (but similarly to other windows in **Types** menu) are:

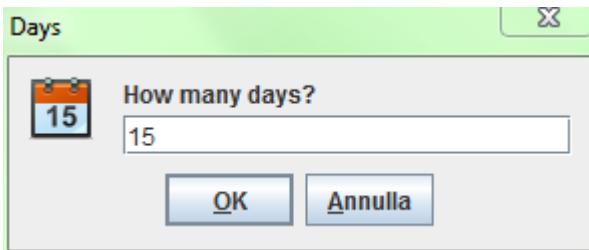
- **New**: to enter a new price (can be used an already used code)
- **Edit**: to edit an already existing price (the code can be changed)
- **Delete**: to delete an already existing price (cannot be deleted if still used somewhere in the application)
- **Close**: to close the window

By pressing the **New** button, you access the **New Medical Stock Movement Type** window as showed below:

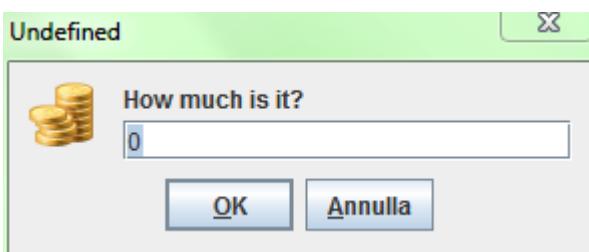


In order to insert a New Price, you must input following data:

- **Code**: is the Price code and should be unique; anyway, there are no restriction on this field since the application will use an internal code to identify univocally this item
- **Description**: the Price description that may include the code for a fast search
- **OPD**: if the price is applicable with OPD (not yet implemented)
- **IPD**: if the price is applicable with IPD (not yet implemented)
- **Daily**: if the price should be applied for every bed-day (not yet implemented) or just once; if checked, you will be asked for "how many days?" when using this item, with follow **Days** window:



- **Discharge:** if the item has to be treated as a negative value so it will act as a discharge in the bill statement (i.e. Charge-Off, Free-of-charge, etc...).
- **Undefined:** if the item has no value in the PriceList and the amount have to be set “on the fly” while editing a bill; if checked, you will be asked for “how much is it?” with follow **Undefined** window:



The Other Prices defined in this functionality will be reflected in the Accounting and PriceLists functions (see [Insert a new bill](#) and [Prices](#) in this document).

14.2.12 Age Types (Age Type)

Once you've pressed on **Age Type** button from the **Types** menu you access the **Age Type Browser** window as showed below:

| Age Type Browsing | | | |
|-------------------|----|----|-----------------|
| d0 | 0 | 0 | Newborn |
| d1 | 1 | 5 | Early Childhood |
| d2 | 6 | 13 | Late Childhood |
| d3 | 14 | 24 | Adolescent |
| d4 | 25 | 59 | Adult |
| d5 | 60 | 99 | Elderly |

Since OpenHospital 1.7 age ranges are fixed and the Administrator can only change their values to best fit the health normative in the country.

By pressing the **Edit** button, the table will allow you to modify only the age values and the button become a **Save** button now:

The screenshot shows a software window titled "Age Type Browsing". It contains a table with six rows, each representing an age range and its corresponding type:

| | | | |
|----|----|----|-----------------|
| d0 | 0 | 0 | Newborn |
| d1 | 1 | 5 | Early Childhood |
| d2 | 6 | 13 | Late Childhood |
| d3 | 14 | 24 | Adolescent |
| d4 | 25 | 59 | Adult |
| d5 | 60 | 99 | Elderly |

At the bottom of the window are two buttons: "Save" and "Close".

By double-clicking on each value, you can change it by typing the new value. Then by pressing the **Save** button, the new information will be stored in the system.

Only integer values are allowed and every range must be **contiguous** and not **overlapped** with the previous or with the following one:

For instance, in following case, ranges Late Childhood and Adolescent are not **contiguous** and ages 14 and 15 are not defined in any range:

The screenshot shows a software window titled "Age Type Browsing". The table data is identical to the first example, but the ranges for "Late Childhood" (d2) and "Adolescent" (d3) overlap, starting at age 6. This is a violation of the contiguous requirement.

| | | | |
|----|----|----|-----------------|
| d0 | 0 | 0 | Newborn |
| d1 | 1 | 5 | Early Childhood |
| d2 | 6 | 13 | Late Childhood |
| d3 | 16 | 24 | Adolescent |
| d4 | 25 | 59 | Adult |
| d5 | 60 | 99 | Elderly |

At the bottom of the window are two buttons: "Save" and "Close".

In following case instead, ranges Late Childhood and Adolescent are **overlapped** since both starts from age 6:

The screenshot shows a software window titled "Age Type Browsing". The table data is identical to the second example, but the ranges for "Late Childhood" (d2) and "Adolescent" (d3) overlap, both starting at age 6. This is a violation of the overlapping requirement.

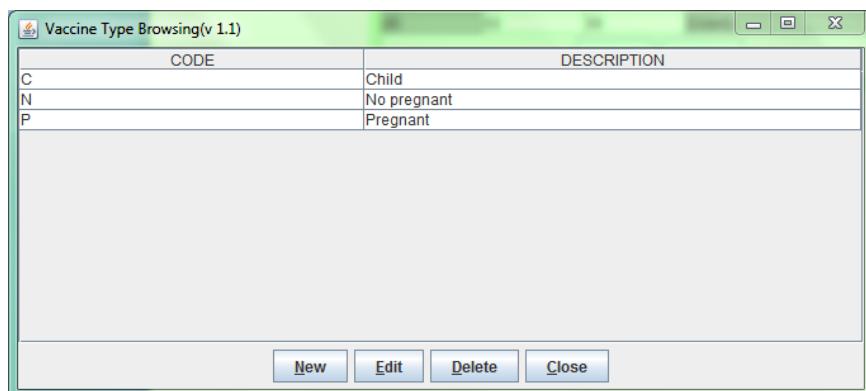
| | | | |
|----|----|----|-----------------|
| d0 | 0 | 0 | Newborn |
| d1 | 1 | 5 | Early Childhood |
| d2 | 6 | 13 | Late Childhood |
| d3 | 6 | 24 | Adolescent |
| d4 | 25 | 59 | Adult |
| d5 | 60 | 99 | Elderly |

At the bottom of the window are two buttons: "Save" and "Close".

The Age Types defined in this functionality will be reflected in the Patient Extended functionality (see [Insert a new Patient Extended](#) in this document).

14.2.13 Vaccine Types (Vaccine Type)

Once you've pressed on **Vaccine Type** button from the **Types** menu you access the **Vaccine Type Browsing** window as showed below:



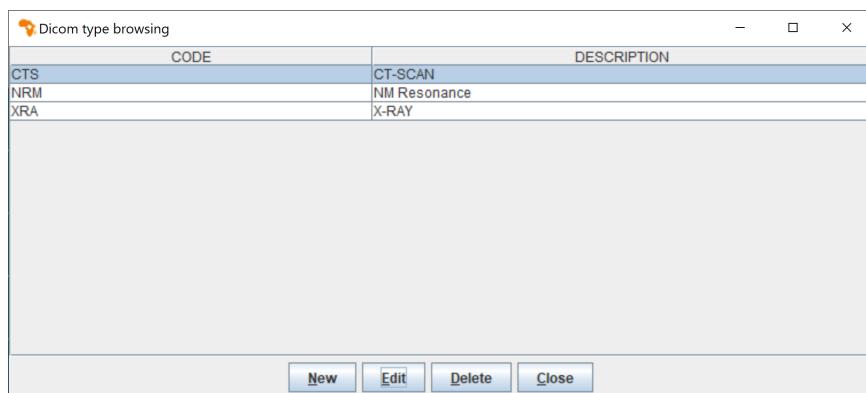
The functions available from this window (but similarly to other windows in **Types** menu) are:

- **New**: to enter a new type (cannot be used an already used code)
- **Edit**: to edit an already existing type (the code must be unchanged)
- **Delete**: to delete an already existing type (cannot be deleted if still used somewhere in the application)
- **Close**: to close the window

The Vaccine Types defined in this functionality will be reflected in the Vaccine function (see [Vaccines](#) in this document).

14.2.14 Dicom Types (Dicom Type)

Once you've pressed on **Dicom Type** button from the **Types** menu you access the **Dicom Type Browsing** window as showed below:



The functions available from this window (but similarly to other windows in **Types** menu) are:

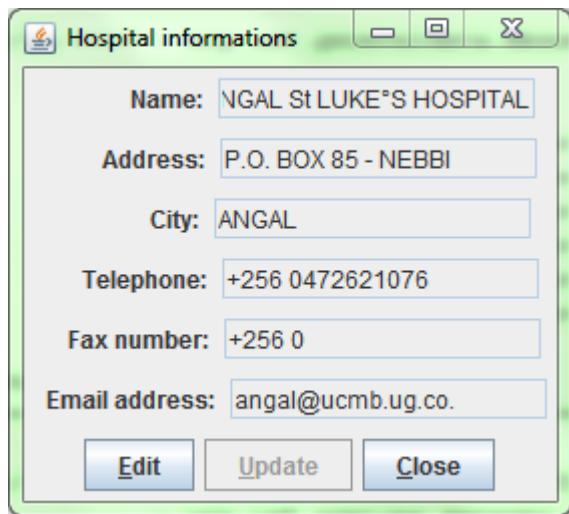
- **New**: to enter a new type (cannot be used an already used code)
- **Edit**: to edit an already existing type (the code must be unchanged)
- **Delete**: to delete an already existing type (cannot be deleted if still used somewhere in the application)

- Close: to close the window

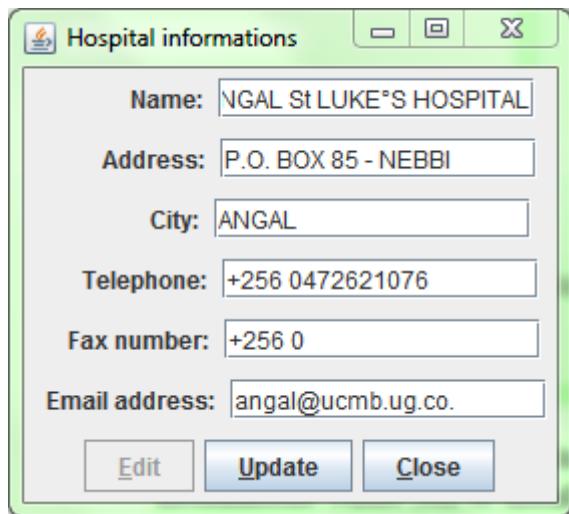
The Dicom Types defined in this functionality will be reflected in the Dicom Load function (see [Dicom Viewer](#) in this document).

14.3 Hospital (Hospital)

Once you've pressed on **Hospital** button from the **General Data** menu you access the **Hospital information** window as showed below:



By pressing the **Edit** button, the fields will allow you to modify the values and set the facility information where you're installing the software:



By pressing the **Update** button, the new information will be stored in the system and will be reflected in the entire application, like in reports heading (see [Statistics](#) in this document)

14.4 Ward (Ward)

Once you've pressed on **Ward** button from the **General Data** menu you access the **Ward Browser** window as showed below:

| CODE | NAME | TELEPHONE | FAX | E-MAIL | BEDS | NURSES | DOCTORS | HAS PHAR... | Male | Female |
|------|-----------------|-----------|-----|--------|------|--------|---------|-------------------------------------|-------------------------------------|-------------------------------------|
| C | CHILDREN WARDS | 219 | | | 1000 | 18 | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| F | FEMALE WARDS | 218 | | | 41 | 15 | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| I | MALE WARDS | 210 | | | 53 | 14 | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| M | MATERNITY WARDS | | | | 67 | 19 | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

[New](#) [Edit](#) [Delete](#) [Close](#)

The functions available from this window (but similarly to other windows in **Types** menu) are:

- **New**: to enter a new ward (cannot be used an already used code)
- **Edit**: to edit an already existing ward (the code must be unchanged)
- **Delete**: to delete an already existing ward (cannot be deleted if still used somewhere in the application)
- **Close**: to close the window

By pressing the **New** button, you access the **New ward record** window as showed below:

New ward record

| | |
|---|--------------|
| Code * | T |
| Name * | FEMALE WARDS |
| Telephone | 232 |
| Fax | |
| E-mail | |
| Number of beds * | 100 |
| Number of nurses * | 5 |
| Number of doctors * | 2 |
| <input checked="" type="checkbox"/> Ward with pharmacy <input checked="" type="checkbox"/> Male Ward <input type="checkbox"/> Female Ward | |
| * Required fields | |
| OK Cancel | |

In order to insert a new Ward, you must provide following compulsive inputs:

- **Code**: the ward code (it must be unique)
- **Name**: the name of the ward
- **Number of beds**: it will be reflected in the admission module to check available beds; 0 – zero

beds wards will be not shown in the admission module

- **Number of nurses:** it may be reflected in some reports (0 – zero is allowed)
- **Number of doctors:** it may be reflected in some reports (0 – zero is allowed)
- **Ward with pharmacy:** it will be reflected in Pharmaceuticals Stock; if checked we are saying that this ward can be a destination for discharging movements, otherwise it will be not shown in the list
- **Male Ward:** if it is a male Ward
- **Female Ward:** if it is a female Ward



through this function we may define some wards with 0 - zero beds but with pharmacy, in order to have “logic” departments (rather than physical) to manage pharmacy movements

The Wards defined in this functionality will be reflected in the entire application, like in Admission module, Pharmaceuticals Stock and Pharmaceuticals Stock Ward (see [Admission/Patient](#), [Pharmaceutical Stock](#) and [Pharmaceuticals Stock Ward](#) in this document).

14.5 Disease (Disease)

Once you've pressed on **General Data** button from the **General Data** menu you access the **Diseases Browser** window as showed below:

| Diseases browser (v 1.1) | | |
|--------------------------|-----------------------------------|--|
| CODE | TYPE | NAME |
| 127 | 3.MATERNAL AND PERINATAL DISEASES | Abortion due to Gender based violence(GBV) |
| 28 | 3.MATERNAL AND PERINATAL DISEASES | Abortions |
| 128 | 3.MATERNAL AND PERINATAL DISEASES | Abortions due to other causes |
| 1 | 1.EPIDEMIC PRONE DISEASES | Acute Flaccid Paralysis |
| 106 | 8.MEDICAL EMERGENCIES | Acute renal failure |
| 107 | 8.MEDICAL EMERGENCIES | Acute sepsis |
| 123 | 1.EPIDEMIC PRONE DISEASES | Adverse Events Following Immunization (AERI) |
| 75 | 4.NON-COMMUNICABLE DISEASES | Alcohol abuse |
| 49 | 9. All Other | All Other DISEASEs (specify) |
| 12 | 4.NON-COMMUNICABLE DISEASES | Anaemia |
| 82 | 4.NON-COMMUNICABLE DISEASES | Animal bite |
| 71 | 4.NON-COMMUNICABLE DISEASES | Anxiety disorders |
| 68 | 4.NON-COMMUNICABLE DISEASES | Asthma |
| 5 | 1.EPIDEMIC PRONE DISEASES | Bacterial Meningitis |
| 93 | 4.NON-COMMUNICABLE DISEASES | Benine neoplasm's (all type) |
| 133 | 4.NON-COMMUNICABLE DISEASES | Bipolar disorder |
| 94 | 4.NON-COMMUNICABLE DISEASES | Cancer of the breast |
| 137 | 4.NON-COMMUNICABLE DISEASES | Cancer of the cervix (re-attendance) |
| 120 | 4.NON-COMMUNICABLE DISEASES | cancer of the cervix(newly diagnosed cases) |
| 95 | 4.NON-COMMUNICABLE DISEASES | Cancer of the prostate |
| 103 | 8.MEDICAL EMERGENCIES | Cardiac arrest |
| 19 | 4.NON-COMMUNICABLE DISEASES | Cardio-vascular diseases |
| 118 | 4.NON-COMMUNICABLE DISEASES | Cardiovascular Diseases (other) |
| 102 | 8.MEDICAL EMERGENCIES | Cerebro-vascular event |
| 76 | 4.NON-COMMUNICABLE DISEASES | Childhood mental disorders |

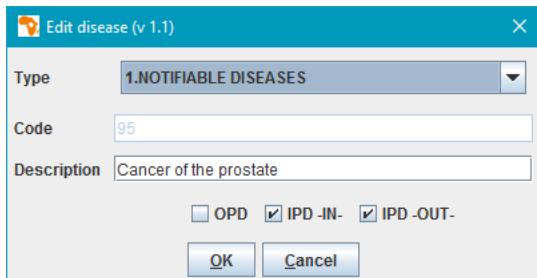
Select type ALL

The functions available from this window (but similarly to other windows in **Types** menu) are:

- **Selected Type:** you may filter the list by selecting only one DiseaseType
- **New:** to enter a new disease (cannot be used an already used code)
- **Edit:** to edit an already existing disease (the code and type must be unchanged)

- **Delete:** to delete an already existing disease (it is set as not present in OPD neither in IPD)
- **Close:** to close the window

By pressing the **Edit** button, the **Edit Disease** window will appear as shown below:



In editing mode, you cannot change type and code but only modify the Description and specify if the disease should appear in OPD, Admissions or both.

By removing the check from both checkboxes OPD and IPD you are performing a **Delete** action, that is disabling it to not appear anymore in the application. Anyway, this can be changed anytime by editing it again.

The Diseases defined in this functionality will be reflected in the entire application, like in Admission module and OPD module (see [Admission/Patient](#) and [Outpatient Department Management](#) in this document).

14.6 Exam (Exams)

Once you've pressed on **Exams** button from the **General Data** menu you access the **Exam Browsing** window as showed below:

| Exam browsing (v 1.1) | | | | | |
|---------------------------------|-------------------------|-------------------------------------|------|---------------------------|---|
| Find <input type="text"/> - □ × | | | | | |
| CODE | TYPE | DESCRIPTION | PROC | DEFAULT | |
| 01.02 | 1. Hematologie | 1.2 numeration WBC | 1 | 4000 - 7000 (NORMALE) | ▲ |
| 01.03 | 1. Hematologie | 1.3 differentiel | 1 | RESULTATS EN NOTE | |
| 01.04 | 1. Hematologie | 1.4 Commentaire de film | 1 | RESULTATS EN NOTE | |
| 01.05 | 1. Hematologie | 1.5 ESR | 1 | NORMALE | |
| 01.06 | 1. Hematologie | 1.6 Test de falcification | 1 | NEGATIF | |
| 01.01 | 2. Transfusion sanguine | 1.1 Numeric Testing exam | 1 | 2000 - 3000 (NORMALE EXP) | |
| 02.01 | 2. Transfusion sanguine | 2.1 Regroupement | 1 | | |
| 02.02 | 2. Transfusion sanguine | 2.2 Reaction de Coombs | 1 | NEGATIF | |
| 03.01 | 3. Parasitologie | 3.1 Diapositive de sang (paludisme) | 1 | NEGATIF | |
| 03.02.1 | 3. Parasitologie | 3.21 trypanosomiasis | 1 | NEGATIF | |
| 03.02.2 | 3. Parasitologie | 3.22 MICROFILAIRES | 1 | NEGATIF | ▼ |

The functions available from this window (but similarly to other windows in **Types** menu) are:

- **Find:** you may filter the list by typing a keyword.
- **Selected Type:** you may filter the list by selecting only one ExamType
- **New:** to enter a new exam (cannot be used an already used code)
- **Edit:** to edit an already existing exam (the code and type must be unchanged)
- **Delete:** to delete an already existing exam (it is set as not present in OPD neither in IPD)
- **Results:** to define possible results for the selected exam

- **Close**: to close the window

By pressing the **Edit** button, the **Edit Exam** window will appear as shown below:

| Type |
|---------------|
| 1.Haematology |

| Code |
|-------|
| 01.06 |

| Description |
|-------------------|
| 1.6 Sickling Test |

| Procedure |
|-----------|
| 1 |

| Default |
|----------|
| NEGATIVE |

Ok Cancel

In editing mode, you cannot change type, code and procedure but only modify the Description and the default value.

By pressing the **New** button, the **New Exam** window will appear as shown below:

| Type |
|---------------|
| 1.Haematology |

| Code |
|-------|
| 01.01 |

| Description |
|-------------|
| New Exam |

| Procedure |
|-----------|
| 1 |

| Default |
|---------|
| NORMAL |

Ok Cancel

In order to insert a new Exam, you must input the following data:

- **Type**: is the Exam Type (see [Exam Types](#) in this document)
- **Code**: you cannot use an already used code; a warning window will appear in case
- **Description**: is the exam name
- **Procedure**: the kind of results for this exam (see [Results](#) in this document)
- **Default**: a default value among the result we are going to define (see [Results](#) in this document)

14.6.1 Results (Results)

Once you've inserted a new exam you may define the set of results it can allow by first selecting the exam in the **Exam Browsing** window and then by pressing on the **Results** button.

In OpenHospital 1.7 you can define two kind of set of results, called "Procedure":

- **Procedure 1:** a set of values as description; only one will be selectable as exam **Single Result**
- **Procedure 2:** a set of Positive/Negative values; all of them will figure as exam **Multiple Results**
- **Procedure 3:** a specific value to be input manually; it will show an **input field** at the time of the exam registration

The difference between **Procedures (1, 2, 3)** will be seen in the Laboratory module (see [Create a new laboratory exam](#) and [Laboratory Multiple Insert](#) in this document)

Since for **Procedure 3** the exact value is not known, so the **[underline]#R#result** button is disable in this case:

| Exam browsing (v 1.1) | | | | |
|---|-----|---------|------|--------|
| Search <input type="text"/> CODE TYPE DESCRIPTION PROC DEFAULT 01.01 1.Haematology 1.1 HB 1 >=12 (NORMAL) 01.01.01 1.Haematology 1.1.1 HB (Procedure 3) 3 01.02 1.Haematology 1.2 WBC Count 1 4000 - 7000 (NORMAL) 01.03 1.Haematology 1.3 Differential 1 01.04 1.Haematology 1.4 Film Comment 1 01.05 1.Haematology 1.6 Sickling Test 1 NEGATIVE 02.01 2.Blood transfusion 2.1 Grouping 1 02.02 2.Blood transfusion 2.2 Combs Test 1 NEGATIVE 03.01 3.Parasitology 3.1 Blood Slide (Malaria) 1 NEGATIVE 03.02 3.Parasitology 3.2 Blood Slide (OTHERS, E.G. TRIUPH.) 1 NEGATIVE 03.021 3.Parasitology 3.21 Trypanosomiasis 1 NEGATIVE 03.022 3.Parasitology 3.22 MICROFIATRIA 1 NEGATIVE 03.023 3.Parasitology 3.23 LEISHMANIA 1 NEGATIVE 03.024 3.Parasitology 3.24 ASCARIS Ia 1 NEGATIVE | | | | |
| Select type | ALL | New | Edit | Delete |
| | | Results | | Close |

So, the two remaining possibilities are showed below:

| 1.1 HB Results | | URINALYSIS Results | |
|----------------|---------------|--------------------|--------------|
| CODE | DESCRIPTION | CODE | DESCRIPTION |
| 87 | 6 - 12 | 79 | BILIRUBIN |
| 88 | < 6 | 81 | HCG |
| 89 | >=12 (NORMAL) | 80 | PROTEIN |
| | | 76 | SEDIMENTS |
| | | 77 | SUGAR |
| | | 78 | UROBILINOPEN |

[New](#) [Delete](#) [Close](#)

| New | Delete | Close |
|-----|--------|-------|
|-----|--------|-------|

The functions available from both windows are:

- New: to enter a new result
- Delete: to delete an already inserted result
- Close: to close the window

14.7 Operations (Operation)

Once you've pressed on **Operation** button from the **General Data** menu you access the **Operation Browser** window as showed below:

| ID | TYPE | NAME | CONTEXT |
|----|-------------------------------|--|-----------------|
| 39 | ABDOMINAL GENERAL SURGERY | Volvulus | OPD / ADMISSION |
| 19 | GYNECOLOGICAL | Uterine prolapse | OPD / ADMISSION |
| 17 | GYNECOLOGICAL | Uterine fibroids | OPD / ADMISSION |
| 25 | MALE GENITOR-URINARY SYSTEM | urethral stricture-bougieage | OPD / ADMISSION |
| 47 | ORTHOPEDICAL | Upper limb | OPD / ADMISSION |
| 27 | MALE GENITOR-URINARY SYSTEM | Testicular tumours | OPD / ADMISSION |
| 53 | OTHERS: SKIN AND SUBCUTANEOUS | Surgical toilet & suture | OPD / ADMISSION |
| 32 | ABDOMINAL GENERAL SURGERY | Strangulated | OPD / ADMISSION |
| 10 | OBSTETRICAL | Septic abortion | OPD / ADMISSION |
| 5 | OBSTETRICAL | Ruptured uterus | OPD / ADMISSION |
| 12 | OBSTETRICAL | Repair of vesico-vaginal fistula (vvf) | OPD / ADMISSION |
| 46 | ORTHOPEDICAL | Reduction of fractures | OPD / ADMISSION |
| 28 | MALE GENITOR-URINARY SYSTEM | Prostatectomy | OPD / ADMISSION |
| 29 | MALE GENITOR-URINARY SYSTEM | Prostate biopsy | OPD / ADMISSION |
| 22 | MALE GENITOR-URINARY SYSTEM | phimosis | OPD / ADMISSION |
| 15 | GYNECOLOGICAL | Peritonitis | OPD / ADMISSION |
| 42 | ABDOMINAL GENERAL SURGERY | Peritonitis | OPD / ADMISSION |
| 41 | ABDOMINAL GENERAL SURGERY | Penetrating abdominal injuries | OPD / ADMISSION |
| 16 | GYNECOLOGICAL | Pelvic abscess | OPD / ADMISSION |
| 23 | MALE GENITOR-URINARY SYSTEM | paraphimosis | OPD / ADMISSION |
| 18 | GYNECOLOGICAL | Ovarian tumours | OPD / ADMISSION |
| 49 | ORTHOPEDICAL | Osteomyelitis - sequestrectomy | OPD / ADMISSION |
| 33 | ABDOMINAL GENERAL SURGERY | Non strangulated | OPD / ADMISSION |
| 52 | OTHERS: SKIN AND SUBCUTANEOUS | Mise à plat | OPD / ADMISSION |
| 38 | ABDOMINAL GENERAL SURGERY | Mechanical | OPD / ADMISSION |
| 48 | ORTHOPEDICAL | Lower limb | OPD / ADMISSION |
| 40 | ABDOMINAL GENERAL SURGERY | Laparotomy | OPD / ADMISSION |
| 37 | ABDOMINAL GENERAL SURGERY | Intestinal obstruction | OPD / ADMISSION |

Select type ALL New Edit Delete Close

The functions available from this window (but similarly to other windows in *Types* menu) are:

- **Selected Type:** you may filter the list by selecting only one OperationType
- **New:** to enter a new operation (cannot be used an already used code)
- **Edit:** to edit an already existing operation (the code and type must be unchanged)
- **Delete:** to delete an already existing operation (it is set as not present in OPD neither in IPD)
- **Close:** to close the window

By pressing the **Edit** button, the *Editing operation record* window will appear as shown below:

 Editing operation record

| | |
|--|---------------------|
| Type | |
| OBSTETRICAL | |
| Code | |
| 5 | |
| Description | |
| Ruptured uterus | |
| <input checked="" type="radio"/> Major <input type="radio"/> Minor | |
| Context | |
| OPD / ADMISSION | |
| OK | Cancel |

In editing mode, you cannot change type and code but only modify the Description and specify if the operation concerns Major or Minor surgery for statistical purpose (not yet implemented).

You can change instead at anytime the operation's context: *OPD / ADMISSION*, *ADMISSION* (only), *OPD* (only)

The Operations defined in this functionality will be reflected in the entire application, like in Admission module (see [Insert/modify Surgery data](#) in this document).

14.8 Vaccine (Vaccine)

Once you've pressed on **Vaccine** button from the **General Data** menu you access the **Vaccine Browser** window as showed below:

| Code * | Type | Description * |
|--------|----------|----------------------|
| 1 | Child | BCG |
| 6 | Child | DPT 1 - HepB + Hib 1 |
| 7 | Child | DPT 2 - HepB + Hib 1 |
| 8 | Child | DPT 3 - HepB + Hib 1 |
| 9 | Child | MEASLES |
| 2 | Child | POLIO 0 C |
| 3 | Child | POLIO 1 C |
| 4 | Child | POLIO 2 C |
| 5 | Child | POLIO 3 C |
| 10 | Pregnant | TT VACCINE DOSE 1 |

Below the table are buttons: Select type (dropdown menu showing ALL), New, Edit, Delete, Close.

The functions available from this window (but similarly to other windows in **Types** menu) are:

- **Selected Type:** you may filter the list by selecting only one VaccineType
- **New:** to enter a new vaccine (cannot be used an already used code)
- **Edit:** to edit an already existing vaccine (the code and type must be unchanged)
- **Delete:** to delete an already existing vaccine (it is set as not present in OPD neither in IPD)
- **Close:** to close the window

By pressing the **Edit** button, the **Edit vaccine record** window will appear as shown below:

The dialog box has the following fields:
Type: Child
Code *: 8
Description *: DPT 3 - HepB + Hib 1
* Required fields
Buttons: OK, Cancel

In editing mode, you cannot change type and code but only modify the Description.

The Vaccines defined in this functionality will be reflected in the entire application, like in Vaccine module (see [Vaccines](#) in this document).

14.9 Prices (Price Lists)

Once you've pressed on **Price Lists** button from the **General Data** menu you access the **Prices Browser** window as showed below:

| BASIC PRICE LIST (FCFA) | | |
|--|------|--------|
| | Name | Prices |
| Basic | | |
| Exams | | |
| 1.1 HB | | 1 000 |
| 1.2 WBC Count | | 2 000 |
| 1.3 Differential | | 1 000 |
| 1.4 Film Comment | | 500 |
| 1.5 ESR | | 0 |
| 1.6 Sickling Test | | 0 |
| 2.1 Grouping | | 0 |
| 2.2 Comb's Test | | 0 |
| 3.1 Blood Slide (Malaria) | | 0 |
| 3.2 Blood Slide (OTHERS, E.G. TRIUPHANOSOMIAS, MICRIFILARIA, LEISHMANIA) | | 0 |
| 3.21 Trypanosomiasis | | 0 |
| 3.22 MICROFILARIA | | 0 |
| 3.23 LEISHMANIA | | 0 |
| 3.24 BORRELIA | | 0 |
| 3.3 STOOL MICROSCOPY | | 0 |
| 3.4 URINE MICROSCOPY | | 0 |
| 3.5 TISSUE MICROSCOPY | | 0 |

SAVE **Printing** **Cancel**

The functions available from this window are:

- **SAVE**: to save any modification made to the pricelist
- **Printing**: to print the current Price List
- **Cancel**: to close the window
- Switch pricelist: you can focus on a different pricelist by selecting it on the upper-left corner of the window
- **Manage Lists**: you can define how many and which pricelist will be available in the application (see [Pricelists](#) in this document)

The **Prices Browser** window shows the list of all prices in the selected pricelists; the system automatically creates a price for every Exam (see [14.6 Exam \(Exams\)](#)), Operation (see [14.7 Operations \(Operation\)](#)) and Medical (see [6.1 Pharmaceuticals \(Pharmaceuticals\)](#)) defined in the system, plus other prices defined in Other Prices module (see [14.2.11 Other Prices \(Other Prices\)](#))

In order to modify a price just double-click on it and type the new price.

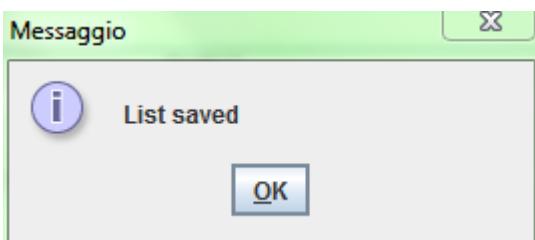


If a price has been defined as “undefined” (see [Other Prices](#)) it will look as 0 – zero and cannot be modified.



Exams, Operations and Medicals prices are automatically created as OPD, IPD, not “daily”, not “undefined”, not “discharge”; see [Other Prices](#) for more information.

When all modifications have been made, you can store them permanently in the system by pressing **SAVE** button. After some instants a confirmation message will inform you about the success of the operation:



14.9.1 Pricelists (*Manage Lists*)

Once you've pressed on **Manage Lists** button from the **Prices Browser** window you access the **List Browser** window as showed below:

| ID | Name | Description | Currency |
|---------|-------|------------------|----------|
| LIST001 | Basic | Basic price list | KShs |

New Copy Edit Delete Close

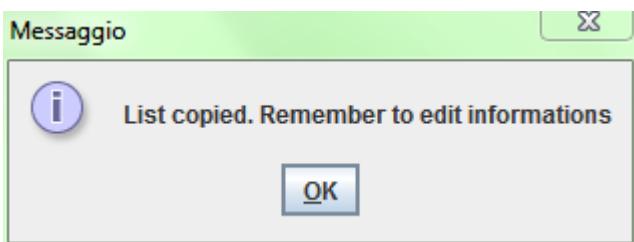
The functions available from this window (but similarly to other windows in **Types** menu) are:

- **New**: to enter a new pricelist
- **Copy**: to create a new pricelist as a copy of another one
- **Edit**: to edit an already existing pricelist
- **Delete**: to delete an already existing pricelist
- **Close**: to close the window

By pressing the **Copy** button, the application will guide you step by step by asking:

1. a **Name** of the new pricelist
2. a **Multiplier** for all prices in the selected pricelist
3. a **Rounding factor** for all prices in the new pricelist

Depending on the size of the selected pricelist, after some instants a confirmation message will inform you about the success of the operation:



By default, the new list is created with following information:

ID: “aCode”

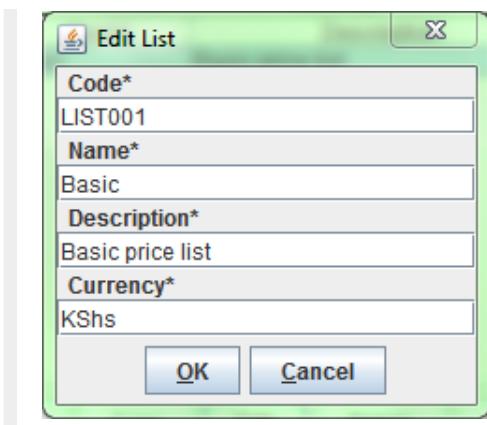
Name: the name you provided in the step by step copying procedure

Description: “aDescription”

Currency: the same of the selected pricelist

Once the copy has been created you may want to change default information by editing the pricelist just created.

By pressing the **Edit** button, the **Edit list** window will appear as shown below:



In editing mode, you can change all data related to the list.

The Lists defined in this functionality will be reflected in the Accounting module (see [Insert a new bill](#) in this document).

14.10 Supplier (Supplier)

Once you've pressed on **Supplier** button from the **General Data** menu you access the **Supplier Browser** window as showed below:

| ID | NAME | ADDRESS | Tax Number ID | Telephone | FAX | E-MAIL | Note | DELETED |
|----|------|---------|---------------|-----------|-----|--------|------|--------------------------|
| 1 | JMS | | | | | | | <input type="checkbox"/> |

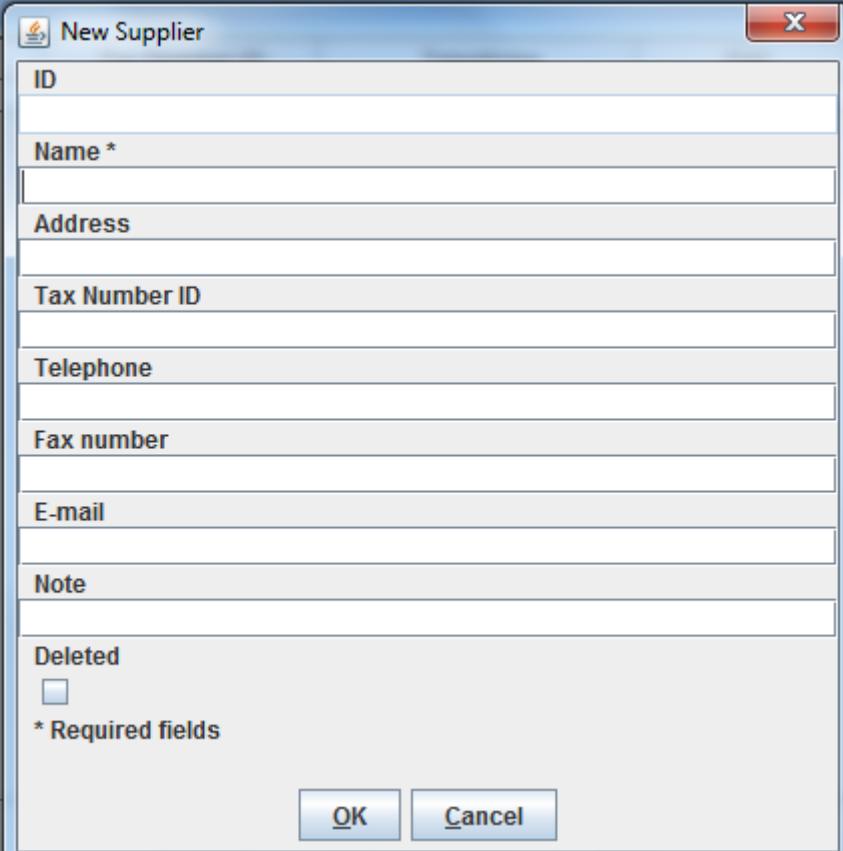
[New](#) [Edit](#) [Delete](#) [Close](#)

The functions available from this window are:

- **New:** to insert a new supplier
- **Edit:** to edit an existing supplier
- **Delete:** to delete a supplier
- **Close:** to close the window

The **Supplier Browser** window shows the list of all suppliers in the system.

In order to add a supplier, click the **New** button to access the **New supplier** window as shown below

The screenshot shows the 'New Supplier' dialog box. It contains fields for inputting supplier information: ID, Name (marked with an asterisk), Address, Tax Number ID, Telephone, Fax number, E-mail, Note, and Deleted status (indicated by a checkbox). A note at the bottom states '* Required fields'. At the bottom right are OK and Cancel buttons.

| | |
|---|--------------------------|
| ID | |
| Name * | |
| Address | |
| Tax Number ID | |
| Telephone | |
| Fax number | |
| E-mail | |
| Note | |
| Deleted | <input type="checkbox"/> |
| * Required fields | |
| OK Cancel | |

In order to insert a new Supplier, you must input the following data:

- **Name:** is the Supplier name (it is the only required field)
- **Address:** is the Supplier address
- **Tax Number ID:** is the Supplier tax number
- **Telephone:** is the Supplier phone number
- **Fax number:** is the Supplier fax number
- **Fax number:** is the Supplier fax number
- **E-mail:** is the Supplier email address
- **Note:** Additional note concerning the supplier
- **Deleted:** Check this checkbox to mark the Supplier as deleted.

Then click **OK** to save the new Supplier.

In order to Edit Supplier information, in the **Supplier browser** highlights the Supplier and click the **Edit** button to open the **Edit Supplier** window. Perform modifications and click **Ok** to save.

In order to delete a Supplier, in the **Supplier browser** highlights the Supplier and click the **Delete** button to delete the selected Supplier.

14.11 SMS Manager (**SMS Manager**)

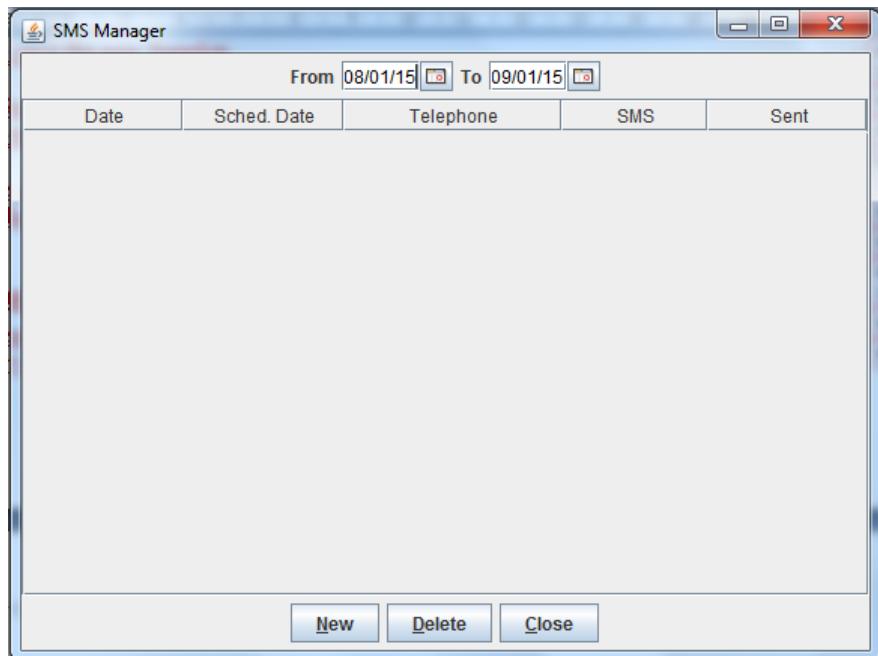


SMS pricing depend by the SMS Provider (GSM or HTTP) and are not related to this software!



Sending SMS in OpenHospital require that the Gateway is well configured. You can use a GSM gateway or a WebApi Gateway. Ask your administrator how to do it or read the Administrator's Guide.

Once you've pressed on **SMS Manager** button from the **General Data** menu you access the **SMS Manager** window as showed below:

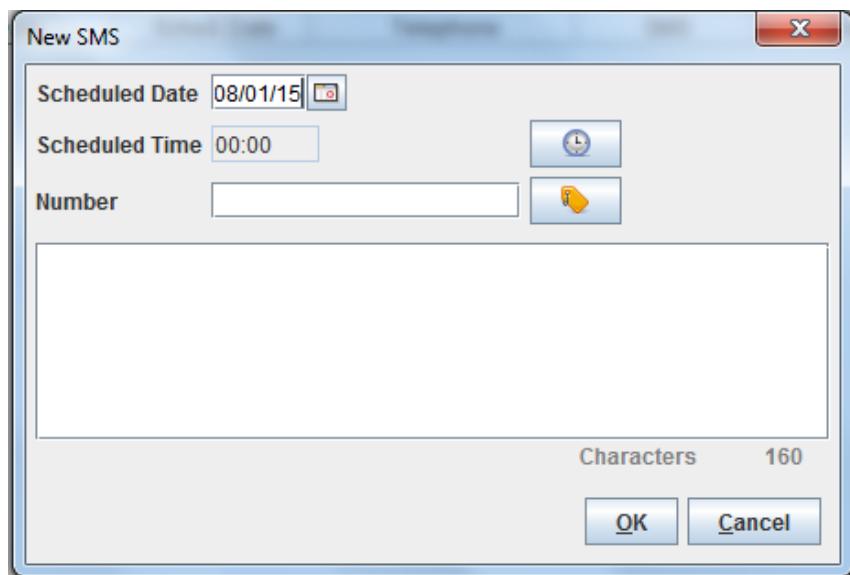


The functions available from this window are:

- **New**: to send a new SMS.
- **Delete**: to delete a SMS
- **Close**: to close the window

You can also filter SMS list by period.

In order to send a new SMS, click the **New** button to access the **New SMS** window.



In order to insert a new SMS, you must input the following data:

- **Scheduled Date**: use this field to plan sending a SMS in the future. Leave the current date and time to send the SMS immediately.
- **Scheduled Time**: use this field to plan sending a SMS in the future. Leave the current date and time to send the SMS immediately.
- **Number**: the recipient of the SMS. You can select a patient by clicking the button . The

phone number of the selected patient will be automatically inserted.

- **SMS:** type the SMS in the white space bellow

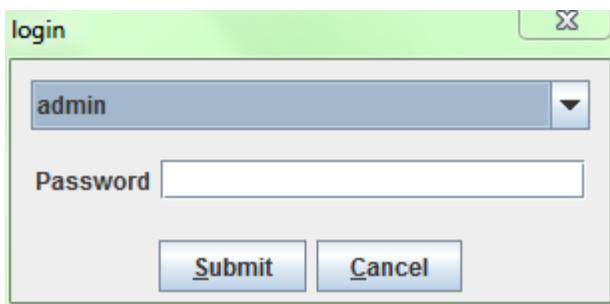
Then click **OK** to save the new SMS. If the scheduled data and time is now, the SMS is immediately sent.

In order to delete a SMS, highlights it and click the **Delete** button to delete the SMS.

15 Users & Groups (**File** → **Users**)

The User Menu can be enabled or disabled by changing the **SINGLEUSER** flag in the configuration file. Ask to your Administrator how to do it or read the *Administrator's Guide*.

If **SINGLEUSER** is set to NO the following login window will appear when the program starts:



Once successfully logged in the system, you have been enabled by the administrator you will find the **Users** button in the **File** submenu.

Once you've pressed on **Users** button from the **File** submenu you access the **Users** submenu as showed below:



OpenHospital allows the management of users organized into groups; each group is characterized by different permissions assigned by the Administrator.

Before to register a new user in the system, we should ensure there is a group with its related rights, where the user can be added to.

15.1 Groups (**Groups**)

Once you've pressed on **Groups** button from the **Users** submenu you access the **Groups Browser** window as showed below:

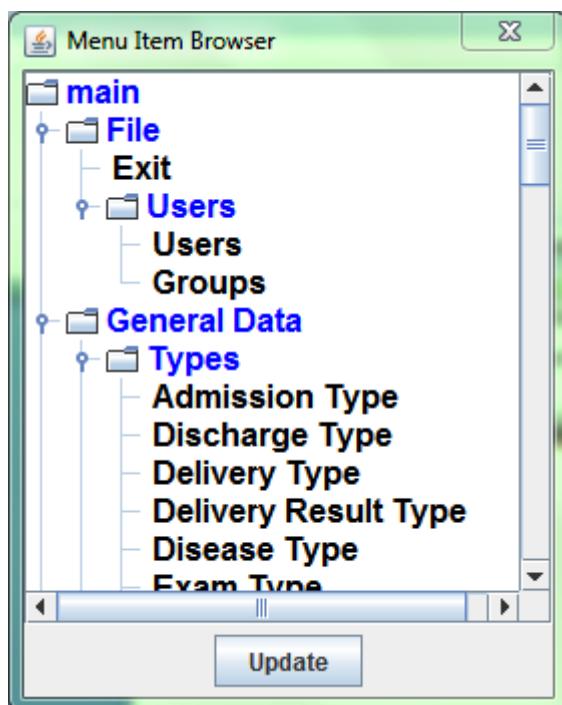
| GROUP | DESC |
|-------|------------------------------|
| admin | USER with all the privileges |
| guest | Read Only Users |

Edit New GroupMenu Delete Close

The functions available from this window are:

- Edit: to edit an already existing group (only description can be changed)
- New: to enter a new group
- GroupMenu: to define rights and permission on a selected group
- Delete: to delete an already existing group
- Close: to close the window

By pressing the **GroupMenu** button, the **Menu Item Browser** window will appear as shown below:



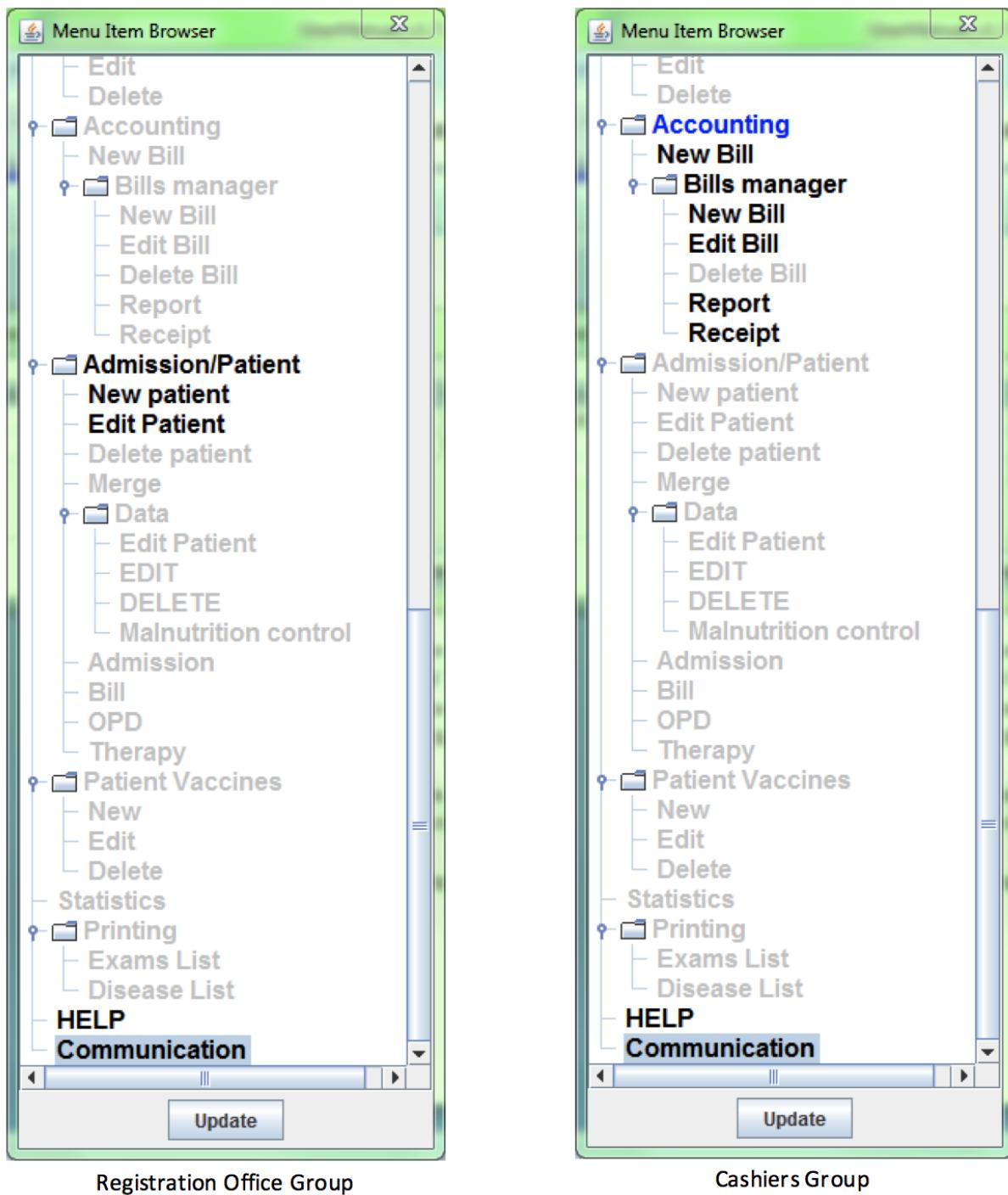
The window shows the full set of function of OpenHospital in a tree format:

- main is the “trunk”: the main menu
- Blue nodes are the “branches”: menus and windows
- Black nodes are the “leaves”: buttons and functions

By double-clicking on each branch or leaves we can enable or disable that function or set of functions for the selected group.

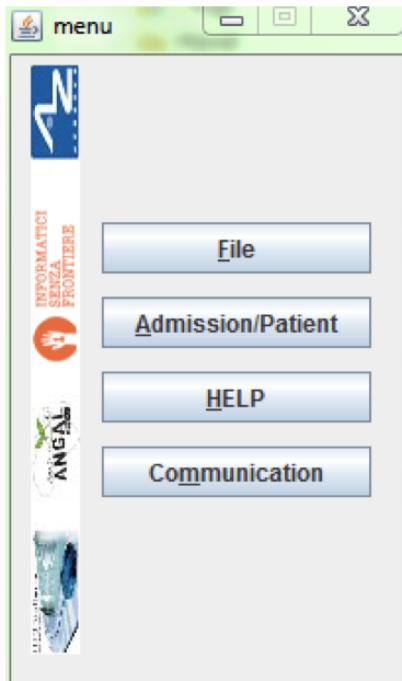
For instance, the group “Registration Office” and the group “Cashiers” may have the following

group permission configurations:

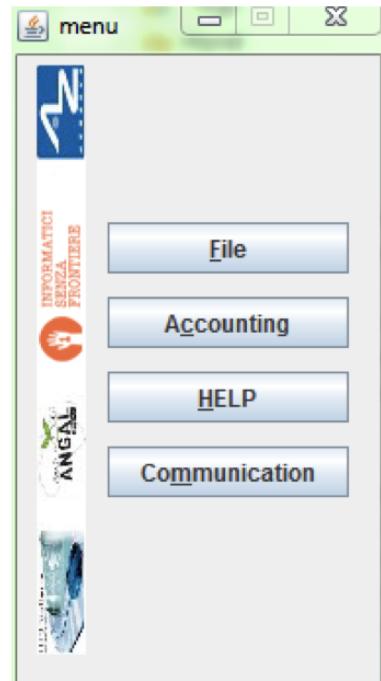


So, the Registration Office group can only use the Admission/Patient module to insert and edit patients, while the Cashiers group can only use the Accounting module in order to produce bills. Both can run HELP (this guide) and Communication module.

So, the “main menu” for each user registered in Registration Office group and for each one in Cashiers group will appear like following:



Registration Office Menu



Cashiers Menu

15.2 Users (Users)

Once you've pressed on **Users** button from the **Users** submenu you access the **Users Browser** window as showed below:

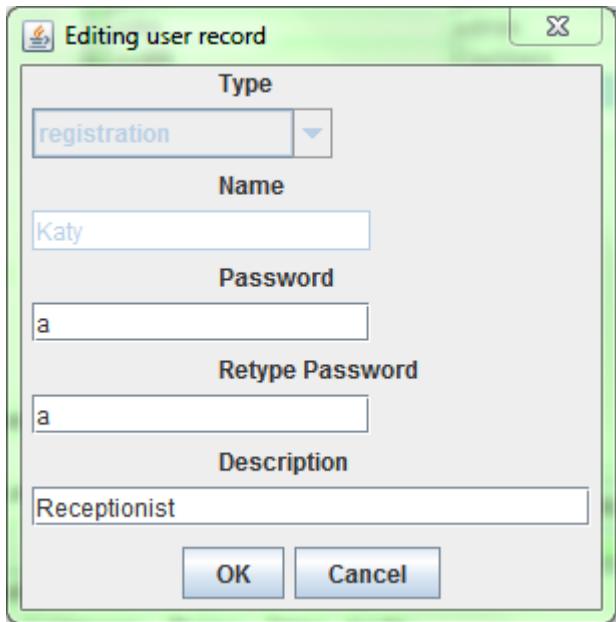
| USER | GROUP | PASSWD | DESC |
|--------|--------------|--------|---------------|
| admin | admin | xxxxxx | administrator |
| Allan | admin | xxxxxx | |
| Bob | admin | xxxxxx | |
| guest | guest | xxxxxx | guest |
| John | admin | xxxxxx | |
| Judith | Cashiers | xxxxxx | Cashier |
| Katy | registration | xxxxxx | Receptionist |
| Mary | admin | xxxxxx | |

Select group

The functions available from this window are:

- **Selected group:** you may filter the list by selecting only one Group
- **Edit:** to edit an already existing user (the group must be unchanged)
- **New:** to enter a new user (cannot be used an already used name)
- **Delete:** to delete an already existing user
- **Close:** to close the window

By pressing the **Edit** button, the ***Editing user record*** window will appear as shown below:



In editing mode, you cannot change the type (group) and the name but only the password, that is in visible in this window.

Each user is so identified by a name, a description and a **password** that can be modified in any moment by the Administrator.

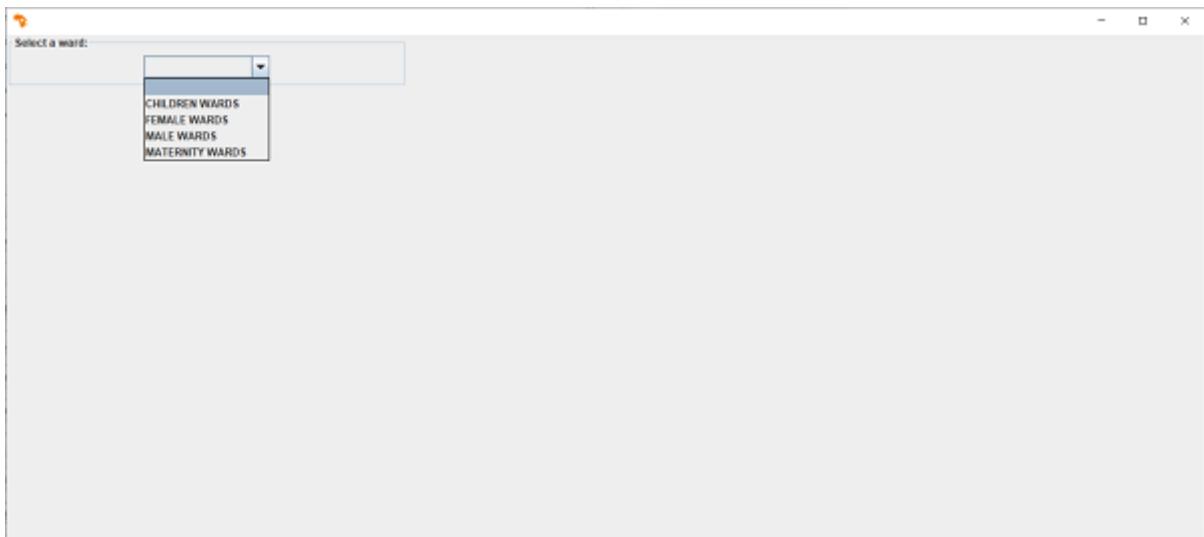
16 Worksheet (Worksheet)

Since OpenHospital v1.11 a new feature called **Worksheet** allows to manage and print the list of appointments scheduled to date.

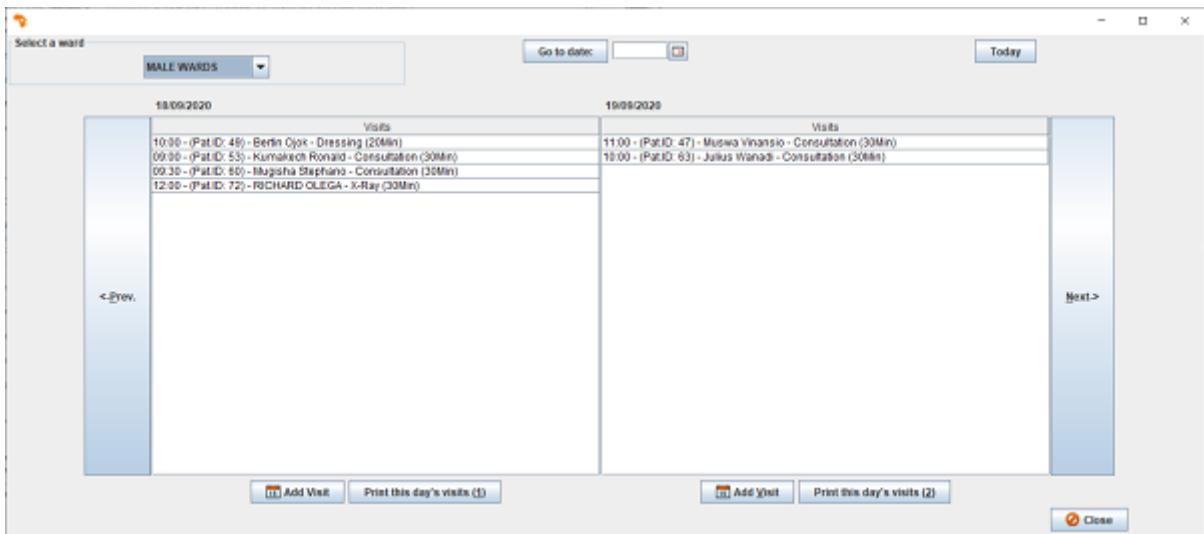


Main Menu: Click with the mouse on the button or press "Alt + W" to enter the **Worksheet** page

The *Worksheet* module works by Ward (Department) so you will be asked to select one first



Once selected the ward (it is possible to switch to another ward at anytime), a two-sides agenda will be shown with the appointments/services scheduled for today (on the left) and for tomorrow (on the right)



It is possible to select another date with the **Go to date** field, and reset back to today with the button **Today**. In any case, the window will always show a choosen date on the left and its following day on the right.

The functions available from this window are:

- **Add visit:** to schedule a new visit for a specific date (on the left or on the right)
- **Print this day's visits:** to print the specific date scheduled visits
- **Next →:** to see one day after
- **← Prev:** to browse one day before
- **Close:** to close the window



To schedule a visit can be done also from **Therapy Management** module, see [10.10 Therapy management \(Therapy\)](#)

17 License



Informatici Senza Frontiere Onlus, 2020

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[1] Informatici Senza Frontiere = Computer scientists without frontiers

[2] Open-source = software for which the original **source code** is made available to anyone free of charge.