OUTPATIENT DEPARTMENT USER GUIDE
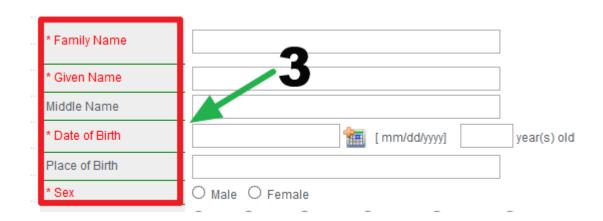
TABLE OF CONTENTS
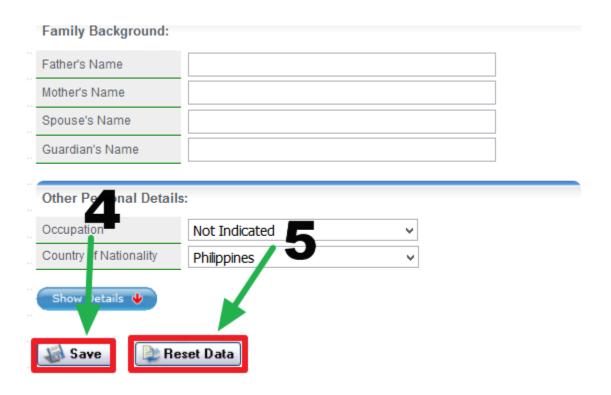
OUTPATIENT DEPARTMENT

REGISTER OUTPATIENT

1. To register click **OPD** menu on the left side of the page.

2. Click **REGISTER PATIENT** service.

3. Encode patient information on the text boxes. All fields with marked red asterisk (*) are mandatory.

4. Click **SAVE** button to save patient information.

5. If data entered is incorrect, and you want to clear the fields, click **RESET DATA** button.

Family Background:

Father's Name	
Mother's Name	
Spouse's Name	
Guardian's Name	

Other Personal Details:

Occupation	Not Indicated
Country of Nationality	Philippines

Show Details ⬇

4

5

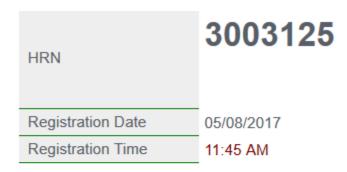Save   Reset Data

SEARCH PATIENT

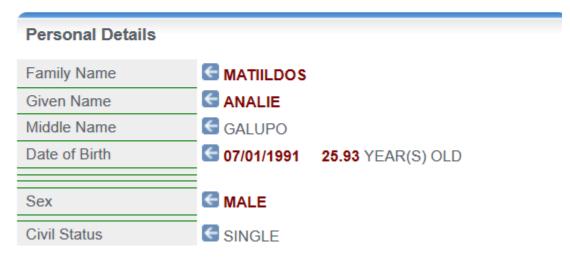1. To search patient, click **SEARCH PATIENTS** service.

2. Input **Health Record Number (HRN)**, **Family Name**, or **Date of Birth** on text box.
3. Click **SEARCH** button.

4. Searched patient data will display.

HRN	**3003125**
Registration Date	05/08/2017
Registration Time	11:45 AM

Personal Details

Family Name	← MATIILDOS
Given Name	← ANALIE
Middle Name	← GALUPO
Date of Birth	← 07/01/1991 25.93 YEAR(S) OLD
Sex	← MALE
Civil Status	← SINGLE

5. You can update patient information by clicking **UPDATE DATA** button.

New Search 🔍   🖼 Update Data **5**

CREATE OUTPATIENT CONSULTATION

6. If patient is found, click **OUTPATIENT CONSULTATION**. In OPD case, it is a cash before procedures. Patient should pay on cashier before the will be assigned to any consultation department or clinic.

7. **Outpatient Consultation Form.**

a. Once paid in cashier, **OR Number** will automatically reflect upon creating consultation but when paid by agency or institution, **OR Number** can be selected through drop down box.

b. Select **CONSULTING PHYSICIAN and CLINIC**.

c. Click **SAVE** button to save outpatient consultation data.

d. Click **CANCEL** to abandon the registration.

8. Upon saving, it will generate automatically the patient's **CASE NUMBER**.
For OPD cases, it can create another OPD encounter in the same day if it is done in another consulting department. Also, it is already trap in the system if creating encounter with the same department on the same day.

ADVANCED SEARCH

1. **Advanced Search** is use when you are not certain on whose patient you are searching. Click this service for advanced searching.

a. Input **REGISTRATION DATE FROM** and **TO.**

b. Fill in **FAMILY NAME**.

c. **GIVEN NAME**.

d. And **DATE OF BIRTH**

e. Click **SEARCH** button.

f. List of patients will be generated upon hitting the search button.

| Sex	Family Name	Given Name	Date of Birth	Barangay	Muni/City	ZIP Code	HRN	Registration Date
♂	Aguilar	Louie	03/25/1980	NOT PROVIDED	DAVAO CITY	8000	3003139 ER	05/10/2017
♂	ALVARES	PACIANO	09/19/1980	ALFONSO ANGLIONGTO SR	DAVAO CITY	8000	3003111 Inpatient	05/01/2017
♂	AMORSOLO	BABY BOY	05/10/2017	AGDAO	DAVAO CITY	8000	3003146 Inpatient	05/10/2017
♂	Añthoñy	Toññ	10/10/1990	NOT PROVIDED	DAVAO CITY	8000	3003277 Inpatient	05/01/2017
♂	Apple	Green	05/09/2017	NOT PROVIDED	DAVAO CITY	8000	3003136 Inpatient	05/09/2017
♀	BOI	GERA PRINCESS	05/09/1997	NOT PROVIDED	DAVAO CITY	8000	3003124 ER	05/08/2017
♂	DaDa	Dada	04/01/2017	NOT PROVIDED	DAVAO CITY	8000	3003097 ER	05/01/2017
♀	dahab	Chen	11/11/2015	NOT PROVIDED	DAVAO CITY	8000	3003118 Inpatient	05/05/2017

COMPREHENSIVE SEARCH
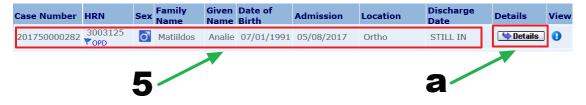
1. To search all the transaction of the patient under a certain department, click **COMPREHENSIVE** service.

2. Input **HRN NUMBER, FAMILY NAME or DATE OF BIRTH** in the text box.

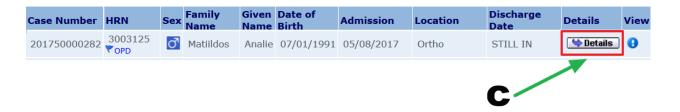3. To filter result, select **DEPARTMENT**.

4. Click **SEARCH** button.

5. Searched patient will display.

   a. Click this [→ Details] button to view patient hospital history.

Case Number	HRN	Sex	Family Name	Given Name	Date of Birth	Admission	Location	Discharge Date	Details	View
201750000282	3003125 ▼OPD	♂	Matiildos	Analie	07/01/1991	05/08/2017	Ortho	STILL IN	→ Details	ⓘ

b. List of Patient Hospital History.

      i.   Click **REQUEST** icon to view previous patient request.

      ii.   Click **DIAGNOSIS** icon to view previous patient diagnosis.

c. Click this 🛈 button to view patient information details.

d. **Details of Patients Data**.
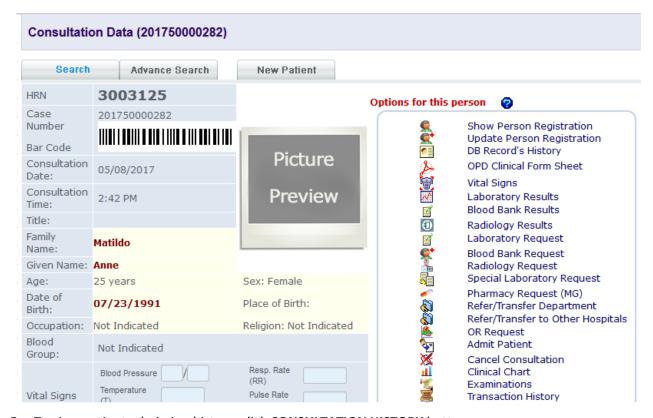
CONSULTATION

1. To be redirected to patient's consultation data click **CONSULTATION** service.
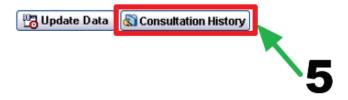

2. Input **Case Number, Name (last name, first name) or Encounter date** in the text box.
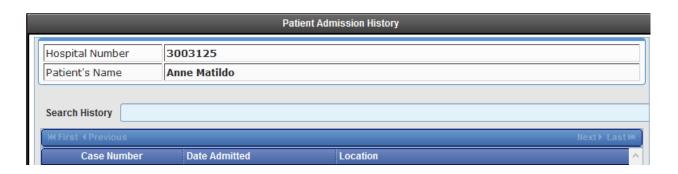3. Click **SEARCH** button.

4. Searched patient's **CONSULTATION DATA** will display.

5. To view patient admission history, click **CONSULTATION HISTORY** button.

6. Patient Admission History.

ICD/ICPM

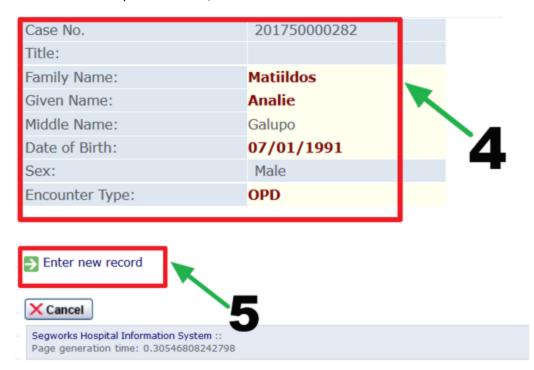1. Medical Record staff can input patient ICD and ICPM by clicking **ICD/ICPM** service.

2. Input **HRN, FAMILY NAME or DATE OF BIRTH** in the text box**.**

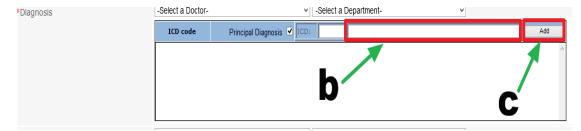3. To filter result, select desired record to generate and click **SEARCH** button.

    a. Click CANCEL to close.

4. Searched patient record will display.

5. To create new patient record, click **ENTER A NEW RECORD** button.

Case No.	201750000282
Title:	
Family Name:	**Matiildos**
Given Name:	**Analie**
Middle Name:	Galupo
Date of Birth:	**07/01/1991**
Sex:	Male
Encounter Type:	**OPD**

4

→ Enter new record

✕ Cancel **5**

Segworks Hospital Information System ::
Page generation time: 0.30546808242798

6. Fill in all required information. All fields with marked red asterisk (*) are mandatory.

   a. Add patient **Diagnosis**.

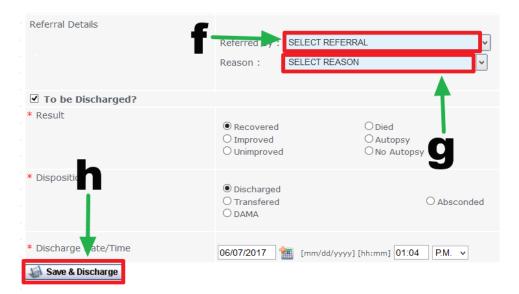|	
Admitting Diagnosis	
Admission Date/Time	05/30/2017 11:00 AM
* Encoded By	Segworks Personnel
* Attending Physician & Department	Agrahari, Yogendra , MD Orthopedics
*Diagnosis	-Select a Doctor- -Select a Department-

a

b. Input patient **ICD**.
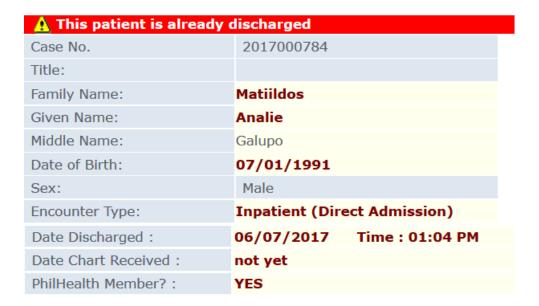
c. Click **Add** button.

d. Add patient **operations**.
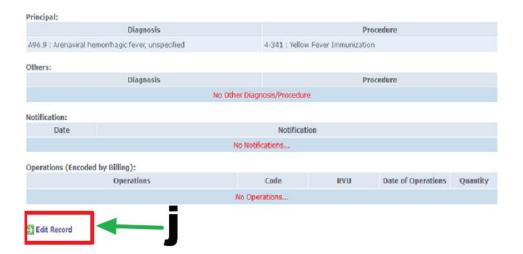
e. Click **Add** button.

f. Select **Referral** through the drop down box.

g. Click the drop down box to select **REASON**.

h. Click **SAVE & DISCHARGE** button to save patient medical records and tag him/her as discharged.

i. Patient is now already discharged.

⚠ This patient is already discharged	
Case No.	2017000784
Title:	
Family Name:	**Matiildos**
Given Name:	**Analie**
Middle Name:	Galupo
Date of Birth:	**07/01/1991**
Sex:	Male
Encounter Type:	**Inpatient (Direct Admission)**
Date Discharged :	**06/07/2017 Time : 01:04 PM**
Date Chart Received :	**not yet**
PhilHealth Member? :	**YES**

j. To do some update with patient's medical data, click **Edit Record**.

Principal:

Diagnosis	Procedure
A96.9 : Arenaviral hemorrhagic fever, unspecified	4-341 : Yellow Fever Immunization

Others:

Diagnosis	Procedure
No Other Diagnosis/Procedure	

Notification:

Date	Notification
No Notifications...	

Operations (Encoded by Billing):

Operations	Code	RVU	Date of Operations	Quantity
No Operations...				

Edit Record **j**

MEDICAL CERTIFICATES

1. Click **MEDICAL CERTIFICATES** to create patient medical certificate.

2. Input **CASE NUMBER, NAME (LAST NAME, FIRST NAME) or ENCOUNTER DATE** in the text box**.**
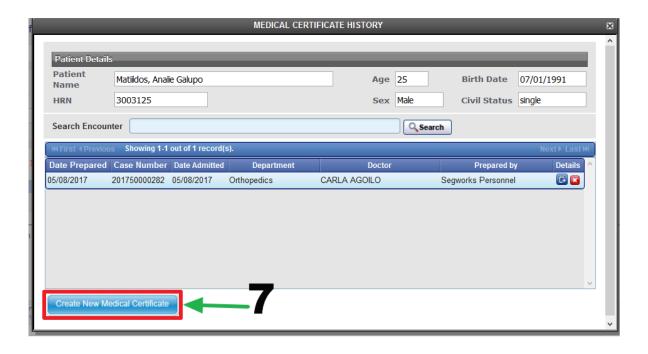3. Click **SEARCH** button.

4. Searched patient will display.
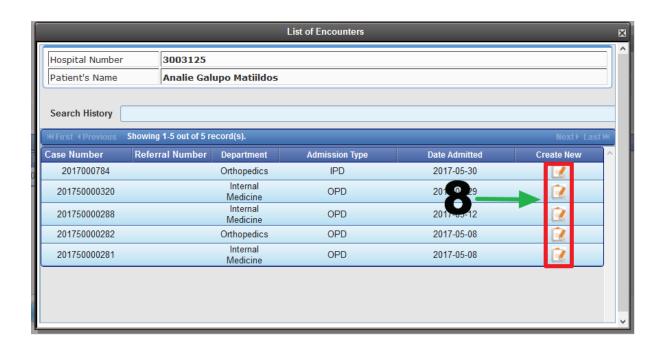5. Click this **Select** button to redirect the page to patient **Medical Certificate History**.

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

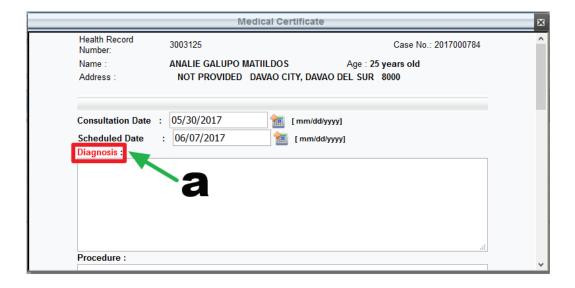| HRN	Family Name	Given Name	Middle Name	Sex	Age	Birth Date	Details
3003125 OPD	Matiildos	Analie	Galupo	♂	25	07/01/1991	Select

6. Patient Medical Certificate History.

7. Click **create new medical certificate** button to create new patient medical certificate.
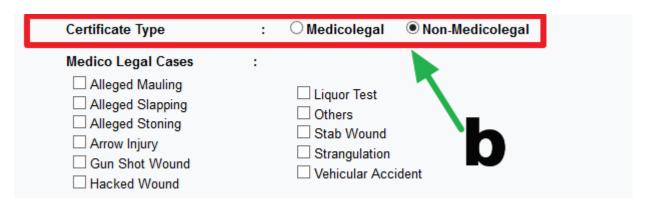
8. Click designated **Create New** buttons. Each button signifies every encounter of the patient.
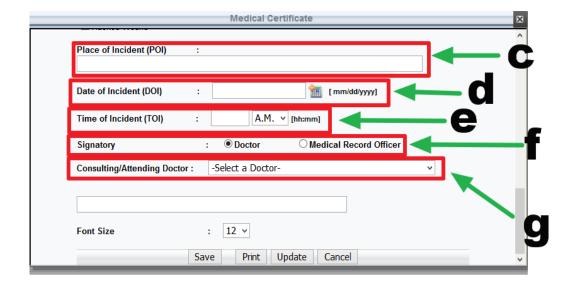

a. Input patient diagnosis, which tag as required field for creating Medical Certificate.
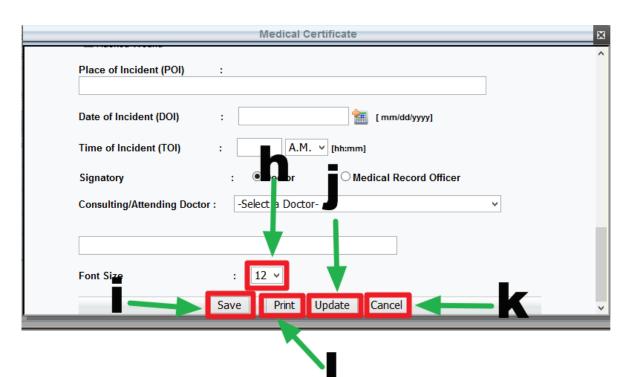
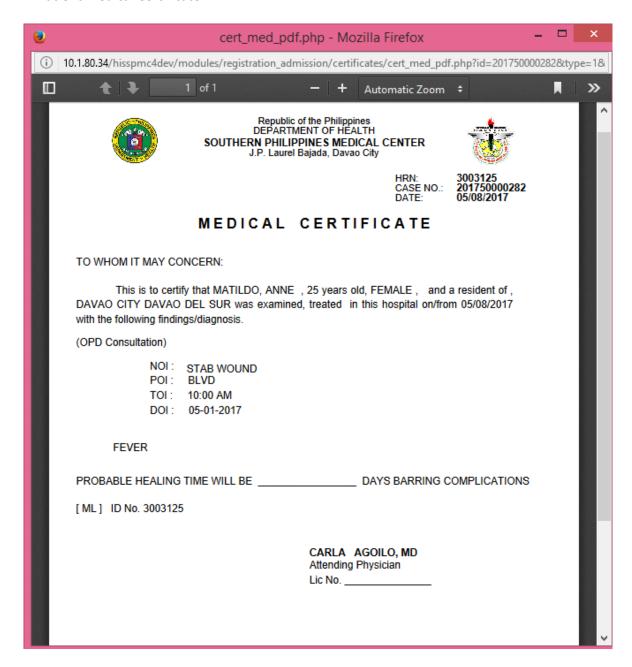b. Select **CERTIFICATE TYPE** if it's Medico legal or Non-Medico legal.

c. If you select Medico legal you need to input the **Place of Incident (POI).**

d. Input **Date of signatory** (DOI).

e. Input **Time of Incident** (TOI).

f. There are two types for the **Signatory**. The Doctor and Medical Record Officer.

g. Select **CONSULTING/ATTENDING DOCTOR** through the drop down box.

h. Set the **Font Size**, to manage the size of the certificate text you want to create.

i. Click **Save** button to save medical certificate.

j. Click **Update** button if you want to do some update with the patient medical certificate.

k. Click **Cancel** button to return the page to list of encounters.

l. To print patient medical certificate, click **Print** button.
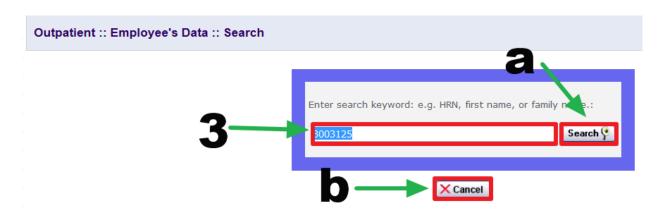
m. **Patient Medical Certificate**.

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

HRN: 3003125
CASE NO.: 201750000282
DATE: 05/08/2017

MEDICAL CERTIFICATE

TO WHOM IT MAY CONCERN:

This is to certify that MATILDO, ANNE , 25 years old, FEMALE , and a resident of , DAVAO CITY DAVAO DEL SUR was examined, treated in this hospital on/from 05/08/2017 with the following findings/diagnosis.

(OPD Consultation)

NOI : STAB WOUND
POI : BLVD
TOI : 10:00 AM
DOI : 05-01-2017

FEVER

PROBABLE HEALING TIME WILL BE _____ DAYS BARRING COMPLICATIONS

[ML] ID No. 3003125

CARLA AGOILO, MD
Attending Physician
Lic No. _____

SEARCH EMPLOYEE

1. To search, click **SEARCH EMPLOYEE** service.

2. Input **HRN, FIRST NAME or FAMILY NAME** of the employee in the text box.

   a. Click **SEARCH** button to search employee.
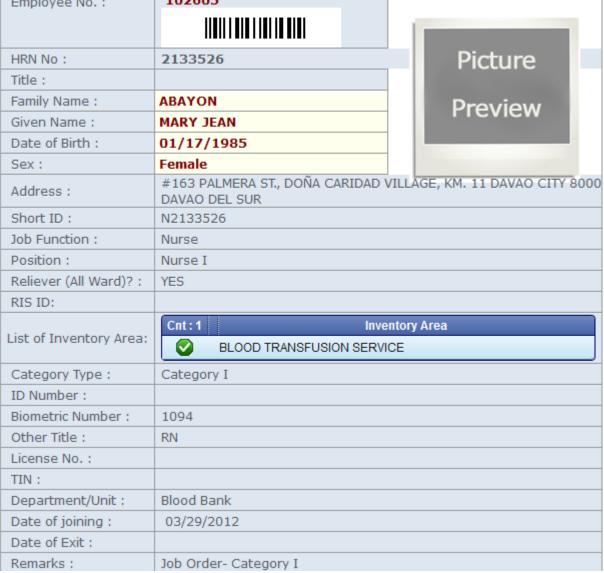
   b. Else click **CANCEL** button.

4. Searched employee will display and stated its status whether ACTIVE or INACTIVE in the hospital. Active status simply means he/she is currently employed while Inactive status he/she is no longer connected or employed to the hospital.

5. Click ![icon] to show personnel employee's data.

HRN No	Sex	Family Name	Given Name	Date of Birth	ZIP Code	Status	Options
3002554	♂	Santos	Sam	01/01/1990		ACTIVE	
3002555	♂	Sañ miguel	Sammy	01/01/1999		ACTIVE	
3002919	♂	San Fernandez	Sam	01/01/1990		ACTIVE	
3001369	♂	Samuelhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhhh	Samuela	01/01/1990		ACTIVE	
3001260	♀	Sams	Samssssss	01/01/1970		INACTIVE	
3000508	♂	Sample	Sample2	01/01/1990		INACTIVE	
3000687	♂	Sample	Sample3	01/01/1990		INACTIVE	
3000732	♂	Sample	Sample	01/01/1990		INACTIVE	
3000511	♂	Sample	Sample	01/01/1990		INACTIVE	
3000578	♂	Sample	Sampl	01/01/2016		INACTIVE	
3001376	♀	Sample	Samss	05/02/1990		INACTIVE	
3001262	♂	Samm	Sam	01/11/1990		INACTIVE	

4

5

6. **Employee's Personal Data.**

Person is currently employed

Employee No. :	102605
HRN No :	2133526
Title :	
Family Name :	ABAYON
Given Name :	MARY JEAN
Date of Birth :	01/17/1985
Sex :	Female
Address :	#163 PALMERA ST., DOÑA CARIDAD VILLAGE, KM. 11 DAVAO CITY 8000 DAVAO DEL SUR
Short ID :	N2133526
Job Function :	Nurse
Position :	Nurse I
Reliever (All Ward)? :	YES
RIS ID:	
List of Inventory Area:	Cnt : 1 — Inventory Area — ✓ BLOOD TRANSFUSION SERVICE
Category Type :	Category I
ID Number :	
Biometric Number :	1094
Other Title :	RN
License No. :	
TIN :	
Department/Unit :	Blood Bank
Date of joining :	03/29/2012
Date of Exit :	
Remarks :	Job Order- Category I

OPD REPORT LAUNCHER

1. To generate report, click **OPD REPORT LAUNCHER.**
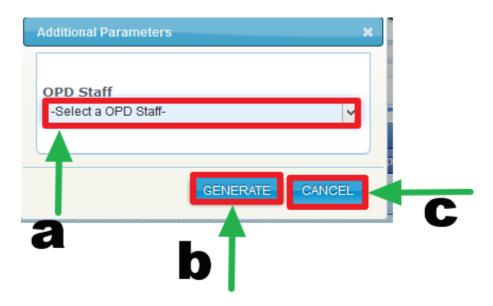
2. Select **Category** for report to generate from the drop down box.
3. Select period **FROM** and **TO.**
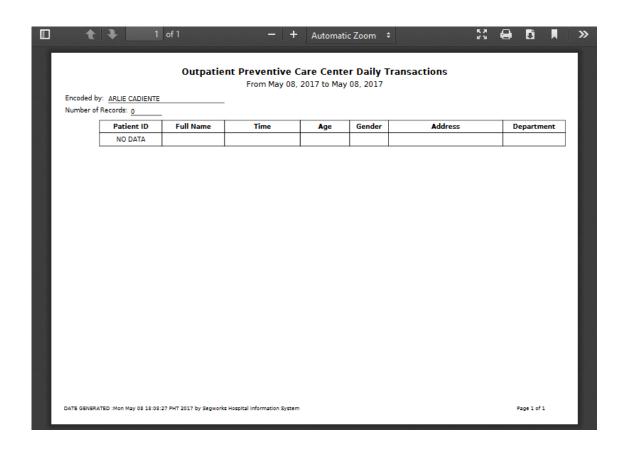
4. Select this button to view report in PDF format.

a. To filter result, select **OPD STAFF** from the drop down box.

b. Click **GENERATE** button to generate the report desired.
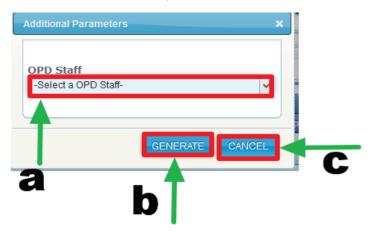
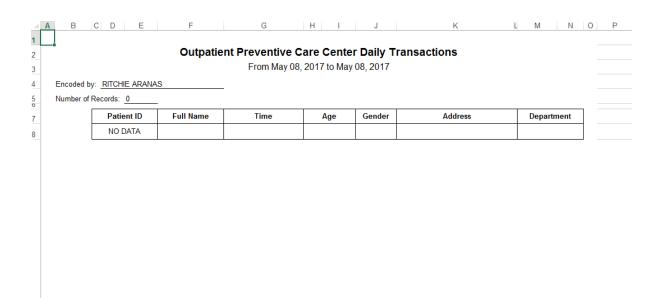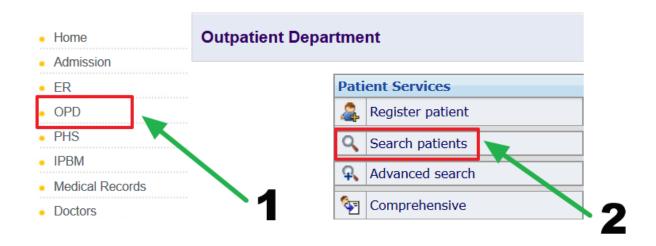c. Click **CANCEL** button to abandon the operation.

*PDF Format Report

5. Click this ▦ button to view report in **EXCEL FORMAT.**

Outpatient Dept.Daily Transaction OB or FAMED	Hospital Operations		
Outpatient Preventive Care Center Daily Transaction	Hospital Operations		
Record of Availment Form	Hospital Operations		

a. Click **OPD STAFF** from the drop down box.

b. Click **GENERATE** button to generate the report desired.

c. Click **CANCEL** button to abandon the operation.

Additional Parameters ✖

OPD Staff
-Select a OPD Staff-

GENERATE   CANCEL

a   **b**   **c**

***Excel Format Report**

Outpatient Preventive Care Center Daily Transactions
From May 08, 2017 to May 08, 2017

Encoded by: RITCHIE ARANAS

Number of Records: 0

Patient ID	Full Name	Time	Age	Gender	Address	Department
NO DATA						

OPD Nurse Creates Examination Request
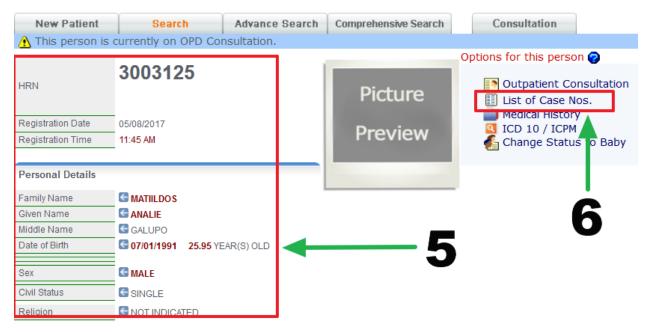
1. To request opd nurse an examination, click **OPD** menu at the left side of the page.

2. Click **Search Patients** button service.

3. Input **HRN, Family Name or Date of Birth** in the text box
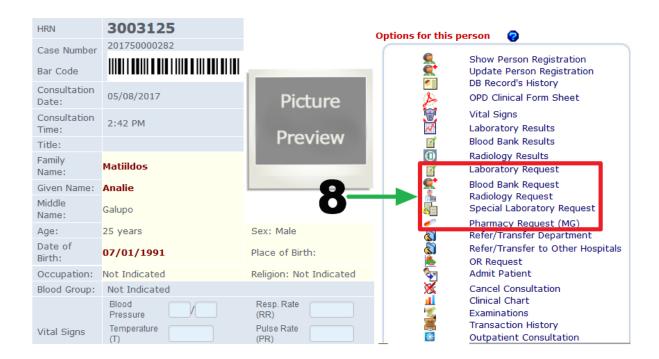
4. Click **SEARCH** button.

5. Searched opd patient's data will display.

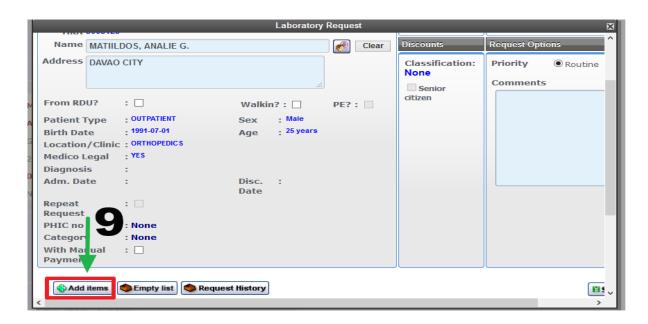6. Click **List of Case Number** option.

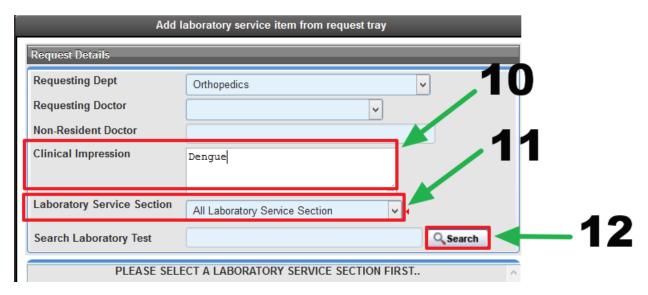7. Click appropriate case number to request patient examination.

8. On the right side of the page select what type of request/examination the patient would take.
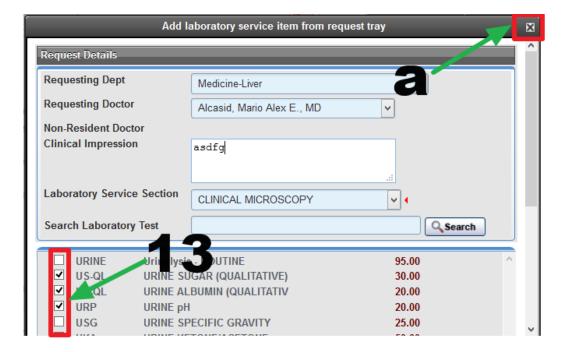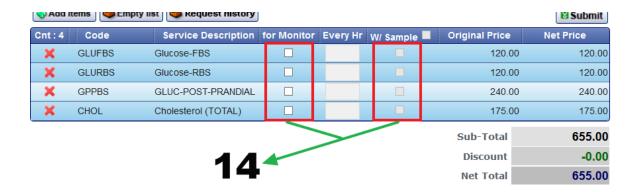

9. To add **LABORATORY REQUEST**, click **ADD ITEMS** button.

10. Input patient **CLINICAL IMPRESSION**.

11. Select **LABORATORY SERVICE SECTION** from the drop down box.

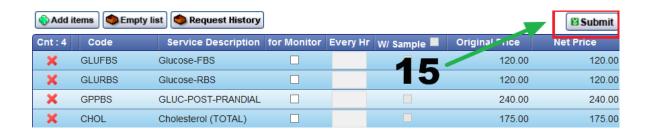12. To search lab service item, click **SEARCH** button.

13. Upon hitting the search button, list of service items will display, check the **CHECK BOX** for the patient examination to be done.

    a.   Click this ☒ button to close the tray and go back to the main page.

14. Check the check box under the "For Monitor" column and then add some "Hours" if the patient is for monitoring. If "W/sample is disabled, it only means that the request is not yet paid in the cashier.
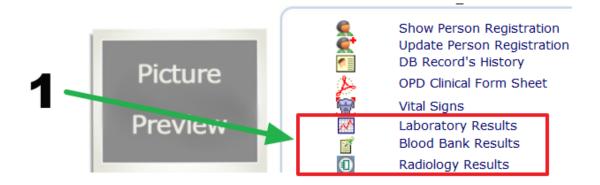

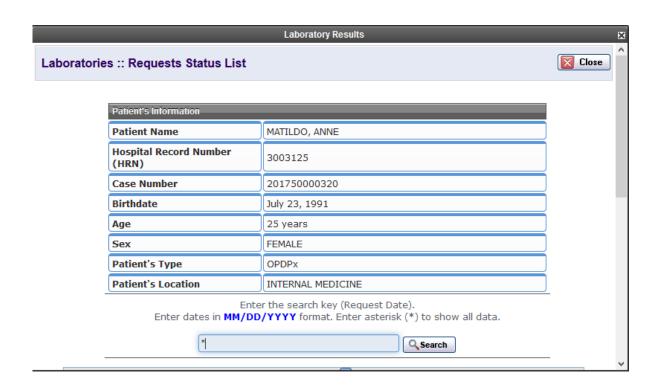15. Click **SUBMIT** button to cater the requested lab service items.

TO VIEW RESULTS

1. To view requested items results, click the type of result you want to check under the options for this person.
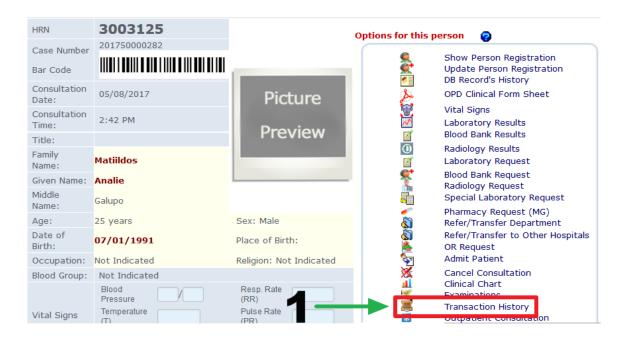

2. **Patient Lab Result.**

TRANSACTION HISTORY

1. Click **TRANSACTION HISTORY** option to view patient transaction history.

2. All patient transaction history will display upon hitting the option.

    a. Click **close** to close window.