

Click path for MRD Module

NIMS eHMS



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MRD Module

1. Case Sheet Ready

Click on MRD -> Services -> Case sheet ready
Enter the Fields.

Note All fields marked as ‘*’ are mandatory

- Unit -> Choose from drop down menu as per applicable **unit** from where department will be raised.
- Ward -> Choose from dropdown menu as per applicable ward from dependent will be raised
- In that screen you have to select or click all enclosure summary and you have to write if any remarks also, after then click on save.
- In that screen only you have to write reason for delay and select enclosure upload image option. On ether page will be displayed.
- In that screen we have to

- ✓ Enclosure,
- ✓ Discharge report,
- ✓ Temperature chart,
- ✓ Check list,
- ✓ Discharge,
- ✓ Final diagnosis,
- ✓ Investigation report

and remarks also and then final click on ok.

Save –Cancel –Clear buttons

Save - > Record saved successfully. Case sheet ready

Cancel ->New case sheet window will be open

Clear -> It will clear all the fields of the registration form

2. Case sheet approval:

Click on MRD -> Services -> Case sheet approval

In case sheet approval page two options is there.

- Unit ward wise
- Cr number wise

Unit& ward -> Drop down menu contains all the units

- Select one Unit in dropdown option
 - Select one ward at corresponding unit
-
- Unit -> Choose from drop down menu as per applicable **unit** from where department will be raised.
 - Ward -> Choose from dropdown menu as per applicable ward from dependent will be raised
 - In that screen you see CR.No, Patient Name, Admission number, Department unit, Delay lesion.
 - ✓ Select CR. No click on delay lesion view

Enter Remarks given box. And save Record save successfully, message will appear.

Save –Cancel –Clear buttons

Save - > Record saved successfully. Case sheet ready

Cancel ->New case sheet window will be open

Clear -> It will clear all the fields of the registration form

3. Case Sheet Handover

Click on MRD -> Services -> Case sheet Handover

In case sheet approval page two options is there.

- Unit ward wise
- Cr number wise

Unit& ward -> Drop down menu contains all the units

- Select one Unit in dropdown option
 - Select one ward at corresponding unit
- Unit -> Choose from drop down menu as per applicable **unit** from where department will be raised.
 - Ward -> Choose from dropdown menu as per applicable ward from dependent will be raised
 - In that screen you will see CR.No, Patient Name, Admission number, ward, enclosure
 - In case sheet handover two options is there Accept and rejection
 - If in case you have to selected rejection option rejection form will be displayed and then enter rejection reason also.
 - If you want to select enclosure button another screen will be displayer.
 - In that screen we have to

- | | |
|--------------|---------------------------------------|
| ✓ Enclosure, | |
| ✓ | Discharge report, |
| ✓ | Temperature chart, |
| ✓ | Check list, |
| ✓ | Discharge, |
| ✓ | Final diagnosis, |
| ✓ | Investigation report and remarks also |

and then final click on ok.

In the same screen enclosure summary how many pages you have verified mention in box

Check details ->

- check list.
- Discharge,
- Final Diagnosis,

- Investigation report. And if any remarks also is there enter in remarks box. After click on ok and click on final save

Record Saved successfully, message will appear.

Save –Cancel –Clear buttons

Save - > Record saved successfully. Case sheet ready

Cancel ->New case sheet window will be open

Clear -> It will clear all the fields of the registration form

4. Record Acceptance in MRD

Click on MRD -> Services -> Record Acceptance in MRD

- **MRD** -> In Record Acceptance screen you have to select MRD Type in dropdown list
- **Record Type**- > In the same screen only you have to select Record Type also in dropdown list, in dropdown list is as fallows
 - Birth notification
 - Dearth Notification
 - Estimate notification
 - Fitness certification
 - General cast sheet
 - Medical certificate
 - MLC certificate
 - OPD file and click on save after screen

will be displayed.

According to the above screen list select one patient from above list. And select radio button in patient list bellow.

- After selected patient you have to send Rack and shelf.
- **If selected shelf** ->another page will be displayed. in that page it showing enclosure details and check list details.
 - **Enclosure details** -> In enclosure details you have to verify
 - Discharge report,
 - Intake outtake,
 - Temperature chart

Verify by MRD - > Here how many pages verified that count you have to mention in the box and then click on ok.

- Record accepted in MRD this message will be displayed.

Save –Cancel –Clear buttons

Save - > Record saved successfully. Case sheet ready

Cancel ->New case sheet window will be open

Clear -> It will clear all the fields of the registration form

5. Online MRD Record Request

Click on MRD -> Services -> Online MRD Request

In Online MRD request screen

Fill Details

- **Record Type-** > You have to select record type from dropdown
- **Request Purpose-** > You have to select record type from dropdown
- **For Days ->** You have to select record type from dropdown
- Otherwise you have to click search button left side in this page it will showing search screen.

In that screen you have to enter

- First Name
- Middle Name,
- Last Name,
- Cr. No
- Admin. Number,
- MLC No,
- Discharge type,
- From date,
- To date, And then finally click on search button
- After searching the patient list you have to select one patient after click on save,
- Request raised in online that message will be displayed

Save –Cancel –Clear buttons

Save - > Record saved successfully. Case sheet ready

Cancel ->New case sheet window will be open

Clear -> It will clear all the fields of the registration form

6. Request record approval

Click on MRD -> Services -> Record Request approval

- In record request approval before all requests are displayed in this page.
- In these records you have to select on record.
- After that particular record you have to two options is there,
 - Accept,
 - Reject
- If record is accepted “record saved successfully message will be displayed,
- Otherwise select reject option ,enter rejection reason after save record will be rejected.

Save –Cancel –Clear buttons

Save - > Record saved successfully. Case sheet ready

Cancel ->New case sheet window will be open

Clear -> It will clear all the fields of the registration form

7. MRD Record Issue

Click on MRD -> Services -> MRD Record Issue

- Select one record from the displayed list
- **Select return date**-> It says return date
- **Hand over to** -> In that dropdown which location (**MRD**) you have to select particular person in search page. And finally click on save. Record saved message will be successfully .

Save –Cancel –Clear buttons

Save - > Record saved successfully. Case sheet ready

Cancel ->New case sheet window will be open

Clear -> It will clear all the fields of the registration form

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8. Record Return details.

Click on MRD -> Services -> Record Return details.

- In this screen all records will be displayed here, you have to select particular record from displayed records.
- After selecting the record issue record details will be displayed here.
 - Cr.No
 - Patient Name,
 - Admission number,
 - Record type,
 - Issue date,
 - Return date.
- **Return by-** > In this return by you have to select employee from displayed employee details,
- **Record archive details** -> Here two options is there
 - Previous archive details,
 - Changed archives
- **Put by** -> In this option you have to select particular number from Frome dropdown
- **Rack**-> In this rack it will give racks information

- And finally click on save, Record return successfully message will be displayed

Save –Cancel –Clear buttons

Save - > Record saved successfully. Case sheet ready

Cancel ->New case sheet window will be open

Clear -> It will clear all the fields of the registration form

9. Record Movement

Click on MRD -> Services -> MRD Record Issue

- Record type -> Select record type in dropdown list
 - Medical certificate
 - Fitness' certificate
 - General case sheet
 - MLC case sheet
 - Death notification
 - Birth notification
 - OPd file
 - Estimate certification
- After selecting the above record type automatically from location also displayed, you have to select Movement Destroy
- In above records you have to select any one record that record process will be displayed, in that page you have to fill all mandatory files.
 - ✓ From location
 - MRD -> select dropdown options from displayed list
 - Rack -> select dropdown options from displayed list
 - Shelf-> select dropdown options from displayed list
 - ✓ To location
 - MRD-> select dropdown options from displayed list
 - Rack-> select dropdown options from displayed list
 - Done By-> select dropdown options from displayed list
 - Shelf-> select dropdown options from displayed list

Save –Cancel –Clear buttons

Save - > Record saved successfully. Case sheet ready

Cancel ->New case sheet window will be open

Clear -> It will clear all the fields of the registration form

10. MRD Record Lost

Click on MRD -> Services -> MRD Record lost

- In this step if you know record number directly u enter given box, otherwise click on search button
- After click on search button you can enter
 - First Name
 - Last name
 - Cr No
 - Record type
- After entering above all details records will be displayed, in that records you have to select particular records click on save.

- Reported By -> If you have to select particular person in displayed dropdown option.
 - Enter Last Seen Date
 - Lost Area

Save –Cancel –Clear buttons

Save - > Record saved successfully. Case sheet ready

Cancel ->New case sheet window will be open

Clear -> It will clear all the fields of the registration form

11. MRD Record Found

Click on MRD -> Services -> MRD Record found

- In this Mrd record found screen displayed before total all records.
- Here you can select one record you can fill bellow details.
 - Found by
 - Found date
 - Found time
- It will showing record saved successfully message will be displayed

Save –Cancel –Clear buttons

Save - > Record saved successfully. Case sheet ready

Cancel ->New case sheet window will be open

Clear -> It will clear all the fields of the registration form

12. Duplicate Record Printing Request

Click on MRD -> Services -> MRD Record found

- In this option you have search two options
 - ✓ With CR No
 - ✓ Without CR No
- You have already CR No number now you can enter in search option click on **go**,After click on go button on ether page will be displayed, in this page
 - Patient details,
 - Record details-> In this record type you can select one record from dropdown list
 - Requested by details,-> In this request details you can select either patient are relative.
 - Request approval details displayed here.->In this request approval details you can select particular name from dropdown list.

Save –Cancel –Clear buttons

Save - > Record saved successfully. Case sheet ready

Cancel ->New case sheet window will be open

Clear -> It will clear all the fields of the registration form

13. Case sheet enquiry

Click on MRD -> Services -> Cash sheet enquiry

- In this cash sheet enquiry there is Patient options is there,
- ✓ **Patient type** -> Now you can search Patient wise
 - Patient name,
 - Patient Last name,
 - Patient CR.No
 - From date & To date
- ✓ **Chronic Disease**-> Now you can search Chronic wise ,select chronic from dropdown list
- ✓ **Allergy**-> Now you can search Allergy wise, select any one of them from dropdown list
- ✓ **Diagnosis wise**-> Now you can search Diagnosis wise also
- In above four options you can select anyone, it will display along with mandatory fields.
- IF you can selected Allergy ,at the time you select allergy type
 - Food
 - Dust
 - Smoke
 - Drug allergy
 - Stimulatory

Search and cancel buttons

Search -> You can search something related to case sheet enquiry.

Cancel -> Cancel OR Close the option

14. Case sheet Monitoring

Click on MRD -> Services -> Cash sheet Monitoring

- Here two options is there
 - ✓ Unit ward wise
 - ✓ Cr n. wise
- **Unit**- > Now you can select wise from dropdown list
- **Ward wise** -> Now one particular ward related to Selected unit.

- **Cr no. Wise ->** enter Cr no Click on go button otherwise you can search button also

- Patient name,
- Patient Last name,
- Patient CR.No
- From date & To date

Save –Cancel –Clear buttons

Save - > Record saved successfully. Case sheet ready

Cancel ->New case sheet window will be open

Clear -> It will clear all the fields of the registration form

15. Offline MRD Record Request

Click on MRD -> Services -> Offline MRD Request

In Offline MRD request screen

Fill Details

- **Record Type-** > You have to select record type from dropdown
- **Request Purpose-** > You have to select record type from dropdown
- **For Days ->** You have to select record type from dropdown
- Otherwise you have to click search button left side in this page it will showing search screen.

In that screen you have to enter

- First Name
 - Middle Name,
 - Last Name,
 - Cr. No
 - Admin. Number,
 - MLC No,
 - Discharge type,
 - From date,
 - To date, And then finally click on search button
- After searching the patient list you have to select one patient after click on save,
 - Request raised in online that message will be displayed

Save –Cancel –Clear buttons

Save - > Record saved successfully.

Cancel ->New offline window will be open

Clear -> It will clear all the fields of form

16. Patient Image Upload

Click on MRD -> Services -> Patient Image Upload

In Patient Image Upload screen

- In this option you have search two options
 - ✓ With CR No
 - ✓ Without CR No
- You have already CR No number now you can enter in search option click on **go**
,After click on go button on ether page will be displayed, in this page
 - Patient details,
 - Click on plus (+) button to attach the image.
 - A new window will be open to attach the image from local system.

Save –Cancel –Clear buttons

Save - > Record saved successfully.

Cancel ->New patient image window will be open

Clear -> It will clear all the fields of the form

17. Medical Camp

Click on MRD -> Services -> Medical Camp

In Medical Camp screen

- Click on add button to add new medical camp.
- Fill all the details related to the camp:-
 - Camp name, Camp start date, camp requisition date,time,venue.
 - Employee name and role.

Save –Cancel –Clear buttons

Save - > Camp Added successfully.

Cancel ->New Camp Addition window will be open

Clear -> It will clear all the fields of the form

18. Medical and Fitness Certificate

Click on MRD -> Services -> Medical and Fitness Certificate

In Medical and Fitness Certificate screen

- Enter CR Number.
- Fill all the details related to the patient for fitness certificate

Save –Cancel –Clear buttons

Save - > Record saved successfully.

Cancel ->Medical and fitness certificate window will be open

Clear -> It will clear all the fields of the form

19. EMR

- An EMR is a digital version of a paper chart in a clinician's office. It contains the medical and treatment history of the patients in one practice.
- A new window will open in new page containing relevant tabs and its subsequent details of EMR Module.
- User can click tab available on the new screen and view details of the section as per the tab selected by the user.
- All tabs in this module have Cancel button in the bottom of the section.
- Cancel Button
- Cancel -> EMR window will close and user will return to the main menu of the module.