# MEDSYS Information System

Build File Program User's Manual



### Visual MEDSYS Kaiser dela Cruz Consulting Incorporated

# © Copyright

### ALL RIGHTS RESERVED

No part of this document may be reproduced through photocopying or in any means, stored into a retrieval system, and transmitted in any form without the express written permission of Kaiser dela Cruz Consulting Incorporated.

Permission is hereby granted to Medsys Information System to copy and distribute this document in any of the above means provided this is for its exclusive on site use.

Although every precaution has been taken in the preparation of this manual, the company assumes no responsibility for errors or omissions. Neither is any liability assumed for any damages resulting from the use of the information contained here.

# **Table of Contents**

INTRODUCTION	5
Overview	5
Objectives	6
Features	6
GETTING STARTED	7
How to Start the Program	7
How to Change Password	
How to End the Program	9
PROGRAM OPERATION	10
Revenue	
Revenue Exam	
Company	
Address	
Telephone	20
Business Class	
Nationality	
Religion	
Doctor	
Doctor's Schedule	30
Doctor's Rate (Service Fee)	30
Doctor's Utility and Monthly Rental	
Standard Operating Procedures	
Room	

Station	8
Room Class 4	0
Room Accommodation 4	3
Service	5
Laboratory Code	7
Supply Package	2
Dosage5	<b>4</b>
Laboratory Section	5
Xray Section	7
Ultrasound Section	9
CT Scan Section	<b>;1</b>
Heart Station Section	3
Nuclear Medicine Section	5
RTS/Pulmonary Laboratory Section 6	<b>7</b>
Rehabilitation Section	9

#### INDEX

74

# Introduction

### **Overview**



The **Build File Program** is the central repository program of Medsys Hospital Information applications.

The following data can be entered using this program.

- 1 Revenue
- 2 Revenue Exam
- 3 Company
- 4 Address
- 5 Telephone
- 6 Business Class
- 7 Nationality
- 8 Religion
- 9 Doctor
- 10 Room
- 11 Station
- 12 Room Class
- 13 Room Accommodation
- 14 Service

15 Laboratory Specimen

- 16 Supply Package
- 17 Dosage
- 18 Laboratory Code
- 19 Laboratory Section
- 20 Radiology Sections
- 21 Cardio Section
- 22 Nuclear Medicine section
- 23 RTS/Laboratory Section
- 24 Physical Therapy Section
- 25 Discount Rates
- 26 Doctor's Profile
- 27 Company Rates

### **Objectives**

- To ensure the institution is using data that's accurate and dynamically updated
- To synchronize and integrate data across applications into a central repository
- Make cleansed data available for cross-referencing and analysis in the hospital information system programs
- Provide greater consistency of data across all applications
- Establish a foundation for data governance and data quality initiatives

### **Features**

- It logs the changes made and reports who and when the changes were applied
- Information is always reliable and always up-to-date. Build file repository is created with active links to live, real-time data sources.
- Data-entry restriction Warning messages are flashed for possible invalid entries. This ensures all data inputted would be made useful for any transaction that may occur.
- Password-protected The use of password is necessary to restrict unauthorized access. Thus the program only accepts passwords which are registered into it. This feature ensures the confidentiality and integrity of data entered in the program.
- Auto-report generation The program is capable of generating reports and can be readily printed
- User-friendly The program user is guided by instructions in doing the next step providing an easy-use to process transactions. Tool-tips are also incorporated to give users an idea of what a particular button does.

## **Getting Started**

### How to Start the Program

- 1 Click the **Build File Program** executable file icon located in your computer desktop.
- 2 The **Login** window will be displayed asking you to type your employee number and password for security purposes.

Application Login (32) FILE MA	NTENANCE
KCCI	
MEDSYS (c) KCCI	v. 8.0.28
Connected.	192.168.8.6
Employee Number Login	
Password <u>Cancel</u>	
support@qomedsys.com db ver. 239	

Figure 1: Login Window

3 If accepted, you can now start a transaction. Otherwise, a message will be displayed 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.

降 Change User Password	d	×
User ID:	035	
User Name:	BAUTISTA ,MAYA ZAMBRANO	
<u>O</u> ld Password:		
<u>N</u> ew Password:		
Confirm Password:		
	<u>S</u> ave <u>C</u> lose	

Figure 2: 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.

### How to End the Program

•

It is important for users to close the program when they are done to end-up their session. Other users might use the open program using the same password.

To close the program:

Click located at the upper right corner of the main window or



Exit Exit toolbar button.

# **Program Operation**

### Revenue

This option allows you to add new revenues and/or edit existing revenue information.



1 **How to Open the Window** - Click the Revenue toolbar button. The window below will be shown.

#### Figure 3: Revenue Code Build File Window

- 2 **How to Search** You can search a revenue by 'By Name' or 'By Code'. Just type the name or code under the 'Search Revenue' entry. The program automatically highlights the revenue if found.
  - 3 **How to Edit**: Search first the revenue and then click the Edit button. You can now enter necessary changes on the item information. Click the Save button afterwards to save changes entered.
  - 4 **How to Add** Click the Add button at the bottom part of the window. Then complete the following data.
    - Code This refers to the two-digit character of the account code.
    - Description This is the name of the revenue.
    - Classification Select the classification of the revenue by clicking on the drop-down arrow.
    - Account Side Determine if the revenue is a debit, a credit, or a professional/medical fee. Just click on the option listed.
    - Properties Three properties are listed to choose from.
      - Solution Variable Rate Click this if revenue price is changing.

- Active Click this to become readily available once saved.
- With Other Item Click this if exam/procedure is necessary to include in the revenue.
- Medicare Type Determine the medicare type of the revenue by clicking the dropdown arrow. Listed are '1=Room and Board', '2=Pharmacy', '3=Others', '4=Operating Room', and 'N=Non-medicare'.
- Access Click the department(s) where you would like to access the revenue.
- Account Code Type the account code of the revenue to be used in accounting and in cashiering.

#### Sample Entry

Code: OM

Description: ER/OPD MEDICINES Classification: M-Miscellaneous Fee

Account Side: (Choose 'debit')

Properties: (Choose 'Variable Rate', 'Active', and 'With Other Item')

Medicare Type: (Choose 'N=Non-Medicare')

Access: (Choose 'ER')

Account Code: Leave it blank

- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

### **Revenue Exam**

This option allows you to add new revenue exams and/or edit existing revenue exam information



1 How to Open the Window - Click the Revenue drop-down arrow to display option and then click 'Charging Code'. The window below will be shown.

MEDSYS - Build File ver.8.0.188 - [Revenue Code Build F File Clinical Financial Reports Help	ile]					-82
Specific         Company         Address         B. Class         Nation	hality Religion Do	sctors Rooms				<u>, 1917</u>
Search Revenue	• By Name	O By Code				Exit
Revenue Center	Code	Drcr W/ Others Variable	Status		<b></b>	Refresh
10F STATION MEDICINES	0M		Yes Active			<u></u> enesi
10F STATION SUPPLIES	05		Yes Active			Items
11F STATION MEDICINES	1M		Yes Active			
11F STATION SUPPLIES	15		Yes Active			1
12F STATION MEDICINES	2M		Yes Active			Add
12F STATION SUPPLIES	25		Yes Active			
6AF STATION MEDICINES	6B		Yes Active			Edit
6AF STATION SUPPLIES	6A		Yes Active			
6BF STATION MEDICINES	6M		Yes Active			Print
6BF STATION SUPPLIES	65		Yes Active			
7F STATION MEDICINES	7M		Yes Active			
7F STATION SUPPLIES	75	Debit Yes	Yes Active		-	
		Table 102	EAC ILITERIA			
Code OM accounting-related revenue	ed for Inclu	de in Report(y/n)? ¥		1		
accounting-related revenue		cationID 35 10F STATION	MEDICINES	Cancel		
			medicined			
Classification P = Pharmacy	▼ 51	tation ID		Save		
Account Side Properties	- Sumr	nany Code		Ξ		
Active		⊙ PH O CS	;	Reserved Codes		
O Debit O Credit				for Cashier:		
O Professional/Medical Fee Earn Points		ss Financial	D Description	PY-Payment		
With Other Item	Bi		nacy 🔲 Prepaid	PP-Payment PP-Partial Paymnt		
	A	/ R 🔲 Medicare 🔲 CSR		DE-Pat. Deposit		
Allowed Change Amount Allowed exemption all	Martun - Casa	ss Nursing / Clinical		CP-Comp.Paymnt		
Allowed Change Amount Allowed exemption all		ursing 🔲 ER 🔄 Kidne	y 🗖 Hematology	FP-Prof.Fee Paymnt		
Allowed Open Quantity						
	H°		Endoscopy			
Medicare Type 2 = Pharmacy	J     🗄 🕅					
			uso 🗖 orecarly			
Debit Code IN Credit Code IN						
Debit Code Cash Credit Code Cash		Iulti-Access 🔲 NurseRequest				
Credit Code Cash						
Account Code Group Reven	ие	Allowed Di:	count no. Days 0			

Figure 4: Revenue Exam Build File Window

2 First Thing to Do - Select revenue under 'SELECT REVENUE' entry. Just click the drop-down arrow to display options.

- 3 **How to Search** By default, searching is by exam name. Type the first few letters of the exam name and the program automatically highlights and displays exam information. To search by exam code, click the check box beside 'Code'.
- 4 **How to Edit** Search first the item and then click the Edit button. You can now make necessary changes on the item information. Click the Save button afterwards to save the changes entered.
- 5 How to Add Click the Add button at the bottom part of the window. Complete the following data.
  - Item Code This is a program-generated exam code.
  - Exam Name This is the name of the item.

• Rates - This refers to the rate of the item in rooms OPD=A, Pay Ward=B, Private=C, and Suite=D.

- Properties Listed are 'Fix Rate', 'Active', and 'Common'. Just click on the option(s) intended for the item name.
- Medicare Type Determine the medicare type of the revenue by clicking the dropdown arrow. Listed are '1=Room and Board', '2=Pharmacy', '3=Others', '4=Operating Room', and 'N=Non-medicare'.
- Senior Citizen Click the option box beside the word 'senior Citizen' if senior citizens can avail a discount of the item.

\*Additional entries for revenue 'Laboratory' only:

- Short Name This refers to the short name of the item.
- ISO Form Code -
- Classification Select from the options listed ('Charging' or 'Result Entry')
- Open Prof. Fee Click this if the laboratory item professional fee requires data-entry.
- IsProcedure Click this if the item is a procedure.
- Stat Select from the options listed ('Routine/Stat', 'Routine', or 'stat'). The default entry is 'Routine'.

#### Sample Entry

Revenue: LB-LABORATORY Item Code: 62 Exam Name: CELL BLOCK Short Name: CBBLOCK Section: HIS-HISTOPATHOLOGY Rates:

- A 160.00
- B 200.00
- C 240.00
- D 280.00

ISO Form Code: Leave it blank

Classification: (Choose 'Charging')

Medicare Type: (Choose '3-Others')

Properties: (Choose 'Fix Rate' and 'Active')

Stat: (Choose 'Routine')

Senior Citizen: Leave it blank

Open Quantity: Check this

Open Prof. Fee - Leave it blank

IsProcedure - Leave it blank

Auto-Markup - (Choose "NO')

6 How to Save - Click the Save button.

7 How to Abort Adding or Editing of Item - Click the Cancel button.

8 How to Close the Window: Click the Exit button.

### Company

This option allows you to add a new company and/or edit existing company information.



1 **How to Open the Window** - Click the Company toolbar button. The window below will be shown.

XMEDSYS - Build File ver.8.0.188			
File Clinical Financial Reports Help			
Revenue Company Address - B. Class Nationality Religion Doctors Room	s Egit		
Company			
Search 🗌 🗖		W)	Exit
Company	Code Business Class	Active	
AD GOTHONG GROUP OF COMPANIES	CPA01 CORPORATE COMPANIES		Refresh
ALENTER RESORT HOTELS CORPORATION	CPA02 CORPORATE COMPANIES	Active	
ALICIA APARTEL AMERICAN NEPHROLOGY CARE & SERVICES CORPORATION	CPA03 CORPORATE COMPANIES CPA04 CORPORATE COMPANIES	Active	Print
AMERICAN NEPHROLOGY CARE & SERVICES CORPORATION	CPA04 CORPORATE COMPANIES	Active	<u></u>
ANDORNALIZE ROOTINGSING	HM001 INSURANCE (HM0)	Active	
ASIAN LIFE & GENERAL ASSURANCE CORP.	C01 INSURANCE (HMO)	Active	Add
ASIANCARE	C39 INSURANCE (HMO)	Active	
ASSIST AND ASSISTANCE CONCEPT INC.	CPA06 CORPORATE COMPANIES	Active	Edit
ATTY. AUGUSTO W. GO	PA497 PERSONAL ACCOUNT	Active	
ATTY.PIO GO	PA500 PERSONAL ACCOUNT	Active	
AVEGA MANAGE CARE INC.	C02 INSURANCE (HMO)	Active	
AVVG DEVELOPMENT CORPORATION AVVG SYNERGY	C501 CORPORATE COMPANIES C502 CORPORATE COMPANIES	Active	
AVIG STICES	C03 INSURANCE (HMO)	Active	
BARDI SPECIALIZED MANAGEMENT SERVICES CORPORATION	C503 CORPORATE COMPANIES	Active	
- Company Information			
		s 🗖 Active	count 1
Account Code	mployee Company ID With S	pecial Rate	Cangel
Company Name	Card Code	List	Caus
Business Class	Employee ID		Zane
Business Style		randum of Agreement	_
Address	Vet	A Number	
Barangay	Tel No.		
Province	Fax No	Start Date	
Contact Person	Position E	<pre> kpiry Date</pre>	
Officer	CompanyType	Password	
Credit Limit Discount%	International	Print Password	
	Local		
Credit Markup %			

Figure 5: Company Build File Window

- 2 **How to Search** Under 'search' entry, type the first few letters of the company name. The program automatically highlights the company and displays its information if found.
- 3 **How to Edit** Search first the company name and then click the Edit button. You can now edit the company information. Click the Save button afterwards to save the changes entered.

4 **How to Add** - Click the Add button at the bottom part of the window. Complete the following data afterwards.

• Account Code - Type the account code (can be a combination of a letter and a number) of the company.

- . Company Name Type the name of the company
- Business Class Press <Enter> while entry is still blank to display list of business class. Double-click the business class name to select.

EDSYS- Build File ver.8.0.108         Cincel Financial Reports Help         Prive         Prive         Company         Address         B. Class         Nationality         Reigion         Discors         Read         File         Built Scarch         VIEW         Egit
enue       Image:
enue Company Address B. Class Nationality Religion Doctors Rooms Egit
Search       (VIEW)       Egit         Business Class       Code       Status         AFFILIATES       C       True         CORPORATE COMPANIES       C       True         CREDIT CARD       V       True         DIRECTORS       P       Prue         DOCTORS       D       True         GOVT, & SEMI-GOVT. INTS.       F       True         HOSPITALS & CINICS       N       True         INSURANCE (HMO)       I       I'rue         MISCELLANEOUS       M       True         Class ID       Record No.       [1] out of [14]         Class ID       Artive       Save         Employee Option       FILLATES       Save
Search       (VIEW)       Egit         Business Class       Code       Status         AFFILIATES       C       True         CORPORATE COMPANIES       C       True         CREDIT CARD       V       True         DIRECTORS       P       Prue         DOCTORS       D       True         GOVT, & SEMI-GOVT. INTS.       F       True         HOSPITALS & CINICS       N       True         INSURANCE (HMO)       I       I'rue         MISCELLANEOUS       M       True         Class ID       Record No.       [1] out of [14]         Class ID       Artive       Save         Employee Option       FILLATES       Save
Search       (VIEW)       Egit         Business Class       Code       Status         AFFILIATES       C       True         CORPORATE COMPANIES       C       True         CREDIT CARD       V       True         DIRECTORS       P       Prue         DOCTORS       D       True         GOVT, & SEMI-GOVT. INTS.       F       True         HOSPITALS & CINICS       N       True         INSURANCE (HMO)       I       I'rue         MISCELLANEOUS       M       True         Class ID       Record No.       [1] out of [14]         Class ID       Artive       Save         Employee Option       FILLATES       Save
Search       (VIEW)       Egit         Business Class       Code       Status         AFFILIATES       C       True         CORPORATE COMPANIES       C       True         CREDIT CARD       V       True         DIRECTORS       P       Prue         DOCTORS       D       True         GOVT, & SEMI-GOVT. INTS.       F       True         HOSPITALS & CINICS       N       True         INSURANCE (HMO)       I       I'rue         MISCELLANEOUS       M       True         Class ID       Record No.       [1] out of [14]         Class ID       Artive       Save         Employee Option       FILLATES       Save
Search       (VIEW)       Egit         Business Class       Code       Status         AFFILIATES       C       True         CORPORATE COMPANIES       C       True         CREDIT CARD       V       True         DIRECTORS       P       Prue         DOCTORS       D       True         GOVT, & SEMI-GOVT. INTS.       F       True         HOSPITALS & CINICS       N       True         INSURANCE (HMO)       I       I'rue         MISCELLANEOUS       M       True         Class ID       Record No.       [1] out of [14]         Class ID       Artive       Save         Employee Option       FILLATES       Save
Business Class     Code     Status       AFFILIATES     A True       CORPORATE COMPANIES     C True       CREDIT CARD     Y True       DIRECTORS     P True       DOCTORS     D True       EMPLOYEE MEDICINES     Y True       GOVT, & SEMI-GOVT. INTS.     F True       HOSPITALS & CINICS     N True       MISCELLANEOUS     M True       Edit     Edit       Class ID     Active       Business Class Information     Cangel       Class ID     AFTILIATES       Employee Option     Cangel
Business Class     Code     Status       AFTILATES     A True       CORPORATE COMPANIES     C True       CREDIT CARD     V True       DIRECTORS     P True       DOCTORS     P True       BOUSINESS (BMC)     Y True       GOVT. & SEMI-GOVT. INTS.     F True       HOSPITALS & CLINICS     N True       MISCELLANEOUS     M True       Record No.     [1] out of       Class ID     Active       Business Class Information     Save       Class ID     AfTILATES       Cangel     Save
AFFILIATES       A True         CORPORATE COMPANIES       C True         CREDIT CADD       V True         DIRECTORS       P True         DORTORS       D True         EMPLOYEE MEDICINES       Y True         GOVT. & SEML-GOVT, INTS.       F True         HOSPITALS & CLINICS       N True         INSURANCE (IMO)       I True         MISCELLANEOUS       M True         Edit       Edit         Business Class Information       Cangel         Class ID       Active         Business Class Information       Save
CORPORATE COMPANIES C   True CREDIT CARD V True DIRECTORS P True DOCTORS D True EMPLOYEE MEDICINES V True GOVT. & SEMI-GOVT. INTS. F True HOSPITALS & CINICS N True INSURANCE (HMO) 1 True INSURANCE (HMO) 1 True Edit Edit Class ID A Active Business Class Information Class ID A Active Business Class AFFILIATES Explose Option
CREDIT CARD       V I True         DIRECTORS       P True         DOCTORS       D True         EMPLOYEE MEDICINES       Y True         GOVT. 38 KMG-60VT. INTS.       F True         HOSPITALS & CLINICS       N I True         INSURANCE (HMO)       I True         MISCELLANECOUS       M True         Record No.       [1] out of         Business Class Information       Cangel         Class ID       Active         Business Class       AfFILLATES         Employee Option       Save
DIRECTORS     P       DOCTORS     D       True     D       GOVT. & SEML-GOVT. INTS.     F       HOSPITALS & CLINICS     N       INSURANCE (IMAO)     1       INSURANCE (IMAO)     1       MISCELLANEOUS     M       Record No.     1       Business Class Information     Cangel       Class ID     Active       Business Class Information     Save
EMPLOYEE MEDICINES       Y       True         GOVT. & SEMI-GOVT. INTS.       F       F         HOSPTALS & CUINCS       N       True         INSURANCE (HMO)       I       True         MISCELLANEOUS       M       True         Business Class Information       Cangel         Class ID       Active         Business Class AFFILIATES       Save
GOVT. & SEML-GOVT. INTS.     F     True       HOSPTALS & CLINICS     N     N       INSURANCE (IMAO)     I     I       MISCELLANEOUS     M     True       Business Class Information     I     I       Class ID     A     Active       Business Class AFFILATES     Save
HOSPITALS & CLINICS IN True INSURANCE (HMO) I True MISCELLANEOUS M True Edit Edit Class ID A Active Business Class AFFILIATES Employee Option
INSURANCE (HMO)     I     True       MISCELLANEOUS     M     True       Business Class Information     Edit       Class ID     Active       Business Class AFFILIATES     Save
MISCELLANEOUS M True Edit Record No. [1] out of [14] Class ID A Active Business Class AFFILIATES Employee Option
Business Class Information     Cangel       Business Class     Active       Business Class     AFFILIATES       Employee Option     ≦ave
Class ID A Active Business Class AFFILIATES Employee Option
Class ID A Active Business Class AFFILIATES Employee Option
Business Class AFFILIATES
Employee Option
Employee Option
Is this a fringe benefit

Figure 6: List of Business Class

- House Street optional entry
- Barangay optional entry
- Province optional entry. Click the 🗔 to display list of towns and provinces. Doubleclick the town/province to select.

	Search By 🧿 Town	O Province O ZipCode			
ZipCode	TOWN	PROVINCE	REGION	STATUS	Ŀ
977			I	Ι	
20	1ST AVE - 7TH AVE	KALOOKAN CITY		Ι	
5302	ABORLAN	PALAWAN			
5108	ABRA DE ILOG	MINDORO OCCIDENTAL			
2114	ABUCAY	BATAAN			
3517	ABULOG	CAGAYAN			
6510	ABUYOG	LEYTE PROVINCE			
96	ACACIA	MALABON	NCR	Ι	
2922	ADAMS	ILOCOS NORTE			
150	AEROPARK SUBDIVISION	PARANAQUE		Ι	
4304	AGDANGAN	QUEZON			
3403	AGLIPAY	QUIRINO PROVINCE			
2408	AGNO	PANGASINAN			
4211	AGONCILLO	BATANGAS			
2504	AGOO	LA UNION			
196	AGUHO	PATEROS		Ι	
2415	AGUILAR	PANGASINAN			
2606		THICAO			

#### Figure 7: List of Towns/Provinces

- TIN optional entry
- VAT optional entry
- Tel No optional entry
- Fax No optional entry
- Active Click this if you want the item to become readily available for use.

5 How to Save - Click the Save button.

6 How to Abort Adding or Editing of Item - Click the Cancel button.

7 How to Close the Window - Click the Exit button.

### **Address**

This option allows you to add new address, edit, and/or delete an existing address.



1 How to Open the Window - Click the Address toolbar button. The window below will be shown.

38						
s Help						
•	B. Class Nationality Religio		Exit			
Address	nullet-					
Address	bullarile					
	Search Address					
	Search By 🧿 Town	O Province O ZipCode			ADD / EDIT ADDRESS	E
	le TOWN	PROVINCE		N STATUS 🔺		
977			I	I	ZIP CODE 977	A
20	1ST AVE - 7TH AVE	KALOOKAN CITY		I	TOWN	
5302	ABORLAN	PALAWAN				Ē
5108	ABRA DE ILOG ABUCAY	MINDORO OCCIDENTAL BATAAN			PROVINCE	
2114 3517	ABULAY	CAGAYAN				⊆a
6510	ABUYOG	LEYTE PROVINCE				
96	ACACIA	MALABON	NCR	I	Region	
2922	ADAMS	ILOCOS NORTE	NCK	1		
150	AEROPARK SUBDIVISION	PARANAQUE		I	Status-	
4304	AGDANGAN	QUEZON			O Active O Inactive	De
3403	AGLIPAY	OUIRINO PROVINCE				
2408	AGNO	PANGASINAN				
4211	AGONCILLO	BATANGAS				
2504	AGOO	LA UNION				
	AGUHO	PATEROS		I		
196						
	AGUILAR	PANGASINAN				

Figure 8: Address Build File Window

- 2 **How to Search** You can search an address by 'Town' or 'Province'. Type town or province under the 'Search Address' entry. The program automatically highlights the item from the list and displays its information if found.
- 3 **How to Edit** Search the town from the list and then click the Edit button. You can now edit the address information. Click the Save button to save the changes entered.

- 4 How to Delete: Search first the item from the list and then click the Delete button.
- 5 How to Add Click the Add button and then complete the following data.
  - Zip Code Type the zip code of the town and then press <Enter>.
  - Town Type the town and then press <Enter>.
  - Province Type the province and then press <Enter>.
  - Region Click the drop-down arrow to select region.
  - Status Click the option you want from the listed options ('Active' or 'Inactive'). 'Active' if selected automatically make the status of the address available for use.
- 6 How to Save Click the Save button.
- 7 How to Abort Adding or Editing of Item Click the Cancel button.
- 8 How to Close the Window Click the Exit button.

### Telephone

This option allows you to add new telephone numbers, edit, and/or delete an existing telephone number.



1 How to Open the Window - Click the Address drop-down arrow and then click 'Telephone'. The window below will be shown.

	Search		Telephone Directory	E⊻it
()	VIEW ) Search By: 🧿	OFFICE O VIP	Record No.	
EC_#	VIP	OFFICE		Add
0	(EDP) MARNIE F. ONIA	EDP DEPARTMENT	VIP - Name	
0	(EDP) MARNIE F. ONIA	EDP DEPARTMENT		<u>E</u> dit
2	10F STATION	10F STATION		
2	10F STATION	10F STATION		Delete
3	11F STATION	11F STATION	OFFICE	Delete
3	11F STATION	11F STATION		
i0	3B STATION	3B STATION		<u>C</u> ancel
i0	3B STATION	3B STATION	FAX / TEL.	
5	3F STATION	3F STATION		Save
5	3F STATION	3F STATION		<u>79</u> A6
6	4B STATION	4B STATION		
i6	4B STATION	4B STATION		
6	4F STATION	4F STATION		
6	4F STATION	4F STATION		
2	5A STATION	5A STATION		
2	5A STATION	5A STATION		
7	5F STATION	5F STATION		
7	5F STATION	5F STATION		
8	6F STATION	6F STATION		
8	6F STATION	6F STATION		
9	7F STATION	7F STATION		
9	7F STATION	7F STATION		
0	8F STATION	8F STATION		
0	8F STATION	8F STATION		
'1	9F STATION	9F STATION		
'1	9F STATION	9F STATION		
20	ADMITTING OFFICE	ADMITTING OFFICE		
20	ADMITTING OFFICE	ADMITTING OFFICE		
}	ALEX GUILLERMO	PAYROLL		
}	ALEX GUILLERMO	PAYROLL		
	AMELIA BUENCONSEJO	BILLING DEPARTMEN		
	AMELIA DUENCONCEJO			

Figure 9: Telephone Build File Window

2 **How to Search** - You can search a telephone by 'OFFICE' (office/department) or 'VIP' (employee name). Type department/station or employee name under the 'search' entry. The program automatically highlights the item from the list and displays its information if found.

3 How to Add - Click the Add button and then complete the following data.

- Record Num This is a program-generated record number of the telephone.
- VIP -Name Type the name of the employee or VIP.
- Office Type the department name or station name of employee.
- Fax/Tel Type the fax/telephone number of the department or station.
- 4 How to Save Click the Save button.
- 5 **How to Edit** Search the town from the list and then click the Edit button. You can now edit the address information. Click the Save button to save the changes entered.

6 How to Abort Adding or Editing of Item - Click the Cancel button.

- 7 How to Delete: Search first the item from the list and then click the Delete button.
- 8 How to Close the Window Click the Quit button.

### **Business Class**

This option allows you to add a new business class and/or edit existing business class information.



1 How to Open the Window - Click the B. Class toolbar button. The window below will be shown.

MED5Y5 - Build File ver.8.0.188		
File Clinical Financial Reports Help		
Spectrum         Company         Address         P         Spectrum         Company         Address         P         Spectrum         Company         Address         P         Spectrum         Company         Address         P         Spectrum         Company         Company		
Business Class Build File		
Search	(VIEW)	Exit
Business Class	Code Status	
AFFILIATES	A True	
CORPORATE COMPANIES	C True	
CREDIT CARD	V True	
DIRECTORS	P True	Print
DOCTORS	D True	
EMPLOYEE MEDICINES GOVT. & SEMI-GOVT. INTS.	Y True F True	
HOSPITALS & CLINICS	N True	Add
INSURANCE (HMO)	I True	
MISCELLANEOUS	M True 💌	Edit
Record No.	[1] out of [14]	
Business Class Information		Cangel
Class ID A	·	
Business Class AFFILIATES		Save
Employee Option		
Credit Pharmacy Medicine		
☐ Is this a fringe benefit		

Figure 10: Business Class Build File Window

- 2 **How to Search** Under 'search' entry, type the first few letters of the business class name. The program automatically highlights the item and displays the item information.
- 3 **How to Edit** Search first the item from the list and then click the Edit button. You can enter necessary changes on the business class information. Click the Save button afterwards to save the changes entered.
- 4 How to Add Click the Add button and then complete the following data.

- Class ID Type the ID of the business class.
- Business Class Type the business class name.
- Active The default entry is active meaning it will be readily available once saved.
- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

### **Nationality**

This option allows you to add a new nationality and/or edit an existing nationality.



1 How to Open the Window - Click the Nationality toolbar button. The window below will be shown.

MED5Y5 - Build File ver.8.0.188		
File Clinical Financial Reports Help		
Revenue Company Address - B. Class Nationality Religion Doctors	Rooms - Exit	
Revenue     Company     Address     B. Class     Ivadonanty     Religion     Doctors       Nationality Build File     Search	(VIEW) (VIEW) (VIEW) (VIEW) (000 (00	Egit Print Add Edit Cangel

Figure 11: Nationality Build File Window

- 2 **How to Search** Under 'search' entry, type the first few letters of the nationality. The program automatically highlights the item and displays its information.
- 3 **How to Edit** Search first the item name and then click the Edit button. You can now edit the description of the nationality. Click the Save button afterwards to save modification entered.
- 4 How to Add Click the Add button and complete the following datum.
  - Code This is a program-generated code.

- Description Type the name of nationality.
- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

### Religion

This option allows you to add a new religion and/or edit an existing religion.



1 How to Open the Window - Click the Religion toolbar button. The window below will be shown.

MEDSYS - Build File ver.8.0.188					
File Clinical Francial Reports Help					
Revenue Company Address B. Class Nationality Religion Doctors Rooms Exit					
Religion Build File					
Search (VIEW)	Exit				
Religion Code					
ADVENTIST AETHIEST	5Print				
	.08				
	17				
	.02 24				
	.05				
ASSEMBLY OF GOD	25 Edit				
	21				
	16 12 -				
Record No. [1] out of	<u>[36]</u>				
Religion Information	Can <u>c</u> el				
Code 5					
Description ADVENTIST	<u>≤</u> ave				

Figure 12: Religion Build File Window

- 2 **How to Search** Under 'search' entry, type the first few letters of the religion. The program automatically highlights the item and displays its information.
- 3 **How to Edit** Search first the item name and then click the Edit button. You can now edit the description of the religion. Click the Save button afterwards to save modification entered.

- 4 How to Add Click the Add button and complete the following datum.
  - Code This is a program-generated code.
  - Description Type the name of religion.
- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

### Doctor

This option allows you to add new doctors and/or edit existing doctor information.

1 How to Open the Window - Click the Loctors toolbar button. The window below will be shown.

🔀 MEDSYS - Build File ver.8.0.272							
Options							
Revenue     Company     Address     B. Class     Nationality     Religion     Doctors     Rooms     Egit							
Doctor Build File							
Search Search Show Active Show Inactive Record No. [1] our	of [685] (VIEW)	Exit					
Doctor Doctor Info. Clinic Information   Rates   Utilities   Access   Additional Inf	Insurance - HMOs						
ABALOS, RODOLFO JOSE JR. VITUG ABATAYO, ARNEL DURAN Status V Active	Vat 0						
ABBU, AMELIA ESCOBAR Code/ID Number 210 Common Code							
ABCEDE, APRIL MELODY Last Name ABALOS	Title (ex: MD,) DR.	Print					
ABELLANA, KRUSTINE RIVAMONTE	PRC License						
ABELLO, JANRUS YLIPCO First Name RODOLFO JOSE JR. Middle VITUG ABINUMAN, LETICIA FUENTES	PRC Expiry Date	Add					
ABUGAN, GRACE ROSARIO ARIAS Born as/Sex   Male  Female Birthday							
ACUSAR, IMELDA Category 3 VISITING PHYSICIAN	PTR #	Edit					
ACUSAR, WALTER Mobile Num 1	PTR Issue Date						
ADANA, RUEL AOUINO	PTR Expire						
AGUNIAS, JAPHET Mobile Num 2 09186754567 (for SMS)	PMA#	<u>C</u> ancel					
AKOL, JUDITH VALERIE MENDOZA ALCANTARA, JEAN FRANCIS FLORES Address							
ALCOSEBA, KENNETH NIÑO TALLO	• TIN	Save					
ALFAFARA, TERESITA GALINDO Email Address	Bank Account #						
ALFEREZ, MARIA CARMINA JOYCE CC Telephone 09186754567	Civil Status 🗸						
ALFON, EARL GABRIEL ABALLE							
ALMENDRAS, JOSELITO Specialization 2	Capital Stock 0.00						
ALO, JONATHAN RACAZA Specialization 3	Shares of Stock 0.00	Export					
ALSAY, STEPHEN ALDRICH RALLON Department 1 SURGERY							
ALVAREZ, DARWIN JAMES GILLAMAC ALVAREZ, MA, REGINA TAN Doctor Info	Withholding Tax 0 (%)	Expiring PRC					
	Exclude WithHolding Tax						
AMAIONG, RUDY ASHIRAS isHospital Salary	Card Code						
AMBOANG, PORFERIO PACIENCIA	Vendor Code						
AMODIA, DIANA ROSE MANGAPIS							
AMOR, VIRNA JOSEFA GONZALES *							

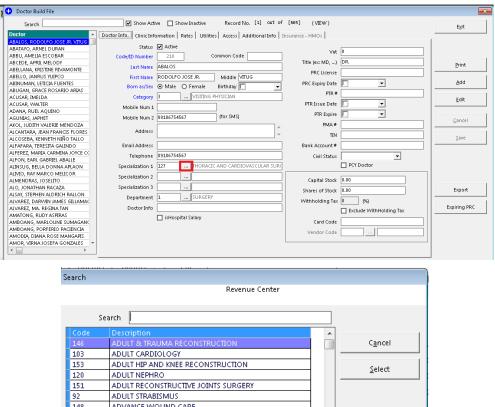
Figure 13: Doctor Build File Window

- 2 **How to Search** Under 'search' entry, type the first few letters of the doctor's last name. The program automatically highlights the name and displays its information.
- 3 **How to Edit** Search first the doctor's name and then click the Edit button. You can now edit the doctor's information. Click the Save button afterwards to save changes entered.
- 4 How to Add Click the Add button and then complete the following data.

#### **Doctor's Information**

- Code This is a program-generated code.
- Last Name Type the doctor's last name and then press <Enter>.
- First Name Type the doctor's first name and then press < Enter>.
- Middle Name Type the doctor's middle name and then press <Enter>.

- Address Type the doctor's home address and then press <Enter>.
- Specialization Click the to display list of specializations. Double-click the specialization name to select.



153	ADULT HIP AND KNEE RECONSTRUCTION		Calast
120	ADULT NEPHRO		Select
151	ADULT RECONSTRUCTIVE JOINTS SURGERY		
92	ADULT STRABISMUS		
148	ADVANCE WOUND CARE		
73	ALLERGOLOGY		
19	ALLERGY/IMMUNOLOGY		
81	AMBULATORY		
1	ANESTHESIOLOGY		
141	ARTHROSCOPIC SURGERY		
154	ARTHROSCOPIC SURGERY AND SPORTS MEDICINE		
121	BLOOD BANK HEAD		
108	CARDIO INVASIVE		
117	CARDIO PERIPHERAL AND VASCULAR MEDICINE		
109	CARDIO PHERIPHERAL		
61	CARDIO VASCULAR SURGERY		
2	CARDIOLOGY		
66	CARDIOTHORACIC SURGERY		
177	CARDIOVASCULAR ANESTHESIOLOGY		
111	CATHERIZATION & INTERVENTION		
CN	CHILD NEUROLOGY		
152	CHILDREN ORTHOPAEDIC SURGERY		
104	CLINICAL NUTRITION		
133	COLON & RECTAL SURGERY		
83	COSMETIC SURGERY		
90	CRITICAL CARE		
18	DENTAL	-	

Figure 14: List of Specializations

- Title optional entry
- Telephone optional entry
- PMCC optional entry
- Tax Number optional entry
- Sex Select the doctor's gender from the option listed ('Male' or 'Female')
- Active If checked, the doctor will be automatically available for use once saved.
- Resident Check this if the doctor is a resident one.
- Bank Account # The doctor's personal bank account number
- Vendor Code –
- Tax Rate

#### **Clinic Schedule**

This option allows you to enter the Doctors schedule in a week ( day and time ).

- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

#### How to Enter Doctors Schedule

This option allows the user to enter doctor's schedule in a week. To do this, go to Build Files General then choose Doctor or click on the **Doctors** button in the menu to load the Doctors Entry window. Choose the doctor then click on the Clinic Schedule tab to load the window below

🕂 Doctor Build File		
Search	Show Active 🔲 Show Inactive Record No. [3] out of [605] (EDIT)	Exit
Doctor 🔺	Doctor Info. Clinic Information Rates Utilities Access Additional Info Insurance - HMOs	
ABALOS, RODOLFO JOSE JR. VITUG		1
ABATAYO, ARNEL DURAN	Hospital Doctor's Clinic Name	
ABBU, AMELIA ESCOBAR		
ABCEDE, APRIL MELODY		Print
ABELLANA, KRISTINE RIVAMONTE		
ABELLO, JANRUS YUIPCO	Clinic Telephone Number	
ABINUMAN, LETICIA FUENTES	0	Add
ABUGAN, GRACE ROSARIO ARIAS		
ACUSAR, IMELDA		Edit
ACUSAR, WALTER	C Doctor's Clinic Information	Luic
ADANA, RUEL AQUINO		
AGUNIAS, JAPHET		Cancel
AKOL, JUDITH VALERIE MENDOZA		
ALCANTARA, JEAN FRANCIS FLORES		
ALCOSEBA, KENNETH NIÑO TALLO		Save
ALFAFARA, TERESITA GALINDO	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	
ALFEREZ, MARIA CARMINA JOYCE CC	Monuay ruesuay Weanesuay musuay musuay saturuay saturuay	
ALFON, EARL GABRIEL ABALLE		
ALINSUG, BELLA DONNA APLAON		
ALIVIO, RAY MARCO MELICOR		
ALMENDRAS, JOSELITO		
ALO, JONATHAN RACAZA		Export
ALSAY, STEPHEN ALDRICH RALLON		
ALVAREZ, DARWIN JAMES GILLAMAC		
ALVAREZ, MA. REGINA TAN		Expiring PRC
AMATONG, RUDY ASPIRAS		
MBOANG, MARLOUNE SUMAGANC		
AMBOANG, PORFERIO PACIENCIA		
AMODIA, DIANA ROSE MANGAPIS		
AMOR, VIRNA JOSEFA GONZALES 🛛 🔻		
< >		

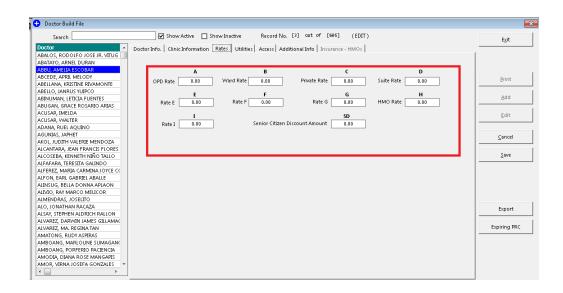
To save the data entered, click on **Save** button.

To disregard the data entered, click on **Cancel** button.

To go out from this option, click on **Exit** button.

#### How to Enter Professional Fees or Doctors Rates

This option allows the user to enter the rates of the doctor. To do this, click on Doctors button to display list(s) of doctors. Choose the specific doctor then click on **Rates** tab to load the window below



To save the data entered, click on **Save** button.

To disregard the data entered, click on **Cancel** button.

To go out from this option, click on **Exit** button.

#### How to Enter Doctors Utility Fixed Monthly Expenses

This option allows the user to enter doctors rentals and other utility fixed monthly expenses for automatic preparation of Utility Bill/Invoice. To do this, go to Build Files General then choose Doctor or click on the **Doctors** button in the menu to load the Doctors Entry window. Choose the doctor then click on the Rental tab to load the window below

Doctor Build File		×
Search	Show Active Show Inactive Record No. [3] out of [605] (EDIT)	Exit
Doctor 🗾	Doctor Info. Clinic Information Rates Utilities Access Additional Info Insurance - HMOs	
ABALOS, RODOLFO JOSE JR. VITUG 📃		1
ABATAYO, ARNEL DURAN	Gross Rental 0.00	
ABBU, AMELIA ESCOBAR	Gross Rental 0.00	
ABCEDE, APRIL MELODY		Print
ABELLANA, KRISTINE RIVAMONTE	Monthly Dues 0.00	
ABELLO, JANRUS YUIPCO		1
ABINUMAN, LETICIA FUENTES	CC TV 0.00	∆dd
ABUGAN, GRACE ROSARIO ARIAS		
ACUSAR, IMELDA	Water Bill 0.00	Edit
ACUSAR, WALTER		
ADANA, RUELAQUINO	Telephone Bill 0.00	
AGUNIAS, JAPHET		Cancel
AKOL, JUDITH VALERIE MENDOZA	Light Bill 0.00	
ALCANTARA, JEAN FRANCIS FLORES		1
ALCOSEBA, KENNETH NIÑO TALLO	Cable 0.00	Save
ALFAFARA, TERESITA GALINDO		· '
ALFEREZ, MARIA CARMINA JOYCE CC		
ALFON, EARL GABRIEL ABALLE		
ALINSUG, BELLA DONNA APLAON		
ALIVIO, RAY MARCO MELICOR		
ALMENDRAS, JOSELITO		
ALO, JONATHAN RACAZA		Export
ALSAY, STEPHEN ALDRICH RALLON		
ALVAREZ, DARWIN JAMES GILLAMAC		1
ALVAREZ, MA. REGINA TAN		Expiring PRC
AMATONG, RUDY ASPIRAS		'
AMBOANG, MARLOUNE SUMAGANC		
AMBOANG, PORFERIO PACIENCIA		
AMODIA, DIANA ROSE MANGAPIS		
AMOR, VIRNA JOSEFA GONZALES 👻		
< >		

To save the data entered, click on **Save** button.

To disregard the data entered, click on **Cancel** button.

To go out from this option, click on **Exit** button.

### How to Build Standard Operating Procedures (SOP)

This option allows the user to create standard operating procedures that can be used by the



patient(s). To do this, click on 50P button to display the window below.

Sear	ch 🛛		by SOP Title	E <u>x</u> it
	Dept. Code	QP Number	Title           SAMPLE TITLE	Add
	23	1	Describe line	E <u>d</u> it
				Print
P Details	ment Code 23			Export
	epartment CT		Status 🗹 Active	<u>C</u> ancel
	SOP Code 0 P Number 1 SOP Title SAI	(e:	Approved by MAJI x. 1.1 or 1.0)	Save
SOP D		MPLE SOP DESCRIPTION	^	

To add new sop, click on Add button.

Enter the following information:

1 Department Code – Press Enter key to display list(s) of departments. Double click on the specific item

2 Department - Description of the Department chosen

- 3 SOP Code
- 4 SOP Number
- 5 SOP Title
- 6 SOP Description
- 7 SOP Status

To save the data entered, click on **Save** button.

To edit an existing data, click on Edit button.

To print the procedure, click on **Print** button.

To disregard the data entered, click on **Cancel** button.

To go out from this option , click on **Exit** button.

### Room

will be shown.

This option allows you to add a new room and/or edit existing room information.



toolbar button. The window below

🔀 MEDSYS - Build File ver.8.0.272							
File Clinical Financial Reports Options Help							
Revenue Company Address B. Class Nation	ality Religion Doctors Rooms		Search	1 Menu			
Search [		Record No. [1] out	t of [31	7]			
	ntion		Status	AntFee SurgFee	*	Exit	
	'H FLOOR NURSING STATION	PRIVATE/AIRCON		0 0			
	'H FLOOR NURSING STATION		Inactive	0 0		<b>N</b> (1)	
	'H FLOOR NURSING STATION	PRIVATE/AIRCON		0 0		Print	
	H FLOOR NURSING STATION		Active	0 0			
	'H FLOOR NURSING STATION 'H FLOOR NURSING STATION		Active Active	0 0		1	
	H FLOOR NURSING STATION 'H FLOOR NURSING STATION		Active	0 0		Add	
	H FLOOR NURSING STATION		Active	0 0			
	H FLOOR NURSING STATION		Active	0 0		Edit	
	H FLOOR NURSING STATION	SUITE STANDARD		0 0	_		
	'H FLOOR NURSING STATION	PRIVATE/AIRCON		0 0			
1012 10	'H FLOOR NURSING STATION	SUITE STANDARD	Active	0 0			
1013 10	'H FLOOR NURSING STATION	PRIVATE/AIRCON	Active	0 0	-	(VIEW)	
- Room Informa	tion					(	
Number	1001 # of Auth. Bed 1	No. of Beds 1				Cancel	
			_				
Rate	2200.00 Rooming-in Rate 500.	00				Save	
Station	NS10 10TH FLOOR NURSING STATIO	N					
Room Type	1 PRIVATE					set Photo	
Room Class	D PRIVATE/AIRCON		=				
Room class	PROVIDENCON						
Department							
Remarks	CLOSED		^ ~				
Amenities	□ With Item/s		)				
Room Type	O Pay O Service						
Status	Active Active						
Credit Limi	: 0 set under accomodation				_	Accomodation	

Figure 15: Room Build File Window

- 2 **How to Search** Under 'search' entry, type the first few characters of the room number. The program automatically highlights the item and displays its information.
- 3 How to Edit Search first the room from the list and then click the Edit button.

4 How to Add - Click the Add button and then complete the following data.

- Number Type the room number (can be a combination of a letter and a number) and then press <Enter>.
- Rate Type the room rate and then press <Enter>.
- Station Click the 🖬 to display list of stations. Double-click the station name to select.

💥 MEDSYS - Build File ver.8.0.272		23 <b>G</b>		
File Clinical Financial Reports Options Help				
Spectrum         Company         Image: Company         Spectrum         Spectrum         Nationality         Religi	Destant Destant Crite			
Search	Search			
	List of Station			
Room Station		Exit		
1001 10TH FLOOR NUE				
1002 10TH FLOOR NUE 1003 10TH FLOOR NUE		Print		
1005 1014 FLOOR NUE				
1005 10TH FLOOR NU				
1006 10TH FLOOR NU		Add		
1007 10TH FLOOR NU	NS6A 6TH FLOOR NURSING STATION (A)	Maa		
1008 10TH FLOOR NUE				
1009 10TH FLOOR NUR		Edit		
1010 10TH FLOOR NUE				
1011 10TH FLOOR NUE	NS9 9TH FLOOR NURSING STATION CCU CCU STATION			
1012 10TH FLOOR NU 1013 10TH FLOOR NU		(ADD)		
	IRDR LR/DR STATION			
Room Information	NICU NICU STATION			
Number	PACU PACU STATION	Cangel		
	PICU PICU STATION			
Rate		Save		
Station				
		set Photo		
Room Type		set Photo		
Room Class				
Department				
Remarks				
Amenities 🗌 With Iter				
Room Type O Pay (				
Status				
Credit Limit	set under accomodation	Accomodation		
cicultume				

Figure 16: List of Stations

• Room Type - Click the 🖃 to display list of room types. Double-click the room type name to select.

File       Clinical       France       Option       Heip         Evernue       Company       Address       B. Chus       Nationally       Provide       Search         Search       Search       Lus Of Accompation       Fait       Built	💥 MEDSYS - Build File ver.8.0.272		
Revenue       Company       Address       P. Class       Numbrity       Page       Packate	File Clinical Financial Reports Options Help		
Startin         List Of Accomposition           1001         1017         FIOR RUR         Startin         Egit           1003         1017         FIOR RUR         Startin         Gamma         Bint           1003         1017         FIOR RUR         Startin         Gamma         Gamma         Bint           1004         1017         1017         1017         Start FIOR RUR         14         ER         Gamma			
Norm     Station     Egt       180     1011 FLOOR NUE     Search	Search		
1001       1007H (1008 NUR)       Starch		List Of Accomodation	
1002       100H FLOOR NUR       Selection       Cancel         1004       100H FLOOR NUR       13       CCU       Cancel         1005       100H FLOOR NUR       13       CCU       Cancel         1006       100H FLOOR NUR       13       CCU       Cancel         1006       100H FLOOR NUR       14       EAMU       Select       Add         1006       100H FLOOR NUR       14       EAMU       Select       Add         1006       100H FLOOR NUR       15       KU       Select       Add         1006       100H FLOOR NUR       15       KU       Select       Add         1006       100H FLOOR NUR       15       KU       Select       Add         1016       100H FLOOR NUR       7       KU-HQU       Select       Add         1016       100H FLOOR NUR       7       KU-HQU       Select       Add         1022       100H FLOOR NUR       7       KU-HQU       Select       Gargel         1032       100H FLOOR NUR       12       KU-HQU       Select       Gargel         1032       100H FLOOR NUR       13       MCU       Select       Gargel         133       14			Egit
100       100H FLOOR NUR       Code       Desingtion         105       100H FLOOR NUR       13       CLVU       Cancel         105       100H FLOOR NUR       14       ER       Add         100       100H FLOOR NUR       14       ER       Edit         100       100H FLOOR NUR       10       CUISCLATON ROOM       Edit       Edit         1010H FLOOR NUR       9       DEOLATION ROOM       10       CLUSCLATON ROOM       Edit       Edit         1010H FLOOR NUR       9       DEOLATION ROOM       11       NCU       Cancel       Edit       Edit         101H FLOOR NUR       12       NURDER       12       NURDER       Cancel       Edit       Edit         101H FLOOR NUR       12       NURDER       11       NCU       Edit       Edit       Edit       Edit         101H FLOOR NUR       12       NURDER       13       OR       Edit NURL       Edit       Edit       Edit         11			
1044     107H FLOOR NUR     22     CQ     Cancel       106     107H FLOOR NUR     14     ER			Print
1065       107H HOOR NUR       14       ER			
1007     1007 H FLOOR NUR     4     FAMQLY     Exit       1008     1071 H FLOOR NUR     16     ECU       1009     1071 H FLOOR NUR     10     EUISOLATION ROOM       1011     1071 H FLOOR NUR     9     DOLATION ROOM       1012     1071 H FLOOR NUR     9     DOLATION ROOM       1013     1071 H FLOOR NUR     9     DOLATION ROOM       1023     1071 H FLOOR NUR     12     Edit       1013     1071 H FLOOR NUR     12     Clapse       1014     1007 NUR     12     NUR       113     NICLU-NICU     Cangel       114     NICLU-NICU     Cangel       115     NICLU-NICU     Save       116     NICLU-NICU     Cangel       117     NHU     Save       118     NICLU-NICU     Cangel       119     NICLU-NICU     Save       120     NINGESPY     Save       130     0R     Save       140     2     Status       15400     2     Status       120     VIADARD       131     VIADARD       141     NICU-NICON       1501     Save       1501     Save       160     TELMETRY <t< td=""><td>1005 10TH FLOOR N</td><td>JRS 19 CT-ICU</td><td></td></t<>	1005 10TH FLOOR N	JRS 19 CT-ICU	
1007       100H FLOOR NUR       4       FAMILY         1006       100H FLOOR NUR       10       EU SOLATION ROOM         1005       100H FLOOR NUR       9       ISOLATION ROOM         1011       100H FLOOR NUR       9       ISOLATION ROOM         1012       100H FLOOR NUR       9       ISOLATION ROOM         1013       100H FLOOR NUR       9       ISOLATION ROOM         1012       100H FLOOR NUR       11       NCU         1013       100H FLOOR NUR       12       NLABOR ROOM / FELVER ROOM         1013       100H FLOOR NUR       12       NLABOR ROOM / FELVER ROOM         1013       100H FLOOR NUR       12       NLABOR ROOM / FELVER ROOM         1014       100 RUE SERV       11       NCU         115       NCU-JACCU       Cangel       Gangel         12       NURSERV       13       Save       Save         Station       1       PRAVATE       Save       Save         12       Status       3       VLABD TSOLATION ROOM       Save         13       NGCU-JACAD       3       Save       Save         14       PRAVATE       3       VLABD TSOLATION ROOM       Save <t< td=""><td></td><td></td><td>Add</td></t<>			Add
1095       101H FLOOR NUR       10       KU ISOLATION ROOM       Edit         1011       101H FLOOR NUR       9       DOLATION ROOM       Edit         1011       101H FLOOR NUR       9       DOLATION ROOM       Edit         1012       101H FLOOR NUR       9       DOLATION ROOM       Edit         1013       101H FLOOR NUR       12       Edit       (ADD )         1013       101H FLOOR NUR       12       Number       Cangel         113       NCLU-INCU       13       ACCU       Cangel         Rate       13       OR       Save       Save         Station       2       Save Status       Save       Save         Status       0       Save       Save       Save		JRS 4 FAMILY	
1101       101H FLOOR NUR       7       KCL/PKU         1101       101H FLOOR NUR       9       SOLATON ROOM         1102       101H FLOOR NUR       22       LABOR ROOM         1103       101H FLOOR NUR       22       LABOR ROOM         1104       100       10       Cangel       33         110       11       NCU       Cangel       32         111       NCU       11       Save       5ave         111       NCU       12       Status       5ave       5ave         111       NCU       12       Status       5ave       5ave         111       NCUARD       23       Normalian       5ave       5ave         111       NCUARD       24       24       Status       5ave       5ave         111       NCUARD       24       24       24       24       24       24         111       NCUARD			Edit
111       101H FLOOR NUR       9       EOLATION ROOM         122       22       LABOR ROOM / DELIVERY ROOM       (ADD)         1313       101H FLOOR NUR       12       NUR         1313       101H FLOOR NUR       12       NUR         Number       13       NCU-MCU       Cangel         132       NURSERY       3       Cangel         133       00       5       Station       5         14       PROVATE       1       Reverse       5ave         15ation       1       PROVATE       3       VARAD         Room Type       5       SUTE       3       VARAD         Department       20       WARD ISOLATION ROOM       3       Set Photo         Remarks       20       WARD ISOLATION ROOM       Annenities       With Rem         Room Type       0       Pay       O       Annenities			Earc
1912     10TH FLOOR NUR     122     LAGOR BOOM / DELIVERY BOOM     (ADD )       10TH FLOOR NUR     12     NUH     (ADD )       11     NCU     13     (ADD )       12     NUBSERY     (ADD )     (ADD )       13     NCU     (ADD )     (ADD )       14     NCU     (ADD )     (ADD )       15     NCU     (ADD )     (ADD )       16     NCU-MCU     (ADD )       17     13     NCU     (ADD )       18     NCU-MCU     (ADD )     (ADD )       19     10     10     (ADD )       10     10     10     (ADD )       11     NCU     (ADD )     (ADD )       12     NUBSERY     (ADD )     (ADD )       13     NCU-MCU     (ADD )     (ADD )       14     PARDED     (ADD )     (ADD )       15     Status     (ADD )     (ADD )       16     NUBSERY     (ADD )     (ADD )       17     PARD     (ADD )     (ADD )       18     NUBSERY     (ADD )     (ADD )       19     10     (ADD )     (ADD )     (ADD )       10     10     (ADD )     (ADD )     (ADD )			
Room Information     11     IECU       Number     12     NUMSERY       Rate     6     PRESIDENTIAL SUITE       Station     1     PROVATE       Station     1     PROVATE       Room Type     5     SUITE       Room Type     5     SUITE       Room Type     3     VAARD       Department     20     VAARD ISOLATION ROOM			
Notified Bit Mittouring     13     Nutcu-Naccu     Cangel       Number     13     OR     Sature       Rate     6     1     PRVATE       Station     1     PRVATE     Sature       Room Type     5     Sutte     set Photo       Papertment     20     WARD ISOLATION ROOM     set Photo	1013 10TH FLOOR N		(ADD)
Number     12     NURSERY     Caliger       Rate     6     Pestapernal suffe     Save       Station     1     2     Statual       Station     2     Statual     Save       Room Type     5     1     ELEMATE       Room Class     3     VARAD     Save       Department     20     VVARD ISOLATION ROOM     Satual       Room Type     0     Fay     Satual	- Room Information		
Rate 33 OR   33 OR   34 PROMATE   Station 1   PRNATE 2   Status 5   SUTE 3   VARD 50.4100 ROOM	Number -		Cangel
Rate     6     Pestapertinal SUITE     Save       Station     1     Pestapertinal SUITE     sate       Room Type     2     StraNDAPD     sate       Room Type     3     IELEMETRY     sate       Department     20     VMARD ISOLATION ROOM     sate       Amenifieir     With Rem.     Status     Accomptibility     Accomptibility	Number		
Station       1       PRNATE         2       Status       5         Promotion       5       SUTTE         2       Status       3         VARD       3       WARD         Department       20       WARD ISOLATION ROOM         Remarks       20       WARD ISOLATION ROOM         Room Type       0       Provide         Status       0       Provide	Rate		Save
Room Type       2       STANDARD       set Photo         Status       3       TELEMETRY       set Photo         Department       20       WARD ISOLATION ROOM       set Photo         Amenities       With Rem.       set Photo       set Photo         Status	Challen		
Kodin type     8     TELEMETRY       Room Class     3     VARAD DO       Department     20     VVARD ISOLATION ROOM       Remarks	station		
Room Class     3     WAAD       Department     20     WAAD ISOLATION ROOM       Remarks     Amenities     With Rem.       Room Type     O Pay     O	Room Type		set Photo
Department 20 W4AD ISOLATION ROOM	Down Char		
Department Remarks Amenities With Rem Room Type O Pay O Status	Room class		
Amenities  Amenities Ameni	Department		
Amenities  Amenities Ameni			
Room Type O Pay O	Remarks		
Room Type O Pay O			
Status Accounting	Amenities 🗌 With I	em.	
Status Accounting	Boom Tune O nu		
Accompation		Y	
Credit Limit Set under accomodation			Accomodation
	Credit Limit	set under accomodation	

Figure 17: List of Accommodations

• Room Class - Click the 🗖 to display list of room classes. Double-click the room class name to select.

🔀 MEDSYS - Build File ver.8.0.272			- # X
File Clinical Financial Reports Options Help			
Revenue Company Address B.Class Nationality Religion			
Search Search			
ROOM Classification			
Room Station		Exit	
1001 10TH FLOOR NUR 1002 10TH FLOOR NUR Search			
1002 DITHFLOOR NUR 1003 IDTHFLOOR NUR		Print	
1004 10TH FLOOR NUR A OFD	Cancel -	-	
1005 10TH FLOOR NUR B WARD/ SEMI PRIVATE			
1006 10TH FLOOR NUR C SUITE STANDARD	Select	Add	
1007 10TH FLOOR NUR D PRIVATE/ARCON		_	
1008 10TH FLOOR NUR E SUITE LUXURY 1009 10TH FLOOR NUR		Edit	
	-	For	
1011 10TH FLOOR NUR			
1012 10TH FLOOR NUR			
1013 10TH FLOOR NUR		(ADD)	
CROOM Information		1	
Number		Cangel	
Number	-		1
Rate		Save	
Station	-		
		set Photo	
Room Type	_	Sec Photo	
Room Class			
Department			
Remarks			
Amenities 🗌 With Item			
Room Type O Pay			
Status			
		Accomodation	
Credit Limit set under accomodation	_		-

Figure 18: List of Room Classifications

- Department Click the isoto display list of departments. Double-click the department name to select.
- No. of Beds Type the number of beds in the room and then press < Enter>.
- # of Authorized Beds Type the number of authorized number of beds in the room.
- Active The default entry is 'Active' meaning the room can be readily available for used once saved.
- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

#### Station

This option allows you to add a new station and/or edit existing station.

1 How to Open the Window - Click the drop-down arrow and then click 'station'. The window below will be shown.

K MEDSYS - Build File ver.8.0.272	
File Clinical Financial Reports Options Help	
Spectrus     Company     Address     -     Spectrus     Company     Address     -	Search Menu
Search Record No. NEW	^
Room Station Room Class Stat	
1001 10TH FLOOR NURSING STATION PRIVATE/AIRCON Addr	ve 0 0
1002 10TH FLOOR NURSING STATION PRIVATE/AIRCON Inac 1003 10TH FLOOR NURSING STATION PRIVATE/AIRCON Inac	
1003 IDTH FLOOR NORSING STATION PRIVATE/AIRCON DATE 1004 10TH FLOOR NURSING STATION PRIVATE/AIRCON Activ	
1004 101H PLOOR NORSING STATION PRIVATE/ARCON ACT	
1006 10TH FLOOR NURSING STATION PRIVATE/ARCON Act	
1007 10TH FLOOR NURSING STATION PRIVATE/AIRCON Activ	ve 0 0 0
1008 10TH FLOOR NURSING STATION PRIVATE/AIRCON Activ	
1009 10TH FLOOR NURSING STATION PRIVATE/AIRCON Acti	
1010 10TH FLOOR NURSING STATION SUITE STANDARD Activ	
1011 10TH FLOOR NURSING STATION PRIVATE/AIRCON Activ 1012 10TH FLOOR NURSING STATION SUITE STANDARD Activ	
1012 10TH FLOOR NURSING STATION SUITE STANDARD Activ 1013 10TH FLOOR NURSING STATION PRIVATE/AIRCON Activ	
Number # of Auth. Bed No. of Beds	Cangel
Rate Rooming-in Rate	Save
Station	
Room Type	set Photo
Room Class	
Department	
Remarks	Photo
C(iiii)	
Amenities 🗌 With Item/s	
Room Type O Pay O Service	
Status Active	
Credit Limit set under accomodation	Accomodation

Figure 19: Station Build File Window

- 2 **How to Search** Under 'search' entry, type the first few letters of the station name. The program automatically highlights the item and displays its information.
- 3 **How to Edit** Search the item first and then click the Edit button. You may now edit the station information. Click the Save button afterwards to save changes entered.

4 How to Add - Click the Add button and then complete the following data.

- Code Type the code (can be a combination of a letter and a number) of the station and then press <Enter>.
- Description Type the name of the station and then press <Enter>.
- Department Fill-in if necessary.
- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

#### **Room Class**

This option allows you to add a new room class and/or edit existing room class.

1 How to Open the Window - Click the drop-down arrow and then click 'Room' Class'. The window below will be shown.

💥 MEDSYS - Build File ver.8.0.272		
File Clinical Financial Reports Options Help		
Revenue Company Address B. Class Nationality Religio		
-		
	Room Class Build File	
	Search (VIEW)	Exit
	Room Class         Code           OPD         A           PRIVATE/ARCON         D           SUTTE STANDARD         E           SUTTE STANDARD         C           WARD/ SEMI PRIVATE         B	<u>A</u> dd
	Room Class Information	
	Code A	Cangel
	Description OPD	Save

Figure 20: Room Class Build File

- 2 **How to Search** Under 'search' entry, type the first few letters of the room class name. The program automatically highlights the item and displays its information.
- 3 **How to Edit** Search first the item and then click the Edit button. You may now change room class description. Click the Save button afterwards to save the modification entered.
- 4 How to Add Click the Add button and then complete the following data.
  - Code Type the code of the room class.
  - Description Type the room class name.

- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

### **Room Accommodation**

This option allows you to add a new room accommodation and/or edit existing room accommodation.



1 How to Open the Window - Click the Rooms drop-down arrow and then click Accommodation'. The window below will be shown.

K MEDSYS - Build File ver.8.0.272						
File Clinical Financial Reports Options Help						
Revenue Company Address B. Class Nationality Religion Dr	Sectors Rooms Egit		Search Menu			
Accommo	dation Build File		(VIEW)		Exit	
Accomm	odation	Code	Status	<u> </u>		
CCU		21	Clotus			
CT-ICU		19				
ER FAMILY		14				
FAMILY		4			Print	
	TION ROOM	10				
ICU-PICU		7			Add	
ISOLATIO		9				
	OOM / DELIVERY ROOM	22			Edit	
NHU		17			Tour	
NICU		11	_	-		
	Record N	D. [1]	out of [21]			
Accommo	dation Information			_		
	Code 21 🗹 Active				Cangel	
Des	cription CCU				Save	
Cre	dit Limit 0					
		_				

Figure 21: Room Accommodation Build File Window

2 **How to Search** - Under 'search' entry, type the first few letters of the room accommodation name. The program automatically highlights the item and displays its information.

- 3 **How to Edit** Search first the item from the list and then click the Edit button. You nay now change the item information. Click the Save button afterwards to save modification entered.
- 4 How to Add Click the Add button and complete the following data.
  - Code Type the code of the room accommodation and then press <Enter>.
  - Description Type the room accommodation name.
  - Active The default entry is 'Active' meaning the item can be readily available for use once saved.
- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

#### Service

This option allows you to add a new service and/or edit existing service.



1 How to Open the Window - Click the Lab. Codes drop-down arrow and then click 'service'. The window below will be shown.

😗 Service I	Build File						×
<u>S</u> earch						( VIEV	۷)
	Service				Code	Status	<b>_</b>
	ASSIGN	ADMISS	ION NUMBER		99	Active	
	DERMA	TOLOGY			07	Inactive	
	ENT				17	Active	
	EYE				28	Active	
	GASTRO	DENTER	OLOGY		S8	Inactive	
	GYNEC	OLOGY			09	Active	
	MEDICI	ICINE			10	Active	
man		ICINE-OTHERS			40	Active	
	NEPHR	PHROLOGY			31	Active	-
-Service	- Inform	nation.		Record I	No. [1]	] out of [28]	
Code	= 111011	99	Service Type			🔽 Activ	э
Descri	ption	ASSIGN	ADMISSION NUM	BER			
Short	Cut Assign No.						
<u>P</u>	rint	<u>A</u> d	d <u>E</u> dit	Save	Cang	<u>e</u> el	E <u>x</u> it

Figure 22: Service Build File Window

- 2 **How to Search** Under 'search' entry, type the first few letters of the service name. The program automatically highlights the item and displays its information.
- 3 **How to Edit** Search first the item and then click the Edit button. You may now change the necessary information. Click the Save button afterwards to save the modifications entered.

4 How to Add - Click the Add button and then complete the following data.

- Code This is a program-generated code.
- Service Type Leave it blank.
- Description Type the service name and then press < Enter>.
- Short Cut Type the short name of the service.
- Active The default entry is 'Active' meaning the item can be readily available for use once saved.
- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

### Laboratory Code

This option allows you to add new ova and parasites, antibiotics, and amoeba, and edit existing ova and parasites, antibiotics, and amoeba.

1 How to Open the Window - Click the Lab. Codes toolbar button. The window below will be shown.

📶 Laboratory Code Build Files	×
<i>D</i>	LAB Codes Build Files
LAB Code Listings Ova & Parasites Antibiotics Amoeba	Ova & Parasites       Antibiotics       Amoeba         Assigned Code
	E <u>x</u> it

Figure 23: Laboratory Codes Build File

2 How to Close the Window - Click the Exit button.

#### **Ova and Parasites**

1 How to Open the Window - Click the 'Ova and Parasites' tab (default tab).

2 First Thing to Do - Click the 🗔 to display list of ova and parasites.

?) Brows	e Codes		×		
OVA ID	OVA	CLASS	Status		
1	ASCARIS LUMBRICOIDES		A		
6	ENTAMOEBA COLI		A		
5	ENTAMOEBA HISTOLYTICA		A		
7	FLAGELLATES		A		
8	GIARDIA LAMBLIA		A		
3	S. STERCORALIS		A		
9	TRICHOMONAS HOMINIS A				
2	TRICHURIS TRICHIURA		A		
ADD EDIT DELETE CANCEL					

Figure 24: List of Ova and Parasites

Select the item from the list and you can now edit or delete it. Once the item is doubleclicked, you may now edit its information. **To add**, click the Add button and complete the following data.

- Code A program-generated code. This refers to the item ID.
- Description Type the name of the ova/parasite.
- Active Click this option to automatically use the item once saved.
- Inactive Click this to just save the item but unavailable yet for use.

3 How to Save - Click the Save button.

4 How to Clear Entry - Click the Cancel button.

#### **Antiobiotics**

- 1 How to Open the Window Click the 'Antiobiotics' tab.
- 2 First Thing to Do Click the 🖃 to display list of antiobiotics.

CODE	DESCRIPTION STATUS	]
1	AMIKACIN A	]
2	AMOX/AMPICILLIN A	
4	AMOX/CLAV. ACID	
3	AMP/SULBACTAM I	
51	AZITHROMYCIN	
5	BACITRACIN	
6	CEFACLOR A	
9	CEFAMANDOLE A	
10	CEFDINIR	
11	CEFEPIME	
52	CEFETAMET	
59	CEFIPIME A	
12	CEFIXIME	
13	CEFOPERAZONE A	
14	CEFOPERAZONE A CEFOTAXIME A	
16	CEFOTIAM	. 1
15		1

Figure 25: List of Antibiotics

Select the item from the list and you can now edit or delete it. Once the item is doubleclicked, you may now edit its information. **To add**, click the Add button and complete the following data.

- Code A program-generated code. This refers to the item ID.
- Description Type the name of the antibiotic.
- Active Click this option to automatically use the item once saved.
- Inactive Click this to just save the item but unavailable yet for use.

- 3 How to Save Click the Save button.
- 4 How to Clear Entry Click the Cancel button.

#### Amoeba

- 1 How to Open the Window Click the 'Amoeba' tab.
- 2 First Thing to Do Click the 🖃 to display list of amoebas.

C	Brow	se Codes	[	x			
[	CODE	DESCRIPTION	Status	1			
	1	AMOEBA (CYST)	A				
	2	AMOEBA (TROPOZOITE)					
	3	GIARDIA LAMBLIA (CYST)	A				
	4	GIARDIA LAMBLIA (TROPHOZOITE	A				
	5	(OTHERS: SPECIFY)					
	6	E. HISTOLYTICA (CYST)	A				
	7	E. HISTOLYTICA (TROPHOZOITE) A					
	8	E. COLI (CYST) A E. COLI (TROPHOZOITE) A					
	9	E. COLI (TROPHOZOITE) A					
	ADD EDIT DELETE CANCEL						

Figure 26: List of Amoebas

Select the item from the list and you can now edit or delete it. Once the item is doubleclicked, you may now edit its information. **To add**, click the Add button and complete the following data.

- Code A program-generated code. This refers to the item ID.
- Description Type the name of the amoeba.
- Active Click this option to automatically use the item once saved.
- Inactive Click this to just save the item but unavailable yet for use.

3 How to Save - Click the Save button.

4 How to Clear Entry - Click the Cancel button.

# **Supply Package**

This option allows you to add a new supply package, delete an item under supply package, and/or edit existing supply package.



1 How to Open the Window - Click the S. Package toolbar button. The window below will be shown.

List of Pa Search: Code 1001P 1002P 1003P 1003P 1004P	Description ACETATE DIALYSIS - AV FISTUL ACETATE DIALYSIS - AV SHUN1 ACUTE PEBITONEAL DIALYSIS	 RateA 1800 1800	✓ Search I	by name RateC		
Code 1001P 1002P 1003P 1003P	ACETATE DIALYSIS - AV FISTUL ACETATE DIALYSIS - AV SHUN1	RateA 1800	RateB	-		
1001P 1002P 1003P 1004P	ACETATE DIALYSIS - AV FISTUL ACETATE DIALYSIS - AV SHUN1	1800		RateC		
1002P 1003P 1004P	ACETATE DIALYSIS - AV SHUN1		1800		RateD Sta	itus
1003P 1004P		1000		1800	1800 Act	ive
1004P	ACUTE PERITONEAL DIALYSIS	1000	1800	1800	1800 Act	tive
	ACOTE LETITORIEAE DIALETOIS	1100	1100	1100	1100 Act	live
	BICARBONATE DIALYSIS - AV FI	2500	2500	2500	2500 Act	ive
1005P	BLOOD GLUCOSE MONITORING	85	90	100	115 Act	ive
1006P	BONE MARROW ASPIRATION	500	525	550	575 Act	ive
1007P	CAPD CHANGE OF DRESSING -	330	330	330	330 Act	ive
1008P	CCPD DRESSING PACKAGE	1400	1400	1400	1400 Act	ive
1009P	CHANGE OF DRESSING	150	160	165	175 Act	ive
1010P	ENDOTRACHEAL INTUBATION	800	840	880	920 Act	live
1011P	FOLEY CATHETER INSERTION	275	290	305	320 Act	live
1012P	INJECTION - IM/IV 1CC SYRINGI	20	20	25	30 Act	ive
1013P	INJECTION - IM/IV 3CC SYRINGI	20	20	25	30 Act	ive
1014P	INJECTION - IM/IV 5CC SYRINGI	20	20	25	30 Act	live
1015P	INJECTION - IM/IV 10CC SYRIN(	20	20	25	30 Act	ive
1016P	INTERMITTENT PERITONEAL C	550	550	550	550 Act	iua

Figure 27: Supply Package Build File Window

- 2 How to Search Under 'search' entry, type the first few letters of the supply package name and then press <Enter>.
- 3 **How to Edit** Search first the supply package name and then click the Edit button. Its details will be shown. You may now enter necessary changes on the supply package information. Click the Save button afterwards to save changes entered.

4 How to Add - Click the Add button and then complete the following data.

- Package ID This is a program-generated code.
- Description Type the name of the supply package.
- Active The default entry is 'Active' meaning the supply package is readily available for use once saved.
- Rate A Type a rate for OPD room.
- Rate B Type a rate for Pay Ward.
- Rate C Type a rate for Private room.
- Rate D Type a rate for Suite room.
- Under the grid entry first column, press <Enter> while entry is still blank to display list of CSR items. Double-click the item name to select. Its description will be automatically displayed in column 2. Type a remarks (if any) under column 3. Press <Enter> afterwards for the next entry.
- 5 How to Save Click the Save button.
- 6 **How to Delete** Click the supply package item from the list and then click the Delete Row button.
- 7 How to Abort Adding or Editing of Item Click the Cancel button.
- 8 How to Close the Window Click the Close button.

#### Dosage

This option allows you to add a new dosage and /or edit existing dosage.

1 How to Open the Window - Click Build Files General > Dosage. The window below will be shown.

KEDSYS - Build File ver.8.0.272				
File Clinical Financial Reports Options Help				
Spectral         Company         Address         B. Class         Nationality         Eligion         Doctors	Rooms Exit			Search Menu
V Frequency	/			
- List				
	arch by 💿 Dosage ID 🛛 🔿 Fre	equency		
				1
	Search		Search	
DosageID	Frequency	F. ID.	Cat.	Exit
26ID	2 TABS TWICE A DAY	4		Eğir.
	TWO(2) TABS EVERY BEDTIME	2		
20D	TWO(2) TABS ONCE A DAY	2		Add
2TID	TWO(2) TABS TID	6		
3TID	THREE(3) TABS TID	9	2	Edit
40D	FOUR(4) TABS OD	4		Enc
50D	FIVE(5) TABS OD	5		
BID	T/VO(2) X A DAY	2	А	Delete
BID1/2	1/2 TAB BID	1		
BID1/4	1/4 TAB BID	1		
FXD	FIVE TIMES A DAY	5	A	
HS	AT BEDTINE	1	A	
OD	ONCE A DAY	1	A	
OD1/2	OD 1/2 TAB	1		
OD1/4	1/4 TAB OD	1		
ODHS	ONCE A DAY - AT BED TIME	1		
OT	OTHERS	0		
PRN	AS NEEDED / AS DIRECTED	1	A	
Q12H	EVERY 12 HOURS	4	A	
	EVERY 12 HRS - AS NEEDED	4	A	
Q12HRTC	EVERY 12 HRS RND THE CLOCK	4	A	• •
Details				
	sage ID			Ganad
	quency		_	Gancel
	iency ID			Save
Dosage C				
	Status 🔲 Active			
	Warn 🔲 Active			

Figure 28: Dosage Build File Window

- 2 **How to Search** Type the first few characters of the dosage name and then press <Enter>. The program automatically highlights it from the list.
- 3 **How to Edit** After searching the item, click the Edit button. The item information will be displayed. You may now enter necessary changes. Click the Save button afterwards to save changes entered.
- 4 **How to Delete** After searching the item, click the Delete button. The item will be automatically removed from the list.
- 5 How to Add Click the Add button and then complete the following data.
  - Dosage ID Type the ID of the dosage (can be a combination of a letter and a number) and then press <Enter>.

- Dosage Type the dosage name and then press <Enter>.
- Frequency Type the frequency of the dosage and then press <Enter>.
- Dosage Category Type the dosage category and then press < Enter>.
- Status Click the check box beside 'Active' to automatically make the dosage available for use once saved.
- Warn Click the check box beside 'Active' to automatically warn the user if the dosage is selected.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

# **Laboratory Section**

This option allows you to add a new laboratory section and edit existing laboratory section.

1 **How to Open the Window** - Click Clinical > Section Build File > Laboratory Section. The window below will be shown.

🔀 MEDSYS - Build File ver.8.0.272		
File Clinical Financial Reports Options Help		
Spectrum         Company         Address         B. Class         Nationality         Religion	Doctors Rooms - Egit	
	Section     Search     RevenuelD SectionID SectionName ISOFormCo Divi     I BIOOD BANK     H CLINICAL (CHEMSTRY     B CLINICAL (CHEMSTRY     J FROZEN SECTION     J FROZEN SECTION     L GASTROINTESTINAL     N GENTO-URINARY     A HERMATOLOGY     F HISTORATHOLOGY     E IMMUNOLOGY     IB SECTION LABORATORY	Egit Add Edit
		<u>Cancel</u> Save

Figure 29: Laboratory Section Build File Window

- 2 **How to Search** Type the first few letters of the section name. The program automatically highlights the item from the list.
- 3 **How to Edit** Search first the item and then click the Edit button. You may now enter necessary changes. Click the Save button afterwards to save changes entered.

- 4 How to Add Click the Add button and then complete the following data.
  - Section ID Type the ID of the section and then press <Enter>. This can be the three letters from the section name.
  - Name Type the name of the section.
  - Division Click the to display list of divisions. Double-click the division name to select.

Help Search     Ist of Division					
Search:					
Code ACP HTM IMM	Description ANATOMIC AND CLINICAL PATHOLOG HEMATOLOGY AND TRANSFUSION M IMMUNOLOGY DIVISION				
	<u>S</u> elect	<u>C</u> ancel			

Figure 30: List of Divisions

• ISO Form Code - Type the code of the ISO Form.

5 How to Save - Click the Save button.

6 How to Abort Adding or Editing of Item - Click the Cancel button.

7 How to Close the Window - Click the Exit button.

# **Xray Section**

This option allows you to add a new xray section and edit existing xray section.

1 How to Open the Window - Click Clinical > Section Build File > Xray Section. The window below will be shown.

1	🖡 X-RAY SECTION 🥢					
	Search					E <u>x</u> it
	RevenueID	SectionID	SectionName	ISOFormCo	Divi	
	XR	E	ABDOMEN			Add
	XR	м	BILIARY			
	XR	R	C-ARM			
	XR	С	CHEST			<u>E</u> dit
	XR	0	EKG/ECG			
	XR	A	EXTREMITIES			
	XR	L	GASTROINTESTINAL			
	XR	N	GENITO-URINARY			
	XR	X3	MISCELLANEOUS SERVICES			
	XR	X1	PROCEDURES			
	XR	X2	SAMPLE SECTIONS			
•					•	
	XF	RAY	oth	ier rev. [	<b>)</b>	
	Section ID E					
						. 1
	Name AB		Save			
					_	
L						

Figure 31: Xray Section Build File Window

- 2 **How to Search** Type the first few letters of the section name. The program automatically highlights the item from the list.
- 3 **How to Edit** Search first the item and then click the Edit button. You may now enter necessary changes. Click the Save button afterwards to save changes entered.

- 4 How to Add Click the Add button and then complete the following data.
  - Section ID Type the ID of the section and then press <Enter>. This can be the three letters from the section name.
  - Name Type the name of the section.
- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

### **Ultrasound Section**

This option allows you to add a new ultrasound section and edit existing ultrasound section.

1 **How to Open the Window** - Click Clinical > Section Build File > Ultrasound Section. The window below will be shown.

Ø	ULTRASOUN	D SECTION				×
	Search					E <u>x</u> it
Г	RevenueID	SectionID	SectionName	ISOFormCo	Divi	
	US	U2	MISCELLANEOUS SERVICES			Add
	US	RU	RADIOLOGY ULTRASOUND			
	US	WH	WOMEN HEALTH CENTER			
	US	WS	WOMENS HEALTH CENTER			<u>E</u> dit
•		SOUND	ott	er rev.	•	
	Section ID U2				<b>~</b>	<u>C</u> ancel
	Name MI	SCELLANEOUS	SERVICES			Save

Figure 32: Ultrasound Section Build File Window

- 2 **How to Search** Type the first few letters of the section name. The program automatically highlights the item from the list.
- 3 **How to Edit** Search first the item and then click the Edit button. You may now enter necessary changes. Click the Save button afterwards to save changes entered.

- 4 How to Add Click the Add button and then complete the following data.
  - Section ID Type the ID of the section and then press <Enter>. This can be the three letters from the section name.
  - Name Type the name of the section.
- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

## **CT scan Section**

This option allows you to add a new CT section and edit existing CT section.

1 **How to Open the Window** - Click Clinical > Section Build File > CT Scan Section. The window below will be shown.

L CT-SCAN SE	CTION				<b>×</b>
Search					E <u>x</u> it
RevenueID	SectionID	SectionName	ISOFormCo	Divi	
СТ	C	ABDOMEN			<u>A</u> dd
СТ	м	BILIARY			_
СТ	C1	CT PROCEDURES			
СТ	А	CT SCAN			<u>E</u> dit
СТ	Н	DENTAL X-RAY			
СТ	G	EXTREMETIES			
СТ	C2	MISCELLANEOUS SERVICES			
•				4	
<u> </u>	SCAN	<u>oth</u>	er rev.]	,	<u>C</u> ancel
CT- Section ID C	SCAN	<u>oth</u>	er rev.]	,	
		<u>oth</u>	er rev.]	,	<u>C</u> ancel <u>S</u> ave
CT- Section ID C		<u>oth</u>	er rev.	,	

Figure 33: CT Scan Section Build File Window

- 2 **How to Search** Type the first few letters of the section name. The program automatically highlights the item from the list.
- 3 **How to Edit** Search first the item and then click the Edit button. You may now enter necessary changes. Click the Save button afterwards to save changes entered.

- 4 How to Add Click the Add button and then complete the following data.
  - Section ID Type the ID of the section and then press <Enter>. This can be form from the three letters of the section name.
  - Name Type the name of the section.
- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

### **Heart Station Section**

This option allows you to add a new heart station section and edit existing heart station section.

1 **How to Open the Window** - Click Clinical > Section Build File > Heart Station Section. The window below will be shown.

1	HEART STAT	ION SECTION				×
	Search					Exit
	RevenueID	SectionID	SectionName	ISOFormCo	Divi	
	HS	CAR	CAROTID			Add
	HS	ECC	ECHOCARDIOGRAM			
	HS	ECG	ELECTROCARDIOGRAM			
	HS	EQT	EQUIPMENT			<u>E</u> dit
	HS	MIC	MISCELLANEOUS			
	HS	H1	MISCELLANEOUS SERVICES			
	HS	PER	PERIPHERAL VASCULAR			
	HS	RTS	PROCEDURES			
•					4	
	HEART Section ID CA Name CA			ier rev. 🞑	•	<u>C</u> ancel <u>S</u> ave

Figure 34: Heart Station Section Build File Window

- 2 **How to Search** Type the first few letters of the section name. The program automatically highlights the item from the list.
- 3 **How to Edit** Search first the item and then click the Edit button. You may now enter necessary changes. Click the Save button afterwards to save changes entered.

- 4 How to Add Click the Add button and then complete the following data.
  - Section ID Type the ID of the section and then press <Enter>. This can be the three letters from the section name.
  - Name Type the name of the section.
- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

### **Nuclear Medicine Section**

This option allows you to add a new nuclear medicine section and edit existing nuclear medicine section.

1 **How to Open the Window** - Click Clinical > Section Build File > Nuclear Medicine Section. The window below will be shown.

<b>F</b>	NUCLEAR MEDICINE SECTION					<b>—</b> ×	
	Search Exit						
	RevenueID	SectionID	SectionName	ISOFormCo	Divi		
	NU	NMR	BONE SCAN			Add	
	NU	RGT	BONE SCAN REAGENTS				
	NU	BSR	BONE SCAN REAGENTS				
	NU	HID	EHIDA REAGENTS			Edit	
	NU	GBP	GATEBLOOD REAGENTS				
	NU	GFR	GFR REAGENTS				
	NU	LSR	LIVER REAGENTS				
	NU	MDR	MECKELS DIVERTICULUM				
•							
	NUCLEAR MEDICINE     other rev.       Section ID     NMR						
	Name BO	ONE SCAN				Save	

Figure 35: Nuclear Medicine Section Build File Window

- 2 **How to Search** Type the first few letters of the section name. The program automatically highlights the item from the list.
- 3 **How to Edit** Search first the item and then click the Edit button. You may now enter necessary changes. Click the Save button afterwards to save changes entered.

- 4 How to Add Click the Add button and then complete the following data.
  - Section ID Type the ID of the section and then press <Enter>. This can be the three letters from the section name.
  - Name Type the name of the section.
- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

# **RTS/Pulmonary Laboratory Section**

This option allows you to add a new RTS/Pulmonary Laboratory section and edit existing RTS/Pulmonary Laboratory section.

1 **How to Open the Window** - Click Clinical > Section Build File > PA Section. The window below will be shown.

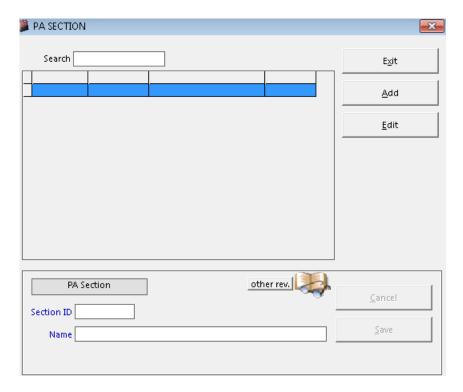


Figure 36: PA Section Build File Window

- 2 **How to Search** Type the first few letters of the section name. The program automatically highlights the item from the list.
- 3 **How to Edit** Search first the item and then click the Edit button. You may now enter necessary changes. Click the Save button afterwards to save changes entered.

- 4 How to Add Click the Add button and then complete the following data.
  - Section ID Type the ID of the section and then press <Enter>. This can be the three letters from the section name.
  - Name Type the name of the section.
- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

## **Rehabilitation Section**

This option allows you to add a new rehabilitation section and edit existing rehabilitation section.

1 **How to Open the Window** - Click Clinical > Section Build File > Rehabilitation Section. The window below will be shown.

🎒 REHABILITA	TION MEDICIN	e section			×
Search					E <u>x</u> it
RevenueID	SectionID	SectionName	ISOFormCo	Divi	
PT	81	MISCELLANEOUS SERVICES			Add
PT	oc	OCCUPATIONAL THERAPY			
РТ	РТ	PHYSICAL THERAPY			E dit
PT	ST	SPEECH THERAPY		Щ.	<u>E</u> dit
<			ier rev.		
Section ID B				<b>*</b>	<u>C</u> ancel
Name 🛚	1ISCELLANEOUS	SERVICES			<u>S</u> ave

Figure 37: Rehabilitation Section Build File Window

- 2 **How to Search** Type the first few letters of the section name. The program automatically highlights the item from the list.
- 3 **How to Edit** Search first the item and then click the Edit button. You may now enter necessary changes. Click the Save button afterwards to save changes entered.

- 4 How to Add Click the Add button and then complete the following data.
  - Section ID Type the ID of the section and then press <Enter>. This can be the three letters from the section name.
  - Name Type the name of the section.
- 5 How to Save Click the Save button.
- 6 How to Abort Adding or Editing of Item Click the Cancel button.
- 7 How to Close the Window Click the Exit button.

#### How to add detail(s) of the package

KIEDSYS - Build File ver.8.0.272	
File Clinical Financial Reports Options Help	
Image: Search Menu       Revenue       Company       Address       B. Class       Nationality       Religion       Doctors       Rooms       Egt	
🖉 Package 💿 🗖 🕰	
Search (ADD) Exit	
ID Description Status 2 ADDOMINAL HEALTH PACKAGE Active	
4 BASIC MEDICAL CHECK UP Active 10 DR PACKAGE Active ≜dd	
12 EXECUTIVE CHECK UP PLAN A Active 5 EXECUTIVE CHECK UP PLAN B - FEMALE Active	
6 EXECUTIVE CHECK UP PLAN B - FEMALE Active 9 EXECUTIVE CHECK UP PLAN B I PATIENT - F Active	
8 EXECUTIVE CHECK UP PLAN B IN-PATIENT -M Active 11 EXECUTIVE CHECK UP PLAN B IN-PATIENT -M Active Export	
7 EXECUTIVE CHECK UP PLAN D - MALE Active 3 MATERNITY Active 4 Act	
1 SAMPLE Inactive	
ID 📧 🔽 Active Rec# NEW Cancel	
Description	
Classification LOCAL	
Patient Type  Patient I Out-Patient MALE  Viewing Option	
Access Cash	
Kidney     ER     NU     Nursing       DR     ICU     OR     OPD       HS     PPCU     Puimo     Nursey	
U With Expiration Date:	
Package Group 6 /27/2017	

To do this, click on the ADD DETAILS button in the Executive Package Entry to load the window below

Enter the following information:

1 Revenueld - Press Enter key to load list(s) of departments then double click on the specific item

- 2 ExamId Press Enter key to load list(s) of items of the chosen department
- 3 ExamName Description of the item chosen.
- 4 Quantity
- 5 Amount
- 6 Status Active or Inactive

The total amount of the package is located in the Package Deal Amount box.

To remove an item, highlight then click on Delete Exam button

To save the item(s) entered, click on Save button to save the data entered.

To go out from this option, click on Exit button.

# Index

—A address, 17

#### —B business class, 21

#### --C--close the program, 8 company, 14 CT scan section, 57

—D doctor, 27 doctor's professional fee, 67 dosage, 49

—E end the program, 8

—F features, 6

—H heart station section, 59

L laboratory code, 42 laboratory section, 51

—N nationality, 23 nuclear medicine section, 61 —O objectives, 6

--R-rehabilitation section, 65 religion, 25 revenue, 8 revenue exam, 11 room, 30 room accommodation, 38 room class, 36 RTS/pulmonary laboratory section, 63

#### —S service, 40 start the program, 7 station, 34 supply package, 47

—T telephone, 19

—U ultrasound section, 55

—X xray section,53