

**CASHIER
USER MANUAL**

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PROCESS REQUESTS

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

The screenshot shows the 'Cashier' module interface. On the left, a vertical menu lists various hospital departments, with 'Cashier' highlighted by a red box and a green arrow labeled '1'. The main content area is titled 'Cashier' and contains several sections: 'Process Payments' (with 'Process requests' highlighted by a red box and a green arrow labeled '2'), 'Credit Memos', 'Reports', and 'Administration'. The 'Process Payments' section lists options like 'Process requests', 'Payments', 'Payward', 'Deposit', and 'Recent payments'. The 'Credit Memos' section includes 'Issue credit memo' and 'Credit memo archives'. The 'Reports' section includes 'Cashier reports', 'Users Manual', and 'Cashier Report Launcher'. The 'Administration' section includes 'Search employee', 'Payment archives', and 'Payment items manager'.

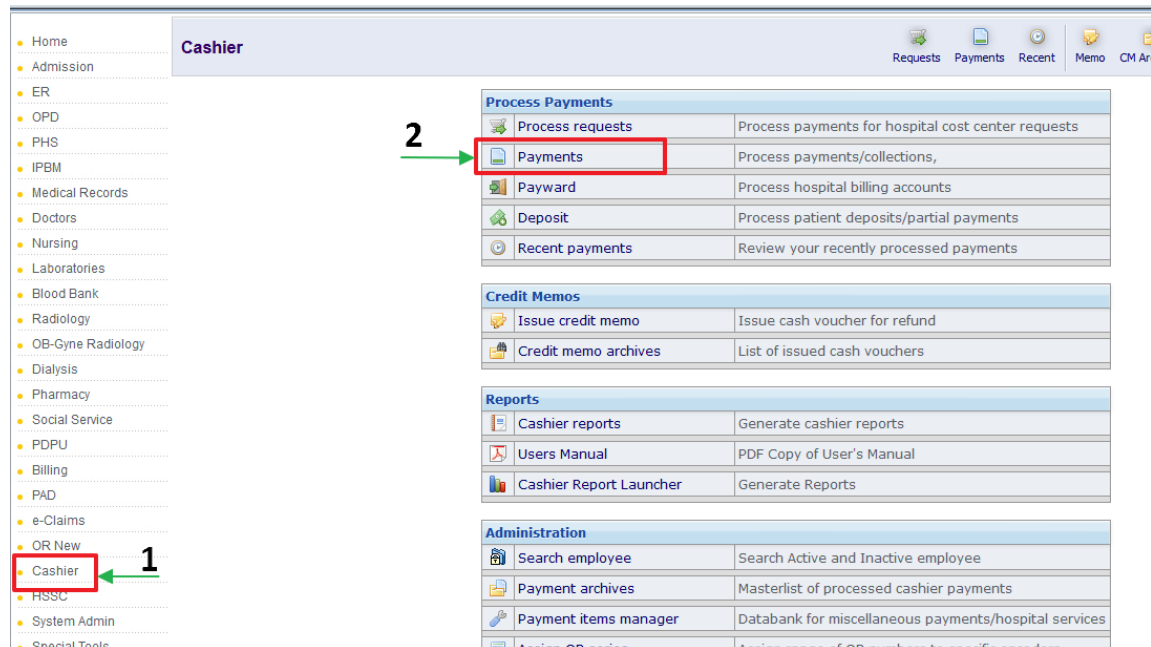
3. Input **Payor Name** in the empty field.
4. Click **Search** button to display result.
5. Click **Select** button to select the request and to proceed payments.

The screenshot shows the 'Cashier::Search request' window. At the top, there are tabs for 'Search By Payor', 'Search By Date', and 'Find Request'. The 'Search By Payor' tab is active. Below the tabs, there is a 'Select payor search mode' dropdown and a 'Payor Name' input field, which is highlighted with a red box and a green arrow labeled '3'. A 'Search' button is highlighted with a red box and a green arrow labeled '4'. Below the search form is a table of search results. The table has columns for 'Date', 'Dept', 'Ref No.', 'Name', 'Item(s)', and a 'PAID' status. The row for 'DOMINGO, JILL' is highlighted in yellow, and the 'Select' button in the 'Item(s)' column is highlighted with a red box and a green arrow labeled '5'.

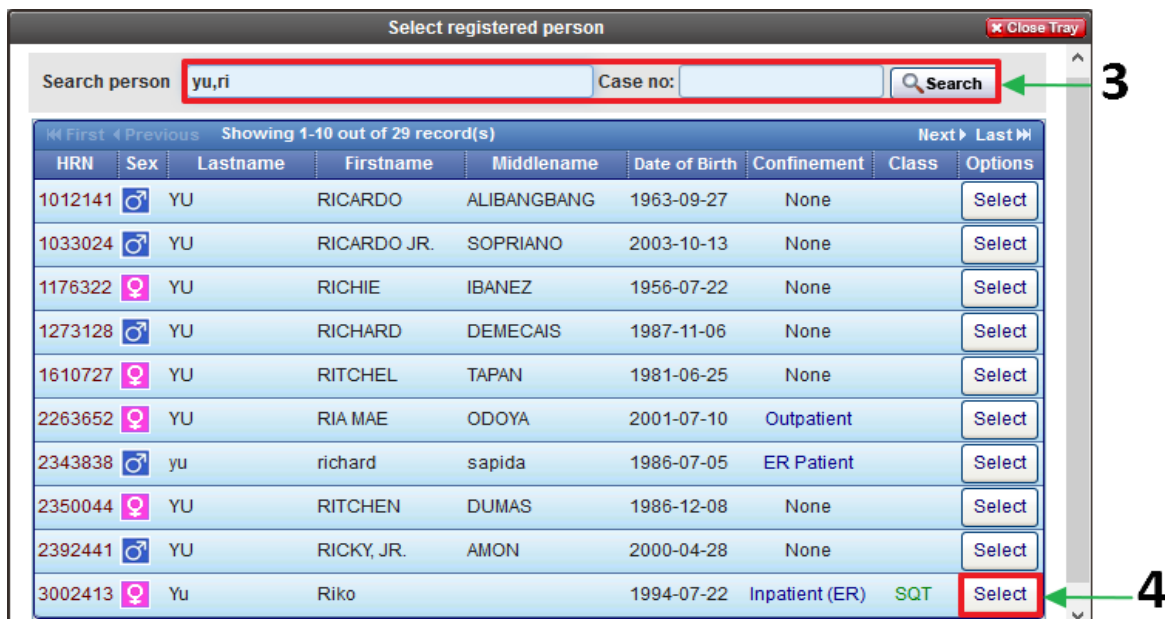
Date	Dept	Ref No.	Name	Item(s)	PAID
2017-03-30 18:10:00	LD	2017001021	DELICANO, RAMIL PID:3000841	RE-TYPING FFP-PC-CRYO	PAID
2017-03-19 12:59:00	LD	2017001051	AAA, KIARA NN PID:3002888	Blood Urea Nitrogen, Cholesterol (TOTAL), Glucose-FBS, Glucose-RBS, GLUC-POST-PRANDIAL	PAID
2017-03-19 08:49:00	LD	2017001044	TILADO, BABY GIRL G. PID:1112312	BLOOD TYPING (ABO AND Rh)	PAID
2017-03-19 08:47:00	LD	2017001043	TILADO, BABY GIRL G. PID:1112312	SHT MEMENG	PAID
2017-03-16 20:04:00	RD	2017000254	SABINO, VANESA A. PID:2267751	ABDOMEN (UPRIGHT SUPINE)	PAID
2017-03-16 19:30:00	LD	2017001037	SANTOS, KIM PID:3002857	24hr Crea Clearance	PAID
2017-03-09 13:57:00	RD	2017000270	DOMINGO, JILL PID:3002744	BIOPHYSICAL SCORING (SINGLETON)	Select
2017-03-09 13:58:00	RD	2017000269	DOMINGO, JANE PID:3002743	BIOPHYSICAL SCORING (MULTIFETAL)	Select
2017-03-09 13:41:00	RD	2017000268	DOMINGO, MAY PID:3002742	BIOPHYSICAL SCORING (MULTIFETAL)	Select
2017-03-09 13:16:00	RD	2017000267	DOMINGO, KISSES PID:3002741	MARITES	Select
2017-03-08 19:00:00	MISC	201703000017	MERCED, STEPHANIE PID:2582746	DENTAL SCALING AND POLISHING(MILD), DENTAL EXTRACTION, DENTAL CONSULTATION, DENTAL RESTORATION	PAID
2017-03-08			RAMIREZ, YARMEN	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.



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

Cashier::Create payment entry

Requests Payments Recent Memo CM Archives Archives Manager Reports Close

Payor Information Check/Credit Card

O.R. No.

Get Latest

Search walk-in or Company
- select -

Name Yu, Riko

Address NOT PROVIDED, DAVAO CITY
8000 DAVAO DEL SUR

Company Name **5**

Date March 9, 2017 3:28pm

Remarks

Patient type INPATIENT (ER)
Classification SQT

Other Payments **6**

Requests Billing Deposits **Other Payments** Dialysis

Consultation Orthopedics ENT-HNS Dental PT/OT Pedia Others

Other payments

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		

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

- 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.
- Click **Add** button to add the services in the list.
- If the price of the service is **Arbitrary**, set the price by clicking **Add** button.

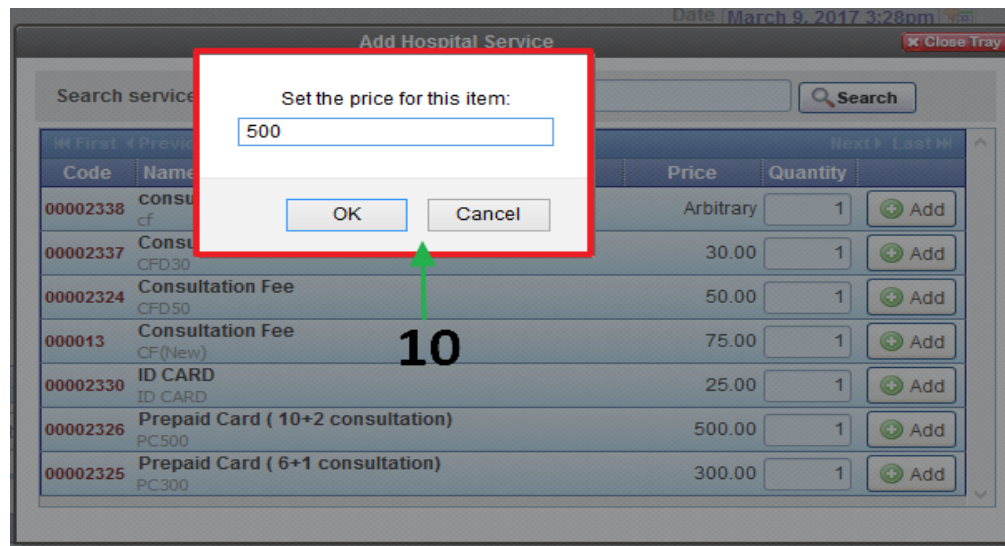
Add Hospital Service


Search services **7**

Showing 1-7 out of 7 record(s)

Code	Name/Description	Price	Quantity	
00002338	consultation fee cf	Arbitrary	1	<input type="button" value="Add"/> 9
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"/> 8
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  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.

Cashier::Create payment entry

Payor Information: **Check/Credit Card** ← 16

O.R. No. **19872345** ← 13

Date: March 9, 2017 3:28pm

Remarks:

Search walk-in or Company: - select -

Name: Yu, Riko

Address: NOT PROVIDED, DAVAO CITY 8000 DAVAO DEL SUR

Company Name:

Patient type: **INPATIENT (ER)**

Classification: **SQT**

14 → **Process Payment** **Cancel** ← 15

Requests Billing Deposits **Other Payments** Dialysis

Consultation Orthopedics ENT-HNS Dental PT/OT Pedia Others Clear list

Other payments

Item No.	Item Description	Price/item (Orig)	Price/item (Adj)	Quantity	Price (Orig)	Price (Adj)
<input checked="" type="checkbox"/> 00002337a	Consultation fee	30.00	30.00	30.00	30.00	30.00
<input checked="" type="checkbox"/> 00002338a	consultation fee	500.00	500.00	500.00	500.00	500.00

Items (2)

Orig Subtotal: 530.00 Adj Subtotal: 530.00

12 →  ← 11

Sub-Total: 530.00

Discount: (0.00)

Net Total: 530.00

Amt Tendered: **600.00** ← 11

Change: 70.00

17. Click **Request** tab.
18. Select **AddRequest** transaction.

Cashier::Create payment entry

Requests Payments Recent Memo CM Archives Archives Manager Reports Close

Payor Information Check/Credit Card

O.R. No. 0111509 Date September 13, 2017 9:14am

Search walk-in or Company - select -

Name Yu, Samuel A.

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

Company Name

Patient type RDU Classification C3

Remarks

Process Payment Cancel

17

Requests Billing Deposits Other Payments Dialysis

18 Add request Add Consultation From Social Service

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 Close Tray

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:2390966	CBC + PLT, Creatinine, Glucose-FBS	✓ Select
2013-08-07 11:48:00	PH	2013352005	YU, SAMUEL A. PID:2390966	IODOSORB POWDER	PAID
2013-08-05 23:28:00	PH	2013349278	YU, SAMUEL A. PID:2390966	CIPROBAY 500mg TABLET (FS)	PAID
2013-08-05 22:12:00	PH	2013349205	YU, SAMUEL A. PID:2390966	GLUCO Dr. strips	PAID
2013-08-05 17:15:00	PH	2013348770	YU, SAMUEL A. PID:2390966	TET-VAC AMPULE, HUMAN TETANUS IMMUNOGLOBIN 250IU (157), CELECOXIB 400MG - CELEBREX (623)	✓ Select
2013-08-05 16:49:00	PH	2013348719	YU, SAMUEL A. PID:2390966	HARBIPEN 5 Million Vial, PLAIN NSS 1L (322), ILOCEF 1G (FS), GENTAMICIN 80MG VIAL (FS)	✓ Select
2012-04-07 20:30:00	PH	2012121945	YU, SAMUEL A. PID:2390966	TET-VAC AMPULE, HUMAN TETANUS IMMUNOGLOBIN 250IU (157)	PAID

19

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

Cashier::Create payment entry

Payor Information: Check/Credit Card

O.R. No. 0111509 Date: September 13, 2017 9:14am

Remarks

Search walk-in or Company: - select -

Name: Yu, Samuel A.

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

Company Name

Patient type RDU Classification C3

20

Process Payment Cancel

Requests Billing Deposits Other Payments Dialysis

Add request Add Consultation From Social Service

Laboratory request no. 2013228286

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

Sub-Total 425.00
Discount (215.00)
Net Total 210.00
Amt Tendered 0.00
Change -210.00

21. Click **Dialysis** tab.

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

Cashier::Create payment entry

Payor Information: Check/Credit Card

O.R. No. 0111509 Date: September 13, 2017 12:58pm

Remarks

Search walk-in or Company: - select -

Name: SIEGUE, ELIAS C.

Address: RIVERA VILLAGE BAJADA, BARANGAY 19-B, DAVAO CITY 8000 DAVAO DEL SUR

Company Name

Patient type RDU Classification None

21

Process Payment Cancel

Requests Billing Deposits Other Payments Dialysis

Add Dialysis Billing Clear List 22

Dialysis Pre bills


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		

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


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 Close Tray

Search Bill No:  **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.


Payer Information Check/Credit Card

O.R. No. 

Get Lender

Search Patient or Company


Name 

Address 

Company Name

Date



Remarks















Patient type 

Classification

25

Requests Billing Deposits Other Payments Dialysis

Item No	Item Description	Procurement (Orig)	Procurement (Adj)	Quantity	Price (Orig)	Price (Adj)	
2017700160-1	Dialysis Pre-Bill PH	0.00	0.00		0.00	0.00	
2017700160-10	Dialysis Pre-Bill PH	0.00	0.00		0.00	0.00	
2017700160-11	Dialysis Pre-Bill PH	0.00	0.00		0.00	0.00	
2017700160-12	Dialysis Pre-Bill PH	0.00	0.00		0.00	0.00	
2017700160-13	Dialysis Pre-Bill PH	0.00	0.00		0.00	0.00	
2017700160-14	Dialysis Pre-Bill PH	0.00	0.00		0.00	0.00	
2017700160-2	Dialysis Pre-Bill PH	0.00	0.00		0.00	0.00	
2017700160-3	Dialysis Pre-Bill PH	0.00	0.00		0.00	0.00	
2017700160-4	Dialysis Pre-Bill PH	0.00	0.00		0.00	0.00	
2017700160-5	Dialysis Pre-Bill PH	0.00	0.00		0.00	0.00	
2017700160-6	Dialysis Pre-Bill PH	0.00	0.00		0.00	0.00	
2017700160-7	Dialysis Pre-Bill PH	0.00	0.00		0.00	0.00	
2017700160-8	Dialysis Pre-Bill PH	0.00	0.00		0.00	0.00	
2017700160-9	Dialysis Pre-Bill PH	0.00	0.00		0.00	0.00	

Sub-Total: 0.00

Discount: (0.00)

Net Total: 0.00

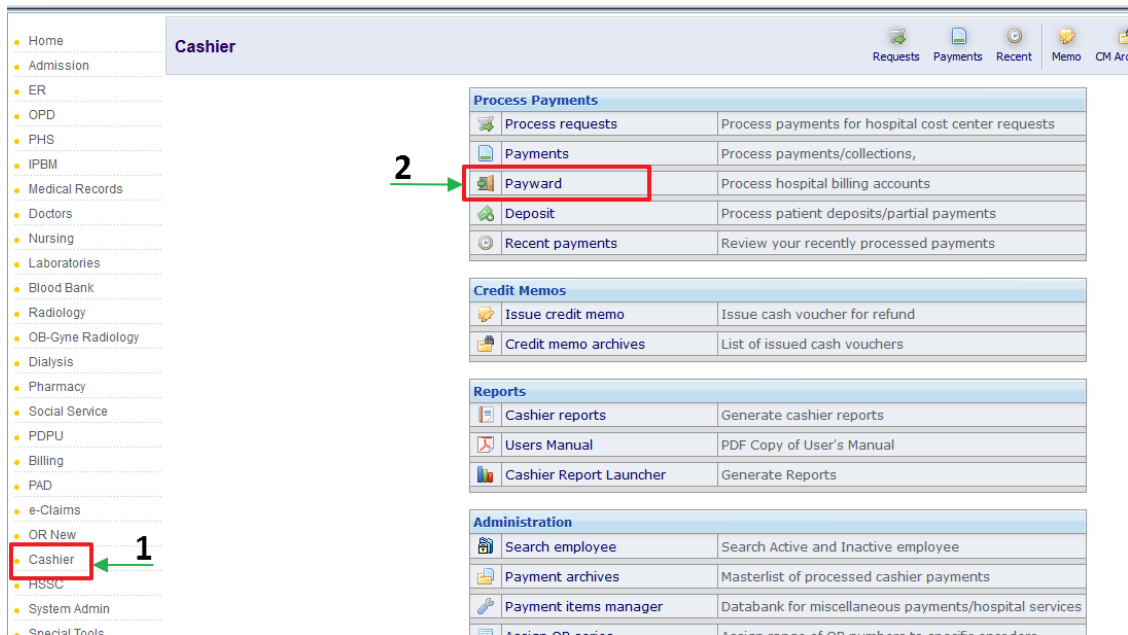
Amount Tendered: 0.00

Change: 0.00

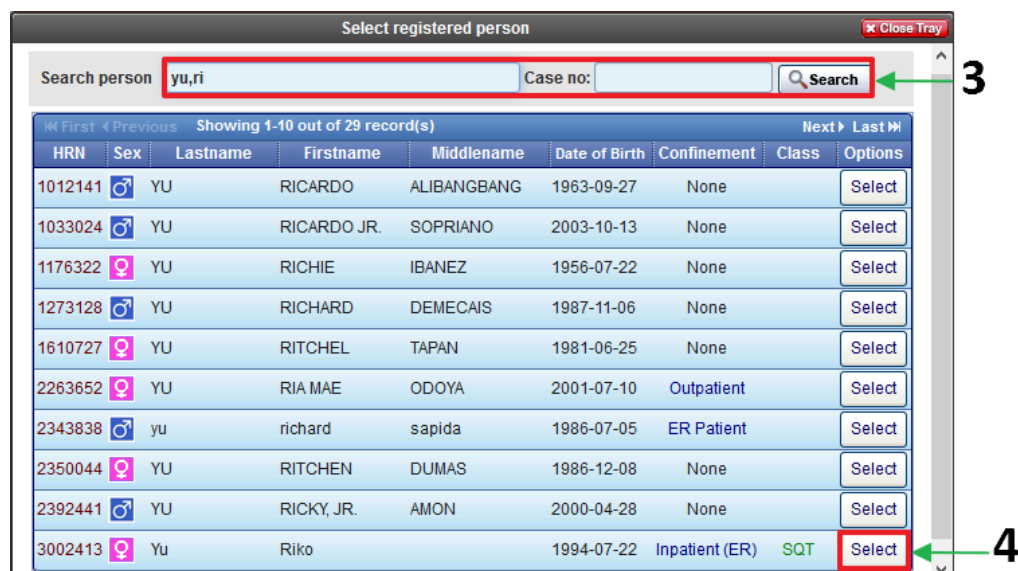
Orig Subtotal: 0.00 Adj Subtotal: 0.00

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 **AddBilling** to select the recent billing of the patient.

Cashier::Create payment entry

Payor Information | Check/Credit Card

O.R. No. **19872345** ✓ 6

Get Latest

Search walk-in or Company
- select -

Name Yu, Riko

Address NOT PROVIDED, DAVAO CITY
8000 DAVAO DEL SUR

Company Name

Date March 9, 2017 5:58pm

Remarks

Patient type INPATIENT (ER)

Classification SQT

Process Payment | Cancel

5

7

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

Add Billing | Add Partial | Clear List

Hospital bills

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

Industrial Clinic

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




Sub-Total 0.00

Discount (0.00)

Net Total 0.00

Amt Tendered 0.00

Change 0.00

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 visible if it's not yet paid.

Select Billing Encounter


Close Tray

First Previous Showing 1-2 out of 2 record(s) Next Last

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
 Address NOT PROVIDED, DAVAO CITY 8000 DAVAO DEL SUR
 Company Name

Date March 9, 2017 5:58pm
 Remarks
 Patient type INPATIENT (ER)
 Classification SQT


13 14
 

Requests **Billing** Deposits Other Payments Dialysis
 Add Billing **Add Partial**  ← 11

Item No	Item Description	Price/item (Orig)	Price/item (Adj)	Quantity	Price (Orig)	Price (Adj)
2017000230	Yu, Riko (2017-02-01 ... Hospital Bill)	930.00			930.00	930.00
Items (1)		Orig Subtotal: 930.00		Adj Subtotal: 930.00		

Industrial Clinic

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		

10


12

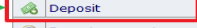
Sub-Total 930.00
 Discount (0.00)
 Net Total 930.00
 Amt Tendered 1,000.00
 Change 70.00


DEPOSIT

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

Cashier

Requests Payments Recent Memo CM Arc

2


1


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
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

on | 11

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

Select registered person Close Tray

Search person yu,ri Case no: Search **3**

Showing 1-10 out of 29 record(s)

HRN	Sex	Lastname	Firstname	Middlename	Date of Birth	Confinement	Class	Options
1012141	♂	YU	RICARDO	ALIBANGBANG	1963-09-27	None		Select
1033024	♂	YU	RICARDO JR.	SOPRIANO	2003-10-13	None		Select
1176322	♀	YU	RICHIE	IBANEZ	1956-07-22	None		Select
1273128	♂	YU	RICHARD	DEMECAIS	1987-11-06	None		Select
1610727	♀	YU	RITCHEL	TAPAN	1981-06-25	None		Select
2263652	♀	YU	RIA MAE	ODOYA	2001-07-10	Outpatient		Select
2343838	♂	yu	richard	sapida	1986-07-05	ER Patient		Select
2350044	♀	YU	RITCHEN	DUMAS	1986-12-08	None		Select
2392441	♂	YU	RICKY, JR.	AMON	2000-04-28	None		Select
3002413	♀	Yu	Riko		1994-07-22	Inpatient (ER)	SQT	Select 4

- The system will proceed to **Deposits** tab.
- Input patient's **OR No.**
- 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.

Cashier::Create payment entry

Requests Payments Recent Memo CM Archives Archives Manager Reports Close

Payor Information: Check/Credit Card

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

Get Latest

Search walk-in or Company
- select -

Name Yu, Riko Clear

Address NOT PROVIDED, DAVAO CITY 8000
DAVAO DEL SUR

Company Name **5**

Date March 9, 2017 7:19pm

Remarks

Patient type INPATIENT (ER)
Classification SQT

Process Payment Cancel

Requests Billing **Deposits** Other Payments Dialysis


Add Deposit **Add Deposit (HOI)** **Add Partial** **OB Annex** **Clear List** **7**

Deposits

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

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

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.

Cashier::Create payment entry


Payor Information: **Check/Credit Card** 12

O.R. No. 19872345 

Date March 9, 2017 7:19pm

Remarks

Search walk-in or Company - select -

Name Yu, Riko 

Address NOT PROVIDED, DAVAO CITY 8000 DAVAO DEL SUR





Company Name

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

Process Payment **Cancel** 10 11

Requests Billing **Deposits** Other Payments Dialysis

Add Deposit Add Deposit (HOI) Add Partial OB Annex Clear List

Item No	Item Description	Price/Item (Orig)	Price/Item (Adj)	Quantity	Price (Orig)	Price (Adj)	
<input checked="" type="checkbox"/>	DEPOSIT Deposit:Hospital Fees	100.00	100.00		100.00	100.00	
<input checked="" type="checkbox"/>	HOI Deposit:Hospital Fees	150.00	150.00		150.00	150.00	
<input checked="" type="checkbox"/>	PARTIAL Partial payment	200.00	200.00		200.00	200.00	
<input checked="" type="checkbox"/>	OBANNEX OB Annex:Hospital Fees	300.00	300.00		300.00	300.00	
Items (4)		Orig Subtotal: 750.00		Adj Subtotal: 750.00			

Sub-Total 750.00
Discount (0.00)
Net Total 750.00
Amt Tendered **1,000.00** 9
Change 250.00

8

RECENT PAYMENTS

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

Cashier

Home Admission ER OPD PHS IPBM Medical Records Doctors Nursing Laboratories Blood Bank Radiology OB-Gyne Radiology Dialysis Pharmacy Social Service PDPU Billing PAD e-Claims **OR New** **Cashier** 1 HSSC System Admin Special Tools

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
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

2

- 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.
- If the payment cancelled, the personnel can undo the cancelation by clicking the  button.
To view the reason of cancelation, click  button.

Cashier::View Recent

Requests Payments Recent Memo CM Archives Archives Manager Reports Close

Search result:

Showing 1-15 out of 5,062 record(s)

Date	OR No.	Name	Item(s)	Amount	Next	Last	MM
2017-03-19 01:06pm	465465467	AAA, Kiara Rññ	Blood Urea Nitrogen, Cholesterol (TOTAL), Glucose-FBS, Glucose-RBS, GLUC-POST-PRANDIAL	840.00			
2017-03-19 11:55am	465465466	MACABINGKL, 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	SAIV 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, YASMEN .	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 06:51pm	333333232	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	sasasasdadada, dadadasasasa	DENTAL EXTRACTION, DENTAL RESTORATION	290.00			
2017-03-08 06:17pm	1321321321	sasasasdadada, dadadasasasa	DENTAL EXTRACTION, DENTAL RESTORATION, DENTAL RESTORATION	710.00			
2017-03-08 06:14pm	4445553121	sasasasdadada, dadadasasasa	Consultation Fee	75.00			
2017-03-07 10:37pm	900000323	Saltoza, Camil .	ORALITE SACHET Orange Flavor	6.00			

ISSUES CREDIT MEMO

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

Cashier

Requests Payments Recent Memo CM Archives

Home
Admission
ER
OPD
PHS
IPBM
Medical Records
Doctors
Nursing
Laboratories
Blood Bank
Radiology
OB-Gyne Radiology
Dialysis
Pharmacy
Social Service
PDPU
Billing
PAD
e-Claims
OR New
Cashier
HSSC
System Admin
Special Tools

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
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. Click  button to search a patient.

Cashier :: Credit memo :: Create memo

Requests Payments Recent Memo CM Archives Archives Manager Reports Close

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

Name:  Notes:

Address: Assign to: -- Select personnel --

Total refund: 0.00

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

Requests Payments Recent Memo CM Archives Archives Manager Reports Close

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

Name: al, ge  Notes:

Address: NOT PROVIDED, DAVAO CITY
8000 DAVAO DEL SUR Assign to: -- Select personnel --

Total refund: 0.00

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.


The screenshot shows a window titled "Select payment to be refunded" with a "Close Tray" button in the top right. Below the title bar is a navigation bar with "First", "Previous", "Showing 1-1 out of 1 record(s)", "Next", and "Last". The main table has columns: Date, OR No., Name, Item(s), and Amount. A single record is displayed for the date 2017-01-16 02:46pm, OR No. 32423427, Name al, ge, Item(s) 24hr Urine Albumin, 24hr Urine CA, 24hr Crea Clearance, and Amount 560.05. An "Expand" button is located to the right of the amount, highlighted by a green arrow and the number 7.

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

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

The screenshot shows the same window as before, but the record is expanded. The "Expand" button is now labeled "Collapse". Below the main table is a detailed table with columns: Code, Ref No., Source, Item, Qty, Prev, Price, and a button. The detailed table has three rows: 24HUAL (2017000125, LD, 24hr Urine Albumin (CLINICAL CHEMISTRY), 1, 1, 170.00, Done), 24HUCA (2017000125, LD, 24hr Urine CA (CLINICAL CHEMISTRY), 1, 1, 150.00, Done), and 24UCC (2017000125, LD, 24hr Crea Clearance (CLINICAL CHEMISTRY), 1, 0, 240.05, Refund). The "Refund" button is highlighted by a green arrow and the number 8.

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

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: 2017000004 Date: March 10, 2017 9:10am

Name: al, ge Notes:


Address: NOT PROVIDED, DAVAO CITY 8000 DAVAO DEL SUR

Assign to: Abiola Catadman **9**

Total refund: 240.05

11 **12 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.: 2017000004

Issue date: 2017-03-10 09:10

Name: al, ge

Address: NOT PROVIDED, DAVAO CITY 8000 DAVAO DEL SUR

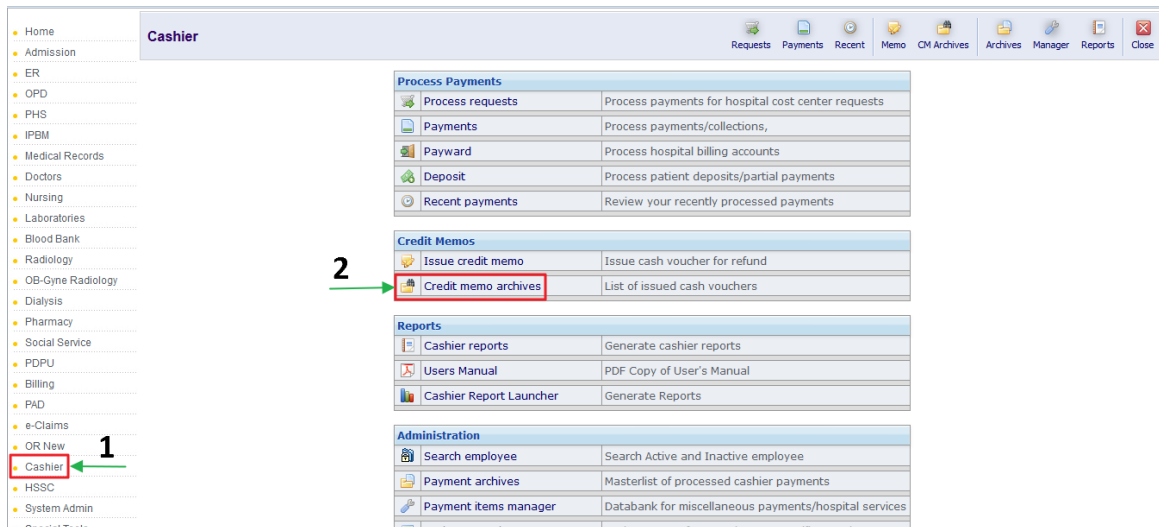
Notes:

Items:

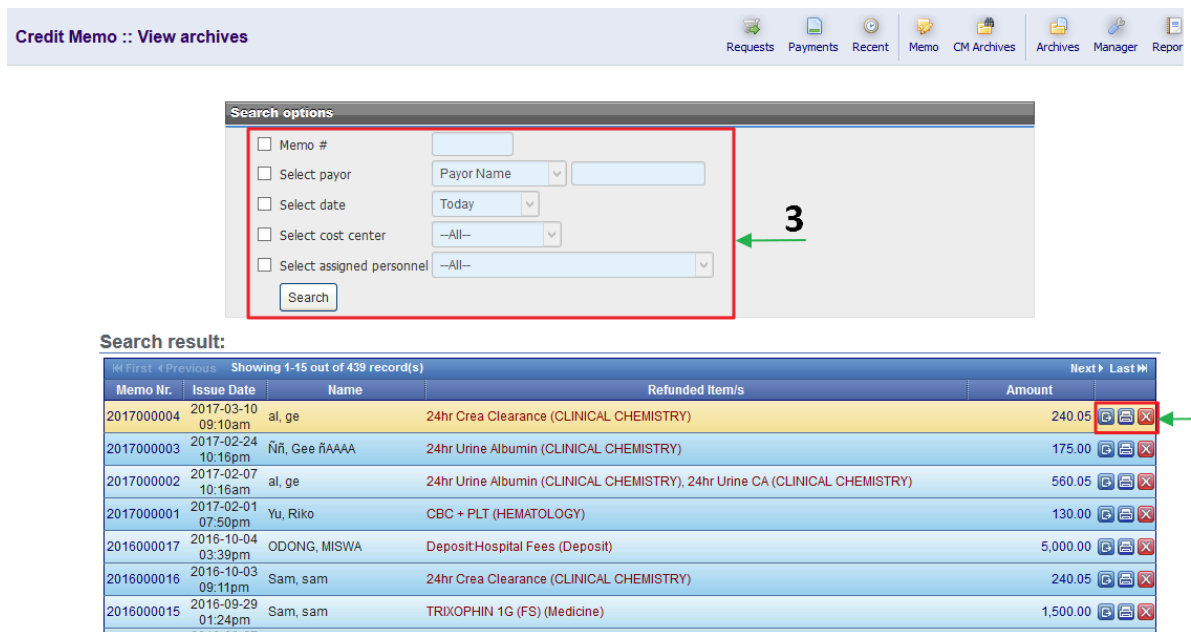
OR No.	Source	Code	Particulars	Price	Qty	Total
32423427	LD	24UCC	24hr Crea Clearance	240.05	1	240.05

Credit Memo Archives

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

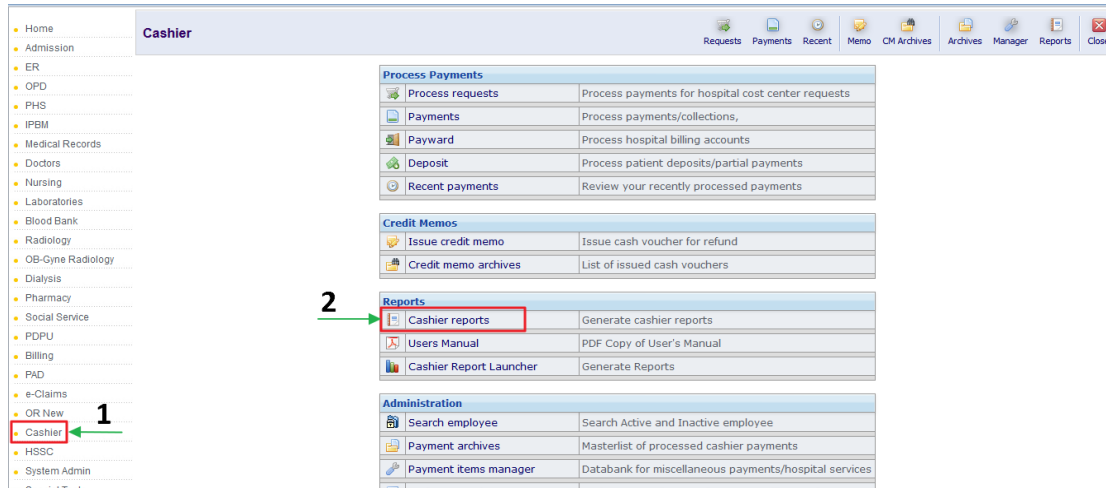


3. The system will automatically display the entire issued memo.
Fill the search options to filter the results then click **Search button**.
4. Click button at the right side to update the memo.
Click button to print the issued memo.
Click button to delete in the list.

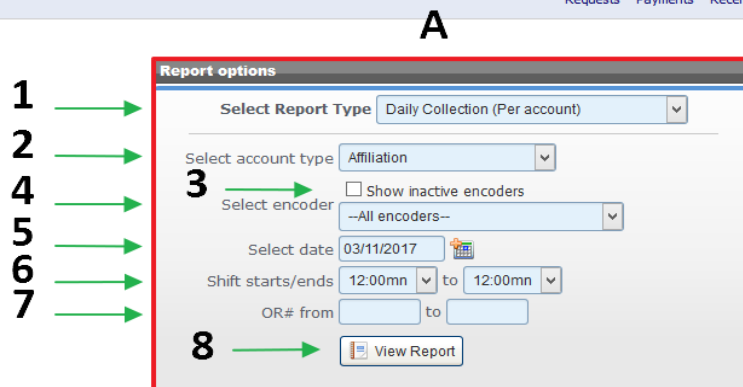
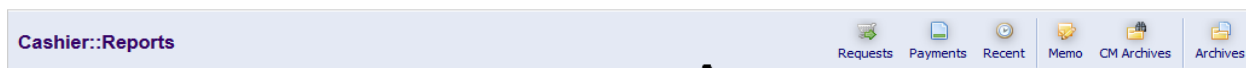


CASHIER REPORTS

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.

Cashier::Reports

Requests Payments Recent Memo CM Archives Archives

B

Report options

1 → Select Report Type: Daily Collection Summary (Per account) ▼

2 → Select account type: Affiliation ▼

3 → ☐ Show inactive encoders

4 → Select encoder: --All encoders-- ▼

5 → Select date: 03/11/2017 📅

6 → OR# from: to:

7 →

- 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.

Cashier::Reports

Requests Payments Recent Memo CM Arch

C

Report options

1 → Select Report Type: Daily Collection Full (Per shift) ▼

2 → Select account type: Affiliation ▼

3 → ☐ Show inactive encoders

4 → Select encoder: --All encoders-- ▼

5 → Shift starts: 03/11/2017 📅 Unspecified ▼

6 → Shift ends: 03/11/2017 📅 Unspecified ▼

7 → OR# from: to:

8 →

- 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.

Cashier::Reports

Requests Payments Recent Memo CM Archives

D

Report options

1 → Select Report Type: Daily Endorsement (Per shift)

2 → Select endorser: --All encoders--

3 → OR# from: to

4 → 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.

Cashier::Reports

Requests Payments Recent Memo CM Archives

E

Report options

1 → Select Report Type: Daily OR Usage

2 → Select account type: -- All accounts --

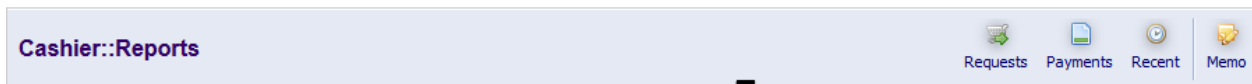
3 → ☐ Show inactive encoders

4 → Select encoder: --All encoders--

5 → OR# from: to

6 → 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.



F

Report options

Select Report Type: Monthly Collection (Per account)

Select account type: Affiliation

☐ Show inactive encoders

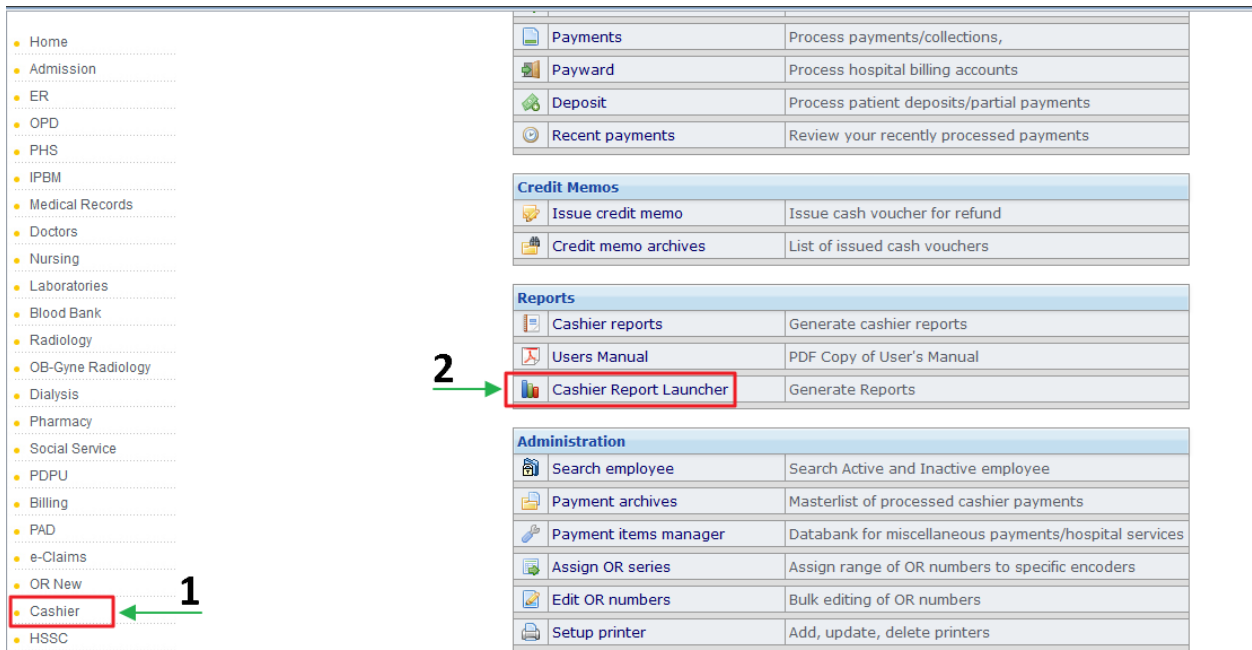
Select encoder: --All encoders--



Select month/year: January 2017

View Report

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 To: 03/11/2017

AVAILABLE REPORTS:

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.

- Home
- Admission
- ER
- OPD
- PHS
- IPBM
- Medical Records
- Doctors
- Nursing
- Laboratories
- Blood Bank
- Radiology
- OB-Gyne Radiology
- Dialysis
- Pharmacy
- Social Service
- PDPU
- Billing
- PAD
- e-Claims
- OR New
- Cashier**
- HSSC

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

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

3 →

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.:

4 ↓

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.

The screenshot shows the application's main interface. On the left is a vertical navigation menu with various options including Home, Admission, ER, OPD, PHS, IPBM, Medical Records, Doctors, Nursing, Laboratories, Blood Bank, Radiology, OB-Gyne Radiology, Dialysis, Pharmacy, Social Service, PDPU, Billing, PAD, e-Claims, OR New, **Cashier** (highlighted with a red box and a green arrow labeled '1'), and HSSC. On the right is the main menu with sections: Payments (Process payments/collections, Payward, Deposit, Recent payments), Credit Memos (Issue credit memo, Credit memo archives), Reports (Cashier reports, Users Manual, Cashier Report Launcher), and Administration (Search employee, **Payment archives** (highlighted with a red box and a green arrow labeled '2'), Payment items manager, Assign OR series, Edit OR numbers, Setup printer).

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 cancellation. Click button to undo cancellation. 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 cancellation. Click button to delete in the list.

The screenshot shows the 'Cashier::OR Master Archives' window. At the top, there are tabs for 'Search by Date', 'Search By Payor', and 'Search By O.R.#'. Below these is a 'Select date' dropdown menu set to 'Today' and a 'Search' button. A green arrow labeled '3' points to the search area. Below the search area, a table displays the search results. The table has columns for Date, OR No., Name, Item(s), and Amount. The first row is highlighted, and a green arrow labeled '4' points to the action icons (magnifying glass, undo, delete) in the first row. Another green arrow labeled '5' points to the action icons in the second row.

Date	OR No.	Name	Item(s)	Amount
2017-03-11 06:37pm	112312312 (Cancelled)	RABANILLO, RANIE A. PD:726095	DENTAL EXTRACTION	90.00
2017-03-11 06:36pm	2334233 (Cancelled)	MA, MARISSA M. PD:2114411	Dental Scaling and Polishing (severe), DENTAL SCALING AND POLISHING(MLD)	500.00
2017-03-11 06:34pm	12312312322 (Cancelled)	MA, MARISSA M. PD:2114411	DENTAL EXTRACTION, DENTAL RESTORATION	510.00
2017-03-11 06:34pm	1312312222 (Cancelled)	MA, MARISSA M. PD:2114411	DENTAL EXTRACTION, DENTAL RESTORATION	290.00
2017-03-11 01:32am	123121111 (Cancelled)	ARABILLA, ARLYN T. PD:908874	Dental Scaling and Polishing (severe), DENTAL SCALING AND POLISHING(MLD)	500.00
2017-03-11 01:29am	12312312222	RABANOS, YARHA PD:2434389	Dental Scaling and Polishing (severe)	225.00
2017-03-11 01:25am	23242423	RABE, PAULITA F. PD:1569000	Dental Scaling and Polishing (severe)	300.00
2017-03-11 01:16am	123123123122 (Cancelled)	RABE, PAULITA F. PD:1569000	DENTAL EXTRACTION, DENTAL RESTORATION, DENTAL RESTORATION	710.00
2017-03-11 01:16am	123123123 (Cancelled)	RABE, PAULITA F. PD:1569000	Dental Scaling and Polishing (severe), DENTAL SCALING AND POLISHING(MLD), DENTAL RESTORATION	920.00
2017-03-11 01:09am	0123123555	RABE, PAULITA F. PD:1569000	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.

The screenshot shows the application's main interface. On the left is a vertical menu with various options. A red box highlights 'Cashier' with a green arrow labeled '1' pointing to it. The main area on the right contains several sections: 'Payments', 'Credit Memos', 'Reports', and 'Administration'. In the 'Administration' section, 'Payment items manager' is highlighted with a red box and a green arrow labeled '2' pointing to it.

Icon	Item	Description
Payments icon	Payments	Process payments/collections,
Payward icon	Payward	Process hospital billing accounts
Deposit icon	Deposit	Process patient deposits/partial payments
Recent payments icon	Recent payments	Review your recently processed payments
Credit Memos		
Issue credit memo icon	Issue credit memo	Issue cash voucher for refund
Credit memo archives icon	Credit memo archives	List of issued cash vouchers
Reports		
Cashier reports icon	Cashier reports	Generate cashier reports
Users Manual icon	Users Manual	PDF Copy of User's Manual
Cashier Report Launcher icon	Cashier Report Launcher	Generate Reports
Administration		
Search employee icon	Search employee	Search Active and Inactive employee
Payment archives icon	Payment archives	Masterlist of processed cashier payments
Payment items manager icon	Payment items manager	Databank for miscellaneous payments/hospital services
Assign OR series icon	Assign OR series	Assign range of OR numbers to specific encoders
Edit OR numbers icon	Edit OR numbers	Bulk editing of OR numbers
Setup printer icon	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.

The screenshot shows the 'Cashier::Other Services Databank' window. At the top is a toolbar with icons for Requests, Payments, Recent, Memo, CM Archives, Archives, Manager, Reports, and Close. Below the toolbar is a search filter box. A red box highlights the search filter with a green arrow labeled '3'. The search filter has two fields: 'Service name' and 'Account type'. The 'Account type' dropdown is set to '-All-'. Below the search filter is a 'Search' button. Below the search filter is a 'New Payment Item' button with a green arrow labeled '5' pointing to it. Below the search filter is a table of payment items. A red box highlights the table with a green arrow labeled '4'. The table has columns: Code, Name/description, Price, Account, Subtype, Department, Locked, and a column with edit and delete icons. The table shows 15 records out of 913.




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

Create Payment Item

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

ASSIGN OR SERIES


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

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

Cashier::OR Assignment































Requests Payments Recent Memo CM Archives Archives Manager Reports Close

Search options

☐ User: Abiola Catadman
☐ OR Number:
☐ Date of Effectivity: 

Search

Add

User	Date	OR Series	OR #s used	Locked
Jeralyn Biondo	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 Cadelilla	06/10/2009 to 06/30/2009	0141001 - 0141485	485	  

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


Add OR Assignment

OR Assignment Details

User Abiola Catadman

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**.

The screenshot shows the Segworks application interface. On the left is a vertical navigation menu with various options. The 'Cashier' option is highlighted with a red box, and a green arrow labeled '1' points to it. On the right is the main menu, which is divided into several sections: Payments, Credit Memos, Reports, and Administration. The 'Edit OR numbers' option in the 'Administration' section is highlighted with a red box, and a green arrow labeled '2' points to it.

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

The screenshot shows the 'Cashier::OR Editing' window. At the top, there is a toolbar with icons for Requests, Payments, Recent, Memo, CM Archives, and Archives. Below the toolbar is a 'Search existing OR series' dialog box. The dialog box has two input fields: 'OR From' with the value '000000001' and 'OR To' with the value '100000000'. A green arrow labeled '3' points to the 'OR To' field. Below these fields is a 'Search' button, which is highlighted with a red box and a green arrow labeled '4'. Below the dialog box is a table with the following columns: OR No, Date, Encoder, Payor Name, and Status. The table is currently empty, and the text 'No OR series selected yet.' is displayed. At the bottom left of the table are 'Save' and 'Cancel' buttons. At the bottom right is a 'Generate OR' button.

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

Cashier::OR Editing

Requests Payments Recent Memo OH Archives Archives Manager Reports Close

6 7 8

Search existing OR series

OR From 000000001 OR To 100000000

Search

Save Cancel Generate OR

OR No	Date	Encoder	Payor Name	Status
000000000001	2015-08-26 15:38:33	medocs	PEREZ, ROMEL G.	000000000001
000000000002	2015-08-27 14:12:04	medocs	Sabillo, Valmeavn C.	000000000002
000000000003	2015-08-27 14:22:58	medocs	Sabillo, Valmeavn C.	000000000003
000000000004	2015-08-27 14:26:34	medocs	Sabillo, Valmeavn C.	000000000004
000000000005	2015-08-27 14:35:50	medocs	TABILO, TARCISIO C.	000000000005
000000000006	2015-08-27 16:29:25	medocs	ANDRESS, BONIFACIA L.	000000000006
000000000007	2015-08-28 13:28:26	medocs	LOPEZ, GIMMARIE E.	000000000007
000000000008	2015-08-28 14:23:29	medocs	ANDRESS, BONIFACIA L.	000000000008
000000000009	2015-08-30 06:39:29	medocs	Sabidor, Vallercy R.	000000000009
000000000010	2015-09-01 16:56:45	medocs	ANDRESS, BONIFACIA L.	000000000010
000000000011	2015-09-01 17:39:16	medocs	DELA CRUZ, GRETCHEN M.	000000000011

5

Setup Printer

- Click **Cashier** in the left menu.
- Click **Setup Printer**.

Home Admission ER OPD PHS IPBM Medical Records Doctors Nursing OR Laboratories Blood Bank Radiology Dialysis Pharmacy Social Service PDPU HSSE Billing eClaims PAD Cashier Reports System Admin Special Tools

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 Add, update, delete printers

1 2

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.



















Add printer

IP address : 10.1.12.59

Shared printer name :

max character : 10

Add Printer

Showing 1-10 out of 45 record(s)			Next	Last
IP Address	Shared Printer Name	Options		
10.1.12.59	epsonlq	 	6	7
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	