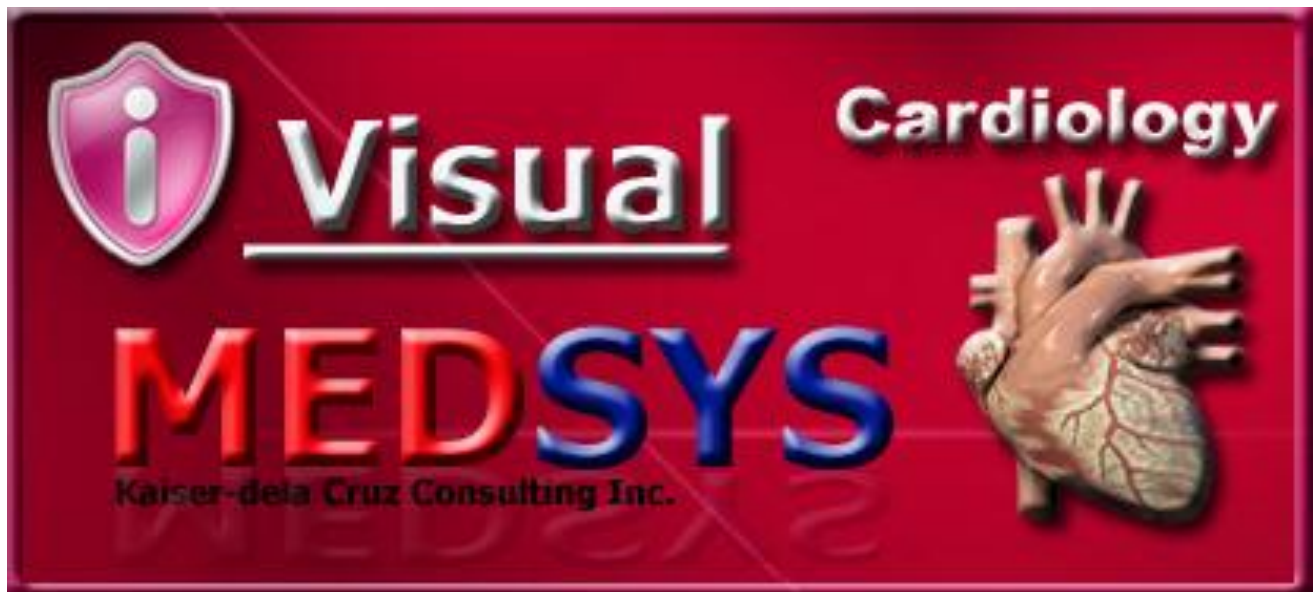


MEDSYS Information System

Visual Cardiology Program User's Manual



MEDSYS
Kaiser - dela Cruz Consulting, Inc.

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Introduction

Overview



The **Visual Cardiology Program** is a computerized processing of Heart procedure request. This is connected to other MEDSYS programs such as Visual Nurse to accept and process the request and to enter the exam result into the computer which can be accessible to all stations once verified.

The use of password protects the program by disallowing the access of authorized users. Only program users with a registered employee number and password can gain access into it.

authorized users. Only program users with a registered employee number and password can gain access into it.

Objectives


To improve transactions in the department by lessening the data-entry in processing Cardiology exam request through automating the communication between departments in Heart Station and Nurse Station, Heart Station and Cashier, and Heart Station and Billing.

Features

- **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.

Getting Started

How to Start the Program?

1. Click the  **Heart Station 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.

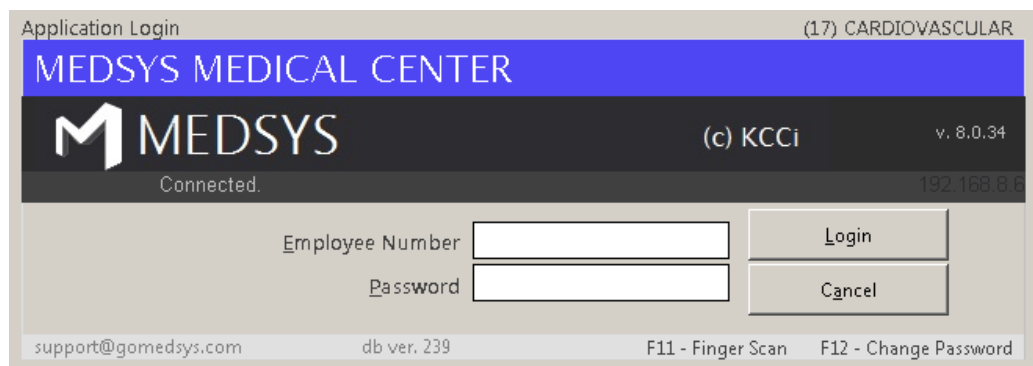
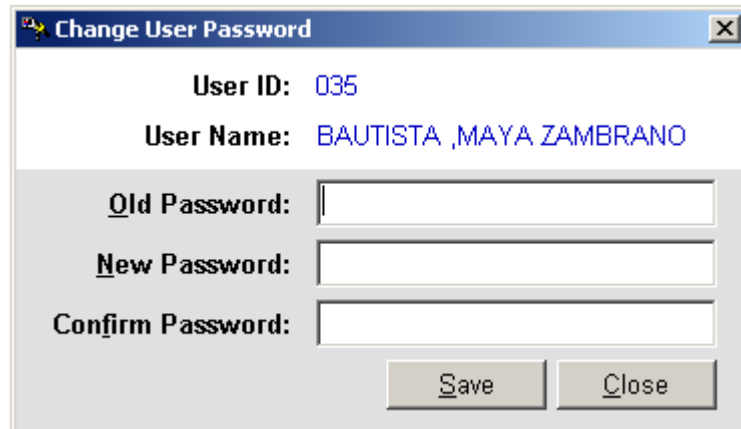


Figure 1: Login Window

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". The "User ID" is 035 and the "User Name" is BAUTISTA ,MAYA ZAMBRANO. There are three text input fields for "Old Password", "New Password", and "Confirm Password". At the bottom right, there are "Save" and "Close" buttons.



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 the **Exit**  toolbar button or
- Click the  button located at the upper right corner of the main window.

Program Operation

Cash-basis Patient Request Entry

This option allows you to request Cardiology procedures and then charges the amount of the item(s) to the selected cash-basis patient.

1. Choose the Assessment Entry (OPD Rate) in the Data Entry Option. The **Assessment Entry** window will be displayed. Enter the following data.

Assessment Entry - OPD Rate

-- * Patient Type *

Out Patients InPatients

Last Name Hospital Number Assesment No.

First Name Adm. No. RoomID

Middle Name Age Birth Date

Req. Doctor Gender

Mark-up Fee

Dept Code	Exam Code	Examimantion Description	Type	Quantity	Unit Cost	Amount

Dept. Codes :

EG- EEG MD- PROFESSIONAL FEES
HS- CARDIOLOGY CENTER

Total Charges : **0.00**

Print Save

Clear Close

Assessment Entry Window

2. Under 'Patient Type' entry, choose either from 'Inpatient' or 'Out Patient'.
3. Enter the patient's requesting doctor.
4. To request the procedure(s):
 - Exam Code - Enter the item code and then press <Enter>. A window with the list of procedures will be displayed. Double-click on the procedure to select.
 - Exam Description - This is the description of the procedure.
 - Unit Cost - This is the basic price of the procedure.
 - Quantity - Enter the quantity of procedure.

- Amount - This is the amount of the procedure to be paid by the patient.

Tag if the patient is a Senior Citizen for automatic computation of senior citizen discount.

The total amount can be seen just above the 'Amount'.

5. To save:

- Click on 'Save' or 'Save Print' button.

To disregard the data entered, click on Clear button

To go out from this option, click on Exit button

Outpatient Request Entry

This option lets you request Cardiology examinations/procedures and then charges the item to the selected patient.

1. After searching the patient, click the patient from the list and then the Outpatient Request Entry window will appear


OutPatient Request Entry

Patient's Information

Family Name: SAMPLER Birth Date: 1/1/1987 Age: 29
 Given Name: INSURANCE Height: Weight:
 Middle Name: PATIENT Sex: M

Hospital Information

Hospital No.: 23 Admission No.: 23B Admission Date: 9/28/2016 9:15:
 Room No.: OPD
 Req. Doctor: S11 ABBU, AMELIA E
 Company: COCOLIFE HEALTHCARE



Exams Requested Mark-up Fee

Dept.ID	Code	Description	Type	Quantity	Amt/Item	Amount

Total Charges: 0.00

Dept. Codes: HS - Heart Station

Print Save Close

Outpatient Request Entry Window

2. To request the procedure(s):
 - Dept. ID - Refer to the bottom of the window to view the list of department codes.
 - Code - Enter the item code and then press <Enter>. The list of procedures will be displayed; double-click it select.
 - Description - This is the description of the procedure.
 - Quantity - Enter the quantity of the procedure.
 - Unit Price - This is the basic price of the procedure.
 - Amount - This is the amount of the procedure to be paid by the patient.
3. To save, click on 'Save' or 'Save/Print' button.

Inpatient Request Entry

This option lets you request Cardiology examinations/procedures and then charges the item to the selected patient.

1. After searching the patient, click the patient from the list and then click Send Requests/ Post Charges.
2. The Request Entry window will be displayed as shown below.

Request Entry

Patient's Information

Family Name: BUQUING Birth Date: 9/7/1988 Age: 28
 Given Name: LOTUS Height: Weight:
 Middle Name: BAUTISTA Sex: F

Hospital Information

Hospital No.: 57 Admission No.: 21 Admission Date: 10/28/2016 12:5
 Room No.: 1007
 Req. Doctor: 511 ABBU, AMELIA, ESCOBAR
 Company: -
 Admitting Diagnosis: SAMPLE

Exams Requested

DeptID	Code	Description	Type	Quantity	Amt/Item	Amount

Dept. Codes: HS - Heart Station Total Charges: 0.00


F3 - Delete Line Print Save Close

Request Entry window

3. To request the procedure(s):
 - a. Dept. ID – Enter HS for Cardio Procedures, HX for Cardio medicines, MD for doctors professional fee and OX for oxygen charges.
 - b. Item Code - Enter the item code and then press <Enter> or press <Enter> key to display complete lists of procedures of the selected department.
 - c. Item Description - This is the description of the procedure.
 - d. Quantity - Enter the quantity of the procedure.
 - e. Unit Price - This is the basic price of the procedure.
 - f. Amount - This is the amount of the procedure to be paid by the patient.
3. To save, click on 'Save' or 'Save/Print' button.
4. To go out from this option, click on Exit button


Result Entry

This option lets you enter results for Cardiology examinations/procedures charged to the selected patient.

1. Click the  button or choose the Result Entry in the Data Entry option.
2. After searching the patient, click the patient from the list
3. The Result Entry window for the specific examination will be displayed on the screen.
4. To save the result entered, click the 'Print/Save' or the 'Save' button.
5. To disregard or cancel the results entered, click the 'Cancel' button.

Result Editing / Result Inquiry

This option allows you to edit or view results of patients.



1. Click the  button or go to Result Inquiry option.
2. Enter the patients last name then double click on the patients name.
3. List of Results will be displayed on the screen.
4. Double click on the examination to be edited or you want to view

List of Patients

Search By	Text Search
Last Name	<input type="text"/>


Hosp. No.	Patient Name

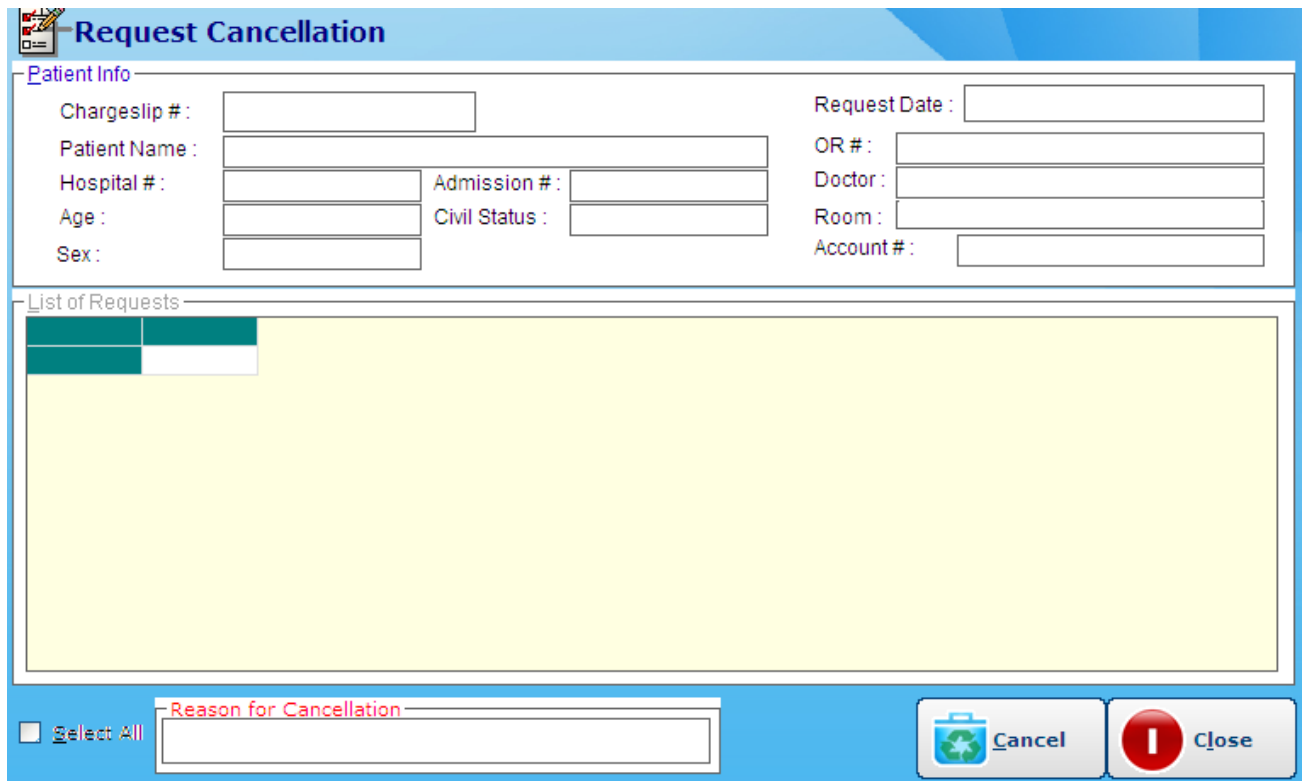
Double click the patient's name or click Process button.

Request Cancellation

This option allows you to cancel requests to a specific patient.

1. Go to Maintenance then choose  Request Cancellation.
2. List of patient with requests is displayed on the screen. Double click on the patient name or click the process button.
3. The Request Cancellation window is displayed on the screen.



Request Cancellation

Patient Info

Chargeslip # : Request Date :

Patient Name : OR # :



Hospital # : Admission # : Doctor :

Age : Civil Status : Room :

Sex : Account # :

List of Requests

select All

 **Cancel**  **Close**

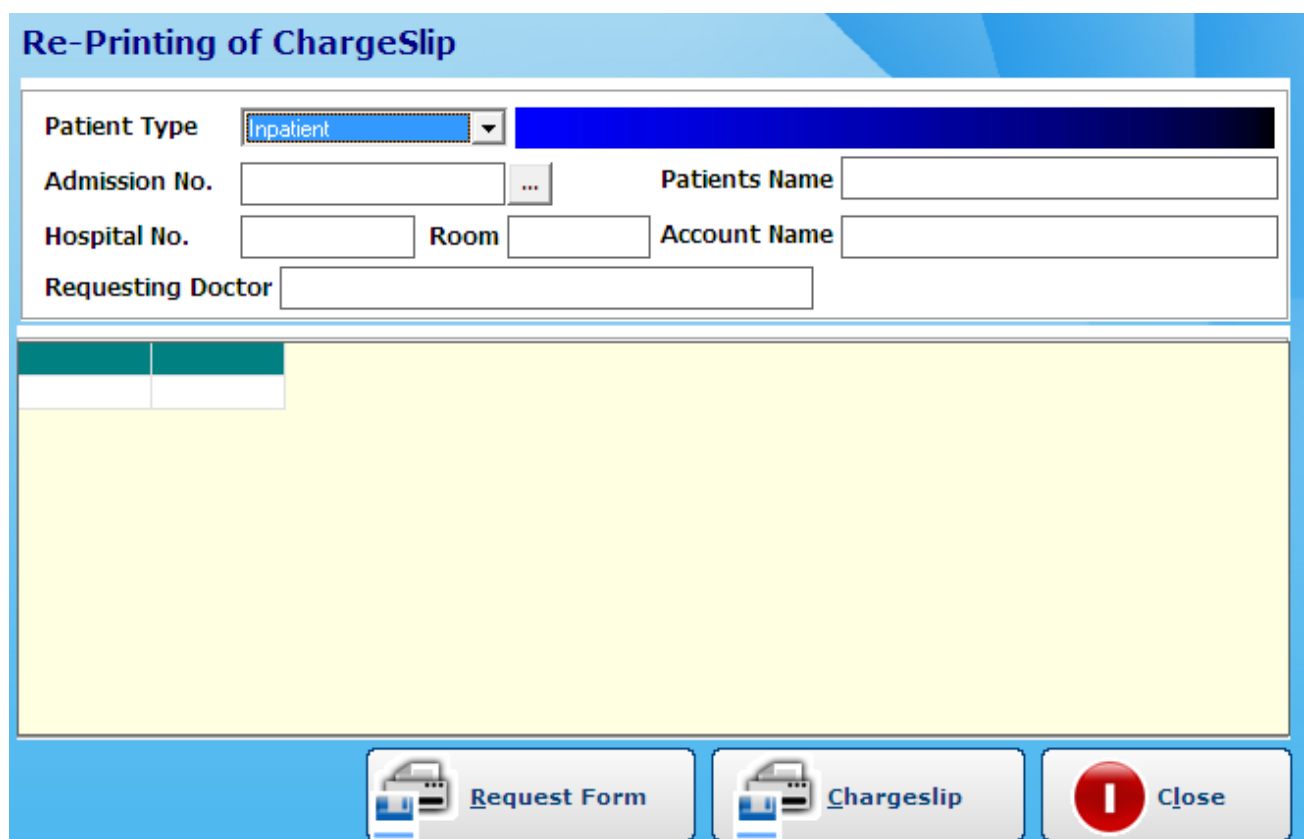
Request Cancellation Window

4. Click on *Cancel Request* button to revoke or cancel a specific item. To re-print charge slip, click on *Print Chargeslip* button. To go out from this option, click on *Close* button.

Re-printing of Charge Slip

This option allows you to reprint or have a duplicate of patients charge slip.

1. Go to File Maintenance then choose Re-print Charge Slip option.
2. The Reprinting of Charge slip Window will be displayed on the screen.



Re-Printing of Charge Slip

Patient Type:

Admission No. ... Patients Name

Hospital No. Room Account Name

Requesting Doctor

3. Choose Patient Type : Inpatient or Outpatient
4. Enter patients last name or admission number of patient
5. List of patient charges will be displayed on the screen.
6. Highlight the specific charges to be reprinted.
7. Click the 'Re-Print' button to reprint charge slip or 'Cancel' button to go out from the window

Viewing of Patients Ledger

This option allows you to view all the charges of patient.

1. Go to File Maintenance then choose Patient's Ledger
2. Choose patient type : Inpatient or Outpatient
3. Enter patient's last name then choose from the list.
4. Double click on the patient name you want to view the charges
5. Patient's ledger will be displayed on the screen.

PAGE NO. : 1
 RUN DATE : 05/22/2007

PATIENT'S CARDIOVASCULAR LABORATORY LEDGER

PATIENT NAME	ESCUDERO CHIZ	ADM. NO.	187552	ROOM	404
ADDRESS		HOSP. NO.	283377		
	BINONDO MANILA	ADMITTED	05/02/2007 07:28:00 PM		
ACCOUNT NO.	E0001	DISCHARGED	12/30/1899 12:00:00 AM		
COMPANY	SANDAGA, MICHELLE				

REFERENCE	CODE	DESCRIPTION	QTY	AMOUNT	BY	TIME
05/10/2007						
CS806I	21	ECG	1.00	630.00	BCM	2:40:30 pm
				630.00		
Grand Total:				630.00		

Sample Patient Ledger

Reports

The following reports are generated by the program. Click on Reports menu to display list of reports.

1. Commission Report
2. Audit Report
3. Monthly Report by Section
4. Summary Transaction Report
5. Monthly Income Report
6. Statistical Report
7. Month Census Report
8. Income Report
9. Assessment Status
10. Census Report by Exam
11. Inpatient Census

Build File of Coded Normal Values


Go to File Maintenance > Coded Normal Values to display the window below


Normal Values


Code	Description	Interpretation
5	ABPM	1.Normal 24 H mean systolic and diastolic
7	ARTERIAL DS LOWER (Normal)	No evidence of hemodynamically signific
1	EST	Normal left ventricular end diastolic diam
3	MLA	Normal left ventricular end diastolic dimer
2	Normal Echo	Normal left ventricular end diastolic diam
4	RCD	Normal left and right ventricle with adequ
6	VENOUS DS LOWER (Normal)	No evidence of acute proximal Deep Ven


Code


Interpretation / Conclusion


 Add


 Edit

 Save

 Delete

 Upper Case

 Lower Case

 Close

A – To ADD New Interpretation

Click on Add button to enter new coded values. Enter the name of the interpretation in the Code textbox and the normal interpretation in the Interpretation/Conclusion text box.

B – To EDIT New Interpretation

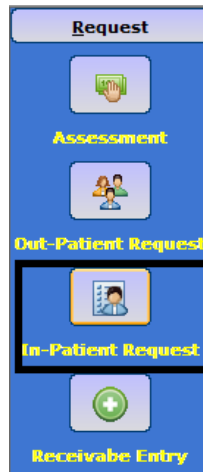
Click on Edit button to edit the existing interpretation. Double click on the specific interpretation to be edited.

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

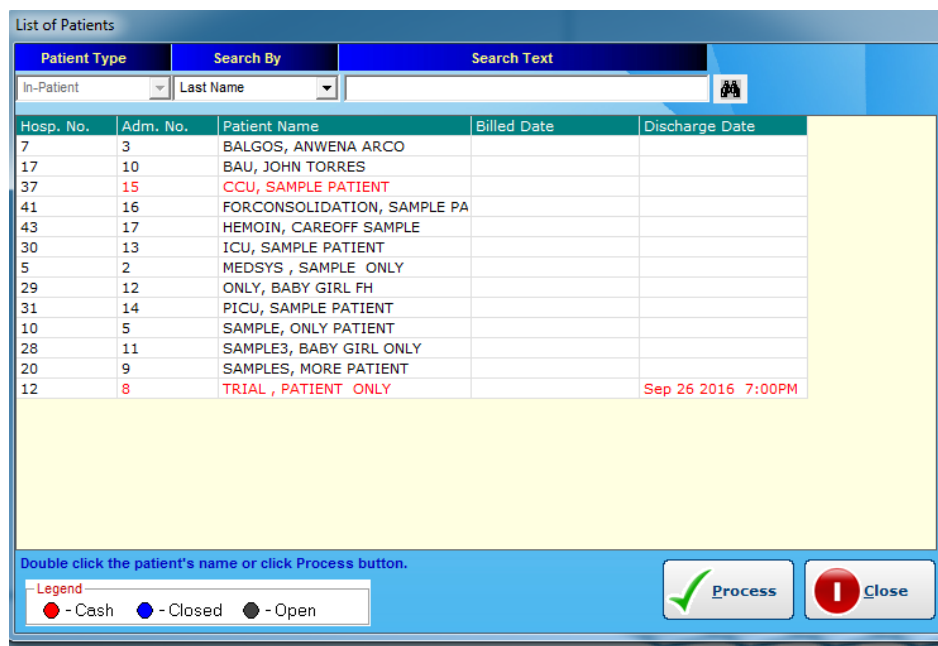
To go out from this option, click on *Close* button.

- **How to manual post-charge Inpatients?**

Step 1 : Click REQUEST >INPATIENT REQUEST



Step 2 :Search for the last name of the patient and click PROCESS button.



Step 3 :Listed below are the required fields you need to fill up to manual post charge for the Inpatients

- Requesting Doctor – you can change the doctor (the requesting doctor)
- Department – Select from the drop down what revenue to charge on the patient
- Code – search for the name of the exam under the Department you’ve entered
- Quantity – the # of times to perform to the patient

- MARK-UP Fee – check this if the patient 's request has mark-up fee

Request Entry

Patient's Information
 Family Name: BAU Birth Date: 9/9/1987 Age: 29
 Given Name: JOHN Height: Weight:
 Middle Name: TORRES Sex: F

Hospital Information
 Hospital No.: 17 Admission No.: 10 Admission Date: 9/27/2016 7:54
 Room No.: 1009
 Req. Doctor: 242 ABATAYO, ARNEL, DURAN
 Company: C26 - MAXICARE HEALTHCARE CORP.
 Admitting Diagnosis: GF

Exams Requested Mark-up Fee

Dept.ID	Code	Description	Type	Quantity	Amt/Item	Amount

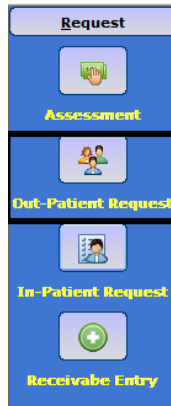
Dept. Codes: HS - Heart Station Total Charges: 0.00

F3 - Delete Line Print Save Close

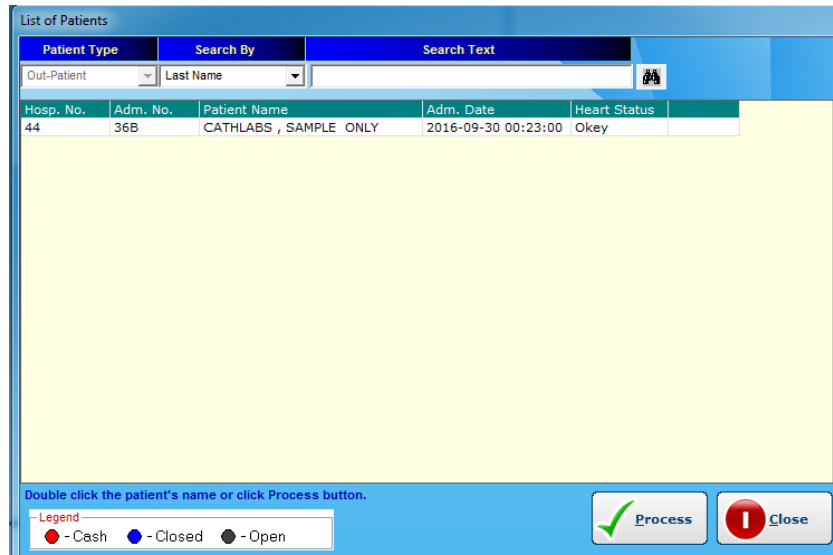
Step 3 :Then click PRINT button to finally save and print the chargeslip.

- **How to manual post-charge Outpatients (for c/o patients) ?**

Step 1 : Click REQUEST > Then select OUTPATIENT REQUEST.

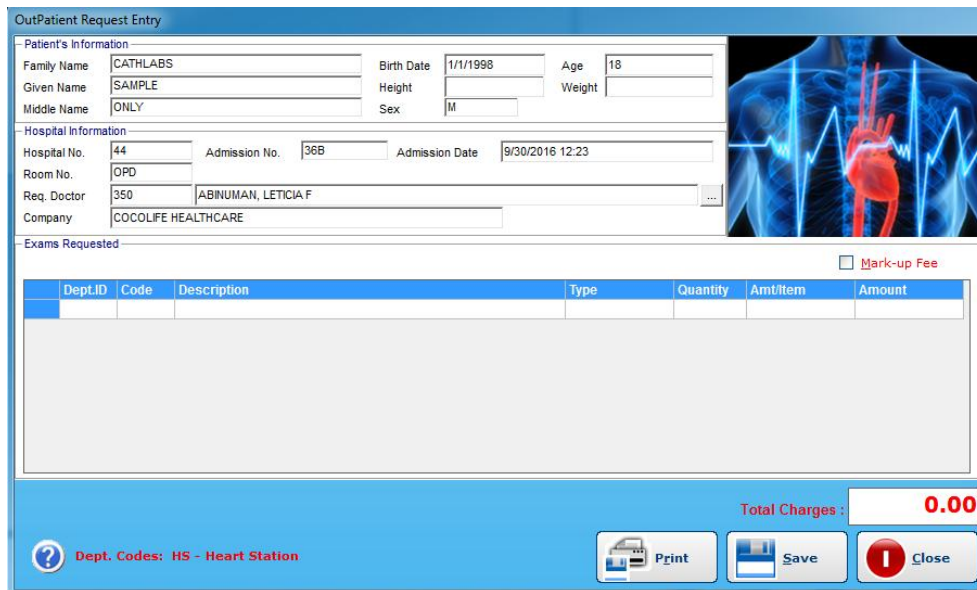


Step 2 :Search for the name of the patient then click PROCESS button.



Step 3 :Listed below are the required fields you need to fill up to manual post charge for the Inpatients

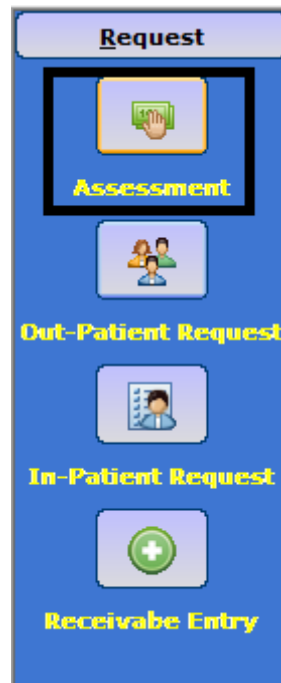
- Requesting Doctor – you can change the doctor (the requesting doctor)
- Department – Select from the drop down what revenue to charge on the patient
- Code – search for the name of the exam under the Department you’ve entered
- Quantity – the # of times to perform to the patient
- MARK-UP Fee – check this if the patient ‘s request has mark-up fee



Step 4 :Then click PRINT to finally save and print the chargeslip.

- **How to manual post-charge Outpatients (for cash basis) ?**

Step 1 : Click REQUEST > then select ASSESSMENT



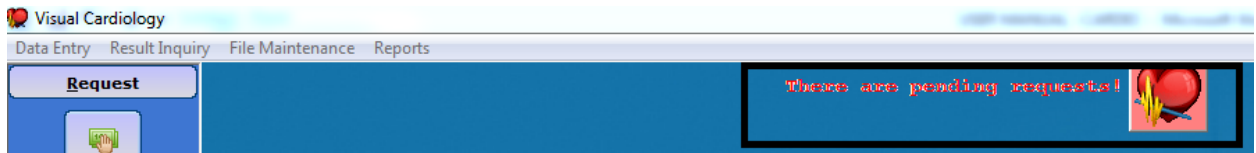
Step 2 :Listed below are the required fields you need to fill up to charge cash basis patients

- OUTPATIENTS / INPATIENTS – Choose between the two if what type of the cash patient you want to charge as cash
- Lastname - search the last name of the patient
- Requesting Doctor – provide the requesting doctor
- Department – Select from the drop down what revenue to charge on the patient
- Code – search for the name of the exam under the Department you've entered
- Quantity – the # of times to perform to the patient
- MARK-UP Fee – check this if the patient 's request has mark-

*Step 3 :Then click **PRINT** button to finally save and print the chargeslip.*

- **How to process requests from stations and other departments?**

*Step 1 :Click **PENDING REQUESTS** (the one that is blinking)*



*Step 2 :Select the patient you want to process his / her request then click **PROCESS** button.*

IDnum	LastName	FirstName	MiddleName	Exam	Re
10	BAU	JOHN	TORRES	24 HOUR HOLTER MONITORING	20
35B	CAREOFF	PATIENT	SAMPLE	24 HOUR HOLTER MONITORING	20
13B	DONT	PROCESS	PATIENT	24 HOUR HOLTER MONITORING	20

*Step 3 :Then click **PRINT** button to finally save and print the request.*

NOTE : Check Mark-up fee if the request has mark up fee.

Request Entry

Patient's Information

Family Name: BAU Birth Date: 9/9/1987 Age: 29
 Given Name: JOHN Height: Weight:
 Middle Name: TORRES Sex: F

Hospital Information

Hospital No.: 17 Admission No.: 10 Admission Date: 9/27/2016 7:54:
 Room No.: 1009
 Req. Doctor: 242 ABATAYO, ARNEL
 Company: C26 - MAXICARE HEALTHCARE CORP.
 Admitting Diagnosis: GF

Exams Requested Mark-up Fee

Dept/LID	Code	Description	Type	Quantity	Amt/Item	Amount
HS	1	24 HOUR HOLTER MONITORING	ROUTINE	1	3135	3135

Dept. Codes: HS - Heart Station Total Charges: **3,135.00**

F3 - Delete Line

- **How to send clearance for the Inpatients ?**

Step 1 :Click the wizard



Step 2 :Then select the patient you want to send clearance for

Discharge Notice

Patient	Room	Adm. #	Discharge Nurse	Notice Time
CCU, SAMPLE P.	CCU1	15	8	9/29/2016 1:19:04 PM

Legend: Cleared Not Cleared

Step 3 :Then click SAVE button to send a clearance or provide any remarks.

Clear Patient
Clear Patient for Discharge

Patient's Name		Hospital Information	
Last Name	<input type="text" value="CCU"/>	Hospital No.	<input type="text" value="37"/>
First Name	<input type="text" value="SAMPLE"/>	Room No.	<input type="text" value="CCU1"/>
Middle Name	<input type="text" value="PATIENT"/>	Admission No.	<input type="text" value="15"/>
		Admission Date	<input type="text" value="9/29/2016"/>
		Attending Doctor	<input type="text" value="ABELLANA, KRISTINE RIVAMONTE"/>

Notice Information		Remarks <input style="width: 100%; height: 40px;" type="text" value="FGFDG"/>
Notice Date/Time	<input type="text" value="9/29/2016 1:19:04 PM"/>	
Order Date/Time	<input type="text" value="9/29/2016 1:19:01 PM"/>	
Discharge Nurse	<input type="text" value="(8) MEDSYS, MEDSYS"/>	

Clearing Information	
Cleared by:	<input type="text" value="(8) MEDSYS, MEDSYS MEDSYS"/>
Cleared Date:	<input type="text" value="For clearing"/>
Remarks	<input style="width: 100%; height: 30px;" type="text"/>