

# **MEDSYS**

## **Information System**

***Pharmacy Dispensing Program  
User's Manual***



**MEDSYS**  
**Kaiser dela Cruz Consulting Incorporated**  
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# INTRODUCTION

## OVERVIEW



The **Pharmacy Dispensing Program** deals with the automation of general workflow and administration management process of a pharmacy. It keeps track of all your charged sales for inpatient and outpatient type of transactions. It's got all the features you will need to manage your hospital pharmacy department in an easy to use and intuitive design. Also, reports are automatically generated when needed. It creates a work order for the patient \ nurse and tracks it to completion. There are many more features in the Visual Medsys Pharmacy Dispensing module but the most important is ease of use. It won't take you long to get comfortable with the system. The online prescription or requesting facility assists and facilitates the physicians and nurses to track the patient's prescription details and as well reflects the medication billing details in the Billing module.

## Objectives

- To create a work order for the patient \ nurse and tracks it to completion
- To help the pharmacists in rendering to doctor and patient the best and most efficient services.
- To provide business (financial) information to management and process
- To provide quality control monitoring and performance reports

## Features

- Pharmacy Dispensing program is tailored made according to specific hospital client's policy, internal controls and standards
- Pharmacy Dispensing program's interfacing features with different clinical modules help make the posting of charges fast, easy, efficient, completely traceable electronic process that saves time, reduces cost, minimizes effort and eliminates potential for error and oversights.
- **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.
- **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.

# Getting Started

## How to Start the Program

- 1 Click the **Pharmacy Dispensing Program** executable file icon located in your computer 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

- 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.

A screenshot of a Windows-style dialog box titled "Change User Password". The dialog box has a blue title bar with a close button (X) in the top right corner. Inside the dialog, the "User ID:" is displayed as "035" and the "User Name:" is displayed as "BAUTISTA ,MAYA ZAMBRANO". Below these, there are three text input fields: "Old Password:", "New Password:", and "Confirm Password:". At the bottom right of the dialog, there are two buttons: "Save" and "Close".

Change User Password

User ID: 035

User Name: BAUTISTA ,MAYA ZAMBRANO

Old Password:

New Password:

Confirm Password:

Save Close


Figure 2: Change Password Window

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

## How to End the Program

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

To close the program:

- Click  located at the upper right corner of the main window.



# Program Operation

## Changing of shift and Entry of Chargeslip series

This allows the staff to tag the specific shift they are in and enable them to enter the starting series of the charge slip to be used during her shift as well as the checker. A sample window is loaded below.

**Shift Entry**

**SHIFT**

☒ 1st Shift ( 7 am - 3 pm )


☐ 2nd Shift ( 3 pm - 11 pm )

☐ 3rd Shift ( 11 pm - 7 am )

**CHARGESLIP #**

20001

**CHECKER**



Ok

Enter the code/name of the checker

Where to enter the starting series of charge slip to be use.

## Manual Posting of Inpatient Request

This option allows you to enter medicine if request from nursing station module is not available.



- 1 Click the **Manual Posting** toolbar button to open the window.

**Manual Posting ( IN-PATIENT )**

List of Posted Medicines

**Patient Information**

Admission No.  Name

Hospital No.  Doctor

Charge Slip  Station  Room No.  Age  Sex

Total Charges  C/O

**List of Requests**

#	Code	Product Description	Frequency	Quantity	Stock	Amount	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							

Cancel Request

Print Save Exit

**Previous Orders**

Trans. Date	Frequency	Quantity	Dosage	Remarks

- 2 Under **Admission No.**, entry, enter the patient's admission number and then press <Enter>. Or you can type the first few letters of the patient's last name and then press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient name to select. The patient information will be automatically displayed also with the charge-slip number to be used.

- 3 To enter patient request, complete the following data.

- **Code** - Type the item code and then press <Enter>. Or type the first few characters of the item name and then press <Enter>. A window with items list will appear matching the query typed. Double-click the item name to select. Its product description will be automatically displayed. The item's previous order will also be automatically shown under **Previous Orders** at the bottom part of the window.

- **Frequency** - Press <Enter> while entry is still blank to display the complete list of dosages. Double-click the dosage to select.
- **Quantity** - Enter the number of item to request and then press <Enter>. The program will automatically display a message if the item stock is unavailable. Just press <Enter> to proceed. The remaining stock and amount will be automatically displayed.
- **To cancel entered item**, click the item from the list and then click the **Cancel Request** button at the bottom part of the window.
- Click the **Save** button to save entered item(s).
- Click the **Print** button to save entered item(s) and to print its charge-slip.
- Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without saving the entered item(s) or click the **No** button to go back to the window.

**Note:** You can view the list of posted medicines of the selected patient's confinement by clicking the **List of Posted Medicines** button at the upper right corner of the window. In there, you can print the patient's drug file, list of posted medicines, and a particular charge-slip.

## Manual Posting of Outpatient Request

This option allows you to enter medicine request of outpatient.



- 1 Click the **Manual Post** drop-down arrow and then select **Out-Patient**. Or you can click **Post Prescriptions > Manual Posting > Out-Patient** to open the window.

**Manual Posting ( OUT-PATIENT )**

List of Posted Medicines

**Patient Information**

OPD No. **NEW** Name **ASTODILLO, MARICEL B**  
 Hosp. # **263438** Sex **F** Age **24**

Account No.   
 Doctor's Code   
 Charge Slip **C20003M** Net Amt. **61.52** Discount **.00**

**List of Requests**

#	Code	Product Description	Dosage Frq.	Quantity	Stock	Amount
1	3318	4D PLUS TABLETS	OD	1	-8	61.52
2	...					
3						
4						
5						
6						
7						
8						
9						

Cancel Request Print Save Exit

- 2 Under **OPD No.** entry, enter the patient's OPD number and then press <Enter>. Or you can enter the first few letters of the patient's last name and then press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient name to select. The patient information and the charge-slip number to be used will be automatically displayed.
- 3 Under **Doctor's Code** entry, enter the patient's doctor. Type the first few letters of the doctor's last name and then press <Enter>. A window with doctors list will appear matching the query typed. Double-click the doctor's name to select.

4 To enter patient request, complete the following data.

- **Code** - Type the item code and then press <Enter>. Or type the first few characters of the item name and then press <Enter>. A window with items list will appear matching the query typed. Double-click the item name to select. Its product description will be automatically displayed.
- **Dosage Frequency** - Press <Enter> while entry is still blank to display the complete list of dosages. Double-click the dosage to select.
- **Quantity** - Enter the number of item to request and then press <Enter>. The program will automatically display a message if the item stock is unavailable. Just press <Enter> to proceed. The remaining stock and amount will be automatically displayed.

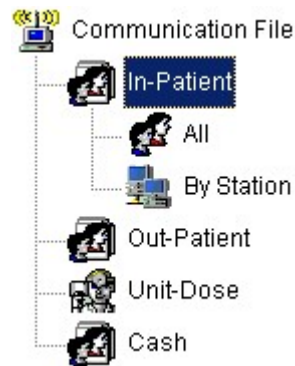
- **To cancel entered item**, click the item from the list and then click the **Cancel Request** button at the bottom part of the window.
- **To enter patient's discount**, click the box either beside **Discount Type A** or **Discount Type B**. You can change the discount percentage by clicking the drop-down arrow. Click the **Apply** button to include the discount. The amount of item(s) from the list will be automatically changed upon clicking the **Apply** button.
- Click the **Save** button to save entered item(s).
- Click the **Print** button to save entered item(s) and to print its charge-slip.
- Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without saving the entered item(s) or click the **No** button to go back to the window.

**Note:** You can view the list of posted medicines of the selected patient's consultation by clicking the **List of Posted Medicines** button at the upper right corner of the window. In there, you can print the list of posted medicines, and a particular charge-slip.

## Processing of Inpatient Pending Request

Use this option to process inpatient request(s) posted from the different nursing stations and other cost-centers.

- 1 Under the **Communication File**, click **In-Patient**. To view all inpatient pending requests, click **All** or to view pending requests by station, click **By Station**. See figure below.



- 2 The list of pending requests is shown under **Patient List**. Double-click the patient name you want to process.
- 3 The **Communication File Entry** window will be displayed.

**Communication File Entry ( IN-PATIENT )**

**Legend :** Medicare Items Non Medicare Items List of Posted Medicines

**Patient Information**

Admission No. **187576** Name **MOLINA, ALEJANDRO FONTANILLA**

Hospital No. **263421** Doctor **980** **AA** **Dr. ROSEMARIE BUENAVENTURA**

Charge Slip **C20003M** Station **2A - STATION 2A** Room No. **2A (212)** Age **22** Sex **M**

Total Charges **53.89** C/O

**List of Requests**

#	Code	Product Description	Dosage Frq.	Requested	Issued	Stock	Amount	Remarks
1	5185	BIOGESIC 500MG TABLET	OD	1	1	486	53.89	

Cancel Request Delay Request Print Drug Profile Print Save Exit

**Previous Orders**

Trans. Date	Frequency	Quantity	Dosage	Remark

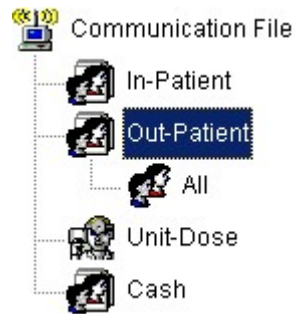
- You can **cancel a pending item** by selecting the item from the list and then click the **Cancel Request** button located at the bottom part of the window.
- **To view a medicine history**, click the item name from the list and then the list of medicine transaction will be shown under **Previous Orders**.
- To process and save the request, click the **Save** button.
- To print and save the request, click the **Print** button
- Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without processing the request or click the **No** button to go back to the window.

**Note:** You can view the list of posted medicines of the selected patient's confinement by clicking the **List of Posted Medicines** button at the upper right corner of the window. In there, you can print the patient's drug file, list of posted medicines, and a particular charge-slip.

## Processing of Outpatient Pending Request

Use this option to process outpatient pending request(s) from Emergency Room and other cost-centers.

- 1 Under the **Communication File**, click **Out-Patient**. Click **All** to view all outpatient pending requests. See figure below.



- 2 The list of pending requests is shown under **Patient List**. Double-click the patient name you want to process.
- 3 The **Communication File Entry** window will be displayed.



**Communication File Entry ( OUT-PATIENT )**

List of Posted Medicines

**Patient Information**

Admission No.	215657B	Name	MILLA, PACITA DACAYANAN		
Hospital No.	1030869	Doctor			
Charge Slip	C144798M	Station		Room No.	ER (OP)
Total Charges	39.25	C/O		Age	65
				Sex	F

**List of Requests**

#	Code	Product Description	Frequency	Requested	Issued	Stock	Amount
1	230	AEKNIL 300MG/2ML AMP.	STAT	1	1	-474	39.25

Cancel Request      Print      Save      Exit

- You can cancel a pending item by selecting the item from the list and then click the **Cancel Request** button located at the bottom part of the window.
- To process and save the request, click the **Save** button.
- To print and save the request, click the **Print** button
- Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without processing the request or click the **No** button to go back to the window.

**Note:** You can view the list of posted medicines of the selected patient's consultation by clicking the **List of Posted Medicines** button at the upper right corner of the window. In there, you can print the patient's drug file, list of posted medicines, and a particular charge-slip.

## Cash-basis Patient Request Entry (Assessment)

This option allows you to enter medicine request of cash-basis patient.



- 1 Click the **Assessment Entry - Cash** toolbar button to open its window.

**Assessment Entry**

1. Transaction Information

☐ In-Patient ☐ Out-Patient

Admission #: **ASSESS** Hospital #: **CASH**

Patient/Business Name: **CASH**

Requesting Doctor:

2. List of Drugs

#	Code	Product Description	Unit Price	Quantity	Stock	Amount
1						
2						
3						
4						
5						
6						
7						
8						
9						

3. Amount

Total Amount: **0.00**

Discount: **0.00**

Discount Types: ☐ None ☒ Cash ☐ Employee ☐ Senior Citizen

Cancel Clear All Print Save Close

CHECKER

Checker: **29** **MOLINA JR, ALEJANDRO FONTANILLA**

**Assessment Entry Window**

- 2 Under **Patient Type** entry, choose the patient type from "In-patient" or "Regular". The default patient type is "Cash".
- 3 To enter request, complete the following data.
  - **Code** - Type the item code or first few characters of the item name and then press <Enter>. A window with items list will be displayed matching the query typed. Double-

click the item name to select. Its product description and unit price will be automatically displayed.

- **Quantity** - Type the number of item to request and then press <Enter>. The program will automatically display a message if the item stock is unavailable. Just press <Enter> to proceed. The stock and amount will be automatically displayed.

➤ You can view the **total amount** of the entered items at the upper right part of the window.

➤ **To delete entered item**, click the row where the item is aligned and then click the **Cancel** button at the bottom part of the window.

➤ **To delete all entered items**, click the **Clear All** button at the bottom part of the window.

4 Tag **Discount Type** ( None, Cash, Employee, Senior Citizen )

5 Check the name of the checker displayed. You can change it by changing the code or type the last name of the checker.

6 Click the **Save** button to save the entered item(s).

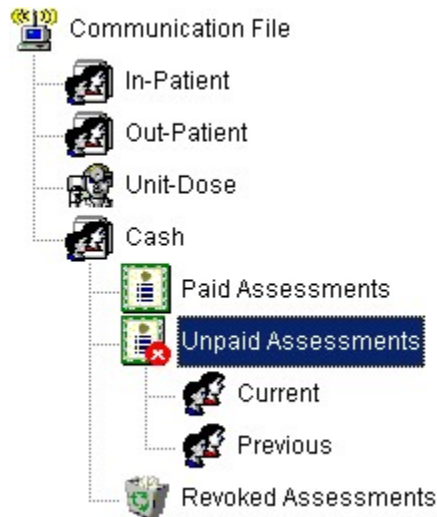
Click the **Print** button to save the entered item(s) and to print the charge-slip.


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

## Revoking of Cash-basis Request

Use this option to revoke assessment entry (cash-basis patient request).

- 1 Under the **Communication File**, click **Cash** and then click **Unpaid Assessments**. Click **Current** to display current unpaid assessments or **Previous** to display all previous unpaid assessments. See figure below.

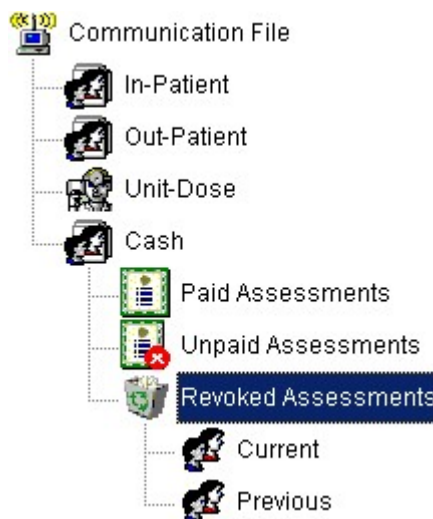


- 2 The list of unpaid assessments is shown under **List of Patients**. Select the assessment number you want to revoke and then click the  **Revoke Assessment Request** toolbar button. A message will appear for confirmation. Click the **Yes** button to proceed or **No** to abort.

## Viewing of Revoked Assessments (Cash-basis)

This option lets you view current and previous revoked assessments.

- 1 Under the **Communication File**, click **Cash** and then click **Revoked Assessments**. Click **Current** to display current revoked assessments or **Previous** to display all previous revoked assessments. See figure below.



- 2 The list of revoked assessments is shown under **Patients List**.

## Revoking of Paid Cash-Basis Request

This option allows the user to process cancellation of patient's request(s) that is already paid. To do this, go to OTHERS > POST RETURNED MEDICINES > CASH to load the window below

**Credit Advise**

**Patient Information**

OR Number:  Payee Name:

Total Charges:

**List Of Posted Medicines for CM**

OR Number	Code	Product Description	Qty. Issued	Quantity	Unit Price	Stock	Amount

Enter the OR Number of the item paid then press Enter key. In the code column, press ENTER key to load a sample window below that display lists of items paid on that specific OR.



## Post Returned Medicines (Inpatient)


Use this option to enter returned medicines of inpatient.


- 1 Click the  **Post Returned Medicines** toolbar button to open its window.

**Post Returned Medicines ( IN-PATIENT )**

List of Posted Medicines

**Patient Information**

Admission No. **187587**  Name **GABRIEL, NIÑO B**

Hospital No. **263447** Doctor **5570**  **Dr. JOSE JAY ABRIGONDA**




Credit Memo **CM201155** Room No. **HA 12 -** Age **26D0M0Y**

Total Charges  Station **NICU - NURSERY ICU** Sex **M**

**List of Requests**

Charge Slip	Code	Product Description	Qty. Issued	Quantity

**REASON / REMARKS**

- 2 Under **Admission No. Entry**, enter the patient's admission number and then press <Enter>. Or you can enter the first few letters of the patient's last name and then press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient name to select. The patient information will be automatically displayed.

- 3 To enter returned medicine(s), complete the following data.

- **Charge Slip** - Press the <Enter> key to display list of charge-slips issued.



The screenshot shows a software window titled 'FLORES, ELENA MAGLANTAY'. It contains two main sections: 'Charge Slip List' on the left and 'List of Issued Medicines' on the right. The 'Charge Slip List' shows a list of charge slip numbers, with 'C144159M' selected. The 'List of Issued Medicines' shows a table with two rows of data. Below this is a 'Details' section with a table showing transaction information. At the bottom right are 'OK' and 'Exit' buttons.

Charge Slip #
C144159M
C144189M
C144280M
C144613M
C144797M
C144798M

Drug Name	Drug Code	Quantity
WATER FOR INJECTION 20ML(EUROMED)	1004	3
ZINACEF 750MG VIAL	780	3

Trans. Date	Issued by	Transaction	Quantity
Jan 31 2003 1:3	FAJARDO, DIGNA B	Issued	3

Click the charge-slip number at the left side of the window to display issued medicines and its details. To select, double-click the charge-slip number.

- **Code** - Press the <Enter> key to display issued medicines. Double-click the item name to select. Its description, quantity issued and stock will be automatically displayed.

This screenshot is similar to the previous one but the 'Charge Slip List' is not visible. The 'List of Issued Medicines' table is highlighted, and the 'Details' table is also visible. The 'OK' and 'Exit' buttons are at the bottom right.

Drug Name	Drug Code	Quantity
WATER FOR INJECTION 20ML(EUROMED)	1004	3
ZINACEF 750MG VIAL	780	3

Trans. Date	Issued by	Transaction	Quantity
Jan 31 2003 1:3	FAJARDO, DIGNA B	Issued	3

**Quantity** - Type the number of item to return. This should not be greater than the number of item issued.

➤ You can view the **total amount** of the medicine returned just above the **List of Requests**.

➤ **To delete entered returned medicine from the list**, click the item name and then click the **Clear Row** button at the bottom part of the window.

\* Reason / Remarks why returning the medicine can be entered in the **REASON / REMARKS** text box.

4 Click the **Save** button to save the returned medicine.

Click the **Print** button to save the returned medicine and to print the charge-slip.

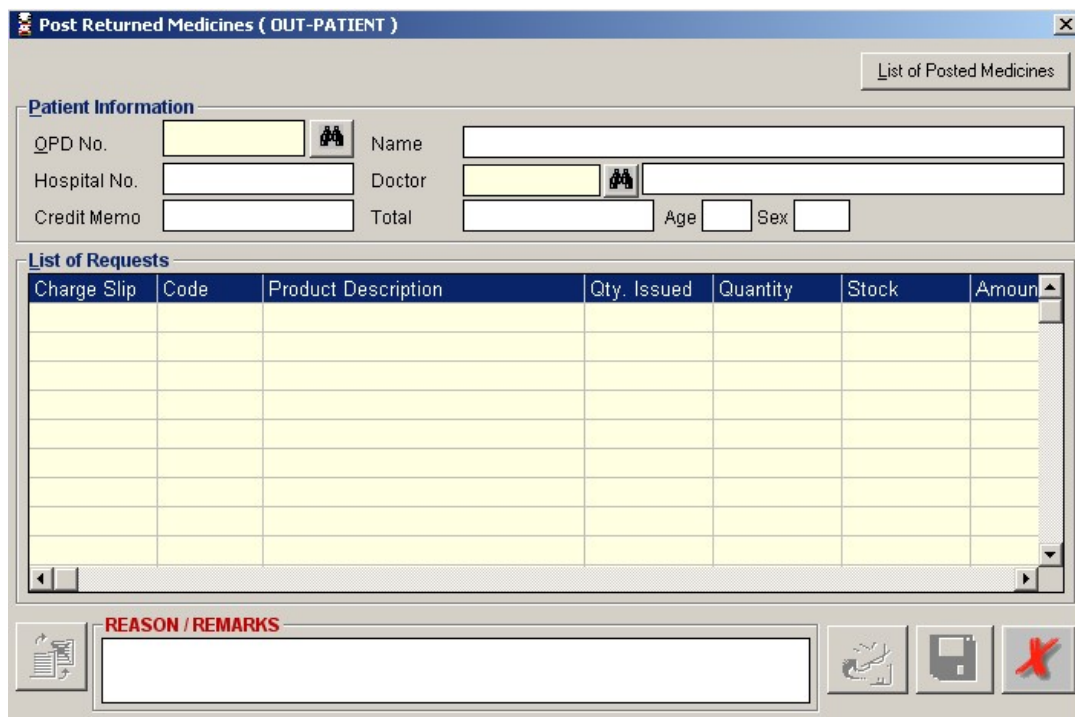
Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without saving returned medicine or click the **No** button to go back to the window.

**Note:** You can view all posted medicines since the start of the selected patient's confinement by clicking the **List of Posted Medicines** button at the upper right corner of the **Post Returned Medicine** window. To reprint a charge-slip, click the reference number you want to reprint and then click the **Reprint** button.

## Post Returned Medicine (Outpatient)


Use this option to enter returned items of outpatient.

- 1 Click the  **Post Returned Medicine** drop-down arrow and then select **Outpatient** or click **Others > Post Returned Medicines > Outpatient** to open its window.



- 2 Under **OPD No.**, type the first few letters of the patient's last name and the press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient name to select. The patient information will be automatically displayed afterwards.
- 3 To enter returned medicine, complete the following data.

- **Charge Slip** - Press the <Enter> key to display list of charge-slips issued.



Drug Name	Drug Code	Quantity
WATER FOR INJECTION 20ML(EUROMED)	1004	3
ZINACEF 750MG VIAL	780	3

Trans. Date	Issued by	Transaction	Quantity
Jan 31 2003 1:3	FAJARDO, DIGNA B	Issued	3

Click the charge-slip number at the left side of the window to display issued medicines and its details. To select, double-click the charge-slip number.

- **Code** - Press the <Enter> key to display issued medicines. Double-click the item name to select. Its description, quantity issued and stock will be automatically displayed.

The screenshot shows a window titled 'FLORES, ELENA MAGLANTAY'. It contains two main sections: 'List of Issued Medicines' and 'Details'.

**List of Issued Medicines:**

Drug Name	Drug Code	Quantity
WATER FOR INJECTION 20ML(EUROMED)	1004	3
ZINACEF 750MG VIAL	780	3

**Details:**

Trans. Date	Issued by	Transaction	Quantity
Jan 31 2003 1:31	FAJARDO, DIGNA B	Issued	3

At the bottom right of the window are 'OK' and 'Exit' buttons.

**Quantity** - Type the number of item to return. This should not be greater than the number of item issued.

- You can view the **total amount** of the medicine returned just above the **List of Requests**.
- To delete entered returned medicine from the list, click the item name and then click the **Clear Row** button at the bottom part of the window.

\* Reason / Remarks why returning the medicine can be entered in the **REASON / REMARKS** text box.

4 Click the **Save** button to save the returned medicines.

Click the **Print** button to save the returned medicines and to print the charge-slip.

Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without saving returned medicines or click the **No** button to go back to the window.

**Note:** You can view all posted medicines since the start of the selected patient's consultation by clicking the **List of Posted Medicines** button at the upper right part of the **Post Returned Medicines** window. To reprint a charge-slip, click the reference number you want to reprint and then click the **Reprint** button.


# Post Returned Medicine (Credit Advise)

Use this option to enter returned items of outpatient.




- 1 Click the **Others** and then select **Cash** to open this window


**Post Returned Medicine** drop-down arrow

- 2 Type in the official receipt number of the item to return  then press enter or Search option. Program will search for existing document number, once located, payee name will automatically display on the screen.

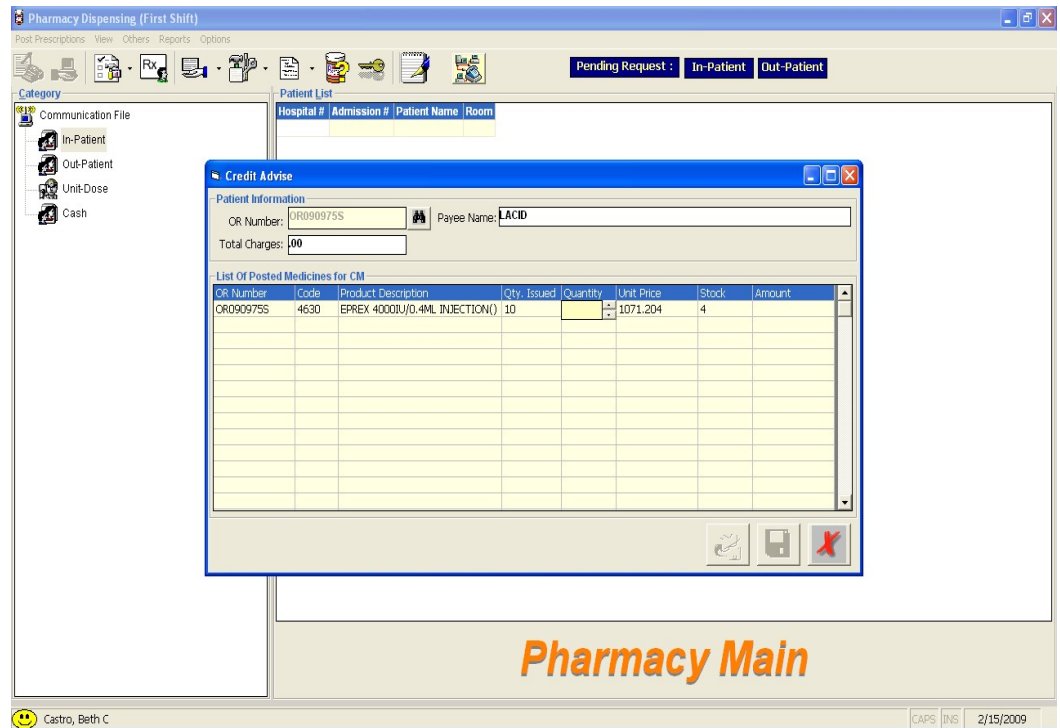


- 3 Click on the  option to list the items included charged with the given official receipt number.

- 4 Select from the list the specific item to return as shown on the window below:

-  To choose for the item to return, click the item name and then click the **Select Item** button at the bottom part of the window.

- 6 Type in the number of quantity to return as shown below



**Pharmacy Dispensing (First Shift)**

Post Prescriptions View Others Reports Options

Pending Request : In-Patient Out-Patient

Category: In-Patient Out-Patient Unit-Dose Cash

Patient List: Hospital # Admission # Patient Name Room

**Credit Advise**

Patient Information

OR Number: DR090975S Payee Name: LACID



Total Charges: 100

List Of Posted Medicines for CM

OR Number	Code	Product Description	Qty. Issued	Quantity	Unit Price	Stock	Amount
OR090975S	4630	EPREX 4000IU/0.4ML INJECTION()	10	4	1071.204	4	4285.20

**Pharmacy Main**

Castro, Beth C CAPS INS 2/15/2009

- 6 Click the  **Save** button (without printing) or  **save** button (with printing of credit advise form).

**Note:** The above process once saved will not immediately add back the returned quantity of the returned item to the pharmacy dispensing inventory stock balance. It will be the cashier module that will trigger the update of the stock balance once the credit advise is processed.

## Correction Entry (Inpatient)

Use this option to adjust posted medicine of inpatient.



- 1 Click the **Correction Entry** toolbar button to display the window.

**Adjust Posted Medicines (IN-PATIENT)**

List of Posted Medicines

**Patient Information**

Admission No.  Name

Hospital No.  Doctor

Credit Memo  Room No.  Age

Total Charges  Station  Sex

**List of Requests**

Charge Slip	Code	Product Description	Qty. Issued	Quantity

**REASON / REMARKS**

Undo Redo Save Delete

- 2 Under **Admission No.** entry, enter the patient's admission number and then press <Enter>. Or you can enter the first few letters of the patient's last name and then press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient name to select. The patient information will be automatically displayed.
- 3 To adjust posted medicine(s), complete the following data.
  - **Charge Slip** - Press the <Enter> key to display list of charge-slips issued.

**FLORES, ELENA MAGLANTAY**

**Charge Slip List**

Charge Slip #
C144159M
C144189M
C144280M
C144613M
C144797M
C144798M

**List of Issued Medicines**

Drug Name	Drug Code	Quantity
WATER FOR INJECTION 20ML(EUROMED)	1004	3
ZINACEF 750MG VIAL	780	3

**Details**

Trans. Date	Issued by	Transaction	Quantity
Jan 31 2003 1:3	FAJARDO, DIGNA B	Issued	3

OK Exit

Click the charge-slip number at the left side of the window to display issued medicines and its details. To select, double-click the charge-slip number.

- **Code** - Press the <Enter> key to display issued medicines. Double-click the item name to select. Its description, quantity issued and stock will be automatically displayed.

Drug Name	Drug Code	Quantity
WATER FOR INJECTION 20ML(EUROMED)	1004	3
ZINACEF 750MG VIAL	780	3

Trans. Date	Issued by	Transaction	Quantity
Jan 31 2003 1:31	FAJARDO, DIGNA B	Issued	3

- **Quantity** - Type the number of item to adjust. This should be greater than the number of item issued.

- You can view the **total amount** of the medicine adjusted just above the **List of Requests**.
- To delete entered adjusted medicine from the list, click the item name and then click the **Clear Row** button at the bottom part of the window.

\* **Reason / Remarks** why adjusting the medicine can be entered in the **REASON / REMARKS** text box.

4 Click the **Save** button to save the adjusted medicine.

Click the **Print** button to save the adjusted medicine and to print the charge-slip.

Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without saving adjusted medicine or click the **No** button to go back to the window.

**Note:** You can view all posted medicines since the start of the selected patient's confinement by clicking the **List of Posted Medicines** button at the upper right corner of the **Adjust Posted Medicine** window. To reprint a charge-slip, click the reference number you want to reprint and then click the **Reprint** button.



## Correction Entry (Outpatient)

Use this option to adjust posted medicines of outpatient.



- 1 Click the **Correction Entry** drop-down arrow and then click **Out-Patient**. Or you can click **Others > Adjust Posted Medicine > Out-Patient** to open the window.

**Adjust Posted Medicines (OUT-PATIENT)**

List of Posted Medicines

**Patient Information**

QPD No.  Name

Hospital No.  Doctor

Credit Memo  Total  Age  Sex

**List of Requests**

Charge Slip	Code	Product Description	Qty. Issued	Quantity	Stock	Amount

**REASON / REMARKS**

- 2 Under **OPD No.**, type the first few letters of the patient's last name and the press <Enter>. A window with patients list will appear matching the query typed. Double-click the patient name to select. The patient information will be automatically displayed afterwards.
- 3 To enter returned medicine, complete the following data.
  - **Charge Slip** - Press the <Enter> key to display list of charge-slips issued.

**FLORES, ELENA MAGLANTAY**

**Charge Slip List**

Charge Slip #
C144159M
C144189M
C144280M
C144613M
C144797M
C144798M

**List of Issued Medicines**

Drug Name	Drug Code	Quantity
WATER FOR INJECTION 20ML(EUROMED)	1004	3
ZINACEF 750MG VIAL	780	3

**Details**

Trans. Date	Issued by	Transaction	Quantity
Jan 31 2003 1:3	FAJARDO, DIGNA B	Issued	3

OK Exit

Click the charge-slip number at the left side of the window to display issued medicines and its details. To select, double-click the charge-slip number.

- **Code** - Press the <Enter> key to display issued medicines. Double-click the item name to select. Its description, quantity issued and stock will be automatically displayed.

The screenshot shows a window titled 'FLORES, ELENA MAGLANTAY'. It contains two main sections: 'List of Issued Medicines' and 'Details'.

**List of Issued Medicines:**

Drug Name	Drug Code	Quantity
WATER FOR INJECTION 20ML(EUROMED)	1004	3
ZINACEF 750MG VIAL	780	3

**Details:**

Trans. Date	Issued by	Transaction	Quantity
Jan 31 2003 1:31	FAJARDO, DIGNA B	Issued	3

At the bottom right of the window are 'OK' and 'Exit' buttons.

- **Quantity** - Type the number of item to adjust. This should be greater than the number of item issued.

- You can view the **total amount** of the medicine adjusted just above the **List of Requests**.
- To delete entered adjusted medicine from the list, click the item name and then click the **Clear Row** button at the bottom part of the window.

\* **Reason / Remarks why adjusting the medicine can be entered in the REASON / REMARKS text box.**


4 Click the **Save** button to save the adjusted medicines.

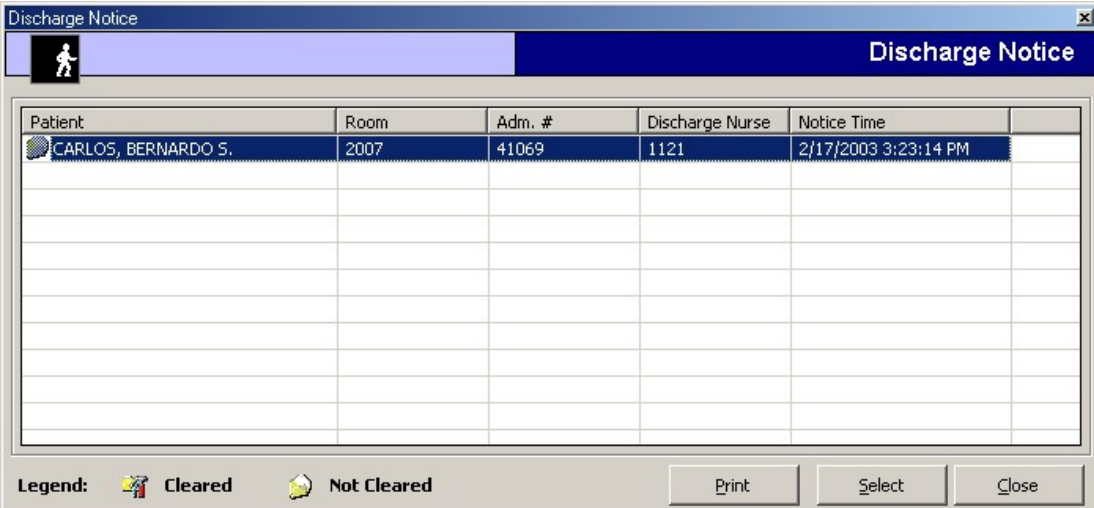
Click the **Print** button to save the adjusted medicines and to print the charge-slip.

Clicking the **Exit** button will display a message. Click the **Yes** button to close the window without saving adjusted medicines or click the **No** button to go back to the window.



**Note:** You can view all posted medicines since the start of the selected patient's consultation by clicking the **List of Posted Medicines** button at the upper right part of the **Adjust Posted Medicines** window. To reprint a charge-slip, click the reference number you want to reprint and then click the **Reprint** button.

## Clearing of Patient for Discharge

- 1 Double-click on . Its window will be displayed showing the list of cleared and not cleared patients. (The legend of "Cleared" and "Not Cleared" patients can be seen at the bottom part of the window)

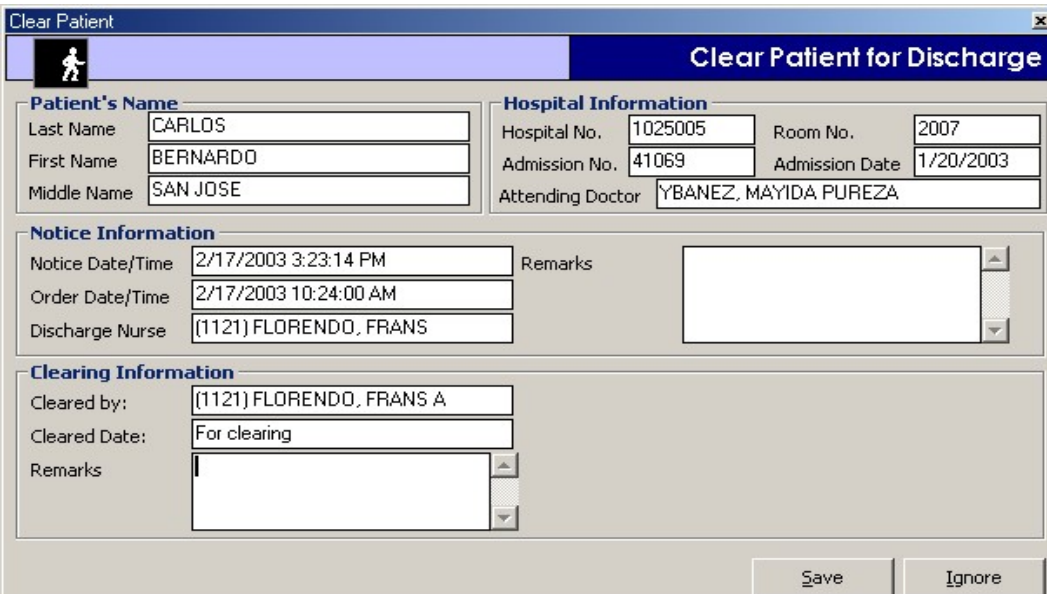


Patient	Room	Adm. #	Discharge Nurse	Notice Time
CARLOS, BERNARDO S.	2007	41069	1121	2/17/2003 3:23:14 PM

Legend:  Cleared  Not Cleared

Print Select Close

- 2 Select an un-cleared patient from the list and then click the **Select** button
- 3 A window for clearing patients will be displayed. Just type your remarks for clearing the patient.



**Patient's Name**

Last Name: CARLOS  
First Name: BERNARDO  
Middle Name: SAN JOSE

**Hospital Information**

Hospital No.: 1025005 Room No.: 2007  
Admission No.: 41069 Admission Date: 1/20/2003  
Attending Doctor: YBANEZ, MAYIDA PUREZA

**Notice Information**

Notice Date/Time: 2/17/2003 3:23:14 PM  
Order Date/Time: 2/17/2003 10:24:00 AM  
Discharge Nurse: (1121) FLORENDO, FRANS  
Remarks:

**Clearing Information**

Cleared by: (1121) FLORENDO, FRANS A  
Cleared Date: For clearing  
Remarks:

Save Ignore

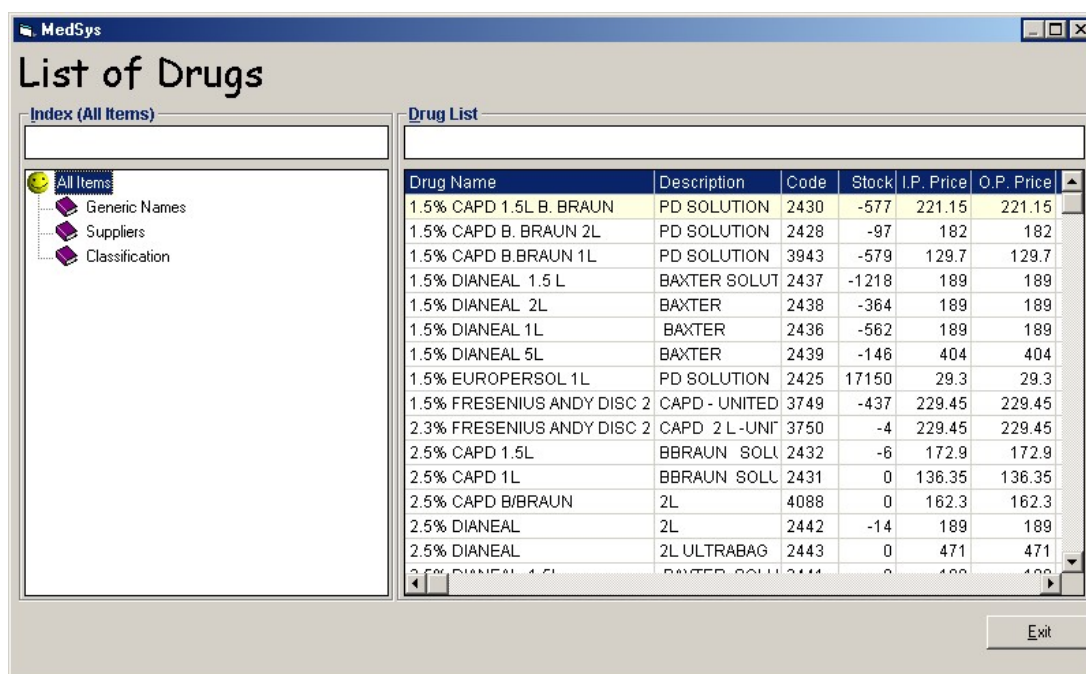
- 4 The following button option can be clicked from
  - **Save** - Click this button to clear the patient in your department.
  - **Ignore** - Click this button to ignore clearing the patient.

## Drugs Inquiry

This option allows you to view medicine information particularly on its available stock, inpatient and outpatient selling price, generic class, and classification.



- 1 Click the **Drug Inquiry** toolbar button to display the window.



- You can arrange the list of drugs by its generic name, supplier or classification. Just double-click the option at the left side of the window.

# Reports

To open a report, click **Reports** to display the list and then click the report you want to view.

1. Admission List
2. Census by Station
3. Daily Discharge Report
4. Patient's Unit Dose Report
5. Patient's with Discharge Notice
6. Daily Income Report
  - Inpatient
    - Detailed
    - Summary
  - Outpatient
    - Detailed
    - Summary
  - Cash Sales
7. Monthly Income Report
  - Inpatient
    - Detailed
    - Summary
  - Outpatient
    - Detailed
    - Summary
8. Cash Pharmacy Discount Report
9. Income Report Summary
10. Drug Distribution Report
11. Dispenser Report
12. Additional Report
  - Doctors Drug Consumption For the Month
  - Doctors Patient Confinement
13. Daily Prescription Census
14. Income Report (By Transaction Date)
  - Inpatient
  - Outpatient
  - Cash
15. PHIC List of Available Medicines

16. Employees Medicines

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