

MEDSYS ***Information System***

CSR Dispensing Program ***User's Manual***



MEDSYS

Kaiser dela Cruz Consulting Incorporated

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Introduction

Overview



The **Central Supply Program** deals with the automation of general workflow and administration management process of a supply. It is the program used for the issuances of sterile supplies and most of the special equipment needed in the care of patients. It keeps track of all your charged sales for inpatient and outpatient type of transactions. It's got all the features you will need to manage your hospital Central Supply Room in an easy to use and intuitive design. Also, reports are automatically generated when needed. It creates a work order for the patient \ nurse and tracks it to completion. There are many more features in the Visual Medsys CSR module but the most important is ease of use. It won't take you long to get comfortable with the system.

Objectives

- To create a work order for the patient \ nurse and tracks it to completion
- To help the CSR staff in rendering to doctor and patient the best and most efficient services.
- To provide business (financial) information to management and process
- To provide quality control monitoring and performance reports

Features

- CSR Dispensing program is tailored made according to specific hospital client's policy, internal controls and standards
- CSR Dispensing program's interfacing features with different clinical modules help make the posting of charges fast, easy, efficient, completely traceable electronic process that saves time, reduces cost, minimizes effort and eliminates potential for error and oversights.
- **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 **Central Supply 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.



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.



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

- 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 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 **Post Items > Exit** or
- Click  located at the upper right corner of the main window.

Program Operation

Changing of shift and Entry of Chargeslip

This allows the staff to tag the specific shift they are in and enable them to enter the start of the charge slip to be used during her shift. A sample window is loaded below.

Shift Entry

1st Shift (7 am - 3 pm)

2nd Shift (3 pm - 11 pm)

3rd Shift (11 pm - 7 am)

CHARGESLIP # 20001

Ok

Enter the starting charge slip here.

Manual Posting of Inpatient Request

This option allows you to enter supply request of inpatient.



- 1 Click the **Manual Posting** toolbar button to open its window.

Manual Posting (IN-PATIENT)

List of Posted Medicines

Patient Information

Admission No. Name
 Hospital No. Doctor
 Charge Slip Station
 Total Charges Room No.

List of Requests

#	Code	Product Description	Quantity	Stock	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Clear Row Print Save Exit

Figure 3: Manual Posting (Inpatient) Window

- 2 Under **Admission No.** entry, enter the first few letters of patient's last name and then press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient name to select. The patient's information will be displayed afterwards.
- 3 To enter patient request, complete the following data.
 - **Code** - Type the item code or first few characters of the item name and then press <Enter>. A window with items list will be displayed matching the query typed. Double-click the item name to select. Its product description will be automatically displayed.
 - **Quantity** - Type the number of item to request and then press <Enter>. The program will automatically display a message if the item stock is unavailable. Just press <Enter> to proceed. The stock and amount will be automatically displayed.

- ▼ You can view the **total amount** of the entered items just above the **List of Requests**.
- ▼ **To delete entered item**, click the row where the item is aligned and then click the **Clear Row** button at the bottom part of the window.

4 Click the **Save** button to save the entered item(s).


Click the **Print** button to save the entered item(s) and to print the charge-slip.

Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without saving entered item(s) or click the **No** button to go back to the window.

Note: You can view all posted items since the start of the selected patient's confinement by clicking the **List of Posted Items** button at the upper right part of the **Manual Posting** window. To reprint a charge-slip, click the reference number you want to reprint and then click the **Reprint** button.

Manual Posting of Outpatient Request


This option allows you to enter supply request of outpatient.


- 1 Click the  **Manual Posting** drop-down arrow and then select **Out-Patient** or click **Post Items > Manual Posting > Out-Patient** to display its window.

Manual Posting (IN-PATIENT)

List of Posted Medicines

Patient Information

Admission No.  Name

Hospital No. Doctor 

Charge Slip Station

Total Charges Room No.

List of Requests

#	Code	Product Description	Quantity	Stock	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Clear Row Print Save Exit

Figure 4: Manual Posting (Outpatient) Window

- 2 Under **OPD No.** entry, enter the patient’s OPD number and then press <Enter>. Or you can enter the first few letters of the patient’s last name and then press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient name to select. The patient information will be automatically displayed afterwards.
- 3 Under **Doctor’s Code** entry, enter the first few letters of the doctor’s last name and then press <Enter>. A window with doctors list will appear matching the query typed. Double-click the doctor’s name to select.
- 4 To enter patient request, complete the following data.

- **Code** - Type the item code or first few characters of the item name and then press <Enter>. A window with items list will be displayed matching the query typed. Double-click the item name to select. Its product description will be automatically displayed.
- **Quantity** - Type the number of item to request and then press <Enter>. The program will automatically display a message if the item stock is unavailable. Just press <Enter> to proceed. The stock and amount will be automatically displayed.

- You can view the **total amount** of the entered items just above the **List of Requests**.
- **To delete entered item**, click the row where the item is aligned and then click the **Clear Row** button at the bottom part of the window.

5 Click the **Save** button to save the entered item(s).

Click the **Print** button to save the entered item(s) and to print the charge-slip.

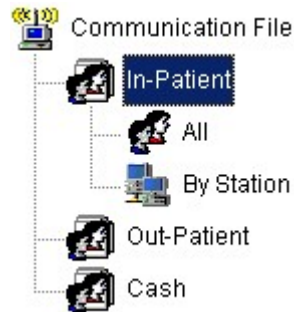
Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without saving entered item(s) or click the **No** button to go back to the window.

Note: You can view all posted items since the start of the selected patient's consultation by clicking the **List of Posted Items** button at the upper right part of the **Manual Posting** window. To reprint a charge-slip, click the reference number you want to reprint and then click the **Reprint** button.

Processing of Inpatient Pending Request

Use this option to process inpatient request(s) posted from the different nursing stations and other cost-centers.

1 Under the **Communication File**, click **In-Patient**. To view all inpatient pending requests, click **All** or to view pending requests by station, click **By Station**. See figure below.



2 The list of pending requests is shown under **Patient List**. Double-click the patient name you want to process.

3 The **Communication File Entry** window will be displayed.

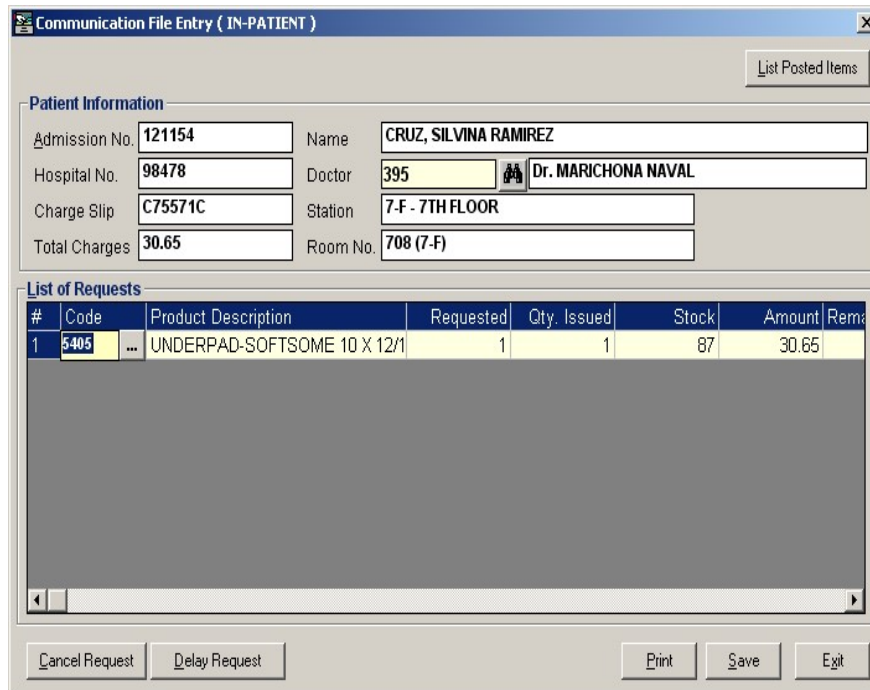


Figure 5: Communication File Entry (Inpatient) Window

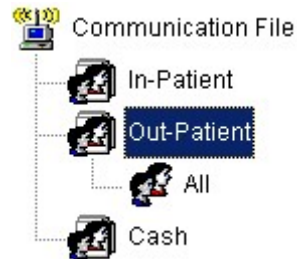
- You can cancel a pending request by selecting the item from the list and then click the **Cancel Request** button located at the bottom part of the window.
- You can delay a request by selecting the item from the list and then click the **Delay Request** button located at the bottom part of the window.
- To process and save the request, click the **Save** button.
- To print and save the request, click the **Print** button

- Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without processing the request or click the **No** button to go back to the window.

Processing of Outpatient Pending Request

Use this option to process outpatient pending request(s) from Emergency Room and other cost-centers.

- Under the **Communication File**, click **Out-Patient**. Click **All** to view all outpatient pending requests. See figure below.



- The list of pending requests is shown under **Patient List**. Double-click the patient name you want to process.

- The **Communication File Entry** window will be displayed.

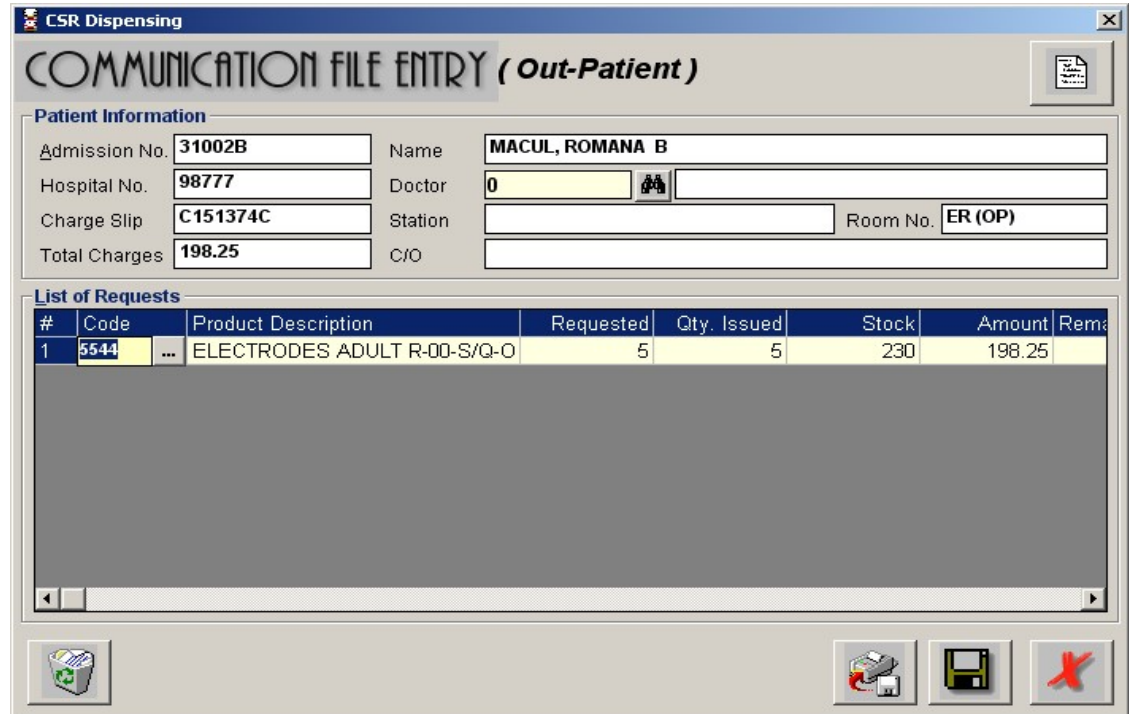


Figure 6: Communication File Entry (Outpatient) Window

To cancel a particular item, select it from the list and then click the **Cancel Request** button.



- Click this button to process and save the outpatient request.



- Click this button to print and save the outpatient request.



- Clicking this button will display a message. Click the **Yes** button to close the window without processing the request or click the **No** button to go back to the window.

Cash-basis Request Entry (Assessment Entry)

This option allows you to enter supply request of cash-basis patients.



1 Click the **Assessment** toolbar button to open its window.

Figure 7: Assessment Entry Window

2 Under **Patient Type** entry, choose the patient type from “Out-Patient” or “In-patient”. The default patient type is “Walk-in”. For walk-in patient, you need to type the patient name under **Patient/Business Name** entry. If “In-patient” or “Outpatient” is selected, patients list will appear. Just double-click the patient name to select.

3 To enter request, complete the following data.

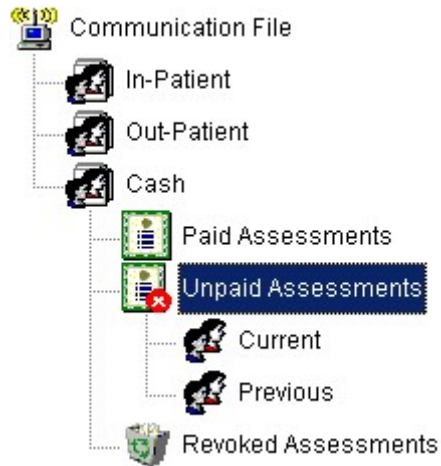
- **Code** - Type the item code or first few characters of the item name and then press <Enter>. A window with items list will be displayed matching the query typed. Double-click the item name to select. Its product description will be automatically displayed.
- **Quantity** - Type the number of item to request and then press <Enter>. The program will automatically display a message if the item stock is unavailable. Just press <Enter> to proceed. The stock and amount will be automatically displayed.


- You can view the **total amount** of the entered items at the upper right part of the window.
 - **To delete entered item**, click the row where the item is aligned and then click the **Cancel** button at the bottom part of the window.
 - **To delete all entered items**, click the **Clear All** button at the bottom part of the window.
- 4 Click the **Save** button to save the entered item(s).
- Click the **Print** button to save the entered item(s) and to print the charge-slip.
- Click the **Close** button to close the **Assessment Entry** window.

Revoking of Unpaid Cash-basis Patient Request

Use this option to revoke assessment request entered (cash-basis patient request).

- 1 Under the **Communication File**, click **Cash** and then click **Unpaid Assessments**. Click **Current** to display current unpaid assessments or **Previous** to display all previous unpaid assessments. See figure below.

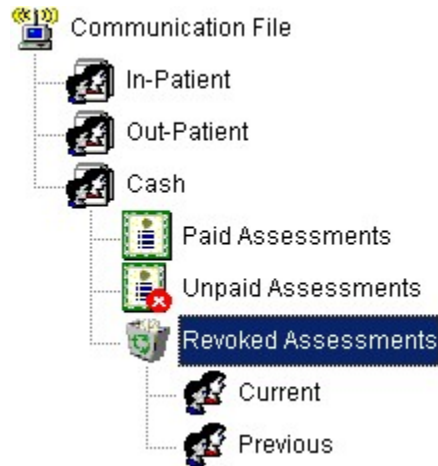


- 2 The list of unpaid assessments is shown under **List of Patients**. Select the assessment number you want to revoke and then click the  **Revoke Request Assessment** toolbar button. A message will appear for confirmation. Click the **Yes** button to proceed or **No** to abort.

Viewing of Revoked Assessments

This option lets you view current and previous revoked assessments.

- 1 Under the **Communication File**, click **Cash** and then click **Revoked Assessments**. Click **Current** to display current revoked assessments or **Previous** to display all previous revoked assessments. See figure below.



- 2 The list of revoked assessments is shown under **Patients List**.

Post Returned Supplies (Inpatient)


Use this option to enter returned supplies of inpatient.

- 1 Click the  **Post Returned Supply** toolbar button to open its window.

Posted Returned Items (IN-PATIENT) [Close]

List of Posted Items

Patient Information

Admission No.  Name

Hospital No. Doctor

Credit Memo Room No.

Total Charges Station

List of Requests

Charge Slip	Code	Product Description	Qty. Issued	Quantity	Stock	Amount

Clear Row Print Save Exit

Figure 8: Post Returned Supply (Inpatient) Window

- 2 Under **Admission No.** entry, enter the patient’s admission number and then press <Enter>. Or you can enter the first few letters of the patient’s last name and then press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient name to select. The patient information will be automatically displayed.
- 3 To enter returned supply, complete the following data.
 - **Charge Slip** - Press the <Enter> key to display list of charge-slips issued.

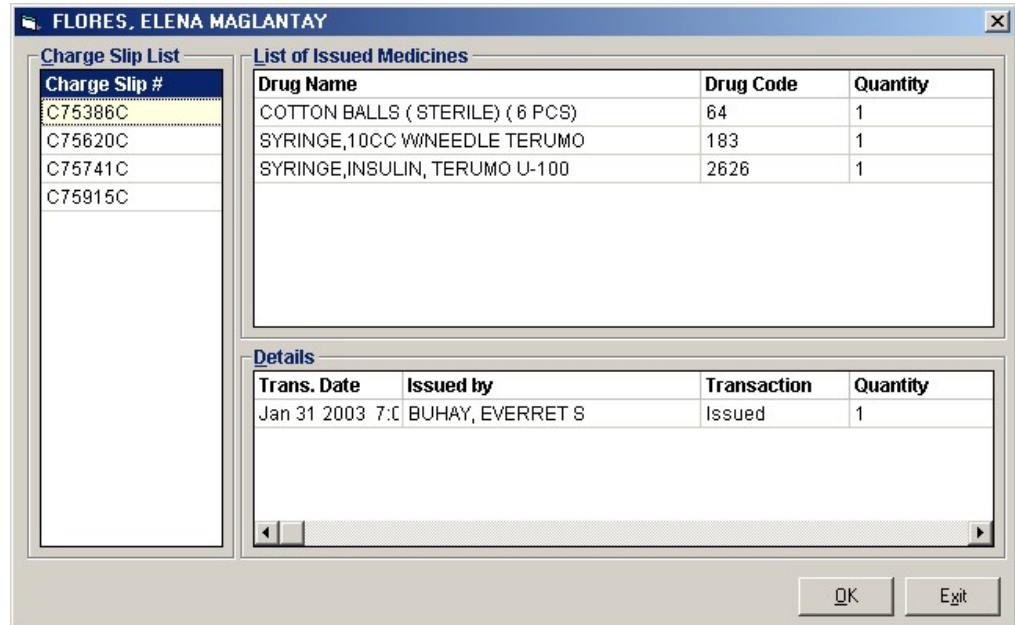


Figure 9: List of Charge-slips Issued

Click the charge-slip number at the left side of the window to display issued supplies and its details. To select, double-click the charge-slip number.

- **Code** - Press the <Enter> key to display issued supplies. Double-click the item name to select. Its description, quantity issued and stock will be automatically displayed.

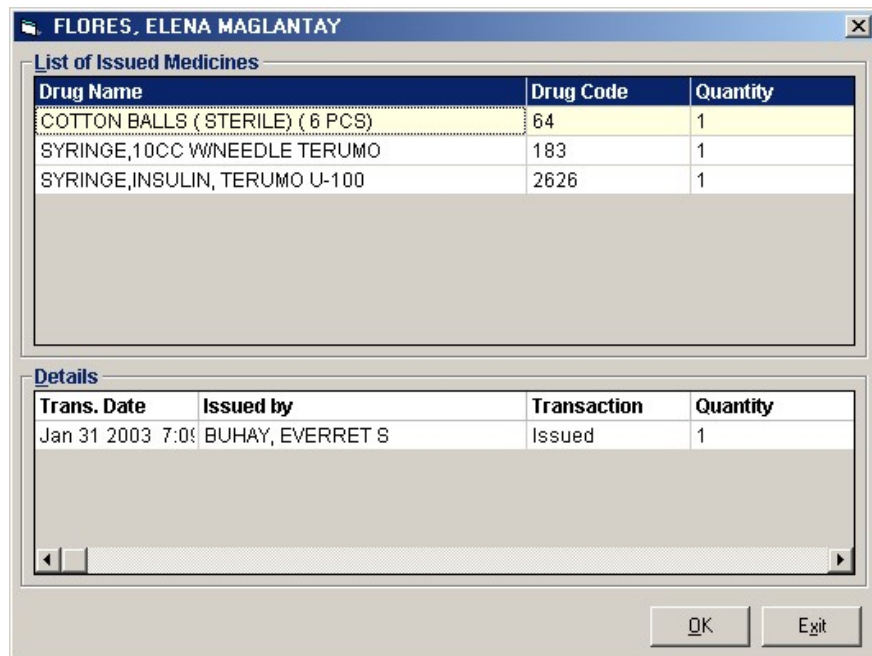


Figure 10: List of Issued Supplies under the Selected Charge-slip Number

- **Quantity** - Type the number of item to return. This should not be greater than the number of item issued.

- You can view the **total amount** of the supplies returned just above the **List of Requests**.
- **To delete entered returned supply from the list**, click the item name and then click the **Clear Row** button at the bottom part of the window.

4 Click the **Save** button to save the returned supplies.


Click the **Print** button to save the returned supplies and to print the charge-slip.

Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without saving returned supplies or click the **No** button to go back to the window.

Note: You can view all posted supplies since the start of the selected patient's confinement by clicking the **List of Posted Items** button at the upper right corner of the **Post Returned Supply** window. To reprint a charge-slip, click the reference number you want to reprint and then click the **Reprint** button.

Post Returned Supplies (Outpatient)

Use this option to enter returned items of outpatient.

- 1 Click the  **Post Returned Supply** drop-down arrow and then select **Outpatient** or click **Others > Post Returned Supplies > Outpatient** to open its window.

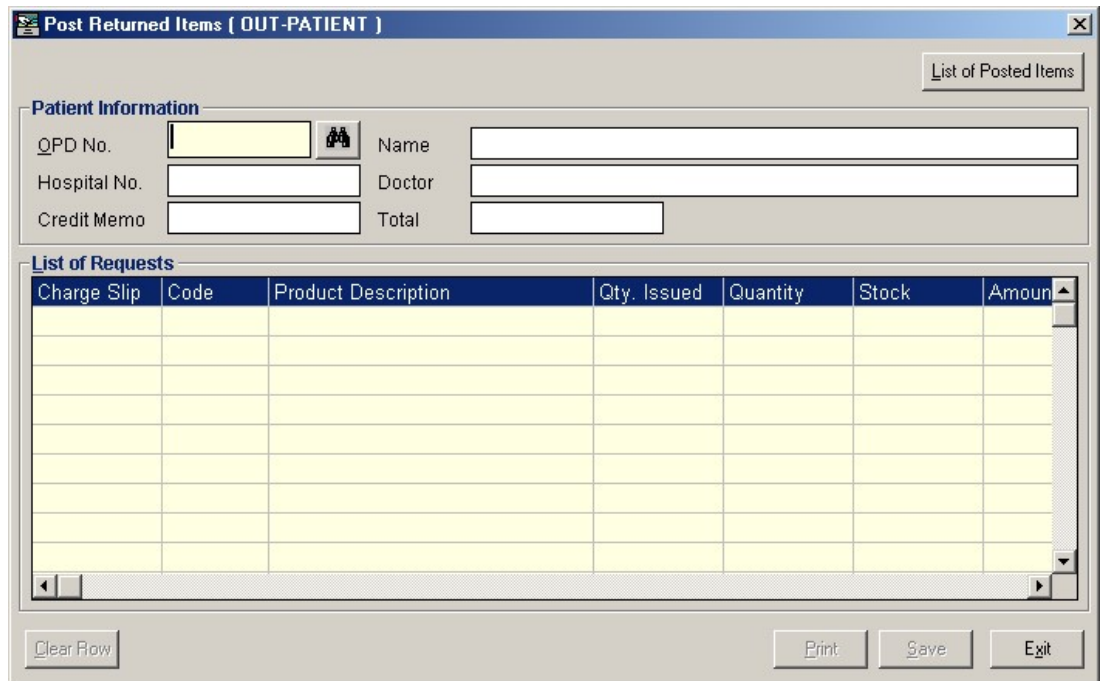


Figure 11: Post Returned Items (Outpatient) Window

- 2 Under **OPD No.**, type the first few letters of the patient's last name and the press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient name to select. The patient information will be automatically displayed afterwards.
- 3 To enter returned supplies, complete the following data.
 - **Charge Slip** - Press the <Enter> key to display list of charge-slips issued.

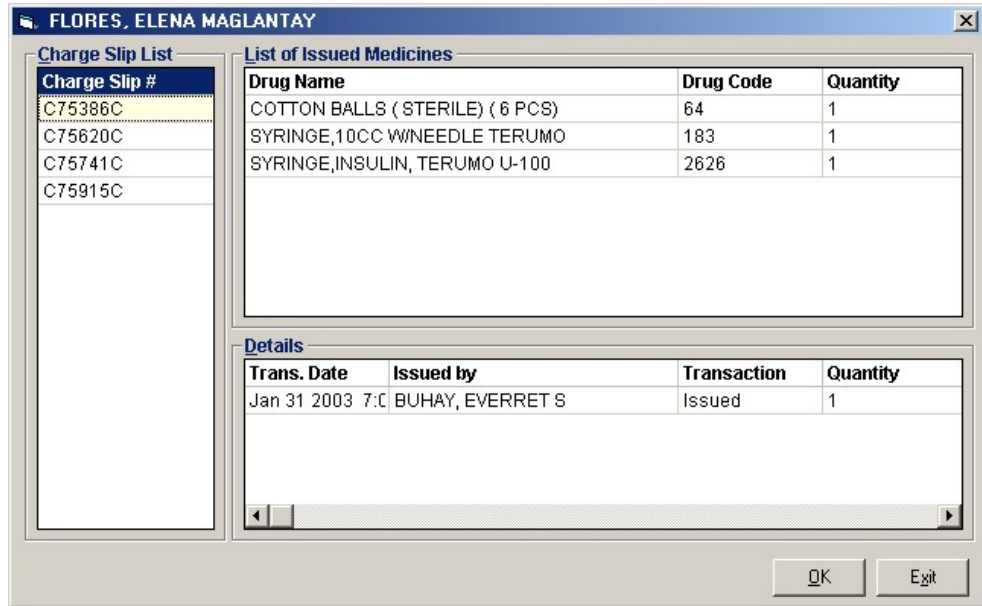


Figure 12: List of Charge-slips Issued

Click the charge-slip number at the left side of the window to display issued supplies and its details. To select, double-click the charge-slip number.

- **Code** - Press the <Enter> key to display issued supplies. Double-click the item name to select. Its description, quantity issued and stock will be automatically displayed.

List of Issued Medicines		
Drug Name	Drug Code	Quantity
COTTON BALLS (STERILE) (6 PCS)	64	1
SYRINGE,10CC W/NEEDLE TERUMO	183	1
SYRINGE,INSULIN, TERUMO U-100	2626	1

Details			
Trans. Date	Issued by	Transaction	Quantity
Jan 31 2003 7:00	BUHAY, EVERRET S	Issued	1

Figure 13: List of Issued Supplies under the Selected Charge-slip Number

- **Quantity** - Type the number of item to return. This should not be greater than the number of item issued.
- You can view the **total amount** of the supplies returned just above the **List of Requests**.
- **To delete entered returned supply from the list**, click the item name and then click the **Clear Row** button at the bottom part of the window.

4 Click the **Save** button to save the returned supplies.

Click the **Print** button to save the returned supplies and to print the charge-slip.

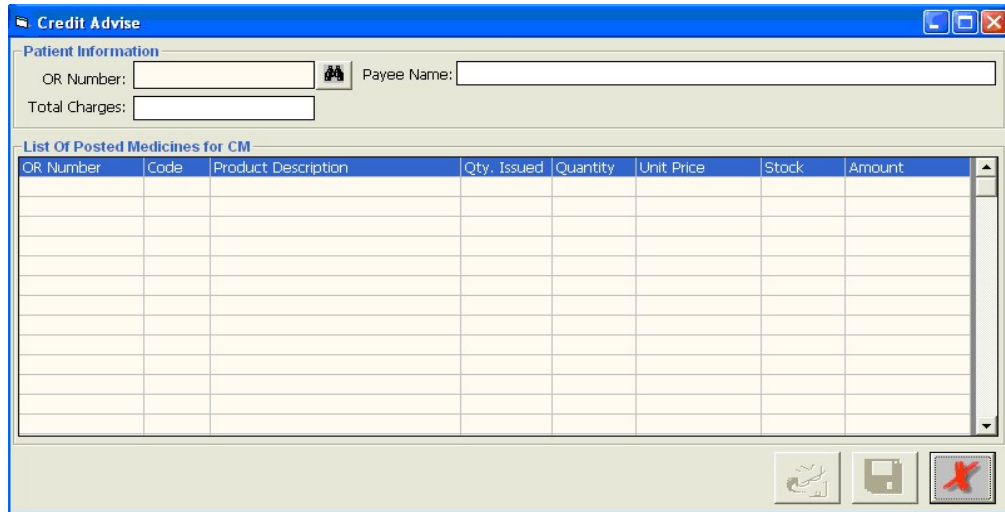
Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without saving returned supplies or click the **No** button to go back to the window.

Note: You can view all posted supplies since the start of the selected patient's consultation by clicking the **List of Posted Items** button at the upper right part of the **Post Returned Supply** window. To reprint a charge-slip, click the reference number you want to reprint and then click the **Reprint** button.

Post Returned Supplies-Cash (Credit Advise)

Use this option to enter returned items of outpatient.

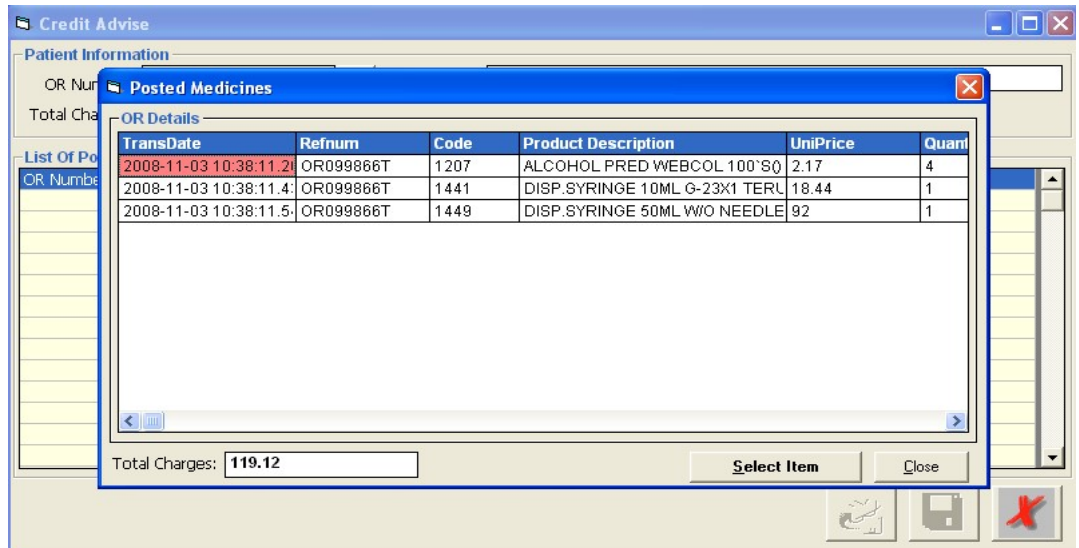
- 1 Click the **Others** **Post Returned Supplies** drop-down arrow and then select **Cash** to open this window

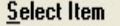


- 2 Type in the official receipt number of the item to return **OR Number: OR090975S** then press enter or Search option. Program will search for existing document number, once located, payee name will automatically display on the screen.

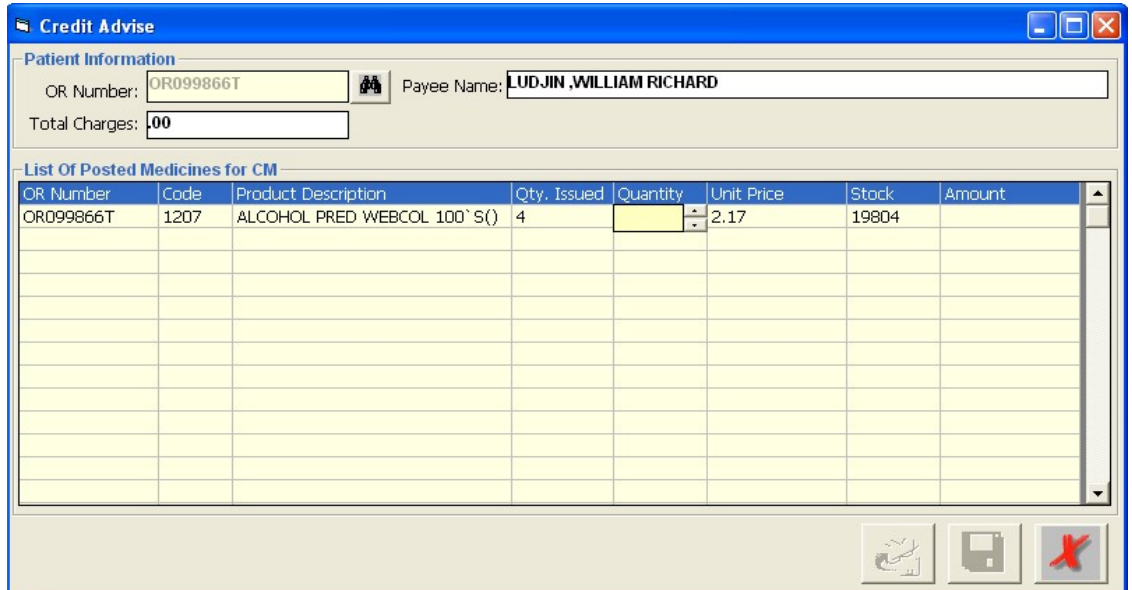
- 3 Click on the **Code** option to list the items included charged with the given official receipt number.

- 4 Select from the list the specific item to return as shown on the window below:



To choose for the item to return, click the item name and then click the  button at the bottom part of the window.

4 Type in the number of quantity to return as shown below



Credit Advise



Patient Information

OR Number: Payee Name:

Total Charges:

List Of Posted Medicines for CM

OR Number	Code	Product Description	Qty. Issued	Quantity	Unit Price	Stock	Amount
OR099866T	1207	ALCOHOL PRED WEBCOL 100' S()	4	<input type="text"/>	2.17	19804	

6 Click the  **Save** button (without printing) or  **save** button (with printing of credit advise form).

Note: The above process once saved will not immediately add back the returned quantity of the returned item to the CSR dispensing inventory stock balance. It will be the cashier module that will trigger the update of the stock balance once the credit advise is processed.

Correction Entry -Inpatient

Use this option to adjust posted supply of inpatient.



1 Click the **Correction Entry** toolbar button to open its window.

Figure 14: Correction Entry (Inpatient) Window

- 2 Under **Admission No.** entry, enter the patient's admission number and then press <Enter>. Or you can enter the first few letters of the patient's last name and then press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient name to select. The patient information will be automatically displayed.
- 3 To adjust posted item(s), complete the following data.
 - **Charge Slip** - Press the <Enter> key to display list of charge-slips issued.

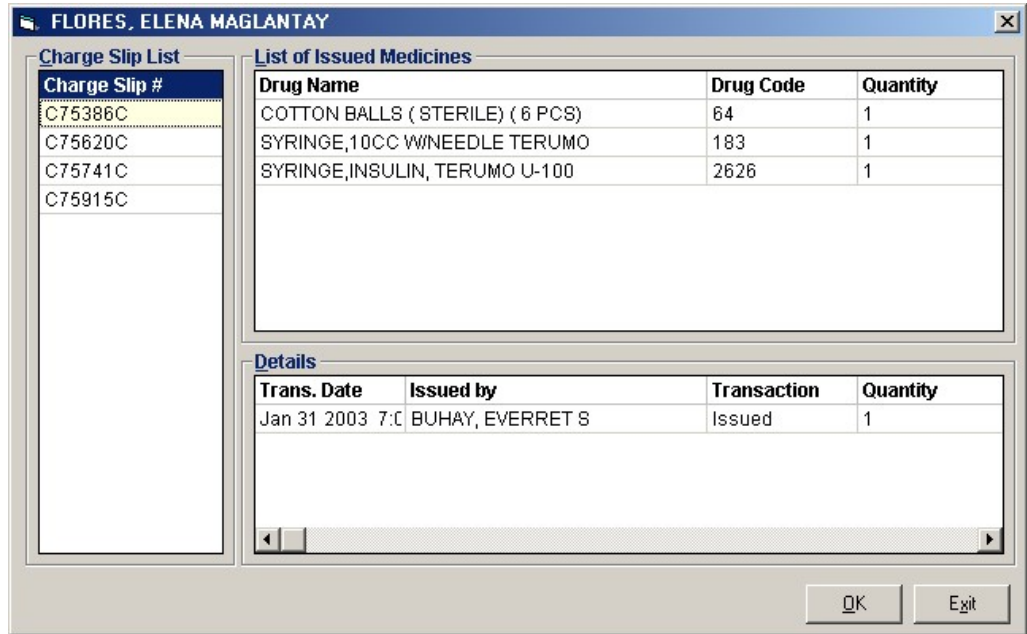


Figure 15: List of Charge-slips Issued

Click the charge-slip number at the left side of the window to display issued supplies and its details. To select, double-click the charge-slip number.

- **Code** - Press the <Enter> key to display issued supplies. Double-click the item name to select. Its description, quantity issued and stock will be automatically displayed.

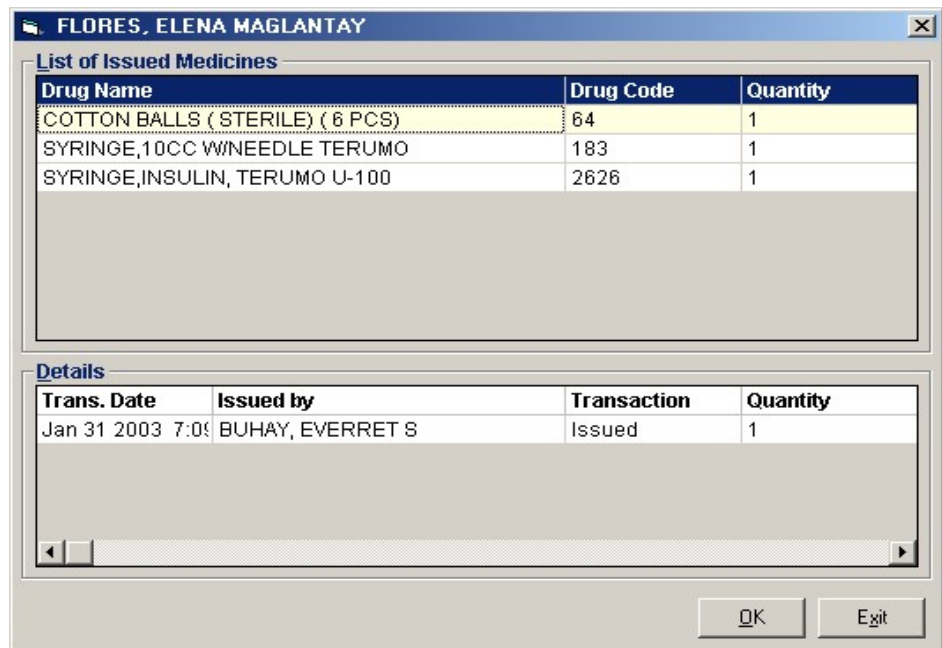


Figure 16: List of Issued Supplies under the Selected Charge-slip Number

- **Quantity** - Type the number of item to adjust. This should be greater than the number of item issued.

- You can view the **total amount** of the item(s) adjusted just above the **List of Requests**.

- **To delete adjusted item from the list**, click the item and then click the **Clear Row** button at the bottom part of the window.

4 Click the **Save** button to save the adjusted item(s).

Click the **Print** button to save the adjusted item(s) and to print the charge-slip.

Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without saving adjusted item(s) or click the **No** button to go back to the window.

Note: You can view all posted items since the start of the selected patient's confinement by clicking the **List of Posted Items** button at the upper right part of the **Correction Entry** window. To reprint a charge-slip, click the reference number you want to reprint and then click the **Reprint** button.

Correction Entry - Outpatient

Use this option to adjust posted supply of outpatient.



- 1 Click the **Correction Entry** drop-down button and then select Outpatient or click **Others > Correction Entry > Out-patients**.

Post Returned Items (OUT-PATIENT)

List of Posted Items

Patient Information

OPD No. Name

Hospital No. Doctor

Credit Memo Total

List of Requests

Charge Slip	Code	Product Description	Qty. Issued	Quantity	Stock	Amount

Clear Row Print Save Exit

Figure 17: Correction Entry (Outpatient) Window

- 2 Under **OPD No.**, type the first few letters of the patient's last name and the press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient name to select. The patient information will be automatically displayed afterwards.

- 3 To adjust posted item(s), complete the following data.

- **Charge Slip** - Press the <Enter> key to display list of charge-slips issued.

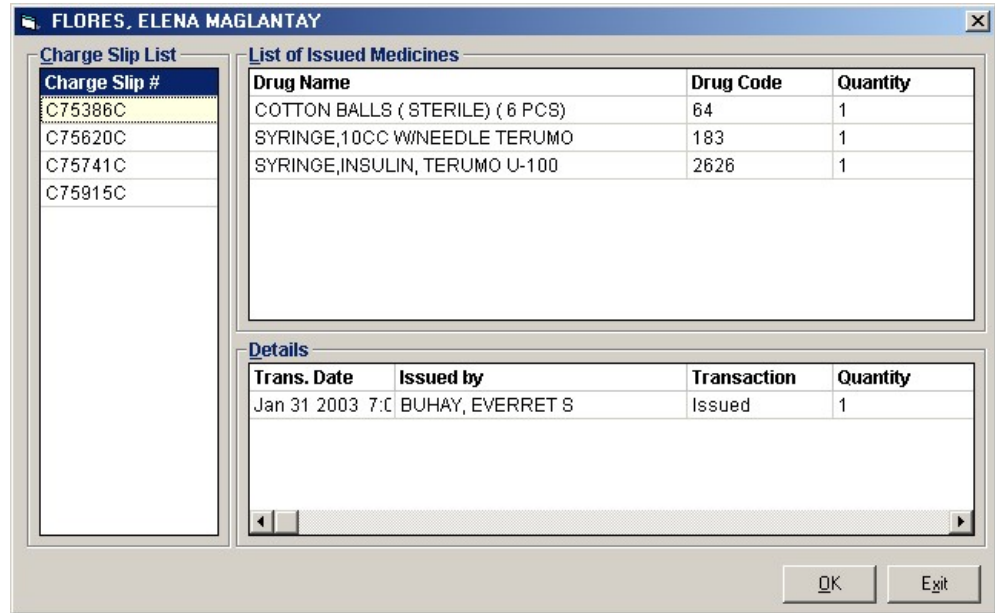


Figure 18: List of Charge-slips Issued

Click the charge-slip number at the left side of the window to display issued supplies and its details. To select, double-click the charge-slip number.

- **Code** - Press the <Enter> key to display issued supplies. Double-click the item name to select. Its description, quantity issued and stock will be automatically displayed.

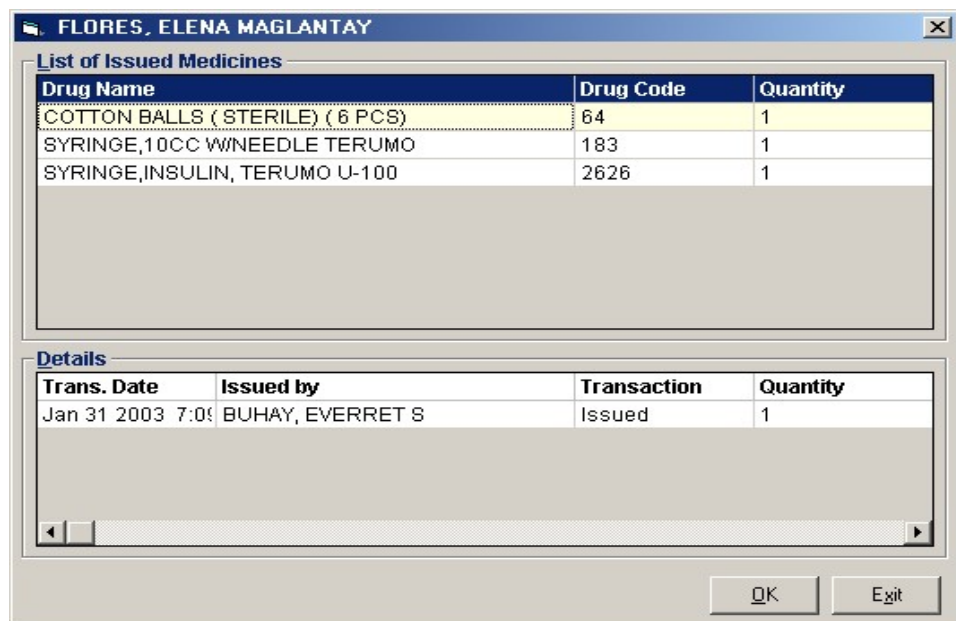


Figure 19: List of Issued Supplies under the Selected Charge-slip Number

- **Quantity** - Type the number of item to adjust. This should be greater than the number of item issued.

- You can view the **total amount** of the item(s) adjusted just above the **List of Requests**.

- **To delete adjusted item from the list**, click the item and then click the **Clear Row** button at the bottom part of the window.

4 Click the **Save** button to save the adjusted item(s).

Click the **Print** button to save the adjusted item(s) and to print the charge-slip.

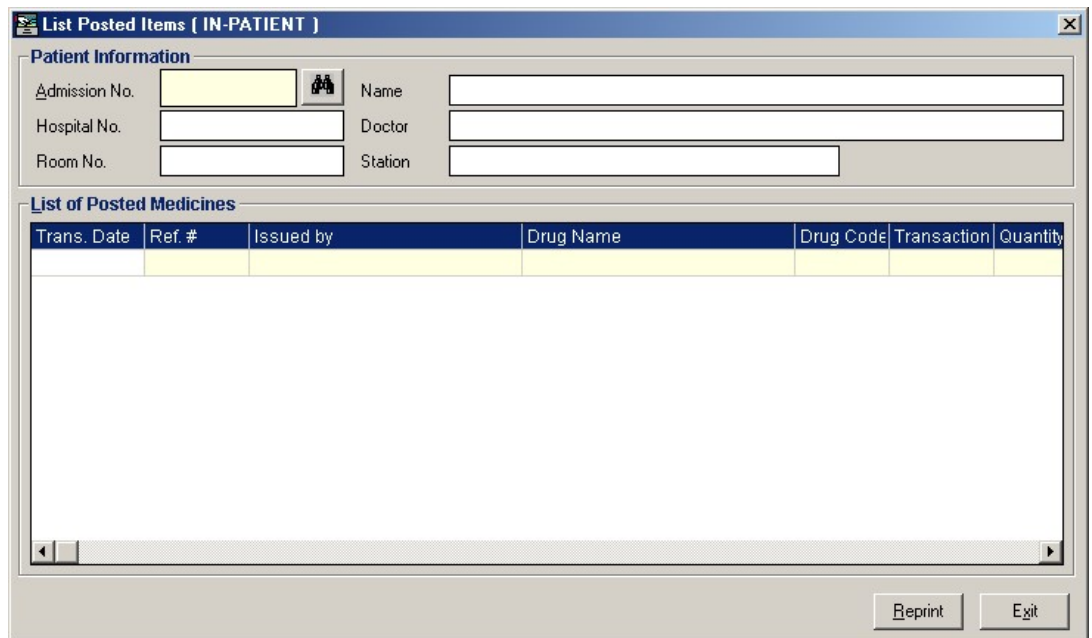
Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without saving adjusted item(s) or click the **No** button to go back to the window.

Note: You can view all posted items since the start of the selected patient's consultation by clicking the **List of Posted Items** button at the upper right part of the **Correction Entry** window. To reprint a charge-slip, click the reference number you want to reprint and then click the **Reprint** button.

Viewing of Posted Inpatient Supplies

This option allows you to display all posted supplies since the start of the selected patient's confinement.

- 1 Click the  **List of Posted Supplies** toolbar button to open its window.



Trans. Date	Ref. #	Issued by	Drug Name	Drug Code	Transaction	Quantity

Figure 20: List of Posted Items (Inpatient) Window

- 2 Under **Admission No.** entry, enter the patient's admission number and then press <Enter>. Or you can enter the first few letters of the patient's last name and then press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient-name to select. The patient information and list of posted items will be automatically displayed.

List Posted Items (IN-PATIENT)

Patient Information

Admission No. **37396** Name **FLORES, ABIGAIL TARROZA**
 Hospital No. **541615** Doctor **Dr. VICTORIA ABESAMIS**
 Room No. **2012 - SMALL** Station **W2A - WING 2A**

List of Posted Medicines

Trans. Date	Reference #	Issued by	Drug Name	Drug Code	Transaction	Qty.
Sep 6 2002	C31415C	ENRIQUEZ, CHRISTOPHER E	I.V. CATH, G.24, HMD, CATHULA	2607	Issued	1
Sep 6 2002	C31415C	ENRIQUEZ, CHRISTOPHER E	I.V. INSERTION - MICROSET (Pa	1019P	Issued	1
Sep 6 2002	C31415C	ENRIQUEZ, CHRISTOPHER E	I.V. SET, SOLUSET	110	Issued	1
Sep 6 2002	C31415C	ENRIQUEZ, CHRISTOPHER E	TAPE, SURGICAL S.1", MICROP	189	Issued	1
Sep 6 2002	C31415C	ENRIQUEZ, CHRISTOPHER E	COTTON BALLS (STERILE) (6 F	64	Issued	2
Sep 6 2002	C31415C	ENRIQUEZ, CHRISTOPHER E	CUP, MEDICINE 30 ML 30 ML, PL	66	Issued	1
Sep 6 2002	C31415C	ENRIQUEZ, CHRISTOPHER E	TUMBLER, CALIBRATED GLASS	212	Issued	2
Sep 6 2002	C31415C	ENRIQUEZ, CHRISTOPHER E	CUP, SPECIMEN, HYDEN STERI	67	Issued	1
Sep 6 2002	C31415C	ENRIQUEZ, CHRISTOPHER E	MASK,PAPER DISP (2-PLY)	117	Issued	4
Sep 6 2002	C31415C	ENRIQUEZ, CHRISTOPHER E	SYRINGE,10CC WNEEDLE TER	183	Issued	2
Sep 6 2002	C31415C	ENRIQUEZ, CHRISTOPHER E	SYRINGE,3CC W/ NEEDLE TER	2624	Issued	2


Reprint Exit

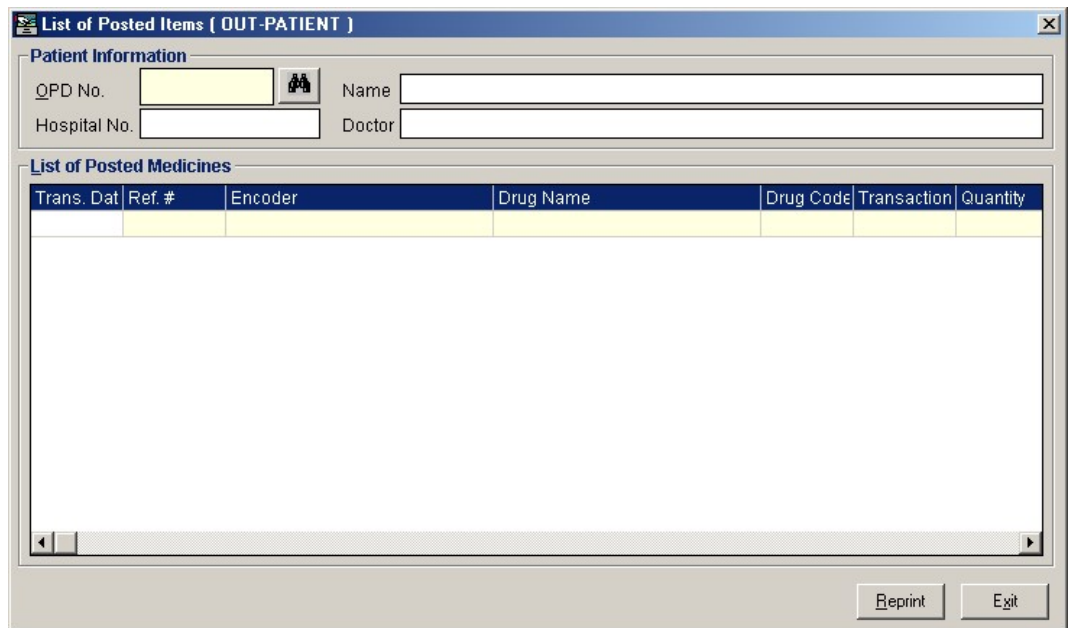
Figure 21: List of Posted Items Since the Selected Patient’s Confinement Window

- To view and reprint a charge-slip, click the charge-slip number from the list and then click the **Reprint** button.
- Click the **Exit** button to close the window.

Viewing of Posted Outpatient Supplies


This option allows you to display all posted supplies since the start of the selected patient's consultation.

- 1 Click the  **List of Posted Supplies** drop-down arrow and then select **Outpatient** or click **Others > List of Posted Supplies > Out-patient** to display its window.



List of Posted Items (OUT-PATIENT)

Patient Information

OPD No.  Name

Hospital No. Doctor

List of Posted Medicines

Trans. Dat	Ref. #	Encoder	Drug Name	Drug Code	Transaction	Quantity

Reprint Exit

Figure 22: List of Posted Item (Outpatient) Window

- 2 Under **OPD No.**, entry, enter the patient's OPD number and the press <Enter>. Or you can enter the first few letters of the patient's last name and then press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient name to select. The patient information and list of posted items will be displayed afterwards.

Patient Information

QPD No. Name

Hospital No. Doctor

List of Posted Medicines

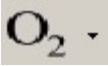
Trans. Dat	Reference #	Issued by	Drug Name	Drug Code	Transaction	Qty.
Feb 17 200	C75918C	FLORENDO, FRANS A	BLADE, SURGICAL #11	25	Issued	2
Feb 17 200	C75918C	FLORENDO, FRANS A	CATHETER, CONDOM CONVEEI	35	Issued	3

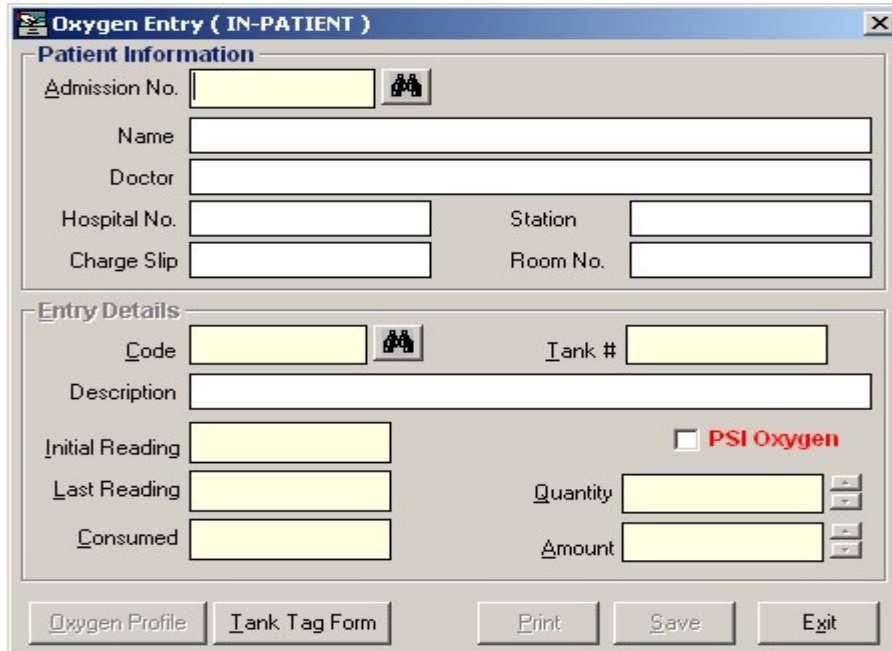
Reprint Exit

Figure 23: List of Posted Items Since the Start of the Selected Patient’s Consultation Window

- ▼ To view and reprint a charge-slip, click the charge-slip number from the list and then click the **Reprint** button.
- ▼ Click the **Exit** button to close the window.


Posting of Oxygen Charges

This option allows the user to post consumed oxygen. To do this, click on  button then choose patient type, Inpatient or Outpatient to display the sample window below.



Oxygen Entry (IN-PATIENT)

Patient Information

Admission No. 


Name

Doctor

Hospital No. Station

Charge Slip Room No.

Entry Details

Code  Tank #

Description

Initial Reading **PSI Oxygen**

Last Reading Quantity

Consumed Amount

Enter the following data

- Admission No. – type patient last name or admission number then click on Enter button. Patient's information will be displayed on the screen
- In the Entry Details window, press Enter key or enter the code of the oxygen then enter details of the oxygen used such as
 - Tank #
 - Initial Reading
 - Last Reading
 - Consumed (amount of oxygen used)
 - Quantity Consumed
 - Amount (computed automatically)


** If the oxygen used is PSI, click on the box beside the PSI Oxygen*

- Click on Print button to save and print data entered
- Click on Save button to save the data entered
- Click on Exit button to go out from this window.

Click on the *Oxygen Profile* button to display list of oxygen charges for the patient

Click on *Tank Tag Form* button to generate the form

Clearing of Patient for Discharge

- 1 Double-click on . Its window will be displayed showing the list of cleared and not cleared patients. (The legend of "Cleared" and "Not Cleared" patients can be seen at the bottom part of the window)

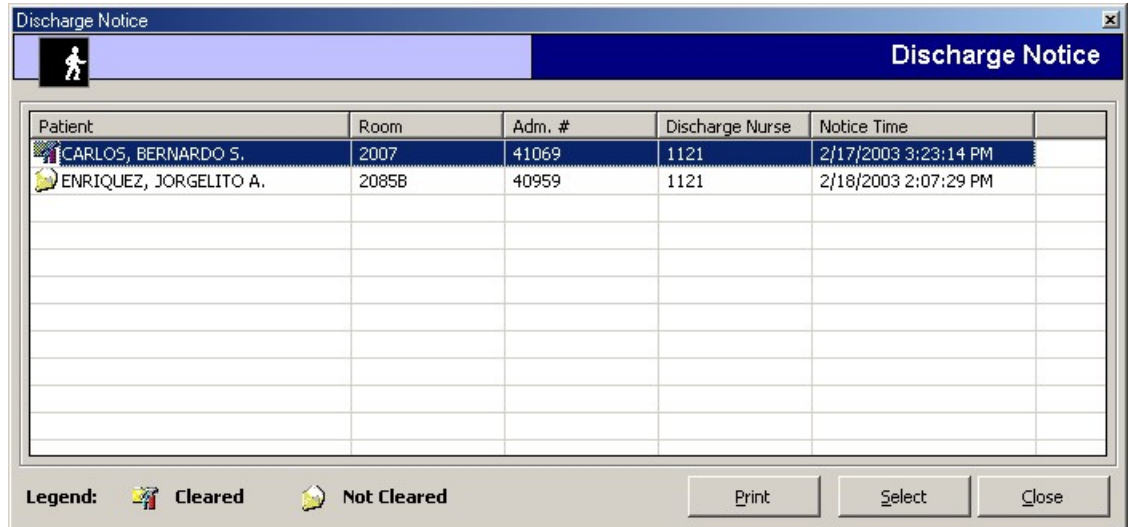


Figure 24: List of Discharge Notice(s) Window

- 2 Select an un-cleared patient from the list and then click the **Select** button
- 3 A window for clearing patients will be displayed. Just type your remarks for clearing the patient.

The screenshot shows a software window titled "Clear Patient" with a sub-header "Clear Patient for Discharge". It is divided into several sections:

- Patient's Name:** Last Name: ENRIQUEZ, First Name: JORGELITO, Middle Name: AMIL.
- Hospital Information:** Hospital No.: 1014215, Room No.: 2085B, Admission No.: 40959, Admission Date: 1/15/2003, Attending Doctor: TANSECO, VICENTE VILLARIN.
- Notice Information:** Notice Date/Time: 2/18/2003 2:07:29 PM, Order Date/Time: 2/18/2003 4:40:00 PM, Discharge Nurse: (1121) FLORENDO, FRANS. There is an empty Remarks field.
- Clearing Information:** Cleared by: (1121) FLORENDO, FRANS A, Cleared Date: For clearing. There is an empty Remarks field.

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

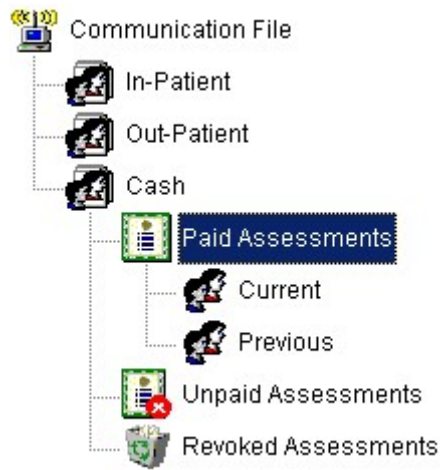
Figure 25: Clearing of Patient for Discharge Window

- 4 The following button option can be clicked from
- **Save** - Click this button to clear the patient in your department.
 - **Ignore** - Click this button to ignore clearing the patient.

Viewing of Paid Assessments

Use this option to update the status of paid assessments in your department.

- 1 Under the **Communication File**, click **Cash** and then click **Paid Assessments**. Click **Current** to display current paid assessments or **Previous** to display all previous paid assessments. See figure below.



OR #	Patient	Cashier
OR0947799B	SHIELA EDP	CRUZ, EDWIN
OR0947902B	ROMY DINO OR	ROYO, SONIA
OR0947908B	MR. MERCADO	ROYO, SONIA
OR0947909B	DR. NAVOA	ROYO, SONIA
OR0947911B	FALLER	ROYO, SONIA

List of Paid Cash Patients

2. List of paid cash patients will be displayed on the screen.

Supply Inquiry

This option allows you to view supply information particularly on its available stock, inpatient and outpatient selling price, and classification.



1 Click the **Supplies Inquiry** toolbar button to display the window.

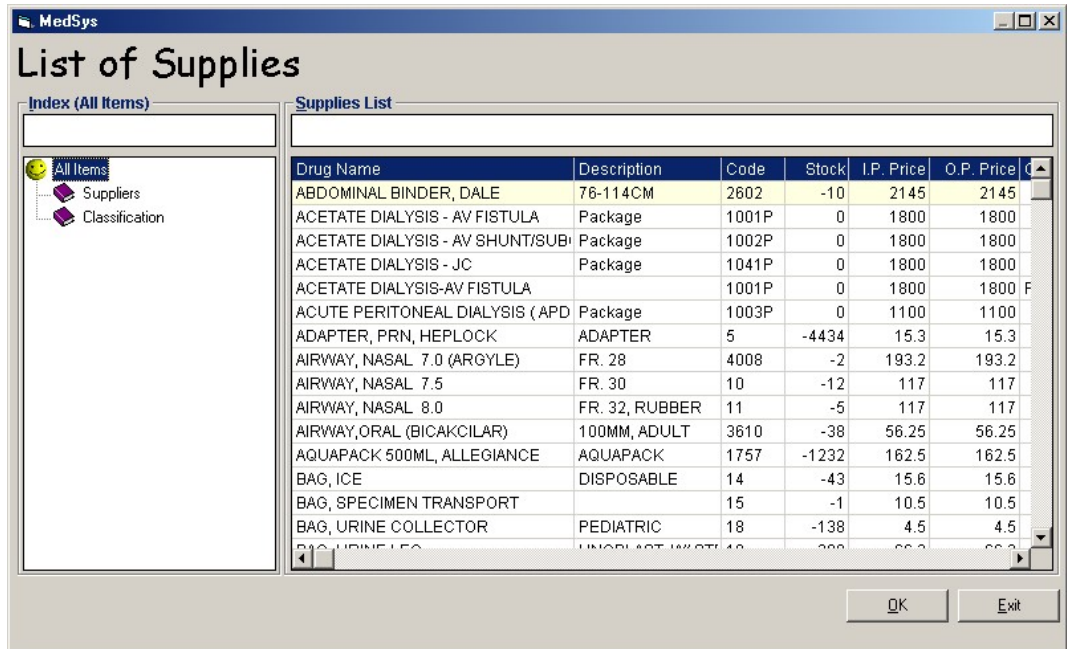


Figure 26: List of Supplies Window

- You can arrange the list of supplies by its supplier or classification. Just double-click the option at the left side of the window.

Reports

Here is the list of reports that the program generates. To open a report, click **Reports** to display the list and then click the report you want to view.

1. Daily Income Report
2. Monthly Income Report
3. Admission List
4. Daily Discharges
5. Patients with Discharge Order
6. Cash Income Report
 - Monthly Income Report
 - Cash Daily Income Report Summarized
 - Cash Daily Income Report Detailed
 - Cash Daily Income by Shift Sumamrize
 - Cash Daily Income by Shift Detailed
7. Clearance Report
8. CSR Rentals Income Report
 - Details
 - Summary

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