

## HIS NURSING MODULE USER MANUAL

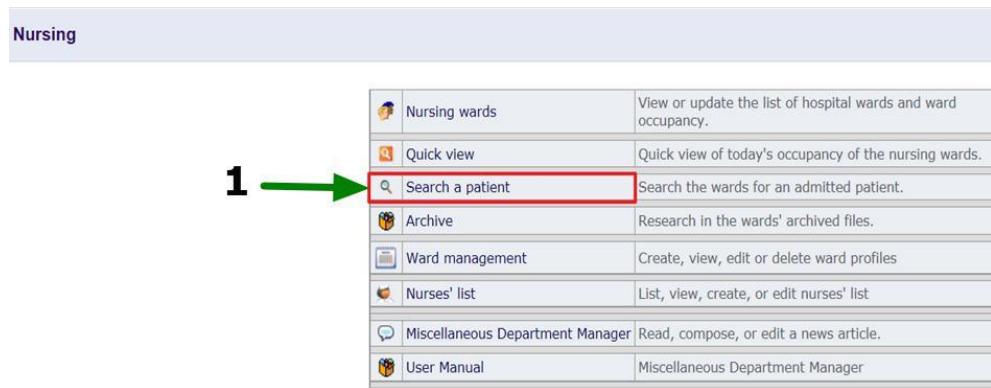
### TABLE OF CONTENTS

DESCRIPTION	PAGE
SEARCH A PATIENT	2
CREATE REQUEST	3
CHARGING OF MISCELLANEOUS ITEMS	9
CHARGING OF PHARMACY ITEMS	13
VIEW REQUEST TRANSACTION HISTORY	15
VIEW RESULTS	16
CREATE NOTES	22
TRANSFER PATIENT	23
ADD PATIENT IN BEDROOM	27
MOVE PATIENT TO WAITING LIST	29
MOVE PATIENT TO EXPIRED PATIENT	30
MOVE PATIENT TO DISCHARGE LIST	31
LOCK/UNLOCK BED	33
TO VIEW OR UPDATE LIST OF HOSPITAL WARDS	35
VIEW TODAY'S OCCUPANCY	36
TO VIEW WARD ARCHIVED FILES	37
MANAGE WARD PROFILES	39
VIEW NURSE LIST	43
MANAGE DEPARTMENT FOR MISCELLANEOUS SERVICES	45

This section shows the process/transaction on how the user can manage at HIS NURSING MODULE of SPMC. It is assumed that the user has already logged-in to the system and currently at the **HOME** screen.

## SEARCH PATIENT IN NURSING MENU

1. Click ‘Search Patient’



2. Search patient by entering Health Record Number, Family Name, or Date of Birth on the textbox provided. Click ‘Search’ button.

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.

Search

Tips & tricks

3. If the search results more than 1, the system will display the list of patients, else will go directly to patient's link. You may locate easily the patient by tracing the highlighted text in Yellow.

**Ward Neuro-ICU (Service Ward) Occupancy (09/14/2017)**  
Medicine-Neurology

Room	Description	Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options
NEIC 1	Neurology ICU Room	1	<b>Grande, Andrei</b>	08/20/2014	2980138	2017035687	
		2	PELARCO, MERCEDES	03/22/2008	2978570	2017034798	
		3	JARA, ELY	02/04/1979	2973725	2017031697	
		4	BACUS, EDGARDO	07/26/1967	1574037	2017033942	
		5	CAPON, SANILYN	03/21/1979	2971248	2017030170	
		6	MARTINEZ, ELEONORA	08/29/1958	2883463	2017031923	

**Expired Patient**  
[Show all]

**Waiting list**

**Discharged List**  
No Current Patient Inlisted

**Quick Informer**

- 7 Occupied
- 100 %
- 0 Free
- 0 Locked
- 0 M
- 0 F

Doctor (on Duty):

## TO CREATE REQUEST

1. Click 'Admission data' icon from the options

**Ward Neuro-ICU (Service Ward) Occupancy (09/14/2017)**  
Medicine-Neurology

Room	Description	Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options
NEIC 1	Neurology ICU Room	1	<b>Grande, Andrei</b>	08/20/2014	2980138	2017035687	
		2					
		3	JARA, ELY	02/04/1979	2973725	2017031697	
		4	BACUS, EDGARDO	07/26/1967	1574037	2017033942	

2. Click 'Examinations' link

**Admission Data (2017035687)**

HRN	<b>2980138</b>	
Case Number	2017035687	
Bar Code		
Admission Date:	09/14/2017	
Admission Time:	09:29 AM	
Title:		
Family Name:	<b>Grande</b>	
Given Name:	<b>Andrei</b>	
Middle Name:	Solis	
Age:	3 years	
Date of Birth:	<b>08/20/2014</b>	
Occupation:	Midwife	
Blood Group:	Not Indicated	
Vital Signs	Blood Pressure: 59 / 30 Temperature (T): 38 Weight (W): 25	Resp. Rate (RR): 33 Pulse Rate (PR): 67
Address:	0946, AGDAO, DAVAO CITY 8000 DAVAO DEL SUR	
Admission class:	<b>INPATIENT (DIRECT ADMISSION)</b>	
Informant's Name:	Lourdes	

**Picture Preview**

**Options for this person**

- Show Person Registration
- Update Person Registration
- DB Record's History
- Inpatient Clinical Cover Sheet
- Vital Signs
- Laboratory Results
- Blood Bank Results
- Radiology Results
- Laboratory Request
- Blood Bank Request
- Radiology Request
- Special Laboratory Request
- Pharmacy Request
- Pharmacy Request (MG)
- Refer/Transfer Department
- Refer/Transfer to Other Hospitals
- OR Request
- Cancel this admission
- Clinical Chart
- Examinations**
- Transaction History

**2**

3. Click 'Category' from the tab where the request belongs to

4. Click 'New Request' button

**Clinical Examinations and other Requests**

**Patient Details**

PID : <b>2980138</b>	Name : Grande, Andrei S	Patient Type : INPATIENT (ER)
----------------------	-------------------------	-------------------------------

TOTAL Charge: 0.00

TOTAL Cash: 0.00

**3**

**Laboratory** **Blood Bank** **Special Lab** **Radiology** **Pharmacy** **Miscellaneous**

**4**

List of Requests

TOTAL Charge: 0.00

TOTAL Cash: 0.00

**New request** **Results**

5. Choose Transaction Type; Cash transactions needs to be paid before the service, Charge will automatically goes to billing after service. For OPD, only cash transaction is allowed. For ER Patients, Charge transaction was set as default.
6. Request date was set as current server time stamp as default
7. Choose Priority. In some areas, choosing STAT will result to additional from original price
8. Click 'Add Item' button to select items and add to tray

Laboratory Request

<b>Request Details</b>		<b>Batch No.</b>	<b>Request Date</b>																
Transaction type <input checked="" type="radio"/> Cash <input type="radio"/> Charge HRN 2980138 Name GRANDE, ANDREI S. <input type="button" value="Edit"/> <input type="button" value="Clear"/> Address 0946, AGDAO, DAVAO CITY			September 14, 2017 11:19am <input type="button" value="Calendar"/>																
		<b>Discounts</b>	<b>Request Options</b>																
		Classification: <b>None</b> <input type="checkbox"/> Senior citizen	Priority <input type="radio"/> Routine <input checked="" type="radio"/> STAT																
<b>Comments</b>																			
<input type="button" value="Add items"/> <input type="button" value="Empty list"/> <input type="button" value="Request History"/> <input type="button" value="Submit"/> <table border="1"> <thead> <tr> <th>Cnt : 0</th> <th>Code</th> <th>Service Description</th> <th>for Monitor</th> <th>Every Hr</th> <th>W/ Sample</th> <th>Original Price</th> <th>Net Price</th> </tr> </thead> <tbody> <tr> <td colspan="8">Request list is currently empty...</td> </tr> </tbody> </table> <p>Sub-Total Discount Net Total</p>				Cnt : 0	Code	Service Description	for Monitor	Every Hr	W/ Sample	Original Price	Net Price	Request list is currently empty...							
Cnt : 0	Code	Service Description	for Monitor	Every Hr	W/ Sample	Original Price	Net Price												
Request list is currently empty...																			

9. Default **Requesting Dept.** is set from encounter details
10. Default **Requesting Doctor** is the attending doctor set from encounter details
11. Default **Clinical impression** is from encounter details, if blank, kindly input on the text area provided
12. Select from **Laboratory Service Section**
13. Enter item code and click '**Search**' button or hit enter key to search
14. Mark the checkbox to add the test to item tray and the system will automatically calculate the amount to be paid / charge
15. Click close icon to set the display back to the main frame

**Add laboratory service item from request tray**

Test Item	Description	Fee
<input checked="" type="checkbox"/> URINE	Urinalysis - ROUTINE	110.00
<input type="checkbox"/> US-QL	URINE SUGAR (QUALITATIVE)	30.00
<input checked="" type="checkbox"/> UA-QL	URINE ALBUMIN (QUALITATIV)	75.00
<input type="checkbox"/> URP	URINE pH	20.00
<input type="checkbox"/> USG	URINE SPECIFIC GRAVITY	25.00

17. Click 'Empty List' button to clear all items from the tray
18. Click 'Request History' button to view the items requested to that certain patient
19. Click 'Submit' button to save the request;
20. The system will prompt a confirmation to process the request. Click 'OK' to confirm else click 'Cancel'.

**Laboratory Request**

Request Details		Batch No.	Request Date
Transaction type <input checked="" type="radio"/> Cash <input type="radio"/> Charge	HRN 2980138		September 14, 2017 1:00pm
Name GRANDE, ANDREI S. <input type="button" value="Clear"/>	Address 0946, AGDAO, DAVAO CITY	Discounts	Request Options
From RDU? : <input type="checkbox"/>	Walkin? : <input type="checkbox"/> PE? : <input type="checkbox"/>	Classification: <b>None</b> <input type="checkbox"/> Senior citizen	Priority <input checked="" type="radio"/> Routine <input type="radio"/> STAT Comments
Is ER Patient?: <input type="checkbox"/>	Patient Type : INPATIENT (ER)	Sex : Male	
Birth Date : 2014-08-20	Location/Clinic : NEURO-ICU (SERVII)	Process this request?	
Medico Legal : NO	Diagnosis :		
Adm. Date : 09/14/2017 09:29 AM	Request		
Repeat : <input type="checkbox"/>	PHIC no : None	<input style="border: 2px solid red; color: red; background-color: white; padding: 2px 10px; margin-right: 10px;" type="button" value="OK"/> Cancel	
Category : None	With Manual Payment : <input type="checkbox"/>		

**17** **18** **19**

Cnt : 4	Code	Service Description	for Monitor	Every Hr	W/ Sample	Original Price	Net Price
X	GST	GRAM STAIN OF TISSUE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	165.00	165.00
X	US	URETHRAL DISCHARGE/GS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	165.00	165.00
X	AFB	AFB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
X	INK	INDIA INK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	150.00	150.00

Sub-Total **480.00**  
Discount **-0.00**  
Net Total **480.00**

21. The system will display an information saying ‘Laboratory Request Service successfully created.’

Once the system successfully process the request, else will prompt an error message.

22. A new batch no. will be assigned for request reference

**NOTE:** This list of steps is applicable to other request category: Blood bank, Special Lab, Radiology, Pharmacy and Miscellaneous

21

22

The screenshot shows the 'Laboratory Request' window. At the top, there is a message box with a blue icon containing an 'i' and the text 'Information' followed by 'Laboratory Service successfully updated.' A green arrow points from the number 21 to this message box. Below the message box, the window is divided into several sections: 'Request Details' (containing patient information like HRN 2980138, Name GRANDE, ANDREI S., Address 0946, AGDAO, DAVAO CITY, and medical details like From RDU? and Is ER Patient?), 'Batch No.' (containing the value 2017366439), 'Request Date' (containing the value September 14, 2017 1:00pm), 'Discount' (checkboxes for Senior and citizen), 'Classification' (set to None), 'Priority' (radio buttons for Routine and STAT, with Routine selected), and 'Comments' (an empty text area). A green arrow points from the number 22 to the 'Classification' section.

## Result for Clinical Examination and other Request

**Clinical Examinations and other Requests**

Patient Details		Patient Type : INPATIENT (ER)			
PID : <b>2980138</b>	Name : Grande, Andrei S				
TOTAL Charge: <b>0.00</b>				<input type="button" value="Request printout"/>	
TOTAL Cash: <b>480.00</b>				<input type="button" value="Charge Request printout"/>	
<input type="button" value="September 14, 2017"/> <input type="button" value="Date of Request"/>					
<input type="button" value="Laboratory"/> <input type="button" value="Blood Bank"/> <input type="button" value="Special Lab"/> <input type="button" value="Radiology"/> <input type="button" value="Pharmacy"/> <input type="button" value="Miscellaneous"/>					
<input type="button" value="List of Requests"/> <input type="button" value="New request"/> <input type="button" value="Results"/>					
<b>TOTAL Charge: 0.00</b> <b>TOTAL Cash: 480.00</b> <input type="button" value="Edit"/> <input type="button" value="Delete"/>					
<b>Reference no. 2017366439 (Cash)</b>					
Date	Status	Item Description	Quantity	Unit Price	Total
14-Sep-2017 01:00: pm	<input checked="" type="checkbox"/>	GRAM STAIN OF TISSUE	1	165.00	165.00
14-Sep-2017 01:00: pm	<input checked="" type="checkbox"/>	INDIA INK	1	150.00	150.00
14-Sep-2017 01:00: pm	<input checked="" type="checkbox"/>	URETHRAL DISCHARGE/GS	1	165.00	165.00
14-Sep-2017 01:00: pm		AFB	1	0.00	0.00

## CHARGING OF MISCELLANEOUS ITEMS

1. Search patient click “Search”.

### Nursing :: Search a Patient

Enter search keyword: e.g. PID, Case No., first name, family name  
  
 Include archive in search.

1

2. Click icon to show data.

Ward Delivery Room Occupancy (12/08/2017)

Room	Description	Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options	Expired Patient
DR-5001	High Risk cases	1	Kagasan, Ray	11/30/-0001	2964082	2017026335		[Show all]
		2	GAMUZA, CRISPIN	10/22/1942	2853787	2017026340		<b>Waiting list</b>
		3	AMPLAYO, RENZ GABREAL	04/14/2010	2961847	2017024920		Admission data : Click to show data
		4	GAITE, KRITIELIZA	03/28/1981	2826802	2017026355		[Show all]
		5	Key, Key	11/01/1991	2964107	2017026359		<b>Discharged List</b>
		6						No Current Patient Inlisted
		7						<b>Quick Informer</b>
		8						Occupied
DR-5002	Isolation Room	1	HABIBON, HAMMISAD	10/06/1930	2452438	2017025916		38 %
								Free
								Locked
								0 M
								0 F
								Doctor (on Duty):
								<b>Legend</b>
								This ward's patient

### 3.Click “Examinations” to charge miscellaneous item.

Patient Admission Data

Admission Data (2017026340)

HRN	2853787
Case Number	2017026340
Bar Code	
Admission Date:	11/01/2017
Admission Time:	10:05 AM
Title:	
Family Name:	GAMUZA
Given Name:	CRISPIN
Middle Name:	GALON
Age:	75 years
Date of Birth:	10/22/1942
Occupation:	Not Indicated
Blood Group:	Not Indicated
Vital Signs	Blood Pressure: <input type="text"/> / <input type="text"/> Temperature (T): <input type="text"/> Weight (W): <input type="text"/> Resp. Rate (RR): <input type="text"/> Pulse Rate (PR): <input type="text"/>
Address:	KM.5 GUADALUPI VILL, MATINA, DAVAO CITY 8000 DAVAO DEL SUR.
Admission class:	INPATIENT FROM ER
Informant's	

Picture Preview

Options for this person

- Show Person Registration
- Update Person Registration
- DB Record's History
- Inpatient Clinical Cover Sheet
- Cert. of Confinement
- Vital Signs
- Laboratory Results
- Blood Bank Results
- Radiology Results
- Laboratory Request
- Blood Bank Request
- Radiology Request
- Special Laboratory Request
- Pharmacy Request
- Pharmacy Request (MG)
- OR Request
- Cancel this admission
- Clinical Chart**
- Examinations**
- Transaction History

### 4.Click “Miscellaneous”.

Clinical Examinations and other Requests

Patient Details

PID : 2853787 Name : GAMUZA, CRISPIN G Patient Type : INPATIENT (ER)

TOTAL Charge: 0.00 TOTAL Cash: 0.00

4

Request printout Charge Request printout December 08, 2017 Date of Request

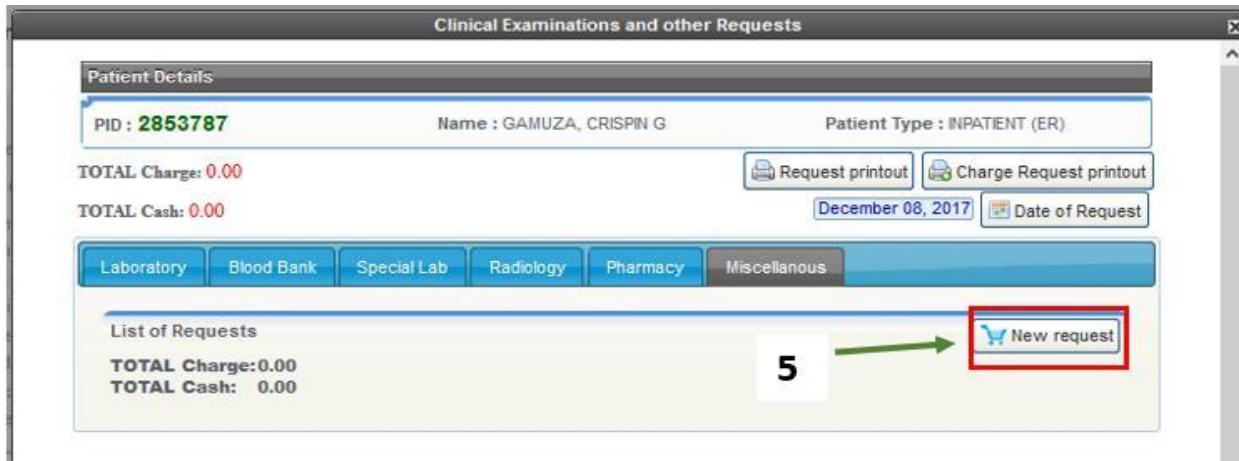
Laboratory Blood Bank Special Lab Radiology Pharmacy Miscellaneous

List of Requests

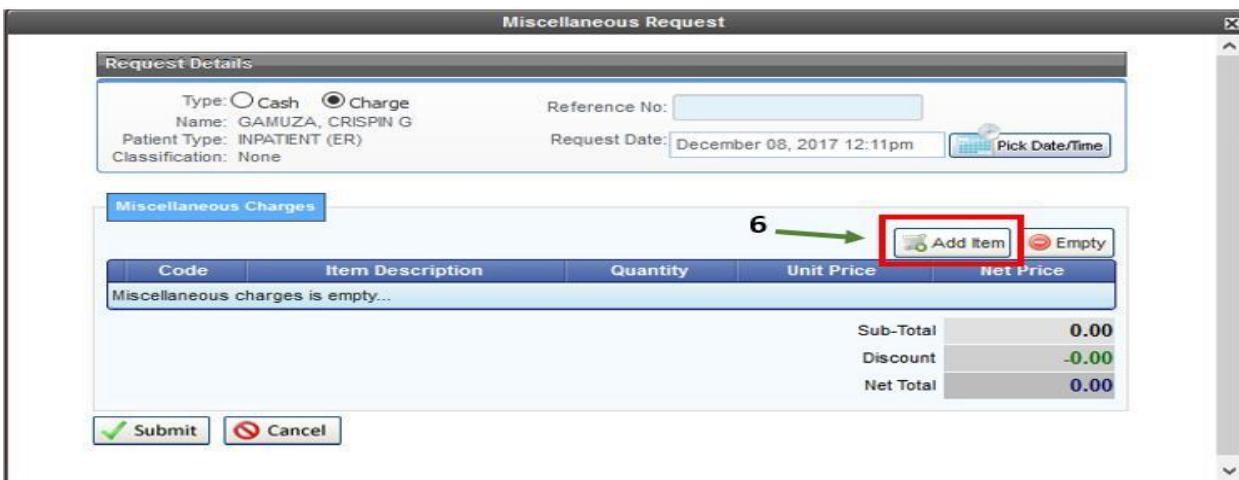
TOTAL Charge: 0.00 TOTAL Cash: 0.00

New request

5.Click “New Request”.



6.Click “Add Item”.



7.Before Clicking “Add” make sure to fill up clinical impression and select miscellaneous service type.

Add Miscellaneous hospital services

**Request Details**

**Clinical Impression :** trial

**Select miscellaneous service type :** Obstetrics - Gynecology

**Search services :**

Showing 1-25 out of 108 record(s)					Next	Last
Code	Name/Description	Department	Price	Quantity		
200800000714	EXTENSION TUBING 75cm	Obstetrics - Gynecology	140.00	1	<input type="button" value="Add"/>	
200800000747	NASAL OXYGEN CANNULA ((ADULT/PEDIA))	Obstetrics - Gynecology	21.00	1	<input type="button" value="Add"/>	
201100002121	needle, disposable G 24 needle G24	Obstetrics - Gynecology	2.00	1	<input type="button" value="Add"/>	
	syringe disposable 30cc	Obstetrics -				

8.Click "Submit" button.

Miscellaneous Request

**Request Details**

Type:  Cash  Charge  
 Name: GAMUZA, CRISPIN G  
 Patient Type: INPATIENT (ER)  
 Classification: None

Reference No:   
 Request Date: December 08, 2017 12:11pm

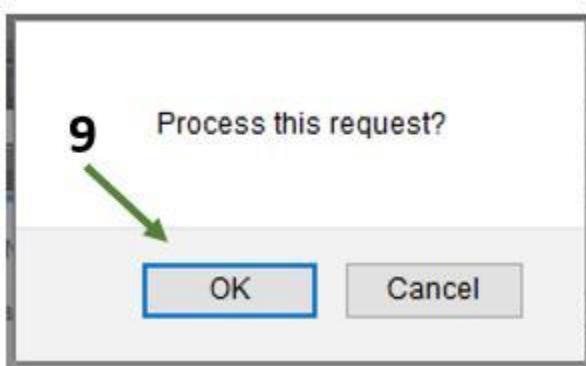
**Miscellaneous Charges**

Code	Item Description	Quantity	Unit Price	Net Price
200800000714	EXTENSION TUBING 75cm	1	140.00	140.00

Sub-Total: 140.00  
 Discount: -0.00  
 Net Total: 140.00

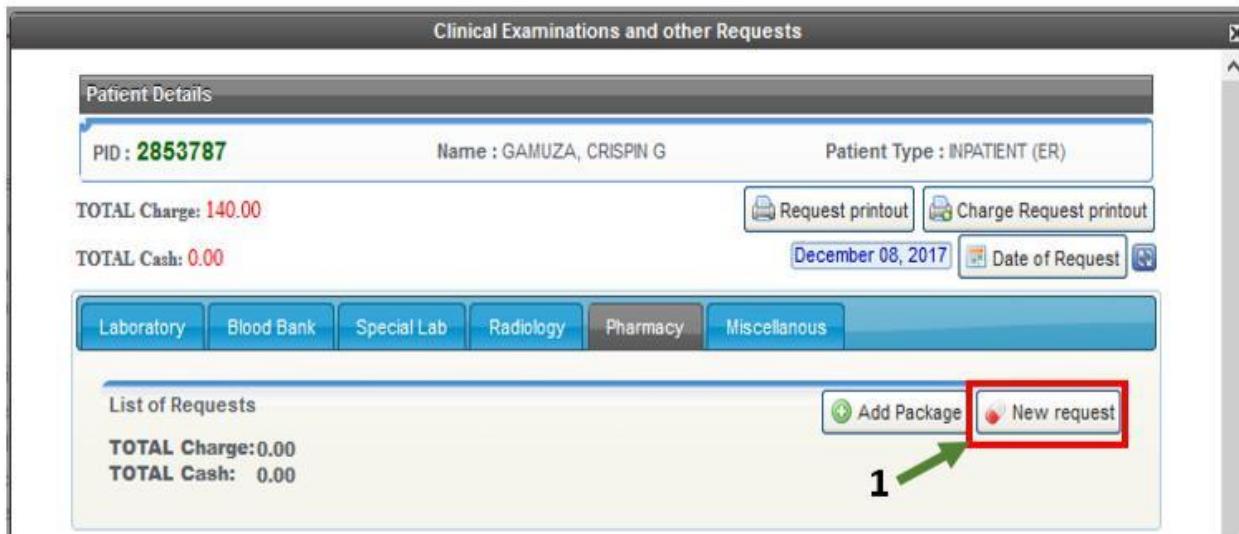
8

9.Click "OK" to process request.

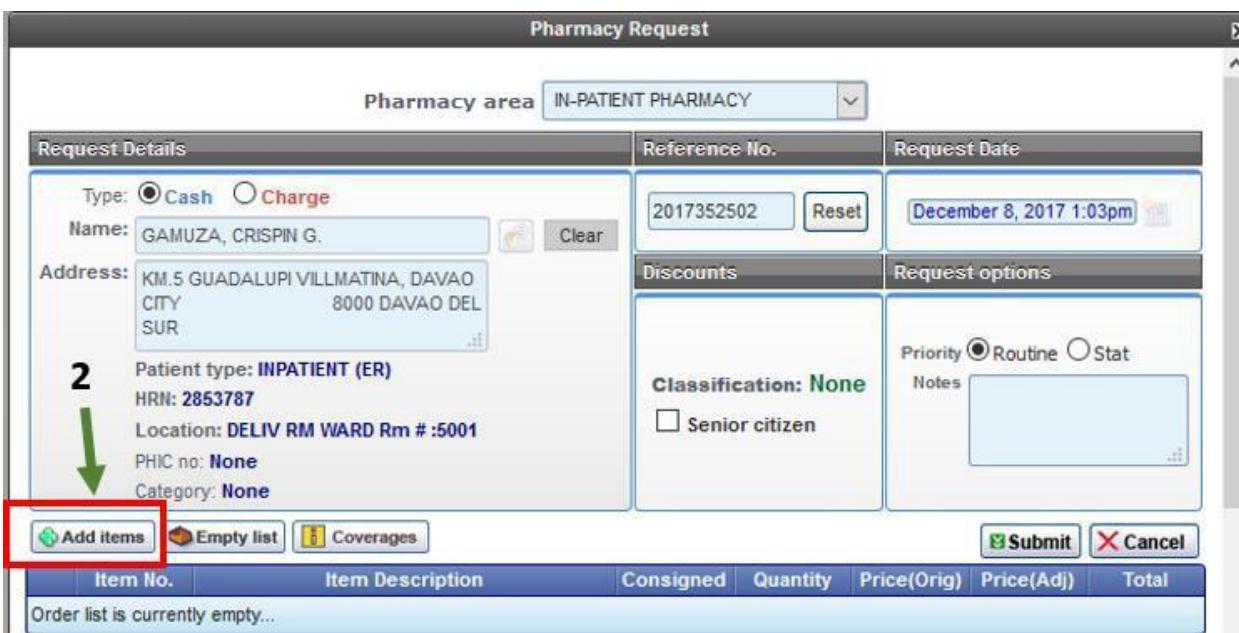


## CHARGING OF PHARMACY ITEMS

1. Click “New request” to add new items.

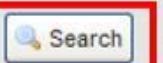


2. Click “Add items”.



3.Type product name then search and then click  to add item.

**Add pharmacy item from Order tray**

Search product **fenahex** 

Name/Description	Code	Cash/Charge	Cash/Charge (Senior Citizen)
FENAHEX 20MG TABLET (FS) TAMOXIFEN CITRATE 20mg TABLET (FS) (PHARMA)	5435	28.00	35.00
		27.00	27.00

4.Enter item quantity and then click “OK”.

Enter quantity:

**2** 

**OK** **Cancel**

5.Click “Submit” button.

**Pharmacy Request**

Pharmacy area: IN-PATIENT PHARMACY

**Request Details**

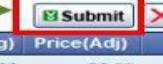
Type:  Cash  Charge  
Name: GAMUZA, CRISPIN G. 

Address: KM.5 GUADALUPI VILLMATINA, DAVAO CITY 8000 DAVAO DEL SUR  
Patient type: INPATIENT (ER)  
HRN: 2853787  
Location: DELIV RM WARD Rm # :5001  
PHIC no: None  
Category: None

**Reference No.**: 2017352502 **Reset** **December 8, 2017 1:03pm**

**Discounts** **Request options**

Classification: **None**  Senior citizen  
Priority:  Routine  Stat  
Notes:

**Submit**  **Cancel**

Item No.	Item Description	Consigned	Quantity	Price(Orig)	Price(Adj)	Total
5435	FENAHEX 20MG TABLET (FS)	<input type="checkbox"/>	2	28.00	28.00	56.00

## VIEW REQUEST TRANSACTION HISTORY

1. Click 'Transaction History' from Options under 'Patient' Information Data'

Patient Admission Data

Admission Data (2017035687)

HRN	2980138	
Case Number	2017035687	
Bar Code		
Admission Date:	09/14/2017	
Admission Time:	09:29 AM	
Title:		
Family Name:	Grande	
Given Name:	Andrei	
Middle Name:	Solis	
Age:	3 years	
Date of Birth:	08/20/2014	
Occupation:	Midwife	
Blood Group:	Not Indicated	
Vital Signs	Blood Pressure 59 /30 Temperature (T) 38 Weight (W) 26	Resp. Rate (RR) 33 Pulse Rate (PR) 67
Address:	0946, AGDAO, DAVAO CITY 8000 DAVAO DEL SUR	
Admission class:	INPATIENT (DIRECT ADMISSION)	

Picture Preview

Options for this person

- Show Person Registration
- Update Person Registration
- DB Record's History
- Inpatient Clinical Cover Sheet
- Vital Signs
- Laboratory Results
- Blood Bank Results
- Radiology Results
- Laboratory Request
- Blood Bank Request
- Radiology Request
- Special Laboratory Request
- Pharmacy Request
- Pharmacy Request (MG)
- Refer/Transfer Department
- Refer/Transfer to Other Hospitals
- OR Request
- Cancel this admission
- Clinical Chart
- Examinations
- Transaction History

1

### Result for Transaction History

Requests History

History of Requests (2017035687)

Patient Name: GRANDE, ANDREI SOLIS (2980138)

First Previous Showing 1-1 out of 1 record(s). Next Last

Reference #	Date/Time Requested	Request Type	Requested by	Details
2017366439	2017-09-14 13:00:00	Laboratory	SEGWORKS PERSONNEL	AFB, GRAM STAIN OF TISSUE, INDIA INK, URETHRAL DISCHARGE/GS

## TO VIEW RESULTS

1. To view lab results, Click 'Laboratory Results' link from the options

The screenshot shows the 'Patient Admission Data' screen. On the left, there is a table with patient information:

HRN	2980138						
Case Number	2017035687						
Bar Code							
Admission Date:	09/14/2017						
Admission Time:	09:29 AM						
Title:							
Family Name:	<b>Grande</b>						
Given Name:	<b>Andrei</b>						
Middle Name:	Solis						
Age:	3 years						
Date of Birth:	<b>08/20/2014</b>						
Occupation:	Midwife						
Blood Group:	Not Indicated						
Vital Signs	<table border="1"><tr><td>Blood Pressure</td><td>59 /30</td></tr><tr><td>Temperature (T)</td><td>38</td></tr><tr><td>Weight (W)</td><td>25</td></tr></table>	Blood Pressure	59 /30	Temperature (T)	38	Weight (W)	25
Blood Pressure	59 /30						
Temperature (T)	38						
Weight (W)	25						
Address:	0946, AGDAO, DAVAO CITY 8000 DAVAO DEL SUR						
Admission class:	<b>INPATIENT (DIRECT ADMISSION)</b>						

In the center, there is a 'Picture Preview' button. On the right, a box titled 'Options for this person' lists various medical and administrative functions. The 'Laboratory Results' option is highlighted with a red box and a green arrow pointing to it.

**Note.** All lab results under patient's confinement period will be displayed in descending order by result date received.

2. Click 'pdf' icon to view results in pdf format.
3. Click 'view' icon to view in html read-only format.

Laboratory Results

Laboratories :: Requests Status List

Patient's Information

Patient Name	GRANDE, ANDREI SOLIS
Hospital Record Number (HRN)	2980138
Case Number	2017035687
Birthdate	August 20, 2014
Age	3 years
Sex	MALE
Patient's Type	INPx
Patient's Location	NEURO-ICU (SERVICE WARD) RM# 1

Enter the search key (Request Date).  
Enter dates in **MM/DD/YYYY** format. Enter asterisk (\*) to show all data.

Search

Refresh

First < Previous Showing 1-3 out of 3 record(s). Next > Last

Result Received	Service(s) requested	Result
May 19, 2015 10:34 PM	CBC + PLT	 
May 19, 2015 10:23 PM	Creatinine, Potassium, Sodium	 
May 19, 2015 08:42 PM	MANUALLY ENCODED with Order No. 150108626	 

2

3



## Laboratory Result in PDF Format

The screenshot shows a PDF document titled "doc-206.pdf - Adobe Reader". The document header includes the text: "Republic of the Philippines", "DEPARTMENT OF HEALTH", "SOUTHERN PHILIPPINES MEDICAL CENTER", and "J.P. Laurel Bajada, Davao City". Below this, patient information is listed: Name: PRIETO, ELVIN HOPE GUIANG, PID: 2723616, Age: 9 years old, Sex: Male, Lab no: 150108547, Location: PAY WARD 1 PR1, Physician: ELVIRA C. EMBALSADO. The document also shows dates: Date Received: 05-19-2015, 08:04 PM; Date Reported: 05-19-2015, 10:21 PM; Date Released: 05-19-2015 10:23 PM. A table follows, with columns for TEST, RESULT, and REFERENCE RANGE, showing clinical chemistry results for Potassium, Sodium, and Creatinine.

TEST	RESULT	REFERENCE RANGE
Potassium	L 3.59 mmol/L	3.6-5.1
Sodium	141.00 mmol/L	136.00 - 144.00
Creatinine	42.60 umol/L	39.00 - 113.00

## Laboratory Result in Html format

The screenshot shows a "Laboratory Results" application window. The header displays the text: "Republic of the Philippines", "DEPARTMENT OF HEALTH", "SOUTHERN PHILIPPINES MEDICAL CENTER", and "J.P. Laurel Bajada, Davao City". Patient details are listed: Name: PRIETO, ELVIN HOPE GUIANG, Pid: 2723616, Age: 9 years old, Sex: Male, Lab no: 150108547, Location: PAY WARD 1 PR1, Physician: ELVIRA C. EMBALSADO. The document also shows dates: Date received: 05-19-2015, 08:04 PM; Date reported: 05-19-2015, 10:21 PM; Date released: 05-19-2015 10:23 PM. A table follows, with columns for TEST, RESULT, and REFERENCE RANGE, showing clinical chemistry results for Potassium, Sodium, and Creatinine.

TEST	RESULT	REFERENCE RANGE
Potassium	L 3.59 mmol/L	3.6-5.1
Sodium	141.00 mmol/L	136.00 - 144.00
Creatinine	42.60 umol/L	39.00 - 113.00

1. To view radio results, Click 'Radiology Results' link from the options

Patient Admission Data

Admission Data (2017035687)

HRN	<b>2980138</b>	
Case Number	2017035687	
Bar Code		
Admission Date:	09/14/2017	
Admission Time:	09:29 AM	
Title:		
Family Name:	<b>Grande</b>	
Given Name:	<b>Andrei</b>	
Middle Name:	Solis	
Age:	3 years	Sex: Male
Date of Birth:	<b>08/20/2014</b>	Place of Birth: Bagumbayan
Occupation:	Midwife	Religion: Catholic
Blood Group:	Not Indicated	
Vital Signs	Blood Pressure 59 /30 Temperature (T) 38 Weight (W) 25	Resp. Rate (RR) 33 Pulse Rate (PR) 67
Address:	0946, AGDAO, DAVAO CITY 8000 DAVAO DEL SUR	
Admission class:	<b>INPATIENT (DIRECT ADMISSION)</b>	

**Options for this person**

- Show Person Registration
- Update Person Registration
- DB Record's History
- Inpatient Clinical Cover Sheet
- Vital Signs
- Laboratory Results
- Blood Bank Results
- Radiology Results** 1 (highlighted)
- Laboratory Request
- Blood Bank Request
- Radiology Request
- Special Laboratory Request
- Pharmacy Request
- Pharmacy Request (MG)
- Refer/Transfer Department
- Refer/Transfer to Other Hospitals
- OR Request
- Cancel this admission
- Clinical Chart
- Examinations
- Transaction History

**Note:** All radio results under patient's confinement period will be displayed in descending order by result date received



2. Click 'pdf' icon to view results in pdf format'



3. Click 'view' icon to view in html read-only format'

**Radiology Results**

**Radiology :: Archive of Done Requests**

**Patient's Information**

Patient Name	GRANDE, ANDREI SOLIS
Hospital Record Number (HRN)	2980138
RID	
Case Number	2017035687
Birthdate	August 20, 2014
Age	3 years
Sex	MALE
Patient's Type	INPx
Patient's Location	NEURO-ICU (SERVICE WARD) RM# 1

Enter the search key

(Reference No., Batch No., RID, HRN, Name, Case no., Date of request, Birthdate)

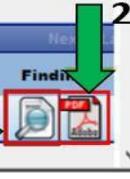
The search found 1 relevant data. Showing 1 to 1.

All CT XRAY MRI SPL USD USD OB

1 First < Previous List of Pending Requests Next > 2

No.	Ref. No.	Batch No.	Date Requested	Department	Exam	Status	Priority	Finding
1	2015088618	2015061917	05/19/2015	XRAY	CPD	Done	Normal	

3



## View Radiology Result in HTML Format

**Results**

**Department of Radiological & Imaging Sciences**

Patient: PRIETO, ELVIN HOPE GUIANG      HRN: 2723616  
Address: PUROK 1 SHOP, , KAPATAGAN (RIZAL), DIGOS CITY      RID: 201522489  
Sex: Male      Birthdate: 10/01/2005      Age: 9 years old      BN: 2015088618

Requesting Doctor : KAREN KATE B. QUILAT      Exam Taken: CPD  
Clinical Indication/Impression: SEALED CORNEAL LACERATION W/ TRAUMATIC CATARACT OD      Dept: Ophthalmology  
Date/Time of Examination : 05/19/2015 12:37 PM      Area: PAY WARD 1 PR1

**ROENTGENOLOGICAL REPORT**  
**OFFICIAL READING**  
NOTE: This result is based on radiographic findings & must be correlated clinically.

**CHEST PEDIA APL**  
**FINDINGS :**

THERE IS NO DEFINITE RADIOGRAPHIC EVIDENCE OF ACTIVE PULMONARY INFILTRATES SEEN. TRACHEAL AIR COLUMN IS AT THE MIDLINE. THE HEART IS NOT ENLARGED. BOTH HEMIDIAPHRAGMS AND COSTOPHRENIC SULCI ARE INTACT. THE REST OF THE INCLUDED STRUCTURES ARE UNREMARKABLE.

## View Radiology Result in PDF Format

File Edit View Window Help

doc-207.pdf - Adobe Reader

**Southern Philippines Medical Center**  
J.P. Laurel Bajada, Davao City

**Department of Radiological & Imaging Sciences**

Patient: PRIETO, ELVIN HOPE GUIANG      HRN : 2723616  
Address: PUROK 1 SHOP, , KAPATAGAN (RIZAL),DIGOS CITY      RID : 201522489  
Sex : MALE      Birthdate : 10/01/2005      Age : 9.64 year(s) old      BN : 2015088618

Requesting Doctor : KAREN KATE B. QUILAT      Exam Taken : CPD  
Clinical Indication/Impression : SEALED CORNEAL LACERATION W/ TRAUMATIC CATARACT OD      Dept : Ophthalmology  
Date/Time of Examination : 05/19/2015 12:37 PM      Area : PAY WARD 1 PR1

**ROENTGENOLOGICAL REPORT**  
**OFFICIAL READING**  
NOTE: This result is based on radiographic findings & must be correlated clinically.

**CHEST PEDIA APL**  
**FINDINGS :**

THERE IS NO DEFINITE RADIOGRAPHIC EVIDENCE OF ACTIVE PULMONARY INFILTRATES SEEN. TRACHEAL AIR COLUMN IS AT THE MIDLINE. THE HEART IS NOT ENLARGED. BOTH HEMIDIAPHRAGMS AND COSTOPHRENIC SULCI ARE INTACT. THE REST OF THE INCLUDED STRUCTURES ARE UNREMARKABLE.

**IMPRESSIONS :**

## CREATE NOTES

1. Click 'Notes' icon to create Nurse notes. Marked with red indicates are with saved notes.

Ward Neuro-ICU (Service Ward) Occupancy (09/18/2017) Medicine-Neurology							
Room	Description	Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options
NEIC 1	Neurology ICU Room	1	Grande, Andrei	08/20/2014	2980138	2017035687	
		2					
		3	JARA, ELY	02/04/1979	2973725	2017031697	
		4					
		5	CAPON, SANILYN	03/21/1979	2971248	2017030170	
		6	MARTINEZ, ELEONORA	08/29/1958	2883463	2017031923	
		7	SERENO, NORMA	10/15/1946	2974121	2017032009	

2. Click 'Save' button to submit data

Notes

Notes :: NeuroICU (09/16/2017)

Date	Time	Notes	Created by:
09/16/2017	12:39:45	SAA	Segworks Personnel
09/16/2017	12:40:15	EXAMPLE NURSING	Segworks Personnel

Segworks Personnel

Save 2

Segworks Hospital Information System ::  
Page generation time: 0.025474071502686

## TRANSFER PATIENT

1. If the patient is from waiting list, Click patient name link to view patient details

**Ward Neuro-ICU (Service Ward) Occupancy (09/16/2017)**  
Medicine-Neurology

Room	Description	Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options
NEIC 1	Neurology ICU Room	1					
		2					
		3	JARA, ELY	02/04/1979	2973725	2017031697	
		4					
		5	CAPON, SANILYN	03/21/1979	2971248	2017030170	
		6	MARTINEZ, ELEONORA	08/29/1958	2883463	2017031923	
		7	SEREÑO, NORMA	10/15/1946	2974121	2017032009	

**Expired Patient**

- [Show all]
- Waiting list**
  - Bacus, Edgardo [1574037] 07/26/1967
  - Grande, Andrei [2980138] 08/20/2014
- [Show all]
- Discharged List**
  - No Current Patient Inlisted
- Quick Informer**
  - 4 Occupied
  - 58 %
  - 3 Free
  - 0 Locked
  - 0 M
  - 0 F
- Doctor (on Duty):

2. Click 'Transfer' icon to assign bed to patient

**Patient Details**

**Patient Data**

HRN:	<b>2980138</b>
Case Number:	<b>2017035687</b>
Patient Name:	<b>GRANDE, ANDREI SOLIS</b>
Birthday:	<b>August 20, 2014</b>
Ward:	<b>NeuroICU</b>

**Options:**

- View admission data
- Read or write notes about the patient
- 2 Assign bed to patient**
- Move patient to discharged list

3. Change 'Date and Time' when transfer is not real time
4. Beds with 'Assign Here' button indicates that beds are not assigned by any patients yet. Click button to assign patient to bed

**Assign Bed**

**Assign occupant NEURO-ICU (SERVICE WARD)**

**Case No.** 2017035687

**Title Family Name, Given Name:** Grande, Andrei

**Date of Birth:** 08/20/2014

**Sex:** Male

**Billing Type:**

**Diagnosis:**

**Therapy:**

**Referrer notes:**

**Picture Preview**

Please select the room and bed below to assign to this patient. Thank you

**Date and Time (If Not Real time):** 09/16/2017 [mm/dd/yyyy] 09:40 A.M. [hh:mm] **3**

Room	Description	Bed	Family Name, Name	Birthdate	Billing Type
NEIC1	Neurology ICU Room	1	JARA, ELY	02/04/1979	
		2	CAPON, SANILYN	03/21/1979	
		3	MARTINEZ, ELEONORA	08/29/1958	
		4	SEREÑO, NORMA	10/15/1946	
		5			
		6			
		7			
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold; margin-right: 10px;" type="button" value="Assign here"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold; margin-right: 10px;" type="button" value="Assign here"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold; margin-right: 10px;" type="button" value="Assign here"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold; margin-right: 10px;" type="button" value="Assign here"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold; margin-right: 10px;" type="button" value="Assign here"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold; margin-right: 10px;" type="button" value="Assign here"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold; margin-right: 10px;" type="button" value="Assign here"/>					

**Assign here** **4**

**Close** **Transfer Ward**

5. After the process, patient will be removed from waiting list and will be listed under patients with assigned beds

Room	Description	Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options
NEIC 1	Neurology ICU Room	1	Grande, Andrei	08/20/2014	2980138	2017035687	
		2					
		3	JARA, ELY	02/04/1979	2973725	2017031697	
		4					
		5	CAPON, SANILYN	03/21/1979	2971248	2017030170	
		6	MARTINEZ, ELEONORA	08/29/1958	2883463	2017031923	
		7	SERENO, NORMA	10/15/1946	2974121	2017032009	

**Expired Patient**  
[Show all]

**Waiting list**  
Bacus, Edgardo, [1574037], 07/26/1967  
[Show all]

**Discharged List**  
No Current Patient Dislisted

**Quick Informer**

5	Occupied
72	%
2	Free
0	Locked
0	M
0	F
Doctor (on Duty):	

**Legend**

- This ward's patient
- Not this ward's patient

6. To transfer patient to other bed or ward, click '**Transfer**' icon from the options

Room	Description	Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options
NEIC 1	Neurology ICU Room	1	Grande, Andrei	08/20/2014	2980138	2017035687	
		2					
		3	JARA, ELY	02/04/1979	2973725	2017031697	
		4					
		5	CAPON, SANILYN	03/21/1979	2971248	2017030170	
		6	MARTINEZ, ELEONORA	08/29/1958	2883463	2017031923	
		7	SERENO, NORMA	10/15/1946	2974121	2017032009	

7. After clicking transfer icon the system will prompt a confirmation message. Click 'OK' to proceed else click 'Cancel'.



8. Mark the checkbox to update / correct the set ward assignment  
9. Click 'Show beds' button to assign patient to bed under the same ward  
10. Click 'Transfer Here' button to assign patient to bed under another ward

The 'Transfer patient' dialog box is open. At the top, there is a red warning message: 'PLS CHECK IF YOU WANT TO CORRECT THE WARD ASSIGNMENT' with a checked checkbox next to it. A green arrow points to this checkbox, labeled '8'. Below the message, there are two sections: 'Transfer to another bed in this ward (NeuroICU)' and 'Transfer to another ward'. In the 'Transfer to another ward' section, there is a 'Show beds' button highlighted with a red border and a green arrow pointing to it, labeled '9'. To the right of this section, there is a list of wards with 'Transfer here' buttons next to them, also highlighted with red borders. A green arrow points to the first 'Transfer here' button, labeled '10'. The list of wards includes:

Ward	Description	Action
C-MBC	Burn Unit (Service Ward)	Transfer here
C-MBC-ICU	Burn Unit - ICU (Service Ward)	Transfer here
C-IntMed	Charity ward (IntMed)	Transfer here
CCBDU	Children's Cancer & Blood Diseases	Transfer here
CPWARD	CP Ward (Service Ward)	Transfer here
Deliv Rm Ward	Delivery Room	Transfer here
ERBUF	Emergency Room (Buffer)	Transfer here

After the process, patient will be transfer under patient's assigned bed

**Transfer patient to NEURO-ICU (SERVICE WARD)**

Case No.	2017035687
Title Family Name, Given Name:	Grande, Andrei
Date of Birth:	08/20/2014
Sex:	Male
Billing Type:	
Diagnosis:	
Therapy:	
Referrer notes:	

Please select the room and bed below to assign to this patient. Thank you

Date and Time (if Not Real time): 09/16/2017 [mm/dd/yyyy] 12:06 P.M. [hh:mm]

Room	Description	Bed	Family Name, Name	Birthdate	Billing Type
NEIC1	Neurology ICU Room	1	Grande, Andrei	08/20/2014	[Chat]
		2	[Transfer here]		
		3	JARA, ELY	02/04/1979	[Chat]
		4	[Transfer here]		

## ADD PATIENT IN BEDROOM

1. Click '+' icon to add patient in a room.

**Ward ENT-Annex Occupancy (09/29/2017)**

**ENT-HNS**

Room	Description	Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options
ENTA 1	ENT-Annex Ward	1	Delavin, Kisses	04/29/1999	2963903	2017026137	[Transfer]
		2	Grande, Raiden Kyle	09/22/2017	2963922	2017026147	[Transfer]
		3	cambiado, tristan jay	07/05/2016	2963931	2017026155	[Transfer]
	2	TAGACTAC, CORAZON	02/24/1967	2517455	2017025121	[Transfer]	
		MAKANTA, JECKLY	09/25/1990	2904688	2017023686	[Transfer]	
	3	DIMANALAO, FATIMA	10/22/1977	2946244	2017025085	[Transfer]	
		BUSTAMANTE, JENIA	12/02/1982	2929497	2017023693	[Transfer]	
		Kemppss, Kratos	09/24/1990	2963526	2017025932	[Transfer]	
		GABAÑETE, KASIA CANE	11/01/2001	1157205	2017025865	[Transfer]	
		TAMPIDI, CAROLINO SR.	02/28/1948	2963023	2017025562	[Transfer]	
		MAGHANOY, PETER	08/17/2009	2094294	2017025593	[Transfer]	
TIMBANG, MARIA SALOME	10/23/1954	2849564	2017023811	[Transfer]			

**Expired Patient**

[Show all]

**Waiting List**

- Bato, Gabriele Ann, [143375], 01/28/2007
- Roj, Wil Czar Quin, [2924590], 01/05/2013
- Malitzo, Virgilio, [2504373], 11/03/1954
- Villanueva, Rhean Zsa, [2912778], 12/10/2016
- Safar, Eva, [2904688], 01/22/1983
- Dela Rosa, Mamita, [2759759], 24/08/1983
- Dima-ano, Marc Renz, [2831382], 12/23/2013
- Salido, Norman, [2862208], 11/09/1985
- Bentulan, Yolanda, [094033], 08/31/1953
- Dela Silva, Emman Paul, [2955945], 09/04/2009
- Mullon, Raygile, [2962960], 06/02/1981
- Ga, May, [2963526], 09/04/1983
- Saavedra, Monica, [1124071], 03/17/1940
- Cambiado, Freize, [2963932], 11/11/1994

[Show all]

**Discharged List**

No Current Patient Discharged

**Quick Informer**

19	Occupied
52	%
18	Free
1	Locked
0	H
0	F

Doctor (on Duty):

**Legend**

- This ward's patient
- Not this ward's patient
- Free/Occupy
- Locked
- Admission data

- Search patient by entering (Health Record Number, Family Name, or Given Name) on the textbox provided. Click 'Search' button else 'Cancel'.
- After searching a patient name just click 'select' button from the options to add patient in room.



- After the process the patient name which has chosen will transfer to the room that you select. **NOTE:** Maximum of four patients that can be able to occupy in one room

Room	Description	Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options
ENTA 1	ENT-Annex Ward	1	<input checked="" type="checkbox"/> Delavin, Kisses	04/29/1999	2963903	2017026137	
		2	<input checked="" type="checkbox"/> Grande, Raiden Kyle	09/22/2017	2963922	2017026147	
		3	<input checked="" type="checkbox"/> cambiado, fretzie	11/11/1994	2963932	2017026156	
		4	<input checked="" type="checkbox"/> cambiado, tristan jay	07/05/2016	2963931	2017026155	
5	<input checked="" type="checkbox"/> MAKANTA, JECKLY	09/25/1990	2904688	2017023686			
6	<input checked="" type="checkbox"/> TAGACTAC, CORAZON	02/24/1967	2517455	2017025121			
7	<input checked="" type="checkbox"/> DIMANALAO, FATIMA	10/22/1977	2946244	2017025085			
8	<input checked="" type="checkbox"/> BUSTAMANTE, JENIA	12/02/1982	2929497	2017023693			
9	<input checked="" type="checkbox"/> Kemppss, Kratos	09/24/1990	2963526	2017025932			
10	<input checked="" type="checkbox"/> GABAÑETE, KASIA CANE	11/01/2001	1157205	2017025865			
11	<input checked="" type="checkbox"/> TAMPIPI, CAROLINO SR.	02/28/1948	2963023	2017025562			
12	<input checked="" type="checkbox"/> MAGHANOY, PETER	08/17/2009	2094294	2017025593			

**Expired Patient**

[Show all]

**Waiting list**

- Bata, Gabriela Ann. [1433767], 01/26/2007
- Roj, Will Czar Quin. [2924590], 01/06/2013
- Matibag, Vigilio. [2504373], 11/03/1954
- Villanueva, Rhaean Zia. [2912778], 12/10/2016
- Cafelete, Evelyn. [1100245], 01/02/1993
- Dela Rosa, Marieta. [2759703], 04/19/1983
- Dimapar, Marc Renz. [2831382], 12/23/2013
- Salido, Norman. [2962208], 11/09/1965
- Bentulan, Yolanda. [894033], 08/31/1953
- Dela Silva, Emmanuel Paul. [2935945], 09/04/2009
- Mullon, Reigie. [2962900], 08/02/1991
- Ga, May. [2983594], 11/11/1993
- Saavedra, Monico. [1124207], 03/17/1940

[Show all]

**Discharged List**

No Current Patient Inlisted

**Quick Informer**

- 19 Occupied
- 52 %
- 18 Free
- 1 Locked
- 0 M
- 0 F

**Doctor (on Duty):**

**Legend**

- This ward's patient
- Not this ward's patient
- Free/Occupy
- Locked
- Admission data
- Empty notice

## MOVE PATIENT TO WAITING LIST

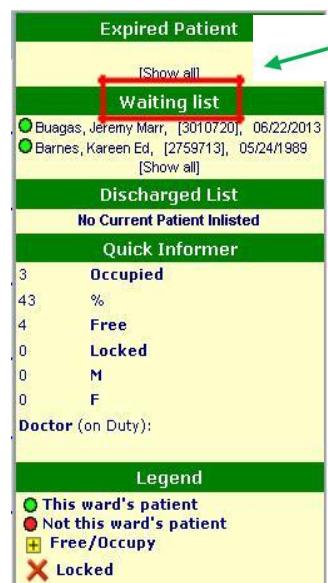
1. Click  icon to move patient to waiting list.

Ward Pay ward 2 PR1 Occupancy (12/04/2017)							
Room	Description	Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options
PR1- 235	Pay Ward 2 Private Room 1(for one patient only)	1 					1 
PR1- 236	5th Pay Ward 2 Private Room 1 (for one patient only)	1 					
PR1- 237	4th Pay Ward 2 Private Room 1 (for one patient only)	1 	BUAGAS, JEREMY MARR	06/22/2013	3010720	2017056020	     
PR1- 242	Pay Ward 2 Private Room 1 (for one patient only)	1 	BARTOLOME, LETECIA	10/19/1953	3001945	2017048933	     
PR1- 243	7th Pay Ward 2 Private Room 1 (for one patient only)	1 	Suarez, Athienna Faye	09/18/2017	3008062	2017054652	     
PR1- 246	Pay Ward 2 Private Room 1 (for one patient only)	1 	BANTOG, JOSHUA	12/13/2004	1393350	2017055264	     
PR1- 247	2nd Pay Ward 2 Private Room 1 (for one patient only)	1 					

2. Click “OK” to confirm the transfer of patient to waiting list.



3. Patient successfully moved to waiting list.

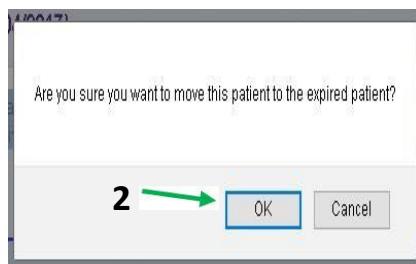


## MOVE PATIENT TO EXPIRED PATIENT

1. Click icon  to move patient to expired list

Room	Description	Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options
PR1- 235	Pay Ward 2 Private Room 1(for one patient only)	1 					
PR1- 236	5th Pay Ward 2 Private Room 1 (for one patient only)	1 					1
PR1- 237	4th Pay Ward 2 Private Room 1 (for one patient only)	1 					
PR1- 242	Pay Ward 2 Private Room 1 (for one patient only)	1 	BARTOLOME, LETECIA	10/19/1953	3001945	2017048933	     
PR1- 243	7th Pay Ward 2 Private Room 1 (for one patient only)	1 	Suarez, Athienna Faye	09/18/2017	3008062	2017054652	     
PR1- 246	Pay Ward 2 Private Room 1 (for one patient only)	1 	BANTOG, JOSHUA	12/13/2004	1393350	2017055264	     
PR1- 247	2nd Pay Ward 2 Private Room 1 (for one patient only)	1 					

2. Click “OK” to confirm the transfer of patient to expired list.



3. Patient successfully moved to expired list.



## MOVE PATIENT TO DISCHARGE LIST

1. To discharge patient, Select move patient icon  from the options.

Ward Pedia-Annex Occupancy (09/27/2017)  
Pediatrics

Room Description Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options
PEDA Open Ward 1 - Crib	Grande, Marc Andrei	08/24/2014	2963905	2017026138	
2	PERICON, ADRIANE MARC	08/03/2004	2938748	2017018959	
3	ASUELO, ANGELOU	04/21/2001	2948044	2017019140	
4					
5	ALVAREZ, RHEAN JEAN	06/03/2015	2793047	2017024435	
6	NAVARRO, GERALD	02/20/2015	2941798	2017025412	

**Expired Patient**  
Lacson, Jake, [2963865], 04/13/2015  
[Show all]

**Waiting list**  
Wahab, Norjaman, [2948959], 03/11/2015  
[Show all]

**Discharged List**  
No Current Patient Inlisted

**Quick Informer**

Occupied	28
%	58
Free	21
Locked	2
M	0
F	0

**Doctor (on Duty):**

**Legend**



2. After clicking discharge list icon the system will prompt a confirmation message '**Successfully Transferred**'. Just click 'ok' then the patient will automatically transfer to discharged list.



Ward Pedia-Annex Occupancy (09/27/2017)							 Close
Pediatrics							
Room Description	Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options	Expired Patient
PEDA Open Ward 1 - Crib	1 	PERICON,  ADRIANE MARC	08/03/2004	2938748	2017018959	      	 Lacson, Jake. [2963865], 04/13/2015 [Show all]
	2 	ASUELO,  ANGELOU	04/21/2001	2948044	2017019140	      	 Wahab, Norjaman. [2948959], 03/11/2015 [Show all]
	3 	ALVAREZ,  RHEAN JEAN	06/03/2015	2793047	2017024435	      	 Grande, Marc Andrei. [2963905], 08/24/2014
	4 						 Occupied
	5 						 %
	6 	NAVARRO,  GERALD	02/20/2015	2941798	2017025412	      	 Free
							 Locked
							 M
							 F
							Doctor (on Duty):

**NOTE:** After the process the record of the patient from the nursing ward which is in the discharged list will be deleted if the patient have processed the final bill in the billing section, and that's the time the patient will be discharged in the nursing discharged list.

## LOCK/UNLOCK BED

1. Click ‘+’ icon to lock the bed and set its status as temporary unavailable. This will also reflect in admission data as ‘Locked’. Only unassigned beds are enabled for locking.

Ward Neuro-ICU (Service Ward) Occupancy (09/18/2017) Medicine-Neurology							
Room	Description	Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options
NEIC 1	Neurology ICU Room	1 	♂ Grande, Andrei	08/20/2014	2980138	2017035687	      
		2 					
		3 	♂ JARA, ELY	02/04/1979	2973725	2017031697	      
		4 					
		5 	♀ CAPON, SANILYN	03/21/1979	2971248	2017030170	      
		6 	♀ MARTINEZ, ELEONORA	08/29/1958	2883463	2017031923	      
		7 	♀ SERENO, NORMA	10/15/1946	2974121	2017032009	      

2. Search a Patient by Entering Name, Given Name, or HRN then Click ‘Search’ button.
3. After searching a patient name just Click ‘X’ icon, and the system will prompt a confirmation input message. Click ‘OK’ to proceed, else click ‘Cancel’.

Assign occupant Neuro-ICU (Service Ward)

Room: 1 Bed: 1  Lock this bed

Search a patient

Please enter a search keyword.  
For example: a name, a Given name, or both, etc.

**Search ** 



3. To unlock bed, click Locked link from list of occupancy. The system will prompt a confirmation input message. Click 'OK' to proceed, else click 'Cancel'

Ward Neuro-ICU (Service Ward) Occupancy (09/16/2017) Medicine-Neurology							
Room	Description	Bed	Last Name, Given Name	Birthdate	HRN	Case No.	Options
NEIC 1	Neurology ICU Room	1	Locked	08/30/2014	2980138	2017035687	
		2					
		3	JARA, ELY	02/04/1979	2973725	2017031697	
		4					
		5	CAPON, SANILYN	03/21/1979	2971248	2017030170	
		6	MARTINEZ, ELEONORA	08/29/1958	2883463	2017031923	
		7	SERENO, NORMA	10/15/1946	2974121	2017032009	

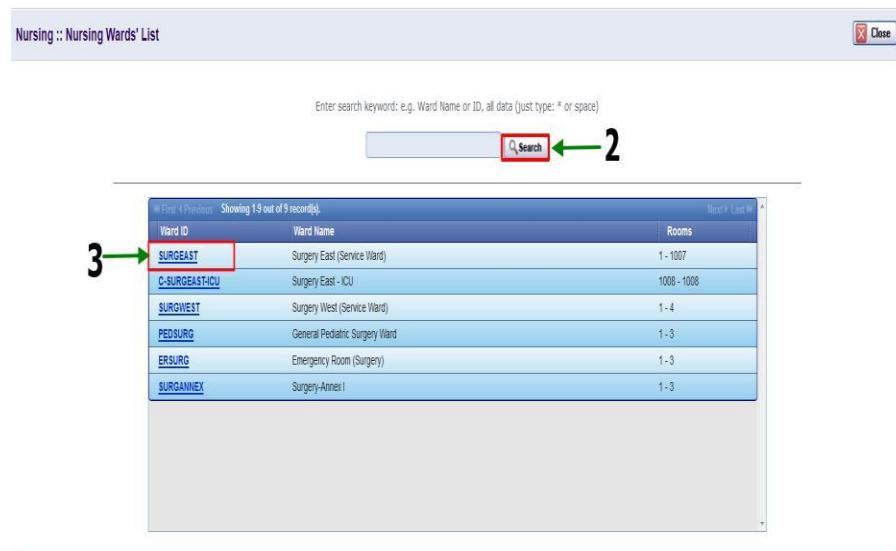


## TO VIEW OR UPDATE LIST OF HOSPITAL WARDS

1. Click '**Nursing Wards**' from Menu Section



2. Entering Ward Name or ID on the textbox provided. Then Click '**Search Button**.
3. After entering ward name, select link from ward list to edit/view details.



## TO VIEW TODAY'S OCCUPANCY

1. Click 'Quick View' from Menu Section



2. Click link from Ward, Occupancy or 'Options' to edit/view details

**Note:** Only Today's Occupancy has the option to edit/view details



## TO VIEW WARDS ARCHIVED FILES

1. Click 'Archive' from Menu Section

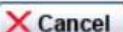
 Nursing wards	View or update the list of hospital wards and ward occupancy.
 Quick view	Quick view of today's occupancy of the nursing wards.
 Search a patient	Search the wards for an admitted patient.
 Archive	Research in the wards' archived files.
 Ward management	Create, view, edit or delete ward profiles
 Nurses' list	List, view, create, or edit nurses' list
 Miscellaneous Department Manager	Read, compose, or edit a news article.
 User Manual	Miscellaneous Department Manager

2. Select the desired date to view the data

Click the desired date.

<August		September 2017					October>	
Su	Mo	Tu	We	Th	Fr	Sa		
					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			

Direct selection: Month September ▾ Year 2017   GO

 Cancel

After the process the system will prompt nursing ward 'Today's Occupancy or Old Occupancy. It depends on the date that you select.

**Note:** Old Occupancy has no option to edit/view details.



## MANAGE WARD PROFILES

1. Click '**Ward Management**' from Menu Section



2. Click '**Create**' to create new ward



3. Fill in necessary and required (\*) fields.
- a. Charity type accommodation falls to discount for Non-PHIC patient's
- b. Mandatory Excess will set as excess to billing
4. Click '**Add**' button to add new room
5. Click '**Delete**' icon to remove added beds
6. Click '**Create the Ward**' button to submit data, else click 'Cancel'

Create::New ward [Close](#)

The fields marked with \* must be filled.

<input checked="" type="radio"/> ACCOMODATION <input type="radio"/> PAYWARD	<input checked="" type="radio"/> CHARITY <input type="radio"/> PAYWARD 4 a [a-Z,1-0] No special characters allowed Ambulatory Surgery <span style="color: green;">Please select a department</span> Example patient												
* Accommodation type * Ward * Ward ID * Department  Description  Room prefix Mandatory Excess	4 5												
<b>Add</b>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Room No.</th> <th style="width: 15%;">No. of Beds</th> <th style="width: 40%;">Room's short description</th> <th style="width: 30%;">Room Type</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>king</td> <td>Private Room 1</td> </tr> <tr> <td>3</td> <td>2</td> <td>queen</td> <td>Suite Room</td> </tr> </tbody> </table>		Room No.	No. of Beds	Room's short description	Room Type	2	1	king	Private Room 1	3	2	queen	Suite Room
Room No.	No. of Beds	Room's short description	Room Type										
2	1	king	Private Room 1										
3	2	queen	Suite Room										
<span style="color: red;">Delete</span> <span style="color: green;">Create the Ward</span> <span style="color: red;">Cancel</span>													

7. To edit ward, Click '**Wards' profile data**'

Nursing :: Ward Management [Close](#)

**Profile**

[Create](#)  
[New ward](#)

7 → [Wards' profile data](#)  
 View, edit, or delete a ward's profile data

Cancel

8. Write ward id or name from the textbox provided and the system will automatically filter the list
9. Click ‘Add New’ button to create new ward
10. Click from the list of ward to view details

**Nursing Ward - Profile**

Existing wards. Please click the desired one.

Enter search keyword: Ward ID or name, all data (just type: \* or space)

8 →

9

Ward	Ward ID	Description	Type	Status
Surgery East (Service Ward)	SURGEAST	For post operative surgical patients	Charity	10 Rooms
Surgery East - ICU	C-SurgEastICU	ICU for Critically-ill Post / Pre operative patients	Charity	1 Room
FamMed Surgery (Service Ward)	C-FamMed-Surg	For Family Medicine - Surgery (Charity ward) patients	Charity	Temporary Close
AMB SURGERY ROOM	AM_OR	Ambulatory surgery OR	Charity	inactive
AMB SURGERY ENT ROOM	AM_OR_ENT	Ambulatory surgery-ENT	Charity	inactive
AMB SURGERY GYNE	AM_OR_GYNE	Ambulatory surgery gynecology	Charity	inactive
AMB SURGERY OPHTHAL	AM_OR_OPHTHAL	Ambulatory surgery opthal	Charity	inactive
AMB SURGERY ORTHO	AM_OR_ORTHO	Ambulatory surgery orthopedics	Charity	inactive
Surgery West (Service Ward)	SURGWEST	Surgery West - Service Ward	Charity	3 Rooms
SURGERY MBC	SUR_MBC	Surgery Mindanao Burn Center	Charity	inactive

11. Click ‘Temporarily close this ward’ button to set the ward temporarily inactive. This will be hidden in admission data, nursing, and billing.
12. Click ‘Irreversibly close this ward’ to remove ward from the list
13. Click ‘Edit Ward’ to edit details

**Nursing Ward - Profile**

11 →

Ward	Surgery East (Service Ward)	Charity		
Ward ID	SURGEAST			
Department	Surgery			
Description	For post operative surgical patients			
Room number of the first room	1			
Room number of the last room	1007			
Room prefix	Room			
Mandatory Excess	0.00			
Created on:	11/14/2007			
Created by:	Administrator			
Room	No. of beds	Room's short description	Room Type	Room Rate
ROOM 1	9	Service Ward	Charity	\$00.00
ROOM 2	7	Service Ward	Charity	\$00.00
ROOM 3	10	Service Ward	Charity	\$00.00
ROOM 4	3	Military Room	Charity	\$00.00
ROOM 5	3	PTB Room	Charity	\$00.00
ROOM 6	9	Service Ward	Charity	\$00.00
ROOM 7	3	PTB Room	Charity	\$00.00
ROOM 8	9	SICU (old)	Charity	\$00.00
ROOM 9	26	Alley	Charity	\$00.00
ROOM 1007	70	Surgery East - Service Ward	Charity	\$00.00

12

13 ↑

14. Rooms with patients associated has the '**Patient**' icon
15. Click '**Status**' icon to change inactive room to active
16. Click '**Hide**' icon to hide the room from the ward
17. Click '**Delete**' icon to delete room from the ward
18. Click '**Update Ward**' to submit changes

**Edit hospital ward**

**::New ward**

The fields marked with \* must be filled.

* Accommodation type	<input checked="" type="radio"/> CHARITY <input type="radio"/> PAYWARD
* Ward	Surgery West (Service Ward)
* Ward ID	SURGWEST [a-Z,1-0] No special characters allowed
* Department	Surgery <input type="button" value="Please select a department"/>
* Description	Surgery West- Service Ward
Room prefix	SURW
Mandatory Excess	0.00

**Add**

Room No.	No. of Beds	Room's short description	Room Type
1	52	Surgery West - Open ward (51 & 1 extra beds)	Charity
2	52	Surgery West - Open ward	Charity
3	19	Surgery West - Alley (19 beds)	Charity
4	11	Surgery West - Annex area (11 beds)	Charity

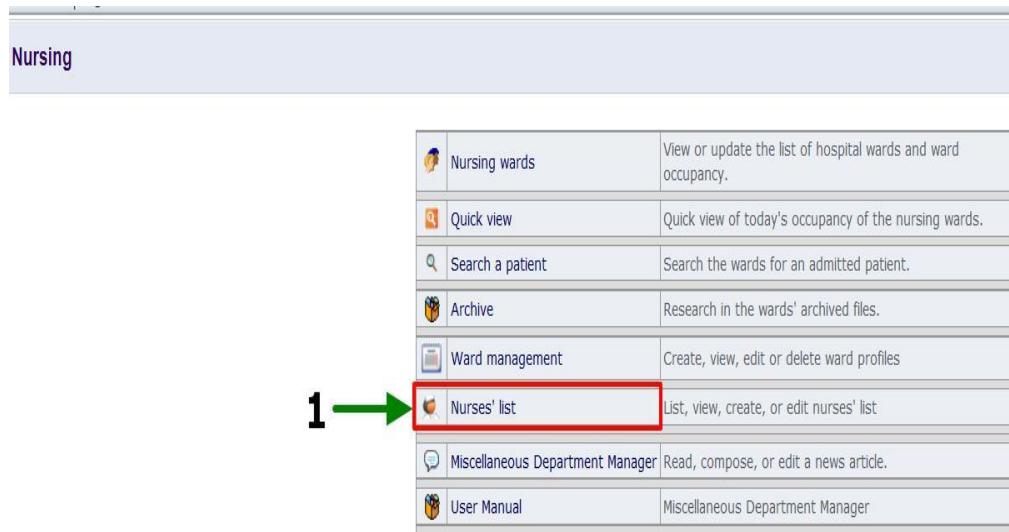
**14** → **15** → **16** → **17** → **18**

**18** → **Update Ward** (highlighted with a red box)

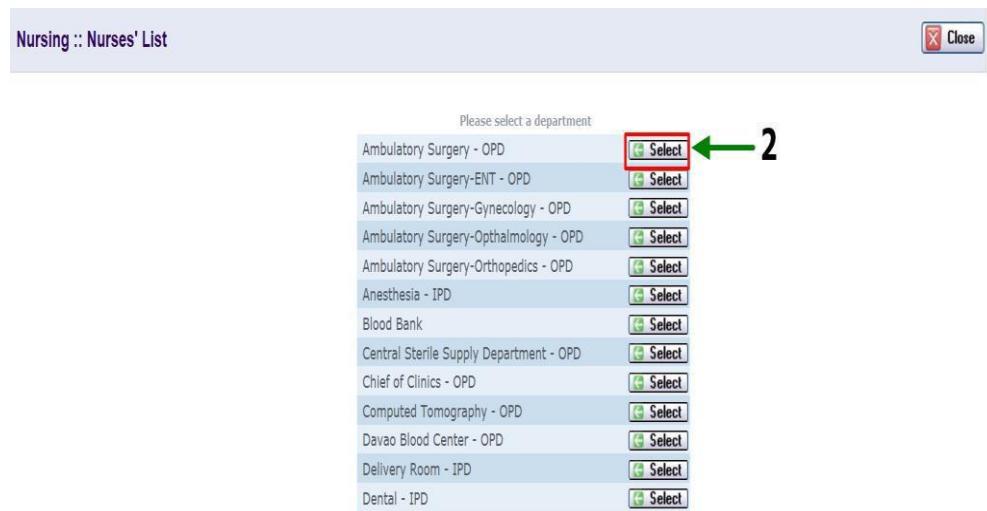
**Cancel**

## **VIEW NURSE LIST**

1. Click '**Nurses' List**' from the Menu Section



2. Click '**Select**' to view nurse list



3. Click 'X' to remove nurse from the list

	MAHINAY	ERAH CLAIRE	06/27/1989	Nurse		
	NAVARRO	JUMAR	05/25/1987	Nurse		<span style="color: green; font-size: 2em;">3</span>
	SEPULVEDA	MARIFE	12/23/1973	Nurse		
	Test	Test	05/29/1990	Nurse		
	TIGNO	JOYCE ANN	01/05/1991	Nurse		
	Witara	Alsie	03/23/1974	Nurse		

Add a nurse to list. Please search for the nurse first.

Please enter a search key (family name, given name, personnel number, job function):

The search found 0 relevant data.

Change department:

Cancel

## MANAGE DEPARTMENT FOR MISCELLANEOUS SERVICES

1. Click '**Miscellaneous Department Manager**' from the Menu Section

The screenshot shows a menu titled 'Nursing' with the following items:

	Nursing wards	View or update the list of hospital wards and ward occupancy.
	Quick view	Quick view of today's occupancy of the nursing wards.
	Search a patient	Search the wards for an admitted patient.
	Archive	Research in the wards' archived files.
	Ward management	Create, view, edit or delete ward profiles
	Nurses' list	List, view, create, or edit nurses' list
	<b>Miscellaneous Department Manager</b>	Read, compose, or edit a news article.
	User Manual	Miscellaneous Department Manager

A green arrow labeled '1' points to the 'Miscellaneous Department Manager' option.

2. Enter item name in the textbox provided, the press enter key or '**Search**' button to search
3. Click '**Edit**' to view details

The screenshot shows a search results page titled 'Nursing::Miscellaneous Department Manager'. The search term 'surgery' is entered in the search bar, which is highlighted with a red box and labeled '2'. The results table has columns: Code, Name/Description, Price, and Action. The 'Action' column contains 'Edit' buttons, one of which is highlighted with a red box and labeled '3'.

Code	Name/Description	Price	Action
00000129	Minor Surgery (big)	500.00	
00000096	SURGERY CHARGES	350.00	
00000128	Minor Surgery (small)	250.00	
00000279	surgery	50.00	
00000947	acne surgery	0.00	
00001182	MINOR SURGERY (SMALL)	0.00	
00001458	HOSPITAL BILL - SURGERY	0.00	
00001534	surgery-pediatrics	0.00	
00001552	SURGERY-NEURO	0.00	
00001553	SURGERY-NEURO	0.00	

4. Enter department name, and press enter key or click ‘Search’ button to search
5. Click ‘Add’ button to associate item to the department
6. Click ‘Remove’ button to disassociate item from the department
7. Click ‘Show’ button to show department from the department list in miscellaneous request
8. Click ‘Hide’ button to remove department from the department list in miscellaneous request
9. Click ‘Show added departments’ to view the list of departments associated from the item

**Add to department**

Code : 00000947	4
Description : acne surgery	
Search:	<input type="button" value="Search"/> <input type="button" value="Show added departments"/>
« First < Prev Showing 1-10 of 131 items Next > Last » Refresh	
Department	Actions
Accounting Section	<input type="button" value="Add"/> <input type="button" value="Show"/>
Administrative Office	<input type="button" value="Remove"/> <input type="button" value="Show"/>
Admitting Section	<input type="button" value="Add"/> <input type="button" value="Show"/>
Ambulatory Surgery	<input type="button" value="Add"/> <input type="button" value="Show"/>
Ambulatory Surgery-ENT	<input type="button" value="Add"/> <input type="button" value="Hide"/>

9