DIALYSIS MODULE USER MANUAL

TABLE OF CONTENTS
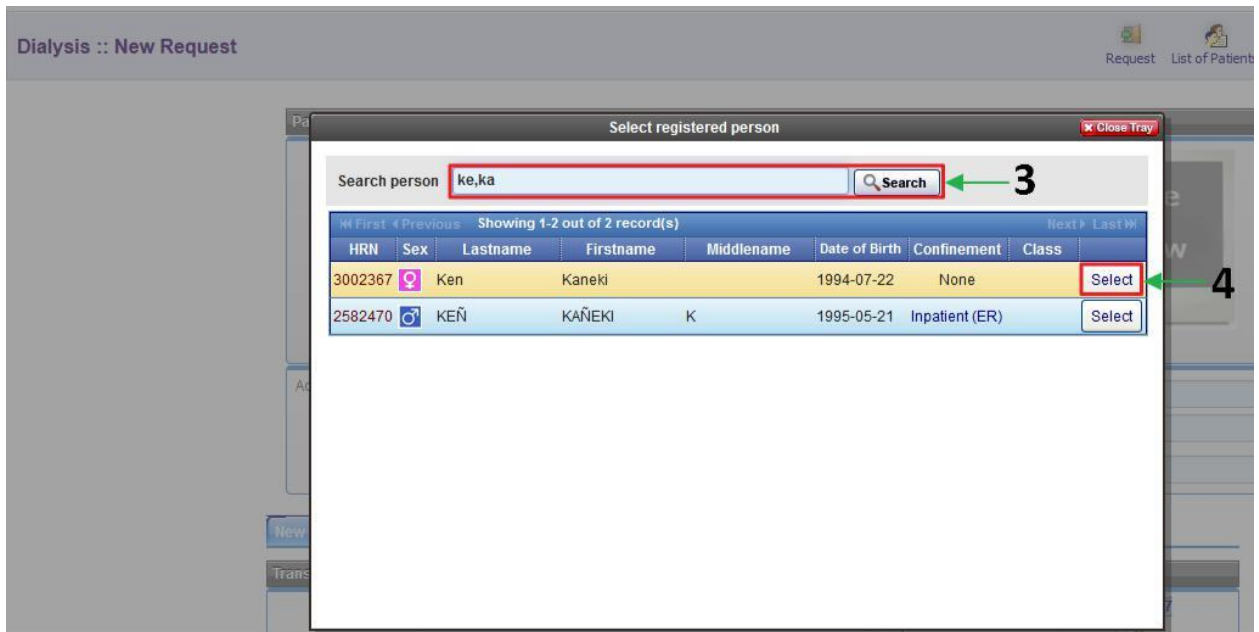
PAGES

NEW REQUEST

1. Click **Dialysis** in the left menu.
2. Click **New Request** to create a dialysis request service.
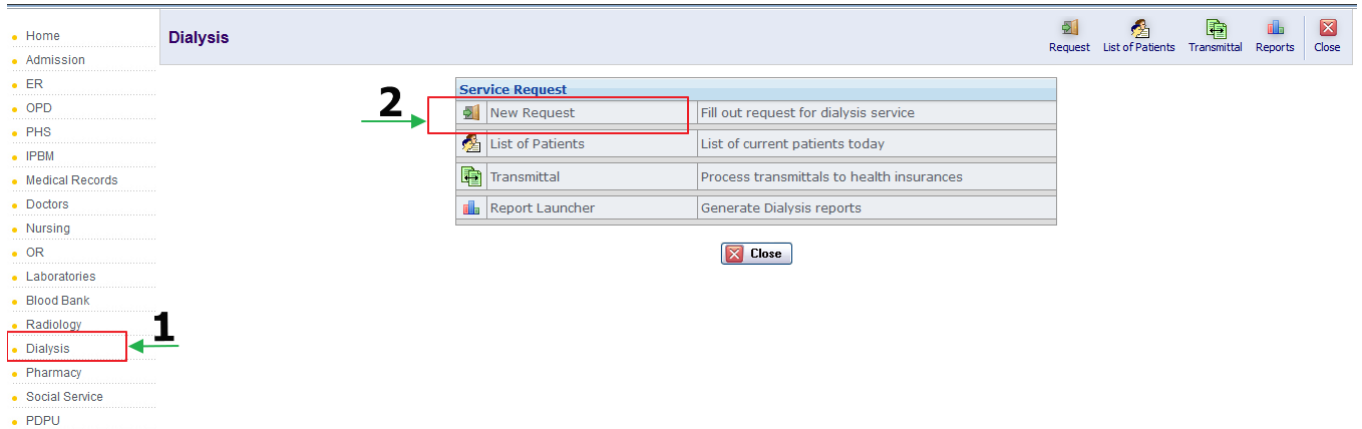
3. Search **Last name, First name or HRN** and click **Search.**
4. Select the patient by clicking **Select** button.

5. Select **Requesting Doctor**.
6. Fill the empty field for patient's **Diagnosis**.
7. If the patient has Philhealth, enter the amount and quantity of the request dialysis in the Philhealth section. If not, fill it in the Non-Philhealth section.
8. Click ⊕ to subsidize Philhealth or non-Philhealth.
9. Click to include **lab request.**
10. Then click **Submit and Pre-bill** button.

Example of PreBilling form for Dialysis

BILLING

1. Click the **Billing** tab to proceed billing.
   Note: Billing in Dialysis is separated in Main Billing Section. This is for Dialysis only.

2. Select **Encounter No.** with date indicated in the dropdown menu to process the encounter/transaction.
3. Click **Add** button to add prebill payment details.

Note: The changes/differences of functionalities implemented in Dialysis billing from the main billing are the **Insurance no.**, **Case no.** and the **Case date**. In the upper right side of main billing there is a menu which is **Process**, **Process New, List, Transmittal** and **Reports** that the dialysis billing don't have.
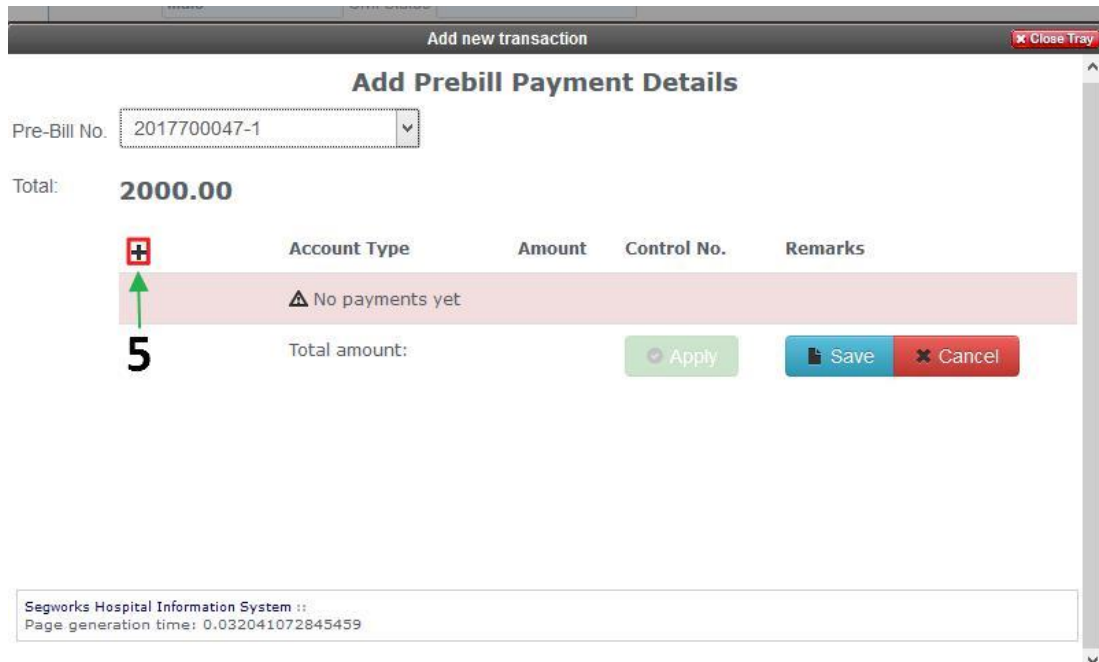
Example of Dialysis Billing

ADD PREBILL PAYMENT

4. Upon click the **Add** button in the form, it will display the list of prebills in drop box menu. Select **PrebillNo.** for payment.
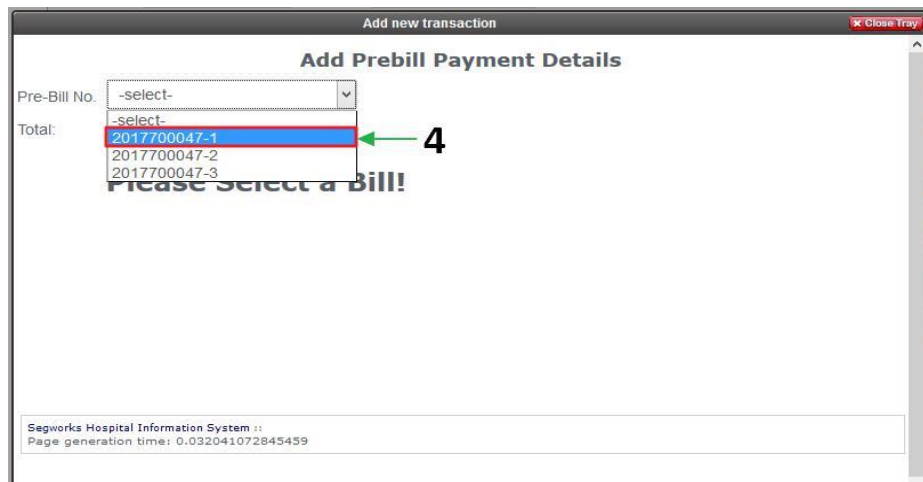
5. Click ✚ button to add details for selected Prebill.

6. Upon clicking the ✚ button, select **account type** of payment.
7. Input **amount** of the patient's payment
8. Input **Control No**.
9. Input **Remarks** in an empty field.
10. Click **Save** button to save the transaction.
11. Click **Cancel** button to cancel the prebill payment.
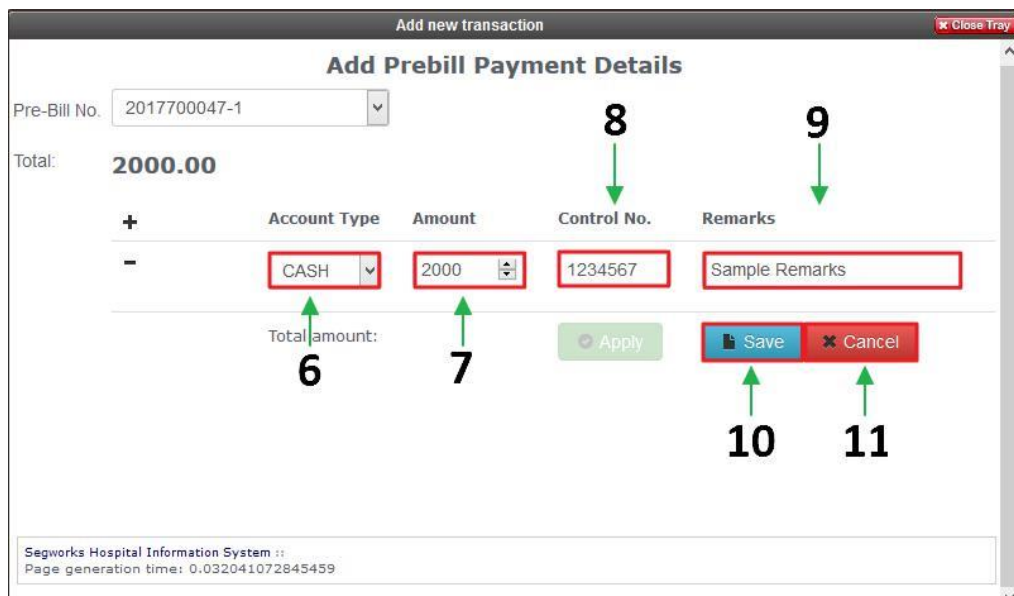
12. Click **Apply** button to process the Prebill payment.

Note: Apply button will be enabled once the saved amount is equal or exceeds the indicated Prebill amount (Total)

13. Click **OK** to confirm.
14. If the payment is done, click **Close Tray** to close the form.

VIEW/UPDATE MACHINE DETAILS

15. The Prebills payed will be display in the list.
16. Click **Machine** button to view and update the transaction info.

17. Upon clicking the machine, the personnel can update the Dialyzer Information.
18. Click **Save** button to save the data.

19. After updating details in Dialyzer Information, it will reflect **Done** (served) in the list.
20. Click **Request** button to add any test request or other services.
21. Click **View Bill** button to view the bill of the patient.
22. Click **Schedule History** button to view the patient's summary of hemodialysis schedule.
23. Click **Refresh** button to refresh the display list.
24. Click **Print Prebill** button to print prebill.

LIST OF PATIENTS

1. Click **Dialysis** in the left menu.
2. Click **List of Patients** to view list of current patients.
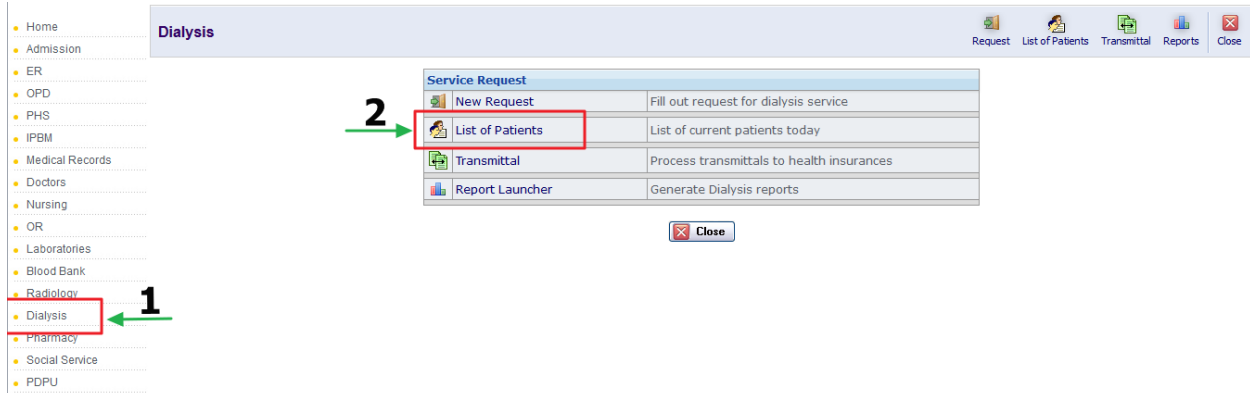
3. Check the checkbox to search patient (**HRN/Patient Name**).
   And select **date** of the patient's transaction.
4. Click **View list of Patients** to view the result.
5. Click **Request** button to add test request or other services for the selected patient.
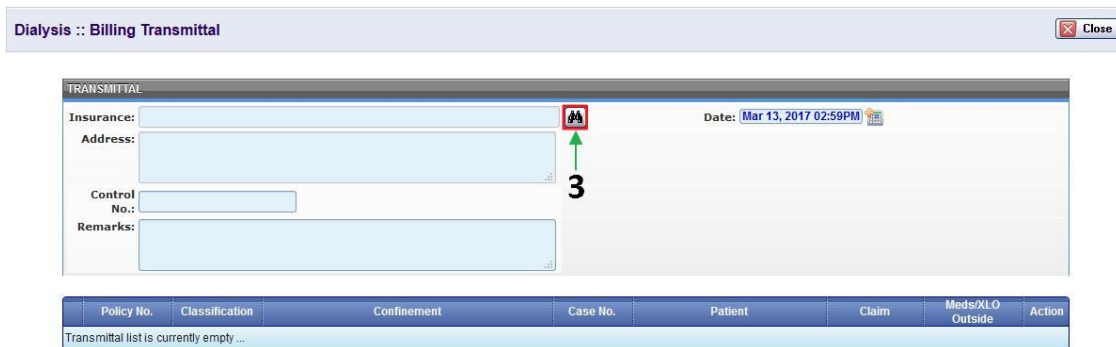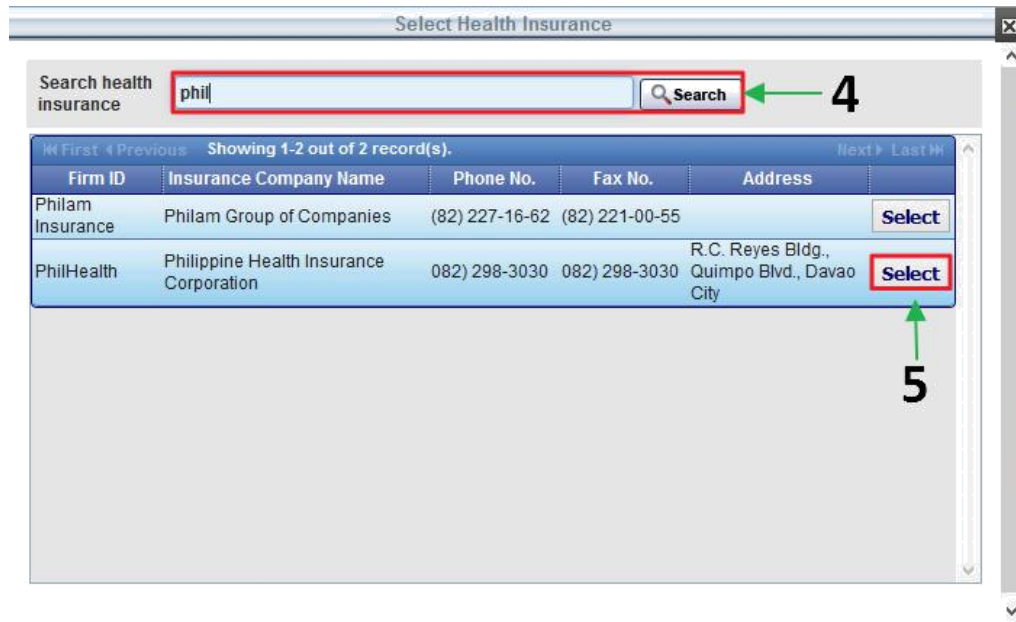6. Click ✎ button to update patient's session info.
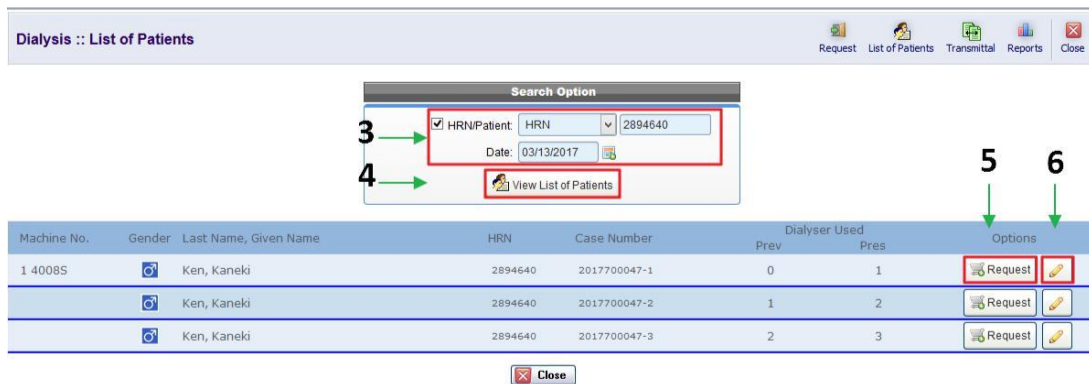
TRANSMITTAL

1. Click **Dialysis** in the left menu.
2. Click **Transmittal** to process transmittals to health insurance.
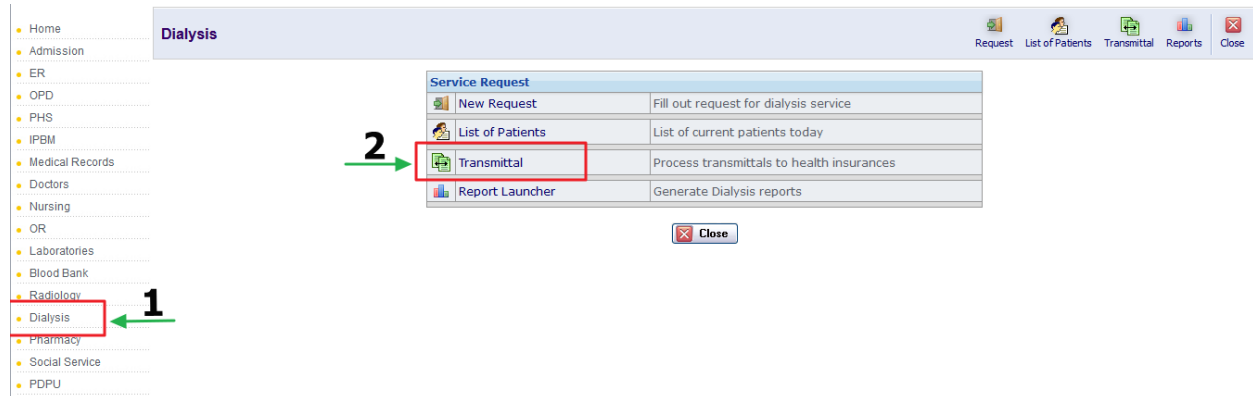
3. Click ![binoculars] button to search the **Insurance Company Name**.

4. Search the insurance name in the empty field then click **Search** button.
5. Click **Select** button to select Insurance Company.

6. Click **Add** button to add claims to transmit.

7. Fill up the search option to search the patient. Then click **Search** button.
8. Select the patient by checking the **checkbox** at the right side of the patient's session's info.

9. Click **Submit** button.

10. Input **Control No.** of the transmittal.
11. Click ⌨ button to print the transmittal.

12. Select what **format** to be printed.
13. Click **Print** button to print.
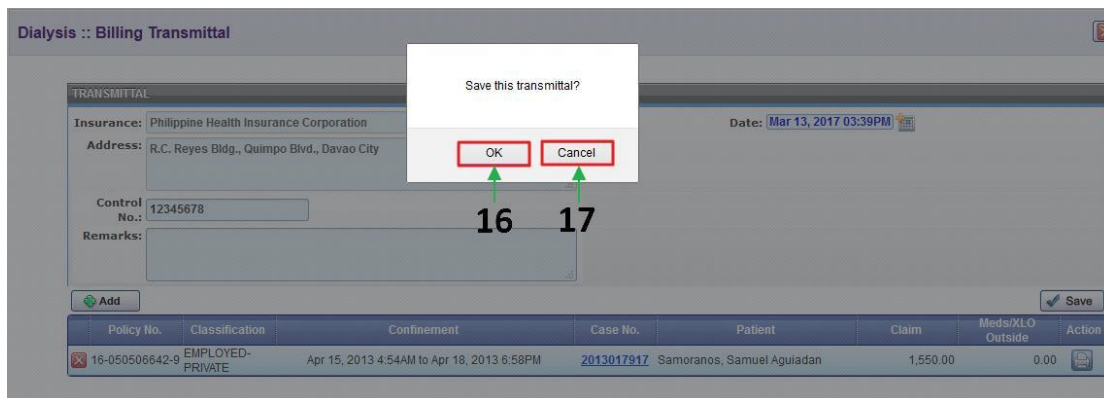14. Or click **Cancel** button to cancel.
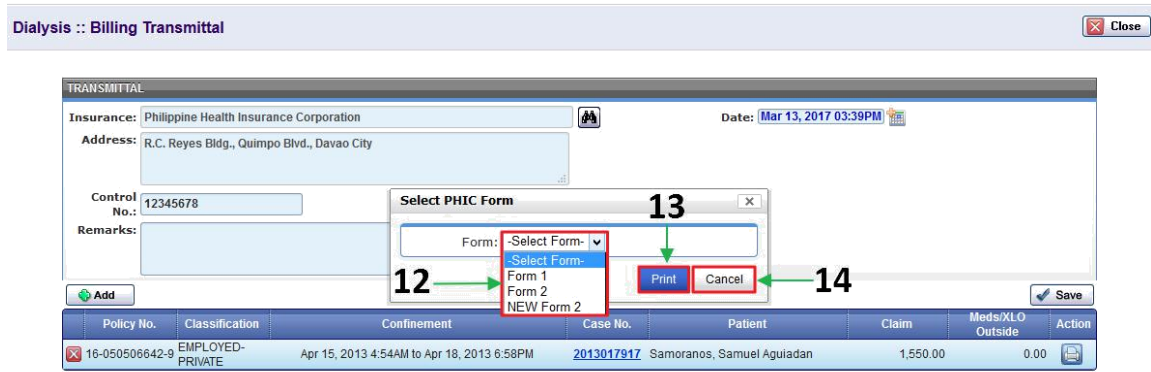
15. After printing, click **Save** button to save the transmittal.
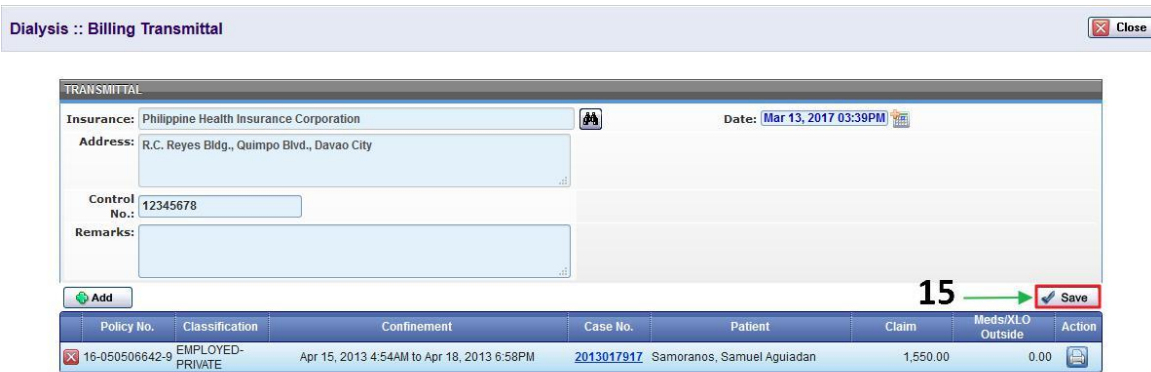
16. Click **OK** in the dialog box to confirm.
17. Or click **Cancel** to cancel.

GENERATE XML

18. It will notify once the transmittal is successfully saved.
19. Select any **classification** to view in PDF format.
20. Click **Print Summary** to print summary according to its selection.
21. Click **Generate** button to generate specific classification in XML format.
22. Click **Print** button to print according to its selected classification.
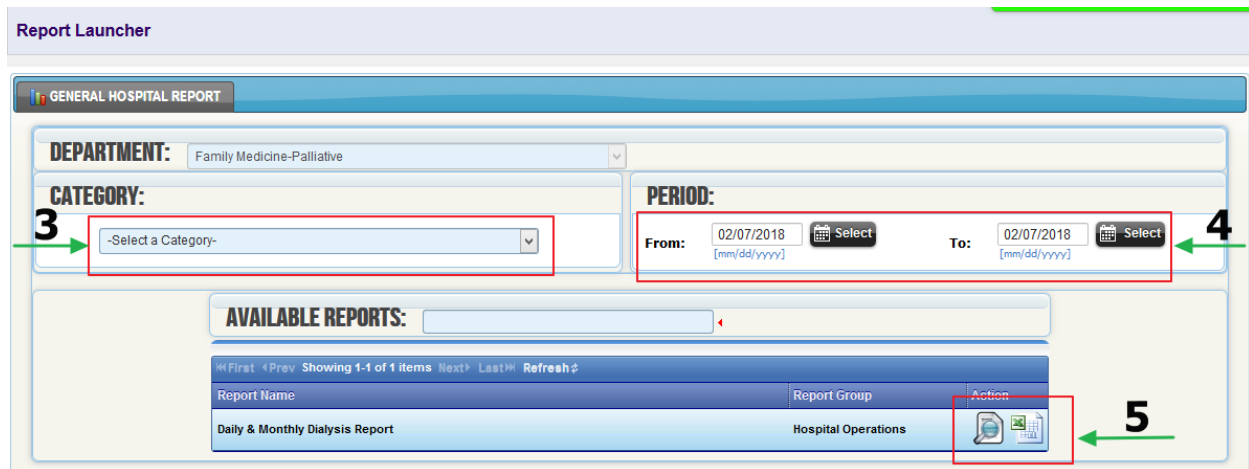
REPORTS

1. Click **Dialysis** in the left menu.
2. Click **Report Launcher** to generate Dialysis report.
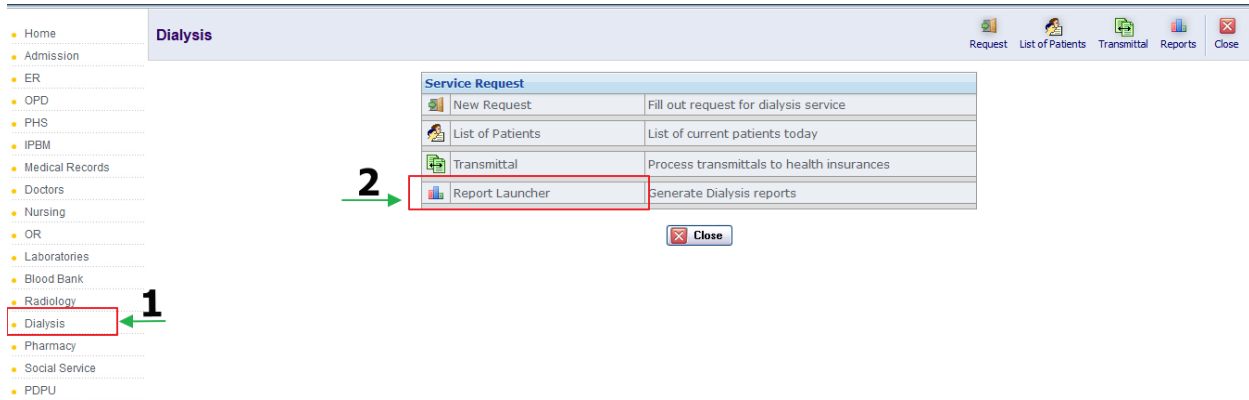
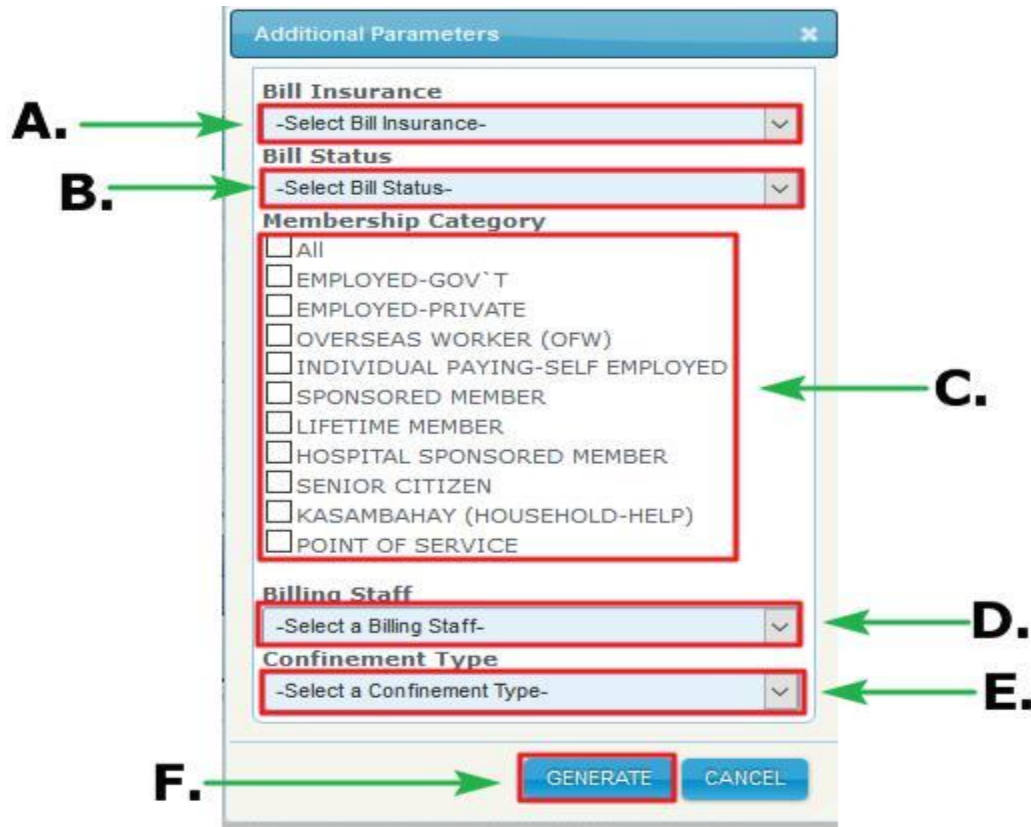
3. Select **Category**.

4. Select **Period**.

5. Click to view report in PDF format or click to view report in MS Excel format.

6. **Additional Parameters**.

    A. Select **Bill Insurance**.

    B. Select **Bill Status**.

    C. Select **Membership Category**

    D. Select **Billing Staff**

    E. Select **Confinement Type**

    F. Click **Generate** to display Daily & Monthly Dialysis Report.

7. Display generated report.