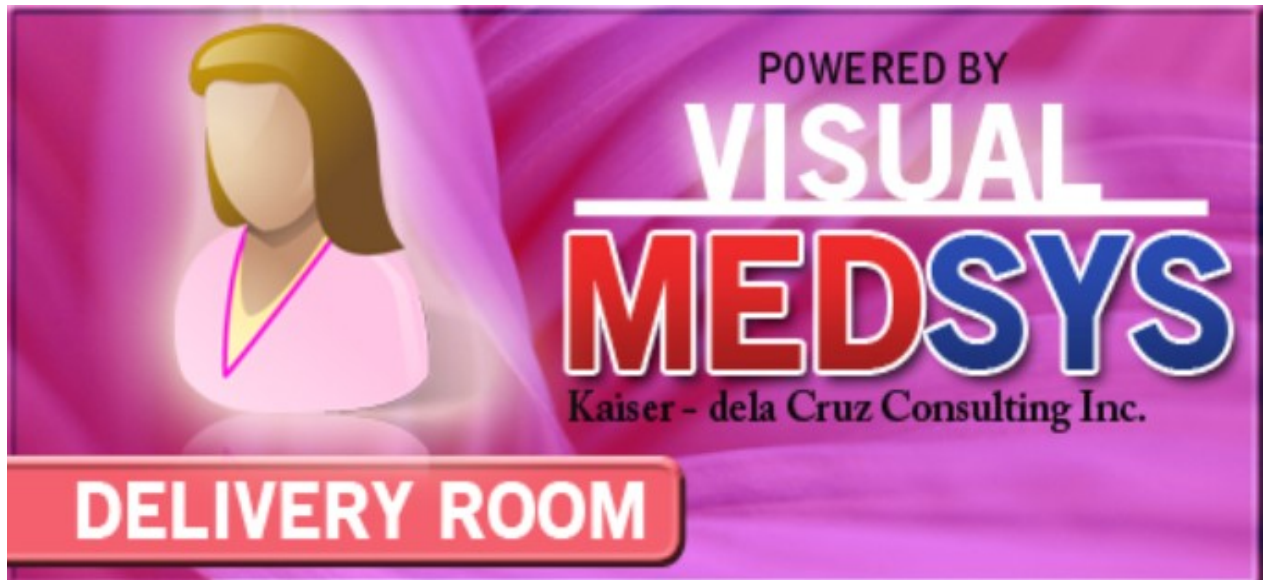


# MEDSYS

## Information System

*Visual Delivery Room Program  
User's Manual*



**MEDSYS**  
**Kaiser - dela Cruz Consulting, Inc.**  
**February 7, 2024**

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# INTRODUCTION

## Overview



The **Delivery Room Program** aims to help the Delivery staff in carrying out doctors orders in a fastest and accurate way thru its computer network connection to other departments. All patients' requests for clinical procedures, supply and medications can be done through electronic communication. Authorized users can view verified clinical results and status of requested items in the computer. Thus, users can use this program to stay abreast of any clinical activity concerning a patient. Relevant information is readily available for nurses with less effort or legwork.

This program is user-friendly. It is menu-driven with detailed guidelines constantly provided for the user's benefit.

Password protects the program from unauthorized access. Only program users with registered employee number and password can access it

## Objective:

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

## Features

- **Data-entry restriction** - Warning messages are flashed for possible invalid entries. This ensures all data inputted would be made useful for any transaction to be done. All financial related transactions (requesting / charging) require user's access per data entry
- **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 automatically generates printable reports when needed
- **User-friendly** - The program user is guided by instructions in doing the next step providing an easy-use to process transactions. Toolbar buttons are also incorporated with tool tips so whenever a user positions the cursor just above the toolbar buttons; a tool tip will pop out. Ability to monitor status of requests sent to different revenue departments. Results could be viewed in tabular and graphical presentation for historical laboratory results.
- **Control** – Adjustment entry requires explanation / remarks and updates own Medicine & CSSR stock files
- **Electronic Communication** – system has electronic sending of discharge notice, staff may view verified results from laboratory, x-ray, ultrasound and Ct-Scan departments

# Getting Started

## How to Start the Program

- 1 Click on **DELIVERY ROOM Program** executable file icon located in the 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?

It is advisable to change your password as often as possible for security reasons. To change your current password, follow these steps.

- 1 From the Login window (*refer to figure 1*), 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.

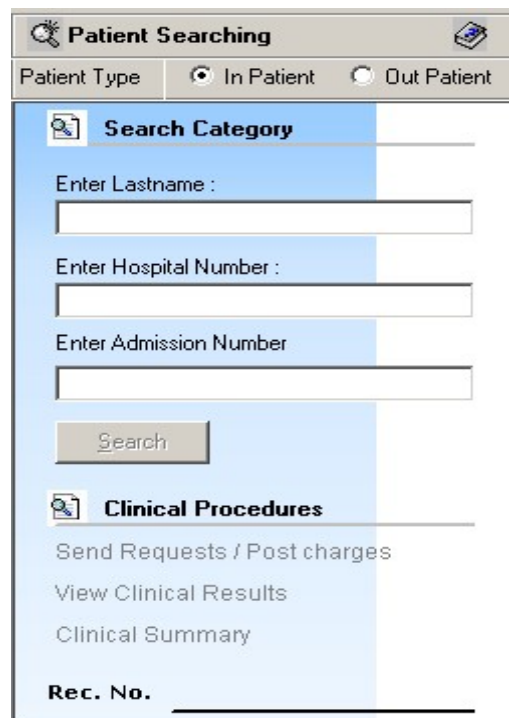
To close the program:

- Click on  located at the upper right corner of the main window or
- Click **Exit Application** from **Exit** menu or
- Click **Exit Application** from **Exit Application** drop-down toolbar  button.

# Program Operation

## How to Search for Patient's Record?

Upon loading the program, patient searching window will be the first window to be displayed. You can activate patient searching by clicking on  toolbar button or by clicking the **Open** menu.



**Patient Searching**

Patient Type  In Patient  Out Patient

**Search Category**

Enter Lastname :

Enter Hospital Number :

Enter Admission Number

Search

**Clinical Procedures**

Send Requests / Post charges  
 View Clinical Results  
 Clinical Summary

Rec. No.

**Figure 3: Patient Searching**

- 1 Patient Type - Click on the option box "In Patient" to search for inpatients or "Out Patient" to search for outpatients.
- 2 Search Category - Choose one search category from the list below. It is advisable to just enter the full last name of the patient when searching.
  - Enter Last Name: Type the full last name of the patient or type the first letters of the last name then press <Enter> or click on Search button or
  - Enter Hospital Number: Type the hospital number of the patient then press <Enter> or click on Search button or

- Enter Admission Number: Type the admission number of the patient then press <Enter> or click on Search button.

Afterwards, patient listing(s) will be displayed at the right side of the window. Patients lists is color coded, Red is Cash Basis patient and Blue is Billed Patient. Select a patient from the list to use for your transaction. (The selected patient is highlighted with gray color when clicked) Here are the actions you can do after selecting a patient.

Hospital #	Admission #	Patient Name	Admission Date	Discharged Date
263398	187562	ASTODILLO ,MARICEL A	05/16/2007 10:43AM	
263394	187558	BAUTISTA ,MAYA ZAMBRANO	05/08/2007 9:05AM	
263395	187559	CABANBAN ,MICHAEL NG	05/08/2007 9:13AM	
263391	187556	CHIU ,KIM CO	05/03/2007 10:53AM	05/12/2007 3:20PM
263388	187551	CORPUZ ,VICTORIA SANTOS	05/02/2007 5:36PM	05/03/2007 10:14AM
263375	187543	DE GUZMAN ,ROBERT SHEEHAN	04/30/2007 6:47AM	
263377	187552	ESCUDERO ,CHIZ WHIZ	05/02/2007 7:28PM	
263396	187560	ESPIRITU ,ANYA BAUTISTA	05/09/2007 4:21PM	
263399	187563	EUSEBIO ,MARYANN ALAS	05/17/2007 8:50AM	
263389	187554	LOPEZ ,BABY JANE GOMEZ	05/03/2007 9:47AM	05/17/2007 2:24PM
263397	187561	OCAMPO ,ROSE ANN	05/11/2007 9:01AM	
263378	187545	OCAMPO ,TONY FLORES	04/30/2007 2:12PM	
263390	187555	REYES ,BABY MITCH	05/03/2007 10:16AM	
263387	187550	SANDAGA ,MARIA MICHELLE SABALLA	05/02/2007 1:01PM	
263374	187542	SANTOS ,JUDY ANN AGONCILLO	04/30/2007 6:42AM	05/03/2007 6:39AM
263393	187557	TACUBAN ,RAYMUND VALDEZ	05/03/2007 5:55PM	

**Figure 4: Patient List Window**

- Right-click -You can right-click on the patient name to display options such as personal information, request status or patient's ledger.
- Double-click - When double-clicked, the clinical procedure window will be displayed. Clinical procedure includes:
  - Send Requests
  - Nurses Activity Request
  - View Results
  - Vital Signs
  - Nurses Notes
  - Patient Profile
  - Clinical Summary

Any transaction to be done will be accounted to the selected patient. **How to know if patient is tagged as "ECU"?** From the main window's left corner, you can see the caption " Package Type: \_\_\_\_\_(Type of Package)".

### 3 Clinical Procedures - You can activate this after selecting a patient from the list. The most common clinical procedures are as follows:

- Send Requests/ Post Charges
- View Clinical Results
- Clinical Summary

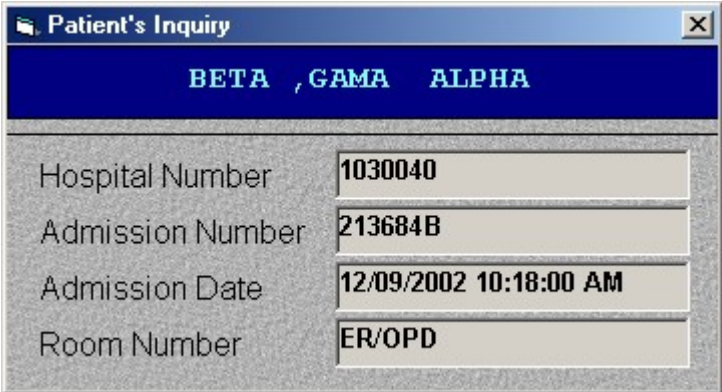
## Inquiry (Personal Information, Request Status, Patient's Ledger)

If the patient is right-clicked from the patient list, three options will be displayed to choose from which are listed below.

### *Personal Information*

The personal information to be viewed includes patient name, hospital number, admission number, admission date, and room number. To view patient's information:

- 1 Select a patient from the list then right-click. A pop-up window will be displayed. Click **Personal Info** or click **Personal Info** from the **Inquiry** pull down menu.
- 2 The **Personal Information window** will be displayed and the following data can be viewed.



The screenshot shows a window titled "Patient's Inquiry" with a close button (X) in the top right corner. Below the title bar is a dark blue header with the text "BETA , GAMA ALPHA" in white. The main area of the window contains four rows of information, each with a label on the left and a text box on the right:

Hospital Number	1030040
Admission Number	213684B
Admission Date	12/09/2002 10:18:00 AM
Room Number	ER/OPD


**Figure 5: Personal Information Window**

- Patient Name
- Hospital Number
- Admission Number
- Admission Date
- Room Number

## ***Request Status***


This displays the status of the requested exam of the patient. To know the request status of the patient,

- 1 Select a patient from the list then right-click. A pop-up window will be displayed. Click **Request Status** or click **Request Status** from the **Inquiry** pull down menu.
  
- 2 A generated report window will be displayed. The following data can be viewed.
  - Description - the name of the exam requested
  - Qty - the number of exam(s) requested for a particular exam
  - Reference No. - a program generated number (charge-slip number)
  - Status - e.g. Pending, With Result charged...
  - Request Date - the date when the exam was requested
  - Request By - the program user who requested the exam

- 3 To print, click .

## ***Patient's Ledger***

This displays the total amount of Delivery Room charges to be paid by the patient.

- 1 Select a patient from the list then right-click. A pop-up window will be displayed, click **Patient's Ledger**. Or click **Patient's Ledger** from the **Inquiry** pull down menu.
  
- 2 A generated report window will be displayed.
  
- 3 To print, click .

# Receivable Updates

This option lets you enter patient charges that were not entered during his confinement.

- 1 Click on **Receivable Update** menu. The **Receivable Update window** will be displayed afterwards.

Patient Name:	<input type="text"/>	Admission#:	<input type="text"/>	Birthdate:	<input type="text"/>	Age:	<input type="text"/>	Status:	<input type="text"/>
Admitting Dr.:	<input type="text"/>	Hospital#:	<input type="text"/>	Room #:	<input type="text"/>	Sex:	<input type="text"/>	Diet:	<input type="text"/>
Attending Dr.:	<input type="text"/>	ADM. Date:	<input type="text"/>	DCR. Date:	<input type="text"/>	B.T.:	<input type="text"/>	Diag.:	<input type="text"/>

#	Dept.Code	Item Code	Item Description	Quantity	Unit Price	Amount
1						

<b>Department Codes</b>	OT - O.R. MISC. CHARGES	OX - OXYGEN
OR - OPERATING ROOM	RR - RECOVERY ROOM	SO - OPERATING ROOM SUPPLIES
RM - OPERATING ROOM MEDICINES		

**List of Charges Entered**

Note : To cancel charges, click on the list of charges entered. Use the Arrow Keys to choose and then press the Enter Key or Double Click the Charges..

Figure 6: Receivable Update Window

- 2 Click on **Search Patient** button located at the right side of the window. The **Search Patient window** will be displayed. Type the following data.

- Patient Type - Click on the option box "In Patient" to search for inpatients or "Out Patient" to search for outpatients.
- Search Category - Choose one search category from the list below. It is advisable to just enter the full last name of the patient when searching.
  - Enter Last Name: Type the full last name of the patient or type the first letters of the last name then press <Enter> or click on Search button.
  - Enter Hospital Number: Type the hospital number of the patient then press <Enter> or click on Search button.
  - Enter Admission Number: Type the admission number of the patient then press <Enter> or click on Search button.

**3** Afterwards, patient listing(s) will be displayed at the right side of the window. Select a patient from the list to use for your transaction by double-clicking on it. In the Receivable Update window, type the following data.

- Department Code - Refer to the department code written just below the data entry.
- Item Code - Type the service code or first letters of the service name and then press <Enter>. Or you can press <Enter> key if item code is still blank. When pressed, the Revenue Code window will be displayed showing the complete list of revenue codes.
- Item Description - Automatically displayed by the program in relation with the selected item.
- Quantity - Automatically displayed by the program in relation with the selected item but it can still be changed.
- Unit Price - Automatically displayed by the program in relation with the selected.
- Amount - Automatically displayed by the program in relation with the selected item and its quantity.

**4** After completing the needed data, the following button options can be clicked from.

- Click on **Save** button to save the items entered. When clicked, you have the option to print it.
- To remove the selected item, click on the desired item then click on **Delete** button.
- Clicking on **Exit** button will close the Receivable Update window.
- An option is located below the window to view previous charges entered, re-print charge-slip or cancel the charges entered.



# Assessment Entry

Click on the Assessment Entry option. When clicked, the Assessment Entry button will be displayed on the screen. Complete the following data.

PATIENT NAME :

#	Dept.Code	Item Code	Item Description	Quantity	Unit Price	Amount
1						

Ddelete

Save

Ignore

Exit

**Message**  
Type the Charging Code..(See Department Codes for the list)

**Department Codes**  
 DR - DELIVERY ROOM SERVICES      DS - DELIVERY ROOM SUPPLIES      MD - MEDICAL FEE  
 US - ULTRASOUND

**List of Cash Assessment Entered**

--	--	--

Note : To cancel assessment, click on the list of cash assessment entered. Use the Arrow Keys to choose and then press the Enter Key or Double Click the Assessment..

Re-print Assessment Slip

List of Assessment Entered

Cancel Assessment


Department Code - Refer to the list of department codes written at the bottom of the window.

- Item Code - Type the service code or first letters of the service name and then press <Enter> key. Or you can press <Enter> key if item code is still blank. When pressed, the Revenue Code window will be displayed showing all revenue codes.

To select from the list, double-click on the desired item or click on the desired item then click on **Select** button. Clicking on **Cancel** button will abort the selection.

- Item Description - Automatically filled-up by the program in reference with the selected item.
- Quantity - Automatically filled up by the program in reference with the selected item but this can still be edited.
- Unit Price - Automatically filled up by the program in reference with the selected item.
- Amount - Automatically filled up by the program in reference with the selected item and its quantity.

3 After entering the items to be charged, you can do the following options.

- Click on **Save** button to save entered items. When clicked, a printable form will be displayed. Click on  to print.
- To remove the selected item, click on the desired item then click on **Delete** button.
- Clicking on **Exit** button will close the Post Charge window.

4 At the bottom of the window, you can also do the following options.

- To view list of charges entered, click on **List of Assessment Entered** button.
- To cancel requested charges, double-click on the requested item or click on the desired item then click on **Cancel Assessment** button.
- To have a copy of charge slip of the requested item, click on **Re-print Assessment Slip** button.

## How to Request Laboratory Exam?

This option lets you request laboratory examinations in the Laboratory department. Charging will be done by the Laboratory department after processing the request.

1 Click on **Send Requests** tab option (default menu).

2 Under **Laboratory** column, select the exam(s) to be requested by clicking the small box beside it. When clicked, the **Remarks Entry Window** will be displayed. Enter the necessary data then click on **“Enter”** button. Follow the same procedure when adding exam(s).

**The exam to be requested cannot be found in the list.** Click on **“Search Laboratory Exams”** button. The **Laboratory Request Entry Window** will be displayed and the following data are needed to enter:

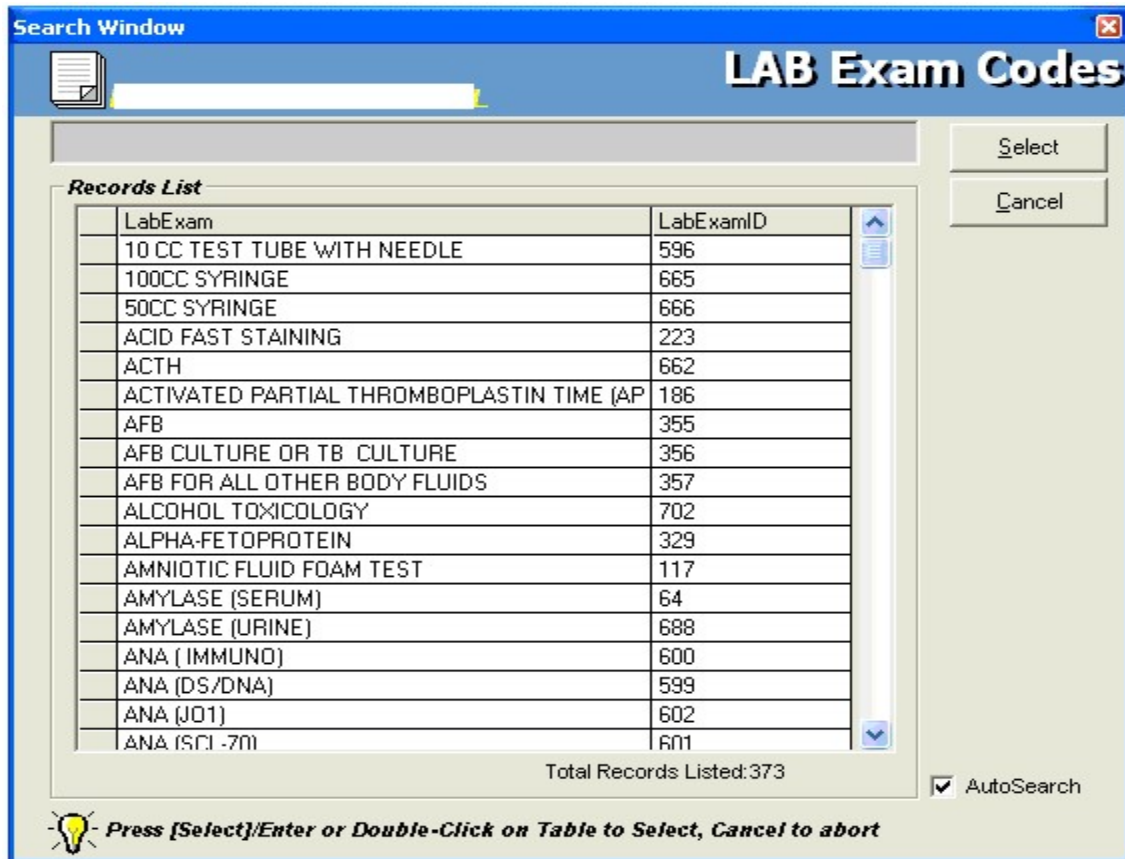
CODE	DESCRIPTION	QTY	SECTION	STAT	REMARKS
477	DOUBLE STRANDED DNA	1	E	N	

Message  
Type the Examination Code or First Letter(s) of the Examination name then

Delete Accept Exit

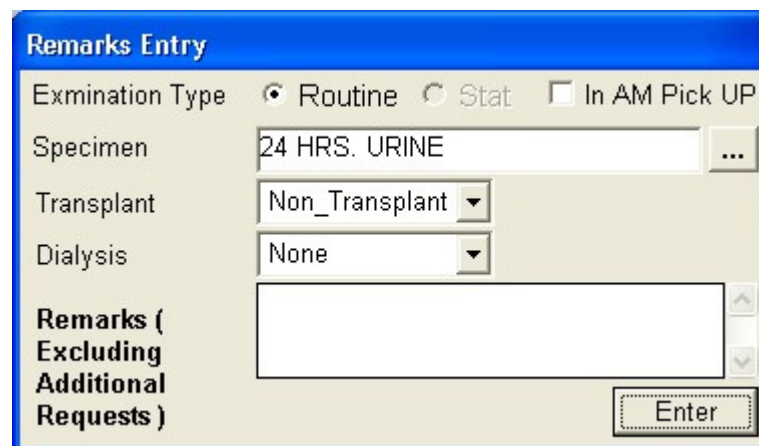
**Figure 7: Laboratory Request Entry Window**

- **CODE** - Type the examination code or first letter(s) of the examination name then press <Enter>. Or you can press <Enter> key if CODE is still blank to display the list of examination codes. If <enter> key was pressed, a window will be displayed showing the list of examination codes.



**Figure 8: Laboratory Exam Codes Window**

To select from the list, click on the desired exam and click on **Select** button or simply double-click on the desired exam. **The Remarks Entry Window** will be displayed afterwards. Enter the following data.



**Figure 9: Remarks Entry Window**

- ▶ Specimen - e.g. blood, urine...
- ▶ Examination Type - Choose one from the list <Routine, Stat, or In Am Pick-up>

- ▶ Transplant - Choose one from the drop-down list either Transplant or Non-transplant
- ▶ Dialysis - Choose one from the drop-down list either None, Pre-Dialysis or Post- Dialysis.
- ▶ Remarks - Type additional remarks.

When done, click on **Enter** button. Follow the same procedure when you want to add an examination.

- DESCRIPTION - This will be automatically displayed in reference with the selected exam.
- QTY - This will be automatically displayed in reference with the selected exam.
- SECTION - This will be automatically displayed in reference with the selected exam.
- STAT - The data that were entered in the examination type under the Remarks Entry window will be displayed here. To change it, type Y if the exam is STAT or N if it is Routine.
- REMARKS - The data that were entered in the remarks data entry under the Remarks Entry window will be displayed here.

3 Under the **Laboratory Request Entry Window**, you can do the following options.

- To include the requested laboratory exam in the Order's list, click on **Accept** button.

Orders: Examination's Name		
DEPT	CODE	DESCRIPTION
LB	10	Calcium
LB	11	Chloride
LB	300	Aso

Figure 10: Orders List

To remove requested laboratory exams in the list, click on the desired exam and then click on **Delete** button.

- To close the Laboratory Request Entry window, click on **Exit** button.

4 After clicking the **Accept** button, you can do the following options.

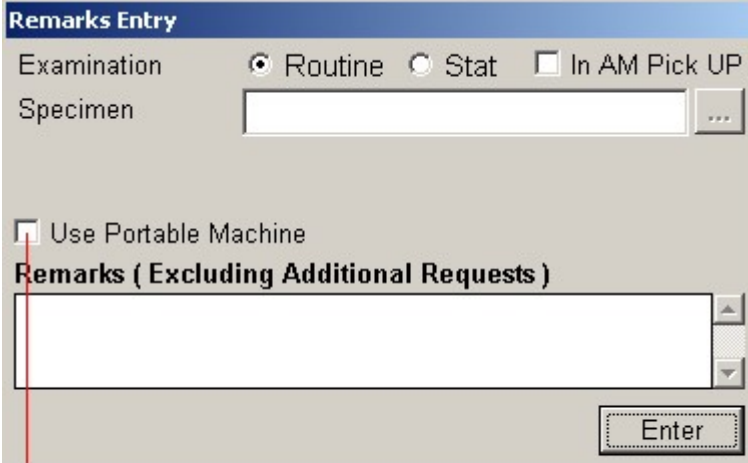
- You can view all the requested exams in the **Order's list**.
- To send the requests, click on **save** button. A pop-window will appear asking you to type the requesting doctor. See figure below. Click **OK** button to proceed. (Same procedure is applied to requesting of other exams)

- To remove requested exam from the list, double-click on the desired exam or click on the desired exam then click on **Delete** button.

## How to Request X-ray Exam?

This option allows you to request X-ray examinations in the Radiology department.

- Under **X-ray** column, click the small box beside the exam. The same steps with requesting laboratory exam are followed. Please refer to [How to Request Laboratory Exam](#) to know the request procedure.
- How to tag PORTABLE procedures.



click this box if the procedure is portable

## How to Request Ultrasound Exam?

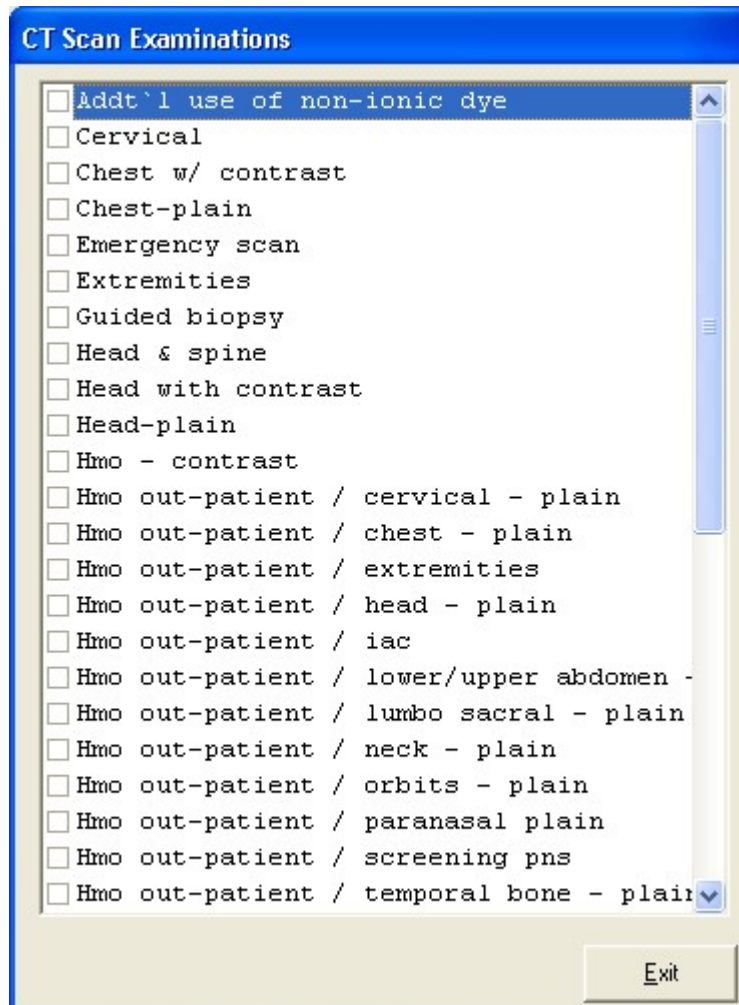
This option lets you request Ultrasound examination in the Radiology department.

- Under **Ultrasound** column, click the small box beside the exam. The same steps with requesting laboratory exam are followed. Please refer to [How to Request Laboratory Exam](#) to know the request procedure.

## How to Request C.T. Scan Exam?

This option lets you request C.T. Scan examination in the Radiology department.

- 1 Click on **Send Requests** tab option.
- 2 Under **Other Departments** click on the small box beside **C.T. SCAN**. The list of examinations will be displayed.



**Figure 11: List of C.T. Scan Exams**

To select from the list, click on the small box beside the desired exam. Upon clicking, the **Remarks Entry Window** will be displayed. Enter the following data.

- Examination Type - Choose one from the list <Routine, Stat, or In Am Pick-up>
- Specimen - example blood, urine...
- Transplant - Choose one from the drop-down list either Transplant or Non-transplant

- Dialysis - Choose one from the drop-down list either None, Pre-Dialysis or Post-Dialysis.
- Remarks - Type additional remarks.

When done, click on **Enter** button. Follow the same procedure when you want to add an examination.

3 After selecting all the examinations for the patient, click on **Exit** button.

4 After clicking the **Exit** button, you can do the following options.

- You can view all the requested exams in the **Order's list**.
- To send the request, click on **Save** button.
- To remove requested exams in the list, double-click on the desired exam or click on the desired exam then click on **Delete** button.

## ***How to Request Heart Station Exam?***

This option lets you request Heart Station examination in the Heart Station department.

- Under **Other Departments**, click on the small box beside **HEART STATION**. The list of examinations will be displayed. The same steps with requesting C.T. Scan exam are followed. Please refer to [How to Request C. T. Scan Exam](#) for the guidelines.

## ***How to Request Nuclear Exam?***

This option lets you request Nuclear Laboratory examination for the patient in the Nuclear department.

- Under **Other Departments**, click on the small box beside **NUCLEAR LABORATORY**. The list of examinations will be displayed. The same steps with requesting C.T. Scan exam are followed. Please refer to [How to Request C. T. Scan Exam](#) for the guidelines.

## ***How to Request P.T. Exam ?***

This option lets you request P.T. exam/procedure in the Physical department.

- Under **Other Departments**, click on the small box beside **PHYSICAL THERAPY**. The list of examinations will be displayed. The same steps with requesting C.T. scan exam are followed. Please refer to [How to Request C. T. Scan Exam](#) for the guidelines.



## ***How to Request Pulmonary (RTS) Exam?***

This option lets you request pulmonary examination in the pulmonary department.

- Under **Other Departments**, click on the small box beside **PULMONARY Section**. The list of examinations will be displayed. The same steps with requesting C.T. scan exam are followed. Please refer to [How to Request C. T. Scan Exam](#) for the guidelines.

## ***How to Request Oncology / Cancer Exam?***

This option allows you to request oncology procedures in the Oncology department.

- Under **Other Departments**, click on the small box beside **ONCOLOGY**. The list of examinations will be displayed. The same steps with requesting C.T. scan exam are followed. Please refer to [How to Request C.T. Scan Exam](#) for the guidelines.

## ***How to Request Laser Exam?***

This option lets you request pulmonary examination in the Pulmonary department.

- Under **Other Departments**, click on the small box beside **Center for Sight II**. The list of examinations will be displayed. The same steps with requesting C.T. scan exam are followed. Please refer to [How to Request C. T. Scan Exam](#) for the guidelines.

## How to Request Medicine?

Request on medicine to patient could not be posted in the computer if:

- Billing staff has closed patient's account. The message that will appear on the screen, "The patient's account has already been closed by \_\_\_\_\_ (Department). If you have charges to make, contact the Billing staff immediately for further instructions..."
- Billing staff has placed the patient's account on cash basis. The message that will flash on the screen, "The patient's account has been placed under cash basis by the Billing Officer. Please advise the patient / watcher to see the billing staff immediately for further instructions."
- May Go Home (MGH) notice was already sent to the different departments.

1 Click on **Send Requests** tab option.

2 Press on **F6 key** or click on **Pharmacy** button at the right side of the window. The items to be entered here will be charged into the patient's bill. Enter the following data.

#	Code	Item Description	Quantity	Amount	Remarks
1	236	*BIOGESIC TABLET	1	3.5	PRN/REPLACEMENT
2					

Type Quantity to request then Press <Enter>....

Delete Save Cancel

**Figure 12: Charge Request Entry Window**

- ▶ Code - Type item code or first letter(s) of item name then press <Enter>. Or you can press <Enter> key if code is still blank to display the list of supplies. If <enter> key was pressed, the list of supplies window will be displayed. To select from the list, click "All Items" to display all supplies or you can categorize by clicking "Suppliers" or "Classification" then double-click on the desired item.
- ▶ Item Description - This will be automatically displayed in reference with the selected item.

- ▶ Dosage - Press <Enter> key if dosage is still blank to display the list of dosage codes. If <enter> key was pressed, a window will be displayed showing the list of dosage codes. To select from the list, double-click on the desired code or click on the desired code and click on Select button. To abort the selection, click on Cancel button.
- ▶ Quantity - This will be automatically displayed in reference with the selected dosage. **Note that quantity should be greater than zero.**
- ▶ Remarks - An optional entry.

Just follow the same procedure when adding transcription requests.

3 After completing the desired items to request, you can do the following options.

- Click on **Save** button to send the request into the Pharmacy department.
- To remove requested items in the list, click on the desired item then click on **Delete** button.
- Click on **Cancel** button to close the Charge Request Entry Window..

## How to Request Supplies?

This allows you to request supplies in the Central Supply Department. Charging will be done by the CSR department after processing the request.

Request on supply to patient could not be posted in the computer if:

- Billing staff has closed patient's account. The message that will appear on the screen, "The patient's account has already been closed by \_\_\_\_\_ (Department). If you have charges to make, contact the Billing staff immediately for further instructions..."
- Billing staff has placed the patient's account on cash basis. The message that will flash on the screen, "The patient's account has been placed under cash basis by the Billing Officer. Please advise the patient / watcher to see the billing staff immediately for further instructions."
- May Go Home (MGH) notice was already sent to the different departments.

1 Click on **Send Requests** tab option.

2 Press **F7 key** or click on **Central Supply** button at the right side of the window. When clicked, the **Central Supply Request Entry Window** will be displayed and the following data are needed to enter.

#	Code	Item Description	Quantity	Remarks
1	1047P	HEMO ACETATE AV SHUNT/SUBCLAV	2	
2	151	RESTRAINT,ARM	2	
3				

Type Addition Remarks and then Press <Enter>....

Delete Save Cancel

**Figure 13: Central Supply Request Entry Window**

- Code - Type item code or first letter(s) of item name then press <Enter>. Or you can press <Enter> key if code is still blank to display the list of supplies. If <Enter> key is pressed, a window will be displayed showing list of supplies.

To select from the list, click "All Items" to display all supplies or you can categorize by clicking "Suppliers" or "Classification" then double-click on the desired item.

- Item Description - This will be automatically displayed in reference with the selected item.

- Quantity - Type the number of the item to request. **Note that quantity should be greater than zero.**
- Remarks - An optional entry.

Follow the same procedure when adding items to request.

3 After completing the items to request, you can do the following options.

- To send the request in the Central Supply department, click on **Save** button.
- To remove an item in the list, click the row of the desired item then click on **Delete** button.
- Click on **Cancel** button to abort the entered items.

## How to Send May Go Home (MGH) / Discharge Notice?

Nurse will send discharge notice to cost centers after receiving discharge order from patient's doctor. Visual Delivery Room program will not allow the user to send discharge notice if there are still pending requests from different cost-centers.

- 1 Click on **Send Requests** tab option.
- 2 Click on **Discharge Notice** at the right side of the window. When clicked, the **Discharge Notice Window** will be displayed. Complete the following information.

**Figure 14: Discharge Notice Window**

### Discharge Information

- Ordered Date - Use the drop-down combo box to select the ordered date
- Ordered Time-Use the up and down arrows to select the ordered time
- Bill up to - Sets the deadline for the payment of the patient's bill. To do it, use the drop-down combo box to select a date.

Operation Information - This will enable if the patient has undertaken an operation.

- Operation Date - use the drop-down combo box to select an operation date.
- Operation Time - use the up and down arrows to select an operation time.
- Operation Procedure - type the operation procedure for the patient.

### Medical Fees

- Doctor's Name - the name of the doctor
- Amount - the medical fee of the doctor

Medical Diagnosis - Type medical diagnosis of the patient

Remarks - An optional entry

- 3 After completing the data, you can do the following options.

- Click on **Save** button to send the Discharge Notice.
- Click on **Final Printing** button to print. This should be clicked by the user to signal the Billing department that the patient has been cleared in their station.
- Click on **Cancel** button to abort Discharge Notice.

## How to Post Charges?

In this option is where you can enter charges of Delivery Room services and supplies to inpatient.

- 1 Click on **Send Requests** tab option.
- 2 Click on **Post Charges** button at the right side of the window. When clicked, the **Post Charges Window** will be displayed. Complete the following data.
  - Department Code - Refer to the list of department codes written at the bottom of the window.
  - Item Code - Type the service code or first letters of the service name then press <Enter> key. Or you can press <Enter> key if item code is still blank. When pressed, the Revenue Code window will be displayed showing all revenue codes.

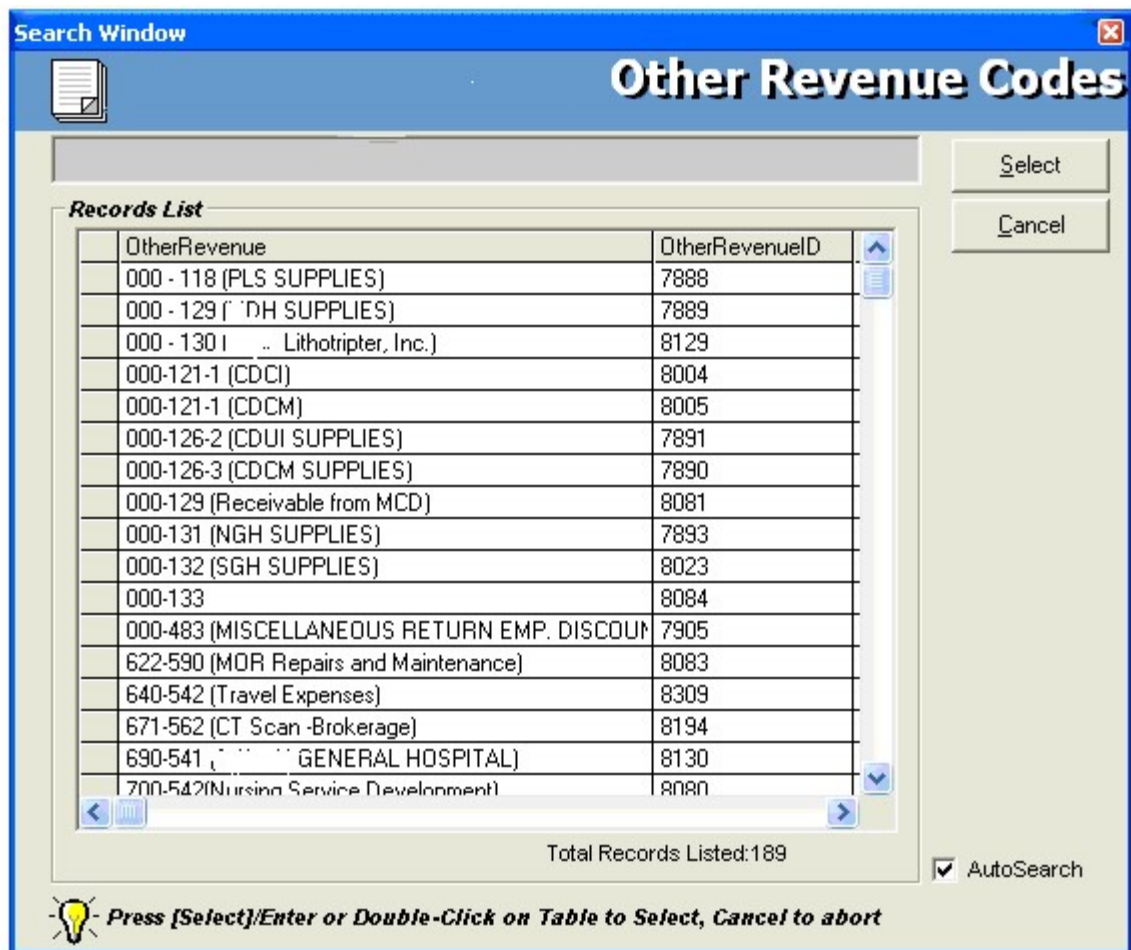


Figure 15: Revenue Codes Window


To select from the list, double-click on the desired item or click on the desired item then click on Select button. Clicking on Cancel button will abort the selection.

- Item Description - Automatically filled-up by the program in reference with the selected item.



- Quantity - Automatically filled up by the program in reference with the selected item but this can still be edited.
- Unit Price - Automatically filled up by the program in reference with the selected item.
- Amount - Automatically filled up by the program in reference with the selected item and its quantity.

3 After entering the items to be charged, you can do the following options.

- Click on **Save** button to save entered items. When clicked, a printable form will be displayed. Click on  to print. Entered items will be automatically charged to the patient's bill.
- To remove the selected item, click on the desired item then click on **Delete** button.
- Clicking on **Exit** button will close the Post Charge window.

4 At the bottom of the window, you can also do the following options.

- To view list of charges entered, click on **List of Charges Entered** button.
- To cancel requested charges, double-click on the requested item or click on the desired item then click on **Cancel Charges** button.
- To have a copy of charge slip of the requested item, click on **Re-print Charge Slip** button.

## How to Enter Charges for a Cash-basis Account?

This option lets you to enter charges of Delivery Room services and supplies to a selected cash-basis patient.

- 1 Click on **Send Requests** tab option.
- 2 Click on **Cash Assessment Entry** button at the right side of the window. When clicked, the **Cash Assessment Entry Window** will be displayed. Complete the following data.


**Figure 16: Cash Assessment Window**

- Department Code - Refer to the list of department codes written at the bottom of the window.
- Item Code - Type the service code or first letters of the service name and then press <Enter> key. Or you can press <Enter> key if item code is still blank. When pressed, the Revenue Code window will be displayed showing all revenue codes.

To select from the list, double-click on the desired item or click on the desired item then click on **Select** button. Clicking on **Cancel** button will abort the selection.

- Item Description - Automatically filled-up by the program in reference with the selected item.
- Quantity - Automatically filled up by the program in reference with the selected item but this can still be edited.
- Unit Price - Automatically filled up by the program in reference with the selected item.
- Amount - Automatically filled up by the program in reference with the selected item and its quantity.

- 3 After entering the items to be charged, you can do the following options.

- Click on **Save** button to save entered items. When clicked, a printable form will be displayed. Click on  to print.
- To remove the selected item, click on the desired item then click on **Delete** button.
- Clicking on **Exit** button will close the Post Charge window.

4 At the bottom of the window, you can also do the following options.

- To view list of charges entered, click on **List of Charges Entered** button.
- To cancel requested charges, double-click on the requested item or click on the desired item then click on **Cancel Charges** button.
- To have a copy of charge slip of the requested item, click on **Re-print Charge Slip** button.

## Nurses Activity Request

From the requests posted in the Send Requests tab option, you can view here the status of each request.

Nurses Activity Request is where you can view list of processed requests, list of pending requests, list of exam with results, and reports such as diet list, census report by station, discharges for the day, list of requests/orders, list of medicine posted and list of supplies posted.

1 Click on **Nurses Activity Request** tab option.

2 Its window will be displayed showing the following data.

- **List of Processed Requests** - These are the lists of requests that were already processed by the department in response to the requests done in the **Send Requests** tab option.

ITEM DESCRIPTION	QTY	DEPT	REQUEST DATE/TIME
PATIENT ID BRACELET	1	CS	Dec 6 2002 8:45PM
Complete blood count	1	LB	Dec 6 2002 9:38PM
COTTON BALLS ( STERILE)	1	CS	Dec 6 2002 9:48PM
I.V. SET, INTRAFIX MACRO, ADULT	1	CS	Dec 6 2002 9:48PM
SYRINGE, 1CC (TUBERCULIN)	1	CS	Dec 6 2002 9:48PM
SYRINGE, 3CC W/NEEDLE	1	CS	Dec 6 2002 9:48PM
TAPE, SURGICAL S.1", MICROPORE	1	CS	Dec 6 2002 9:48PM
BENUTREX C	1	PC	Dec 6 2002 9:49PM
D5 LR	1	PC	Dec 6 2002 9:49PM
BENUTREX C	1	PC	Dec 6 2002 9:49PM

Figure 17: List of Processed Requests

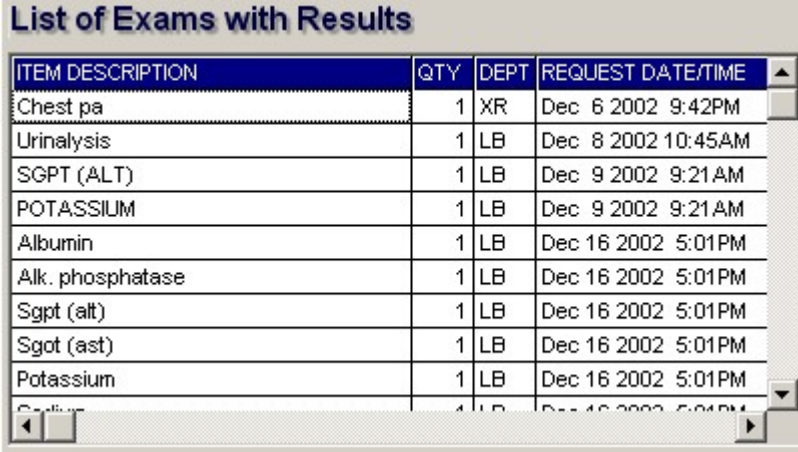
- **List of Pending Requests** - These are the lists of requests posted in the **Send Requests** tab option which are not yet acknowledged by the receiving department.

ITEM DESCRIPTION	QTY	DEPT	REQUEST DATE/TIME
Ana (screening)	1	LB	Jan 29 2003 3:58PM
Bleeding time	1	LB	Jan 29 2003 3:58PM

Figure 18: List of Pending Requests

To cancel a request, double-click on the desired item.

- **List of Exams with Result** - These are the list of exams posted in the **Send Request** tab option that already have result and its details can be viewed in the **View Results** tab option.



The screenshot shows a window titled "List of Exams with Results" containing a table with the following data:

ITEM DESCRIPTION	QTY	DEPT	REQUEST DATE/TIME
Chest pa	1	XR	Dec 6 2002 9:42PM
Urinalysis	1	LB	Dec 8 2002 10:45AM
SGPT (ALT)	1	LB	Dec 9 2002 9:21AM
POTASSIUM	1	LB	Dec 9 2002 9:21AM
Albumin	1	LB	Dec 16 2002 5:01PM
Alk. phosphatase	1	LB	Dec 16 2002 5:01PM
Sgpt (alt)	1	LB	Dec 16 2002 5:01PM
Sgot (ast)	1	LB	Dec 16 2002 5:01PM
Potassium	1	LB	Dec 16 2002 5:01PM
Cardiac	1	LB	Dec 16 2002 5:01PM

Figure 19: List of Exams with Result

3 The following button options can be clicked from.

- Click on **Refresh** button to view the latest update from the database.
- Click on **Exit** button to close the program.

## Viewing of Laboratory Exam Result

This option allows you to view result of laboratory tests and exams.

- 1 Click on **View Result** tab option.
- 2 Its window will be displayed.
- 3 Click the **Laboratory** tab to view laboratory exams with result.

Request No.	Result Date/Time	Exam. Code	Exam. Name	Section Name
121046	1/6/2003 11:57:21 PM	9	BLOOD UREA NITROGEN	CLINICAL CHEMISTRY
121045	1/6/2003 11:57:21 PM	16	CREATININE	CLINICAL CHEMISTRY
121043	1/6/2003 11:57:21 PM	33	POTASSIUM	CLINICAL CHEMISTRY
121044	1/6/2003 11:57:21 PM	36	SODIUM	CLINICAL CHEMISTRY
121042	1/6/2003 11:57:21 PM	44	TROPONIN I	CLINICAL CHEMISTRY
122648	1/8/2003 2:40:17 AM	2	ALBUMIN	CLINICAL CHEMISTRY
122651	1/8/2003 2:40:17 AM	990	GLUCOSE (FBS)	CLINICAL CHEMISTRY
122649	1/8/2003 2:40:17 AM	33	POTASSIUM	CLINICAL CHEMISTRY
122650	1/8/2003 2:40:17 AM	36	SODIUM	CLINICAL CHEMISTRY
122678	1/8/2003 3:43:33 AM	16	CREATININE	CLINICAL CHEMISTRY
124050	1/8/2003 7:36:49 PM	33	POTASSIUM	CLINICAL CHEMISTRY
124049	1/8/2003 7:36:49 PM	14	CPK-MB	CLINICAL CHEMISTRY
125414	1/9/2003 2:10:49 PM	33	POTASSIUM	CLINICAL CHEMISTRY
125413	1/9/2003 2:10:49 PM	36	SODIUM	CLINICAL CHEMISTRY
125415	1/9/2003 2:10:49 PM	41	TRIGLYCERIDES	CLINICAL CHEMISTRY
128366	1/12/2003 10:20:27 AM	16	CREATININE	CLINICAL CHEMISTRY
128367	1/12/2003 10:20:27 AM	33	POTASSIUM	CLINICAL CHEMISTRY
129927	1/13/2003 5:02:36 PM	33	POTASSIUM	CLINICAL CHEMISTRY
129926	1/13/2003 5:02:36 PM	36	SODIUM	CLINICAL CHEMISTRY
129928	1/13/2003 5:02:36 PM	32	PHOSPHORUS	CLINICAL CHEMISTRY

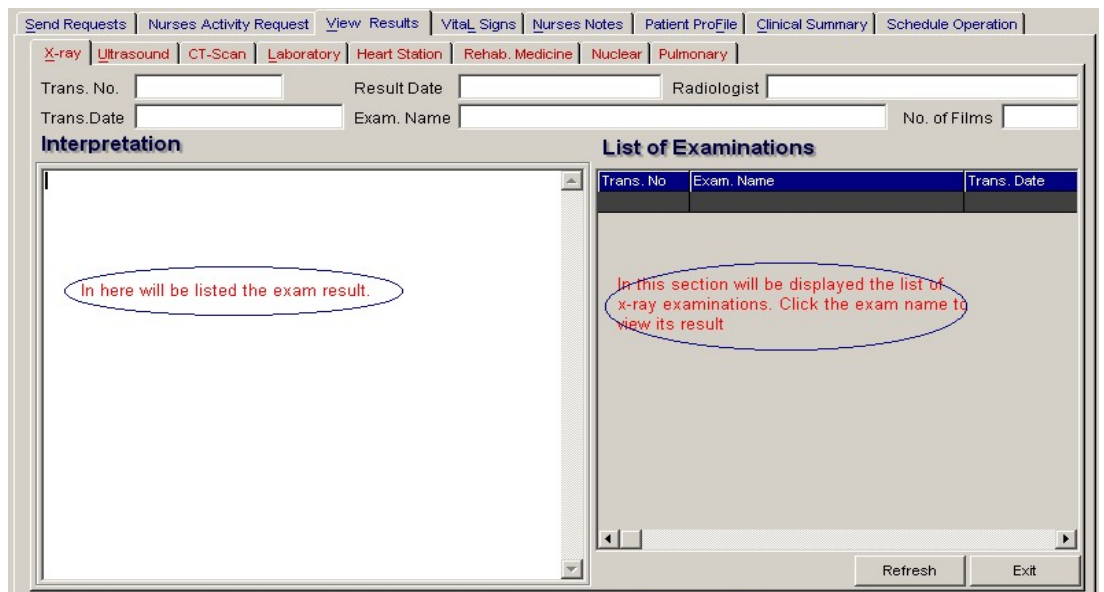
**Figure 20: View Laboratory Exam Result Window**

To view, click the exam and then click on **View** button. The **Refresh** button is used to view the latest updates of laboratory exams with results from the database. While the **Exit** button is used to close the program.

## Viewing of X-ray Exam Result

This option allows you to view result of x-ray exams.

- 1 Click on **View Results** tab option.
- 2 Its window will be displayed.
- 3 Click **X-ray** tab to view x-ray exam result. (X-ray window is the default window).



**Figure 21: View X-ray Exam Result Window**

The list of examinations is displayed at the right side of the window. Just click the desired exam to view its result. The exam result can be viewed at the left side of the window.

- 4 The following buttons can be clicked from.
  - Refresh - This will view latest updates of exams with result from the database.
  - Exit - This will close the program.

## ***Viewing of Ultrasound Exam Result***

This option allows you to view result of Ultrasound exams.

- Click **Ultrasound** tab to view exams with result. The same steps with viewing of x-ray exam are followed. Please refer to [Viewing of X-ray Exam Result](#)) for the guidelines.



## Viewing of Heart Station Exam Result

This option allows you to view result of Heart Station exams.

- 1 Click on **View Result** tab option.
- 2 Its window will be displayed.
- 3 Click **Heart Station** tab to view exams with result.

Send Requests | Nurses Activity Request | View Results | Vital Signs | Nurses Notes | Patient Profile | Clinical Summary | Schedule Operation

X-ray | Ultrasound | CT-Scan | Laboratory | Heart Station | Rehab. Medicine | Nuclear | Pulmonary

Request No.  Exam. Name   
Exam. Date  Attending Doctor   
Result Date  Cardiologist

**List of Examinations**

Trans. No	Exam. Name	Trans. Date	Result Date	FORM	ATTN. DOCTOR
In here will be displayed the list of examinations with result. Click on the exam name and then click the View button.					

Refresh View Exit

Figure 22: Heart Station View Exam Result Window

To view, click the exam and then click on **View** button. The **Refresh** button is used to view the latest updates of laboratory exams with results from the database. While the **Exit** button is used to close the program.

## ***Viewing of C.T. Scan Exam Result***

This option allows you to view result of C. T. Scan exams.

- Click **C.T.-Scan** tab to view exams with result. The same steps with viewing of x-ray exam are followed. Please refer to [Viewing of X-ray Exam Result](#) for the guidelines.

## ***Viewing of Nuclear Laboratory Exam Result***

This option allows you to view result of Nuclear Laboratory exams.

- Click **Nuclear** tab to view exams with result. The same steps with viewing of x-ray exam are followed. Please refer to [Viewing of X-ray Exam Result](#) for the guidelines.

## ***Viewing of Pulmonary Exam Result***

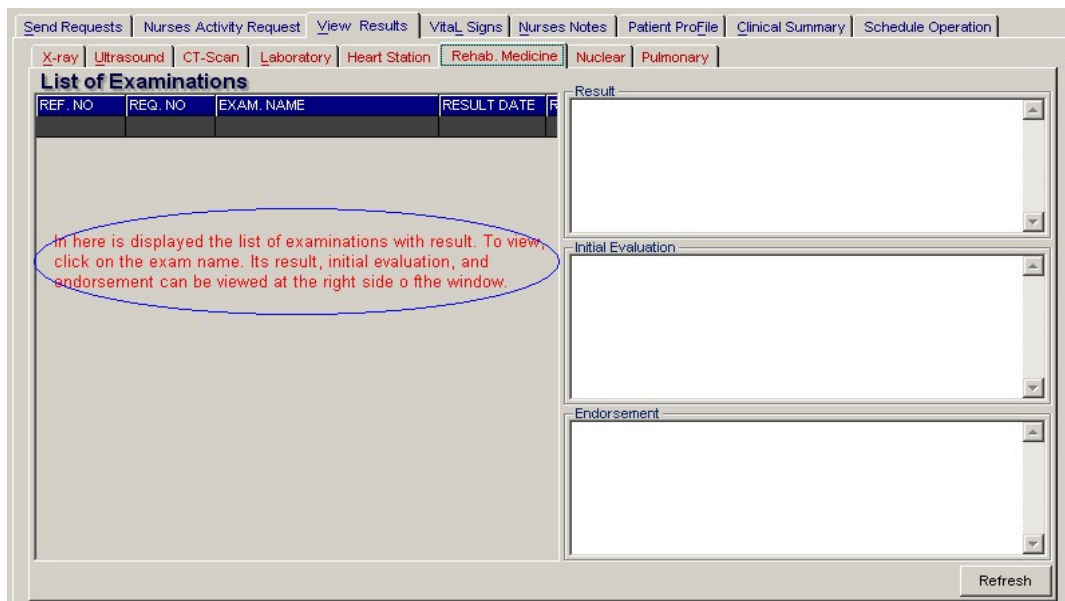
This option allows you to view result of Pulmonary Laboratory exams.

- Click **Pulmonary** tab to view exams with result. The same steps with viewing of x-ray exam are followed. Please refer to [Viewing of X-ray Exam Result](#) for the guidelines.

## Viewing of P.T. Exam Result

This option allows you to view result of Rehabilitation Medicine procedures.

- 1 Click on **View Result** tab option
- 2 Its window will be displayed.
- 3 Click **Rehab. Medicine** tab to view procedures with notes.



**Figure 23: Rehabilitation Medicine View Note Window**

The list of procedures with notes is displayed at the left side of the window. To view result, click the exam and then its result, initial evaluation and endorsement can be seen at the right side of the window.

- 4 Clicking on **Refresh** button will display the latest updates of exams with result from the database.

## Vital Signs Data Entry

In here, it is where you can enter the vital signs of the patient. Vital signs data entry includes blood pressure, body temperature, respiratory rate, and pulse rate.

1 Click on **Vital Signs** tab option.

2 On the left side, you can see the previous vital signs of the patient. The following data can be viewed.

Date / Time	Blood Pressure	Temperature	Respiratory Rate	Pulse Rate	Encoder

Vital Sign Data Entry:

**Blood Pressure**  
 /

**Temperature**  
 °C

**Respiratory Rate**  
 / min.

**Pulse Rate**  
 / min.

Refresh Save Exit

**Figure 24: Vital Sign Data Entry Window**

- Date/Time - the date and time when vital sign was entered.
- Blood pressure
- Respiratory rate
- Pulse rate

And on the other side is the vital sign data entry. The following data needed to enter.

- Blood pressure
- Body temperature
- Respiratory rate
- Pulse rate

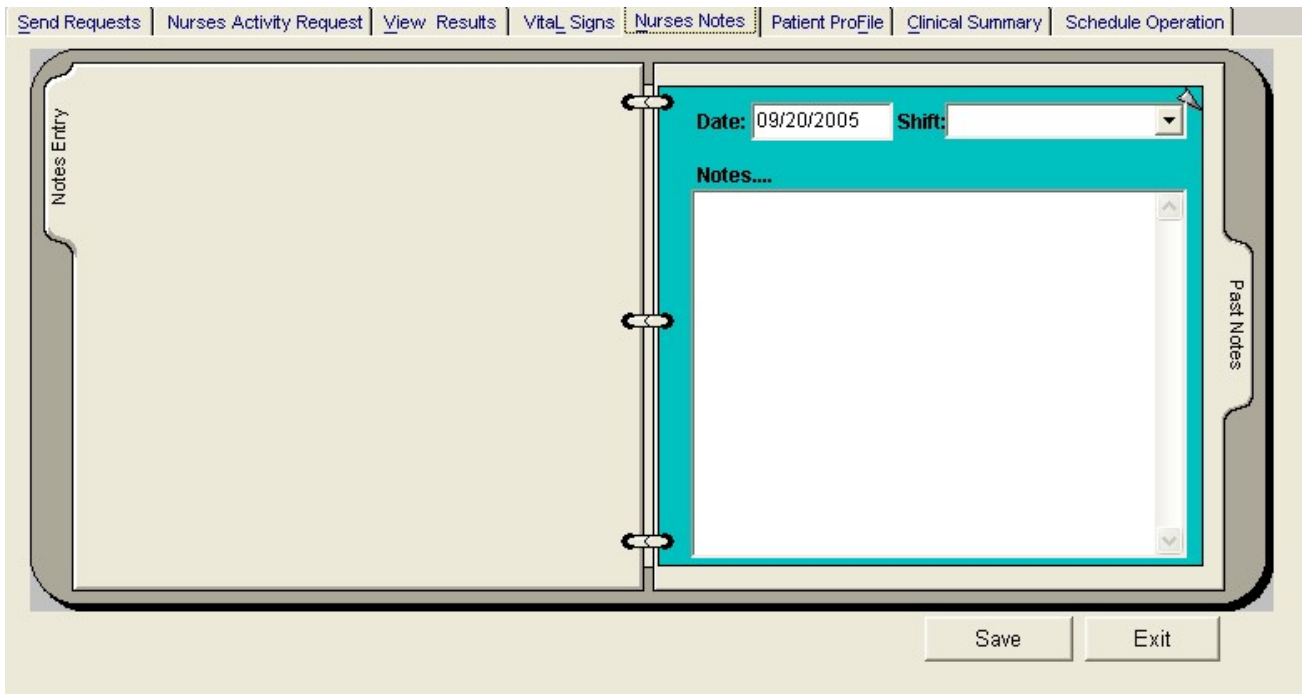
3 The following button options can be clicked from.

- Click on **Save** button to save entry.
- Click on **Refresh** button to view the latest update from the database.
- Click on **Exit** button to close the program.

## Nurses Notes Data Entry

Nurses Notes window is where you can type down notes or remarks about the condition of the patient. It works like an electronic notebook because you can retrieve the saved data of a particular date and shift of the day.

- 1 Click on **Nurses Notes** tab option.
- 2 To view past patient's chart, click on **Past Notes** written vertically. The following data can be viewed.



**Figure 25: Nurses Notes Window**

- Date/Time - the date and time when the remarks were entered
- Day shift - the shift of the day
- Entered by - the program user who entered the remarks
- Notes - the content of the remarks

To enter patient's chart, click on **Notes entry** written vertically. Enter the following data.

- Date/Time - current date and time is used
- Notes - Type remarks on the multi-line textbox.

- 3 The following button options can be clicked from.

- Click on **Save** button to save the notes entered.
- Click on **Exit** button to close the program.

## Viewing of Patient's Profile

Patient Profile is where you can view the latest patient's information throughout his current confinement. It includes admitting diagnosis, chief complaints, manner of admission, past medical history, allergies, personal and social history and family history.

- 1 Click on **Patient Profile** tab option.
- 2 The **Patient Profile Window** will be displayed.

Patient Name	ALFONSO ,BONIFACIO MENDOZA	Admission#	40987	Birthdate	05/15/1953	Age	49	Status	Married
Admitting Dr.:		Hospital#	1033504	Room #	2093A	Sex	M	Diet	DLSLP
Attending Dr.:	RIVERA, EDUARDO, LLENARES	ADM. Date	01/16/2003 04	DCR. Date		B.T.		ADM Diag	
Attending Dr.:									

[Send Requests](#) | [Nurses Activity Request](#) | [View Results](#) | [Vital Signs](#) | [Nurses Notes](#) | **[Patient Profile](#)** | [Clinical Summary](#) | [Schedule Operation](#)

Adm. Diagnosis:		Manner of ADM:	Ambulatory
Chief Complaints:		Brief History:	
		Impression:	

**Physical Examinations:**

Skin:	Abdomen:	Genitalia:
Head/Neck:	Extremities:	Rectal:
Thorax:	Lymp Nodes:	Neurological:

**Past History:**

<input type="checkbox"/> Measles	<input type="checkbox"/> Tonsillitis	<input type="checkbox"/> Typhoid Fever	<input type="checkbox"/> Influenza	<input type="checkbox"/> Gonorrhea
<input type="checkbox"/> Whooping Cough	<input type="checkbox"/> Scarlet Fever	<input type="checkbox"/> Malaria	<input type="checkbox"/> Arthritis	<input type="checkbox"/> Syphilis
<input type="checkbox"/> Mumps	<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Pleurisy	<input type="checkbox"/> Amoebiasis	
<input type="checkbox"/> Chicken Pox	<input type="checkbox"/> Rheumatic Fever	<input type="checkbox"/> Asthma	<input type="checkbox"/> HIV	

**Allergies:**

<input type="checkbox"/> Fish (tuna)	<input type="checkbox"/> Chicken	<input type="checkbox"/> Aspirin
<input type="checkbox"/> Eggs	<input type="checkbox"/> Salted Fish	<input type="checkbox"/> Urobison (IVP)
<input type="checkbox"/> Shrimps	<input type="checkbox"/> Anchovy Sauce	<input type="checkbox"/> Pollens
<input type="checkbox"/> Crabs	<input type="checkbox"/> Penicillin	<input type="checkbox"/> House Dust

**Personal and Social History:**

<input type="checkbox"/> Smoking
<input type="checkbox"/> Alcohol Intake
<input type="checkbox"/> Use/Abuse of Prohibited Drugs

**Family History:**

<input type="checkbox"/> Cancer	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Hemophilia
<input type="checkbox"/> Kidney Disease	<input type="checkbox"/> Arthritis
<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Nervous

Figure 26: Patient Profile Window

- 3 The following button options can be clicked from.
  - To edit the patient's profile, click on **Edit** button. You can now make necessary modifications on the patient's profile.
  - When completed, click on **Save** button to save the changes.
  - Click on **Refresh** button to undo the changes done.
  - Click on **Exit** button to close the program.

## Viewing of Clinical Summary

Clinical summary is where you can view for a particular clinical summary of a patient's confinement.

1 Click on **Clinical Summary** tab option.

2 The **Clinical Summary Window** will be displayed. The following data can be viewed.

Admission No	Admission Date/Time	Discharged Date/Time	Room
187544	04/30/2007 1:47PM	04/30/2007 2:41PM	508
341393B	05/02/2007 7:24PM	05/02/2007 7:30PM	ER/C

**Clinical Summary**

Lastname : ESCUDERO      Age : 27      Admission Number : 187544  
 Firstname : CHIZ      Sex : Male      Hospital Number : 263377  
 Middlename : WHIZ      Civil Status: Married      Room/Ward Number : 508  
 Birthdate : 05/03/1980

Date Admitted : 04/30/2007  
 Date Discharged : 04/30/2007

**Figure 27: Clinical Summary Window**

- Admission number - a program-generated number during patient's admission
- Admission date/time - the date and time when the patient was admitted
- Discharge date/time - the date and time when the patient was discharged
- Room number - the room number of the patient during his confinement

3 To view for a particular clinical summary of patient, click on the desired exam then click on **View** button. The following data can be viewed.

- Date admitted - the date when the patient was admitted
- Date discharged - the date when the patient was discharged
- Attending physician - the name of the attending physician



- Admitting doctor - the name of the admitting doctor
- Admitting diagnosis - the admitting diagnosis of the patient
- Chief complaints - the complaint of the patient
- Final Diagnosis - the final diagnosis of the patient

4 Click on Exit button to close the program.




## Scheduling of Operation

This option lets you schedule an operation for the patient through sending a request into the Delivery Room department.

1 Click on **Schedule Operation** tab option.

2 The **Schedule Operation Window** will be displayed. Enter the following data.

**Figure 28: Schedule Operation Window**

- Schedule Date - Click on the drop-down combo box to select a date for the patient's operation. Note that date to be scheduled should be later than the current date and time.
  - Starting Time - Click on the drop-down combo box to select a starting time for the patient's operation in reference with the selected date.
  - Procedure - Press <Enter> key to display the list of procedures or click on  button. A window will be displayed afterwards. Just double-click on the desired procedure to select.
  - Surgeon - Click on  button to display the list of doctors. A window will be displayed afterwards. Just double-click on the desired surgeon to select.
  - Anesthesiologist - Press <Enter> key to display the list of doctors or click on  button. A window will be displayed afterwards. Just double-click on the desired doctor to select.
- 3 The grid at the right side of the window is used to view the scheduled operation of the patient when the Delivery Room department has already acknowledged the request. Just click the day of the scheduled operation then scroll the vertical or horizontal bar of the grid to view the scheduled operation.



## Delivery List Entry

This option allows the user to enter the delivery time, delivery date and type of procedure.

To do this, click on **Delivery List Entry** in the main menu to load the window below.

The screenshot shows a software window titled "Delivery List Entry". It has a blue title bar with a close button. The main area contains several input fields: "ID Number" (187560), "Name" (ESPIRITU ,ANYA BAUTISTA), "Hosp. No." (263396), "Room No." (ICU6), and "Age". Below these is a section titled "Delivery Information" with a blue header. It contains "Date of Delivery" (05/18/2007), "Time of Delivery" (4 :13:55 PM), "Attending Physician", and "Type of Delivery". There are small icons next to the "Attending Physician" and "Type of Delivery" fields. A "Remarks" field is located below the "Delivery Information" section. At the bottom right of the window are "Save" and "Exit" buttons.

The following data should be entered in the Delivery Information:


- Date of Delivery – default date is the current server date
- Time of Delivery – default time is the current server time
- Attending Physician – click on  button to display list(s) of doctors or type first few letters of the doctor's lastname.
- Type of Delivery – click on  button to display list(s) of procedure

Click on **Save** button to update patients data or click on **Exit** button to go out from this window.

# Build File of DR Packages

This option allows DR staff to enter item(s) of specific packages.



To do this, click on  button to display list(s) of packages. Double click on the specific package to display the window below

Package Entry
✕

List of Packages
Details

Package ID

Description

Rate A

Rate B

Rate C

Rate D

Rate E

Rate F

Rate G

Rate H

	Dept.Code	Item Code	Item Description	Quantity
1	DF	2580	DEMEROL VIAL ( PER ML )	1
2	DR	634	NORMAL DELIVERY (PRIVATE)	1
3	OX	3551	11.5 LPM PER HOUR (OXYGEN)	1

**Department Codes**

DF - DELIVERY ROOMMEDICINE	DR - DELIVERY ROOM	MC - MISCELLANEOUS
MD - PROF. FEE	OX - OXYGEN	VS - DELIVERY ROOM SUPPLY

Remove Item

Add Item

Update/Save

Exit

➤ To Add item(s), click on Add Item button.

Enter the following information :

A - Dept. Code – choose from the list(s). Ex. DF for Delivery Room Medicine, DR for Delivery Room Procedures.....

B – Item Code – Press <Enter> key to display complete list(s) of items of the selected Department

C – Item Description – Description of the selected item

D - Quantity

- To Remove item(s), click on Remove Item button.
- To Save the data entered, click on Update/Save button
- To go out from this window, click on Exit button

# Reports


Click the option you want (listed below) from the **Reports** pull-down menu. A window for date entry will be displayed. Select **From** and **To** dates by clicking the drop-down arrow and then click on **OK** button.

## ***Audit Report***

This displays a report of all items requested, how many quantities are used in a particular item requested and its corresponding amount totaling the accumulated amount of all items. This is arranged alphabetically by the reference number of each item.

The following data are displayed in the report.

- Reference No. - program - generated number (charge-slip number)
- Amount - the amount of item requested
- Department - the department code
- Quantity - the number of item requested
- Code - the code of the item requested
- Description - the name of the item requested
- By - the program user who requested the item
- Date - the date when the item was requested
- Name of Patient - the name of the patient who requested the item

To print, click .


## ***Monthly Report***

This displays a report of all items requested, the quantity and amount accumulated each and both in inpatient and outpatients for a particular item then totaling the quantity and amount accumulated each and both in inpatient and outpatients for all the items requested. This is arranged alphabetically by the name of the item requested.

The following data are displayed in the report.


- Description - the name of the item requested
- Number (Inpatient) - the total number of the particular item requested in inpatient
- Amount (Inpatient) - the total amount accumulated for the particular item in inpatient
- Number (Outpatients) - the total number of the particular item requested in outpatients

- Amount (Outpatients) - the total amount accumulated for the particular item in outpatients
- Number (Total) - the total number of the particular item requested in inpatient and outpatients.
- Amount (Total) - the total amount accumulated for the particular item in inpatient and outpatients.

To print, click .

## ***Statistical Report***

This generates a report of category of operation (major, minor, medium) statistics since the entered beginning to ending dates grouped into "Above 15 years old (male, female)" and "Below 15 years old (male, female)".

To print, click .

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