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.
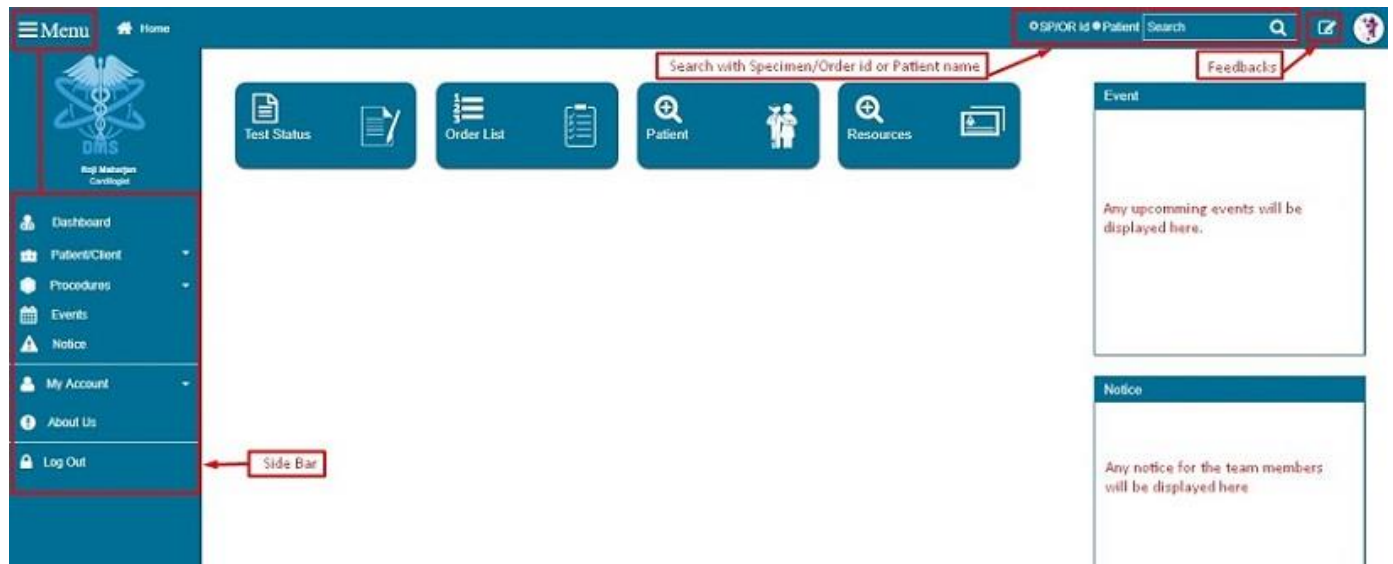
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Introduction

After logging in, 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	Your Name
Feedback Type	Please Select ▼
Feedback	Your Feedback

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	Start Time
End time	End Time
Venue	Venue
Description	

Add Event

List of Events

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

Add Notice

From | Start Time | 📅

To | End Time | 📅

Description |

[Add Notice]

List of Notice

Start time	Venue	Description	End Date	Action

Searching an Existing Patient/Order

Patients search can be done from the search bar as shown in the image below.

The below image displays search through a specimen id. Search done by specimen id will navigate to the test report page where details of the can be viewed and updated.

Dashboard

Test Status

This displays list of all tests (with their respective date) 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).

This **Status** section has to 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.

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.

Multiple test of a single patient is displayed in the image below.

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

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

Use the barcode icon to print the barcode of the patient's procedure order. Copy or scan the specimen id (SPxxxxxx) 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.

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.

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.

| 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 14:20	SP001141	Serum	Specimen Collected ▼	Update

Result and recommendations

Code	bcm-amyl1	Facility	Supplier Facility Name
Name	Amylase		
Abnormal	▼	Comments	Comments on result and recommendation
Value			
Units			
Range			
Source File Path	Choose Files No file chosen	Notes	Additional notes here if any
	(Multiple Files can be uploaded at one time by selecting them using CTRL-Click or SHIFT-Click.)		
Lab Test Method	Kinetic ▼		
Status	▼		Submit
Possible Result			

Patient

Shows list of all patients. Please note that lab department are not allowed to view patient demographic page.

Patient/Client

Patient

This shows the list of all patients.

Patient Education

Search any information on the web from here.

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.

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.

The basic concept of this configuration, starting with creating a group is as follows:

- Press **Add Top Level** to add new test as shown in the image below.

- Select **Group** in which you want to create multiple **Procedure Order** and its related **Discrete Results**.
- To create a package of multiple procedure order and its different tests, you can use **Order Group** and combine different tests of different procedure orders to a single packaged order with a discounted price.

- Selecting **Group** shows the following form. Fill the form to create a group type and press save.

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

- Now, we need to add some procedure order to that group. Keep in mind that you can also simply create procedure order instead of making a group and adding it in.
- Selecting **Procedure Order** shows the following form. Please go through the form to know what to enter in the corresponding fields.

- We have successfully added a procedure to the group "Blood Group".

- Adding **Discrete Result** to that procedure follows the same process. The below form shows discrete result being added to the same group (Blood Group).

Add / Edit

Procedure Type:	Discrete Result ▼
Name:	before food
Description:	Blood test before food intake of a patient
Sequence:	0
Identifying Code:	Hospital identifying code
Default Units:	mg/dl ▼
Default Range:	80/120 (blood pressure range)
Possible Value:	90 (average blood pressure at normal)
Followup Services:	ICD9:V18.3
Lab Test Method:	Enzymetric / GOD/POD / Humaclot / ICT / Lonselective
Taxes:	○ HST ○ TINC ◉ VAT
Is Refundable:	☐
Fee:	with no tax

[Save] [Cancel]

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]
| Acid Test		Local Hospital Code 1	Checking acid in the blood.	[Edit] [Add]
| before food		Hospital identifying code	Blood test before food intake of a patient	[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]

- Order group simple creates a package of selected tests/orders with a combined price. The image below shows multiple tests being added to a package.

Specimen id are unique foe each test but if multiple tests are selected and grouped in **Order Group** then the user can select whether the specimen id for that group should have same specimen id or multiple individual specimen id from the "Yes" or "No" choice.

Load Compendium

Lab do not have access to this section.

Batch Result

Electronic Reports

Lab Documents

Events

This topic is described in the Introduction section.

Notice

This topic is described in the Introduction section.

My Account

Password

Change your password here.

Authorizations

Address Book

Most of the details of different departments in the hospital will be stored here.

Office Notes:

Any users can add notes here. These notes will be stored here, and anyone can come here and view these notes.

Configure Tracks

Doctors update this section to keep records of varieties of tests like blood pressure test in different timings, its normal state for person of certain type and other in-depth details for other members to view. These records will be stored in the encounter history. Accessing this information from the **Encounters**, graph of that record will be displayed. This graph also can be printed if required.

About Us

Provides information about DMS.