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.
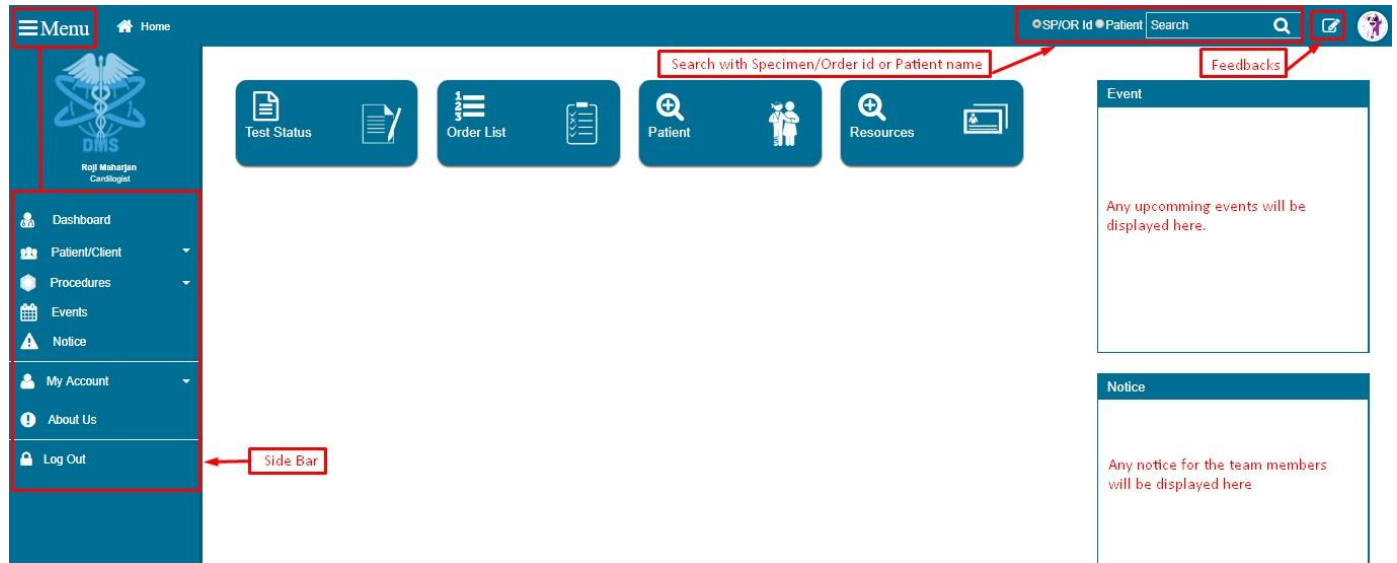
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Introduction

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	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

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

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 🔍] ✏️ 👤

DMS

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)

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.

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

This removes the active patient.

[Edit] **Demographics** (expand)
[Edit] **Notes** (expand)
[Edit] **Patient Reminders** (expand)
[Edit] **Disclosures** (expand)
[Edit] **Amendments** (expand)
Labs (expand)
Vitals (expand)

[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,

o **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).

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.

o **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.

Different tests of one Procedure order for a patient.

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.

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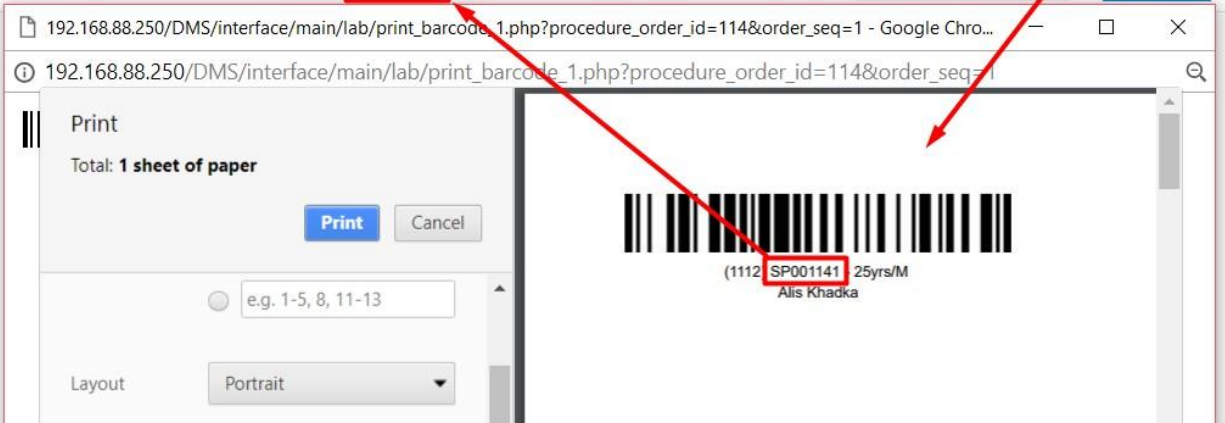
Submitting the form will redirect user to the following screen, which will be used in the near future to provide update on the specimen's test.

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.

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

Fill in the necessary fields to add a reservation.

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

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:

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

Configuration:

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

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

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.

Selecting Procedure Order shows the following form.

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.

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.