

MEDSYS

Information System

Visual Nurse Program User's Manual



MEDSYS
Kaiser - dela Cruz Consulting, Inc.
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Introduction

Overview



The **Visual Nurse Program** reduces the workload of the nursing staff due to its link to other departments. All patients' requests for examinations and prescriptions can be done through the computer network. Program users can view current test results and other clinical information. 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.

Passwords secure the program from unauthorized access.

Objectives

- 1 To link other departments such as Laboratory, X-ray, Ultrasound, C.T. Scan, Heart Station, Hemodialysis, Pulmonary Laboratory, Pharmacy, Central Supply, Nutrition and Dietetics, Operating Room, and Billing and other hospital departments connected to Visual Nurse Program.
- 2 To speed up and help organize the workflow by creating less work for the staff.
 - Reports such as list of processed requests, list of requests/orders, list of medicine posted, list of supplies posted, discharges for the day and diet list are generated by the program

Features

- 1 **Data-entry restriction** - The program automatically checks for inputs. Warning messages are flashed for possible invalid entries.
- 2 **Updated and reliable** - The program is capable of generating accurate reports. Databases are interconnected to other departments and latest updates are accessed.
- 3 **User-friendly** - The user is guided by instructions in doing the next step providing an easy-use to process transactions.
- 4 **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 into the program.

Getting Started

How to Start the Program

- 1 Double-click the **Visual Nurse Program** executable file icon in your computer's desktop.
- 2 The Login window will be displayed. Type **employee number** and then press <Enter>. Type **password** and then press <Enter>.

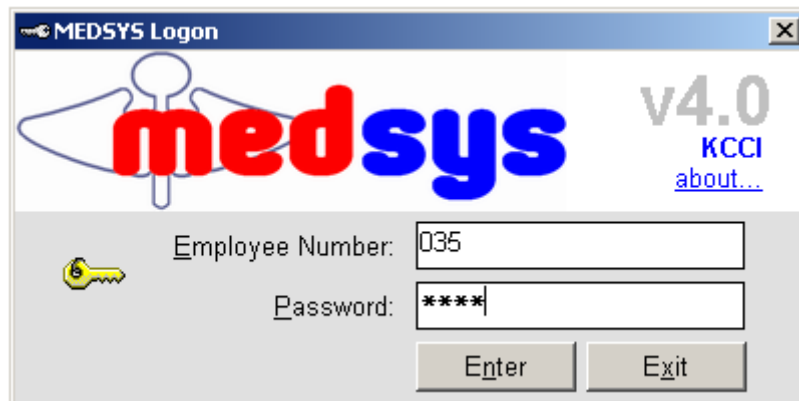


Figure 1: Login Window

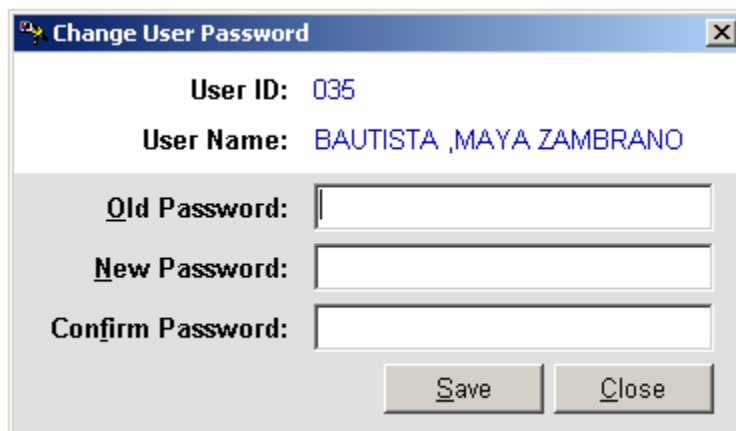
The asterisk (*) in the password textbox is displayed instead of the data entered in order to keep the password confidential.

After typing the employee number and password correctly, the user can proceed into the main window. If one of the two is invalid then an error 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: [input field]
- New Password: [input field]
- Confirm Password: [input field]
- 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.

- Click on **Exit** button which can be seen in almost all of the tab options.

Program Operation

Patient Searching

After entering the user's employee number and password correctly, list of patients under the user's station will be displayed. Under the **Enter Lastname** entry, type the patient's last name or first few letters of his last name and then press <Enter>. Double-click on the patient's name to select. All transactions to be done will be accounted to the selected patient.

Figure 3: Patients List Window

Note: You can view at the bottom of the window the list of newly admitted patients.

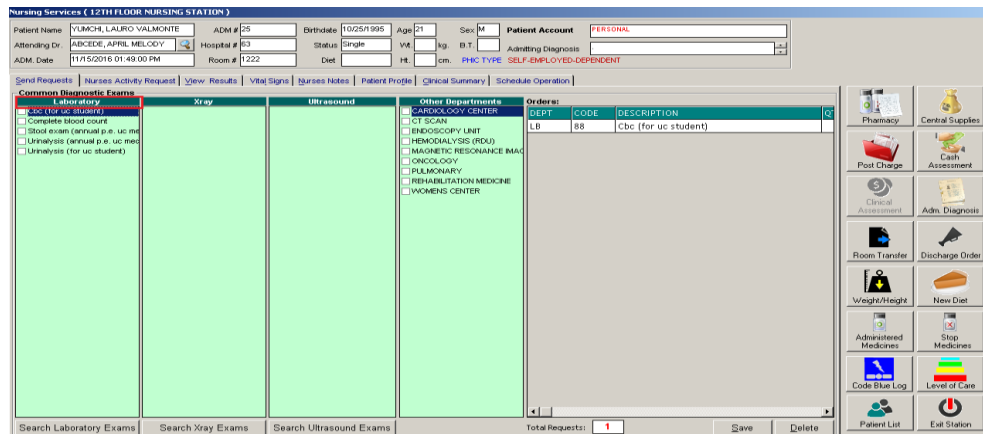
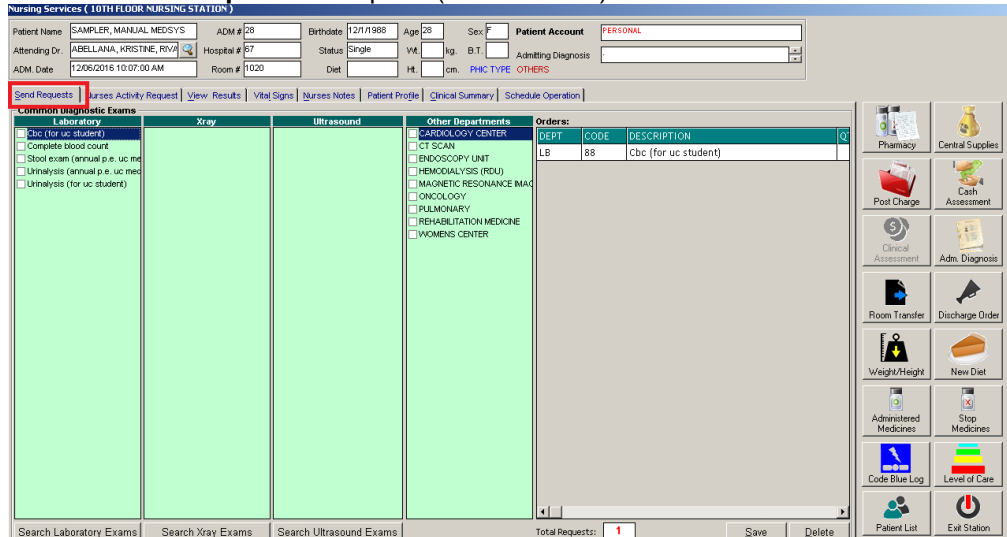
To select a patient within the program, click **Send Request** tab and then click the **Next Patient** button located at the right side of the window. Patients listing will be displayed.

Double-click on the patient's name to select. The main window will be displayed. Any transaction to be done will be accounted to the selected patient.

How to Request Laboratory Exam

This option allows you to request laboratory examinations in the Laboratory department

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 and 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.

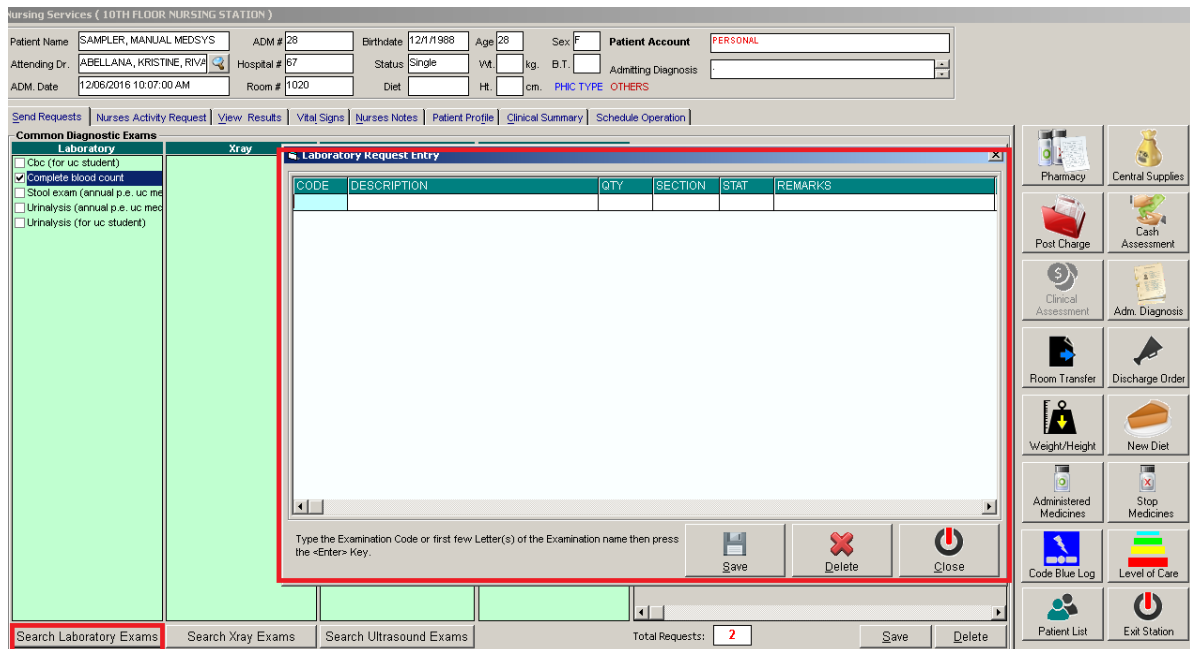


Figure 4: Laboratory Request Entry Window

- 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.

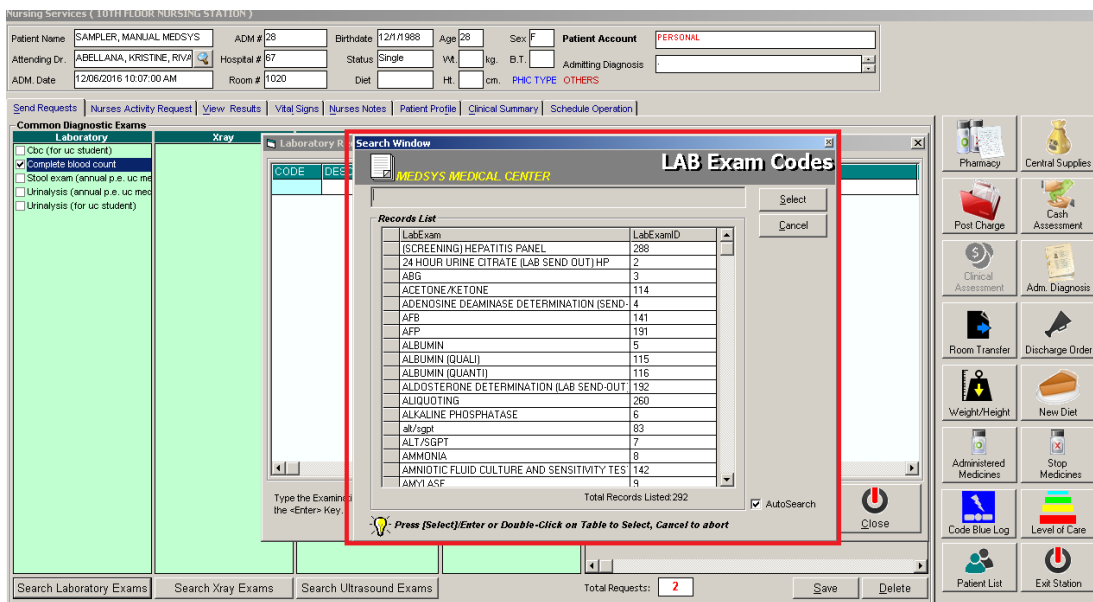


Figure 5: Laboratory Exam Codes Window

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 6: 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**, the user can do the following options.

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

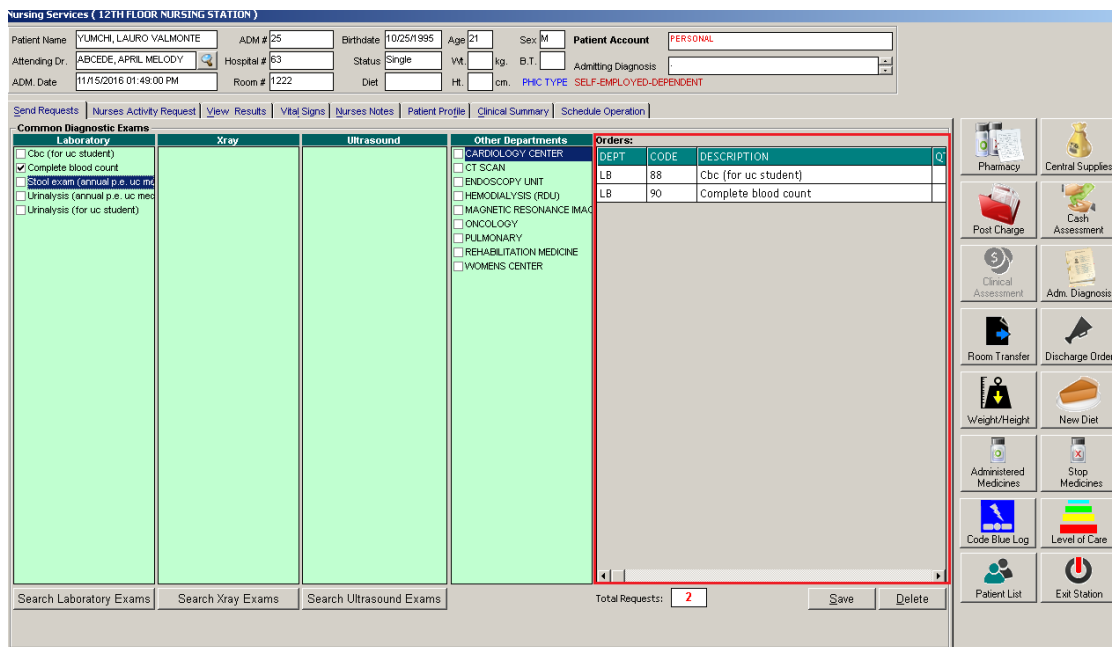
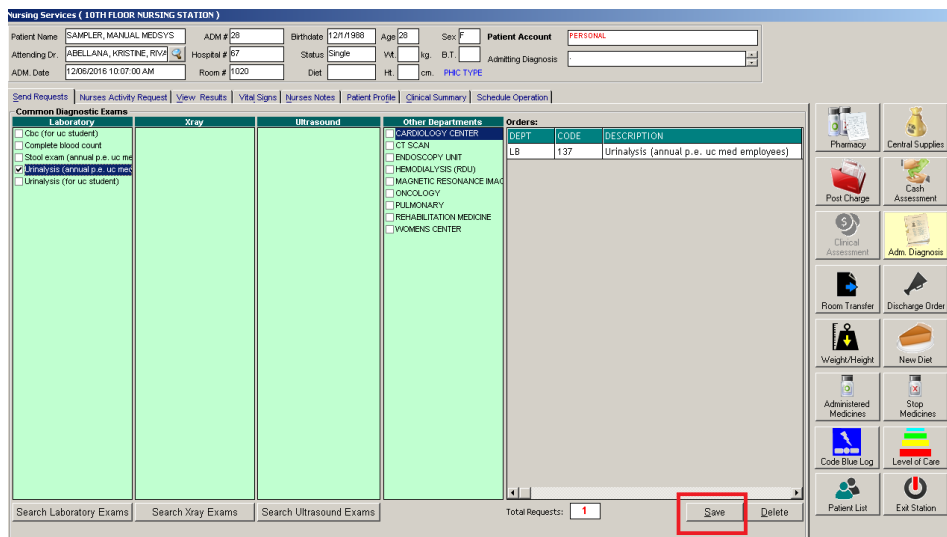


Figure 7: Orders List

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

4 After clicking the **save** button, the user can do the following options.



- The user 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)

nursing services (10TH FLOOR NURSING STATION)

Patient Name: ADM # Birthdate Age Sex Patient Account

Attending Dr: Hospital # Status VM B.T. Admitting Diagnosis

Adm. Date: Room # Diet cm.

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

Common Diagnostic Exams		Other Departments		Orders:		
Laboratory	Xray	Ultrasound	Other Departments	DEPT	CODE	DESCRIPTION
<input type="checkbox"/> Cbc (for uc student) <input type="checkbox"/> Complete blood count <input checked="" type="checkbox"/> Stool exam (annual p.e. uc med) <input type="checkbox"/> Urinalysis (annual p.e. uc med) <input type="checkbox"/> Urinalysis (for uc student)			<input type="checkbox"/> RADIOLOGY CENTER <input type="checkbox"/> CT SCAN <input type="checkbox"/> ENDOSCOPY UNIT <input type="checkbox"/> HEMODIALYSIS (ROU) <input type="checkbox"/> MAGNETIC RESONANCE IMAG <input type="checkbox"/> ONCOLOGY <input type="checkbox"/> PULMONARY <input type="checkbox"/> REHABILITATION MEDICINE <input type="checkbox"/> WOMENS CENTER	LB	88	Cbc (for uc student)
				LB	90	Complete blood count
				LB	134	Stool exam (annual p.e. uc med employees)

REQUESTING DOCTOR
 -

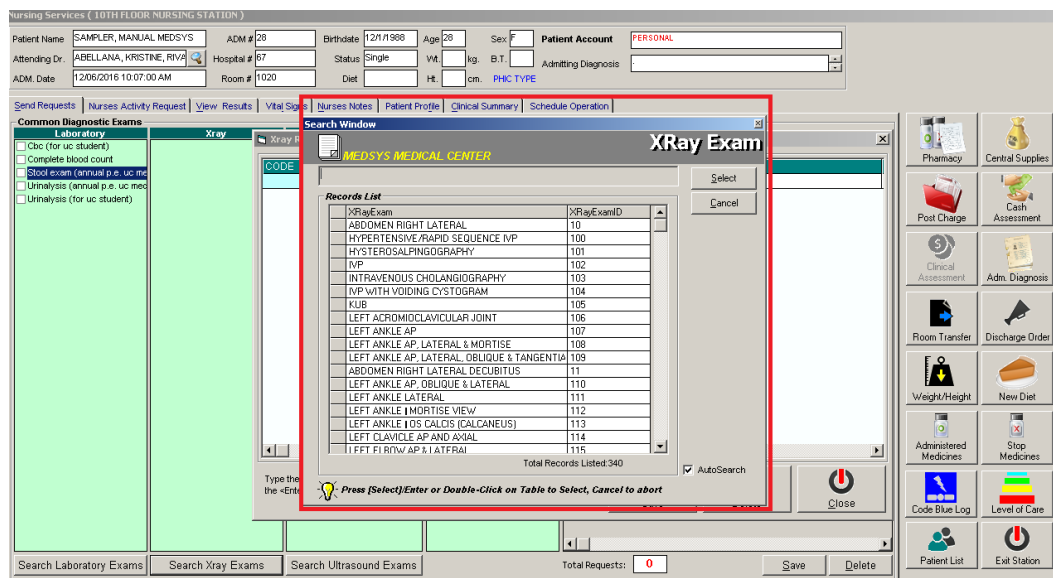
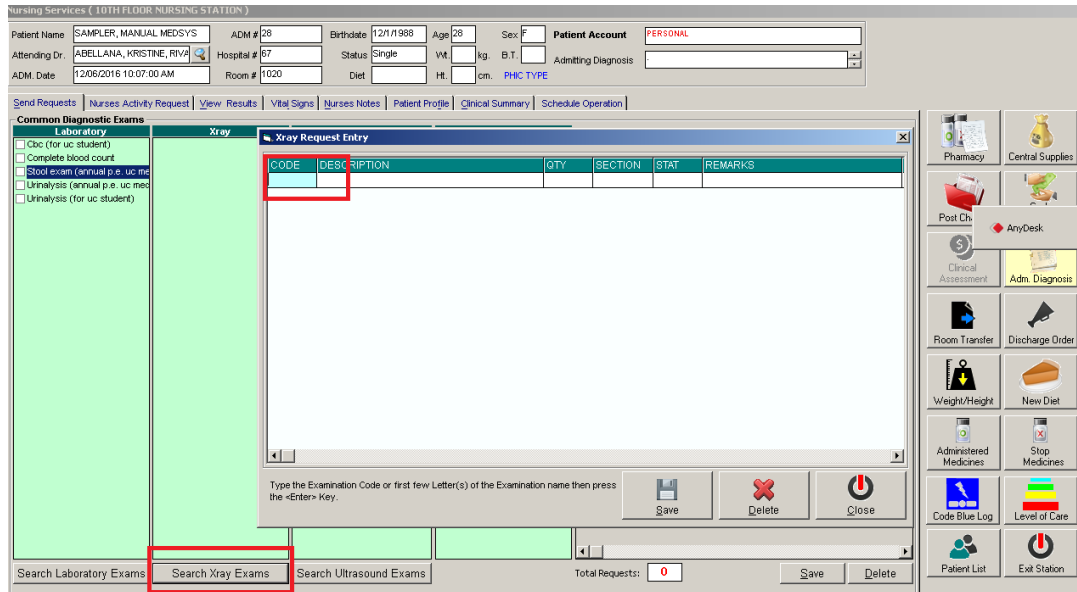
Search Laboratory Exams | Search Xray Exams | Search Ultrasound Exams | Total Requests: **3** | |

- 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.



Search window will be displayed upon entering the code

Remarks Entry

Examination Routine Stat In AM Pick UP

Specimen ...

Use Portable Machine

Remarks (Excluding Additional Requests)

Enter

click this box if the procedure is portable

How to Request Ultrasound Exam

This option allows you to 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.

Nursing Services (12TH FLOOR NURSING STATION)

Patient Name: YUMCHI, LAURO VALMONTE ADM # 25 Birthdate: 10/25/1995 Age: 21 Sex: M Patient Account: PERSONAL
 Attending Dr.: ABCEDE, APRIL MELODY Hospital # 63 Status: Single WT: kg B.T: Admitting Diagnosis:
 ADM. Date: 11/15/2016 01:49:00 PM Room # 1222 Diet: PHIC TYPE SELF-EMPLOYED-DEPENDENT

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

Common Diagnostic Exams				Orders:		
Laboratory	Xray	Ultrasound	Other Departments	DEPT	CODE	DESCRIPTION
<input type="checkbox"/> Cbc (for uc student) <input type="checkbox"/> Complete blood count <input type="checkbox"/> Stool exam (annual p.e. uc me <input type="checkbox"/> Urinalysis (annual p.e. uc med <input type="checkbox"/> Urinalysis (for uc student)			<input type="checkbox"/> CARDIOLOGY CENTER <input type="checkbox"/> CT SCAN <input type="checkbox"/> ENDOSCOPY UNIT <input type="checkbox"/> HEMODIALYSIS (RDU) <input type="checkbox"/> MAGNETIC RESONANCE IMAG <input type="checkbox"/> ONCOLOGY <input type="checkbox"/> PULMONARY <input type="checkbox"/> REHABILITATION MEDICINE <input type="checkbox"/> WOMENS CENTER	LB	88	Cbc (for uc student)

Search Laboratory Exams | Search Xray Exams | **Search Ultrasound Exams** | Total Requests: 1 | Save | Delete

Pharmacy | Central Supplies

Post Charge | Cash Assessment

Clinical Assessment | Adm. Diagnosis

Room Transfer | Discharge Order

Weight/Height | New Diet

Administered Medicines | Stop Medicines

Code Blue Log | Level of Care

Patient List | Exit Station

How to Request Ct-SCAN Procedures

This option allows you to request REHAB Examination in the Radiology department.

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

2 Under **Other Departments**, click on the small box beside **CT-Scan**. The list of examinations will be displayed.

The screenshot displays the 'Visual Nurse Program' interface. At the top, patient information is visible: Patient Name YUMCHI, LAURO VALMONTE, ADM # 25, Birthdate 10/25/1995, Age 21, Sex M, Patient Account PERSONAL. Below this, a 'Send Requests' tab is active. A 'CT Scan Examinations' window is open, showing a list of examination options with checkboxes. The list includes: Adrenals, Ankle, Arm, Body scan - chest & whole abdomen, Both ankles, Both arms, Both elbows, Both feet, Both forearms, Both hands, Both hips, Both knees, Both legs, Both scapula, Both shoulders, Both thighs, Both wrists, Cerebello-pontine angle, Cervical spine, Chest, Chest/lung screening, Coronary calcium scoring, and Coronary ct angiogram. To the right of the list is a 'Departments' table with columns for DEPT, CODE, and DESCRIPTION. The table is currently empty. At the bottom of the window, there are buttons for 'Search Laboratory Exams', 'Search Xray Exams', 'Search Ultrasound Exams', and 'Total Requests: 0'. There are also 'Save' and 'Delete' buttons.

Figure 8: List of Ct-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, the user can do the following options.

- The user 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 Procedures

Under **Other Departments** column, click on Cardiology Center, the list of examinations will be displayed. The same steps with requesting Ct-Scan are followed. Please refer to How to Request Ct-Scan Exam to know the request procedure.

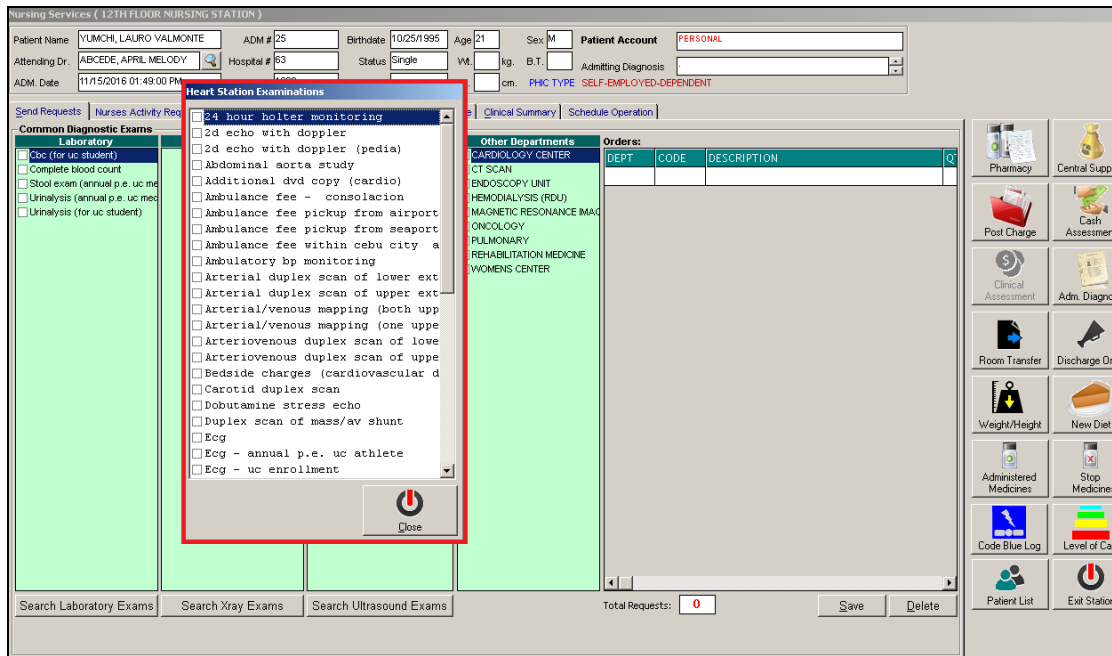
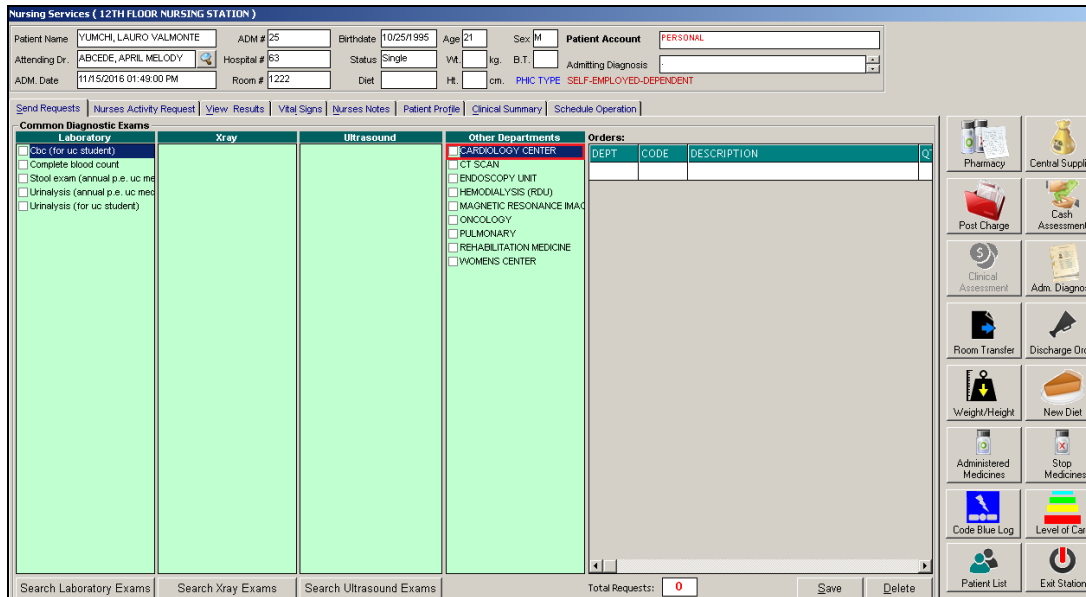


Figure 9: List of Exams in Cardiology Center

How to Request MRI Procedures

Under **Other Departments**, click on the small box beside **Magnetic Resonance Imaging**. The Request entry window will be displayed. The same steps with requesting Ct-Scan are followed. Please refer to How to Request Ct-Scan Exam to know the request procedure.

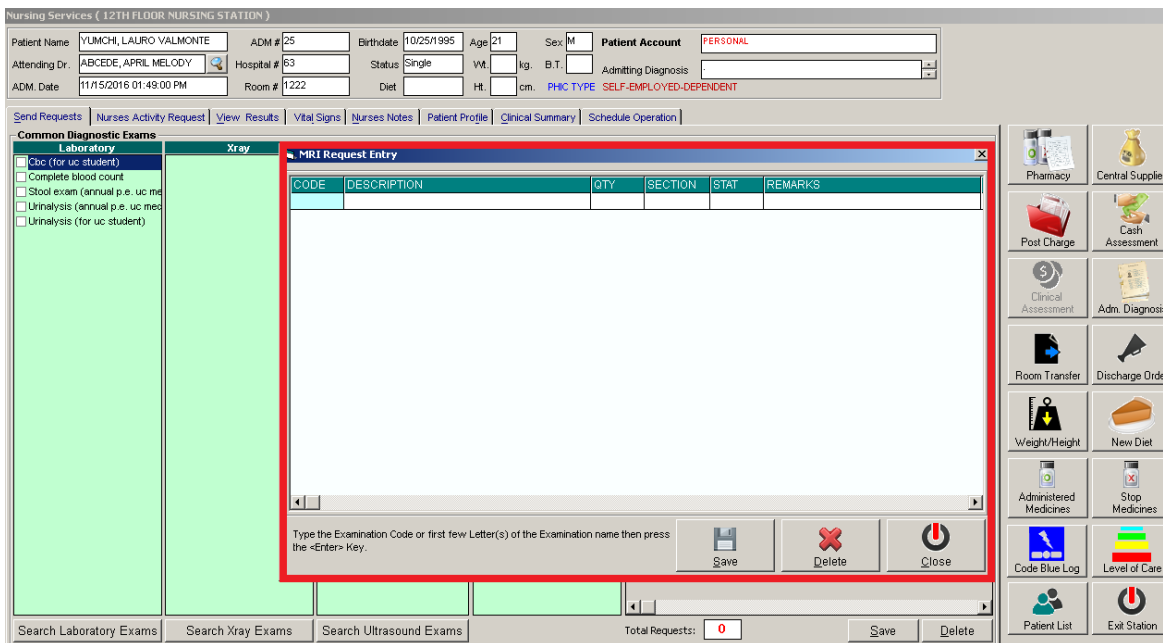
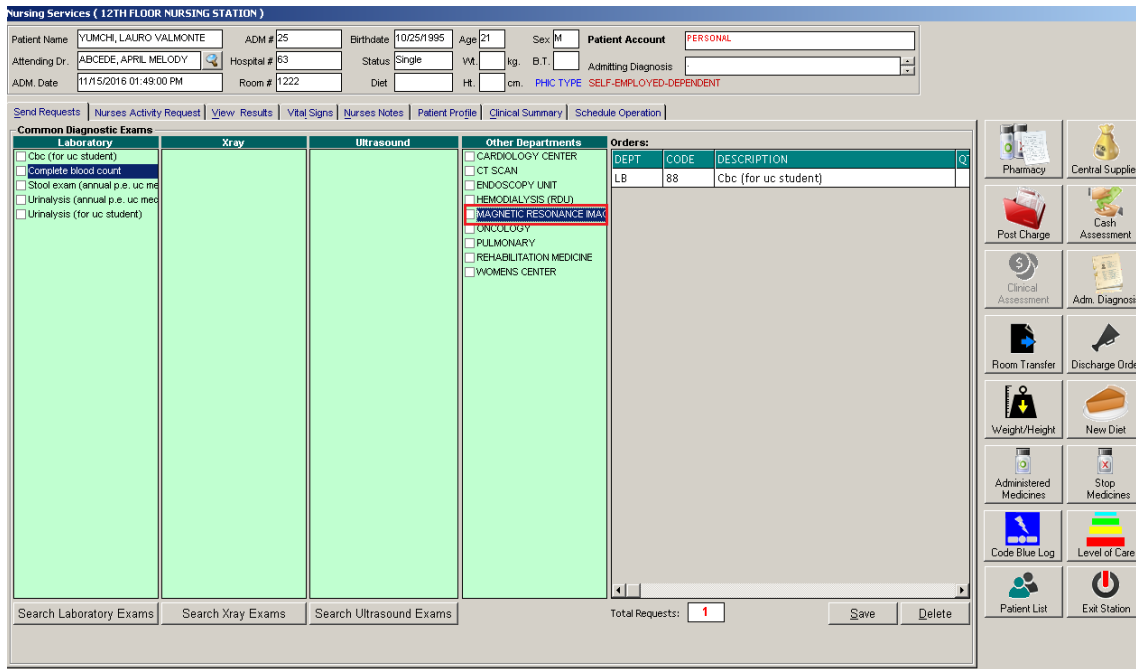


Figure 10: Request Entry Window for MRI request

How to Request Pulmonary Medicine Procedures

Under **Other Departments**, click on the small box beside **Pulmonary Medicine**. The list of examinations will be displayed. The same steps with requesting Ct-Scan are followed. Please refer to How to Request Ct-Scan Exam to know the request procedure.

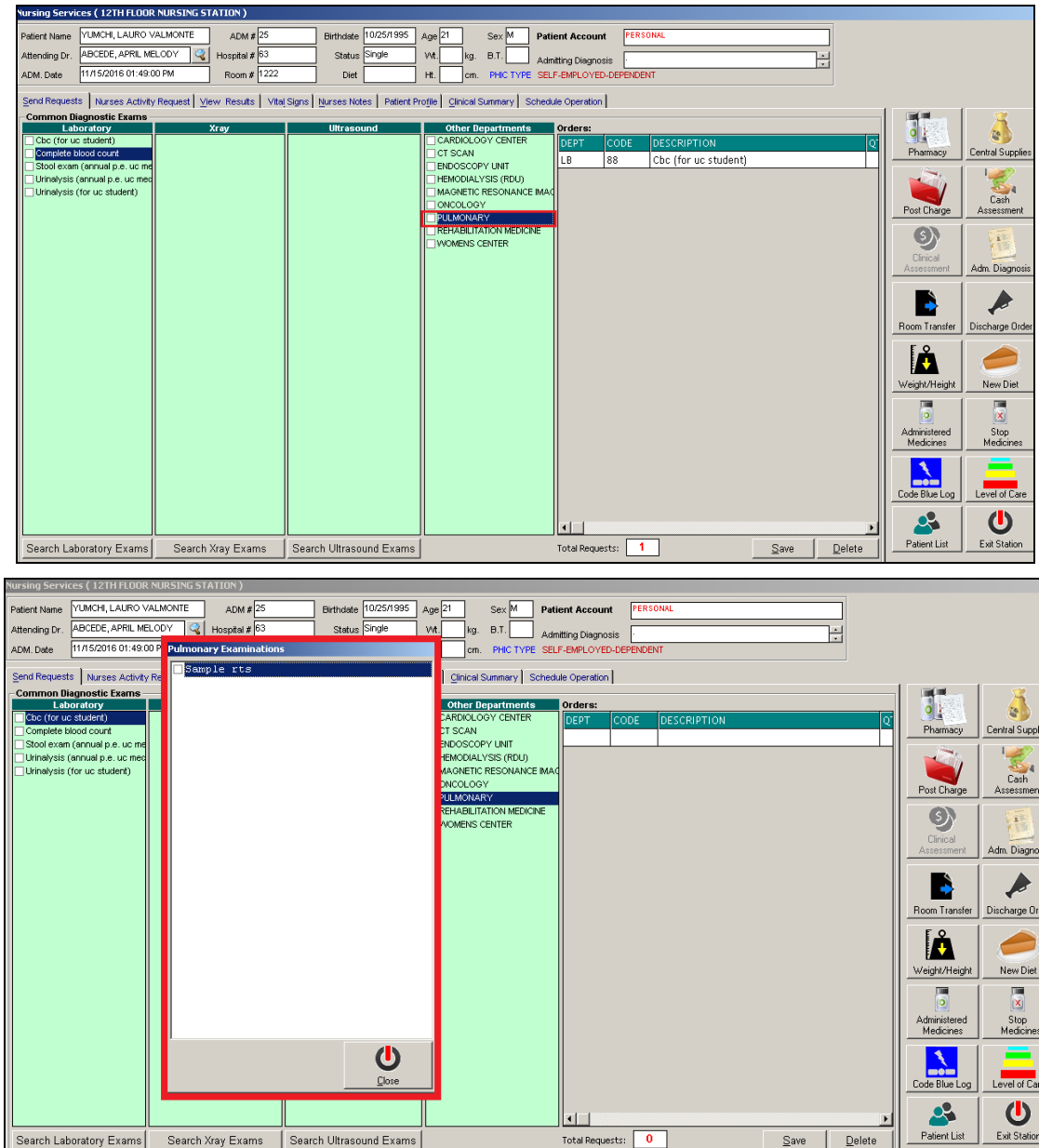


Figure 11: List of examination for Pulmonary

How to Request Rehabilitation Medicine Procedures

Under **Other Departments**, click on the small box beside **Rehabilitation Medicine**. The request entry window will be displayed. The same steps with requesting Ct-Scan are followed. Please refer to How to Request Ct-Scan Exam to know the request procedure.

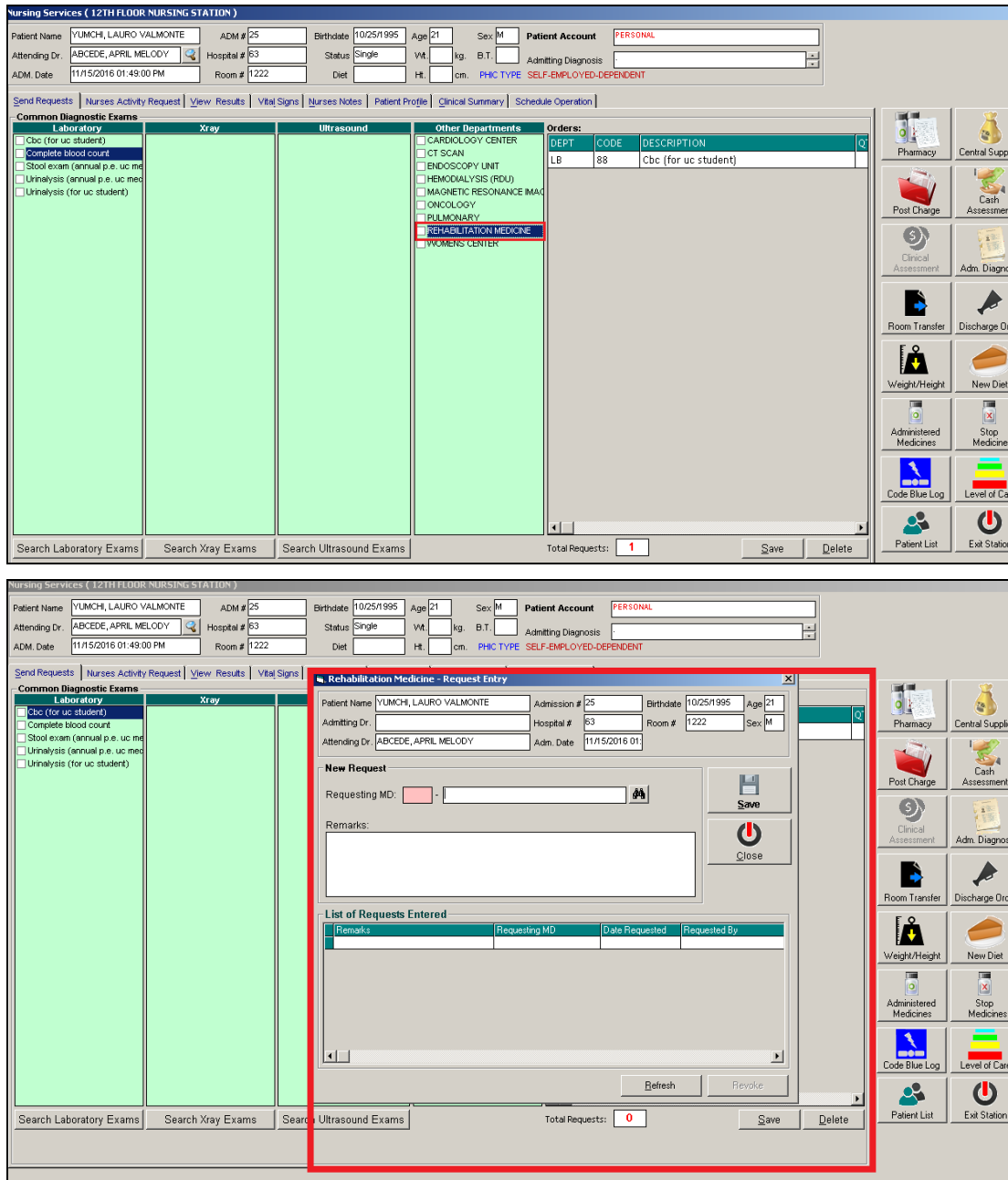


Figure 12: Request Entry Window for Rehabilitation Medicine

How to Request Medicine

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

- Billing department 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, notify the Billing staff immediately for further instructions..."
- Credit and Collection 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 refer to Billing Department for further Instructions."

1 Click on **Send Requests** tab option

2 Click on **Pharmacy** button at the right side of the window then Click the **Charge Request Entry** button or **F6** key.

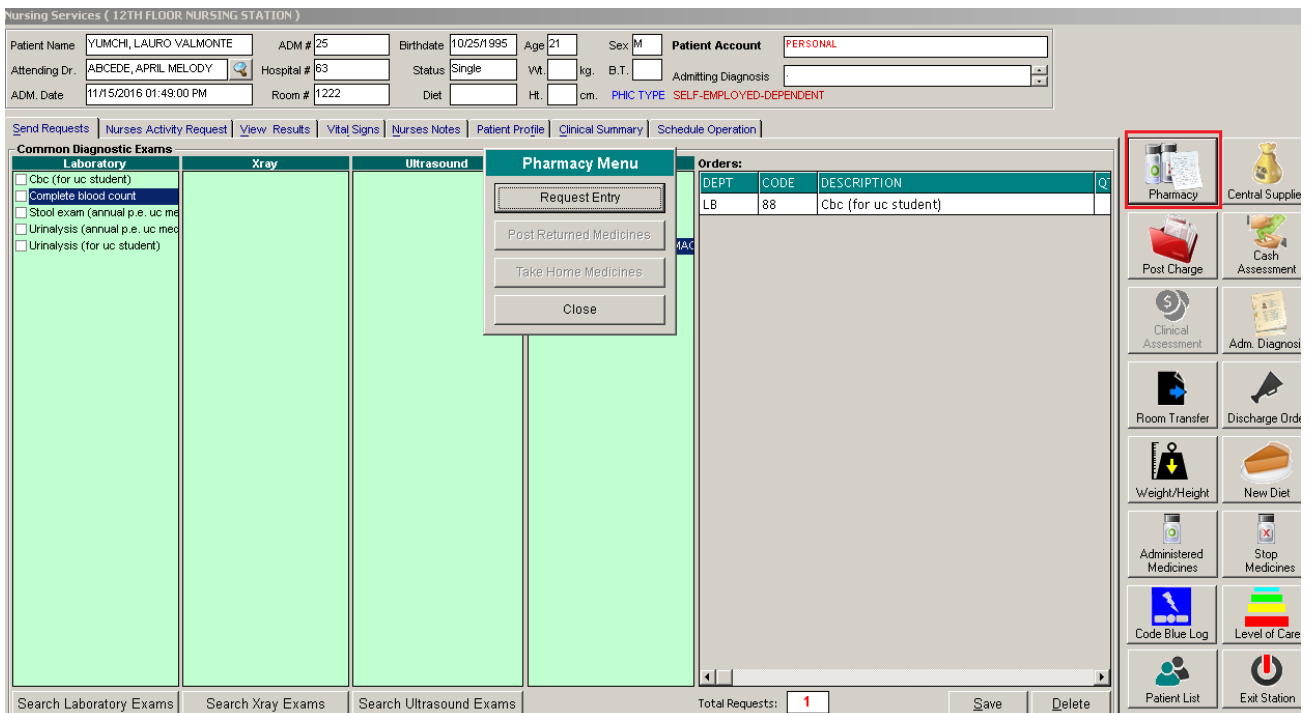


Figure 9: Pharmacy Options

The **Pharmacy Request Entry** window will be displayed.

Nursing Services (12TH FLOOR NURSING STATION)

Patient Name: YUMCHI, LAURO VALMONTE ADM # 25 Birthdate: 10/25/1995 Age: 21 Sex: M Patient Account: PERSONAL
 Attending Dr: ABCECE, APRIL MELODY Hospital # 63 Status: Single Wt: kg B.T. Admitting Diagnosis:
 ADM. Date: 11/15/2016 01:49:00 PM Room # 1222 Diet: cm. PHC TYPE: SELF-EMPLOYED-DEPENDENT

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

Common Diagnostic Exams

Laboratory

CBC (for uc student)

Complete blood count

Stool exam (annual p.e. uc med)

Urinalysis (annual p.e. uc med)

Urinalysis (for uc student)

Xray

Pharmacy Request Entry

Upon hitting the SAVE button, all entered requests will be shown in the list of pending requests (Nursing Activity) and Pharmacy department will be notified. Once processed, requests will be transferred to list of processed requests.

Code	Item Description	Freq.	Quantity	Amount	Remarks	STAT

Type Item Code or first 4 letters of Item Name then press <Enter>.

Save Delete Close

Search Laboratory Exams Search Xray Exams Search Ultrasound Exams Total Requests: 0 Save Delete

Pharmacy Central Supplies Post Charge Cash Assessment Clinical Assessment Adm. Diagnosis Room Transfer Discharge Order Weight/Height New Diet Administered Medicines Stop Medicines Code Blue Log Level of Care Patient List Exit Station

Figure 10: 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 medicines. If <enter> key was pressed, the list of medicines 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.

After completing the desired items to request, the user 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.

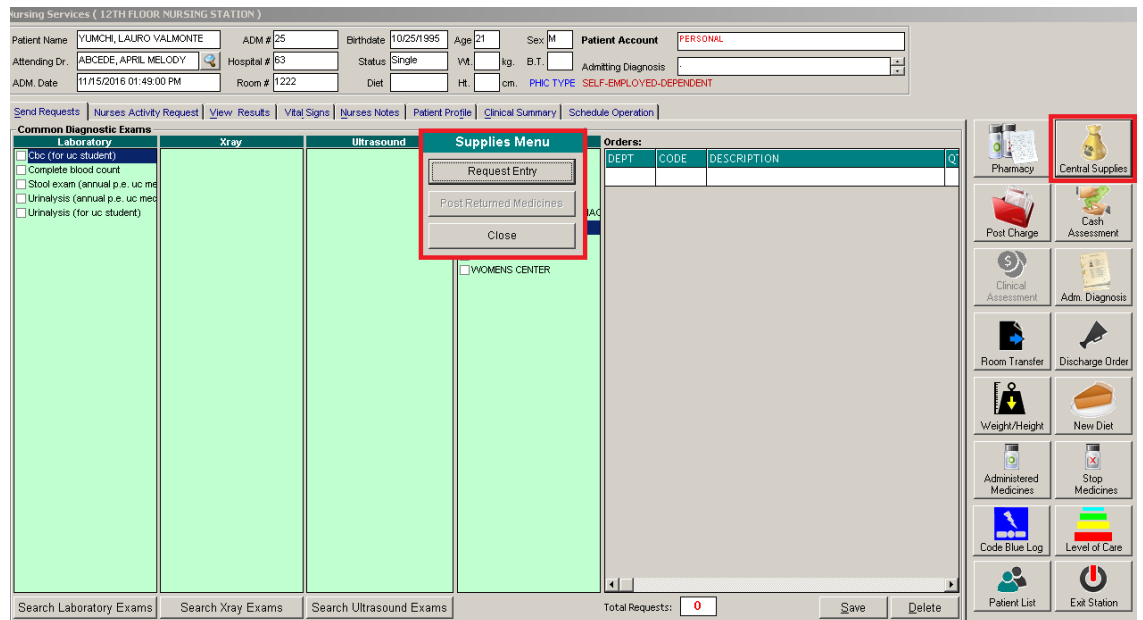
How to Request Supplies

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

Request on supplies to patients could not be posted in the computer if:

- Billing department 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, notify the Billing staff immediately for further instructions..."
- Credit and Collection 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 refer to Billing Department for further Instructions."

1 Press **F7** (Central Supply) 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.



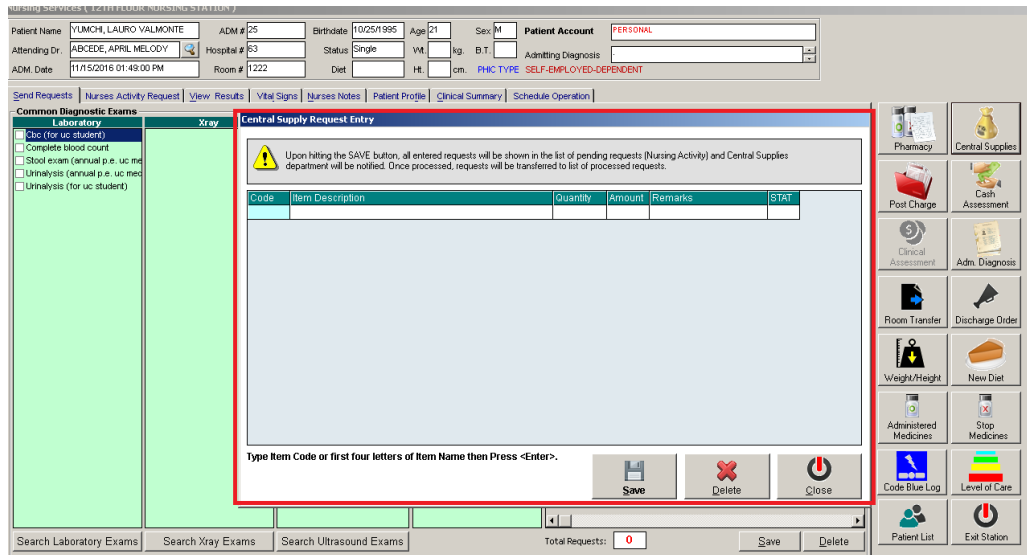


Figure 13: Central Supply Request Entry Window

- 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, the user 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 Change Diet

This is where you can request and change the patient's diet for the next meal.


- 1 Click on **Change Diet** button at the right side of the window. When clicked, the **Post New Diet Window** will be displayed asking you to enter the following data.

The screenshot displays the 'Nursing Services (12TH FLOOR-NURSING STATION)' interface. At the top, patient information is shown: Patient Name YUMCHI, LAURO VALMONTE, ADM # 25, Birthdate 10/25/1995, Age 21, Sex M, Patient Account PERSONAL, Attending Dr. ABCEDE, APRIL MELODY, Hospital # 63, Status Single, Vlt, kg, B.T., Admitting Diagnosis, ADM. Date 11/15/2016 01:49:00 PM, Room # 1222, Diet, ht, cm, PHC TYPE SELF-EMPLOYED-DEPENDENT. Below this are tabs for Send Requests, Nurses Activity Request, View Results, Vital Signs, Nurses Notes, Patient Profile, Clinical Summary, and Schedule Operation. The main area is divided into 'Common Diagnostic Exams' (Laboratory, Xray, Ultrasound) and 'Other Departments' (CARDIOLOGY CENTER, CT SCAN, ENDOSCOPY UNIT, HEMODIALYSIS (RDU), MAGNETIC RESONANCE IMAG, ENDOLOGY, PULMONARY). An 'Orders' table with columns DEPT, CODE, and DESCRIPTION is visible. A 'Post New Diet' window is overlaid, containing:

- Old Diet: [Text Field]
- New Diet: [Text Field] with a search icon
- Remarks: [Text Area]
- Extra Meal:
- Buttons: Save, Close

 The background interface also includes a sidebar with icons for Pharmacy, Central Supplies, Post Charge, Cash Assessment, Clinical Assessment, Adm. Diagnosis, Room Transfer, Discharge Order, Weight/Height, New Diet (highlighted with a red box), Administered Medicines, Stop Medicines, Code Blue Log, Level of Care, Patient List, and Exit Station. At the bottom, there are search buttons for Laboratory, Xray, and Ultrasound Exams, and a Total Requests: 0 indicator with Save and Delete buttons.

Figure 11: Diet Request Window

- Old Diet - This will be automatically filled-up by the program.
- New Diet - Type a new diet of the patient. To do it, press <Enter> key if New Diet textbox is still blank or click on . When clicked, a window will be displayed showing the diet codes listing.

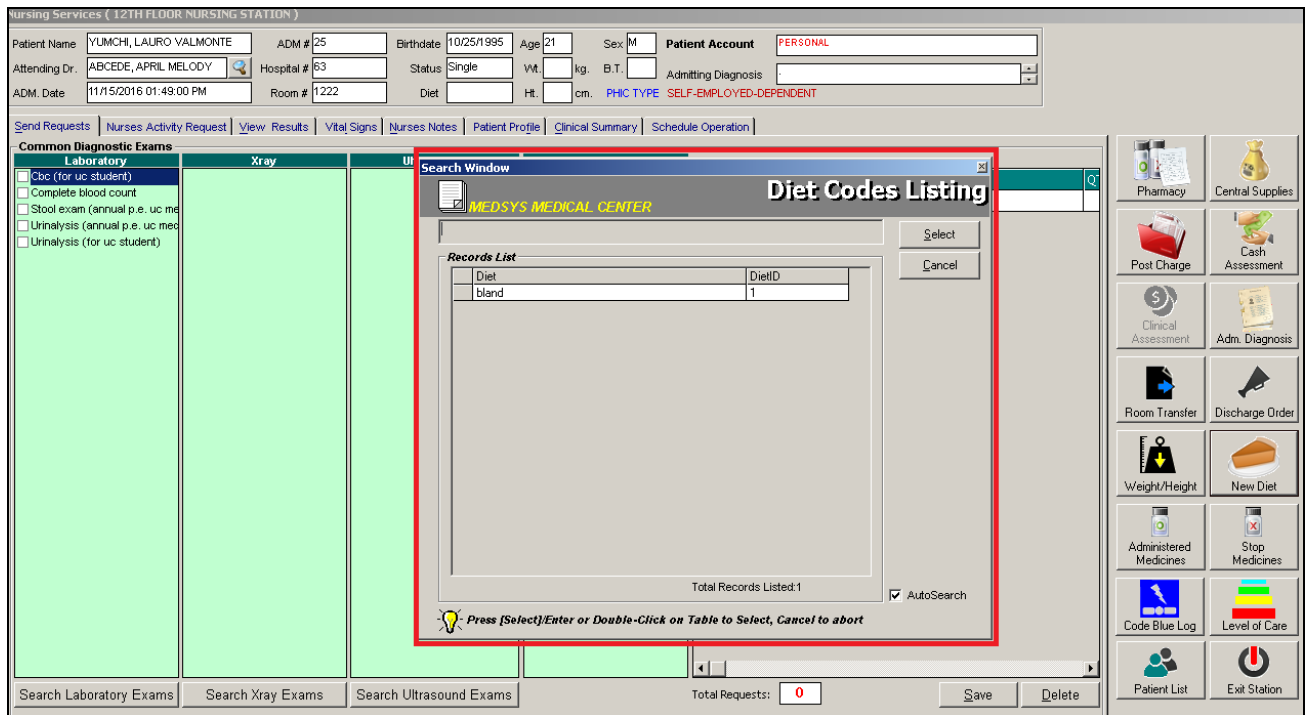


Figure 12: Diet Codes Listing Window

To select from the list, just double-click on the desired diet or click on the desired diet then click on Select button. Clicking on Cancel button will abort all your selected diets.

- Remarks - Automatically filled-up in reference with the selected diet.

3 After completing the data to be entered, the user can do the following options.

- Click the **check box** to have an extra meal for the patient.
- Click on **Save New Diet** button to send the request.
- To abort the request entered, click on **Cancel** button.

How to Transfer a Patient

1. Click on **Room Transfer** button at the right side of the window. When clicked, a window will be displayed.

The screenshot displays the 'Room Transfer' window within the Visual Nurse Program. The window is titled 'Room Transfer' and contains the following fields and buttons:

- Old Room Number: 1011
- Old Station: 10TH FLOOR NURSING STAT
- New Room Number: (empty)
- New Station: (empty)
- Time Transferred: 10:37:27 AM
- Buttons: List of Room Transfer/Notification, Save New Room, Close

The background interface shows patient information for DELA CRUZ, JUANA PEREZ, ADM # 27, Birthdate 11/22/1995, Age 21, Sex F, Patient Account PERSONAL, Hospital # 65, Status Single, Room # 1011, and ADM. Date 11/21/2016 02:55:00 PM. A sidebar on the right contains various icons for functions like Pharmacy, Post Charge, Clinical Assessment, Room Transfer, Discharge Order, Weight/Height, New Diet, Administered Medicines, Stop Medicines, Code Blue Log, Level of Care, Patient List, and Exit Station.

Figure 13: Room Transfer Window

Click on **Room Transfer tab** to open its window. The following data are needed to enter:

- Old Room Number - Automatically filled-up by the program in reference with the patient's current room.
- Old Station - Automatically filled-up by the program in reference with the patient's current station.
- New Room Number - Type a new room number. To do it, press <Enter> key if new room number is still blank. If <Enter> key was pressed, a window will be displayed showing the list of rooms. Click on "All Rooms" to display list of all rooms or you can categorize by clicking on "Station" or "Accommodation".

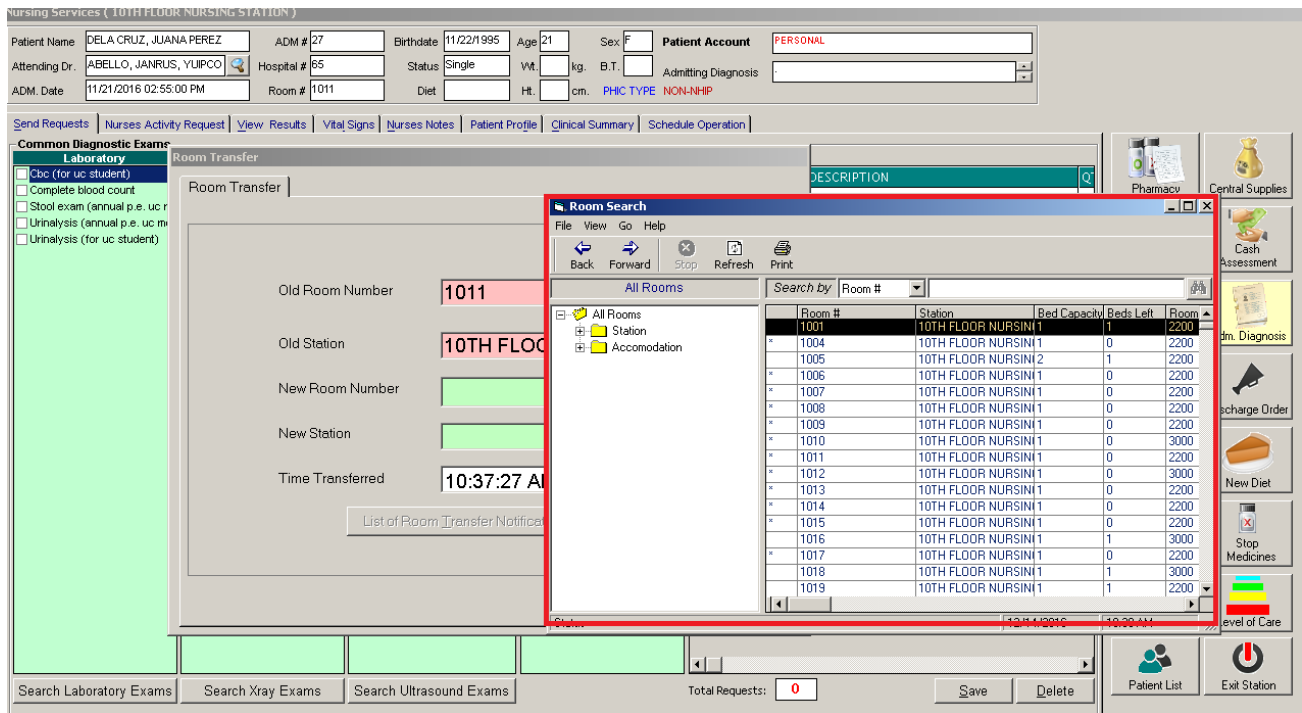


Figure 14: List of Rooms Window

- New Station - Automatically filled-up by the program in reference with the selected new room.
- Time Transferred - The server's current time is used as the default entry. To set a time, click on the up and down arrows.

3 After completing the data, the user can do the following options.

- Click on **Save New Room** button to transfer the patient into a new room.
- Click on **Cancel** button to abort transferring the patient.

How to View List of Newly Admitted Patient

At the bottom of the patient's list window, you can view the names of the newly admitted patients in your station.

The screenshot shows the 'Patient List (6TH FLOOR NURSING STATION (6))' window. On the left is a 'Patient Searching' sidebar with search filters and a legend. The main area contains a table of patient records. At the bottom, a 'New Admissions' section is highlighted with a red circle, showing a table of recent admissions.

ADM#	Lastname	Firstname	Middlename	Admission Date	Ht(cm)	Wt(kg)	Discharge	Billing Date	RoomID	Birthdate	Sex	Hosp
19	DELA CRUZ	JUAN	PEDRO	10/18/2016 11:38AM	159	50			FS5	05/03/1990	M	39
29	MARZAN	APOLLO GABRIEL	MANZANO	12/14/2016 10:47AM					FM7	10/05/1991	M	68

Admission	Hospital #	Patient	Admission Date	Room #
29	68	MARZAN, APOLLO GABRIEL M.	12/14/2016 10:47AM	FM7

How to Send Discharge Notice

This option allows you to send discharge notice/processing sheet to Billing Department to inform that the patient is already cleared from charges from your department.

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

- 1 Click on **Send Clearance** at the right side of the window. When clicked, the **Discharge notice Window** will be displayed. Complete the following information:

Figure 15: 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 - Click the "Yes" option 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 of 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, the user can do the following options.

- Click on **Save as Preliminary Data** button to send the discharge notice.
- Click on **Save & Send Final Discharge Notice to Billing** button to print. You must click this button to signal the Billing Department that the patient is already cleared from your department.
- Click on **Cancel** button to abort discharge notice.

How to Stop Medicines

This option allows you to discontinue patient's medicine.

- 1 Click on **Send Requests** tab option.
- 2 Click on **Stop Medicines** button at the right side of the window. When clicked, the **List of Medicines for Unit Dose Window** will be displayed. The following data can be viewed.

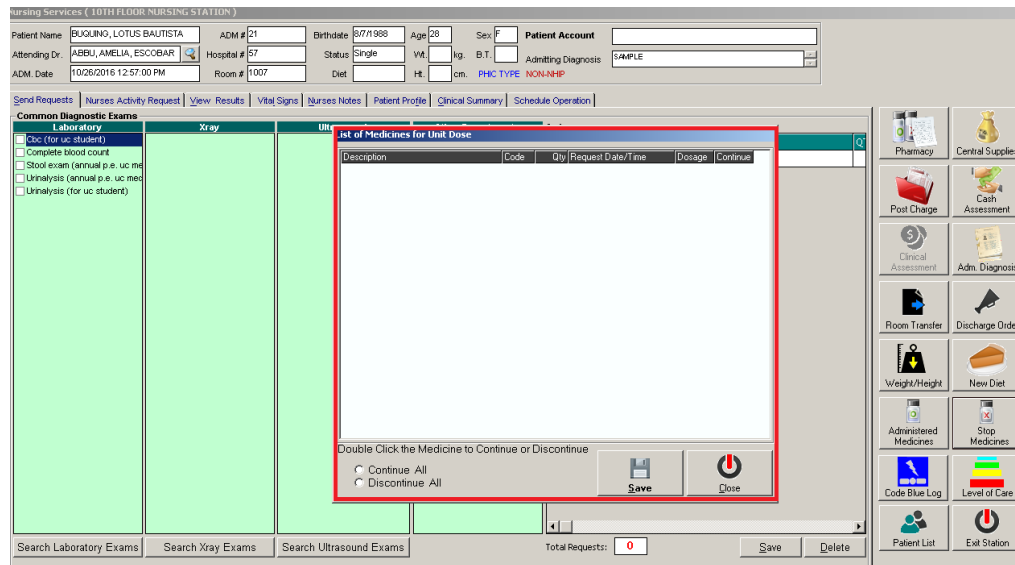


Figure 16: Stop Medicines Window

- Description - description of the medicine
 - Code - the code of the item requested
 - Quantity - the number of item requested
 - Request Date/Time - the date and time when the item was requested
 - Dosage - the dosage of the medicine
 - State - continue or discontinue
- 3 The user can do the following options.
 - To change the state of the medicine, double-click on the desired medicine or to continue all or discontinue all, just click on the option box.
 - Click on **Save** button when completed.
 - Click on **Exit** button to close the List of Medicines for Unit Dose window.

How to Discharge a Patient

This option allows you to remove the patient physically from the list in order to monitor the availability of rooms.

Note: Before discharging a patient, a discharge notice should be sent first to the Billing department. Please refer to [How to Send Discharge notice](#) to know the request procedure.

Double click on the patient name you want to discharge to display the discharge patient window below.

Nursing Services (4TH FLOOR A)

Patient Name: HUFANO, PRINCESS FREYALY ADM # 650058 Birthdate 2/12/2014 Age 2 Sex F Patient Account PERSONAL

Attending Dr. KOMIYA, AMALIA, M Hospital # 427616 Status Child Wt 11.5 kg B.T Admitting Diagnosis Pseudomonas tonsillitis

ADM Date 12/01/2016 11:36:00 AM Room # 403 Diet DAT HT cm PHIC TYPE Private Dependent

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

Common Diagnostic Exams

Discharge Patient / Room Transfer

Discharge Patient | Room Transfer

Discharge Information

Admission Date 12/01/2016 Admission Time 11:36:00 AM

Discharge Date 12/14/2016 04:16:53 PM

Disposition

Discharged Autopsied Recovered Died

Transferred DAMA/HAMA Improved Diagnosis Only

Absconded HPR Unimproved

Final Diagnosis

PNEUMONIA, MODERATE RISK; STOMATITIS

Note: Make sure correct information are entered before clicking the Discharge button.

Discharge Close

Skull ap Upper abd. (k, l, gb, panc, spl)

Skull apl Whole abdomen

Search Laboratory Exams Search Xray Exams Search Ultrasound Exams Total Requests: 0 Save Delete

Pharmacy Central Supplies

Post Charge Cash Assessment

Clinical Assessment Adm. Diagnosis

Discharge or Room Transfer Discharge Order

Weight/Height New Diet

Administered Medicines Stop Medicines

Patient List Exit Station

- Admission Date - Automatically filled-up by the program in reference with the patient's day of admission.
- Admission Time - Automatically filled-up by the program in reference with patient's time of admission.
- Discharge Date - You can set the discharge date by clicking on the drop-down combo box. Note that discharge date should not go beyond the current date.
- Discharge Time - You can set the discharge time by clicking on the up and down arrows.
- Disposition - Click one from the list.
- Result - Click one from the list.
- * FINAL DIAGNOSIS – Type the diagnosis given by the doctor

3 After completing the data, the user can do the following options.

- Click on **Save Discharge** to remove the patient physically from the list.
- Click on **Exit** button to abort discharging the patient.

How to Enter Medicines Administered

This option allows you to enter the medicines administered to the patient.

To do this, click on **Send Requests** tab then **Entry for Medicines Administered** button. Enter your access code to load the window below

Nursing Services (10TH FLOOR NURSING STATION)

Patient Name: BUGUING, LOTUS BAUTISTA ADM # 21 Birthdate: 8/7/1988 Age: 28 Sex: F Patient Account:

Attending Dr.: ABBU, AMELIA, ESCOBAR Hospital # 57 Status: Single Wt: kg. B.T. Admitting Diagnosis: SAMPLE

ADM. Date: 10/26/2016 12:57:00 PM Room # 1007 Diet: PHC TYPE NON-NHP

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

Common Diagnostic Exams

Laboratory

CBC (for uc student)

Complete blood count

Stool exam (annual p.e. uc med)

Urinalysis (annual p.e. uc med)

Urinalysis (for uc student)

Xray

Ultrasound

Other Departments

CARDIOLOGY CENTER

CT SCAN

ENDOSCOPY UNIT

HEMODIALYSIS (RDU)

MAGNETIC RESONANCE IMAG

ONCOLOGY

PULMONARY

REHABILITATION MEDICINE

WOMEN'S HEALTH

Orders:

DEPT	CODE	DESCRIPTION

Search Laboratory Exams | Search Xray Exams | Search Ultrasound Exams

Total Requests: 0 Save Delete

Access Code Entry

Please sign in to validate user...

User Code /ID:

User Password:

Pharmacy | Central Supplies | Post Charge | Cash Assessment | Clinical Assessment | Adm. Diagnosis | Room Transfer | Discharge Order | Weight/Height | New Diet | Administered Medicines | Stop Medicines | Code Blue Log | Level of Care | Patient List | Exit Station

Nursing Services (10TH FLOOR NURSING STATION)

Patient Name: BUGUING, LOTUS BAUTISTA ADM # 21 Birthdate: 8/7/1988 Age: 28 Sex: F Patient Account:

Attending Dr.: ABBU, AMELIA, ESCOBAR Hospital # 57 Status: Single Wt: kg. B.T. Admitting Diagnosis: SAMPLE

ADM. Date: 10/26/2016 12:57:00 PM

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

Entry for Administered Medicines

List of Medicines

Description	Frequency	Qty	Administered	Unused/GH

Enter Qty of Unused Medicine(s) / Going Home Medicine(s)

Drug Name:

Qty. Posted: Qty. Administered: Qty. From Patient:

Order Date: 12/07/2006 12:00:00 AM Update

Administered Medicine Details

Date/Time Entered	Date/Time Administered	Administered By

Date/Time Administered: 12/14/2016 04:47:37 PM

Qty Administered:

Remarks:

Save Close

List of Transactions

Trans. Date	Drug Name	Qty

Details of Transaction

Trans. Date	Issued By	Transaction	Quantity

Search Laboratory Exams

Central Supplies | Cash Assessment | Adm. Diagnosis | Discharge Order | New Diet | Stop Medicines | Level of Care | Exit Station

- To Enter the medicine administered, in the *quantity* box enter the total quantity of the medicines administered to the patient. The window where to enter the quantity is displayed below, the encircled part is where to enter the total quantity administered on a specific date and time.

Date/Time Administered: 05/26/2007 02:43:20 PM

Quantity:

Administered By:

Save Exit

To view detailed transaction of a specific medicine, double click on the specific item then go to the Detailed Transaction window for the details of the item, a sample window is displayed below. It is where you can see the transaction done to a specific item such as the date issued, date returned or date adjusted.

Detailed Transaction of (NUBAIN AMPULE 10MG/MLX1ML)

List of Transactions

Transdate	DrugName	Qty
05/08/2007	NUBAIN AMPULE 10MG/MLX1ML	2
05/10/2007	NUBAIN AMPULE 10MG/MLX1ML	2
05/11/2007	NUBAIN AMPULE 10MG/MLX1ML	2

Details of Transaction

Trans. Date	Issued by	Transaction	Quantity
May 8 2007 9:25AM	Mordeno, Beth Castro	Issued	5
May 11 2007 11:53AM	Mordeno, Beth Castro	Returned	2
May 11 2007 2:12PM	CABANBAN, MIKE N	Adjusted	1

To view details of the medicines administered for the specific item, a sample window is displayed below. The *qty* column is the total quantity administered on a specific date and item and the person who administered the item is also displayed.

Administered Medicine Details				
Date/Time Entered	Date/Time Administered	Administered By	Qty	Encc
2007-05-25 11:52:40.3570	2007-05-08 09:30:20	CABANBAN, MIKE	1	CAB
2007-05-24 19:00:34.2000	2007-05-08 10:30:55	CABANBAN, MIKE	1	CAB
2007-05-11 14:28:23.8570	2007-05-08 14:27:55	CABANBAN, MIKE	1	CAB
2007-05-11 15:09:24.1230	2007-05-08 15:08:37	CABANBAN, MIKE	1	CAB

To enter the specific order date and time of the doctor for the specific medicine, go to the *Ordered Date* option. A sample window is displayed below.

Ordered Date


05/08/2007 09:13:00 AM

To enter quantity given by the patient if the specific medicine is purchased / bought outside, go to *Qty. From Patient*. Check on to activate the entry box then enter the quantity in the encircled part of the window displayed below then click on *Update* button to update the medicine transaction.

Qty. From Patient

1



To print the medication sheet, click on  button.

How to Enter Admitting Diagnosis and Chief Complaint


- 1 Click on **Send Requests** tab option.
- 2 Click on **Admitting Diagnosis/Chief Complaints Entry** button. When clicked, a window will be displayed asking you to complete some missing information. The following data can be viewed.

The screenshot shows a window titled "Please Enter the Missing Information". It has a close button in the top right corner. The window is divided into three sections:

- Admitting Diagnosis:** A text area containing the text "AML IN RELAPSE".
- Chief Complaints:** An empty text area.
- Diet Name:** A text box containing the text "DAT" and a small square button with three dots (a dropdown menu).

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

Figure 17: Admitting Diagnosis/Chief Complaints Window

- Admitting Diagnosis - type the admitting diagnosis of the patient.
- Chief Complaints - type the complaint of the patient.
- Diet Name - press <Enter> key if diet is still blank or click on  to display the Diet Code Listing.

3 After completing the data, the user can do the following options.

- Click on **Save** button to save the information.
- Click on **Exit** button to close the window.

How to Enter Height and Weight

This option allows you to enter the height and weight of the patient for clinical reference.

- 1 Click on Send Requests tab option.
- 2 Click on **Height and Weight Entry** button located at the right side of the window.
- 3 Its window will be displayed.

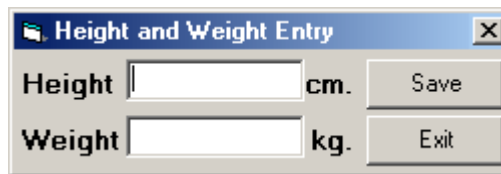


Figure 18: Height and Weight Entry Window

Enter the following data.

- Height - Type patient's height in centimeter.
- Weight - Type patient's weight in kilograms.

- 4 The following button options can be clicked from.
 - Save - This will save the entry.
 - Exit - This will close window without saving the entry.

How to Enter Charges of Inpatient

In this option is where you can enter charges of nursing services and supplies.

- 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.

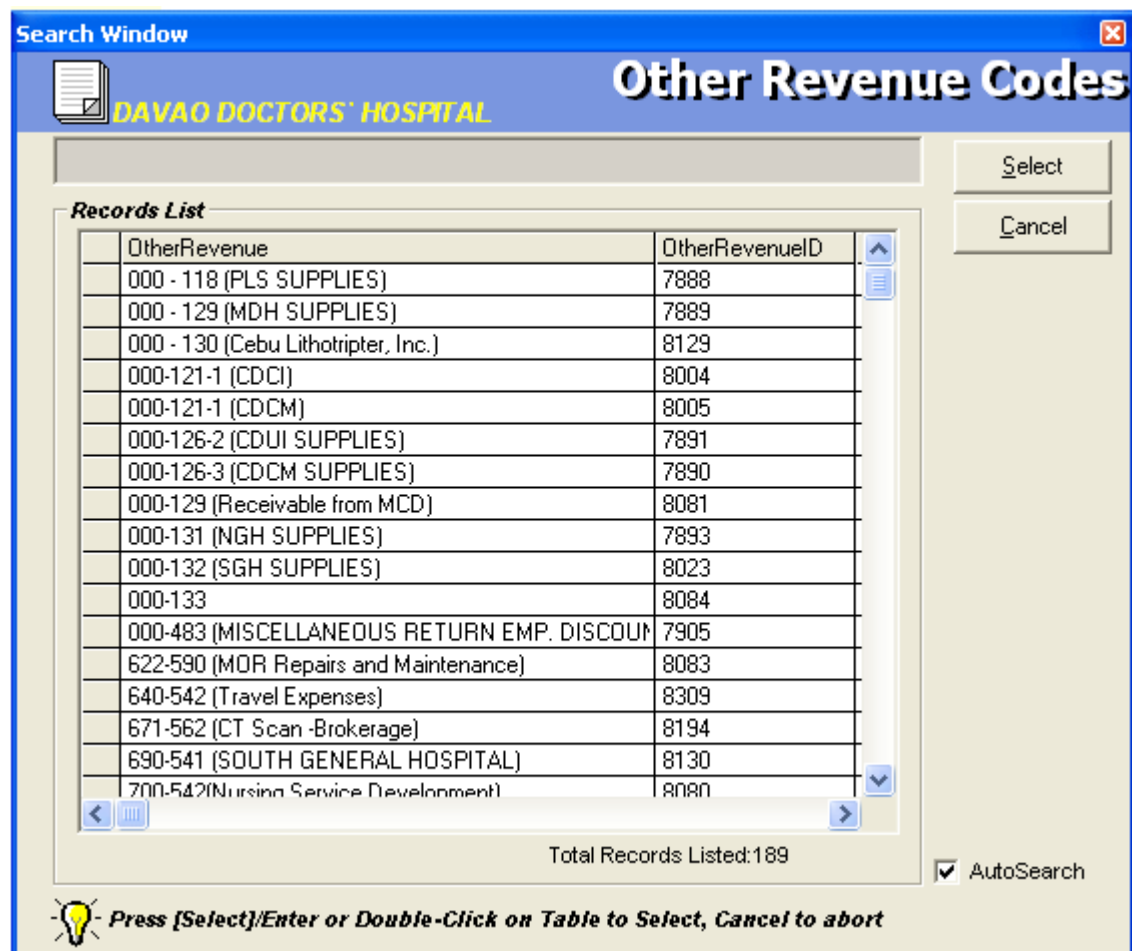



Figure 19: Revenue Codes Window

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, the user 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, the user 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 of Cash-basis Patient

This option allows you to enter charges of nursing 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.

Patient Name	FERNANDEZ ,CARMEN MENDOZA	Admission#	06-0002351	Birthdate	11/27/1959	Age	46	Status	Married
Admitting Dr.:		Hospital#	211851	Room #	FM01	Sex	F	Diet	
Attending Dr.:	SANCHEZ, ROGELIO, R	ADM. Date	06/24/2006 01	DCR. Date		B.T.		Diag.	AGE WITH SOME SIGN OF DHT
Attending Dr.:									

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

Delete

Save

Ignore

Exit

Message

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

Department Codes

HS - HEART STATION	MC - WARD CHARGES	NS - NURSING SERVICE (AQUAPACK)
OX - OXYGEN	WM - WARD MEDICINES	

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..

Figure 20: 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, the user 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, the user 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 Cancel an Item that is already PAID

In the List of Cash Assessment Entered window, click on the List of Assessment Entered to display list(s) of charges entered for the specific patient.

List of Cash Assessment Entered

TransNum	Patient Name	RevenueID	Code	Assess #	Amount	Requesting Nurse	Date	Shift
275	GABRIEL NIÑO B	MC	70	ER2	25.00	BAUTISTA ,MAYA ZAMBRANO	09/19/2007	
276	GABRIEL NIÑO B	MC	73	ER3	6.00	BAUTISTA ,MAYA ZAMBRANO	09/19/2007	

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 | Cash Credit Memo

To cancel an item, highlight the specific item then click on Cash Credit Memo to load the window below.

GABRIEL NIÑO B OR01063

	RevenueID	Code	Description	Qty
<input type="checkbox"/>	MC	73	INJECTION FEES	1

Guideline: Click on the item to Select/Unselect.....

LEGEND: Selected Item Pending CM
 Processed CM by Cashier

Save/Print Exit

Click on the check box () to select an item to be returned then click on Save/Print 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 21: 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.

List of Pending Requests

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 22: 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.

List of Exams with Results

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
Codine	1	LB	Dec 16 2002 5:01PM

Figure 23: 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	Reference
606117	4/5/2006 9:27:57 AM	273	LIPID PROFILE	CLINICAL CHEMISTRY	C380580L
606115	4/5/2006 9:31:50 AM	1	ALBUMIN	CLINICAL CHEMISTRY	C380580L
606116	4/5/2006 9:31:50 AM	5	BUA	CLINICAL CHEMISTRY	C380580L
605844	4/4/2006 7:57:51 AM	27	TP URINE	CLINICAL CHEMISTRY	C380456L
605842	4/4/2006 7:58:21 AM	11	CREATININE	CLINICAL CHEMISTRY	C380456L
605348	4/3/2006 7:17:51 AM	21	POTASSIUM	CLINICAL CHEMISTRY	C380267L
605345	4/2/2006 7:59:39 PM	31	CBC	HEMATOLOGY	C380264L
605340	4/2/2006 8:16:44 PM	20	PHOSPHORUS	CLINICAL CHEMISTRY	C380261L
605339	4/2/2006 8:16:44 PM	388	CALCIUM (IONIZED)	CLINICAL CHEMISTRY	C380261L
605228	4/2/2006 8:58:12 AM	21	POTASSIUM	CLINICAL CHEMISTRY	C380211L
605135	4/1/2006 5:26:13 PM	51	URINALYSIS	CLINICAL MICROSCOPY	C380157L
605111	4/1/2006 4:17:52 PM	11	CREATININE	CLINICAL CHEMISTRY	C380144L
605110	4/1/2006 4:17:52 PM	21	POTASSIUM	CLINICAL CHEMISTRY	C380144L
605109	4/1/2006 4:17:52 PM	24	SODIUM	CLINICAL CHEMISTRY	C380144L
605108	4/1/2006 3:30:34 PM	31	CBC	HEMATOLOGY	C380144L

Figure 24: Laboratory 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 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).

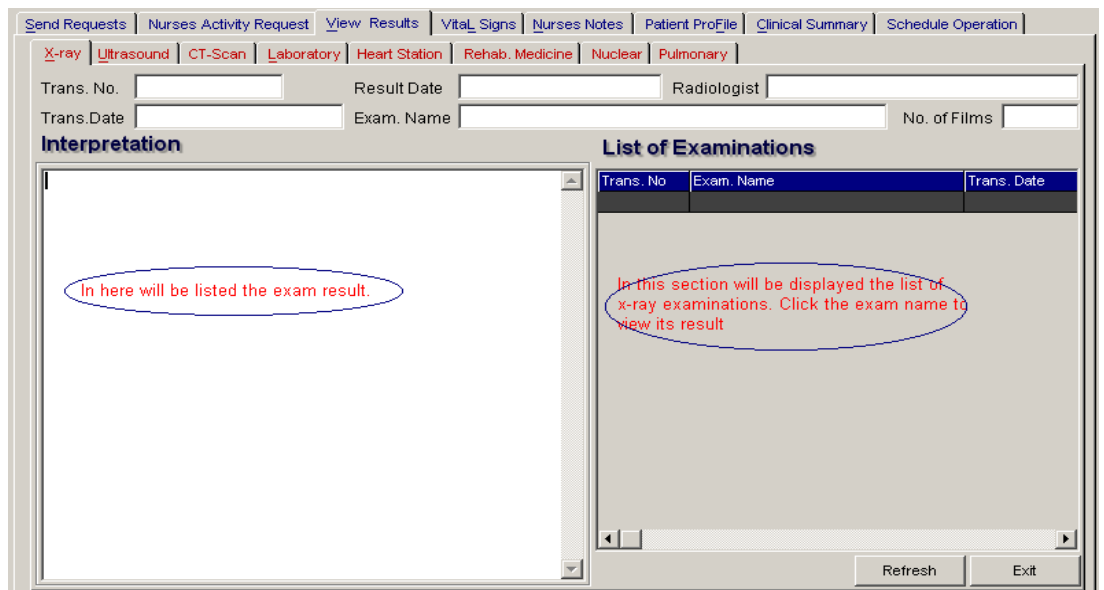


Figure 25: X-ray Exam View Exam Result Window

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](#) to know the procedure.

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.

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 26: 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](#) to know the procedure.

How to Enter Vital Signs

In here, it is where you can enter 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.

Figure 27: 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
- Date
- Time

- 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.

How to Enter Nurses Notes

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.

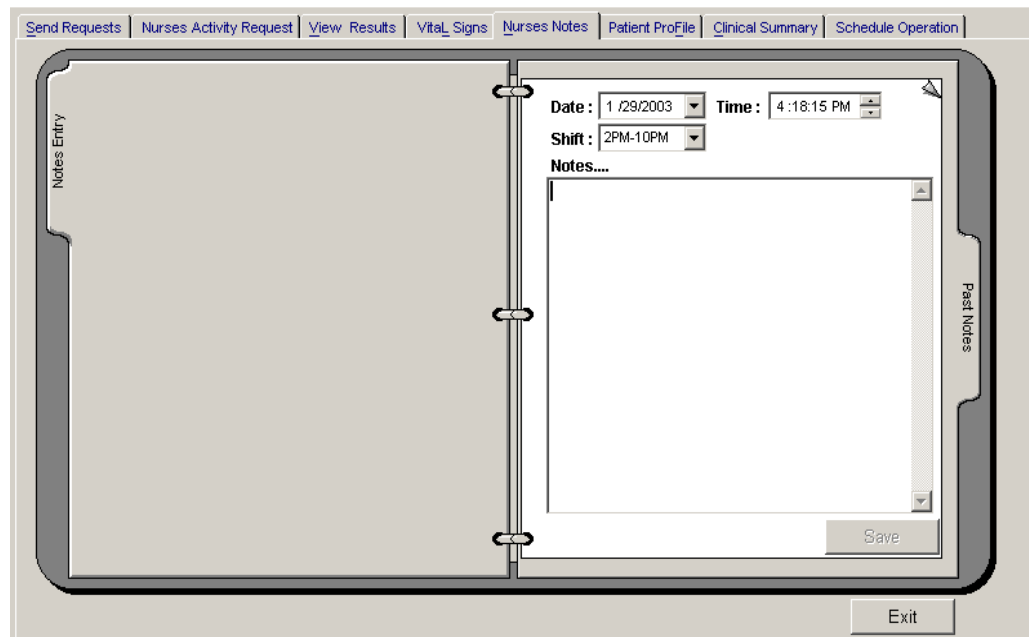


Figure 28: Nurses Notes Window

- 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
- Day shift - select from the following choices listed (6am-2pm, 2pm- 10pm, 10pm-6am)
- 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.

How to View Patient's Profile

Patient Profile is where you can view the latest patient's information throughout patient's 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.

Figure 29: Patient Profile Window

- 3 The following button options can be clicked from.
 - To edit the patient's profile, click on **Edit** button. The user 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.


How to Enter Co-Manage / Additional Doctors?


This option allows the nurses to add additional doctors or co-manage.

To do this, choose patient then click on  button located at the patient's personal information or press F12. A sample window is displayed below








Patient Name	MOLINA ,BABY JANUS FONTANILLA	Admission#	187577	Birthdate	7/25/2007	Age	0	Status	Child	Ht.		cm.
Admitting Dr.:		Hospital#	263425	Room #	412	Sex	M	Diet	FATTY	Wt.		kg.
Attending Dr.:	ACOSTA, LUZ, P.	ADM. Date	07/28/2007 03	DCR. Date		B.T.	"AB	ADM Diag	sdfsd			
Attending Dr.:	ABELLA, JEANETTE, W.											

Click this button to load the window below

After clicking , a sample window is displayed below for the entry of additional doctors.

 Patient : MOLINA ,BABY JANUS FONTANILLA

Doctors

Attending Dr.1	3170		ACOSTA, LUZ, P.
Attending Dr.2	4860		ABELLA, JEANETTE, W.
Attending Dr.3			
Attending Dr.4			
Attending Dr.5			
Admitting Dr.			
Referring Dr.			

Enter doctors last name or press Enter key to display list(s) of doctors.

Click on Save/Update button to update patient data or click on Exit button to go out from this option

How to Update Room Status

This option allows the user to update the status of room if it is really for occupancy, for cleaning, for repair and occupied. To go on this option, press F4 to load the window below.

ROOM STATUS

Room #	Station	Capacity	Beds Left	Rm. Rate	Status	Accomodation	Amenities
411	STATION 4A	1	1	1250	For Occupancy	PRIVATE-AIRCON	
* 412	STATION 4A	1	0	2500	For Occupancy	EXECUTIVE SUITE	Aircon, cable tv, refrigera
414	STATION 4A	1	1	1750	For Occupancy	PRIVATE-AIRCON	basic pr, kitchen sink, hot
418	STATION 4A	1	1	1250	For Occupancy	PRIVATE-AIRCON	
421	STATION 4A	2	2	850	For Occupancy	SEMI-PRIVATE - AIRCON	
421B	STATION 4A	1	1	735	For Occupancy	SEMI-PRIVATE - AIRCON	
422	STATION 4A	1	1	1250	For Occupancy	PRIVATE-AIRCON	basic pr,aircon,cable tv
424A	STATION 4A	1	1	575	For Occupancy	MALE SURGICAL WARD	
424D	STATION 4A	1	1	575	For Occupancy	MALE SURGICAL WARD	
425A	STATION 4A	1	1	575	For Occupancy	MALE SURGICAL WARD	
425C	STATION 4A	1	1	575	For Occupancy	MALE SURGICAL WARD	
425D	STATION 4A	1	1	575	For Occupancy	MALE SURGICAL WARD	
426C	STATION 4A	1	1	575	For Occupancy	HEMA/ONCO TRT ROOM	
427	STATION 4A	2	2	850	For Occupancy	SEMI-PRIVATE - AIRCON	
428	STATION 4A	1	1	1250	For Occupancy	PRIVATE-AIRCON	basic pr,aircon,cable tv
429	STATION 4A	2	2	850	For Occupancy	SEMI-PRIVATE - AIRCON	
4Aw1	STATION 4A	1	1	525	For Occupancy	MALE SURGICAL WARD	
4Aw3	STATION 4A	1	1	525	For Occupancy	MALE SURGICAL WARD	

Double click the list to select the room to update or Use the arrow keys Up/Down to choose then press Enter Key.....

Double click on the room you want to update and a window will be loaded. A sample window is displayed below.

Update Room Status

Room ID: 424D

Station: STATION 4A

Capacity: 1 Beds Left: 1

Accomodation: MALE SURGICAL WARD

Status: For Occupancy

Update

Choose status of room then click on Update button to save status entered.

How Print Claim Slip

This option allows the user to print the claim slip sent by AMS Department if patients bill is ready for pick-up. Sample window is displayed below.

There are available Bill Claim Slip(s) ready for printing! Click the button to view the List. ----->



click this button to display list(s) of patients. A sample window is displayed below.



How to View 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

DAVAO DOCTORS' HOSPITAL
 118 E. Quirino Ave., Davao City
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

Refresh **View** Exit

Figure 30: 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.

How to Schedule Operation

This option allows you to schedule an operation for the patient through sending a request into the Operating Room department.

- 1 Click on **Schedule Operation** tab option.
- 2 The **Schedule Operation Window** will be displayed. Enter the following data.

Figure 31: 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 Operating 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.

Viewing of Reports

- 1 Click on **Nurses Activity Requests** tab option.
- 2 At the lower right corner of the window is listed the different reports that can be generated.

- Diet List
- Census Report
- Discharges for the Day
- List of Requests/Orders
- List of Medicines Posted
- List of Supplies Posted
- List of Processed Requests

Click on the option you want to display a printable report. Click  to print.

Shortcuts

Shortcut keys are useful to users for they lessen the time of opening a particular window. These shortcut keys can be seen at the bottom of the main window. Below is listed the commonly used shortcut keys.

- **F5** - Next Patient
- **F6** - Pharmacy Request (Charge Patient)
- **F7** - CSR Request
- **F8** - Discharge/Room Transfer
- **F9** - Discharge Notice

- **F10** - ICD 10
- **F11** - Statement of Account

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