HIS NURSING MODULE USER MANUAL

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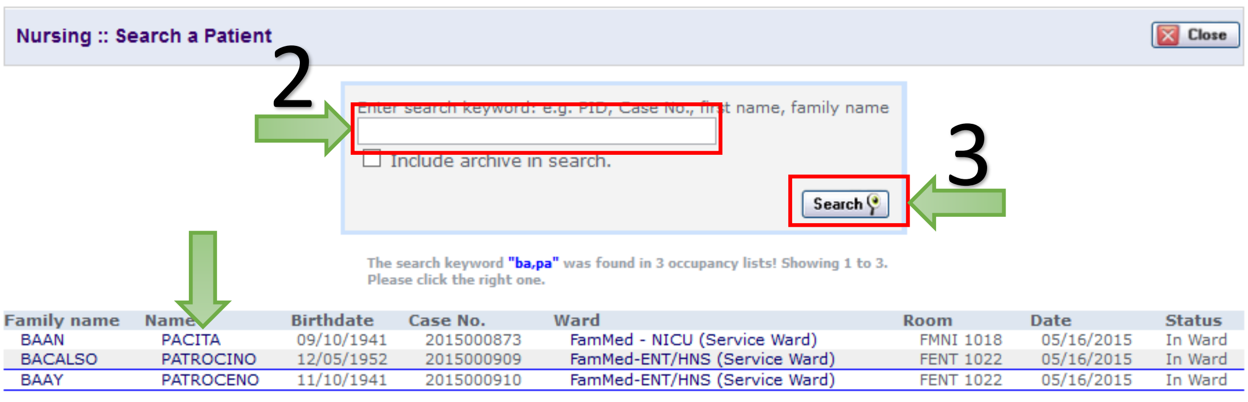
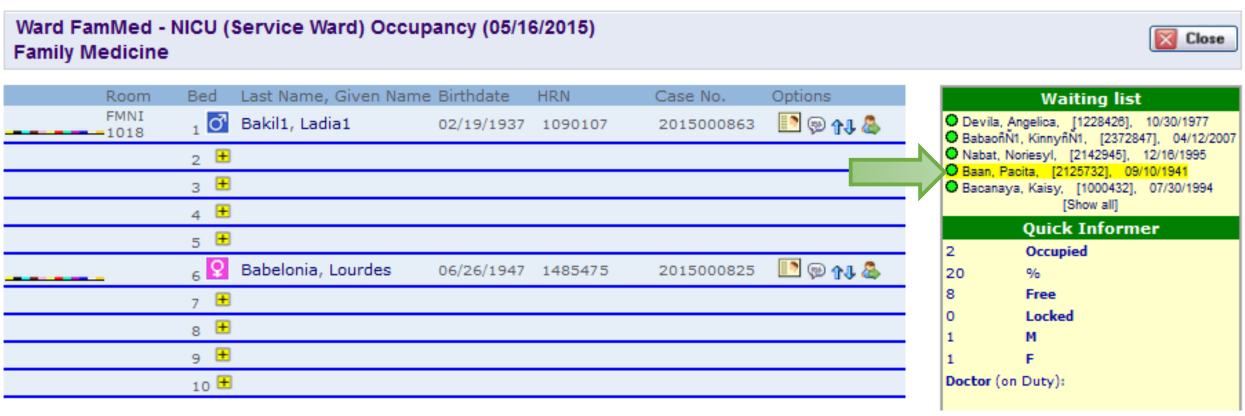
TO SEARCH A PATIENT

1. Click '**Search a Patient'** in Menu Section
2. Enter search keyword on the textbox provided. PID, case no., family name, first name
3. Press Enter key or '**Search'** button
4. If the search results more than 1, the system will display the list of patients, else will go directly to patient's link
5. Click the linked text '**Name'** to navigate

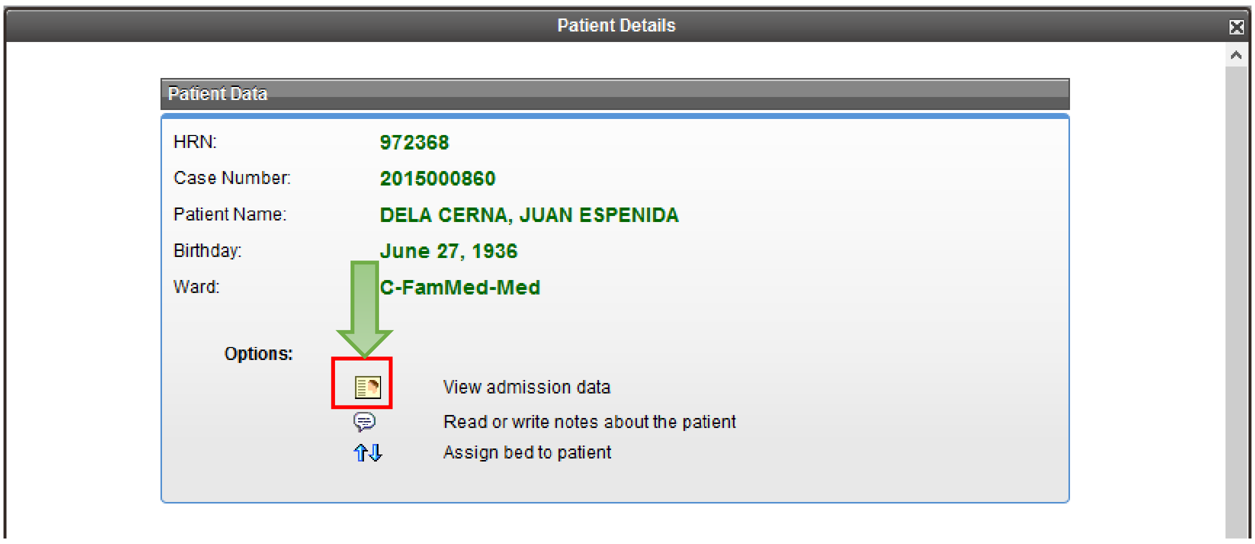


6. You may locate easily the patient by tracing the highlighted text in Yellow

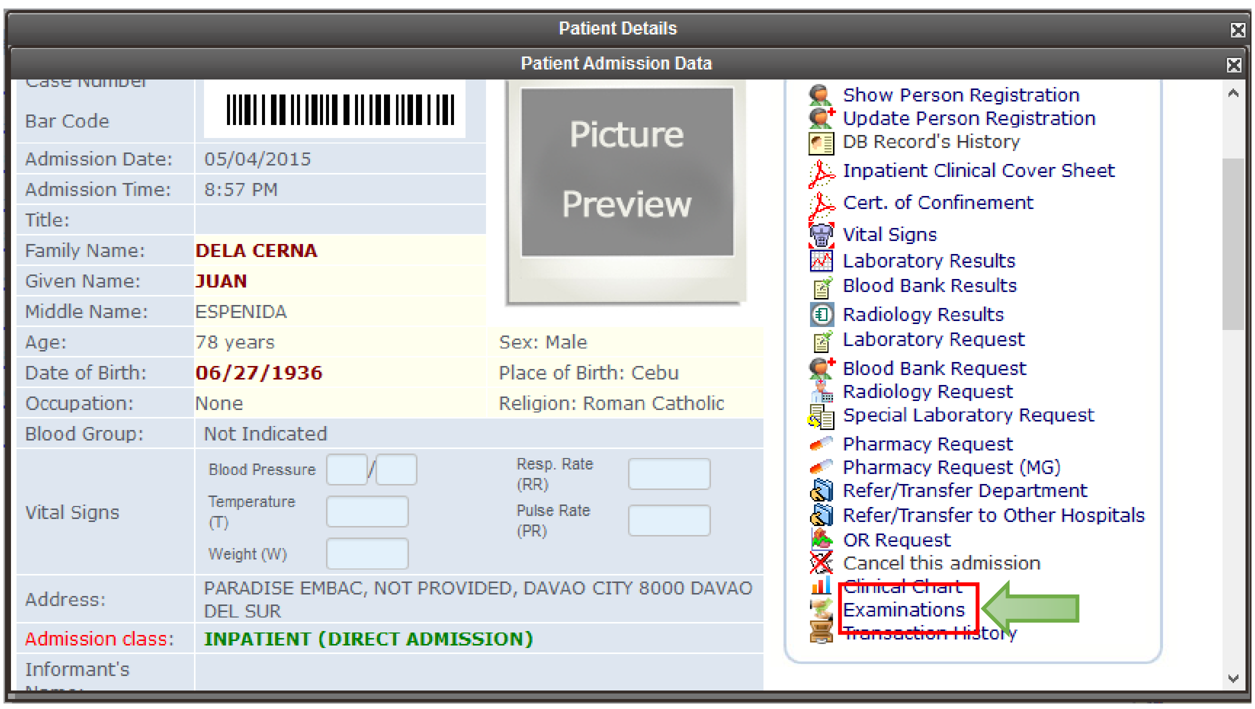


TO CREATE REQUEST

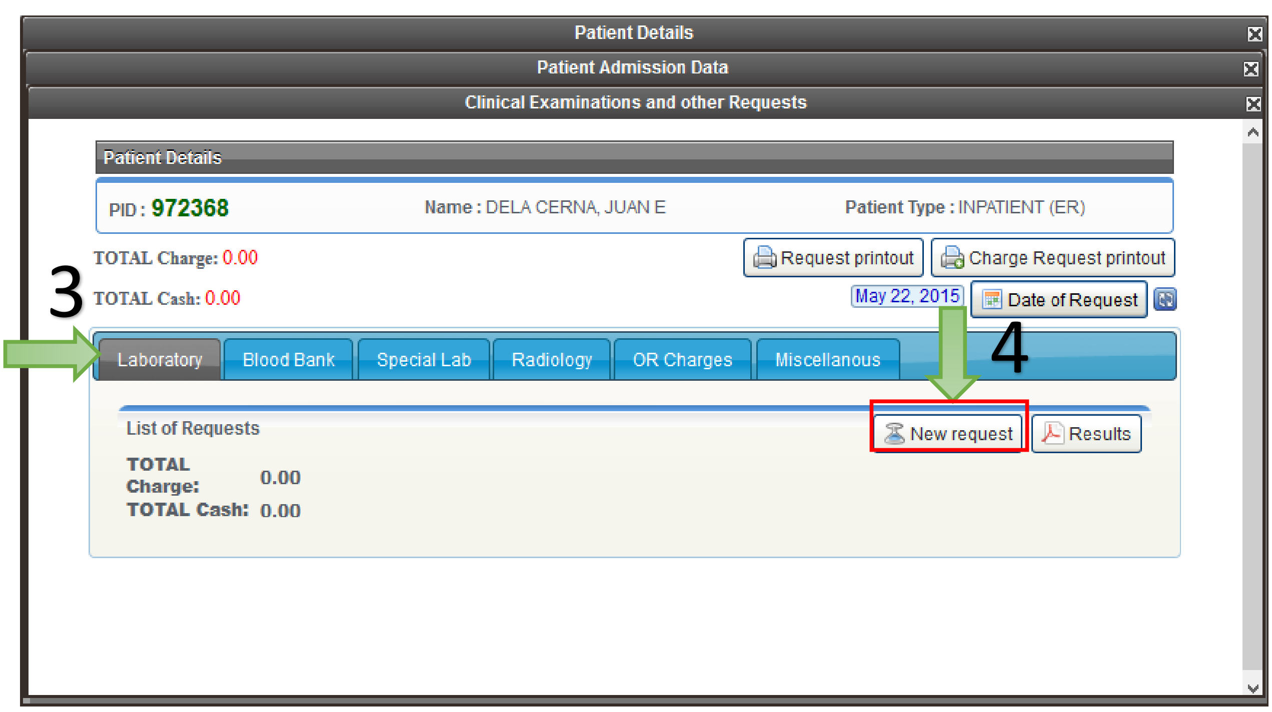
1. Click ‘**Admission data’** icon from the options



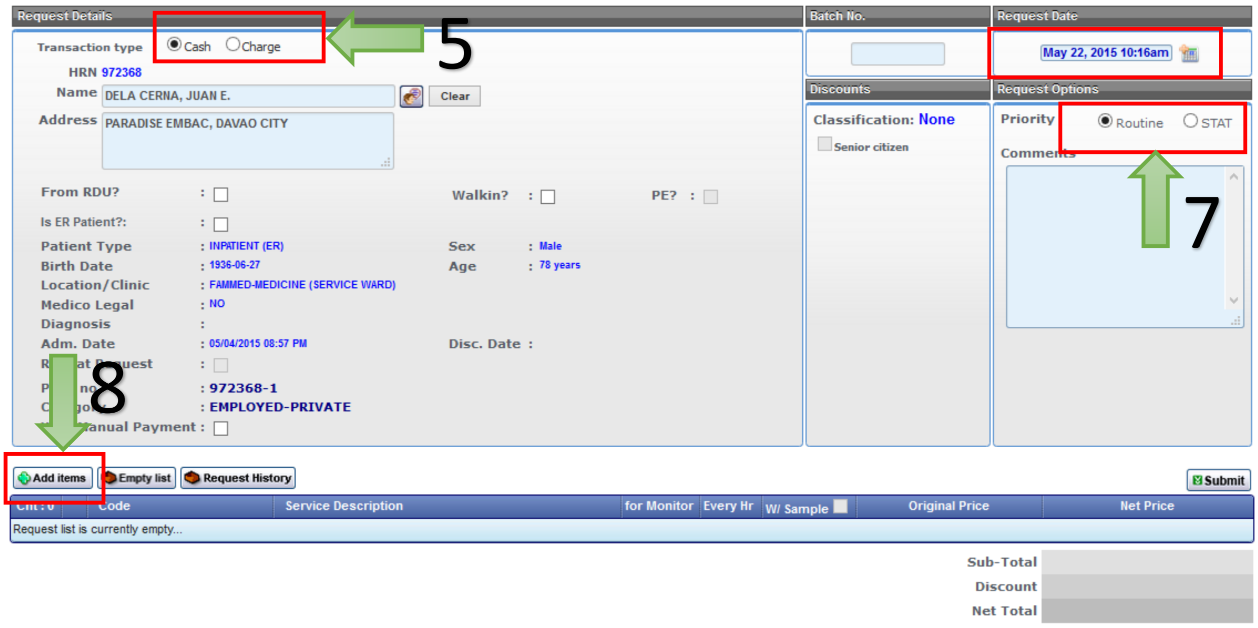
2. Click ‘**Examinations’** link



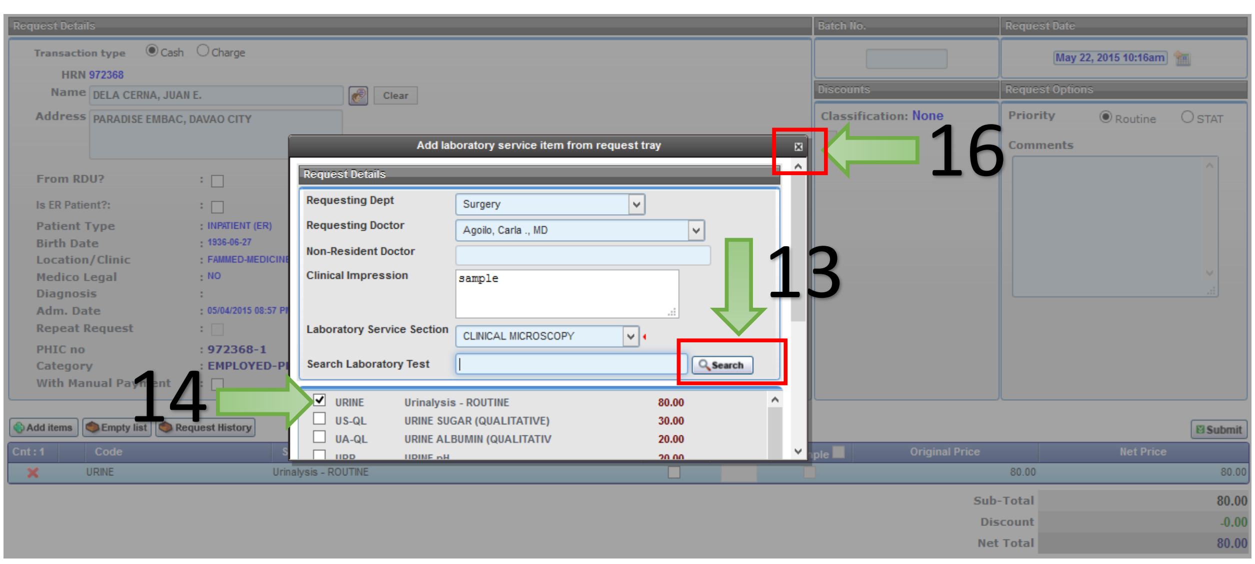
3. Click ‘Category’ from the tab where the request belongs to
4. Click ‘**New Request’** button



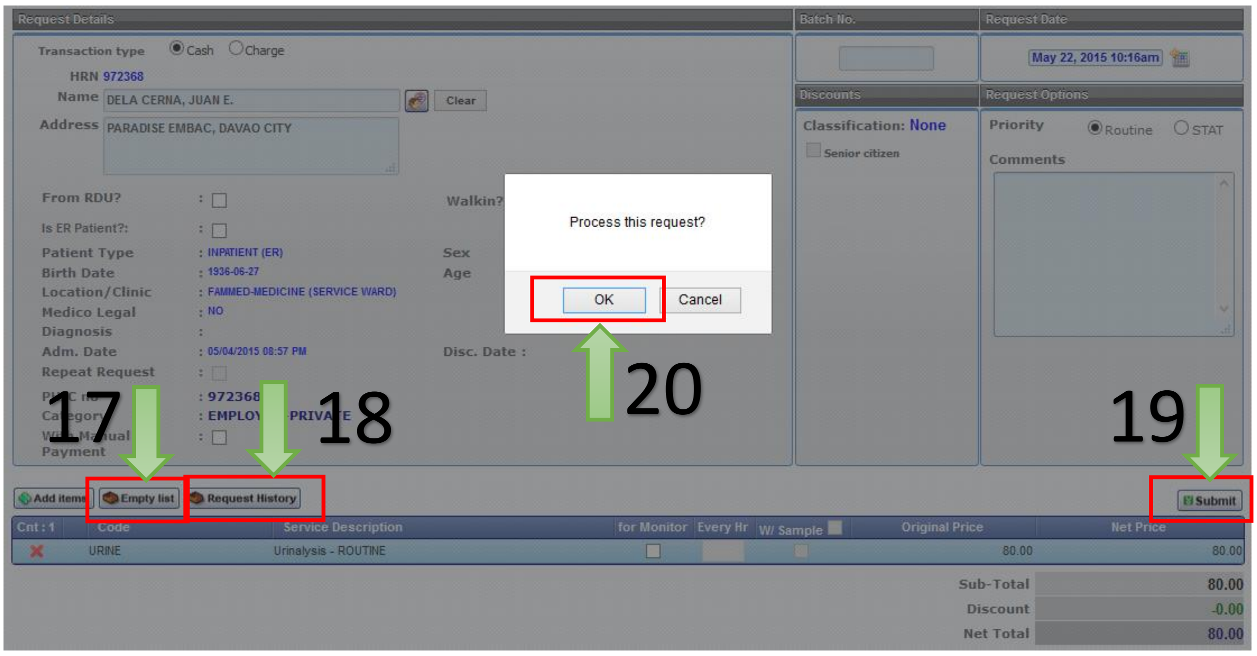
5. Choose Transaction Type; Cash transactions needs to be paid before the service, Charge will automatically goes to billing after service. For OPD, only cash transaction is allowed. For ER Patients, Charge transaction was set as default.
6. Request date was set as current server time stamp as default
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



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
15. The system will automatically calculate the amount to be paid / charge
16. Click close icon to set the display back to the main frame

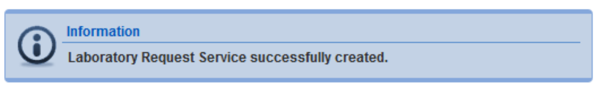


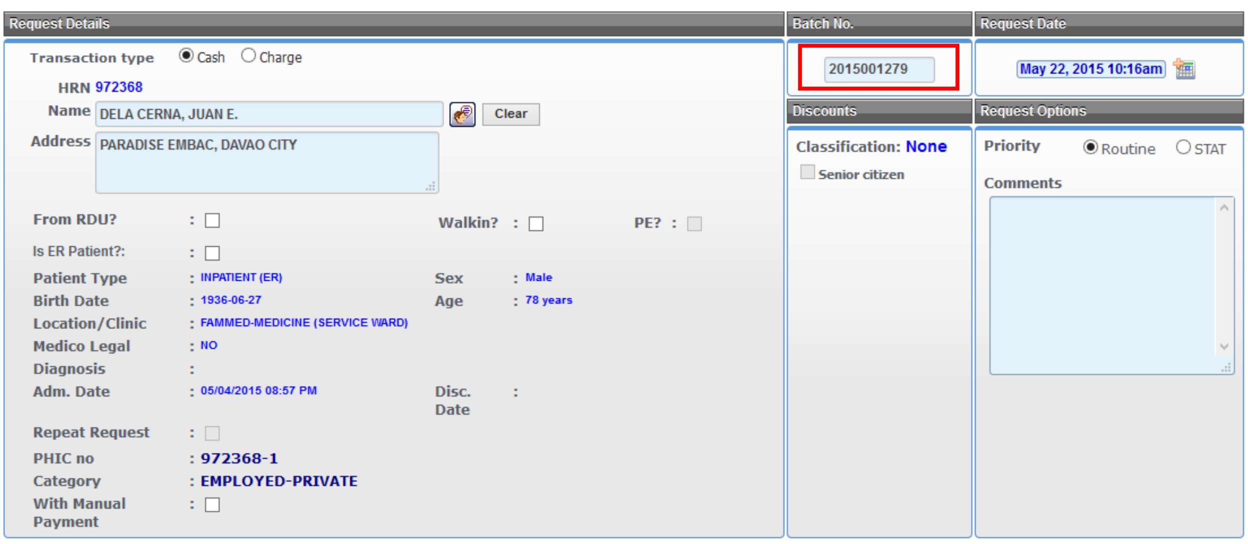
17. Click '**Empty List**' button to clear all items from the tray
18. Click '**Request History**' button to view the items requested to that certain patient
19. Click '**Submit'** button to save the request; The system will prompt a confirmation to process the request. Click '**OK'** to confirm else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



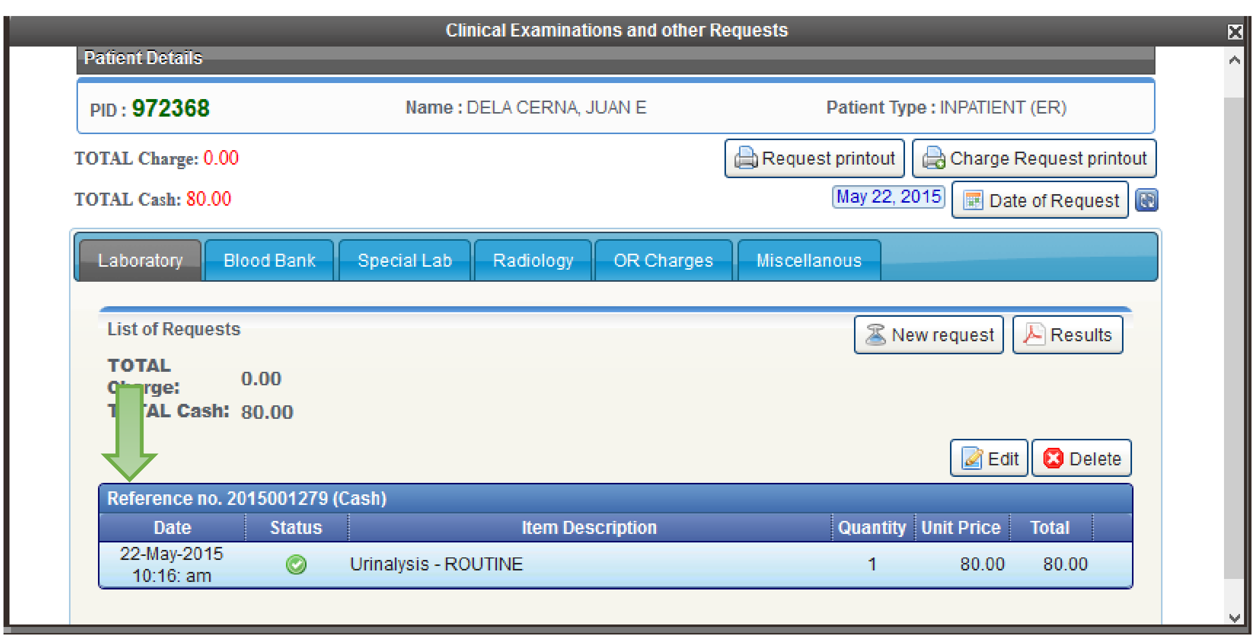
20. The system will display an information saying ‘Laboratory Request Service successfully created.’ once the system successfully process the request, else will prompt an error message.
21. A new batch no. will be assigned for request reference

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



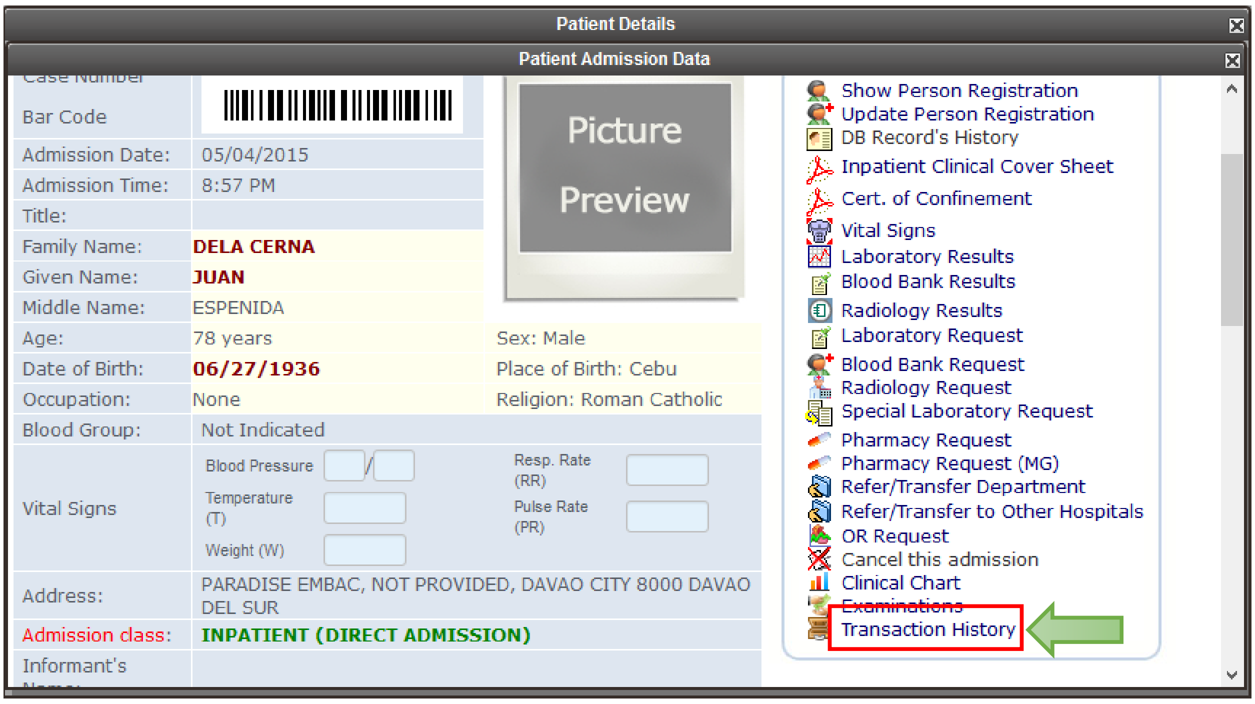


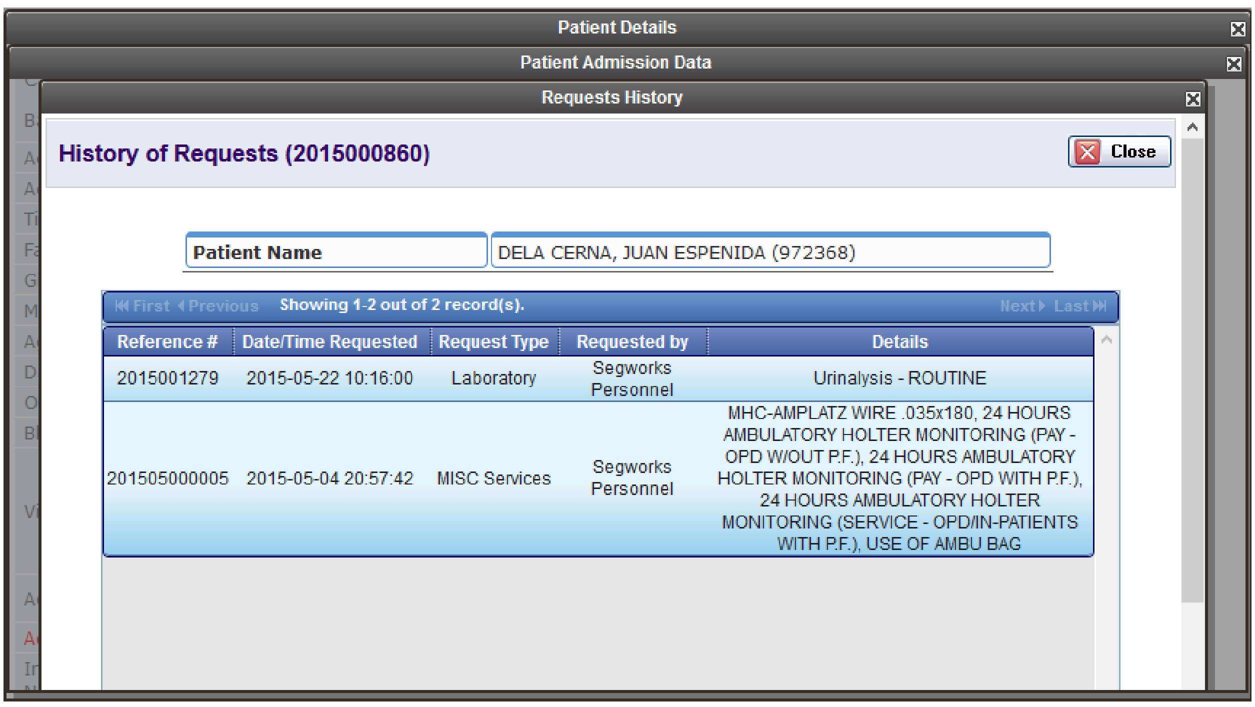
22. Request will be listed after clicking Close icon



TO VIEW REQUEST TRANSACTION HISTORY

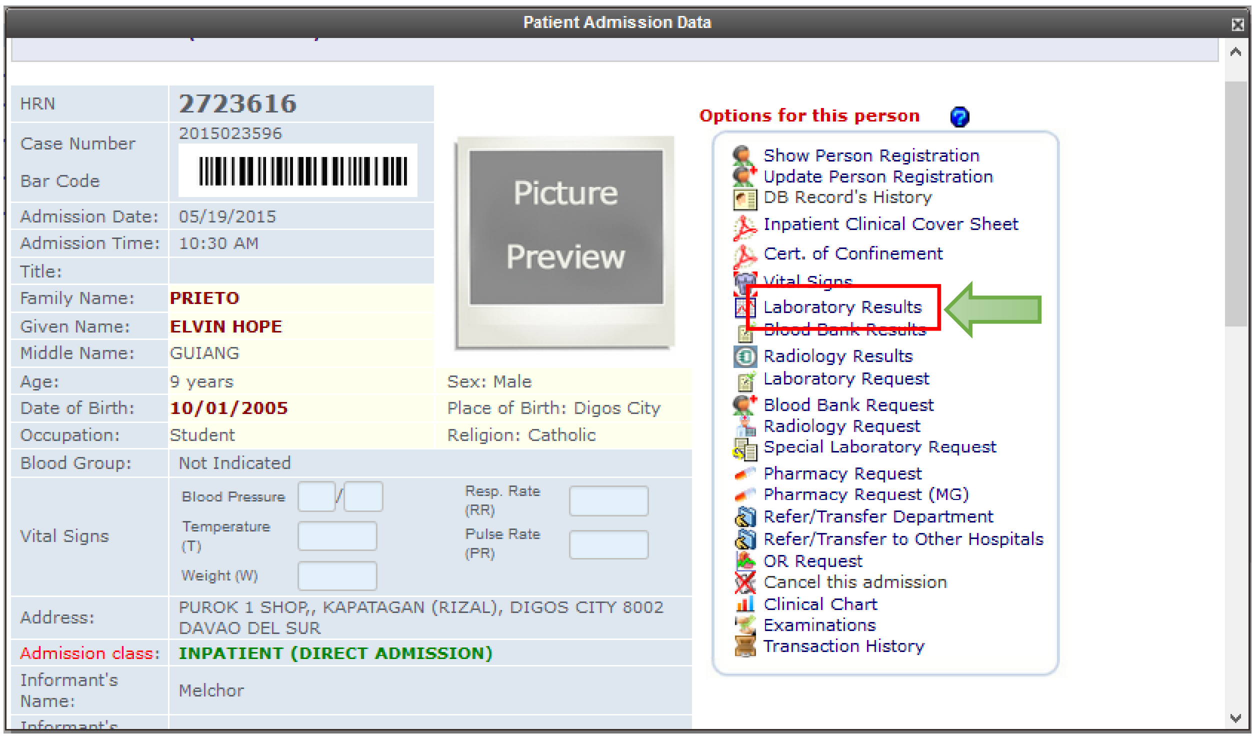
1. Click '**Transaction History'** from Options under 'Patient' Information Data'



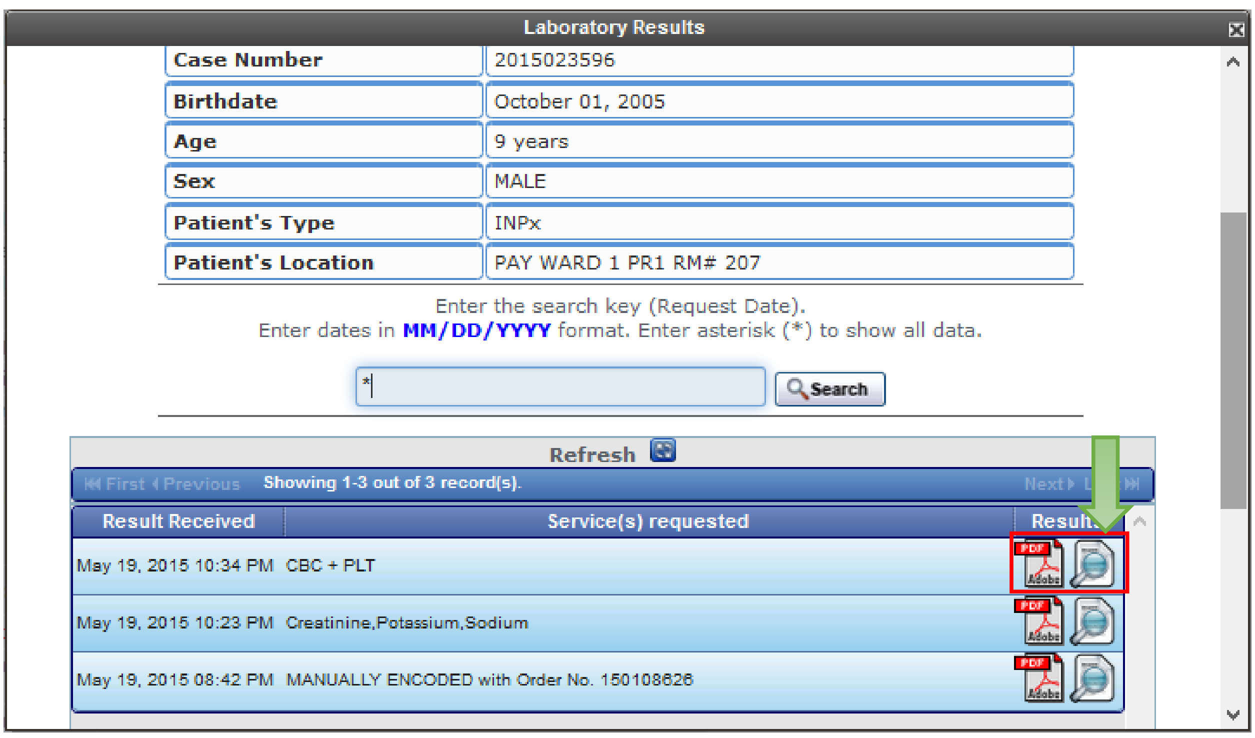


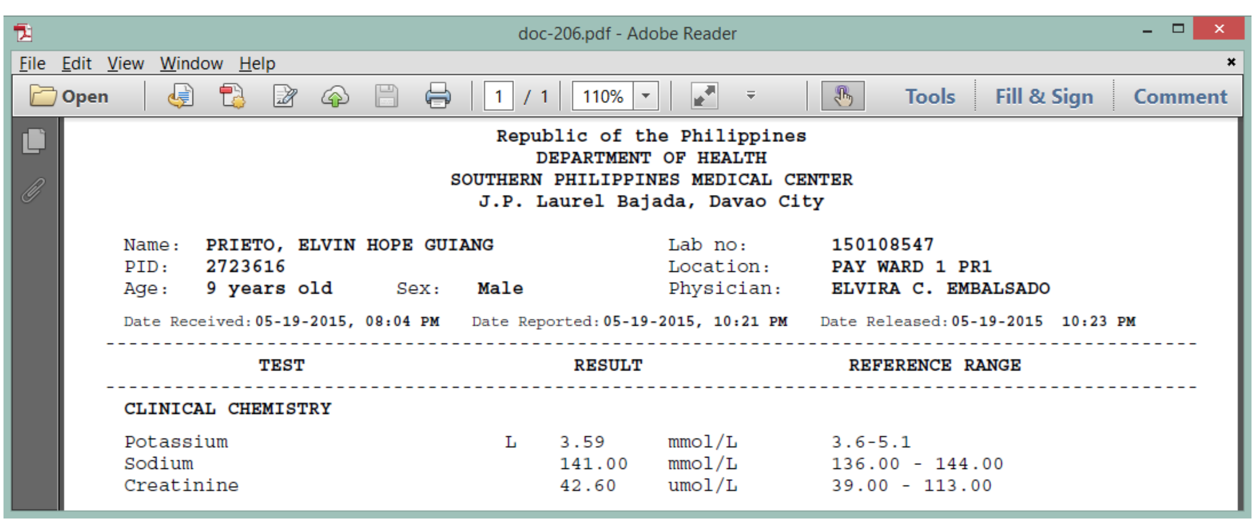
TO VIEW RESULTS

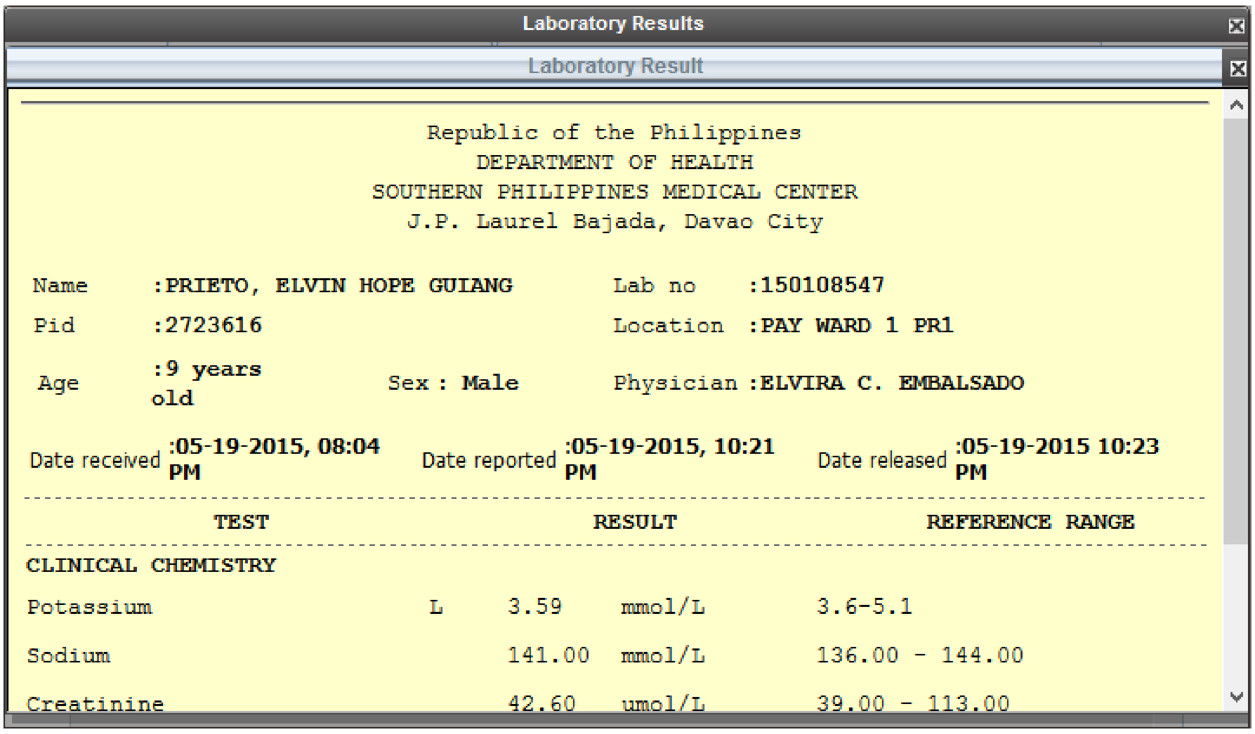
1. To view lab results, Click '**Laboratory Results'** link from the options



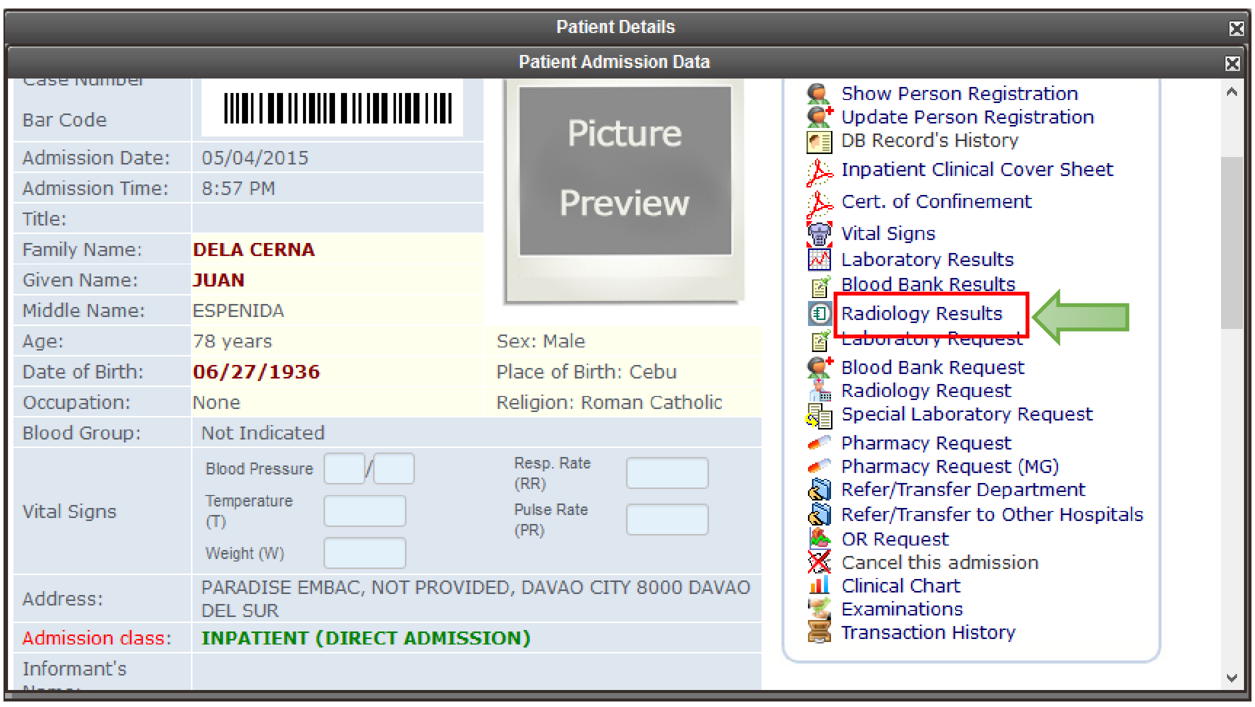
2. All lab results under patient's confinement period will be displayed in descending order by result date received
3. Click '**pdf'** icon to view results in pdf format
4. Click '**view'** icon to view in html read-only format



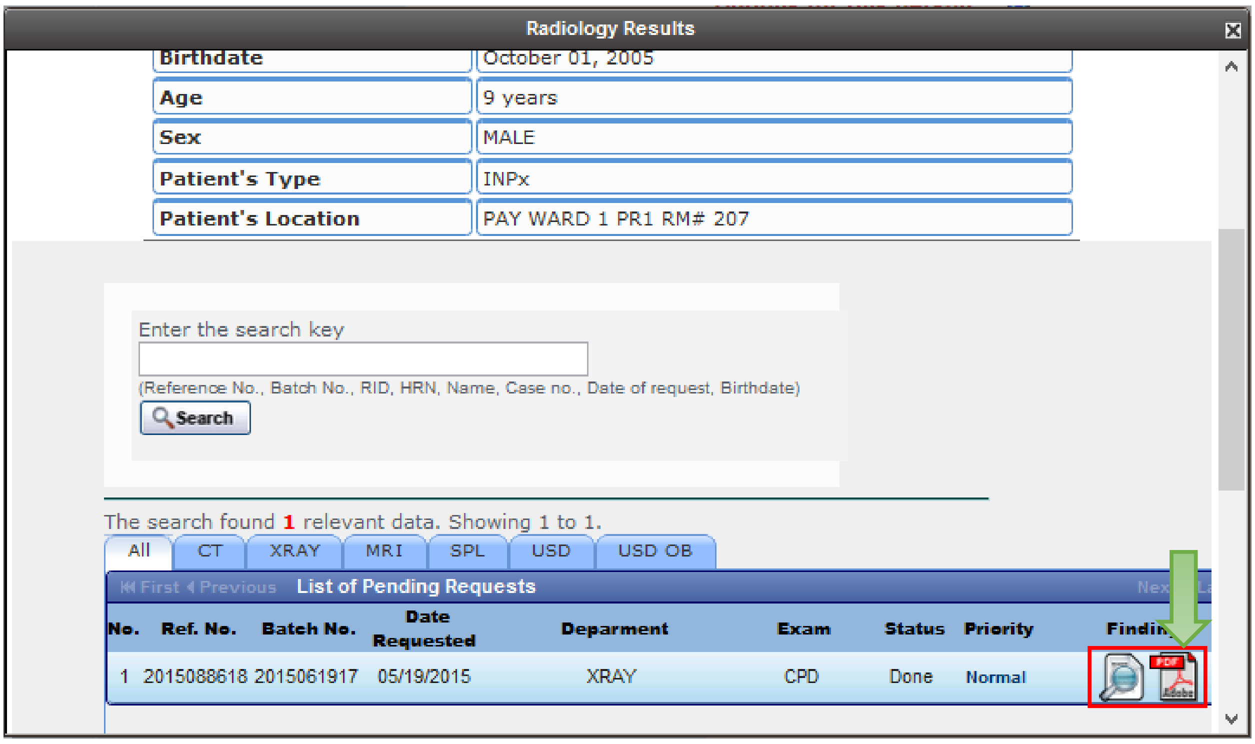


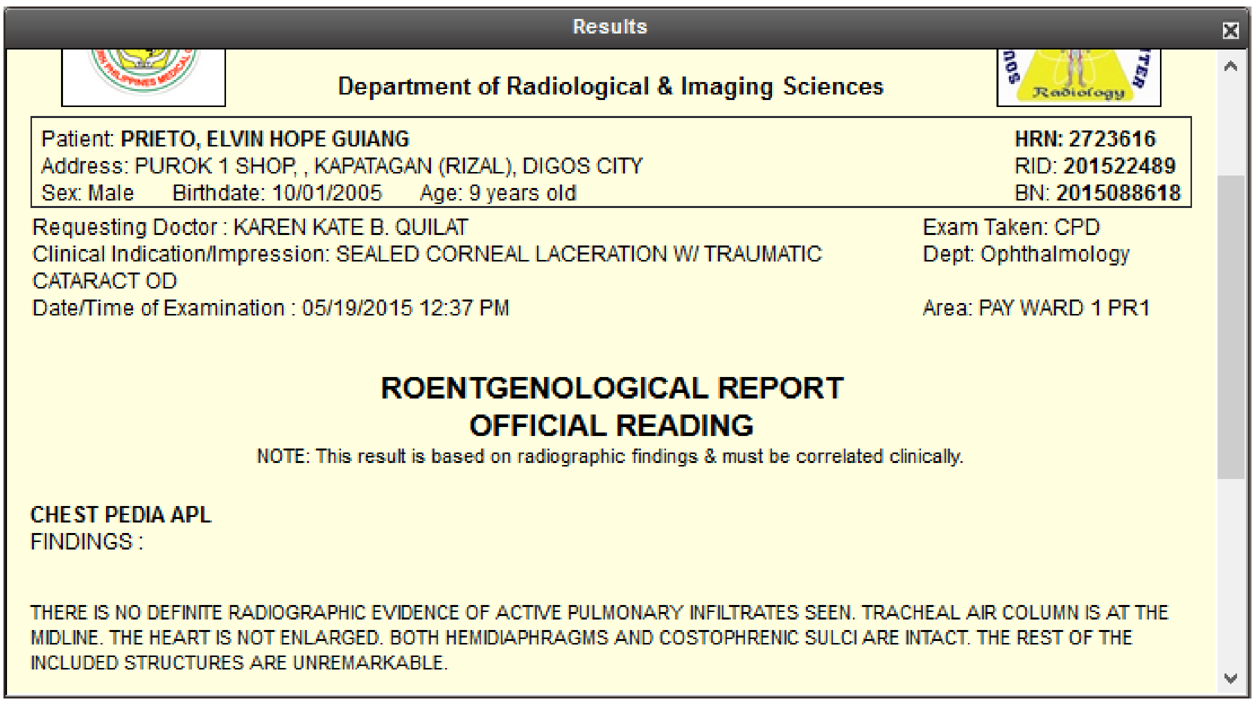


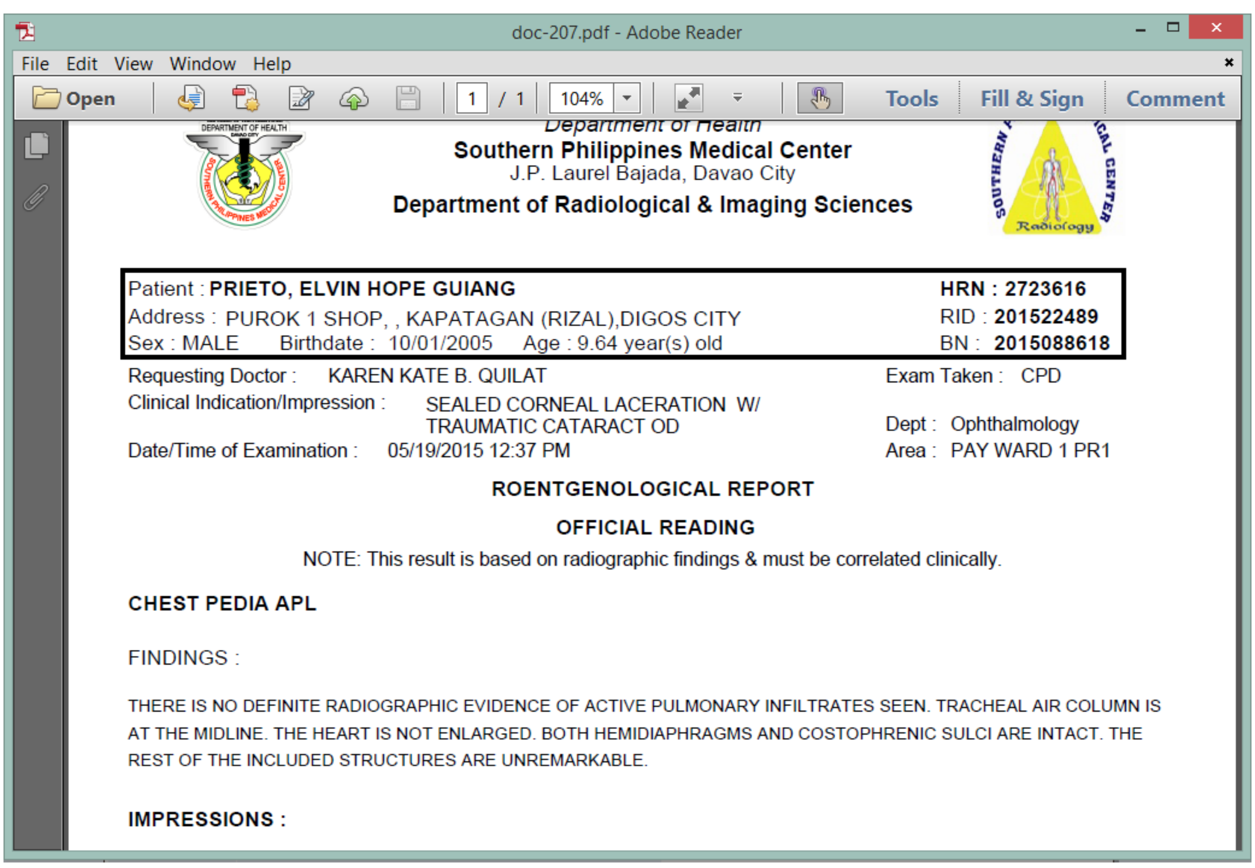
1. To view radio results, Click ‘**Radiology Results’** link from the options



2. All radio results under patient’s confinement period will be displayed in descending order by result date received
3. Click ‘**pdf’** icon to view results in pdf format’
4. Click ‘**view’** icon to view in html read-only format


Radiology Results
Birthdate
October 01, 2005
Age
9 years
Sex
MALE
Patient's Type
INPx
Patient's Location
PAY WARD 1 PR1 RM# 207
Enter the search key
(Reference No., Batch No., RID, HRN, Name, Case no., Date of request, Birthdate)
Search
The search found 1 relevant data. Showing 1 to 1.
All
CT
XRAY
MRI
SPL
USD
USD OB
First
Previous
List of Pending Requests
No.
Ref. No.
Batch No.
Date Requested
Deparment
Exam
Status
Priority
1
2015088618
2015061917
05/19/2015
XRAY
CPD
Done
Normal


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.


doc-207.pdf - Adobe Reader
File Edit View Window Help
Open
1 / 1
104%
Tools
Fill & Sign
Comment
Department of Health
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
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ROENTGENOLOGICAL REPORT
OFFICIAL READING
NOTE: This result is based on radiographic findings & must be correlated clinically.
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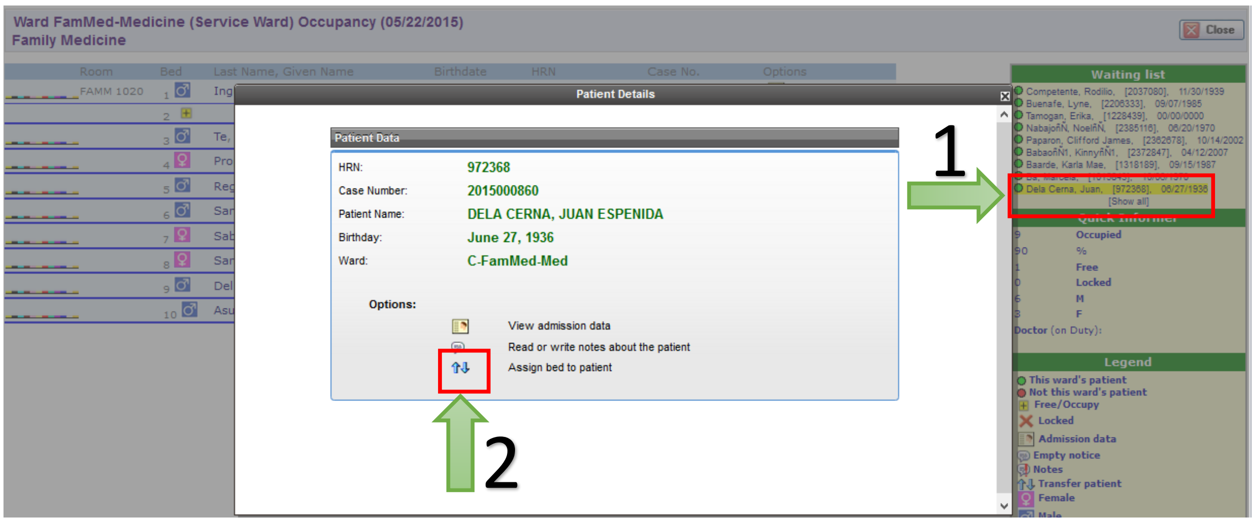
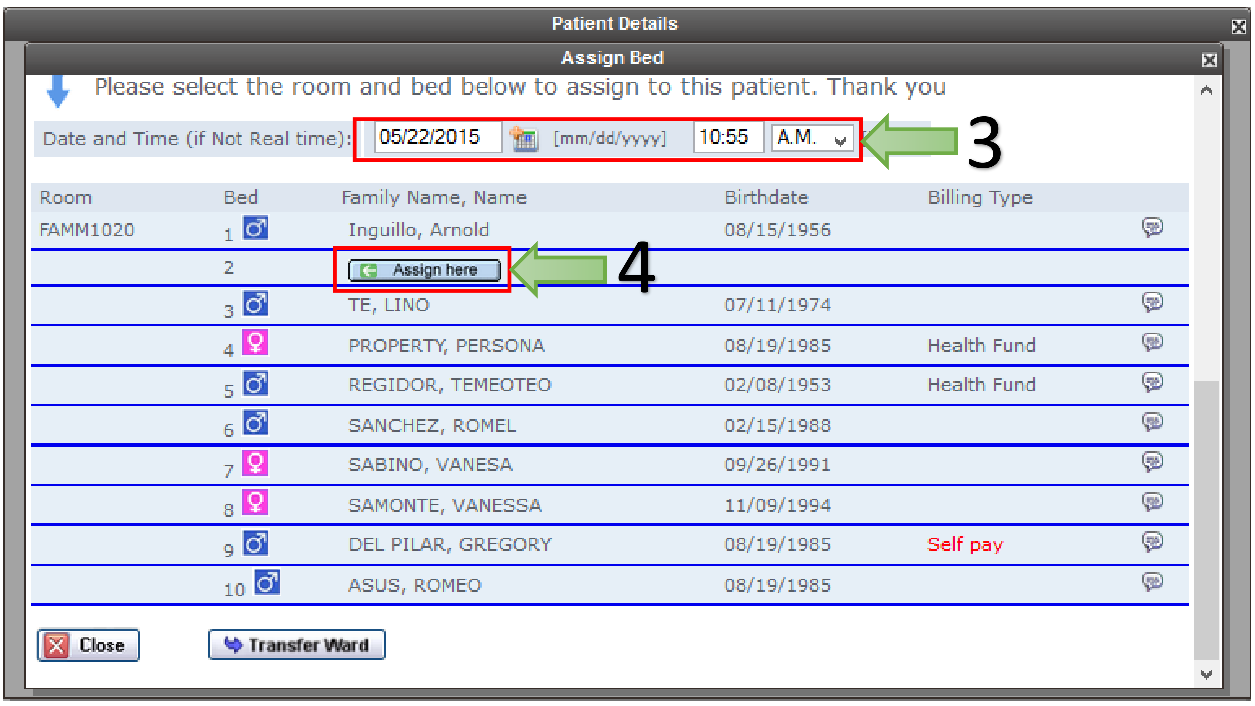
THERE IS NO DEFINITE RADIOGRAPHIC EVIDENCE OF ACTIVE PULMONARY INFILTRATES SEEN. TRACHEAL AIR COLUMN IS AT THE MIDLINE. THE HEART IS NOT ENLARGED. BOTH HEMIDIAPHRAGMS AND COSTOPHRENIC SULCI ARE INTACT. THE REST OF THE INCLUDED STRUCTURES ARE UNREMARKABLE.
IMPRESSIONS :

TO TRANSFER PATIENT

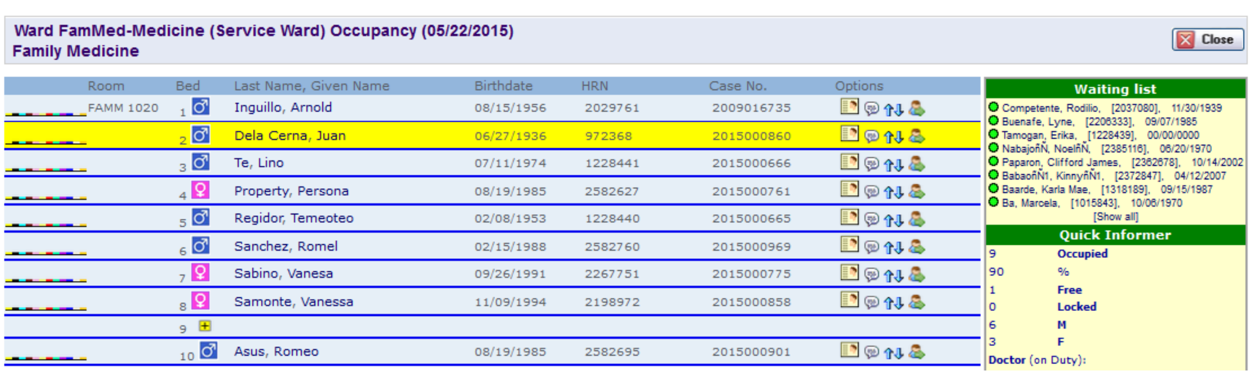
1. If the patient is from waiting list, Click patient name link to view patient details
2. Click '**Transfer'** icon to assign bed to patient



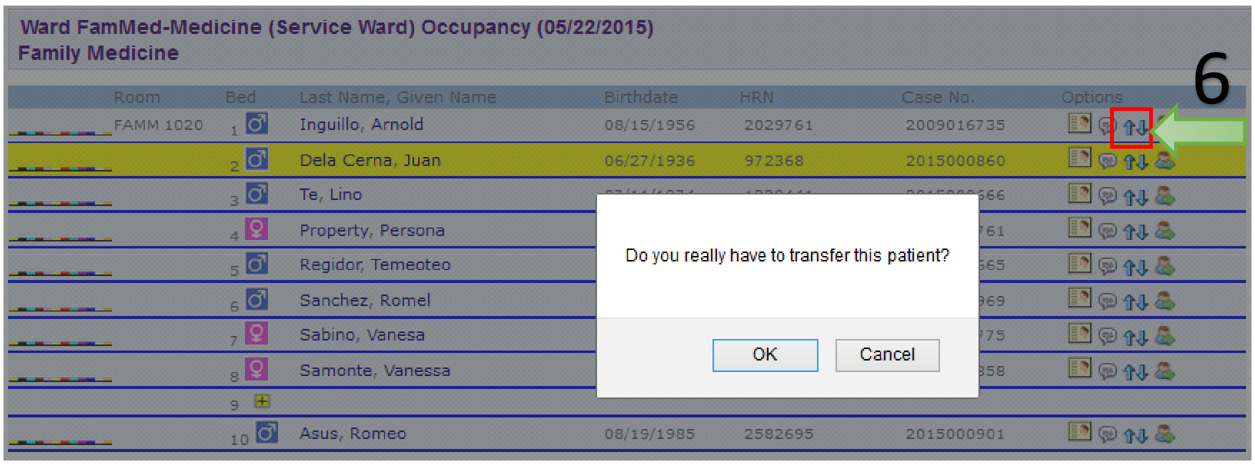
3. Change '**Date and Time'** when transfer is not real time
4. Beds with '**Assign Here'** button indicates that beds are not assigned by any patients yet. Click button to assign patient to bed



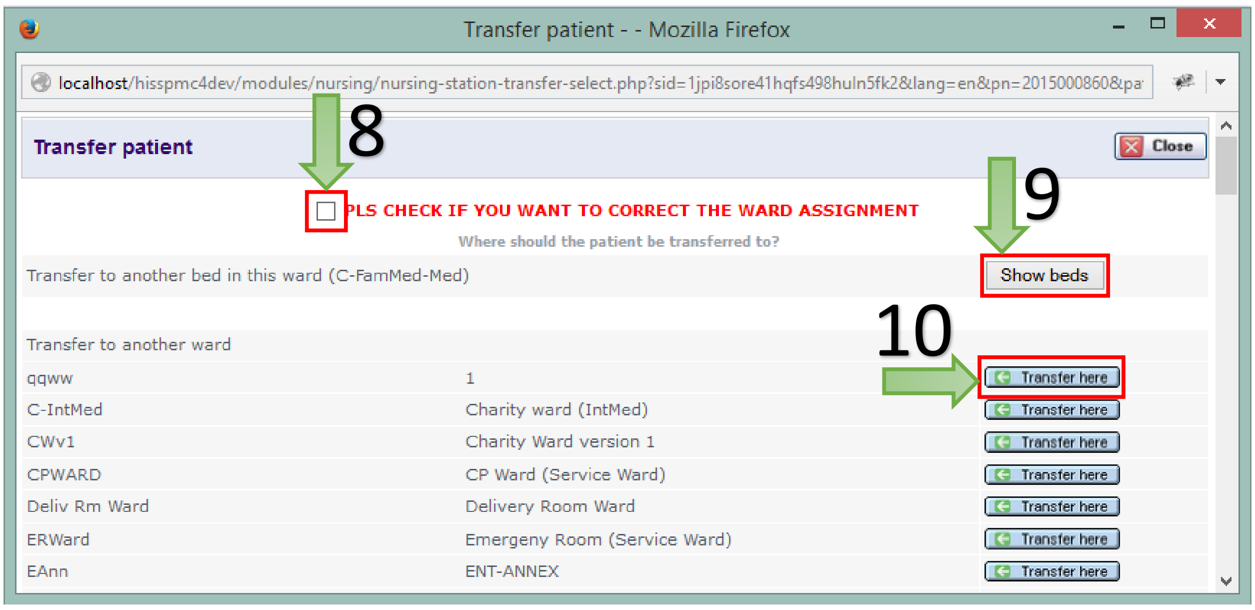
5. After the process, patient will be removed from waiting list and will be listed under patients with assigned beds

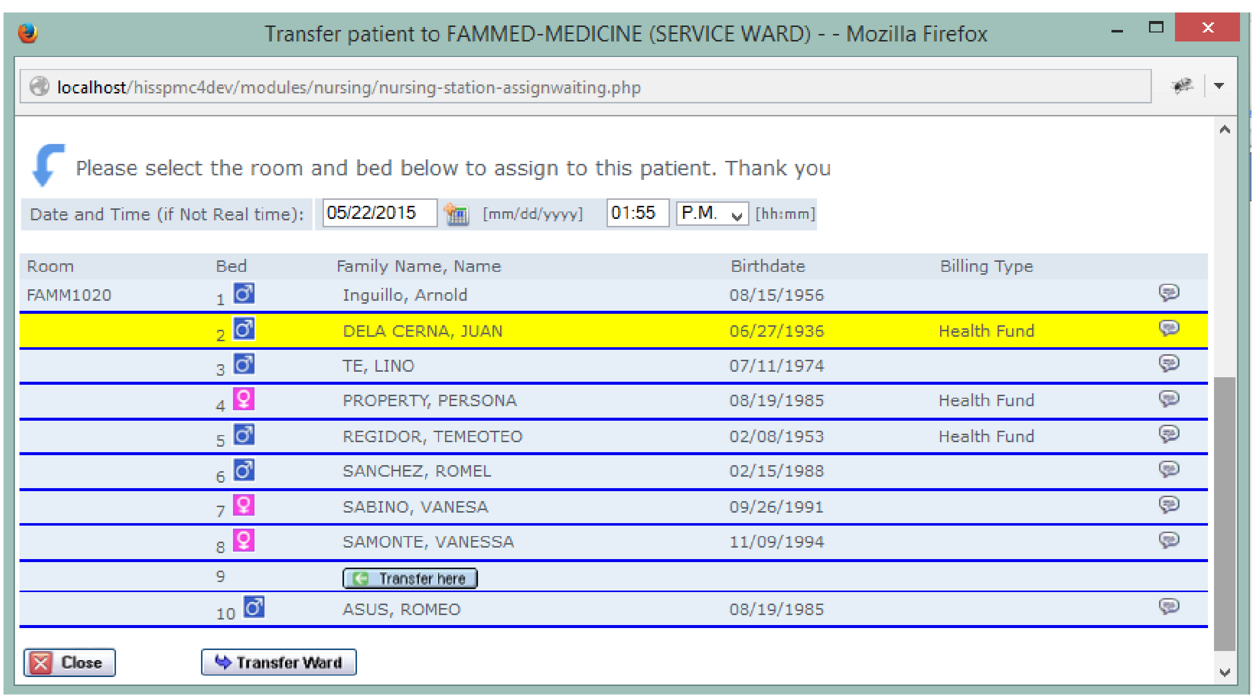


6. To transfer patient to other bed or ward, click '**Transfer'** icon
7. The system will prompt an confirmation prompt message, Click '**OK'** to proceed else click '**Cancel'**



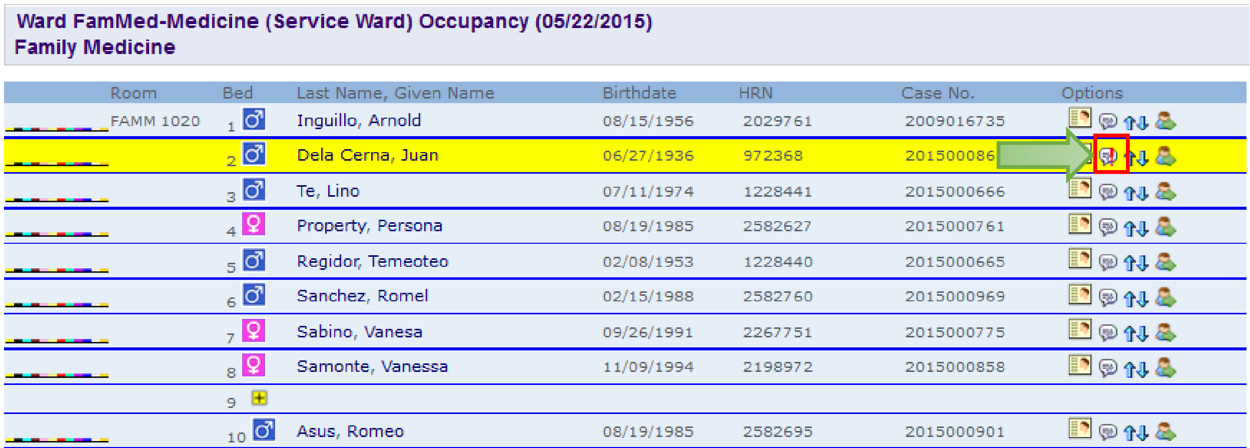
8. Mark the checkbox to update / correct the set ward assignment
9. Click '**Show beds'** button to assign patient to bed under the same ward
10. Click '**Transfer Here'** button to assign patient to bed under another ward



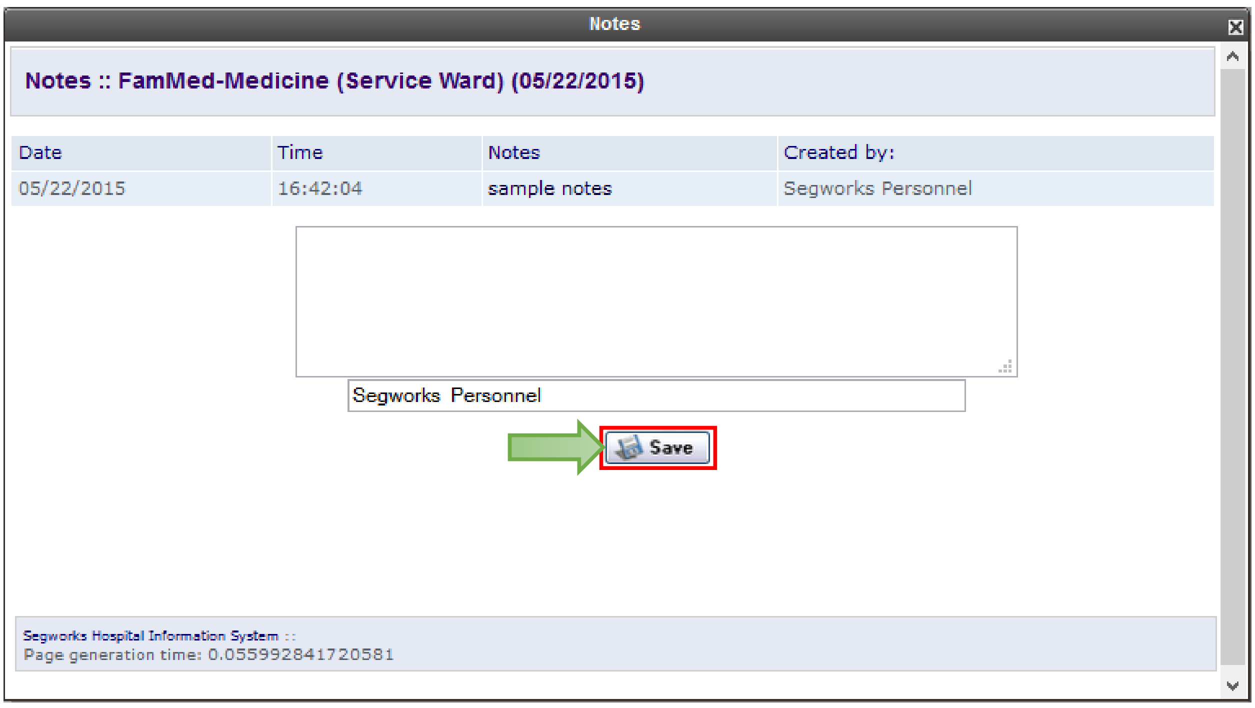


TO CREATE NOTES

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

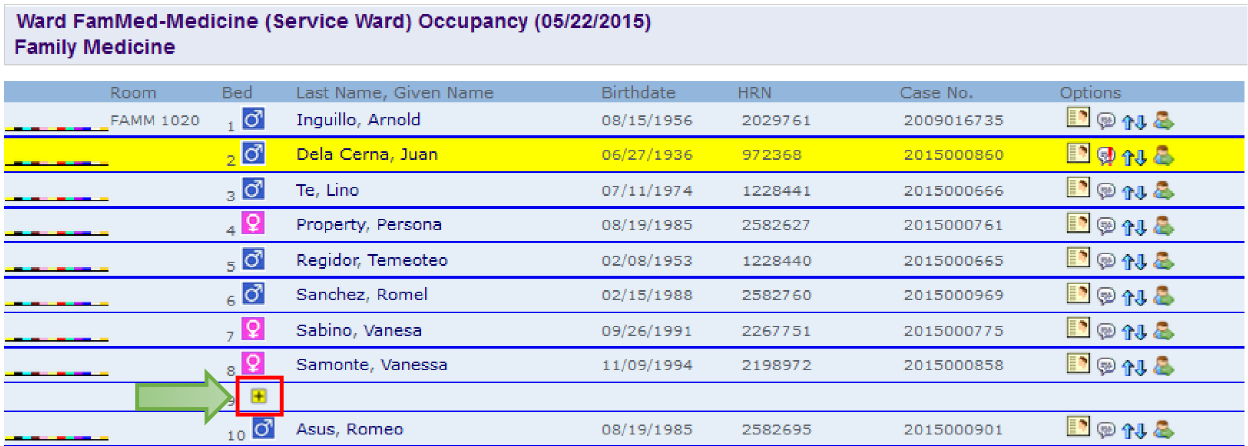


2. Click '**Save'** button to submit data

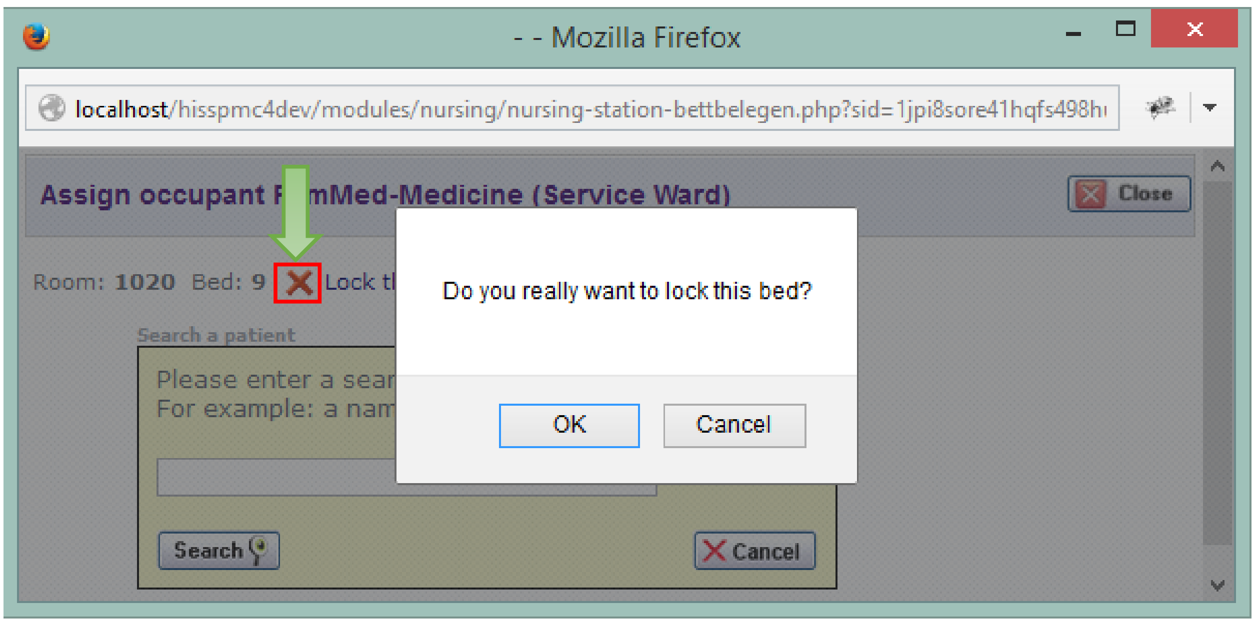


TO LOCK/UNLOCK BED

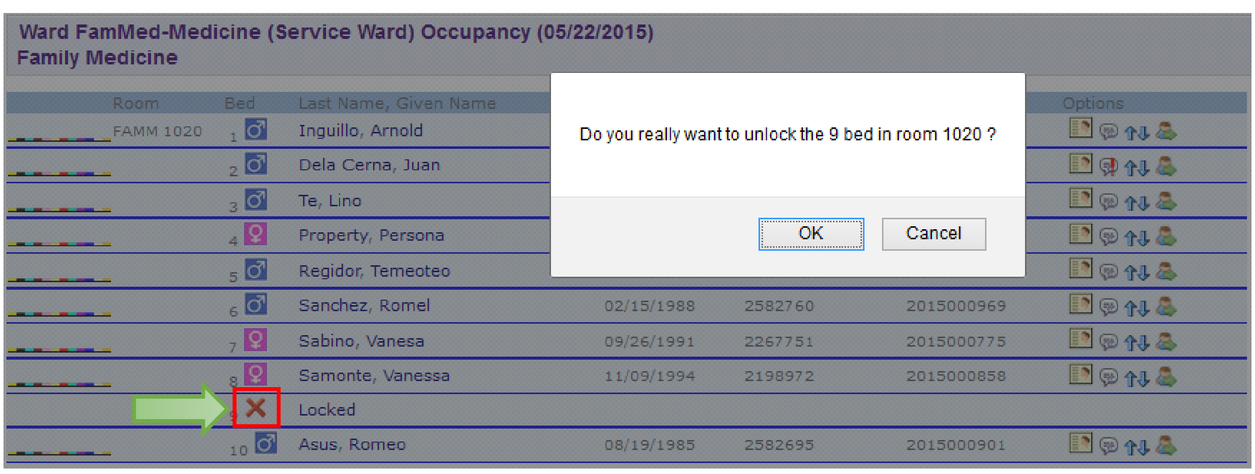
1. Click **'+'** icon to lock the bed and set its status as temporary unavailable. This will also reflect in admission data as 'Locked'. Only unassigned beds are enabled for locking.



2. Click **'X'** icon, and the system will prompt a confirmation input message. Click '**OK'** to proceed, else click '**Cancel'**



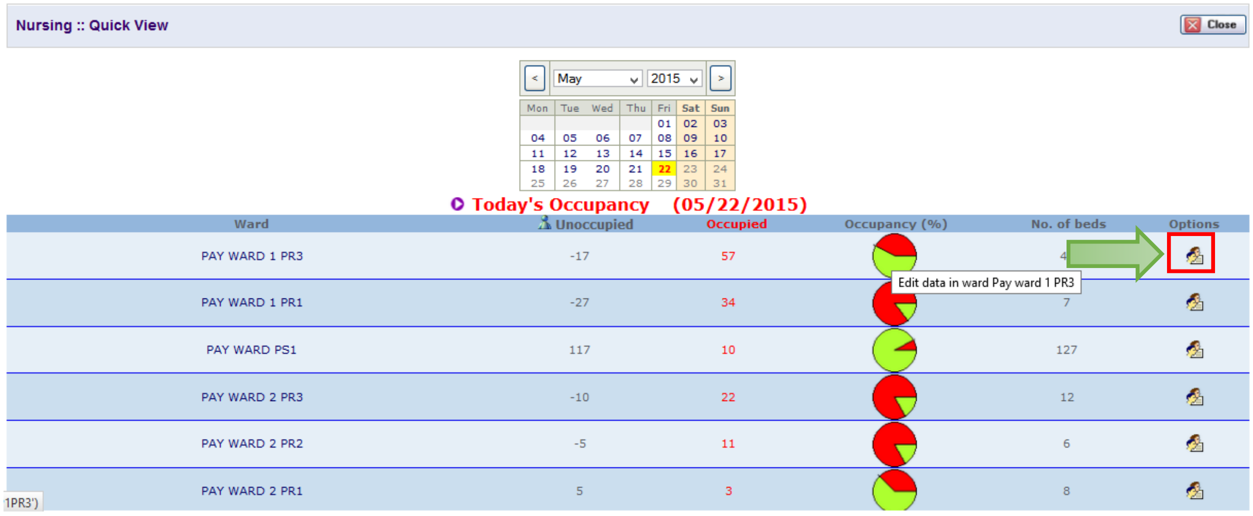
3. To unlock bed, click '**X'** icon from list of occupancy. The system will prompt a confirmation input message. Click '**OK'** to proceed, else click '**Cancel'**

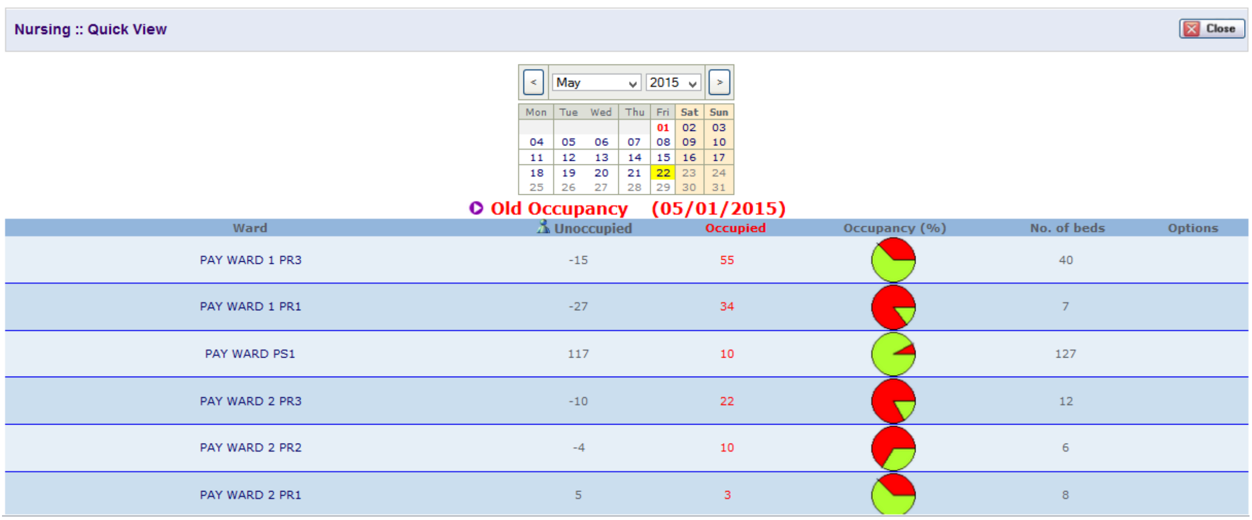


TO VIEW TODAY'S OCCUPANCY

1. Click '**Quick View'** from Menu Section
2. Set date from the calendar
3. Click link from Ward, Occupancy or '**Options'** to edit/view details

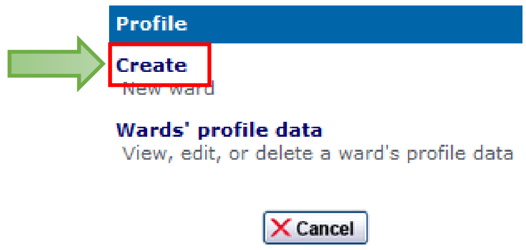
   Note: Only Today's Occupancy has the option to edit/view details



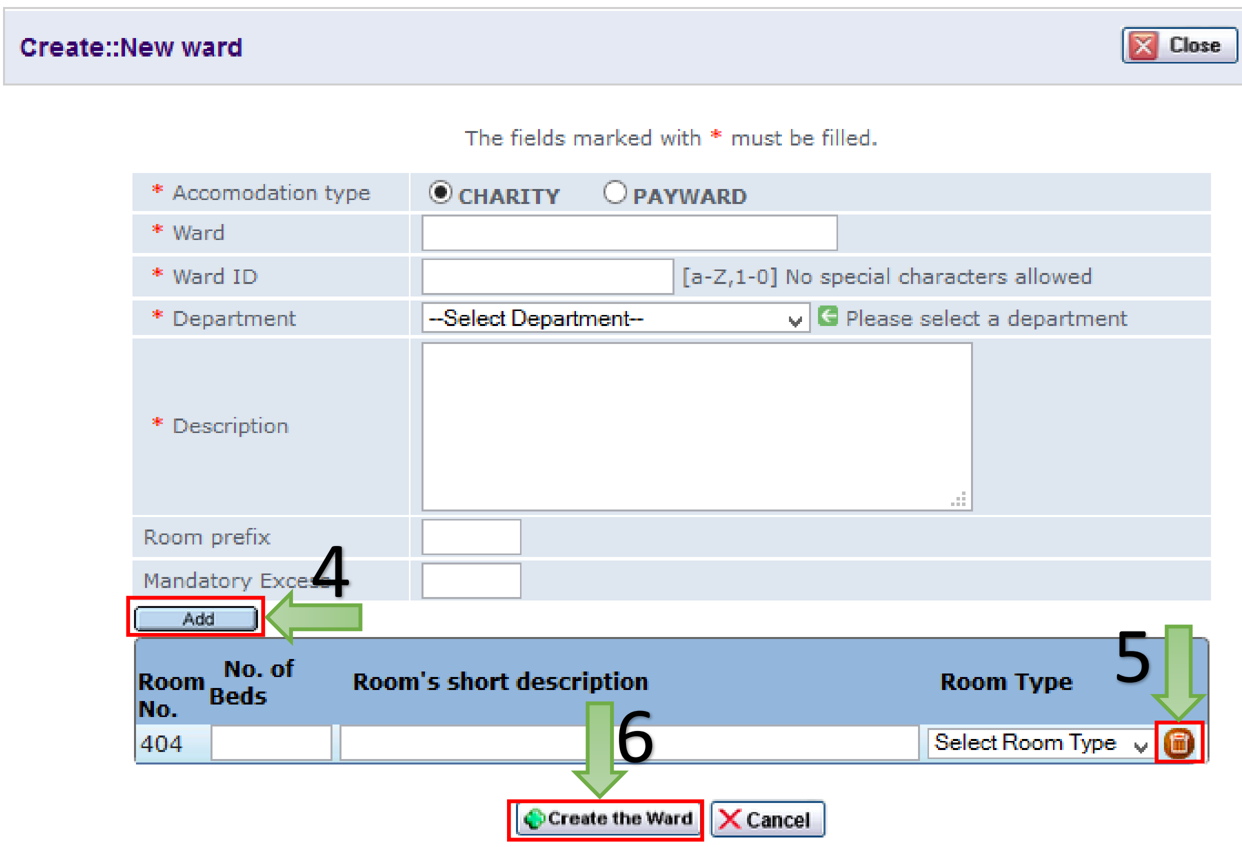


TO MANAGE WARD PROFILES

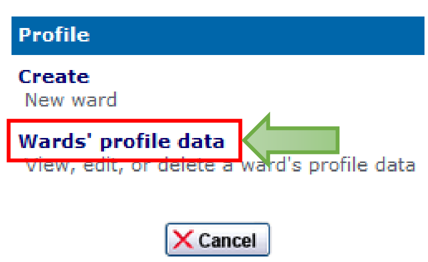
1. Click '**Ward Management'** from Menu Section
2. Click '**Create'** to create new ward



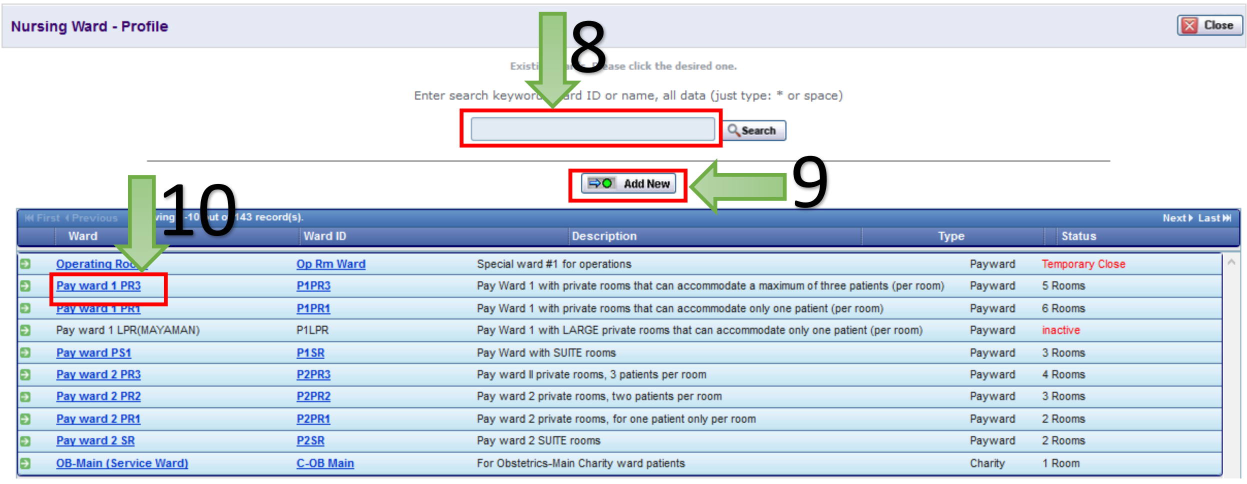
3. Input necessary details provided. Marked with red asterisk are mandatory fields
    a. Charity type accommodation falls to discount for Non-PHIC patients
    b. Mandatory Excess will set as excess to billing
4. Click '**Add'** button to add new room
5. Click '**Delete'** icon to remove added beds
6. Click '**Create the Ward'** button to submit data, else click 'Cancel'



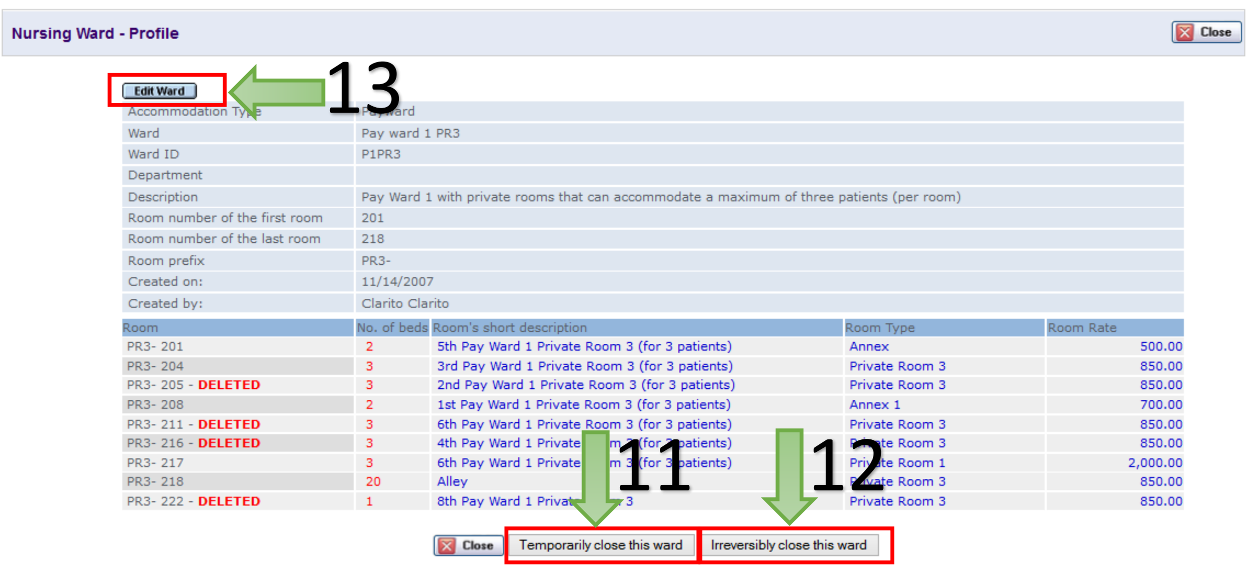
7. To edit ward, Click '**Wards' profile data'**



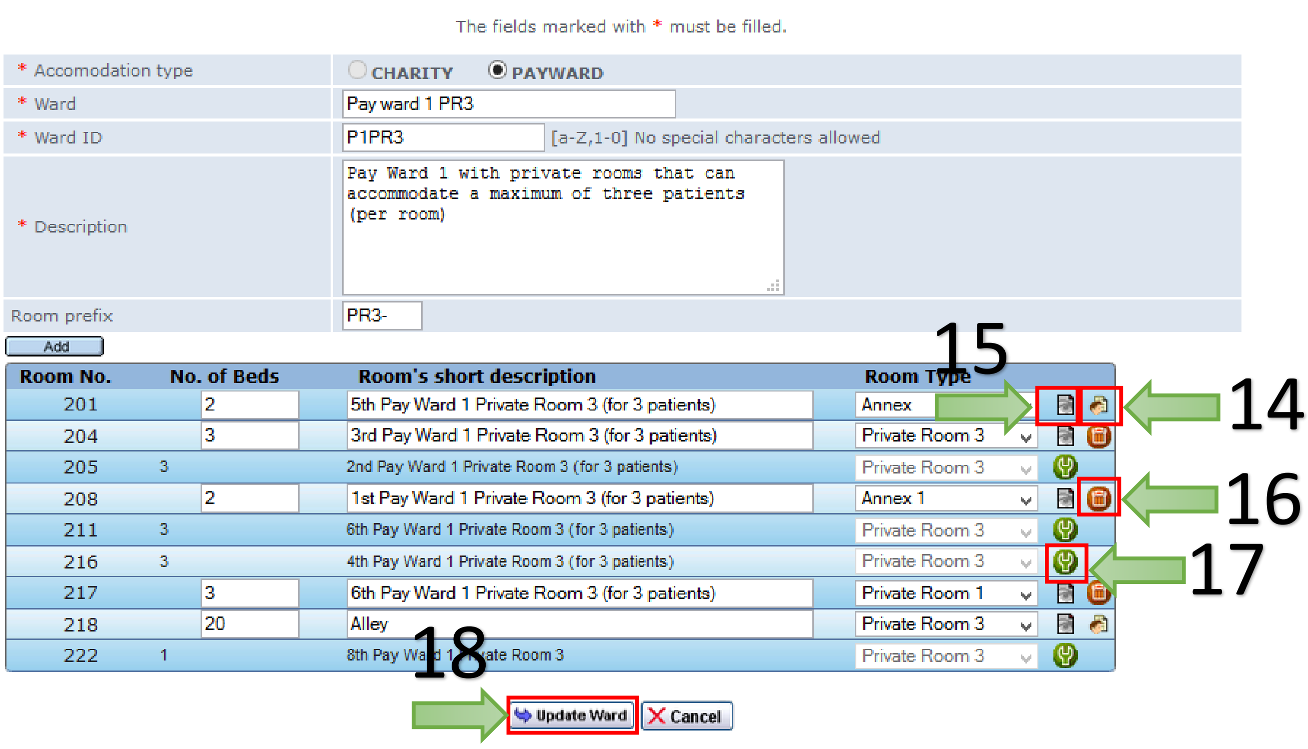
8. Write ward id or name from the textbox provided and the system will automatically filter the list
9. Click '**Add New'** button to create new ward
10. Click from the list of ward to view details



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



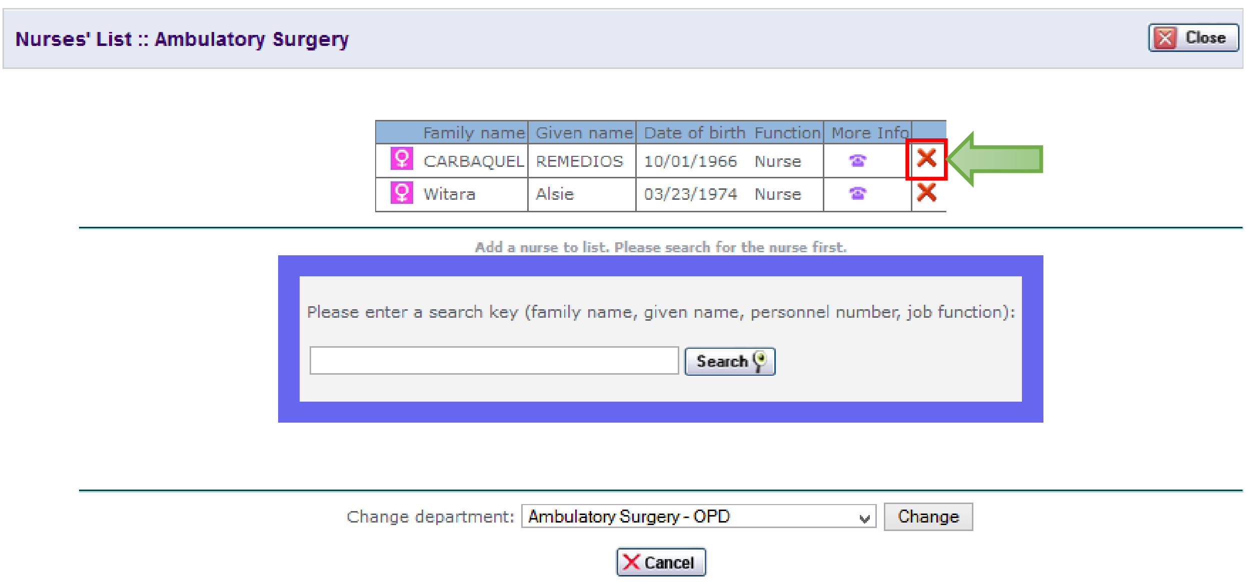
14. Rooms with patients associated has the **’Patient’** icon
15. Click ‘**Hide’** icon to hide the room from the ward
16. Click ‘**Delete’** icon to delete room from the ward
17. Click ‘**Status’** icon to change inactive room to active
18. Click ‘**Update** Ward’ to submit changes



TO 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



TO MANAGE DEPARTMENT FOR MISCELLANEOUS SERVICES

1. Click '**Miscellaneous Department Manager'** from the Menu Section
2. Enter item name in the textbox provided, the press enter key or '**Search'** button to search
3. Click '**Edit'** to view details

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