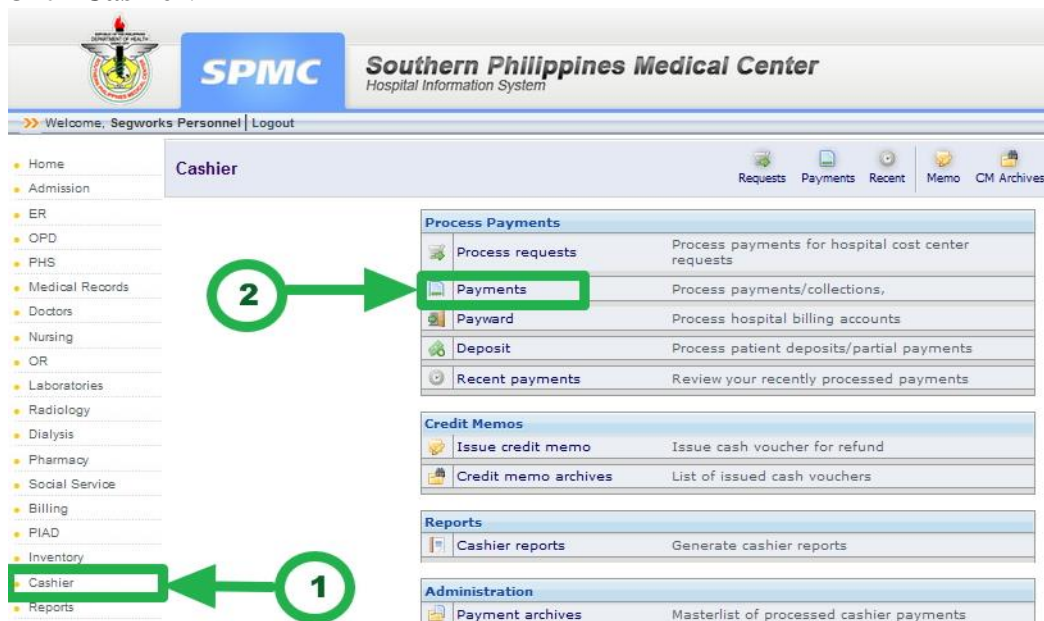


CASHIER

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

- Cashier Creates Payment Entry

1. Click **Cashier**.



2. Click **Payments**.
3. Search patient record.



4. Select patient record.

Select registered person

Search person

Showing 1-3 out of 3 record(s)

HRN	Sex	Lastname	Firstname	Middlename	Date of Birth	Confinement	Class	
1393087	♀	FUENTES	AMALIA	PIELAGO	1985-08-15	Inpatient (ER)	C3	<input type="button" value="Select"/>
2353730	♀	FUENTES	AMALIA	ALCANTARA	1986-06-21	None		<input type="button" value="Select"/>
2520298	♀	Fuentes	Amalia	Carungay	1951-10-28	Inpatient (ER)	SC	<input type="button" value="Select"/>

5. Click specific transaction to create payment entry for.

SPMC Southern Philippines Medical Center
Hospital Information System

Personnel | Logout

Payor Information | Check/Credit Card

O.R. No.

Date

Remarks

☐ Search walk-in

Name

Address

Company Name

Patient type **WALK-IN**
Classification **None**

Requests | Billing | Deposits | **Other Payments**

Consultation | Orthopedics | **ENT-HNS** | Dental | PT/OT | Pedia | Others |

Select specific transactions

Other payments

<input checked="" type="checkbox"/>	Item No	Item Description	Price/item (Orig)	Price/item (Adj)	Quantity	Price (Orig)	Price (Adj)
List is currently empty...							
Items (0)			Orig Subtotal: 0.00		Adj Subtotal: 0.00		

6. Choose a specific transaction and then click **Add** button.

The screenshot shows the 'Add Hospital Service' window. At the top, there is a search bar labeled 'Search services' and a 'Search' button. Below this, a table displays a list of services. The table has columns for 'Code', 'Name/Description', 'Price', 'Quantity', and an 'Add' button. The first row is selected, and a green arrow points to its 'Add' button. A green box highlights the 'Add' buttons for all rows.

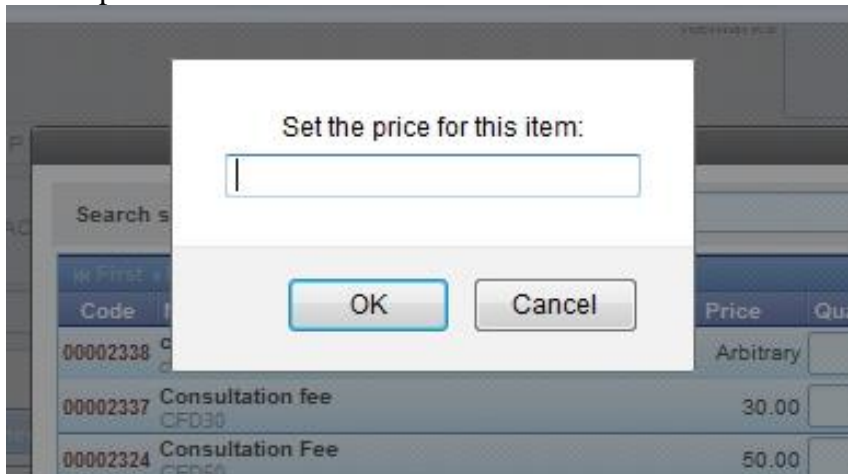
Code	Name/Description	Price	Quantity	Add
00002338	consultation fee	Arbitrary	1	Add
00002337	Consultation fee CFD30	30.00	1	Add
00002324	Consultation Fee CFD50	50.00	1	Add
000013	Consultation Fee CF(New)	75.00	1	Add
00002330	ID CARD ID CARD	25.00	1	Add
00002326	Prepaid Card (10+2 consultation) PC500	500.00	1	Add
00002325	Prepaid Card (6+1 consultation) PC300	300.00	1	Add

7. If transaction is Arbitrary, set the price.

The screenshot shows the 'Add Hospital Service' window. The first row, 'consultation fee' with a price of 'Arbitrary', is selected. A green box highlights the 'Arbitrary' price field, and a green arrow points to it. The 'Add' button for this row is also highlighted with a green box.

Code	Name/Description	Price	Quantity	Add
00002338	consultation fee	Arbitrary	1	Add
00002337	Consultation fee CFD30	30.00	1	Add
00002324	Consultation Fee CFD50	50.00	1	Add
000013	Consultation Fee CF(New)	75.00	1	Add
00002330	ID CARD ID CARD	25.00	1	Add
00002326	Prepaid Card (10+2 consultation) PC500	500.00	1	Add
00002325	Prepaid Card (6+1 consultation) PC300	300.00	1	Add

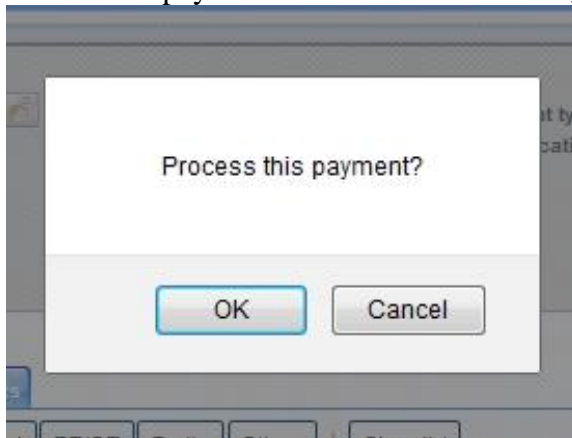
8. Set the price.



9. If not arbitrary, then the price is already set. Enter **Amount Tendered**.



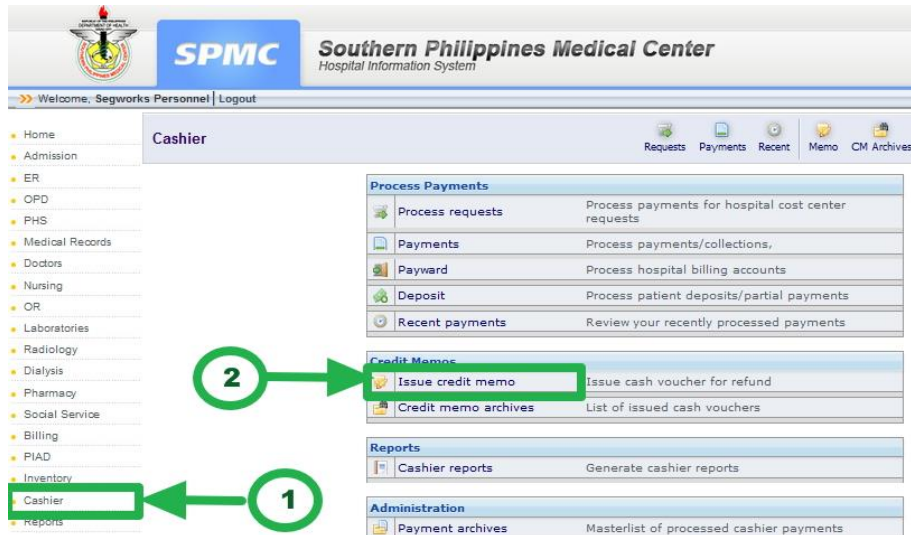
10. Process this payment? Click OK to continue, or CANCEL to cancel transaction.



11. Print this OR? Click OK to continue, or CANCEL to abort process.

- Cashier Issues Credit Memo

1. Click **Cashier**.



2. Click **Issue Credit Memo**.
3. Click **Search Patient** button.



4. Search patient record and then select specific patient by clicking **Select** button.



5. Click **Refund Items**.

Cashier :: Credit memo :: Create memo

Requests Payments Recent Memo

Memo Nr: 2014000014 Reset Date: March 26, 2014 11:13am

Name: FUENTES, AMALIA A. Clear

Address: COUNTRY HOMES, CABANTIAN, DAVAO CITY

Assign to: -- Select personnel --

Total refund: 0.00

Refund items Clear List

Item list is currently empty...

6. Select payment to be refunded and click **Expand** button.

Select payment to be refunded

Close Tray

Date	OR No.	Name	Item(s)	Amount	
2011-12-04 05:19pm	1247369	FUENTES, AMALIA A.	HOSPITAL BILL-Family Medicine	50.00	Expand
2011-12-04 03:32pm	1247096	FUENTES, AMALIA A.	Chest PA (ADULT)	105.00	Expand

7. Click **Refund** button and then **Close Tray**.

Select payment to be refunded

Close Tray

Date	OR No.	Name	Item(s)	Amount	
2011-12-04 05:19pm	1247369	FUENTES, AMALIA A.	HOSPITAL BILL-Family Medicine	50.00	Expand
2011-12-04 03:32pm	1247096	FUENTES, AMALIA A.	Chest PA (ADULT)	105.00	Expand

Code	Ref No.	Source	Item	Qty	Prev	Price	
CPA	2011099941	RD	Chest PA (ADULT) (CHEST/THORAX)	1	0	105.00	Refund

8. Assign **Collection Officer**.

Memo Nr: 2014000014 Reset Date: March 26, 2014 11:13am

Name: FUENTES, AMALIA A. Clear

Address: COUNTRY HOMES, CABANTIAN, DAVAO CITY

Assign to: -- Select personnel --

Total refund: 105.00

Refund items Clear List

Process Memo Cancel

OR No.	Source	Req No	Code	Item description	/item	Refund	Total
1247096	RD	2011099941	CPA	Chest PA (ADULT) (CHEST/THORAX)	1	105.00	105.00

Abiola Catadman
Artemio Galicia
DENNIS NEO ALBARRACIN
ANGELA AMPARO CORCILLES
Annie Hao
Ariel Enriquez
ELIZABETH EGOS
PRUDENCIO, JR. ALBIOS
Cedric Rodelas
Ada Charmaine Abrew
Cheryl Dovie Cafe

9. Click **Process Memo**.

Memo Nr: 2014000014 [Reset] Date: March 26, 2014 11:13am

Name: FUENTES, AMALIA A. [Clear]

Address: COUNTRY HOMES, CABANTIAN, DAVAO CITY

Assign to: -- Select personnel --

Total refund: 105.00

[Refund items] [Clear List] [Process Memo] [Cancel]

OR No.	Source	Req No	Code	Item description	Quantity	Previous	Price/item	refund	total
1247096	RD	2011099941	CPA	Chest PA (ADULT) (CHEST/THORAX)	1	0	105.00	1	105.00

10. Process this memo? Click **OK**.

Process this refund entry?

[OK] [Cancel]

11. Memo successfully saved. Click **Print** to print the document or **Close** to close the window.

Cashier :: Credit memo :: Create memo

Requests Payments Recent Memo CM Archives Archives

Credit Memo details successfully saved...

[Print] [Close]

Memo Nr. 2014000014
Issue date 2014-03-26 11:13
Name FUENTES, AMALIA A.
Address COUNTRY HOMES, CABANTIAN, DAVAO CITY 8000 DAVAO DEL SUR
Notes

OR No.	Source	Code	Particulars	Price	Qty	Total
1247096	RD	CPA	Chest PA (ADULT)	105.00	1	105.00

- Cashier Views Recent Payments

1. Click Cashier.

SPMC Southern Philippines Medical Center
Hospital Information System

Welcome, Segworks Personnel | Logout

Cashier

Requests Payments Recent Memo CM Archives

Process Payments

- Process requests: Process payments for hospital cost center requests
- Payments: Process payments/collections,
- Payward: Process hospital billing accounts
- Deposit: Process patient deposits/partial payments
- Recent payments**: Review your recently processed payments

Credit Memos

- Issue credit memo: Issue cash voucher for refund
- Credit memo archives: List of issued cash vouchers

Reports

- Cashier reports: Generate cashier reports

Administration

- Payment archives: Masterlist of processed cashier payments

Home Admission ER OPD PHS Medical Records Doctors Nursing OR Laboratories Radiology Dialysis Pharmacy Social Service Billing PIAD Inventory **Cashier** Reports

2. Click **Recent Payments**.

3. Recent payments are displayed.

Cashier::View Recent

Requests Payments Recent Memo CM Archives Archives Manager Reports

Search result:

Showing 1-15 out of 1,146 record(s)

Date	OR No.	Name	Item(s)	Amount
2014-03-26 11:20am	2287617	MALABAGO, MARITES P.	DSLRL 1L BOTTLE	180.00
2014-03-26 11:08am	2287616	Fuentes, Amalia C.	Prepaid Card (10+2 consultation)	500.00
2014-03-26 10:44am	2287615	Tan, grace	BREAST ULTRASOUND (BOTH), BREAST ULTRASOUND (SINGLE)	890.00
2014-03-26 09:04am	2287614	FUENTES, AMALIA P.	consultation fee	300.00
2014-03-25 05:15pm	2287613	MALABAGO, MARITES P.	TEST4	95.00
2014-03-25 05:14pm	2287612	MALABAGO, MARITES P.	Biopsy	260.00

- Cashier Views Credit Memos

1. Click Cashier.



2. Click Credit memo archives.

3. All Credit Memos are displayed. You can filter results by entering parameters and click Search button.

Search options

☐ Memo #

☐ Select payor Payor Name

☐ Select date Today

☐ Select cost center --All--

☐ Select assigned personnel --All--

Filter results here

Search result:

Memo Nr.	Issue Date	Name	Refunded Item/s	Amount
2014000014	2014-03-20 11:13am	FUENTES, AMALIA A.	Chest PA (ADULT) (CHEST/THORAX)	105.00
2014000013	2014-03-20 09:07am	FUENTES, AMALIA P.	consultation fee (Consultation Fees)	300.00
2014000012	2014-03-25 05:59pm	ABADIA, REGIE MARK B.	DIALYSIS (Other (Payward))	1,261.00
2014000011	2014-03-24 06:38pm	day, charles	24hr Urine Albumin (CLINICAL CHEMISTRY)	160.00
2014000010	2014-03-24 01:41pm	penaflorida, jane	EEG (SPECIAL LABORATORY)	2,000.00