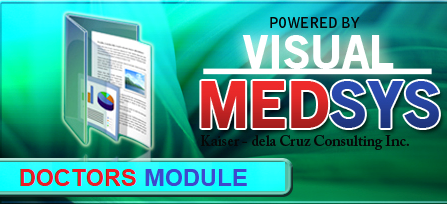
MEDSYS

DOCTORS MODULE

User's Manual



**MEDSYS**

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

**March 11, 2021**

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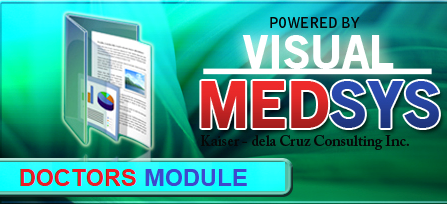
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**OVERVIEW**

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Doctors Module is an electronic medical record (EMR) used by physicians to create, gather and manage health-related information of an individual. This helps to improve the overall patient-doctors services and outcomes.

## OBJECTIVE

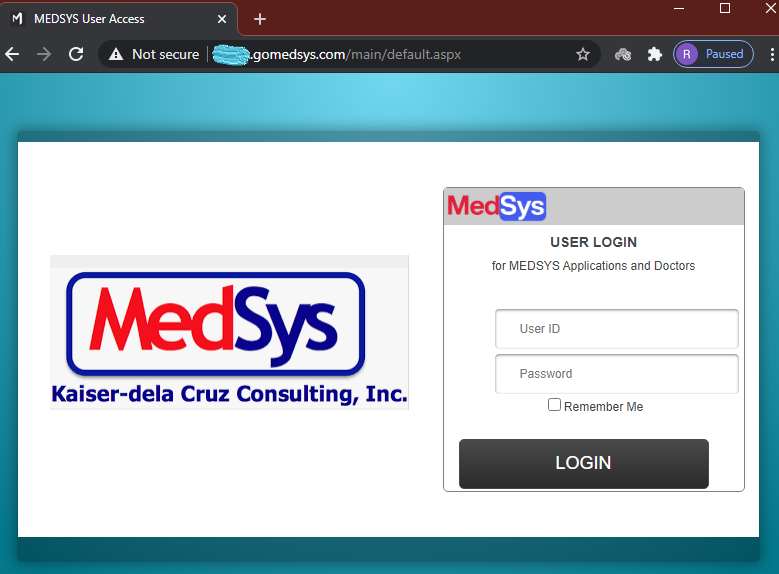
* To improve the quality of health care and patient safety

**GETTING STARTED**

**How to Access the Module**

1. Open browser and key in the address/IP in the URL tab (address bar).

NOTE: The module is optimized for chrome. The use of Google Chrome is highly recommended.

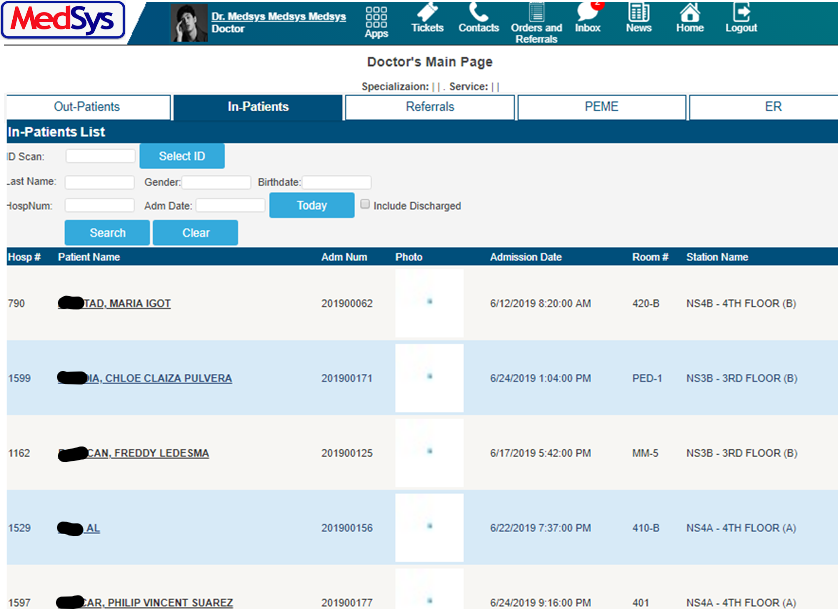


1. Enter your user login and password.
2. Click/Tap the **LOGIN** button (or hit the <Enter> key on keyboard) to log in.

**PROGRAM OPERATION**

**Patient Searching**

Once logged in, all current consultations/admissions tagged under doctor’s service will be displayed. Patients are displayed per category (Out-Patients, In-Patients, Referrals, ER, Philhealth).

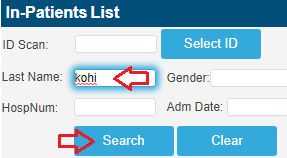


**IN-PATIENTS**

1. **ADMITTED PATIENTS**

These are the currently confined patients.

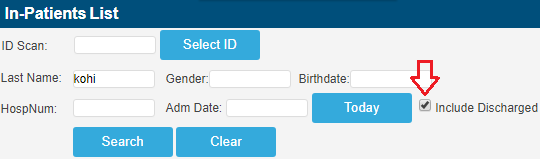
* + 1. To search for a certain patient, input either one of the following on the textbox:
       1. ID Scan – the consultation or admission ID number of patient
       2. Last Name – family name of patient
       3. HospNum – the MRN or unique number identifier of patient
    2. Click/Tap the **Search** button afterwards (or hit the **Enter** key of keyboard)



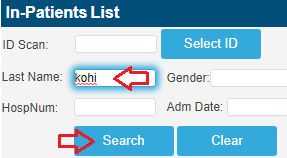
1. **DISCHARGED PATIENTS**

Patients who were discharged already can still be searchable.

1. Click/Tap the **Include Discharged** checkbox.



1. Input the patient’s **IDNum** or **LastName** and click/tap the **Search** button.



1. Select a patient by clicking/tapping on the **Name** link.

**PATIENT DASHBOARD**



Patient’s Dashboard displays the necessary information vital to patient’s condition monitoring.

**VITAL SIGNS** – shows the latest vital signs taken by nurse at bedside

**ADMINISTERED MEDICINE** – shows the latest medicine administered by nurse

**NURSE NOTE** – shows the progress notes of nurses

**DOCTORS ORDER** – shows the most recent doctor’s order entered

**ADMITTING DIAGNOSIS** – shows the admitting diagnosis of the patient

**DIET** – shows the most recent diet for the patient

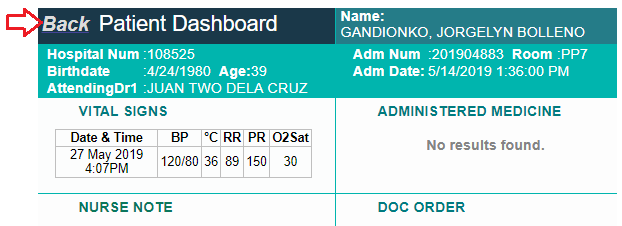
**X-RAY IMPRESSION** – shows the most recent x-ray result of the patient

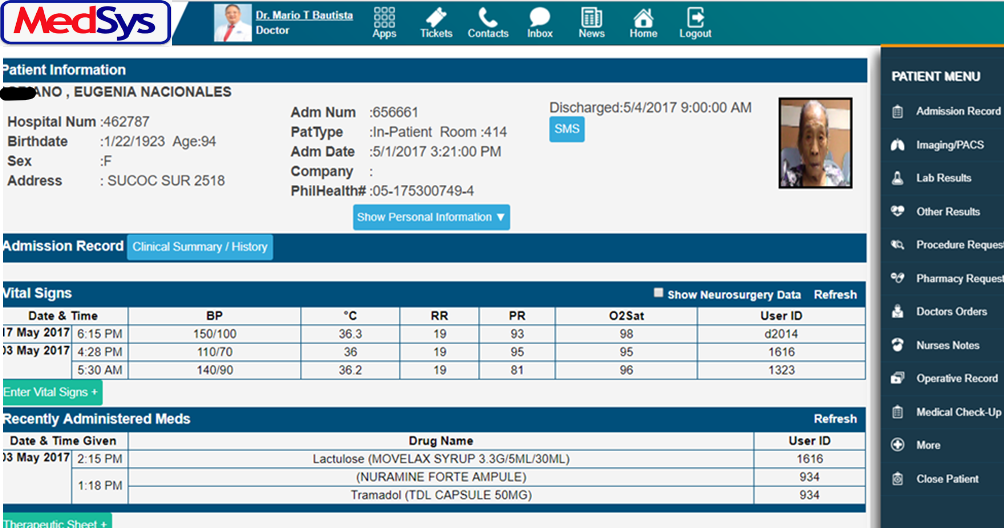
**ULTRASOUND IMPRESSION** – shows the most recent ultrasound result of the patient

**RECENT LAB EXAMS** – shows the most recent laboratory results of the patient

**CT-SCAN IMPRESSION** – shows the most recent laboratory results of the patient

1. Click/Tap on any of the menu under dashboard. It will automatically be redirected to the page of the said menu. Click/Tap the **Back** button to go to the patient’s **Admission Record**.

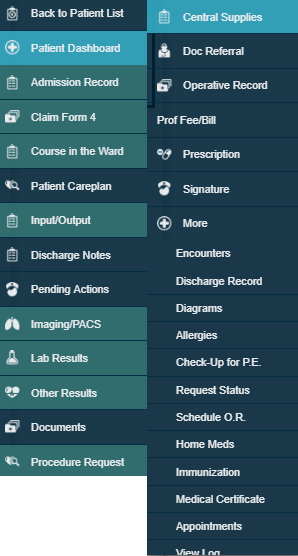




**ADMISSION RECORD** is where you can **Enter**, **Edit** or **View** patient’s records on the present confinement or consultation like Vital Signs, Recently Administered Meds, Brief History and other patient data. This is linked to CF4 entries of PhilHealth.

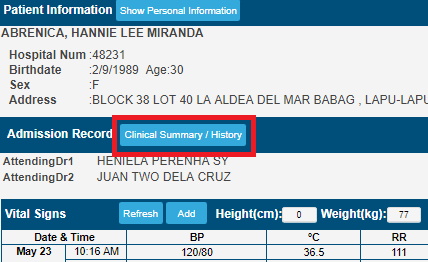
**PATIENT MENU**

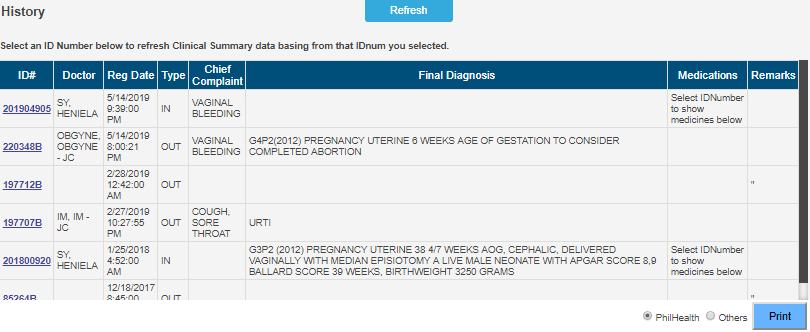
The right pane of the screen is the **PATIENT MENU**. The data in this navigation bar is unique to each patient. Each tab redirects to results, requests, prescription and more. A highlighted tab has data.



* **ADMISSION RECORD/ CONSULTATION RECORD**
  1. **Clinical Summary**

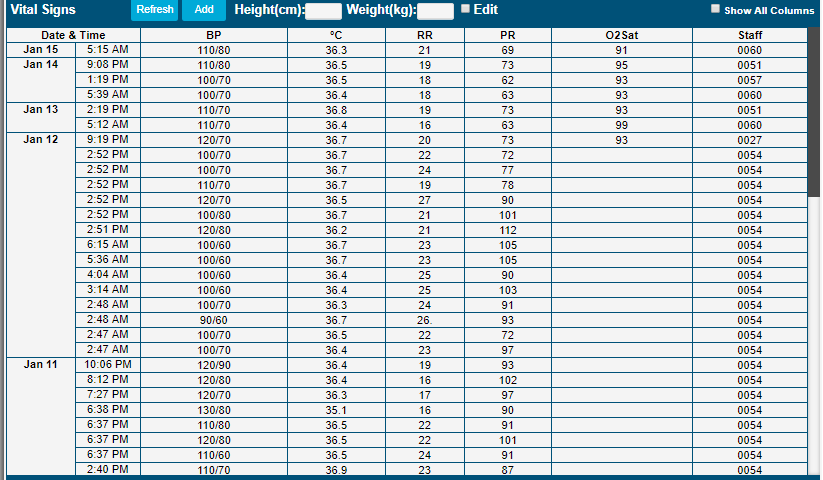
This is where you can view the previous consultations and confinements of patient. To go to the page, click or tap on the **Clinical Summary/History** button.

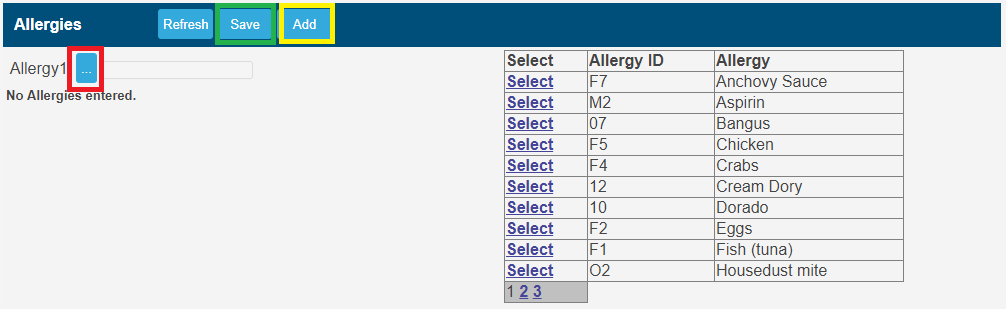




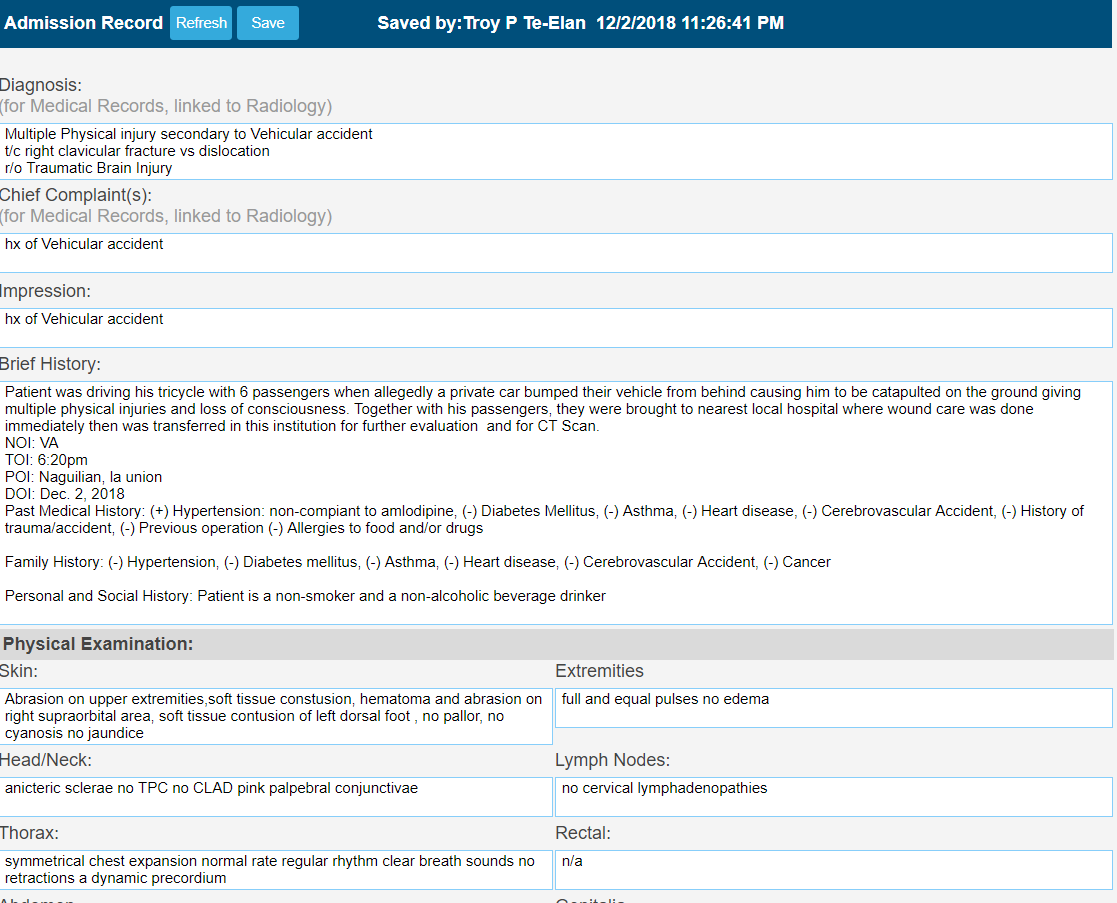
Click/tap on the **ID#** link located on the left side of the screen to open patient’s clinical record.

To print it, click or tap on the **Print** button located just below the History screen.

* 1. **Vital signs**
     1. View of the latest vitals of the patient
  2. **Allergies**
     1. To view the list, click/tap the button (enclose inside the red box). Select the applicable allergies from the list. Then click/ tap on **Save** button (enclosed in green box). If the patient has multiple allergies, select the **Add** button (enclosed in yellow box).



* 1. **Admission Record.** The data displayed here is synced with the information entered during patient’s registration in ER/Admitting department. User(s) can also edit the admission record here.

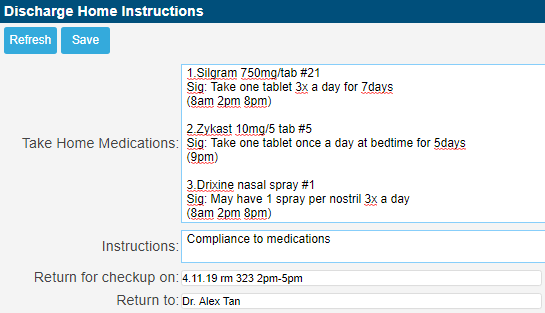


* 1. **Review of Systems**

The figure below is the entry for review of systems of the patient. Click or tap all buttons applicable to the patient categorized by system.



* 1. **Discharge Home Instructions**. Before patient discharge, the attending doctor or nurse can enter the patient’s discharge instructions together with the take home medications. Furthermore, the user can include the day/date for the follow up check-up and to which doctor to return to for their follow up check-up

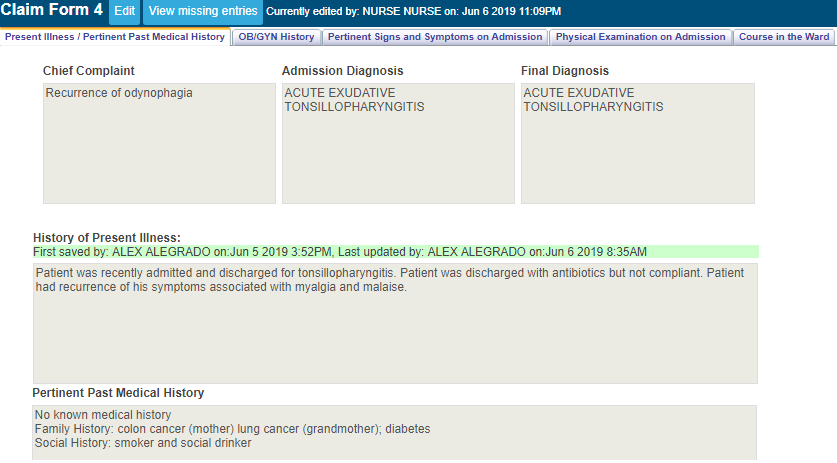


Click/Tap the **Save** button to save entries for discharge home instructions.

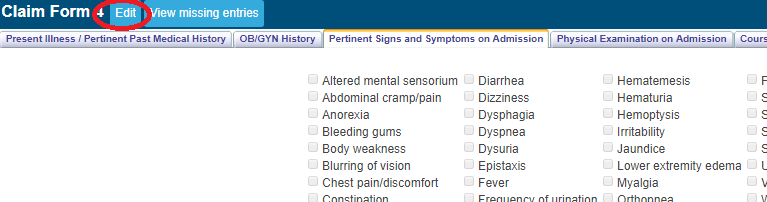
* **CLAIM FORM 4 (CF4)**

This is the entry of CF4 required by PhilHealth. Some of the entries from the Admission Record will be auto-populated here like Chief Complaint, Diagnosis among others.

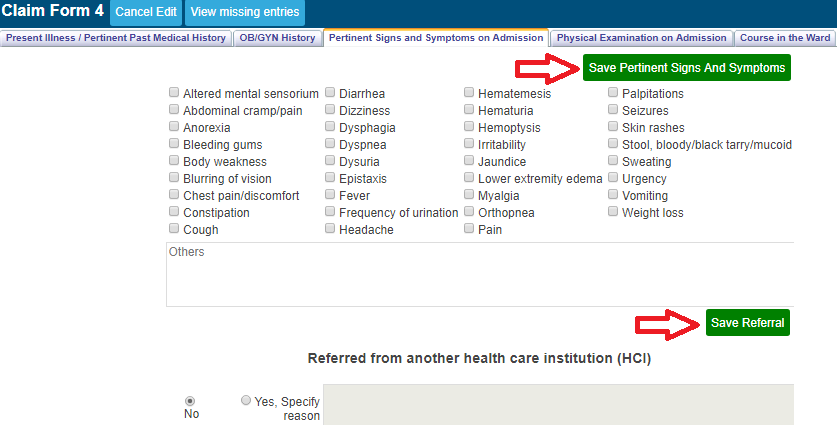
NOTE: *Once connected to Medsys e-Claims, printing of CF4 will be disregarded. All CF4 will be submitted through an XML format which will be provided by Medsys module.*



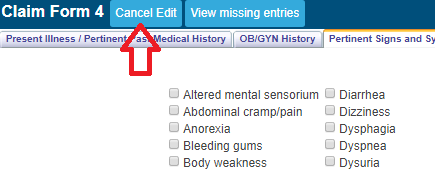
To **Add** or **Edit** entries, click/tap the **Edit button** located on top of the entries.



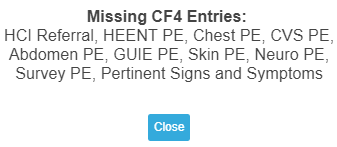
Each entry has a corresponding **Save** button. Make sure to click/tap it to save changes on your entries before going to the next tab.



To disregard changes, click/tap/tap the **Cancel Edit** button located on top of the entries.



To view missed entries, click/tap the **View missing entries**. A pop-up window will appear.

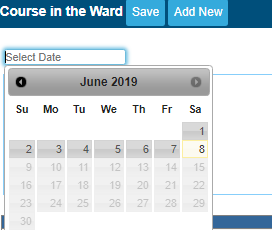
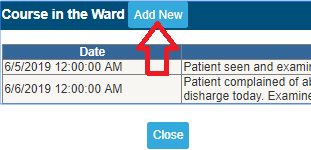


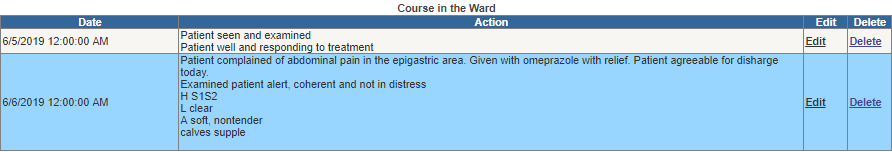
NOTE: *Make sure to fill in all the fields as required by PhilHealth. Incomplete entry will result to* ***RTH*** *of claims.*

* **COURSE IN THE WARD**

This is the progress notes entry and is connected to CF4 as well. All entries from the Doctors Orders page will reflect here. (Please see Doctors Order guideline on page 14).

To enter a new course in the ward, click/tap the **Add New** button located on top of the entry. Select the Date and hit the **Save** button after completion.





To make any changes on the saved notes, click/tap the **Edit** button. If you wish to remove it, click/tap the **Delete** link.

* **CLAIM FORM 3 (CF3)**

This is the CF3 entry for OB patients. Once you tagged the patient as Pregnant on the CF4 entry, the CF3 form entry will automatically be enabled on the Patient Menu.



NOTE: *Make sure to fill in all the fields as required by PhilHealth. Incomplete entry will result to* ***RTH*** *of claims.*

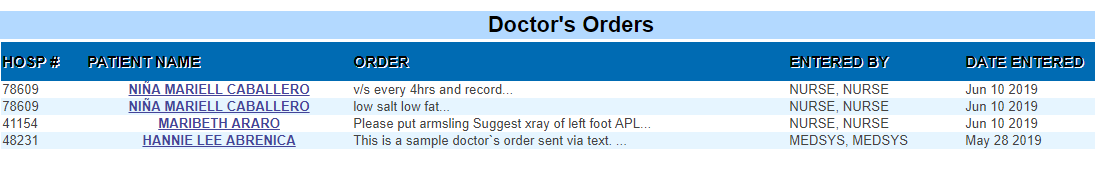
* **DOCTOR’S ORDER**

This is the doctor’s order or progress notes entry. Orders should have a corresponding compliance from nurses. All entries here is linked to COURSE IN THE WARD.

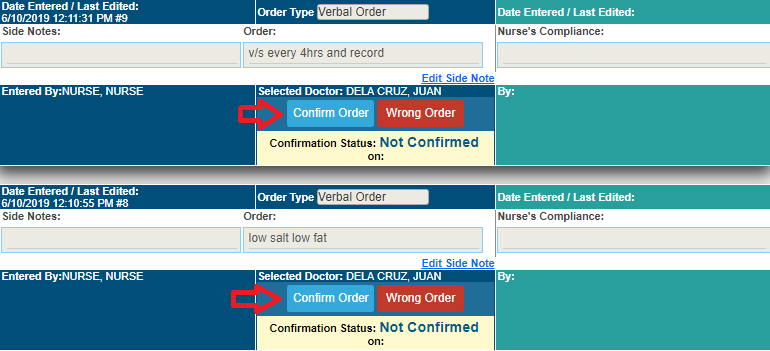
Orders communicated by doctors to nurses through telephone, text or verbal needs to be confirmed. To do this, go to **Orders and Referrals** located on top of the screen.



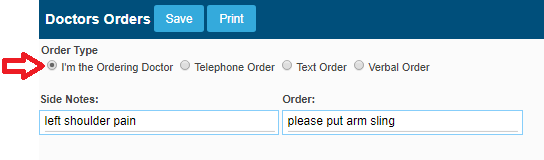
The list of pending doctor’s order without nurses’ compliance will be displayed.



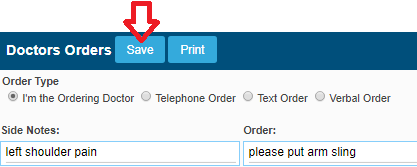
1. To **CONFIRM** order, click/tap on the patient’s name. The window below will appear.



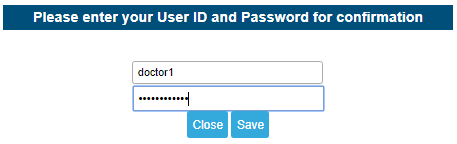
1. Click/tap on the **Confirm Order** to verify that the listed order is correct. Confirmation status will be changed to Confirmed once done. Otherwise, click/tap on the **Wrong Order** button.
2. To enter **NEW** **ORDER**, select the **I’m the Ordering Doctor** radio button (If you are the one entering the said order) and input your order together with the corresponding **Side Notes** (if there’s any).



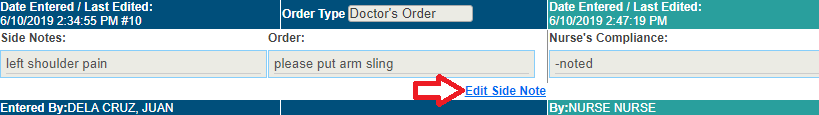
1. Click/tap on the **Save** button to save your order. Make sure to verify it before saving. You can’t make any changes afterwards.



1. Input UserID and Password for validation. Click/Tap the **Save** button (or hit the Enter key on your keyboard) afterwards. Otherwise, click/tap the **Close** button.

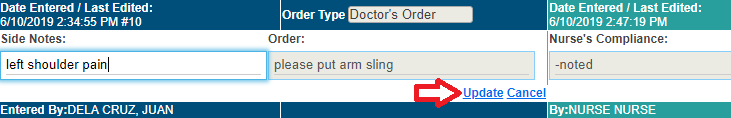


1. If you wish to make changes on your side notes, click/tap the **Edit Side Notes** link.

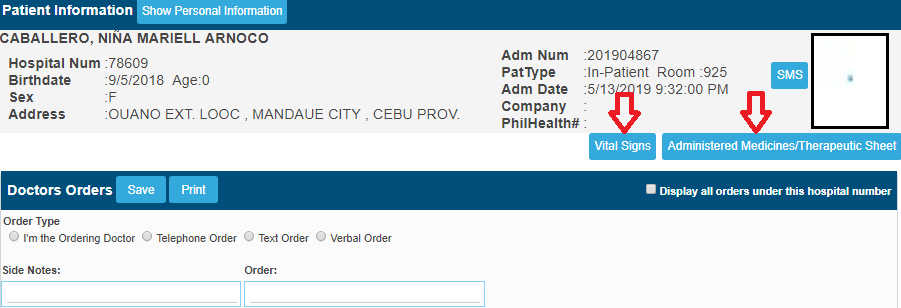


**NOTE:** Editing of side notes could only be done by the same doctor who entered it.

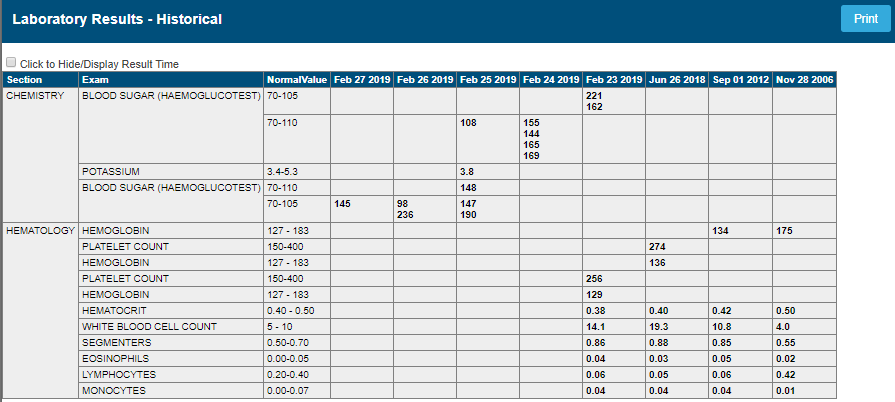
1. Click/Tap the **Update** link once done. Otherwise, click/tap the **Cancel** button to disregard changes.



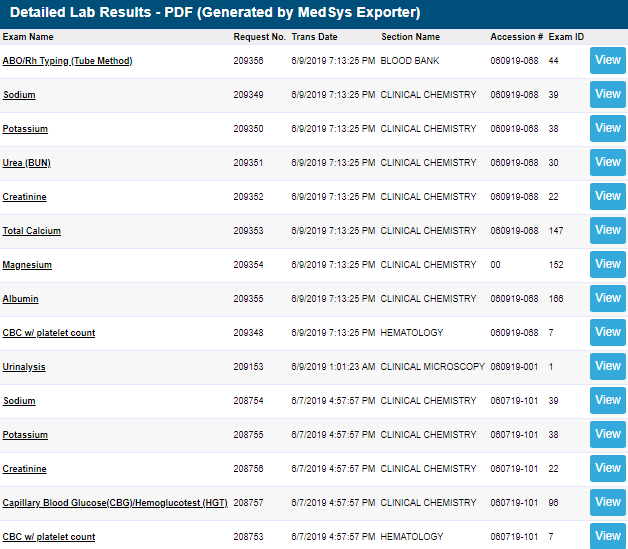
1. You may want to review the **Vital Signs** and **Administered Medicines** before making orders. Just click/tap the Vital Signs and Administered Medicines to see the complete list.



* **LAB RESULTS**

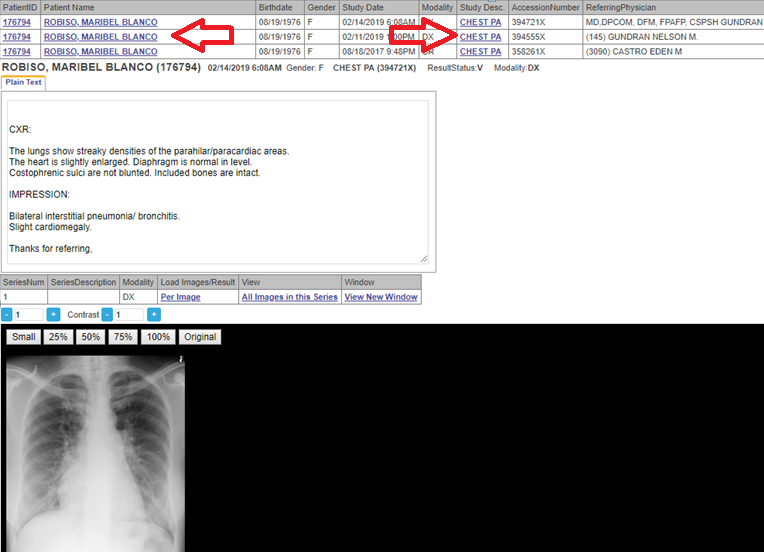
This is where you can access the laboratory results of the patient. Historical format of clinical chemistry exams is provided for easier comparison of the previous to present result.

On the latter part of the page is the PDF/ printable version of the patient’s lab results. Click on the ‘view’ button to open the PDF printable result.

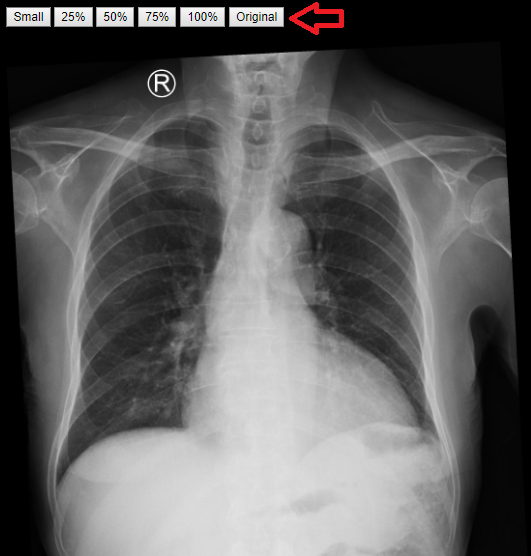


* **IMAGING/PACS**

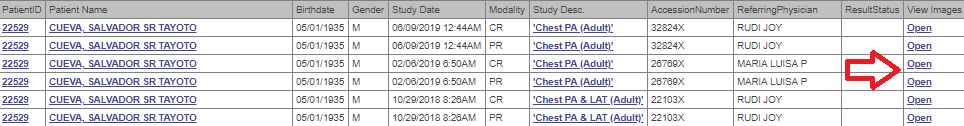
All digital images of patient transmitted from the Radiology department can be viewed here together with the exam interpretation. Click/Tap on the **Patient’s Name** or Study **Description** to access it.



You can manipulate image sizes depending on your preference. Just select on the image size options located on top of the image window.

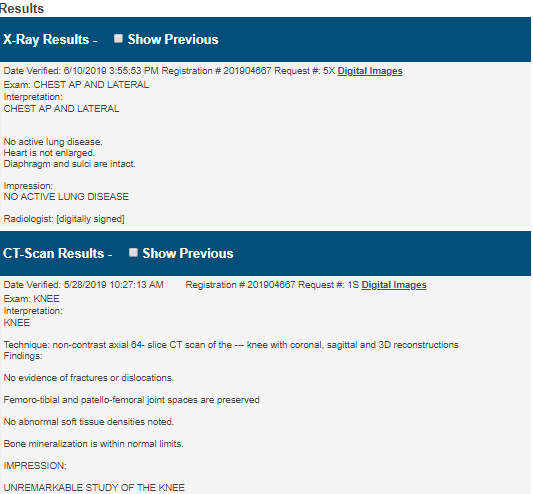


To open image in new tab, click/tap on the **Open** link located on the grid. A new tab window will appear displaying a bigger image size.



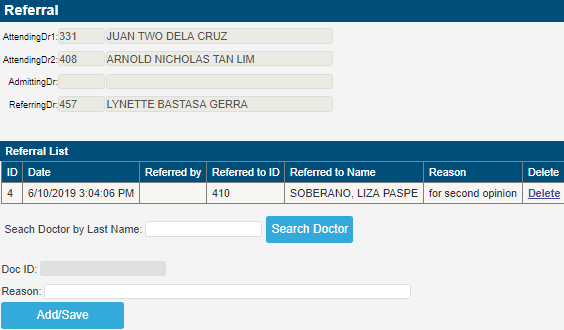
* **OTHER RESULTS**

This is where you can access other results like X-ray, Ultrasound, CT, MRI, Cardio and other results.

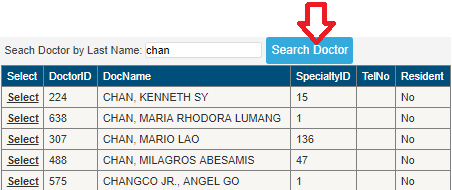


* **DOC REFERRAL**

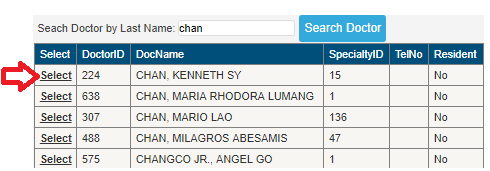
This is your viewing and entry of referrals.

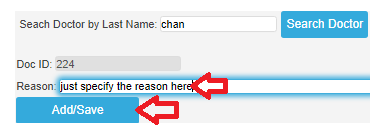


1. To add a new referral, enter the physician’s **Last Name** and click/tap the **Search Doctor** button (or hit the **Enter** key in keyboard).



1. To select a physician on the list, click/tap on the **Select** link located on the right side of the window.



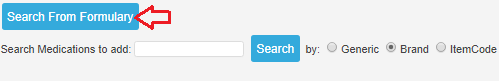


* **PRESCRIPTION**

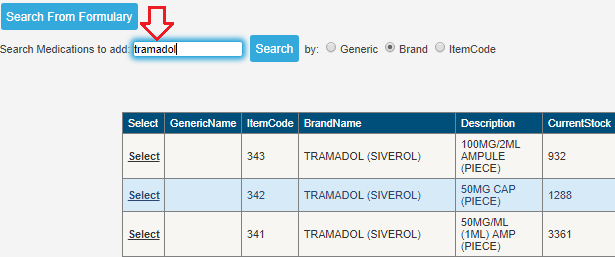
This is used in prescribing medicines to patients and can also be used as digital prescription.

**NOTE:** Entries here is linked to **Discharge Instructions and Medications** of nursesfor MAY GO HOME PATIENTS when **Take Home Meds** is used.

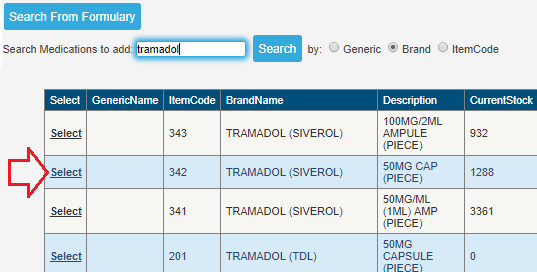
1. Click/Tap the **Search From Formulary** button.

****

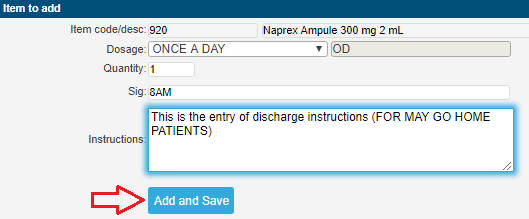
1. Input the medicine name (by Generic or Brand) on the textbox entry and click the **Search** button (or hit the <Enter> key in keyboard).



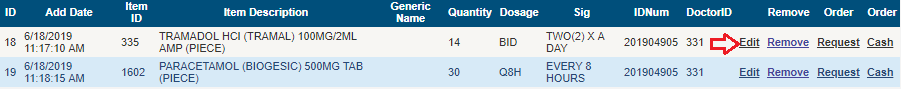
1. Click/Tap the **Select** link to select medication.



1. Select **Dosage**, input **Quantity** and **Sig.** For **MAY GO HOME** patient(s), fill in the **Instructions** and don’t forget to click the **Take Home Meds** entry after saving.
2. Click/Tap the **Add and Save** button once done with item selection.



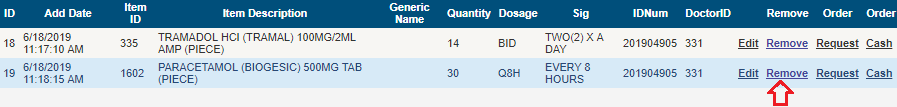
1. To EDIT the saved entry, click/tap the **Edit** link.



Click/Tap the **Update** link once done. Otherwise, select **Cancel** disregard changes.

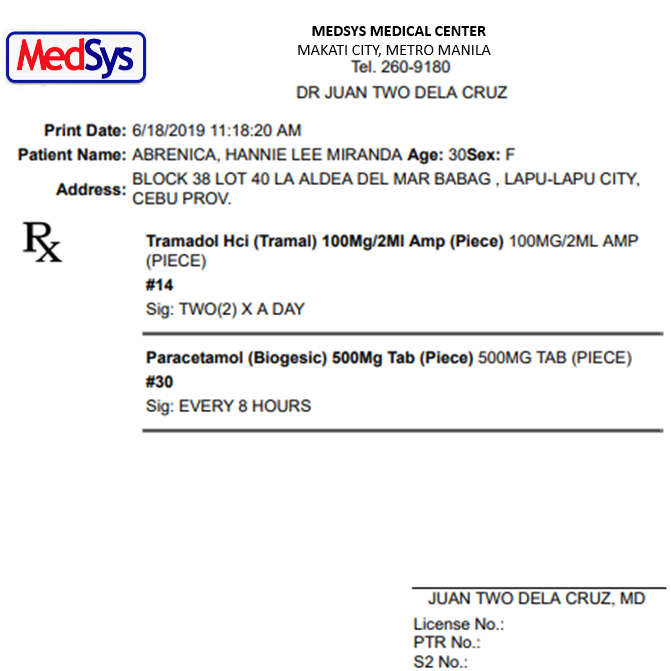


1. To REMOVE item, select the **Remove** link.



1. To PRINT the Prescription slip, click/tap the **Print Rx Slip**.



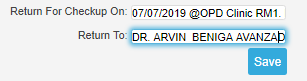


**TAKE HOME MEDS**

For **MAY GO HOME PATIENTS**,click/tap the **Take Home Meds** button located on the lower left side of the screen.



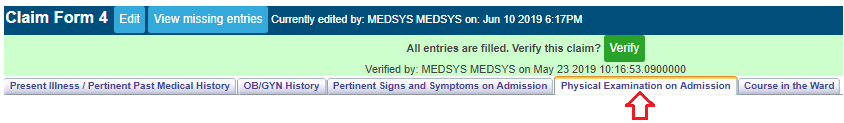
Fill in the textbox and click/tap **Save** button afterwards.



Once saved, it will be seen to nurses’ module for PRINTING.

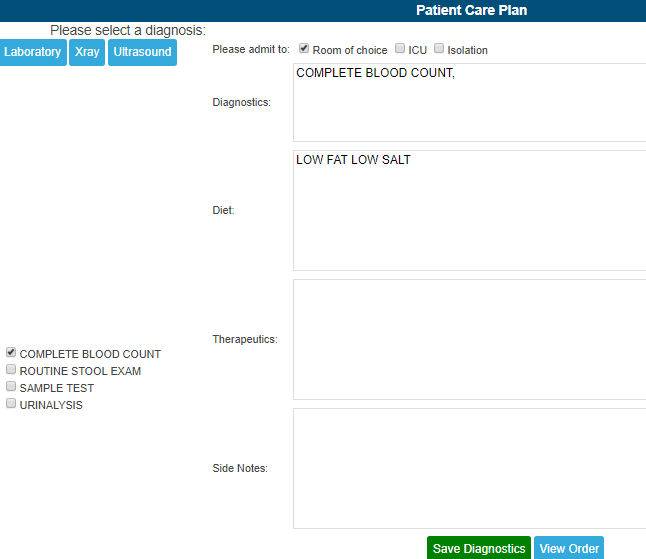
* **PHYSICAL EXAM**

For P.E. entry, please use the one located under CF4 entry.



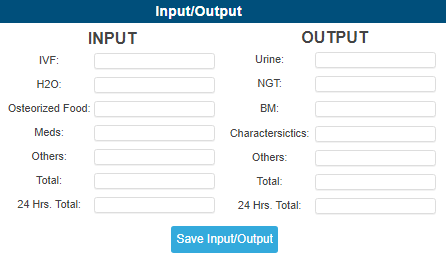
* **PATIENT CARE PLAN**

This is usually used for OUTPATIENTS for admission.



* + 1. Input orders (Laboratory, X-ray, Ultrasound, CT). Fill in the **Please Admit** **To** option. Input Diet, Therapeutics and Side Notes and click/tap the **Save Diagnostics** button. Nurses will be notified on Doc Orders once saved.
* **INPUT/OUTPUT**

This is usually done by nurses.



* **DISCHARGE NOTES/PROFESSIONAL FEE**

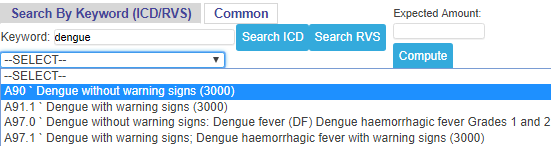
This is the entry of PF (supports Inpatient only)

ICD/RVS SEARCHING

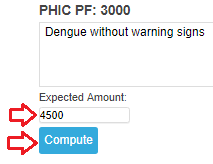
1. Enter keyword and click/tap the **Search ICD** button (or hit the **Enter** key in keyboard).



1. Select the particular ICD/RVS on the dropdown and the amount will be displayed.



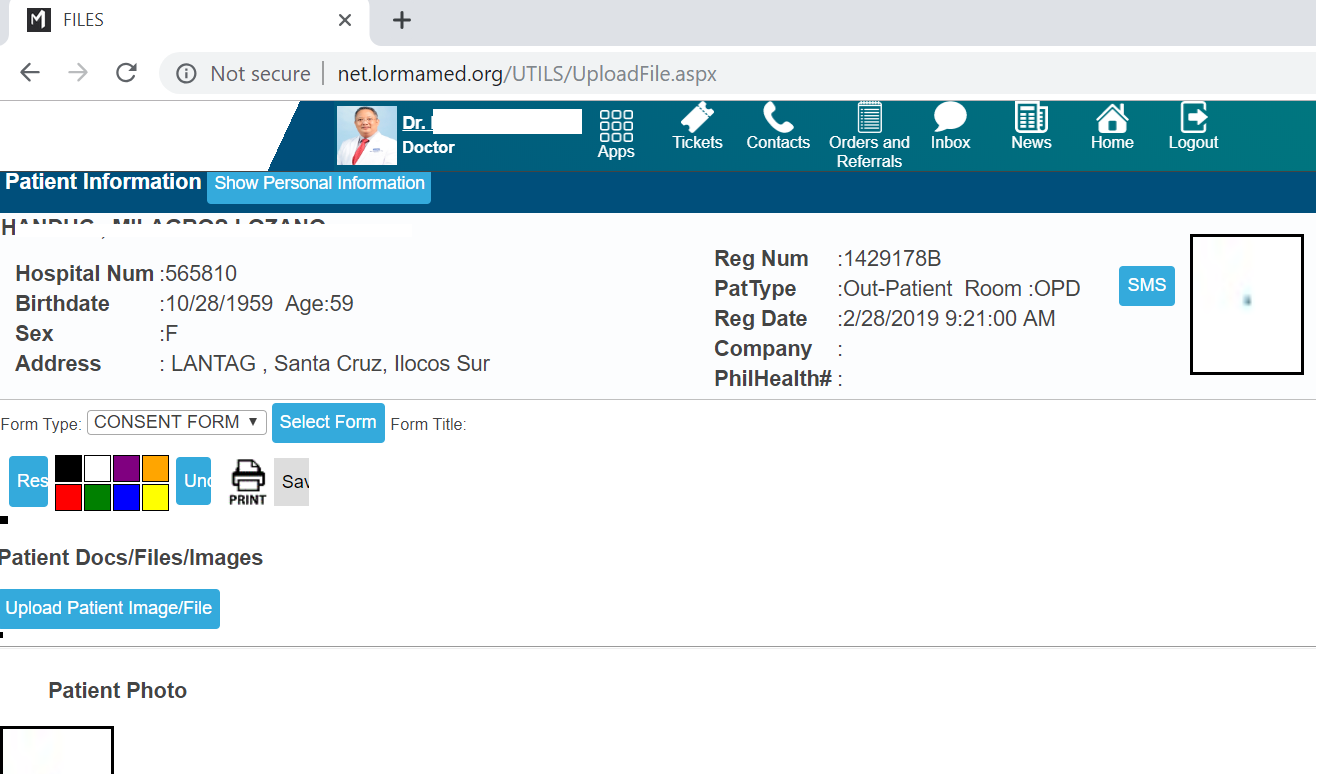
1. Enter the **Expected Amount** and click/tap **Compute** to view the computation of your PF. Once done, click/tap the **Save** button.



* **PENDING ACTIONS**

Please see the **V. DOCTORS ORDERS** on the previous pages.

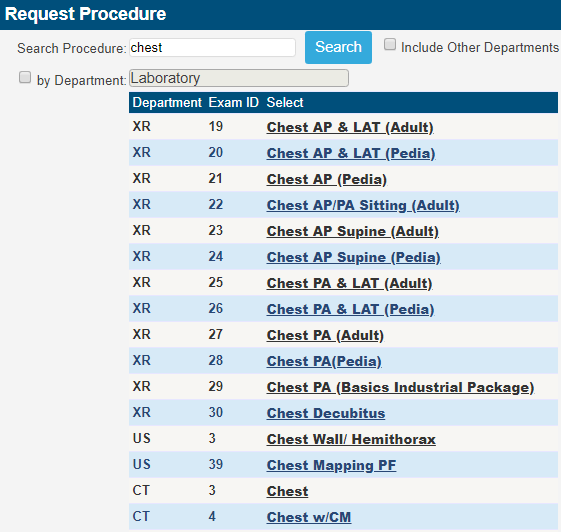
* **DOCUMENTS** 
  1. A summary of all the printable files of the patient
  2. User can also upload other files/images of the patient



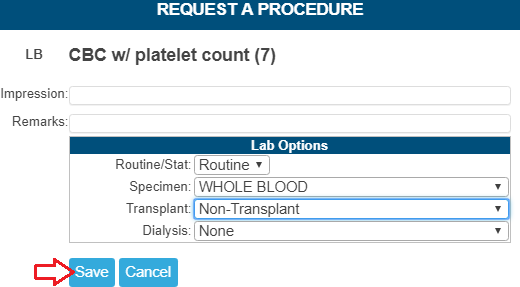
* **PROCEDURE REQUEST**

This is where you can make request(s) which is linked to clinical departments like Laboratory, X-ray, etc.

* + 1. Input the exam/procedure description on the textbox and click/tap the **Search** button (or hit the **Enter** key on your keyboard). Tick the **by Department** box on the left side if you prefer to search exams per department.



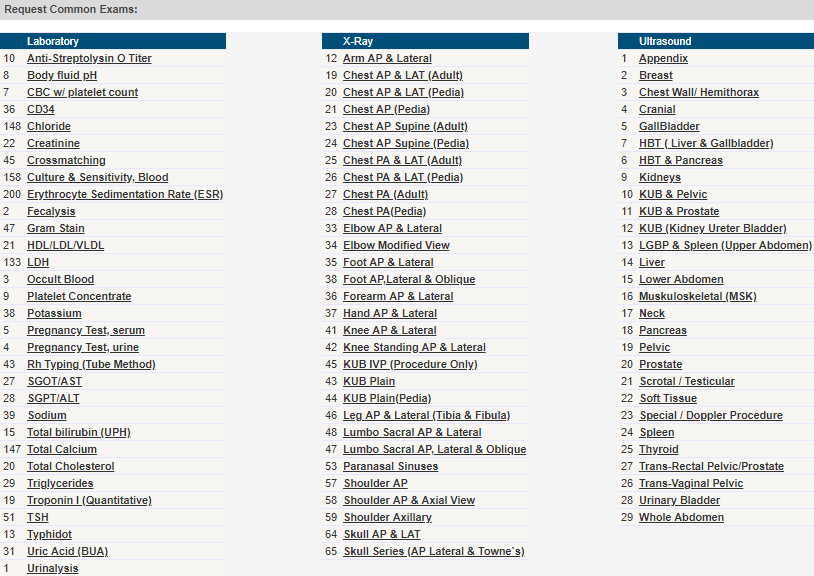
* + 1. Select the exam to be requested and click/tap the **Save** button. Otherwise, click/tap the **Cancel** button to return to the requesting window without saving the selected exam.



NOTE: Once saved, it will be sent instantly to the department.

**REQUEST COMMON EXAMS**

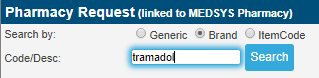
This is an alternate option of exam searching. It displays the common exams frequently requested to departments.



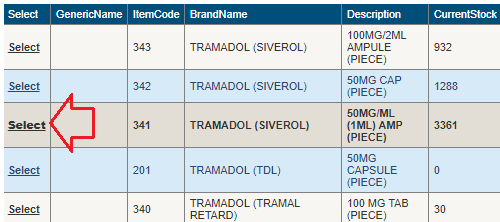
* **PHARMACY REQUEST**

This feature is linked to the Pharmacy Dispensing module. Any medications requested using this entry will automatically be in the list of requested meds of the patient in the pharmacy dispensing.

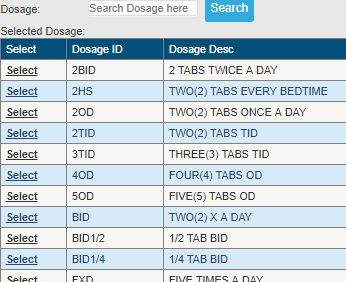
* + 1. Input the generic name or brand name of medicine on the textbox and click/tap the **Search** button.



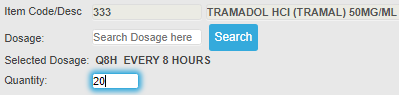
* + 1. Select the appropriate medicine found on the list by clicking/tapping the **Select** link on the left side.



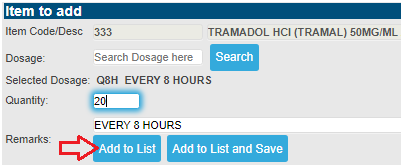
* + 1. Select **Dosage** afterwards.



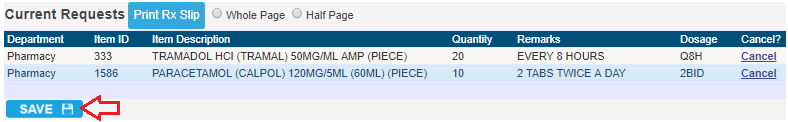
* + 1. Input **Quantity**.



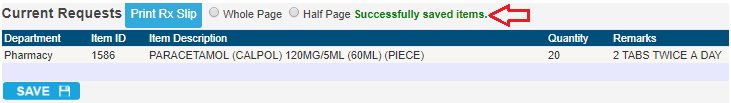
* + 1. Add **Remarks** (if there’s any).
    2. Click/Tap the **Add to List** option if you wish to queue your order and **Add** another medicine.



* + 1. All queued orders will be enlisted on **Current Requests**. Click/Tap the **Save** button to save and send your requests to the Pharmacy department.



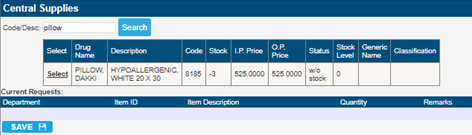
* + 1. To CANCEL the selected entry, click/tap the **Cancel** link located on the right side of the screen.
    2. Once saved, a green-colored message “Successfully saved items” will appear.



* **CENTRAL SUPPLIES**

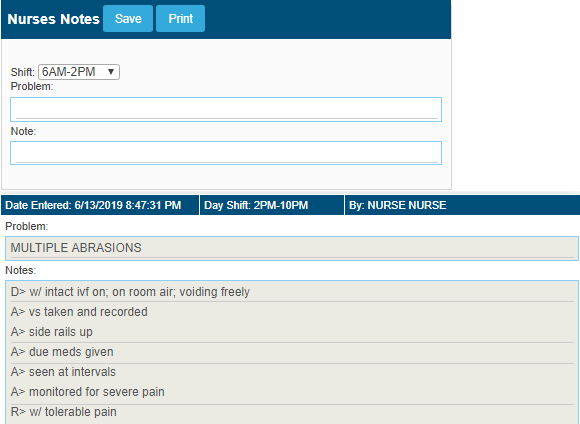
This is linked to CSD department. Any requests made here will be seen on their list of pending requests.

* + 1. Input item name on the textbox and click/tap the **Search** button.



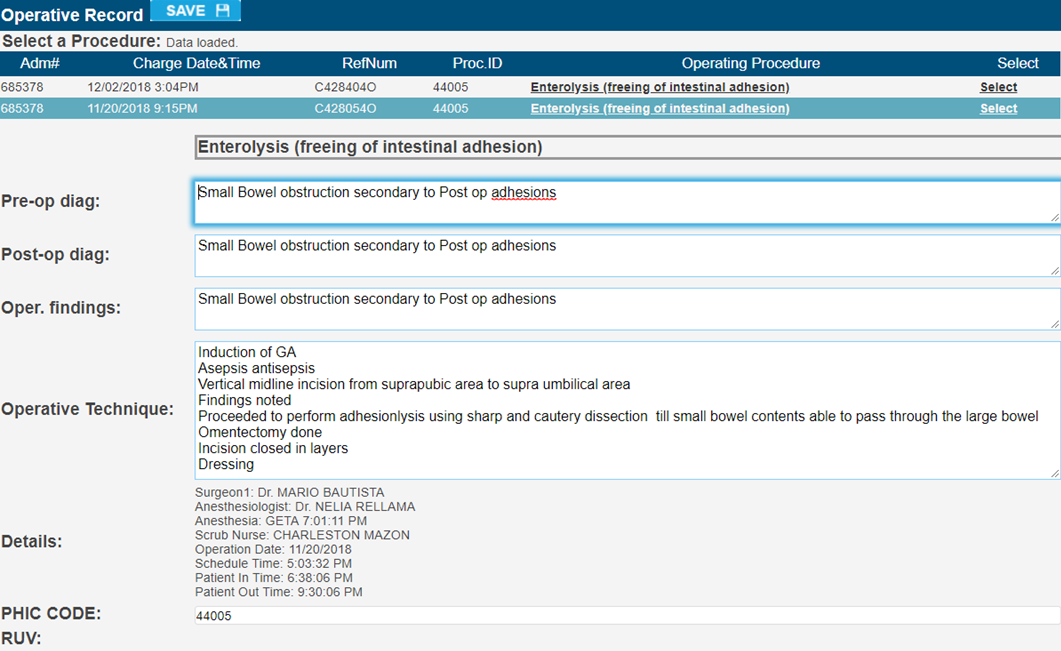
* + 1. Select the item by clicking the **Select** link on the left side
    2. Input the **Quantity.**
    3. Click/Tap the **Save** button to send the request to the CSD department.
* **NURSES NOTES**

This is the progress notes of nurses.



* **OPERATIVE RECORD**

This is the list of all operations/procedures done to patient (from previous to present).

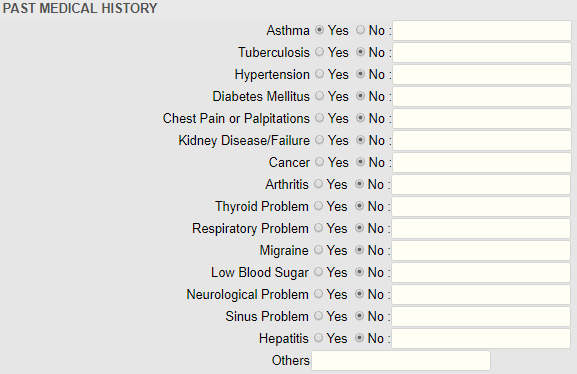


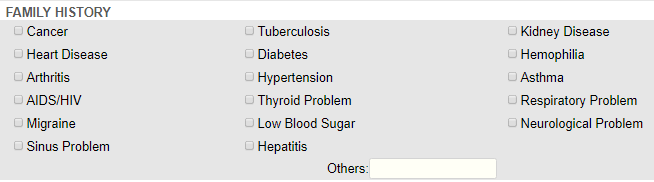
* + 1. Select the operative from the list to input or view the operative entries. Click/Tap the **Save** button if new entry.
* **MEDICAL CHECKUP**

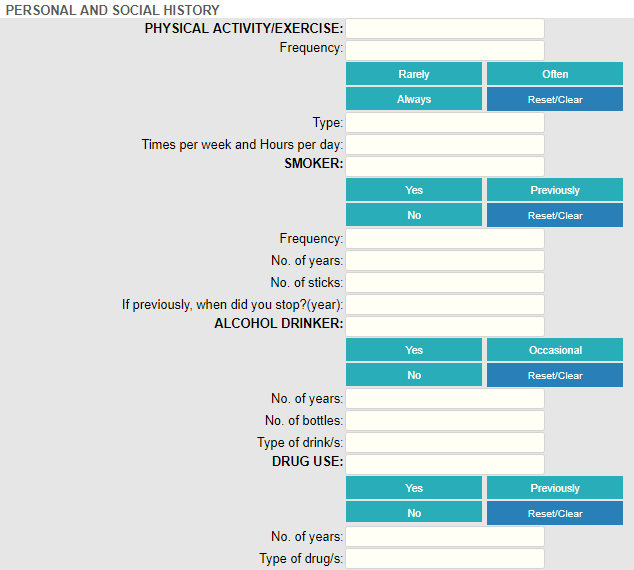
This is usually used for OUTPATIENTS’ medical checkup.

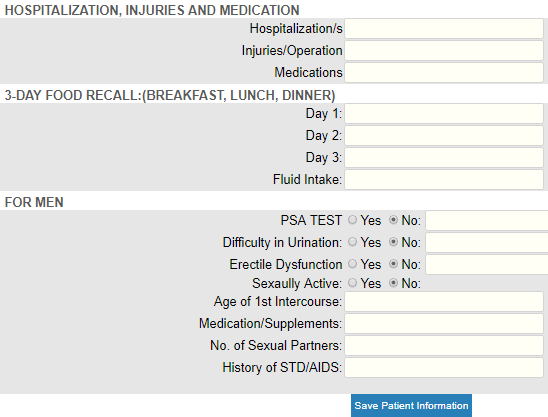
* **PATIENT INFORMATION**

This is where you can view, input and edit patient’s information, history and SOAP.



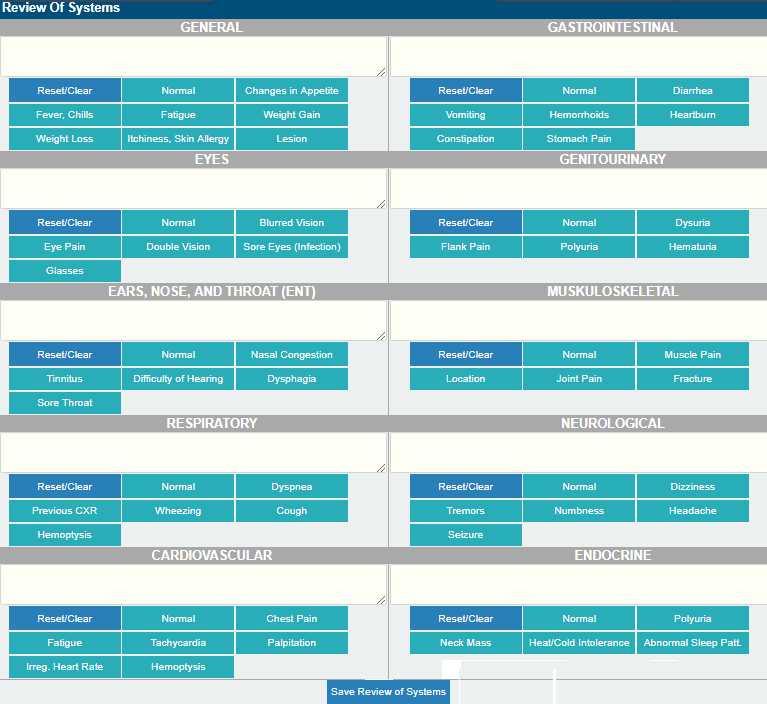






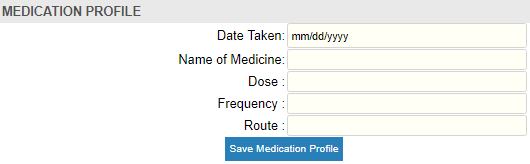
Click/Tap the **Save Patient Information** button once done.

* **REVIEW OF SYSTEMS**

****

Click/Tap the **Save Review of Systems** button once done.

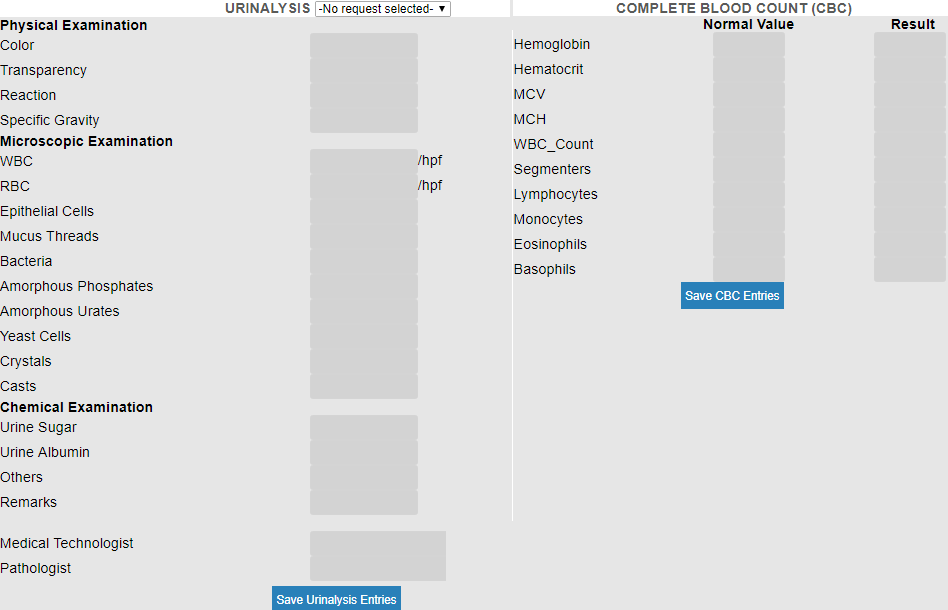
* **MEDICATION PROFILE**

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Click/Tap the **Save Medication Profile** button once done.

* **DIAGNOSTICS DATA SHEET**

This is connected to LIS (Laboratory Information System) .



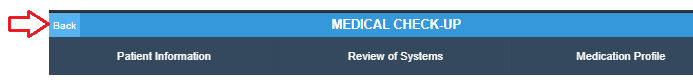
* **CLINICAL NOTES**

This includes the Vital Signs, Input/Output and Clinical Notes (please see Doctors Orders page for more info)

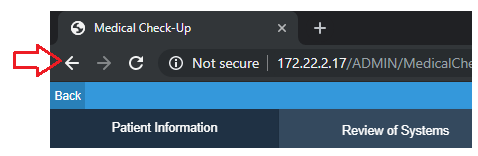
* **DOCTORS PAGE**

This is the summary view of all the entries under Medical Checkup. You can still add, edit and save entries while on this page.

To go back to the Main Patient List, click/tap the **Back** button located on the upper left side of the screen

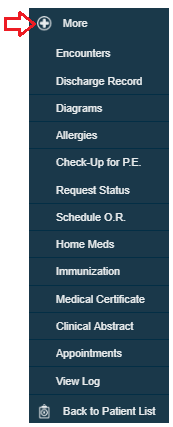


Or click/tap the **Back arrow** of the browser to go back to the previous page.



**MORE FEATURES**

Click/Tap the (+)More to expand the additional features of patient menu.



* **ENCOUNTERS**

This is equivalent to the Clinical Summary/History of the patient. Click/Tap the **Select** link on the Select column to open a certain consultation/admission.

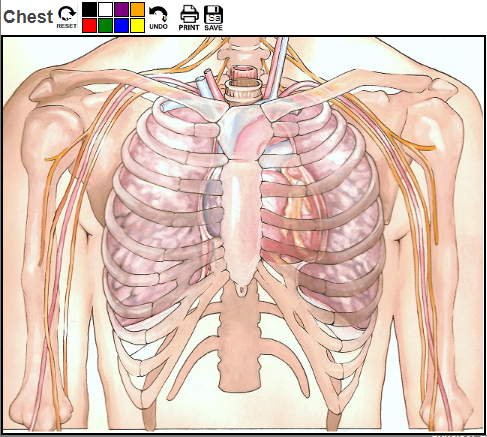
* **DISCHARGE RECORD**

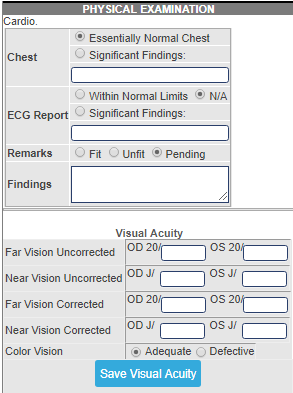
This is the discharge record of the patient including Operative Technique, Final Diagnosis and Issued Medications.

* **DIAGRAMS**

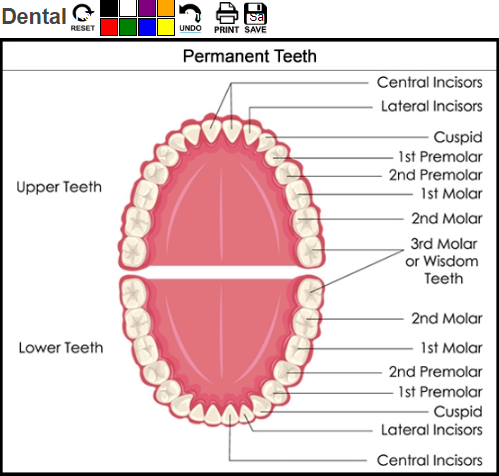
This feature is usually used for OPD consultations.

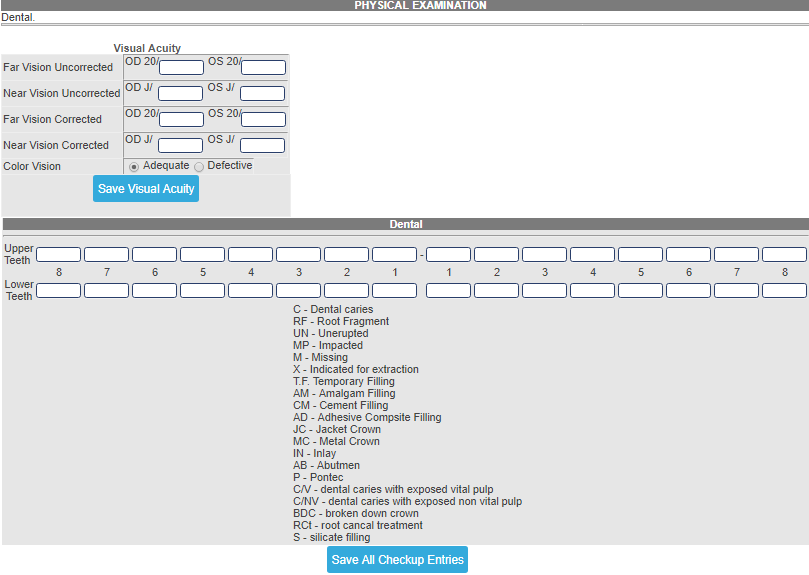
* **CHEST**



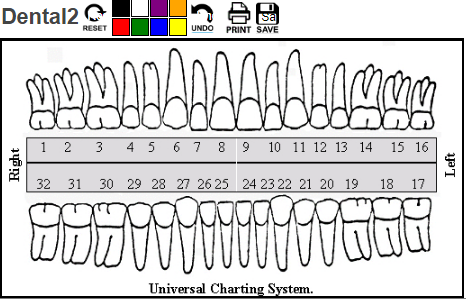


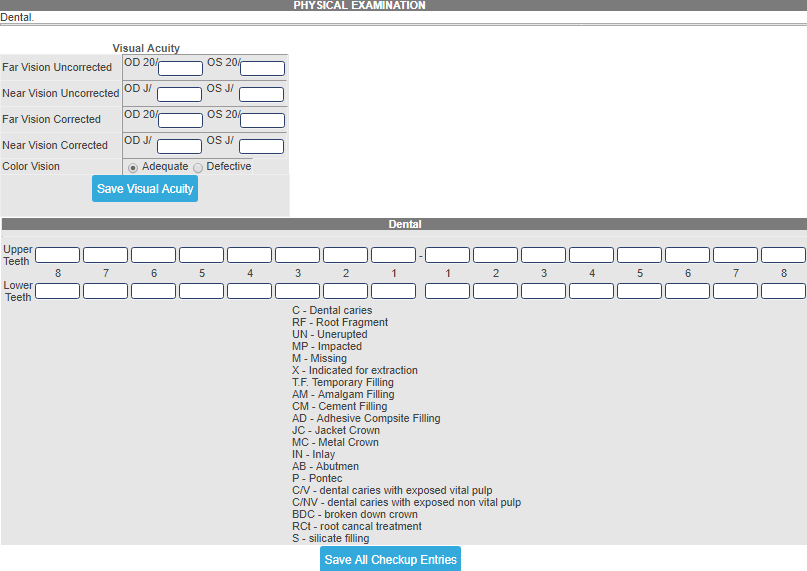
* **DENTAL**



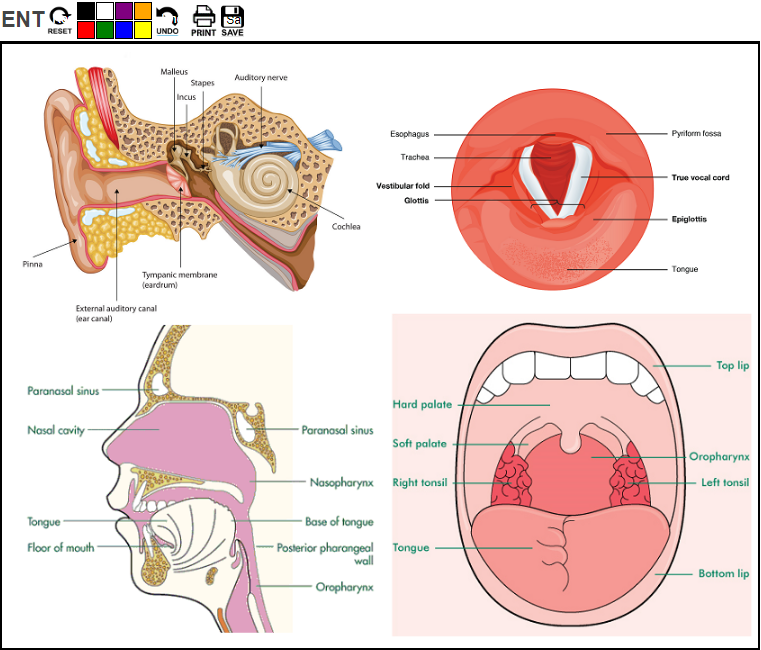


* **DENTAL 2**



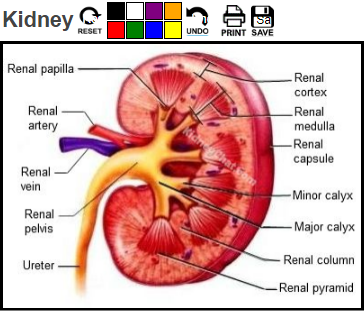
****

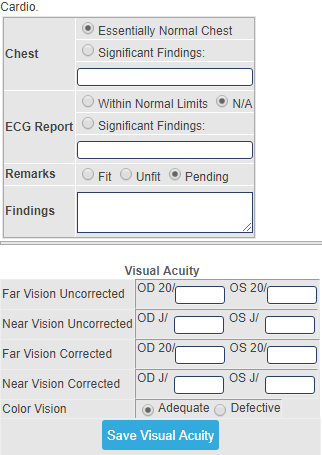
* **ENT**





* **KIDNEY**



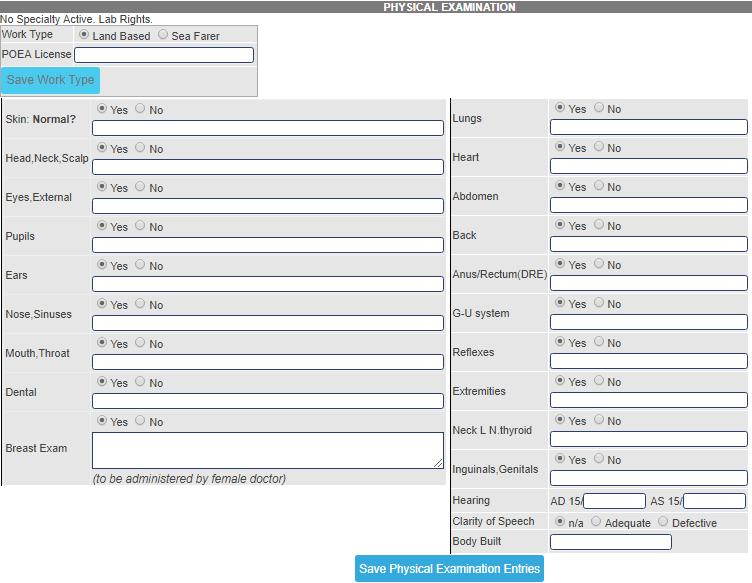


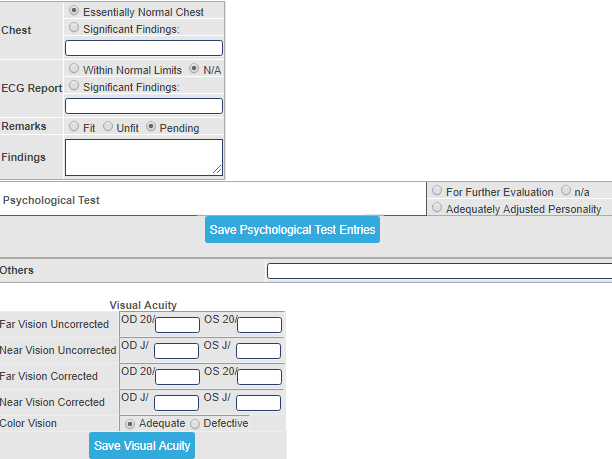
* **ALLERGIES**

This refers to the allergies entered for the patient.

* **CHECK-UP FOR P.E.**

This is the entry of Physical Exam which is also linked to the **Diagram** entry.





Note: Don’t forget to **SAVE** once done with the entries.

* **REQUEST STATUS**

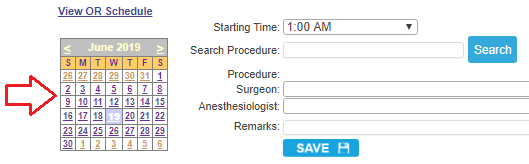
This refers to the list of request(s) done for the patient. It is grouped by List Processed Requests, List of Exams with Results and Pending Requests.

* **SCHEDULE O.R.**

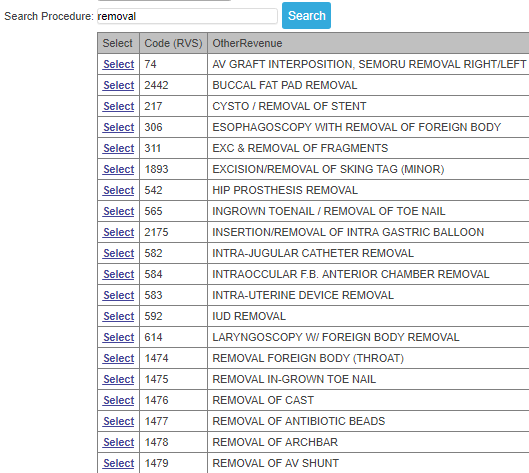
This is the entry and viewing of patient’s operation schedules.

To make a new schedule, fill-in the entries needed:

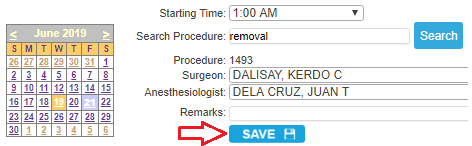
* + 1. Select the DATE of operation on the calendar on the left side



* 1. Select the Starting Time of operation
  2. Input the procedure name (per description is accepted) and click/tap the **Search** button afterwards.

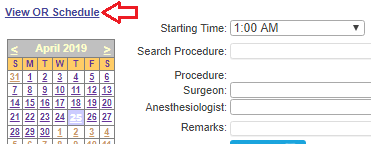


* 1. Select operation by clicking the **Select** link on the left side.
  2. Choose the **Surgeon** and **Anesthesiologist** on the dropdown list.
  3. Add additional remarks on the **Remarks** textbox (if there’s any).
  4. Click/Tap the **SAVE** button to save the entries. Once saved, it will automatically be sent to the OR department for confirmation.

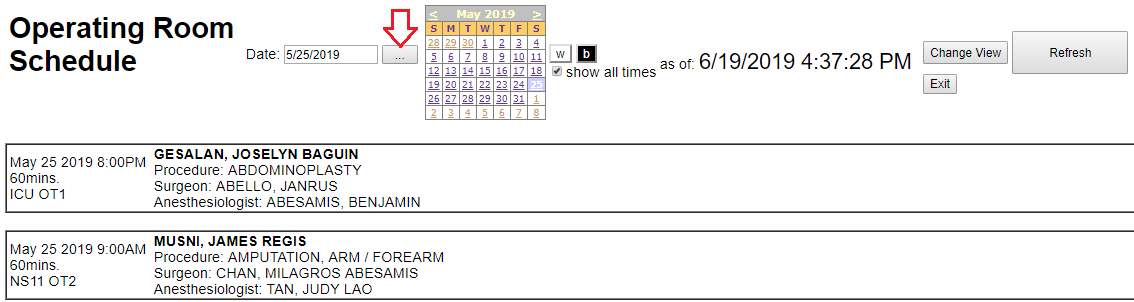
****

**CONFIRMED O.R. SCHEDULES**

To view confirmed schedules, click/tap on the **View OR Schedule** link

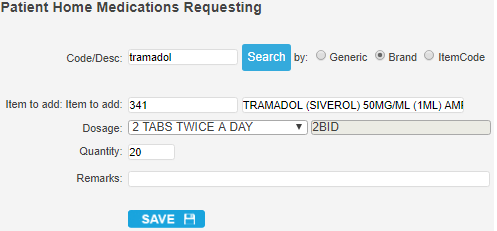


Select the scheduled date and the list of confirmed patients for operation will be displayed.



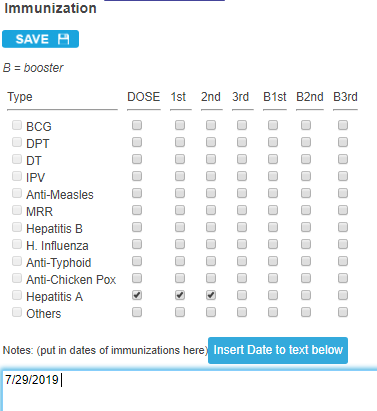
* **HOME MEDS**

This is the entry for take home medications of patients which is linked to the Pharmacy department for processing.

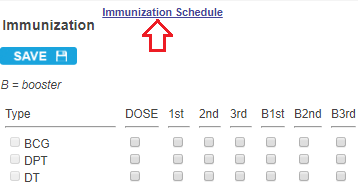


Input entries and click/tap the **SAVE** button afterwards. Once saved, it will automatically be sent to the Pharmacy department.

* **IMMUNIZATION SCHEDULE**

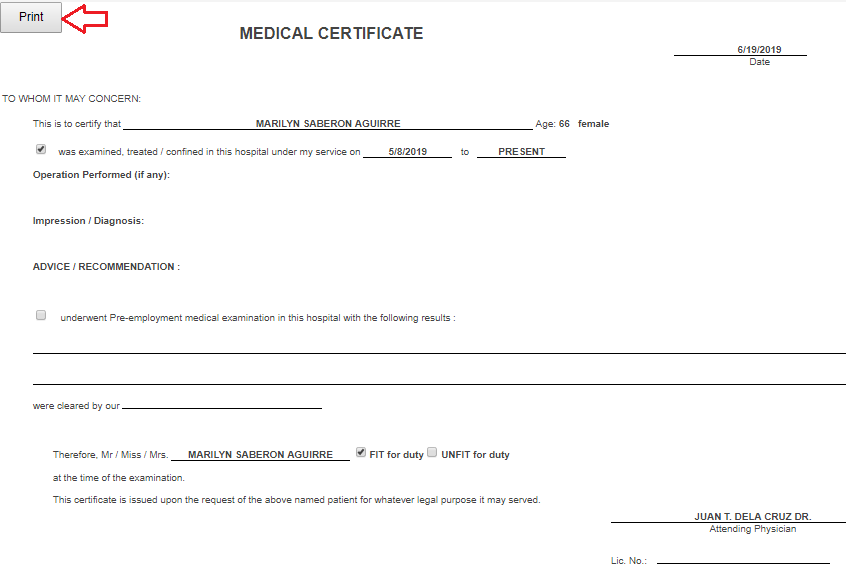


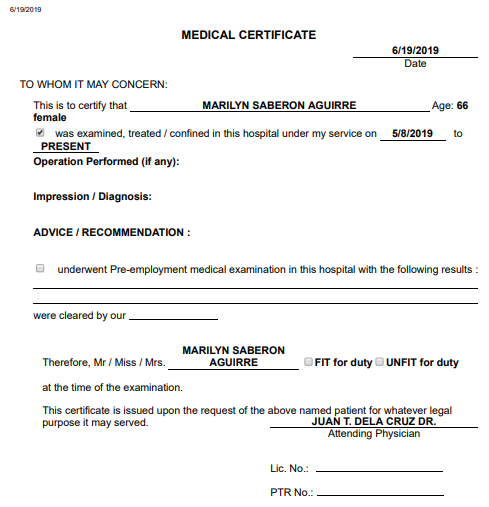
To view the immunization schedule, click/tap the **Immunization Schedule** link.



* **MEDICAL CERTIFICATE**

This is an optional feature where you can print the Medical Certificate of patient.

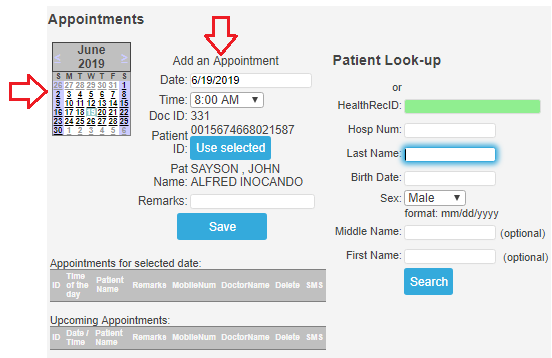




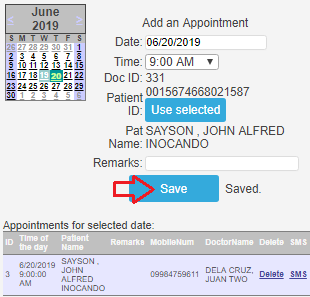
* **APPOINTMENTS**

This is where you can schedule and monitor appointments of your patient(s).

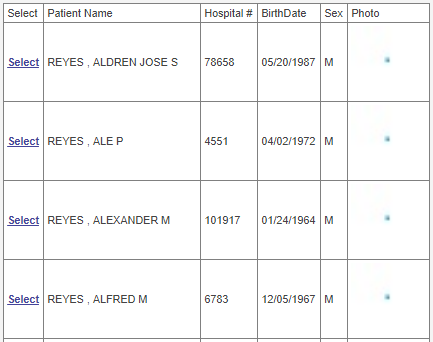
* + 1. For the default patient, select the DATE and time.



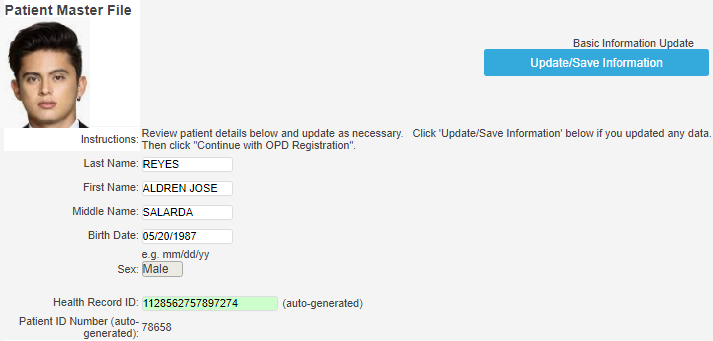
* + 1. Click/Tap **Save** once done.



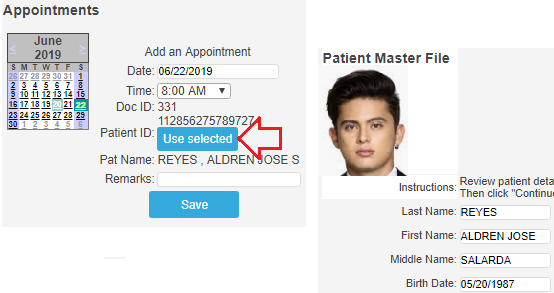
* + 1. To appoint OTHER PATIENTS, input the **Last Name** on the **Patient Look-up** and hit the **Enter** key in keyboard to search patient.



* + 1. Choose patient by clicking/tapping on the **Select** link on the right side.

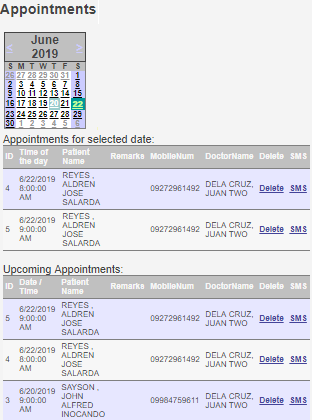


* + 1. Once selected, you have the option to change patient information. Click/Tap the **Update/Save Information** to save changes (skip this if no changes).
    2. Input the appointment date and time and click/tap the **Use Selected** button to save appointment.



**UPCOMING APPOINTMENTS**

All upcoming appointments will be displayed on the left side of the screen. You can also filter it per date by selecting the date on the calendar.



If you wish to REMIND the patient on the said appointment, click/tap the **SMS** link. A message window will appear below. Click/Tap the **Send SMS** button to send the text message.