

TELEMEDICINE MANUAL

PREPARED BY: DOH7 ICTU TEAM



Main Features

- Manage Appointment enable the user to create and update their appointment.
- Config Schedule the schedule can be set weekly or monthly.
- Video Conference used for virtual consultation from remote facilities.
- Book Appointment the referring facility can book an appointment to the accepting facility.
- Prescription the referring facility can create and generate prescription for the patient.
- Lab Request the referring facility can create and generate lab request for the patient.
- Screen Record screen record the whole conversation of the accepting and referring facility and then upload the video into the server for safe keeping.



- Chat / Reco the doctor can also communicate through chat and the conversation is saved and can be viewed in reco after the video conference is done.
- File Upload the doctor can view and upload the patients files like lab results and other related documents.
- **Upward Referral** in case the referring and accepting doctors agree that the patient need urgent or emergency care, the accepting doctor can upward the patient.
- Follow Up the referring doctor can advise the patient for follow up, which can also be done in telemedicine tracking.



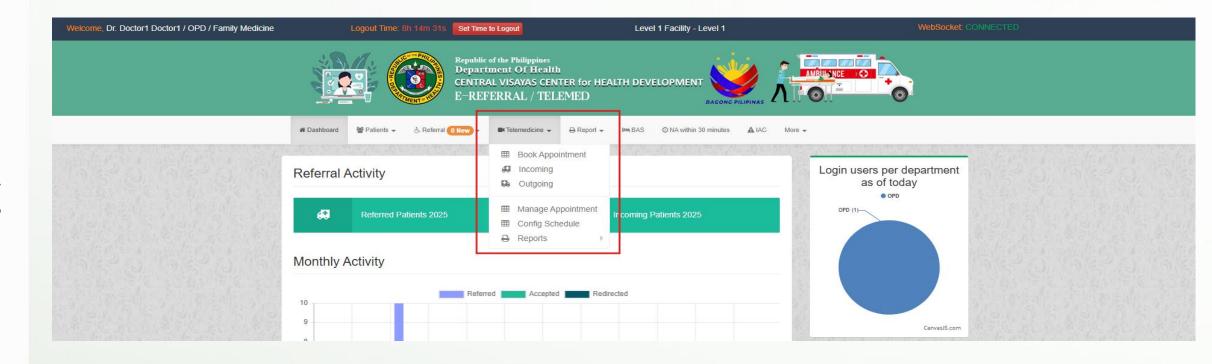
USERS

- REFERRING FACILITY DOCTOR
 - ORoles:
 - Refer to the primary health care facilities that the patients visited.
- ACCEPTING FACILITY DOCTOR
 - Roles:
 - Refer to the higher health care facilities.
 - They act as a consultant for primary health care facilities.
- IT SUPPORT IT PERSONNEL
 - ORoles:
 - Provide technical support and assistance for the doctors.
 - They are in-charge for creating appointment configuration.



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DOCTOR'S MENU

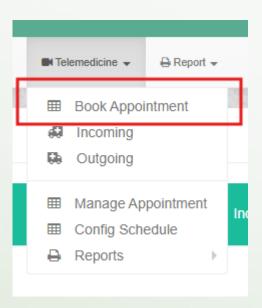




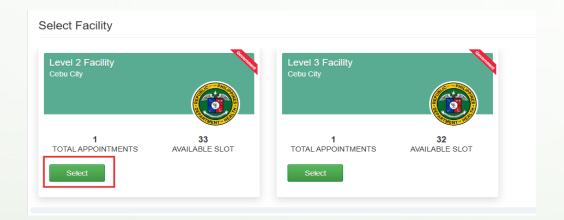
REFERRING FACILITY

STEP 1 - BOOK APPOINTMENT

- Click Telemedicine in Menu options.
- Choose Book Appointment.

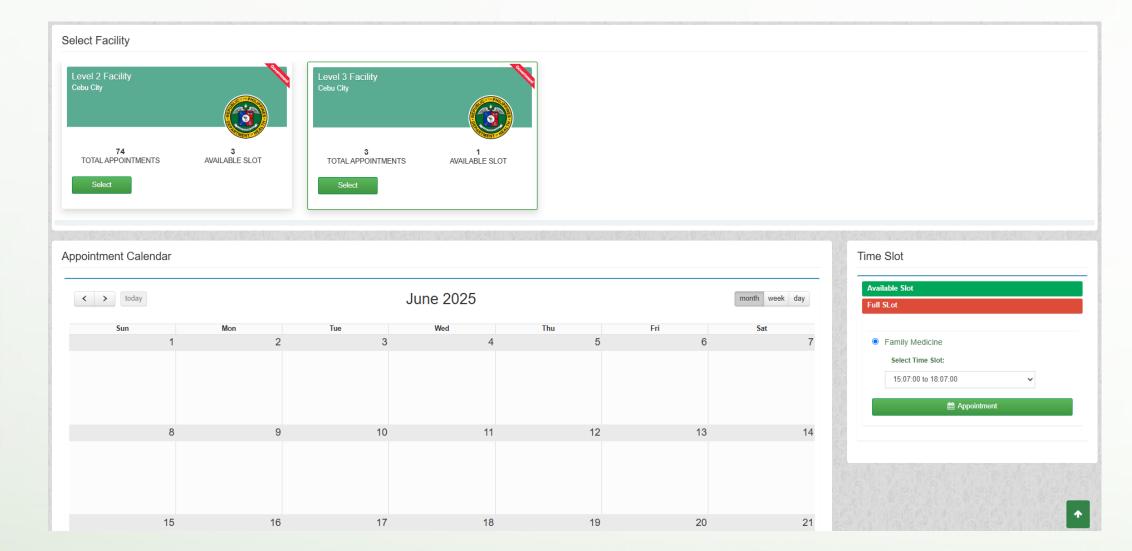


 In Select Facility, choose the higher level facility and click select.





STEP 2 - APPOINTMENT CALENDAR



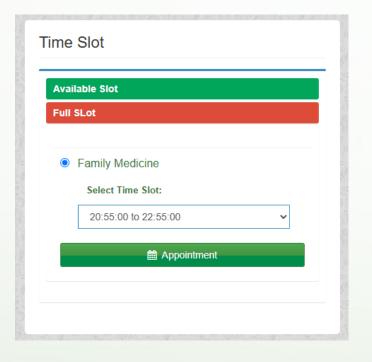




 Choose the available time slot and OPD sub department.

Available Slot	
Full SLot	
O Family Medicine	
Annoint	tmont
Appoint	inen

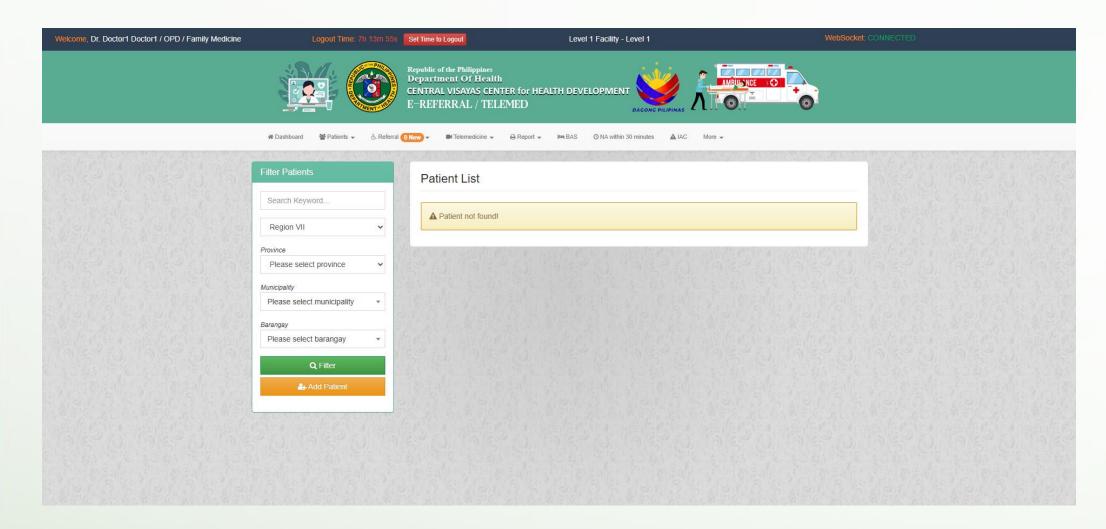
- Click Appointment button to create appointment.
- Choose the desired time slot in dropdown.





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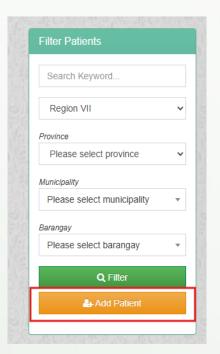
STEP 3 - ADD PATIENT







Click Add Patient Button.



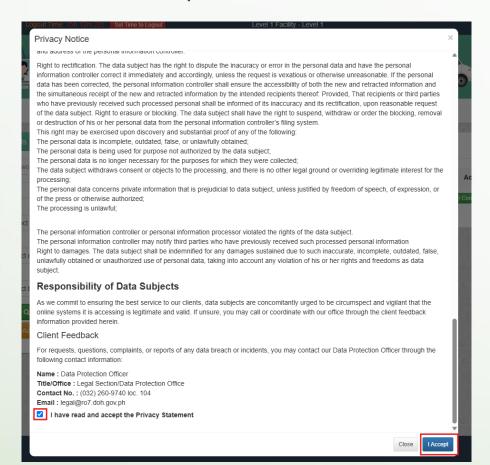
• Fill out Patient's personal details and click submit.

PhilHealth Status :	None	
PhilHealth ID : (If applicable)		
First Name :	Juan	
Middle Name :	Santiago	
Last Name :	De la Cruz	
Contact Number :	123	
Birth Date :	08/03/1996	
Sev ·	○ Male ⑤ Female	
Civil Status :	Single	
Region:	Region VII	
Province :	Cebu	
Municipality/City:	Alcantara	
Barangay :	Cabadiangan	
	← Back Submit	

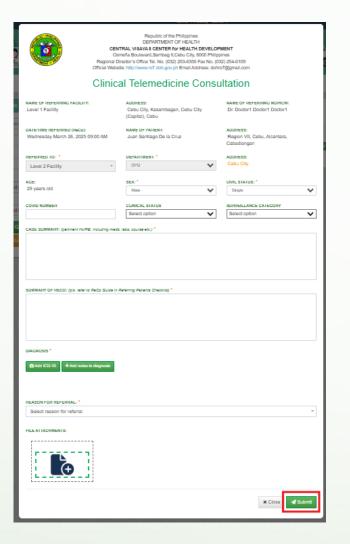
 Click consultation button in patient list.

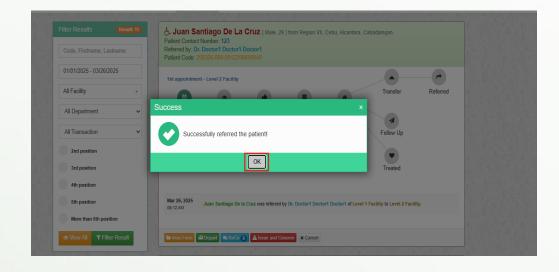
Patient List	.IST				
		1 (DOD	B 1 /B 1		A -41
Name	Gender	Age/DOB	Region/Province	Municipality/Barangay	Action
Juan S. De la Cruz	Male	29 years old	Region VII	Alcantara	♥ Consultation
123	Single	Mar 08, 1996	Cebu	Cabadiangan	0 Constitution

- Read and click "I have read and accept the Privacy Statement" checkbox.
- Click Accept button.

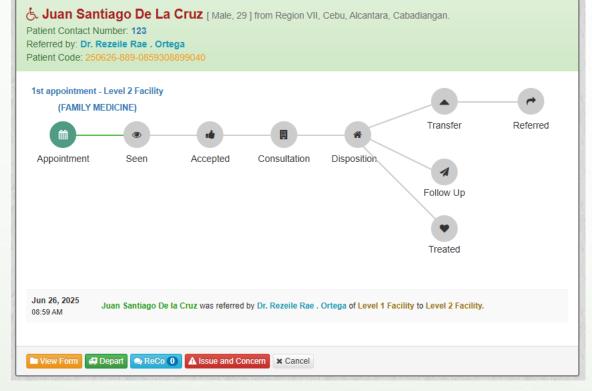


Fill in Patient Telemedicine
 Consultation form and click Submit.



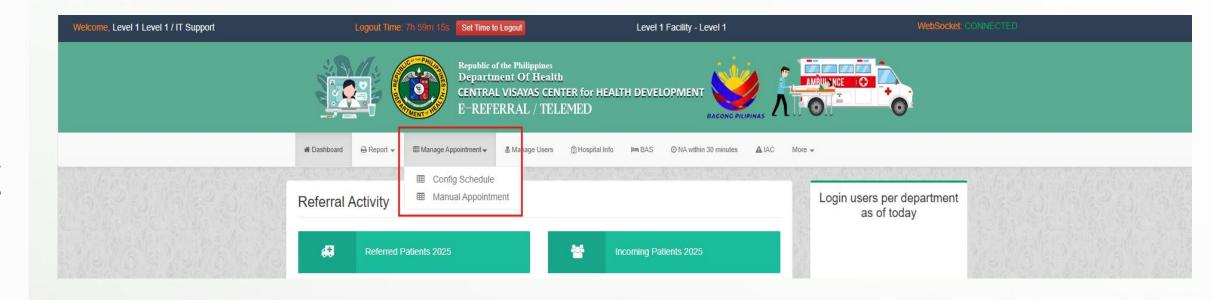


 The patient is now successfully referred and can be tracked via telemedicine.



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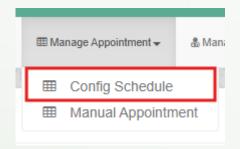
IT SUPPORT MENU



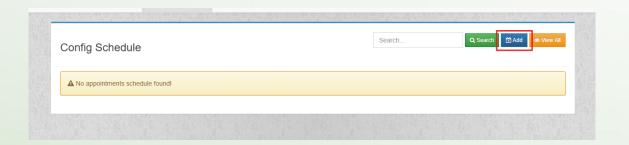


CONFIG SCHEDULE

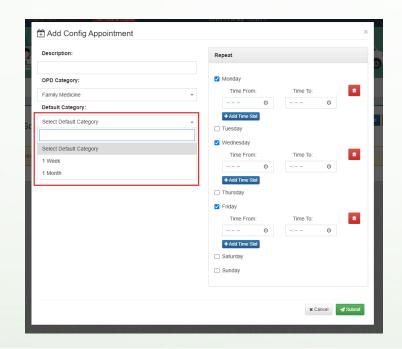
- Click Manage Appointment in Menu options.
- Choose Config Schedule.



Click Add Button



- Enter the Description.
- Choose the OPD Category.
- Choose the Default Category.
- Choose the desired days.

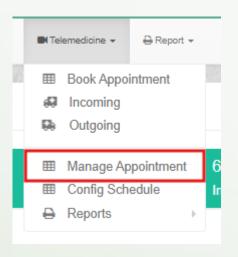




ACCEPTING FACILITY

STEP 1 - MANAGE APPOINTMENT

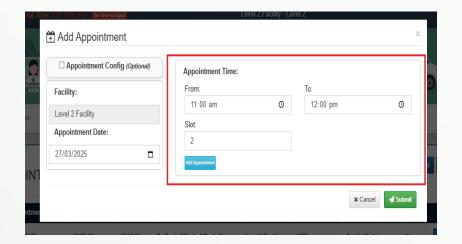
- Click Telemedicine in Menu options.
- Choose Manage Appointment.



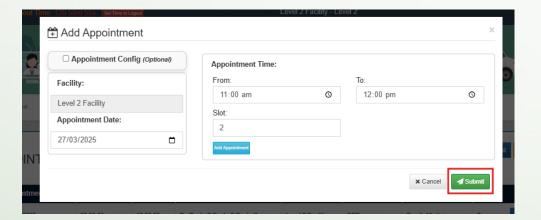
Click Add button.



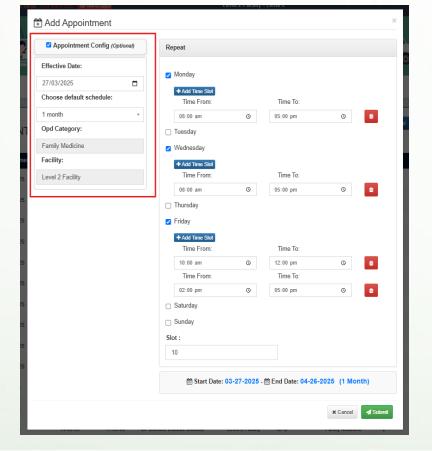




Click Submit button.



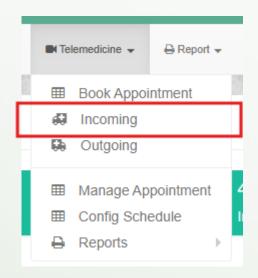
- Other option is Appointment Config.
- The accepting facility doctor can choose a default schedule created by the IT support and choose the day they will accept the appointment.





STEP 2 – ACCEPT INCOMING CONSULTATION

- Click Telemedicine in Menu options.
- Choose Incoming.



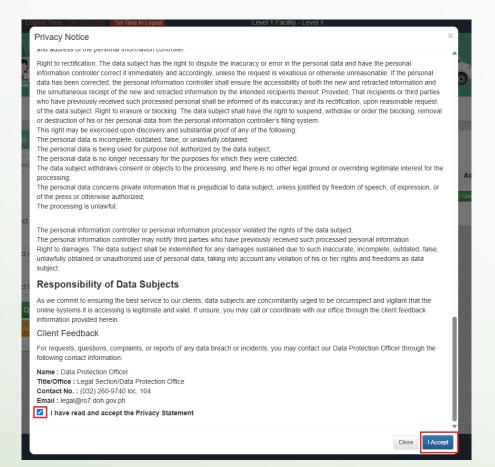
 In Incoming Consultation, click View Form Button.



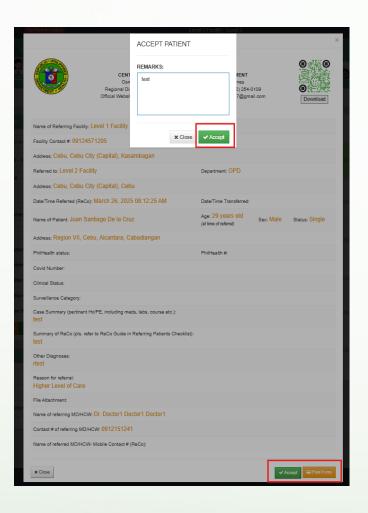


BAGONG PILIPINAS

- Read and click "I have read and accept the Privacy Statement" checkbox.
- Click Accept button.



- View or print patient's details.
- Add remarks.
- Click Accept button.

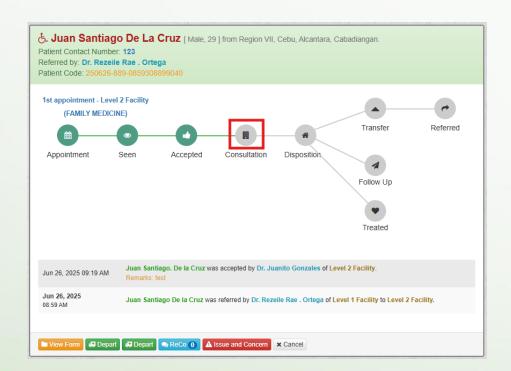


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VIDEO CONFERENCE

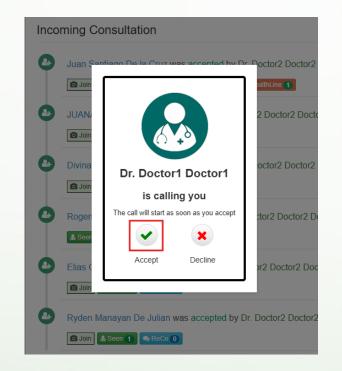
REFERRING FACILITY

 Click the Consultation tracking to start calling the accepting facility.



ACCEPTING FACILITY

 Click Accept button to start conference.





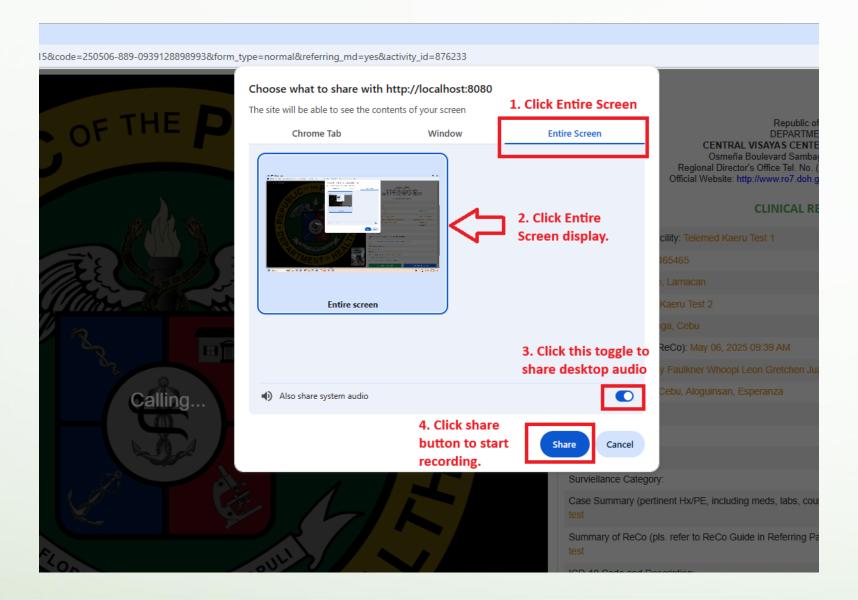
VIDEO CONFERENCE - WINDOW PERMISSIONS

 Click the 'Allow button when visiting the site' to enable permissions for video, microphone, and audio during the conference.



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VIDEO CONFERENCE – SCREEN RECORD PERMISSIONS

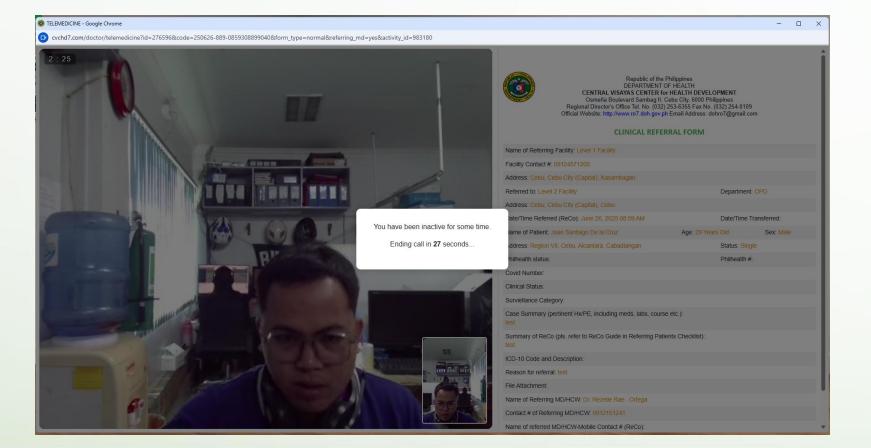




BAGONG PILIPINAS

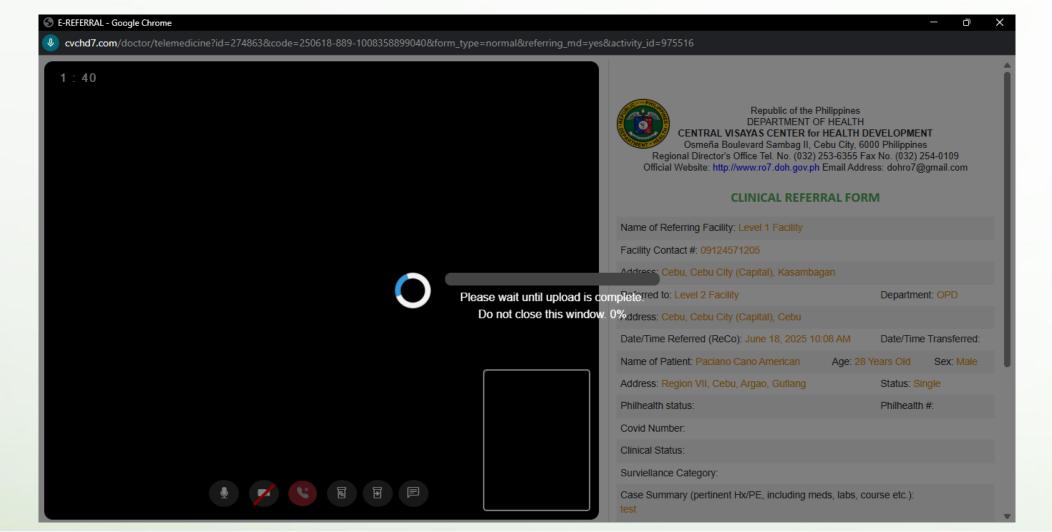
VIDEO CONFERENCE – AUTO END CALL IF INACTIVE

This feature monitors user inactivity. If the user is away from the keyboard, the system will automatically display an alert to end the call in 30 seconds. To cancel the auto end-call, simply move the mouse, and the system will cancel the function automatically.



VIDEO CONFERENCE – SCREEN RECORD UPLOAD

 At the referring facility, during the end call, please wait for the screen recording video upload to reach 100%.





REFERRING FACILITY

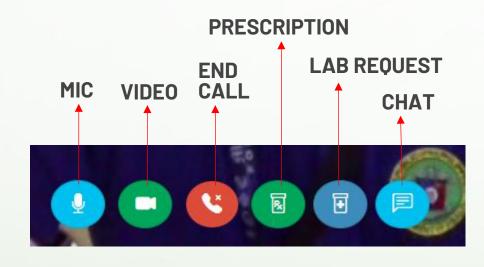
CONFERENCE WINDOW

 This is where video conference can be seen.



BUTTONS FUNCTIONS

- MIC mute / unmute.
- Video turn video on/off.
- End Call to end call.
- PRESCRIPTION to create prescription.
- LAB REQUEST to create lab request.
- CHAT to communicate the doctor thru chat.





ACCEPTING FACILITY

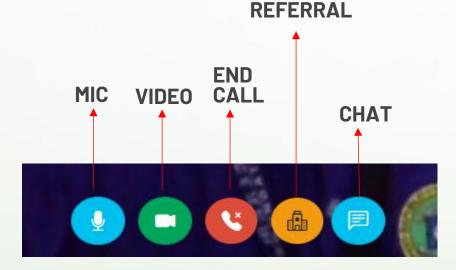
CONFERENCE WINDOW

 This is where video conference can be seen.



BUTTONS FUNCTIONS

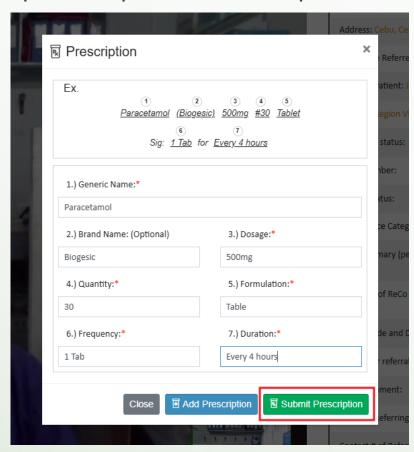
- MIC mute / unmute.
- Video turn video on/off.
- End Call to end call.
- Upward Referral in case the patient need urgent care, the accepting can upward the patient.
- CHAT to communicate the doctor thru chat.





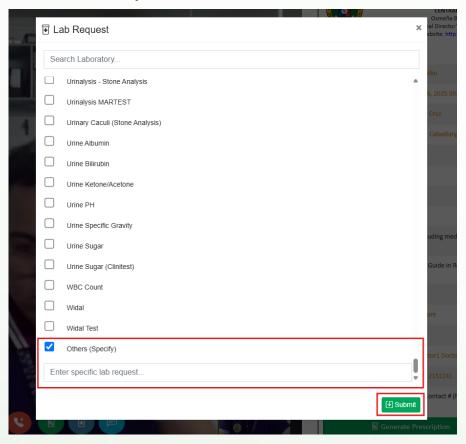
PRESCRIPTION

 This is where the doctor can create prescription for the patient.





 This is where the doctor can create lab request.



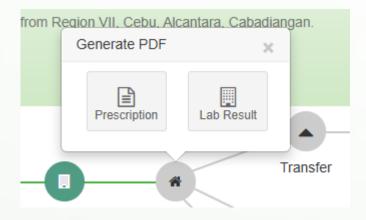


GENERATE PRESCRIPTION AND LAB REQUEST

- The doctor can generate prescription and lab request in Telemedicine Form found in Conference Window.
- The Prescription and Lab
 Request modal will be displayed



 The doctor can also generate prescription and lab request in Telemedicine Tracking.

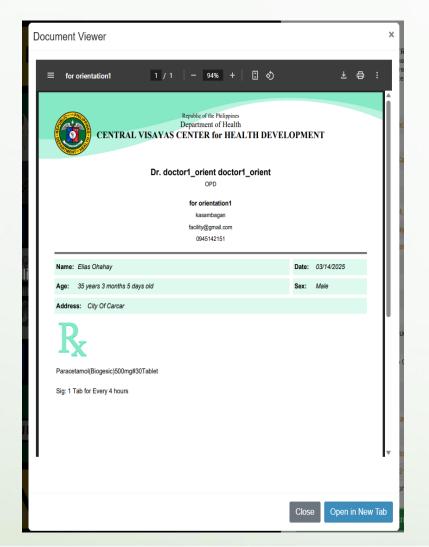




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GENERATED PRESCRIPTION AND LAB REQUEST

PRESCRIPTION



LAB REQUEST

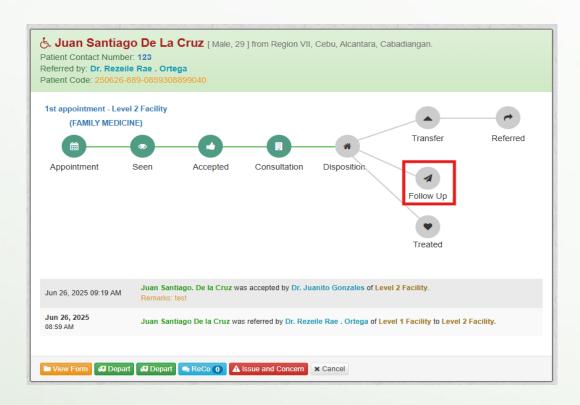




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FOLLOW UP

- Click Follow Up in tracking.
- Next follow the previous steps in page 7, Referring
 Facility, Step2 APPOINTMENT CALENDAR.

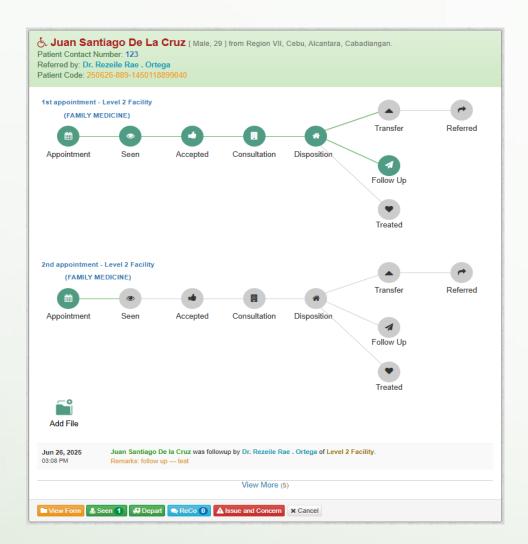


- Click Select File button and Upload
 Lab Results pdf, png and jpeg.
- Click Submit button after uploading and add remarks.

Follow Up Patient		
FACILITY:		
Level 3 Facility		
DEPARTMENT:		
OPD		
Remarks:		
Note: Do you have any lab request for u		
	pload? Select Files	
		,





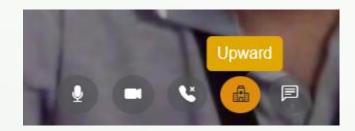


• In follow-up, new appointment will be created and 2nd appointment tracker will be created.

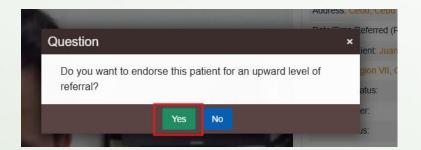
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UPWARD REFERRAL

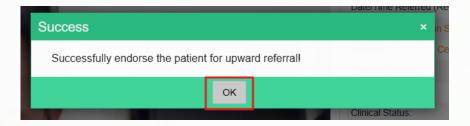
 Click upward referral button at accepting.



Click Yes button.



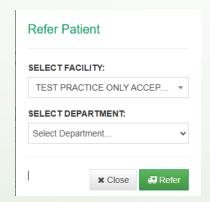




• In tracking click referred button.



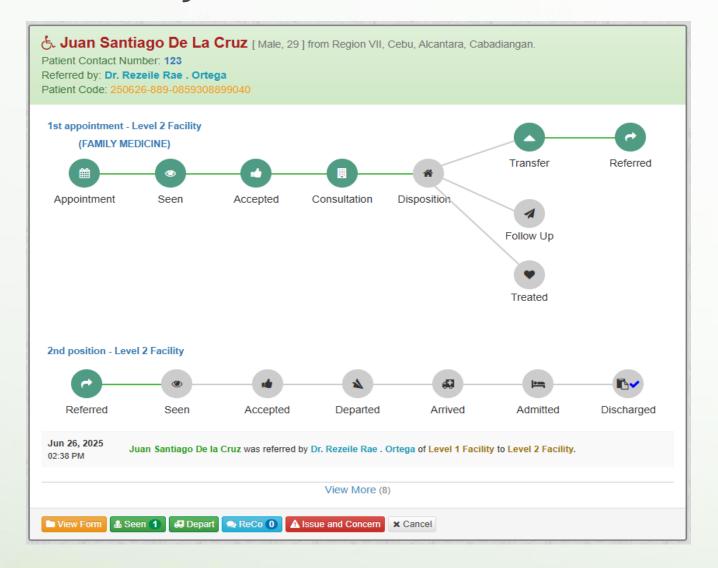
 Select Facility and Department where the patient will be referred.







In Telemedicine Tracking, the second position is now E-Referral Tracking.



SOFTWARE UPDATE as of MARCH 2025

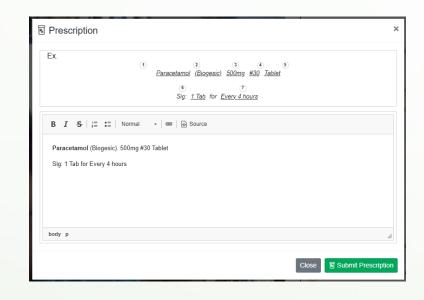
VIDEO CHAT BUTTONS (USER INTERFACE)

Enhanced button design.

ACCEPTING FACILITY UPWARD REFERRAL PRESCRIPTION LAB REQUEST CHAT CHAT CHAT

PRESCRIPTION

Removed and change the input fields into Text Editor that enhances user experience.

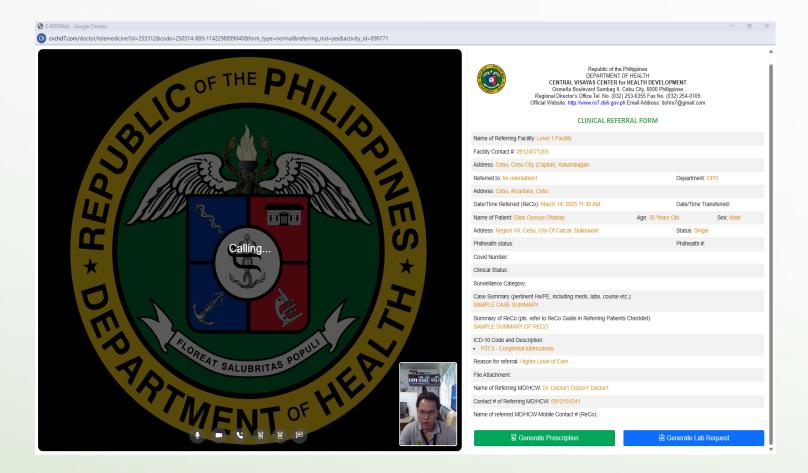




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SOFTWARE UPDATE as of APRIL 2025

 The design and responsiveness have been enhanced, with added support for draggable and auto-resizing video.

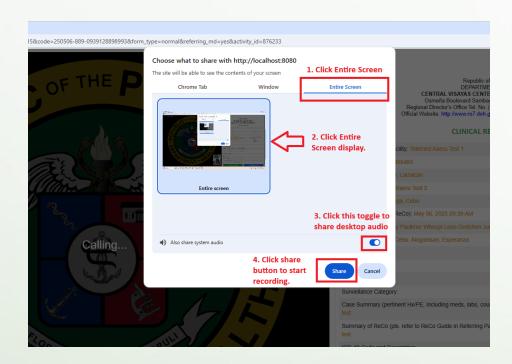


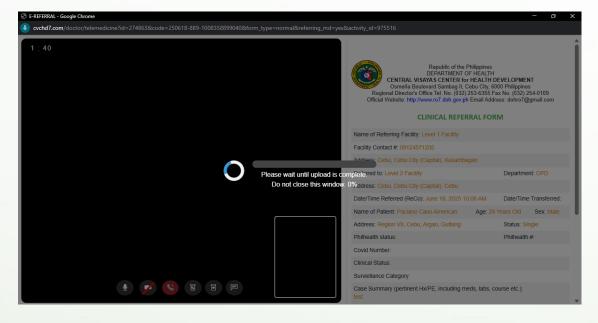


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SOFTWARE UPDATE as of **MAY 2025**

Added screen recording function and after the virtual consultation, the screen recording video will be uploaded to the **DOH CVCHD 7** server for safe keeping.









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SOFTWARE UPDATE as of JUNE 2025

 Updated the tracking by adding sub OPD department every track, this ensure a more detailed tracker.



 Updated the Time Slot by changing the radio button into dropbox and change the label from Time into Sub OPD.

Available Slot Full SLot				
	Family Medicine			
	Select Time Slot:			
	20:55:00 to 22:55:00			
	Appointment			





 Added auto end call function in case the user is inactive or away from keyboard, this functions is important in case the consultants forgets to end the call.

