

User Manual

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1. OPD

1.1. Search Patient for OPD

1. click on "search patient"

The screenshot shows a top navigation bar with a home icon, a question mark icon, and the text "OPD". Below it is a search bar with the placeholder "search patient" and a "vital signs" link. A red circle labeled "1" points to the search bar.

2. search patient by parameter "Name", "OPD Number" or "NHIS"
3. click on the search symbol

The screenshot shows a search form titled "Search Patient" with three input fields: "Name", "OPD Number", and "NHIS", grouped by a bracket. A magnifying glass search icon is labeled "3". A red circle labeled "2" points to the bracket. A red circle labeled "1" points to the search bar above the form.

1.2. Admission

1. click on "search patient"

The screenshot shows a top navigation bar with a home icon, a question mark icon, and the text "OPD". Below it is a search bar with the placeholder "search patient" and a "vital signs" link. A red circle labeled "1" points to the search bar.

2. search patient by parameter "Name", "OPD Number" or "NHIS"
3. click on the search symbol

The screenshot shows a search form titled "Search Patient" with three input fields: "Name", "OPD Number", and "NHIS", grouped by a bracket. A magnifying glass search icon is labeled "3". A red circle labeled "2" points to the bracket. A red circle labeled "1" points to the search bar above the form.

4. if patient is found in output list, complete patient's data within the table, if necessary
5. click "save" at the end of the table row
6. if patient is not found, click "create patient" (at the end of the page)

The screenshot shows a search form titled "Search Patient" with three input fields: "Name", "OPD Number", and "NHIS", grouped by a bracket. A magnifying glass search icon is labeled "3". A red circle labeled "4" points to the "NHIS is NHIS of Mother" column header. A red circle labeled "5" points to the "Save" button in the table footer. A red circle labeled "6" points to the "create patient" button in the table footer.

Name	OPD	NHIS	Expired?	Birthdate	NHIS is NHIS of Mother	Sex	Locality	CCC	New?	Save	---delete	create patient
Jorinde Schröter	2462/18			15.12.1999		<input type="radio"/> male				<input type="checkbox"/>	<input checked="" type="checkbox"/>	

7. alongside creating folder for patient, create patient in system
8. tick “not new” if patient was already in facility this year
9. click “Submit” and you will be led back to “search patient”

Create Patient

Full Name:

OPD Number:
322/19

NHIS:

Expired?

Birthdate:
TT MM JJJJ

Sex:
 Male Female

Locality:

NHIS is NHIS of mother?

Blood Group (if known):

Not new? (if patient is not in the system, but has a folder)

CCC:

Submit

1.3.Search Patient for Entering of Vital Signs

1. click on “vital signs”

OPD

search patient

vital signs

OPD	Name	Age	Sex	Locality	Blood Pressure	Pulse	Weight	Temperature	MUAC	submit
2462/18	Forinde Schroeter	19 years	female	Zinkas	[] mmHg	[] bpm	[] kg	[] °C	[] cm	submit

2. enter the OPD number or name of patient, for whom vital signs should be entered next
remark: the patient will only be visible in this list, if he was previously saved or created (see *1.2 Admission*)
3. click on the search symbol

Vital Signs

OPD

search patient

vital signs

OPD	Name	Age	Sex	Locality	Blood Pressure	Pulse	Weight	Temperature	MUAC	submit
2462/18	Forinde Schroeter	19 years	female	Zinkas	[] mmHg	[] bpm	[] kg	[] °C	[] cm	submit

1.4.Enter Vital Signs

1. click on “vital signs”

OPD

search patient

vital signs

OPD	Name	Age	Sex	Locality	Blood Pressure	Pulse	Weight	Temperature	MUAC	submit
2462/18	Forinde Schroeter	19 years	female	Zinkas	[] mmHg	[] bpm	[] kg	[] °C	[] cm	submit

2. search patient in Vital Signs list (see 1.3 Search Patient for Entering of Vital Signs)
remark: if patient has visited before today, search him in the protocol (see 1.5 Edit Patient's General Data or Vital Signs after Admission)
3. add vital signs in table row
4. click "submit"

OPD patients

OPD	Name	Age	Sex	Locality	Blood Pressure	Pulse	Weight	Temperature	MUAC	submit
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	mmHg	bpm	kg	°C	cm	submit
1106/19	Florian Schuenhoff	26 years	male	Germany	mmHg	bpm	kg	°C	cm	submit
2222/19	Anna Tester	14 years	female	Test Town	mmHg	bpm	kg	°C	cm	submit

1.5. Edit Patient's General Data or Vital Signs after Admission

1. go to Home and click on "Protocol"

OPD

Protocol

search patient

OPD patients

2. adapt the time frame in which to search for data
3. search patient by entering "Name", "OPD" or "NHIS" and selecting corresponding checkbox
4. click search symbol
5. click "See/Edit"

Protocol

There have been
1 patients today
who:
- are called "Jorinde"

Timeframe:
from 23.07.2019 to 23.07.2019 }
 Name: Jorinde
 OPD:
 NHIS:
 OPD Lab Procedure Dispensary Consulting Maternity Settings ← Reset Search

Date of Visit OPD Name Age Sex Locality old/new insured? Edit Results
23/07/19 2462/18 Jorinde Schroeter 19 years female Zinkaa old no See/Edit Results }
5

6. change patient's data
7. click "Submit"

Edit Patient

Name	OPD	NHIS	Birthdate	Sex	Locality	NHIS is	NHIS of Mother	Blood Group
Jorinde Schroeter	2462/18		15.12.1999	<input checked="" type="radio"/> male <input type="radio"/> female	Zinkaa			
New?	Visit Date	CC Code	NHIS expired?					
<input type="checkbox"/>	<input type="text" value="23.07.2019"/>							
Blood Pressure	Pulse	Weight	Temperature	MUAC				
	mmHg	bpm	kg	°C	cm			

Submit

delete from protocol
delete completely from system
back to protocol

1.6.Check if a Certain Patient has been entered in the System

1. go to Home and click on "Protocol"

OPD

Protocol

search patient

OPD patients

2. set the time frame in a way that it includes the visit date of the patient
3. enter "Name", "NHIS" or "OPD" of the patient and select the corresponding checkbox
- remark: it should suffice to enter the name of the patient partially (or enter only one of the names)
4. click on the search symbol

Protocol

There have been 2 patients on 23/07/19

Timeframe: from 23.07.2019 to 23.07.2019

Name: Jorinde

OPD: 2462/18

NHIS:

Search

Date of Visit | OPD | Name | Age | Sex | Locality | old/new | insured? | Edit | Results

5. if no patient has been output, try the other search parameters ("Name", "OPD" or "NHIS") in case something was entered wrong
6. click again on search symbol
7. if there are still no results, add patient to the system and adapt the visit date (see 1.7 Add a Previous Patient to the Record (not today's)) and afterwards also add the tests (see 4.8 Edit Test Results of Previous Patient (not today's)),diagnoses (see 8.1 Edit Results of Previous Patient (not today's)) and drugs (see 8.1 Edit Results of Previous Patient (not today's))

Protocol

There have been 0 patients on 23/07/19 who are called 'Jorinde'

Timeframe: from 23.07.2019 to 23.07.2019

Name: Jorinde

OPD: 2462/18

NHIS:

Search

Date of Visit | OPD | Name | Age | Sex | Locality | old/new | insured? | Edit | Results

1.7.Add a Previous Patient to the Record (not today's)

0. **Precondition:** admit the patient as normal (see 1.2 Admission)

1. to change the patient's visit date, go to the protocol

The screenshot shows the OPD interface. On the left is a vertical navigation bar with buttons for OPD, Consulting, Lab, Dispensary, Maternity, Store, Protocol, and Settings. A red circle labeled '1' points to the 'Protocol' button. The main area has a teal header 'OPD'. Below it is a light blue search bar with the placeholder 'search patient' and a light green bar below it labeled 'OPD patients'.

2. search patient by entering "Name", "OPD" or "NHIS" and selecting checkbox
3. click search symbol
4. click "See/Edit"

The screenshot shows the 'Protocol' search interface. It features a search form with fields for 'Name' (Jorinde), 'OPD', and 'NHIS', each with a checkbox. A red circle labeled '2' points to the 'Name' field. Another red circle labeled '3' points to the magnifying glass search icon. A third red circle labeled '4' points to the 'See/Edit' button in the results table. The results table shows one row for Jorinde Schroeter with columns for Date of Visit, OPD, Name, Age, Sex, Locality, old/new, insured?, Edit, and Results. The 'Edit' and 'Results' buttons are highlighted with a red circle.

5. change the visit date to that date, the patient was visiting the facility
6. update the patient's vital signs
7. click "Submit"

The screenshot shows the 'Edit Patient' interface. It displays patient details: Name (Jorinde Schroeter), OPD (2462/18), NHIS (74657233), Birthdate (15.12.1999), Sex (female), Locality (Zinkaa), NHIS is (female), NHIS of Mother (Zinkaa), and Blood Group (A+). Below this is a table for vital signs. A red circle labeled '5' points to the 'Visit Date' field (23.07.2019). A red circle labeled '6' points to the vital sign input fields (Blood Pressure, Pulse, Weight, Temperature, MUAC) and their units (mmHg, bpm, kg, °C, cm). A red circle labeled '7' points to the 'Submit' button. At the bottom are buttons for 'delete from protocol', 'delete completely from system', and 'back to protocol'.

1.8. Delete Patient from Protocol after Wrong Entry

1. go to Home and click on "Protocol"

The screenshot shows the OPD interface, identical to the one in the previous step. A red circle labeled '1' points to the 'Protocol' button in the navigation bar.

2. if the patient was admitted before today, adapt the timeframe in which to search for data
3. search patient by entering “Name”, “OPD” or “NHIS” and selecting checkbox
4. click search symbol
5. click “See/Edit”

The screenshot shows the 'Protocol' search interface. At the top, there are search filters: 'Timeframe' (from 23.07.2019 to 23.07.2019), 'Name: Jorinde' (with a checked checkbox), 'OPD:' (unchecked), and 'NHIS:' (unchecked). Below these are search buttons for OPD, Lab, Procedures, Dispensary, Consulting, and Maternity, along with a 'Settings' gear icon and a 'Reset Search' button. To the right, a box displays: 'There have been 1 patients today who: - are called "Jorinde"'. The main results table shows one row for Jorinde Schroeter with columns: Date of Visit (23/07/19), OPD (2462/18), Name (Jorinde Schroeter), Age (19 years), Sex (female), Locality (Zinkaa), old/new (old), insured? (no), and buttons for See Edit and Results. A large orange circle labeled '5' points to the 'See Edit' button.

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	See Edit	Results
23/07/19	2462/18	Jorinde Schroeter	19 years	female	Zinkaa	old	no		

6. click “delete from protocol”

The screenshot shows the 'Edit Patient' page. It includes fields for Name (Jorinde Schroeter), OPD (2462/18), NHIS (unchecked), Birthdate (15.12.1999), Sex (radio buttons for male and female), Locality (Zinkaa), NHIS is (radio buttons for male and female), NHIS of Mother (unchecked), and Blood Group (dropdown menu). Below this is a section for vital signs: New?, Visit Date (23.07.2019), CC Code (unchecked), NHIS expired? (unchecked), Blood Pressure (mmHg), Pulse (bpm), Weight (kg), Temperature (°C), and MUAC (cm). At the bottom are buttons for 'Submit', 'delete from protocol' (highlighted with an orange circle labeled '6'), 'delete completely from system', and 'back to protocol'.

1.9. Delete Patient Completely from System

1. click on “search patient”

The screenshot shows the 'OPD' search interface. It has a search bar with the placeholder 'search patient' and a 'vital signs' link below it. An orange circle labeled '1' points to the 'search patient' button.

2. search patient by parameter “Name”, “OPD Number” or “NHIS”
3. click on the search symbol

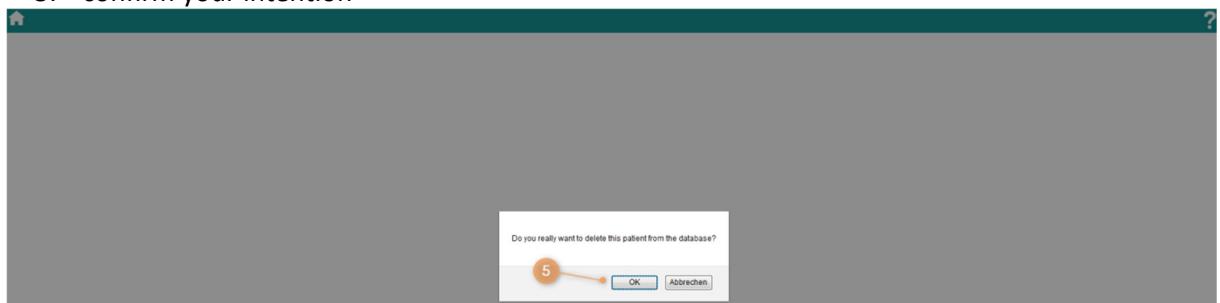
The screenshot shows the 'Search Patient' interface. It has three search input fields: 'Name:', 'OPD Number:', and 'NHIS:'. Below these is a search symbol icon. An orange circle labeled '2' points to the 'NHIS:' field, and another orange circle labeled '3' points to the search symbol icon.

- click “→ delete” at the end of the table row

remark: by deleting a patient completely from system all data of its visits in the past are also going to be deleted

The screenshot shows a patient search interface with fields for Name, OPD Number, NHIS, and Birthdate. A table row displays the patient's details: Name (Jorinde Schroeter), OPD (2462/18), NHIS (empty), Expired? (unchecked), Birthdate (15.12.1999), NHIS is NHIS of Mother (unchecked), Sex (radio buttons for male and female, female selected), Locality (Zinckaa), CCC (empty), New? (unchecked), Save (button), and a delete button (circled in orange with an arrow). Below the table is a 'create patient' button.

- confirm your intention

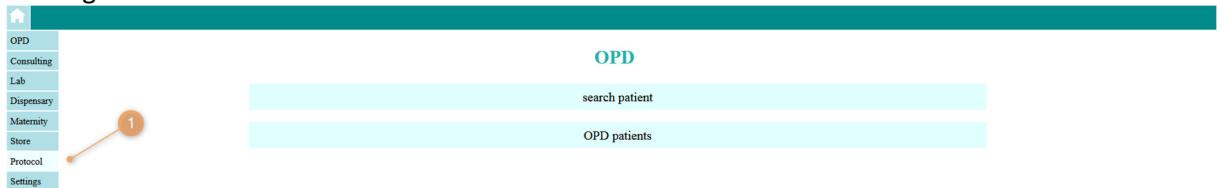


- enter password and click on "submit"



1.10. Search Patients by Admission Related Search Parameters

- go to Home and click on “Protocol”



2. set the time frame, the search should be based on
3. click on “OPD”

The screenshot shows the 'Protocol' search interface. At the top, there is a 'Timeframe' field set from '01.07.2019' to '30.06.2019'. Below it are three search criteria fields: 'Name', 'OPD', and 'NHS'. A search icon is located at the bottom left. To the right, a summary box displays 'There have been 3 patients today'.

4. enter the search values, the search should be based on and select the corresponding checkbox(es)
- remark:** if you select several parameters, only patients who match ALL the parameters (not any) will be displayed
5. click on the search symbol

The screenshot shows the 'Protocol' search interface with expanded search parameters. The 'Entered in Claim It:' section includes checkboxes for 'yes' and 'no'. The 'Old/New' section includes checkboxes for 'old' and 'new'. The 'Age' section includes a date range input. The 'Sex' section includes checkboxes for 'male' and 'female'. The 'Locality' section includes a dropdown menu with 'Lawra' selected. The 'Insurance' section includes checkboxes for 'yes' and 'no'. A 'create report' button is visible above the search bar. A summary box on the right indicates 'There have been 3 patients today'.

1.11. Create OPD Report

1. go to Home and click on “Protocol”

The screenshot shows the main navigation menu. The 'Protocol' option is highlighted with a blue background. On the right, there is a search bar with 'search patient' placeholder text and a 'OPD patients' button below it. A number '1' is circled around the 'Protocol' menu item.

2. set the time frame, the report should be generated for
3. click on the search symbol
4. select “OPD”

Protocol

Timeframe:
from 01.02.2019 to 28.02.2019

Name: _____
 OPD: _____
 NHIS: _____

**There have been
336
patients in the time from 01/02/19 to 28/02/19**

Search icon → **OPD** Lab Dispensary Consulting Maternity Settings Reset Search

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
01.02.2019	01.02.2019	Dame Natura Damocles	12 years	Male	Thessaloniki	new	yes

5. click on “create report”

Protocol

Timeframe:
from 01.02.2019 to 28.02.2019

Name: _____
 OPD: _____
 NHIS: _____

**There have been
336
patients in the time from 01/02/19 to 28/02/19**

Search icon → **OPD** Lab Procedures Dispensary Consulting Maternity Settings Reset Search

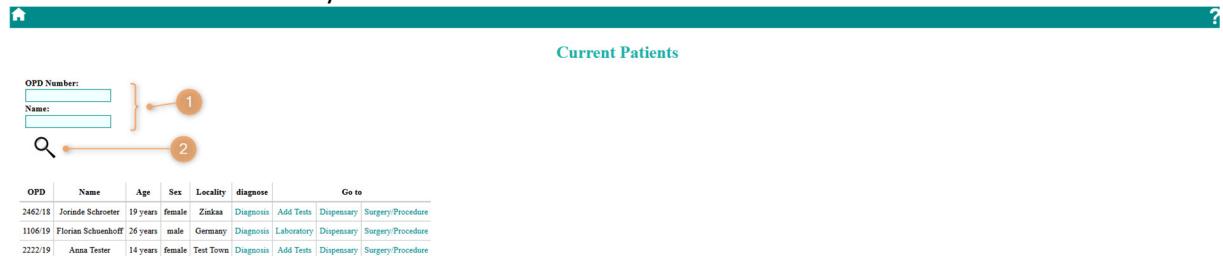
Entered in Claim It:

create report →

2. Consulting

2.1. Search Patient for Consulting in System

1. enter the OPD number or name of patient, who is going to be consulted next
remark: the patient will only be visible in this list, if he was previously saved or created (see 1.2 Admission)
2. click on the search symbol



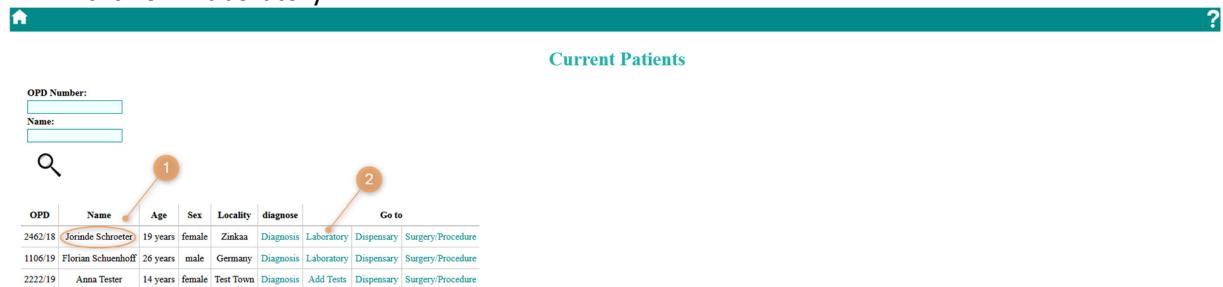
OPD	Name	Age	Sex	Locality	diagnose	Go to		
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests	Dispensary	Surgery/Procedure
1106/19	Florian Schausenhoff	26 years	male	Germany	Diagnosis	Laboratory	Dispensary	Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests	Dispensary	Surgery/Procedure

2.2. Complaints

1. only entered in folder or as a remark when entering the diagnosis (see 2.7 (Initially) Diagnose Patient)

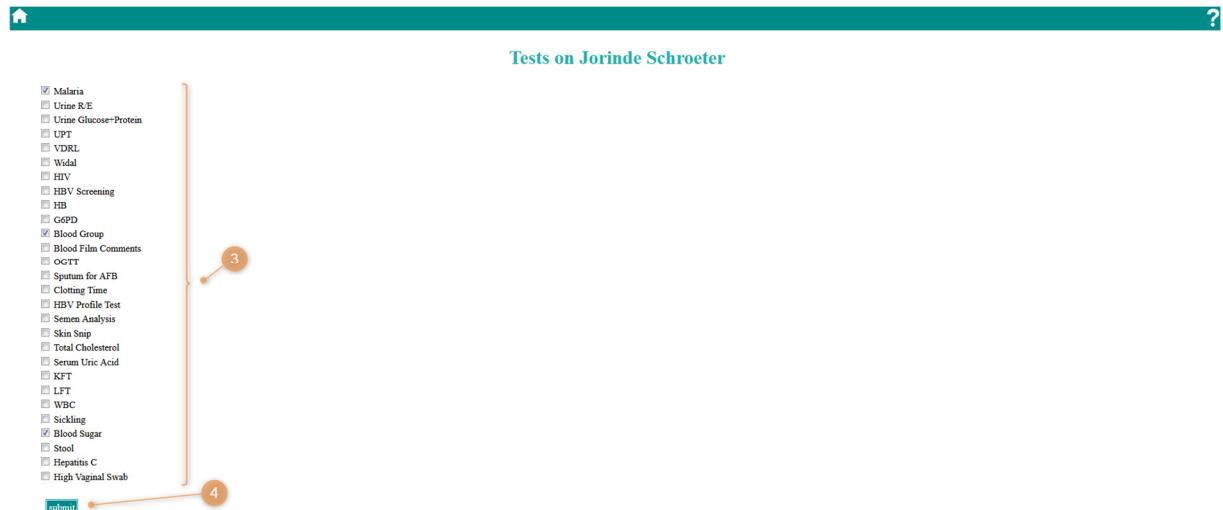
2.3. Request Tests

1. search patient in Current Patients list (see 2.1 Search Patient for Consulting in System)
remark: if patient has visited before today, search him in the protocol (see 2.6 Request / Change Tests for Previous Patient (not today's))
2. click on "Laboratory"



OPD	Name	Age	Sex	Locality	diagnose	Go to		
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Laboratory	Dispensary	Surgery/Procedure
1106/19	Florian Schausenhoff	26 years	male	Germany	Diagnosis	Laboratory	Dispensary	Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests	Dispensary	Surgery/Procedure

3. select necessary tests for patient
4. click on "submit"



<input type="checkbox"/> Malaria
<input type="checkbox"/> Urine R/E
<input type="checkbox"/> Urine Glucose+Protein
<input type="checkbox"/> UPT
<input type="checkbox"/> VDRL
<input type="checkbox"/> Widal
<input type="checkbox"/> HIV
<input type="checkbox"/> HBV Screening
<input type="checkbox"/> HB
<input type="checkbox"/> GgPD
<input checked="" type="checkbox"/> Blood Group
<input type="checkbox"/> Blood Film Comments
<input type="checkbox"/> OGTT
<input type="checkbox"/> Sputum for AFB
<input type="checkbox"/> Clotting Time
<input type="checkbox"/> HBV Profile Test
<input type="checkbox"/> Semen Analysis
<input type="checkbox"/> Skin Snip
<input type="checkbox"/> Total Cholesterol
<input type="checkbox"/> Serum Uric Acid
<input type="checkbox"/> KFT
<input type="checkbox"/> LFT
<input type="checkbox"/> WBC
<input type="checkbox"/> SICKING
<input type="checkbox"/> Blood Sugar
<input type="checkbox"/> Stool
<input type="checkbox"/> Hepatitis C
<input type="checkbox"/> High Vaginal Swab

2.4.Add Tests

- if further tests necessary, search patient in Current Patients list (see 2.1 Search Patient for Consulting in System)
remark: if patient has visited before today, search him in the protocol (see 2.6 Request / Change Tests for Previous Patient (not today's))
- click on “Add tests” in the corresponding table row

OPD	Name	Age	Sex	Locality	diagnose	Go to		
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests	Dispensary	Surgery/Procedure
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory	Dispensary	Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests	Dispensary	Surgery/Procedure

- select necessary tests for patient
- click on “submit”

Malaria
Urine R/E
Urine Glucose+Protein
UPT
VDRL
Vidal
HIV
HBV Screening
HB
G6PD
Blood Group
Blood Film Comments
OGTT
Sputum for AFB
Clotting Time
HBV Profile Test
Semen Analysis
Skin Snip
Total Cholesterol
Serum Uric Acid
KFT
LFT
WBC
Sickling
Blood Sugar
Stool
Hepatitis C
High Vaginal Swab

submit

2.5.Delete Ordered Tests

- search patient in Current Patients list
remark: if patient has visited before today, search him in the protocol (see 2.6 Request / Change Tests for Previous Patient (not today's))
- click on “Add tests” in the corresponding table row

OPD	Name	Age	Sex	Locality	diagnose	Go to		
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests	Dispensary	Surgery/Procedure
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory	Dispensary	Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests	Dispensary	Surgery/Procedure

3. deselect test, which should not be ordered any more
remark: previously ordered tests are checked and printed in grey (A)
4. click on "submit" to reset the request for the deselected test

Tests on Jorinde Schroeter

- Malaria **A**
- Urine R/E
- Urine Glucose+Protein
- UPT
- VDRL
- Vidal
- HIV
- HBV Screening
- HB
- QFDF
- Blood Group
- Blood Film Comments
- ESR
- Sputum for AFB
- Cytology Tissue
- HBV Profile Test
- Semens Analysis
- Skin Scrap
- Total Cholesterol
- Serum Uric Acid
- KET
- FT **A**
- WBC
- Sticking
- Blood Sugar
- Stool
- Hepatitis C
- High Vaginal Swab

submit **4**

2.6.Request / Change Tests for Previous Patient (not today's)

0. **precondition:** see 8.1 Edit Results of Previous Patient (not today's)
1. to request tests click on "order tests" at the end of the page and proceed as described in 2.3 Request Tests

Jorinde Schroeter

OPD: 245/11
Age: 19 years
Sex: female
Locality: Zinkaa
 protected by password

▼ Diagnoses
Attendant: Doctor Doc

pregnant?
 referred (to:)
 reattendance?

search diagnosis

primary	secondary	disease
<input type="checkbox"/>	<input type="checkbox"/>	Uncomplicated Malaria
<input type="checkbox"/>	<input type="checkbox"/>	Diarrhoea Disease(Emetics,Vomiting,Diarrhoea)
<input type="checkbox"/>	<input type="checkbox"/>	Upper Respiratory Tract Infection(URTI,URITI)
<input type="checkbox"/>	<input type="checkbox"/>	Pneumonia & Other Joint Pain(Arthritis,Lumbar,Musculoskeletal Pains,Arthralgia,Cephalgia,Spondylosis)
<input type="checkbox"/>	<input type="checkbox"/>	Skin Disease/Dermatitis
<ul style="list-style-type: none"> ► communicable immunizable ► communicable non-immunizable ► injuries ► non-communicable ► non-communicable ► obstetric & gynaecological ► others ► reproductive tract ► specialized 		
<input type="checkbox"/> treatment in clinic completed		

patients in consulting

add ANC
order tests
prescribe drugs
add surgery/procedure

1

remark: to add or delete tests click on "Tests", go to "add tests" and proceed as described in 2.4 Add Tests and 2.5 Delete Ordered Tests (A)

Jorinde Schroeter

OPD: 246/2/18
Age: 19 years
Sex: female
Locality: Zinkaa
 protected by password

▼ Diagnoses
Attendant: Doctor Doc

pregnant?
 referred (to:)
 reattendance?

search diagnosis

▼ Tests
Lab number: 4202/19

▼ Prescribed drugs

A

2.7. (Initially) Diagnose Patient

- search patient in Current Patients list (see 2.1 Search Patient for Consulting in System) and click "Diagnosis"
- remark:** if patient has visited before today, search him in the protocol (see 8.1 Edit Results of Previous Patient (not today's))

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests Dispensary Surgery/Procedure
1106/19	Florian Schuhhoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

- if already performed, test results are displayed on the right side (to see them, click on "Tests")
 - enter attendant's name
 - perform diagnosis by searching disease either in list or if necessary by using "search diagnosis" function and clicking on search symbol afterwards
- remark:** if necessary unfold further diseases by clicking on diagnosis classes' names (A)
- select either "primary" or "secondary" checkbox (only one primary diagnosis possible)
- remark:** if you are the last department treating the patient, select checkbox "clinic in treatment completed?" at the end of the list (B)
- if necessary add remarks to diagnosis at the end of the page
 - click "submit diagnoses" button

2.8.Refer Patients

1. search patient in Current Patients list (see 2.1 Search Patient for Consulting in System) and click "Diagnosis"
- remark:** if patient has visited before today, search him in the protocol (see 8.1 Edit Results of Previous Patient (not today's))

OPD	Name	Age	Sex	Locality	diagnosis	Go to		
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests	Dispensary	Surgery/Procedure
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory	Dispensary	Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests	Dispensary	Surgery/Procedure

2. enter attendant's name
3. check checkbox "referred" and type into the corresponding input field the facility's name, the patient is referred to
4. click on "submit diagnoses"

2.9.Add Diagnosis to Patient

1. search patient in output patient list (see 2.1 Search Patient for Consulting in System) and click "Diagnosis"
- remark:** if patient has visited before today, search him in the protocol (see 8.1 Edit Results of Previous Patient (not today's))

OPD	Name	Age	Sex	Locality	diagnosis	Go to		
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests	Dispensary	Surgery/Procedure
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory	Dispensary	Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests	Dispensary	Surgery/Procedure

2. enter attendant's name
3. Add diagnosis by searching disease either in list or if necessary by using "search diagnosis" function and clicking on search symbol afterwards
remarks:
 - if necessary unfold further diseases by clicking on diagnosis classes' names (A)
 - results of previous tests are displayed on the right side as well as already prescribed drugs (to see them, click on "Tests" or on "Prescribed drugs") (B)
 - previous diagnoses are already checked (C)
4. select either "primary" or "secondary" checkbox (only one primary diagnosis possible)
remark: if you are the last department treating the patient, select checkbox "clinic in treatment completed?" at the end of the list
5. click "submit diagnoses" button

2.10. Delete previous Diagnosis from Patient

1. search patient in output patient list (see 2.1 Search Patient for Consulting in System) and click "Diagnosis"
- remark:** if patient has visited before today, search him in the protocol (see 8.1 Edit Results of Previous Patient (not today's))

OPD	Name	Age	Sex	Locality	diagnose	Go to		
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests	Dispensary	Surgery/Procedure
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory	Dispensary	Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests	Dispensary	Surgery/Procedure

2. enter attendant's name
3. Searching previous disease either in list or if necessary by using "search diagnosis" function and clicking on search symbol afterwards
remark: if necessary unfold further diseases by clicking on diagnosis classes' names (A)
4. unselect "primary" or "secondary" checkbox of that disease, which should be delete from patient's diagnosis
remark: if you are the last department treating the patient, select checkbox "clinic in treatment completed?" at the end of the list
5. click "submit diagnoses" button

2.11. Mark Patient's Visit as Review Case

1. search patient in output patient list (see 2.1 Search Patient for Consulting in System) and click on "Diagnosis"
- remark:** if patient has visited before today, search him in the protocol (see 8.1 Edit Results of Previous Patient (not today's))

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis Add Tests Dispensary Surgery/Procedure	
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis Laboratory Dispensary Surgery/Procedure	
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis Add Tests Dispensary Surgery/Procedure	

2. enter attendant's name
3. select checkbox "reattendance?"
4. click on "submit diagnoses" or continue entering the patient's diagnoses (see 2.7 (*Initially*) *Diagnose Patient*)

OPD: 2222/19
Age: 14 years
Sex: female
Locality: Test Town
Blood Group: A+
protected by password

Diagnoses

Attendant: Doctor Doc

pregnant?
 referred to:
 reattendance?

search diagnosis

4

primary secondary

disease

► Tests
► Prescribed drugs

Anna Tester

create pdf

2.12. Mark Patient as Pregnant

1. search patient in output patient list (see 2.1 *Search Patient for Consulting in System*) and click on "Diagnosis"

remark: if patient has visited before today, search her in the protocol (see 8.1 *Edit Results of Previous Patient (not today's)*)

OPD Number:
Name:

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis Add Tests Dispensary Surgery/Procedure	
1106/19	Florian Schunenhoff	26 years	male	Germany	Diagnosis Laboratory Dispensary Surgery/Procedure	
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis Add Tests Dispensary Surgery/Procedure	

1

2. enter attendant's name
3. select checkbox "pregnant?"

remark: this checkbox is only for female patients between 10 and 50 years visible

4. click on "submit diagnoses" or continue entering the patient's diagnosis (see 2.7 (*Initially*) *Diagnose Patient*)

OPD: 2222/19
Age: 14 years
Sex: female
Locality: Test Town
Blood Group: A+
protected by password

Diagnoses

Attendant: Doctor Doc

pregnant? referred to:
 reattendance?

search diagnosis

4

primary secondary

disease

► Tests
Lab number: 4203/19
Malaria
RDT: negative
BF for mps: ++

► Prescribed drugs

Anna Tester

create pdf

2.13. Protect Patient's Results (if data are private and shouldn't be seen by all staff)

1. search patient in Current Patients list (see 2.1 Search Patient for Consulting in System)
 2. click on "Diagnosis"
- remark:** if patient has visited before today, search him in the protocol (see 8.1 Edit Results of Previous Patient (not today's))

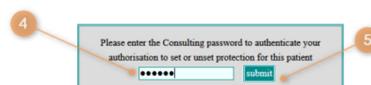
OPD	Name	Age	Sex	Locality	diagnosis	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Laboratory Dispensary Surgery/Procedure
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis Add Tests	Dispensary Surgery/Procedure

3. select checkbox "protected by password"

OPD: 1106/19
Age: 26 years
Sex: male
Locality: Germany
 protected by password

4. enter consulting password
5. click "submit"

remark: to see patient's results now, you will always be asked for the consulting password



2.14. Unprotect Patient's Results

1. search patient in Current Patients list (see 2.1 Search Patient for Consulting in System)
 2. click on "Diagnosis"
- remark:** if patient has visited before today, search him in the protocol (see 8.1 Edit Results of Previous Patient (not today's))

OPD	Name	Age	Sex	Locality	diagnosis	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Laboratory Dispensary Surgery/Procedure
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis Add Tests	Dispensary Surgery/Procedure

3. deselect checkbox “protected by password”

OPD: 110619
Age: 26 years
Sex: male
Locality: Germany
 protected by password

Florian Schuenhoff

Diagnoses

3

4. enter consulting password
5. click “submit”

Please enter the Consulting password to authenticate your authorisation to set or unset protection for this patient

submit

4

5

2.15. Prescribe Drugs

1. search patient in Current Patients list (see 2.1 Search Patient for Consulting in System)
remark: if patient has visited before today, search him in the protocol (see 2.18 Add / Change Prescriptions for Previous Patient (not today's))
2. click on “Diagnosis”

OPD	Name	Age	Sex	Locality	diagnose	Diagnosis	Add Tests	Dispensary	Surgery/Procedure
2462/18	Jorinde Schroeter	19 years	female	Zinckaa					
1106/19	Florian Schuenhoff	26 years	male	Germany					
2222/19	Anna Tester	14 years	female	Test Town					

1

2

Current Patients

3. search for drugs either in list
4. or via search function in the upper right corner
5. select checkbox “prescribe?”
6. enter the necessary amount and a dosage recommendation (example: amount-21 tablets, dosage recommendation-tds x 7)
7. click on “submit” in the upper right corner

Select Drugs for Jorinde Schroeter

4

Adrenaline

5

6

3

prescribe?	amount	drug	dosage recommendation	available	
<input checked="" type="checkbox"/>	5	ampoule(s)	Adrenaline injection	od x 5	10
<input type="checkbox"/>	bottle(s)	Albendazole suspension 100mg	x	0	
<input type="checkbox"/>	tablet(s)	Albendazole tablet 400mg	x	286	
<input type="checkbox"/>	bottle(s)	Aluminum Hydroxide + Magnesium Trisilicate suspension	x	8	
<input type="checkbox"/>	tablet(s)	Aluminum Hydroxide + Magnesium Trisilicate tablet	x	3151	
<input checked="" type="checkbox"/>	21	capsule(s)	Amoxicillin capsule 250mg	tds x 7	12585
<input type="checkbox"/>	capsule(s)	Amoxicillin capsule 500mg	x	0	
<input type="checkbox"/>	bottle(s)	Amoxicillin suspension 125mg	x	179	
<input type="checkbox"/>	vial(s)	Anti-Snake venom	x	0	

7

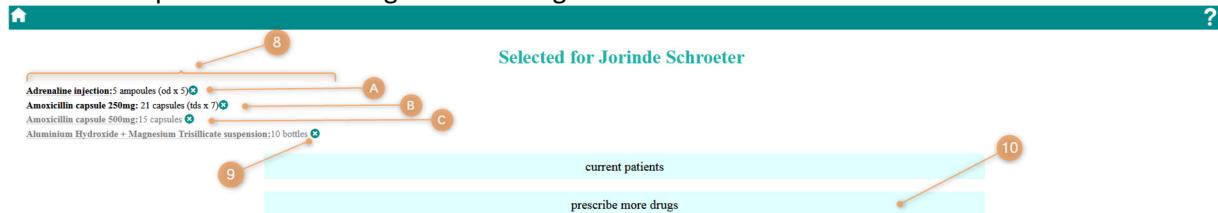
8. overview of prescribed drugs will be displayed

remarks:

- drug is not available in Dispensary and is needed to be gotten from store, if it is printed in black with underlining (A)
- drug is available in Dispensary, if it is printed in black without underlining (B)
- drug is not available in whole facility and is needed to be written for patient to buy, if it is print in grey with underlining (C)

9. if a wrong drug was prescribed, click on cross symbol to reset the prescription

10. click “prescribe more drugs” to add drugs

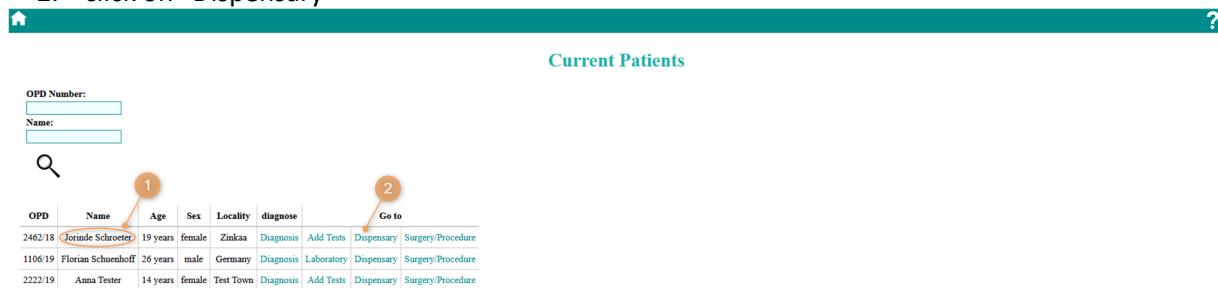


2.16. Add Prescriptions

1. search patient in Current Patients list (see 2.1 Search Patient for Consulting in System)

remark: if patient has visited before today, search him in the protocol (see 2.18 Add / Change Prescriptions for Previous Patient (not today's))

2. click on “Dispensary”



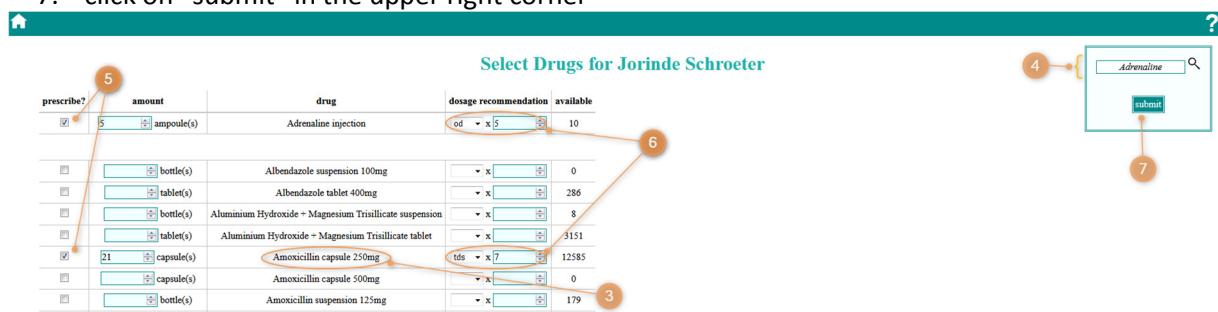
3. search for drugs either in list

4. or via search function at the upper right corner

5. select checkbox “prescribe?”

6. enter the necessary amount and a dosage recommendation (example: amount-21 tablets, dosage recommendation-tds x 7)

7. click on “submit” in the upper right corner



2.17. Delete Prescriptions

- search patient in Current Patients list (see 2.1 Search Patient for Consulting in System)
remark: if patient has visited before today, search him in the protocol (see 2.18 Add / Change Prescriptions for Previous Patient (not today's))
- click on "Dispensary"

OPD	Name	Age	Sex	Locality	diagnose	Add Tests	Dispensary	Surgery/Procedure
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests	Dispensary	Surgery/Procedure
110619	Florian Schuhnhoff	26 years	male	Germany	Diagnosis	Laboratory	Dispensary	Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests	Dispensary	Surgery/Procedure

- search drug you want to delete
- click cross symbol after the drug you want to delete

prescribe?	amount	drug	dosage recommendation	available
<input type="checkbox"/>	5 ampoule(s)	Adrenaline injection	<input type="button" value="x"/>	10
<input type="checkbox"/>	1 bottle(s)	Albendazole suspension 100mg	<input type="button" value="x"/>	0
<input type="checkbox"/>	1 tablet(s)	Albendazole tablet 400mg	<input type="button" value="x"/>	286
<input type="checkbox"/>	1 bottle(s)	Amoxicillin Capsules 250mg	<input type="button" value="x"/>	0

2.18. Add / Change Prescriptions for Previous Patient (not today's)

- precondition:** see 8.1 Edit Results of Previous Patient (not today's)
- to initially prescribe drugs click on "prescribe drugs" and proceed as described in 2.15 Prescribe Drugs

OPD: 2462/18
Age: 19 years
Sex: female
Locality: Zinkaa
 prescribed by password

Diagnoses
Attending: Doctor Doc
 pregnant?
 refer to...
 referred from...
 referred to...
 search diagnosis
 submit diagnosis

primary secondary disease

- Uncomplicated Malaria
- Diarrhoea Disease (Enteritis, Gastroenteritis, Diarrhoea)
- Upper Respiratory Tract Infection (URTI, LRTI, RRTI)
- Rheumatism & Other Joint Pains (Arthritis, Lupus, Musculoskeletal Pains, Artralgia, Cephalgia, Spondylitis)

secondary disease

- communicable immunizable
- communicable non-immunizable
- injuries
- mental health
- non-communicable
- obstetric & gynaecological
- others
- reproductive tract
- specialised

treatment in clinic completed

patients in consulting

add ANC
order tests
prescribe drugs
add surgery/procedure

remark: to add or delete prescriptions click on “Prescribed drugs”, go to "add prescriptions" and proceed as described in *2.16 Add Prescriptions* and *2.17 Delete Prescriptions (A)*

2.19. Perform Surgery / Procedure

1. search patient in Current Patients list (see *2.1 Search Patient for Consulting in System*)
remark: if patient has visited before today, search him in the protocol (see *2.20 Add Surgery / Procedure for Previous Patient (not today's)*)
2. click on “Surgery/Procedure”

OPD	Name	Age	Sex	Locality	diagnose	Go to
246218	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis Laboratory Dispensary Surgery/Procedure	Surgery/Procedure
110619	Florian Schuenhoff	26 years	male	Germany	Diagnosis Laboratory Dispensary Surgery/Procedure	Surgery/Procedure
222219	Anna Tester	14 years	female	Test Town	Diagnosis Add Tests Dispensary Surgery/Procedure	Surgery/Procedure

3. select checkbox for “Surgery/Procedure” and enter required information
4. click on “submit”

remarks:

- if “other” is selected, enter description of procedure in input field (A)
- if patient is paying for procedure, gather the charge in the corresponding input field (B)
- if you are the last department treating the patient, select checkbox “clinic in treatment completed? (C)

2.20. Add Surgery / Procedure for Previous Patient (not today's)

0. **precondition:** see 8.1 Edit Results of Previous Patient (not today's)
1. to add a surgery/procedure click on "add surgery/procedure" and proceed as described in 2.19 Perform Surgery / Procedure

OPD-246218
Age: 19 years
Sex: female
Locality: Zinkaa
 printed by patient

Diagnoses
Attending Doctor Doc

pregnant
 referred to [redacted]
 reattendance

search diagnosis

select diagnosis

primary	secondary	disease
<input type="checkbox"/>	<input type="checkbox"/>	Uncomplicated Malaria
<input type="checkbox"/>	<input type="checkbox"/>	Diarrhoea Diseases/Excretions/Gastroenteritis/Diarrhoea)
<input type="checkbox"/>	<input type="checkbox"/>	Upper Respiratory Tract Infections(URTI,RTI,RTD)
<input type="checkbox"/>	<input type="checkbox"/>	Rheumatism & Other Joint Pains/Arthritis,Lumbago,Musculoskeletal Pains, Artralgia, Cephalgia, Spondylosis)
<input type="checkbox"/>	<input type="checkbox"/>	Skin Disease/Dermatitis

- > communicable immunizable
- > communicable non-immunizable
- > injuries
- > mental health
- > non-communicable
- > obstetric & gynaecological
- > others
- > reproductive tract
- > specialized

treatment in clinic completed

patients in consulting

add ANC
order tests
prescribe drugs
add surgery/procedure

2.21. Complete Patient's Treatment

1. search patient in Current Patients list (see 2.1 Search Patient for Consulting in System) and click on "Diagnosis"
- remark:** if patient has visited before today, search him in the protocol (see 8.1 Edit Results of Previous Patient (not today's))

OPD Number:

Name:

Current Patients

OPD	Name	Age	Sex	Locality	diagnosis	Go to		
246218	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests	Dispensary	Surgery/Procedure
110619	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory	Dispensary	Surgery/Procedure
222219	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests	Dispensary	Surgery/Procedure

2. select checkbox “clinic in treatment completed?” at the end of the page
3. click on “submit diagnoses”

OPD: 2222/19
Age: 14 years
Sex: female
Locality: Test Town
Blood Group: A+
 protected by password

Diagnoses

Attendant: Doctor Dod

pregnant?
 referred (to:)
 reattendance?

search diagnosis

3

primary	secondary	disease
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Uncomplicated Malaria
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Diarrhoea Diseases(Enteritis,Gastroenteritis,Diarrhoea)
<input type="checkbox"/>	<input type="checkbox"/>	Upper Respiratory Tract Infections(URTI,RTI,RTT)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rheumatism & Other Joint Pains(Arthritis,Lumbago,Musculoskeletal Pains,Arthralgia,Cephalgia,Spondylosis)
<input type="checkbox"/>	<input type="checkbox"/>	Skin Diseases/Dermatitis

► Tests
► Prescribed drugs

- communicable immunizable
- communicable non-immunizable
- injuries
- mental health
- non-communicable
- obstetric & gynaecological
- others
- reproductive tract
- specialized

treatment in clinic completed 2

patients in consulting

2.22. Display Patient History

1. go to Home and click on “Protocol”

OPD
Consulting
Lab
Dispensary
Maternity
Store
Protocol 1
Settings

Current Patients

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests Dispensary Surgery/Procedure
1106/19	Florian Schuhhoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

2. set the time frame in a way, that it includes the visit date of the patient
3. search patient by entering “Name”, “OPD” or “NHIS” and selecting checkbox
4. click search symbol
5. to see previous medical information, click “Results”

Protocol

There have been 1 patients today who:
- are called "Jorinde"

Timeframe:
from 23.07.2019 2 to 23.07.2019 3

Name: Jorinde 3
 OPD: 2462/18 4
 NHIS:

OPD Lab Procedures Dispensary Coupling Maternity Settings ← Reset Search

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
23.07.19	2462/18	Jorinde Schroeter	19 years	female	Zinkaa	old	no	<input type="button" value="See Edit"/>	5 <input type="button" value="Results"/>

2.23. Export Patient's Data to PDF (for printing)

- search patient in Current Patients list (see 2.1 Search Patient for Consulting in System) and click on "Diagnosis"
- remark:** if patient has visited before today, search him in the protocol (see 8.1 Edit Results of Previous Patient (not today's))

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests Dispensary Surgery/Procedure
110619	Florian Schuhhoff	26 years	male	Germany	Diagnosis Laboratory	Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

- click "create pdf" in the upper right corner

OPD: 2462/18
Age: 19 years
Sex: female
Locality: Zinkaa
 protected by password

▼ Diagnoses Attendant: abdul-Fatawu

► Tests
► Prescribed drugs

2.24. Show List of Patients with their Primary and Secondary Diagnoses

- go to Home and click on "Protocol"

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests Dispensary Surgery/Procedure
110619	Florian Schuhhoff	26 years	male	Germany	Diagnosis Laboratory	Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

- set the time frame for which you want to see the list of patients
- click on "Settings"

Timeframe:
from 23.07.2019 to 23.07.2019

Name: OPD: NHIS:

Protocol

There have been
3 patients today

Reset Search

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
23.07.19	2462/18	Jorinde Schroeter	19 years	female	Zinkaa	old	yes	Edit	Results

4. select "primary diagnoses" and "secondary diagnoses"
5. click search symbol

The screenshot shows the 'Protocol' search interface. At the top, there are search fields for 'Name', 'OPD', and 'NHIS'. Below these are icons for OPD, Lab, Procedures, Dispensary, Consulting, Maternity, and Settings. A search bar with a magnifying glass icon is labeled '5'. To the right, a box displays 'There have been 3 patients today'. Under the search bar, a 'Settings' button is highlighted with a red circle and labeled '4'. A dropdown menu for search filters is open, showing options like 'Entered in NHIS', 'Birthdate', 'old/new', 'insured?', 'NHIS Number', 'CC Code', 'tests & results', 'surgeries', 'prescribed drugs', 'primary diagnoses' (which is checked), 'secondary diagnoses' (which is also checked), and 'ANC'. A 'Reset Search' link is at the bottom of the filter list.

2.25. Show List of Patients with their Prescribed Drugs

1. go to Home and click on "Protocol"

The screenshot shows the home screen with a sidebar containing links for OPD, Consulting, Lab, Dispensary, Maternity, Store, and Protocol. The 'Protocol' link is highlighted with a red circle and labeled '1'. Below the sidebar is a table titled 'Current Patients' showing three rows of patient data. The table has columns for OPD, Name, Age, Sex, Locality, diagnose, Go to, and Surgery/Procedure.

OPD	Name	Age	Sex	Locality	diagnose	Go to	Surgery/Procedure	
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests	Dispensary	Surgery/Procedure
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory	Dispensary	Surgery/Procedure
2222/19	Anna Tester	14 years	female	Tent Town	Diagnosis	Add Tests	Dispensary	Surgery/Procedure

2. set the time frame for which you want to see the list of patients
3. click on "Settings"

The screenshot shows the 'Protocol' search interface. The 'Timeframe' field is set from '23.07.2019' to '23.07.2019' and is highlighted with a red circle and labeled '2'. Below it are search fields for 'Name', 'OPD', and 'NHIS'. A search bar with a magnifying glass icon is labeled '3'. To the right, a box displays 'There have been 3 patients today'. A 'Settings' button is highlighted with a red circle and labeled '4'. A dropdown menu for search filters is open, showing options like 'Entered in NHIS', 'Birthdate', 'old/new', 'insured?', 'NHIS Number', 'CC Code', 'tests & results', 'surgeries', 'prescribed drugs' (which is checked), 'primary diagnoses', 'secondary diagnoses', and 'ANC'. A 'Reset Search' link is at the bottom of the filter list.

4. select "prescribed drugs"
5. click search symbol

The screenshot shows the 'Protocol' search interface. The 'Timeframe' field is set from '22.07.2019' to '23.07.2019' and is highlighted with a red circle and labeled '2'. Below it are search fields for 'Name', 'OPD', and 'NHIS'. A search bar with a magnifying glass icon is labeled '3'. To the right, a box displays 'There have been 3 patients today'. A 'Settings' button is highlighted with a red circle and labeled '4'. A dropdown menu for search filters is open, showing options like 'Entered in NHIS', 'Birthdate', 'old/new', 'insured?', 'NHIS Number', 'CC Code', 'tests & results', 'surgeries', 'prescribed drugs' (which is checked), 'primary diagnoses', 'secondary diagnoses', and 'ANC'. A 'Reset Search' link is at the bottom of the filter list.

2.26. Show List of Patients with their Surgery / Procedure

1. go to Home and click on "Protocol"

OPD	Name	Age	Sex	Locality	diagnose	Go to		
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	<input type="button" value="Diagnosis"/>	<input type="button" value="Add Tests"/>	<input type="button" value="Dispensary"/>	<input type="button" value="Surgery/Procedure"/>
1106/19	Florian Schuenhoff	26 years	male	Germany	<input type="button" value="Diagnosis"/>	<input type="button" value="Laboratory"/>	<input type="button" value="Dispensary"/>	<input type="button" value="Surgery/Procedure"/>
2222/19	Anna Tester	14 years	female	Test Town	<input type="button" value="Diagnosis"/>	<input type="button" value="Add Tests"/>	<input type="button" value="Dispensary"/>	<input type="button" value="Surgery/Procedure"/>

2. set the time frame for which you want to see the list of patients
3. click on "Settings"

Protocol

Timeframe: from 23.07.2019 to 23.07.2019

Name:
 OPD:
 NHS:

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
23.07.19	2462/19	Jorinde Schroeter	19	female	Zinkaa	old	yes	<input type="button"/>	<input type="button"/>

4. select "surgeries"
5. click search symbol

Protocol

Timeframe: from 23.07.2019 to 23.07.2019

Name:
 OPD:
 NHS:

Surgeries

Entered in NHS
 Birthdate
 old/new
 insured?
 NHS Number
 CC Code
 tests & results
 surgeries
 prescribed drugs
 primary diagnoses
 secondary diagnoses
 ANC

2.27. Find Patients whose Diagnoses are not Entered yet

1. go to Home and click on "Protocol"

OPD	Name	Age	Sex	Locality	diagnose	Go to		
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	<input type="button" value="Diagnosis"/>	<input type="button" value="Add Tests"/>	<input type="button" value="Dispensary"/>	<input type="button" value="Surgery/Procedure"/>
1106/19	Florian Schuenhoff	26 years	male	Germany	<input type="button" value="Diagnosis"/>	<input type="button" value="Laboratory"/>	<input type="button" value="Dispensary"/>	<input type="button" value="Surgery/Procedure"/>
2222/19	Anna Tester	14 years	female	Test Town	<input type="button" value="Diagnosis"/>	<input type="button" value="Add Tests"/>	<input type="button" value="Dispensary"/>	<input type="button" value="Surgery/Procedure"/>

- set the time frame in which you want to find the patients
- click on "Consulting"

Protocol

Timeframe: from 01. 06. 2019 to 30. 06. 2019

Name: [] OPD: [] NHIS: []

Date of Visit | OPD | Name | Age | Sex | Locality | old/new | insured? | Edit | Results

30/07/19	246218	Jorinde Schröter	19 years	female	Zinkaa	old	no	See/Edit	Results
222219		Anna Tester	14 years	female	Test Town	old	no	See/Edit	Results
444419		Sonja Winter	26 years	female	Munich	old	yes	See/Edit	Results

There have been 3 patients today

- select "not consulted patients"
- click on the search symbol

Protocol

Timeframe: from 01. 06. 2019 to 30. 06. 2019

Name: [] OPD: [] NHIS: []

create report

all consulted patients not consulted patients

- referred
- reattending
- pregnant
- >
- communicable immunizable
- communicable non-immunizable
- injuries
- mental health
- non-communicable
- obstetric & gynaecological
- others
- reproductive tract
- specialized

There have been 3 patients today

2.28. Find Patients whose Drugs are not Entered yet

- go to Home and click on "Protocol"

Protocol

Current Patients

OPD
Consulting
Lab
Dispensary
Maternity
Store
Protocol
Settings

OPD | Name | Age | Sex | Locality | diagnose | Go to

246218	Jorinde Schröter	19 years	female	Zinkaa	Diagnosis	Add Tests	Dispensary	Surgery/Procedure
110619	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory	Dispensary	Surgery/Procedure
222219	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests	Dispensary	Surgery/Procedure

- set the time frame in which you want to find the patients
- click on "Dispensary"

Protocol

Timeframe: from 01. 06. 2019 to 30. 06. 2019

Name: [] OPD: [] NHIS: []

Date of Visit | OPD | Name | Age | Sex | Locality | old/new | insured? | Edit | Results

30/07/19	246218	Jorinde Schröter	19 years	female	Zinkaa	old	no	See/Edit	Results
222219		Anna Tester	14 years	female	Test Town	old	no	See/Edit	Results
444419		Sonja Winter	26 years	female	Munich	old	yes	See/Edit	Results

There have been 3 patients today

4. select "no drugs"
5. click on the search symbol

Protocol

Timeframe: from 01. 06. 2019 to 30. 06. 2019

Name:
 OPD:
 NHIS:

any drugs
 no drugs
 drugs issued by dispensary

Adrenaline injection
 Alendazole suspension 10mg

Dispensary
 Consulting
 Maternity
 Store
 Protocol
 Settings

There have been 3 patients today

2.29. Search Patients who are Referred

1. go to Home and click on "Protocol"

OPD Consulting Lab Maternity Store Protocol Settings

Current Patients

Timeframe: from 01. 06. 2019 to 30. 06. 2019

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests Dispensary Surgery/Procedure
1106/19	Florian Schumhoff	26 years	male	Germany	Diagnosis Laboratory Dispensary	Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis Add Tests Dispensary	Surgery/Procedure

2. set the time frame for which you want the patients to be displayed
3. click on "Consulting"

Protocol

Timeframe: from 01. 06. 2019 to 30. 06. 2019

Name:
 OPD:
 NHIS:

all consulted patients
 referred
 not consulted patients
 reconsulting
 pregnant
 communicable immunizable
 communicable non-immunizable
 injuries
 mental health
 non-communicable
 obstetric & gynaecological
 others
 reproductive tract
 specialized

Dispensary
 Consulting
 Maternity
 Store
 Protocol
 Settings

There have been 3 patients today

4. select the checkbox “referred”
5. click on the search symbol

Protocol

Timeframe: from 01. 06. 2019 to 30. 06. 2019

Name:
 OPD:
 NHIS:

all consulted patients
 referred
 not consulted patients
 reconsulting
 pregnant
 communicable immunizable
 communicable non-immunizable
 injuries
 mental health
 non-communicable
 obstetric & gynaecological
 others
 reproductive tract
 specialized

Dispensary
 Consulting
 Maternity
 Store
 Protocol
 Settings

There have been 3 patients today

2.30. Search Patients who are Review Cases

1. go to Home and click on "Protocol"

Current Patients

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests Dispensary Surgery/Procedure
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

2. set the time frame for which you want the patients to be displayed
3. click on "Consulting"

Protocol

Timeframe:
from 01.06.2019 to 30.06.2019 } 2

Name:
 OPD:
 NHS:

3

There have been
3 patients today

Q OPD Lab Procedures Dispensary Consulting Maternity Store ⚙ ← Reset Search

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
30/07/19	2462/18	Jorinde Schroeter	19 years	female	Zinkaa	old	no	See/Edit	Results
	2222/19	Anna Tester	14 years	female	Test Town	old	no	See/Edit	Results
	4444/19	Sonja Winter	26 years	female	Munich	old	yes	See/Edit	Results

4. select the checkbox "reattending"
5. click on the search symbol

Protocol

Timeframe:
from 01.06.2019 to 30.06.2019 }

Name:
 OPD:
 NHS:

5

There have been
3 patients today

Q OPD Lab Procedures Dispensary Consulting Maternity Store ⚙ ← Reset Search

create report

all consulted patients
 not consulted patients

referred
 reattending
► pregnant
► communicable immunizable
► communicable non-immunizable
► injuries
► mental health
► non-communicable
► obstetric & gynaecological
► others
► reproductive tract
► specialized

2.31. Search Patients who are Pregnant

1. go to Home and click on "Protocol"

Current Patients

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests Dispensary Surgery/Procedure
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

2. set the time frame for which you want the patients to be displayed
3. click on "Consulting"

The screenshot shows the 'Protocol' search interface. At the top, there is a header with the word 'Protocol'. Below it, a section for setting the 'Timeframe' from '01. 06. 2019' to '30. 06. 2019' is visible. There are three checkboxes for 'Name', 'OPD', and 'NHIS'. A search bar with a magnifying glass icon is at the bottom. To the right, a box displays 'There have been 3 patients today'. The 'Consulting' tab is highlighted in orange. The results table shows three patients: Jorinde Schroeter, Anna Teter, and Sonja Winter.

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
30.07.19	2462/18	Jorinde Schroeter	19 years	female	Zinkaa	old	no	See Edit	Results
	2222/19	Anna Teter	14 years	female	Test Town	old	no	See Edit	Results
	4444/19	Sonja Winter	26 years	female	Munich	old	yes	See Edit	Results

4. select the checkbox "pregnant"
5. click on the search symbol

This screenshot shows the same 'Protocol' search interface as above, but with the 'Consulting' tab selected. The search criteria remain the same. The results table now includes an additional column 'diagnose' and shows the same three patients. The 'pregnant' checkbox is checked in the dropdown menu under 'Consulting'.

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
30.07.19	2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests	Dispensary	Surgery Procedure
	2222/19	Anna Teter	14 years	female	Test Town	Diagnosis	Laboratory	Dispensary	Surgery/Procedure
	4444/19	Sonja Winter	26 years	female	Munich	old	yes	See Edit	Results

2.32. Search Patients by their Diagnoses

1. go to Home and click on "Protocol"

The screenshot shows the 'Protocol' search interface with the 'Protocol' tab selected. The search criteria are the same. The results table shows the same three patients. The 'Protocol' tab is highlighted in orange.

OPD	Name	Age	Sex	Locality	diagnose	Go to			
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests	Dispensary	Surgery Procedure	
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory	Dispensary	Surgery/Procedure	
	2222/19	Anna Teter	14 years	female	Test Town	Diagnosis	Add Tests	Dispensary	Surgery Procedure

2. set the time frame for which you want the patients to be displayed
3. click on "Consulting"

This screenshot shows the 'Protocol' search interface again, but with the 'Consulting' tab selected. The search criteria are the same. The results table shows the same three patients. The 'Consulting' tab is highlighted in orange. The 'pregnant' checkbox is checked in the dropdown menu under 'Consulting'.

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
30.07.19	2462/18	Jorinde Schroeter	19 years	female	Zinkaa	old	no	See Edit	Results
	2222/19	Anna Teter	14 years	female	Test Town	old	no	See Edit	Results
	4444/19	Sonja Winter	26 years	female	Munich	old	yes	See Edit	Results

4. go to the diagnosis class to which the diagnosis belongs that you are looking for
 5. select the corresponding checkbox to the disease
 6. choose the primary/secondary button, if you want to limit the search to primary or secondary diagnoses
- remark:** if you select more than one parameter only patients that match ALL (not any) of the search parameters will be displayed
7. click on the search symbol

The screenshot shows the 'Protocol' search interface. At the top, there are input fields for Name, OPD, Lab, Procedures, Dispensary, Consulting, and Maternity. A 'Timeframe' dropdown is set from 01.06.2019 to 30.06.2019. To the right, a box displays 'There have been 3 patients today'. Below these are buttons for 'create report', 'all consulted patients', 'not consulted patients', 'referred', 'restending', 'prepara', and 'injuries'. Under 'injuries', several categories are listed: 'communicable immunizable', 'communicable non-immunizable', 'injuries', 'Transport Injuries (Road Traffic Accidents)', 'Home Injuries (Home Accidents and Injuries)' (with 'Primary' checked), 'Occupational Injuries' (with 'Primary' checked), 'Burns', 'Poisoning (Occupational Poisoning)' (with 'Primary' checked), and 'Diseases'. A search icon (magnifying glass) is labeled '7'.

2.33. Search Patients by their Prescriptions

1. go to Home and click on "Protocol"

The screenshot shows the 'Protocol' search interface with the 'Protocol' tab selected. The top navigation bar includes links for OPD, Consulting, Lab, Dispensary, Maternity, Store, and Settings. Below the navigation, a table lists 'Current Patients' with columns for OPD, Name, Age, Sex, Locality, Diagnosis, and Go to. The table contains three rows of data. A search icon (magnifying glass) is labeled '1'.

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests Dispensary Surgery/Procedure
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

2. set the time frame for which you want the patients to be displayed
3. click on "Dispensary"

The screenshot shows the 'Protocol' search interface with the 'Dispensary' tab selected. The top navigation bar includes links for OPD, Consulting, Lab, Procedures, Dispensary, Consulting, Maternity, and Settings. A 'Timeframe' dropdown is set from 01.06.2019 to 30.06.2019. Below the navigation, a table lists patients with columns for Date of Visit, OPD, Name, Age, Sex, Locality, old/new, insured?, Edit, and Results. The table contains three rows of data. A search icon (magnifying glass) is labeled '2' and a 'Dispensary' icon is labeled '3'.

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
30/07/19	2462/18	Jorinde Schroeter	19 years	female	Zinkaa	old	no	See/Edit	Results
2222/19	2222/19	Anna Tester	14 years	female	Test Town	old	no	See/Edit	Results
4444/19	4444/19	Sonja Winter	26 years	female	Munich	old	yes	See/Edit	Results

- select the drug(s) you want to search for

remark: if you select several drugs, only patients who received ALL the drugs (not any) you selected will be displayed

- click on the search symbol

Protocol

Timeframe: from 01.06.2019 to 30.06.2019

Name: [] OPD: [] NHS: []

Searching... Reset Search

Dispensary

any drug no drug drugs issued by dispensary

- Adrenaline injection
- Albuterol suspension 100mg
- Albuterol tablet 400mg
- Aluminum Hydroxide + Magnesium Trisilicate suspension
- Aluminum Hydroxide + Magnesium Trisilicate tablet
- Amoxicillin capsule 250mg
- Amoxicillin capsule 500mg
- Amoxicillin suspension 125mg
- Anti-Snake venom
- Artesunate Lumefantrine suspension 20/120mg

2.34. Take Stock of Incomes from Procedures

- go to Home and click on "Protocol"

Protocol

Current Patients

OPD Consulting Lab Dispensary Maternity Store Protocol Settings

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schreoter	19 years	female	Zinkaa	Diagnosis	Add Tests Dispensary Surgery/Procedure
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

- set the time frame for which you want to get the balance
- click on "Procedures"

Protocol

Timeframe: from 01.06.2019 to 30.06.2019

Name: [] OPD: [] NHS: []

Searching... Reset Search

Date of Visit OPD Name Age Sex Locality old/new insured? Edit Results

26/07/19	2222/19	Anna Tester	14 years	female	Test Town	old	no	See/Edit	Results
1106/19		Florian Schuenhoff	26 years	male	Germany	old	no	See/Edit	Results
2462/18		Jorinde Schreoter	19 years	female	Zinkaa	old	no	See/Edit	Results

- select the "paying" checkbox and the "yes" button
- click on the search symbol

Protocol

Timeframe: from 01.06.2019 to 30.06.2019

Name: [] OPD: [] NHS: []

Searching... Reset Search

Dispensary Consulting Maternity

all surgeries/procedures circuncisions other surgeries/procedures paying?: yes no

Date of Visit OPD Name Age Sex Locality old/new insured? Edit Results

26/07/19	7777/10	Anna Tester	14 years	female	Test Town	old	no	See/Edit	Results
----------	---------	-------------	----------	--------	-----------	-----	----	--------------------------	-------------------------

6. the sum of incomes will appear in the upper right corner of the screen
remark: the amount will include incomes from both procedures and lab tests

The screenshot shows a search interface titled 'Protocol'. At the top right, there is a summary box containing the text: 'There have been 80 patients in the time from 01/06/19 to 30/06/19 who: - were charged (Total Sum: 1970 GhC)'. A red circle labeled '6' points to the number '80'.

2.35. Create Morbidity Report

1. go to Home and click on "Protocol"

The screenshot shows the 'Protocol' search interface. At the top right, a summary box displays 'There have been 932 patients in the time from 01/06/19 to 30/06/19'. Below it, a table lists three current patients:

Date of Visit	OPD	Name	Age	Sex	Locality	diagnose	Go to
24/02/18	OPD	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests Dispensary Surgery/Procedure
11/06/19	OPD	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
22/22/19	OPD	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

2. set the time frame, the report should be generated for
3. click on the search symbol
4. go to "Consulting"

The screenshot shows the 'Protocol' search interface. At the top right, a summary box displays 'There have been 932 patients in the time from 01/06/19 to 30/06/19'. The search bar includes a date range from 01.06.2019 to 30.06.2019, and three input fields for Name, OPD, and NHIS. A red circle labeled '2' points to the date range, '3' points to the search icon, and '4' points to the 'Consulting' button.

5. click "create report"

The screenshot shows the 'Protocol' search interface. At the top right, a summary box displays 'There have been 932 patients in the time from 01/06/19 to 30/06/19'. The search bar includes a date range from 01.06.2019 to 30.06.2019, and three input fields for Name, OPD, and NHIS. A red circle labeled '5' points to the 'create report' button.

2.36. Add Diagnosis to System

1. go to Home and click on "Settings"

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zirkus	Diagnosis	Add Tests Dispensary Surgery/Procedure
1106/19	Florian Schuhendoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

2. select "Consulting" from the list of departments and enter the consulting password, if necessary
3. go to "Add Diagnosis"
4. enter the name of the diagnosis you want to add and select the diagnosis class to which it belongs
5. click on "submit"

Settings

- Consulting
 - Set Top 5 Diagnoses
 - Delete Diagnosis
 - Add Diagnosis
- Dispensary

Name: My New Diagnosis

Class: others

submit

- Delete IP
- Add IP
- Change Password

2.37. Update / Set Top 5 Diagnoses

1. go to Home and click on "Settings"

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zirkus	Diagnosis	Add Tests Dispensary Surgery/Procedure
1106/19	Florian Schuhendoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

2. select "Consulting" from the list of departments
3. enter the consulting password if necessary
4. click "submit"

Settings

- Consulting
 - Password: *****
- Dispensary

submit

5. click on "Set Top 5 Diagnoses"
 6. select diagnoses from the list of diagnoses
- remark:** take care that exactly five (5) checkboxes are selected, otherwise the system will deny the changes
7. submit by clicking the corresponding button at the end of the list

Consulting

Set Top 5 Diagnoses

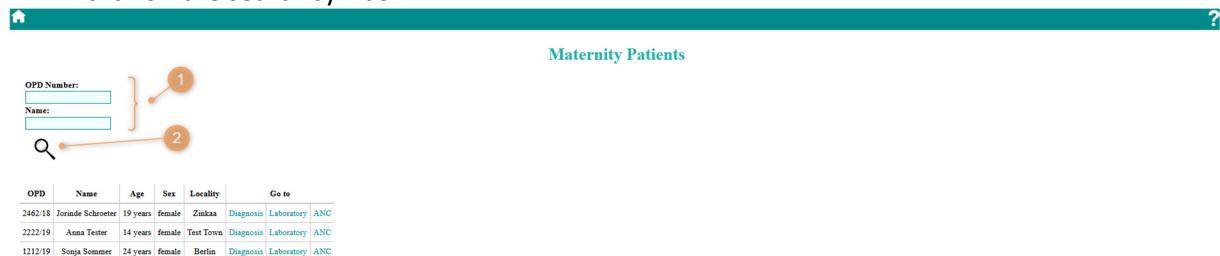
Settings

Diagnosisname	
<input type="checkbox"/>	Acute Eye Infection Conjunctivitis
<input checked="" type="checkbox"/>	Acute Psychotic Disorder
<input type="checkbox"/>	Acute Urinary Tract Infection(UTI)
<input type="checkbox"/>	AFP (Polio)
<input type="checkbox"/>	All Other Cancers
<input type="checkbox"/>	All other Cases
<input type="checkbox"/>	Anemia
<input type="checkbox"/>	Angina Pectoris
<input type="checkbox"/>	Asthma
<input type="checkbox"/>	Attention Deficit Hyperactivity Disorder
<input type="checkbox"/>	Autism
<input type="checkbox"/>	Breast Cancer
<input type="checkbox"/>	Brought in Dead
<input type="checkbox"/>	Burns
<input type="checkbox"/>	Buruli Ulcer

3. Maternity

3.1. Search Patient for Obstetric Consulting in System

1. enter the OPD Number or name of patient, who is going to be consulted next
remark: the patient will only be visible in this list, if he was previously saved or created (see 1.2 Admission)
2. click on the search symbol



OPD	Name	Age	Sex	Locality	Diagnosis	Laboratory	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkau	Diagnosis	Laboratory	ANC
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Laboratory	ANC
1212/19	Sonja Sommer	24 years	female	Berlin	Diagnosis	Laboratory	ANC

3.2. Diagnose Client (with any disease → not necessarily maternity related)

Check for Reference:

- 2.7 (Initially) Diagnose Patient
 - 2.9 Add Diagnosis to Patient
 - 2.10 Delete previous Diagnosis from Patient
 - 8.1 Edit Results of Previous Patient (not today's)
- you can use the "Diagnosis" button within the maternity list for a), b) and c)

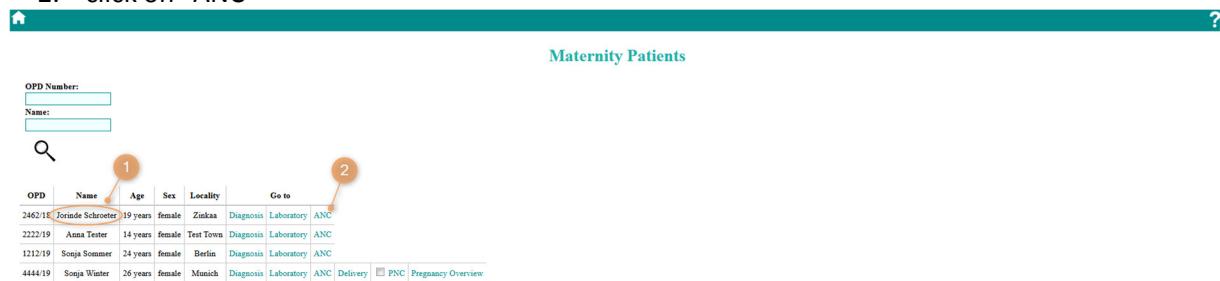
3.3. Request/Change Tests for Client

Check for Reference:

- 2.3 Request Tests
 - 2.4 Add Tests
 - 2.5 Delete Ordered Tests
- you can use the "Laboratory" button within the maternity list

3.4. Create New ANC Client

1. search for client in Maternity list (see 3.1 Search Patient for Obstetric Consulting in System)
remark: if client didn't come today, use the steps described in 3.6 Add ANC for a Previous Client (not today's)
2. click on "ANC"



OPD	Name	Age	Sex	Locality	Diagnosis	Laboratory	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkau	Diagnosis	Laboratory	ANC
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Laboratory	ANC
1212/19	Sonja Sommer	24 years	female	Berlin	Diagnosis	Laboratory	ANC
4444/19	Sonja Winter	26 years	female	Munich	Diagnosis	Laboratory	ANC

3. enter client's general data

4. click "submit"

remark: you will automatically be forwarded to the ANC page to enter the particular visit's data

Name: Jorinde Schröter
OPD: 2462/18
Age: 19 years
Sex: female
Locality: Zinken
Serial Number:
25/19
Registration Number:
26/19
Occupation:
student
Parity:
Estimated Week of Pregnancy:
OR
Date of last Menstruation:
11. MM. 2019
Phone Number:
Height: 168 cm
submit

3.5.Enter ANC Visit

1. search for client in Maternity list (see 3.1 Search Patient for Obstetric Consulting in System)

remark: if client didn't come today, use the steps described in 3.6 Add ANC for a Previous Client (not today's)

2. click on "ANC"

OPD	Name	Age	Sex	Locality	Go to
2462/18	Jorinde Schröter	19 years	female	Zinken	Diagnosis Laboratory ANC
2222/19	Anna Tenter	14 years	female	Test Town	Diagnosis Laboratory ANC
1212/19	Sonja Sommer	24 years	female	Berlin	Diagnosis Laboratory ANC
4444/19	Sonja Winter	26 years	female	Munich	Diagnosis Laboratory ANC Delivery PNC Pregnancy Overview

3. enter the ANC visit's data

4. click on "submit"

Serial Number: 25/19
Registration Number: 26/19
Occupation: student
Telephone Number: 0233158620
Parity: 12
Height of Mother: 168.0 cm
Estimated Delivery Date: 12.01.2020
Gestational Age:
16 weeks and 0 days
Estimated Delivery Date:
12. 01. 2020
Number of Visit:
1
BP:
mmHg
Weight:
kg
Pulse:
bpm
Temperature:
°C
Sulfadoxine Pyrimethamine:
1st dose
Tetanus Diphtheria vaccine:
1st dose
Fundal Height:
cm
Fetal Heartrate:
bpm
TN given
Remarks:
Treatment in clinic completed
submit

3.6.Add ANC for a Previous Client (not today's)

0. **precondition:** see 8.1 Edit Results of Previous Patient (not today's)
1. click on "add ANC" and enter ANC data as described in 3.5 Enter ANC Visit

OPD: 2462/18
Age: 19 years
Sex: female
Locality: Zinken
 protected by password

Diagnoses
Attendant: abdul-Fatatu

pregnant?
 referred (to:)
 reattendance?

search diagnosis

primary	secondary	disease
<input type="checkbox"/>	<input type="checkbox"/>	Uncomplicated Malaria
<input type="checkbox"/>	<input type="checkbox"/>	Diarrhoea Diseases(Enteritis,Gastroenteritis,Diarrhoea)
<input type="checkbox"/>	<input type="checkbox"/>	Upper Respiratory Tract Infections(URTI,RTI,RT)
<input type="checkbox"/>	<input type="checkbox"/>	Rheumatism & Other Joint Pains(Arthritis,Lumbago,Musculoskeletal Pains,Arthralgia,Cephalgia,Spondylosis)
<input type="checkbox"/>	<input type="checkbox"/>	Skin Diseases(Dermatitis)

communicable immunizable
 communicable non-immunizable
 injuries
 mental health
 non-communicable
 obstetric & gynaecological
 others
 reproductive tract
 specialized

treatment in clinic completed

patients in consulting

3.7.Edit ANC Data

1. search client in Maternity list (see 3.1 Search Patient for Obstetric Consulting in System)
remark: if client came before today, follow the steps described in 8.1 Edit Results of Previous Patient (not today's), go to "ANC" and click on "edit ANC"
2. click on "edit ANC"

Maternity Patients

OPD Number:	Name	Age	Sex	Locality	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinken	Diagnosis Laboratory edit ANC Pregnancy Overview
2222/19	Anna Test	14 years	female	Test Town	Diagnosis Laboratory ANC
1212/19	Sonja Sommer	24 years	female	Berlin	Diagnosis Laboratory ANC Delivery <input type="checkbox"/> PNC Pregnancy Overview
4444/19	Sonja Winter	26 years	female	Munich	Diagnosis Laboratory ANC edit Delivery <input type="checkbox"/> PNC Pregnancy Overview

3. adapt the data you want to change
- remark:** it will also be possible to change the general pregnancy data here
4. click on "submit"

Name: Jorinde Schröter
OPD: 246218
Age: 19 years
Sex: female
Locality: Zinken
Serial Number:
Registration Number:
Occupation: student
Parity:
Estimated Week of Pregnancy:
OR
Date of last Menstruation: 07.04.2019
Phone Number: 023119620
Height: 158 cm
submit

edit pregnancy data

3.8.Enter Delivery Record

1. search client in Maternity list (see 3.1 Search Patient for Obstetric Consulting in System)
- remark:** if client came before today, follow the steps described in 3.11 Add Delivery Record for a Previous Client (not today's)
2. click on "Delivery"
- remark:** this is only possible for clients whose pregnancy data were entered and who have a gestational age of at least 32 weeks

OPD	Name	Age	Sex	Locality	Diagnosis	Laboratory	ANC
2462/18	Jorinde Schröter	19 years	female	Zinken	Diagnosis	Laboratory	ANC
2222/19	Anna Teter	14 years	female	Test Town	Diagnosis	Laboratory	ANC
1212/19	Sonja Sommer	24 years	female	Berlin	Diagnosis	Laboratory	ANC
4444/19	Sonja Winter	26 years	female	Munich	Diagnosis	Laboratory	ANC

Maternity Patients

OPD Number:
Name:
Q

Go to

Delivery

Pregnancy Overview

3. if client delivered twins, click on "twins" button, before entering
remark: to reverse that, click on the "single" button
4. enter delivery data
5. click on "submit"

Delivery of Sonja Winter

referred in Labour to: (reason:) refer

3

BP: mmHg
Weight: kg
Pulse: bpm
Temperature: °C
Presentation: cephalic
Paragraph Use: yes
Respiration: cpr
Cervical Dilation: cm
Perineum: intact
Date + Time of Delivery: TT.MM.JJJJ / -- : --
Breathing + Crying at Birth: yes
Pulse Rate: bpm
APGAR Score: after 1 minute: 10
after 5 minutes: 10
Skin to Skin + Breastfeeding Within 30 min: yes
Resuscitation Done: no
Axillary Temperature: °C
Birth Outcome: live birth
Sex:
Weight: kg
Full Length: cm
Vitamin K Injection: yes
Cord Care: yes
Birth Abnormality:
Vitamin A: yes
Time Of Oxytocin 10 units: TT.MM.JJJJ / -- : --
Estimated Blood Loss: ml
Mode of Delivery: SVD
State of Placenta: complete
any Complications:
Temperature at Discharge: °C
BP at Discharge: mmHg
Pulse at Discharge: bpm
Date + Time of Discharge: TT.MM.JJJJ / -- : --
Condition at Discharge:
Delivered by + Designation: treatment in clinic completed

4

5

submit

3.9.Refer Client who is in Labour

1. search client in Maternity list (see 3.1 Search Patient for Obstetric Consulting in System)
remark: if client came before today, follow the steps described in 3.11 Add Delivery Record for a Previous Client (not today's)
2. click on "Delivery"

OPD	Name	Age	Sex	Locality	Go to	PNC
2462/18	Jorinde Schreter	19 years	female	Zinkaa	Diagnosis Laboratory ANC	Pregnancy Overview
2222/19	Anna Teste	14 years	female	Test Town	Diagnosis Laboratory ANC	
1212/19	Sonja Sommer	24 years	female	Berlin	Diagnosis Laboratory ANC	Delivery
4444/19	Sonja Winter	26 years	female	Munich	Diagnosis Laboratory ANC	<input type="checkbox"/> edit Delivery <input type="checkbox"/> PNC Pregnancy Overview

3. select the checkbox "referred in Labour"
4. enter the facility you referred the client to
5. if you want to, enter a reason for the referral
6. click on "refer"

Delivery of Sonja Sommer

referred in Labour to Lava Hospital (reason) refer

BP: mmHg
Weight: kg
Pulse: bpm

3.10. Edit Delivery Data

1. search client in Maternity list (see 3.1 Search Patient for Obstetric Consulting in System)
remark: if client came before today, follow the steps described in 8.1 Edit Results of Previous Patient (not today's), go to "Delivery" and click on "edit Delivery"
2. click on "edit Delivery"

OPD	Name	Age	Sex	Locality	Go to	PNC
4444/19	Sonja Winter	26 years	female	Munich	Diagnosis Laboratory ANC	<input type="checkbox"/> edit Delivery <input type="checkbox"/> PNC Pregnancy Overview
2462/18	Jorinde Schreter	19 years	female	Zinkaa	Diagnosis Laboratory ANC	Pregnancy Overview
2222/19	Anna Teste	14 years	female	Test Town	Diagnosis Laboratory ANC	

3. adapt the data you want to change
4. click on "submit"

Delivery of Sonja Winter

referred in Labour to [] (reason: []) refer

twin

BP: 120/70 mmHg
Weight: 65 kg
Pulse: 83 bpm
Temperature: 36.7 °C
Presentation: cephalic ▾
Partogram Use: yes
Respiration: 21 bpm
Cervical Distention: 4 cm
Perineum: intact ▾
Date + Time of Delivery: 29.07.2019 12:07
Breathing + Crying at Birth: yes ▾
Pulse Rate: 100 bpm
APGAR Score: after 1 minute: 7 / 10
after 5 minutes: 9 / 10
Skin to Skin + Breastfeeding Within 30 min: yes
Resuscitation Done: no ▾
Axillary Temperature: 36.8 °C
Birth Outcome: live birth ▾
Sex: male ▾
Weight: 2.8 kg
Full Length: 48 cm
Vitamin K Injection: yes ▾
Cord Care: yes ▾
Birth Abnormality: none
Vitamin A: yes ▾
Time of Oxytocin 10 units: 29.07.2019 12:05
Estimated Blood Loss: 300 ml
Mode of Delivery: SVD ▾
State of Placenta: complete ▾
any Complications: none
Temperature at Discharge: 36.7 °C
BP at Discharge: 110/70 mmHg
Pulse at Discharge: 110 bpm
Date + Time of Discharge: 30.07.2019 09:00
Condition at Discharge: satisfactory
Delivered by + Designation: Jane Doe (Staff Midwife)
 treatment in clinic completed

submit

3.11. Add Delivery Record for a Previous Client (not today's)

0. **precondition:** see 8.1 Edit Results of Previous Patient (not today's)

1. click on "add Delivery" and enter the Delivery data as described in 3.8 Enter Delivery Record

OPD: 2222/19
Age: 14 years
Sex: female
Locality: Test Town
Blood Group: A+
 protected by password

Diagnoses

Attendant: Anna Tester

pregnant?
 referred to:
 reattendance?

search diagnosis

submit diagnoses

primary	secondary	disease
<input type="checkbox"/>	<input type="checkbox"/>	Uncomplicated Malaria
<input type="checkbox"/>	<input type="checkbox"/>	Diarrhoea Diseases(Enteritis,Gastroenteritis,Diarrhoea)
<input type="checkbox"/>	<input type="checkbox"/>	Upper Respiratory Tract Infections(URTI,RTI,RT)
<input type="checkbox"/>	<input type="checkbox"/>	Rheumatism & Other Joint Pains(Arthritis,Lumbago,Musculoskeletal Pains, Arthralgia, Cephalgia, Spondylosis)
<input type="checkbox"/>	<input type="checkbox"/>	Skin Diseases Dermatitis

communicable immunizable
 communicable non-immunizable
 injuries
 mental health
 non-communicable
 obstetric & gynaecological
 others
 reproductive tract
 specialized

treatment in clinic completed

patients in consulting

Tests

add ANC
 add Delivery 1

prescribe drugs

3.12. Indicate that Client has Come for PNC

1. search client in Maternity list (see 3.1 Search Patient for Obstetric Consulting in System)
2. click on "PNC"

OPD Number:

Name:

Q

Maternity Patients

OPD	Name	Age	Sex	Locality	Go to
2462/18	Jorinde Schreiter	19 years	female	Zinkaa	Diagnosis Laboratory ANC Pregnancy Overview
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis Laboratory ANC
1212/19	Sonja Sommer	24 years	female	Berlin	Diagnosis Laboratory ANC Delivery PNC Pregnancy Overview
4444/19	Sonja Winter	26 years	female	Munich	Diagnosis Laboratory ANC edit Delivery PNC Pregnancy Overview

3.13. Display Pregnancy Overview

1. search client in Maternity list (see 3.1 Search Patient for Obstetric Consulting in System)
remark: if client came before today, see 3.14 Display Pregnancy Overview of Previous Client (not today's)
2. click on "Pregnancy Overview"

OPD	Name	Age	Sex	Locality	Go to
2462/18	Jorinde Schröter	19 years	female	Zinkaa	Diagnosis Laboratory ANC Pregnancy Overview
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis Laboratory ANC
1212/19	Sonja Sommer	24 years	female	Berlin	Diagnosis Laboratory ANC Delivery <input type="checkbox"/> PNC Pregnancy Overview
4444/19	Sonja Winter	26 years	female	Munich	Diagnosis Laboratory ANC edit Delivery <input type="checkbox"/> PNC Pregnancy Overview

3.14. Display Pregnancy Overview of Previous Client (not today's)

1. go to Home and click on "Protocol"

OPD	Name	Age	Sex	Locality	Go to
2462/18	Jorinde Schröter	19 years	female	Zinkaa	Diagnosis Laboratory ANC Pregnancy Overview
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis Laboratory ANC
1212/19	Sonja Sommer	24 years	female	Berlin	Diagnosis Laboratory ANC Delivery <input type="checkbox"/> PNC Pregnancy Overview
4444/19	Sonja Winter	26 years	female	Munich	Diagnosis Laboratory ANC edit Delivery <input type="checkbox"/> PNC Pregnancy Overview

2. set the time frame in a way that it includes at least one of the client's ANC visit's dates
3. enter "Name" (entering only the prename should suffice), "OPD" or "NHIS" and select the corresponding checkbox
4. click on the search symbol
5. search the client in output patient list and click on "pregnancy overview"

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
29/07/19	1212/19	Sonja Sommer	24 years	female	Berlin	old	yes	See/Edit	Results
	4444/19	Sonja Winter	26 years	female	Munich	old	yes	See/Edit	Results → pregnancy overview

Protocol

There have been
2 patients today
who:
- are called "Sonja"

3.15. Export Pregnancy Overview to PDF (for printing)

0. **precondition:** follow the steps described in 3.13 Display Pregnancy Overview
1. click on the "create pdf" button in the upper right corner of the screen

Pregnancy Overview
Sonja Sommer

general data

OPD: 1212/19
Age: 24 years
Sex: female
Locality: Berlin
Blood Group: AB+
Serial Number: 26/19
Registration Number: 27/19
Occupation: student
Telephone Number:
Parity: 14
Height of Mother: 0.0 cm
Estimated Delivery Date: 26.08.2019

3.16. Search Patients by Maternity Related Search Parameters

1. go to Home and click on "Protocol"

Maternity Patients

OPD	Name	Age	Sex	Locality	Diagnosis	Laboratory	ANC	Pregnancy Overview
2462/18	Jorinde Schröder	19 years	female	Zirkus	Diagnosis	Laboratory	ANC	Pregnancy Overview
2222/19	Anna Testler	14 years	female	Test Town	Diagnosis	Laboratory	ANC	
1212/19	Sonja Sommer	24 years	female	Berlin	Diagnosis	Laboratory	ANC	Delivery
4444/19	Sonja Winter	26 years	female	Munich	Diagnosis	Laboratory	ANC	edit Delivery

2. set the time frame for which you want to generate the overview
3. click on "Maternity"
4. select the search parameters by which you want to search clients
- remark:** please consider that only clients who match ALL (not any) the search parameters will be displayed
5. click on the search symbol

Protocol

Timeframe: from 01.06.2019 to 30.06.2019

Name: _____
OPD: _____
NHS: _____

Maternity

ANC

- all ANC clients
- non ANC clients
- all PNC clients
- non PNC clients

new registrants old registrants

Parity: from _____ to _____

Number of Visit: _____

Week of Pregnancy: _____

Trimester: first

Estimated Delivery Date: from TT.MM.JJJJ to TT.MM.JJJJ
Height of Mother: from _____ cm
Fundal Height: from _____ cm
Sulfadoxine Pyrimethamine (number of doses)
Tetanus Diphtheria vaccine (number of doses)

Date of Visit | OPD | Name | Age | Sex | Locality | old/new | insured? | Edit | Results

3.17. Display List of ANC Visits and their Data

1. go to Home and click on "Protocol"

Maternity Patients

OPD	Name	Age	Sex	Locality	Go to
2462/18	Jorinde Schrotter	19 years	female	Zinken	Diagnosis Laboratory ANC Pregnancy Overview
2222/19	Anna Tenter	14 years	female	Test Town	Diagnosis Laboratory ANC
1212/19	Sonja Sommer	24 years	female	Berlin	Diagnosis Laboratory ANC Delivery PNC Pregnancy Overview
4444/19	Soeja Winter	26 years	female	Munich	Diagnosis Laboratory ANC edit Delivery PNC Pregnancy Overview

2. set the time frame for which you want to generate the overview
3. click on "Maternity"
4. select "all ANC clients" to limit the search to clients that indeed came for ANC
5. click on "Settings"
6. select "ANC"
7. click on the search symbol

Protocol

Timeframe: from 01.06.2019 to 30.06.2019 { 2 }

Name: [] OPD: [] Lab: [] Procedures: [] Dispensary: [] Computing: [] 3

ANC: 4
 all ANC clients
 non ANC clients
 all PNC clients
 non PNC clients
 new registrants
 old registrants
 Parity: from [] to []
 Number of Visit: [] Week of Pregnancy: []
 Trimester: [] 5

Entered in NHIS
 Birthdate
 oldnew
 sex?
 NHIS Number
 CC Code
 lab & results
 surgeries
 prescribed drugs
 primary diagnoses
 secondary diagnoses 6

Maternity: 7

There have been 4 patients today

4. Laboratory

4.1. Search Patient for Testing in System

1. enter the OPD number or name of patient, who is going to be tested next
remark: the patient will only be visible in this list, if tests were previously requested for him (see 2.3 Request Tests)
2. click on the search symbol

Visit Date	OPD	Name	Age	Sex	Locality	lab number	Select
25/07/19	2462/18	Jorinde Schroeter	19 years	female	Zinken	4204/19	Select

4.2. Add a Self-Paying Client to the Lab List

1. click on "Add self-paying Client" in the upper right corner

Visit Date	OPD	Name	Age	Sex	Locality	lab number	Select
25/07/19	2462/18	Jorinde Schroeter	19 years	female	Zinken	4204/19	Select
22/07/19	2222/19	Anna Tester	14 years	female	Test Town	4205/19	Select

2. check if the client has come to the facility before by entering the name, OPD or NHIS
3. click on the search button
4. if client has been output in a table, click on "save" at the end of the table row,
5. otherwise select "create patient" at the end of the list

Name	OPD	NHIS	Expired?	Birthdate	NHIS is NHIS of Mother	Sex	Locality	CCC	New?	Save	—delete
Sonia Sommer	1212/19	25464878		01.01.1995		<input type="radio"/> male	Berlin			<input type="button" value="Save"/>	<input type="button" value="—delete"/>

6. enter the patient's data

remark: you can just leave out the OPD (A)

7. submit by clicking on the corresponding button at the end of the page

Full Name: Sonja Winter
OPD Number:
NHS:
Expired?
Birthdate: 09.01.1993
Sex: Male Female
Locality: Munich
NHS is NHS of mother?
Blood Group (if known):
Not Now?
CCC:
Submit Save

8. you will automatically be forwarded to the "order tests" page, where you are able to select the tests you want to perform for the client

9. click "submit"

Male
Urine R/E
Urine Glucose+Protein
VDR
Vital
HIV
HBV Screening
HB
G6PD
Sickling
Blood Film Comments
OGTT
Sputum for AFB
Clotting Time
HBV Profile Test
Semen Analysis
Skin Snip
Total Cholesterol
Serum Uric Acid
KFT
LFT
WBC
Blood Sugar
Stool
Hepatitis C
Blood Group
High Vaginal Swab

submit Save

10. the client will have appeared at the end of the lab list

remark: that patient will only appear in the patient protocol, if you explicitly add self-paying clients (see 4.13 Display List of Patients and their Lab Results)

OPD Number:
Name:
Search

Lab Patients Add self-paying Client

Visit Date	OPD	Name	Age	Sex	Locality	lab number	Select
26/07/19	1106/19	Florian Schuenhoff	26 years	male	Germany	4208/19	Select
22/22/19		Anna Tester	14 years	female	Test Town	4209/19	Select
24/62/18		Jorinde Schroeter	19 years	female	Zinkaa	4210/19	Select
		Sonja Winter	26 years	Female	Munich	4211/19	Select

4.3.Perform Tests

1. search patient in Lab list (see 4.1 Search Patient for Testing in System)

remark: if patient's results had been entered completely, search patient in the protocol (see 4.5 Edit Test Results or 4.8 Edit Test Results of Previous Patient (not today's))

2. click on "Select"

Visit Date	OPD	Name	Age	Sex	Locality	lab number	Select
25/07/19	2462/19	Jorinde Schroeter	19 years	female	Zinkaa	4204/19	Select
2222/19		Anna Tester	14 years	female	Test Town	4205/19	Select
1106/19		Florian Schoenhoff	26 years	male	Germany	4206/19	Select

3. perform tests using displayed lab ID (B)

4. document test results for displayed tests (to see parameters click on test's name)

5. if patient is paying for tests, select checkbox "charged:" and enter how much he was charged

6. if all tests completed, select checkbox "tests completed?"

remark: if not selected, patient stays in patient list for lab and you can continue entering missing test result later

7. click on "submit"

4.4.Enter Test Results of Outsourced Test

0. **precondition:** the test has been performed in a different facility's lab

1. enter test results as usual (see 4.3 Perform Tests)

2. select checkbox "test performed in different lab" at the end of the list of parameters for any test that was outsourced

remarks:

- you can reset that information by deselecting the checkbox again
- within the facility internal patient record (see 8.1 Edit Results of Previous Patient (not today's)) you will see that the test was outsourced, the pdf file (see 2.23 Export Patient's Data to PDF (for printing)) that can be printed for the patient will not display that information

3. click on "submit"

4.5.Edit Test Results

- to edit the test results of a patient, which has visited today, go to Home and click on "Consulting"
remark: if patient has visited before today, search it in the protocol (see 8.1 Edit Results of Previous Patient (not today's))

- search patient in Current Patients list (see 2.1 Search Patient for Consulting in System)
 - click on "Diagnosis"
- remark:** you also can search a patient by its OPD Number or Name and clicking on the search symbol afterwards (A)

- click on "Tests" to see previous test results
 - click "reset test results" at the end of the page and enter the Laboratory password, if necessary. Afterwards you can edit the test results as usual (see 4.3 Perform Tests)
- remarks:**
- the input field for the results will be prefilled with the previously entered test results

4.6.Complete Tests for a Patient

1. after entering the results for the patient (see 4.3 Perform Tests) select the checkbox "tests completed"
2. click on the "submit" button
remark: you will not find the patient in the lab list again, if you want to edit the results you have to follow the steps in 4.4 Edit Test Results

Tests on Jorinde Schroeter
lab ID: 4210/19

UPT
negative positive

test performed in different lab

4.7.Edit Results of a Self-Paying Client

1. go to Home and click on "Protocol"

Lab Patients

Add self-paying Client

Visit Date	OPD	Name	Age	Sex	Locality	Lab number	Select
26/07/19	1106/19	Florian Schusenhoff	26 years	male	Germany	4208/19	Select
	2222/19	Anna Tester	14 years	female	Test Town	4209/19	Select
	2462/18	Jorinde Schroeter	19 years	female	Zinkaa	4210/19	Select
		Sophia Winter	26 years	female	Munich	4211/19	Select

2. set the time frame in a way that it includes the client's visit date, if necessary
remark: enter "Name", "OPD" or "NHIS" and check the corresponding checkbox to specify the search (A)
3. click on "Lab"

Protocol

There have been 3 patients today

Timeframe: from 26.07.2019 to 26.07.2019

A
 Name:
 OPD:
 NHIS:

Reset Search

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
26/07/19	2222/19	Anna Tester	14 years	female	Test Town	old	no	See/Edit	Results
	1106/19	Florian Schusenhoff	26 years	male	Germany	old	no	See/Edit	Results
	2462/18	Jorinde Schroeter	19 years	female	Zinkaa	old	no	See/Edit	Results

4. select "all lab patients"
5. click on the search symbol

Protocol

There have been 3 patients today

Timeframe: from 26.07.2019 to 26.07.2019

Name:
 OPD:
 NHIS:

Reset Search

5
 all lab patients (includes self-paying ones)
 all tests (includes tests performed by other labs)
 non lab patients

6. search the patient in the Protocol list
7. click on "Results" at the end of the table row

Protocol

Timeframe:
from 26.07.2019 to 26.07.2019

Name:
OPD:
NHIS:

OPD Lab Procedures Dispensary Consulting Maternity Settings -- Reset Search

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
26/07/19		Sonja Winter	26 years	female	Munich	new	yes	See/Edit	Results
22/07/19		Anna Tester	14 years	female	Test Town	old	no	See/Edit	Results
11/06/19		Florian Schuenhoff	26 years	male	Germany	old	no	See/Edit	Results
24/02/18		Jorinde Schroeter	19 years	female	Zurkaa	old	no	See/Edit	Results

8. go to "edit results"

Sonja Winter
26/07/19

OPD:
Age: 26 years
Sex: female
Locality: Munich
Blood Group: B-
 protected by password

[create pdf](#)

► Tests

[edit results](#)

9. click on "Tests" to see previous test results
 10. click "reset test results" at the end of the page and enter the Laboratory password, if necessary. Afterwards you can edit the test results as usual (see 4.3 Perform Tests)
- remark:** the input field for the results will be prefilled with the previously entered test results

Sonja Winter

OPD:
Age: 26 years
Sex: female
Locality: Munich
Blood Group: B-
 protected by password

▼ Diagnoses
Attendant: abdel-Fatwu

pregnant?
 referred (to:
 reattendance?

[search diagnosis](#)

► Tests
Lab number: 4211/19

[add tests](#)

[reset test results](#)

4.8.Edit Test Results of Previous Patient (not today's)

0. **precondition:** open the patient's visit data for editing (see *8.1 Edit Results of Previous Patient (not today's)*)
 1. go to "Tests"
 2. click on "reset test results".

remarks:

 - you can now edit the test results as usual (see *4.3 Perform Tests*)
 - the input fields will be prefilled with previously entered results

4.9.Print Test Results

1. see *2.23 Export Patient's Data to PDF (for printing)*

4.10. Search a Patient by the Lab Number

1. go to Home and click on "Protocol"

Visit Date	OPD	Name	Age	Sex	Locality	Lab number	Select
26/07/19	1106/19	Florian Schuenhoff	26 years	male	Germany	4208/19	Select
	2222/19	Anna Tester	14 years	female	Test Town	4209/19	Select
	246/18	Jorinde Schroeter	19 years	female	Zinkaa	4210/19	Select
		Sonja Winter	26 years	female	Munich	4211/19	Select

2. set the time frame in a way that it includes the visit date of the patient, if necessary
3. click on "Lab"

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
26/07/19	2222/19	Anna Tester	14 years	female	Test Town	old	no	See	Edit Results
	1106/19	Florian Schuenhoff	26 years	male	Germany	old	no	See	Edit Results
	246/18	Jorinde Schroeter	19 years	female	Zinkaa	old	no	See	Edit Results

4. select the checkbox "Lab number"
5. enter the lab number you want to search by
6. click on the search symbol

The screenshot shows the 'Protocol' search interface. At the top, there is a 'Timeframe' field set from 26.07.2019 to 26.07.2019. Below it are fields for 'Name', 'OPD', and 'NHIS'. On the right, a summary box states 'There have been 4 patients today who: - were tested in lab (including self-paying)'. The main search area has a 'Lab' icon. Below it are filters: 'all lab patients (includes self-paying ones)', 'all tests (includes tests performed by other labs)', and 'non lab patients'. A 'Lab Number' input field contains '4213/19'. A 'paying?' radio button group is shown with 'yes' selected. A 'Search' button is highlighted with a red circle. Other icons include 'Procedures', 'Dispensary', 'Consulting', 'Maternity', and 'Settings'. A 'Reset Search' link is also present.

4.11. Search for Patients who Performed Certain Tests

1. go to Home and click on "Protocol"

The screenshot shows the 'Protocol' search interface. The 'Protocol' tab is selected. A 'Timeframe' field is set from 01.06.2019 to 30.06.2019. To the right is a 'Lab Patients' summary box with a 'Add self-paying Client' button. The main search area has a 'Lab' icon. Below it are filters: 'all lab patients (includes self-paying ones)', 'all tests (includes tests performed by other labs)', and 'non lab patients'. A 'Test' dropdown menu is open, showing 'Malaria' selected. An input field for 'Value' contains '4213/19'. A 'Search' button is highlighted with a red circle. Other icons include 'OPD', 'Consulting', 'Dispensary', 'Maternity', and 'Settings'.

2. set the time frame for which you want the patients to be displayed
3. click on "Lab"
4. select the test(s) you want to search
remark: if you select several tests your search result is limited to those patients who performed ALL of the selected tests (not any)
5. to specify the search by limiting the results of certain parameters of the test to a certain value, click on the name of the test
6. enter the value (range) for the parameter you want to limit
7. click on the search symbol
remark: this search will exclude outsourced tests, if you want to include them follow the steps in 4.12 *Include Outsourced Tests when Searching for Patients who Performed Certain Tests*

The screenshot shows the 'Protocol' search interface. The 'Protocol' tab is selected. A 'Timeframe' field is set from 01.06.2019 to 30.06.2019. To the right is a 'Lab Patients' summary box with a '3 patients today' count. The main search area has a 'Lab' icon. Below it are filters: 'all lab patients (includes self-paying ones)', 'all tests (includes tests performed by other labs)', and 'non lab patients'. A 'Test' dropdown menu is open, showing 'Malaria' selected. An input field for 'Value' contains '4213/19'. A 'Search' button is highlighted with a red circle. Other icons include 'OPD', 'Consulting', 'Dispensary', 'Maternity', and 'Settings'. At the bottom, there is a detailed view of the 'Malaria' test settings, including 'RDT' (positive checked), 'BF for mps' (from 10 to 50 parasites/l), and 'BF for mps' (from 1 to 5000 parasites/l).

4.12. Include Outsourced Tests when Searching for Patients who Performed Certain Tests

0. **precondition:** set your search parameters as described in [4.11 Search for Patients who Performed Certain Tests](#)
1. select the checkbox "all tests"
2. click on the search symbol

The screenshot shows the 'Protocol' search interface. At the top, there are search filters for Name, OPD, and NHIS. Below these are search icons for OPD, Lab, Procedures, Dispensary, Consulting, Maternity, and Settings. A 'Reset Search' button is also present. On the right, a box displays 'There have been 3 patients today'. The main search area includes a 'Timeframe' from 01.06.2019 to 30.06.2019. It features a search bar with a magnifying glass icon (labeled 2) and a dropdown menu for 'Lab Number' and 'paying?' (labeled 1). Below this is a section for 'Malaria' with RDT and BF for mps parameters. The search results are listed below the search bar.

4.13. Display List of Patients and their Lab Results

1. go to Home and click on "Protocol"

The screenshot shows the 'Protocol' search interface. At the top, there are navigation links for OPD, Consulting, Lab, Dispensary, Maternity, Store, Protocol (labeled 1), and Settings. Below these are search filters for Visit Date, OPD, Name, Age, Sex, Locality, lab number, and Select. A 'Lab Patients' section is visible. On the right, a box displays 'Add self-paying Client'. The main search area includes a 'Timeframe' from 01.06.2019 to 30.06.2019. It features a search bar with a magnifying glass icon (labeled 2) and a dropdown menu for 'Lab Number' and 'paying?' (labeled A). Below this is a section for 'Tests & results' with various checkboxes for different tests like Malaria, HB, WBC, SICKING, and Blood Group. The search results are listed below the search bar.

The screenshot shows the 'Protocol' search interface. At the top, there are search filters for Name, OPD, and NHIS. Below these are search icons for OPD, Lab, Procedures, Dispensary, Consulting, Maternity, and Settings. A 'Reset Search' button is also present. On the right, a box displays 'There have been 3 patients today'. The main search area includes a 'Timeframe' from 01.06.2019 to 30.06.2019. It features a search bar with a magnifying glass icon (labeled 2) and a dropdown menu for 'Lab Number' and 'paying?' (labeled A). Below this is a section for 'Tests & results' with various checkboxes for different tests like Malaria, HB, WBC, SICKING, and Blood Group. The search results are listed below the search bar.

4.14. Take Stock of Incomes from Lab Tests

1. go to Home and click on "Protocol"

Visit Date	OPD	Name	Age	Sex	Locality	lab number	Select
26/07/19	1106/19	Florian Schuenhoff	26 years	male	Germany	4208/19	Select
22/22/19		Anna Tester	14 years	female	Test Town	4209/19	Select
24/62/18		Jorinde Schroeter	19 years	female	Zinkaa	4210/19	Select
		Sonja Winter	26 years	female	Munich	4211/19	Select

2. set the time frame for which you want to get the balance
3. click on "Lab"

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
26/07/19	2222/19	Anna Tester	14 years	female	Test Town	old	no	<input type="button" value="See Edit"/>	<input type="button" value="Results"/>
	1106/19	Florian Schuenhoff	26 years	male	Germany	old	no	<input type="button" value="See Edit"/>	<input type="button" value="Results"/>
	2462/18	Jorinde Schroeter	19 years	female	Zinkaa	old	no	<input type="button" value="See Edit"/>	<input type="button" value="Results"/>

4. select the "paying" checkbox and the "yes" button
5. click on the search symbol

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
26/07/19	2222/19	Anna Tester	14 years	female	Test Town	old	no	<input type="button" value="See Edit"/>	<input type="button" value="Results"/>
	1106/19	Florian Schuenhoff	26 years	male	Germany	old	no	<input type="button" value="See Edit"/>	<input type="button" value="Results"/>
	2462/18	Jorinde Schroeter	19 years	female	Zinkaa	old	no	<input type="button" value="See Edit"/>	<input type="button" value="Results"/>

6. the sum of incomes will appear in the upper right corner of the screen
remark: the amount will include incomes from both procedures and lab tests

Date of Visit	OPD	Name	Age	Sex	Locality	old/new	insured?	Edit	Results
26/07/19	2222/19	Anna Tester	14 years	female	Test Town	old	no	<input type="button" value="See Edit"/>	<input type="button" value="Results"/>
	1106/19	Florian Schuenhoff	26 years	male	Germany	old	no	<input type="button" value="See Edit"/>	<input type="button" value="Results"/>
	2462/18	Jorinde Schroeter	19 years	female	Zinkaa	old	no	<input type="button" value="See Edit"/>	<input type="button" value="Results"/>

4.15. Add Test to System

1. go to Home and click on "Settings"

Visit Date	OPD	Name	Age	Sex	Locality	Lab number	Select
26/07/19	1106/19	Florian Schonhoff	26 years	male	Germany	4208/19	Select
22/22/19		Anna Tester	14 years	female	Test Town	4209/19	Select
24/02/18		Jorinde Schroeter	19 years	female	Zuskaa	4210/19	Select
		Sophia Winter	26 years	female	Munich	4211/19	Select
		Hans Wurst	44 years	male	Basel	4213/19	Select

2. select "Laboratory" from the list of departments and enter the laboratory password, if necessary
3. click on "Add Test"

- ▶ Consulting
- ▼ Dispensary
 - ▶ Delete IP
 - ▶ Add IP
 - ▶ Change Password
- ▼ Laboratory
 - ▶ Delete Test
 - ▶ Add Test

4. enter the test's general data
5. click "continue"

New Test

Test's Name*
My new Test

Frequency*
radio

Number of Parameters*
2

Available for anybody

continue

6. enter the type of test's parameters
7. click "continue"

My new Test

Parameter 1:

Name*
New Tests first param

Input Method*
 radio buttons
 checkboxes
 selection field
 number
 short text
 long text

Parameter 2:

Name*
New Tests second param

Input Method*
 radio buttons
 checkboxes
 selection field
 number
 short text
 long text

continue

8. enter further information regarding the test's parameters
9. click "continue"

New Tests first param
Unit
first param unit
Normal Value/ Reference Range
3

New Tests second param
Number of possible Outcomes*
2
Number
continue

10. enter information regarding the possible options of test's parameters
11. click "complete"

New Tests second param
Input Values*
(You can select a Standard Value for Reference)
First Option (standard)
Second Option
complete

4.16. Delete Test from System

1. go to Home and click on "Settings"

OPD Consulting Lab Dispensary Maternity Store Protocol Settings

Visit Date	OPD	Name	Age	Sex	Locality	lab number	Select
26.07.19	1106/19	Florian Schoenhoff	26 years	male	Germany	4208/19	Select
	2222/19	Anna Tester	14 years	female	Test Town	4209/19	Select
	2462/18	Joninde Schroeter	19 years	female	Zürkaa	4210/19	Select
		Sosja Winter	26 years	female	Münich	4211/19	Select
		Hans Wurst	44 years	male	Basel	4213/19	Select

2. select "Laboratory" from the list of departments and enter the laboratory password, if necessary
 3. go to "Delete Test"
 4. search for the test you want to delete in the list
 5. click on the [x] in the corresponding table row
- remark:** please consider, that this will also delete this test from all patient's records

Consulting Dispensary
Delete IP Add IP Change Password
Laboratory
Delete Test
Testname
Malaria
Urine R.E.
Urine Glucose+Protein
UPT
HB

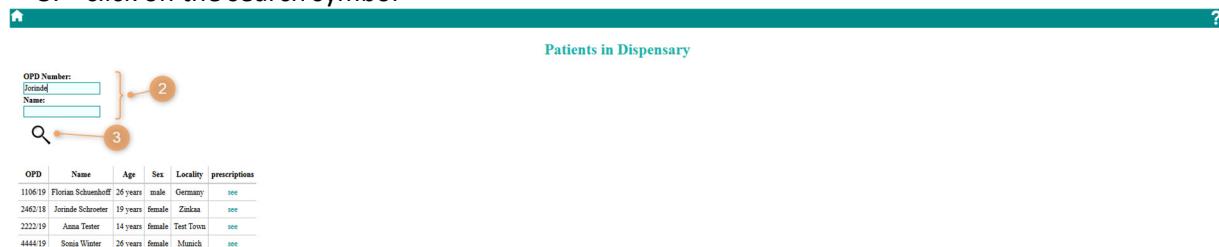
5. Dispensary

5.1. Search Patient for Dispensing in System

1. go to "Patients in Dispensary"

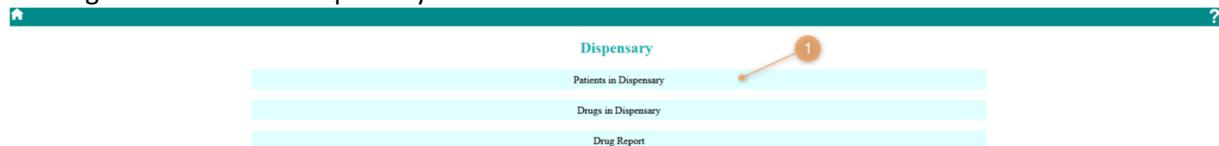


2. enter the OPD number or name of patient, which is going to be tested next
remark: the patient will only be visible in this list, if drugs were previously prescribed to him (see 2.15 Prescribe Drugs)
3. click on the search symbol

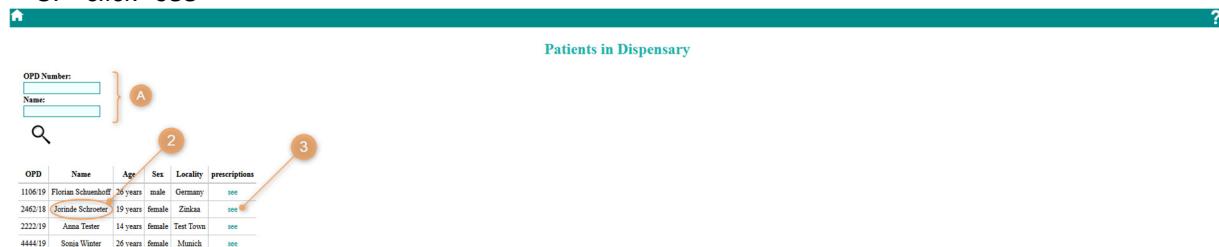


5.2. Dispense Drugs

1. go to "Patients in Dispensary"



2. search patient in Dispensary list (see 5.1 Search Patient for Dispensing in System)
3. click "see"



- check the selection for each drug, if it was issued to the patient or written to buy
remark: if according to the system the drug should still be available in the store, but is not in the dispensary, the name of the drug is underlined and flagged with "get from store" (B)
- if you are the last department treating the patient, click on "treatment completed", otherwise on "treatment not completed"
remark: only if you select "treatment completed" will the patient disappear out of the Dispensary list

	Issue	Write to buy
<u>Adrenaline injection: 3 ampoules</u>	<input checked="" type="radio"/>	<input type="radio"/>
Aluminium Hydroxide + Magnesium Trisilicate suspension: 2 bottles (od x 2)	<input checked="" type="radio"/>	<input type="radio"/>
<u>Amoxicillin capsules 500mg: 21 capsules (tds x 7)</u>	<input checked="" type="radio"/>	<input type="radio"/>
Atenethor Lumefantrine suspension 20/120mg: 14 bottles (od x 14)	<input checked="" type="radio"/>	<input type="radio"/>
Adrenaline injection: 7 ampoules (od x 7)	<input checked="" type="radio"/>	<input type="radio"/>

treatment completed treatment not completed

patients in dispensary

5.3.Stock Taking

- click on "Drugs in Dispensary"

Dispensary

Patients in Dispensary

Drugs in Dispensary

Drug Report

- search for drug, of which you want to adapt the amount in the list
remark: you also can search the drug with the search function in the upper right corner (A)
- enter available amount in table
- click "submit"

Drug	Amount available	Stock taking	Available in Store
Adrenaline injection	Nill		10
Albendazole suspension 100mg	Nill		Nill
Albendazole tablet 400mg	26		260
<u>Aluminium Hydroxide + Magnesium Trisilicate suspension</u>	3	<input checked="" type="text"/>	5
Aluminium Hydroxide + Magnesium Trisilicate tablet	31		3100
Amoxicillin capsules 250mg	1085		11500
Amoxicillin capsules 500mg	Nill		Nill
Amoxicillin suspension 125mg	19		160
Anti-Snake serum	Nill	<input checked="" type="text"/>	Nill
<small>Antimicrobial I.v. infusion 1000ml 10% NaCl</small>	0		50

5.4.Display Record of a Certain Drug's Incomings and Outgoings

- go to "Drugs in Dispensary"

Dispensary

Patients in Dispensary

Drugs in Dispensary

Drug Report

2. search the drug in the list

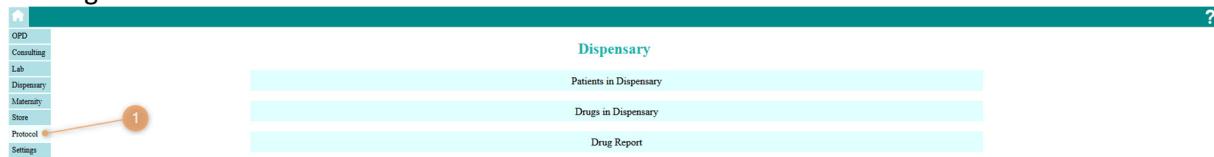
remark: you can use the search field and button to search a drug instead of scrolling (A)

3. click on the name of the drug

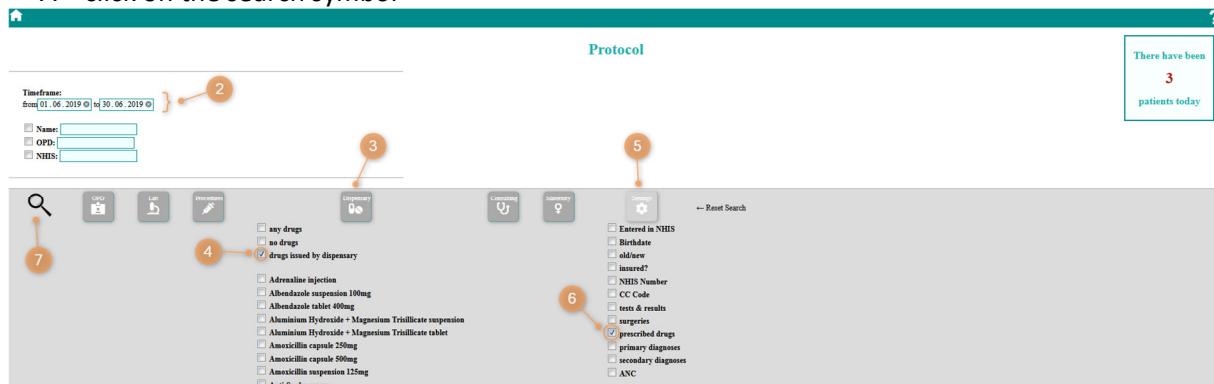
Drug	Amount available	Stock taking	Available in Store
Adrenaline injection	Nill		10
Albendazole suspension 100mg	Nill		Nill
Albendazole tablet 400mg	26		260
Aluminum Hydroxide + Magnesium Trisilicate suspension	3		5
Aluminum Hydroxide + Magnesium Trisilicate tablet	51		3100
Amoxicillin capsule 250mg	1085		11500
Amoxicillin capsule 500mg	Nill		Nill
Anoxicocillin suspension 125mg	19		160
Anti-Snake venom	Nill		Nill
Artemether Lumefantrine suspension 20/120mg	9		50
Artemether Lumefantrine tablet 20/120mg (12 per course)	Nill		Nill
Artemether Lumefantrine tablet 20/120mg (24 per course)	967		3240

5.5.Display Overview of Patients and the Drugs that were Issued to them (not written to buy)

1. go to Home and click on "Protocol"

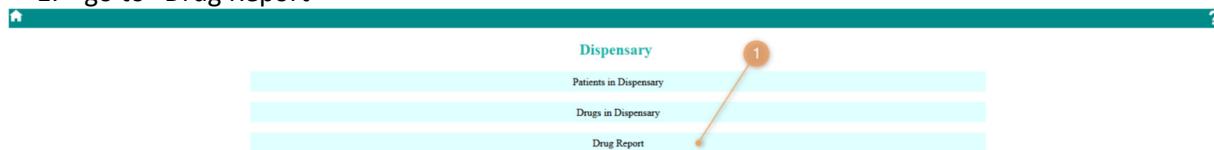


2. set the time frame for which you want the patients to be displayed
3. click on "Dispensary"
4. select "drugs issued by dispensary" to exclude drugs that were written for the patient to buy
5. go to "Settings"
6. select "prescribed drugs"
7. click on the search symbol



5.6.Create Drug Report (includes availability, stock out days, consumption patterns)

1. go to "Drug Report"



2. set the time frame for which you want to generate the report
3. click on "submit"

The screenshot shows a web-based application titled "Drug Report". At the top left is a house icon, at the top right is a question mark icon. A search bar with the placeholder "search" and a magnifying glass icon is located in the top right corner. The main content area is titled "Drug Report". It features a table with the following columns: Drug, Amount used, number of Stock Out Days, average consumption per (Not Stock Out) Day, Available (today), and Stock Out Prognosis. The table contains one row for "Adrenaline injection (ampoules)". The "Amount used" column has a value of 0. The "number of Stock Out Days" column has a value of 1. The "average consumption per (Not Stock Out) Day" column has a value of 0. The "Available (today)" column has a value of 10. The "Stock Out Prognosis" column has a value of "no data yet". Below the table, there is a note: "Adrenaline consumption 10mls (bottle/box)".

Annotations:

- Annotation 2: A bracket above the "Timeframe" input field, which shows "from 01.06.2019 to 30.06.2019".
- Annotation 3: An arrow pointing to the "Submit" button.

Drug	Amount used	number of Stock Out Days	average consumption per (Not Stock Out) Day	Available (today)	Stock Out Prognosis
Adrenaline injection (ampoules)	0	1	0	10	no data yet

Adrenaline consumption 10mls (bottle/box)

6. Store

6.1.Receive Drugs

1. go to "drugs in store "

The screenshot shows a navigation bar at the top with three items: 'Store', 'drugs in store', and 'non-drugs in store'. The 'drugs in store' item is highlighted with an orange circle labeled '1'. Below the bar is a search field with a magnifying glass icon and a 'submit' button.

2. if the drugs were received before today, change the date
 3. enter the name of the supplier in the input field "Particulars"
 4. if necessary, change the initials (of the responsible person for the receipt)
 5. search the drugs in the list and enter the received amounts in the column "Quick Entry Invoices"
- remark:** you can search a particular drug instead of scrolling by using the search field and button in the upper right corner of the screen (A)
6. click on "submit" in the upper right corner of the screen

Drug	Amount on Hand	Quick Entry Issues	Quick Entry Invoices	in Dispensary
Adrenaline injection	10 ampoules	[]	[]	Null
Albendazole suspension 100mg	Null	[]	[]	Null
Albedazole tablet 400mg	260 tablets	[]	[]	26
Aluminium Hydroxide + Magnesium Trisilicate suspension	5 bottles	[]	100 []	3
Aluminium Hydroxide + Magnesium Trisilicate tablet	3100 tablets	[]	[]	51
Amoxicillin capsule 250mg	11500 capsules	[]	[]	1085
Amoxicillin capsules 500mg	Null	[]	[]	Null

6.2.Receive Non-Drugs

1. go to "non-drugs in store"

The screenshot shows a navigation bar at the top with three items: 'Store', 'drugs in store', and 'non-drugs in store'. The 'non-drugs in store' item is highlighted with an orange circle labeled '1'. Below the bar is a search field with a magnifying glass icon and a 'submit' button.

2. if the drugs were received before today, change the date
 3. enter the name of the supplier in the input field "Particulars"
 4. if necessary, change the initials (of the responsible person for the receipt)
 5. search the non-drugs in the list and enter the received amounts in the column "Quick Entry Invoices"
- remark:** you can search a particular non-drug instead of scrolling by using the search field and button in the upper right corner of the screen (A)
6. click on "submit" in the upper right corner of the screen

Drug	Amount on Hand	Quick Entry Issues	Quick Entry Invoices
Alcohol Swabs	Null	[]	[]
Ast Cannulas	20	[]	[]
Blood Grouping Reagents	Null	[]	100 []
Blood lancet	1000	[]	[]
Blood Sample Bottles (Violet)	Null	[]	[]
Blood Sample Bottles (Yellow)	142	[]	[]
Blue Cannulas	192	[]	[]

6.3.Issue Drugs

1. go to "drugs in store"

The screenshot shows a top navigation bar with three items: 'Store', 'drugs in store', and 'non-drugs in store'. A red circle labeled '1' is positioned above the 'drugs in store' item.

2. if the drugs were issued before today, change the date
3. enter the name of the department in the input field "Particulars"
remark: if you want to issue drugs to dispensary, you have to type "Dispensary" without any typos, for them to be automatically added to the dispensary's stock
4. if necessary, change the initials (of the responsible person for the issue)
5. search the drugs and enter the issued amounts in the column "Quick Entry Issues"
remark: you can search a particular drug instead of scrolling by using the search field and button in the upper right corner of the screen (A)
6. click on "submit" in the upper right corner of the screen

Drug	Amount on Hand	Quick Entry Issues	Quick Entry Invoices	In Dispensary
Adrenaline injection	10 ampoules	<input type="text"/>	<input type="text"/>	Nil
Albendazole suspension 100mg	Nil	<input type="text"/>	<input type="text"/>	Nil
Albendazole tablet 400mg	260 tablets	<input type="text"/>	<input type="text"/>	26
Aluminium Hydroxide + Magnesium Trisilicate suspension	8 bottles	<input type="text"/> 100	<input type="text"/>	3
Aluminium Hydroxide + Magnesium Trisilicate tablet	3100 tablets	<input type="text"/>	<input type="text"/>	51
Amoxicillin capsule 250mg	11500 capsules	<input type="text"/>	<input type="text"/>	1085

6.4.Issue Non-Drugs

1. go to "non-drugs in store "

The screenshot shows a top navigation bar with three items: 'Store', 'drugs in store', and 'non-drugs in store'. A red circle labeled '1' is positioned above the 'non-drugs in store' item.

2. if the non-drugs were issued before today, change the date
3. enter the name of the department in the input field "Particulars"
remark: if nothing is entered, the non-drug will be issued to the standard receiving department
4. if necessary, change the initials (of the responsible person for the issue)
5. search the non-drugs and enter the issued amounts in the column "Quick Entry Issues"
remark: you can search a particular drug instead of scrolling by using the search field and button in the upper right corner of the screen (A)
6. click on "submit" in the upper right corner of the screen

Drug	Amount on Hand	Quick Entry Issues	Quick Entry Invoices
Alcohol Swabs	Nil	<input type="text"/>	<input type="text"/>
Ath Cannulas	20	<input type="text"/>	<input type="text"/>
Blood Grouping Reagents	Nil	<input type="text"/>	<input type="text"/>
Blood Lancet	1000	<input type="text"/> 100	<input type="text"/>
Blood Sample Bottles (Violet)	Nil	<input type="text"/>	<input type="text"/>
Blood Sample Bottles (Yellow)	142	<input type="text"/>	<input type="text"/>
Blue Cannulas	192	<input type="text"/>	<input type="text"/>

6.5.Display a Drug's Record

1. go to "drugs in store"

Store

drugs in store

non-drugs in store

2. click on the name of the drug for which you want to see the record

remark: you can search a particular drug instead of scrolling by using the search field and button in the upper right corner of the screen (A)

Drug	Amount on Hand	Quick Entry Issues	Quick Entry Invoices	in Dispensary
Adrenaline injection	10 ampoules	[]	[]	Nill
Albendazole suspension 100mg	Nill	[]	[]	Nill
Albendazole tablet 400mg	260 tablets	[]	[]	26
Aluminium Hydroxide + Magnesium Trisilicate suspension	5 bottles	[]	[]	3
Aluminium Hydroxide + Magnesium Trisilicate tablet	3100 tablets	[]	[]	51
Amoxicillin capsule 250mg	11500 capsules	[]	[]	1085
Amoxicillin capsule 500mg	Nill	[]	[]	Nill
Amoxicillin suspension 125mg	160 bottles	[]	[]	19
Anti-Snake venum	Nill	[]	[]	Nill
Artemether Lumefantrine suspension 20/120mg	50 bottles	[]	[]	9

6.6.Edit a Drug's Record Entry

1. go to "drugs in store"

Store

drugs in store

non-drugs in store

2. click on the name of the drug for which you want to see the record

remark: you can search a particular drug instead of scrolling by using the search field and button in the upper right corner of the screen (A)

Drug	Amount on Hand	Quick Entry Issues	Quick Entry Invoices	in Dispensary
Adrenaline injection	10 ampoules	[]	[]	Nill
Albendazole suspension 100mg	Nill	[]	[]	Nill
Albendazole tablet 400mg	260 tablets	[]	[]	26
Aluminium Hydroxide + Magnesium Trisilicate suspension	5 bottles	[]	[]	3
Aluminium Hydroxide + Magnesium Trisilicate tablet	3100 tablets	[]	[]	51
Amoxicillin capsule 250mg	11500 capsules	[]	[]	1085
Amoxicillin capsule 500mg	Nill	[]	[]	Nill
Amoxicillin suspension 125mg	160 bottles	[]	[]	19
Anti-Snake venum	Nill	[]	[]	Nill
Artemether Lumefantrine suspension 20/120mg	50 bottles	[]	[]	9

3. change the data of a particular entry in the table row

4. submit with the corresponding "save"-button

Date	Particulars	Received	Issued	Amount on Hand	Initials	save
01.01.2019	Stocktaking	[]	[]	Nill	J.S.	<input type="button" value="save"/>
04.07.2019	Dispensary	[]	[]	Nill	F.A.	<input type="button" value="save new entry"/>

Anti-Snake venum

6.7.Add a Drug's Record Entry

1. go to "drugs in store"

Store

drugs in store

non-drugs in store

2. click on the name of the drug for which you want to see the record

remark: you can search a particular drug instead of scrolling by using the search field and button in the upper right corner of the screen (A)

Drug	Amount on Hand	Quick Entry Issues	Quick Entry Invoices	in Dispensary
Adrenaline injection	10 ampoules	[]	[]	Nill
Albendazole suspension 100mg	Nill	[]	[]	Nill
Albendazole tablet 400mg	260 tablets	[]	[]	26
Aluminum Hydroxide + Magnesium Trisilicate suspension	5 bottles	[]	[]	3
Aluminum Hydroxide + Magnesium Trisilicate tablet	3100 tablets	[]	[]	51
Amoxicillin capsule 250mg	11500 capsules	[]	[]	1085
Amoxicillin capsule 500mg	Nill	[]	[]	Nill
Amoxicillin suspension 125mg	160 bottles	[]	[]	19
Anti-Snake venum	Nill	[]	[]	Nill
Artemether Lumefantrine suspension 20/120mg	50 bottles	[]	[]	9

3. to add a new entry (issue/receipt), scroll to the end of the table and enter the data in the empty table row

4. submit with "save new entry"

Date	Particulars	Received	Issued	Amount on Hand	Initials
01.01.2019	Stocktaking	[]	[]	Nill	J.S.
24.07.2019	Dispensary	[]	[]	[]	[]

save

save new entry

6.8.Delete a Drug's Record Entry

1. go to "drugs in store"

Store

drugs in store

non-drugs in store

2. click on the name of the drug for which you want to see the record

remark: you can search a particular drug instead of scrolling by using the search field and button in the upper right corner of the screen (A)

Drug	Amount on Hand	Quick Entry Issues	Quick Entry Invoices	in Dispensary
Adrenaline injection	10 ampoules	[]	[]	Nill
Albendazole suspension 100mg	Nill	[]	[]	Nill
Albendazole tablet 400mg	260 tablets	[]	[]	26
Aluminum Hydroxide + Magnesium Trisilicate suspension	5 bottles	[]	[]	3
Aluminum Hydroxide + Magnesium Trisilicate tablet	3100 tablets	[]	[]	51
Amoxicillin capsule 250mg	11500 capsules	[]	[]	1085
Amoxicillin capsule 500mg	Nill	[]	[]	Nill
Amoxicillin suspension 125mg	160 bottles	[]	[]	19
Anti-Snake venum	Nill	[]	[]	Nill
Artemether Lumefantrine suspension 20/120mg	50 bottles	[]	[]	9

3. click on the [x]-button at the end of the table row

Date	Particulars	Received	Issued	Amount on Hand	Initials
01.01.2019	Stocktaking			Nill	F.A.
24.07.2019	Dispensary				

save save new entry

6.9. Mark a Drug as Expired

1. go to "drugs in store"

Store

drugs in store

non-drugs in store

2. click on the name of the drug for which you want to see the record

remark: you can search a particular drug instead of scrolling by using the search field and button in the upper right corner of the screen (A)

Drug	Amount on Hand	Quick Entry Issues	Quick Entry Invoices	in Dispensary
Adrenaline injection	10 ampoules			Nill
Albendazole suspension 100mg	Nill			Nill
Albendazole tablet 400mg	260 tablets			26
Aluminum Hydroxide + Magnesium Trisilicate suspension	5 bottles			3
Aluminum Hydroxide + Magnesium Trisilicate tablet	3100 tablets			51
Amoxicillin capsule 250mg	11500 capsules			1085
Amoxicillin capsule 500mg	Nill			Nill
Amoxicillin suspension 125mg	160 bottles			19
Anti-Snake venum	Nill			Nill
Artemether Lumefantrine suspension 20/120mg	50 bottles			9

3. type EXPIRED in the "Particulars"-column

4. enter the entire amount of expired drugs in the "Issued"-column

5. submit with "save new entry"

Date	Particulars	Received	Issued	Amount on Hand	Initials
03.09.2018	RMSWa	120		120	F.A.
05.09.2018	Dispensary	20		100	F.A.
10.09.2018	Dispensary	40		60	F.A.
20.09.2018	Dispensary	50		30	F.A.
27.09.2018	Dispensary	20		10	F.A.
03.10.2018	Dispensary	6		4	F.A.
04.10.2018	Dispensary	4		Nill	F.A.
18.07.2019	RMS WA	60		60	F.A.
18.07.2019	Dispensary	10		50	F.A.
24.07.2019	EXPIRED	13			F.A.

save save new entry

6.10. Display a Non-Drug's Record

1. go to "non-drugs in store "

Store

drugs in store

non-drugs in store

- click on the name of the non-drug for which you want to see the record

remark: you can search a particular drug instead of scrolling by using the search field and button in the upper right corner of the screen (A)

Drug	Amount on Hand	Quick Entry Issues	Quick Entry Invoices
Alcohol Swabs	Nill	[button]	[button]
Ash Cannulae	20	[button]	[button]
Blood Grouping Reagents	Nill	[button]	[button]
Blood lancet	1000	[button]	[button]
	Nill	[button]	[button]

6.11. Edit a Non-Drug's Record Entry

- go to "non-drugs in store"

- click on the name of the non-drug for which you want to see the record

remark: you can search a particular drug instead of scrolling by using the search field and button in the upper right corner of the screen (A)

Drug	Amount on Hand	Quick Entry Issues	Quick Entry Invoices
Alcohol Swabs	Nill	[button]	[button]
Ash Cannulae	20	[button]	[button]
Blood Grouping Reagents	Nill	[button]	[button]
Blood lancet	1000	[button]	[button]
	Nill	[button]	[button]

- change the data of a particular entry in the table row

- submit with the corresponding "save"-button

Date	Particulars	Received	Issued	Amount on Hand	Initials
01.01.2017	OldStock	50		50	L.K.
24.01.2019	Dispensary		1	49	J.S.
28.01.2019	Dispensary		8	41	J.S.
05.06.2019	Dispensary		21	20	F.A.
24.07.2019	Dispensary				

6.12. Add a Non-Drug's Record Entry

- go to "non-drugs in store"

- click on the name of the non-drug for which you want to see the record

remark: you can search a particular drug instead of scrolling by using the search field and button in the upper right corner of the screen (A)

Drug	Amount on Hand	Quick Entry Issues	Quick Entry Invoices
Alcohol Swabs	Null	(+)	(+)
Ash Cannulae	20	(+)	(+)
Blood Grouping Reagents	Null	(+)	(+)
Blood lancet	1000	(+)	(+)
	Null	(+)	(+)

- to add a new entry (issue/receipt), scroll to the end of the table and enter the data in the empty table row

- submit with "save new entry"

Date	Particulars	Received	Issued	Amount on Hand	Initials	save
01.01.2017	OldStock	50	(+)	50	L.K.	save
24.01.2019	Dispensary	(+)	1	49	J.S.	save
28.01.2019	Dispensary	(+)	8	41	J.S.	save
05.06.2019	Dispensary	(+)	21	20	F.A.	save
24.07.2019	Dispensary	(+)	(+)	(+)	F.A.	save

6.13. Delete a Non-Drug's Record Entry

- go to "non-drugs in store"

- click on the name of the non-drug for which you want to see the record

remark: you can search a particular drug instead of scrolling by using the search field and button in the upper right corner of the screen (A)

Drug	Amount on Hand	Quick Entry Issues	Quick Entry Invoices
Alcohol Swabs	Null	(+)	(+)
Ash Cannulae	20	(+)	(+)
Blood Grouping Reagents	Null	(+)	(+)
Blood lancet	1000	(+)	(+)
	Null	(+)	(+)

- to delete a particular entry, click on the [x]-button at the end of the table row

Date	Particulars	Received	Issued	Amount on Hand	Initials	save
01.01.2017	OldStock	50	(+)	50	L.K.	save
24.01.2019	Dispensary	(+)	1	49	J.S.	save
28.01.2019	Dispensary	(+)	8	41	J.S.	save
05.06.2019	Dispensary	(+)	21	20	F.A.	save
24.07.2019	Dispensary	(+)	(+)	(+)	F.A.	save

6.14. Mark a Non-Drug as Expired

1. go to "non-drugs in store"

The screenshot shows a software interface titled 'Store'. At the top, there are two tabs: 'drugs in store' and 'non-drugs in store'. The 'non-drugs in store' tab is highlighted with a red circle labeled '1'.

2. click on the name of the non-drug for which you want to see the record

remark: you can search a particular drug instead of scrolling by using the search field and button in the upper right corner of the screen (A)

The screenshot shows a table titled 'Non-Drugs in Store' with columns: Drug, Amount on Hand, Quick Entry Issues, and Quick Entry Invoices. One row for 'Ash Cannulae' is highlighted with a red circle labeled '2'.

Drug	Amount on Hand	Quick Entry Issues	Quick Entry Invoices
Alcohol Swabs	Nill	[]	[]
Ash Cannulae	20	[]	[]
Blood Grouping Reagents	Nill	[]	[]
Blood lancet	1000	[]	[]

3. type EXPIRED in the "Particulars"-column

4. enter the entire amount of expired non-drugs in the "Issued"-column

5. submit with "save new entry" ^

The screenshot shows a table titled 'Ash Cannulae' with columns: Date, Particulars, Received, Issued, Amount on Hand, and Initials. The 'Issued' column for the last row is highlighted with a red circle labeled '4'. The 'Particulars' column for the same row contains the word 'EXPIRED' and is highlighted with a red circle labeled '3'. A red circle labeled '5' points to the 'save new entry' button at the bottom right.

Date	Particulars	Received	Issued	Amount on Hand	Initials
01.01.2017	OldStock	50	50	50	L.K.
24.01.2019	Dispensary	1	1	49	J.S.
28.01.2019	Dispensary	8	8	41	J.S.
03.06.2019	Dispensary	21	21	20	F.A.
24.07.2019	EXPIRED				F.A.

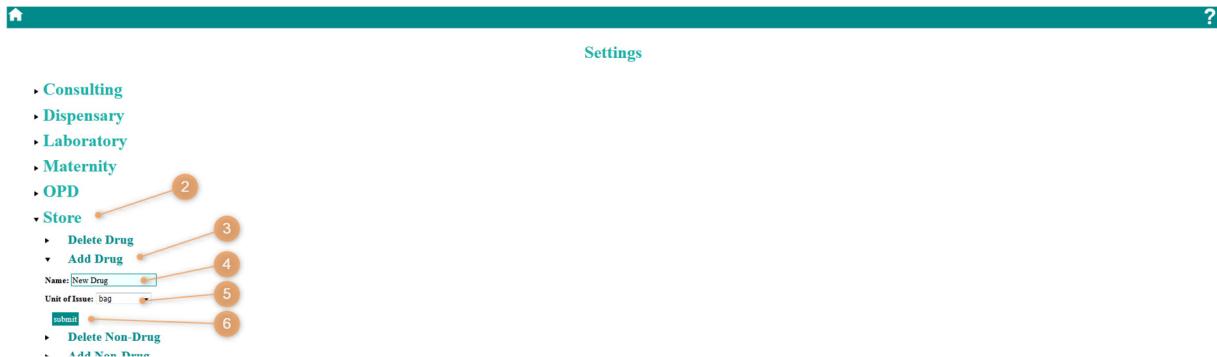
6.15. Add Drug to System

1. Go to "Home" and click on "Settings"

The screenshot shows a table titled 'Current Patients' with columns: OPD, Name, Age, Sex, Locality, diagnose, and Go to. The sidebar on the left has a 'Settings' link, which is highlighted with a red circle labeled '1'.

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schrotte	19 years	female	Zinckaa	Diagnosis	Add Tests Dispensary Surgery/Procedure
1106/19	Florian Schneehoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

2. select "Store" from the list of departments and enter the store password, if necessary
3. click on "Add Drug"
4. enter the name of the drug you want to add
5. define the unit of issue
6. click on the "submit" button

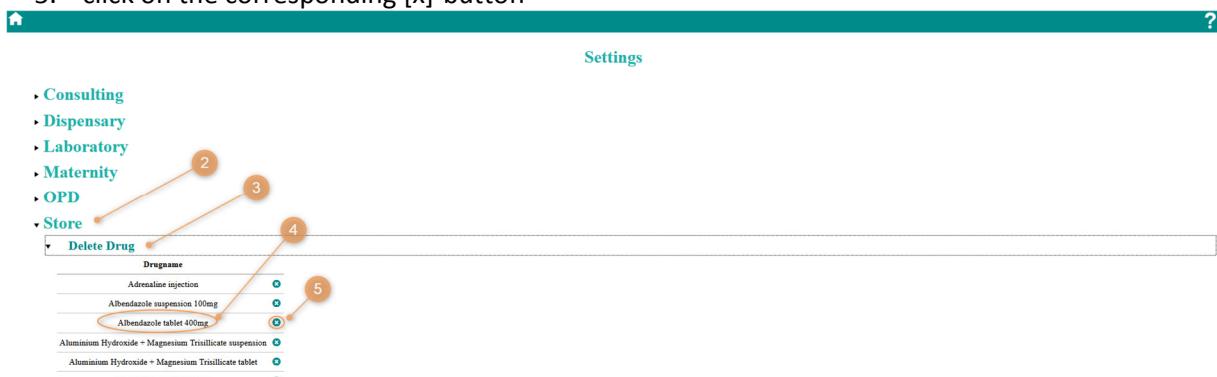


6.16. Delete Drug from System

1. go to Home and click on "Settings"

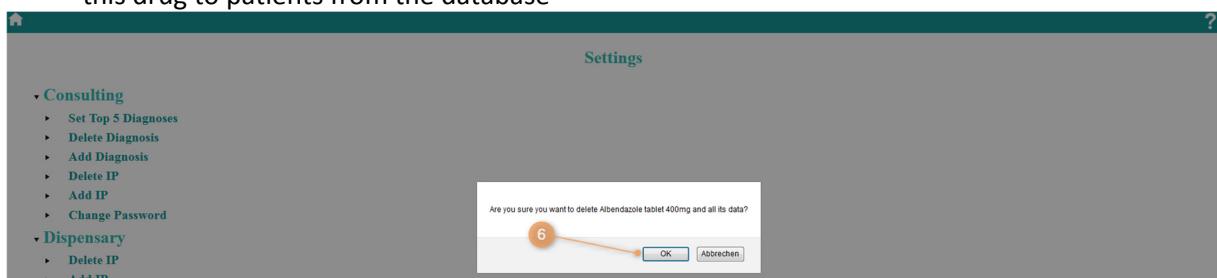


2. select "Store" from the list of departments and enter the store password, if necessary
3. click on "Delete Drug"
4. search for the drug you want to delete in the list
5. click on the corresponding [x]-button



6. confirm your intention to delete the drug

remark: please consider that will also delete any records of the drug and any prescriptions of this drug to patients from the database



6.17. Add Non-Drug to System

1. go to Home and click on "Settings"

Current Patients

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zirkus	Diagnosis	Add Tests Dispensary Surgery/Procedure
1106/19	Florian Schneehoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

2. select "Store" from the list of departments and enter the store password, if necessary
3. click on "Add Non-Drug"
4. enter the name of the non-drug you want to add
5. define the standard receiving department
6. click on the "submit" button

Settings

- Consulting
- Dispensary
- Laboratory
- Maternity
- OPD
- Store
 - Delete Drug
 - Add Drug
 - Delete Non-Drug
 - Add Non-Drug

Name: New Non-Drug

Standard Receiving Department: Laboratory

6.18. Delete Non-Drug from System

1. go to Home and click on "Settings"

Current Patients

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zirkus	Diagnosis	Add Tests Dispensary Surgery/Procedure
1106/19	Florian Schneehoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

2. select "Store" from the list of departments and enter the store password, if necessary
3. click on "Delete Non-Drug"
4. search for the non-drug you want to delete in the list
5. click on the corresponding [x]-button

Settings

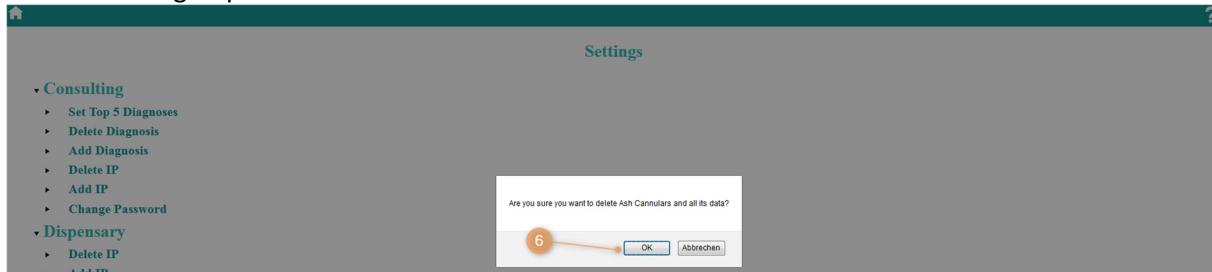
- Consulting
- Dispensary
- Laboratory
- Maternity
- OPD
- Store
 - Delete Drug
 - Add Drug
 - Delete Non-Drug

Non-Drugname

- Alcohol Swabs
- Ash Cannulae
- Blood Grouping Reagents
- Blood Lancet

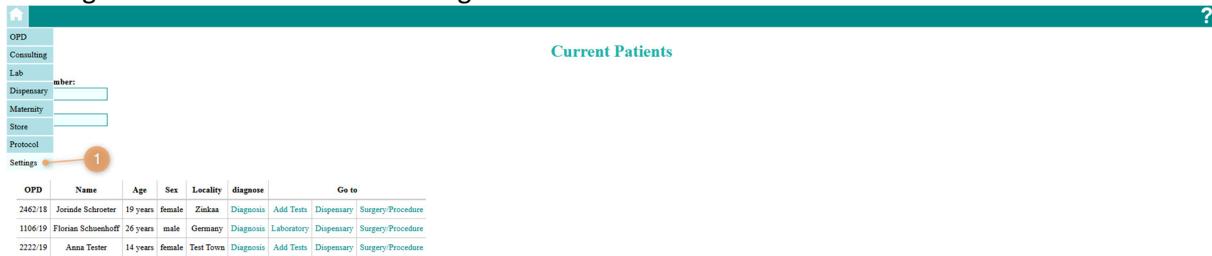
6. confirm your intention to delete the non-drug

remark: please consider that will also delete any records of the drug and any prescriptions of this drug to patients from the database



6.19. Set/Update Head of Department

1. go to Home and click on "Settings"



2. select "Store" from the list of departments and enter the Store password, if necessary

3. click on "Set In-Charge"

4. enter the name of the person

5. click on "submit"

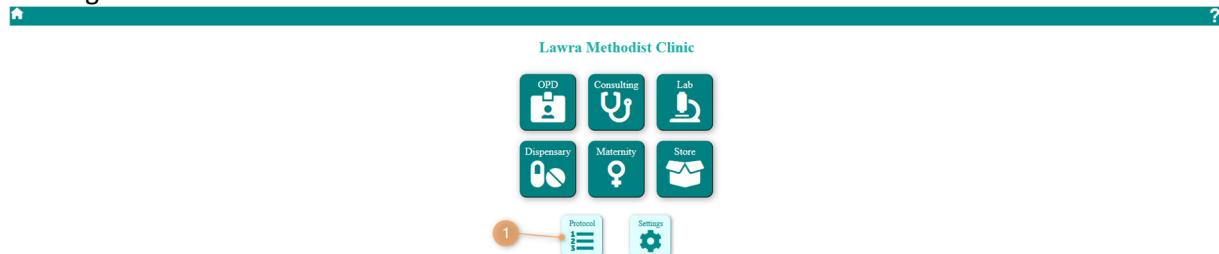
remark: the entered name will always be filled in the record forms as default initials



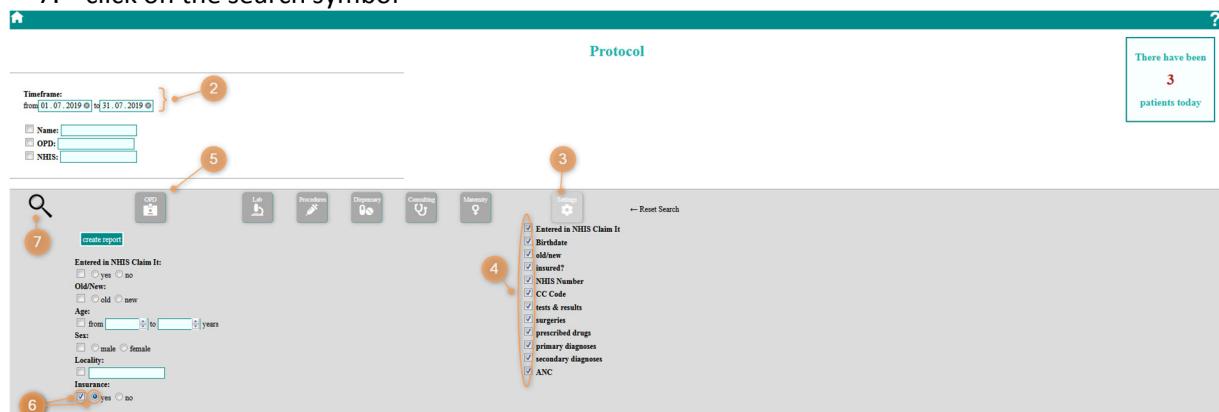
7. Accounts

7.1. Display all Data that have to be Entered in NHIS Claim It in one List

1. go to "Protocol"



2. set the time frame for which you want to see the patient's data
3. click on "Settings"
4. select all checkboxes
5. click on "OPD"
6. select the "Insurance" checkbox and "yes" to exclude non-insured patients
7. click on the search symbol



7.2. Mark a Patient as Entered in NHIS

1. go to "Protocol"



2. set the time frame in a way that it includes the patient's visit date
remark: if you want to limit the search to only one patient, enter "Name", "OPD" or "NHIS" and select the corresponding checkbox (A)
3. click on "Settings"
4. select "Entered in NHIS Claim It"
5. click on the search symbol

The screenshot shows the 'Protocol' search interface. At the top, there is a 'Timeframe' field set from 22.07.2019 to 22.07.2019. Below it, there are three checkboxes: 'Name: Jorinde' (checked), 'OPD:', and 'NHIS:'. A callout labeled 'A' points to the 'Name:' checkbox. To the right, a box displays 'There have been 3 patients today'. In the center, there is a search bar with a magnifying glass icon (labeled 5) and a dropdown menu titled 'Entered in NHIS Claim It' containing various filter options like 'Birthdate', 'old age', 'sex?', 'NHIS Number', etc. A callout labeled 3 points to the 'Entered in NHIS Claim It' dropdown. Callouts labeled 2 and 4 point to the 'Timeframe' and 'Entered in NHIS Claim It' fields respectively.

6. search the patient in the list
7. click on the checkbox in the "Entered in NHIS Claim It" column
remark: to reverse that, just deselect the same checkbox

The screenshot shows the search results for the patient 'Jorinde'. The results table has columns: Date of Visit, OPD, Name, Age, Sex, Locality, and Entered in NHIS Claim It? (with a checkbox). The first result is for '22.07.19 | 246218 | Jorinde Schroeter | 19 years | female | Zukas | '. A callout labeled 6 points to the 'Entered in NHIS Claim It?' checkbox. Another callout labeled 7 points to the 'See Edit / Results' link next to the checkbox. To the right, a box displays 'There have been 1 patients on 22/07/19 who: - are called "Jorinde"'.

7.3. Display List of all Patients that still have to be Entered in NHIS Claim It

1. go to "Protocol"

The screenshot shows the main application interface for 'Lawra Methodist Clinic'. At the top, there is a navigation bar with icons for OPD, Consulting, Lab, Dispensary, Maternity, and Store. Below the navigation bar, there is a 'Protocol' button (labeled 1) and a 'Settings' button. The background shows a blurred view of the 'Protocol' search interface.

2. set the time frame for which you want to see the patients
3. click on "OPD"
4. select the "Insurance" checkbox and "yes" to exclude non-insured clients
5. select the "Entered in NHIS Claim It" checkbox and "no" to exclude entered patients
6. click on the search symbol

The screenshot shows the 'Protocol' search interface. At the top, there's a 'Timeframe' section with date inputs (2) and a 'Search' button (6). Below it are three checkboxes: 'Name' (3), 'OPD' (4), and 'NHIS' (5). A sidebar on the right displays a message: 'There have been 3 patients today'. The main search area contains fields for 'Entered in NHIS Claim It' (checkboxes for 'yes' and 'no'), 'Old/New' (radio buttons for 'old' and 'new'), 'Age' (from input field to years input field), 'Sex' (radio buttons for 'male' and 'female'), 'Locality' (input field), and 'Insurance' (checkboxes for 'yes' and 'no'). Step numbers 2, 3, 4, 5, and 6 are circled in orange with arrows pointing to their respective elements.

8. General Cases of Application

8.1.Edit Results of Previous Patient (not today's)

1. go to "Protocol"

Current Patients

OPD	Name	Age	Sex	Locality	diagnose	Go to
2462/18	Jorinde Schroeter	19 years	female	Zinkaa	Diagnosis	Add Tests Dispensary Surgery/Procedure
1106/19	Florian Schuenhoff	26 years	male	Germany	Diagnosis	Laboratory Dispensary Surgery/Procedure
2222/19	Anna Tester	14 years	female	Test Town	Diagnosis	Add Tests Dispensary Surgery/Procedure

2. set the time frame in a way that it includes the patient's visit date
3. search patient by entering "Name", "OPD" or "NHIS" and selecting checkbox
4. click on the search symbol
5. go to "Results"

Protocol

Timeframe:
from 23.07.2019 to 23.07.2019

Name: Jorinde
 OPD:
 NHIS:

OPD Lab Procedures Dispensary Consulting Maternity Settings

Reset Search

Date of Visit OPD Name Age Sex Locality old/new insured? Edit Results

23/07/19 2462/18 Jorinde Schroeter 19 years female Zinkaa old no See Edit Results

6. select "edit results" and edit patient's results as described in the corresponding case of application

Jorinde Schroeter
23/07/19

OPD: 2462/18
Age: 19 years
Sex: female
Locality: Zinkaa
 protected by password

Tests
Prescribed drugs

edit results

8.2.Get the Number of Patients who Match Certain Search Parameters

1. go to "Protocol"

Lawra Methodist Clinic

OPD Consulting Lab
Dispensary Maternity Store

Protocol Settings

2. set the time frame for which you want to get the number of patients
3. click on the department(s) of which you want to select search parameters (e.g. "OPD" and "Lab")
4. select all the search parameters you want to use to limit the search

remarks:

- you can combine all search parameters from all departments
- please consider that whenever you use several search parameters for a search only patients who match ALL the parameters (not any) will be output

5. click on the search symbol

The screenshot shows the 'Protocol' search interface. At the top, there is a 'Timeframe' field set from 01.07.2019 to 31.07.2019. Below it are three checkboxes for 'Name', 'OPD', and 'NHIS'. A search icon (magnifying glass) is labeled '2'. To its right is a 'Lab' icon labeled '3'. The main search area contains fields for 'Entered in Claim It' (radio buttons for 'yes' and 'no'), 'Old/New' (radio buttons for 'old' and 'new'), 'Age' (text input '10' and dropdown 'years'), 'Sex' (radio buttons for 'male' and 'female'), 'Locality' (checkbox), 'Insurance' (checkbox), and 'Malaria' (checkbox). Other test categories like 'RDT', 'BF for mpr', 'BF for sputum', etc., are also listed. A '4' points to the 'Entered in Claim It' field. A '5' points to the search icon. On the right side of the screen, a box displays 'There have been 3 patients today'.

6. the number of patients matching them and the parameters you selected will be displayed in the upper right corner of the screen

This screenshot shows the same 'Protocol' search interface as the previous one, but with different search parameters. The 'Entered in Claim It' field now has 'yes' checked. The 'Malaria' checkbox is checked. The 'Lab' icon is highlighted with a red circle and labeled '6'. The right-hand results box now displays 'There have been 246 patients in the time from 01/07/19 to 31/07/19 who: - are not entered in Calim It - were tested for Malaria ()'.

8.3. Expand Patient Overview by Certain Information

1. go to "Protocol"



2. set the time frame for which you want to generate the patient overview
 3. click on "Settings"
 4. select the information you want to be displayed
 5. click on the search symbol
- remark:** additional columns with the additional information will appear in the table

The screenshot shows the 'Protocol' search interface. At the top, there is a 'Timeframe' section with fields for 'from' (01.07.2019) and 'to' (31.07.2019). Below this are three input fields: 'Name', 'OPD', and 'NHIS'. To the right of these fields is a search icon (magnifying glass) labeled '2'. Further right are buttons for 'OPD' (with a patient icon), 'Lab' (with a test tube icon), 'Procedures' (with a scalpel icon), 'Dispensary' (with a prescription bottle icon), 'Consulting' (with a doctor's cap icon), 'Maternity' (with a pregnant woman icon), and 'Settings' (with a gear icon). A 'Reset Search' button is located at the bottom right of the search bar. To the right of the search bar is a box titled 'There have been' containing the number '3' and the text 'patients today'. Below the search bar is a list of search parameters: 'Entered in NHIS Claim It', 'Birthdate', 'old/new', 'insured?', 'NHIS Number', 'CC Code', 'Tests & results', 'surgeries', 'prescribed drugs', 'primary diagnoses', 'secondary diagnoses', and 'ANC'. The 'Tests & results' option is highlighted with a red circle and a question mark icon. The 'Search' icon (magnifying glass) is also highlighted with a red circle and a question mark icon.

8.4.Reset Search in Protocol

0. **precondition:** you have searched patients in the protocol by certain parameters (e.g. see 8.2 *Get the Number of Patients who Match Certain Search Parameters*)
1. click on "Reset Search"

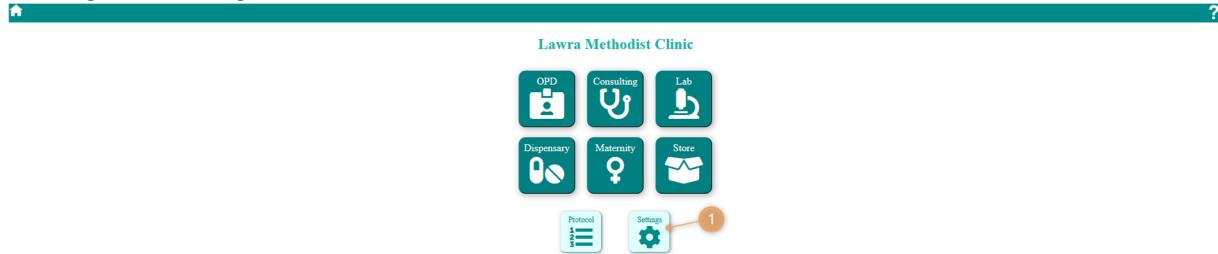
The screenshot shows the 'Protocol' search interface after a search has been performed. The 'Timeframe' section shows 'from 01.07.2019' and 'to 23.07.2019'. The 'OPD' field contains the value '246218'. The 'Results' box on the right shows 'There have been 0 patients on 23/07/19 who: - are called "Jounds"'. The search parameters are identical to the previous screenshot, but the results count is now 0. The 'Search' icon (magnifying glass) is highlighted with a red circle and a question mark icon.

remark: if you only want to reset some search parameters (not all), deselect the corresponding checkbox and click on the search symbol. (A) shows reset parameter and (B) the parameter, the search is still based on

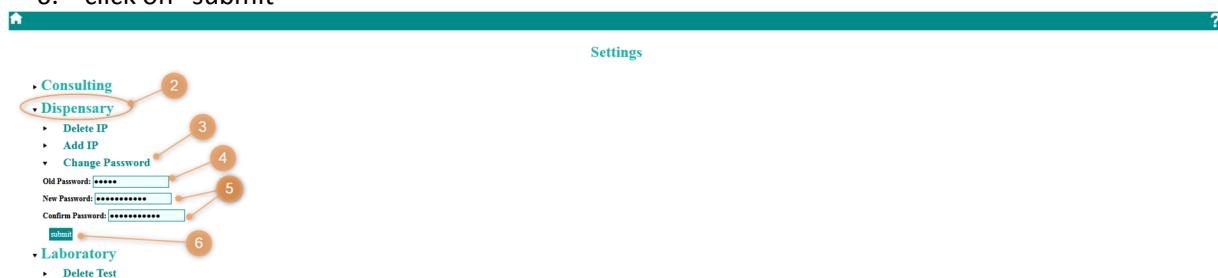
The screenshot shows the 'Protocol' search interface with specific search parameters highlighted. The 'Timeframe' section shows 'from 01.07.2019' and 'to 31.07.2019'. The 'OPD' field contains the value '246218'. The 'Results' box on the right shows 'There have been 2 patients today'. The 'Search' icon (magnifying glass) is highlighted with a red circle and a question mark icon. In the search parameters section, the 'Entered in NHIS Claim It' checkbox is highlighted with a red circle and a question mark icon (labeled 'A'). The 'Malaria' checkbox is also highlighted with a red circle and a question mark icon (labeled 'B'). Other parameters like 'Lab Number', 'paying?', 'Age', 'Sex', 'Locality', and 'Insurance' are shown but not highlighted.

8.5.Change Department's Password

1. go to "Settings"

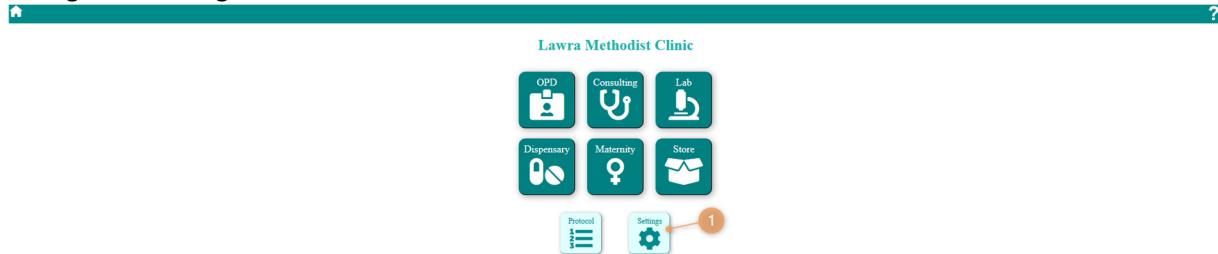


2. select the department for which you want to change the password (e.g. "Dispensary")
3. go to "Change Password"
4. enter the old password
5. enter the new password twice
6. click on "submit"



8.6.Enable Access for a Certain PC to a Certain Department

1. go to "Settings"

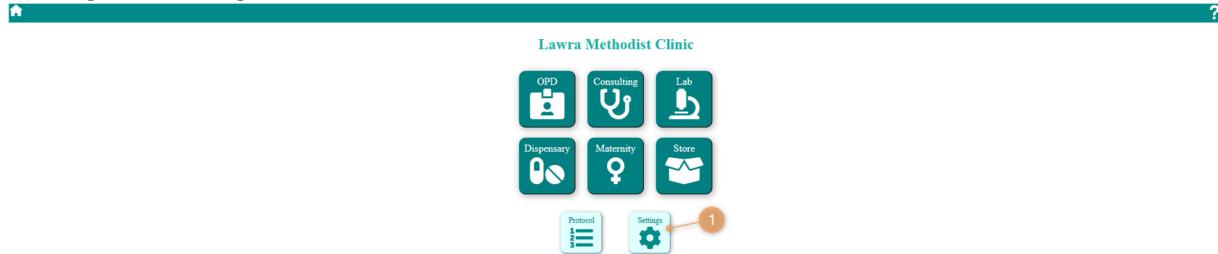


2. select the department for which you want to activate the PC (e.g. "Dispensary")
3. go to "Add IP"
4. if you are opening the page from the PC that you want to activate, click on "this PC" otherwise enter the IP address of the PC you want to enable
remark: check in the administration manual in 2.13 how to inquire and in 2.12 how to set a PC's IP address
5. click on "submit"



8.7 Disable Access for a Certain PC for a Certain Department

1. go to "Settings"



2. select the department for which you want to activate the PC (e.g. "Dispensary")

3. go to "Delete IP"

4. search for the IP you want to delete in the list

remark: check in the administration manual in 2.13 how to inquire and in 2.12 how to set a PC's IP address

5. click on the [x]-symbol at the end of the table row



8.8 Open Manuals/Request Help

1. from any page you are on, click on the [?] in the upper right corner of the screen



remarks:

- if you have any kind of software problem click on "user manual" (A)
- if you have any kind of hardware problem, click on "administration manual" (B)
- if neither of the manuals could help you out, contact the creator of the application (C)

