PATIENT'S ASSISTANCE DESK USER GUIDE

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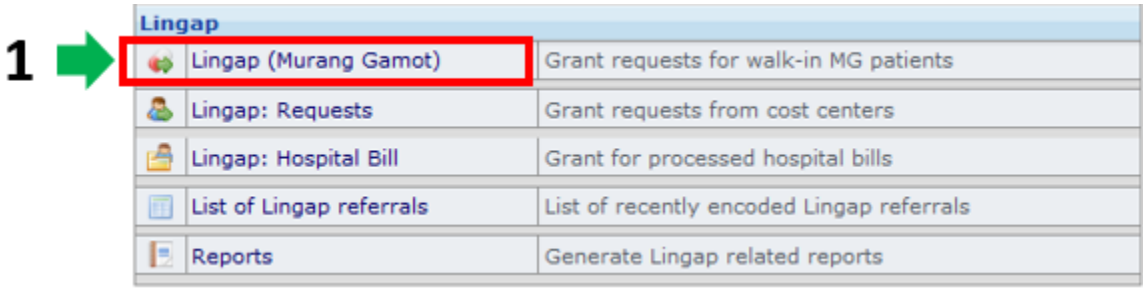
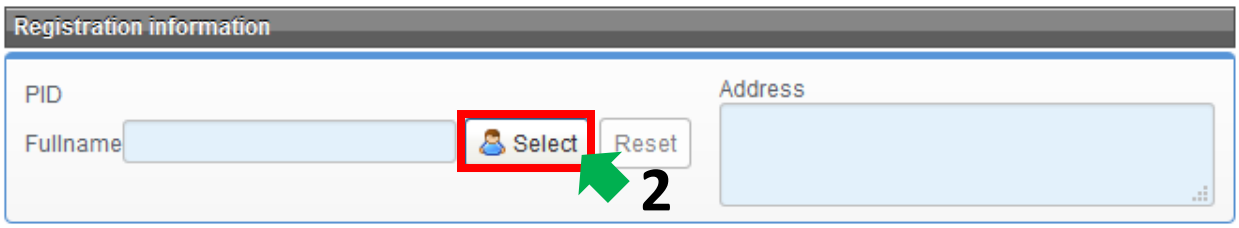
LINGAP

LINGAP (MURANG GAMOT)

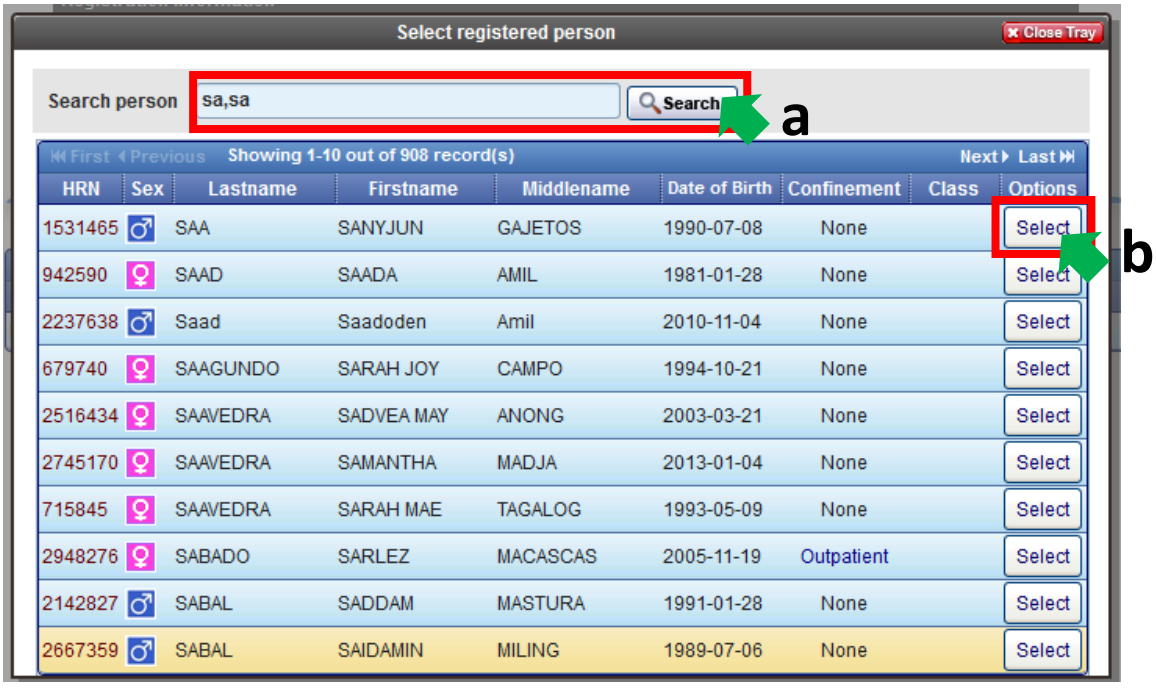
1. To Create request from Walk-in Patients, Click **'Lingap (Murang Gamot)'**



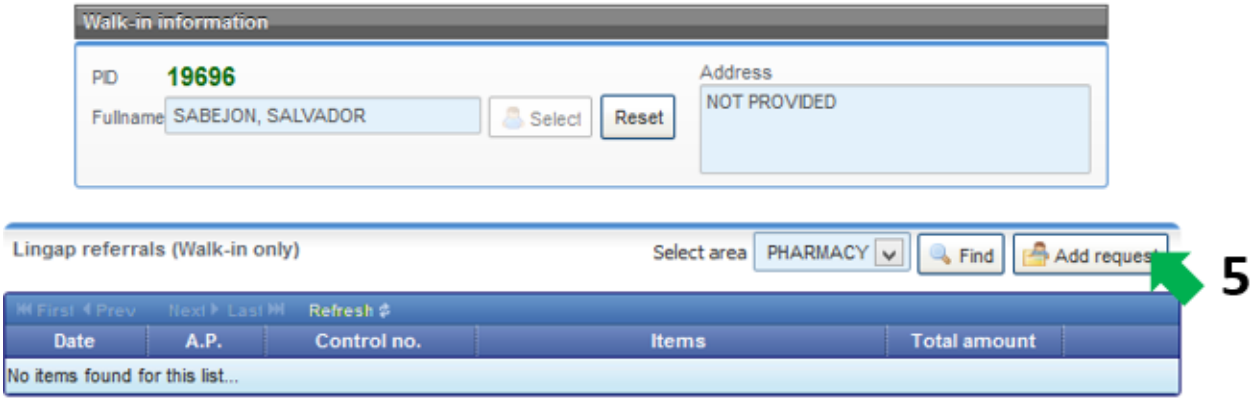
2. To locate patient's name, Click **'Select'** button to open 'Select registered person' frame.



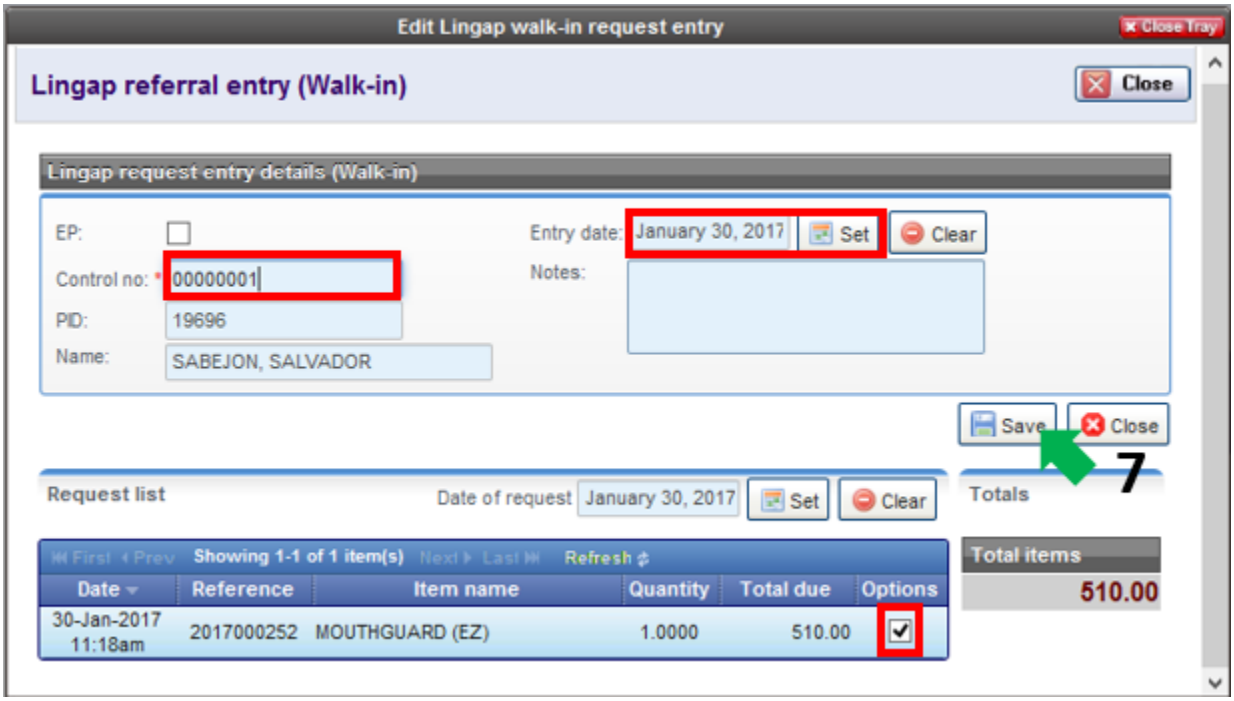
a. Search person by entering the patient's HRN or initials of his last name and first name on the textbox provided. Click **'Search'** button.
b. Once the patient is identified, click the **'Select'** button.



3. Click **'Add request'**

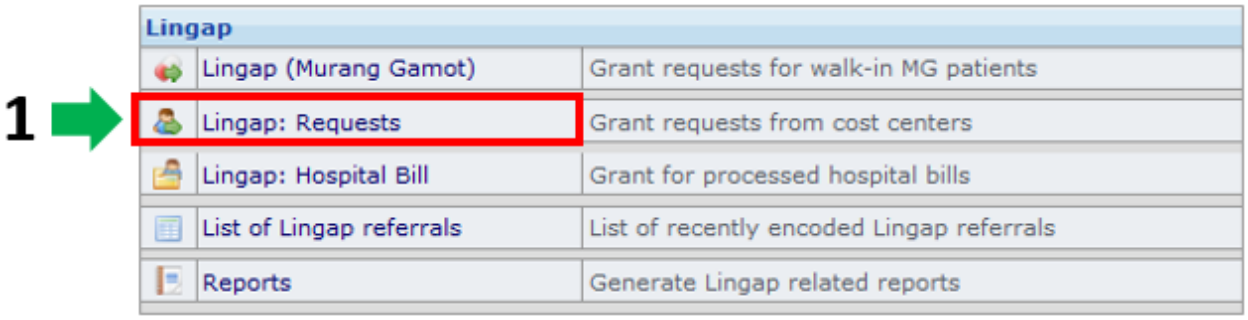


4. Fill-up required field (*) **'Control no:'**, set Entry Date by clicking **'Set'** button and select requests by clicking the check box provided.
5. Click **'Save'** if done.

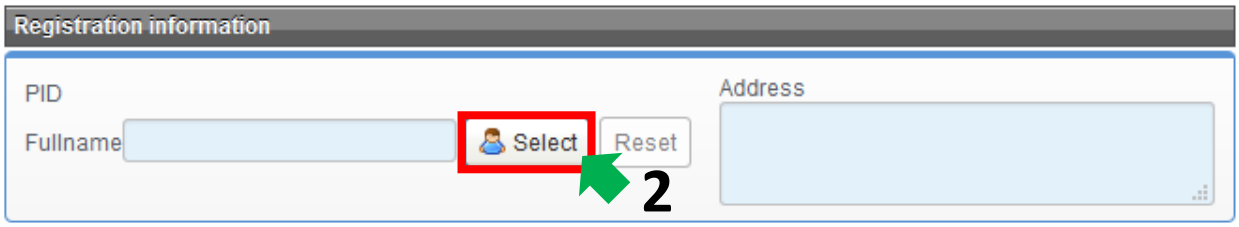


LINGAP: REQUESTS

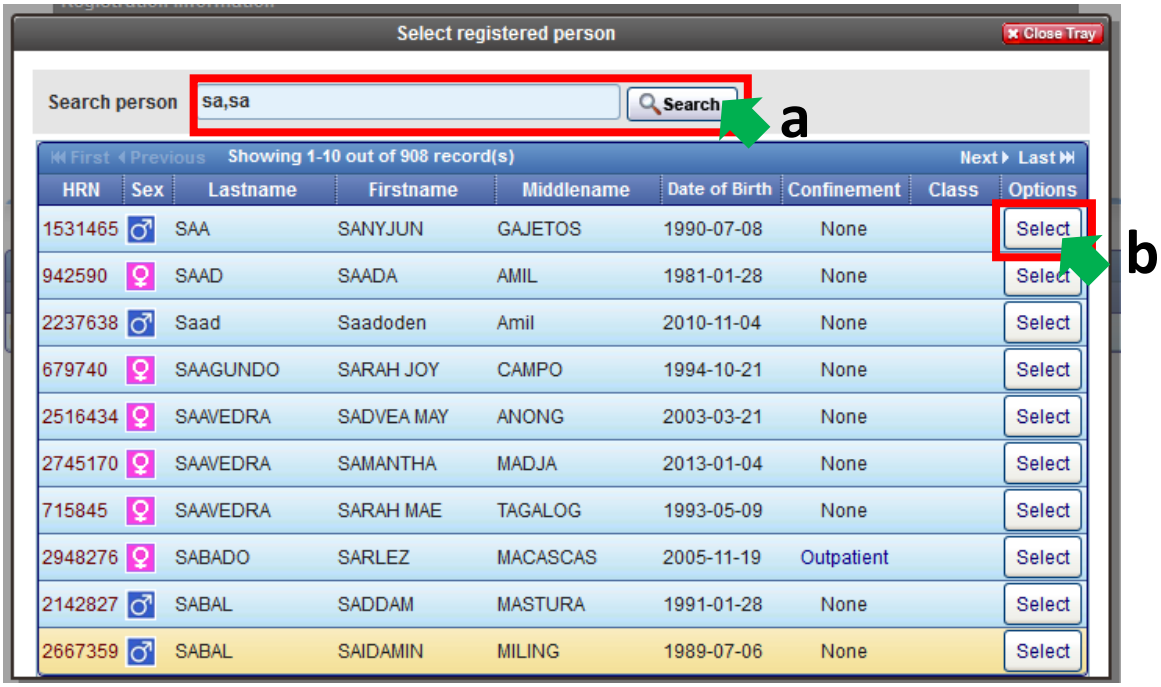
1. To view current requests made, Click **'Lingap: Requests'**



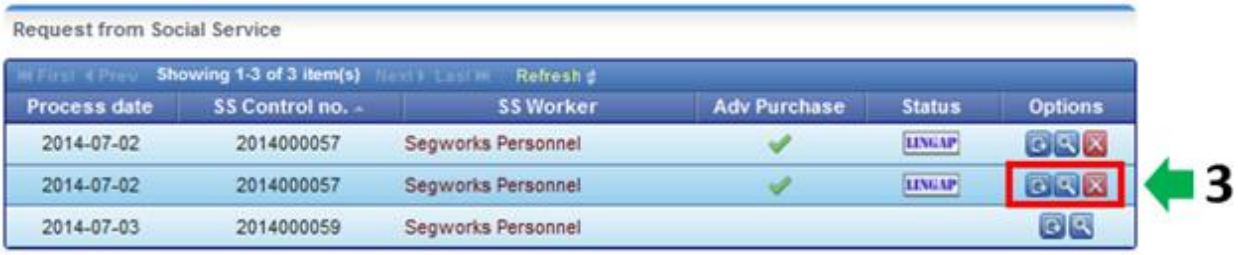
2. To locate patient's name, Click **'Select'** button to open 'Select registered person' frame.



   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.

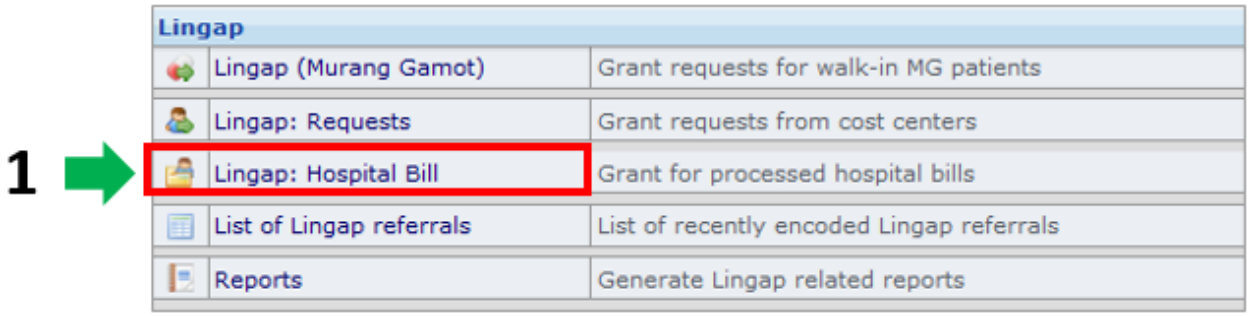


3. Click To process the request. To view details of the request. To remove the entire request.

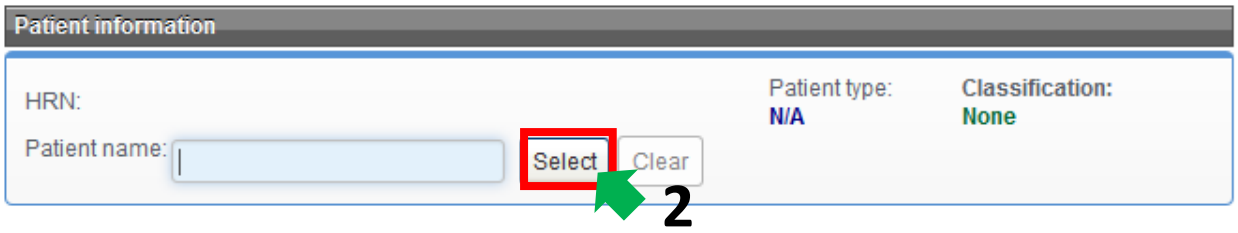


LINGAP: HOSPITAL BILLS

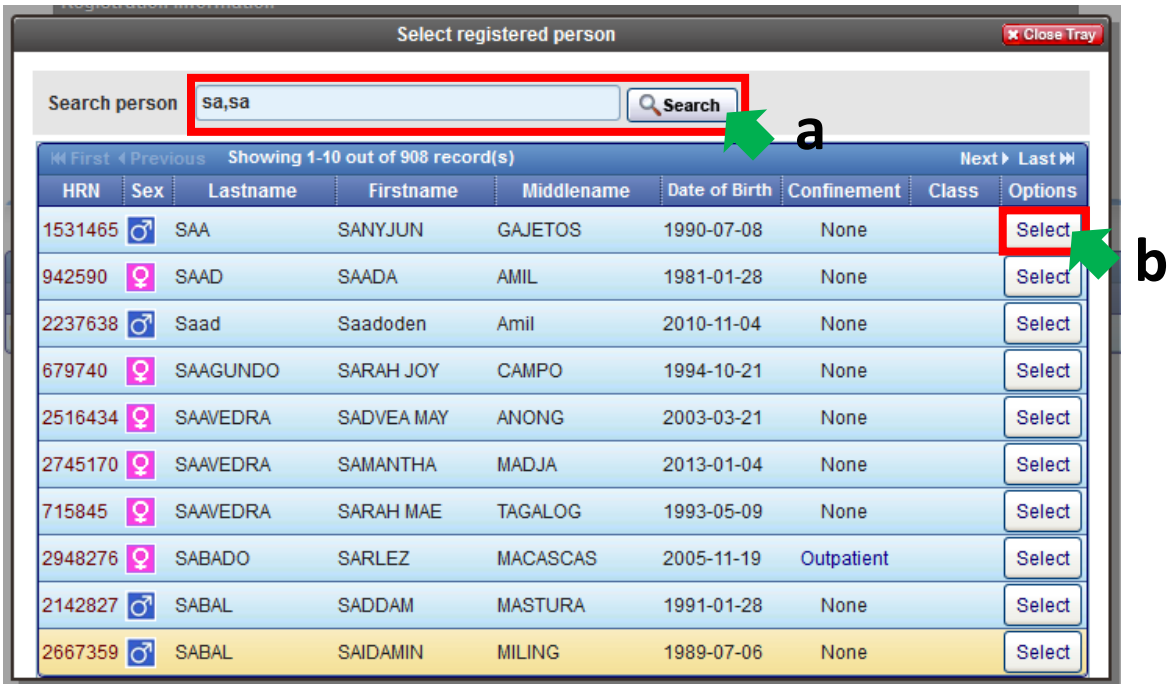
1. To view hospital bills, Click **'Lingap: Hospital Bill'**



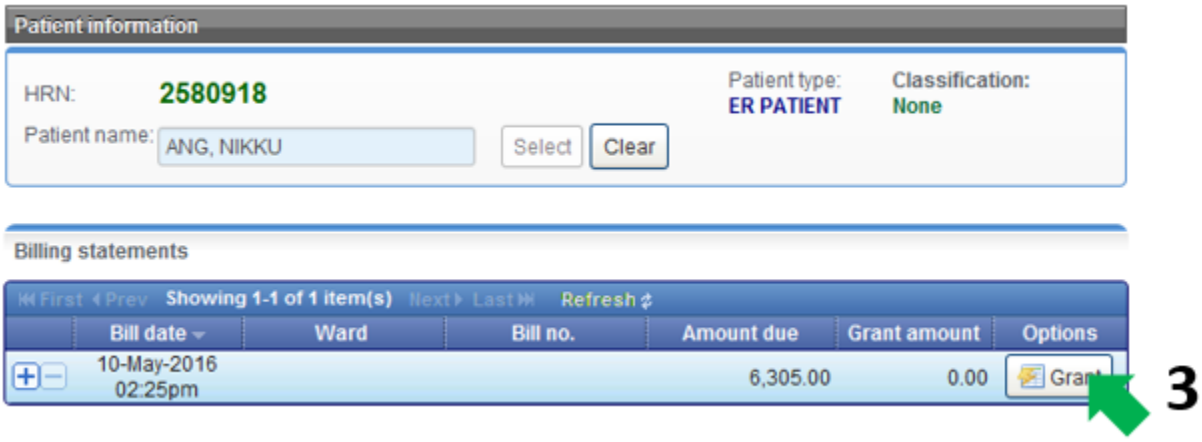
2. To locate patient's name, Click **'Select'** button to open 'Select registered person' frame.



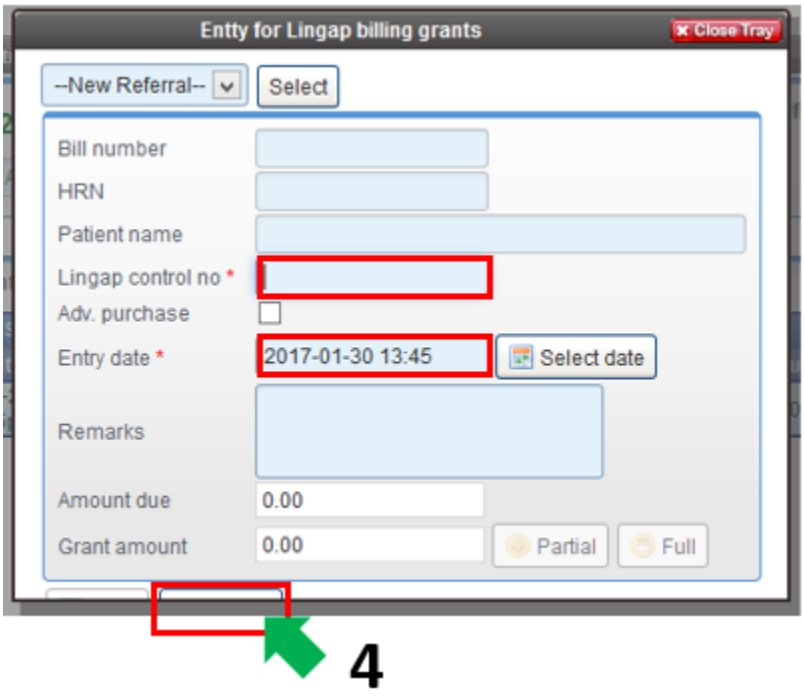
a. Search person by entering the patient's HRN or initials of his last name and first name on the textbox provided. Click **'Search'** button.
b. Once the patient is identified, click the **'Select'** button.



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

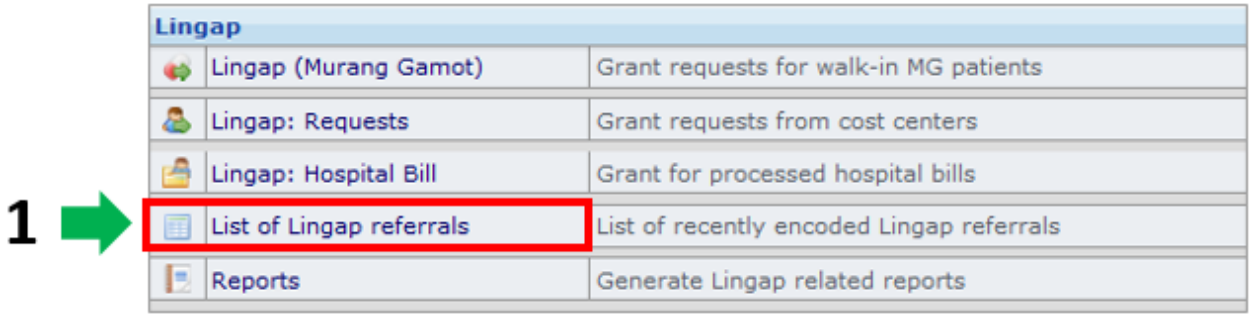


4. Fill out the necessary fields (*) and click **'Grant'** button

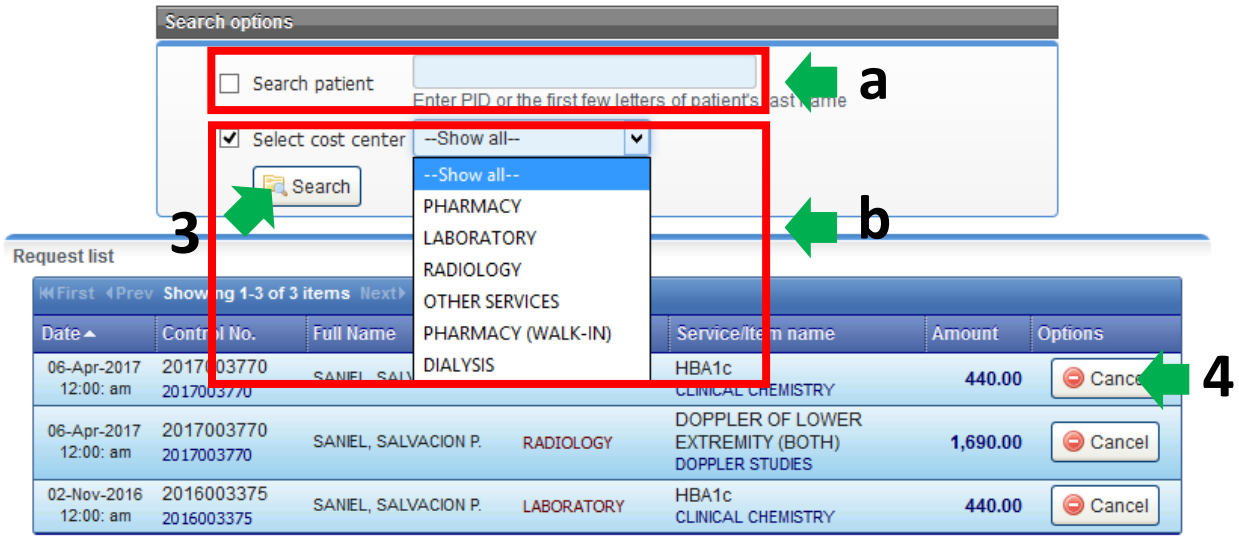


LIST OF LINGAP REFERRALS

1. Click **'List of Lingap referrals'**

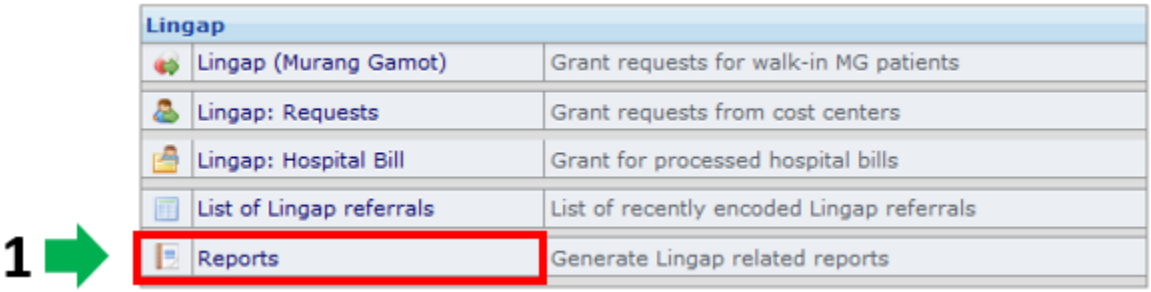


2. Choose preferred process of searching. **(Search patient or Select cost center)**
   a. If 'Search patient 'method is chosen, entering patient's Health Record Number (HRN) or Last name and First name on the text box provided.
   b. If 'Select cost center 'method is chosen, select from the drop down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

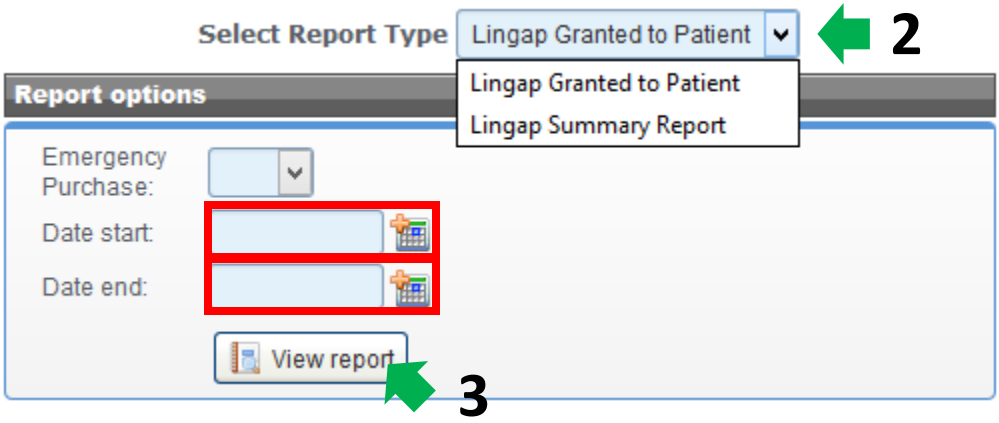


REPORTS

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'**



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

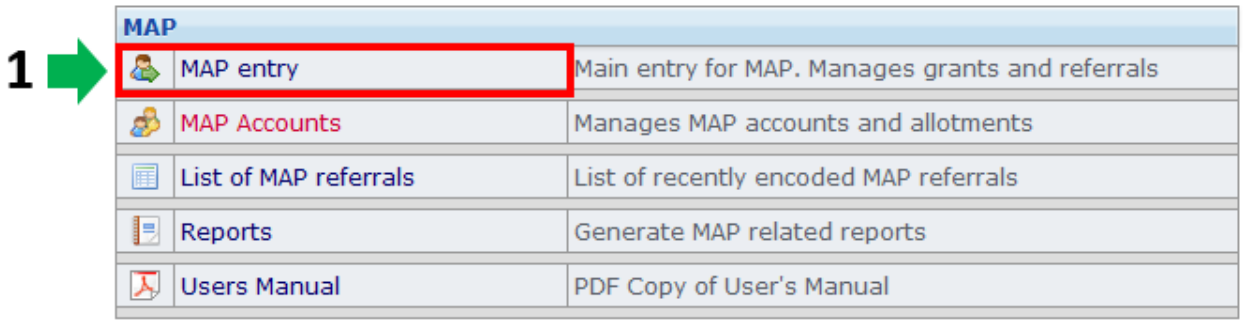
Lingap-in-Charge

Date

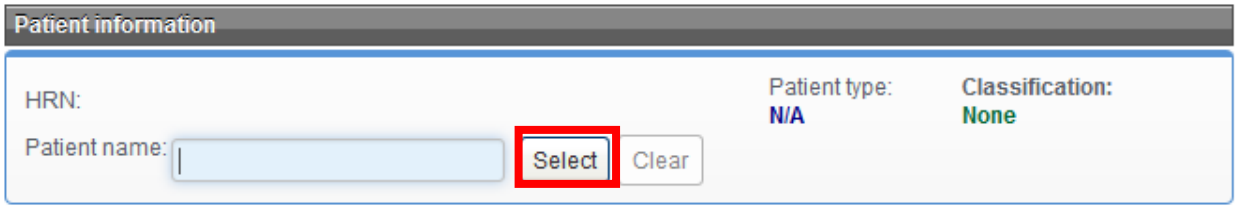
MAP

MAP ENTRY

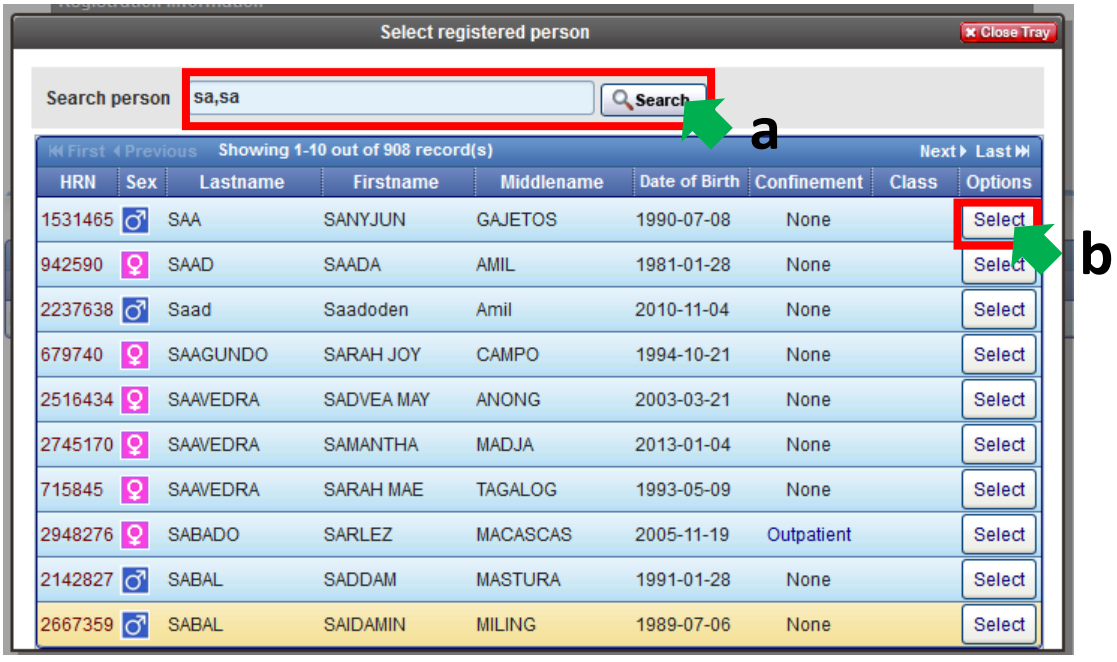
1. Click **'MAP entry'**



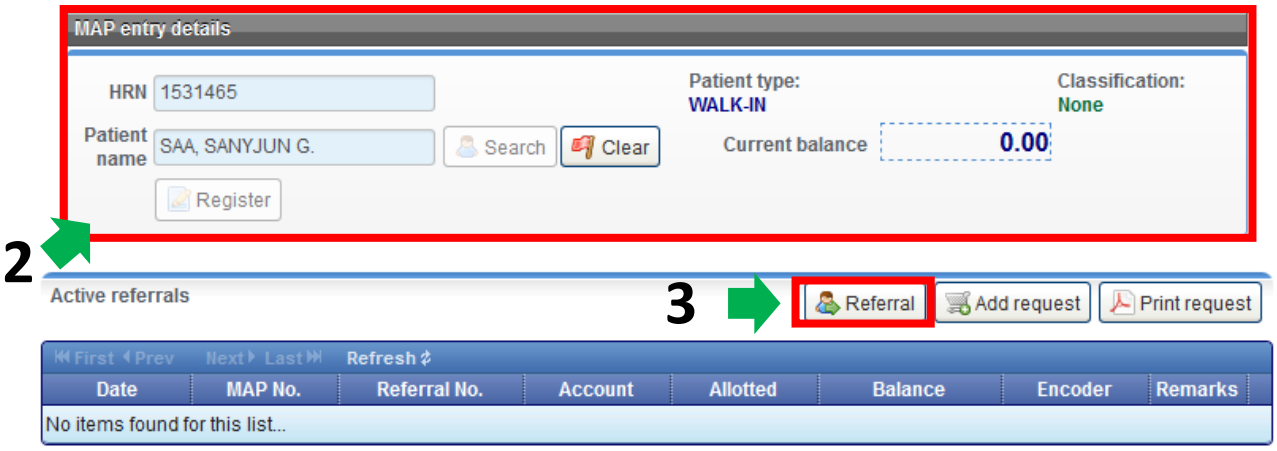
2. To locate patient's name, Click **'Select'** button to open 'Select registered person' frame.



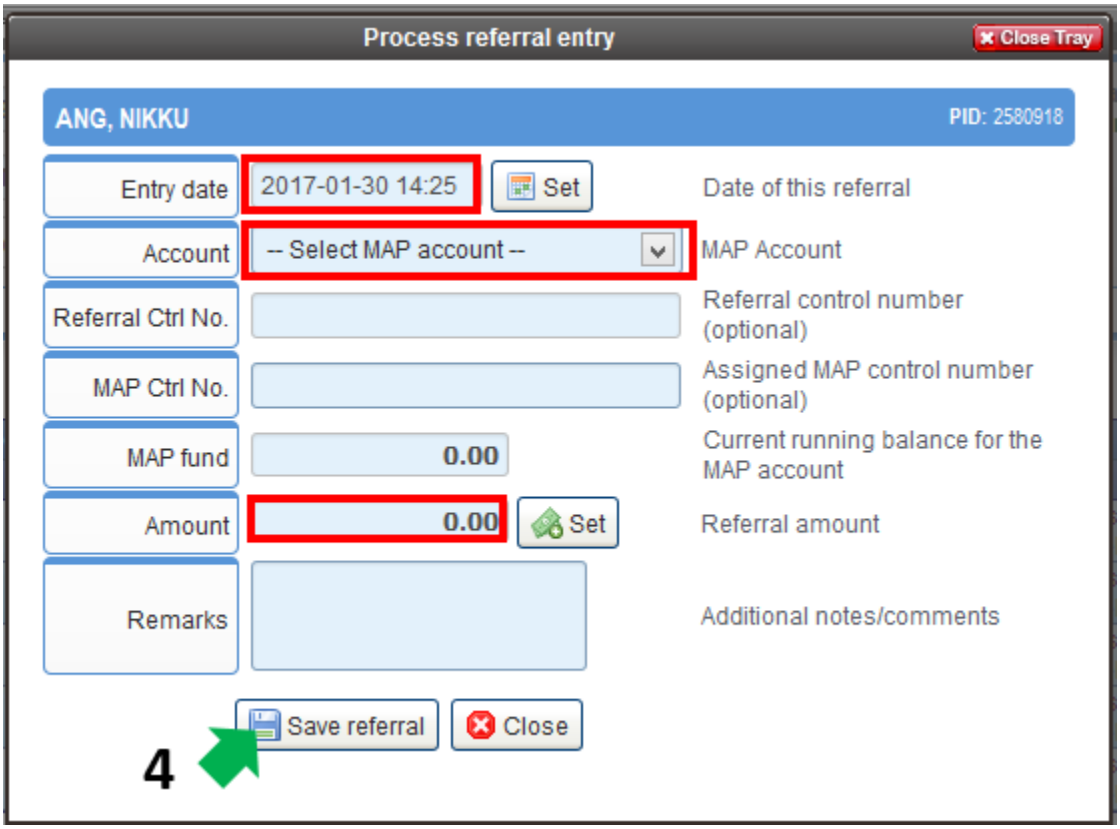
a. Search person by entering the patient's HRN or initials of his last name and first name on the textbox provided. Click **'Search'** button.
b. Once the patient is identified, Click the **'Select'** button.



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

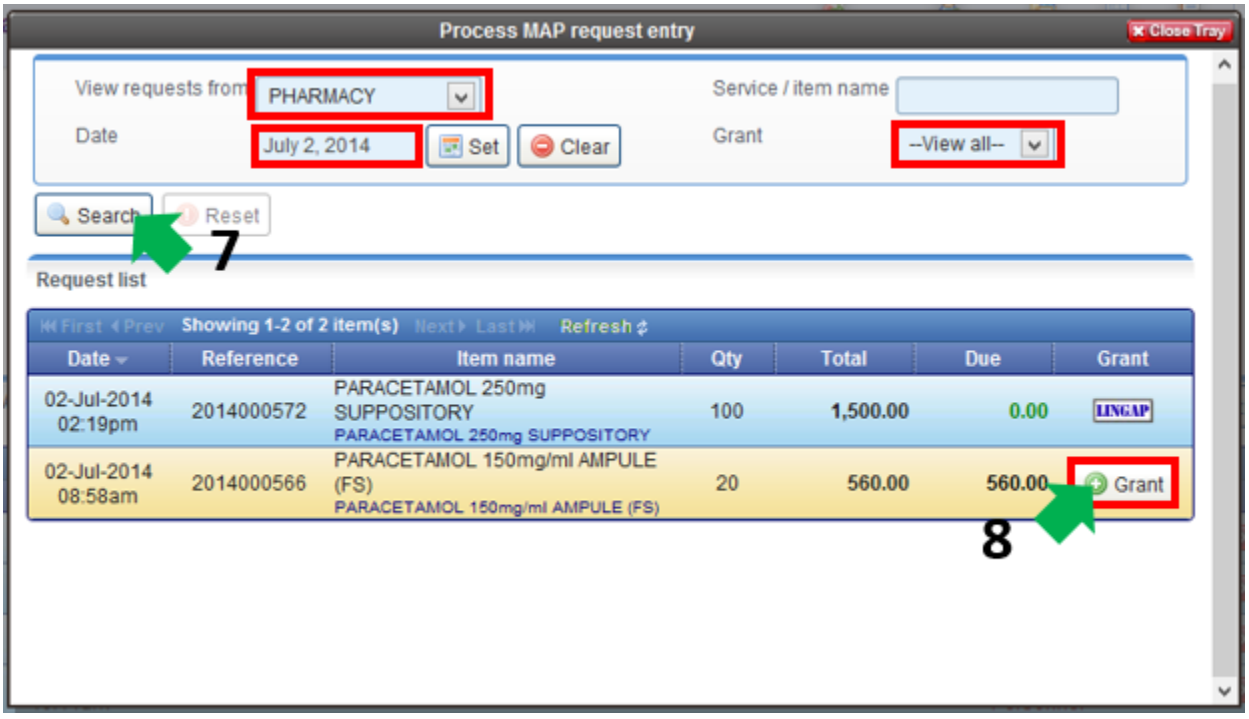


4. Fill in Entry date, MAP Account and Amount.
5. Click **'Save referral'** button if done.

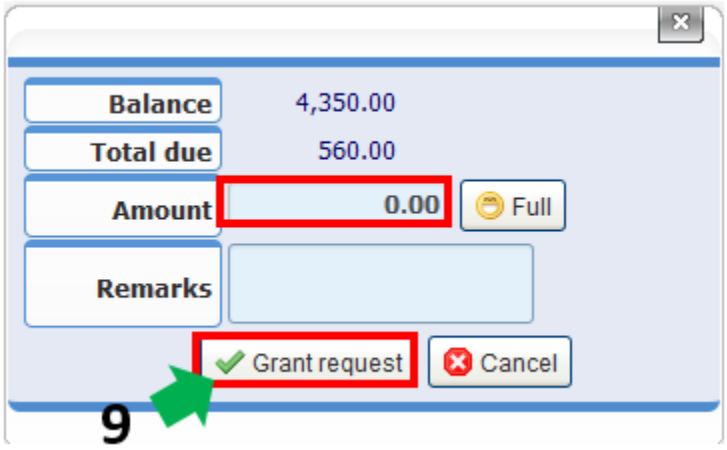


6. To remove referrals, Click **X**. To print referral details, Click
7. Click **'Add Request'**.

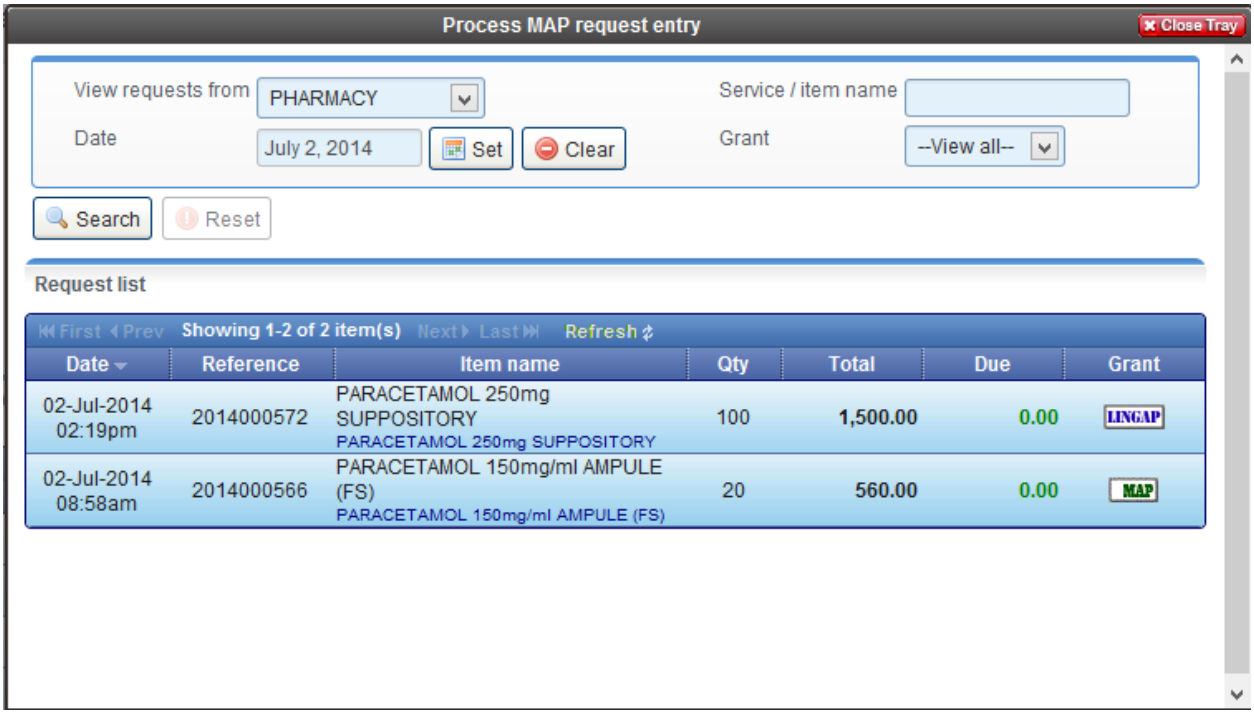
8. Set necessary fields (Requests from (Cost Centers), Date and Grant type). Click **'Search'** button if done.
9. If the Service/ Item are identified, click **'Grant'** button.



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

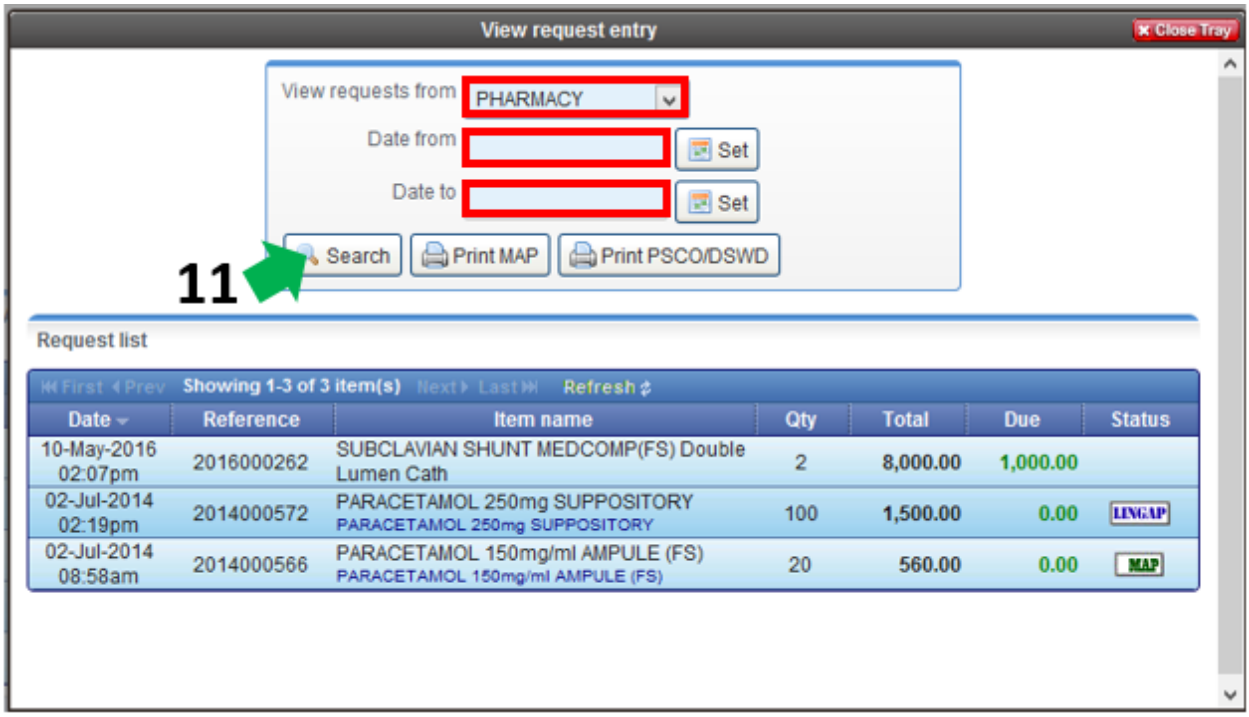


- Result



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

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



- **'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**

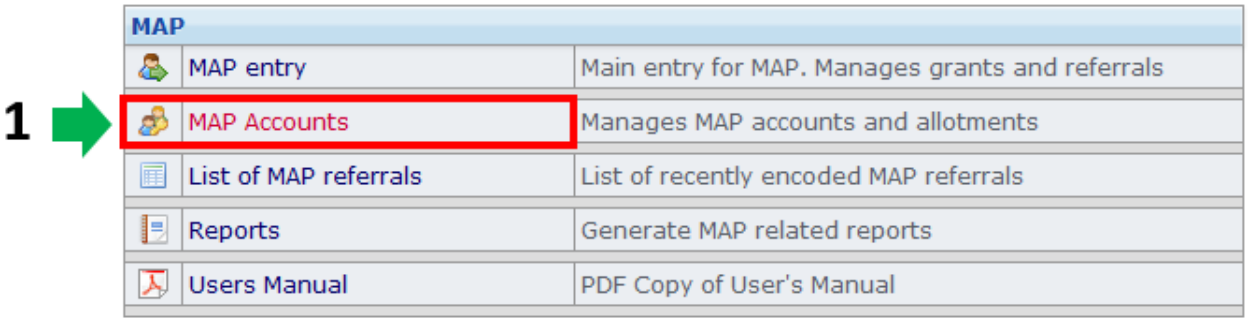
1. SUBCLAVIAN SHUNT MEDCOMP(FS) **4,000.00**
   Double Lumen Cath

SEGWORKS PERSONNEL
SPMC-MAP On-duty

BEATRICE MAGDOLOT
Encoder

MAP: ACCOUNTS

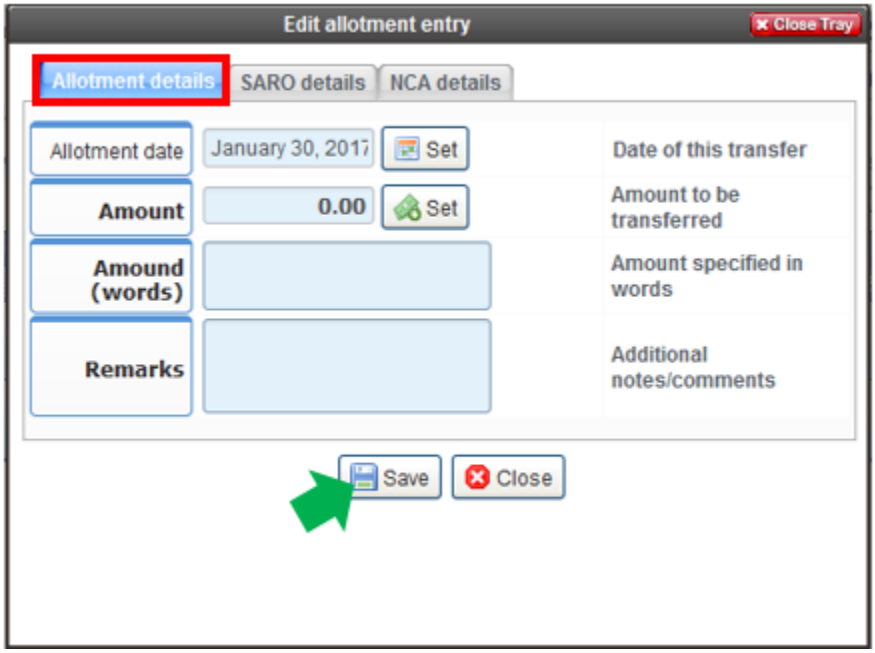
1. Click **'MAP Accounts'**



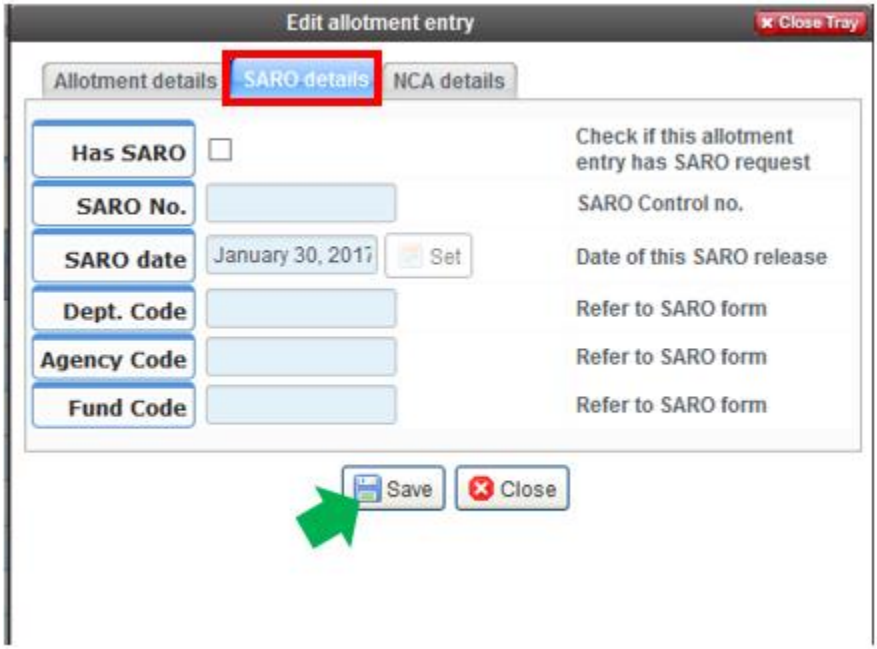
2. Select accounts through the drop-down-menu option.
3. Click **'New Allotment'** to add amount.

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

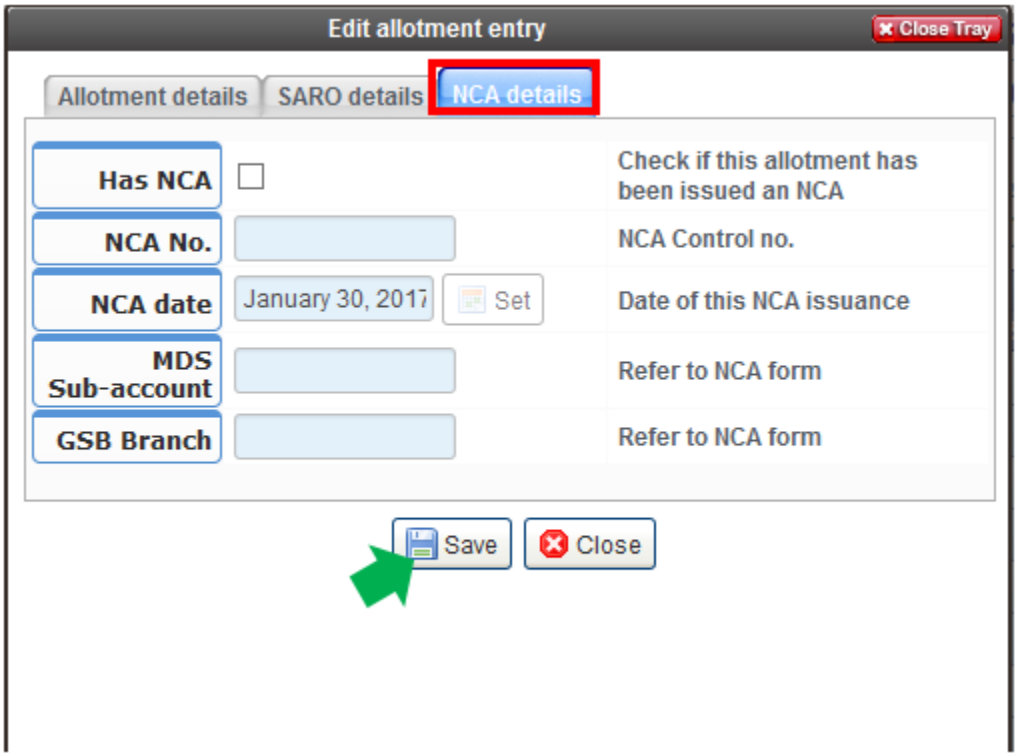
-Allotment details



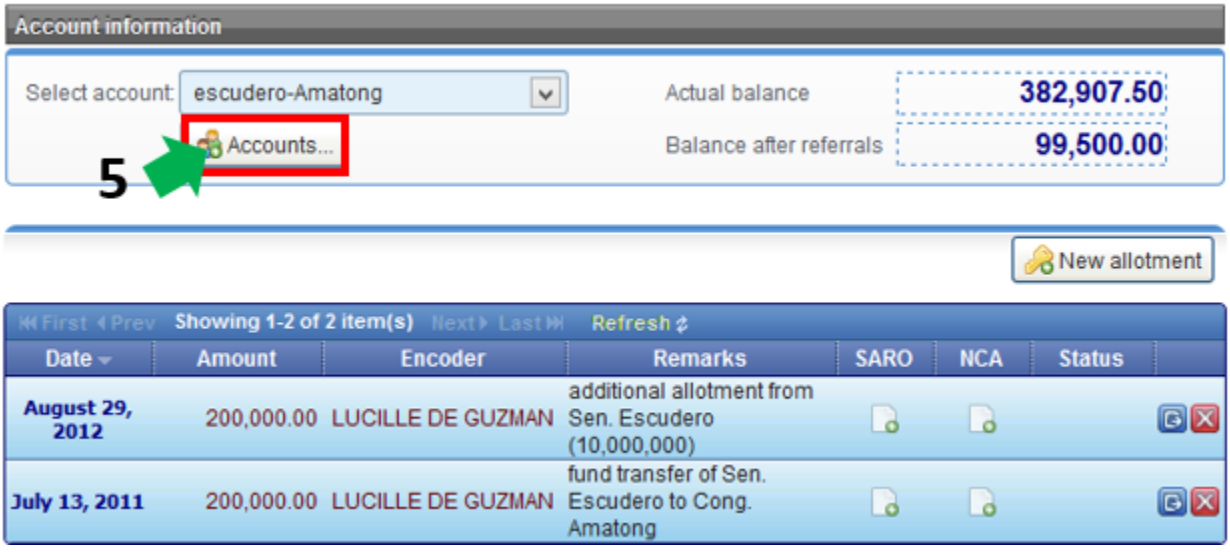
-SARO details



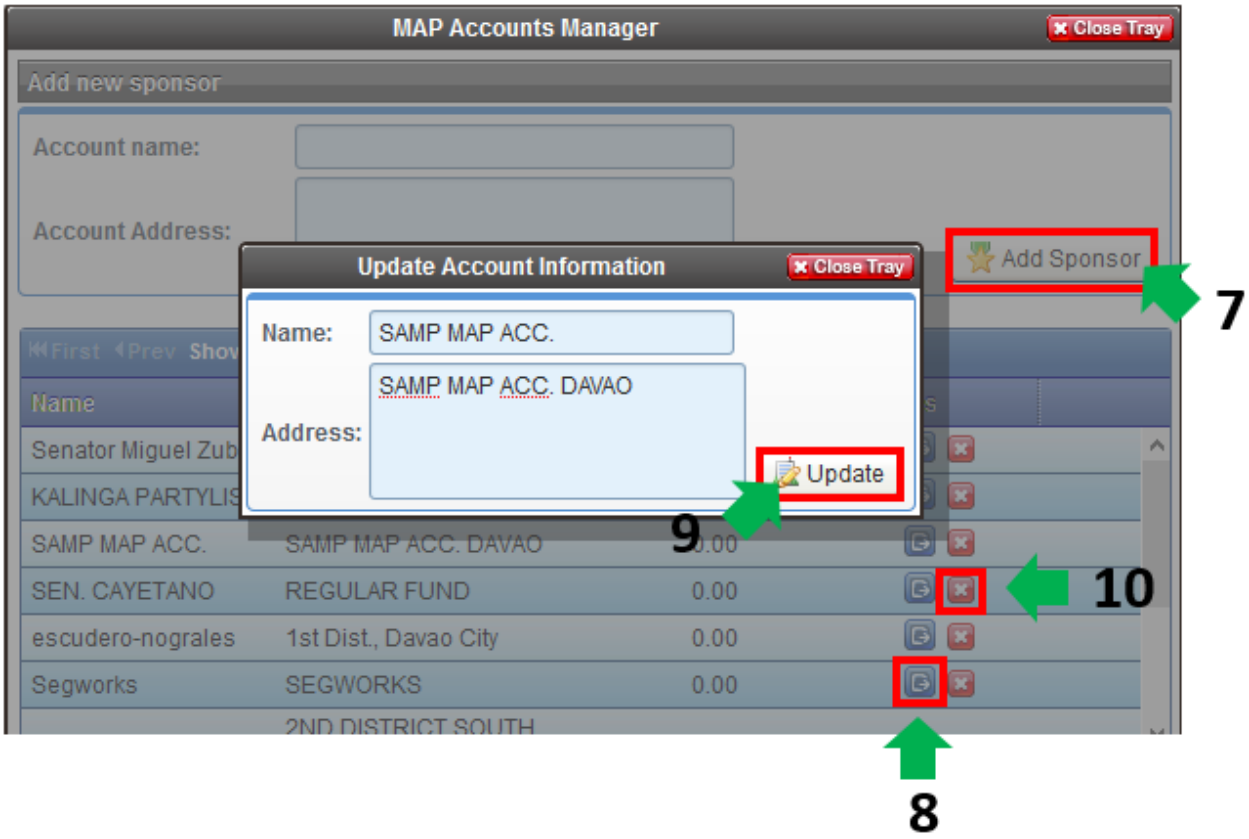
-NCA details



5. Click **'Accounts'**

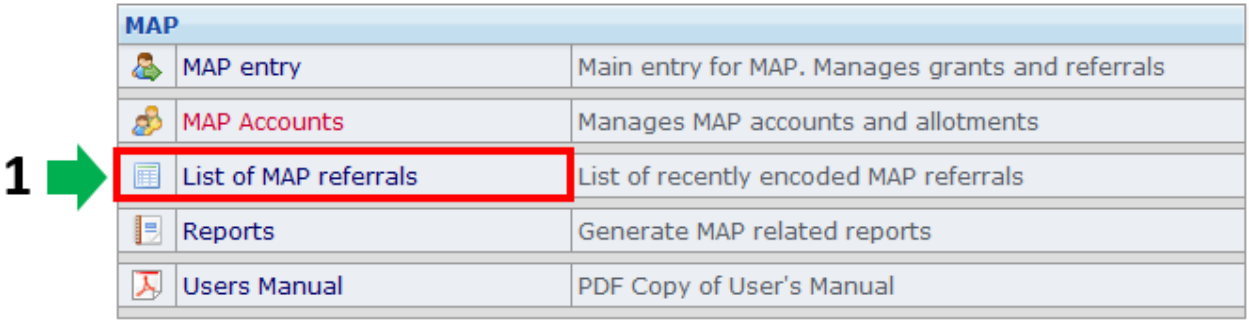


6. Key in appropriate texts on the textboxes provided.
7. Click **'Add Sponsor'**. A window will prompt for confirmation.
8. Click to open account information
9. Click **'Update'** button to save changes made.
10. Click to remove sponsor. A window will prompt for confirmation.

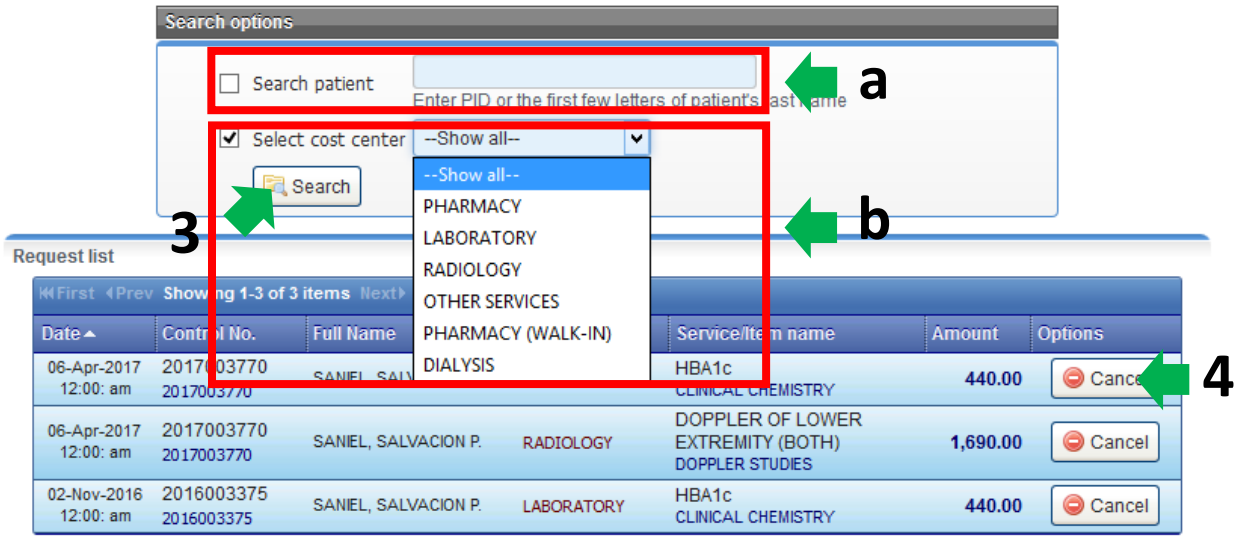


LIST OF MAP REFERRALS

1. Click **'List of MAP referrals'**

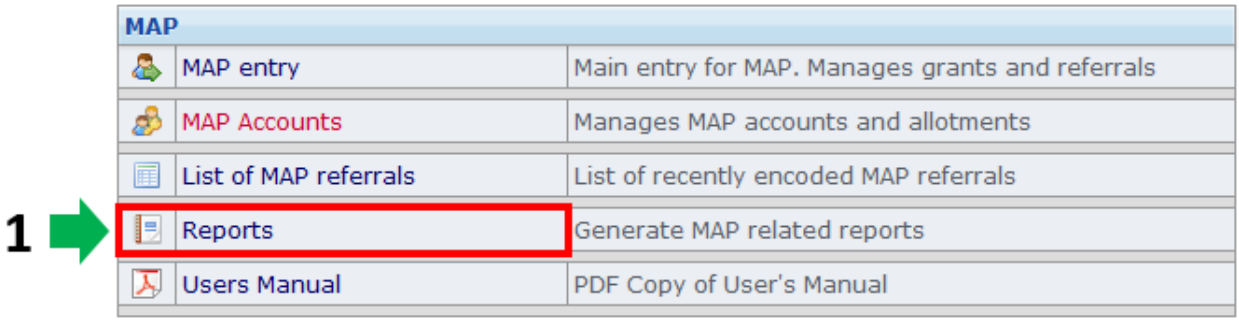


2. Choose preferred process of searching. **(Search patient or Select cost center)**
   a. If 'Search patient 'method is chosen, entering patient's Health Record Number (HRN) or Last name and First name on the text box provided.
   b. If 'Select cost center 'method is chosen, select from the drop down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

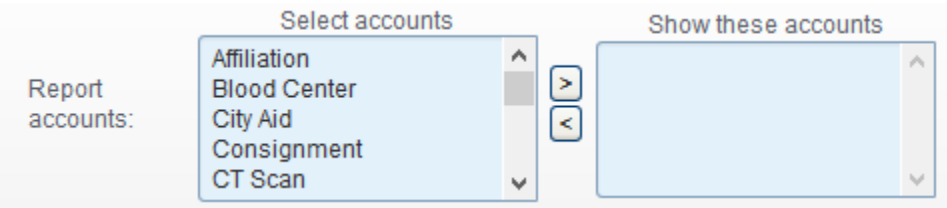


REPORTS

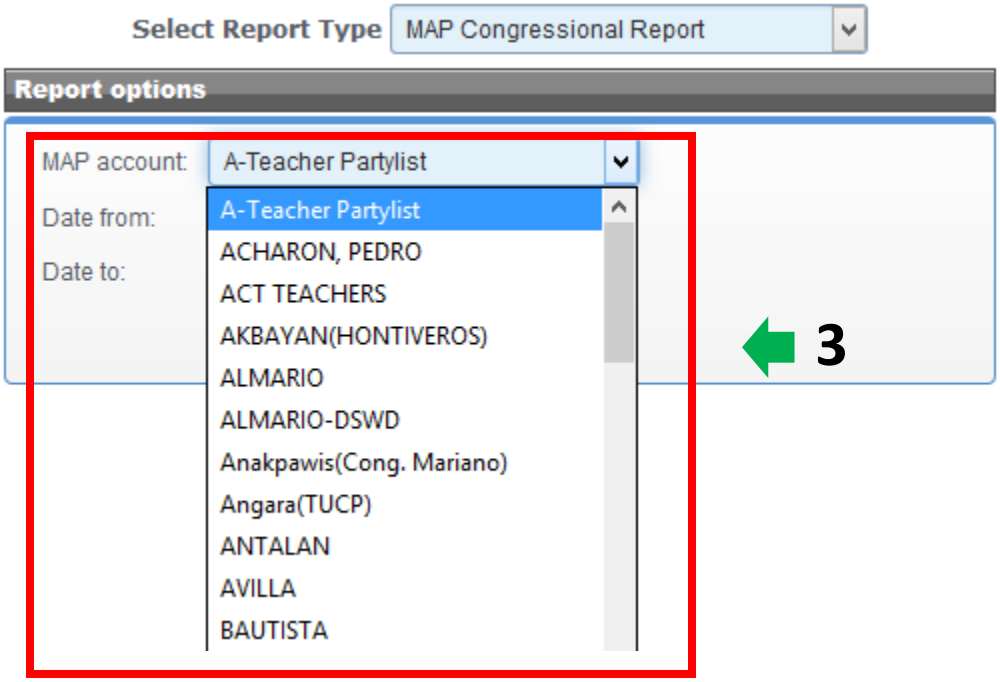
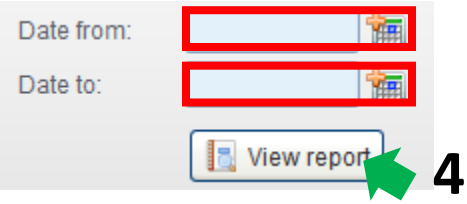
1. Click **'Reports'**



2. 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.



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



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