

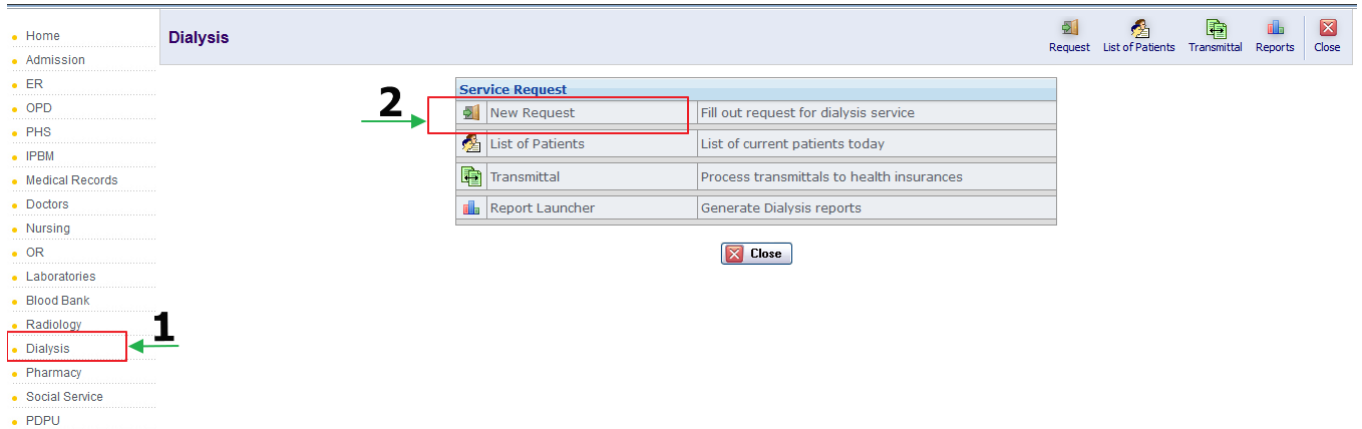
# DIALYSIS MODULE USER MANUAL

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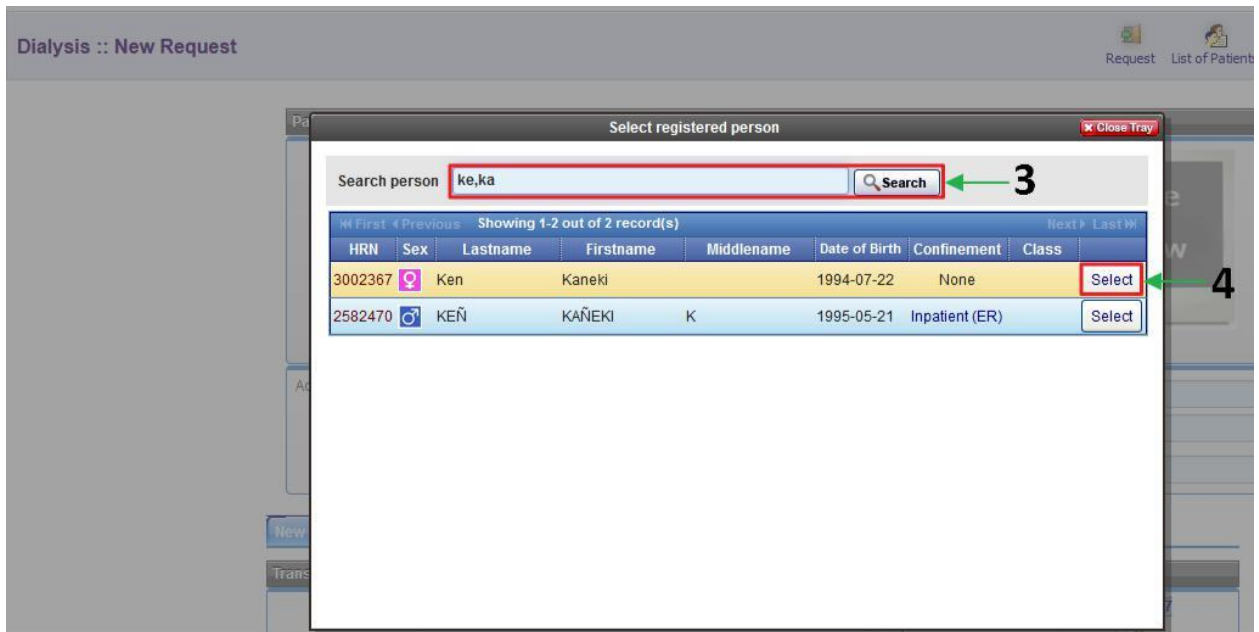
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# NEW REQUEST

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.





## BILLING

1. Click the **Billing** tab to proceed billing.

Note: Billing in Dialysis is separated in Main Billing Section. This is for Dialysis only.

The screenshot shows the 'Billing' tab selected in the 'New Transaction' window. The 'Transaction Details' section includes a dropdown for 'Requesting Doctor' set to 'ABANTE, GLADELIA LAVILLA', a 'Diagnosis' field, and 'Encoded by Segworks Personnel'. The 'Pre-Billing Details' section shows 'Transaction Date' as 'January 8, 2018 2:42pm' and a table for billing amounts:

	Amount	Quantity	HDF
PhilHealth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-PhilHealth	<input type="text"/>	<input type="text"/>	<input type="text"/>

There is an 'Include Lab Request' checkbox and a 'Submit and Print Pre-Bills' button.

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.

The screenshot shows the 'Billing Details' section. At the top, there are fields for 'Admitting Diagnosis' (N/A), 'Admission Date', 'Discharged Date', 'Location/Clinic' (None), and 'Patient Type' (WALK-IN). Below this is a table with columns for 'Encounter No.', 'Payment Details', 'Total Billed', 'Date Visited', and 'Options'. A dropdown menu is open for 'Encounter No.', showing options: '2017700047 - 03/13/2017', '2017700020 - 02/06/2017', '2017700018 - 01/31/2017', and '2017700017 - 01/31/2017'. An 'Add' button is highlighted with a red box and a green arrow labeled '3'. A green arrow labeled '2' points to the selected encounter number in the dropdown.

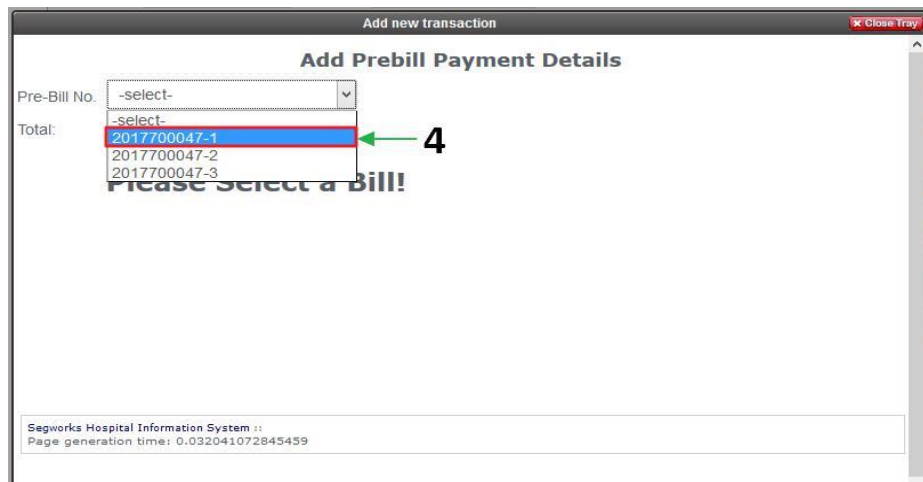
Note: The changes/differences of functionalities implemented in Dialysis billing from the main billing are the **Insurance no.**, **Case no.** and the **Case date**. In the upper right side of main billing there is a menu which is **Process, Process New, List, Transmittal** and **Reports** that the dialysis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

### Example of Dialysis Billing

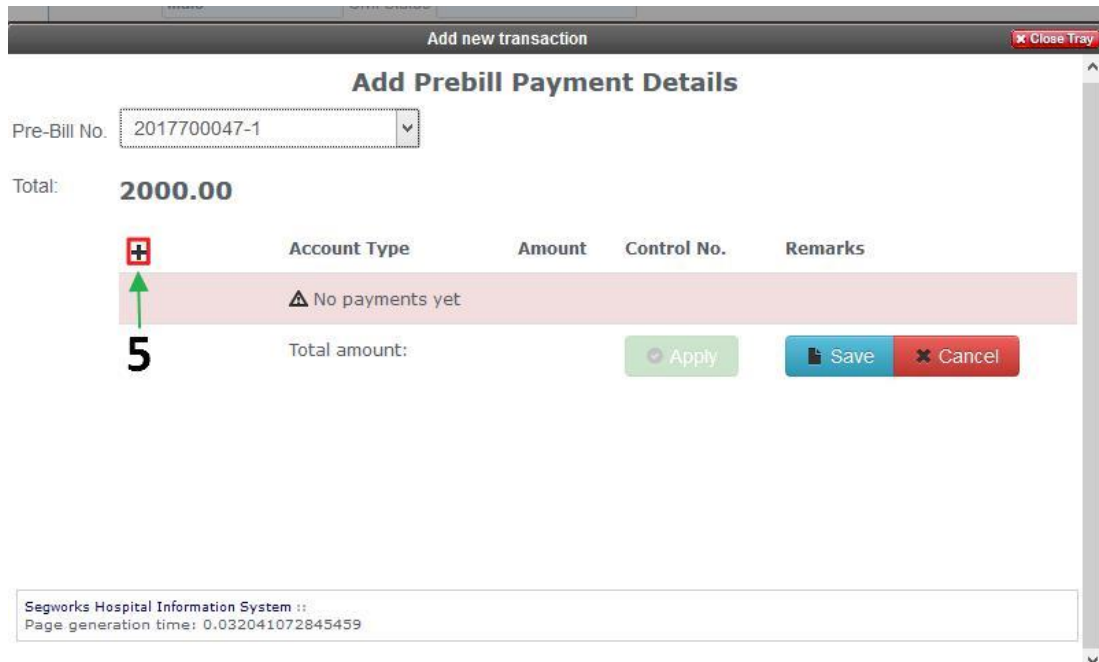


### ADD PREBILL PAYMENT

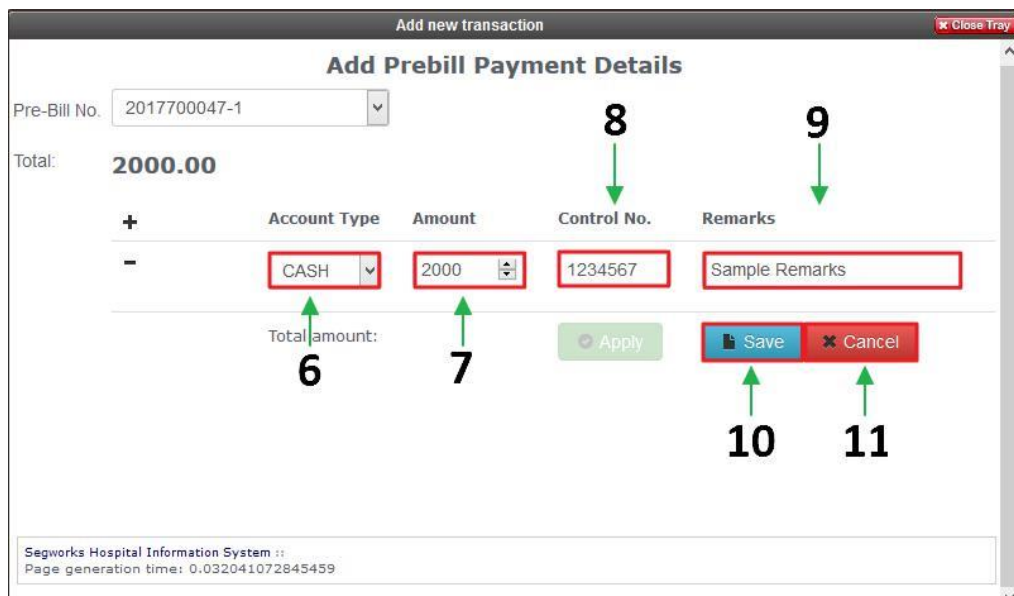
4. Upon click the **Add** button in the form, it will display the list of prebills in drop box menu. Select **PrebillNo.** for payment.



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)

Segworks Hospital Information System ::  
Page generation time: 0.036504030227661

13. Click **OK** to confirm.

14. If the payment is done, click **Close Tray** to close the form.

Segworks Hospital Information System ::  
Page generation time: 0.036504030227661

## VIEW/UPDATE MACHINE DETAILS

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

The screenshot displays a patient profile for DAVAO DEL SUR, 22 years old, male, with a birthday of 1994-07-22. The admitting diagnosis is N/A, and the patient type is WALK-IN. Below this, a 'Billing Details' section shows an encounter number of 2017700047-03/13/2017. A table lists three transactions, each for PHIC, manual, cash payment of 2000.00. The first transaction's 'Options' column has a 'Machine' button highlighted with a red box and an arrow labeled '16'. An arrow labeled '15' points to the table header.

Transaction No.	Bill Type	Status	OR No.	Payment Details	Total Billed	Date Visited	Options
2017700047-1	PHIC	MANUAL		Cash 2000.00	2000.00		Machine
2017700047-2	PHIC	MANUAL		Cash 2000.00	2000.00		Machine
2017700047-3	PHIC	MANUAL		Cash 2000.00	2000.00		Machine

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

The screenshot shows the 'Dialysis transaction - 2017/0004/-1' form. It includes fields for HRN (2894640), Name (KEN, KANEKI), Birth Date (July 22, 1994), Sex (Male), and Current Machine (Not set). A red box highlights the 'Dialyzer Information' section, which contains fields for Transaction Type (Reuse), Machine Nr (1 4008S), Is Phil Health (Yes), Dialyzer Type (Low Flux Dialyzer), Transaction Date Time (03/13/2017 13:53 PM), and Number Of Reuse (0). A 'Date/Time Out' field is also present. A 'Save' button is located at the bottom left, with an arrow labeled '18' pointing to it. An arrow labeled '17' points to the 'Dialyzer Information' section.



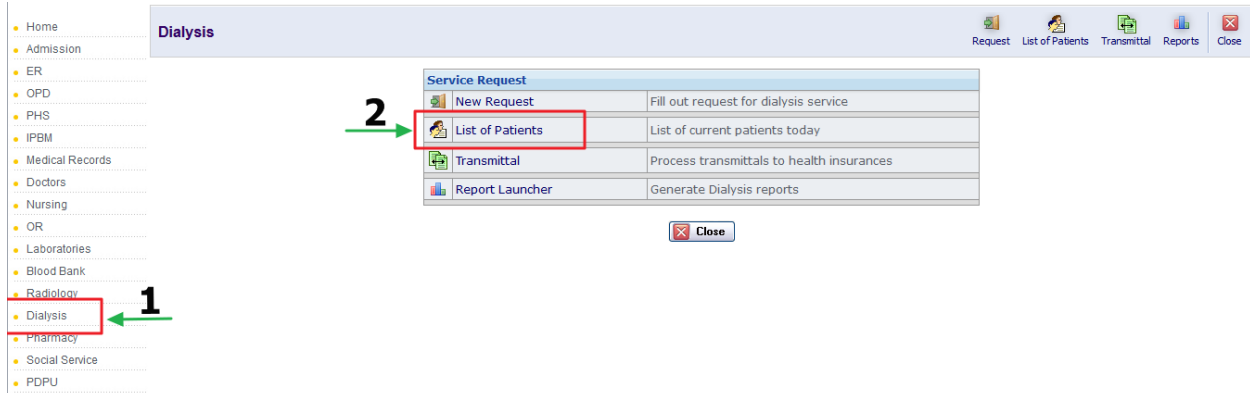
19. After updating details in Dialyzer Information, it will reflect **Done** (served) in the list.
20. Click **Request** button to add any test request or other services.
21. Click **View Bill** button to view the bill of the patient.
22. Click **Schedule History** button to view the patient's summary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

The screenshot displays a patient information form at the top with fields for Age (22 years), Birthday (1994-07-22), Gender (Male), and Civil Status. Below this is a Billing Details section with an Encounter No. of 2017700047 - 03/13/2017. A row of buttons includes Request (20), View Bill (21), Schedule History (22), Refresh (23), and Print Prebill (24). Below the buttons is a table with columns: Transaction No., Bill Type, Status, OR No., Payment Details, Total Billed, Date Visited, and Options. The table contains three rows, each with a 'DONE' button in the Options column (19).

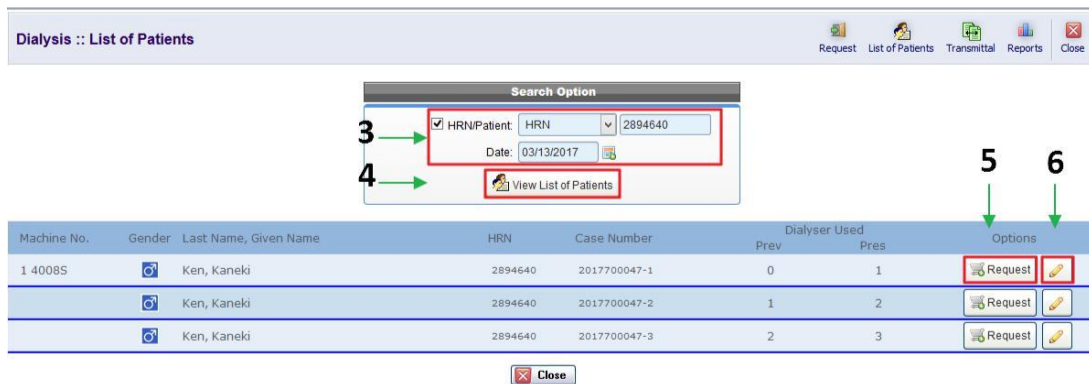
Transaction No.	Bill Type	Status	OR No.	Payment Details	Total Billed	Date Visited	Options
2017700047-1	PHIC	MANUAL		Cash 2000.00	2000.00	03/13/2017 11:01:00 PM	DONE
2017700047-2	PHIC	MANUAL		Cash 2000.00	2000.00	03/13/2017 11:03:00 PM	DONE
2017700047-3	PHIC	MANUAL		Cash 2000.00	2000.00	03/13/2017 02:04:00 PM	DONE

## LIST OF PATIENTS

1. Click **Dialysis** in the left menu.
2. Click **List of Patients** to view list of current patients.

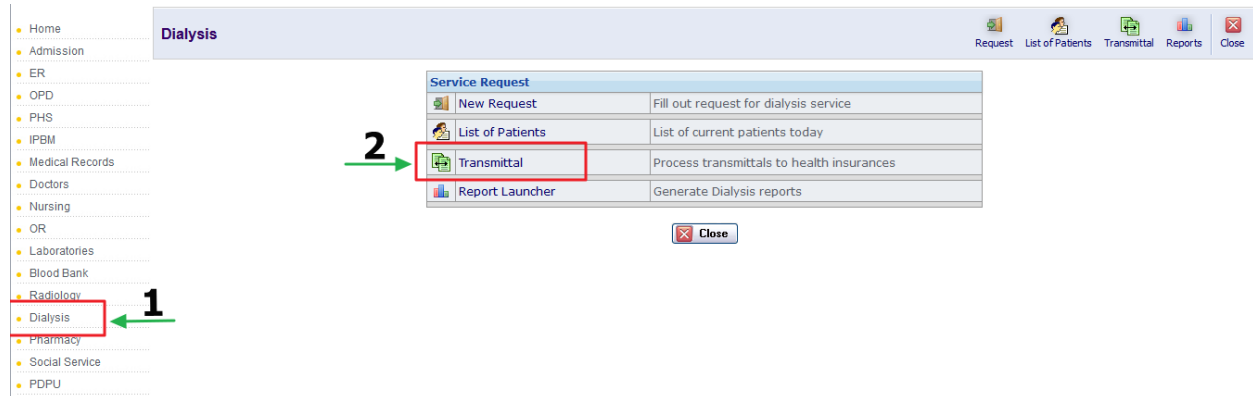



3. Check the checkbox to search patient (**HRN/Patient Name**).  
And select **date** of the patient's transaction.
4. Click **View list of Patients** to view the result.
5. Click **Request** button to add test request or other services for the selected patient.
6. Click button to update patient's session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

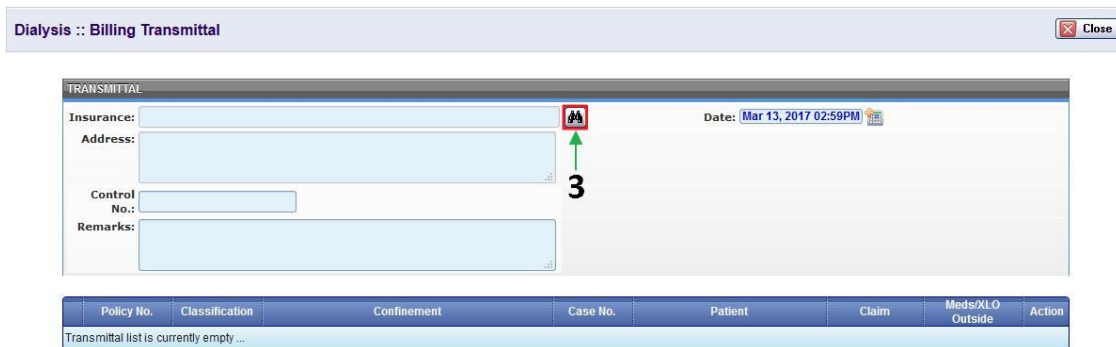


## TRANSMITTAL

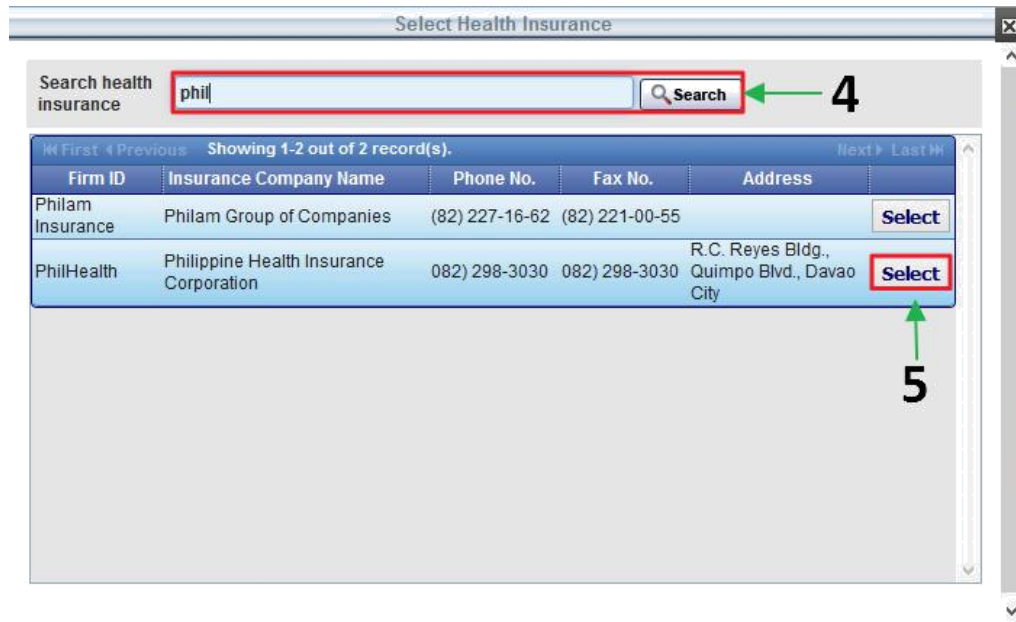
1. Click **Dialysis** in the left menu.
2. Click **Transmittal** to process transmittals to health insurance.



3. Click  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.



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



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

- Click **Submit** button.

**7** →

**9** ↓

**8** ↑

**Submit**

**Search options**

Patient/Case No./Bill No./HRN Patient Name

Discharge date Today

Search

**Search result:**

Showing 1-1 out of 1 record(s)

Policy No.	Classification	Confinement	Case No.	Patient	Total Claim	
16-050506642-9	EMPLOYED-PRIVATE	Apr 15, 2013 4:54AM to Apr 18, 2013 6:58PM	2013017917	Samoranos, Samuel Aguiadan	1,550.00	<input type="checkbox"/>

- Input **Control No.** of the transmittal.
- Click button to print the transmittal.

**10** ←

**11** →

**Dialysis :: Billing Transmittal** Close

**TRANSMITTAL**

Insurance: Philippine Health Insurance Corporation Date: Mar 13, 2017 03:39PM

Address: R.C. Reyes Bldg., Quimpo Blvd., Davao City

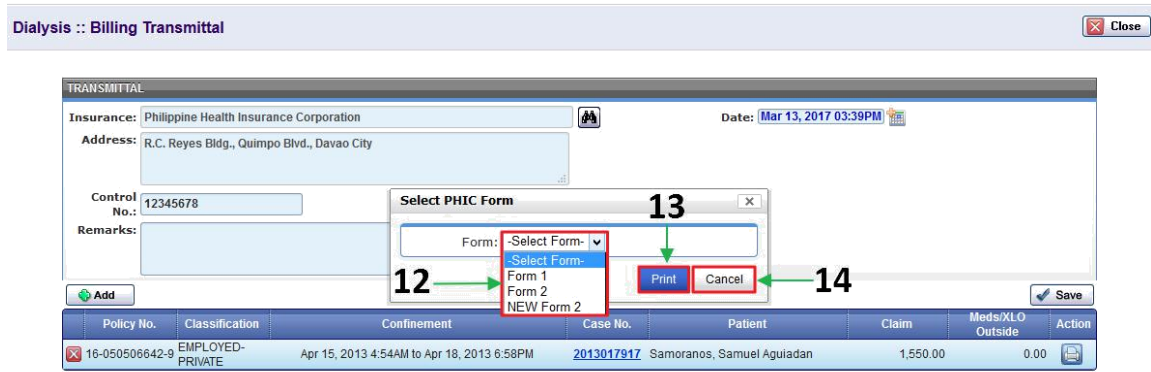
Control No.: 12345678

Remarks:

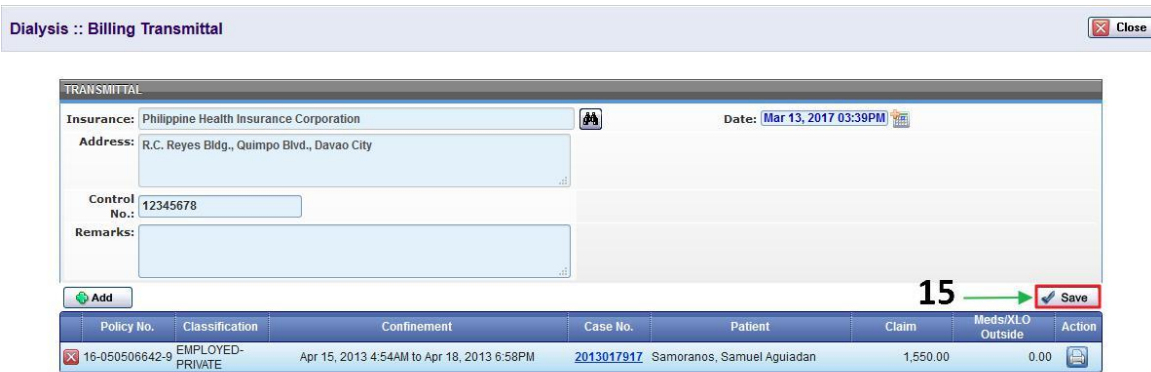
Add Save

Policy No.	Classification	Confinement	Case No.	Patient	Claim	Meds/XLO Outside	Action
16-050506642-9	EMPLOYED-PRIVATE	Apr 15, 2013 4:54AM to Apr 18, 2013 6:58PM	2013017917	Samoranos, Samuel Aguiadan	1,550.00	0.00	

- Select what **format** to be printed.
- Click **Print** button to print.
- Or click **Cancel** button to cancel.

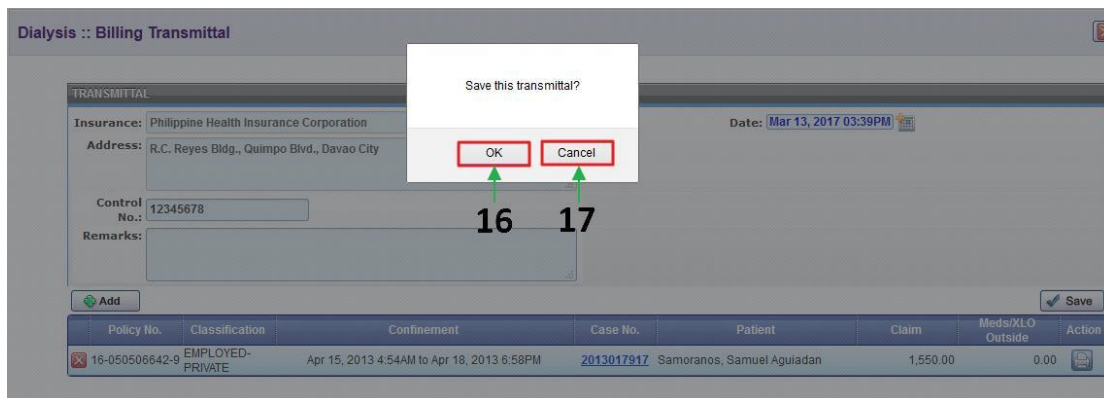


15. After printing, click **Save** button to save the transmittal.



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.

Information  
Successfully saved transmittal 12345678! ← 18

TRANSMITTAL

Insurance:  Date: Mar 13, 2017 04:12PM

Address:

Control No.:

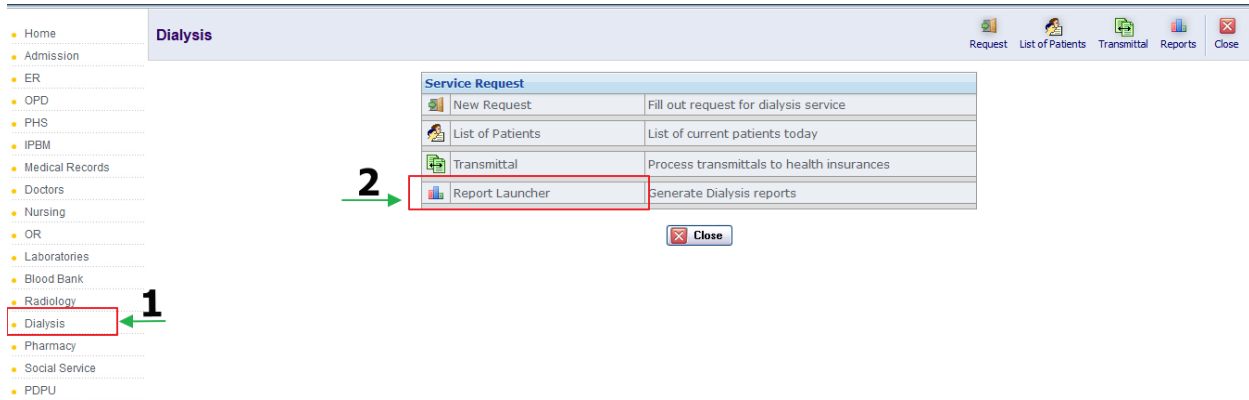
Remarks:

SURGICAL  MEDICAL  CASE RATE

Policy No.	Classification	Confinement	Case No.	Patient	Claim	Meds/XLO Outside	Action
Transmittal list is currently empty ...							



# REPORTS

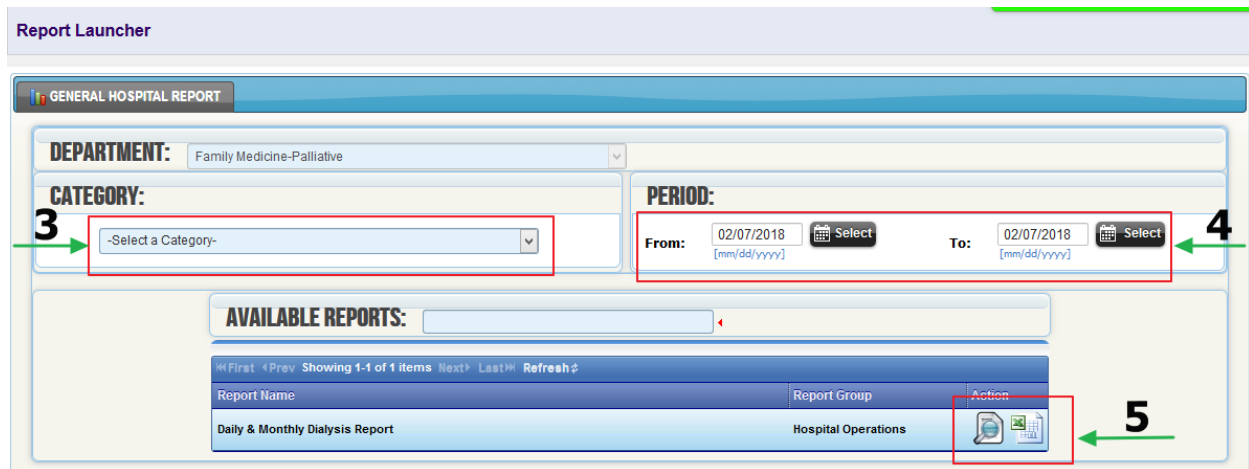
1. Click **Dialysis** in the left menu.
2. Click **Report Launcher** to generate Dialysis report.



3. Select **Category**.

4. Select **Period**.

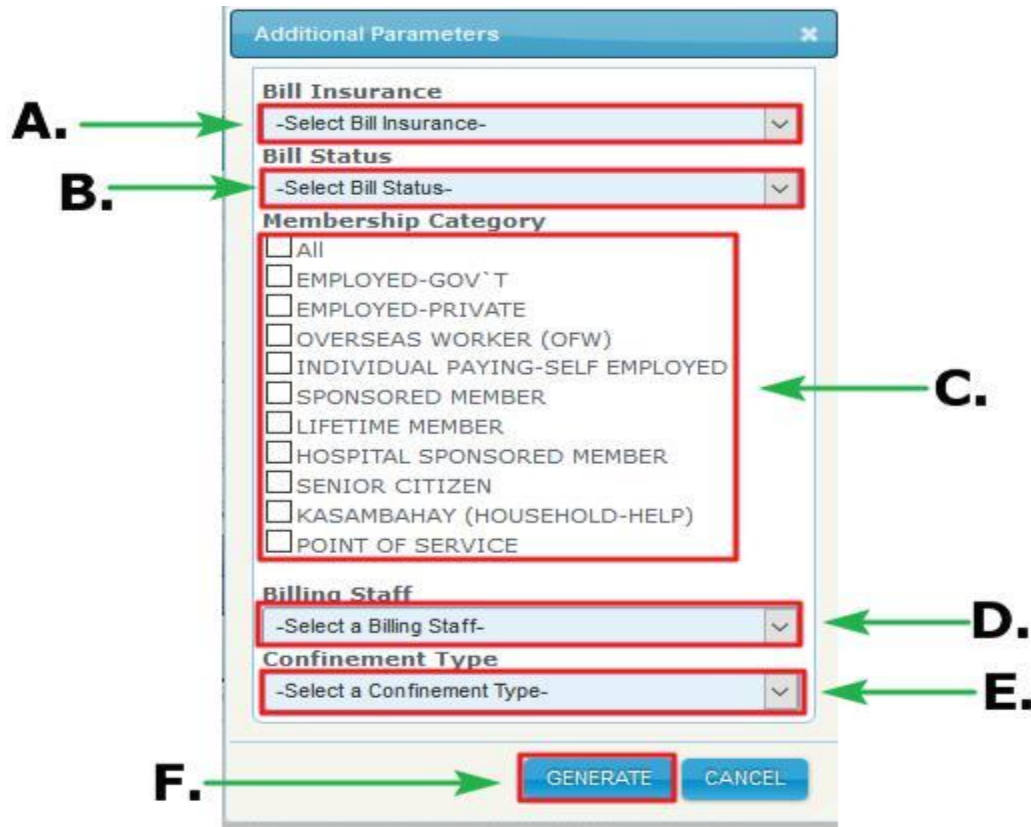
5. Click  to view report in PDF format or click  to view report in MS Excel format.





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.

Republic of the Philippines  
 DEPARTMENT OF HEALTH  
 SOUTHERN PHILIPPINES MEDICAL CENTER  
 37 Juan dela Cruz Blvd. CDO  
 From Jan 01, 2012 to Jan 01, 2013  
 All Bills

MINDANAO DIALYSIS CENTER DAILY REPORT																	CHARGE TO																																
NO.	PATIENT NAME	CASE NO.	Referral Date	Discharge Date	Accommodation	Mode	ELD	Prof. Fees	Misc.	ACTUAL CHARGES	DISCOUNT	PREC. COVERAGE	DEPOSIT	1st Case Rate Code	1st Case Rate	2nd Case Rate Code	2nd Case Rate	Total Package	NO.	Invoice #	Invoice	DR. #	CASH	LUNGPAY W/O DL	LUNGPAY W/ DL	PHIC/PCSA	POC	MR	AP'S	PCSO	OSWD	REMARKS																	
GRAND TOTAL																																																	

Prepared by: **REGWORKS PERSONNEL**  
DU BILLING CLERK

Approved by:

Noted by: **AMELITA M. LOREJO**  
BILLING SECTION INCHARGE

S278 REVISED / Rev Jan 18 07:13:22 PM 2012 by: Segworks Hospital Information System Page 1 of 1