

Click path for CSSD Module

NIMS eHMS



e-Sushrut १-५

An Advanced Hospital Management Information System

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CSSD Module

Click Path

1. Request of Items

Click on CSSD → Services → Request of Items

Enter the Fields.

Note All fields marked as '*' are mandatory

- If previously any requested some items then that item list is displayed after selecting the Request of Item.
- ADD → If want to add new request click ADD.
- New window to raise the request will be open.
- Location Name → Use dropdown to select location name. → Some details are automatically fetch after selecting location name.
- Send By → Use drop down menu for who send items.
- Approved By → Use drop down menu for who approved items for CSSD.
- Request Description → Enter request description in given text area.
- Request Item Details → List of Items related to selected location is displayed
- No of packet → Enter number of item to be send.
- Priority → Use dropdown to select priority.(Low, Normal, High)
- Work To be done → Use drop down to select the work to be done.
- Remarks → Enter remarks.

Save – Cancel – Clear buttons

- Save → Details gets submitted → Request number will be generated.
- Cancel → Request items window will close.
- Clear → It will clear all the fields of the request items form.

Add – Modify – Cancel buttons

- Add → Request items details will be fetched on the screen for new request.

- Modify → Selected request number details from list will be fetched on the screen for modification.

Note: Modify the field in which changes is to be made. → Fill all mandatory fields.



- Cancel → Request items window will close.

2. Receipt of Items

Click on CSSD → Services → Receipt of Items

Enter the Fields.

Note All fields marked as '**' are mandatory

- Location Name → Select the location name from drop down menu.
- Request Status → Select the option "NEW" for request status from drop down menu.
- Click on radio button to select request number from pending request list, receipt of items details will be fetched on the screen.
- New window open for Receipt details.
- Received by → Use drop down to select the name of the person who received the item.
- Receipt date → Use calendar  to select date.
- Approved by → Use drop down to select name of the person who approve.
- Receipt Reference No. → Enter Receipt Reference Number.
- Expected delivery date & time → Use calendar  to select date & enter time in HH:MM.
- Select the item using check box from the requested item list.
- Priority → Select priority using drop down.
- Work to be done → Select work to be done using drop down .
- Remarks → Enter remarks in given text area.

Save – Cancel – Clear buttons



- Save → Receipt of items details gets submitted.
- Cancel → Receipt of items window will close.
- Clear → It will clear all the fields of the receipt of items form.

3. Offline Receipt of Items

Click on CSSD → Services → Offline Receipt of items

Enter the Fields.

Note All fields marked as '**' are mandatory

- Location name → Use drop to select location name.
- Receipt date → Select receipt date using calendar .
- Receipt reference number → Enter receipt reference number.
- Expected Delivery Date → Select delivery date using calendar .
- Send by → Use drop down menu to select the name of person who send the items.
- Received by → Use drop down menu to select the name of person who received the items.
- Request Description → Enter request description in given text area.
- Fill Request item details.
- No of packets → Enter number of packet in given field.
- Work to be done → Select work to be done using drop down .
- Priority → Select priority using drop down.
- Remarks → Enter remarks in given text area.

Save – Cancel – Clear buttons

- Save → Receipt of items details gets submitted.
- Cancel → Receipt of items window will close.
- Clear → It will clear all the fields of the receipt of items form.

4. Work Allocation

Click on CSSD → Services → Work Order

Enter the Fields.

Note All fields marked as '**' are mandatory

Add – Button

- Click on Add: by clicking the button request goes on next page, Work order details will be fetched on the screen.


Other window will appear to generate work order

- Batch No → Enter Batch number.
- Shift Name → Choose from drop down menu as per the shift of work.
- Method name → Enter method name using drop down menu.
- Assign Date → Enter Assign date for work order.
- Start Date → Enter the start date of work order.
- Completion Date → Enter completion date of work order.

Save – Cancel buttons

- Save → Details gets submitted → work order number will be generated.
- Cancel → Work order window will close.

Complete – Button

- Select one of the item from the list and click Complete.
- Other window will appear to generate work order → Work order generation details are fetch as it is.
- Enter receipt no list Details.
- Completed on → Select date of completion using calendar.
- Quality check done → Use drop down to select value.
- Quality Status → Select quality status using drop down.
- Upload file → by clicking  symbol → new window will open → attach the file.
- Remarks → Enter remarks.

Save – Clear – Cancel buttons




- Save → Details gets submitted →work order number will be generated.
- Clear → Clear the fields of the form.
- Cancel →Work order window will close.

5. Condemnation

Click on CSSD → Services → Condemnation

Enter the Fields.

Note All fields marked as '**' are mandatory

- Request type → Use drop down to select request type.
- Select work order from the list using radio button.
- ADD → Click on ADD to fill condemnation details.
- Condemnation number → Enter Condemnation number.
- Work order number → select work order number using drop down menu.
- Item Name → Select item name from down down list → Item quantity will be displayed after selecting item name.
- Condemnation date → Enter condemnation date using calendar .
- Quantity to be condemned → Enter quantity.
- Reported By → Use drop down menu to select the reporting person name.
- Reported date & time → Use calendar  to select date & enter time in HH:MM.
- Approved by → Use drop down to select name of the person who approve.
- Approved date & time → Use calendar  to select date & enter time in HH:MM.
- Condemnation reason → Enter condemnation reason in given text area.
- Approved authority remarks → Enter remark in given text area.

Save – Clear Buttons

- Save → Condemnation details gets submitted.
- Clear → It will clear all the fields of the condemnation form.
- Cancel → Condemnation details window will close.

6. Issue of Item

Click on CSSD → Services → Issue of item

Enter the Fields.

Note All fields marked as '*' are mandatory.

- Select the item from the list using radio button. → New window open.
- Issue against → Enter issue against name in given text area.
- Packet details → Select packet name using check box.
- Sterilization expiry date → select date using calendar .
- Remark → Enter remarks in given text area.

Save – Clear – Cancel buttons

- Save → Item issued successfully.
- Clear → Clear the fields of the form.
- Cancel → Issue item window will close.