Chettinad
Dental College & Research Institute

ENTERPRISES RESOURCE PLANNING DOCUMENT

SAGE ACCPAC

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Appointment

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Patient Registration

This screen is used to register a patient by taking the required information from him. This screen contains Address tab, Emergency contact, Insurance details, Mother, Visa details, Guarantor and others tab. The address tab allows you to enter the patient demographic details.

All the fields in the red color are mandatory.

- First you need to select the title, enter the first name, and enter the date of birth. If date of birth is not known, you can enter the age in years.
- Enter the father name, address and mobile number. Nationality will load default as Indian and patient type will come automatically as General.
- These details are the mandatory details that are to be entered. The other details such as Middle name, Last name, Patient Occupation, Marital status, Father Occupation, City, District, State and Blood Group are all optional fields.
- The other tab details such as Emergency contact, Guarantor, Visa detail are also optional. You can click on the Baby born check box if it is a new born baby. Once you check that checkbox, the Mother's Detail tab will be enabled and that particular baby can be linked to the mother by selecting the mother's code. Once after entering all the mandatory fields and other

necessary details of the patient, you can click on Add. The shortcut key for clicking add button is pressing (Alt + A).

- If the Print Label check box is checked which is at the top right side of the screen, then once you save the record, immediately it will print the label which contains different barcode labels to attach it to the MRD file. Once the label is printed, it will redirect to the current visit screen, where the visit details are selected which is explained in the current visit screen.

Current Visit (Self-Paying Patients)

Consultation Visit type

First Visit

This screen allows you to enter the current visit details of the patient. Once the patient registration screen is saved and label is printed, current visit will open automatically.

- Once the current visit opens, the patient details will be loaded automatically and provider code should be selected from the finder by clicking on the finder button or pressing the F5 key.
- Once the finder button is clicked, it opens a search list and the particular provider can be selected where the patient wants to visit or click on the finder button of the department, select the particular department where the patient wants to visit and select the particular provider in that department.
- The billing code of the particular provider will be automatically selected which indicates the visit whether it is first visit or free or revisit.

Free visit

When a patient comes the next time to the hospital, if he visits the same doctor, then it will take free visit.

- Open the current visit, enter the patient code in the patient code textbox or click on the finder button and select the particular patient from the finder list.
- Once the patient is selected, click either on the department id finder button or the provider code finder button.
- If the department id is selected, then click on the provider code finder where it will show only the providers who are in the particular selected department. Select the same provider who was visited in the first visit.
- Once the provider is selected, the billing code will be automatically entered where it will take the free visit for the particular doctor who was selected for the first visit.

Re Visit

When a patient comes the next time to the hospital after six days of his first visit, if he visits the same doctor , then it will take Re visit. You should open the current visit, enter the patient code in the patient code textbox or click on the finder button and select the particular patient from the finder list. Once the patient is selected, click either on the department id finder button or the provider code finder button. If the department id is selected, then click on the provider code finder where it will show only the providers who are in the particular selected department. Select the same provider who was visited in the first visit. Once the provider is selected, the billing code will be automatically entered where it will take the Re visit for the particular doctor who was selected for the first visit.

RMHDAT - Current Visit

File   Help

| Visit ID | *** NEW *** | Visit Date | 27/08/2009 | 14:11:04 |

Patient Detail

Patient Code   MH00000008   RAM

Date of Birth : 18/08/1995   Age : 14 Years 0 Months 9 Days   Marital Status Single   Special Requirement

Print On Save: ☐ Label   ☐ Patient Registration   ☐ MRD

Country : INDIA   Nationality : Indian   General   MBS

Visit Details

Visit Type	Consultation	Consultaion Type	Provider
Department Id	NUS	Neuro Surgery
Provider Code	MHD0005	Kiran Khanapure
Billing Code	MHD0005RV	Kiran Khanapure-Revisit
Reference Type	Provider	Referral Provider
Unit Code		
External Provider			☐ Chronic ☐ Package Patient ☐ Emergency ☐ MLC ☐ Inactive

Previous Visits

Visit Date	Department Na...	Provider Name
27/08/2...	Neuro Surgery	UMESH.S
27/08/2...	Neuro Surgery	KIRAN KHANAPUF

Insurance Detail | Free Follow up Detail | Package Details | Notes

Customer Type	Self Paying
Customer	
Policy Group Code	
Plan	
Sponsored By	Self
Policy Number		Discount Category Code

Insurance Card

Customer Type	Policy Gro...	Policy Group D...	Customer	Customer Name	Plan	Plan Description	Policy Nur

Add | Print Label | Print Registration | Treatment Advice | Print MRD | Ordering | Billing | New | Close

ADMIN

Referral visit

When a patient comes for the next time to the hospital, if he visits the different doctor in the different department, then it will take referral visit. You should open the current visit, enter the patient code in the patient code textbox or click on the finder button and select the particular patient from the finder list. Once the patient is selected, click either on the department id finder button or the provider code finder button. If the department id is selected, then click on the provider code finder where it will show only the providers who are in the particular selected department. Select the provider. Once the provider is selected, enter the billing code by clicking on the finder button and selecting the referral visit from the finder list.

Once the above mentioned types of visits are selected, you can click on the add button to save the current visit record.

Non Consultation Visit type

This visit is for the service patients where they won't be visiting the doctor. For such cases, they need to open the current visit screen and select the patient by clicking on the finder button or by entering the patient code in the text box. Once after selecting the patient, select the visit type as non-consultation. Once the visit type is selected, the provider code and billing code fields get disabled. So you need to select only the department id to which the patient wants to visit. Once after selecting the department, you can save the current visit by clicking on add.

Current Visit (Corporate Patients)

This screen allows you to enter the current visit details of the patient. Once the patient registration screen is saved and label is printed, current visit will open automatically.

- Once the current visit opens, the patient details will be loaded automatically and provider code should be selected from the finder by clicking on the finder button or pressing the F5 key.
- Once the finder button is clicked, it opens a search list and the particular provider can be selected where the patient wants to visit or click on the finder button of the department, select the particular department where the patient wants to visit and select the particular provider in that department.
- The billing code of the particular provider will be automatically selected which indicates the visit whether it is first visit or free or revisit.

- Now select the customer type as corporate patient or insurance company and in the grid below, click on the finder button of the plan code wherein you can select a particular insurance policy of the patient. Once after selecting the insurance policy, press insert key to enter one more plan or else press F9 or double click on the plan description, so that the details of the policy number and corporate details will come on top of the grid. Once the details appear on top of the grid, click on save.

OP Bill Entry

Once the current visit is saved, it will redirect the screen to the OP Bill entry screen. This screen is used to do the billing for the particular consultation of the visit and also to do the service bill. The bill details for the particular consultation selected in the current visit are displayed in this screen. The price of the consultation will be loaded automatically.

- Check the price of the consultation.
- Click on the receipts tab to change the mode of payment.
- Click on pay mode finder button. It opens a finder list where you can select the mode whether it is cash or card or credit card.
- The default counter will be general counter. when an evening consultation occurs, while billing it will automatically pops up the message like below:

Message

ℹ️ General counter selected during Evening hour, Do u want to change counter?

[Yes]　　[No]
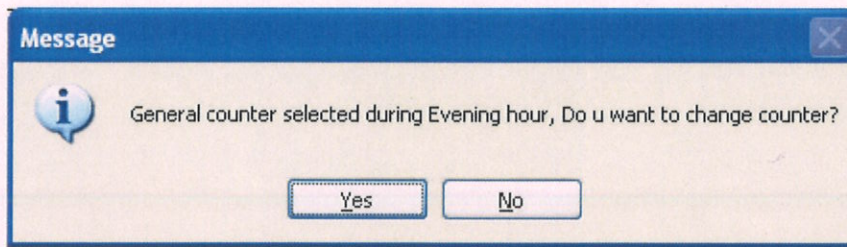
- Click on Yes to change the counter in the receipts tab, the screen automatically redirects to the receipts tab, change the counter and save the bill.
- If it is cheque or card, enter the Cheque/ Card No and enter the date.
- Click on save to save the bill.

Note:

- **Once the bill is saved, it can't be edited rather it has to be cancelled.**

Discount Patients

For a discount patient, you need to order the services for that patient where the higher authority will select the patient in a separate screen and give discount. Later you should bill for that particular service.

- Go to IDMsys Nursing Station→ OP Ordering
- Double click on the OP ordering, select the patient id, select a particular service which needs to be ordered from the respective tabs.
- Click on confirm and post.
- Now the higher authority will give the discount and later you should go to OP Bill entry and select the same patient where all the ordered services will come automatically.
- Now save the bill.

Service Patients

For Service patients, Double click on the Service patient button in the OP Bill Entry screen which will redirect to a registration screen where in you can register the service patient by entering name, age, department and provider. Now click on save. After saving, those patient details will load into the bill.

Once the details load into the bill, Click on the finder button of the billing code in the grid and select any service from the finder list.

Now click on save to save the bill.

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OP Bill Cancellation

RMHDAT - I/I OP Bill Cancellation

File   Help

Document Number `*** NEW ***`	Date 05/10/2009 10:56:30
Bill Number `BILL00000000001`	

Bill Details | Payment | Tax Details | Reason |

Patient Code	PAT0000003	BALA		
Visit ID	VST0000005	Customer Type Self Paying	Bill Date	14/08/2009 17:15:54
Customer				
Policy Group				
Plan				
Policy Number				
Provider	MHD0001	Chandramouleesha		

Li...	Service Type	Bill Code	Description	Service Code	Description	Insured	Quantity	Canc
1	Miscellaneous	MHANA015	Patient controlle...	ANAHP004	Patient controlle...	No	1	

Sub Total	0.00	Discount	0.00	Gross Total 0.00

Receivable

Copay %	0.00000 0.00
Deductable	0.00
Patient Payable	0.00
Company Payable	0.00

Cancelled Bill Detail

Sheet Disc Amt	0.00
Net Total	0.00
Cancel bill Total	0.00
Credit Amount	0.00
Amount Payable	0.00

Save   Print   Close

Goto OP Bill→Transaction→OP Bill Cancellation. Double click on OP Bill cancellation to open the screen.

- Now click on the finder button of the bill number to select the bill which you want to cancel.
- Once after the finder button is opened, you can search the bill by patient code or visit id.
- Now, once the bill is selected, all the details of the bill will be loaded, now go to Reason tab and enter the reason for cancel.
- Now click on the save button to cancel and save the record.

End of the Day Reports

Cash Collection Report

Go to IDMsys System Manager→ M/S Reports→ Cash Collection Report.

- Double click on Cash collection report.
- Select the from date and to date by clicking on the calendar box
- Select the from time and to time and select the from user id and to user id.
- Select the from user id and to user id.
- Click on the summary button.
- Click on the OP Bill and OP Bill Cancel checkboxes and Click on Print.
- It will show the total cash collection on that particular selected date by the particular user in that particular time.
- This cash collection amount has to be tallied with the physical cash collected.
- They can click on the detail button and print for verifying the cash collection according to each bill.

OP Department Wise Bill Statistics

Go to IDMsys Reports→ OP Bill Reports→ OP Department Wise Bill Statistics

- Click on the OP Department Wise Bill Statistics report.
- Enter the from date in the blank textbox.
- Enter the to date in the blank text box.
- Enter the Printed by as the user name.
- It will show the report with all the department totals in that particular from date and to date.

MRD Cycle

Once a visit is created by particular department secretary, a request will be raised automatically to the MRD. This automatic request can be set in the IDMsys System Manager, Patient Registration Options.

MRD personnel will go to IDMsys MRD→ Transaction→ MRD Transaction List
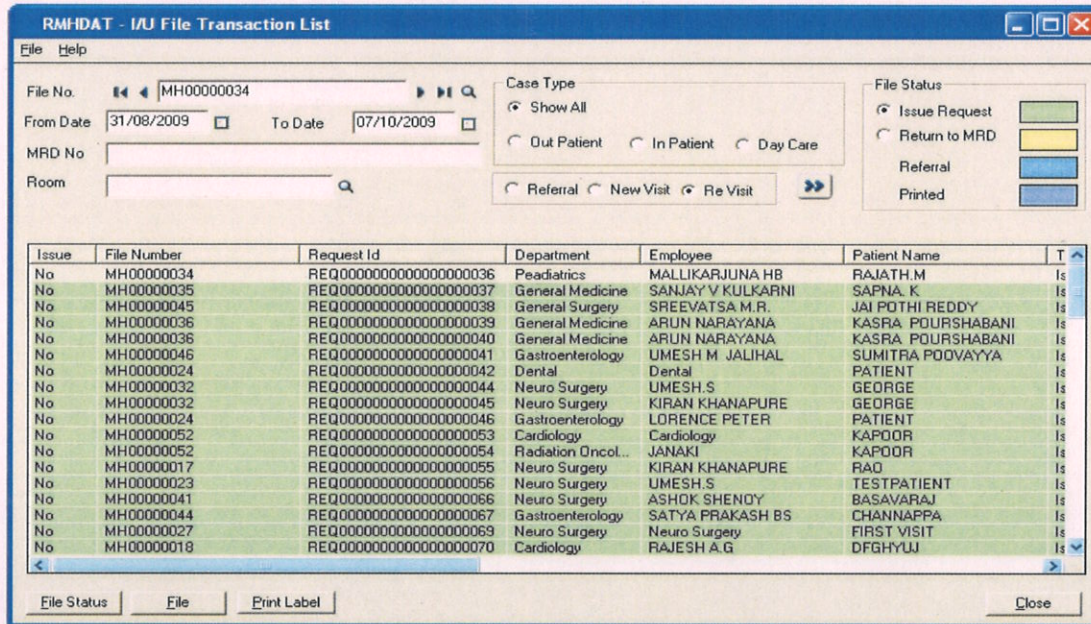
- MRD personnel will click on the particular visit button to view all the files that are being requested.
- They can double click on the particular file that will be displayed in the grid to issue the file or they can just type the MRD number in the MRD textbox and press enter button so that the file will be issued. Once the file is issued, it will get cleared from the grid.
- The same way, they can receive the file by clicking on the Return to MRD button and by double clicking on the particular file in the grid or by just typing the MRD number in the MRD textbox and pressing enter.

IP Cycle

Chapters

Admission

Goto→ IDMsys ATD→ M/A Admission→ Admission

This screen enables the user to admit a patient and allot him a particular bed in a particular ward.

New Walk in Patient

- If the patient is a new patient, who is coming for the first time then you need to open the admission screen and click on the new button of the patient code.
- After clicking on the new button, then the screen will be redirected to patient registration screen wherein you need to enter all the details of the patient which ever is mandatory (marked in red color) and save.
- Once after saving the patient registration , the registered patient code will be entered.

o Now click on the bed symbol on the right side of the screen to select a particular bed for the patient, once the bed symbol is clicked, it opens a Bed status screen.

RMHDAT - Bed Maintenance

File   Help

Refresh   Ward details

Patient Search
Search Type Patient Name   Patient Name

○ BedType and Ward
● Ward and Bed Type

From Bed type

To Bed type

Color
○ Vacant 258
○ Reserved for Patient
○ Admitted 32
○ Check - in 8
○ House Keeping 2
○ Dis-Infection 1
○ Maintenance 1
○ Pre Discharge
● All 298

	3A		3B			4A		4B
Deluxe	Private	General	Special	Semi Special	Deluxe	Private	General
2	11	12	19	8	2	11	12
301	303	315A	328C	325A	401	403	415A
302	304	315B	328B	325B	402	404	415B
	305	315C	317A	325C		405	415C
	306	315D	317B	325D		406	415D
	307	315E	319A	318A		407	415E
	308	315F	319B	318B		408	415F
	309	316A	320A	318C		409	416A
	310	316B	320B	318D		410	416B
	311	316C	322A			411	416C
	312	316D	322B			412	416D
	313	316E	323A			413	416E
		316F	323B				416F
			321				
			322				
			324A				
			324B				

13/10/2009   11:42 AM   Time taken : 0.71875 Sec   Close

- On the Left hand side of the Bed Status screen, you will find different buttons like
  - Vacant
  - Reserved for Patient
  - Admitted
  - Check-in
  - House Keeping
  - Dis-Infection
  - Maintenance
  - Pre Discharge
  - All

- You should click on these buttons to see the status of the beds. For example, click on the vacant buttons so that it will filter all the vacant beds in all the wards. Color of each of these buttons can be set in the options.

- You can also search for a particular bed type and ward by clicking on the finder button of the From Bed type and To Bed type.

- You can also search a patient by Patient Name, Patient Code and IP Code by selecting from the combo box of "Search Type" and entering particular patient name or patient code or IP Code in the next field or by clicking on the finder button and searching.

- Once after selecting the bed from the above screen, the bed details will be loaded in the admission U.I as shown below.

- Now after entering the bed details, you can also enter expected discharge date which will be loaded as From date and Time by default.

- Now click on the finder button of the In charge provider (In charge provider is nothing but Doctor who is in charge for that particular patient).

- Once after selecting the In charge provider, Admitting provider and department will be loaded automatically same as the In charge provider.

- Now before saving the Admission, Customer type differs in the following ways:

    o Self Paying

1. The customer type will be Self Paying by default, so for these kinds of patients, you can just click on Add so that it will generate an Admission Code on top of the screen which is also called as IP Code.
   o Corporate Clients or Insurance Patients
     1. If the patient is a Corporate client or an Insurance patient, then select the customer type as Corporate client from the customer type combo box and click on the finder button of the Plan Code in the grid, once the finder opens, select the particular

Registered Patient

- Once you open the admission screen, you need to click on the finder button of the patient code and select a particular patient from the list who is already registered.

- Now follow the same steps from point **(ATD-*).**

Bed Services

Additional Bed Allotment
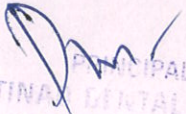
Bed Transfer

Bed Blocking

Additional Bed Release

Direct Switch

Bed Availability

Additional Bed Allotment

Goto IDMsys ATD→ M/A Bed Maintenance→ M/A Bed Services→ Additional Bed Allotment.

This screen allows you to allot an additional bed to a patient.

- Click on the finder button of the IP Code where you can search the patient by his name or patient code.
- Now click on the bed symbol of Additional Bed Details frame where in you can select a bed from the bed status screen. Double click on a particular bed.
- Now click on Allot to allot an additional bed to the patient.

Transfer

Goto IDMsys ATD→ M/A Bed Maintenance→ M/A Bed Services→ Bed Transfer.

This screen allows you to transfer a patient from the existing bed to another bed.

- Click on the finder button of the IP Code and select a patient by entering the patient name in the filter box or search a patient by patient code or IP code or patient name.

- Now click on bed symbol in the Transfer Bed Details frame where it will open the Bed status screen, now select a bed where you want to transfer the patient.

- Now click on Transfer.

Bed Blocking

Goto IDMsys ATD→ M/A Bed Maintenance→ M/A Bed Services→ Bed Blocking.

This screen allows you to reserve a particular bed for a patient in case of House Keeping, Maintenance or Disinfection.

- Click on the finder button of the ward number and select a particular ward.
- Click on the finder button of the Bed no and select a particular bed from the Bed status screen.
- Select the Bed status for the purpose of blocking whether it is for House keeping or Maintenance or Discinfection.

Additional Bed Release

Goto IDMsys ATD→ M/A Bed Maintenance→ M/A Bed Services→ Additional Bed Release.

This screen allows you to release the additional bed allotted for the patient.

- Click on the finder button of the IP code and select a particular patient from the finder to whom, additional bed has been allotted.

- Now select the bed that is not occupied by the patient and click on the release button to release the bed.

Direct Switch

Goto IDMsys ATD→ M/A Bed Maintenance→ M/A Bed Services→ Direct Switch.

This screen allows you to directly exchange two patients' beds.

RMHDAT - Direct Switch

File   Help

Switch From Bed

IP Visit Code	IP00000009	🔍 📄	
Patient Code	PAT0000005		
Bed Type	DLX	Deluxe	
Ward No	6A	Wing A 6th Floor	
Bed No	601		

Switch To Bed

IP Visit Code	IP00000008	🔍	
Patient Code	PAT0000006		
Bed Type	DLX	Deluxe	
Ward No	4A	Wing A 4th Floor	
Bed No	402		

[Direct Switch]   [Close]

- Click on the finder button of the IP Visit Code and select the patient whom you want to switch to another bed.

- Now click on the finder button of the IP Visit Code in the Switch to Bed frame and select the other patient who has to be switched to the first patient's bed.

- Now click on the Direct Switch so that both the patients get switched to each others bed.

Bed Availability

Goto IDMsys ATD→ M/A Bed Maintenance→ M/A Bed Services→ Bed Availability.

This screen is the same as Bed status screen wherein you can search which bed is vacant and which patient is in which bed.

Discharge

Pre-Discharge

Goto IDMsys ATD→ M/A Discharge→ Pre Discharge.

This screen allows you to pre-discharge a patient which will be done before preparing the final bill of the patient or when the patient is about to discharge in few hours.

- Click on the finder button of the IP Admission Code where you can select the patient whom you want to discharge

Discharge

Goto IDMsys ATD→ M/A Discharge→ Discharge.

This screen allows you to discharge a patient.

- Click on the finder button of the IP Admission Code and select the patient from the list.
- Now enter the settlement number of the patient in the settlement number textbox and click on discharge. It will ask a message as shown below.
-

- Click on Yes, It will discharge the patient by generating a Discharge Code.

Nursing Station

Contents

1. **Creating Favorites**
2. **Nursing Desktop**
3. **Ordering**
4. **Ordering New Medicine**
5. **OT Booking**
6. **Diet Advice Entry**

Doctor Favorite

Goto IDMsys Nursing Station→I/N Transaction→ Doctor Favorites.

This screen allows you to add nurse's favorites.

- Each nurse can have their own favorites.

- Enter a Favorite code, Favorite Description and click on the finder button of the Provider code where you can select a particular nurse from the list.
- Click on the finder button of the billing code from the grid below and add any number of services as favorites by pressing insert key to enter next service.
- Click on Save to save the record.

Nursing Desktop

Goto IDMsys Nursing Station→I/N Transaction→ Nursing Desktop.

This screen allows the nurses to order any service including pharmacy medicines. It contains two types of ordering:

1. IP Ordering
2. Ordering New Medicine

- Click on the finder button of the ward number and select the corresponding ward of the nurses.

- It will display all the patients in that particular ward. Now select any patient whom you want to order and click on Ordering button for ordering any services or click on Order New Medicine for ordering pharmacy.
- Click on Ordering Button where it will redirect to IP Ordering Screen.

Ordering or (Goto IDMsys Nursing Station→I/N Transaction→ Ordering)

- It will display all the details of the patient.
- Below, you can see the Service Type tabs like Laboratory, Radiology, Miscellaneous, and Inventory.
- Click on the corresponding Service Type tabs to order the particular service from that Service Type.
- After selecting the corresponding service type, click on the finder button of the Billing Code in the Grid below and select a particular service which you want to order and press insert.
- You can also click on the favorite tab below the grid to select the favorites of that particular nurse, after clicking it opens a screen which displays list of favorites of the nurse.

Include	Billing Code	Description	Price
Yes	MPBIO0001	GLUCOSE, FASTING	100.00
No	MPBIO0002	GLUCOSE, POST PRANDIAL	0.00
No	MPBIO0003	GLUCOSE, RANDOM	0.00

Ok   Re - Load   Close

- You can double click on the Include column of a service and click Ok so that it gets included in the order.
- All the favorites can be seen in the My Favorites Tab.
- Now you can see the patient payable in the Total Frame on the Down Right Corner.
- Now click on Save to save the record and click on Post to post that particular service to the corresponding departments.

Note: Unless you post the order, all the lab and radiology services won't go to their respective departments.

Ordering New Medicine

Once after clicking on the Order New Medicine button of the nursing desktop, It redirects to this screen where you can order a prescribed medicine for the particular selected patient.

- All the patient details will be uploaded once after clicking on the order new medicine button.
- You need to enter all the fields that are marked in red color which is mandatory.
- Click on the finder button of the Item Name and select a particular medicine.
- Click on the finder button of the frequency and select the frequency of the medicine (how many times the medicine has to be given) that is prescribed.
- Enter the number of days that the medicine has to be given in the text box given.
- Enter the dispense (quantity) of the medicine.
- After entering all these, click on Add button to add the particular item to the grid above.
- If you want to add another medicine, again click on the item name and follow the same procedure as above and click on Add button.
- After entering all the items, click on the Confirm button to Order all the medicines that are prescribed.

After entering the medicines, a prescription number will be generated.

- After entering all the medicines and other service orders, click on the Process button (»») on the top, so that the generated prescription number and Lab order number will be displayed in the Medicine Orders grid and Laboratory Orders Grid.
- If the ordered prescription medicine items are issued by the pharmacy, then the Issued status will be changed to yes
- Similarly, for the lab order, it shows different status like:
    - Ordered, if it is just ordered by the nurse
    - Collected, if the sample is collected by the Collection counter
    - Received, if the sample is received by the Receipt at Lab department.
    - In process, if the sample is received by the Receipt at Site department and if the work list is generated.
    - Result Available, if the Result is entered.
    - It will also display the result in the below grid as shown in the picture below.

RMHDAT - Nursing Desktop

File   Help

Ward Number   3A   🔍   »

Admission Code	Patient Code	Patient Name	Bed No	Status
ADM0000001	PAT0000001	THOMAS	301	Alloted
IP00000045	MH00000133	JAGAN	302	Alloted
ADM0000002	MH00000010	FDGHJKL	303	Check In
IP00000019	MH00000045	JAI POTHI REDDY	304	Alloted
IP00000026	MH00000052	KAPOOR	305	Alloted
IP00000029	MH00000037	MAHESH	306	Alloted
IP00000030	MH00000069	DFGHJK	307	Alloted
IP00000031	MH00000040	RAVI KUMAR	308	Alloted
IP00000032	MH00000041	BASAVARAJ	309	Alloted

Laboratory Orders

Order Number	Order Status
IORD000000000000000078	Result Available

Medicine Orders

Order Number	Issued

Order New Medicine

Cumulative Results

Ordering

Radiology Ordering

Enquire

Bed Status

- 🟨 Vacant
- 🟩 Alloted
- 🟧 Checkin
- 🟦 Pre Discharge
- 🟦 House Keeping / Maintanance

Close

Test Name	Analyte	Result	Units
GLUCOSE, FASTING	Glucose,Fasting, Serum/Plasma	25	mg/dL

OT Booking

This screen allows the nurses to book an OT room for a particular patient to undergo a surgery.

- Select the case type of the patient as In-patient, click on the finder button of the Admission code and select a particular patient from the list.
- Now click on the Booking Details tab of the Surgery Advice screen and tick on Request OT Booking.

- Now click on the finder button of the Requested room and select a particular room which you want to book for the patient.
- Now select from date by clicking on the Calendar box.
- Enter the Requested from Time and Duration in the textboxes given below.
- Click on Save to Book the Room and it generates a Advice Code.
- Once the OT In charge confirms the booking, then it will be updated in the Booking Details Frame.
- Similarly, once the surgery is done, it will get updated in the Surgery Details Frame.

Diet Advice Entry

Goto IDMsys Dietory→ I/D Transaction→ Diet Advice Entry

This screen allows the nurses to order the diet type for a particular patient and also it allows them to see the ordered diet types.

- Click on the finder button of the ward number to select a particular ward.
- It displays all the list of patients in that particular ward.
- Double click on any patient to whom, a diet has to be ordered.
- In the Patient Order Frame (In Blue Color), you can click on the finder button of the Diet Type and select a particular diet type to be ordered for that patient.
- Click on the finder button of the service type and select the service type, how the diet will be consumed by the patient.
- Now click on save.

- It will generate a diet advice code and the particular diet type has been ordered for a patient.

Diet Group Ordering

This screen is used to order diet for all the wards or a particular ward.

- To order diet for a particular ward, Click on the finder button of the ward and select a particular ward.
- Click on the calendar box and select a particular date of the Serve Date.
- Click on Process.
- To order diet for all the wards, Select the date of serving and Select All Wards Check box and click on process.
-

IP Billing

This screen allows you to do the provisional bill and final bill for the patient.

Goto IDMsys IP Billing→ M/B Transactions→ IP Billing.

- Select Provisional Bill from the Print Bill Combo box.
- Click on the finder button of the IP Code and select a patient from the list.
- Once you select the patient to whom you want to bill, and then all the bill details will get loaded in the grid automatically from the orders that are generated for that patient.

RMHDAT - M/B IP Billing

File   Help

| Bill Number | PRV0000237 | | Bill Date | 22/10/2009 | 17:28:01 |

Print Bill: Provisional Bill General   Bill From 14/09/2009 Bill To 22/10/2009 No. Of Days 39.000

Patient Details

Patient Code: MH00000023   TESTPATIENT   Sex: Male

IP Code: IP00000028   Age: 55 Yrs. 1 Mt 28 dy   Admission Date: 14/09/2009   Case Type: In Patient

Billing Details | Comments | Tax |

Customer Type: Self-Paying   Admitting Provider: MHD0004   UMESH.S

Customer Code: Bill Type: Cash

Plan Code: Policy:

Policy Group: Sponsor:

Ref. Type: Provider   Ref. Code: Show Zero Amt

Counter: 01   General Counter   Shift: 01   General Shift   Is Emergency

Li..	Service Type	Billing Description	Sub Total	Discount%	Disc. Amo...	Net Total	Co-Pay T...	Co-Pa
1	Radiology		1,340.00	0.00000	0.00	1,340.00	Before Dis...	0.000
2	Provider		21,000.00	0.00000	0.00	21,000.00	Before Dis...	0.000
3	Miscellaneous		440.00	0.00000	0.00	440.00	Before Dis...	0.000
4	Bed Type		13,620.00	0.00000	0.00	13,620.00	Before Dis...	0.000
5	Pharmacy		5.00	0.00000	0.00	5.00	Before Dis...	0.000

Gross Total: 36,405.00   Disc. Amount: 0.00   Total: 36,405.00

Co-payment   **Receivable**   **Total**

Co-Pay Type: Before Discount   Company Resp.: 0.00   Discountable Amount: 15,800.00

Co-Pay %: 0.00000   Patient Resp.: -36,405.00   Sheet Disc. %: 0.00000   Sheet Disc Amt: 0.00

Net Total: 36,405.00

Co-Pay Amount: 0.00   Patient Deduct.: 0.00   Advance: 1,000.00   Amount Receivable: 35,405.00

Save | Cancel Bill | Print | Dynamic Package | Ordering | Post Operative | Pre Discharge | Bed Details | Close

ADMIN   **22/10/2009**   **5:43 PM**

- You can see the details of the bill by pressing F2 on each service type of the bill.
- Once you press F2, it will show all the services that are ordered from that particular service type.

Bill Details

Service Details

Service Type	Radiology	Net Total	1,340.00	Company Resp.	0.00
Sub Total	1,340.00	Co-Pay Type	Before Discount	Patient Resp.	1340.00
Discount%	0.00000	Co-Pay %	0.00000	Patient Deduct.	0.00
Disc. Amount	0.00	Co-Pay Amount	0.00	☐ Select - Insured	

Line N...	Ordered ...	Cancel	Billing Code	Billing Description	Service code	Service Description
1	20/10/2009	No	MHRAD015	Colour Doppler: Abdomen Doppler	RADCDS0005	Colour Doppler: Ab...
2	20/10/2009	No	MHRAD007	Bed side X-rays (mobile unit) - Per Exp...	RADXRS0003	Bed side X-rays (...

Save   Close

- In the above case, it is showing the details of the radiology service type ordered for that patient.
- Below, you can see different buttons like Save, Cancel Bill, Print, Dynamic Package, Ordering, Post Operative, Pre Discharge, Bed Details, Close.
- Each button has its own convention as explained below:
    - Save→ Saves the Record and Generates a Provisional Bill.
    - Cancel Bill→ Once the

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RESEARCH INSTITUTE
IT HIGHWAY KELAMBAKKAM
KANCHIPURAM DIST - 603 103

Operation Room

OT Booking

This screen allows you to see the schedules requested for OT room by the nurses and then modify those screens according to the convenience of the room allotted.
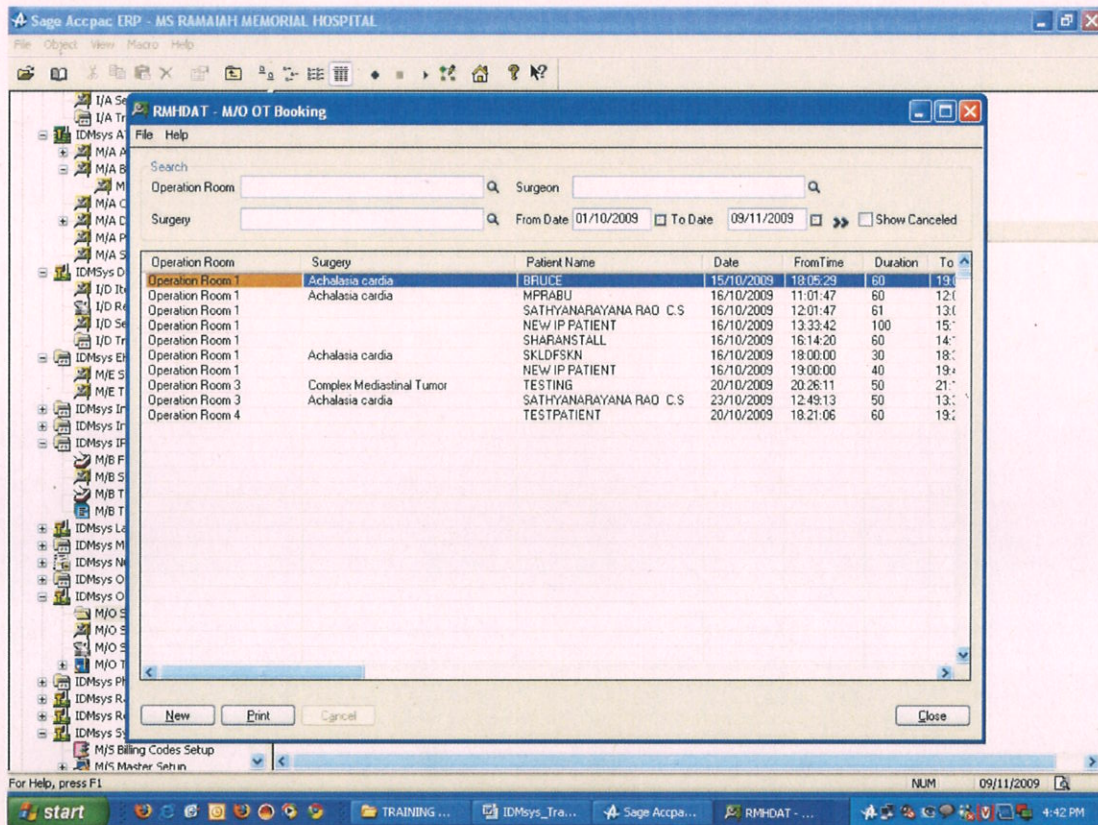
- All the room requests ordered by the nurses will pop up in this screen.
- Double click on the particular room request of the patient to book the room.
- It redirects to the below screen shown in the figure.

This screen allows you to look into the room requested by the nurses and then if the room is vacant at that particular time, OT staff can just save the schedule or else if the room is not vacant then it can be modified.

- All the details requested by the nurse will be loaded automatically.
- If the room is vacant at the particular time requested by the nurse, then click on save to save the schedule.
- If the room is not available at the particular time requested by the nurse, then change the time at when the room is available and click on save.
- The changed time will be seen by the nurses in the Surgey advice and OT Room request screen.

Post Operative Management

This screen allows the OT staff to enter the post operative details of the patient. This screen is helpful in entering the surgery details and the time of surgery and the room of surgery for that patient. Amount also gets calculated and will be shown. This amount is just for the reference purpose.

- Click on the finder button of the IP Code and select a patient from the list for whom the OT details has to be entered.
- Click on the finder button of the surgery advice and select a surgery advice from the list.
- Click on the finder button of the surgery and select the surgery from the list that is done to the patient.
- Click on the finder button of the billing code and select the corresponding billing code of the surgery.
- Select the Start date and End date and Start time and End time of the surgery below the Surgery Duration.
- Click on the finder button of the room in Charge Setup Frame and select a particular room from the finder list where the operation is being done.
- Click on Surgery tab so that it displays total rates of the operation like:
  - Surgery Total
  - Room Total
  - Anesthesia Total
  - Provider Total
  - Miscellaneous Total.
- If any Surgeon Notes is there, Click on Surgeon Summary on the Top of the screen to enter surgery notes in a word file. Save that file and click on Print Surgeon Note to print the report.

- If any Anesthesia Notes is there, Click on Anesthesia Summary on the Top of the screen to enter anesthesia notes in a word file. Save that file and click on Print Anesthesia Note to print the report.
- Click on Save to save the record.

Laboratory

Specimen Collection List

This screen allows you to see the lab orders that are ordered for a patient. These orders come directly from either OP Order or OP Bill or IP Ordering.

Patient Code	Patient Name	Investigation Code	Investigation Name	Order Date	Order Time
MH00000102	HONNARAMMA	CP001	URINE ROUTINE	12/21/2009	15:33:19
MH00000102	HONNARAMMA	HAEM0001	HAEMOGLOBIN	12/21/2009	15:33:19
MH00000102	HONNARAMMA	HAEM0010	ESR	12/21/2009	15:33:19
PAT0000005	KRISHNA	HAEM0011	CBC	12/22/2009	12:37:24
MH00000025	KAMESH	BIO0051	ABG	12/22/2009	13:25:02
MH00000153	VINAY KUMAR	MPS001	17 Hydroxy-progesterone.	12/22/2009	14:20:24
MH00000104	SOMA SHEKAR	MPS004	17 OH Corticosteroids .Ket...	12/22/2009	14:56:09
MH00000028	SADASHIVA BANAS WADI	BIO0047	24 HR URINARY AMYLASE	12/22/2009	15:29:49
PAT0000003	RADHA KRISHNA	BIO0048	24 HR URINARY URIC AC...	12/22/2009	16:18:47
MH00000025	KAMESH	BIO0056	24 HR URINARY PHOSP...	12/22/2009	16:28:13
PAT0000001	RAM KRISH	HAEM0022	A-PTT	12/22/2009	16:39:01
PAT0000001	RAM KRISH	BIO0051	ABG	12/22/2009	17:10:49
PAT0000006	PRABHAS	BIO0038	ELECTROLYTES	12/22/2009	17:15:55
MH00000153	VINAY KUMAR	MPS005	25 Hydroxy Cholecalciferol....	12/22/2009	17:27:21
MH00000087	KARNA	HAEM0011	CBC	12/22/2009	17:34:38
PAT0000008	ZARTAB	BIO0044	24 HR URINARY POTASS...	12/22/2009	18:40:51
PAT0000008	ZARTAB	HAEM0011	CBC	12/22/2009	18:40:51
MH00000024	DASARI NARAYANA RAO	BIO0050	24 HR CREATININE CLEA...	12/23/2009	15:40:02
MH00000100	VARIJA PRABHU	BIO0056	24 HR URINARY PHOSP...	12/23/2009	15:54:56
MH00000024	DASARI NARAYANA RAO	BIO0041	24 HR URINE PROTEIN	12/23/2009	17:33:04
MH00000024	DASARI NARAYANA RAO	HAEM0022	A-PTT	12/23/2009	17:48:00
MH00000146	MADHU MALA JAGANNA...	MPS001	17 Hydroxy-progesterone.	12/24/2009	11:12:41
MH00000062	MURGESHAN. R	BIO0043	24 HR URINARY SODIUM	12/24/2009	11:16:26
MH00000139	VENKATESH. N.	MPS009	ACE-Angiotensin Convertin...	12/24/2009	11:26:04

- You can search for the patients by clicking on the select by combo box where in it contains the list: Patient Code, Order Number, and Order Date.
- If the select by criteria is Patient code, then a patient code finder will be enabled from which you can select a particular patient for whom you want to collect the sample.

Specimen Collection

This screen is used to collect the sample at the collection location.

- Double click on the Patient status which is by default On Hold and once it is double clicked, the status changes to Confirmed.
- Now click on Generate Barcode and Confirm Collection button so that it generates a barcode in the white space and now you can click on Print Barcode to print the barcode.
- Also once the Generate Barcode and Confirm Collection button is clicked; it generates Collected Date and Collected Time.

Specimen Receipt at Lab

This screen is used to receive samples at the Lab i.e a place where all the samples are segregated to its respective departments or sections such as Hematology, Bio-Chemistry, and Clinical Pathology etc.

This screen shows the location as Specimen Collection location by default and the specimen that is collected at the collection counter is displayed in this screen. Once the specimen comes to this area physically, then you need to double click on the received status which will be No by default. Once you double click on the received status, it changes to yes which means that the sample has been collected at the Lab Location. Once after changing the status to yes, you need to click on Confirm.

Appointment Module

Index

This training manual is designed in order to make the users understand the software better and can be used as a reference material at any time. This training material is intended solely for the usage of users at the clients place. Any further clarifications apart from this material should be requested to the IT department.

Appointment Module is used to give Appointments to the Patients so that patients can book their slots towards their desired Provider as per the availability of slots and Provider. Appointments can also be booked through the Phone.

Contents

Client Appointment

Go to I/A Transaction → Click on Client Appointment: Appointment screen gets opened, this screen is useful to give Appointments or to view Appointments depending on the Department Name and Clinic Name
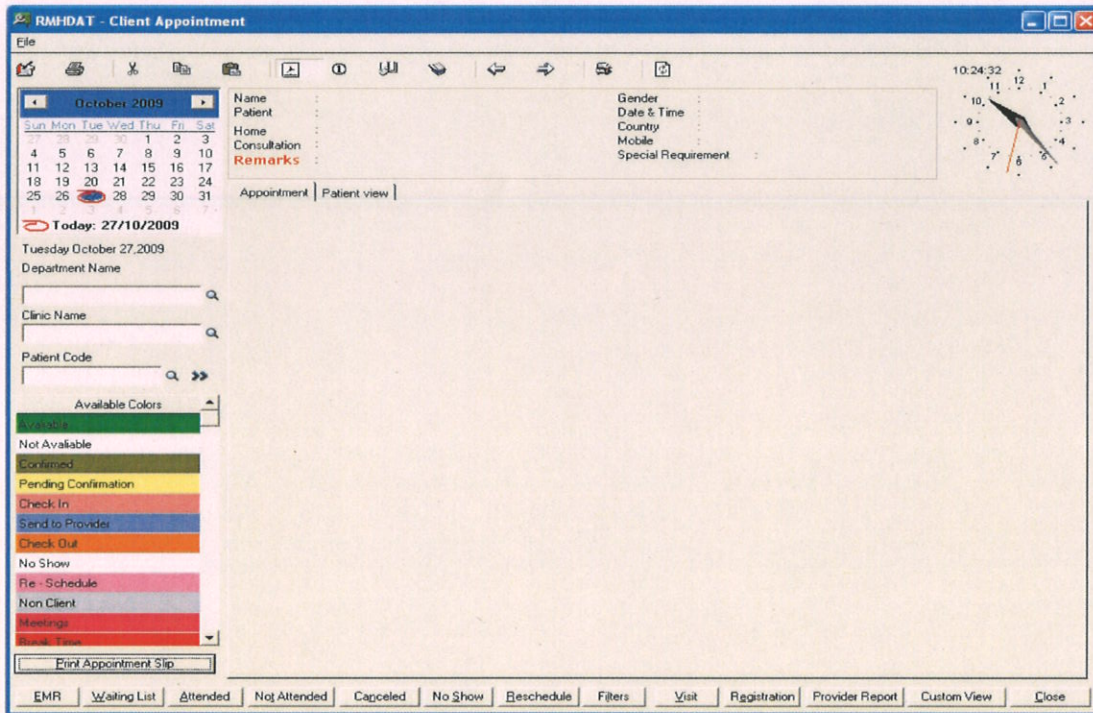
Menu of the Client Appointment has Icons, if mouse is pointed on the Icon it displays its corresponding functionality like: New, Print, Cut, Copy, Paste, Today's, Day (1), Week (7), Month (31), Previous Day, Next Day, Drill Down and Refresh

Client Appointment screen has 2 Tabs: 1) Appointment and 2) Patient View

Left side of the Client Appointment screen shows a Calendar box , Department Name Text Box and Clinic Name Text Box to select Department & Clinic.

'Available Colors' option displays the status of Appointments.
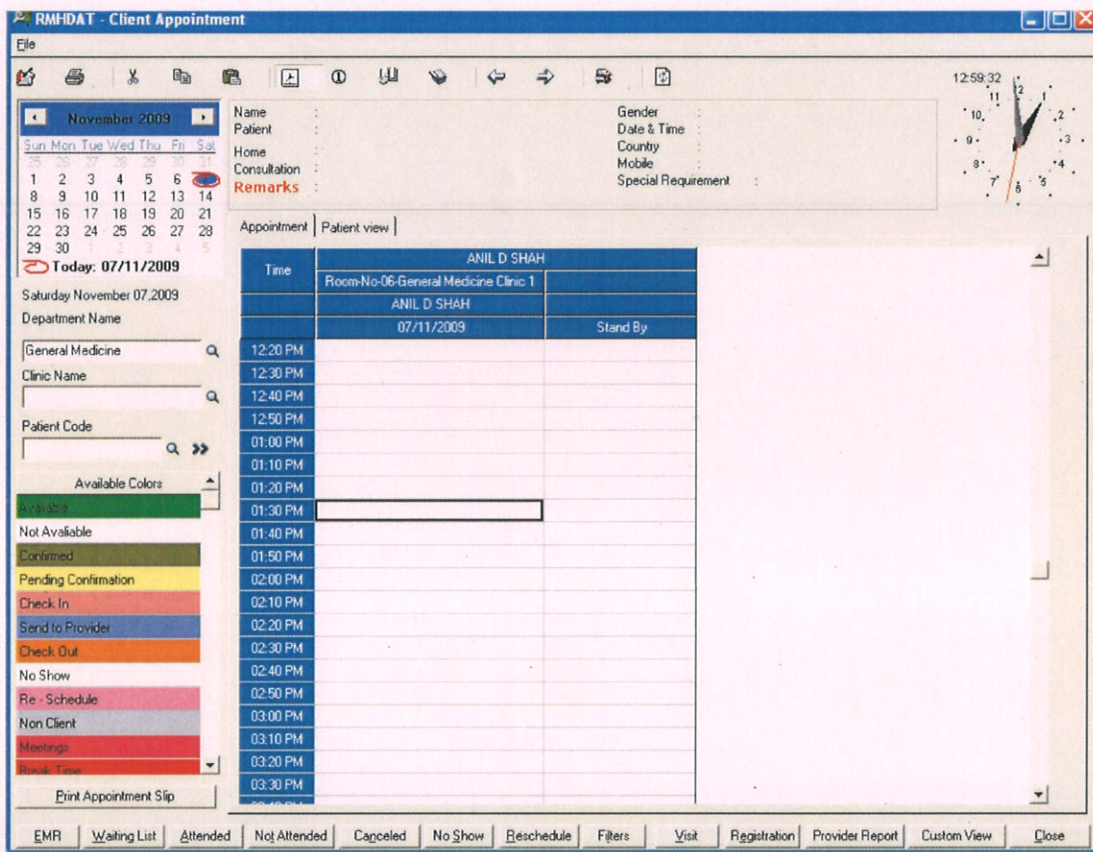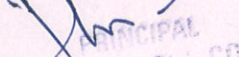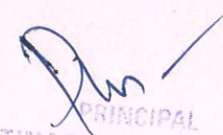
- Click on Finder button of Department Name and select a particular Department from the list. (If only Department Name is selected without Clinic Name then under Appointment View will display all the Providers of that Department).
- Click on Finder button of Clinic Name and select a particular Provider from the list.

Once Clinic Name is selected, Appointment View displays the Schedule of the Provider. Depending on the schedule, Appointments are given to the Patients.

- To give Appointment to the Patient: Right Click at the Time Slot to which Patient is willing to consult the Provider and click on New Appointment.
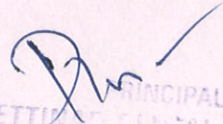
- Appointment Window will get opened, enter the details of the Patient under "General" Column
- If the Patient is existing Patient, go to Patient Code Finder and select the Patient then patient details will get automatically loaded and click on Record Button.
- If the patient is New Patient then Mandatory Field "First Name" should be entered and click on Record then the Patient Name will get added to the Appointment List.
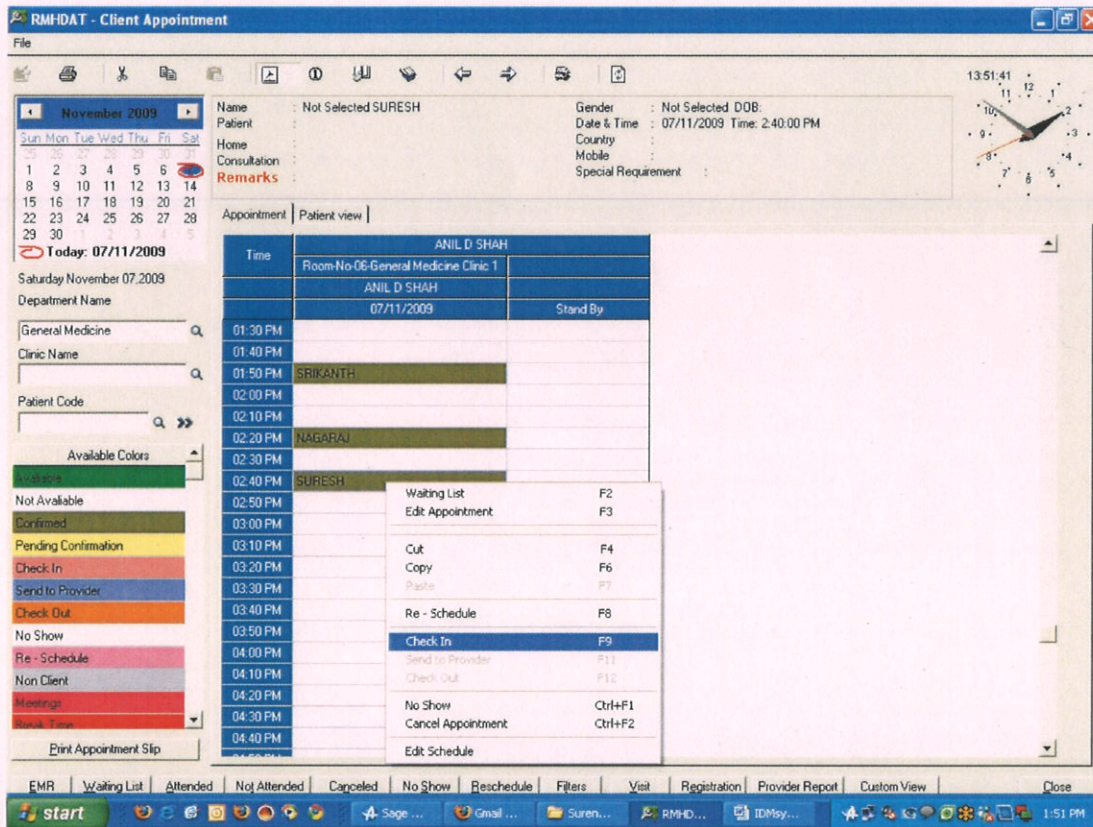
Once the Patient comes to visit the Provider, select the Patient from the Appointment screen grid and right click on the Patient Name, it will display Options like:

- Waiting List
- **Edit Appointment**　　: **To Alter the Patient Details**
- Cut　　　　　　　　: Short cut to change the Appointment Time
- Copy　　　　　　　　: Short cut to change the Appointment Time
- Re-Schedule　　　　: To Change the Time Slot/ Date of Appointment
- Check-In　　　　　　: To Check- In the Patient
- Send to Provider　　: To Send Patient to Consult Provider
- Check Out　　　　　: To Check Out after Consultation
- No Show　　　　　　:
- Cancel Appointment : To Cancel Appointments
- Edit Schedule　　　　: Displays the Time Slot

- Select the Patient and click on 'Edit Appointment' and select the Consultation Type like New Visit, Re-Visit or Referral Visit
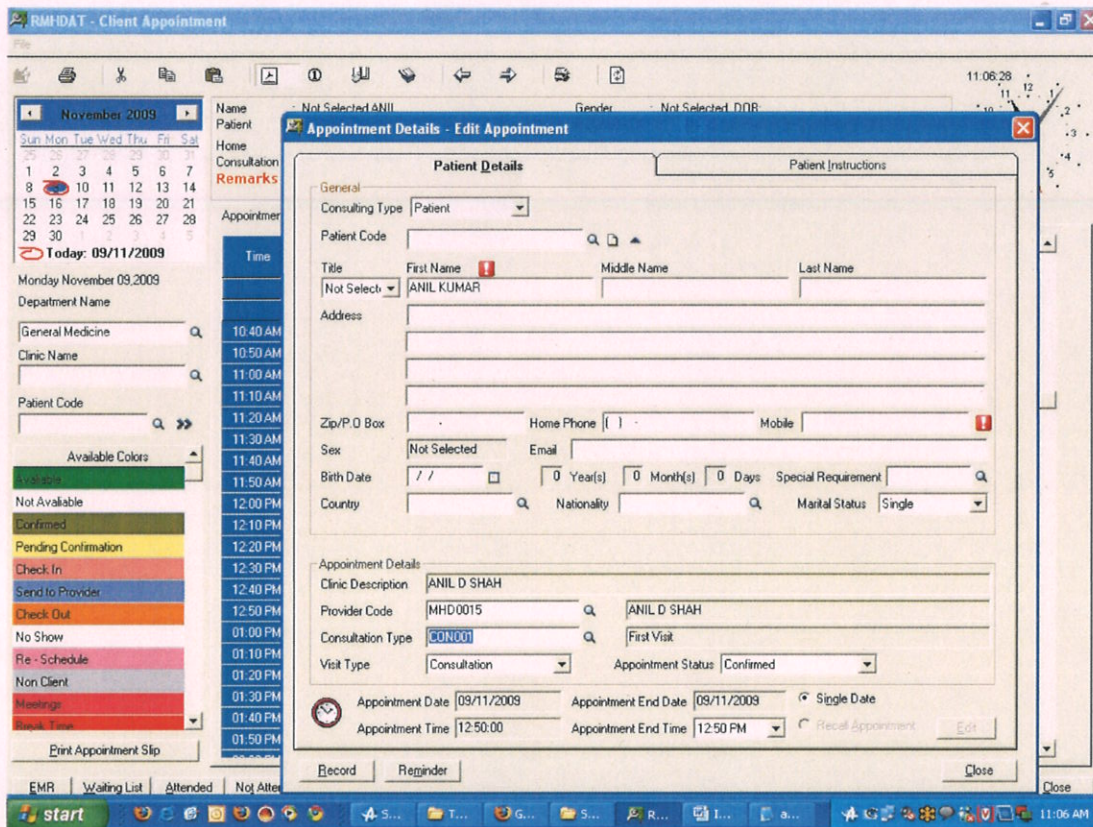
- Select the Patient, Right click on Patient Name and select 'Check In'' in the Appointment Screen:

    - If the Patient is Registered Patient then Visit screen will get opened
    - If the patient is New Patient the Registration Screen will get opened, first we need to register the Patient and then Current Visit window will get opened.

- In Patient Registration Screen Mandatory fields are marked in Red Color, all these fields should be entered and then click on "Add" Button

For Registration process please refer to OP Cycle Manual→ Patient Registration

- Once Registration is Saved, Current Visit screen will get opened automatically.
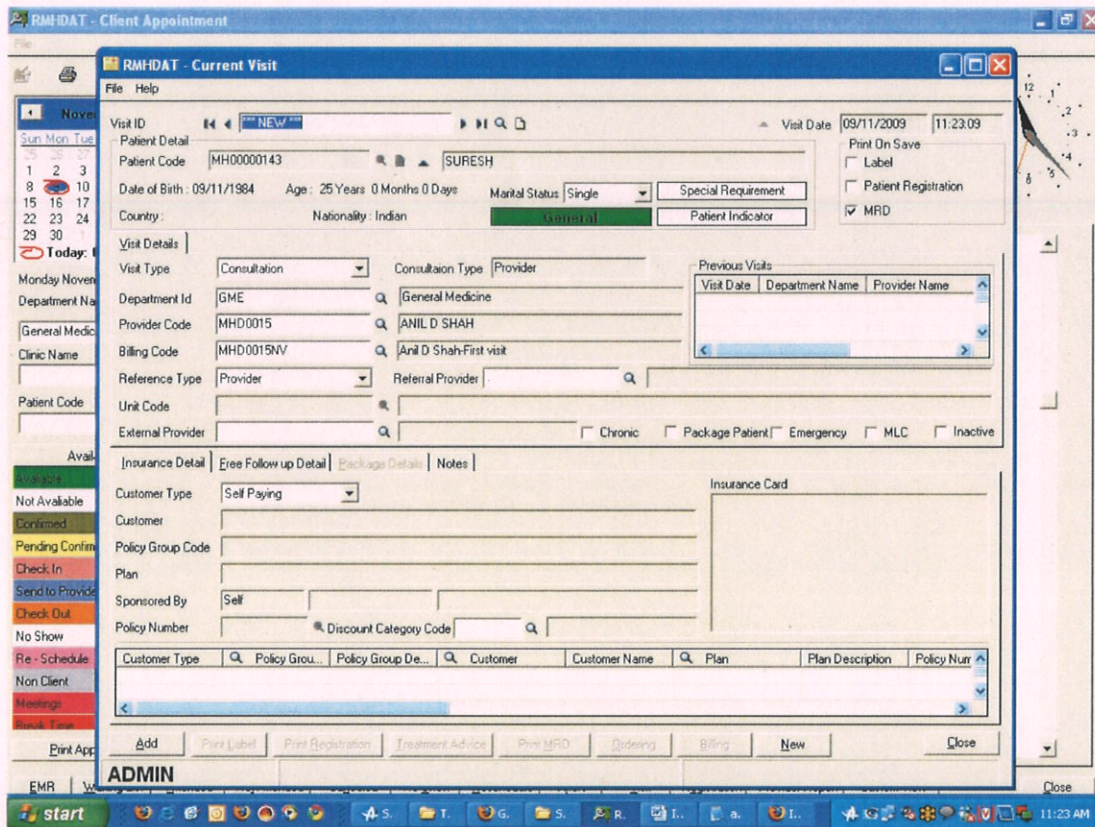
For Customer Type selection details please refer to OP Cycle Manual→ Current Visit

- Click on Add Button then OP Billing Screen will get opened and the Provider service will get loaded in the Detail Grid of OP Billing.
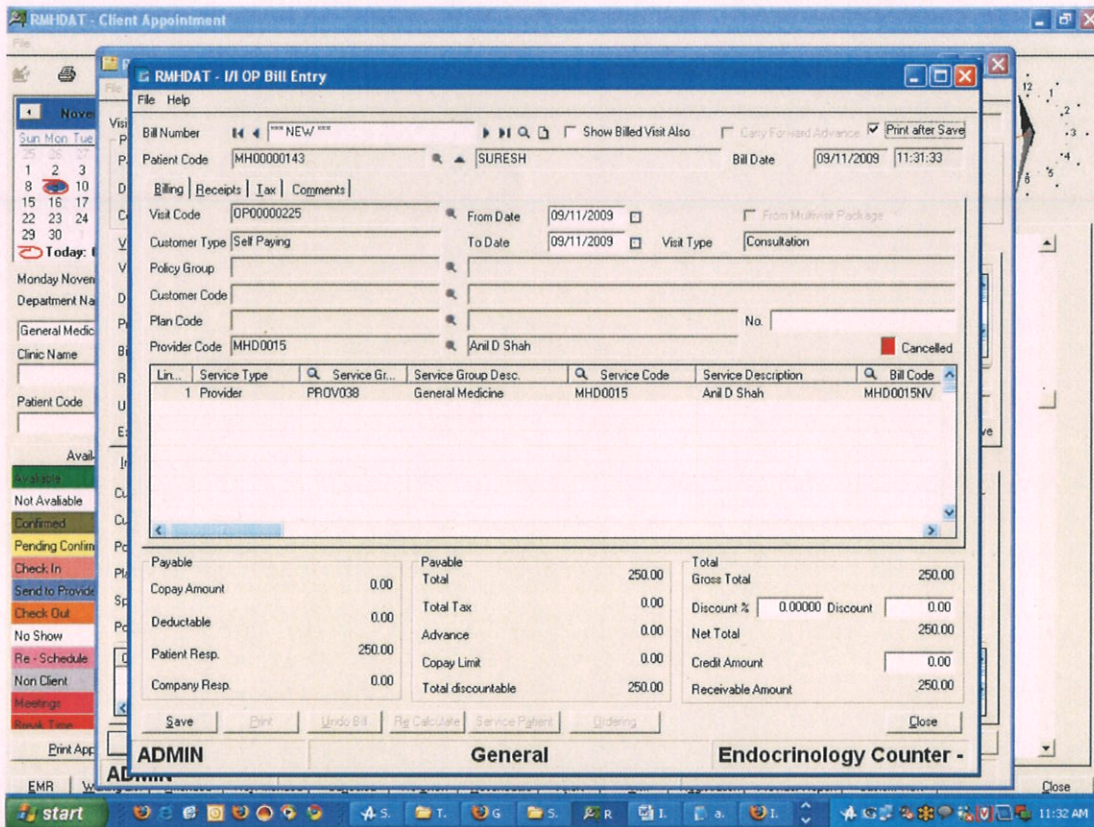
- Click on Save button then OP Bill Print out will be generated (to generate OP Bill print out automatically, "Print after Save" check box need to be checked)

- Select the Patient, Right click on Patient Name and select 'Send to Provider' in the Appointment Screen.
- Once the Patient visits Provider and completes his consultation then Select the Patient, Right click on Patient Name and select 'Check Out' in the Appointment Screen.

EHR (Electronic Health Records) Module

Index

This training manual is designed in order to make the users understand the software better and can be used as a reference material at any time. This training material is intended solely for the usage of users at the clients place. Any further clarifications apart from this material should be requested to the IT department.

EHR Module is used exclusively by the Doctors (Providers) to scrutinize the Patients Data and to store the Patient's data into electronic records. This Module stores from Patient basic personal data to his Health status data. This Module also stores the Past Medical History of the Patient's and also Allergies, Hereditary diseases of the Patients.

Contents

EHR Provider Desktop

Screen Name itself suggests that its for Provider, This module is Provider specific and Department specific, Every Provider should Login with his User Id and Password then only he can view his specific Patients (given by Appointments) or his Department specific Patients (need to be set in 'Options').

Whenever a Patient is 'Check In' in Appointment screen that Patient will appear in the EHR Provider Desktop depending upon Provider's 'Logging In' to the application.

Go to M/E Transaction→Click on EHR Provider Desktop: EHR Provider Desktop screen will get opened
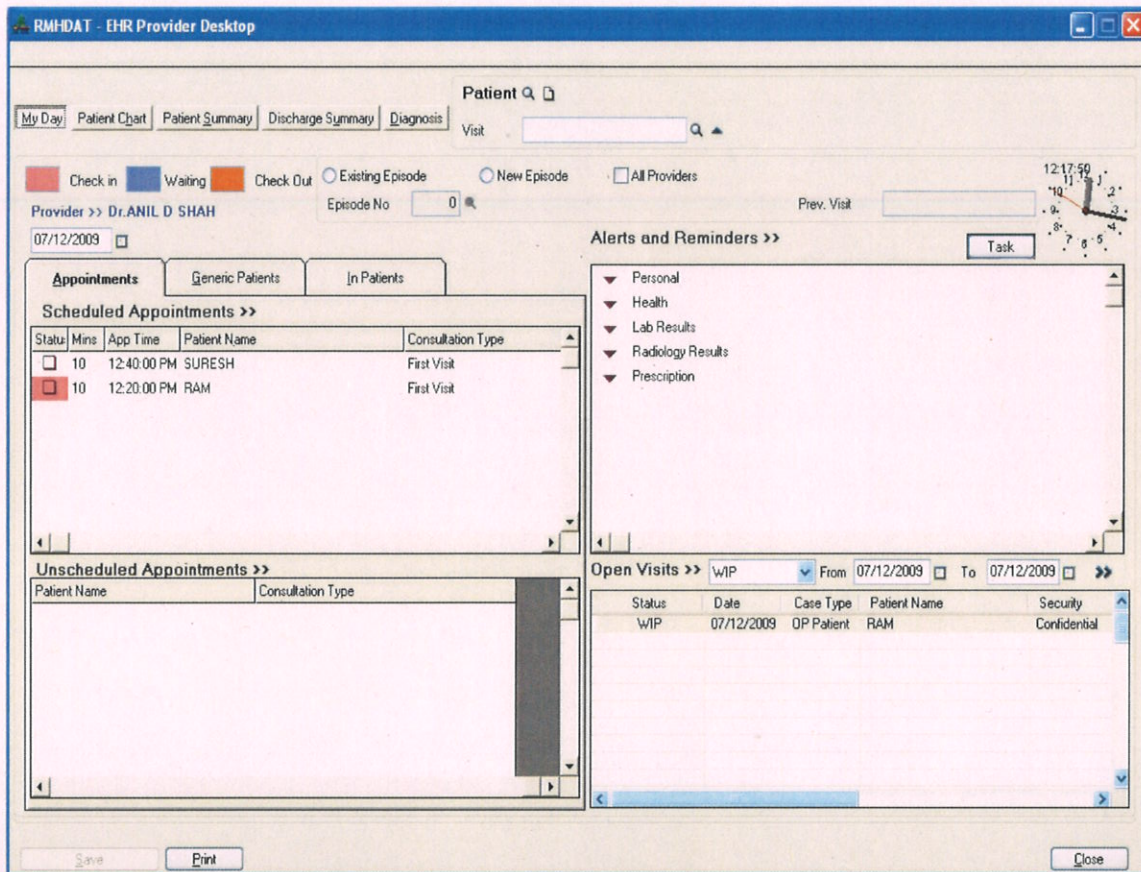
This Screen has buttons on the Top like My Day, Patient Chart, Patient Summary, Discharge Summary, and Diagnosis.

If we click on My Day the screen gets refreshed and it will display the Patients list under Appointments Tab

This screen mainly has 3 Sections:

First Section shows the list of "Patients", Second section shows "Alerts and Reminders" and Third Section shows the status of "Visits".

- The First Section has 3 Tabs:

  1) Appointments: Displays Patients came through Appointment
  2) Generic Patients: Displays Patients who came without any Provider selection, these
     patients are Department specific not Provider specific
  3) In Patients: Displays Admitted Patients.

  Unscheduled Appointments>>: Displays the Patients who are Walk-In Patients, i.e. came
  directly without any Appointment.

- The Second Section has "**Alerts and Reminders>>**": Here Provider can add any type of
  Alerts/Reminders and even he can send Alert/Reminder to other Provider, he can add
  Personal Reminders, Health related Reminders or if he want to see any Patients
  Lab/Radiology Results or if Provider want to Prescribe some medicines to the Patient then he
  can keep Alert/Reminders.
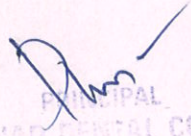
  Whenever a New Reminder is added depending on the Reminder Type that will get added to
  the down listed Items like Personal, Health, Lab Results, Radiology Results and Prescription

  If we want to see the Alerts/ Reminders just double click on the listed Items, it will display all
  the Reminders for that particular Provider under that Reminder Type.

  To add new Alert/Reminder, Click on "**Task**" button, Task Setup window will get opened.
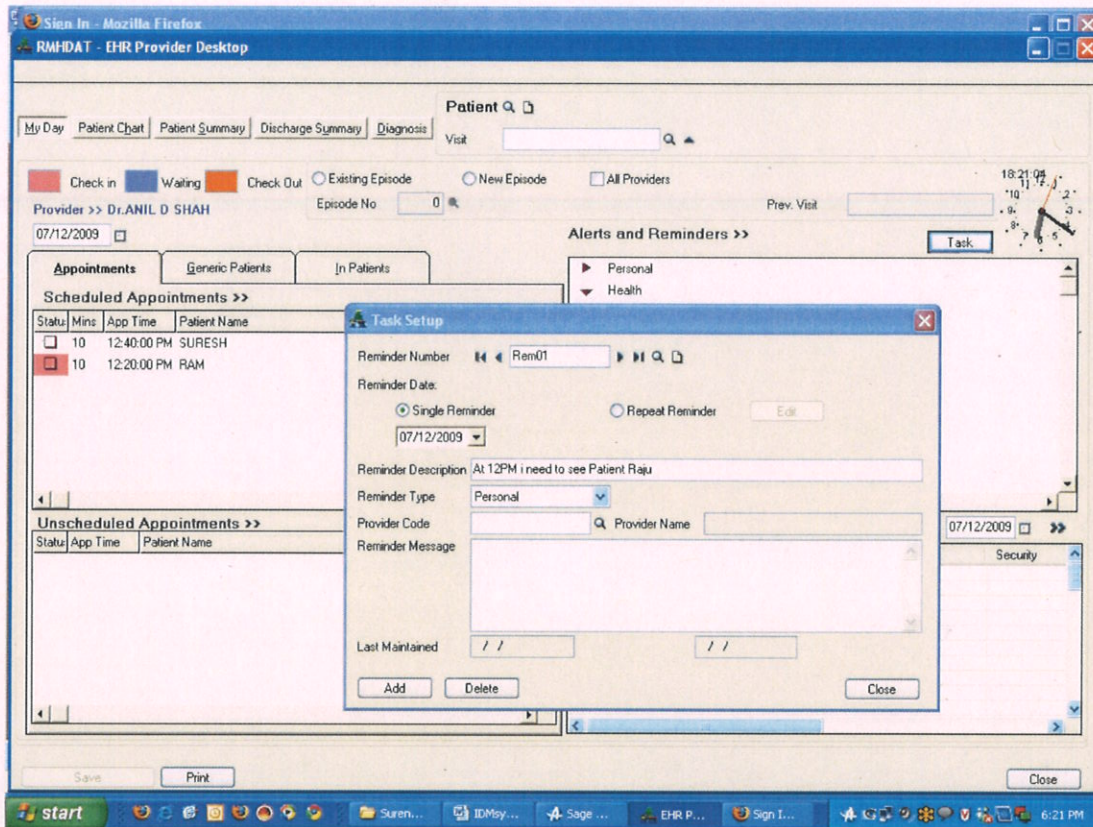
- Mention some Reminder number in Reminder Number Text Box, for example Rem01, Rem02, etc…
- Reminder Date: Select Radio Button whether Single Reminder or Repeat Reminder, if we select Single Reminder and the date then it will remind on the particular date selected, if we select Repeat Reminder then Edit button will get Enabled and if we click on Edit button one more window will get opened which has selection of Pattern, Weekly and Range of Recurrence
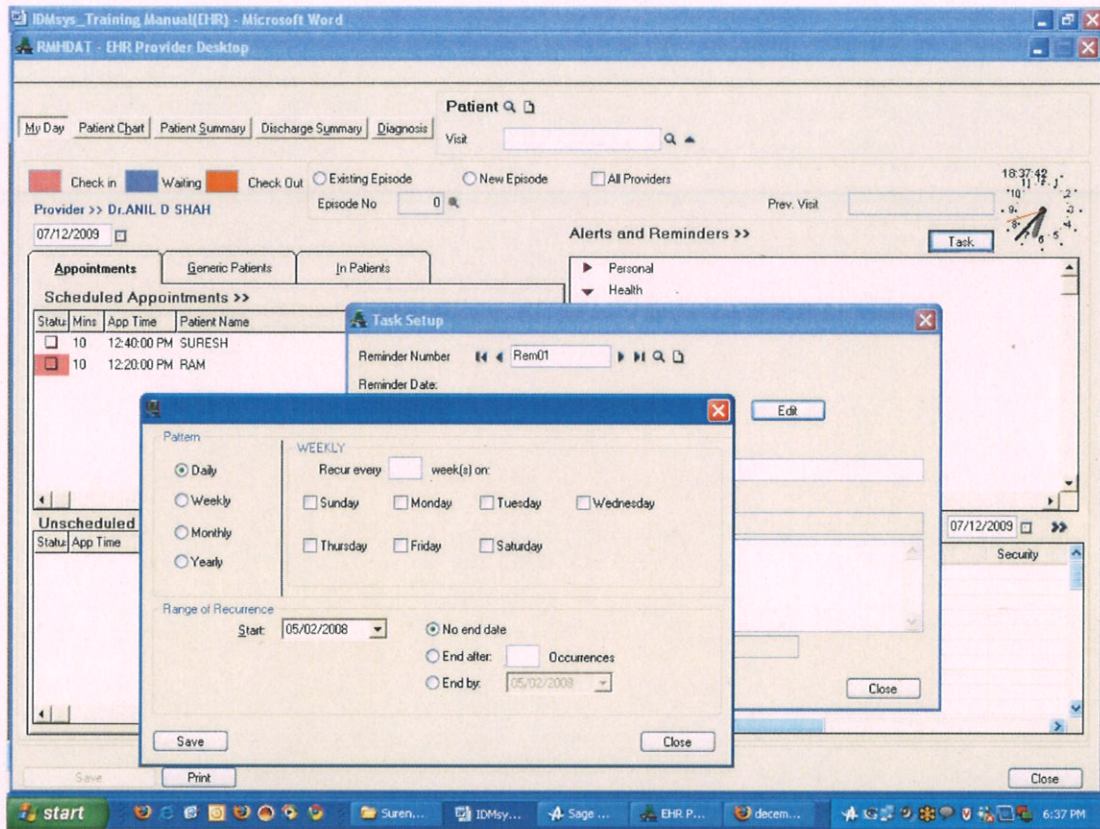
➤ Select as per the desired selection and click on Save
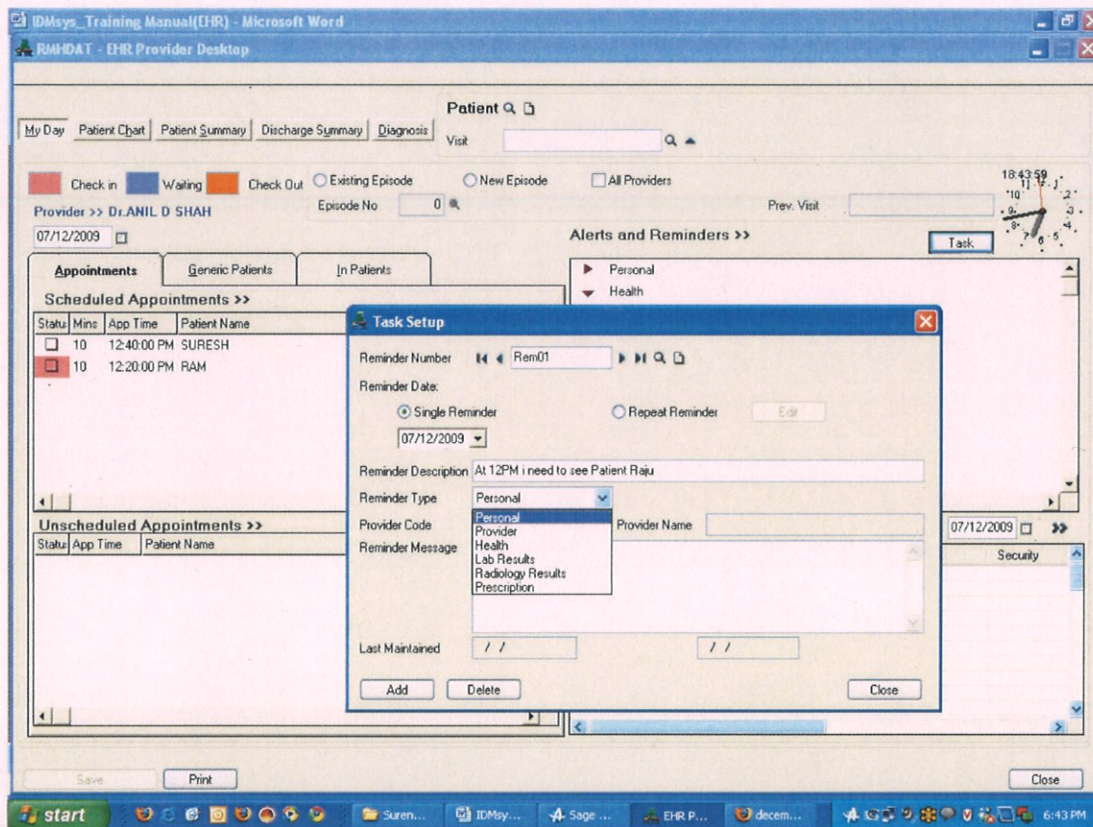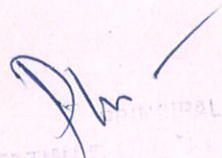
- ➢ Enter Description of the Reminder in the Reminder Description Text Box
- ➢ Select Reminder Type from the Reminder Type drop down list
- ➢ If the Reminder is for the logged in Provider then no need of selecting Provider code, if it is for the other provider then we have to select Provider code from the Finder, then this Reminder will get added to that selected Provider.
- ➢ If needed we can give brief description under Reminder Message Text Box
- ➢ Click on Add Button to Add the Reminder.
- ➢ Click on Delete Button to Delete the Reminder.
- ➢ Click on Close to Close the Task Setup Window.

- The Third Section is "**Open Visits>>**": Under this section we can see the status of the visits whether its WIP (Work in Progress), Under Review or Close
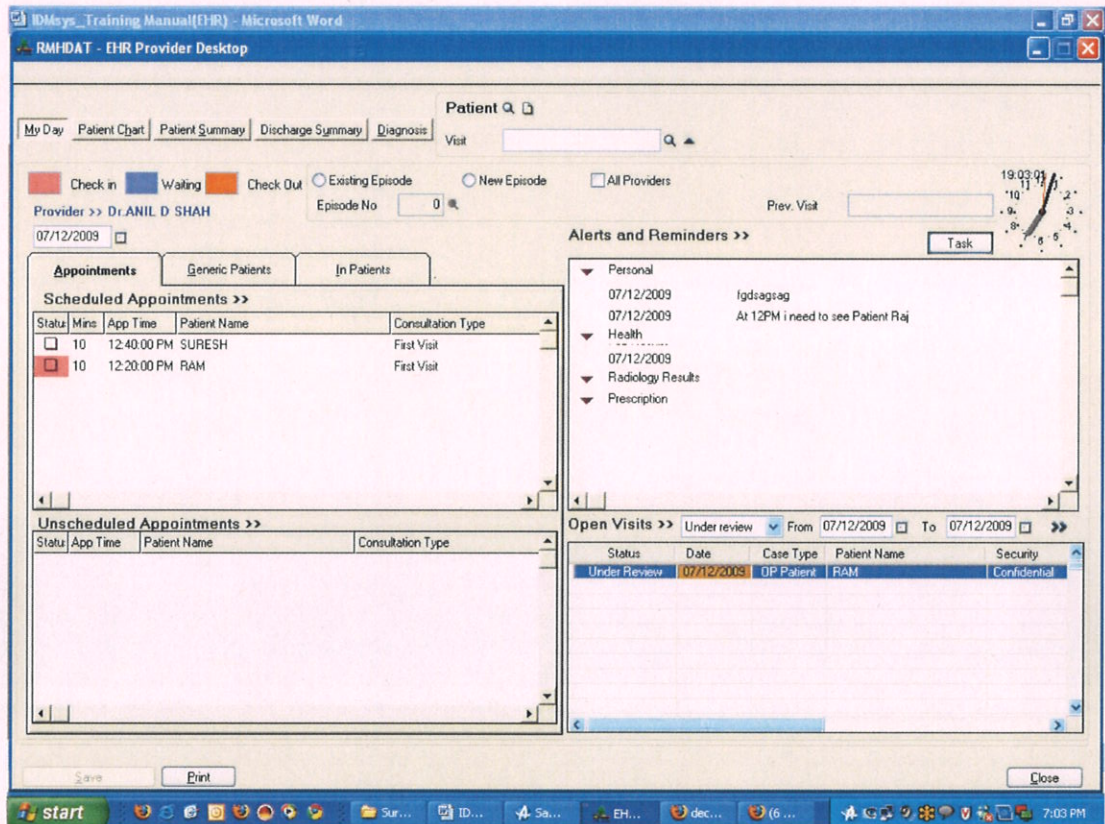
Select Status from the drop down list, i.e. WIP/Under Review/Close and select the Date Range and then click on Process button, then the down detail grid will display the patients list and visit status accordingly. (Status of WIP is set in M/E Options→Color Codes→ WIP No. of hours, till this time status will be WIP and after this time period status changes to Under Review and once the Provider finishes reviewing the Patient he will change the status to close)

Process Flow:
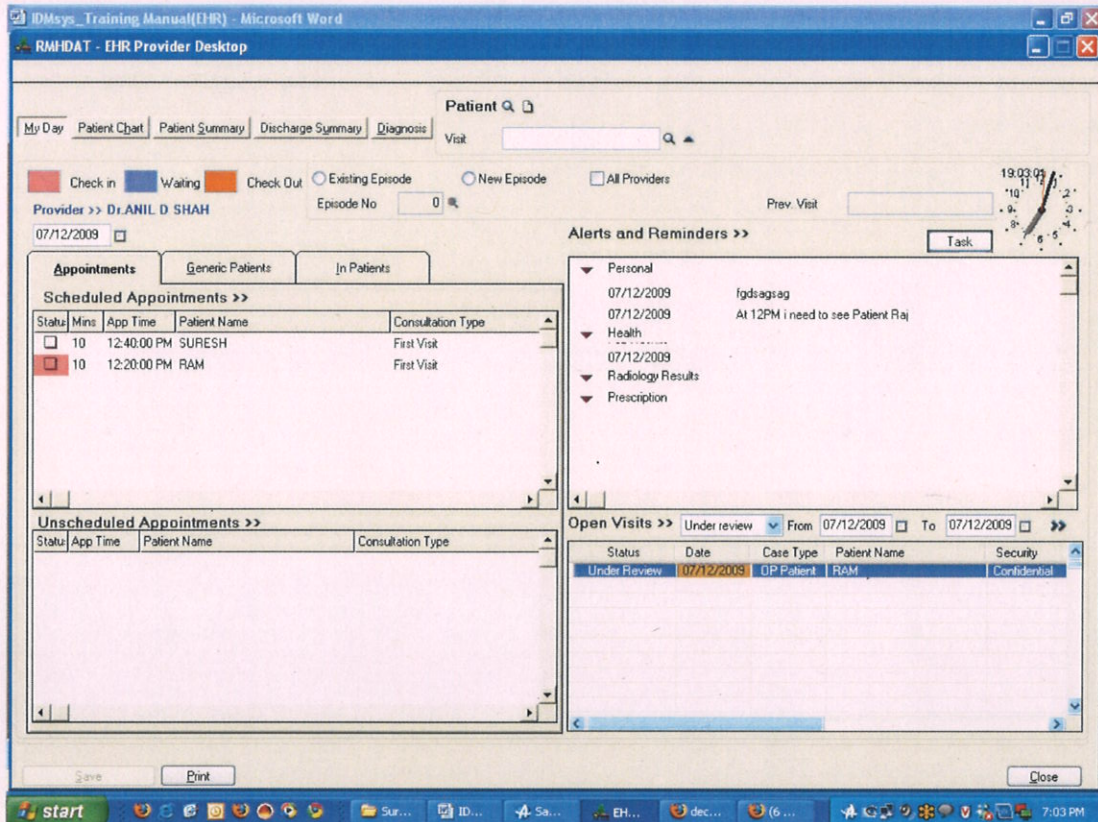
Provider>>: Shows the Name of the Logged in Provider

- Click on My Day Button, the screen gets refreshed and the Patient list will appear under the Appointments Tab/Generic Patients/Inpatients/Unscheduled Appointments depending on the Visit Type/Appointment Type.

- Click on Appointments Tab: It will display all the Patients who came through Appointment for a particular Provider under Scheduled Appointments.

- Color in the 'Status' column represents the status of the Appointment like Check In, Waiting or Check Out (which is pictorially represented at the Top of the screen)

- Double click on the Patient Name, then the selected Patient will disappear from the Patient List and the details will get added to Open Visits Section with the corresponding status. Patient Name, Date of Birth and Visit Id will be shown at the Header of the Screen.

- Select the Radio Button New Episode or Existing Episode: If the Patient has come for the first time for the Problem then select New Episode, if the Patient came for alternative visit for the same Problem then select Existing Episode.
- If you select Existing Episode then Episode No Text box and Prev. Visit Text box will get enabled and the previous Episode No should be selected in Episode No Finder.
- If you select New Episode then Episode No and Prev. Visit Text box will get disabled.

- Select New Episode(If Patient has come for the first time with that Problem) and click on 'Patient Chart' button

- Click on "Nursing Assessment and Screening" button which is at the left side of the Patient chart screen, Nursing Assessment & screening window will get opened.