

# MEDSYS

## Information System

*Operating Room Program  
User's Manual*



**MEDSYS**

**Kaiser - dela Cruz Consulting, Inc.**

**June 23, 2017**

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# INTRODUCTION

## Overview



The **Operating Room Program** aims to help the Operating Room 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

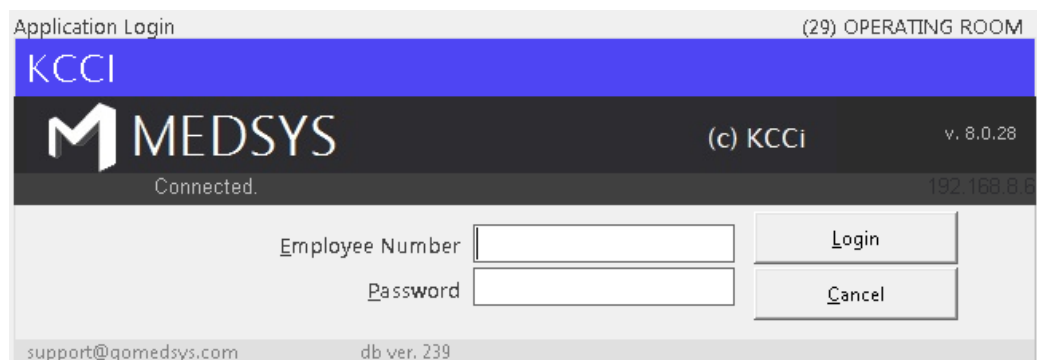
## Features

- **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 **O.R. 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 (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.



Figure 2: Change Password Window

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

## How to End the Program


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

To close the program:

- Click on  located at the upper right corner of the main window or
- Click **Exit Application** from **Exit** menu or
- Click **Exit Application** from **Exit Application** drop-down toolbar  button.

# Program Operation

## How to Search Inpatient/Outpatient

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.

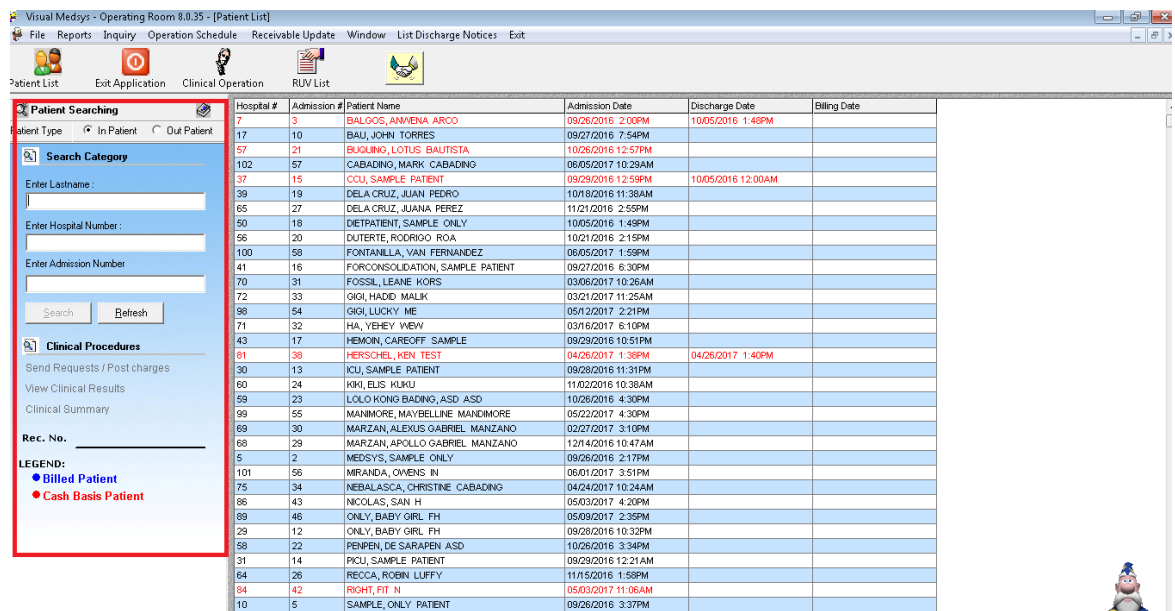


Figure 3: Patient Searching

- 1 Patient Type - Click on the option box “In Patient” to search for inpatients or “Out Patient” to search for outpatients.
- 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 or
  - Enter Hospital Number: Type the hospital number of the patient then press <Enter> or click on Search button or

- 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. Patient lists is color coded, BLUE is Billed Patients and RED is Cash Basis Patient. Select a patient from the list to use for your transaction. (The selected patient is highlighted with gray color when clicked) Here are the actions you can do after selecting a patient.

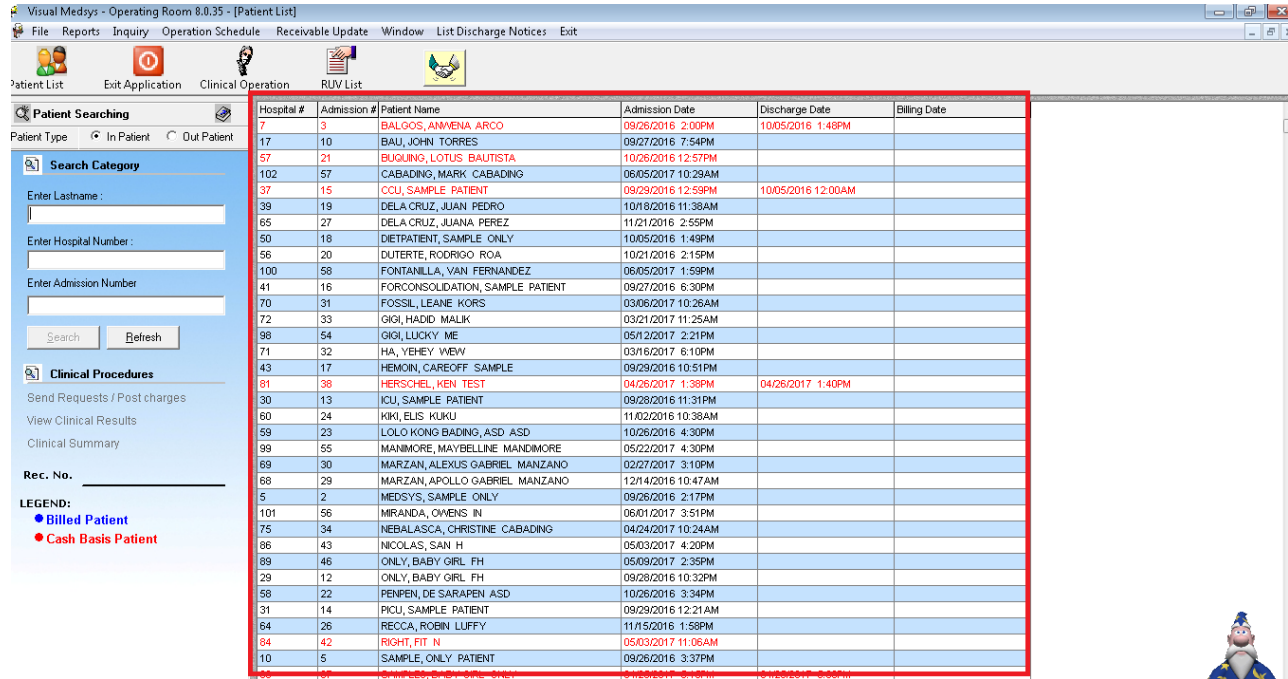


Figure 4: Patient List Window

- 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

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.

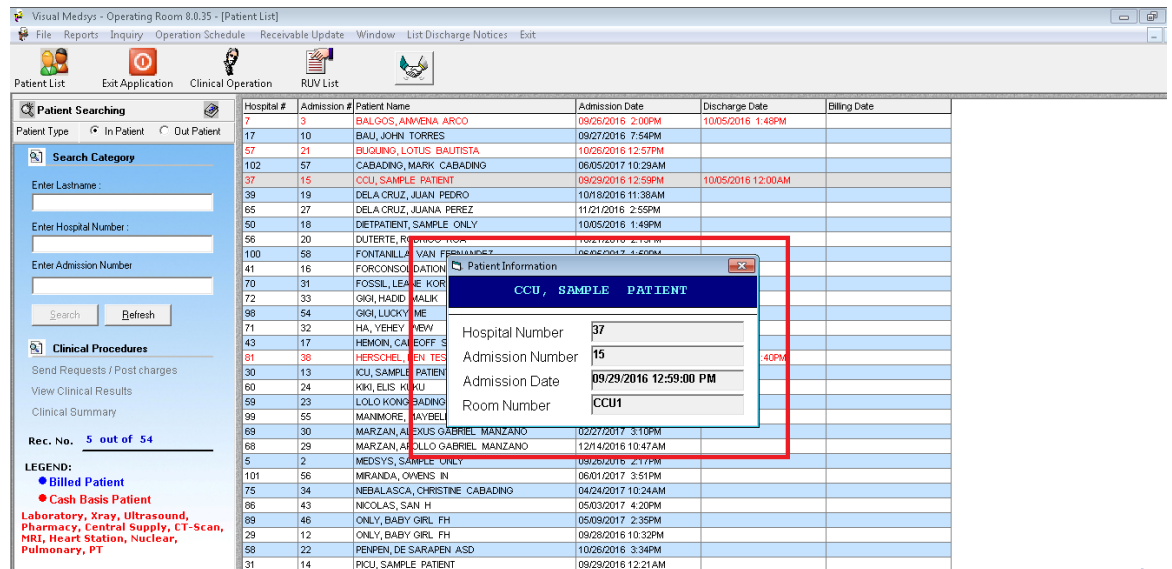


Figure 5: Personal Information Window

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

## Request Status


This displays the status of the requested exam of 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.

Hospital #	Admission #	Patient Name	Admission Date	Discharge Date	Billing Date
7	3	BALGOS, AMVENA ARCO	09/26/2016 2:00PM	10/05/2016 1:45PM	
17	10	BAU, JOHN TORRES	09/27/2016 7:54PM		
57	21	BUGUING, LOTUS BAUTISTA	10/26/2016 12:57PM		
102	57	CABADING, MARK CABADING	06/05/2017 10:29AM		
37	15	COJU, SAMPLE PATIENT	09/29/2016 12:59PM	10/05/2016 12:00AM	
39	19	DELA CRUZ, JUAN PEDRO	10/18/2016 11:38AM		
65	27	DELA CRUZ, JIJANA PEREZ	11/21/2016 2:55PM		
50	18	DIETPATIENT, SAMPLE ONLY	10/05/2016 1:45PM		
56	20	DUTERTE, RODRIGO ROA	10/21/2016 2:15PM		
100	58	FONTANILLA, VAN FERNANDEZ	06/05/2017 1:59PM		
41	16	FORCONOLIDATION, SAMPLE PATIENT	09/27/2016 6:30PM		
70	31	FOSSL, LEANE KORS	03/06/2017 10:26AM		
72	33	GIGI, HADD MALIK	03/21/2017 11:25AM		
88	54	GIGI, LUCKY ME	05/12/2017 2:21PM		
71	32	HA, YEHEY WIEW	03/16/2017 6:10PM		
43	17	HEMON, CAREOFF SAMPLE	09/29/2016 10:51PM		
01	38	HERSHEL, KEN TEST	04/26/2017 1:38PM	04/26/2017 1:40PM	
30	13	ICU, SAMPLE PATIENT	08/29/2016 12:00PM		
60	24	KKI, ELIS KII	New OR Schedule	0:38AM	
59	23	LOO, KONG	Patient Discharge Notice Status	4:30PM	
99	55	MA, MORE	Personal Info	4:30PM	
69	30	MA, ZAN, AJ	Request Status	5:10PM	
68	29	MA, ZAN, AJ	Request Status	10:47AM	
5	2	MELSYS, SAMPLE ONLY		09/26/2016 2:17PM	
101	56	MRE, MDA, ZMENS, N		05/21/2017 2:41PM	
75	34	NEBALASCA, CHRISTINE CABADING	04/24/2017 10:24AM		
86	43	NICOLAS, SAN H	05/03/2017 4:30PM		
89	46	ONLY, BABY GIRL PH	05/09/2017 2:35PM		
29	12	ONLY, BABY GIRL PH	09/26/2016 10:32PM		
58	22	PENPEN, DE SARAPEN ASD	10/26/2016 3:34PM		

- Description - the name of the exam requested
- Qty - the number of exam(s) requested for a particular 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 displays the total amount of O.R. 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.

Patient #	Patient Name	Admission Date	Discharge Date	Billing Date
41	BALLOS, JANNENA ARCO	09/26/2016 2:00PM	10/05/2016 1:48PM	
70	BAU, JOHN TORRES	09/27/2016 7:54PM		
72	BUQUING, LOTUS BAUTISTA	10/06/2016 12:57PM		
98	CABADING, MARK CABADING	06/05/2017 10:28AM		
71	CCU, SAMPLE PATIENT	09/29/2016 12:58PM	10/05/2016 12:00AM	
43	DELA CRUZ, JUAN PEDRO	10/18/2016 11:38AM		
81	DELA CRUZ, JUAN PEREZ	11/21/2016 2:55PM		
30	DUTERTE, SAMPLE ONLY	10/05/2016 1:49PM		
60	DUTERTE, RODRIGO ROA	10/21/2016 2:15PM		
59	FONTANILLA, VAN FERNANDEZ	06/05/2017 1:59PM		
68	FORCONSOLIDATION, SAMPLE PATIENT	09/27/2016 6:30PM		
60	FOSSIL, LEANE KCRS	03/06/2017 10:26AM		
71	GIO, HADD, MALK	03/21/2017 11:25AM		
71	GIO, LUCKY ME	05/12/2017 2:21PM		
43	HA, YEHY, VIEW	03/16/2017 6:10PM		
59	HENON, CAROFF, SAMPLE	09/29/2016 10:51PM		
81	HERSCHEL, KEN TEST	04/26/2017 1:38PM	04/26/2017 1:40PM	
30	ICU, SAMPLE PATIENT	09/28/2016 11:31PM		
60	KIKI, ELIS KUKU	11/02/2016 10:38AM		
59	LOLO KONG BADING, ASD ASD	10/26/2016 4:30PM		
59	MANABRE, MARVELLE MANABRE	05/22/2017 4:30PM		
59	MARZAN, ALEXIS GABRIEL MANZANO	02/27/2017 3:10PM		
68	MARZAN, APOLLO GABRIEL MANZANO	12/14/2016 10:47AM		
5	MEDSYS, SAMPLE ONLY	09/26/2016 2:17PM		
101	MIRANDA, OWENS IN	06/01/2017 3:51PM		
75	NESALASCA, CHRISTINE CABADING	04/24/2017 10:24AM		
86	NICOLLAS, SAN H	05/03/2017 4:20PM		
89	ONLY, BABY GIRL, FH	05/09/2017 2:35PM		
29	ONLY, BABY GIRL, FH	09/28/2016 10:32PM		
58	PENPEN, DE SARAPEN ASD	10/26/2016 3:34PM		


- 2 A generated report window will be displayed.

KCCI  
LA UNION  
PAGE NO.: 1  
PATIENT'S OR LEDGER  
RUNDATE: 6/23/2017

PATIENT : DUTERTE, RODRIGO ROA  
ADDRESS : DAYAO CITY, DAYAO DEL SUR  
ACCT NO. : 56  
COMPANY : PERSONAL

ADMISSION # 20  
HOSPITAL # 56  
DISCHARGED 10/21/2016 2:15:00 PM

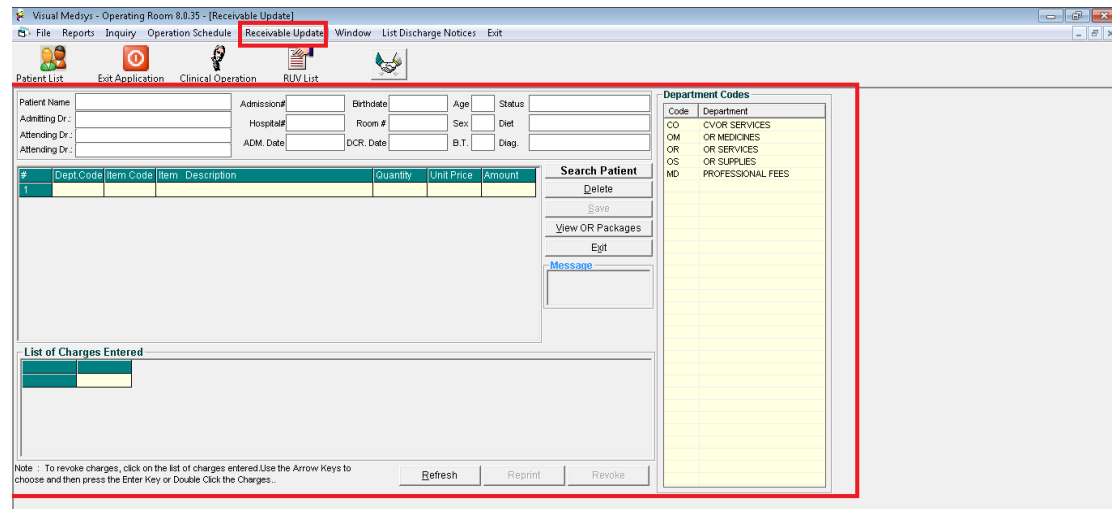
DATE/TIME	REFERENCE CODE	DEPT	DESCRIPTION	QTY	AMOUNT	BY
TOTAL AMOUNT =====> P						

- 3 To print, click .

# Receivable Updates

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

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



**Figure 6: Receivable Update 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, re-print charge-slip or cancel the charges entered.

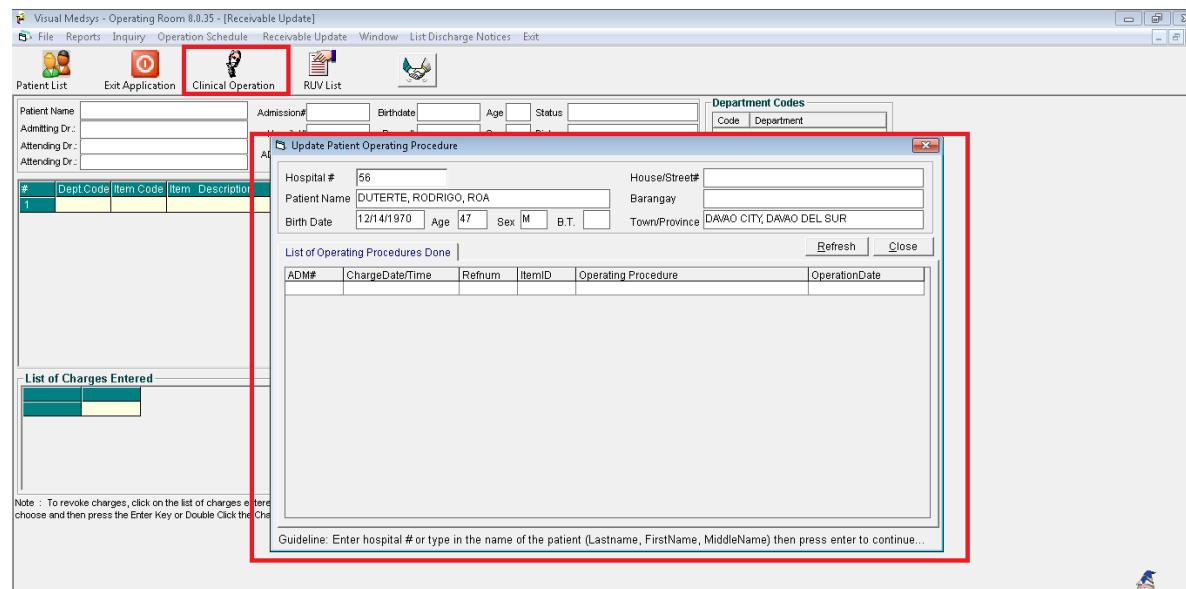


## Clinical Operation

This is a data entry on the operation procedure of the patient. It includes result-entry, operation findings, diagnoses, techniques used, and other operation information (date & time of operation, operation performed, category of operation).

1 Choose a patient from the patient list then click on  **Clinical Oper.** toolbar button.

2 Its window will be displayed.



**Figure 7: Clinical Operation Window**

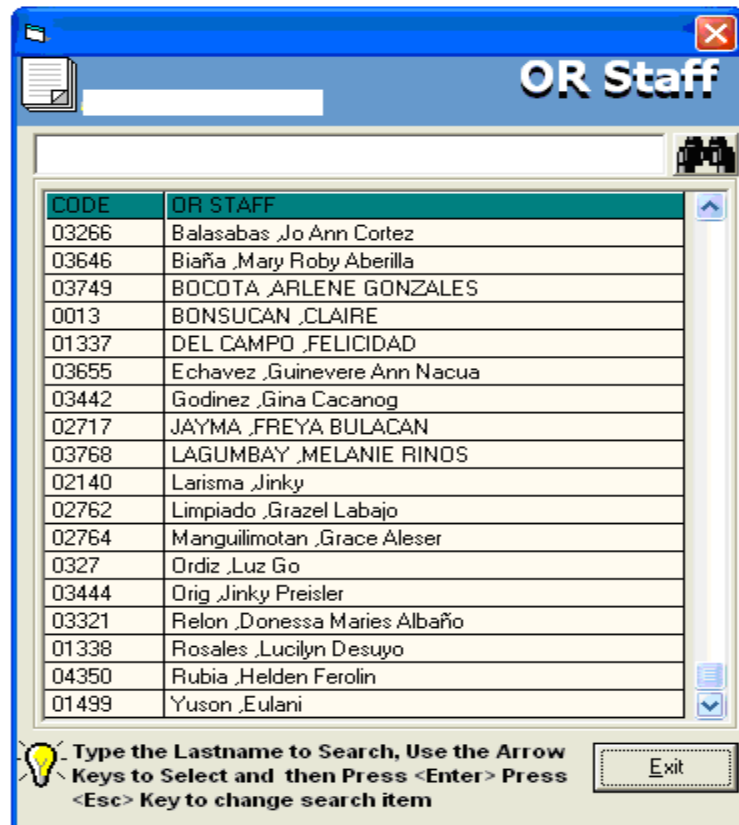
The following data are needed to enter.

- Surgeon - <sup>1</sup>Type the doctor's code and then press <Enter>. <sup>2</sup>Or type the first few letters of doctor's last name and then press <Enter>. A window will be displayed matching the query. <sup>3</sup>Or You can press <Enter> if surgeon textbox is still blank to display the complete list of doctors. Just double-click the name of the doctor to select.

**Figure 8: Doctors List**

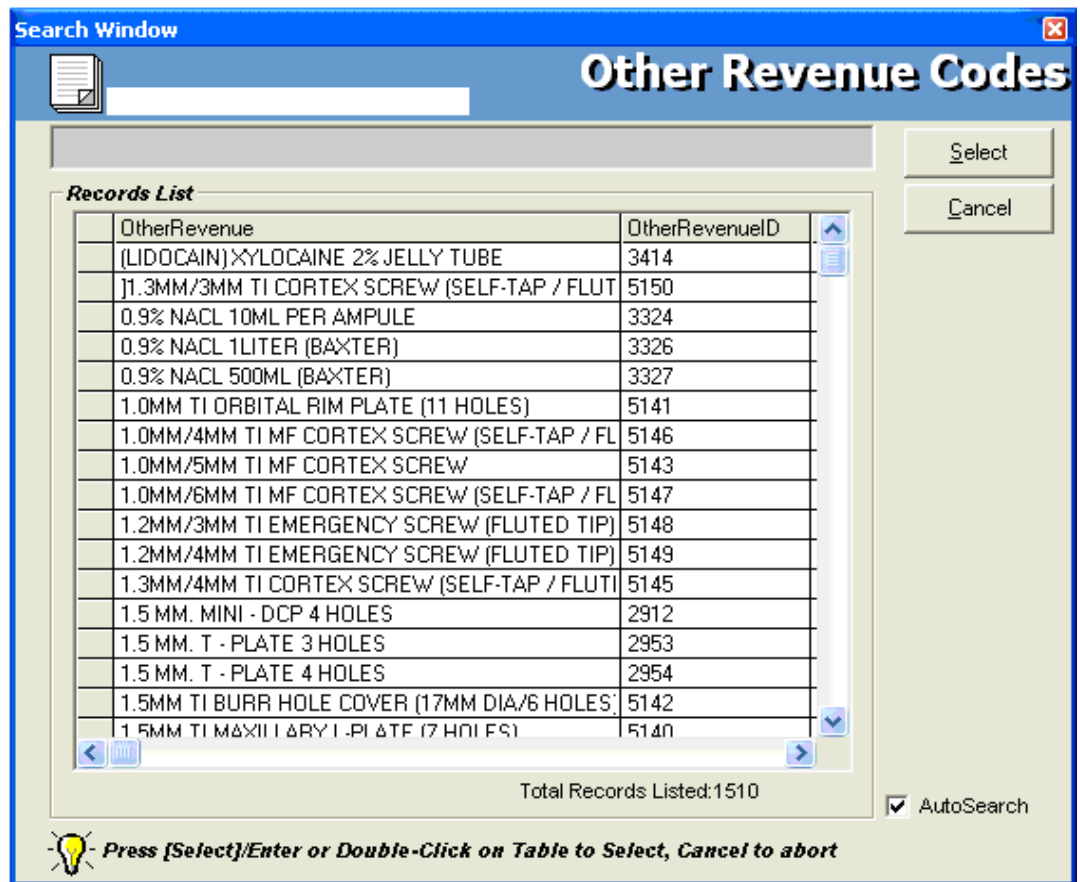
- 1st Asst. - This refers to the first assistant of the doctor first entered. <sup>1</sup>Type the doctor's code and then press <Enter>. <sup>2</sup>Or type the first few letters of doctor's last name and then press <Enter>. A window will be displayed matching the query. <sup>3</sup>Or you can press <Enter> if surgeon textbox is still blank to display the complete list of doctors. Just double-click the name of the doctor to select.
- 2nd Asst. - This refers to the second assistant of the doctor first entered. <sup>1</sup>Type the doctor's code and then press <Enter>. <sup>2</sup>Or type the first few letters of doctor's last name and then press <Enter>. A window will be displayed matching the query. <sup>3</sup>Or you can press <Enter> if surgeon textbox is still blank to display the complete list of doctors. Just double-click the name of the doctor to select.

- Nurse (1 & 2) - This refers to the circulating nurse. <sup>1</sup>Type the first few letters of nurse's last name (O.R. Staff) and then press <Enter>. A window will be displayed matching the query. <sup>2</sup>Or you can press <Enter> if it is still blank to display the complete list of O.R. staff. Just double-click the name of the O.R. staff to select.



**Figure 9: O.R. Staff Window**

- Nurse (1 & 2) - This refers to the scrub nurse. <sup>1</sup>Type the first few letters of nurse's last name (O.R. Staff) and then press <Enter>. A window will be displayed matching the query. <sup>2</sup>Or you can press <Enter> if it is still blank to display the complete list of O.R. staff. Just double-click the name of the O.R. staff to select.
- Anesthesiologist - Type the anesthesiologist code and then press <Enter>. <sup>1</sup>Type the first few letters of doctor's last name (O.R. Staff) and then press <Enter>. A window will be displayed matching the query. <sup>2</sup>Or you can press <Enter> if it is still blank to display complete list of doctors. Just double-click the name of the doctor to select.
- Anesthesia applied - Type the anesthesia applied.
- Date of Operation - Click the drop-down list to display calendar. Click the date of operation. (format: mm/dd/yyyy where mm is month, dd is day, and yyyy is year)
- Time Started - Type the time when the operation was started. Click the up-and-down arrow to select time.
- Time Finished- Type the time when the operation was finished. Click the up-and-down arrow to select time.
- Operation, Performed - This refers to the operating procedure. Type the code of the operating procedure and then press <Enter>. Or type the first few letters of the procedure and then press <Enter>. A window will be displayed matching the query. Or press <Enter> key if it is still blank to display the complete list of procedure. Just double-click the name of the procedure to select.



**Figure 10: List of Procedures Window**

- Category - Click the drop-down arrow to select the category of operation. Options listed are major, medium, minor, and open heart).
  - Sponge Count - Click one from the two options <YES, NO>.
  - Prep.- Oper. Dx
  - Post-Oper. Dx
  - Prep-Op. Cond
  - Post-Op. Cond
  - Meds./I.V.
  - Drains
  - Path. Finds.
  - Op. Techniques
- 3** After completing the data, the following button options can be clicked from.
- Save - This will save the current entry.
  - Cancel - This will close the window without saving the entered data.

# How to View List of Confirmed Operation Schedules?

This displays list of confirmed operation schedules. It has an option to revoke the confirmed schedule and it will remove from the list.

- 1 Click on **Operation Schedule** menu. Its window will be displayed.

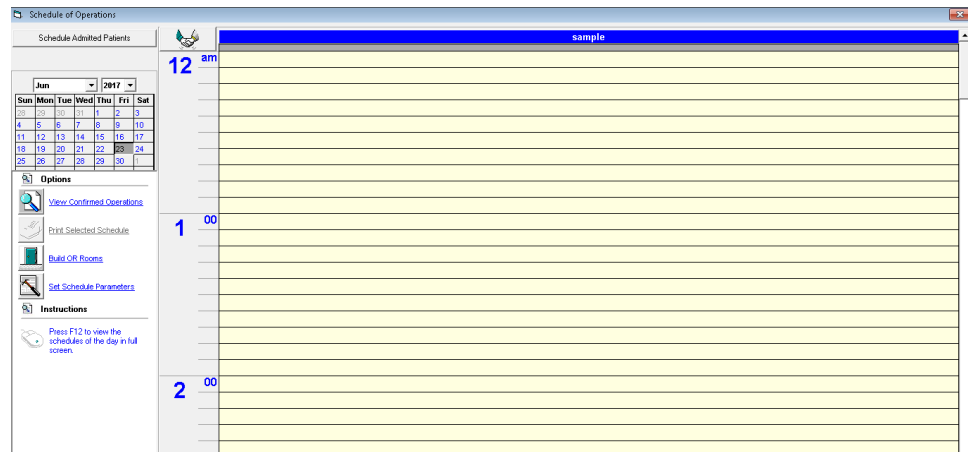
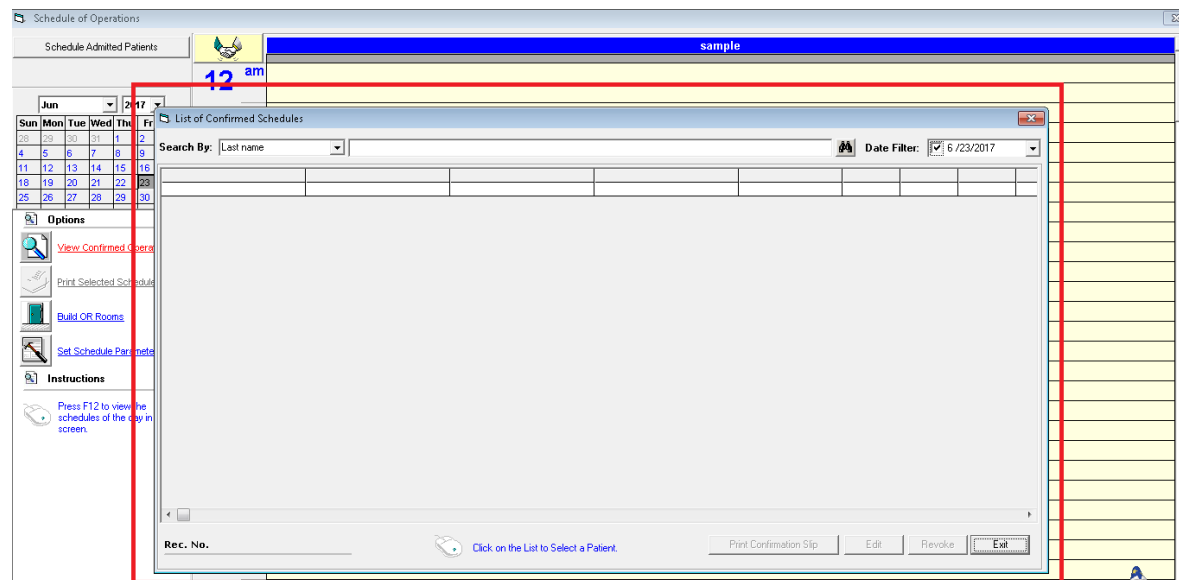


Figure 11: Operation Schedule Window

- 2 Click on **List of Confirmed Schedule** button. Its window will be displayed.



PatientName	OR Procedure	Surgeon	Anesthesiologist	Schedule Date/Tim
ALLAS, FEDERICO RAMIREZ	REMOVAL OF DJ STENT (WITH	BUAC, PAVIO LAGORA	SVC,	Nov 27 2002 10:00
ANCHETA, DANCY BRIDOSO	KIDNEY TRANSPLANT	SIMANGAN, SERVANDO SERGIO	AGVC,	Jan 6 2003 8:00A
ARCILLA, PAULINE JOISE REMC	THORACOTOMY EXC.SOL PULM	DANGUILAN, JOSE LUIS JAVIER	AGVC,	Nov 28 2002 8:00A
BELEN, NELSIE BITOIN	REMOVAL OF DJS, CYSTO RGP	BUAC, PAVIO LAGORA	SVC,	Sep 26 2002 12:00F
BONABON, MARCIANO LAO	DONOR NEPHRECTOMY	MENDOZA, JESUS BENJAMIN	AGVC,	Nov 29 2002 7:00A
BUDHI, EMILIANA LOPEZ	CYSTO, DOUBLE J STENTING	SONGCO, JAIME	AGVC,	Dec 2 2002 10:00A
CAINDAY, RUBIE MAGSAYO		LACAR, NAZERTON EBIO	SVC,	Jan 16 2003 8:00A
CALDERON, RESTITUTO CRUZ		LACAR, NAZERTON EBIO	MENDOZA, MICHAEL Y	Jan 17 2003 8:00A
CASTAÑO, CARLOS ESPEDIDO	CYSTO URETHROSCOPY	PRODIGALIDAD, ABELARDO MA	AGVC,	Dec 2 2002 9:00A
CASTRO, BETH CONUI	ABDOMINAL AORTIC ANEURYS	ONA, ENRIQUE TANGONAN	ABELLA, KATHERINE	Sep 19 2002 7:00F
CORTIGUERRA, MA, MARCELA	CYSTO CALIBRATION, OTIS UR	FLORENCIO, LUIS	AGUSTIN, FRANCISCO TALAN	Jan 16 2003 1:00P
DAYRIT, GAUDENCIO MONTAR,	AVF CREATION (LOCAL)	METRAN, LOUIE A	LOCAL,	Oct 15 2002 8:00A
DENALO, ELSA GLIND	REMOVAL OF VASCULAR GRAF	BALOLOY, LEO CARLO V	LOCAL,	Jan 6 2003 9:00A
ESTORNINOS, MARIO ARBIS	AVF CREATION (LOCAL)	METRAN, LOUIE A	LOCAL,	Nov 29 2002 8:00A
GAA, LUCILA ADONA		MORALES, MARCELINO	AGVC,	Jan 17 2003 1:00P
GAMOTIN, JOELITO SONIDO	AVF CREATION (LOCAL)	BALOLOY, LEO CARLO V	LOCAL,	Jan 6 2003 8:00A
GARILLO, ANGELES BAUTISTA	REMOVAL OF DJ STENT (LOCAL	ABRAHAM, JOSE BENITO AGUI	AGVC,	Oct 15 2002 10:00A
JABALLA, ROMEO DE CHAVEZ	PELVOLITHOTOMY	LENON, EMMANUEL	AGVC,	Jan 14 2003 12:00F

Rec. No. 1 out of 58  Click on the List to Select a Patient. Revoke Exit


Figure 12: List of Confirmed Schedules

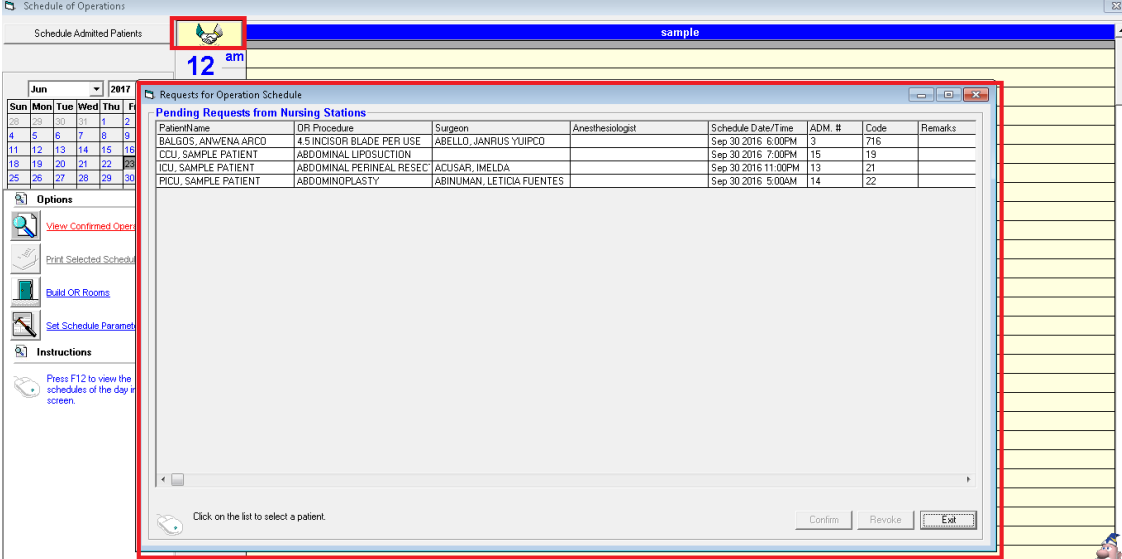
- Click on the row where the confirmed schedule is aligned and then click on **Revoke** button. The revoked confirmed schedule will then be automatically removed from the list. Please note that you can only revoke dates that are beyond the current date.

## How to Process /Revoke Pending Request?

This displays list of pending requests of operation schedules. It has an option to revoke pending request and it will automatically remove from the list.

1 Click on **Operation Schedule** menu. Its window will be displayed.

2 Click on  button to display list of pending requests.



The screenshot shows a software window titled "Requests for Operation Schedule" with a table of pending requests. The table has the following columns: PatientName, DR Procedure, Surgeon, Anesthesiologist, Schedule Date/Time, ADM. #, Code, and Remarks. The data rows are as follows:

PatientName	DR Procedure	Surgeon	Anesthesiologist	Schedule Date/Time	ADM. #	Code	Remarks
BALGOS, ANWENA ARD	4.5 INCISOR BLADE PER USE	ABELLO, JANRIUS YUIPCO		Sep 30 2016 6:00PM	3	716	
CCU, SAMPLE PATIENT	ABDOMINAL LIPOSUCTION			Sep 30 2016 7:00PM	15	19	
ICU, SAMPLE PATIENT	ABDOMINAL PERINEAL RESEC	ACUSAR, IMELDA		Sep 30 2016 11:00PM	13	21	
PICU, SAMPLE PATIENT	ABDOMINOPLASTY	ABINUMAN, LETICIA FUENTES		Sep 30 2016 5:00AM	14	22	

At the bottom of the window, there are three buttons: "Confirm", "Revoke", and "Exit".

Figure 13: List of Pending Request(s)

3 The following button options can be clicked from.

- Confirm - This button when clicked will confirm the request.
- Revoke - This will revoke selected schedule from the list.
- Exit - This will close the window.

## How to Print Scheduled Operations?

This option allows you to print the selected scheduled operations.

- 1 Click on **Operation Schedule** menu. Its window will be displayed.
- 2 Choose a day in the calendar.

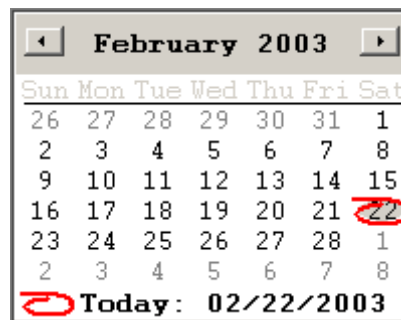






Figure 14: Calendar

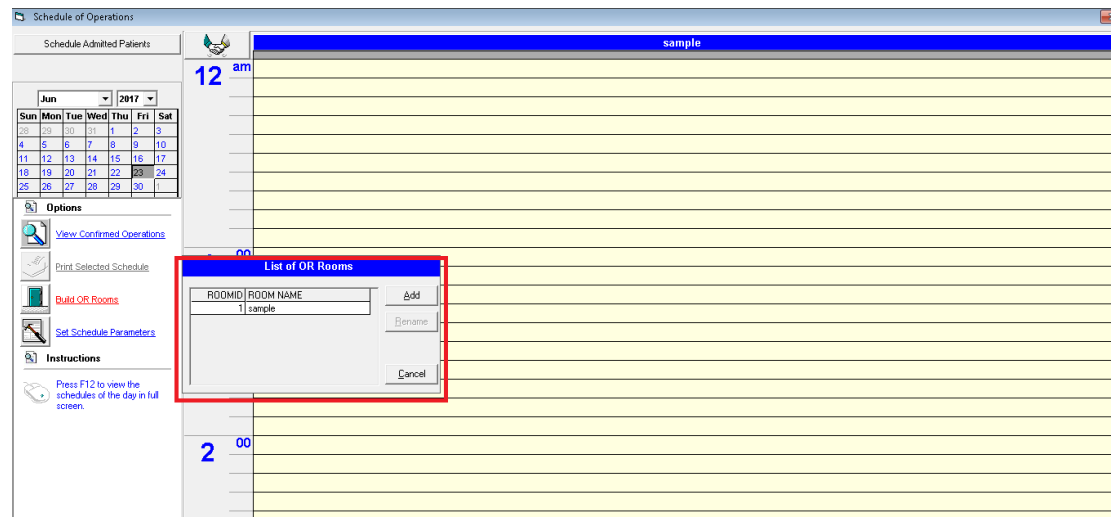
- 3 Click **View Scheduled Operations** or click on  button beside it. At the grid form, the list of scheduled patients will be displayed.
- 4 Click **Print Selected Schedule** or click on  button beside it. A printable report will be displayed.
- 5 To print, click .

# Room Maintenance

This option lets you to add, remove, and rename O.R. rooms.

1 Click on **Operation Schedule** menu. Its window will be displayed.

2 Click **Build/Update O.R. Rooms** or click on  beside it. Its window will be displayed.



3 The following button options can be clicked from.


- Add - This will build a new room.
- Rename - This will rename selected rooms from the list.
- Remove - This will remove saved room.
- Cancel - This will close its window.

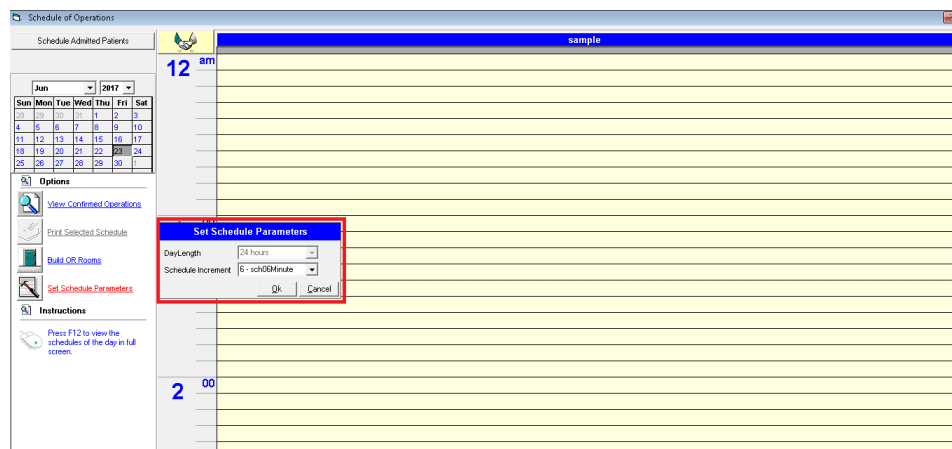


## How to Set Schedule Parameters?

This option allows you to set the schedule increment of the grid form.

1 Click on **Operation Schedule** menu. Its window will be displayed.

3 Click **Set Schedule Parameters** or click on  beside it. Its window will be displayed.



Enter the following datum.

- Schedule Increment - Click on the drop-down arrow to display list. Just click on the option you want to use.

3 The following button options can be clicked from.

- Ok - This will save changes done.
- Cancel - This will close its window without saving any change done.

# Clinical Procedures

After searching the patient (*see page 9*), you can do the following list of clinical procedures.

## 1 Send Request

- How to Request Lab. Exam
- How to Request X-ray Exam
- How to Request Ultrasound Exam
- How to Request C.T. Scan Exam
- How to Request Heart Station (Heart Station) Exam
- How to Request Nuclear Laboratory Exam
- How to Request Physical Therapy and Rehabilitation Medicine Exam
- How to Request Pulmonary Lab. (RTS) Exam
- How to Request Medicine
- How to Request Supplies
- How to Send a Discharge Notice
- How to Post Charges of O.R. Services and Supplies (charge patient)
- How to Post Charges of O.R. Services and Supplies (cash patient)
- How to Reprint Request Form of Lab. Exam

## 2 Nurses Activity Request

## 3 Viewing of Exam Result

## 4 Vital Signs Data Entry

## 5 Nurses Notes Data Entry

## 6 Viewing of Patient's Profile

## 7 Viewing of Clinical Summary

## 8 Scheduling of Operation

## 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:

Visual Medsys - Operating Room 8.0.35 - [Clinical Procedure]

File Reports Inquiry Operation Schedule Receivable Update Window List Discharge Notices Exit

Patient List Exit Application Clinical Operation RUV List

Patient Name: DELA CRUZ, JIJANA PEREZ Admissions: 27 Birthdate: 11/22/1995 Age: 21 Patient Account: PERSONAL  
 Admitting Dr.: Hospital: 65 Room #: 1006 Sex: F Adm. Diagnosis: S  
 Attending Dr.: ABELLO, JANRUS, YUIPCO ADM. Date: 11/21/2016 02 Status: Single B.T.: Vt: kg.  
 Attending Dr.: Diet: Adm. Type: Walk-In Ht: cm. PHIC TYPE: NON-NHIP

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

**Common Diagnostic Exams**

Examination	Search
<input type="checkbox"/> EKG (for uc student)	Search Laboratory Exams
<input type="checkbox"/> Complete blood count	Search Xray Exams
<input type="checkbox"/> Stool exam (annual p.e. uc mc)	Search Ultrasound Exams
<input type="checkbox"/> Urinalysis (annual p.e. uc mc)	
<input type="checkbox"/> Urinalysis (for uc student)	

**Other Departments**

- CARDIOLOGY CENTER
- CT SCAN
- ENDOSCOPY UNIT
- HEMODIALYSIS (RDU)
- MAGNETIC RESONANCE IMAGING
- ONCOLOGY
- PULMONARY
- REHABILITATION MEDICINE
- WOMENS CENTER

DEPT	CODE	DESCRIPTION

Save Delete

Pharmacy  
 Central Supply  
 Post Charges  
 CASH Assessment Entry  
 Send Clearance  
 Clinical Assessment  
 Change Diet  
 Height / Weight Entry

Back to Patient List

Figure 15: 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.

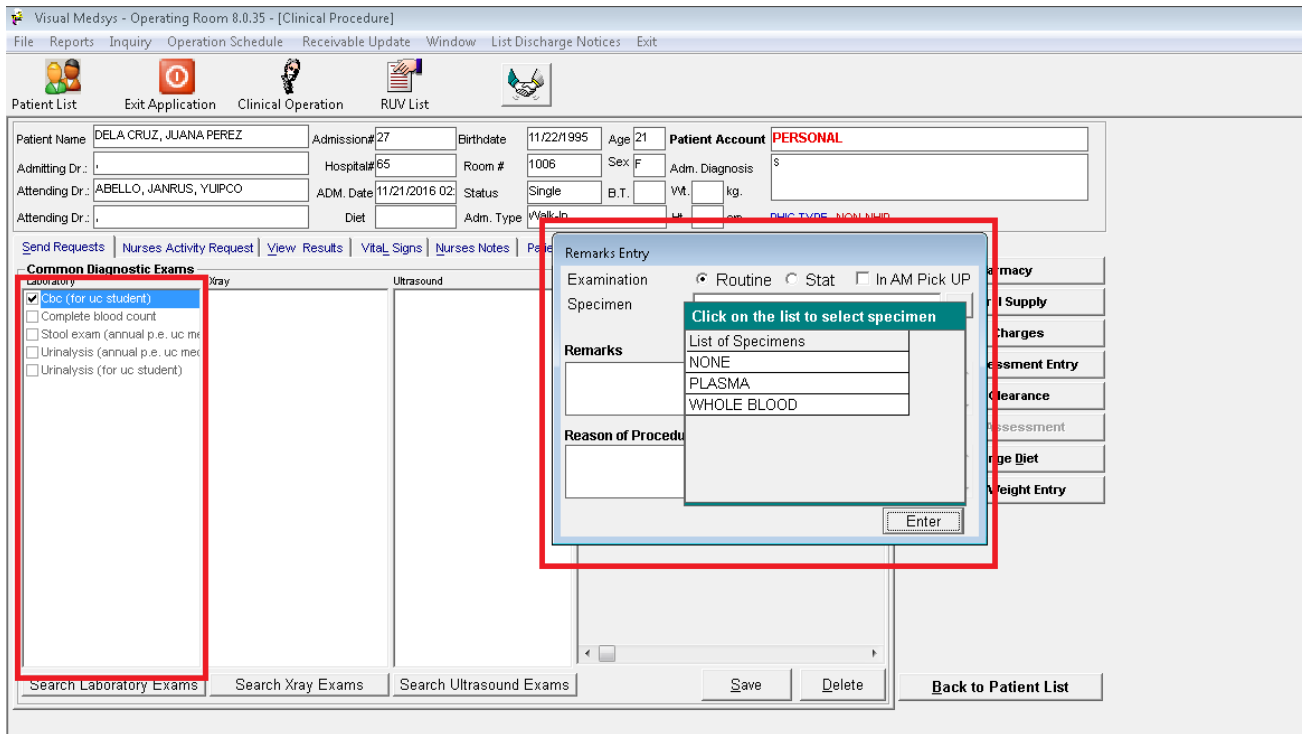


Figure 16: Laboratory Exam Codes Window

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.

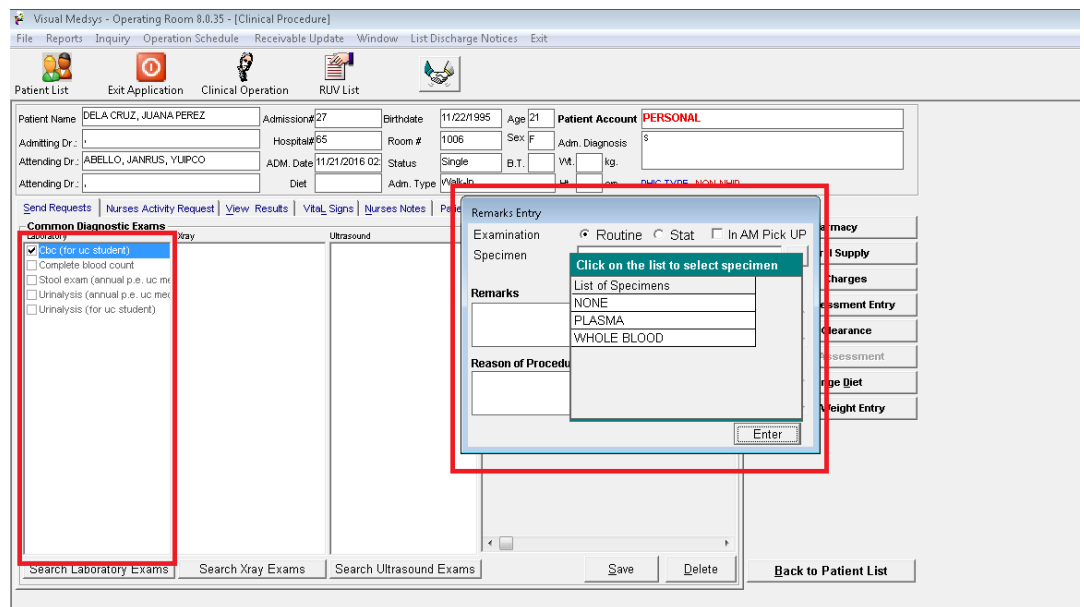


Figure 17: Remarks Entry Window

- ▶ 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.

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)
- 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?

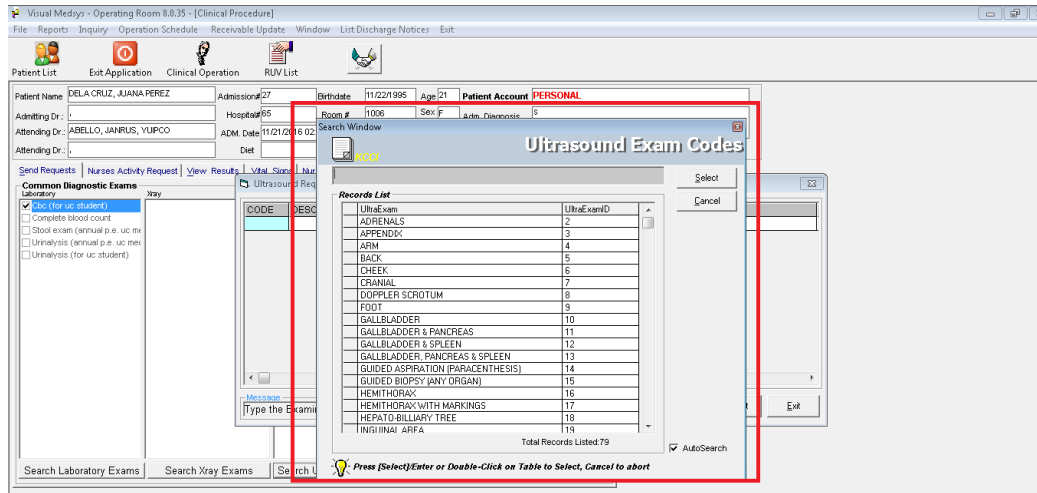
This option lets you request X-ray examinations in the Radiology department.

- 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 guidelines.

## How to Request Ultrasound Exam?

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

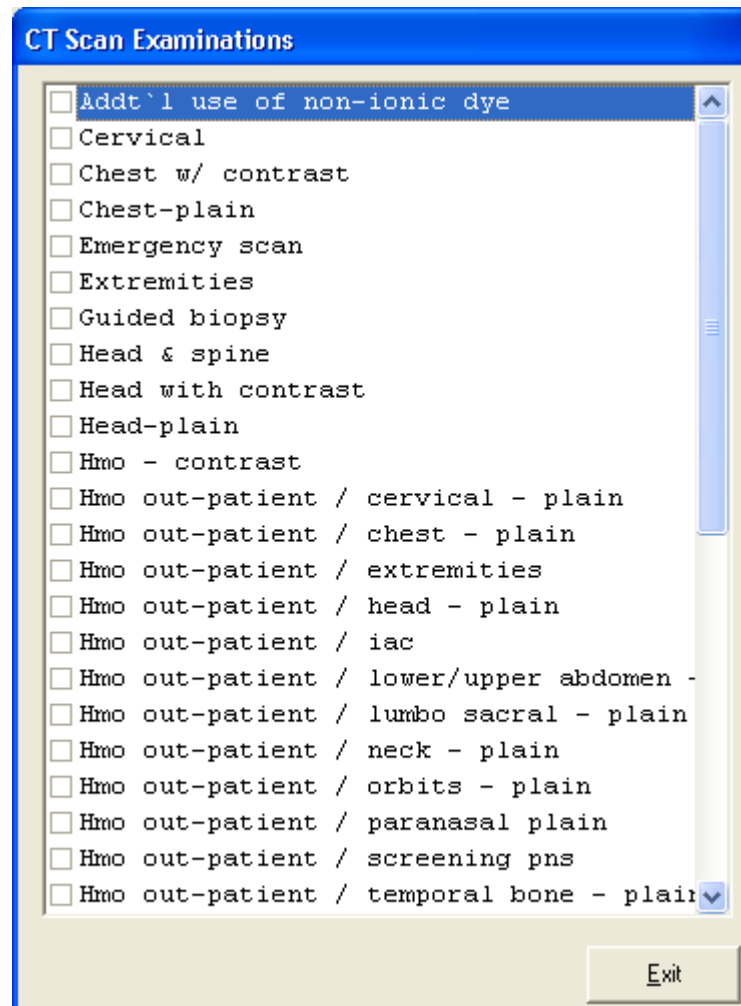
- Under **Ultrasound** column, click the small box beside the exam. The same steps with requesting laboratory exam are followed. Please refer to [How to Request Laboratory Exam](#) for guidelines.



## 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 18: 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 (Cardio) Exam?***

This option lets you request Heart Station examination in the Cardio 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](#) for the guidelines.

## ***How to Request Nuclear Exam?***

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

- Under **Other Departments**, click on the small box beside **NUCLEAR** . 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](#) for the guideline.

## ***How to Request P.T. Exam?***

This option lets you request P.T. exam/procedure in the Physical department.

- Under **Other Departments**, click on the small box beside **Physical Therapy**.. 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](#) for the guidelines.

## ***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](#) for the guidelines.

## ***How to Request Laser Exam?***

This option allows you to request Oncology examination for the patient in the Oncology Department.

- Under **Other Departments**, click on the small box beside **Center for Sight II**. 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](#) for the guidelines.

## ***How to Request MRI Exam?***

This option allows you to request MRI examination for the patient in the MRI 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](#) for the guidelines.

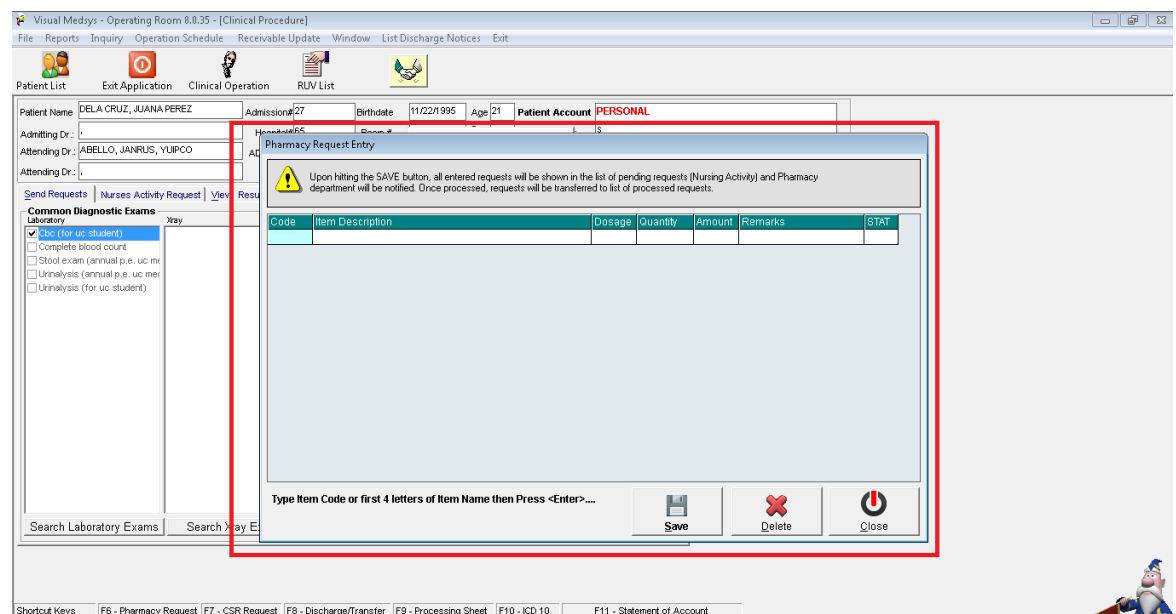
## How to Request Medicine ?

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 advise 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 Press **F6 key** or 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.



**Figure 19: 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 Supplies?

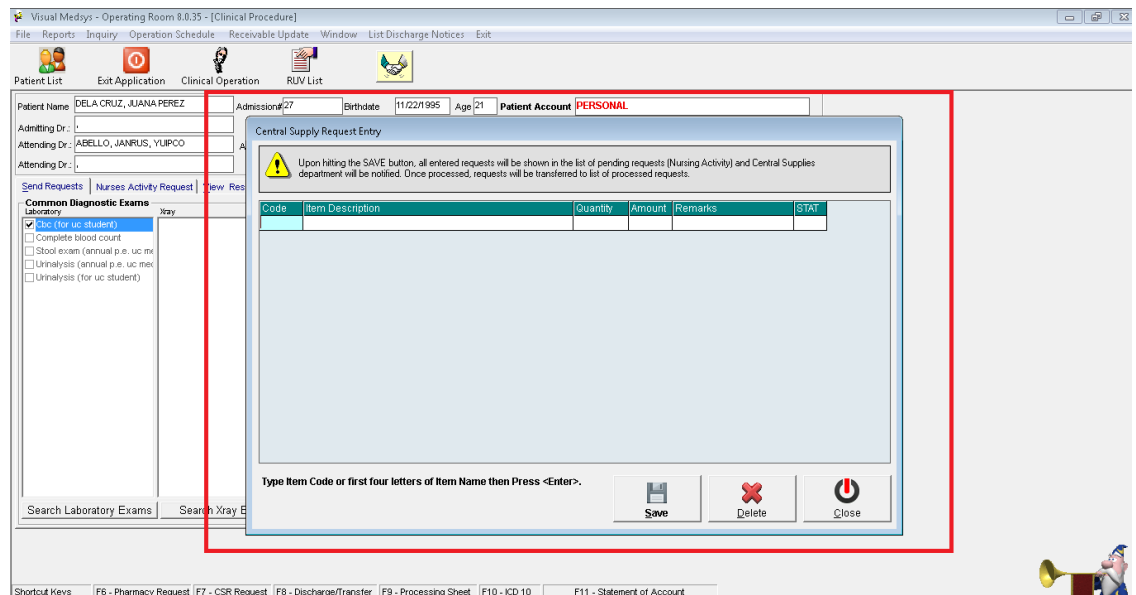
This allows you to request supplies in the Central Supply Department. Charging will be done by the CSR department after processing the request.

Request on supply 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 Press **F7 key** 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 20: 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 Send May Go Home (MGH) / Discharge Notice?

Nurse will send discharge notice to cost centers after receiving discharge order from patient's doctor. Visual OR program will not allow the user to send discharge notice 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.

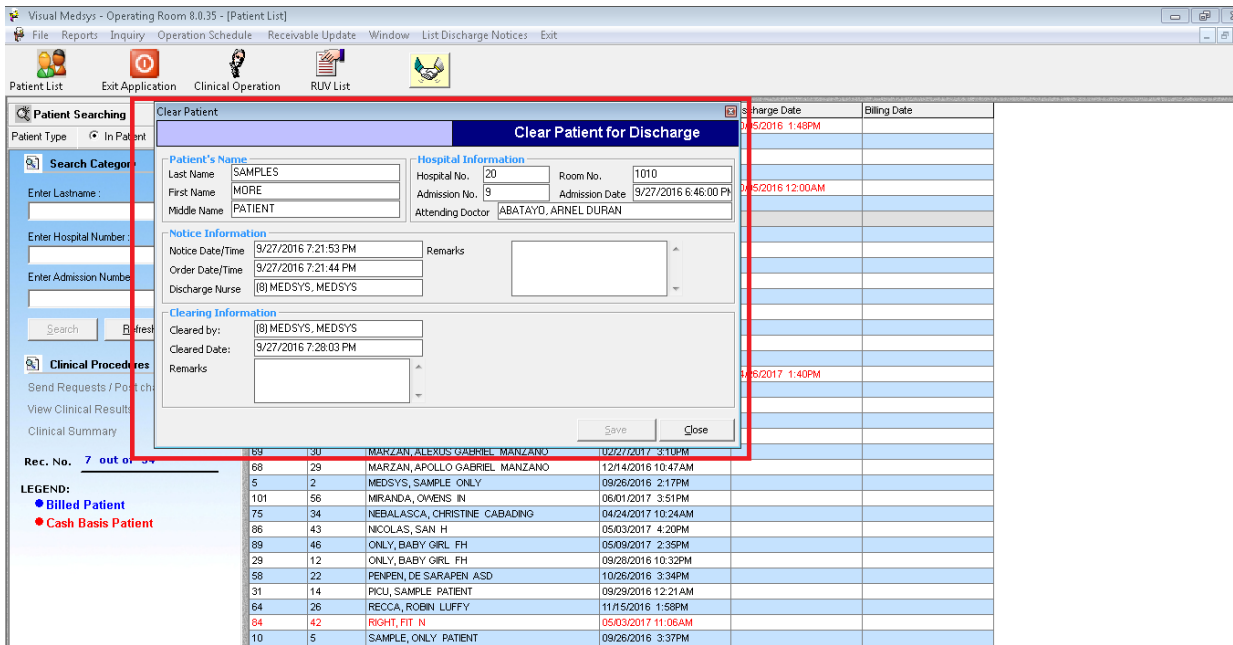


Figure 21: Discharge Notice Window

## 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.

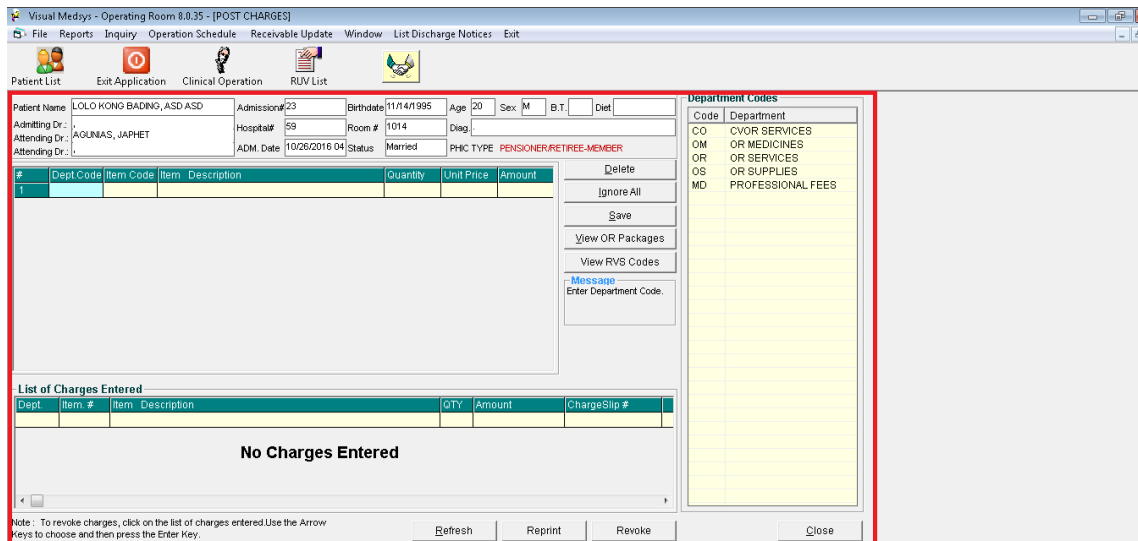
- Click on **Save** button to send the Discharge Notice.
- Click on **Final Printing** button to print. This should be clicked by the user to signal the Billing department that the patient has been cleared in their station.
- Click on **Cancel** button to abort Discharge Notice.

## How to Post Charges?

In this option is where you can enter charges of Operating Room 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 22: 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.

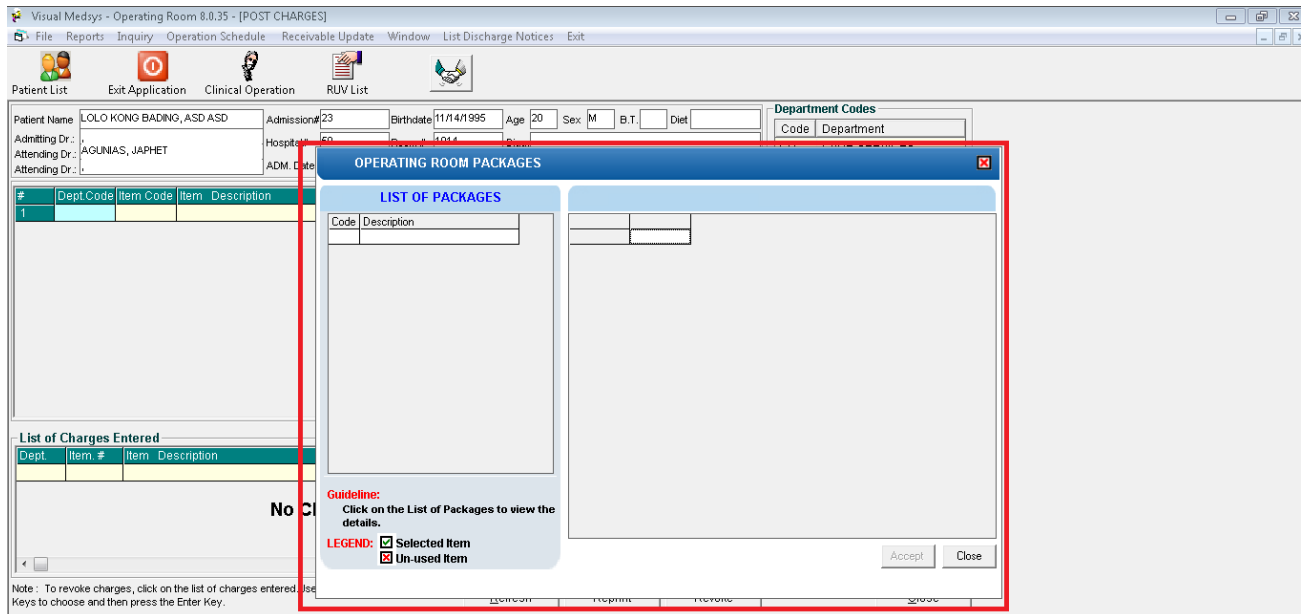
- Click on **Save** button to save entered items. When clicked, a printable form will be displayed. Click on  to print. Entered items will be automatically charged to the patient's bill.
- To remove the selected item, click on the desired item then click on **Delete** button.
- Clicking on **Exit** button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

Click on Send Request Tab then go to Post Charges button. To charge an OR Package, click on View OR Package button then Choose the specific package to display list(s) of items included in the package, a sample window is loaded below.



To charge all the items, click on the Accept button. If an item is unused, double click on the check box beside the item to mark it Un-Used.

## How to Enter Charges for a Cash-basis Account?

This option lets you to enter charges of Operating Room 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.

CASH ASSESSMENT ENTRY						
#	Dept.Code	Item Code	Item Description	Quantity	Unit Price	Amount
1						

**Message**

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

**Department Codes**

NE - NEUROLOGY SERVICES                      SP - SUPPLY PACKAGES

**List of Cash Assessment Entered**

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

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 23: 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.

## How to Process Credit Memo Advice?

This is used to cancel assessed / paid items in the department. To do this, click on the List of Assessment Entered button then highlight the specific item to be processed. Click on **Cash Credit Memo** button to load the sample window below.

RevenuelD	Code	Description	Qty
<input type="checkbox"/> MC	2171	INFUSION PUMP PER DAY (USE ONLY)	1

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

**LEGEND:**  Selected Item       Pending CM  
 Processed CM by Cashier

Buttons: Save/Print, Exit

Select the item to be processed by clicking on the box beside the item then click on **Save/Print** for the cashier to be process the credit memo advice. Once credit memo advice is processed in the cashier, the checked box beside the item will be marked with X, a sample window is displayed below.

RevenuelD	Code	Description	Qty
<input checked="" type="checkbox"/> MC	2171	INFUSION PUMP PER DAY (USE ONLY)	1

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

**LEGEND:**  Selected Item       Pending CM  
 Processed CM by Cashier

Buttons: Save/Print, Exit



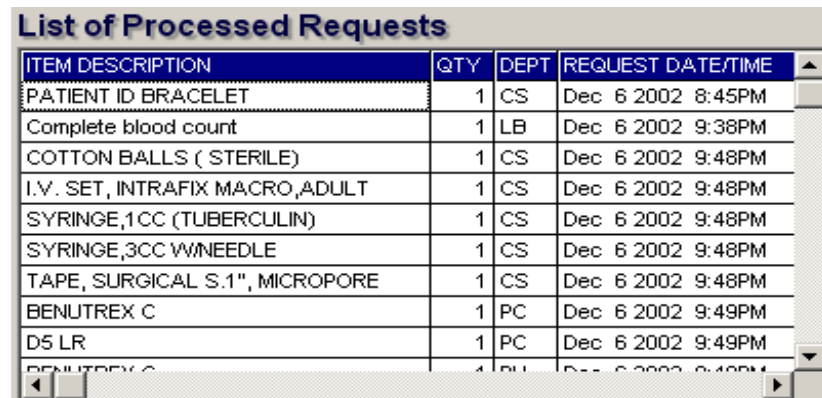
## Nurses Activity Request

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 24: 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 25: 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 26: List of Exams with Result**

3 The following button options can be clicked from.

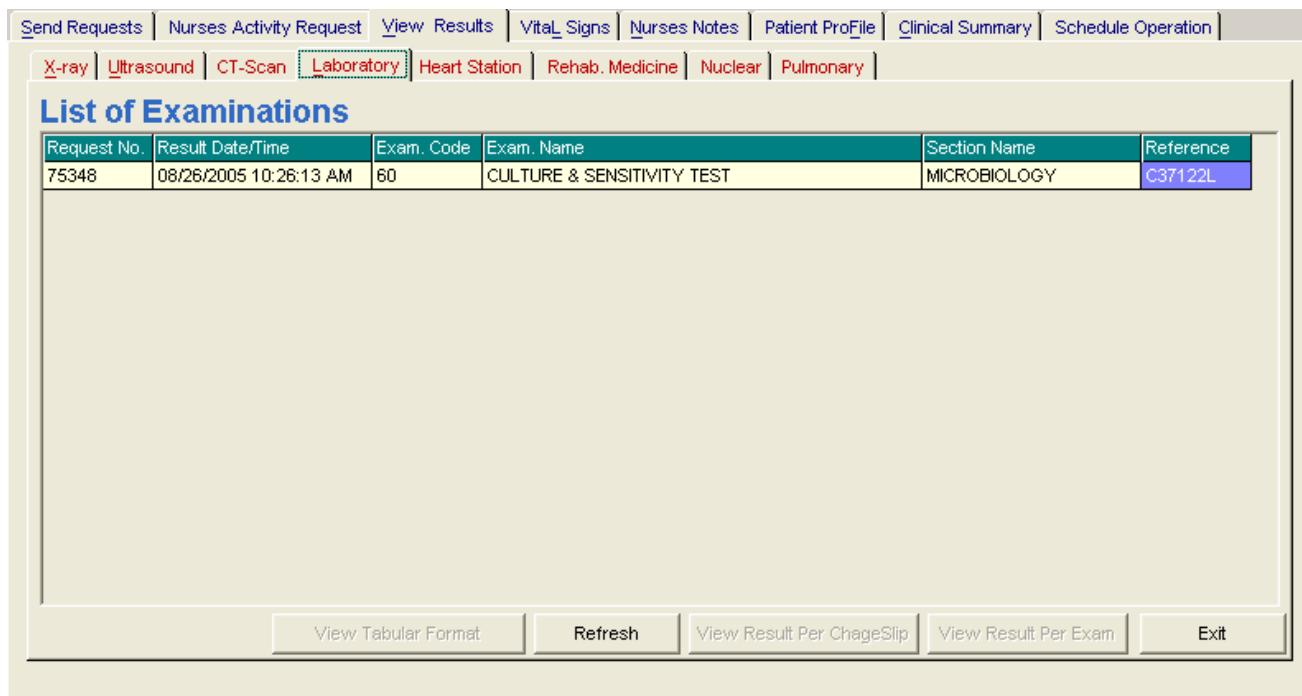
- Click on **Refresh** button to view the latest update from the database.
- Click on **Exit** button to close the program.



## 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 27: 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).

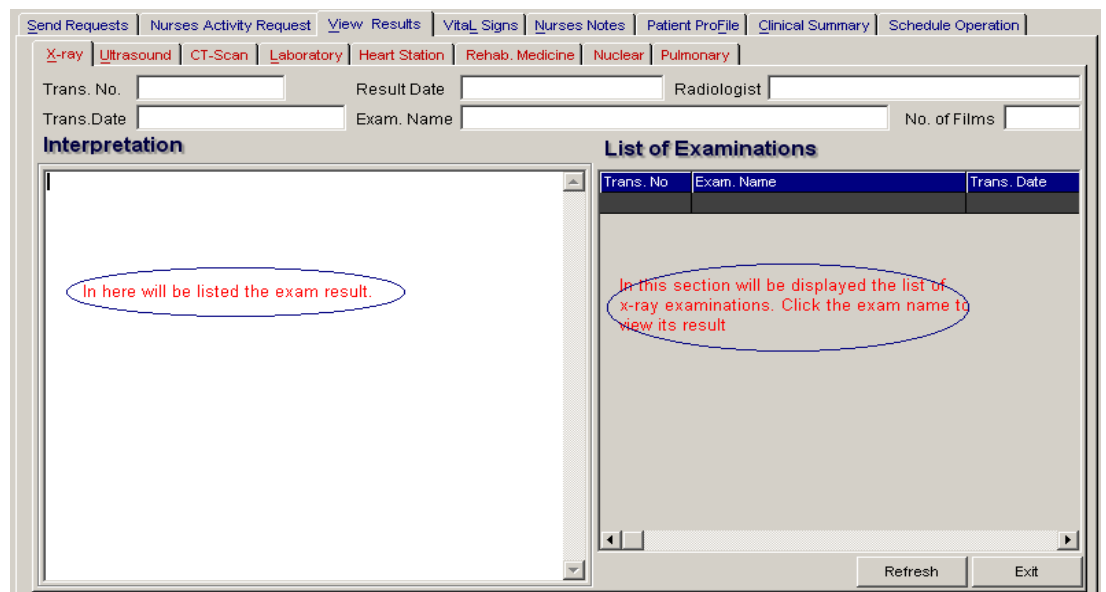


Figure 28: View X-ray Exam Result Window

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](#)) for the guidelines.

## 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 of the window is divided into two sections. The upper section contains several input fields for search criteria: 'Request No.', 'Exam. Date', 'Result Date', 'Exam. Name', 'Attending Doctor', and 'Cardiologist'. Below these fields 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 red text message 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 29: 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](#) for the guidelines.

## ***Viewing of Nuclear Medicine 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](#) for the guidelines.

## ***Viewing of Pulmonary Exam Result***

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

- Click **Pulmonary** 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](#) for the guidelines.

## 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.

Date / Time	Blood Pressure	Temperature	Respiratory Rate	Pulse Rate	Encoder

Vital Sign Data Entry:

**Blood Pressure**  
 /

**Temperature**  
 °C

**Respiratory Rate**  
 / min.

**Pulse Rate**  
 / min.

Refresh Save Exit

**Figure 30: 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

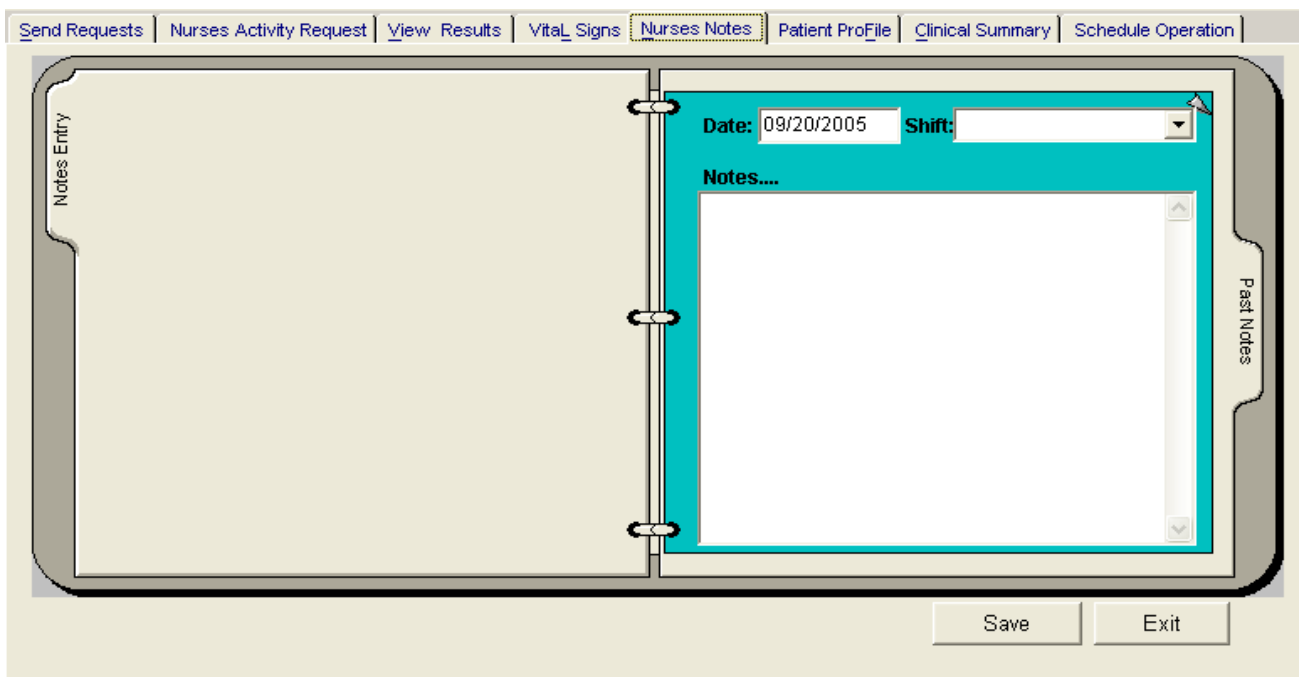
- 3 The following button options can be clicked from.

- 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 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 31: 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
- 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.

Patient Name	ESPIRITU ,ANYA BAUTISTA	Admission#	187560	Birthdate	05/03/1985	Age	22	Status	Single
Admitting Dr.:		Hospital#	263396	Room #	ICU6	Sex	F	Diet	DAT
Attending Dr.:	ABALOS, MA. VIRGINIA	ADM. Date	05/09/2007 04	DCR. Date		B.T.		ADM Diag	hpn
Attending Dr.:									

[Send Requests](#) | [Nurses Activity Request](#) | [View Results](#) | [Vital Signs](#) | [Nurses Notes](#) | **[Patient Profile](#)** | [Clinical Summary](#) | [Schedule Operation](#)

<b>Adm. Diagnosis:</b>	hpn	<b>Manner of ADM:</b>	Ambulatory
<b>Chief Complaints:</b>	increased bp	<b>Brief History:</b>	
		<b>Impression:</b>	

**Physical Examinations:**

<b>Skin:</b>		<b>Abdomen:</b>		<b>Genitalia:</b>	
<b>Head/Neck:</b>		<b>Extremities:</b>		<b>Rectal:</b>	
<b>Thorax:</b>		<b>Lymp Nodes:</b>		<b>Neurological:</b>	

<b>Past History:</b> <input type="checkbox"/> Measles <input type="checkbox"/> Whooping Cough <input type="checkbox"/> Mumps <input type="checkbox"/> Chicken Pox	<input type="checkbox"/> Tonsillitis <input type="checkbox"/> Scarlet Fever <input type="checkbox"/> Diphtheria <input type="checkbox"/> Rhuematic Fever	<input type="checkbox"/> Typhoid Fever <input type="checkbox"/> Malaria <input type="checkbox"/> Pleurisy <input type="checkbox"/> Asthma	<input type="checkbox"/> Influenza <input type="checkbox"/> Arthritis <input type="checkbox"/> Amoebiasis <input type="checkbox"/> HIV	<input type="checkbox"/> Gonorrhoea <input type="checkbox"/> Syphilis	<b>Allergies:</b> <input type="checkbox"/> Fish (tuna) <input type="checkbox"/> Eggs <input type="checkbox"/> Shrimps <input type="checkbox"/> Crabs	<input type="checkbox"/> Chicken <input type="checkbox"/> Salted Fish <input type="checkbox"/> Anchovy Sauce <input type="checkbox"/> Penicillin	<input type="checkbox"/> Aspirin <input type="checkbox"/> Urobison (IVP) <input type="checkbox"/> Pollens <input type="checkbox"/> House Dust
---	---	--	---	--	--	---	--

<b>Personal and Social History:</b> <input checked="" type="checkbox"/> Smoking <input checked="" type="checkbox"/> Alcohol Intake <input type="checkbox"/> Use/Abuse of Prohibited Drugs	<b>Family History:</b> <input type="checkbox"/> Cancer <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Kidney Disease <input type="checkbox"/> Heart Disease	<input checked="" type="checkbox"/> Diabetes <input type="checkbox"/> Henophilia <input type="checkbox"/> Arthritis <input type="checkbox"/> Nervous	<input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Refresh"/>	<input type="button" value="Exit"/>
--	---	---	--	-------------------------------------

Figure 32: 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 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.

Admision No	Admision 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 : 2 633 77  
 Middlename : WHIZ      Civil Status: Married      Room/Ward Number : 508  
 Birthdate : 05/03/1980

---

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

**Figure 33: 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.




## Scheduling of Operation

This option lets you 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 34: 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.

# Reports


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

## ***Audit Report***

This displays a report of all items requested, how many quantities are used in a particular 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 are displayed in the report.

- 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 .


## ***Monthly Report***

This displays a report of all items requested, the quantity and amount accumulated each and both in inpatient and outpatients for a particular 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 are displayed in the report.


- Description - the name of the item requested
- Number (Inpatient) - the total number of the particular item requested in inpatient
- Amount (Inpatient) - the total amount accumulated for the particular item in inpatient

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

To print, click .


### ***Statistical Report***

This generates a report of category of operation (major, minor, medium) statistics since the entered beginning to ending dates grouped into "Above 15 years old (male, female)" and "Below 15 years old (male, female)".

To print, click .

### ***Schedule of Operation***

This generates a report of scheduled operations since the entered beginning to ending dates.

To print, click .

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