

# MEDSYS

## Information System

### *OPD Registration Program User's Manual*



**Visual Medsys**  
**Kaiser dela Cruz Consulting Incorporated**

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# Overview



The **OPD Registration Program** is the program used to record patient who is not hospitalized overnight but who visits the hospital or associated facility for diagnosis or treatment. Treatment provided in this fashion is called ambulatory care, outpatient surgery eliminates inpatient hospital admission, reduces the amount of medication prescribed, and uses a doctor's time more efficiently.

The patient's data such as relevant personal information, hospitalization plan and consultation information are entered thru the computer. These data will be used by cost-centers when patient is to be charged of medicines, supplies, procedures and others. It serves as the entry-point of patient's information to be linked to other departments.

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

## Features:

- **Data-entry restriction** - Warning messages are flashed for possible invalid entries. This ensures all data inputted would be made useful for any transaction that may occur. Users can post/review charges, adjustments, print reports according to the access rights given to them.
- **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 is capable of generating reports and can be readily printed
- **User-friendly** - The program user is guided by instructions in doing the next step providing an easy-use to process transactions. Tool-tips are also incorporated to give users an idea of what a particular button does.
- **Real-Time System** – Tall entries reflected immediately
- **Advance Feature** – System is ready for Smart Card / Patient's ID integration, capability to bar code patient's Registration sheet.

# Getting Started

## Starting the Program



- 1 Click on **OPD Registration** program executable file icon located in your computer desktop.
- 2 The **Login window** will display asking you to type your **employee number** and **password** for security purposes.

Application Login (18) OPD REGISTRATION

MEDSYS MEDICAL CENTER

M MEDSYS (c) KCCi v. 8.0.28

Connected. 192.168.8.6

Employee Number

Password

Login

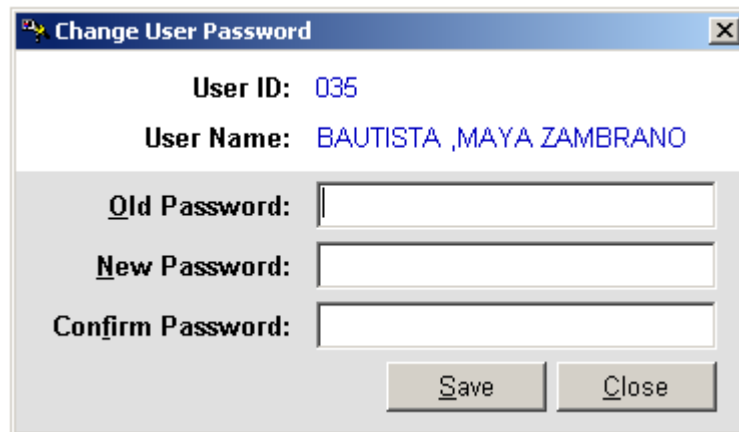
Cancel

support@gomedsys.com db ver. 239 F11 - Finger Scan F12 - Change Password

- 3 If the program has validated your employee number and password, you may now start a transaction. Otherwise, a message will display prompting "Unauthorized User".

## How to Change Password

- 1 From the **Login** window, type your employee number and then press <Enter>.
- 2 Under the **Password** entry, press <F12>. Pressing this function key will invoke the **Change Password** window.



The screenshot shows a dialog box titled "Change User Password". It contains the following information and controls:

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


Figure 1: Change Password Window

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

## Closing the Program

It is recommended to close your program when you are done to end-up your session. Other users might use the open program using the same password.

There are three ways to close the program.

- 1 Click on  button located at the right corner of the main window (possible only if no other window is open) or
- 2 Click **Exit** from the **File** pull-down menu or
- 3 Press <Ctrl + X>



## New Registration

This option allows you to register a new patient. Whenever a patient is registered, his hospital number will be retained and a new admission number will be assigned to him. This program-generated admission number will hold all the patient's records (clinical and financial) throughout his consultation period.

**New Registration**

1. Click 'New Registration' toolbar button.
2. The 'Master Patient Search' window appears. In here, the program has searched existing record of the patient. In the figure below, a record is found. Double-click the patient's name to select. The saved information of the patient will be then retrieved. If record is not found (means new admission), click 'Close' button to continue entering patient's data.

The screenshot shows the 'OPD REGISTRATION' window with a 'Patient List' table and a 'Master Patient Search' dialog box. The 'Patient List' table has the following data:

HOSPITAL #	OUTPATIE
262596	1120475E
507863	1120474E
507861	1120470E
167012	1120471E
313475	1120469E
507862	1120472E
292455	1120473E
402644	1120466E
217370	1120467E
320353	1120468E
447829	1120464E
423225	1120465E
478353	1120462E
507860	1120463E
278654	1120461E
507859	1120460E
507858	1120459E
430012	1120457E
507666	1120458E
478355	1120456E
461728	1120455E
331580	1120454E
358733	1120452E
397854	1120453E
174178	1120451E
287660	1120449E
507857	1120450E
503334	1120446E

The 'Master Patient Search' dialog box shows search criteria: Last Name, Hospital Num, Admission #, Gender (Male/Female), Date of Birth (MM/DD/YYYY), Age, SSS No., PHIC No., and GSIS No. The search results table shows the following data:

SEARCH RESULTS	SEARCH DATE
SEGUNDO, NATTIVIDAD MARQUEZ	04/10/2017 10:55AM
GARCIA, GREGORIO MILANA	04/10/2017 10:54AM

3. Click on the "Personal information" Tab and this window will appear, showing the information of the patient.

**OPD REGISTRATION**

**Patient Registration Version 8.0.3**

Last Name: GIE Title: Hospital No: NEW  
 First Name: Birth: 10/02/1995 mm/dd/yyyy OPD No: (TO BE GENERATED)  
 Middle Name: Sex:  M  F Age: 21 Registration Date: 04/10/2017 Time: 11:28 AM

Personal Information | Additional Information | Consultation Info | Diagnosis & History

Birth Place: \_\_\_\_\_  
 Civil Status: \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
 House/St. No.: \_\_\_\_\_  
 Barangay: \_\_\_\_\_  
 Town/Prov.: \_\_\_\_\_  
 Brgy. Capt.: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Nationality: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Mobile No.: \_\_\_\_\_  
 Office Tel. No.: \_\_\_\_\_  
 Res Tel. No.: \_\_\_\_\_  
 Patient Class: \_\_\_\_\_  
 Patient Type: \_\_\_\_\_  
 Paycode: \_\_\_\_\_

Senior Citizen ID: \_\_\_\_\_

Who to notify in case of emergency  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Rel. to Px: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_

Hemo Patient  Chemo Patient  RadioTherapy Patient  
 DOTS  Home Care Patient  With Follow Up  
 PEME Patient  CP Clearance  Home/Office Services  
 PAD Expiration Period: 4 / 10 / 2017

Person with Disability  
 PWD ID: \_\_\_\_\_

With Health Insurance / HMO?  
 Yes  No Account No.: \_\_\_\_\_

HOSPITAL #	OUT	LAST NAME	FIRST NAME	MIDDLE NAME	REGISTRATION DATE	REGISTRATION TIME
262596	112i					
507863	112i					
507861	112i					
167012	112i					
313475	112i					
507862	112i					
292455	112i					
402644	112i					
217370	112i					
320353	112i					
447829	112i					
423225	112i					
478353	112i					
507860	112i					
278654	112i					
507859	112i					
507858	112i					
430012	112i					
507666	112i					
478355	112i					
461728	112i					
331580	112i					
358733	112i					
397854	112i					
174178	112i					
287660	112i					
507857	1120450B	SEGUNDO, NATIVIDAD	MARQUEZ		04/10/2017 10:55AM	
503334	1120446B	GARCIA, GREGORIO	MILANA		04/10/2017 10:54AM	
428934	1120447B	GANADEN, ELMA	ESLAVA		04/10/2017 10:54AM	
507856	1120448B	GATCHALIAN, JUDITH	MARCELO		04/10/2017 10:53AM	

\* Blue labeled information such as the last name, first name, middle name, birthday, age is computed based on the birthday entered, sex, civil status, town/province, nationality and religion should be filled up.

4. Click on ' **Additional Information** 'tab to display the window below

MEDSYS - OPD Registration v6.0.80 - [Out-Patient List]

File Reports

### OPD REGISTRATION

CASUGA, ANGELIKA APILADO

**Patient Registration Version 8.0.3**

Last Name: GIE Title: Hospital No: NEW  
 First Name: Birth: 10/05/1995 mm/dd/yyyy OPD No: (TO BE GENERATED)  
 Middle Name: Sex:  M  F Age: 21 Registration Date: 04/10/2017 Time: 11:31 AM

Personal Information | Additional Information | Consultation Info | Diagnosis & History

**Spouse**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel. #: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Marriage Date: / / Occupation: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Emp. Address: \_\_\_\_\_  
 Tel. #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Insurance**

LOA #: \_\_\_\_\_ Approval No: \_\_\_\_\_  
 Date Informed: 04/10/2017 Time Informed: 11:28 AM  
 Receiver: \_\_\_\_\_  
 Date Received: 04/10/2017 Time Received: 11:28 AM  
 LOA Amount: \_\_\_\_\_ LOA Amount: Covered  
 Remarks: \_\_\_\_\_

**Medicare / PhilHealth**

Phic Num.: \_\_\_\_\_  
 GSS Num.: \_\_\_\_\_  
 SSS Num.: \_\_\_\_\_

**Picture**

Mobile/On-site  
 Portal Access

Preview Photo

**HealthRecID**

Card #: \_\_\_\_\_

HOSPITAL #	OUT					
262596	1121					
507863	1121					
507861	1121					
167012	1121					
313475	1121					
507862	1121					
292455	1121					
402644	1121					
217370	1121					
320353	1121					
447829	1121					
423225	1121					
478353	1121					
507860	1121					
278654	1121					
507859	1121					
507858	1121					
430012	1121					
507666	1121					
478355	1121					
461728	1121					
331580	1121					
358733	1121					
397854	1121					
174178	1121					
287660	1121					
507857	1120450B	SEGUNDO, NATIVIDAD MARQUEZ	04/10/2017 10:55AM			
503334	1120446B	GARCIA, GREGORIO MILANA	04/10/2017 10:54AM			
428934	1120447B	GANADEN, ELMA ESLAVA	04/10/2017 10:54AM			
507856	1120448B	GATCHALIAN, JUDITH MARCELO	04/10/2017 10:53AM			

The following data should be entered.

- Spouse Name if the patient is married.
- Address
- Email Address.
- Employee Name
- Address
- Telephone number or Fax number

5. Click on ' **Consultation Information** ' tab to display the window below

MEDSYS - OPD Registration v6.0.00 - [Out-Patient List]

File Reports

**OPD REGISTRATION** CASUGA, ANGELIKA APILADO

OPD Registration Version 8.0.3

Last Name: GIE Title: Hospital No. NEW  
 First Name: Birth: 10/03/1995 mm/dd/yyyy OPD No. (TO BE GENERATED)  
 Middle Name: Sex:  M  E Age: 21 Registration Date: 04/10/2017 Time: 11:31 AM

Personal Information | Additional Information | Consultation Info | Diagnosis & History

HOSPITAL #	OUT
262596	112i
507863	112i
507861	112i
167012	112i
313475	112i
507862	112i
292455	112i
402644	112i
217370	112i
320353	112i
447829	112i
423225	112i
478353	112i
507860	112i
278654	112i
507859	112i
507858	112i
430012	112i
507666	112i
478355	112i
461728	112i
331580	112i
358733	112i
397854	112i
174178	112i
287660	112i
507857	11204508
503334	11204468

**Responsible for the Patient's Account**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Tel. #: \_\_\_\_\_

**Services**

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_

**Informant**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Rel.to Px: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_

**Causes of Consultation**

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_

**Vital Signs**

Weight: \_\_\_\_\_ kg. Pulse Rate: \_\_\_\_\_  
 Height: \_\_\_\_\_ cm. Blood Type: \_\_\_\_\_  
 Resp. Rate: \_\_\_\_\_ Temperature: \_\_\_\_\_ °C  
 Blood Pressure: \_\_\_\_\_ / \_\_\_\_\_




**Requesting Physician**

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_

Endoscopy  Mini OR  Diabetes  Diabetes Educ. Clinic

Cancel Save Save/Print

The following data should be entered:

- Responsible for the Patient's Account
- Informant
- Services – click on  button to display lists of services. Double click on the specific item
- Causes of Consultation - click on  button to display lists of services. Double click on the specific item
- Attending Doctors – click on  button to display lists of doctors. Double click on the specific doctor for the patient.
- Vital Sign ( weight, blood pressure, temperature, pulse rate, blood type )

6. Click on **Diagnosis & History tab** to display the window below

MEDSYS - OPD Registration v6.0.80 - [Out-Patient List]

File Reports

### OPD REGISTRATION

CASUGA, ANGELIKA  
APILADO

**Patient Registration Version 8.0.3**

Last Name:  Title:  Hospital No.   
 Hospital Num:  Birth:  mm/dd/yyyy OPD No.   
 Admission #:  Middle Name:  Sex:  M  F Age:  Registration Date:  Time:

Personal Information | Additional Information | Consultation Info | **Diagnosis & History**

HOSPITAL #	OUT
262596	1121
507863	1121
507861	1121
167012	1121
313475	1121
507862	1121
292455	1121
402644	1121
217370	1121
320353	1121
447829	1121
423225	1121
478353	1121
507860	1121
278654	1121
507859	1121
507858	1121
430012	1121
507666	1121
478355	1121
461728	1121
331580	1121
358733	1121
397854	1121
174178	1121
287660	1121
507857	1120450B
503334	1120446B
428934	1120447B

**Allergies**  
 1.  ...  
 2.  ...  
 3.  ...  
 4.  ...

**Chief Complaint**

**Medical History**  
 Hypertension  Hepatitis  Tuberculosis  Blood Disease  
 Diabetes  Allergies  Peptic Ulcer  Bronchial Asthma  
 Others:

**Precaution**

**Initial Diagnosis**

507857	1120450B	SEGUNDO, NATIVIDAD MARQUEZ	04/10/2017 10:55AM				
503334	1120446B	GARCIA, GREGORIO MILANA	04/10/2017 10:54AM				
428934	1120447B	GANADEN, ELMA ESLAVA	04/10/2017 10:54AM				

The following data should be entered

- Allergies – click on  button to display lists of allergies. Double click on specific item that corresponds to patient's allergy
- Medical History

Click '**Save & Print**' to save and print the data sheet or '**Register**' to register patient or '**Cancel**' to disregard all the entries entered.

## 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.

The screenshot shows a search form with the following elements:

- Last Name:
- Hospital Num:
- Admission #:
- Lgcale: (All) [dropdown]
- Service: (ALL) [dropdown]
- Discharged Patient
- Revoked Registration
- Clear Entries [button]
- Search [button]
- Close [button]

Users can use the Last Name of the Patient, Hospital Number and Admission Number as the Search Category in searching patient's name

## Edit / Revoke / Un-revoke Patient Registration

This feature allows you to enter necessary correction on the patient's consultation record for purposes of medical record.

Step1: On the Patient List, Highlight the patient or Select the patient and click EDIT REGISTRATION button.

The screenshot shows the MEDSYS - OPD Registration v6.0.113 - [Out-Patient List] window. The window title bar includes 'File Reports' and 'OPD REGISTRATION'. Below the title bar is a 'Patient List' section with a search form identical to the one in the previous screenshot. Below the search form is a table with columns: HOSPITAL #, OUTPATIENT #, PATIENT NAME, CONSULTATION DATE, and EXPIRATION. The table contains a list of patients, with the first patient highlighted in blue. A pop-up window titled 'SAMPLE, ONLY PATIENT' is displayed over the table, showing the patient's details: HospNum: 1, IDNum: 1B. The pop-up window has a 'Close' button and a grid of action buttons:

HMO/Insurance		Cash		Print	
Edit Registration	Transactions	Assessment Entry	Data Sheet		
Discharge	Result Entry	View Previous Charges	Medical Certificate		
Assessment Status	Photo	Patient Label	Print Card		
Previous Consultation			Print Queue No.		

Step2: Click the REVOKE button to revoke the patient's data.

Patient Registration Version 6.0.115

Last Name: NEWOUT Title: Hospital No.: 14  
First Name: SAMPLE Birth: 01/01/1985 mm/dd/yyyy OPD No.: 11B  
Middle Name: PATIENT Sex:  M  F  E Age: 31 Registration Date: 09/25/2016 Time: 07:30 PM

Personal Information | Additional Information | Consultation Info | Diagnosis & History

Birth Place: Civil Status: SINGLE Tel. No.:  
House/St. No.:  
Barangay:  
Town/Prov.: 6000 ... CEBU CITY, CEBU PROV.  
Brgy. Capt.:  
Occupation:

Father  
Name:  
Address:  
Tel. No.:


Mother  
Name:  
Address:  
Tel. No.:

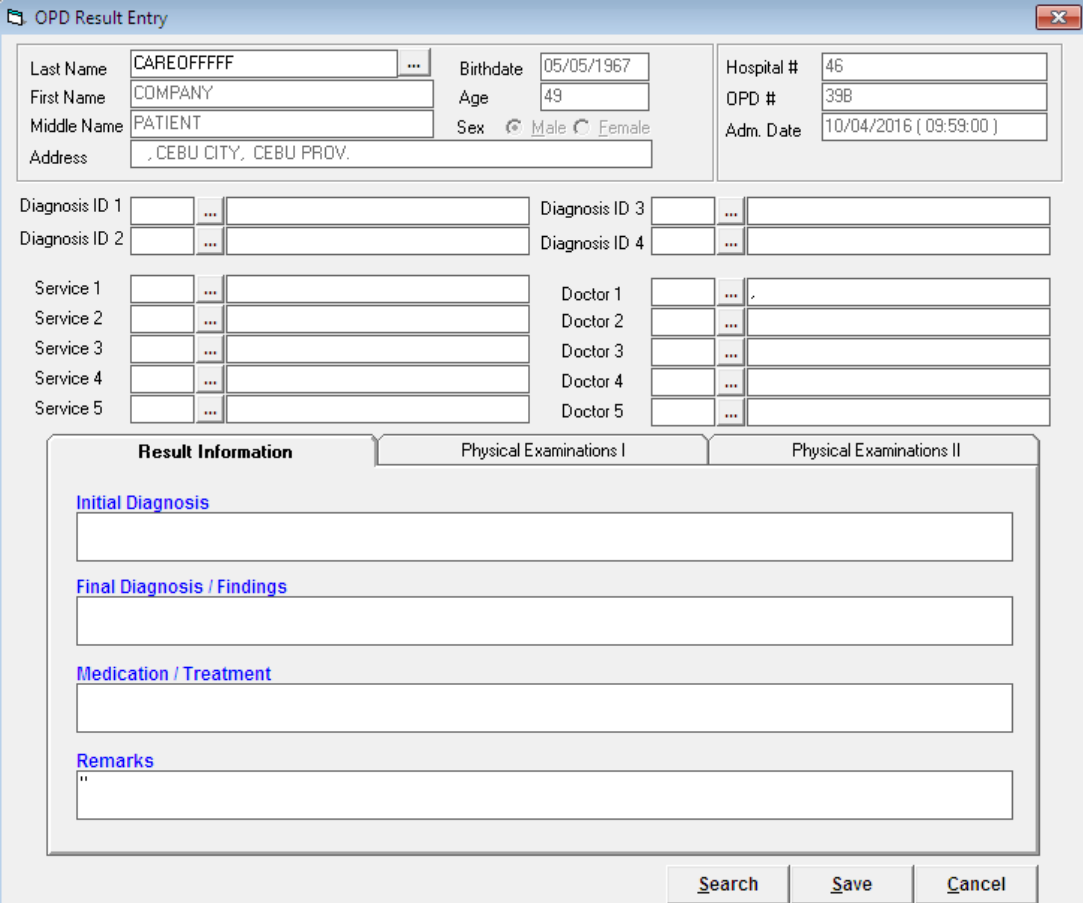
Buttons: Cancel, Update, Save/Print, Revoke

Step 3: Click '**Revoke**' ,'**Save/Print**' ,'**Update**' ,'**Cancel**' button when done to update changes entered.

## Result Entry

This option allows you to enter result for the patient such as Diagnosis Id, Services, Doctor, Diagnosis / Findings, Medication, Remarks.

- 1 Select the patient from the list.
- 2 Enter Diagnosis ID. Choose from the International Classification of Diseases. Click on the 'Tabular List', 'Alphabetical Index' or the 'Search' tabs.
- 3 Enter the Service to be given to the patient. Click the  button to show the list of services ( gynecology, medicine, obstetrics, pediatric and surgery )
4. Enter Diagnosis / Findings.
6. Enter medication for the patient.
7. Enter remarks if there are any.
8. Click the **'Save'** button to save all the data entered or **'Cancel'** to disregard the data entered.



OPD Result Entry

Last Name: CAREOFFFFF Birthdate: 05/05/1967 Hospital #: 46  
 First Name: COMPANY Age: 49 OPD #: 39B  
 Middle Name: PATIENT Sex:  Male  Female Adm. Date: 10/04/2016 (09:59:00)  
 Address: . CEBU CITY, CEBU PROV.

Diagnosis ID 1: [ ] [ ] [ ] Diagnosis ID 3: [ ] [ ] [ ]  
 Diagnosis ID 2: [ ] [ ] [ ] Diagnosis ID 4: [ ] [ ] [ ]

Service 1: [ ] [ ] [ ] Doctor 1: [ ] [ ] [ ]  
 Service 2: [ ] [ ] [ ] Doctor 2: [ ] [ ] [ ]  
 Service 3: [ ] [ ] [ ] Doctor 3: [ ] [ ] [ ]  
 Service 4: [ ] [ ] [ ] Doctor 4: [ ] [ ] [ ]  
 Service 5: [ ] [ ] [ ] Doctor 5: [ ] [ ] [ ]

**Result Information** | Physical Examinations I | Physical Examinations II

**Initial Diagnosis**

**Final Diagnosis / Findings**

**Medication / Treatment**

**Remarks**

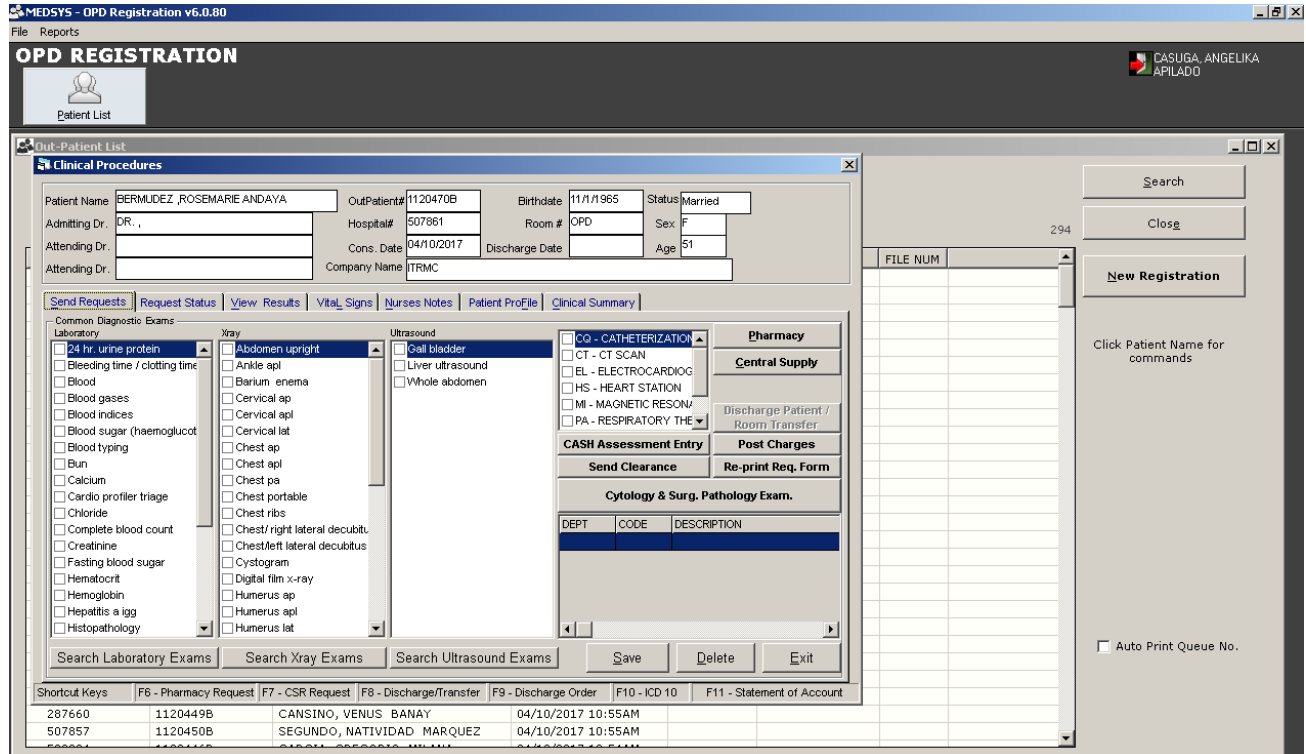
Search Save Cancel



## Result Viewing

This option lets you view the results entered for the patient.

- 1 Select the patient from the list..
- 2 Click transaction button toolbar button .
- 3 The 'Result Viewing' window appears.



- 4 Click the **'Send Requests'** tab to view list of requests entered for the patient; the **'Nurses Activity Requests'** tab to view list of requests entered for the patient; the **'View Results'** tab to view the examination results of patients; the **'Vital Signs'** tab to view the blood pressure, respiratory rate, pulse rate and temperature of patients; **'Nurses Notes'** tab to view the remarks entered for the patient; the **'Patient Profile'** tab to view other information about the patient and the **'Clinical Summary'** tab to view previous consultation of the patient.

- 5 Click **'Exit'** button to exit from the view result window.

## How to Post Charges?

This option allows the user to enter charges for patients that is company / hmo charged. To do this, click on Post Charges option in Charging menu or press F12 to display the window below.

MEDSYS - OPD Registration v6.0.80 - [POST CHARGES]

File Reports

**OPD REGISTRATION**

Patient Name: PERA, EUSTAGUIO LAZAGA    OutPatient#: 1120463B    Birthdate: 8/24/1937    Status: Married  
 Admitting Dr.:    Hospital#: 507860    Room #: ER/OPD    Sex: M  
 Attending Dr.:    Cons. Date: 04/10/2017    Discharge Date:    Age: 79  
 Attending Dr.:    Company Name: PERA, EUSTAGUIO LAZAGA

**CHARGING CODES**

Code	Department
AN -	ANESTHESIOLOGIST FEE
EG -	EEG
EL -	ELECTROCARDIOGRAM
EY -	ENDOSCOPY
LS -	LASER
MD -	MEDICAL FEE
OP -	OPD ROUTINE
XR -	X-RAY
HS -	HEART STATION
AU -	AUDIOMETRY
MI -	MAGNETIC RESONANCE IMAGING
PS -	PSYCHOMETRIC EVALUATION
OD -	OP CHARGES
WL -	LORMA WELLNESS & INTEGRATIVE M
EM -	ELECTROMYOGRAPH (EMG)
WC -	WOMENS CENTER
DE -	DEXA
WO -	WOUND AND OSTOMY CARE
TC -	CHEMOTHERAPY

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

REMARKS: P .00

Department Codes: PRESS ENTER TO SEE ALL THE DEPARTMENTS UNDER COLUMN DEPT.CODE.

Req. Doc. 3024 DR. ZALES, JOEFFREY L

List of Charges Entered

Dept	Item#	Description	QTY	Amount	Reference#
No Charges Entered.....					

Double-click on the entry you want to be cancelled.

List of Charges Entered    Re-print Charge Slip    Cancel Charges

m,

Enter the following data

- 1 Dept. Code – press Enter key to load all departments that can be charged or list of Charging Codes is displayed on right side. Just enter the two letter code of the department.
- 2 Item Code – type first few letters of the item you want to charge or press Enter key to display list(s) of charges. Double click on the specific item
- 3 Quantity – Enter how many times the procedure is done to the patient.
4. Unit Price
5. Requesting doctor – type first few letters of the doctors last name or press ENTER key to load the complete list(s) of doctors.

To remove an item to be charged to the patient, click on Delete button.

To save list of charges entered, click on Save/Print button

To view list of packages, click on View Packages button to display the window below.

Double click on the item that is unused then click on ACCEPT button to charge the items of the selected package.

To view list of previous charges, click on View Previous Charges button.

To display list(s) of charges entered to specific patient, click on List of Charges Entered button in the List of Charges Entered window. A sample window is displayed below.

The screenshot shows the MEDSYS OPD Registration v6.0.80 interface. The main window has a menu bar with 'File' and 'Reports'. Below the menu bar is a header with 'OPD REGISTRATION' and a user profile for 'CASUGA, ANGELIKA APILADO'. A 'Patient List' button is visible. A 'Previous Charges' window is open, showing patient details for JIMENEZ, AYLEN ESCALONA (OutPatient# 11204678, Birthdate 1/3/1971, Age 46, Status Married). The window also displays a table titled 'LIST OF PREVIOUS CHARGES ENTERED' with columns: Dept, Item#, Description, QTY, Amount, Reference#. The table is currently empty. The main window also shows a list of hospital numbers on the left and a search area on the right with buttons for 'Search', 'Close', and 'New Registration'.

To reprint specific charges, click on Re-Print Charge Slip button.

To cancel charges, click on Cancel Charges button.

# Assessment Status

This option allows you to view the status of Walk-in patients: revoked or paid at the cashier.

The screenshot shows the 'Assessment Status' dialog box with the following data:

HOSPITAL #	O	Patient Name	Description	Assess #	Amount	Status	Transdate	IdNU
262596	1							
507863	1							
507861	1							
167012	1							
313475	1							
507862	1							
292455	1							
402644	1							
217370	1							
320353	1							
447829	1							
423225	1							
478353	1							
507860	1							
278654	1							
507859	1							
507858	1							
430012	1							
507666	1	LUMBAB, MARY CHRISTINE CARBO...		04/10/2017 11:06AM				
478355	1	BANIAGO, EDITA AGUINALDO		04/10/2017 11:05AM				
461728	1	BOADO, ANALIZA BATILO		04/10/2017 11:01AM				
331580	1	ALMAZAN, JOY LAMENOZA		04/10/2017 10:59AM				
358733	1	ALMOITE, JOVITA ARSENCIO		04/10/2017 10:58AM				
397854	1	LUMAHAN, LETICIA LEPPAGO		04/10/2017 10:58AM				
174178	1	NOBLEZA, MELANIO JR EMBERNATE		04/10/2017 10:56AM				
287660	1	CANSINO, VENUS BANAY		04/10/2017 10:55AM				
507857	1	SEGUNDO, NATIVIDAD MARQUEZ		04/10/2017 10:55AM				

## Cash Assessment Entry

This option allows the user to post charges to outpatients that is under cash basis. To do this, go to CHARGING option then ASSESSMENT ENTRY to load the window below.

The screenshot displays the 'OPD REGISTRATION' window. At the top, there's a 'Patient List' section with a search bar and a 'New Registration' button. The main area shows a table of patients. A 'Cash Patient' dialog box is open, showing the following details:

- Patient's Name:** CATBAGAN, ROBERT CASTRO
- Hosp. Num.:** 167012
- Adm. Num.:** 1120471B
- Total Amount:** (empty field)
- Requesting Doctor:** (empty field)
- Examinations:** (table with columns: Department, Code, Particular, Price, Quantity, Amount, Stat)

Buttons for 'Edit Registration', 'Discharge', 'Assessment Status', 'Transaction', 'Result Entry', and 'Photo' are visible. A 'New Registration' button is on the right. The bottom of the dialog has 'Clear', 'Save/Print', 'Save', and 'Close' buttons.

- 1 Choose patient type: Walk In Patients or Regular Patients
- 2 In the Patient Name, press Enter to display list(s) of names
- 3 Department Code – press Enter key to display list(s) of departments
- 4 Code – type first few letter(s) of the item to be charged or press Enter key to display the complete lists of charges of the department chosen then double click.
- 5 Quantity – enter how many times the procedure is done or given to the patient.

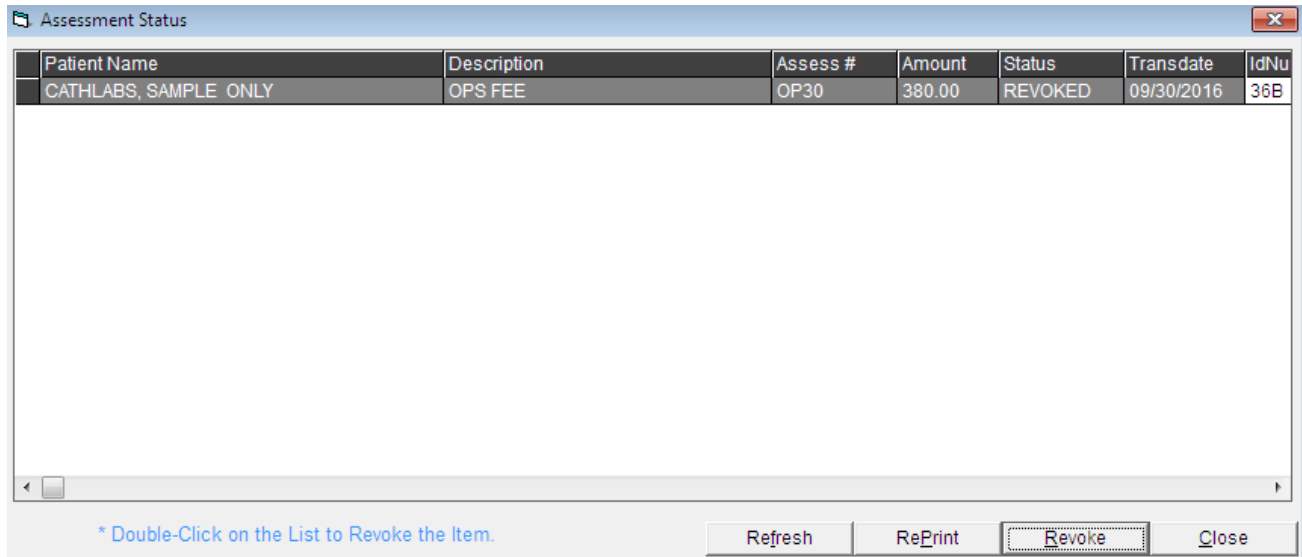
To save charges and print charge slip, click on Save/Print button

To save charges entered, click on Save button.

To go out from this window, click on Close button.

## How to Cancel Charges that is NOT YET PAID?

To do this, click on charging option in the main menu then choose Assessment Status to load the sample window below.



Patient Name	Description	Assess #	Amount	Status	Transdate	IdNu
CATHLABS, SAMPLE ONLY	OPS FEE	OP30	380.00	REVOKED	09/30/2016	36B

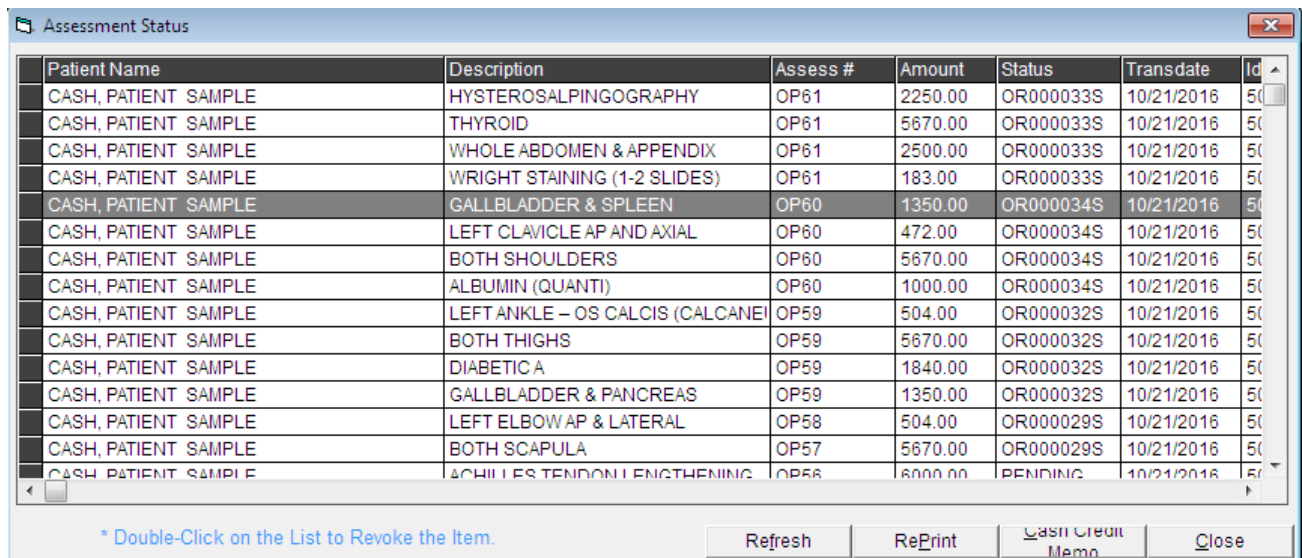
\* Double-Click on the List to Revoke the Item.

Refresh RePrint Revoke Close

Items can be revoked by highlighting on the specific item to be cancelled then click on **Revoke** button

## How to Cancel Paid Items?

This option allows the user to tag a paid item to be returned or cancelled. To do this, double click the name of the patient and then choose ASSESSMENT STATUS to display list of charges. Choose the charges you want to cancel, highlight the specific patient then click on Cash Credit Memo button.



Patient Name	Description	Assess #	Amount	Status	Transdate	IdNu
CASH, PATIENT SAMPLE	HYSTEROALPINGOGRAPHY	OP61	2250.00	OR000033S	10/21/2016	50
CASH, PATIENT SAMPLE	THYROID	OP61	5670.00	OR000033S	10/21/2016	50
CASH, PATIENT SAMPLE	WHOLE ABDOMEN & APPENDIX	OP61	2500.00	OR000033S	10/21/2016	50
CASH, PATIENT SAMPLE	WRIGHT STAINING (1-2 SLIDES)	OP61	183.00	OR000033S	10/21/2016	50
CASH, PATIENT SAMPLE	GALLBLADDER & SPLEEN	OP60	1350.00	OR000034S	10/21/2016	50
CASH, PATIENT SAMPLE	LEFT CLAVICLE AP AND AXIAL	OP60	472.00	OR000034S	10/21/2016	50
CASH, PATIENT SAMPLE	BOTH SHOULDERS	OP60	5670.00	OR000034S	10/21/2016	50
CASH, PATIENT SAMPLE	ALBUMIN (QUANTI)	OP60	1000.00	OR000034S	10/21/2016	50
CASH, PATIENT SAMPLE	LEFT ANKLE - OS CALCIS (CALCANEI)	OP59	504.00	OR000032S	10/21/2016	50
CASH, PATIENT SAMPLE	BOTH THIGHS	OP59	5670.00	OR000032S	10/21/2016	50
CASH, PATIENT SAMPLE	DIABETIC A	OP59	1840.00	OR000032S	10/21/2016	50
CASH, PATIENT SAMPLE	GALLBLADDER & PANCREAS	OP59	1350.00	OR000032S	10/21/2016	50
CASH, PATIENT SAMPLE	LEFT ELBOW AP & LATERAL	OP58	504.00	OR000029S	10/21/2016	50
CASH, PATIENT SAMPLE	BOTH SCAPULA	OP57	5670.00	OR000029S	10/21/2016	50
CASH, PATIENT SAMPLE	ACHILLES TENDON LENGTHENING	OP56	6000.00	PENDING	10/21/2016	50

\* Double-Click on the List to Revoke the Item.

Refresh RePrint Cash Credit Memo Close

This will load the window below

Assessment Status

Patient Name	RevenueID	Code	Description	Qty	Status	Transdate	Id
CASH, PATIENT SAMPLE					R000033S	10/21/2016	50
CASH, PATIENT SAMPLE					R000033S	10/21/2016	50
CASH, PATIENT SAMPLE	<input type="checkbox"/>	XR	LEFT ANKLE I OS CALCIS (CALCANEUS)	1	R000033S	10/21/2016	50
CASH, PATIENT SAMPLE	<input type="checkbox"/>	CT	BOTH THIGHS	1	R000034S	10/21/2016	50
CASH, PATIENT SAMPLE	<input type="checkbox"/>	LB	DIABETIC A	1	R000034S	10/21/2016	50
CASH, PATIENT SAMPLE	<input type="checkbox"/>	US	GALLBLADDER & PANCREAS	1	R000034S	10/21/2016	50
CASH, PATIENT SAMPLE					R000034S	10/21/2016	50
CASH, PATIENT SAMPLE					R000032S	10/21/2016	50
CASH, PATIENT SAMPLE					R000032S	10/21/2016	50
CASH, PATIENT SAMPLE					R000032S	10/21/2016	50
CASH, PATIENT SAMPLE					R000029S	10/21/2016	50
CASH, PATIENT SAMPLE					R000029S	10/21/2016	50
CASH, PATIENT SAMPLE					PENDING	10/21/2016	50

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

LEGEND:  Selected Item     Pending CM  
 Processed CM by Cashier

Save/Print    Exit

\* Double-Click on the List to Revoke the Item.

Refresh    RePrint    Cash Credit Memo    Close

Tag the item that will be returned or to be cancelled by clicking on the check box () beside the item then click on Save/Print button

To go out from this window, click on Exit button.

## REPORTS

### Indexes

It includes Physician Index, Service Index and Disease Index

- 1 Physician Index – A report to generate the list of patients for a specific doctor on a selected date.
- 2 Service Index – A report to generate the list of patients for a specific service on a selected date.
- 3 Disease Index – A report to generate the list of patients for a specific disease on a selected date.

### Daily Census Report

#### Report of Activities

A report to generate the census of patients based on services and grouped by 14 yrs and below and above 14 yrs of age during the day of the selected date.

#### Summary of Demography

A report to generate the census of patients based on the address and grouped by 14yrs below and above 14yrs of age during the day of the selected date.

#### Monthly Physician Index

A report to generate total number of patient of all physician during the selected month of report.

#### Outpatient Index Card

This allows you to enter the patient name for the verification of the patients OPD number.



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