

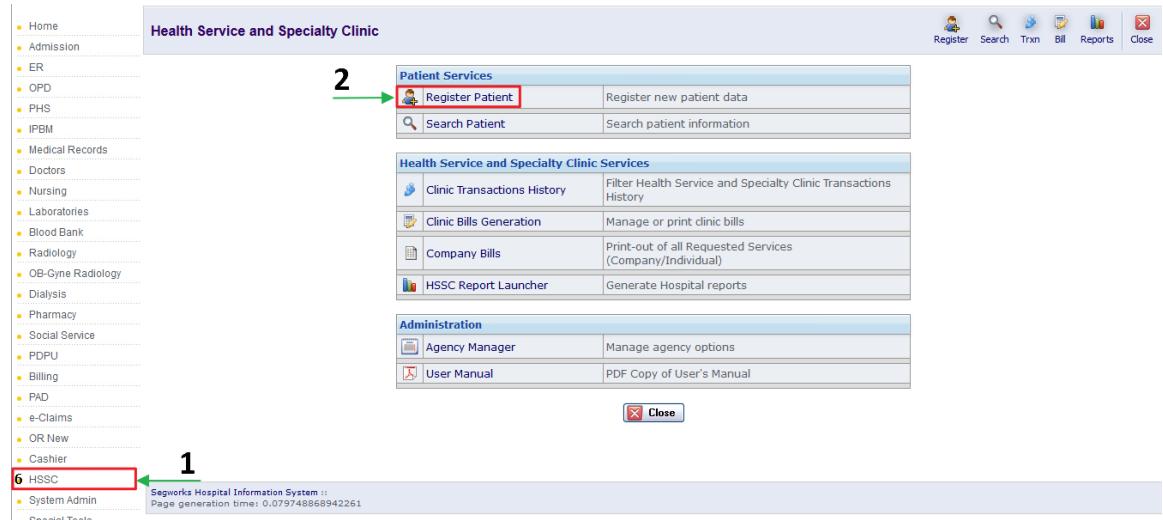
HEALTH SERVICES AND SPECIALTY CLINIC USER MANUAL

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REGISTER PATIENT

1. Click **HSSC** in the left menu.
2. Click **Register Patient** to register patient information.



3. Click **New Patient** if the patient is not yet registered on the system.
4. Click **Search** if the patient is already registered in the system.
5. If the patient is not yet registered, go to **New Patient** and fill in the form.

The red marked with asterisk (*) showed in the form means it is required to fill in the empty fields.

Person Registration

3 4

New Patient Search Advance Search Comprehensive Search Consultation

HRN 3002454

Registration Date 02/06/2017 [mm/dd/yyyy]

Registration Time 11:03 A.M. [hh:mm]

Picture Preview

Personal Details

* Family Name Lee No file selected.

* Given Name Charlemagne

Middle Name

* Date of Birth 07/22/1994 [mm/dd/yyyy] 22.64 year(s) old Temp Birthday**

Place of Birth

* Sex Male Female

Civil Status Child Single Married Divorced Widowed Separated

Religion Not Indicated

Address:

House No./Street

Baranoav's Name -Not Provided-

6. Click **Address Wizard** button at the right side of **House No/Street** to search and generate the patient's full address.
7. After filling up the form, click **Save** button then click **OK**.
But if the system warns "**This person seems to be registered already. The following listed persons have similar personal data. Please check them out first before you decide the next step.**" it means it has the same details of the patients' listed or almost same spelled name of the patient registered. If the patient isn't on the list, click the **Save anyway** button below to save.
8. Or click **Reset Data** to clear all fields in the form.

Address:

House No./Street	<input type="text"/>	Address Wizard
Barangay's Name	-Not Provided-	<input type="button"/>
Municipality/City's Name	DAVAO CITY	<input type="button"/>
Province's Name	DAVAO DEL SUR	<input type="button"/>
Region's Name	Region XI	<input type="button"/>

Family Background:

Father's Name	Johnson
Mother's Name	Rika
Spouse's Name	<input type="text"/>
Guardian's Name	<input type="text"/>

Other Personal Details:

Occupation	Not Indicated
Country of Nationality	Philippines

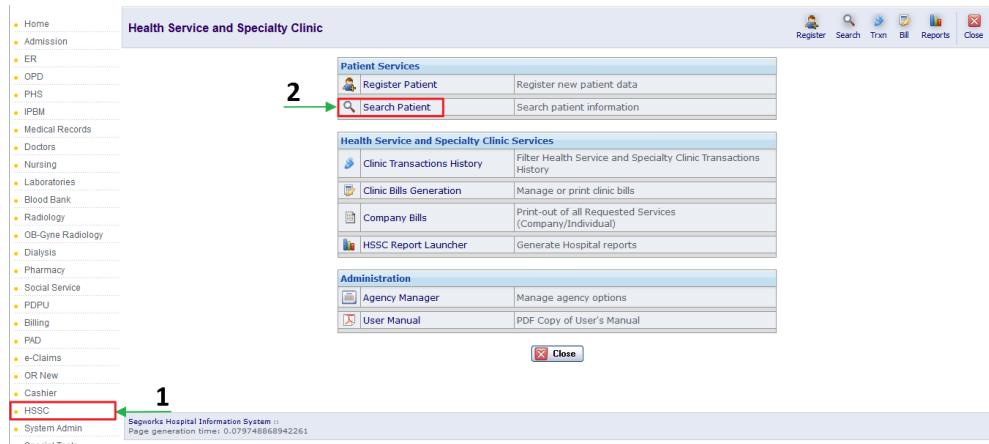
Show Details

7 → **Save** **Reset Data** ← **8**

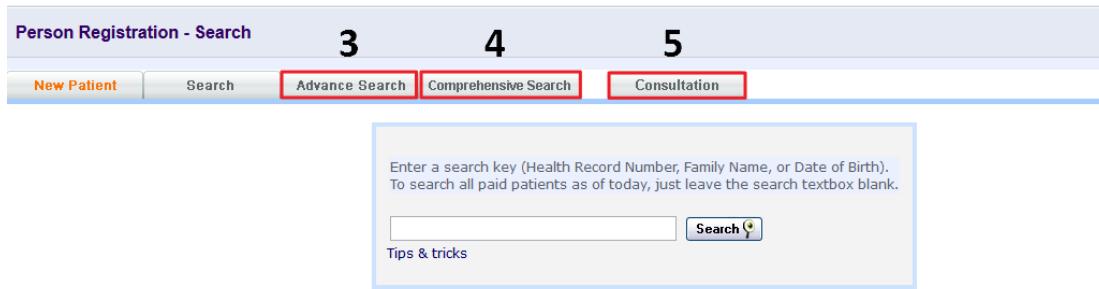
▶ Search patient's data
▶ Advanced Search

SEARCH PATIENT

1. Click **HSSC** in the left menu.
2. Click **Search Patient** to view patient information.



3. Click **Advance Search** to search a patient with specific details.
4. Click **Comprehensive Search** to search a patient by its patient type.
5. Click **Consultation** to search a patient by its case number, name (last name, first name), or encounter date (MM/DD/YYYY).



CREATE A TRANSACTION

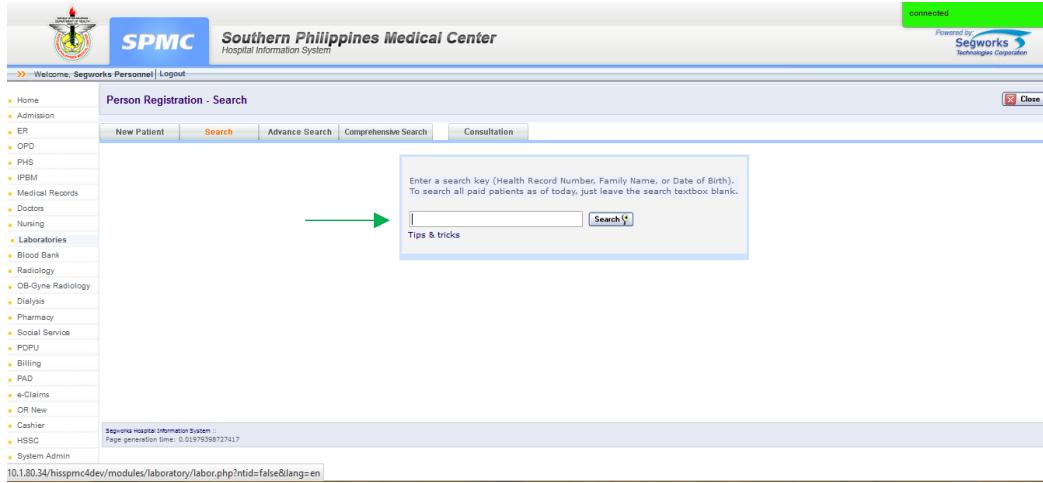
1. Click **HSSC** in the left menu.
2. Click **Search** to search a certain patient to create a transaction.



3. Click **Advance Search** to search patient using different details.

4. Click **Comprehensive search** to search in ER, OPD, and IPD or in all departments.

5. Type the name of the patient in the empty field (Last name, first name, HRN) then click **Search** button.



6. Click **Health Service and Specialty Clinic Transaction** at the right side of patient's info.

Options for this person

- Health Service and Specialty Clinic Transaction**
- List of Case Nos.
- Medical History
- ICD 10 / ICPM
- Change Status to Baby

3002454

HRN

Registration Date: 02/06/2017

Registration Time: 11:03 AM

Picture Preview

Personal Details

Family Name	LEE
Given Name	CHARLEMAGNE
Date of Birth	07/22/1994 22.64 YEAR(S) OLD
Sex	MALE
Religion	NOT INDICATED

Address:

House No./Street:	NOT PROVIDED
Barangay's Name:	NOT PROVIDED
Municipality/City's Name:	DAVAO CITY
Province's Name:	DAVAO DEL SUR
Region's Name:	REGION XI

ZIP Code: 8000

Family Background:

Father's Name	JOHNSON
Mother's Name	RIKA

7. Fill in the transaction form with patient's consultation data.
8. Check the checkbox if the patient's transaction is charge to patient's agency or company.
9. If the checkbox is checked, the search button will be visible to search the patient's agency.

3RN 3002454 Options for this person

Full Name: Lee, Charlemagne

Address: , NOT PROVIDED, DAVAO CITY

Age: 22 Birthday: 1994-07-22

Gender: male Civil Status:

Transactional Date: 03/13/2017 7:19 PM

Case No:

Charge to Agency: 6

Agency / Organization: 7

Position:

ID No:

Status: Regular Job Order Student
 Contractual Consultant Other

History of Smoking: YES NO N/A

Alcohol Drinker: YES NO N/A

Purpose of Exam:

Remarks:

Save Cancel

10. Upon clicking the search button, search the patient's **company or agency** listed.
11. Click arrow at the right side of the agency's name if it is the patient's agency.

Company

Search keyword: spmc

Search Refresh!

Showing 1-1 of 1 item(s)

Name	Location
SPMC	davao city >

First < Prev Showing 1-1 of 1 item(s) Next > Last Refresh

12. Select purpose of the patient's exam.
13. Click **Save** button to save.
14. Click **Cancel** button to cancel the transaction.

10

11

12

Examinations

- Medical Exam Chart
- Medical Exam Chart(Follow-up)
- Medical/Dental Certificate
- Med. Cert Driver's License
- LTO Medical Certificate
- HSSC Clinical Form
- HSSC Vaccination Certificate

Transaction History List

PATIENT TRANSACTION'S OPTION

After the patient's transaction, it will show the options possibly needed for the patients.

1. Click **Show Person Registration** to view again the patient's information.
2. Click **Update Person Registration** to edit patient's information.
3. Click **Examination** to request any examination (services) needed for the patient.
4. Click **Medical Exam Chart** to fill in the assessment data needed for patient's examination.
5. Click **Medical Exam Chart (Follow up form)** to fill in the assessment data needed for patient's examination (for follow-up).
6. Click **Medical/Dental Certificate** to view and print patient's result of examination
7. Click **Med. Cert Driver's License** to input data and print certificate of patient's driver license.
Note: This is the old medical certificate for driver's license.
8. Click **LTO Medical Certificate** to input data and print certificate for patient's LTO.
9. Click **HSSC Clinical Form** to view and print the patient's data.
10. Click **HSSC Vaccination Certificate** to input data of patient's vaccination.
11. Click **Transaction History List** to view all transaction history of a patient.

Health Service and Specialty Clinic :: Transaction

Register Search Trxn Bill Reports Close

Transaction Details		Options for this person			
HRN	3002454	Picture Preview			
Full Name	Lee, Charlemagne	1 Show Person Registration			
Address	, NOT PROVIDED, DAVAO CITY	2 Update Person Registration			
Age	22	Birthday	1994-07-22	3 Examinations	
Gender	male	4 Medical Exam Chart			
Transactional Date	03/20/2017	11:53	AM	5 Medical Exam Chart(Follow-up Form)	
Case No		6 Medical/Dental Certificate			
Charge to Agency	<input type="checkbox"/>	7 Med. Cert Driver's License			
Agency / Organization		8 LTO Medical Certificate			
Position		9 HSSC Clinical Form			
ID No.		10 HSSC Vaccination Certificate			
Status	<input type="radio"/> Regular <input type="radio"/> Job Order <input type="radio"/> Student <input type="radio"/> Contractual <input type="radio"/> Consultant <input type="radio"/> Other	11 Transaction History List			
History of Smoking	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A				
Alcohol Drinker	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A				
Durmose of Exam	Select				

CLINIC TRANSACTION HISTORY

1. Click **HSSC** in the left menu.
2. Click **Clinic Transaction History** at the menu to view all the list of patient/s and transactions in HSSC.

Health Service and Specialty Clinic

Register Search Trxn Bill Reports Close

Home	Patient Services	
Admission	Register Patient Register new patient data Search Patient Search patient information	
ER	Health Service and Specialty Clinic Services	
OPD	Clinic Transactions History Filter Health Service and Specialty Clinic Transactions History Clinic Bills Generation Manage or print clinic bills Company Bills Print-out of all Requested Services (Company/Individual) HSSC Report Launcher Generate Hospital reports	
PHS	Administration	
IPBM	Agency Manager Manage agency options User Manual PDF Copy of User's Manual	
Medical Records		
Doctors		
Nursing		
Laboratories		
Blood Bank		
Radiology		
OB-Gyne Radiology		
Dialysis		
Pharmacy		
Social Service		
PDPU		
Billing		
PAD		
e-Claims		
OR New		
Cashier		
HSSC	2 Clinic Transactions History Filter Health Service and Specialty Clinic Transactions History	
System Admin	Close	

Segworks Hospital Information System :: Page generation time: 0.049268960952759

3. Search transaction by **Patient's Name/Cases No. and HRN** by checking the checkbox and input data at the empty field. Or/and check the box and select date (**Today, This week, this month, etc.**) to filter by transaction date.
4. Click **Search** to view the result.
5. Upon viewing the result, click  to edit transaction in specific patient.

Health Service and Specialty Clinic::Transactions List

Register Search Trxn Bill Reports Close

3 
 Search options

 Patient/Case No. Patient Name/HRN

 Transaction Date This month

4 
 Search

Search result: This Month's transactions

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

Transaction No.	Patient's Name	HRN	Case No.	Transaction Date	Options
2013000944	SANGALANG, MANOLIT F.	1139281	2017800015	Mar 13, 2017	 

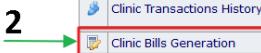
CLINIC BILLS GENERATION

1. Click **HSSC** in the left menu.
2. Click **Clinic Bills Generation** in the menu to manage and print transaction bills.

Health Service and Specialty Clinic

Register Search Trxn Bill Reports Close

1 
 HSSC

2 
 Clinic Bills Generation

Patient Services

 Register Patient	Register new patient data
 Search Patient	Search patient information

Health Service and Specialty Clinic Services

 Clinic Transactions History	Filter Health Service and Specialty Clinic Transactions History
 Clinic Bills Generation	Manage or print clinic bills
 Company Bills	Print-out of all Requested Services (Company/Individual)
 HSSC Report Launcher	Generate Hospital reports

Administration

 Agency Manager	Manage agency options
 User Manual	PDF Copy of User's Manual



Segworks Hospital Information System ::
Page generation time: 0.049268960952759

VIEW UNBILLED TRANSACTIONS

3. Check the checkbox and enter the **Account Name/Account No.** of the patient.
4. Or/and check the checkbox and select the **Cut-off date**.
5. Click **Search** button to display the result.
6. Click  logo to view the unbilled transactions.

Health Service and Specialty Clinic::Billing

Register Search Trxn Bill Reports Close

Search options

3 Account Name/ID: Account Name 4 Cut-off Date: Today 5 Billed Accounts

Search result: Unbilled account(s) with name having spmc

Show 10 entries

Acct. ID/HRN	Short Name	Account Name	Unbilled	Options
2014000025	Hospital	SPMC	2	
2014000026	Hospital	SPMC PERSONNEL	1	

Showing 1 to 2 of 2 entries Previous 1 Next 6

7. Check the **checkbox** for a specific patient.
8. Click **Preview** to view the statement account of the patient.
9. Or add discount percentage (%) to the patient's bill by clicking **Discount Details** below.
10. Then click **GENERATE BILL** to Generate the patient's bill and it will redirect to the Billed Account and Cashier.

Health Service and Specialty Clinic::Billing

Generate Bill

Agency : SPMC
Cut-Off Date : Today

8 10

Transaction Date	Employee Name	Select All
2017-01-27 18:31:00	Geee Alvero	<input type="checkbox"/>
2017-02-06 11:13:00	Charlemagne Lee	<input checked="" type="checkbox"/>

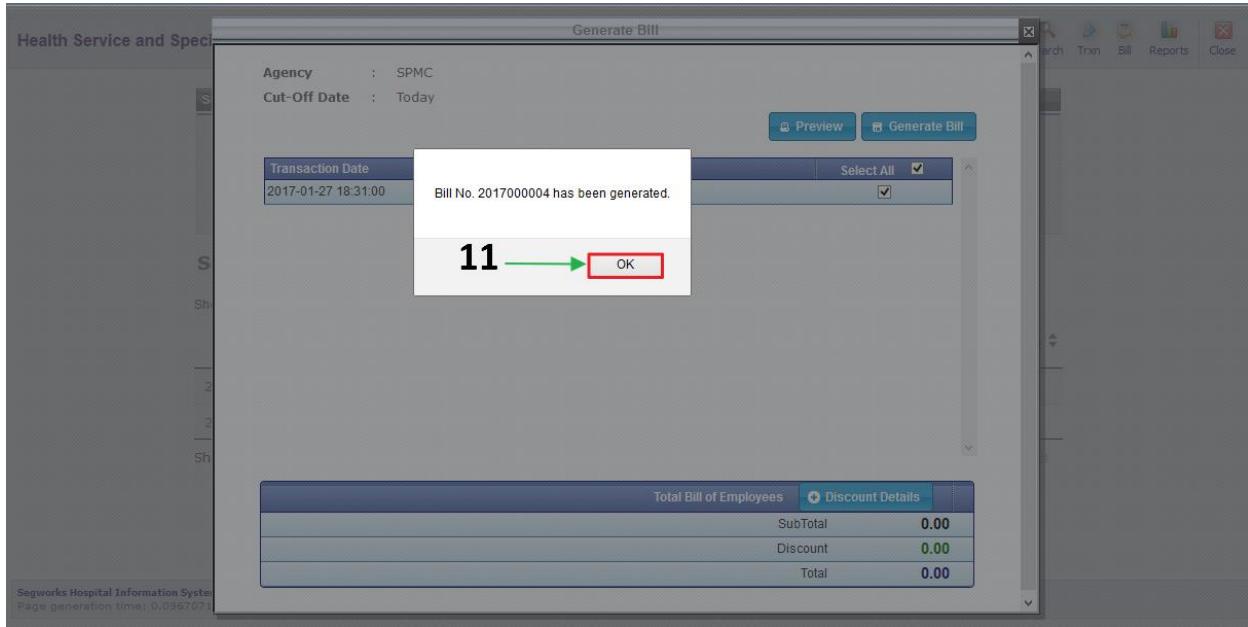
7

9

Total Bill of Employees

SubTotal	240.00
Discount	0.00
Total	240.00

11. Upon clicking **Generate Bill** button, **Bill Number** will be generated.
Then click **OK**.



VIEW BILLED ACCOUNTS

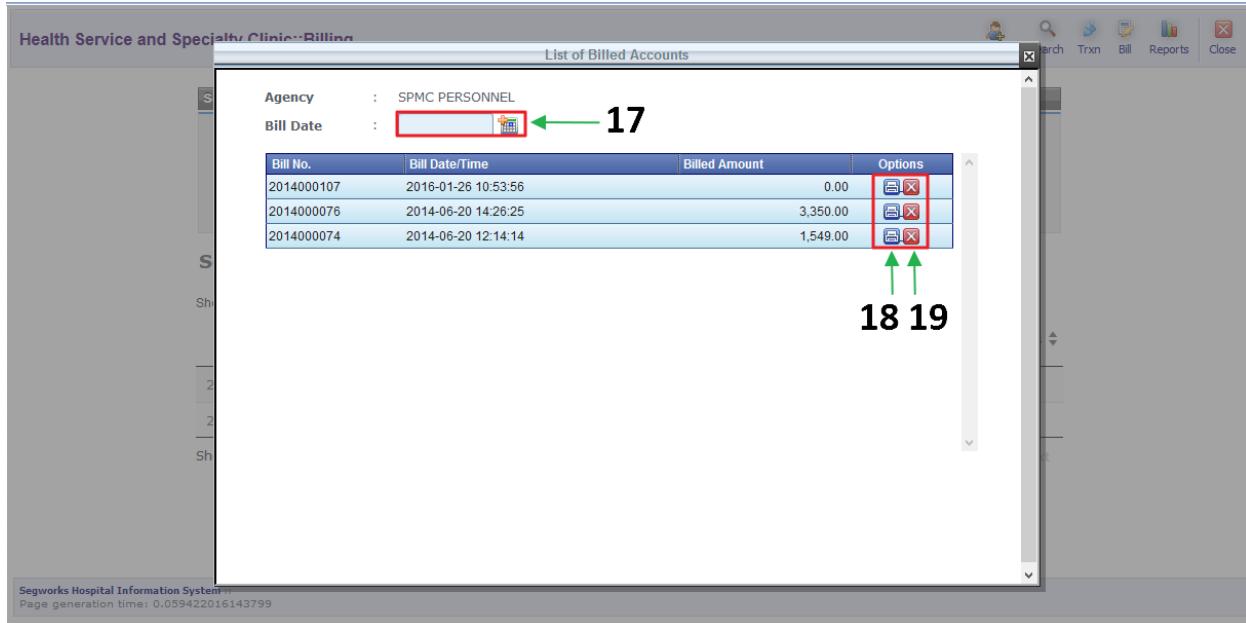
12. Check the checkbox and enter the **Account Name/Account No.** of the patient.
 13. Check the checkbox and select the **Cut-off date**.
 14. Click **Search** button to display the result.
 15. Check the checkbox to view Billed Accounts.
 16. Click  logo to view the billed transactions.
 17. Billed accounts (If billed account is checked)

Acct. ID/HRN	Short Name	Account Name	Billed	Options
2014000025	Hospital	SPMC	3	
2014000026	Hospital	SPMC PERSONNEL	4	

18. Select **Bill Date**.

19. Click  to print bill statement.

20. Click  to delete bill.



Health Service and Specialty Clinic - Billing

List of Billed Accounts

Agency : SPMC PERSONNEL

Bill Date :   17

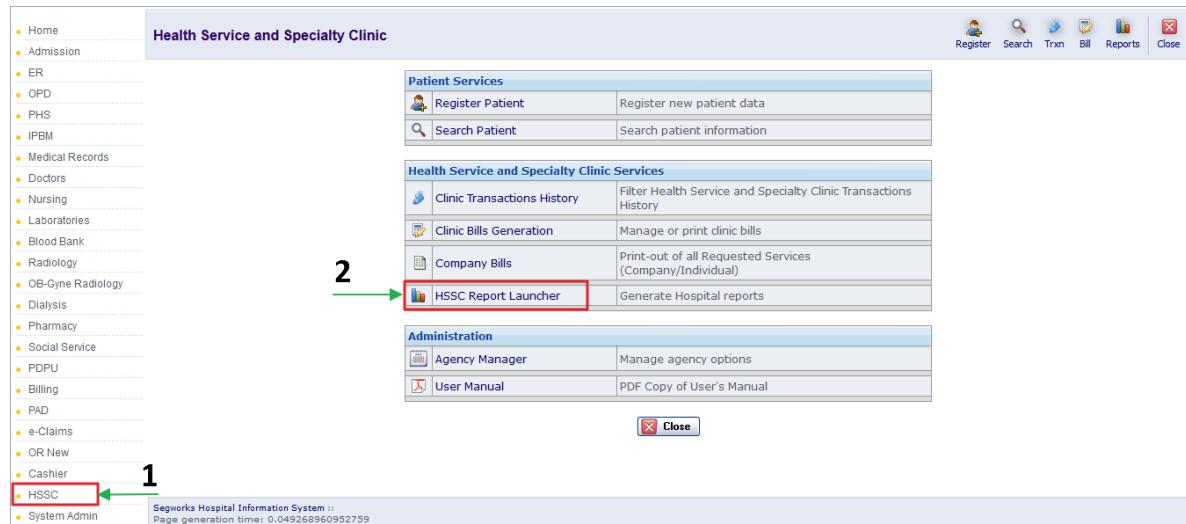
Bill No.	Bill Date/Time	Billed Amount	Options
2014000107	2016-01-26 10:53:56	0.00	 
2014000076	2014-06-20 14:26:25	3,350.00	 
2014000074	2014-06-20 12:14:14	1,549.00	 

Segworks Hospital Information System :: Page generation time: 0.059422016143799

HSSC REPORT LAUNCHER

1. Click **HSSC** in the left menu.

2. Click **HSSC Report Launcher** to generate HSSC reports.



Health Service and Specialty Clinic

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 1

System Admin

Patient Services

 Register Patient Register new patient data

 Search Patient Search patient information

Health Service and Specialty Clinic Services

 Clinic Transactions History Filter Health Service and Specialty Clinic Transactions History

 Clinic Bills Generation Manage or print clinic bills

 Company Bills Print-out of all Requested Services (Company/Individual)

 HSSC Report Launcher Generate Hospital reports 2

Administration

 Agency Manager Manage agency options

 User Manual PDF Copy of User's Manual

 Close

Segworks Hospital Information System :: Page generation time: 0.049268960952759

3. Select what Category.

Note: If select none, it will display as All.

4. Select Period of transaction date.
5. Search specific **report** in an empty field and it will automatically display results.
6. Click  to view report in PDF format.
7. Click  to view report in EXCEL format.

Report Launcher

GENERAL HOSPITAL REPORT

DEPARTMENT: Health Service and Specialty Clinic

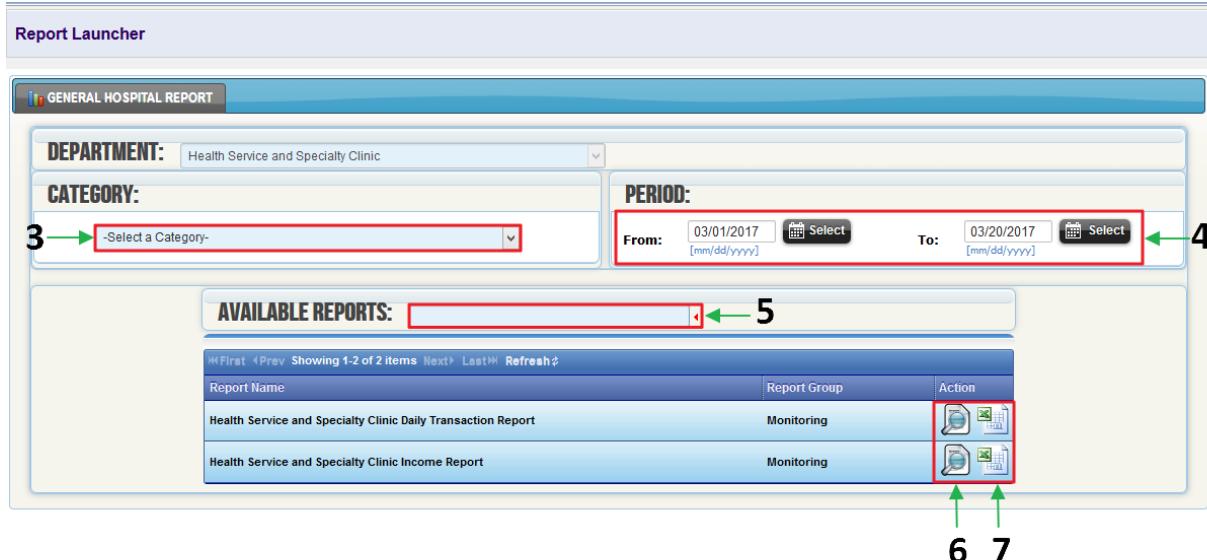
CATEGORY: 3 -Select a Category-

PERIOD: From: 03/01/2017  To: 03/20/2017  4

AVAILABLE REPORTS: 5

Report Name	Report Group	Action
Health Service and Specialty Clinic Daily Transaction Report	Monitoring	 
Health Service and Specialty Clinic Income Report	Monitoring	 

6 7



Example Report

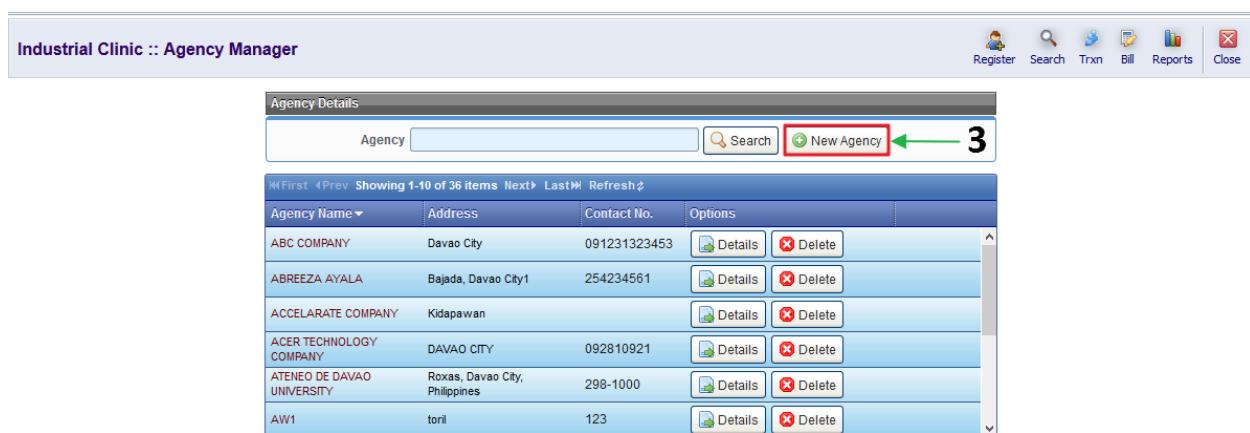
	C	D	E	F	G	H	I	J	K	L	M	NO	P	QR	S	TU	V	W	X	Y	Z	AA	AC	AD	AF	AG
1																										
2																										
3																										
4																										
5																										
6																										
7																										
8																										
9																										
10																										
11	PATIENTS NAME				LABORATORY					RADIOLOGY					PHARMACY				MISC							
12					CASH					CASH					CASH				CASH							
13	No records																									
14																										
15	ID TOTAL:																									

AGENCY MANAGER

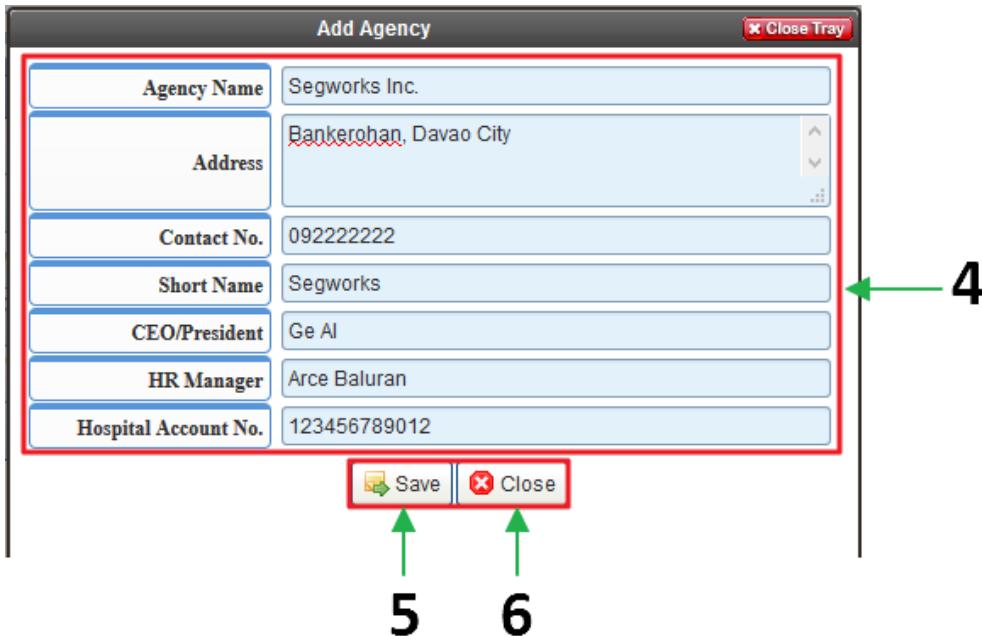
1. Click **HSSC** in the left menu.
2. Click **Agency Manager** in the menu.



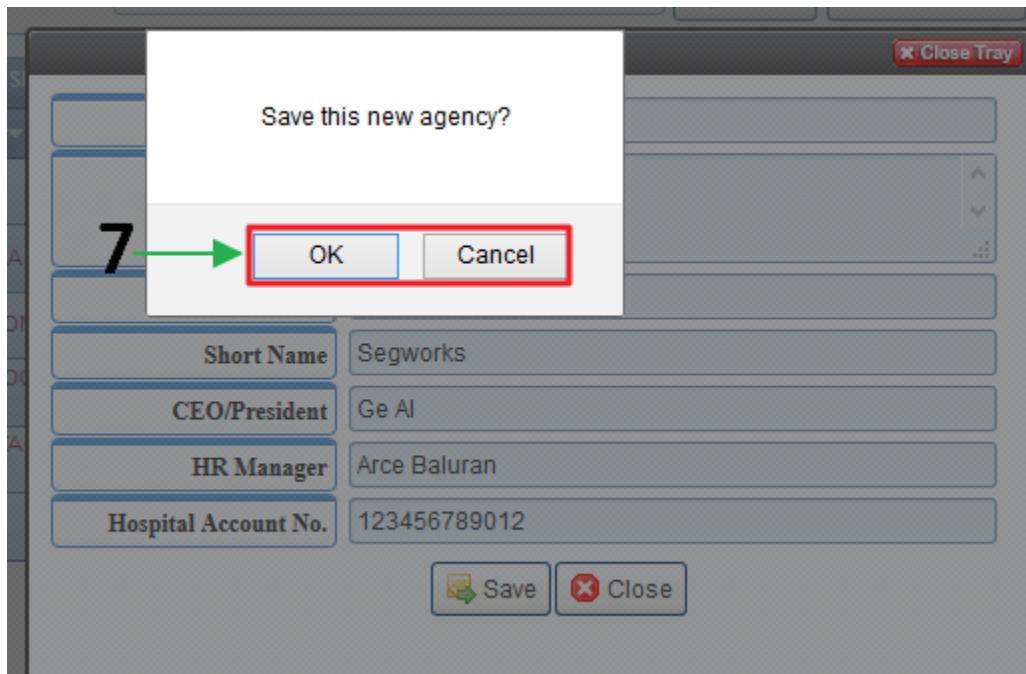
3. Click **New Agency** button to add agency.



4. Fill in Agency's details.
5. Click **Save** button to save data.
6. Or click **Cancel** button to cancel adding new agency.



7. Click **OK** to save new agency. Or click **Cancel**.



8. Search **Name** of the existing agency/company.
9. Click **Search** button to view the result.
10. Click **Details** button to view the company details.
11. Click **Delete** button to delete the agency registered in the system.

Industrial Clinic :: Agency Manager

8 9

Agency Details

Agency spmc

First <Prev Showing 1-2 of 2 items Next> Last Refresh

Agency Name	Address	Contact No.	Options
SPMC	davao city	12323456	<input type="button" value="Details"/> <input type="button" value="Delete"/>
SPMC PERSONNEL	DAVAO CITY	132485486	<input type="button" value="Details"/> <input type="button" value="Delete"/>

10 11

A. PROFILE

1. Upon clicking **Details** button select the area you want to update then click **Update** button to update details of the agency.
 2. Click **Close** to close the form.

Company Details ✖ Close Tray

Profile Employees Services Manager Packages

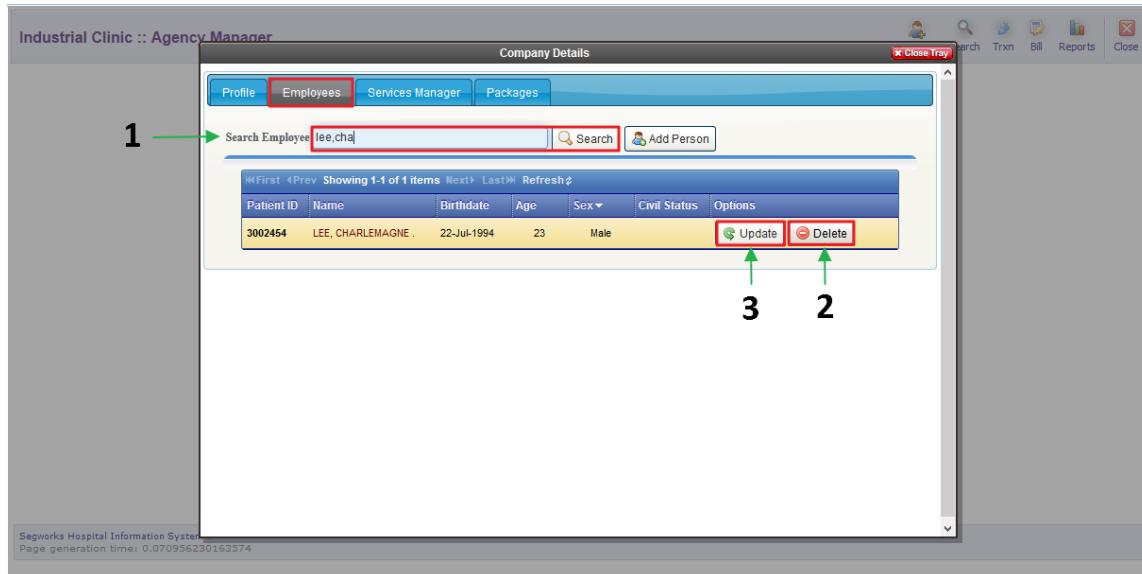
Agency Name	SPMC
Address	davao city
Contact No.	12323456
Short Name	Hospital
CEO/President	vega
HR Manager	elsa
Account No.	0988789

Update Close

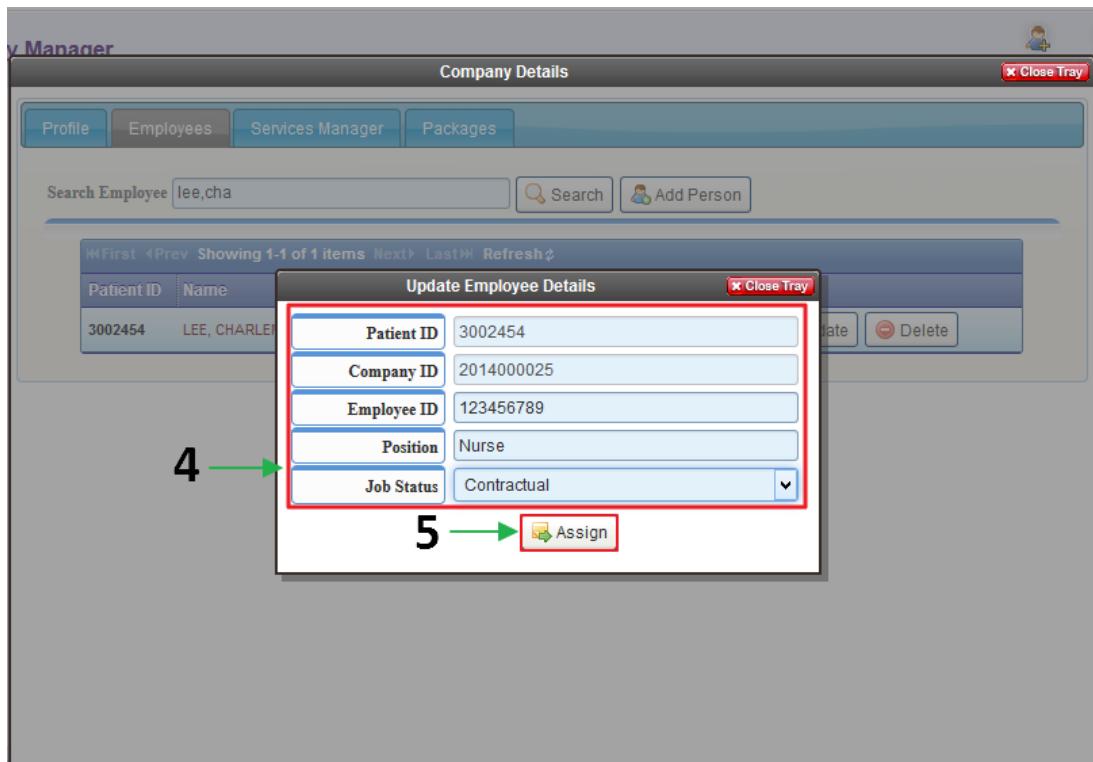
1 2

B. EMPLOYEES

1. Click **Employees** tab
2. Input the name of the employee at the empty field then click **Search** button to search.
3. Click **Delete** button to delete employee.
3. Click **Update** button to update employee's detail.

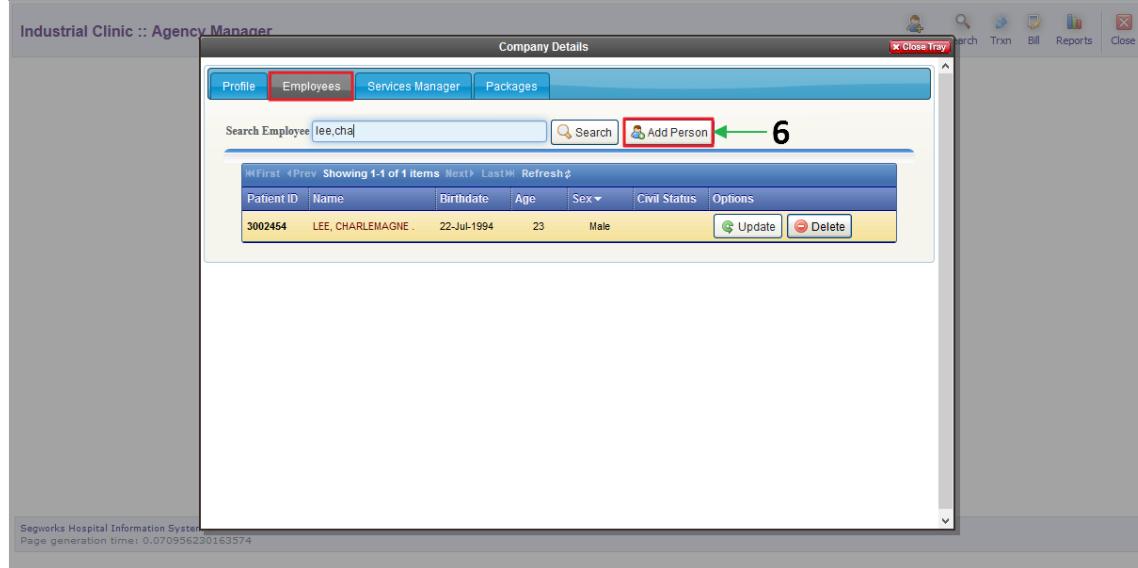


4. Update employee's details.
5. Click button to save update data.

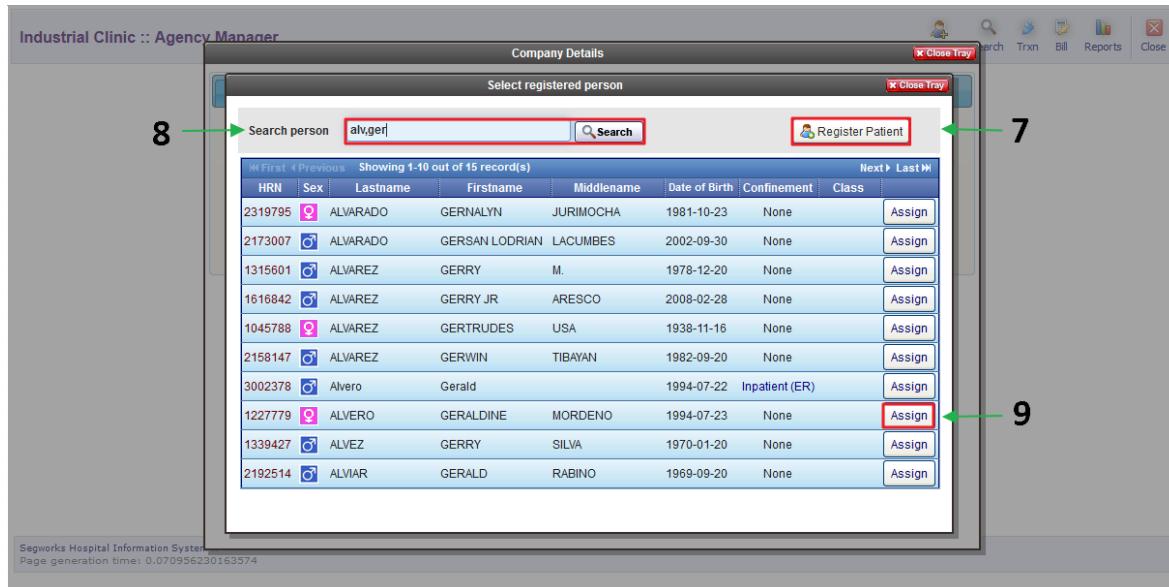


ADD EMPLOYEE

6. Click **Add Person** button to add new employee.



7. Click **Register Patient** button to fill in triage and register a patient in the system
8. Enter HRN, patient's name then click search button.
9. Click **Assign** button to assign selected employee in the agency/company.



10. Fill in details of new assigned employee.
11. Click **Assign** button to assign employee to Company.

