

PATIENT'S ASSISTANCE DESK USER GUIDE

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LINGAP

LINGAP (MURANG GAMOT)

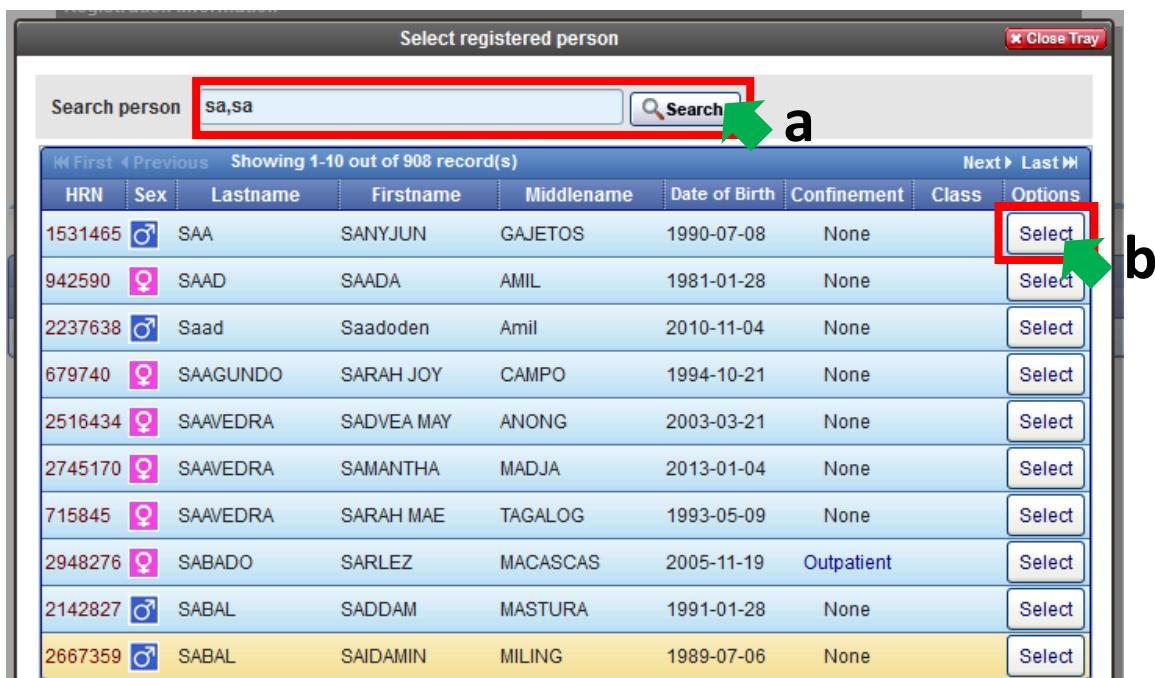
1. To Create request from Walk-in Patients, Click 'Lingap (Murang Gamot)'



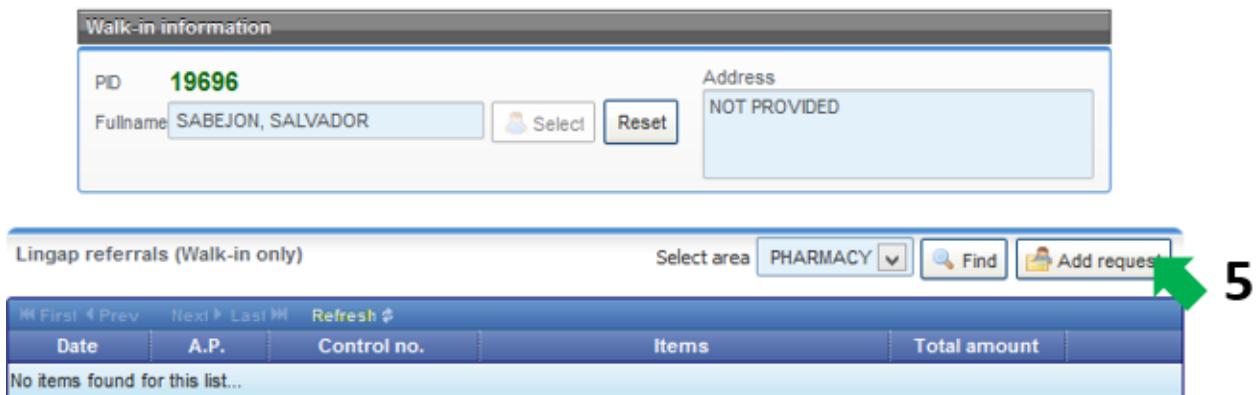
2. To locate patient's name, Click 'Select' button to open 'Select registered person' frame.



- a. Search person by entering the patient's HRN or initials of his last name and first name on the textbox provided. Click 'Search' button.
- b. Once the patient is identified, click the 'Select' button.



3. Click 'Add request'



Walk-in information

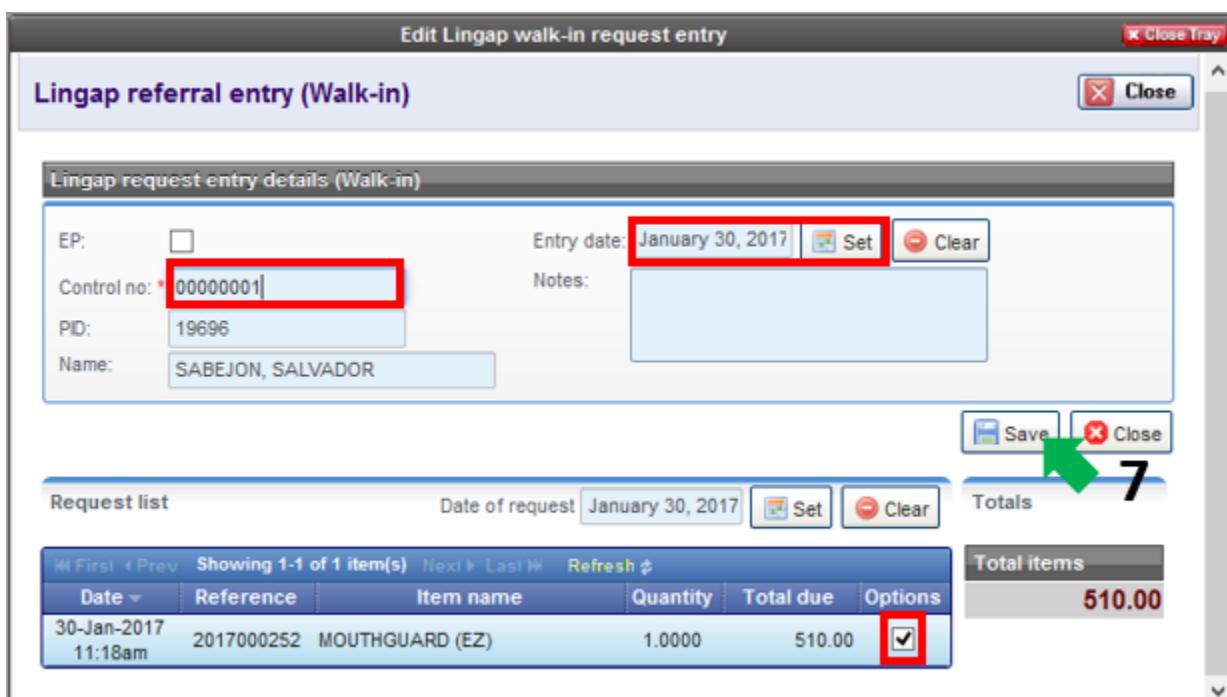
PID **19696**
Fullname SABEJON, SALVADOR

Address
NOT PROVIDED

Lingap referrals (Walk-in only) PHARMACY **5**

Date	A.P.	Control no.	Items	Total amount
No items found for this list...				

- Fill-up required field (*) 'Control no:', set Entry Date by clicking 'Set' button and select requests by clicking the check box provided.
- Click 'Save' if done.



Edit Lingap walk-in request entry

Lingap referral entry (Walk-in)

Lingap request entry details (Walk-in)

EP: <input type="checkbox"/>	Entry date: January 30, 2017 <input type="button" value="Set"/> <input type="button" value="Clear"/>
Control no: 00000001	Notes: <input type="text"/>
PID: 19696	
Name: SABEJON, SALVADOR	

7

Request list Date of request **January 30, 2017** Totals

Date	Reference	Item name	Quantity	Total due	Options
30-Jan-2017 11:18am	2017000252	MOUTHGUARD (EZ)	1.0000	510.00	<input checked="" type="checkbox"/>

Total items **510.00**

LINGAP: REQUESTS

1. To view current requests made, Click 'Lingap: Requests'



Lingap	
 Lingap (Murang Gamot)	Grant requests for walk-in MG patients
 Lingap: Requests	Grant requests from cost centers
 Lingap: Hospital Bill	Grant for processed hospital bills
 List of Lingap referrals	List of recently encoded Lingap referrals
 Reports	Generate Lingap related reports

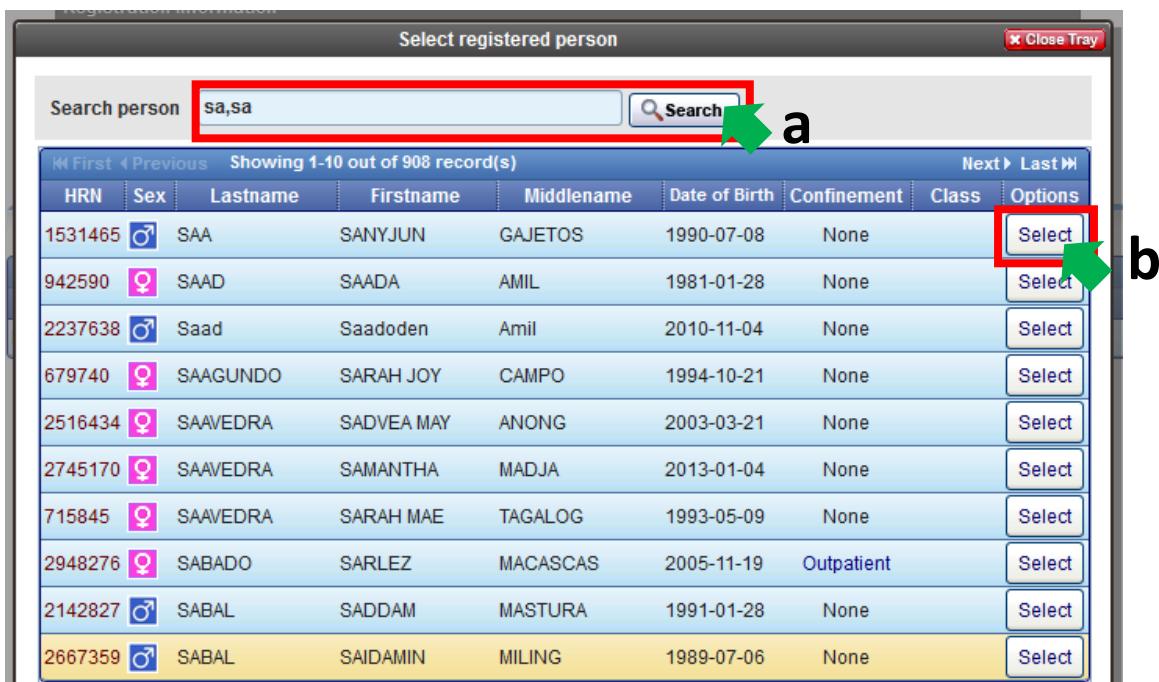
2. To locate patient's name, Click 'Select' button to open 'Select registered person' frame.



Registration information

PID	Address
Fullname	<input style="border: 1px solid red; padding: 2px; margin-right: 5px;" type="button" value="Select"/> <input style="padding: 2px;" type="button" value="Reset"/>

- Search person by entering the patient's HRN or initials of his last name and first name on the textbox provided. Click 'Search' button.
- Once the patient is identified, Click the 'Select' button.



Registration information

Select registered person

Showing 1-10 out of 908 record(s)									Next ▶	Last ▶
HRN	Sex	Lastname	Firstname	Middlename	Date of Birth	Confinement	Class	Options		
1531465	♂	SAA	SANYJUN	GAJETOS	1990-07-08	None		<input style="border: 1px solid red; padding: 2px;" type="button" value="Select"/>	a	
942590	♀	SAAD	SAADA	AMIL	1981-01-28	None		<input type="button" value="Select"/>	b	
2237638	♂	Saad	Saadoden	Amil	2010-11-04	None		<input type="button" value="Select"/>		
679740	♀	SAAGUNDO	SARAH JOY	CAMPO	1994-10-21	None		<input type="button" value="Select"/>		
2516434	♀	SAAVEDRA	SADVEA MAY	ANONG	2003-03-21	None		<input type="button" value="Select"/>		
2745170	♀	SAAVEDRA	SAMANTHA	MADJA	2013-01-04	None		<input type="button" value="Select"/>		
715845	♀	SAAVEDRA	SARAH MAE	TAGALOG	1993-05-09	None		<input type="button" value="Select"/>		
2948276	♀	SABADO	SARLEZ	MACASCAS	2005-11-19	Outpatient		<input type="button" value="Select"/>		
2142827	♂	SABAL	SADDAM	MASTURA	1991-01-28	None		<input type="button" value="Select"/>		
2667359	♂	SABAL	SAIDAMIN	MILING	1989-07-06	None		<input type="button" value="Select"/>		

3. Click  To process the request.  To view details of the request.  To remove the entire request.

Request from Social Service

First	Prev	Showing 1-3 of 3 item(s)	Next	Last	Refresh	
Process date	SS Control no.	SS Worker	Adv Purchase	Status	Options	
2014-07-02	2014000057	Segworks Personnel	✓	LINGAP	  	 3
2014-07-02	2014000057	Segworks Personnel	✓	LINGAP	  	
2014-07-03	2014000059	Segworks Personnel			 	

LINGAP: HOSPITAL BILLS

1. To view hospital bills, Click 'Lingap: Hospital Bill'

Lingap	
 Lingap (Murang Gamot)	Grant requests for walk-in MG patients
 Lingap: Requests	Grant requests from cost centers
 Lingap: Hospital Bill	Grant for processed hospital bills
 List of Lingap referrals	List of recently encoded Lingap referrals
 Reports	Generate Lingap related reports

2. To locate patient's name, Click 'Select' button to open 'Select registered person' frame.

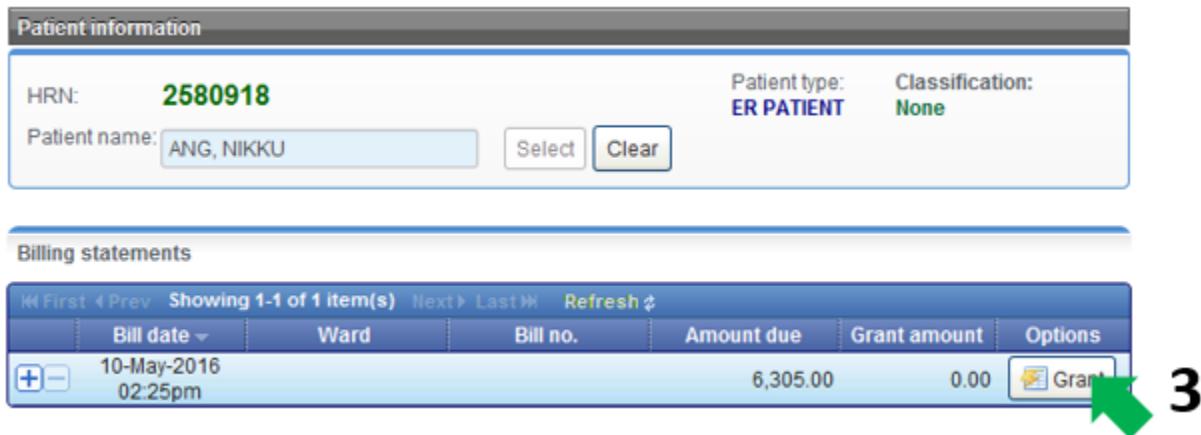
Patient information		
HRN:	Patient type: N/A	Classification: None
Patient name: <input type="text"/>	Select	Clear

2

- a. Search person by entering the patient's HRN or initials of his last name and first name on the textbox provided. Click 'Search' button.
- b. Once the patient is identified, click the 'Select' button.

Select registered person									
Search person <input type="text" value="sa,sa"/>  Search									
HRN	Sex	Lastname	Firstname	Middlename	Date of Birth	Confinement	Class	Options	
1531465		SAA	SANYJUN	GAJETOS	1990-07-08	None		Select	a
942590		SAAD	SAADA	AMIL	1981-01-28	None		Select	b
2237638		Saad	Saadoden	Amil	2010-11-04	None		Select	
679740		SAAGUNDO	SARAH JOY	CAMPO	1994-10-21	None		Select	
2516434		SAAVEDRA	SADVEA MAY	ANONG	2003-03-21	None		Select	
2745170		SAAVEDRA	SAMANTHA	MADJA	2013-01-04	None		Select	
715845		SAAVEDRA	SARAH MAE	TAGALOG	1993-05-09	None		Select	
2948276		SABADO	SARLEZ	MACASCAS	2005-11-19	Outpatient		Select	
2142827		SABAL	SADDAM	MASTURA	1991-01-28	None		Select	
2667359		SABAL	SAIDAMIN	MILING	1989-07-06	None		Select	

3. Choose the appropriate bill by Clicking 'Grant' button.



Patient information

HRN: **2580918** Patient type: **ER PATIENT** Classification: **None**

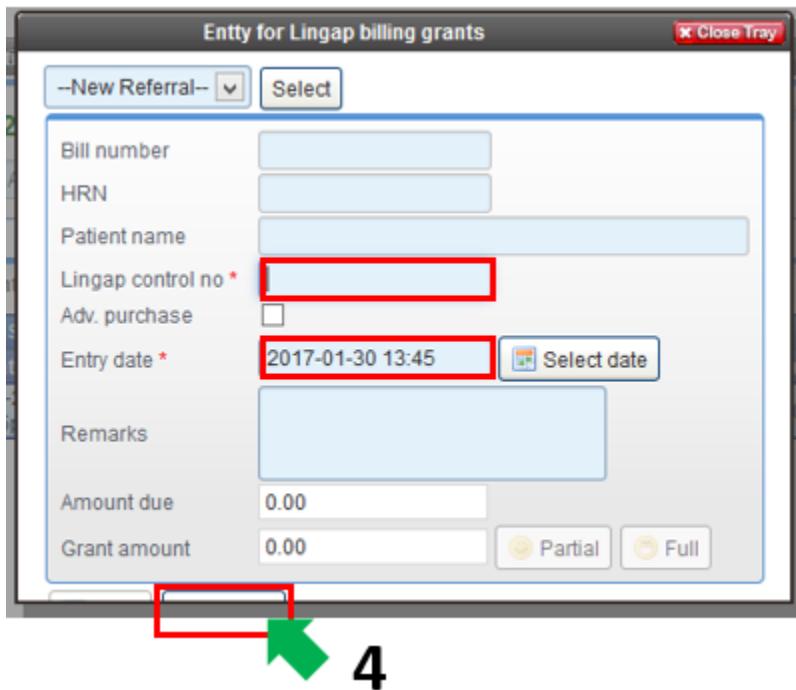
Patient name: **ANG, NIKKU** **Select** **Clear**

Billing statements

Showing 1-1 of 1 item(s)

Bill date	Ward	Bill no.	Amount due	Grant amount	Options
10-May-2016 02:25pm			6,305.00	0.00	Grant

4. Fill out the necessary fields (*) and click 'Grant' button



Entry for Lingap billing grants

-New Referral-- **Select**

Bill number:

HRN:

Patient name:

Lingap control no *:

Adv. purchase:

Entry date *: **Select date**

Remarks:

Amount due:

Grant amount:

Grant

LIST OF LINGAP REFERRALS

1. Click 'List of Lingap referrals'

Lingap	
 Lingap (Murang Gamot)	Grant requests for walk-in MG patients
 Lingap: Requests	Grant requests from cost centers
 Lingap: Hospital Bill	Grant for processed hospital bills
 List of Lingap referrals	List of recently encoded Lingap referrals
 Reports	Generate Lingap related reports

2. Choose preferred process of searching. (**Search patient** or **Select cost center**)
 - If 'Search patient' method is chosen, entering patient's Health Record Number (HRN) or Last name and First name on the text box provided.
 - If 'Select cost center' method is chosen, select from the drop down menu list the preferred cost center.
3. Click **Search** button to view list.
4. Requests under the patient/ cost center will be listed below. Click '**Cancel**' to remove request.

Search options																													
<input type="checkbox"/> Search patient <input type="text" value="Enter PID or the first few letters of patient's last name"/>		<input type="checkbox"/> Select cost center <input type="button" value="Search"/> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> --Show all-- PHARMACY LABORATORY RADIOLOGY OTHER SERVICES </div>																											
Request list <table border="1"> <thead> <tr> <th>Date</th> <th>Control No.</th> <th>Full Name</th> <th>Service/Item name</th> <th>Amount</th> <th>Options</th> </tr> </thead> <tbody> <tr> <td>06-Apr-2017 12:00: am</td> <td>201703770 201703770</td> <td>SANIEL, SALVACION P.</td> <td>PHARMACY (WALK-IN) DIALYSIS</td> <td>HBA1c CLINICAL CHEMISTRY</td> <td>440.00 <input type="button" value="Cancel"/></td> </tr> <tr> <td>06-Apr-2017 12:00: am</td> <td>2017003770 2017003770</td> <td>SANIEL, SALVACION P.</td> <td>RADIOLOGY</td> <td>DOPPLER OF LOWER EXTREMITY (BOTH) DOPPLER STUDIES</td> <td>1,690.00 <input type="button" value="Cancel"/></td> </tr> <tr> <td>02-Nov-2016 12:00: am</td> <td>2016003375 2016003375</td> <td>SANIEL, SALVACION P.</td> <td>LABORATORY</td> <td>HBA1c CLINICAL CHEMISTRY</td> <td>440.00 <input type="button" value="Cancel"/></td> </tr> </tbody> </table>						Date	Control No.	Full Name	Service/Item name	Amount	Options	06-Apr-2017 12:00: am	201703770 201703770	SANIEL, SALVACION P.	PHARMACY (WALK-IN) DIALYSIS	HBA1c CLINICAL CHEMISTRY	440.00 <input type="button" value="Cancel"/>	06-Apr-2017 12:00: am	2017003770 2017003770	SANIEL, SALVACION P.	RADIOLOGY	DOPPLER OF LOWER EXTREMITY (BOTH) DOPPLER STUDIES	1,690.00 <input type="button" value="Cancel"/>	02-Nov-2016 12:00: am	2016003375 2016003375	SANIEL, SALVACION P.	LABORATORY	HBA1c CLINICAL CHEMISTRY	440.00 <input type="button" value="Cancel"/>
Date	Control No.	Full Name	Service/Item name	Amount	Options																								
06-Apr-2017 12:00: am	201703770 201703770	SANIEL, SALVACION P.	PHARMACY (WALK-IN) DIALYSIS	HBA1c CLINICAL CHEMISTRY	440.00 <input type="button" value="Cancel"/>																								
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02-Nov-2016 12:00: am	2016003375 2016003375	SANIEL, SALVACION P.	LABORATORY	HBA1c CLINICAL CHEMISTRY	440.00 <input type="button" value="Cancel"/>																								

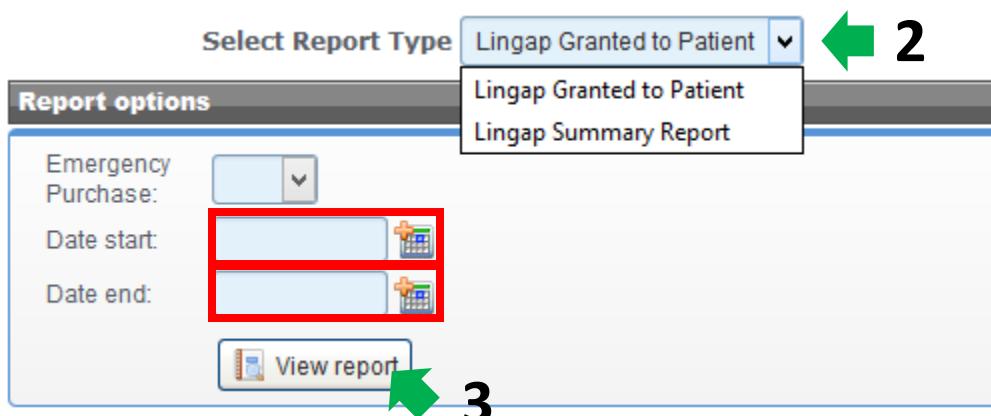
REPORTS

1. Click 'Reports'



Lingap		
	Lingap (Murang Gamot)	Grant requests for walk-in MG patients
	Lingap: Requests	Grant requests from cost centers
	Lingap: Hospital Bill	Grant for processed hospital bills
	List of Lingap referrals	List of recently encoded Lingap referrals
	Reports	Generate Lingap related reports

2. Choose from the drop-down-menu the appropriate report type.
3. Indicate the 'Date start' and 'Date end'. Click 'View report'



Select Report Type

Report options

Lingap Granted to Patient

Lingap Summary Report

Emergency Purchase:

Date start:

Date end:

Republic of the Philippines
Department of Health

SOUTHERN PHILIPPINES MEDICAL CENTER
J.P. Laurel Bajada, Davao City

LINGAP GRANTED TO PATIENT
Jan 25, 2017 to Jan 31, 2017

January 30, 2017				
1	ANG	NIKKU	1,500.00	OPERATING ROOM PHARMACY
		TOTAL	1,500.00	

PREPARED BY:

RECEIVED BY

Segworks Personnel
ADM. AIDE I

Lingap-in-Charge

Date

MAP

MAP ENTRY

1. Click 'MAP entry'



MAP	
 MAP entry	Main entry for MAP. Manages grants and referrals
 MAP Accounts	Manages MAP accounts and allotments
 List of MAP referrals	List of recently encoded MAP referrals
 Reports	Generate MAP related reports
 Users Manual	PDF Copy of User's Manual

2. To locate patient's name, Click 'Select' button to open 'Select registered person' frame.

Patient information		
HRN:	Patient type: N/A	Classification: None
Patient name: <input type="text"/>	<input type="button" value="Select"/>	<input type="button" value="Clear"/>

- a. Search person by entering the patient's HRN or initials of his last name and first name on the textbox provided. Click 'Search' button.
- b. Once the patient is identified, Click the 'Select' button.



Select registered person								
Search person		Showing 1-10 out of 908 record(s)						
HRN	Sex	Lastname	Firstname	Middlename	Date of Birth	Confinement	Class	Options
1531465	♂	SAA	SANYJUN	GAJETOS	1990-07-08	None		<input type="button" value="Select"/>
942590	♀	SAAD	SAADA	AMIL	1981-01-28	None		<input type="button" value="Select"/>
2237638	♂	Saad	Saadoden	Amil	2010-11-04	None		<input type="button" value="Select"/>
679740	♀	SAAGUNDO	SARAH JOY	CAMPO	1994-10-21	None		<input type="button" value="Select"/>
2516434	♀	SAAVEDRA	SADVEA MAY	ANONG	2003-03-21	None		<input type="button" value="Select"/>
2745170	♀	SAAVEDRA	SAMANTHA	MADJA	2013-01-04	None		<input type="button" value="Select"/>
715845	♀	SAAVEDRA	SARAH MAE	TAGALOG	1993-05-09	None		<input type="button" value="Select"/>
2948276	♀	SABADO	SARLEZ	MACASCAS	2005-11-19	Outpatient		<input type="button" value="Select"/>
2142827	♂	SABAL	SADDAM	MASTURA	1991-01-28	None		<input type="button" value="Select"/>
2667359	♂	SABAL	SAIDAMIN	MILING	1989-07-06	None		<input type="button" value="Select"/>

2. Patient details will be displayed under the 'MAP entry details' panel.
3. Click 'Referral' to process referral entry.

MAP entry details

HRN 1531465 Patient type: WALK-IN Classification: None

Patient name SAA, SANYJUN G. Current balance 0.00

Search Clear Register

Active referrals

Date	MAP No.	Referral No.	Account	Allotted	Balance	Encoder	Remarks
No items found for this list...							

4. Fill in Entry date, MAP Account and Amount.
5. Click 'Save referral' button if done.

Process referral entry

ANG, NIKKU PID: 2580918

Entry date 2017-01-30 14:25 Set Date of this referral

Account – Select MAP account – MAP Account

Referral Ctrl No. Referral control number (optional)

MAP Ctrl No. Assigned MAP control number (optional)

MAP fund 0.00 Current running balance for the MAP account

Amount 0.00 Set Referral amount

Remarks Additional notes/comments

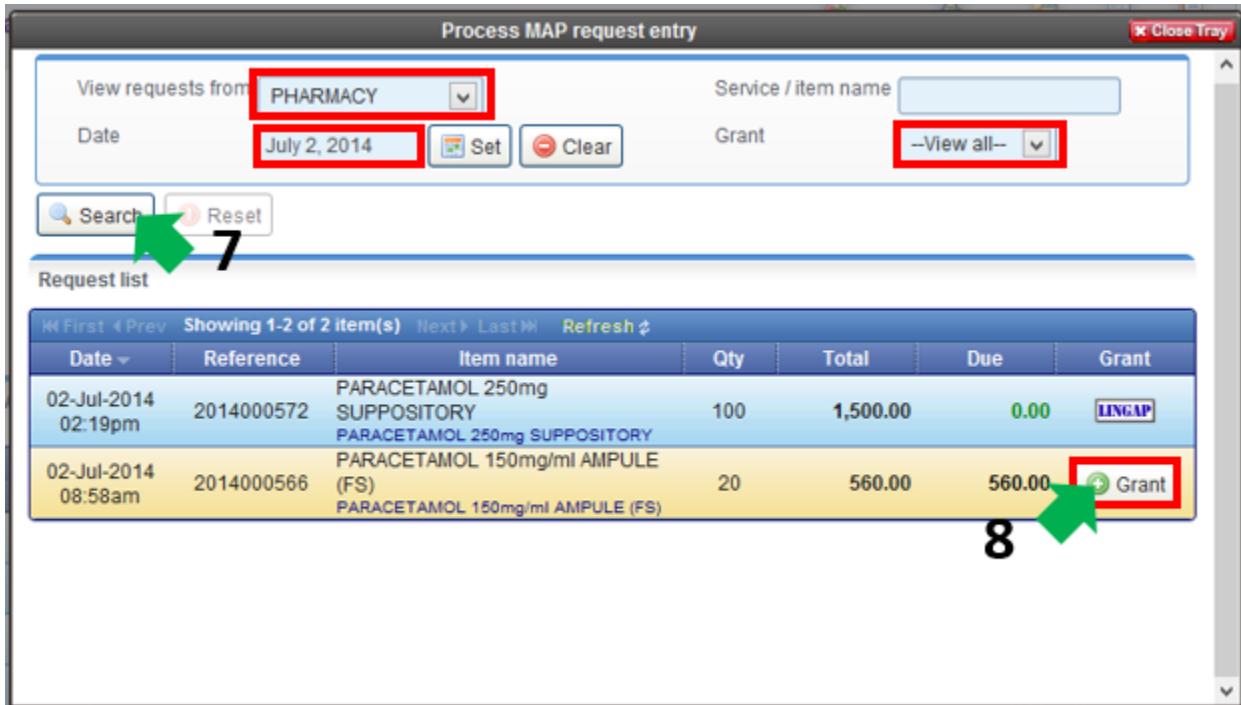
Save referral Close

6. To remove referrals, Click **X**. To print referral details, Click 
7. Click **'Add Request'**.



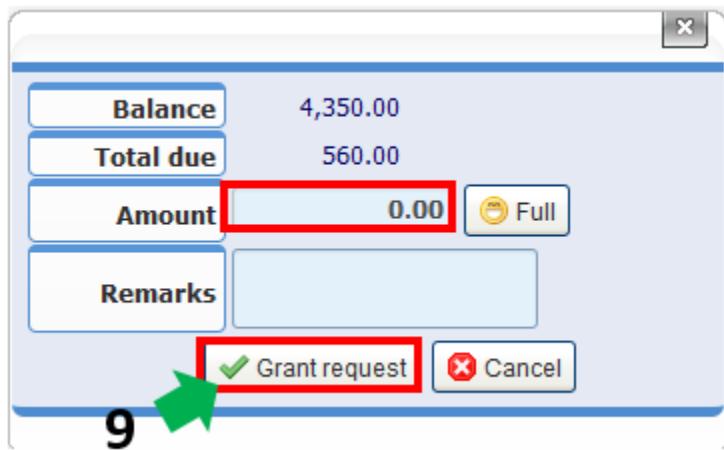
Active referrals								
Date	MAP No.	Referral No.	Account	Allotted	Balance	Encoder	Remarks	Actions
2017-01-30 02:27pm			escudero-Amatong	25,000.00	25,000.00	Segworks Personnel		 
2014-07-04 09:26am			arwen	0.00	0.00	Segworks Personnel		 
2014-07-04 08:48am	6	3	BAUTISTA	500.00	0.00	Segworks Personnel	mm	 
2014-07-03 01:54pm	4	1	ALMARIO	5,000.00	0.00	Segworks Personnel	agagaga	 
2014-07-02 10:11am	2	1	CAGAS	1,000.00	1,000.00	Segworks Personnel	a	 
2014-07-02 09:06am			CAGAS	5,000.00	3,350.00	Segworks Personnel		 

8. Set necessary fields (Requests from (Cost Centers), Date and Grant type). Click **'Search'** button if done.
9. If the Service/ Item are identified, click **'Grant'** button.



Process MAP request entry								
View requests from			Service / item name	Grant				
Date	Reference	Item name	Date	Qty	Total	Due	Grant	Actions
02-Jul-2014 02:19pm	2014000572	PARACETAMOL 250mg SUPPOSITORY	02-Jul-2014 08:58am	100	1,500.00	0.00		 
	2014000566	PARACETAMOL 150mg/ml AMPULE (FS)		20	560.00	560.00		 

10. Set the amount and click 'Grant request'.



- Result

Process MAP request entry

View requests from PHARMACY Date July 2, 2014 Service / item name

Grant —View all—

Search Reset

Request list

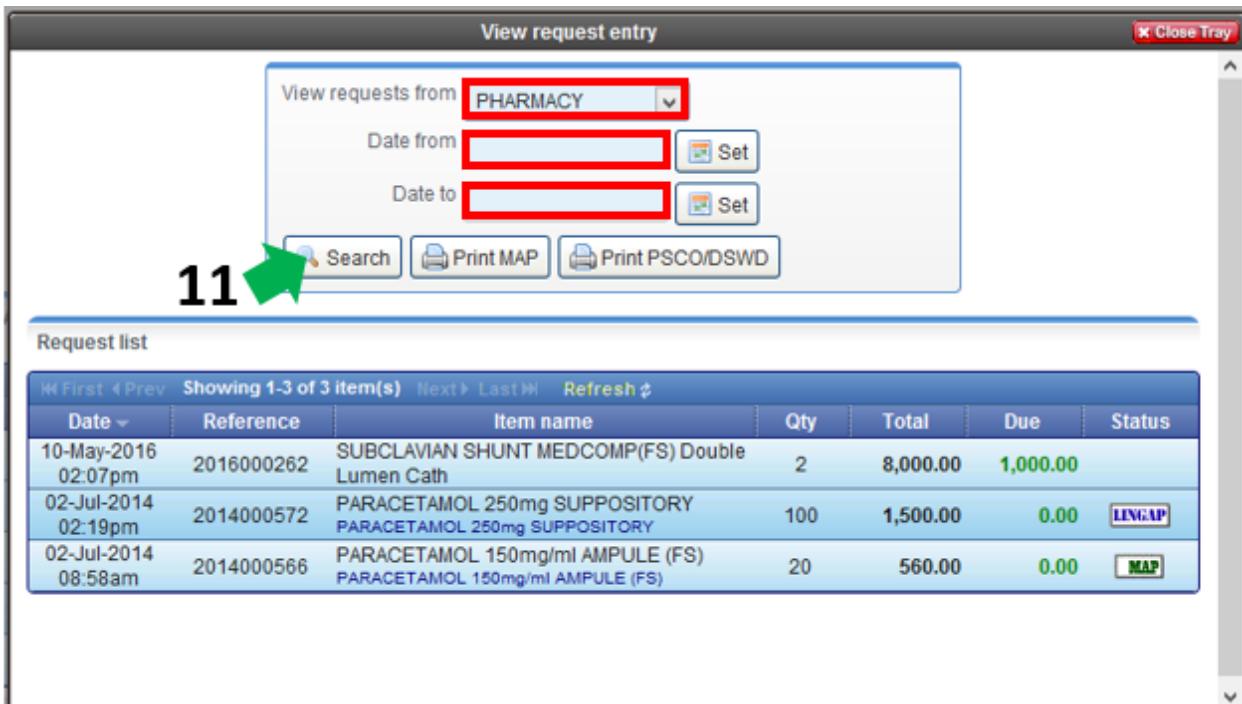
Date	Reference	Item name	Qty	Total	Due	Grant
02-Jul-2014 02:19pm	2014000572	PARACETAMOL 250mg SUPPOSITORY PARACETAMOL 250mg SUPPOSITORY	100	1,500.00	0.00	LINGAP
02-Jul-2014 08:58am	2014000566	PARACETAMOL 150mg/ml AMPULE (FS) PARACETAMOL 150mg/ml AMPULE (FS)	20	560.00	0.00	MAP

11. Click 'Print request' to open 'View request entry' frame.



Active referrals							
Showing 1-6 of 6 item(s) Refresh							
Date	MAP No.	Referral No.	Account	Allotted	Balance	Encoder	Remarks
2017-01-30 02:27pm			escudero- Amatong	25,000.00	25,000.00	Segworks Personnel	 
2014-07-04 09:26am			arwen	0.00	0.00	Segworks Personnel	 
2014-07-04 08:48am	6	3	BAUTISTA	500.00	0.00	Segworks Personnel	 
2014-07-03 01:54pm	4	1	ALMARIO	5,000.00	0.00	Segworks Personnel	 
2014-07-02 10:11am	2	1	CAGAS	1,000.00	1,000.00	Segworks Personnel	 
2014-07-02 09:06am			CAGAS	5,000.00	3,350.00	Segworks Personnel	 

12. Set fields and Click 'Search' to view request list.



View request entry

View requests from **PHARMACY**

Date from 

Date to 

11

Request list

Request list							
Showing 1-3 of 3 item(s) Refresh							
Date	Reference	Item name	Qty	Total	Due	Status	
10-May-2016 02:07pm	2016000262	SUBCLAVIAN SHUNT MEDCOMP(FS) Double Lumen Cath	2	8,000.00	1,000.00	1,000.00	 
02-Jul-2014 02:19pm	2014000572	PARACETAMOL 250mg SUPPOSITORY PARACETAMOL 250mg SUPPOSITORY	100	1,500.00	0.00	0.00	 
02-Jul-2014 08:58am	2014000566	PARACETAMOL 150mg/ml AMPULE (FS) PARACETAMOL 150mg/ml AMPULE (FS)	20	560.00	0.00	0.00	 

- ‘Print MAP’ button result

Form 1

SOUTHERN PHILIPPINES MEDICAL CENTER
J.P. Laurel Bajada, Davao City
Patient's Request for MAP

HRN : 2580918 Date : Apr 10, 2017 07:35 PM
 Name : ANG, NIKKU Patient Type : ER Patient
 Address : BAGONTAPAY, M'LANG Department : Family Medicine
 Birthdate : Sep 10, 1992 Age : 24 years

Pharmacy Request Total = 4,000.00

1. SUBCLAVIAN SHUNT MEDCOMP(FS) 4,000.00
 Double Lumen Cath

SEGWORKS PERSONNEL
SPMC-MAP On-duty

BEATRICE MAGDOLOT
Encoder

*** THIS IS FOR MAP TRANSACTION ONLY ***

- ‘Print PSCO/DSWD’ button result

Form 1

SOUTHERN PHILIPPINES MEDICAL CENTER
J.P. Laurel Bajada, Davao City
Patient's Request for PCSO/DSWD

HRN : 2580918 Date : Apr 10, 2017 07:36 PM
 Name : ANG, NIKKU Patient Type : ER Patient
 Address : BAGONTAPAY, M'LANG Department : Family Medicine
 Birthdate : Sep 10, 1992 Age : 24 years

Pharmacy Request Total = 4,000.00

1. SUBCLAVIAN SHUNT MEDCOMP(FS) 4,000.00
 Double Lumen Cath

SEGWORKS PERSONNEL
SPMC-MAP On-duty

BEATRICE MAGDOLOT
Encoder

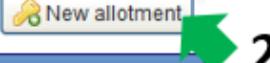
MAP: ACCOUNTS

1. Click 'MAP Accounts'



MAP	
 MAP entry	Main entry for MAP. Manages grants and referrals
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2. Select accounts through the drop-down-menu option.
3. Click 'New Allotment' to add amount.



Account information

Select account:	escudero-Amatong	Actual balance	382,907.50
	 Accounts...	Balance after referrals	99,500.00

 New allotment

Date	Amount	Encoder	Remarks	SARO	NCA	Status
August 29, 2012	200,000.00	LUCILLE DE GUZMAN	additional allotment from Sen. Escudero (10,000,000)			 
July 13, 2011	200,000.00	LUCILLE DE GUZMAN	fund transfer of Sen. Escudero to Cong. Amatong			 

4. Switch tabs by clicking either of the following: 'Allotment details, SARO details, or NCA details'. Fill-in necessary fields and Click 'Save'

-Allotment details

Edit allotment entry Close Tray

Allotment details SARO details NCA details

Allotment date	January 30, 2017	<input type="button" value="Set"/>	Date of this transfer
Amount	0.00	<input type="button" value="Set"/>	Amount to be transferred
Amount (words)	Amount specified in words		
Remarks	Additional notes/comments		



-SARO details

Edit allotment entry Close Tray

Allotment details SARO details NCA details

Has SARO	<input type="checkbox"/>	Check if this allotment entry has SARO request	
SARO No.	SARO Control no.		
SARO date	January 30, 2017	<input type="button" value="Set"/>	Date of this SARO release
Dept. Code	Refer to SARO form		
Agency Code	Refer to SARO form		
Fund Code	Refer to SARO form		



-NCA details

Edit allotment entry x Close Tray

Allotment details SARO details **NCA details**

Has NCA <input type="checkbox"/>	Check if this allotment has been issued an NCA
NCA No.	NCA Control no.
NCA date <input type="text" value="January 30, 2017"/> <input type="button" value="Set"/>	Date of this NCA issuance
MDS Sub-account	Refer to NCA form
GSB Branch	Refer to NCA form

5. Click 'Accounts'

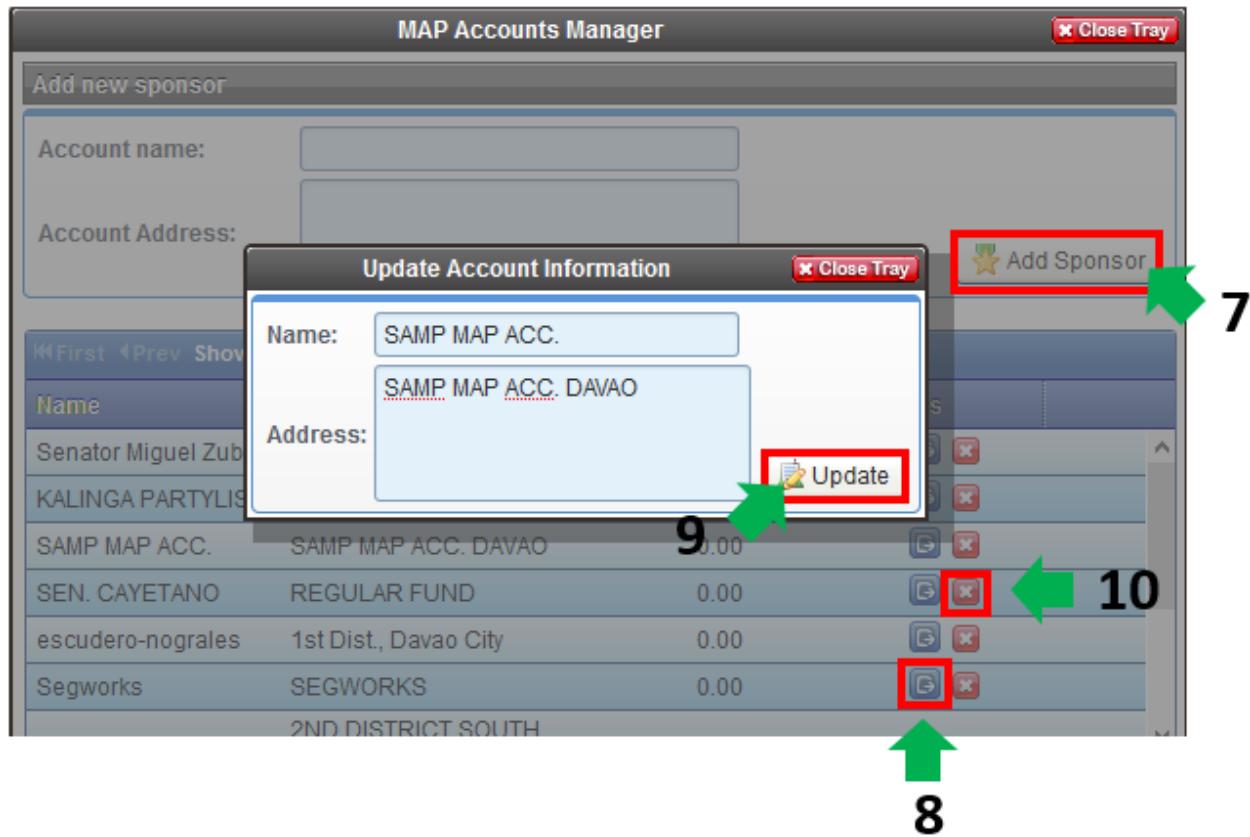
Account information

Select account: escudero-Amatong 5

Actual balance **382,907.50**
Balance after referrals **99,500.00**

Date	Amount	Encoder	Remarks	SARO	NCA	Status
August 29, 2012	200,000.00	LUCILLE DE GUZMAN	additional allotment from Sen. Escudero (10,000,000)	<input type="button"/>	<input type="button"/>	<input type="button"/> <input type="button"/>
July 13, 2011	200,000.00	LUCILLE DE GUZMAN	fund transfer of Sen. Escudero to Cong. Amatong	<input type="button"/>	<input type="button"/>	<input type="button"/> <input type="button"/>

6. Key in appropriate texts on the textboxes provided.
7. Click 'Add Sponsor'. A window will prompt for confirmation.
8. Click  to open account information
9. Click 'Update' button to save changes made.
10. Click  to remove sponsor. A window will prompt for confirmation.



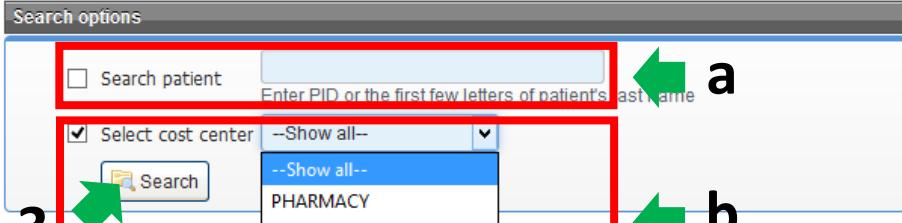
LIST OF MAP REFERRALS

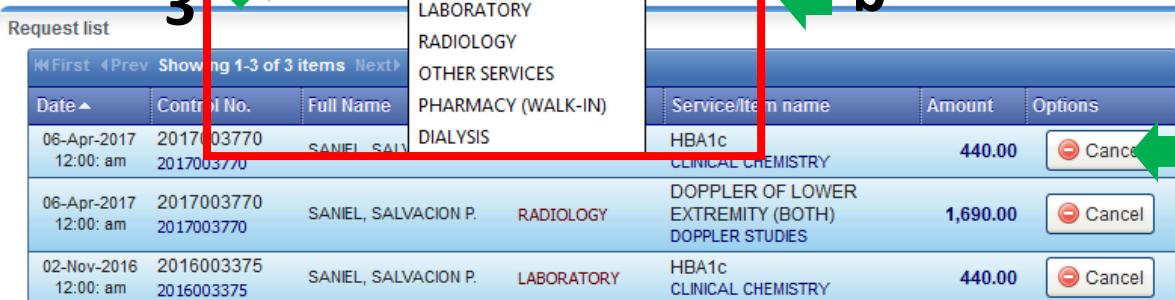
1. Click 'List of MAP referrals'

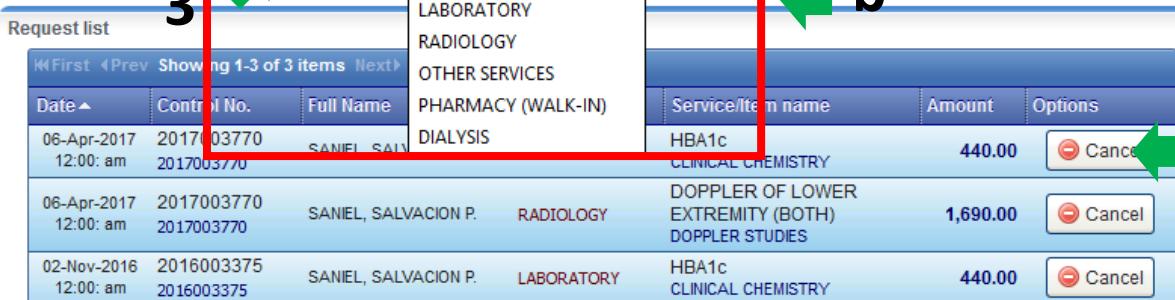
MAP	
 MAP entry	Main entry for MAP. Manages grants and referrals
 MAP Accounts	Manages MAP accounts and allotments
 List of MAP referrals	List of recently encoded MAP referrals
 Reports	Generate MAP related reports
 Users Manual	PDF Copy of User's Manual

2. Choose preferred process of searching. (**Search patient** or **Select cost center**)
 - If 'Search patient' method is chosen, entering patient's Health Record Number (HRN) or Last name and First name on the text box provided.
 - If 'Select cost center' method is chosen, select from the drop down menu list the preferred cost center.- 3. Click Search button to view list.
- 4. Requests under the patient/ cost center will be listed below. Click 'Cancel' to remove request.

1. 

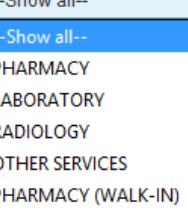
2. 

3. 

4. 

Search options

Search patient Enter PID or the first few letters of patient's last name 

Select cost center 

Request list

Showing 1-3 of 3 items

Date	Control No.	Full Name	Service/Item name	Amount	Options	
06-Apr-2017 12:00: am	2017003770 2017003770	SANIEL, SALVACION P.	PHARMACY (WALK-IN) DIALYSIS	HBA1c CLINICAL CHEMISTRY	440.00	
06-Apr-2017 12:00: am	2017003770 2017003770	SANIEL, SALVACION P.	RADIOLOGY	DOPPLER OF LOWER EXTREMITY (BOTH) DOPPLER STUDIES	1,690.00	
02-Nov-2016 12:00: am	2016003375 2016003375	SANIEL, SALVACION P.	LABORATORY	HBA1c CLINICAL CHEMISTRY	440.00	

REPORTS

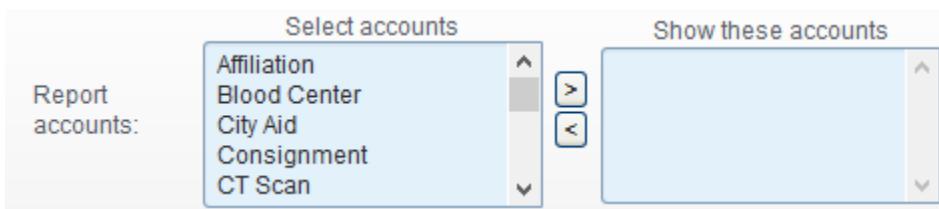
1. Click 'Reports'



MAP	
 MAP entry	Main entry for MAP. Manages grants and referrals
 MAP Accounts	Manages MAP accounts and allotments
 List of MAP referrals	List of recently encoded MAP referrals
 Reports	Generate MAP related reports
 Users Manual	PDF Copy of User's Manual

2. Indicate report type (MAP Congressional Report/ Detailed).

- a. If Detailed is chosen, identify from report accounts which should be shown by clicking > and < to remove from list.



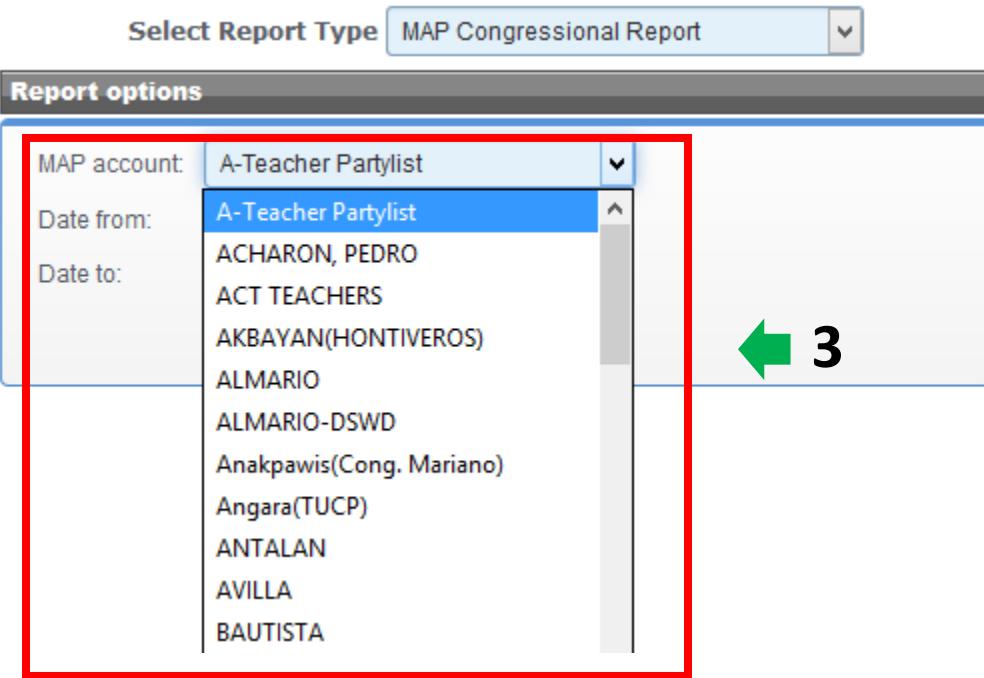
Report accounts:

Select accounts

Affiliation
Blood Center
City Aid
Consignment
CT Scan

Show these accounts

3. Identify MAP account from the drop down list provided.



Select Report Type MAP Congressional Report

Report options

MAP account: A-Teacher Partylist

Date from: A-Teacher Partylist

Date to: A-Teacher Partylist

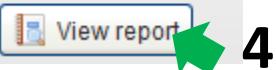
A-Teacher Partylist
ACHARON, PEDRO
ACT TEACHERS
AKBAYAN(HONTIVEROS)
ALMARIO
ALMARIO-DSWD
Anakpawis(Cong. Mariano)
Angara(TUCP)
ANTALAN
AVILLA
BAUTISTA



4. Set **Date from** and **Date to** and click **View report** button.

Date from: 

Date to: 

 4