

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.

Registration information

PID _____ Address _____

Fullname **Select**

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 **a** →

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		Select b →
942590	♀	SAAD	SAADA	AMIL	1981-01-28	None		Select
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. Click 'Add request'

Walk-in information

PID **19696**

Fullname: SABEJON, SALVADOR

Address: NOT PROVIDED

Lingap referrals (Walk-in only)

Select area: PHARMACY **5**

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

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

Edit Lingap walk-in request entry

Lingap referral entry (Walk-in)

Lingap request entry details (Walk-in)

EP: ☐

Control no.: * 00000001

PID: 19696

Name: SABEJON, SALVADOR

Entry date: January 30, 2017

Notes:

Request list

Date of request: January 30, 2017

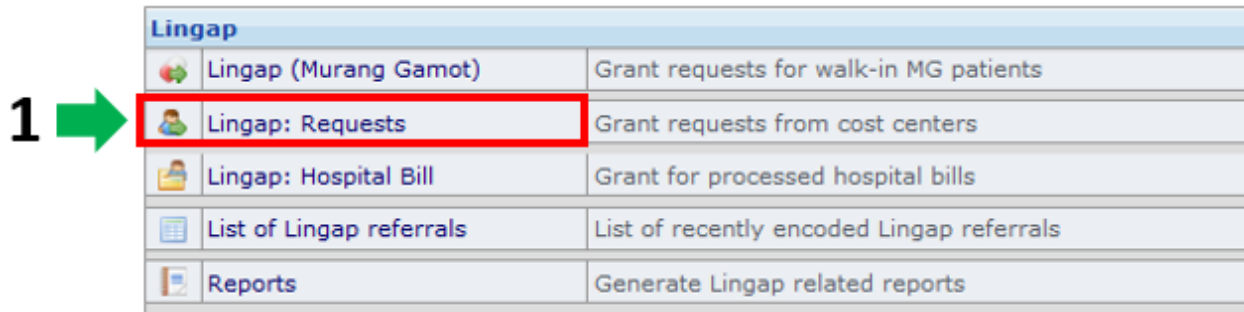
Date	Reference	Item name	Quantity	Total due	Options
30-Jan-2017 11:18am	2017000252	MOUTHGUARD (EZ)	1.0000	510.00	<input checked="" type="checkbox"/>

Totals

Total items: **510.00** **7**

LINGAP: REQUESTS

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



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

Registration information

PID

Fullname **Select** Address

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 **Search** a →









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		Select b →
942590	♀	SAAD	SAADA	AMIL	1981-01-28	None		Select
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. Click  To process the request.  To view details of the request.  To remove the entire request.

Request from Social Service

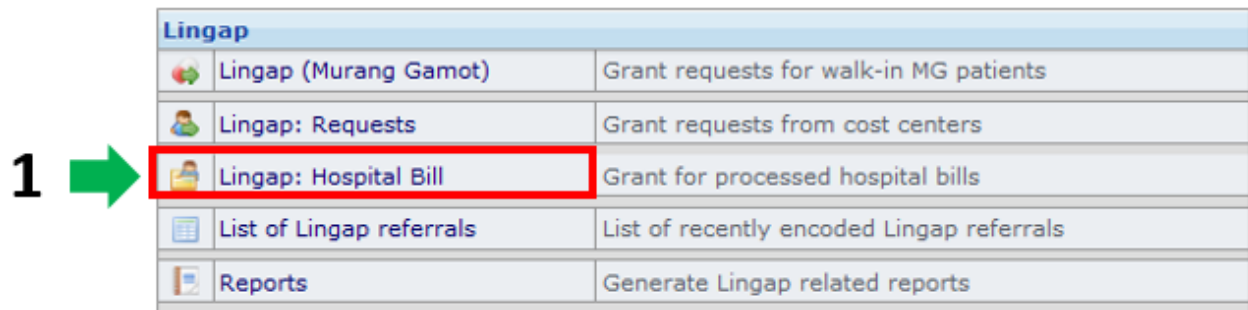
First Prev Showing 1-3 of 3 item(s) Next Last Refresh

Process date	SS Control no. ▲	SS Worker	Adv Purchase	Status	Options
2014-07-02	2014000057	Segworks Personnel	✓	LINGAP	  
2014-07-02	2014000057	Segworks Personnel	✓	LINGAP	  
2014-07-03	2014000059	Segworks Personnel			 

← 3

LINGAP: HOSPITAL BILLS

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



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: **Select**

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 Close Tray

Search person

a →

HRN	Sex	Lastname	Firstname	Middlename	Date of Birth	Confinement	Class	Options
1531465	♂	SAA	SANYJUN	GAJETOS	1990-07-08	None		Select
942590	♀	SAAD	SAADA	AMIL	1981-01-28	None		Select
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

b →

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

Patient information

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

Patient name:

Billing statements

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

	Bill date	Ward	Bill no.	Amount due	Grant amount	Options
<input type="button" value="+"/> <input type="button" value="-"/>	10-May-2016 02:25pm			6,305.00	0.00	<input type="button" value="Grant"/>

**3**

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

Entry for Lingap billing grants

--New Referral--

Bill number

HRN

Patient name

Lingap control no *


Adv. purchase ☐

Entry date *

Remarks

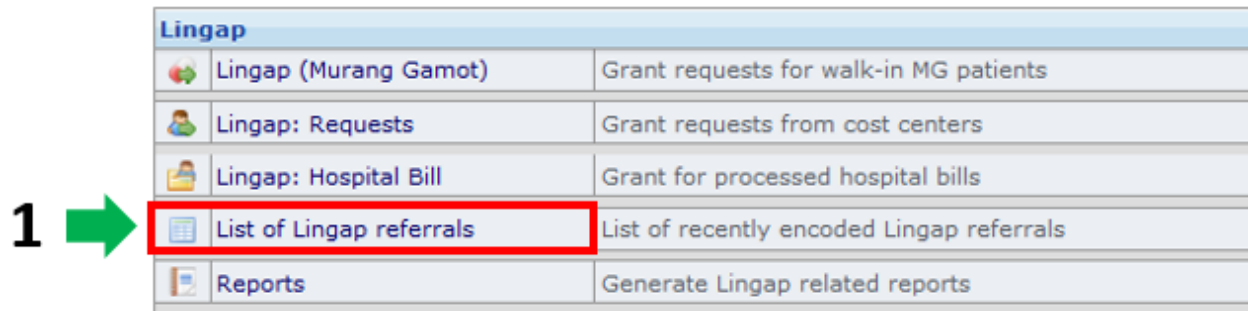
Amount due

Grant amount

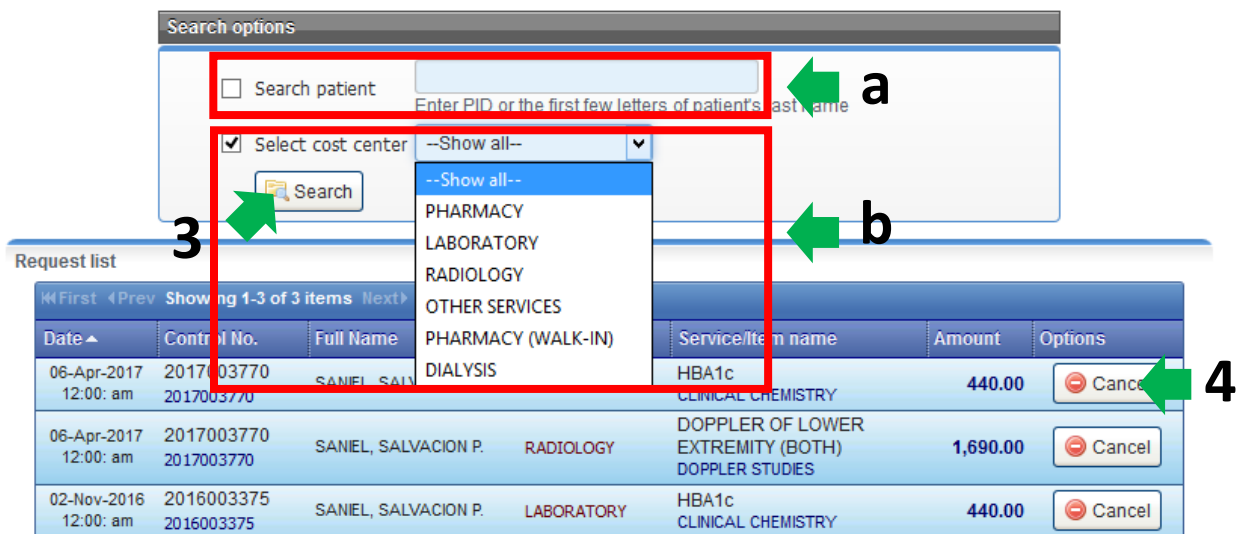
**4**

LIST OF LINGAP REFERRALS

1. Click 'List of Lingap referrals'

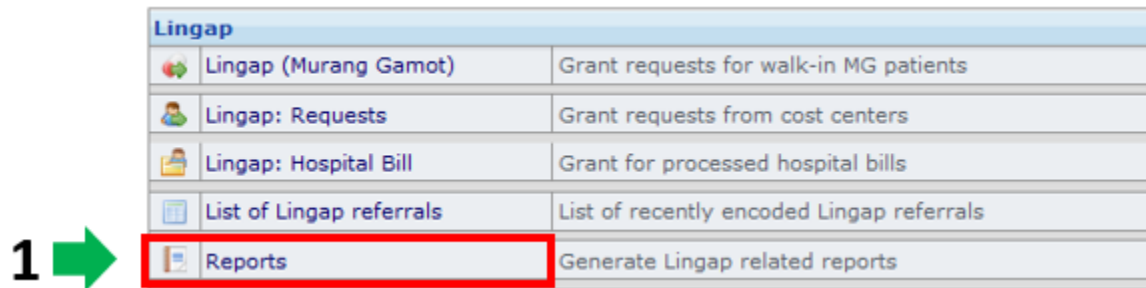


2. Choose preferred process of searching. (**Search patient or Select cost center**)
 - a. If 'Search patient' method is chosen, entering patient's Health Record Number (HRN) or Last name and First name on the text box provided.
 - b. If 'Select cost center' method is chosen, select from the drop down 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.



REPORTS

1. Click 'Reports'



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

The screenshot shows the 'Select Report Type' form. The 'Lingap Granted to Patient' dropdown menu is open, showing 'Lingap Summary Report' as the selected option. The 'Date start' and 'Date end' fields are highlighted with a red box. The 'View report' button is highlighted with a green arrow labeled '3'.

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:

Segworks Personnel
ADM. AIDE I

RECEIVED BY

Lingap-in-Charge






Date

MAP

MAP ENTRY

1. Click 'MAP entry'

1

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
Patient name:	<input type="text"/>	Classification:	None
	<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									
<input type="text" value="sa,sa"/> <input type="button" value="Search"/>									
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

2 

Active referrals **3** 

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 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 Referral amount

Remarks: Additional notes/comments

4 

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

Active referrals

Referral Add request Print request

6

5

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			anwen	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 PHARMACY Service / item name

Date July 2, 2014 Set Clear Grant -View all-

Search Reset

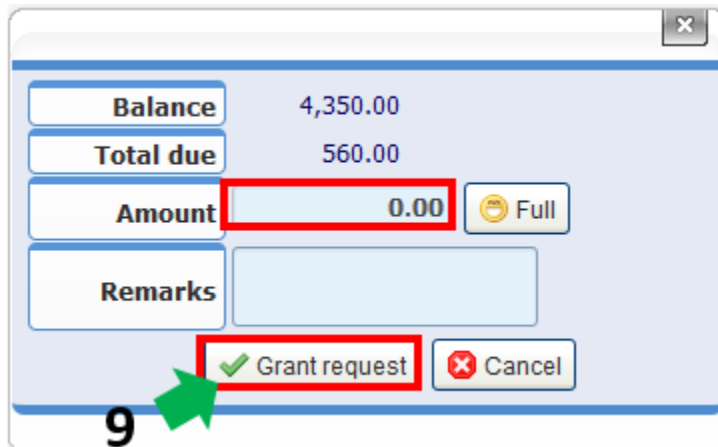
7

Request list

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

8

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



Balance 4,350.00

Total due 560.00

Amount 0.00 Full

Remarks

Grant request Cancel

9

- Result

Process MAP request entry Close Tray

View requests from PHARMACY Service / item name

Date July 2, 2014 Set Clear Grant --View all--

Search Reset

Request list

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

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

Active referrals

Referral Add request **Print request** 9

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	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	

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

View request entry

View requests from PHARMACY

Date from Set

Date to Set

11 Search Print MAP Print PSCO/DSWD

Request list

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

- 'Print MAP' button result

Form 1

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

HRN : 2580918
Name : ANG, NIKKU
Address :
BAGONTAPAY, M'LANG
Birthdate : Sep 10, 1992

Date : Apr 10, 2017 07:35 PM
Patient Type : ER Patient
Department : Family Medicine
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 PCSO/DSWD' button result

Form 1

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

HRN : 2580918
Name : ANG, NIKKU
Address :
BAGONTAPAY, M'LANG
Birthdate : Sep 10, 1992

Date : Apr 10, 2017 07:36 PM
Patient Type : ER Patient
Department : Family Medicine
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
	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. Select accounts through the drop-down-menu option.
3. Click '**New Allotment**' to add amount.

Account information	
Select account:	<div>escudero-Amatong</div> <div> Accounts...</div>
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)			
July 13, 2011	200,000.00	LUCILLE DE GUZMAN	fund transfer of Sen. Escudero to Cong. Amatong			

- 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	Set	Date of this transfer
Amount	0.00	Set	Amount to be transferred
Amount (words)			Amount specified in words
Remarks			Additional notes/comments

Save Close

-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	Date of this SARO release
Dept. Code		Refer to SARO form
Agency Code		Refer to SARO form
Fund Code		Refer to SARO form

Save Close

-NCA details

Edit allotment entry Close Tray

Allotment details
SARO details
NCA details

Has NCA	<input type="checkbox"/>	Check if this allotment has been issued an NCA
NCA No.	<input type="text"/>	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	<input type="text"/>	Refer to NCA form
GSB Branch	<input type="text"/>	Refer to NCA form

5. Click 'Accounts'



Account information

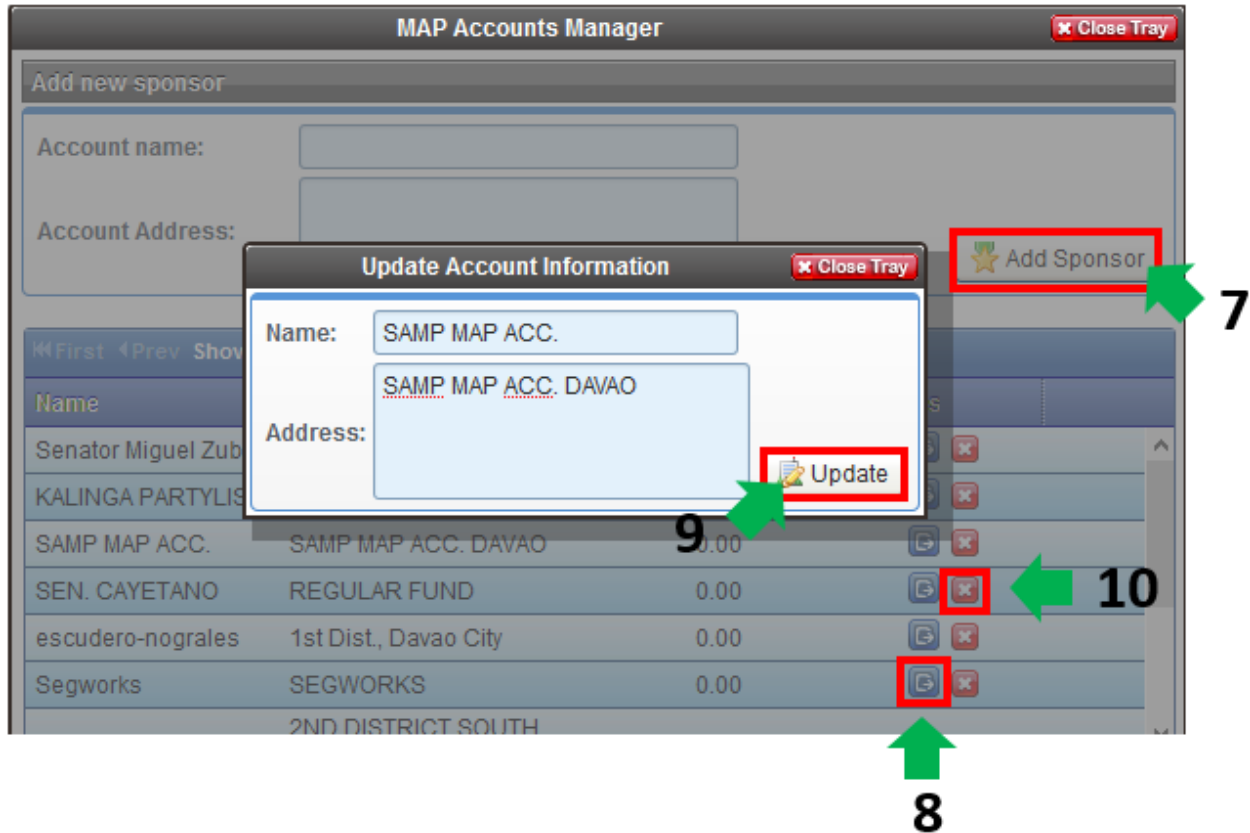
Select account:
Actual balance: **382,907.50**

5

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="checkbox"/>	<input type="checkbox"/>	<input type="button" value="G"/> <input type="button" value="X"/>
July 13, 2011	200,000.00	LUCILLE DE GUZMAN	fund transfer of Sen. Escudero to Cong. Amatong	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="G"/> <input type="button" value="X"/>






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'

1 →

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**)
 - a. If 'Search patient' method is chosen, entering patient's Health Record Number (HRN) or Last name and First name on the text box provided.
 - b. 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.

3 →

Search options

☐ Search patient




☒ Select cost center --Show all--

 Search

a →

b →






4 →

Date▲	Control No.	Full Name	Service/Item name	Amount	Options
06-Apr-2017 12:00: am	2017003770 2017003770	SANIEL, SALVACION P.	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'

1 

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:

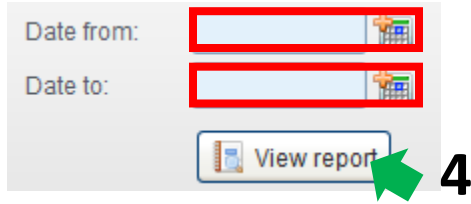
A-Teacher Partylist

Date to:

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

3 

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



The screenshot shows a user interface for generating a report. It features two date input fields, "Date from:" and "Date to:", each with a calendar icon to its right. Both fields are highlighted with a red rectangular border. Below these fields is a button labeled "View report" with a document icon. A green arrow points to the "View report" button, and a large black number "4" is positioned to the right of the arrow, indicating the final step in the process.