Document date : 8<sup>th</sup> March, 2011

# DOCTOR'S MANAGEMENT SYSTEM

#### VERSION 2.1.0 : BASIC USER GUIDE

#### INTRODUCTION



Doctor's Management System version 2.0 is a clinical decision support system linked to MediNET database, primarily designed to assist doctors in their decision making process in providing improved healthcare solution for their patients. This windows-based version, which replaces the web-based system (version 1), is also equipped with a Call Patient function. This function allows a doctor to call a patient into the treatment room just by a click of a button, which will show the patient name to a secondary monitor located within the patient's waiting area, accompanied with a bell sound.

Being connected to MediNET database, this system automatically orders patient treatment sequence based on the queue information provided by myClinic, which allows doctors to focus more on their patients rather than the system.

In version 2.1.0, a new Referral module has been added into the system which allows doctors to generate referral letters directly through the system. It will assist users by providing departments and doctors listing to be selected as the letter's recipient and also automatically includes patient details into the referral.

#### DOCTOR'S MANAGEMENT SYSTEM : VERSION 2.1.0 : BASIC USER GUIDE

LOGIN SETUP

🔞 Penawar Doctor Management System - Version 2.0			
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- Enter the application by clicking the application's icon.
- Upon entry, click on the "**Options"** button.

myClinic Login Det	ails		- I
Usemame	JOXXXXX		
Password			

- Insert the Username and Password for the clinic this system is currently installed at.
- Click on the "Save and Close" button

LOGIN INTO SYSTEM

Doctor's Manag	ement System <sup>2.1.0.0</sup>		: PENAW
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	List of Medications for the selected consultation	n :	
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Options			

- Once the Login details has been setup and saved, click on the "Connect" button at the main page.
- The system will provide a notification once successful connection has been established.

🔞 Penawar Doctor Manag	ement System - Version 2.0			
- Sol	Doctor's Management Syste POLIKLINIK PENAWAR MASA DR SYAMSUL BIN MUHAMMED 740601115967	em <sup>21.00</sup>	MASAI Tue. 08 Mar 2011 01:00:21 PM	PENAWAR Bringing Quality Healthcare Nearer To You
Patient Vital Information		Consultations         Medication History         Extra Info         Referral Lett           Image: Second Se	er Refer to Other Hospital	Quote of the day
1	Show Next Patient >>	Investigation done :		given you and from it take what you need; the remainder is needed by others. * Wise sayings
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• Once system has connected to the database, the clinic name, clinic code and doctor's name will appear at the top.

## **RETRIEVING PATIENT DETAILS AND HISTORY**

Penawar Doctor Manager     Patient Vtal Wormation	ment System - Version 20 Doctor's Management Syste POLIKLINIK PENAWAR MASA DR SYAMSUL BIN MUHAMMED 740601115967	em <sup>2.1.0.0</sup> J Consultations Medicatio @ Refer to HOSI Refer to Hospial Per	on History Estra Info Referral Letter PITAL PENAWAR Referra C nawar	MASAI Tue, 08 Mar 2011 01:00:21 PM	Quote of the day
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Disconnect Options Exit	System Messages Connecting	Referred by :	DR SYAMSUL BIN MUHAMMED	Print Letter	w
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- To view next patient in queue's information and medical history, click on the "Show Next Patient" button.
- Please wait while the system retrieves patient's info. The system will show a notification if there's no patient in queue.

🔞 Penawar Doctor Mar	agement System - Version 2.0		
	Doctor's Management Sys POLIKLINIK PENAWAR MAS DR SYAMSUL BIN MUHAMMED 740601115667	tem <sup>2100</sup> Al Tue.08 09:50	SAI
Patient Vital Information Reg ID : Name : PATREGNO :	3543600 ADELINA DORA BINTI ABU BAKAR 810530-01-5176	Consultations Medication History Extrs Info Referral Letter List of Consultations / Issued MCs (double click to select ) : DATE CLINIC_NAME DIAGNOSIS MC 12/09/2010 POLIKLINIK PENAWAR MASAI -	Quote of the day
Passport No : Other ID : Date of Bith : Age : Diagnosis :	30/05/1981 29.79 years Get Age From NRIC	24/09/2010         POLIKLINIK PENAWARI SEBI ALAM         ASTHMA         1 de           27/09/2010         POLIKLINIK PENAWARI SEBI ALAM         ASTHMA         1 de           07/11/2010         POLIKLINIK PENAWARI MASAI         -         -           12/11/2010         POLIKLINIK PENAWARI MASAI         -         -           26/11/2010         POLIKLINIK PENAWARI MASAI         -         -           36/11/2010         POLIKLINIK PENAWARI MASAI         -         -           31/02/2011         POLIKLINIK PENAWARI MASAI         -         -	27/     Remember that everyone you     meet is afraid of something     loves something and has lost     something.'
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- Once the patient's information area has been populated, new action buttons will be visible.
- **To view medication details** of each transaction record, double click on the selected row. The medication details will be shown inside the grid box below.

- To view all medication history recorded by the system, click on the "Medication History" Tab.
- The "Get Age from NRIC" button allows user to automatically reset patient's Date Of Birth based on the patient's NRIC No. (first 6 digit number). This operation will only be allowed If the NRIC No is valid.

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	Patient Vital Information	]	Consultations Medica	stion History E	otra 😥 Referral Letter			
-	Reg ID :	3543600	List of all medication	is prescribed to	patient:			Quote of the day
	Name :	ADELINA DORA BINTI ABU BAKAR	CLINIC_CODE	DATE	ITEM_DESC	QUANTITY	*	
			MASAI	07/11/2010	PIRITON INJ	1 x 1 UNIT		a ser i see
1	PATREGNO :	810530-01-5176	MASAI	07/11/2010	PREDNISOLONE INJ	1 x 1 UNIT		
	NRIC Number :	810530-01-5176	MASAI	07/11/2010	CALAMINE- LOTION 120ML	1 x 1 UNIT		
0	Passourt No		MASAI	07/11/2010	PIRITON- TABLET	12 x 1 TABLET		
	Other ID :	$\mathbf{X}$	MASAI	07/11/2010	PREDNISOLONE- TABLET	12 x 1 TABLET		" Remember that everyone you
	Date of Bith :	20/05/1091	MASAI	12/11/2010	NEBULISER	1 x 1 UNIT		meet is afraid of something,
	Date of Bith	30/05/1981	MASAI	12/11/2010	CALAMINE- LOTION 60ML	1 x 1 UNIT		loves something and has lost
1	Age :	29.79 ears Get Age From NRIC	MASAI	12/11/2010	PREDNISOLONE- TABLET	12 x 1 TABLET		sometning.
- (,			MASAI	12/11/2010	VENTOLIN 4 MG- TABLET	12 x 1 TABLET		
1.7	Diagnosis :		MASAI	26/11/2010	NEBULISER	1x1UNIT		
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			MASAI	26/11/2010	PREDNISOLONE- TABLET	12 x 1 TABLET		H. Jackson Brown, Jr.
			MASAI	26/11/2010	VENTOLIN 4 MG- TABLET	12 x 1 TABLET		
	Call Patient	Done Consultation	MASAI	26/11/2010	SYMBICORT 60	1 x 1 UNIT		- Serting -
			MASAI	26/11/2010	NEBULISER	1 x 1 UNIT		Consider The second
			MASAI	01/02/2011	CEFORAX 250- CAPSULE	12 x 2 CAPSULE		
	Pr	System Messages	MASAI	01/02/2011	VENTOLIN EXPT SYRUP 60ML	1x1UNIT		
	Disconnect	Retrieving from queue   Retrieving patient data.	MASAI	01/02/2011	CLARITYNE TAB	1 x 10 TABLET		
	Options	Disconnect successful	MASAI	01/02/2011	SYMBICORT 120	1x1UNIT		
		Connect successful	MASAI	01/02/2011	VENTOLIN INHALER	1x1UNIT		
		Retrieving from queue					*	
	Exit							
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• To view or edit information related to the patient, such as home address, allergies and other remarks, click on "Extra Info".

ô Penawar Doctor Management System - Version 2.0						_ • •
Doctor's Management POLIKLINIK PENAWAR N DR SYMRUL BIN MUHAMMED 740801115967	System <sup>2.10.0</sup> MASAI			MASA Tue, 08 Mar 10:24:10	2011 AM	PENAWAR     Bring Guilty Hathcare     Mener To Yee
Patent Vital Information Reg ID : 3543621 Name : RAMDAN BIN BUJANG	Consultations Medic Address (Line 1) :	NO 63 BLK 49	Referral detter			Quote of the day
PATREGNO : 691006-04-5601 NRIC Number : 691006-04-5601 Passort No : TIADA Other ID :	Postcode : State : Tel No (Home) :	TAMAN CENDANA 81700 JOHOR 2543698	City : Country : Tel No (H/P) :	PG MALAYSIA TIADA	•	" A narran who is pice to you
Date of Birth : 06/10/1969 Age : 41.45 years Get Age From NRC Diagnosis :	Allergies :	TIADA	>			but rude to the waiter, is not a nice person. "
Cal Patent Done Consultation	Other Remarks :	TIADA	>			Dave Barry
Disconnect         System Messages           Disconnect         Filing controls bases.           Options         Connect successful Redering from queue.           Ext         Factering patient data.	Last Update on :	08/03/2011	$\langle$	Update Patient Inf	io D	US .

• To add or edit medical information into patient details, update the **Allergies or Other Remarks** text boxes, and then click on the **Update Patient Info** button to save the new information.

## **CALLING PATIENT**

🔞 Penawar Doctor Man	agement System - Version 2.0		
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Patient Vital Informatio	n	Consultations Medication History Extra Info Referral Letter	
Reg ID :	3543621	List of Consultations / Issued MCs (double click to select ) :	Quote of the day
		DATE CLINIC_NAME DIAGNOSIS MC MC_FROM	march Jagoon
PATREGNO : NRIC Number :	691006-04-5601 691006-04-5601	15/05/2008         POLIKLINIK PENAWAR MASAI         -         -           19/11/2009         POLIKLINIK PENAWAR MASAI         -         -           24/02/2010         POLIKLINIK PENAWAR MASAI         -         -	
Passport No :	TIADA	17/05/2010 POLIKLINIK PENAWAR MASAI	
Other ID : Date of Birth : Age :	06/10/1969 41.45 years Get Age From NRIC	16/09/2010         POLIKLINIK PENAWAR MASAI         -         -           19/09/2010         POLIKLINIK PENAWAR MASAI         -         -	" A person who is nice to you, but rude to the waiter, is not a nice person. "
Diagnosis :	2	۲ ( m ) کې او	
Call Patient	3 Done Consultation	List of Medications for the selected consultation :	Dave Barry
Disconnect Options Ext	System Messages Filing combo boxes. Corrient successful Corrient successful Retrieving patient data		

- Step 1 : Click on the "Call Patient" button.
- The patient's name will appear at the secondary monitor located at the waiting area, accompanied with a bell sound.

Doktor bertugas : DR SYAMSUL BIN MUHAMMED		Hari / Waktu : 8 Mar 2011, 10:02:10
Giliran se	ekarang	
RAMDAN BI	N BUJANG	<
Sila masuk ke dalam E Terima kasih di atas kerj	Bilik Doktor seka asama yang diberika	rang. an.

(Patient's name will be shown at secondary monitor accompanied with a bell sound)

- Please wait until the patient walks into the doctor's room. If the patient takes too long to enter the room, please ask for clinic's staff assistance to kindly guide the patient into the doctor's room.
- Step 2 : Key in the diagnosis information. (this will greatly be of assistance for future consultations)
- Step 3 : Once the consultation has been completed, press the "Done Consultation" button.

# **REFERRAL LETTER**

🖗 Penawar Doctor Managem	nent System - Version 2.0				
Cé)	Doctor's Management Sys POLIKLINIK PENAWAR MAS/ DR SYAMSUL BIN MUHAMMED 740601115967	tem <sup>2.1.0.0</sup> Al		MASAI Tue, 08 Mar 2011 10:50:40 AM	PENAWAR Point Construction Neuror To You
Patient Vital Information Reg ID: 35 Name: A PATREGNO: 88 NRIC Number: 88 Passpot No: Other ID: Date of Birth: 03 Age: 23 Diagnosis:	43771 ZIRAH BTE MUSA 30203-30-5006 30203-30-5006 9/02/1988 3.11 years Get Age From NRC	Consultations Medicativ Refer to Hospital Pe Select a departir Accident & er Investigation done :	on Hatory Edm&do Referal Letter PITAL PENAWAR © Refer to Ot mawar merts to refer this patient to : mergency	her Hospital	Quote of the day
Cal Patent Disconnect Options Ext	Done Consultation System Messages Filing combo boxes Connect spice and the combo done Connect spice and the combo done Retreving patient data.	Referred by :	DR SYAMSUL BIN MUHAMMED	Print Letter	Quote

- Click on the "Referral Letter" tab.
- At the top of the section, choose either to Refer to Hospital Penawar or Refer to Other hospital.
- If **Refer to Hospital Penawar** is selected, select the department to refer the patient to. If the selected department has a doctor linked to it, a new textbox will appear, listing all related doctors.

🛞 Penawar Doctor Management System - Version 2.0				- • •
Doctor's Management Syste POLIKLINIK PENAWAR MASA DR SYAMSUL BIN MUHAMMED 740601115967	em <sup>2.1.0.0</sup>		MASAI Tue, 08 Mar 2011 10:51:22 AM	PENAWAR Pringing Guality Hualthcare Neaver To You
Patent Vital Information Reg ID : 3543771 Name : AZIRAH BTE MUSA	Consultations Medicati	on History Extra Info Referral Letter	o Other Hospital	Quote of the day
PATREGNO : 880203-30-5006 NRIC Number : 880203-30-5006 Passport No : Other ID : Date of Brh : 03/02/1988 Age : 23.11 years Get Age From NRIC	Select a departr Otorhinolaryn Dr. Raj Kun MBBS, FAGE, I Consultant Otor	nert to refer this patient to : gology (ENT) (1 doctor) nar Krishen Lal MedORLJUSM, CMIA, IFOHNS) innolengeget (ENT Surgeon) Lorem (psum dolor at amet, consecteur ad exumand temporadumt (1 labore et dolor	ipicing ett, sed do	" Kindness is more than deeds. It is an attitude, an expression, a look, a touch. It is anything that lifts another person. "
Diagnoesis : Call Patient Done Consultation Disconnect Options Exit Disconnect Connect accessful Referency point data.	Referred by :	ad minin venian, qua notatul asercitation alquip exe a comodo consequal: Duis aute rure dolor in reprehendent in volu dolore et fugat nulla patatur. Exceptur arif occeand: cupidatal non pro officia deserunt molit anim id est laborum DR SYAMSUL BIN MUHAMMED Preview Letter	utanco labora nia ut	Quote

• If **Refer to Other Hospital** is selected, manually key in the **hospital name and department/doctor name** to refer the patient to.

🕺 Penawar Doctor Manage	ement System - Version 2.0				- • • ×
Doctor's Management System 2100 POLIKLINIK PENAWAR MASAI DR SYAMSUL BIN MUHAMMED 740601115967			MASAI Tue, 08 Mar 2011 10:52:25 AM	Bringing Guality Healthcare	
Patient Vtal Hformation Peg ID : 3 Name : / PATREGNO : 8 Passon No : Other ID : Date of Bith : 0 Age : 2 Diagnosis :	3543771 AZIRAH BTE MUSA 880203-30-5006 880203-30-5006 03/02/1988 23.11 years Get Age From NRC	Consultations Medication Peter to HDS Refer to Other Hosp Hospital Name : Department/Doct Investigation done :	In History   Bera Info   Referral Letter   PITAL PENAWAR	Other Hospital	Quote of the day
Cal Patert Cas Patert Dacomect Options Ext	Done Consultation System Messages Filing combo bases. Connect accessful Retreiving from queue. Retreiving patient data	Referred by :	alquip ex ea commodo consequid. Duis aute nera doir in reprehendent in volup dolore eu fugat nulla paratur. Excepteur ant occasecat cupidatar non proid officia deserunt molt anim id est laborum DR SYAMSUL BIN MUHAMMED Preview Letter	tate velt esse cilum lerrt, sunt in culpa qui Print Letter	Quote

• Once all investigation information has been key in, click on the "**Preview Letter**" button to preview the letter. Close the print preview window first before proceeding with printing.

🖳 Print preview			
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	То :		
	JABATAN OTORINOLARINGOLOGI HOSPITAL SULTANAH AMINAH		
	Date : 08 Mar 2011		
	Dear Sir/Madam,		
	Kindly attend to Mr/Mdm/Miss :	=	
	Name         : A2IRAH BTE MUSA           NRIC         : 880203-300-5006           Date of Birth         : 03102/1998           Age         : 23.11 years		
	Remarks/Investigation done:		
	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.		
	Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.		
	Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum		
	Yours sincerely,	•	

- Click on the "**Print Letter**" button to proceed with printing. A confirmation box will appear. Click OK. This will lock the letter and no further editing will be allowed.
- Printing dialog will appear. Make sure all settings are correct before clicking OK.
- Please use paper pre-printed with POLIKLINIK PENAWAR letterhead to print.

# **REFERRAL LETTER PRINT OUTPUT POSITIONING**

- If the position of the text layout needed to be adjusted (maybe due to update of letterhead design or different paper size is used), click on **Options** button at the main page.
- At the System Options dialog, click on the **Referral Page Settings** tab.
- Displayed below is the default setting for the referral letter text positions.

🚽 System Options		
Login Details Referral Pa	ge Settings	
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Width 550		
Height 900		
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Print preview		)
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	,*, <b>,</b>	
	ACCIDENT & EMERGENCY	
Left (175)	HOSPITAL PENAWAR Date : 08 Mer 2011	
	Kindly attend to MrMdmMiss :	
	Name : MUHAMMAD ASHRAFFITRI B HARIZAL NRIC : 050513-01-0141 Date of Birth : 1305/2009	
	Age ::1.47 years Height (9(	)0)
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	excepteur sint occaecat cupidatat non proloent, sunt in cuipe qui omcia deserunt mollit anim id est laborum.	
	Yours sincerely,	
	(DR. BALINA BINTI BHEIK AHMAD NOORDIN)	
	MMC No :	
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- Adjust the figures as necessary. Click on "Save and Close" to save the adjusted figures.
- Please **reconnect** for the new adjustments to take effect.