

**Click path for ADT Module**

# **NIMS eHMS**



**e-Sushrut** *G-5*

*An Advanced Hospital Management Information System*

## Contents

1. Admission Advice .....	3
2. Patient Admission .....	4
3. Admission Modification .....	5
4. Admission Cancellation .....	6
5. Nursing Desk .....	7
6. Patient Attendance/ Transfer in Service Areas.....	8
7. Patient Final Discharge.....	9
8. Re Print.....	10
9. Discharge Cancellation.....	11
10. New Baby Admission.....	12
11. Private Ward Approval – Allotment.....	13
12. Change Patient Category .....	14
13. Change Credit To Paying Category For Ipd .....	15
14. Bed Status Dashboard.....	15
15. Change Ipd Credit Organization .....	16
16. Patient Tracking .....	16
17. Adjustment Bill reprint.....	17

## ADT Module

### Click Path

#### 1. Admission Advice



Click on ADT → Services → Admission Advice

- Enter CR No. of Patient in the field provided for those patients who have already been registered in the hospital.
- Date field be auto populated and the system will show the current date on this section automatically. This field would remain unmodified.

#### Go – Button

- Click on Go: by clicking the button request goes on next page after verifying the entered CR No.

Other window will appear to select investigation for patient.

- Click on  to open Patient Name, Admission Type Details and Previous Diagnosis Details window.
- **Admission Advice** → Select relevant options to the drop down menus for the Department, Unit, Treatment Category and Ward. Enter Advance Amount in the space provided and select Proposed Admission Date from the Calendar.
- Click on  to view Bed Status Chart that describes the status of the bed (Vacant, Occupied, Booked etc.) in the real time scenario in the hospital.
- **Admission Type Details** → Select Planned Surgery Date from the calendar and Admission Type from the dropdown menu and Enter Approximate Length of stay in the space provided.
- **Previous Diagnosis Details** → Previous Records would be visible in this section. Write Remarks in the space provided and select Advice by from the drop down menu.

#### Save – Cancel-Button

- Save → By clicking the button data will be saved.
- Cancel → ADT window will close and user will return to the main menu of the application.

## 2. Patient Admission

Click on ADT → Services → Patient Admission

User must settle the advance bill for the entered CR number in the billing section.

Path is Billing → Services → Cash Collection Online.

- A successful receipt is generated upon the payment in the billing section.
- Enter CR No. of Patient in the field provided for those patients who have already been registered in the hospital.

### Go – Button

- Click on Go: by clicking the button request goes on next page after verifying the entered CR No.
- Patient Admission Tab is already filled with the details submitted at the time of the admission of the patient. CR Number and Patient's Name would be visible on the blue top strip.
- Patient Modification Details: Enter all the fields displayed on the page. Fields marked with Asterisk sign (\*) are compulsory mandatory fields.
- Department Ward Details: This section would demonstrate information about Department, Treatment Category, Ward and Advised By name on its fields. Also there would be Bed Status tool through which we can find and select the bed as per availability in the hospital.
- Emergency Contact Details: This section would capture details about two persons whom are to be contacted during emergency. Person Name, Relation, Address and Phone fields would be visible in this section.

### Save – Clear – Cancel-Button

- Save → By clicking the button, data will be saved and Patient Admission takes place.
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → ADT window will close and user will return to the main menu of the application.

### 3. Admission Modification

Click on ADT → Services → Admission Modification

- List of patient due for modification would be visible under Tabular format showing CR number, Patient Name, Admission No., Admission Date & Time
- Also user can search for the patient using CR Number
- Click on the radio button of the record on which modification is required
- Modify the field on which changes is to be made

#### **Save – Cancel–Button**

- Save → By clicking the button, modified data will be saved and modified Admission Card is generated
- Cancel → Generate Duplicate Packing List window will be closed

## 4. Admission Cancellation

Click on ADT → Services → Admission Cancellation

- Enter CR No. of Patient in the field provided for those patients who have already been registered in the hospital.

### Go – Button

- Click on Go: by clicking the button request goes on next page after verifying the entered CR No.
- All the details corresponding to the patient are already visible and displayed in three sections namely: Patient Admission Cancellation, Address Details and Ward Bed Status
- Select Approved By field from drop down menu and write comments under Cancel Reason section

### Save – Clear – Cancel-Button

- Save → By clicking the button, patient admission gets cancelled and confirmation message gets displayed on the screen.
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → ADT window will close and user will return to the main menu of the application

## 5. Nursing Desk

Click on ADT → Services → Nursing Desk

- From the sub menu page select from the drop down relevant options for the Department, Unit, Ward, Room and Services
- For Services selected as → Non Accepted, user can select the patient from the table and has the option of Acceptance and Not Reported.
- For Services selected as → Admitted, user can select the patient from the table and enable the movement of the patient from one particular department to the other.
- For Services selected as → In transit, user can select the patient from the table and can Cancel the status of the patient for the selected services.

## 6. Patient Attendance/ Transfer in Service Areas

Click on ADT → Services → Patient Attendance/ Transfer in Service Areas

- There are three dropdown menu visible on this sub menu page.
- Select relevant option from all the three drop down menu namely: Service Type, Service Name, Status.
- User can also view Patient Attendance view by clicking on the checkbox placed at the top right corner of the sub menu page.
- For Status selected as → Accepted, user needs to select the relevant patient from the list under Patient List heading and click on the corresponding radio button
- User can also transfer the Patient to the same ward room by clicking on the checkbox placed at the top right section of the Patient List.

### Save & Validate – Clear – Cancel – Button

- Save & Validated → By clicking the button, data on the particular block will be saved and validated
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → ADT window will close and user will return to the main menu of the application.
- For Status selected as → Pending, user needs to select the relevant patient from the list under Patient List heading and click on the corresponding check box.

### Accept – Reject – Clear – Cancel – Button

- Accept → By clicking the Accept button, patient is accepted successfully and the message is displayed on the screen
- Reject → By clicking the Reject button, patient is rejected and the message is displayed on the screen
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → ADT window will close and user will return to the main menu of the application.



## 7. Patient Final Discharge

Click on ADT → Services → .... → Patient Final Discharge

- Enter CR No. of Patient in the field provided for those patients who have already been registered in the hospital.

### Go – Button

- Click on Go: by clicking the button request goes on next page after verifying the entered CR No.
- In case Patient bill is not settled, relevant message would be displayed after user enters CR number. Bill would be settled under Billing Module.
- Patient Details would be visible under the following headers with the corresponding data values already filled to it.
- Patient Demographics Details, Admission Details and Discharge Parameter information would be available in their subsequent column.
- User need to fill the value in the Discharge Details section and select the specific option from the drop down menu of the following fields namely: Discharge Type, Discharge Advised By, Treatment Result and write the comments in the Discharge Advice section.

### Save – Clear – Cancel-Button

- Save → By clicking the button, data will be saved and confirmation message is displayed on the screen
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → ADT window will close and user will return to the main menu of the application.

## 8. Re Print

Click on ADT → Services → Re Print

- Select the Re-Print type category from the drop down menu.
- Re-Print charge would be automatically displayed by the system. This field would be unchangeable and cannot be changed by the user.
- Admission No → Enter 10 digit numeric Admission No of the patient in the space provided

### Go – Button

- Click on Go: by clicking the button request goes on next page after verifying the entered Admission No.
- Patient Demographics Details and Admission Details fields have system generated data providing more information about the Patient and Fees for the Re Print

### Print – Clear – Cancel–Button

- Print → By clicking the button, Re print of the records take place as per approved hospital template. Also confirmation message is displayed on the screen
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → Result Printing Process window will be closed.

## 9. Discharge Cancellation

Click on ADT → Services → Discharge Cancellation

- Enter 10 digit numeric Admission No of the patient who had been discharged earlier in the space provided

### Go – Button

- Click on Go: by clicking the button request goes on next page after verifying the entered Admission No.
- Patient Demographic Details section would contain complete information about the Patient
- Admission Details section would contain details about Patient Admission, Department, Ward, Previous discharge details etc. Both these two sections would have system generated data and the user would not be able to modify or change any record in these two sections.
- Discharge Cancellation Record Entry → Previous Discharge Cancellation Date /Time would be displayed. User need to select relevant options from the drop down menus of the following fields: Room Type, Room, Bed Type, Bed, Discharge Cancellation by and Cancellation Remarks.

### Save – Clear – Cancel-Button

- Save → By clicking the button, data will be saved and confirmation message is displayed on the screen
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → ADT window will close and user will return to the main menu of the application.

## 10. New Baby Admission

Click on ADT → Services → New Baby Admission

- Enter Cr No. of the Mother in the space provided

### Go – Button

- Click on Go: by clicking the button request goes on next page after verifying the entered CR No.
- Mother Details section would contain complete information about the Patient.
- Fill the New Baby admission form with relevant details such as Treatment Category, Id Mark1, Id Mark2, Date Of Birth, Birth Time, Gender, Religion, Father Name, Patient Caste
- Enter Address details, and Ward Bed status details
- Click on Save

### Save – Clear – Cancel-Button

- Save → By clicking the button, data will be saved and confirmation message is displayed on the screen
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → ADT window will close and user will return to the main menu of the application.

## 11. Private Ward Approval – Allotment

Click on ADT → Services → Private Ward Approval – Allotment

Select the Cr No. from the list, Click on Approve

### Approve– Button

- Click on Approve: by clicking the button request goes on next page after verifying the entered CR No.
- Episode Details section would contain complete information about the Patient admission.
- Select the Approval decision as Yes or NO
- Select Approved by name from the drop down, Enter Remarks.
- Click on SAVE button.

### Save – Clear – Cancel-Button

- Save → By clicking the button, data will be saved and confirmation message is displayed on the screen
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → ADT window will close and user will return to the main menu of the application.

### Add– Button

- Click on Add button, Enter Cr No.
- Click on GO
- Enter Occupation details-Monthly Income
- Enter Form details- Form No., Submit Date, Verified By
- Click on save

## 12. Change Patient Category

Click on ADT → Services → Change Patient Category

- Enter CR No. of Patient in the field provided for those patients who have already been registered in the hospital.

### Go – Button

- Click on Go: by clicking the button request goes on next page after verifying the entered CR No.
- Patient Details would be visible under the following headers with the corresponding data values already filled to it.
- Patient Demographics Details, Patient Category, Renewal option information would be available in their subsequent column.
- User need to select the value from Patient Category from dropdown list.

### Save – Clear – Cancel-Button

- Save → By clicking the button, data will be saved and confirmation message is displayed on the screen
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → ADT window will close and user will return to the main menu of the application.

### 13. Change Credit To Paying Category For Ipd

Click on ADT → Services → Change Credit To Paying Category For Ipd

- Patient Admission No/CR No options would be visible on screen.
- Enter IPD No. or CR No of Patient in the field provided for those patients who have already been registered or admitted in the hospital.
- Export Type - Dropdown for HTML/Excel/PDF format, Header Require, Footer Require and User Remarks would be available under dynamics reports.

#### **Generate – Clear – Cancel-Button**

- Generate → By clicking the button, data will be generated in for HTML/Excel/PDF format and would be display on the screen.
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → ADT window will close and user will return to the main menu of the application.

### 14. Bed Status Dashboard

Click on ADT → Services → Bed Status Dashboard

- Two type of bed status – Ward view and Bed view would be visible on Dashboard with Ward view and Bed view buttons.
- All wards details available with % of Occupancy from all departments would be on Dashboard.
- Bed view status would be available on Dashboard screen with Bed Strength, Occupied, Vacant, Blocked, Booked and VacantButDirty option.
- Bed Occupancy details with CR No, Patient Name and Bed availability details would be available on screen.

## 15. Change Ipd Credit Organization

Click on ADT → Services → Change IPD Credit Organization

- Patient Admission No/CR No options would be visible on screen.
- Enter IPD No. or CR No of Patient in the field provided for those patients who have already been registered or admitted in the hospital.
- New Organization details would be available in dropdown list.
- Export Type - Dropdown for HTML/Excel/PDF format, Header Require, Footer Require and User Remarks would be available under dynamics reports.

### **Generate – Clear – Cancel-Button**

- Generate → By clicking the button, data will be generated in for HTML/Excel/PDF format and would be display on the screen.
- Clear → Clear Window will erase all the records on the entered fields.
- Cancel → ADT window will close and user will return to the main menu of the application.

## 16. Patient Tracking

Click on ADT → Services → Patient Tracking

- Patient CR No/IP No text box would be visible on screen.
- Enter CR No or IPD No of Patient in the field provided for those patients who have already been registered or admitted in the hospital.

### **Go – Button**

- Click on Go: by clicking the button request goes on next page after verifying the entered CR No/IPD No.
- Patient Acceptance Details section would contain complete information about the Patient like Admission No, CR No, Name, Age/Sex, Adm. Date/Time, Unit and Bed dropdown details.
- Select the Admission No from the list and Save.



### **Save – Cancel - Button**

- Save → By clicking the button, data will be saved and confirmation message is displayed on the screen
- Cancel → ADT window will close and user will return to the main menu of the application.

## **17. Adjustment Bill reprint**

Click on ADT → Services → Adjustment Bill Reprint

- Patient CR No/IP No text box would be visible on screen.
- Select bill type.
- Enter patient CR/IP number. Click on Go button.
- Select the Admission no from the list in admission details
- Click on print button.

### **Save – Cancel - Button**

- Save → By clicking the button, data will be saved and confirmation message is displayed on the screen
- Cancel → ADT window will close and user will return to the main menu of the application.