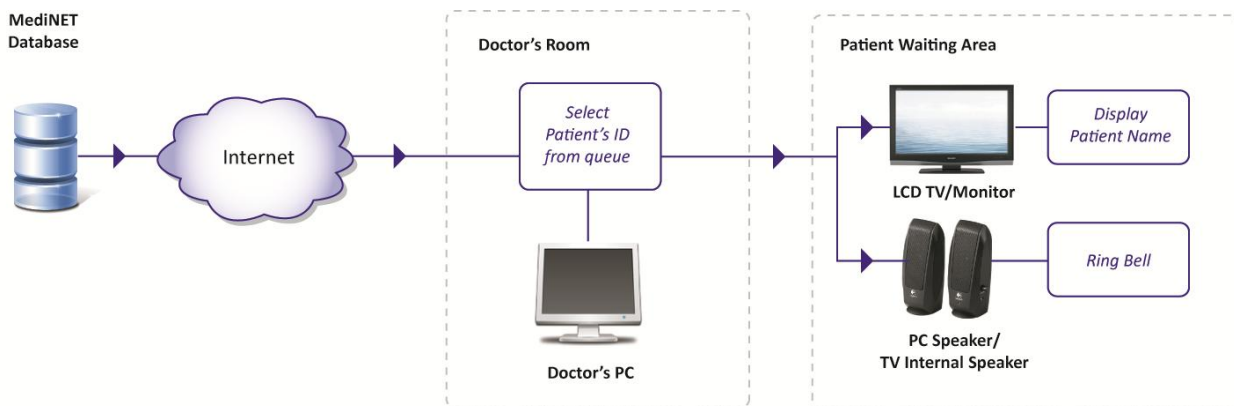


DOCTOR'S MANAGEMENT SYSTEM

VERSION 2.1.0 : BASIC USER GUIDE

INTRODUCTION

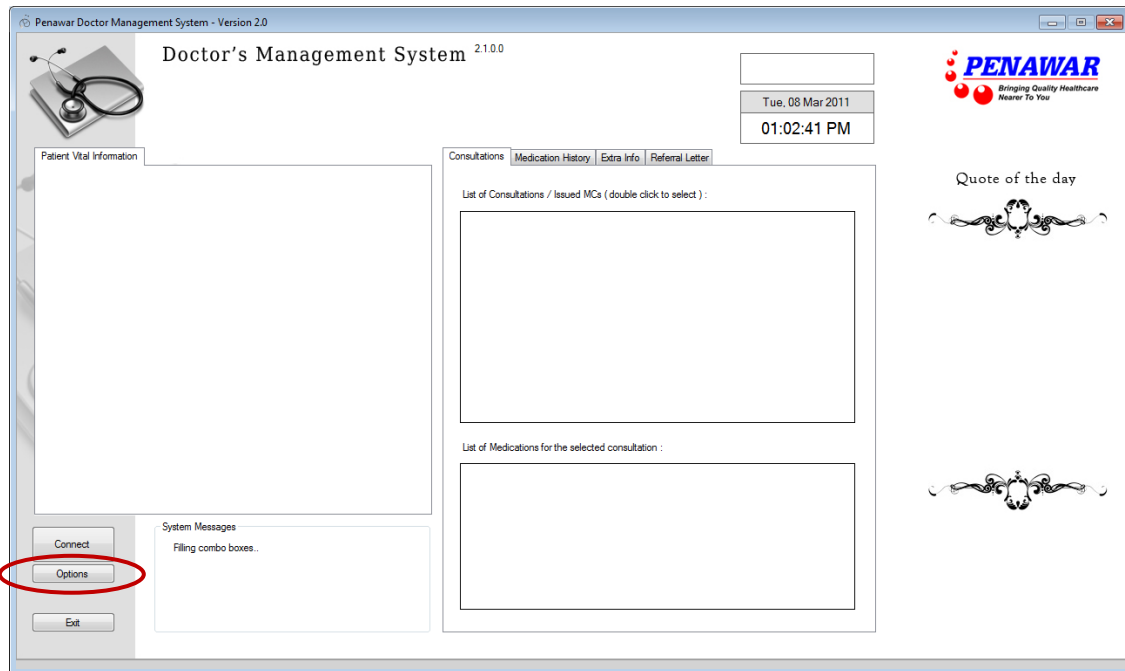


Doctor's Management System version 2.0 is a clinical decision support system linked to MediNET database, primarily designed to assist doctors in their decision making process in providing improved healthcare solution for their patients. This windows-based version, which replaces the web-based system (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.

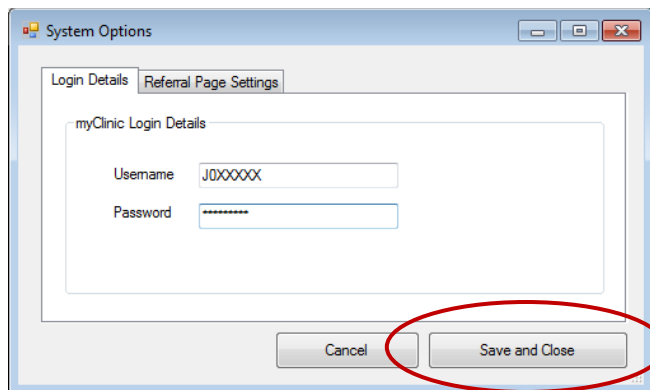
Being connected to MediNET database, this system automatically orders patient treatment sequence based on the queue information provided by myClinic, which allows doctors to focus more on their patients rather than the system.

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.

LOGIN SETUP

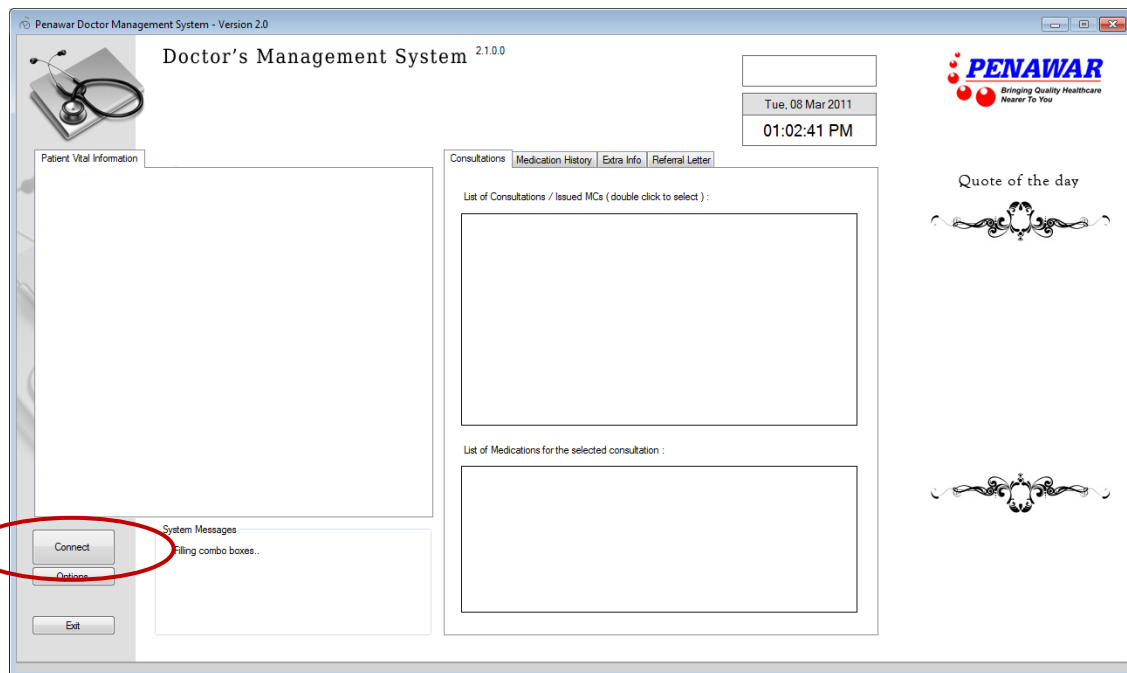


- Enter the application by clicking the application's icon.
- Upon entry, click on the **"Options"** button.

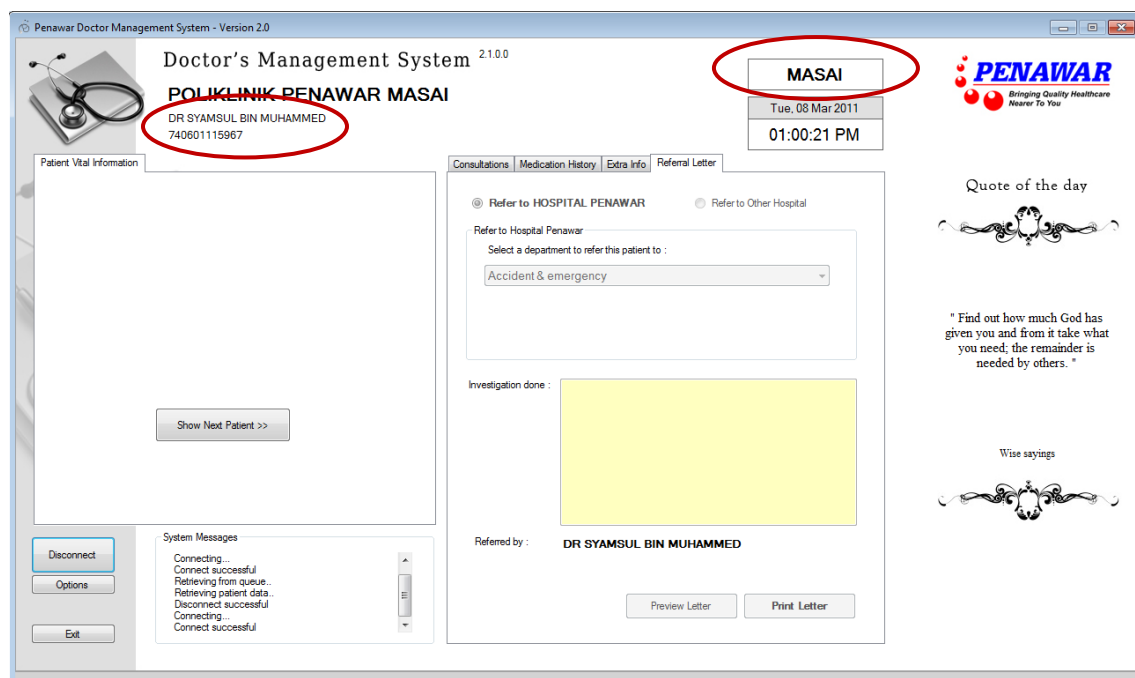


- Insert the **Username** and **Password** for the clinic this system is currently installed at.
- Click on the **"Save and Close"** button

LOGIN INTO SYSTEM

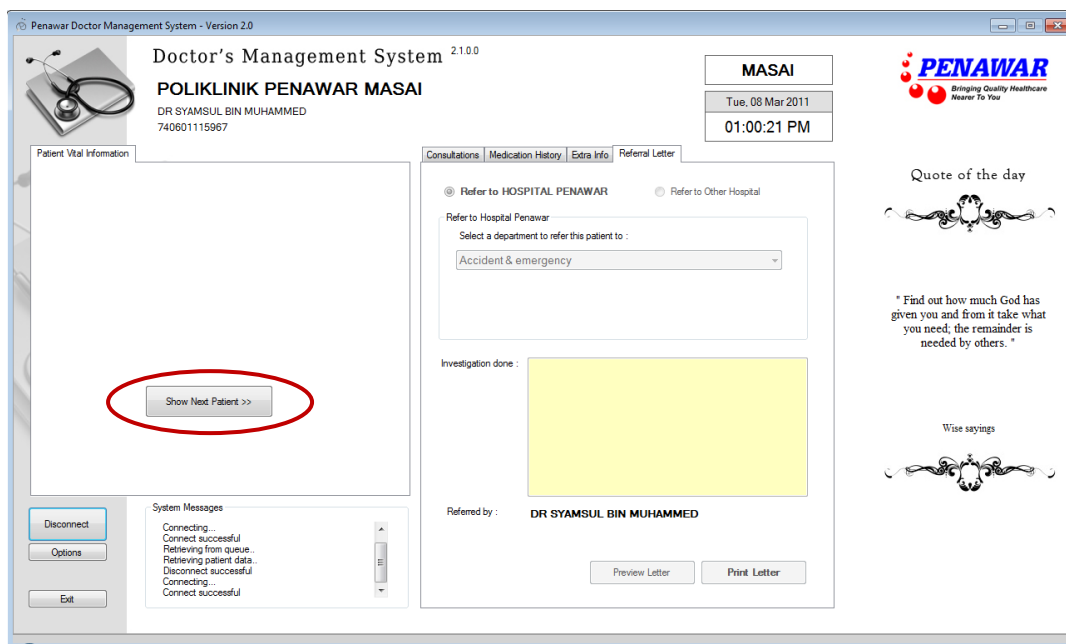


- Once the Login details has been setup and saved, click on the **“Connect”** button at the main page.
- The system will provide a notification once successful connection has been established.

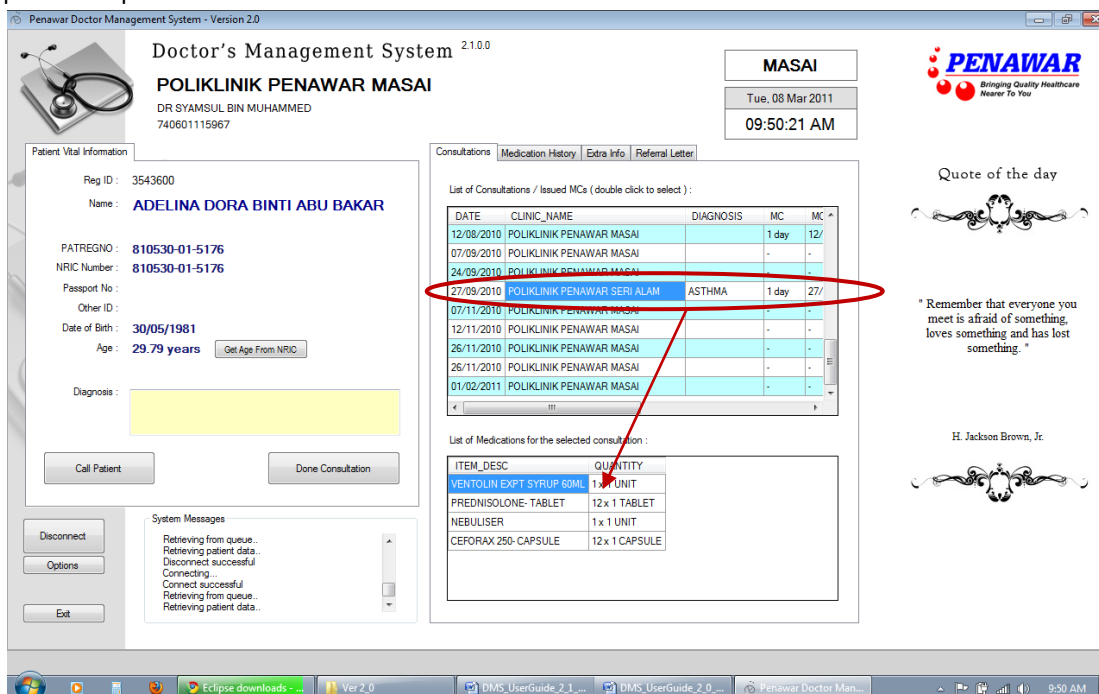


- Once system has connected to the database, the clinic name, clinic code and doctor's name will appear at the top.

RETRIEVING PATIENT DETAILS AND HISTORY



- 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.



- 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.

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

- 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.

Penawar Doctor Management System - Version 2.0

Doctor's Management System 2.1.0.0

POLIKLINIK PENAWAR MASAI
DR SYAMSUL BIN MUHAMMED
740601115967

MASAI
Tue, 08 Mar 2011
09:52:34 AM

PENAWAR
Bringing Quality Healthcare
Nearer To You

Quote of the day
"Remember that everyone you meet is afraid of something, loves something and has lost something."
H. Jackson Brown, Jr.

Patient Vital Information
Reg ID : 3543600
Name : ADELINA DORA BINTI ABU BAKAR
PATREGNO : 810530-01-5176
NRIC Number : 810530-01-5176
Passport No :
Other ID :
Date of Birth : 30/05/1981
Age : 29.79 years
Get Age From NRIC
Diagnosis :
Call Patient
Done Consultation

System Messages
Retrieving from queue...
Retrieving patient data...
Disconnect successful
Connecting...
Connect successful
Retrieving from queue...
Retrieving patient data...

Consultations | Medication History | Extra Info | Referral Letter

List of all medications prescribed to patient:

CLINIC_CODE	DATE	ITEM_DESC	QUANTITY
MASAI	07/11/2010	PIRITON INJ	1x 1 UNIT
MASAI	07/11/2010	PREDNISOLONE INJ	1x 1 UNIT
MASAI	07/11/2010	CALAMINE- LOTION 120ML	1x 1 UNIT
MASAI	07/11/2010	PIRITON- TABLET	12x 1 TABLET
MASAI	07/11/2010	PREDNISOLONE- TABLET	12x 1 TABLET
MASAI	12/11/2010	NEBULISER	1x 1 UNIT
MASAI	12/11/2010	CALAMINE- LOTION 60ML	1x 1 UNIT
MASAI	12/11/2010	PREDNISOLONE- TABLET	12x 1 TABLET
MASAI	12/11/2010	VENTOLIN 4 MG- TABLET	12x 1 TABLET
MASAI	26/11/2010	NEBULISER	1x 1 UNIT
MASAI	26/11/2010	ADRENALINE INJ	1x 1 UNIT
MASAI	26/11/2010	PREDNISOLONE- TABLET	12x 1 TABLET
MASAI	26/11/2010	VENTOLIN 4 MG- TABLET	12x 1 TABLET
MASAI	26/11/2010	SYMBICORT 60	1x 1 UNIT
MASAI	26/11/2010	NEBULISER	1x 1 UNIT
MASAI	01/02/2011	CEFORAX 250- CAPSULE	12x 2 CAPSULE
MASAI	01/02/2011	VENTOLIN EXPT SYRUP 60ML	1x 1 UNIT
MASAI	01/02/2011	CLARITYNE TAB	1x 10 TABLET
MASAI	01/02/2011	SYMBICORT 120	1x 1 UNIT
MASAI	01/02/2011	VENTOLIN INHALER	1x 1 UNIT

- To view or edit information related to the patient, such as home address, allergies and other remarks, click on “Extra Info”.

Penawar Doctor Management System - Version 2.0

Doctor's Management System 2.1.0.0

POLIKLINIK PENAWAR MASAI
DR SYAMSUL BIN MUHAMMED
740601115967

MASAI
Tue, 08 Mar 2011
10:24:10 AM

PENAWAR
Bringing Quality Healthcare
Nearer To You

Quote of the day
"A person who is nice to you, but rude to the waiter, is not a nice person."
Dave Barry

Patient Vital Information
Reg ID : 3543621
Name : RAMDAN BIN BUJANG
PATREGNO : 691006-04-5601
NRIC Number : 691006-04-5601
Passport No : TIADA
Other ID :
Date of Birth : 06/10/1969
Age : 41.45 years
Get Age From NRIC
Diagnosis :
Call Patient
Done Consultation

System Messages
Filling combo boxes...
Connecting...
Connect successful
Retrieving from queue...
Retrieving patient data...
Update patient extra info - success.
Retrieving patient data...

Consultations | Medication History | Extra Info | Referral Letter

Address (Line 1) : NO 63 BLK 49
Address (Line 2) : TAMAN CENDANA
Postcode : 81700
City : PG
State : JOHOR
Country : MALAYSIA
Tel No (Home) : 2543698
Tel No (H/P) : TIADA
Nationality : MALAYSIAN
Allergies : TIADA
Other Remarks : TIADA
Last Update on : 08/03/2011
Update Patient Info

- 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

- **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.

(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 Management System - Version 2.0

Doctor's Management System 2.1.0.0

POLIKLINIK PENAWAR MASAI

DR SYAMSUL BIN MUHAMMED

740601115967

MASAI

Tue, 08 Mar 2011

10:50:40 AM

Patient Vital Information

Reg ID : 3543771

Name : AZIRAH BTE MUSA

PATREGNO : 880203-30-5006

NRIC Number : 880203-30-5006

Passport No :

Other ID :

Date of Birth : 03/02/1988

Age : 23.11 years

Get Age From NRIC

Diagnosis :

Call Patient

Done Consultation

System Messages

Filling combo boxes..

Connecting..

Connect successful

Retrieving from queue..

Retrieving patient data..

Consultations Medication History Extra Info Referral Letter

Refer to HOSPITAL PENAWAR

Refer to Other Hospital

Refer to Hospital Penawar

Select a department to refer this patient to :

Accident & emergency

Investigation done :

Referred by : DR SYAMSUL BIN MUHAMMED

Preview Letter

Print Letter

Quote of the day

" Kindness is more than deeds. It is an attitude, an expression, a look, a touch. It is anything that lifts another person. "

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 System 2.1.0.0

POLIKLINIK PENAWAR MASAI

DR SYAMSUL BIN MUHAMMED

740601115967

MASAI

Tue, 08 Mar 2011

10:51:22 AM

Patient Vital Information

Reg ID : 3543771

Name : AZIRAH BTE MUSA

PATREGNO : 880203-30-5006

NRIC Number : 880203-30-5006

Passport No :

Other ID :

Date of Birth : 03/02/1988

Age : 23.11 years

Get Age From NRIC

Diagnosis :

Call Patient

Done Consultation

System Messages

Filling combo boxes..

Connecting..

Connect successful

Retrieving from queue..

Retrieving patient data..

Consultations Medication History Extra Info Referral Letter

Refer to HOSPITAL PENAWAR

Refer to Other Hospital

Refer to Hospital Penawar

Select a department to refer this patient to :

Otorhinolaryngology (ENT) (1 doctor)

Dr. Raj Kumar Krishen Lal

MBBS, FAGE, M Med (ORL), USM, CMIA, IFOHNS

Consultant Otorhinolaryngologist (ENT Surgeon)

Investigation done :

Lorem ipsum dolor sit amet, consectetur adipiscing 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

Referred by : DR SYAMSUL BIN MUHAMMED

Preview Letter

Print Letter

Quote of the day

" Kindness is more than deeds. It is an attitude, an expression, a look, a touch. It is anything that lifts another person. "

Quote

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

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

Penawar Doctor Management System - Version 2.0

Doctor's Management System 2.1.0.0

POLIKLINIK PENAWAR MASAI

DR SYAMSUL BIN MUHAMMED

740601115967

MASAI

Tue, 08 Mar 2011

10:52:25 AM

Quote of the day

* Kindness is more than deeds. It is an attitude, an expression, a look, a touch. It is anything that lifts another person. *

Quote

Patient Vital Information

Reg ID : 3543771

Name : AZIRAH BTE MUSA

PATREGNO : 880203-30-5006

NRIC Number : 880203-30-5006

Passport No :

Other ID :

Date of Birth : 03/02/1988

Age : 23.11 years

Get Age From NRIC

Diagnosis :

Call Patient

Done Consultation

System Messages

Filling combo boxes...
Connecting...
Connect successful
Retrieving from queue...
Retrieving patient data...

Consultations Medication History Extra Info Referral Letter

Refer to HOSPITAL PENAWAR

Refer to Other Hospital

Refer to Other Hospital

Hospital Name : HOSPITAL SULTANAH AMINAH

Department/Doctor Name : JABATAN OTORINOLARINGOLOGI

Investigation done :

Lorem ipsum dolor sit amet, consectetur adipiscing 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

Referred by : DR SYAMSUL BIN MUHAMMED

Preview Letter

Print Letter

- 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

To :

JABATAN OTORINOLARINGOLOGI

HOSPITAL SULTANAH AMINAH

Date : 08 Mar 2011

Dear Sir/Madam,

Kindly attend to Mr/Mdm/Miss :

Name : AZIRAH BTE MUSA

NRIC : 880203-30-5006

Date of Birth : 03/02/1988

Age : 23.11 years

Remarks/Investigation done:

Lorem ipsum dolor sit amet, consectetur adipiscing 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,

Page 1

- 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 Page Settings

Left 175

Top 200

Width 550

Height 900

Cancel Save and Close

Print preview

Close Page 1

Top (200)

Left (175)

Height (900)

Width (550)

To :
ACCIDENT & EMERGENCY
HOSPITAL PENANG

Date : 08 Mar 2011

Dear Sir/Madam,

Kindly attend to Mr/Mdm/Miss :

Name : MUHAMMAD ASHRAFITRI B HARIZAL
NRIC : 990918-01-0141
Date of Birth : 18/09/2009
Age : 1.47 years

Remarks/Investigation done:
Lorem ipsum dolor sit amet, consectetur adipiscing 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,

(DR. BALINA BINTI SHEIK AHMAD NOORDIN)

MMC No : _____

- Adjust the figures as necessary. Click on **“Save and Close”** to save the adjusted figures.
- Please **reconnect** for the new adjustments to take effect.