**Help:**

Accessing the Emergency Directory

1. Click the Emergency Directory Button
2. Select Specialist or Residences
3. View which record you would like to view
4. Make use of the information displayed in the display.

How to login:

1. Click “Login” from home page
2. Select the job description you fall under
3. Type in your Staff ID (Evident on your staff card)
4. Type in your password
5. Click login

* If you receive errors and you are sure there are no errors, please go to the admin offices in order to receive or change your password

Using the “View” Tabs:

*To Search:*

1. Enter in the respective ID
2. Click Search

*To View*:

1. Select a record from the display
2. Click View just below the Display
3. View all the information at the bottom of the table

*To Update:*

1. Ensure a record has been selected
2. Click View to view the respective record
3. Change any information while staying in line with the necessary restrictions which will be ,ae present if violated
4. Click update

*To delete:*

1. Ensure a record has been selected
2. Click View to view the respective record
3. Click delete (Discharge/Release)

*Using the “Add” Tabs*

1. Input all the necessary information while paying close attention to necessary conventions and restrictions
2. Click Add

*Using the “Personal Information” Tabs*

1. Upon login all information should automatically be filled
2. Change any desired information
3. Click Update

Adding Appointments

1. Add the Patient to the MediSeek Database first.
2. Click add an Appointment
3. Input that Patient’s ID
4. Unput the Staff ID of the specialist taking care of them
5. Enter the date of the appointment
6. Enter the time of the appointment(within the times the facility is open and available)
7. Describe the Symptoms they are experiencing at the time of the appointment
8. Select whether they will be admitted to the hospital [leave blank if not]
9. Click Schedule

Issuing Prescriptions:

1. Enter a Patient’s ID
2. Select the quantity of the medicine
3. Select which medicine

**NB!!**

* **A single patient can only be on 4 medications at a time maximum**
* **In order for the Prescription to be processed AT LEAST 1 MEDICINE has to be input in the** program.

1. Click Print
2. Read through the prescription if Correct – Edit any faults
3. Go in the Menu of the Text File and select print
4. Print to your available printer
5. **NB – Once complete SELECT AND CLEAR everything in the file then close it.**