# 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.

### 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.

# 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.

### 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).

* 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.