

KWAZULU NATAL eHEALTH SYSTEM

Training Manual

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1. INTRODUCTION

1.1 Purpose

The purpose of this manual is to provide instructional support and guidance to authorized user(s) who use the KZN eHealth System. The manual focuses on access, navigation and use of the system.

2. KZN eHEALTH SYSTEM

2.1 About the system

KZN eHealth System is a web based application that is used to create and store patient records in a hospital.

2.2 Minimum System Requirements

The system is recommended to be accessed in the following Internet browsers:

- Chrome
- Fire Fox
- Android
- IOS

2.3 System Accounts

There are eight different types of accounts:

- Admin Clerk Standard account that allows Clerks to search, view, edit and register patients in the system, print the carrier card, and attach referral letter of a patient.
- Nurse Account that allows Nurses to search and view patients, update
 certain details, add vitals readings and view vitals readings, make note and view
 previous note done by other nurses and doctors, add new specimen record,
 view and update specimen record, search and view previous test records and
 order new tests, admit and discharge a patient.
- Doctor- Account that allows doctors to search patient details, add vitals, add consultation notes and view previous notes from other doctor and nurses, make appointments, make prescription, request X-ray, referee a patient to another clinic within a facility or to another facility, add new specimen and tests, search and view previous tests.
- Medical Manager Account that allows Medical Managers to search patient details, add new specimen and tests, search and view previous tests.
- Management Account that allows Managers at different levels to view Reports.
- IT system support and IT system administrator These accounts will have unconditional access to the system. They can add, modify or remove existing user(s) profile(s) to/from the system and also give them a role. The System Administrator will be managing all activities in the system.

- Pharmacist- This account allows the pharmacy people to view orders and dispense medication for the patient.
- **Radiologist-** This account allows a radiologist to view X-ray request and add report for X-rays done for the patient.
- Phlebotomist- This account allows phlebotomist to edit specimen.

2.4 User Access forms

All users are required to fill in the KZN eHealth application form which will be available on the KZN health intranet. Upon completion user(s) are to submit the signed forms to the system support administrators at: systemsupport@kznhealth.gov.za.

Upon receipt of the completed application forms, the user account will be activated and users will be granted access to the system. Username and Password will be emailed to the email address provided in the application form.

2.5 How to access the KZN eHealth

Open the web browser and type http://ehealth.kznhealth.gov.za as illustrated below.

3. GLOSSARY

Abbreviations	Full Names
MD	Medical Doctor
MID	Medical Intern Doctor
Р	Phlebotomist
PN	Professional Nurse

4. LOGIN

- > To login, enter username and password in the textboxes provided as shown in Figure 1 below.
- After entering the username and password, click on the "Login" button, you will then be directed to the landing page associated with your user level.



Figure 1

5.FORGOT PASSWORD

- ➤ The system allows the user to forgot password by click on the "Forgot Password" link as shown above in Figure 1.
- Upon clicking the "Forgot Password" shown in Figure 1 above, you will then be directed to the page "User security Questions" shown in Figure 2 below.

NB: These are the same questions that are captured during the self-registration process (see user guide to self -registration).

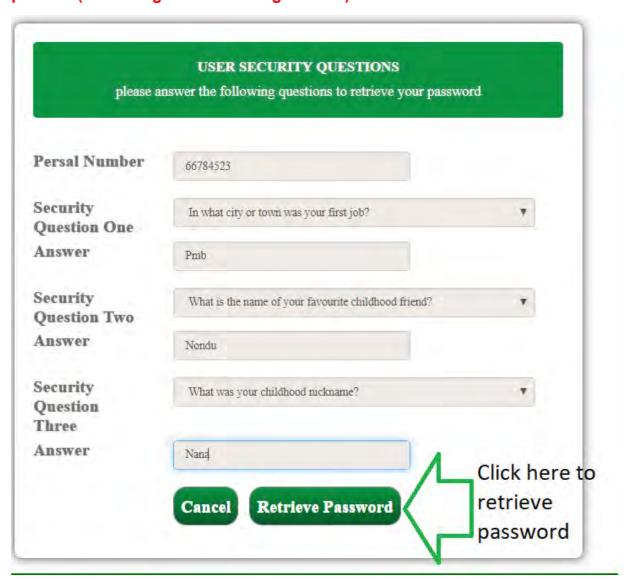


Figure 2

- > The user will have to give the same answers that was used during registration to retrieve password.
- ➤ Upon clicking the "Retrieve password" button, password is sent to the email if the user has the email. But if the user does not have the email, the password will pop up on the screen as shown in Figure 3 below.



Figure 3

6. LANDING PAGES

Landing pages are associated with your user level.

6.1 WARD ADMIN CLERK

This page contains; (see Figure 3 below):

- Search patient
 - -Used for searching for the patient record
- Add a patient
 - -Used for adding a new patient record
- Print carrier card
 - -Used to print a carrier card for patient

SEARCH PATIENT

Patient search is done in two ways:

- **Search** This is a normal search where a user search by patient visit number (PVN) or ID number.
- **Alternative search** The user search by surname or gender or date of birth or both. See Figure 4 below.
 - Search a patient using patient visit number or patient ID number as show in Figure 4 below

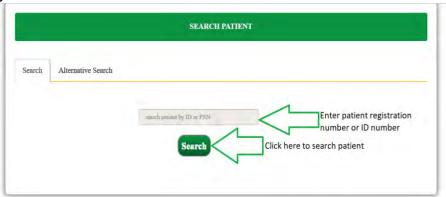


Figure 4

- ➤ If records are found the patient's record will be displayed. See Figure 5 below:
- Click "Edit" to change patient details
- > Click "File and Document" to upload patient file or Documents as show below.

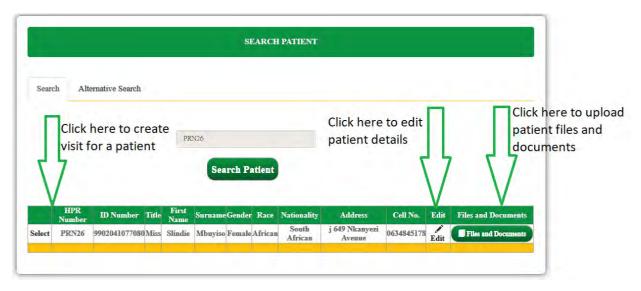


Figure 5

Upon clicking "File and Document" you will be directed to this page shown in Figure 6



Figure 6

- ➤ Upon selecting "Select" button you will be directed to the page shown below in Figure 7.
- > You can generate a visit card and view appointments but first you have to select the district and the institution as shown in Figure 7 below.



Figure 7

➤ Upon selecting "Create Visit" button instructions to proceed with patient visit will be displayed as shown below in Figure 8.

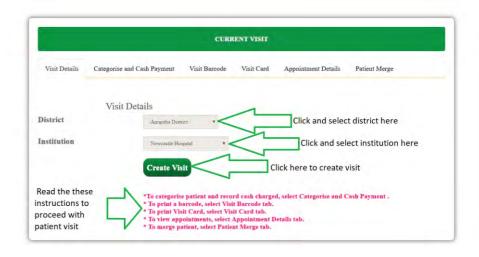


Figure 8

Click "Category and cash payment" tab and enter all the required field as shown in Figure 9 below

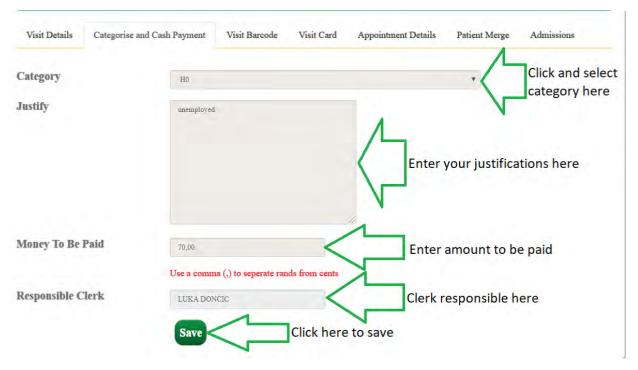


Figure 9

- ➤ Upon clicking "Save" from Figure 9 above, an alert will pop up as shown in Figure 10 below.
- Click "Ok" to confirm cash charged to a patient as shown in Figure 10

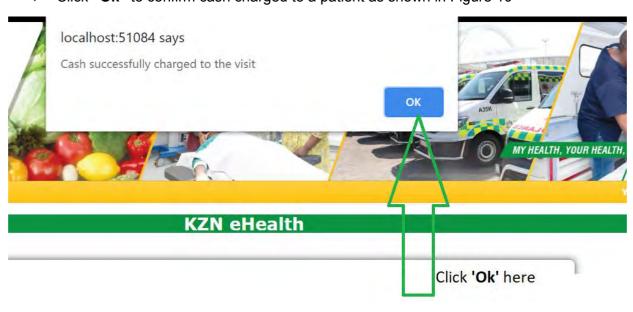


Figure 10

Click 'Record Payment' to record cash paid by patient as shown in Figure 11.

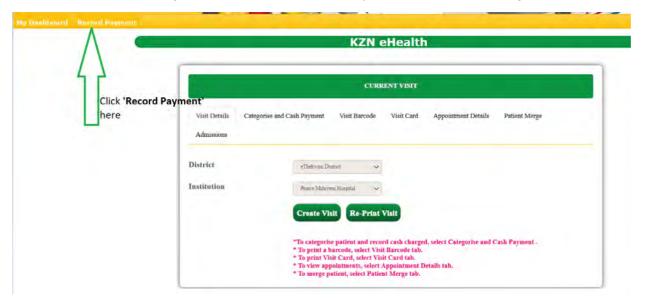


Figure 11

- ➤ Enter the **PVN** to search patient as shown in Figure 12
- Upon clicking 'Search' button, the below table will be shown and click 'Select' to record payments as shown in Figure 12 below



Figure 12

➤ Enter amount paid by the patient and click 'Record Payment' button to save payments as shown in Figure 13.



Figure 13

> Click "Visit barcode" tab to print patient visit barcode as shown in Figure 10



Figure 14

> Click "Visit Card" tab to print patient visit card as shown in Figure 11

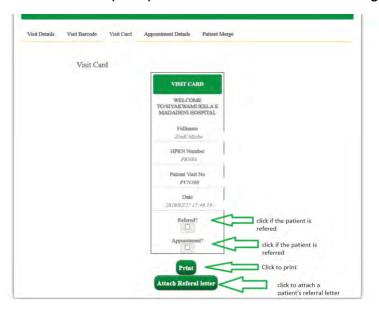


Figure 15

➤ Click "Appointment Details" tab to view appointments as shown in Figure 12



Figure 16

- > To merge (Joining the 2 records to one) two record of the same patient:
 - 1. First search for the old patient record (**Referrer to Figure 4 to Figure 5**)
 - 2. Then select on the tab "Patient merge".
 - 3. Upon clicking the tab "**Patient merge**" you will be directed to the page show in Figure 13 below.

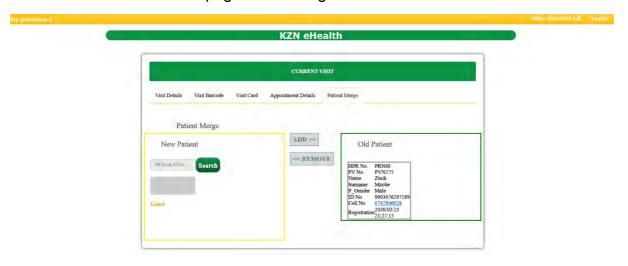


Figure 17

- > Search a new patient record to merge (Joining the 2 records to one) as shown in Figure 14
- > Add the patient to merge (Joining the 2 records to one) as shown in Figure 14



Figure 18

> You then merge (**Joining 2 records to one**) the two patient record by clicking the button "**merge**" as shown in Figure 15 below.

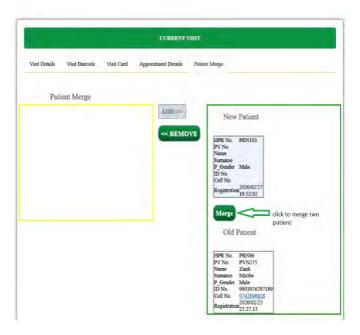


Figure 19

➤ If you want to find where the patient is admitted to, click the tab Admissions as shown in the below Figure 16



Figure 20

ADDING NEW PATIENT DETAILS

> After searching and the patient is not found, the user can add a patient. See Figure 17 below.

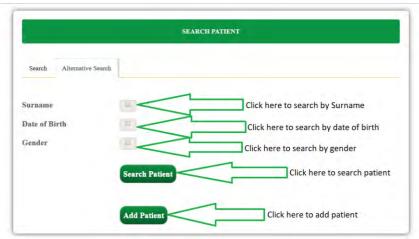


Figure 21

- ➤ Upon clicking the "Add Patient" button you will then be directed to the page shown below in Figure 18
- > On this page you are required to enter the patient details in the provided fields and select where is required as shown in Figure 18 below.
- ➤ All the fields represented by a red asterisk * are compulsory to be entered otherwise you won't be able to proceed with patient registration. As shown in Figure 18 below.

Personal Details Co	ntact Details Next of Kin Details
Unknown	
	* tick checkbox if patient is unknown
First Name(s)	Slindie
Surname	Mbuyiso
Nationality	South African *
D Number	9903041178080
Date of Birth	1999/03/04
Γitle	Miss
Marital Status	Single v
Gender	Female *
Race	African 🔻 *
Home Language	isiZulu ▼

Figure 22

- ➤ Upon clicking the "Next" button, you will then be directed to the page shown below in Figure 19.
- > On this page you are required to enter the contact details in the provided fields and select where is required as shown in Figure 19 below.



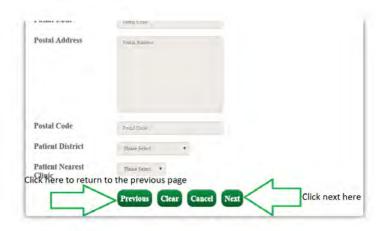


Figure 23

- ➤ Upon clicking the "Contact Details" tab, you will then be directed to the page shown below in Figure 20.
- Enter all the required fields as shown in Figure 20 below.



Figure 24

- ➤ Upon clicking the "Next" button, you will then be directed to the page shown below in Figure 21.
- ➤ On this page you are required to enter the next of kin details in the provided fields and select where is required as shown in Figure 21 below.
- Click "Save" button to add patient information as shown below

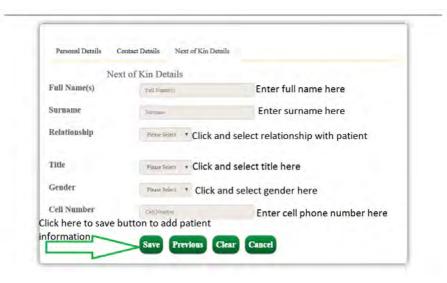


Figure 25

➤ Upon clicking "Save" you will get an alert as shown in Figure 22 below



Figure 26

- ➤ Upon clicking 'Ok' from Figure 22 above, you will be directed to Figure 23 below.
- > The system will generate patient registration number after adding the patient as shown in Figure 23 below.

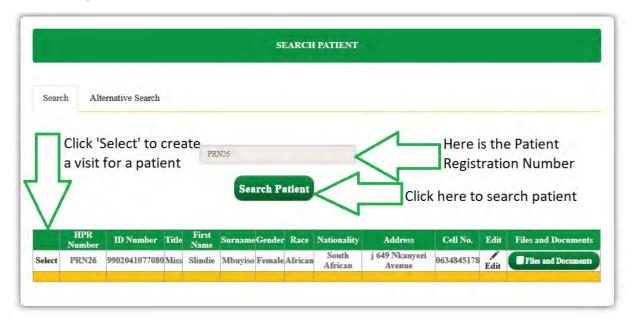


Figure 27

➤ If the patient loses the "Patient Visit Card", you can re-print the visit for the patient as shown in Figure 24

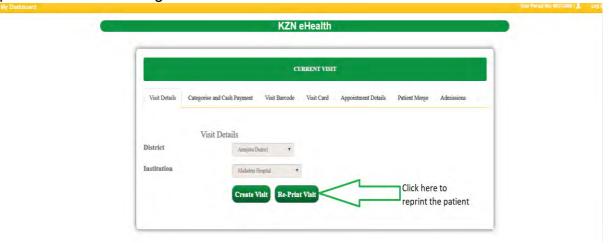


Figure 28

Printing Patient Demographics

- Search the patient using the patient registration number as shown in Figure 25.
- Click 'Demographics' button to print patient demographics as shown in Figure 25 below.

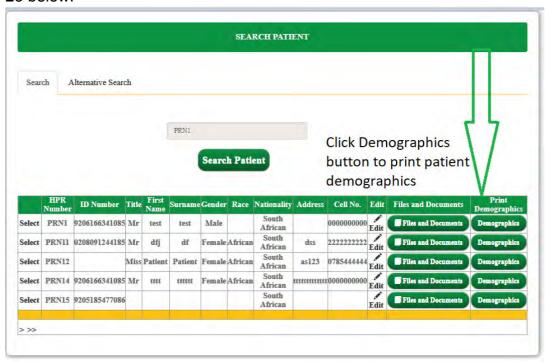


Figure 29

- ➤ Upon clicking "**Demographics**" button you will be directed to page shown in Figure 26.
- Click the "Print" button to print patient demographics as shown in Figure 26 below.

health Department: Health PROVINCE OF KWAZULU-NATAL PATIENT DEMOGRAPHICS				
PRN	PRN26			
Personal Details				
Surname	MBUYISO			
First Name (s)	SLEDIE			
Gender	FEMALE			
Address	1 649 NKANYEZI AVENUE			
Cellphone Number	0634845178			
Number of dependent children				
Next of Kin Details				
Name	ZAMO BELE			
Relationship				
Contacts	0647198877			
Clerk Name	LUKA DONCIC			

Figure 30

6.2 ENROLLED NURSE/ PROFESSIONAL NURSE HOME PAGE

Refer to login section for logging in Figure 1. (Landing pages are associated with your user level)

This page contains:

- Nurse's Dashboard in Figure 31)
 - -Used to demonstration what a Nurse can do
- Record Admission
 - -Used to record every patient that has been admitted
- Assessment Form
 - -Used to add or enter some assessment from a patient
- Vitals
 - -Used to add a patient Vital Signs
 - -Used to add nurse's notes for a patient
- Free Bed
 - -Used to release a bed after a patient has been admitted

Nurse's Dashboard

- Click on "Admission Record" icon to record admissions
- Click on "Assessment Form" icon to fill in the assessment form.
- > Click on "Vitals" icon to add patient vital signs and nurse's notes
- Click on "Urinalysis" icon to record the urinalysis
- Click on "Files and documents" icon to upload files or documents
- > Click on "Free Bed" icon to release the bed after patient has been discharged
- Click on "A&E Vitals" icon to add vital signs where patient is at casualty

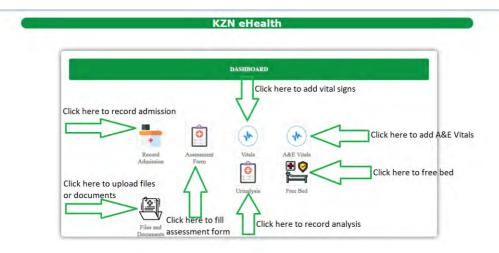


Figure 31

ADMISSION RECORD

➤ Here you search a patient that has been admitted by the doctor, using their Patient visit number as shown in Figure 32.



Figure 32

- ➤ Upon Clicking "Search" button you will be directed to the page shown in Figure 33 below
- > You then view patient details and click button "Record Admission" as shown in Figure 33.

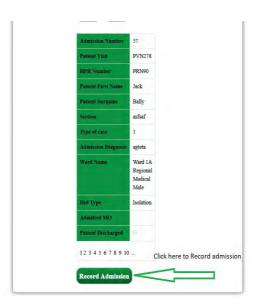


Figure 33

- ➤ Upon clicking "Record admission" will you be directed to a pop up screen shown in Figure 34 below.
- > Click "OK" to confirm that you want to record admission.

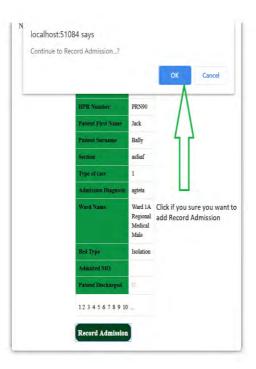


Figure 34

Vitals Sign

- > First click on "Vitals" icon to add patient vital signs as shown in Figure 35 above.
- ➤ To add vitals, you need to search a patient first using their Patient visit number as shown in Figure 35



Figure 35

➤ Click "Select" on table shown in Figure 36 to add patient vital signs



Figure 36

- > Fills all the required fields to complete patient vital sign as demonstrated in Figure 37.
- > After clicking "Calculate", any colour should appear as for triaging a patient and you will then click on "Submit" to add patient vitals.

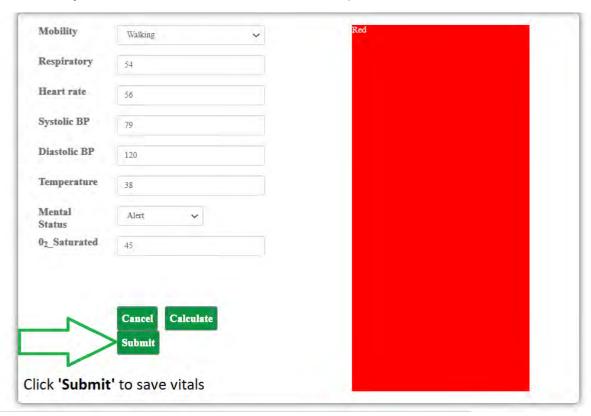


Figure 37

Nurse's Notes

- ➤ To add notes, you first select "Add vitals" Icon as shown in Figure 38 above.
- > Upon selecting "add vitals" icon, you will be direct to the page shown in Figure 38 below:
 - o Enter a patient PVN
 - Search for patient



Figure 38

- > Upon clicking "Search" button, you will be directed to the page shown in Figure 39 below
- Select "Nurse note" to add notes



Figure 39

- ➤ Upon "Nurse note" you will be directed to the page show in Figure 40 below
- Click "Search" button to find patient record to add notes on.

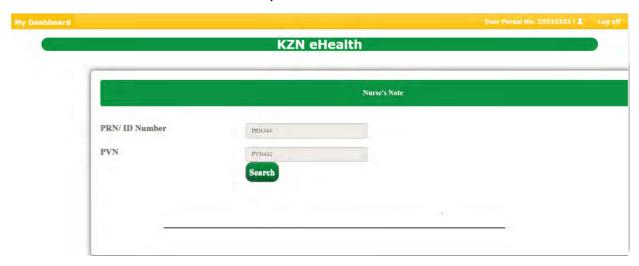


Figure 40

- ➤ Upon selecting "Search" button, you will be directed to the page shown in Figure in 41 below.
- > Select a department you are currently in as shown in Figure 41 below

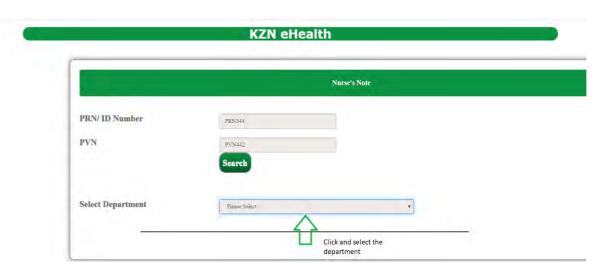


Figure 41

- ➤ Upon selecting a "**Department**" you will be directed to the page shown in Figure 42 below
- > Click on "Select" to add your own note or view history notes added by a doctor or other nurses.

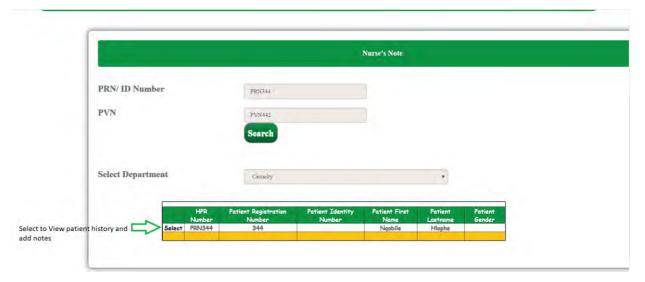


Figure 42

➤ Upon clicking "Select" you will be directed to the page shown in Figure 43 below.

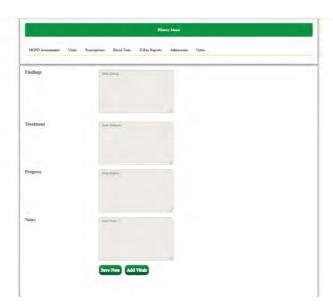


Figure 43

> Select "**Notes**" tab to view history notes written by doctors and nurses for the patient as show in Figure 44 show below.

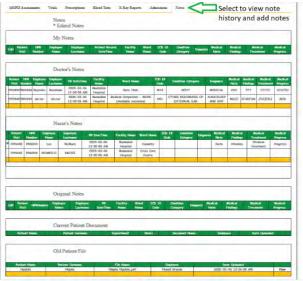


Figure 44

In Figure 45 below:

My Notes:

- These are the notes you have saved for a patient (refer from Figure 44 above)
- You can edit the notes by clicking "Edit notes" and please not that you can only edit your own notes.
- Edited notes are represented by a green asterisk (*).
- If you edit notes, the original notes are stored in "Original tab" as show in Figure 46 below.

Doctor's Notes:

- These are the notes written by doctors for the patient.
- Edited notes are represented by a green asterisk (*).

Nurse's Notes:

- These are the notes written by other nurses.
- Edited notes are represented by a green asterisk (*).

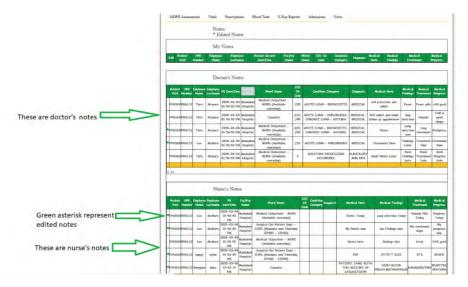


Figure 45

In Figure 46 below:

Original Notes

When you edit note as explained above (refer to "My notes") original notes are stored in "Original notes".

Current Patient Document

This is where documents that belong to the patient such as forms that are not part of the system which are manually filled are stored and viewed.

Old Patient File

Patient old files are stored and viewed here

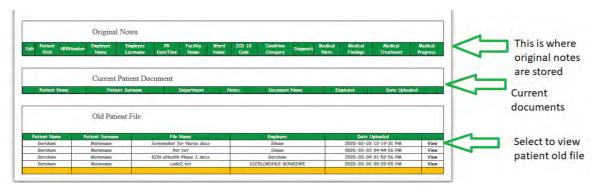


Figure 46

- Adding your own notes (as shown in Figure 47 below):
- > Fill your note as instructed below.
- > Click "Save note" button to save your notes.

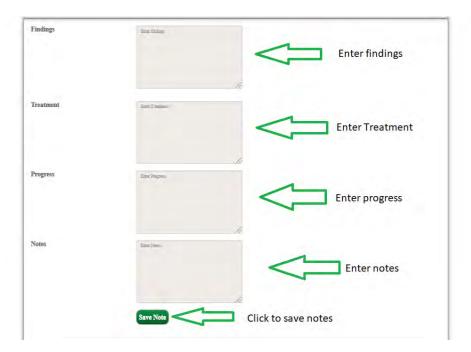


Figure 47

- Upon selecting "Save note" you will get an alert as shown in Figure 48 below.
- Click "OK" to continue saving notes.



Figure 48

 You can add new or another notes by clicking "New Note" button as shown in Figure 49 below.

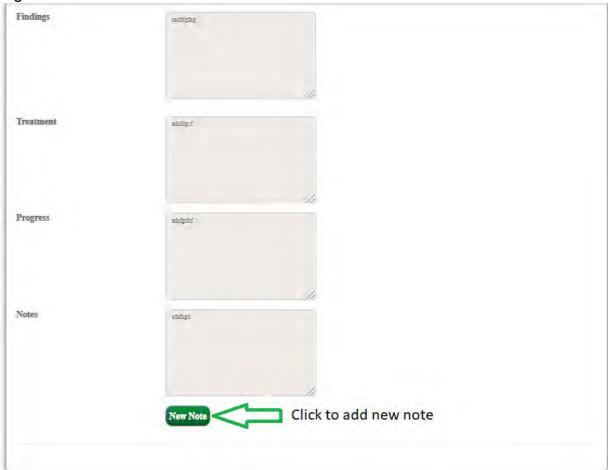


Figure 49

Uploading documents

> To upload documents, on the nurse's dashboard select "File and documents" icon as shown in Figure 50 below



Figure 50

- Upon selecting "File and documents", you will be directed to the page shown in Figure 51 below.
- Search for a patient record as shown below.



Figure 51

- ➤ Upon click "Search" button if a patient is found, patient documents will be displayed as shown in Figure 52 below.
- > To upload a File or document, select "Files and Documents" as shown below.



Figure 52

- Upon selecting "Files and Documents", You will be directed to the page shown in Figure 53 below
- Click and select the kind of document (whether it is an old file or new document)
- ➤ Then click "choose file" to choose and upload a file or document as shown in Figure 53 below.



Figure 53

Assessment Form

> To fill the assessment form, select "Assessment Form" as shown in figure 54 below



Figure 54

> Search for a patient record as shown in Figure 55 below



Figure 55

- Upon clicking "Search" button, Patient record is displayed as show in Figure 56 below
- Click on "Select" to continue (Filling the assessment form) as shown in Figure 56



Figure 56

- Upon clicking "Select" you will be directed to the page shown in Figure 57 below
- Click "View Patient History" to view history for the patient as shown in Figure 57 below
- > Fill in the assessment form as shown in Figure 57 below

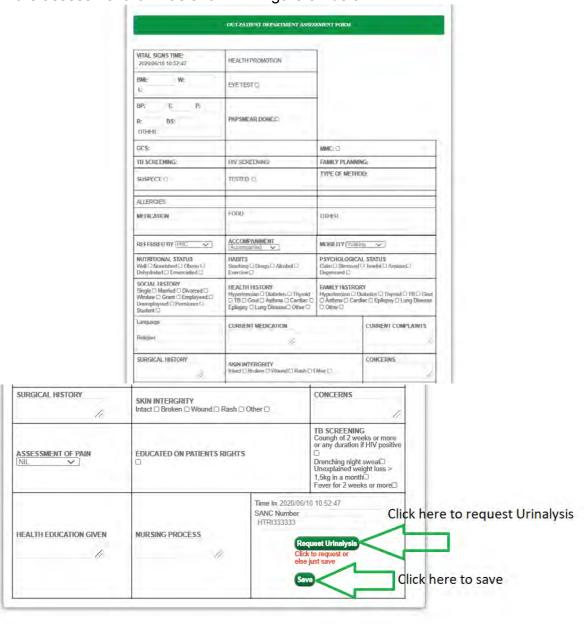


Figure 57

Upon clicking 'Request Analysis' button, you will be directed to the pop up as shown in Figure 58

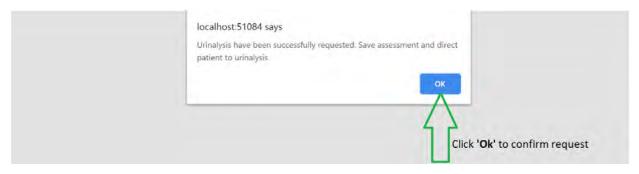


Figure 58

➤ Upon clicking 'Save' button, a pop up alert to confirm to save assessment as shown in Figure 59

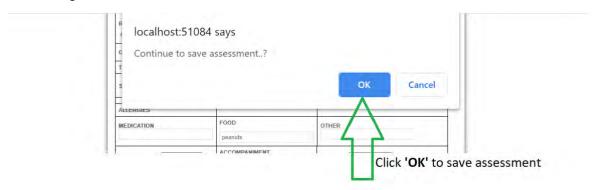


Figure 59

Upon clicking "View Patient History" you will be directed to page shown in Figure 60 below to view history



Figure 60

In Figure 61 below:

- Continuation of the assessment
- Click "Request Urinalysis" button to request urinalysis for the patient.
- Click "save" button to save the assessment.

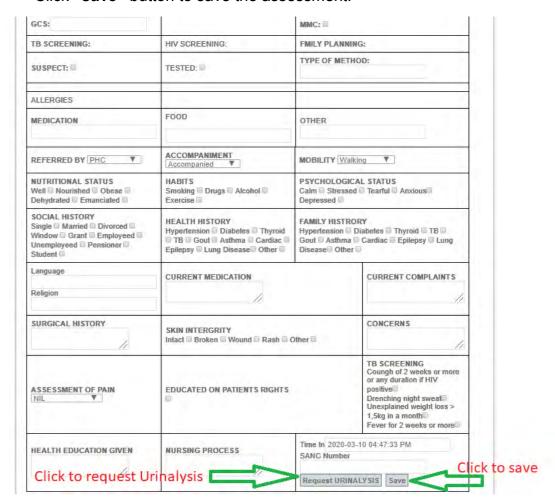


Figure 61

Upon clicking "Request urinalysis" you will be prompted as shown in Figure 62 below.



Figure 62

Urinalysis

➤ To do urinalysis, click "urinalysis" icon as shown in Figure 63 below



Figure 63

- ➤ Upon clicking "Urinalysis" you will be directed to the page shown below in Figure 64
- > Search for the patient record as shown in Figure 64 below



Figure 64

- ➤ Upon clicking "Search" button patient record will be displayed
- > Click "Select" to continue as shown in Figure 65 below



Figure 65

- Upon clicking "Select" urinalysis form will be displayed as shown in Figure 66 below
- > Fill in the form as shown in Figure 66 below
- > Click "save" button to save urinalysis information of the patient



Figure 66

- > Upon clicking "Save" button you will get an alert as shown in Figure 67 below
- > Click "OK" button to continue saving urinalysis as shown below



Figure 67

Free Bed

> To free a bed, you first need to search a patient that has been discharge using their Patient Registration number as show in Figure 68



Figure 68

- > Upon clicking "Search" button patient record will be displayed as shown in Figure 69 below
- > Click "Select" to free the bed as shown below

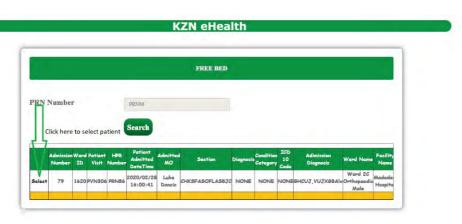


Figure 69

- ➤ Upon clicking "Select" the "Free bed" button will be displayed as shown in Figure 70 below
- > Click "Free bed" button to release a bed as shown in Figure 70

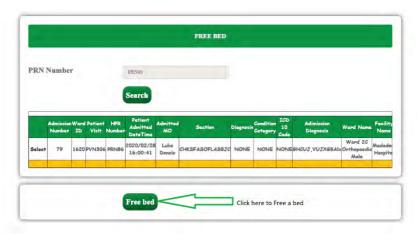


Figure 70

➤ Upon clicking "Free bed" button the patient record will be removed from the table as shown in Figure 71 below



Figure 71

A&E VITALS

> To add patient vital signs at casualty, you first search patient using their patient visit number(PVN) as shown in Figure 72 below



Figure 72

- ➤ Upon clicking "Search" button you will be directed to the page shown below in Figure 73
- > Click "Select" to add patient vital signs as shown in Figure 73

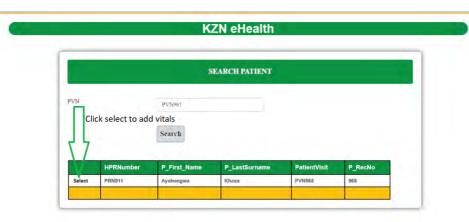


Figure 73

- Upon clicking "Select", A&E triage page will be displayed as shown in Figure 74
- > Enter all the required fields as shown in Figure 74

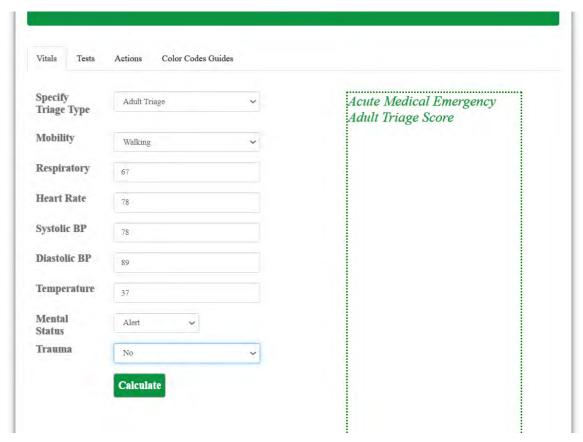


Figure 74

➤ Click 'Tests' tab, and fill in all the required fields as shown in Figure 75

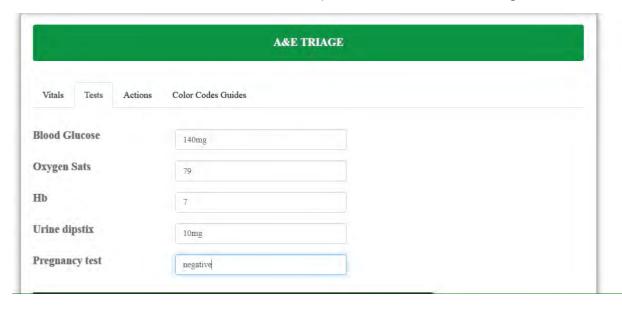


Figure 75

> Click 'Actions' tab, and fill in all the required fields as shown in Figure 76



Figure 76

Click 'Color Codes Guides' tab to view the colour codes guides as shown in Figure 77

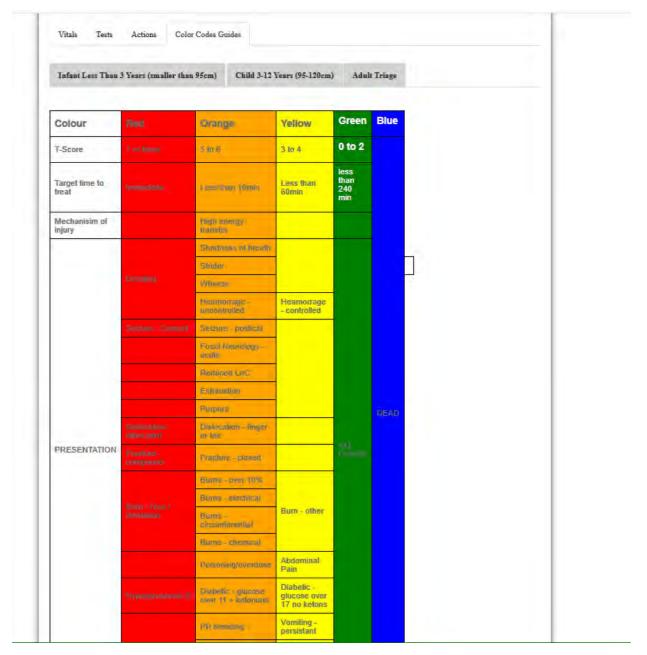


Figure 77

- Click 'Vitals' tab in Figure 78
- > Click 'Calculate' button to produce the triage colour as shown in Figure 78

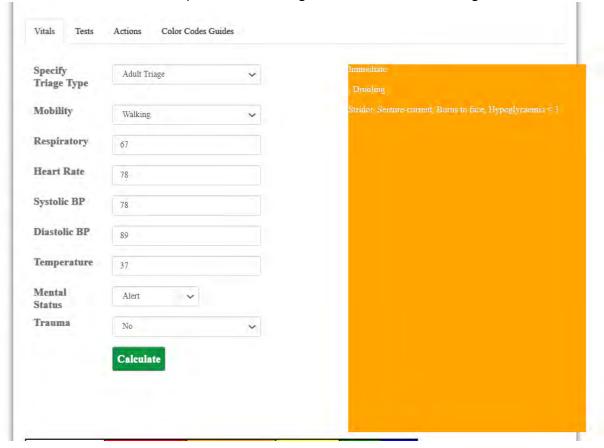


Figure 78

6.3 MEDICAL DOCTOR/MEDICAL INTERN DOCTOR HOME PAGE

Refer to login section for logging in Figure 1. (Landing pages are associated with your user level)

This page contains:

- Doctor`s Dashboard (in Figure 79)
 - Used to demonstration what a Doctor can do
- Consultation
 - Used for adding notes
 - Used for adding vitals
 - Used for Admit Patient
 - Used for referring a patient to another facility or within the institution
 - Used for making appointments
 - Used for requesting blood
 - Used for Radiology services
 - Used for making prescription
- Lab Orders
 - Used to add or enter some assessment from a patient
- Discharge
 - Used to discharge a patient

Doctor's Dashboard

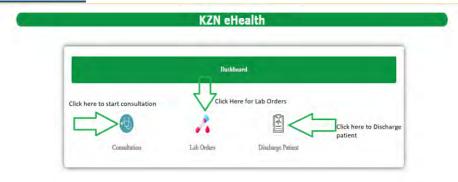


Figure 79

Consultation

Adding Notes

- ➤ Upon clicking "Consultation" from the dashboard shown in Figure 80 above, you will be directed to the page show in Figure 81 below.
- ➤ To do note, search for a patient using patient registration number and patient visit number and click "Search" button to search patient as shown in Figure 81

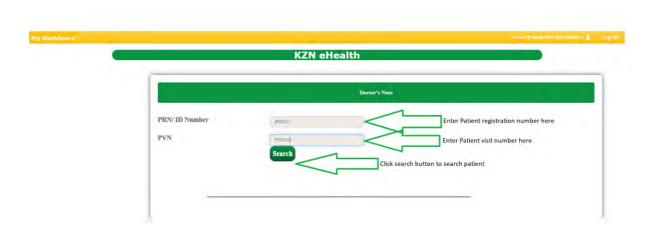


Figure 80

➤ If a record is **not found** nothing is displayed as shown in Figure 81 below

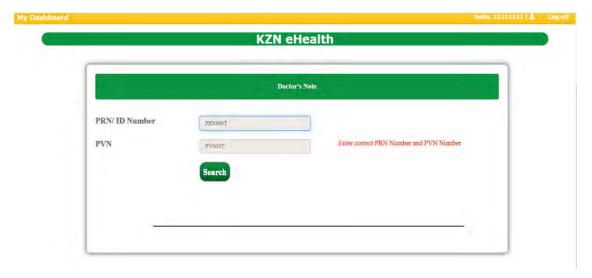


Figure 81

➤ If a record is found, "Select Department" dropdown list will be displayed and you will have to click and select the department you are currently in as shown in Figure 82 below

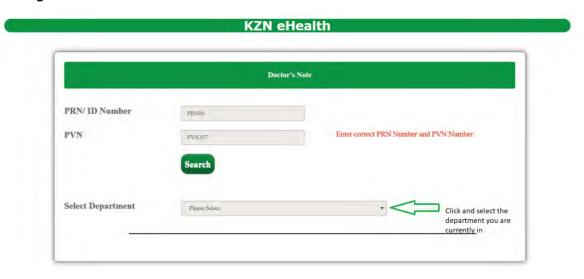


Figure 82

- ➤ Upon selecting "Select Department", patient record will be displayed as shown in Figure 83 below.
- > Click "Select" to view and add notes

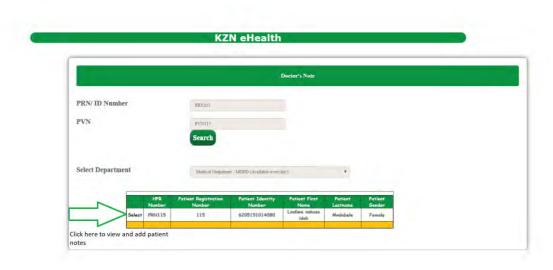


Figure 83

- Upon selecting "Select", you be directed to the page shown in Figure 84 to 85 below
- ➤ Click "Notes" tab to view all the notes as shown in Figure 84 to 85:

In Figure 84 below:

1. My Notes:

- These are the notes you have saved for a patient.
- You can edit the notes by clicking "Edit notes" and please not that you can only edit your own notes.
- Edited notes are represented by a green asterisk (*).
- If you edit notes, the original notes are stored in "Original tab".

2. Doctor's Notes:

- These are the notes written by doctors for the patient.
- Edited notes are represented by a green asterisk (*).



Figure 84

In Figure 85 below:

3. Nurse's Notes:

- These are the notes written by other nurses.
- Edited notes are represented by a green asterisk (*).

4. Original Notes:

 When you edit note as explained above (refer to "My notes") original notes are stored in "Original notes".

5. Current Patient Document:

• This is where documents that belong to the patient such as forms that are not part of the system which are manually filled are stored and viewed.

6. Old Patient File:

• Patient old files are stored and viewed here.

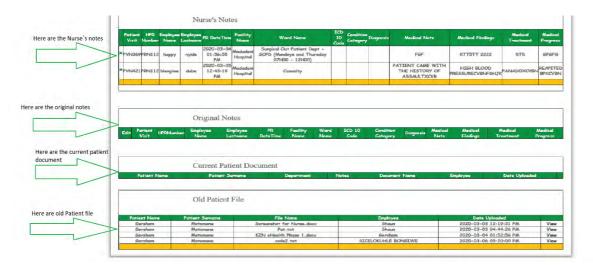


Figure 85

➤ After viewing all the previous notes, scroll down to add your notes as shown in Figure 86 below

In Figure 86 to 87:

- > Enter all the required fields
- ➤ The "Diagnosis ICD 10 codes" field is the list of all diagnosis ICD10 codes, which you have an option to delete as shown below
- > Click "Save note" to add your notes
- > Click "Add Vitals" to add patient vital signs

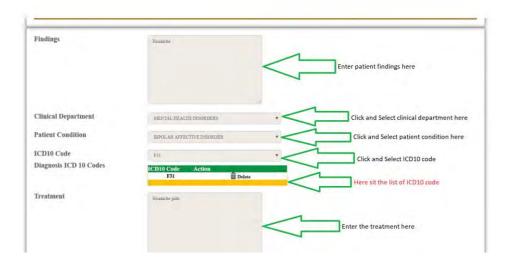


Figure 86

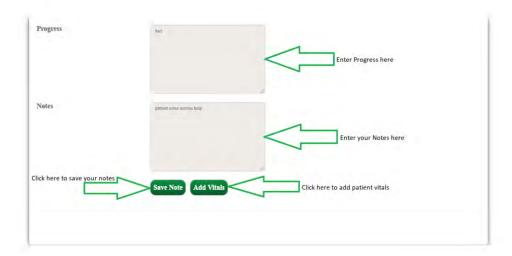


Figure 87

➤ Upon clicking "Save note" button (refer Figure 88 above), you will get an alert as shown in Figure 88

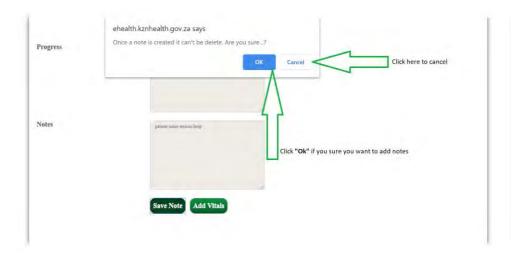


Figure 88

➤ Upon clicking "OK" notes will automatically store in "My Notes" table, which you will have an option to edits the notes as shown in Figure 89 below



Figure 89

> Click "Edit Note" to edit the notes as show in Figure 90 below

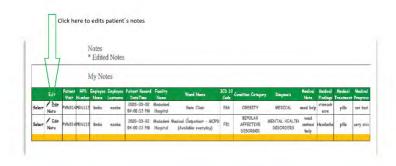


Figure 90

> Upon clicking "Edit Note", you will get an alert as shown in Figure 91



Figure 91

- ➤ Upon clicking "OK" you will be directed to your notes and edits them
- > Click "Update Note" to update your notes as shown below in Figure 92



Figure 92

> After updating your notes, on "My Note" table the green asterisk (*) will appear to show that your notes have been edited as show in Figure 93 below

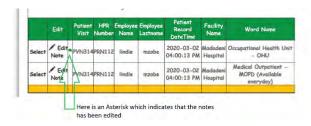


Figure 93

Add Vitals

- > Upon clicking "New Note" button, you will be directed to search the patient again to add new note (refer from Figure 94 to 97 above).
- Click "Vitals" tab to view previous vital signs of a patient as shown in Figure 94 below

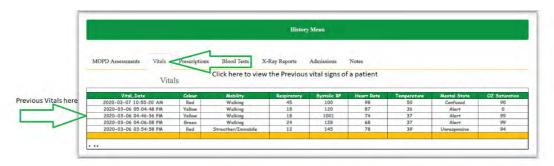


Figure 94

> Click "Add Vitals" button to add patient Vital signs as shown in Figure 95



Figure 95

> Fill all the required fields to complete adding patient vital signs as shown in (Figure 96 & 97)

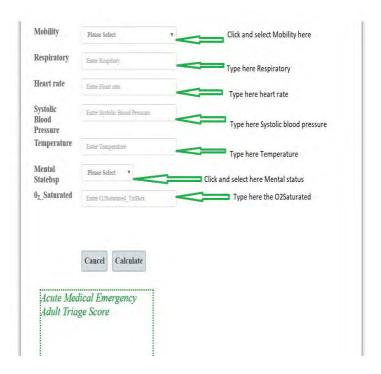


Figure 96

Mobility	Strecther Immobile	*
Respiratory	54	
Heart rate	56	
Systolic Blood Pressure	120	
Temperature	70	
Mental Statebsp	Confused	
2_Saturated	45	
k here to cance	Cancel Calculate Submit	Click here to calculate

Figure 97

ADMISSION REQUEST

Click "Admission" tab to view the history of admissions as show in Figure 98 below

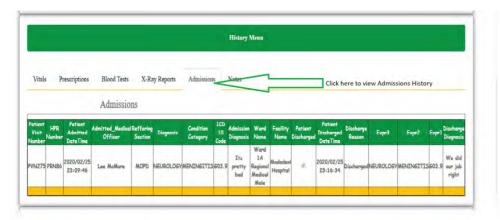


Figure 98

> Search Patient using Patient Registration number and patient visit number as shown in Figure 99

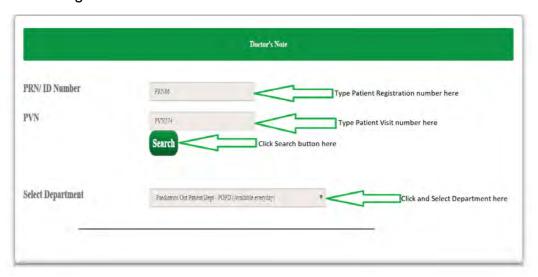


Figure 99

- > First add patient notes (refer to Figure 86 to 87) and save notes
- Click "Admit" button to admit the patient as shown in Figure 100

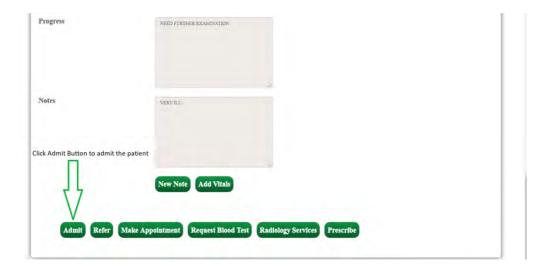


Figure 100

> Fill all the required fields as shown in Figure 101 & 102 below

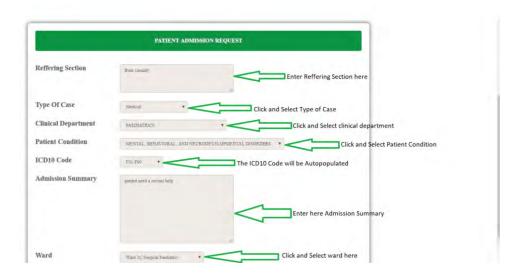


Figure 101

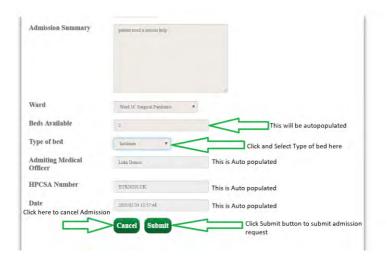


Figure 102

Referring a patient

➤ Click "Refer" button to refer a patient as show in Figure 103 below

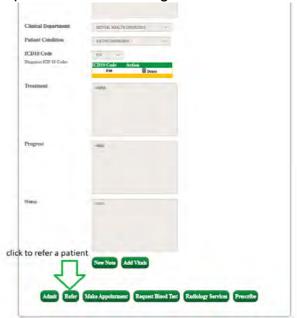


Figure 103

- ➤ Upon clicking "Refer" button, you will be directed to the page as shown in Figure 104 below
- > Fill the referral form to refer as shown in Figure 104 below

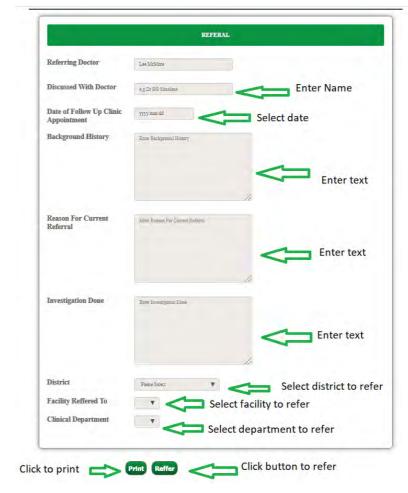


Figure 104

➤ Click the "**Print**" button to print the referral or click the "**Refer**" button to save the referral as shown in Figure 105 below

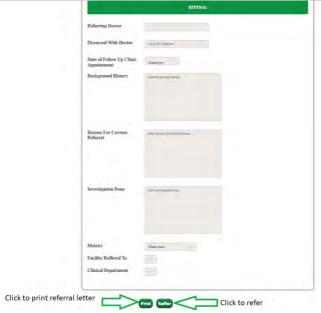


Figure 105

Making appointments

- Appointments can only be made after creating notes (refer to Figure 86 to 87)
- Click "Make Appointment" button to make appointments as shown in Figure 106 below

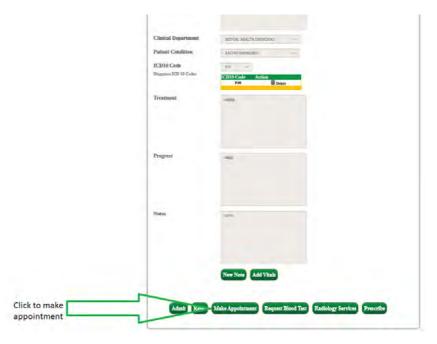


Figure 106

➤ Upon clicking "Make Appointment", you will be directed to the page shown in Figure 107 below

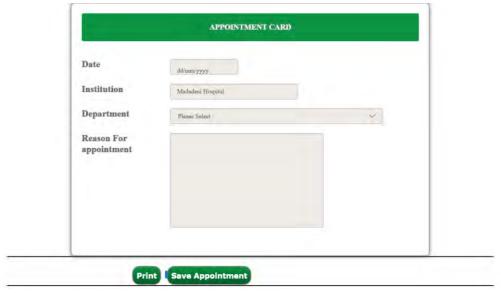


Figure 107

> Fill in the Appointment card as shown in Figure 108 Below

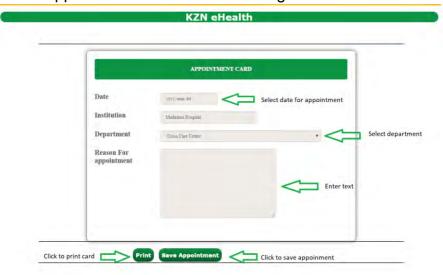


Figure 108

Click "Save appointment" button to save appointment as show in Figure 109 below

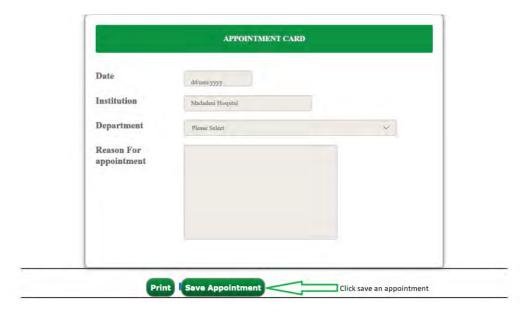


Figure 109

> Click "Print" button to print the Appointment Card as show in Figure 110 below

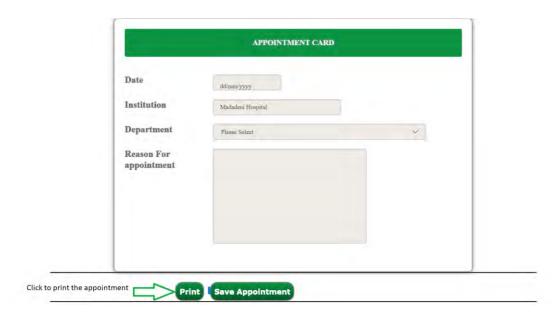


Figure 110

Radiology services

Click "X-ray Report" tab to view to history of X-ray report as shown in Figure 111

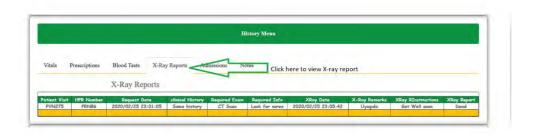


Figure 111

- > First add patient notes (refer to Figure 86 to 87) and save notes
- Click "Radiology Services" button to request for X-ray as shown in Figure 112 below

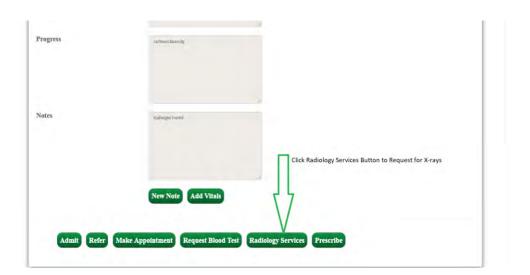


Figure 112

Examination(Study) Request Form

• Fill all the required fields to complete the Examination Report as shown in Figure 113, 114 & 115 below

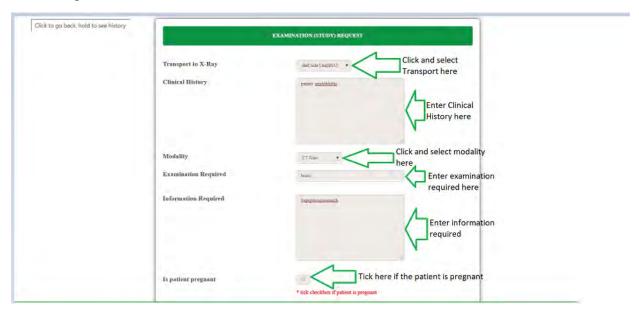


Figure 113

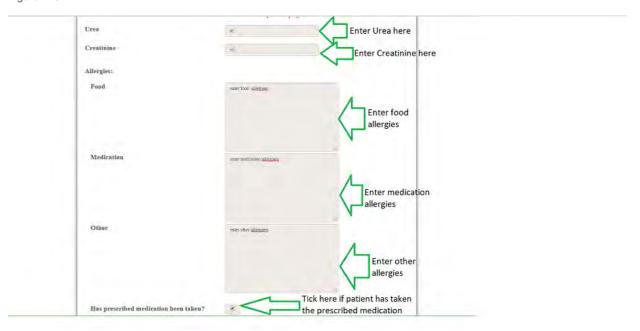


Figure 114



Figure 115

➤ Upon clicking "Request Examination" button, you will get an alert as shown in Figure 116 below

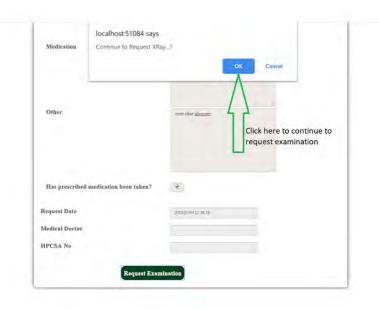


Figure 116

- ➤ Upon clicking "**OK**" you will also get an alert pop-up which is giving you the X-ray number that you will have to keep as show in Figure 117 below
- ➤ Click "OK" as show in Figure 117 below

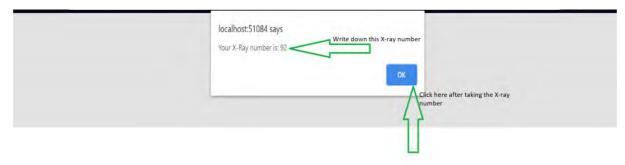


Figure 117

Prescription

➤ In the History Menu, click on the "**Prescription**" tab to view Prescription History. See Figure 118 below.

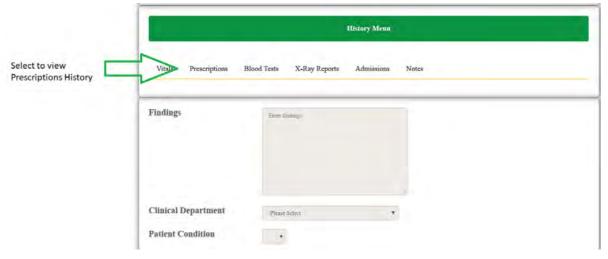


Figure 118

➤ Upon selecting "Prescription" tab, prescription history will be displayed as shown in Figure 119 below.

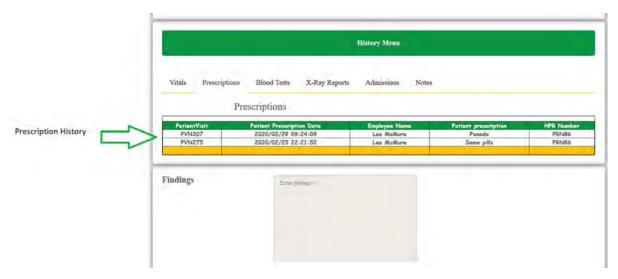


Figure 119

> To prescribe, click the "Prescribe" button to create a prescription as shown in the Figure 120 below

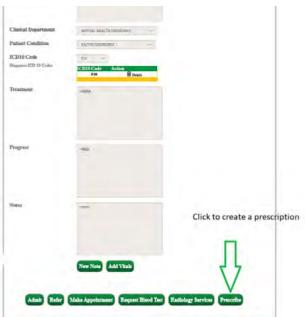


Figure 120

> Fill in the "Prescription Card" as shown in Figure 121 below

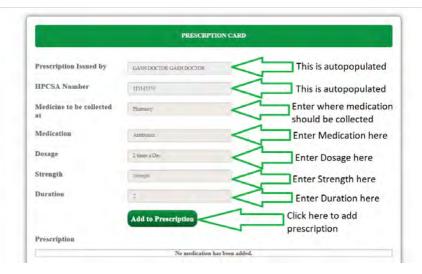


Figure 121

- ➤ Upon clicking "Add to Prescription" button your prescription will be added on the prescription table as shown in Figure 122 below, you can add as many prescriptions on the table
- Click "Prescribe" button to send a prescription request as shown in Figure 122 below

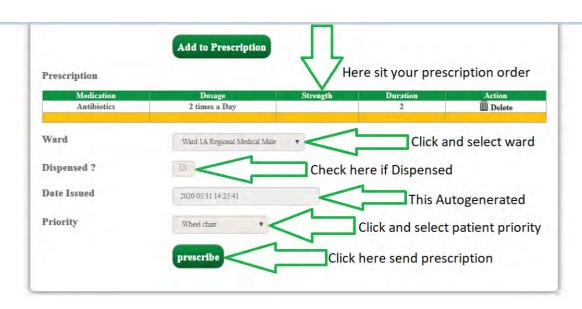


Figure 122

➤ Upon clicking "Prescribe", you will be directed to the pop-up page shown in Figure 123 below



Figure 123

- > The "Prescription number" is auto generated as shown in Figure 124
- ➤ Click "Print" button to print the prescription as show in Figure 124 below

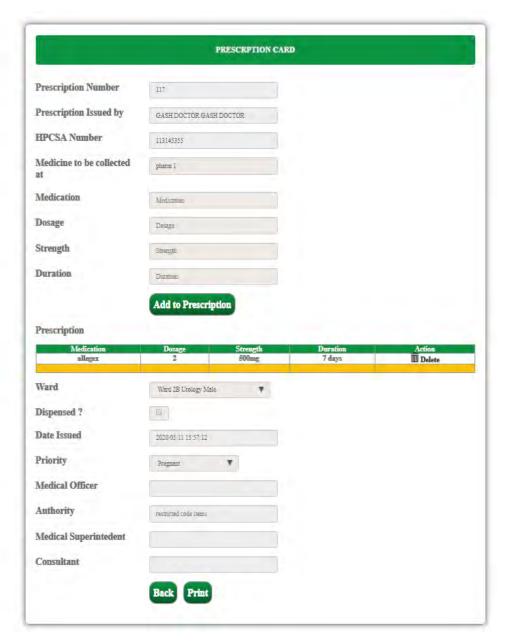


Figure 124

Lab Orders

> Click "Lab Orders" icon from the dashboard as shown in Figure 125 below



Figure 125

➤ Upon clicking "Lab Orders" icon, you will be directed to the page where you will search the patient using Patient Visit Number.

Search Patient

- You can search patients in the database by typing in their Visit Number or ID Number or First Name or first character of First Name, see Figure 126
- > If no record found nothing will display, see Figure 126

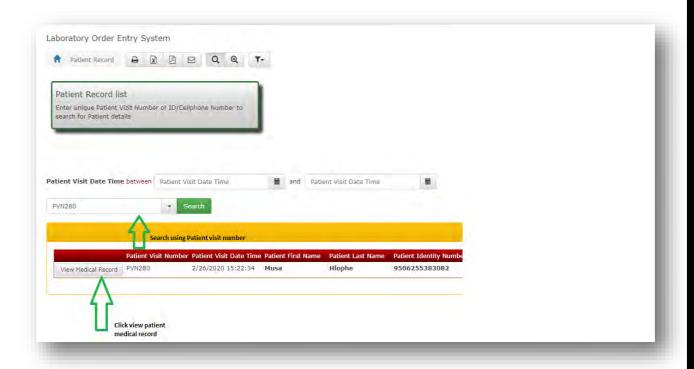


Figure 126

➤ Below Figure 127 showing page of patient medical record and all prospective users will enable to only view the record as per patient searched.

Search Patient Medical Record

- You can search patients in the database by typing in Patient Visit Number or ID Number see Figure 127
- > If no record found nothing will display on the record

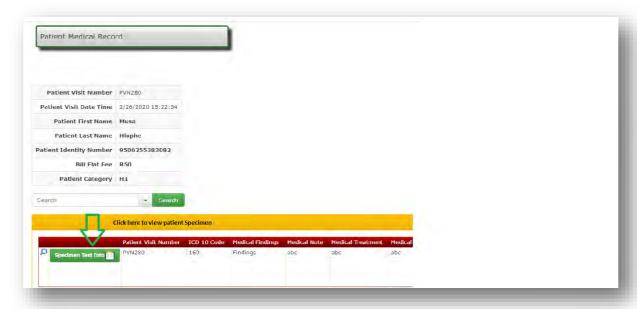


Figure 127

MID, MD, P, PN ADD NEW PATIENT SPECIMEN

- Search/Add Patient Specimen
- You can search patients Specimen in the database by typing in their Specimen Type or Specimen Ref. see Figure 115 below
- If no record found nothing will display, see Figure 114below
- Click ADD SPECIMEN for a patient. see Figure 114 below
- Add patient specimen information in required fields see Figure 115 below
- NB: All fields with the * are compulsory meaning you cannot skip requred field with *
- Dropdown Hospital and click specified Hospital based on your rotation schedule see Figure 115
- Dropdown Hospital automatical Wards will be filtered
- Click Next button to shift to onother tab filling patient specimen details.
- Dropdown Hospital automatical Wards will be filtered

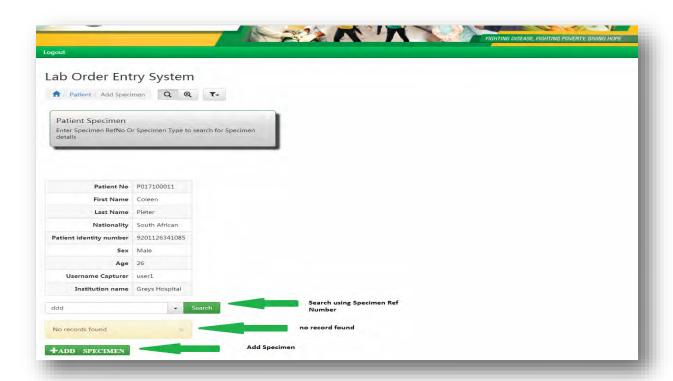


Figure 128



Figure 129

♠ / Patient Record ,	/ View Medical Record / S	Specimen Test Info / Ad	vdd	
Specimen Details	Specimen Details Cont.			
Allergies	None			
Adverse Reaction	None			
Other	None	l.		
	Next	Cancel		
	Click Next button if all other field are added	Click Cancel to go start a go back to the record ar again	t afresh or and search	

Figure 130

After created the patient specimen will show the record as shown below in Figure 117

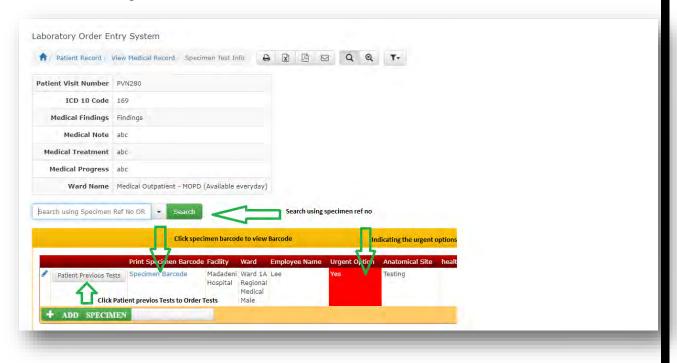


Figure 131

MID,MD,P,PN View/Edit Patient Specimen

- ➤ After submitted an added specimen, if Health Care Worker want to edit the specimen see Figure 118.
- Click view Icon to see patient Specimen and click a pen like Icon to edit see Figure 119.
- ➤ NB: A phlebotomist will only Edit Specimen Collected datetime and Collected by see Figure 119.

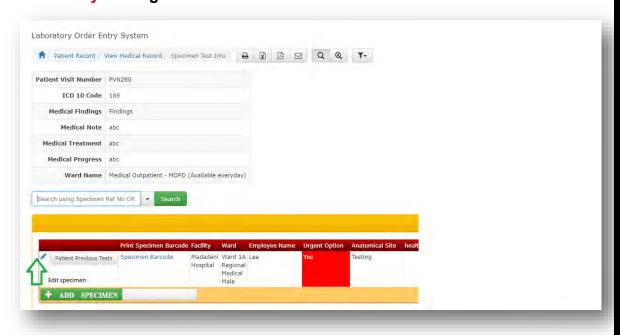


Figure 132



Figure 133

MID, M, P, PN Order Test

- NB: The page will display where the user will click ORDER TEST BLOOD below see Figure 120
- NB: Appearing tests will based on your Hospital level i.e. PHC,HOSPITAL level and ect. below see **Figure 121**
- Click CCMT(Comprehensive Care Management Treatment) to ORDER Test falls under OR funded by TB/HIV grant. below see Figure 121
- Clicking CCMT NB: General Tests only selected tests OR HIV and TB Test. below see Figure 121
- NB: There are Tests which are catagorised being Overrided i.e DIFFERENT COUNT
- Click NEXT button after selected TESTS OR Click CANCEL button to cancel Order. below see Figure 121
- Click GO BACK button to see previous specimen and Click TB/HIV tests below see
 Figure 121
- After Clicking NEXT button you will be directed VIEW TEST DETAILS page below see Figure 121

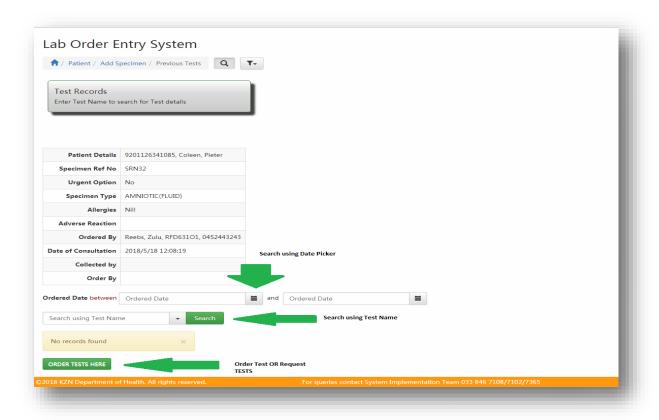


Figure 134

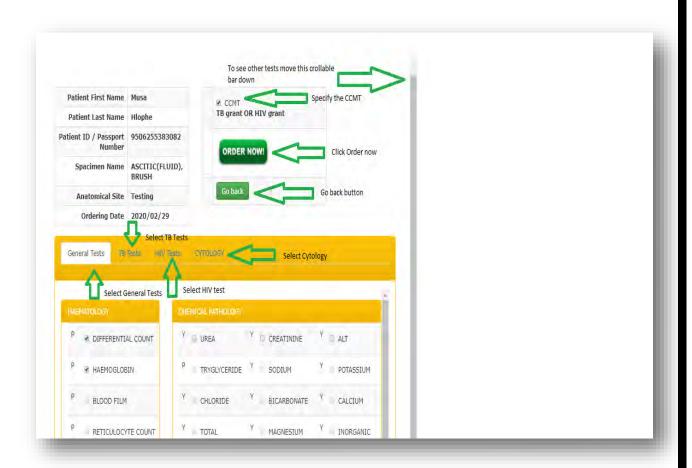


Figure 135

MID, MD, P, PN ORDERING TEST

- As shown above figure 121 after clicked "Order Now" you will be directed on the View test page where it will display all selected TESTS. See below figure 122
- NB: Different test are time restricted meaning you cannot Order Test before certain time but you can Override so Click Override button. **See below figure 122**
- Click Print Barcode to print barcode and Click Print Request Form to print all patient details See below figure 122
- NB: Ordered and Pending tests if it has passed a certain time to ORDER you can CLICK Override i.e. DIFFERENTIAL COUNT it time restriction it 3 Days, See below figure 122
- Click Override button and provide required details i.e. Why Overriding see above see below figure 123
- Select reasons why overriding, write doctor who promted you to override providing the authantication key.

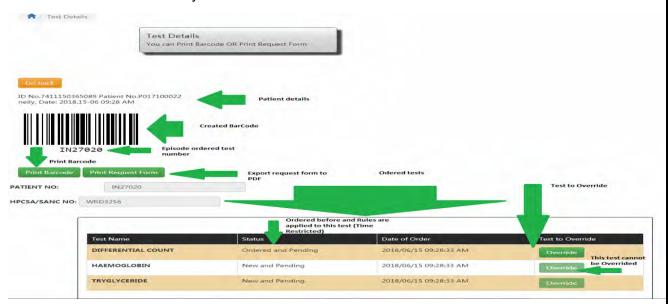


Figure 136

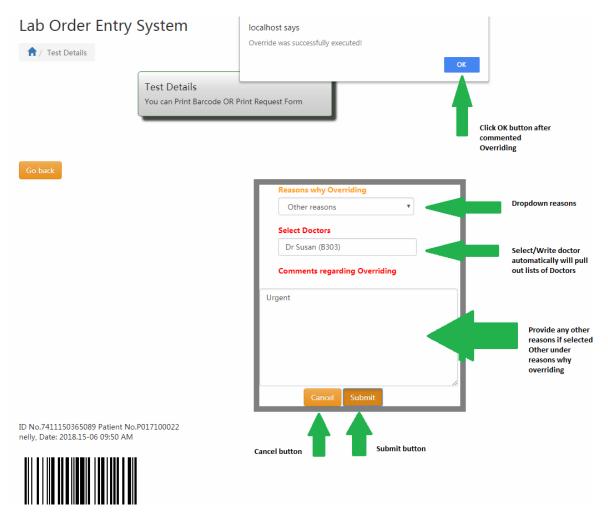


Figure 137

MID,MD,P,PN PRINTING OF BARCODE, TEST BARCODESPECIMEN REQUEST FORM

Print Barcode/Request Form

- Clicked Print Barcode is shown as follows see above Figure 122
- See different barcodes printed since other Tests goes in groups see below Figure
 124
- Click Print Request Form button export/print to PDF as shown above in Figure 122

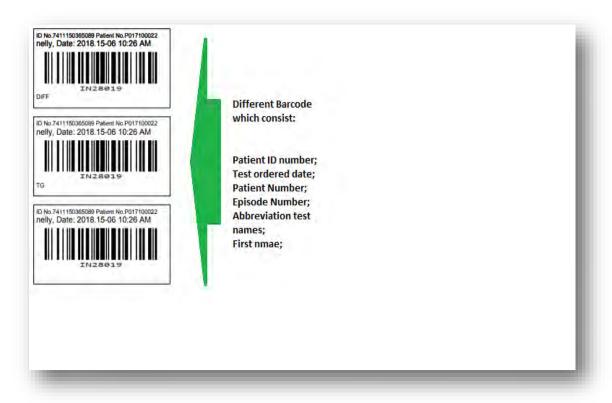


Figure 138



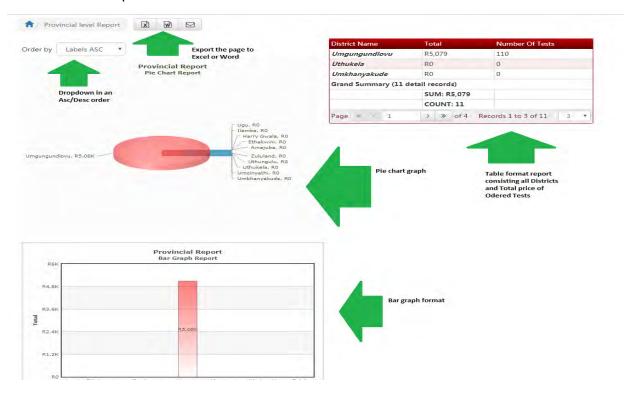
Figure 139

Reports

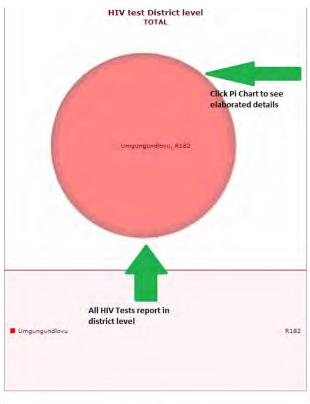
Below showing Figures for different reports

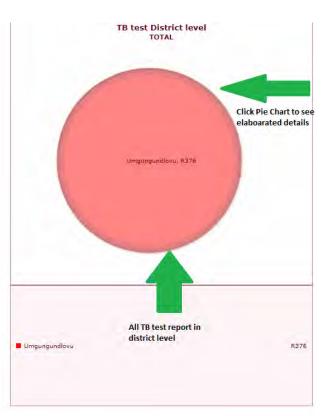
- Provincial report
- District level reports
- Institution level reports
- Overeided reports

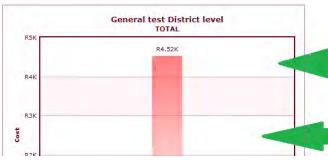
Provincial level report



Districts level reports

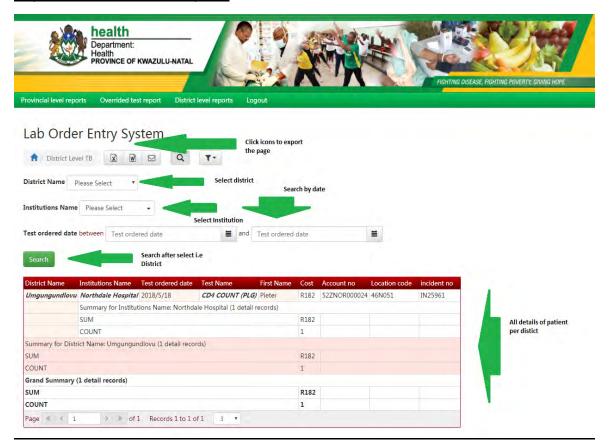




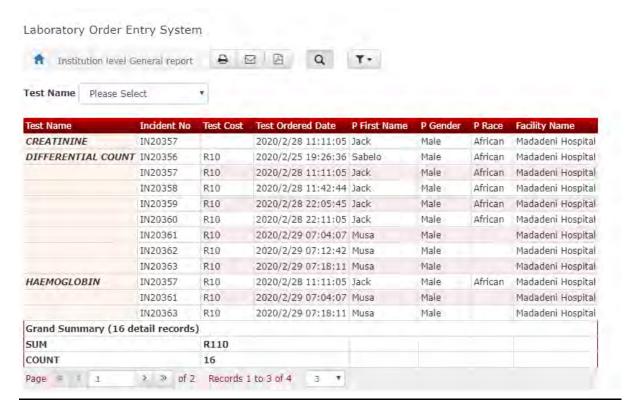


All General tests report in district level Click Bar Chart to see elaborated details

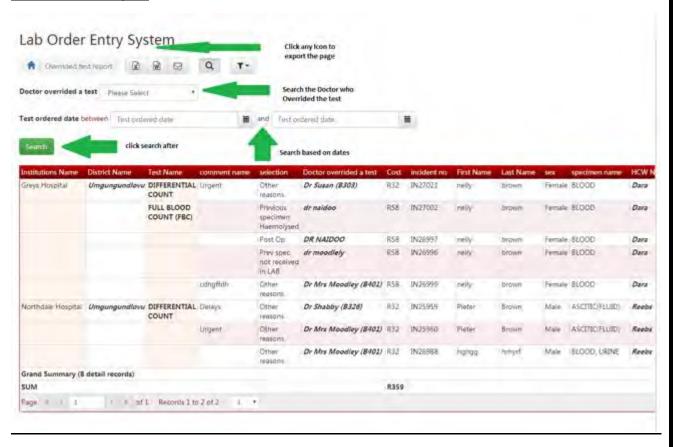
Explained District level reports



Institution level reports



Override test report



Discharge patient

Clicking "Discharge" icon form the Doctor's dashboard shown in Figure 126 below

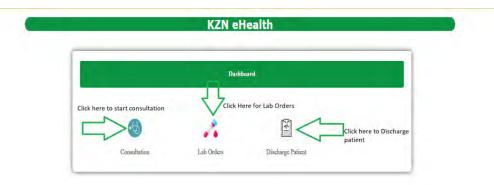


Figure 140

Search patient using Patient Registration number as shown in Figure 127 below

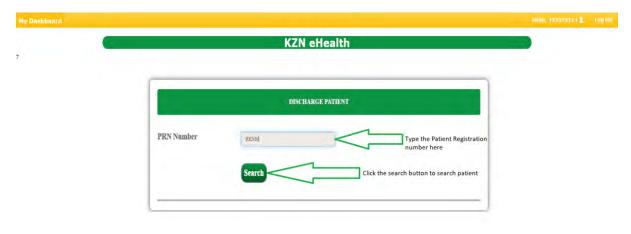


Figure 141

- Upon clicking "Search" button you will be directed to the page shown in Figure 128 below
- > Click "Select" to view the patient you are discharging as shown in Figure 128 below.

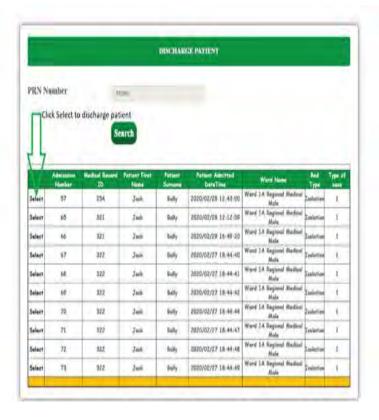


Figure 142

- Upon clicking "Select" you will be directed to the discharge form as shown in Figure 129 & 130 below
- ➤ Enter all the required fields as shown in Figure 129 & 130 below

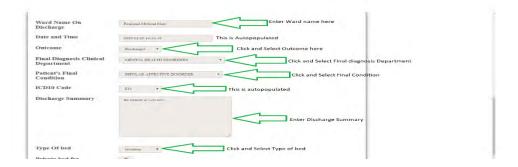


Figure 143

Clicking "OK" to continue to discharge patient by as shown Figure below 130

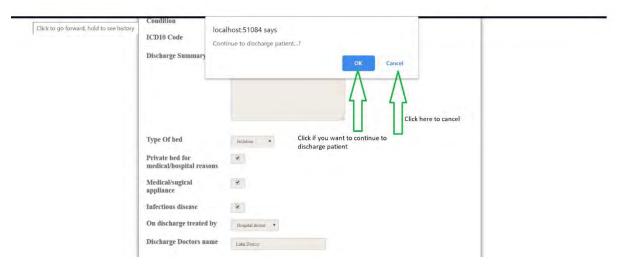


Figure 144

6.4 PHARMASIST HOME PAGE

View medication orders

This page contains Prescription-used for viewing and updating the medication orders, Dispense -used to update whether the medication has been dispensed (see figure 131 below)

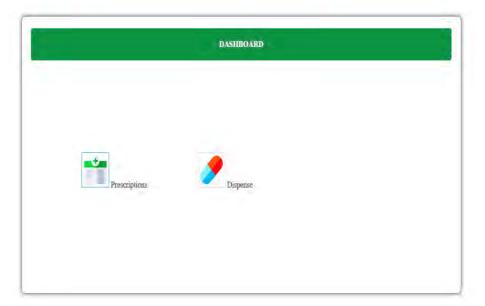


Figure 145

Viewing Orders

- Upon clicking "Prescriptions" icon you will be directed to the list of medication orders from a doctor where you will have to provide the prescription number as shown below in Figure 132
- ➤ Click "Edit" to update the prescription status as shown below Figure 132

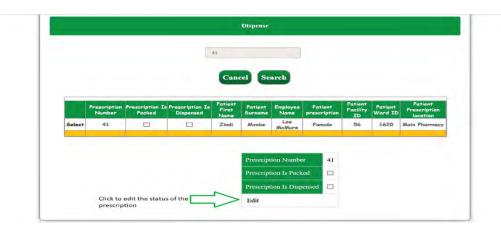


Figure 146

Click "Update" to update the medication status that it has been dispense as shown in Figure 133 below

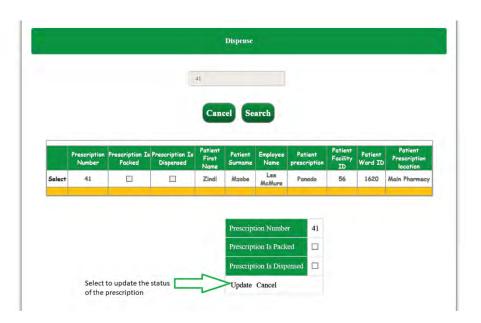


Figure 147

6.5 RADIOLOGIST HOME PAGE

Refer to login section for logging in. (Landing pages are associated with your user level)

This page contains:

- Radiologist`s Dashboard (in Figure 134)
 - -Used to demonstrate what a Radiologist can do
- X-ray Report
 - -Used to report x-rays
- Work List
 - -Used to view list of patient's X-rays requested

Radiologist Dashboard

- Click "XRayReports" to report patient X-rays
- ➤ Click "Work List" to view to requested X-rays

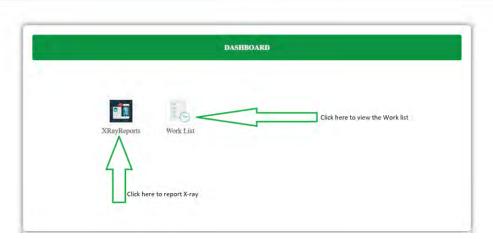


Figure 148

X-ray Report

- > Search a patient using X-ray number to report X-ray as shown in Figure 135
- > If the patient is found a record will be displayed as shown below in Figure 136

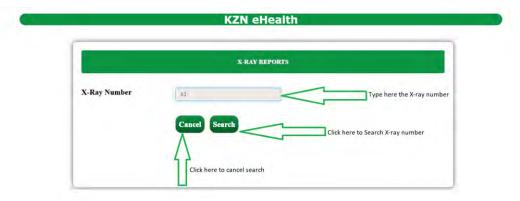


Figure 149

- You have two options either to view vitals or add report
- ➤ Click the "Add Report" button to add X-ray report



Figure 150

- ➤ Upon clicking "Add Report" you will be directed to X-ray report form with an auto populated X-ray number as shown below in Figure 137.
- > Fill in the X-ray report form and save or cancel X-ray report as show in Figure 137 to Figure 138

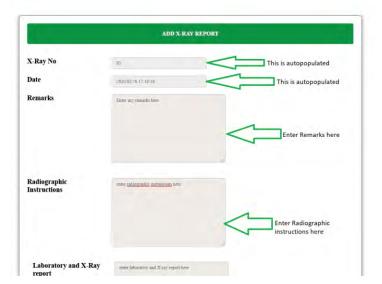


Figure 151

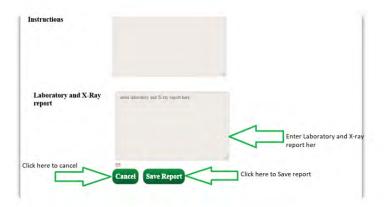


Figure 152

- Upon clicking "Save Report" button you will get an alert as shown below in Figure 139
- > Click "OK" button in the alert to confirm that you want continue to add X-ray report.

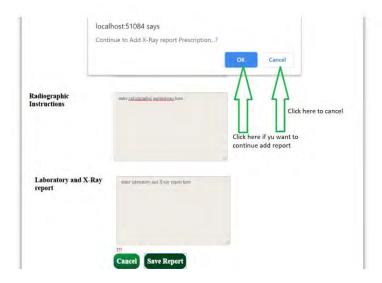


Figure 153

View vitals

Click "View Vitals" button to view the patient vital signs as shown in Figure 140 below

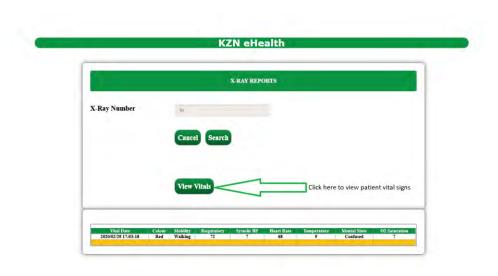


Figure 140

Work List

- Upon clicking "Work List" icon from the dashboard as show in Figure 134 above
- View the lists of requested X-rays and click "Refresh" as shown in Figure 141.

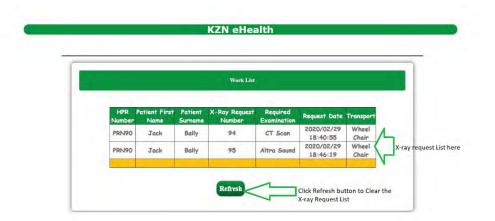


Figure 141



THANK YOU THE END