



# Dotmark Medical Solutions (DMS) Lab Manual

"Easy, Quick and Efficient"

At DMS we strive to facilitate and streamline all your enterprise needs to achieve excellent care delivery and clinical productivity.

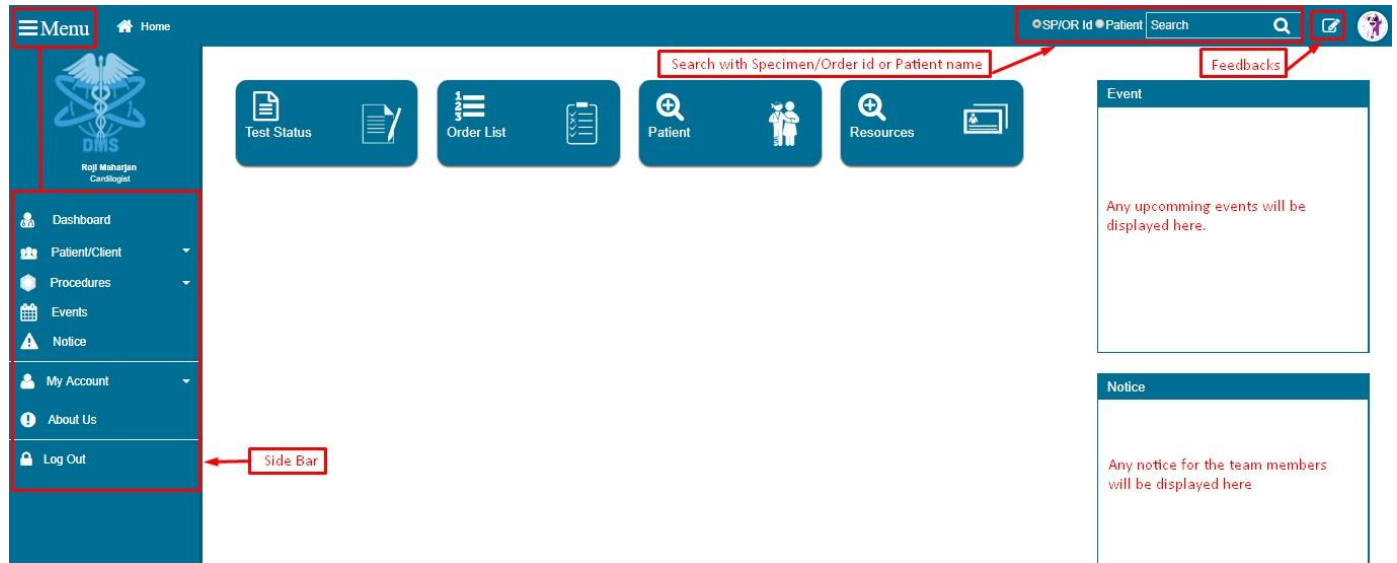
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# Introduction

After logging in as Admin, you will be directed to DMS dashboard. DMS dashboard contains tools that can be used for many purposes. These all will be discussed in this manual.



Click on the icon on the top-right corner of the screen to view options related to the user account.

Clicking log out will sign you off from the session and redirect you to the log in page.



## Feedbacks

Feedbacks for improving DMS, error reporting and additional comments can be sent. Press feedback icon on the top right corner next to the Search bar and fill up the form.

## Feedbacks

---

Name	<input type="text" value="Your Name"/>
Feedback Type	<div>Please Select ▾</div>
Feedback	<div><div>Your Feedback</div><div></div></div>

Save

Cancel

## Events and Notices


Upcoming events and notices can be easily added to the dashboard. On the side bar scroll down, find Events and Notice. Click on them and fill up the form as required and post it on the dashboard.

**NOTE: Every account holder can view this on their dashboard and could be super useful, so it should be properly utilized.**


These messages will be posted for certain time only. From and To indicates start date and end date respectively of that message.

Add Events

Start Time



End time



Venue

Description

Add Event

List of Events

Start time	Venue	Description	End Date	Action
No data available in table				

## Add Notice

From  

To  

Description

## List of Notice

Start time	Venue	Description	End Date	Action
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# Searching an Existing Patient

Patients search can be done from the search bar or the create new patient page as shown in the image below.

Name	Sex	Phone	Citizenship/Passport number	DOB	IG	PID	View Report
Manish kumar Awale	Male			2008-01-10	111200000019	19	
Anup Belbase	Male	01-895623	1265/7	1991-12-14	111200000001	1	View Report
Bipul Chhetri	Male			1993-01-03	111200000014	14	
d d	Male			2018-01-15	111200000022	22	
Sajal Dhungana	Male	9812345698	J8369854	1992-11-10	111200000023	23	
Dsfds Dsfds	Female			1999-12-30	111200000012	12	
Sunil is gamal	Male			1974-01-17	111200000025	25	
Alish Giri	Male		123467	1991-05-25	111200000011	11	
Suraj Bahadur Gurung	Male			1992-12-14	111200000008	8	

Search or Add Patient

☒ Who

Name:  External ID:

DOB:  Date Converter  Mother's Name:

Sex:  Guardian's Name:

Citizenship/Passport Number:  Emergency Phone:

Drivers License Number:  Marital Status:

Blood Group:  Address:

City:  District:

Zone:  Father's Name:

☐ Contact  
☐ Choices  
☐ Employer  
☐ Stats  
☐ Misc

Matching patients will be displayed whos name contains letter 'A'.

After selecting a patient, A button will appear at the top of the page called active patient. This will stay active until it is cleared using the Clear Active Patient button as shown in the image below.

Menu

Home


Create New Patient

Clear Active Patient

Alis Khadka (111100000010)  
DOB: 23/01/1993 Age: 25yrs

Encounter History

Search



Bishesh Poudyal  
Clinical Haematology

Dashboard

Appointment

Patient/Client

Message

Events

Notice

My Account

About Us

Patient Demographics

Alis Khadka

Create Onsite Portal Credentials

History | Report | Documents | Transactions | Issues | Ledger | External Data

Billing (collapse)

Patient Balance Due : 450.00  
Insurance Balance Due : 0.00  
Total Balance Due : 450.00

Demographics (expand)

Notes (expand)

Patient Reminders (expand)

Disclosures (expand)

Amendments (expand)

Labs (expand)

Vitals (expand)

Active patient of the current session. All the details and information in the DMS will be displayed of the current active patient. Clicking this button from other pages navigates to this page.

This removes the active patient.

Add

Appointments (collapse)

None

Edit

Medical Problems (collapse)

diabetes

Edit

Allergies (collapse)

iodine (hives)

Edit

Medications (collapse)

Metformin  
SAFOLIN CAP  
"ADHESIVE 4""

Edit

Surgeries (collapse)

appendectomy

Edit

Dental Issues (collapse)

Broken molar teeth

Edit

Immunizations (collapse)

# Dashboard

Dashboard shows list of options that you can choose from,

- **Test Status :** This displays list of all tests (with their respective date and time) that are pending, has been sent for processing and list of other options from the dropdown as shown below. Select the required option from the Status to view the list on the selected status. Selected list can be printed from the printer icon or can also be exported to CSV (an Excel format list).

The screenshot shows the 'Test Status' section of the dashboard. The status dropdown is set to 'Pending'. The table below shows a list of tests with columns: Patient, Encounter, Date, Procedure, Test Name, Status, and Payment. A red arrow points from the 'Sent to Internal Lab' option in the dropdown to the 'Status' column of the table.

Patient	Encounter	Date	Procedure	Test Name	Status	Payment
Nabin One(0y 0m 20d/M)	2018-01-29	2018-01-29	Transparency	Transparency	Due	
Jay Yadav(0y 0m 1d/F)	2018-01-29	2018-01-29	Stool R/E	All types of parasites	Due	
Jay Yadav(0y 0m 1d/F)	2018-01-29	2018-01-29	Stool R/E	Color	Due	

This Status section has to be updated by the lab technician. This is done to keep track of the test which will also be displayed in the Procedure List of the patient. Search the patient from the search bar, click on the patient to go to the Procedure list section.

The screenshot shows the 'Order List' section of the dashboard. The status dropdown is set to 'Pending'. The table below shows a list of patient procedure orders with columns: Patient, Encounter, Date, Procedure, Test Name, Status, and Payment. A red arrow points from the 'Sent to Internal Lab' option in the dropdown to the 'Status' column of the table.

Patient	Encounter	Date	Procedure	Test Name	Status	Payment
Nabin One(0y 0m 20d/M)	2018-01-29	2018-01-29	Transparency	Transparency	Due	
Jay Yadav(0y 0m 1d/F)	2018-01-29	2018-01-29	Stool R/E	All types of parasites	Due	
Jay Yadav(0y 0m 1d/F)	2018-01-29	2018-01-29	Stool R/E	Color	Due	
Jay Yadav(0y 0m 1d/F)	2018-01-29	2018-01-29	Stool R/E	consistency	Due	
Jay Yadav(0y 0m 1d/F)	2018-01-29	2018-01-29	Stool R/E	mucus	Due	
Jay Yadav(0y 0m 1d/F)	2018-01-29	2018-01-29	Stool R/E	RBCs	Due	

- **Order List:** This displays patient's procedure order list of the selected date. One procedure order can have multiple tests. For example, a patient has been given procedure order for testing his/her



stool and blood. So, in this case, the patient will have two tests in one order. He/she can also have multiple order in one day. As shown in the image below.

Order List			Today	←	→	Export to CSV	Monday, Jan 29, 2018		
Patient	Encounter	Date							
Suraj Singh Thakuri(25yrs/)	1326	2018-01-29							
Nabin One(0y 0m 21d/)	1321	2018-01-29							
Jay Yadav(0y 0m 2d/)	1327	2018-01-29							
Ram lal Jagat(34yrs/)	1329	2018-01-29							
Ram lal Jagat(34yrs/)	1329	2018-01-29							
			Previous 1 Next						

<div> <div>SP/OR Id ● Patient</div> <div>SP000461</div> <div></div> <div></div> <div></div> </div>									
Today			Monday, Jan 29, 2018		Export to CSV				
Patient Details			Order Details			Specimen Details		Status	
Patient	Encounter	Date	Procedure	Test Name	ID	Type	Collected Date	Status	Payment
Nabin One(0y 0m 21d/M)	2018-01-29	2018-01-29	Urine R/E	crystals	SP000461	Urine	2018-01-29	Reviewed	Due
Nabin One(0y 0m 21d/M)	2018-01-29	2018-01-29	Colour	Colour	SP000461	Urine	2018-01-29	Final	Due
Nabin One(0y 0m 21d/M)	2018-01-29	2018-01-29	Transparency	Transparency		Urine			Due
			Previous 1 Next						

Different tests of one Procedure order for a patient.

Specimen Id. This can be used to search/track the test.

Click on a patient to see the details of the patient, his/her order details and the status of the procedure order.

<div> <div>Today</div> <div>←</div> <div>→</div> <div>Tuesday, Feb 27, 2018</div> <div></div> <div>Export to CSV</div> <div></div> <div>Print</div> </div>							
Patient Details		Order Details				Status	
Patient	Date	Group	Procedure	Test Name	Status	Payment	
Alis Khadka(25yrs/M)	2018-02-27		Amylase	Amylase		Due	
							Previous 1 Next

Export in Excel format

Again, click on the patient to view the following screen.

Here, use the barcode icon to print the barcode of the patient's procedure order. Copy or scan the specimen id (SPxxxxx) and place it under the Specimen and select the status of the specimen. Status provides information regarding what is going to happen with that specimen. Hit submit after everything is completed as described.

Procedure List Form Back


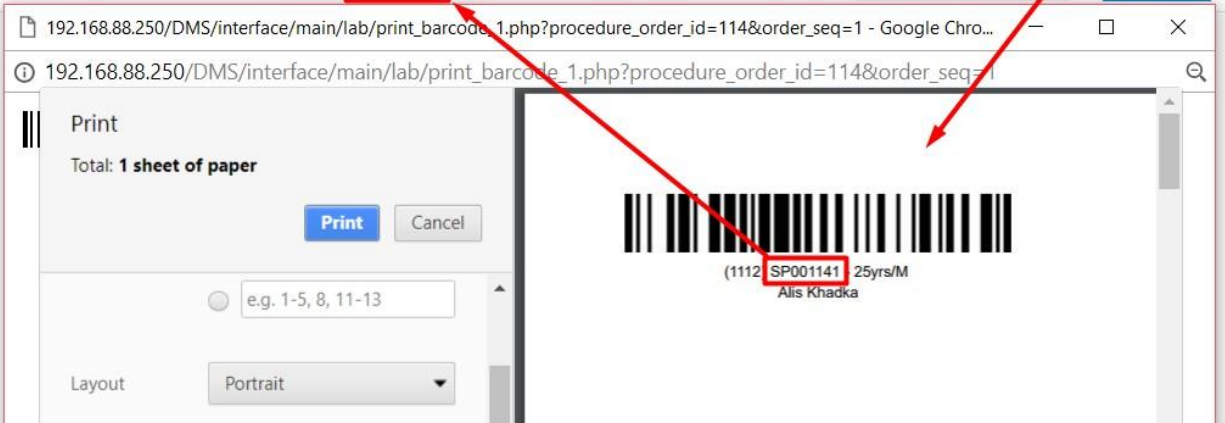
Patient	Encounter	Date	Procedure Name
Alis Khadka(25yrs/M)	2018-02-27	2018-02-27	Amylase

Report

Reported	Ext Time Collected	Specimen	Specimen Type	Status
2018-02-27 11:00	2018-02-27 14:10	SP001141	Serum	

Submit

Click this to view and print patient's barcode

Submitting the form will redirect user to the following screen, which will be used in the near future to provide update on the specimen's test.

Procedure List						
Patient Details		Order Details			Status	
Patient	Order Date	Group	Procedure	Test Name	Test Status	Payment
Alis Khadka(25yrs/M)	2018-02-27		Platelets	Platelets	Sent to Internal Lab	Due

Previous 1 Next

Future user should click on the patient to follow up with the process on the following screen.

Enter the new updates with the test and press update to save the record.

Reported	Ext Time Collected	Specimen	Specimen Type	Status
2018-02-27 11:00	2018-02-27 14:20	SP001141	Serum	Specimen Collected

Code

bcm-amyl1

Name

Amylase

Abnormal

Value

Units

Range

Source File Path

Choose Files No file chosen

Lab Test Method

Kinetic

Status

Possible Result

Facility

Supplier Facility Name

Comments

Comments on result and recommendation

Notes

Additional notes here if any

Submit

- **Patient:** Shows list of all patients. Please note that lab department are not allowed to view patient demographic page.
- **Resources:** The Available resources are shown in Resource Availability table. You can add reservation if you want to reserve any wards.

Dashboard
Schedule
Application Management
Reports

Announcements 0

There are no announcements

Upcoming Reservations 0

You have no upcoming reservations

Resource Availability

Available

General ward
radiology
General Bed(2)

There are no upcoming reservations in next 30 days
There are no upcoming reservations in next 30 days
There are no upcoming reservations in next 30 days

Reserve
Reserve
Reserve

Unavailable

None

Unavailable All Day

None

All Upcoming Reservations 0

Fill in the necessary fields to add a reservation.

Dashboard
Schedule
Application Management
Reports

## New Reservation

Administrator Administrator () Change

Rooms Change
General ward
Accessories Add

Begin 11/21/2017 4:45 PM
End 11/21/2017 5:15 PM
Reservation Length 0 days 0 hours 30 minutes
Repeat Does Not Repeat

Title of reservation

Description of reservation

Patient Name
Add name or email

Invitees
Add name or email Doctor And Nurse

Cancel Create

Activate Windows
Go to Settings to activate Windows.
Cancel Create

The reservations are displayed on the Resource Availability, in the Resource section.

Dashboard
Schedule
Application Management
Reports

Upcoming Reservations 1				
Today (1)				
VIP reservation	Administrator Administrator	Tue, 11/21 4:45 PM	Tue, 11/21 5:15 PM	General ward
Tomorrow (0)				
Later This Week (0)				
Next Week (0)				

Resource Availability		
Available		
Default		
General ward	Available Until Tue, 11/21 4:45 PM	Reserve
radiology	There are no upcoming reservations in next 30 days	Reserve
General Bed(2)	There are no upcoming reservations in next 30 days	Reserve
Unavailable		
Default		

# Patient/Client

**Patient:** This shows the list of all patients.

**Patient Education:** Search any information on the web from here.

Web Search - Patient Education Materials

Search in Medline ▼ Generic category of the search. Submit

search bar

Please input search criteria above, and click Submit to view results. (Results will be displayed in a pop up window)

**Chart tracker:** Track patients with this function. Enter the Patient ID to view the information.

# Procedures

## Providers :

- A hospital can have multiple departments handling various procedure order. These will be mentioned here in this section.

Providers		
Refresh	Add New	
Name	NPI	Protocol
Laboratory	internal	DL
Laboratory	external	DL
Radiology	internal	DL
Radiology	external	DL

## Configuration:

- Configuration controls all the tests that the Hospital conducts internally or externally.
- These tests can be categorized into groups, procedure order or other as required. Different topics will have different forms and their contents.
- Press Add Top Level to add new test as shown in the image below.

Types of Orders and Results				
Configuration	Group Orders	Lab Test Method		
Name	Order	Code	Description	
+ Biochemistry			Biochemistry	[Edit] [Add]
+ Haematology			Haematology	[Edit] [Add]
+ Immunology			Immunology	[Edit] [Add]
+ Microbiology			Microbiology	[Edit] [Add]
+ Parasitology			pst-logy	[Edit] [Add]
test1		Local Hospital Code	Description of the this test.	[Edit] [Add]
Add Top Level				

Add / Edit

Procedure Type:

Name:

Description:

Sequence:

Group

Procedure Order

Discrete Result

Recommendation

Order Group

Save

Cancel

Selecting Group shows the following form. Enter details and press save.

**Add / Edit**

Procedure Type:

Name:

Description:

Sequence:

This will save the file in the Configuration page. You can also edit this group or add different tests in this group using the Add button.

**DMS**  
Roji Maharjan  
Cardiologist

Dashboard  
Patient/Client  
Procedures  
Providers  
**Configuration**  
Load Compendium  
Batch Results  
Electronic Reports

**Types of Orders and Results**

Configuration Group Orders Lab Test Method

Name	Order	Code	Description	
+ Biochemistry			Biochemistry	[Edit] [Add]
Blood Group			Description of blood group.	[Edit] [Add]
+ Haematology			Haematology	[Edit] [Add]
+ Immunology			Immunology	[Edit] [Add]
+ Microbiology			Microbiology	[Edit] [Add]
+ Parasitology			pst-logy	[Edit] [Add]
test1		Local Hospital Code	Description of the this test.	[Edit] [Add]

Edit group or Add different tests to that group.

Selecting Procedure Order shows the following form.

**Add / Edit**

Procedure Type:

Name:

Description:

Summary:

Sequence:

Order From:

Identifying Code:

Standard Code:

Body Site:

Specimen Type:

Administer Via:

Laterality:

Taxes: ☐ HST ☐ TINC ☐ VAT

Fee:

The part of the body from where the test is conducted

HST: Health Service tax. Standard is 5%.  
TINC: Tax Included In Price. Use this when tax is already include and requires no further tax.  
VAT: Value Added Tax. Standard is 13%.

"test1" charge. This charge should not include tax as this will be added from Taxes section.



## Events

This topic is described in General section 1b.

## Notice

This topic is described in General section 1b.

## My Account

**Password:** Change your password here.

### Password Change

Have you forgotton your password ? Please choose a new one here.

Full Name :	Roji Maharjan
Username :	roji
Current Password :	<input type="password"/>
New Password :	<input type="password"/>
Repeat New Password :	<input type="password"/>
<input type="button" value="Save"/>	

Customise your password here.

**Authorizations :**

**Address Book:** Most of the details of different departments in the hospital will be stored here.

**Office Notes :**

**Configure Tracks :**



## About Us

Provides information about DMS.

## Log Out

This will end your session and will redirect you to the login page.