

HEALTH SERVICES AND SPECIALTY CLINIC USER MANUAL

TABLE OF CONTENTS

DESCRIPTION	PAGES
Register Patient	2
Search Patient	4
Create Transaction	5
Patient Transaction's Option	8
Clinic Transaction History	9
Clinic Bill Generation	10
View Unbilled Transactions	10
View Billed Transactions	12
HSSC Report Launcher	13
Agency Manager	14
Profile	17
Employee	18
Add Employee	19

REGISTER PATIENT

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


The screenshot shows the 'Health Service and Specialty Clinic' interface. On the left, a vertical menu lists various system functions, with 'HSSC' highlighted and marked with a red box and the number 1. The main content area is titled 'Health Service and Specialty Clinic' and contains several sections. The 'Patient Services' section is highlighted, and within it, the 'Register Patient' button is marked with a red box and the number 2. Other buttons in this section include 'Search Patient'. Below this, there are sections for 'Health Service and Specialty Clinic Services' (including 'Clinic Transactions History', 'Clinic Bills Generation', 'Company Bills', and 'HSSC Report Launcher') and 'Administration' (including 'Agency Manager' and 'User Manual'). A 'Close' button is located at the bottom right of the main content area.

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.

The screenshot shows the 'Person Registration' form. At the top, there are two tabs: 'New Patient' (highlighted with a red box and numbered 3) and 'Search' (highlighted with a red box and numbered 4). Below the tabs, there are fields for 'HRN' (3002454), 'Registration Date' (02/06/2017), and 'Registration Time' (11:03 A.M.). To the right of these fields is a 'Picture Preview' section. Below the registration fields is a 'Personal Details' section, which is highlighted with a red box and numbered 5. This section contains several fields: '* Family Name' (Lee), '* Given Name' (Charlemagne), 'Middle Name' (empty), '* Date of Birth' (07/22/1994), 'Place of Birth' (empty), '* Sex' (Male selected), 'Civil Status' (Single selected), and 'Religion' (Not Indicated). There are also buttons for 'Take Picture!' and 'Browse...' (No file selected). At the bottom, there is an 'Address' section with fields for 'House No./Street' and '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"/>		
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

6



Family Background:



Father's Name	Johnson
Mother's Name	Rika
Spouse's Name	
Guardian's Name	

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.

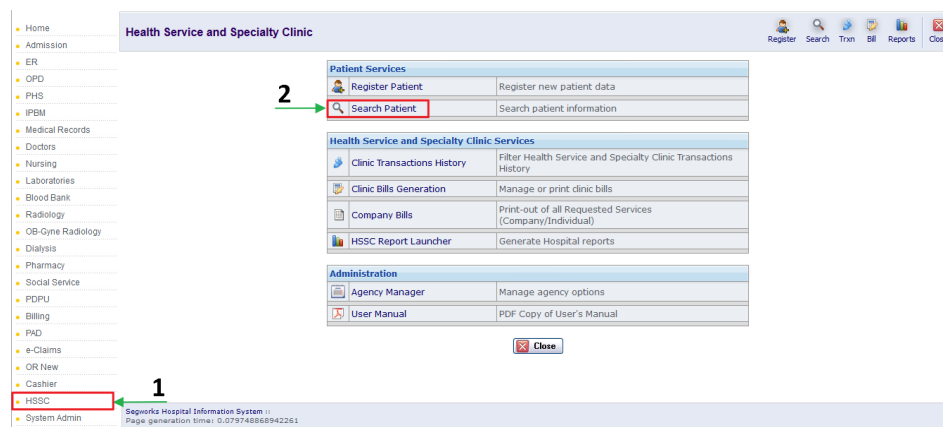


3. Click **Advance Search** to search a patient with specific details.
4. Click **Comprehensive Search** to search a patient by its patient type.
5. Click **Consultation** to search a patient by its case number, name (last name, first name), or encounter date (MM/DD/YYYY)).

The screenshot shows the 'Person Registration - Search' form. At the top, there are five tabs: 'New Patient', 'Search', 'Advance Search', 'Comprehensive Search', and 'Consultation'. The 'Advance Search' tab is selected and highlighted with a red box and the number 3. The 'Comprehensive Search' tab is highlighted with a red box and the number 4. The 'Consultation' tab is highlighted with a red box and the number 5. Below the tabs is a search input field with a 'Search' button and a 'Tips & tricks' link. The search input field contains the text: 'Enter a search key (Health Record Number, Family Name, or Date of Birth). To search all paid patients as of today, just leave the search textbox blank.'

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.

The screenshot displays the SPMC (Southern Philippines Medical Center) Hospital Information System interface. The top header includes the SPMC logo, the text 'Southern Philippines Medical Center Hospital Information System', and a green 'connected' status bar with a 'New Laboratory Order. (Emergency Room)' button. The left sidebar lists various hospital departments. The main content area is titled 'Person Registration - Advanced Search' and features a 'Search' tab, an 'Advance Search' tab (which is active), and a 'Comprehensive Search' tab. The 'Advance Search' form includes fields for Patient ID, Registered By, Registration Date (with a date picker), Family Name, Given Name, Middle Name, Date of Birth (with a date picker), Sex (Male/Female), Civil Status (Single/Married/Divorced/Widowed/Separated), Religion, Address (House No./Street), Barangay's Name (dropdown), Municipality/City's Name (DAVAO CITY), ZIP Code (8000), and Province's Name (DAVAO DEL SUR). A 'Close' button is located in the top right corner of the form area.

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

The screenshot displays the SPMC (Southern Philippines Medical Center) Hospital Information System interface. The top header includes the SPMC logo, the text 'Southern Philippines Medical Center Hospital Information System', and a green 'connected' status bar with a 'New Laboratory Order. (Emergency Room)' button. The left sidebar lists various hospital departments. The main content area is titled 'Person Registration - Comprehensive Search' and features a 'Search' tab, an 'Advance Search' tab, and a 'Comprehensive Search' tab (which is active). The 'Comprehensive Search' form includes a text input field for 'Enter a search key (Health Record Number, Family Name, or Date of Birth)' and a 'Search' button. Below the input field, there are radio buttons for 'All', 'ER', 'OPD', and 'IPD'. A 'Close' button is located in the top right corner of the form area. At the bottom of the page, there is a footer that reads 'Segworks Hospital Information System :: Page generation time: 0.024020910263062'.

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

The screenshot shows the SPMC (Southern Philippines Medical Center) Hospital Information System interface. The top navigation bar includes the SPMC logo, the name 'Southern Philippines Medical Center', and a 'Welcome, Segworks Personnel | Logout' message. A sidebar on the left lists various hospital departments like Home, Admission, ER, OPD, PHS, IPBM, Medical Records, etc. The main content area is titled 'Person Registration - Search' and contains tabs for 'New Patient', 'Search', 'Advance Search', 'Comprehensive Search', and 'Consultation'. The 'Search' tab is active, showing a search box with the placeholder text 'Enter a search key (Health Record Number, Family Name, or Date of Birth). To search all paid patients as of today, just leave the search textbox blank.' Below the search box is a 'Search' button. A green arrow points to the search box. At the bottom of the page, the URL '10.1.80.34/hisspmc4dev/modules/laboratory/labor.php?ntid=false&lang=en' is visible.

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

The screenshot displays the patient information page for HRN 3002454. The top section shows the HRN, a 'Picture Preview' placeholder, and a list of 'Options for this person' including 'Health Service and Specialty Clinic Transaction', 'List of Case Nos.', 'Medical History', 'ICD 10 / ICPM', and 'Change Status to Baby'. A green arrow points to the 'Health Service and Specialty Clinic Transaction' option, which is labeled with a large number '4'. Below this, the 'Personal Details' section lists the patient's name (LEE CHARLEMAGNE), date of birth (07/22/1994), sex (MALE), and religion (NOT INDICATED). The 'Address' section provides the patient's location in Davao City, Davao del Sur, Region XI. The 'Family Background' section lists the father's name (JOHNSON) and 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.

The screenshot shows a patient registration form. On the right side, there is a sidebar titled "Options for this person" with a list of actions: Show Person Registration, Update Person Registration, Examinations, Medical Exam Chart, Medical Exam Chart(Follow-up Form), Medical/Dental Certificate, Med. Cert Driver's License, LTO Medical Certificate, HSSC Clinical Form, HSSC Vaccination Certificate, and Transaction History List.

Annotations on the form:

- 3**: Points to the "IRN" field with value "3002454".
- 6**: Points to the "Charge to Agency" checkbox, which is checked.
- 7**: Points to the "Search" button next to the "Agency / Organization" field.

Other visible fields include: 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., 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 (-Select-), and Remarks.

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.

The screenshot shows a "Company" search window. At the top, there is a "Search keyword" field containing "spmc", a "Search" button, and a "Refresh!" button. Below this is a table showing search results.

Annotations on the search window:

- 8**: Points to the "Search" button.
- 9**: Points to the right-pointing arrow (>) at the end of the first search result row.

Name	Location
SPMC	davao city

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

The screenshot displays the 'Philippines Medical Center' system interface. At the top, there is a 'connected' status indicator and a 'Powered by S' logo. The main form area includes fields for 'Birthday' (1997-07-17) and 'Civil Status' (single). Below these, there are fields for '05/18/2017', '10:41', and 'AM'. A 'Preview' button is located on the right side of the form. A search bar with a magnifying glass icon and the word 'Search' is present. Below the search bar, there are radio button options for 'Regular', 'Job Order', 'Student', 'Contractual', 'Consultant', and 'Other'. Further down, there are 'YES', 'NO', and 'N/A' options. A dropdown menu is open, showing a list of examination purposes: 'For Abroad/Local Screening', 'For Annual PE', 'For Consultation', 'For Driver's License/No Required Labs', 'For Pre-Employment (SPMC/Local - Medical)', 'For Pre-Employment (SPMC/Local/Non-Medical)', 'For Regular PE (Student/Health Card)', 'For Special Examination (Dental, EENT, OPHTHA, NEURO)', 'For SPMC Employees (PHS)', and 'For Trainees (Auxiliary Nurse, RN HEALS, Affiliates)'. At the bottom right, there are 'Save' and 'Cancel' buttons. Three numbered callouts are present: '10' points to the search bar, '11' points to the 'Save' button, and '12' points to the 'Cancel' button.

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

HRN: **3002454**

Full Name: **Lee, Charlemagne**

Address: **, NOT PROVIDED, DAVAO CITY**

Age: **22** Birthday: **1994-07-22**

Gender: **male** Civil Status:

Picture Preview

Options for this person

- 1 Show Person Registration
- 2 Update Person Registration
- 3 Examinations
- 4 Medical Exam Chart
- 5 Medical Exam Chart(Follow-up Form)
- 6 Medical/Dental Certificate
- 7 Med. Cert Driver's License
- 8 LTO Medical Certificate
- 9 HSSC Clinical Form
- 10 HSSC Vaccination Certificate
- 11 Transaction History List

Transactional Date: **03/20/2017** **11:53** **AM** [hh:mm]

Case No:

Charge to Agency: ☐

Agency / Organization: Search

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

2

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

Close

1

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	5 →

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

Close

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 entries

Acct. ID/HRN	Short Name	Account Name	Unbilled	Options
2014000025	Hospital	SPMC	2	<input checked="" type="checkbox"/> 
2014000026	Hospital	SPMC PERSONNEL	1	<input type="checkbox"/> 

Showing 1 to 2 of 2 entries

Previous Next

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::Generate Bill

Agency : SPMC

Cut-Off Date : Today

8 →

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

7 →

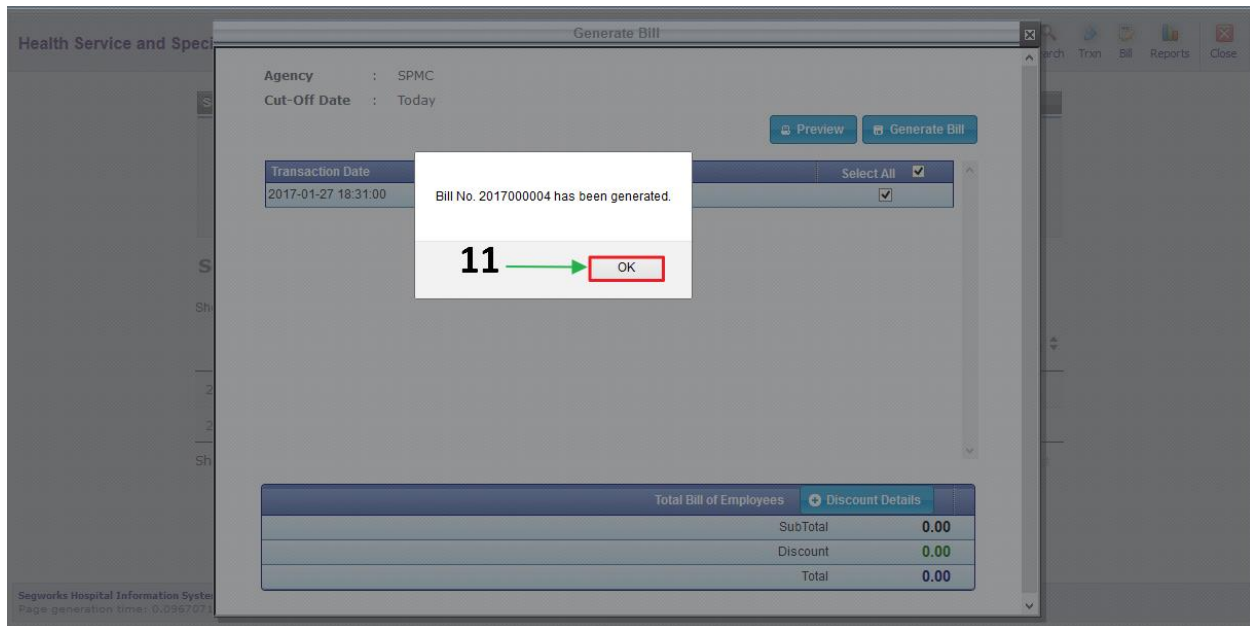
9 →

Total Bill of Employees	
SubTotal	240.00
Discount	0.00
Total	240.00


10 →

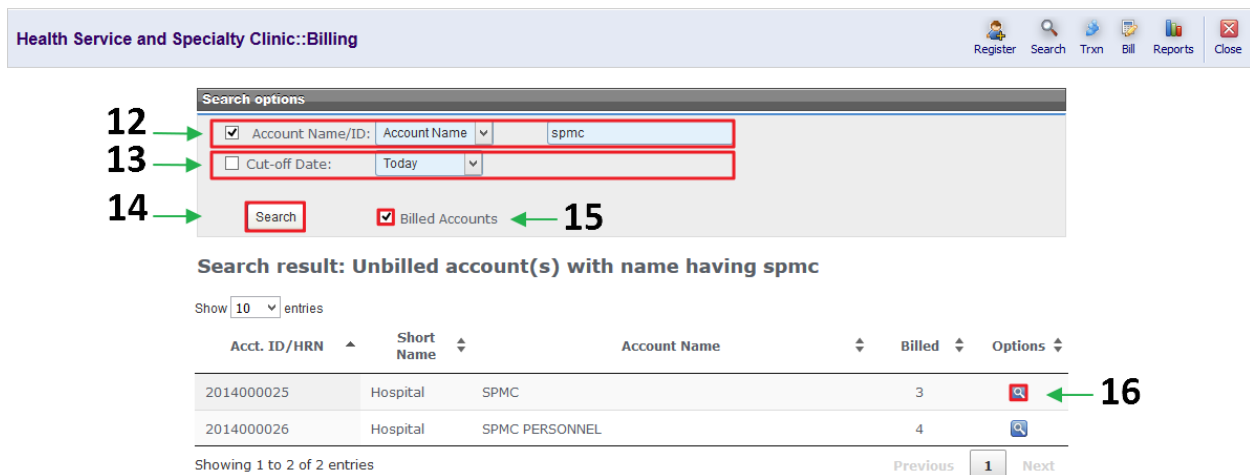
Segworks Hospital Information System
Page generation time: 0.0710909

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





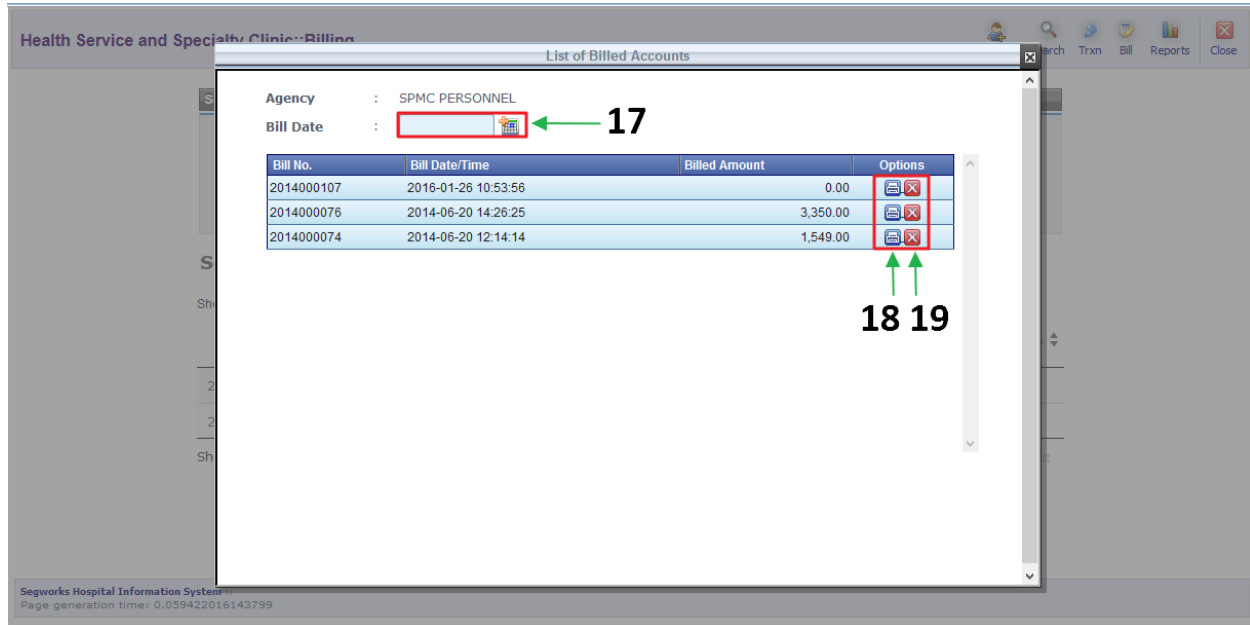
VIEW BILLED ACCOUNTS

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)



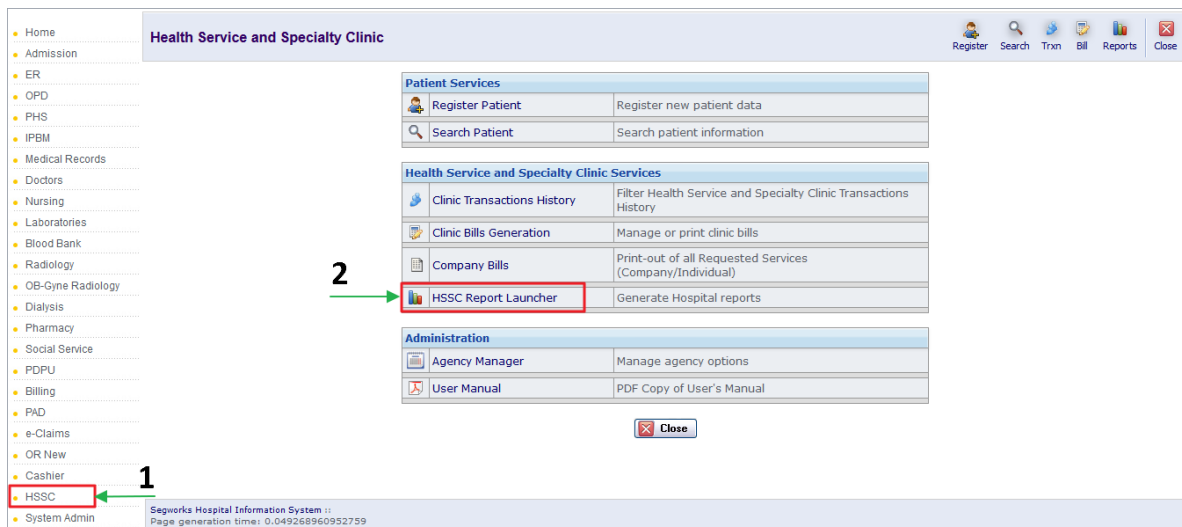
18. Select **Bill Date**.

19. Click  to print bill statement.
20. Click  to delete bill.





HSSC REPORT LAUNCHER

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



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: -Select a Category- 3

PERIOD: From: 03/01/2017 [mm/dd/yyyy] Select To: 03/20/2017 [mm/dd/yyyy] Select 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	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AC	AD	AF	AG
1																													
2	Republic of the Philippines																												
3	DEPARTMENT OF HEALTH																												
4	SOUTHERN PHILIPPINES MEDICAL CENTER																												
5	J.P. Laurel Bajada, Davao City																												
6																													
7	HEALTH SERVICES AND SPECIALTY CLINIC (HSSC)																												
8	INCOME REPORT																												
9																													
10	From : 2017-08-09 To: 2018-07-31																												
11	PATIENT'S NAME	LABORATORY		RADIOLOGY		PHARMACY		MISC		SUB TOTAL																			
12		CASH	CHARGE	CASH	CHARGE	CASH	CHARGE	CASH	CHARGE		CASH	CHARGE																	
13	No records																												
14																													
15	ID TOTAL:																												

AGENCY MANAGER

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

Health Service and Specialty Clinic

Register Search Trxn Bill Reports Close

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

1

2

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

Close

Segworks Hospital Information System ::
Page generation time: 0.049268960952759

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

Industrial Clinic :: Agency Manager

Register Search Trxn Bill Reports Close

Agency Details

Agency Search

3

Agency Name Address Contact No. Options

ABC COMPANY	Davao City	091231323453	Details Delete
ABREEZA AYALA	Bajada, Davao City1	254234561	Details Delete
ACCELERATE COMPANY	Kidapawan		Details Delete
ACER TECHNOLOGY COMPANY	DAVAO CITY	092810921	Details Delete
ATENEO DE DAVAO UNIVERSITY	Roxas, Davao City, Philippines	298-1000	Details Delete
AW1	toril	123	Details Delete

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

Add Agency Close Tray

Agency Name	Segworks Inc.
Address	Bankerohan, Davao City
Contact No.	092222222
Short Name	Segworks
CEO/President	Ge Al
HR Manager	Arce Baluran
Hospital Account No.	123456789012

Save Close

4

5 6

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

Save this new agency?

OK Cancel

7

Short Name Segworks

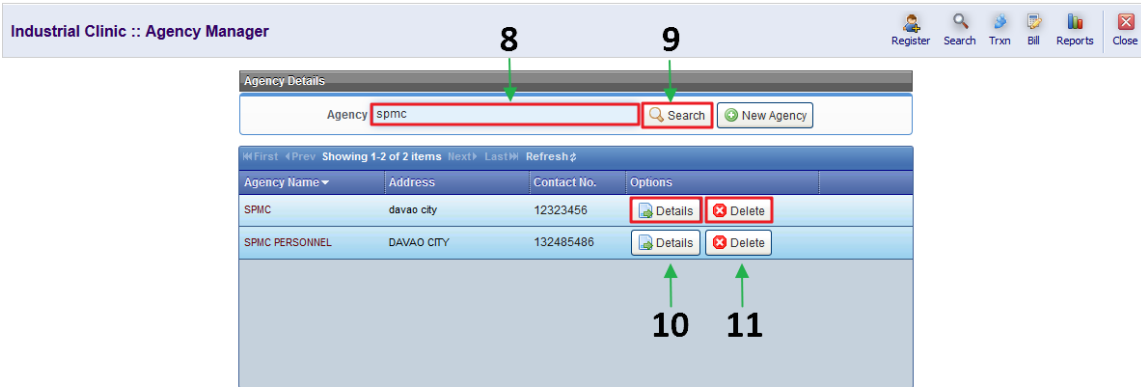
CEO/President Ge Al

HR Manager Arce Baluran

Hospital Account No. 123456789012

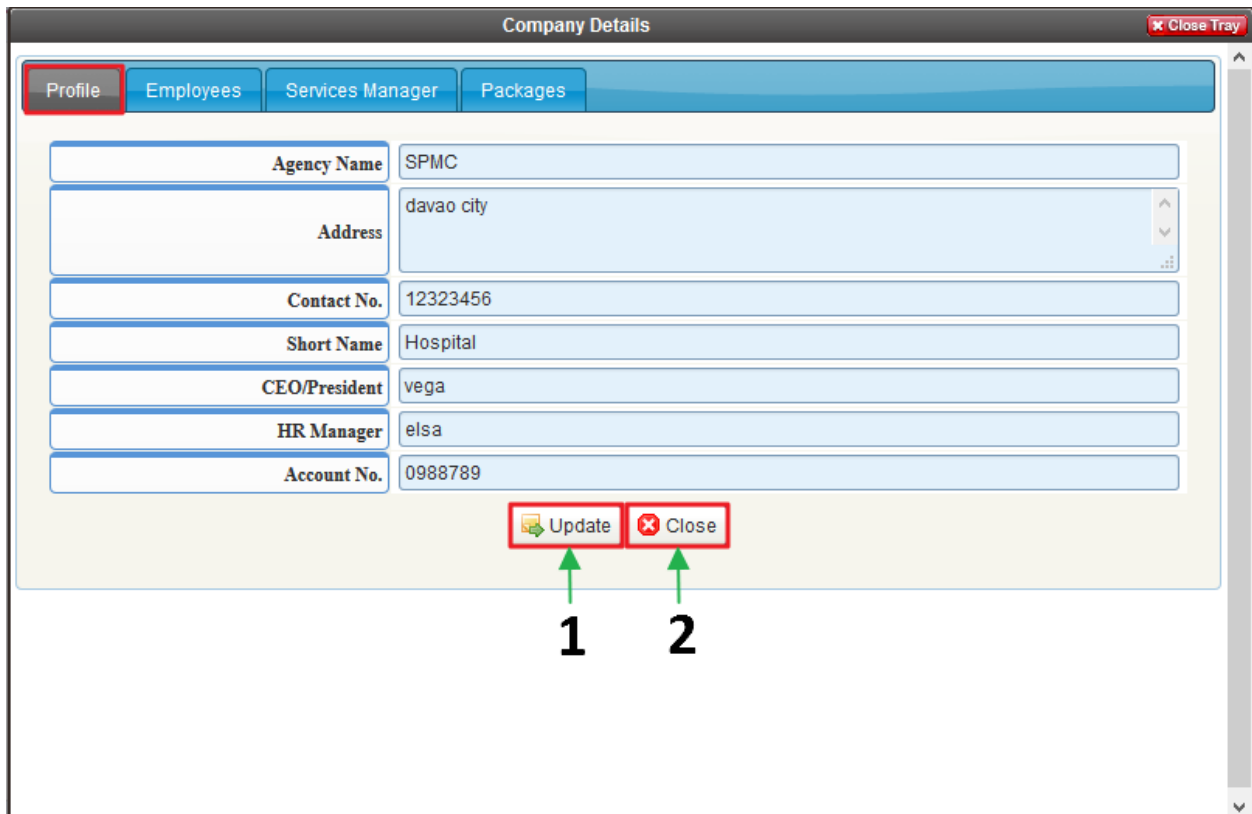
Save Close

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



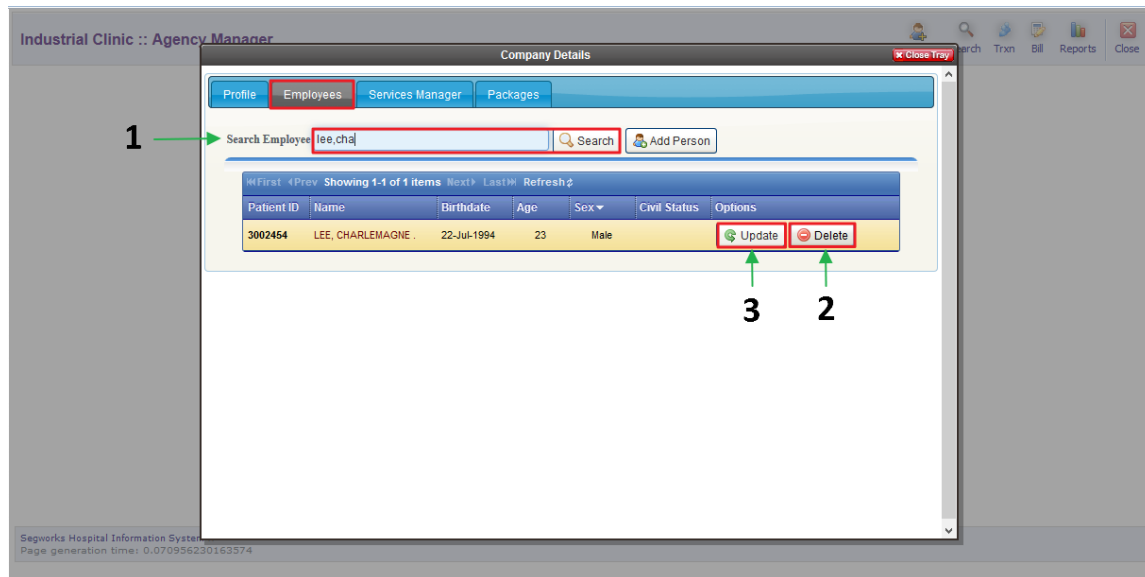
A. PROFILE

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.

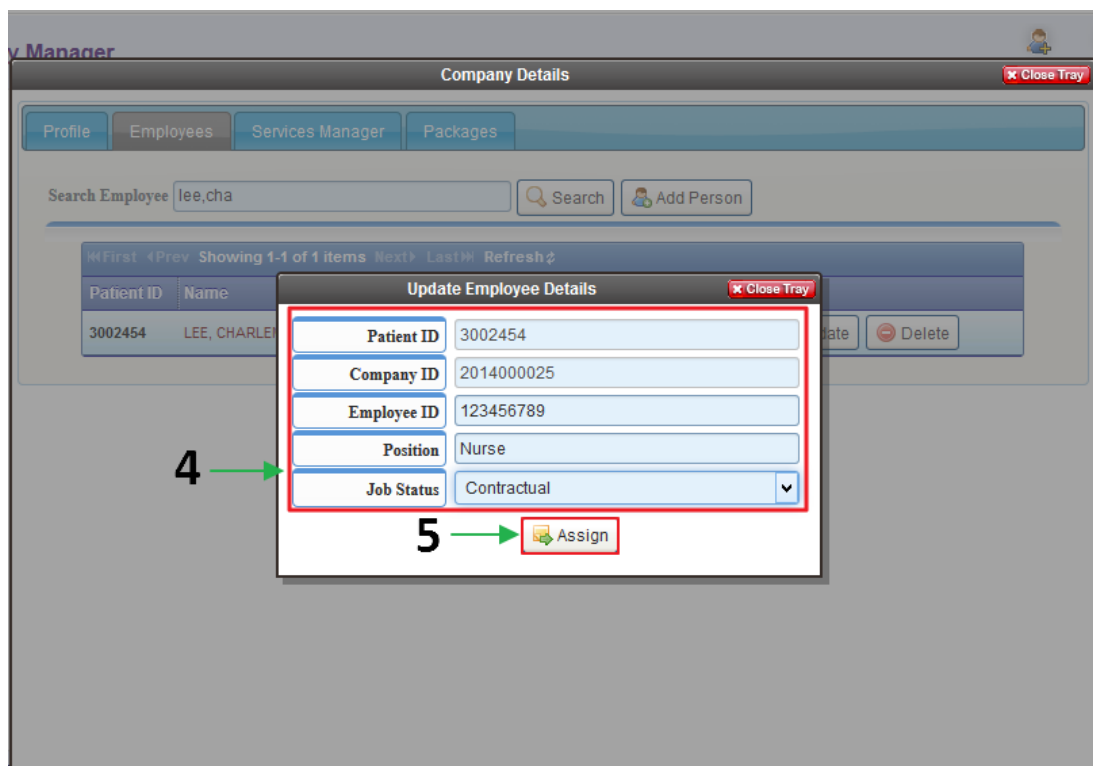


B. EMPLOYEES

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.

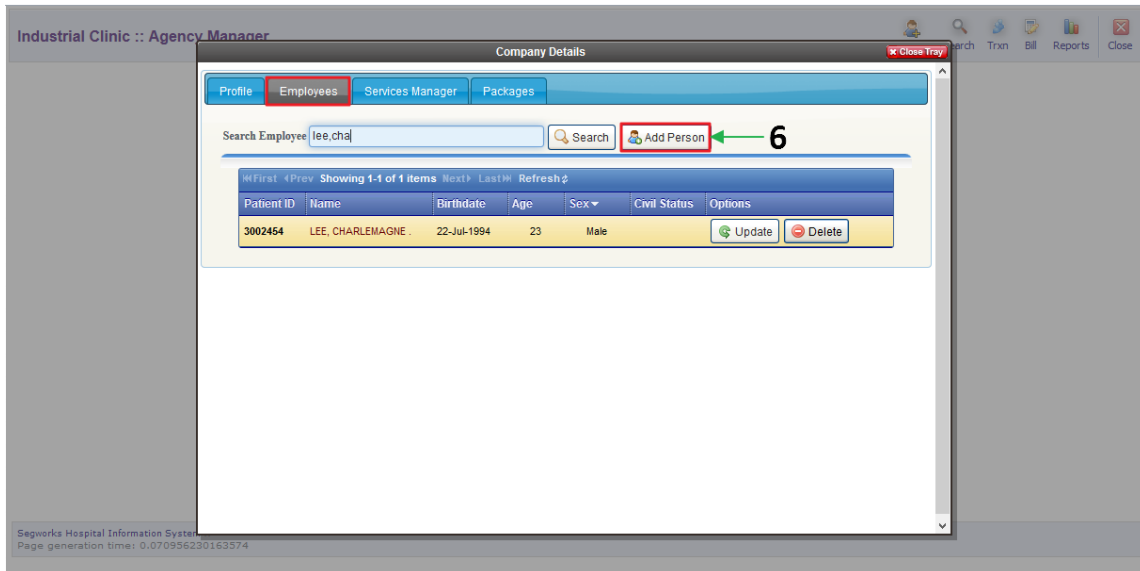


4. Update employee's details.
5. Click **Assign** button to save update data.

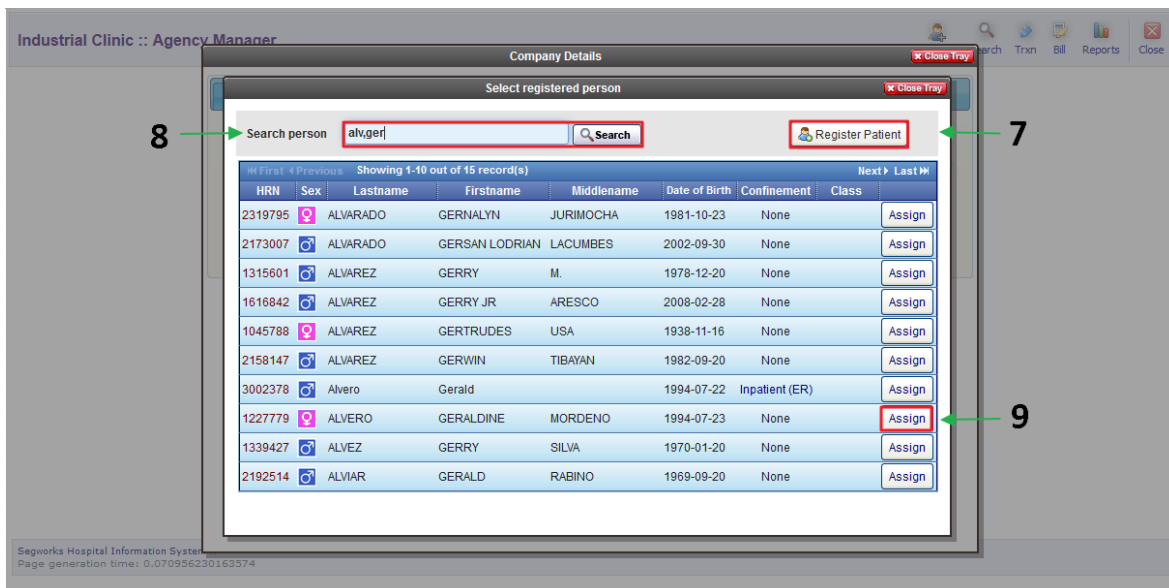


ADD EMPLOYEE

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



- Click **Register Patient** button to fill in triage and register a patient in the system
- Enter HRN, patient's name then click search button.
- 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.

The screenshot shows a software interface for managing company details. A modal window titled "Assign Employee to Company" is open, displaying a table of registered persons. The table has columns for HRN, Sex, Lastname, Firstname, Middlename, Date of Birth, Confinement, Class, and an "Assign" button. The first five records are visible, all with the last name "Alvero". A green arrow labeled "10" points to the "Job Status" field in the "Assign Employee to Company" dialog. Another green arrow labeled "11" points to the "Assign" button in the same dialog.

HRN	Sex	Lastname	Firstname	Middlename	Date of Birth	Confinement	Class	Assign
3002421	♀	Alvero					Clinic	Assign
3002699	♀	Alvero					e	Assign
1078172	♀	ALVERO					e	Assign
3002378	♂	Alvero					(ER)	Assign
1227779	♀	ALVERO					e	Assign

10 →

11 →