PATRICK ELECTRONIC MEDICAL RECORD USER GUIDE

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1. Login

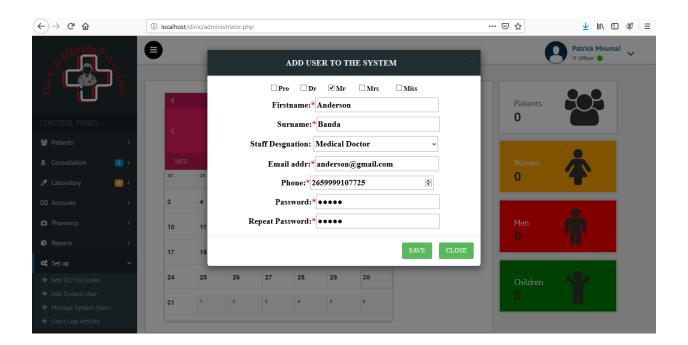
Use the login screen to allow you to access the system.

Test login details are email: test@clinic.com and password 1234554321



2. Add system users after clicking set up button

This functionality is for super administrator to add user and give system rights. User <u>test@clinic.com</u> is super administrator you can check in users table in your php myadmin under state u will see that this user is super.



3. Assign user roles after clicking manage users

This functionality is for super administrator to add user and give system rights. User <u>test@clinic.com</u> is super administrator you can check in users table in your php myadmin under state u will see that this user is super. This section you can give rights, reset user password as well as delete the user from the system.

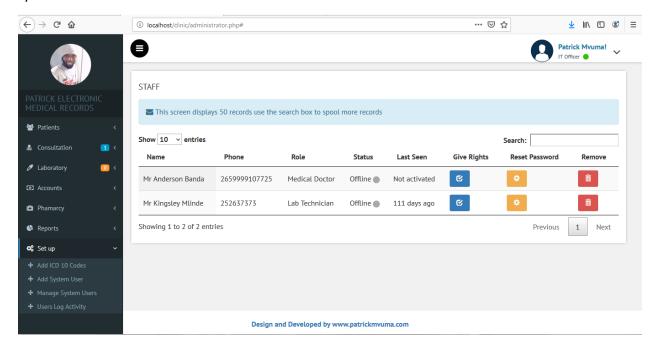
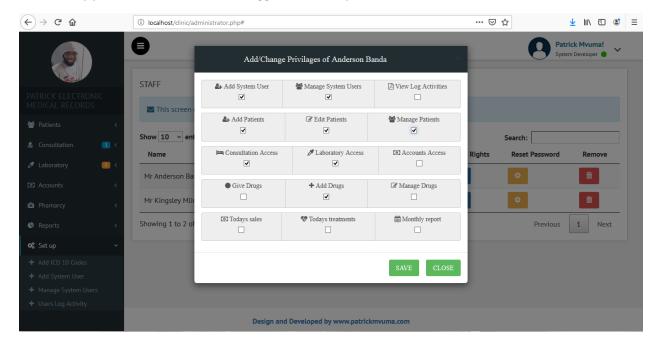
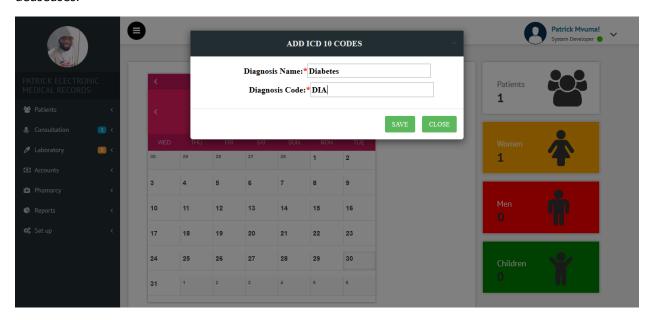


Figure below adminstrator is giving rights after that he can now click save which means the user will be able to only perfom those roles when logged into the system.



4. Populate the system with names of diseases

The system has to have names in order for the the clinician to confirm diagnosis hence if there is no disease name the system administrator can just login and click IC 10 codes tab under set up and add the deaseases.

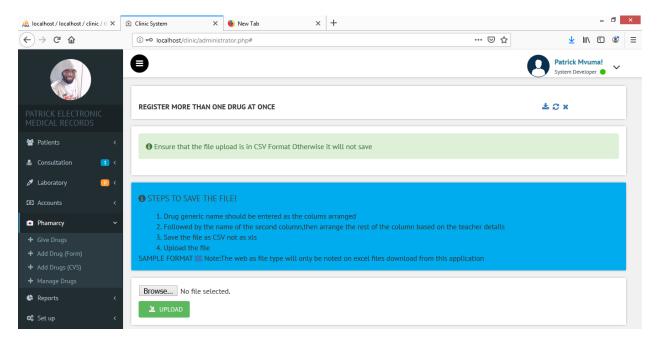


5. Add drugs under pharmacy

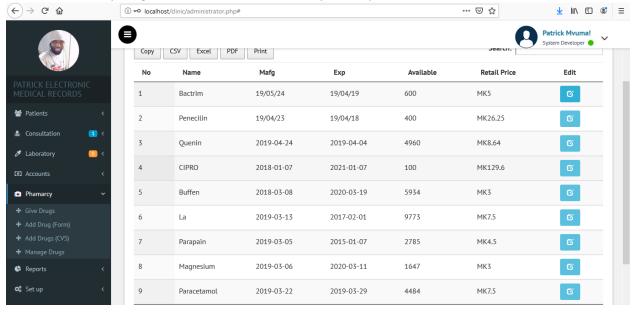
The system needs to be filled with drugs to be used by clinician when prescribing diagnosis.

The system has two ways of adding drugs the first one is adding one type of drug at once and the other is by register more than one drug at once by uploading a cvs file containing your drug details.

Figure below shows the form that allows user to add drugs, the user has to click the download button icon on the top right as well as an envelope under steps to get the template document to fill with drugs and upload into the system.

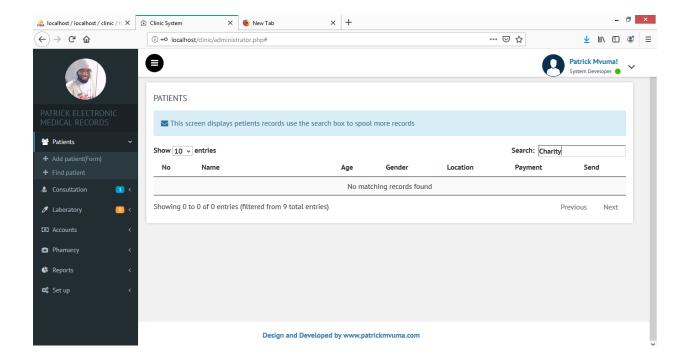


You can also manage the drugs that is editing the drug records this depends on user roles. Here also you can see how many drugs are left at the clinic so that you can purchase more.

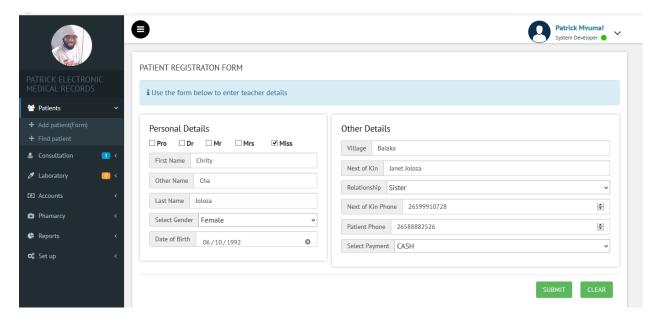


6. Add patient under patients tab

This tab you can add the patient if his or her record does not exist in the system hence first step is to search for patient available in the system by clicking find patient tab and search. See figure below

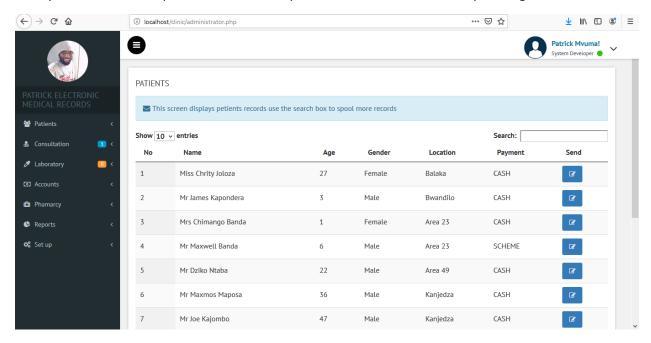


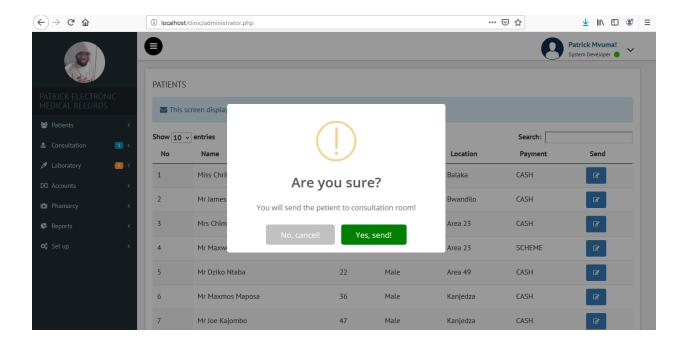
The figure below shows a patient who does not exist in the system being added for the first time



7. Send a patient to the clinician

Here you can search the patient and send the patient to consultation room by clicking send button.



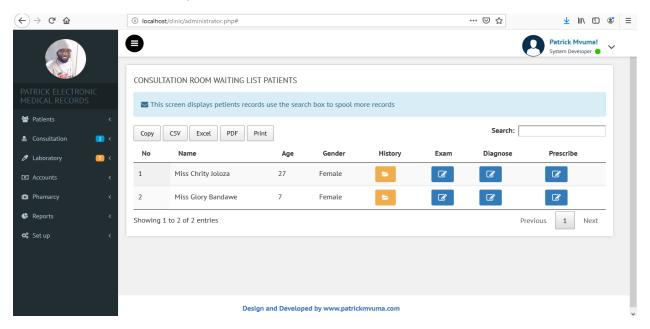


8. Consultation room (consultation)

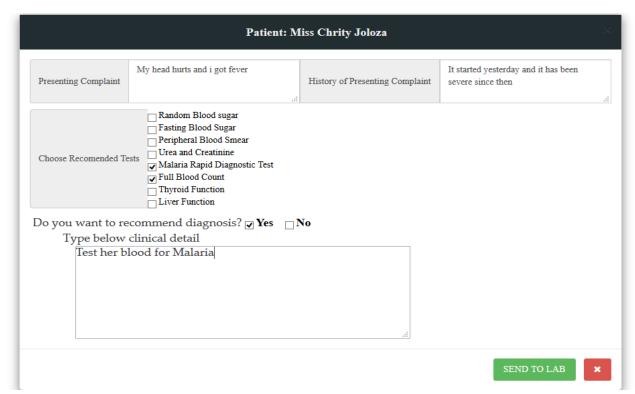
Here the clinician attend to patients sent there by a receptionist after performing step 6 above.

The clinician then do the following.

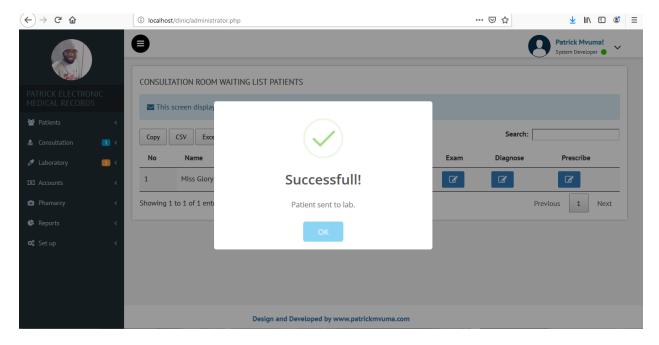
• Examine the patient



 Record presenting complaint and story of presenting complaint under diagnose (mandatory step)

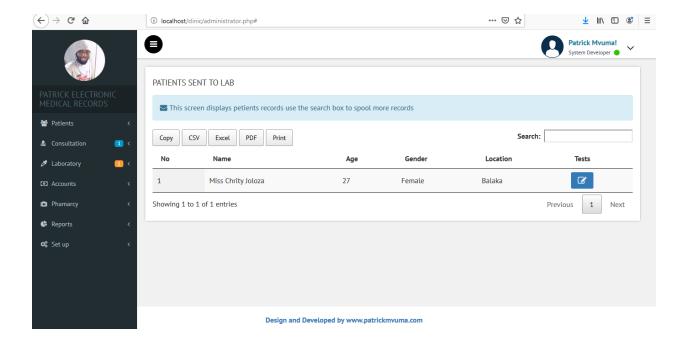


Patient records has been sent to the lab

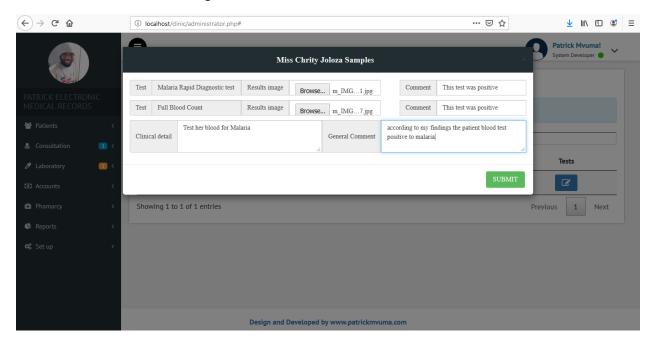


9. Tests received in the Laboratory

The technician has received the record of a patient from consultation room. See figure below

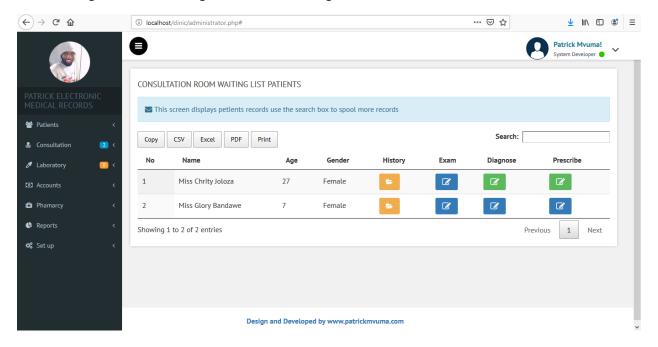


The lab technician performs the tests and attach results as a form of image and finally send them back to the consultation room. See figure below



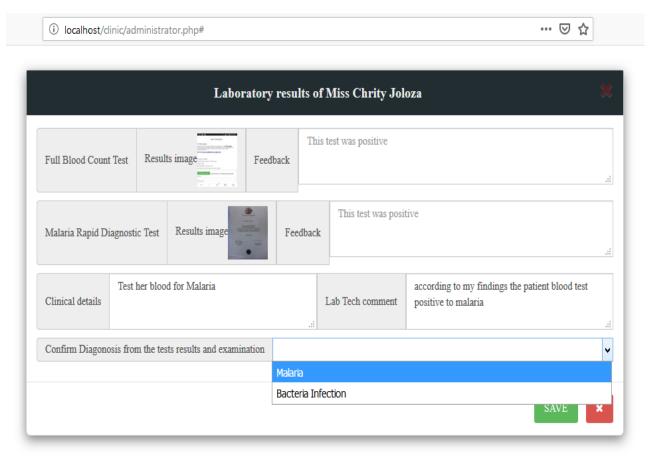
10. Confirm diagnosis (consultation)

Here the clinician has to record a diagnosis after patient physical examination or tests results and save them. See figure below shows green button meaning the results from the lab

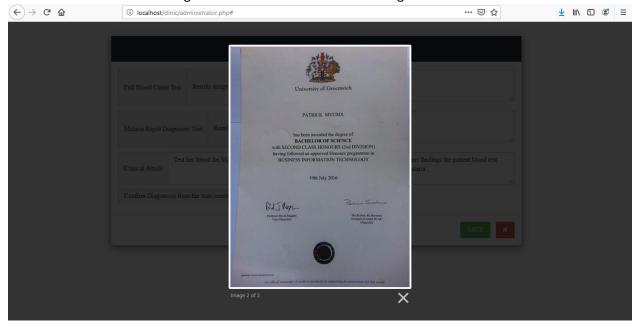


11. Diagnose the patient (consultation)

After clicking the green diagnosis button the clinician has to confirm diagnosis from the lab tests results.



The clinician can click the image to view it in full view mode.see figure below



12. Prescribe drugs to the patient (consultation)

Here the clinician has to select the number of types of meds he or she wants the patient to receive.

See figure below. He wants to give the patient e.g. La and panoda he has to select 2 or if he wants the patient to receive La only then he has to select 1

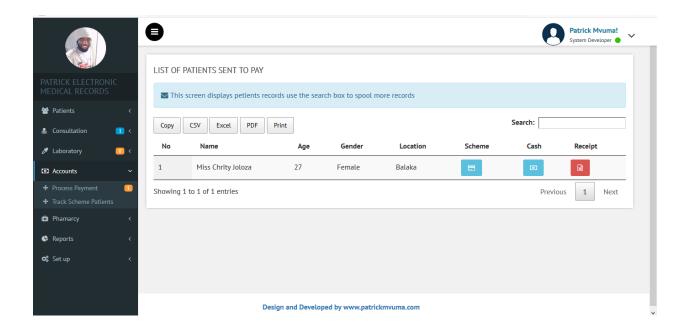


The figure below shows that the clinician decide to give the patient Panado and La. 14 Panoda tablets two times a day for 7 days and the system will calculate how many tablets to be given to the patient.7 La tablet once a day for 7 days, The clinician can decide to add prescription comment and management plan for the patient.

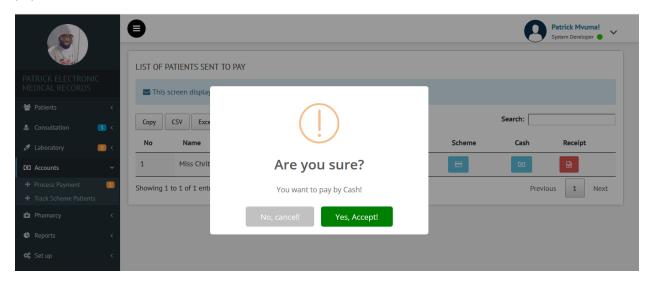


13. The patient has to pay in accounts

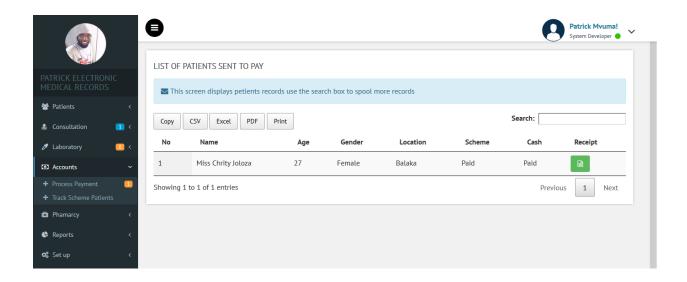
The patient has to pay first his or her bill first. The accountant or the system user has to click one of the payment method depending on the patient payment plan either scheme or cash.



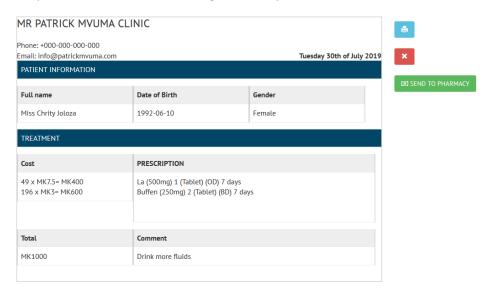
After the patient has decided to pay cash the user has to click cash button to record and confirm payment.



After confirming payment the receipt button changes to blue and the scheme and cash changes to paid text.

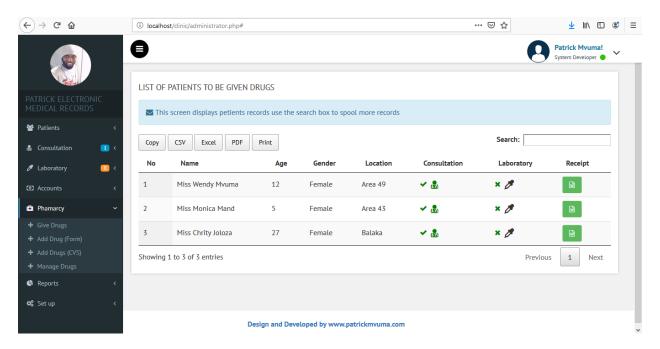


The user has to click the green receipt button which opens up a receipt and then the user can click send to the pharmacy for the pharmacist to check what to give to the patient.



14. Give drugs (Pharmacy)

The pharmacist has to check the prescription sent by the clinician and then give the drugs and finally click **SaVe** to close the patient file.

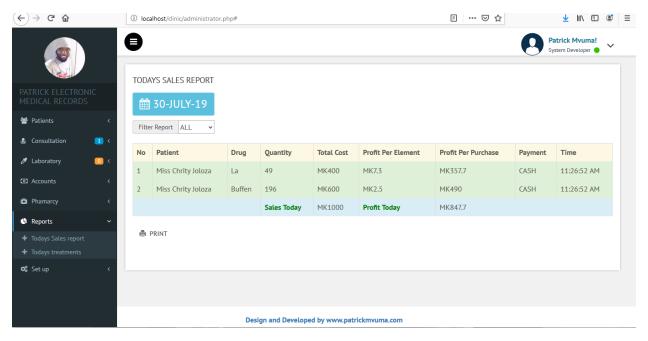


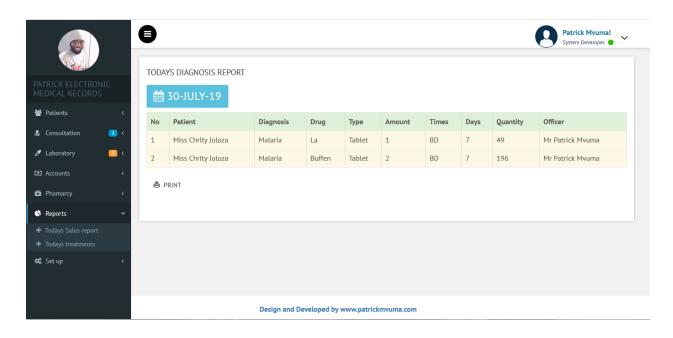
After clicking the receipt, the receipt pops up for the for the pharmacist to check drugs to give a patient and then click save in order to record and confirm the dispensing of drugs to the patient.



15. View reports (Reports)

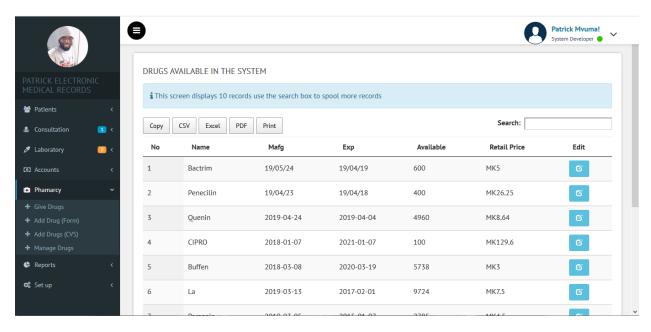
System users can view and print daily diagnosis reports or monthly reports





16. View drugs costs (Accounts)

Here anyone given the rights can view drugs costs, date, and vendor to compare with others or order more.



17. User log activities

The system records everything that the user does for evidence in case something goes wrong in the system whether patient was deleted from the system hence the administrator has access to this data.

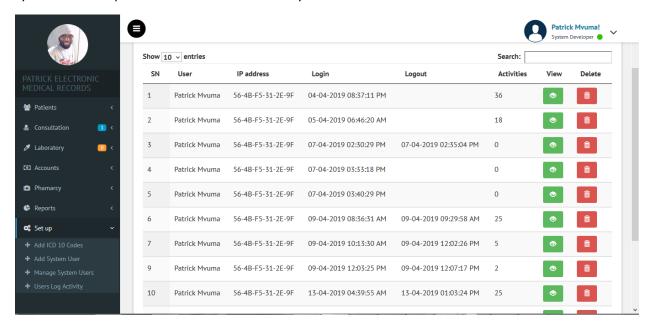
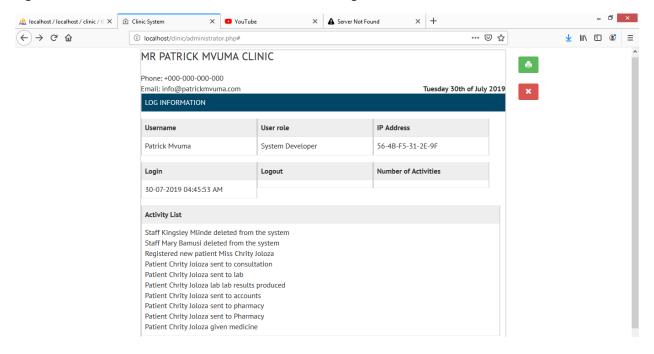


Figure below shows the records the user did after clicking view button.



NB

Sometimes You might find that on log activity repot the time does not match with the actual time in urea hence you have to open page **login.php** on line number 25 uncomment that line and put the time zone of your line same with **register.php** on lines 552,657,1604

If you need help visit my website www.patrickmvuma.com