

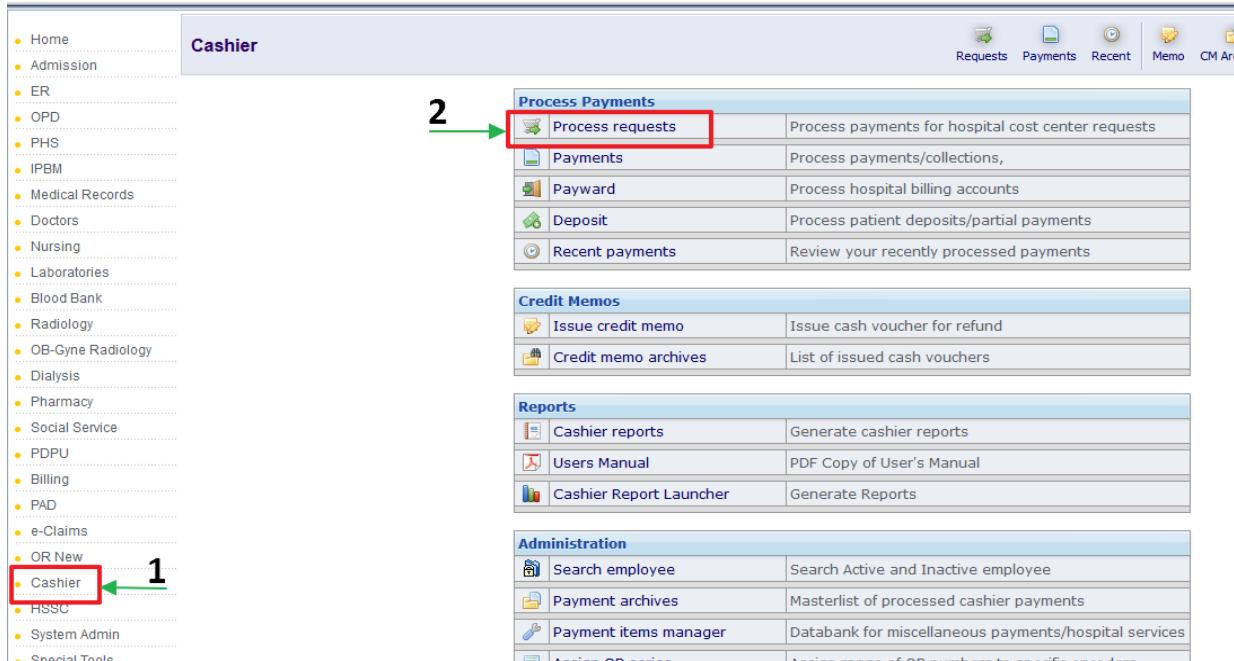
**CASHIER**  
**USER MANUAL**

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## PROCESS REQUESTS

1. Click **Cashier** in the left menu.
2. Click **Process Request** to process payments.

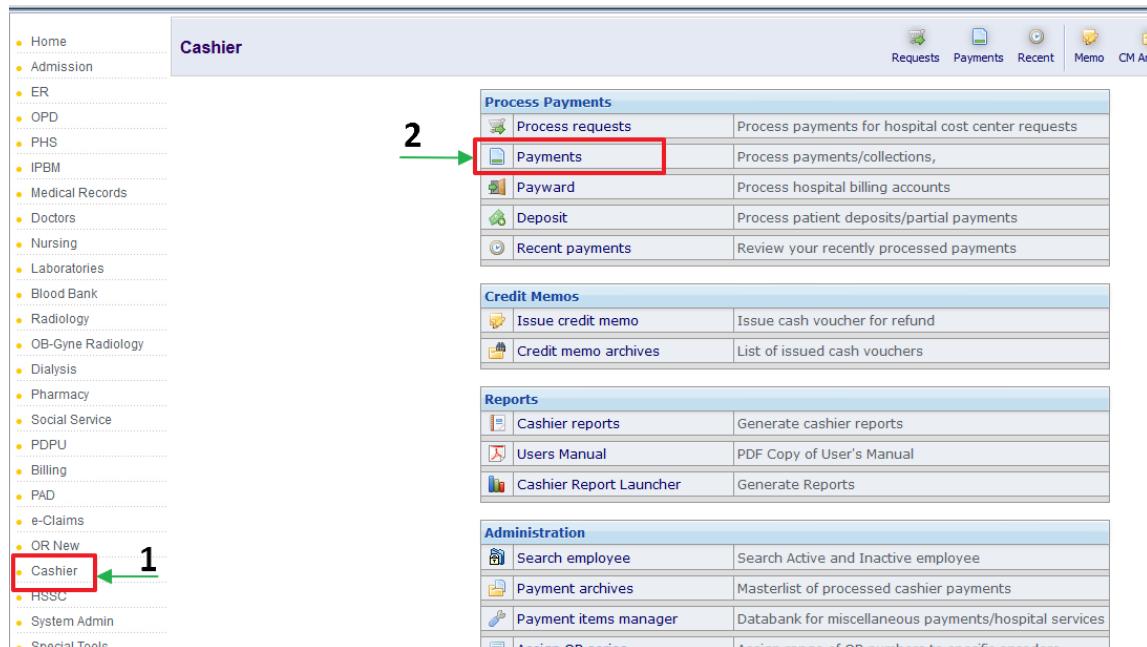


3. Input **Payor Name** in the empty field.
4. Click **Search** button to display result.
5. Click **Select** button to select the request and to proceed payments.

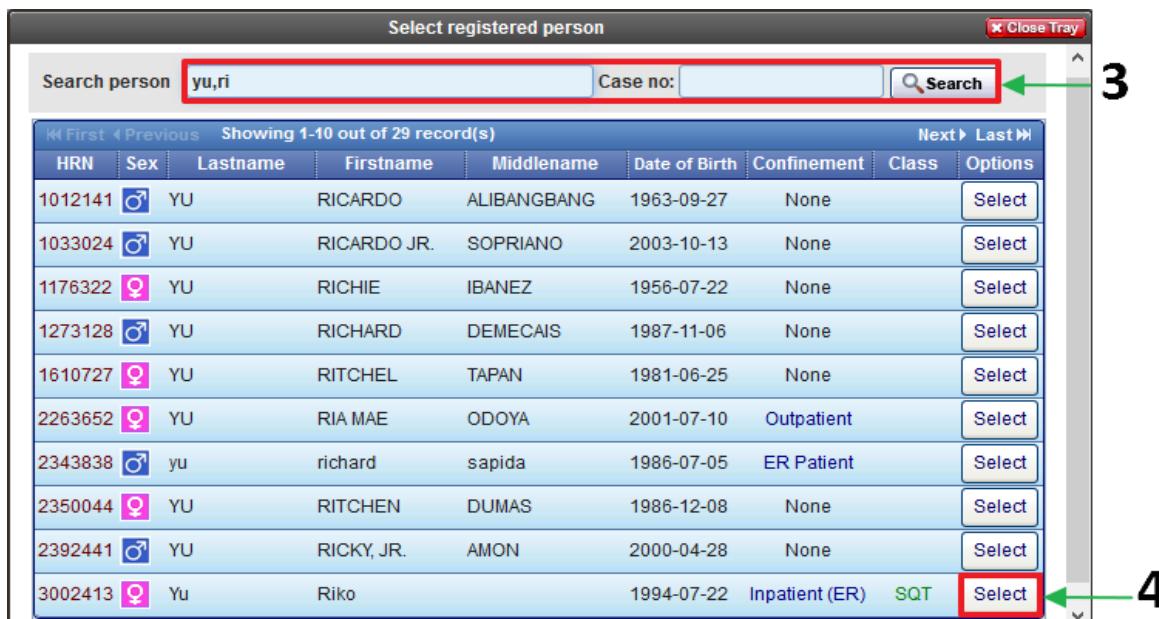
Date	Dept	Ref No.	Name	Item(s)	
2017-03-30 18:10:00	LD	2017001021	DELICANO, RAMIL PID:3000841	RE-TYPING FFP-PC-CRYO	<input checked="" type="button"/> PAID
2017-03-19 12:59:00	LD	2017001051	AAA, KIARA NIN PID:3002688	Blood Urea Nitrogen, Cholesterol (TOTAL), Glucose-FBS, Glucose-RBS, GLUC-POST-PRANDIAL	<input checked="" type="button"/> PAID
2017-03-19 08:49:00	LD	2017001044	TILADO, BABY GIRL G. PID:1112312	BLOOD TYPING (ABO AND Rh)	<input checked="" type="button"/> PAID
2017-03-19 08:47:00	LD	2017001043	TILADO, BABY GIRL G. PID:1112312	SHT MEMENG	<input checked="" type="button"/> PAID
2017-03-16 20:04:00	RD	2017000254	SABINO, VANESA A. PID:2267751	ABDOMEN (UPRIGHT SUPINE)	<input checked="" type="button"/> PAID
2017-03-16 19:30:00	LD	2017001037	SANTOS, KIM PID:3002657	24hr Crea Clearance	<input checked="" type="button"/> PAID
2017-03-09 13:57:00	RD	2017000270	DOMINGO, JILL PID:3002744	BIOPHYSICAL SCORING (SINGLETON)	<input checked="" type="button"/> Select
2017-03-09 13:50:00	RD	2017000269	DOMINGO, JANE PID:3002743	BIOPHYSICAL SCORING (MULTIFETAL)	<input checked="" type="button"/> Select
2017-03-09 13:41:00	RD	2017000268	DOMINGO, MAY PID:3002742	BIOPHYSICAL SCORING (MULTIFETAL)	<input checked="" type="button"/> Select
2017-03-09 13:16:00	RD	2017000267	DOMINGO, KISSES PID:3002741	MARITES	<input checked="" type="button"/> Select
2017-03-08 19:00:00	MISC	201703000017	MERCED, STEPHANIE PID:2582746	DENTAL SCALING AND POLISHING(MILD), DENTAL EXTRACTION, DENTAL CONSULTATION, DENTAL RESTORATION	<input checked="" type="button"/> PAID
2017-03-08 18:59:00			RAMIREZ, YASMIN	Dental Scaling and Polishing (severe), DENTAL SCALING AND POLISHING(MILD)	

## PAYMENTS

1. Click **Cashier** In the left menu.
2. Click **Payments** to process payments/collections.



3. Input patient's name (Last name, First Name) then **Enter**.  
Or input Case No. of the patient then click **Search** button.
4. Click **Select** to select patient.



5. The system will proceed to **OtherPayments** tab.
6. Select specific transaction. Or clear the list, click **ClearList** button.

**Cashier::Create payment entry**

**Payer Information** **Check/Credit Card**

O.R. No.  !

Date **March 9, 2017 3:28pm**

Search walk-in or Company  
**- select -**

Name **Yu, Riko**

Address **NOT PROVIDED, DAVAO CITY  
8000 DAVAO DEL SUR**

Company Name  **5**

Remarks

Patient type **INPATIENT (ER)**  
Classification **SQT**

**Other Payments**

**Other Payments**

**Item No** **Item Description** **Price/item (Orig)** **Price/item (Adj)** **Quantity** **Price (Orig)** **Price (Adj)**

List is currently empty...

**Orig Subtotal: 0.00** **Adj Subtotal: 0.00**

**Sub-Total** **0.00**  
**Discount** **(0.00)**  
**Net Total** **0.00**  
**Amt Tendered** **0.00**  
**Change** **0.00**

7. Upon selecting the specific transaction, it will pop up list of its services.  
Fill the name of the service then click **Search** button to search.
8. Click **Add** button to add the services in the list.
9. If the price of the service is **Arbitrary**, set the price by clicking **Add** button.

**Add Hospital Service**

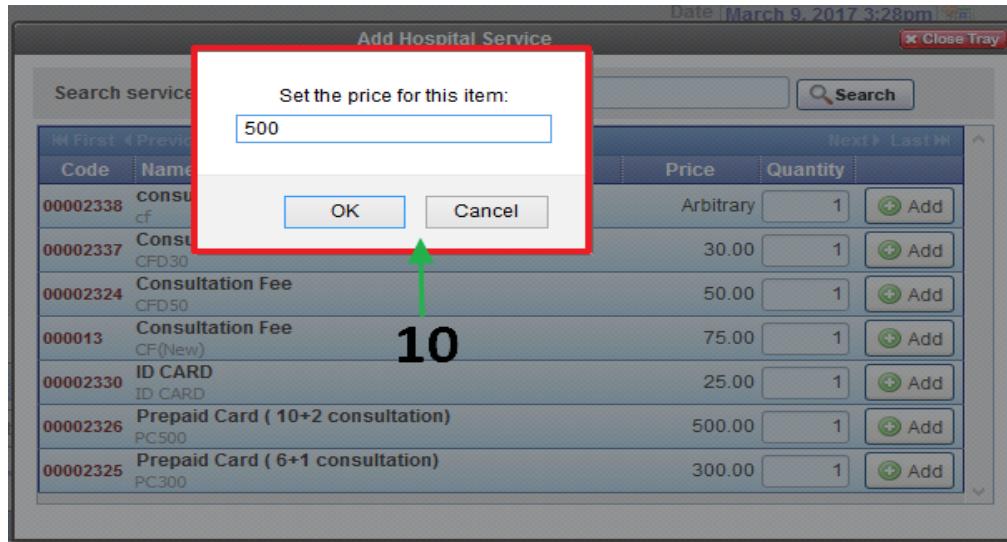
**Search services**   **7**

First < Previous Showing 1-7 out of 7 record(s) Next > Last

Code	Name/Description	Price	Quantity	
00002338	consultation fee cf	<b>9</b> <input type="text" value="Arbitrary"/>	1	<input type="button" value="Add"/> <b>8</b>
00002337	Consultation fee CFD30	30.00	1	<input type="button" value="Add"/>
00002324	Consultation Fee CFD50	50.00	1	<input type="button" value="Add"/>
000013	Consultation Fee CF(New)	75.00	1	<input type="button" value="Add"/>
00002330	ID CARD ID CARD	25.00	1	<input type="button" value="Add"/>
00002326	Prepaid Card ( 10+2 consultation) PC500	500.00	1	<input type="button" value="Add"/>
00002325	Prepaid Card ( 6+1 consultation) PC300	300.00	1	<input type="button" value="Add"/>

10. Set the price then click **OK**.

Click **Cancel** to cancel.



11. Enter **Amount Tendered** or patient's cash on hand.

Then click **OK** to process the payment. Or **Cancel** to cancel the payment.

12. Click **X** to cancel payment of an item.

13. Input **O.R No.** for the transaction.

14. Click **Process Payment** button to process the payment. Print OR after the payment is process.

15. Click **Cancel** button to cancel payment process.

16. Payments can also process through Check/Credit Card by clicking the tab **Check/CreditCard** and fill the details.

Item No	Item Description	Price/item (Orig)	Price/item (Adj)	Quantity	Price (Orig)	Price (Adj)
0000237a	CONSULTATION FEE	30.00	30.00	1	30.00	30.00
0000238a	CONSULTATION FEE	500.00	500.00	1	500.00	500.00
<b>Items (2)</b>					<b>Orig Subtotal:</b> 530.00	<b>Adj Subtotal:</b> 530.00

17. Click **Request** tab.

18. Select **AddRequest** transaction.

Cashier::Create payment entry

Payor Information Check/Credit Card

O.R. No. 0111509

Date September 13, 2017 9:14am

Remarks

Patient type RDU

Classification C3

Name Yu, Samuel A.

Address 915-1 QUEZON BLVD., BARANGAY 37-D, DAVAO CITY 8000 DAVAO DEL SUR

Company Name

**17**

**18**

Requests Billing Deposits Other Payments Dialysis

Sub-Total 0.00  
Discount (0.00)  
Net Total 0.00  
Amt Tendered 0.00  
Change 0.00

19. Upon selecting the **AddRequest** transaction, it will pop up list of its request.

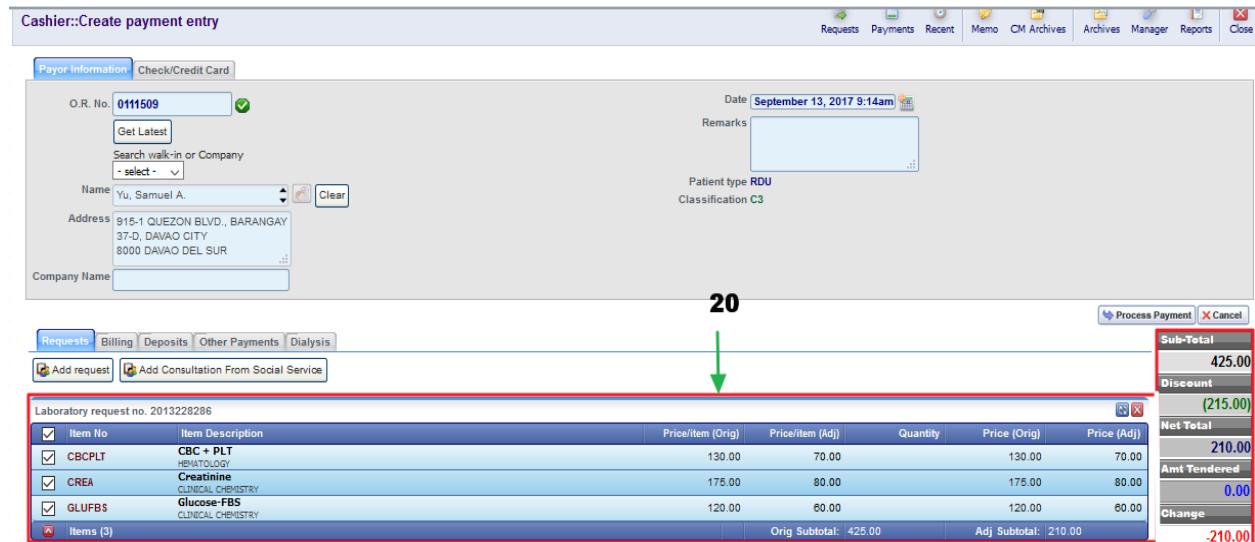
Click the **Select** Button to add the request in the list.

Select Request

First < Previous Showing 1-7 out of 7 record(s) Next > Last

Date	Dept	Ref No.	Name	Item(s)	
2013-09-04 13:05:00	LD	2013228286	YU, SAMUEL A. PID:2390986	CBC + PLT, Creatinine, Glucose-FBS	<input checked="" type="button" value="Select"/> <input type="button" value="PAID"/>
2013-08-07 11:48:00	PH	2013352005	YU, SAMUEL A. PID:2390986	IODOSORB POWDER	<input type="button" value="PAID"/>
2013-08-05 23:28:00	PH	2013349278	YU, SAMUEL A. PID:2390986	CIPROBAY 500mg TABLET (FS)	<input type="button" value="PAID"/>
2013-08-05 22:12:00	PH	2013349205	YU, SAMUEL A. PID:2390986	GLUCO Dr. strips	<input type="button" value="PAID"/>
2013-08-05 17:15:00	PH	2013348770	YU, SAMUEL A. PID:2390986	TET-VAC AMPULE, HUMAN TETANUS IMMUNOGLOBIN 250IU (157), CELECOXIB 400MG - CELEBREX (623)	<input checked="" type="button" value="Select"/> <input type="button" value="PAID"/>
2013-08-05 16:49:00	PH	2013348719	YU, SAMUEL A. PID:2390986	HARBIPEN 5 Million Vial, PLAIN NSS 1L (322), ILOCEF 1G (FS), GENTAMICIN 80MG VIAL (FS)	<input checked="" type="button" value="Select"/> <input type="button" value="PAID"/>
2012-04-07 20:30:00	PH	2012121945	YU, SAMUEL A. PID:2390986	TET-VAC AMPULE, HUMAN TETANUS IMMUNOGLOBIN 250IU (157)	<input type="button" value="PAID"/>

20. The system will immediately display the request details after clicking the **Select** button.



20

Process Payment Cancel

Sub-Total 425.00

Discount (215.00)

Net Total 210.00

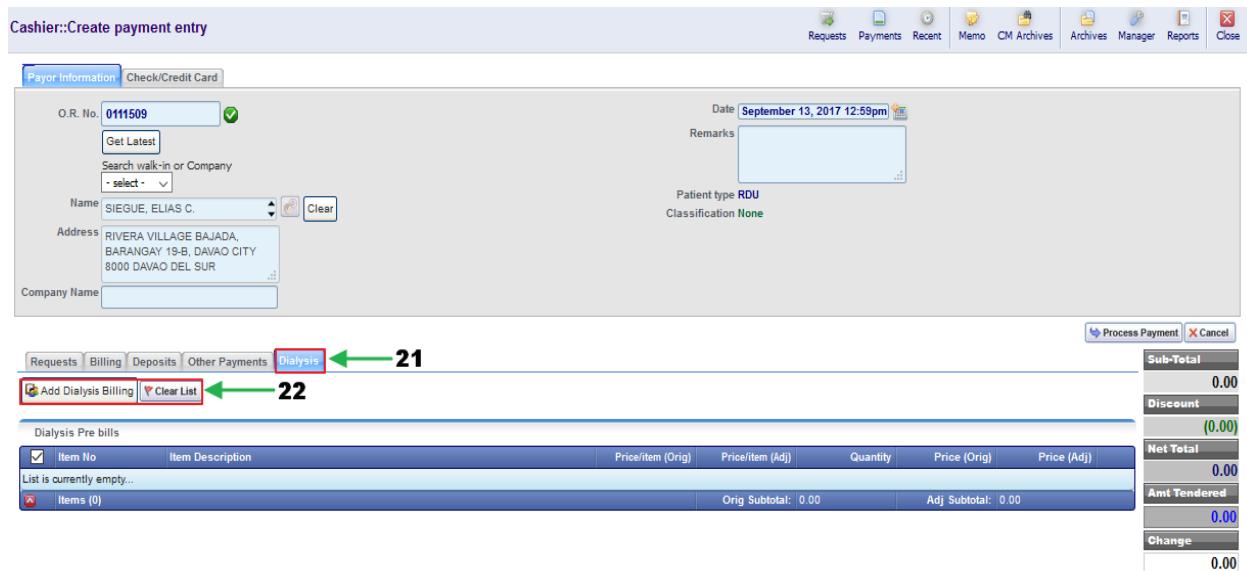
Amt Tendered 0.00

Change -210.00

Laboratory request no. 2013228286		Item No	Item Description	Price/item (Orig)	Price/item (Adj)	Quantity	Price (Orig)	Price (Adj)
<input checked="" type="checkbox"/>	CBC + PLT	CBC + PLT HEMATOLOGY	130.00	70.00	1	130.00	70.00	
<input checked="" type="checkbox"/>	CREA	Creatinine CLINICAL CHEMISTRY	175.00	80.00	1	175.00	80.00	
<input checked="" type="checkbox"/>	GLUFBS	Glucose-FBS CLINICAL CHEMISTRY	120.00	60.00	1	120.00	60.00	
	Items (3)					Orig Subtotal: 425.00	Adj Subtotal: 210.00	

21. Click **Dialysis** tab.

22. Select specific transaction. Or clear the list, click **ClearList** button.



21

22

Process Payment Cancel

Sub-Total 0.00

Discount (0.00)

Net Total 0.00

Amt Tendered 0.00

Change 0.00

Dialysis Pre bills		Item No	Item Description	Price/item (Orig)	Price/item (Adj)	Quantity	Price (Orig)	Price (Adj)
<input checked="" type="checkbox"/>		List is currently empty...					Orig Subtotal: 0.00	Adj Subtotal: 0.00
	Items (0)							

23. Upon selecting the specific transaction, it will pop up list of Dialysis Bill Encounter.

Fill the **Billno.** Of the service then click **Search** button to search.

24. Click  button at Status section add the bill.

Note: The () button will only visible if it's not yet paid.

**Select Dialysis Encounter**

Search Bill No:   **Search** 23

24

Bill #	Date Request	Name	Amount	Status
2017703153	2017-05-03 16:33:00	SIEGUE, ELIAS C.	14980	
2017700890	2017-02-10 10:32:00	SIEGUE, ELIAS C.	8560	
2016700000	2016-01-01 16:05:00	SIEGUE, ELIAS C.	8560	

25. After clicking the  button, it will create a table for the items of the specific bill.

**Payor Information** **Check/Credit Card**

O.R. No. **0111509** 

**Get Latest**

Search patient or Company  
**select...**

Name: **SIEGUE, ELIAS C.** 

Address: RIVERA VILLAGE BAJADA,  
BASCO 1919 B. DIAAO CITY  
20000 DIAAO DIAAO CITY

Company Name:

Date: **September 14, 2017 8:17am** 

Remarks:

Patient type **RDU**

Classification **None**

**25**

**Requests** **Billing** **Deposits** **Other Payments** **Process** 

**Add Dialysis Billing** **Clear List**

**Dialysis Pre Bills**

Item No	Item Description	Proc Item (Orig)	Proc Item (Adj)	Quantity	Price (Orig)	Price (Adj)
2017703163-1	Dialysis Pre-Bill PH	0.00	0.00	0.00	0.00	
2017703163-10	Dialysis Pre-Bill PH	0.00	0.00	0.00	0.00	
2017703163-11	Dialysis Pre-Bill PH	0.00	0.00	0.00	0.00	
2017703163-12	Dialysis Pre-Bill PH	0.00	0.00	0.00	0.00	
2017703163-13	Dialysis Pre-Bill PH	0.00	0.00	0.00	0.00	
2017703163-14	Dialysis Pre-Bill PH	0.00	0.00	0.00	0.00	
2017703163-2	Dialysis Pre-Bill PH	0.00	0.00	0.00	0.00	
2017703163-3	Dialysis Pre-Bill PH	0.00	0.00	0.00	0.00	
2017703163-4	Dialysis Pre-Bill PH	0.00	0.00	0.00	0.00	
2017703163-5	Dialysis Pre-Bill PH	0.00	0.00	0.00	0.00	
2017703163-6	Dialysis Pre-Bill PH	0.00	0.00	0.00	0.00	
2017703163-7	Dialysis Pre-Bill PH	0.00	0.00	0.00	0.00	
2017703163-8	Dialysis Pre-Bill PH	0.00	0.00	0.00	0.00	
2017703163-9	Dialysis Pre-Bill PH	0.00	0.00	0.00	0.00	

**Process Payment** **Cancel**

Sub-Total: **0.00**

Discount: **(0.00)**

Net Total: **0.00**

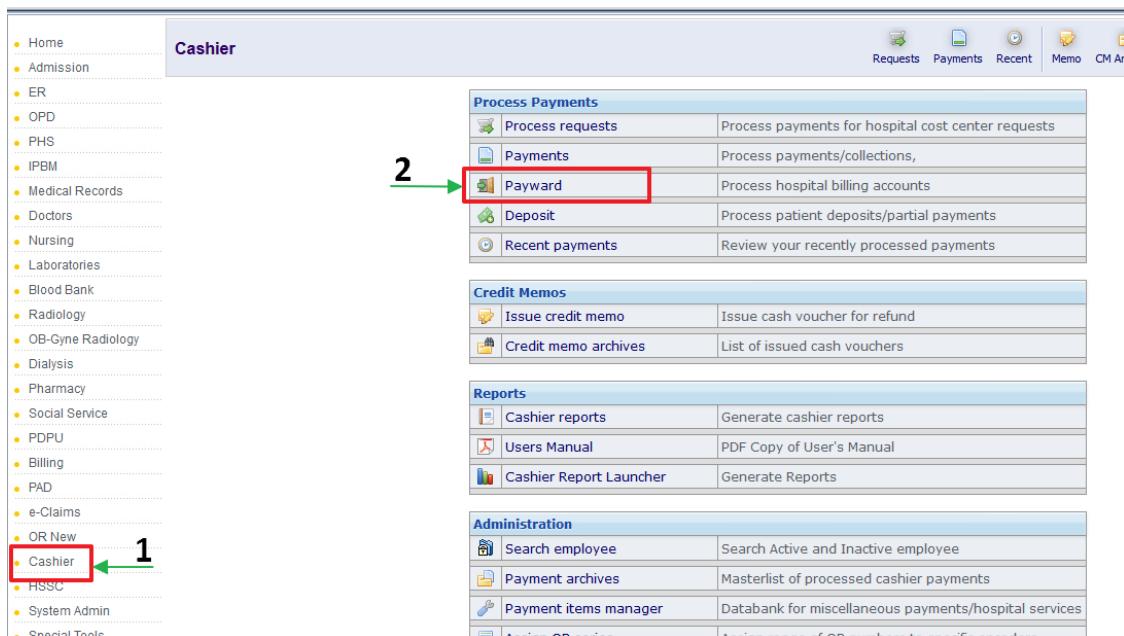
Amt Tenders: **0.00**

Change: **0.00**

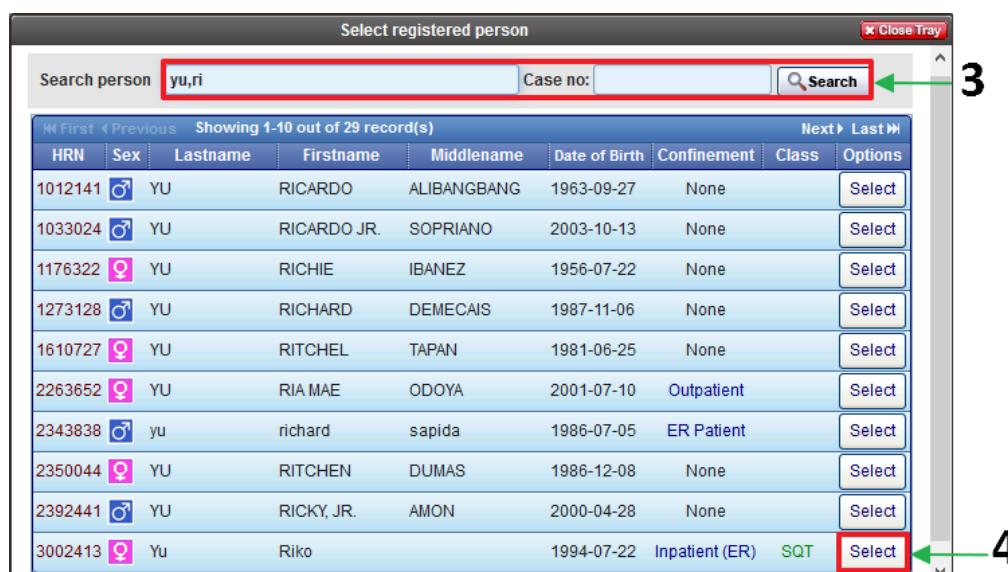
Items (0) Ordr Subtotal: 0.00 Add Subtotal: 0.00

## PAYWARDS

1. Click **Cashier** in the left menu.
2. Click **Payward** to process hospital billing.



3. Search the patient by its name (Last name, First name) or by Case No.  
Then click **Search** button.
4. Click **Select** from the result to select a patient.



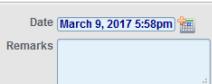
5. The system will proceed to **Billing** tab.
6. Input patient's **OR No.**
7. Click **Add Billing** to select the recent billing of the patient.

**Cashier::Create payment entry**

**Payer Information** Check/Credit Card

O.R. No. **19872345**  **6**

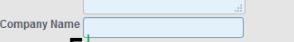
Date **March 9, 2017 5:58pm** 

Remarks 

Patient type **INPATIENT (ER)**  
Classification **SQT**

Name **Yu, Riko** 

Address **NOT PROVIDED, DAVAO CITY  
8000 DAVAO DEL SUR**

Company Name 

**5** 

**7**  **Billing**    

**Process Payment** 

**Sub-Total** **0.00**  
**Discount** **(0.00)**  
**Net Total** **0.00**  
**Ant. Tendered** **0.00**  
**Change** **0.00**

Item No.	Item Description	Price/Item (Orig)	Price/Item (Adj)	Quantity	Price (Orig)	Price (Adj)
List is currently empty...						
 Items (0)				Orig Subtotal:	0.00	Adj Subtotal: 0.00

Item No.	Item Description	Price/Item (Orig)	Price/Item (Adj)	Quantity	Price (Orig)	Price (Adj)
List is currently empty...						

8. Click  button to view the details of the bill.
9. Click  button at Status section to add the bill.

Note: The  button will only be visible if it's not yet paid.

**Select Billing Encounter** 

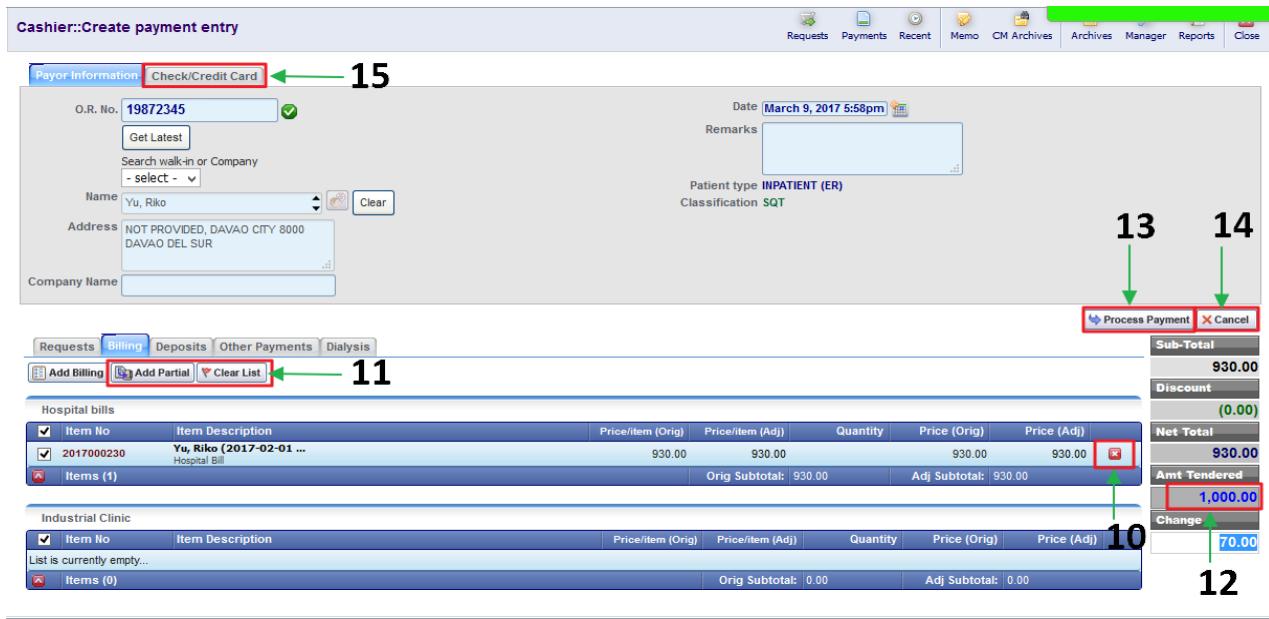
First   Showing 1-2 out of 2 record(s) 

Bill Nr.	Bill Date	Bill From	Case No.	Patient Name	Amount Due	Status
2017000230 	2017-02-01 11:23am	2017-02-01 11:13am	2017000143	Yu, Riko	930.00	
2017000172 	2017-01-29 08:22pm	2017-01-26 02:05pm	2017300041	Yu, Riko	0.00	

**8** 

**9** 

10. Click  to cancel payment of an item.
11. Click **Add Partial** and set amount of the bill's partial payment.  
Click **ClearList** button to clear the list below.
12. Enter **Amount Tendered** for patient's payment and click **Enter** to process the bill payment.
13. Or click **ProcessPayment** button to process the payment.
14. Click **Cancel** button to cancel payment.
15. Payments can process through Check/Credit Card by clicking the tab **Check/Credit Card** and fill the details.



**Cashier::Create payment entry**

**Payor Information** **Check/Credit Card** **15**

O.R. No. **19872345** 

**Get Latest**

Search walk-in or Company **select -**

Name **Yu, Riko**   **Clear**

Address **NOT PROVIDED, DAVAO CITY 8000 DAVAO DEL SUR**

Company Name

Date **March 9, 2017 5:58pm** 

Remarks

Patient type **INPATIENT (ER)**

Classification **SQT**

**Requests** **Billing** **Deposits** **Other Payments** **Dialysis**

**Add Billing** **Add Partial** **Clear List** **11**

**13** **14**

**10**

**12**

**Hospital bills**

<input checked="" type="checkbox"/>	<b>Item No</b>	<b>Item Description</b>	<b>Price/item (Orig)</b>	<b>Price/item (Adj)</b>	<b>Quantity</b>	<b>Price (Orig)</b>	<b>Price (Adj)</b>
<input checked="" type="checkbox"/>	<b>2017000230</b>	<b>Yu, Riko (2017-02-01 ... Hospital Bill</b>	<b>930.00</b>	<b>930.00</b>	<b>930.00</b>	<b>930.00</b>	<b></b>
	<b>Items (1)</b>				<b>Orig Subtotal:</b> <b>930.00</b>	<b>Adj Subtotal:</b> <b>930.00</b>	

**Industrial Clinic**

<input checked="" type="checkbox"/>	<b>Item No</b>	<b>Item Description</b>	<b>Price/item (Orig)</b>	<b>Price/item (Adj)</b>	<b>Quantity</b>	<b>Price (Orig)</b>	<b>Price (Adj)</b>
<input checked="" type="checkbox"/>							
	<b>Items (0)</b>				<b>Orig Subtotal:</b> <b>0.00</b>	<b>Adj Subtotal:</b> <b>0.00</b>	

**Sub-Total** **930.00**

**Discount** **(0.00)**

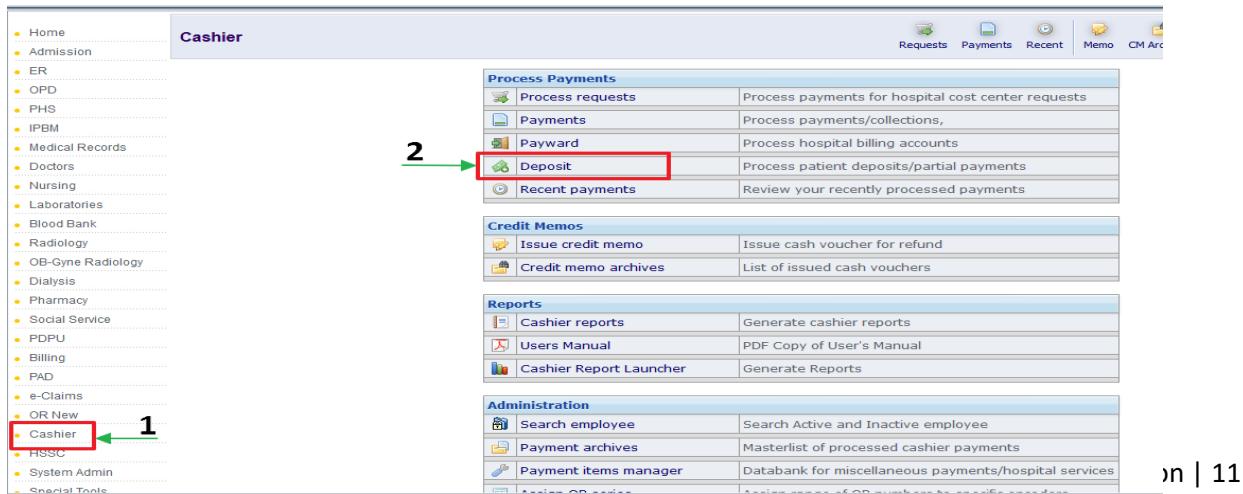
**Net Total** **930.00**

**Amt Tendered** **1,000.00**

**Change** **70.00**

## DEPOSIT

1. Click **Cashier** in the left menu.
2. Click **Deposit** to process patient's deposits.



**Cashier**

**1**

**2**

**11**

**Process Payments**

- Process requests** Process payments for hospital cost center requests
- Payments** Process payments/collections
- Payward** Process hospital billing accounts
- Deposit** **Process patient deposits/partial payments** **1**
- Recent payments** Review your recently processed payments

**Credit Memos**

- Issue credit memo** Issue cash voucher for refund
- Credit memo archives** List of issued cash vouchers

**Reports**

- Cashier reports** Generate cashier reports
- Users Manual** PDF Copy of User's Manual
- Cashier Report Launcher** Generate Reports

**Administration**

- Search employee** Search Active and Inactive employee
- Payment archives** Masterlist of processed cashier payments
- Payment items manager** Databank for miscellaneous payments/hospital services

3. Search the patient by its name (Last name, First name) or by Case No.  
Then click **Search** button.
4. Click **Select** button for specific patient.

**3**

HRN	Sex	Lastname	Firstname	Middlename	Date of Birth	Confinement	Class	Options
1012141	♂	YU	RICARDO	ALIBANGBANG	1963-09-27	None		<b>Select</b>
1033024	♂	YU	RICARDO JR.	SOPRIANO	2003-10-13	None		<b>Select</b>
1176322	♀	YU	RICHIE	IBANEZ	1956-07-22	None		<b>Select</b>
1273128	♂	YU	RICHARD	DEMECAIS	1987-11-06	None		<b>Select</b>
1610727	♀	YU	RITCHEL	TAPAN	1981-06-25	None		<b>Select</b>
2263652	♀	YU	RIA MAE	ODOYA	2001-07-10	Outpatient		<b>Select</b>
2343838	♂	yu	richard	sapida	1986-07-05	ER Patient		<b>Select</b>
2350044	♀	YU	RITCHEN	DUMAS	1986-12-08	None		<b>Select</b>
2392441	♂	YU	RICKY, JR.	AMON	2000-04-28	None		<b>Select</b>
3002413	♀	Yu	Riko		1994-07-22	Inpatient (ER) SQT		<b>Select</b>

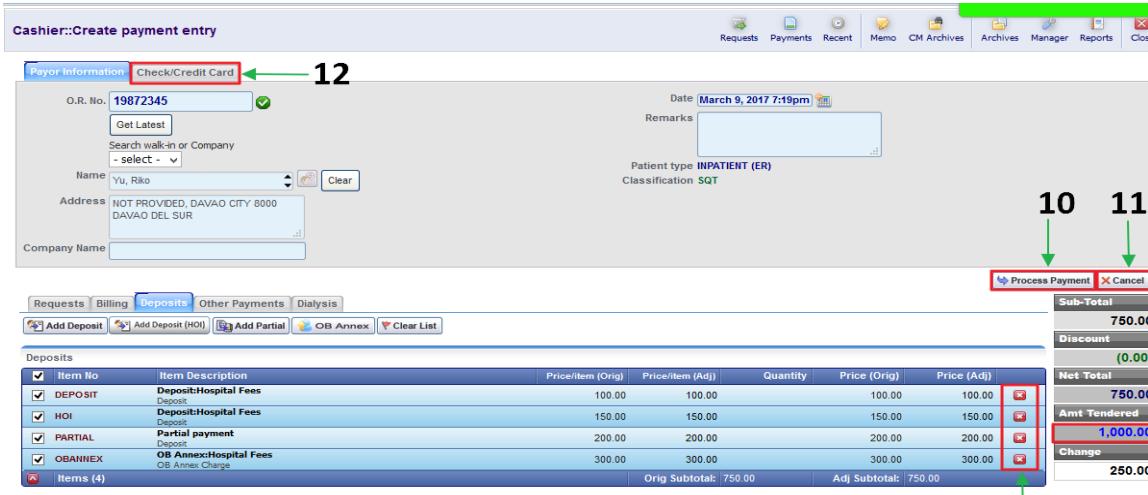
5. The system will proceed to **Deposits** tab.
6. Input patient's **OR No.**
7. Click **Add Deposit** button to add deposit for Hospital fees.  
Click **Add Deposit (HOI)** button to add deposit for Hospital fees (HOI).  
Click **Add Partial** button to add partial payment.  
Click **OB Annex** button to add payment for OB Hospital Fees.  
Click **Clear List** to clear the list.

**6**

**5**

**7**

8. The system will display the partial/deposit payments made by the patient.  
Click  button to delete the partial payment transaction.
9. To finalize the payment, enter the Amount in **AmountTendered** and click **ENTER** to generate OR.
10. Or click **ProcessPayment** button to process the payment.
11. Click **Cancel** button to cancel payment.
12. The patient can also pay deposit/partial payments through Check/Credit Card by clicking the tab **Check/Credit Card** and fill the details.



12

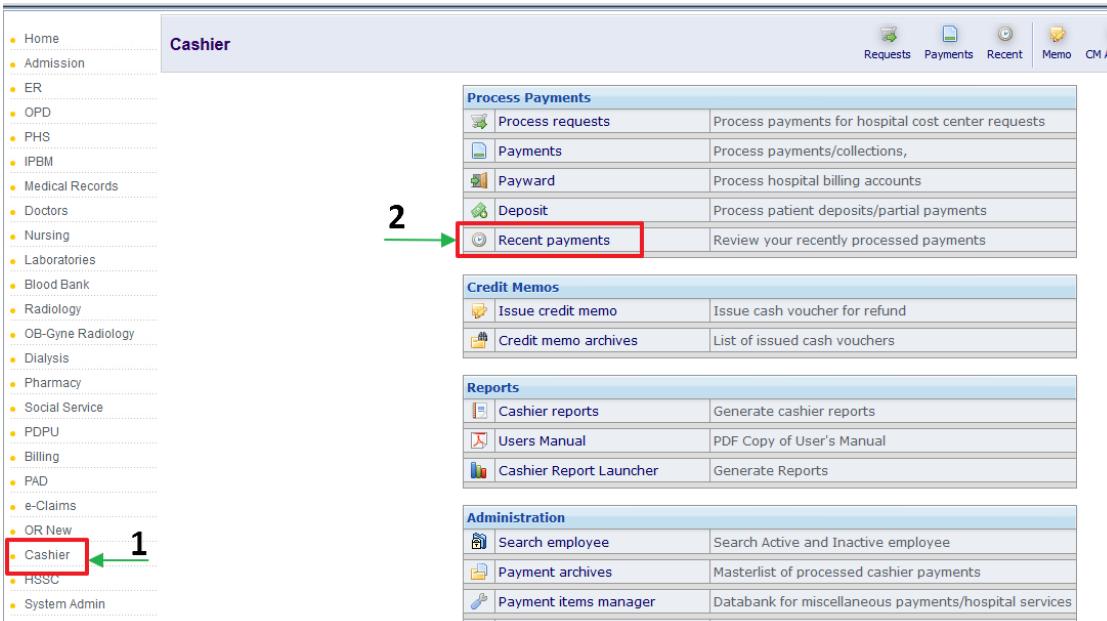
10 11

9

8

## RECENT PAYMENTS

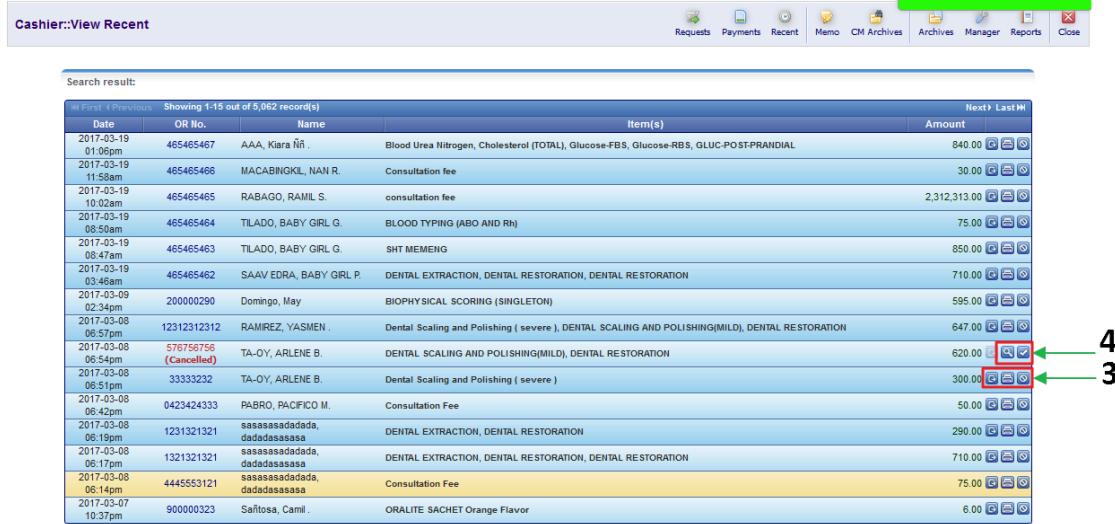
1. Click **Cashier** in the left menu.
2. Click **Recent Payments** in the menu to view recent processed payment.



1

2

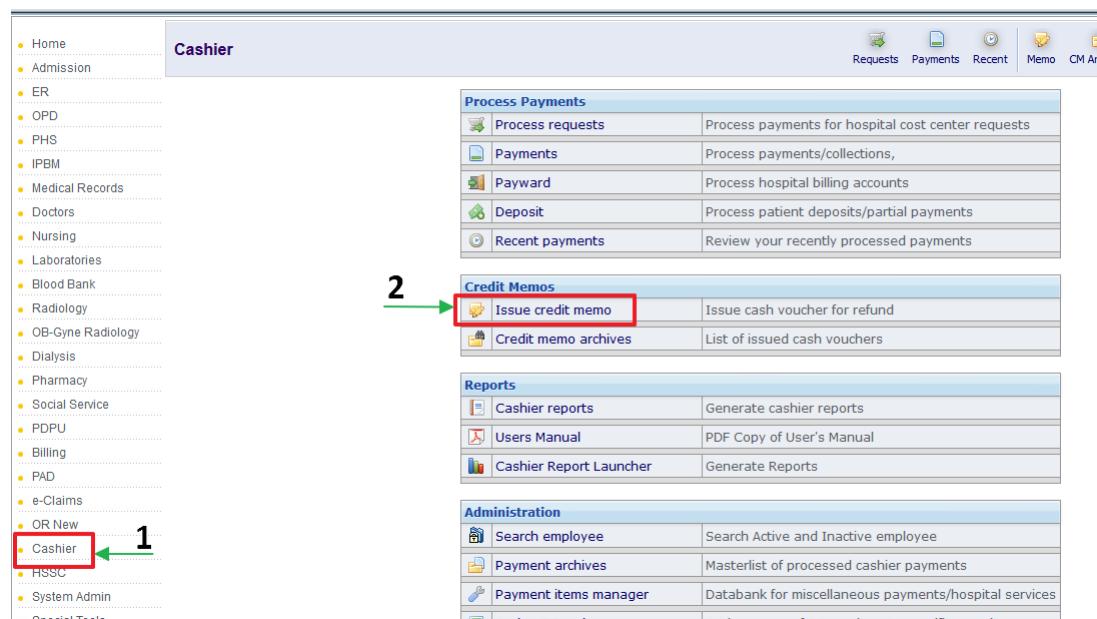
3. Click  button at the right side to edit the entry.  
Click  button to print the summary of the payment.  
Click  button to cancel the entry then enter the reason of cancelation.
4. If the payment cancelled, the personnel can undo the cancelation by clicking the  button.  
To view the reason of cancelation, click  button.



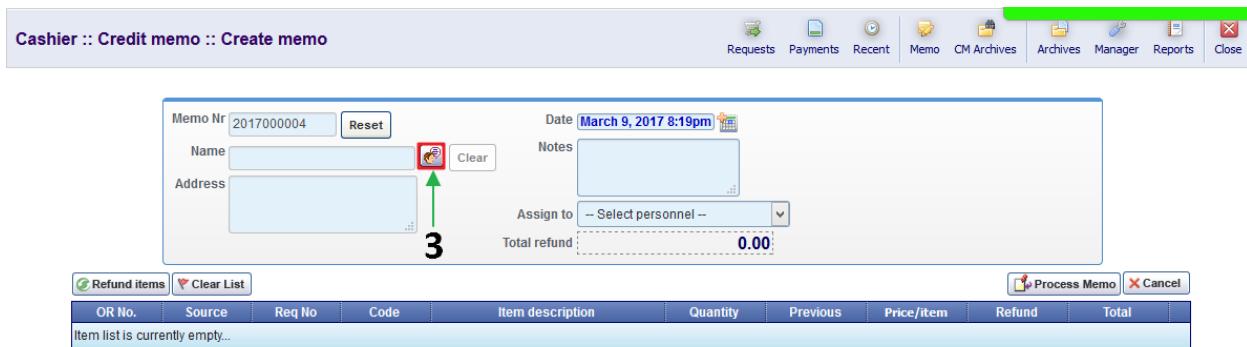
Search result:					
Date		OR No.	Name	Item(s)	Amount
2017-03-19 01:06pm	465465467	AAA, Kira Ññ .		Blood Urea Nitrogen, Cholesterol (TOTAL), Glucose-FBS, Glucose-RBS, GLUC-POST-PRANDIAL	840.00   
2017-03-19 11:58am	465465468	MACABINGKIL, NAN R.		Consultation fee	30.00   
2017-03-19 10:02am	465465465	RABAGO, RAMIL S.		consultation fee	2,312,313.00   
2017-03-19 08:50am	465465464	TILADO, BABY GIRL G.		BLOOD TYPING (ABO AND Rh)	75.00   
2017-03-19 08:47am	465465463	TILADO, BABY GIRL G.		SHT MEMENG	850.00   
2017-03-19 03:46am	465465462	SAAV EDRA, BABY GIRL P		DENTAL EXTRACTION, DENTAL RESTORATION, DENTAL RESTORATION	710.00   
2017-03-09 02:34pm	200000290	Domingo, May		BIOPHYSICAL SCORING (SINGLETON)	595.00   
2017-03-08 06:57pm	12312312312	RAMIREZ, YASMIN .		Dental Scaling and Polishing ( severe ), DENTAL SCALING AND POLISHING(MILD), DENTAL RESTORATION	647.00   
2017-03-08 06:54pm	576756756 (Cancelled)	TA-OY, ARLENE B		DENTAL SCALING AND POLISHING(MILD), DENTAL RESTORATION	620.00   
2017-03-08 06:01pm	33333232	TA-OY, ARLENE B		Dental Scaling and Polishing ( severe )	300.00   
2017-03-08 06:42pm	0423424333	PABRO, PACIFICO M.		Consultation Fee	50.00   
2017-03-08 06:19pm	1231321321	sasasasadasadas, dadedadasasasa		DENTAL EXTRACTION, DENTAL RESTORATION	290.00   
2017-03-08 06:17pm	1321321321	sasasasadasadas, dadedadasasasa		DENTAL EXTRACTION, DENTAL RESTORATION, DENTAL RESTORATION	710.00   
2017-03-08 06:14pm	4445553121	sasasasadasadas, dadedadasasasa		Consultation Fee	75.00   
2017-03-07 10:37pm	900000323	Saitosa, Camil .		ORALITE SACHET Orange Flavor	6.00   

## ISSUES CREDIT MEMO

1. Click **Cashier** in the left menu.
2. Click **Issue Credit Memo** to issue cash voucher for refund.



3. Click  button to search a patient.



Cashier :: Credit memo :: Create memo

Memo Nr 2017000004  Date March 9, 2017 8:19pm 

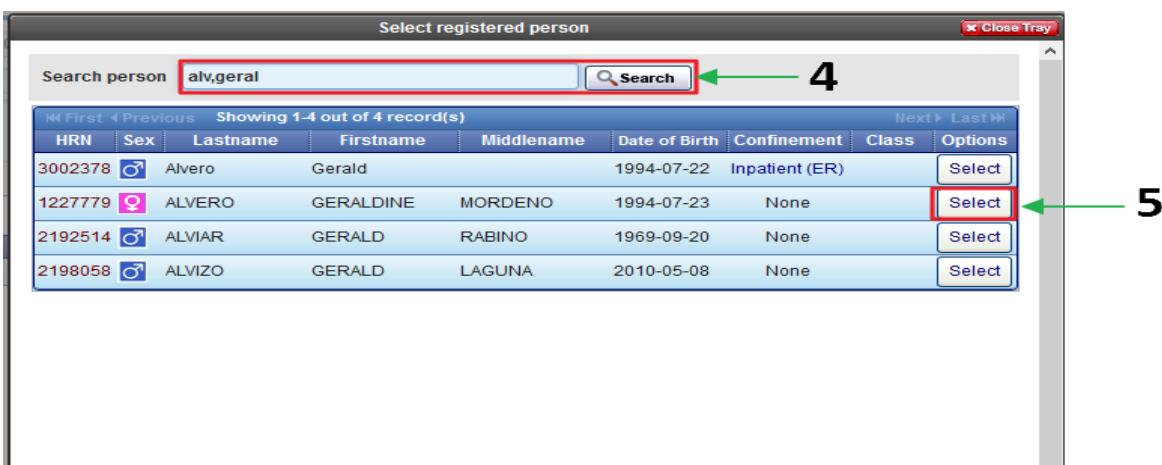
Name    Notes

Address  Assign to

Total refund

OR No.	Source	Req No.	Code	Item description	Quantity	Previous	Price/item	Refund	Total
Item list is currently empty...									

4. Enter the patient's name (Last name, first name) and click **Search** button.  
 5. Click **Select** button to select the specific patient.



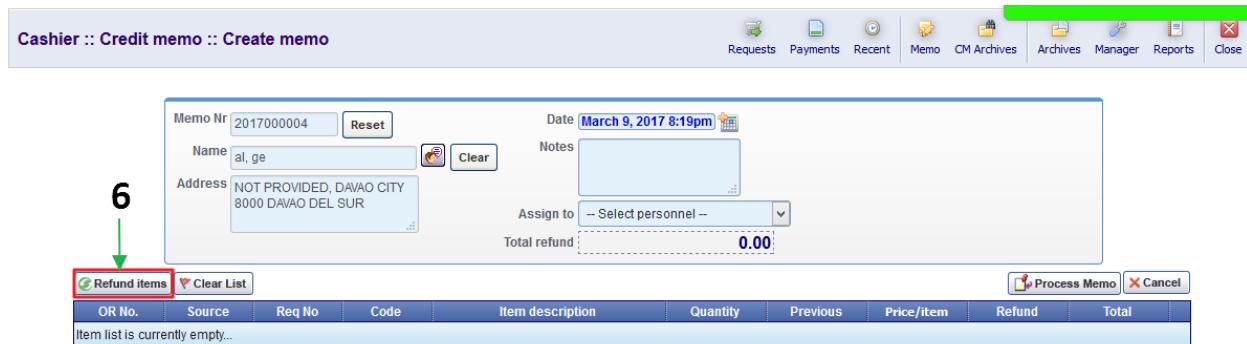
Select registered person

Search person

Showing 1-4 out of 4 record(s)

HRN	Sex	Lastname	Firstname	Middlename	Date of Birth	Confinement	Class	Options
3002378		Alvero	Gerald		1994-07-22	Inpatient (ER)		<input type="button" value="Select"/>
1227779		ALVERO	GERALDINE	MORDENO	1994-07-23	None		<input type="button" value="Select"/>
2192514		ALVIAR	GERALD	RABINO	1969-09-20	None		<input type="button" value="Select"/>
2198058		ALVIZO	GERALD	LAGUNA	2010-05-08	None		<input type="button" value="Select"/>

6. Click **RefundItems**.



Cashier :: Credit memo :: Create memo

Memo Nr 2017000004  Date March 9, 2017 8:19pm 

Name    Notes

Address  Assign to

Total refund

OR No.	Source	Req No.	Code	Item description	Quantity	Previous	Price/item	Refund	Total
Item list is currently empty...									

7. Select payment to be refunded then click **Expand** button.

Select payment to be refunded

Showing 1-1 out of 1 record(s)				Next	Last
Date	OR No.	Name	Item(s)	Amount	
2017-01-16 02:46pm	32423427	al, ge	24hr Urine Albumin, 24hr Urine CA, 24hr Crea Clearance	560.05	

7

8. It will immediately display the details.  
Click **Refund** button then close the form by clicking **Close Tray**.

Select payment to be refunded

Showing 1-1 out of 1 record(s)				Next	Last
Date	OR No.	Name	Item(s)	Amount	
2017-01-16 02:46pm	32423427	al, ge	24hr Urine Albumin, 24hr Urine CA, 24hr Crea Clearance	560.05	

Code	Ref No.	Source	Item	Qty	Prev	Price	
24HUAL	2017000125	LD	24hr Urine Albumin (CLINICAL CHEMISTRY)	1	1	170.00	
24HUCA	2017000125	LD	24hr Urine CA (CLINICAL CHEMISTRY)	1	1	150.00	
24UCC	2017000125	LD	24hr Crea Clearance (CLINICAL CHEMISTRY)	1	0	240.05	

8

9. Select **Assignee/Personnel**.
10. Click  button to delete an item in the list.
11. Click **Clear List** button to clear item listed.
12. Click **Process Memo** button and click **OK** to process the refund.
13. Click **Cancel** button to cancel transaction.

Cashier :: Credit memo :: Create memo

Requests Payments Recent Memo CM Archives Archives Manager Reports Close

Memo Nr	201700004	Reset	Date	March 10, 2017 9:10am	Print				
Name	al, ge	Clear	Notes						
Address	NOT PROVIDED, DAVAO CITY 8000 DAVAO DEL SUR			Assign to	Abiola Catadman	9			
Total refund: 240.05						12			
<input type="button" value="Refund items"/> <input type="button" value="Clear List"/> 11 <input type="button" value="Process Memo"/> <input type="button" value="Cancel"/>						13			
OR No.	Source	Req No	Code	Item description	Quantity	Previous	Price/item	Refund	Total
32423427	LD	2017000125	24UCC	24hr Crea Clearance (CLINICAL CHEMISTRY)	1	0	240.05	1	240.05 

10

14. Click **Print** button to print.
15. Click **Close** button to close the page.

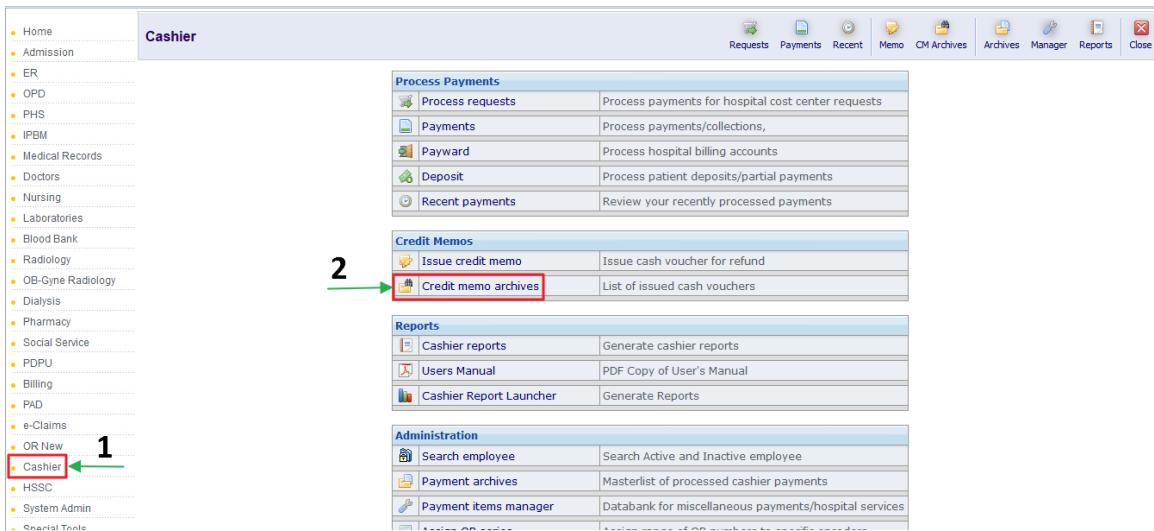
Credit Memo details successfully saved...

14   15

Memo Nr.	201700004														
Issue date	2017-03-10 09:10														
Name	al, ge														
Address	NOT PROVIDED, DAVAO CITY 8000 DAVAO DEL SUR														
Notes															
Items	<table border="1"> <thead> <tr> <th>OR No.</th> <th>Source</th> <th>Code</th> <th>Particulars</th> <th>Price</th> <th>Qty</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>32423427</td> <td>LD</td> <td>24UCC</td> <td>24hr Crea Clearance</td> <td>240.05</td> <td>1</td> <td>240.05</td> </tr> </tbody> </table>	OR No.	Source	Code	Particulars	Price	Qty	Total	32423427	LD	24UCC	24hr Crea Clearance	240.05	1	240.05
OR No.	Source	Code	Particulars	Price	Qty	Total									
32423427	LD	24UCC	24hr Crea Clearance	240.05	1	240.05									

## Credit Memo Archives

1. Click **Cashier** in the left menu.
2. Click **Credit Memo Archives** to issued cash vouchers.

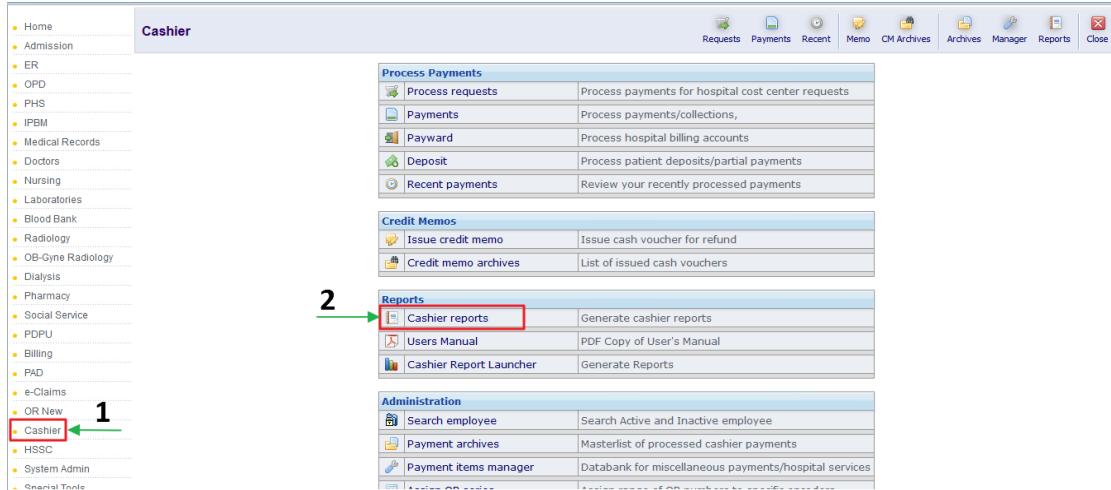


3. The system will automatically display the entire issued memo.  
Fill the search options to filter the results then click **Search button**.
4. Click button at the right side to update the memo.  
Click button to print the issued memo.  
Click button to delete in the list.

Memo Nr.	Issue Date	Name	Refunded Item/s	Amount	
201700004	2017-03-10 09:10am	al, ge	24hr Crea Clearance (CLINICAL CHEMISTRY)	240.05	
201700003	2017-02-24 10:16pm	Ññ, Gee ÑAAAA	24hr Urine Albumin (CLINICAL CHEMISTRY)	175.00	
201700002	2017-02-07 10:16am	al, ge	24hr Urine Albumin (CLINICAL CHEMISTRY), 24hr Urine CA (CLINICAL CHEMISTRY)	560.05	
201700001	2017-02-01 07:50pm	Yu, Riko	CBC + PLT (HEMATOLOGY)	130.00	
201600017	2016-10-04 03:39pm	ODONG, MISWA	Deposit Hospital Fees (Deposit)	5,000.00	
201600016	2016-10-03 09:11pm	Sam, sam	24hr Crea Clearance (CLINICAL CHEMISTRY)	240.05	
201600015	2016-09-29 01:24pm	Sam, sam	TRIOPHIN 1G (FS) (Medicine)	1,500.00	

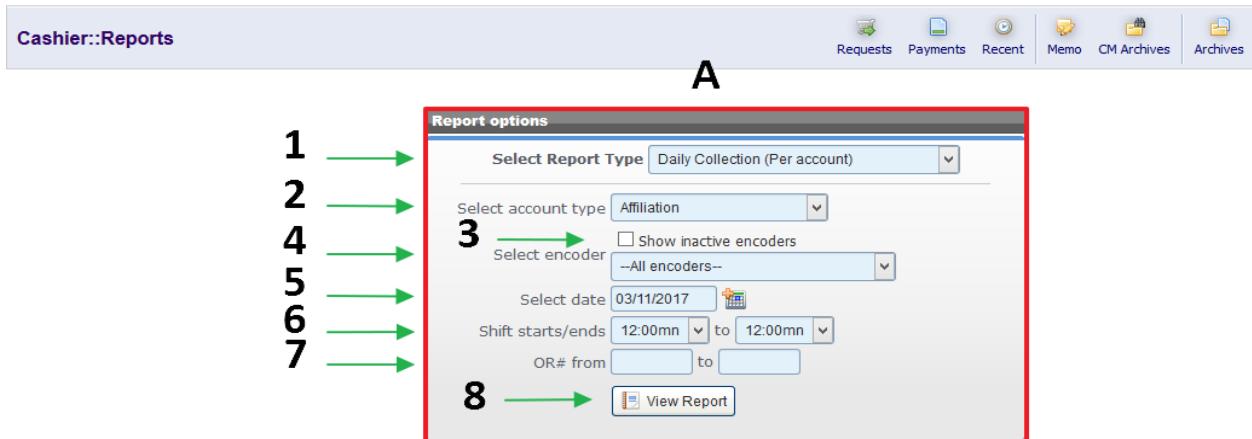
## CASHIER REPORTS

1. Click **Cashier** in the left menu.
2. Click **Cashier Reports** to generate cashier report.



3. In the Report Selection, select Report Type.

- A. For Daily Collection Per Account,
  1. Select **Daily Collection (Per Account)** in Report Type drop box.
  2. Select the account type.
  3. Check the checkbox to **show the inactive encoders** in the selection (at the Select Encoder).
  4. Select **Name of encoder**.
  5. Select **date** of the report
  6. Pick its period of **shift**.
  7. Enter range of **OR #s**.
  8. Then click **View Report** button to generate the report in PDF format.



B. For Daily Collection Full Report,

1. Select **Daily Collection Full (Per shift)** in Report Type drop box.
2. Select the **account type**.
3. Check the checkbox to show the **inactive encoders** in the selection.
4. Select **Name of encoder**.
5. Input time when **Shift Starts and Shift Ends**.
6. Enter range of **OR #s**.
7. Then click **View Report** button to generate the report in PDF format.

**B**

The screenshot shows the 'Report options' dialog box with a red border. The steps are numbered 1 through 7 on the left side of the dialog. Step 1 points to the 'Select Report Type' dropdown set to 'Daily Collection Summary (Per account)'. Step 2 points to the 'Select account type' dropdown set to 'Affiliation'. Step 3 points to the 'Show inactive encoders' checkbox, which is checked. Step 4 points to the 'Select encoder' dropdown set to 'All encoders'. Step 5 points to the 'Select date' field containing '03/11/2017'. Step 6 points to the 'OR# from' and 'to' fields. Step 7 points to the 'View Report' button.

C. For Daily Collection Full Report,

1. Select **Daily Collection Full (Per shift)** in Report Type drop box.
2. Select the **Account type**.
3. Check the checkbox to show the inactive encoders in the selection.
4. Select **name of encoder**.
5. Input **Shift Starts and Time**.
6. Input **Shift Ends and Time**.
7. Range of **OR #s**.
8. Then click **View Report** button to generate the report in PDF format.

**C**

The screenshot shows the 'Report options' dialog box with a red border. The steps are numbered 1 through 8 on the left side of the dialog. Step 1 points to the 'Select Report Type' dropdown set to 'Daily Collection Full (Per shift)'. Step 2 points to the 'Select account type' dropdown set to 'Affiliation'. Step 3 points to the 'Show inactive encoders' checkbox, which is checked. Step 4 points to the 'Select encoder' dropdown set to 'All encoders'. Step 5 points to the 'Shift starts' field containing '03/11/2017' and 'Unspecified'. Step 6 points to the 'Shift ends' field containing '03/11/2017' and 'Unspecified'. Step 7 points to the 'OR# from' and 'to' fields. Step 8 points to the 'View Report' button.

D. Daily Endorsement Per Shift Report,

1. Select **Daily Endorsement (Per shift)** in Report Type drop box.
2. Select the **Encoder**.
3. Select Range of OR #s.
4. Then click **View Report** button to generate the report in PDF format.

**D**

**Cashier::Reports**

Report options

Select Report Type: Daily Endorsement (Per shift)

Select endorser: All encoders

OR# from: \_\_\_\_\_ to: \_\_\_\_\_

**View Report**

E. For Daily OR Usage Report,

1. Select **Daily OR Usage** in Report Type drop box.
2. Select the **account type**.
3. Check the checkbox to show the **inactive encoders**.
4. Select **name of encoder**.
5. Select range of **OR #s**.
6. Then click '**View Report**' button to generate the report in PDF format.

**E**

**Cashier::Reports**

Report options

Select Report Type: Daily OR Usage

Select account type: All accounts

Show inactive encoders

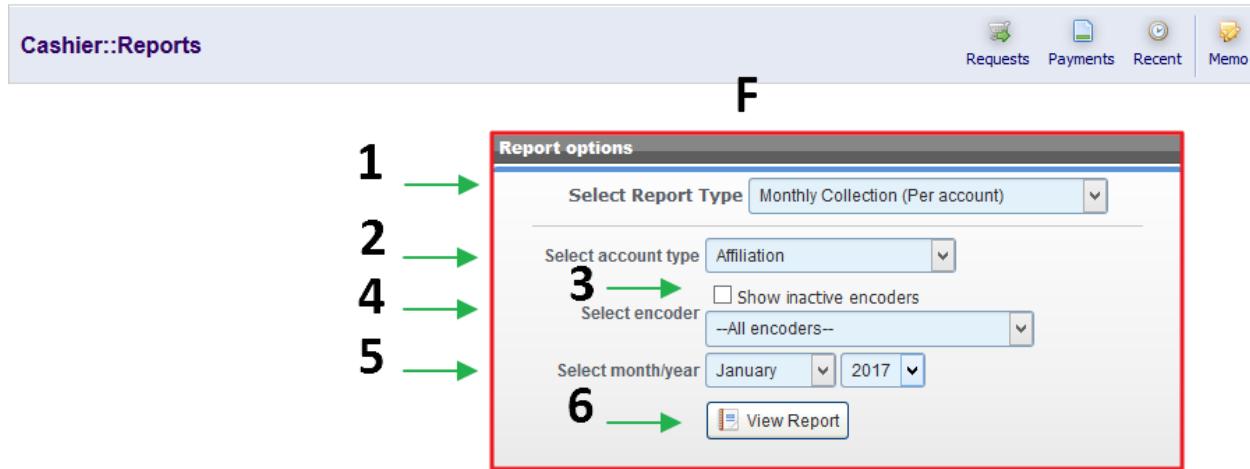
Select encoder: All encoders

OR# from: \_\_\_\_\_ to: \_\_\_\_\_

**View Report**

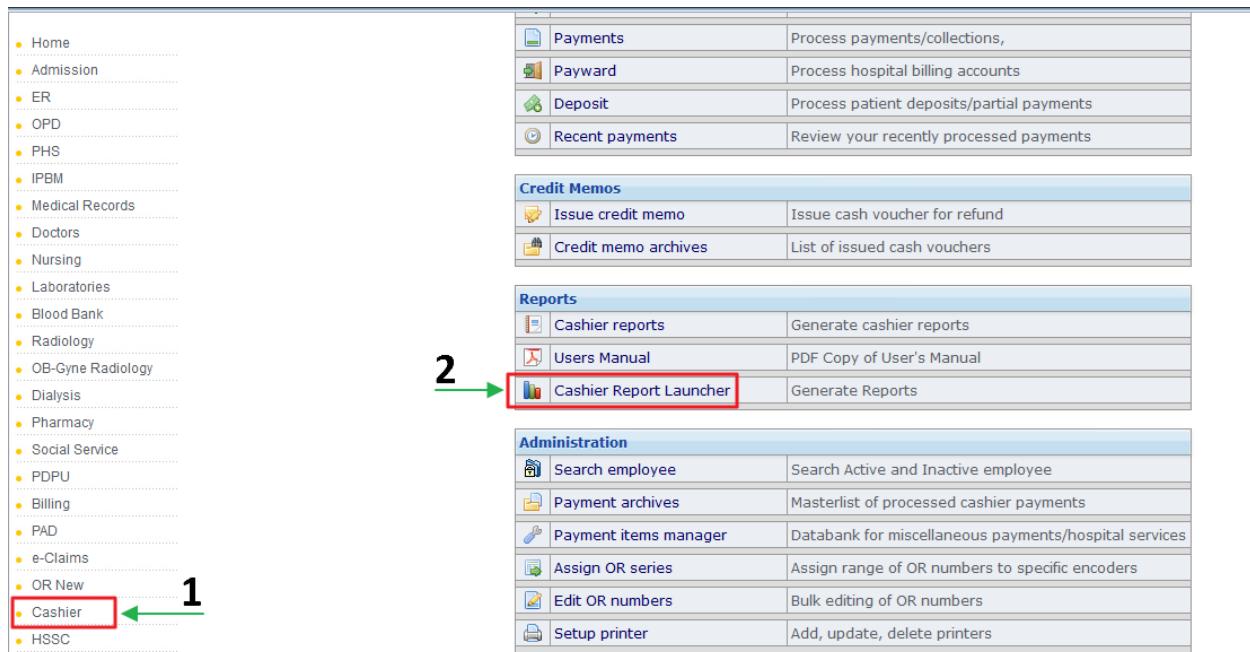
F. For Monthly Collection Report,

1. Select **Monthly Collection (Per Account)** in Report Type drop box.
2. Select the account type.
3. Check the checkbox to show the **inactive encoders**.
4. Select **name of encoder**.
5. Select what **month and year**.
6. Then click **View Report** button to generate the report in PDF format.



## CASHIER REPORT LAUNCHER

1. Click **Cashier** in the left menu.
2. Click **Cashier Report Launcher** to generate reports.



3. Select **Category** in the drop box.  
Note: If none, it will generate all according to its period of time.
4. Select **period of date** and it will immediately generate the reports below.
5. Search name of the report in an empty field at the **Available Reports**.
6. Click  to view the report in PDF format. Click  to generate the report in EXCEL format.

Report Launcher

GENERAL HOSPITAL REPORT

DEPARTMENT:	Cashier									
CATEGORY:	Hospital Report									
PERIOD:	From: 03/01/2017 [mm/dd/yyyy] Select To: 03/11/2017 [mm/dd/yyyy] Select									
<b>AVAILABLE REPORTS:</b> <input type="text" value=""/> 5 <table border="1"> <tr> <td>Report Name</td> <td>Report Group</td> <td>Action</td> </tr> <tr> <td>Cancelled Official Receipts</td> <td>Hospital Operations</td> <td> </td> </tr> <tr> <td>Cashier Monthly Collection</td> <td>Hospital Operations</td> <td> </td> </tr> </table>		Report Name	Report Group	Action	Cancelled Official Receipts	Hospital Operations	 	Cashier Monthly Collection	Hospital Operations	 
Report Name	Report Group	Action								
Cancelled Official Receipts	Hospital Operations	 								
Cashier Monthly Collection	Hospital Operations	 								

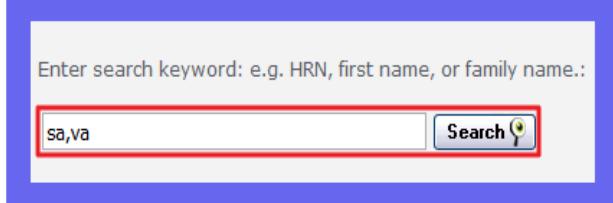
## SEARCH EMPLOYEE

1. Click Cashier in the left menu.
2. Click **Search Employee** to search active and inactive employee.

<ul style="list-style-type: none"> <li>• Home</li> <li>• Admission</li> <li>• ER</li> <li>• OPD</li> <li>• PHS</li> <li>• IPBM</li> <li>• Medical Records</li> <li>• Doctors</li> <li>• Nursing</li> <li>• Laboratories</li> <li>• Blood Bank</li> <li>• Radiology</li> <li>• OB-Gyne Radiology</li> <li>• Dialysis</li> <li>• Pharmacy</li> <li>• Social Service</li> <li>• PDPU</li> <li>• Billing</li> <li>• PAD</li> <li>• e-Claims</li> <li>• OR New</li> <li>• <b>Cashier</b> 1</li> <li>• HSSC</li> </ul>	<table border="1"> <tr> <td> Payments</td> <td>Process payments/collections,</td> </tr> <tr> <td> Payward</td> <td>Process hospital billing accounts</td> </tr> <tr> <td> Deposit</td> <td>Process patient deposits/partial payments</td> </tr> <tr> <td> Recent payments</td> <td>Review your recently processed payments</td> </tr> </table> <table border="1"> <tr> <td colspan="2"><b>Credit Memos</b></td> </tr> <tr> <td> Issue credit memo</td> <td>Issue cash voucher for refund</td> </tr> <tr> <td> Credit memo archives</td> <td>List of issued cash vouchers</td> </tr> </table> <table border="1"> <tr> <td colspan="2"><b>Reports</b></td> </tr> <tr> <td> Cashier reports</td> <td>Generate cashier reports</td> </tr> <tr> <td> Users Manual</td> <td>PDF Copy of User's Manual</td> </tr> <tr> <td> Cashier Report Launcher</td> <td>Generate Reports</td> </tr> </table> <table border="1"> <tr> <td colspan="2"><b>Administration</b></td> </tr> <tr> <td> Search employee</td> <td>Search Active and Inactive employee</td> </tr> <tr> <td> Payment archives</td> <td>Masterlist of processed cashier payments</td> </tr> <tr> <td> Payment items manager</td> <td>Databank for miscellaneous payments/hospital services</td> </tr> <tr> <td> Assign OR series</td> <td>Assign range of OR numbers to specific encoders</td> </tr> <tr> <td> Edit OR numbers</td> <td>Bulk editing of OR numbers</td> </tr> <tr> <td> Setup printer</td> <td>Add, update, delete printers</td> </tr> </table>	 Payments	Process payments/collections,	 Payward	Process hospital billing accounts	 Deposit	Process patient deposits/partial payments	 Recent payments	Review your recently processed payments	<b>Credit Memos</b>		 Issue credit memo	Issue cash voucher for refund	 Credit memo archives	List of issued cash vouchers	<b>Reports</b>		 Cashier reports	Generate cashier reports	 Users Manual	PDF Copy of User's Manual	 Cashier Report Launcher	Generate Reports	<b>Administration</b>		 Search employee	Search Active and Inactive employee	 Payment archives	Masterlist of processed cashier payments	 Payment items manager	Databank for miscellaneous payments/hospital services	 Assign OR series	Assign range of OR numbers to specific encoders	 Edit OR numbers	Bulk editing of OR numbers	 Setup printer	Add, update, delete printers
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 Edit OR numbers	Bulk editing of OR numbers																																				
 Setup printer	Add, update, delete printers																																				

3. Search the employee's name (Last Name, First Name) then click **ENTER** or **Search** button.

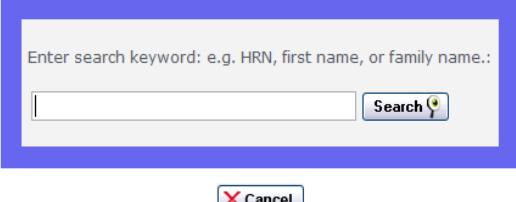
**Cashier :: Employee's Data :: Search**



Enter search keyword: e.g. HRN, first name, or family name.:  
sa,va

4. Click  to view and update employee's information.

**Cashier :: Employee's Data :: Search**



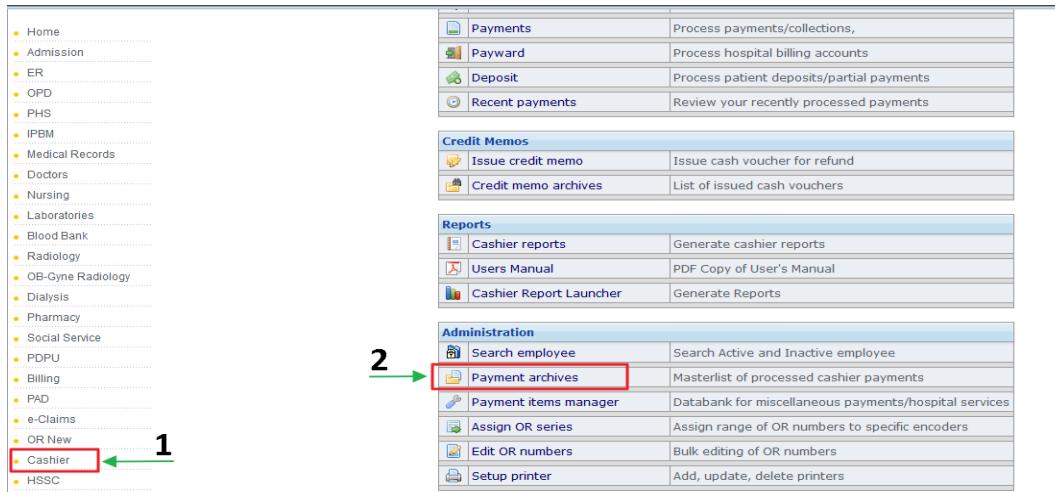
Enter search keyword: e.g. HRN, first name, or family name.:

The search found 8 relevant data. Showing 1 to 8.

HRN No	Sex	Family Name	Given Name	Date of Birth	ZIP Code	Status	Options
908114	♀	SANCHEZ	VANESSA	11/20/1972		INACTIVE	
734741	♀	SANCHEZ	VALENTINA	11/09/1937		ACTIVE	
747635	♀	SAIM	VALENTINA	02/14/1974		ACTIVE	
1191694	♂	SAGRADOS	VALERIANO	06/29/1938		ACTIVE	
2269375	♀	SABUANS	VANESSA	03/04/1989		ACTIVE	
1533889	♂	Sablas	Valeriano Babato Dodoial	04/21/2014		ACTIVE	
2267751	♀	SABINO	VANESA	09/26/1991		ACTIVE	
1592879	♀	SAAVEDRAS	VAÑESSAS	10/10/2016		ACTIVE	

## PAYMENT ARCHIVES

1. Click **Cashier** in the left menu.
2. Click **Payment Archives** to view master list of processed cashier payments.



3. Select any on the tabs (**By Date, Payor, O.R.#**) and **date** to filter search.  
Click **Search** button to display the result.
4. In cancelled transaction, click to view the reason of cancelation.  
Click button to undo cancelation.  
Click button to delete O.R.
5. Click button at the right side to edit the entry.  
Click button to print the summary of the payment.  
Click button to cancel the entry then enter the reason of cancelation.  
Click button to delete in the list.

Date	OR No.	Name	Item(s)	Amount	Actions
2017-03-11 06:30pm (Cancelled)	112312312	RABANILLO, RANIE A.	DENTAL EXTRACTION	90.00	
2017-03-11 06:30pm (Cancelled)	2334233	MA, MARISSA M.	Dental Scaling and Polishing ( severe ), DENTAL SCALING AND POLISHING(MLD)	500.00	
2017-03-11 06:34pm (Cancelled)	12312312322	MA, MARISSA M.	DENTAL EXTRACTION, DENTAL RESTORATION	510.00	
2017-03-11 06:34pm (Cancelled)	1312312222	MA, MARISSA M.	DENTAL EXTRACTION, DENTAL RESTORATION	290.00	
2017-03-11 01:32am (Cancelled)	123121111	ARABILLA, ARYL T.	Dental Scaling and Polishing ( severe ), DENTAL SCALING AND POLISHING(MLD)	500.00	
2017-03-11 01:29am	12312312222	RABANOS, YARHA	Dental Scaling and Polishing ( severe )	225.00	
2017-03-11 01:25am	23242423	RABE, PAULITA F.	Dental Scaling and Polishing ( severe )	300.00	
2017-03-11 01:16am (Cancelled)	123123123122	RABE, PAULITA F.	DENTAL EXTRACTION, DENTAL RESTORATION, DENTAL RESTORATION	710.00	
2017-03-11 01:16am (Cancelled)	123123123	RABE, PAULITA F.	Dental Scaling and Polishing ( severe ), DENTAL SCALING AND POLISHING(MLD), DENTAL RESTORATION	920.00	
2017-03-11 01:09am	0123123555	RABE, PAULITA F.	Consultation Fee	50.00	

## Payment Items Manager

1. Click **Cashier** in the left menu.
2. Click **Payment Items Manager** to view databank for miscellaneous payment/hospital services.

1

2

Payments	Process payments/collections,
Payward	Process hospital billing accounts
Deposit	Process patient deposits/partial payments
Recent payments	Review your recently processed payments

<b>Credit Memos</b>	
Issue credit memo	Issue cash voucher for refund
Credit memo archives	List of issued cash vouchers

<b>Reports</b>	
Cashier reports	Generate cashier reports
Users Manual	PDF Copy of User's Manual
Cashier Report Launcher	Generate Reports

<b>Administration</b>	
Search employee	Search Active and Inactive employee
Payment archives	Masterlist of processed cashier payments
<b>Payment items manager</b>	Databank for miscellaneous payments/hospital services
Assign OR series	Assign range of OR numbers to specific encoders
Edit OR numbers	Bulk editing of OR numbers
Setup printer	Add, update, delete printers

3. Search **Service Name** and its specific Account type then click **Search** button to search.  
Note: Select **All** in Account Type and click **Search** button to view all.
4. Click button at the right side to edit the Payment Item.  
Click button to delete in the list.
5. Click **New Payment Item** to create new Payment Item.

3

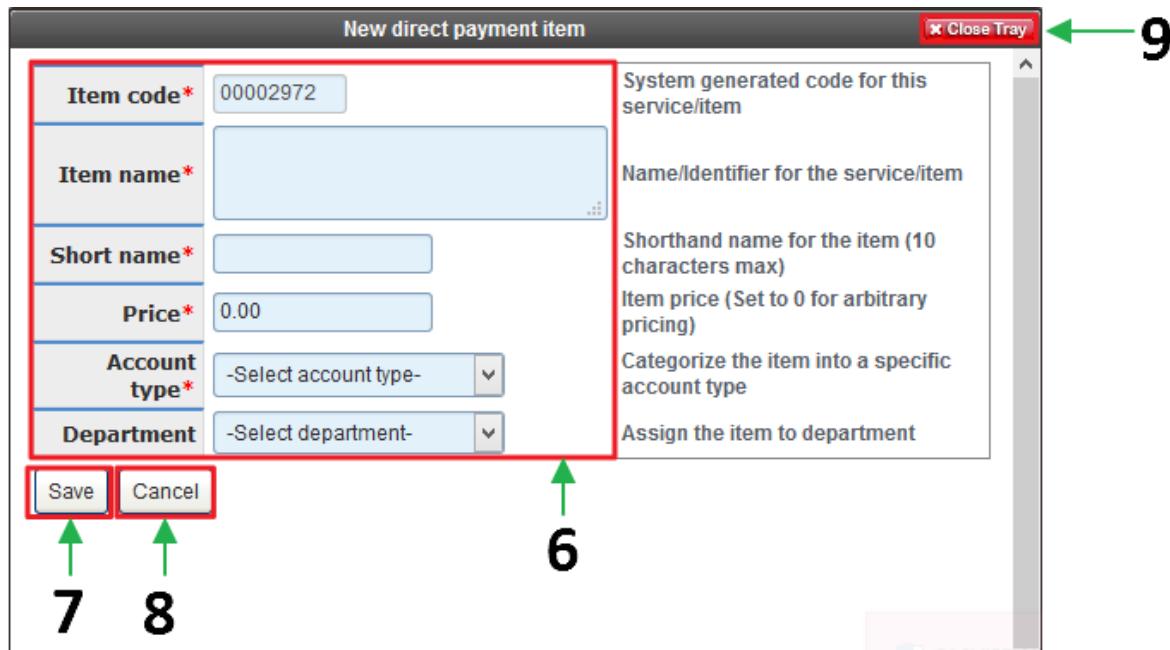
5

4

Code	Name/Description	Price	Account	Subtype	Department	Locked		
00000166 Cast	1 1/2 Hip Spica Cast	1,250.00	Hospital Income	Orthopedics	Orthopedics	<input checked="" type="checkbox"/>		
00000184 cast	1 1/2 hip spica cast	460.00	Hospital Income	Orthopedics	Orthopedics	<input checked="" type="checkbox"/>		
00001759 ct	3D CT SCAN Thoracic Spine	Arbitrary	CT Scan	CT Scan		<input checked="" type="checkbox"/>		
00001212 4-Quadrant		Arbitrary	Hospital Income	Other (HOI)		<input checked="" type="checkbox"/>		
00000904 A scan	A scan	Arbitrary	Hospital Income	Other (HOI)	Ophthalmology	<input checked="" type="checkbox"/>		
00001052 ct	Abdominal CT Scan	Arbitrary	CT Scan	CT Scan		<input checked="" type="checkbox"/>		
00000947 acne surgery	acne surgery	Arbitrary	Hospital Income	Other (HOI)		<input checked="" type="checkbox"/>		
00001619 adoption	adoption	Arbitrary	Hospital Income	Other (HOI)	Surgery - Neurology	<input checked="" type="checkbox"/>		
00001223 AFB	AFB	Arbitrary	Hospital Income	Other (HOI)		<input checked="" type="checkbox"/>		
ACCON CHARGE								

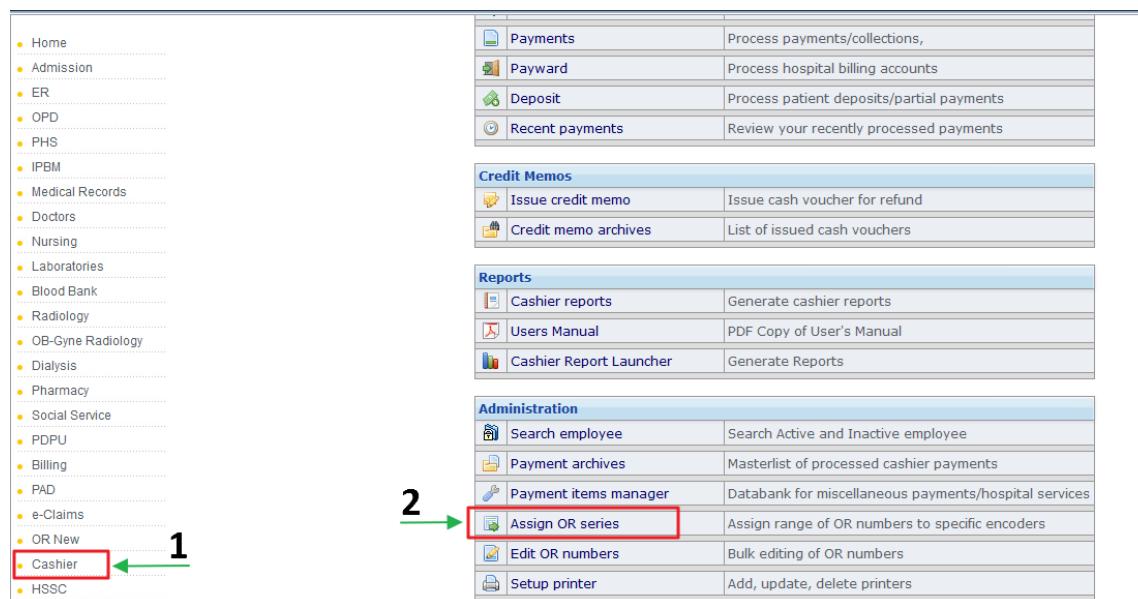
## Create Payment Item

- Upon clicking **New Payment Item**, fill up the details for new Payment Item.
- Then click **Save** button to save.
- Click **Cancel** button to cancel.
- Click **Close Tray** button to close the form.

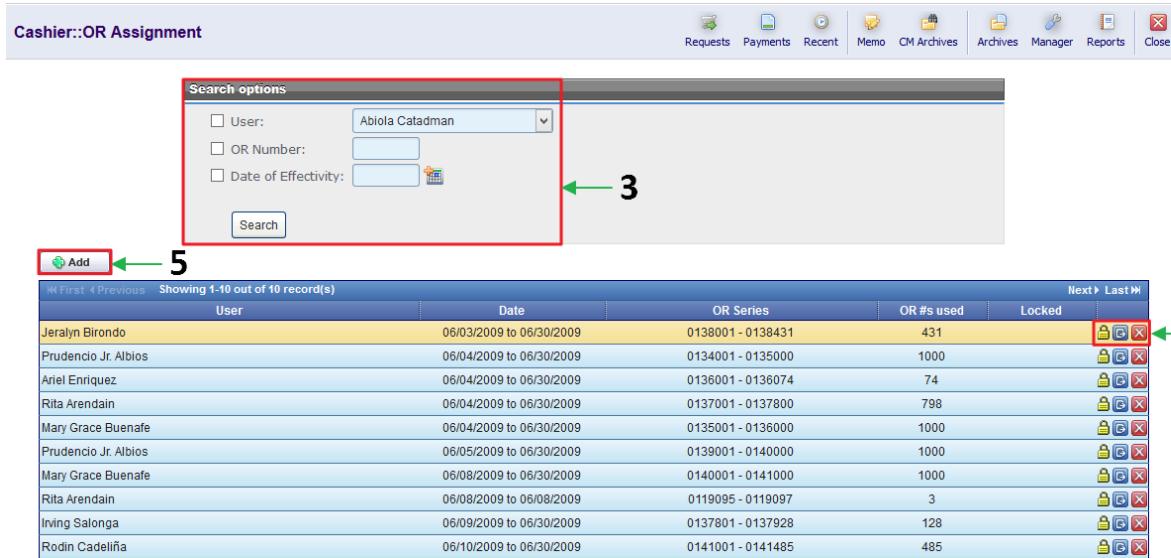


## ASSIGN OR SERIES

- Click **Cashier** in the left menu.
- Click **Assign OR Series** to assign range of OR numbers to specific encoders.



3. Fill the search options to search specific user/OR Number.  
Or click only **Search** button to display all of the user and its details.
4. Click  to lock the user.  
Click  to update User's OR Assignment  
Click  to delete OR Assignment.
5. To Add OR Assignment, click **Add** button.



**Cashier::OR Assignment**

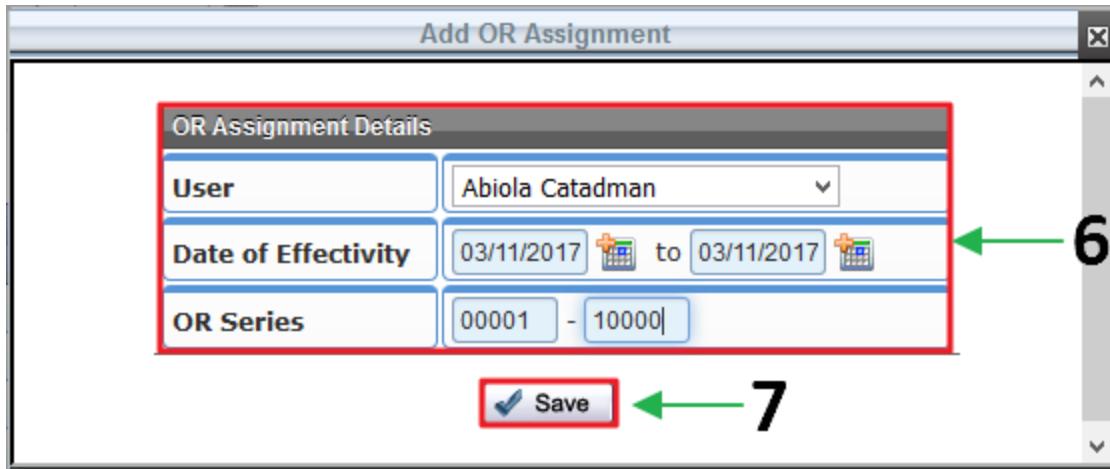
Search options

- User: Abiola Catazman
- OR Number:
- Date of Effectivity:  

**Add** 

User	Date	OR Series	OR #'s used	Locked
Jeralyn Birondo	06/03/2009 to 06/30/2009	0138001 - 0138431	431	  
Prudencio Jr. Albios	06/04/2009 to 06/30/2009	0134001 - 0135000	1000	  
Ariel Enriquez	06/04/2009 to 06/30/2009	0136001 - 0136074	74	  
Rita Arendain	06/04/2009 to 06/30/2009	0137001 - 0137800	798	  
Mary Grace Buenafe	06/04/2009 to 06/30/2009	0135001 - 0136000	1000	  
Prudencio Jr. Albios	06/05/2009 to 06/30/2009	0139001 - 0140000	1000	  
Mary Grace Buenafe	06/08/2009 to 06/30/2009	0140001 - 0141000	1000	  
Rita Arendain	06/08/2009 to 06/08/2009	0119095 - 0119097	3	  
Irving Salonga	06/09/2009 to 06/30/2009	0137801 - 0137928	128	  
Rodin Cadeliña	06/10/2009 to 06/30/2009	0141001 - 0141485	485	  

6. Upon clicking **Add** button, fill the OR Assignment details.
7. Save data by clicking **Save** button.



**Add OR Assignment**

**OR Assignment Details**

User	Abiola Catazman
Date of Effectivity	03/11/2017  to 03/11/2017 
OR Series	00001 - 10000

**Save** 

## Edit OR Numbers

1. Click **Cashier** in the left menu.
2. Click **Edit OR Numbers**.

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Home	Payments	Process payments/collections,
Admission	Payward	Process hospital billing accounts
ER	Deposit	Process patient deposits/partial payments
OPD	Recent payments	Review your recently processed payments
PHS		
IPBM		
Medical Records		
Doctors		
Nursing		
Laboratories		
Blood Bank		
Radiology		
OB-Gyne Radiology		
Dialysis		
Pharmacy		
Social Service		
PDPU		
Billing		
PAD		
e-Claims		
OR New		
<b>Cashier</b>		
HSSC		

<b>Credit Memos</b>	
Issue credit memo	Issue cash voucher for refund
Credit memo archives	List of issued cash vouchers
<b>Reports</b>	
Cashier reports	Generate cashier reports
Users Manual	PDF Copy of User's Manual
Cashier Report Launcher	Generate Reports
<b>Administration</b>	
Search employee	Search Active and Inactive employee
Payment archives	Masterlist of processed cashier payments
Payment items manager	Databank for miscellaneous payments/hospital services
Assign OR series	Assign range of OR numbers to specific encoders
<b>Edit OR numbers</b>	Bulk editing of OR numbers
Setup printer	Add, update, delete printers

3. Input range of OR #'s.
4. Click **Search** button to display results.

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5. Update OR # to edit the old OR #.
6. Click **Save** button to save the data.
7. Click **Cancel** button to cancel.
8. To generate New OR #, click **Generate OR** and select range of OR #s.

OR No	Date	Encoder	Payor Name	Status
00000000001	2015-08-26 15:38:33	medocs	PEREZ, ROMEL G.	000000000001
00000000002	2015-08-27 14:12:04	medocs	Sabillo, Valmeavn C.	000000000002
00000000003	2015-08-27 14:22:58	medocs	Sabillo, Valmeavn C.	000000000003
00000000004	2015-08-27 14:26:34	medocs	Sabillo, Valmeavn C.	000000000004
00000000005	2015-08-27 14:35:50	medocs	TABILLO, TARCISIO C.	000000000005
00000000006	2015-08-27 16:29:25	medocs	ANDRESS, BONIFACIA L.	000000000006
00000000007	2015-08-28 13:28:26	medocs	LOPEZ, GIMMARIE E.	000000000007
00000000008	2015-08-28 14:23:29	medocs	ANDRESS, BONIFACIA L.	000000000008
00000000009	2015-08-30 06:39:29	medocs	Sabidor, Vallery R.	000000000009
00000000010	2015-09-01 16:56:45	medocs	ANDRESS, BONIFACIA L.	000000000010
00000000011	2015-09-01 17:39:16	medocs	DELA CRUZ, GRETCHEN M.	000000000011
00000000012	2015-09-02 16:26:40	medocs	CAUDILLO, ROMEL L.	000000000012

## Setup Printer

1. Click **Cashier** in the left menu.
2. Click **Setup Printer**.

- Home
- Admission
- ER
- OPD
- PHS
- IPBM
- Medical Records
  - Doctors
  - Nursing
- OR
- Laboratories
- Blood Bank
- Radiology
- Dialysis
- Pharmacy
- Social Service
- PDDU
- HSSC
- Billing
- eClaims
- PAD
- Cashier (1)
- Reports
- System Admin
- Special Tools

**Process requests**

Process requests	requests
Payments	Process payments/collections,
Payward	Process hospital billing accounts
Deposit	Process patient deposits/partial payments
Recent payments	Review your recently processed payments

**Credit Memos**

Issue credit memo	Issue cash voucher for refund
Credit memo archives	List of issued cash vouchers

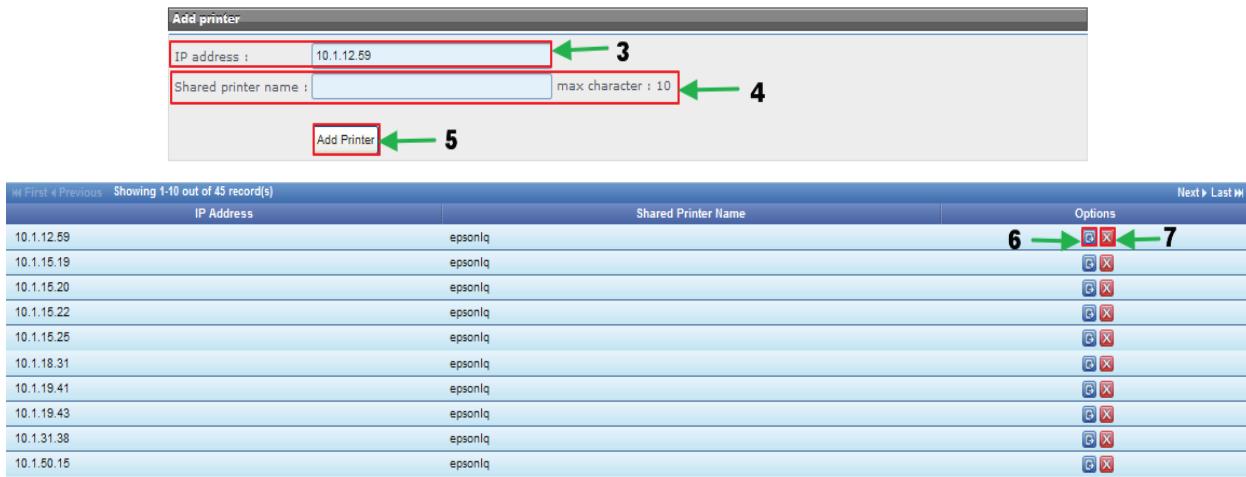
**Reports**

Cashier reports	Generate cashier reports
Users Manual	PDF Copy of User's Manual
Cashier Report Launcher	Generate Reports

**Administration**

Search employee	Search Active and Inactive employee
Payment archives	Masterlist of processed cashier payments
Payment items manager	Databank for miscellaneous payments/hospital services
Assign OR series	Assign range of OR numbers to specific encoders
Edit OR numbers	Bulk editing of OR numbers
Setup printer (2)	Add, update, delete printers

3. Input **IP Address**.
4. Input **Shared Printer Name** maximum of 10 characters.
5. Click **AddPrinter** to add the data.
6. Click  to update IP Address and Shared Printer Name.
7. Click  to delete Printer Setup.



The screenshot shows a two-part interface for managing printer setup. The top part is a 'Add printer' dialog box with fields for 'IP address' (10.1.12.59) and 'Shared printer name' (epsonlq), both highlighted with red boxes and numbered 3 and 4 respectively. A red box also highlights the 'Add Printer' button, numbered 5. The bottom part is a table listing 45 shared printers, showing columns for 'IP Address' and 'Shared Printer Name'. Each row has an 'Options' column with edit (pencil) and delete (red X) icons, both highlighted with red boxes and numbered 6 and 7 respectively. The table includes navigation buttons for 'First', 'Previous', 'Showing 1-10 out of 45 record(s)', 'Next', and 'Last'.

Showing 1-10 out of 45 record(s)		
IP Address	Shared Printer Name	Options
10.1.12.59	epsonlq	 
10.1.15.19	epsonlq	 
10.1.15.20	epsonlq	 
10.1.15.22	epsonlq	 
10.1.15.25	epsonlq	 
10.1.18.31	epsonlq	 
10.1.19.41	epsonlq	 
10.1.19.43	epsonlq	 
10.1.31.38	epsonlq	 
10.1.50.15	epsonlq	 