

# **EHR QUICK GUIDE MANUAL**

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**Site URL: 10.1.80.35/ehr**

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## LOGIN

1. Input username and password
2. Click ✓ icon to submit

The image shows a 'Sign In' form on a light gray background. The form has a title 'Sign In' in blue. Below it are two input fields: 'Username' with the text 'posadas' and 'Password' with a single asterisk. There is a checkbox labeled 'Remember me'. At the bottom right of the form is a blue circular button with a white checkmark. An orange arrow points to this button from the right.

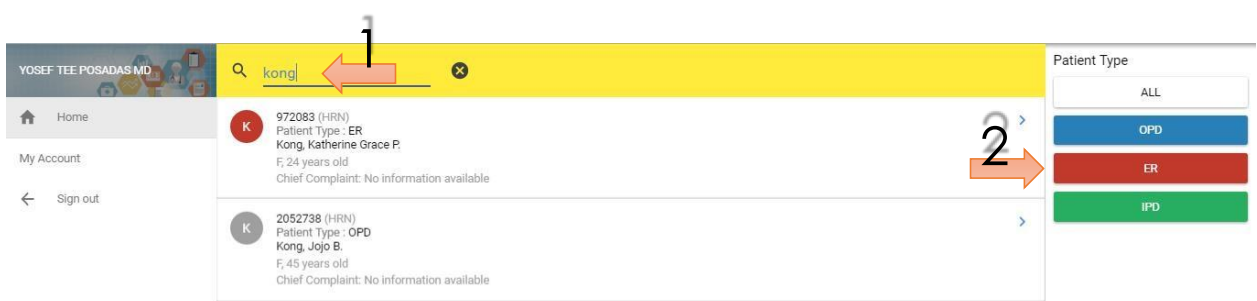
## HOMEPAGE

1. After successful login, system will direct you to the last page you have visited before logging out, else homepage (My Patients) will be displayed



## SEARCH PATIENT

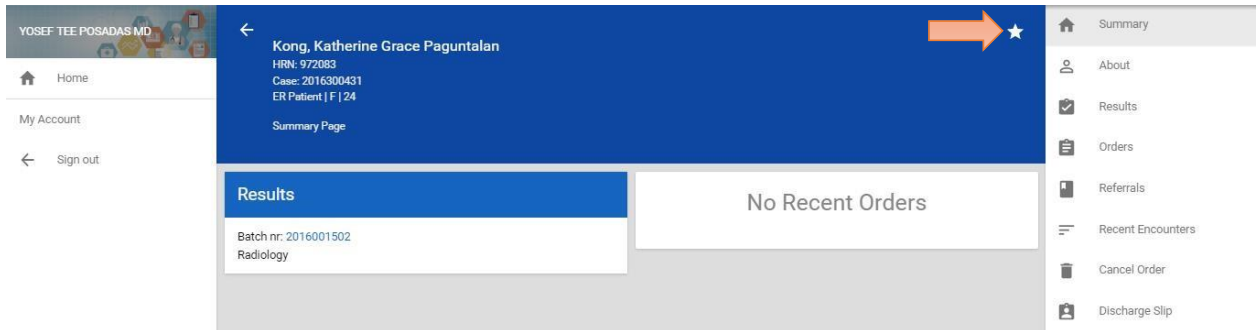
1. Enter HRN, Case No, Last Name, or Last Name (comma) First Name to search patient record



2. You may use the filter button base on patient type

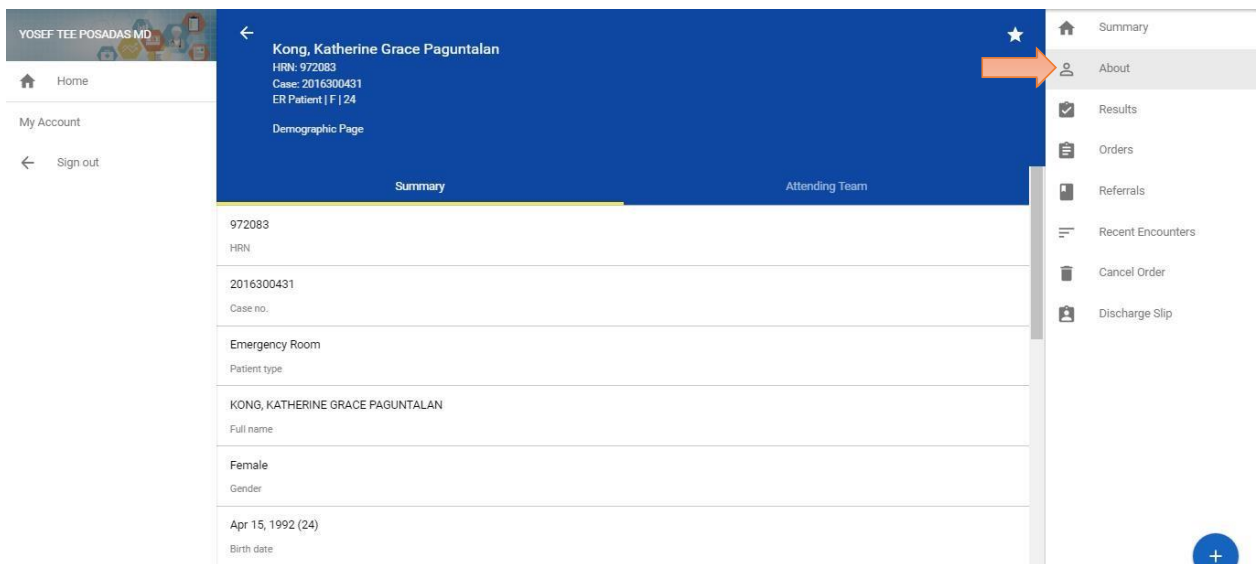
## TAGGING OF PATIENT

1. Click star icon on the upper right part, to tag as your patient
2. Unclick the star to untag



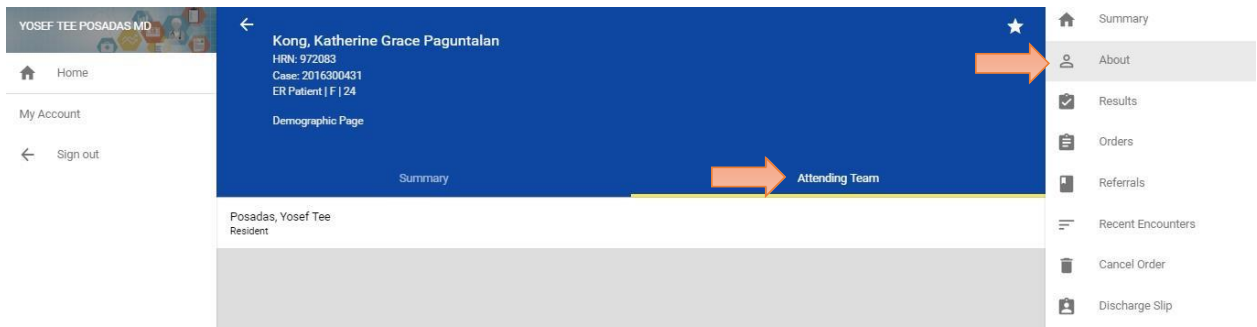
## ABOUT

1. Click 'About' in right menu to view the patient and case details
2. Scroll down to read more



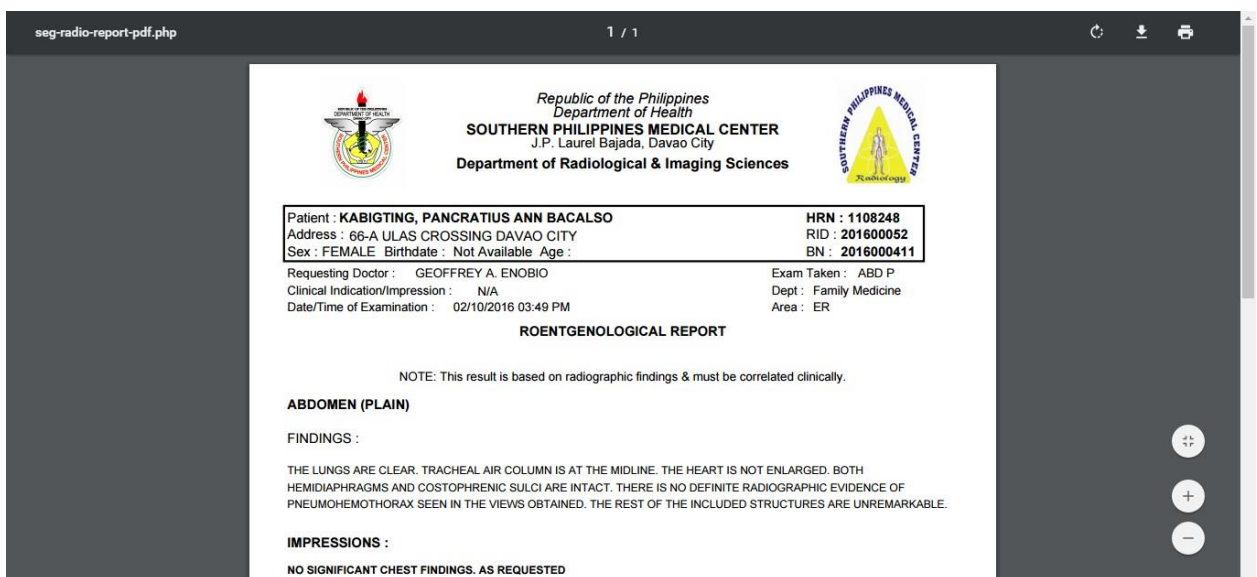
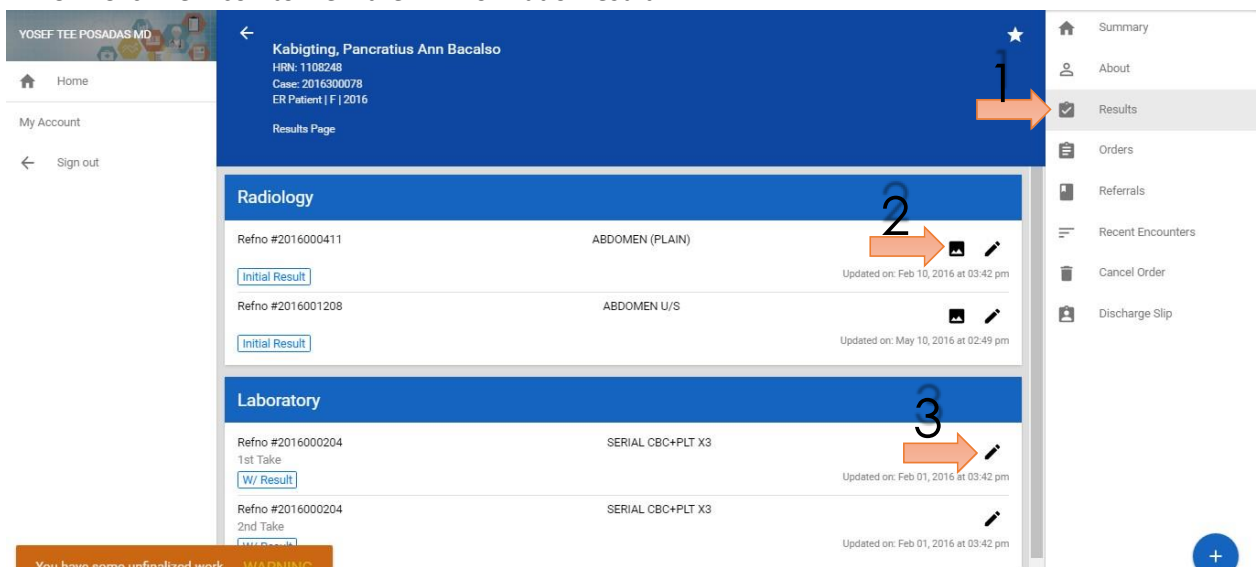
## ATTENDING TEAM

1. In 'About' menu, click 'Attending Team' to view the doctors' part of patient management. Doctors who successfully created an order for the certain case will be listed.



## RESULT

1. Click 'Results' in right menu to view Laboratory and Radiology Results
2. Click image icon to display PACS dicom viewer
3. Click Pen Icon to view the PDF format of result



Results

1 / 1

Republic of the Philippines  
DEPARTMENT OF HEALTH  
SOUTHERN PHILIPPINES MEDICAL CENTER  
J.P. Laurel Bajada, Davao City

Name: KABIOTING, PANCRATIUS ANN BACALSO  
PID: 1108248  
Age: 22 years old  
Sex: Female

Lab no: 160030440  
Location: CHARITY WARD (FAMMED)  
Physician: CHERYL L. VILLAMOR

Date Received: 01-31-2016, 09:50 PM  
Date Reported: 01-31-2016, 10:12 PM  
Date Released: 02-01-2016 03:42 PM

TEST	RESULT	REFERENCE RANGE
HEMATOLOGY		
CBC + PLT		
Hemoglobin	L 109.0 g/L	115 - 155
Hematocrit	L 0.33	0.36 - 0.48
RBC COUNT	L 3.74 x10 <sup>6</sup> /uL	4.20 - 6.10
WBC COUNT	L 4.21 x10 <sup>3</sup> /uL	5.0 - 10.0
Differential COUNT		
Neutrophil	L 44 %	55 - 75
Lymphocytes	H 44 %	20 - 35
Monocytes	10 %	2 - 10
Eosinophil	2 %	1 - 8
Basophil	%	0 - 1
Platelet Count	L 67 x10 <sup>3</sup> /uL	150 - 400
*LAST TAKE @ 8PM (Q8 X 3)		
MCH	29.1 pg	25.60 - 32.20
MCHC	32.8 g/dL	32.20 - 35.50
MCV	88.8 fL	79.40 - 94.80

ANGEL MAY L. SILVOSA, RMT  
Medical Technologist

SGD OSCAR P. GRAGEDA, MD, FPSP, APCP  
Pathologist

## ORDERS

1. Click 'Orders' in right menu to view history of orders. It is listed in descending order according to request date
2. The system will display the status of each diagnostic services: Pending, Served, Initial Result, Final Result
3. System will also display when it was last modified

## ENCOUNTER HISTORY

1. Click 'Recent Encounters' to view the list of patient cases
2. Click the preferred case to view the record
3. Click the 'Latest Case Number' link to go back to the recent encounter

**Top Screenshot: Recent Encounters Page**

YOSEF TEE POSADAS MD

← Kong, Katherine Grace Paguntalan  
HRN: 972083  
Case: 2016300431  
ER Patient | F | 24  
Recent Encounters Page

Case #	Patient Type	Clinic/Dept	Admission Date	Discharge Date
2016300431	ER	FaMed-Anxiety	Jun 21, 2016 04:55 PM	
2016000079	IPD	Dermatology	Jan 11, 2016 05:58 PM	Jan 15, 2016 06:15 PM
2011016723	IPD	Obstetrics	Apr 24, 2011 06:20 AM	Apr 26, 2011 01:30 PM
2011330612	ER	Obstetrics	Apr 24, 2011 06:06 AM	Apr 24, 2011 06:20 AM

Right Menu: Summary, About, Results, Orders, Referrals, Recent Encounters, Cancel Order, Discharge Slip

**Bottom Screenshot: Summary Page**

YOSEF TEE POSADAS MD

← Kong, Katherine Grace Paguntalan  
HRN: 972083  
Case: 2011330612  
ER Patient | F | 24  
Summary Page

3

Currently viewed patient record is related to a discharged or inactive case number. To see other case numbers, please see [Recent Encounters](#) or go back to [Latest Case Number](#).

Results: No Recent Orders

Right Menu: Summary, About, Results, Orders, Referrals, Recent Encounters, Cancel Order, Discharge Slip

## CREATE REQUEST

1. Click 'Orders' in right menu
2. Click + icon, and select 'Create Request' from the option
3. Select from Order Templates
4. Default Transaction is Charge, tick Cash if you want to create a cash transaction
5. Default Priority is Routine, tick STAT if you want to create a STAT transaction, then add reason
6. System will ask for Clinical Impression if not yet set
7. You may use the filter icon to display services by section
8. Click the services on the list, and the system will notify that the services was successfully added
9. Click check icon to submit as draft
10. System will direct the page to 'Orders' page after successful saving.

YOSEF TEE POSADAS MD

Home

My Account

Sign out

Kong, Katherine Grace Paguntalan

HRN: 972083

Case: 2016300431

ER Patient | F | 24

Orders Page

June 21, 2016 06:40 PM

POSADAS, YOSEF T.

Special Laboratory

ECG (CARDIO PULMONARY SERVICES) - samp7

EEG (SPECIAL LABORATORY) - samp7

June 21, 2016 06:38 PM

POSADAS, YOSEF T.

Special Laboratory

EEG (LTM) 5 hour (SPECIAL LABORATORY) - samp7

EKG (SPECIAL LABORATORY) - samp7

Pulmonary Function Test (CARDIO PULMONARY SERVICES) - samp7

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finalize

create progress note

create request

YOSEF TEE POSADAS MD

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HRN: 972083

Case: 2016300431

ER Patient | F | 24

Orders Page

June 21, 2016 06:40 PM

POSADAS, YOSEF T.

Special Laboratory

ECG (CARDIO PULMONARY SERVICES) - samp7

EEG (SPECIAL LABORATORY) - samp7

June 21, 2016 06:38 PM

POSADAS, YOSEF T.

Special Laboratory

EEG (LTM) 5 hour (SPECIAL LABORATORY) - samp7

EKG (SPECIAL LABORATORY) - samp7

Pulmonary Function Test (CARDIO PULMONARY SERVICES) - samp7

Order Templates

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Kong, Katherine Grace Paguntalan

HRN: 972083

Case: 2016300431

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YOSEF TEE POSADAS MD

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Glucose-RBS
GLUC-POST-PRANDIAL
Cholesterol (TOTAL)
Blood Urea Nitrogen
SERUM URIC ACID

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YOSEF TEE POSADAS MD

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Laboratory Service Section
ALL LABORATORY SERVICE SECTION
CLINICAL CHEMISTRY
CLINICAL MICROSCOPY
DRUG TEST
HEMATOLOGY
HISTOPATHOLOGY
MICROBIOLOGY
MYCOBACTERIOLOGY LABORATORY
POLYMERASE CHAIN REACTION(LAB)
SEROLOGY AND IMMUNOLOGY

Glucose-RBS
GLUC-POST-PRANDIAL
Cholesterol (TOTAL)
Blood Urea Nitrogen
SERUM URIC ACID
Creatinine
Total Protein
Albumin
TOTAL PROTEIN+ALB+AG

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GLUC-POST-PRANDIAL
Cholesterol (TOTAL)
Blood Urea Nitrogen
SERUM URIC ACID
Creatinine
Total Protein
Albumin
TOTAL PROTEIN+ALB+AG

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Clinical Impression is required! WARNING

Segworks Technologies Corporation | 8



YOSEF TEE POSADAS MD

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sample9

Glucose-RBS

GLUC-POSTPRANDIAL

Cholesterol (TOTAL)

Blood Urea Nitrogen

SERUM URIC ACID

Creatinine

Total Protein

Albumin

TOTAL PROTEIN+ALB+AG

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Discharge Slip

Creatinine has been added SUCCESS

YOSEF TEE POSADAS MD

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Kong, Katherine Grace Paguntalan

HRN: 972083

Case: 2016300431

ER Patient | F | 24

Laboratory Create Order

☒ Cash
☐ Stat

Glucose-RBS

Cholesterol (TOTAL)

Creatinine

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## EDIT/DELETE DRAFT REQUEST

1. System will warn users that it has unfinalized work
2. User can edit or delete the draft orders created

YOSEF TEE POSADAS MD

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Kong, Katherine Grace Paguntalan

HRN: 972083

Case: 2016300431

ER Patient | F | 24

Orders Page

June 30, 2016 08:44 PM

Posadas, Yosef Tee

Laboratory

Glucose-RBS (CLINICAL CHEMISTRY) - sample9

Cholesterol (TOTAL) (CLINICAL CHEMISTRY) - sample9

Creatinine (CLINICAL CHEMISTRY) - sample9

edit

delete

June 21, 2016 06:40 PM

POSADAS, YOSEF T.

Special Laboratory

ECG (CARDIO PULMONARY SERVICES) - samp7

CASH

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You have some unfinalized work WARNING

192.168.1.41/ehr/lab/laboratoryOrder/create.html?spins=972083

## FINALIZE

1. System will warning users that it has unfinalized work
2. If all set, Click + icon and select Finalize from the option Finalized orders will be posted in HIS

The screenshots show a medical software interface for a doctor named Yosef Tee Posadas MD. The patient is Kong, Katherine Grace Paguntalan. The interface displays a list of orders for June 30, 2016, and June 21, 2016. The top screenshot shows a 'WARNING' banner indicating unfinalized work. The bottom screenshot shows the same order list after the 'Finalize' action, with the status of the orders updated to 'Pending'.

**Top Screenshot:**

- Header: Yosef Tee Posadas MD, Kong, Katherine Grace Paguntalan, HRN: 972083, Case: 2016300431, ER Patient | F | 24, Orders Page.
- Order Date: June 30, 2016 08:44 PM, Posadas, Yosef Tee.
- Order Type: Laboratory.
- Order Details: Glucose-RBS (CLINICAL CHEMISTRY) - sample9, Cholesterol (TOTAL) (CLINICAL CHEMISTRY) - sample9, Creatinine (CLINICAL CHEMISTRY) - sample9.
- Order Date: June 21, 2016 06:40 PM, POSADAS, YOSEF T.
- Order Type: Special Laboratory.
- Order Details: ECG (CARDIO PULMONARY SERVICES) - samp7.
- Warning Banner: You have some unfinalized work. WARNING.
- Right Menu: Summary, About, Results, Orders, Referrals, Recent Encounters, Cancel Order, Discharge Slip, finalize (checked), create progress note, create request.

**Bottom Screenshot:**

- Header: Yosef Tee Posadas MD, Kong, Katherine Grace Paguntalan, HRN: 972083, Case: 2016300431, ER Patient | F | 24, Orders Page.
- Order Date: June 30, 2016 08:44 PM, POSADAS, YOSEF T.
- Order Type: Laboratory.
- Order Details: Cholesterol (TOTAL) (CLINICAL CHEMISTRY) - sample9, Creatinine (CLINICAL CHEMISTRY) - sample9, Glucose-RBS (CLINICAL CHEMISTRY) - sample9.
- Status: Pending.
- Right Menu: Summary, About, Results, Orders, Referrals, Recent Encounters, Cancel Order, Discharge Slip.

## CANCEL ORDER

1. Click 'Cancel Order' in right menu to view the list of orders that can be cancelled Only Unpaid and Unserved services are subject for cancellation
2. Click the service one by one to select or Click icon to Select All
3. Click check icon to delete and Confirm by clicking OK

YOSEF TEE POSADAS MD

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Kong, Katherine Grace Paguntalan

HRN: 972083

Case: 2016300431

ER Patient | F | 24

Cancel Order

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Laboratory

Refno: 2016001781 Date: Jun 30, 2016 08:44 PM	Code: CHOL Name: Cholesterol (TOTAL)
Refno: 2016001781 Date: Jun 30, 2016 08:44 PM	Code: CREA Name: Creatinine
Refno: 2016001781 Date: Jun 30, 2016 08:44 PM	Code: GLURBS Name: Glucose-RBS

YOSEF TEE POSADAS MD

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Kong, Katherine Grace Paguntalan

HRN: 972083

Case: 2016300431

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Laboratory

Refno: 2016001781 Date: Jun 30, 2016 08:44 PM	Code: CHOL Name: Cholesterol (TOTAL)
Refno: 2016001781 Date: Jun 30, 2016 08:44 PM	Code: CREA Name: Creatinine
Refno: 2016001781 Date: Jun 30, 2016 08:44 PM	Code: GLURBS Name: Glucose-RBS

YOSEF TEE POSADAS MD

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Kong, Katherine Grace Paguntalan

HRN: 972083

Case: 2016300431

ER Patient | F | 24

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Laboratory

Refno: 2016001781 Date: Jun 30, 2016 08:44 PM	Code: CHOL Name: Cholesterol (TOTAL)
Refno: 2016001781 Date: Jun 30, 2016 08:44 PM	Code: CREA Name: Creatinine
Refno: 2016001781 Date: Jun 30, 2016 08:44 PM	Code: GLURBS Name: Glucose-RBS

YOSEF TEE POSADAS MD

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Kong, Katherine Grace Paguntalan

HRN: 972083

Case: 2016300431

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Cancel Order

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Laboratory

Refno: 2016001781 Date: Jun 30, 2016 08:44 PM	Code: CHOL Name: Cholesterol (TOTAL)
Refno: 2016001781 Date: Jun 30, 2016 08:44 PM	Code: CREA Name: Creatinine
Refno: 2016001781 Date: Jun 30, 2016 08:44 PM	Code: GLURBS Name: Glucose-RBS

192.168.1.41 says:

Are you sure you want to delete this request/s

OK

Cancel

## REFERRAL

1. Click Referral in Right Menu to view all referrals for that case
2. Click + icon, then select Create Request option
3. Select referral in Order Template
4. Click + icon to view the list of departments
5. Click department from the list, and you will be directed automatically to reason of referral
6. Click reason from the list
7. Click check icon to submit as draft

The interface displays a patient's referral history and options to create new referrals. The top screenshot shows the 'Referrals' menu item highlighted in the right sidebar. The bottom screenshot shows the 'create request' button highlighted in the bottom right corner.

**Referral List:**

Date	Referred by	Referred to	Reason for Referral
2016-06-21	POSADAS, YOSEF TEE	ENT-HNS	AUGMENTATIVE LABOR CONTINUATIO
2016-07-13	POSADAS, YOSEF TEE	Dental	ANGIOGRAPHY

**Bottom Screenshot Details:**

- Warning banner: You have some unfinalized work **WARNING**
- Buttons: finalize, create progress note, create request, close (X)

YOSEF TEE POSADAS MD

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Kong, Katherine

HRN: 972083

Case: 2016300431

ER Patient | F | 24

Referral

Date

2016-06-21

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Kong, Katherine Grace Paguntalan

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ER Patient | F | 24

Referral Create Order

Refer this patient to:

Reason for referral:

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YOSEF TEE POSADAS MD

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Kong, Katherine Grace Paguntalan

HRN: 972083

Case: 2016300431

ER Patient | F | 24

Referral Create Order

Search

Ambulatory Surgery-ENT

Ambulatory Surgery-Gynecology

Ambulatory Surgery-Ophthalmology

Ambulatory Surgery-Orthopedics

Dental

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Kong, Katherine Grace Paguntalan

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Case: 2016300431

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Referral Create Order

Search

ABNORMAL EKG FINDINGS

ACUTE APPENDICITIS

ANESTHESIA CLEARANCE

ANGIOGRAPHY

ASSESSMENT OF BIRTH STATUS

AUGMENTATIVE LABOR CONTINUATIO

AV SHUNT

BIOPSY/ FROZEN BIOPSY

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YOSEF TEE POSADAS MD

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Kong, Katherine Grace Paguntalan

HRN: 972083

Case: 2016300431

ER Patient | F | 24

Referral Create Order

✓

Refer this patient to: Dental

Reason for referral: ANGIOGRAPHY

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## CHARGE SLIP

1. Click + icon ,to view Cash and Charge Slip
2. Select Create Request from option
3. Click 'Request Printout' or 'Charge Request Printout' to view PDF

YOSEF TEE POSADAS MD

Home

My Account

Sign out

←

Kong, Katherine Grace Paguntalan

HRN: 972083

Case: 2016300431

ER Patient | F | 24

Orders Page

June 30, 2016 08:46 PM

Posadas, Yosef Tee

Referral

Refer this patient to Dental (ANGIOGRAPHY)

June 30, 2016 08:44 PM

POSADAS, YOSEF T.

Laboratory

Cholesterol (TOTAL) (CLINICAL CHEMISTRY) - sample9

Pending

Creatinine (CLINICAL CHEMISTRY) - sample9

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Discharge Slip

2

finalize

create progress note

create request

You have some unfinalized work WARNING

YOSEF TEE POSADAS MD

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Sign out

Kong, Katherine

HRN: 972083

Case: 2016300431

ER Patient | F | 24

Orders Page

June 30, 2016 08:4

Posadas, Yosef Tee

Referral

Refer this patient to Dental (

June 30, 2016 08:4

POSADAS, YOSEF T.

Laboratory

Cholesterol (TOTAL) (CLINIC

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Charged Request Slip

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Republic of the Philippines  
 Department of Health  
**SOUTHERN PHILIPPINES MEDICAL CENTER**  
 J.P. Laurel Bajada, Davao City  
**CHARGED REQUEST SLIP**

PID: 972083

Patient Name: KONG, KATHERINE GRACE PAGUNTALAN

Date: June 30, 2016

**Laboratory :**


Reference No.	Item Name	Quantity	Unit Price	Total
2016001781	Cholesterol (TOTAL)	1	175.00	175.00
2016001781	Creatinine	1	175.00	175.00
2016001781	Glucose-RBS	1	120.00	120.00
TOTAL CHARGE:				470.00

**Total Amount Charged: 470.00**

## REQUEST SLIP

Request Slip

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Republic of the Philippines  
 Department of Health  
**SOUTHERN PHILIPPINES MEDICAL CENTER**  
 J.P. Laurel Bajada, Davao City  
**REQUEST SLIP**

PID: 972083

Patient Name: KONG, KATHERINE GRACE PAGUNTALAN

Date: June 30, 2016

**Total Amount: 0.00**

## DISCHARGE SLIP

1. Click Discharge Slip in right menu
2. Input details
3. Click / icon to save. Save icon is not visible when has pending request
4. Click print icon to view and print Discharge Slip pdf

YOSEF TEE POSADAS MD

Home

My Account

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Kabigting, Pancratius Ann Bacalso

HRN: 1108248

Case: 2016300078

ER Patient | F | 2016

Discharge Slip

2

3

1

Diagnosis: sample diagnosisimple

Home Medication: sample medicationxx, sample lg laxeex, lage samplexx

Date: 02/01/2016

Time: 01:53:14 PM

Follow up at OPD on: mm/dd/yyyy

ER NOD

Department: FAMILY MEDICINE

Attending Physician: POSADAS, YOSEF T

Saved successfully SUCCESS

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Discharge Slip

+

discharge-slip-pdf.php

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Republic of the Philippines

Department of Health

SOUTHERN PHILIPPINES MEDICAL CENTER

J.P. Laurel Bajada, Davao City

ER DISCHARGE SLIP

SPMC-F-MRI-20F

2016300078

Patient: KABIGTING, PANCRA TIUS ANN B. Age/Sex: Unkown MALE Status: HRN: 1108248

Diagnosis: SAMPLE DIAGNOSISIMPLE

Home Medications: (Please use backspace or extra sheet if needed)

SAMPLE MEDICATIONXX

SAMPLE LG LAGEXX

LAGE SAMPLEXX

ACID CONCENTRATE GALLON; ;

CEFOTAXIME 1G; 2 tablet a day when in pain ; For: 5 week(s)

MERVEX 1 GM (FS); 1 tube during bedtime only OD - Once a Day (6am); For: 4 day(s)

Follow Up at OPD on: Name & Signature of ER NOD:

Department: FAMILY MEDICINE Date: February 1, 2016 Time: 01:53:14pm

Name & Signature Attending Physician: POSADAS, YOSEF T.

PAHIBALO

Walay konsultasyon kada Sabado, Domingo ug legal holidays. EMERGENCY na mga kaso lamang ang pag-atimanon sa sulod sa Emergency Room.

Effectivity: October 1, 2013 Rev. 0 Page 1 of 1

+

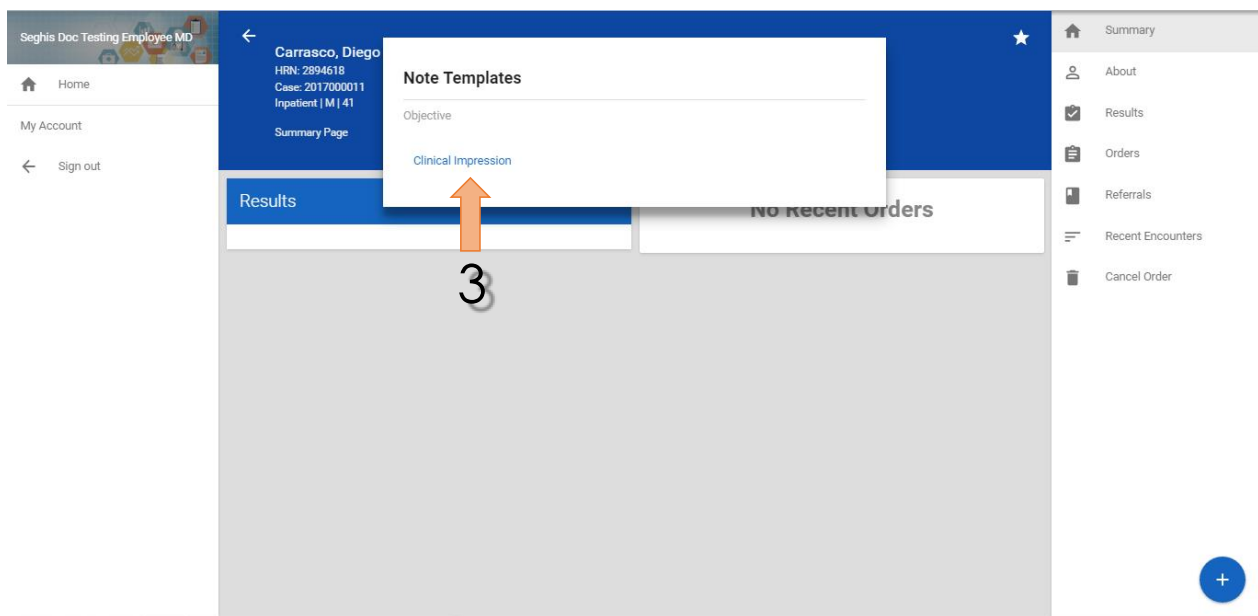
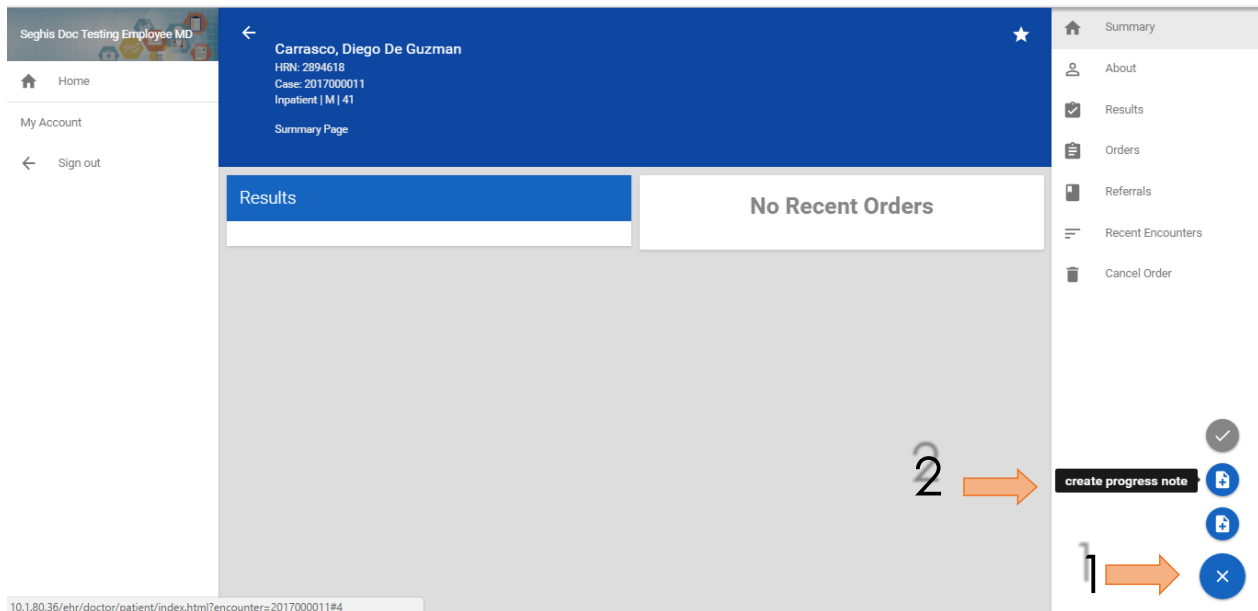
+

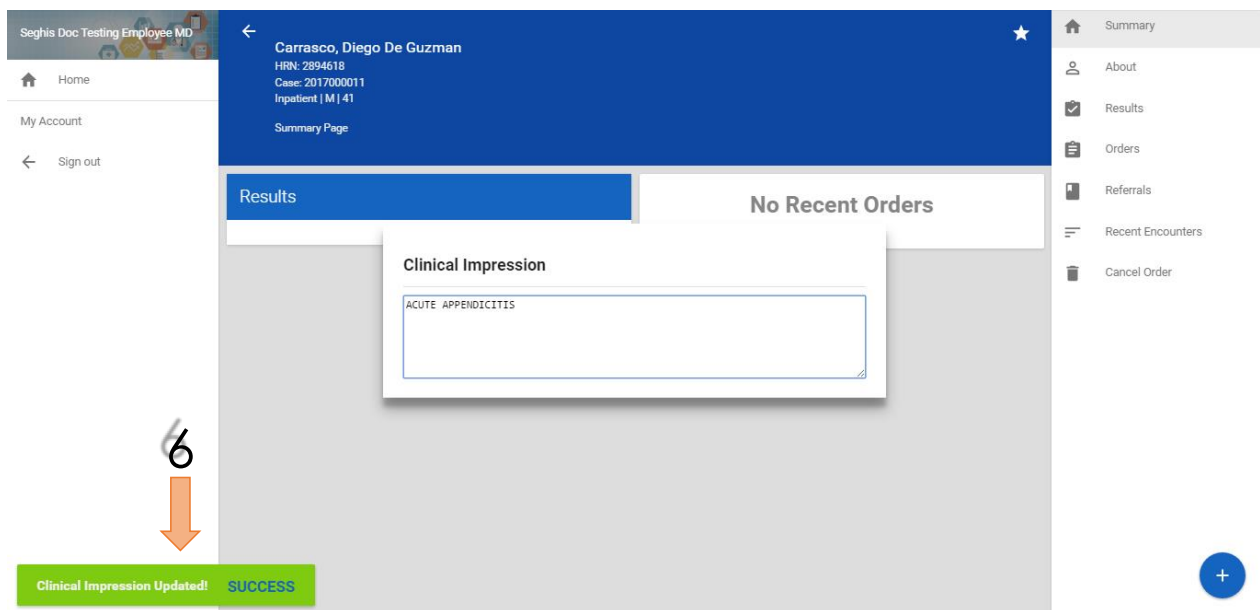
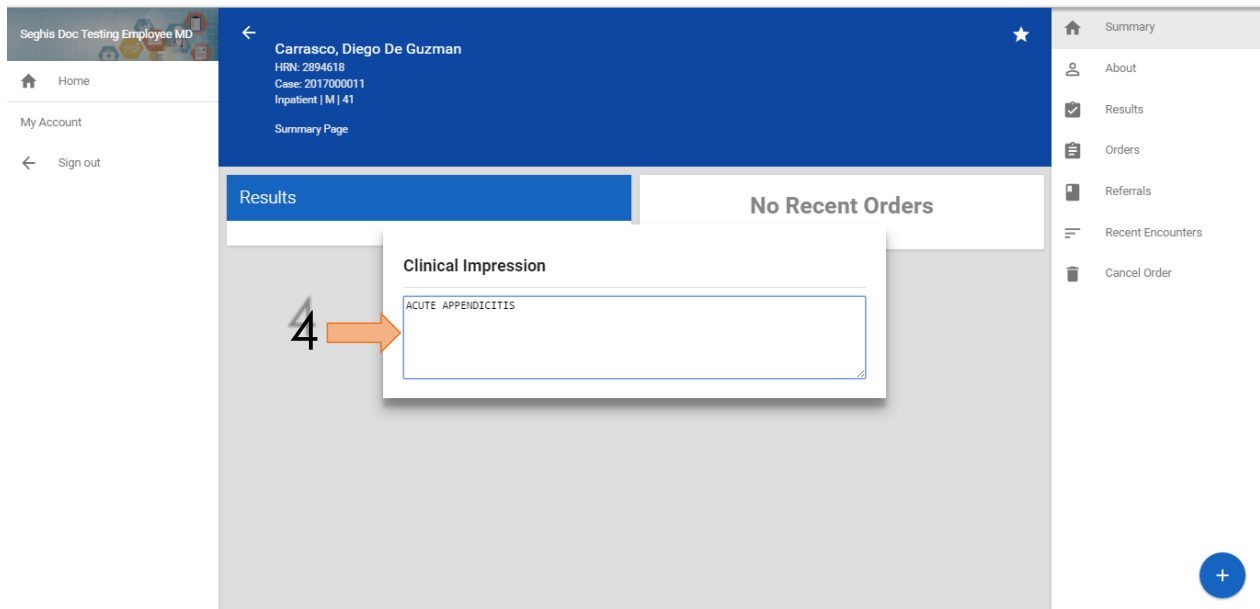
-



## CREATE CLINICAL IMPRESSION

1. Click + icon
2. Select 'Create Progress Note' from the option
3. Click Clinical Impression
4. Encode clinical impression in the text field
5. Click anywhere outside in the text field to save
6. A notification will appear below indicating it is successfully save





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