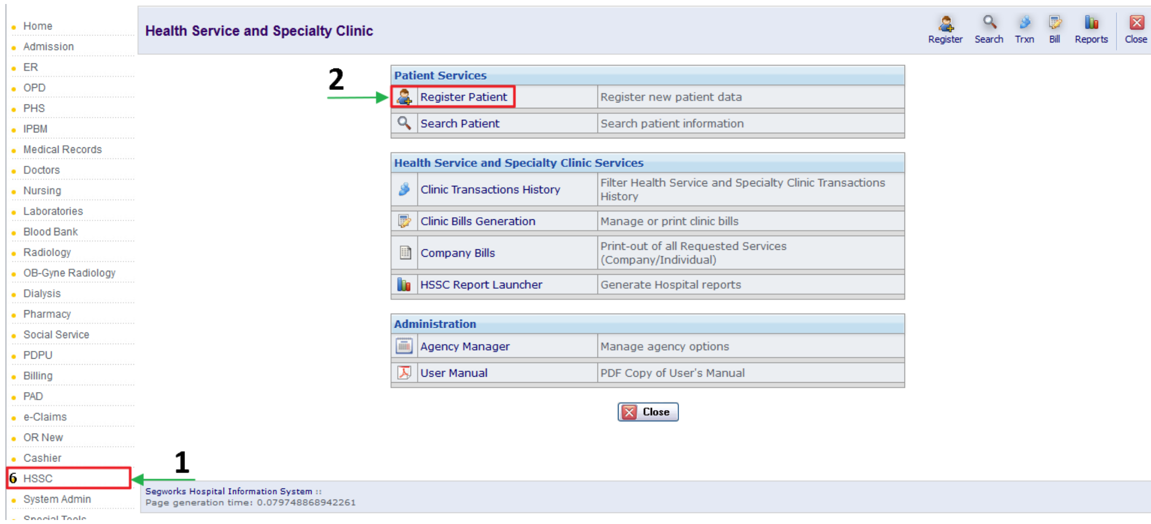
`

HEALTH SERVICES AND SPECIALTY CLINIC USER MANUAL

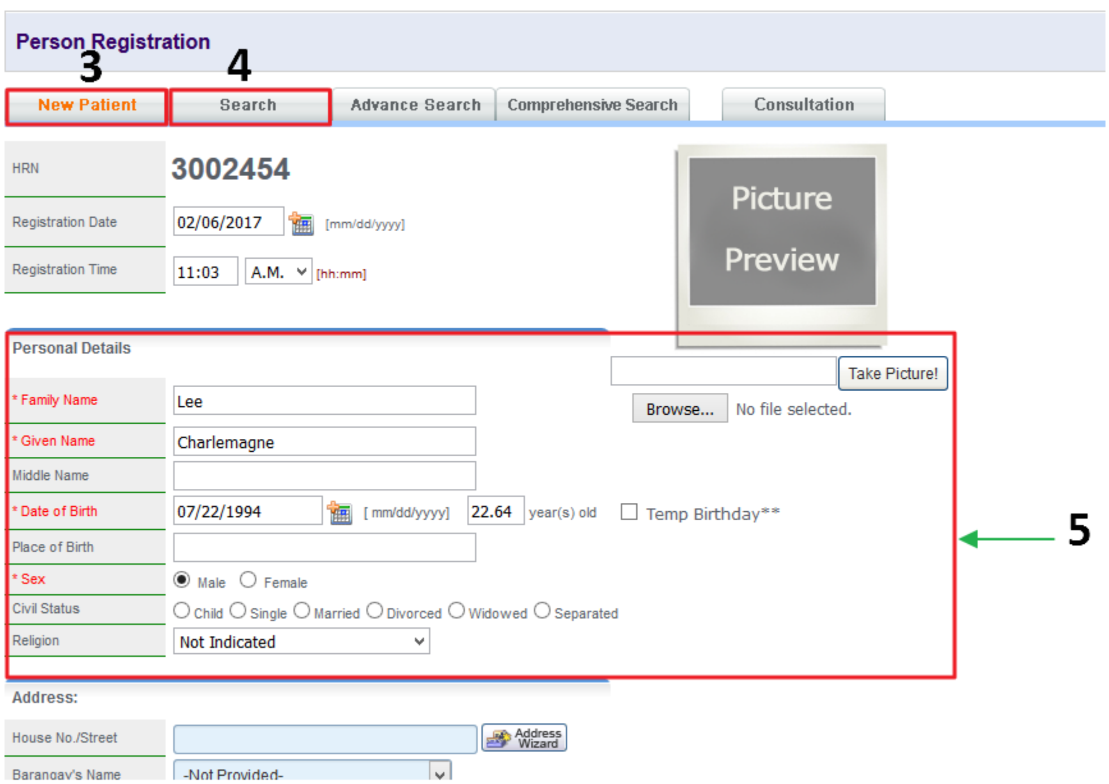
TABLE OF CONTENTS

REGISTER PATIENT

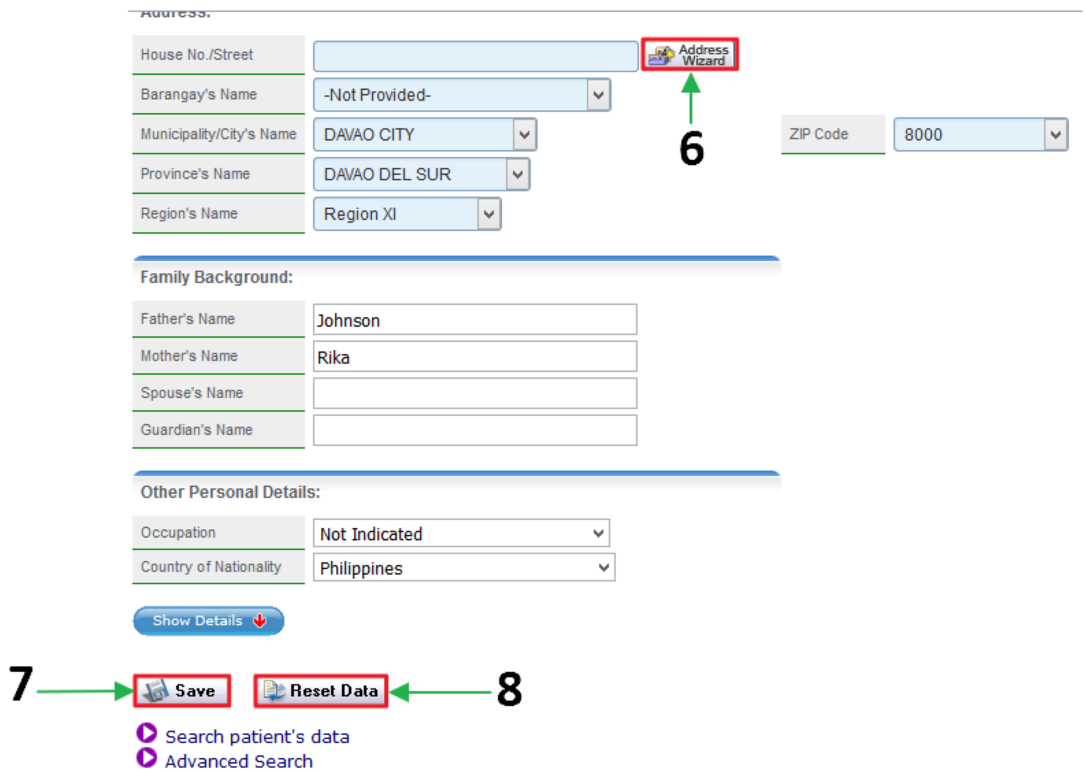
1. Click **HSSC** in the left menu.
2. Click **Register Patient** to register patient information.



3. Click **New Patient** if the patient is not yet registered on the system.
4. Click **Search** if the patient is already registered in the system.
5. If the patient is not yet registered, go to **New Patient** and fill in the form.
   The red marked with asterisk (*) showed in the form means it is required to fill in the empty fields.

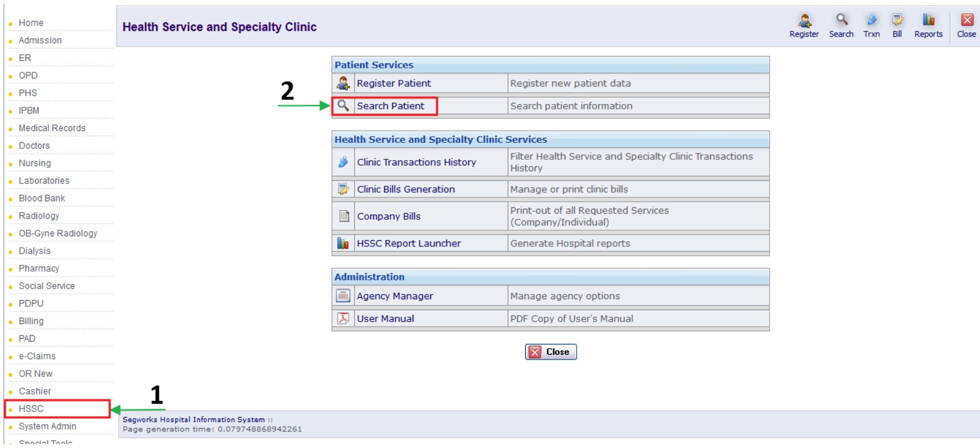


6. Click **Address Wizard** button at the right side of **House No/Street** to search and generate the patient's full address.
7. After filling up the form, click **Save** button then click **OK**.
   But if the system warns **"This person seems to be registered already. The following listed persons have similar personal data. Please check them out first before you decide the next step."** it means it has the same details of the patients' listed or almost same spelled name of the patient registered. If the patient isn't on the list, click the **Save anyway** button below to save.
8. Or click **Reset Data** to clear all fields in the form.

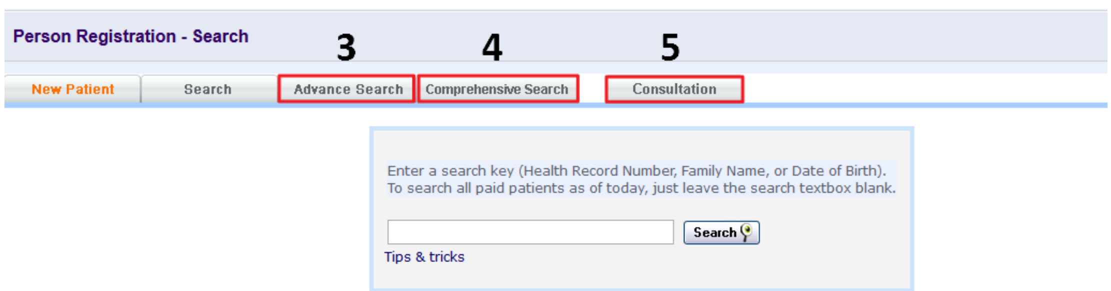


SEARCH PATIENT

1. Click **HSSC** in the left menu.
2. Click **Search Patient** to view patient information.

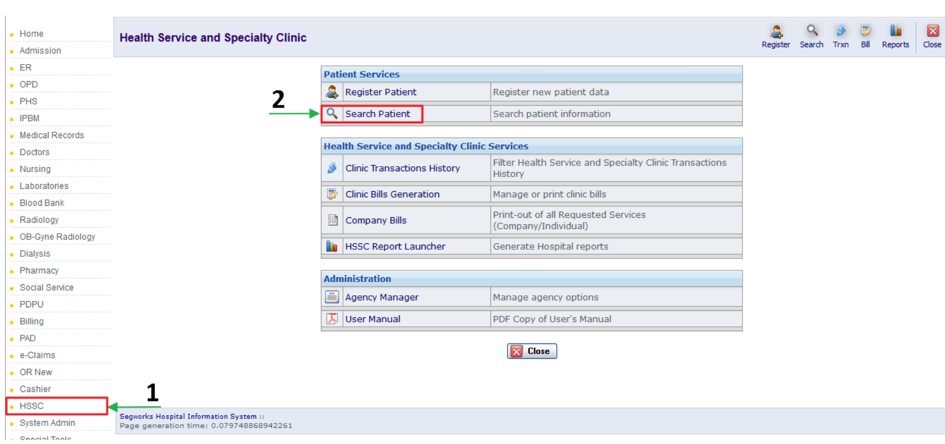


3. Click **Advance Search** to search a patient with specific details.
4. Click **Comprehensive Search** to search a patient by its patient type.
5. Click **Consultation** to search a patient by its case number, name (last name, first name), or encounter date (MM/DD/YYYY)).

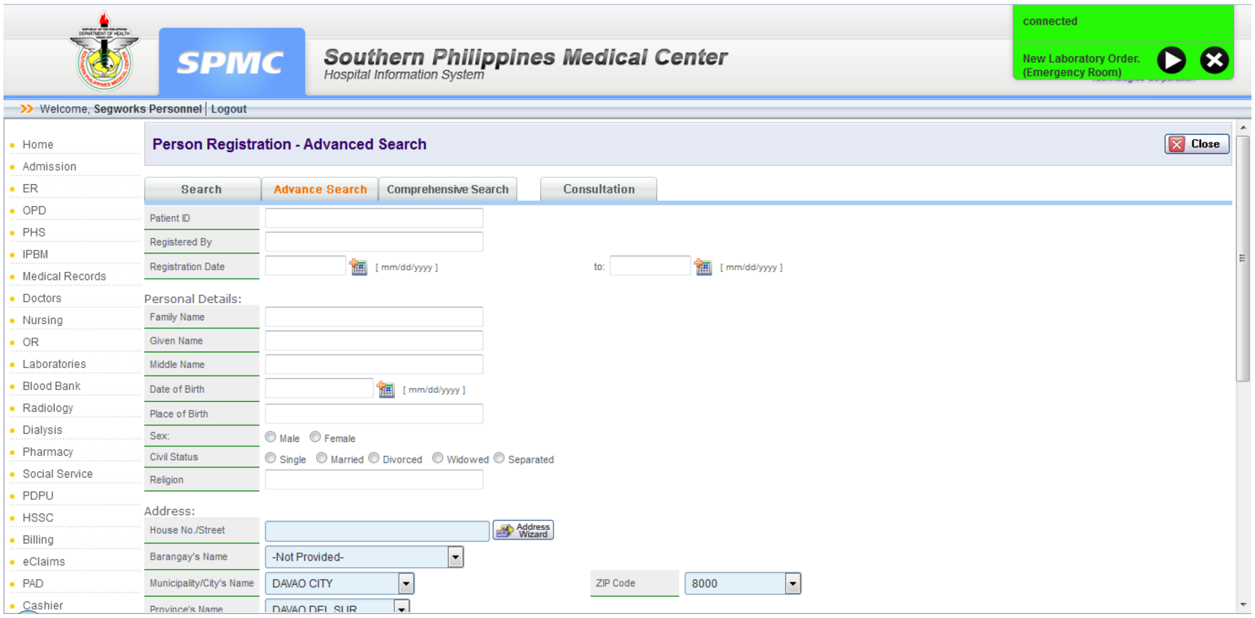


CREATE A TRANSACTION

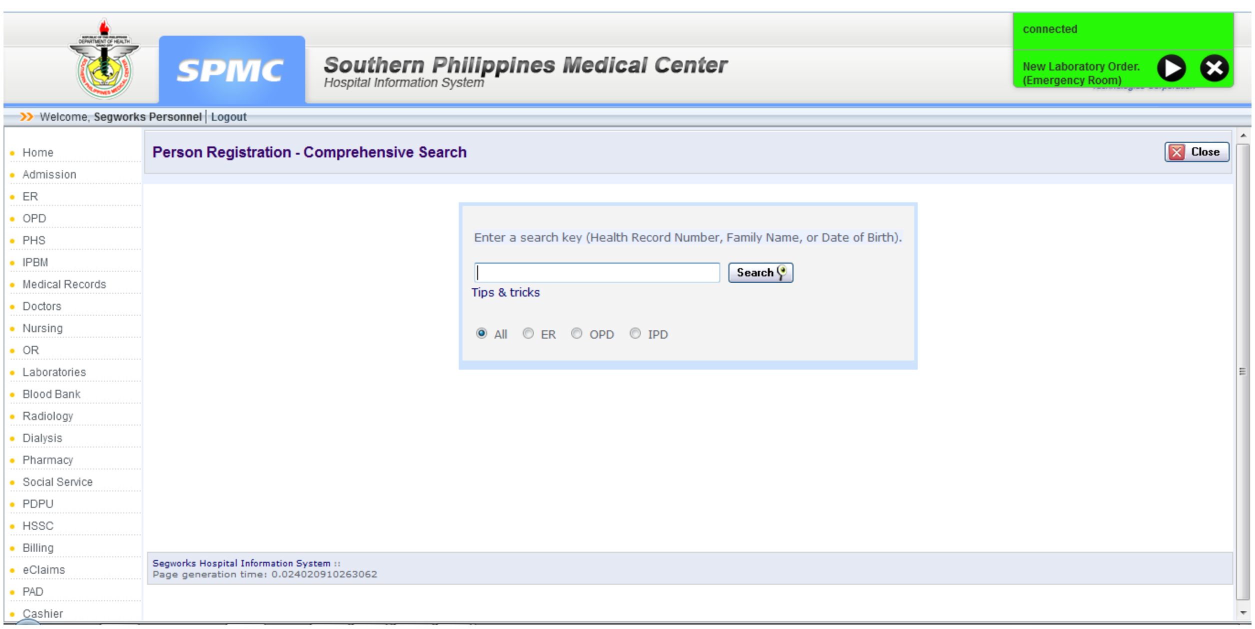
1. Click **HSSC** in the left menu.
2. Click **Search** to search a certain patient to create a transaction.



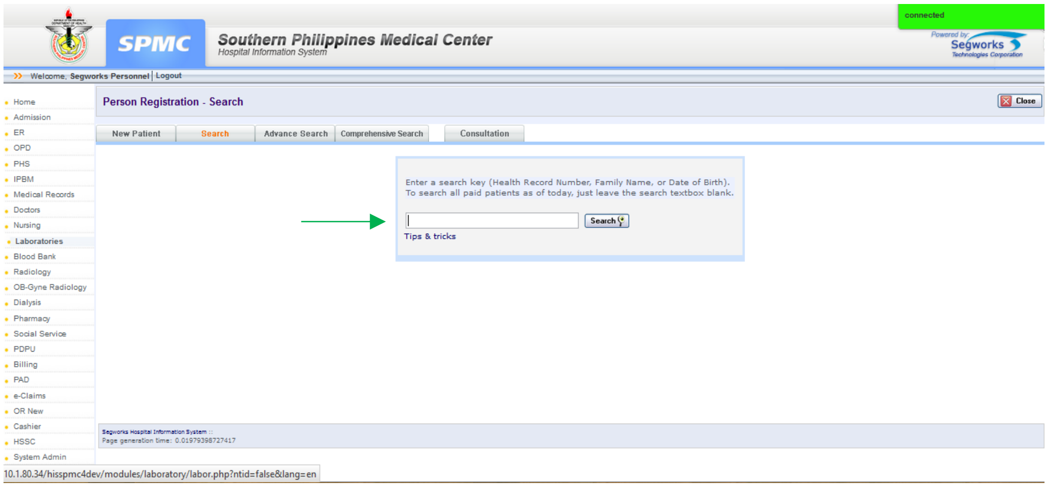
3. Click **Advance Search** to search patient using different details.



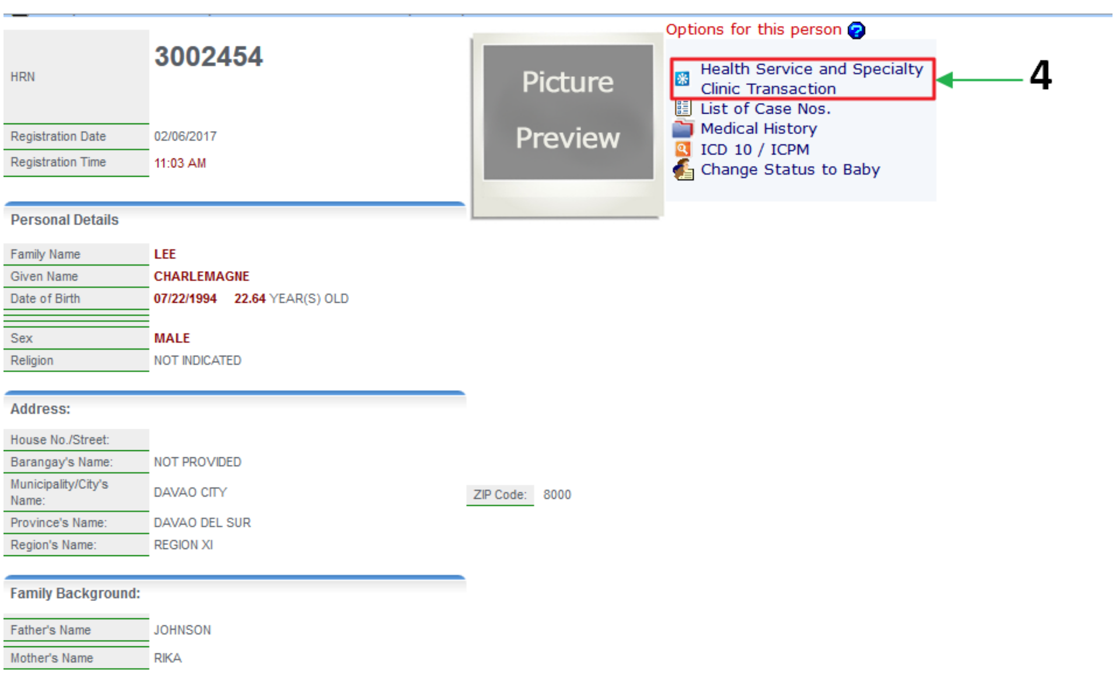
4. Click **Comprehensive search** to search in ER, OPD, and IPD or in all departments.



5. Type the name of the patient in the empty field (Last name, first name, HRN) then click **Search** button.

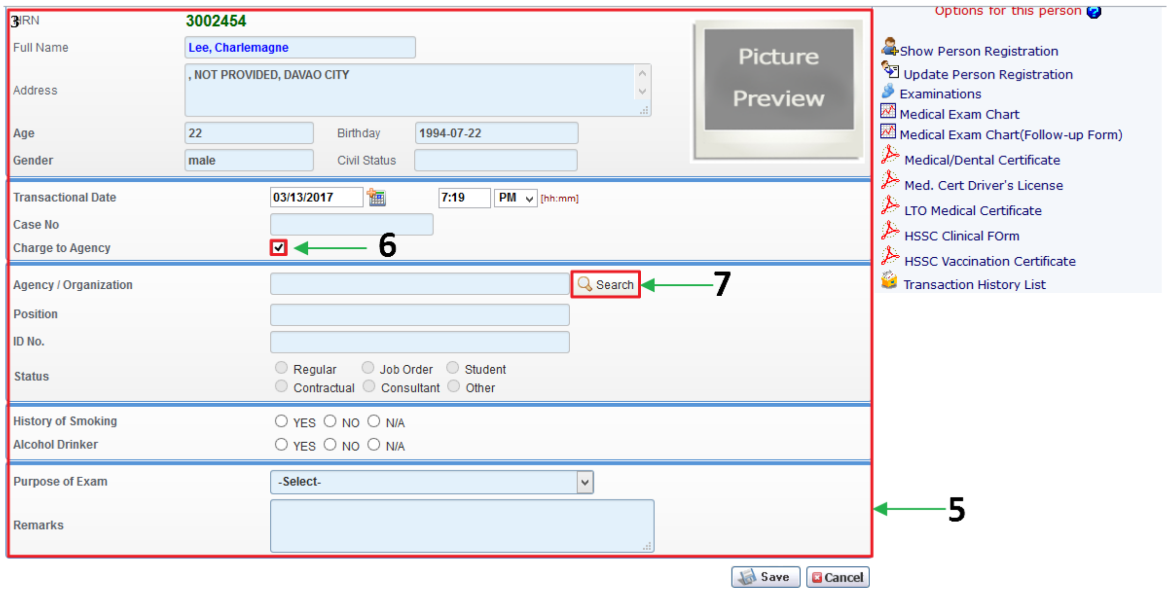


6. Click **Health Service and Specialty Clinic Transaction** at the right side of patient's info.

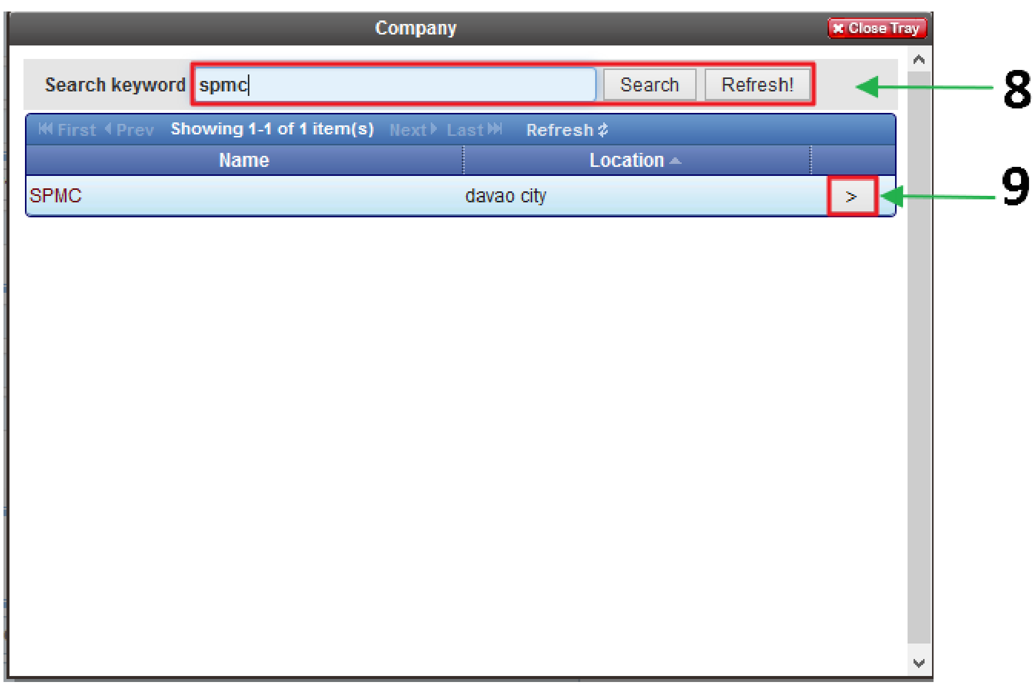


`

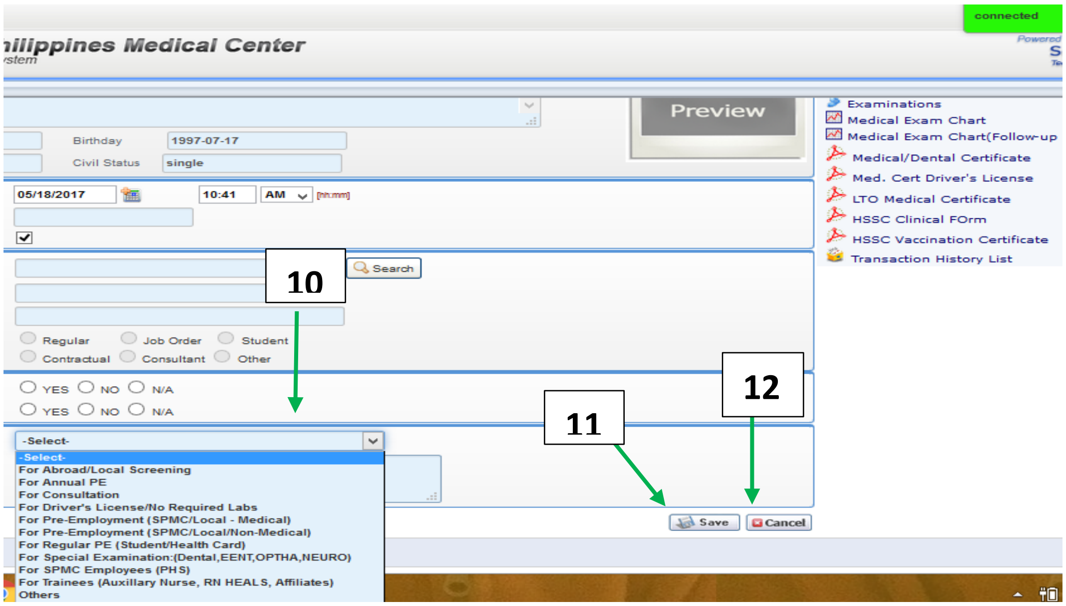
7. Fill in the transaction form with patient's consultation data.
8. Check the checkbox if the patient's transaction is charge to patient's agency or company.
9. If the checkbox is checked, the search button will be visible to search the patient's agency.



10. Upon clicking the search button, search the patient's **company or agency** listed.
11. Click arrow at the right side of the agency's name if it is the patient's agency.



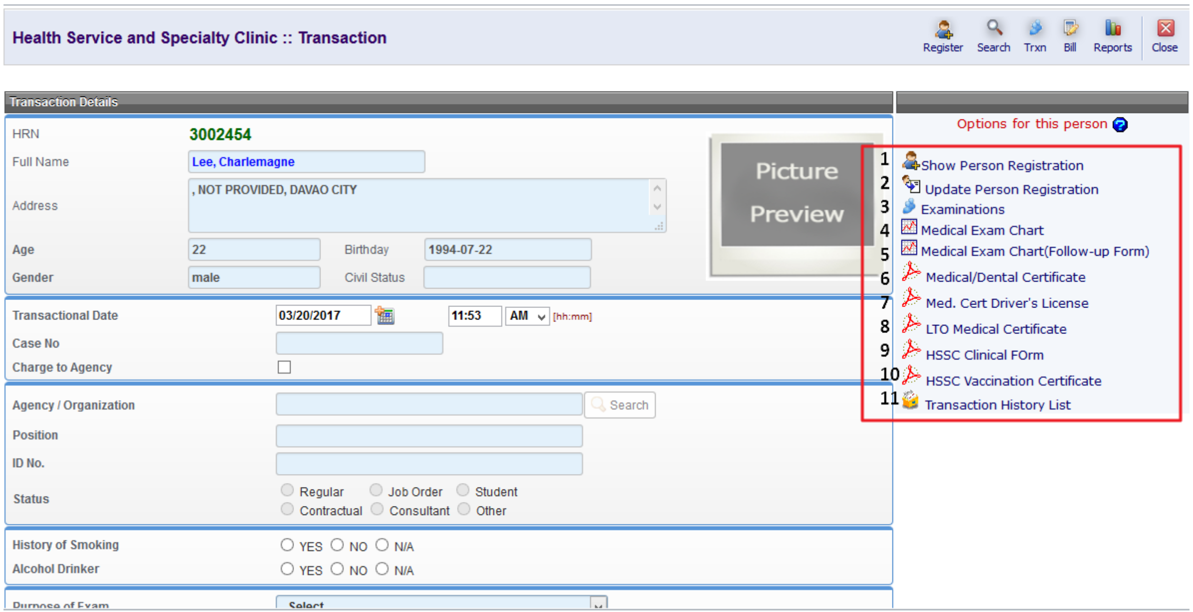
12. Select purpose of the patient's exam.
13. Click **Save** button to save.
14. Click **Cancel** button to cancel the transaction.



PATIENT TRANSACTION'S OPTION

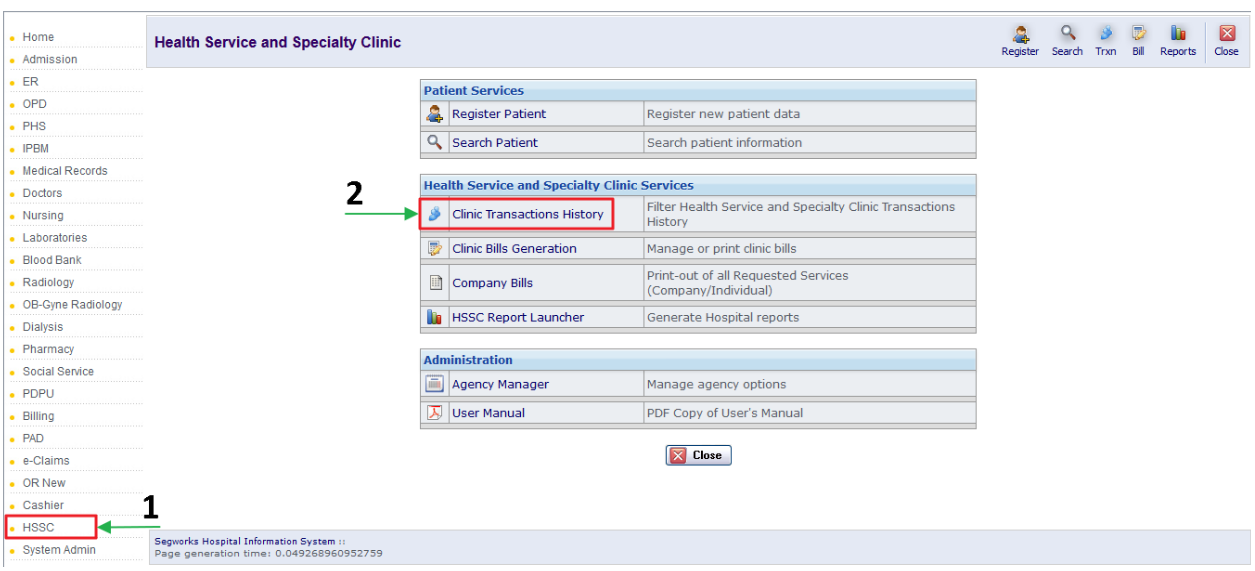
After the patient's transaction, it will show the options possibly needed for the patients.

1. Click **Show Person Registration** to view again the patient's information.
2. Click **Update Person Registration** to edit patient's information.
3. Click **Examination** to request any examination (services) needed for the patient.
4. Click **Medical Exam Chart** to fill in the assessment data needed for patient's examination.
5. Click **Medical Exam Chart (Follow up form)** to fill in the assessment data needed for patient's examination (for follow-up).
6. Click **Medical/Dental Certificate** to view and print patient's result of examination
7. Click **Med. Cert Driver's License** to input data and print certificate of patient's driver license. Note: This is the old medical certificate for driver's license.
8. Click **LTO Medical Certificate** to input data and print certificate for patient's LTO.
9. Click **HSSC Clinical Form** to view and print the patient's data.
10. Click **HSSC Vaccination Certificate** to input data of patient's vaccination.
11. Click **Transaction History List** to view all transaction history of a patient.

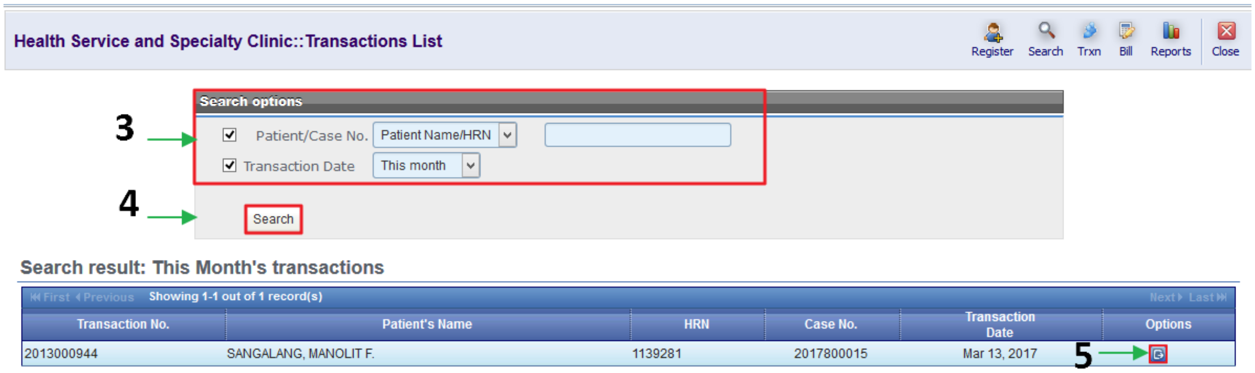


CLINIC TRANSACTION HISTORY

1. Click **HSSC** in the left menu.
2. Click **Clinic Transaction History** at the menu to view all the list of patient/s and transactions in HSSC.

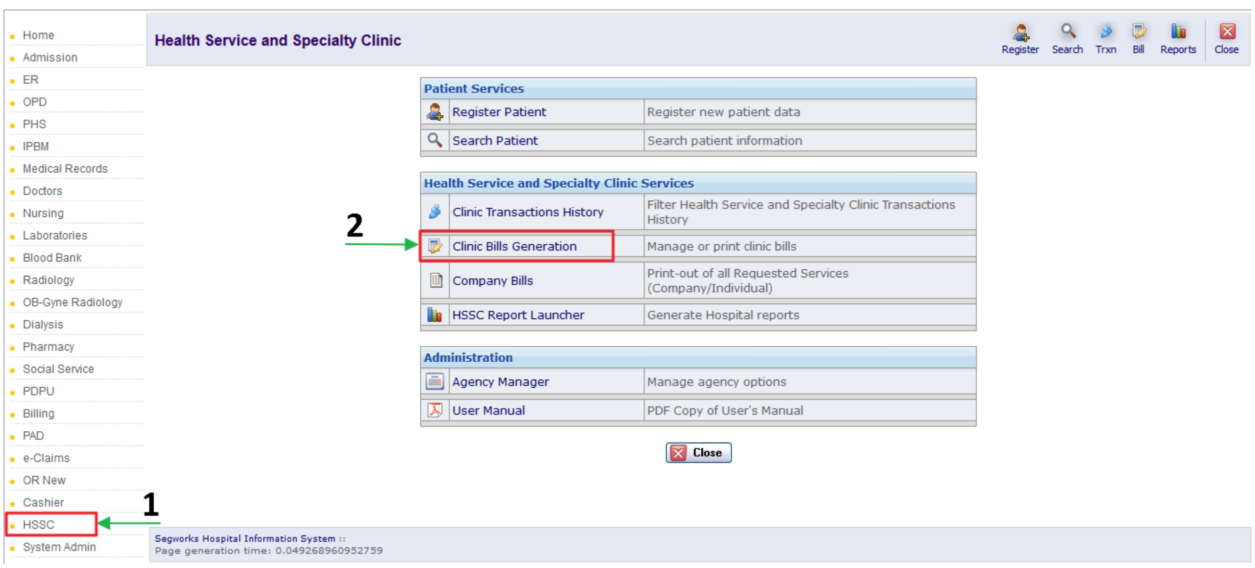


3. Search transaction by **Patient's Name/Cases No. and HRN** by checking the checkbox and input data at the empty field. Or/and check the box and select date **(Today, This week, this month, etc.)** to filter by transaction date.
4. Click **Search** to view the result.
5. Upon viewing the result, click to edit transaction in specific patient.



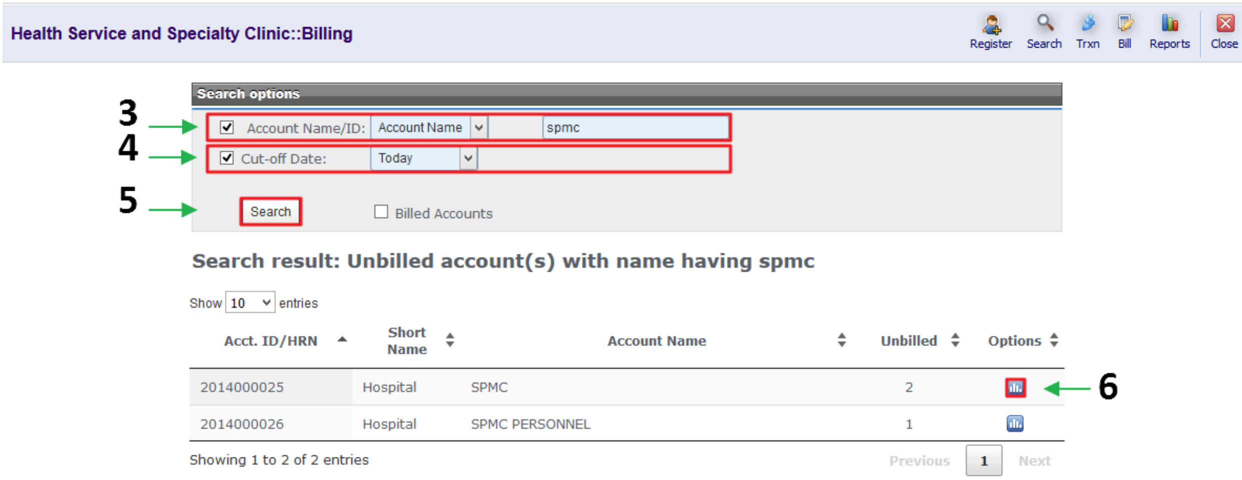
CLINIC BILLS GENERATION

1. Click **HSSC** in the left menu.
2. Click **Clinic Bills Generation** in the menu to manage and print transaction bills.

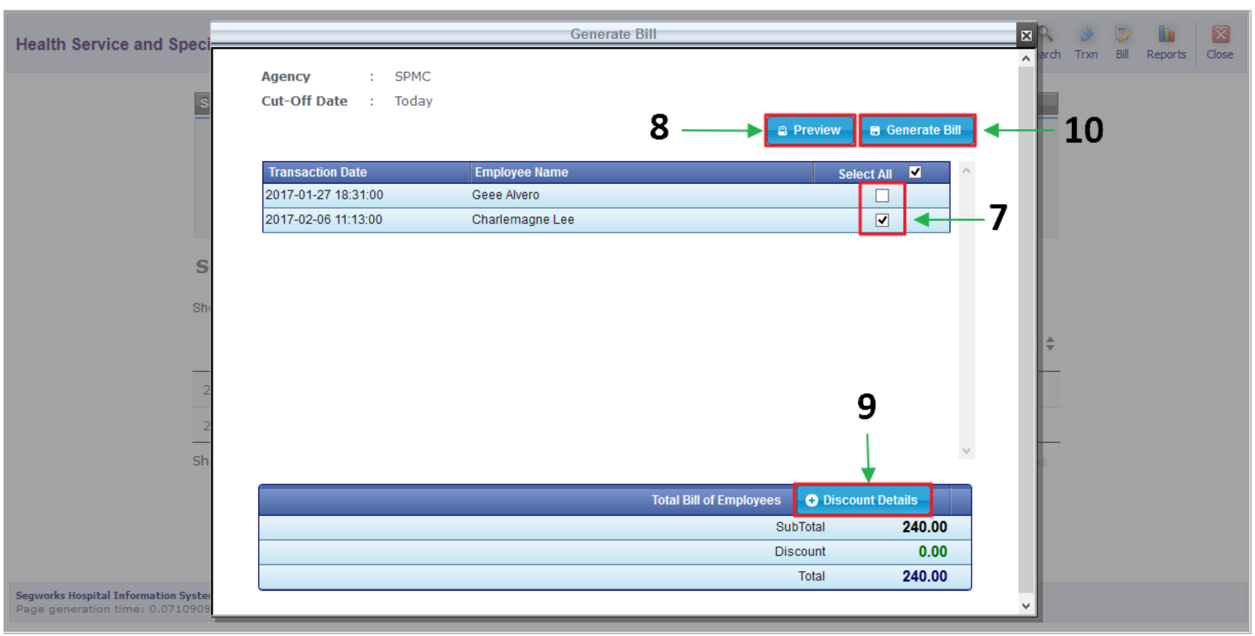


VIEW UNBILLED TRANSACTIONS

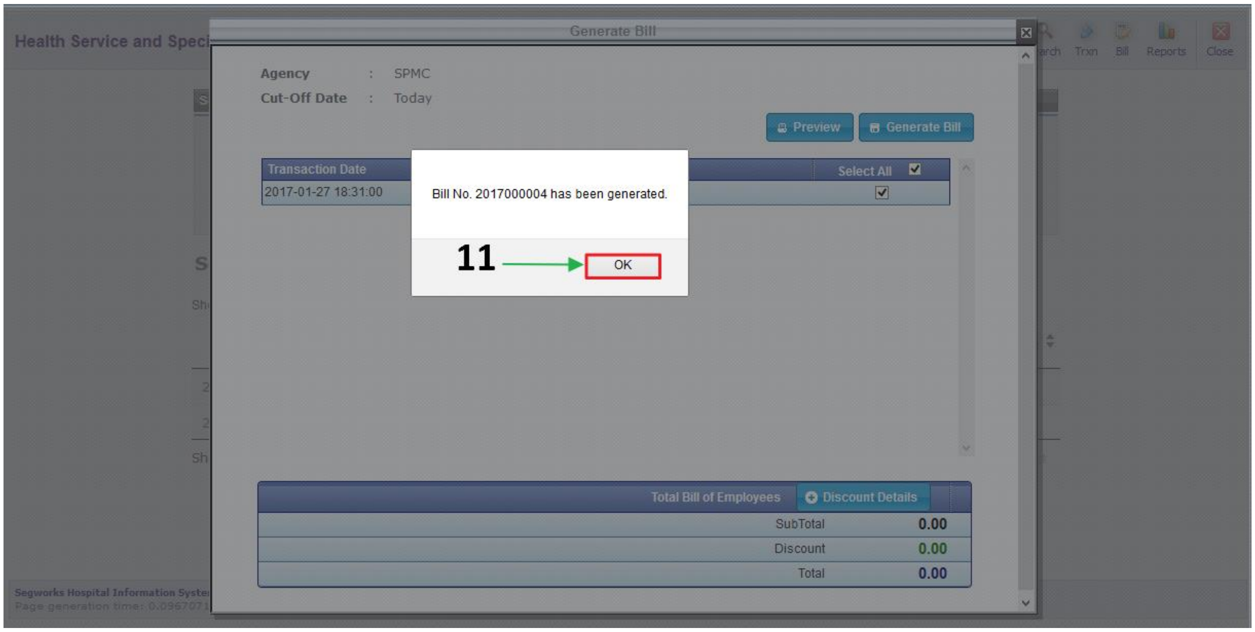
3. Check the checkbox and enter the **Account Name/Account No.** of the patient.
4. Or/and check the checkbox and select the **Cut-off date**.
5. Click **Search** button to display the result.
6. Click logo to view the unbilled transactions.



7. Check the **checkbox** for a specific patient.
8. Click **Preview** to view the statement account of the patient.
9. Or add discount percentage (%) to the patient's bill by clicking **Discount Details** below.
10. Then click **GENERATE BILL** to Generate the patient's bill and it will redirect to the Billed Account and Cashier.

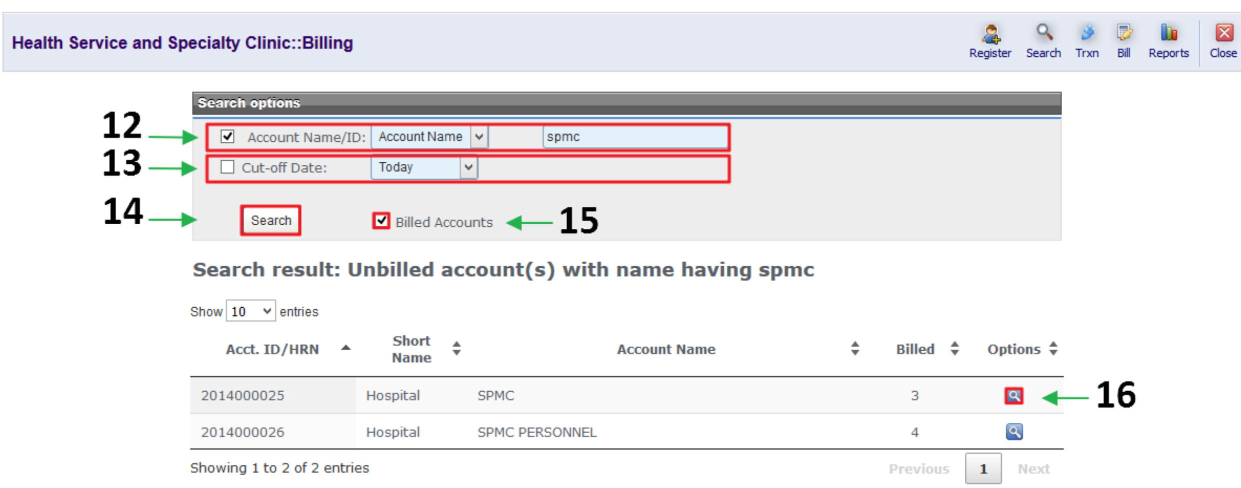


11. Upon clicking **Generate Bill** button, **Bill Number** will be generated. Then click **OK**.



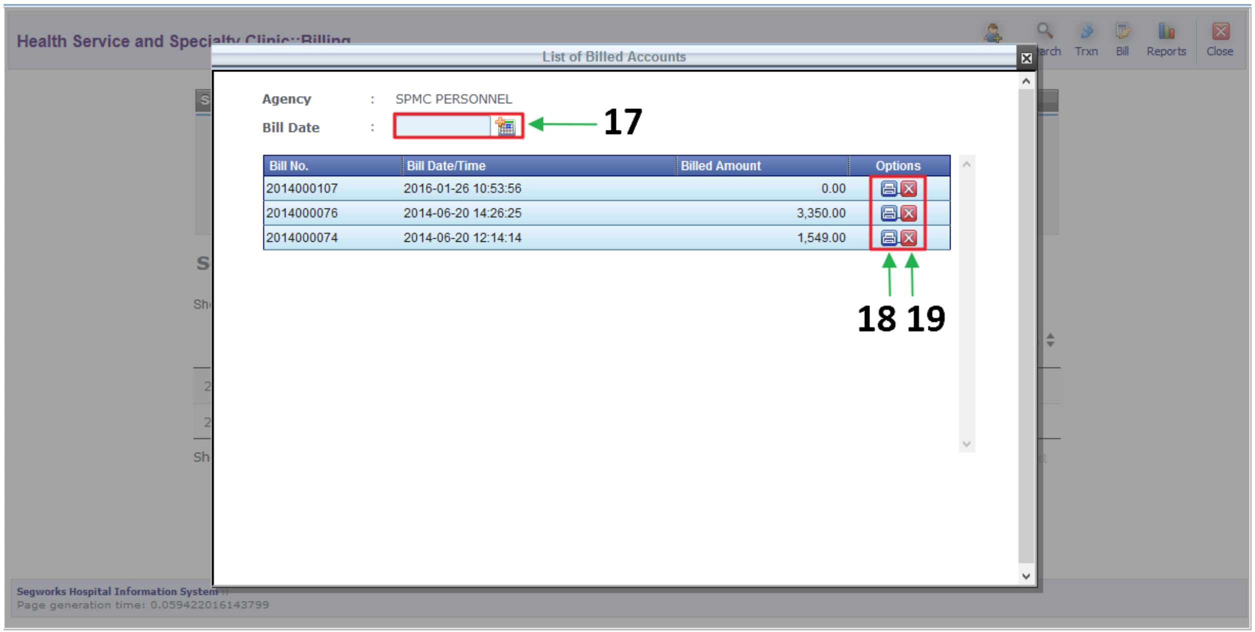
VIEW BILLED ACCOUNTS

12. Check the checkbox and enter the **Account Name/Account No.** of the patient.
13. Check the checkbox and select the **Cut-off date**.
14. Click **Search** button to display the result.
15. Check the checkbox to view Billed Accounts.
16. Click logo to view the billed transactions.
17. Billed accounts (If billed account is checked)



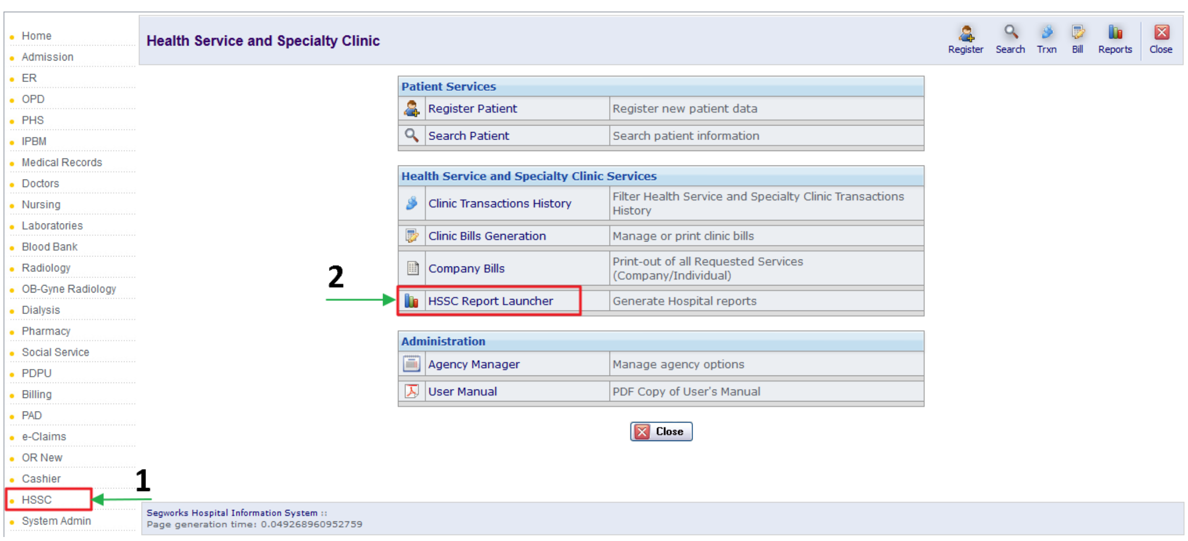
18. Select **Bill Date**.

19. Click to print bill statement.
20. Click to delete bill.



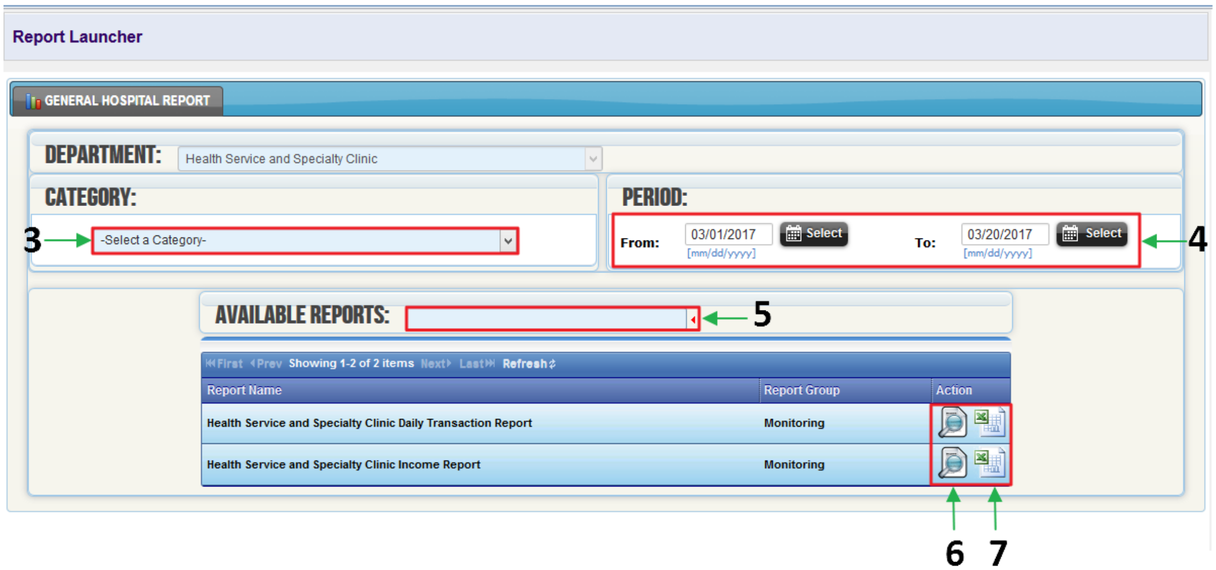
HSSC REPORT LAUNCHER

1. Click **HSSC** in the left menu.
2. Click **HSSC Report Launcher** to generate HSSC reports.

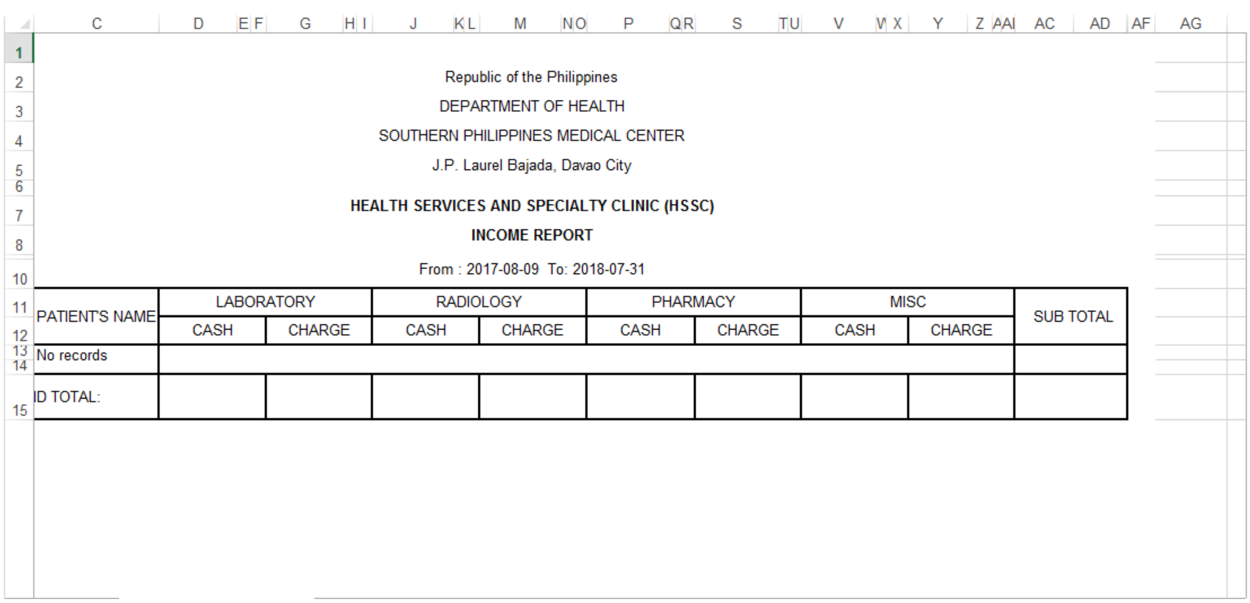


3. Select what Category.
   Note: If select none, it will display as **All**.

4. Select Period of transaction date.
5. Search specific **report** in an empty field and it will automatically display results.
6. Click to view report in PDF format.
7. Click to view report in EXCEL format.



Example Report



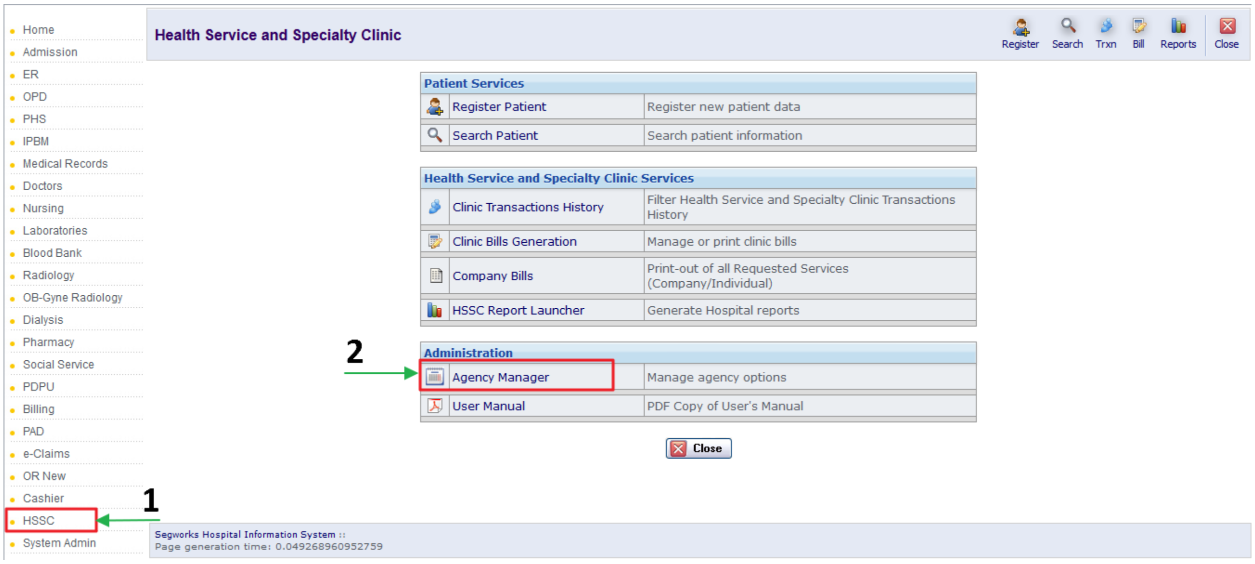
Republic of the Philippines
DEPARTMENT OF HEALTH
SOUTHERN PHILIPPINES MEDICAL CENTER
J.P. Laurel Bajada, Davao City

HEALTH SERVICES AND SPECIALTY CLINIC (HSSC)
INCOME REPORT
From : 2017-08-09 To: 2018-07-31

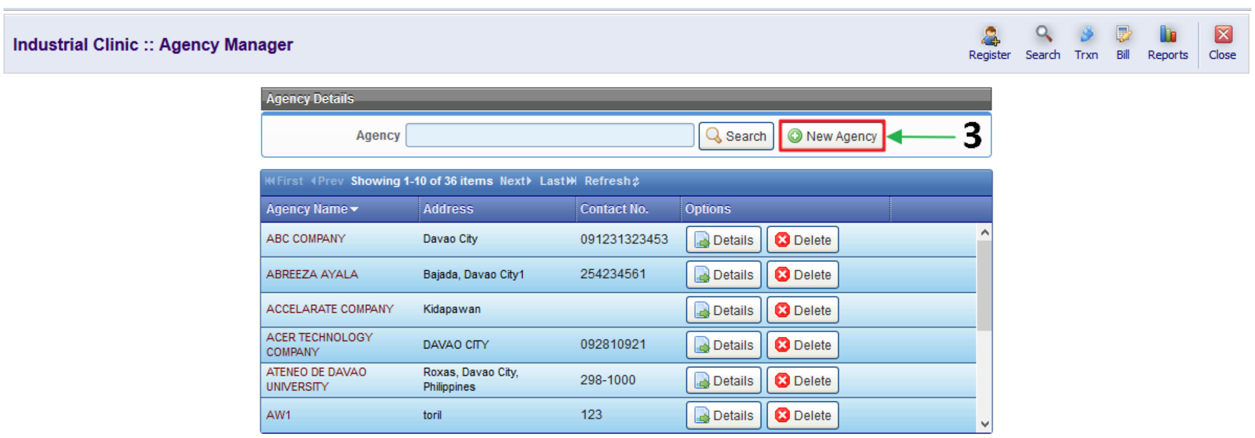
PATIENT'S NAME	LABORATORY		RADIOLOGY		PHARMACY		MISC		SUB TOTAL
	CASH	CHARGE	CASH	CHARGE	CASH	CHARGE	CASH	CHARGE	
No records									
ID TOTAL:									

AGENCY MANAGER

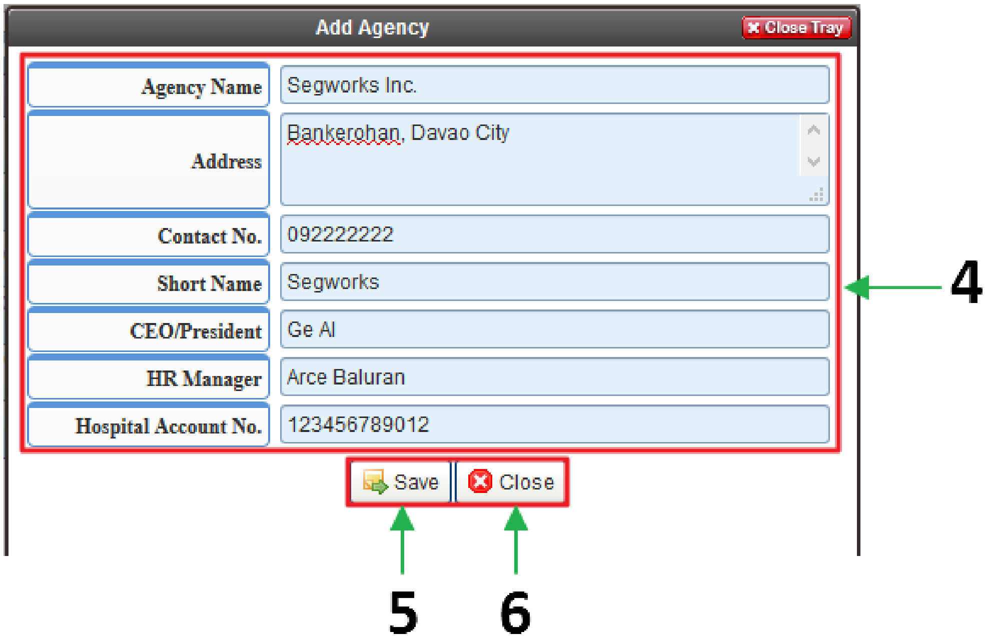
1. Click **HSSC** in the left menu.
2. Click **Agency Manager** in the menu.



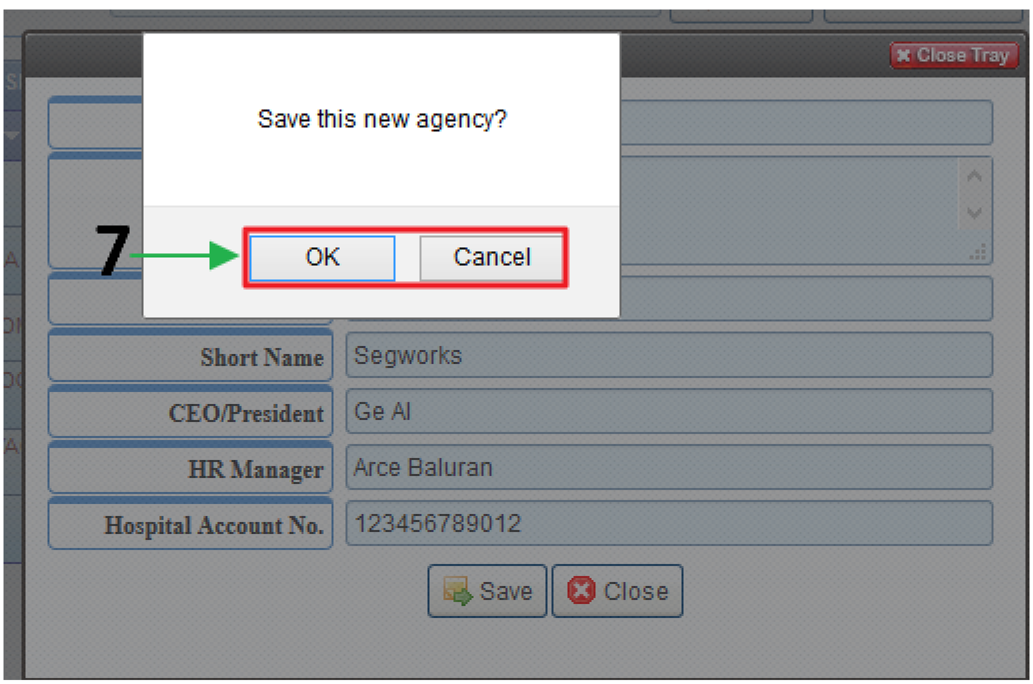
3. Click **New Agency** button to add agency.



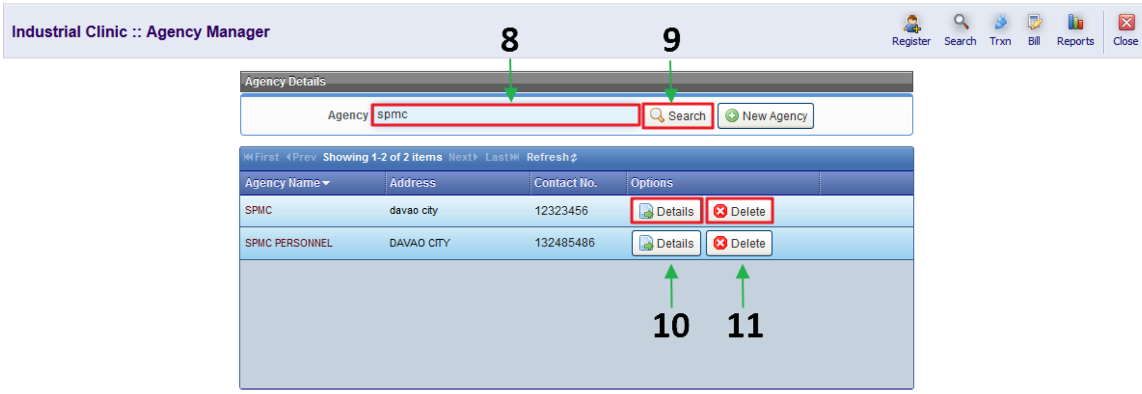
4. Fill in Agency's details.
5. Click **Save** button to save data.
6. Or click **Cancel** button to cancel adding new agency.



7. Click **OK** to save new agency. Or click **Cancel**.

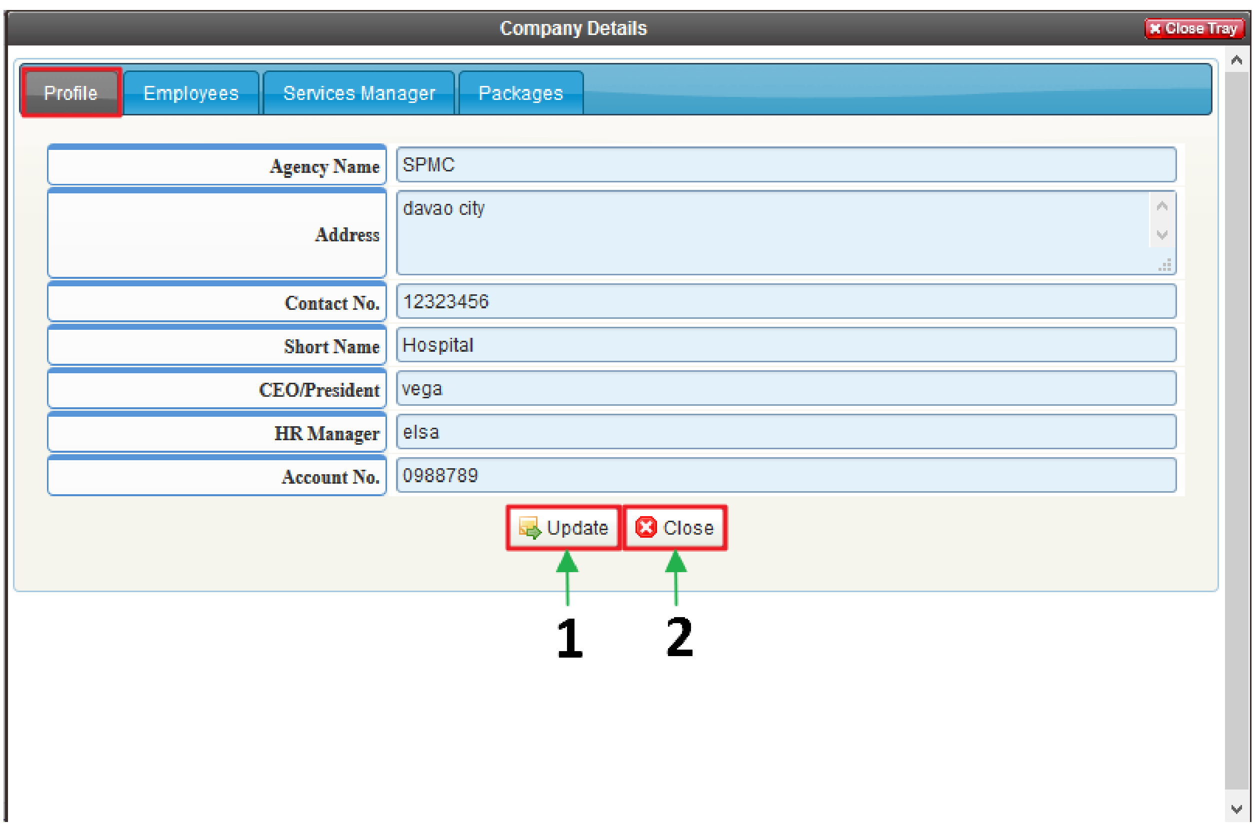


8. Search **Name** of the existing agency/company.
9. Click **Search** button to view the result.
10. Click **Details** button to view the company details.
11. Click **Delete** button to delete the agency registered in the system.



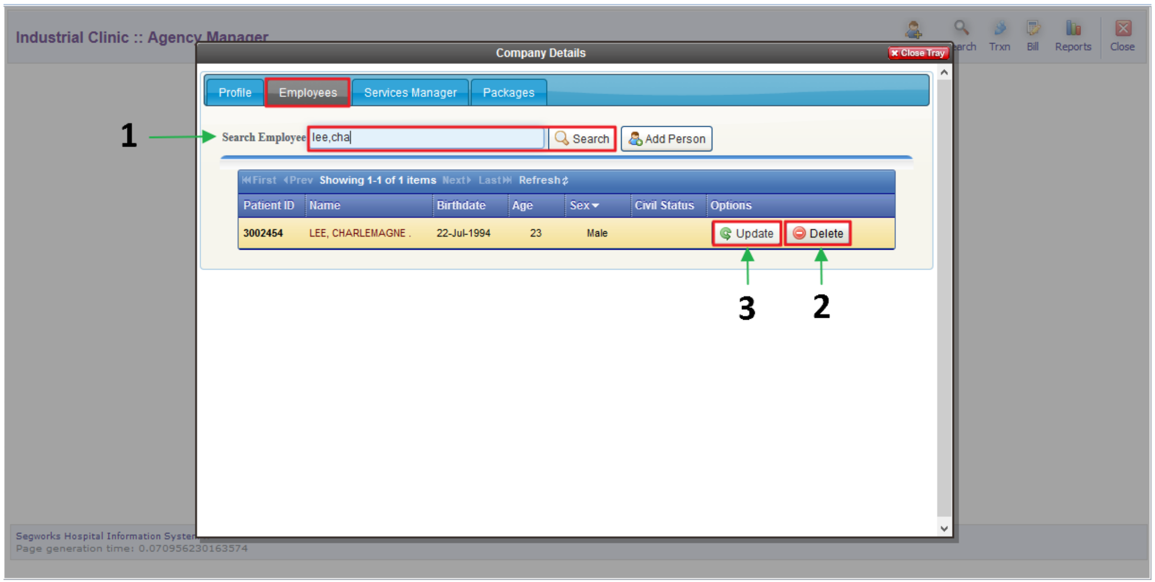
A. PROFILE

1. Upon clicking **Details** button select the area you want to update then click **Update** button to update details of the agency.
2. Click **Close** to close the form.

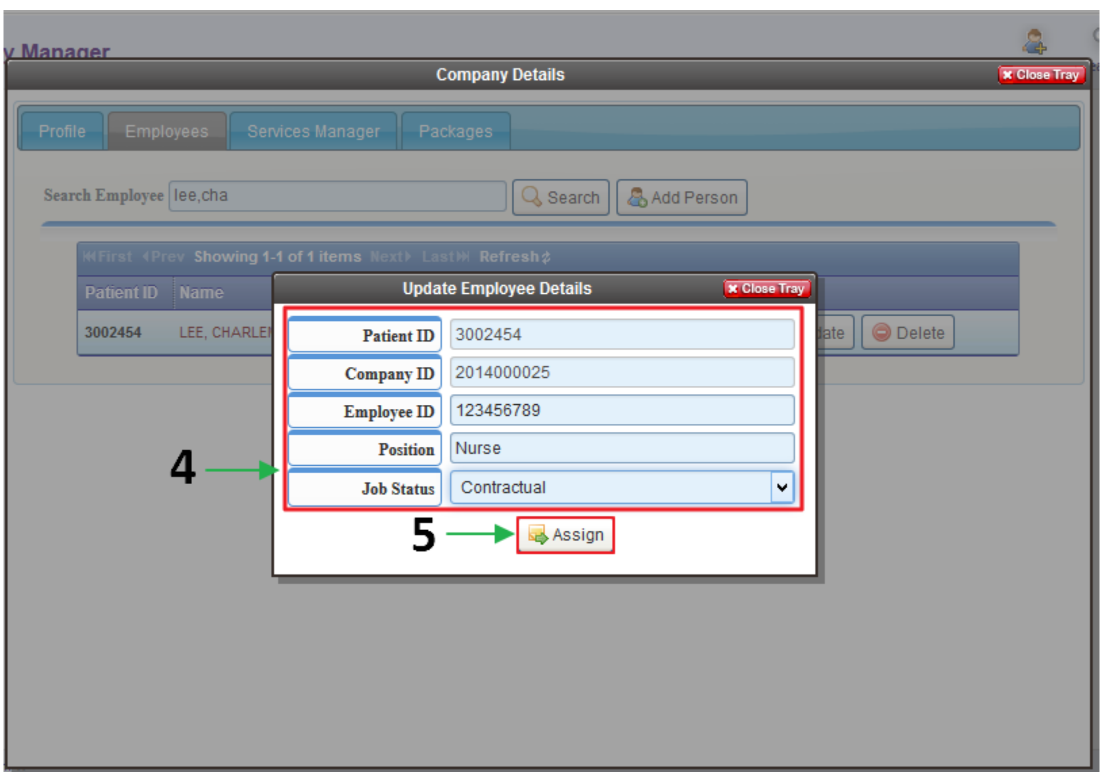


B. EMPLOYEES

1. Click **Employees tab**
2. Input the name of the employee at the empty field then click **Search** button to search.
3. Click **Delete** button to delete employee.
3. Click **Update** button to update employee's detail.



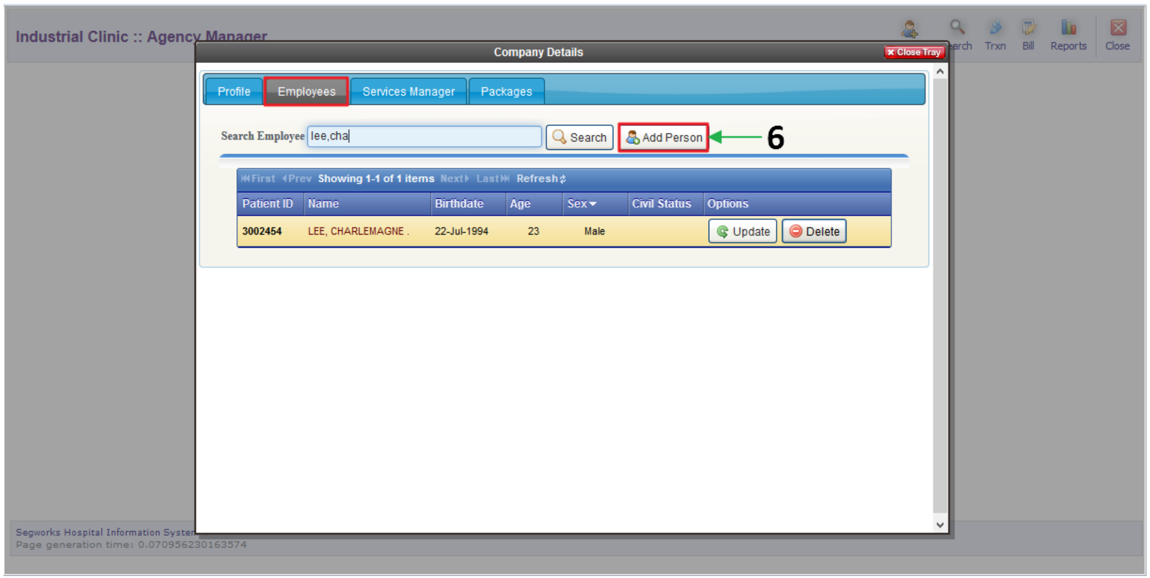
4. Update employee's details.
5. Click Assign button to save update data.



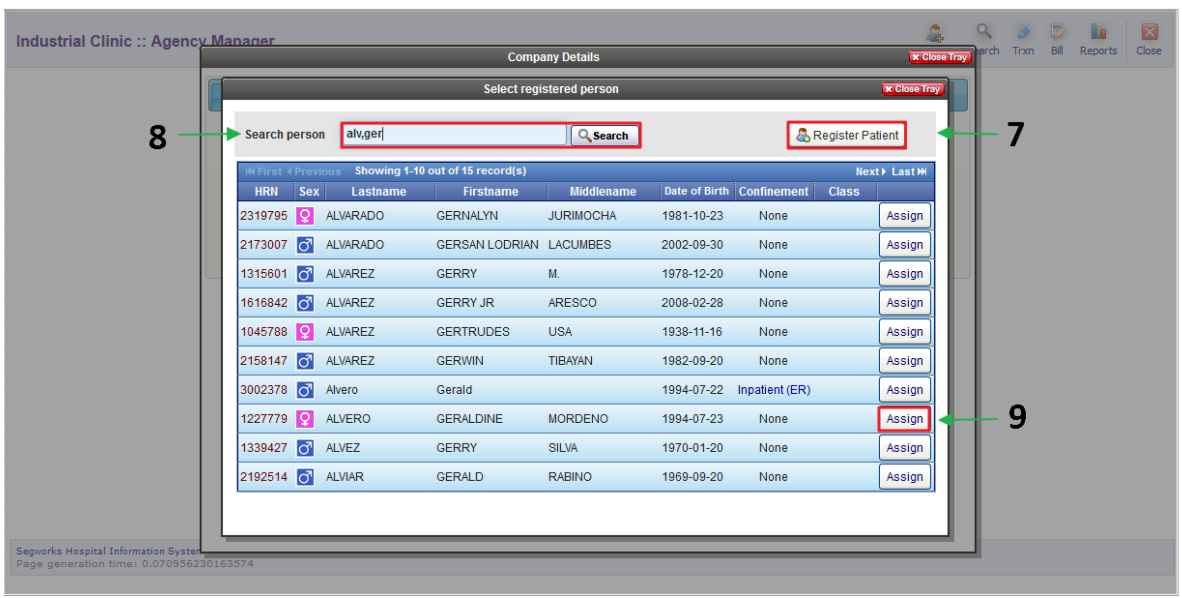
`

ADD EMPLOYEE

6. Click **Add Person** button to add new employee.



7. Click **Register Patient** button to fill in triage and register a patient in the system
8. Enter HRN, patient's name then click search button.
9. Click **Assign** button to assign selected employee in the agency/company.



10. Fill in details of new assigned employee.
11. Click **Assign** button to assign employee to Company.