

## PHARMACIST USER GUIDE

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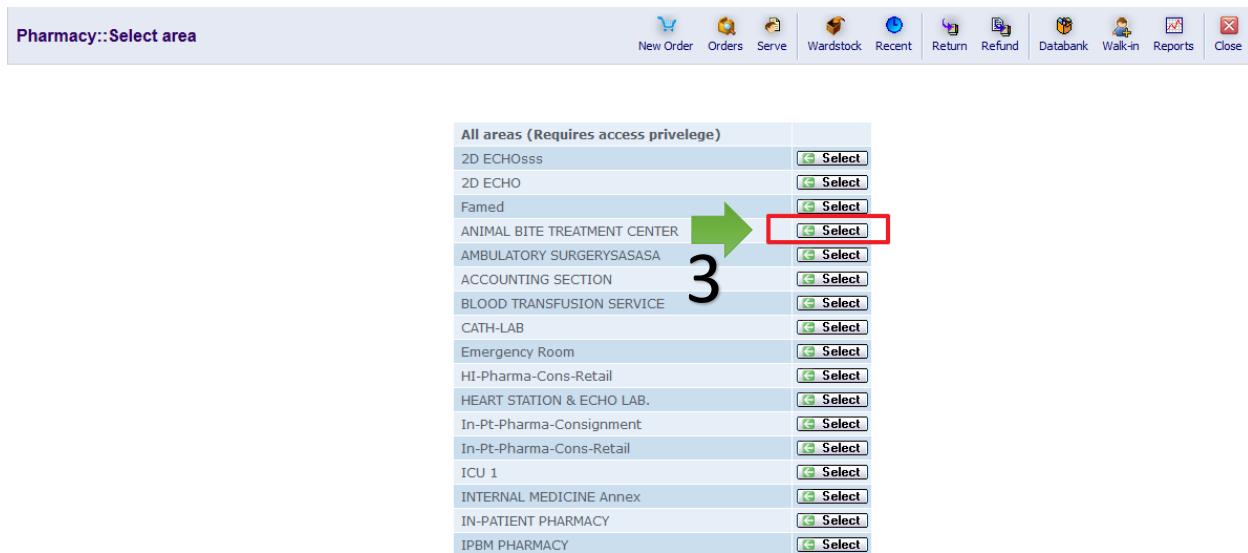
## CREATE PHARMACY REQUEST

1. To create pharmacy request, click **PHARMACY MODULE**.

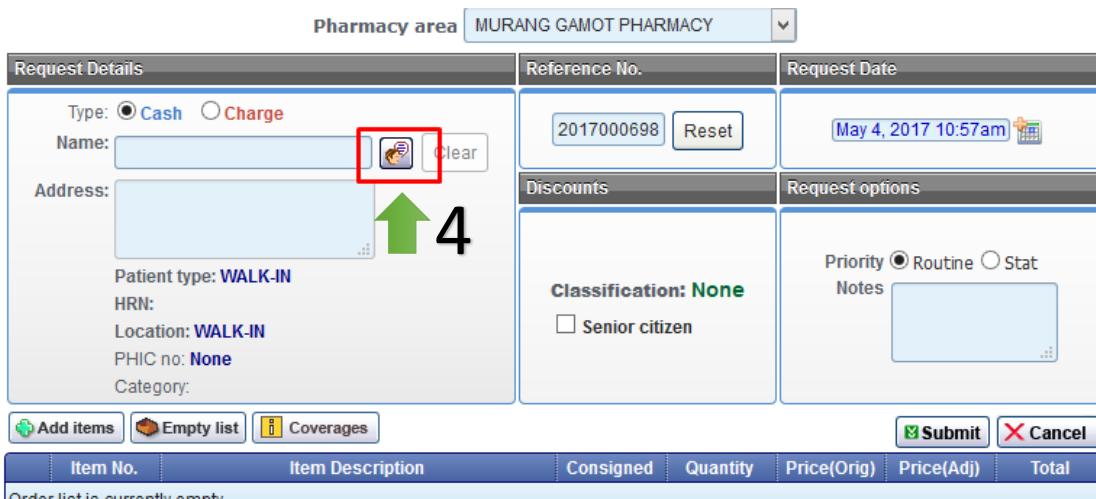
2. Click **CREATE NEW PHARMACY**.



3. To select pharmacy area click **Select area**.



4. To search patient's record, click the **SEARCH PATIENT ICON**.

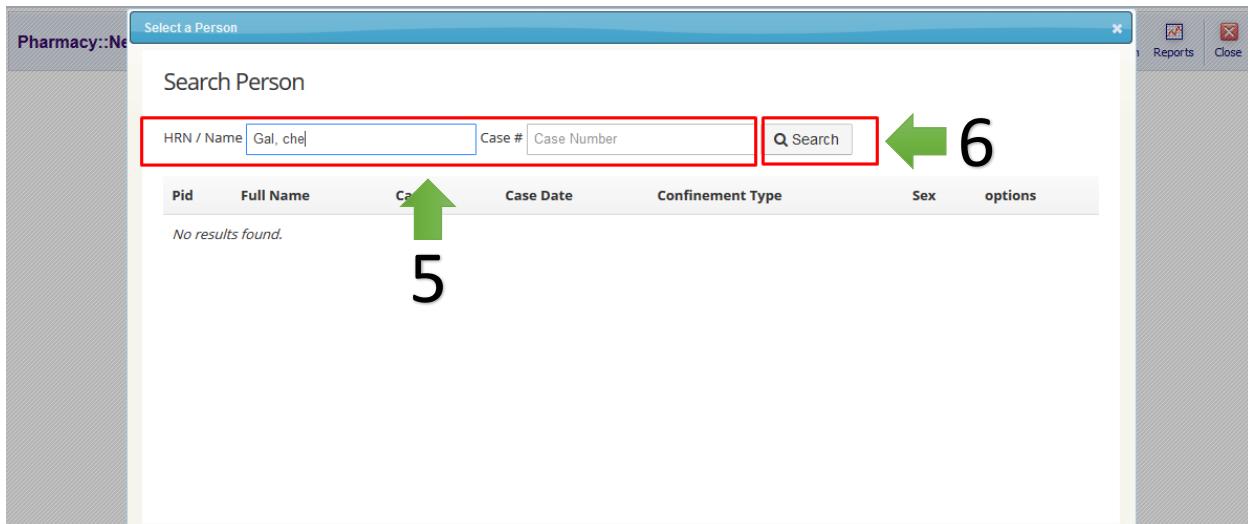


Pharmacy area MURANG GAMOT PHARMACY

<b>Request Details</b>	<b>Reference No.</b>	<b>Request Date</b>														
Type: <input checked="" type="radio"/> Cash <input type="radio"/> Charge Name: <input type="text"/>  <input type="button" value="Clear"/>	2017000698 <input type="button" value="Reset"/>	May 4, 2017 10:57am 														
<b>Discounts</b>	<b>Request options</b>															
Classification: <b>None</b> <input type="checkbox"/> Senior citizen	Priority <input checked="" type="radio"/> Routine <input type="radio"/> Stat Notes <input type="text"/>															
<input type="button" value="Add items"/> <input type="button" value="Empty list"/> <input type="button" value="Coverages"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>																
<table border="1"> <thead> <tr> <th>Item No.</th> <th>Item Description</th> <th>Consigned</th> <th>Quantity</th> <th>Price(Orig)</th> <th>Price(Adj)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td colspan="7">Order list is currently empty...</td> </tr> </tbody> </table> <p>Sub-Total <b>0.00</b> Discount <b>(0.00)</b> Net Total <b>0.00</b></p>			Item No.	Item Description	Consigned	Quantity	Price(Orig)	Price(Adj)	Total	Order list is currently empty...						
Item No.	Item Description	Consigned	Quantity	Price(Orig)	Price(Adj)	Total										
Order list is currently empty...																

5. Input HRN Number, name or case number of the patient.

6. Click **SEARCH BUTTON**.



Select a Person

Search Person

HRN / Name	Case #	Case Number	Search
Gal, che			

Pid	Full Name	Case #	Case Date	Confinement Type	Sex	options
No results found.						

\*This will show the patient list.

Search Person

HRN / Name: Gal, che Case #: Case Number:  

Pid	Full Name	Case #	Case Date	Confinement Type	Sex	options
2138362	GALAGAR, CHERRYL C.		Walk-in	Walk-in		2138362
1169303	GALAGAR, CHERYL G.		Walk-in	Walk-in		1169303
964855	GALAMITON, CHERRY LOUIS C.		Walk-in	Walk-in		964855
962096	GALAMITON, CHERRY LOUISE C.		Walk-in	Walk-in		962096
1275349	GALAMITON, CHERRY LOUISE C.		Walk-in	Walk-in		1275349
2062243	GALAMITON, CHESTER D.		Walk-in	Walk-in		2062243
1266123	GALANG, CHENNIE MAE R.		Walk-in	Walk-in		1266123

Displaying 1-10 of 43 results.

7. By adding the patient click the patient **CASE NUMBER**.

a. Click  to view all transaction of the patient.

8. If patient is walk-in , click the PID in the option column.

Pharmacy::New

Select a Person 

Search Person

HRN / Name: Gal, chen Case #: Case Number:  

Pid	Full Name	Case #	Case Date	Confinement Type	Sex	options
1266123	GALANG, CHENNIE MAE R.		Walk-in	Walk-in		<b>1266123</b>
1618779	GALENDEZ, CHENY ANN N.		Walk-in	Walk-in		1618779
3003107	GALUPO, CHEN	<b>2017000619</b>	May 2, 2017	INPATIENT (ER)		 <b>a</b>  <b>8</b>

Displaying 1-3 of 3 results.

Net Total: 0.00

9. To add items, click the **ADD ITEMS** button.

<b>Request Details</b>		<b>Reference No.</b>	<b>Request Date</b>			
Type: <input type="radio"/> Cash <input checked="" type="radio"/> Charge PHIC <input type="button" value="▼"/>		2017000699 <input type="button" value="Reset"/>	May 4, 2017 12:01pm <input type="button" value="Print"/>			
Name: GALUPO, CHEN <input type="button" value="Print"/> <input type="button" value="Clear"/>		<b>Discounts</b>				
Address: NOT PROVIDED, DAVAO CITY 8000		<b>Request options</b>				
Patient type: INPATIENT (ER) HRN: 3003107 Location: FAMAN Rm #:1 PHIC no: 987654321123 Category: INDIVIDUAL PAYING-SELF EMPLOYED		Classification: <b>None</b> <input type="checkbox"/> Senior citizen	Priority <input checked="" type="radio"/> Routine <input type="radio"/> Stat Notes			
<input type="button" value="Add items"/> <input type="button" value="Edit"/> <input type="button" value="Covernages"/> PHIC Coverage: 3,150.00		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>				
Item No.	Item Description	Consigned	Quantity	Price(Orig)	Price(Adj)	Total
Order list is currently empty...						
						Sub-Total <b>0.00</b>
						Discount <b>(0.00)</b>
						Net Total <b>0.00</b>

10. Enter medicine name.

11. Click **SEARCH** button to view item details.

12. Successfully view the list of items searched.

10

Add pharmacy item from Order tray					
Search product	Showing 1-5 out of 5 record(s)				
Name/Description	Code	Cash/Charge	Cash/Charge (Senior Citizen)		
PARACETAMOL 100mg/ml DROPS (FS) PARACETAMOL DROPS 15ml (FS) (PHARMA)	3379	64.00	70.00	-	-
PARACETAMOL 125mg SYRUP (FS) PARACETAMOL 125mg SYRUP (FS) (PHARMA)	4255	47.00	55.00	-	-
PARACETAMOL 150mg/ml AMPULE (FS) PARACETAMOL 150mg/ml AMPULE (FS) (PHARMA)	4268	40.00	46.00	24.00	24.00
PARACETAMOL 250mg SUPPOSITORY PARACETAMOL 250mg SUPPOSITORY (PHARMA)	1095	30.00	35.00	-	-
PARACETAMOL 250MG/5ML SYR. (FS) PARACETAMOL 250MG/5ML SYR. ( FS ) (PHARMA)	3407	56.00	65.00	-	-

11

12

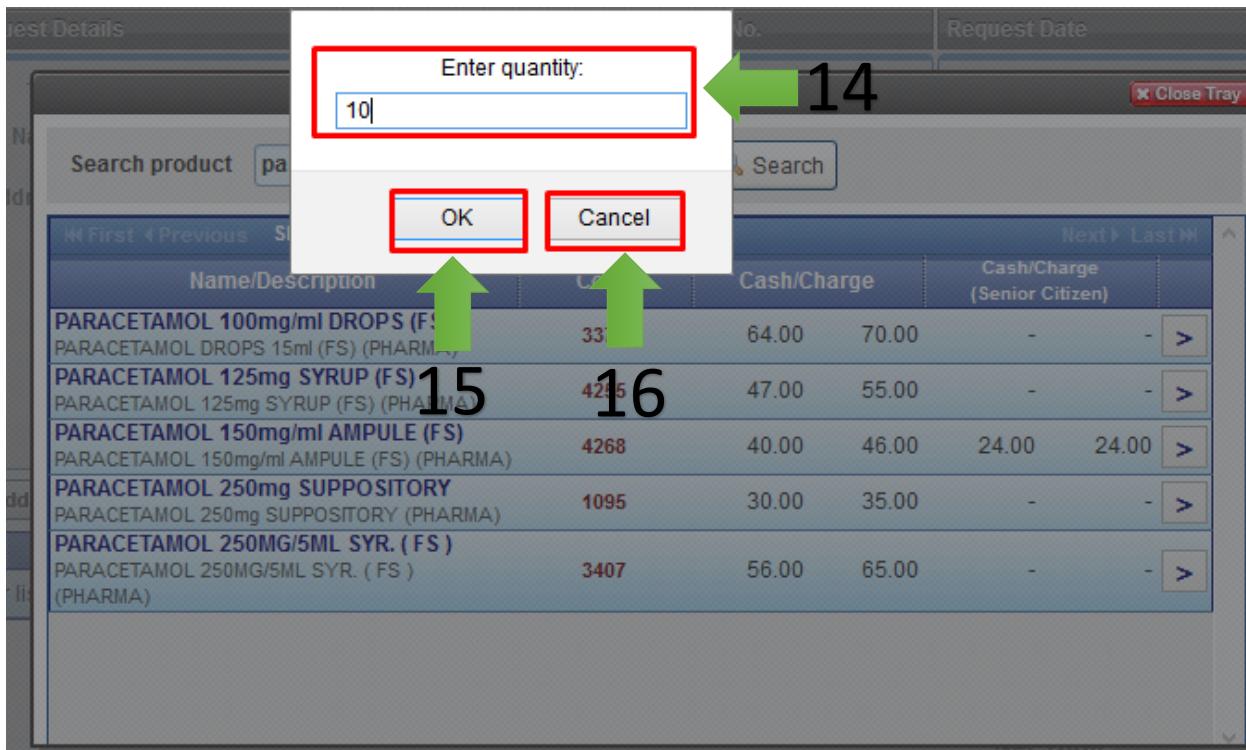
13. To add the specific item into the list of patients, click **>** button.



14. Input quantity of the item.

15. Click **OK** to proceed.

16. Click **CANCEL** to cancel item.



17. Click **SUBMIT** to submit pharmacy request.

<b>Request Details</b>		<b>Reference No.</b>	<b>Request Date</b>																																																			
Type: <input type="radio"/> Cash <input checked="" type="radio"/> Charge PHIC <input type="button" value="▼"/> Name: GALUPO, CHEN <input type="button" value="Print"/> <input type="button" value="Clear"/> Address: NOT PROVIDED, DAVAO CITY 8000 <input type="button" value="..."/> Patient type: INPATIENT (ER) HRN: 3003107 Location: FAMAN Rm #: 1 PHIC no: 987654321123 Category: INDIVIDUAL PAYING-SELF EMPLOYED		2017000699 <input type="button" value="Reset"/>	May 4, 2017 12:01pm <input type="button" value="Print"/>																																																			
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<input type="button" value="Add items"/> <input type="button" value="Empty list"/> <input type="button" value="Cov coverages"/> PHIC Coverage: 500.00																																																						
<span style="font-size: 2em;">17</span> <span style="color: green; font-size: 1.5em;">→</span> <span style="border: 2px solid red; padding: 2px;">Submit</span> <span style="border: 1px solid red; padding: 2px;">Cancel</span>																																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item No.</th> <th style="width: 40%;">Item Description</th> <th style="width: 10%;">Consigned</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">Price(Orig)</th> <th style="width: 10%;">Price(Adj)</th> <th style="width: 10%;">Total</th> </tr> </thead> <tbody> <tr> <td>3379</td> <td>PARACETAMOL 100mg/ml DROPS (FS)</td> <td><input type="checkbox"/></td> <td>20</td> <td>70.00</td> <td>70.00</td> <td>1,400.00</td> </tr> <tr> <td>1095</td> <td>PARACETAMOL 250mg SUPPOSITORY</td> <td><input type="checkbox"/></td> <td>20</td> <td>35.00</td> <td>35.00</td> <td>700.00</td> </tr> <tr> <td>4255</td> <td>PARACETAMOL 125mg SYRUP (FS)</td> <td><input type="checkbox"/></td> <td>10</td> <td>55.00</td> <td>55.00</td> <td>550.00</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">Sub-Total <b>2,650.00</b></td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">Discount <b>(0.00)</b></td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">Net Total <b>2,650.00</b></td> </tr> </tbody> </table>						Item No.	Item Description	Consigned	Quantity	Price(Orig)	Price(Adj)	Total	3379	PARACETAMOL 100mg/ml DROPS (FS)	<input type="checkbox"/>	20	70.00	70.00	1,400.00	1095	PARACETAMOL 250mg SUPPOSITORY	<input type="checkbox"/>	20	35.00	35.00	700.00	4255	PARACETAMOL 125mg SYRUP (FS)	<input type="checkbox"/>	10	55.00	55.00	550.00							Sub-Total <b>2,650.00</b>							Discount <b>(0.00)</b>							Net Total <b>2,650.00</b>
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18. Click **PRINT** to print pharmacy request details.

Pharmacy request successfully saved!

<input style="border: 2px solid red; padding: 2px; margin-right: 5px;" type="button" value="Print"/> <input type="button" value="Close"/>	<p><b>Pharmacy area</b> MURANG GAMOT PHARMACY</p> <p><b>Reference no.</b> 2017000699</p> <p><b>Order date</b> May 4, 2017 12:01pm</p> <p><b>Type</b> Charge</p> <p><b>Name</b> GALUPO, CHEN</p> <p><b>Address</b> NOT PROVIDED, DAVAO CITY 8000</p> <p><b>Priority</b> Stat</p> <p><b>Notes</b></p> <p><b>Request details</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Code</th> <th style="width: 40%;">Particular/s</th> <th style="width: 10%;">Price</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">Total</th> </tr> </thead> <tbody> <tr> <td>1095</td> <td>PARACETAMOL 250mg SUPPOSITORY</td> <td>35.00</td> <td>20</td> <td>700.00</td> </tr> <tr> <td>3379</td> <td>PARACETAMOL 100mg/ml DROPS (FS)</td> <td>70.00</td> <td>20</td> <td>1,400.00</td> </tr> <tr> <td>4255</td> <td>PARACETAMOL 125mg SYRUP (FS)</td> <td>55.00</td> <td>10</td> <td>550.00</td> </tr> </tbody> </table>	Code	Particular/s	Price	Quantity	Total	1095	PARACETAMOL 250mg SUPPOSITORY	35.00	20	700.00	3379	PARACETAMOL 100mg/ml DROPS (FS)	70.00	20	1,400.00	4255	PARACETAMOL 125mg SYRUP (FS)	55.00	10	550.00
Code	Particular/s	Price	Quantity	Total																	
1095	PARACETAMOL 250mg SUPPOSITORY	35.00	20	700.00																	
3379	PARACETAMOL 100mg/ml DROPS (FS)	70.00	20	1,400.00																	
4255	PARACETAMOL 125mg SYRUP (FS)	55.00	10	550.00																	

19. Show printable pharmacy request.

1 of 1

Automatic Zoom

Republic of the Philippines  
DAVAO MEDICAL CENTER  
JP Laurel Avenue, Davao City

MURANG GAMOT PHARMACY  
PHARMACY ORDER REQUEST (CHARGE)

Reference No. 2017000699  
PID 3003107

Order Date May 4,2017 12:01pm  
Case No. 2017000619  
Location FAMAN Rm #:1

Name GALUPO, CHEN  
Address NOT PROVIDED, DAVAO CITY 8000

**Item List**

Item No.	Description	Price	Qty	Amount
1095	PARACETAMOL 250mg SUPPOSITORY	35.00	20	700.00
3379	PARACETAMOL DROPS 15ml (FS)	70.00	20	1,400.00
4255	PARACETAMOL 125mg SYRUP (FS)	55.00	10	550.00
			<b>Total</b>	<b>2,650.00</b>

## MANAGE REQUESTS

1. To view list of pharmacy request click **Manage Requests**.

**Pharmacy Orders (Current Area: MURANG GAMOT PHARMACY)**

Create new request	Create new pharmacy request
Manage requests	List active pharmacy requests
Serve request	Record served pharmacy requests
Default area	Set/change default pharmacy area

2. Select category to filter.

**Pharmacy::Request list**

Order Search Result:

Date	Ref No.	Name	Items	Location	Priority	Area	Details
2017-05-04 12:01pm	2017000699	GALUPO, CHEN	PARACETAMOL 250mg SUPPOSITORY, PARACETAMOL 100mg/ml DROPS (FS), PARACETAMOL 125mg SYRUP (FS)	FAMAN Rm #:1	Charge/ Normal	MURANG GAMOT PHARMACY	
2017-05-04 11:56am	2017000698	PRIMARY, 102 .	ALIQUOT(Packed Red Blood Cells Aliquot), SUBCLAVIAN SHUNT MEDCOMP(FS) Double Lumen Cath	DMORVIEW Rm # 966	Charge/ Normal	BLOOD TRANSFUSION SERVICE	
2017-05-04 10:16am	2017000696	GECALE, LEONORA A.	0.9% sodium chloride 50ml/vial	C-FAMMED-GYNE Rm #:1019	Charge/ Normal	MURANG GAMOT PHARMACY	
2017-05-03 05:00pm	2017000695	ARC, ARC	PARACETAMOL 150mg/ml AMPULE (FS)	EMERGENCY ROOM	Charge/ Normal	MURANG GAMOT PHARMACY	
2017-05-03 04:59pm	2017000694	SAAVEDRAS, VAÑESSAS G.	ORADEXON 500mcg Tablet	WALK-IN	Charge/ Normal	MURANG GAMOT PHARMACY	

3. For **SELECT PAYOR**, click dropdown to select.

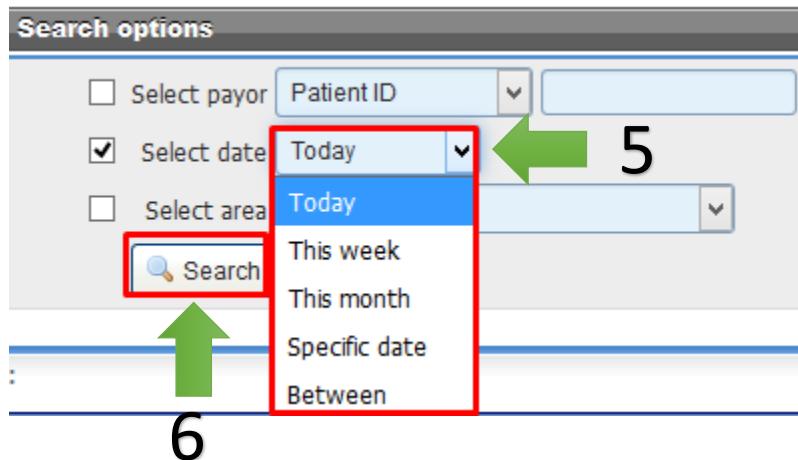
4. Click **SEARCH**.

**Search options**

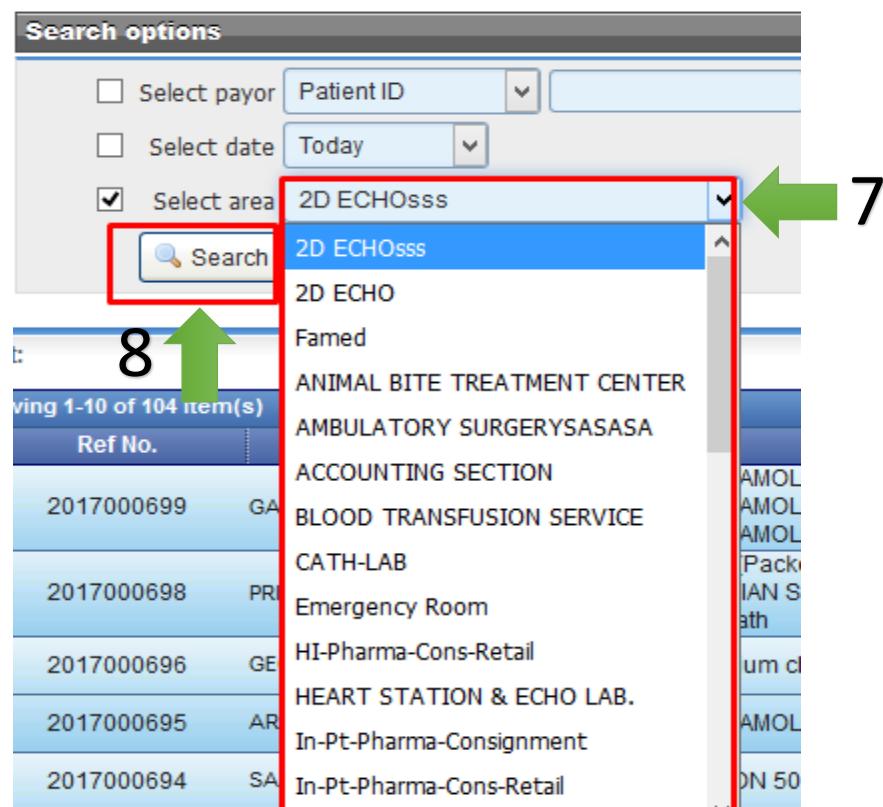
Select payor:  Patient ID  Payor Name  Patient ID  Patient Records  Inpatient/ER/OPD  Case No.

**Search**

5. Dropdown **SELECT DATE** to filter by date of order.
6. Click **SEARCH**.



7. Dropdown **SELECT AREA** to filter by pharmacy area.
8. Click **SEARCH**.



9. If the transaction type is **charge** the details will automatically be **SERVED**.
10. Otherwise, if the transaction type is **cash** you need to pay first in the **CASHIER** before **SERVING** the items.

**Search options**

Select payor Payor Name   
 Select date This week   
 Select area 2D ECHOs   
 Search

**Order Search Result:**

Date	Ref No.	Name	Items	Location	Priority	Area	Details
2017-05-04 12:01pm	2017000699	GALUPO, CHEN	PARACETAMOL 250mg SUPPOSITORY, PARACETAMOL 100mg/ml DROPS (FS), PARACETAMOL 125mg SYRUP (FS)	9	Charge/ Normal	MURANG GAMOT PHARMACY	<b>SERVED</b>
2017-05-04 11:56am	2017000698	PRIMARY, 102 .	ALIQUOT(Packed Red Blood Cells Aliquot) , SUBCLAVIAN SHUNT MEDCOMP(FS) Double Lumen Cath	DMORVIEW Rm # :966	Charge/ Normal	BLOOD TRANSFUSION SERVICE	<b>SERVED</b>
2017-05-04 10:16am	2017000696	GECALE, LEONORA A.	0.9% sodium chloride 50ml/vial	C-FAMMED-GYNE Rm #:1019	Charge/ Normal	MURANG GAMOT PHARMACY	<b>SERVED</b>
2017-05-03 05:00pm	2017000695	ARC, ARC	PARACETAMOL 150mg/ml AMPULE (FS)	EMERGENCY ROOM	Charge/ Normal	MURANG GAMOT PHARMACY	<b>SERVED</b>
2017-05-03 04:59pm	2017000694	SAAVEDRAS, VAÑESSAS G.	ORADEXON 500mcg Tablet	WALK-IN	Charge/ Normal	MURANG GAMOT PHARMACY	<b>SERVED</b>
2017-05-03 04:57pm	2017000693	SAM, SAM	ORADEXON 500mcg Tablet	10	Cash/ Normal	MURANG GAMOT PHARMACY	
2017-05-03 03:56pm	2017000692	GALUPO, CHEN	PARACETAMOL 100mg/ml DROPS (FS)	FAMAN Rm #:1	Charge/ Normal	MURANG GAMOT PHARMACY	<b>SERVED</b>
2017-05-03 10:35am	2017000691	ARC, ARC	PARACETAMOL 150mg/ml AMPULE (FS)	EMERGENCY ROOM	Charge/ Normal	MURANG GAMOT PHARMACY	<b>SERVED</b>

11. For cash transaction that is not yet paid, you can still add items by clicking  button.

**First** **Prev** Showing 1-10 of 104 item(s) **Next** **Last** **Refresh**

Date	Ref No.	Name	Items	Location	Priority	Area	Details
2017-05-04 12:01pm	2017000699	GALUPO, CHEN	PARACETAMOL 250mg SUPPOSITORY, PARACETAMOL 100mg/ml DROPS (FS), PARACETAMOL 125mg SYRUP (FS)	FAMAN Rm #:1	Charge/ Normal	MURANG GAMOT PHARMACY	<b>SERVED</b>
2017-05-04 11:56am	2017000698	PRIMARY, 102 .	ALIQUOT(Packed Red Blood Cells Aliquot) , SUBCLAVIAN SHUNT MEDCOMP(FS) Double Lumen Cath	DMORVIEW Rm # :966	Charge/ Normal	BLOOD TRANSFUSION SERVICE	<b>SERVED</b>
2017-05-04 10:16am	2017000696	GECALE, LEONORA A.	0.9% sodium chloride 50ml/vial	C-FAMMED-GYNE Rm #:1019	Charge/ Normal	MURANG GAMOT PHARMACY	<b>SERVED</b>
2017-05-03 05:00pm	2017000695	ARC, ARC	PARACETAMOL 150mg/ml AMPULE (FS)	EMERGENCY ROOM	Charge/ Normal	MURANG GAMOT PHARMACY	<b>SERVED</b>
2017-05-03 04:59pm	2017000694	SAAVEDRAS, VAÑESSAS G.	ORADEXON 500mcg Tablet	WALK-IN	Charge/ Normal	MURANG GAMOT PHARMACY	<b>SERVED</b>
2017-05-03 04:57pm	2017000693	SAM, SAM	ORADEXON 500mcg Tablet	11	Cash/ Normal	MURANG GAMOT PHARMACY	
2017-05-03 03:56pm	2017000692	GALUPO, CHEN	PARACETAMOL 100mg/ml DROPS (FS)	FAMAN Rm #:1	Charge/ Normal	MURANG GAMOT PHARMACY	<b>SERVED</b>
2017-05-03 10:35am	2017000691	ARC, ARC	PARACETAMOL 150mg/ml AMPULE (FS)	EMERGENCY ROOM	Charge/ Normal	MURANG GAMOT PHARMACY	<b>SERVED</b>
2017-05-03 10:34am	2017000690	SAAVEDRAS, VAÑESSAS G.	PARACETAMOL 150mg/ml AMPULE (FS)	WALK-IN	Charge/ Normal	MURANG GAMOT PHARMACY	<b>SERVED</b>

12. After clicking the edit button, it will show the **request window**.

Pharmacy::Edit request

Pharmacy area: MURANG GAMOT PHARMACY

Request Details		Reference No.	Request Date																																			
Type: <input checked="" type="radio"/> Cash <input type="radio"/> Charge <input type="checkbox"/> To pay later Name: SAM, SAM <input type="button" value="Clear"/> <input type="button" value="Print"/> Address: NOT PROVIDED, DAVAO CITY 8000 <input type="button" value="Print"/> Patient type: ER PATIENT HRN: 3002783 Location: EMERGENCY ROOM PHIC no: Category:		2017000693 <input type="button" value="Reset"/>	May 3, 2017 4:57pm <input type="button" value="Print"/>																																			
Discounts		Request options																																				
Classification: None <input type="checkbox"/> Senior citizen		Priority <input checked="" type="radio"/> Routine <input type="radio"/> Stat Notes <input type="button" value="Print"/>																																				
<input type="button" value="Add items"/> <input type="button" value="Empty list"/> <input type="button" value="Covrances"/> <input type="button" value="Print"/> <input type="button" value="Print"/> <input type="button" value="Print"/>																																						
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Item No.	Item Description	Consigned	Quantity	Price(Orig)	Price(Adj)	Total																																
1245	ORADEXON 500mcg Tablet	<input type="checkbox"/>	2	6.00	6.00	12.00																																
				Sub-Total	12.00																																	
				Discount	(0.00)																																	
				Net Total	12.00																																	
<input type="button" value="Submit"/> <input type="button" value="Close"/>																																						

13. And for cash transaction that is not yet paid you can still delete the request by clicking  button.

Showing 1-10 of 104 item(s)    Refresh 

Date	Ref No.	Name	Items	Location	Priority	Area	Details
2017-05-04 12:01pm	2017000699	GALUPO, CHEN	PARACETAMOL 250mg SUPPOSITORY, PARACETAMOL 100mg/ml DROPS (FS), PARACETAMOL 125mg SYRUP (FS)	FAMAN Rm #:1	Charge/ Normal	MURANG GAMOT PHARMACY	
2017-05-04 11:56am	2017000698	PRIMARY, 102 .	ALIQUOT(Packed Red Blood Cells Aliquot) , SUBCLAVIAN SHUNT MEDCOMP(FS) Double Lumen Cath	DMORVIEW Rm #:966	Charge/ Normal	BLOOD TRANSFUSION SERVICE	
2017-05-04 10:16am	2017000696	GECALE, LEONORA A.	0.9% sodium chloride 50ml/vial	C-FAMMED-GYNE Rm #:1019	Charge/ Normal	MURANG GAMOT PHARMACY	
2017-05-03 05:00pm	2017000695	ARC, ARC	PARACETAMOL 150mg/ml AMPULE (FS)	EMERGENCY ROOM	Charge/ Normal	MURANG GAMOT PHARMACY	
2017-05-03 04:59pm	2017000694	SAAVEDRAS, VAÑESSAS G.	ORADEXON 500mcg Tablet	WALK-IN	Charge/ Normal	MURANG GAMOT PHARMACY	
2017-05-03 04:57pm	2017000693	SAM, SAM	ORADEXON 500mcg Tablet	EMERGENCY ROOM	Cash/ Normal	MURANG GAMOT PHARMACY	
2017-05-03 03:56pm	2017000692	GALUPO, CHEN	PARACETAMOL 100mg/ml DROPS (FS)	FAMAN Rm #:1	Charge/ Normal	MURANG GAMOT PHARMACY	
2017-05-03 10:35am	2017000691	ARC, ARC	PARACETAMOL 150mg/ml AMPULE (FS)	EMERGENCY ROOM	Charge/ Normal	MURANG GAMOT PHARMACY	
2017-05-03 10:34am	2017000690	SAAVEDRAS, VAÑESSAS G.	PARACETAMOL 150mg/ml AMPULE (FS)	WALK-IN	Charge/ Normal	MURANG GAMOT PHARMACY	

13

## SERVE REQUEST

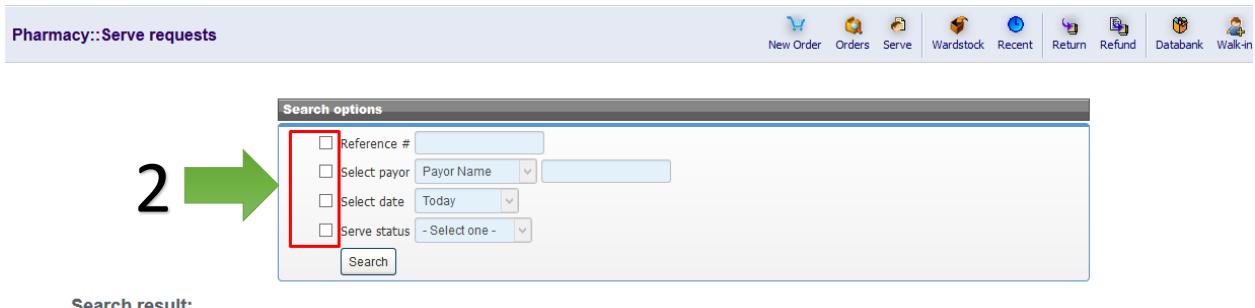
1. To update and view serve status of the pharmacy request click **SERVE REQUEST**.



Pharmacy Orders (Current Area: MEDICINE-MAIN WARD)

 Create new request	Create new pharmacy request
 Manage requests	List of active pharmacy requests
 <b>Serve request</b>	Record served pharmacy requests
 Default area	Set/change default pharmacy area

2. Select category to filter.



Pharmacy::Serve requests

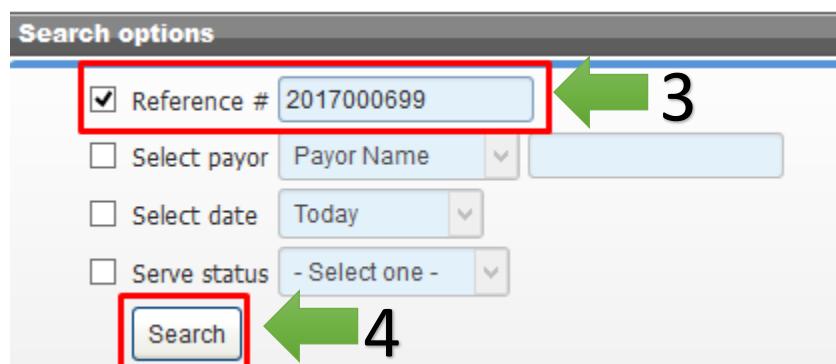
Search options

<input type="checkbox"/> Reference #	<input type="text" value="2017000699"/>
<input type="checkbox"/> Select payor	<input type="text" value="Payor Name"/>
<input type="checkbox"/> Select date	<input type="text" value="Today"/>
<input type="checkbox"/> Serve status	<input type="text" value="- Select one -"/>

Search result:

3. For **REFERENCE NUMBER** input reference number of the request.

4. Click **SEARCH**.



Search options

<input checked="" type="checkbox"/> Reference #	<input type="text" value="2017000699"/>
<input type="checkbox"/> Select payor	<input type="text" value="Payor Name"/>
<input type="checkbox"/> Select date	<input type="text" value="Today"/>
<input type="checkbox"/> Serve status	<input type="text" value="- Select one -"/>

5. Dropdown **SELECT PAYOR** to filter by payor type (Payor Name, Payor ID, Patient Records, Inpatient, Case no.)
6. Click **SEARCH**.

**Search options**

<input type="checkbox"/> Reference #	<input type="text"/>
<input checked="" type="checkbox"/> Select payor	<input type="text" value="Payor Name"/> 5
<input type="checkbox"/> Select date	
<input type="checkbox"/> Serve status	
<input type="button" value="Search"/> 6	

Payor Name

Payor Name  
Patient ID  
Patient Records  
**Inpatient**  
Case No.

7. Dropdown **SELECT DATE** to filter by order date.
8. Click **SEARCH**.

**Search options**

<input type="checkbox"/> Reference #	<input type="text"/>
<input type="checkbox"/> Select payor	<input type="text" value="Payor Name"/>
<input checked="" type="checkbox"/> Select date	<input type="text" value="Today"/> 7
<input type="checkbox"/> Serve status	
<input type="button" value="Search"/> 8	

Today

Today  
This week  
This month  
Specific date  
Between

9. Dropdown **SELECT STATUS** to filter by status of request.
10. Click **SEARCH**.

<input type="checkbox"/> Select date	<input type="text" value="Today"/>
<input checked="" type="checkbox"/> Serve status	<input type="text" value="- Select one -"/> 9
<input type="button" value="Search"/> 10	

- Select one -

- Select one -  
Not served  
**Partially served**  
Served

## DEFAULT AREA

1. To set default pharmacy area, click **DEFAULT AREA**.



Pharmacy Orders (Current Area: MEDICINE-MAIN WARD)

 Create new request	Create new pharmacy request
 Manage requests	List of active pharmacy requests
 Serve request	Record served pharmacy requests
 Default area	Set/change default pharmacy area

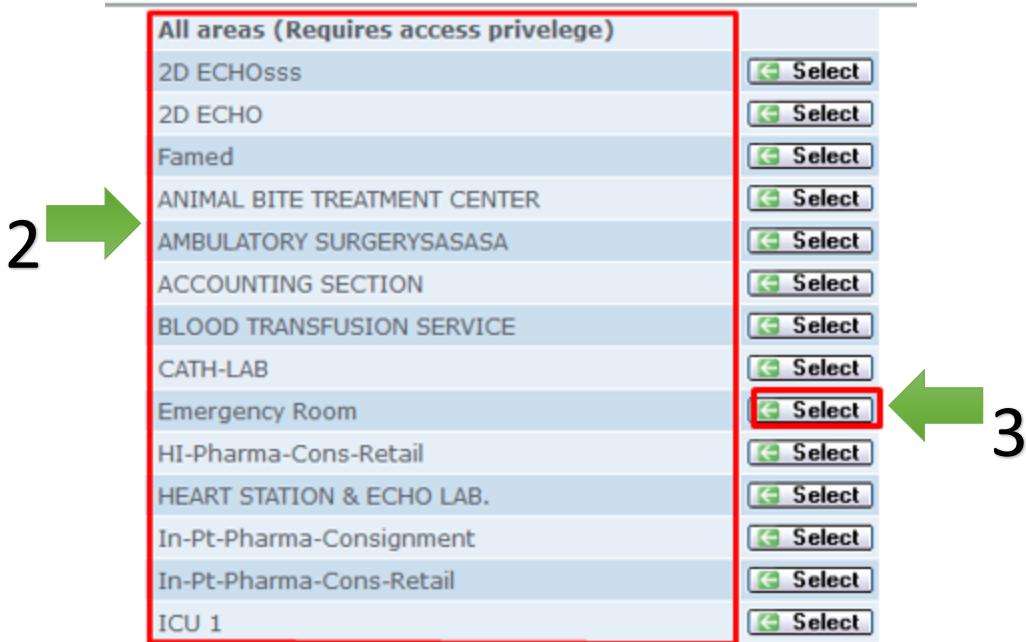
Ward Stocks

 New ward stock	Create new pharmacy ward stock
 Recent stocks	View ward stocks for this shift
 Manage ward stocks	Manage pharmacy ward stocks
 Wards list	Pharmacy wards list

Pharmacy Returns

 New return entry	Create new pharmacy return entry (without refund)
--	---

2. Shows all pharmacy area.
3. Click **SELECT** button to select default pharmacy area.



All areas (Requires access privilege)

2D ECHOSSS	 Select
2D ECHO	 Select
Famed	 Select
ANIMAL BITE TREATMENT CENTER	 Select
AMBULATORY SURGERYSASASA	 Select
ACCOUNTING SECTION	 Select
BLOOD TRANSFUSION SERVICE	 Select
CATH-LAB	 Select
Emergency Room	 Select
HI-Pharma-Cons-Retail	 Select
HEART STATION & ECHO LAB.	 Select
In-Pt-Pharma-Consignment	 Select
In-Pt-Pharma-Cons-Retail	 Select
ICU 1	 Select

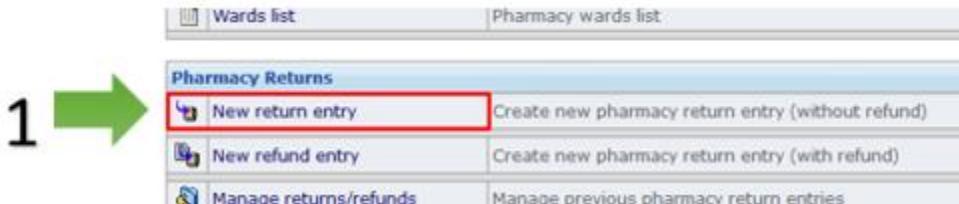
4. The selected pharmacy area will consider as the default pharmacy area every time you create a request.

4 → 

Request Details		Reference No.	Request Date			
Type: <input type="radio"/> Cash <input checked="" type="radio"/> Charge PHIC <input type="button" value="▼"/>	IN-PATIENT PHARMACY	2017000705 <input type="button" value="Reset"/>	May 5, 2017 3:12pm <input type="button" value="Print"/>			
Name: GALUPO, CHEN <input type="button" value="Print"/> <input type="button" value="Clear"/>	Discounts	Request options				
Address: NOT PROVIDED, DAVAO CITY 8000	<b>Classification: None</b> <input type="checkbox"/> Senior citizen		Priority <input checked="" type="radio"/> Routine <input type="radio"/> Stat Notes <div style="border: 1px solid #ccc; width: 150px; height: 40px; margin-top: 5px;"></div>			
Patient type: INPATIENT (ER) HRN: 3003107 Location: FAMAN Rm # :1 PHIC no: 987654321123 Category: INDIVIDUAL PAYING-SELF EMPLOYED		<input type="button" value="Add items"/> <input type="button" value="Empty list"/> <input type="button" value="Cov coverages"/> PHIC Coverage: 500.00 <input type="button" value="Submit"/> <input type="button" value="Cancel"/>				
Item No.	Item Description	Consigned	Quantity	Price(Orig)	Price(Adj)	Total
Order list is currently empty...						
						Sub-Total <b>0.00</b>
						Discount <b>(0.00)</b>
						Net Total <b>0.00</b>

## RETURN ENTRY

1. Click **NEW RETURN ENTRY** to return items with **charge** transaction.



2. Click **SEARCH** button to search patient.

2

Pharmacy::New return entry

Pharmacy area: IN-PATIENT PHARMACY

Control no.: 201700006 <input type="button" value="Reset"/>	Return date: May 5, 2017 3:28pm <input type="button" value="Select date"/>
Name: <input type="button" value="Select"/>	Notes:
Address:	

Ref No.	Item No.	Item Description	Qty	Prev returns	Price	Returned	Refundables
Item list is currently empty...							

3. Input person full name or case number to search registered person.

4. Click **SEARCH** button.

3

4

Select registered person

Search person: galupo, chen Case no:

HRN	Sex	Lastname	First name	Middle name	Date of Birth	Confinement	Class	Options
No such person exists...								

5. To select which items you want to return, click **SELECT ITEMS** button.

**Pharmacy::New return entry**

Pharmacy area: IN-PATIENT PHARMACY

Return information		Return date
Control no.	2017000006	<input type="button" value="Select date"/>
Name	Galupo, Chen	<input type="button" value="Select"/>
Address	NOT PROVIDED, DAVAO CITY 8000 DAVAO DEL SUR	
Notes		
<input type="button" value="Select items"/> <input type="button" value="Empty list"/> <input type="button" value="Submit"/> <input type="button" value="Close"/>		
Ref No.	Item No.	Item Description
Qty	Prev returns	Price
Returned	Refundables	
Item list is currently empty...		

6. Input item name to filter by medicine name.  
 7. Click **SEARCH**.  
 8. Click **RETURN** button to return item.

**Add return item**

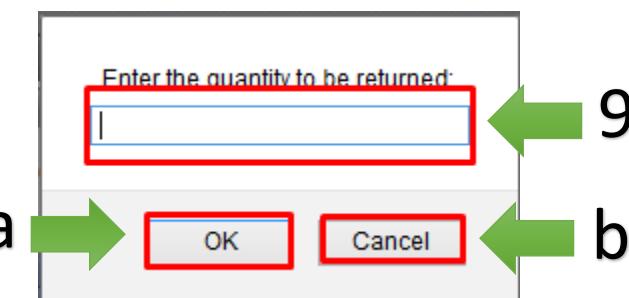
**Search options**

Filter item name: **PARACETAMOL**  **7**

6

Item Name	Served	Returns	Options
PARACETAMOL 100mg/ml DROPS (FS) PARACETAMOL DROPS 15ml (FS)	40	8	<input type="button" value="Return"/> <b>8</b>
PARACETAMOL 125mg SYRUP (FS) PARACETAMOL 125mg SYRUP (FS)	10	0	<input type="button" value="Return"/>
PARACETAMOL 250mg SUPPOSITORY PARACETAMOL 250mg SUPPOSITORY	20	0	<input type="button" value="Return"/>

9. After clicking return button, input quantity item to return.
  - a. Click **OK** to continue return item.
  - b. Click **CANCEL** to cancel return item.



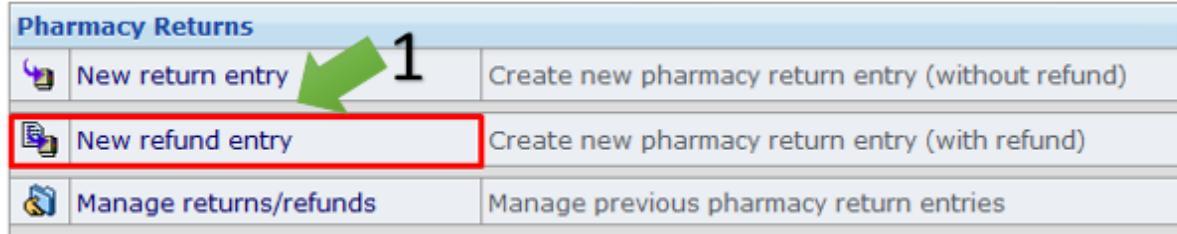
10. To empty return items list, click **EMPTY LIST** button.
11. To return items successfully, click **SUBMIT** button.

The table has a red border. The columns are: Ref No., Item No., Item Description, Qty, Prev returns, Price, Returned, and Refundables. The 'Empty list' button is highlighted with a red border. The 'Submit' button is also highlighted with a red border.

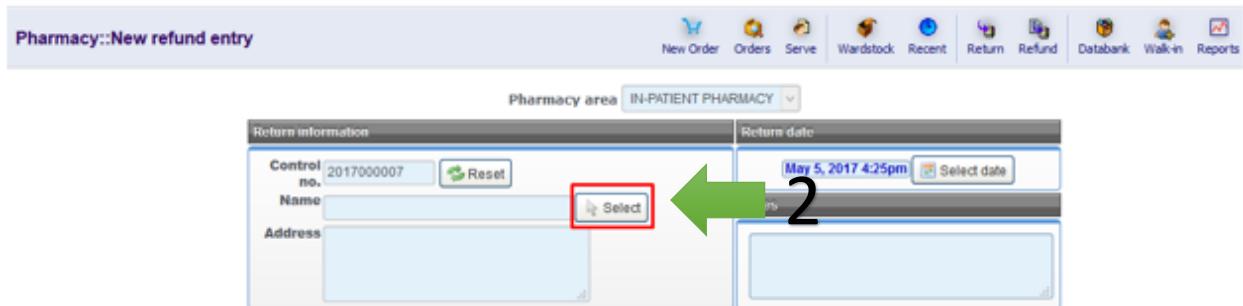
Ref No.	Item No.	Item Description	Qty	Prev returns	Price	Returned	Refundables
2017000699	4255	PARACETAMOL 125mg SYRUP (FS) PARACETAMOL 125mg SYRUP (FS)	10	0	55.00	5	275.00

## REFUND ENTRY

1. Click **NEW REFUND ENTRY** to return items with refund for **cash** transaction.



2. Click **SEARCH** button to search registered person.



3. Input person full name or case number to search registered person.

4. Click **SEARCH** button



5. To select which items you want to return, click **SELECT ITEMS** button.

Pharmacy::New refund entry

Pharmacy area: IN-PATIENT PHARMACY

Return information

Control no.: 2017000007 | Reset

Name: Dahab, Irene | Select

Address: ACACIA, DAVAO CITY 8000 DAVAO DEL SUR

Return date: May 5, 2017 4:25pm | Select date

Notes:

Select Items | Empty list

Submit | Close

Ref No.	Item No.	Item Description	Qty	Prev returns	Price	Returned	Refundables
Item list is currently empty...							

6. Input item name to filter product.  
 7. Click **SEARCH**.  
 8. Click **RETURN** button to refund item.

Add refund item

Search options

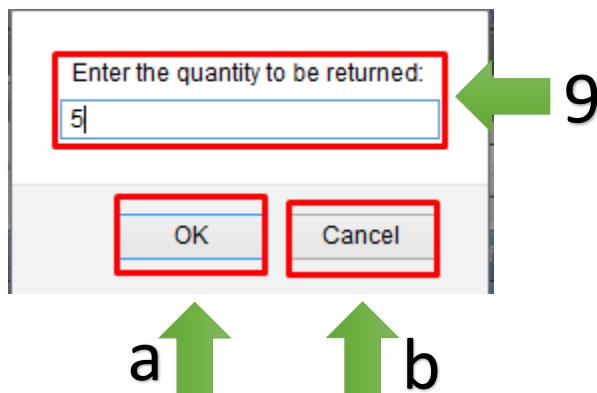
Filter item name: para | Search

First < Previous 1-6 of 6 items Next > Last Refresh

Item Name	Served	Returns	Options
nbs medicines (hepa1,paracetamol1) nbsmeds	1	0	<b>+ Return</b>
PARACETAMOL (BIOGESIC) 500mg Tablet (FS) PARACETAMOL 500mg Tablet (FS)	624	0	<b>+ Return</b>
PARACETAMOL 100mg/ml DROPS (FS) PARACETAMOL DROPS 15ml (FS)	43	0	<b>+ Return</b>
PARACETAMOL 125mg SYRUP (FS) PARACETAMOL 125mg SYRUP (FS)	14	0	<b>+ Return</b>
PARACETAMOL 150mg/ml AMPULE (FS) PARACETAMOL 150mg/ml AMPULE (FS)	24	0	<b>+ Return</b>
PARACETAMOL 250mg SUPPOSITORY PARACETAMOL 250mg SUPPOSITORY	56	0	<b>+ Return</b>

9. After clicking return button, input quantity item to refund.

- Click **OK** to continue return item.
- Click **CANCEL** to cancel return item.



10. To empty refund items list, click **EMPTY LIST** button.

11. To refund items successfully, click **SUBMIT** button.

Ref No.	Item No.	Item Description	Qty	Prev returns	Price	Returned	Refundables
2017000692	3379	PARACETAMOL 100mg/ml DROPS (FS) PARACETAMOL DROPS 15ml (FS)	20	5	70.00	5	350.00

## MANAGE RETURNS/REFUNDS

1. To view all return and refund items click **MANAGE RETURNS/REFUNDS**.

Pharmacy Returns	
 <b>New return entry</b>	Create new pharmacy return entry (without refund)
 <b>New refund entry</b>	Create new pharmacy return entry (with refund)
 <b>Manage returns/refunds</b>	View previous pharmacy return entries

2. Check **RETURN ENTRY NUMBER** box and input return entry number.
3. Check **SELECT DATE** box and dropdown to choose date.
4. Check **PRODUCT** Box to search product.
5. Click **SEARCH** button to search successfully.

Search options	
<input type="text"/> <b>Return entry #</b>	2
<input type="text"/> <b>Select date</b> Today	3
<input type="text"/> <b>Product</b>	4
<b>Search</b>	5

6. Show list of return/refund items.
  - a. **Edit** return/refund items by clicking  button.
  - b. **Delete** return/refund items by clicking  button.

List of returns						
Return #	Date	Patient Name	Returned Item(s)	Refund	Status	
2017000007	2017-05-08 07:57am	Galupo, Chen	PARACETAMOL 100mg/ml DROPS (FS) x5	Return	 	a
2017000006	2017-05-05 03:28pm	Galupo, Chen	PARACETAMOL 125mg SYRUP (FS) x5	Return	 	
2017000005	2017-05-04 09:08am	Galupo, Chen	PARACETAMOL 100mg/ml DROPS (FS) x5	Return	 	
2017000004	2017-01-13 03:15pm	AGONZALDO, ROMEO S.	AZITHROMYCIN 500mg VIAL x1	Return	 	
2017000003	2017-01-13 03:14pm	AGONZALDO, ROMEO S.	AMOXICILLIN 500mg CAPSULE x2	Return	 	
2017000002	2017-01-13 03:12pm	AGONZALDO, ROMEO S.	AMOXICILLIN 500mg CAPSULE x1	Return	 	
2017000001	2017-01-10 01:57pm	Limatas, Clark	BIOGESIC 890MG x5	Return	 	
2017000000	2017-01-03 09:34am	Santos, Camille	HAESTERIL 10% BOTTLE x1	Return	 	
2016000051	2016-10-12 04:22pm	REID, JAMES	PARACETAMOL 150mg/ml AMPULE (FS) x1	Return	 	
2016000050	2016-09-23 01:09pm	REYES, SHERRY MARIE T.	ELECTROCAUTERY MACHINE x1 ADULT DIAPERS (FL) x1	Return	 	
2016000049	2016-09-16 03:12pm	Bryant, Kobe	PARACETAMOL 125mg SYRUP (FS) x2	Return	 	
2016000048	2016-09-15 06:00pm	Vegas, Dmtri	COTTON PLEDGETS x1	Return	 	
2016000047	2016-09-15 05:58pm	Vegas, Dmtri	COTTON PLEDGETS x1	Return	 	

## PRODUCT DATABANK

1. To add, edit and delete items click **PRODUCT DATABANK**.

Administration	
 Product databank	Manage products, product information and product pricing.
 Reports	Generate pharmacy reports
 User Manual	PDF Copy of User's Manual
 Pharmacy Report Launcher	Generate pharmacy reports

2. To search pharmacy product input by code or name.

- a. Click **SEARCH**.

Search pharmacy product	
<input type="text" value="Code/Name"/>  <b>Search</b>	Search products by code or name Search products by generic name Search for medicines or supplies
<input type="text" value="Generic name"/>	
Type <input type="button" value="Any"/>	

3. Input Search by generic name.

- a. Click **SEARCH**.

Search pharmacy product	
<input type="text" value="Code/Name"/>  <b>Search</b>	Search products by code or name Search products by generic name Search for medicines or supplies
<input type="text" value="Generic name"/>	
Type <input type="button" value="Any"/>	

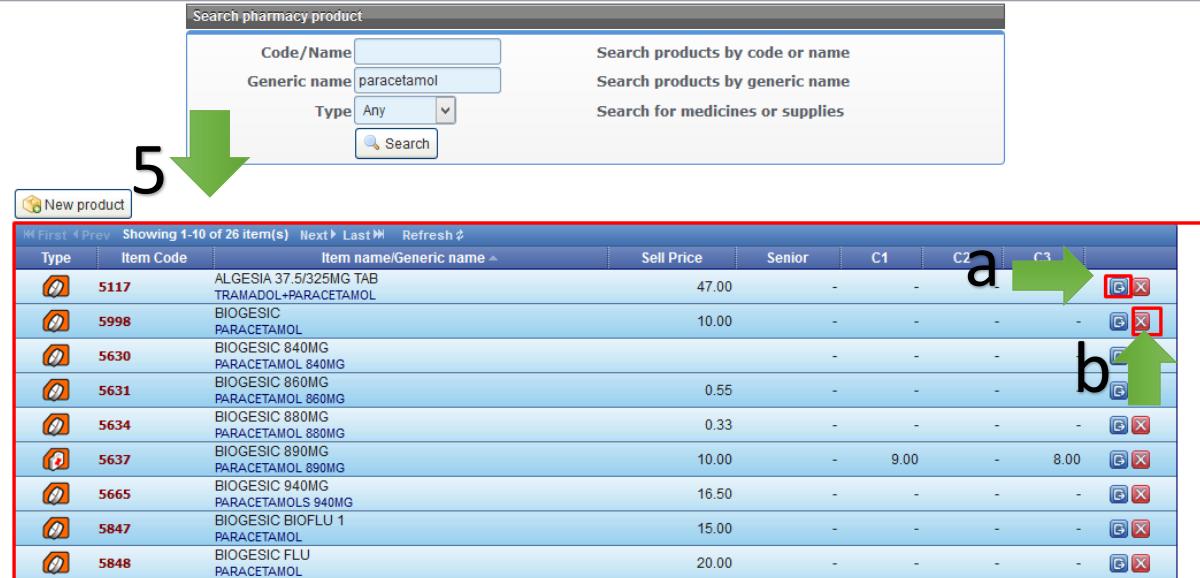
4. Choose type for medicines or supplies.

- a. Click **SEARCH**.

Search pharmacy product	
<input type="text" value="Code/Name"/>  <b>Search</b>	Search products by code or name Search products by generic name Search for medicines or supplies
<input type="text" value="Generic name"/>	
Type <input type="button" value="Any"/>	

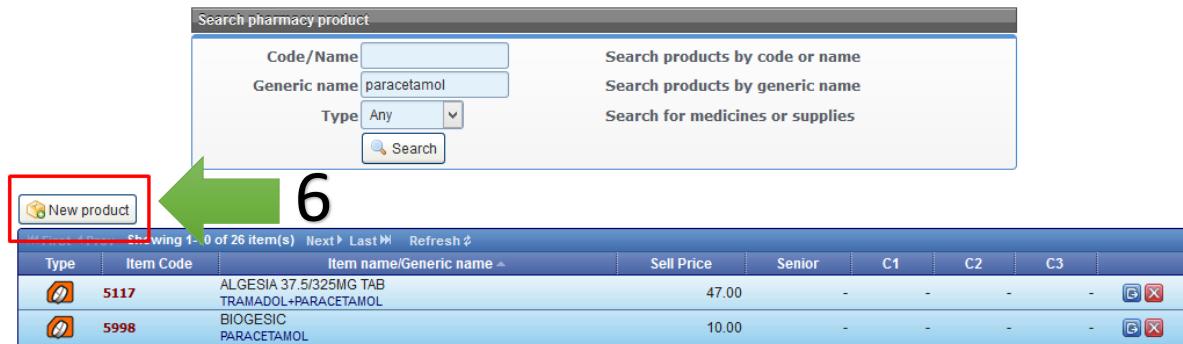
5. Show items searched.

- To edit click, edit  button.
- To delete click, delete  button.



Type	Item Code	Item name/Generic name	Sell Price	Senior	C1	C2	C3
5117	ALGESIA 37.5/325MG TAB TRAMADOL+PARACETAMOL	47.00	-	-	-	-	 
5998	BIOGESIC PARACETAMOL	10.00	-	-	-	-	 
5630	BIOGESIC 840MG PARACETAMOL 840MG	-	-	-	-	-	
5631	BIOGESIC 860MG PARACETAMOL 860MG	0.55	-	-	-	-	
5634	BIOGESIC 880MG PARACETAMOL 880MG	0.33	-	-	-	-	 
5637	BIOGESIC 890MG PARACETAMOL 890MG	10.00	-	9.00	-	8.00	 
5665	BIOGESIC 940MG PARACETAMOLS 940MG	16.50	-	-	-	-	 
5847	BIOGESIC BIOFLU 1 PARACETAMOL	15.00	-	-	-	-	 
5848	BIOGESIC FLU PARACETAMOL	20.00	-	-	-	-	 

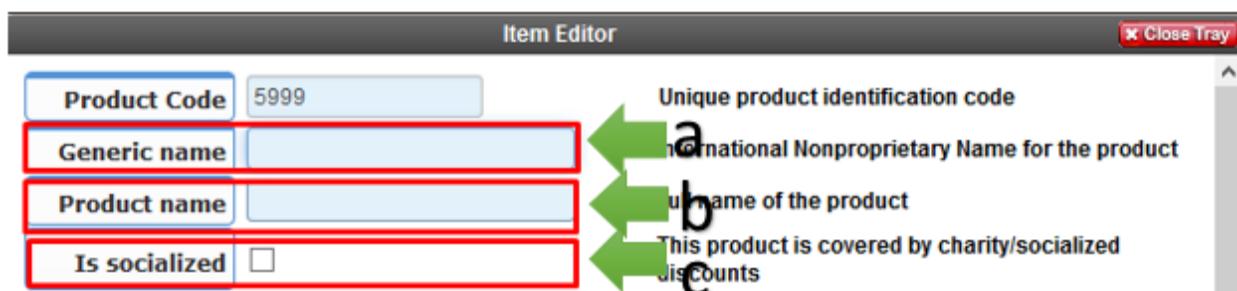
6. To add new product, click **NEW PRODUCT** button.



Type	Item Code	Item name/Generic name	Sell Price	Senior	C1	C2	C3
5117	ALGESIA 37.5/325MG TAB TRAMADOL+PARACETAMOL	47.00	-	-	-	-	 
5998	BIOGESIC PARACETAMOL	10.00	-	-	-	-	 

7. Show item editor.

- Input generic name.
- Input product/brand name.
- Check **Is SOCIALIZED** button if the product covered by charity/socialized discounts.



Product Code	5999	Unique product identification code
Generic name		International Nonproprietary Name for the product
Product name		Name of the product
Is socialized	<input type="checkbox"/>	This product is covered by charity/socialized discounts

d. **AVAILABILITY**, it's where the product is available.

Availability [Check all](#)

Product availability in selected hospital areas

- e. Dropdown to choose **TYPE**.
- f. Dropdown to choose product category.
- g. Input product price for cash transaction.
- h. Input product price for charge transaction.

Type Medicines

Product Category Uncategorized

Cash price 0.00

Charge price 0.00

Discount class --Select discount class--

Add price

e Product type

f Product Type Category

g Default retail price (cash)

h Default retail price (charged)

- i. Dropdown to choose where the product is covered in discount.
- j. Add price.

Discounted prices

Discount type Indigenous

Add price

i

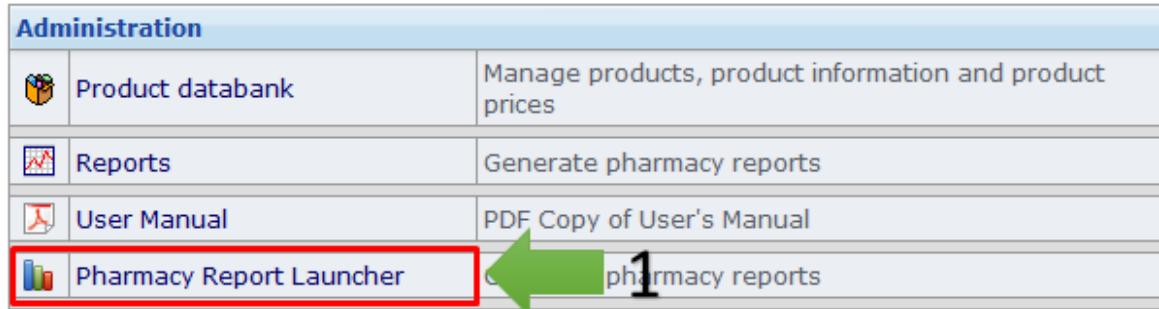
j

- k. Input Remarks.
- l. Select **SUBMIT** button to add product.
- m. Select **CANCEL** button to cancel product.



## PHARMACY REPORT LAUNCHER

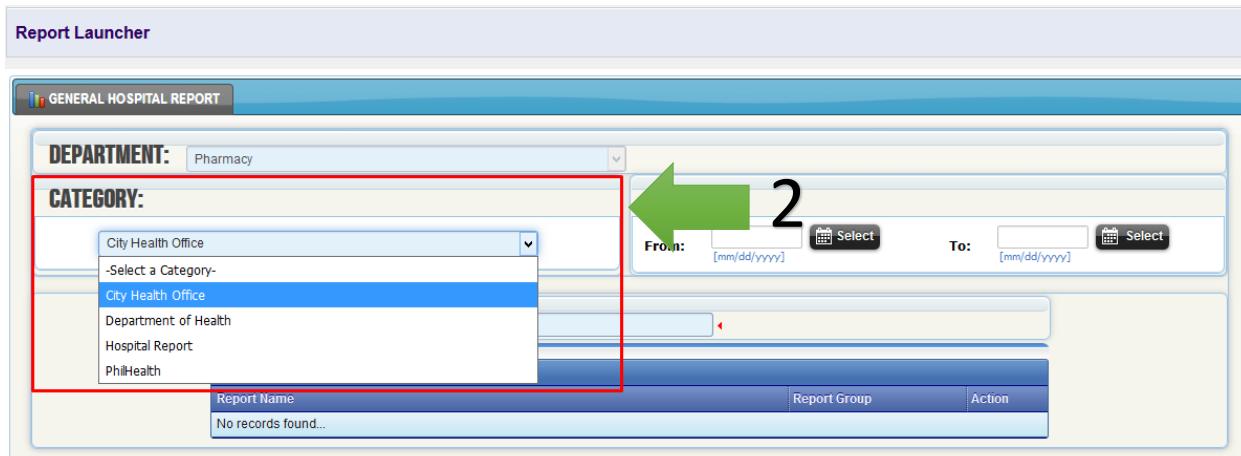
1. To generate pharmacy reports, click **PHARMACY REPORT LAUNCHER**.



**Administration**

 Product databank	Manage products, product information and product prices
 Reports	Generate pharmacy reports
 User Manual	PDF Copy of User's Manual
 Pharmacy Report Launcher	Generate pharmacy reports

2. Dropdown to view report by category.



**Report Launcher**

**GENERAL HOSPITAL REPORT**

**DEPARTMENT:** Pharmacy

**CATEGORY:**

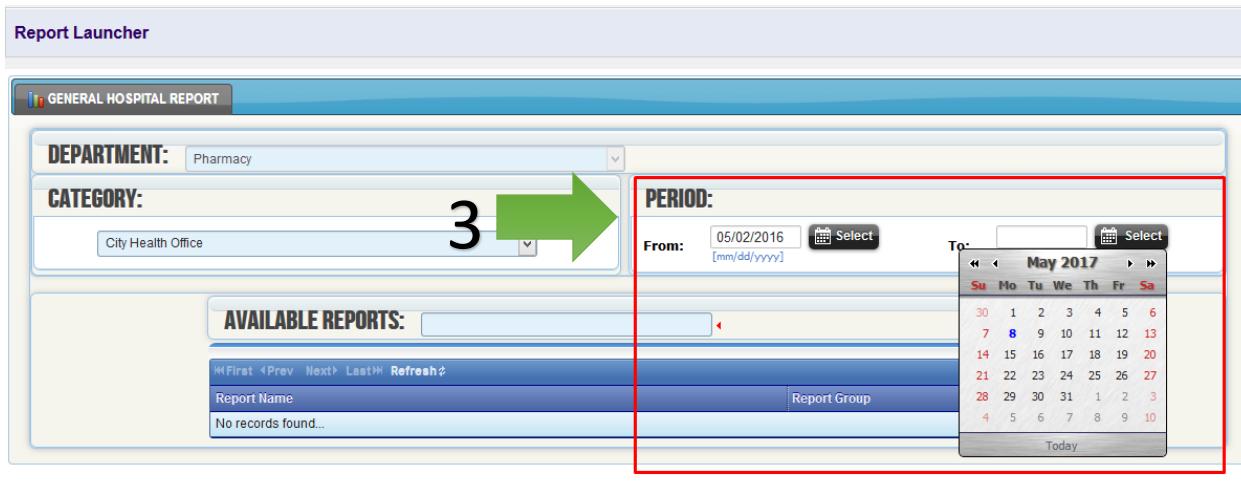
- City Health Office
- Select a Category-
- City Health Office
- Department of Health
- Hospital Report
- PhilHealth

**From:** [mm/dd/yyyy] **Select**      **To:** [mm/dd/yyyy] **Select**

Report Name Report Group Action

No records found...

3. Select period date to filter view report.



**Report Launcher**

**GENERAL HOSPITAL REPORT**

**DEPARTMENT:** Pharmacy

**CATEGORY:**

- City Health Office

**AVAILABLE REPORTS:**

First <Prev Next> Last Refresh

Report Name Report Group

No records found...

**PERIOD:**

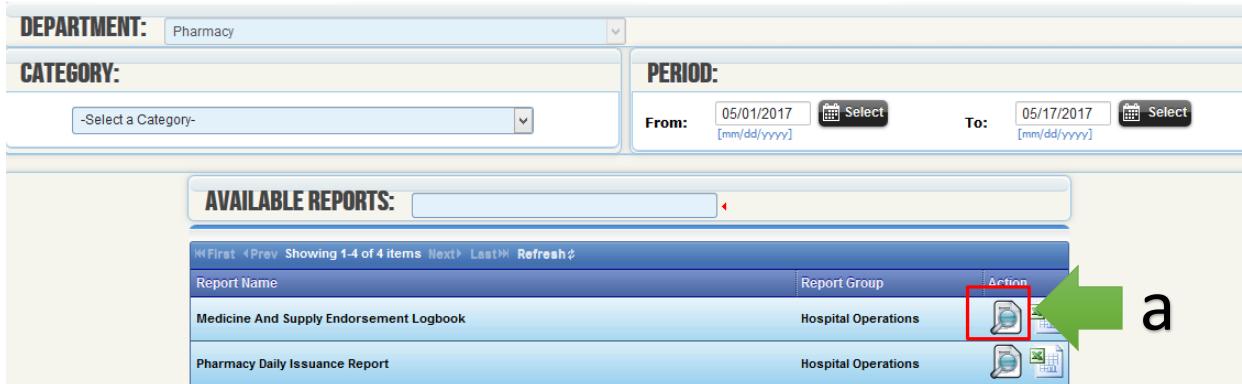
**From:** 05/02/2016 **Select**      **To:** [mm/dd/yyyy] **Select**

May 2017

30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

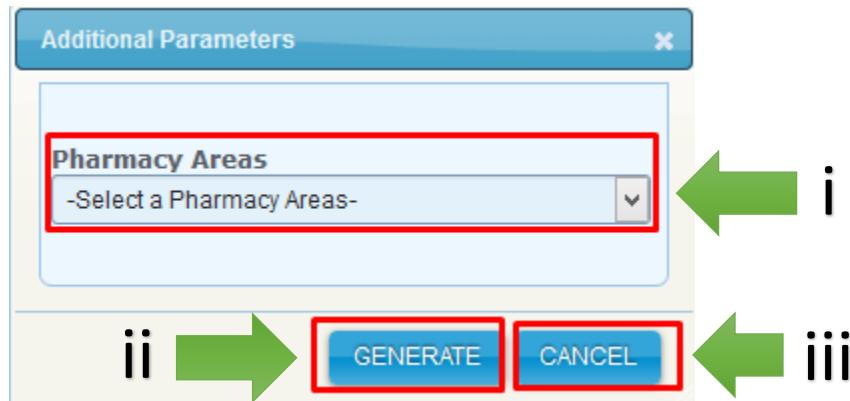
Today

- a. To view report in PDF format, click  button.



Report Name	Report Group	Action
Medicine And Supply Endorsement Logbook	Hospital Operations	
Pharmacy Daily Issuance Report	Hospital Operations	

- Dropdown to select **PHARMACY AREAS**.
- Click **GENERATE** to generate report.
- Click **CANCEL** to cancel report.



Additional Parameters

Pharmacy Areas

-Select a Pharmacy Areas-

ii → GENERATE CANCEL iii

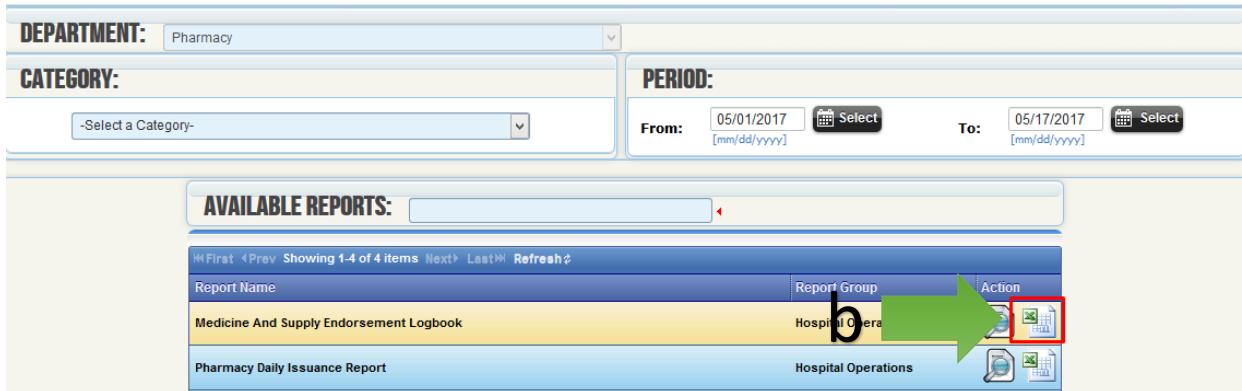
- Show printable pharmacy report PDF FORMAT.



Republic of the Philippines  
Department of Health  
SOUTHERN PHILIPPINES MEDICAL CENTER  
MEDICINES AND SUPPLIES ENDORSEMENT LOGBOOK  
All Areas & Department  
From May 01, 2017 to May 19, 2017

No.	Date	Time	Patient Name	Medicine Name	Qty	Received From	Received in Wards	Location
1	05/19/2017	11:53:AM	Huetas, Lois .	dynastat powder inj 40mg	2			C-ENT-HNS Rm #:1012
2	05/19/2017	11:53:AM	Huetas, Lois .	dynastat powder inj 40mF	2			C-ENT-HNS Rm #:1012
3	05/19/2017	10:42:AM	BALLRAP, ARACELY B.	EXTENSION TUBING 100cm	2			WALK-IN
4	05/18/2017	07:51:PM	RAMIREZ, SHAINA .	EXTENSION TUBING 100cm	7			P2PR3 Rm #:242
5	05/18/2017	07:51:PM	RAMIREZ, SHAINA .	MOUTHGUARD (EZ)	9			P2PR3 Rm #:242

- b. To view report in **EXCEL** format, click  button.



DEPARTMENT: Pharmacy

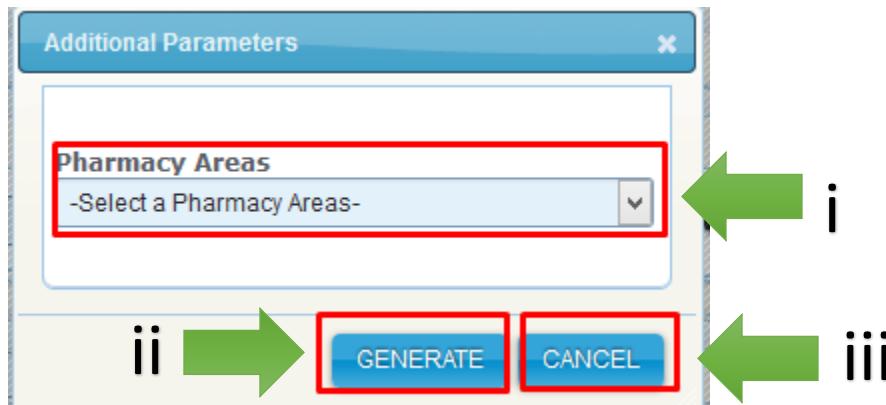
CATEGORY: -Select a Category-

PERIOD: From: 05/01/2017 [mm/dd/yyyy] Select To: 05/17/2017 [mm/dd/yyyy] Select

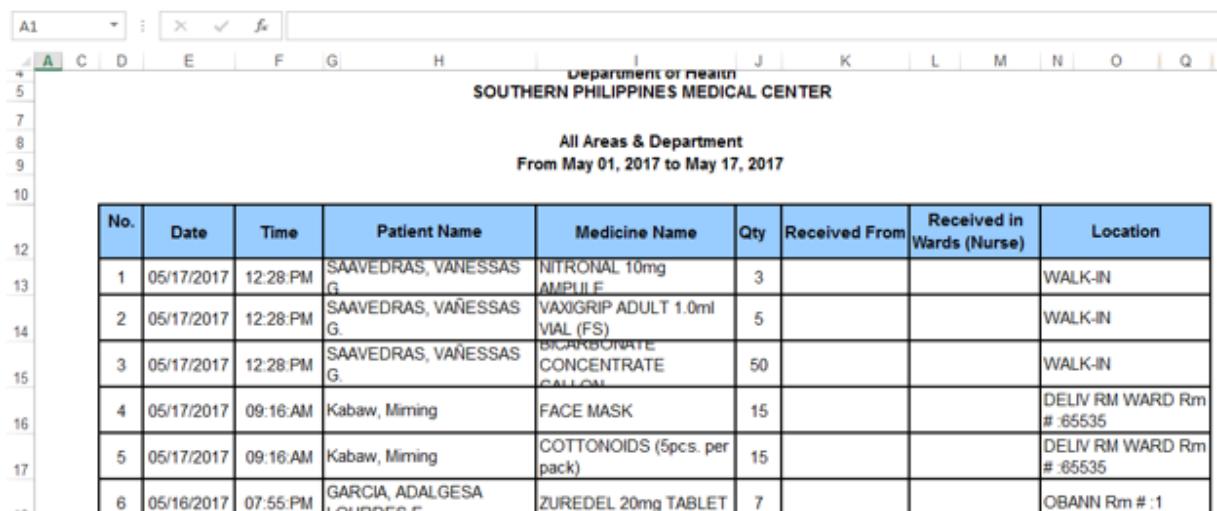
AVAILABLE REPORTS:

Report Name	Report Group	Action
Medicine And Supply Endorsement Logbook	Hospital Operations	
Pharmacy Daily Issuance Report	Hospital Operations	

- Dropdown to select **PHARMACY AREAS**.
- Click **GENERATE** to generate report.
- Click **CANCEL** to cancel report.



- Show printable pharmacy report **EXCEL FORMAT**.



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5 Department of Health  
SOUTHERN PHILIPPINES MEDICAL CENTER

7 All Areas & Department  
From May 01, 2017 to May 17, 2017

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