

# PERSONNEL HEALTH SERVICES GUIDE

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## PATIENT SERVICES

### SEARCH PATIENTS

1. Click **Search patients**.


1



Patient Services	
 <b>Search patients</b>	Search patient information
 <b>Advanced search</b>	Full-featured patient searching
 <b>Comprehensive</b>	Comprehensive patient information

2. Key in Health Record Number, Family Name, or Date of Birth on the textbox provided and Click '**Search**' button to view Employee information.

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

2

## ADVANCED SEARCH

1. Click **Advanced search**.

**1** →

Patient Services	
 Search patients	Search patient information
 <b>Advanced search</b>	Full-featured patient searching
 Comprehensive	Comprehensive patient information

2. For Advance search, Key in any information of the patient and Click **'Search'** button to view patient information.

**Person Registration - Advanced Search**

Search   **Advance Search**   Comprehensive Search   Consultation

Patient ID:

Registered By:

Registration Date:  [mm/dd/yyyy] to:  [mm/dd/yyyy]

Personal Details:

Family Name:

Given Name:

Middle Name:

Date of Birth:  [mm/dd/yyyy]

Place of Birth:


Sex: ☐ Male ☐ Female

Civil Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated

Religion:

Contact 1:

Address:

House No./Street:   Address Book

Barangay's Name:  -Not Provided-

Municipality/City's Name:  DAVAO CITY ZIP Code:  8000

Province's Name:  DAVAO DEL SUR

Region's Name:  Region XI

Family Background:

	First Name	Maiden Middle Name	Maiden Name	Last Name
Mother's Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father's Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Spouse's Name	<input type="text"/>			
Guardian's Name	<input type="text"/>			
Contact 2	<input type="text"/>			
Email	<input type="text"/>			

Other Personal Details:

Occupation:

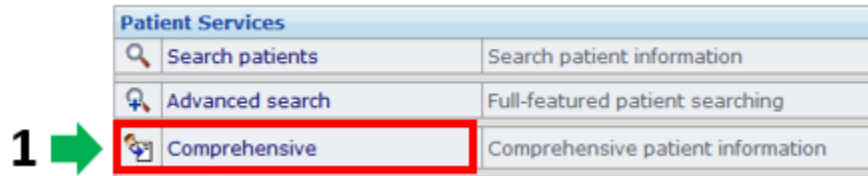
Country of Nationality:

SSS No.:

**2** → **Search**

## COMPREHENSIVE

1. Click **Comprehensive**.



2. Key in Health Record Number, Family Name, or Date of Birth on the textbox provided and click '**Search**' to view patient information.
3. Select patient type by choosing among the radio buttons.

A screenshot of a search interface. At the top, it says 'Enter a search key (Health Record Number, Family Name, or Date of Birth)'. Below this is a text input field with a red border. To the right of the input field is a 'Search' button with a magnifying glass icon. A green arrow with the number '2' points to the 'Search' button. Below the input field is the text 'Tips & tricks'. At the bottom, there are four radio buttons: 'All', 'ER', 'OPD', and 'IPD'. The 'OPD' radio button is selected. A green arrow with the number '3' points to the 'OPD' radio button.

Enter a search key (Health Record Number, Family Name, or Date of Birth).

Search

Tips & tricks

☐ All ☐ ER ☒ OPD ☐ IPD

## UPDATE DATA

1. Click **'Update Data'** to update patient's information.

Search

Advance Search

Comprehensive Search

Consultation

This person is currently on OPD Consultation.

HRN

3002414

Registration Date

01/26/2017

Registration Time

1:55 PM

Picture Preview

Options for this person

PHS Consultation

List of Case Nos.

Medical History

ICD 10 / ICPM

Change Status to Baby

Personal Details

Family Name

PRIMARY

Given Name

105

Date of Birth

01/01/1994

23.08 YEAR(S) OLD

Place of Birth

DAVAO CITY

Sex

FEMALE

Civil Status

SINGLE

Religion

ROMAN CATHOLIC

Address:

House No./Street:

Barangay's Name:

Municipality/City's Name:

Province's Name:

Region's Name:

NOT PROVIDED

DAVAO CITY

DAVAO DEL SUR

REGION XI

ZIP Code:

8000

Other Personal Details:

Occupation

INFORMATION TECHNOLOGY

Country of Nationality

PHILIPPINES

Registered By

Segworks Personnel







New Search

Update Data

1

2. To view other details, Click '**Show Details**'.
3. Click '**Save**' to confirm changes.



**Address:**


House No./Street	<input type="text"/>	
Barangay's Name	-Not Provided- 	
Municipality/City's Name	DAVAO CITY 	ZIP Code 8000 
Province's Name	DAVAO DEL SUR 	
Region's Name	Region XI 	



**Family Background:**

Father's Name	<input type="text"/>
Mother's Name	<input type="text"/>
Spouse's Name	<input type="text"/>
Guardian's Name	<input type="text"/>

**Other Personal Details:**

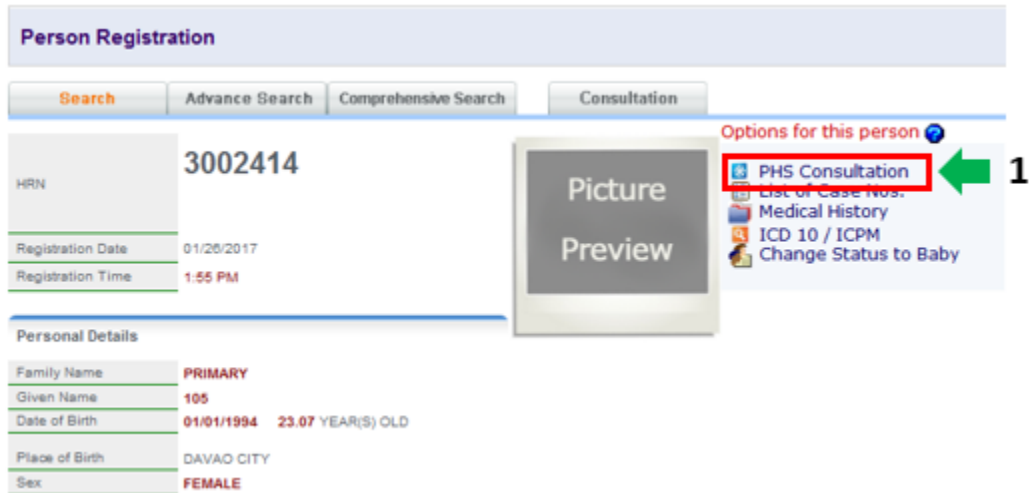
Occupation	Information Technology 
Country of Nationality	Philippines 

 **2**

 **3** 

## PHS CONSULTATION

1. Click 'PHS Consultation'.



The screenshot shows the 'Person Registration' interface. At the top, there are tabs for 'Search', 'Advance Search', 'Comprehensive Search', and 'Consultation'. The 'Search' tab is active, displaying the HRN '3002414', Registration Date '01/26/2017', and Registration Time '1:55 PM'. A 'Picture Preview' box is visible. On the right, the 'Options for this person' dropdown menu is open, showing 'PHS Consultation' (highlighted with a red box and a green arrow labeled '1'), 'List of Case Nos.', 'Medical History', 'ICD 10 / ICPM', and 'Change Status to Baby'. Below the dropdown, the 'Personal Details' section shows: Family Name 'PRIMARY', Given Name '105', Date of Birth '01/01/1994' (23.07 YEAR(S) OLD), Place of Birth 'DAVAO CITY', and Sex 'FEMALE'.

2. Fill out necessary and required (Marked as Red) fields. Click 'Save' if done.




The screenshot shows the registration form with the following fields and values:























- Vital Signs:** Blood Pressure (BP) [ ] / [ ] mm Hg, Resp. Rate (RR) [ ] br/m, Temperature (T) [ ] °C, Pulse Rate (PR) [ ] b/m, Weight (W) [ ] kg.
- Address:** NOT PROVIDED, DAVAO CITY 8000 DAVAO DEL SUR.
- Admission class:** PHS-OUTPATIENT.
- OR Number:** DMC PERSONNEL (PHS) (highlighted with a red box).
- Confidential:** ☐.
- Consulting Physician:** -Select a Doctor- (dropdown menu).
- Consulting Clinic:** -Select a Department- (dropdown menu) (highlighted with a red box).
- History of Smoking:** ☐ YES ☐ NO ☐ N/A.
- Alcohol Drinker:** ☐ YES ☐ NO ☐ N/A.
- Encoded By:** Segworks Personnel.
- Department:** Family Medicine.

At the bottom, there are three buttons: 'Save' (highlighted with a green arrow labeled '2'), 'Registration data', and 'Cancel'.

3. Displays' patient consultation data.

Consultation Data (201750000067)			
Search		Advance Search	
HRN	3002414		
Case Number	201750000067		
Bar Code			
Consultation Date:	01/27/2017		
Consultation Time:	8:00 PM		
Title:			
Family Name:	Primary		
Given Name:	105		
Age:	23 years	Sex:	Female
Date of Birth:	01/01/1994	Place of Birth:	Davao City
Occupation:	Information Technology	Religion:	Roman Catholic
Blood Group:	Not Indicated		
Vital Signs	Blood Pressure	<input type="text"/> / <input type="text"/>	Resp. Rate (RR) <input type="text"/>
	Temperature (T)	<input type="text"/>	Pulse Rate (PR) <input type="text"/>
	Weight (W)	<input type="text"/>	
Address:	NOT PROVIDED, DAVAO CITY 8000 DAVAO DEL SUR		
Admission class:	OUTPATIENT		
OR Number:	DMC PERSONNEL (PHS)		
Confidential:	NO		
Consulting Physician:	Dr. Doctor Segworks		
Consulting Clinic:	Family Medicine		
Area:			
History of Smoking:			
Alcohol Drinker:			
Encoded By:	Segworks Personnel		
Department:	Family Medicine		

Options for this person

-  Show Person Registration
-  Update Person Registration
-  DB Record's History
-  OPD Clinical Form Sheet
-  Vital Signs
-  Laboratory Results
-  Blood Bank Results
-  Radiology Results
-  Laboratory Request
-  Blood Bank Request
-  Radiology Request
-  Special Laboratory Request
-  Pharmacy Request (MG)
-  Refer/Transfer Department
-  Refer/Transfer to Other Hospitals
-  OR Request
-  Admit Patient
-  Cancel Consultation
-  Clinical Chart
-  Examinations
-  Transaction History
-  PHS Consultation

List of Case Nos.



## LIST OF CASE NOS.

1. Click 'List of Case Nos.'

Search   Advance Search   Comprehensive Search   Consultation

⚠ This person is currently on OPD Consultation.

HRN: **3002414**

Registration Date: 01/26/2017  
Registration Time: 1:55 PM

Picture Preview

Options for this person

- PHS Consultation
- List of Case Nos.**
- Medical History
- ICD 10 / ICPM
- Change Status to Baby

1

Personal Details

Family Name: **PRIMARY**  
Given Name: **105**  
Date of Birth: **01/01/1994** 23.08 YEAR(S) OLD  
Place of Birth: DAVAO CITY  
Sex: **FEMALE**  
Civil Status: SINGLE  
Religion: ROMAN CATHOLIC

Address:

House No./Street:  
Barangay's Name: NOT PROVIDED  
Municipality/City's Name: DAVAO CITY ZIP Code: 8000  
Province's Name: DAVAO DEL SUR  
Region's Name: REGION XI

2. To view Transaction details, click the appropriate Case No.

:: List of Case Nos. ⚠ This person is currently on OPD Consultation.

Registration No.: 3002414

Title:

Family Name: **Primary**

Given Name: **105**

Date of Birth: **01/01/1994**

Sex: Female

Blood Group:

Picture Preview

Options for this person

- PHS Consultation
- List of Case Nos.
- Medical History
- ICD 10 / ICPM
- Pregnancies
- Change Status to Baby

Date	Case No.	Admission Type	Department	Discharge date
✓ 01/27/2017 08:00PM	<b>201750000067</b>	Outpatient	Family Medicine	
01/26/2017 01:56PM	2017000121	patient	Family Medicine	01/27/2017

Registration data

Close


2

3. Displays' patient consultation data.

Consultation Data (201750132464)

Search

Advance Search

HRN	1049252		
Case Number	201750132464		
Bar Code			
Consultation Date:	04/19/2017		
Consultation Time:	08:40 AM		
Title:			
Family Name:	CARILLO		
Given Name:	REMEDIOS		
Middle Name:	AGUILAR		
Age:	40 years	Sex:	Female
Date of Birth:	02/15/1977	Place of Birth:	Davao City
Occupation:	Spmc Employee	Religion:	Catholic
Blood Group:	Not Indicated		
Vital Signs	Blood Pressure	<input type="text"/>	Resp. Rate (RR)
	Temperature (T)	<input type="text"/>	Pulse Rate

Picture Preview

Options for this person

Show Person Registration

Update Person Registration

DB Record's History

OPD Clinical Form Sheet

Vital Signs

Laboratory Results

Blood Bank Results

Radiology Results

Laboratory Request

Blood Bank Request

Radiology Request

Special Laboratory Request

Pharmacy Request (MG)

Refer/Transfer Department

Refer/Transfer to Other Hospitals

OR Request

Admit Patient

Cancel Consultation

Clinical Chart

Examinations

Transaction History

a


b

c

d

List of Case Nos.

a. Show Person Registration

HRN	<b>1049252</b>		<b>Options for this person</b> <a href="#">PHS Consultation</a> <a href="#">List of Case Nos.</a> <a href="#">Medical History</a> <a href="#">ICD 10 / ICPM</a> <a href="#">Change Status to Baby</a>
Registration Date	07/25/2008		
Registration Time	5:15 PM		

---

**Personal Details**

Family Name	<a href="#">CARILLO</a>
Given Name	<a href="#">REMEDIO S</a>
Middle Name	<a href="#">AGUILAR</a>
Date of Birth	<a href="#">02/16/1977</a> 40.18 YEAR(S) OLD
Place of Birth	DAVAO CITY
Sex	<a href="#">FEMALE</a>
Civil Status	<a href="#">MARRIED</a>
Religion	<a href="#">CATHOLIC</a>
Contact No.	<a href="#">N/A</a>

---

**Address:**



House No./Street:	BLK 5 LOT 23 CATALUNAN SOUTH POINTE HOMES, SITIO SAN PEDRO		
Barangay's Name:	CATALUNAN GRANDE		
Municipality/City's Name:	DAVAO CITY	ZIP Code:	8000
Province's Name:	DAVAO DEL SUR		
Region's Name:	REGION XI		


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**Family Background:**



Father's Name	<a href="#">ERNESTO</a>
Mother's Name	<a href="#">AMBROSIA</a>
Spouse's Name	<a href="#">REYNALDO</a>
Guardian's Name	<a href="#">N/A</a>


b. Update Person Registration

HRN	1049252	
Registration Date	07/25/2008	 (mm/dd/yyyy)
Registration Time	05:15	P.M.  (hh:mm)









**Personal Details**

* Family Name	CARILLO
* Given Name	REMEDIOS
Middle Name	AGUILAR
* Date of Birth	02/15/1977  [ mm/dd/yyyy] 40.18 year(s) old <input type="checkbox"/> Temp Birthday**
Place of Birth	DAVAO CITY
* Sex	<input type="radio"/> Male <input checked="" type="radio"/> Female
Civil Status	<input type="radio"/> Child <input type="radio"/> Single <input checked="" type="radio"/> Married <input type="radio"/> Divorced <input type="radio"/> Widowed <input type="radio"/> Separated
Religion	Catholic 
Contact No.	N/A

 ihomprens.jpg Take Picture!

Browse... No file selected.



**Address:**


House No./Street	BLK 5 LOT 23 CATALUNAN SOUTH POIN* 
Barangay's Name	CATALUNAN GRANDE 
Municipality/City's Name	DAVAO CITY 
Province's Name	DAVAO DEL SUR 
Region's Name	Region XI 
ZIP Code	8000 



**Family Background:**

Father's Name	ERNESTO
Mother's Name	AMBROSIA
Spouse's Name	REYNALDO
Guardian's Name	N/A

**Other Personal Details:**

Occupation	SPMC Employee 
Country of Nationality	Philippines 

Show Details 

 Save
 Reset Data

c. DB Record's History



d. OPD Clinical Form Sheet



Republic of the Philippines  
DEPARTMENT OF HEALTH  
**SOUTHERN PHILIPPINES MEDICAL CENTER**  
J.P. Laurel Bajada, Davao City  
**Outpatient Preventive Care Center Clinical Form**



SPMC-F-MRO-01A

Case No. : **201750132464** HRN : **1049252**  
Consultation Date and Time : **04/19/2017 08:40 AM** Department : **FAMILY MEDICINE-PHS**

Last Name	First Name	Middle Name	Maiden Name
<b>CARILLO</b>	<b>REMEDIOS</b>	<b>AGUILAR</b>	

Age : 40 years old Sex : FEMALE Civil Status : MARRIED Contact Number N/A  
Address : BLK 5 LOT 23 CATALUNAN SOUTH POINTE HOMES, SITIO SAN PEDRO, CATALUNAN GRANDE,  
DAVAO CITY  
Country of Nationality : FILIPINO Religion : CATHOLIC Occupation : SPMC EMPLOYEE  
Birth Place : DAVAO CITY Birth Date : 02/15/1977

Name of Father : ERNESTO Name of Mother : AMBROSIA Name of Guardian : N/A  
Name of Spouse : REYNALDO Employer : MSS CLASS : CLASS D  
MSS NO.: 2009009189

OR Number : **DMC PERSONNEL (PHS)** Amount Paid : Php 0.00

History of Smoking : ☐ YES ☐ NO ☐ N/A

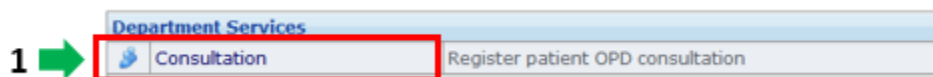
Alcohol Drinker : ☐ YES ☐ NO ☐ N/A

Registered By : Administrator

## DEPARTMENT SERVICES


### CONSULTATION




1. Click **Consultation**.



2. Search patient by entering 'case number, name, HRN or encounter date' on the textbox provided and click 'Search'.

A screenshot of the patient search interface. It features a 'Search' button and an 'Advance Search' tab. Below these is a text input field with a red border and a 'Search' button with a magnifying glass icon. A green arrow with the number '2' points to the 'Search' button. Below the input field are three radio buttons: 'All', 'Served', and 'Not Yet Served' (which is selected).

3. Click  to show data.

Case Number	Transaction Date	Clinic/Department	Sex	Family Name	Given Name	Middle Name	Date of Birth	Barangay	Muni/City	Options	To be Served
201750132464 PHS	04/19/2017 08:40 AM	FM-PHS	♀	CARILLO	REMEDIOS	AGUILAR	02/15/1977	CATALUNAN GRANDE	DAVAO CITY		<input type="checkbox"/>
201750028076 PHS	01/24/2017 10:15 AM	FM-PHS	♀	CARILLO	REMEDIOS	AGUILAR	02/15/1977	CATALUNAN GRANDE	DAVAO CITY		<input type="checkbox"/>
201650336453 PHS	11/21/2016 08:10 AM	FM-PHS	♀	CARILLO	REMEDIOS	AGUILAR	02/15/1977	CATALUNAN GRANDE	DAVAO CITY		<input type="checkbox"/>

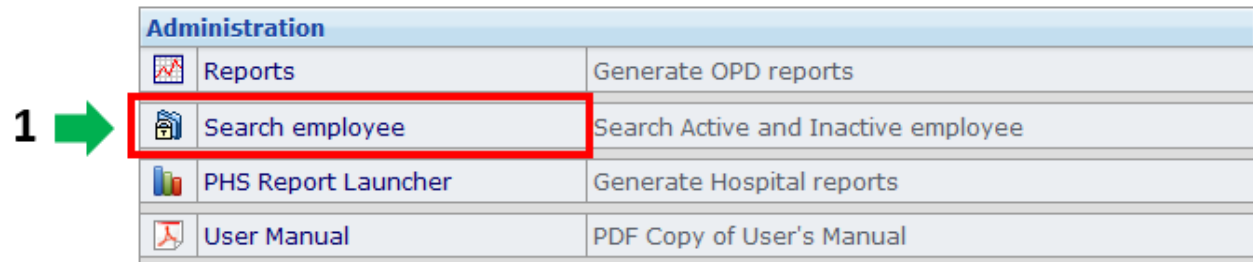
4. Displays patients' Consultation data and enables options.



## ADMINISTRATION


### SEARCH EMPLOYEE

1. Click **Search employee**.




2. Key in employee details (HRN, first name, or family name) on the textbox provided and click 'Search'.






Enter search keyword: e.g. HRN, first name, or family name.:

Search 

**2** →

3. Only Active Employees will be listed below. Select  to view personal details.




The search found **5** relevant data. Showing 1 to 5.

HRN No	Sex	Family Name	Given Name	Date of Birth	ZIP Code	Status	Options
1083055	♀	UY	ROSALIE	04/12/1971		ACTIVE	
1154196	♀	UY	SUSAN	06/06/1959		ACTIVE	
1443320	♀	UY	MARJORIE KRISTINE	10/08/1982		INACTIVE	
1532882	♀	UY	VANESSA	06/13/1984		ACTIVE	
2000288	♂	Uy	Romulo	00/00/0000		ACTIVE	








4. To add dependents under employee, Click '**Dependents**'.

**Person is currently employed**

Employee No. :	101770	
		
HRN No :	1083055	
Title :		
Family Name :	UY	
Given Name :	ROSALIE	
Date of Birth :	04/12/1971	
Sex :	Female	
Address :	ROSALINA VILLAGE, BALIOK DAVAO CITY 8000 DAVAO DEL SUR	
Short ID :	G1083055	
Job Function :	Staff	
Position :		
RIS ID:		
List of Ward:	<div>Cnt : 0 Ward</div> <div>Ward list is currently empty...</div>	
List of Inventory Area:	<div>Cnt : 0 Inventory Area</div> <div>Inventory area list is currently empty...</div>	
Category Type :		
ID Number :		
Biometric Number :		
Other Title :		
License No. :		
TIN :		
Department/Unit :		
Date of joining :	11/16/2009	
Date of Exit :		
Remarks :		
Contract Start :	11/16/2009	
Contract End :		
No. of Dependents :	1	
Recorded by :	Administrator	
Modified by :		
Signature :		

Options for this employee

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

4

5. A window (Dependents) will prompt for processing. Click **'Add Dependent'** to add and show active beneficiaries under the employee.

5 →

Person Registration :: Dependents

Close

Personal Information

Name: UY, ROSALIE RAMOS Age: 45 years old

Hospital No.: 1083055 Sex: FEMALE

Member ID: Civil Status: MARRIED

Address: ROSALINA VILLAGE, BALIOK, DUMOY, DAVAO CITY Membership Date: Covered Date:

Add Dependent Empty list Cancel

Cnt	HRN	Dependents	Relationship	Bdate	Age	Sex	Civil Status
-----	-----	------------	--------------	-------	-----	-----	--------------

Remarks:

Actions Remarks

6. Search patient by typing initials (Last name, First Name) or Hospital Record Number (HRN). Click **'Select'** if identified.

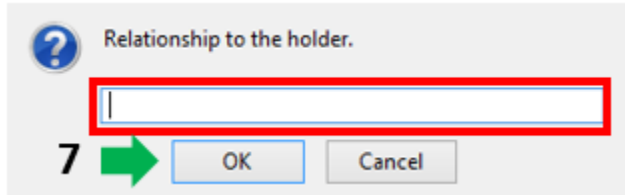
Add dependents

Search person: AS,AS Search

Showing 1-10 out of 29 record(s)

HRN	Sex	Lastname	Firstname	Middlename	Date of Birth	Age	Select
3001649	♂	ASA	ASA		1990-11-12	26 years	Select
1539149	♂	ASAMUDIN	ASHRAF	BADING	1974-04-14	42 years	Select
3000535	♂	ASAS	ASAS		2016-04-06	9 months 21 days	Select
3002270	♂	ASAS	ASAS		2005-01-03	12 years	Select
2580924	♂	ASD	ASD		3333-11-22	-1316 year	Select
2700177	♀	ASD	ASDAS	X	2015-12-11	1 year	Select
2700176	♂	ASD	ASDASDASDAS		2015-12-11	1 year	Select
2700170	♂	ASDA	ASDA		2015-12-11	1 year	Select
2581327	♀	ASDA	ASDASD		2014-09-02	2 years	Select
2581766	♂	ASDAD	ASDAAA		2014-10-06	2 years	Select

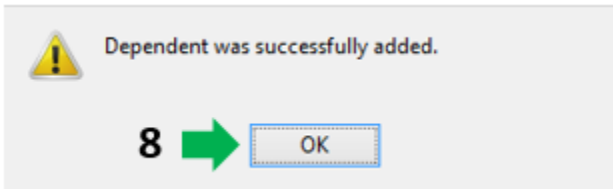
7. Enter Relationship between employee and patient on the textbox provided. Click '**OK**'.



Relationship to the holder.

7 → OK Cancel

8. A window will prompt for confirmation.

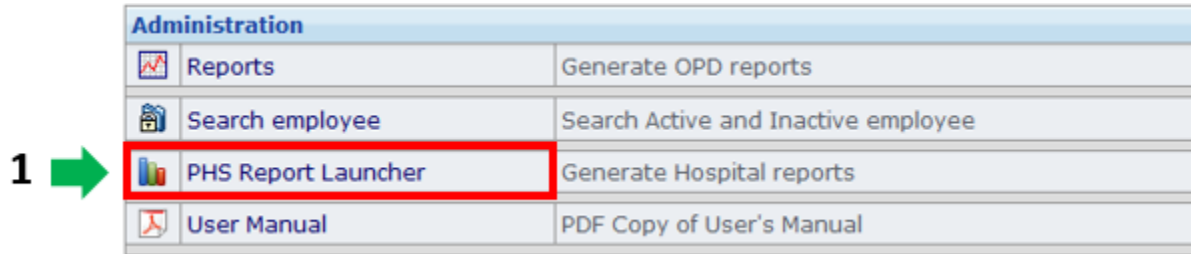


Dependent was successfully added.



8 → OK

## PHS REPORT LAUNCHER

1. Click **PHS Report Launcher**.



2. Set '**Category**' if necessary and provide '**Period**' date.

3. Select  to download or view report as Microsoft Excel.
4. Select  to download or review report as PDF file.

