HIS DOCTOR’S MODULE USER MANUAL
(DOCTOR’S DASHBOARD)

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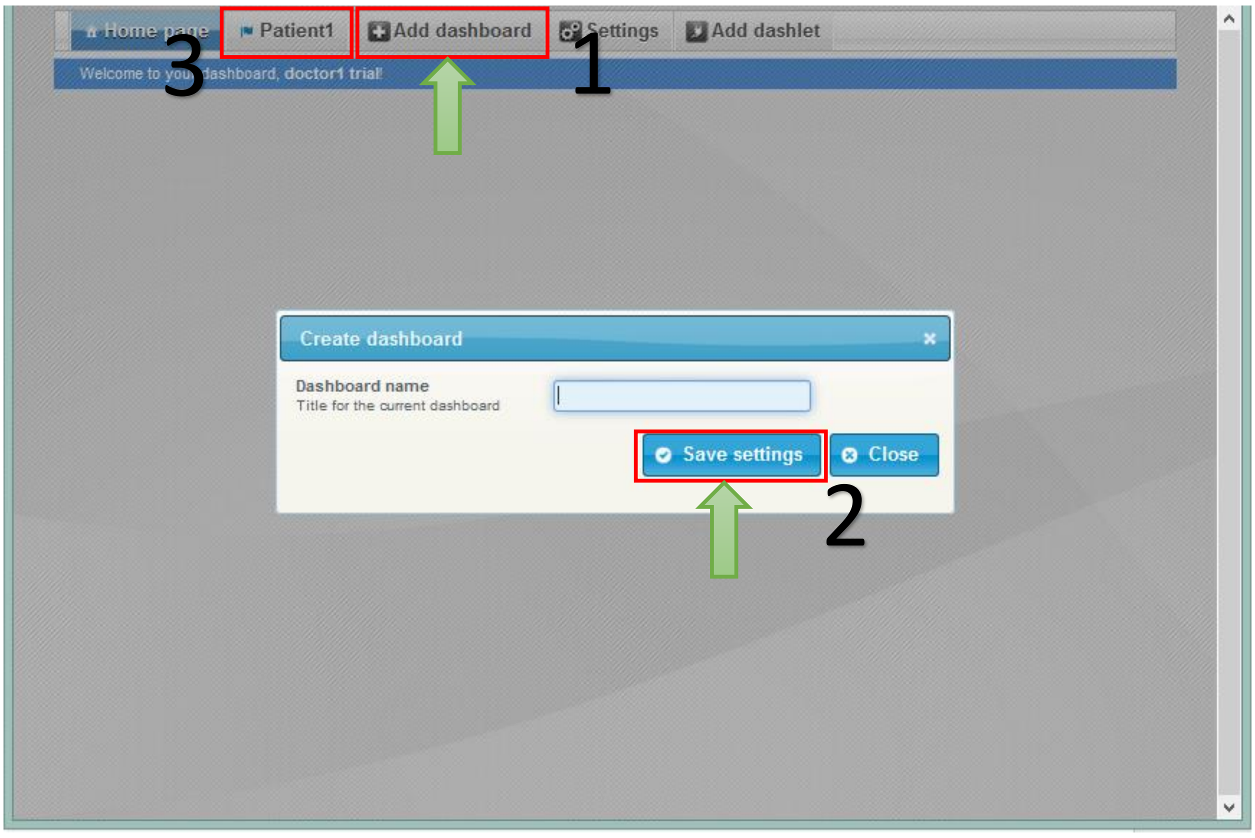
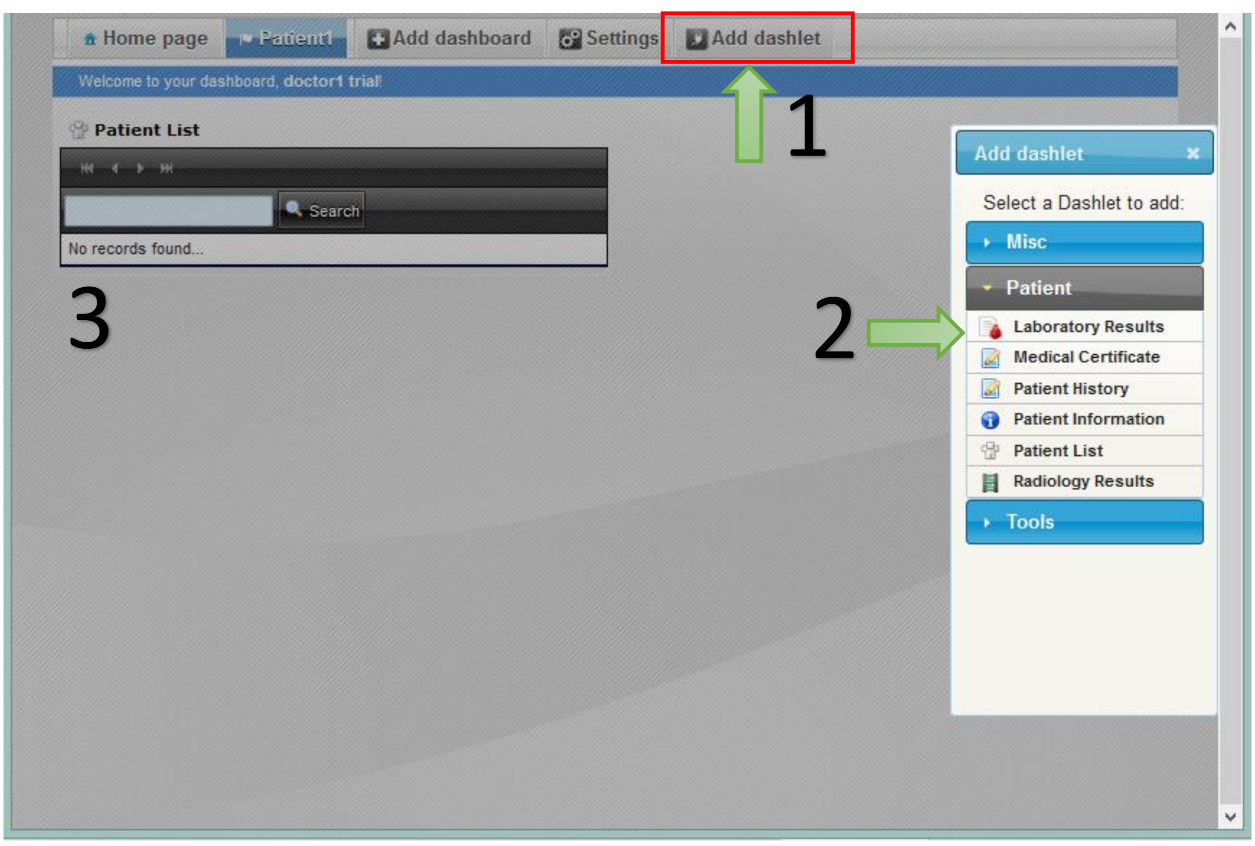
TO CREATE DASHBOARD

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



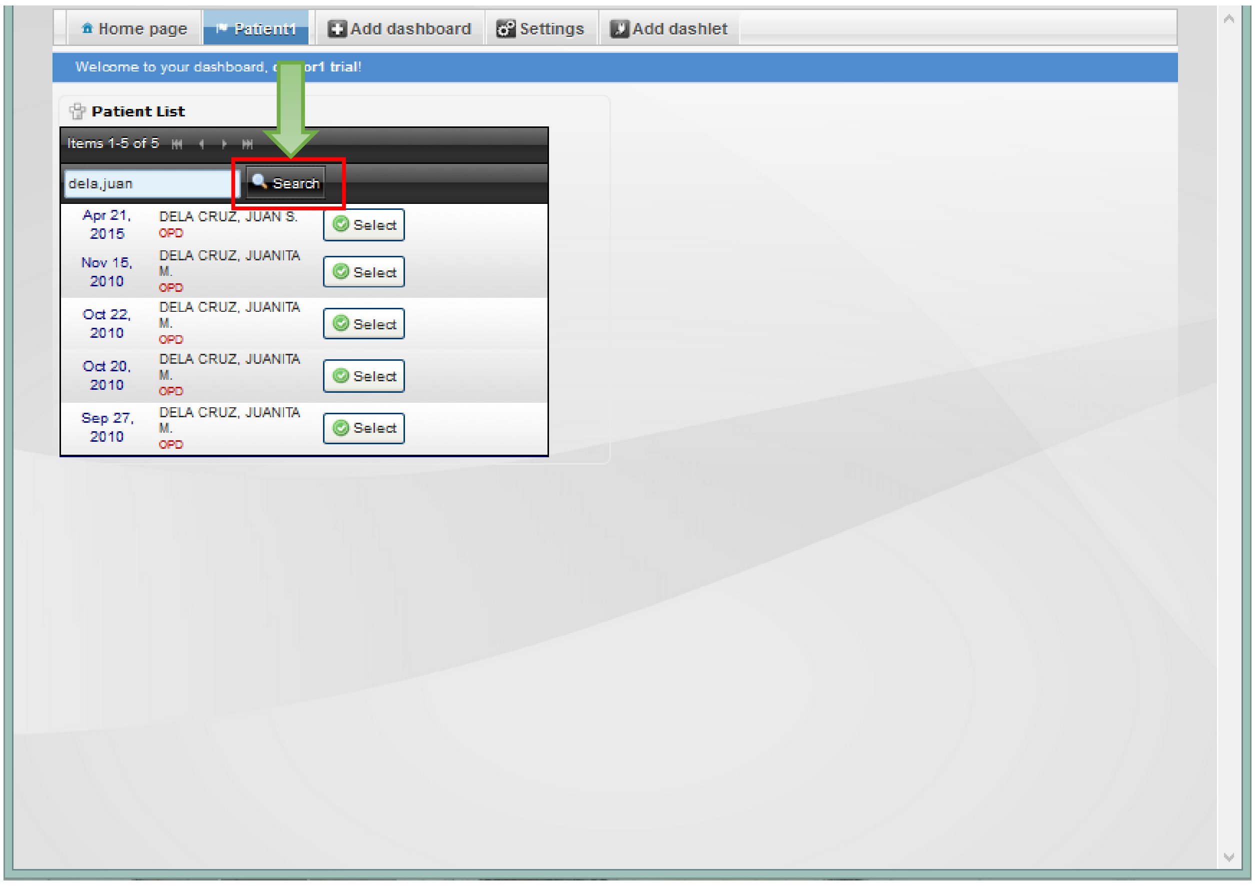
TO CREATE DASHLET

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



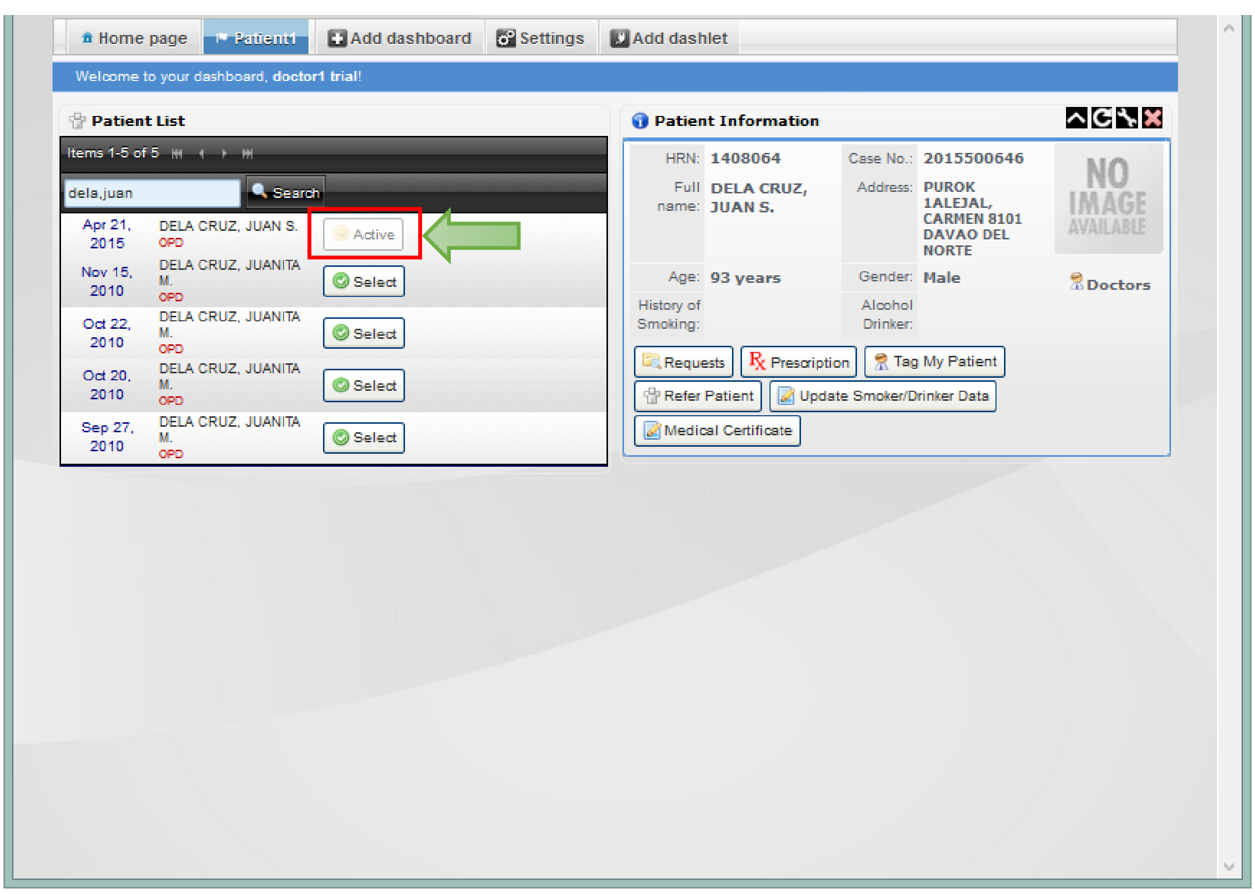
TO SEARCH PATIENTS

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



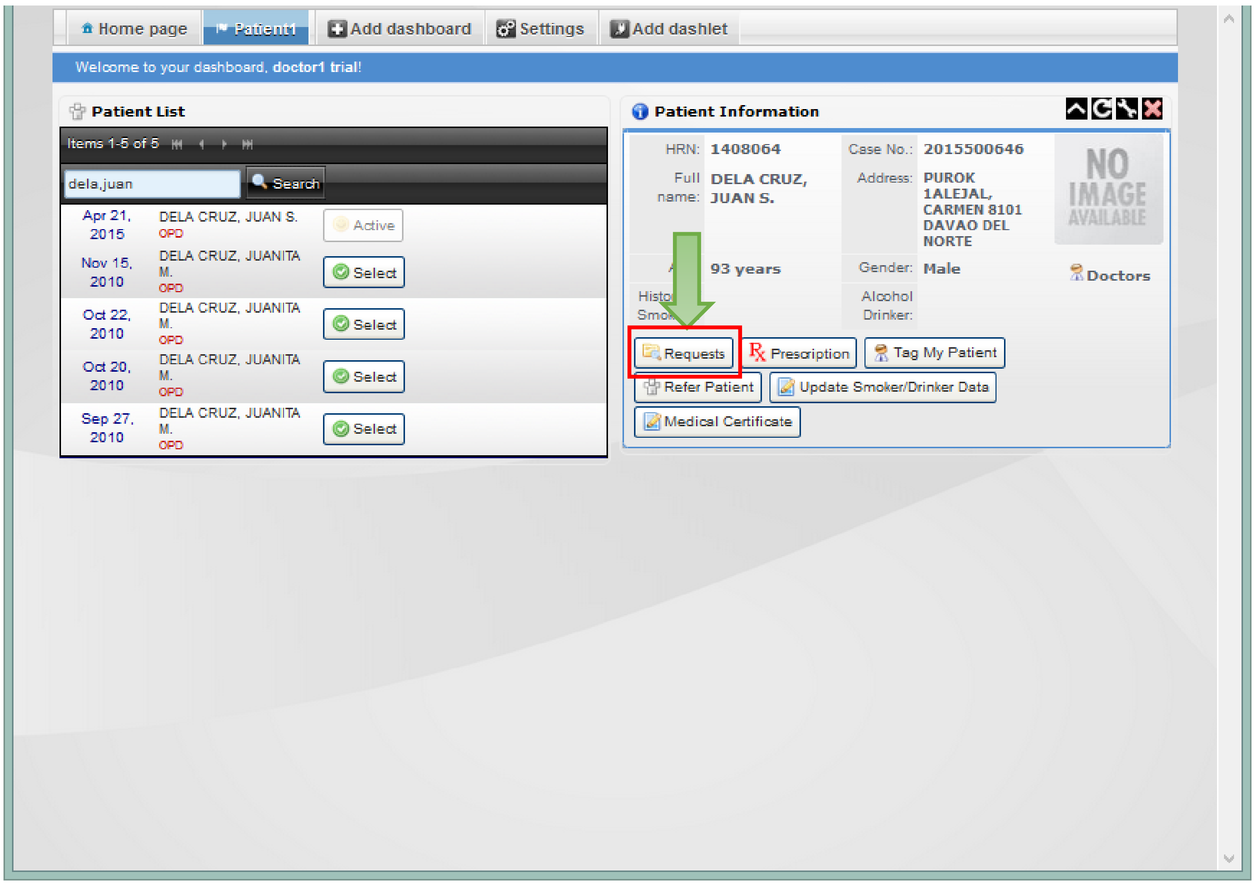
TO VIEW PATIENTS INFORMATION

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

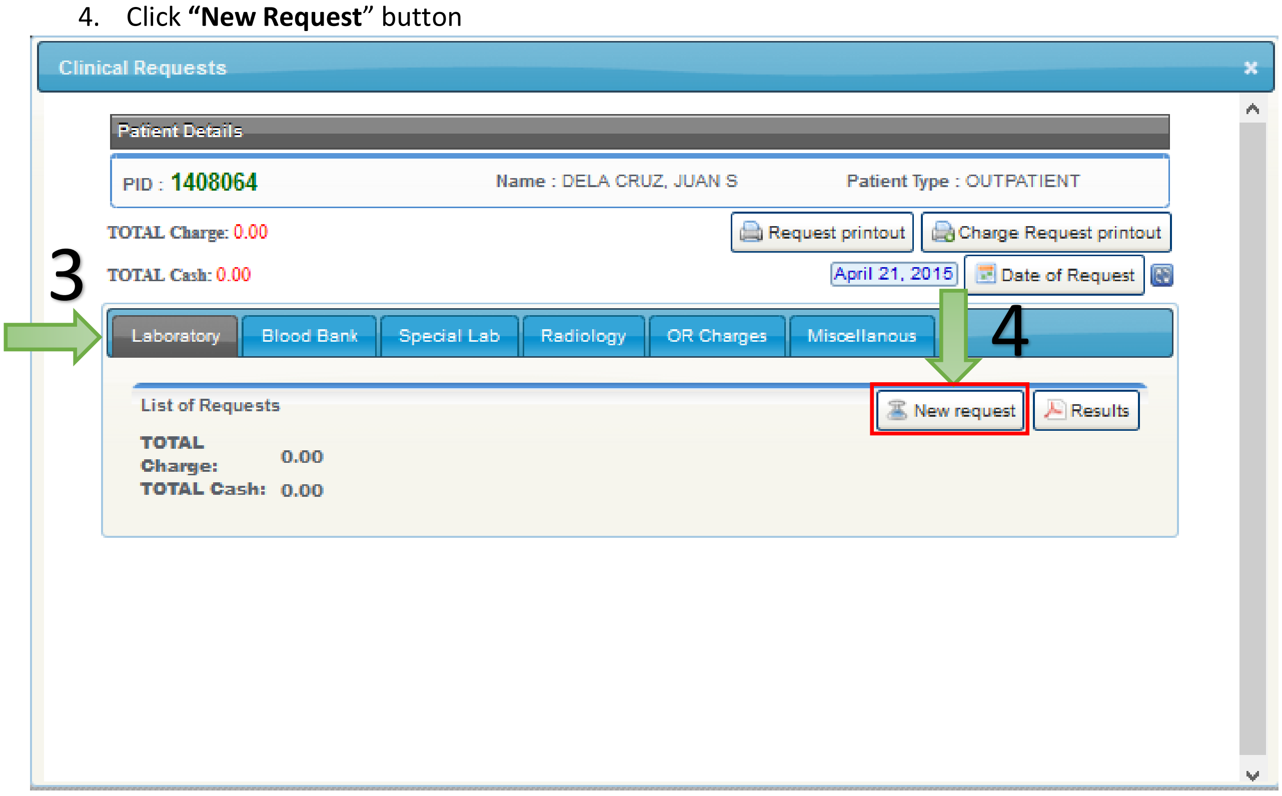


TO CREATE REQUEST

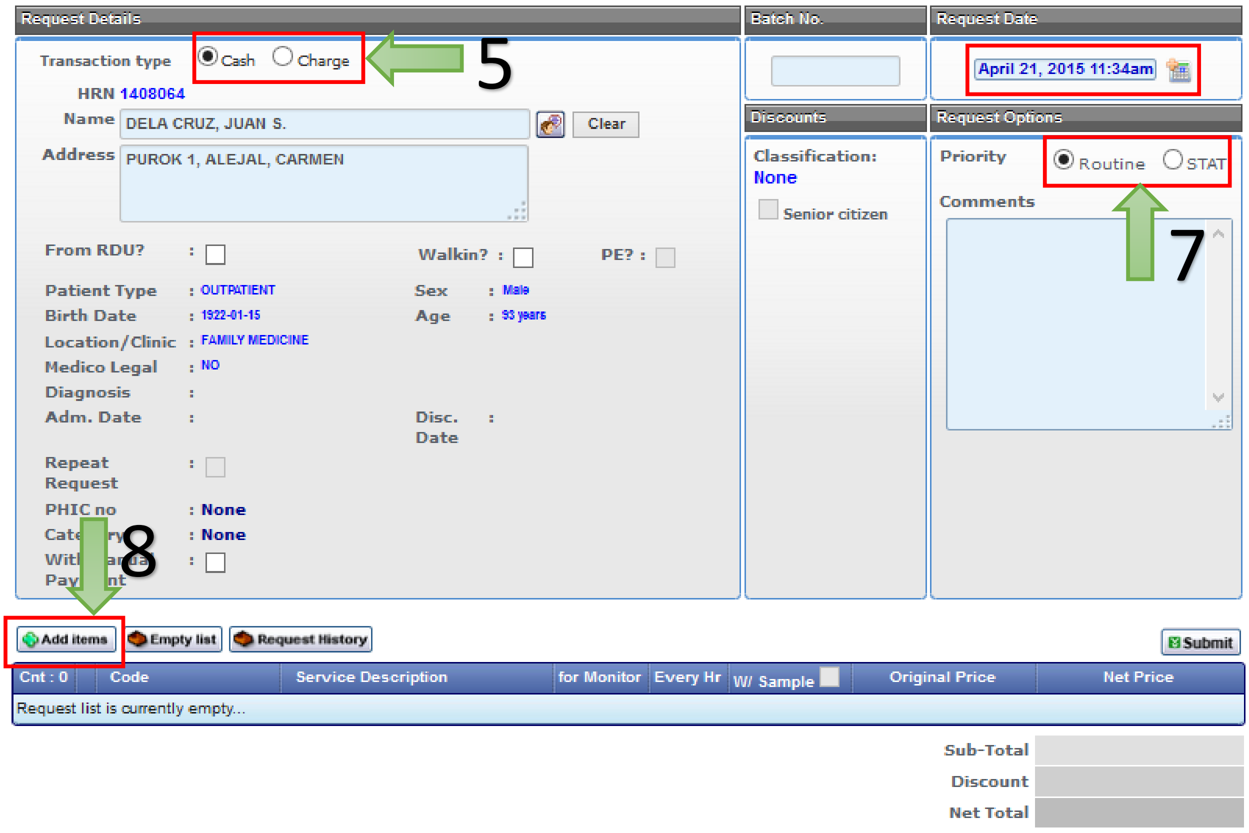
1. NOTE: ‘**Patient Information’** dashlet is needed to be open on your dashboard
2. Click on the **“Requests”** Button



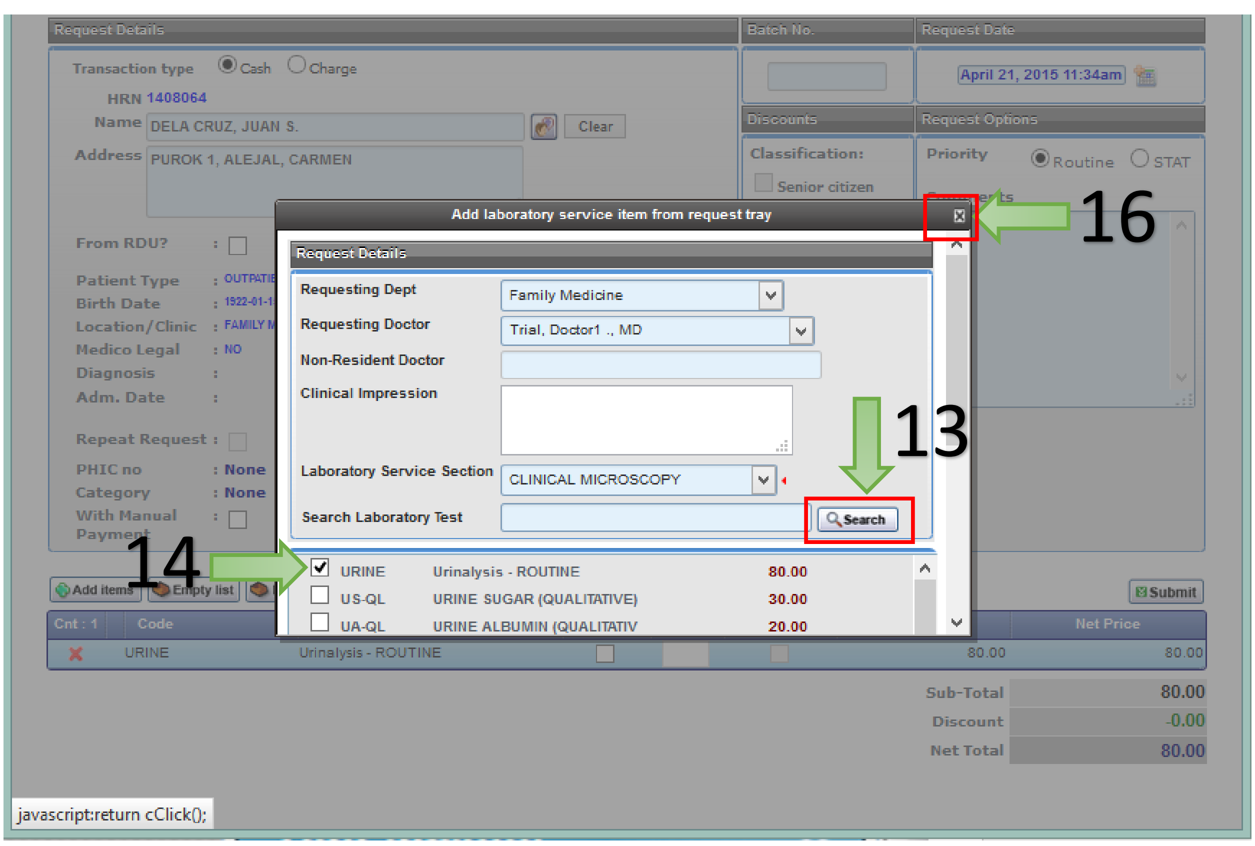
3. Choose from the tabs the category of request
4. Click **“New Request”** button



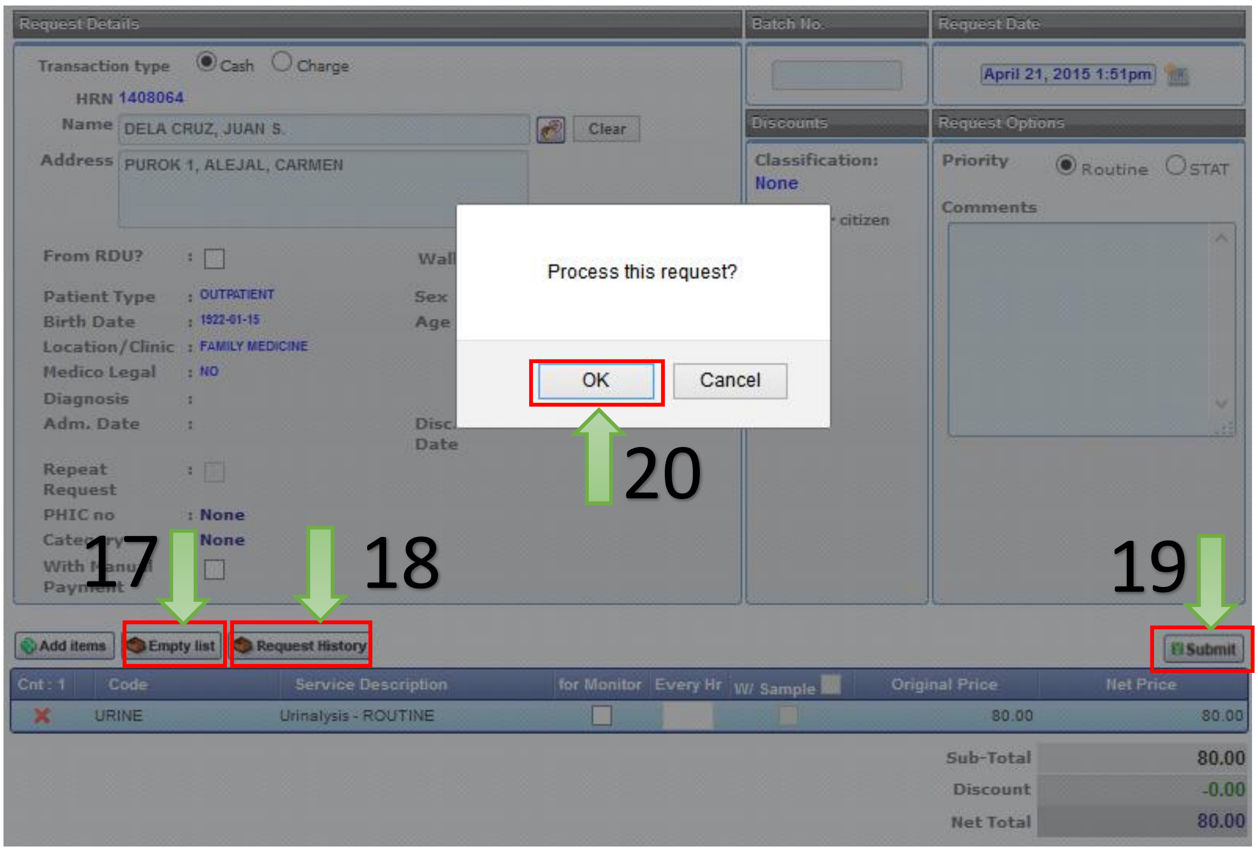
5. Choose Transaction Type; Cash transactions needs to be paid before the service, Charge will automatically goes to billing after service. For OPD, only cash transaction is allowed. For ER Patients, Charge transaction was set as default.
6. Request date was set as current server time stamp as default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

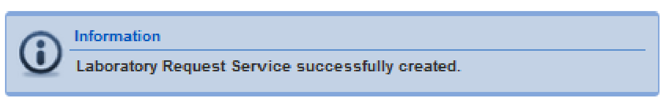


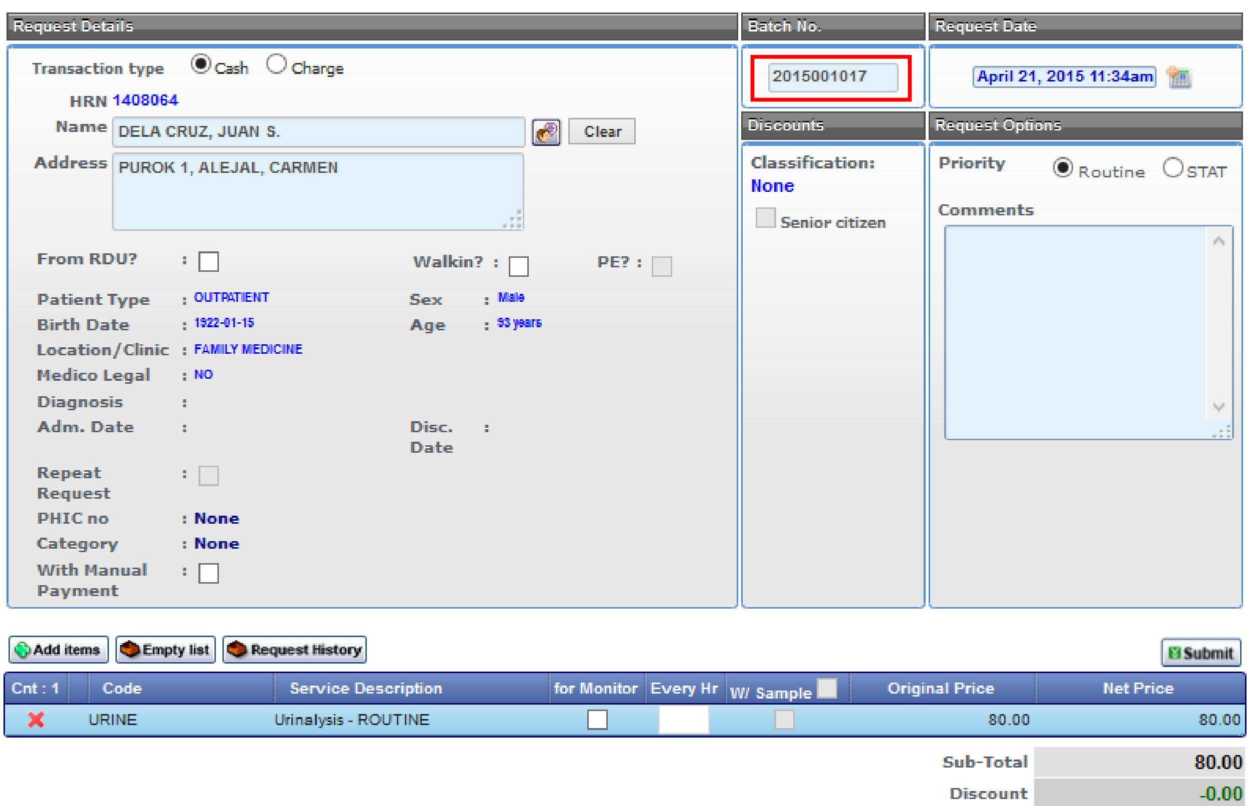
17. Click '**Empty List**' button to clear all items from the tray
18. Click '**Request History**' button to view the items requested to that certain patient
19. Click '**Submit'** button to save the request; The system will prompt a confirmation to process the request. Click '**OK'** to confirm else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



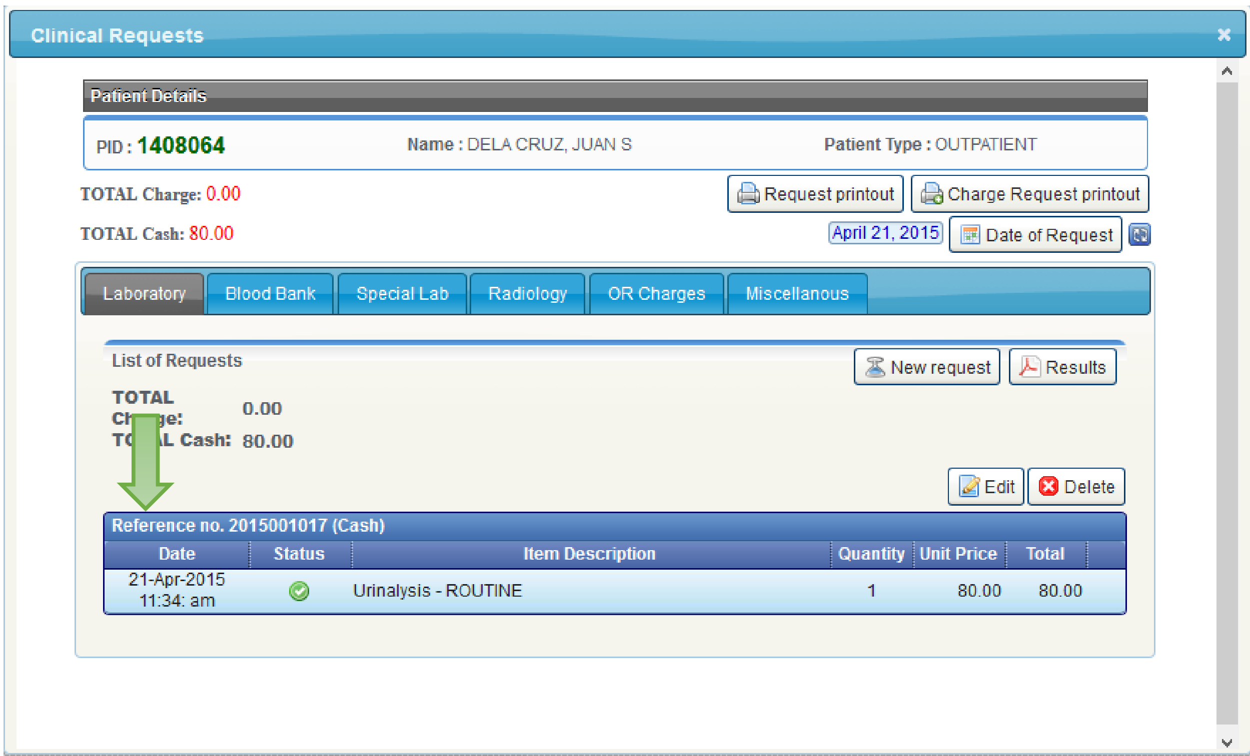
20. The system will display an information saying ‘Laboratory Request Service successfully created.’ once the system successfully process the request, else will prompt an error message.
21. A new batch no. will be assigned for request reference

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



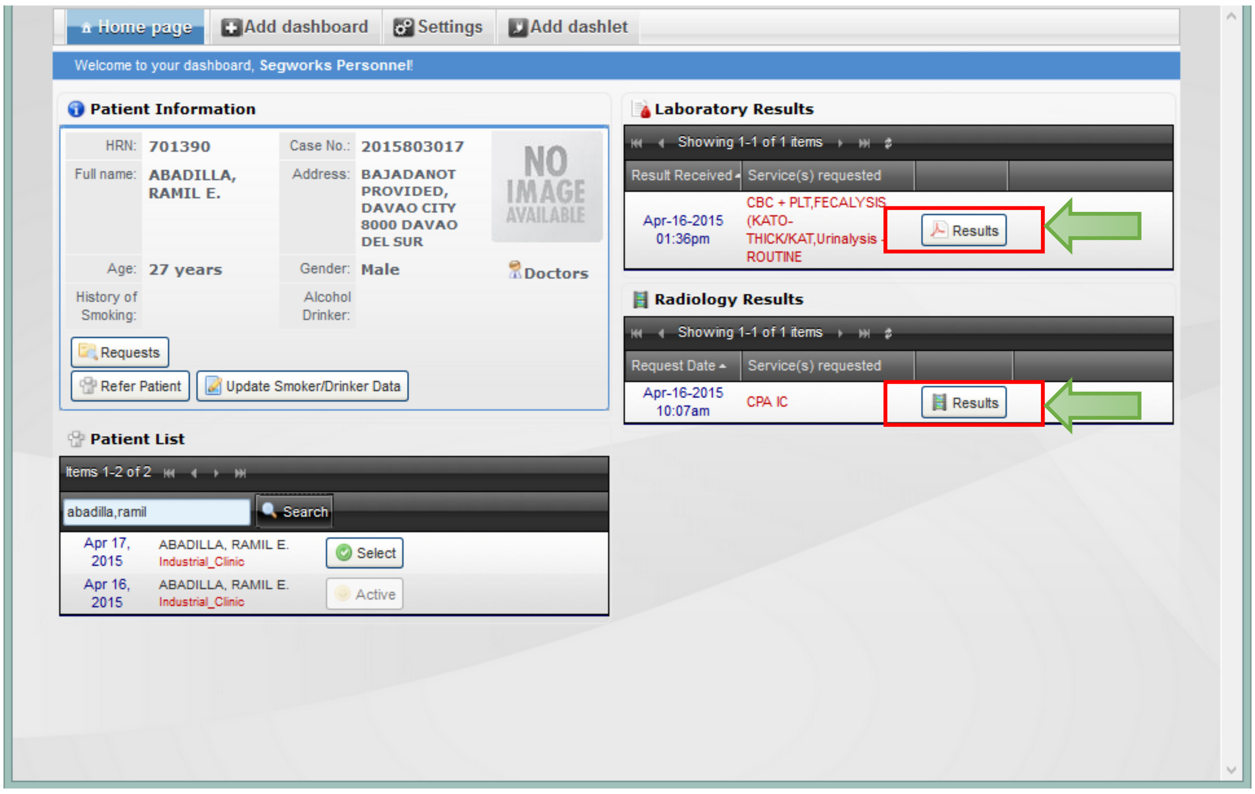


22. Request will be listed after clicking Close icon


Clinical Requests
Patient Details
PID : 1408064
Name : DELA CRUZ, JUAN S
Patient Type : OUTPATIENT
TOTAL Charge: 0.00
TOTAL Cash: 80.00
Request printout
Charge Request printout
April 21, 2015
Date of Request
Laboratory
Blood Bank
Special Lab
Radiology
OR Charges
Miscellanous
List of Requests
New request
Results
0.00
80.00
Edit
Delete
Reference no. 2015001017 (Cash)
Date
Status
Item Description
Quantity
Unit Price
Total
21-Apr-2015 11:34: am
Urinalysis - ROUTINE
1
80.00
80.00

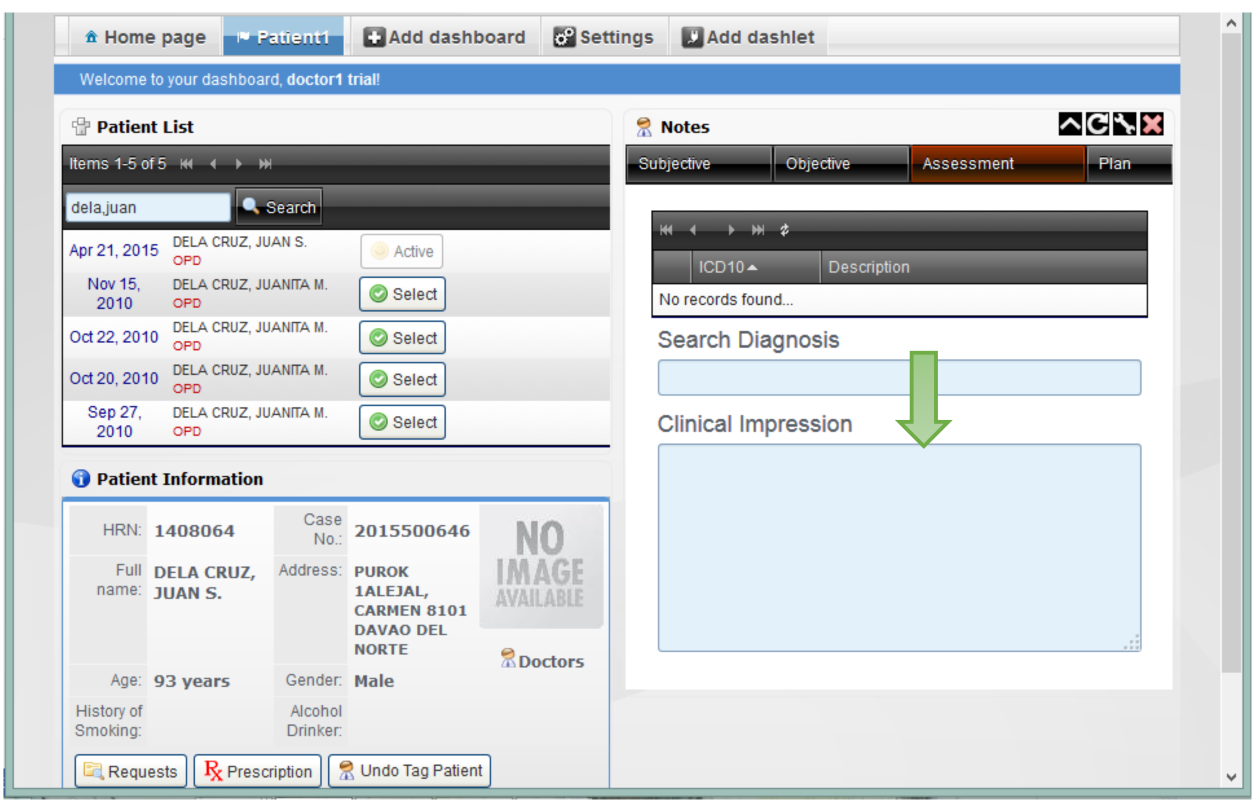
TO VIEW LABORATORY AND RADIOLOGY RESULTS

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



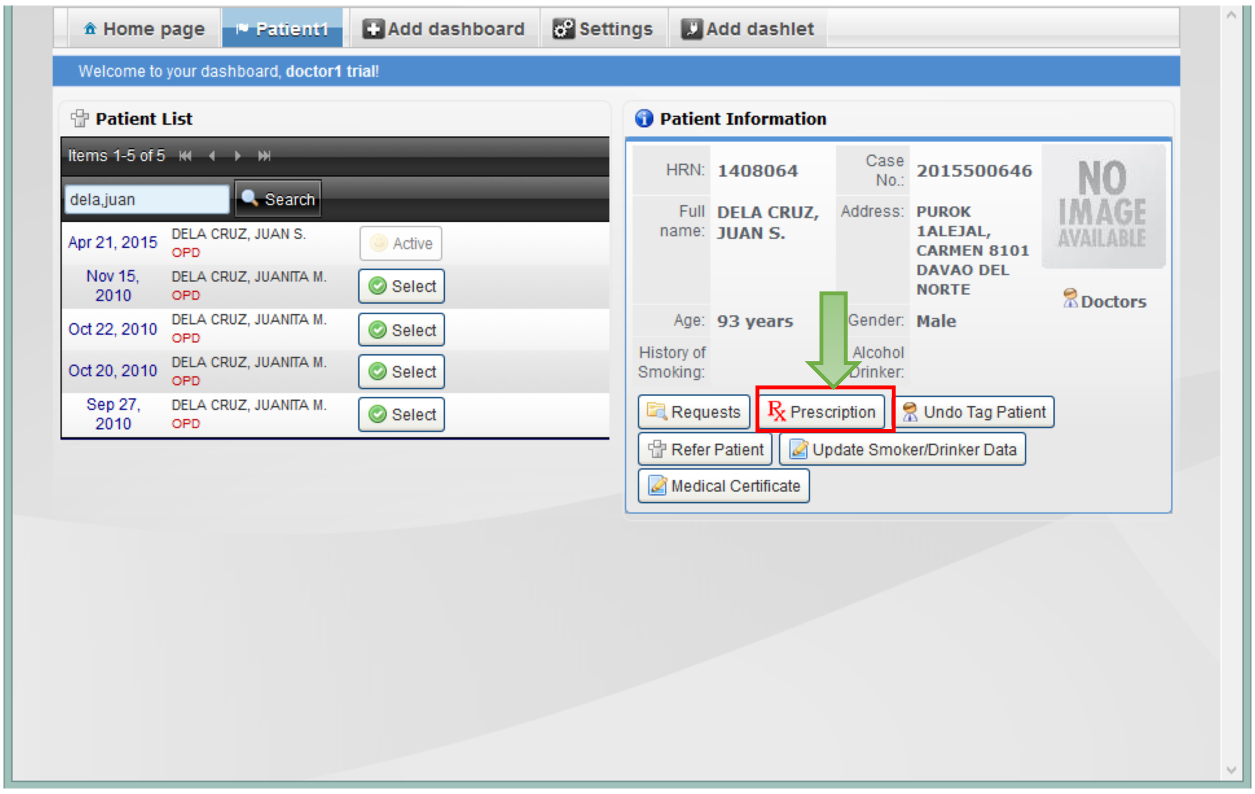
TO CREATE SOAP NOTES and CLINICAL IMPRESSION for OPD PATIENTS

1. NOTE: '**Notes'** dashlet is needed to be open on your dashboard
2. Input necessary data on the text area provided, to add a clinical impression, go to "**Assessment**" tab. This will reflect on CF2 as admitting diagnosis for PHIC cases

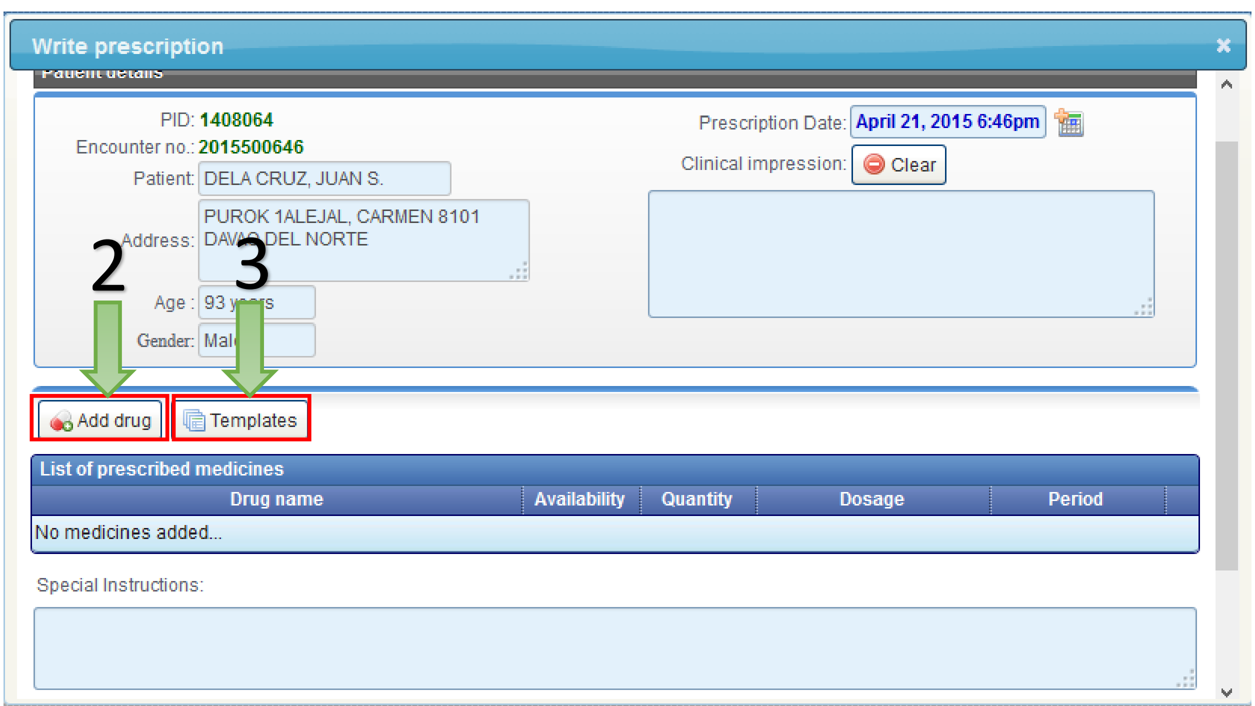


TO WRITE AND PRINT PRESCRIPTION

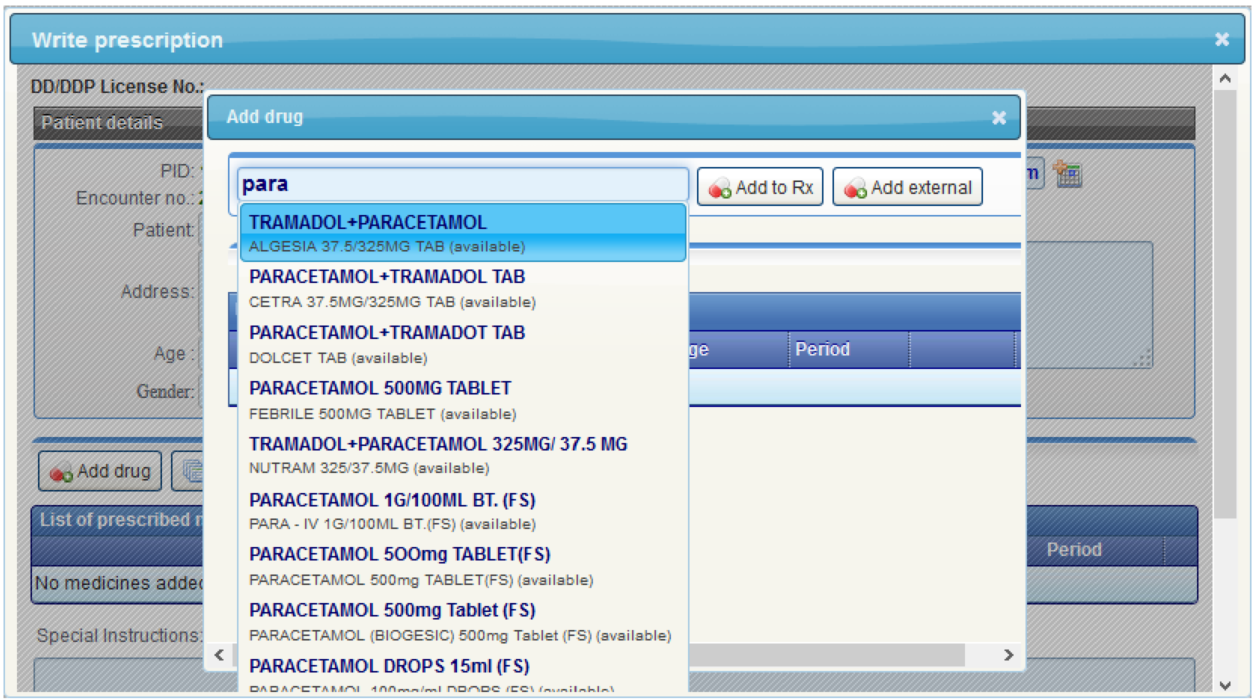
1. On ‘**Patient Information**’ Dashlet, Click ‘**Prescription**’ button



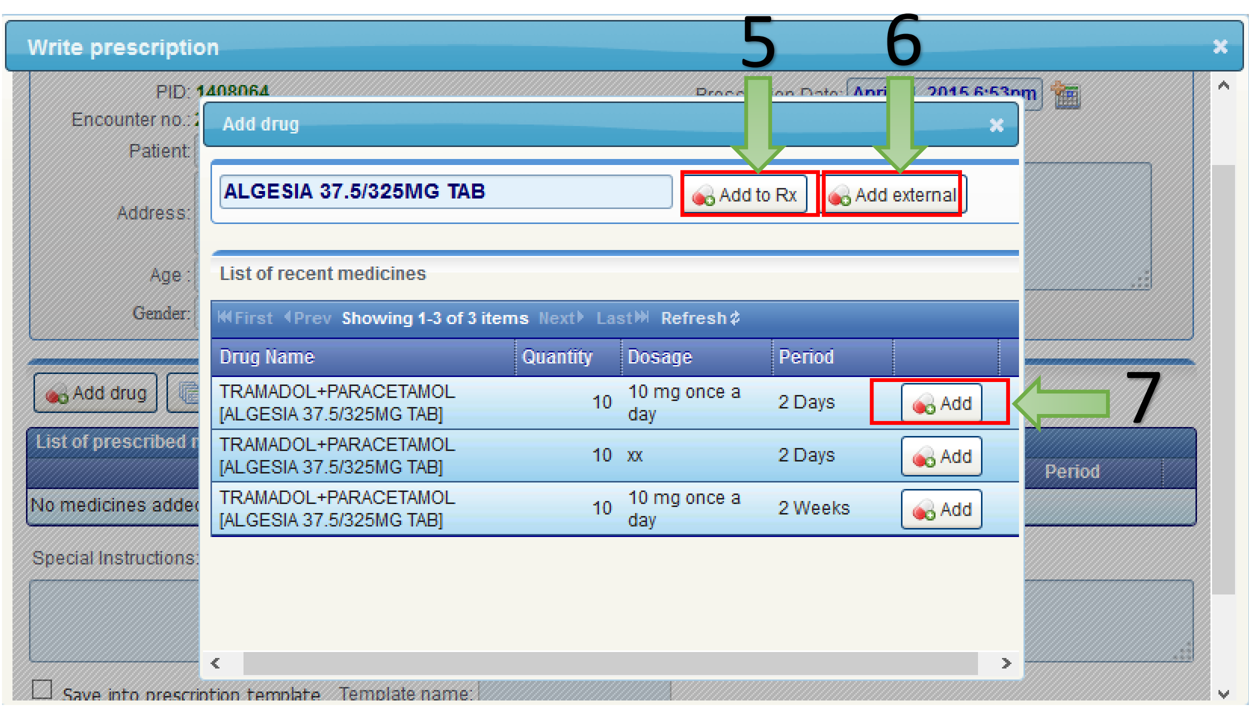
2. Click **“Add Drug”** button to search medicines
3. Click “**Templates**” to select medicines under saved templates



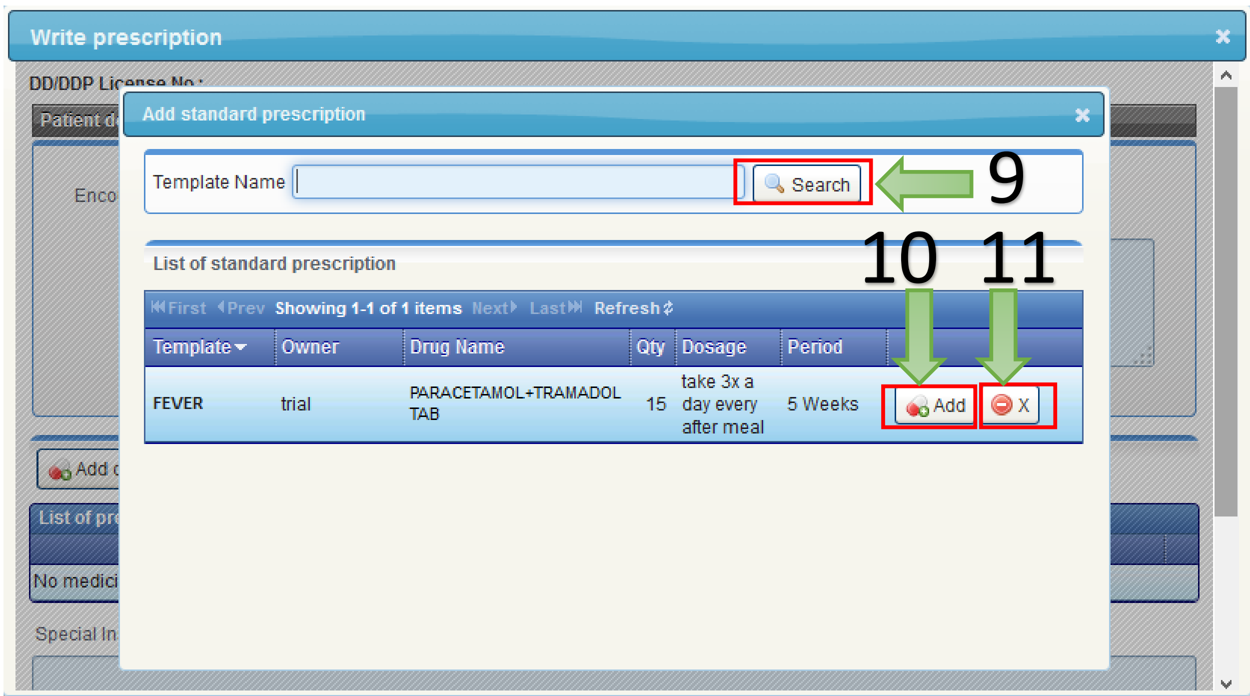
3. To add drugs, Input medicine name from the search box, and as a result a list of meds will be listed dropbdown as autocomplete



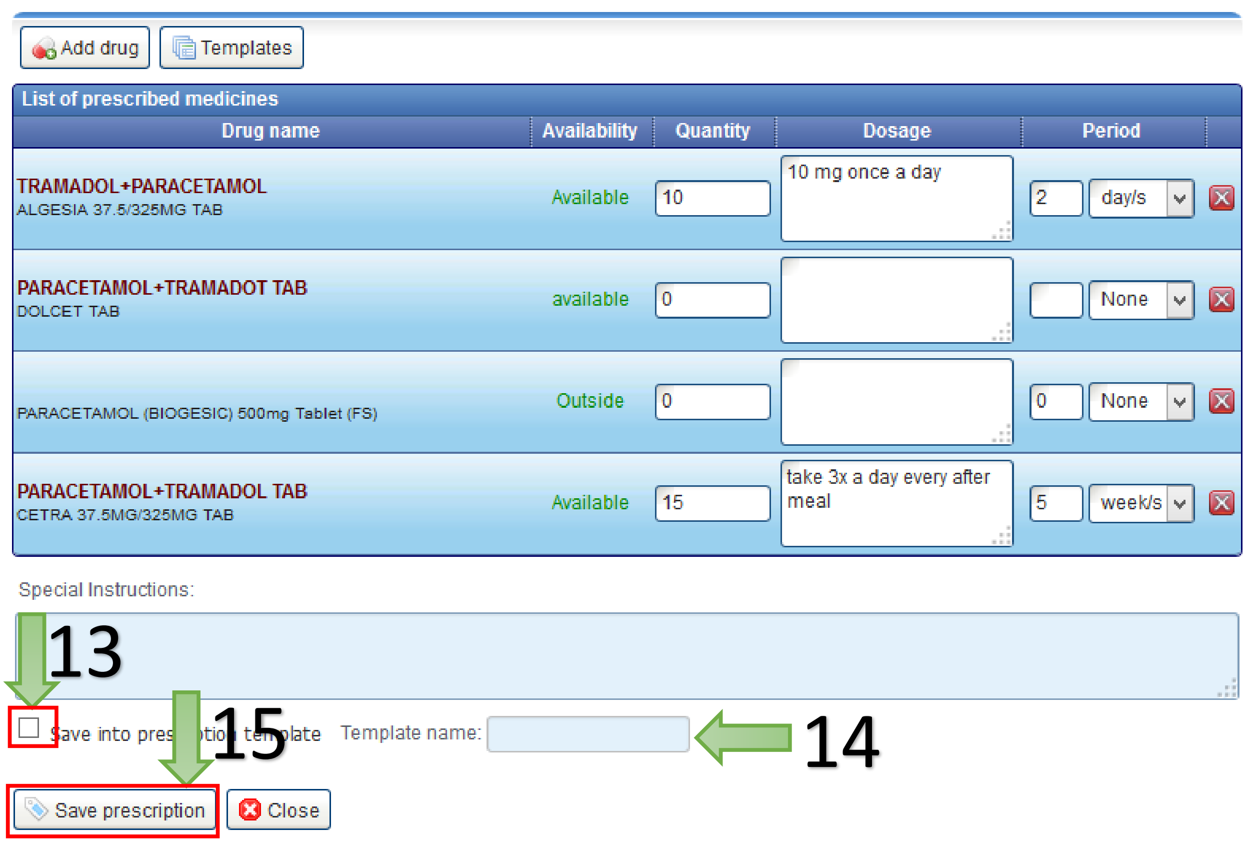
4. Click the preferred meds from the list, and automatically the system will display the saved prescriptions from the system database.
5. Click '**Add to Rx**' to add the meds to the item tray with blank dosage details.
6. Click '**Add external**' if the searched medicines is not found from our database indicating, available from outside the hospital
7. Click '**Add**' from the 'List of recent medicines' if you want to reuse the prescriptions made by the co-doctors saved in the system.



8. To add standard prescription form saved template, input template name from the search box
9. Click '**Search'** button or hit enter key
10. Click '**Add'** button to add prescription to item tray
11. Click '**X**' button to delete saved prescription

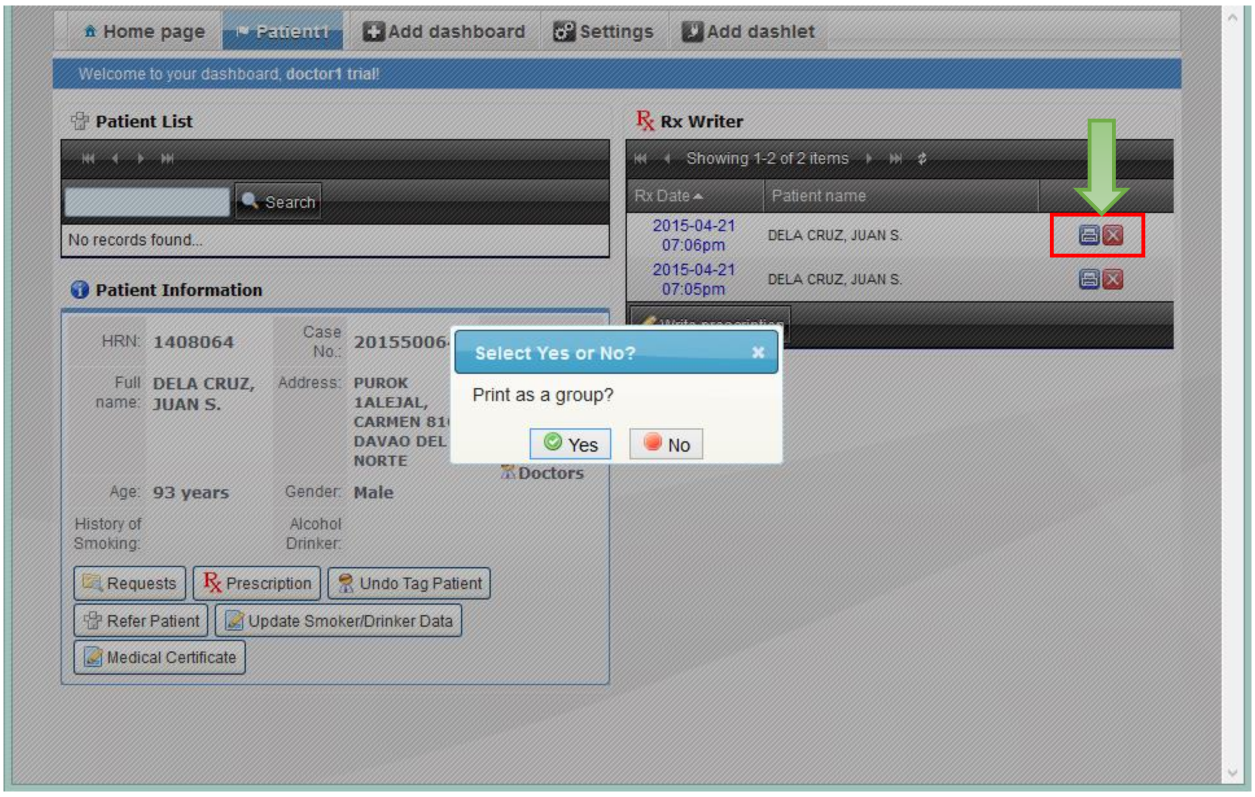


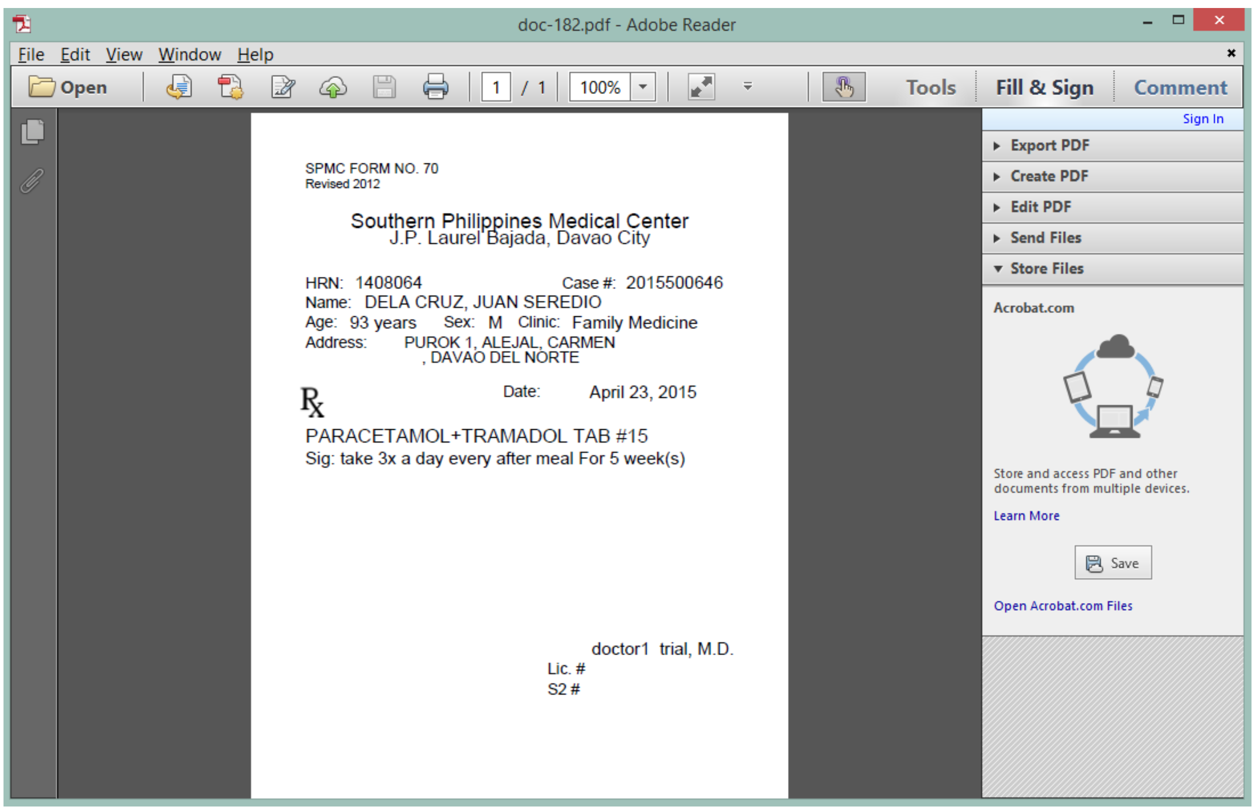
12. Input ‘**Special Instructions’** if necessary
13. Mark the checkbox if you intend to save it into prescription template
14. Input template name
15. Click ‘**Save prescription’** to process



if

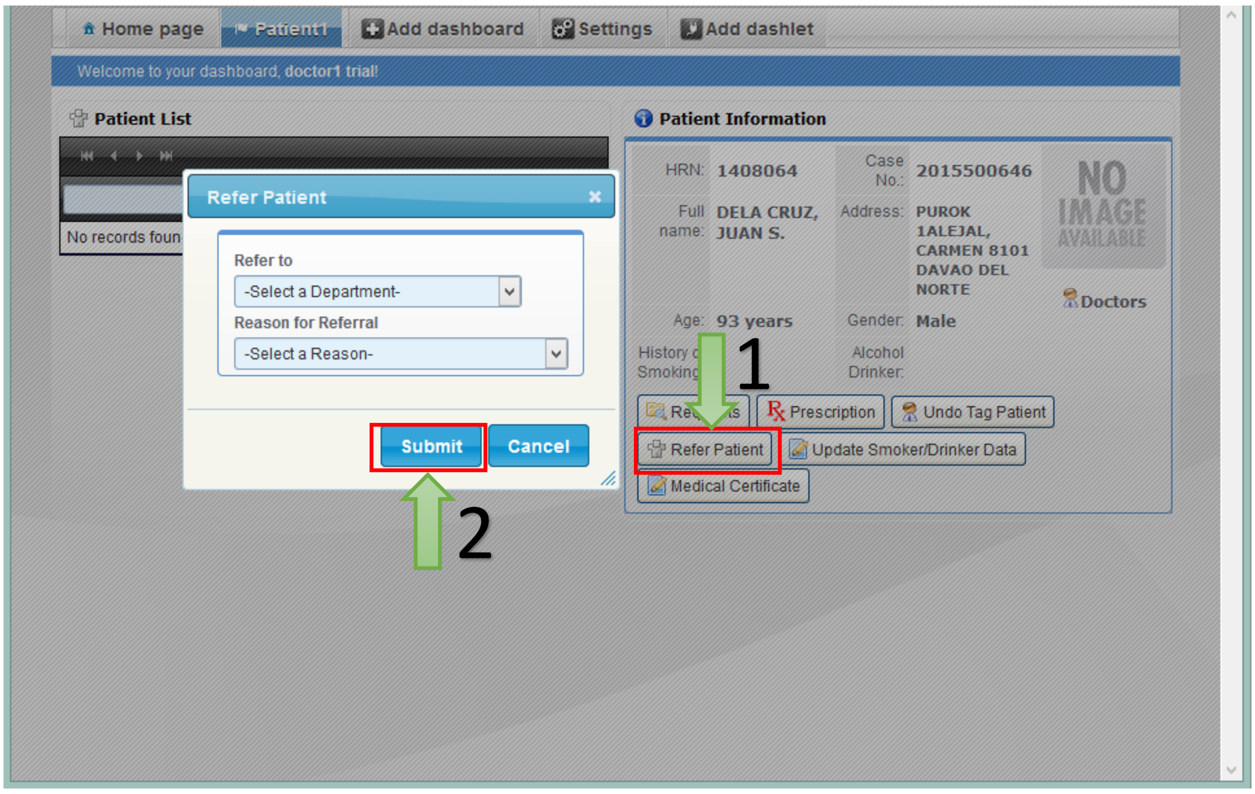
16. To print prescription, ‘**Rx Writer’** dashlet is needed to needed to be open on your dashboard
17. Click the ‘**printer’** icon to print
18. The system will prompt a message to print as a group or not. Print as a group option will set the printing of meds prescription as a group that will fit into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


Home page
Patient1
Add dashboard
Settings
Add dashlet
Welcome to your dashboard, doctor1 trial!
Patient List
Search
No records found...
Patient Information
HRN: 1408064
Case No.:
Full name: DELA CRUZ, JUAN S.
Address: PUROK 1ALEJAL, CARMEN
DAVAO DEL NORTE
Age: 93 years
Gender: Male
History of Smoking:
Alcohol Drinker:
Doctors
Requests
Prescription
Undo Tag Patient
Refer Patient
Update Smoker/Drinker Data
Medical Certificate
Rx Writer
Showing 1-2 of 2 items
Rx Date
Patient name
2015-04-21 07:06pm
DELA CRUZ, JUAN S.
2015-04-21 07:05pm
DELA CRUZ, JUAN S.
Select Yes or No?
Print as a group?
Yes
No

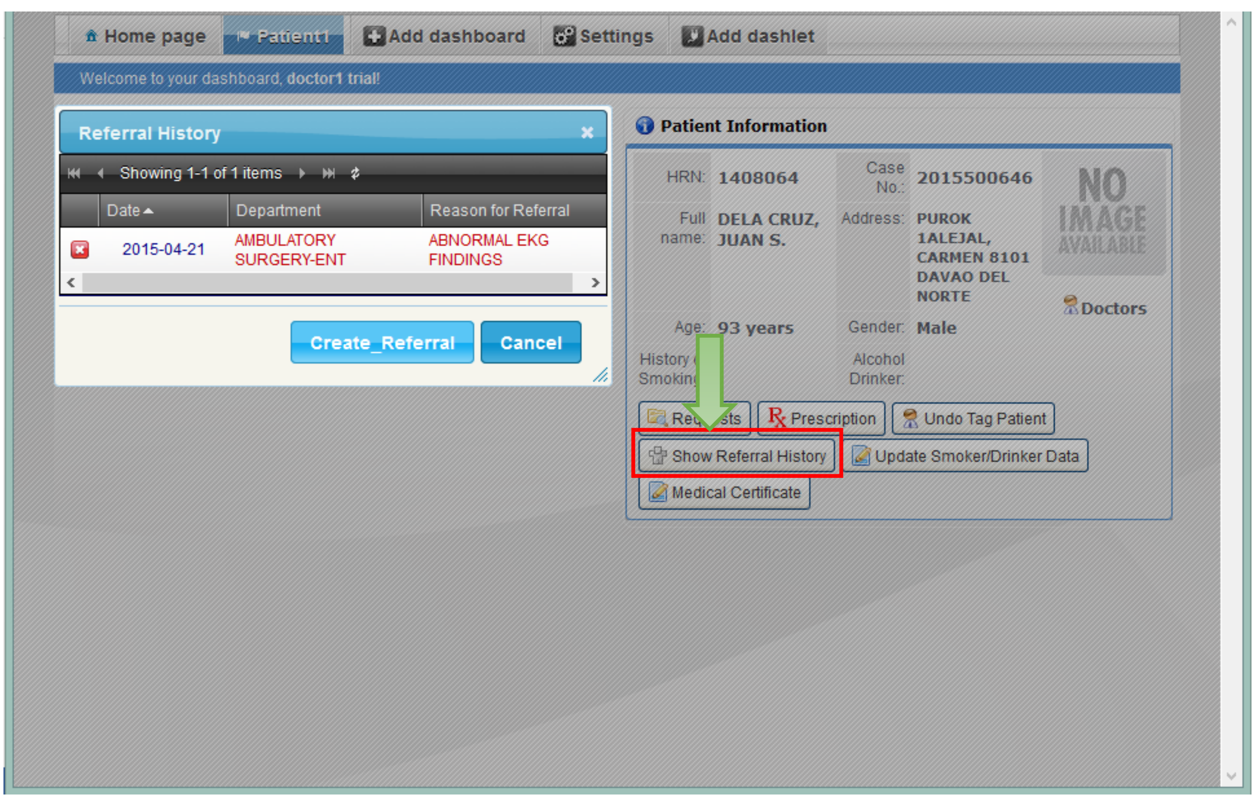

doc-182.pdf - Adobe Reader
File
Edit
View
Window
Help
Open
1 / 1
100%
Tools
Fill & Sign
Comment
Sign In
Export PDF
Create PDF
Edit PDF
Send Files
Store Files
Acrobat.com
Store and access PDF and other documents from multiple devices.
Learn More
Save
Open Acrobat.com Files
SPMC FORM NO. 70
Revised 2012
Southern Philippines Medical Center
J.P. Laurel Bajada, Davao City
HRN: 1408064
Case #: 2015500646
Name: DELA CRUZ, JUAN SEREDIO
Age: 93 years Sex: M Clinic: Family Medicine
Address: PUROK 1, ALEJAL, CARMEN
, DAVAO DEL NORTE
Rx
Date: April 23, 2015
PARACETAMOL+TRAMADOL TAB #15
Sig: take 3x a day every after meal For 5 week(s)
doctor1 trial, M.D.
Lic. #
S2 #

TO 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.

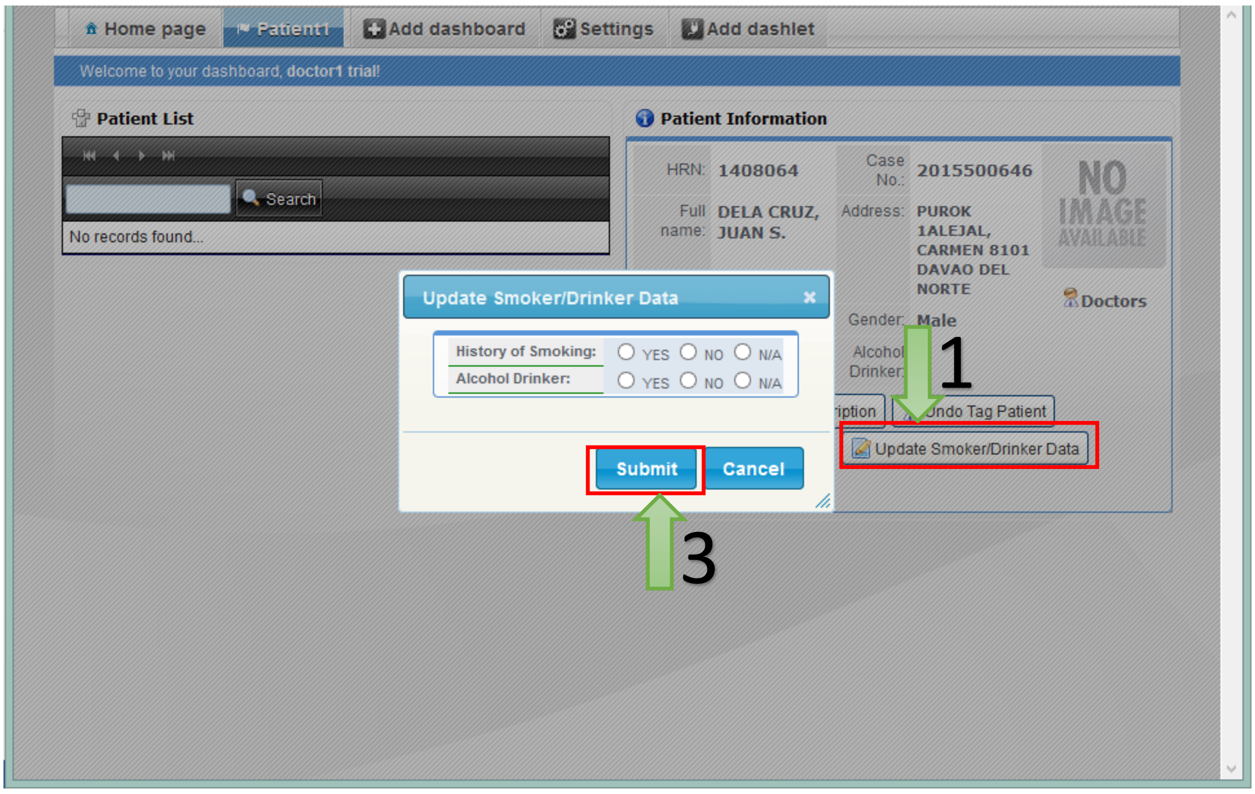


3. Upon submit, the system will prompts a message confirming a successful saving. The patient records will now be searchable under your department and to the referred departments
4. The '**Refer Patient'** will be replaced to 'Show Referral History' once the saving has been successful
5. Click '**Show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



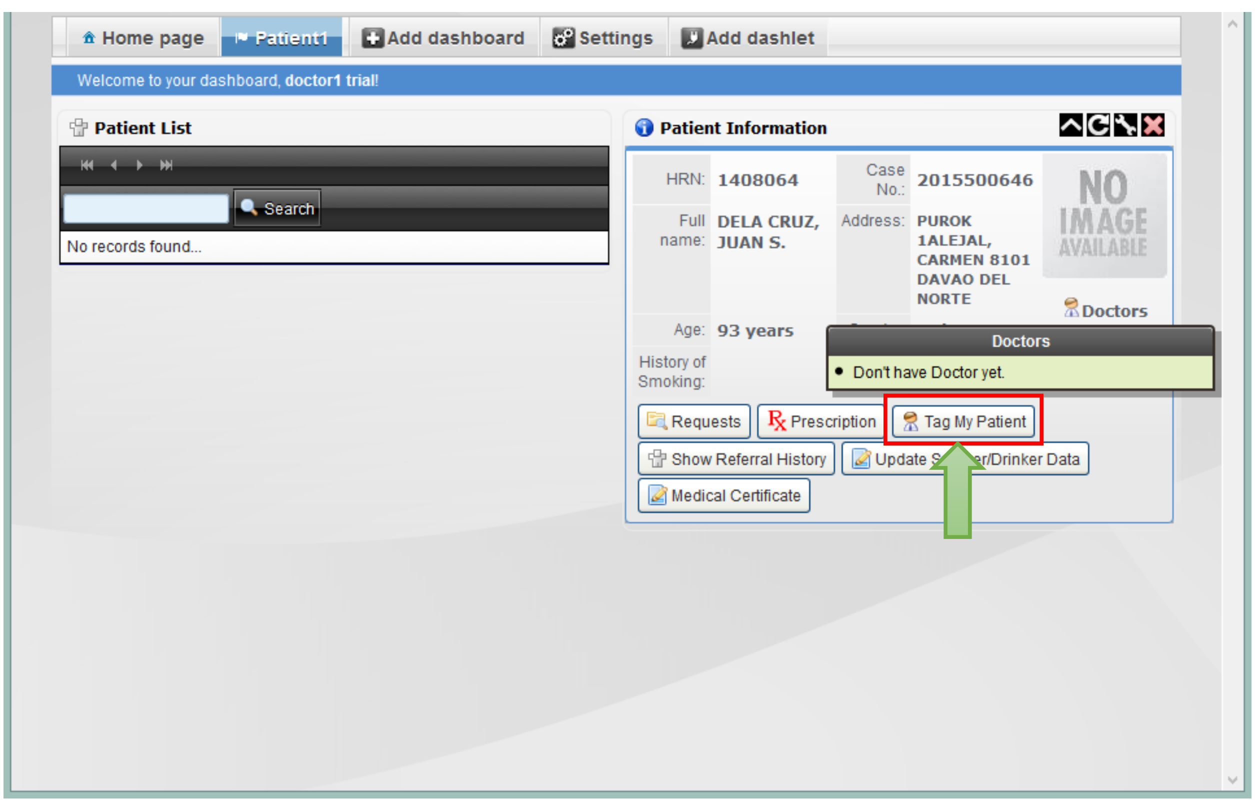
TO UPDATE HISTORY OF SMOKING AND DRINKING

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



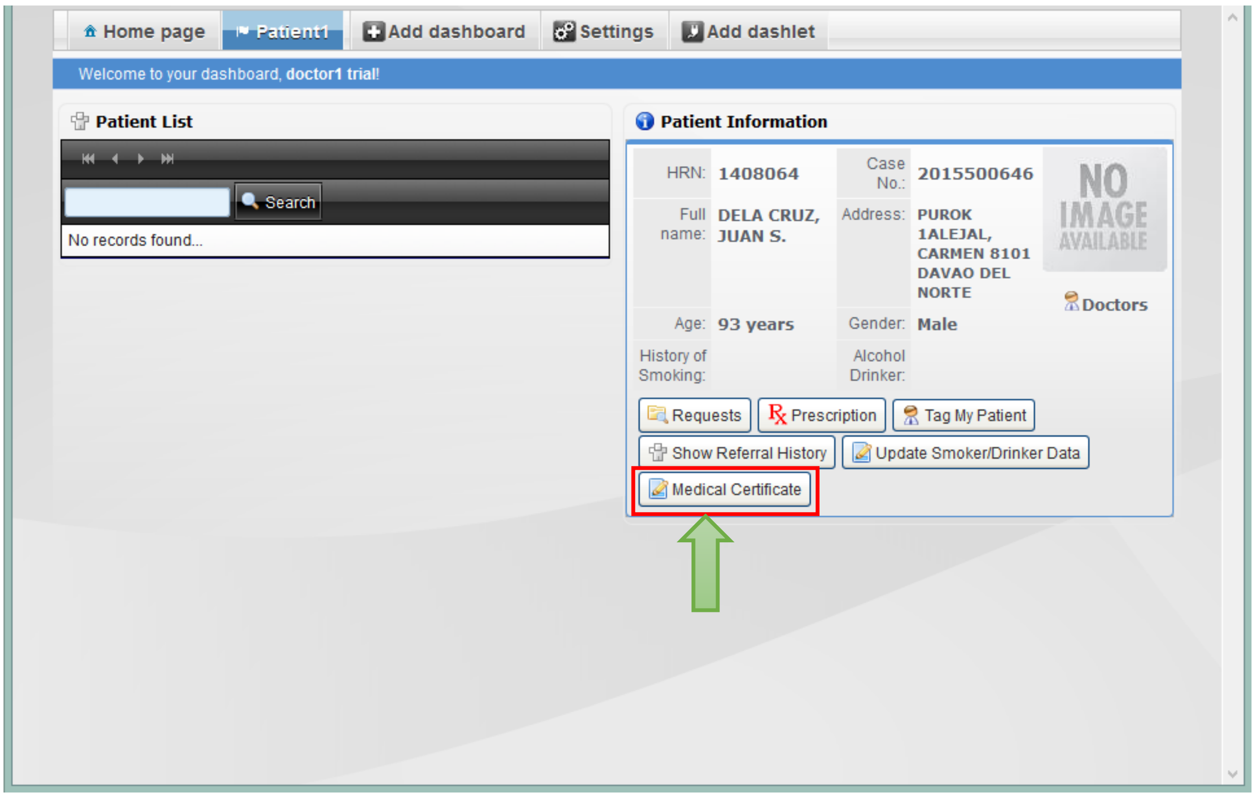
TO TAG AS MY PATIENT

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

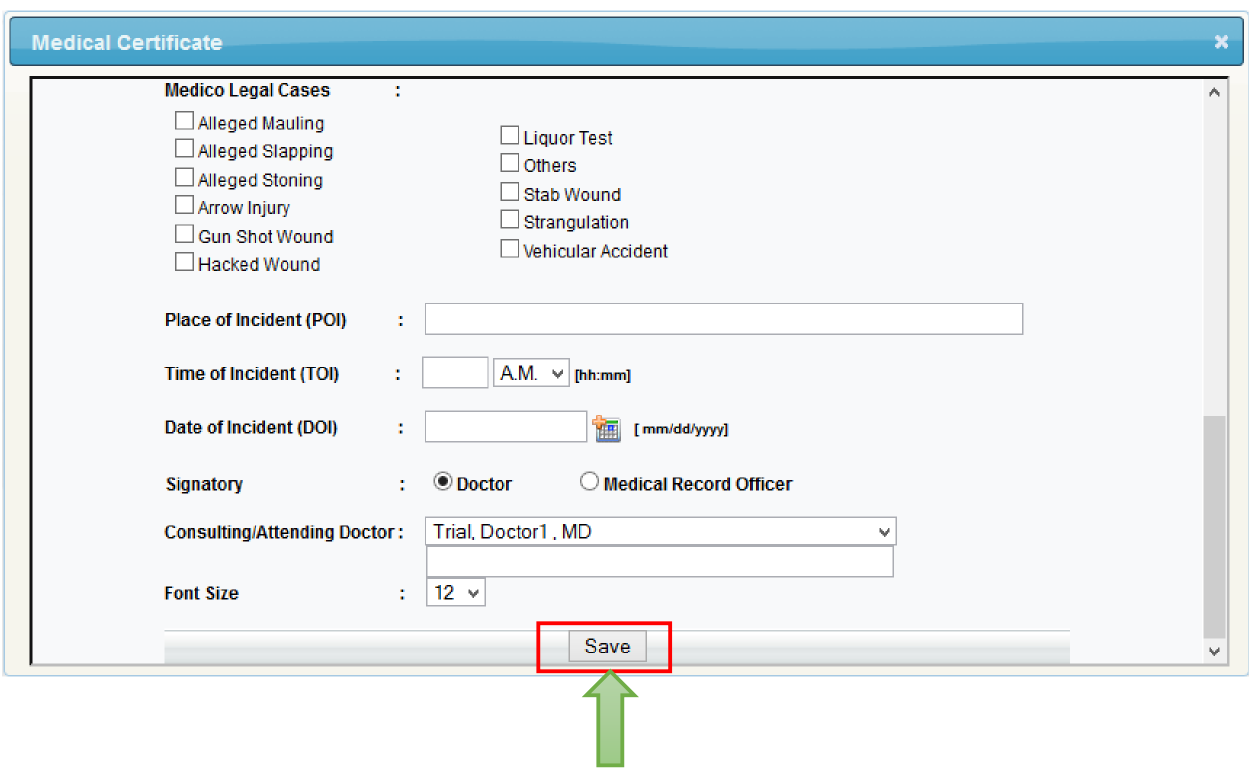


TO CREATE MEDICAL CERTIFICATES (FOR OPD PATIENTS)

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

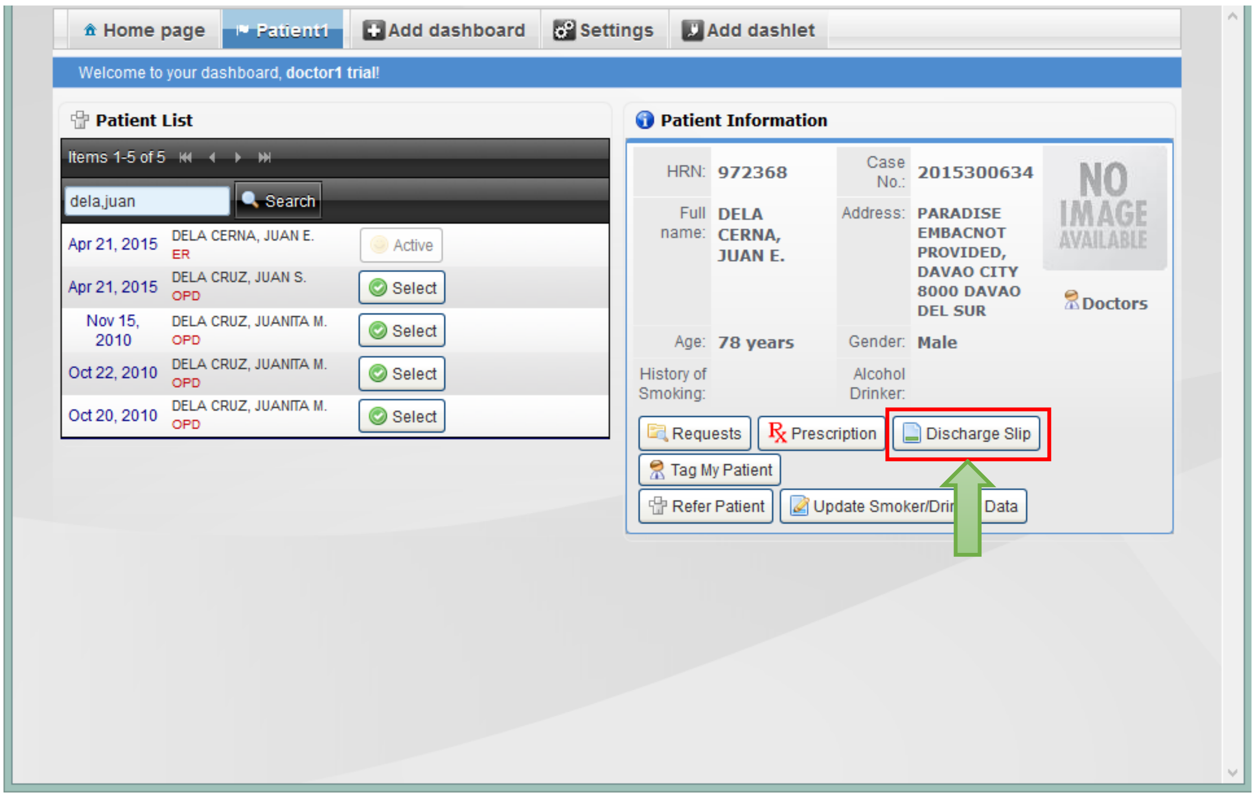


2. Fill-in necessary data then click "**Save"** Button. The system will prompt a message if successfully saved.
   a. Marked as Red font are mandatory fields.
   b. You don't have to fill-up for cases, POI, TOI, and DOI if the case is non-medico legal

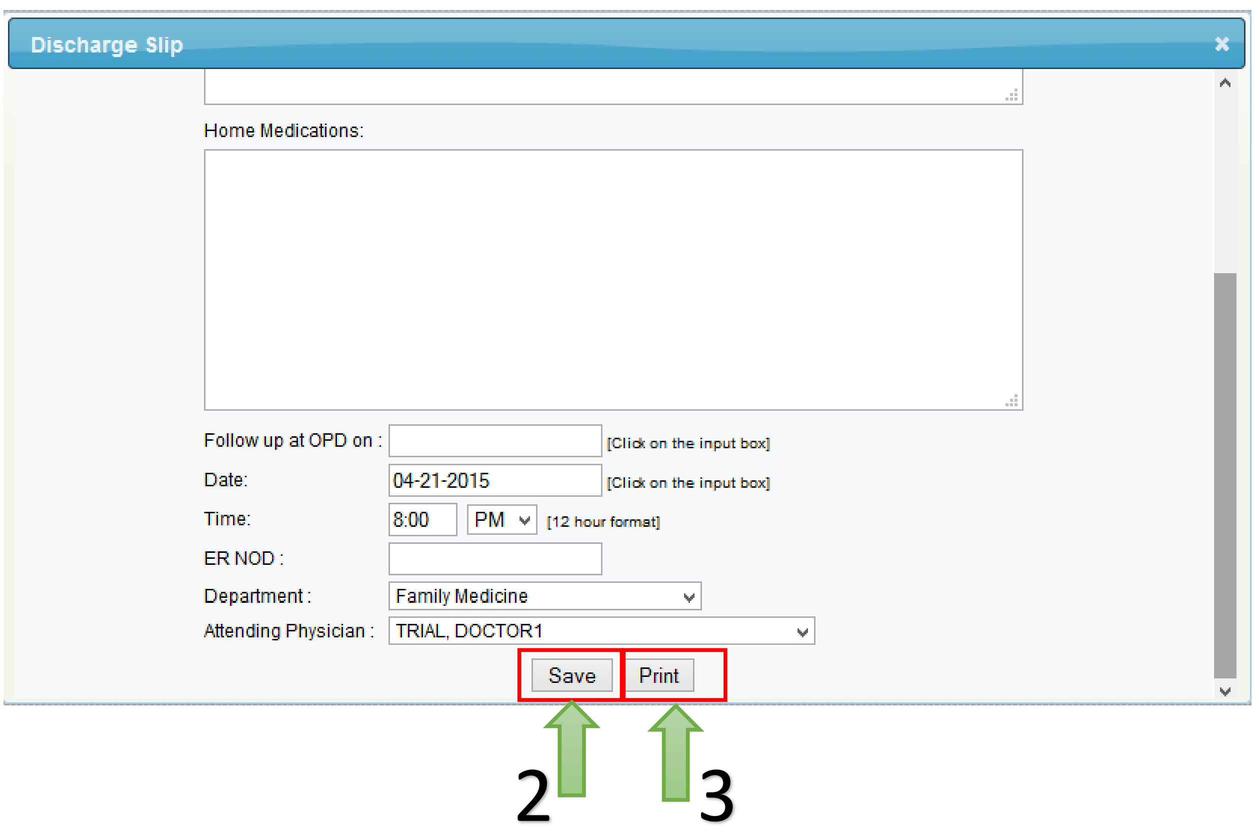


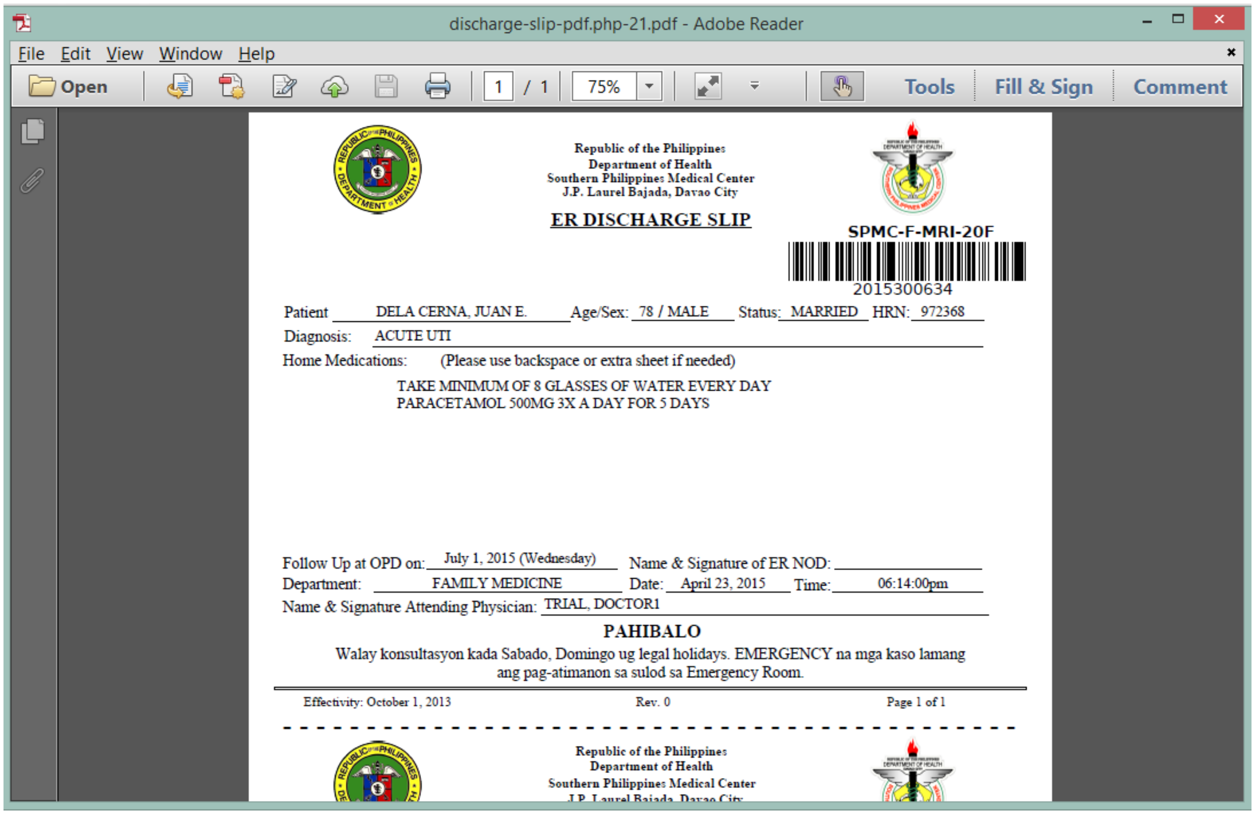
TO CREATE DISCHARGE SLIP (FOR ER PATIENTS)

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





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

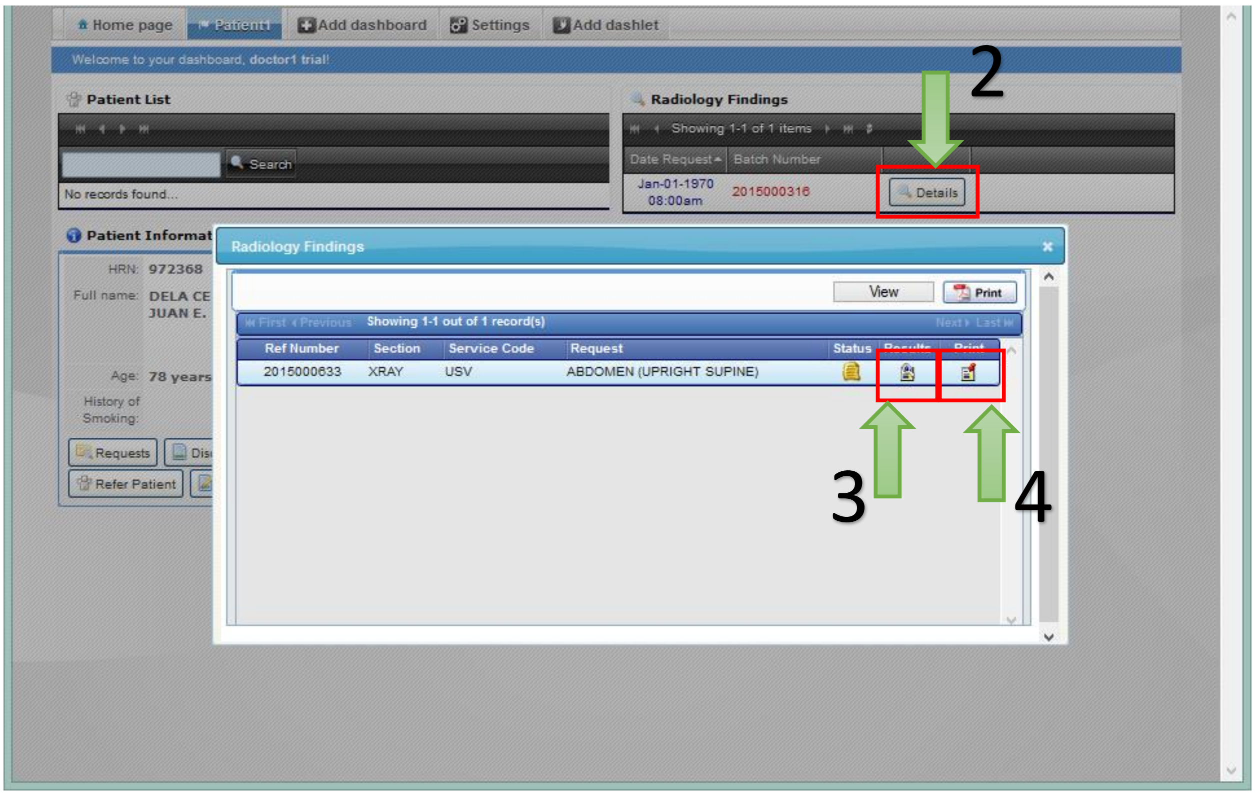
Walay konsultasyon kada Sabado, Domingo ug legal holidays. EMERGENCY na mga kaso lamang ang pag-atimanon sa sulod sa Emergency Room.

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

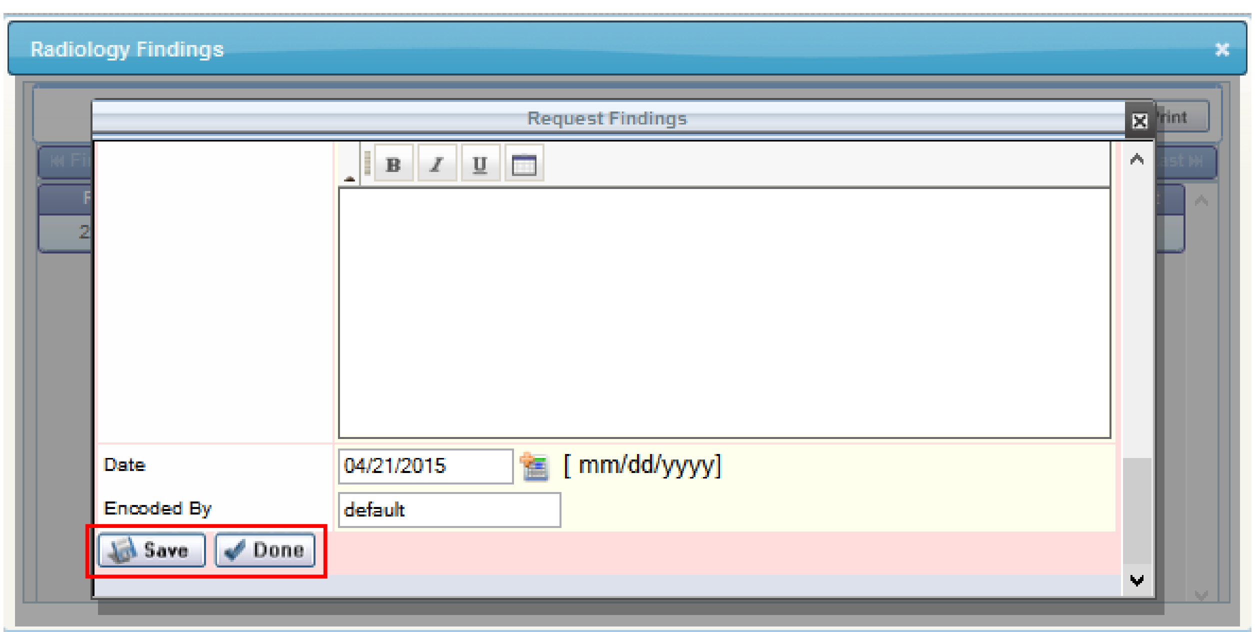
Republic of the Philippines
Department of Health
Southern Philippines Medical Center
J.P. Laurel Bajada, Davao City

TO 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

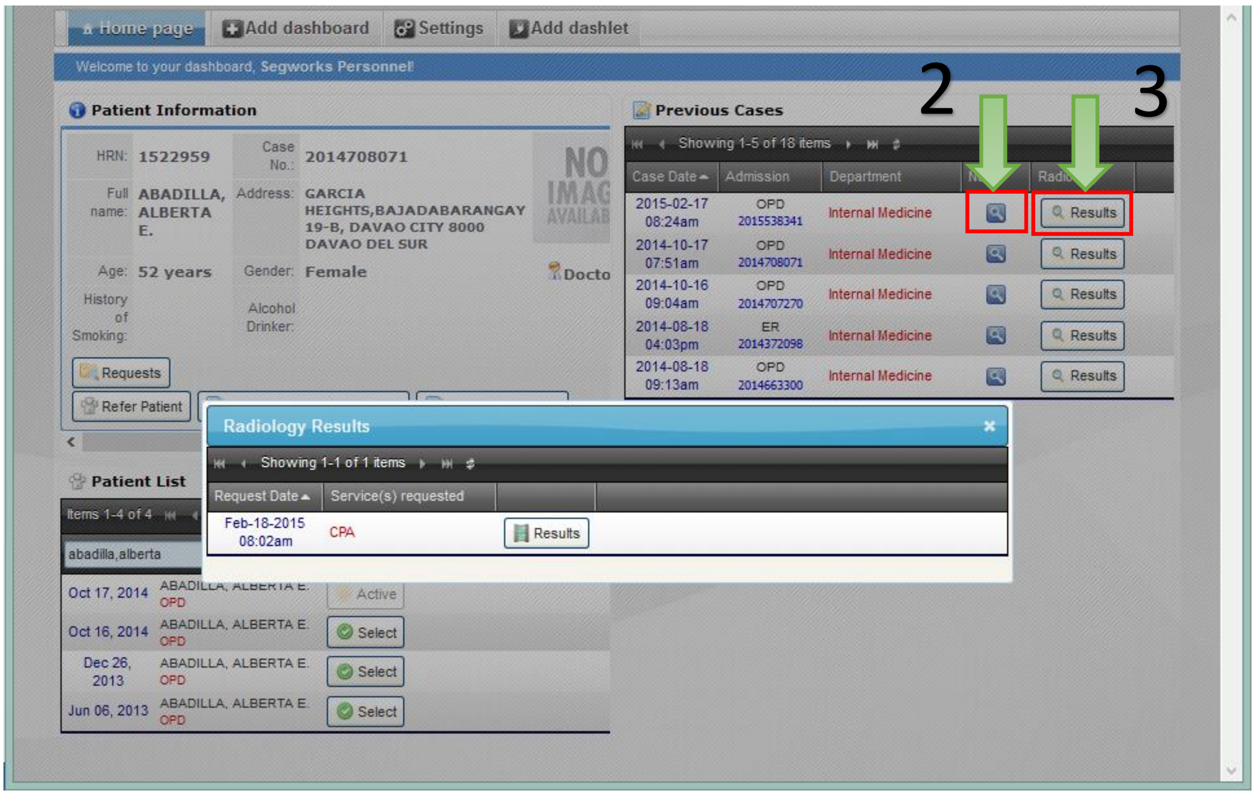


5. Input necessary data and click save to '**Save'** as initial and '**Done'** button to save as official
   a. Reporting doctor is based on its role; Select doctor based on role and click 'Add to List' button to add on the list
   b. Select preferred findings from the template list and edit if necessary 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



TO 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



TO 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