HIS DOCTOR'S MODULE USER MANUAL (DOCTOR'S DASHBOARD)
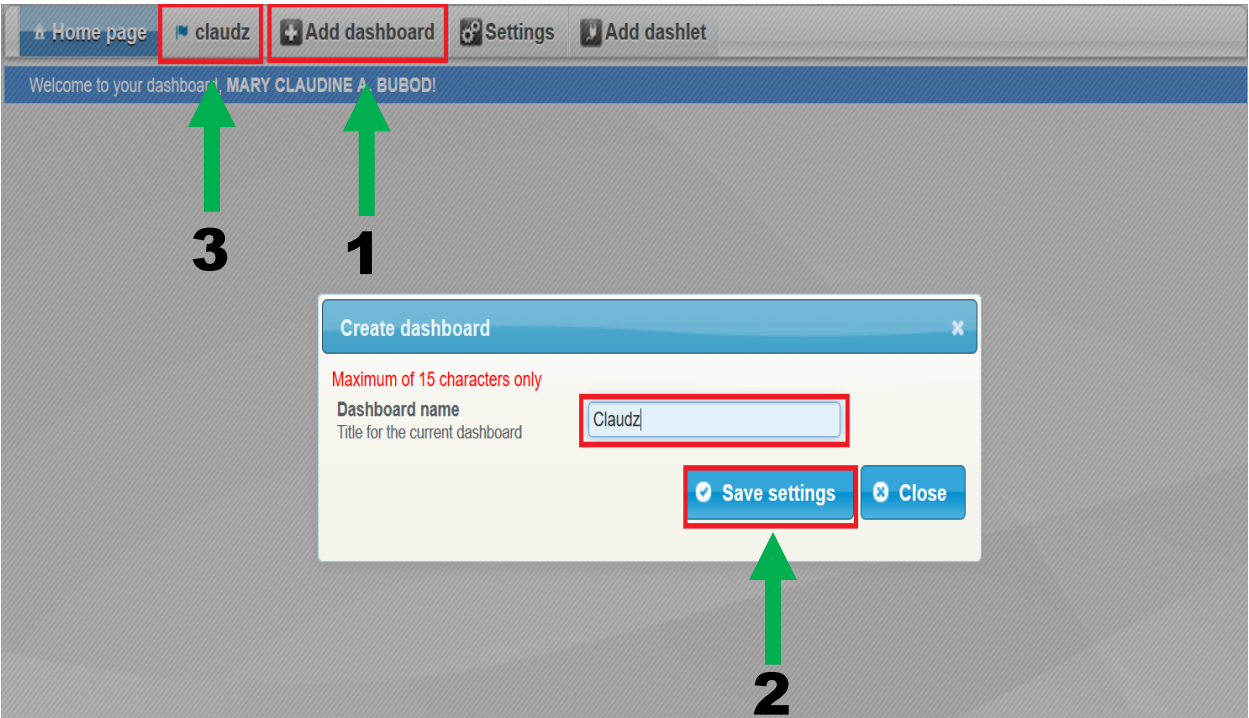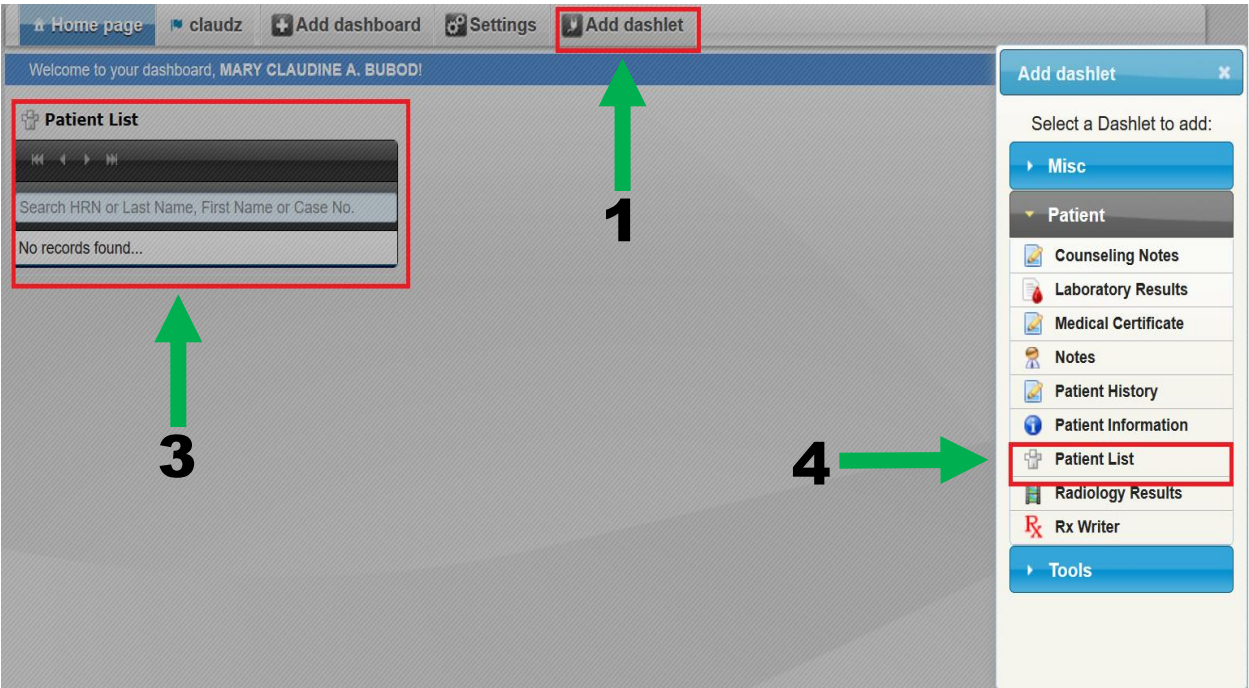
TABLE OF CONTENTS

CREATE DASHBOARD

1. Click on "**Add Dashboard**".
2. Input Dashboard's Name and Click "**Save Settings**"
3. Newly created dashboard will appear on the upper tab.

CREATE DASHLET

1. Click on "**Add Dashlet**"
2. A dashlet panel will appear; Select dashlet to add
3. Selected dashlet will display in your dashboard

SEARCH PATIENT

1. NOTE: '**Patient List**' dashlet is needed to be open on your dashboard
2. Input keyword (HRN or familyname, firstname) on the search box
3. Click '**Search**' button or hit enter key
4. Patient cases that satisfies the search key will be listed

v

VIEW PATIENT'S INFORMATION

1. NOTE: '**Patient List**' and '**Patient Information'** dashlets are needed to be open on your dashboard
2. Select the patient case from '**Patient List**' dashlet
3. '**Select**' button will be replaced to '**Active**' once clicked. This indicates that the patient was successfully selected
4. Patient's summary of information will be displayed in '**Patients Information**' dashlet
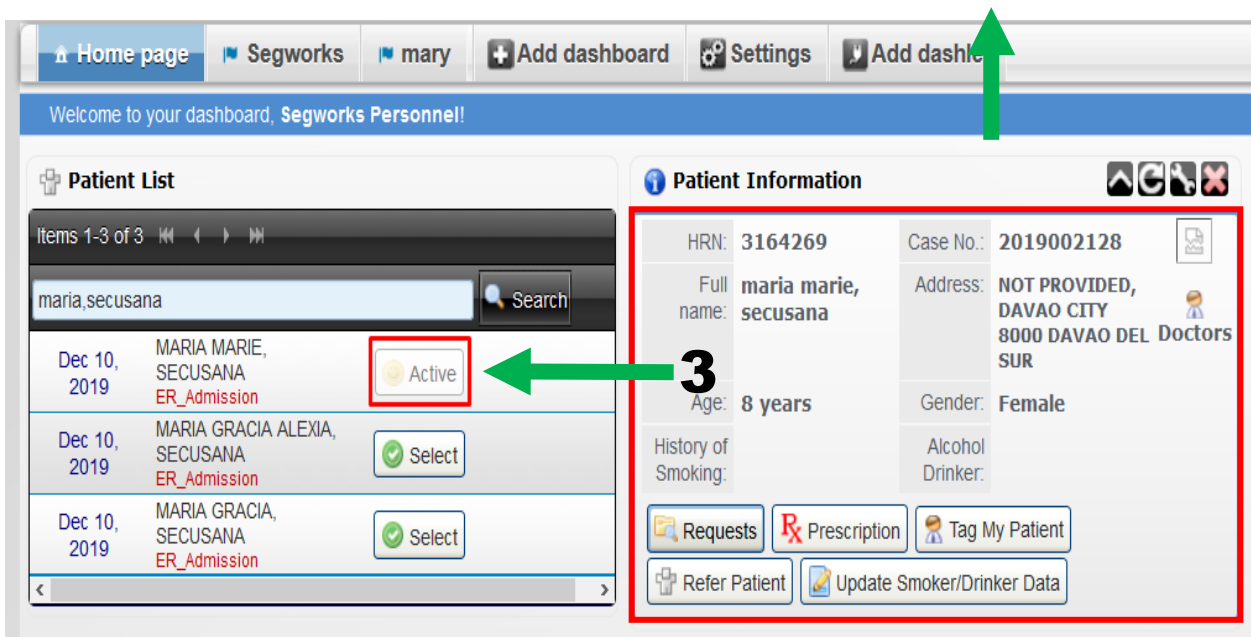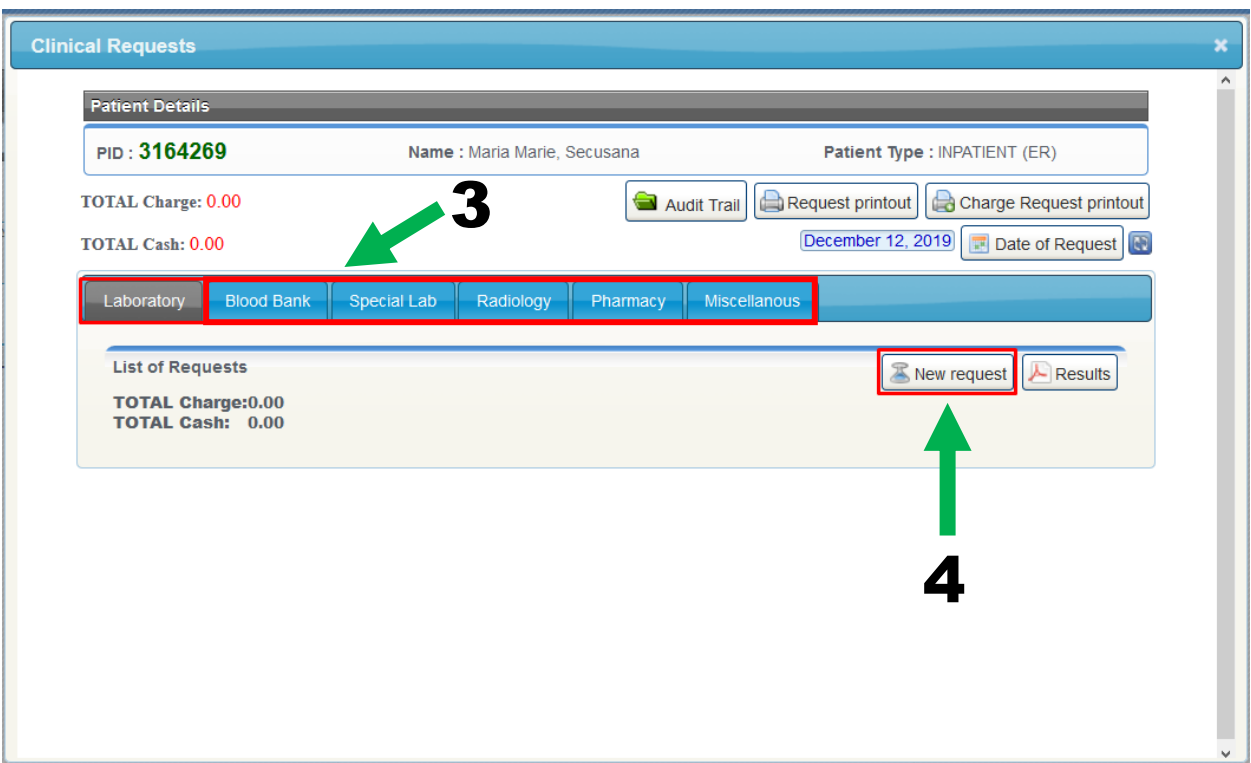
CREATE REQUEST

1. NOTE: '**Patient Information'** dashlet is needed to be open on your dashboard
2. Click on the **"Requests"** Button
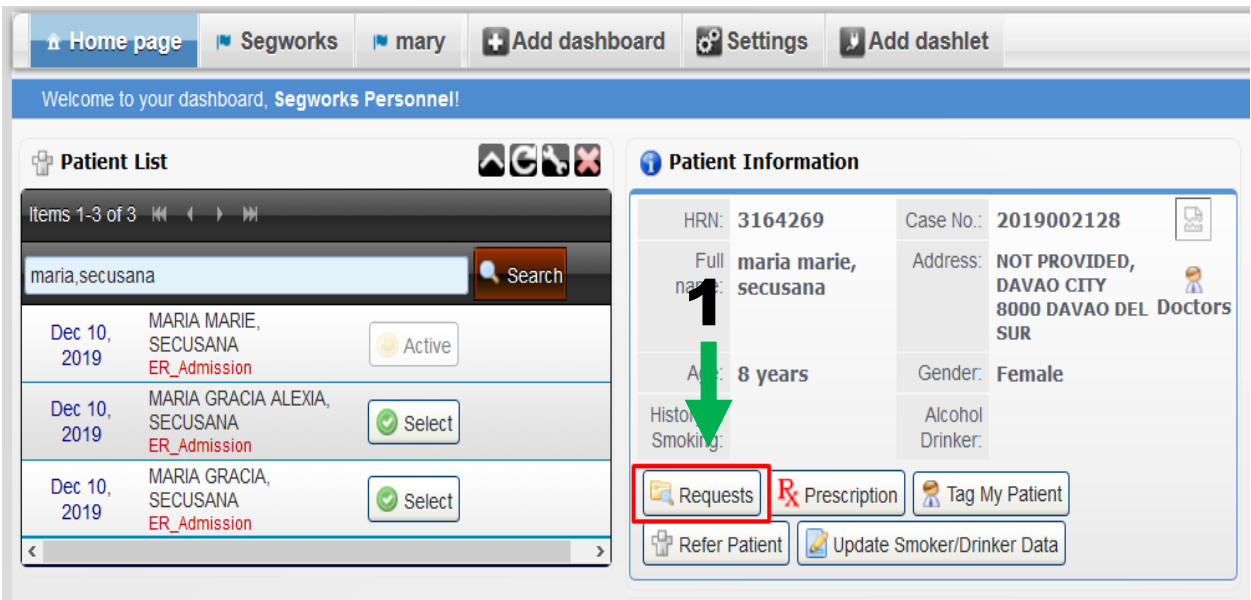
3. Choose from the tabs the category of request
4. Click **"New Request"** button

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

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 login doctor
11. Default **Clinical impression** is from encounter details, if black, 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.

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.

20. 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

Information
Laboratory Request Service successfully created.

22. Request will be listed after clicking Close icon

Cnt : 4	Code	Service Description	for Monitor	Every Hr	W/ Sample	Original Price	Net Price
✕	CHOL	Cholesterol (TOTAL)	☐		☐	210.00	210.00
✕	GLUFBS	Glucose-FBS	☐		☐	120.00	120.00
✕	GLURBS	Glucose-RBS	☐		☐	120.00	120.00
✕	GPPBS	GLUC-POST-PRANDIAL	☐		☐	240.00	240.00

Sub-Total	690.00
Discount	-0.00
Net Total	690.00

VIEW LABORATORY AND RADIOLOGY RESULTS

1. NOTE: '**Laboratory Results'** and **'Radiology Results'** dashlets are needed to be open on your dashboard
2. Click '**Result'** button to open results. PDF or HTML page format will be displayed based on the given permission

CREATE SOAP NOTES, CLINICAL IMPRESSION, FINAL DIAGNOSIS, OTHER DIAGNOSIS for PATIENT

1. NOTE: '**Notes'** dashlet is needed to be open on your dashboard
2. To add a clinical impression, final diagnosis and other diagnosis go to "**Assessment**" tab. This will reflect on CF4 as admitting diagnosis, final diagnosis and other diagnosis for PHIC cases

3. To add Clinical Impression Input necessary data on the text area provided, then click Save Button

4. To add Final Diagnosis Input necessary data on the text area provided, then click Save Button

5. Click Audit Trail Button to view the Final Diagnosis trail done by end users.
6. To add other Diagnosis Input necessary data on the text area provided, then click Save Button
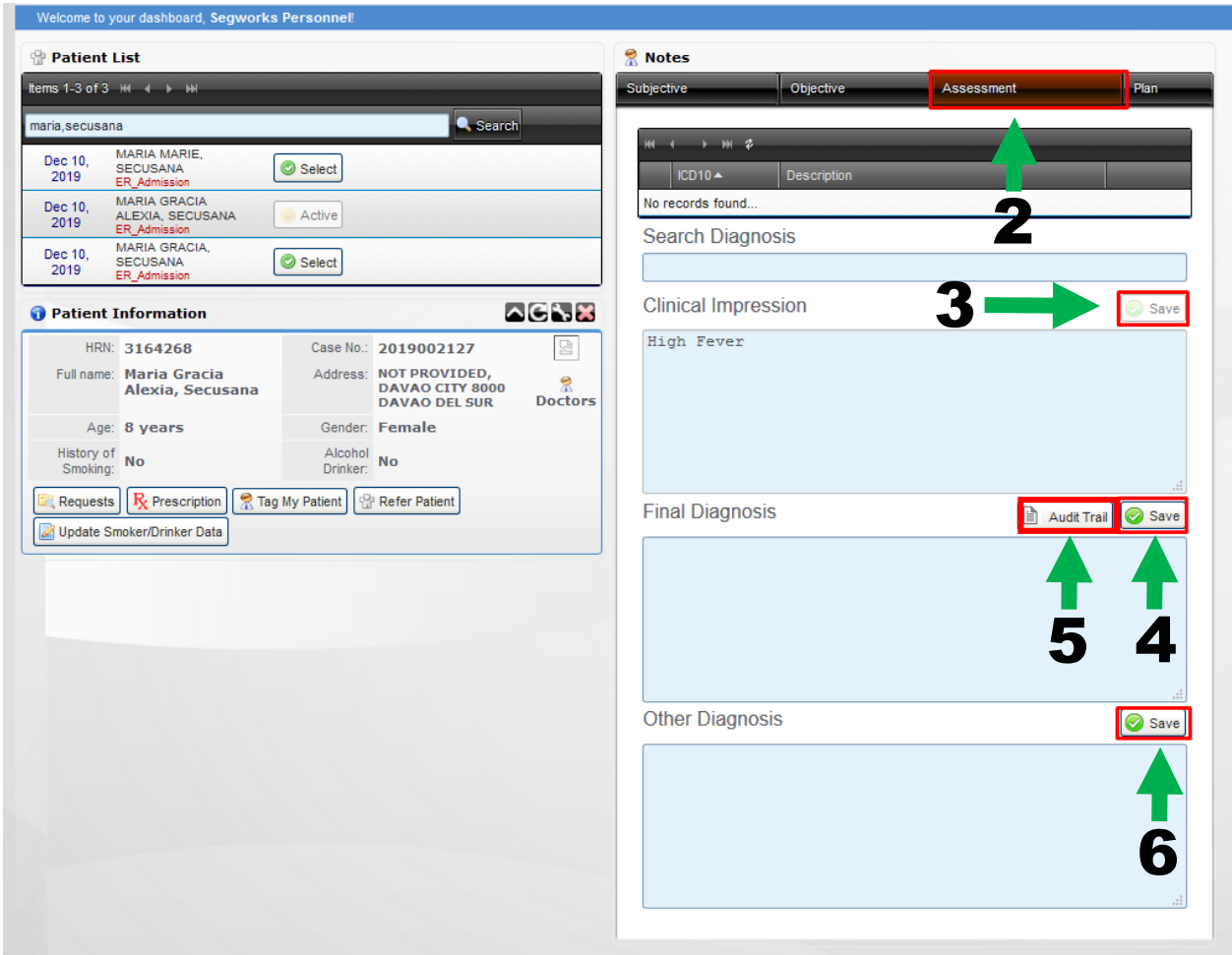
WRITE AND PRINT PRESCRIPTION

1. On '**Patient Information**' Dashlet, Click '**Prescription**' button
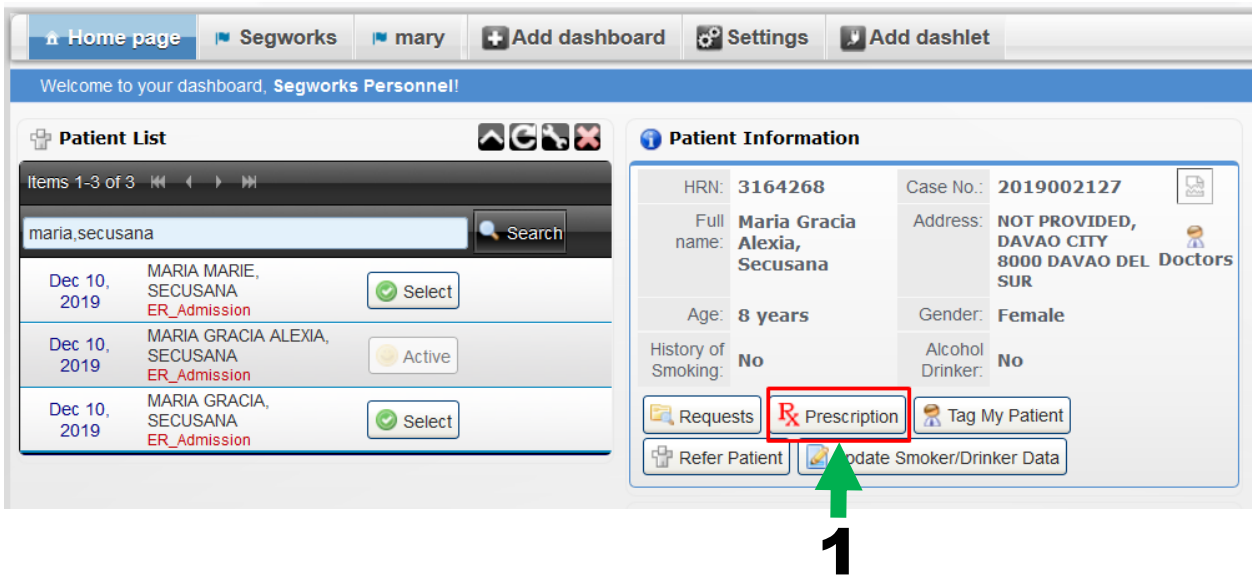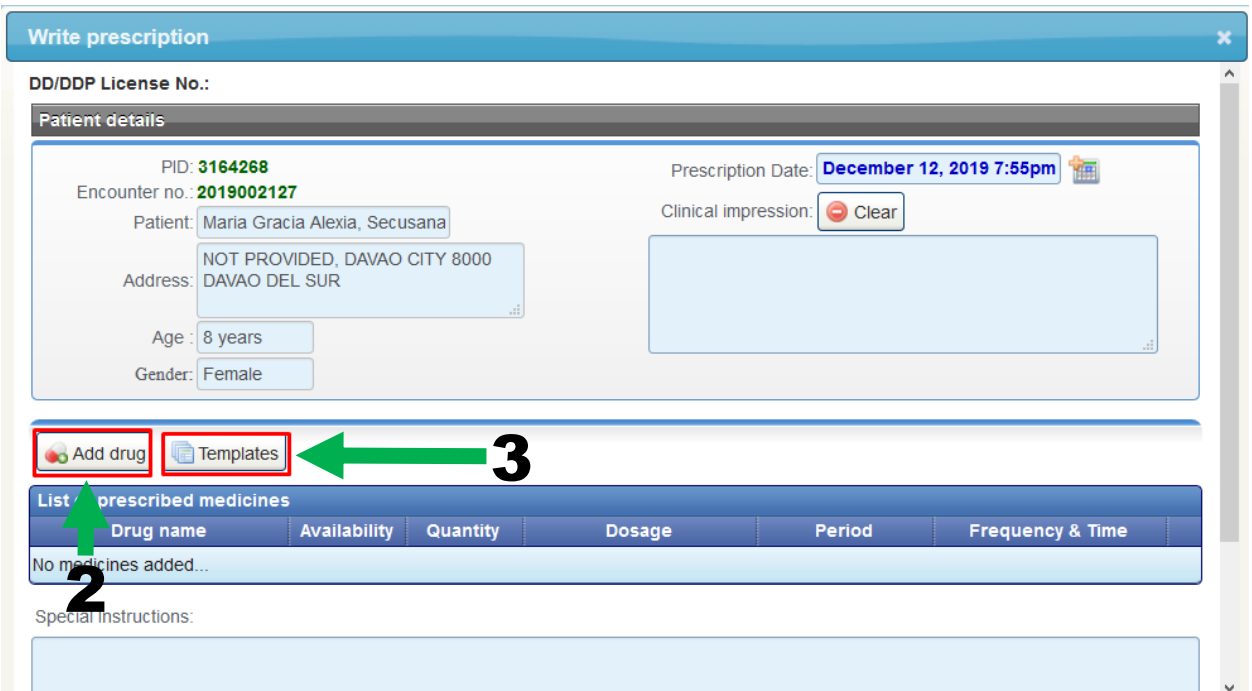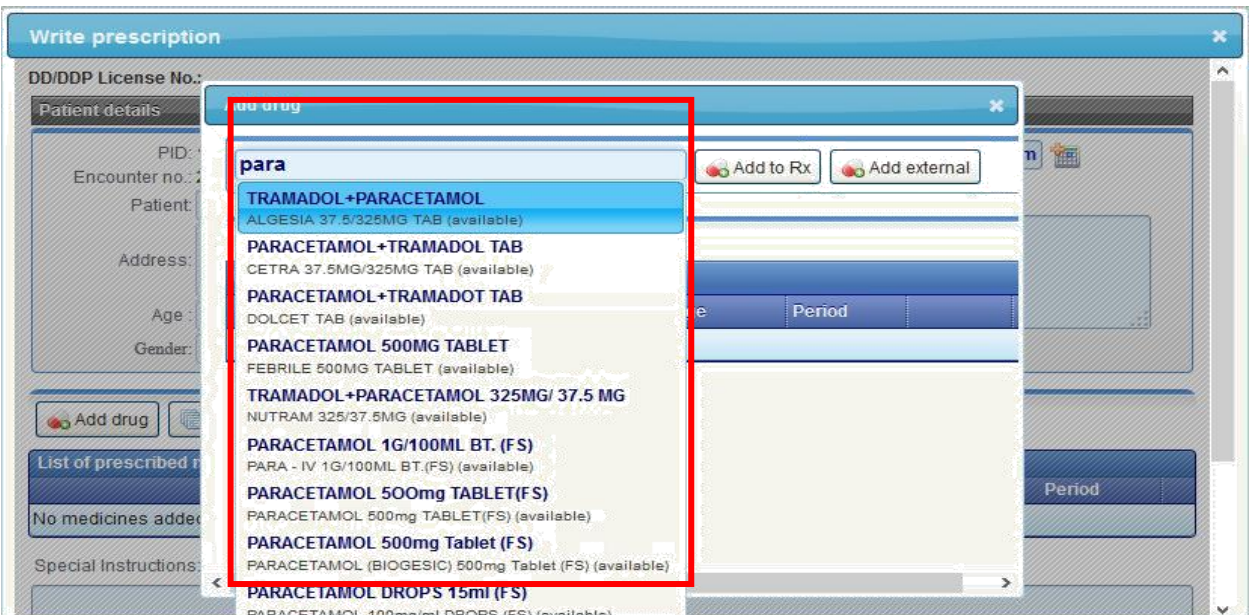

2. Click **"Add Drug"** button to search medicines
3. Click "**Templates**" to select medicines under saved templates

4. To add drugs, Input medicine name from the search box, and as a result a list of meds will be listed dropdown as autocomplete

5. Click the preferred meds from the list, and automatically the system will display the saved prescriptions from the system database.
6. Click '**Add to Rx**' to add the meds to the item tray with blank dosage details.
7. Click '**Add external**' if the searched medicines is not found from our database indicating, available from outside the hospital
8. Click '**Add**' from the 'List of recent medicines' if you want to reuse the prescriptions made by the co-doctors saved in the system.
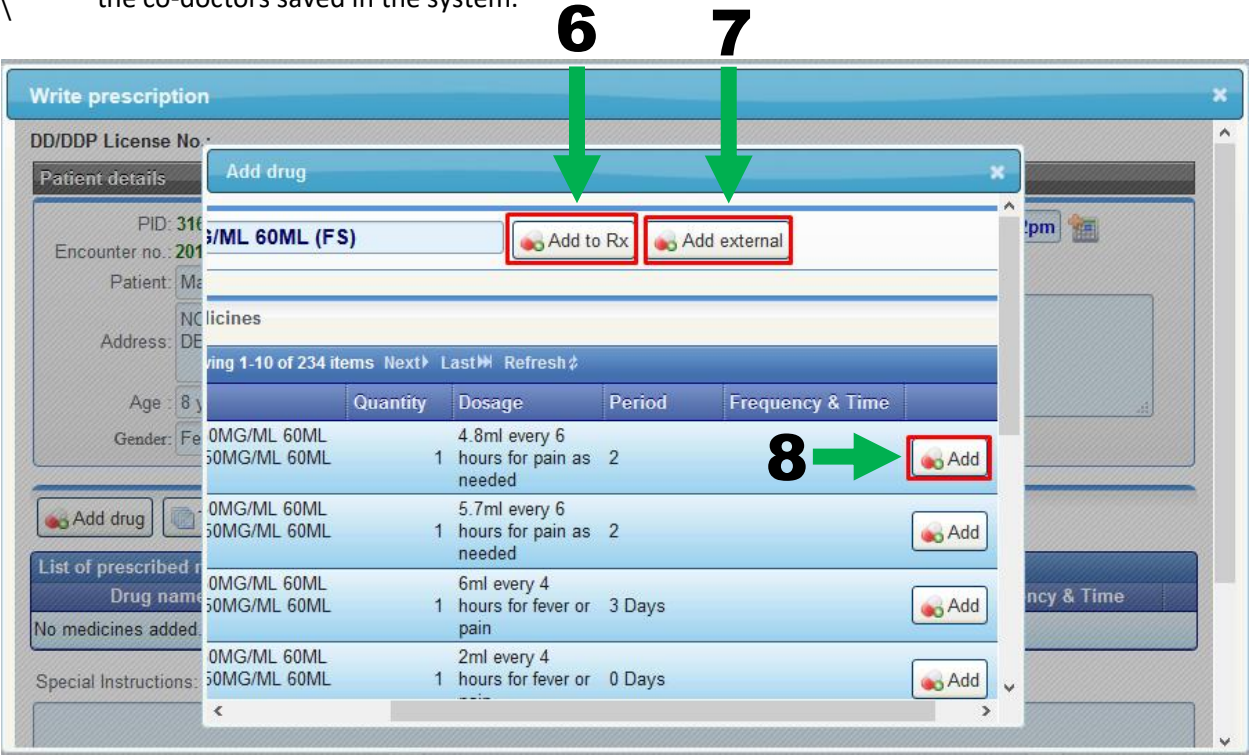
9. To add standard prescription form saved template, input template name from the search box
10. Click '**Search'** button or hit enter key
11. Click '**Add'** button to add prescription to item tray
12. Click '**X'** button to delete saved prescription
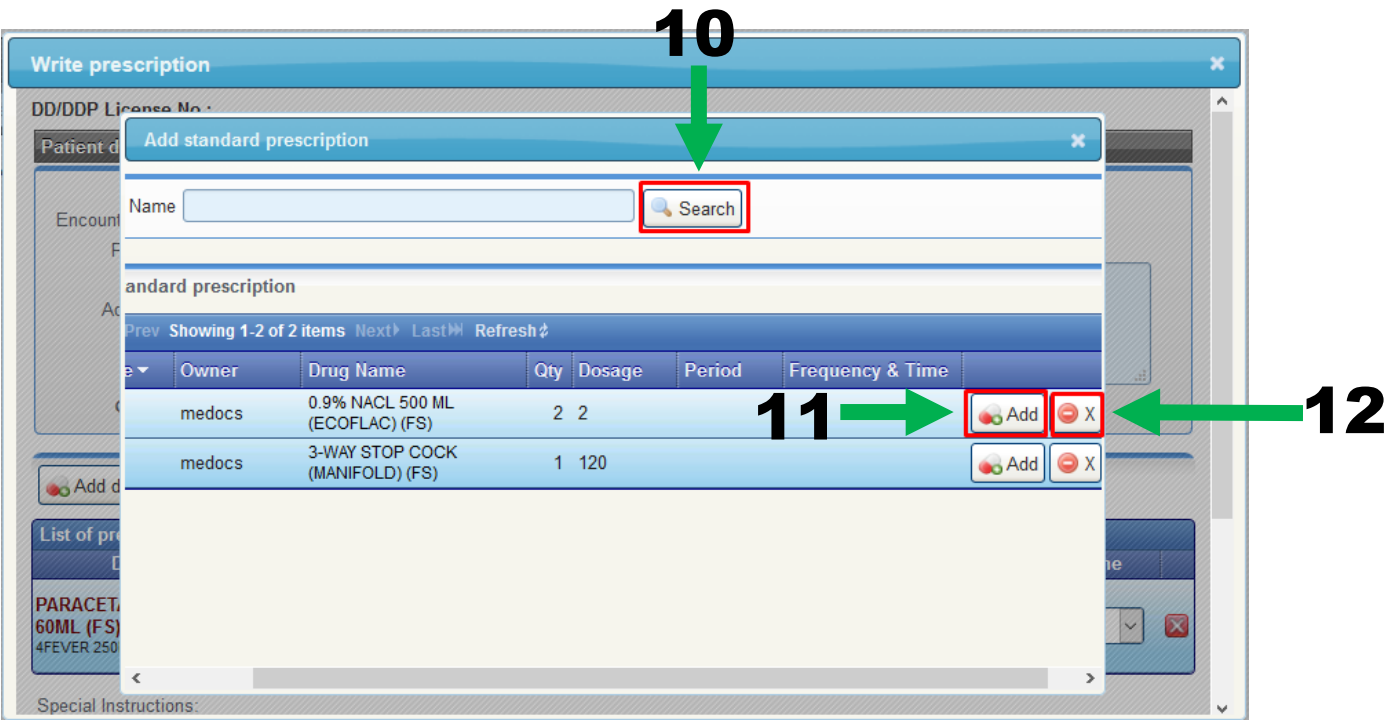
13. Input 'Special Instructions' if necessary
14. Mark the checkbox if you intend to save it into prescription template
15. Input template name
16. Click 'Save prescription' to process

17. To print prescription, 'Rx Writer' dashlet is needed to needed to be open on your dashboard
18. Click the 'printer' icon to print
19. The system will prompt a message to print as a group or not. Print as a group option will set the printing of meds prescription as a group that will fit into 1 page. If the user intent to hit the 'No' option, the printing of meds prescription will be single per page
20. Click 'x' icon if you want to delete the saved prescription

SPMC FORM NO. 70
Revised 2012

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

HRN: 3164268   Case #: 2019002127
Name: MARIA GRACIA ALEXIA, SECUSANA
Age: 7 years   Sex: F   Clinic: Pediatrics
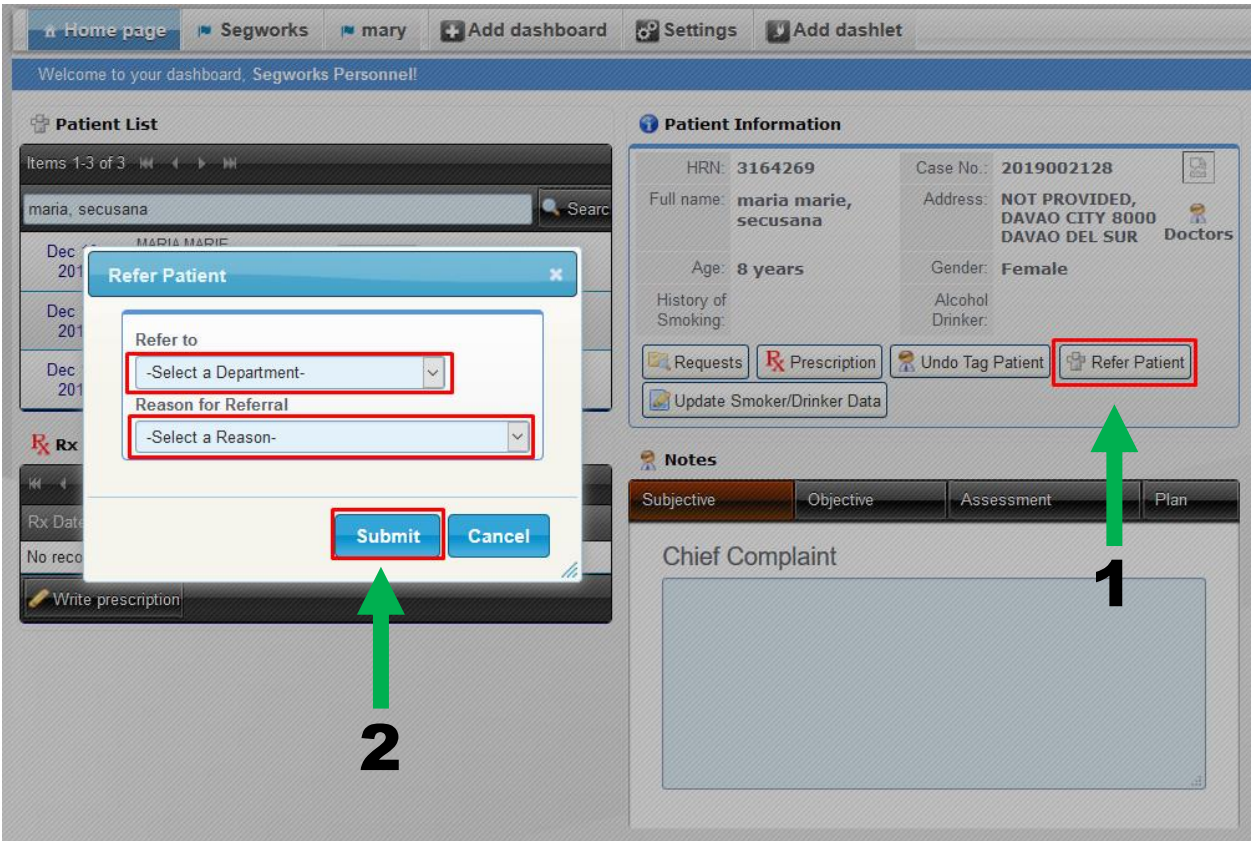Address: DAVAO CITY

℞   Date: December 12, 2019

PARACETAMOL 250MG/ML 60ML (FS) #1
Sig: 500 mg a day For 2 day(s)

Segworks Personnel, M.D.
Lic. #
S2 #

REFER PATIENT TO OTHER DEPARTMENT

1. Click "**Refer Patient"** button under "**Patient Information**" dashlet
2. Select Department to refer to and Reason for referral and click **"Submit"** button.

3. Upon submit, the system will prompt a message confirming a successful saving. The patient records will now be searchable under your department and to the referred departments
4. The '**Refer Patient'** will be replaced to 'Show Referral History' once the saving has been successful
5. Click '**Show Referral History'** to view the list of referral
6. Click '**Create_Referral'** button to create another referral
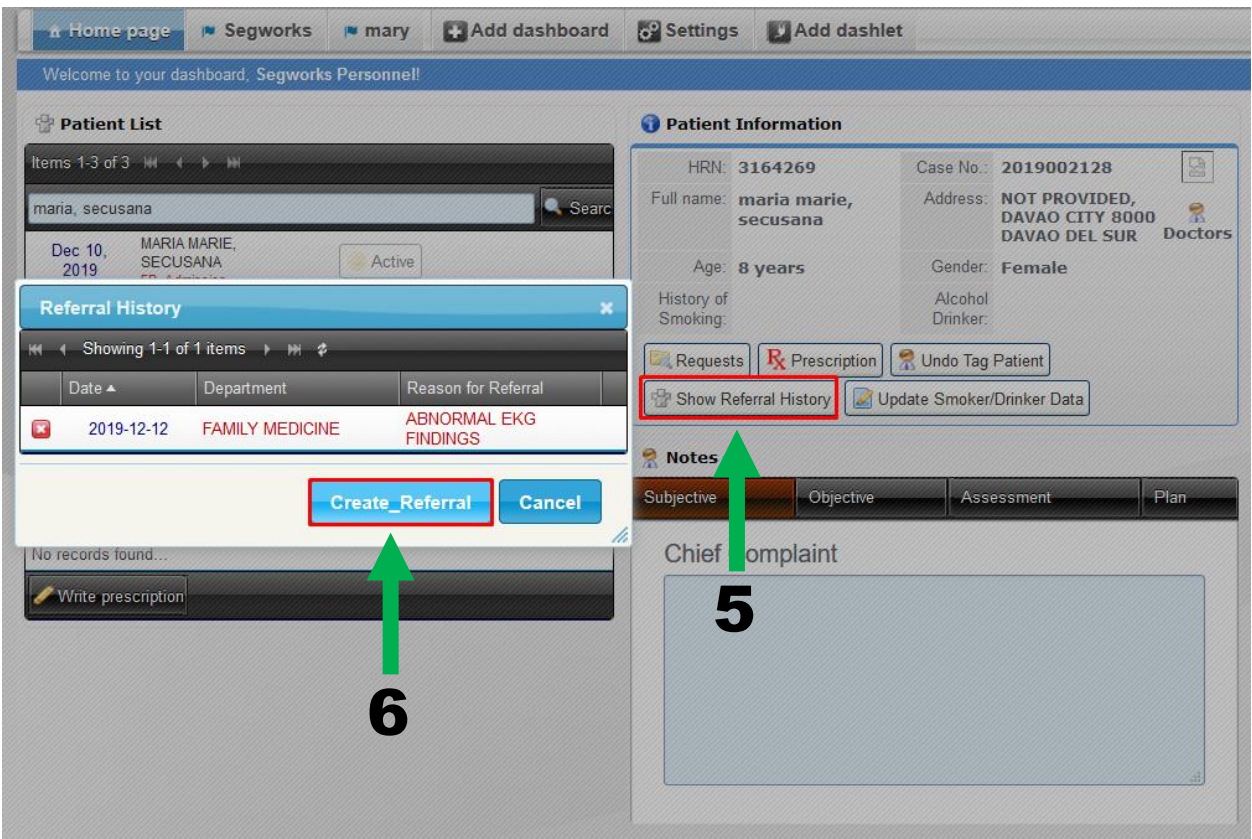
UPDATE HISTORY OF SMOKING AND DRINKING

1. Click "**Update Smoker/Drinker Data**" button under '**Patient Information**' dashlet
2. Tick on the given choices
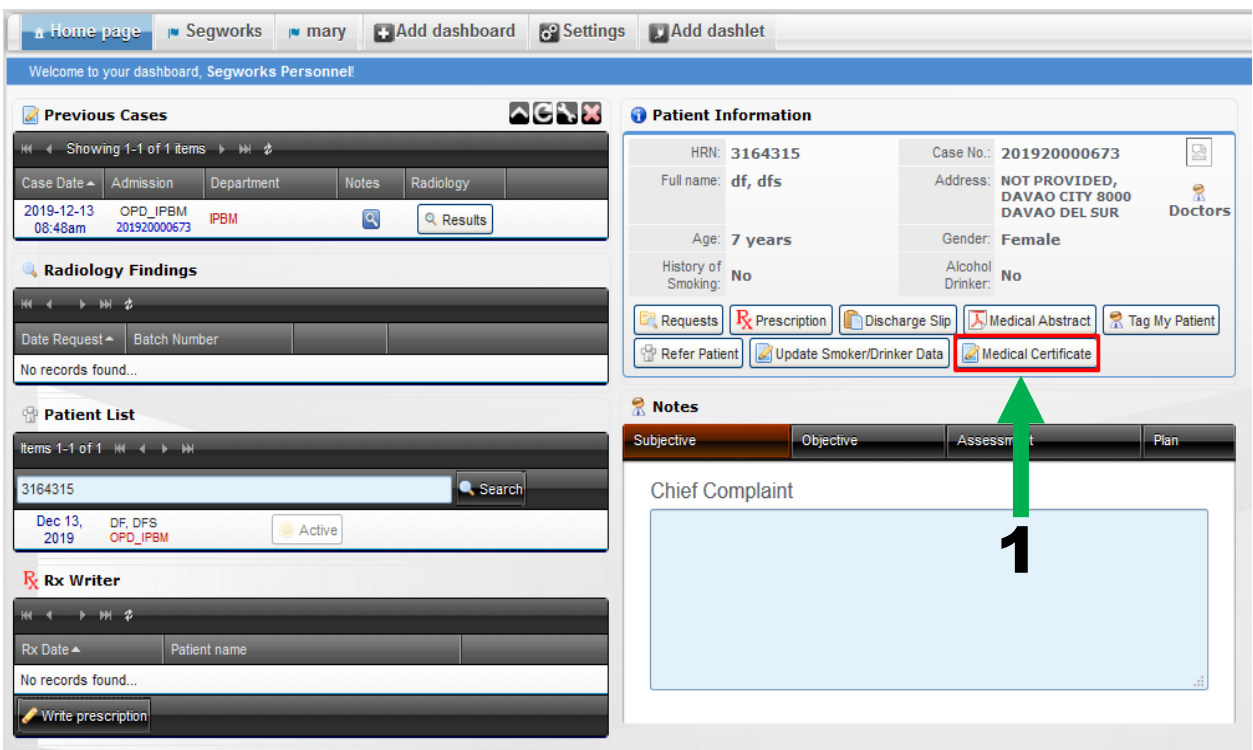3. Click '**Submit'** button to save changes
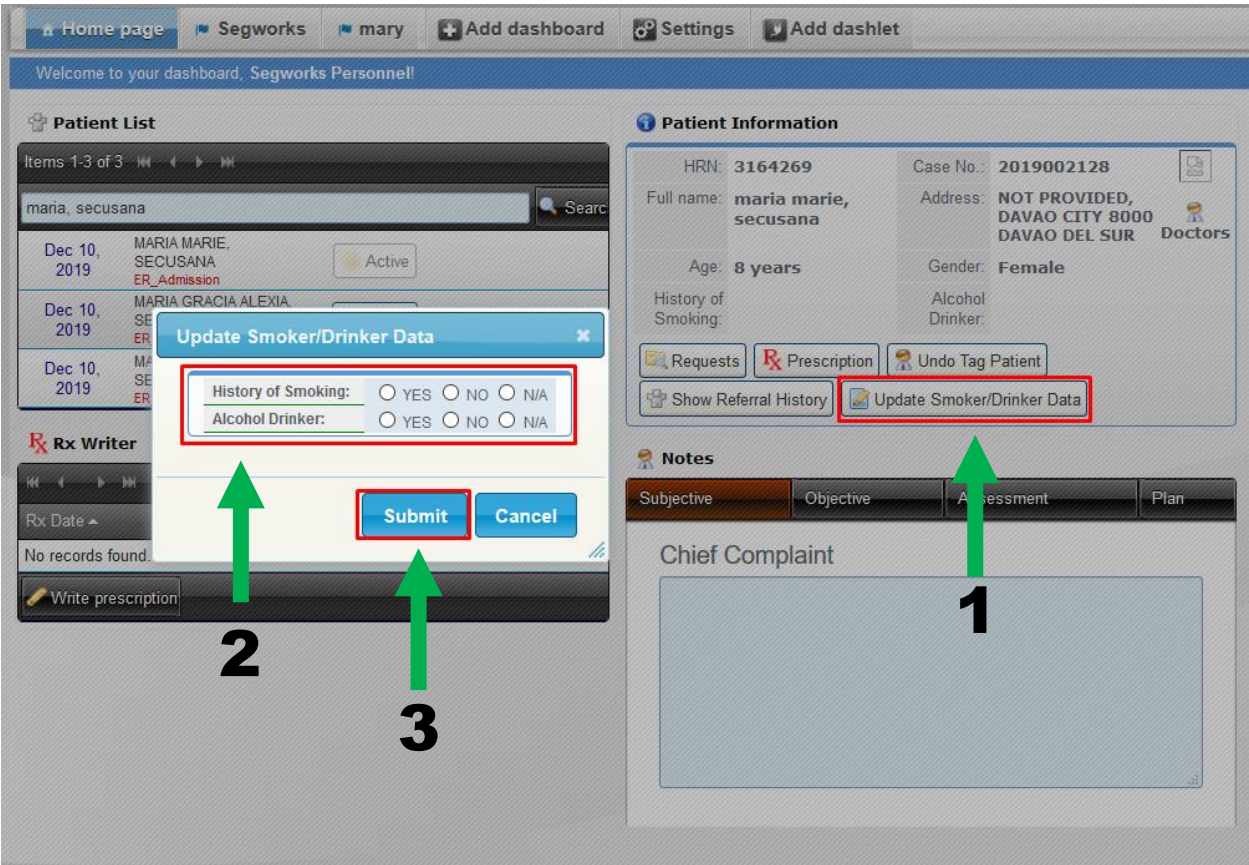
TAG AS MY PATIENT

1. Click "**Tag My Patient**" button under '**Patient Information**' dashlet
2. After tagging, the button will be replaced to 'Undo Tag Patient'. You can undo tagging only within 24 hours after tagging patients
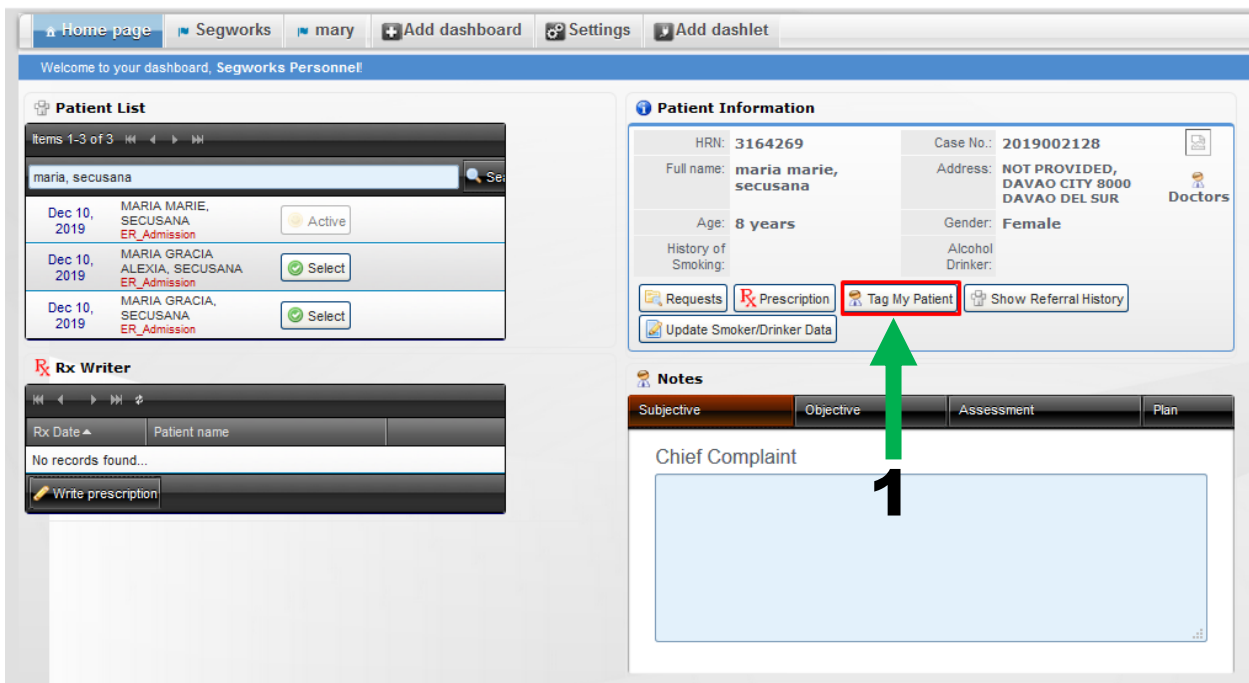
CREATE MEDICAL CERTIFICATES

1. Click "**Medical Certificate**" button under "Patient Information" dashlet
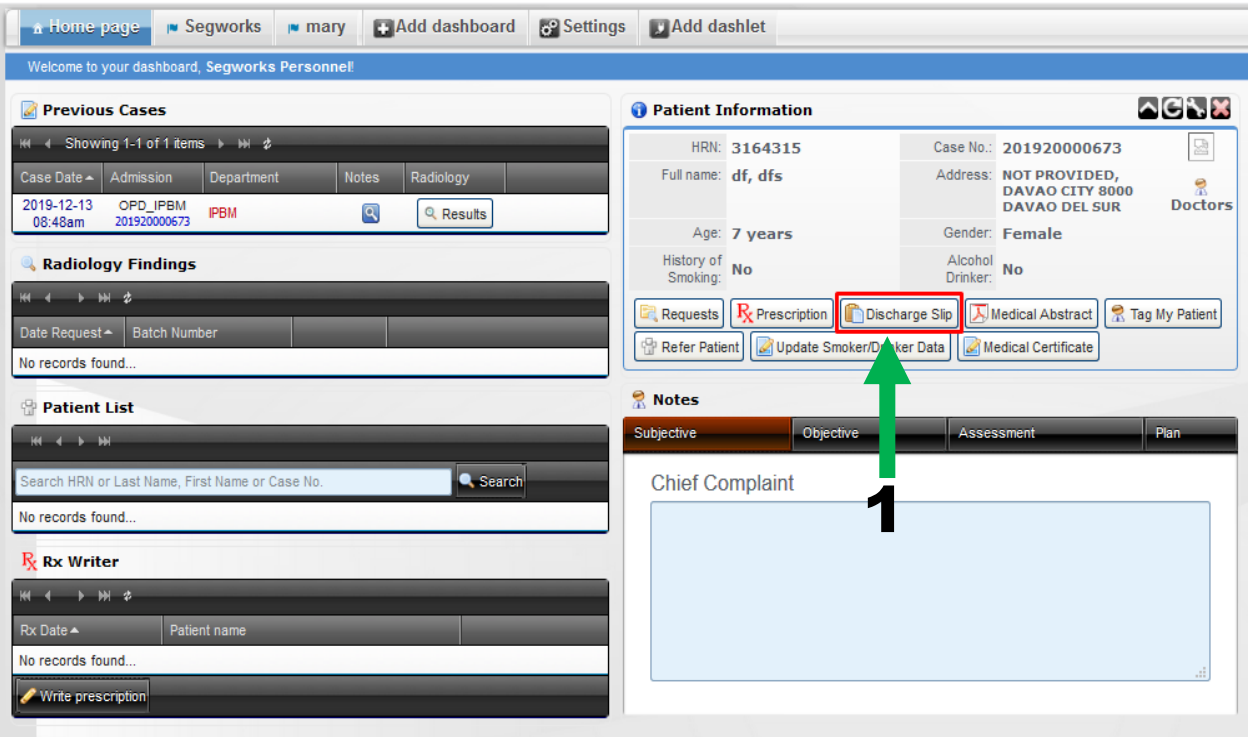

2. Fill-in necessary data then click "**Save**" Button. The system will prompt a message if successfully saved.
    a. Marked as Red font are mandatory fields.
   b. You don't have to fill-up for cases, POI, TOI, and DOI if the case is non-medico legal

CREATE DISCHARGE SLIP (FOR ER PATIENT)

1. Click "**Discharge Slip"** button under "Patient Information" dashlet

2. Input necessary data and click '**Save'** to submit changes
   a. Home Medications is good for 10 lines only
   b. Default date and time is current time stamp, this will be the discharge datetime
   c. Default department and Attending physician is the login doctor
   d. The system will disable input fields and buttons when has pending requests
3. Click '**Print'** button to print
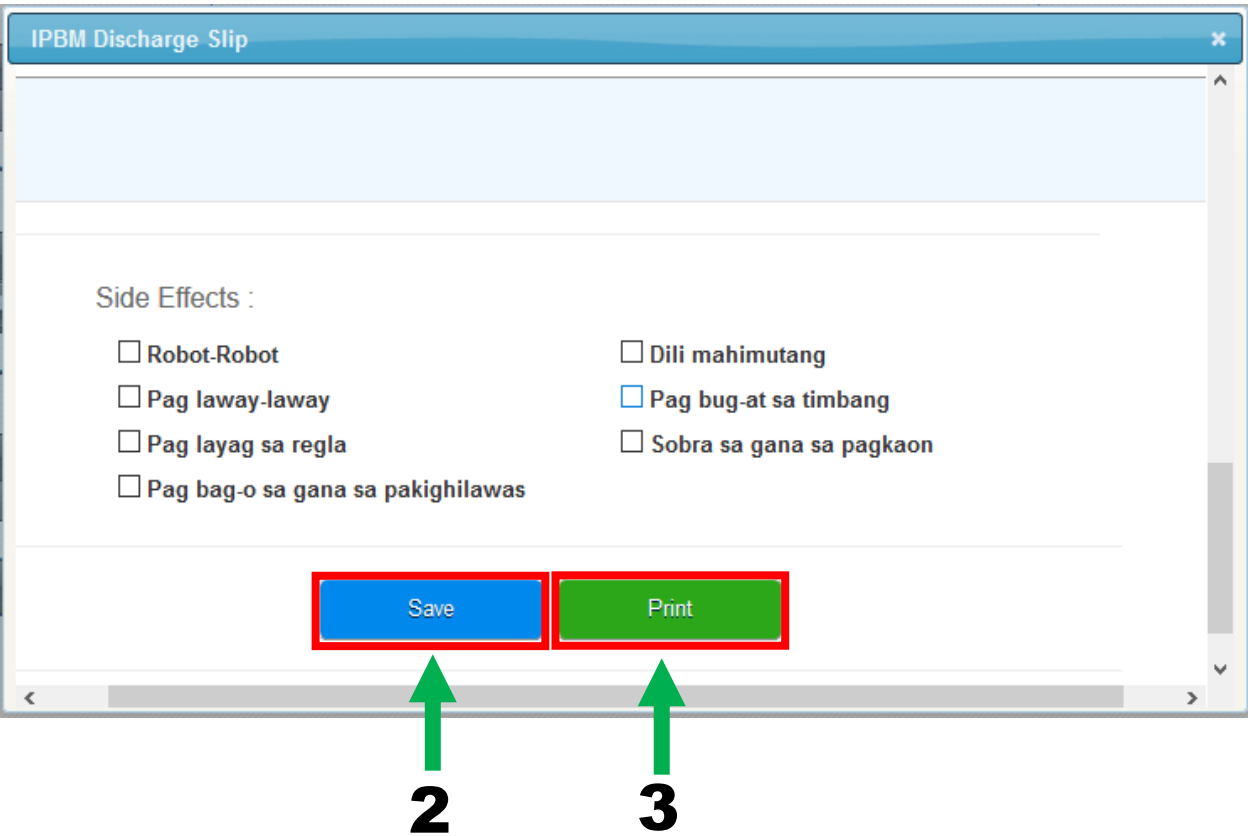
File   Edit   View   Window   Help

Open   1 / 1   75%   Tools   Fill & Sign   Comment

Republic of the Philippines
Department of Health
Southern Philippines Medical Center
J.P. Laurel Bajada, Davao City

ER DISCHARGE SLIP

SPMC-F-MRI-20F

2015300634

Patient   DELA CERNA, JUAN E.   Age/Sex: 78 / MALE   Status: MARRIED   HRN: 972368
Diagnosis: ACUTE UTI
Home Medications: (Please use backspace or extra sheet if needed)

TAKE MINIMUM OF 8 GLASSES OF WATER EVERY DAY
PARACETAMOL 500MG 3X A DAY FOR 5 DAYS

Follow Up at OPD on: July 1, 2015 (Wednesday)   Name & Signature of ER NOD: _____
Department: FAMILY MEDICINE   Date: April 23, 2015   Time: 06:14:00pm
Name & Signature Attending Physician: TRIAL, DOCTOR1

PAHIBALO

Walay konsultasyon kada Sabado, Domingo ug legal holidays. EMERGENCY na mga kaso lamang
ang pag-atimanon sa sulod sa Emergency Room.

Effectivity: October 1, 2013   Rev. 0   Page 1 of 1

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Republic of the Philippines
Department of Health
Southern Philippines Medical Center
J.P. Laurel Bajada, Davao City

CREATE RADIOLOGY FINDINGS (FOR RADIOLOGY DOCTORS)

1. NOTE: '**Radiology Findings'** dashlet is needed to be open on your dashboard
2. Click '**Details'** button to view the list of items under specific batch no.
3. Click on **"Results"** icon for results writing
4. Click on "**Print**" icon for viewing of results
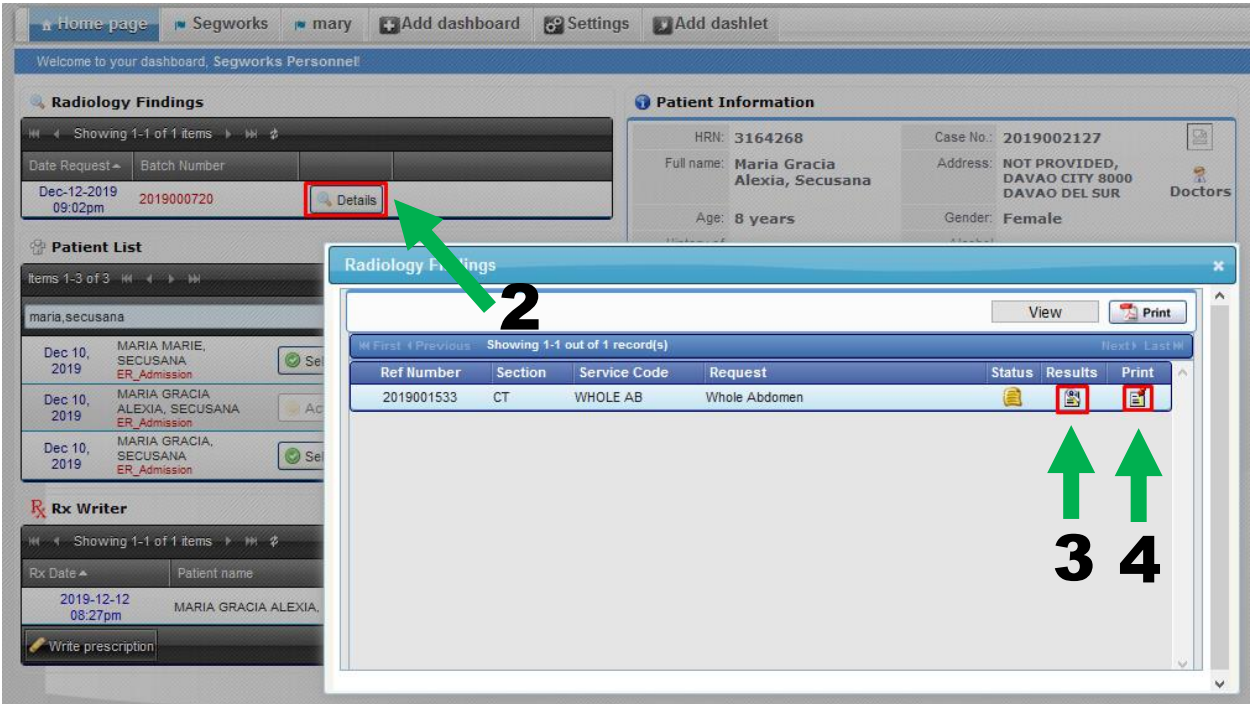
5. Input necessary data and click save to '**Save'** as initial and '**Done'** button to save as official
   a. Reporting doctor is based on its role; Select doctor based on role and click 'Add to List' button to add on the list
   b. Select preferred findings from the template list and edit if necessary changes is needed
   c. Select preferred radiographic impression from the template list and edit if necessary changes is needed
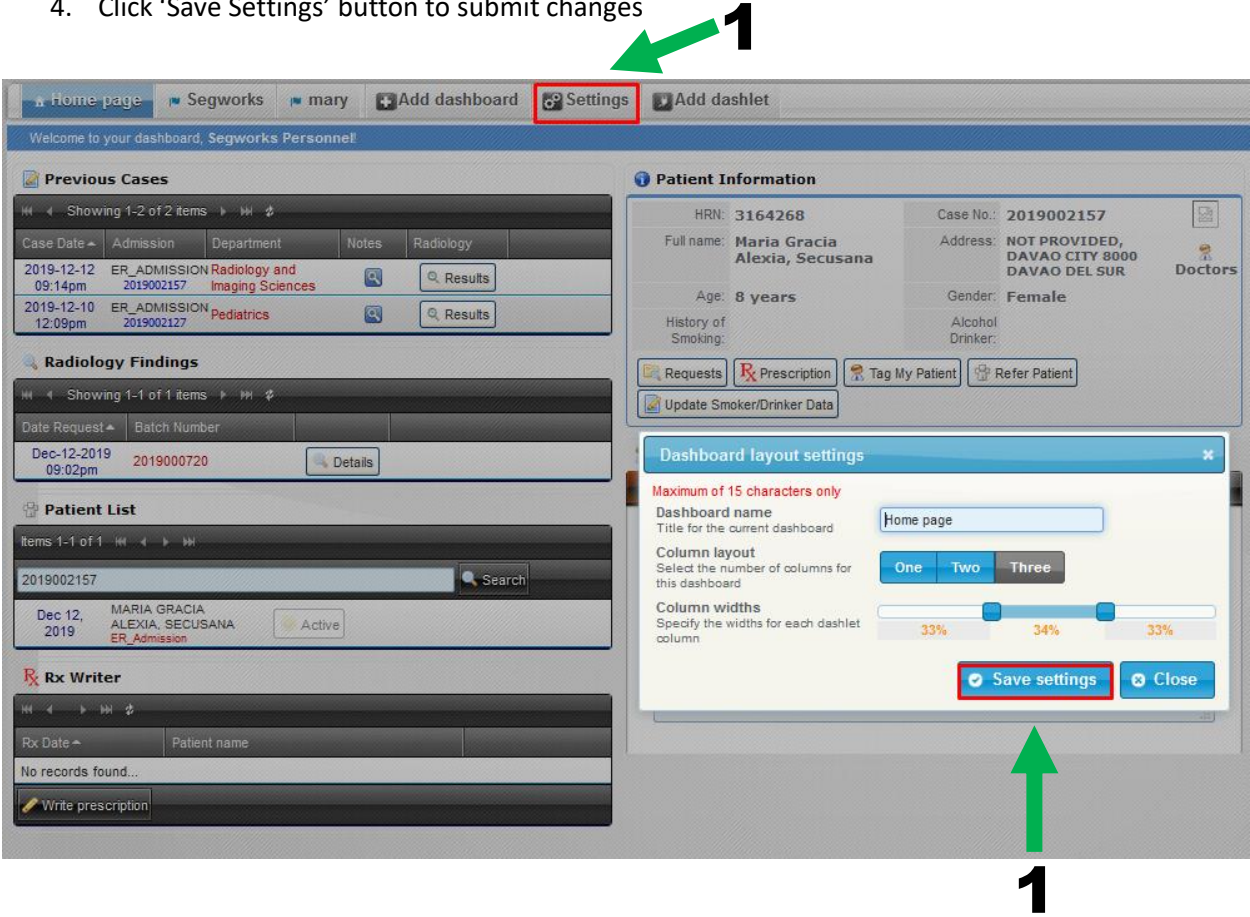   d. Default date is current time stamp
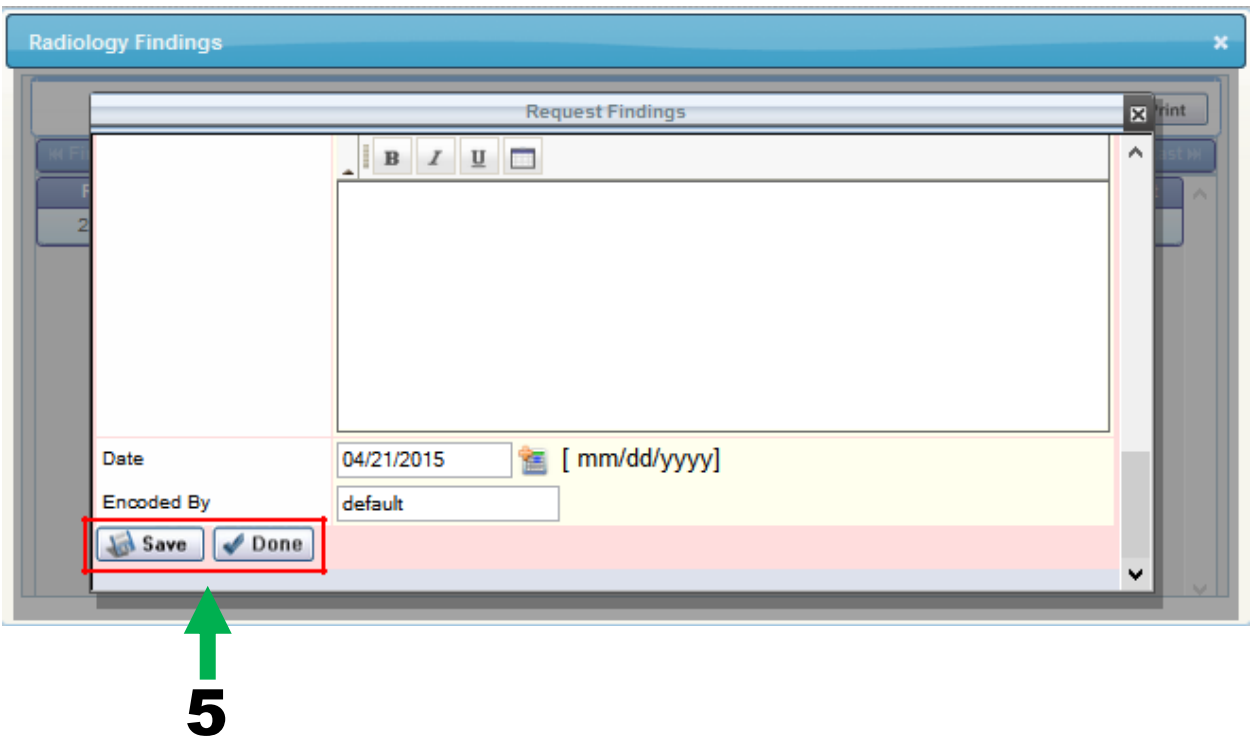
VIEW PREVIOUS CASES

1. NOTE: '**Previous Cases'** dashlet is needed to be open on your dashboard
2. Click '**Notes'** button to view previous notes
3. Click '**Results'** button under radiology column to view previous results
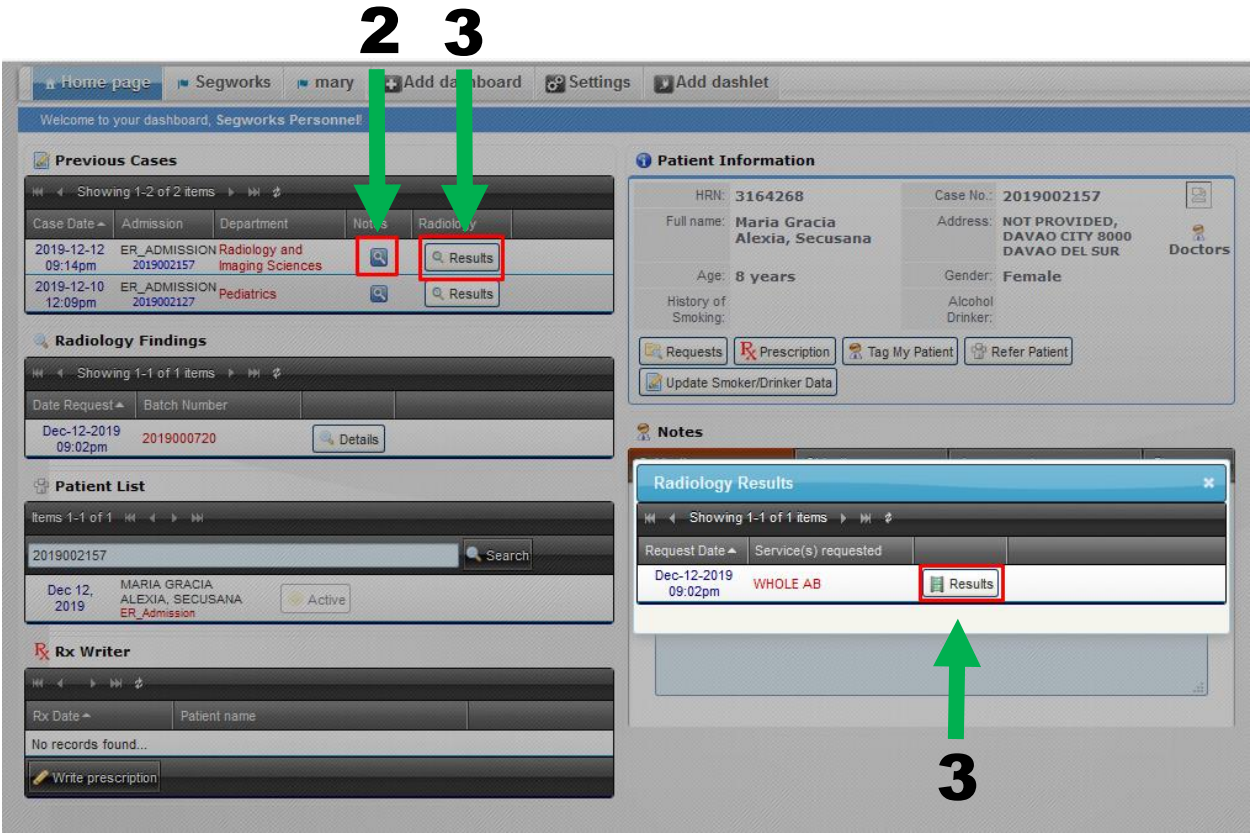
MANAGE DASHBOARD SETTINGS

1. Click '**Settings'** on the upper tab
2. In the Dashboard layout settings, Mark the checkbox if you want to delete the current active dashboard
3. Set the column layout and width based on your preferred setup
4. Click 'Save Settings' button to submit changes

APPENDIX

A1- REQUISITION OF CAPILLARY BLOOD GLUCOSE (CBG)

UNDER **PATIENT INFORMATION,** SELECT **REQUEST**. USER MUST FIRST SELECT **PHARMACY** TO ENCODE THE STRIPS *(NOTE: IF PATIENT HAS ITS OWN STRIPS THEN THERE'S NO NEED FOR THE USER TO ENCODE IN PHARMACY)*

USER CAN CHOOSE TRANSACTION TYPE THEN **ADD ITEMS** TO SELECT AN ITEM.

USER MUST INPUT THE NUMBER OF QUANTITY

CLICK **SUBMIT** TO PROCEED TRANSACTION

TO CREATE **CBG TEST** REQUEST, SELECT **POINT OF CARE**

NEW UI WILL BE DISPLAYED, USER MUST INPUT THE NUMBER OF **QUANTITY** TO DISPLAY THE **TOTAL AMOUNT** THEN CLICK **START** TO PROCEED TRANSACTION. (If CASH, payment must be settled first)

PATIENT MUST BE SEARCH IN GLUCOMETER DEVICE. AFTER NURSES GET SAMPLE BLOOD FROM PATIENT IT WILL AUTOMATICALLY DISPLAYS THE RESULT IN THE DEVICE.

STATUS: AA MEANS THE REQUEST WAS ACKNOWLEDGE IN GLUCOMETER DEVICE.

NOTE: IF USER STOPS THE CBG TEST, IT WILL PROVIDE ANOTHER REFERENCE NUMBER BUT IT HAS NO BEARINGS WHEN IT COMES TO CHARGES. IT JUST SEND TO STOP/CANCEL TO BioConnect TO REMOVE THE PATIENT PROFILE IN GLUCOMETER DEVICE.

VIEWING OF RESULT

In viewing results in his. It will prompt a message to select format of the result (tabular or chart).

Republic of the Philippines
DEPARTMENT OF HEALTH
Center for Health Development Davao Region
SOUTHERN PHILIPPINES MEDICAL CENTER
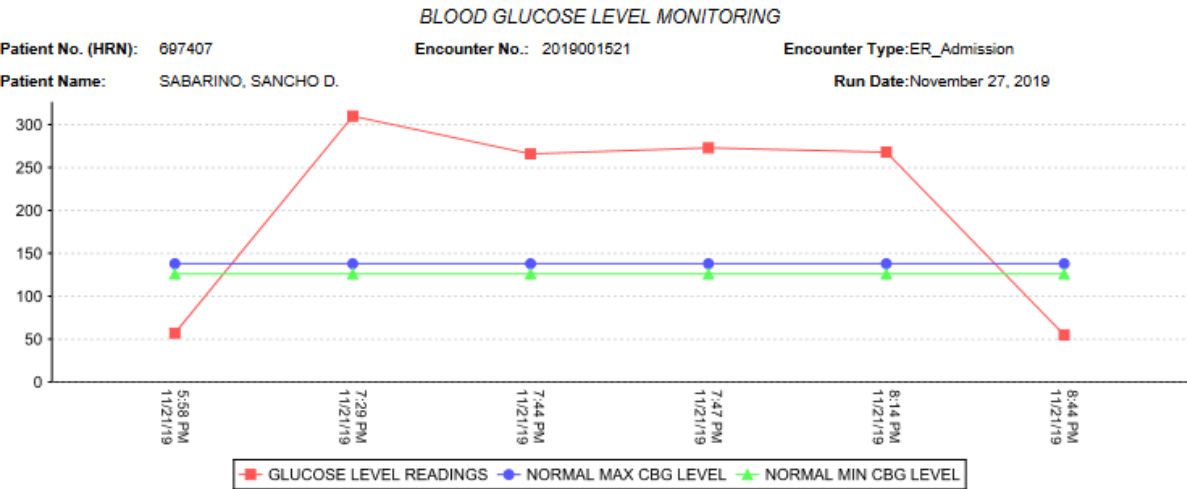Davao City

BLOOD GLUCOSE RESULT SHEET

Name: SABARINO, SANCHO D.   **Ward/Bed No.:** Emergency Room (IM-CIU)   **HRN:** 697407

Encounter Type: ER_Admission   **Encounter No.:** 2019001521

Reading		Glucose Level Reading (mg/dL)	Result	Performed By
Date	**Time**			
11/21/19	5:58 PM	57.0	LOW	GUBA, LENIELIABEL A.
11/21/19	7:29 PM	310.0	HIGH	GUBA, LENIELIABEL A.
11/21/19	7:44 PM	266.0	HIGH	GUBA, LENIELIABEL A.
11/21/19	7:47 PM	273.0	HIGH	GUBA, LENIELIABEL A.
11/21/19	8:14 PM	268.0	HIGH	GUBA, LENIELIABEL A.
11/21/19	8:44 PM	55.0	LOW	GUBA, LENIELIABEL A.

Date Generated: *Feb 2, 2020 6:16:19 PM*   Page 1 of 1

BLOOD GLUCOSE LEVEL MONITORING

Patient No. (HRN): 697407   **Encounter No.:** 2019001521   **Encounter Type:** ER_Admission

Patient Name: SABARINO, SANCHO D.   **Run Date:** November 27, 2019

GLUCOSE LEVEL READINGS — NORMAL MAX CBG LEVEL — NORMAL MIN CBG LEVEL

Incorporated POC Results in Laboratory

Result can also be view on dashlet **LABORATORY/POINT OF CARE (POC) RESULT.** Result can be view as **TABULAR** or **CHART** format.

Tabular Format

Republic of the Philippines
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SOUTHERN PHILIPPINES MEDICAL CENTER
Davao City

BLOOD GLUCOSE RESULT SHEET

Name: SABARINO, SANCHO D.   **Ward/Bed No.:** Emergency Room (IM-CIU)   **HRN:** 697407

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11/21/19	7:47 PM	273.0	HIGH	GUBA, LENIELIABEL A.
11/21/19	8:14 PM	268.0	HIGH	GUBA, LENIELIABEL A.
11/21/19	8:44 PM	55.0	LOW	GUBA, LENIELIABEL A.

Date Generated: *Feb 2, 2020 6:16:19 PM*   Page 1 of 1

Chart Format