

MEDSYS

Information System

Admission Program User's Manual



Visual Medsys
Kaiser dela Cruz Consulting Incorporated
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Table of Contents

OVERVIEW	5
GETTING STARTED	7
Starting the Program	7
How to Change Password	8
Closing the Program	9
PROGRAM OPERATIONS	10
Important Icons and Buttons	10
Shortcut Keys	11
Patient Admission	12
Patient Searching	18
Edit Patient Admission	19
View Admission Information.....	20
Room Transfer	21
Room Reservation	22
New Reservation.....	22
Edit Reservation.....	23
Cancel Reservation.....	24
Discharge Patient	25
Revoke Admission	26
Revoke Discharge	27
Admit Watcher	28
Print Datasheet.....	29
Transfer Summary.....	30
REPORTS	31
Daily Reports.....	31
Census Reports.....	32

Statistical Reports	33
Other Reports	34
INDEX	35

Overview



The **Visual Admission Program** handles the patient admitted to the hospital and stays overnight or for an indeterminate time, usually several days or weeks (though some cases, like coma patients, have stayed in hospitals for years). The patient's data such as relevant personal information, admission information, and diagnosis and history are entered thru the computer. These data will be used by cost-centers when patient is to be charged of medicines, supplies, procedures and services chargeable to patient's account.

The use of password disallows the access of unauthorized users. This maintains that all data entered are kept secured and confidential.

Objective:


- To use the interconnecting feature to other departments such as Laboratory, X-Ray, Ultrasound, CT-Scan, Heart Station, Hemodialysis, Pulmonary, Pharmacy, Central Supply, Operating Room, and Billing and other hospital departments to provide a higher level of care and service.
- To become a seamless part of the hospital's operations whereby staff will have immediate access to patient information whenever and wherever required
- To reduce clerical workload
- To improve service and management will have a powerful new information tool for decision making purposes
- To maintain accurate and centralize update of patient's information

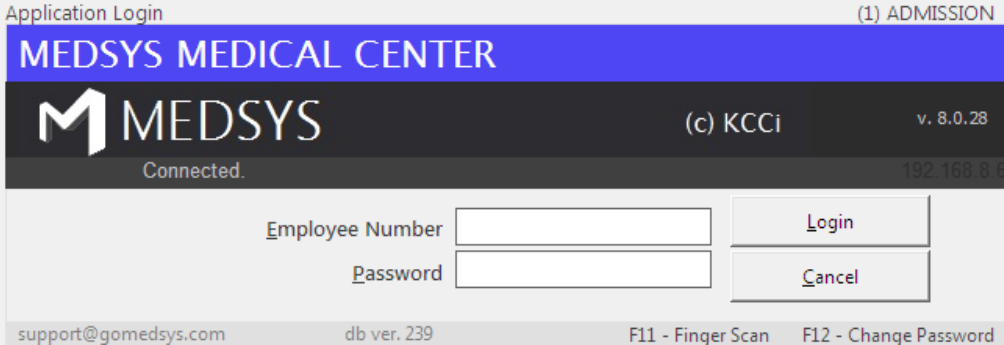
Features:

- **Data-entry restriction** – Users can post/review charges, adjustments, print reports according to the access rights given to them
- **Real- Time system** – All entries reflected immediately
- **Warning \ Control Feature** – System signals the admitting clerk if patient for admission is black listed, ability to inquire previous patient's outstanding balances per confinement, flashes patient's total receivable upon admission
- **Electronic communication** – Notifies patient's for admission from Emergency Room module and allows for room reservation
- **Advance feature** – System is ready for Smart Card / Patient's ID integration, capability to bar code patient's admission sheet
- **Tools to improve service** – System has facility for printing of patient's name, doctor's name and room tags. Has optional title field for doctors, lawyers that will guide hospital staff on how the patient will be properly addressed. Includes a Patient's Inquiry option for the front desk clerk.

Getting Started

Starting the Program

1. Click on  **Admission** program executable file icon located in your computer desktop.
2. The **Login window** will display asking you to type your **employee number** and **password** for security purposes.



Application Login (1) ADMISSION

MEDSYS MEDICAL CENTER

M MEDSYS (c) KCCI v. 8.0.28

Connected. 192.168.8.6

Employee Number

Password

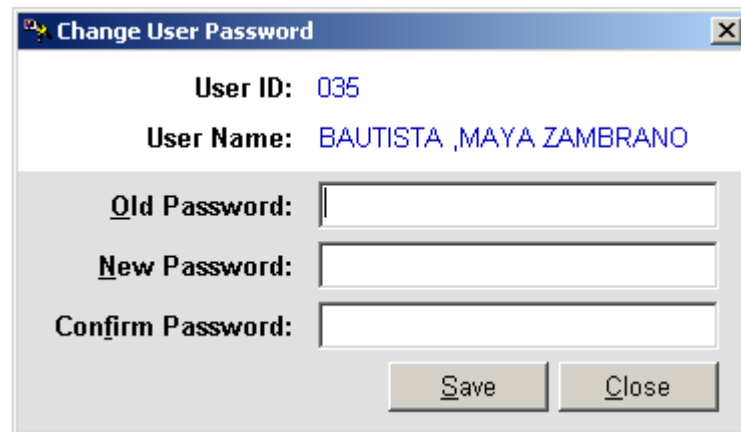
Login Cancel

support@gomedsys.com db ver. 239 F11 - Finger Scan F12 - Change Password

3. If the program has validated your employee number and password, you may now start a transaction. Otherwise, a message will display prompting "Unauthorized User".

How to Change Password

- 1 From the **Login** window, type your employee number and then press <Enter>.
- 2 Under the **Password** entry, press <F12>. Pressing this function key will invoke the **Change Password** window.



The screenshot shows a dialog box titled "Change User Password". It contains the following information and controls:

- User ID:** 035
- User Name:** BAUTISTA ,MAYA ZAMBRANO
- Old Password:** [Empty text box]
- New Password:** [Empty text box]
- Confirm Password:** [Empty text box]
- Buttons:** Save, Close


Figure 1: Change Password Window

- 3 Under the **Change Password** window, type the following data.
 - **Old Password** - Type your existing password.
 - **New Password** - Type your new password not exceeding to 15 characters.
 - **Confirm Password** - Retype your new password to confirm and then press <Enter> or you can click the Save button.

Closing the Program










It is recommended to close your program when you are done to end-up your session. Other users might use the open program using the same password.

There are three ways to close the program.

- 1 Click on  button located at the right corner of the main window (possible only if no other window is open) or
- 2 Click **Exit** from the **File** pull-down menu or
- 3 Press **<Ctrl + X>**

Program Operations

Important Icons and Buttons

-  - New Admission
-  - Discharge Admission
-  - Edit Admission
-  - Print Data Sheet
-  - Refresh Patient List
-  - Revoke Admission
-  - Revoke Discharge
-  - Room Transfer
-  - Room Status


Shortcut Keys

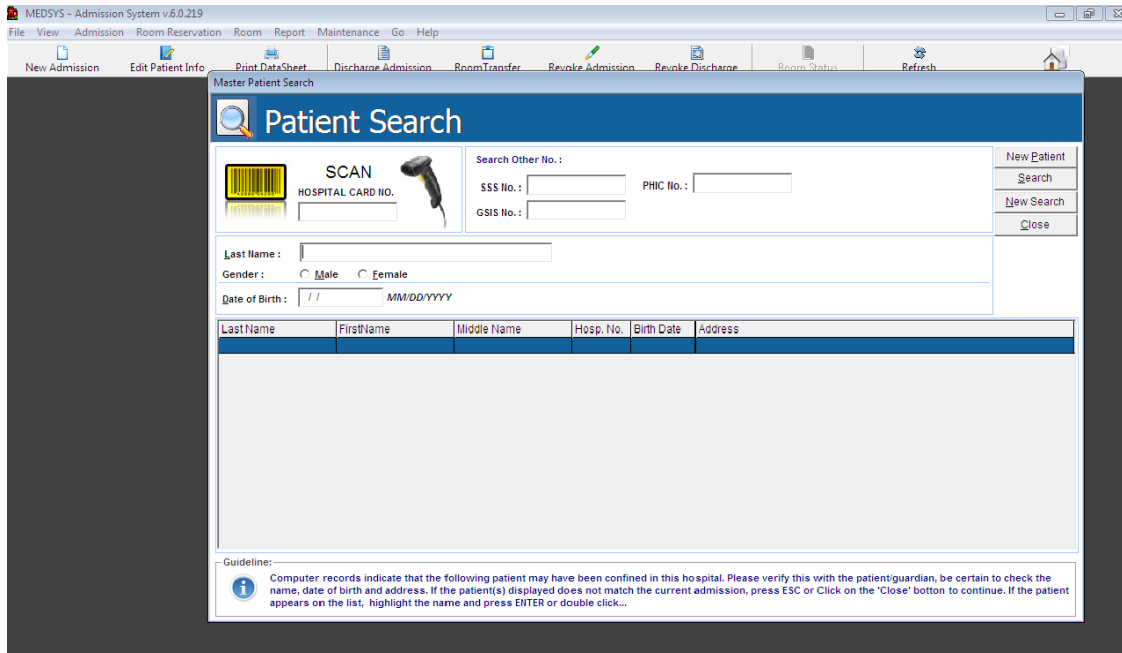
Shortcut keys are useful to users for they lessen the time of opening a particular window. These shortcut keys can be seen at the menu portion of the program. Below is listed the commonly used shortcut keys.

- 1 <Ctrl + A> - New Admission
- 2 <Ctrl + X > - Close Program
- 3 <Ctrl + E> - Edit Admission
- 4 <Ctrl + D> - Discharge Patient
- 5 <Ctrl + T> - Room Transfer
- 6 <Ctrl + R> - Revoke Admission
- 7 <Ctrl + K> - Revoke Discharge
- 8 <Ctrl + V > - Patient Inquiry
- 9 <Ctrl + P> - Print Data Sheet

Patient Admission

This option allows you to admit a new patient. Whenever a patient is admitted, his hospital number will be retained and a new admission number will be assigned to him. This program-generated admission number will hold the patient's record (clinical and financial) throughout his confinement period.

1. Click  'New Adm.' toolbar button or press <Ctrl + A> to start.
2. Then click New admission after that the "Patient Search" window appears. Type in patient's last name, gender and date of birth. In case the patient has no existing record found, the program will display a warning message as shown below. Select 'Yes' button to continue.



MEDSYS - Admission System v.6.0.219

File View Admission Room Reservation Room Report Maintenance Go Help

New Admission Edit Patient Info Print DataSheet Discharge Admission Room Transfer Revolve Admission Revolve Discharge Room Status Refresh

Master Patient Search

Patient Search

SCAN
HOSPITAL CARD NO.

Search Other No. :
SSS No. : PHIC No. :
GSIS No. :

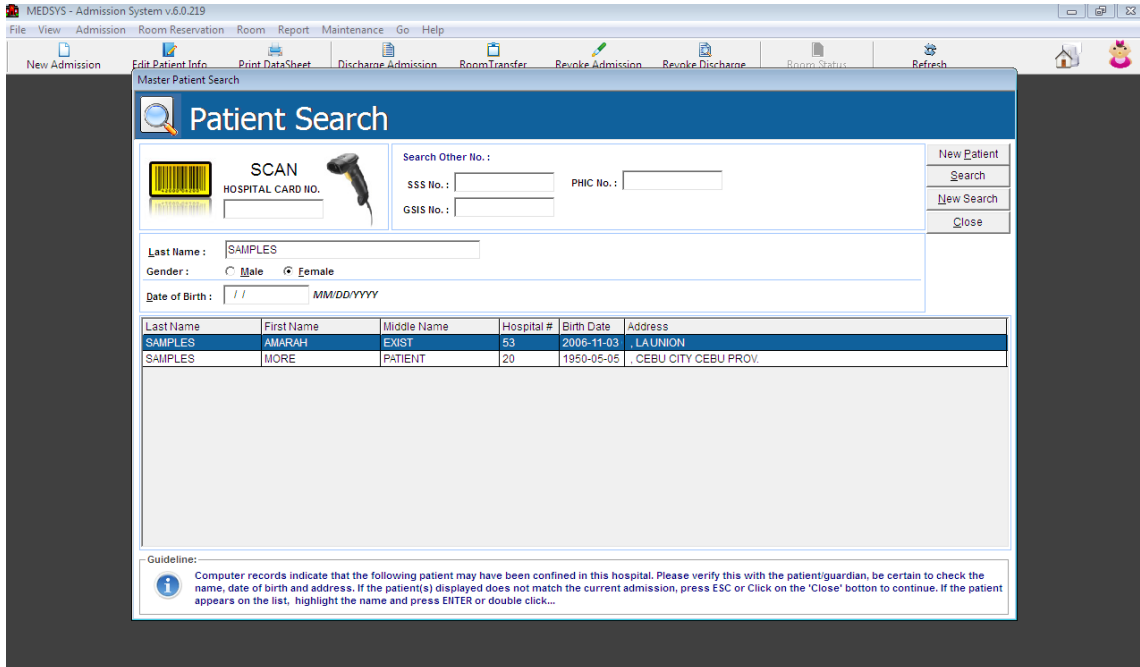
New Patient
Search
New Search
Close

Last Name :
Gender : Male Female
Date of Birth : / / MM/DD/YYYY

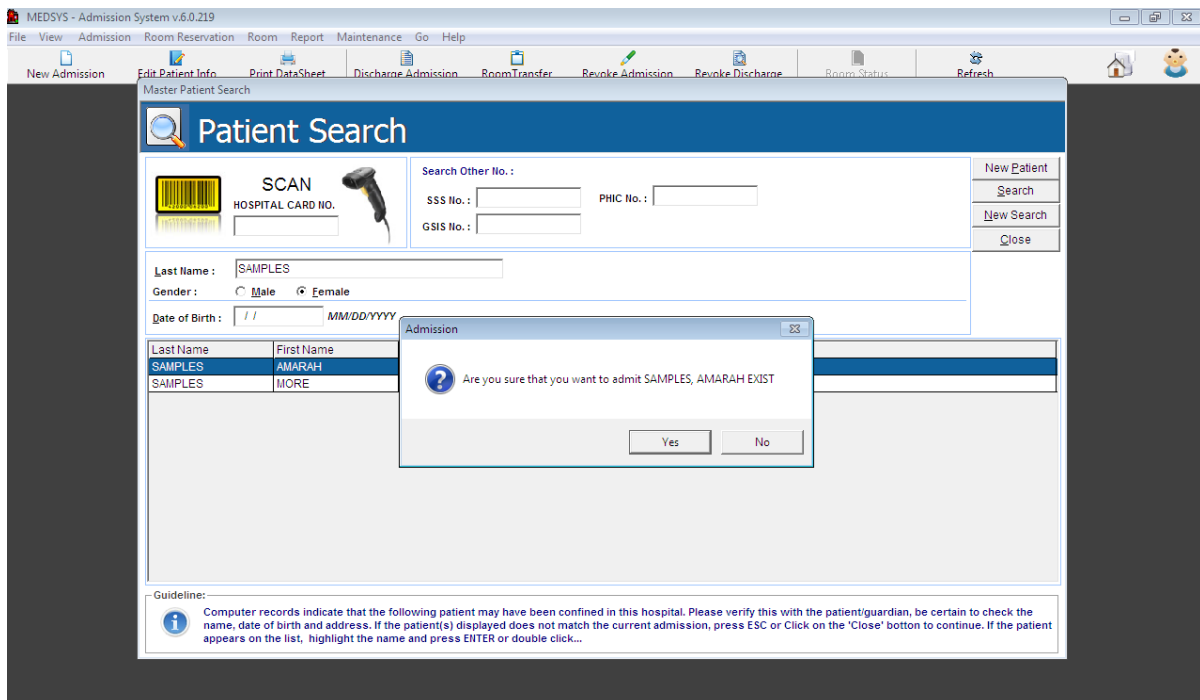
Last Name	First Name	Middle Name	Hosp. No.	Birth Date	Address

Guideline:
Computer records indicate that the following patient may have been confined in this hospital. Please verify this with the patient/guardian, be certain to check the name, date of birth and address. If the patient(s) displayed does not match the current admission, press ESC or Click on the 'Close' button to continue. If the patient appears on the list, highlight the name and press ENTER or double click...

3. Click 'Search' button to search patient's record.
4. The 'Patient Search' window appears. In here, the program has searched existing record of the patient. In the figure below, a record is found. Double-click the patient's name to select. The saved information of the patient will be then retrieved. If record is not found (means new admission) .



5. When the a record of the patient prompts up , Double click the patient name and when you double click the name , a window will appear asking if you want to admit the patient or not.



6. When you select yes it will enter on the “Patient Information”. Since the patient you were looking has a record already the patient information window has his/her information already, but when you are admitting a

new patient you need to fill up the form. The picture below shows the patient information of the patient that has already a record.

MEDSYS - Admission System v.6.1

File View Admission Room Re

New Admission Edit Patient

Patient Information

Last Name SAMPLES Title Birth 05/05/1950 Age 66 Hospital Number 20
 First Name MORE Sex M Admission Number 9
 Middle Name PATIENT Sex M F Admission Status Confined File Number

Save
 Save & Print
 Exit

Personal Information Admission Information Diagnosis & History Documents

Birth Place
 Civil Status SINGLE Tel. #
 House/St. No.
 Barangay
 Town/Province 6000 CEBU CITY, CEBU PROV.
 Foreign Address
 Country
 Occupation
 Nationality 1 FILIPINO
 Type of Stay
 Religion 1 CATHOLIC
 Cellphone No.
 Email Address

Whom To Notify in Case Of Emergency

Name DSGFDG
 Address FDGDF
 Relation
 Tel. # Father

Employer

Name
 Position
 Address
 Tel. #

Father

Name
 Address
 Occupation
 Tel. #
 Employer

Mother

Name
 Occupation
 Address
 Tel. #
 Employer

Informant

Name
 Address
 Occupation
 Relation
 Tel. #

Spouse

Name
 Employer
 Position
 Address
 Tel. #

Card No.

Status 12:01 PM Tot. Rec.: 24

***This is the form which will be filled up when you are admitting a new patient. The words with color blue are the important information that should be answered.**

The screenshot shows the 'Patient Information' form in the MEDSYS - Admission System v.6.0.219. The form is divided into several sections: Personal Information, Admission Information, Diagnosis & History, and Documents. The Personal Information section includes fields for Birth Place, Civil Status, House/St. No., Barangay, Town/Province, Foreign Address, Country, Occupation, Nationality, Type of Stay, Religion, Cellphone No., and Email Address. The Admission Information section includes fields for Hospital Number, Admission Number, Admission Status, and File Number. The Documents section includes fields for Father, Mother, Informant, and Spouse information. The form also includes a 'Whom To Notify In Case Of Emergency' section and an 'Employer' section. A 'Card No.' field with a barcode is located at the bottom right.

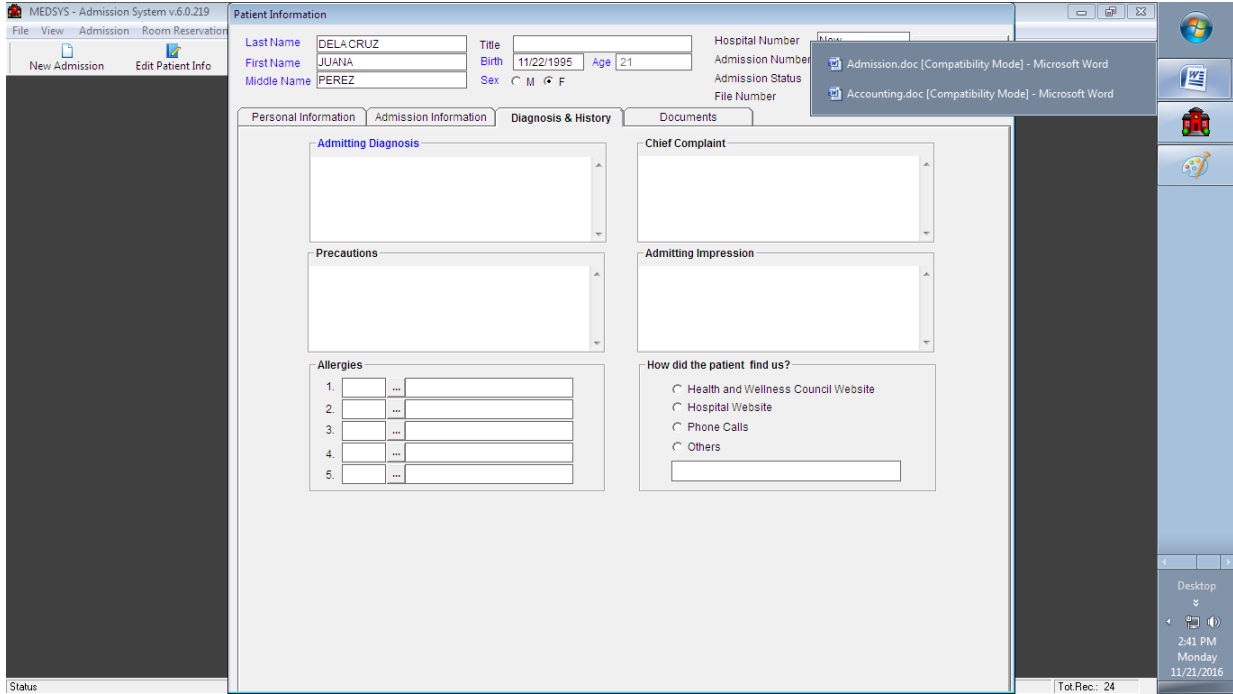
The following are the information that is needed to be answered.

- Birth Place
- Civil Status
- Town/ Province
- Nationality
- Religion
- Whom to Notify in Case of Emergency (Name, Address, Relationship to Patient, Telephone number)
- For New Born Baby, Click if Well Baby, Inborn, Normal Delivery, Sick Baby, Out born or Caesarian Delivery

6. Enter necessary information under '**Admission Information**' tab.

- Responsible for the Patient's Account (Name, Address, Employer, Telephone Number)
- Hospitalization Plan (Self-Pay/Personal, Company, HMO) - Enter account name if company or HMO is selected.
- Medicare/PhilHealth - If claimant, enter type of membership.
- Type of Package – Choose the type of ECU package if necessary. Patients who are tagged with ECU package will be notified in stations.
- Admission Information (Room, Service)
- Doctors (Attending 1 & 2, Admitting, Coordinator, Referred From)
- How the Patient was admitted (Ambulatory, Wheel Chair, Stretcher, Carried by Relative)
- Type of Patient (House Case, Private Patient, Service Patient)
- An option to select if 'With Doctor's Order', 'Direct to Room', 'Confidential', and/or 'VIP Patient'
- Supply Patient's Senior Citizen ID if available

7. Enter necessary information under '**Diagnosis & History**' tab.



- Admitting Diagnosis
- Allergies
- Chief Complaint
- Admitting Impression
- Diet
- Remarks


8 Click '**Save**' button to save patient's data or '**Save & Print**' to save and print the admission data sheet.


Patient Searching

Upon loading the program, you can see the currently confined patients in the list. Patient searching is classified into three options which are **All Patients**, **Confined**, and **Discharged**. Just choose **Patient** from the **View** pull-down menu and then click one from the options. You can search for a patient by his last name, hospital #, admission # and room #.

Sample searching:




- 1 Click on drop-down arrow button to choose from the following options <Last Name, Hospital #, Admission #, Room #>.
- 2 If the option selected is last name, type the patient's last name then press <Enter> or click on .
- 3 All patients having the last name typed will display. Double-clicking on the patient's name will activate his profile (for viewing only). Single-clicking on the patient can have the following transactions:
 - When single-clicked, you can right-click to display the different transactions to be done such as Edit Admission, Discharge Patient, Room Transfer, Revoke Admission, Revoke Discharge, View Admission Info, Print Data Sheet, Patient's Old Accounts, Print Patient Tag, and Patient History.

You can also search and view a patient by station, accommodation, and service. Double-click on  Patient List to display options.

Edit Patient Admission

This feature allows you to enter necessary correction on the patient's admission record for purposes of medical record.

- 1 Select the patient from the list.
- 2 Click '**Edit Adm.**'  toolbar button or click '**Admission**' > '**Edit Admission**' or press <Ctrl + E>.
- 3 The '**Patient Admission**' window appears displaying the patient's admission record. You can now edit patient information under 'Personal Information', 'Admission Information', and 'Diagnosis & History' tabs.
- 4 Click '**Save**' button when done to update changes entered.


View Admission Information


This option allows you to view basic information of the patient. Patient's total bill, payments, balance, and credit limit can also be viewed in here.

- 1 Select the patient from the list.
- 2 Information displays such as address, hospital number, admission number, room number, station, admission date, attending doctor, admitting clerk, discharge date, result, disposition, discharge clerk, type of admission, type of package, employer, responsible party, account code, total bill, payments, balance and credit limit.
- 3 Click '**Close**' button to close window.

Room Transfer

This option lets you transfer patient to another room. Once transferred, the selected room's rate will be saved and will be included in the patient's summary of room transfer report. Room charging will take effect when it reaches the cut-off time of room charging.

- 1 Select the patient from the list.
- 2 Click 'Room Transfer'  toolbar button or click 'Admission' > 'Room Transfer' or press <Ctrl + T>.
- 3 The 'Room Transfer' window appears.


4. Choose new room by clicking on  to display the complete list of rooms (The asterisk sign (*) in the first column means that room is fully occupied). Double click the room to select. If message 'Warning! The room is fully occupied, do you want an additional bed to his room?' appears, click 'Yes' button to accept or 'No' to search for another room.
5. Enter transfer fee. This will add an extra charge to patient's bill.
6. Click '**Save/Transfer**' button to transfer the patient.

Room Reservation

New Reservation

This option allows you to enter reservation for the patient. Room charging shall only start when the patient is admitted. However, reserved rooms can still be allocated to other patients if needed.

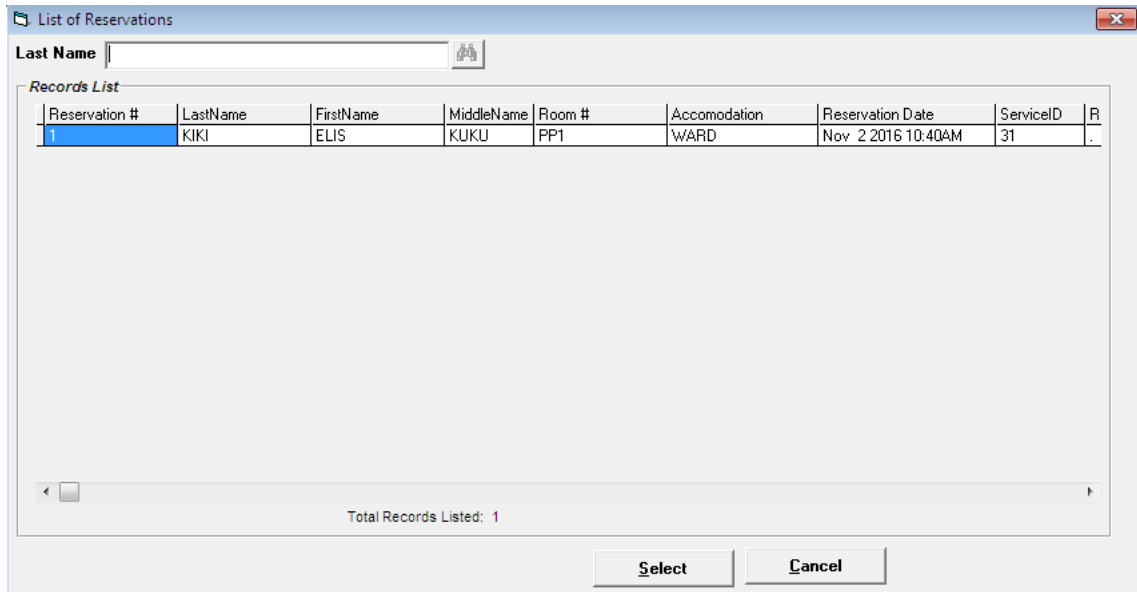
- 1 Click '**Room Reservation**' > '**New Reservation**'.
- 2 The '**Room Reservation**' window appears.

3. Under '**Patient's Name**' entry, type in last name, first name, and middle name.
4. Under '**Room Type**' entry, choose the room by clicking . This will display the complete list of rooms (The asterisk (*) sign under the first column means that the room is fully occupied).
5. Type supporting details under the '**Remarks**' entry,
6. Click '**OK**' button to save reservation.

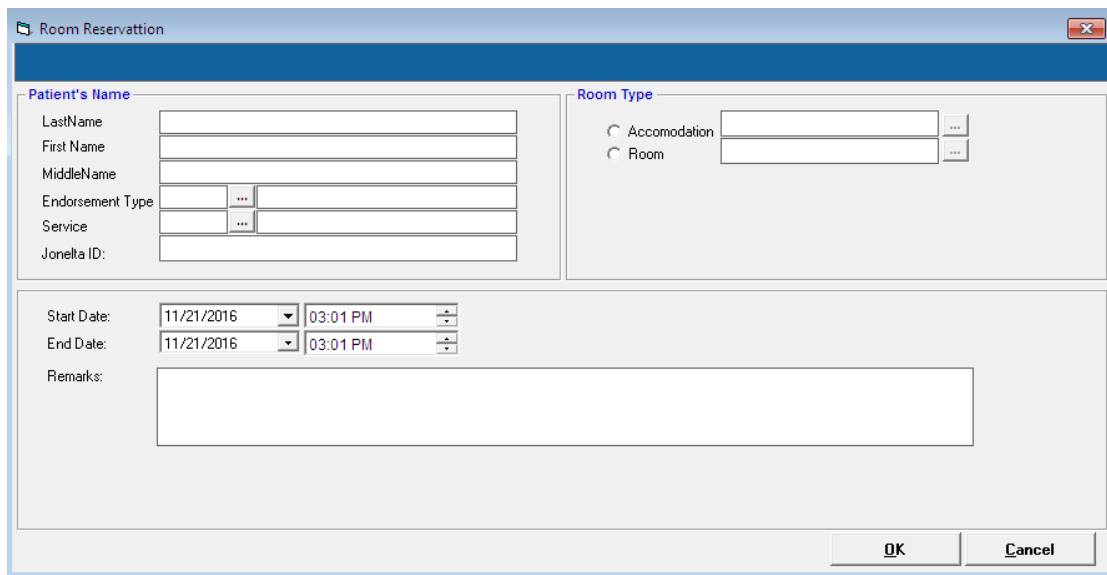
Edit Reservation

This option lets you edit saved reservation.

- 1 Click **'Room Reservation' > 'Edit Reservation'**.
- 2 The 'List of Reservations' window appears. Double-click the name to edit.



3. You may now correct reservation details. Click **'OK'** button to update changes entered.



Cancel Reservation


This option lets you cancel saved reservation.

The screenshot shows a software window titled "Room Reservation". The window is divided into several sections. On the left, under "Patient's Name", there are input fields for LastName, First Name, MiddleName, Endorsement Type, Service, and Jonelta ID. On the right, under "Room Type", there are radio buttons for "Accommodation" and "Room", each followed by an input field and a dropdown arrow. Below these sections, there are date and time pickers for "Start Date" and "End Date", both set to "02/20/1999" and "12:00 AM". A large text area labeled "Remarks" is positioned below the date pickers. At the bottom right of the window, there are two buttons: "Revoke" and "Cancel".

1. Click '**Room Reservation**' > '**Cancel Reservation**'.
2. The '**List of Reservations**' window appears. Double-click the name to cancel.
3. Click '**Revoke**' button to cancel selected reservation.

Discharge Patient

To update the availability of room, you need to discharge the patient. All discharged patients will not be included anymore in the census; it will be added in the daily discharge list report. But still, patient's admission is accessible in Billing for the settlement of charges.

- 1 Select the patient from the list.
- 2 Click '**Discharge**'  toolbar button or click '**Admission**' > '**Discharge Patient**' or press <Ctrl + D>.
- 3 The '**Discharge Patient**' window appears.

Discharge Patient

Last Name: BAU Birth: 09/09/1987 Hospital #: 17
 First Name: JOHN Age: 29 Admission #: 10
 Middle Name: TORRES Sex: Male Female Adm. Status: **Confined**

Discharge Information

Attending Dr.: 242 ... ABATAYO, ARNEL, DURAN Room: 1009
 Discharge Date: 11/21/2016 Admission Date: 09/27/2016
 Discharge Time: 3:19:15 PM Admission Time: 07:54 PM

How Patient is Discharged

Wheel Chair Stretcher With Doctor's Permission
 Ambulatory In Arms Release Againsts Advice of Doctor

Result:
 Disposition:


Remarks:

Save/Discharge Exit

- 4 Choose attending doctor (if necessary), disposition (Discharged, Transferred, Absconded, Autopsied, DAMA/HAMA, Expired), and result (Recovered, Improved, Died, Diagnosis Only, Unimproved).
- 5 Click '**Save/Discharge**' button to discharge patient.


Revoke Admission

This option revokes the admission of currently registered patient. It will only allow patient's admission to be revoked if current date equals to admission date and no existing charges are saved.

- 1 Select the patient from the list.
- 2 Click '**Revoke Admission**'  toolbar button or click '**Admission**' > '**Revoke Admission**' or press <Ctrl + R>.
- 3 The message 'Patient's admission successfully revoked!' displays if it is successfully revoked.

Revoke Discharge

This option restores the admission of currently revoked patient's discharge. It will only allow restoring admission if current date equals to discharge date.

- 1 Select the patient from the list.
- 2 Click Revoke Discharge  toolbar button or click '**Admission**' > '**Revoke Discharge**' or press <Ctrl + K>.
- 3 The message 'Patient's admission successfully restored!' displays if it is successfully restored.

Admit Watcher

This option lets you admit a watcher under the patient's account. Once watcher is admitted, it will be included in the daily watchers list report. Its room accommodation fee will be added to the selected patient.

- 1 Select the patient from the list.
- 2 Click '**Admission**' > '**Admit a Non - Patient**'.
- 3 The '**Non-Patient Room Occupancy**' window appears.

The screenshot shows a software window titled "Non-Patient Room Occupancy". It is divided into two main sections: "PATIENT" and "WATCHER".

PATIENT Section:

- Last Name: FLORENDO
- First Name: BRENDA
- Middle Name: FLORES
- Birth: 03/21/1981
- Age: 22
- Sex: Male Female
- Hospital #: 124962
- Admission #: 117323
- Room No.: 362

WATCHER Section:


- Last Name: LOQUING
- First Name: BETHA JOY
- Middle Name: S
- Sex: Male Female
- Adm.Date: 07/15/2003
- Adm.Time: 12:55 PM
- Dcr.Date: 02/20/1999
- Dcr.Time: 12:00 AM
- Room No.: 362
- Station: DOCTOR'S WING
- Room Rate: 1500

At the bottom of the window, there are two buttons: "Save" and "Exit".

- 4 Under '**Watcher**' entry, type in the watcher's last name, first name, middle name, gender, and room. There is an option to enter the room rate if necessary.
- 5 Click '**Save**' button to save entry.

Transfer Summary

This option generates a print preview of the transfer summary of the patient throughout his current admission.

- 1 Select the patient from the list.
- 2 Click 'Trnsfr Smry'  toolbar button.
- 3 The print preview of the selected patient's transfer summary displays.

MEDSYS MEDICAL CENTER				Run Date: 11/21/2016
Summary of Room Transfer				Run Time: 3:54:42PM
Patient Name:				Page: 1
Old Room	Tranfer Date	Tranfer Time	Clerk	New Room

Reports

Daily Reports

It includes daily admission list, daily discharge list, daily summary of room transfer, and daily watchers list.

- 1 Daily Admission List - A report that generates a list of admitted patients during the day of the selected date.
- 2 Daily Discharge List - A report that generates a list of discharged patients (by admitting department) during the day of the selected date.
- 3 Daily Summary of Room Transfer - A report to generate list of patients who have transfer history during the day of the selected date.
- 4 Daily Watchers List - A report that generates a list of admitted watchers during the day of the selected date.
5. Narrative Report - A report that displays the statistics on the number of admission, discharges, occupied rooms grouped by adult/children, newborn; number of admission and discharge; statistics on number of deaths and list of patients with outstanding balances to prompt the business office during the day of the selected date.

Census Reports

It includes census report by station, grand census report, and census report by station with reservation.

- 1 Census Report by Station - A report that displays all confined patients during the day of the selected date including case and attending doctor grouped by station and arranged by room number.
- 2 Grand Census Report - A report that displays all confined patients during the day of the selected date including case and attending doctor.
- 3 Census Report by Station with Reservation - A report that displays all patients with reservations during the day of the selected date.

Statistical Reports

- 1 Daily Hospital Statistics - A report that displays statistics on number of admission, discharges, occupied rooms, and occupancy rate classified into station, accommodation, service, and type of admission; and statistics on number of deaths grouped by adults/children, newborn, and rooming-in during the day of the selected date.
- 2 Monthly Statistical report - A report that displays statistics on number of admission, discharges, occupied rooms, and occupancy rate classified into station, accommodation, service, and type of admission; and statistics on number of deaths grouped by adults/children, newborn, and rooming-in during the month of the selected date.
- 3 Statistical by Period - A report that displays statistics on number of admission, discharges, occupied rooms, and occupancy rate classified into station, accommodation, service, and type of admission; and statistics on number of deaths grouped by adults/children, newborn, and rooming-in between days of selected date period.

Other Reports

It includes room availability report, summary of room transfer, doctor's patient list, company list, list of reservations, and list of discharge orders.

- 1 Room Availability Report - A report that displays statistics on room such as total number of beds, beds left, additional beds, and room rate grouped by station during the day of the selected date.
- 2 Summary of Room Transfer - A report that displays the selected patient's room transfer history during his current confinement.
- 3 Doctor's Patient List - A report that displays doctor's list of patients who are scheduled for a service during the current date.
- 4 Company List - A report that displays the company's list of patients whose account is named under it.
- 5 Monthly Summary of Hospital Statistics - A report that displays statistics on number of admission, discharges, occupied rooms, and occupancy rate classified into station during the day of the selected date.
6. List of Reservations - A report that displays a list of patients with reservation during the day of the selected date.
7. List of Discharge Orders – A report that displays a list of patients with discharge order during the day of the selected date.
8. Type of Admission Summary Report – A report that displays a list of patient based on the type of admission during the day of the selected date.
9. Walk-In OPDF Admission – A report that displays a list of Walk-In and OPDF patients during day of the selected date.
10. List of Revoke Discharges – A report that displays a list of revoked discharges during the day of the selected date

Index

—A—

accounts, 28
admission record, 27
admit new patient, 10
admit watcher, 25

—B—

bill, 16
button, 8

—C—

census reports, 31
closing the program, 7

—D—

daily reports, 30
data sheet, 27
discharge non-patient, 26
discharge patient, 22
discharge watcher, 26

—E—

edit patient admission, 15

—I—

icons, 8

—N—

non-patient admission, 25

—O—

other reports, 33
overview, 5

—P—

patient admission, 10
patient searching, 14
patient's old accounts, 28

—R—

revoke admission, 23
revoke discharge, 24
room transfer, 17

—S—

search a patient, 14
shortcut keys, 9
starting the program, 6
statistical reports, 32

—T—

total bill, 16
transfer patient, 17
transfer summary, 29

—V—

view admission information, 16

