MEDSYS Information System

Medical Record Program User's Manual



Visual Medsys Kaiser dela Cruz Consulting Incorporated

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Introduction

Overview



The **Visual Medical Record Program** provides immediate access to a patient's historical medical information. Medical Records staff may track the users who have updated patient's medical records and will benefit from the automated reporting procedure and generation of Certificates of Confinement and Medical Certificate. It has extensive built in reports. Diagnosis system coding is using ICD-10.

The use of password and defined rights disallow the access of authorized users. Only users with valid employee number and password can gain access into it.

Objectives

- 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
- To maintain accurate and centralize update of patient's information

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.
- 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 Medical Records department will benefit from the automated reporting procedure and generation of Certificates like Certificate of Confinement, Death and Birth Certificates and Medical Certificate
- User-friendly The program user is guided by instructions in doing the next step providing an easy-use to process transactions.
- Control Centralized update of patient's information, may track the users who have updated patient's medical records, Registry of borrowers of patients medical records/folders and have charging feature for Medical Certificate, photocopying & other medical records chargeable items and services at the Medical Records department
- Diagnosis system coding using ICD-10 and provide immediate access to a patient's historical medical information

Getting Started

How to Start the Program

- 1 Double-click the **Medical Record Program** executable file icon located in your computer desktop.
- 2 The **Login** window will be displayed asking you to enter your employee number and password for security purposes.

Application Login	()	9) MEDICAL RECORDS
KCCI		
MEDSYS	(c) KCCi	v. 8.0.28
Connected.		192.168.8.6
<u>E</u> mployee Number		Login
<u>P</u> assword		<u>C</u> ancel
support@gomedsys.com db ver. 239		

Figure 1: Login Window

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

How to Change Password

It is advisable to change your password frequently for security reasons. To change you current password, follow these steps.

- 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.

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

Figure 2: Change Password Window

- 3 Under the Change Password window, type the following data.
 - Old Password Type your existing password.
 - New Password Type your new password not exceeding to 15 characters.
 - Confirm Password Retype your new password to confirm and then press <Enter> or you can click the Save button.

How to End the Program

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

To close the program:

1 Click File > Exit or

2 Click \bowtie located at the upper right corner of the main window.

Program Operation

Patient Searching

This option lets you search an inpatient and displays the list of his confinement.

- 1 To open the Master Patient Search window,
 - Press Ctrl + O or
 - Click the 🖾 Open toolbar button or
 - Click File > Open Patient Medical Record

Figure 3: Master Patient Search Window

2 Enter the patient's hospital number or first few letters of the patient's last name and then press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient's name to select.

🖼 MEDSYS Medical Records Syste	rm ver.8.0.4				- 8 X
File Edit View Admission R Define Open Update Adm	eports Window Help	(Construction) Assessment			
Master Patient Index	🥩 Master Patient Search				
Hospital No. 126	🧕 Master Patient Sear	:h			
Patient Name	Last Name : 126	Hospnum, or scan Pat.Card	Search Other IDs		
Birth Date	Gender : O <u>M</u> ale C	Eemale	SSS No.: PHIC No.:		
Adm / Dchrg	Date of Birth : 11	C Age:	GSIS No. :		
	Search	Select	Clear Search Close		
	Last Name FirstName	Middle Name Hosp. No.	Birth Date Age Address	File No.	
Guideline: Enter hospital # or typ					
	< 🗆			•	

Figure 4: List of Patients Based on the Query Typed

3 After selecting the patient, the list of his confinements will be displayed.

🐱 MEDSYS Medical Records System ver.8.0.4	- [#] ×
File Edit View Admission Reports Window Help	
Open Update Adm. Record DataSheet Certificate Assessment	
Master Patient Index	
Hospital No. 104 File No. House/Sc#	
Patient Name FONTANILLA, VANNESSA, FERNANDEZ Barangay	
Birth Date 09/12/1995 Age 21 Sex F B.T. Town/Province LA UNION,	
Adm / Ddrrg Borrowers Logbook User Updates OPD / Ek Biffresh Close	
Adm Date Adm No. Attending Dottor Senice Diag Code Proc Code FR No.	
06/14/2017 73B JEAN FRANCIS AL CANTARA SURGERY	

Figure 5: List of Patient's Confinements

4 Click the patient's confinement to work with. You can now click a toolbar button to start a transaction.

Borrowing of patient's Medical Record

This option logs all the transactions done in borrowing inpatient medical record. It has options to borrow inpatient medical record, edit a borrowed inpatient medical record, and delete a borrowed inpatient medical record.

- 1 To open the window,
 - After searching the patient (see page 10), the list of his confinements will be displayed. Click the confinement to use and then click Borrowers Logbook tab. Transactions done on borrowed medical record with that confinement will be displayed.



Figure 6: List of Transactions on Borrowed Medical Record

You can view here the borrower's name, date borrowed, date returned and borrowed from.

To edit or return a borrowed medical record, click the transaction from the list and then click the **Update** button. Its information will be displayed. You can now edit the data. Click the **Save** button to save the changes entered.

To delete a borrowed medical record, click the transaction from the list and then click the **Delete** button. A message will appear. Click the **Yes** button to delete or **No** to undo and to go back to the window.



2 To borrow a medical record, click the New button to open its window.

💐 Borrow Patient	Medical Record	5		×
Borrower's Name				
Date Borrowed	09/07/2005			
Date Returned	11			
Remarks				
			<u>S</u> ave	<u>C</u> ancel

Figure 7: Borrow Medical Record Entry

Complete the following data.

- Borrower's Name Type the borrower's name and then press < Enter>.
- **Date Borrowed** Type the date of release following the format mm/dd/yyyy where mm is month, dd is day, and yyyy is year.
- Date Returned Type the date of return following the format mm/dd/yyyy where mm is month, dd is day, and yyyy is year.
- Remarks Type your remarks.

Click the **Save** button to save the borrowed medical record. Otherwise, click the **Cancel** button to close the window without saving the entered data.

Updating of patient's Medical Record

This option allows you to edit the patient's medical record.

1 After *searching the patient (see page 10)*, his confinements will be displayed. Click the confinement you want to update and then click the **Dupdate** toolbar button to open its window. The patient's admission/discharge information, diagnosis and other relevant information will be displayed.

🚟 MEDSYS Medical Record	ls System ver.8.0.4						
File Edit View Admission Reports Window Help							
🖌 😓	2 7 . 2						
Open Update	Adm. Record DataSheet Certificate Assessment						
Master Patient Index	Seatient Registration Version 8.0.3						
Hospital No. 104 Patient Name FONTAR	Last Name FONTANILLA Title First Name VANNESSA Birth 09/12/1995 mm/dd/yyyy	Hospital No. 104 OPD No. 738	Cancel				
Birth Date 09/12/19	Middle Name FERNANDEZ Sex O M O E Age 21						
Adm / Dchrg	Personal Information Additional Information Consultation Info Diagnosis & H	History Consultation Info	Update				
Adm.Date Adm.N	Birth Place	Name					
06/14/2017 73B	Civil Status SINGLE Tel. No.	Address	Save/Print				
	House/St. No.	Tel. No.					
	Barangay	Mother					
	Dwn/Prov. 490 LA UNION,	Name					
	Brgy.capt.	Address					
	Nationality 1	Tel. No.					
	Bulling 1 ROMAN CATHOLIC	Who to notify In case of emergency					
	E-mail	Name	Beunke Direkana				
	Mobile No	Address	Revoke bischarge				
	Office Tel. No.	Tel Mi					
	Res Tel. No.	Tel. No.					
	Patient Class	Hemo Patient Chemo Patient RadioTherapy Patient					
•	Patient Type Walk-In	DOTS Home Care Patient With Follow Up					
	Payrode	PEME Patient CP Clearance Home/Office Services					
	- sycale	Expiration Period 6 /27/201'					
	Senior Citizen ID	Person with Disability					
		PWU ID.					
	With Health Insurance / HMO?						
	O Yes ⊙ No A	Account No. 104 Personal					

Figure 8: Update Patient Medical Record Window

You can now edit information under **Personal Information** tab, **Additional Info** tab, **Consultation Info** and **Diagnosis** and history and Consultation Info tab.

Update also the Clinical Summary Information tab as shown below.

2 Click on Save button to save changes entered or click on Exit button to go out from this window

Printing of Data Sheet (Admission and Discharge Record)

This option lets you print the patient's data sheet (admission and discharge record) of a particular confinement.

1 After *searching the patient (see page 10)*, his confinements will be displayed. Click the confinement you want to use to print data sheet and then click the **Data Sheet**

toolbar button. A printable data sheet will be generated. Click the 🛃 to print.

Printing of Medical Certificate & Certificate of Confinement

This option lets you print the patient's medical certificate and certificate of confinement.

1 After **searching the patient (see page 10)**, his confinements will be displayed. Click the confinement you want to use and then click the drop-down arrow in **Certificate** toolbar button to display options. Click **Medical Certificate** to print patient's medical certificate or click **Certification** to print patient's certificate of confinement. Click the **E** to print.

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1		VIEDSYSIMEUN	cal Record	- System ver.	0.0.4							
_	File	Edit View	Admissi	on Reports	Window He	lp						
		2	3	1		2 .	2					
	0	Dpen	Update	Adm. Reco	rd DataSheet	Certificate	Assessment					
											ล	
I	-	Master Patier	nt Index							_ ×	U	
I			len.									
I		Hospital No.	53		File No.		House/St.#					
I	F	Patient Name	SAMPLES), AMARAH, I	TZIX		Barangay					
I		Birth Date	11/03/20	16 Age	10 Sex F	BT	Town/Provin					
I		birdi Dace	11,05,20	- Add			1000101100110					
I		Adm / D	chra	Borros	vers Logbook	Liser Line	lates	000 / 50	Refre	sh Close		
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I	4	Adm.Date	Adm.No	. Att	ending Doctor	Service		Diag.Code	Proc.Code	ER No.		
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Printing of Inpatient Confinement Record

This option lets you view and print the patient's list of confinements.

1 After *searching the patient (see page 10)*, his confinements will be displayed. Click a confinement and then click the **Confinement Rec.** toolbar button. A printable report will be generated. Click the **to** print.

User's Logbook

This option logs the transactions done by the user to a particular patient.

1 After *searching the patient (see page 10)*, click the User Updates tab to open its window.

🚰 MEDSYS Medical Records System ver.8.0.4	
File Edit View Admission Reports Window Help	
Open Update Adm. Record DataSheet Certificate	₽ Assessment
Master Patient Index	
Hospital No. 53 File No. Patient Name SAMPLES, AMARAH, EXIST	House/St.#Barangay
Birth Date 11/03/2006 Age 10 Sex F B.T.	Town/Province LA UNION,
Adm / Dchrg Borrowers Logbook User Up	dates OPD / ER <u>K</u> erresn <u>S</u> lose
Date Adm.# User Name	Remarks Discharae Nurse

Figure 9: User Logbook Window

You can view here the user's date of transaction, user name, patient's admission number, remarks, and patient's date discharge.

2 Click the Refresh button to get the latest update of user logbook.

Click the **Close** button to close the window.

Updating of ICD

This option allows you to edit a particular disease from the ICD list.

1 To open the window, click ICD tab

📅 Medical Records System	- 2 🛛
File Edit View Admission Reports Window Help	
Open Update Adm. Record DataSheet Certificate Assessment	
🛱 Master Patien 🛱 ICD-10	
File View Go Help	
Hospital No. 11 🕹 🛶 👔 🦮 🥐 🕿	
Patient Name S Back Forward Refresh Update Help Exit	
Birth Date O International Classification of Diseases Tenth Revision (WHO Version)	
Tabular List Alpabetical Index Search	
Adm.Date Main Classification	
(A00-B99) Certain infectious and ps Search	<u>d4</u>
CO0-D48) Neoplasms	
(b) C5U-D89 Diseases of the blood a	
(co-co) endocrine, including an	
(10, 11) Dipates of any lot $(10, 11)$	
 CE15-E14 Diabetes increases CE15-E160 Other increases CE15-E160 Other increases 	
(F2) F3) Disprises of other er	
(€40-E46) Mainutifion	
F 🔆 (E65-E68) Obesity and other hy:	
F 🔆 (E70-E90) Metabolic disorders	
🖶 🔿 (F00-F99) Mental and behavioural d	
🖞 😥 💮 (G00-G99) Diseases of the nervous	
📕 🛄 🕘 💮 (H00-H59) Diseases of the eye and	
🕂 🕂 🔿 (H60-H95) Diseases of the ear and	
Less (100-199) Diseases of the circulatory	
😥 😥 🏟 (J00-J99) Diseases of the respirato	
🕐 🔿 (K00-K93) Diseases of the digestive	
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Status 12/2/200	J7 8:46 AM
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Figure 10: ICD Update Window

2 Under **ICD 10** entry, enter the ICD code to automatically display description or type the first few characters of the disease name and then press <Enter>. The **ICD** window will appear matching the query typed.

St Master Partian D Update Patient Medical Record Hospital No. I. Last Name BAUTISTA Patient Name MARK Birth Date First Name Adm/Dot Information Other Information Adm/Dot Information Other Information Adm/Dot Information Other Information Adm/Dot Information Chiene Conjunctival heemorrhage Adm/Dot Information Final Diagnosis Acture CoASTROENTERITIS WITH MILD DEHYDRATION	
12/2/2007 0.43 AM	:43 AM

Figure 11: ICD Window

The **ICD** window displays all kinds of diseases. Just double-click on the disease name to select.

- 3 Back to the **ICD Update** window, under **Options** entry, click the check box beside the option you want to update for the selected disease. Options to choose from are Left, Right, and Bilateral.
- 4 Click the Save button afterwards to save changes entered.

Consolidation of Hospital Number

During admission registration, there are instances that patient's name are typed incorrectly. The program validation can't keep track duplicated hospital number if incorrect data are inputted as evidenced by GIGO (Garbage In, Garbage Out) principle. As a result, two hospital numbers are assigned to one patient. To correct this, the program has an option to merge two hospital numbers. Only patient information excluding charges will be consolidated.

- 1 Press Ctrl + H or click File > Consolidate Hospital Number.
- 2 The **Consolidate Hospital Number window** will be displayed. The following data are needed to enter:

🖥 Consolidate H	ospital Number		×	
Enter the Hos	pital Number to be Retained-			
Hospital No.		File No.		
Last Name		Birth		
First Name		Age		
Middle Name		Sex		
Address				
Enter the Hospital Number to be Deleted				
Hospital No.		File No.		
Last Name		Birth		
First Name		Age		
Middle Name		Sex		
Address				
<u>C</u> onsolidate <u>Ex</u> it				

Figure 12: Merge Hospital Number of Patient Window

- **Hospital # to be Retained** Type the hospital number of the patient to be retained then press <Enter>. After enter key is pressed, the program will automatically retrieve the patient's name, birthday, address, file no., sex and age.
- **Hospital # to be Deleted** Type the hospital number of the patient to be deleted then press <Enter>. After enter key is pressed, the program will automatically retrieve the patient's name, birthday, address, file no., sex and age.
- 3 To start consolidating, click on **Consolidate** button. The consolidating process may take long before its completion.

Reports

The following reports are generated by the program. Click the **Report** pull-down menu to display list and then click on the desired report you want to view and print.

Registers

- Admission
- Discharge
- Birth
- Death

Indexes

- Disease
- Operation
- Physician

Statistical Reports

- Doctor's Patient Load (By Status, By Service, By Consultant)
- Monthly Statistical Report
- Monthly Discharges by Demography
- Detailed Morbidity Report
- Detailed Mortality Report
- Morbidity Summary Report
- Mortality Summary Report
- Top 20 Leading Causes of Morbidity
- Top 20 Leading Causes of Mortality
- Top 10 Leading Diagnosis
- Top 10 Leading Procedures

Census Reports

- Daily Admission List
- Daily Discharge List
- Daily Census Report by Station
- Daily Hospital Statistics
- Monthly Hospital Statistics
- Hospital Statistics (By Period)
- ER Grand Census Report

- Yearly Procedure Centsus
- Yearly Final Diagnosis Census
- Total Admission & Patient Days Care
- Mortality Line Listing of Patients
- Admission Logbook
- Monthly statistical Report By Service
- Monthly Total Admission by Station
- Monthly Discharge by Station
- Monthly Total Confinement by Station

Others

- Annual Report
- List of Unreturned Charts
- List of Incomplete Medical Records
- Monthly Total Outcome of Treatment
- Yearly Total Outcome of Treatment
- Print Medical Certificate (Old Patients)
- List of Transferred Patients
- List of DAMA Patients
- List of Absconded Patients

New DOH Formats

- Monthly Leading Causes of Mortality
- Monthly Leading Causes of Morbidity
- Yearly Leading Causes of Mortality
- Yearly Leading Causes of Morbidity

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