

SPECIAL TOOLS

This section contains the collection of tools provided by the system. Mostly used by the admin to manage the system. It is assumed that you have already logged-in to the system as the administrator.

To access the Special Tools, from the SegHIS homepage, select the Special Tools link from the module menu. The Special Tools is the last item in the list of modules.

SPMC Southern Philippines Medical Center
Hospital Information System

Welcome, Segworks Personnel Logout

- Home
- Admission
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- PHS
- Medical Records
- Doctors
- Nursing
- OR
- Laboratories
- Radiology
- Dialysis
- Pharmacy
- Social Service
- Billing
- PIAD
- Inventory
- Cashier
- Reports
- Industrial Clinic
- System Admin
- Special Tools**

Headline

Important Notice: No Segworks personnel on duty at SPMC on Dec 20, 2013 from 6:00pm to 12:00mn
Segworks' 24/7 Support and Maintenance will be TEMPORARILY UNAVAILABLE to answer a call and cater a request!

During this "festive season" of December, our company wishes to gather all our employees for a simple get-together and dinner this coming December 20 (Friday). In view of this, **no Segworks personnel on duty at SPMC on this day December 20, 2013 from 06:00 PM to 12:00 Midnight.**

To maintain our commitment of continuous support for the SPMC HIS, with this you can temporarily call this number 0925-523-1492 for support. Should there be an urgent issue that cannot...
[Read more](#)

Technical Assistance Updates

Updates and maintenance on IHOMP and Segworks.

IHOMP Office:
Working Schedule: Monday - Friday / Time - 8:00 a.m ...
[Read more](#)

Important Notice: Scheduled System Updates and Maintenance

This is notification of scheduled updates and maintenance of SegHIS

System updates and maintenance of SegHIS will be scheduled during Monday to Thursday from 12:00nn to 02:00pm. This work may adversely affect access or performance during those hours. Advance notice will be given in case downtime is required.

Quick Informer


Police : 116
Fire Dept. : 110
Emergency : 911
Phone (Hospital) : +6382 2272731
Fax : +6382 2217029
Address : J.P. Laurel Avenue, Bajada, Davao City, Philippines
Email : dmcenter01@yahoo.com

Admission Hours
Management
Departments
Cafeteria News
Admission
Exhibitions
Education
Studies
Physical Therapy
Health tips
Calendar
Submit News


[Downloaded Forms](#)

HIS Service Request Form
Technical Assistance Request Form

The link will then redirect you to the special tools page displaying all the available tools.




















SPMC
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- System Admin
- Special Tools

	Plugins	Collection of plugin tools and modules
	Hospital Service Price List	Update hospital service price list
	Services Pricelist	Add, edit and delete data for managing cost center gui
	Cost Center Gui Manager	Add, edit and delete service price for every area
	Personnel Manager	Add, view the list of, and/or edit address data
	Health Plans and Benefits	Add, view the list of, and/or edit occupation data
	Address Manager	Add, view the list of, and/or edit religion data
	Occupation Manager	Add, view the list of, and/or edit ethnic group data
	Religion Manager	Add, view the list of, and/or edit International Classification of Diseases (ICD10)
	Ethnic Group Manager	Add, list, and/or edit International Classification of Procedures in Medicine (ICPM)
	ICD10 Manager	Add, list, and/or edit International Classification of Procedures in Medicine (ICPM) For PHIC
	ICPM Manager	Save, document, index photos of patients
	ICPM Manager For PHIC	Intranet webcam security surveillance
	Calendar	An online calculator
	News	User options for background & text colors, mascots, avatars, etc.
	Calculator	Change or update access password
	Access password	

Special Tools:

I. Plugins



	Plugins	Collection of plugin tools and modules
	Hospital Service Price List	Update hospital service price list

These includes the collection of plugins the system has. Currently contains two tools namely VitalS Calculator and Immunization Scheduler.

Plugins


A

VitalS Calculator

Vital Statistics Calculator

B

Immunization Scheduler

Automatic immunization scheduler based on standard sets of immunization regulations



A. VitalS Calculator

Calculates a person's vital statistics

1. Click *VitalS Calculator*



2. Fill in the following fields.

The screenshot shows the 'Vital Statistics Calculator' form. At the top, it says 'Please ensure that you enter the details correctly, you have JavaScript enabled and your browser supports it...'. The form contains the following fields:

Your age (in years) is	18
You are a?	Female
Your weight (in Kgs) is *	48
Your weight (in Lbs) is *	105
Your waist size (in cms) is *	91
Your waist size (in inches) is *	36
Your height (in cms) is *	154
Your height (in feet and inches) is *	5' 1"
Your Pulse Rate is	72 beats per minute
Your Blood Pressure (mm of Hg) is	120 systolic, 80 diastolic

Below the form are 'Calculate' and 'Clear Form' buttons. A green arrow points to the form fields. A sidebar on the left lists various system functions like Home, Admission, ER, etc. At the bottom, it says '©Sudisa - 2004 to 2014'.

* Fill in only one weight (either in Kgs or in Lbs) and height (either in cms or feet and inches).
The programme will automatically calculate the other
If in doubt, ask a nurse or para-med to help you out with the figures

3. Click the *Calculate* button to calculate vital stats.

This screenshot is a zoomed-in view of the bottom part of the form from the previous image. A green arrow points to the 'Calculate' button. The 'Your Blood Pressure' field shows '120 systolic, 80 diastolic'. The 'Your Pulse Rate' field shows '72 beats per minute'. The same sidebar and footer are visible.

* Fill in only one weight (either in Kgs or in Lbs) and height (either in cms or feet and inches).
The programme will automatically calculate the other
If in doubt, ask a nurse or para-med to help you out with the figures

4. To reset fields, you can select the *Clear Form* button.

5. The system displays the generated vital statistic results.

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Results and their Interpretations

You are a young lady and your age is 18 years

Weight

You are **overweight**, and are at a **high risk**, particularly if you have **type 2 diabetes and/or hypertension (high blood pressure) and/or heart disease**

Your weight is **48** Kgs or **105** lbs, while your ideal body weight should be **52** Kgs or **115** lbs

You should maintain body weight between **43.85** and **59.27** and should NOT cross **71.15** Kgs

This is equivalent to **96.67**, **130.67** and **156.86** in lbs respectively

Height and Body Mass Index

These BMI calculations are not applicable to you

Your height is **154** cms or **60.63** inches body mass index is **20.24** and you are **fine**

Required Calories

You require to consume between **1344** and **2068** KCalories per day to maintain/achieve your ideal body weight

Body Surface Area and Fat Percentage

Your body surface area is **1.43** m²

Your body fat percentage is **20.24**%, and this indicates that you are **within healthy range**

6. You can click the *Re-calculate* button to calculate another vital stats. Recalculate button is located below the results.

- Cashier
- Reports
- Industrial Clinic
- System Admin
- Special Tools

* 1 torr = 1 mmHg, *kPa = kilo Pascals

The target heart rate is not useful for children

The obesity calculator does not take into account the waist to hip ratio, currently

Re-calculate

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B. Immunization Scheduler

Generates recommended Immunisation Schedule

1. Click Immunization Scheduler

Plugins

VitalS Calculator Vital Statistics Calculator

Immunization Scheduler Automatic immunization scheduler based on standard sets of immunization regulations

Close

2. Fill in the following fields (child's gender and birthdate).

Welcome, Segworks Personnel | Logout

- Home
- Admission
- ER
- OPD
- PHS

Immunisation Schedule

Your child is a

Your child's birthdate is / /

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3. Click the *Calculate* button.

Immunisation Schedule

Your child is a

Your child's birthdate is / /

©Sudisa - 2004 to 2014

4. The system generates and displays the results.

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ks Personnel | Logout

The recommended immunisation schedule of your child is as follows:

Your child's date of birth is **Thursday, 01st 2004f January, 2004**
He is now **10** years and **7** months old

Vaccine Name	First Dose Due Date	Second Due Date	Third Due Date	Fourth Due Date	Fifth Due Date
BCG	within Thursday, 01st 2004f April, 2004	---	---	---	---
OPV	Saturday, 03rd 2004f January, 2004	Tuesday, 17th 2004f February, 2004	Thursday, 18th 2004f March, 2004	Saturday, 17th 2004f April, 2004	Monday, 17th 2004f May, 2004
DPT	Tuesday, 17th 2004f February, 2004	Thursday, 18th 2004f March, 2004	Saturday, 17th 2004f April, 2004	---	---
Hepatitis B	Saturday, 03rd 2004f January, 2004	Tuesday, 03rd 2004f February, 2004	Tuesday, 03rd 2004f August, 2004	---	---
H1B Titre	Monday, 01st 2004f March, 2004	Saturday, 01st 2004f May, 2004	Thursday, 01st 2004f July, 2004	---	---
Measles	Friday, 01st 2004f October, 2004	---	---	---	---
MMR	Friday, 01st 2005f April, 2005	---	---	---	---
Typhoid	Sunday, 01st 2005f January, 2006	---	---	---	---
Meningitis	Monday, 03rd 2005f January, 2005	---	---	---	---
Chicken Pox	Saturday, 01st 2004f January, 2005	---	---	---	---
Hepatitis A	Thursday, 01st 2009f January, 2009	Sunday, 01st 2009f February, 2009	Wednesday, 01st 2009f July, 2009	---	---

Booster Doses

Vaccine Name	Due Date	Due Date
Hepatitis B	Saturday, 01st 2004f January, 2005	Wednesday, 01st 2014f January, 2014
OPV	Friday, 01st 2005f July, 2005	Tuesday, 01st 2008f July, 2008
DPT	Friday, 01st 2005f July, 2005	Tuesday, 01st 2008f July, 2008

5. To calculate another set of recommended immunization schedule, click the *Repeat Calculations* button found at the bottom of the result schedule.

st 2004f January, 2004

missed any of these, please consult your child's paediatrician without delay

The dates in **red** mean they have elapsed as on today

the doctor's decision is final. Any alterations/additions suggested by the doctor is absolute

certain vaccines are controversial and therefore may not be given at all

You may print out this schedule by using the print button

II. Hospital Service Price List

This section enables the admin to edit Hospital Service Price List and to modify these changes.

The screenshot shows the SPMC Hospital Information System interface. The top header includes the SPMC logo, the text 'Southern Philippines Medical Center Hospital Information System', and 'Powered by Segworks Technologies Corporation'. Below the header, a navigation bar shows 'Welcome, Segworks Personnel' and a 'Logout' link. A sidebar on the left lists various system modules: Home, Admission, ER, OPD, PHS, Medical Records, Doctors, Nursing, OR, Laboratories, Radiology, Dialysis, Pharmacy, Social Service, Billing, PIAD, Inventory, Cashier, Reports, Industrial Clinic, System Admin, and Special Tools. The main content area is titled 'Service Price:: Adjustments' and contains a 'Close' button. Below this, there are two tabs: 'Edit Prices' (selected) and 'View History'. The 'Edit Prices' tab displays a 'Search Services' section with a dropdown menu for 'Area' (currently set to '-Select an area-') and a 'Service name' input field with a 'Search' button. Below the search fields is a table with columns: 'Name', 'Service Code', 'Price in Cash', and 'Price in Charge'. The table currently shows 'No service area selected...'. At the bottom of the 'Edit Prices' tab, there is a 'Save price adjustments' section with an 'Effective Date' input field (format: YYYY/mm/dd) and 'Options' buttons for 'Save' and 'Cancel'.

II-A. Edit Prices

1. Select Area

This screenshot shows the 'Service Price:: Adjustments' window with the 'Area' dropdown menu open. The dropdown menu lists the following options: '-Select an area-', 'Laboratory', 'Radiology', 'Pharmacy', 'Miscellaneous', and 'Other Fees'. A green arrow points to the 'Laboratory' option. The rest of the interface, including the 'Search Services' section and the table, remains the same as in the previous screenshot.

2. Enter Service name to search and to view list

Service Price:: Adjustments

Edit Prices **View History**

Search Services

Area: Laboratory

Service name: urine

Search

urine

First Previous Next Last

Name	Service Code	Price in Cash	Price in Charge
24hr Urine Albumin	24HUAL	160.00	160.00
24hr Urine CA	24HUCA	130.00	130.00
24hr Urine CL	24HUCCL	160.00	160.00
24hr Urine Crea	24UCRE	180.00	180.00
24hr Urine K	24HUK	150.00	150.00
24hr Urine META	24META	210.00	210.00
24hr Urine MG	24HUMG	210.00	210.00
24hr Urine NA	24HUNA	150.00	150.00
24hr Urine pH	24HUPH	16.00	16.00
24hr Urine Protein	24UPRO	300.00	350.00

3. Edit Price in Cash and Price in Charge of your preferred item to edit.

Edit Prices **View History**

Search Services

Area: Laboratory

Service name: urine

Search

urine

First Previous Next Last

Name	Service Code	Price in Cash	Price in Charge
24hr Urine Albumin	24HUAL	160.00	160.00
24hr Urine CA	24HUCA	130.00	130.00
24hr Urine CL	24HUCCL	160.00	160.00
24hr Urine Crea	24UCRE	180.00	180.00
24hr Urine K	24HUK	150.00	150.00
24hr Urine META	24META	210.00	210.00
24hr Urine MG	24HUMG	210.00	210.00
24hr Urine NA	24HUNA	150.00	150.00
24hr Urine pH	24HUPH	16.00	16.00
24hr Urine Protein	24UPRO	300.00	350.00

Save price adjustments

Effective Date: [YYYY/mm/dd]

4. Enter date of effectivity

24hr Urine pH	24HUPH	16.00	16.00
24hr Urine Protein	24UPRO	300.00	350.00

Save price adjustments

Effective Date: 2014/07/03 [YYYY/mm/dd]

Options: Save Cancel

5. Click *Save* button to save changes or *Cancel* to disregard changes.

24hr Urine Protein	24UPRO	300.00	350.00
--------------------	--------	--------	--------

Save price adjustments

Effective Date: 2014/07/03 [YYYY/mm/dd]

Options: Save Cancel

II-B. View History

1. Select date of effectively

The screenshot shows the SPMC Hospital Information System interface. The header includes the SPMC logo, the text 'Southern Philippines Medical Center Hospital Information System', and 'Powered by: Segworks Technologies Corp'. A navigation menu on the left lists various hospital departments. The main content area is titled 'Service Price:: Adjustments' and contains two tabs: 'Edit Prices' and 'View History'. Below the tabs is a 'Search Effectivity History' section with a 'Select Effectivity Date' input field and a 'Search' button. A green arrow points to the 'Select Effectivity Date' input field.

Name	Service Code	Price in Cash	Price in Charge	Date Created	Area	Options
No date selected...						

2. Click Search button

The screenshot shows the same interface as the previous one, but with a green arrow pointing to the 'Search' button. The 'Select Effectivity Date' input field is now populated with the date '2014/07/01'.

Name	Service Code	Price in Cash	Price in Charge	Date Created	Area	Options
No date selected...						

3. System will display list of Price adjustments based on the selected effectivity date.

The screenshot shows the search results for price adjustments. The 'Select Effectivity Date' input field is populated with the date '2014/07/01'. The 'Search' button has been clicked, and the system displays a list of price adjustments. A green arrow points to the search results table.

Name	Service Code	Price in Cash	Price in Charge	Date Created	Area	Options
24hr Urine Albumin	24HUAL	161.00	160.00	07/01/2014 11:28 AM	Laboratory	Updated

4. You can use the edit button to modify the price adjustment and the delete button to delete price adjustment located in the Options.

- ER
- OPD
- PHS
- Medical Records
- Doctors
- Nursing
- OR
- Laboratories
- Radiology
- Dialysis
- Pharmacy
- Social Service

Edit Prices
View History

Search Effectivity History

Select Effectivity Date
2014/07/01
[YYYY/mm/dd]

Search

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

Name	Service Code	Price in Cash	Price in Charge	Date Created	Area	Options
24hr Urine Albumin	24HUAL	161.00	160.00	07/01/2014 11:28 AM	Laboratory	Updated

Edit Price Adjustment
Delete Price Adjustment

III. Services Price List

This section enables the admin to edit Services Price List and to modify these changes.

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Welcome, Segworks Personnel | Logout

Service Price:: Manager
Close

Edit Prices
View History

Search Services

Patient Type
-Select Area-

Area
-Select an area-

Service name
Search

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

Name	Service Code	Price in Cash	Price in Charge
No service area selected...			

Options
Save
Cancel

III-A. Edit Prices

1. Select Patient Type

mission

Search Services

Patient Type:

Area:

Service name:

Search

First < Previous Next > Last

Name	Service Code	Price in Cash	Price in Charge
No service area selected...			

2. Select Area

Admission

ER

OPD

PHS

Medical Records

Doctors

Nursing

OR

Laboratories

Radiology

Dialysis

Pharmacy

Search Services

Patient Type:

Area:

Service name:

Search

First < Previous Next > Last

Name	Service Code	Price in Cash	Price in Charge
No service area selected...			

3. You can use the search Service Name to only view specific services

Admission

ER

OPD

PHS

Medical Records

Doctors

Nursing

OR

Laboratories

Radiology

Dialysis

Pharmacy

Social Service

Search Services

Patient Type:

Area:

Service name:

Search

First < Previous Next > Last

Name	Service Code	Price in Cash	Price in Charge
24hr Urine Albumin	24HUAL	160.00	160.00
24hr Urine CA	24HUCA	130.00	130.00
24hr Urine CL	24HUCL	160.00	160.00
24hr Urine Crea	24HUCRE	180.00	180.00

4. Enter your price adjustments in Price in Cash and Price in Charge

Admission

ER

OPD

PHS

Medical Records

Doctors

Nursing

OR

Laboratories

Radiology

Dialysis

Pharmacy

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Special Tools

Search Services

Patient Type:

Area:

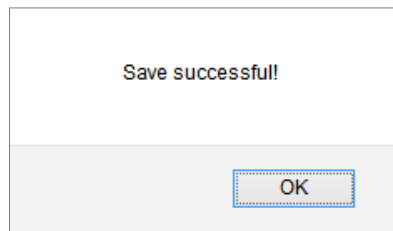
Service name:

Search

First < Previous Showing 1-10 out of 26 record(s) Next > Last

Name	Service Code	Price in Cash	Price in Charge
24hr Urine Albumin	24HUAL	170.00	170.00
24hr Urine CA	24HUCA	130.00	130.00
24hr Urine CL	24HUCL	160.00	160.00
24hr Urine Crea	24HUCRE	180.00	180.00
24hr Urine K	24HUK	150.00	150.00
24hr Urine META	24META	210.00	210.00
24hr Urine MG	24HUMG	210.00	210.00
24hr Urine NA	24HUNA	150.00	150.00
24hr Urine pH	24HUPH	16.00	16.00
24hr Urine Protein	24UPRO	300.00	350.00

5. Click Save button to submit and save changes



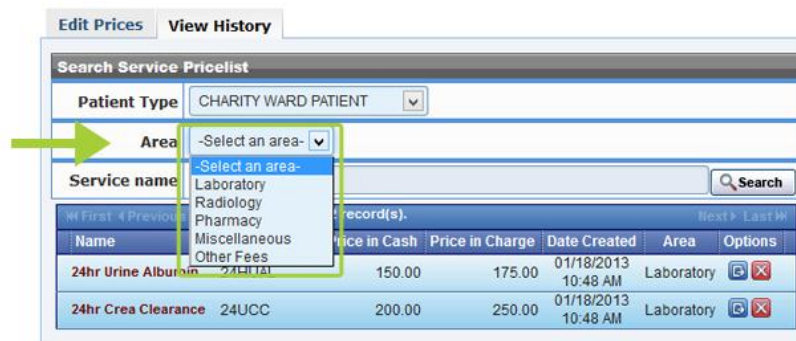
System will then display a prompt.

III-B. View History

1. Select Patient Type



2. Select Area.



-After selecting area, system will display list of price adjustments made within the selected Patient type and Area

3. You can use search service name to view specific services

Edit Prices View History

Search Service Pricelist

Patient Type: CHARITY WARD PATIENT

Area: Laboratory

Service name: urine

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

Name	Service Code	Price in Cash	Price in Charge	Date Created	Area	Options
24hr Urine Albumin	24HUAL	170.00	170.00	01/18/2013 10:44 AM	Laboratory	[Edit] [Delete]

4. The system displays the list of services with price adjustments along with Edit Price Adjustment and Delete Price Adjustment buttons.

Edit Prices View History

Search Service Pricelist

Patient Type: CHARITY WARD PATIENT

Area: Laboratory

Service name: urine

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

Name	Service Code	Price in Cash	Price in Charge	Date Created	Area	Options
24hr Urine Albumin	24HUAL	170.00	170.00	01/18/2013 10:44 AM	Laboratory	[Edit] [Delete]

Edit Price Adjustment **Delete Price Adjustment**

Edit Price Adjustments - allows the user to modify the price adjustments made.

Delete Price Adjustments - allows the user to delete price adjustment made.

5. Click Edit Price adjustment button, the following form will display. You can now enter your price modifications.

Edit Pricelist

Service Code: 24HUAL

Service Name: 24hr Urine Albumin

Patient Type: CHARITY WARD PATIENT

Area: Laboratory

Price Cash: 170.00

Price Charge: 170.00

Save Cancel

6. Click Save button to save changes or Cancel to disregard changes.

Area: Laboratory

Price Cash: 170.00

Price Charge: 170.00

Save Cancel

7. Click Delete Price Adjustment button.

- Laboratories
- Radiology
- Dialysis
- Pharmacy
- Social Service

Name	Service Code	Price in Cash	Price in Charge	Date Created	Area	Options
24hr Urine Albumin	24HUAL	170.00	170.00	01/18/2013 10:44 AM	Laboratory	

Are you sure you want to this price list?

OK

Cancel

A confirmation dialog box will be displayed. Select OK to delete or cancel to exit.

IV. Cost Center GUI Manager

This section enables the admin to manage GUI displays on Cost Centers. This includes which data(service)s to include in a specific Cost Center and Section.



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- Pharmacy

Cost Center GUI Manager

Close

Add GUIView List

Details

Cost Center:

-Select Department- ▾

No of Rows:

No of Columns:

1

Add

IV-A. Add Cost Center GUI

1. Select Cost Center

Cost Center GUI Manager

Close

Add GUI View List

Details

Cost Center: [Laboratory]

No of Rows:

No of Columns:

Add

2. Select Sections

Add GUI View List

Details

Cost Center: [Laboratory]

Sections: [BLOOD BANK]

No of Rows:

No of Columns:

Add

3. Enter number of rows and columns.

Add GUI View List

Details

Cost Center: [Laboratory]

Sections: [BLOOD BANK]

No of Rows: 3

No of Columns: 1

Add

4. Click Add button

Sections: [BLOOD BANK]

No of Rows: 3

No of Columns: 1

Add

5. The system will generate fields. You can now select from Header or Data.

Fill in header name for header and select service to add for Data.

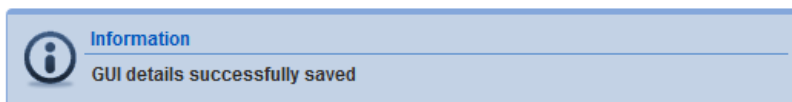
The screenshot shows the 'Add GUI' window. On the left is a sidebar with a list of services: ER, OPD, PHS, Medical Records, Doctors, Nursing, OR, Laboratories, Radiology, Dialysis, Pharmacy, Social Service, Billing, PIAD, Inventory, Cashier, and Reports. The main window has tabs for 'Add GUI' and 'View List'. The 'Details' section contains the following fields:
- Cost Center: Laboratory (dropdown)
- Sections: BLOOD BANK (dropdown)
- No of Rows: 3 (text input)
- No of Columns: 1 (text input)
Below the details is a table with a dropdown menu showing 'Select', 'Header', and 'Data'. The 'Add' button is located to the right of the table. At the bottom are 'Submit' and 'Cancel' buttons.

6. You can use the Insert Below button to add row below or Delete button to remove a row.

The screenshot shows the 'Add GUI' window with the 'Data' section. The 'Data' section includes the following fields:
- Data: BLOOD TYPING (ABO AND Rh) (dropdown)
- Data: ABO DISPREPANCY (dropdown)
The 'Add Below' and 'Delete Row' buttons are highlighted with green arrows. The 'Submit' and 'Cancel' buttons are also visible.

7. Click Submit button to save GUI.

The screenshot shows the 'Add GUI' window with the 'Submit' button highlighted by a green arrow. The 'Data' section is visible, showing 'Data: BLOOD TYPING (ABO AND Rh)'.



IV-B. View List

1. Select View list tab in Cost Center GUI Manager

2. The system will display list of GUIs.

GUI nr	Cost Center	Section	Options
35	Laboratory	BLOOD BANK	[Edit] [Delete]
53	Laboratory	BLOOD BANK	[Edit] [Delete]
52	Laboratory	BLOOD BANK	[Edit] [Delete]
2	Laboratory	CLINICAL CHEMISTRY	[Edit] [Delete]
3	Laboratory	HEMATOLOGY	[Edit] [Delete]
5	Laboratory	HISTOPATHOLOGY	[Edit] [Delete]

IV-C. Update and Delete Cost Center GUI

1. In the View List tab, you can use the Edit Cost Center GUI button to modify GUI and Delete Cost Center GUI button to delete GUI. These buttons are located in the Options column.



2. To edit GUI, click the Edit GUI button. The following form will be displayed. You can now modify your selected GUI.

Details

Cost Center: Laboratory

Sections: BLOOD BANK

No of Rows: 3

No of Columns: 1

Add

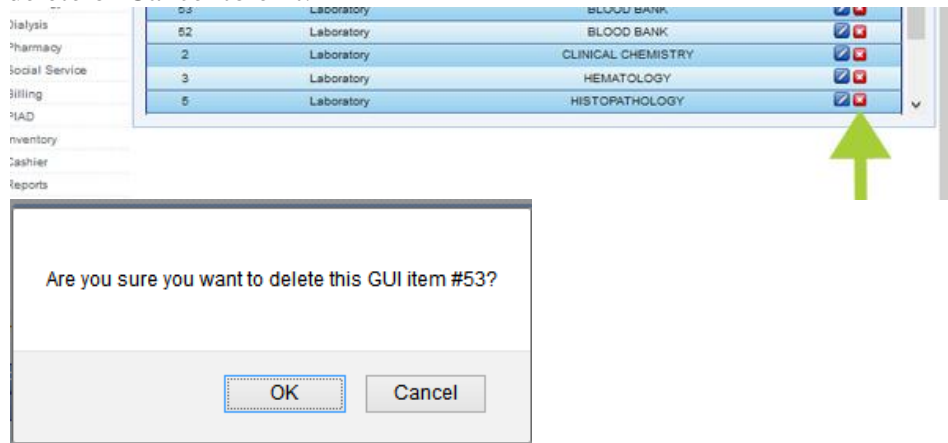
- Data ABO DISCREPANCY Data
- Data ABO DISCREPANCY Data
- Data BLOOD TYPING (ABO AND Rh) Data

Submit Cancel

3. Click Submit button to save the changes made.



4. To delete GUI, click the Delete GUI button. A confirmation dialog will appear. Select OK to delete or Cancel to exit.



V. Personnel Manager

This section enables the manager to add and manage employee.

V-A. Add New Person

1. In the Personnel Manager, select the New Person Tab. The system will display the following form.

2. Fill in the required fields. Fields with * specifies as mandatory.

Home
Admission
ER
OPD
PHS
Medical Records
Doctors
Nursing
OR
Laboratories
Radiology
Dialysis
Pharmacy
Social Service
Billing
PIAD
Inventory
Cashier
Reports
Industrial Clinic
System Admin
Special Tools

* Family Name
* Given Name
Middle Name
* Date of Birth [mm/dd/yyyy] year(s) ☐ Temp Birthday**
Senior Citizen ID No.
Is a veteran? ☐
Place of Birth
* Sex ☐ Male ☐ Female
Civil Status ☐ Child ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated
Religion Not Indicated
Address:
House No./Street Address Wizard
*Barangay's Name -Not Provided-
Municipality/City's Name DAVAO CITY ZIP Code 8000
Province's Name DAVAO DEL SUR
Region's Name Region XI
Family Background:
Father's Name
Mother's Name

Take Picture!
Browse... No file selected.

Save Reset Data

3. Click Save button. When prompt to confirm process transaction, click OK.

Reports
Industrial Clinic
System Admin
Special Tools

Insurances Insurance Company Insurance No. Principal Holder
Insurance list is currently empty...

Registered By Segworks Personnel
Department Medical Records

Save Reset Data

Segworks Hospital Information System ::

Process this transaction?

OK Cancel

V-B. Add Employee

1. Search person to Employ

Personnel Management :: New employee Close

Add Employee Search Employee List All New Person

Please find the person first.

Enter a search key (Health Record Number, Family Name, or Date of Birth).
To search all paid patients as of today, just leave the search textbox blank.

2580951 Search

Tips & tricks

2. If person is found, the system will display the person's profile.

SPMC Southern Philippines Medical Center
Hospital Information System

Welcome, Segworks Personnel | Logout

Personnel Management :: Personal data (2580951) [Close]

[Add Employee](#)
[Search Employee](#)
[List All](#)
[New Person](#)

HRN: **2580951**
 Registration Date: 07/03/2014
 Registration Time: 2:53 PM

Picture Preview

Personal Details

Family Name: **MARANGAL**
 Given Name: **JUAN**
 Date of Birth: **07/03/2014** 0.00 YEAR(S) OLD
 Sex: **MALE**
 Civil Status: **CHILD**
 Religion: **NOT INDICATED**

Address:

House No./Street:
 Barangay's Name: **AGDAO**
 Municipality/City's Name: **DAVAO CITY** ZIP Code: 8000
 Province's Name: **DAVAO DEL SUR**
 Region's Name: **REGION XI**

3. In the bottom corner, The buttons New Search, Update Data and Employ are placed.

New Search - lets you perform another search, redirecting you to the search form

Update Data - lets you update/modify the person's data

Employ - lets you assign the person as an employee and provide employment details

SPMC Southern Philippines Medical Center
Hospital Information System

Welcome, Segworks Personnel | Logout

Personnel Management :: Personal data (2580951) [Close]

[Add Employee](#)
[Search Employee](#)
[List All](#)
[New Person](#)

HRN: **2580951**
 Registration Date: 07/03/2014
 Registration Time: 2:53 PM

Picture Preview

Personal Details

Family Name: **MARANGAL**
 Given Name: **JUAN**
 Date of Birth: **07/03/2014** 0.00 YEAR(S) OLD
 Sex: **MALE**
 Civil Status: **CHILD**
 Religion: **NOT INDICATED**

Address:

House No./Street:
 Barangay's Name: **AGDAO**
 Municipality/City's Name: **DAVAO CITY** ZIP Code: 8000
 Province's Name: **DAVAO DEL SUR**
 Region's Name: **REGION XI**

Other Personal Details:

Occupation: **NOT INDICATED**
 Country of Nationality: **PHILIPPINES**

Registered By: Segworks Personnel

[New Search](#)
[Update Data](#)
[Employ](#)

click save

hrn 2580951

--

add employee

search employee

search result

4. Click the Employ button. The system will display the following page.

SPMC Southern Philippines Medical Center
Hospital Information System

Welcome, Segworks Personnel | Logout

Personnel Management :: New employee [Close]

Add Employee | Search Employee | List All | New Person

Personell Nr.:
 Title:
 Family Name: **Marangal**
 Given Name: **Juan**
 Date of Birth: **07/03/2014**
 Sex: **Male**
 Short ID: 2580951
 Job Function:
 Role:
 Doctor Level: **Level 0**
 Ward Area: **No Ward**
 List of Ward: **Ward list is currently empty...**
 Position:
 Other Title:
 Date of joining: [mm/dd/yyyy]
 Date of Exit: [mm/dd/yyyy]
 Contract Type:
 Contract Start: [mm/dd/yyyy]
 Contract End: [mm/dd/yyyy]
 Pay Category:

Picture Preview

5. Fill up the following Employment details. The minimum requirements are: Job Function, Date of joining and Contract Start.

6. After filling up the form, click Save.

No. of Weekhours: 0
 No. of Vacation days: 0
 No. of Dependents: 0
 Multiple employed?: ☐ Yes ☒ No
 Registered By: Segworks Personnel

Save [Cancel]

Segworks Hospital Information System

7. The person is now employed. The following options are now available.

Person is currently employed

Employee No.: **102879**
 Title:
 Family Name: **Marangal**
 Given Name: **Juan**
 Date of Birth: **07/03/2014**
 Sex: **Male**
 Address: DAVAO CITY 8000
 DAVAO DEL SUR
 Short ID: 02580951

Picture Preview

Options for this employee:

- Assign as DOCTOR to a department
- Add phone/beeper info
- Show personal data
- Dependents
- Access Permission
- Deactivate the personnel employment

V-C. Search Employee

1. In the Personnel Manager, select the Search Employee tab.
2. Enter keyword to search

SPMC Southern Philippines Medical Center Hospital Information System Powered by Segworks Technologies Corporation

Personnel | Logout

Personnel Management :: Employee's Data :: Search

Add Employee Search Employee List All New Person

Enter search keyword: e.g. Employment-No., first name, or family name.:

Search

3. Click search button or press enter.

Enter search keyword: e.g. Employment-No., first name, or family name.:

cortez,li Search

4. The system will display the search results below the search employee form.

Add Employee Search Employee List All New Person

Enter search keyword: e.g. Employment-No., first name, or family name.:

Search

Cancel

The search found 1 relevant data. Showing 1 to 1.

Employee No.	Sex	Family Name	Given Name	Date of Birth	ZIP Code	Status	Options
102876	M	CORTEZ	LIAM REN	07/27/1991		INACTIVE	

V-D. List All Employee

1. In the Personnel Manager, select the List All tab.
2. The list of all employees will be displayed.

Personnel Management :: Employee's Data :: Search

Add Employee Search Employee List All New Person

The search found 2746 relevant data. Showing 1 to 20.

Employee No.	Sex	Family Name	Given Name	Date of Birth	ZIP Code	Options
102791		2	2	00/00/0000	2	
102313	♀	ABA-A	YRALENE	07/26/1978		
100433	♂	ABABON	JOSEPH	04/20/1980		
102865	♂	ABAD	RICARDO	06/05/1956		
101989	♂	ABADA	EMMANUEL	05/12/1981		
102797	♀	ABADILLA	REGINA	06/13/1989		
102795	♂	Abadilla	Rej	09/17/1980		
102377	♀	ABAGON	JOYCE	04/19/1988		
101315	♀	ABANGAN	DONNAH LOURDES	01/13/1977		
102425	♀	ABANTE	GLADELIA	10/07/1963		
100569	♀	Abarico	Liberation	11/22/1947		
101954	♀	ABARQUEZ	CONCHITA	04/14/1971		
102327	♂	ABAYATA	JESUS	10/23/1985		
102350	♂	ABAYATA	JOVANNI	08/18/1981		
100946	♂	ABAYHON	RICKY	01/07/1970		
102605	♀	ABAYON	MARY JEAN	01/17/1985		
101504	♀	ABDULAUP	MARY FRANCOISE	02/26/1985		
102443	♂	ABE	ARTWIL	10/14/1943		

VI. Health Plans and Benefits

This section allows the admin to manage the Insurance Company details.

VI-A. View List of Insurances

1. Select Health Plans and Benefits from the Special Tools page.
2. The following list will be displayed.

Health Insurances :: Manager

Enter search keyword: e.g. Insurance Name, all data (just type: * or space)

Search

Showing 1-10 out of 13 record(s)

Firm ID	Insurance Company Name	Phone No.	Fax No.	Email Address	Schedule
Avala Life Assurance	Avala Life Assurance, Inc.	(632) 753-7430		customer.service@avalalife.com.ph	1
Great Pacific Life	Great Pacific Life Assurance Corporation	(082) 227-8469	221-7388		1
H.I.	Health Insurance	(082) 298-3131	(083) 299-3131	healthinsurance@yahoo.com	1
Manulife Philippines	Manufacturers Life Insurance Co. (Philis.), Inc.	(63-2) 884-7000	(632) 816-32-36	bobby_rodrigo@manulife.com	1
MCARE	Maxi-Care				1
Philam Insurance	Philam Group of Companies	(82) 227-16-62	(82) 221-00-55	philamwebmaster@aig.com	1
PhilHealth	Philippine Health Insurance Corporation	(082) 298-3030	(082) 298-3030	region11@philhealth.gov.ph	1
SamplInsurance	Sample Insurance Company				1
SeqCare Inc.	Seqworks Health Care Incorporated	+63 8 222 5678	+63 8 222 5679	seghelp@yahoo.com	1
SeqCare v2	Seqworks Health Care v2				1

New Entry Form

VI-B. Add New Insurance

1. In the Health Plans and Benefits page, click the link New Entry Form placed below the list of Insurances.

The screenshot shows a web application interface with a sidebar menu on the left containing items like 'UPU', 'PHS', 'Medical Records', 'Doctors', 'Nursing', 'OR', 'Laboratories', 'Radiology', 'Dialysis', 'Pharmacy', 'Social Service', 'Billing', 'FIAD', 'Inventory', 'Cashier', 'Reports', 'Industrial Clinic', 'System Admin', and 'Special Tools'. The main area displays a table of insurance records with columns: Firm ID, Insurance Company Name, Phone No., Fax No., Email Address, and Schedule. The table shows 10 records, including Ayala Life Assurance, Great Pacific Life Assurance, H.I. Health Insurance, Manulife Philippines Co. (Philis), Inc., MCARE, Philam Insurance, PhilHealth, Sampin Insurance, SeqCare Inc., and SeqCare v2. Below the table, a green arrow points to a button labeled 'New Entry Form'.

2. Fill up the following form. Fields with * must be supplied, it specifies as required field.

The screenshot shows a form titled 'Health Insurances :: New data' with a 'Close' button. The form contains several input fields. Green arrows point to the following fields, which are marked with an asterisk (*) to indicate they are required:

- *Insurance company ID:
- *Insurance company name:
- *Mailing Address:
- *Billing Address:

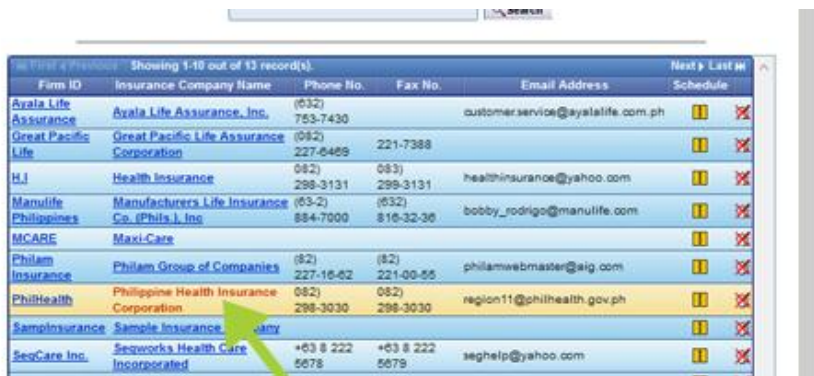
 Other fields include 'Main Address:', 'Email Address:', 'Phone Nr.:', 'Phone Nr. (aux):', 'Fax Nr.:', 'Fax Nr. (aux):', 'Contact person:', 'Contact Person's Email Address:', 'Contact Person's Phone Nr.:', 'Contact Person's Fax Nr.:', 'Accreditation No.:', 'Save', and 'Cancel'.

3. Click Save button.

This is a close-up of the bottom of the form, showing the 'Save' button highlighted with a green box and a green arrow pointing to it. The 'Cancel' button is also visible.

VI-C. View and Update Insurance details

1. From the list of Insurances, hover and click the Firm ID or the Insurance Company name of the selected Insurance.



Firm ID	Insurance Company Name	Phone No.	Fax No.	Email Address	Schedule
Ayala Life Assurance	Ayala Life Assurance, Inc.	(032) 753-7430		customerservice@ayalalife.com.ph	
Great Pacific Life	Great Pacific Life Assurance Corporation	(082) 227-6489	221-7388		
H.I	Health Insurance	(082) 298-3131	(083) 299-3131	healthinsurance@yahoo.com	
Manulife Philippines	Manufacturers Life Insurance Co. (Philis.) Inc.	(03-2) 884-7000	(032) 816-32-36	bobby_rodrigo@manulife.com	
MCARE	Maxi-Care				
Philam Insurance	Philam Group of Companies	(82) 227-16-62	(82) 221-00-55	philamaebmaster@aig.com	
PhilHealth	Philippine Health Insurance Corporation	(082) 298-3030	(082) 298-3030	region11@philhealth.gov.ph	
Samplinsurance	Sample Insurance - jany				
SecCare Inc.	Secworks Health Care Incorporated	+63 8 222 5678	+63 8 222 5679	seghelp@yahoo.com	

2. The selected Insurance detail will be displayed.



Health Insurances :: Data Close

Insurance company ID:	PhilHealth
Insurance company name:	Philippine Health Insurance Corporation
Main Address:	R.C. Reyes Bldg., Quimpo Blvd., Davao City
Mailing Address:	R.C. Reyes Bldg., Quimpo Blvd., Davao City
Billing Address:	R.C. Reyes Bldg., Quimpo Blvd., Davao City
Email Address:	region11@philhealth.gov.ph
Phone Nr.:	(082) 298-3030
Phone Nr. (aux):	(082) 298-3030
Fax Nr.:	(082) 298-3030
Fax Nr. (aux):	(082) 298-3030
Contact person:	AVP Dennis B. Adre
Contact Person's Email Address.:	
Contact Person's Phone Nr.:	
Contact Person's Fax Nr.:	
Accreditation No.:	950102

Update List All

New Form

3. To edit details, click the Update button.



Contact Person's Email Address.:
 Contact Person's Phone Nr.:
 Contact Person's Fax Nr.:
 Accreditation No.: 950102

Update List All

New Form

4. The following form will be displayed. You can now edit the insurance details

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Welcome, Segworks Personnel Logout

Health Insurances :: Update data

Please fill up all fields marked with *


















Insurance company ID:	PhilHealth
*Insurance company name:	Philippine Health Insurance Corporation
Main Address:	R.C. Reyes Bldg., Quimpo Blvd., Davao City
*Mailing Address:	R.C. Reyes Bldg., Quimpo Blvd., Davao City
*Billing Address:	R.C. Reyes Bldg., Quimpo Blvd., Davao City
Email Address:	region11@philhealth.gov.ph
Phone Nr.:	(082) 298-3030
Phone Nr. (aux):	(082) 298-3030
Fax Nr.:	(082) 298-3030
Fax Nr. (aux):	(082) 298-3030
Contact person:	AVP Dennis B. Adre
Contact Person's Email Address:	
Contact Person's Phone Nr.:	

5. Click Save button to save changes.

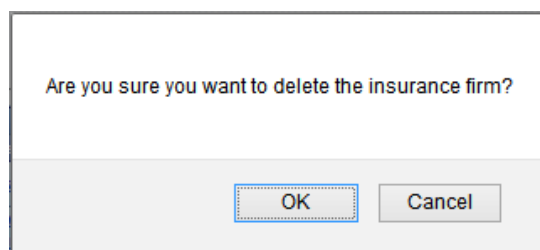
Contact Person's Phone Nr.:	
Contact Person's Fax Nr.:	
Accreditation No.:	950102
	

VI-D. Delete Insurance

1. From the list of Insurances, the Delete button is placed on the last column (icon with red x).

PHS	Medical Records	Doctors	Nursing	OR	Laboratories	Radiology	Dialysis	Pharmacy	Social Service	Billing	PIAD	Inventory	Cashier	Reports	Industrial Clinic	System Admin
Showing 1-10 out of 13 record(s).																
Firm ID	Insurance Company Name	Phone No.	Fax No.	Email Address	Next	Last	Schedule									
Ayala Life Assurance	Ayala Life Assurance, Inc.	(832) 763-7430		customer.service@ayalalife.com.ph												
Great Pacific Life	Great Pacific Life Assurance Corporation	(082) 227-6469	221-7388													
H.I.	Health Insurance	(082) 298-3131	(083) 299-3131	healthinsurance@yahoo.com												
Manulife Philippines	Manufacturers Life Insurance Co. (Phil's), Inc	(83-2) 884-7000	(032) 816-32-36	bobby_rodrigo@manulife.com												
MCARE	Maxi-Care															
Philam Insurance	Philam Group of Companies	(82) 227-16-62	(82) 221-00-55	philamwebmaster@aig.com												
PhilHealth	Philippine Health Insurance Corporation	(082) 298-3030	(082) 298-3030	region11@philhealth.gov.ph												
Sample Insurance	Sample Insurance Company															
SeqCare Inc.	Seqworks Health Care Incorporated	+63 8 222 5678	+63 8 222 5679	seghelp@yahoo.com												
SeqCare v2	Seqworks Health Care v2															

2. To delete an insurance, click the designated Delete button of your selected insurance. A confirmation dialog box will appear, select OK to delete or Cancel to exit.



VII. Address Manager

This section enables the admin to view, add and edit the Region, Province, Municipality/City and Barangay used in the system.



VII-A. Add New Region/ Province/ Municipality-City/ Barangay

1. To add new Region, select Region Manager (A).
 To add new Province, select Province Manager (B).
 To add new Municipality/City, select Municipality/City Manager (C).
 To add new Barangay, select Barangay Manager (D).

2. Select Add New Data



3. Fill up the following form. Fields with * specifies as mandatory.

(A) The following form is displayed for adding Region.

Please fill up all fields marked with *

* Region Code:	<input type="text"/>
* Region's Short Name:	<input type="text"/>
* Region's Name:	<input type="text"/>

(B) The following form is displayed for adding Province.

Please fill up all fields marked with *

* Province Code:	<input type="text"/>
* Province's Name:	<input type="text"/>
* Region's Name:	-Select Region- <input type="button" value="v"/>

(C) The following form is displayed for adding Municipality/City.

Please fill up all fields marked with *

* Municipality/City Code:	<input type="text"/>
* Municipality/City's Name:	<input type="text"/>
* ZIP Code:	<input type="text"/>
* Province's Name:	-Select Province- <input type="button" value="v"/>

(D) The following form is displayed for adding Barangay.

Please fill up all fields marked with *

* Barangay Code:	<input type="text"/>
* Barangay's Name:	<input type="text"/>
* Municipality/City's Name:	-Select Municipality/City- <input type="button" value="v"/>

4. Click the Save button.

VII-B. View List of all Region/ Province/ Municipality-City/ Barangay

- 1.) To view list of all Regions, select Region Manager (A).
 To view list of all Provinces, select Province Manager (B).
 To view list of all Municipalities/Cities, select Municipality/City Manager (C).
 To view list of all Barangay, select Barangay Manager (D).

2.) Select List all



3. The system will display the list. Use [Next>>](#) to view more results.

(A) The following list is displayed for list of all Regions.

The search found **18** relevant data. Showing 1 to 15.

Region Code	Region's Short Name	Region's Name
150000000	ARMM	Autonomous Region in Muslim Mindanao
140000000	CAR	Cordillera Administrative Region
	NCR, City of Manila	NCR
130000000	NCR-Metro Manila	National Capital Region
0	NOT PROVIDED	NOT PROVIDED
010000000	Region I	Ilocos Region
020000000	Region II	Cagayan Valley
030000000	Region III	Central Luzon
040000000	Region IV-A	CALABARZON
170000000	Region IV-B	MIMAROPA
090000000	Region IX	Zamboanga Peninsula
050000000	Region V	Bicol Region
060000000	Region VI	Western Visayas
070000000	Region VII	Central Visayas
080000000	Region VIII	Eastern Visayas

[Next >>](#)

(B) The following list is displayed for list of all Province.

The search found **88** relevant data. Showing 1 to 15.

Province Code	Province's Name	Region's Name
140100000	ABRA	CAR
160200000	AGUSAN DEL NORTE	Region XIII
160300000	AGUSAN DEL SUR	Region XIII
604000000	AKLAN	Region VI
505000000	ALBAY	Region V
606000000	ANTIQUE	Region VI
148100000	APAYAO	CAR
377000000	AURORA	Region III
150700000	BASILAN	ARMM
308000000	BATAAN	Region III
209000000	BATANES	Region II
410000000	BATANGAS	Region IV-A
141100000	BENGUET	CAR
878000000	BILIRAN	Region VIII
072000000	BOHOL	Region VII

Next >>

(C) The following list is displayed for list of all Municipality/City.

The search found **1675** relevant data. Showing 1 to 15.

Municipality/City Code	Municipality/City's Name	Province's Name
	ABORLAN	PALAWAN
	ABRA DE ILOG	OCCIDENTAL MINDORO
	ABULOG	CAGAYAN
837001000	ABUYOG	LEYTE
	ADAMS	ILOCOS NORTE
	AGDANGAN	QUEZON
	AGLIPAY	QUIRINO
	AGNO	PANGASINAN
	AGONCILLO	BATANGAS
	AGOO	LA UNION
	AGUILAR	PANGASINAN
	AGUINALDO	IFUGAO
	AGUTAYA	PALAWAN
63001000	AJUY	ILOILO
	ALABAT	QUEZON

Next >>

(D) The following list is displayed for list of all Barangay.

The search found **4183** relevant data. Showing 1 to 15.

Barangay Code	Barangay's Name	Municipality/City's Name
160205003	A. Beltran (Camalig)	JABONGA
112315001	A. O. FLOIRENDO	PANABO CITY
166721001	Abad Santos	SANTA MONICA (SAPAO)
124705001	ABAGA	LIBUNGAN
112505001	ABIJOD	CATEEL
160201001	Abilan	BUENAVISTA
112406001	ABNATE	KIBLAWAN
112402001	ACACIA	DAVAO CITY
160209001	Aclan	NASIPIT
126317001	ACMONAN	TUPI
	ADAON	TALAYAN-DATU ANGGAL
112317001	ADECOR	ISLAND GARDEN CITY OF SAMAL
166807001	Adlay	CARRASCAL
101316001	ADTUYON	PANGANTUCAN
160314001	AFGA	SIBAGAT

Next >>

I need an empty form please.

VII-C. Update Region/ Province/ Municipality-City/ Barangay details

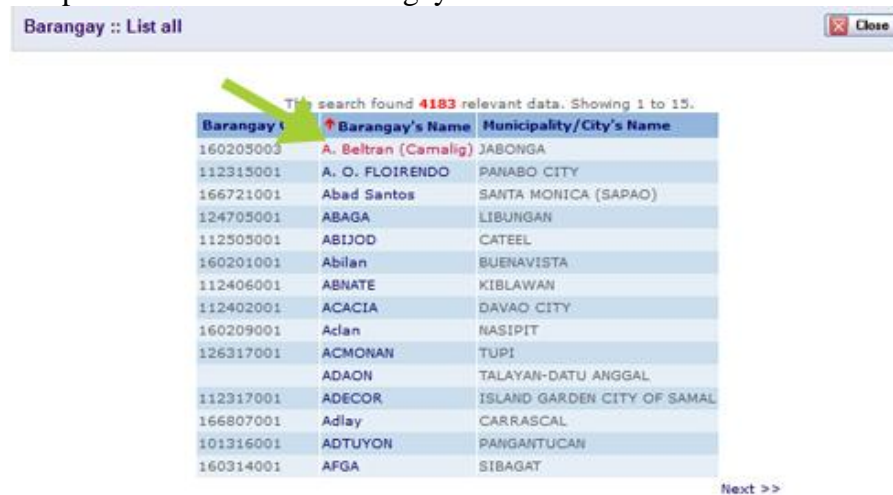
1. To edit a Region, select Region Manager (A).
To edit a Province, select Province Manager (B).
To edit a Municipality/City, select Municipality/City Manager (C).
To edit a Barangay, select Barangay Manager (D).

2. Select List all



3. From the list of all Region/ Province/ Municipality-City/ Barangay
(A) Click the selected Region's Short name for Region
(B) Click the selected Province's name for Province
(C) Click the selected Municipality/City's name for Municipality/City
(D) Click the selected Barangay's name for Barangay

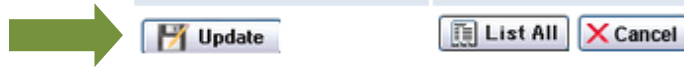
Sample screenshot is for Barangay:



4. The system will display the details. We have the selected Barangay's details for this example.

Barangay Code:	160205003
Barangay's Name:	A. Beltran (Camalig)
Municipality/City's Name:	JABONGA
Update	List All Cancel
I need an empty form please.	

5. Click the Update button to edit.



6. The following form is displayed. The user can now modify the details.

7. Click the save button to save changes.

VII-D. Search Region/ Province/ Municipality-City/ Barangay details

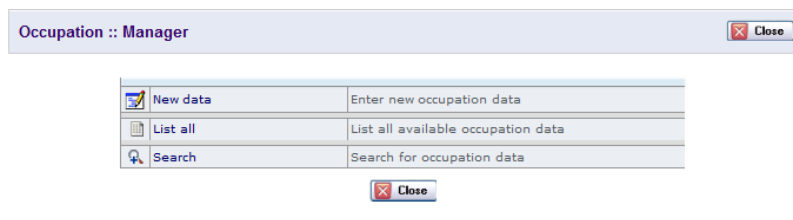
1. To search for a Region, select Region Manager (A).
 To search for a Province, select Province Manager (B).
 To search for a Municipality/City, select Municipality/City Manager (C).
 To search for a Barangay, select Barangay Manager (D).

2. Select search

3. Enter Keyword. (The sample screenshot shows search form for Barangay.)

4. Click Search button or press enter key.
5. Search results are displayed below the search form.

VIII-Occupation Manager



VIII-A. Add New Occupation

1. Select New Data.



2. Enter Occupation Name. The mark * means the field is mandatory.

Please fill up all fields marked with *

* Occupation :

Save Cancel

3. Click Save.

VIII-B. View List of Occupation

1. Select List all



2. The list of Occupation is displayed.

Occupation :: List all Close

The search found 589 relevant data. Showing 1 to 30.

Delete	Occupation
X	Account Executive
X	Account Officer
X	Account Specialist
X	Accountant
X	Accounting Clerk
X	Accounting Staff
X	Actor
X	Admin Assistant
X	Aerospace Technician
X	Agent
X	Agriculturist
X	Agronomist
X	Aircon Technician
X	Aircraft Maintenance
X	Aircraft Mechanic
X	Appraiser
X	Architect
X	Architectural Designer
X	Artist
X	Asst. Cook
X	Athlete
X	Attendant
X	Auditor
X	Auto Electrician
X	Auto Mechanic

VIII-C. Update Occupation

1. From the list of Occupation, select occupation to edit, click its occupation name (link).

The search found 589 relevant data. Showing 1 to 30.

Delete	Occupation
X	Account Executive
X	Account Officer
X	Account Specialist
X	Accountant
X	Accounting Clerk
X	Accounting Staff
X	Actor
X	Admin Assistant
X	Aerospace Technician
X	Agent
X	Agriculturist
X	Agronomist
X	Aircon Technician
X	Aircraft Maintenance
X	Aircraft Mechanic
X	Appraiser
X	Architect
X	Architectural Designer
X	Artist
X	Asst. Cook

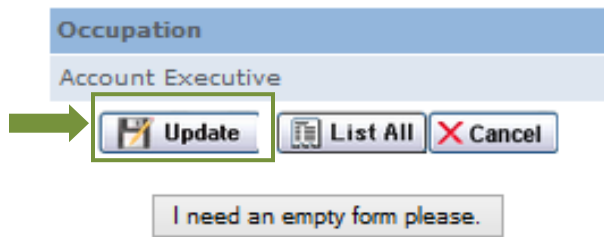
2. The following form is now displayed.

Occupation

Account Executive

I need an empty form please.

3. Click the Update button



4. Enter changes to the selected occupation.

* Occupation : Account Executive

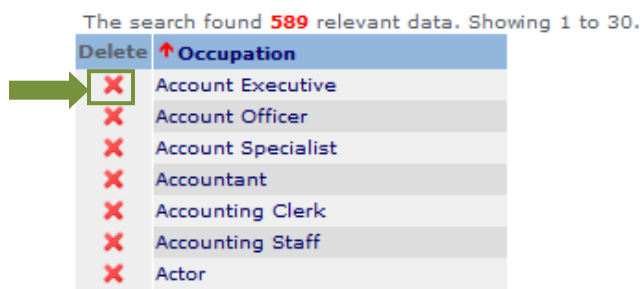
Save Cancel

5. Click Save button to save the changes.

VIII-D. Delete Occupation

1. From the list of Occupation, choose occupation to delete.

2. Click the Delete button to delete selected occupation.



VIII-E. Search Occupation

1. Select Search

Occupation :: Manager Close

New data Enter new occupation data

List all List all available occupation data

Search Search for occupation data

Close

2. Enter keyword to search.

Please enter an occupation search key:

Search

3. Click Search button or press enter key.
4. Search results are displayed below the search form.

IX-Religion Manager

Religion :: Manager Close

	New data	Enter new religion data
	List all	List all available religion data
	Search	Search for religion data

Close

IX-A. Add New Religion

1. Select New Data.

Religion :: Manager Close

	New data	Enter new religion data
	List all	List all available religion data
	Search	Search for religion data

Close

2. Enter Religion Name. The mark * means the field is mandatory.

Please fill up all fields marked with *

* Religion :

Save **Cancel**



3. Click Save.

IX-B. View List of Religion

1. Select List all



The screenshot shows a window titled "Religion :: Manager" with a "Close" button in the top right corner. Below the title bar is a table with three rows:

	New data	Enter new religion data
	List all	List all available religion data
	Search	Search for religion data

A green arrow points to the "List all" button. Below the table is a "Close" button.

2. The list of Religion is displayed.




The search found **224** relevant data. Showing 1 to 30.

Delete	Religion
	Roman Catholic
	ACL
	Adamic
	Adventist
	African Traditional & Diasporic
	Aglipayan
	Agnostic
	Alliance
	Alpha Omega
	AMC
	Ang Dating Daan
	Anglican
	Apostle Of God
	Apostolic
	Apostolic Min. for Christ
	Assemblies of Yahweh
	Assembly Of God
	Assembly of Yahvah
	Atheist
	Back to Christ
	Badjao
	Baha'i
	Baptist
	BCF Inc

IX-C. Update Religion

1. From the list of Religion, select religion to edit, click its religion name (link).

The search found **224** relevant data. Showing 1 to 30.

Delete	Religion
	Roman Catholic
	ACL
	Adamic
	Adventist
	African Traditional & Diasporic
	Aglipayan
	Agnostic

A green arrow points to the "Roman Catholic" link.

2. The following form is now displayed.

Religion

Roman Catholic

Update

List All

Cancel

I need an empty form please.

3. Click the Update button

Religion

Roman Catholic

Update

List All

Cancel

I need an empty form please.

4. Enter changes to the selected Religion.

* Religion :

Roman Catholic

Save

Cancel

5. Click Save button to save the changes.

IX-D. Delete Religion

1. From the list of Religion, choose Religion to delete.

2. Click the Delete button to delete selected Religion.

The search found 224 relevant data. Showing 1 to 30.

Delete

Religion

✗

Roman Catholic

✗

ACL

✗

Adamic

✗

Adventist

✗

African Traditional & Diasporic

✗

Aglipayan

✗

Agnostic

✗

Alliance

✗

Alpha Omega

✗

AMC

✗

Ang Dating Daan

✗

Anglican

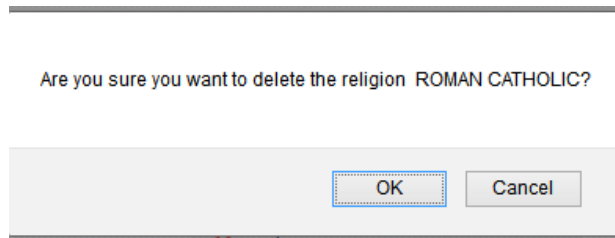
✗

Apostle Of God

✗

Apostolic

3. A confirmation dialog box appears. Click OK to delete or Cancel to exit.

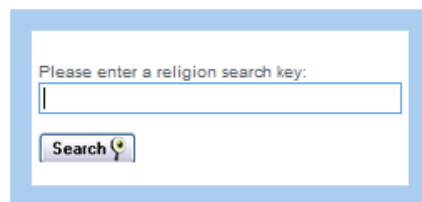


IX-E. Search Religion

1. Select Search



2. Enter keyword to search.



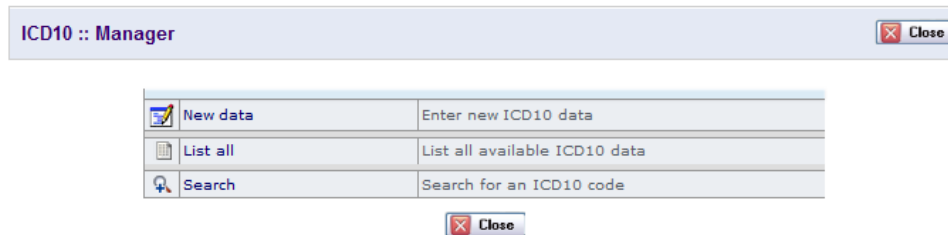
3. Click Search button or press enter key.

4. Search results are displayed below the search form.

X. Ethnic Group Manager

Ethnic Group Manager runs the same process as the Occupation Manager and Religion Manager. Please refer to Occupation Manager or Religion Manager for Ethnic Group Manager's Manual.

XI. ICD10 Manager



XI-A. Add New ICD10

1. Select New Data.



2. Fill up the following form. The mark * means the field is mandatory.

Please fill up all fields marked with *

* ICD10 code: ☐ Morphology ☐ Dual code

* Description :

3. Click Save.

XI-B. View List of ICD10 Code

1. Select List all



2. The list of ICD10 Code is displayed.

ICD10 :: List all

The search found 33829 relevant data. Showing 1 to 30.

↑ ICD10 code	Description	Select
		<input type="checkbox"/>
K04.0		<input type="checkbox"/>
***010312SSS(O		<input type="checkbox"/>
C15.9 + D63.0*		<input type="checkbox"/>
J18.0		<input type="checkbox"/>
J18.9		<input type="checkbox"/>
P03.4		<input type="checkbox"/>
S80.9		<input type="checkbox"/>
Z38.0		<input type="checkbox"/>
#81		<input type="checkbox"/>
(EN)		<input type="checkbox"/>
*		<input type="checkbox"/>
**		<input type="checkbox"/>
***		<input type="checkbox"/>
*** 7/21/11		<input type="checkbox"/>
*** 7/22/11		<input type="checkbox"/>
*** SSS 7/21/11		<input type="checkbox"/>
*** XEROX 7/22/		<input type="checkbox"/>
****		<input type="checkbox"/>

XI-C. Update ICD10

1. From the list of ICD10 Code, select ICD10 to edit, click its ICD10 code (link).

ICD10 :: List all

The search found 33829 relevant data. Showing 1 to 30.

↑ ICD10 code	Description	Select
		<input type="checkbox"/>
K04.0		<input type="checkbox"/>
***010312SSS(O		<input type="checkbox"/>
C15.9 + D63.0*		<input type="checkbox"/>
J18.0		<input type="checkbox"/>
J18.9		<input type="checkbox"/>
P03.4		<input type="checkbox"/>
S80.9		<input type="checkbox"/>
Z38.0		<input type="checkbox"/>
#81		<input type="checkbox"/>
(EN)		<input type="checkbox"/>
*		<input type="checkbox"/>
**		<input type="checkbox"/>
***		<input type="checkbox"/>
*** 7/21/11		<input type="checkbox"/>

2. The following form is now displayed. Click the Update button to edit.

ICD10 code	Description
K04.0	

I need an empty form please.

3. Enter changes to the selected ICD10.

ICD10 :: Update data

ICD10 code: K04.0
☐ Morphology
☐ Dual code

Description: Pulpitis

4. Click Save button to save the changes.

XI-D. Delete ICD10

1. From the list of ICD10 Code, choose ICD10 to delete then marked as check.

***		<input type="checkbox"/>
*** 7/21/11		<input type="checkbox"/>
*** 7/22/11		<input type="checkbox"/>
*** SSS 7/21/11		<input type="checkbox"/>
*** XEROX 7/22/		<input type="checkbox"/>
****		<input type="checkbox"/>
*****		<input type="checkbox"/>
*****		<input checked="" type="checkbox"/>
*****		<input checked="" type="checkbox"/>
*****		<input type="checkbox"/>
*****71212SDSS(<input type="checkbox"/>
*****05/04/2012S		<input type="checkbox"/>
*****05/042012SS		<input type="checkbox"/>
*****092211SSS(O		<input type="checkbox"/>
*****110811SSS(O		<input type="checkbox"/>
*****11811SSS(O		<input type="checkbox"/>
*****8/19/10		<input type="checkbox"/>

Next >>

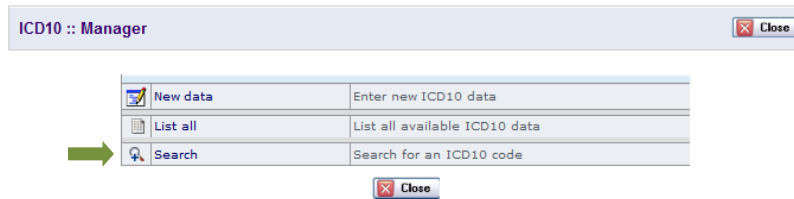
2. Click the Delete Selected ICD Code(s) button to delete.

***11811SSS(O)	<input type="checkbox"/>
***8/19/10	<input type="checkbox"/>

Next >>

XI-E. Search ICD10

1. Select Search



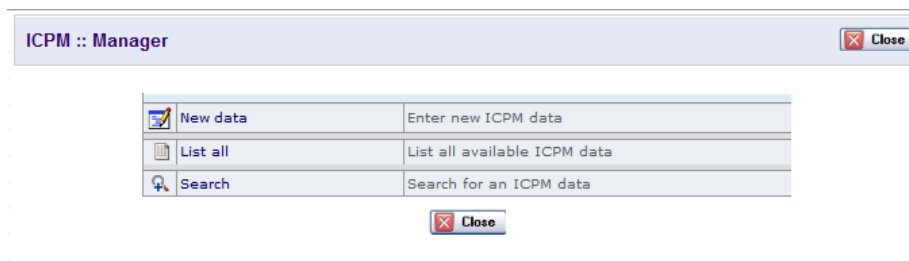
2. Enter key to search.

The screenshot shows a search input form. It has a label 'Please enter an ICD10 code:' above a text input field. Below the input field is a 'Search' button with a magnifying glass icon.

3. Click Search button or press enter key.

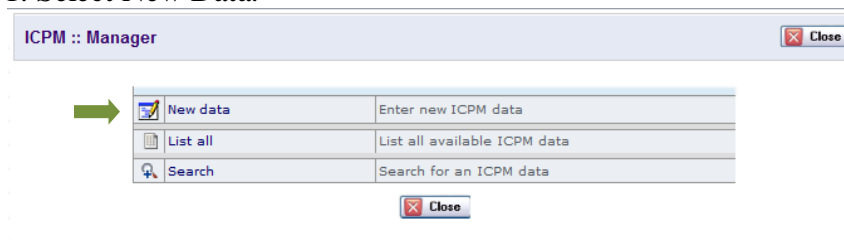
4. Search results are displayed below the search form.

XII - ICPM Manager and ICPM Manager for PHIC



XII-A. Add New ICPM

1. Select New Data.



2. Fill up the following form. The mark * means the field is mandatory.

ICPM :: New ICPM code Close

Please fill up all fields marked with *

* ICPM code : RVU: Multiplier:

* Description:



Save Cancel

3. Click Save.

XII-B. View List of ICPM Code

1. Select List all

ICPM :: Manager Close

	New data	Enter new ICPM data
	List all	List all available ICPM data
	Search	Search for an ICPM data

Close

2. The list of ICPM is displayed.

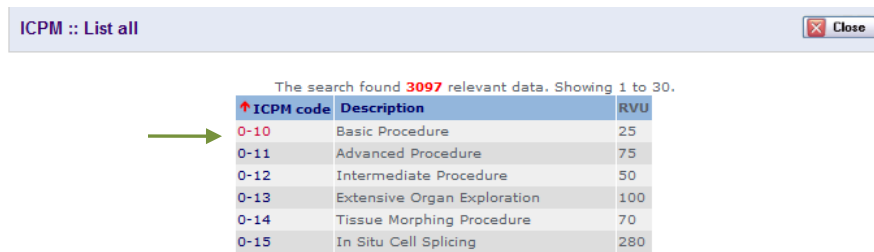
ICPM :: List all

The search found 3097 relevant data. Showing 1 to 30.

ICPM code	Description	RVU
0-10	Basic Procedure	25
0-11	Advanced Procedure	75
0-12	Intermediate Procedure	50
0-13	Extensive Organ Exploration	100
0-14	Tissue Morphing Procedure	70
0-15	In Situ Cell Splicing	280
0-16	Minor Wound Suture	3
0-17	Intermediate Wound Suture	20
0-800	Sample ICPM	100
0-801	Sample samp	100
0-900	Sample	0
1-10	Initial Medical Attention, Outpatient	0
1-100	Brief	0
1-101	Limited	0
1-102	Intermediate	0
1-103	Extensive	0
1-104	Complete	1
1-109	Not Otherwise Specified	0
1-11	Initial Medical Attention, Inpatient	0
1-110	Brief	0
1-111	Limited	0
1-112	Intermediate	0
1-113	Extensive	0
1-114	Complete	0
1-115	Not Otherwise Specified	0

XII-C. Update ICPM

1. From the list of ICPM Code, select ICPM to edit, click its ICPM code (link).

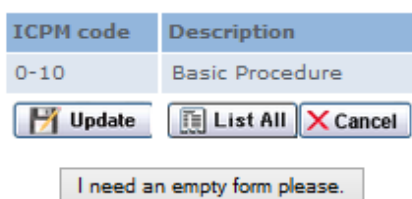


ICPM :: List all Close

The search found 3097 relevant data. Showing 1 to 30.

ICPM code	Description	RVU
0-10	Basic Procedure	25
0-11	Advanced Procedure	75
0-12	Intermediate Procedure	50
0-13	Extensive Organ Exploration	100
0-14	Tissue Morphing Procedure	70
0-15	In Situ Cell Splicing	280

2. The following form is now displayed. Click the Update button to edit.

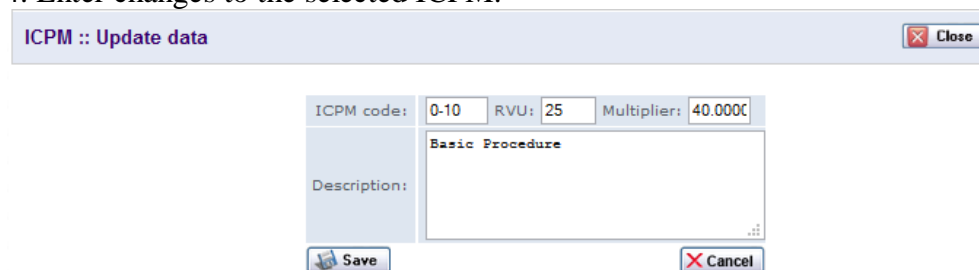


ICPM code	Description
0-10	Basic Procedure

Update List All Cancel

I need an empty form please.

4. Enter changes to the selected ICPM.



ICPM :: Update data Close

ICPM code: 0-10 RVU: 25 Multiplier: 40.0000

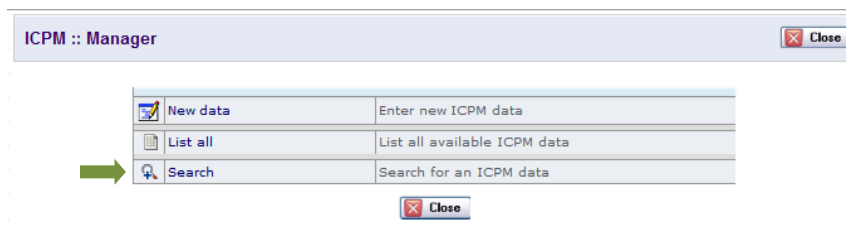
Description: Basic Procedure

Save Cancel

5. Click Save button to save the changes.

XII-D. Search ICPM

1. Select Search



ICPM :: Manager Close

	New data	Enter new ICPM data
	List all	List all available ICPM data
	Search	Search for an ICPM data

Close

2. Enter key to search.

Please enter an ICPM code.:

- Click Search button or press enter key.
- Search results are displayed below the search form.

XIII. Calendar

- Select Calendar from the Special Tools page.
- The system displays the calendar. You can use the previous and next month navigator or you can use the Direct Select to view specific Month and Year.

Calendar

<June
July 2014
August>

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Direct select: Month
Year

XIV. News

XIV-A. Adding Articles

1. Select where to post the article.

SPMC Southern Philippines Medical Center
Hospital Information System

Personnel | Logout

Headline::

Where do you want to post the article?

Please select the number based on the sample graphic, then press 'Continue...'

☐ First (1) article
☐ Second (2) article
☐ Third (3) article

The sample graphic shows three articles:

- First (1) article:** "We are more than what we do... How can I help you?"
- Second (2) article:** "Second english article maximum 80 but ok for me"
- Third (3) article:** "Again third One article But that is the way"

2. Click Continue button to proceed.

☒ First (1) article
☐ Second (2) article
☐ Third (3) article

3. Fill up the following form. The fields title, author and published date are required.

SPMC Southern Philippines Medical Center
Hospital Information System

Welcome, Segworks Personnel | Logout

Headline::

Picture Preview

Title:
Maximum 50
A sample news

Header:
Maximum 250

News article:

Path: body

Picture (maximum file size 1MB):
Browse... No file selected.
Preview Picture

Author:
Ana Lee

Publish date ("T" for today):
07/01/2014 [mm/dd/yyyy]

Back Continue Cancel

4. Click continue when done.

5. The preview is displayed and the news is saved

SPMC Southern Philippines Medical Center
Hospital Information System

Welcome, Segworks Personnel | Logout

The article was saved. You are seeing a preview.

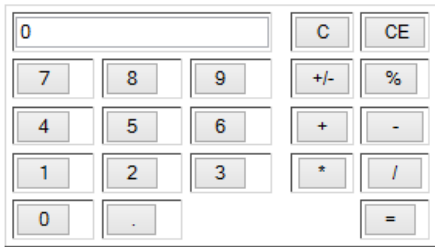
Headline

A sample news

By: Ana Lee Written on: 07/01/2014

Back

XV. Calculator



Functions the same as the standard calculators.

XVI. Access Password

This section enables the user to change his/her password.

Enter your user login name and actual password:

User login name:

Password:

Now, enter the new password of your choice:

Repeat new password:

1. Enter current password.
2. Enter new password.
3. Confirm new password.
4. Click the Change password button to change password.
5. Or click the Oops! Do not change button to cancel the operation.