

103674



**P**ATIENT

**A**DMINISTRATION

**S**YSTEM

J.C.M. HOSPITAL

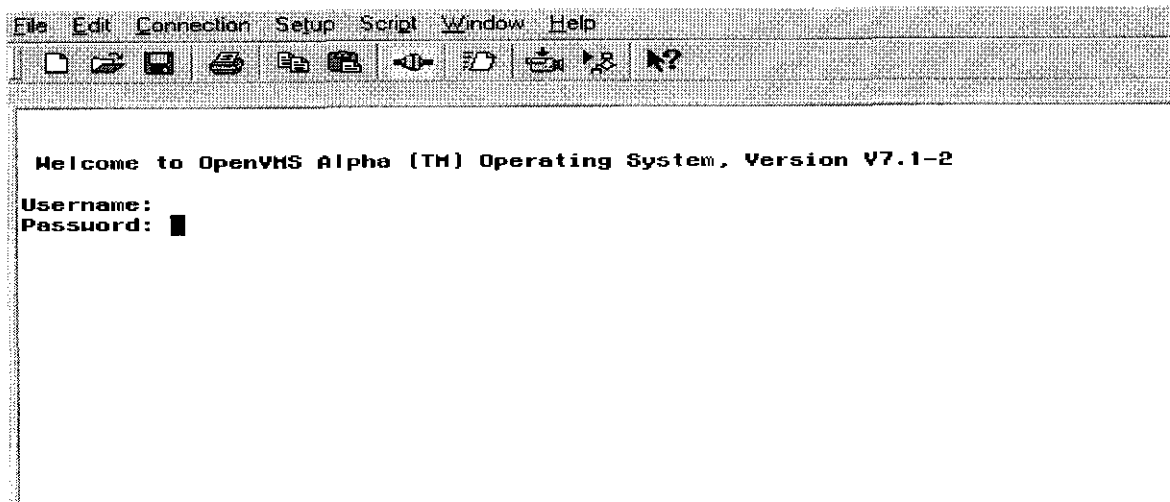
REGIONAL LIBRARY AND  
INFORMATION SERVICE

*B.Mooney  
ICT*



Move the mouse across to the icon above and double click.

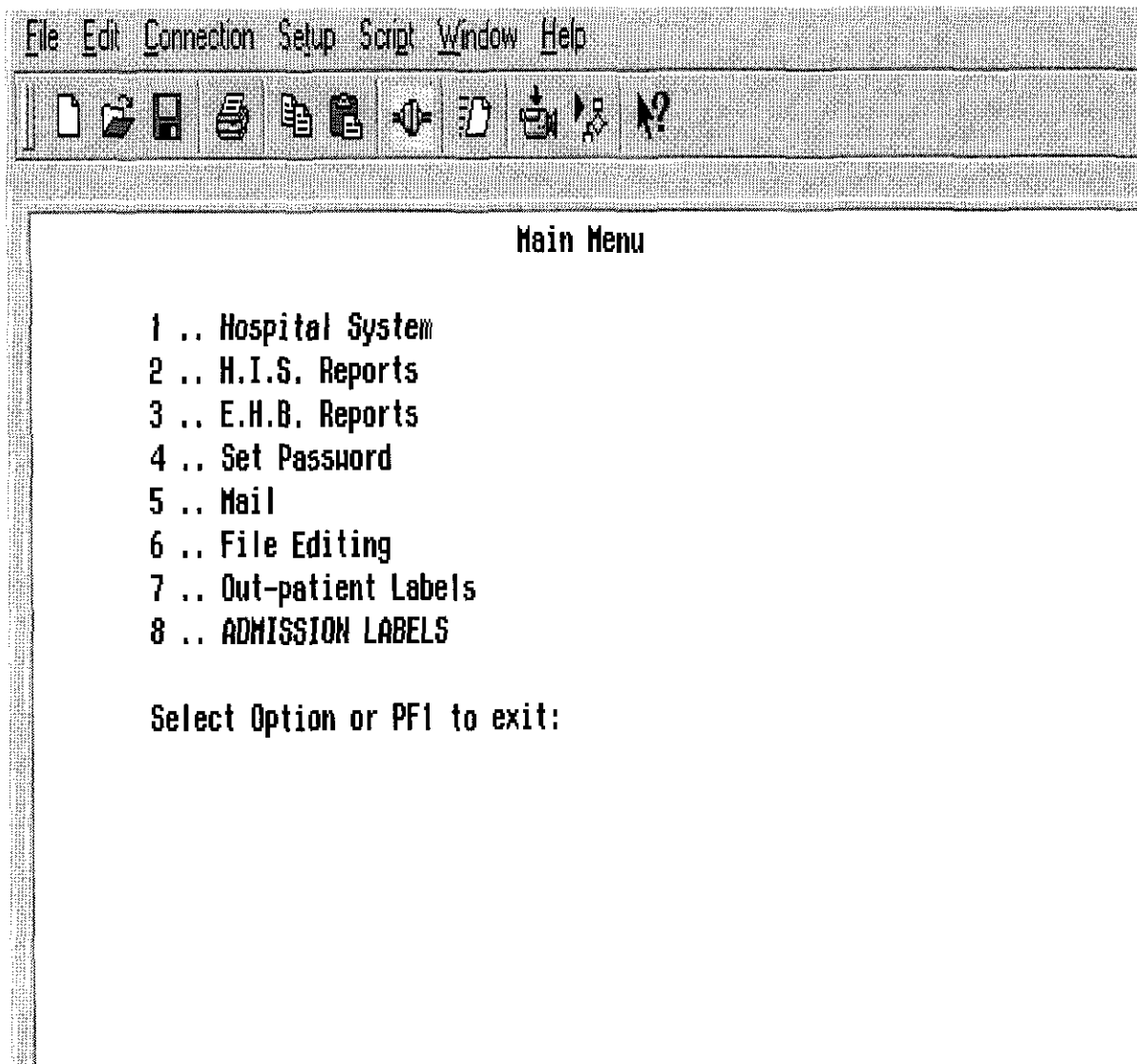
After Double clicking on the icon above the following screen will appear



Type in your Username and then press the ENTER key

Type your password and press the ENTER key

On entering Username and password the following screen will appear



**Press number (1)( Hospital System ) on your keyboard to access the System and then press the ENTER Key.**

On selecting number ONE from the Main Menu, the following screen will appear

**JCH PAS ON ALPHA  
INFORMATION SYSTEM**

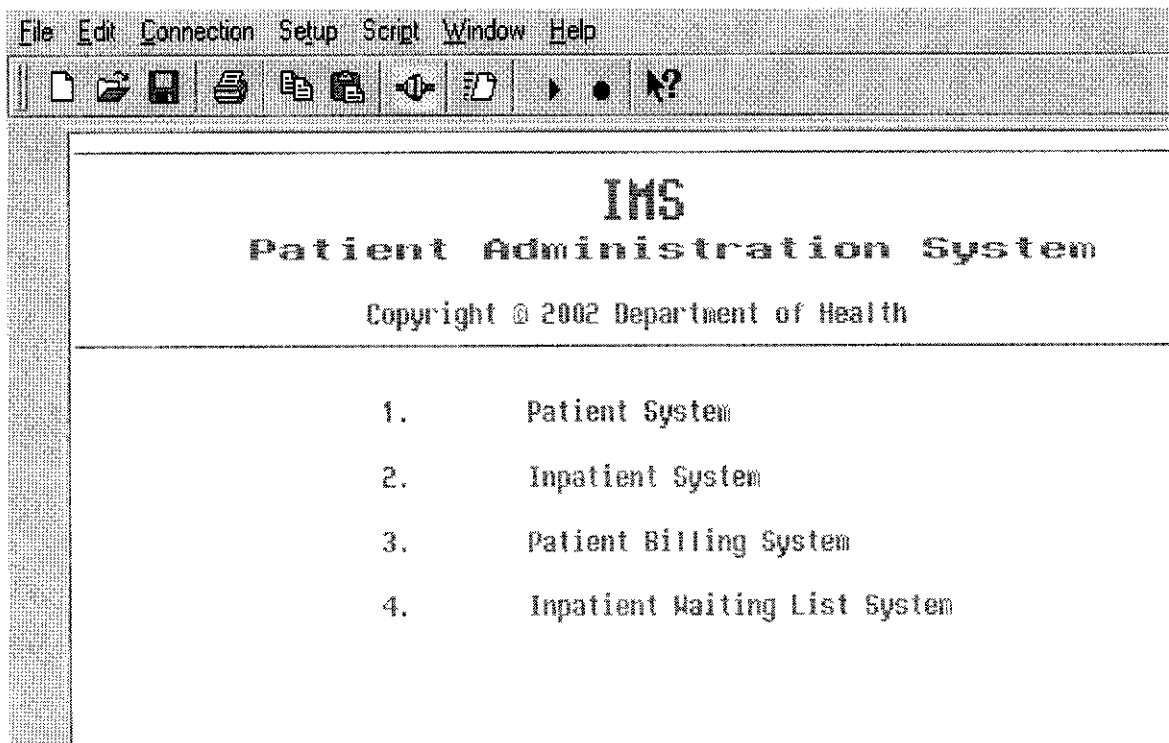
Main menu

- P CHL Patient Administration System
- R Reports
- F File maintenance
- U Utilities
- H Hospital activity microsystem interface
- S System management
- D DCL prompt (experts only...)
- X Exit

Select an option and press RETURN:

**Press the letter 'P' on your keyboard to access the Patient Administration System and then press the ENTER Key.**

On selecting 'P' from the Main Menu, the following screen will appear



Press the number ( 1 ) on your keyboard, the following screen will appear

**CHECK A PATIENT ALREADY REGISTERED  
WITHIN PAS BY FOLLOWING THE  
PROCEDURE BELOW**

**IHS**  
**Patient Administration System**  
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**JCH PAS ON ALPHA**  
**Patient system**

**Enquiries** Reports Utilities Tables Quit

➤ At 'Enquiries' press return

On pressing the Return Key at the word Enquiries the following screen will appear.

File Edit Connection Setup Script Window Help

Which patient?

Chart: Patient Id:

Surname: \_\_\_\_\_

Forenames:

Sex: Date of birth: Here before: No

Address:

Telephone:

- Type in the Surname of the Patient and press return.
- Type in the Forename of the Patient and press return
- Type in F for Female or M for Male and return
- Type in the date of Birth , e.g. 15 04 1970 and press return
- Type 'y' for yes at the question 'here before' for the system to search for the particular person you are looking for
- Then press the PF2 Key which is located on the right hand side of your keyboard on the number key pad. The PF2 key is the one beside the Num lock key
- When you press PF2 another screen with a list of patients will appear
- Use your arrow keys located on the right hand side of the keyboard.
- Use the upward arrow to move up the list.
- Use the downward arrow top move down the list
- If the patient appears on the list then move down using your arrow key to that patient and press return.

N.B – If the patient has been REGISTERED in the Hospital before, use the arrow keys (situated on the left hand side of the number key pad on the key board) to move to that patient and press the return key. The patient details and chart number will appear ( as per the screen below )

National Client ID:		Chart:	285902
Location:	Live Register		
Microfilm:		Xray:	
Patient Id:	285902	Created:	23 10 2001 15:23
Personal:		Modified:	
Ms kjhgkjh kjhkuh		Username:	BHOONEY
dtsf drgftsd dsfgdf			
Telephone:	1234567		
Female		Date of birth:	15 04 1967
Single		Date of death:	
Responsible relative:			
Telephone:		Relationship:	
GP:			

**Contacts** Account Patient Documents Numbers Export Quit

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To Check a Patient's Contacts ( the amount of times the Patient has been to the Hospital ) press Return

If the Patient has a number of Contacts,

- Using your arrow keys located on the right hand side of the keyboard.
- Use the upward arrow to move up the list.  
OR
- Use the downward arrow to move down the list
- Press the return key on the relevant Contact to find information recorded about that one Contact .



To check Patient Details, use your arrow keys located on the right hand side of the keyboard to move across to the 'Personal' options available and press the return. The following screen will appear:

Patient Registration Details	
Numbers:	Chart: 999999
Location: Medical Records	
Microfilm:	Xray:
Patient Id: 000002	Created:
Personal:	Modified:
Mr gollipus zerog	Username:
Orbitting Lunar Spheres Milky Way	
Telephone:	
Male	Date of birth: 12 03 1970
Single	Date of death:
	Complaint:
Responsible relative:	
Mr J. Lenerozie	
Orbitting Lunar Spheres Milky Way	
Telephone:	Relationship: brother
	Consultant:
GP:	Private: Unknown
Telephone:	

**Numbers** Personal Relative GP Eligibility Consultant Quit

- If you need information in more detail use your arrow keys located on the right hand side of the keyboard to move across to the options available i.e. Personal OR Relative OR GP OR Consultant and press the return Key
- To return to the main screen press 'Q' to Quit back

## PRINTING LABELS

On pressing 'Y' for Yes to Admit the Patient the following screen will appear

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**Contact** Patient Medical Document Eligibility Bill Quit

Using the arrow keys to move across the page move to Document

Using the arrow keys to move across the page move to Labels

Using the arrow keys to move across the page move to Print

A message will appear ( How many Labels? )

The Number 1 should appear there.

Press the return key.

One sheet of 21 Labels will print out.

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# PRINTING SUMMARY

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**Contact** Patient Medical Document Eligibility Bill Quit

**Using the arrow keys to move across the page move to Document and press return**

**Using the arrow keys to move across the page select Summary and press return**

**A message will appear ' How Many '**

**Use the backspace key to delete the number showing and key in the amount needed and press return**

**Using the arrow keys to move across the page move to Print**

**Press the return key.**

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