

# EHR QUICK GUIDE MANUAL

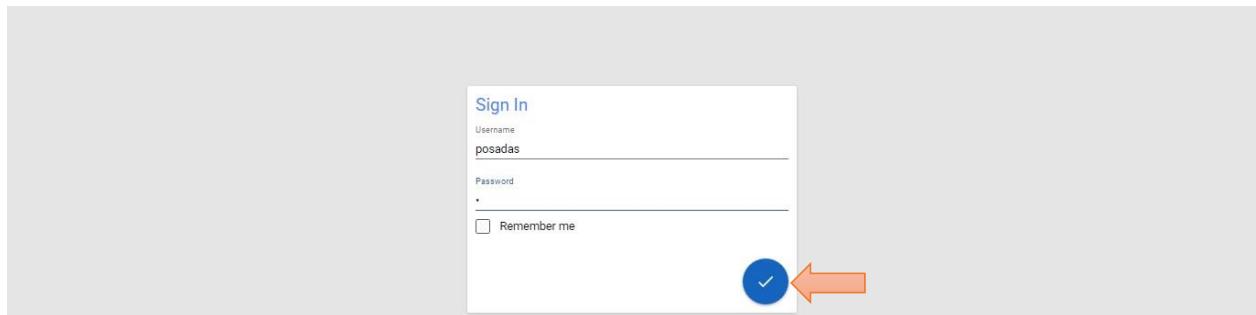
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**Site URL: 10.1.80.35/ehr**

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## LOGIN

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



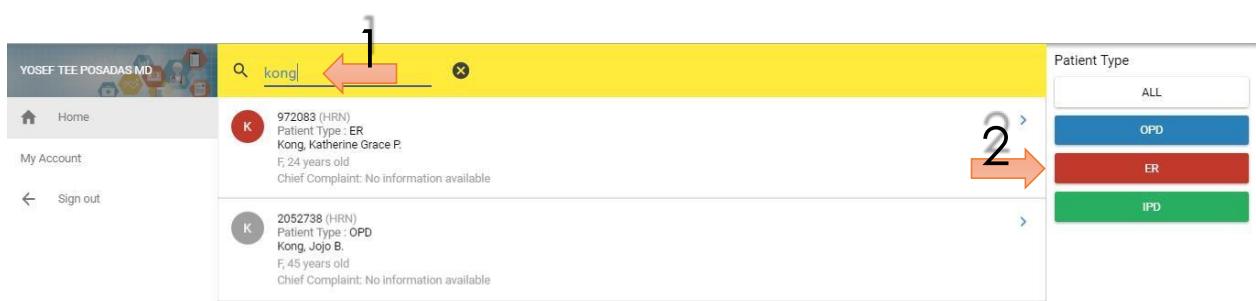
## HOMEPAGE

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

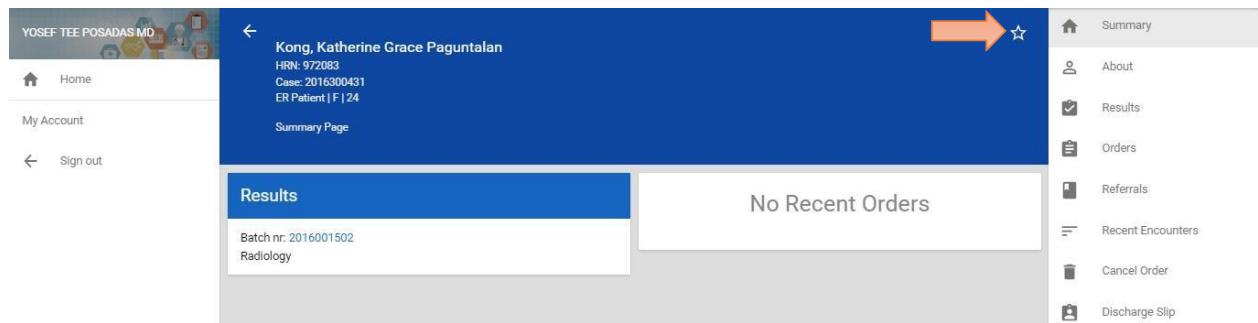
1. Enter HRN, Case No, Last Name, or Last Name (comma) First Name to search patient record



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



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

Summary Page

Results

Batch nr: 2016001502  
Radiology

No Recent Orders

Summary

About

Results

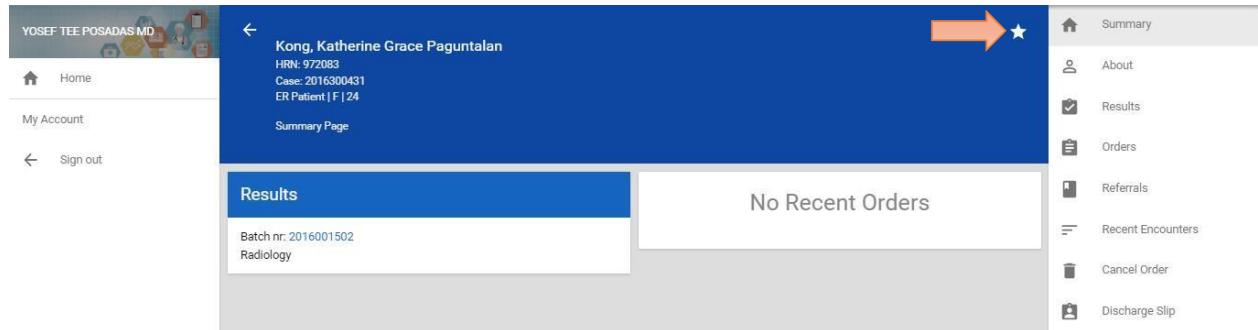
Orders

Referrals

Recent Encounters

Cancel Order

Discharge Slip



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

Summary Page

Results

Batch nr: 2016001502  
Radiology

No Recent Orders

Summary

About

Results

Orders

Referrals

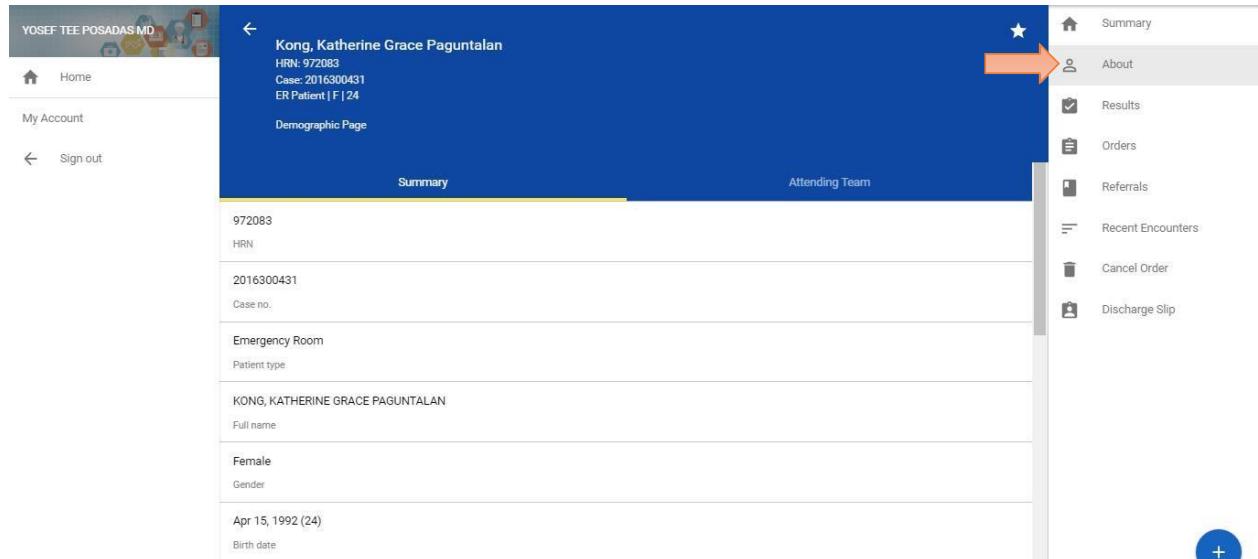
Recent Encounters

Cancel Order

Discharge Slip

## ABOUT

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



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

Demographic Page

Summary Attending Team

972083  
HRN

2016300431  
Case no.

Emergency Room  
Patient type

KONG, KATHERINE GRACE PAGUNTALAN  
Full name:

Female  
Gender

Apr 15, 1992 (24)  
Birth date

Summary

Attending Team

Summary

About

Results

Orders

Referrals

Recent Encounters

Cancel Order

Discharge Slip

## 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

## 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

Test	Status	Last Modified
Creatinine (CLINICAL CHEMISTRY) - samp3	Served	Jun 21, 2016 at 06:36 pm
SERUM URIC ACID (CLINICAL CHEMISTRY) - samp3	Pending	
NASAL BONE (XRAY - SKULL) - samp1	Official Result	Jun 21, 2016 at 05:15 pm
ORBIT (XRAY - SKULL) - samp2	Pending	

## 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

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

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

Summary Page

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

## 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.

1. **Orders Page**: The main dashboard shows recent encounters. An orange arrow points to the 'Orders' link in the sidebar.

2. **Order Templates**: A modal window displays categories like Diagnostic, Laboratory, Radiology, Blood Bank, and Special Lab. An orange arrow points to the 'Laboratory' tab, which is highlighted with a large '3'.

3. **Laboratory Create Order**: A form for creating a laboratory order. Two orange arrows point to the 'Cash' and 'Stat' checkboxes at the top right of the form, labeled '4' and '5' respectively.

**Screenshot 1: Clinical Impression Search**

The search bar at the top of the main window contains the text "Clinical Impression". An orange arrow labeled "6" points to the search bar. The results list below includes: Glucose-RBS, GLUC-POST-PRANDIAL, Cholesterol (TOTAL), Blood Urea Nitrogen, and SERUM URIC ACID.

**Screenshot 2: Laboratory Service Section Selection**

A modal window titled "Laboratory Service Section" is displayed. It contains a list of service sections: ALL LABORATORY SERVICE SECTION, CLINICAL CHEMISTRY, CLINICAL MICROSCOPY, DRUG TEST, HEMATOLOGY, HISTOPATHOLOGY, MICROBIOLOGY, MYCOBACTERIOLOGY LABORATORY, POLYMERASE CHAIN REACTION(LAB), and SEROLOGY AND IMMUNOLOGY. An orange arrow labeled "7" points to the close button of the modal window.

**Screenshot 3: Clinical Impression Required Warning**

The search bar at the top of the main window contains the text "Clinical Impression". The results list includes: Glucose-RBS, GLUC-POST-PRANDIAL, Cholesterol (TOTAL), Blood Urea Nitrogen, SERUM URIC ACID, Creatinine, Total Protein, Albumin, and TOTAL PROTEIN+ALB+AG. A prominent orange banner at the bottom of the screen displays the message "Clinical Impression is required! **WARNING** Online Sodium".

sample9

Glucose-RBS

GLUC-POST-PRANDIAL

Cholesterol (TOTAL)

Blood Urea Nitrogen

SERUM URIC ACID

**Creatinine** 8

Total Protein

Albumin

TOTAL PROTEIN+ALB+AG

Creatinine has been added SUCCESS

Kong, Katherine Grace Paguntalan

HRN: 972083

Case: 2016300431

ER Patient | F | 24

Laboratory Create Order

✓ 9

Glucose-RBS

Cholesterol (TOTAL)

Creatinine

## EDIT/DELETE DRAFT REQUEST

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

June 30, 2016 08:44 PM

POSADAS, YOSEF T.

Laboratory

Glucose-RBS (CLINICAL CHEMISTRY) - sample9

Cholesterol (TOTAL) (CLINICAL CHEMISTRY) - sample9

Creatinine (CLINICAL CHEMISTRY) - sample9

June 21, 2016 06:40 PM

POSADAS, YOSEF T.

Special Laboratory

ECG (CARDIO PULMONARY SERVICES) - samp7

CASH

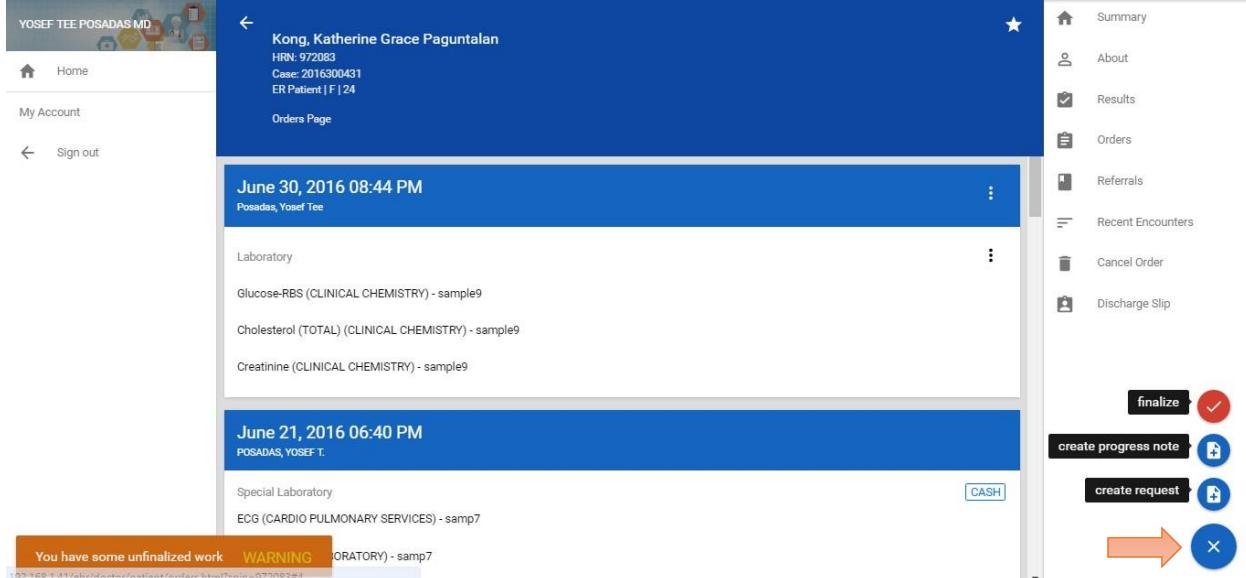
You have some unfinalized work

WARNING

192.168.1.41/ehr/lab/laboratoryOrder/create.html?spin=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



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 08:44 PM  
Posadas, Yosef Tee

Laboratory

Glucose-RBS (CLINICAL CHEMISTRY) - sample9

Cholesterol (TOTAL) (CLINICAL CHEMISTRY) - sample9

Creatinine (CLINICAL CHEMISTRY) - sample9

June 21, 2016 06:40 PM  
POSADAS, YOSEF T.

Special Laboratory

ECG (CARDIO PULMONARY SERVICES) - samp7

CASH

You have some unfinalized work **WARNING**

192.168.1.41/ehr/doctor/patient/orders.html?spin=972083#4

finalize 

create progress note 

create request 

Recent Encounters

Cancel Order

Discharge Slip

Summary About Results Orders Referrals

June 30, 2016 08:44 PM  
POSADAS, YOSEF T.

Laboratory

Cholesterol (TOTAL) (CLINICAL CHEMISTRY) - sample9

**Pending**

Creatinine (CLINICAL CHEMISTRY) - sample9

**Pending**

Glucose-RBS (CLINICAL CHEMISTRY) - sample9

**Pending**

## 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

1

YOSEF TEE POSADAS MD

Kong, Katherine Grace Paguntalan  
HRN: 972083  
Case: 2016300431  
ER Patient | F | 24

Cancel Order

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

Summary  
About  
Results  
Orders  
Referrals  
Recent Encounters  
Cancel Order  
Discharge Slip

2

YOSEF TEE POSADAS MD

Kong, Katherine Grace Paguntalan  
HRN: 972083  
Case: 2016300431  
ER Patient | F | 24

Cancel Order

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

Summary  
About  
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Orders  
Referrals  
Recent Encounters  
Cancel Order  
Discharge Slip

2

YOSEF TEE POSADAS MD

Kong, Katherine Grace Paguntalan  
HRN: 972083  
Case: 2016300431  
ER Patient | F | 24

Cancel Order

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

Summary  
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Recent Encounters  
Cancel Order  
Discharge Slip

3

192.168.1.41 says:

Are you sure you want to delete this request/s?

OK Cancel

YOSEF TEE POSADAS MD

Kong, Katherine Grace Paguntalan  
HRN: 972083  
Case: 2016300431  
ER Patient | F | 24

Cancel Order

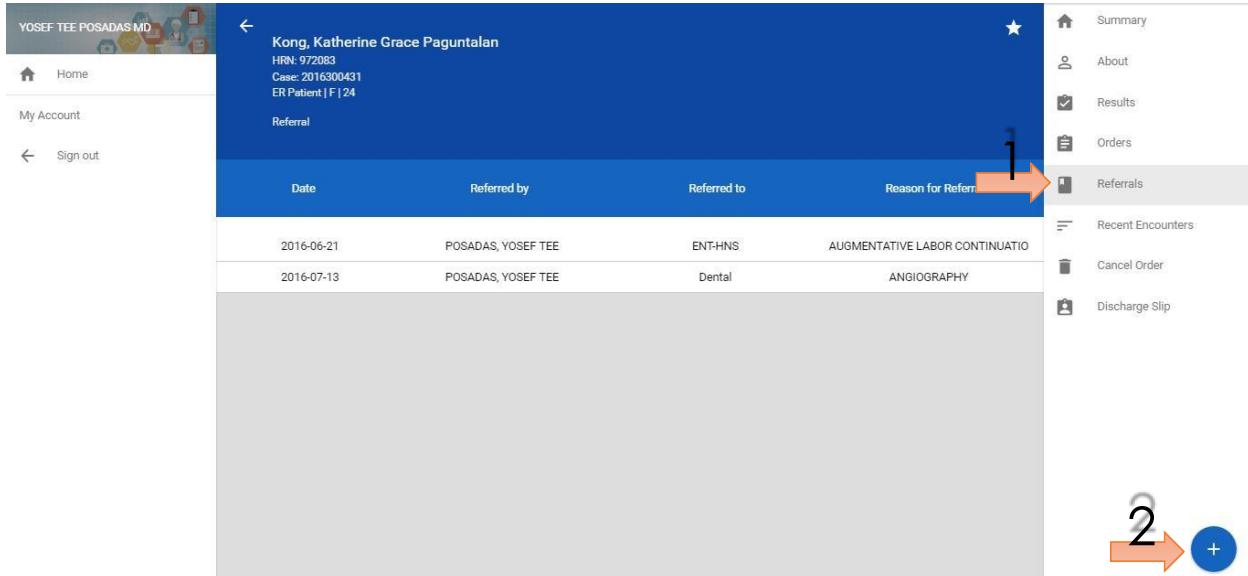
Laboratory

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

Summary  
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Recent Encounters  
Cancel Order  
Discharge Slip

## 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



YOSEF TEE POSADAS MD

Home

My Account

Sign out

Kong, Katherine Grace Paguntalan  
HRN: 972083  
Case: 2016300431  
ER Patient | F | 24

Referral

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

Summary

About

Results

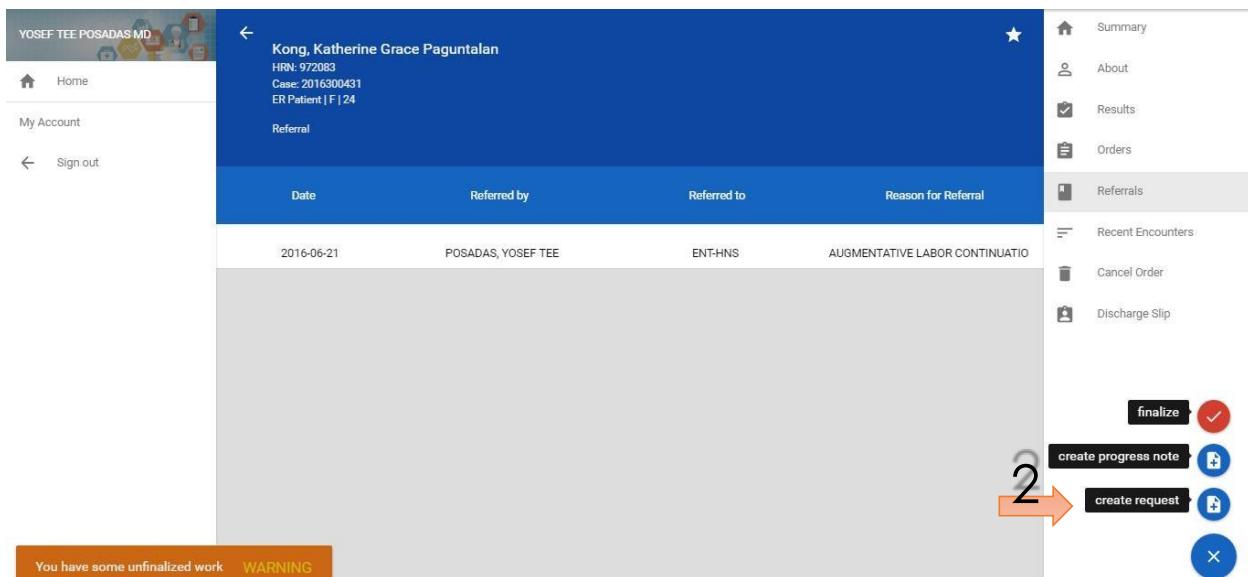
Orders

Referrals

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Cancel Order

Discharge Slip



YOSEF TEE POSADAS MD

Home

My Account

Sign out

Kong, Katherine Grace Paguntalan  
HRN: 972083  
Case: 2016300431  
ER Patient | F | 24

Referral

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

finalize ✓

create progress note +

create request +

You have some unfinished work **WARNING**

Summary

About

Results

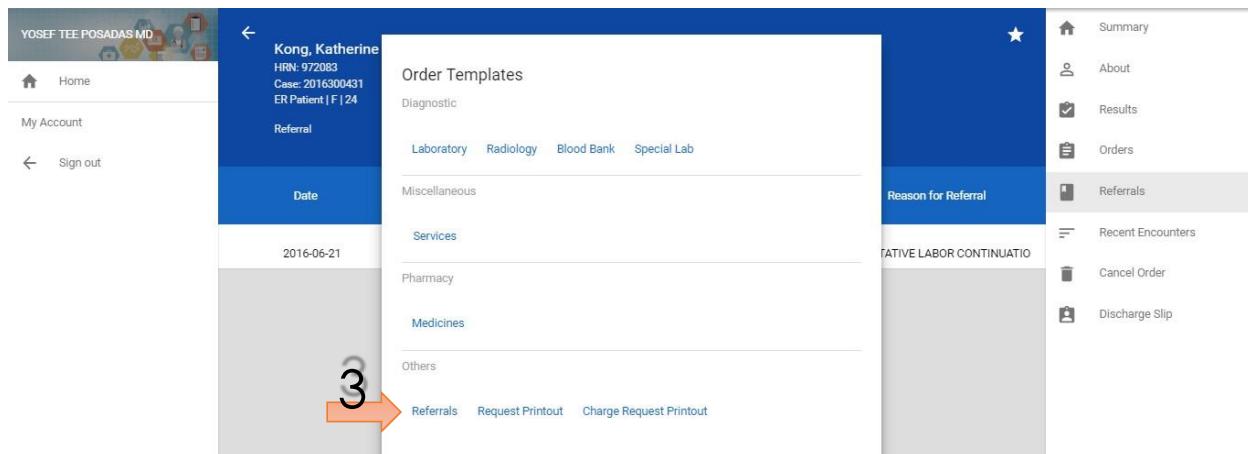
Orders

Referrals

Recent Encounters

Cancel Order

Discharge Slip



YOSEF TEE POSADAS MD

Home

My Account

Sign out

Kong, Katherine

HRN: 972083  
Case: 2016300431  
ER Patient | F | 24

Referral

Date: 2016-06-21

Order Templates

Diagnostic

Laboratory Radiology Blood Bank Special Lab

Miscellaneous

Services

Pharmacy

Medicines

Others

Reason for Referral

REFERRATIVE LABOR CONTINUATION

Referrals Request Printout Charge Request Printout

Summary

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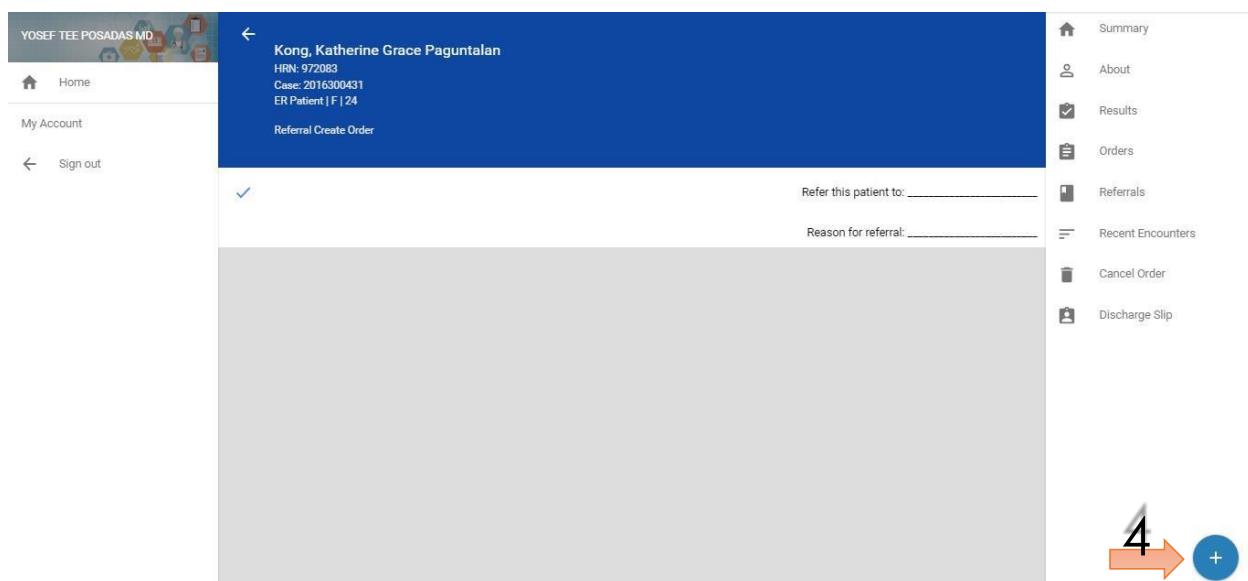
Orders

Referrals

Recent Encounters

Cancel Order

Discharge Slip



YOSEF TEE POSADAS MD

Home

My Account

Sign out

Kong, Katherine Grace Paguntalan

HRN: 972083  
Case: 2016300431  
ER Patient | F | 24

Referral Create Order

✓

Refer this patient to: \_\_\_\_\_

Reason for referral: \_\_\_\_\_

Summary

About

Results

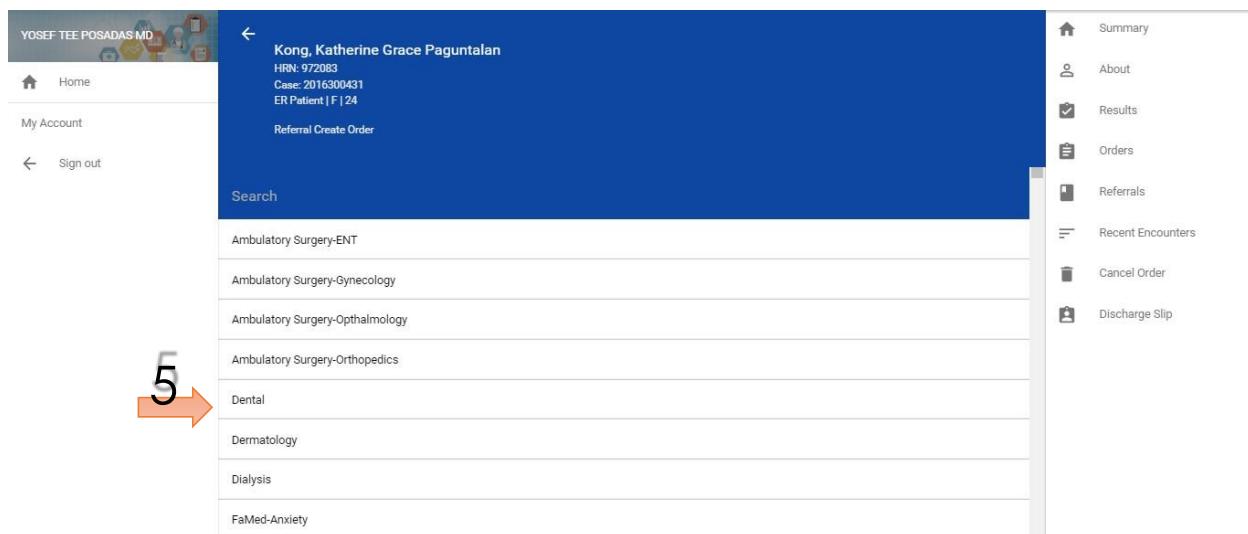
Orders

Referrals

Recent Encounters

Cancel Order

Discharge Slip



YOSEF TEE POSADAS MD

Home

My Account

Sign out

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

Dermatology

Dialysis

FaMed-Anxiety

Summary

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Kong, Katherine Grace Paguntalan  
HRN: 972083  
Case: 2016300431  
ER Patient | F | 24  
Referral Create Order

Search

ABNORMAL EKG FINDINGS  
ACUTE APPENDICITIS  
ANESTHESIA CLEARANCE  
ANGIOGRAPHY  
ASSESSMENT OF BIRTH STATUS  
AUGMENTATIVE LABOR CONTINUATIO  
AV SHUNT  
BIOPSY/ FROZEN BIOPSY

Kong, Katherine Grace Paguntalan  
HRN: 972083  
Case: 2016300431  
ER Patient | F | 24  
Referral Create Order

Refer this patient to: Dental  
Reason for referral: ANGIOGRAPHY

Summary  
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Referrals  
Recent Encounters  
Cancel Order  
Discharge Slip

## 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

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

You have some unfinished work **WARNING**

Summary  
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Referrals  
Recent Encounters  
Cancel Order  
Discharge Slip

finalize ✓  
create progress note  
create request

YOSEF TEE POSADAS MD

Home

My Account

Sign out

Kong, Katherine

HRN: 972083  
Case: 201600431  
ER Patient | F | 24

Orders Page

June 30, 2016 08:42 AM  
Posadas, Yosef Tee

Referral  
Refer this patient to Dental

June 30, 2016 08:42 AM  
POSADAS, YOSEF T.

Laboratory  
Cholesterol (TOTAL) (CLINIC)

Order Templates

Diagnostic

Laboratory Radiology Blood Bank Special Lab

Miscellaneous

Services

Pharmacy

Medicines

Others

3

Referrals Request Printout Charge Request Printout

Summary  
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Cancel Order  
Discharge Slip

Charged Request Slip

1 / 1

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

1 / 1

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

←

**Kabigting, Pancratius Ann Bacalso**  
HRN: 1108248  
Case: 2016300078  
ER Patient | F | 2016

Discharge Slip

2 ✓

3

Diagnosis  
sample diagnosisimple

Home Medication  
sample medicationxx  
sample Ig lagexx  
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

- Home
- About
- Results
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- Referrals
- Recent Encounters
- Cancel Order
- Discharge Slip

1

discharge-slip-pdf.php 1 / 1

 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, PANCRATIUS ANN B. Age/Sex: Unk FEMALE Status: Discharged HRN: 1108248

Diagnosis: SAMPLE DIAGNOSIS

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 tabe during bedtime only OD - Once a Day (6am); For: 4 day(s)

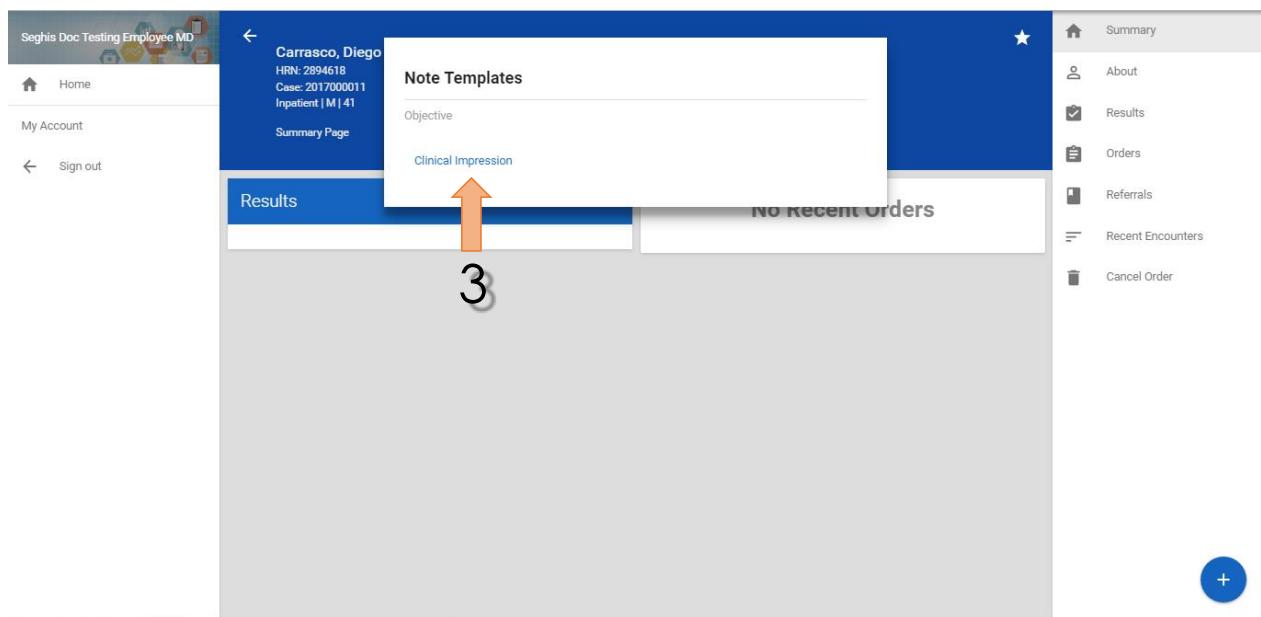
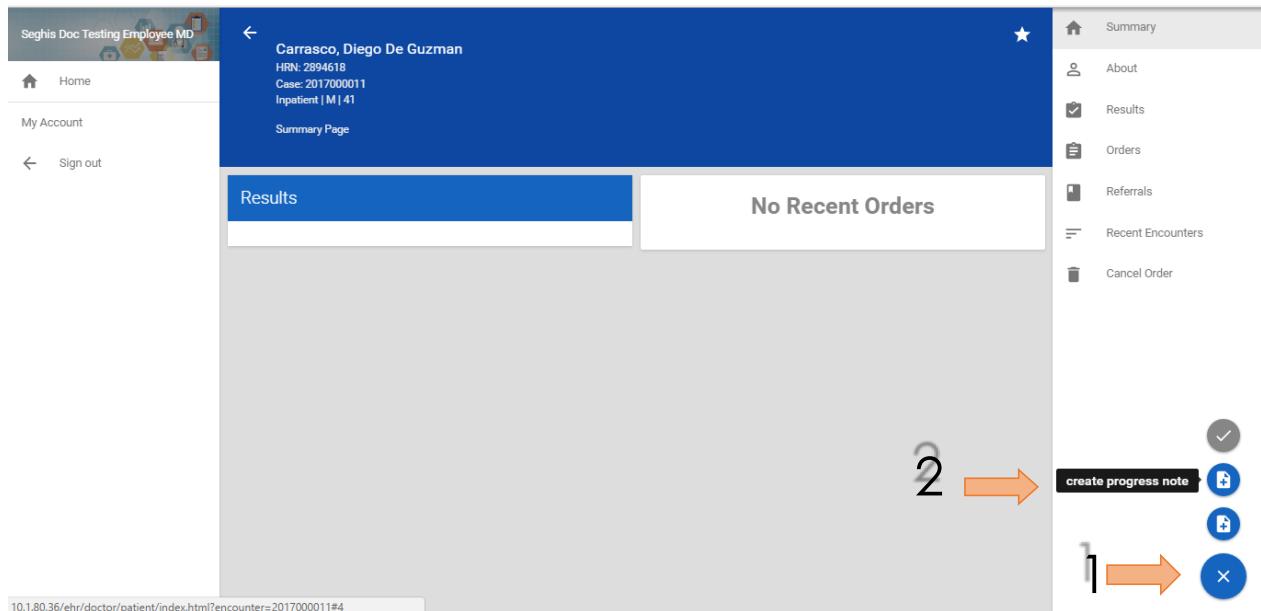
Follow Up at OPD on: \_\_\_\_\_ Name & Signature of ER NOD: \_\_\_\_\_  
Department: FAMILY MEDICINE Date: February 1, 2016 Time: 01:53:14pm  
Name & Signature Attending Physician: POSADAS, YOSEF T.

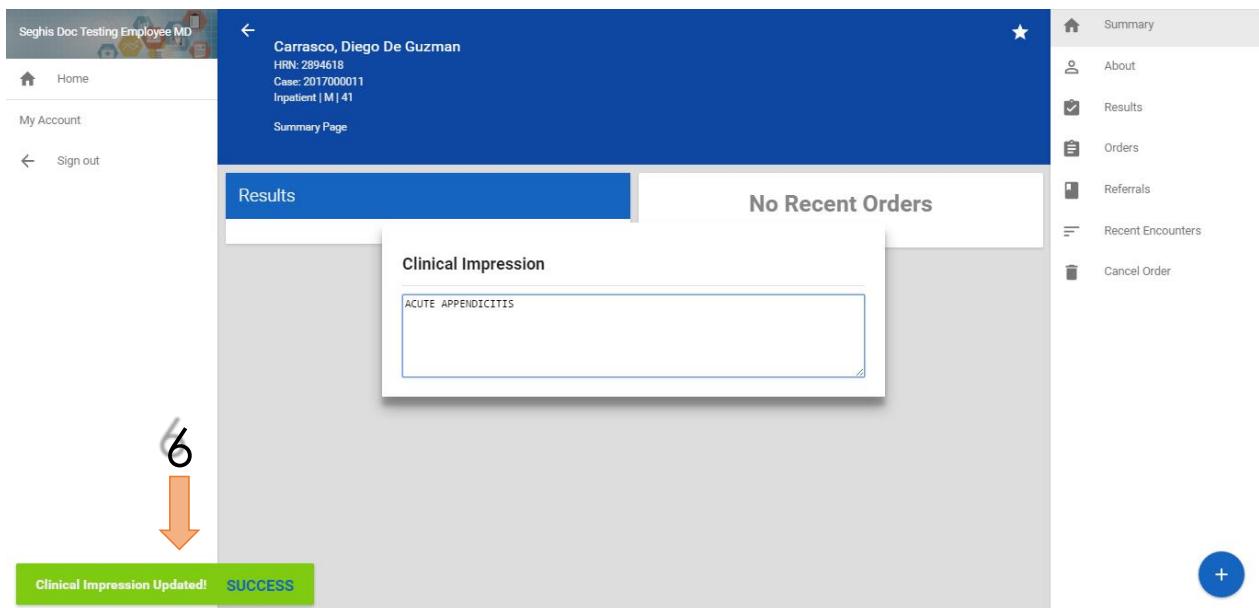
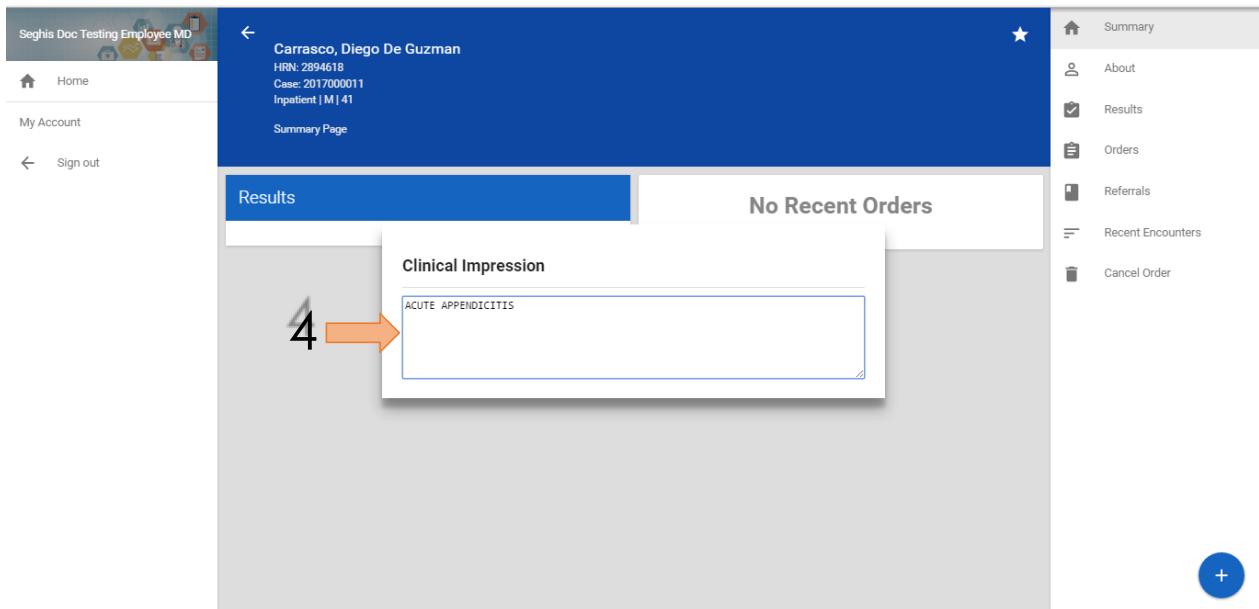
**PAHIBALO**  
Walay konsultasyon kada Sabado, Domingo ug legal holidays. EMERGENCY na mga kaso lamang ang pag-atimanon sa sulod sa Emergency Room.

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 saved





Prepared By:

Glory Jean Buaya  
QATS, Segworks

Last Modified: February 2, 2017 2:44 PM