

MEDSYS

Information System

*Visual Nursery Program
User's Manual*



MEDSYS
Kaiser - dela Cruz Consulting, Inc.
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Introduction

Overview



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

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

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

Objective:

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

Features

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

Getting Started

How to Start the Program?

- 1 Click on **NURSERY Program** executable file icon located in the desktop.
- 2 The **Login window** will be displayed asking you to type your employee number and password for security purposes.

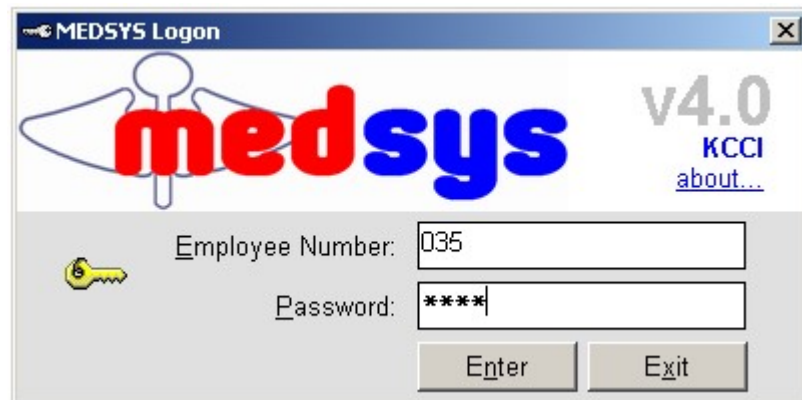


Figure 1: Login Window

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

How to Change Password?

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

- 1 From the **Login** window, 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.





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?

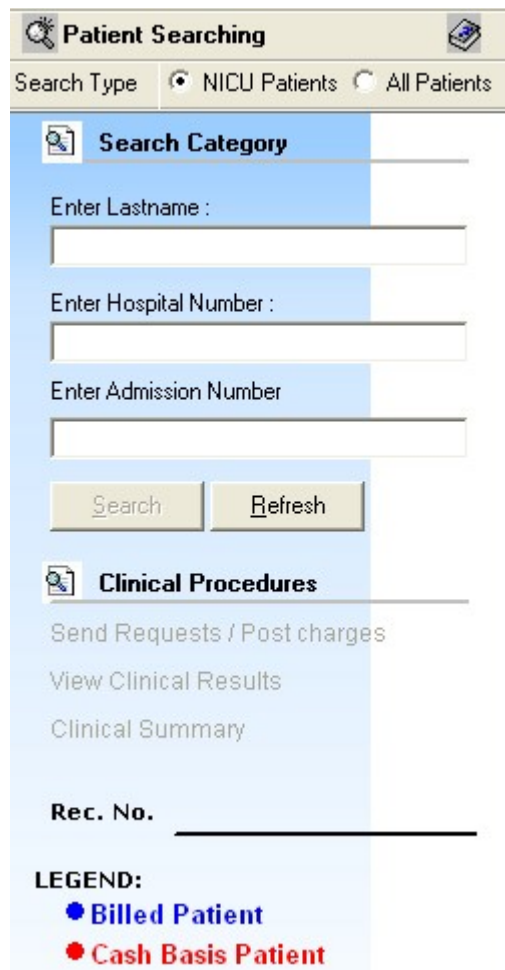
It is important for users to close the program when they are done to end-up their session. Other users might use the open program using the same password.

- To close program, click on  located at the upper right corner of the window or
- Click on **Exit App.** toolbar button .

Program Operation

How to Search a Patient (NURSERY Patients or All Patients)?

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



Patient Searching

Search Type NICU Patients All Patients

Search Category

Enter Lastname :

Enter Hospital Number :

Enter Admission Number

Clinical Procedures

Send Requests / Post charges
View Clinical Results
Clinical Summary

Rec. No. _____

LEGEND:

- Billed Patient
- Cash Basis Patient

Figure 3: Patient Searching Window

- 1 Patient Type - Click on the option box "NICU Patients" to search for NURSERY patients or "All Patients" to search for all other patients.

2 Search Category - Choose one search category from the list below. It is advisable to just enter the full last name of the patient when searching.

- Enter Last Name: Type the full last name of the patient or type the first letters of the last name then press <Enter> or click on Search button.
- Enter Hospital Number: Type the hospital number of the patient then press <Enter> or click on Search button.
- Enter Admission Number: Type the admission number of the patient then press <Enter> or click on Search button.

Afterwards, patient listing(s) will be displayed at the right side of the window. Select a patient from the list to use for your transaction. (The selected patient is highlighted with blue color when clicked) Here are the actions you can do after selecting a patient.

Hospital #	ADM. Num.	Patient Name	Admission Date	Discharged Date
1021162	41033	BAROLA ,CELESTINO BASAL	01/18/2003 4:20PM	
1033007	40776	BARRIOS ,APPLE BERNABE	01/08/2003 9:35PM	
1020013	40829	BASI ,FELIZARDO, JR. BENITEZ	01/10/2003 9:35PM	
1032606	40632	BELICENA ,FARLIE SOLOMON	01/05/2003 12:05AM	
1033127	40803	BERDOS ,ELAINE TUMBAY	01/09/2003 9:00PM	
1029540	40902	BORJA ,TEODORO JR ORDONEZ	01/13/2003 8:00PM	
1030825	40992	BORROMEO ,FEBVIE ANCHETA	01/16/2003 7:15PM	
1030809	41030	BORROMEO ,LYRA ANCHETA	01/18/2003 3:45PM	
1028038	40934	BRIZ ,MARILOU CAO	01/14/2003 6:30PM	
525510	40858	BULAON ,CRISOSTOMO ALVAREZ	01/12/2003 2:30PM	

Figure 4: Patients Listing

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

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

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

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

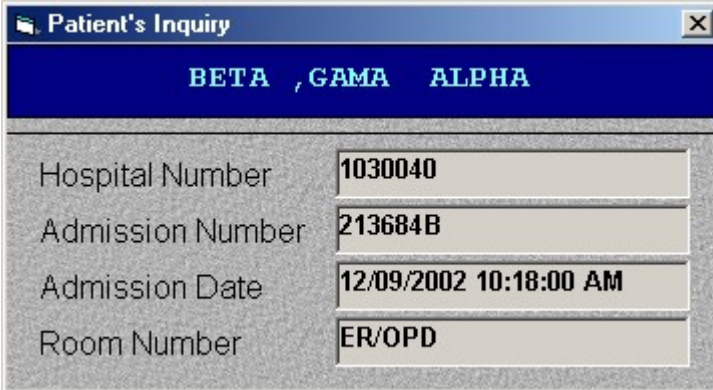
Inquiry (Personal Information, Request Status, Patient's Ledger)

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

Personal Information

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

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



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


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

Figure 5: Personal Information Window

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


Request Status

This option displays the status of the requested exam for the patient. To know the request status of the patient:

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

Patient's Ledger

This option displays the total amount of I.C.U. charges to be paid by the patient.

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

Receivable Update

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

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

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

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

Department Codes		
AP - PREPAID-CLINICAL FEES	DR - DELIVERY ROOM FEE	OD - DR. MISC. CHARGES
OX - OXYGEN	SD - DELIVERY ROOM SUPPLIES	SP - SUPPLY PACKAGES

List of Charges Entered	
<input type="text"/>	<input type="text"/>

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

Figure 6: Receivable Updates Window

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

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

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

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

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

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

How to Request Laboratory Exam ?

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

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

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

CODE	DESCRIPTION	QTY	SECTION	STAT	REMARKS
1050	PLATELET CONCENTRATE (PURCHASED OUT)	1	BBK	N	
1056	GAMMA CELL IRRADIATION	1	BBK	N	

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

Delete Accept Exit

Figure 7: Laboratory Request Entry Window

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

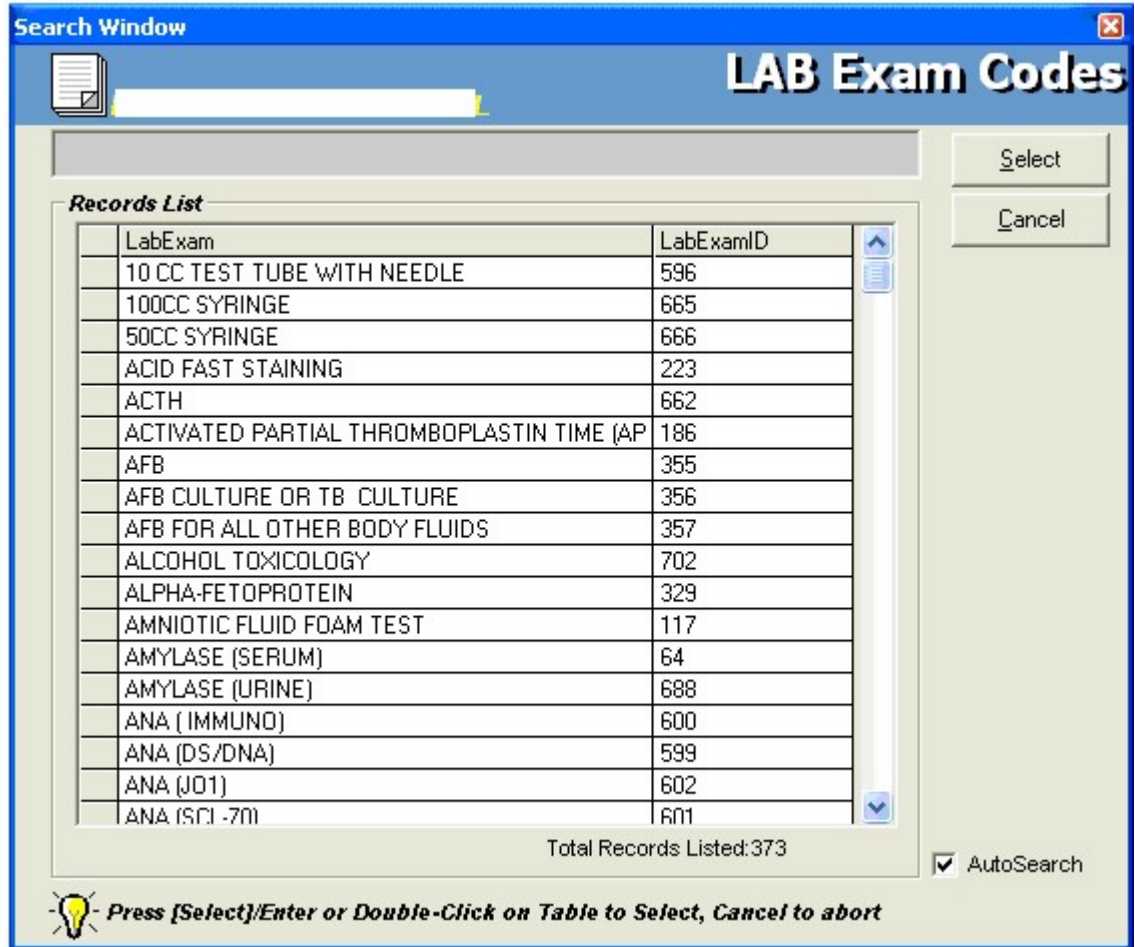


Figure 8: Laboratory Exam Codes Window

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

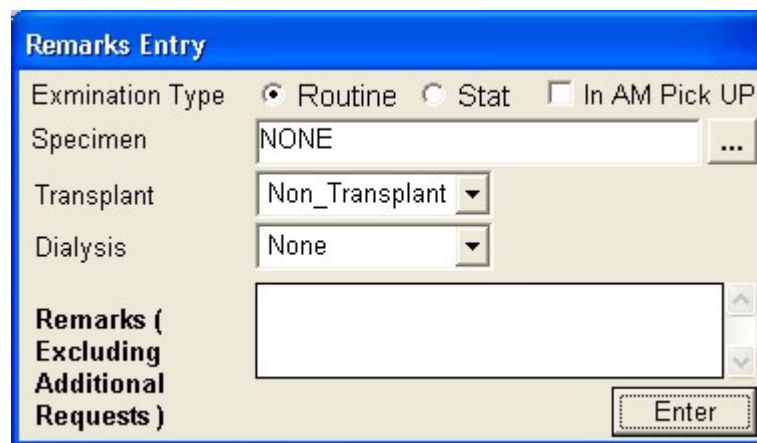


Figure 9: Remarks Entry Window

► Specimen - e.g. blood, urine...

- ▶ Examination Type - Choose one from the list <Routine, Stat, or In Am Pick-up>
- ▶ Transplant - Choose one from the drop-down list either Transplant or Non-transplant
- ▶ Dialysis - Choose one from the drop-down list either None, Pre-Dialysis or Post- Dialysis.
- ▶ Remarks - Type additional remarks.

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

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

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

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

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

Figure 10: Orders List

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

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

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

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

Enter Requesting Doctor

Requesting Doctor : 14 - AMANTE .CLEMENTE

OK

- 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 lets you 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](#) for the instructions.

How to Request Ultrasound Exam?

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

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

How to Request C.T. Scan Exam?

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

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

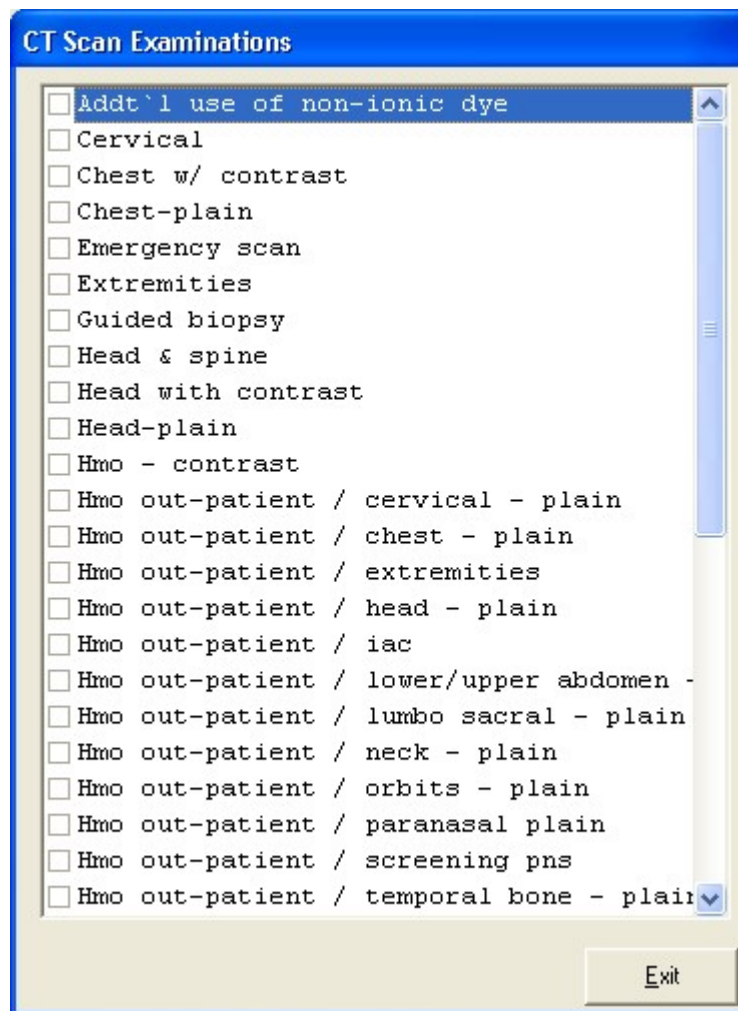


Figure 11: List of C.T. Scan Exams

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

- Examination Type - Choose one from the list <Routine, Stat, or In Am Pick-up>

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

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

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

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

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

How to Request Heart Station Exam?

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

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

How to Request Nuclear Exam?

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

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

How to Request P.T. Procedure?

This option lets you request P.T. exam/procedure in the Physical Therapy and Rehabilitation Medicine department.

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

How to Request Magnetic Resonance Imaging Exam?

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

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

How to Request Pulmonary (RTS) Exam?

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

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

How to Request Medicine?

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

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

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

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

#	Code	Item Description	Dosage	Quantity	Remarks
1	3672	ACCOLATE TABLET	OD	1	
2					

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

Delete Save Cancel

Figure 12: Charge Request Entry Window

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

- ▶ Quantity - This will be automatically displayed in reference with the selected dosage. **Note that quantity should be greater than zero.**
- ▶ Remarks - An optional entry.

Just follow the same procedure when adding transcription requests.

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

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

How to Request for Supplies?

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

Requesting of supply could not be posted in the computer if:

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

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

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

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

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

Buttons: Delete, Save, Cancel

Figure 13: Central Supply Request Entry Window

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

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

- Item Description - This will be automatically displayed in reference with the selected item.
- Quantity - Type the number of the item to request. **Note that quantity should be greater than zero.**
- Remarks - An optional entry.

Follow the same procedure when adding items to request.

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

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

How to Update Patient's Diet?

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

- 1 Click on **Send Requests** tab option.
- 2 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.

Figure 14: Diet Request Window


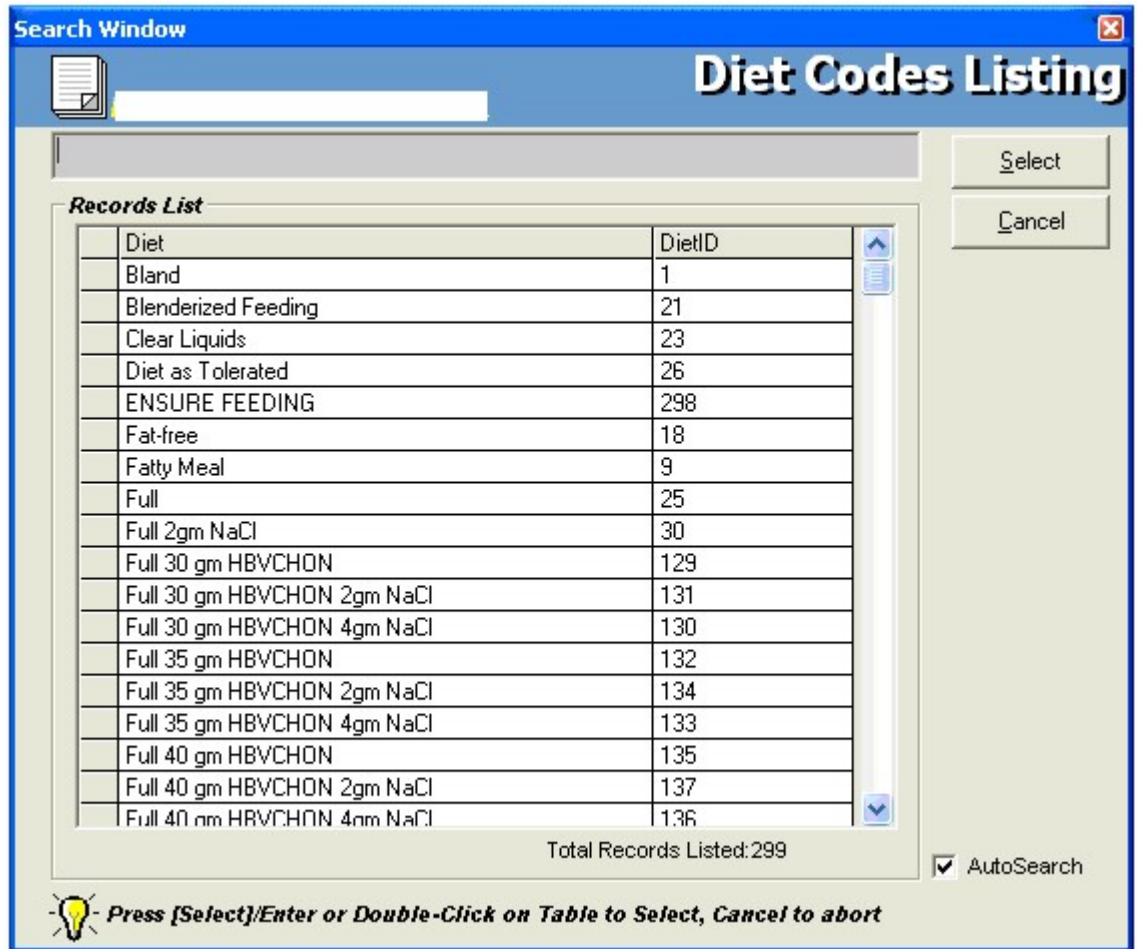
- Old Diet - This will be automatically filled-up by the program.
- New Diet - Type a new diet of the patient. To do it, press <Enter> key if New Diet textbox is still blank or click on . When clicked, a window will be displayed showing the Diet Code listing.

Figure 15: 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, you 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.




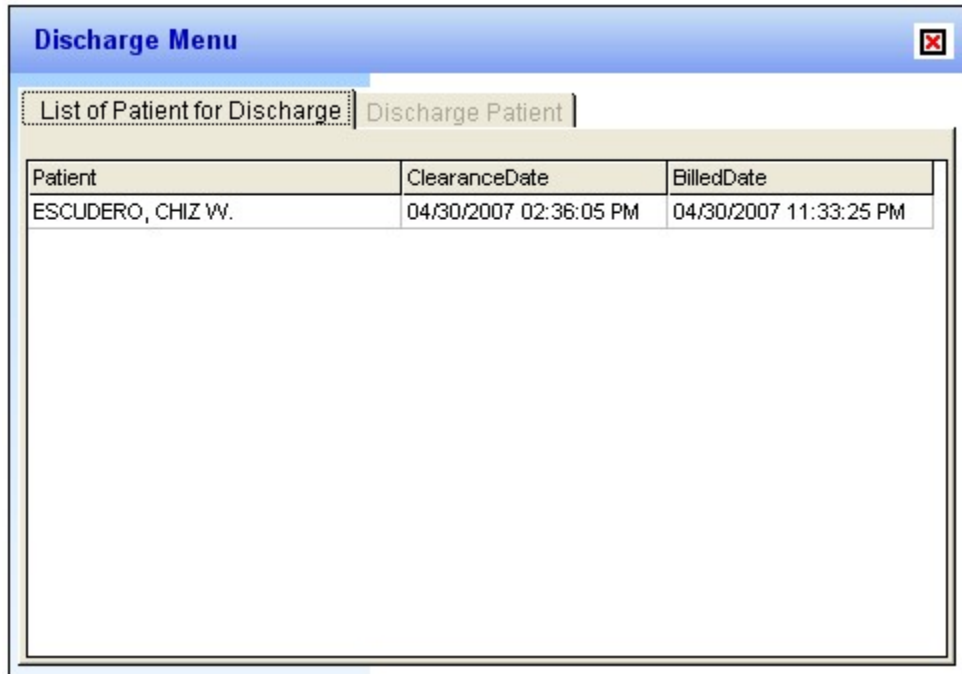
How to Discharge a Patient?

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

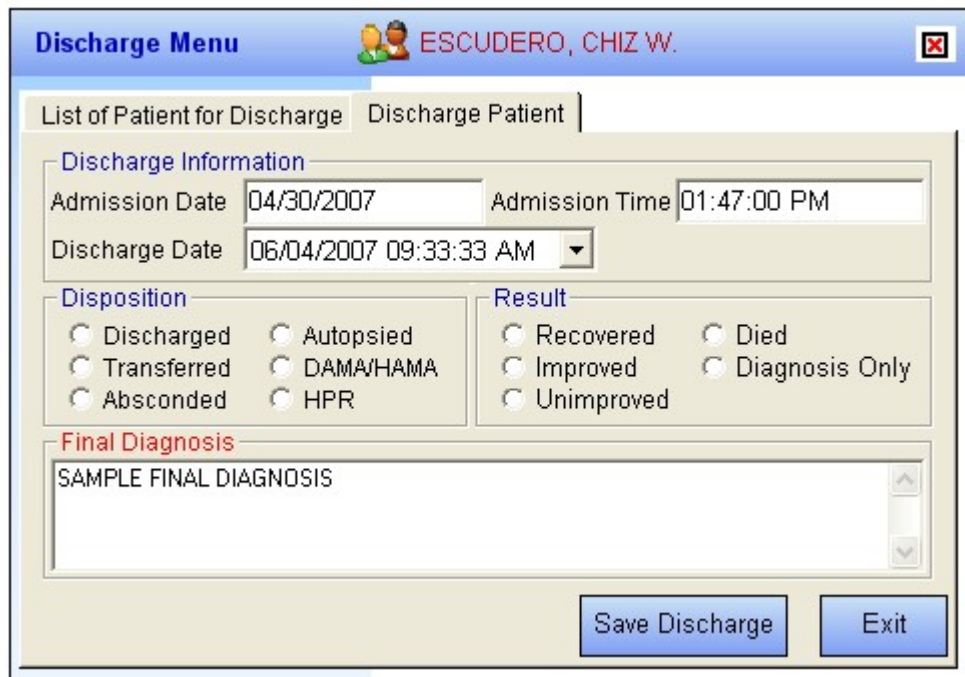
Note: Before discharging a patient, a discharge notice should be sent first to the Billing department. Please refer to [How to Send Discharge notice](#) to know the request procedure.



- 1 Click on  button to display list(s) of patients to be discharged. The window below will be loaded on the screen.



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



- 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

2 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 Update Patient's Room (Room Transfer) ?

- 1 Click on **Send Requests** tab option.
- 2 Click on **Discharge/Room Transfer** button at the right side of the window. When clicked, a window will be displayed.

The screenshot shows a software window titled "Discharges /Room Transfer". It has two tabs: "Discharge Patient" and "Room Transfer". The "Room Transfer" tab is selected. The window contains the following fields and controls:

- Old Room Number:** Text box containing "1012".
- Old Station:** Text box containing "Nursery".
- New Room Number:** Empty text box.
- New Station:** Empty text box.
- Time Transferred:** Time selection box showing "12:00:00 AM".
- Addition Beds:** A checkbox that is currently unchecked.
- Buttons:** "Save New Room" and "Cancel" buttons at the bottom right.

Figure 16: 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".

Room #	Station	Bed Capacity	Beds Left	Room Price
ICU1	ICU	1	1	3500
* ICU2	ICU	1	0	3500
* ICU3	ICU	1	0	3500
* ICU4	ICU	1	0	3500
* ICU5	ICU	1	0	3500
* ICU6	ICU	1	0	3500
* ICU7	ICU	1	0	3500
ICU8	ICU	1	1	3500
2073A	PD	2	2	750
2073B	PD	2	1	750
2074A	PD	2	2	750
2074B	PD	2	2	750
2075	PD	2	2	1500
2076	PD	2	2	1500
2077A	PD	2	1	750
2077B	PD	2	2	750
2078A	PD	2	2	750

Status: 1/29/2003 2:38 PM

Figure 17: 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, you 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 Confirm Room Transfer

For Incoming patients from another station, the target station should confirm the room transfer entered. The Wizard will appear, informing the station that there are incoming patients.



Double click on the wizard to display lists of patients transferred.

List of Pending Request of Notifications for Room Transfer (From Other Stations)						
Patient Name	Hosp. No.	Adm. No.	Request Date/Time	From Room#	To Room#	Room Rate
ESCUDERO, CHIZ W.	263377	187552	05/16/2007 12:07:42 PM	505	404	

Click on the patient name then click on **Confirm the Room Transfer** button.

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

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

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

Figure 18: Discharge Notice Window

Discharge Information

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

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

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

Medical Fees

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

Medical Diagnosis - Type medical diagnosis of the patient

Remarks - An optional entry

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

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

How to Post Charges?

In this option is where you can enter charges of Nursery, 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.

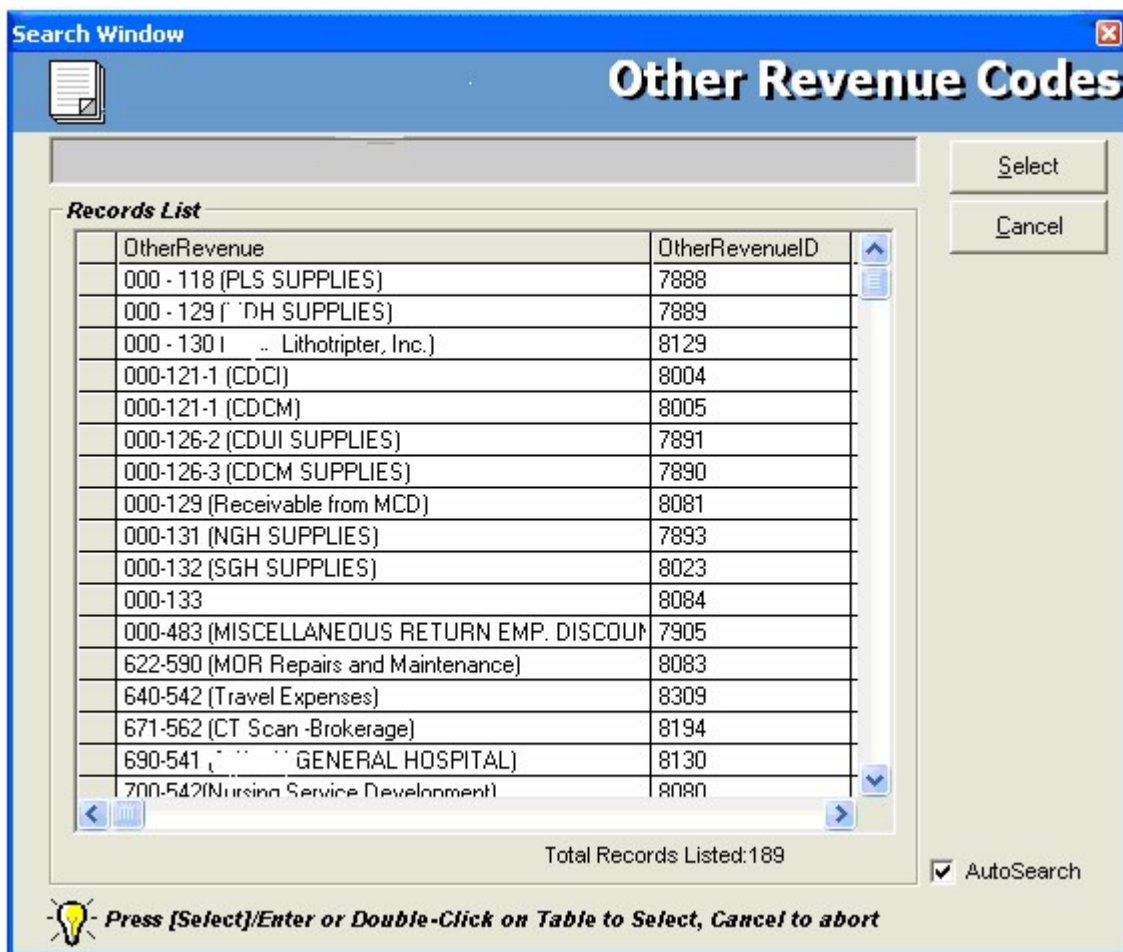



Figure 19: Revenue Codes Window

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, you can do the following options.

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

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

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

How to Enter Charges for a Cash-basis Account?

This option lets you enter charges of I.C.U. services and supplies to a selected cash-basis patient.


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

Figure 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, you can do the following options.

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

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

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

Nurses Activity Request

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

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

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 Processed 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.

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

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.



Figure 24: View Laboratory Exam Result Window

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

Viewing of X-ray Exam Result

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

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

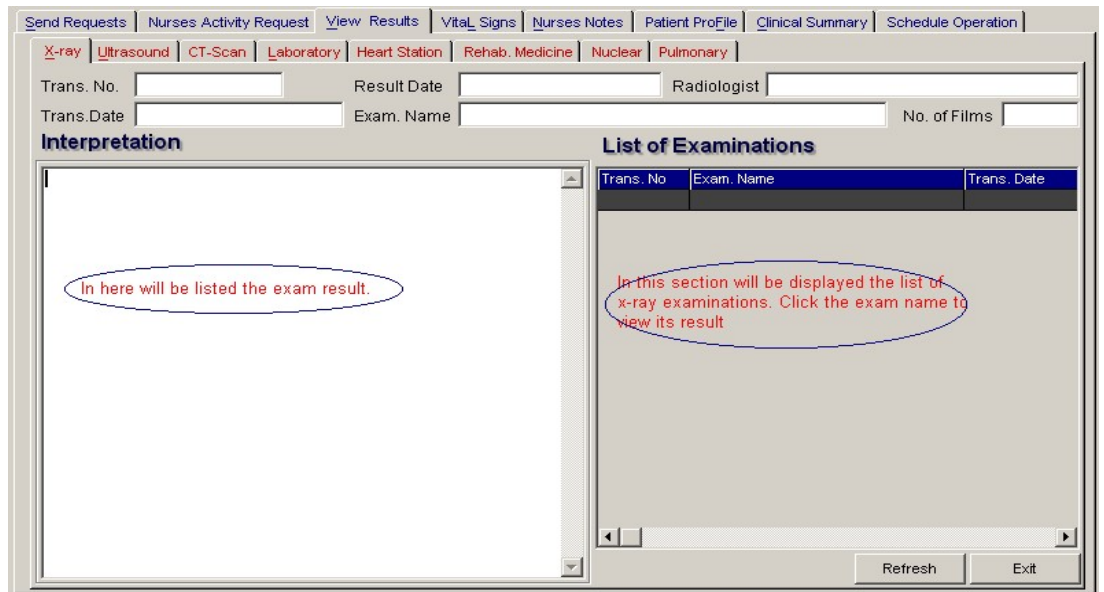


Figure 25: View X-ray Exam Result Window

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

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

Viewing of Ultrasound Exam Result

This option allows you to view result of Ultrasound exams.

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

The screenshot shows a software window titled 'Heart Station View Exam Result Window'. At the top, there is a menu bar with the following items: 'Send Requests', 'Nurses Activity Request', 'View Results', 'Vital Signs', 'Nurses Notes', 'Patient Profile', 'Clinical Summary', and 'Schedule Operation'. Below the menu bar is a horizontal tabbed interface with the following tabs: 'X-ray', 'Ultrasound', 'CT-Scan', 'Laboratory', 'Heart Station' (which is currently selected and highlighted), 'Rehab. Medicine', 'Nuclear', and 'Pulmonary'. The main content area is divided into two sections. The upper section contains several input fields: 'Request No.', 'Exam. Date', and 'Result Date' on the left; and 'Exam. Name', 'Attending Doctor', and 'Cardiologist' on the right. Below this is a section titled 'List of Examinations' which contains a table with the following columns: 'Trans. No', 'Exam. Name', 'Trans. Date', 'Result Date', 'FORM', and 'ATTN. DOCTOR'. The table body is currently empty. A red oval is drawn around a text message in the center of the window that reads: 'In here will be displayed the list of examinations with result. Click on the exam name and then click the View button.' At the bottom right of the window, there are three buttons: 'Refresh', 'View', and '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.

Viewing of Nuclear Exam Result

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

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

Viewing of Pulmonary Exam Result

This option allows you to view result of pulmonary exams.

- Click **Pulmonary** tab to view exams with result. The same steps with viewing of Pulmonary exam are followed. Please refer to [Viewing of Pulmonary result](#) to know the procedure.

Viewing of P.T. Notes

This option allows you to view result of Physical Therapy Exams.

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

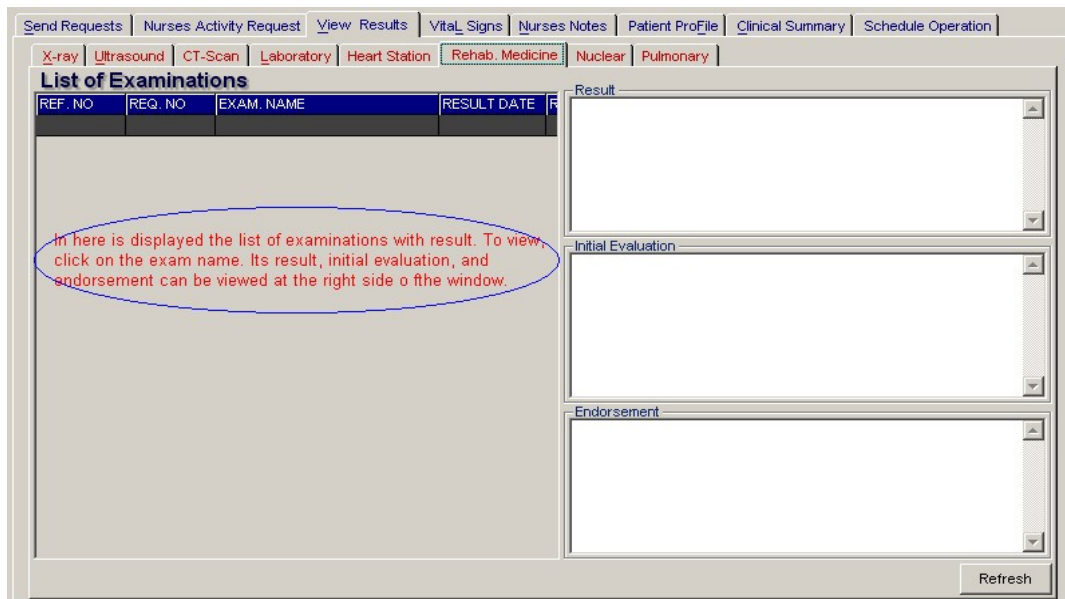


Figure 27: Rehabilitation Medicine View Exam Result Window

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

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

Vital Signs Data Entry

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

- 1 Click on **Vital Signs** tab option.
- 2 On the left side, you can see the previous vital signs of the patient. The following data can be viewed.

Figure 28: Vital Sign Data Entry Window

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

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

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

- 3 The following button options can be clicked from.

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

Nurses Notes Data Entry

Nurses Notes window is where you can type in notes or remarks about the condition of a 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.

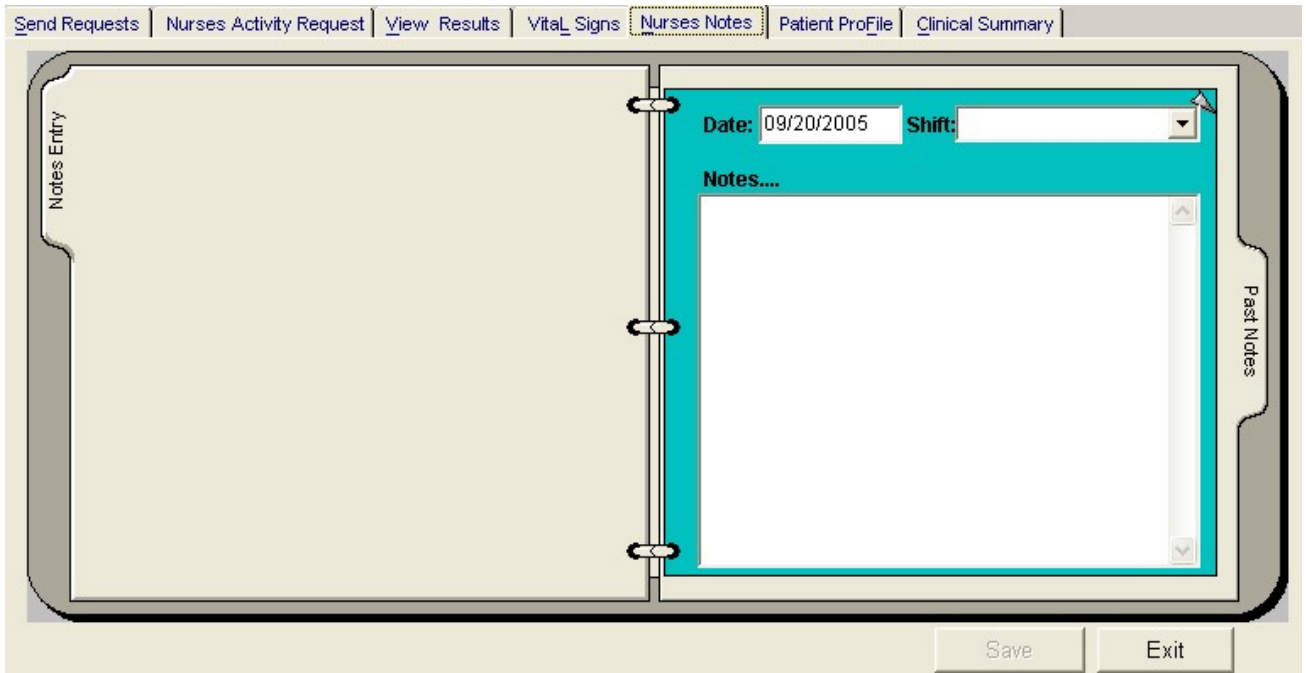


Figure 29: Nurses Notes Window

- 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.

Viewing of Patient's Profile

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

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

The screenshot shows a software window titled "Patient Profile" with a menu bar at the top containing: Send Requests, Nurses Activity Request, View Results, Vital Signs, Nurses Notes, Patient Profile (highlighted), Clinical Summary, and Schedule Operation. The main area is divided into several sections:

- Adm. Diagnosis:** A text input field.
- Manner of ADM:** A dropdown menu showing "Out-Patient".
- Brief History:** A text input field.
- Chief Complaints:** A text input field.
- Impression:** A text input field.
- Physical Examinations:** A grid of dropdown menus for: Skin, Abdomen, Genitalia, Head/Neck, Extremities, Rectal, Thorax, Lymph Nodes, and Neurological.
- Past History:** A grid of checkboxes for: Measles, Tonsillitis, Typhoid Fever, Influenza, Gonorrhoea, Whooping Cough, Scarlet Fever, Malaria, Arthritis, Syphilis, Mumps, Diphtheria, Pleurisy, Amoebiasis, Chicken Pox, Rheumatic Fever, Asthma, and HIV.
- Personal and Social History:** Checkboxes for Smoking, Alcohol Intake, and Use/Abuse of Prohibited Drugs.
- Allergies:** Checkboxes for Fish (tuna), Chicken, Aspirin, Eggs, Salted Fish, Urobison (IVP), Shrimps, Anchovy Sauce, Pollens, Crabs, Penicillin, and House Dust. There is also a text input field for additional allergies.
- Family History:** Checkboxes for Cancer, Diabetes, Tuberculosis, Henophilia, Kidney Disease, Arthritis, Heart Disease, and Nervous. There is also a text input field for additional family history.

At the bottom right, there are four buttons: Refresh, Edit, Save, and Exit.

Figure 30: Patient Profile Window

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

Viewing of Clinical Summary

Clinical summary is where you can view the past 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.

PERSONAL INFORMATION

ADDRESS : ERMITA, MAHILA
 BIRTH PLACE : MAHILA
 NATIONALITY : FILIPINO
 RELIGION : CATHOLIC
 CIVIL STATUS : Married
 SPOUSE :
 FATHER :
 MOTHER :

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

Clinical Summary

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

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

Refresh View Exit

Figure 31: 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 partNurserylar 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 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 32: 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 Administered Medicines?

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

List Of Medicines

Description	Dosage	Qty	Administered
BAKOLYN VIAL 200MG/100ML	HS	2	0
CALCELOC CAPSULE 10 MG	QHS	5	0
CAPOTEN TABLET 25 MG	PRN	1	0
DEQUADIN LOZENGES 250 MCG	OD	1	0
DOLFENAL TABLET 250 MG	BID	3	0
NEURAL TABLET 10 MG	OD	5	0
NOFLOX TABLET 400 MG	OD	3	0
HUBAN AMPULE 10MG/MLX1ML	OD	7	4
NUBEX TABLET 3MG	BID	2	0
OROFARL LOZENGES (PH)	OD	1	0
PANNOX VIAL 500MG	BID	1	0

Detailed Transaction of (DOLFENAL TABLET 250 MG)

List of Transactions

Transdate	DrugName	Qty
05/13/2007	DOLFENAL TABLET 250 MG	3

Details of Transaction

Trans. Date	Issued by	Transaction	Quantity
May 13 2007 3:05PM	Mordeno, Beth Castro	Issued	3

Administered Medicine Details

Drug Name: DOLFENAL TABLET 250 MG

Qty. Posted: 3 Qty. Administered: 0 Qty. From Patient: 0

Ordered Date: 05/09/2007 03:10:00 PM Update

Date/Time Entered: Date/Time Administered: Administered By: Qty:

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

Administered By:

Save Exit

- 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 and the person who administered the medicine.

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

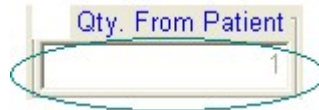
Date/Time Entered	Date/Time Administered	Administered By	Qty	Enc
2007-05-25 11:52:40.3570	2007-05-08 09:30:20	CABANBAN, MIKE	1	CAB
2007-05-24 19:00:34.2000	2007-05-08 10:30:55	CABANBAN, MIKE	1	CAB
2007-05-11 14:28:23.8570	2007-05-08 14:27:55	CABANBAN, MIKE	1	CAB
2007-05-11 15:09:24.1230	2007-05-08 15:08:37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



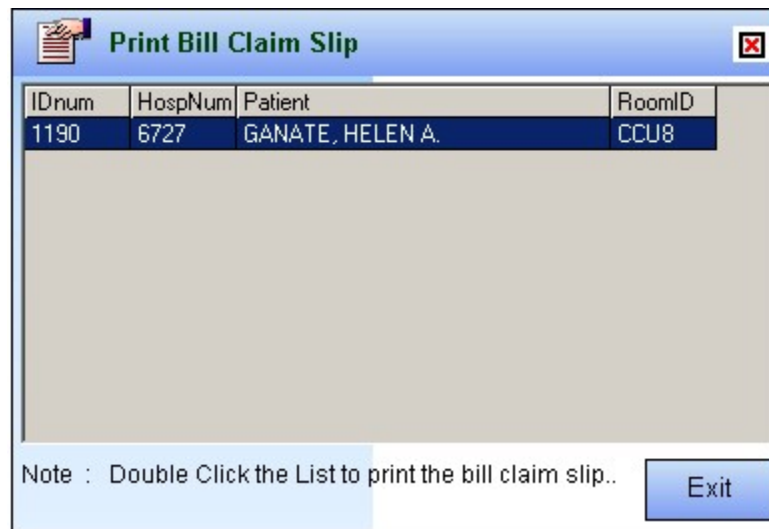
To print the medication sheet, click on  button.

How to Print Claim Slip?



This option allows the user to print claim slip of patients with processed bill. To do this, click on

icon to display list(s) of patients. A sample window is displayed below.



Reports


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

1 Audit Report

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

The following data can be viewed.

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


To print, click .

2 Monthly Report

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


The following data can be viewed.

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

To print, click .


3 Diet List

This displays list of all patients in the station with patient's room number, nationality, religion, admitting diagnosis and diet.

To print, click .


4 Census Report

This displays list of all patients in the station with patient's room, admission date, admission number, case and attending doctor.

To print, click .

5 Discharges for the Day

This report displays list of patients who were discharged within the day. Data to be viewed are patient's name, hospital number, admission date, account name, and room and bed number.

To print, click .

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