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| User Manual |
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| Clinical Support System |

**BIOCORE LAB UTEM**

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Authored by: Amalina

User Manual

Clinical Support System

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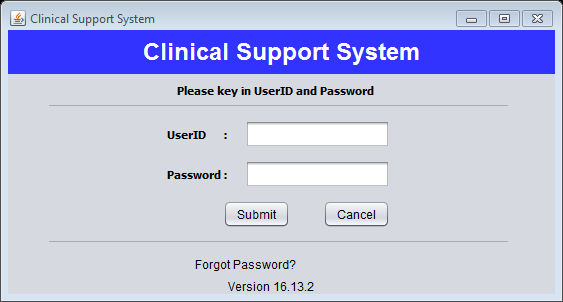
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# Login



**2**

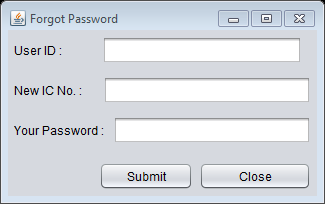
**1**

Figure 1

**Step 1:** Fill in the text fields with details needed.

**Step 2:** Click “Submit” button.

# Forgot Password



**2**

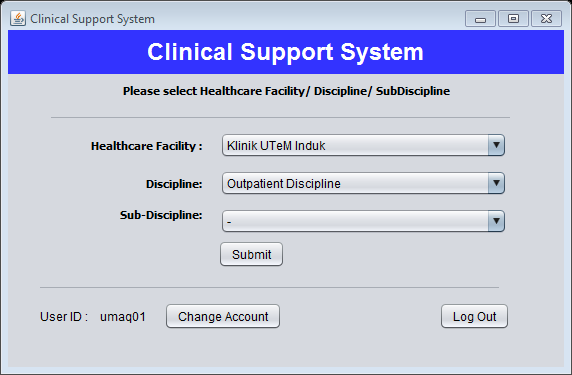
**1**

Figure 2

**Step 1:** Fill in the text fields with details needed.

**Step 2:** Click “Submit” button.

# Logout

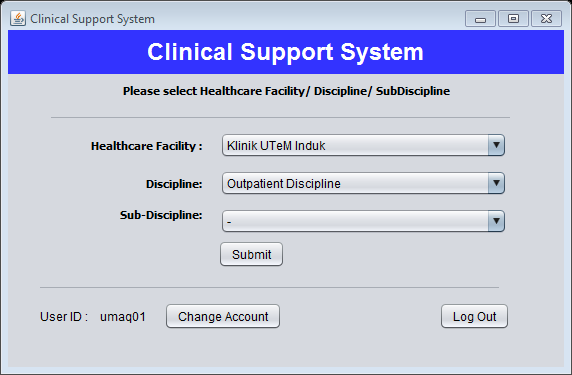


**1**

Figure 3

**Step 1:** Click “Log Out” button.

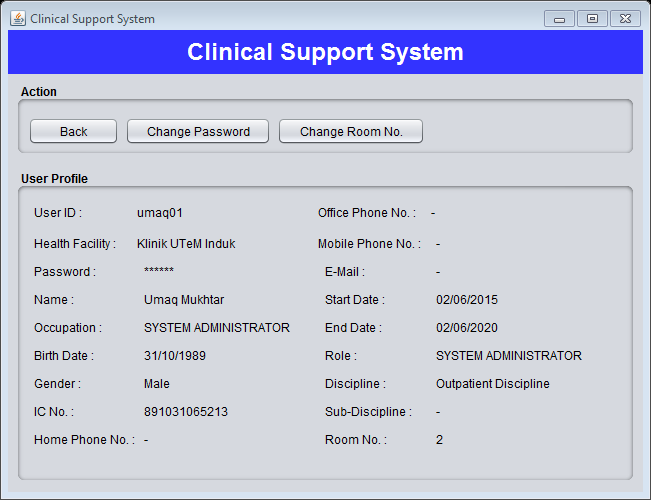
# Change Account



**1**

Figure 4

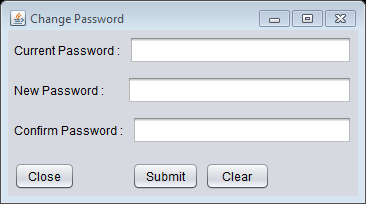
**Step 1:** Click “Change Account” button. User profile will be display.



**2**

Figure 5

**Step 2:** To change user password click “Change Password” button. Figure below will be display.



**5**

**4**

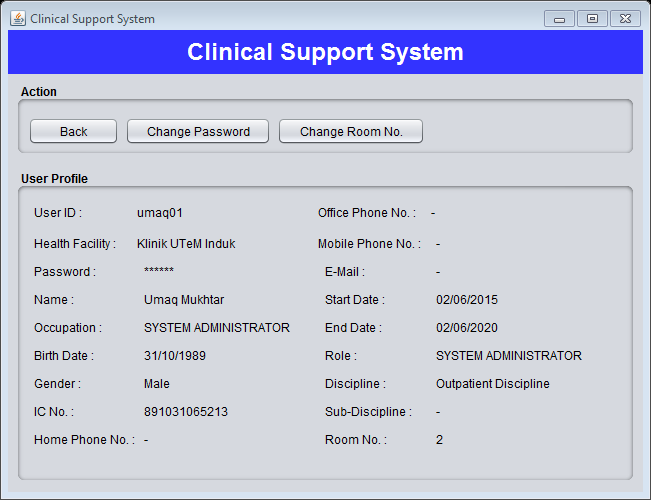
**3**

Figure 6

**Step 3:** Fill the text fields.

**Step 4:** Click “Submit” button to submit.

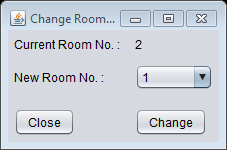
**Step 5:** Click “Close” button to close the menu.



**6**

Figure 7

**Step 6:** Click “Change Room No.” button to change user room number. Then figure below will be display.



**9**

**8**

**7**

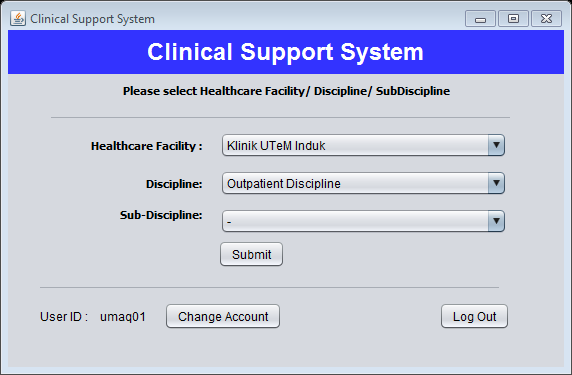
Figure 8

**Step 7:** Select new room number.

**Step 8:** Click “Change” button to save.

**Step 9:** Click “Close” button to close the menu.

# Main Menu



**2**

**1**

Figure 9

**Step 1:** Select the item.

**Step 2:** Click “Submit” button to go to the main menu page.

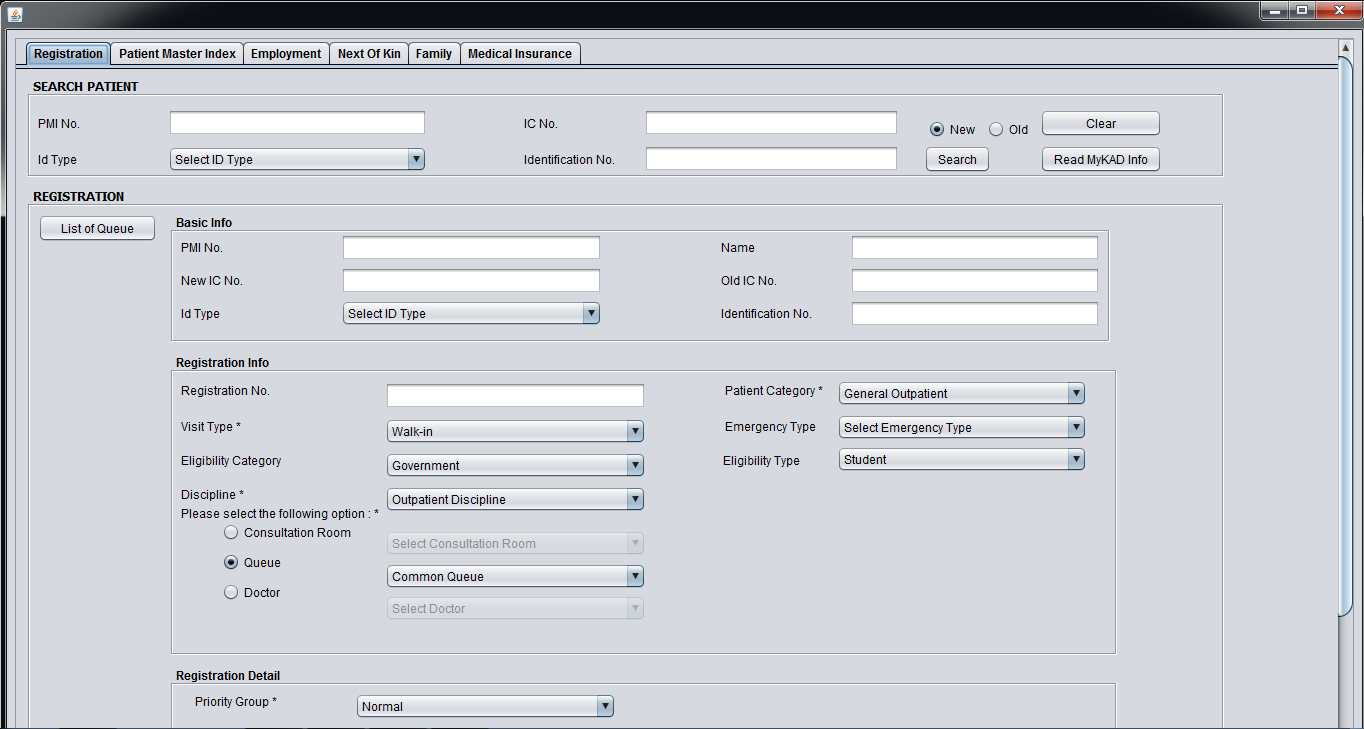
# Patient Management System



**1**

Figure 10

**Step 1:** Click “Patient Management System” button.



**7**

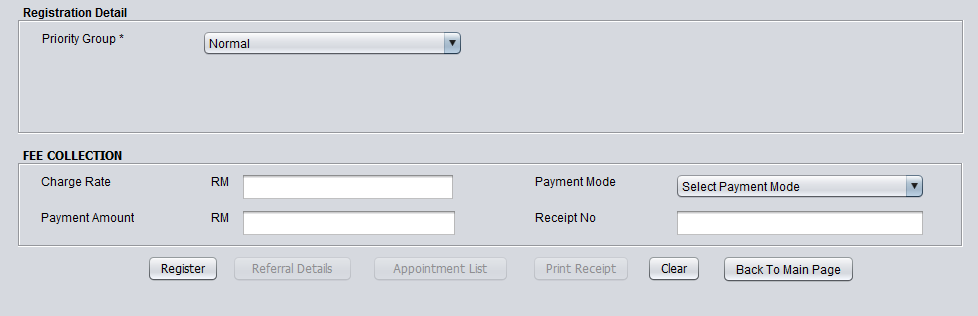
**5**

**4**

**3**

**2**

Figure 11



**6**

**5**

Figure 12

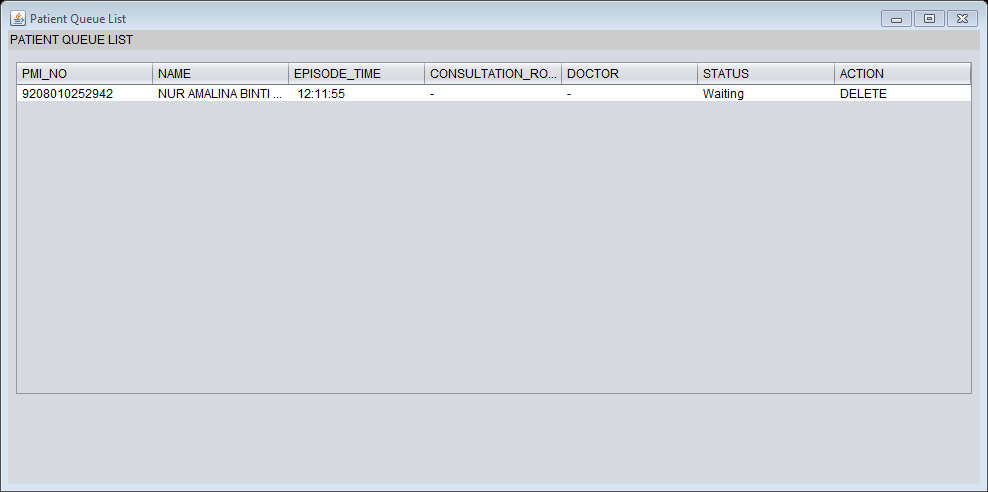


Figure 13

**Step 2:** Click “Registration” menu bar to do the patient registration.

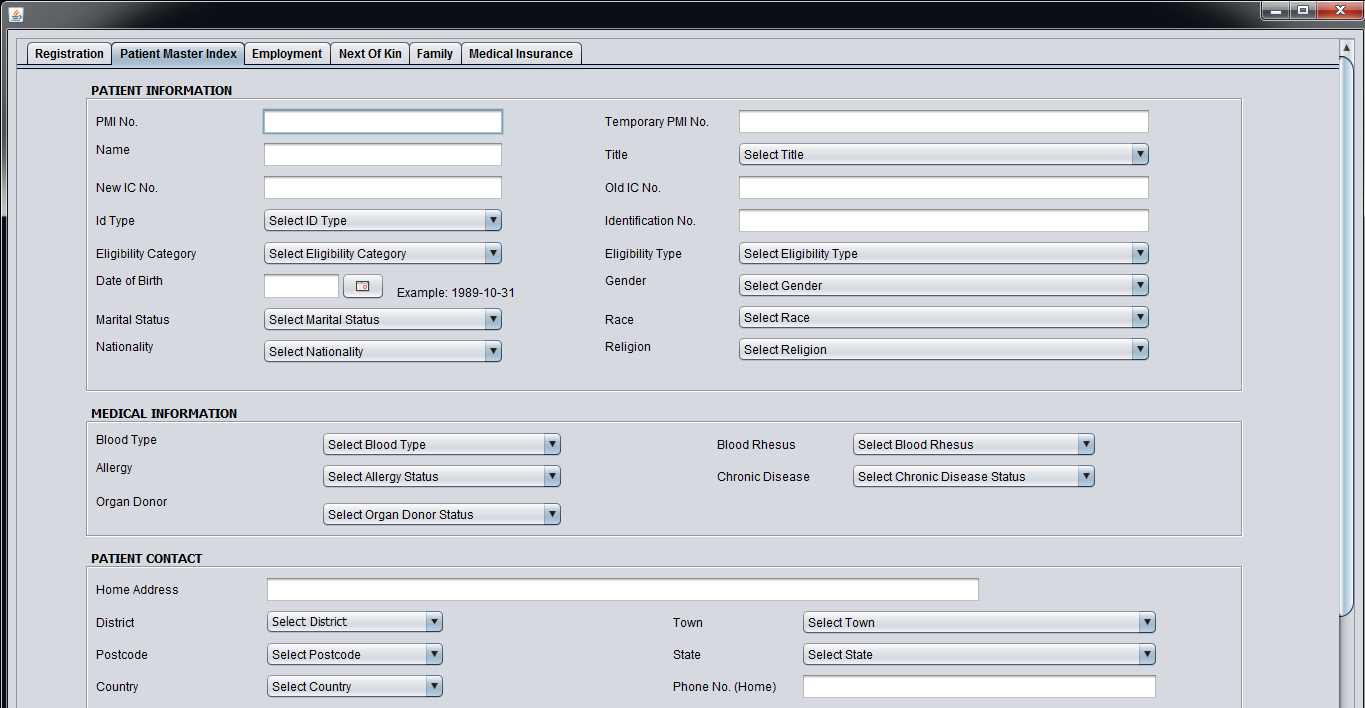
**Step 3:** Fill in the text fields with details needed.

**Step 4:** Click “Search” button to search patient details.

**Step 5:** Fill in the text fields with details needed.

**Step 6:** Click “Register” button to register patient.

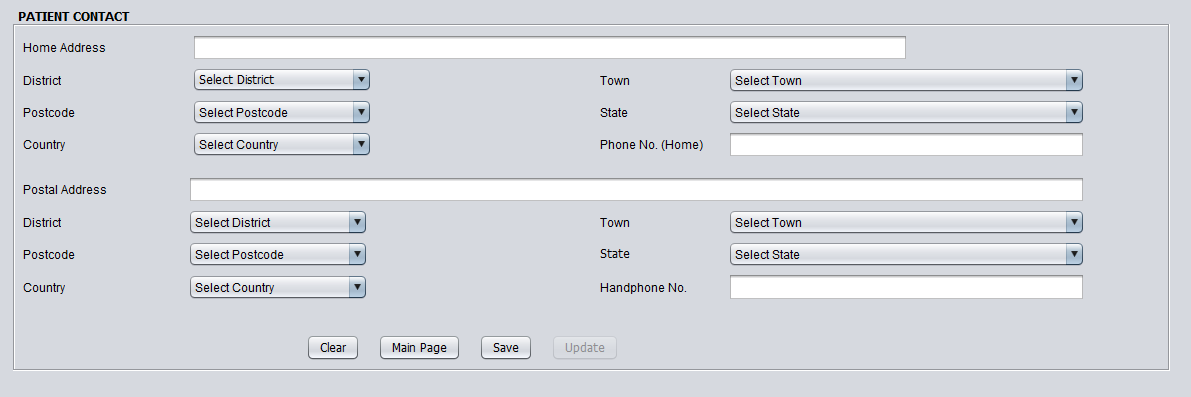
**Step 7:** Click “List of Queue” button to the patient in register list.



**8**

**9**

Figure 14



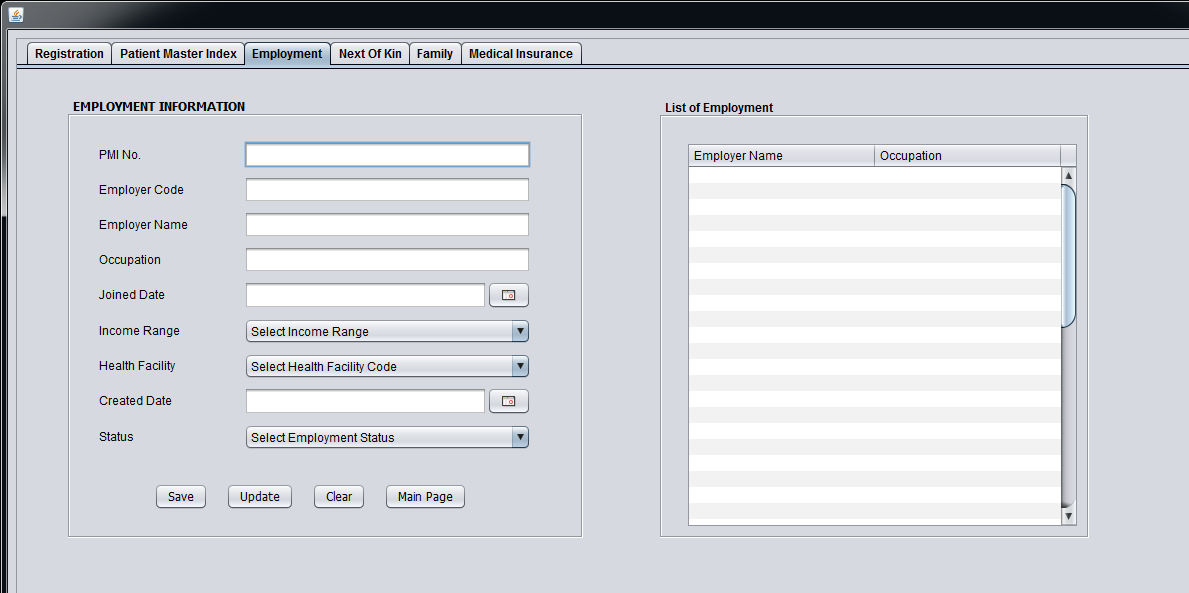
**10**

Figure 15

**Step 8:** Click “Patient Master Index” menu bar.

**Step 9:** Fill in the text fields with details needed.

**Step 10:** Click “Save” button to save patient details.



**13**

**12**

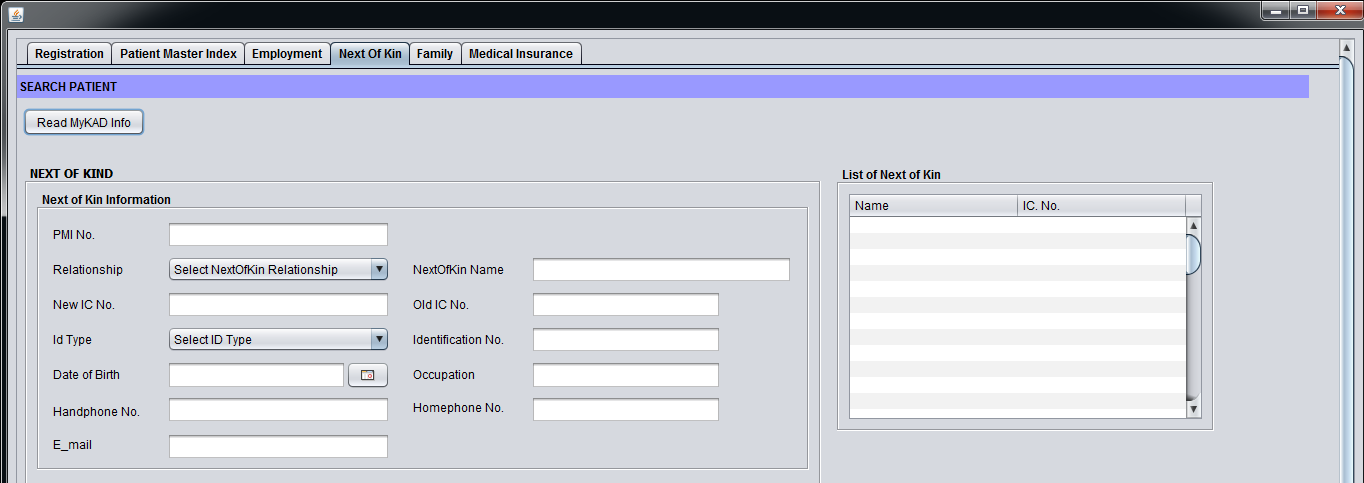
**11**

Figure 16

**Step 8:** Click “Employment” menu bar.

**Step 9:** Fill in the text fields with details needed.

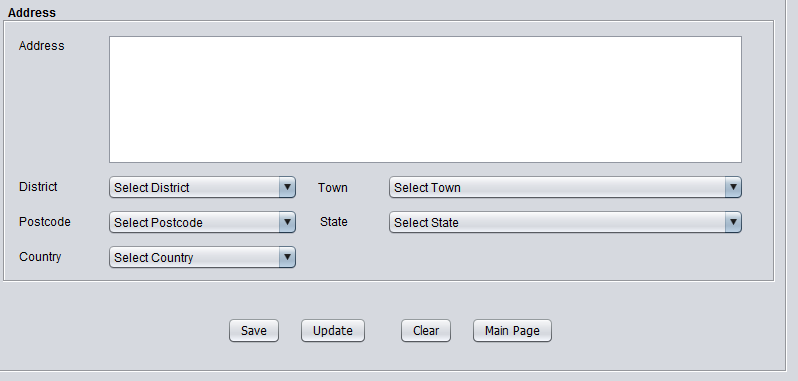
**Step 10:** Click “Save” button to save patient details.



**15**

**14**

Figure 17



**16**

**17**

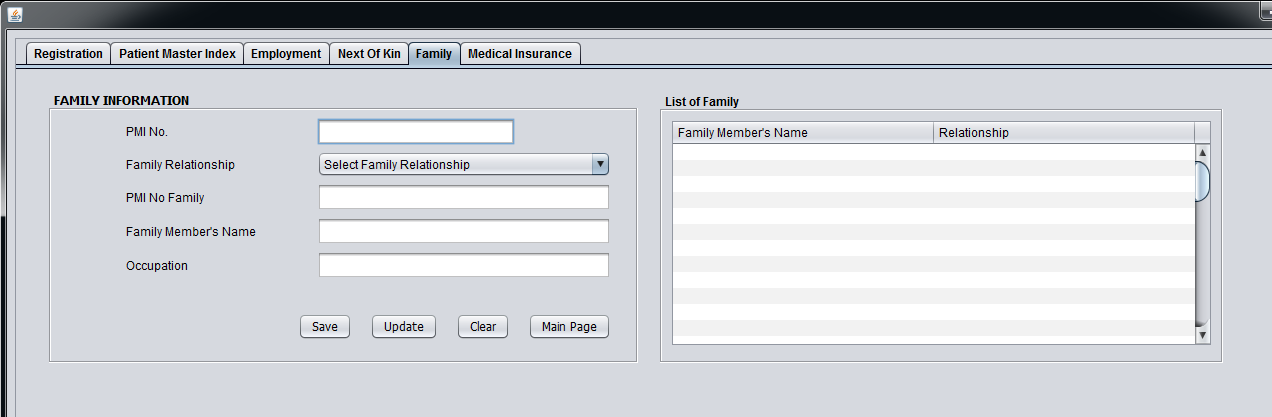
Figure 18

**Step 14:** Click “Next of Kin” menu bar.

**Step 15:** Fill in the text fields with details needed.

**Step 16:** Fill in the text fields with details needed.

**Step 17:** Click “Save” button to save patient details.



**19**

**18**

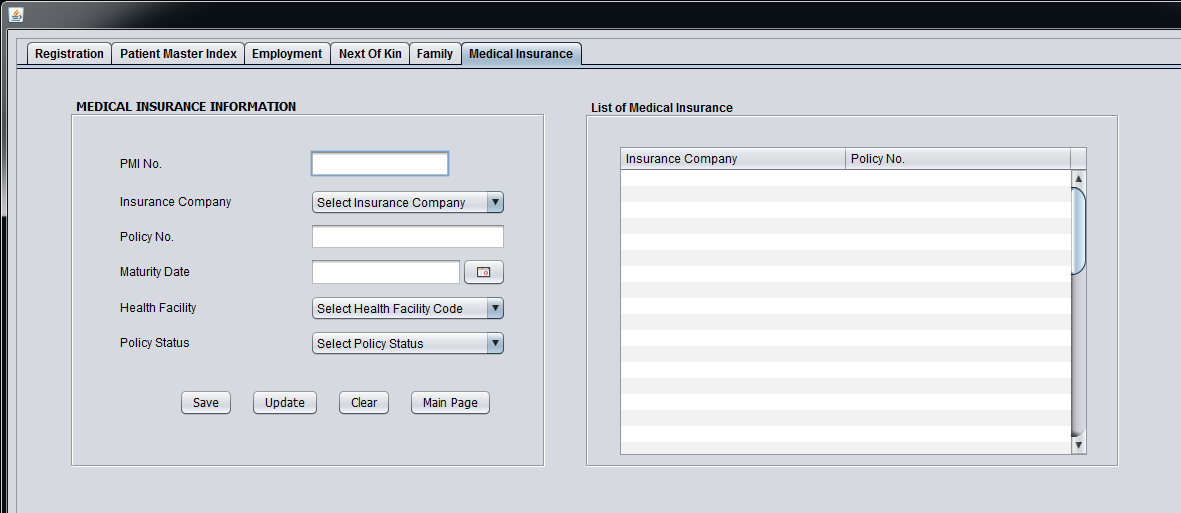
**20**

Figure 19

**Step 18:** Click “Family” menu bar.

**Step 19:** Fill in the text fields with details needed.

**Step 20:** Click “Save” button to save patient details.



**23**

**22**

**21**

Figure 20

**Step 14:** Click “Medical Insurance” menu bar.

**Step 15:** Fill in the text fields with details needed.

**Step 17:** Click “Save” button to save patient details.

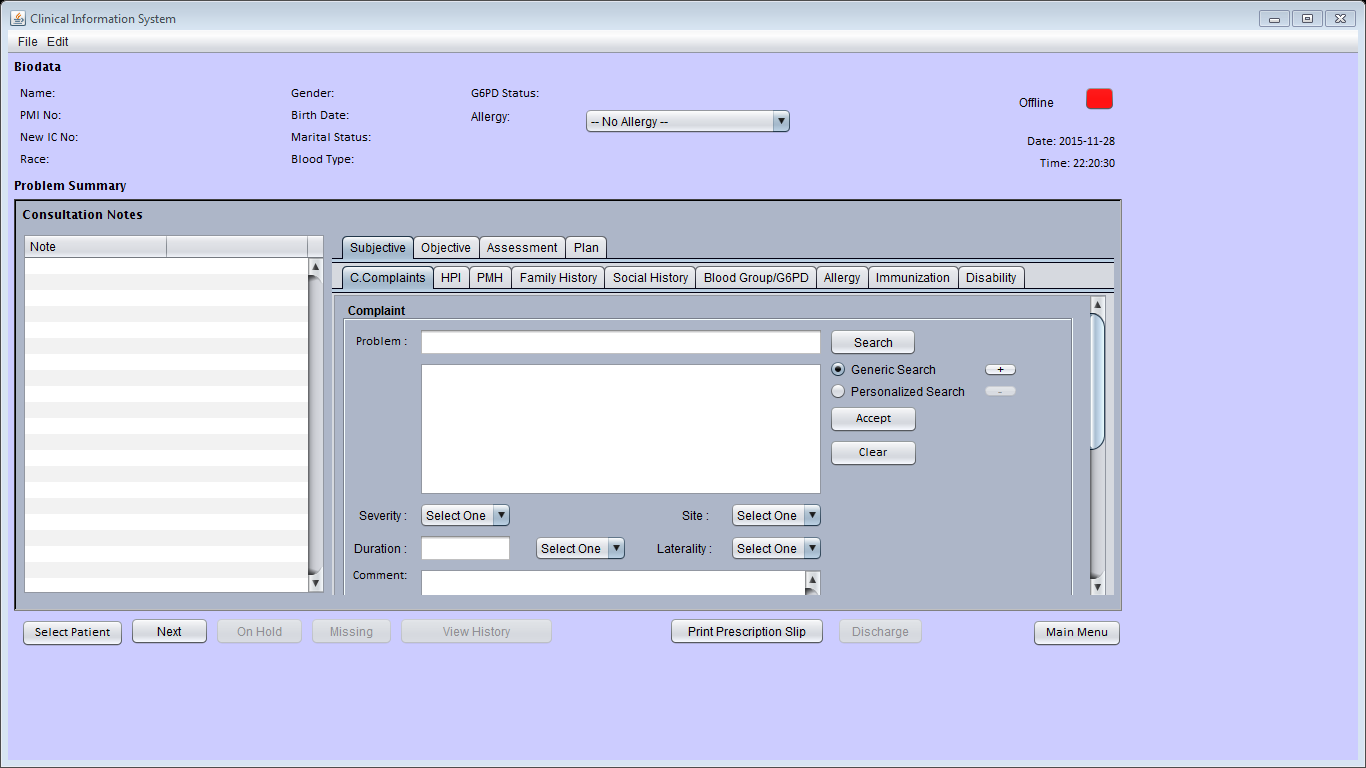
# Patient Consultation



**1**

Figure 21

**Step 1:** Click “Patient Consultation” button.



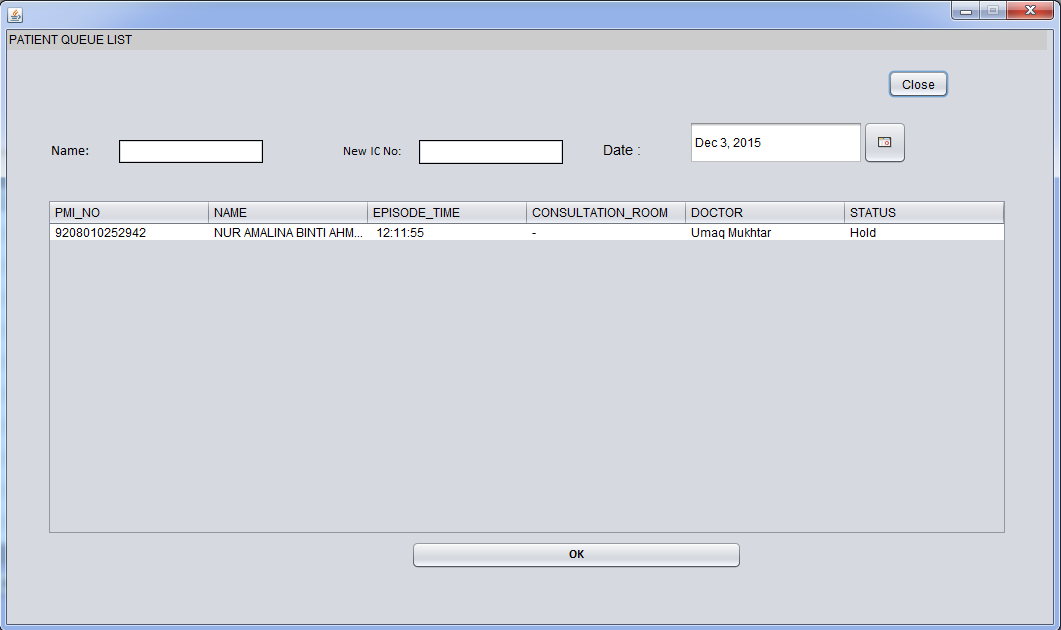
**3**

**2**

Figure 22

**Step 2:** Click “Select Patient” button to select patient in list.

**Step 3:** Click “Next” button for next patient.



**7**

**6**

**4**

**5**

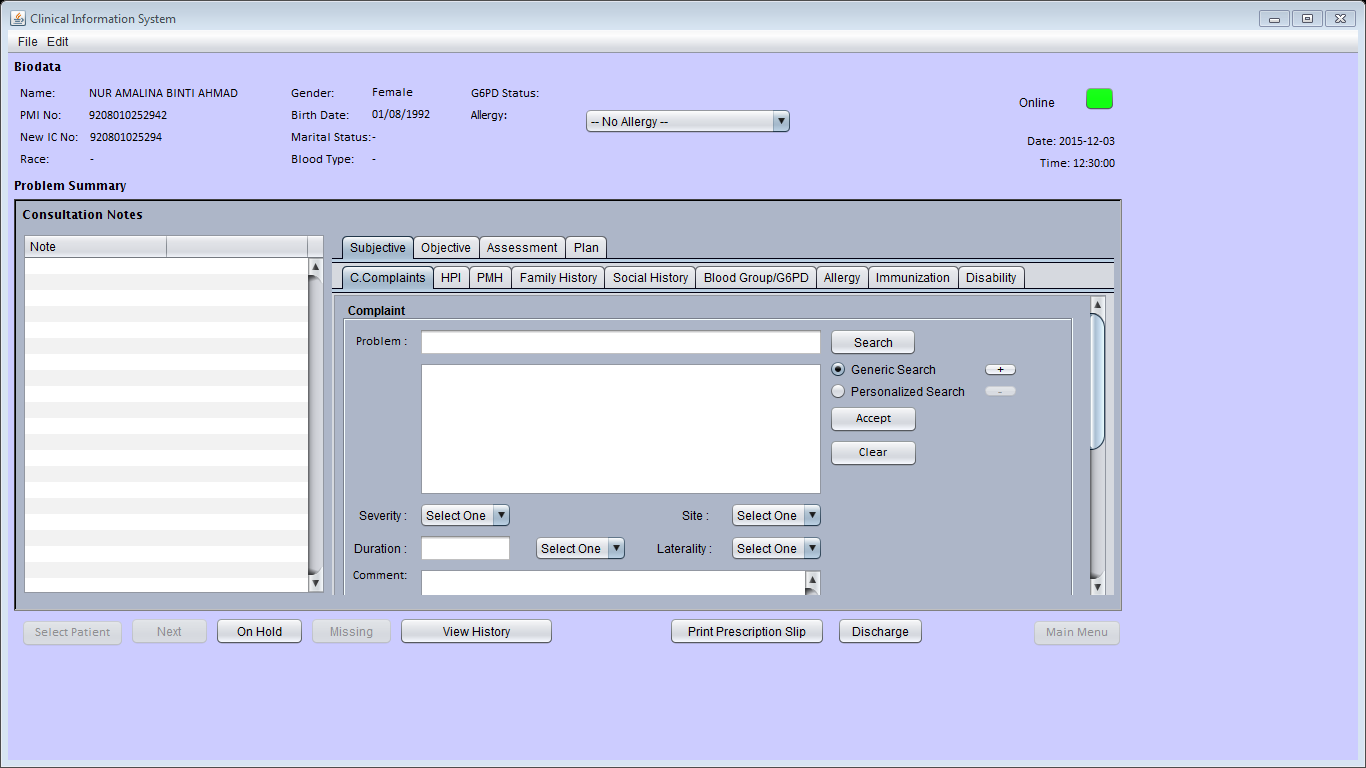
Figure 23

**Step 4:** Fill the details for specific details.

**Step 5:** Click patient details to select patient.

**Step 6:** Click “OK” button to select patient in list.

**Step 7:** Click “Close” button.



**12**

**11**

**9**

**10**

**8**

Figure 24

**Step 8:** Fill the details for specific details.

**Step 9**: Click “View History” button to view details patient.

**Step 10:** Click “On Hold” button to hold patient.

**Step 11:** Click “Print Prescription Slip” button to print drug order.

**Step 12:** Click “Discharge” button to end session.

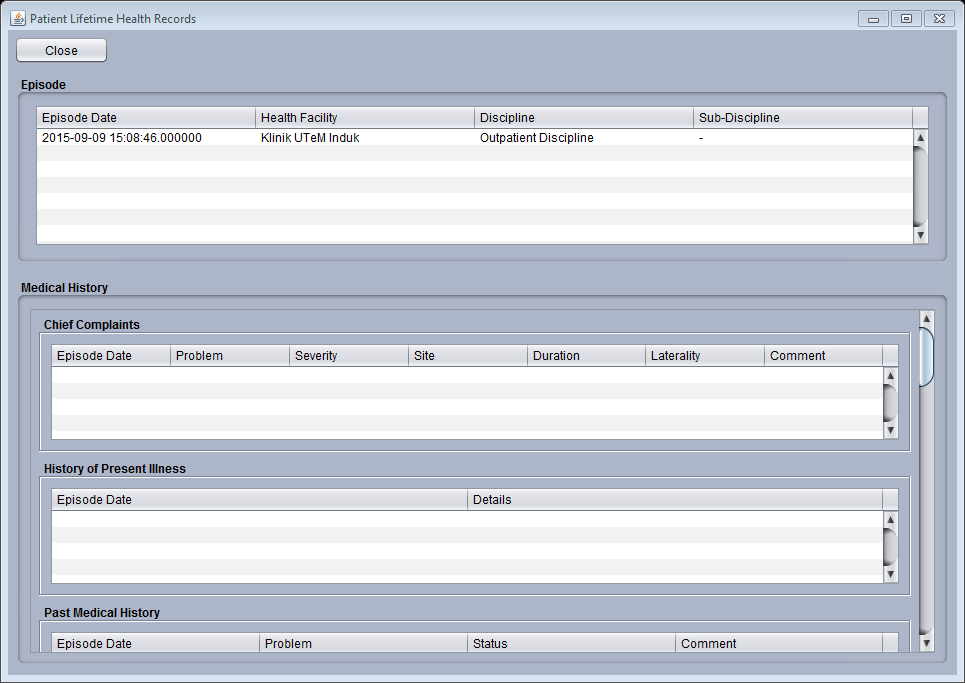


Figure 25

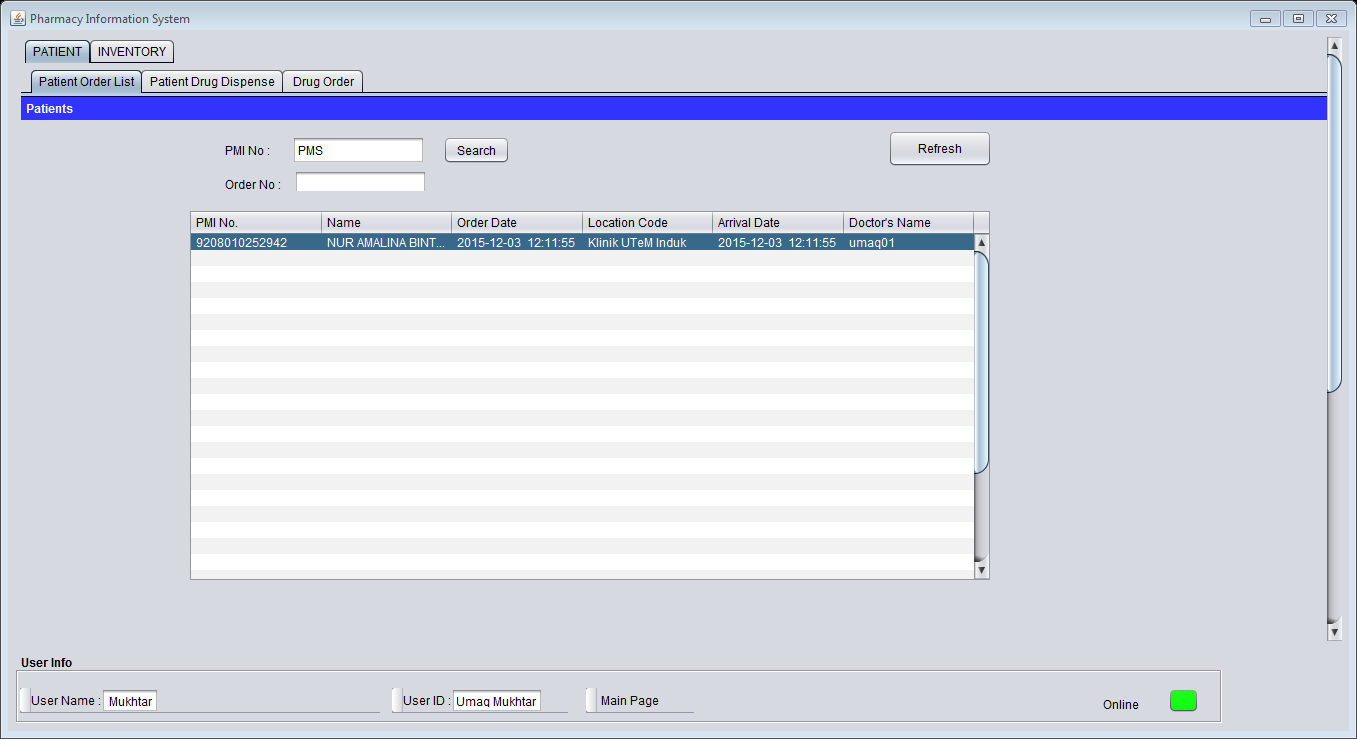
# Pharmacy Info System



**1**

Figure 26

**Step 1:** Click “Pharmacy Info System” button.



**4**

**3**

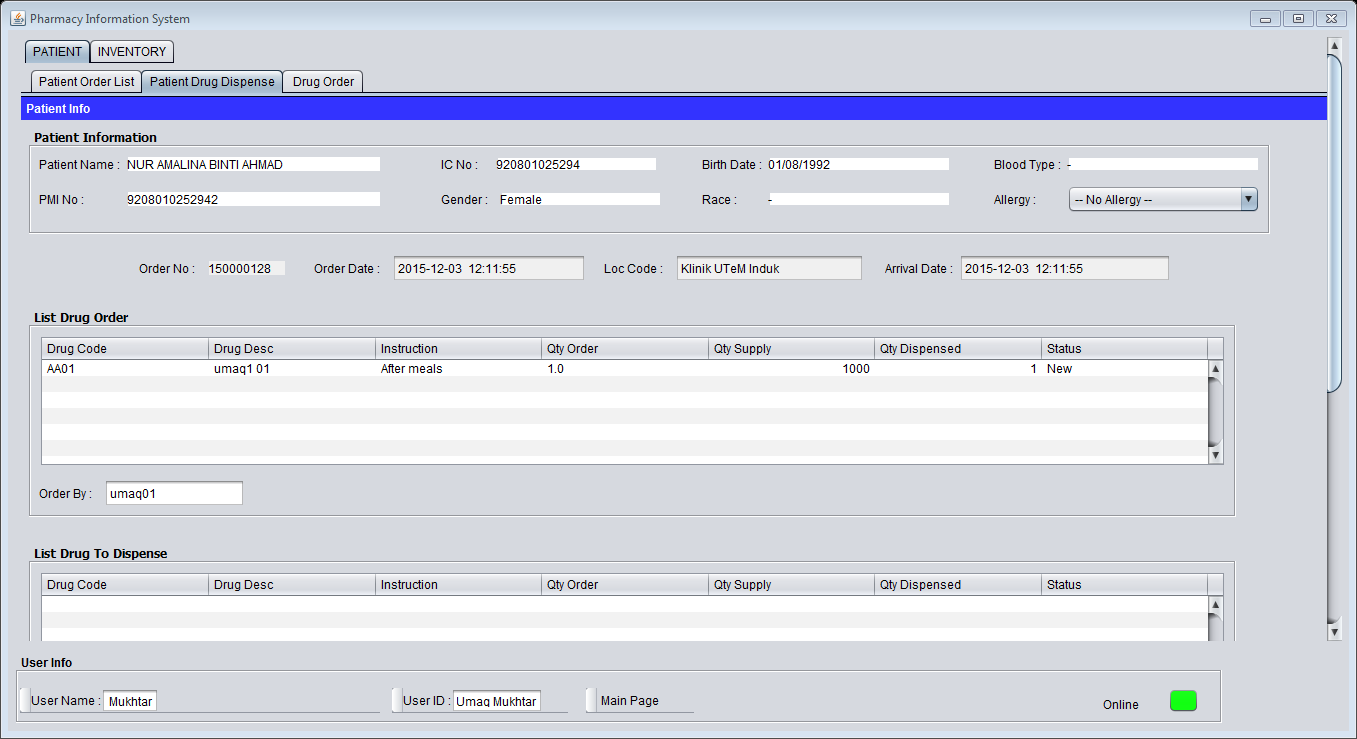
**2**

Figure 27

**Step 2:** Click “Patient Order List” menu bar to select patient.

**Step 3:** Double click at patient name.

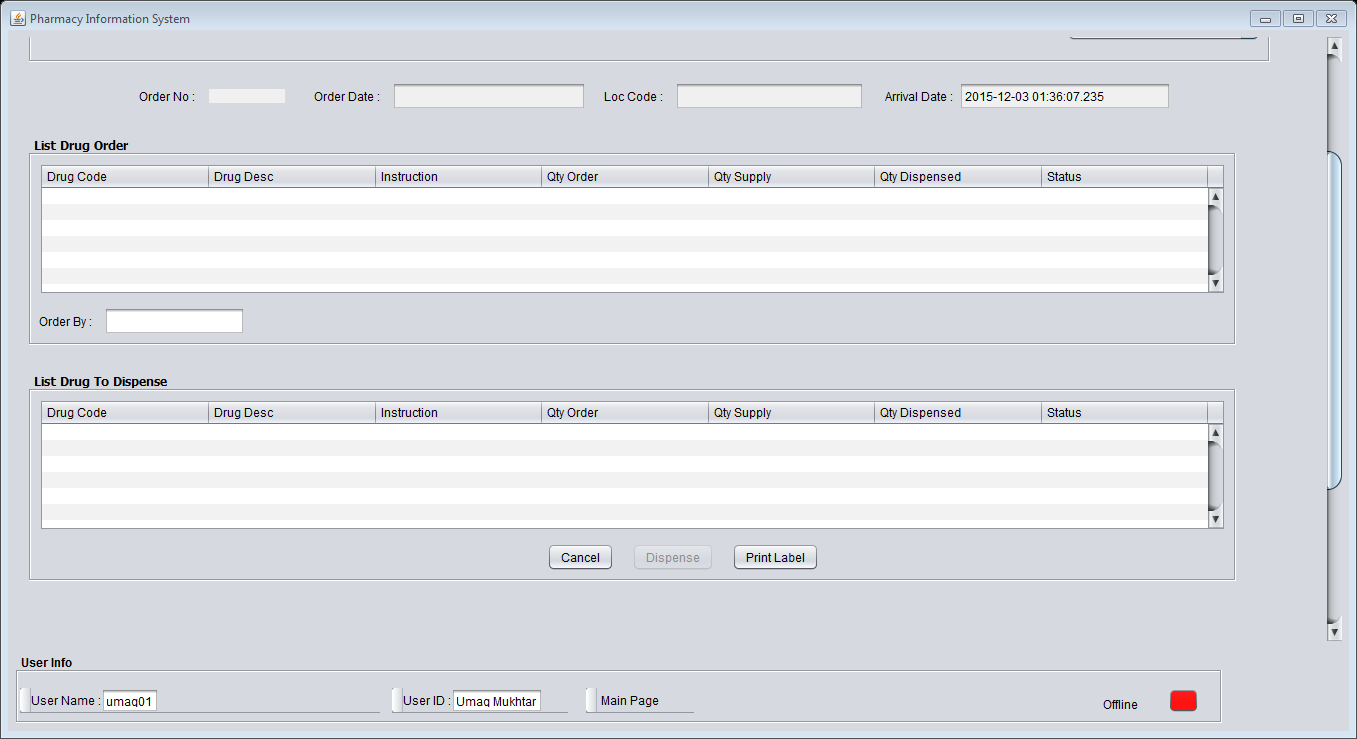
**Step 4:** Click “Main Page” button to back to main menu.



**6**

**5**

Figure 28



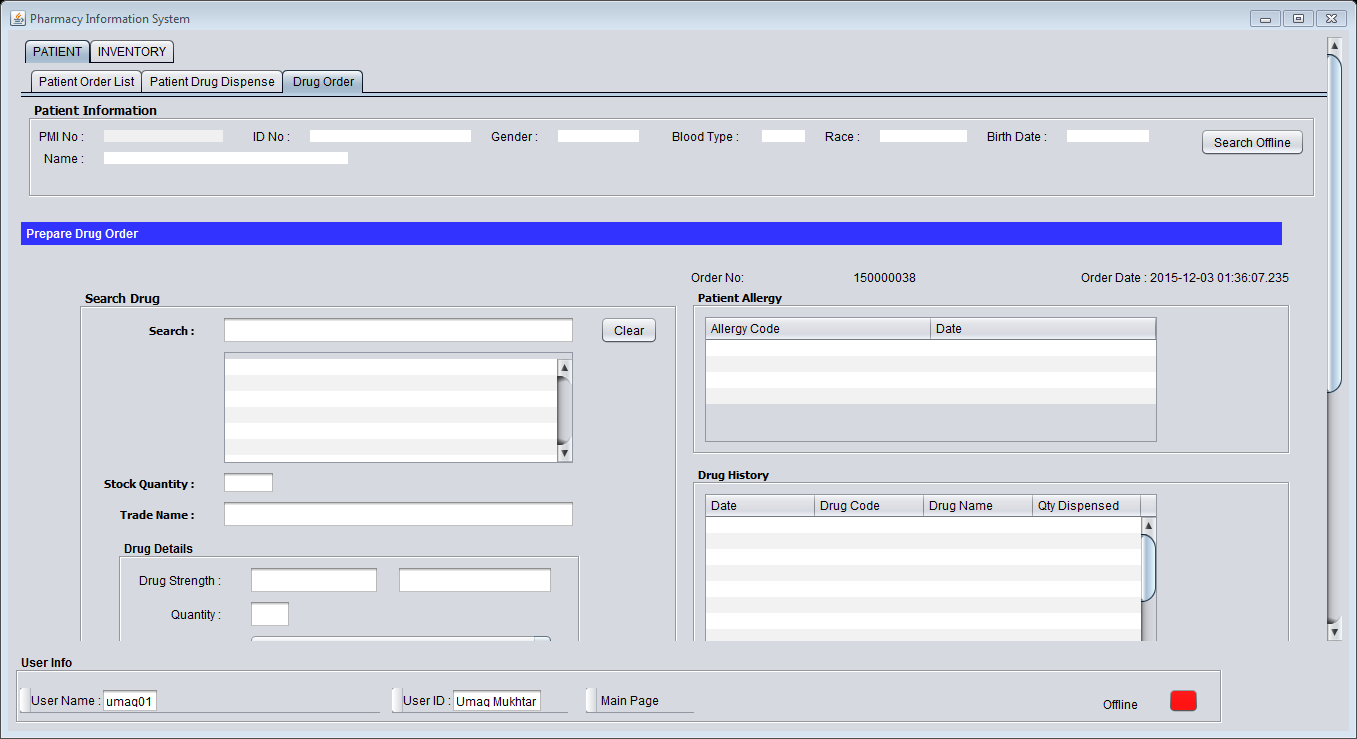
**7**

Figure 29

**Step 5:** Click “Patient Drug Dispense” menu bar.

**Step 6:** Double check the details.

**Step 7:** Click “Print Label” button to print the drug label. After that Click button “Dispense” to dispense the drug.

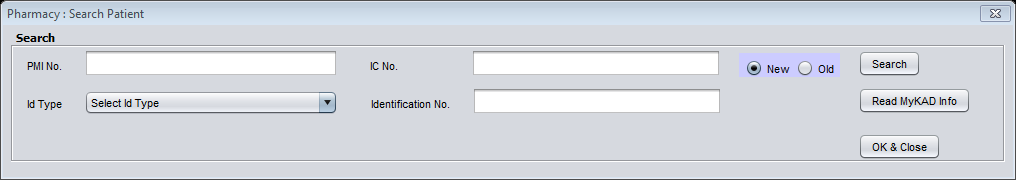


**12**

**9**

**8**

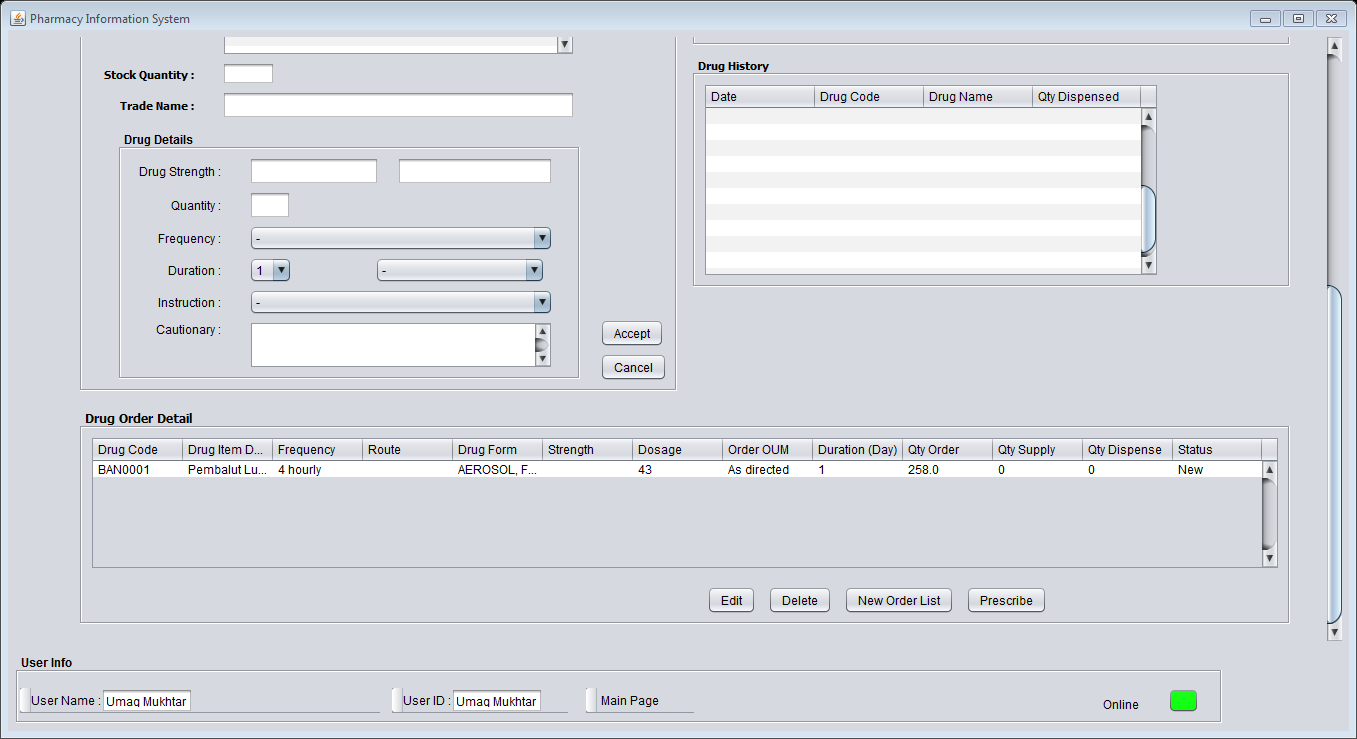
Figure 30



**10**

**11**

Figure 31



**12**

**13**

Figure 32

**Step 8:** Click “Drug Order” menu bar.

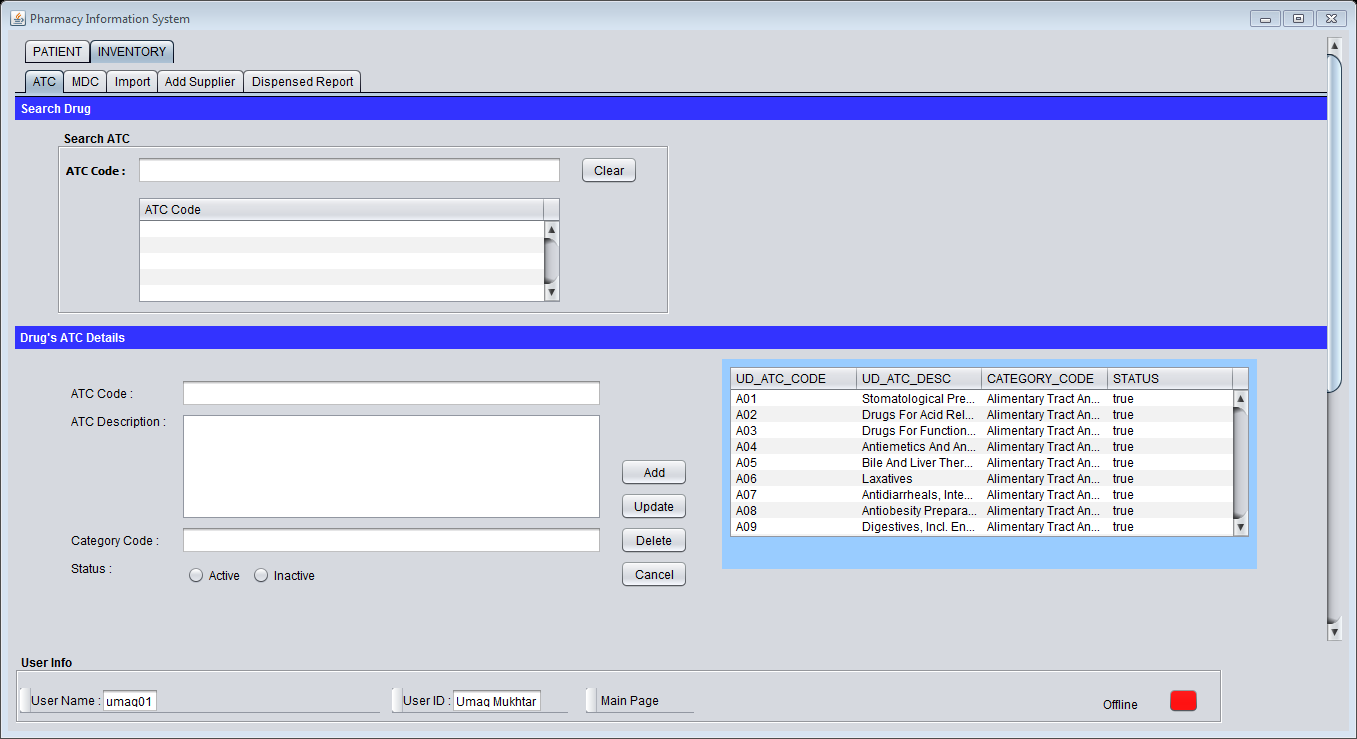
**Step 9:** Click “Search Offline” button.

**Step 10:** Fill the text field.

**Step 11:** Click “Search” button.

**Step 12**: Fill the text field. Then Click “Accept” button to save drug order details.

**Step 13:** Click “Prescribe” button.



**19**

**18**

**17**

**16**

**15**

**14**

Figure 33

**Step 14:** Click “Inventory” menu bar.

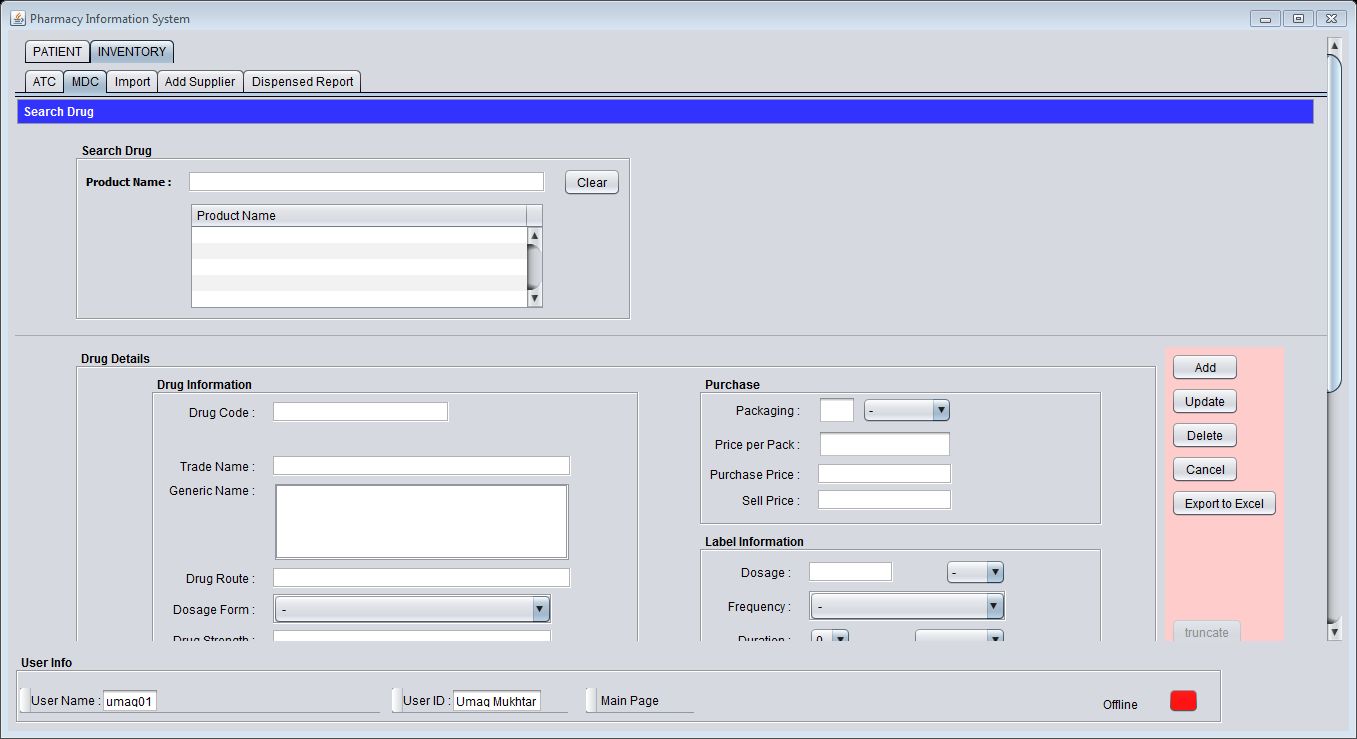
**Step 15:** Click “ATC” menu bar.

**Step 16:** Browse the ATC Code.

**Step 17:** Fill the text field.

**Step 18**: Click “Add/Update/Delete” button.

**Step 19:** Browse the ATC Code.



**24**

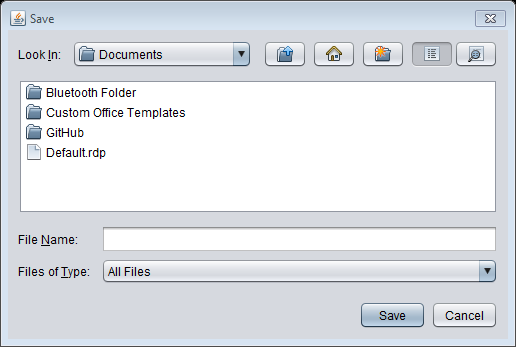
**22**

**21**

**23**

**20**

Figure 34



**25**

Figure 35

**Step 20:** Click “MDC” menu bar.

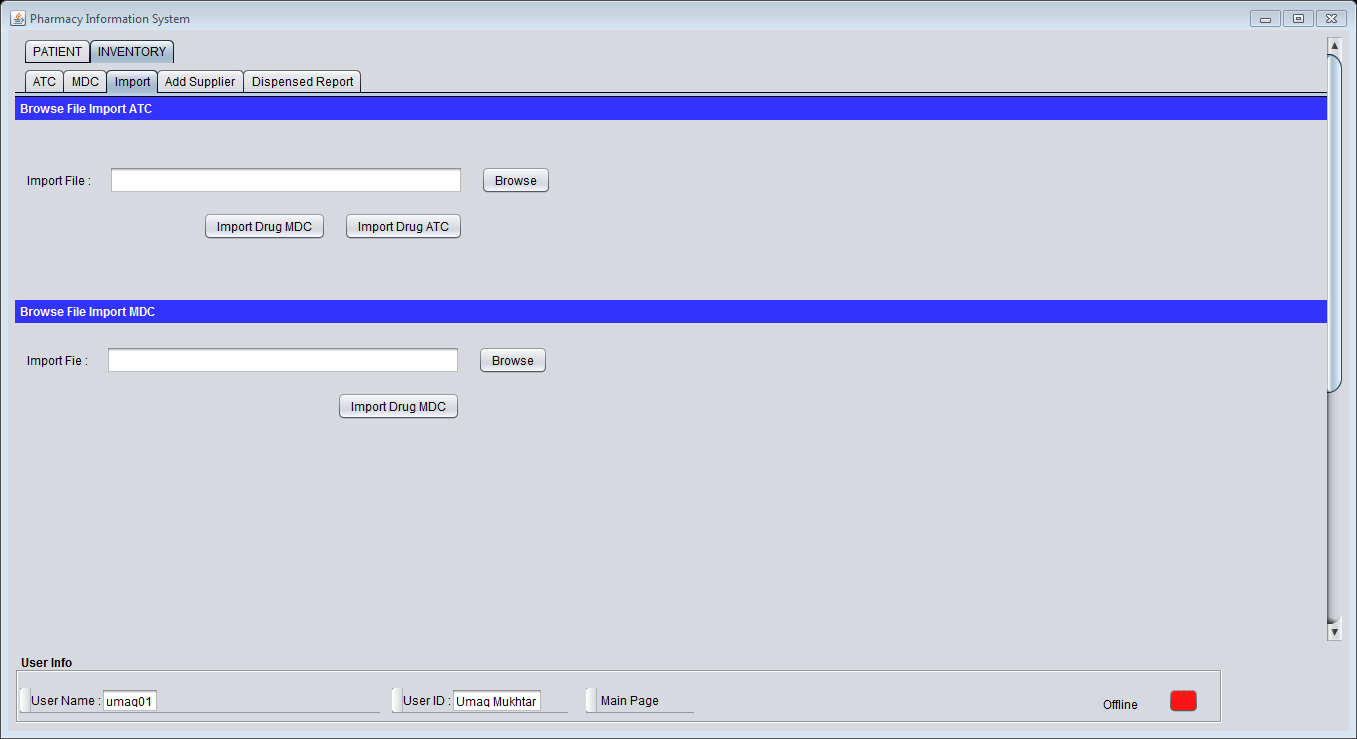
**Step 21:** Browse the Drug Name.

**Step 22:** Fill the text field.

**Step 23:** Click “Add/Update/Delete” button.

**Step 24**: Click “Export to Excel” button.

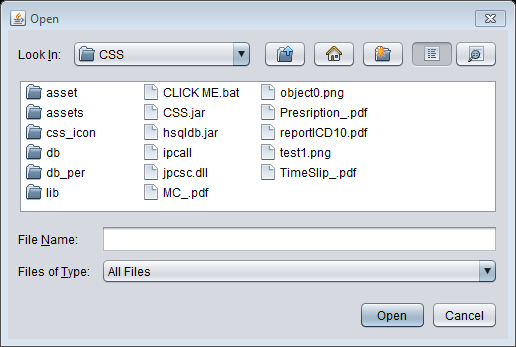
**Step 25:** set the location to save File and click “Save” button.



**27**

**26**

Figure 36



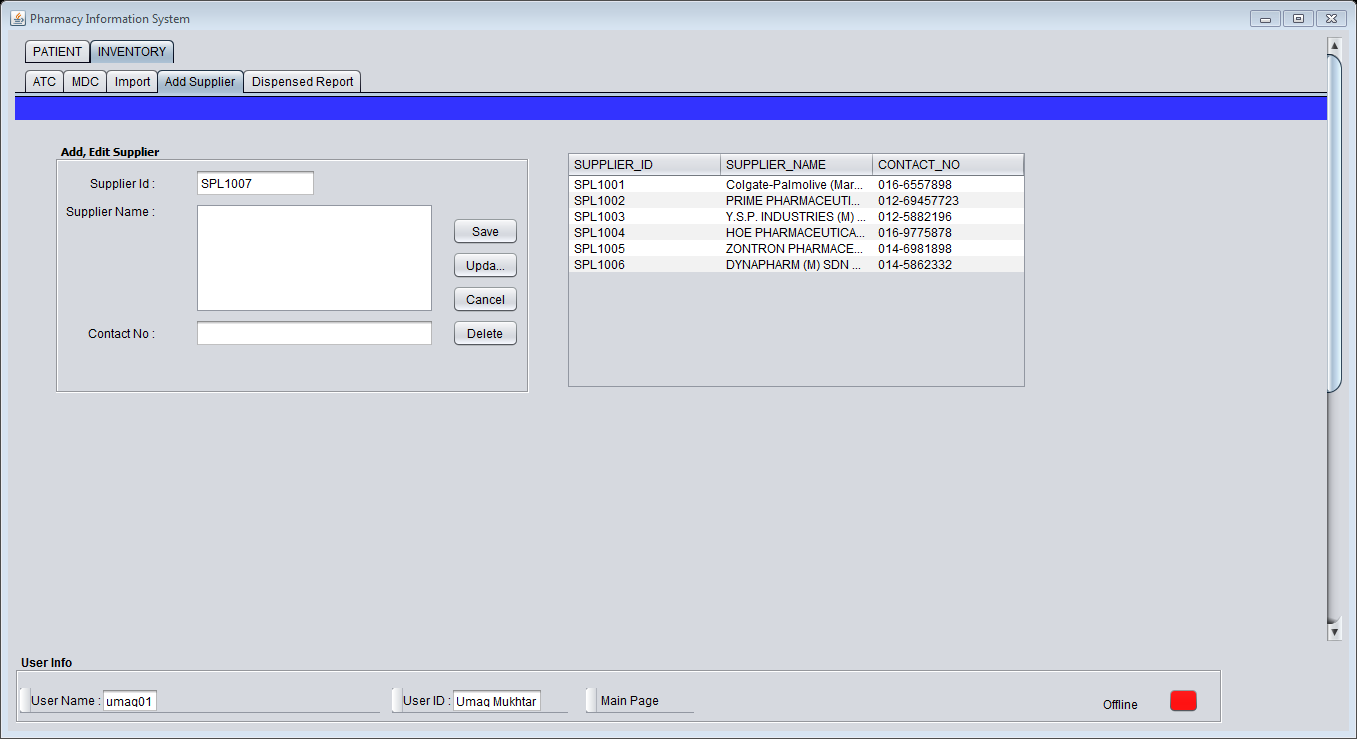
**28**

Figure 37

**Step 26:** Click “Import” menu bar.

**Step 27:** Browse the details.

**Step 28:** set the location to save File and click “Save” button.



**31**

**30**

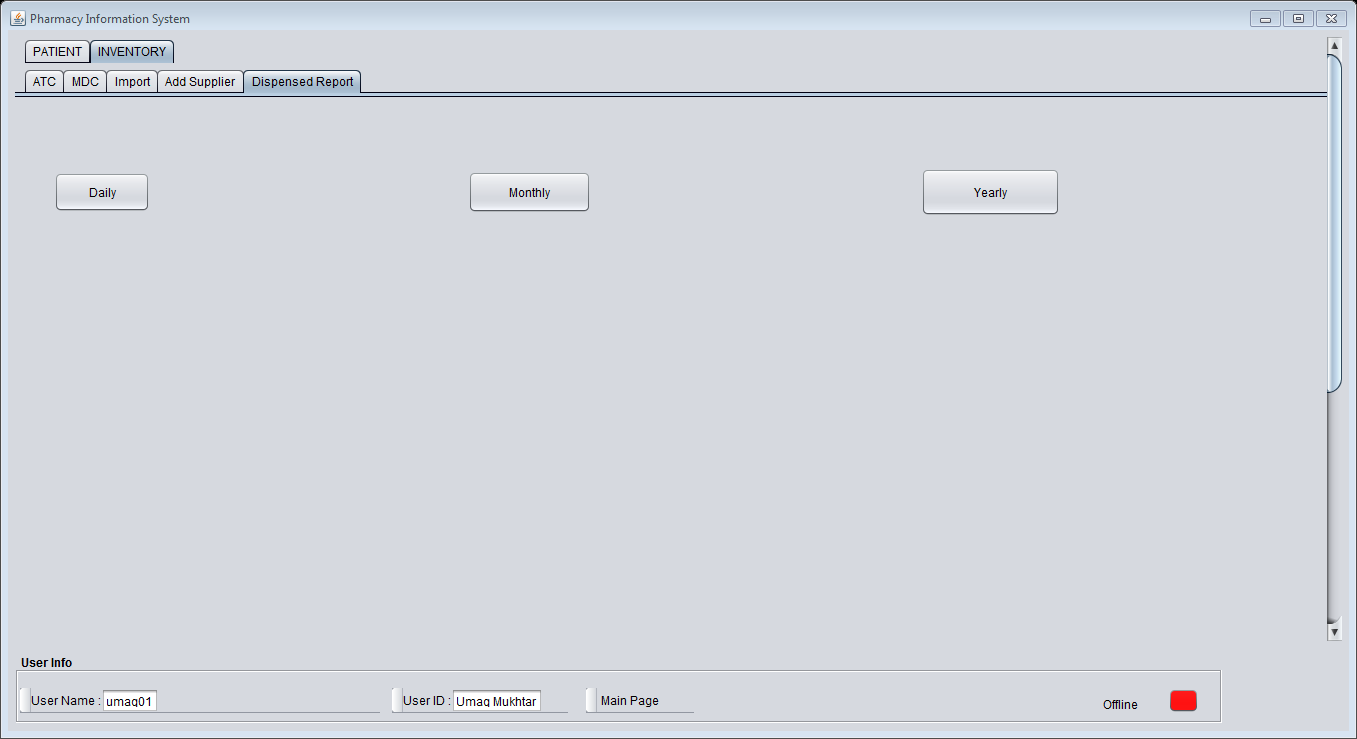
**29**

Figure 38

**Step 29:** Click “Add Supplier” menu bar.

**Step 30:** Fill the text field.

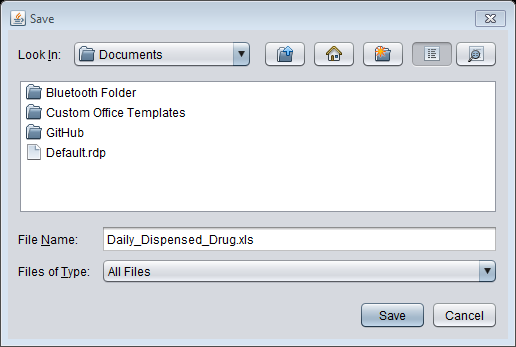
**Step 31:** Click “Add/Update/Delete” button.



**33**

**32**

Figure 39



**34**

Figure 40

**Step 32:** Click “Dispense Report” menu bar.

**Step 33:** Click “Daily/ Monthly/ Yearly” button.

**Step 34:** set the location to save File and click “Save” button.