PENAWAR

Doclocum.com

Doctor's Management System

VERSION 3.2.0

USER GUIDE FOR DOCTORS

Doctor's Management System VERSION 3.2

USER GUIDE FOR DOCTORS

Published by:

PENAWAR

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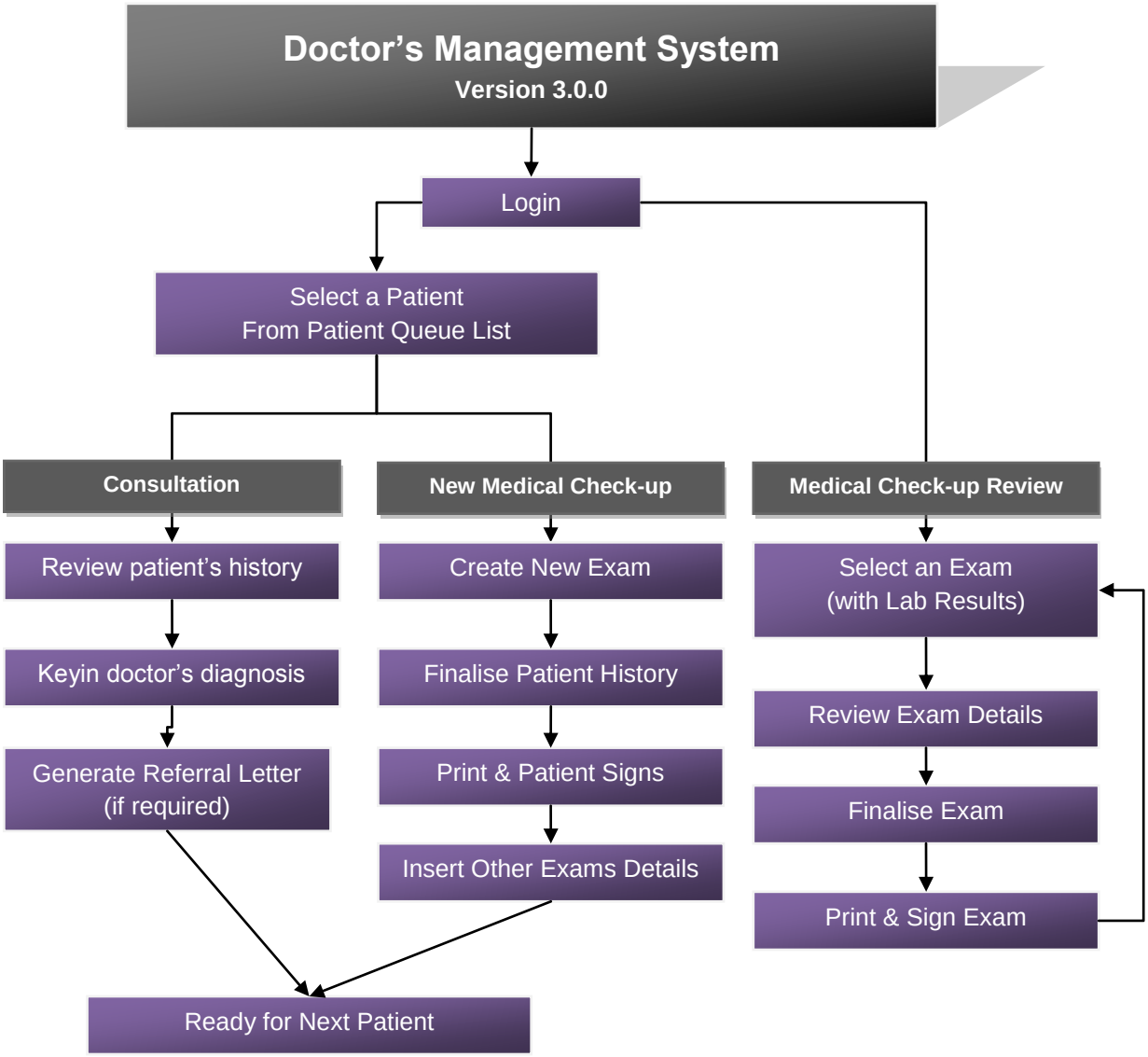
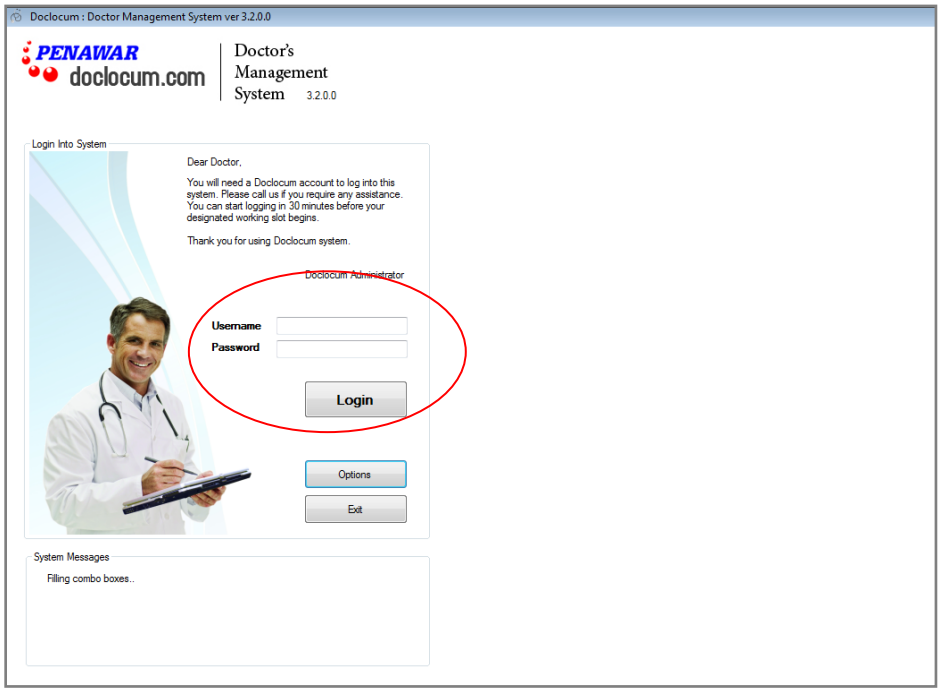
Overview



Doctor's Management System is a useful tool to be used by all registered doctors in making better informed decisions during attending to patients at any of Doclocum's registered clinics.

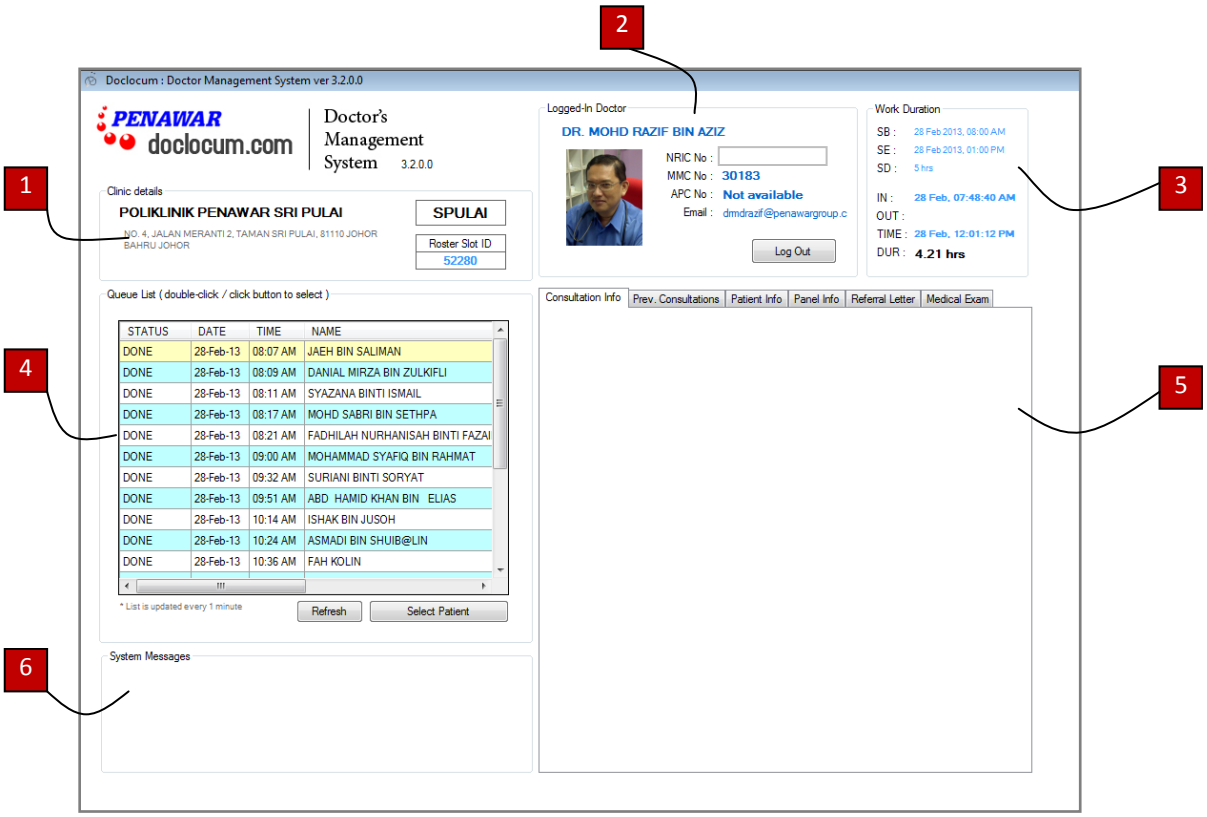
Logging In: Auto–attendance recording

1. Open the Doctor's Management System (DMS) by clicking on its icon placed at the desktop.



2. Once the system's login page has appeared, insert your valid **Doclocum's Username and Password** given to you by the Doclocum Management team and click the **Login** button.
3. Upon successful login, you will be redirected to the system's Main Interface.
4. You can only log into your **own approved roster slots**. The system will automatically deny access to any login attempts done outside each doctor's approved slots.
5. Once you are logged in for the first time, the system will initiate the slot's attendance monitoring. While you're logged in, the system's clock will continue to tick until you have finally logged out.
6. The system will record your attendance based on your **first login** time and **last log out** time. Any login and logout activity between these two times will not be included in the slot's hours calculation.

The Interface

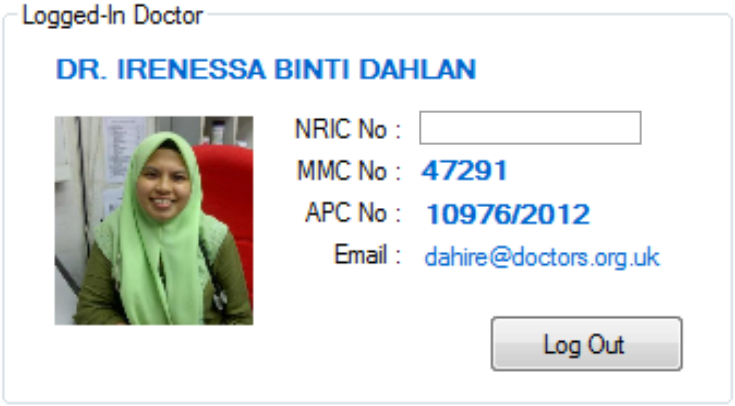


The system's main interface can be divided into 6 sections :

1. **Clinic details** – shows the clinic where the system is currently installed at
2. **Doctor details** – shows brief info of currently logged in doctor
3. **Slot details** – shows the slot's roster and actual working date/time/duration details
4. **Queue Listing** – shows patient queueing at clinic
5. **Patient Details** – shows patient details for currently selected consultation
6. **System Message** – shows any messages generated by this system

Clinic Details

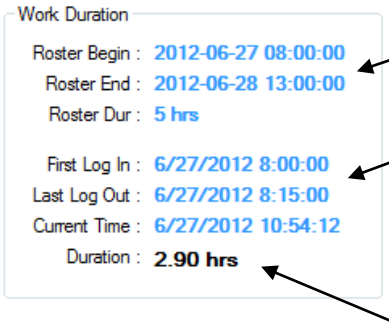
Doctor Details



All doctor's details are retrieved from Doclocum's system, thus, any updates to any info within that system (including picture) will be reflected here accordingly.

Please remember to log out once your slot is done.

Slot Details

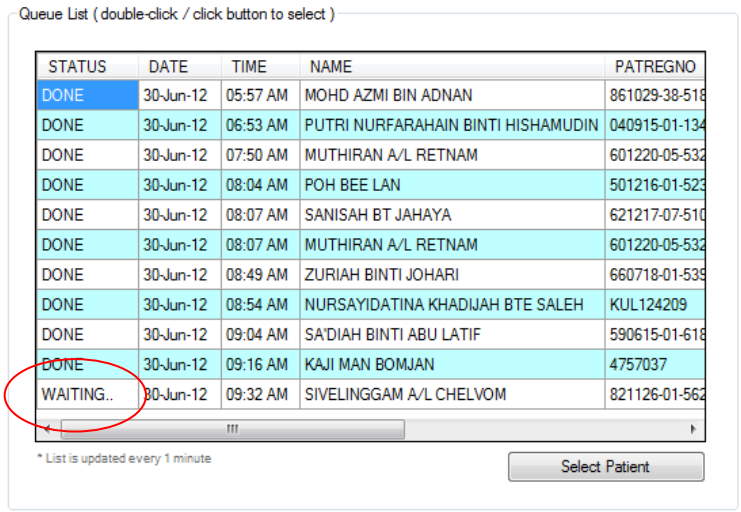


Doclocum's finalized roster schedule and duration.

Doctor's slot attendance record based on system login activity, updated every 10 secs. The time shown here are the central server's time, not the time shown on the clinic's local PC.

Real time working duration, in hours, updated every 10 secs.

Queue Listing



All patient queue information are actively retrieved from MediNET myClinic's patient registration database, which will be updated every minute.

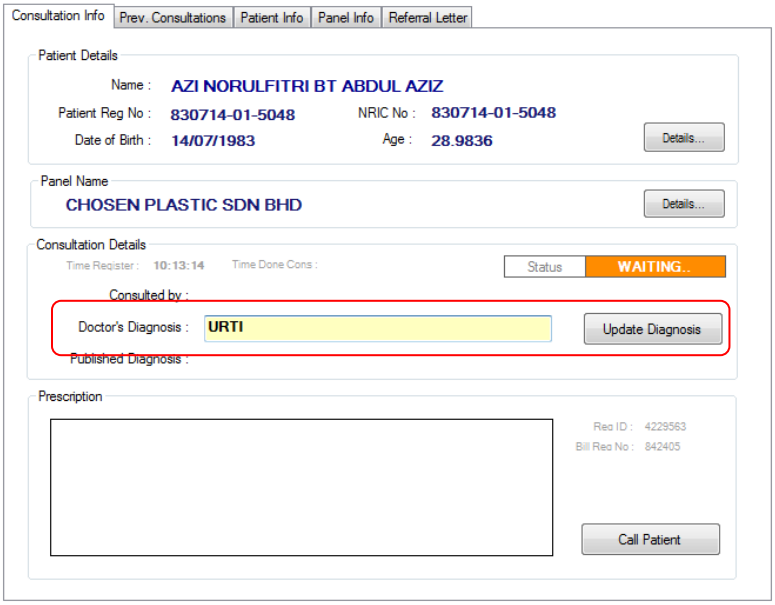
STATUS column

- **DONE** – already contains diagnosis information. Click to view details.
- **WAITING** –diagnosis has not been inserted yet

Double click on row to select, or just click the '**Select Patient**' button at the bottom. The selected patient's details will be shown in the Patient Details section.

Patient Details

Consultation Info

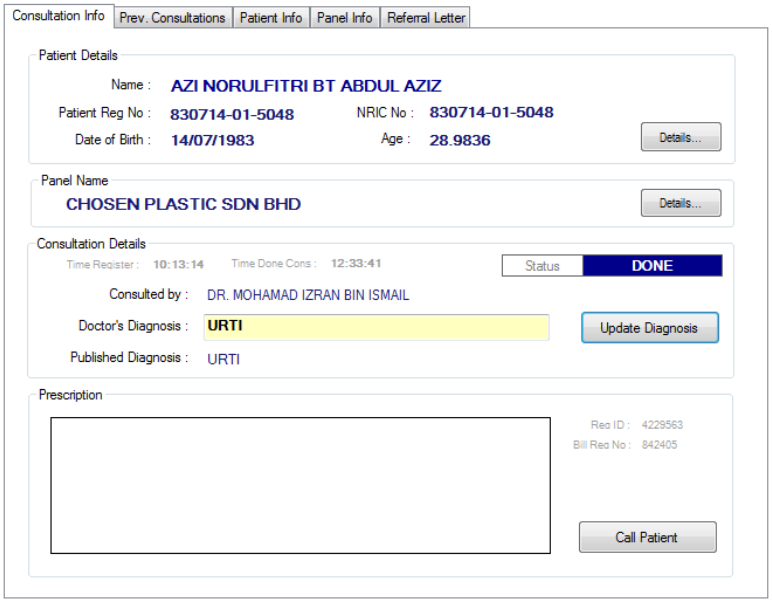


Upon selection of a particular patient from the Queue Listing, the patient's details will be displayed here.

There are **5 sub-sections**, accessible by clicking on their respective tabs at the top area of this section.

The **Consultation Info** sub-section shows all information pertaining to the registered patient selected from the Queue Listing.

To insert diagnosis, just fill in the **Doctor's diagnosis** box and click the '**Update Diagnosis'** button.

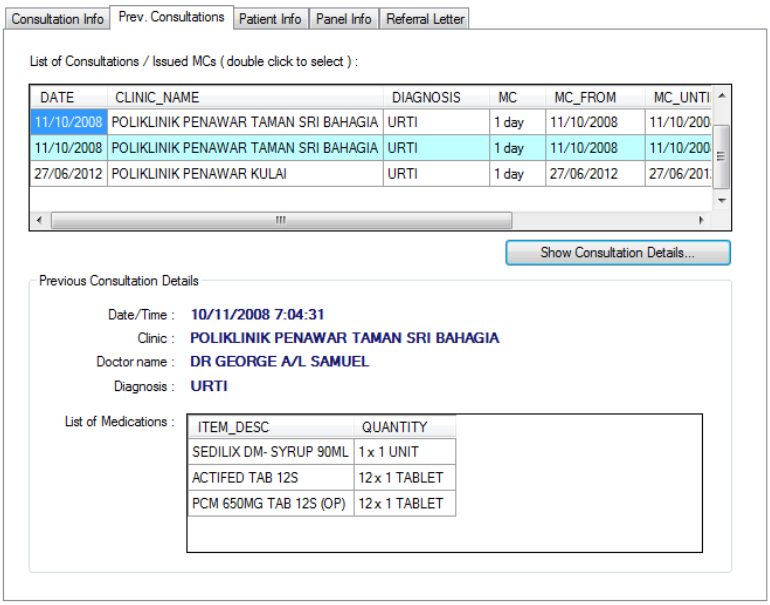


Upon clicking the '**Update Diagnosis**' button, a confirmation dialog box will appear. If you're sure to continue, click **Yes**.

Please be reminded that after clicking **Yes** at the confirmation box, the consultation session will be labeled as complete, thus, allowing clinic staff to continue with the patient's billing process.

Published Diagnosis – this info will be shown in the patient's panel company invoice, and can be edited by clinic staff during billing process.

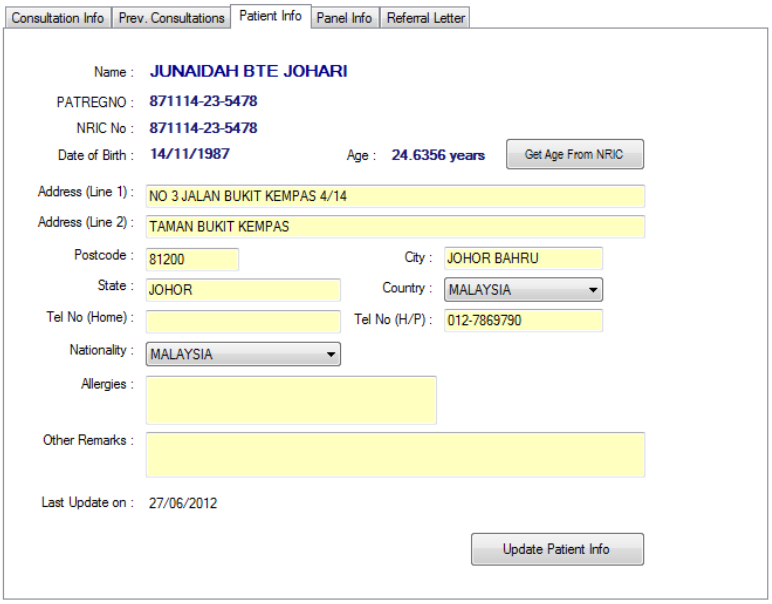
Previous Consultations



This section lists all previous consultation records for the currently selected patient.

Upon selection, the details of the selected consultation will be displayed at the lower section, which includes all prescribed medications, plus other info.

Patient Information

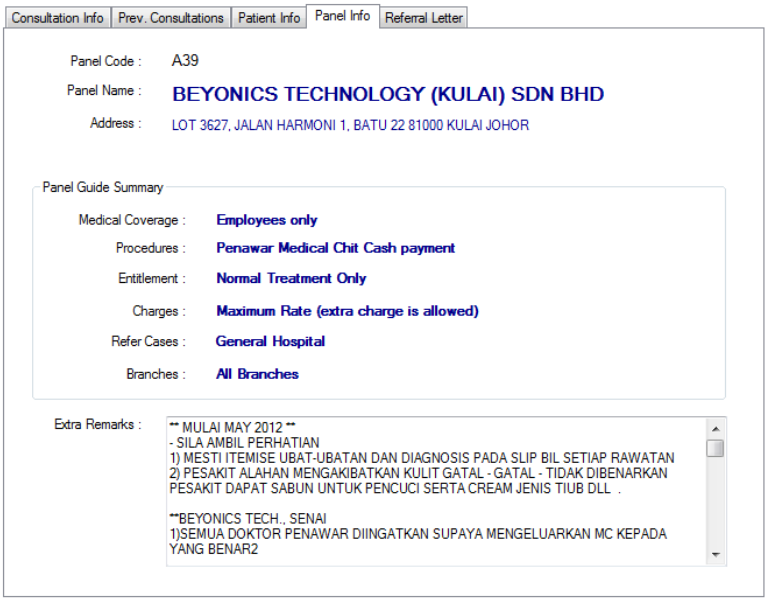


This section allows you to directly update patient vital information, such as contact address, contact numbers, allergies and other remarks.

Get Age From NRIC – upon clicking, system will automatically calculates the patient's age based on the first six digit of his/her new NRIC number.

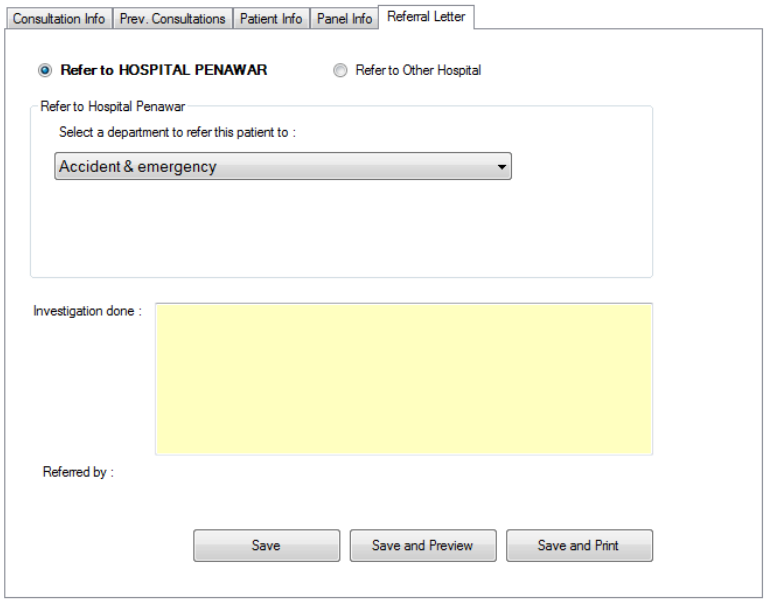
Update Patient Info – click to save all updates.

Panel Information



This section allows you to view the details of medical benefits given by the currently selected patient's panel company.

Referral Letter

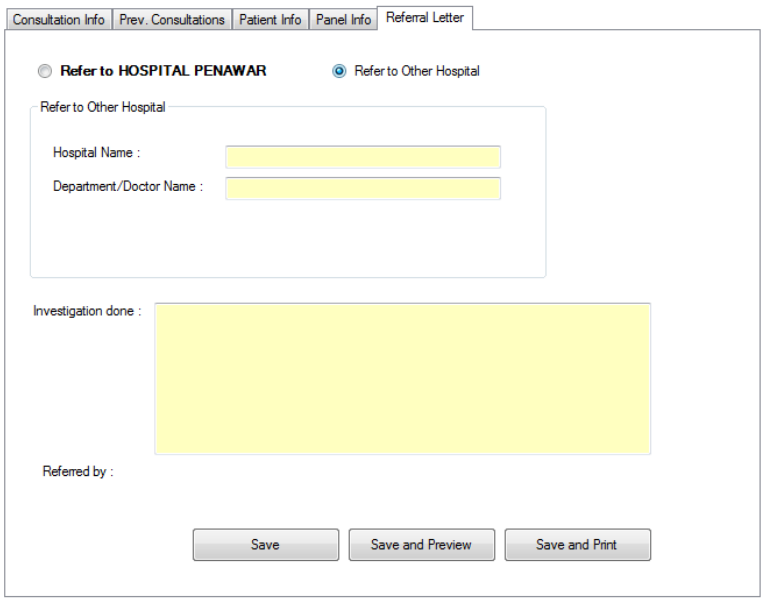


This section allows you to generate Referral Letter via the system.

You can either refer to **Hospital Penawar** or to other Hospitals.

To refer to **Hospital Penawar**, just select the department to refer the patient to. If there's any doctor listed within the department, just select a doctor.

Fill in the investigation info accordingly.



To refer to other hospitals, keyin the Hospital Name and Department or Doctor Name.

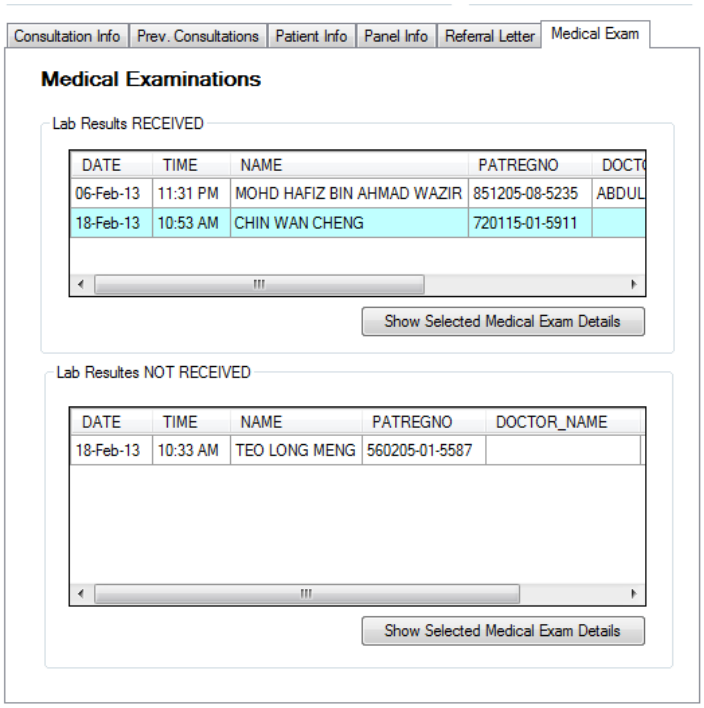
Fill in the investigation info accordingly.

Save – click here to save the letter information for future retrieval.

Save and Preview – click here to save and then preview the letter before printing it.

Save and Print – click here to save the letter and directly print the letter to any available printers.

Medical Exam



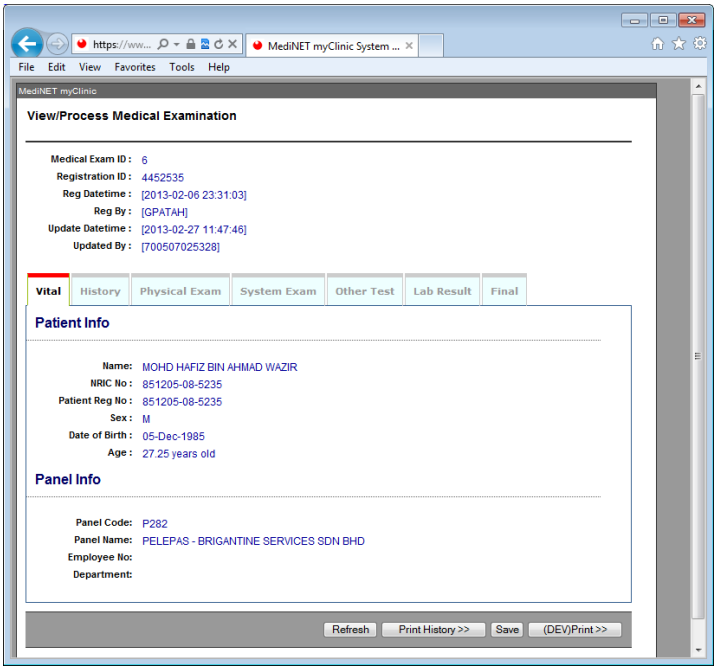
This section allows you to review medical check-up records and finalise any records which lab results have been received.

There are two data grids:

The above grid lists all medical exam records which has already attained their lab results, and ready to be reviewed and finalized.

The bottom grid shows records which do not attained their lab results yet. These records can be accessed and reviewed but cannot be finalized.

To continue access to medical check-up details, click on a record from any of grids then click on the button immediately below the grid.

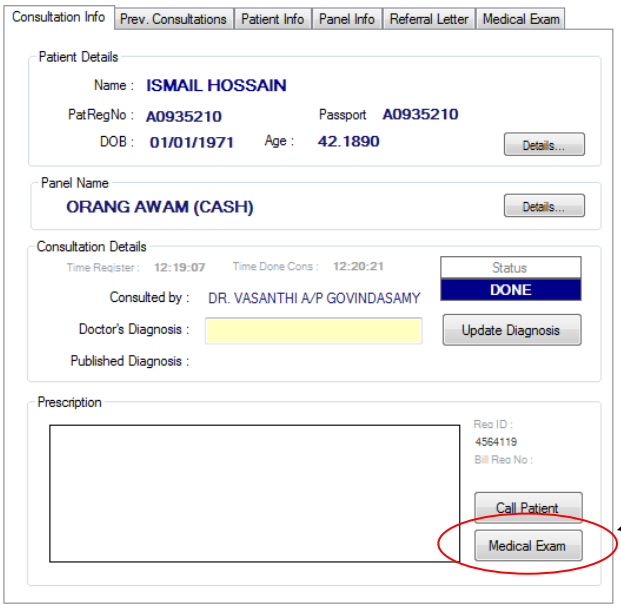


A new browser window will appear, showing the details of selected medical check-up.

Please refer to next section on how to update Medical Exam records.

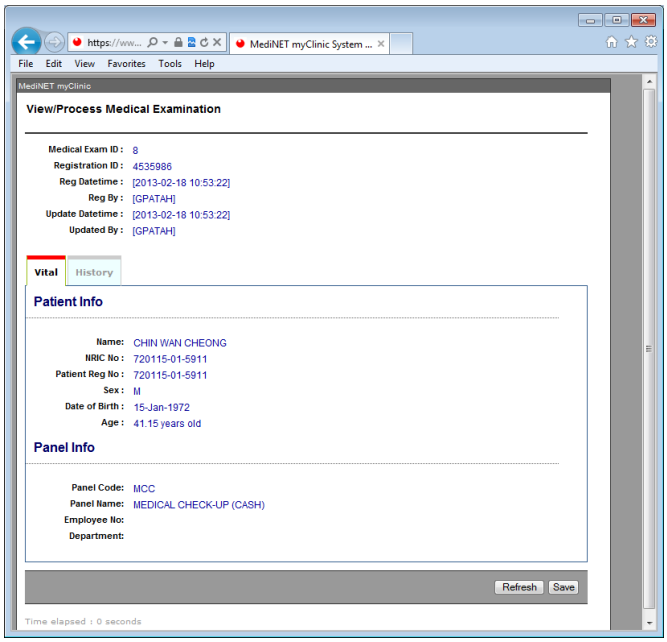
Medical Check-up : New

Creating a new record



To create a new Medical Examination record for the currently selected patient, just click on the **Medical Exam** button, located at the **Prescription section** within the **Consultation info tab**.

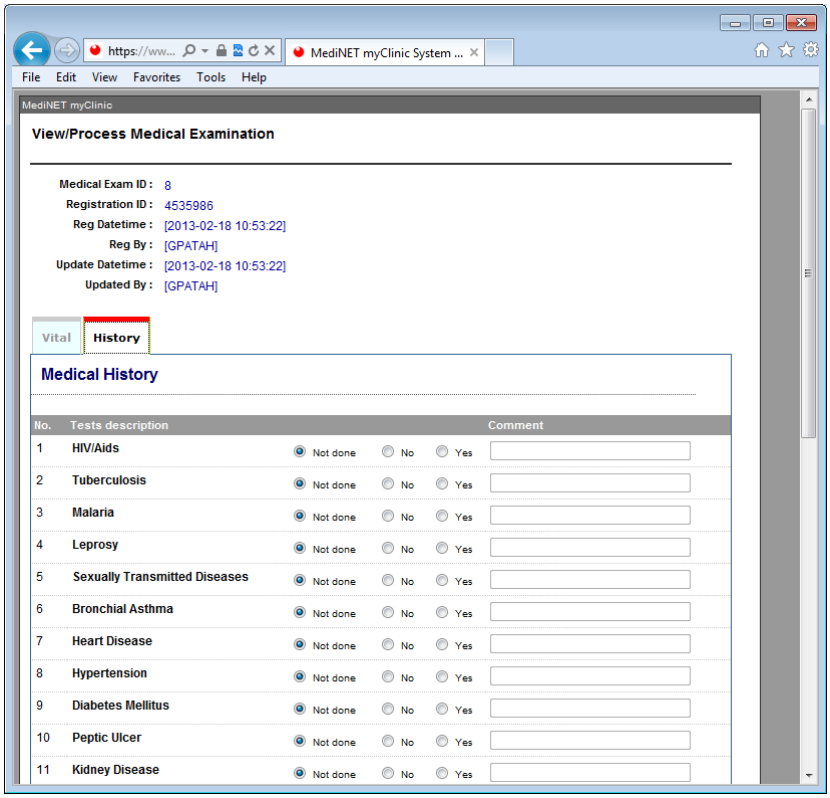
This button will also link you to existing record, if it has already been previously created.



Upon clicking the **Medical Exam** button, a new web browser window will appear, showing the details of the newly creted Medical Exam records.

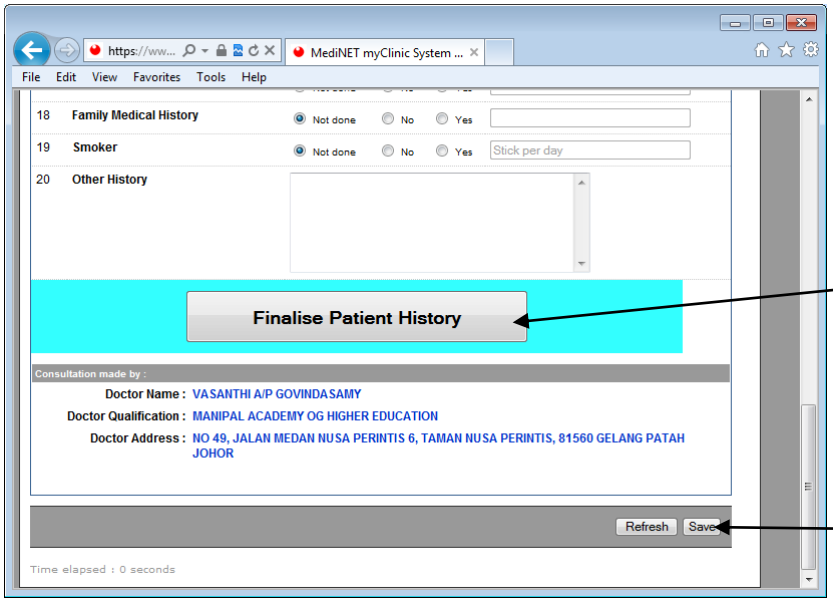
For new records, the system will initially display 2 tabs : **Vital** and **History.**

Vital tab contains patient's vital information and panel information.



History tab dislays Medical History information, ready to be updated by consulting doctor.

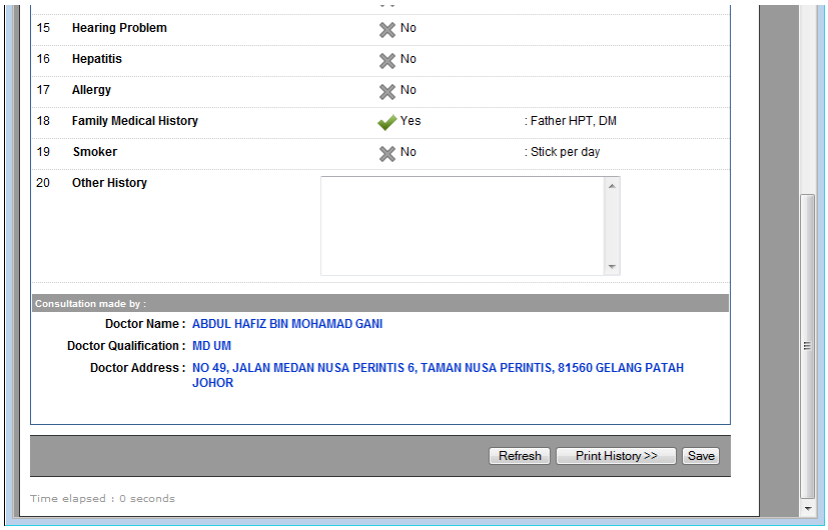
As default selection, each test will be marked as **Not Done**.



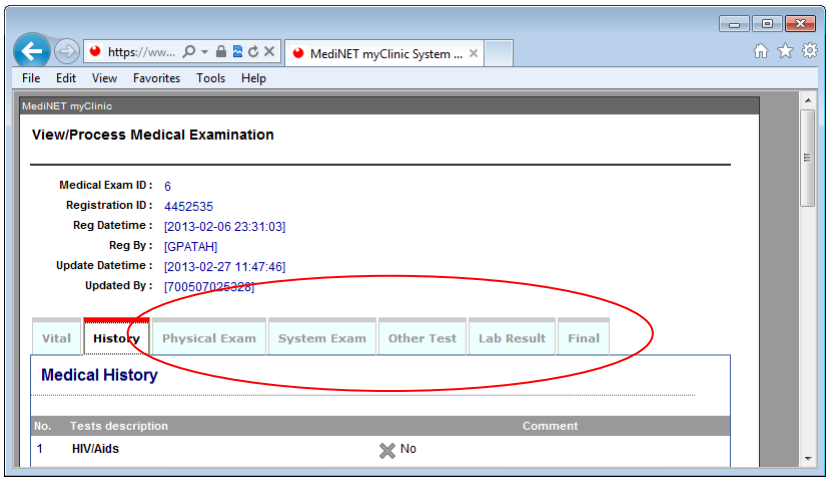
At the bottom of the **History** tab section, you will find the **Finalise Patient History** button.

Once all Medical History information has been correctly filled, click on the Finalise button to finalise the Medical History information for this patient.

You can click the Save button to save the Medical History information without finalizing it.

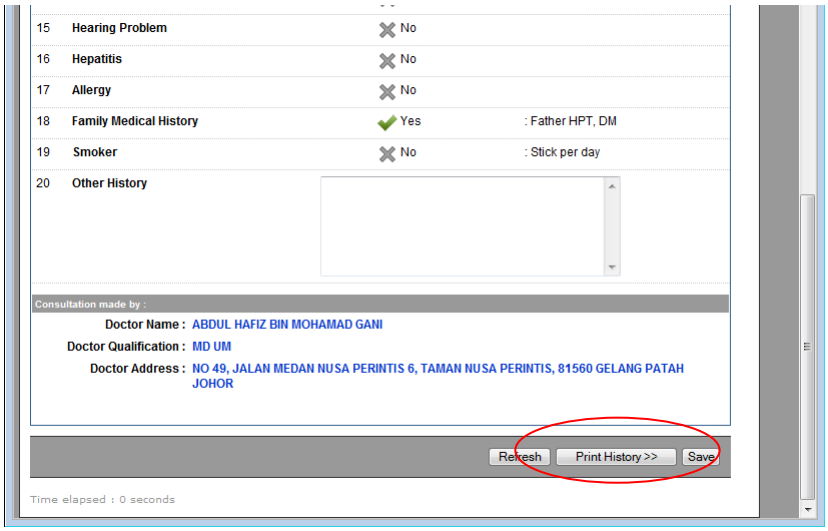


Once finalized, all of the Medical History information will be locked and no more editing will be allowed.

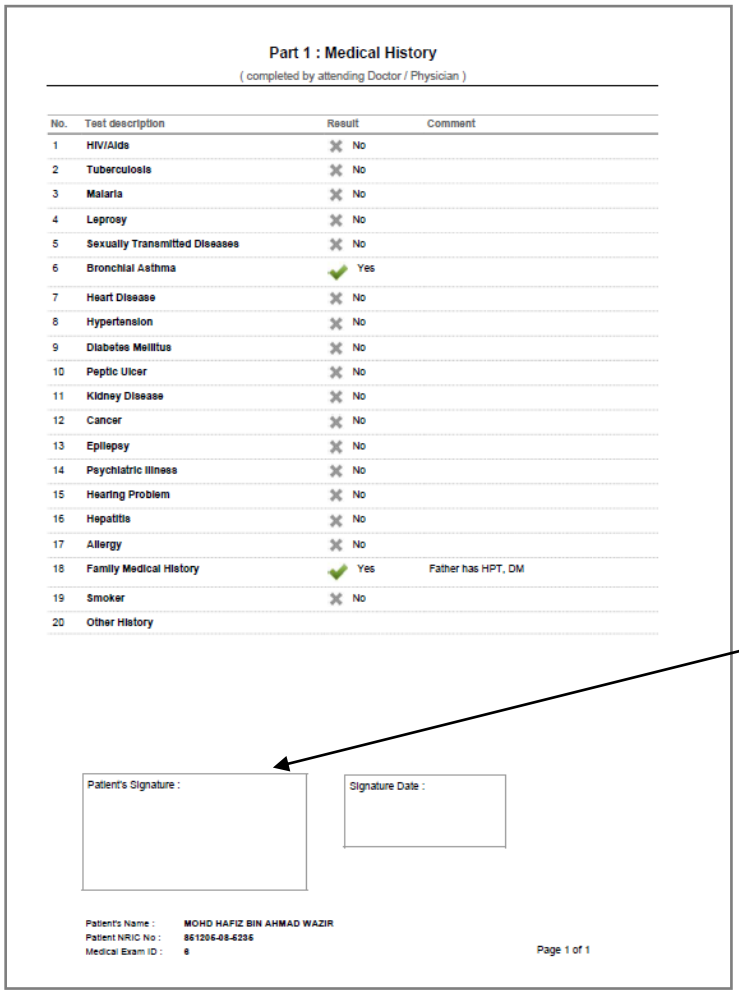


Once the Medical History section has been finalized, all of the other tabs will then be made visible and ready to be accessed.

Patient History Printing (to be signed by patient)



Once the Medical History section has been finalized, click on the **Print History** button to print the patient's Medical History to be signed by the patient.



Part 1 : Medical History

(completed by attending Doctor / Physician)

No.	Test description	Result	Comment
1	HIV/Aids	No	
2	Tuberculosis	No	
3	Malaria	No	
4	Leprosy	No	
5	Sexually Transmitted Diseases	No	
6	Bronchial Asthma	Yes	
7	Heart Disease	No	
8	Hypertension	No	
9	Diabetes Mellitus	No	
10	Peptic Ulcer	No	
11	Kidney Disease	No	
12	Cancer	No	
13	Epilepsy	No	
14	Psychiatric Illness	No	
15	Hearing Problem	No	
16	Hepatitis	No	
17	Allergy	No	
18	Family Medical History	Yes	Father has HPT, DM
19	Smoker	No	
20	Other History		

Patient's Signature :

Signature Date :

Patient's Name : MOHD HAFIZ BIN AHMAD WAZIR
Patient NRIC No : 861206-08-5256
Medical Exam ID : 8

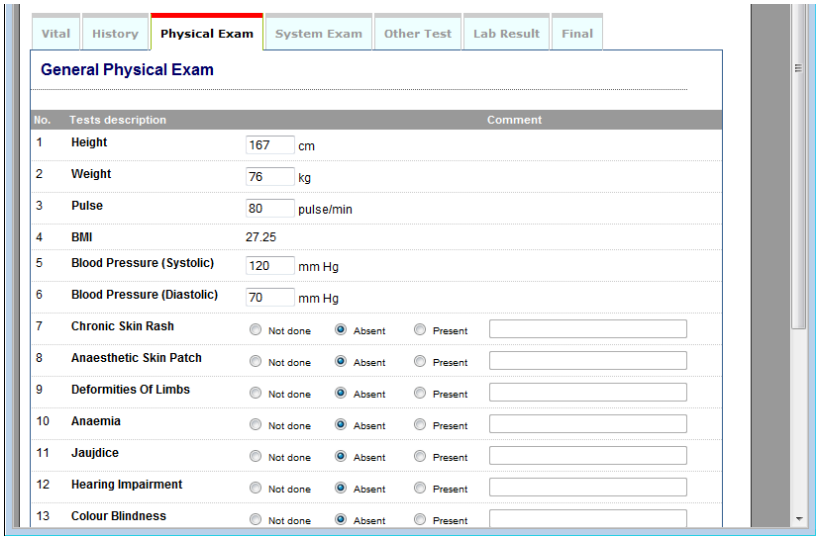
Page 1 of 1

The patient will be required to sign here.

Once signed, this signed page must be kept in a safe place so that it can be easily retrieved for compilation once its lab result has been attained.

Medical Check-up : Updating

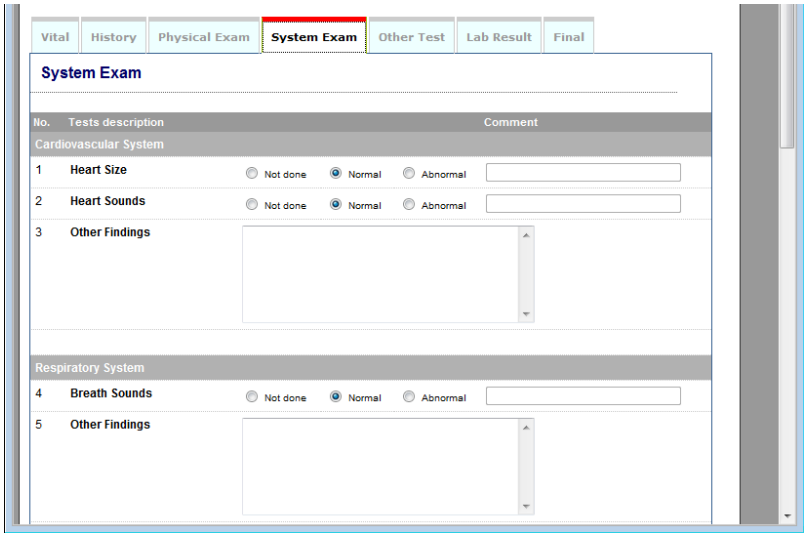
Section: Physical Exam



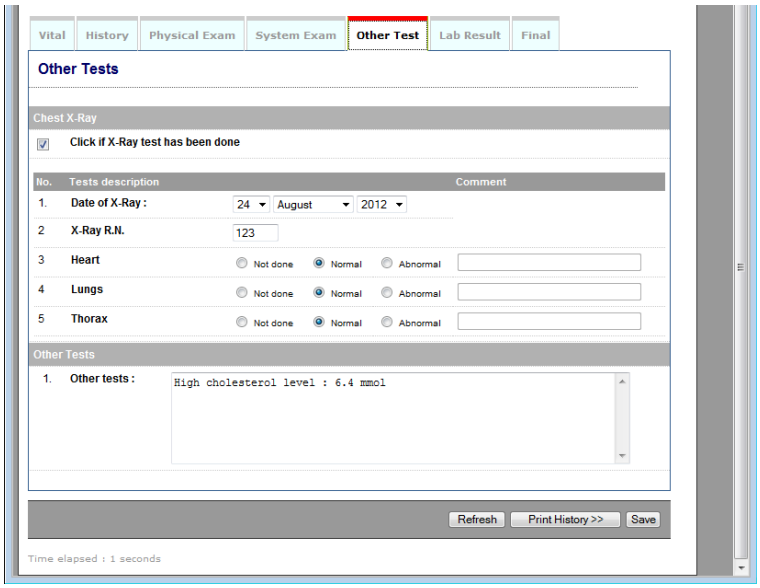
To update the rest of the Medical Exam information, just click on any of the tabs to access desired section.

Always remember to click on the Save button to save any modifications made to the record.

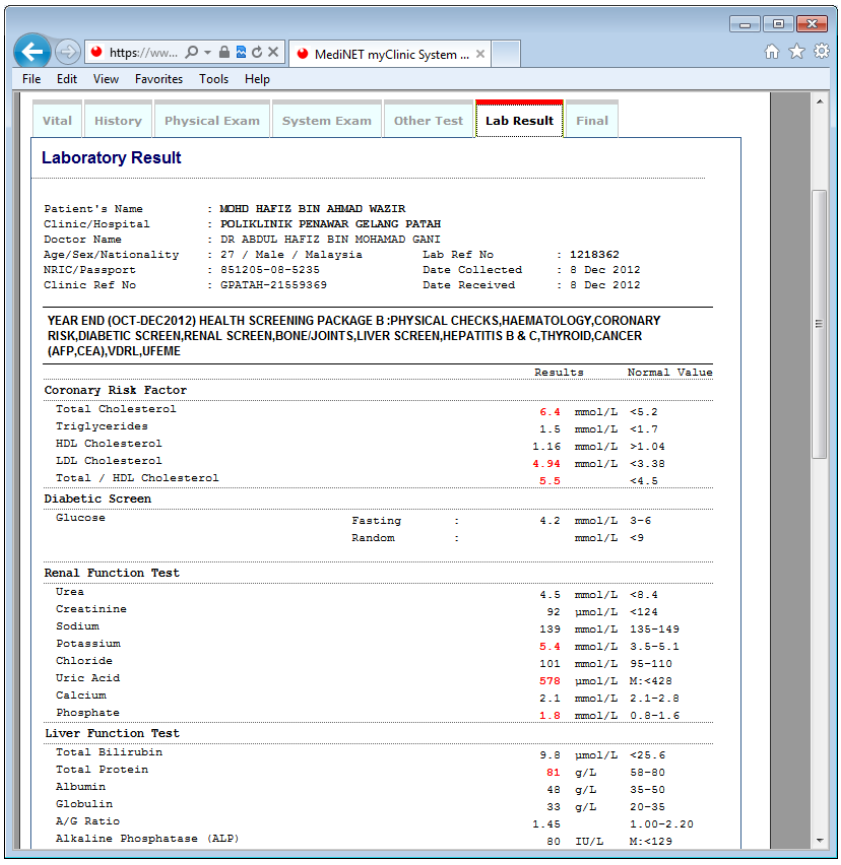
Section: System Exam



Section: Other Tests



Section: Lab results

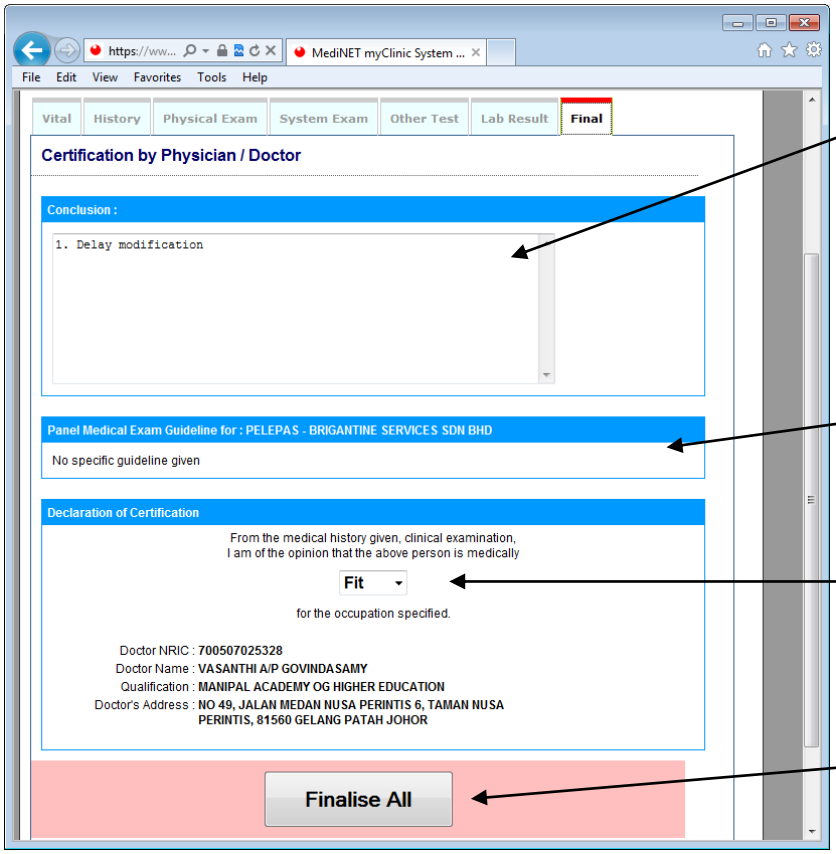


The Lab Result section will initially contain nothing.

Once lab results have been attained (processed via myLab), the lab results will then be visible within this section..

Medical Check-up : Finalising

Finalising the record



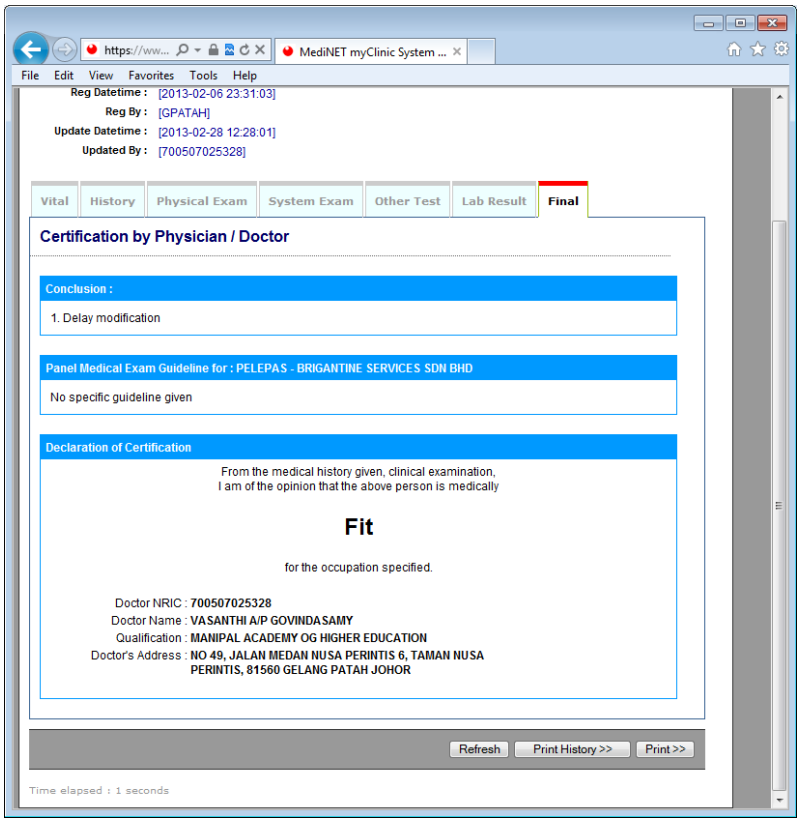
To finalise the Medical Exam record, fill in the Conclusion section accordingly.

Please refer to the Panel Medical Exam Guideline (if exists) for more insight regarding the patient's scope of work and occupation.

Finally, select the final outcome of the exam – either **Fit** or **Unfit**

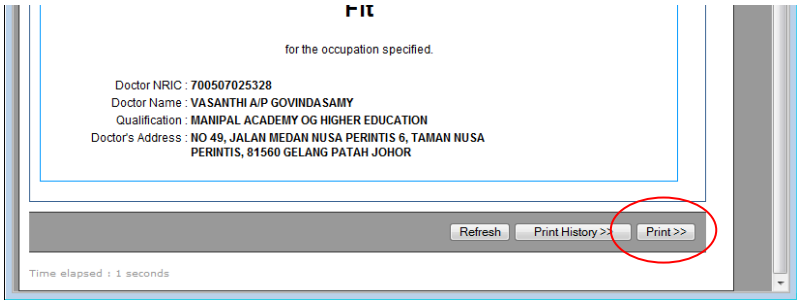
Once you are satisfied with all the finalization data, click on the **Finalise All** button.

Finalised record

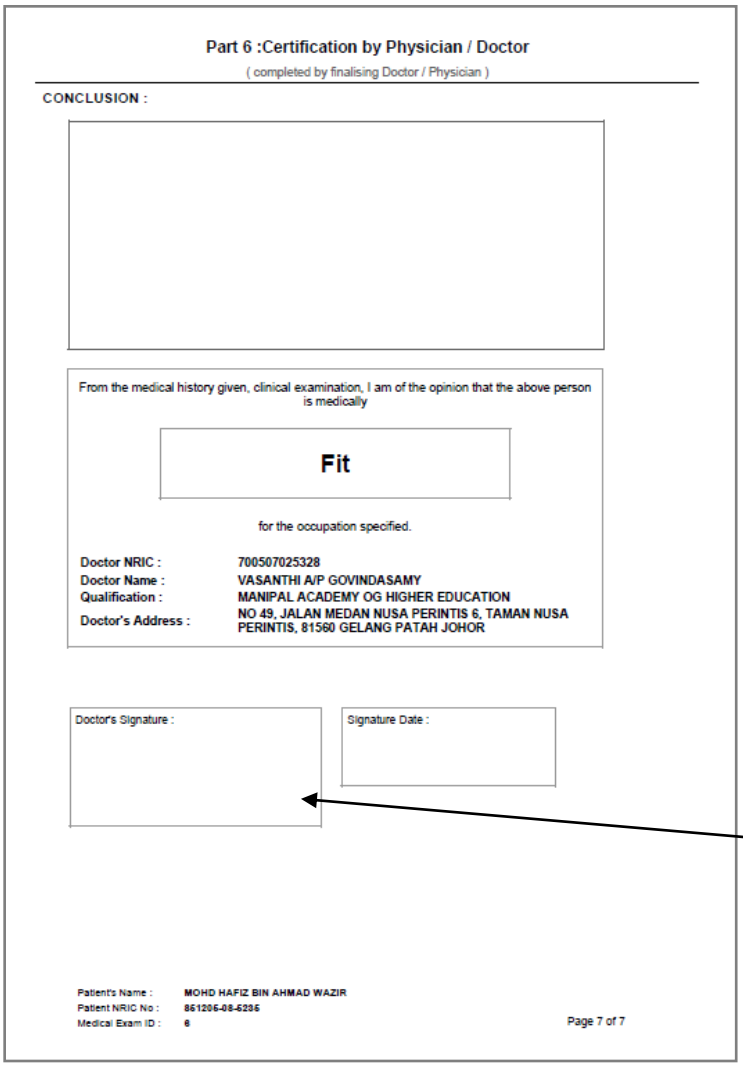


Once entirely finalized, the Medical Exam record will no longer be editable.

Final Print (to be signed by doctor)



Click on the Print button to print the entire Medical Examination results.



Part 6 :Certification by Physician / Doctor

(completed by finalising Doctor / Physician)

CONCLUSION :

From the medical history given, clinical examination, I am of the opinion that the above person is medically

Fit

for the occupation specified.

Doctor NRIC :	700507025328
Doctor Name :	VASANTHI A/P GOVINDASAMY
Qualification :	MANIPAL ACADEMY OG HIGHER EDUCATION
Doctor's Address :	NO 49, JALAN MEDAN NUSA PERINTIS 6, TAMAN NUSA PERINTIS, 81560 GELANG PATAH JOHOR

Doctor's Signature :

Signature Date :

Patient's Name : MOHD HAFIZ BIN AHMAD WAZIR
Patient NRIC No : 861206-08-5235
Medical Exam ID : 6

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Doctor signs on the last page of the print output.

All is done.