

MEDSYS

Hospital Information System

*Visual Laboratory Program
User's Manual*



MEDSYS

Kaiser - dela Cruz Consulting, Inc.

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Overview




The **Visual Laboratory Program** is a computerized posting of request on laboratory procedure. It is interlinked to nurse stations, cost-centers and financial departments mainly for the processing of entered requests and payments. Exam results are electronically retrieved thru Visual Programs connected to machines and can be displayed to nurse stations, intensive care unit, emergency room, and operating room once verified.

Its features ensure friendliness to user for them to understand the flow of the program from entering request until the posting of results. It is equipped with internal controls to warning users from their actions.

To maintain the integrity and confidentiality of data, a password is needed to enter before one can access the program. Defined rights are also imposed to limit the accessibility of the program's processes.

Getting Started

Starting the Program

- 1 Double-click on  **Laboratory Program** executable file icon located in your computer desktop.
- 2 The **Login window** will be displayed for you to type your **employee number** and **password** for security purposes.

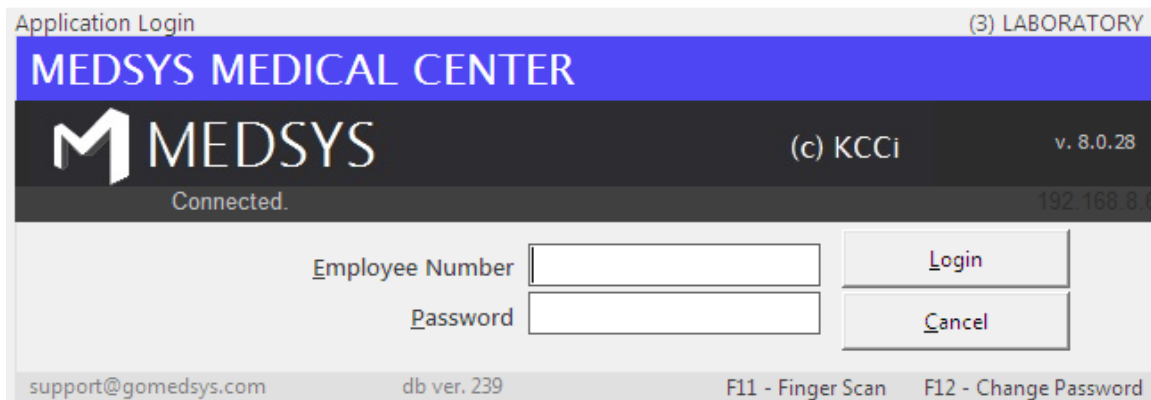



Figure 1: Login Window

- 3 After entering the employee number and password correctly, you may 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 dialog box has a blue title bar with a close button (X) on the right. The main area is white and contains the following text and fields:

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

At the bottom right of the dialog box, there are two buttons: "Save" and "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.

Closing 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. However, there is an option to lock the program while not in-use. Just press <Ctrl + L> to activate.

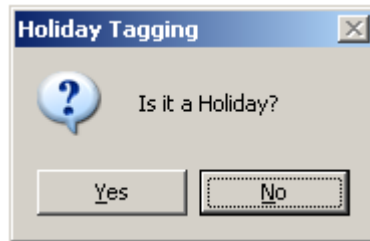
To close the program:

- 1 Click on  button located at the upper right corner of the main window (possible only if no other window is open)

Program Operations

Holiday Tagging

This option will determine if the date is holiday not. The purpose of this is for the automatic computation of 50% mark up on charges. After entering employee number and password, the window below will appear for the tagging.



Click **YES** if Holiday and **NO** if not.

Data Entry

Inpatient Request

Use this option when stations or other cost-centers cannot post request using their own program due to program breakdown. It allows you to post inpatient request on laboratory procedures.

Inpatient Request Entry

In-Patient Request Entry

Admission No. ... Name Account Name
 Hospital No. Status Age Philhealth
 Room Sex Membership
 Blood Type Doctor ...

Total Charges

Examination Table

Code	Exam Description	Type	Specimen	Qty	Item Price	Amount	Re

F3 - Delete Line

Remarks

Markup Options | Save/Next | Save/Exit | Save/Print | Cancel | Exit

Figure 3: Inpatient Request Entry Window

Inputs:

Press <F4> to start

1. Type patient's admission number and press <Enter>. To search by last name, type the first few letters of the patient's last name and then press <Enter>. Double-click the patient's name to select.
2. Enter item code of exam. To search by item name, type the first few characters of the item name and then press <Enter>. Just double-click it from the list to select.
3. Choose examination type: Routine or Stat
4. Choose specimen (for exams with more than one specimen)
5. Choose doctor (for exams with professional fee). To search by last name, type the first few letters of the doctor's last name and then press <Enter>. Double-click the doctor's name to select.
6. Choose saving option
 - Save/Next - Saves currently entered items proceeding to other patient's charges entry.
 - Save/Exit - Saves currently entered items and closes the Inpatient Request Entry Window.
 - Save/Print - Saves and prints currently entered items.

Note:

- The professional fee is automatically displayed based on the saved fee entered using the Build File program.
- For non-exam items, you may change the quantity under 'Qty' column.

Output:

Charge-slip printout

Charge-basis Outpatient Request

This is an option to enter charge-basis outpatient request on laboratory procedures.

Outpatient Request Entry

Out-Patient Request Entry

Admission No. ... Name Account Name
 Account No. Sex Age
 Hospital No. Doctor ... Philhealth Membership

Total Charges

Examination Table

Code	Exam Description	Type	Specimen	Qty	Item Price	Amount	Re

F3 - Delete Line

Remarks

Markup Options Save/Next Save/Exit Save/Print Cancel Exit

Figure 4: Charge-basis Outpatient Request Window

Inputs:

Press <F5> to start

1. Enter patient's admission number. To search by last name, type the first few letters of the patient's last name and then press <Enter>. Double-click the name to select.
2. Choose patient's doctor. To search by last name, type the first few letters of the doctor's last name and then press <Enter>. Double-click the doctor's name to select.
3. Enter item code. To search by item name, type the first few characters of the item name and then press <Enter>. Just double-click it from the list to select.
4. Choose examination type: Routine or Stat
5. Choose specimen (for exams with more than one specimen)
6. Choose doctor (for exams with professional fee). To search by last name, type the first few letters of the doctor's last name and then press <Enter>. Double-click the doctor's name to select.

7. Choose saving option

- Save/Next - Saves currently entered items proceeding to other patient's charges entry.
- Save/Exit - Saves currently entered items and closes the Charge-basis Outpatient Request Entry Window.
- Save/Print - Saves and prints currently entered items.

Note:

- The professional fee is automatically displayed based on the saved fee entered using the Build File program.
- For step #2, if doctor's name is not in the list, type '0' as doctor's code and then type the doctor's name.
- For non-exam items, you may change the quantity under 'Qty' column.

Output:

Charge-slip printout

Cash-basis Patient Request

This provides an option to enter request of cash-basis patient on laboratory procedures.

Assessment Entry

Cash Patients Request Entry

Patient Type

Out-Patients Confined Patients Walk-In Patients

Patient Name : Doctor : ...

Transaction No. : Status ID Number :

Sex Age

Total Charges

Examination Table

Code	Exam Description	Type	Specimen	Qty	Item Price	Amount	Re

F3 - Delete Line

Remarks

Markup Options Save/Next Save/Exit Save/Print Cancel Exit

Figure 5: Cash-basis Patient Request Window

Inputs:

Press <F6> to start

1. Choose patient type: Walk-in, OPD/Regular Patients, or Confined Patients
2. Enter patient's last name. To search, type the first few letters of last name and then press <Enter>. Double-click the patient's name to select.
3. Choose patient's doctor. To search by last name, type the first few letters of the doctor's last name and then press <Enter>. Double-click the doctor's name to select.
4. Enter item code. To search by item name, type the first few characters of the item name and then press <Enter>. Just double-click it from the list to select.
5. Choose examination type: Routine or Stat
6. Choose specimen (for exams with more than one specimen)

7. Choose doctor (for exams with professional fee). To search by last name, type the first few letters of the doctor's last name and then press <Enter>. Double-click the doctor's name to select.
8. Choose saving option
 - Save/Next - Saves currently entered items proceeding to other patient's charges entry.
 - Save/Exit - Saves currently entered items and closes the Cash-basis Patient Request Entry Window.
 - Save/Print - Saves and prints currently entered items.

Note:

- The professional fee is automatically displayed based on the saved fee entered using the Build File program.
- For step #2, if doctor's name is not in the list, type '0' as doctor's code and type the doctor's name.
- For non-exam items, you may change the quantity under 'Qty' column.

Output:

Assessment-slip printout

Request Form Printout

This allows you to generate printout of request form of the entered charge-slip number.

The screenshot shows a window titled "REQUEST FORM PRINT-OUT" with a close button. Below the title bar is a blue header with a computer icon and the text "Request Form Generation". The main area contains two input fields: "Charge Slip Number/ Patient's Last Name:" and "OR Number:". A "Search" button is located at the bottom right of the window.

Figure 6: Request Form Printout: Charge-slip/Patient/OR Searching

The screenshot shows a window titled "Request Form" with a close button. The header is blue and contains the text "Laboratory Request Form" and a printer icon. The main area is divided into several sections:

- Patient's Info:** Contains fields for Name (SAMPLES, MORE PATIENT), Admission # (9), Hospital # (20), Room Num. (1010), Age (66), Sex (F), Classification, Charge Slip # (C4L), O.R. Number, and Requesting Physician (ARNEL DURAN ABATAYO, M.D.).
- Address:** Contains fields for St./House No., Barangay, Town/Province (6000, CEBU CITY, CEBU PROV.), and Civil Status (SINGLE).
- Transplant:** A dropdown menu set to "Non-Transplant".
- Dialysis:** A dropdown menu set to "None".
- Exams Requested:** A table with columns: Section, Exam Code, Exam, Type, Specimen, and a checkbox. The table contains one row:

Section	Exam Code	Exam	Type	Specimen	
	1		Routine	URINE	<input type="checkbox"/>

At the bottom of the window, there are two buttons: "Print Request Form" and "Close".

Figure 7: Request Form Printout: Request Details

Inputs:

Press <F7> to start

1. Enter charge-slip number, patient's last name or official receipt number. To search by last name, type the first few letters of the last name and then press <Enter>. Double-click the patient's name to select.
2. Click 'Search' button.
3. Choose the exam from the list.
4. Click 'Reprint Request Form' button.


Output:

Request Form Printout

Result Entry per Batch

This option allows you to enter exam result per batch. Only exams having the same charge slip number, result format, and section are allowed to enter in this option.

Search Window

 **MEDSYS MEDICAL CENTER**

LAB Section Codes List

Select

Cancel

Records List

LabSection	LabSectionID
CLINICAL CHEMISTRY	A
HEMATOLOGY	B
CLINICAL MICROSCOPY	C
MICROBIOLOGY	D
IMMUNOLOGY	E
SEROLOGY	F
BLOOD BANK	G
HISTOPATHOLOGY	H
BACTERIOLOGY	I
CELLULAR	J
SEND OUT EXAMS	K
PARASITOLOGY	L
BLOODBANK /IMMUNOSEROLOGY	M
CEREBROSPINAL FLUID	N
PANEL GROUP	O

Total Records Listed: 15

AutoSearch


 Press [Select]/Enter or Double-Click on Table to Select, Cancel to abort

Figure 8: Result Entry per Batch: Laboratory Sections List Window

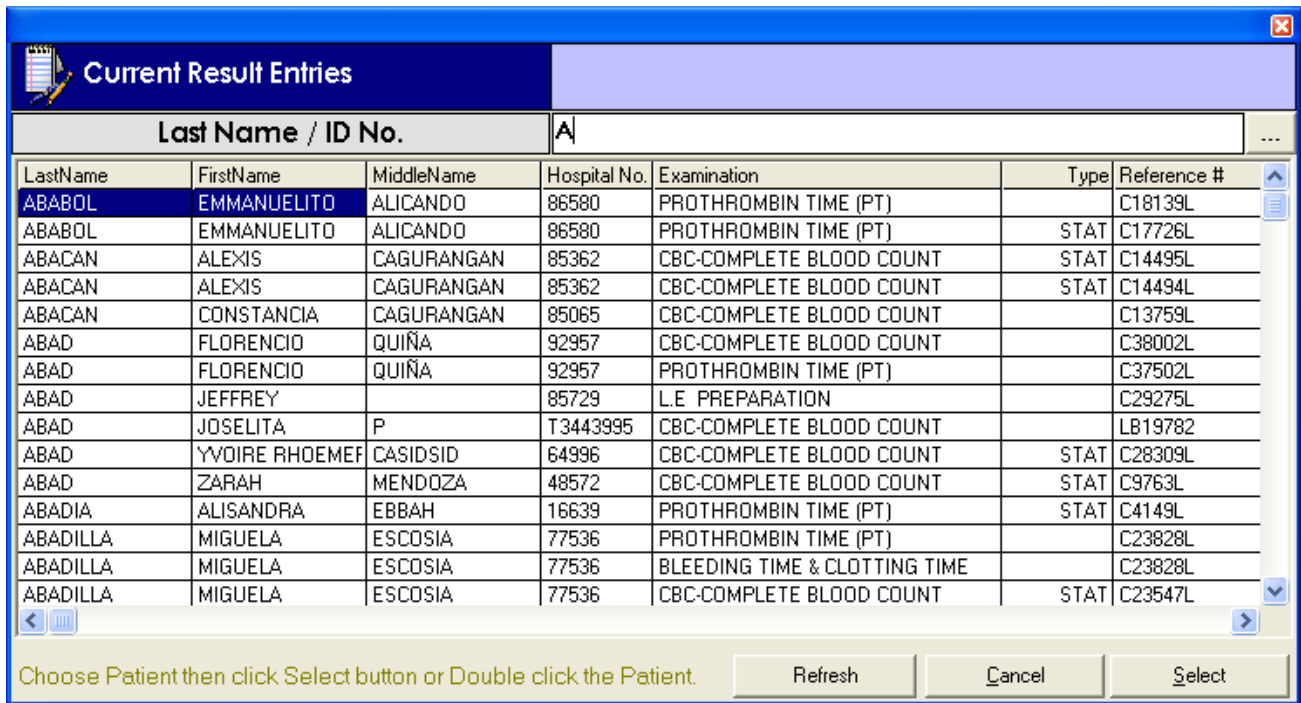


Figure 9: Result Entry per Batch: Lastname/Admission # Searching

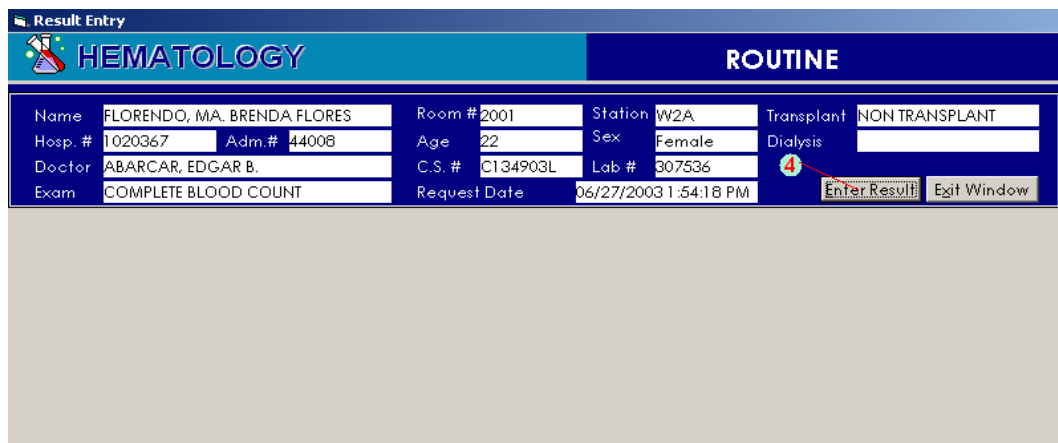


Figure 10: Result Entry per Batch: Result Entry

Inputs:

Press <Ctrl + H> to start.

- 1 Choose laboratory section. To choose, double-click the section name from the list.
- 2 Enter patient's admission number. To search by last name, type the first few letters of the last name and then press <Enter>.
- 3 If last name was typed, double-click the patient's name from the list
- 4 Click 'Enter Result' button. Each exam has its result format. Please refer to the Exam Result Format of this documentation

Result Entry per Exam

This option allows you to enter exam result. Its entry is done per exam.

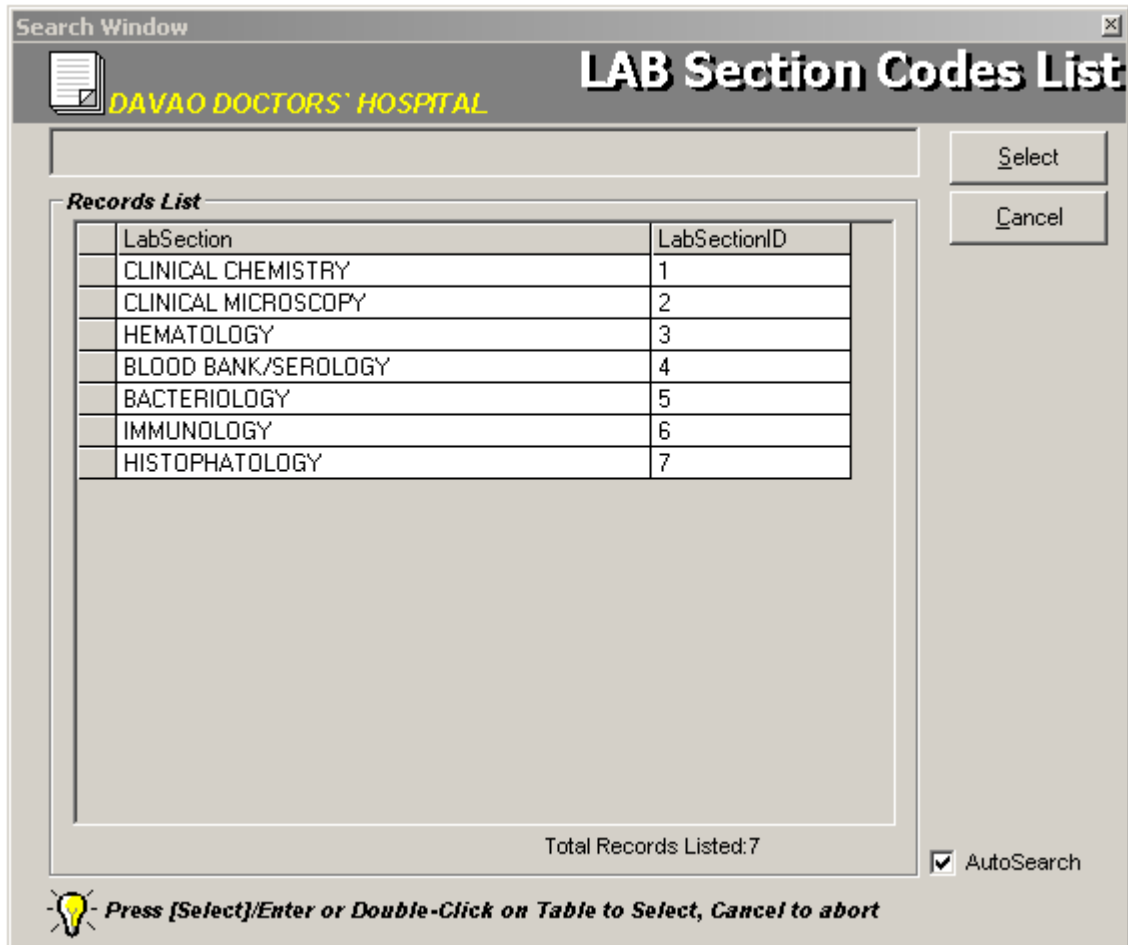


Figure 11: Result Entry per Exam: Laboratory Sections List Window

Current Result Entries HEMATOLOGY

Last Name / ID No. []

Choose Patient then click Select button or Double click the Patient. Refresh Cancel Select

Figure 12: Result Entry per Exam: Lastname/Admission # Searching

Result Entry HEMATOLOGY ROUTINE

Name	FLORENDO, MA. BRENDA FLORES	Room #	2001	Station	W2A	Transplant	NON TRANSPLANT
Hosp. #	1020367	Adm. #	44008	Age	22	Sex	Female
Doctor	ABARCAR, EDGAR B.	C.S. #	C134903L	Lab #	307536	Dialysis	
Exam	COMPLETE BLOOD COUNT	Request Date	06/27/2003 1:54:18 PM				

Enter Result Exit Window

Figure 13: Result Entry per Batch: Result Entry

Inputs:

Press **<Ctrl + E>** to start.

- 1 Choose laboratory section. To choose, double-click the section name from the list.
- 2 Enter patient's admission number. To search by last name, type the first few letters of the last name and then press **<Enter>**.
- 3 If last name was typed, double-click the patient's name from the list
- 4 Click 'Enter Result' button. Each exam has its result format. Please refer to the Exam Result Format section of this documentation.

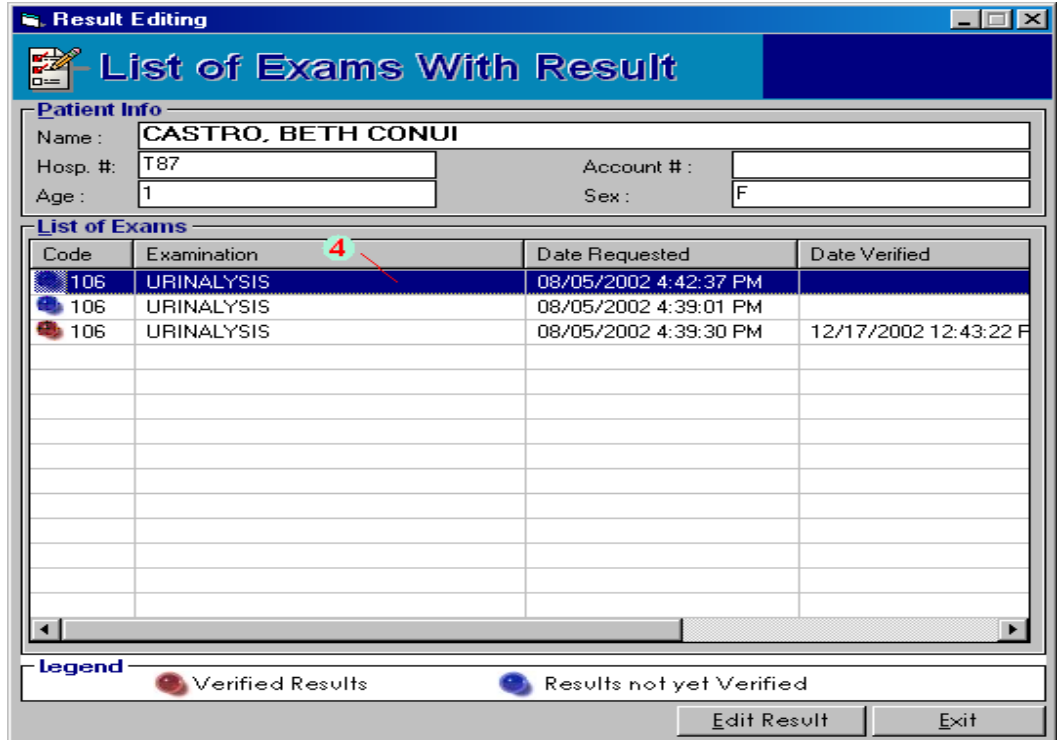


Figure 15: Result Editing/Verification: List of Exams



Figure 16: Result Editing/Verification Window

Inputs:

Press <F12> or click **File Maintenance** button and then click **Result Editing/Verification** to start.

- 1 Select patient type <Inpatient, Regular Patient, or Cash Patient>
- 2 Use one of the following search categories and then click **Search** button (Charge-slip, Lastname, Hospital Number, Admission Number)
- 3 Matches will be displayed. Double-click the patient's name from the grid. **Note:** The color beside the row determines the type of patient. Refer to the lower left corner of the window to see legend of patient type.
- 4 List of exams of the selected patient will be displayed. Double-click the exam to select. **Note:** The color beside the row determines the classification of result as to verified or unverified.
- 5 The result entry window will appear. Click the **Enter** button. Depending on the exam name, each has its result format. Please refer to the result format section of this documentation.

Charge-slip Reprinting

This allows you to produce a copy of charge-slip.

Re-Printing of ChargeSlip

Patient Type:

Admission No.: ...

Patient Name:

Hospital No.: Room:

Account No.:

Trans. Date	Charge Slip No.	Code	Examination	Quantity	Am
2003-05-09 07:45:46.7470	C117528L	106	URINALYSIS	1	
2003-05-09 02:45:20	C117455L	12	CHOLESTEROL	1	
2003-05-09 02:45:20	C117455L	16	CREATININE	1	
2003-05-09 02:45:20	C117455L	180	COMPLETE BLOOD COUNT	1	
2003-05-09 02:45:20	C117455L	32	PHOSPHOROUS	1	
2003-05-09 02:45:20	C117455L	33	POTASSIUM	1	
2003-05-09 02:45:20	C117455L	34	SGOT (AST)	1	
2003-05-09 02:45:20	C117455L	36	SODIUM	1	
2003-05-09 02:45:20	C117455L	41	TRIGLYCERIDES	1	
2003-05-09 02:45:20	C117455L	45	URIC ACID	1	
2003-05-09 02:45:20	C117455L	000	SUCROSE (FCS)	1	

Re-Print Cancel

Figure 17: Charge-slip Reprinting Window

Inputs:

Press **<Ctrl + D>** or click **File Maintenance** button and then click **Charge-slip Duplicate** to start.

- 1 Select patient type (Inpatient, Charge Patients, Cash Patients)
- 2 Enter patient's admission number. To search by last name, type the patient's last name and then press **<Enter>**. Double-click the patient's name to select.
- 3 Double-click the charge-slip from the list to select. The print preview will be generated afterwards.

Charge-slip Verification

This option allows you to view the details of the entered charge-slip.

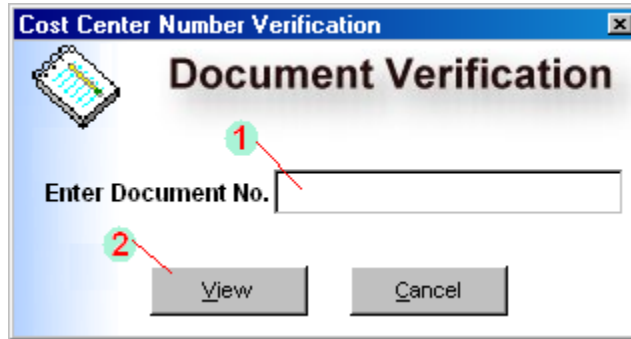


Figure 18: Charge-slip Verification Window

Inputs:

Press <Ctrl + V> or click **File Maintenance** button and then click **Verification** to start.

- 1 Type the document number (charge-slip)
- 2 Click **View** button.
- 3 The print preview will be generated afterwards showing the charge-slip details including the item name & amount, patient's admission number & hospital number, date of request, and the user who requested the item.

Exams List Printout

This is an option to print the list of laboratory items/exams.

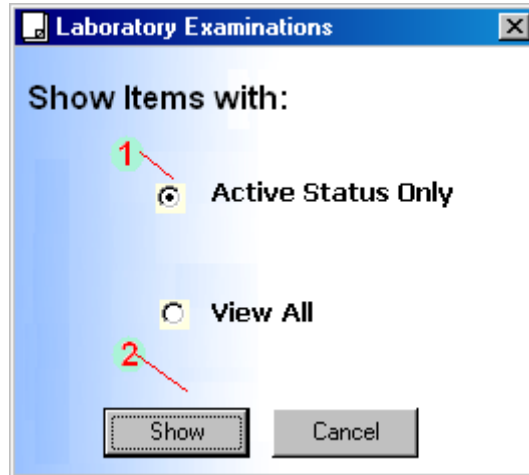


Figure 19: Exams List Printout Window

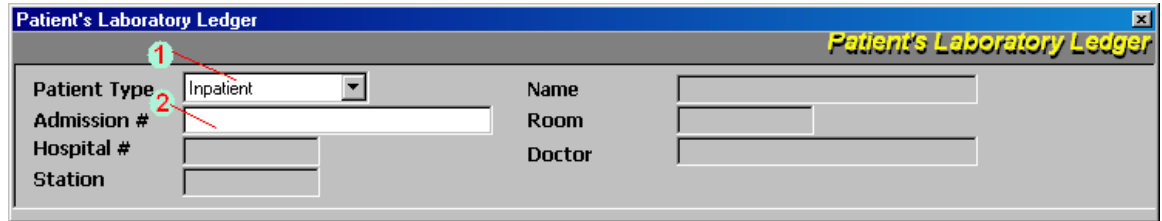
Inputs:

Press **<Ctrl + L>** or click **File Maintenance** button and then click **List of Items/Exams** to start.

- 1 Click the desired option.
- 2 Click **Show** button.
- 3 The print preview will be generated showing the list of laboratory examinations including the item code, charging name, short name, and format type.

Patient's Ledger

This is an option to view patient's laboratory ledger based on the posted charges on laboratory procedures.



The screenshot shows a software window titled "Patient's Laboratory Ledger" with a yellow title bar. The window contains a search form with the following fields and labels:

Patient Type	Inpatient	Name	
Admission #		Room	
Hospital #		Doctor	
Station			

Red arrows and numbers 1 and 2 point to the "Patient Type" dropdown menu and the "Admission #" text input field, respectively.

Figure 20: Patient's Ledger: Patient Searching

Inputs:

Press **<Ctrl + G>** or click **File Maintenance** button and then click **Patient's Ledger** to start.

- 1 Select patient type (Inpatient, Outpatient)
- 2 Enter patient's admission number. To search by last name, type the first few letters of patient's last name and press <Enter>. Double-click the patient's name from the list to select.
- 3 The print preview will be generated showing the patient's laboratory ledger (arranged by transaction date) including the charges-slip number, item code, description & quantity, amount, user who requested, and time of request.

Request Cancellation/Charge-slip Reprinting

This option is used to cancel entered laboratory exam request or reprint charge-slip.

Laboratory Requests Cancellation **Charge Patient**

Patient Info

Chargeslip #: Request Date:

Patient Name: OR #:

Hospital #: Admission #: Doctor:

Age: Civil Status: Room:

Sex: Forward Result to OP-SERVICE Account #:

List of Requests

Type	Code	Exam Name	Section Name	Amount	Remarks	Request No.	Qty	Spec
Routine	296	IMMUNOGLOBULIN M (IgM)	IMMUNO-CHEMISTRY	620	Pending	307522	1	BLO
<input checked="" type="checkbox"/>	Routine	281	COMPLEMENT 3 C3	670	Pending	307523	1	BLO
Routine	294	IMMUNOGLOBULIN A (IgA)	IMMUNO-CHEMISTRY	620	Pending	307521	1	BLO
Routine	295	IMMUNOGLOBULIN G (IgG)	IMMUNO-CHEMISTRY	620	With Result	307520	1	BLO

Select All

Figure 21: Request Cancellation/Charge-slip Reprinting Window

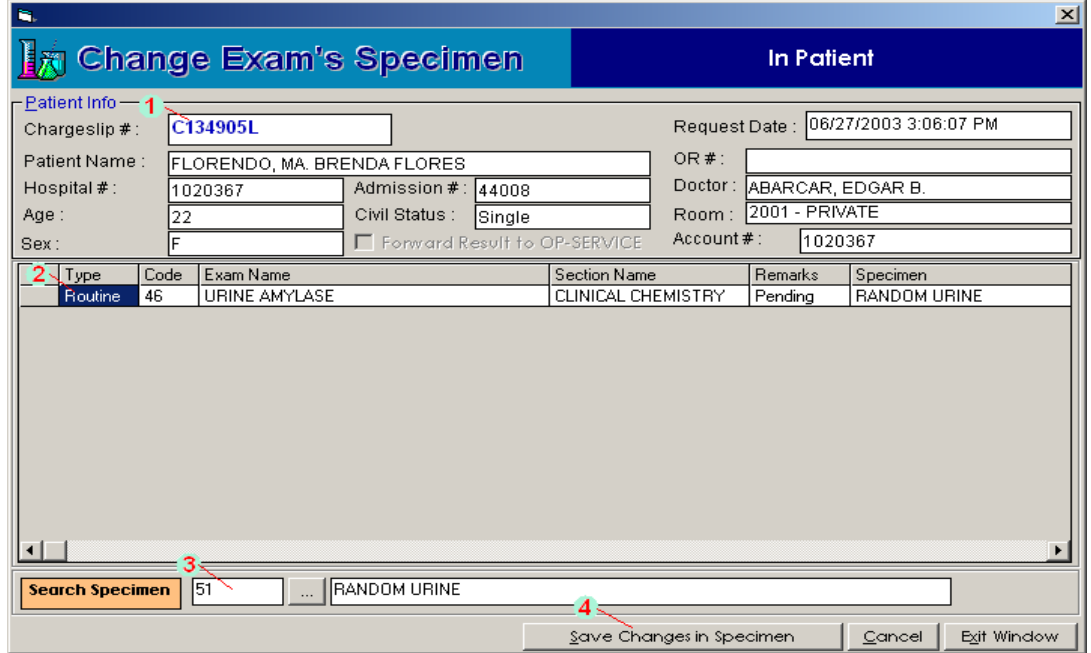
Inputs:

Press <F8> or click **File Maintenance** button and then click **Request Cancellation/Reprint Charge-slip** to start.

- 1 Enter charge-slip number and then press <Enter>. To search by last name, type the first few letters of patient's last name and then press <Enter>. Double-click the patient's charge-slip number to select.
- 2 List of items under the selected charge-slip will be displayed. Select the item from the list to select. You may click the check box beside 'select All' at the bottom of the window to tag all items (yellow tag indicator) which can be cancelled.
- 3 Click 'Cancel Request' button. Remarks of cancelled items will be then changed to 'Cancelled'.

Changing of Specimen

This option allows you to change specimen of requested laboratory exam.



Change Exam's Specimen In Patient

Patient Info — 1

Chargeslip #: C134905L Request Date: 06/27/2003 3:06:07 PM

Patient Name: FLORENDO, MA. BRENDA FLORES OR #:

Hospital #: 1020367 Admission #: 44008 Doctor: ABARCAR, EDGAR B.

Age: 22 Civil Status: Single Room: 2001 - PRIVATE

Sex: F Forward Result to OP-SERVICE Account #: 1020367

Type	Code	Exam Name	Section Name	Remarks	Specimen
Routine	46	URINE AMYLASE	CLINICAL CHEMISTRY	Pending	RANDOM URINE

Search Specimen 51 ... RANDOM URINE

Save Changes in Specimen Cancel Exit Window

Figure 22: Changing of Specimen Window

Inputs:

Click **File Maintenance** button and then click **Change Exam Specimen**.

- 1 Enter charge slip number under 'Chargeslip #' textbox and then press <Enter>. To search by last name, type the first few letters of the patient's last name and then press <Enter>. If found, patient listings will be displayed. Double-click the patient's name to select.
- 2 Exams under the entered charge-slip will be displayed. Click the exam from the list to select.
- 3 Change the exam's specimen by deleting the code under the 'Search Specimen' textbox. Press <Enter> to display the list of specimens under the selected exam. Double-click the specimen from the list to select.
- 4 Click 'Save Changes in Specimen' button to update changes.

Result

Result Inquiry

This feature provides an option to view and print verified or unverified exam result.

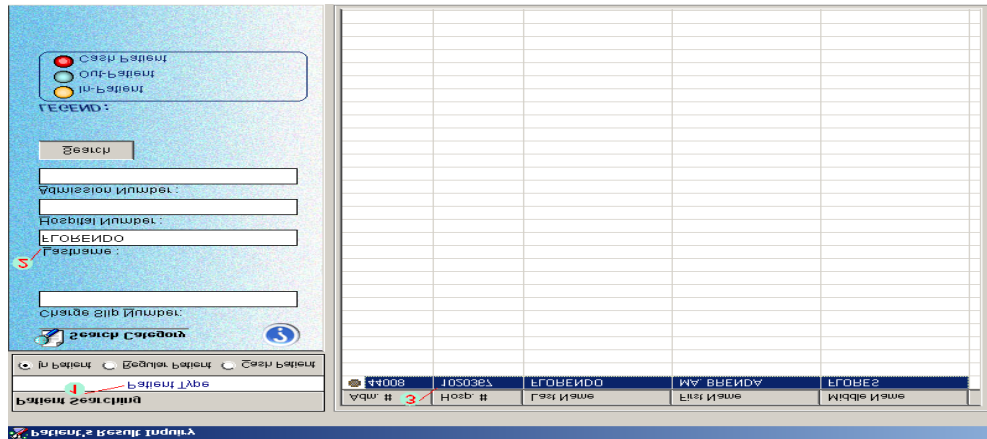


Figure 23: Result Inquiry: Patient Searching

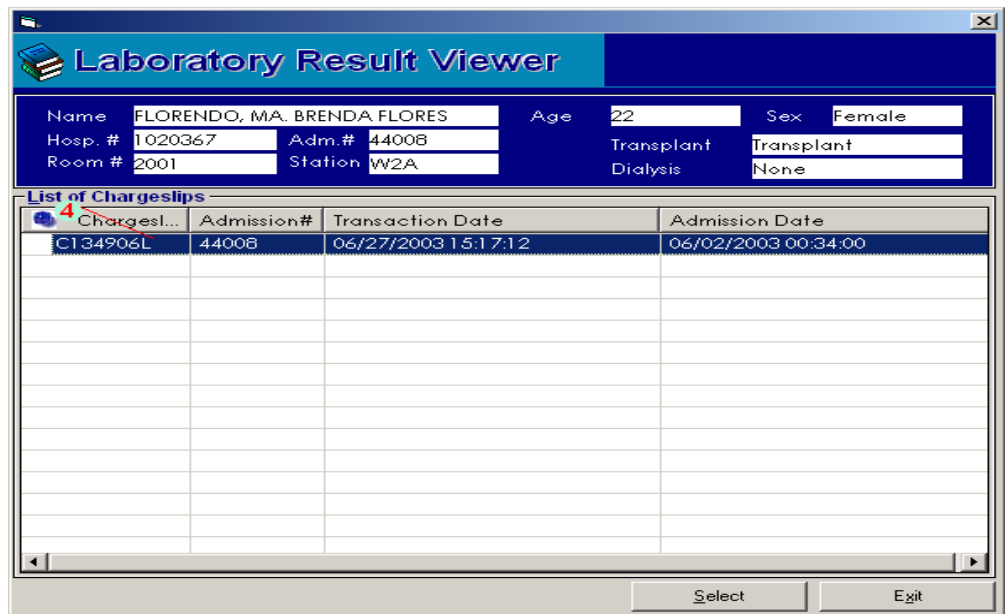


Figure 24: Result Inquiry: List of Charge-slips

Result Verification

The image shows a 'Date Entry' dialog box. At the top, there is a blue header bar with a printer icon and the text 'Report Date'. Below this, there are two date selection fields: 'Start Date' and 'End Date', both containing the date '06/27/2003'. Red circles with numbers 1, 2, and 3 are placed over the date fields and the 'Ok' button respectively. At the bottom, there are two buttons: 'Ok' (with a blue checkmark icon) and 'Cancel' (with a red X icon).

Figure 26: Result Verification: Date Entry

The image shows a 'Search Window' titled 'LAB Section Codes List'. The window header includes the text 'DAVAO DOCTORS' HOSPITAL' and a search icon. Below the header, there is a search input field and two buttons: 'Select' and 'Cancel'. The main area contains a table with the following data:

LabSection	LabSectionID
CLINICAL CHEMISTRY	1
CLINICAL MICROSCOPY	2
HEMATOLOGY	3
BLOOD BANK/SEROLOGY	4
BACTERIOLOGY	5
IMMUNOLOGY	6
HISTOPHATOLOGY	7

Below the table, it says 'Total Records Listed: 7'. At the bottom right, there is a checked checkbox labeled 'AutoSearch'. At the bottom left, there is a lightbulb icon and the text: 'Press [Select]/Enter or Double-Click on Table to Select, Cancel to abort'.

Figure 27: Result Verification: Laboratory Sections List Window

Urinalysis Daily Report

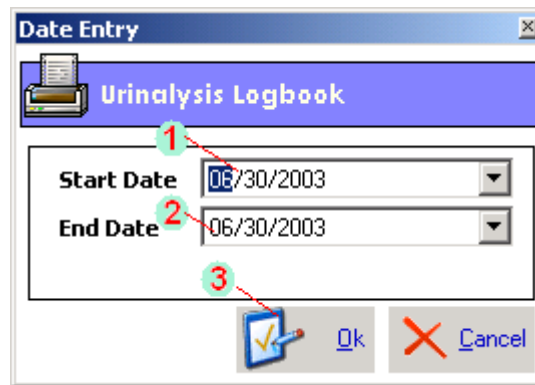


Figure 29: Urinalysis Daily Report: Date Entry

Inputs:

Press **<Ctrl + U>** to start.

- 1 Enter starting date.
- 2 Enter ending date.
- 3 Click 'OK' button. The print preview will be displayed from the entered starting to ending dates.

Communication File

This option serves as a way nurse stations and other cost centers requesting laboratory examinations to communicate with the laboratory department. The program will signal the laboratory department thru a blinking button to process the entered requests.

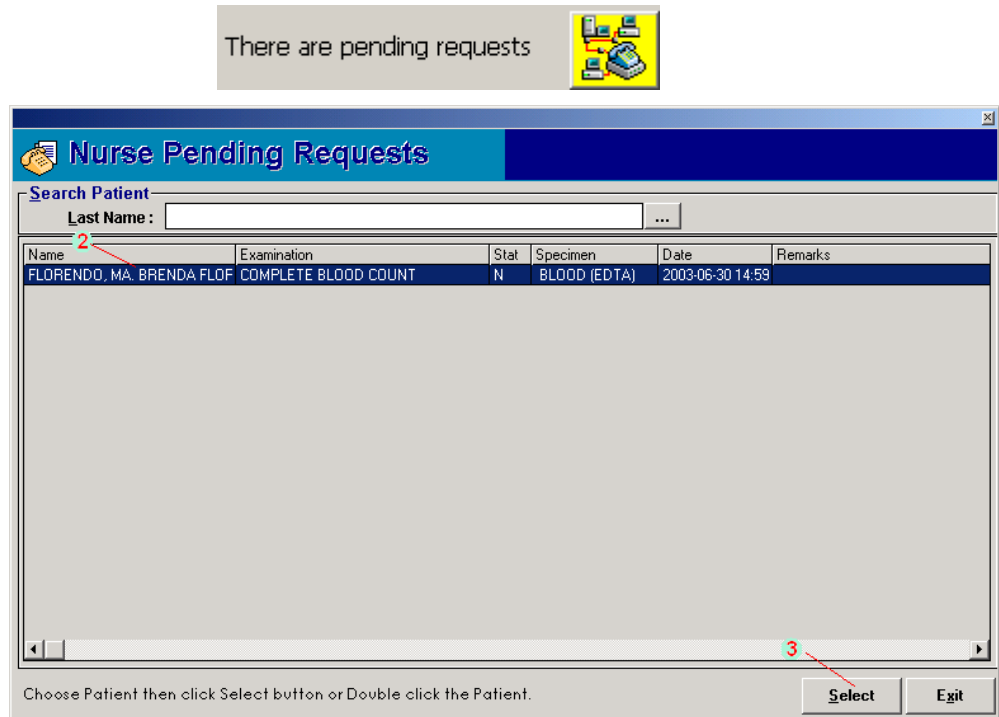


Figure 30: Communication File: Patient Searching

Communication Request Entry

Admission No. 44008 Name FLORENDO, MA. BRENDA FLORES Transplant Non-Transplant
 Hospital No. 1020367 Status Single Acct. # 1020367 Dialysis None
 Sex F Room 2001 Class PRIVATE
 Age 22 Doctor ABARCAR, EDGAR

Total Charges 230.00

Examination Table

Code	Exam Description	Stat	Specimen	Qty	Item Price	Amount	F
180	COMPLETE BLOOD COUNT	ROUTINE	BLOOD (EDTA)	1	230.00	230.00	F


F3 - Delete Line

Revoke Delay Save & Print Exit

Figure 31: Communication File: Request Saving /Printing

Inputs:

Press <Ctrl + C> to start or

- 1 Click  blinking button.
- 2 List of pending requests will be displayed. Select the request to process.
- 3 Click 'Select' button.
- 4 The 'Communication Request Entry' window will be displayed. Click 'Save & Print' button.

Note: You may revoke the request by clicking the 'Revoke' button in the 'Communication Request Entry' window.

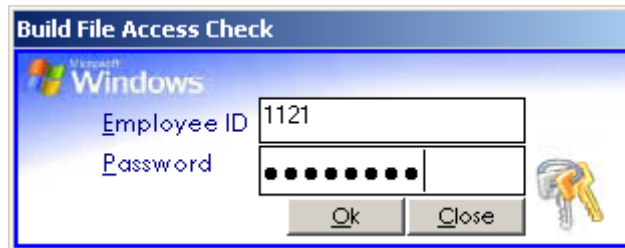
Reports

Below is the list of reports being generated by the program. Just click 'Reports' > and then click the report you want to generate.

1. Daily Transaction Report
2. List of Exam and Specimens
3. Daily Statistical Report
4. Doctors Contribution
5. List of Pending Results
6. List of Finished Results
7. Pending Requests from Nursing
8. Processed Requests from Nursing
9. Monthly Statistical Report
10. Profile Exams Report
11. List of Assessment
12. Processed Requests from Communication

Build Files

This feature is protected by a password so only users having the rights to modify properties of exams are allowed.



Build Laboratory Form Formats

This option assigns a particular exam the format to use in the result entry.

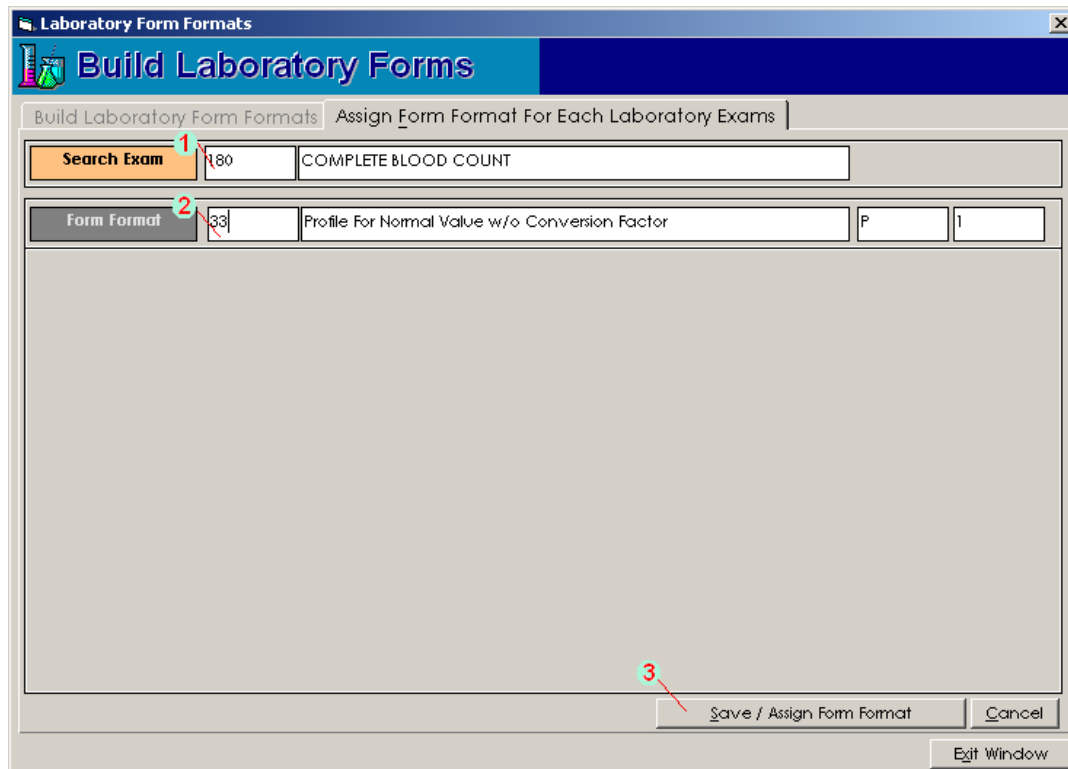


Figure 32: Form Format Entry Window

Inputs:

Press <Ctrl + N> to start

- 1 Search the exam. To search, type the first few characters of the exam name and then press <Enter>. Double-click the exam to select.
- 2 Search the form format. To search, type the first few characters of the form format name and then press <Enter>. Double-click the form format to select.
- 3 Click 'Save/Assign Form Format' button to save.

Profile

Use this option to add exams in a particular profile.

Inputs:

Press <Ctrl + P> to start

To add new profile in the list

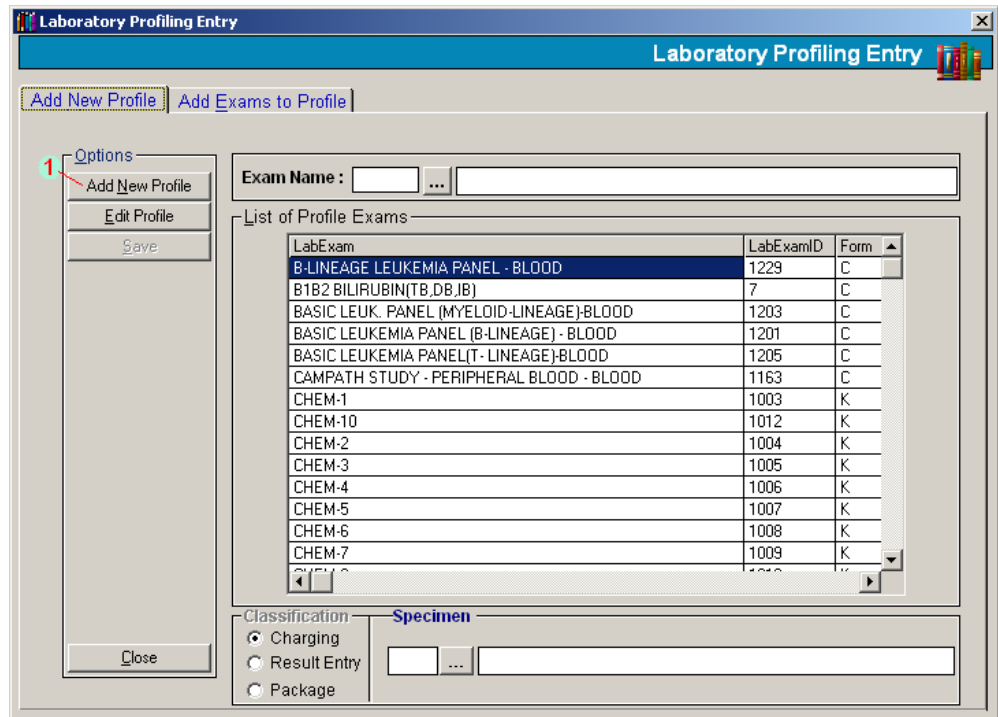


Figure 33: New Profile Entry

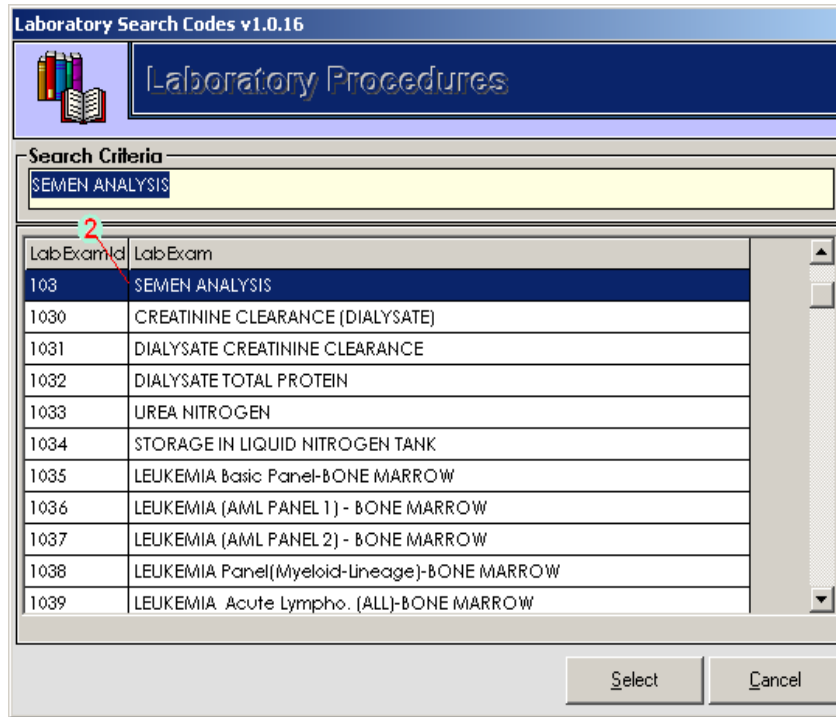


Figure 34: New Profile Entry: Exam Selection

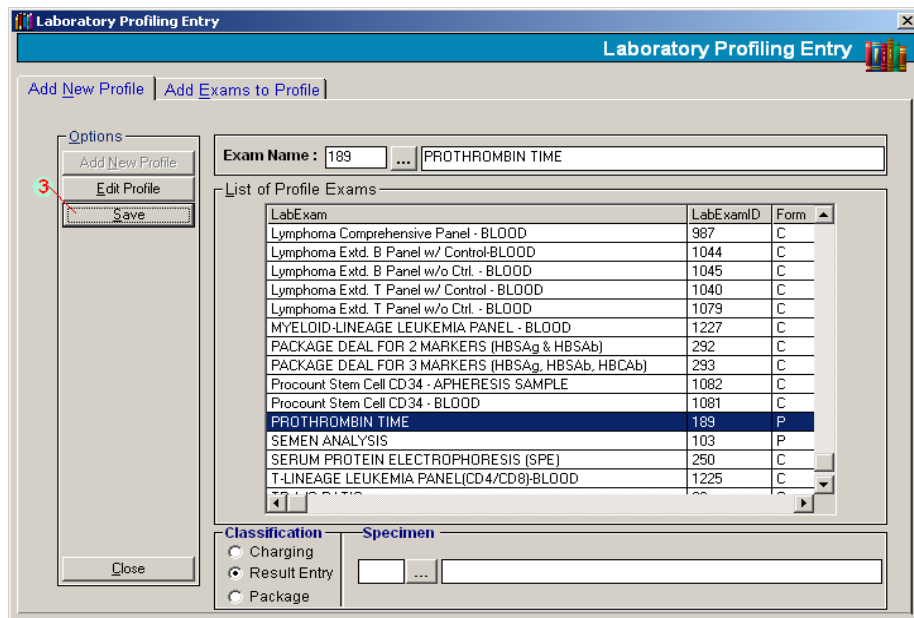


Figure 35: New Profile Entry: Save Entry

- 1 From the 'Add New Profile' tab, click 'Add New Profile' button under 'Options'.
- 2 List of laboratory profiles will be displayed. Double-click the exam to select.
- 3 Click 'Save' button to save.

To edit existing profile

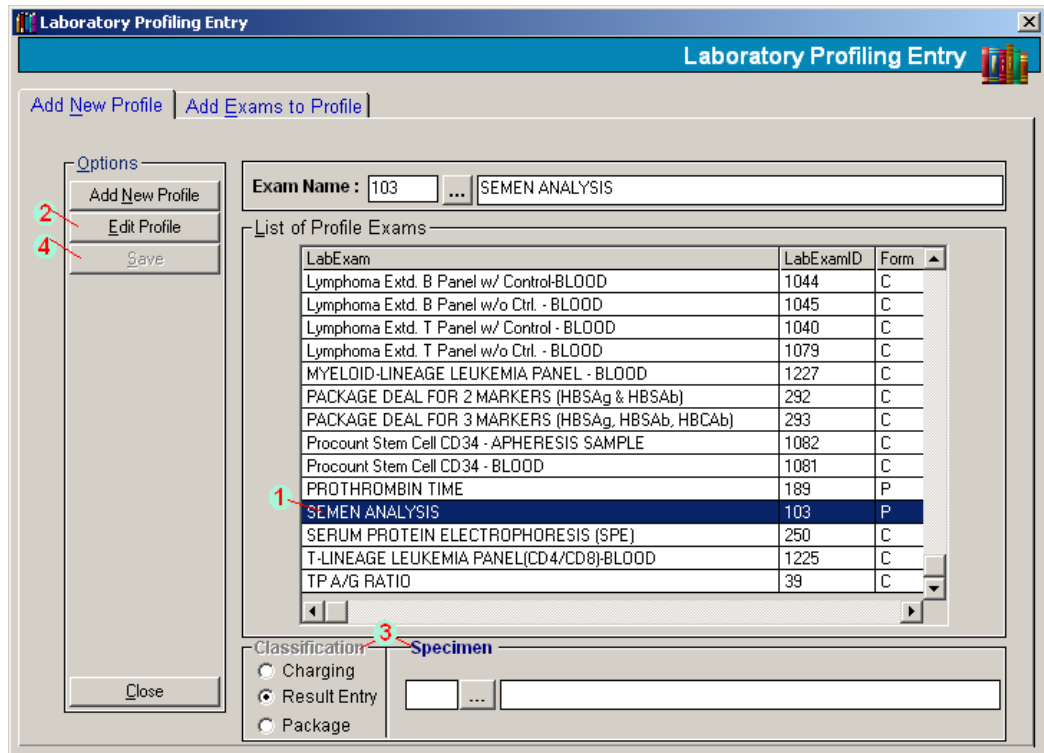


Figure 36: Edit Profile: Exam Selection

- 1 From the 'Add New Profile' tab, select the profile from the list to edit.
- 2 Click 'Edit Profile' button under 'Options'.
- 3 You may now change the profile classification and specimen.
- 4 Click 'Save' button to save changes.

To add exams to profile

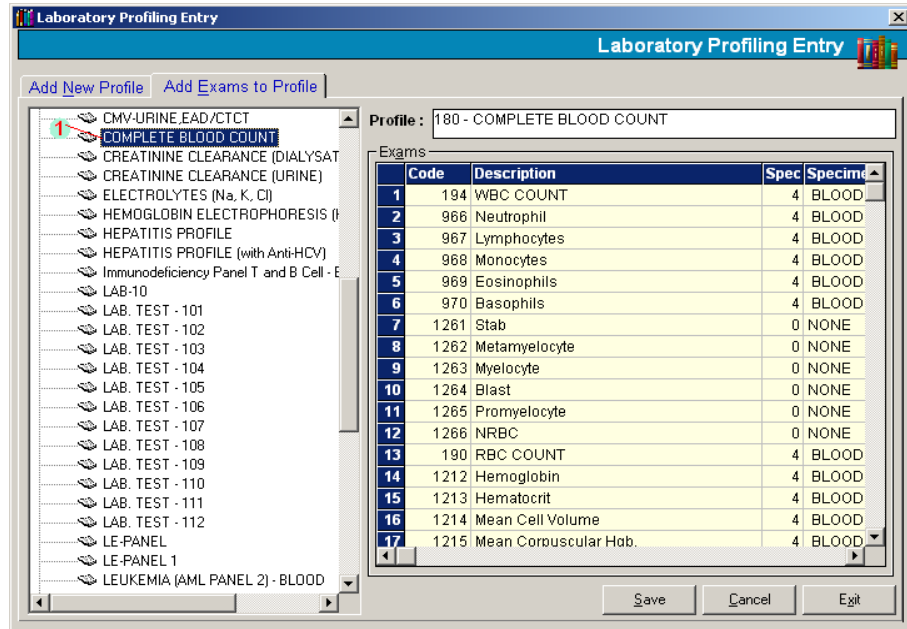


Figure 37: Add Exam to Profile: Profile Selection

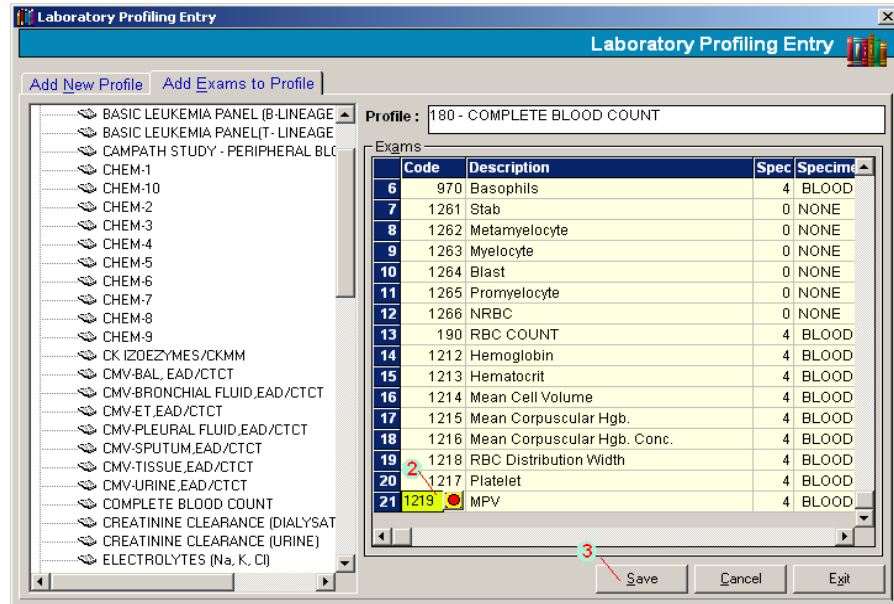


Figure 38: Add Exam to Profile: Exam Entry and Saving

- 1 From the 'Add Exams to Profile' tab, click the profile. List of exams under the selected profile will be displayed.

- 2 Click the last row of the grid and then press <Enter> until it reaches the next row. To search exam, type the first few characters of the exam name and then press <Enter>. Double-click the exam to select.
- 3 Click 'Save' button to save.

Antibiotics

This allows you to build antibiotics to be used by the form format “culture and sensitivity”.

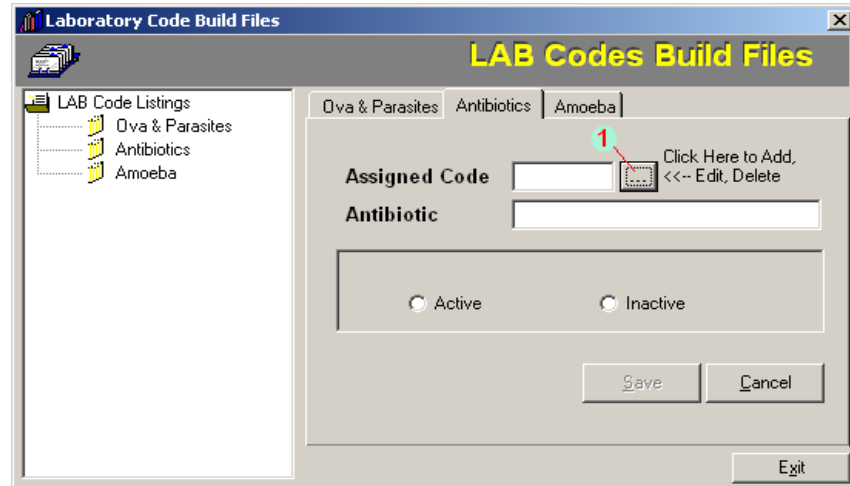


Figure 39: Antibiotics Entry

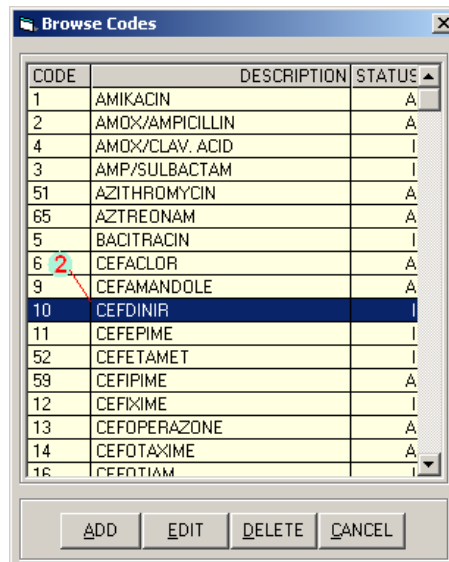


Figure 40: Antibiotics Selection

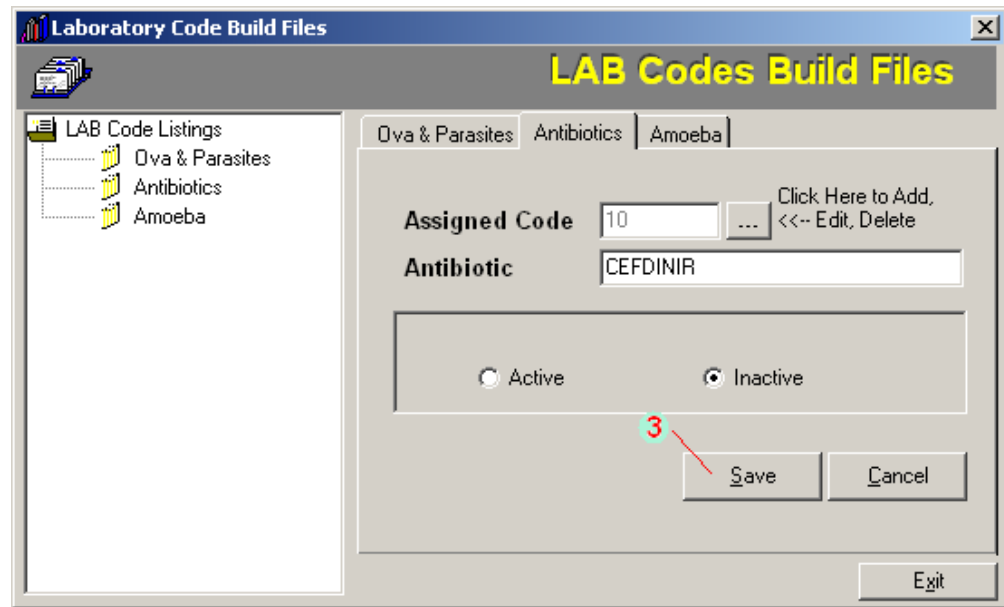



Figure 41: Antibiotics: Saving Entry

Inputs:

Press **<Ctrl + B>** to start

- 1 From the 'Antibiotics' tab, click  beside 'Assigned Code'.
- 2 The list of antibiotics will be displayed. Click the antibiotics from the list to select.
 - To add, click 'ADD' button then type the antibiotic name. Select 'Active' or 'Inactive'.
 - To edit, click 'EDIT' button. You may now edit the antibiotic name.
 - To delete, click 'DELETE' button.
- 3 Click 'save' button if selected button is 'ADD' or 'EDIT'

Walk-in Master File Update

This option allows you to update data of walk-in patients such as last name, first name, middle name, birth date, gender, civil status, house number and street, barangay, and town/province.

The screenshot shows a software window titled "Update Walk-In File" with a "Walk In Update" button in the top right corner. Below the title bar, there are two buttons: "Search Entry" and "Edit Entry". A red arrow labeled "1" points to the "Edit Entry" button. Below these buttons is a search field with a dropdown menu set to "Last Name" and the text "CASTRO" entered. A red arrow labeled "2" points to the "Last Name" dropdown. Below the search field is a table titled "Search List" with the following data:

Hospital #	Last Name	First Name	Middle Name
T5016	CASTRO	ADRIAN	ARCOSA
T87	CASTRO	BETH	CONUI
1042862	CASTRO	CELSO	CO
T2405	CASTRO	CHRISTOPHER	VALLER
T2408	CASTRO	CHRITOPHER	VALLER
T491	CASTRO	CRISTINA	RODRIGUEZ
T4725	CASTRO	CYNTHIA	GALANG
T11279	CASTRO	DOMINGO	T.
633816	CASTRO	DONALDO	RIPAY
T3386	CASTRO	EMERSON	I
T2677	CASTRO	FIDEL	ROSARIO
T2087	CASTRO	GABRIEL JOSE	PEREZ
T5989	CASTRO	GEORGE	F
T1197	CASTRO	GLORIA	GADDIN
T3385	CASTRO	JARNEL	I
T5101	CASTRO	MARINA	M

At the bottom right of the window, there are two buttons: "Edit" and "Close".

Figure 42: Walk - in Master File Update: Patient Searching

Update Walk-In File Walk In Update

Search Entry Edit Entry

Hospital #

Name

Last Name 3

First Name

Middle Name

Personal Information

Birth Date: Age

Sex:

Civil Status

Address

House # / Street

Barangay

Town / Province

4

Figure 43: Walk - in Master File Update

Inputs:

Press **<Ctrl + W>** to start.

- 1 Type the patient's last name and then press <Enter>.
- 2 Matches will be displayed. Double-click the patient's name to select.
- 3 Patient's information will be displayed. You may now edit necessary information.
- 4 Click 'Save' button to update changes made.

Specimen

This provides the option to build specimen and to assign particular exam its specimens to be used in charging.

Inputs:

Press <Ctrl + S> to start

Laboratory Specimen Maintenance

Laboratory Build File

Build Laboratory Specimen

List of Laboratory Specimens | List of Laboratory Exams with Specimens

Class: A - Human Specimen

Code	Specimen	Repo	A
0	NONE		T
1	BLOOD (PERIPHERAL)	001	T
2	BONE MARROW		T
3	CSF	004	T
4	BLOOD	001	T
5	STONE		T
6	URINE	002	T
7	STOOL		T
8	SEMEN		T
9	ORAL LESSION		T
10	SKIN LESSION		T

Add Specimen

Code: Active Report Group:

Description:

Figure 44: Laboratory Specimen Maintenance

- 1 Under 'List of Laboratory Specimens' tab, click the specimen to select.
 - To edit, click 'Edit' button. You may now edit information on 'Description' and 'Report Group'.
 - To add, click 'Add' button. Type the specimen description.
- 2 Click 'save' button if button selected is 'Add'.

Laboratory Exam with Specimen Maintenance

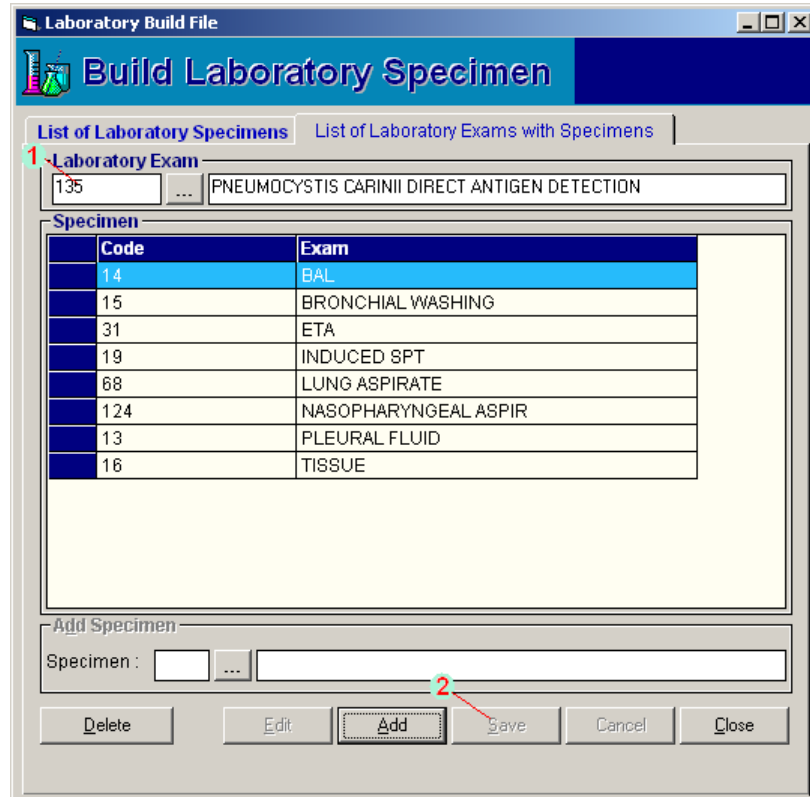


Figure 45: Laboratory Exam with Specimen Maintenance

- 1 Under 'Laboratory Exams with Specimen' tab, search the exam by typing the first few characters of exam name and then press <Enter>. Double-click the exam to select. Its specimen(s) will be displayed.
 - To add, click 'Add' button. Under 'specimen' entry, press <Enter> if it is still blank to display the list of specimens. Double-click the specimen to select.
 - To delete, click the specimen from the list and then click 'Delete' button.
- 2 Click 'Save' button if button selected is 'Add'

Exam/Procedure

Prerequisite: To build new laboratory procedure, use the Visual Build File Program. The exams entered there will be used and retrieved in the proceedings steps.

The screenshot shows the 'Build File of Laboratory Exams' window. The title bar reads 'Build File of Laboratory Exams'. The main window has a blue header with 'Laboratory Exams' and a search bar containing '23' and 'URINALYSIS (ROUTINE)'. Below the search bar is a 'Properties' section with the following fields:

- Section: B CLINICAL MICROSCOPY
- Exam Name: URINALYSIS (ROUTINE)
- Result Name: URINALYSIS (ROUTINE)
- Short Name: RTU
- ISO Form Code: (empty)
- Medicare Type: 3 = Others
- Procedure Type: Stat/Routine

There are three sub-sections for configuration:

- Supplemental:** Includes checkboxes for Common, Active, Fixed Rate, Open Quantity, With PF, and Open Professional Fee.
- Classification:** Includes checkboxes for Procedure, Automatic Price Mark Up, Confidential Result, Holiday Markup, With Reagent, and Breakdown In Detailed Summary Report. Radio buttons are selected for Charging, Result Entry, and Lab Charging Only.
- Exam Rates:** A table with columns A through E and values: A (100.00), B (100.00), C (160.00), D (180.00), E (180.00).
- Professional Fee:** A table with columns A through E and values: A (0), B (0), C (0), D (0), E (0).

At the bottom, there is a 'Reader' field, a 'Laboratory Group' dropdown, and buttons for 'Add New Exam', 'Save Changes', 'Edit Properties', 'Cancel', and 'Exit Window'.

Figure 46: Exam/Procedure Entry

Inputs:

Press **<Ctrl + F8>** to start.

1. Choose the laboratory exam. To search, type the first few characters of the exam name and then press <Enter>. Double-click the exam to select. Some of the information entered in the Visual Build File Program will be displayed in here.
2. Click 'Edit Properties' button to modify exam properties.

- ✓ Common
- ✓ Active
- ✓ Fixed Rate
- ✓ Open Quantity
- ✓ With PF
- ✓ Open Professional Fee
- ✓ Procedure
- ✓ Automatic Price Markup
- ✓ Confidential Result
- ✓ Holiday Markup

Classification

- ✓ Charging
- ✓ Result Entry
- ✓ Lab Charging Only

Exam Type

- ✓ Single Exam
- ✓ Result Entry Profile
- ✓ Executive Package
- ✓ Charging Profile

Laboratory Group

- ✓ LRA
- ✓ BBK

3. Click 'Save Changes' button to save changes entered.

Build Reagent Normal Values

This option lets you enter the predefined normal values of exams under the specified reagent. This will be used as the basis of exam's result (for exams having normal values) during the result entry.

Reagent	MinValue	MaxValue	leMinValue	leMaxValue	leMinValue	leMaxValue	SIUnit	CUnit
COBAS	135 - 145		135	145	135	145	mmol/l	
DADE	140 - 148		140	148	140	148	mmol/l	
VITROS	137 - 145		137	145	137	145	mmol/l	
CHIRON	135 - 145		135	145	135	145	mmol/l	

MinValue	MaxValue	MaleMinV	MaleMaxV	FemaleMir	FemaleMa	SI Unit	Conv Unit	Factor	St
135 - 145		135	145	135	145	mmol/l			0 Fa

Figure 47: Build Laboratory Form Formats Window

Click 'Laboratory Build Files' > 'Build Laboratory Normal Values' to start.

1. Search the exam by typing its code or name.
 - ✓ To edit the property of the exam, click the reagent from the list and then click the **Edit** button and you may now edit its data below. Click the **Save** button to update changes.
 - ✓ To add a reagent under the selected exam, click on **Add** button.
 - Under 'Search Reagent' entry, select the reagent to use.
 - Under 'Form Format' entry, select the format to use.
 - Click **Save** button to save.

References

Shortcuts

Data Entry	Shortcuts
Inpatient Request Entry	<F9>
Inpatient Request Entry	<F4>
Out-Patient Request Entry	<F5>
Cash Patients Request Entry	<F6>
Build Reagent Normal Values	<Ctrl + F8>
Result Entry per Batch	<Ctrl + H>
Result Entry per Exam	<Ctrl + E>
File Maintenance	
Result Editing	<F12>
Request Cancellation	<Ctrl + D>
List of Exams	<Ctrl + L>
Patients Laboratory Ledger	<Ctrl + G>
Inpatient Census	<Ctrl + J>
* Cancellation of Paid Assessments	<Ctrl + F1>
* Inpatient Credit Memo (for Blood Bank)	<Ctrl + F7>
Change Exam's Specimen	<Ctrl + F9>
Results	
Patient Result Inquiry	<Ctrl + I>
* Result Verification	<Ctrl + V>
Urinalysis Logbook	<Ctrl + U>
Nurse Pending Requests	<Ctrl + C>
Reports	

Daily Transaction Report	<Ctrl + O>
List of Exams and Their Specimens	<Ctrl + Q>
* Daily Statistical Report	<Ctrl + R>
Doctor's Contribution Report	<Ctrl + T>
List of Pending Results	<Ctrl + X>
List of Finished Results	<Ctrl + Y>
List of Pending Requests	<Ctrl + F5>
* Processed Requests from Nursing	<Ctrl + F6>
Statistical Report	<Ctrl + Z>
Laboratory Profile Exams With Specimen	<Ctrl + F2>
* List of Assessments	<Ctrl + F3>
Inpatient Processed Requests	<Ctrl + F4>

Laboratory Build Files

Build Laboratory Forms	<Ctrl + N>
Build Laboratory Profile	<Ctrl + P>
Build Laboratory Antibiotics	<Ctrl + B>
Update Walk-In File	<Ctrl + W>
Build Laboratory Specimen	<Ctrl + S>
Build Laboratory Exams	<Shift + F8>

Exam Form Format

Each exam has its own form format that is being used in the result entry. Here are some examples of form formats.

1. Exam/Profile Name: Complete Blood Count

Form Format: Profile For Normal Value w/o Conversion Factor

Exam	SI			CONVERSION		
	Result	Normal Value	Unit	Result	Normal Value	Unit
HEMOGLOBIN		120.00-160.00	g/L			
HEMATOCRIT		0.37-0.47				
RBC CT.		4.00-5.00	$\times 10^{12}/L$			
WBC		5.00-10.00	$\times 10^9/L$			
BASOPHILS		0.00-0.01				
EOSINOPHIL		0.01-0.04				
STABS		0.02-0.05				
NEUTROPHIL		0.50-0.75				
LYMPHOCYTE		0.25-0.40				
MONOCYTE		0.02-0.06				
PLATELET						

For Med Tech
 Verify & Save Verify, Save & Print Save To change Normal Value - click on the item the press **F4** Exit

Figure 48: CBC Exam Form Format

2. Exam: Urinalysis (Routine)

Form Format: Urinalysis Format

Screen 1 | Screen 2

Date \ Time Reported: 10/17/2003 3:39:31 PM Accession Number: Sample Submitted: 10/17/2003 3:39:31 PM

General

Color:

Transparency:

pH:

Spec. Gravity:

CHEMICAL ANALYSIS

Albumin:

Sugar:

Others

* to go to next line press Ctrl + Enter keys.

For Med Tech
 Verify & Save Verify, Save & Print Save Exit

Figure 49: Urinalysis Format: Screen 1

Screen 1 | Screen 2

MICROSCOPIC EXAMINATION

Leucocytes

Epithelial Cells

Red Blood Cells

Cylindroids

Mucus Thread

A. Urates

Bacteria

CASTS

Hyaline

Yeast Cells

Waxy

Crystal

Granular

COMMENTS

For Med Tech

Verify & Save

Verify, Save & Print

Save

Exit

Figure 50: Urinalysis Format: Screen 2

3. Exam: Urine Culture

Form Format: Culture and Sensitivity Format

Results | List of Antibiotics | Remarks

Date / Time Reported: 10/17/2003 3:44:40 PM

Accession #

Sample Submitted: 10/17/2003 3:41:52 PM

Specimen / Site

Date of Inoculation: 10/17/2003

Microscopy

Culture

Organisms

1 2 3 4

Common Codes

F4 No growth after 48 hours of incubation. F6 No growth after 5 days of incubation. F8 No growth after 21 days of incubation.

F5 No growth after 72 hours of incubation. F7 No growth after 7 days of incubation.

Next

For Med Tech

Verify & Save

Verify, Save & Print

Save

Exit

Figure 51: Culture and Sensitivity Format: Results tab

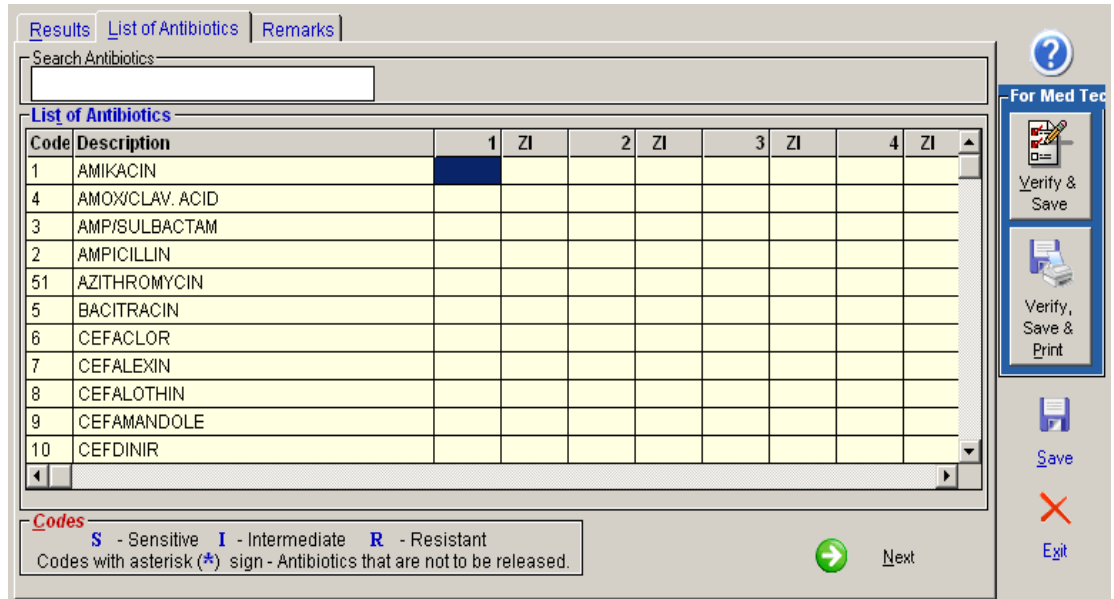


Figure 52: Culture and Sensitivity Format: List of Antibiotics tab

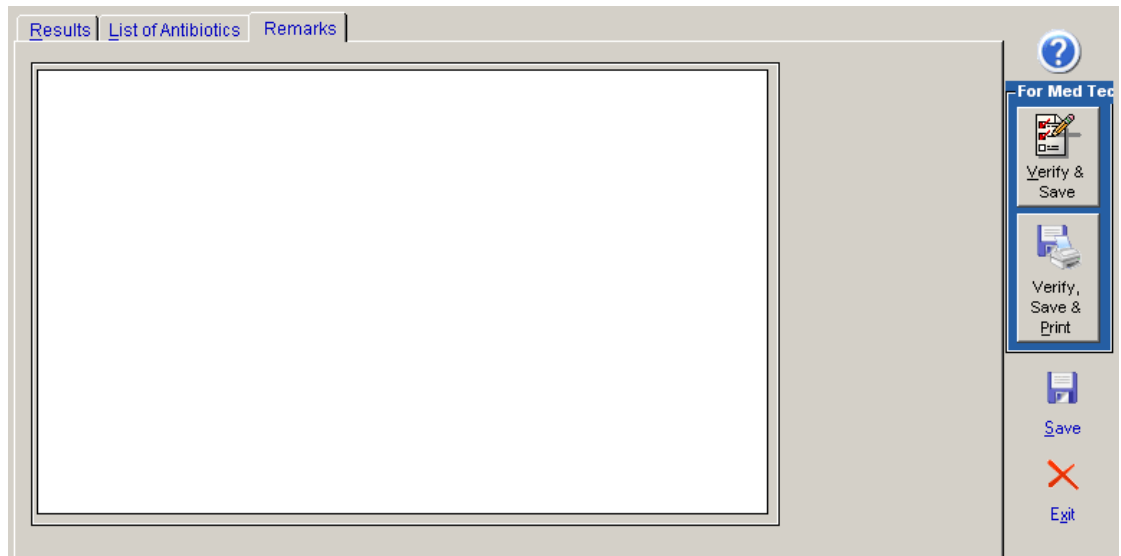


Figure 53: Culture and Sensitivity Format: Remarks tab