# **ADMISSION DEPARTMENT USER GUIDE**

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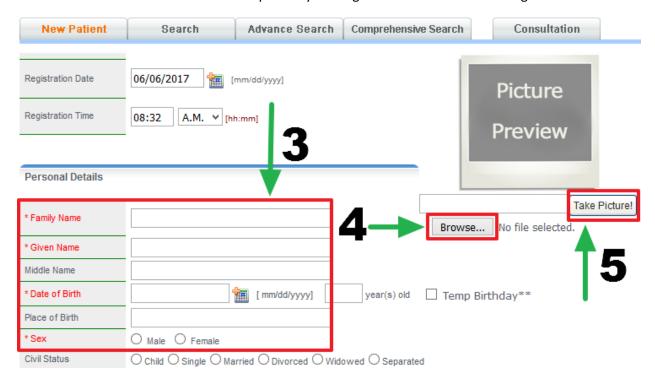
#### ADMITTING DEPARTMENT

#### **REGISTER PATIENT**

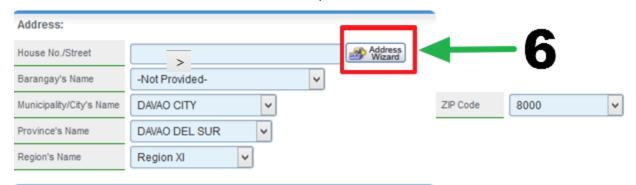
- 1. To register click **ADMISSION** menu.
- 2. Click **REGISTER PATIENT** service.



- 3. Encode patient information on the text boxes. All fields with marked red asterisk (\*) are mandatory.
- 4. You can upload photo by clicking the **BROWSE** button and choose your desired picture.
- 5. You can also take a new photo by clicking **TAKE PICTURE** button using a web cam.



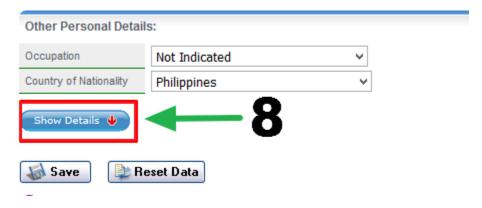
6. Click the **Address Wizard** to locate patient address.



7. Since we selected the Region XI; all the Barangay, Municipality/City, Province and Zip code will be inside the Address Wizard. Ones you already found the correct location just button. click this



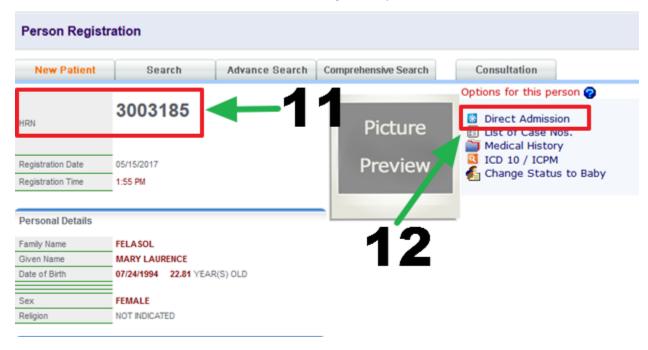
8. Click **SHOW DETAILS** button to add other patient info.



- 9. When finished, click SAVE.
- 10. If data entered is incorrect, and you want to clear the fields, click **RESET DATA**.



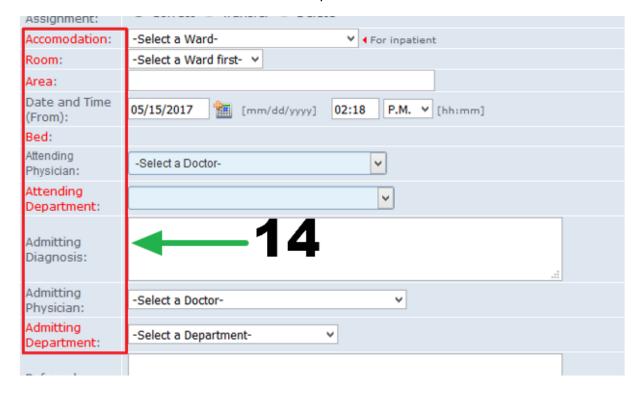
- 11. After saving, it will generate automatically the patient Health Record Number (HRN).
- 12. Click **DIRECT ADMISSION** to admit registered patient.



13. You will notice that the patient is not yet admitted if there's no case number is generated.



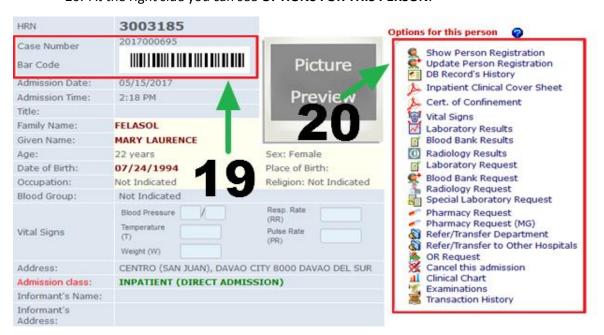
14. Scrolldown and fill in all mandatory fields which indicated as red font color.



- 15. Click required fields to admit the patient.
- 16. Click **SAVE** to save patient data.
- 17. Click **REGISTRATION DATA** to view patient registration.
- 18. Click **CANCEL** to abandon patient admission.



- 19. Upon saving, it will generate automatically the patient's CASE NUMBER.
- 20. At the right side you can see **OPTIONS FOR THIS PERSON**.



21. Click INPATIENT CLINICAL COVER SHEET option to view patient's chart.

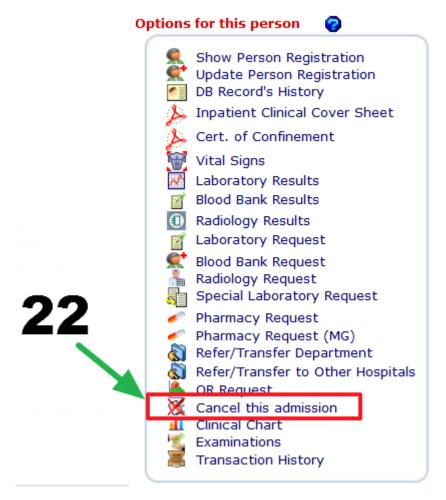


Republic of the Philippines

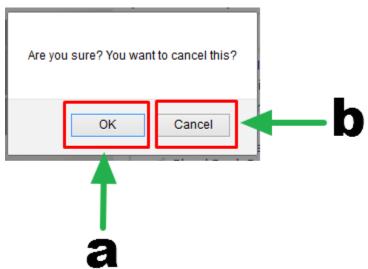
a. Upon hitting the **CLINICAL COVER SHEET**, the patient's chart will display.

	SOUTHERN PHILIPPINE		270
<b>100</b>	J.P. Laurel Bajada Clinical Cov		
			SPMC-F-MRI-01A
IRN: 3003185	Case No.: 20170		OBANN Room 1
Last Name FELASOL	First Name MARY LAURENCE	Middle Na	me
	LAURENCE		
Age: 22 years old Address: CENTRO (SAN J		ivil Status :	Contact No. :
Country of Nationality : FILIPINO	Religion: NOT INDICATED	Occupation : NOT INDICATED	
Birth Place :	Birth Date : 07/24/1994	Department : DERMATOLOGY	
lame of Father:	Name of Mother:		ame of Guardian :
ame or ramer.	value of Mobiles .		ine or obsidant.
lame of Spouse :	MSS CLASS:		
nformant's Name :	Relation to Patient	t:	
Principal Diagnosis:			
Other Diagnosis:			
Operations :			
lote: Always Indicate diagnosis.	procedure in order of importance, also	) Indicate if procedure is Minor/N	fajor.
Result	Disposition	Admission Date	2/Time
] Recovered [ ] Died ] Improved [ ] Autop: ] Unimproved [ ] No Au	[ ] Discharged [ ] At sy	Discharge Date	17 2:18 PM e/Time
I ha	ave reviewed this record and found	I it to be accurate and comple	ete.
HUMB MARK		DR HANNA JIIN	IKY C. ABRAGAN
	ormant / Patient's Signature	ATTENDING F	
ffectivity : September 1, 2014	Revis	ion : 1	Page 1 of 1

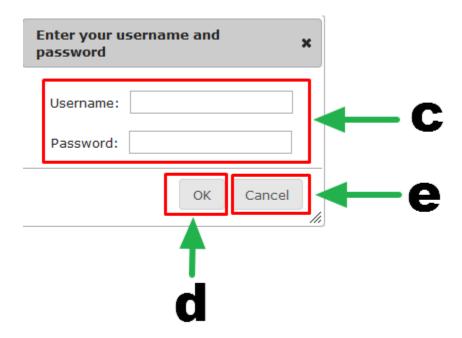
22. To cancel admission click CANCEL THIS ADMISSION option. Confirmation window will appear upon hitting this option.



- a. To cancel admission, click **OK**.
- b. Click **CANCEL** to close the window.



- c. Another window will appear requiring to encode your USERNAME and PASSWORD upon proceeding to cancellation of admission.
- d. Click **OK** once your sure to cancel the admission.
- e. Else click **CANCEL** to abandon the option and close the window.



#### **REGISTER NEW BORN**

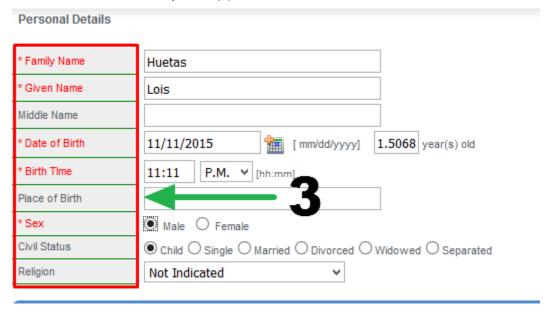
1. To register click **REGISTER NEW BORN** 



- 2. There are two types of new born registration; Admitted baby and Well baby.
  - 2.1 Admitted baby is a new born that needs immediate attention because of some serious illness or infection.
  - 2.2 Well baby is a new born that delivered without any complications and can discharge anytime upon the advice of the doctor.



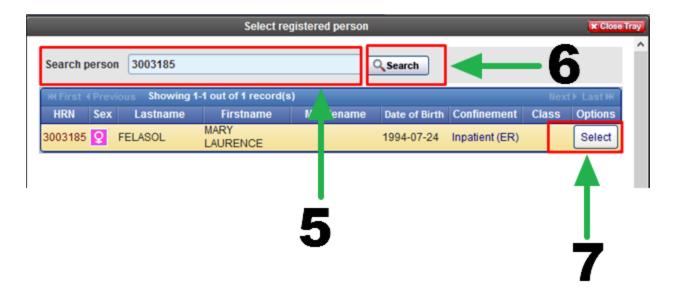
3. Fill in all mandatory fields (\*).



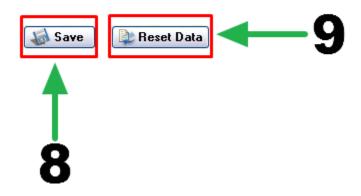
4. In case MOTHER'S NAME not available in the text box, just click SEARCH button.



- 5. Input MOTHER'S HRN.
- 6. Click **SEARCH** button.
- 7. Click this Select button to automatically display MOTHER'S INFORMATION.



- 8. To save the data of new born, click **SAVE**.
- 9. If data entered is incorrect and you want to clear the fields, click **RESET DATA**.



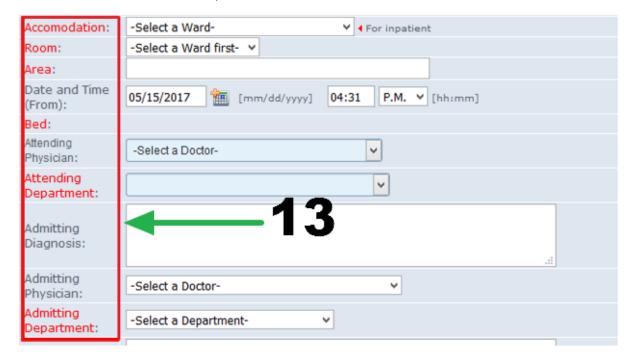
- 10. After saving, HRN will automatically generated.
- 11. To admit patient click **DIRECT ADMISSION**.



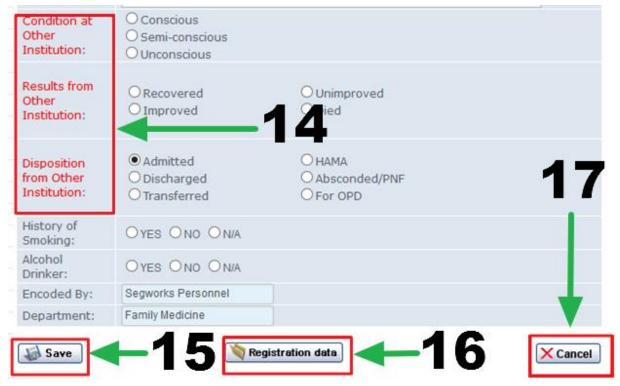
12. You will notice that the patient is not yet admitted if there's no case number is generated.



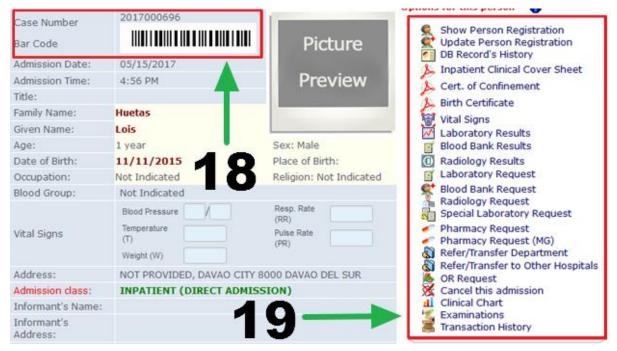
13. Fill in all the required fields.



- 14. Choose and click mandatory fields.
- 15. Click **SAVE** to admit and save patient's data.
- 16. Click **REGISTRATION DATA** to view patient's information.
- 17. Click **CANCEL** to abandon the admission.



- 18. Upon saving, CASE NUMBER will be generated.
- 19. List of options for this person will be now appear on the right side upon admitting.



20. Click INPATIENT CLINICAL COVER SHEET to view patient's chart.



a. Upon hitting the **CLINICAL COVER SHEET**, the patient's chart will display.

Republic of the Philippines DEPARTMENT OF HEALTH SOUTHERN PHILIPPINES MEDICAL CENTER J.P. Laurel Bajada, Davao City Clinical Cover Sheet				
HRN: 3003186	Case No.: 201	7000696 m	SPMC-F-MRI-01 C-ENT-HNS Room 1012	
Last Name HUETAS	First Name		Middle Name	
Age: 1 year old Address: DAVAO CITY	Sex: MALE	Civil Status : CHILD		
Country of Nationality : FILIPINO Birth Place :	Religion : NOT INDICATED Birth Date : 11/11/2015	Occupation NOT INDIC Departmen ENT-HNS	CATED	
Name of Father :	Name of Moth	er: ENCE FELASOL	Name of Guardian :	
Name of Spouse :	MSS CLASS			
Informant's Name :	Relation to Pa	itient :		
Admitting Clerk: SEGWORN Admitting Diagnosis:				
Admitting Clerk: SEGWORN Admitting Diagnosis:				
Admitting Dr. : DR.LUZVIL Admitting Clerk: SEGWORN Admitting Diagnosis:  Principal Diagnosis:  Other Diagnosis:				
Admitting Clerk: SEGWORN Admitting Diagnosis: Principal Diagnosis:				
Admitting Clerk: SEGWORN Admitting Diagnosis:  Principal Diagnosis:  Other Diagnosis:  Operations:  Note: Always Indicate diagnosis	(S PERSONNEL		_	
Admitting Clerk: SEGWORN Admitting Diagnosis:  Principal Diagnosis:  Other Diagnosis:  Operations:	Uprocedure in order of importance   Disposition   Discharged     Transferred	Adm Absconded	re is Minor/Major. nission Date/Time 05/15/2017 4:56 PM harge Date/Time	
Admitting Clerk: SEGWORN Admitting Diagnosis:  Principal Diagnosis:  Other Diagnosis:  Operations:  Note: Always indicate diagnosis Result [ ] Recovered [ ] Died [ ] Improved [ ] Autop [ ] Unimproved [ ] No Au	Uprocedure in order of importance   Disposition   Discharged     Transferred	] Absconded Disc	nission Date/Time 05/15/2017 4:56 PM harge Date/Time	

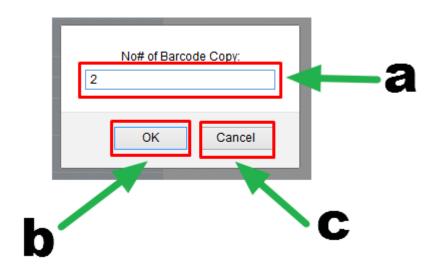
21. To update patient's data, click **UPDATE DATA** button.



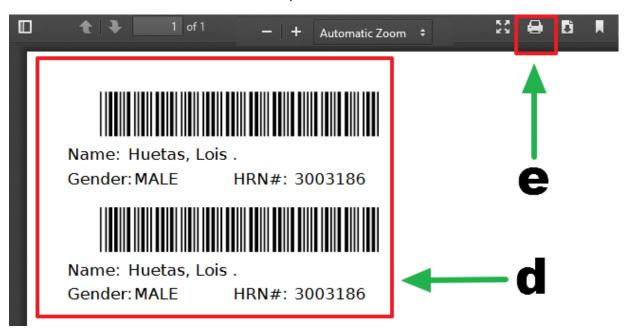
22. To print patient's barcode labels, click **BARCODE LABELS** tab.



- Input **number** of barcode copy. a.
- b. Click **OK** to continue.
- Click **CANCEL** to abandon printing. c.



- d. Upon hitting OK to proceed for printing, a printable patient's barcode will appear with its HRN.
- e. Click this icon to print barcode labels.



23. To print of patient's wristband, click **MAKE WRISTBANDS** tab.



- a. Patient's wristband shows patient's name, gender, age, date of admission and HRN.
- b. Click this icon to print.



24. To print patient's barcode sticker, click **BARCODE STICKER** tab.



- Patient's barcode sticker shows patient's name and its case number. a.
- Click this icon to print. b.



#### **SEARCH PATIENT**

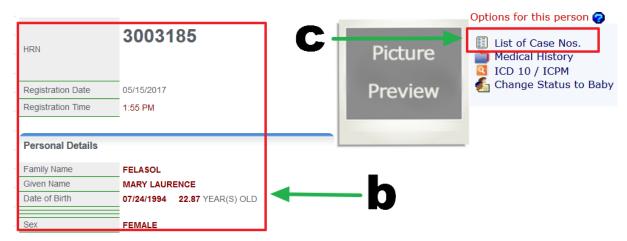
1. To search registered patient, click **SEARCH PATIENT**.



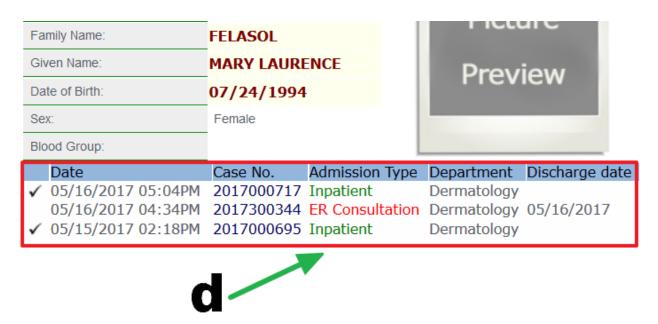
- 2. Input patient HRN, FAMILY NAME or DATE OF BIRTH.
  - a. Click **SEARCH** button to search the patient.



- b. Patient's personal information appears.
- c. To view patient's encounter, click **LIST OF CASE NUMBERS** option.



d. Patient's list of encounters will be shown in details upon hitting the LIST OF CASE NUMBERS.

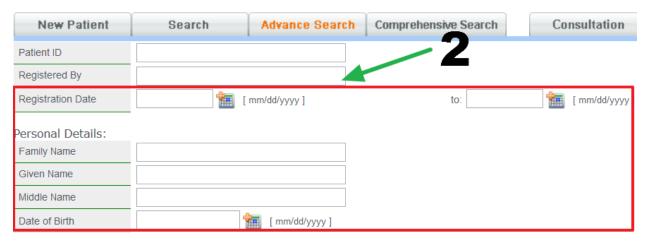


#### **ADVANCED SEARCH**

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



2. You can use all the fields that you are one thing sure about the patient's information. You can input the REGISTRATION DATE FROM and TO as well as the FAMILY NAME and GIVEN NAME.



a. Click SEARCH button.



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

**Sex Family Name Given Name Date of Birth** Barangay Muni/City ZIP Code ◆ Registration Date ♀ FELASOL LUCRECIA 09/25/1959 NOT PROVIDED DAVAO CITY 8000 972120 07/25/2008 ♀ FELASOL MARIA DANIELA 01/20/2001 DAVAO CITY 8000 1599965 07/25/2008 Pelasol Mary DAVAO CITY 8000 3003032♥Inpatient 04/17/2017 09/27/1994 NOT PROVIDED ♀ FELASOL MARY HAZEL 07/25/2008 07/09/1998 NOT PROVIDED DAVAO CITY 8000 1185913 FELASOL MARY LAURENCE 07/24/1994 CENTRO (SAN JUAN) DAVAO CITY 3003185♥Inpatient 05/15/2017 8000 o Felasol Marylois 04/18/2017 NOT PROVIDED DAVAO CITY 3003045♥Inpatient 04/18/2017 8000 o FELASOL RENIER 08/24/2007 BUHANGIN DAVAO CITY 8000 1603562 10/13/2008

#### **COMPREHENSIVE SEARCH**

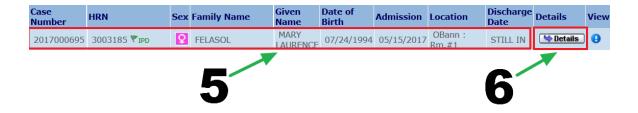
1. To search all the transaction of the patient under a certain department, click COMPREHENSIVE.



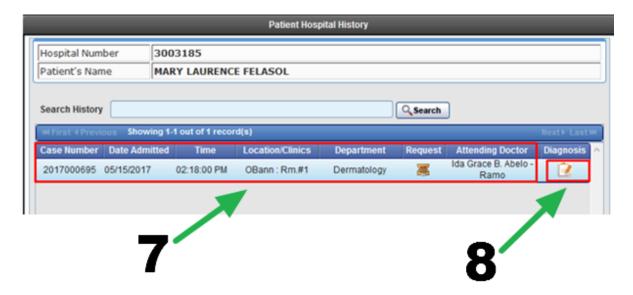
- 2. Input HRN, FAMILY NAME or DATE OF BIRTH of the patient.
- 3. Choose **department** by clicking radio button.
- 4. Click **SEARCH** button.



- 5. Searched patient will display.
- 6. Click this **button** to show patient hospital history.



- 7. Patient hospital history appears upon hitting the details.
- 8. Click this icon to view patient's diagnosis encounter.

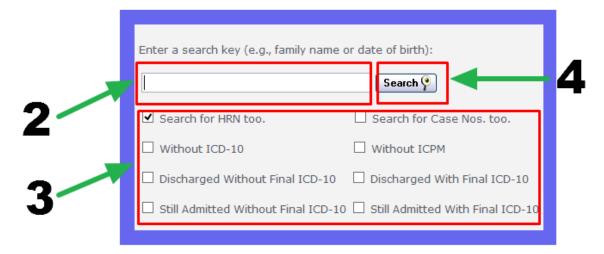


### ICD / ICPM

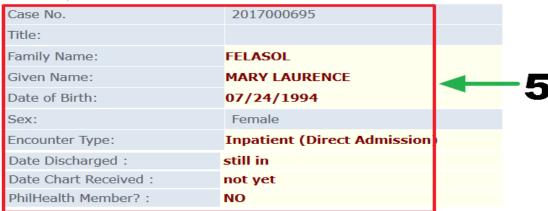
1. To create inpatient diagnosis and discharge patient, click ICD/ICPM



- 2. Input FAMILY NAME or DATE OF BIRTH.
- 3. Select from the options to filter the result.
- 4. Click **SEARCH** button.

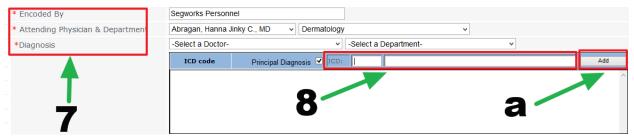


- 5. Patient's medical history.
- 6. Click this Enter new record button to create new diagnosis and discharge the patient at the same time.





- 7. Fill out the mandatory fields (\*).
- 8. To add diagnosis, enter diagnosis description.



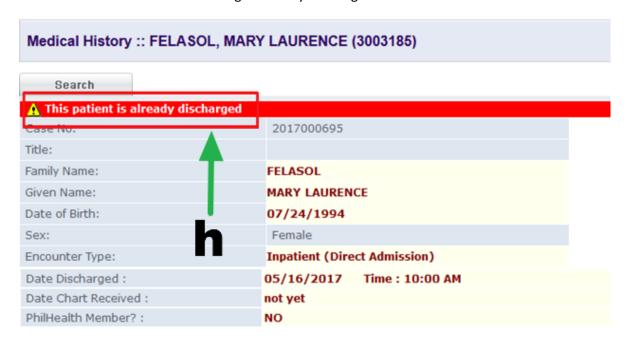
- a. Click ADD button to add the selected diagnosis.
- To remove diagnosis, click the button located at the right side, under the 'Add' button.



- c. Click this button to choose the result of the patient.
- d. Click this button to choose the **disposition**.
- e. Set the discharge date.
- Input discharge time.
- Click **SAVE & DISCHARGE** button to successfully discharge the patient.



h. Patient now tag as already discharged.



#### **MEDICAL CERTIFICATES**

1. Click **MEDICAL CERTIFICATES** service to create patients medical certificate.



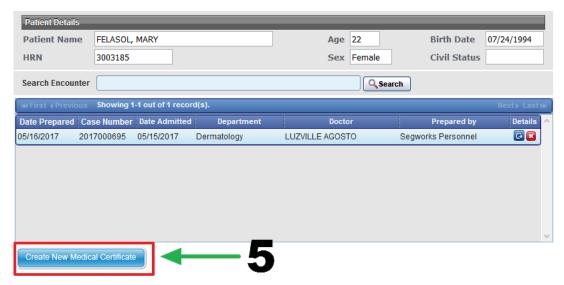
- 2. Input CASE NUMBER, NAME (last name, first name), or ENCOUNTER DATE to search patient.
- 3. Click **SEARCH** button.



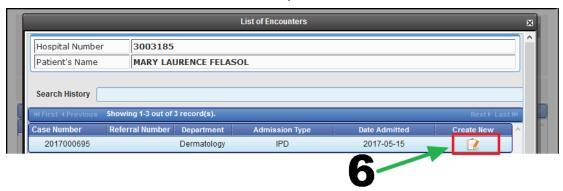
4. Click this **Select** button to redirect to the patient **Medical Certificate History**.



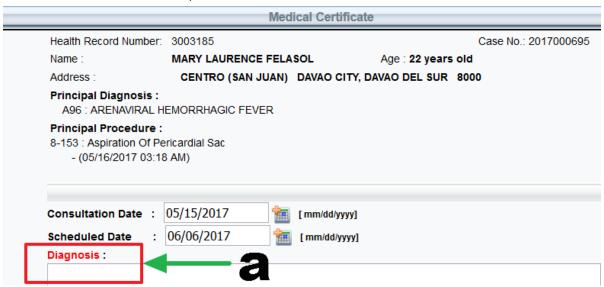
Click create new medical certificate to create new medical certificate



6. Click the icon to write details of patient.



a. Fill in all the required data.



b. Select **CERTIFICATE TYPE** if it's Medico legal or Non-Medico legal.



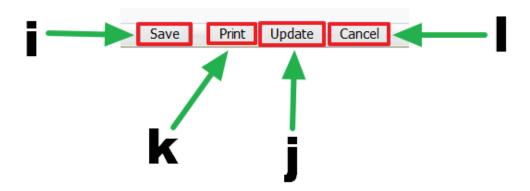
- c. If you select Medico legal you need to input the Place of Incident (POI).
- d. Input Date of signatory (DOI).
- e. Input Time of Incident (TOI).



- For the **Signatory**, it has two types. The Doctor or the Medico legal record officer.
- Select a doctor by clicking **CONSULTING/ATTENDING DOCTOR**.
- h. **Font size**, is for you to manipulate the size of the certificate you want to create.



- i. And click **SAVE** button to save medical certificate.
- j. Click **Update** button if you want to update the medical certificate.
- k. Click **Cancel** to return to the List of encounters.
- I. Click **Print** if you want to print the Medical Certificate.



#### m. Patient Medical Certificate.



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



HRN: CASE NO.: DATE:

#### MEDICAL CERTIFICATE

#### TO WHOM IT MAY CONCERN:

This is to certify that FELASOL, MARY LAURENCE, 22 years old, FEMALE, and a resident of , CENTRO (SAN JUAN), DAVAO CITY DAVAO DEL SUR was examined, treated , confined in this hospital on/from 05/15/2017 to 05/16/2017 with the following findings/diagnosis.

(chart/non-phic)

NOI: STAB WOUND POI: AGDAO ST. DAVAO CITY

TOI: 11:11 AM DOI: 05-01-2017

**FEVER** 

PROBABLE HEALING TIME WILL BE	DAYS BARRING COMPLICATIONS
[ML] ID No. 3003185	
	LUZVILLE AGOSTO, MD Attending Physician

Lic No. \_\_

Effectivity: October 1, 2013

NOT VALID WITHOUT SPMC SEAL

Encoded by : Segworks Personnel

SPMC-F-HIM-14

Revision: 0

#### **SEARCH EMPLOYEE**

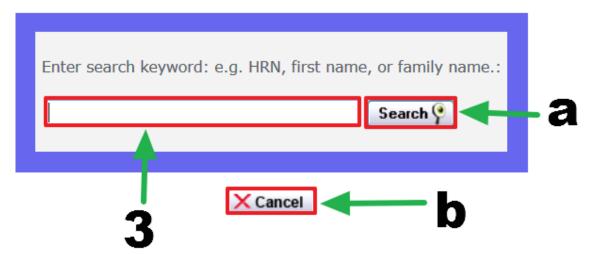
1. Click **ADMISSION** menu.



2. Click **SEARCH EMPLOYEE** service.



- 3. Input HRN, FIRST NAME, and FAMILY NAME of the employee.
  - a. Click **SEARCH** button to search employee.
  - b. Else click **CANCEL** button.



- 4. Searched employee will display and stated its status whether **ACTIVE** or **INACTIVE** in the company or hospital. Active status simply means he/she is currently employed while Inactive status is he/she no longer connected to the company or hospital.
- 5. Click this icon to view personnel's data.



6. Personnel's data.

# Person is currently employed



#### **ADMISSION REPORT LAUNCHER**

1. To view report for admission, click **ADMISSION REPORT LAUCHER.** 



- 2. Select **Category** of report through the drop down box.
- 3. Set the period of date **FROM** and **TO.**



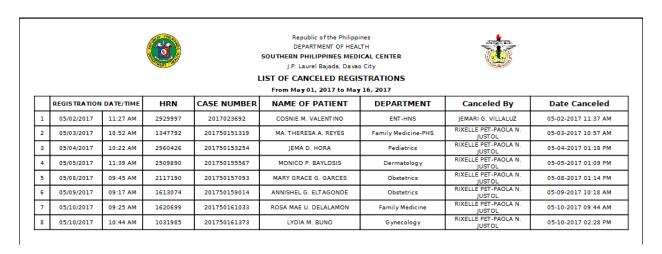
icon to view report in **PDF format**.



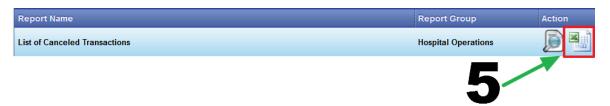
- a. Click the drop down box to select **PATIENT TYPE**.
- b. Click **GENERATE** button to generate the desired report.
- Else click **CANCEL** button.



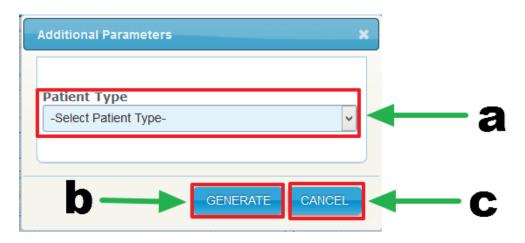
\*Report in **PDF** format.



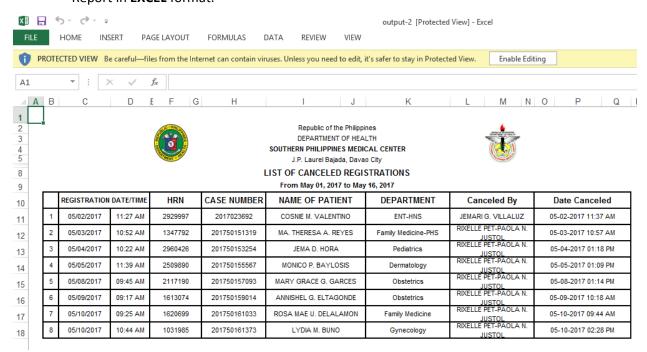
5. Click this icon to view report in **EXCEL FORMAT.** 



- a. Select PATIENT TYPE and select.
- b. Select **GENERATE** button to generate report.
- c. Select CANCEL button to cancel report.



\* Report in **EXCEL** format.

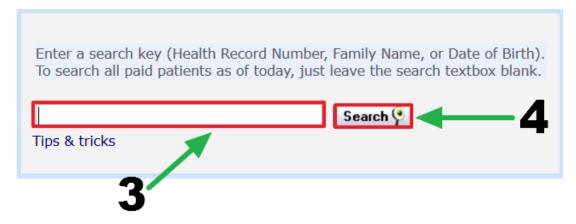


#### **ADMIT ER PATIENT**

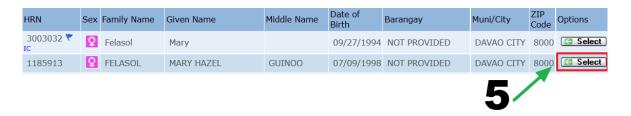
- 1. To admit ER patient, click **ER** menu at the left side of the page.
- 2. Click **SEARCH PATIENTS** service to search patient.



- 3. Input patient's HRN, FAMILY NAME, or DATE OF BIRTH.
- 4. Click **SEARCH** button.



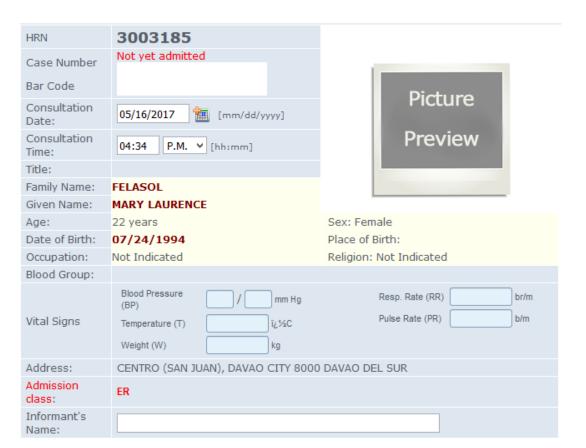
5. Click this **Select** button to view patient registration.



- 6. Patient information will display upon hitting the select button.
- Click **ER CONSULTATION** to add patient's consultation details.



8. Fill in all required fields (\*).



a. Click dropdown box to select **CONSULTING DOCTOR** and **CONSULTING DEPARTMENT.** 



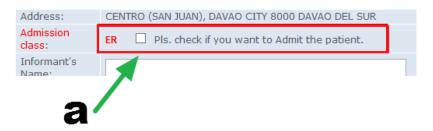
- To save ER encounter, click **SAVE** button.
- Click **REGISTRATION DATA** button to view patient's registration.
- d. Click **CANCEL** to abandon the encounter.



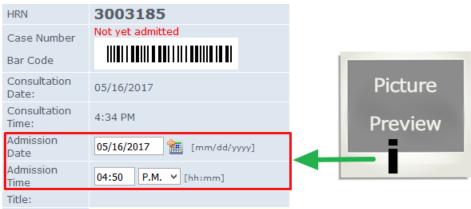
- 9. Case number is generated upon saving.
- 10. Click **ADMIT PATIENT** option to admit ER patient.



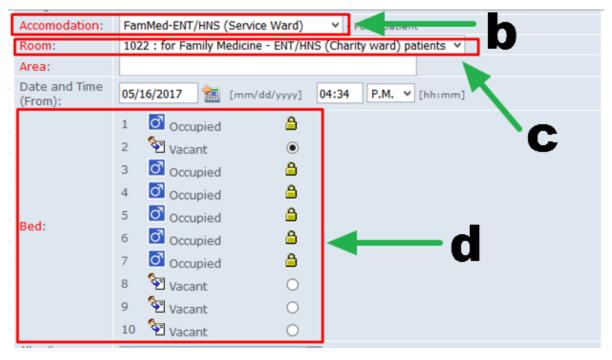
a. Click this box if you want to continue admitting ER patient.



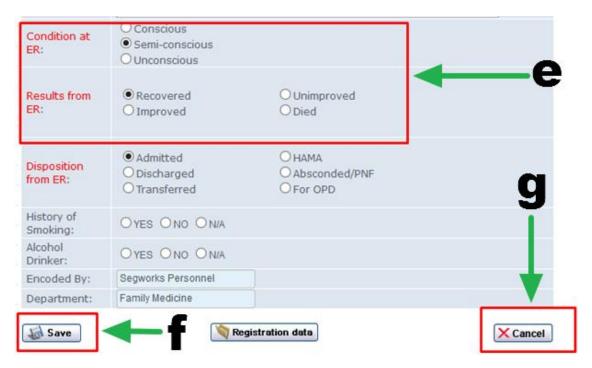
i. After checking the system will provide right away an **ADMISSION DATE** and TIME.



- Click dropdown box to select type of **ACCOMODATION**.
- Click dropdown box to select type of **ROOM**.
- d. Choose and click vacant BED.



- e. Choose ER CONDITION, RESULT and DISPOSITION of the patient.
- To admit the patient, click **SAVE** button.
- Click **CANCEL** to abandon patient admission.



- 11. Upon saving, admission data for ER patient is now served.
- **12.** To request and get some results refer to **options for this person.**

