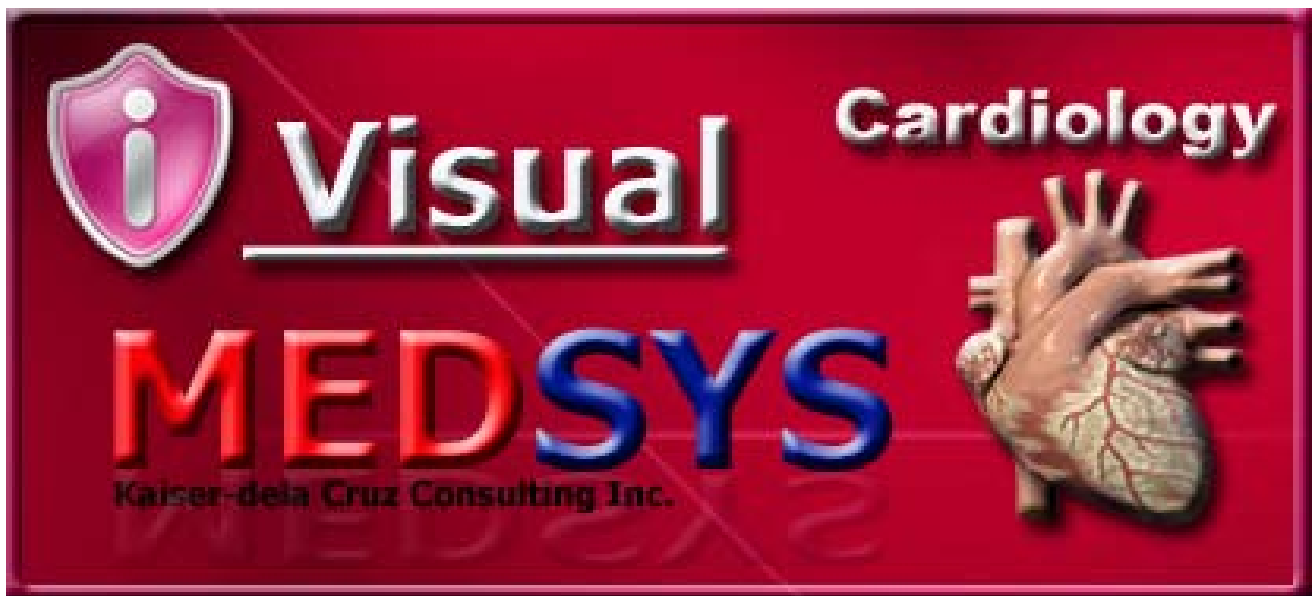


# MEDSYS Information System

## *Visual Cardiology Program User's Manual*



**MEDSYS**

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

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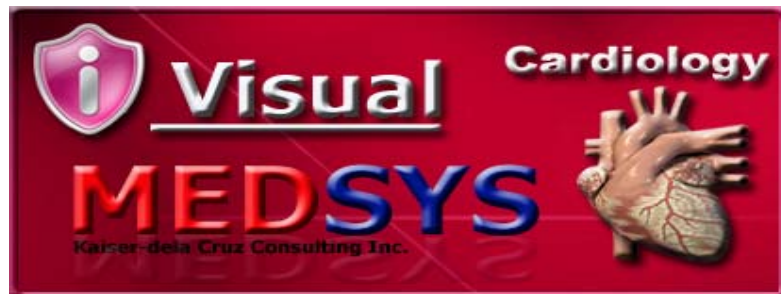
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# Introduction

## Overview



The **Visual Cardiology Program** is a computerized processing of Heart procedure request. This is connected to other MEDSYS programs such as Visual Nurse to accept and process the request and to enter the exam result into the computer which can be accessible to all stations once verified.

The use of password protects the program by disallowing the access of authorized users. Only program users with a registered employee number and password can gain access into it.

## Objectives


To improve transactions in the department by lessening the data-entry in processing Cardiology exam request through automating the communication between departments in Heart Station and Nurse Station, Heart Station and Cashier, and Heart Station and Billing.

## Features

- **Data entry restriction** - Warning messages are flashed for possible invalid entries. This ensures all data inputted would be made useful for any transaction that may occur.
- **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.

# Getting Started

## How to Start the Program?

1. Click the  **Heart Station 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.

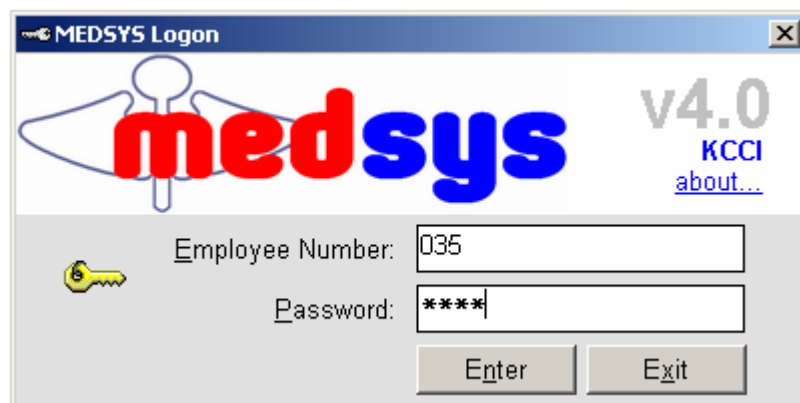
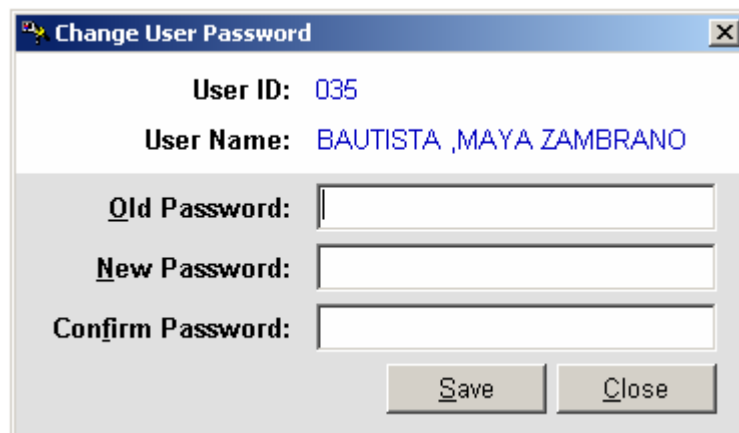


Figure 1: Login Window

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.



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

- User ID: 035
- User Name: BAUTISTA ,MAYA ZAMBRANO
- Old Password: [input field]
- New Password: [input field]
- Confirm Password: [input field]
- Buttons: Save, Close



Figure 2: Change Password Window

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

## How to End the Program?

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

To close the program:

- Click the **Exit**  toolbar button or
- Click the  button located at the upper right corner of the main window.



# Program Operation

## Cash-basis Patient Request Entry


This option allows you to request Cardiology procedures and then charges the amount of the item(s) to the selected cash-basis patient.

1. Choose the Assessment Entry ( OPD Rate ) in the Data Entry Option. The **Assessment Entry** window will be displayed. Enter the following data.

**Assesment Entry - OPD Rate**

**^ Patient Type ^**

Out Patients       InPatients

Last Name        Hospital Number

First Name       Adm. No.

Middle Name

Doctor   ...       Senior Citizen

Assesment No.       Gross Amount

Dept Code	Exam Code	Examimantion Description	Type	Quantity	Unit Cost	Amount

**Dept. Codes :**      OX- OXYGEN  
 HS- HEART STATION      MD- PROF. FEE  
 HX- HEART STATION MEDICINE

Save and Print      Save      Exit

Clear

**Assessment Entry Window**

2. Under 'Patient Type' entry, choose either from 'Inpatient' or 'Out Patient'.
3. Enter the patient's requesting doctor.
4. To request the procedure(s):

- Exam Code - Enter the item code and then press <Enter>. A window with the list of procedures will be displayed. Double-click on the procedure to select.
- Exam Description - This is the description of the procedure.
- Unit Cost - This is the basic price of the procedure.
- Quantity - Enter the quantity of procedure.
- Amount - This is the amount of the procedure to be paid by the patient.

Tag if the patient is a Senior Citizen for automatic computation of senior citizen discount.  
The total amount can be seen just above the 'Amount'.

5. To save:

- Click on 'Save' or 'Save Print' button.

To disregard the data entered, click on Clear button

To go out from this option, click on Exit button

## Outpatient Request Entry

This option lets you request Cardiology examinations/procedures and then charges the item to the selected patient.

1. After searching the patient, click the patient from the list and then the Outpatient Request Entry window will appear

**OutPatient Request Entry**

**Patient's Information**

Family Name: LINEZO Birth Date: 12/31/1992 Age: 0  
 Given Name: CELEDONIO Height: Weight:  
 Middle Name: Sex: M

**Hospital Information**

Hospital No.: 199C Admission No.: 30489B Admission Date: 12/5/2005 10:56  
 Room No.: OPD OR No.: Amount:  
 Doctor: ...

**Exams Requested**

Gross Amount: 0.00

Dept.ID	Code	Description	Type	Quantity	Amt./Item	Discount	Amount
HS							

Save and Print Save Exit

**Outpatient Request Entry Window**

2. To request the procedure(s):
  - Dept. ID - Refer to the bottom of the window to view the list of department codes.
  - Code - Enter the item code and then press <Enter>. The list of procedures will be displayed; double-click it select.
  - Description - This is the description of the procedure.
  - Quantity - Enter the quantity of the procedure.
  - Unit Price - This is the basic price of the procedure.
  - Amount - This is the amount of the procedure to be paid by the patient.
3. To save, click on 'Save' or 'Save/Print' button.

## Inpatient Request Entry

This option lets you request Cardiology examinations/procedures and then charges the item to the selected patient.

1. After searching the patient, click the patient from the list and then click Send Requests/ Post Charges.
2. The Request Entry window will be displayed as shown below.

**Request Entry**

**Patient's Information**

Family Name: BAUTISTA      Birth Date: 05/03/1975      Age: 32  
 Given Name: MAYA      Height:      vWeight: 50  
 Middle Name: ZAMBRANO      Sex: F

**Hospital Information**

Hospital No.: 263394      Admission No.: 187558      Admission Date: 05/08/2007 9:05  
 Room No.: 256      OR No.:      Amount:        
 Req. Doctor: 24      AMIGO, BERNARDITA

**Exams Requested**

Stat/Bedside      Gross Amount: 0.00

Dept.ID	Code	Description	Type	Quantity	Amount	Amt/Item
HS						

Buttons: Save and Print, Save, Exit


**Request Entry window**

3. To request the procedure(s):
  - a. Dept. ID – Enter HS for Cardio Procedures, HX for Cardio medicines, MD for doctors professional fee and OX for oxygen charges.
  - b. Item Code - Enter the item code and then press <Enter> or press <Enter> key to display complete lists of procedures of the selected department.
  - c. Item Description - This is the description of the procedure.
  - d. Quantity - Enter the quantity of the procedure.

- e. Unit Price - This is the basic price of the procedure.
  - f. Amount - This is the amount of the procedure to be paid by the patient.
- 
- 3. To save, click on 'Save' or 'Save/Print' button.
  - 4. To go out from this option, click on Exit button.


## **Result Entry**

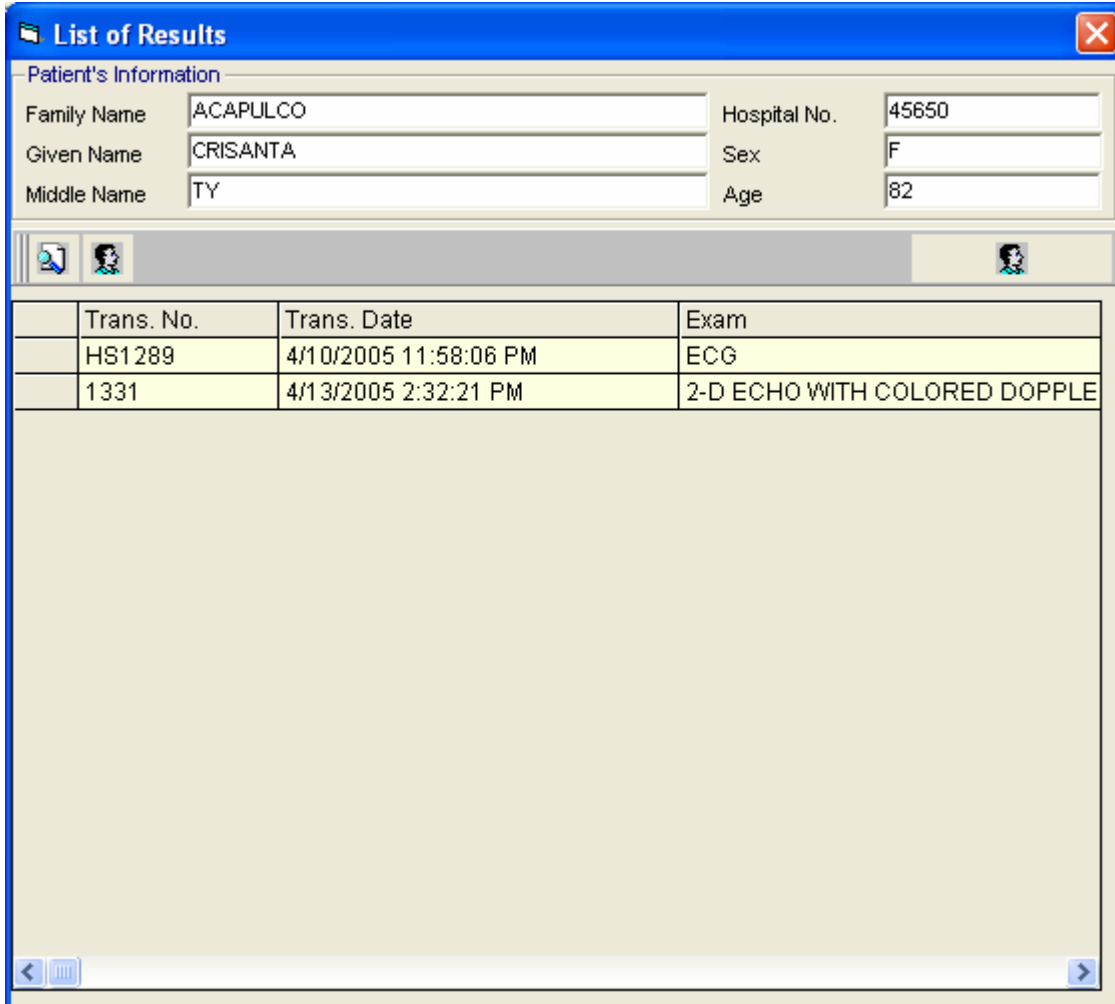
This option lets you enter results for Cardiology examinations/procedures charged to the selected patient.

1. Click the  button or choose the Result Entry in the Data Entry option.
2. After searching the patient, click the patient from the list
3. The Result Entry window for the specific examination will be displayed on the screen.
4. To save the result entered, click the 'Print/Save' or the 'Save' button.
5. To disregard or cancel the results entered, click the 'Cancel' button.

## **Result Editing / Result Inquiry**

This option allows you to edit or view results of patients.

1. Click the  button or go to Result Inquiry option.
2. Enter the patients last name then double click on the patients name.
3. List of Results will be displayed on the screen.
4. Double click on the examination to be edited or you want to view



The screenshot shows a software window titled "List of Results". At the top, there is a "Patient's Information" section with several input fields:

Family Name	ACAPULCO	Hospital No.	45650
Given Name	CRISANTA	Sex	F
Middle Name	TY	Age	82

Below the patient information is a horizontal bar with two small icons on the left and one on the right. Underneath this bar is a table with three columns: "Trans. No.", "Trans. Date", and "Exam".

Trans. No.	Trans. Date	Exam
HS1289	4/10/2005 11:58:06 PM	ECG
1331	4/13/2005 2:32:21 PM	2-D ECHO WITH COLORED DOPPLE

The bottom of the window features a scroll bar with left and right arrow buttons.

## Request Cancellation

This option allows you to cancel requests to a specific patient.

1. Go to File Maintenance then choose Request Cancellation.
2. List of patient with requests is displayed on the screen. Double click on the patient name or click the process button.
3. The Request Cancellation window is displayed on the screen.

**Request Cancellation and Reprinting of Chargeslip**

**Patient Info**

Chargeslip #: C134470H Request Date: 05/15/2007 5:01:10 PM

Patient Name: ESCUDERO, CHIZWHIZ OR #:

Hospital #: 263377 Admission #: 187552 Doctor: CABAHUG, MA. JESSICA

Age: 27 Civil Status: Married Room: 404-

Sex: M Account #: E0001

**List of Requests**

Type	Code	Exam Name	Amount	Remarks	Requestlu	Qty	RevenueId	Cancel Qty
Routine	2	2D ECHO	3250	Pending	176161	1	HS	

Print Chargeslip Cancel Request Close

Request Cancellation Window

4. Click on *Cancel Request* button to revoke or cancel a specific item. To re-print charge slip, click on *Print Chargeslip* button. To go out from this option, click on *Close* button.

## Re-printing of Charge Slip

This option allows you to reprint or have a duplicate of patients charge slip.



1. Go to File Maintenance then choose Re-print Charge Slip option.
2. The Reprinting of Charge slip Window will be displayed on the screen.

**Re-Printing of Charge Slip**

Patient Type: Inpatient

Admission No.: Inpatient / Outpatient

Hospital No.:  Room:  Account No.:

Patients Name:

Requesting Doctor:

Re-Print Cancel

3. Choose Patient Type : Inpatient or Outpatient
4. Enter patients last name or admission number of patient
5. List of patient charges will be displayed on the screen.
6. Highlight the specific charges to be reprinted.
7. Click the 'Re-Print' button to reprint charge slip or 'Cancel' button to go out from the window

## Viewing of Patients Ledger

This option allows you to view all the charges of patient.

1. Go to File Maintenance then choose Patient's Ledger
2. Choose patient type : Inpatient or Outpatient

3. Enter patients last name then choose from the list.
4. Double click on the patient name you want to view the charges
5. Patients ledger will be displayed on the screen.

PAGE NO. : 1  
 RUN DATE : 05/22/2007

**PATIENT'S CARDIOVASCULAR LABORATORY LEDGER**

<b>PATIENT NAME</b>	ESCUDERO CHIZ	<b>ADM. NO.</b>	187552	<b>ROOM</b>	404
<b>ADDRESS</b>		<b>HOSP. NO.</b>	263377		
	BINONDO MANILA	<b>ADMITTED</b>	05/02/2007 07:28:00 PM		
<b>ACCOUNT NO.</b>	E0001	<b>DISCHARGED</b>	12/30/1899 12:00:00 AM		
<b>COMPANY</b>	SANDAGA, MICHELLE				

REFERENCE	CODE	DESCRIPTION	QTY	AMOUNT	BY	TIME
<b>05/10/2007</b>						
C5806I	21	ECG	1.00	630.00	BCM	2:40:30 pm
				<b>630.00</b>		
<b>Grand Total:</b>				<b>630.00</b>		

**Sample Patient Ledger**

## Reports

The following reports are generated by the program. Click on Reports menu to display list of reports.

1. Audit Report
2. Monthly Report
3. Monthly Income Report
4. Statistical Report
5. Daily Transaction Report
6. Assessment Status

## **Build File of Coded Normal Values**

Go to File Maintenance > Coded Normal Values to display the window below

Code	Description
2	2D ECHO
3	Echo Machine for follow up view only
1	ECHO SCAN

Code

**Interpretation / Conclusion**

ADD EDIT SAVE CLOSE

**A – To ADD New Interpretation**

Click on Add button to enter new coded values. Enter the name of the interpretation in the Code textbox and the normal interpretation in the Interpretation/Conclusion text box.

**B – To EDIT New Interpretation**

Click on Edit button to edit the existing interpretation. Double click on the specific interpretation to be edited.

To save the interpretation entered, click on Save button.

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