



HEALTHone Connect

Version 7102_4_1

Contents

Background:	4
• Support contact details	4
Browser preference	4
Logging in	5
Forgot the password when logging in.....	6
Practice landing screen	7
Menu items	9
• Appointments	9
Selecting a provider	9
Viewing the appointments.....	10
Scheduling an appointment.....	11
Increasing the time on the appointment.....	13
• Worklists	14
• Patient.....	14
Searching for a patient.....	15
Viewing the patient summary – demographics.....	15
Adding a new patient onto the application.....	15
• Action plans.....	18
• Pathology	19
Match results	19
View new results.....	19
• Reporting	20
Day report	20
• Communication.....	21
Send SMS to all patients	21
Send email to all patients.....	22
• System.....	22
Account - Change password.....	22
Maintenance	23
• Log out	50
Patient actions	51
Healthcare record	53
Standard patient healthcare record landing screen.....	54
• The healthcare record toolbar	55

Patient information banner	57
Overview options	57
• Navigating the healthcare screens.....	58
• Clinical transactions	58
Patient information history.....	60
Adding addition transactions	61
Add a document.....	64
Add an image	65
Form	66
Macros	67
Case.....	67
Templates.....	67
Email.....	68
SMS	68
Action plans.....	69
Trend analysis	70
Patient documents.....	70
Practice documents	71
Protocols	71
• Medscheme affiliated patients	72
• Discovery affiliated patients	74
View 1: Accessing HealthID from HEALTHone Connect.....	74
View 2: HealthID Log-in screen	74
View 3: Request Consent	75
View 4: Using HealthID	76
Prescription.....	77
• Prescription layout.....	78
Adding items to the script.....	85
Patient actions	93

Background:

HEALTHone Connect is an electronic patient record that stores a complete patient history in a secure, electronic format – accessible at your fingertips.

You can now create, store and share patients records on an online platform that is mobile, secure and convenient. This application is built on an ASP framework and adheres to strict security protocols to ensure safety of data.

- **Support contact details**

Website: www.healthoneconnect.co.za

Support:

Email: healthone@medemass.com

Tel: 0860 98 00 98

Browser preference

Although the application will work on all browsers, Internet Explorer 10 or higher is the suggested browser to allow full functionality

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We strongly recommend using Internet Explorer 10 or higher for HEALTHone
Connect.

Logging in



Please enter your username and password. [Register](#) if you don't have an account.

Username:

heidiv

Insert your USERNAME

Password:

.....

Insert your PASSWORD

[Terms and Conditions](#)

[Forgot password](#)

Login



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We strongly recommend using Internet Explorer 10 or higher for HEALTHone Connect.

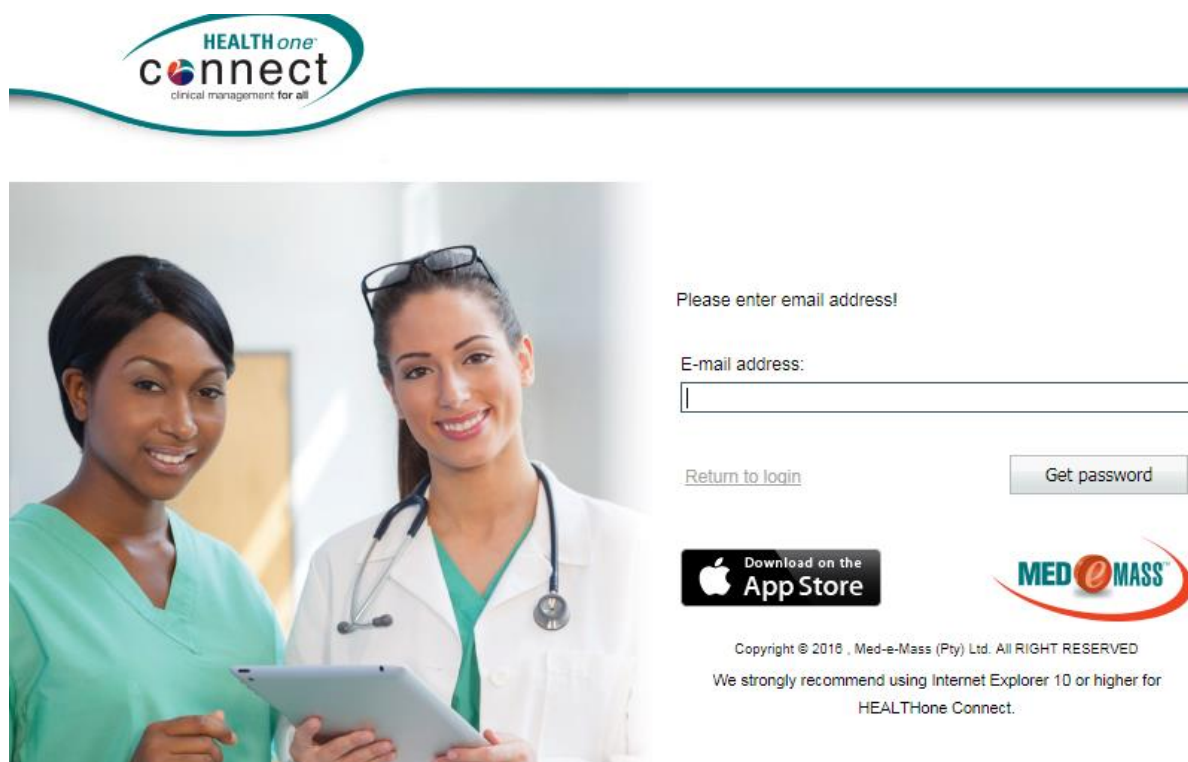
Username: Enter the username that has been created for you.

Password: Enter the password that has been created for you.

- Click on the Login button

Forgot the password when logging in

- On the Login page, click on the Forgot password option.



The following screen will display

- Enter the e-mail address that you originally registered with and you will receive an e-mail assisting you with the password.
- Click on Get password

You will receive an e-mail with the steps to take to reset your password



NOTE: When you change your password, it must have a minimum of 6 characters in length containing letters, at least 1x upper and 1x lower case, numbers and special characters.

- Once you have entered your username and password, click on Log In
- You will then be directed to your PRACTICE LANDING screen.

Practice landing screen

HEALTHone connect
clinical management for all

HEALTHone Connect

Practice name and number: Practice: **Medicross Admin Practice [MC12345]**

Session time out: Your session timeout is set to 180 minutes. The session will expire in 2 hours 14 minutes 43 seconds

Logged in user name: System user: **Mariette M Fouch**

Menu items: Appointments, Worklists, Patient, Pathology, Reporting, Communication, System, Logout

Open a Healthcare record of the selected patient: Health record, Prescription, Patient ac

Patient record action buttons: New, Edit, Delete

Patient search: Enter text to search... Search Clear

Patient list

Expandable that opens to selected patient summary view

Reference #	File #	Title	Initials	Firstname	Surname	Birth date	ID number	Gender	Plan	Option	Number
		Mr	T	Arron	Aarentse	01/08/1947		Male	PRIVATE PATIENT	PRIVATE PATIENT	
		Mr	A	Andy	Andy			Male	PRIVATE PATIENT	PRIVATE PATIENT	
		Dr	P	Pratik	Bhagwan	01/01/1980		Male	PRIVATE PATIENT	PRIVATE PATIENT	
23456789					Bird	10/10/1997	9710105229087	Male	BONITAS	BONCLASSIC ACUTE	231654897
					Bond	10/04/1982		Male	PRIVATE PATIENT	PRIVATE PATIENT	
					Botha	10/04/1982		Male	PRIVATE PATIENT	PRIVATE PATIENT	
					Roume	10/04/1982		Male	PRIVATE PATIENT	PRIVATE PATIENT	

Page 1 of 2 (47 items) < [1] 2 >

Download on the App Store

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We strongly recommend using Internet Explorer 10 or higher for HEALTHone Connect.

MED e MASS

The following MENU items are found on the PRACTICE LANDING screen:

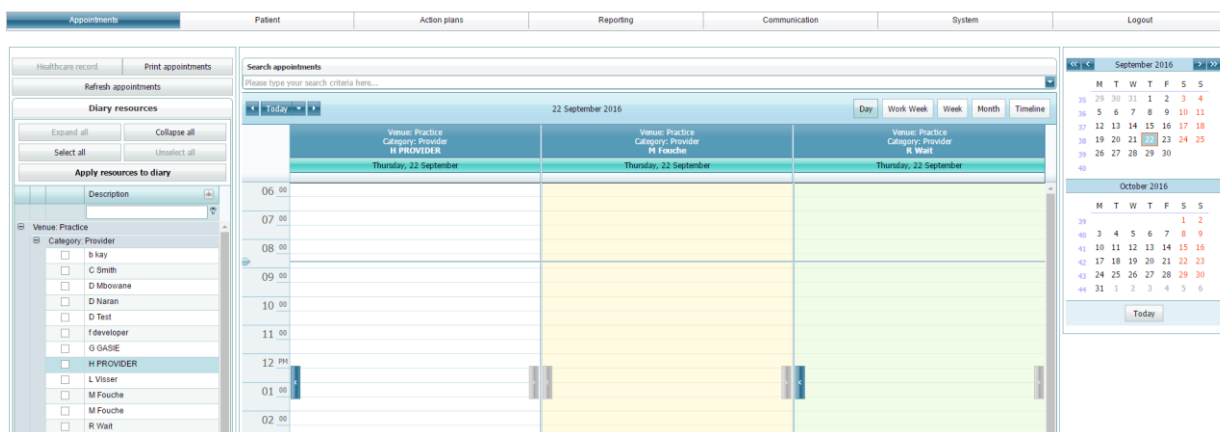
1. Appointments
2. Worklists (only if activated for your practice)
3. Patient
4. Action plans
5. Pathology
6. Reporting
7. Communication
8. System
9. Log out

Menu items

- **Appointments**

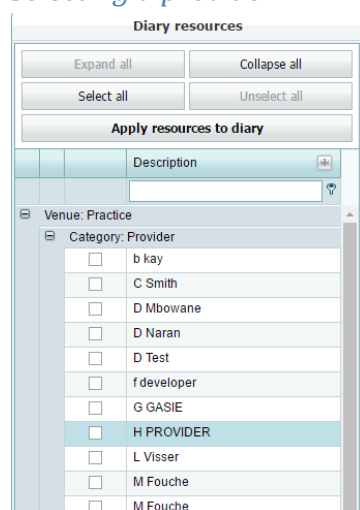
- Select the Appointment option on the main menu

The following screen will display



Use the scroll bars on the right hand side of the screen to scroll up and down to view the full screen.

Selecting a provider



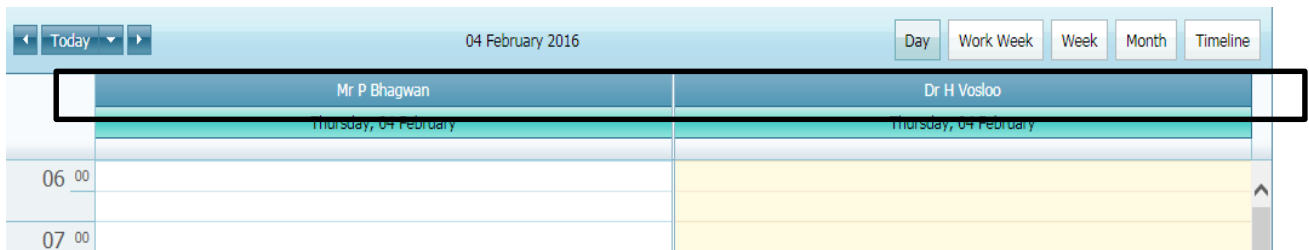
On the Diary resource section

- Select the provider/s (can select more than one) by clicking on the checkbox

If you select 2 providers then both diaries will display:

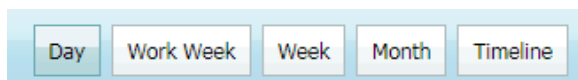
- Click on *Apply resources to diary*

The diary of selected resources will now display



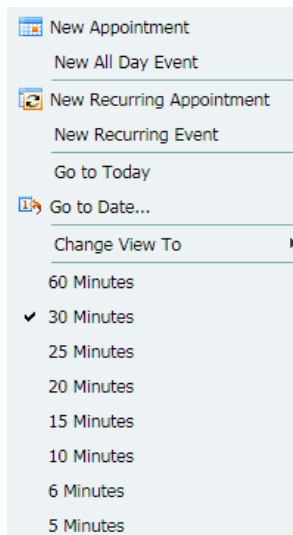
Viewing the appointments

You are able to change the view of the diary by selecting the one of the following options:



You are able to change the time slots per appointment.

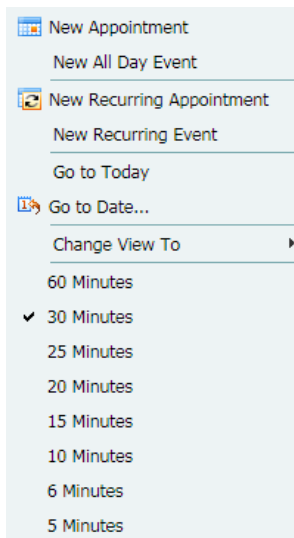
- Click a time slot.
- Right click and the following screen will display:



Current 30 minutes is ticked. Click on another time slot to change the intervals and the timeslots will update.

Scheduling an appointment

- To schedule an appointment, click in the required time slot and then right click and the following options will display.



- Select *New Appointment*

Untitled - Appointment

Subject: Search patient

Location: Label: None

Start time: 04/02/2016 07:30 AM End time: 04/02/2016 08:00 AM

Show time as: Busy All day event

Resource: Mr P Bhagwan

OK Cancel Delete

- Select *Search patient*.

Select patient

Enter text to search...

Initials	First Name	Surname	Birth date	Gender
H	Heidi	Vosloo	31/10/1970	Female
AA	AAA	AAAAA	05/01/2016	Male
P	PratikP	Bhagwan	01/01/1989	Male

- Enter the patient details you are booking the appointment for in the search block

Initials	First Name	Surname	Birth date	Gender
H	Heidi	Vosloo	31/10/1970	Female

- Click on the patient and the details will populate onto the appointment screen below.

Location: Should you wish to type in the location, you are able to.

Start and End time: This will auto populate from the time slot you selected when booking the appointment on the first screen; however, you can edit and extend or reduce the time slot here should it be required.

Show time as: Select an option from the dropdown.

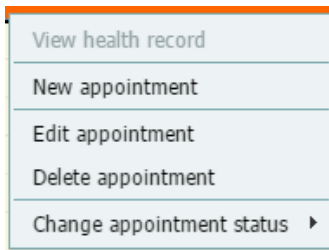
All day event: If the appointment is an all-day event, tick this block so it 'blocks' the whole days appointment slots.

Resource: This is the clinician who will be booked for the said appointment.

There is also a free text block available where you are able to make notes for the said appointment.

- Click on *OK* to save the appointment and it will now block the time slots requested.

If you right click on the patient name in the appointment slot more options display.



View health record: This option is a shortcut to the patient healthcare record

New appointment: This is the option to select to book a new appointment

Edit appointment: This option will open the booking screen of the specific appointment and allow the user to edit the details

Delete appointment: Option allows the user to delete an appointment

Change appointment status: Change the status of the appointment – this will change the display colour which will make it easy to see who has arrived etc

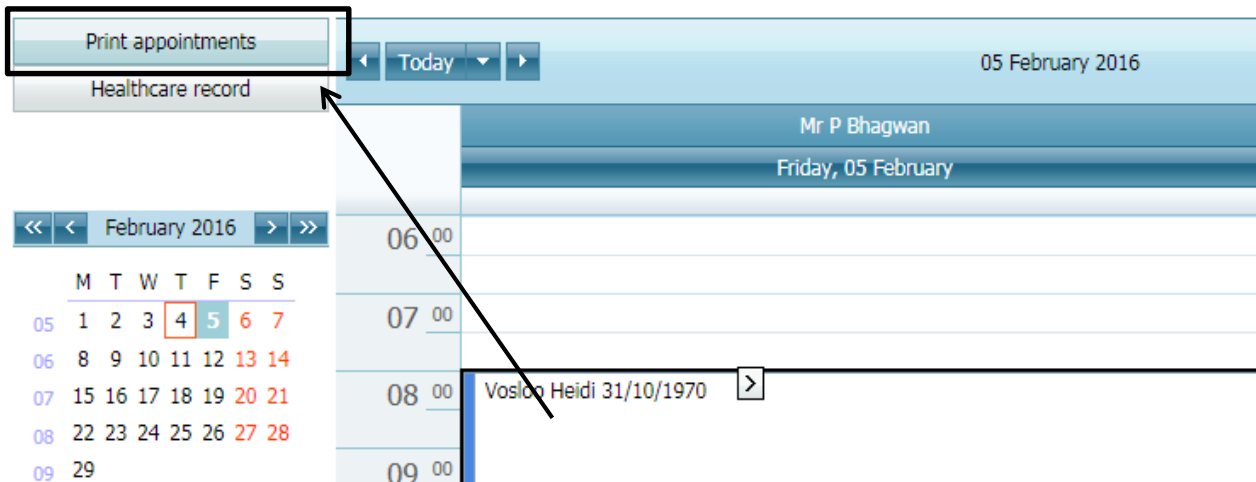
Increasing the time on the appointment

You are able to increase the time slot by clicking on the bottom line and dragging to the next slot.



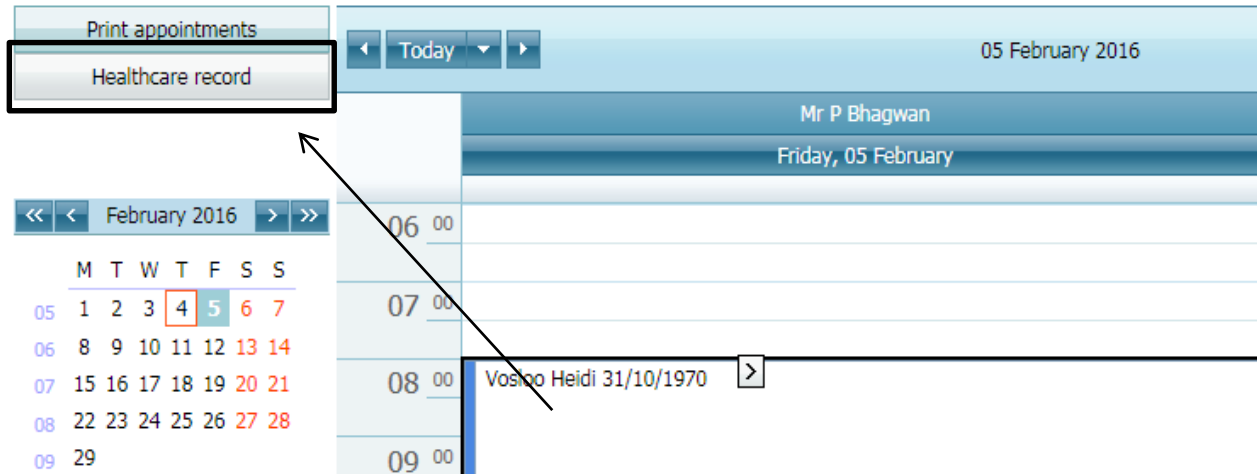
Print an appointment.

- Select the patient name
- Click on *Print appointment*



Access the healthcare record from appointments.

- Click on the patient name from diary.
- Click on *Healthcare record*. The healthcare record for the patient will display.



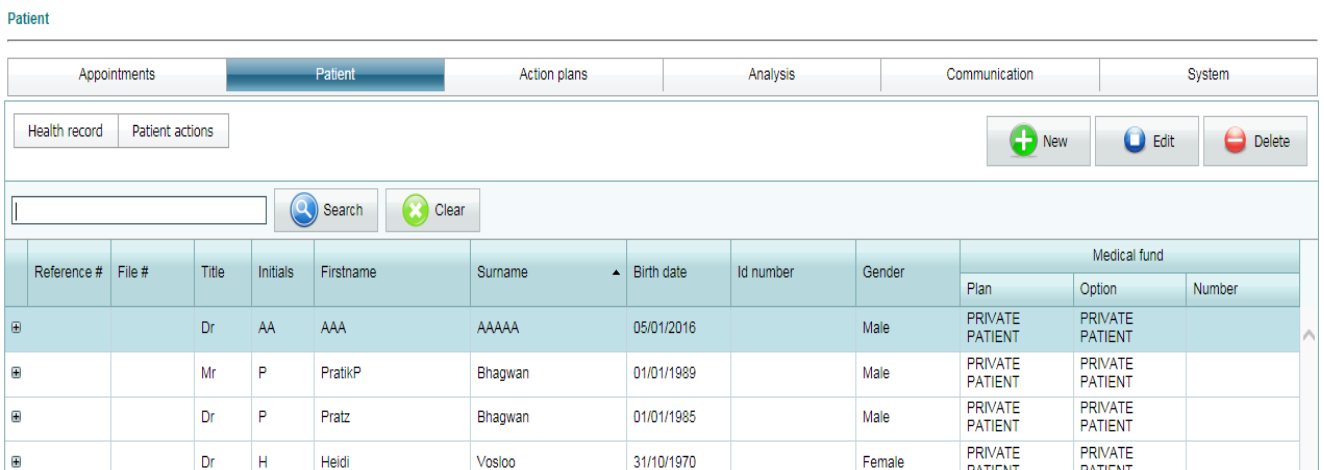
• Worklists

This functionality will only be available if activated for you practice

• Patient

- To view the patients click on the *Patient* option on the Main menu,

The patient list will display



Searching for a patient

- Type in the patients details in the search block and the results will populate
- To clear the search block, click on *Clear*.

Reference #	File #	Title	Initials	Firstname	Surname	Birth date	Id number	Gender	Medical fund		
									Plan	Option	Number
		Dr	H	Heidi	Vosloo	31/10/1970		Female	PRIVATE PATIENT	PRIVATE PATIENT	

Viewing the patient summary – demographics

- Next to the patient name is an EXPANDABLE control –
- Click on this to open the summary.

test		H	Heidi	Decemberpad	02/12/2010	555	Female	AECI HEALTHCARE	COMPREHENSIVE ACUTE	...
Street address		Postal address		Contact numbers						
Westwalk, number one Gauteng		None		Cellular: Home tel.: Work tel.: E-mail address:						
		2000								

Adding a new patient onto the application.

- Click on *New*

The following screen will display

- Complete all the relevant fields

Tabs available

FIELD NAME
Title
Initials
First name
Preferred name
Middle names
Surname
ID number
Id type
Date of birth
Reference number
File number
Status
Status date
Status notes
Gender
Language
Marital status
Race
Religion
Contact Details
Street address
Street address 1
Street address 2
Street address 3
Postal code
Country
Region
Street address 1
Street address 2
Street address 3
Postal code
Region
Cellular
Home telephone
Work telephone
Facsimile number
E-mail
Medical aid details
Patient details
Medical plan
Medical option
Membership number
Dependant number
Effective date
Main member details

<i>Copy from patient</i>
Surname
First name
Id number
Id type
Next of Kin
Name
Relationship
Telephone
Cellular
Street address 1
Street address 2
Street address 3
Postal code
Region
Notes
Employment details
Employment status
Employer
Occupation
Telephone
Street address 1
Street address 2
Street address 3
Postal code
Region

- Click on the update button to save the patient record

• Action plans

The action plan is setup per patient on the patient Healthcare Record. When the provider logs in, he can view a summary of all these action plans for all patients.

- On the menu, click on *Action plans*

The following screen will display

Appointments	Patient	Action plans	Reporting	Communication	System	Logout	
Healthcare record						PDF Export to PDF	
Details	Status	Date due	Firstname	Surname	Birthdate	Gender	Responsible
Manipulation	Due	22/05/2013	Test	Test	01/01/1969	Male	H Provider
Massage	Done	22/05/2013	Test	Test	01/01/1969	Male	H Provider
Manipulation	Not to be done	25/05/2013	BRUCE	WILLIS	12/12/1960	Male	H Provider
Massage	Done	25/05/2013	BRUCE	WILLIS	12/12/1960	Male	H Provider
Manipulation	Done	27/05/2013	Test	Test	01/01/1969	Male	H Provider

The action plans can be filtered and exported to PDF



Note: Any adjustment made on the action plan must be done on the healthcare record.

To open the individual healthcare record, double click on the line or select the record and click on the Healthcare record button.

Filters on the action plan

The action plans can be filtered on the details –

For example, type in the Details box, ‘manipula’ or use the and select “begins with” – All action items beginning with this will populate.

Details	Status	Date due	Firstname	Surname	Birthdate	Gender	Responsible
manipula							
Manipulation	Not to be done	22/05/2013	Test	Test	01/01/1969	Male	H Provider
Manipulation	Done	25/05/2013	BRUCE	WILLIS	12/12/1960	Male	H Provider
Manipulation	Done	27/05/2013	Test	Test	01/01/1969	Male	H Provider

The filter can be used on all fields.

• Pathology

If the provider is registered with the laboratories, the results will electronically be imported according to the practice number and patient details.

If the patient records received from the laboratory however differ from what has been captured on the system, the results cannot be linked to a healthcare record.

To view these results,

- Click on *Pathology* and
- Select *Match results*

Match results

Pathology matching

Appointments Worklists Patient Action plans Pathology Reporting Communication System Logout

Unmatched pathology results

Surname	First name	Title	Date of birth	NIDN	Gender	Service date	Requestion	Report type	Laboratory	Orders
There are no unmatched results...										

Match selected items

Patient search

Surname	First name	Title	Date of birth	NIDN	Gender	Initials
DOCTOR	HEIDI		24/03/2015		Female	H
MEDSCHEME	UAT1		24/03/2015		Male	N
MEDSCHEME	HEIDI		26/03/2015		Female	H
HAVENGA	LULU	MRS	17/04/1959		Female	L
MYBURGH	COLEEN	MS	17/04/1958	5810110029086	Female	C
KIRBY	TIMOTHY HENLEY	MR	21/01/1956	5801215032087	Male	TH
WLOOCH	ANNA	MS	22/05/1952		Female	A
FERRERA	MANUEL	MR	11/07/1963	6307115123088	Male	H
UNGERER	HEINRICH	MR	02/09/1952		Male	H
VAN ZYL	Heidi	Mrs	04/01/1977	7701040265080	Female	H

Page 1 of 3 (28 items) 1 2 3

List of unmatched results

Patient list

- Select the result
- Select the Patient from the list
- Click on the Match selected items button

View new results

Under construction

- **Reporting**

Currently there are two reports available on the application

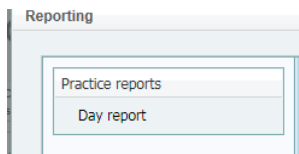
Day report

The day to day report allows you to see the transactions done per patient per user

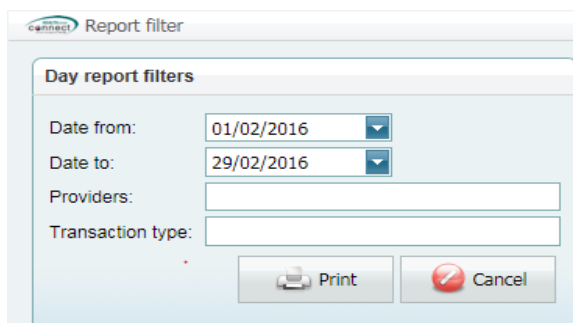
To access the report:

- Select the *Reporting* option from the Main menu

From the menu, under the Practise reports – select the *Day Report* option



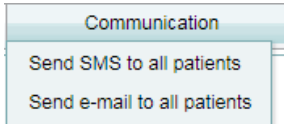
The search criteria will display:

A screenshot of a 'Report filter' dialog box. The title bar says 'connect Report filter'. Inside, there's a section titled 'Day report filters'. It has four input fields: 'Date from:' with a dropdown menu showing '01/02/2016', 'Date to:' with a dropdown menu showing '29/02/2016', 'Providers:' with an empty text box, and 'Transaction type:' with an empty text box. At the bottom, there are two buttons: 'Print' with a printer icon and 'Cancel' with a red 'X' icon.

- Select the dates that you want the report from
- Select the provider or ALL providers you want to run the report for as well as transactions types e.g. allergies; consultation etc.
- Click on *Print*

• Communication

The option has been created for the practice to communicate directly with the patients via e-mail and SMS. This is a bulk facility and communication to individual patients can be done on each individual patient record.

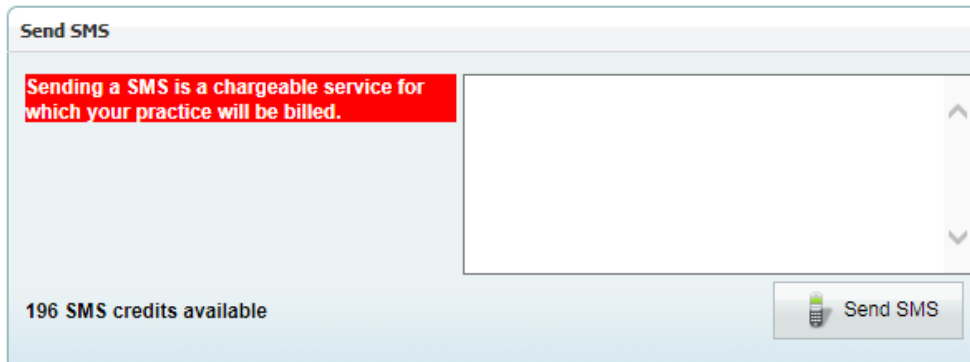


NOTE: Please keep in mind that the filters will only work if the information has been completed on the patient record. If there is no cell phone number or e-mail address included in the patient record, the patient will not be included in the communication.

Send SMS to all patients

Sending a SMS in bulk works on the same principle but please keep in mind that there are fees involved with sending an SMS

- Click on the *Communication* option
- On the drop-down menu, select the *SMS* option

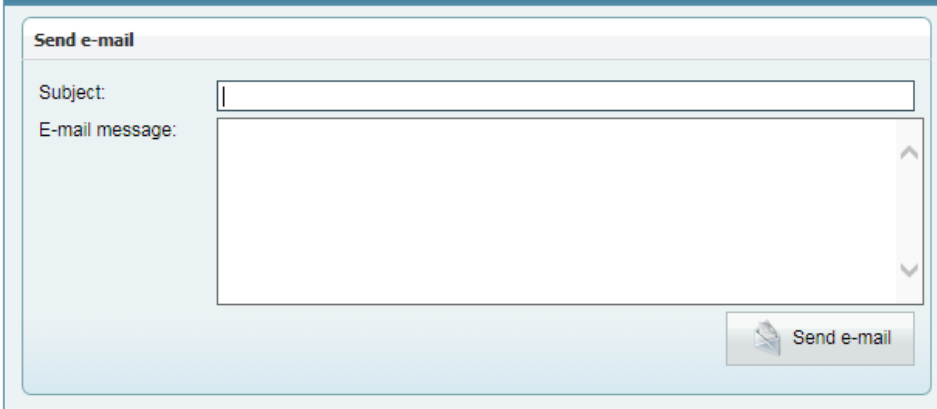
A screenshot of a web interface titled "Send SMS". At the top left, there is a red notification box with white text: "Sending a SMS is a chargeable service for which your practice will be billed." Below this, on the left, it says "196 SMS credits available". In the center is a large, empty text input field with a vertical scrollbar on the right. At the bottom right is a button with a mobile phone icon and the text "Send SMS".

Note: There are only 160 characters available for the SMS content

Send email to all patients

To send an e-mail

- Click on the Communication option
- On the drop-down menu, select the *Send e-mail to all patient's* option



- Insert the details and click on Send e-mail

• **System**

The system menu tab is made up of the following:

- Account
- Connect – NOT currently in use
- Maintenance
- Mobile – ONLY to be used if the iPad application is being used.
- Help

Account - Change password

Should you want to change your password

- Select the *System* option on the Main menu
- From the drop-down select *Account*
- From the next dropdown, select the *Change password option*

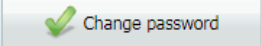
The following screen will display

Account information

Old password:

New password:

Confirm password:

 Change password

- Enter your OLD password and create your NEW password and CONFIRM the new password.
- Click on *Change password* to save the changes



NOTE: The password must have a minimum of 6 characters in length containing letters, at least 1x upper and 1x lower case, numbers and special characters.

Maintenance

The maintenance menu is used to configure and edit certain fields that are used within the application.

- Select the *System* option on the Main menu
- From the drop-down select *Maintenance*

The maintenance menu is made up of the following items:

- Action plans
- Billing items
- Laboratory registration
- Macros
- Merge duplicate patients
- Notes type
- Practice
- Providers
- Purchase SMS bundles
- Templates
- Upload documents

Action plans

Action plans are set up per patient (on the patient healthcare record) and the summary thereof will display as a list available to the providers with daily reminders. This is a way for the provider to set reminders for himself or for other staff for specific actions to be taken – it can be used for setting up theatre lists, appointments etc.

Generic action plans can be set up to be used as standard treatment plans for example a diabetic treatment plan – the appointments and the action items. This is very useful to load protocols in a group practice etc. Individual or single items can be loaded on the patient healthcare record.

- Select the *System* option on the Main menu
- From the drop-down select *Maintenance*
- From the next drop-down menu, select *Action Plan*

The following screen will display

The screenshot shows the 'Action plans' interface. At the top, there is a navigation bar with tabs: Appointments, Patient, Action plans, Reporting, Communication, System, and Logout. Below the navigation bar are two sets of buttons: 'New', 'Edit', and 'Delete' on the left, and 'New', 'Edit', and 'Delete' on the right. The main area is divided into two panels. The left panel, titled 'Action plan', has a search bar and a 'Clear' button. Below it is a list of action plans with columns for 'Plan name', 'Internal referral', and 'Physio'. The right panel, titled 'Action plan items', also has a search bar and a 'Clear' button. Below it is a list of action plan items with columns for 'Item content', 'Manipulation', and 'Massage'. Two callout boxes are present: one pointing to the 'Plan name' column in the left panel, labeled 'Name of the action plans', and another pointing to the 'Item content' column in the right panel, labeled 'Action items linked to the plan'.

Adding a new generic action plan:

- Click on the New button (on the left hand side)

The screenshot shows the 'Add action plan' dialog box. It has a title bar with a close button. The main area contains a label 'Plan name:' followed by a text input field. Below the input field are two buttons: 'Update' (with a green checkmark icon) and 'Cancel' (with a red X icon).

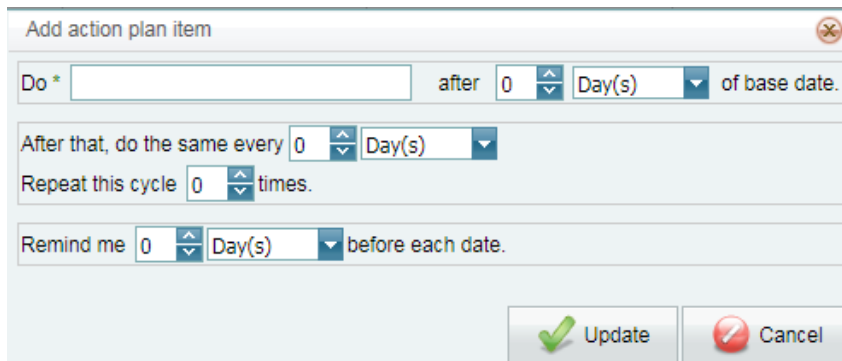
- Complete the action plan name
- Click on the Update button

The screenshot shows the 'Action plans' interface after a new action plan has been added. The navigation bar and buttons are the same as in the previous screenshot. The 'Action plan' panel now shows a list with one entry: 'Diabetes'. The 'Action plan items' panel shows a message 'No data to display'.

The name will display without any Action plan items

Adding Action plan items:

- Click on the New button (on the right hand side)



- Complete the details of the Action item and the reminder date
- Click on the Update button

The generic Action plans are now loaded and can be selected on the Patient Healthcare Record

Billing items

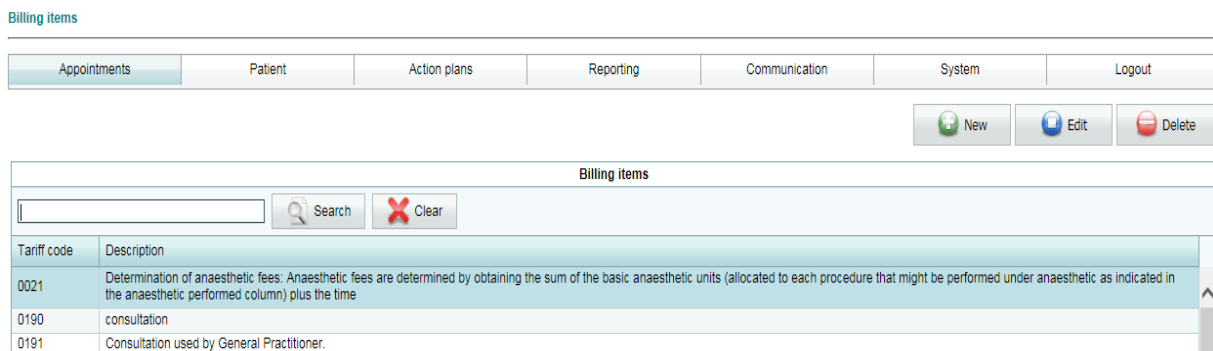
Please keep in mind that HEALTHone Connect is NOT a billing system and therefore does not contain pricing etc. If a provider wants to notify his accounts section or Administrators of billing to be done for a patient (will eventually be done electronically) he needs to set up the codes that he normally uses.

A user is able to create a list of 'favourite' tariff codes that he uses. This can then be accessed on the patient healthcare record, but must first be set up on the maintenance screen – 'Billing items'.

This only has to be done once and the tariffs will then be available to select for the billing request.

- Select the *System* option on the Main menu
- From the drop-down select *Maintenance*
- From the next drop-down menu, select *Billing Items*

The following screen will display

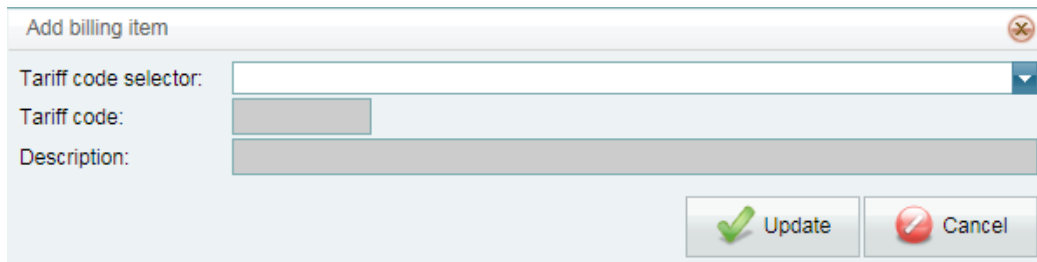


Tariff code	Description
0021	Determination of anaesthetic fees: Anaesthetic fees are determined by obtaining the sum of the basic anaesthetic units (allocated to each procedure that might be performed under anaesthetic as indicated in the anaesthetic performed column) plus the time
0190	consultation
0191	Consultation used by General Practitioner.

Adding a billing item

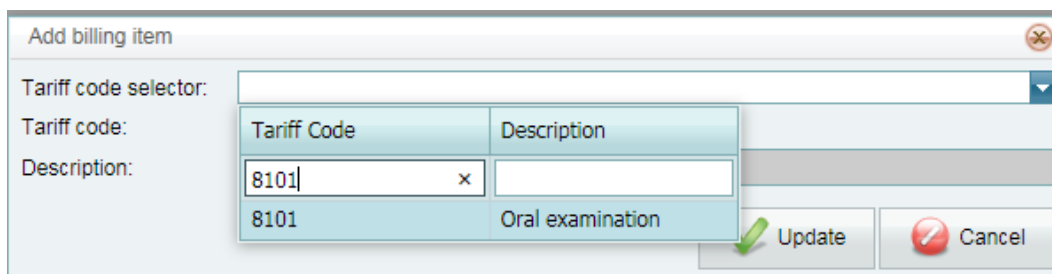
- Click on the New button

The Add billing item screen will display

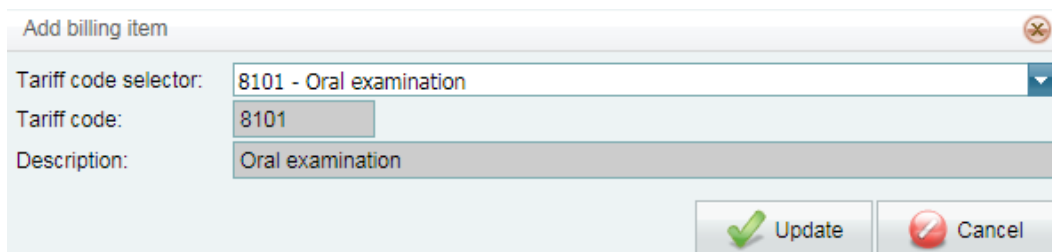


- **Tariff code selector:**

Click on the dropdown and type in the code or description of the code you are searching for.



A list of items fitting your search criteria will display for you to select from.



Once selected it will auto populate.

- Click on *UPDATE* to save.

Laboratory registration

Register with the laboratory to receive the lab results electronically.

The lab preference can be set per provider.

The lab will send the results electronically and it will be imported into HEALTHone and display on the Patient Health record as a separate entry

To access the laboratory registration:

- Select the *System* option on the Main menu

- From the drop-down select *Maintenance*
- From the next drop-down menu, select *Laboratory registration*

The following screen will display

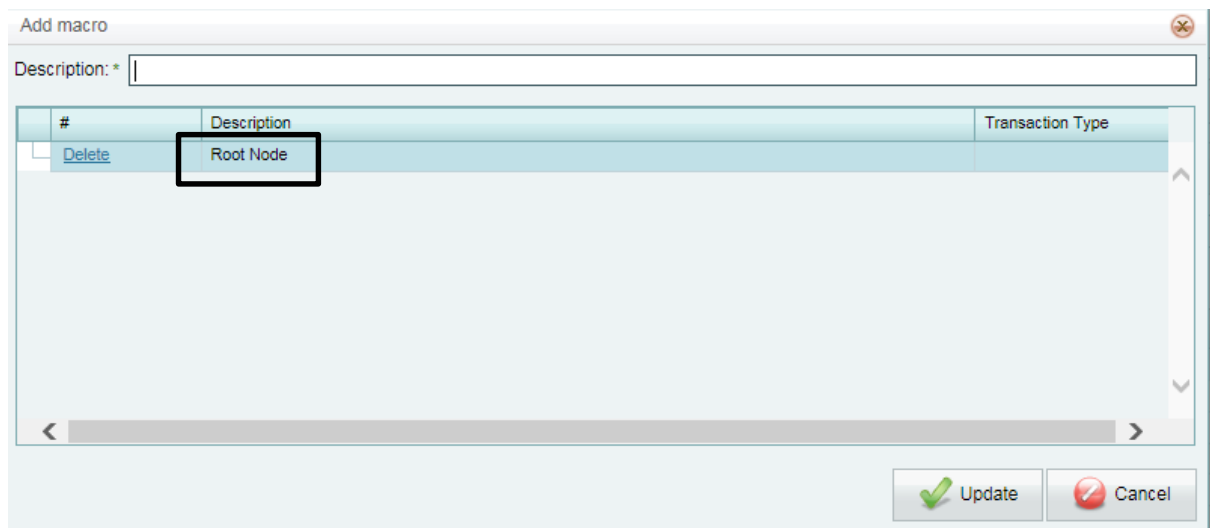
- Select the provider
- Select the lab
- Send the registration request

Macros

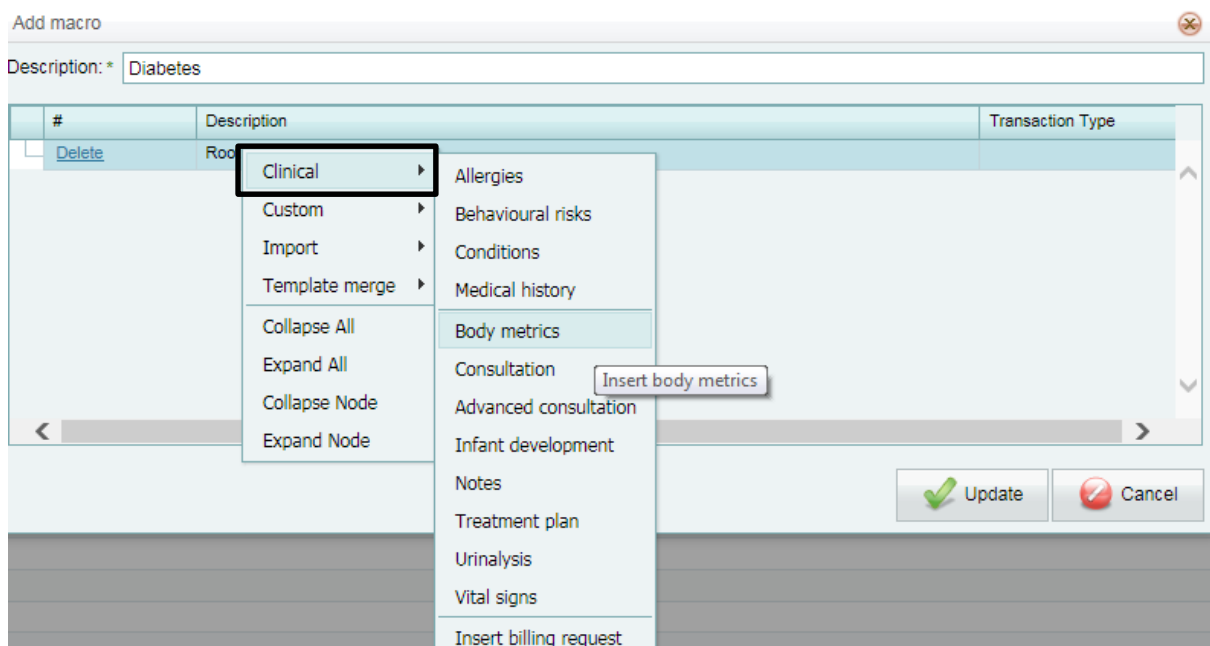
Macros allow you to create a 'group' of forms or clinical data that needs to be completed. For example, you can create a macro called case management and all required forms will be linked under the macro called 'case management'. You are able to add a NEW, EDIT or DELETE a new macro. The macro can then be selected from the patient healthcare record.

Adding a Macro

- Add a new macro by clicking on *New*
- Type in the name of the macro at *Description*



- Right click on the word **ROOT NODE** and folders with associated transactions will display for you to make your selection of what you want to include in your macro. For example – see below, you are able to select *Clinical* and select an item that displays in the clinical folder.



- Click on *Update* to save your macro.

Merge duplicate patients



PLEASE NOTE THAT THIS IS NOT AN ACTION THAT CAN BE MADE UNDONE SO EXTREME CARE SHOULD BE TAKEN IN WHEN SELECTING THE RECORDS THAT SHOULD BE MERGED.

To access the Merge duplicate patients function:

- Select the *System* option on the Main menu
- From the drop-down select *Maintenance*
- From the next drop-down menu, select *Merge duplicate patients*

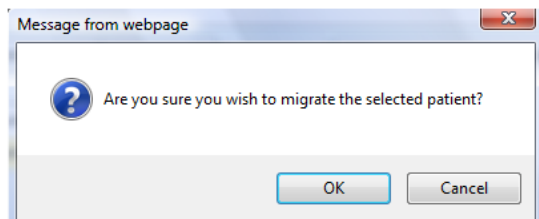
The following screen will display

Ref. #	Title	Initials	Firstname	Surname	Birthdate	Id #		
<input type="checkbox"/>								<input type="button" value="Add"/>
<input checked="" type="checkbox"/>		H	HEIDITJIE	VOSLOO	28/07/2013			<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>		H	HEIDI	VOSLOO	04/08/2013			<input type="button" value="Merge"/>
<input type="checkbox"/>	Dr	H	Heidi	Prinsloo	11/10/1970	7010310045072		

- Using the Search patient option, look for the patient records that you want to merge
- Click on the tick box to select the relevant records
- Click on the *Add* button
- The selected records will now display on the right hand side of the page.

<input type="button" value="Add"/>	<input type="checkbox"/> H HEIDITJIE VOSLOO
<input type="button" value="Remove"/>	<input checked="" type="checkbox"/> H HEIDI VOSLOO
<input type="button" value="Merge"/>	

- Select the “Main” patient record – the active patient – click on the check box next to the main record
- Click on the *Merge* button

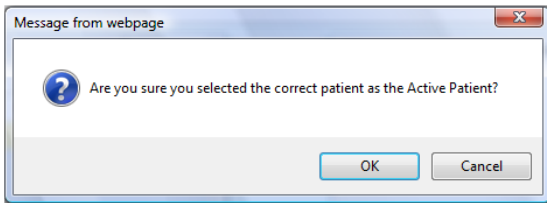


A confirmation screen will display

- Click on the *OK* button to continue

Another confirmation screen will display

- Click on the *OK* button to continue



The records will now be merged and this cannot be undone

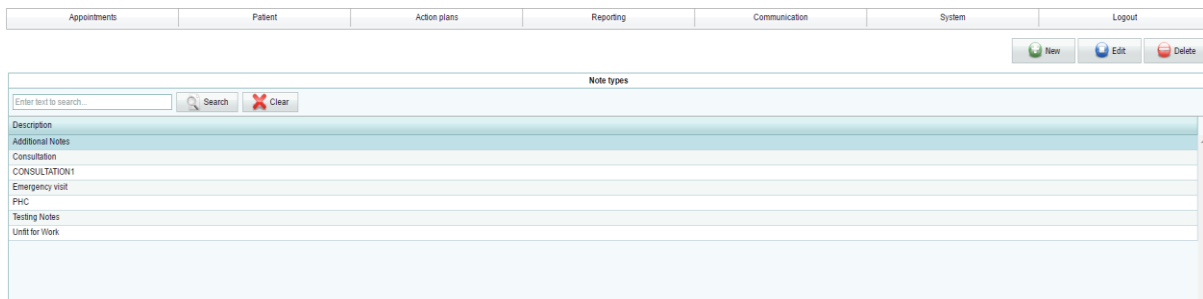
Notes type

On the patient healthcare record, you have an option where you can write notes. Certain users may want to write a specific note type e.g.: follow up; first visit etc. The function of NOTES TYPE, on the maintenance tab, allows you will set up your common note types so it will display in the dropdown when writing a note on the patient healthcare record.

To access the Note type:

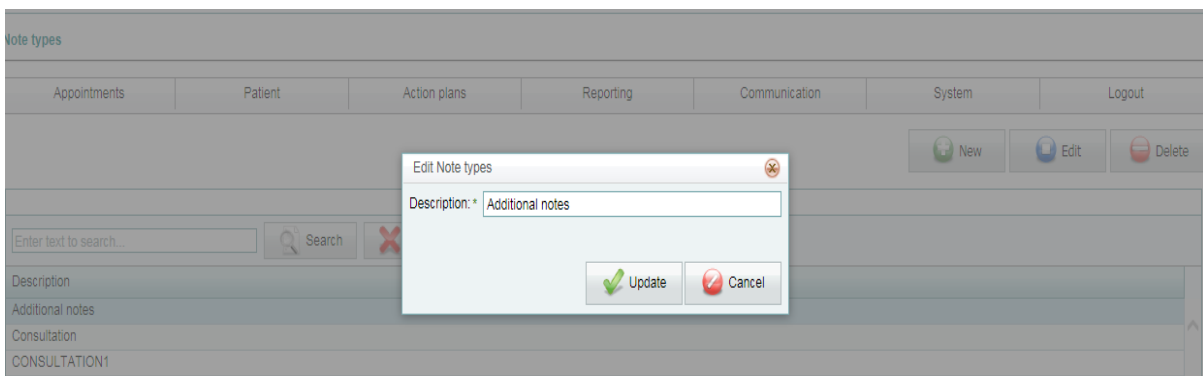
- Select the *System* option on the Main menu
- From the drop-down select *Maintenance*
- From the next drop-down menu, select *Note Type option*

The following screen will display



Adding a New Note type

- To create a new note type, click on *New*



- Enter the description
- Click *Update* to save.

Practice

You are able to edit your practice details.

To access the Practice option:

- Select the *System* option on the Main menu
- From the drop-down select *Maintenance*
- From the next drop-down menu, select the *Practice option*

The following screen will display

The screenshot shows a web form titled "Practice details". It includes the following fields and sections:

- Practice Number:** * 1234567
- Practice Name:** * Test GP
- Postal address:**
 - * 12 test street
 - * testville rd
 - GAUTENG
 - Postal code: * 2091
- Street address:**
 - * qwerty
 - * qwerty
 - GAUTENG
 - Postal code: * 2091
- Region:** * Free State
- Contact details:**
 - Telephone Number: * 0123472323
 - Fax Number: * 0123472324
 - Email: * jayesh@medemass.com
- Mediswitch:**
 - Username: TEST5007
 - Password: test3833
- Update:** A button with a green checkmark icon and the text "Update".

- Update or edit the practice
- Click on *Update* to save.

Providers

This option is available to update/edit Provider information – please note that the grey fields are mandatory so have to be completed before saving.

To access the Providers option:

- Select the *System* option on the Main menu
- From the drop-down select *Maintenance*

- From the next drop-down menu, select the *Providers option*

The following screen will display

Providers						
Appointments	Patient	Action plans	Reporting	Communication	System	Logout
<input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Edit"/>						
Initials	First name	Surname	HPCSA number	Discipline		
N	NIROLAN	AKALOO	TEST123T	General Medical Practice		
PA	Pratik	Bhagwan	788779848488485485484848	Accredited Blood and Blood Product Couriers		
C	Chris	Botha	8833449977	General Medical Practice		
M	Mohammed	Cajee	21354887977878	General Medical Practice		
F	Fakke	De Lange	24871615	General Medical Practice		
T	Tans	developer	856	Ambulance Services - Other		
M	MariaDe	Fouche	12354	General Medical Practice		
G	GASIE	GASIE	3ed	Aeromedical Rotor Wing Type C		
D	David	Hunham	MP456456	General Medical Practice		
T	Test	John	6036969	General Medical Practice		
b	bee	ky	3565t	Accredited Blood and Blood Product Couriers		
I	IRA	IBRAIS	im45120	General Medical Practice		
D	Donny	Mbwanane	284614	General Dental Practice		
D	Donny Collins	Mbwanane	MP123456541	General Medical Practice		
R	Riaan	Medemass	r120	General Medical Practice		
A	Arshad	Mohammed	218461318	General Medical Practice		

Editing the Provider details

- Click on the provider
- Select the provider and click on *Edit*

Edit provider

Provider details

Discipline*: Accredited Blood and Blood Product Couriers

HPCSA number*: 788779848488485485484848 Practitioner number*:

User details

Title: Dr Initials*: PA

First name*: Pratik Surname*: Bhagwan

Birth date*: 01/01/1989 Gender*: Male

Contact details

Street address	Postal address
Street: test	test
Country: SOUTH AFRICA	test
Region: Gauteng	test
City: test	Postal code: 2099
Suburb: test	
Cellular: 0838036969	Work telephone: 0123472323
Facsimile number: 0864848789	
E-mail: pratik@medemass.com	

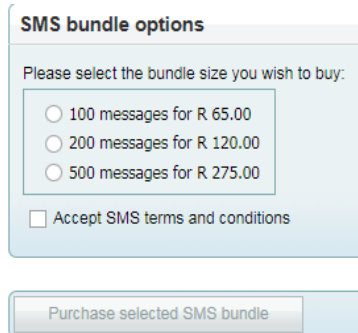
- Update or edit the provider information
- Click on *Update* to save.

Purchase SMS bundles

To access the Purchase SMS bundles option:

- Select the *System* option on the Main menu
- From the drop-down select *Maintenance*
- From the next drop-down menu, select the *Purchase SMS bundles*

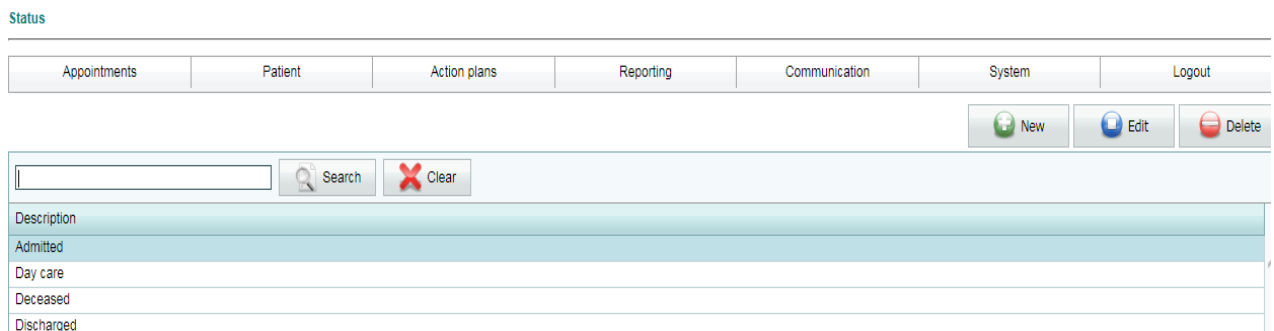
The following screen will display



- Select the bundle you want to purchase
- Accept the terms and conditions
- Click on *Purchase selected SMS bundle*

Status

The status dropdown is found on the DEMOGRAPHICS screen – PERSONAL DETAILS. The object of the status dropdown is for the user to enter the status of the patient. For example, his status could be DAY CARE or OUT PATIENT or ADMITTED or DISCHARGED etc. If a patient status is ADMITTED, and he gets discharged a week later, the user can then change his status to ‘discharged’ on the demographics screen – personal details. The system will then keep track of all status changes.



To access the Status bundles option:

- Select the *System* option on the Main menu
- From the drop-down select *Maintenance*

- From the next drop-down menu, select the *Status*

The following screen will display

The screenshot shows a web application interface for managing status. At the top, there is a navigation bar with tabs for 'Appointments', 'Patient', 'Action plans', 'Reporting', 'Communication', 'System', and 'Logout'. Below the navigation bar, there are three buttons: 'New' (with a green plus icon), 'Edit' (with a blue edit icon), and 'Delete' (with a red minus icon). Below these buttons is a search bar with a magnifying glass icon and a 'Clear' button with a red X icon. The main area is a table with a header 'Description' and several rows of status descriptions: 'Admitted', 'Day care', 'Deceased', 'Discharged', 'Followup', 'Normal', and 'OP consultation'. The table has a vertical scrollbar on the right side.

Adding a status

- To create a new status, click on *New*

The screenshot shows a dialog box titled 'Add status'. It has a close button in the top right corner. Inside the dialog, there is a text input field labeled 'Description:*'. Below the input field, there are two buttons: 'Update' (with a green checkmark icon) and 'Cancel' (with a red X icon).

- Enter the description
- Click *Update* to save.

System users – how to create a user on the application

On HEALTHone Connect there are 2 types of system users:

1. Provider – a provider has access to the patient healthcare record and can create; edit or delete transactions.
2. Administrative user – an admin user does NOT have access to the patients healthcare record – for example, a receptionist.

To access the System users option:

- Select the *System* option on the Main menu
- From the drop-down select *Maintenance*
- From the next drop-down menu, select the *System users*

The following screen will display

System users

Appointments	Patient	Action plans	Reporting	Communication	System	Logout		
						<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>		
<input type="text" value="Enter text to search..."/> <input type="button" value="Search"/> <input type="button" value="Clear"/>								
Superuser	Title	Initials	First name	Surname	User name	User type	Administrator for...	Roles
<input type="checkbox"/>	Mr	C	Chris	Botha	Chris	Provider		
<input type="checkbox"/>		C	Christa	Smith	ChristaS	Provider		
<input type="checkbox"/>	Mr	D	David	Huxham	David	Provider		
<input type="checkbox"/>		D	Dilip	Test	DilipP	Provider		
<input type="checkbox"/>	Mr	D	Donny	Mbowane	Donny	Provider		
<input type="checkbox"/>		f	frans	developer	fransp	Provider		
<input type="checkbox"/>		G	GASIE	GASIE	gasie	Provider		
<input type="checkbox"/>	Dr	H	Heidi	Provider	HeidiP	Provider		
<input type="checkbox"/>		H	HEIDITJIE	VOSLOO	heiditjie	Administrative user		
<input type="checkbox"/>		H	HERMAN	PROVIDER	hermanp	Provider		
<input type="checkbox"/>		L	Lood	Visser	LoodV	Provider		
<input type="checkbox"/>		M	Mariette	Fouche	MarietteP	Provider		
<input type="checkbox"/>	Dr	PA	Pratik	Bhagwan	pratikb	Provider		

Adding a System user

- Click on **New**



NOTE: ALL FIELDS THAT HAVE A GREEN * ARE MANDATORY FIELDS AND MUST BE COMPLETED

Add system user

Personal details

User type:*

User Name:*

Password:*

Cell number:*

E-mail:*

User details

Title:

Initials:*

First name:*

Surname:*

Birth date:*

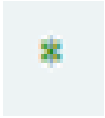
Gender:*

Provider details

Discipline:*

HPCSA number:*

Practitioner number:



Green asterisk marks a MANDATORY FIELD that MUST be completed

User type:

- Select PROVIDER for a user who must have access to the patients healthcare record e.g. Doctor
- Select ADMINISTRATIVE USER for a user who must NOT have access to the patients healthcare record e.g. receptionist.



NB: ALL SYSTEM USERS MUST HAVE AN EMAIL ADDRESS – THIS IS REQUIRED FOR WHEN THEY USE THE ‘FORGOT PASSWORD’ FUNCTION – (The new password is emailed to the user)

All fields to be completed

The ‘arrow’ dropdowns provide a selection list to select from or the user can type in the field and the options will auto populate.

Password: Must be alphanumerical – a suggestion is that when users are created that the same password be given to each unique username and the user can then change the password themselves.

HCPSA number: For all providers, be it a doctor or a nurse or clinician, an HCPSA must be entered. This number will display on the prescription generated by a doctor.

Practitioner number: Enter the Practitioner number if the user has one.

- To save, click on UPDATE.

Delete or edit a system user

If a system user has details that have changed, for example, a contact number, you are able to edit the system user.

If a system user no longer works at a practice, you will DELETE the user – however, it will actually ‘DEACTIVATE’ the user so he cannot log into the application but all previous transactions done by this user will remain on the application.

To EDIT/DELETE a system user, click on:

- Select the practice the user is in by clicking on the practice on the left so it is highlighted
- Type part of or the full name of the system user in the SEARCH BLOCK
- Click on *Search*
- Click on the users name so it is highlighted

<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>						
<input type="text" value="VOSLOO"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>						
Title	Initials	First name	Surname	User name	User type	Administrator for...
	H	HEIDITJIE	VOSLOO	heiditjie	Administrative user	Med-e-Mass

- Click on EDIT or DELETE.
- Click on *Update* to save

Templates

Template can be used to generate a very wide variety of documents for example – sick notes, motivation letters, patient sheets etc.

Master templates can be created by a system administrator only and these templates can then be copied to other practices.

Navigating the Templates

To access the *Templates* option:

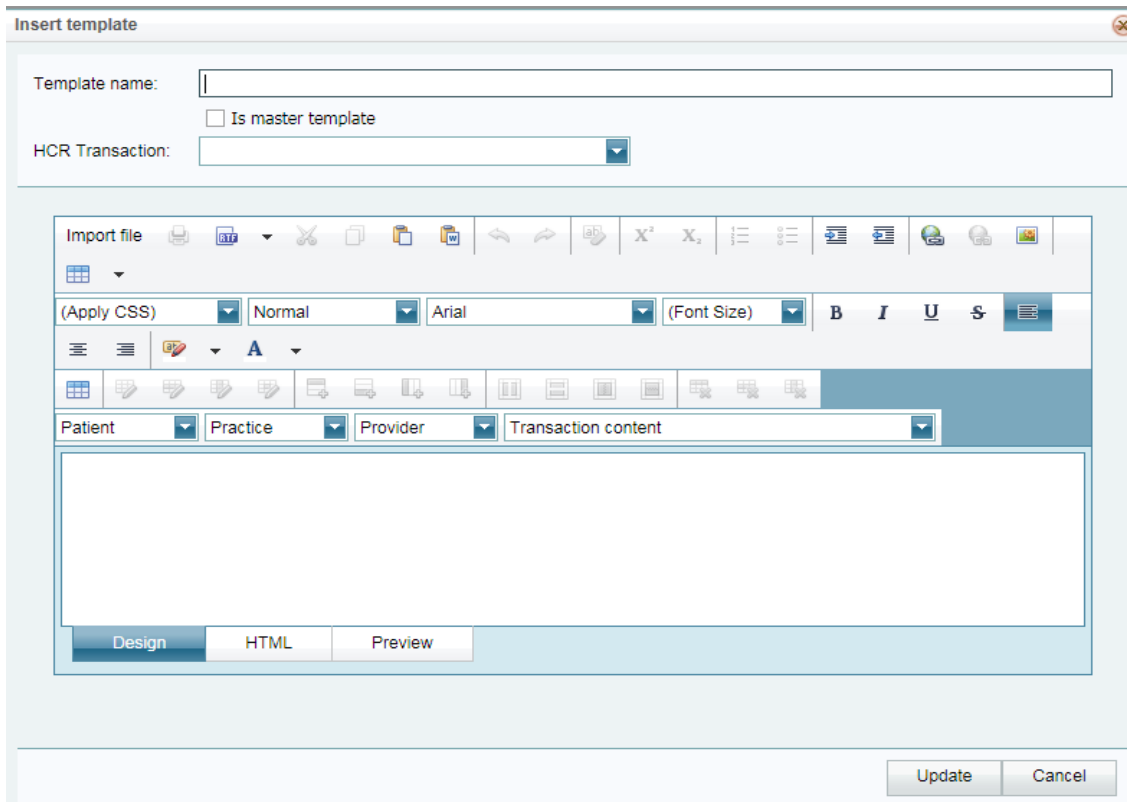
- Select the *System* option on the Main menu
- From the drop-down select *Maintenance*
- From the next drop-down menu, select the *Templates*

The following screen will display

Templates						
Appointments	Patient	Action plans	Reporting	Communication	System	Logout
Collapse all rows		Expand all rows		<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>		
<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>						
Template name	HCR Transaction					
Sick Note	Advanced consultation		Preview...			
DrRensburg-Medical Certificate						
Medical Certificate Afr						
Motivational letter						
PRATIK TEMPLATE						
Shaun Test						
Sick note						
Sick Note 2						
Template XYZ						
test						
tested						
triomf						

Adding a Template

- Click on *New* to add a new template.



Setting up a template is very similar to typing it in Microsoft Word.

In actual fact if you have a template already in Word, you can paste it into the application and then just adjust the format and the import fields.

Template name: type in the name of the template.




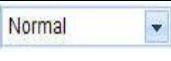


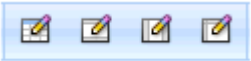

Is master template – tick if this is the master template. In doing so, this template can then be copied to other practices.





HCR Transaction – select the health care transaction you want this template linked to – for example, Advanced consultation. If this is ticked, then on the **advanced consultation only**, this template will display and link specific transactions you want to see on the printable.



NOTE: Currently there is only one transaction type that a template can be linked to. This is only selected when you want a template linked to the Advanced consultation ONLY.

Options available

	Cut, Copy, Paste & Paste from Microsoft Word
	Undo and Re-do
	Clear the formatting
	Superscript, Subscript
	Numbering, Bullets
	Indent, Outdent
	Insert link, Remove link
	Insert image
	Insert table
	Styles
	Font style / type
	Size of font
	Alignment Left align Centre align Right align
	Options for font Bold Italics Underline Strikethrough
	Background colour Font colour
	Table properties Row properties Column properties Cell properties
	Insert Row above Insert row below Insert column left Insert column right
	Split horizontally Split vertically Merge right Merge down

	Delete table Delete row Delete column
Patient 	Merge fields for patient details
Practice 	Merge fields for practice details
Provider 	Merge fields for provider details
Transaction content	Merge fields for transaction content details

Merge fields

Patient	Practice	Provider	Transaction content
Today's Date	Practice Number	Title	Abdominal pain
Today's Date and current time	Practice Name	Initials	Assessment
Title	Address 1	First Name	Chest pain
First Name	Address 2	Surname	Consultation duration (minutes)
Surname	Address 3	HPCSA Number	Cough
Birth Date	Postal Code		Date of examination
Cellular	Telephone Number		Date of first examination
Initials	Fax Number		Diabetes type II
ID Number	E-Mail Address		Family member name
Home Telephone			Family member surname
Work Telephone			Family member title
Fax Number			Family responsibility from date
E-Mail Address			Family responsibility reason
Postal Address 1			Family responsibility to date
Postal Address 2			Family violence
Postal Address 3			Fatigue
Postal Code			Fever/Common infections
Street Address 1			Headache
Street Address 2			Hypertension
Street Address 3			ICD-10 code
Medical Plan			ICD-10 diagnosis
Medical Option			Main complaint
Membership Number			Maternity care
Dependant Number			Metabolic syndrome/Obesity/Dislipid
Effective Date			Mood disorders
Reference Number			Musculoskeletal pain
File number			Notes
Next of kin: Name			Objective findings
Next of kin: Relationship			Palliative care
Next of kin: Telephone			Plan of action
Next of kin: Cellular			Preventitive health care
Next of kin: Address			Rash/Skin disorders
Next of kin: Secondary next of kin details/Notes			Recommendations
			Referral clinical
			Referral to
			Risk factor modification/Counselling
			Sick leave declaration
			Sick leave due
			Sick leave From date
			Sick leave information
			Sick leave To date

			Subjective symptoms Treatment Vertigo/dizziness Women's health
--	--	--	---

You are able to insert tables; images as well as copying and pasting from one document to another.

Creating a template – NOT ADVANCED CONSULTATION

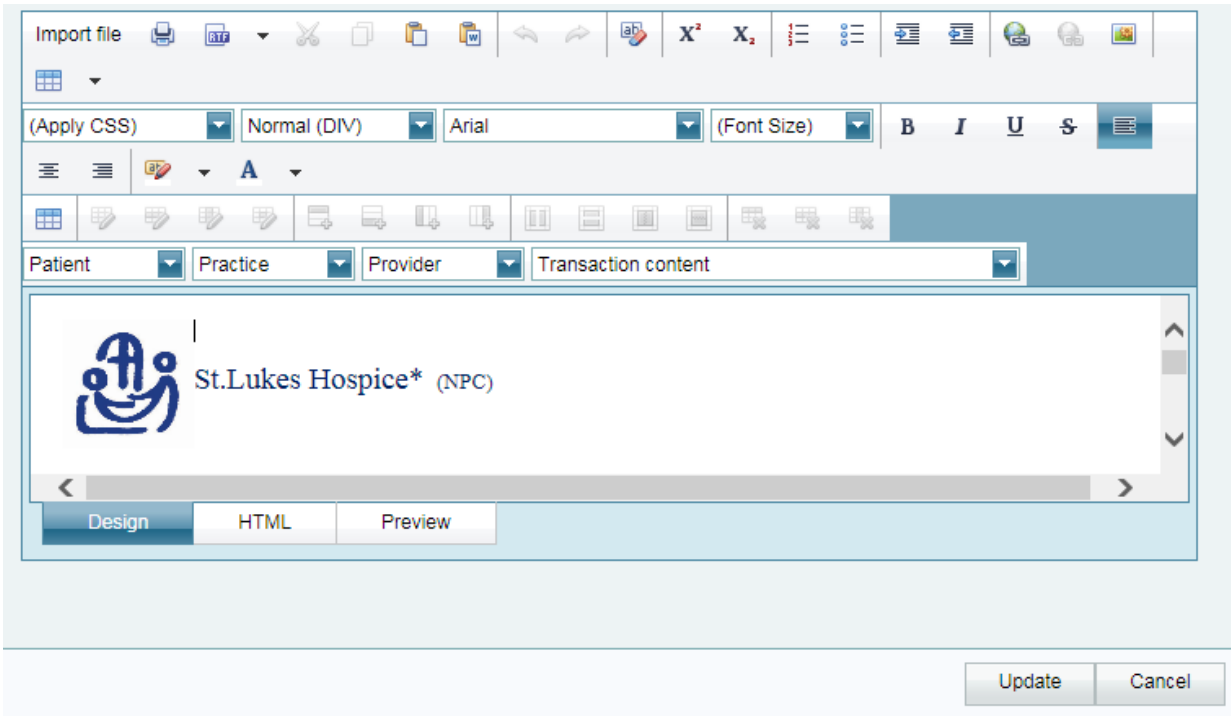
- Click on the New button
- Give the template a name
- Insert the content of the header



Please keep in mind that the text will be merged exactly as it is inserted here. Please ensure that you use the relevant spaces and punctuation between fields as this is not automatically inserted

- Insert the body of the letter / document

- Browse for your image on your computer and to save click on *Ok*.



To view the template before updating click on *Preview*

Copying a template

All templates are created under the maintenance screen – templates.

Templates can also be created by a system administrator and these templates will display highlighted with a PREVIEW option. These templates will not be accessible on the patient healthcare record unless it is previewed, copied; edited and then saved onto the respective practice.

If you have copied a template that has a logo on, you **HAVE** to edit the template, remove the image that was copied and replace it by clicking on the IMAGE icon (browse).

Templates

Maintenance	Appointments	Patient	Action plans	Analysis	Communication	Connect	Mobile	Help	Account
Collapse all rows		Expand all rows		<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>		<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>			
Template name				HCR Transaction					
<input type="text"/>				<input type="text"/>					
nbm				Preview...					
Discharge letter									
Medical certificate									
Medical Certificate				Advanced consultation					
Mediese Sertifikaat				Advanced consultation					
Referral									
Sick note									

If this is NOT done, the image from the template you copied it from will still display.

- Click on the word *Preview* on the highlighted template

The template will open.

- Click on *Copy* and then click on save and the template will now save on your practice with the other templates.
- You will now be able to *Edit* this template by clicking on the *Edit* tab and following the steps previously mentioned on how to edit a template.

Linking templates to the ADVANCED CONSULTATION

Template name	HCR Transaction
Sick note	
test	
Motivational letter	
trionf	
Sick Note 2	
tested	
Shaun Test	
PRATIK TEMPLATE	
Template XYZ	
Mediese Sertifikaat	Advanced consultation
Medical Certificate Eng	Advanced consultation
Referral Letter	Advanced consultation
TEST	

Referral letter

- At HCR transaction, from the dropdown select *Advanced consultation*


Template name:

HCR Transaction:

Import file

(Apply CSS) (Font Size) **B** *I* U ~~S~~

Patient Practice Provider Transaction content



Dr L.J. Botha & Associates No. 161 Incorporated
T/A Medicross City Bowl
P.R NO. 014 000 0295744
Reg. 2002/010693/21

Dr. Louis J Botha M.B.Ch.B.(Pretoria)
Dr. Beata Buckle M.B.Ch.B.(Stell)
Dr. Shadrick Mazaza B.Sc M.B.Ch.B.(Manchester) Mfam Med(UCT.) MCFP(SA)


























MO6 Chris Barnard
Memorial Hospital
Cape Town
8000



Medical certificate – English


























- At HCR transaction, select *Advanced consultation*
- Create your template using the options at transaction content as well as the standard options

Template name:

HCR Transaction:

Import file                               

(Apply CSS) (Font Size) **B** *I* U **S**  

Patient Practice Provider Transaction content



Mr Dilip Naran
Dr L.J. Botha & Associates
T/A Medicross City Bowl
P.R NO. 014 000 0295744
Reg. 2002/010693/21

No. 161 Incorporated

Medical Certificate

Undersigned hereby certifies that {FirstName} {Surname}

was examined by me on {Date}

{Sickleave_declaration} {FirstName} was unfit for work from {Sickleave_From_date} including
{Sickleave_To_date} due to

{Sickleave_due}

{Sickleave_information}
































{ProvSalutation} {ProvInitials} {ProvSurname}
{HCPSANumber}

Mediese setifikaat – Afrikaans



- At HCR transaction, select *Advanced consultation*
- Create your template using the options at transaction content as well as the standard options.



































Template name:

HCR Transaction:

Import file                               

(Apply CSS) (Font Size)

B **I** U **S**  

Patient Practice Provider Transaction content

Dr. Louis J Botha M.B.Ch.B.(Pretoria) MO6 Chris Barnard
Dr. Beata Buckle M.B.Ch.B.(Stell) Memorial Hospital
Dr. Shadrick Mazaza B.Sc M.B.Ch.B.(Manchester) MFam Med(Cape Town) FCFP (SA) Cape Town
Dr. Vickesh Ramjee M.B.Ch.B.(Pretoria) 8000
TEL: (021) 423-2335
FAX: (021) 423-6354

Mediese Sertifikaat

Ondergetekende sertifiseer dat {FirstName} {Surname}
deur my ondersoek was op {Date}

{Sickleave_declaration} {FirstName} is nie bevoeg

vir werk vanaf {Sickleave_From_date} tot {Sickleave_To_date}

{Sickleave_due}

{Sickleave_information}

{ProvSalutation} {ProvInitials} {ProvSurname}
{HCPSANumber}

Director : JE Kotze

Company Secretary : S Roets

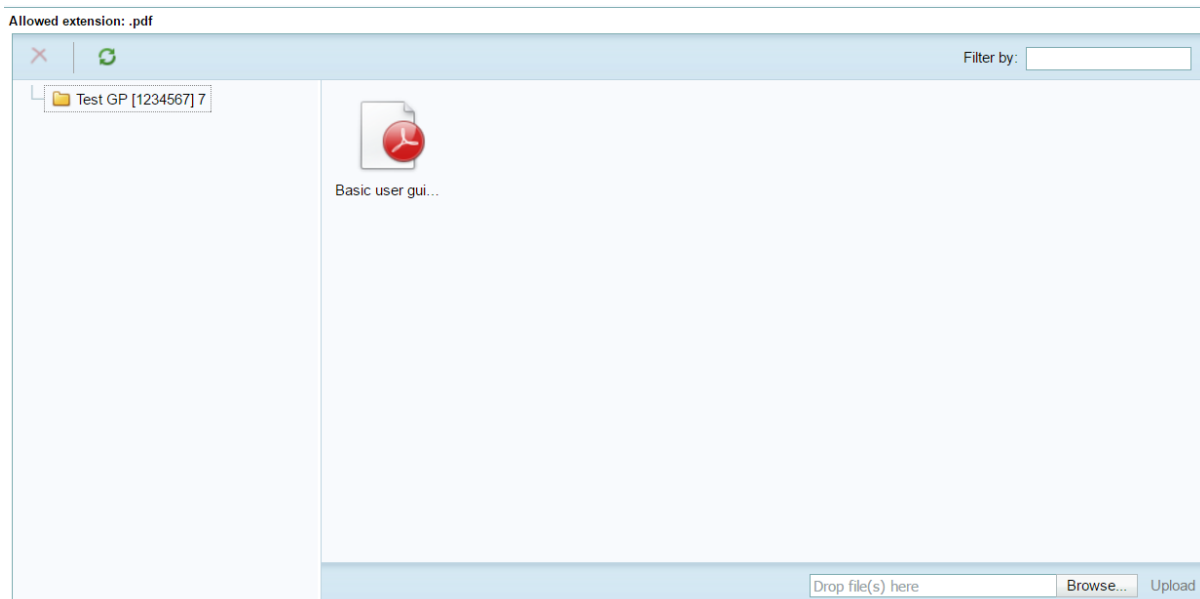
Upload documents

If a provider wants to make specific documents / protocols available as a quick reference while on the patient healthcare record, it can be loaded here. This can be used for group practices with information such as information sheets, wound care etc. and is generic documents. These documents are not directly linked to the patient and available from every record.

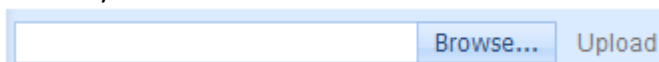
To access the *Upload documents* option:

- Select the *System* option on the Main menu
- From the drop-down select *Maintenance*
- From the next drop-down menu, select the *Upload documents*

The following screen will display



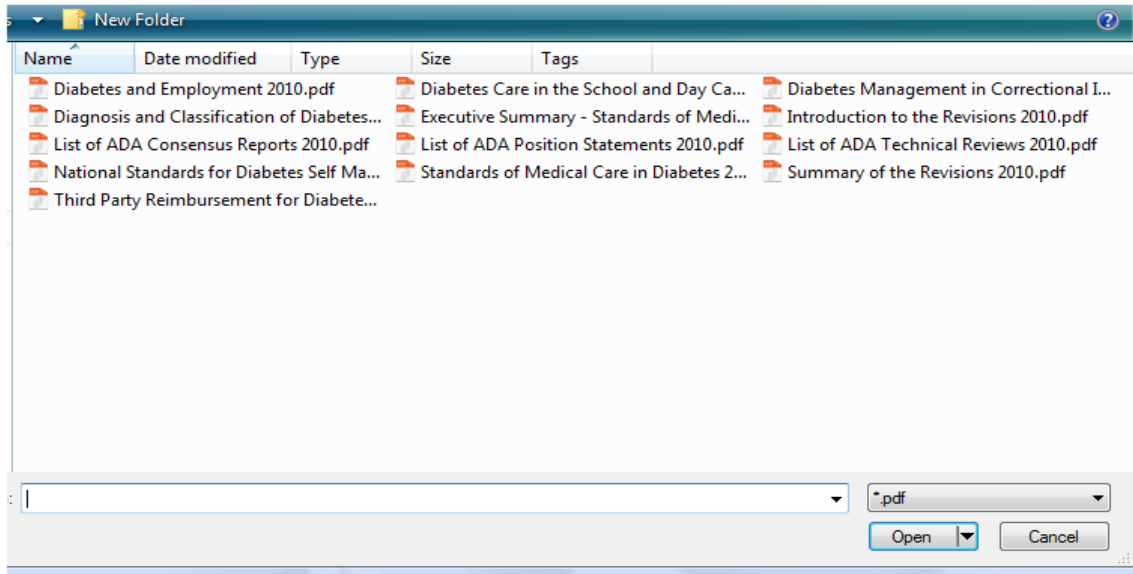
- Click on the browse button to select the destination where you have saved the document on your PC



- Navigate to the folder
- Open the folder and select the relevant document



Please note that this is a pdf uploader and you will not be able to upload any other file types

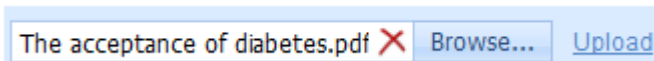


Once you have selected the document,

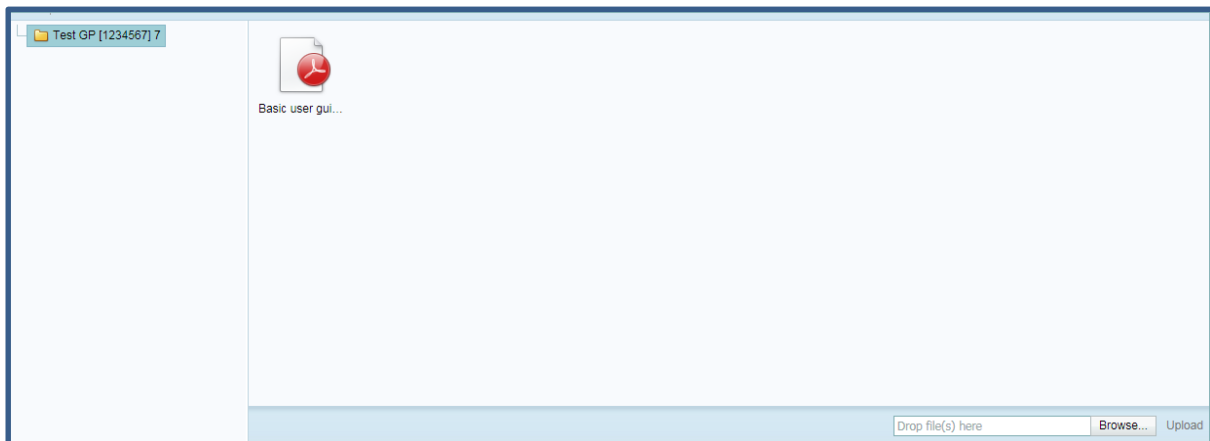
- Click on the Open button

The document name will reflect in the space

- Click on the Upload option

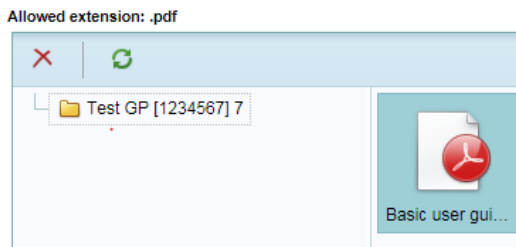


The document will now upload to the folder



Deleting an uploaded document.

- Select the document so it is highlighted
- Click on the RED X to delete.



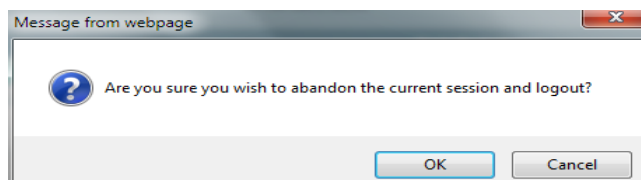
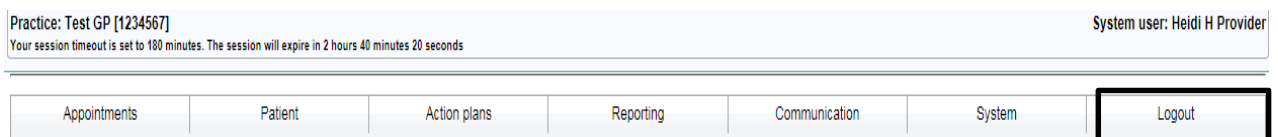
Mobile

This function is only used in conjunction with the iPad application.

A detailed manual will be provided to the user if the iPad application is used.

• Log out

To log out of the HEALTHone Connect application click on LOG OUT

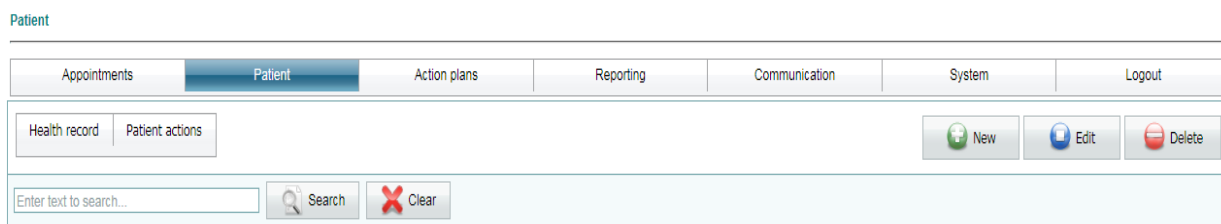


- Click on Logout and click on OK on the pop up message and the application will log you out.

Patient actions

Patient actions are made up of the following functions: - click on the PATIENT ACTIONS icon and the follow functions will display:

- Add to provider queue
- Apply provider queue filter
- Patient documents

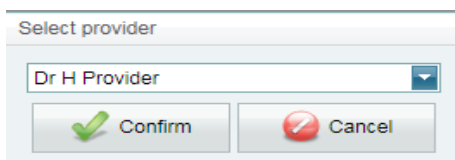


Add to provider queue

The function of this is to add the patient to the 'provider queue'; basically this is used if you want to create a patient list per provider.

To access the *Provider queue* option:

- Select the *Patient* option on the Main menu
- Search for your patient.
- Click on patients name so it is highlighted
- Click on *Add to provider queue* and the following screen will display where you will select which provider you want to add the patient to.



- Click on Confirm – the patient has now been added to the provider queue that you selected.

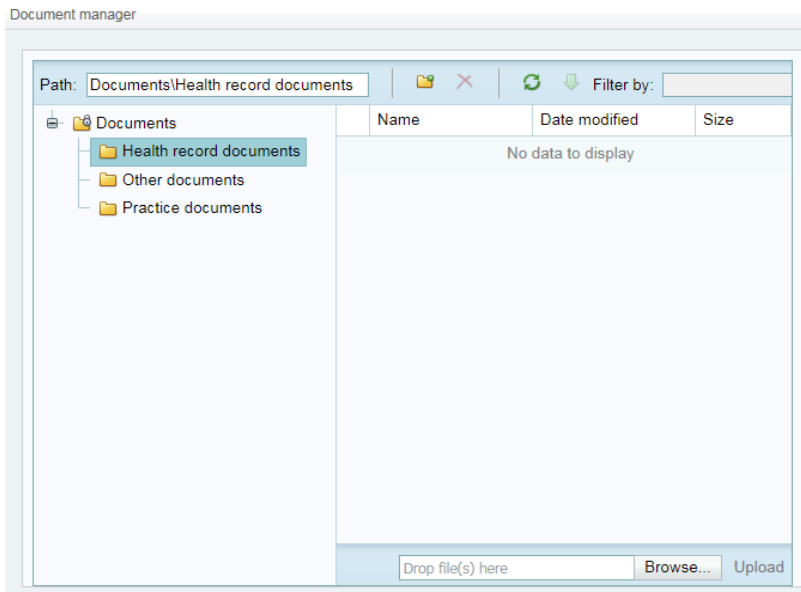
Apply provider queue filter

If patients have been added to your 'provider queue', you will click on APPLY TO PROVIDER QUEUE FILTER and all patients that have been added to your queue will display.

Patient documents

This function is usually used by the admin clerk who does not have access to the patient's healthcare record.

She is able to add documents onto the patients file without accessing the healthcare record.



Health record documents: these are patient clinical documents eg: referral lab results etc.

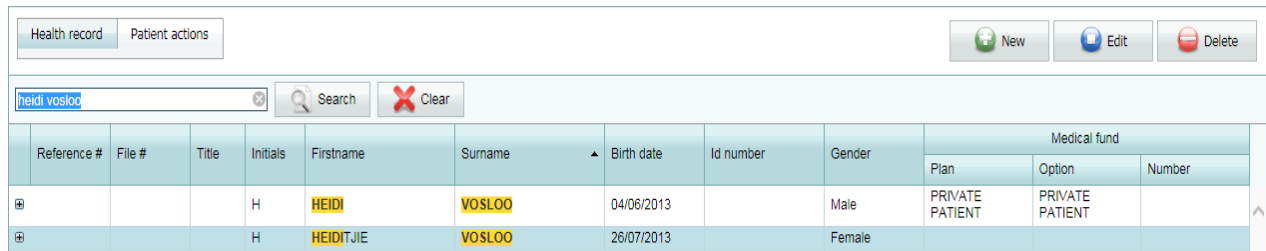
Practice documents: these are patient admin documents that can be loaded e.g. copy of id book or medical aid card.

Other documents: this is any other documents not within the other 2 groups that can be loaded.

- Click on BROWSE – browse for your document and then click on UPLOAD to save.

Healthcare record

To access the patient's healthcare record, search for the patient and then:



The screenshot shows a software interface for patient search. At the top, there are two tabs: 'Health record' and 'Patient actions'. To the right are three buttons: 'New' (with a plus icon), 'Edit' (with a pencil icon), and 'Delete' (with a minus icon). Below the tabs is a search bar containing the text 'heidi vosloo'. To the right of the search bar are 'Search' and 'Clear' buttons. Below the search bar is a table with the following columns: Reference #, File #, Title, Initials, Firstname, Surname, Birth date, Id number, Gender, and Medical fund (subdivided into Plan, Option, and Number). Two rows of results are visible, both with the name 'HEIDI VOSLOO' highlighted in yellow.

Reference #	File #	Title	Initials	Firstname	Surname	Birth date	Id number	Gender	Medical fund		
									Plan	Option	Number
⊕			H	HEIDI	VOSLOO	04/06/2013		Male	PRIVATE PATIENT	PRIVATE PATIENT	
⊕			H	HEIDI	VOSLOO	26/07/2013		Female			

To access the *Patient Healthcare record* option:

- Select the *Patient* option on the Main menu
- Search for your patient.
- Click on patients name so it is highlighted
- Click on the Healthcare record button

Standard patient healthcare record landing screen

HEALTHone connect
clinical management for all

Patient information

Patient name	David Huxham	Medical aid	Private patient	Blood type	Unknown
Known as	Use first name	Option	Private patient	Smoking status	Unknown
Gender	Male	Membership number		Drinking status	Unknown
Date of birth	8 April 2015	Dependant number		Is patient frail	Unknown
Age	2 years, 0 months			BMI (kg/m²)	Unknown

Menu items

- Allergies
- Current chronic medication
- Current medication
- Family medical conditions
- Medical conditions
- Medical history
- Pathology results
- Surgical history

Navigate to screens

- Clinical transactions
- Action plans
- Overview**
- Trend analysis
- Patient documents
- Practice documents
- Infant growth chart
- Protocols

When you open the patient healthcare record, it will default to the Overview of the record. You are able to view a simple summary of the patient record, e.g. pathology results; chronic medication etc. The detail available will depend on what the medical aid and what has been added by the provider

Current chronic medication

Date	Description
	No information available

Current medication

Expiry date	Details	Diagnosis (ICD-10)
		No information available

Current medication Description

PANADO PLUS (20) (Take 2 capsule(s) 1 hour(s) before meal(s) (do not exceed))

Medical conditions

Date	ICD-10 code	Description
		No information available

Medical history

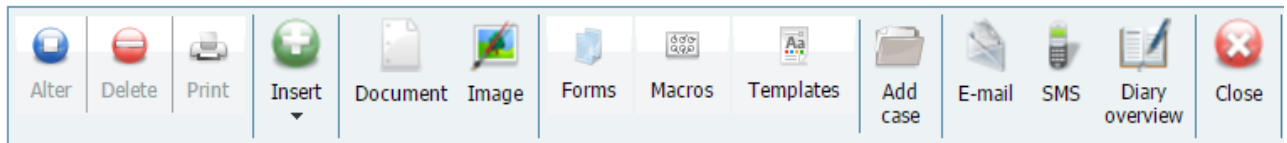
Date	Description	Resolved date
		No information available

Pathology results

Date	Pathology test	Result	Alert

• The healthcare record toolbar

Depending on the medical aid and or practice affiliation, the options on this menu will differ



Alter

If information on the patient records has to be adjusted or added on his records,

- Select the relevant transaction on the patient record
- Click on the Alter button

The original form will display allowing you to make adjustments or add information

- Insert the new values or information into the spaces provided by typing it or use the arrows to adjust the values
- Once completed, click on the Update button

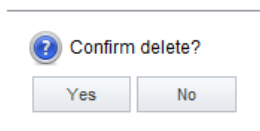
The altered contents will now display.

Delete

If information on the patient records has to be deleted from his records,

- Select the relevant transaction on the patient record
- Click on the Delete button

A confirmation screen will display



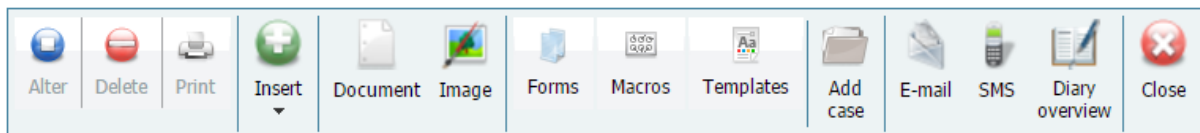
- Click on the Yes button to continue

Print

- Select the printer of your choice and print

Insert

- By clicking on insert allows you access to the following clinical transactions:
 - Billing request
 - Body metrics
 - Consultation
 - Basic consultation
 - Advanced consultation
 - Consumables
 - Infant development
 - Notes
 - Prescription
 - Treatment plan
 - Urinalysis
 - Vital signs



Document

- Allows you to load a document onto the patient healthcare record

Image

- Allows you to load an image

Form

- Allows you to select a form to capture data

Macro

- Allows you to select a macro

Template

- Allows you to select a template

Add case

- Allows you to create a case

Email

- Function to send an email to the patient

SMS

- Function to send an SMS to the patient

Diary Overview


Close

- Closes the healthcare record

When opening the patient's healthcare record, you will automatically view the OVERVIEW screen.

Patient information banner

Patient information					
Patient name	PATIENT TESTPATIENT	Medical aid	Private patient	Blood type	Unknown
Known as	<i>Use first name</i>	Option	Private patient	Smoking status	Unknown
Gender	Male	Membership number		Drinking status	Unknown
Date of birth	3 April 2011	Dependant number		Is patient frail	Unknown
Age	4 years, 10 months			BMI (kg/m²)	Unknown



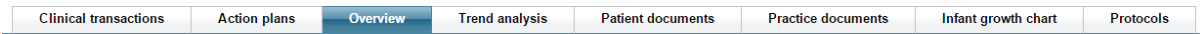
Patient information will display from the information captured in the demographics.

It will also show information of clinical data that has been captured.

Overview options

Allergies
Current chronic medication
Current medication
Family medical conditions
Medical conditions
Medical history
Pathology results
Surgical history

• Navigating the healthcare screens



The navigate screens take you to different functions on the application.

When you open the healthcare record, it defaults to the summary screen.

The following screens are accessible and will be discussed:

- Clinical transactions
- Action plans
- Trend analysis
- Patient documents
- Practice documents
- Infant growth chart
- Protocols

• Clinical transactions

The screenshot shows the 'Clinical transactions' screen. At the top is a toolbar with icons for Alter, Delete, Print, Insert, Document, Image, Form, Macro, Add case, Template, E-mail, SMS, and Close. Below the toolbar is a patient information section with fields for Patient name, Medical aid, Blood type, Known as, Option, Smoking status, Gender, Membership number, Drinking status, Date of birth, Dependant number, Is patient frail, Age, and BMI (kg/m²). A patient profile picture is also visible. Below this is a navigation bar with tabs: Clinical transactions, Action plans, Summary, Trend analysis, Patient documents, Practice documents, and Protocols. The main area is divided into two panels. The 'Transaction panel' on the left contains a table of clinical transactions:

Dated	Details	Responsible
13/04/2014	Patient history information	
20/01/2016	Image Kidney	Dr PA Bhagwan
20/01/2016	Image EEG	Dr PA Bhagwan
20/01/2016	Image Elbow	Dr PA Bhagwan
20/01/2016	Billing request	Dr H Provider
07/01/2016	Form Dr CK Tabane - Medical Certificate	Dr PA Bhagwan
07/01/2016	Form Dr CK Tabane - Medical Certificate	Dr PA Bhagwan

The 'Contents panel' on the right displays details for the selected transaction:

Item:	Contents:
Service date	20/01/2016
Billing item	0191: Consultation used by General Practitioner
Attending provider	T. John
Tariff charge	Scale of benefits
Discussed with patient	No
Patient consent granted	No

Below the screenshot, two callout boxes identify the 'Transaction panel' and the 'Contents panel'.


Clinical transactions are saved in the clinical transactions panel.

If you highlight the clinical transactions, the contents will display in the contents panel.

Collapse and expand controls


The 'symbol' that is found next to the transaction lines are referred to as 'collapse and expand' controls. This means that it will expand a line to more transactions or collapse it making it to show as one line.

If there is a PLUS SIGN, it has to be opened as this may be a macro and macros are made up of many transaction lines.

	Dated	Details	Responsible
	21/01/2016	Patient history information	HEIDI H DOCTOR
	15/02/2016	Acute Prescription	HEIDI H DOCTOR

The above display a transaction that has NOT been expanded.

The below display where the transaction has been expanded (minus sign)

	Dated	Details	Responsible
	21/01/2016	Patient history information	HEIDI H DOCTOR
	11/02/2016	Allergies	HEIDI H DOCTOR
	11/02/2016	Behavioural risks	HEIDI H DOCTOR
	11/02/2016	Family history	HEIDI H DOCTOR
	11/02/2016	Surgical history	HEIDI H DOCTOR
	21/01/2016	Medical history	HEIDI H DOCTOR
	21/01/2016	Medical conditions	HEIDI H DOCTOR
	21/01/2016	Immunisations	HEIDI H DOCTOR

To close the expanded transaction, just click on the MINUS SIGN.

Patient information history

This macro will always be on the patient healthcare record and will contain transactions that do not necessarily have to be updated on a daily basis.

- Click on the transaction you want to complete e.g. Behavioural risks
- Right click with your mouse and select ALTER or DELETE or PRINT.

The screenshot shows the 'Patient information history' interface. At the top, there is a 'Patient information' section with fields for Patient name (PATIENT TESTPATIENT), Medical aid (Private patient), Known as (Use first name), Option (Private patient), Gender (Male), Date of birth (3 April 2011), and Age (4 years, 10 months). Below this is a 'Clinical transactions' table with columns 'Dated' and 'Details'. The table contains several rows, with '14/05/2014 Behavioural risks' selected. A right-click context menu is open over this row, showing options: Insert, Alter, Delete, Print, Collapse All, Expand All, Collapse Node, and Expand Node. An arrow points from the text above to the 'Alter' option in the menu.

- If you selected ALTER, the Behavioural risk screen will open.
- You can edit or add onto the form and to save, click on UPDATE.

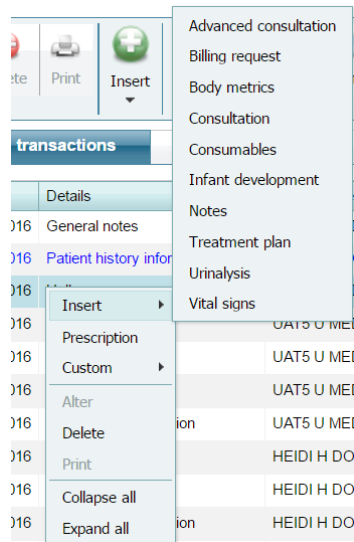
The screenshot shows the 'Behavioural risk' form. It is divided into several sections: 'Smoking', 'Drinking', 'Drugs', and 'Other'. The 'Smoking' section has fields for Smoking habits (Smoker), Type of smoking (Cigarettes (filter)), Number per day (20), How many years? (2), and Pack Years (2). The 'Drinking' section has fields for Drinking habits (Drinker), Type of alcohol (Beer), Units (3), and Drinking frequency (Per day). The 'Drugs' section has a field for Recreational drug usage (Yes) and a text area for Drug details (SHHFKASDHHFKASHF). The 'Other' section has a text area for Other. At the bottom, there are 'Update' and 'Cancel' buttons.

The same function applies to all transactions within the Patient Information History macro.

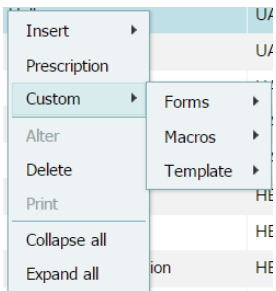
Adding addition transactions

Transactions can be added in 2 ways:

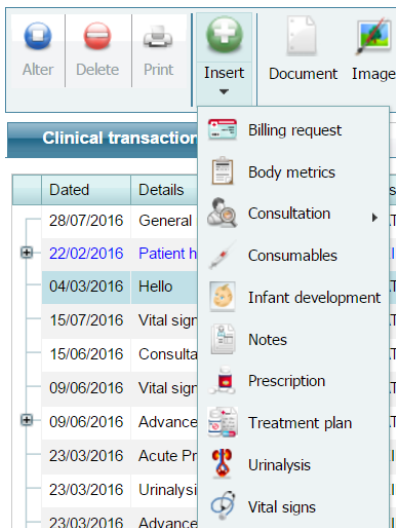
1. By right clicking on a transaction on the transaction panel, you are able to select insert one of the following transactions:



- **Insert**
 - Advanced consultation
 - Billing request
 - Body metrics
 - Consultation
 - Consumables
 - Infant development
 - Notes
 - Treatment plan
 - Urinalysis
 - Vital signs
- **Custom**
 - Forms = Custom forms created for the client
 - Macros = Select one
 - Template = Select one



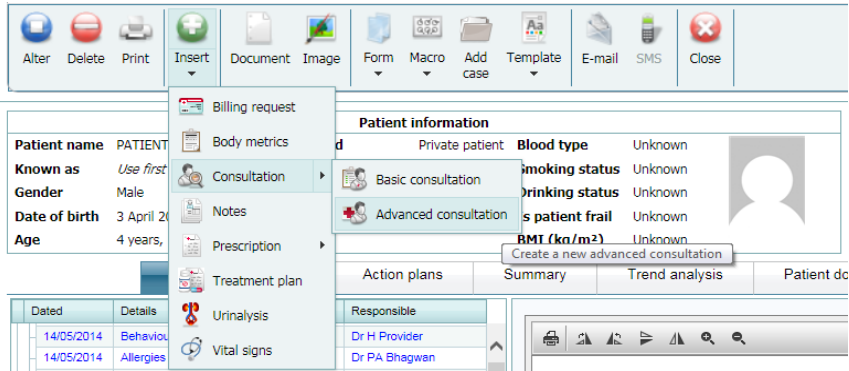
2. By going to the toolbar and accessing the transaction from there:



- Billing request
- Body metrics
- Consultation
 - Basic consultation
 - Advanced consultation
- Consumables
- Infant development
- Notes
- Prescription
- Treatment plan
- Urinalysis
- Vital signs

Inserting an advanced consultation.

- Click on *Insert*
- Select consultation
- Select advanced consultation



The advanced consultation screen will display

Consultation details:

Date: 16/02/2016

Main complaint: patient presented with flu like symptoms

Subjective symptoms: sore throat

Physical examination:

- Abdominal pain
- Chest pain
- Cough
- Diabetes type II
- Family violence
- Fatigue
- Fever/Common infections
- Headache
- Hypertension
- Maternity care

Print preview
 Cancel
 Medical Certificate
 Mediese Sertifikaat
 Referral Letter

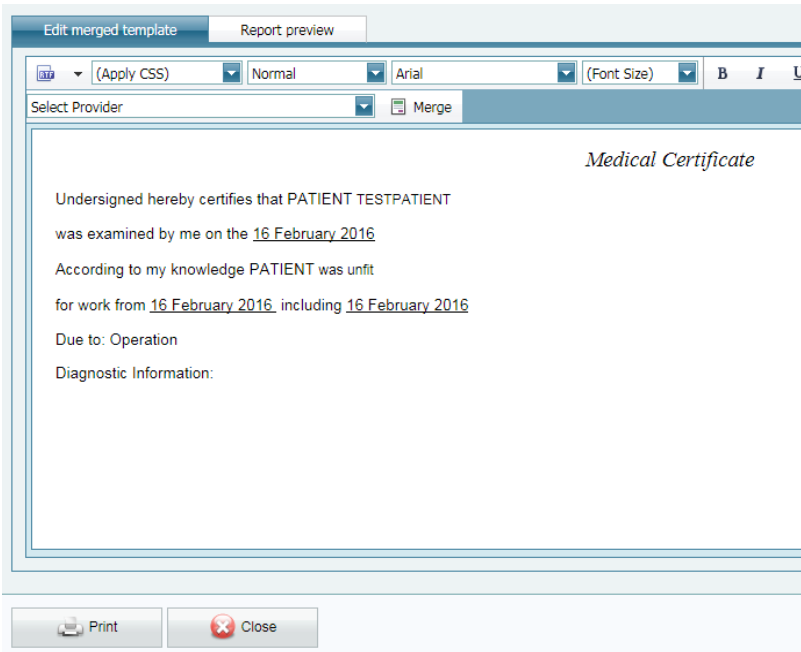
- Complete all fields.
- Scroll down and make sure you complete the whole form.

Before updating select the option if you want a medical certificate or referral letter to be generated on saving.

Tick in the respective printable you want to generate once saved.

Print preview
 Cancel
 Medical Certificate
 Mediese Sertifikaat
 Referral Letter

- Click on *Print preview*

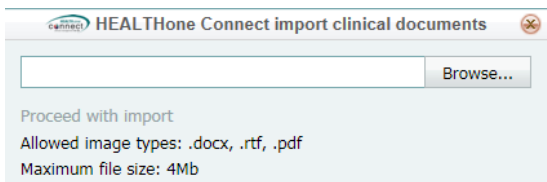


- Select provider dropdown
- Click on *Merge*
- Click on *Print*

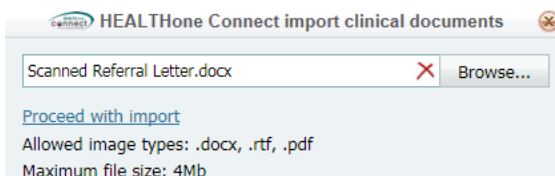
The template will display for you to print and you will also be able to save the template and email it.

Add a document

This function allows the user to upload documents onto the transactions on the healthcare record from their pc/laptop.



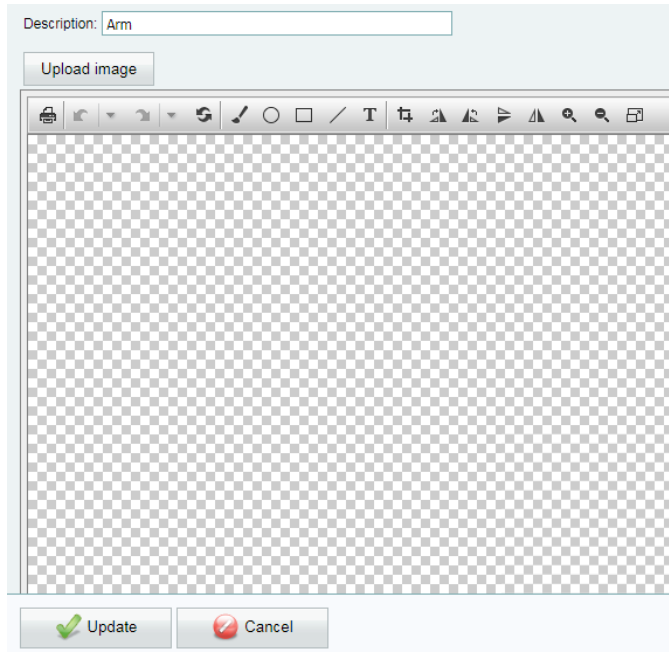
- Click on *Browse* and select the folder where the document is located.



- Click on *Proceed with import* and the document will save on the healthcare record in the transaction panel.

Add an image

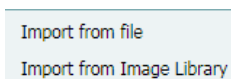
A user can import an image from their pc and draw; write on the image. Only images can be imported e.g.: jpeg; tif files.



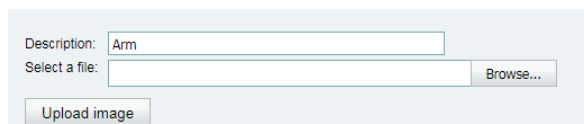
You are also able to access images via a standard library.

Description: type in the description of the image

- Click on *Upload image*



Import from file: the following will display:

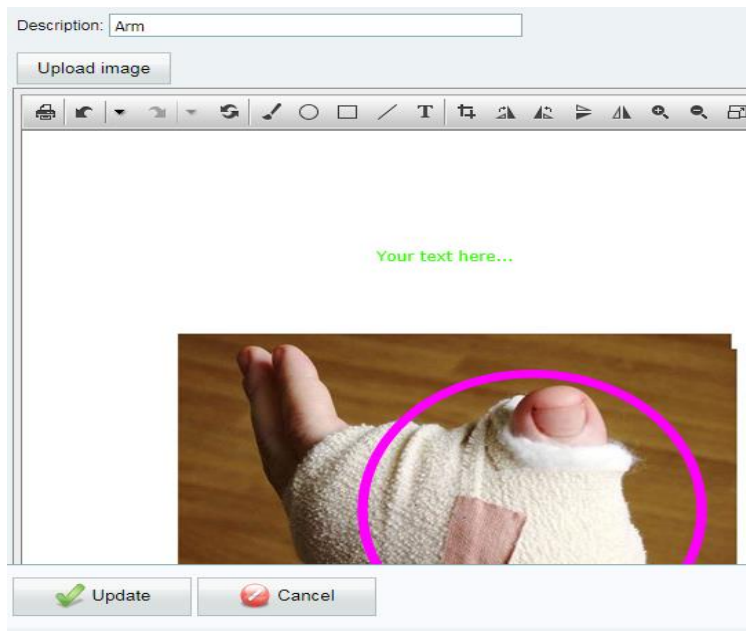


- Select file you want to upload by clicking on browse.

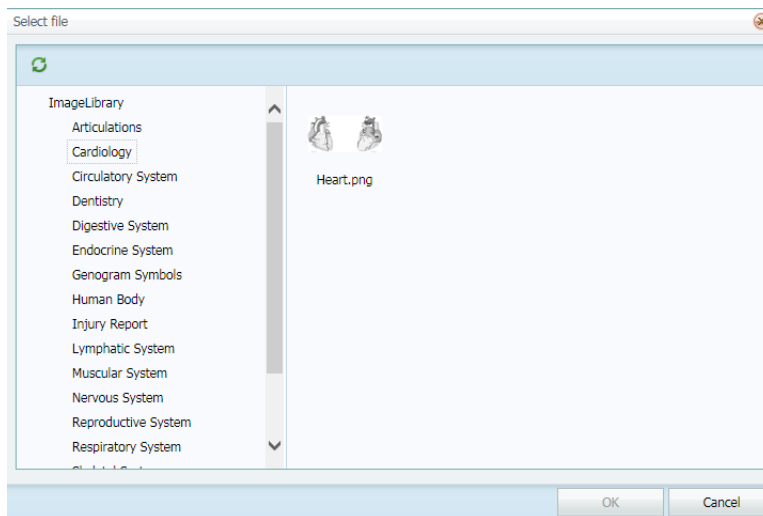
The image will display.

Using the toolbar on the image, you are able to write; draw etc. on the image.

- To save, click on *Upload image* and it will save onto the transaction panel.



Import from Image library: instead of browsing for an image, you will select the image from the image library.



Form

If you have forms, they will be loaded under forms.

- Click on the dropdown and select your form
- Complete the form and click on *Update*

It will save under the transaction panel.

Macros

Macros are set up under the MAINTENANCE tab and will be found on the patient healthcare record, as shown below.

- To select a macro, click on the macro name and it will auto populate in the transaction panel.

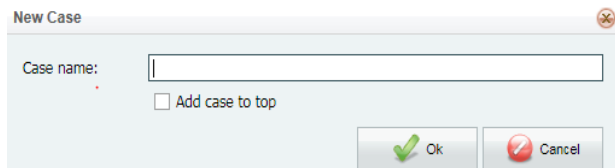
04/11/2015	Advanced consultation	Dr J Ronmar
04/11/2015	Triage	D Test
30/10/2015	Advanced consultation	Dr J Ronmar
30/10/2015	Billing request	Dr J Ronmar

- Expand the macro so you are able to see all transactions

04/11/2015	Triage	D Test
04/11/2015	Urinalysis	D Test
04/11/2015	Vital signs	D Test
04/11/2015	Body metrics	D Test
04/11/2015	Patient notes	D Test
04/11/2015	Consultation	D Test

Case

A user can create a new case e.g.: physio case management and within the case he can load individual items e.g.: notes; allergies etc.



New Case

Case name:

Add case to top

Ok Cancel

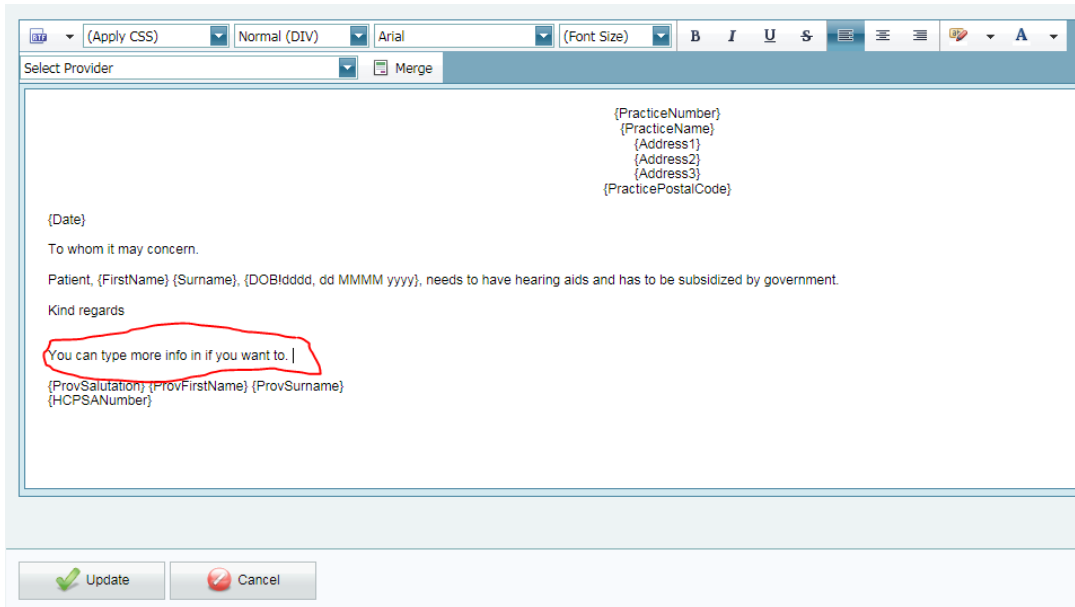
Templates

Templates are set up under the maintenance screen.

- Select your template
- Select your provider by clicking on *Select provider* dropdown.
- Click on *Merge*

You can also add in additional notes; change font etc. on the template before saving.

- Click on *Update* to save.

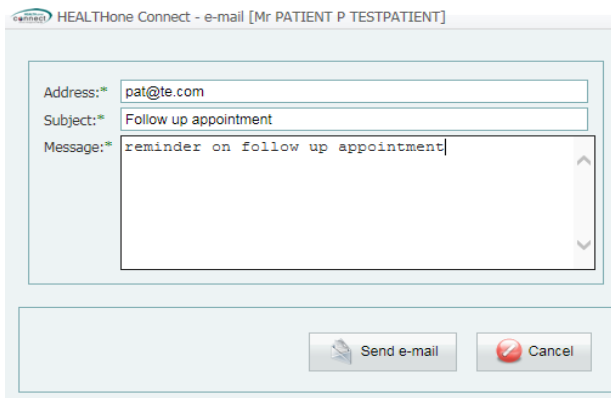


Email

- Click on email.

The patients email address will display under address.

- Click on SEND EMAIL to send.



SMS

If an SMS bundle has been purchased you will be able to send an sms to the patient.

SMS patient - Ms B Bronkhorst

Send SMS

Cell number:

Sending a SMS is a chargeable service for which your practice will be billed.

Action plans

Action plans are created on the maintenance screen and display in the health care record.

- To select an action plan that was created, click on SELECT ACTION PLAN TEMPLATE and they will auto populate as see above.
- To create a once off action plan, click on ADD SINGLE ACTION PLAN and this will create a once off action plan.

Clinical transactions | Action plans | Summary | Trend analysis | Patient documents | Practice documents | Protocols

Status filter: Due | |

| | | |

	Date Due	Remind By	Details	Status	Responsible
<input type="checkbox"/>	18/10/2013	16/10/2013	Message	Due	Dr N AKALOO
<input type="checkbox"/>	19/10/2013	17/10/2013	Manipulation	Due	Dr N AKALOO
<input type="checkbox"/>	24/10/2013	22/10/2013	Manipulation	Due	Dr N AKALOO
<input type="checkbox"/>	25/10/2013	23/10/2013	Systolic	Due	Dr N AKALOO
<input type="checkbox"/>	25/10/2013	23/10/2013	Message	Due	Dr N AKALOO
<input type="checkbox"/>	29/10/2013	27/10/2013	Manipulation	Due	Dr N AKALOO
<input type="checkbox"/>	01/11/2013	30/10/2013	Message	Due	Dr N AKALOO
<input type="checkbox"/>	08/11/2013	06/11/2013	Message	Due	Dr N AKALOO
<input type="checkbox"/>	15/11/2013	13/11/2013	Systolic	Due	Dr N AKALOO
<input type="checkbox"/>	02/12/2013	02/12/2013	Message	Due	Dr N AKALOO

- To mark an action plan as 'done', click on the line and tick in the tick block and click on EDIT.
- You can then change the status from DUE to DONE.

Edit Form

Date due:

Remind by:

Status:

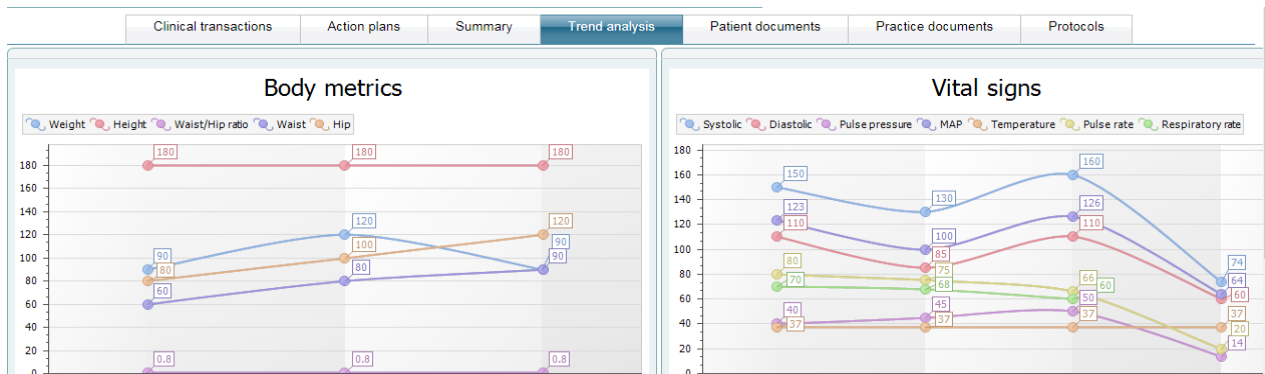
|

| | | |

- Action plans can also be printed by selecting the options above.

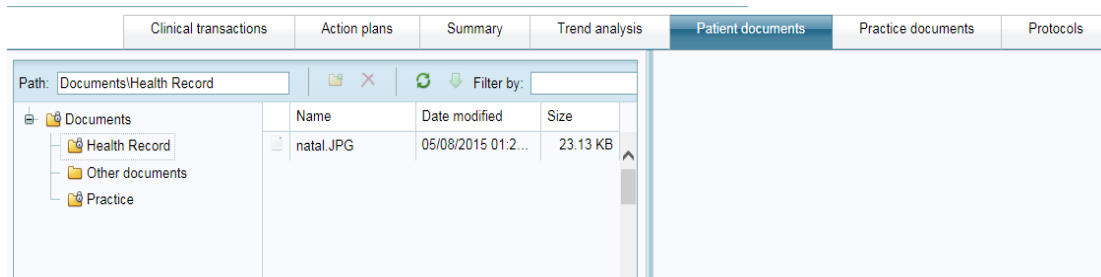
Trend analysis

This display the body metrics and vital signs in a graphical format.



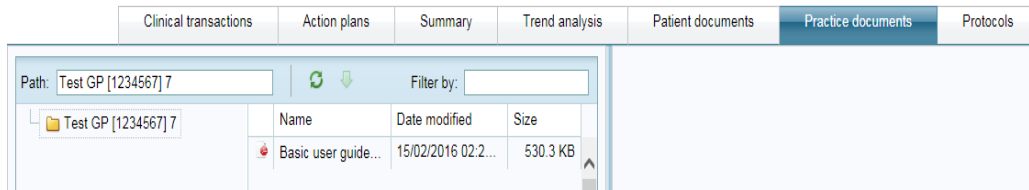
Patient documents

Displays documents that were loaded onto the patient healthcare record and can be downloaded.

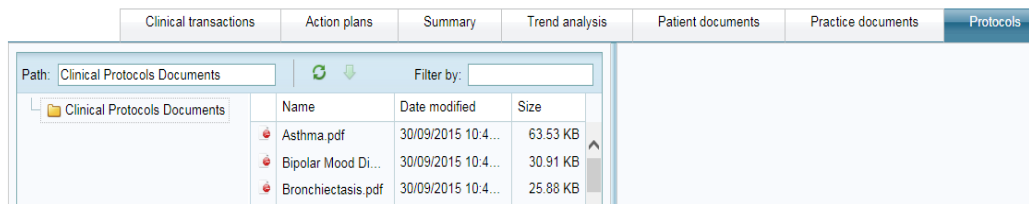


Practice documents

Displays documents that were loaded onto the patient healthcare record and can be downloaded



Protocols



Protocols come with the application and can also be downloaded.

- **Medscheme affiliated patients**

The summary view screen will look different for patients who are affiliated to Medscheme medical aid.

Medscheme specific summary view fields are shown – for example, RISK PROFILE; REGISTERED CHRONIC CONDITION HISTORY etc.

The banner will also show the medical aid plan logo that the patient is on.

There are also 3 additional icons on the banner:

Care plan change request history				
Date	Procedure/pathology test details	Unit	Motivation	Status
01/12/2015	0190-0192: GENERAL PRACTITIONER CONSUL	1	jkk	Pending
09/02/2016	0190-0192: GENERAL PRACTITIONER CONSUL	1		Pending

HISTORY: Allows you to view care plan change requests

REQUEST CHANGE: Allows you to request a change in the Medscheme patients current care plan

Procedure/Pathology code: 0190-0192: GENERAL PRACTITIONER CONSULTATIONS

Units requested: 1

Motivation: Terminal

UPDATE HEALTH ATTRIBUTES: Allows you to update the provided health attributes

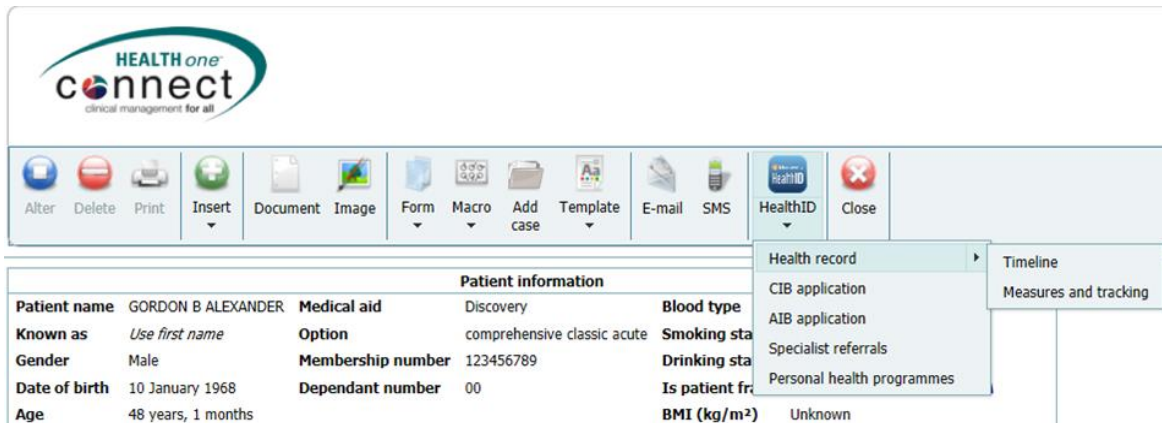
Blood type: AB-

Default patient height: 180 centimeters

- **Discovery affiliated patients**

The toolbar will look different for patients who are affiliated to Discovery medical aid.

The provider will be able to click on the HEALTHID logo and they will be redirected to the HEALTHID portal where they can access additional information on the Discovery patient.



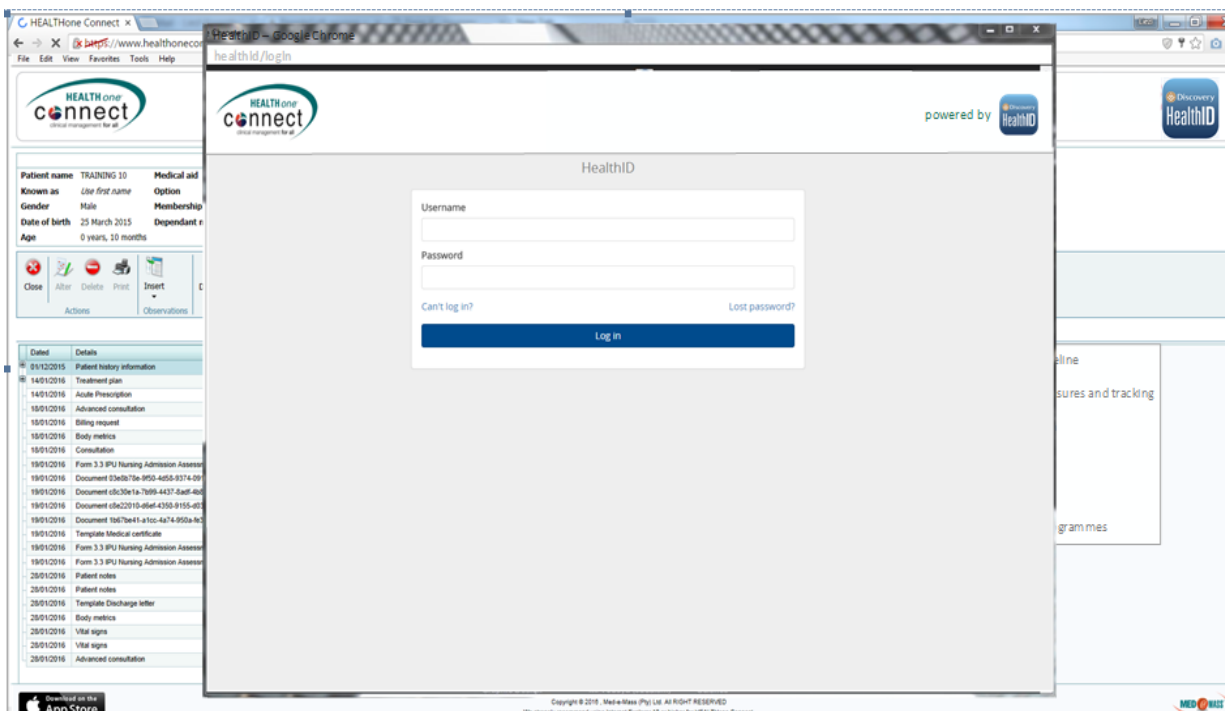
View 1: Accessing HealthID from HEALTHone Connect

The health care professional will be able to access various HealthID pages with one click from the HEALTHone Connect user interface.

View 2: HealthID Log-in screen

If the health care professional accesses a HealthID page without being logged in, HealthID will prompt him/her to enter their Discovery credentials.

The below view depicts what it would look like when HealthID opens in a chromeless window.

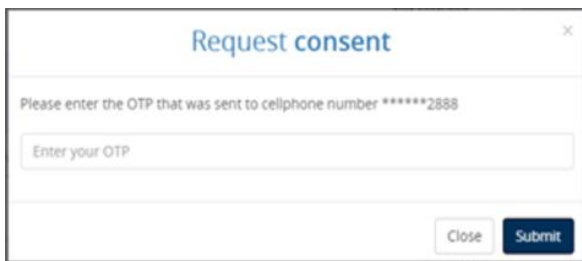
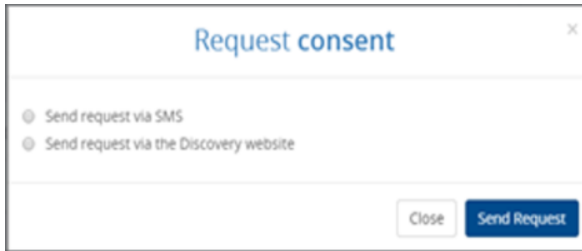


View 3: Request Consent

Once the health care professional has been successfully logged in, the Discovery system will determine if the patient has granted consent for the health care professional to view their health record information on HealthID.

If consent has not yet been granted, then HealthID will prompt the health care professional to grant consent for the patient. This can be done in two ways:

- Via SMS one time pin
- Via the Discovery website



View 3.1: Consent via OTP

If consent is being granted via an OTP, then the health care professional will be prompted to enter an OTP received by the patient.



View 3.2: Consent via Discovery Website

If consent is being granted via the Discovery website, a message will display information the health care professional that a request has been sent to the patient. From here on the patient will need to log into the Discovery website and accept the consent request.



Please note, the patient information will not load before consent has been granted, the screen is only to be used as an example and the information in the background not to be seen as the end result.

The screenshot displays the HEALTHone connect patient portal. At the top left is the HEALTHone connect logo with the tagline 'clinical management for all'. At the top right, it says 'powered by Discovery HealthID'. The main content area is divided into several sections:

- Left Navigation Menu:** Timeline, Chronic applications, AIB applications, Consultation, Measures and tracking.
- Patient Profile:** Member name: Nabmkkikfhkg Albmkkikfhkg; Plan type: Keycare Core (000450051); Date of birth: 25 Sep 2008 (7); Allergies: Not captured; Blood type: Not captured.
- John Hopkins rating:** 2012: Moderate, 2011: Moderate, 2010: Moderate.
- Quick links:** Help Me.
- Timeline:** A vertical timeline showing two chronic applications:
 - 17 Dec 15:** Chronic application for Ankylosing spondylitis, site unspecified (Condition code: M45X9, Status: Declined).
 - 01 Dec 15:** Chronic application for Type 1 diabetes mellitus without complications (Condition code: E109, Status: Approved).

View 4: Using HealthID

Once the health care professional is successfully logged in and the patient has given consent, HealthID can be used.

This view displays the outline of what can be expected when using HealthID from HEALTHone Connect.

The following functionality will be available:

- Timeline
- Chronic applications
- AIB applications
- Specialist referrals
- Measures and Tracking

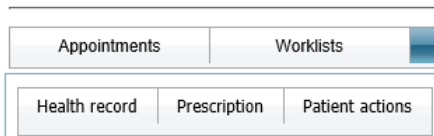
Prescription

There are different ways to access the prescription.

On the Patient landing,

- Search for the relevant patient,
- Click on *Prescription*

Patient

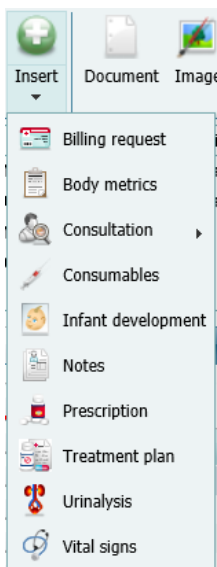


The prescription screen for the patient you have selected will display.

ALTERNATIVELY

Select the patient

- Click on the *Health record*
- Click on *Insert* and select the *Prescription* option from the drop-down menu



The prescription screen will display

- Prescription layout

connect Prescription
Setup

Patient details

Mr Arron T Aarentse
Gender: Male **Medical plan:** PRIVATE PATIENT
Birth date: 01/03/2017 **Medical option:** PRIVATE PATIENT
Age: 0 years, 1 months
Height: Unknown **Weight:** Unknown **BMI (kg/m²):** Unknown

Prescription details

Date: 13/04/2017 Allergies:
 ICD-10 code:

Previous prescribed items:

PANAMOR 1.3% (60) (kgkji)

← Items previously prescribed to this patient by this user

Product search

History Product list Favourite scripts Chronic scripts Favourite s

Search Clear Select

Description	Quantity, Repeats and ICD-10	Directions
<input type="checkbox"/> 2017-04-05 Shaun MC MC Butler MC		

Step 2 – Insert the medication by using any of the tabs

Script

Favourites will only be saved as soon as the prescription is PRINTED, SAVED or SEND to a pharmacy.

Note to Pharmacist:

Add mixture Clear Delete
Add to favourite script Add to chronic script


Product name	Directions
Allow generic Dispensed	Dosage Quantity Repeat Days of therapy ICD-10 code
No data to display	

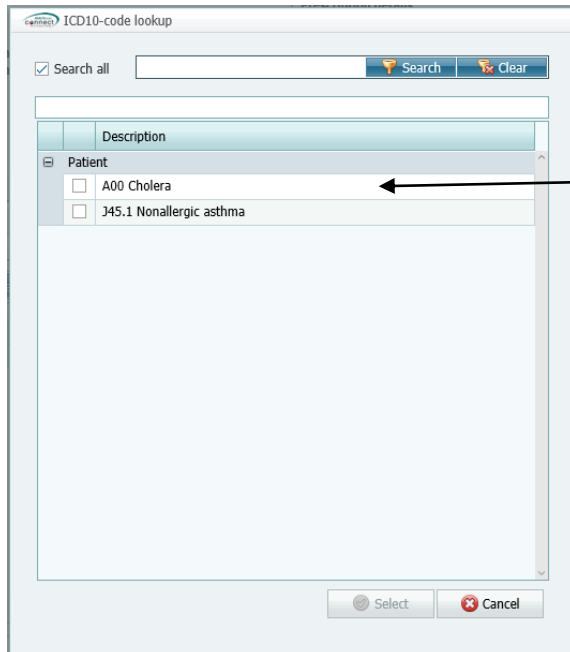
Step 3 – All medication selected using any method will display here. These are the items that are included in the script

Complete the script

Send to pharmacy
Save and close
Print
Cancel

STEP 1 – Insert the patient diagnosis

- Ensure the date is correct
- Click on the  to insert the ICD10

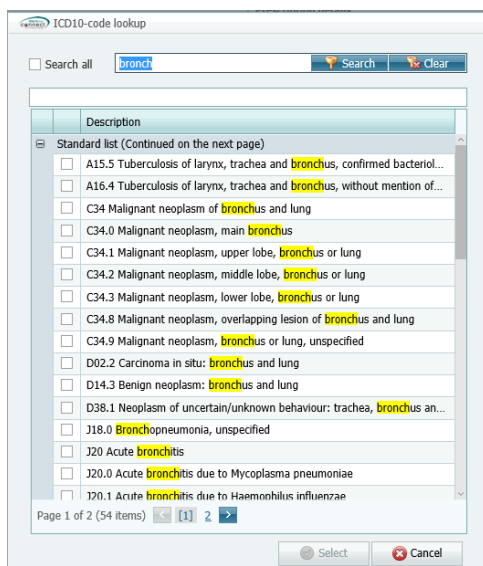


These are the provider favourites for the patient for easy access. If the diagnosis is the same as a previous diagnosis, you can either do multiple selections using the checkboxes or double-click on the relevant diagnosis.

It will display on the top and *Select* will be available to continue

To look for a new diagnosis

- Start typing in the diagnosis – example: Bronch for bronchitis
- Click on the *Search* button



- Select the relevant diagnosis or multiple diagnoses
- Click on the *Select* button

Prescription details

Date: 13/04/2017 Allergies:

ICD-10 code: J20

Previous prescribed items:
PANAMOR 1.3% (60) (*kgkji*)

The ICD10 selected will display

Active ingredient allergy

If an active ingredient allergy has been inserted onto the patients' healthcare record – it will display on the prescription as a reminder

HEALTHone Connect - Allergies [Mr Arron T Aarentse]

Dated: 05/04/2017

Drug allergies

New	Ingredient name	Severity	Date
Edit Delete	DICLOFENAC HYDROXYETHYLPYRROL	3	01/04/2015

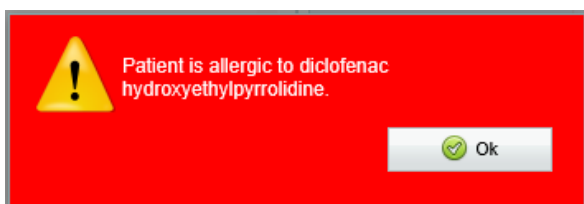
Prescription details

Date: 18/04/2017 Allergies: DICLOFENAC HYDROXYETHYLPYRROLIDINE

ICD-10 code: J45.1

Previous prescribed items:
PANAMOR 1.3% (60) (*kgkji*)

If a medication with this active ingredient is prescribed, a warning will display but the system will still allow the user to prescribe the medication.



STEP 2 – Insert the medication

The medication can be added using various methods:

Prescription details

Date: 18/04/2017 Allergies:

ICD-10 code: J45.9

Previous prescribed items:

PANAMOR 1.3% (60) (kjklj)

Script

Favourites will only be saved as soon as the prescription is PRINTED, SAVED or SEND to a pharmacy.

Note to Pharmacist:

Add mixture Clear Delete

Add to favourite script Add to chronic script

Product name		Directions					
Allow generic	Dispensed	Dosage	Quantity	Repeat	Days of therapy	ICD-10 code	Favorite item
PANAMOR		kjklj					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.3%	60	0	60	J45.9	

Items previously scripted will display here – the items can be selected again by double clicking on it

Search all panado

Exclusions Formularies

Search (checkbox) – If this option is checked, the search will be executed on both the quick list and the standard list. If it is un-checked the quick list will be searched first and if no matches were found, it will search the standard list.

Search (text) – Please enter text to search on. Please use spaces between words to search on multiple words eg left(space)leg. If you need to search on multiple word combinations, enclose them in double quotes eg “psychotic symptoms”

Search button – Will start the search process

Clear – will clear the data the user has inserted into the search text block

Select – Will insert the selected item onto the prescription

Exclusions Formularies

Exclusions – These items are part of the exclusions from the patients’ medical aid

Orange – These items are part of the Medical aid formulary

Selecting a medicine

- Search for the medicine and click on the line item to select it
- Click on the *Select* button

Product name		Directions					
Allow generic	Dispensed	Dosage	Quantity	Repeat	Days of therapy	ICD-10 code	Favorite item
PANADO PLUS		Please click here to enter directions for this item.					
<input checked="" type="checkbox"/>	<input type="checkbox"/>		50	0	50	J45.1	

The item will now reflect on the right bottom of the screen.

- Click on the red area to insert the dosage

Type in the dosage

Click on the Direction button to select the instructions from the list

Click on item to add to dosage sentence

Take		Apply		1	2	3	capsule(s)	po
Inhale	Rinse with	4	5	6			eye(s)	
Insert	Suck	7	8	9			ear(s)	
Instill/Drop	Spray	,	0	.			nostril(s)	
Neb with	Use	1/2	1/4	x			per rectum	
od	stat	mane		every				
bd	prn	nocte		per				
tds	mdu	then		For				
qid	with							
1	2	hour(s)	before meal(s)	Complete course	For pain			
3	4	day(s)	with meal(s)	Dissolve in water	For pain and fever			
5	6	week(s)	after meal(s)	Do not exceed	For pain and inflammation			
7	8	month(s)		Loperamide	For nausea			
9	0	Alt days		For allergy	Do not substitute			

Select Cancel

- Click on the Select button to add to the script

Script

*Favourites will only be saved as soon as the prescription is **PRINTED, SAVED or SEND** to a pharmacy.*

Note to Pharmacist:

Product name		Directions					
Allow generic	Dispensed	Dosage	Quantity	Repeat	Days of therapy	ICD-10 code	Favorite item
PANADO PLUS		Take 2 capsule(s) with meal(s) (for pain and fever)					
<input checked="" type="checkbox"/>	<input type="checkbox"/>		50	0	50	J45.1	<input type="button" value="+"/>

Adding repeats to a medication

The medication can be repeated up to 5x times

Click on the amount in the repeat column – either type in the amount of repeats or select it from the drop-down list

Repeat	Days of therapy
50	50

The repeat amount will update on selection



If the repeat of the medication is 5x, the item will automatically be included in the chronic medication list

Product name		Directions					
Allow generic	Dispensed	Dosage	Quantity	Repeat	Days of therapy	ICD-10 code	Favorite item
PANADO PLUS		Take 2 capsule(s) with meal(s) (for pain and fever)					
<input checked="" type="checkbox"/>	<input type="checkbox"/>		50	5	50	J45.1	<input type="button" value="+"/>

Adding the item as a favourite

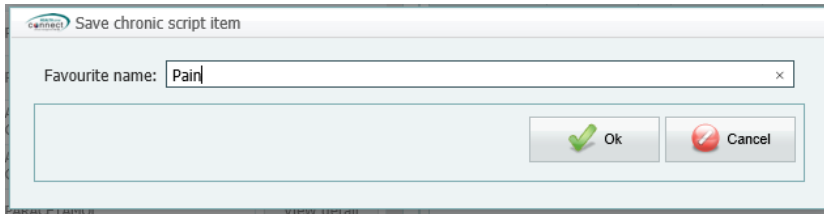


Favourites will only be saved as soon as the prescription is **PRINTED, SAVED or SEND** to a pharmacy

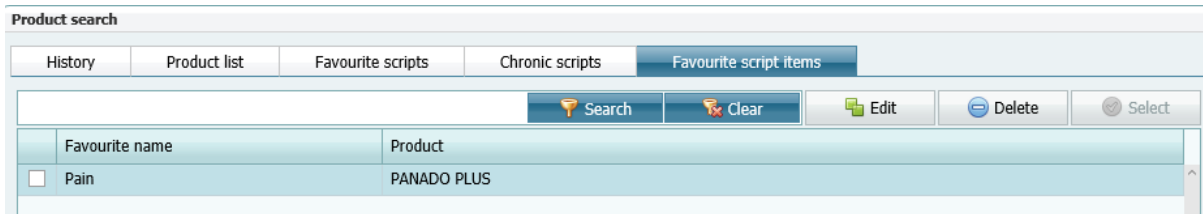
- On the item line, click on the +

Favorite item
<input type="button" value="+"/>

- Insert a name (quick lookup) for the item



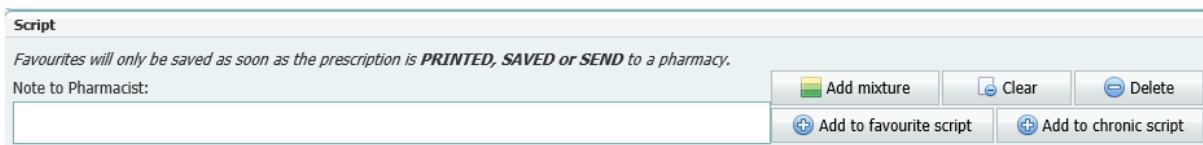
- Click on the *Ok* button



The item will now be listed for future use under *Favourite script items*

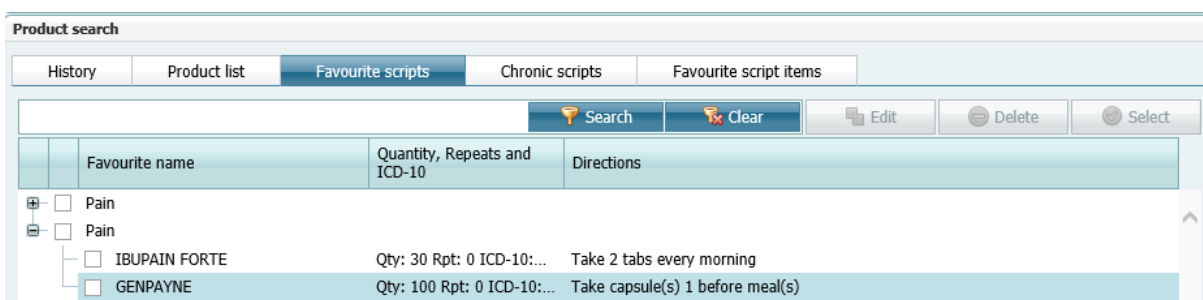
Adding a favourite script

Where the previous option, only includes individual items, this section is a full script that can be saved and re-used



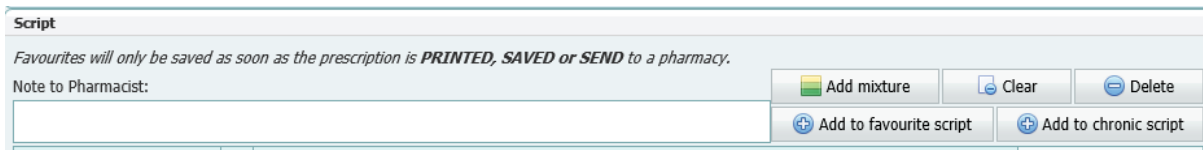
- Click on the script name
- Click on *Add to favourite script* button

The script will now be available to select under the Favourite script tab for easy selection



Adding a chronic script

A script can be stored as a Chronic script and be re-used as required

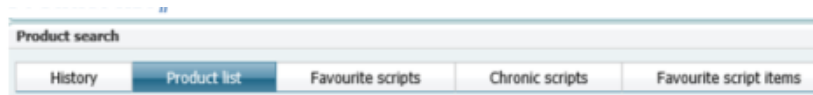


- Click on the script name
- Click on Add to chronic script button

The script will now be available to select under the Chronic script tab for easy selection

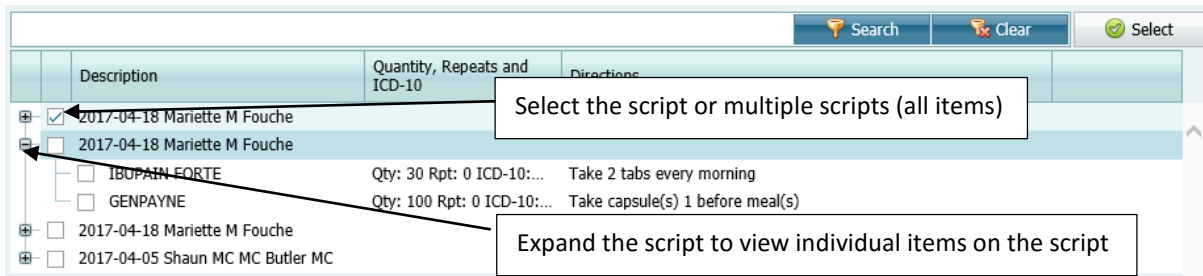
Adding items to the script

Searching for a specific item can be done on any one of the tabs – provided that previously scripted items have been loaded as Favourite or Chronic scripts or Favourite script items



History

Previous scripts for this patient will display under the *History* tab



Individual items from different scripts can be selected

- Double click on the script name or the item name

Or

- Click on the checkbox and click on the Select button

Once selected, click on the Select button and it will update the current script

Product list

On the Product list tab, previously prescribed items will list.

You can also look for items by using the Search facility

The screenshot shows the 'Product search' interface with the 'Product list' tab selected. The search bar is empty. Below the search bar, there are radio buttons for 'Exclusions' (selected) and 'Formularies'. The main table displays a list of products under the 'Patient' category. The table has columns for 'Product name' and 'Active ingredient/s'. Each row includes a checkbox, a 'Generic' button, the product name, the active ingredients, and a 'View detail' button.

		Product name	Active ingredient/s	
Patient				
<input type="checkbox"/>	Generic	PANAMOR 60g GEL (Pack: 60)	DICLOFENAC HYDROXYETHYL PYRROLIDINE	View detail
<input type="checkbox"/>	Generic	IBUPAIN FORTE CAPSULE (Pack: 30)	CODEINE PHOSPHATE; IBUPROFEN; PARACETAMOL	View detail
<input type="checkbox"/>	Generic	GENPAYNE CAPSULE (Pack: 100)	CODEINE PHOSPHATE; IBUPROFEN; PARACETAMOL	View detail
<input type="checkbox"/>	Generic	PANADO PLUS CAPSULE (Pack: 50)	IBUPROFEN; PARACETAMOL	View detail
<input type="checkbox"/>	Generic	MYPRODOL CAPSULE (Pack: 30)	CODEINE PHOSPHATE; IBUPROFEN; PARACETAMOL	View detail

Information available on the medication

After searching for an item, the list of possible options will display. You can now view additional details of the medication before selecting it for the script.

The screenshot shows the 'Product search' interface with the 'Product list' tab selected. The search bar contains the text 'ibupain'. Below the search bar, there are radio buttons for 'Exclusions' and 'Formularies'. The main table displays a list of products under the 'Standard list' category. The table has columns for 'Product name' and 'Active ingredient/s'. Each row includes a checkbox, a 'Generic' button, the product name, the active ingredients, and a 'View detail' button.

		Product name	Active ingredient/s	
Standard list				
<input type="checkbox"/>	Generic	IBUPAIN CAPSULE (Pack: 10)	IBUPROFEN; PARACETAMOL	View detail
<input type="checkbox"/>	Generic	IBUPAIN FORTE CAPSULE (Pack: 30)	CODEINE PHOSPHATE; IBUPROFEN; PARACETAMOL	View detail
<input type="checkbox"/>	Generic	IBUPAIN FORTE CAPSULE (Pack: 10)	CODEINE PHOSPHATE; IBUPROFEN; PARACETAMOL	View detail
<input type="checkbox"/>	Generic	IBUPAIN BLISTER CAPSULE (Pack: 30)	IBUPROFEN; PARACETAMOL	View detail
<input type="checkbox"/>	Generic	IBUPAIN FORTE BLISTER CAPSULE (Pack: 30)	CODEINE PHOSPHATE; IBUPROFEN; PARACETAMOL	View detail

Generic

- Click on the Generic option in-line

A list of generic substitutes will display

Generic medicine/s for: **IBUPAIN FORTE CAPSULE (Pack: 30)**

● Exclusions ● Formularies

Product name			
Nappi code	Generic code	Manufacturer	Cost Ex VAT
		Active ingredient/s	Schedule
Standard list			
IBUPAIN FORTE CAPSULE (Pack: 30)			
704587001	142600903	SANDOZ	R40.26
		CODEINE PHOSPHATE; IBUPROFEN; PARACETAMOL	3
IBUPAIN FORTE CAPSULE (Pack: 10)			
704587002	142600903	SANDOZ	R13.41
		CODEINE PHOSPHATE; IBUPROFEN; PARACETAMOL	3
GENPAYNE CAPSULE (Pack: 30)			
704606001	142600903	ADCOCK GENERICS	R42.11
		CODEINE PHOSPHATE; IBUPROFEN; PARACETAMOL	3
GENPAYNE CAPSULE (Pack: 100)			
704606002	142600903	ADCOCK GENERICS	R140.38
		CODEINE PHOSPHATE; IBUPROFEN; PARACETAMOL	3
MYBULEN CAPSULE (Pack: 30)			

- Click on the item you want to prescribe
- Click on the Select button

The item will be added to the right-hand side of the page as part of the script

View detail


To view the information of the medication:

- Click on the View detail button in-line

The information of the product will display

Product details

Manufacturer: SANDOZ
 Nappi code: 704587001
 Generic code: 142600903
 Schedule: 3
 Cost Ex. VAT: R40.26

Click on the  to close the information screen

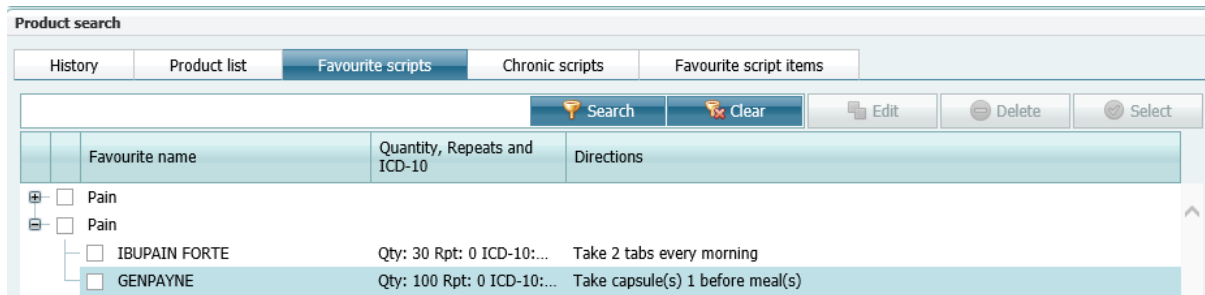
Favourite scripts

To use a favourite script for the patient:

- Double click on the script name

Or

- Click on the checkbox and click on the Select button



The script content will load as items on the right hand side as current script items

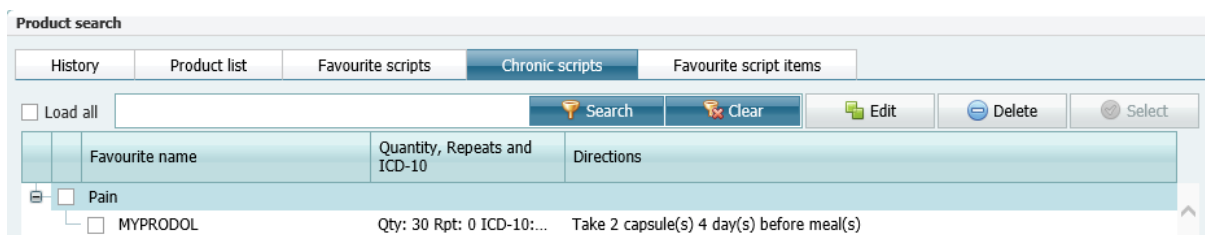
Chronic scripts

To use a chronic script for the patient:

- Double click on the script name

Or

- Click on the checkbox and click on the Select button



The script content or item will load as items on the right hand side as current script items

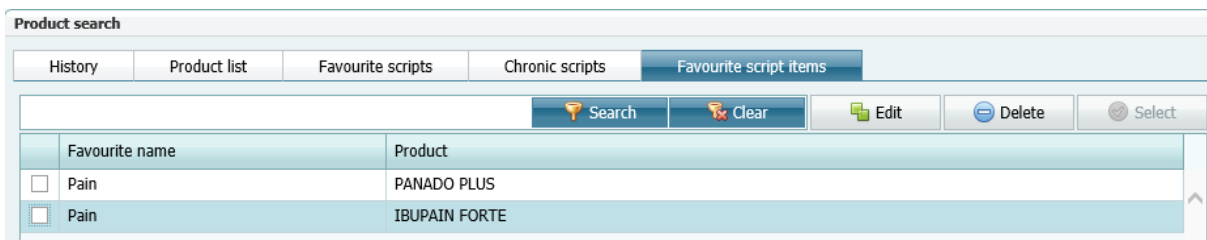
Favourite script items

To use a Favourite script item for the patient:

- Double click on the Favourite name

Or

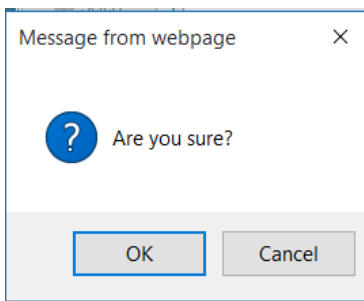
- Click on the checkbox and click on the Select button



The item will load as items on the right hand side as current script items

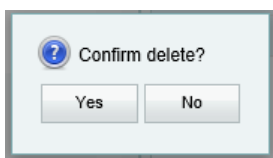
Clear

Clear will remove ALL loaded items from the script



Delete

Delete will remove the single selected item from the script



Add Mixture

STEP 3 – Complete the script

For the options

- Send to pharmacy,
- Print
- Save and close

A transaction will be created on the clinical transaction list and it will become part of the audit trail.

Clinical transactions			Action plans	Overview	Trend analysis	Patient documents	Practice documents
Dated	Details	Responsible					
19/04/2017	Consultation	Shaun MC MC Butler N					
19/04/2017	Patient notes	Shaun MC MC Butler N					
19/04/2017	Consultation	Shaun MC MC Butler N					
19/04/2017	Consultation	Shaun MC MC Butler N					
18/04/2017	Prescription	Mariette M Fouche					
18/04/2017	Prescription	Mariette M Fouche					

Description	Quantity, Repeats and ICD-10	Directions
2017-04-18 Mariette M Fouche		
PANADO PLUS	Qty: 50 Rpt: 3 ICD-10: J45.1	Take 2 capsule(s) with meal(s) (for pain and fever)



The prescription cannot be edited once saved

Send to pharmacy

When you select this option, the list of pharmacies will display. The pharmacies that have electronic scripting available, will display in black

- Select the pharmacy
- Click on the Send button

Send prescription to a pharmacy

Show all pharmacies

Enter text to search...

Enabled	Name	Area	Province	Tel No
Category: Standard (Continued on the next page)				
<input type="checkbox"/>	1 Military Hospital - C Block Pharmacy	VOORTREKKERHOOGTE	GAUTENG	(012) 3
<input type="checkbox"/>	1 Military Hospital - Casualty / Emergency Pharmac	VOORTREKKERHOOGTE	GAUTENG	(012) 3
<input type="checkbox"/>	1 Military Hospital - Main / Outpatients / Extensi refer to Y05321	VOORTREKKERHOOGTE	GAUTENG	(012) 3
<input type="checkbox"/>	1 Military Hospital - Paediatric Pharmacy	VOORTREKKERHOOGTE	GAUTENG	(012) 3
<input type="checkbox"/>	1 Military Hospital - Phidisa Pharmacy	VOORTREKKERHOOGTE	GAUTENG	(012) 6
<input type="checkbox"/>	1 Military Hospital Main/Extension Pharmacy	VOORTREKKERHOOGTE	GAUTENG	(012) 3
<input type="checkbox"/>	121 Infantry Battalion Military Pharmacy	MTUBATUBA	KWAZULU-NATAL	(035) 5
<input type="checkbox"/>	14th Avenue Pharmacy & Med Depot	JOHANNESBURG	GAUTENG	(011) 4
<input type="checkbox"/>	2 Field Engineers S B Phy (Referred 20/07/2006)	BLOEMFONTEIN	FREE STATE	(000) 0
<input type="checkbox"/>	2 Military Hospital Pharmacy	CAPE TOWN	WESTERN CAPE	(021) 7
<input type="checkbox"/>	3 M Pharmaceuticals S A (Referred 24/06/2005)	RUSTENBURG	NORTH WEST	(011) 8
<input type="checkbox"/>	3 Military Hospital Pharmacy	BLOEMFONTEIN	FREE STATE	(051) 4
<input type="checkbox"/>	390 West Street Clicks Pharmacy	DURBAN	KWAZULU-NATAL	(000) 0

Page 1 of 350 (10485 items) ...

Grey pharmacies are inactive and not enabled.
1 Military Hospital - C Block Pharmacy is NOT SEND enabled.

Save and close

The prescription screen will close and a transaction will be created on the clinical transaction list

Print

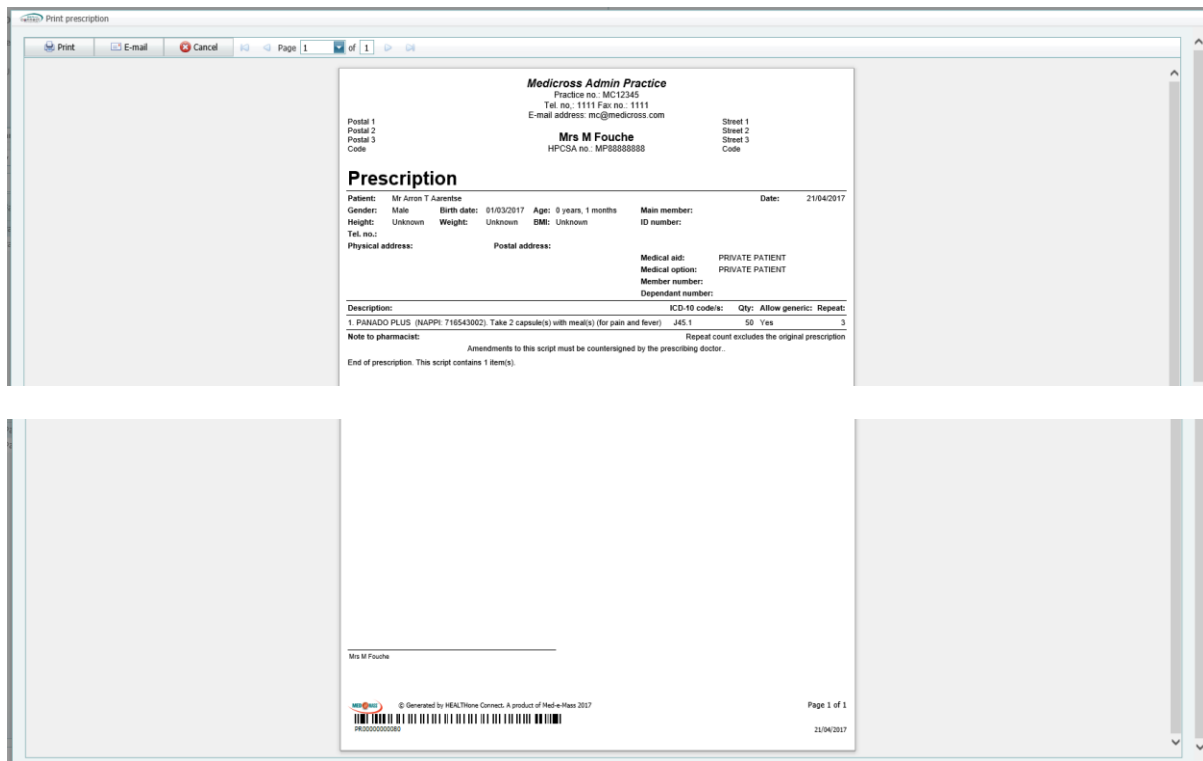
The Print and E-mail option

When this option is selected, a preview of the prescription will display

The Script header and signature is part of the system configuration and the process to load and set it up is described there

- To print, click the Print button

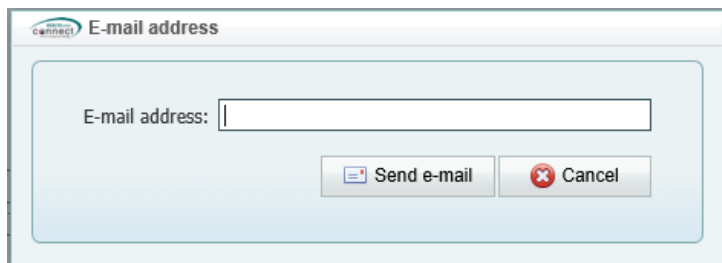
The system will allow you to select the relevant printer and you can send the image to the printer



E-mailing the script

- Click on the E-mail button

The following screen will display



- Insert the e-mail address
- Click on Send e-mail

Cancel

Selecting Cancel will close the screen without saving anything

Patient actions

Patient actions are made up of the following functions: - click on the PATIENT ACTIONS icon and the follow functions will display:

- Add to provider queue
- Apply provider queue filter
- Patient documents

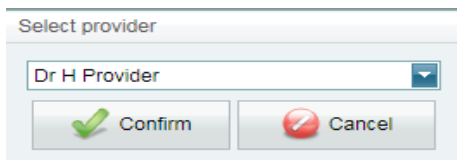


Add to provider queue

The function of this is to add the patient to the 'provider queue'; basically this is used if you want to create a patient list per provider.

To access the *Provider queue* option:

- Select the *Patient* option on the Main menu
- Search for your patient.
- Click on patients name so it is highlighted
- Click on *Add to provider queue* and the following screen will display where you will select which provider you want to add the patient to.



- Click on *Confirm* – the patient has now been added to the provider queue that you selected.

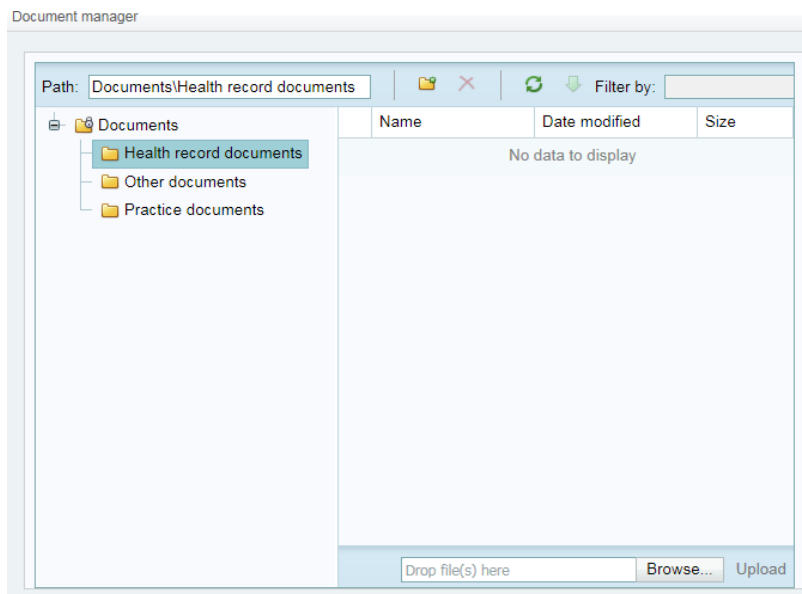
Apply provider queue filter

If patients have been added to your 'provider queue', click on *Apply to provider queue filter* and all patients that have been added to your queue will display.

Patient documents

This function is usually used by the admin clerk who does not have access to the patient's healthcare record.

She is able to add documents onto the patients file without accessing the healthcare record.



Health record documents: these are patient clinical documents eg: referral lab results etc.

Practice documents: these are patient admin documents that can be loaded e.g. copy of id book or medical aid card.

Other documents: this is any other documents not within the other 2 groups that can be loaded.

- Click on *Browse* – browse for your document and then click on *Upload* to save.