

MEDICAL RECORDS

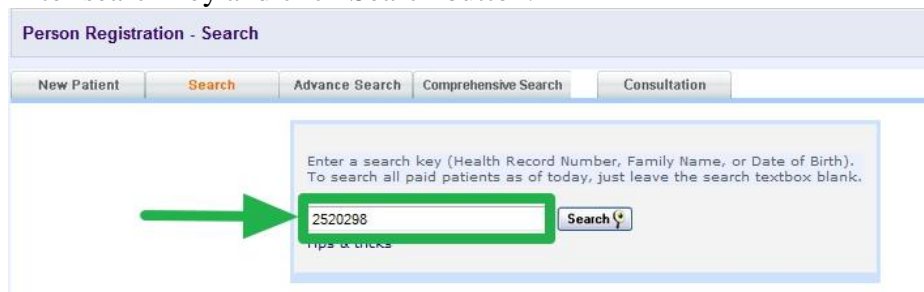
This section describes the processes and transactions happening at the SPMC Medical Records Department. It is assumed that you have already logged-in to the system and is currently at the HOME Screen.

- Clerk Searches Patient Information

1. Click **Medical Records**.



2. Click **Search Patients**.
3. Enter search key and click Search button.



4. Patient record successfully displayed.



- Clerk Updates Patient Info for Discharge

1. Click **Medical Records**.



2. Click **Search patients with records**.
3. Search a patient using a correct search key. Check appropriate boxes for the search.

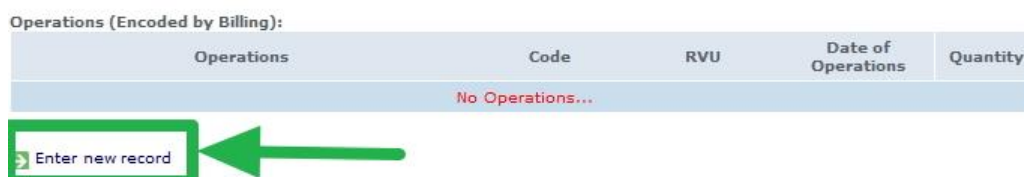


 Please find the patient first.

The screenshot shows the patient search form. It has a text box for 'Enter a search key (e.g., family name or date of birth):' with the value '2013000556' entered. The 'Search' button is highlighted with a green box and a green arrow. Below the search key, there are several checkboxes for search criteria:

<input checked="" type="checkbox"/> Search for HRN too.	<input type="checkbox"/> Search for Case Nos. too.
<input type="checkbox"/> Without ICD-10	<input type="checkbox"/> Without ICPM
<input type="checkbox"/> Discharged Without Final ICD-10	<input type="checkbox"/> Discharged With Final ICD-10
<input type="checkbox"/> Still Admitted Without Final ICD-10	<input type="checkbox"/> Still Admitted With Final ICD-10

4. Once the patient record is shown, look for the **Enter New Record** link and click on it.



5. Fill up mandatory items – those that have red asterisks (*).

* Encoded By: Segworks Personnel

* Attending Physician & Department: -Select a Doctor- Family Medicine

* Diagnosis: -Select a Doctor- -Select a Department-

ICD code	Other Diagnosis	ICD-	Add
Y70	ANESTHESIOLOGY DEVICES ASSOCIATED WITH ADVERSE INCIDENTS	Family Medicine	X
A91.0	Dengue hemorrhagic fever[DHF], Stage I; Dengue Stage 1	Family Medicine	X
V93.6	Accident on board inflatable craft (nonpowered) without accident to watercraft, not causing drowning and	Family Medicine	X
	Accident on board fishing boat without accident to watercraft, not causing drowning and	Family Medicine	X

* Operations: -Select a Doctor- -Select a Department-

03/27/2014 [mm/dd/yyyy] [hh:mm] A.M.

ICP Code	Principal Procedure	ICP-	Add
9-303	Adjustment And Fitting Of Removable Denture		X

6. Click **Save & Discharge** button.

☒ To be Discharged?

* Result: ☒ Recovered ☐ Improved ☐ Unimproved ☐ Died ☐ Autopsy ☐ No Autopsy

* Disposition: ☒ Discharged ☐ Transferred ☐ DAMA ☐ Absconded

* Discharge Date/Time: 03/27/2014 [mm/dd/yyyy] [hh:mm] 12:00 A.M.

Save & Discharge

7. Patient already discharged.

Medical History :: MAMA, JOHER ABDUL (2003861)

Search

⚠ This patient is already discharged

Case No.	2013000556
Title:	
Family Name:	MAMA
Given Name:	JOHER
Middle Name:	ABDUL
Date of Birth:	05/17/2005
Sex:	Male
Encounter Type:	Inpatient (Direct Admission)
Date Discharged :	03/27/2014 Time : 12:00 AM
Date Chart Received :	not yet
PhilHealth Member? :	YES

Picture Preview

- Clerk Prints Medical Certificate

1. Click Medical Records.



2. Click Search patients with records.

3. Search an **already discharged** patient using a correct search key. Check appropriate boxes for the search.

Medical History

Search

Please find the patient first.

Enter a search key (e.g., family name or date of birth):

2013000556 Search

☒ Search for HRN too. ☐ Search for Case Nos. too.

☐ Without ICD-10 ☐ Without ICPM

☐ Discharged Without Final ICD-10 ☐ Discharged With Final ICD-10

☐ Still Admitted Without Final ICD-10 ☐ Still Admitted With Final ICD-10

4. Click Medical Certificate.

Medical History :: MAMA, JOHER ABDUL (2003861)

Search

⚠ This patient is already discharged

Case No.: 2013000556

Title:

Family Name: MAMA

Given Name: JOHER

Middle Name: ABDUL

Date of Birth: 05/17/2005

Sex: Male

Encounter Type: Inpatient (Direct Admission)

Date Discharged: 03/27/2014 Time: 12:00 AM

Date Chart Received: not yet

PhilHealth Member?: YES

Picture Preview

Options for this patient:

- ☒ Medical Certificate
- ☐ History of Confinement
- ☒ Received Patient's Chart
- ☐ Cancel Discharge

5. Click **Create New Medical Certificate** button.

MEDICAL CERTIFICATE HISTORY

Patient Details

Patient Name: MAMA, JOHER ABDUL Age: 8 Birth Date: 05/17/2005
HRN: 2003861 Sex: Male Civil Status: child

Search Encounter:

Showing 0-0 out of 0 record(s).

Date Prepared	Case Number	Date Admitted	Department	Doctor	Prepared by	Details
No encounters with medical certificate...						

6. Select a case, then click **Create New**.

List of Encounters

Hospital Number: 2003861
Patient's Name: JOHER ABDUL MAMA

Search History:

Showing 1-2 out of 2 record(s).

Case Number	Referral Number	Department	Admission Type	Date Admitted	Create New
2013000556		Family Medicine	IPD	2013-11-12	<input type="button" value="Create New"/>
2013000429		Family Medicine	IPD	2013-10-01	<input type="button" value="Create New"/>

7. Fill up fields such as diagnosis and procedures, etc.

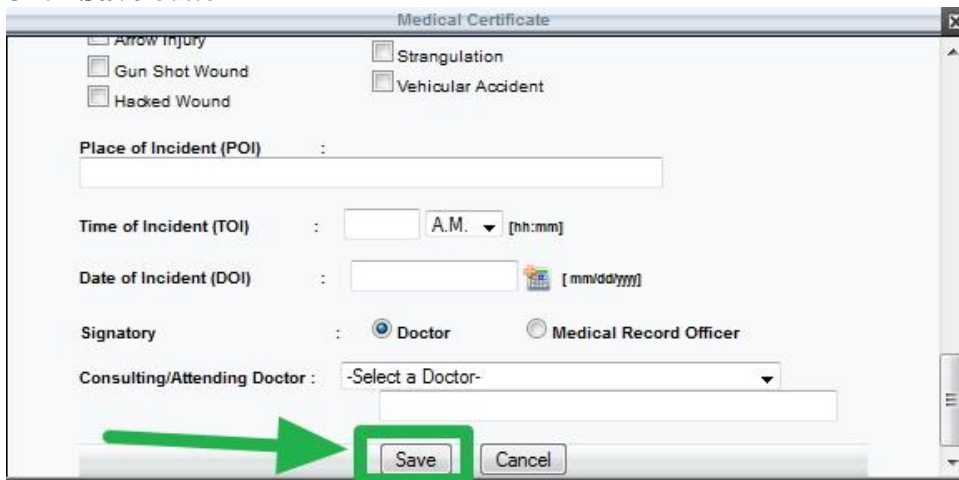
Medical Certificate

Consultation Date : 11/12/2013 [mm/dd/yyyy]
Scheduled Date : 03/27/2014 [mm/dd/yyyy]

Diagnosis :

Procedure :

8. Click **Save** button



The screenshot shows a 'Medical Certificate' form. At the bottom, there are 'Save' and 'Cancel' buttons. A green arrow points to the 'Save' button, which is also highlighted with a green box.

Medical Certificate

☐ Arrow Injury ☐ Strangulation
☐ Gun Shot Wound ☐ Vehicular Accident
☐ Hacked Wound

Place of Incident (POI) :

Time of Incident (TOI) : A.M. [hh:mm]

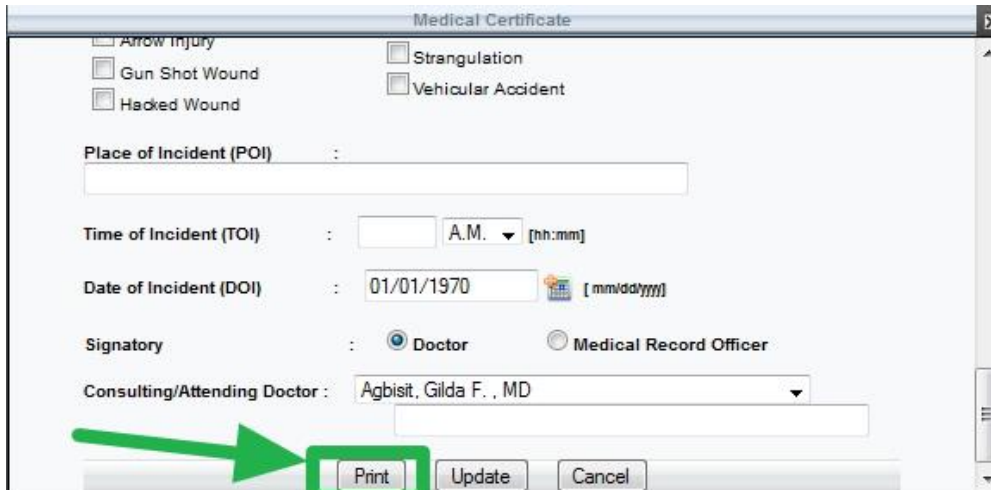
Date of Incident (DOI) : [mm/dd/yyyy]

Signatory : ☒ Doctor ☐ Medical Record Officer

Consulting/Attending Doctor : -Select a Doctor-

Save Cancel

9. Once the record is saved, a window appears. Scroll down and look for the Print button. Click on it.



The screenshot shows the same 'Medical Certificate' form, but now with a 'Print' button at the bottom. A green arrow points to the 'Print' button, which is highlighted with a green box.

Medical Certificate

☐ Arrow Injury ☐ Strangulation
☐ Gun Shot Wound ☐ Vehicular Accident
☐ Hacked Wound

Place of Incident (POI) :

Time of Incident (TOI) : A.M. [hh:mm]

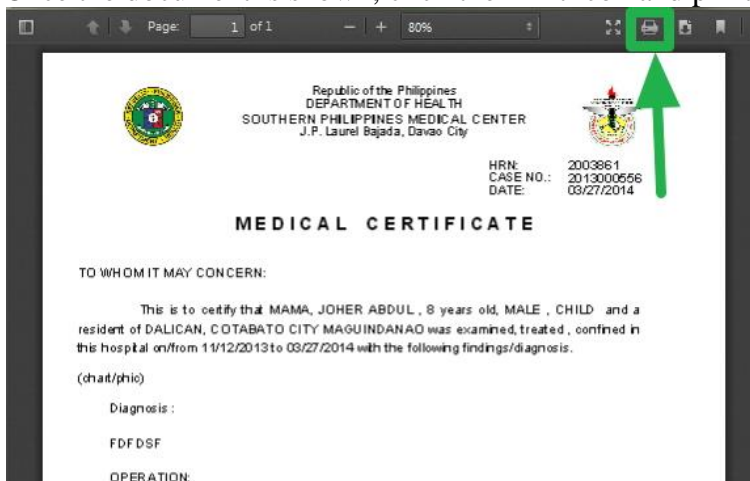
Date of Incident (DOI) : 01/01/1970 [mm/dd/yyyy]

Signatory : ☒ Doctor ☐ Medical Record Officer

Consulting/Attending Doctor : Agbisit, Gilda F., MD

Print Update Cancel

10. Once the document is shown, click the Print icon and printing starts.



The screenshot shows a printed 'MEDICAL CERTIFICATE' document. At the top right, there is a 'Print' icon (a printer) highlighted with a green box and a green arrow. The document contains the following text:

Republic of the Philippines
DEPARTMENT OF HEALTH
SOUTHERN PHILIPPINES MEDICAL CENTER
J.P. Laurel Bgada, Davao City

HRN: 2003861
CASE NO.: 2013000656
DATE: 03/27/2014

MEDICAL CERTIFICATE

TO WHOM IT MAY CONCERN:

This is to certify that MAMA, JOHER ABDUL, 8 years old, MALE, CHILD and a resident of DALICAN, COTABATO CITY MAGUINDANAO was examined, treated, confined in this hospital on/from 11/12/2013 to 03/27/2014 with the following findings/diagnosis.

(chart/physio)

Diagnosis :
FDF DSF
OPERATION:

- Clerk Generates Reports

1. Click **Medical Records**.



2. Click **Reports**.
3. Choose parameters then click Continue.