



jHIS

v 2.9

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Introduction

jHIS is a system designed to provide comprehensive service of public and non-public health care institutions in the management of patient data and staff, planning work schedules of staff and using the surgeries, arranging and operating outpatient and home visits, patient's cabinet service (doctor's surgery, ambulance, emergency helicopter of medical service, point of donations), settlements with the NFZ, patients and work places of patients.

Assumptions

Assumptions about the functioning of the jHIS system:

- History of all data changes (with the exception of dictionary data) is recorded
- The data are deleted from the database logically rather than physically (deleted data is recoverable)
- Access to specific functionality of the application by the logged user depends on his permissions called roles (the role is a set of predefined privileges, each of which provides access to a specific element of the system)
- Fields that fill in the forms is required are surrounded by a blue border
- The system operates on a web browser Mozilla Firefox and Google Chrome

Login

To use the application, launch the browser, in the address bar enter the address and go to the entered address. Then you see the login page to the system jHIS.



Access to the application requires an individual login username and password. Logins and passwords are given by system administrator. After entering the login and password and click "log" one of the following pages is displayed:

- › re-login page with information about the incorrect login username / password (this means that you made a mistake when entering username / password - in this case, enter the correct username and password and then click "login")

- › form of change the password if the user's password has been changed more than 30 days ago (in this case, enter in the form of your current password and twice repeated new password, which you want to use, and then confirm by pressing the button- then the password will be changed and you can log in to application with the new password, the new password must fulfill the following requirements of security policy: it must be at least 8 characters, must contain lowercase and uppercase letters and numbers or special characters, must be different from the most recently used passwords at least by three characters, must be different from each of the three most recently used passwords by at least one character)
- › home page of application specific to the logging user if the log was properly

Homepage of application includes:

- › header repeated on each side of the system, and in it:
 - system's logo - click on the logo takes you to the user's homepage (regardless of the page the user is currently in when he clicks on the logo)
 - menu allowing access to each system's functionality
 - links to language versions enables switching between different language versions of the user's interface
 - user's login
 - icon of access to the Nemo-Q queuing system (if the jHIS system has been integrated with the Nemo-Q queuing system)
 - icon of warnings of impending expiration date of password to the accounts of the eWUS
 - icon of messages - only if there are messages addressed to the user
 - link that allows logging out of applications
- › content specific to the logged user
- › footer repeating on each side of the system, and in it:
 - system's name and version - click on the name of the system opens a window with information about the changes introduced in previous versions of the system
 - logo of jPALIO technology – if you click on the logo in a new window / tab, the browser will open the software manufacturer's website

The application consists of the following functional modules whose names are corresponding to the positions of menu:

- › Account
- › Administration
- › Registration
- › Staff
- › Visits
- › Surgery
- › Settlements
- › Hospital

The "Account" module is available for every logged user, regardless of their permissions. The module "Administration" is only available to users with the "System's Administrator" role. The availability of other modules for registered users is dependent on its permissions.

Languages

The system offers two languages of user's interface: Polish and English. To switch between the language versions there are links visible in the header of the page:

- PL – switches to the Polish version
- EN – switches to the English version

Link of currently used language version is displayed by enlarged font.



System versions

This documentation describes jHIS system in full range of its functionality. Depending on licence bought, range of functionalities may be narrower than described within this documentation.

Basic version of jHIS system includes the following modules and functionalities:

- Account – password change and reading messages from system administrator
- Administration – system configuration except for rehabilitation module configuration, management of organizational structure except for specification of parameters and rehabilitation surgeries for clinics and equipment, privileges management, users management, messenger, notifications management, dictionaries management except for rehabilitation services catalog and occupational medicine dictionaries, browsing log of unauthorized access attempts, browsing history of data changes in system, management of eWUS access accounts, commercial services price lists management
- Registration – new patients creation, management of active and inactive patients data except for history of employment, browsing lists of patients declarations, browsing general register, registration book and visits book, browsing lists of realized and unrealized payments, cash withdrawals
- Staff – medical staff data management except for specifying rehabilitation surgeries non-realized by staff, staff and equipment timetables planning with units distance management, prescription pools management, staff contracts management
- Visits – arrangement and service of planned and extra visits, including their canceling and completion of insurance data
- Surgery – configuration of surgery room including list of preferred drugs and ordered diagnostic examinations, EHR access configuration, document templates and form templates definition, general surgery room without eyes diagram and teeth diagram and patient / tool sets specification while referring to surgery / operation, browsing statistics of surgery

module

- Settlements – ICD-9 and ICD-10 dictionaries management

Basic version may be extended with the following modules and functionalities:

- Settlements – visits and diagnostic examinations coding according to National Health Fund guidelines, services and diagnostic examinations management, exporting, importing and browsing data of communicates exchanged between jHIS system and National Health Fund system, management of National Health Fund services dictionary
- Rehabilitation – configuration of rehabilitation module for the whole system and possibility to specify parameters and surgeries for clinics and equipment, rehabilitation services catalog management, specifying non-realized surgeries for staff, planning and service of rehabilitation surgeries, therapeutical surgery room
- Occupational medicine – occupational medicine dictionaries management, patient employment history, planning and service of occupational medicine, occupational medicine books
- Stomatology – teeth diagram for stomatological surgery room
- Ophthalmology – eyes diagram for ophthalmological surgery room
- Collection facility – collection facility service
- MARCEL – mechanisms of integration of jHIS system with MARCEL system servicing diagnostic laboratories i.a. ALAB Laboratoria Sp. z o.o. (integration based on HL7 Version 2.3 protocol; functionality possible to use only with collection facility service)
- Nemo-Q – mechanisms of integration of jHIS system with Nemo-Q queuing system
- Hospital – management of dictionaries of patient / tool sets, planning and service of operations (admission room, on-day ward, operational block), filling and browsing hospital books, patient / tool sets specification while referring to surgery / operation
- eLab – mechanisms of integration of jHIS system with eLab system servicing diagnostic laboratories i.a. Diagnostyka Sp. z o.o. (integration based on Webservice and HL7 CDA protocol; functionality possible to use only with collection facility service)
- Thermometers – mechanisms for monitoring internet thermometers, registering temperature measurements, notifying about temperature deviations and thermometer working inconsistencies
- Portal – internet portal allowing patients to arrange visits themselves and to cancel visits with functionalities for management of contents displayed within portal

Messages

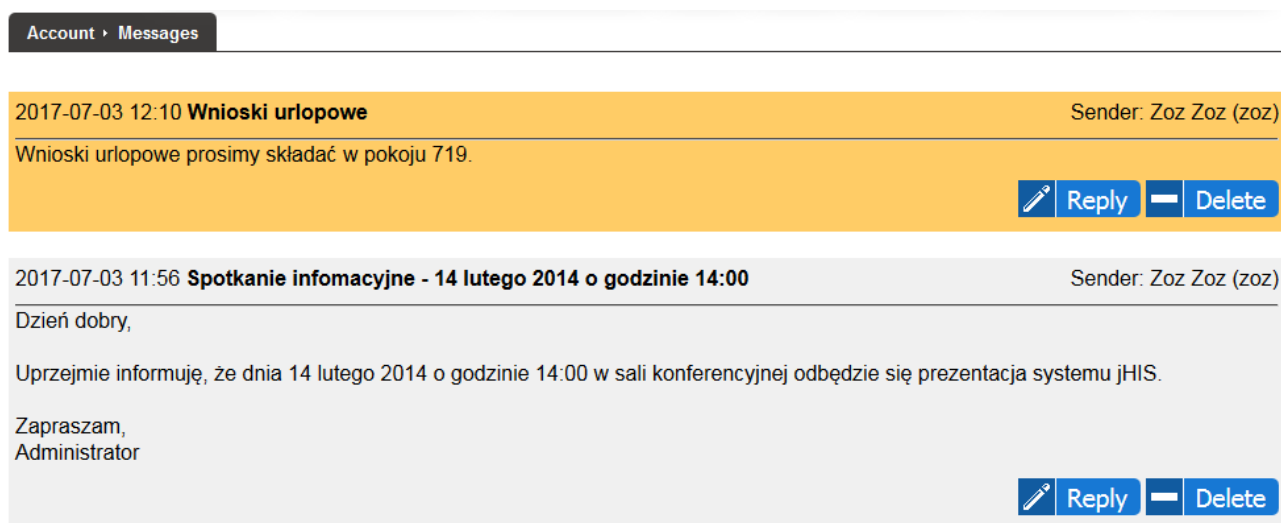
The system's administrator has the ability to send various types of messages and notifications to users. If there are any messages addressed to the logged user, in the header of the page appears in the icon of message. If there are unread messages, an arrow on the icon of message is orange.



If there are messages addressed to the user who is logged but all messages have been read, then the arrow on the message icon is green.



After clicking on the message icon, it opens a page with messages addressed to the logged user. Each unread message has an orange background, read messages have a gray background. Each message displays “Reply” and “Delete” buttons.



After clicking „Reply” button there opens new window with form allowing to send reply to the message.

Recipient	Zoz Zoz
Subject	Re: Wnioski urlopowe
Content	Message from Zoz Zoz sent on 2017-07-03 12:10 > Wnioski urlopowe prosimy składać w pokoju 719.

Send Close

After clicking „Delete” button the message disappears from the list of displayed messages.

Nemo-Q

jHIS system has been integrated with the Nemo-Q queuing system. For users with access to Nemo-Q, in the jHIS system in the top right corner of the window (with username) is displayed an icon with the letter "Q" opening in a new window queuing system's panel.

After clicking on this icon, a window of queuing system's panel is displayed. There is the login form in the window to the queuing system, where a queuing system and position can be selected. After selecting the position, jHIS system checks in the Nemo-Q system whether the position requires a login and if required system displays additional fields to select a user and provide the password. In both cases, after completing the form, press the "Login" button.

position does not require authorization

Queuing system	Przychodnia Błońska ▾	
Cashier ▾	
<input checked="" type="checkbox"/> Login <input checked="" type="checkbox"/> Close		

position requires authorization

Queuing system	Przychodnia Błońska ▾	
Cashier ▾	
User ▾	
Password	<input type="password"/>	
<input checked="" type="checkbox"/> Login <input checked="" type="checkbox"/> Close		

After logging, the form of recalling tickets is displayed. If there was any ticket already invoked, his number appears on the form. From the form it is possible to recall another ticket, to re-recall recently caused ticket and to recall any already served or still pending ticket (after selecting from the list and press "Call" button under the list). When recalling a ticket, on the form there is displaying a number of called ticket and above the form there is relevant information about the maneuver, and the display of queuing system also displays the number of called ticket (which also flashes and the queuing system emits a beep).

Wywołano następny bilet

Obsłużone: ▾ <input checked="" type="checkbox"/> Wywołaj	Aktualny: <h1 style="margin: 0;">A105</h1>	Oczekujące: ▾ <input checked="" type="checkbox"/> Wywołaj
<input checked="" type="checkbox"/> Wywołaj ponownie	<input checked="" type="checkbox"/> Wywołaj następny	
<input type="checkbox"/> Wyloguj	<input checked="" type="checkbox"/> Zamknij	

From the form, you can log out of the queuing system and close the window. Closing the window without logging off from queuing system does not result in breaking the connection to the queuing system - the re-opening of the window (or click on the icon "Q" with the user name in the top right

corner of the jHIS system's window) shows the form of calling ticket with visible recently called number.

ATTENTION!

- If you recall tickets by the jHIS system then you should completely abandon the use of the WinPanel application (which is part of the Nemo-Q). Using the jHIS system from some positions and some from the WinPanel applications can lead to incompatibility of users' sessions and as a result to errors in the jHIS software activity.

Account

Every logged user has access to the module "Account", where were made available functionalities of changing his own password and access to a list of messages addressed to the logged user.

Change password



Using the "Change Password" functionality in the menu of "Account" application, logged user has the ability to change his own password currently used to access the application. To change your password, enter your current password and new password twice repeated to the form. The new password must meet the following requirements of security policy:

- › must have at least 8 characters
- › must contain lowercase and uppercase letters, numbers and special characters
- › must be different from the most recently used passwords of at least three characters
- › must differ from each of the three most recently used passwords of at least one character

After completing the form and pressing the "Change Password", system verifies the correctness of data entered to the form. If verification is successful, then the password is changed and displays information about successful password change. If the verification fails, you will see an error message informing about incorrect filling out the form (indicating the type of irregularity). In this situation, you must fill out the form again according to the information contained in the message and try to change your password.

Account · Change password

Actual password	<input type="password"/>
New password	<input type="password"/>
New password again	<input type="password"/>

 **Change password**  **Finish**

Change password policy rules

- Password must have at least eight characters
- Password have to containt at least one lowercase letter
- Password must have at least one uppercase letter
- Password must have at least one number or keyboard symbol
- new password must have at least three new characters than the old one had
- new password must differ at least with one character than last three ones

After changing the password will be valid for 30 days.

Messages

Using the "Messages" functionality in menu of "Account" application logged user has access to the list of messages addressed to him. The same list is available by clicking on the message icon in the header of the page.

Each unread message has orange background, read messages have gray background. Each message displays the "Delete this message" button. After reading and deleting the message will be not display again (will disappear from the messages list).



Administration

The "Administration" module is only available to users with the "System administrator" role and is used to configure and monitor the system and to manage permissions and users.

Configuration

The "Configuration" functionality in "Administration" menu allows the administrator to change the value of following system's constants:

- › The number of records per page for paged tables - in all tables displayed in the application divided into pages, for each page will be presented the number of rows not exceeding the value specified in this parameter
- › The maximum number of records in the search results for special tables - this parameter defines the maximum number of records that can be displayed in tables presenting data which can be a lot; parameter is used to limit the amount of search results - if the number of search results exceed the value of this parameter, then the system will ask you to narrow down your search criteria to limit the number of search results
- › Insurance verification in eWUŚ – determines whether the communication of jHIS and eWUŚ systems to verify eligibility for the benefits of patients is on or off; parameter is important in case of failure of eWUŚ system - if the eWUŚ system stops responding then turn off the communication of the jHIS system with the eWUŚ system to not overload the jHIS system and to users of the system jHIS receive information that the system eWUŚ does not work therefore they should take patients declaration of insurance (when the failure of the eWUŚ system will be removed, communication of jHIS system with the eWUŚ system should be re-enable)
- › Version of rehabilitation module - determines which version of the rehabilitation module is used in the system - in the standard version, it is possible to plan terms of each surgery

separately (each surgery from one day = separate term), in a simplified version, it is possible to plan terms of groups of surgeries (all surgeries from the day = one term)

- › Default type of a visit in simplified version of the rehabilitation module - default kind of visit chosen by the system (with the possibility of change if necessary) at appointing rehabilitation surgeries in a simplified version of the rehabilitation module
- › Default rehabilitation conditions within the simplified rehabilitation module - default conditions of rehabilitation surgeries chosen by the system (with the possibility of change if necessary) at appointing rehabilitation surgeries in a simplified version of the rehabilitation module
- › Price valuation mode within the simplified rehabilitation module – the way of price valuation for commercial surgeries in a simplified version of the rehabilitation module (manual – person who plan surgeries by himself chooses commercial services; automatic – services from pricelist are chosen automatically on a basis of links between these services and rehabilitation benefits created in the dictionary of commercial services)
- › Possibility of visits appointing inside surgery – parameter specifying whether doctor using surgery module should have possibility to register patient for scheduled and extra visits himself
- › Number of days before eWUŚ account expiry to notify user – parameter specifying how many days before eWUŚ password expiry system should notify user that password is going to expire and due to this fact user should remember to change this password to extend eWUŚ account validity
- › Number of days before estimated end of prescription numbers to notify doctor – parameter specifying how many days before estimated exhausting of prescription numbers system should notify the doctor about necessity to import more prescription numbers to the system
- › Minimal time delay between two consecutive identical notifications sent by sms – time (in minutes) that system should wait before sending again the same as recently notification about deviations of temperature reported by thermometer or failure of power / network / thermometer
- › Service provider's system identifier assigned by the payer – ZOZ information system identifier assigned by the NFZ and passed in the attribute **id-inst-nad** of tag **komunikat** of XML messages exchanged with the NFZ
- › *Payer's system identifier assigned by the payer – NFZ's information system identifier assigned by the NFZ; unused (now no longer transmitted in XML messages exchanged with the NFZ), preserved due to backwards compatibility*
- › Internal identifier of service provider system - internal identifier of ZOZ information system transmitted in attributes **nfz:info-aplik-nad** and **nfz:info-kontakt-nad** of **komunikat** tag and in attribute **nfz:info-kontakt** of **swiadczeniodawca** of the XML messages exchanged with the NFZ
- › Service provider's internal identifier – ZOZ internal identifier passed in the attribute **kod-swd** of **komunikat** and **komorka** tags in the UMX file of contract with the NFZ
- › Provider's data to be placed on the invoice for the NFZ - ZOZ data placed on invoices issued for the NFZ
- › Recipient's data to be placed on the invoice for the NFZ – data of NFZ branch placed on invoices issued for the NFZ

- › Buyer's data to be placed on the invoice for the NFZ – NFZ data placed on invoices issued for the NFZ
- › The default service code for visits in POZ – code of service from the POZ's agreement with the NFZ, which by default should be a hint for a doctor at realization of visit
- › The default place of issue of the invoice for the patient - default place of issue of the invoice for commercial services for the patient (or the patient's workplace)
- › Seller's name to be placed on the invoice for the patient
- › address of the seller to be placed on the invoice for the patient - address of the seller to be placed on the invoice for commercial services for the patient (or the patient's workplace)
- › Seller's NIP to be placed on the invoice for the patient – seller's NIP to be placed on the invoice for commercial services for the patient (or the patient's workplace)
- › Seller's REGON to be placed on the invoice for the patient – seller's REGON to be placed on the invoice for commercial services for the patient (or the patient's workplace)
- › Seller's bank name to be placed on the invoice for the patient – seller's bank name to be placed on the invoice for commercial services for the patient (or the patient's workplace)
- › Seller's account number to be placed on the invoice for the patient – seller's account number to be placed on the invoice for commercial services for the patient (or the patient's workplace)

Besides setting the values for the system's constants in the configuration of application administrator can also enter the following graphic files:

- › logo ZOZ to reports - logo of the healthcare facility used in the header of reports generated by the system
- › graphic to footer of reports- graphics used in the footer of reports generated by the system
- › *prescription's background – background of print of prescription; unused, retained for backwards compatibility*
- › background of recommendations for the patient – background of print of recommendations issued by a doctor during the visit
- › background of referral to a specialist / hospital - background of print of referral to a specialist or hospital
- › *background of referral for spa treatment – background of print of referral for spa treatment; unused, retained for backwards compatibility*

Systems's constants and graphics must be entered before making the application available to use by users. They can be modified while using the application. Changing the system constants and logos occurs through entering values to the form and approve the changes.

Organizational structure

The organizational structure consists of two branches representing separate functionalities:

- › administration units
- › medical care




Administration units

After selecting the "Administration units" functionality from the "Administration" menu and the "Organizational structure" submenu, there is displayed search engine of administration units with an additional button for adding a new administration unit.

Administration · Organization structure · Administration model

Name of the organizational unit

Also removed ☐

 Search  Finish  Add new unit



After clicking on the button for adding a new administration unit displays the form for adding a new unit. The units form the structure of the tree – each unit may (but need not) have one parent entity.


Administration · Organization structure · Administration model

Name of the organizational unit

Parent organizational unit

Unit's code

 Add new unit  Cancel

 Back to search

After completing the form of adding administration unit, press "Add" to save the information into the database.

To modify or remove administration unit, it should be found by using the search engine. Administration units are searched by name. In the browser, you can type part of the name (capitalization does not matter). After pressing the "Search" button, there are displayed, in the form of a tree branch, administration units meeting the search criteria with all subordinate units or there is displayed a message about the lack of such of units. If there are units meeting search criteria, then in the search results, when you hover your mouse over any unit, there are displayed "Edit" and "Delete" buttons.

Administration · Organization structure · Administration model

Name of the organizational unit

Also removed ☐

Search
 Finish
 Add new unit

ZOZ Wola

Dyrektor ZOZ	Edit	Delete
RUM		
Wydział rozliczeń		

Pressing the "Edit" button displays a form with the data of administration units, where you can enter and save the changes in the unit's data. Pressing the "Delete" button will display the form with read-only data of administration unit, allowing to remove the unit. Removing the unit from the organizational structure of administration is possible only when there is no child of the unit and there is not any user assigned to the unit.

Medical care

After selecting the "Medical care" functionality from the "Administration" menu in the "Organizational structure" submenu, there is displayed five tabs corresponding to each level of the organizational structure:

- > Health Care Company
- > Enterprises
- > Units
- > Clinics / Infirmaries
- > Surgery / Instruments / Vehicles



from which opened is „Health Care Company” tab.

In the „Health Care Company” tab are available data of healthcare facility and its founding organ. By default, data are displayed in read-only mode. To modify the data of the Health Care Company, press "Edit Data" button (you will be then switched to edit mode) and then make changes in form and confirm with "Update" button.

Administration · Organization structure · Health care

Health Care Company Enterprises Units Clinics / Infirmaryes Surgery / Instruments / Vehicles



Name of company	Niepubliczny Zakład Opieki Zdrowotnej "BASIS" Spółka Cywilna
Part IV of the ministerial code	0100 - independent public health care
Part II of the ministerial code	1405021
Address	ul. Błońska 46/48, 05-807 Podkowa Leśna
Phone number	22 758-92-65
Fax	
Email	
REGON	017417089
Register book number	000000007650
Founding organ name	
Founding organ KRS number	
Part III of the ministerial code of founding organ	72 - SC
Founding organ address	
Founding organ REGON number	
Founding organ NIP number	



 Edit data
  Finish

In the "Enterprises" tab you can see a list of all the enterprises in the health care facility. For each of them there are two buttons: "Edit" (mode of editing enterprise) and "Delete" (mode of deleting enterprise). Below the list of clinics is available a button to add a new enterprise.

Administration · Organization structure · Health care

Health Care Company Enterprises Units Clinics / Infirmaryes Surgery / Instruments / Vehicles

No.	Enterprise name	Enterprise address	Actions
1	NZOZ BASIS	ul. Błońska 46/48, 05-807 Podkowa Leśna	 Edit  Delete

 Add enterprise
  Finish

To add an enterprise press "Add company" button under the list of enterprises. Then will be shown a form of adding a new enterprise. Please fill out the form and save the data by pressing button of adding the company.

ATTENTION!

- › In the system there can be only one enterprise with that REGON number (REGON number of all enterprises must be unique).

To modify the data of enterprises press "Edit" button at the appropriate enterprise from the list. You will see a form of enterprise data of the structure identical to the form of adding a new enterprise. Form of enterprise's data allows you to enter and save the changes to the data.

To delete a company press "Delete" button at the appropriate enterprise from the list. You will see a form of enterprise's read-only data, allowing to remove the enterprise. The removal of the enterprise is only possible if there is no unit assigned to the enterprise.

Administration · Organization structure · Health care

Health Care Company Enterprises Units Clinics / Infirmaryes Surgery / Instruments / Vehicles

Company	Niepubliczny Zakład Opieki Zdrowotnej "BASIS" Spółka Cywilna
Enterprise name	NZOZ BASIS
Enterprise address	ul. Błońska 46/48, 05-807 Podkowa Leśna
TERYT	1111111
REGON	01741708900026
Part VI of the ministerial code	3 - Ambulatory health care services

Update
 Cancel
 Back to enterprise list

In the "Units" tab you can see a list of all units of the healthcare facility. At each clinic, there are two buttons: "Edit" (mode of editing units) and "Delete" (mode of deleting units). Below the list of units, there is a button of adding a new unit.

Administration · Organization structure · Health care		
Health Care Company Enterprises Units Clinics / Infirmaryes Surgery / Instruments / Vehicles		
No.	Unit name	Unit address
1	Owczarnia Kazimierzowska	Kazimierzowska 33D, 05-222 Owczarnia
2	Podkowa Leśna Błońska	ul. Błońska 46/48, 05-807 Podkowa Leśna
3	Poradnia Chorób Płuc i Gruzlicy	00-480 Warszawa ul. Skorupki 6
4	Poradnia Zdrowia Psychicznego	00-114 Warszawa ul. Twarda 1

		Actions	
	Edit		Delete
	Edit		Delete
	Edit		Delete
	Edit		Delete

To add a unit, press "Add unit" under the list of units. You will see a form of adding a new unit. You have to fill in a form (at least the mandatory fields). External ID's field is not used, it has been

retained for backwards compatibility. For the unit you can enter any number of profiles (profile of unit is determined by the VI part of ministerial code) - using the button "More profiles" you can view any number of fields to entering profiles. After filling the form, save the data by pressing add the unit button.

ATTENTION!

- › In the system there can be only one unit identified by a particular V part of the ministerial code (V part of the ministerial code of all units must be unique).

To edit the unit's data, press the "Edit" button at the appropriate unit from the list. You will see the form of unit's data with identical structure to the form of adding a new unit. Form of unit's data allows you to enter and save the changes of the data.

To delete a unit press the "Delete" button at the appropriate unit from the list. You will see the form of read-only data of unit that allows to remove unit. Removal of the unit is only possible if there is no clinic / ward assigned to the unit, any user assigned to the unit, nor any declaration made at the unit.

Administration › Organization structure › Health care

Health Care Company Enterprises Units Clinics / Infirmaries Surgery / Instruments / Vehicles

Enterprise	NZOZ BASIS, ul. Błońska 46/48, 05-807 Podkowa Leśna	
Unit name	Podkowa Leśna Błońska	
Part V of the ministerial code	73	
TERYT	1234567	
Address	ul. Błońska 46/48, 05-807 Podkowa Leśna	
Locality	Podkowa Leśna	
Phone number		
Fax		
Email		
Is the unit providing night and festive medical assistance?	<input checked="" type="radio"/> yes <input type="radio"/> no	
Unit opening hours (HH:MM)	from	08:00
	to	18:00
External identifier		
Part VI of the ministerial code	-----	

+ More profiles
 Update
 X Cancel
 ← Back to unit's list

In the "Clinics / Infirmaries" tab there is a search engine of clinics / infirmaries. Searching of clinics / infirmaries is possible by its name and address and the name and address of the unit in which the clinic / infirmary is located. In every field of search engine you can enter any part of the name or address, the size of the letters does not matter. After entering the search criteria and press the "Search" button under the search engine displays a list of clinics / infirmaries that meet your search criteria. At each clinic / infirmary on the list there are buttons "Edit" and "Delete". Under the search engine there is also a button adding a new clinic / infirmary.

Administration · Organization structure · Health care

Health Care CompanyEnterprisesUnitsClinics / InfirmariesSurgery / Instruments / Vehicles

Unit name
Unit address
Clinic / Ward name
Clinic / Ward address
test

SearchFinish
Add new clinic / ward

Previous1Next

No.Clinic / Ward	Clinic / Ward address	Unit	Unit address	Actions	
1	Poradnia dermatologiczna	ul. Testowa 1, 01-234 Warszawa	Przychodnia lekarska	ul. Testowa 1, 01-234 Warszawa	EditDelete

To add a clinic / infirmary, press the "Add a new clinic / ward" button under the search engine. You will see a form of adding a new clinic / infirmary. You must fill in a form (at least the mandatory fields) and also point to in which unit this clinic / infirmary is located. It is possible to attach to the form a text file with a description of the rules of using clinic / infirmary. External ID's field is no longer used, it has been preserved due to backwards compatibility. For rehabilitation clinics can be specified limits (the maximum number) of treatments realized in the clinic. For clinic / infirmary you can enter any number of profiles (profile of clinic is formed by a pair composed of IX and X part of ministerial code) - using the button "More profiles" you can view any number of fields to enter further profiles. After filling the form, save the data by pressing the button of adding the clinic / infirmary.

ATTENTION!

- › In the system there can be only one clinic / infirmary with particular VII and VIII part of the ministerial code.
- › Opening hours of clinic / infirmary have an impact on the temporary spread of schedule of personnel work or equipment in the clinic. After planning schedules in the clinic / infirmary will not be able to narrow its working hours if already scheduled appointments would be planned outside the new working hours.
- › After planning schedules will not be able to change the type of visits in the clinic / infirmary.

To edit the clinic / infirmary, press the "Edit" button at the appropriate clinic / infirmary on the list of clinics / infirmaries (in the results). You will see a data form of clinic / infirmary of identical structure to the form of adding a new clinic / infirmary. Form of data of clinic / infirmary allows you to enter and save changes to these data.

To delete a clinic / infirmary, press the "Delete" button at the appropriate clinic / infirmary on list of clinics / infirmaries (in the results). You will see a form of read-only data of clinic / infirmary that allows to remove clinic / infirmary. Removal of clinic / infirmary is only possible when there is no surgery / instrument / vehicle assigned to the clinic / infirmary, nor has any schedule established in the clinic / infirmary, or there is no entry to the queue waiting for the clinic / infirmary, nor has

imported any contract with the NFZ associated with this clinic / infirmary, nor any services realized in the clinic / infirmary.

Unit	Przychodnia lekarska (ul. Testowa 1, 01-234 Warszawa) ▼	
Clinic / Ward name	Poradnia dermatologiczna	
Short clinic / ward name	PDER	
Part VII of the ministerial code	888	
Part VIII of the ministerial code	OUTPATIENT dermatological (1200) ▼	
TERYT	1111111	
Address (default clinic address)	ul. Testowa 1, 01-234 Warszawa	
Phone number		
Fax		
Email		
Is a referral needed?	<input checked="" type="radio"/> yes <input type="radio"/> no	
Clinic / ward opening hours (HH:MM)	from	08:00
	to	16:00
Rules of using clinic / ward	Wybierz plik Nie wybrano pliku	
Default duration of visit to the clinic / ward	15 minutes ▼	
Kind of visit to the clinic / ward	mixed (default NFZs) ▼	
Payment for the visit to the clinic / ward	payment after visit ▼	
Prescription header (max. 6 lines)		
Maximal number of rehabilitation services per referral in the circumstances of day center		
Maximal number of rehabilitation services per referral in the circumstances of ambulatory		
Maximal number of rehabilitation services per referral in the circumstances of home		
Maximal number of individual rehabilitation services realized daily per therapist		
Maximal number of non-individual rehabilitation services realized simultaneously per therapist		
Part IX and X of ministerial code	<div>----- ▼</div> <div>----- ▼</div>	



More profiles



Update



Cancel



Back to clinic / ward search

In the "Surgery / Instruments / Vehicles" tab there is a search engine of available surgeries, instruments and vehicles (ambulances, helicopters of air medical rescue, boats of water rescue). You can search by name of surgery / instrument / vehicle, the name and address of the clinic / ward where the surgery / instrument / vehicle is functioning and the name and address of the unit where the surgery / instrument / vehicle is located. In every field of search engine you can enter any part of the name or address, the size of the letters does not matter. It is also possible refinement only to instrument, only to surgeries or only to vehicles. After entering the search criteria and press the "Search" button under the search engine displays a list of surgeries / instruments / vehicles that meet your search criteria. At each surgery / instrument / vehicle on the list there are buttons: "Edit" and "Delete". Under the search engine there is also a button of adding the new surgery / instrument / vehicle.

Administration · Organization structure · Health care

Health Care Company · Enterprises · Units · Clinics / Infirmaries · Surgery / Instruments / Vehicles

Unit name
Unit address
Clinic / Ward name
Clinic / Ward address
Surgery / instrument / vehicle name
tom
Surgery / Equipment / Vehicle
.....

Search
Finish

+ Add new surgery / instrument / vehicle

Previous 1 Next

Surgery / No.Instrument / Vehicle	Clinic / Clinics	Unit	Actions
1 Gabinet stomatologiczny SURGERY	Poradnia stomatologiczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)	Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna)	Edit Delete Queue
2 Śmigłowiec tomahawk VEHICLE	Poradnia okulistyczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)	Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna)	Edit Delete Queue
3 Tomograf siatkówki EQUIPMENT	Poradnia okulistyczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)	Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna)	Edit Delete Queue

To add a surgery / instrument / vehicle, press "Add new surgery / instrument / vehicle " button under the search engine of surgeries / instruments / vehicles. You will see a form of adding a new surgery / instrument / vehicle. You must fill in a form (at least the mandatory fields) and also point to in which unit and then in which clinic / clinics / infirmary / infirmaries this particular surgery / instrument / vehicle is functioning. For the surgery / instrument it is also possible to describe how to prepare the patient for an appointment in the surgery / surgery on the instrument. External ID's field is not used, it has been retained for backwards compatibility. When adding rehabilitation equipment there should be pointed rehabilitation services realized using this equipment (must be remembered that if the equipment supports multiple patients at the same time it should not be entered into the system as a single equipment but as several pieces of equipment e.g. physical equipment of UGUL type should be entered into the system as several logical apparatus - UGUL to exercises in hanging, UGUL to exercises in lying, etc., but in case of cabins the situation is reversed - one cabin is several apparatuses, but because the cabin can only operate one patient at a time, so cabin should be in the

system one equipment with a greater range of services from the catalog). After filling the form, save the data by pressing the button of adding surgery / instrument.

To modify the data of surgery / instrument / vehicle you have to press the "Edit" button at the appropriate surgery / instrument / vehicle on the list of surgeries / instruments / vehicle (in the results) under the search engine. You will see a form of the surgery / instrument / vehicle data having an identical structure to the form of adding the new surgery / instrument / vehicle. This form allows you to enter and save changes to data of surgery / instrument / vehicle.

To remove the surgery / instrument / vehicle, press "Delete" button at the appropriate surgery / instrument / vehicle on the list of surgeries / instruments / vehicle (in the results) under the search engine. You will see a form of the surgery / instrument / vehicle read-only data enabling removal of the surgery / instrument / vehicle. Removal of the surgery / vehicle is only possible when there is no schedule, where will be planned visit to this surgery / vehicle. Removal of the instrument is possible only if there is no schedule planned for the instrument.

Administration · Organization structure · Health care

Health Care Company | **Enterprises** | **Units** | **Clinics / Infirmarys** | **Surgery / Instruments / Vehicles**

Unit

Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna)

Clinics / Wards

Blok operacyjny (ul. Błońska 46/48, 05-807 Podkowa Leśna)

Blok operacyjny 2 (ul. Błońska 46/48, 05-807 Podkowa Leśna)

Izba przyjęć (ul. Błońska 46/48, 05-807 Podkowa Leśna)

Poradnia dermatologiczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)

Poradnia kardiologiczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)

Poradnia okulistyczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)

Poradnia pediatriczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)

Poradnia POZ (ul. Błońska 46/48, 05-807 Podkowa Leśna)

Poradnia rehabilitacyjna (ul. Błońska 46/48, 05-807 Podkowa Leśna)

Poradnia stomatologiczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)

Type

☒ surgery

☐ instrument

☐ vehicle

Surgery / instrument / vehicle name

Gabinet stomatologiczny

Surgery rules

Surgery external identifier

Rehabilitation services realized

ćwiczenia izometryczne (commercial)

ćwiczenia izometryczne (public)

fango (commercial)

fango (public)

jonoforeza (commercial)

jonoforeza (public)

krioterapia (public)

laseroterapia punktowa (public)

masaż limfatyczny ręczny (public)

Update

Cancel

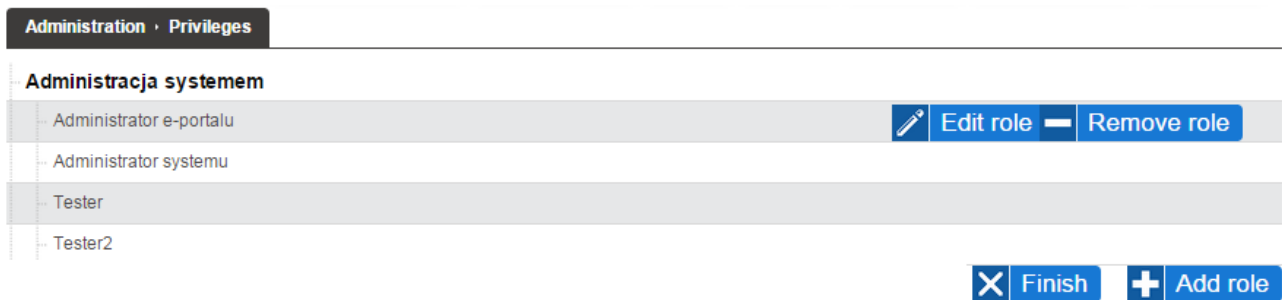
Back to surgeries / instruments / vehicles search

Privileges

Access to particular functionality of application provides a predefined set of privileges resulting from the scope of application's functionality. The administrator can create groups of privileges,

named the roles that will be further assigned to the users of the application.

For rights management there is "Privileges" functionality in the "Administration". To ensure transparency, the roles have structure of tree. At each of the roles in the tree (with the exception of the "System Administrator" role) when you hover the mouse, buttons "Edit Role" and "Delete part" are visible, and below tree there is the "Add role" button. The role of "Administrator" is predefined and gives you access to all the functionality of the system, including the menu "Administration" (this is the only role that provides access to this menu, no other role does not provide access to this menu).



To add a new role, press "Add role" button under the tree of roles. You will see a form of adding the role. To indicate the privileges constituting that role, hold down the Ctrl key on your keyboard while clicking the mouse on the appropriate privileges to select. In addition, a list of all selected privileges displays informative below the form. After filling the form, save the data by pressing adding role button.

To edit data of the role press "Edit Role" button at an appropriate role in the tree of roles. You will see a form of data of the role with structure identical to the form of adding new role. Form of role's data allows you to enter and save changes to these data. Checking / unchecking the privileges of the role effects making / receiving these privileges to all users with a particular role. Changes of permissions are not visible (effective) for logged users - become effective at the start of a new session (when you log back into the system) of the user.

To remove the role press "Delete role" button at an appropriate role in the tree of roles. You will see a form of read-only data of role, allowing the removal of role. Removal of the role results in receiving all its privileges to users with this role. Removal of the role is not visible (effective) for logged users - becomes effective at the start of a new session (when you log back into the system) of the user.

Administration · Privileges

Parent role	'-Administracja systemem
Role name	Administrator e-portalu
Role description	ADMINISTRATOR
Privileges	APLIKACJA - dostęp do systemu kolejkowego BUGBASE - możliwość wyceny błędów BUGBASE - możliwość wyświetlenia błędów wszystkich zgłaszających BUGBASE - możliwość zgłaszania błędów GABINET - dostęp do definiowania szablonów formularzy GABINET - dostęp do gabinetu lekarskiego GABINET - dostęp do gabinetu zabiegowego GABINET - dostęp do matrycy dostępu dokumentacji medycznej GABINET - dostęp do szablonów dokumentów GABINET - możliwość dostępu do wszystkich zdefiniowanych formularzy GABINET - zarządzanie przypisaniem leków do listy swoich ulubionych GABINET - zarządzanie swoimi grupami badań GRAFIKI - zarządzanie grafikami aparatury GRAFIKI - zarządzanie grafikami personelu PACJENCI - zarządzanie danymi pacjentów PERSONEL - widoczność wszystkich pul recept PERSONEL - zarządzanie personelem PERSONEL - zarządzanie pulami recept PŁATNOŚCI - obsługa płatności za wizyty komercyjne RAPORTY - przeglądanie księgi przyjęć RAPORTY - przeglądanie księgi rejestracyjnej ROZLICZENIA - aktualizowanie słownika procedur ICD-9 ROZLICZENIA - aktualizowanie słownika rozpoznań ICD-10 ROZLICZENIA - eksportowanie danych deklaracji (PDX) ROZLICZENIA - eksportowanie danych list oczekujących (KLX) ROZLICZENIA - eksportowanie danych usług (SWX) ROZLICZENIA - eksportowanie danych zbiorczych POZ (PZX) ROZLICZENIA - eksportowanie rachunków i faktur (RFX) ROZLICZENIA - importowanie potwierdzeń danych deklaracji (PZP) ROZLICZENIA - importowanie potwierdzeń danych list oczekujących (KLZ)
Selected privileges	

Update
 Cancel
 Back to roles tree

Users

The system administrator has the ability to manage users having access to the system: adding new users, modify user data, and lock / unlock user access to the system. Removing users is not possible.

To management of users there is "Users" functionality in the "Administration" menu. At the home page of management of users functionality there is search engine of users and a button of adding a new user. Search of users is possible by any combination of the following criteria:

- › name – first name or part of name of the user; capitalization does not matter
- › surname – surname or part of surname of the user; capitalization does not matter
- › login – login or part of user's login; capitalization does not matter
- › status – user's status (active or blocked)
- › role – role which the user has
- › unit – administration unit

After entering the search criteria and pressing the search button under the search engine displays a list of users that meet your search criteria. At each of user at the list there is "Edit" button enabling to enter the edit of user's data.

Administration · Users

First name

Surname

Login

Status

▼

Role

▼

Organization Unit

▼

☒ Search
☒ Finish
☒ Add new user

← Previous

1

Next →

No.	First name	Surname	Login	Status	Organization Unit	Role	Actions
1	user1	user1	user1	active	None	Administrator systemu	Edit
2	user2	user2	user2	active	None	Administrator systemu	Edit

To add a new user press the "Add new user" button at the users' search engine. You will see a form of adding a user. Each user must have a unique login and password that meets the following requirements of security policy:

- › password must consist of at least 8 characters
- › password must contain lowercase and uppercase letters, numbers and special characters
- › password must be different from the most recently used passwords by at least three characters
- › password must differ from each of the three most recently used passwords by at least one character

If for the creating user will be indicated "active" status then he will be able to login to the system, otherwise he will not have access to the system until the administrator unlocks his account. If for created user will be marked require periodic password changes, then every 30 days the system will force the user to statutory change his password. User may have one or more roles. To select more than one role, press the Ctrl key on the keyboard and by clicking the mouse on the names of roles select the appropriate roles. For the user, it should be selected unit where he works and clinics to which he has access (setting visits, visits encoding and management of services). If the user will have access to more than one unit, press the Ctrl key on your keyboard and by clicking the mouse on the names of units select the appropriate units. If user is a staff then you should pair him with the right person from medical staff, but you have to remember that there is no possibility that the same person from the medical staff had more than one account in the system and **after setting user associations with a staff there is no longer possible change this association!** (If the change of staff with user association was possible, it can lead to situations that the user after such a change could edit medical history recorded by another staff.) You can also specify user's home page, which is the first page that will be open after logging by user to the system.

To modify, lock or unlock a user account, press "Edit" button at the appropriate user in the user list (in the results) under the search engine. You will see a form of editing user's data of the structure identical to the form of adding a new user. To change the user password enter the new password twice in the "Password" and "Repeat password" fields (leaving these fields blank means that at the time of saving user's data, password is not changed, the user will use the existing password). To lock / unlock the user you have to make a change in the "Status" field. Giving the user's role is not visible (effective) for logged users - becomes effective at the start of a new session (when you log back into the system) of the user. After making changes, save them by pressing the "Update" button.

Administration > Users

First name	Service
Surname	Service
Login	service
Password	
New password again	
E-mail address	
State	<input checked="" type="radio"/> active <input type="radio"/> blocked
Require periodic password change	<input checked="" type="radio"/> yes <input type="radio"/> no
Roles	<div> <div> -Uzytkownik ESP -Uzytkownik Raportów -Zarządzanie pracą personelu -NZOZ -Test3 -Administracja systemem -Administrator e-portalu -Tester -Tester2 -Administrator systemu </div> </div>
Administration unit	-----
Unit	Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna)
Access to unit	Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna)
User is a staff	-----
	WARNING After the matching user with staff there is no opportunity to change it!
User home page	-----

Update
 Cancel
 Back to users search

Messenger

Administrator of application has the ability to send messages to users of the application. For this purpose there is "Messenger" functionality in the "Administration" menu. At the home page of messenger functionality there is a search engine of users - recipients of the messages. Search of users is possible by any combination of the following criteria:

- › name – first name or part of name of the user; capitalization does not matter
- › surname – surname or part of surname of the user; capitalization does not matter
- › login – login or part of user's login; capitalization does not matter
- › status – user's status (active or blocked)
- › role – role which the user has
- › unit – administration unit

After entering the search criteria and pressing the search button, under the search engine displays a list of users that meet your search criteria. At each user from the list there is a field where you can mark that user as a recipient of the message.

Administration • Messenger

First name

Surname

Login

Status

Role

Organization Unit

service

▼

▼

▼

✓ Search

✕ Finish

✚ Acknowledgment of receipt

◀ Previous

1

Next ▶

Lp.	First name	Surname	Login	Status	Organization Unit	Select
1	Service	Service	service	active	Brak	<input type="checkbox"/>

✚ Write a message to selected users

✚ Write a message to all users

✕ Finish

After selecting the recipients and clicking on "Write a message to selected users" or pressing the "Write a message to all users" button (without selecting recipients, when the message has to be sent to all searched users) there is displayed the form to write a message to selected / all recipients.

Administration • Messenger

To	Service Service (service)		
Priority	Normal ▼		
Subject			
Message			

✓ Send message
← Back to users search

After entering the subject and content of the message and possible changing of its priority and then pressing "Send message" button, message is sent to each of the recipients visible on the form.

In the form of users - recipients' search engine, there is also a button to view the confirmation of messages' receiving by the recipients to which it was sent. After pressing the "Acknowledgment of receipt" button, opens a new window with the search engine of messages. Messages can be searched by part of subject (capitalization does not matter), and the range of dates of sending messages. After determining the criteria and pressing the "Search" button, there is displayed a table of messages that match the search criteria with the designation for each recipient if the message has been received by him (read) or not.

Subject

Date

from

to

✓ Search

← Previous
1
Next →







No.	Subject	Sending date	Recipient	Received?
1	x	2015-07-21 14:03	Zoz Zoz	YES

Notifications

The system allows defining and sending notifications to patients. Notifications are sent by SMS and / or e-mail, depending on the settings saved in the patient card. Notifications are not sent immediately, but getting to the queue, where they are collected and sent in bulk.

There is defined 5 kinds of notifications in the system:

- › Upcoming visit reminder - notification sent to the patient number of hours before the visit (determined at the stage of implementation of the system), reminding about upcoming visit and contain information about the visit.
- › Information on how to prepare for the upcoming visit - notification sent to the patient number of hours before the visit (determined at the stage of implementation of the system), containing information on how to prepare for their visit. If for the visit there is not defined any information about how to prepare for their visit, such notification is not sent.
- › Appoint visit notification - notification sent to the patient at the time of saving (making an appointment) his visit, summarizing saving and containing information about the visit.
- › Cancel visit notification - notification sent to the patient at the time of cancelation of his visit with the information that the visit was canceled.
- › Password notification – notification is sent to patient when new password for internet registration is generated (this takes place when adding new patient with marked option “Access to internet registration” and when clicking button “Generate and send new password” in “Contact” tab within the card of patient which has marked option “Access to internet registration”)

Administration › Notifications	
No. Name of message template	
1 Upcoming visit reminder	 Edit
2 Information on how to prepare for the upcoming visit	 Edit
3 Appoint visit notification	 Edit
4 Cancel visit notification	 Edit
5 Password notification	 Edit
 Finish	

To view or edit the content of any of the defined notifications, select from the "Administration" menu "Notifications" functionality and then from a table of notification select "Edit" button located in the line corresponding to the notification. At displayed page you will can edit the contents of the notifications separately for SMS and e-mail channels.

Appoint visit notification

Notification text includes predefined variables:

- **{VISIT_DATE}** - Visit date
- **{VISIT_TIME}** - Time visit
- **{CLINIC_TYPE}** - Kind of clinic
- **{DOCTOR_NAME_OR_INSTRUMENT_NAME}** - Doctor's surname or name of instrument
- **{WAY_TO_PREPARE}** - Way to prepare for a visit
- **{PASSWORD}** - Patient password
- **{ZOX_NAME}** - Name of company ZOZ

These variables in messages will be replaced by correct information about the visit.

SMS	Informujemy, iż została umówiona dla Pani/Pana na dnia {DATA_WIZYT} na godzinę {GODZINA_WIZYT} wizyta w {RODZAJ_PRZYCHODNI}.
Email subject	Powiadomienie o umówieniu wizyty.
Email	<p>Dzień dobry,</p> <p>Informujemy, iż została umówiona dla Pani/Pana na dnia {DATA_WIZYT} na godzinę {GODZINA_WIZYT} wizyta w {RODZAJ_PORADNI}.</p> <p>Z poważaniem, {NAZWA_ZOX}</p>

 Update
  Cancel changes
  Back to notifications list

When defining the content of the notification you can use the system-defined tags that in the real notification will be replaced with the corresponding values they represent. All tags are inscriptions wrote in capital letters and in curly brackets. When using these tags you have to keep in absolute accordance to the characters of variable's name. The system tags are defined as follows:

- › **{VISIT_DATE}** – tag will be replaced with the date of visit
- › **{VISIT_TIME}** – tag will be replaced with the time of visit
- › **{CLINIC_TYPE}** – tag will be replaced with the name of clinic's type, where the visit is to take place
- › **{DOCTOR_NAME_OR_INSTRUMENT_NAME}** – tag will be replaced with the surname of doctor associated with a visit or the name of the instruments, if the visit is a procedure for instruments
- › **{WAY_TO_PREPARE}** – tag will be replaced with a description of the preparation for the visit - this is an integrated description of how to prepare for a visit for the surgery / instrument for a specific type of visit (if there is not specified any information about how to prepare for the visit, there will be inserted "None" value)
- › **{ZOX_NAME}** – tag will be replaced with the name of the healthcare facility
- › **{PASSWORD}** – tag will be replaced with patient password for internet registration

After entering the contents, they should be saved using the "Update" button.

Unauthorized access attempts log

Any attempt of unauthorized access to applications through the entering of incorrect login and / or password is registered. As part of the application's monitoring, administrator of the application, by the "Unauthorized access attempts log" functionality of the "Administration" menu, has access to the log of unauthorized access attempts, which can be filtered by time of incident, the IP address of the computer from which an attempt was made to log on and by the entered login name. After the entering the restrictions in the filter and press the "Search" button, there is displayed a paged table of events that meets the criteria of the filter. Presented are: time of the event, the computer's IP address and entered login. By default, the events are arranged in order from the most recent to the oldest, but the display order can be changed by clicking on the header of the corresponding column of the table with a list of events. Events' list presents the following information: date of the event, the computer's IP address and entered login.

Administration · Unauthorized access attempts log

Period

from

2012-01-17

to

2012-01-18

IP

Login

✓ Search

✗ Finish

← Previous

1

Next →

No.	Date	IP	Login
1	2012-01-18 07:34	194.181.93.214	atester
2	2012-01-17 19:36	194.181.93.214	atester
3	2012-01-17 14:04	89.73.200.85	atester
4	2012-01-17 01:10	194.181.93.214	atester
5	2012-01-17 01:10	194.181.93.214	atester

History

Any changes to the data made by users of the application are recorded in history of changes. The administrator of the application through the "History" functionality in the "Administration" menu has access to the register of these changes with the possibility of filtering and browsing. It is possible to filter by any combination of the following criteria:

- › date of change – period in which the change was made (from ... to ...)
- › changer login – name of user, who made a change
- › table name – the name of the database table in which the change was made; when you enter a name of table, hints are displayed
- › name of table field (column) – name of the column (field), which value has been changed; when you enter a name of field, hints are displayed
- › table record id – row's (record's) identifier that has been modified

After the entering restrictions in the filter and pressing the button, there is displayed a paged table of registered changes that meet the filter's criteria. By default, changes are displayed in order from

most recent to the oldest, but the display order can be changed by clicking on the corresponding column of the header of the table with the list of changes. In the list of changes are presented the following information: the date of change, the login of changer, the name of table, the name of fields (columns) in the table, the ID of record in the table, the value before the change, the value after the change. If the field on which the change was made is the "id" field and the value before the change is blank and the value after the change is the same as the record identifier, it means making a new record in the table. If the field on which the change was made is the "status" field and the value before the change is "N" and the value after the change is "D" then it means the removal (logical) of the record from the table.

Administration · History

Date of change from
to
Changer login
Table name
Name of table field (column)
Table record id

Previous 1 2 3 4 Next

No.	Operation date	Login	Table	Column	Row Id	Old value	New value
31	2012-07-20 10:31	service	zz_services	icd10	229	A23	A23.0
32	2012-07-20 10:23	service	zz_chronic_diseases	id	71		71
33	2012-07-02 09:45	service	zz_timetable_templates	id	202		202
34	2012-07-02 09:45	service	zz_timetables	id	150		150

eWUŚ accounts

the jHIS system has a built-in communication with the electronic Verification of Eligibility of Beneficiaries system (polish eWUŚ) serving to verify patient insurance based on the patient's social security number (or his legal guardian). eWUŚ system requires authentication, so the authentication data must be stored in the jHIS system. To accounts management by means of which the jHIS system will be authorized in eWUŚ, is used "eWUŚ accounts" functionality in the "Administration" menu. This functionality allows you to add, edit, delete and testing of previously established account on the NFZ SZOI portal. From each account can be made 10,000 queries per day (limit of eWUŚ system), and therefore if the expected daily number of inquiries about insurance is higher there should be entered the data of correspondingly higher amount of accounts to the jHIS system.

After selecting the "eWUŚ accounts" functionality, displayed search engine lets you search for the accounts by login name (capitalization does not matter). At the search button there is also a button which displays the form of adding a new account.

Login

✓ Search
✕ Finish
✚ Add new account

◀ Previous
1
Next ▶

No.	Login	Active / Blocked	Blockade to time	Pool of available connections	Actions
1	SERVICE	Active	---	9996	✎ Edit ✓ Test ✖ Delete

After specifying search criteria and pressing the "Search" button, a list of entered accounts is displayed (if any were made). At each account are buttons for editing and deleting accounts as well as a button to test whether the account is functioning properly - when pressed, there is displayed a message informing you of the account 's status.

Login

SERVICE

Password

New password again

Pool of available connections

9996

Blocked account

☐

✎ Update
✕ Cancel
◀ Back to account search

When you edit an account it is possible to lock it. If the account is locked, system will not use it for authorization in eWUŚ (until the account will be unlocked).

Every 30 days in the NFZ SZOI is required to change passwords for the accounts used for authentication in eWUŚ. By changing the password in the NFZ SZOI system remember to update it also in jHIS system. If they are nearing the eWUŚ account password expiration, the system jHIS in the header of the page displays a warning icon - when you hover your mouse over this icon appears detailed information which password will expire and for how many days.

EN PL Z0Z
⚠
!
wyloguj

Konto -

Administracja -

Rejestracja -

Personel -

Wizyty -

Gabinet -

Rozliczenia -

Szpital -

Hasło do konta eWUŚ o loginie jannowak wygasa za 30 dni.

Pricelists

For commercial services provided by the health care facility and diagnostic examinations performed by healthcare center are defined pricelists. Pricelists for services are defined separately for each clinic, for diagnostic examinations pricelists are defined independently from clinic. To manage pricelists is "Pricelists" functionality in the "Administration". After choosing this functionality there appears search form of clinics / pricelists. Beside of the possibility of searching clinics / pricelists within the search form there is button for pricelists addition available.

Find	<input checked="" type="radio"/> clinics / wards <input type="radio"/> pricelists of services <input type="radio"/> pricelists of examinations
Unit name	<input type="text"/>
Unit address	<input type="text"/>
Clinic / Ward name	<input type="text" value="okulistyczna"/>
Clinic / Ward address	<input type="text" value="podkowa leśna"/>
Pricelist name	<input type="text"/>
<div> <input checked="" type="checkbox"/> Search <input checked="" type="checkbox"/> Finish </div> <div> <input checked="" type="checkbox"/> Add examinations pricelist </div>	

The first step in creating pricelist of services is to find the right clinic. You can search based on any combination of the following criteria (capitalization does not matter):

- › unit name, where the clinic is
- › unit address, where the clinic is
- › clinic name
- › clinic address

After marking option “clinics / wards” within the field of “Find” and specifying the criteria and pressing the "Search" button, there is displayed a list of clinics that meet the search criteria or message about lack of such clinics. At each clinic, there is "Select" button which directs to the second step of the process of creating pricelists for the clinic.

Find	<input checked="" type="radio"/> clinics / wards <input type="radio"/> pricelists of services <input type="radio"/> pricelists of examinations
Unit name	<input type="text"/>
Unit address	<input type="text"/>
Clinic / Ward name	<input type="text" value="okulistyczna"/>
Clinic / Ward address	<input type="text" value="podkowa leśna"/>
Pricelist name	<input type="text"/>
<div> <input checked="" type="checkbox"/> Search <input checked="" type="checkbox"/> Finish </div> <div> <input checked="" type="checkbox"/> Add examinations pricelist </div>	

No. Clinic / Ward	Clinic / Ward address	Unit	Unit address	Actions
1	Poradnia okulistyczna	ul. Błomska 46/48, 05-807 Podkowa Leśna	Podkowa Leśna Błomska	ul. Błomska 46/48, 05-807 Podkowa Leśna
				<input type="button" value="Pricelists"/> <input type="button" value="➔"/>

After pressing the "Select" button, there is displayed a list of pricelists in selected clinic. At each pricelist there are buttons to copy, edit, delete and monitor the realization of the agreement which is represented by this pricelist and below the list there is a button to add a new pricelist.

Administration > Pricelists					
No.	Clinic / Ward	Pricelist name	Valid from	valid to	Actions
1	Poradnia okulistyczna ul. Błomska 46/48, 05-807 Podkowa Leśna	Okulistyka (ABC)			✓ Copy Edit Delete Monitor →
2	Poradnia okulistyczna ul. Błomska 46/48, 05-807 Podkowa Leśna	Okulistyka (NZOZ)			✓ Copy Edit Delete Monitor →
3	Poradnia okulistyczna ul. Błomska 46/48, 05-807 Podkowa Leśna	Okulistyka (PZU)			✓ Copy Edit Delete Monitor →

[+ Add pricelist](#)
[← Back to search](#)
[X Finish](#)

The "Copy" button allows you to quickly create a copy of the pricelist - when pressed, the system asks for a name for the copy of pricelist and then creates a new pricelist with the given name representing a copy of pricelist at which you pressed the "Copy". button

The "Add pricelist", "Edit" and "Delete" buttons are linking to the pricelist's form. In the pricelist's form you can indicate the period of its validity. If you enter only the start date of period, then the pricelist will be valid on any day from that date. If you enter only the end date of the period, then the pricing will be valid on any day ending on that date. If you do not enter the duration of the pricelist, it will be valid always. In rehabilitation clinics pricelist marked as default is automatically selected at planning the rehabilitation, if it is enabled simplified version of the rehabilitation module and if the mode of an automatic valuation of the price for surgeries is turned on.

In pricelist you can define the basic price for a visit to the clinic (in particular, the price may equal zero) and the prices of particular services. When entering the net price, gross price is completed automatically according to the selected VAT rate and vice versa - when entering the gross price, net price is completed automatically according to the selected VAT rate. When changing the VAT rate, gross price updates automatically according to the entered net price and selected VAT rate. In addition, in the pricelist you can set a limit on the value of the agreement which is represented by a pricelist and limits of the amount of particular services (values of limits are not mandatory). The limits do not block the possibility of providing services from pricelist, but only allow you to monitor the status of execution of the agreement, which is represented by the pricelist.

Placed under the form, the "More services" button lets you add more items to the pricelist.

Administration > Pricelists

Pricelist name	Okulistyka (PZU)				
Valid from					
valid to					
Basic price for visit - net	10.00				
Basic price for visit - VAT	23%				
Basic price for visit - gross	12.30				
Values limit - gross	1000.00				
Default price list	<input type="checkbox"/>				

Service	Net price	VAT rate	Gross price	Quantity limit
Badanie dna oka	100.00	23%	123.00	
Test na daltonizm	50.00	23%	61.50	

+ More services
+ Add
X Cancel
← Back to pricelists

In case of pricelist modification the form looks a little bit different – by positions existing within the pricelist there is no possibility to change service and VAT rate, there is however button with mark „X” allowing to remove the given position. So if it is necessary to change service or VAT rate of the given position then one has to remove this position and using the button “More services” has to add new position with desired values.

Administration > Pricelists

Pricelist name	Okulistyka (PZU)				
Valid from					
valid to					
Basic price for visit - net	10.00				
Basic price for visit - VAT	23%				
Basic price for visit - gross	12.30				
Values limit - gross	1000.00				
Default price list	<input type="checkbox"/>				

Service	Net price	VAT rate	Gross price	Quantity limit
Badanie dna oka	100.00	23%	123.00	10
Test na daltonizm	50.00	23%	61.50	100

+ More services
✎ Update
X Cancel
← Back to pricelists

After entering the data, they should be saved (by pressing the "Add" button for adding new pricelist or by clicking "Update" button if you edit the pricelist created earlier).

The "Monitor" button, visible at every pricelist from the list of pricelists, lets you view the status of execution of the agreement, which is represented by the pricelist. When you press this button there is displayed information about the execution of the agreement in relation to limit of its values and information about the number of provided services in relation to the limits of their number according to their status at the moment. If the value of realization is greater than the limit of values, then it is highlighted in red. Similarly, the number of providing of service greater than the limit of values is highlighted in red.

Status of contract realization on 2015-07-29 15:13

Values limit	indefinite
Realization value	0.00

Service	Quantity limit	Execution number
Badanie dna oka	indefinite	0
EEG	indefinite	0
EKG	indefinite	0
RTG klatki piersiowej	indefinite	0

[← Back to pricelists](#)

Creation of new pricelist for diagnostic examinations is performed by using the button „Add examinations pricelist” visible within the search form. After clicking this button system displays pricelist form. Within the form of pricelist one can specify period of its validity (periods of validity of examinations pricelists cannot overlap). If you enter only the start date of period, then the pricelist will be valid on any day from that date. If you enter only the end date of the period, then the pricing will be valid on any day ending on that date. If you do not enter the duration of the pricelist, it will be valid always.

Within the pricelist one specifies basic price for a single order (possibly zero) and prices of particular examinations. When entering the net price, gross price is completed automatically according to the selected VAT rate and vice versa - when entering the gross price, net price is completed automatically according to the selected VAT rate. When changing the VAT rate, gross price updates automatically according to the entered net price and selected VAT rate. Moreover within the pricelist one can specify laboratory price, which is a price that healthcare center has to pay to diagnostic laboratory that performs diagnostic examinations (this value is for supervision purposes only).

Button „More examinations” placed below the form allows to add subsequent positions to pricelist.

Pricelist name	Diagnostyka 2017			
Valid from	2017-01-01			
valid to	2017-12-31			
Basic price for examinations - net	1.00			
Basic price for examinations - VAT	zw. ▼			
Basic price for examinations - gross	1.00			

Examination	Net price	VAT rate	Gross price	Laboratory price
Kał badanie ogólne (Kał) ▼	10.00	zw. ▼	10.00	9.00
Kał nosicielstwo (Kał) ▼	20.00	zw. ▼	20.00	18.00
Kał pasożyty (Kał) ▼	30.00	zw. ▼	30.00	27.00

[+ More examinations](#)
[+ Add](#)
[X Cancel](#)
[← Back to search](#)

After entering data, one has to save then (with the button „Add” if adding new pricelist or with the

button „Update” while modifying pricelist created earlier).

To find already defined pricelist for commercial services one can use one of two options – find and choose the clinic for which pricelist has been defined (as described in the beginning of this chapter) or find pricelist itself. In the second case one has to choose option „pricelists of services” within „Find” field and enter search criteria (it can be unit / clinic data as well as pricelist name or part of its name). After entering criteria and clicking „Search” button, there appears list of pricelists for commercial services with buttons „Copy”, „Edit”, „Delete”, „Monitor” by each of them which act exactly the same way as described previously within this chapter.

Administration › Pricelists

Find

☐ clinics / wards
☒ pricelists of services
☐ pricelists of examinations

Unit name

Unit address

Clinic / Ward name

Clinic / Ward address

Pricelist name

okulistyka

✓ Search

✗ Finish

+ Add examinations pricelist

No.	Clinic / Ward	Pricelist name	Valid from	valid to	Actions
1	Poradnia okulistyczna ul. Błomska 46/48, 05-807 Podkowa Leśna	Okulistyka (ABC)			✓ Copy Edit Delete Monitor ➡
2	Poradnia okulistyczna ul. Błomska 46/48, 05-807 Podkowa Leśna	Okulistyka (NZOZ)			✓ Copy Edit Delete Monitor ➡
3	Poradnia okulistyczna ul. Błomska 46/48, 05-807 Podkowa Leśna	Okulistyka (PZU)			✓ Copy Edit Delete Monitor ➡

To find already defined pricelist for diagnostic examinations one has to mark option „pricelists of examinations” within the field of „Find” in search form and enter searching criteria (pricelist name or part of its name). After entering criteria and clicking „Search” button there appears list of pricelists of diagnostic examinations and by each of them with buttons „Edit” and „Delete” which act exactly the same way as described previously within this chapter.

Find	<input type="radio"/> clinics / wards <input type="radio"/> pricelists of services <input checked="" type="radio"/> pricelists of examinations
Unit name	<input type="text"/>
Unit address	<input type="text"/>
Clinic / Ward name	<input type="text"/>
Clinic / Ward address	<input type="text"/>
Pricelist name	<input type="text"/>
<div> <input checked="" type="checkbox"/> Search <input checked="" type="checkbox"/> Finish </div> <div> <input checked="" type="checkbox"/> Add examinations pricelist </div>	

No. Clinic / Ward	Pricelist name	Valid from	valid to	Actions
1 ALL	Badania 2017	2017-01-01	2017-12-31	<input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Delete

Occupational medicine

Within the system there is functionality for management of dictionaries used generally to fill choice lists while planning occupational medicine visits and while registering patient employment history.

Noxious agents groups

This dictionary allows to enter names of noxious and strenuous agents groups specified in the list of methodological guidelines specified in the Regulation of the Minister of Health in the matter of carrying out medical examinations of workers, the scope of preventive health care over employees and medical certificates issued for the purposes set out in the Labor Code. After choosing the functionality of “Noxious agents groups” from submenu “Occupational medicine” in menu “Administration” there appears list of noxious and strenuous agents. Next to each position on the list there are visible buttons allowing for modification and removal of the given position, under the list there is a button allowing for addition of new position.

No. Name	Actions
1 Czynniki chemiczne	<input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Delete
2 Czynniki fizyczne	<input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Delete

☒ Add
 ☒ Finish

By clicking the button of “Add” empty form is displayed, while clicking the button of “Edit” displays form filled with the data of chosen group of noxious or strenuous agents in change mode, and clicking the button of “Delete” displays form filled with the data of chosen group of noxious or strenuous agents in read only mode.

Name

 Update  Cancel  Back

To add group of noxious or strenuous agents one has to enter its name within the form and confirm it with the button “Add”. To modify data of noxious or strenuous agents group one has to change its name within the form and confirm it with the button “Update”. To remove group of noxious or strenuous agents one has just to click the button of “Delete” within the form to confirm it.

Critical organs

This dictionary allows to enter names of critical organs specified in the list of methodological guidelines specified in the Regulation of the Minister of Health in the matter of carrying out medical examinations of workers, the scope of preventive health care over employees and medical certificates issued for the purposes set out in the Labor Code. After choosing the functionality of “Critical organs” from submenu “Occupational medicine” in menu “Administration” there appears list of critical organs. Next to each position on the list there are visible buttons allowing for modification and removal of the given position, under the list there is a button allowing for addition of new position.

No.	Name	Actions
1	kręgosłup	 Edit  Delete
2	układ nerwowy	 Edit  Delete

 Add  Finish

By clicking the button of “Add” empty form is displayed, while clicking the button of “Edit” displays form filled with the data of chosen critical organ in change mode, and clicking the button of “Delete” displays form filled with the data of chosen critical organ in read only mode.

Name

 Update  Cancel  Back

To add critical organ one has to enter its name within the form and confirm it with the button “Add”. To modify data of critical organ one has to change its name within the form and confirm it with the button “Update”. To remove critical organ one has just to click the button of “Delete” within the form to confirm it.

Examinations

This dictionary allows to enter names of examinations specified in the list of methodological guidelines specified in the Regulation of the Minister of Health in the matter of carrying out medical examinations of workers, the scope of preventive health care over

employees and medical certificates issued for the purposes set out in the Labor Code. After choosing the functionality of “Examinations” from submenu “Occupational medicine” in menu “Administration” there appears list of examinations. Next to each position on the list there are visible buttons allowing for modification and removal of the given position, under the list there is a button allowing for addition of new position.

No.	Name	Actions
1	kardiologiczne	Edit Delete
2	neurologiczne	Edit Delete
3	ogólne	Edit Delete
4	okulistyczne	Edit Delete

Add Finish

By clicking the button of “Add” empty form is displayed, while clicking the button of “Edit” displays form filled with the data of chosen examination in change mode, and clicking the button of “Delete” displays form filled with the data of chosen examination in read only mode.

Administration > Occupational medicine > Examinations

Name:

Update Cancel Back

To add examination one has to enter its name within the form and confirm it with the button “Add”. To modify data of examination one has to change its name within the form and confirm it with the button “Update”. To remove examination one has just to click the button of “Delete” within the form to confirm it.

Noxious and strenuous agents

This dictionary allows to enter names of noxious and strenuous agents specified in the list of methodological guidelines specified in the Regulation of the Minister of Health in the matter of carrying out medical examinations of workers, the scope of preventive health care over employees and medical certificates issued for the purposes set out in the Labor Code. After choosing the functionality of “Noxious and strenuous agents” from submenu “Occupational medicine” in menu “Administration” there appears tabs corresponding to particular groups of noxious and strenuous agents (defined in the dictionary “Noxious agents groups” as described previously) and within each tab there is a list of noxious and strenuous agents. Next to each position on the list there are visible buttons allowing for modification and removal of the given position, under the list there is a button allowing for addition of new position.

Administration › Occupational medicine › Noxious and strenuous agents

Czynniki chemiczne Czynniki fizyczne

No.	Name	Kind	Actions
1	Hałas	noxious	Edit Delete

Add Finish

By clicking the button of “Add” empty form is displayed, while clicking the button of “Edit” displays form filled with the data of chosen noxious or strenuous agent in change mode, and clicking the button of “Delete” displays form filled with the data of chosen noxious or strenuous agent in read only mode.

Administration › Occupational medicine › Noxious and strenuous agents

Group: Czynniki fizyczne

Name: Hałas

Kind: ☒ noxious ☐ strenuous

Critical organs: kręgosłup, układ nerwowy

Examinations	Examination	Kind	Type	Frequency
	ogólne	final examination	doctor examination	
	ogólne	periodic examination	doctor examination	co 4 lata
	ogólne	initial examination	doctor examination	
	neurologiczne	initial examination	auxiliary examination	
	-----	-----	-----	

More

Update Cancel Back

To add noxious or strenuous agent one has to choose group to which agent belongs, fill its name, specify whether it is noxious agent or strenuous agent, choose critical organs which agent acts to and occupational medicine examinations that should be performed to employee / student exposed to act of the given agent. One marks and marks off critical organs while keeping Ctrl button pressed down on keyboard and clicking on their names. For each examination one has to choose name, kind, type and also (optionally) specify frequency of its performance. By default one row is displayed to enter one examination. To enter more examinations one has to use the button of “More”, which clicked results in displaying additional row to enter examination. Rows left unfilled are ignored while saving data. After entering all data in form, one has to confirm them with the button of “Add”. The same way one enters changes to data of noxious or strenuous agent confirming them finally with the button named “Update”. To remove noxious or strenuous agent one has just to click the button of “Delete” in the form.

Institutions

This dictionary allows to enter names and addresses of institutions which employees / students will pass through occupational medicine examinations. After choosing the functionality of “Institutions” from submenu “Occupational medicine” in menu “Administration” there appears list of institutions. Next to each position on the list there are visible buttons allowing for modification and removal of the given position, under the list there is a button allowing for addition of new position.

Administration > Occupational medicine > Institutions		
No.	Name	Actions
1	TORN Sp. z o.o.	Edit Delete

Add Finish

By clicking the button of “Add” empty form is displayed, while clicking the button of “Edit” displays form filled with the data of chosen institution in change mode, and clicking the button of “Delete” displays form filled with the data of chosen institution in read only mode.

Administration > Occupational medicine > Institutions	
Name	TORN Sp. z o.o.
Address	ul. Joteyki 20 02-317 Warszawa

Update Cancel Back

To add institution one has to enter its name and address within the form and confirm it with the button “Add”. To modify data of institution one has to change its name and/or address within the form and confirm it with the button “Update”. To remove institution one has just to click the button of “Delete” within the form to confirm it.

Posts

This dictionary allows to enter data of posts / courses, on which work / study takes place with exposure to noxious or strenuous agents. After choosing the functionality of “Posts” from submenu “Occupational medicine” in menu “Administration” there appears list of institutions previously defined, which employees / students will pass through occupational medicine examinations. Next to each institution there is a button allowing to choose the given institution.

Administration > Occupational medicine > Posts		
No.	Institution	Actions
1	TORN Sp. z o.o.	Choose

Finish

By clicking the button of “Choose” there appears list of posts / courses within the chosen institution. Next to each position on the list there are visible buttons allowing for modification and

removal of the given position, under the list there is a button allowing for addition of new position.

Administration › Occupational medicine › Posts

TORN Sp. z o.o.

No. Post	Actions
1 Monter	Edit Delete
2 Programista	Edit Delete

Add Back

By clicking the button of “Add” empty form is displayed, while clicking the button of “Edit” displays form filled with the data of chosen / course post in change mode, and clicking the button of “Delete” displays form filled with the data of chosen post / course in read only mode.

Administration › Occupational medicine › Posts

Name	<input type="text" value="Monter"/>
Noxious agents	<div><div>Opary siarki</div><div>Halas</div></div>

Update Cancel Back

To add post / course one has to enter its name within the form and choose noxious agents that work / study on a given post / course is exposed to, and then confirm it with the button “Add”. To modify data of post / course one has to change its name and/or noxious agents within the form and confirm it with the button “Update”. To remove post / course one has just to click the button of “Delete” within the form to confirm it.

Dictionaries

In the system, there is dictionaries management functionality, typically used to fill in drop-down lists if forms, which appear in various places of the system.

Visit types

Types of visits are used to classify visits (eg. first-time, standard, etc.), and also to specify the criteria for entry to visit (eg. session, home). Dictionary of visits' types is available by selecting the "Visit types" functionality from the "Dictionaries" submenu in the "Administration" menu, which displays a list of all the clinics' specialty occurring in the organizational structure of the healthcare facility. After choosing specialty is displayed a form of adding a new type of visit and below, there is the list of all defined for a given specialty types of visits and at each of them, there is a button to edit or delete this type of visit.

SPECIALITY: 1740 - OUTPATIENT TREATMENT FOR ADDICTION

Default type of visits for appointments in graphics	<input type="checkbox"/>	Allow the occurrence of series (rewritable without realization of previous visit, not apply to rehabilitation, not apply to commercialism, not apply to operations)	<input checked="" type="checkbox"/>
Type visit name	<input type="text"/>	Allow for multiple visits to the same day (not apply to rehabilitation, not apply to commercialism, not apply to operations)	<input type="checkbox"/>
Destination	visit ▼	Color	<input checked="" type="checkbox"/> none
Group session	<input type="checkbox"/>	Urgent cases	<input type="checkbox"/>
Minimum patients number (group session)	<input type="text"/>	Stable cases	<input type="checkbox"/>
Maximum patients number (group session)	<input type="text"/>	Way to prepare for a visit	<input type="text"/>
Require surgery (uncheck this option if home visits, etc.)	<input checked="" type="checkbox"/>		

[+ Add visit type](#)
[← Back to speciality list](#)

No.	Visit type	Destination	Group session	Allowed series	Same day visits	Require surgery	Default Color	Urgent cases	Stable cases	Way to prepare for a visit	Actions
1	Porada	visit	NO	NO	NO	YES	NO	YES	YES		Edit Delete
2	Sesja	visit	1 - 10	NO	NO	YES	NO	YES	YES		Edit Delete

[← Back to speciality list](#)

For each of the types of visits you can specify the following parameters:

- › Destination - determines whether a type of visit is used for planning visits or for planning operations (default selection is "visit")
- › Group session - By default, all visits are individual (it is possible to sign up only one patient to visit), but if you select the "Group session" then for a visit you will be able to sign up more than one patient
- › Minimum patients' number - if the "Group Session" field is checked then you must specify the minimum number of patients who have to be signed up for a visit so it can be executed
- › Maximum patients' number - - if the "Group Session" field is checked then you must specify the maximum number of patients who can be signed up for a visit
- › Require surgery - option is selected by default. For outpatient visits must be specified surgery in which the visit is done; deselect this option for home visits
- › Allow the occurrence of series - in the case of NFZ's visits by default system operating in such a way that the patient can be signed up in just one visit to the specialization (for the next, it will be able to sign only when the first one will be done, it will be canceled or the date passes); checking the "Allow the occurrence of series" allows you to sign up for more than one NFZ's visit (but every at other day); The field does not matter in case of commercial visits, at which records have no restrictions, neither in case of operations.

- › Allow for multiple visit to the same day - checking this box next to the former allows you to make records for more than one NFZ's visit without limitation (so you can arrange any number of such visits, both on different days and on the same day); The field does not matter in case of commercial visits, at which records have no restrictions, neither in case of operations.
- › Color - allows to specify a color, that slots and the visit of that type will be highlighted in graphics and timetables; By default, the type of visit is not highlighted (is checked "none" option, which can be deselected and then there will be displayed a field of selecting color from the palette)
- › Urgent cases – at reporting to the NFZ first free dates for urgent cases (in the context of reporting waiting lists) will be taken into account only dates with types of visits at which selected this option
- › Stable cases – at reporting to the NFZ first free deadlines for stable cases (in the context of reporting waiting lists) will be taken into account only terms from types of visits at which selected this option











Type the visit marked as the default will be automatically selected when planning dates of admissions in work's graphics of staff and equipment (with the possibility of changing to another if there is more than one type of visit).



To modify the type of visits, press "Edit" button at them - the form of adding a type of visits on top of the page changes to a form of editing selected type of visit – so just make changes and save them by pressing the "Save visit type" button. It is also possible on the basis of a particular type of visits to create a new type of making changes and confirm them by pressing the "Add visit type" button.

Commercial services

Dictionary of commercial services is defining a list of services provided for consideration by a health care facility. After selecting the "Commercial services" functionality from the "Dictionaries" submenu in the "Administration" menu, there is displayed a list of defined services, and at each of these, there are buttons for editing or deleting. Below the list, there is a button of adding a new service.

Administration › Dictionaries › Commercial services

No.	Service name	PKWiU code	Unit of measure	Actions
1	Badanie dna oka		szt.	 Edit  Delete
2	Ćwiczenia izometryczne		szt.	 Edit  Delete
3	Diagnostyka oka		szt.	 Edit  Delete
4	EEG		szt.	 Edit  Delete
5	EKG			 Edit  Delete

 [Add service](#)  [Finish](#)

Each of these buttons leads to a form of service's data, where you can specify its name, PKWiU code and the unit of measure used when issuing invoices for the realization of the service. If in the configuration of application is set a simplified version of the rehabilitation module with automatic

price valuation for the surgeries (see the "Configuration" section), then for each of the services provided in rehabilitation outpatient should be indicated to which surgery from a catalog of rehabilitation services corresponds the commercial service that is necessary for automatically determining price of rehabilitation surgery.

Administration · Dictionaries · Commercial services

Service name	Ćwiczenia izometryczne
PKWiU code	
Unit of measure (on the invoice)	szt.
Rehabilitation service	ćwiczenia izometryczne

Update
 Cancel
 Back to services list

After completing the form or entering changes to the form, data must be confirmed by the button.

Examination groups

The system allows you to define diagnostic examinations which doing will be able to order by the doctors working in health care institution. These tests for readability can be grouped. The "Examination groups" functionality from the "Dictionaries" submenu in the "Administration" menu allows you to define groups of examinations. After selecting this functionality, there is displayed a tree of examination's groups. Below the tree, there is button of adding a new group, and at each item in the tree when you hover the cursor over them, there are displayed the buttons of editing or deleting the group.

Administration · Dictionaries · Examination groups

Krew pełna	
Immunologiczne	
Mocz	Edit Delete
Kał	
Pozostałe	
Kał	
ws	

Finish
 Add group

Each of these buttons directs to the form of group's data.

Administration · Dictionaries · Examination groups

Parent group

Group name

Immunologiczne

Update

Cancel

Back to groups list

After completing the form or entering changes to the form, data must be confirmed by the button.

Examinations

To define examinations ordered by the doctors of the healthcare facility, there is "Examinations" functionality from the "Dictionaries" submenu in the "Administration" menu, which presented a list of defined examinations. At each examinations from the list, there are edit and delete buttons and below the list is button of adding a new examination.

Administration · Dictionaries · Examinations

No.	Examination name	Group	Actions
9	Kał pasożyty (Kał)	Kał	Edit Delete
10	Kał krew utajona (Kał)	Kał	Edit Delete
11	Kał Lamblia m. Elisa (Kał)	Kał	Edit Delete
12	Kał wymaz na owsiki (Kał)	Kał	Edit Delete
13	Kał nosicielstwo (Kał)	Kał	Edit Delete
14	Kał badanie ogólne (Kał)	Kał	Edit Delete
15	Bakterie coli	Pozostale	Edit Delete

Add examination

Finish

Each of these buttons directs the examinations' data form.

Examination name	<input type="text" value="Kał badanie ogólne (Kał)"/>
Examination group	<input type="text" value="I-Kał"/> ▼
Specialization	<input type="text"/>
Type of referral	<input type="text"/> ▼
Corresponding service in the MARCEL system	<input type="text" value="Kał badanie ogólne"/> ▼
Corresponding material in the MARCEL system	<input type="text" value="Kał"/> ▼
Corresponding service in the eLab system	<input type="text"/> ▼
Display order	<input type="text"/>
Is the test can be directly ordered?	<input checked="" type="checkbox"/>
Is refundable?	<input checked="" type="checkbox"/>
Outdated	<input type="checkbox"/>
Description	Realizacja: 2 dni robocze

 **Update**
 **Cancel**
 **Back to examinations list**

In the form, examination can be assigned to the one of previously defined groups. Furthermore, you can select one of the predefined types of referral (when ordering, the examinations assigned to different types of referrals will be printed on separate prints). If the jHIS system has been configured to communicate with the MARCEL system, then the examination should indicate the corresponding service and material in the MARCEL system. If the jHIS system has been configured to communicate with the eLab system, then the examination should indicate the corresponding service in the eLab system. In addition one can enter within the form a number of examination on list of examinations (examinations are displayed in order of these numbers and if they don't have numbers specified, then they are displayed in alphabetical order). If the test cannot be ordered by doctors (eg. additional examinations is always carried out by a laboratory together with a specific examination ordering by doctors), deselect the appropriate option in the form. If examination is refunded one has to mark an appropriate option within the form. If examination is outdated (is no more realized by laboratories), then one has to mark option "Outdated" - system will not allow to order such an examination any more. After completing the form, or make changes you have to save the data by button specified to the particular form.

Examination ranges

The "Examination ranges" functionality from the "Dictionaries" submenu in the "Administration" menu allows you to manage ranges of ordered examinations. Ranges are visible as additional tabs of diagnostic examinations ordering form within surgery room. After selecting this functionality, there is displayed a list of examinations ranges with "Edit" and "Delete" button next to each of them and below the list there is "Add" button visible.

Administration > Dictionaries > Examination ranges

No.	Examination range name	Actions
1	Immunologiczne	Edit Delete

Add
 Finish

Each of these buttons directs to the form of group's data.

Administration > Dictionaries > Examination ranges





















Examination range name	
Immunologiczne	Immunologiczne <ul style="list-style-type: none"> <input checked="" type="checkbox"/> FT3 <input checked="" type="checkbox"/> FT4 <input checked="" type="checkbox"/> T3 <input checked="" type="checkbox"/> T4 <input checked="" type="checkbox"/> TSH Kał <ul style="list-style-type: none"> <input type="checkbox"/> Kał badanie ogólne (Kał) <input type="checkbox"/> Kał krew utajona (Kał) <input type="checkbox"/> Kał Lamblia m. Elisa (Kał) <input type="checkbox"/> Kał nosicielstwo (Kał) <input type="checkbox"/> Kał pasożyty (Kał) <input type="checkbox"/> Kał wymaz na owsiki (Kał) Krew pełna <ul style="list-style-type: none"> <input type="checkbox"/> Morfologia krwi obwodowej <input type="checkbox"/> Rozmaz manualnie

Update
 Cancel
 Back

Within the form one specifies range name and examinations the given range contain. After completing the form or entering changes to the form, data must be confirmed by the button appropriate for the given form.

Rehabilitation services

The "Rehabilitation services" functionality from the "Dictionaries" submenu in the "Administration" menu is used to manage the dictionary of types of rehabilitation services. After selecting this functionality there is displayed a list of defined rehabilitation services and at each of these there are "Edit" and "Delete" buttons, and under the list there is visible the "Add service" button.

Administration · Dictionaries · Rehabilitation services										
No.	Service name	Service kind	Realization in ambulatory conditions	Realization in home conditions	Code in ambulatory conditions	Code in home conditions	Therapist presence needed	Realization time [minutes]	Additional time for home service [minutes]	Actions
1	ćwiczenia izometryczne	commercial	yes	yes	-	-	yes	15	30	 Edit  Delete
2	ćwiczenia izometryczne	public	yes	yes	5.11.01.0000070	5.11.04.0000070	yes	15	30	 Edit  Delete
3	fango	commercial	yes	no	-	-	no	5	-	 Edit  Delete
4	fango	public	yes	no	5.11.01.0000061	-	no	5	-	 Edit  Delete
5	jonoforeza	commercial	yes	yes	-	-	no	20	50	 Edit  Delete
6	jonoforeza	public	yes	yes	5.11.01.0000025	5.11.04.0000025	no	20	50	 Edit  Delete
7	krioterapia	public	yes	no	5.11.01.0000055	-	no	15	-	 Edit  Delete
8	laseroterapia punktowa	public	yes	yes	5.11.01.0000043	5.11.04.0000043	no	10	40	 Edit  Delete
9	masaż limfatyczny ręczny	public	yes	yes	5.11.01.0000085	5.11.04.0000085	yes	10	40	 Edit  Delete
 Add service  Finish										

To add a new service, click the "Add service". There will be displayed the data form of service and in it:

- service name
- service kind – NFZ's services and commercial services are defined independently
- realization in ambulatory conditions - determines whether the service can be realized in an ambulatory conditions
- realization in home conditions - determines whether the service can be done at home
- code in ambulatory conditions – service code realized in ambulatory conditions from a contract with the NFZ (only for NFZ services realized in ambulatory conditions)
- code in home conditions - service code realized in home conditions from a contract with the NFZ (only for NFZ services realized in home conditions)
- therapist presence needed - determines whether during the entire service there is required the constant presence of a therapist with the patient (if is required then therapist will not be able to execute other treatments during the surgery)
- realization time - duration of treatment including the preparation and change of equipment

for the next ones (it has to be a multiple of 5 minutes)

- additional time for home service - extra time required for access to the patient's home to realize the surgery and return after surgery to the healthcare facility (it has to be a multiple of 5 minutes)

Administration · **Dictionaries** · **Rehabilitation services**

Service name	<input type="text"/>
Service kind	<input checked="" type="radio"/> public <input type="radio"/> commercial
Realization in ambulatory conditions	<input checked="" type="radio"/> yes <input type="radio"/> no
Realization in home conditions	<input checked="" type="radio"/> yes <input type="radio"/> no
Code in ambulatory conditions	<input type="text"/>
Code in home conditions	<input type="text"/>
Therapist presence needed	<input checked="" type="radio"/> yes <input type="radio"/> no
Realization time (multiplicity of 5 minutes)	<input type="text"/>
Additional time for home service (multiplicity of 5 minutes)	<input type="text"/>




After completing the form, save the data by clicking the "Add" button.



To modify the data of service, click "Edit" button at the service from the list. There will be displayed a completed data form of service, the same as for adding a new service. After entering the changes, data should be saved by clicking the "Update" button.

To delete a service, click the "Delete" button at the service from the list. There will be displayed a completed data form of service, the same as for adding a new service, but in read-only mode. To confirm deletion of service, click the "Remove" button.

REGON numbers database

To create the REGON numbers database there is " REGON numbers database" functionality in the "Dictionaries" submenu in the "Administration" menu, where is presented a list of REGON numbers entered into the database. At every REGON number on the list there is the corresponding name of entity and the buttons of removing or editing the entity and below the list is a button adding a new REGON number.

Administration › Dictionaries › REGON numbers database		
No. REGON number	Entity name	Actions
1 12345678512347	Test	 Edit  Delete
2 123456785	Wikipedia	 Edit  Delete

 Add REGON
  Finish

Each of mentioned buttons directs to form of REGON number.













Administration › Dictionaries › REGON numbers database	
REGON number	<input type="text" value="12345678512347"/>
Entity name	<input type="text" value="Test"/>



 Update
  Cancel
  Back

After completing the form or making changes save data by button specific to particular form.

Staff roles

The "Staff roles" functionality from the "Dictionaries" submenu in the "Administration" menu is used to manage the dictionary of roles of medical and non-medical staff involved in treatment activities. After selecting this functionality, there is displayed a list of defined roles of staff and at each of these there are "Edit" and "Delete" buttons and under the list there is "Add" button.

Administration › Dictionaries › Staff roles		
No. Staff role		Actions
1 anestezjolog		 Edit  Delete
2 kierowca karetki		 Edit  Delete
3 lekarz		 Edit  Delete
4 pielęgniarka		 Edit  Delete
5 pilot śmigłowca		 Edit  Delete
6 sanitariusz		 Edit  Delete

 Add
  Finish

Each of these buttons directs to the form of name of the staff role.

Staff role name

midwife

After completing the form or entering changes, save data by button specific to its form.

Nemo-Q

The jHIS system is prepared for cooperation with the Nemo-Q queuing system. Cooperation is possible simultaneously with multiple instances of queuing system (eg. if the jHIS system is working in a healthcare institution having several branches and in each branch operates separate the Nemo-Q queuing system). The "Nemo-Q" functionality from the "Administration" menu is used to configure access to specific instances of queuing system. After selecting this function there is a list of already defined instances of queuing systems (if any is already defined), and at each of them there are buttons:

- Test – checks whether the connection with queuing system is physically possible
- Status – displays statistics of queuing system (the availability of a button depends on the configuration of the Nemo-Q system)
- Edit – displays an edit form of the instance of queuing system
- Delete – displays a delete form of the instance of queuing system

Below the list is the "Add" button for displaying the form of adding a new instance of queuing system.

No.	Instance name	IP address	Port number	Actions
1	Przychodnia Błońska	192.168.1.156	10003	<input checked="" type="checkbox"/> Test <input checked="" type="checkbox"/> Status <input type="checkbox"/> Edit <input type="checkbox"/> Delete

To add a new instance of queuing system, use the "Add" button. When pressed, it displays a form for adding a new instance of queuing system, which should be completed and confirmed by pressing "Add" button. The instance's name is typically the name of the location.

Instance name	Przychodnia Błońska
IP address	192.168.1.156
Port number	10003
WSDL address of NQWSPanel network service	http://192.168.1.156/NQWebService/NQWSPanel/NQWSPanel.asmx?WSDL
WSDL address of NQWSSuprvs network service	http://192.168.1.156/NQWebService/NQWSSuprvs/NQWSSuprvs.asmx?WSDL

 Update
  Cancel
  Back to instances list




After adding a new queuing system, system's data form automatically switches to editing mode to allow the entering positions operating in the queuing system

Administration · Configuration of Nemo-Q queuing system

An instance of queuing system has been added
Enter positions for the instance

Instance name	test
IP address	90.01.01.01
Port number	9090
WSDL address of NQWSPanel network service	test.pl
WSDL address of NQWSSuprvs network service	

+ Add cashier

 Update
  Cancel
  Back to instances list

By clicking "Add cashier" system will prompt you to enter position's number and then to enter the position's virtual number. After entering, below data form of queuing system there will be shown the data of the added positions. You can add any number of positions, but you have to remember that they must correspond to positions configured in the Nemo-Q system.




Administration · Configuration of Nemo-Q queuing system

Position has been added

Instance name	test
IP address	90.01.01.01
Port number	9090
WSDL address of NQWSPanel network service	test.pl
WSDL address of NQWSSuprvs network service	

Cashier number:	Virtual cashier number:	to remove
1	1	<input type="checkbox"/>
2	2	<input type="checkbox"/>
3	3	<input checked="" type="checkbox"/>

+ Add cashier

 Update
  Cancel
  Back to instances list

If you need to modify the data of queuing system or any of the positions you should make changes in form and confirm them by clicking "Update" button. If you need to remove the position or

positions, you should point checkbox at those positions, in the column "To remove" and confirm it by clicking "Update" button.

To modify data of an existing instance of queuing system you should click the "Edit" button at the appropriate instance from the list of instances of queuing system. You will see a form of edition, the same as described above.

To remove an instance of queuing system you should click the "Remove" button at the appropriate instance from the list of instances of queuing system. You will see a data form of instance of queuing system in read-only mode - clicking the "Delete" button under the form approves the removal of the instance of queuing system.

Administration · Configuration of Nemo-Q queuing system

Instance name	test
IP address	90.01.01.01
Port number	9090
WSDL address of NQWSPanel network service	test.pl
WSDL address of NQWSSuprvs network service	

Cashier number:	Virtual cashier number:
1	1
2	2
3	3

Delete

Back to instances list

After adding a new instance of queuing system or modifying an existing instance you should to be sure check its availability. For this purpose use the "Test" button at the appropriate instance from the list of all instances. When pressed, the jHIS system tries to connect to the IP address on a given port, and checks whether the address WSDL is available and displays the appropriate message about the availability or unavailability of the instance of queuing system.

Administration · Configuration of Nemo-Q queuing system

Queuing system is unavailable

No.	Instance name	IP address	Port number	Actions
1	Przychodnia Błońska	192.168.1.156	10003	<input checked="" type="checkbox"/> Test <input checked="" type="checkbox"/> Status <input type="checkbox"/> Edit <input type="checkbox"/> Delete

+ Add

✕ Finish

If the system jHIS reports that the instance of queuing system is not available, it means that either the data of that instance were wrongly entered (as such should be corrected) or queuing system was not configured properly (which should be corrected in the Nemo-Q queuing system).

To view statistics of particular instance of queuing system, use the "Status" button at the appropriate instance from the list of all instances. When pressed, the corresponding statistics are displayed (if for this instance is defined WSDL address of NQWSSuprvs network service).

Przychodnia Błońska					
Usługa	Ostatnio przywołany bilet	Liczba otwartych stanowisk	Liczba biletów obsłużonych	Liczba biletów oczekujących	Najdłuższy czas oczekiwania
1 - POZ	A101	1	1	3	10:58:09
2 - Specjalistyka		0	0	0	00:00:00
3 - Stomatologia		0	0	0	00:00:00
4 - Rehabilitacja		0	0	0	00:00:00

Lp.	Nazwa instancji	Adres IP	Numer portu	Operacje							
1	Przychodnia Błońska	192.168.1.156	10003		Testuj		Status		Edytuj		Usuń

+ Dodaj
 ✕ Zakończ

In the statistics for each type of ticket existing in queuing system, the following information are displayed:





- Number of recently called ticket of particular type
- Open cashiers number (serving patients at a time) able to serving patients with tickets of the particular type
- Serviced tickets number (of patients) in main queue
- Waiting tickets number (of patients) in main queue
- Longest waiting time - (of patients ticket) in main queue

Thermometers

Within jHIS system there are implemented mechanisms for reading temperatures from internet thermometers (currently TME thermometers are implemented). Temperature registration is made automatically every 30 seconds. Functionality “Thermometers” from menu “Administration” allows for management of thermometers being monitored. After choosing this functionality there appears list of thermometers being monitored and by each one of them there are the following buttons:

- Monitor – allows to view registered temperature changes within last hour for a given thermometer
- Edit – allows to modify thermometer data
- Delete – allows to remove thermometer
- Report – allows to generate report as chart of temperature changes within arbitrarily chosen month

Under the list of thermometers there is button “Add” allowing to add new thermometer.

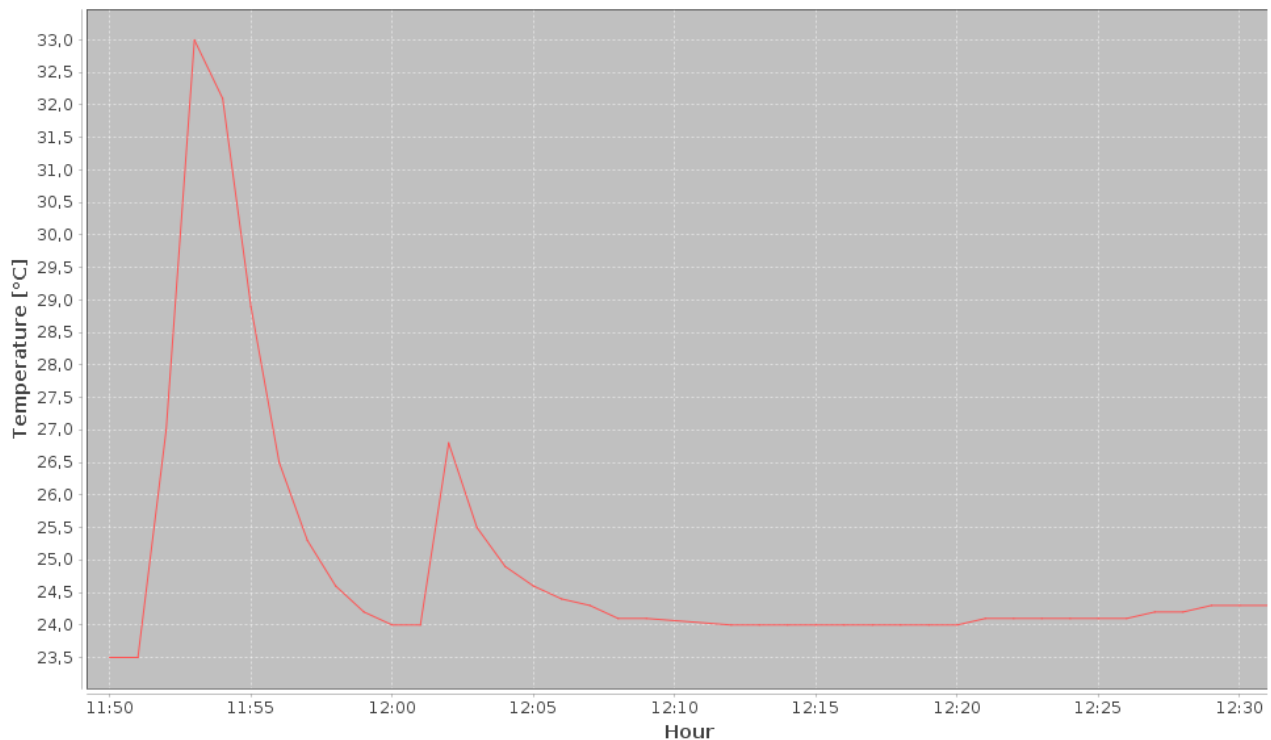
No.	Thermometer name	IP address / host / host:port	Actions							
1	Termometr w lodowce ze szczepionkami	192.168.1.250		Monitor		Edit		Delete		Report

+ Add
 ✕ Finish

After clicking the button of “Monitor” there appears a chart of temperature changes during last hour.

Administration » Thermometers

Temperature changes in time chart within last hour



[← Back to thermometers list](#)

After clicking button “Add”, “Edit” or “Delete” there appears form of thermometer data (in case of thermometer addition it is empty, in case of thermometer data modification it is filled with thermometer data that can be modified, in case of thermometer deletion it is filled with thermometer data and displayed in readonly mode).

Name	<input type="text" value="Termometr w lodowce ze szczepionkami"/>
Model	<input type="text" value="TME"/>
Critical temperature lower threshold	<input type="text" value="0"/>
Critical temperature upper threshold	<input type="text" value="10"/>
Notification delay time while exceeding critical temperature lower threshold [min.]	<input type="text" value="1"/>
Notification delay time while exceeding critical temperature upper threshold [min.]	<input type="text" value="1"/>
Mobile phone number to be notified (1)	<input type="text" value="500 500 500"/>
Mobile phone number to be notified (2)	<input type="text"/>
Mobile phone number to be notified (3)	<input type="text"/>
IP address / host / host:port	<input type="text" value="192.168.1.250"/>
Description	<input type="text"/>
Suspend monitoring	<input type="checkbox"/>

 [Update](#)
 [Cancel](#)
 [Back to thermometers list](#)

Within the form one has to specify thermometer name (pointing out its localization) and to choose model. If IP address or host or host with port is specified then thermometer will automatically be monitored and temperatures registered with it will be saved into system database. If critical temperature lower threshold is set, then temperature fall below this threshold will act with sending notification to specified mobile phone numbers. If delay time while exceeding critical temperature lower threshold is set then notification is sent if excess of critical temperature below lower threshold keeps through that time. If delay time while exceeding critical temperature lower threshold is not set or is set to zero, then notification is sent immediately after occurrence of excess of critical temperature below lower threshold. If delay time while exceeding critical temperature upper threshold is set then notification is sent if excess of critical temperature above upper threshold keeps through that time. If delay time while exceeding critical temperature upper threshold is not set or is set to zero, then notification is sent immediately after occurrence of excess of critical temperature above upper threshold. Moreover if an attempt to read temperature from thermometer fails then notification about failure of power / network / thermometer is immediately sent.

After clicking “Report” button, form with list of periods within which thermometer was monitored is displayed. After choosing period and clicking button “Generate” under the form, there appears link, which when clicked allows to download and print report in PDF format with chart of temperature changes within the selected period and table of temperature measurements every day of the month at 8:00 and 17:30 hours.

Period	2017-05	▼
<input checked="" type="checkbox"/> Generate <input checked="" type="checkbox"/> Finish		
















» [Click here to get report](#) «

Portal

Functionalities in „Portal” submenu within „Administration” menu are for management of media and contents displayed within internet portal for patients.

Media

Functionality of „Media” in submenu „Portal” within menu „Administration” is to manage media placed within the contents displayed in internet portal for patients. After selecting this functionality there appears manager of logged user files. Manager allows to move around directory structure and to browse directories contents, and for addition, renaming, copying, moving and removing directories and files. Above the manager there is an information about volume of allocated and free space for files. Manager consists of two panels – left and right. Within each of them there is content of virtual home directory of logged user. At the top part of each panel there is a path to directory currently presented within the given panel – by clicking directory names within the path one can quickly move to these directories to display their contents. Below the path there is a header of the table presenting contents of currently presented directory – by clicking on captions „Name”, „Extension”, „Size” visible within this header one can change order of appearance of directory contents in order of names, extensions and sizes and by clicking again on the same caption one can switch between ascending and descending order. Default order of appearance is ascending by name. For the record directories are always displayed before files. By clicking on directory name within any panel, one can display contents of this directory within this panel. Within each of subdirectories there is a position of „[.]”, which when clicked allows to display contents of parent directory (directory within which the given subdirectory is located). By clicking on file name one can open the given file or save it to computer disk. Within the bottom part of each panel there are buttons that allow to perform operations of addition, renaming, copying, moving and removing directories and files.

Space for files  occupied (771.8 KB)  free (99.2 MB) 					
/zoz			/zoz		
Name	Extension	Size	Name	Extension	Size
<input type="checkbox"/>  Obrazki 		<DIR>	<input type="checkbox"/>  Obrazki 		<DIR>
<input type="checkbox"/>  PDF 		<DIR>	<input type="checkbox"/>  PDF 		<DIR>
<input type="checkbox"/>  info 	txt	125	<input type="checkbox"/>  info 	txt	125
Add directory Przeglądaj... Nie wybrano pliku. Add file			Add directory Przeglądaj... Nie wybrano pliku. Add file		
Copy selected Move selected Remove selected ×			Copy selected Move selected Remove selected ×		

To add new directory one has to move (within any of two panels) into directory within which new directory is to be created and then to click the button „Add directory” visible at the bottom of the given panel. A prompt for name of directory appears then. After entering directory name and confirming, within the given panel new directory appears.

To add new file one has to move (within any of two panels) into directory within which new file is to be created, then to click „Browse...” button visible at the bottom of the given panel and choose file from computer disk, after than one has to click button „Add file” visible beside. Within the given panel there appears new file then.

To rename directory/file one has to click pencil icon at the end of directory/file name. A prompt for new name appears then (filled with current name by default). After entering new name and confirming, name of directory/file changes within the given panel.



To copy directories/files one has to mark within one of two panels these ones, that are to be copied (checkbox fields visible in front of directories/files icons are designed for this purpose) and within the second panel one has to move into the directory where marked directories/files are to be copied. After that within first of two panels one has to click the button „Copy selected” and after confirmation the marked directories (with their contents) and marked files are copied to the directory visible within the second panel.

To move directories/files one has to mark within one of two panels these ones, that are to be moved (checkbox fields visible in front of directories/files icons are designed for this purpose) and within the second panel one has to move into the directory where marked directories/files are to be moved. After that within first of two panels one has to click the button „Move selected” and after confirmation the marked directories (with their contents) and marked files are moved to the directory visible within the second panel.

To remove directories/files one has to mark within one of two panels these ones, that are to be removed (checkbox fields visible in front of directories/files icons are designed for this purpose) and then one has to click the button „Remove selected” visible at the bottom of the given panel. Confirmation window appears then. After confirming the marked directories (with their contents) and marked files are removed disappears from the panel.

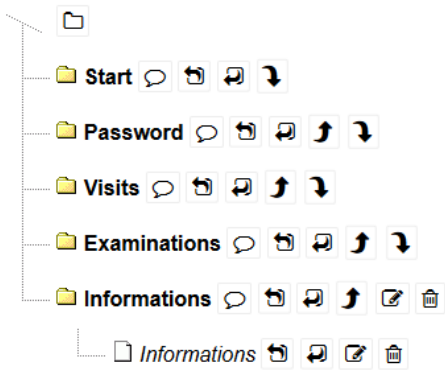
Treści

Functionality of „Contents” in submenu „Portal” within menu „Administration” is to manage contents displayed within internet portal for patients. After selecting this functionality there appears list of internet portal menus and by each of them there is a button „Manage”.

Administration › Portal › Contents		
No. Menu		Actions
1	Menu na górze strony	 Manage
2	Menu at the top of the page (english)	 Manage

[X Finish](#)

After clicking „Manage” button by the given menu there appears structure of the chosen menu presented as tree of pages (positions contained within menu; emphasized with directory icon) and articles that are the contents of these pages (coursive with document icon). Positions of „Start”, „Password”, „Visits” and „Examinations” are predefined, they correspond to permanent positions of portal menu and cannot be removed. One should not add articles within „Password”, „Visits” and „Examinations” pages, because they will not be displayed within these pages as contents of these pages are specific functionalities. Other positions are created by the user.

Administration › Portal › Contents		
		
← Back to list of menus		

By each of pages/articles there is a row of icons (meaning of each icon appears in a tooltip when moving mouse cursor over the icon):

- Add page – adds new page (menu position) as the last one
- Add page before the given – adds new page (menu position) placing it before the page (menu position) by which the icon is placed
- Add page after the given – adds new page (menu position) placing it after the page (menu position) by which the icon is placed
- Add article – opens new window allowing to add new article as the last one on the page by which the icon is placed
- Add article before the given – opens new window allowing to add new article before the

article by which the icon is placed

- Add article after the given – opens new window allowing to add new article after the article by which the icon is placed
- Move up – changes the order of pages (menu positions) / articles within the page in the way that it moves the page (menu position) by which the icon is placed before the page (menu position) hitheto preceding it or it moves the article by which the icon is placed before the article hitheto preceding it
- Move down – changes the order of pages (menu positions) / articles within the page in the way that it moves the page (menu position) by which the icon is placed after the page (menu position) hitheto following it or it moves the article by which the icon is placed after the article hitheto following it
- Change name – changes name of the page (menu position) by which the icon is placed
- Edit – opens new windowthat allows to edit data and content of the article by which the icon is placed
- Delete – removes the page (menu position) by which the icon is placed including articles contained on the page or removes the article by which the icon is placed

To add new page (menu position) one has to click one of icons „Add page”, „Add page before the given” or „Add page after the given” depending on which place of menu the given page (menu position) is to be placed. A prompt for the name of page (menu position) appears then. After its entering and confirmation, new page (menu position) appears within the tree of pages and articles.

To change page name (menu position) one has to click icon „Change name” placed by the given page (menu position). A prompt for the name of page (menu position) appears then. After its entering and conformation, page (menu position) with changed name will appear within the tree of pages and articles.

To remove page (menu position) including articles one has to click icon „Delete” by the given page (menu position). Confirmation window appears then. After confirmation removed page (menu position) with articles disappears from the tree of pages and articles.

To add new article within the page one has to click icon „Add article”, „Add article before the given” or „Add article after the given” depending on which place of page the given article is to be placed. New window with form allowing to enter data and content of article opens then. After filling the form, saving it and closing the window, new article appears within the tree of pages and articles.

To modify the given artivle one has to click icon „Edit” placed byt the given article. New window with form allowing to change data and content of article opens then. After entering changes, saving them and closing the window, modified article appears within the tree of pages and articles.

To remove article one has to click icon „Delete” placed by the given article. Confirmation window appears then. After confirmation removed article disappears from the tree of pages and articles.

To change order of appearance of pages (menu positions) / articles one has to use icons „Move up” and „Move down” designed for this purpose.

Article addition/edition form allows to enter the following data:

- title – article title, it cannot be empty, if title is not supposed to display within the portal one has to mark off the field „display in portal”
- date of beginning of publication – data and hour when article is to be published within the portal, it cannot be empty, for new articles is it set as current by default, entering future date

causes that article will not be displayed till this date

- date of ending of publication – date and hour when article is to disappear from the portal, it can be empty, if it is empty then article will be displayed forever (if it is not removed), if it is not empty then article will be displayed till this date and then it will disappear from the portal
- lead – article lead, if by the lead the field of „display in portal” will be marked, then within the portal there will be displayed the lead and link „More” that allows to display full content of article, else immediately full content of article will be displayed within the portal
- content – full content of the article
- author – name of author of article

Informations

2017-06-01 00:00

Font Size

Font Size **B** *I* U

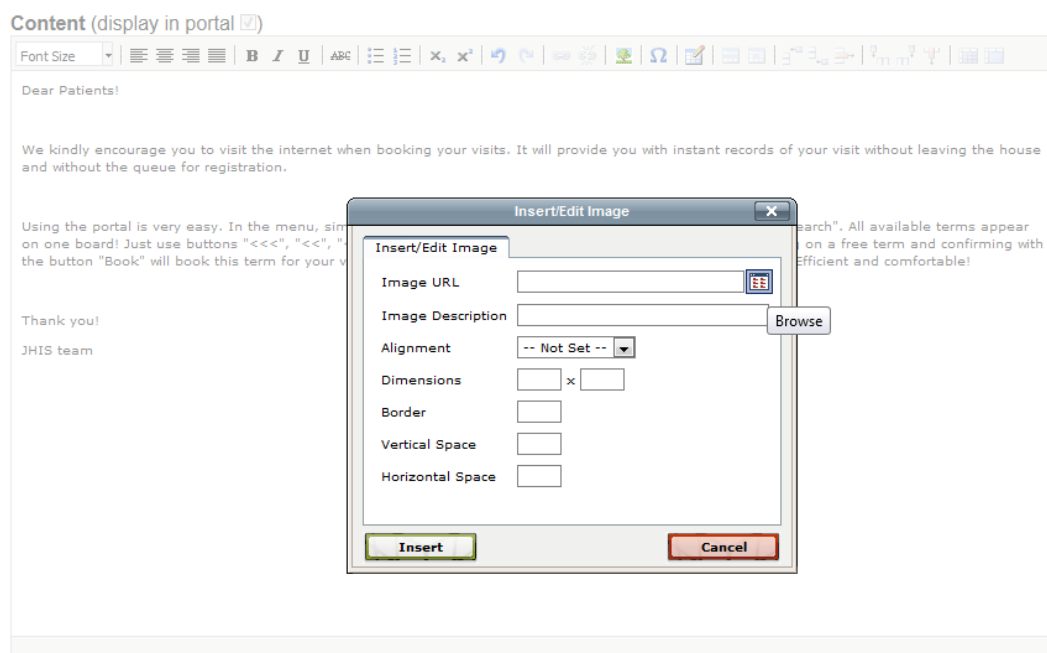
JHIS team



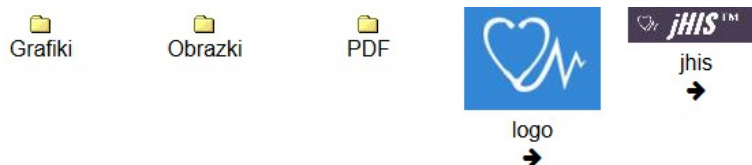
Hcc	
-----	--

Close

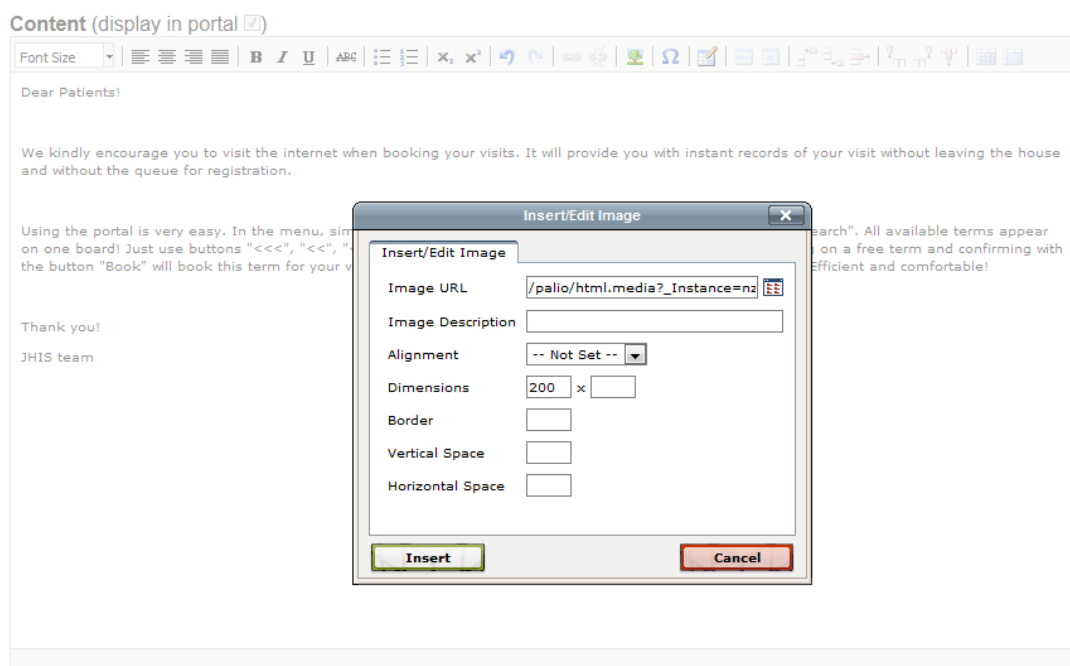
67



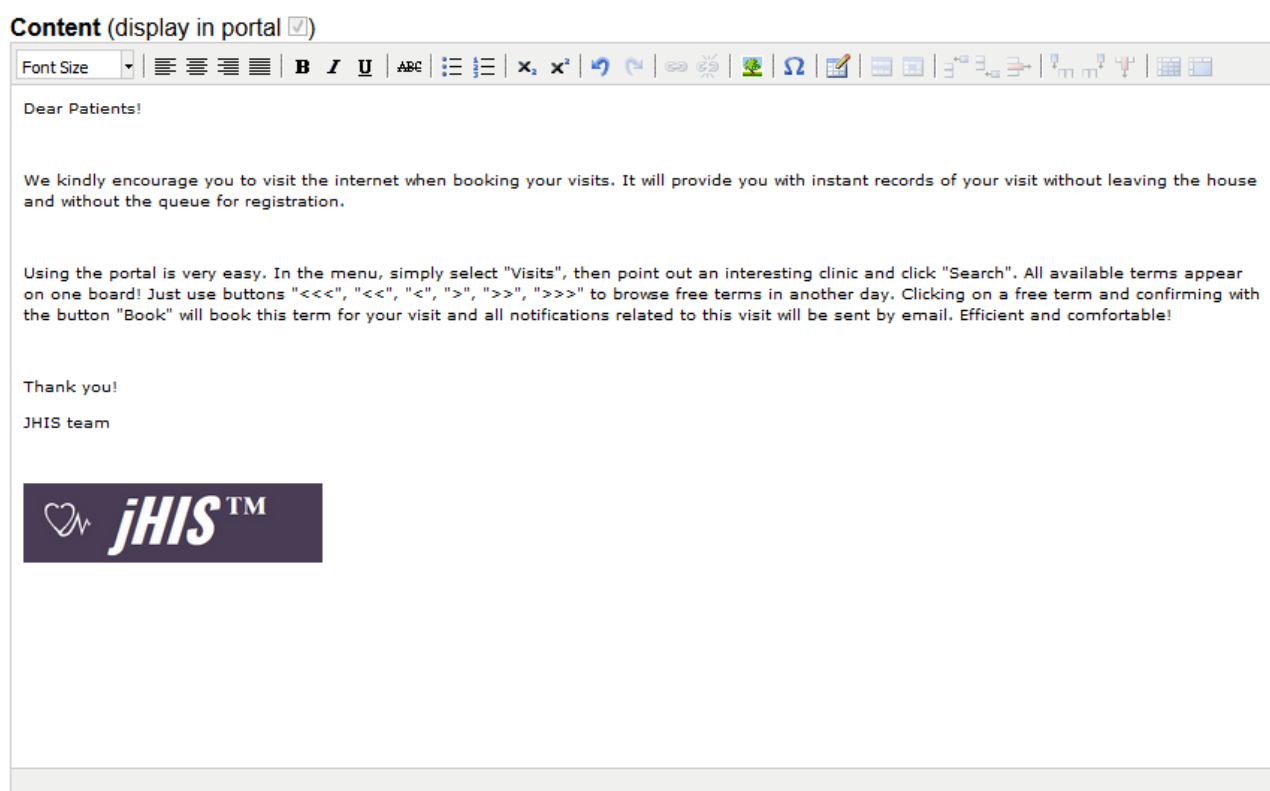
When inserting images, after clicking icon „Insert/edit image” new window with image parameters appears. Similarly when inserting links after clicking icon „Insert/edit link” new window with link parameters appears. Within this window, by the field „Image URL” when inserting image and by the field „Link URL” when inserting links there is a button „Browse”. Clicking on this button opens browser of user files (uploaded by file manager described in previous chapter). This browser allows to insert images from user files to article contents.



To insert image or link to file one has to find the desired file within directory structure (by clicking on directories one can move into them) and then has to click black right arrow placed by image / file name. Then browser of files disappears and within the field of „Image URL” / „Link URL” there appears link to chosen image / file.



After entering rest of data and clicking „Insert” button, image / link appears in article content.



NOTICE!

- To provide proper display of images and proper working of links to user files one has to configure the environment so that server where jHIS system is installed be visible for the server where internet portal for patients is installed.

After entering data and content of article one has to save it by clicking the button „Save” visible at

the bottom of the form and after finishing the work on the article one has to click the button „Close” also visible at the bottom of the form.

Article with data and content as shown in previous graphics above will be displayed within the portal as shown below.

Dear Patients!

We kindly encourage you to visit the internet when booking your visits. It will provide you with instant records of your visit without leaving the house and without the queue for registration.

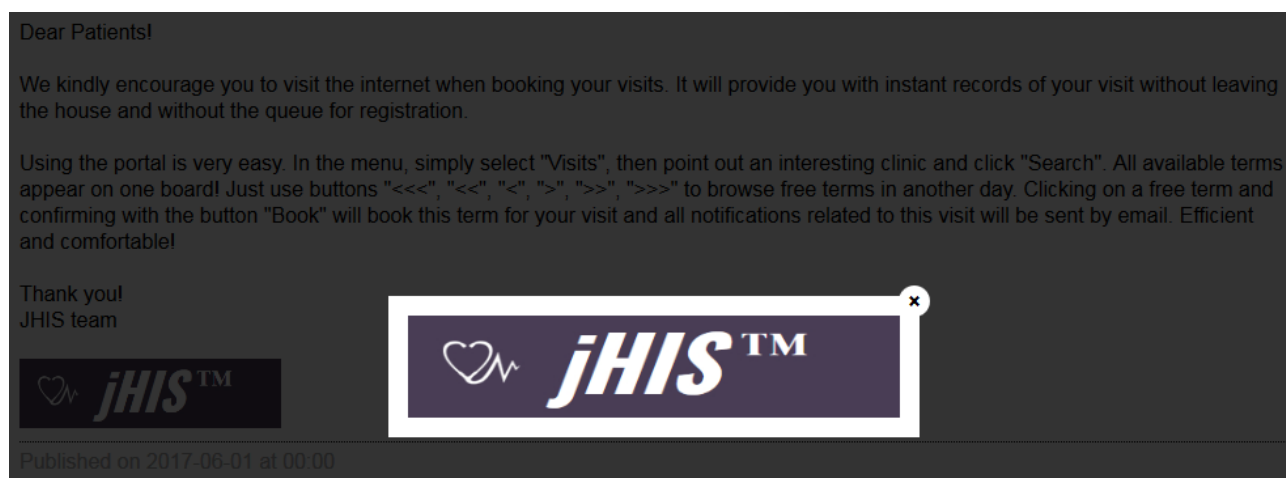
Using the portal is very easy. In the menu, simply select "Visits", then point out an interesting clinic and click "Search". All available terms appear on one board! Just use buttons "<<<<", "<<", "<", ">", ">>", ">>>>" to browse free terms in another day. Clicking on a free term and confirming with the button "Book" will book this term for your visit and all notifications related to this visit will be sent by email. Efficient and comfortable!

Thank you!
JHIS team



Published on 2017-06-01 at 00:00

Images within contents of articles displayed within the portal, after clicking are displayed in full screen.



Enlarged image can be closed by clicking within any place of browser window.

Registration

The "Registration" module is intended especially for registration workers and is used to manage patients' data and to print the registration books and book of receptions.

New patient

In a situation, when new patient comes to the registration and his data are not yet in the system, enter the data into the system using the "New Patient" functionality from "Registration" menu.

ATTENTION!

- › Always before adding a new patient, you should be sure that this patient is not yet in the system. To check whether the patient is already or still is not in the system, you should use the search engine of patients described in the "Patients (active card)" section.

New patient's form consists of the following tabs:

- › Patient data
- › Home address
- › Registered address
- › Home address in UE
- › Contact data
- › Workplace data
- › Other

Between tabs you can switch by clicking the mouse cursor on it. Saving data of added patient (the "Add Patient" button) can be done only after completing the required data on all tabs.

Patient data

In the form of patient's data, there are personal and identification data of patient. In case of patients having PESEL number, after entering the PESEL number, fields sex, date of birth and type of patient are filled automatically. If you enter invalid PESEL number, frame around the field turns red.

Registration · New patient

Patient data

Home address

Registered address

Home Address in UE

Contact data

Workplace data

Other

First name

Middle name

Surname

Family name

PESEL

Sex

Date of birth

Type of patient

Additional permissions

NFZ Department of insurer

+

Add patient

←

Back to search


Home address



Home address of the patient is mandatory to fill in address of residence in Poland. Postal code can be entered either with or without a dash (the system will automatically change its format by adding a dash between the second and third digit). After entering the correct post code, then country, province, commune and TERYT fields are filled in automatically. When entering the city and name

of commune, there are displayed hints. When selecting commune from a list of suggestions, then TERYT is filled in automatically.

Registration · New patient

Patient data Home address Registered address Home Address in UE Contact data Workplace data Other

City	<input type="text"/>	Post	<input type="text"/>
Street	<input type="text"/>	Country	Poland 
Number of house / flat	<input type="text"/> / <input type="text"/>	Province	<input type="text"/>
Post code	<input type="text"/>	Commune	<input type="text"/>
		TERYT	<input type="text"/>

 Add patient  Back to search


Registered address



When completing the registered address, there are identical mechanisms as for home address. If the patient's registered address is the same as the home address of the patient, then in a very simple way you can copy data from home address to registered address by selecting in the "Registered address" tab "the same home address" field.

Registration · New patient

Patient data Home address Registered address Home Address in UE Contact data Workplace data Other

☐ The same home address

City	<input type="text"/>	Post	<input type="text"/>
Street	<input type="text"/>	Country	----- 
Number of house / flat	<input type="text"/> / <input type="text"/>	Province	<input type="text"/>
Post code	<input type="text"/>	Commune	<input type="text"/>
		TERYT	<input type="text"/>

 Add patient  Back to search

Home address in UE

Home address in the European Union is important for patients insured under the provisions of coordination. At its fulfillment, there are not used hints nor automatic additions.

Registration • New patient

Patient data
Home address
Registered address
Home Address in UE
Contact data
Workplace data
Other

City
Street
Number of house / flat
Post code

Post
Country
Region

+ Add patient
← Back to search

Contact data

Contact details are telephone numbers and e-mail address of patient. Here you can also select by which channels the patient wishes to receive notifications of visits (SMS, e-mail), if the patient wants to receive any notification. Fill in the contact information is not mandatory, but if a patient wishes to receive notification via SMS, the mobile phone number will become mandatory and by analogy, if the patient wishes to receive notification by e-mail, then entering e-mail address will be mandatory. If by the two channels, then entering either the phone number as the e-mail address will be required. Also within contact data one can mark whether patient wishes to have access to internet registration (internet registration gives possibility to patient for arranging visits himself). Marking this option one also has to enter patient e-mail address, which will be used as his login for internet registration. If option “Access to internet registration” is marked, then while saving patient data there will be password for internet registration automatically generated and sent to patient e-mail address.

Registration • New patient

Patient data
Home address
Registered address
Home Address in UE
Contact data
Workplace data
Other

Landline phone
Mobile phone
E-mail address

Sending notifications of visits
Access to internet registration

+ Add patient
← Back to search

Workplace data

If the patient will be under treatment in a healthcare institution at the expense of your employer, then the workplace’s data should be entered, which will be used to invoicing.

Registration · New patient

Patient data Home address Registered address Home Address in UE Contact data Workplace data Other

Name

Address

NIP (XXX-XXX-XX-XX)

REGION

+ Add patient ← Back to search

Other

In this tab you can specify the patient's type (eg. VIP).

Registration · New patient

Patient data Home address Registered address Home Address in UE Contact data Workplace data Other

Patient type

+ Add patient ← Back to search

Patients (active cards)

In a situation when there is a need to verify, update, modify or supplement personal, identification, contact, or insurance data, or any declarations, referrals, authorizations, warnings, additional information, annexes about health and disease history of the patient or verification / acceptance / reimbursement of patient's payments, use the "Patients (active cards)" functionality in the application's "Registration" menu. After selecting this functionality, the search engine of patients is displayed.

It is possible to find the patient by any combination of the following criteria:

- › inquiry – in the field you can enter any data identifying of the searched patient - the system will try to match data entered in this field to the beginning of the name, the beginning of any member of surname, PESEL number and the date of birth of the patient; capitalization does not matter
- › first name – in the field you can enter the first name or the beginning of the name of searched patient; capitalization does not matter
- › surname – in the field you can enter the surname or the beginning of the surname of searched patient; capitalization does not matter
- › PESEL – in the field you can enter PESEL number of searched patient; after entering PESEL number and going to the next field of search form, there is verification of entered PESEL number - if entered PESEL is invalid then the frame of PESEL number's field turns red
- › date of birth – in the field you can enter the date of birth of searched patient; after clicking on the birth date's field, there is displayed a calendar of date selection

- › patient type – in this field you can choose the type of patient
- › error code in patient's declaration – in the field you can specify the error's code in the patient's declaration (to find patients with a declaration with a specific error code)
- › home address – in fields you can enter: the name or the beginning of name of city, the name or the beginning of the street name, house number, flat number of searched patient; capitalization does not matter
- › include previous names/addresses – When you select this option at searching, system will also take into account previous names and addresses of the patient (if they were changed, eg. surname may have been changed in the system after patient's marriage, the address might have changed in the system after changing the place of residence by the patient)
- › Patients without PESEL - when this option is selected, at search the system will consider only the patients who do not have a PESEL number
- › Patients without declarations - when this option is selected, at search the system will consider only patients who do not have the declaration (withdrawn declarations are not consider)

After entering the search criteria and pressing the "Search" button there may be three situations:

- › if there is no active patient meets all entered search criteria, then the search engine will display a message about the lack of patients meeting these criteria
- › if there is exactly one active patient meets all entered search criteria or the one owning a card of scanned number, it will automatically switch to the card of that patient
- › if there is more than one active patient meets all criteria entered in the search form, then the search engine will display a list of found patients, and at each of them there is a button to go to edition of patient's card

In addition, below the search engine there is an extra button "Export (XLS)" which clicked downloads the XLS file with a list of patients that meet the search criteria.

Registration › Patients (active cards)

Inquiry

First name

Surname

PESEL

Date of birth

Patient type

Error code in patient declaration

Sort results

Home address

City

Street

House number

Flat number

Include previous names / addresses

☐

Patients without PESEL

☐

Patients without declarations

☐

✓ Search

✚ Add new patient

📄 Export (XLS)

✕ Finish

← Previous

1

Next →

No.	Surname and names	PESEL	Date of birth	Phone number	Address	Actions
1	Adamiec Adam Adrian	11270137910	2011-07-01	tel. 441112233 kom. +48-111-222-333	Sopot Morska 1 / 1 88-222 Sopot	Edit
2	Adamiec Renata Anna		2011-07-01	tel. 441112233 kom. +48-111-222-333	Sopot Morska 1 / 1 88-222 Sopot	Edit

If the search engine does not find a patient with this criteria, it means that such patients is not yet in the system. Then you must add a new patient using the "New Patient" functionality from "Registration" menu or using the "Add new patient" visible in search engine (both of these functionalities are the same).

If there is only one patient meets the criteria or if there is more than one such patient and at proper patient was pressed the "Edit" button, then there is displayed the card of this patient, consisting of the following tabs:

- › Patient
- › Contact
- › Insurance
- › Declarations
- › Referrals
- › Authorizations
- › Cautions
- › Information
- › History
- › Payments
- › Documents
- › Visits
- › Employment

Patient

In the "patient" tab there is a form with personal and identification data of the patient. Above the form, there are information icons. The number of icons depends on the patient data. The scope of the icons is following:

- › juvenile patient – by this icon marked are patients up to 18 years of age and patients after 18 years of age having special permission to use the clinic for children



- › notorious not setting yourself up for a visit - by this icon marked are patients who failed to appear for at least 3 consecutive appointments



- › entered declaration to family doctor – by this icon marked are patients having entered (still not send to the NFZ) a declaration to family doctor



- › entered declaration to nurse – by this icon marked are patients having entered (still not send to the NFZ) a declaration to nurse



- › entered declaration to midwife – by this icon marked are patients having entered (still not send to the NFZ) a declaration to midwife



- › entered declaration from the scope of school medicine – by this icon marked are patients having entered (still not send to the NFZ) a declaration from the scope of school medicine



- › sent to the NFZ declaration to family doctor – by this icon marked are patients having sent to the NFZ (still not verified) a declaration to family doctor



- › sent to the NFZ declaration to nurse – by this icon marked are patients having sent to the NFZ (still not verified) a declaration to nurse



- › sent to the NFZ declaration to midwife – by this icon marked are patients having sent to the NFZ (still not verified) a declaration to midwife



- › sent to the NFZ declaration from the scope of school medicine – by this icon marked are patients having sent to the NFZ (still not verified) a declaration from the scope of school medicine



- › sent to the NFZ declaration to family doctor, which declaration was already active – by this icon marked are patients having sent to the NFZ (still not verified) a declaration to family doctor, which declaration was already active



- › sent to the NFZ declaration to nurse, which declaration was already active – by this icon marked are patients having sent to the NFZ (still not verified) a declaration to nurse, which declaration was already active



- › sent to the NFZ declaration to midwife, which declaration was already active – by this icon marked are patients having sent to the NFZ (still not verified) a declaration to midwife, which declaration was already active



- › sent to the NFZ declaration from the scope of school medicine, which declaration was already active – by this icon marked are patients having sent to the NFZ (still not verified) a declaration from the scope of school medicine, which declaration was already active



- › sent to the NFZ declaration to family doctor, which declaration was already rejected – by this icon marked are patients having sent to the NFZ (still not verified) a declaration to family doctor, which declaration was already rejected



- › sent to the NFZ declaration to nurse, which declaration was already rejected – by this icon marked are patients having sent to the NFZ (still not verified) a declaration to nurse, which declaration was already rejected



- › sent to the NFZ declaration to midwife, which declaration was already rejected – by this icon marked are patients having sent to the NFZ (still not verified) a declaration to midwife, which declaration was already rejected



- › sent to the NFZ declaration from the scope of school medicine, which declaration was already rejected – by this icon marked are patients having sent to the NFZ (still not verified) a declaration from the scope of school medicine, which declaration was already rejected



- › active declaration to family doctor - by this icon marked are patients with active (accepted by the NFZ) declaration to family doctor



- › active declaration to nurse - by this icon marked are patients with active (accepted by the NFZ) declaration to nurse



- › active declaration to midwife - by this icon marked are patients with active (accepted by the NFZ) declaration to midwife



- › active declaration from the scope of school medicine - by this icon marked are patients with active (accepted by the NFZ) declaration from the scope of school medicine



- › rejected declaration to family doctor - by this icon marked are patients with declaration to family doctor rejected by the NFZ



- › rejected declaration to nurse - by this icon marked are patients with declaration to nurse rejected by the NFZ



- › rejected declaration to midwife - by this icon marked are patients with declaration to midwife rejected by the NFZ



- › rejected declaration from the scope of school medicine - by this icon marked are patients with declaration from the scope of school medicine rejected by the NFZ



- › necessity to update patient's data - by this icon marked are patients with declaration in unit where declared staff no longer works



- › there are warnings about patient (person or treatment) - by this icon are marked patients who has entered warnings in the "Warnings" tab; Simply click on the icon to go automatically to the "Warnings" in the patient's card in order to see the details



- › type of patient – marked by this information are patients classified to a particular type, e.g. VIP patients



When you hover the mouse over each of the icons there is a hint of what each icon means.

In addition, for patients having PESEL number (or PESEL number of tutor for neonates) above the form is displayed information about the patient's today insurance status in the eWUŚ - if the patient is insured, the information about it is green, but if the patient is not insured or have problems in communication with eWUŚ, relevant information is displayed in red.

The form allows you to enter changes in patient's data. After entering PESEL number, if PESEL number is invalid, frame around the field turns red, and if it is correct, then the fields date of birth, sex and type of patient will automatically be filled (if you have not filled them before entering PESEL number).

Above the form there is a button of issuing statements about the patient's insurance issued to the patient to sign in case of a wrong answer of eWUŚ system. The statements have PDF format..

OŚWIADCZENIE NR 11

o przysługującym świadczeniobiorcy prawie do świadczeń opieki zdrowotnej

I. Składający oświadczenie														
1. Imię i nazwisko				Adam Powiadamialski										
2. Adres zamieszkania				ulica Aaa				nr domu 12		nr mieszkania				
				kod i miejscowość 00-643, Warszawa (Śródmieście)										
3. Numer PESEL (jeżeli został nadany)				6	5	0	1	2	3	6	7	9	1	2
4. Dokument potwierdzający tożsamość		rodzaj		<input type="checkbox"/> dowód osobisty <input type="checkbox"/> paszport <input type="checkbox"/> prawo jazdy										
		seria i numer												
II. Treść oświadczenia														
<i>Posiadam prawo do korzystania ze świadczeń opieki zdrowotnej finansowanych ze środków publicznych</i>														
1. Podpis osoby składającej oświadczenie				2. Data złożenia oświadczenia (rrrr/mm/dd) 2014/01/01				3. Data udzielenia świadczenia – wypełniane tylko w przypadku gdy oświadczenie nie jest składane w dniu udzielania świadczenia 1) od do (rrrr/mm/dd) (rrrr/mm/dd)						

In turn under the form are following buttons:

- › Save - save changes and remain in the "Patient" tab of patient's card
- › Save and exit - Save changes and return to the search engine of patients
- › Cancel – undo the changes and remain in the "Patient" tab of patient's card
- › Back to patients search - back to search engine of patients without saving changes

Independently from used saving button before saving data to a database system verifies their correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to save. Correct saving ends with a message about the successful completion of the operation and displays patient's data form (when to save the data is used "Save" button and form has not entered date of death of the patient), or displays a message about the successful completion of the operation and search engine of patients (when to save the data is used the "Save and exit" button or when to save data is used the "Save" button and form has entered the date of death of the patient). In the situation when the form has entered date of death of the patient, the patient will automatically become inactive and entering further modifications to his card is not possible.

Registration · Patients (active cards)

Patient
Contact
Insurance
Declarations
Referrals
Authorizations
Cautions
Information
History
Payments
Documents
Visits

eWUŚ: Query limit exhausted on all active accounts

L
18
!!!
VIP

Patient insurance statement

First name	Adam	Middle name	Adrian
Surname	Adamiec	Family name	
PESEL	11270137910	Sex	man
Date of birth	2011-07-01		
Date of death			

Type of patient	Patient with PESEL number
Additional permissions	-----
NFZ Department of insurer	Dolnośląski Oddział Narodowego Funduszu Zdrowia we Wrocławiu

Save
Save and exit
Cancel
Back to patients search

Contact

In the "Contact" tab is a form with address and contact data of the patient.

The form allows you to enter three addresses: (residence in Poland, permanent residence, residence in the European Union), three contact information (phone number, mobile phone number, e-mail address) and two channels of notifications for the patient.

Home address of the patient is mandatory to fill in the address of residence in Poland. Post code can be entered either with or without a dash (then the system will automatically change its format by adding a dash between the second and third digit). After entering the correct post code, country, province, commune and TERYT fields are filled in automatically. When entering the city and name of commune, there are displayed hints. When selecting commune from a list of suggestions, TERYT is filled automatically.

When completing the registered address, there are identical mechanisms as for home address. If the patient's registered address is the same as the home address of the patient, then in a very simple way you can copy data from home address to registered address by selecting in the "Registered address" tab "the same home address" field.

Home address in the European Union is important for patients insured under the provisions of coordination. At its fulfillment, there are not used hints nor automatic additions.

Contact details are telephone numbers and e-mail address of patient. Here you can also select by which channels the patient wishes to receive notifications of visits (SMS, e-mail), if the patient wants to receive any notification. Fill in the contact information is not mandatory, but if a patient wishes to receive notification via SMS, the mobile phone number will become mandatory and by analogy, if the patient wishes to receive notification by e-mail, then entering e-mail address will be mandatory. If by the two channels, then entering either the phone number as the e-mail address will be required. Also within contact data one can mark whether patient wishes to have access to internet registration (internet registration gives possibility to the patient for arranging visits himself using internet). Marking this option one has also to enter patient e-mail address, which will be used as login for internet registration. After marking option "Access to internet registration" (if it has not been marked) and saving data one has to use the button "Generate and send password for internet

registration” to generate and send to patient e-mail address new password for internet registration.

In turn under the form are following buttons:

- › Save - save changes and remain in the "Contact" tab of patient's card
- › Save and exit - Save changes and return to the search engine of patients
- › Cancel – undo the changes and remain in the "Contact" tab of patient's card
- › Generate and send password for internet registration – generates and sends to patient address e-mail new password for internet registration
- › Back to patients search - back to search engine of patients without saving changes

Independently from used saving button before saving data to a database system verifies their correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to save. Correct saving ends with a message about the successful completion of the operation and displays patient's data form (when to save the data is used "Save" button), or displays a message about the successful completion of the operation and search engine of patients (when to save the data is used the "Save and exit" button).

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Home address

City
Warszawa
Street
Jasna
Number of house / flat
34 / 41
Post code
01-222

Post
Warszawa (Wola)
Country
Polska
Province
mazowieckie
Borough
Warszawa, gmina miejska, miasto
TERYT
1465011

Registered address ☐ The same like home address

City
Warszawa
Street
Jasna
Number of house / flat
34 / 41
Post code
01-222

Post
Warszawa (Wola)
Country
Poland
Province
mazowieckie
Borough
Warszawa, gmina miejska, miasto
TERYT
1465011

Home address in European Union

City
Street
Number of house / flat
Post code

Post
Country

Province

Landline phone
123 123 123
Mobile phone
+48-123-123-123
Email
test@example.com
Sending notifications of visits
☒ sms
☒ email
Access to internet registration
☒

☒ Save
☒ Save and exit
☒ Cancel
☒ Generate new password for internet registration

☒ Back to patients search

Insurance

In the "Insurance" tab is a form to add a patient's new insurance document and under it there is a list of all the patient's insurance documents (if any were made) with access to the data form of each of them by clicking on the information bar about the document.

To add a new insurance document in the form of adding insurance document you have to specify the type of insurance and complete at least all fields surrounded by dark blue bold frame (depending on the type of insurance different fields are required). In the fields of dates of issue and validity of the insurance, value are selected from the calendars - after clicking on the date field appears a

calendar allowing you to select the correct date. Patient's NIP should be entered without dashes (numbers only). In case of the name of the commune there are displayed hints: typing the name of the commune (after typing the first 3 letters) there is displayed a list of communes having typed part of the name - proper commune should be selected by clicking the mouse on the list of hints. With a choice of commune, appropriate TERYT will be automatically selected.

Under the form of adding a new insurance document, there are following buttons:

- › Add – adding document and remain in the "Insurance" tab of patient's card
- › Add and exit – adding document and return to the search engine of patients
- › Cancel – undo the changes entered to the form (clean the form) and remain in the "Insurance" tab of patient's card
- › Back to patients search - back to search engine of patients without adding a document

Independently from used adding button before adding document to a database system verifies their correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to add a document. Correct adding document ends with a message about the successful completion of the operation, displays empty form of adding insurance document and under this there is a list of all patient's insurance documents, including this one already added (when to add the data is used "Add" button), or displays a message about the successful completion of the operation and search engine of patients (when to add the documents is used the "Add and exit" button).

Below the form of adding a new insurance document, there is a list of all patient's insurance documents. For each document is shown the information bar with basic document's data: a kind of insurance, date of issue, beginning of the validity, expiration date. To modify any of these documents, click on the information bar about the selected document. After clicking, under the bar of information will develop a full form with the data of document at identical structure and rules of filling like a form of adding a new document. Under the form of data of the document, there are buttons:

- › Save - save changes and remain in the "Insurance" tab of patient's card
- › Save and exit - Save changes and return to the search engine of patients
- › Cancel – undo the changes and remain in the "Insurance" tab of patient's card
- › Back to patients search - back to search engine of patients without saving changes

Independently from used saving button before saving data to a database system verifies their correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to save. Correct saving ends with a message about the successful completion of the operation, displays empty form of adding insurance document and under this there is a list of all patient's insurance documents, including this one already added (when to save the data is used "Save" button), or displays a message about the successful completion of the operation and search engine of patients (when to save the data is used the "Save and exit" button).

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Default document
☐

Insurance type

Document name

Type of document (for insured)

Series and number of document

Type of printing form for series E

Date of issue of the document

Period of validity of the document
from to

Permission type

Payer NIP

Issuing institution

Month and year covered by the document

Date of confirmation of permission by the payer

Date of application for insurance

Date of last payment

Patient NIP

Patients workplace

The name of the issuing entity

Acronym name of the issuing entity

Identification number of the issuing entity

Identifier of issuing entity in CWU

Name of borough of issuing entity

TERYT of borough of issuing entity

NPWZ if doctor is issuing entity

Comments

Add
Add and exit
Cancel

Back to patients search

Insurance type	Issue date	Start of validity period	End of validity period
Unsure (health insurance card)			

Declarations

In the "Declarations" tab, there is a form of adding patient's new declaration and under it, there is a list of all the declarations made by the patient (if any have been filed) with access to the data of each of them by clicking on the information bar about the declaration.

Form of adding a new declaration allows you to enter the four declarations at the same time (family doctor, nurse, midwife, nurse of school medicine) if they differ only in staff and possibly the unit. To enter a new declaration (or a set of new declarations) in the form of adding the declaration should be specified staff depending of the type of entered declaration and filled at least all bold fields surrounded by a blue frame. To select staff, click the window icon located at the field of staff. Then will open a new window with the search engine of staff. Searching of staff is possible according to any combination of the following criteria:

- › first name – in the field you can type in the name or the beginning of the name of the staff; capitalization does not
- › surname – in the field you can type in the surname or the beginning of the surname of the staff; capitalization does not
- › PESEL – in the field you can type in the PESEL number of staff
- › NPWZ – in the field you can type in the number of license to practice of the doctor

After entering the search criteria and pressing the "Search" button, under the search engine will display a list of staff matching entered search criteria (or a message of lack of staff meets the search

criteria). At every person from staff, there is displayed the "Select" button.

First name

Surname

PESEL

NPWZ

Unit name

Unit address

✓ Search

← Previous
1
Next →

No.	First and last name	PESEL	NPWZ	Number of accepted declarations	Unit	Select
1	Marlena Adamczyk	81100713090	1234565	4	Testowa 1, daleko	✓ Select
2	PIOTR PĘTLICKI	71030201169	2364450	0	Testowa 1, daleko	✓ Select

After pressing the "Select" button, window of searching is closed and the selected staff appears in the field of staff in form of adding a new declaration (to remove selected staff from the field, click the brush icon at the field).

In the "School REGON" field you can start typing in the REGON number or the name of the school if they have been defined in the REGON numbers database - the system will display a list of suggestions helps you to select the correct REGON number. After entering the post code, there is automatically filled post office, country, province, commune and TERYT. After selecting the country "Poland" when filling in the province and commune there are displayed hints: when typing province there is displayed a list of provinces containing typed fragment of the name - the appropriate province should be selected by clicking the mouse on the list of suggestions; typing the name of the commune (after typing the first 3 letters) there is displayed a list of communes containing typed fragment of the name - proper commune should be selected by clicking the mouse on the list of hints. With a choice of commune, there will be automatically selected appropriate TERYT.

Under the form of adding a declaration, there are following buttons:

- › Add – adding declaration and remain in the "Declaration" tab of patient's card
- › Add and exit – adding declaration and return to the search engine of patients
- › Cancel – undo the changes entered to the form (clean the form) and remain in the "Declaration" tab of patient's card
- › Back to patients search - back to search engine of patients without adding a document

Independently from used adding button before adding declaration to a database system verifies their correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to add a declaration. Correct adding declaration to database ends with a message about the successful completion of the operation, displays empty form of adding declaration and under this there is a list of all patient's declarations, including this one already added (when to add the declaration is used "Add" button), or displays a message about the successful completion of the

operation and search engine of patients (when to add the declaration is used the "Add and exit" button). The patient may have only one other than withdrawn declaration of particular type, and therefore at the addition of the patient's new declaration all the declarations of the same type, except for that of the most recent date is automatically withdrawn (changing status to "withdrawn").

Below the form of adding the declaration there is displayed a list of all the declarations of the patient sorted by status in the following order: active, sent, entered, rejected or withdrawn. For each declaration there is information bar with basic declaration's data: a kind of declaration, unit where it was entered, declared medical staff, the date of entering and status of declaration (highlighted by color). Declarations may have the following statuses:

- › entered – new declaration entered to the system (blue)
- › sent – declaration sent to the NFZ (yellow); if the declaration before sending had the "active" status, then at the "sent" status there will appear an additional annotation in green color; if the declaration before sending had "rejected" status, then at the "sent" status there will appear an additional annotation in red
- › active – declaration accepted by the NFZ (green)
- › rejected – declaration rejected by the NFZ (red)
- › withdrawn – declaration withdrawn by ZOZ (no highlight)

To access data of any entered declaration, click on the information bar about selected declaration. After clicking, under the bar information will develop a full form with the data of declaration and a list of problems reported by the NFZ relating to the declaration (if declaration has been rejected by NFZ). Declaration's data form has a similar structure as the form of adding the declaration, whereby:

- › form contains data of a single declaration, so there is information about the type of declarations and only one field of selecting staff and one of selecting unit
- › only data of declaration with the status "entered" can be modified (the system does not allow modify the declaration with any other status displaying data form of such a declaration in read-only mode)
- › type of declaration cannot be changed under any circumstances (the system does not allow you for change by blocking the field of type of declaration)

In the list of problems reported by the NFZ (if any have been reported) is placed date of reporting the problem, the scale of the problem (error, warning, information), problem code and description of the problem. Depending on the severity of the problem there are various colors of highlight:

- › red in case of errors
- › orange for warnings
- › green for information.

Under the data form of selected declaration may be the following buttons (depending on the status of the declaration):

- › Print – open/download a PDF file with declarations' data to print; button is available independently of the status of declaration
- › Save – save changes and remain in the "Declarations" tab in patient's card; button is available only when the declaration has status "entered"

- › Save and exit – save changes and return to the search engine of patients; button is available only when the declarations has status "entered"
- › Cancel – withdrawn the changes and remain in the "Declarations" tab of patient's card
- › Withdraw – withdraw the declaration (declaration's status will change to "withdrawn") and remain in the "Declarations" tab of patient's card; button is available when the declaration has status "entered", "sent", "active" or "rejected"
- › Use data to new declaration - start creating a new declaration with pre-filled data of declaration at which this button is located; button is available when the declaration has status "entered", "sent", "active" or "rejected"
- › Back to patients search - back to the search engine of patients without saving changes

The "Use data to new declaration" button begins operation of inserting the patient's new declaration - after pressing this button declaration's data at which this button is located will be copied to the form of adding new declaration. The user can modify/supplement it (if it is necessary) and write thereby creating a new declaration.

Independently from used saving button before saving data to a database system verifies their correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to save. Correct saving ends with a message about the successful completion of the operation, displays empty form of adding declaration and under this there is a list of all patient's declarations, including this one already added (when to save the data is used "Save" button), or displays a message about the successful completion of the operation and search engine of patients (when to save the data is used the "Save and exit" button).

Below a list of all the declaration there is the "Print all" button allows to print all types of patient's declarations on a single form.

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Family doctor
Unit of family doctor
Nurse
Nurse unit
Midwife
Midwife unit
School medicine nurse
Unit of school medicine nurse
Date of declaration
Ward status
School type (NFZ)
School type (MZ)
School REGON
Degree of disability
Fluoride prophylaxis
Comments

Tutor name
Tutor surname
Tutors PESEL
Tutor document type
Tutor document name
Series and number of tutor document
City
Street
Number of house / flat
Post code
Post
Country
Province
Borough
TERYT

Add
Add and exit
Cancel
Back to patients search

Declaration type	Unit	Medical staff	Declaration date	Declaration status
declaration to family doctor	Przychodnia Lekarska, 01-445 Warszawa ul. Ciołka 11	Lech Adamski (4353979)	2012-04-23	sent
declaration to family doctor	Przychodnia Lekarska, 01-445 Warszawa ul. Ciołka 11	Jan Nowak (1234567)	2011-07-01	withdrawn

Print all

Referrals

In the "Referrals" tab there is a form of adding patient's new referral and under it there is a list of all referrals issued for the patient (if any were issued) with access to data of each of them by clicking the information bar about referral.

To enter a new referral, in form of adding a new referral, at least all fields with bold dark blue frame have to be completed. In the fields of dates of issue and validity of referral values are selected from the calendars - after clicking on the date field, calendar appears allowing you to select the correct date. In the case of ICD-10 codes of diagnoses, there are displayed hints: when typing code, part of the name or short name of code (in brackets) there is displayed a list of diagnoses containing typed part of the name, code or identified by entered short name - appropriate diagnosis' code must be selected by clicking the mouse on the list of suggestions. If the doctor issuing the referral exists in the database of the healthcare facility, then the fields "Healthcare provider type", "Referring doctor name", "NPWZ of referring doctor", "referring doctor unit", "REGON of referring doctor unit", "

VII part of the ministerial code of referring doctor unit" and " VIII part of the ministerial code of referring doctor unit" can be filled automatically by clicking the "insert doctor and unit data from database" and then find a doctor with his unit using the search engine in the new window and confirm your selection by pressing the "Select" button at the referring doctor. Searching of doctors and units is possible by any combination of the following criteria:

- › First name – the beginning of the first name of the referring doctor (capitalization does not matter)
- › Surname – the beginning of the surname of the referring doctor (capitalization does not matter)
- › NPWZ – the number of license to practice of referring doctor
- › Name of the organizational unit – the beginning of the name of the clinic where referring doctor works (capitalization does not matter)
- › Unit address - the address of clinic where referring doctor works (capitalization does not matter)

First name	<input type="text"/>
Surname	<input type="text"/>
NPWZ	<input type="text" value="6169281"/>
Name of the organizational unit	<input type="text" value="POZ"/>
Unit address	<input type="text"/>
<input checked="" type="checkbox"/> Search	

No.	First and last name	NPWZ	Organization Unit	REGON	Select
1	Jan Cukrzycki	6169281	Poradnia lekarza POZ (01-123 Warszawa ul. Elekcyjna 54)	017417089	<input checked="" type="checkbox"/> Select

When you click "Select" button, window is closed and the doctor's and unit's data are inserted into the form of adding a referral.

Under the form of adding a new referral are available following buttons:

- › Add – add a referral and remain in the "Referrals" tab of patient's card
- › Add and exit – add a referral and return to search engine of patients
- › Cancel – erase the data entered into the form (clear form) and remain in the "Referrals" tab of patient's card
- › Back to patients search – back to the search engine of patients without adding any document

Independently from used adding button before adding declaration to a database system verifies their correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to add a referral. In case of incorrect (non-existent) NPWZ number of referring doctor and/or incorrect (non-existent) REGON number of referring doctor's unit, the system warns about this, but still allows you to add such referral (practice shows that NPWZ and REGON are often

difficult to correctly read from stamps on the referral, but despite of this referral has to be entered to the system). Correct adding referral to database ends with a message about the successful completion of the operation, displays empty form of adding referral and under this there is a list of all patient's referrals, including this one already added (when to add the referral is used "Add" button), or displays a message about the successful completion of the operation and search engine of patients (when to add the referral is used the "Add and exit" button).

Below the form of adding a new referral there is displayed a list of all referrals issued for the patient. For each referral there is information bar with basic data of referral: a type of referral, NPWZ number of referring doctor, REGON number of referring doctor's unit, date of issue, date of validity. To modify any of these referrals, click on the information bar about the selected referral. After clicking, under the bar information will develop a full form with the referral's data of the same structure and rules of filling as form of adding a new referral. In addition, the form displays information about the status of the referral. Under the data form of the selected referral are located buttons:

- › Save - save changes and remain in the "Referrals" tab of patient's card
- › Save and exit - Save changes and return to the search engine of patients
- › Cancel – undo the changes and remain in the " Referrals" tab of patient's card
- › Back to patients search - back to search engine of patients without saving changes

Independently from used saving button before saving data to a database system verifies their correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to save. In case of incorrect (non-existent) NPWZ number of referring doctor and/or incorrect (non-existent) REGON number of referring doctor's unit, the system warns about this, but still allows you to add such referral. Correct saving ends with a message about the successful completion of the operation, displays empty form of adding referral and under this there is a list of all patient's referrals, including this one already added (when to save the data is used "Save" button), or displays a message about the successful completion of the operation and search engine of patients (when to save the data is used the "Save and exit" button).

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Type of referral

▼

Date of issue of referral

Surgery type

▼

Date of referral validity

Diagnoses codes ICD-10

Aim of referral

Healthcare provider type

▼

Referring doctor name

NPWZ of referring doctor

Unit of referring doctor

REGON of referral doctor unit

VII part of the ministerial code of referring doctor unit

VIII part of the ministerial code of referring doctor unit

✓ Insert doctor and unit data from database

+ Add
+ Add and exit
✕ Cancel
← Back to patients search

Type of referral	Issue date	Date of referral validity	NPWZ of referring doctor	REGON of referral doctor unit
AMBULATORIUM CHIRURGICZNE	2015-08-18		7700000	017417089

Authorizations

In the "Authorizations" tab there is a form of adding a new authorization issued by the patient (with the possibility of adding a few authorizations for the same person at the same time or number of authorizations in which the patient does not authorize anyone). In this form there is a list of all the authorizations issued by patient (if any have been issued) with access to the data of each of them by clicking on the information bar about authorization.

To enter a new authorization in the form of adding a new authorization/authorizations, select the type of authorization. If a patient issue several types of authorizations for the same person or several types of authorizations in which the patient does not authorize anyone, then you can immediately select several types of authorizations. There are four types of authorizations:

- › statement authorizing to obtain information about the state of health of the patient and provided medical services
- › statement authorizing to obtain medical records

In date of authorization field, the value is selected from the calendar - after clicking on the date field, calendar appears allowing you to select the correct date. The patient may authorize either a specific person or not authorize anyone. If you do not authorize anyone check box in the form indicating on it. If he authorizes a specific person, please fill in all the data fields of that person surrounded by dark blue bold frame. After entering the post code, there is automatically filled post office, country, province, commune, TERYT. After selecting the country "Poland" when entering the province and commune there are displayed hints: typing province displays a list of provinces containing typed part of the name - the appropriate province should be selected by clicking the mouse on the list of suggestions; typing the name of the commune (after typing the first 3 letters) displays a list of communes containing typed part of the name - proper commune should be selected by clicking the mouse on the list of hints, with a choice of commune, there will be automatically selected TERYT appropriate for it. If authorized person is also a patient of ZOZ then instead of entering the data, you can use the "Insert other patient data" button. When you press this button

opens a window with the search engine of patients where you can find authorized person and pressing the "Insert patients data" puts its data to authorization form.

Inquiry		Home address	
First name	Jakub	City	
Surname		Street	
PESEL		House number	
Date of birth		Flat number	
Patient type	-----	Include previous names / addresses <input type="checkbox"/>	
Error code in patient declaration	-----		
Sort results	Surname and names		
<input checked="" type="button" value="Search"/> <input type="button" value="+"/> <input type="button" value="Add new patient"/>			

<div style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/> </div>						
No.	Surname and names	PESEL	Date of birth	Phone number	Address	Actions
1	Orłowski Jakub	56121284416	1956-12-12	tel. 123 123 123 kom. +48-123-123-123	Warszawa Jasna 34 / 41 01-222 Warszawa (Wola)	<input checked="" type="button" value="Insert patients data"/>

The "Insert patients data" button closes the search window of patients and fills in the form of adding authorization / authorizations by data of this patient as an authorized person.

Under the form of adding a new authorization/authorizations, there are available following buttons:

- > Add – add an authorization / authorizations and remain in the "Authorizations" tab of patient's card
- > Add and exit – add an authorization / authorizations and return to search engine of patients
- > Cancel – erase the data entered into the form (clear form) and remain in the "Authorizations" tab of patient's card
- > Back to patients search – back to the search engine of patients without adding any authorization / authorizations

Independently from used adding button before adding authorization / authorizations to a database system verifies their correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to add an authorization / authorizations. Correct adding authorization / authorizations to database ends with a message about the successful completion of the operation, displays empty form of adding an authorization / authorizations and under this there is a list of all patient's authorizations, including this one / ones already added (when to add the authorization / authorizations is used "Add" button), or displays a message about the successful completion of the operation and search engine of patients (when to add the authorization / authorizations is used the "Add and exit" button).

Below the form of adding a new authorization there is a list of all authorizations issued by patient. For each authorization there is information bar with basic authorization's data: type of authorization, date of authorization, authorized person. To modify any of these authorizations, click on the information bar about authorization. After clicking, under the information bar will develop a full form with the data of authorization of the same structure and rules as form of adding a new authorization (with limited choice of the type of authorization to one option). Under the authorization's data form, there are buttons:

- > Save – save changes and remain in the "Authorizations" tab of patient's card
- > Save and exit – save changes and return to the search engine of patients

- › Cancel – undo the changes and remain in the "Authorizations" tab of patient's card
- › Back to patients search – back to search engine of patients without saving changes

Independently from used saving button before saving data to a database system verifies their correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to save. Correct saving ends with a message about the successful completion of the operation, displays empty form of adding authorization/authorizations and under this there is a list of all patient's authorizations, including this one/ones already added (when to save the data is used "Save" button), or displays a message about the successful completion of the operation and search engine of patients (when to save the data is used the "Save and exit" button).

Below the list of all authorizations issued by patient there are additional buttons:

- › Print selected - opens ready to print document with a list of authorizations issued by patient which has been selected in the list of authorizations
- › Print all - opens ready to print document with a list of all the authorizations issued by patient

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Authorization type / types of authorizations

☐ oświadczenie upoważniające do otrzymywania informacji o stanie zdrowia Pacjenta i udzielonych świadczeniach medycznych
☐ oświadczenie upoważniające do uzyskiwania dokumentacji medycznej

Permission date

Additional comments / statements

Patient does not authorize anyone
☐

☒ Insert other patient data

Authorized person name

Authorized person surname

PESEL of authorized person

Phone number of authorized person

City

Street

Number of house / flat
/

Post code

Post

Country

Province

Borough

TERYT

+ Add
+ Add and exit
X Cancel
← Back to patients search

Authorization type	Permission date	Authorized Person
<input type="checkbox"/> upoważnienie do uzyskiwania dokumentacji medycznej w przypadku śmierci	2011-07-01	Patient does not authorize anyone
<input type="checkbox"/> upoważnienie do uzyskiwania dokumentacji medycznej w przypadku śmierci	2011-07-01	Patient does not authorize anyone

☒ Print selected
☒ Print all

Cautions

In the "Cautions" tab there is a form of adding a new warning about treatment or person of the patient and under it there is a list of all the cautions about treatment or person of the patient (if any typed) with access to data of each of them by clicking the information bar about the caution.

To enter a new caution one has to enter its content and possibly one to mark whether that warning is to be displayed for doctors in surgery room next to patient name (significant cautions marked this manner will be visible for doctors within the surgery room before doctor starts patient service).

Under the form of adding new cautions there are following buttons:

- › Add – add a caution and remain in the "Cautions" tab of patient's card
- › Add and exit – add a caution and return to search engine of patients
- › Cancel – erase the data entered into the form (clear form) and remain in the "Cautions" tab of patient's card
- › Back to patients search – back to the search engine of patients without adding any document

Independently from used adding button before adding caution to a database system verifies their correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to add a caution. Correct adding caution to database ends with a message about the successful completion of the operation, displays empty form of adding a caution and under this there is a list of all patient's cautions (about treatment or person), including this one already added (when to add the caution is used "Add" button), or displays a message about the successful completion of the operation and search engine of patients (when to add the caution is used the "Add and exit" button).

Below the form of adding a new caution, there is a list of all patient's cautions (about treatment or person). For every warning there is information bar with the contents of the cautions. To modify any of these, click on the information bar about the caution. After clicking, under the information bar will develop a full form with the contents of the caution. Under the form of the selected caution there are buttons:

- › Save – save changes and remain in the "Cautions" tab of patient's card
- › Save and exit – save changes and return to the search engine of patients
- › Cancel – undo the changes and remain in the "Cautions" tab of patient's card
- › Delete – remove caution and remain in the "Cautions" tab of patient's card
- › Delete and exit – remove caution and return to the search engine of patients
- › Back to patients search – back to search engine of patients without saving changes

Independently from used saving button before saving data to a database system verifies their correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to save. Correct saving ends with a message about the successful completion of the operation, displays empty form of adding caution and under this there is a list of all patient's cautions, including this one already modified (when to save the data is used "Save" button), or displays a message about the successful completion of the operation and search engine of patients (when to save the data is used the "Save and exit" button).

To remove the caution, use one of the "Delete" or "Delete and exit" buttons under the form of the

caution. When you press the button, you will be prompted to confirm the deletion and the deletion will take place after the confirmation.

The screenshot shows a web interface for patient registration. At the top, there is a breadcrumb trail: 'Registration > Patients (active cards)'. Below this is a horizontal menu with tabs: Patient, Contact, Insurance, Declarations, Referrals, Authorizations, Cautions (selected), Information, History, Payments, Documents, and Visits. The main content area is titled 'Cautions' and contains a large text input field. Below the input field is a row of buttons: '+ Add', '+ Add and exit', 'X Cancel', and a left arrow button labeled 'Back to patients search'. Below the buttons, there is a section titled 'Cautions content' with a single line of text: 'Pacjent awanturuje się.'

Information

In the "Information" tab there is a form with the following additional information about the patient:

- › workplace data
- › Personal Identification Number (UE) – Patient ID in the European Union
- › Foreigner insurance agreement number - this number is used to identify the foreigner who does not have your social security number but having a contract for voluntary health insurance at referring POZ declaration of such foreigner to the NFZ
- › Foreigner identity document country - the name is used to identify the foreigner who does not have your social security number and who does not have health insurance contract at referring POZ declaration of such foreigner to the NFZ
- › Foreigner payer NIP - this number is used to identify the foreigner who does not have your social security number and who does not have health insurance contract at referring POZ declaration of such foreigner to the NFZ
- › Is foreigner refugee - designation is used to identify the foreigner who does not have your social security number and who does not have health insurance contract at referring POZ declaration of such foreigner to the NFZ
- › patient type - membership of the patient to a specific group
- › assent authorizing patient to use clinics for children - check that the patient has an assent authorizing him to use the clinic for children together with the content and duration of the assent
- › comments – any additional comments about patient

Under the form, there are following buttons:

- › Save – save changes and remain in the "Information" tab of patient's card
- › Save and exit – save changes and return to the search engine of patients
- › Cancel – undo the changes and remain in the "Information" tab of patient's card
- › Back to patients search – back to search engine of patients without saving changes

Independently from used saving button before saving data to a database system verifies their

correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to save. Correct saving ends with a message about the successful completion of the operation, displays form of patient's additional information (when to save the data is used "Save" button), or displays a message about the successful completion of the operation and search engine of patients (when to save the data is used the "Save and exit" button).

Registration ▶ Patients (active cards)

Patient
Contact
Insurance
Declarations
Referrals
Authorizations
Cautions
Information
History
Payments
Documents
Visits

Workplace name
Address of workplace
NIP of workplace (XXX-XXX-XX-XX)
REGON of workplace
Personal Identification Number (UE)
Foreigner insurance agreement number
Foreigner identity document country
Foreigner payer NIP (XXX-XXX-XX-XX)
Is foreigner refugee

Patient type
Assent authorizing patient to use clinics for children
Content or number of assent
Valid from to
Comments

Save
Save and exit
Cancel
Back to patients search

History

In the "History" tab there is a form for entering scans and images of following events from the patient's history of health and disease:

- › Hospital stay, curative stay, surgery – scans of discharge cards from hospital or spa, scans of surgery cards
- › vaccination – scans of vaccination cards
- › RTG/USG – images of RTG and USG

Adding is done in two steps. In the first, there have to be specified the type of information and entered basic data (depending on the type of information).

Registration > Patients (active cards)

Patient Contact Insurance Declarations Referrals Authorizations Cautions Information History Payments Documents Visits

Information type: Hospital stay/Curative

From day: from to

Ward:

Comment:


Save Cancel Back to patients search

After pressing the "Save" button there is checked the correctness of the entered data - if data is incorrect then is displayed the appropriate message stating what should be corrected, if data is correct, there is displayed form of appending attachments (scans, images).

Registration > Patients (active cards)

Patient Contact Insurance Declarations Referrals Authorizations Cautions Information History Payments Documents Visits

+ Add... Send Cancel Delete


 zelazo ilustrowana fizjologia.png 299.58 KB
 Start Cancel

Finish add attachments Back to patients search

In this form, there are buttons:

- > Add - indicating file / files from disk to attach to the patient card; You can use the button repeatedly to attach more than one file, you can also after pressing the button indicate more than one file (selecting the files on disk while holding down the Ctrl key on the keyboard); after selecting the file, in the form is displayed his miniature and operation buttons of sending a file to a server or abandon to attach the file
- > Send - sends all the attached files on the server (as opposed to the button of the same name visible at each of the attached files on the server which sends only this file)
- > Cancel – cancelation of attaching all files (as opposed to the button of the same name visible at each of the attaching files, which means cancelation of attaching only this file)
- > Delete - delete selected files that have already been uploaded to the server

In addition, at the "Delete" button there is check box, which clicked select/deselect the same fields at all attached files already sent to the server (this function makes it easy to select all the files if you want to remove them).

After indicating the files to attach to the patient's card, there should be send them to the server by using the "Send" button and then finished adding attachments by clicking "Finish add attachments". At this moment it reappears form of entry data to the patient's history of health and illness and under it, there is the list of entered elements of miniatures and the ability to zoom when clicked.

Registration › Patients (active cards)




Patient Contact Insurance Declarations Referrals Authorizations Cautions Information History Payments Documents Visits


Information type: **Hospital stay/Curative** ▼

From day: from to

Ward:

Comment:

 Save  Cancel  Back to patients search

Hospital stay/Curative stay/Surgery
From day:11-04-2013 **To day:**25-04-2013 **Hospital ward:**
Comment

[1.jpg](#)
 317.06 KB

To be able to view the attachment on your computer must be installed image viewer that supports the format (eg. IrfanView with IrfanViewPlugins supports most popular image formats including DICOM).

Payments

In the "Payments" tab there is a list of patient's payments for commercial visits and diagnostic examinations divided into the following sections:

- › outstanding payments - payments waiting on the issuance of a bill (invoice, receipt) or a positive correction (the patient used to have to make payment or surcharge) and invoices waiting for payment
- › unpaid invoices - invoices for which no payment has been contributed yet or partial payment has been contributed
- › unpaid receipts - receipts for which no payment has been contributed yet or partial payment has been contributed
- › overpayments - invoices and receipts requiring issue a downward correction (meaning for the healthcare facility the need to return the payment)
- › realized payments - paid invoices and receipts
- › payments for diagnostic examinations – realized and outstanding payments for diagnostic examinations

These, from above sections, which do not contain any information are not displayed.

Outstanding payments

No.	Term visit	Visit type	Clinic / Ward	Staff / Instruments	Due	Actions
1	2017-04-01 12:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	100.00	Waiting for the payment
2	2017-04-01 13:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	23.00	Waiting for the payment
3	2017-04-01 16:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	123.00	Paid Receipt Invoice on patient Invoice on workplace
4	2017-04-01 14:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	246.00	Correcting receipt
5	2017-04-01 15:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	369.00	Correcting invoice

Unpaid invoices

No.	Term visit	Visit type	Clinic / Ward	Staff / Instruments	Invoice	Actions
1	2017-04-01 13:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	View	Payment amount: 23.00 Payment date: 2017-04-05 Paid

Unpaid receipts

No.	Term visit	Visit type	Clinic / Ward	Staff / Instruments	Receipt	Actions
1	2017-04-01 12:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	View	Payment amount: 100.00 Payment date: 2017-04-05 Paid

Overpayments

No.	Term visit	Visit type	Clinic / Ward	Staff / Instruments	Document	Correction	Cause of correction	Actions
1	2017-04-01 08:00	zwyczajka (not realized)	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	Paragon	-123.00	Visit did not take place	Correcting receipt
2	2017-04-01 10:00	zwyczajka (not realized)	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	Faktura VAT nr 000106/2017	-123.00	Visit did not take place	Correcting invoice

Realized payments

No.	Term visit	Visit type	Clinic / Ward	Staff / Instruments	Document	Preview
1	2017-04-01 08:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	Paragon	View
2	2017-04-01 09:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	Paragon	View
3	2017-04-01 09:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	Paragon korygujący	View
4	2017-04-01 10:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	Faktura VAT nr 000106/2017	View
5	2017-04-01 11:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	Faktura VAT nr 000107/2017	View
6	2017-04-01 11:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	Faktura korygująca VAT nr 000109/2017	View
7	2017-04-01 14:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	Paragon	View
8	2017-04-01 15:00	zwyczajka	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	Faktura VAT nr 000110/2017	View

Payments for diagnostic examinations

No.	Order date	Ordering doctor	Due	Actions
1	2017-04-05 14:48	Olga Baron	7.00	View
2	2017-04-05 14:49	Olga Baron	47.00	Payment amount: 40.00 Payment date: 2017-04-05 Paid View
3	2017-04-05 14:49	Olga Baron	10.00	Paid Receipt Invoice on patient Invoice on workplace

[← Back to patients search](#)

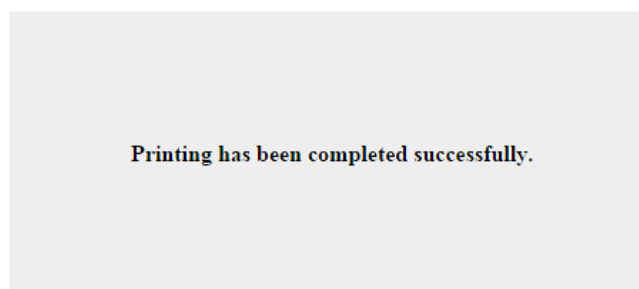
At outstanding payments there can be following buttons:

- › Paid – button of fast recording of payment
- › Receipt – button of printing receipt on the fiscal printer or issuing a receipt to be printed on a computer printer (depending on system configuration)
- › Invoice on patient – button of issuing invoice on patient
- › Invoice on workplace - button of issuing invoice on patient's workplace
- › Correcting invoice - button of issuing correcting invoice of earlier issued invoice (available if the invoice was paid before the visit and during the visit were made services for a larger amount so surcharge is required)
- › Correcting receipt - button of issuing correcting receipt of earlier issued receipt (available if the receipt was paid before the visit and during the visit were made services for a larger amount so surcharge is required)

In the case of outstanding payments for which the invoice was issued but payment was not yet done, there are not displayed any buttons, but only information of the content: "Waiting for the payment of an invoice"

The "Paid" button is used for fast saving of payment, which is in fact saving in the system the receipt issued with default values and without printing. When you click "Paid" button it opens for the moment a new window with a message about the saving payment, and after a while, the window disappears.

The "Receipt" button depending on the system configuration displays a window with the applet to print a receipt on fiscal printer or opens a window to issue a receipt to be printed on a computer printer. Applet to print receipts on the fiscal printer to operate requires Java user and RxTx library installed on a computer (for Windows, library is available for download directly from the window of printing receipt) and requires a fiscal printer connected to the computer and configured to using the POSNET protocol. When the system is configured to print receipts on fiscal printer, printing a receipt is done automatically when you open the print window, what is alerted by the appropriate message (if there are no problems, which also are alerted by the appropriate messages).



WARNING In case of the Windows operating system if there is no information on applet that RxTx library can not be found, click [here](#) to download this library, save file in subdirectory **bin** of Java home directory (usually C:\Program Files\Java\jre7\bin\) and close and restart browser.

Close

If the system is configured to print receipts on a computer printer, in the window of issuance a receipt is displayed a form by default filled with data.

Place of issue	Warszawa	Name of seller	NZOZ BASIS
Issue date	2017-04-05	Seller address	ul. Błońska 46/48 05-807 Podkowa Leśna
Paid	<input type="checkbox"/> 123.00 of 123.00 PLN	Seller NIP	111-111-11-11
		Seller REGON	

☒ **Issue receipt**

One should verify and fill in the missing data. If at the issuing of receipt there is charged (fully or partially) payment for it then one should also check "Paid" box and enter paid amount (within the field there is full amount put by default). After pressing the "Issue receipt" button, there is created printing of receipt (in PDF format), and displayed a link allowing you to download it and print.

The "Invoice on patient" and "Invoice on workplace" buttons are opening a window of issuing an invoice, which is by default filled with data (depending on used button, the buyer will be patient or the patient's workplace).

Place of issue	Warszawa	Name of seller	NZOZ BASIS
Issue date	2017-04-05	Seller address	ul. Błońska 46/48 05-807 Podkowa Leśna
date of sale	2017-04-05	Seller NIP	111-111-11-11
Term of payment	2017-04-05	Seller REGON	
Form of payment	cash ▼	Seller's bank name to be placed on the invoice for the patient	
Buyer name	Konrad Mazowiecki	Seller account number	
Buyer address	Warszawa Prosta 7 02-317 Warszawa (Ochota)	Issuer	Zoz Zoz
Buyer NIP			
buyer REGON			
Recipient	Konrad Mazowiecki		
Paid	<input type="checkbox"/> 123.00 of 123.00 PLN		

☒ **Issue invoice**

One should verify and fill in the missing data. If at the issuing of invoice there is charged (fully or partially) payment for it then one should also check "Paid" box and enter paid amount (within the field there is full amount put by default). After pressing "Issue invoice" there is created printing of invoice (in PDF format), and displayed a link allowing you to download it and print.

The "Correcting invoice" button opens a window of issuing a correction invoice, which is by default filled with data. If the original invoice was issued on the patient, the correction will be issued on the patient, and if it was issued on the patient's workplace, so correcting invoice will be issued on it.

Place of issue	Warszawa
Issue date	2017-04-05
Term of payment	2017-04-05
Form of payment	cash ▼
Buyer name	Konrad Mazowiecki
Buyer address	Warszawa Prosta 7 02-317 Warszawa (Ochota)
Buyer NIP	
buyer REGON	
Recipient	Konrad Mazowiecki
Paid	<input type="checkbox"/> 246.00 of 246.00 PLN
<input checked="" type="checkbox"/> Issue correction invoice	

Name of seller	NZOZ BASIS
Seller address	ul. Błońska 46/48 05-807 Podkowa Leśna
Seller NIP	111-111-11-11
Seller REGON	
Seller's bank name to be placed on the invoice for the patient	
Seller account number	
Issuer	Zoz Zoz

One should verify and fill in the missing data. If at the issuing of correction invoice there is charged (fully or partially) payment for it then one should also check "Paid" box and enter paid amount (within the field there is full amount put by default). After pressing "Issue correction invoice" there is created printing of correction invoice (in PDF format), and displayed a link allowing you to download it and print.

The "Correcting receipt" button opens a window to issue a correction receipt, which is by default filled with data.

Place of issue	Warszawa
Issue date	2017-04-05
Paid	<input type="checkbox"/> 123.00 of 123.00 PLN
<input checked="" type="checkbox"/> Issue correction receipt	

Name of seller	NZOZ BASIS
Seller address	ul. Błońska 46/48 05-807 Podkowa Leśna
Seller NIP	111-111-11-11
Seller REGON	

One should verify and fill in the missing data. If at the issuing of receipt there is charged (fully or partially) payment for it then one should also check "Paid" box and enter paid amount (within the field there is full amount put by default). After pressing "Issue correction receipt" there is created printing of correction invoice (in PDF format), and displayed a link allowing you to download it and print (it is not possible to configure the system that corrective receipts will be printed on a fiscal printer).

If there are receipts (original and corrective) issued but not paid or partially paid, then in the "Payments" tab appears in section "Unpaid receipts", where it is available to preview each of receipts (the "View" button) and where one should uncheck payment when such entered on account of the healthcare facility indicating the amount and date of payment and clicking "Paid" button (within the amount field there is full amount put by default).

If there are invoices (original and corrective) issued but not paid or partially paid, then in the "Payments" tab appears in section "Unpaid invoices", where it is available to preview each of invoices (the "View" button) and where one should uncheck payment when such entered on account of the healthcare facility indicating the amount and date of payment and clicking "Paid" button (within the amount field there is full amount put by default).

In a situation when charges for a visit was made before the visit and during the visit were made services for less amount, then the overpayment should be given to the patient (or the patient's workplace if the fee per visit was done on the basis of the invoice issued for the workplace of the patient). Overpayments appear in the "Payments" tab in the "Overpayments" sections. At each of them there is "Correction invoice" or "Correction receipt" button (depending on what kind of document was the original bill).

The "Correcting invoice" button opens a window of issuing a correction invoice, which is by default filled with data. If the original invoice was issued on the patient, the correction will be issued on the patient, and if it was issued on the patient's workplace, so correcting invoice will be issued on it.

Place of issue	Warszawa	Name of seller	NZOZ BASIS
Issue date	2017-04-05	Seller address	ul. Błońska 46/48 05-807 Podkowa Leśna
Term of payment	2017-04-05	Seller NIP	111-111-11-11
Form of payment	cash	Seller REGON	
Buyer name	Konrad Mazowiecki	Seller's bank name to be placed on the invoice for the patient	
Buyer address	Warszawa Prosta 7 02-317 Warszawa (Ochota)	Seller account number	
Buyer NIP		Issuer	Zoz Zoz
buyer REGON			
Recipient	Konrad Mazowiecki		
Returned	<input checked="" type="checkbox"/> 123.00 PLN		
<input checked="" type="checkbox"/> Issue correction invoice			

One should verify and fill in the missing data. System assumes that while issuing correcting invoice overpayment is returned to patient (or to patient workplace) and that's why "Returned" field is marked (and it cannot be marked off), also amount to be returned is given. After pressing "Issue correction invoice" there is created printing of correction invoice (in PDF format), and displayed a link allowing you to download it and print.

The "Correcting receipt" button opens a window to issue a correction receipt, which is by default filled with data.

Place of issue	Warszawa	Name of seller	NZOZ BASIS
Issue date	2017-04-05	Seller address	ul. Błońska 46/48 05-807 Podkowa Leśna
Returned	<input checked="" type="checkbox"/> 123.00 PLN	Seller NIP	111-111-11-11
		Seller REGON	
<input checked="" type="checkbox"/> Issue correction receipt			

One should verify and fill in the missing data. System assumes that while issuing correcting receipt overpayment is returned to patient and that's why "Returned" field is marked (and it cannot be marked off), also amount to be returned is given. After pressing "Issue correction receipt" there is created printing of correction invoice (in PDF format) and displayed a link allowing you to download it and print (it is not possible to configure the system that corrective receipts will be

printed on a fiscal printer).

The section of "Realized payments" contains a list of bills (invoices and receipts – original and corrective), which have been paid. At each account there is the "View" button allows you to view the bill (in PDF format).

The section of payments for diagnostic examinations contains list of diagnostic examinations orders for which payment is realized as well as these for which payment has not been realized yet. By each order for which payment is realized there is a button "View" which when clicked it allows to see preview of issued bill (in PDF format). By each order for which invoice or receipt was issued but payment has not been contributed yet there is a form that allows to enter payment note, which function the same way as described in sections "Unpaid invoices" and "Unpaid receipts". By each order for which no bill has been issued yet there are four buttons: "Paid", "Receipt", "Invoice on patient", "Invoice on workplace", which function the same way as described in section "Outstanding payments".

Documents

In the "Documents" tab there is a list of documents which the patient has to sign deciding for surgery/operation (both already filled documents as well as documents to be completed). The tab displays a list of patient's referrals and for each of them there is information about the status of documents related to this referral:

- UNFILLED (red) - if there is at least one document that has not been filled yet
- FILLED (green) - if all documents are filled

Registration ▸ Patients (active cards)

Patient	Contact	Insurance	Declarations	Referrals	Authorizations	Cautions	Information	History	Payments	Documents	Visits
Type of referral	Issue date	Date of referral validity	NPWZ of referring doctor	REGON of referral doctor unit	Documents						
CENTRUM KRWIODAWSTWA I KRWIOLECZNICTWA	2015-06-15		7700000	017417089	UNFILLED						
AMBULATORIUM KARDIOLOGICZNE	2015-06-03		7700000	017417089	UNFILLED						
PORADNIA OKULISTYCZNA	2015-05-26		7700000	017417089	UNFILLED						
PORADNIA OKULISTYCZNA	2015-05-26		7700000	017417089	FILLED						

When you click in the gray bar with information about the referral, there is a list of documents associated with this referral. At each unfilled document there is the "Fill" button to view the form of filling the document and at each filled document there is "View" button allows you to view a document in PDF format and print it.

Registration > Patients (active cards)

Patient
Contact
Insurance
Declarations
Referrals
Authorizations
Cautions
Information
History
Payments
Documents
Visits

Type of referral	Issue date	Date of referral validity	NPWZ of referring doctor	REGON of referral doctor unit	Documents
CENTRUM KRWIODAWSTWA I KRWIOLECZNICTWA	2015-06-15		7700000	017417089	UNFILLED

Lp.
Document name

1
Dokument X

Actions

Fill

Back to patients search

AMBULATORIUM KARDIOLOGICZNE	2015-06-03		7700000	017417089	UNFILLED
PORADNIA OKULISTYCZNA	2015-05-26		7700000	017417089	UNFILLED
PORADNIA OKULISTYCZNA	2015-05-26		7700000	017417089	FILLED

When you click "Fill" button at the document to fill, the form displays data dependent on the template of the document with the "Save" button used to save data after their entering to the form.

Registration > Patients (active cards)

Patient
Contact
Insurance
Declarations
Referrals
Authorizations
Cautions
Information
History
Payments
Documents
Visits

Tytuł opis
Leki
Nazwisko
Alergik
Ukl. Oddechowy
☐ Asthma
☐ POChP
☐ Rozedma
☐ Zap. oskrzeli
Alkohol
Tak

Save
Cancel

After entering and saving the data there is once again displayed the list of patient's referrals with statuses of related documents. For convenience, you do not have to look for just completed document with appropriate referral. At the top of the page along with information of saved data of document there is displayed a link to view the document in PDF format and print it.

Rejestracja ▶ Pacjenci (karty aktywne)

Pacjent
Kontakt
Ubezpieczenia
Deklaracje
Skierowania
Upoważnienia
Ostrzeżenia
Informacje
Historia
Płatności
Dokumenty

Dokument został zapisany i można go teraz wydrukować klikając » **TUTAJ** «

Rodzaj skierowania	Data wystawienia	Data ważności skierowania	NPWZ lekarza kierującego	REGON jednostki lekarza kierującego	Dokumenty
BLOK OPERACYJNY	2015-05-26		7700000	017417089	WYPEŁNIONE
PORADNIA OKULISTYCZNA	2015-05-26		7700000	017417089	WYPEŁNIONE
PORADNIA (GABINET) LEKARZA POZ	2015-05-26		7700000	017417089	WYPEŁNIONE
PORADNIA (GABINET) LEKARZA POZ	2015-05-26		7700000	017417089	WYPEŁNIONE

← Powrót do wyszukiwania pacjentów

Visits

In the "Visits" tab there is a list of all patient's visits in chronological order from most recent to oldest. For each visit there is displayed:

- date of the visit
- type of visits, kind of visit, whether is it additional visits, or is it an urgent visit
- clinic, where visit was planned
- staff realizing the visit or instruments to which the visit has been planned
- surgery where visit was planned
- state of visit

States of visits for greater readability are highlighted by colors:

- visit appointed - white
- visit realized - green
- visit unrealized - purple
- visit canceled - red
- visit to canceled – pink

For users with appropriate privileges there is also displayed in the list of visits a column with buttons of restoration of state "visit appointed" for visits in "visit realized" or "visit unrealized" states. In the unlikely event that the visit is mistakenly marked as "visit realized" or "visit unrealized", then clicking at the "Restore" button you can restore the state of visit to "visit appointed". The mechanism of restoration refers only to the NFZ's visits for which the services have not been shown yet to settle with the NFZ and to commercial visits for which no financial documents have been issued.

Registration ▶ Patients (active cards)

Patient	Contact	Insurance	Declarations	Referrals	Authorizations	Cautions	Information	History	Payments	Documents	Visits	
No.	Visit term	Visit type	Clinic	Staff / Equipment Surgery		State		Restoring state of "visit appointed"				
26	2013-10-01 11:49-12:04	zwykła commercial additional	Poradnia okulistyczna ul. Błomska 46/48, 05-807 Podkowa Leśna	Olga Baron		visit realized		<div><div>✕</div><div>Restore</div></div>				
27	2013-07-29 09:47-10:02	zwykła NFZs additional sudden	Poradnia okulistyczna ul. Błomska 46/48, 05-807 Podkowa Leśna	Olga Baron		Gabinet okulistyczny	visit to canceled					
28	2013-06-20 17:45-18:00	zwykła commercial	Poradnia okulistyczna ul. Błomska 46/48, 05-807 Podkowa Leśna	Olga Baron		Gabinet okulistyczny	visit canceled					
29	2013-06-20 15:00-15:15	zwykła commercial	Poradnia okulistyczna ul. Błomska 46/48, 05-807 Podkowa Leśna	Olga Baron		Gabinet okulistyczny	visit appointed					
30	2013-06-20 14:48-15:03	zwykła commercial additional	Poradnia okulistyczna ul. Błomska 46/48, 05-807 Podkowa Leśna	Olga Baron		Gabinet okulistyczny	visit unrealized		<div><div>✕</div><div>Restore</div></div>			
<div><div>←</div><div>Back to patients search</div></div>												

Employment

In the "Employment" tab there is a form allowing to add employment / education of patient and below the form there is history of patient employment / education (if entered) with access to data of each employment / education by clicking on a belt with informations about employment / education.

To enter new employment / education one has to fill at least all fields with navy border within the form of addition of new employment / education. Within the fields of periods an dates values are selected from calendars – by clicking within data field there appears calendar allowing to choose the correct date. Under the form of addition of new employment / education there are the following buttons:

- Add – addition of employment / education with staying inside “Employment” tab of patient card
- Add and exit – addition of employment / education and return to patients search form
- Cancel – clearing data entered into the form with staying inside “Employment” tab of patient card
- Back to patients search – return to patients search form

Independently from used adding button before adding employment / education to a database system verifies their correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to add an employment / education. Correct adding employment / education to database ends with a message about the successful completion of the operation, displays empty form of adding an employment / education and under this there is a list of all patient’s employments / educations, including this one / ones already added (when to add the employment / education is used "Add" button), or displays a message about the successful completion of the operation and search engine of patients (when to add the employment / education is used the "Add and exit" button).

Below the form of adding a new employment / education there is a list of all employments / educations entered. For each employment / education there is information bar with basic data of employment / education: name of institution, name of post / course and period of employment / education. To modify any of these employments / educations, click on the information bar about

employment / education. After clicking, under the information bar will develop a full form with the data of employment / education of the same structure and rules as form of adding a new employment / education. Under the employment / education data form, there are buttons:

- › Save – save changes and remain in the "Employment" tab of patient's card
- › Save and exit – save changes and return to the search engine of patients
- › Cancel – undo the changes and remain in the "Employment" tab of patient's card
- › Delete – delete employment / education and remain in the "Employment" tab of patient's card
- › Delete and exit – delete employment / education and return to the search engine of patients
- › Back to patients search – back to search engine of patients without saving changes

Independently from used saving button before saving data to a database system verifies their correctness. In case of irregularities displays an error message indicating what should be corrected in the form. In case of such message data in the form should be corrected according to the message and retry to save. Correct saving ends with a message about the successful completion of the operation, displays empty form of adding employment / education and under this there is a list of all patient's employments / educations, including this one/ones already added (when to save the data is used "Save" button), or displays a message about the successful completion of the operation and search engine of patients (when to save the data is used the "Save and exit" button).

To delete employment / education one has to use one of the buttons "Delete" or "Delete and exit" under the form of the given employment / education. After clicking one of these buttons there will be displayed request to confirm the deletion and after confirmation deletion will take place.

Registration • Patients (active cards)

Patient
Contact
Insurance
Declarations
Referrals
Authorizations
Cautions
Information
History
Payments
Documents
Visits
Employment

Institution
Post / Course
Employment / Education period from
Employment / Education period to
Period of exposure to noxious or strenuous agents from
Period of exposure to noxious or strenuous agents to
Post change motion date
Post change motion reason

Occupational disease
Accident at work date
Accident at work effects
Rent date
Rent reason
Handicap degree statement date
Handicap degree
Handicap reason

Add
Add and exit
Cancel
Back to patients search

Institution	Post / Course	Employment / Education period from	Employment / Education period to
TORN Sp. z o.o.	Programista	2016-10-01	2016-10-31

Patients (inactive cards)

The data of all died patients, who used to use the services of a healthcare facility are available in "Patients (inactive cards)" functionality in the menu of "Registration" application. After selecting this functionality there is displayed the search engine of patients.

It is possible to find the patient by any combination of the following criteria:

- › inquiry – in the field you can enter any data identifying of the searched patient - the system will try to match data entered in this field to the beginning of the name, the beginning of any member of surname, PESEL number and the date of birth of the patient; capitalization does not matter
- › first name – in the field you can enter the first name or the beginning of the name of searched patient; capitalization does not matter
- › surname – in the field you can enter the surname or the beginning of the surname of searched patient; capitalization does not matter
- › PESEL – in the field you can enter PESEL number of searched patient; after entering PESEL number and going to the next field of search form, there is verification of entered PESEL number - if entered PESEL is invalid then the frame of PESEL number's field turns red
- › date of birth – in the field you can enter the date of birth of searched patient; after clicking on the birth date's field, there is displayed a calendar of date selection
- › patient type – in this field you can choose the type of patient
- › error code in patient's declaration – in the field you can specify the error's code in the patient's declaration (to find patients with a declaration with a specific error code)
- › home address – in fields you can enter: the name or the beginning of name of city, the name or the beginning of the street name, house number, flat number of searched patient; capitalization does not matter
- › include previous names/addresses – When you select this option at searching, system will also take into account previous names and addresses of the patient (if they were changed, eg. surname may have been changed in the system after patient's marriage, the address might have changed in the system after changing the place of residence by the patient)
- › Patients without PESEL - when this option is selected, at search the system will consider only the patients who do not have a PESEL number
- › Patients without declarations - when this option is selected, at search the system will consider only patients who do not have the declaration (withdrawn declarations are not consider)

After entering the search criteria and pressing the "Search" button there may be three situations:

- › if there is no inactive patient meets all entered search criteria, then the search engine will display a message about the lack of patients meeting these criteria
- › if there is exactly one inactive patient meets all entered search criteria or the one owning a card of scanned number, it will automatically switch to the card of that patient
- › if there is more than one inactive patient meets all criteria entered in the search form, then the search engine will display a list of found patients, and at each of them there is a button to

go to edition of patient's card

Registration › Patients (inactive cards)

Inquiry

adamiec

First name

Surname

PESEL

Date of birth

Patient type

▼

Error code in patient declaration

▼

Sort results

Surname and names

▼

Home address

City

Street

House number

Flat number

Include previous names / addresses

☐

Patients without PESEL

☐

Patients without declarations

☐

✓ Search

✕ Finish

◀ Previous

1

Next ▶

Card of inactive patient consists of the following tabs:

- › Patient
- › Contact
- › Insurance
- › Declarations
- › Referrals
- › Authorizations
- › Cautions
- › Information
- › History
- › Payments
- › Documents
- › Visits
- › Employment

Tabs have exactly the same content as the corresponding tabs in the case of active patients, but data presented here are only for viewing (without editing). If the patient has by mistake entered date of death, he can be restored from inactive to active patients by pressing the "Reactivate patient" at the bottom of each tab of the patient's card (unless patient with the same PESEL number as the one you are trying to reactivate has been entered into the system). At the time of reactivation, patient returns

to the search of patients, because the patient's card is no longer inactive and should not be visible in "Patients (inactive card)" functionality.

Registration > **Patients (inactive cards)**

Patient | **Contact** | **Insurance** | **Declarations** | **Referrals** | **Authorizations** | **Cautions** | **Information** | **History** | **Payments** | **Documents** | **Visits**

First name	Jan	Middle name	
Surname	Brzechwa	Family name	
PESEL	80830184417	Sex	man
Date of birth	1880-03-01		
Date of death			

Type of patient	Patient with PESEL number
Additional permissions	-----
NFZ Department of insurer	Mazowiecki Oddział Narodowego Funduszu Zdrowia w Warszawie

Reactive patient **Back to patients search**

General register

"General register" functionality in "registration" menu allows to create on-demand and print general register of health care facility. After selecting this functionality there is displayed a form to specify the criteria for the content of the expected register. It is necessary to identify the period which the register should include and optionally the register can be narrowed to a specific clinic/ward and unit.

Registration > **General register**

Period	from	2014-03-01
	to	2014-03-31
Unit		-----
Clinic / Ward		-----

Display **Finish**

After specifying the criteria and pressing „Display” button, there is displayed a general register in form of PDF document. It contains the following information:

- > entry number (to insert after the printing)
- > date and hour of visit
- > name, surname and address of patient
- > PESEL and birth date

- › name, surname and PWZ number of provider the service
- › codes of ICD-10 recognitions specified in the visit
- › code of contract product (scope of service)
- › code of unit products (services)
- › ministerial kind of service
- › advice type (medical office, home)
- › admission mode (with referral ,without referral)

	General register
	Date of generation of report: 2016-07-27 10:58

Information about report

Period	2014-03-01 - 2014-03-31
Unit	-
Clinic / Ward	-

2014-03-01

No.	Entry no.	date h	First and last name Address	Pesel b. date	Provider of service PWZ	ICD10	contr. prod. uni. prod.	serv. kind advice type	addm. mode
1		2014-03-01 08:00	Bozydar Bakłazanowski Warszawa, 28	81101010103 1981-10-10					without ref.
2		2014-03-01 08:15	Marzena Antosiewicz Opole, Opolska 3 / 4	11111122222 1990-09-01					without ref.
3		2014-03-01 09:00	Bozydar Bakłazanowski Warszawa, 28	81101010103 1981-10-10	Helena Abakus 8800000	J11 S02.5 Y00.0 J11 Y11 K11 G12.8 S02.5 J11 G11 Y09 J00 J00	07.0000.218.02 5.13.00.2322050 5.13.00.2315020 5.13.00.2301010 5.13.00.2317010 5.13.00.2312010 5.13.00.2312020 5.13.00.2331170 5.13.00.2311010 5.13.00.2315020 5.13.00.2304010 5.13.00.2303010 5.13.00.0000002 5.13.00.0000007 5.13.00.2331020	3.4 medical office medical office medical office medical office medical office medical office medical office medical office medical office medical office medical office medical office	without ref.
4		2014-03-01 09:30	Marzena Antosiewicz Opole, Opolska 3 / 4	11111122222 1990-09-01	Helena Abakus 8800000	J11 J11 Y00 J11	07.0000.218.02 5.13.00.2301010 5.13.00.2301010 5.13.00.2301021 5.13.00.2301010	3.4 medical office medical office medical office medical office	without ref.

Registration book

"Registration book" functionality in the "registration" menu allows you to create on-demand and print the registration book of the healthcare facility. After selecting this functionality there is displayed the form for specifying the criteria determining the content of the registration book. It is necessary to identify the period of book's validity and also optionally you can narrow down the book to a specific unit, clinic and doctor.

Registration › Registration book

Period
from
to
Unit
Clinic
Doctor

☐ Display
☒ Finish

After specifying the criteria and pressing the "Display" opens register book in the form of a PDF document, which should be printed and stored in paper form for audit purposes. The registration book contains the following information:

After specifying the criteria and pressing the "Display" button registration book is opened in the form of a PDF document, which should be printed and stored in paper form for audit purposes. The registration book contains the following information:

- › entry number (to enter after printing)
- › date and hour of visit
- › first name, last name and address
- › PESEL and birth date
- › first name, surname and PWZ of staff providing service
- › codes of ICD-10 diagnosis pointed at visit
- › codes of ICD-9 procedures made at the visit
- › title of privilege (U – agreement with NFZ)
- › multiplicity of services
- › JGP group (empty field)
- › contract product's code (range of services)
- › unitary product's code (services)
- › ministerial kind of service
- › type of advice (surgery, home)
- › admission mode (with referral, without referral)
- › PWZ of referring staff (in case of admission with referral mode)
- › REGON of unit of referring staff (in case of admission with referral mode)
- › Date of referral (in case of admission with referral mode)
- › codes of ICD-10 diagnosis with referral (in case of admission with referral mode)
- › comments (empty field)

Information about report

Period	2014-01-01 - 2014-01-31
Unit	-
Clinic	-
Doctor	-

No.	Entry no.	date h.	First and last name Address	Pesel b. date	Provider of service PWZ	ICD10	ICD9	tit. of priv.	multi p.	JGP gr.	contr. prod. uni. prod.	serv. kind advice type	admm. mode		comments
													PWZ ref ref. unit REGON	ref date ref. ICD10	
1		2014-01-03 00:00	Aaaalaaaa Aaaalaaaa Posiadaly, Jasna 1 05-319 Ceglów	88080888882 1988-08-08	Olga Baron 7700000	J11 J11		U U	1.00 1.00		02.1450.001.02 5.30.00.0000012 5.30.00.0000021	4.4 medical office medical office	7777772 017417089	with ref. 2014-01-01	

Visits book

The "Visits book" functionality in the "Registration" menu allows to view and print the visits' books of particular clinic of healthcare facility. Visits' book are created automatically every night (including data from the previous day). It is possible to configure the jHIS system to generate visits' books with a delay (eg. three days).

After selecting the "Visits book" functionality there is displayed a search engine of visits' books, in which you have to indicate the report's date and optionally you can specify the search criteria of clinic (it is possible to search by part of the name and address of the clinic and the part of the name and address of the unit where the clinic is located. Capitalization at searching does not matter). After specifying the criteria and pressing the "Search" button there is displayed a list of clinics for which for specified day the visit's book was created.

Registration › Visits book

Report date

2014-01-01

Unit name

Unit address

Clinic name

Clinic address

✓ Search

✗ Finish

← Previous

1

Next →

No. Clinic	Clinic address	Unit	Unit address	Visits book	
1	Poradnia lekarza POZ	01-445 Warszawa ul. Ciołka 11	Przychodnia Lekarska	01-445 Warszawa ul. Ciołka 11	✓ Display
2	Poradnia Lekarza POZ	01-445 Warszawa ul. Ciołka 11	Przychodnia Lekarska	01-445 Warszawa ul. Ciołka 11	✓ Display

At each clinic there is displayed the "Display" button which pressed opens the visits' book in the form of a PDF document with the ability to print. Visits' book contains the following information:

- › date of patient's application
- › patient's PESEL number
- › series and number of patient's identity card
- › patient's home address
- › name and surname of providing service
- › professional title of providing service
- › specializations of providing service
- › NPWZ of providing service
- › kind of providing service (visit's type)
- › first name and surname of person making entry

Lp.	Termin zgłoszenia pacjenta	Imię i nazwisko pacjenta	Numer PESEL pacjenta	Seria i numer dokumentu tożsamości pacjenta	Adres zamieszkania pacjenta	Imię nazwisko udzielającego świadczenia	Tytuł zawodowy udzielającego świadczenia	Specjalizacje udzielającego świadczenia	Numer prawa wykonywania zawodu udzielającego świadczenia	Rodzaj udzielonego świadczenia	Imię i nazwisko osoby dokonującej wpisu
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Declarations

"Declarations" functionality in the "Registration" menu is used to manage patients declarations. After selecting this functionality there is available a search engine that helps search the declaration of the following criteria:

- declarations type
- declarations state
- staff – in the field you can enter NPWZ, PESEL, name, surname of declared staff
- school REGON – in the field you can start typing a REGON number or the name of the school where the declaration is made, and if such a REGON or school is defined in the REGON numbers database, the system will display a list of hints and will help choose the right one
- declaration date – in the field you can enter a period when there were made statements, which user is interested in; if you enter only the start date of period, then the system will display all the declarations submitted from that day until the present; if you enter only the end date of period, then the system will display the declarations made since the beginning of operation of the system to that day.
- error code – field allows to search the declaration of a specific error code reported by the NFZ for the declaration
- patient name – in the field you can type name or its beginning; caps does not matter
- patient surname – in the field you can type surname or its beginning; caps does not matter
- patient locality – in the field you can type name of locality of residence address or its beginning; caps does not matter
- patient PESEL – in the field you can type PESEL or its beginning
- patients without PESEL – checking this box will display only the declaration of patients without PESEL number

After entering the search criteria and pressing the "Search" button there will be displayed a list of declarations that meet search criteria.

Registration > Declarations

Declarations type
statement to your family doctor
Declarations state
sent
Staff
1234565
School REGON
Declaration date
from
to
Error code

Patient name
Patient surname
Patient locality
Patient PESEL
Patients without PESEL

Search
Export (XLS)
Finish

Previous 1 Next

No.	Declaration type	Patient	Staff	Declaration date	Declaration state	Actions
1	declaration to family doctor	Anna Zamoyska (12121266661)	Marlena Adamczyk (1234565)	2011-12-28	sent	See
2	declaration to family doctor	Tomasz Jastrzębski (60010100010)	Marlena Adamczyk (1234565)	2012-01-08	sent	See
3	declaration to family doctor	Albin Andraszek-Gwóźdź (33101003072)	Marlena Adamczyk (1234565)	2012-01-17	sent	See
4	declaration to family doctor	Wiktoria Wiktorowska (12211571600)	Marlena Adamczyk (1234565)	2012-07-01	sent	See

At each declaration there is the "See" button which clicked opens in new window "Declarations" tab in the patient's card. In addition, after searching the declaration below the search engine there is an extra button "Export (XLS)", which clicked enables to download the XLS file with a list of declarations that meet search criteria.

Realized payments

The "Realized payments" functionality in the "Register" menu is used to generate a report of accepted payments from patients for commercial visits and diagnostic examinations and returned payments for unrealized commercial visits. In particular it can be used to control cash at the end of each day. After selecting this functionality there is displayed search engine for restricting the scope of the data included in the report to a particular payment range (payment for visits, payments for examinations), unit, clinic / ward (choice of clinic / ward is possible only after selecting the unit), the period of payment / return and cash register (choice of cash register precisely points out clinics within which payments were realized, that is why after selection of cash register fields of unit and clinic / ward become inaccessible). After defining the criteria and clicking "Search" button there is displayed a list of documents that meet the search criteria and for each one there is "View" button that allows to view the document. Below the list of documents there is shown the balance being the sum of the amounts of individual documents and the "Cash Report" button allows to download (in PDF format) and print (in the prescribed format) cash report created basing on the search criteria.

Registration • Realized payments

Payments for

visits

▼

Date of income / outcome

2014-04-17

▼

Unit

Podkowa Leśna Błońska (ul.

▼

Date of income / outcome

2014-04-24

▼

Clinic / Ward

Poradnia okulistyczna

▼

Cash register

▼

✓ Search

✗ Finish

← Previous

1

Next →

No. Document	Date of income outcome	Amount	Patient	Visit term	Actions
1 invoice no 000037/2014	2014-04-17	1011.85 PLN	Ali Baba PESEL 11111111111	2014-04-14 15:14	✓ View
2 invoice no 000038/2014	2014-04-17	10011.85 PLN	Ali Baba PESEL 11111111111	2014-04-20 15:32	✓ View
3 invoice no 000036/2014	2014-04-17	133.80 PLN	Ali Baba PESEL 11111111111	2014-04-14 13:17	✓ View
4 correcting invoice no 000035/2014	2014-04-22	-10010.80 PLN	Jakub Orłowski PESEL 56121284416	2013-11-25 08:15	✓ View
5 invoice no 000039/2014	2014-04-22	10.80 PLN	Hanna Bakłażanowska PESEL 50030813703	2014-01-28 08:15	✓ View
6 invoice no 000040/2014	2014-04-23	28.56 PLN	Paweł Olszewski PESEL 83121211111	2014-04-23 14:10	✓ View
7 correcting invoice no 000042/2014	2014-04-24	-133.80 PLN	Paweł Olszewski PESEL 83121211111	2014-01-22 08:30	✓ View
8 correcting receipt	2014-04-24	-1019.80 PLN	Hanna Bakłażanowska PESEL 50030813703	2014-05-08 08:00	✓ View
9 receipt	2014-04-24	1019.80 PLN	Hanna Bakłażanowska PESEL 50030813703	2014-05-08 08:00	✓ View

BALANCE 1052.26 PLN

✓ Cash report

Unrealized payments

The "Unrealized payments" functionality in the "Register" menu is used to generate a report of unrealized payments of patients, unpaid invoices, unpaid receipts and overpayments that require to return money. After selecting this functionality there is displayed search engine for restricting the scope of the data included in the report to a particular payment range (payments for visits, payments for examinations), unit, clinic / ward (choice of clinic / ward is possible only after selecting the unit; choice of unit and clinic / ward makes sense only for payments for visits) and the period of visits / orders realization. After defining the criteria and clicking "Search" button there is displayed a list of unrealized payments of patients. In case of payments for commercial visits for each one there are "Paid", "Receipt", "Invoice on patient" and "Invoice on workplace" buttons or "Corrective invoice" or "Correcting receipt" button that enable to issue accounting document (as described in the "Payments" tab in the patients card). In case of unpaid invoices of the patients and at each a form to record the receipt of payment for the invoice and the "View" button that allows to view an invoice (as described in the "Payments" tab in the patients card). In case of unpaid receipts of the patients and at each a form to record the receipt of payment for the receipt and the "View" button that allows to view a receipt (as described in the "Payments" tab in the patients card).

Date of visit / order from	2015-09-01
Date of visit / order to	2015-09-30

No.	Term visit	Clinic / Ward	Patient	Staff / Instruments	Due	Actions
1	2015-09-01 11:10	Poradnia dermatologiczna ul. Błomska 46/48, 05-807 Podkowa Leśna	Grzegorz Branicki	Olga Baron	150.00	 Paid
						 Receipt
						 Invoice on patient
						 Invoice on workplace
2	2015-09-30 12:30	Poradnia dermatologiczna ul. Błomska 46/48, 05-807 Podkowa Leśna	Hanna Zamojska	Olga Baron	130.00	Payment amount: <input type="text" value="100.00"/>
						Payment date: <input type="text" value="2017-04-05"/>
						 Paid
						 View

In case of payments for diagnostic examinations by each position there are buttons "Paid", "Receipt", "Invoice on patient" and "Invoice on workplace" buttons allowing to issue financial document (as described in the "Payments" tab in the patients card) and unpaid invoices or in case of unpaid invoices there is form allowing to record the contribution of payment for the invoice and the "View" button that allows to view an invoice (as described in the "Payments" tab in the patients card).

Registration
Unrealized payments

Payments for

☐ visits
☒ diagnostic examinations

Unit

Clinic / Ward

✓

 Search

✗

 Finish

Date of visit / order from
2017-02-01

Date of visit / order to
2017-02-28

←

 Previous

1

Next →

No.	Order date	Patient	Due	Actions
1	2017-02-10 12:14	Jakub Orłowski	4.00	<div> <div>Payment amount: 4.00</div> <div>Payment date: 2017-07-03</div> <div> <div>✎</div> Paid <div>✓</div> View </div> </div>
2	2017-02-10 12:16	Jakub Orłowski	7.00	<div> <div>Payment amount: 5.00</div> <div>Payment date: 2017-07-03</div> <div> <div>✎</div> Paid <div>✓</div> View </div> </div>
3	2017-02-15 08:36	Jakub Orłowski	1.00	<div> <div>✎</div> Paid <div>✎</div> Receipt <div>✎</div> Invoice on patient <div>✎</div> Invoice on workplace </div>

Cash registers

“Cash registers” functionality from menu “Registration” is used for defining cash registers that work in healthcare center. Cash register is understood as set of paymentf for commercial visits realized within the specified group of clinics. After choosing this functionality there is list of defined cash registers displayed. By each of them there are buttons allowing to modify or delete the given cash register and under the list there is a button allowing to add new cash register.

Registration
Cash registers

No.	Cash register name	Actions
1	Owczarnia	<div>✎</div> Edit <div>✖</div> Delete
2	Podkowa Leśna - ambulatorium	<div>✎</div> Edit <div>✖</div> Delete
3	Podkowa Leśna - szpital	<div>✎</div> Edit <div>✖</div> Delete

+

 Add cash register

✗

 Finish

To add new cash register one has to click the button “Add cash register”. After that form is displayed where one has to specify cash register name and mark clinics that cash register spreads over and then to confirm with a button “Add”.

Cash register name	Podkowa Leśna - ratownictwo
Clinics / Wards	Owczarnia Kazimierzowska (Kazimierzowska 33D, 05-222 Owczarnia) <input type="checkbox"/> Poradnia zdrowia psychicznego Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna) <input type="checkbox"/> Poradnia okulistyczna <input type="checkbox"/> Poradnia stomatologiczna <input type="checkbox"/> Poradnia dermatologiczna <input type="checkbox"/> Poradnia pediatryczna <input type="checkbox"/> Poradnia POZ <input type="checkbox"/> Izba przyjęć <input type="checkbox"/> Blok operacyjny <input type="checkbox"/> Blok operacyjny 2 <input type="checkbox"/> Poradnia kardiologiczna <input checked="" type="checkbox"/> Zespół Ratownictwa <input type="checkbox"/> Pracownia fizykoterapii

To modify cash register data one has to click the button “Edit” by the given cash register within cash registers list. Cash register form displays then, which is the same as in case of new cash register addition except that is it filled with defined cash register data. One can enter modifications to the data, which one has to confirm with a button “Update” visible at the bottom of form.

To delete cash register data one has to click the button “Delete” by the given cash register within cash registers list. Cash register form displays then, which is the same as in case of defined cash register modification except that is it in readonly mode. Intention of deletion of cash register one has to confirm with a button “Delete” visible at the bottom of form.

Cash withdrawals

“Cash withdrawals” functionality in menu “Registration” is used to record facts of withdrawal of money from cash registers and to browse history of such withdrawals. After choosing this functionality there appears search form allowing to limit range of information about withdrawals made to particular unit and clinic / ward (choice of clinic / ward is possible only after choosing unit) and to period of visits realization. After specifying criteria and pressing the button of “Search” there appears list of made money withdrawals from cash registers. Under the list of withdrawals there is balance displayed which is a sum of amounts of particular documents and there id button named “Cash report” allowing to download (in PDF format) and print (in prescription format) cash report based on entered search criteria.

Registration • Cash withdrawals

Unit
Clinic / Ward

Date of income / outcome
Date of income / outcome

☒ Search
☒ Withdraw
☒ Finish

No.	User	Date of withdrawal	Amount
1	Zoz Zoz (zoz)	2016-10-07 09:49	10000.00 PLN
2	Zoz Zoz (zoz)	2016-10-06 15:04	1000.00 PLN

BALANCE -11000.00 PLN

☒ Cash report

Under search form there is visible also the button named „Withdraw” that allows to report a fact of money withdrawal. After clicking this button there appears form in which one has to specify unit and clinic / ward which disposes the cash register from which withdrawal was made and amount withdrawn and then to confirm fact of making withdrawal with the button named „Withdrawn”.

Registration • Cash withdrawals

Unit
Clinic / Ward
Amount

☒ Withdrawn
☒ Back

Keyboard shortcuts

As part of the functionality of the "Registration" module it is possible to use keyboard shortcuts.

As part of the "New Patient" functionality:

- Ctrl + P – use of this key combination has the same effect as clicking "Add Patient" button
- Ctrl + F – use of this key combination has the same effect as clicking on the "Back to search" button
- Ctrl + → – use of this key combination switches to the next tab
- Ctrl + ← – use of this key combination switches to the previous tab

As part of the "Patients (active cards)" functionality:

- Enter – use of this key combination has the same effect as clicking "Search" button
- Ctrl + P – use of this key combination has the same effect as clicking "Add new patient" button
- Ctrl + F – use of this key combination has the same effect as clicking "Finish" button
- Ctrl + → – use of this key combination switches to the next subpage with the search results

- Ctrl + ← – use of this key combination switches to the previous subpage with the search results

As part of the "Patients (inactive cards)" functionality:

- Enter – use of this key combination has the same effect as clicking "Search" button
- Ctrl + F – use of this key combination has the same effect as clicking "Finish" button
- Ctrl + → – use of this key combination switches to the next subpage with the search results
- Ctrl + ← – use of this key combination switches to the previous subpage with the search results

As part of the "Registration book" functionality:

- Ctrl + D – use of this key combination has the same effect as clicking "Display" button
- Ctrl + F – use of this key combination has the same effect as clicking "Finish" button

As part of the "Visits book" functionality:

- Enter – use of this key combination has the same effect as clicking "Search" button
- Ctrl + F – use of this key combination has the same effect as clicking "Finish" button
- Ctrl + → – use of this key combination switches to the next subpage with the search results
- Ctrl + ← – use of this key combination switches to the previous subpage with the search results

Staff

Module "Staff" is used to manage staff working in a healthcare institution, including the timetables of work of the staff and pools of prescriptions and timetables of equipment functioning at the institution.

Staff

The "Staff" functionality in the "Staff" menu allows for data management of staff working in health care institution. When this functionality is selected, the search engine of staff is available. Searching is possible by any combination of the following criteria:

- > First name
- > Surname
- > PESEL
- > Right to practice number

After entering the search criteria and pressing the "Search" button, there is displayed a list of employees that meet the search criteria and for each one there is the buttons: "Edit" and "Delete" allow to modify or delete employee's data. At the search engine there is also a button allows to add a new employee.

Staff ▸ Staff

First name

Surname

Abak

PESEL

Right to practice number

✓ Search

✕ Finish

+ Add new worker

← Previous

1

Next →

No.	First name	Surname	Pesel	Right to practice number	Actions
1	Helena	Abakus	75013118509	8800000	<div>✎ Edit</div> <div>✖ Delete</div>

To add a new employee you have to press the "Add new employee" button and fill in the form which then displays (at least the required fields and in case of doctors, the number of right to practice is additionally required). If at the visits of the staff, the person who carried out the services is different staff, then you can indicate it in the field "Realizer of services reported to the NFZ" - then the staff will be selected automatically when encoding visits as carried out the service. When you edit employee's data there is displayed the same form except that it is already filled with the employee's data. When removing, form is available only for reading. In the form (when adding and editing employees) should be indicated in which clinics / wards is the employee working. An employee may work in more than one clinic / ward. To indicate more than one clinic / ward, use the button "More clinics / wards". At each clinic / ward assigned to employee there is "Delete" button allows to remove the clinic / ward from the list of employee's workplaces. Button "More clinics / wards" and "Delete" buttons at the particular clinic / ward do not save changes - just click the "Add" or "Update" button (depending on whether adding a new employee, or update an existing employee's data) is saving data from the form. In the form (at adding and editing employee) it is also possible to indicate which rehabilitation services the employee does not realize (including therapists, therapist realizes all rehabilitation services with the exception indicated in the form). To be able to indicate more than one treatment, use the "More rehabilitation services" button. At every treatment there is, in turn, "Delete" button allows to remove a treatment from the list of services not realized by the employee. "More rehabilitation services" and "Remove" buttons at the individual services do not save changes - just the "Add" or "Update" button (depending on whether adding a new employee, or update an existing employee data) is saving data from the form.

Staff » Staff

Professional title
lek.
First name
Helena
Surname
Abakus
PESEL
75013118509
Passport number

Staff type
doctor
Right to practice a profession
8800000
Number in the register of nurses

Doctor number in NFZ

Accepts declaration
☐
Number of ending pool prescriptions at which the system should alert the doctor (Rp)
10
Number of ending pool prescriptions at which the system should alert the doctor (Rpw)
10
Number of ending pool prescriptions at which the system should alert the doctor (Rpz)
10
Realizer of services reported to NFZ (if other than the given)
Baron Olga

Country

Province

Borough

District

City

Post code

Street

House number

Apartment number

Phone number

Scientific internship

Professional association

Right to issue L4

Occupational medicine seal symbols

Province symbol

Specializations / Trainings

Two last digits of year of training completion / specialization finishing / privileges expiration

Order number in the register of doctors making prophylactic examinations

14 - mazowieckie

7 - is carried specialization in

99

222

Specializations

☐ Allergology
☒ anesthesiology and intensive care
☐ angiology
☐ audiology and phoniatrics
☐ balneology and physical medicine
☐ pediatric surgery
☐ thoracic surgery
☐ vascular surgery
☐ General surgery
☐ oncological surgery
☐ Plastic Surgery
☐ dental surgery
☐ maxillo-facial surgery
☐ lung disease
☐ lung disease of children
☐ Internal Medicine
☐ infectious
☒ dermatology and venereology
☐ diabetology
☐ laboratory diagnostics
☐ Endocrinology

☐ gynecological endocrinology and reproduction
☐ Endocrinology and diabetology for children
☐ Epidemiology
☐ Clinical pharmacology
☐ Gastroenterology
☐ Children's gastroenterology
☐ Clinical genetics
☐ Geriatrics
☐ gynecology oncology
☐ hematology
☐ hipertensiology
☐ Clinical Immunology
☐ intensive care
☐ cardiac surgery
☐ cardiology
☐ Children's cardiology
☐ aviation medicine
☐ Sea and tropical medicine
☐ Nuclear Medicine
☐ Palliative Medicine
☐ occupational medicine

☐ emergency medicine
☐ Family Medicine
☐ forensic medicine
☐ sports medicine
☐ medical microbiology
☐ Nephrology
☐ Children nephrology
☐ neonatology
☐ Neurosurgery
☐ Neurology
☐ child neurology
☐ neuropathology
☒ Ophthalmology
☐ children's oncology and hematology
☐ Clinical Oncology
☐ orthodontics
☐ Orthopedics and traumatology of musculoskeletal
☐ otorhinolaryngology
☐ Children's otorhinolaryngology
☐ Pathomorphology
☐ Pediatrics

☐ Metabolic pediatrics
☐ Perinatology
☐ periodontology
☐ Obstetrics and gynecology
☐ Prosthodontics
☐ Psychiatry
☐ children and youth psychiatry
☐ radiology and diagnostic imaging
☐ Radiation Oncology
☐ medical rehabilitation
☐ Rheumatology
☐ Sexology
☒ children's dentistry
☒ dentistry with endodontics
☐ Clinical toxicology
☐ Clinical Transfusion
☐ Clinical transplantation
☐ Urology
☐ Children's urology
☐ public health

Clinics / Wards

Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna

Poradnia POZ, ul. Błońska 46/48, 05-807 Podkowa Leśna

Poradnia stomatologiczna, ul. Błońska 46/48, 05-807 Podkowa Leśna

+ More clinics / wards

Non-realized rehabilitation services

jonoforeza (commercial)

jonoforeza (public)

+ More rehabilitation services

Update

Back to search

Remove

Remove

Remove

Remove

Remove

Prescription pools

The "Prescription pools" functionality in the "Staff" menu allows to import prescription pools of staff in the form of XMZ files downloaded from the NFZ SZOI system. After selecting this functionality there is displayed the form of import the prescription pools and under the form there is a list of already imported pools of prescription. If the logged-in user has administrator's privileges, then the list of imported pools of prescription contains all the pools of prescription of all doctors, otherwise contains all the pools of prescription of logged doctor's only. To import a pool of prescriptions in the form of import should be specified the XMZ file downloaded before from the NFZ SZOI system and eventually clinic / ward in which a pool of prescriptions will be available and then confirm with "Import" button. The system on the basis of the information contained in the XMZ file automatically bind a particular pool with proper doctor. If in the form was indicated clinic / ward, the doctor will be able to issue prescriptions with the numbers of a particular pool only at the visits realized in this clinic / ward, if the clinic / ward is not indicated, then the pool of prescriptions will be possible to use in all clinics / wards where the doctor works.

Staff · Prescription pools

XMZ File

Wybierz plik Nie wybrano pliku

Clinic / Ward

.....

✓ Import

✗ Finish

← Previous

1

2

Next →

No. Id	Doctor name	Category	Clinic / Ward	All numbers	Other numbers	Actions
1 24	HANNA BLASZCZYŃSKA	RpZ	Poradnia okulistyczna ul. Błońska 46/48, 05-807 Podkowa Leśna	5	5	<div>✎ Edit</div> <div>✓ Lock</div> <div>✖ Delete</div>
2 22	HANNA BLASZCZYŃSKA	Rp	Poradnia okulistyczna ul. Błońska 46/48, 05-807 Podkowa Leśna	5		<div>✎ Edit</div> <div>✓ Lock</div> <div>✖ Delete</div>
3 23	HANNA BLASZCZYŃSKA	Rpw	Poradnia okulistyczna ul. Błońska 46/48, 05-807 Podkowa Leśna	5	5	<div>✎ Edit</div> <div>✓ Lock</div> <div>✖ Delete</div>
4 4	Olga Baron	Rp		3000	2772	<div>✎ Edit</div> <div>✓ Lock</div> <div>✖ Delete</div>
5 21	Olga Baron	Rpw		10		<div>✎ Edit</div> <div>✓ Lock</div> <div>✖ Delete</div>
6 20	Ignacy Olszewski	Rp		10	10	<div>✎ Edit</div> <div>✓ Lock</div> <div>✖ Delete</div>
7 18	Anzełm Olszewski	Rp		10	10	<div>✎ Edit</div> <div>✓ Lock</div> <div>✖ Delete</div>
8 17	Julia Król	Rp		10	10	<div>✎ Edit</div> <div>✓ Lock</div> <div>✖ Delete</div>

Imported pools of prescriptions can be edited, locked / unlocked and removed. For this purpose, there are intended buttons: "Edit", "Lock" / "Unlock" and "Delete" appear on the list of imported prescriptions pools at each pool. After pressing the "Edit" there is displayed data form of pool, where you can specify or change the clinic, in which a pool of prescriptions will be available. In particular, any clinic cannot be selected - the pool of prescriptions will be available in all clinics where the doctor works. After entering the information, confirm it by clicking "Update" button.

Staff › Prescription pools

Id	20
Doctor name	Ignacy Olszewski
Category	Rp
Clinic:	-----
All numbers	10
Free numbers	10

Update
 Cancel
 Back

After confirming changes, the system will again display the form of pools of prescriptions to import and a list of imported pools of prescriptions.

To remove a pool of prescriptions use the "Delete" button visible at a particular pool from the list of imported pools of prescriptions. When you press this button there is displayed a form of pool's data to insight (no edits), with "Delete" button, which pressed removes the pool of prescriptions from the system.

Staff › Prescription pools

Id	20
Doctor name	Ignacy Olszewski
Category	Rp
Clinic:	-----
All numbers	10
Free numbers	10

Delete
 Cancel
 Back

After removing a pool, the system displays again a form of pools of prescriptions to import and a list of imported pools of prescriptions.

To lock a pool of prescriptions use the button "Lock" visible at a particular pool from the list of imported pools of prescriptions (if the pool is not locked). When you press this button, the pool will be blocked and becomes inaccessible for the doctor until it is unlocked.

To unlock a pool of prescriptions use the button "Unlock" visible at a particular pool from the list of imported pools of prescriptions (if the pool is locked). When you press this button, the pool will be unlocked and becomes available for the doctor.

Staff timetables

The "Staff timetables" functionality is used to plan of staff's timetables of work in particular clinics / wards of the healthcare facility. Timetables are planned for each clinic / ward separately. There are the following types of timetables:

template timetables - weekly scheme of work of medical worker in clinic / ward

version of template timetable - snapshot of the template timetables from a particular moment

Current timetable - real timetable of medical worker

Funkcjonalność „Grafiki personelu” służy do planowania grafików pracy personelu w poszczególnych poradniach zakładu opieki zdrowotnej. Grafiki planowane są w każdej poradni osobno. Wyróżniamy następujące rodzaje grafików:

- › template timetables - weekly scheme of work of medical worker in clinic
- › version of template timetable - snapshot of the template timetables from a particular moment
- › current timetable - real timetable of medical worker

Template timetables represent the schemes of work of medical staff (dates of visits repeated cyclically in the coming weeks). Template timetables does not determine the dates, but only days of week. State of template timetable can be saved at any time in the form of version of the template timetable. Dates of visits from any version of the template timetable can be copied to the current timetable somehow duplicating what has been planned in this version of the template timetable for the upcoming weeks of work of staff. In this way there is created a real timetable of work of the staff in a particular period. Exceptions to the work of the staff (absences, holidays, changes in hours of work on specific days) are introduced already in the current timetable.

After selecting the "Staff timetables" functionality in the "Staff" menu there is displayed a search engine of medical staff. Searching can be done by any combination of the following criteria:

- › first name – beginning of first name of medical worker (capitalization does not matter)
- › surname – beginning of surname of medical worker (capitalization does not matter)
- › PESEL – PESEL number of medical worker
- › Right to practice a profession – NPWZ number of medical worker

After entering the search criteria and pressing the "Search" button there is displayed a list of employees that meet the search criteria and for each of them - the "Timetables list" button that allows to display a list of timetables of this person.

Staff › **Staff timetables**

First name

Surname

Abak

PESEL

Right to practice a profession

✓ Search

✗ Finish

◀ Previous

1

Next ▶

No.	First name	Surname	Pesel	Right to practice a profession	Timetables
1	Helena	Abakus	75013118509	8800000	<div>✓ Timetables list</div>

After pressing the "Timetables list" button at the selected staff there is displayed a list of clinics / wards where this person is working and at each of them:

- › A selection list of template timetable or one of its versions lets you see this timetable /

version

- › "Enter" button allows you to view the current schedule
- › "Clear from given date" button allows to remove all planned visits in timetable from any specified date in the future (if at any of the deleted dates had been planned visit, then this visit will receive status "visit to cancel")
- › "Delete" button allows to remove timetables (template, versions and current) in the clinic / ward (if at any from removed dates had been planned visit, then this visit will receive status "visit to cancel")

HELENA ABAKUS

◀ Previous 1 Next ▶

No.	Name	Address	Template timetable	Current timetable	Actions
1	Poradnia okulistyczna	00-814 Warszawa ul. Miedziana 2	Select timetable ▼	2015-09-25 Enter ▶	From ✕ Clear from given date — Delete
2	Blok operacyjny	ul. Błońska 46/48, 05-807 Podkowa Leśna	Select timetable ▼	2015-09-25 Enter ▶	From ✕ Clear from given date — Delete
3	Izba przyjęć	ul. Błońska 46/48, 05-807 Podkowa Leśna	Select timetable ▼	2015-09-25 Enter ▶	From ✕ Clear from given date — Delete
4	Poradnia okulistyczna	ul. Błońska 46/48, 05-807 Podkowa Leśna	Select timetable ▼	2015-09-25 Enter ▶	From ✕ Clear from given date — Delete
5	Poradnia stomatologiczna	ul. Błońska 46/48, 05-807 Podkowa Leśna	Select timetable ▼	2015-09-25 Enter ▶	From ✕ Clear from given date — Delete
6	Poradnia dermatologiczna	ul. Testowa 1, 01-234 Warszawa	Select timetable ▼	2015-09-25 Enter ▶	From ✕ Clear from given date — Delete

◀ Back to staff search

After selecting "Template timetable" position from the dropdown list visible in the "Template timetable" column, the system displays a grid for the planning template timetable. The grid has seven columns corresponding to the days of the week (Monday to Sunday). The rows correspond to the possible hours of admission (the grid is limited to clinic's / ward's working hours and every hour is divided into 12 parts for 5 minutes).

[illegible]

Above the grid is a form and there are following options:

- › Highlight surgery - allows you to select the surgery from a list of surgeries functioning in the clinic and then it marks on the timetable (bright orange color) hours in which the office is already taken - this is an indication for the person who plans the timetable when he can use that surgery and when not.
- › Change timetable - lets you switch between template timetable and versions of template timetable (if any were created)
- › Change clinic - Views the template timetable of staff in another clinic (if the employee works in several clinics)
- › Submit template - saves the current state of the template timetable as the version of the template timetable
- › Back to staff timetables list - returns to the list of timetables of the employee
- › Help - enables to display a window explaining the meaning of each color on schedule

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Highlight surgery:
Change timetable
Change clinic

Template timetable

Poradnia okulistyczna - 00-814 Warszawa ul. Miedziana 2

✓ Submit template

← Back to staff timetables list

Help

?

Creating a template timetable is done by dragging the mouse (with the left mouse button) under the timetable's grid. At the time of release the left mouse button there is shown window with the parameters of the slot (a set of planned visits, staff's availability period to take the patients / carry out the surgeries or break in the work of the staff):

- > start time - filled with value, where planned slot starts on the grid. This time can be changed
- > end time - filled with value, where planned slot ends on the grid. This time can be changed
- > type - determines whether it is the time-frame for a visit, whether it is a time of staff

availability (for taking patients / carrying out surgeries / realizing rehabilitation surgeries), or is it a break in work of staff (visit is selected by default)

- › availability for rehabilitation - if as a type of slot has been selected availability then there is the "availability for rehabilitation" field for specifying which conditions of realization of rehabilitation services the availability is relevant (as far as accessibility is concern the realization of rehabilitation services); Only the availabilities for which there was filled the "availability for rehabilitation" field will be visible at planning the rehabilitation services
- › visit type - specifies the type of visit possible to choose among types defined for the clinic (if the clinic has specified default type of visit then it is selected instantly)
- › kind of visit (NFZs, commercial) - It determines how it will look the process of signing up for a visit; selection options are available depending on the type of visit assigned to the clinic:
 - if the clinic has assigned NFZs or commercial type of visit then there is available only this kind of visit
 - if the clinic has assigned mixed type of visit then there is available both kinds of visit - NFZs and commercial
- › surgery - surgery where visit will take place (if there is only one surgery in the clinic and default type of visits required to determine surgery then this surgery is selected by default)
- › visibility within internet – defines whether the given term / set of terms is to be visible within internet portal for patients (patients will be able to register themselves for visits within these terms using internet)
- › number of visits - determines how many visits will be planned in a given period of time (if the time period can be divided into parts for as many minutes as long is the default duration of the visit in the clinic, then such number of visits will be selected by default)

The screenshot displays a software interface for managing a timetable. At the top, there are buttons for 'Highlight surgery', 'Change timetable', and 'Change clinic'. Below these, a 'Template timetable' dropdown is set to 'Poradnia dermatologiczna - 00-117 Warszawa ul. Chmielna 14'. Navigation buttons include 'Submit template', 'Back to staff timetables list', and 'Help ?'. The main area shows a grid for days of the week (Monday, Tuesday, Saturday, Sunday) with time slots. A modal dialog box titled 'Adding' is open in the center, containing the following fields:

- Date: Wednesday
- Start time: 00:45
- End time: 01:45
- Type: Visit
- Visit type: wizyta
- Kind of visit: NFZs
- Surgery: (S) Gabinet dermatologii laserowej; 00-117 Warsza
- Number of visits: 12 x 5 minut

At the bottom of the dialog are 'Add' and 'Cancel' buttons.

After filling / verifying the parameters of the slot they have to be confirmed with the "Add" button. Then the window with the parameters disappears and the planned slot appears on the grid. If the type of visit that you selected at adding slot has defined color of highlighting, then in the upper right corner of the slot there is displayed spot in this color.

HELENA ABAKUS

Highlight surgery:
 Change timetable
 Change clinic

(S) Gabinet 1

▼

Template timetable

▼

Poradnia ginekologiczno-położnicza - 00-855 Warszawa ul. Grzybowska 34 ▼

✓ Submit template

← Back to staff timetables list

Help ?

Monday - Sunday							
	Mon Monday	Tue Tuesday	Wed Wednesday	Thu Thursday	Fri Friday	Sat Saturday	Sun Sunday
08:00		08:00 - 09:00 Visit	08:00 - 08:30 Visit 08:30 - 08:40 Break 08:40 - 09:00 Visit	08:00 - 09:00 Accessibility			
09:00							

Planned slots in the timetable can be modified: lengthen, shorten, move, copy and delete. To modify or remove slot you have to click it the mouse – there is shown the window of slot's parameters - then you can modify parameters and save them by clicking "Save" button or remove the slot by pressing the "Delete". If you put the mouse's cursor over the bottom edge of the slot, then by holding down the left mouse button, you can change the length of the slot (lengthen it or shorten) - the change will be approved after releasing the left mouse button (the slot can be extended or shortened only in multiples of visit's time specified in slot's parameters) . If you put the mouse cursor on the header of slot then by holding down the left mouse button you can move the slot to another place in the grid (to another hour, another day) - the change will be approved after releasing the left mouse button. But if you put the mouse cursor on the header of slot and hold down the shift key on the keyboard while holding down the left mouse button, you can copy a slot in another place of grid (to another hour, another day) - the change will be approved after releasing the left mouse button.

To create current timetable on the basis of a template timetable it should be approved by button visible in the form under the timetable (then will be created a version of a template timetable with the date and time of creation), and then from the "Change timetable" list in the same form select the version you've created. There will be displayed the selected version of template timetable and over this there will be a form to copy data from this version to the current timetable. Slots in versions of a template timetable cannot be modified or deleted - you can only get a preview of slot's parameters by clicking on this slot by left mouse button. Form under the version of template timetable lets you

copy (duplicate) slots planned in this version to the current timetable for the specified period (full weeks), with the possibility of copying on all the weeks of that period, or every two weeks. Copying to every two weeks can be useful if the employee has different schemes of working time used interchangeably in the following weeks - should then create two versions of a template timetable, and one copy for "even" weeks and another for "odd" weeks of current timetable.

HELENA ABAKUS

Copy to current timetable

From

To

☐ Every two weeks

Copy

Change timetable

Version from day 2015-09-25 15:08

Back to staff timetables list

Help

Monday - Sunday

	Mon Monday	Tue Tuesday	Wed Wednesday	Thu Thursday	Fri Friday	Sat Saturday	Sun Sunday
08:00		08:00 - 09:00 Visit	08:00 - 08:30 Visit	08:00 - 09:00 Accessibility			
			08:30 - 08:40 Break				
			08:40 - 09:00 Visit				
09:00							

To copy data from a version of template timetable to the current timetable, in the form on the top of the page should be indicate the scope of weeks (and possibly select that copying has to be done every two weeks) and then click "Copy" button. The system will ask for confirmation yet - request for confirmation will be displayed on the form of copying (which has to be confirmed by using the "Yes" button or canceled by using the "No" button). When copying is complete, the system will inform about it in the relevant message. In addition, if at the copying will be any conflicts between the current timetables of the staff/equipment from different clinics, the system also displays information about the existing conflicts - such conflicts have to be removed manually in the current timetables.

The consequences of copying are as follows:

- › in all the weeks in the current timetable where has not been made any manual changes (add / modify / delete single slots for specific days, add absences) during the period when it was copied, all the previously existing visits are removed and new ones are created, such as in the version of template timetable
 - if as a result of copying is removed any visit from the current timetable and in its place there is new one, it does not have any effect on appointed visits
 - if as a result of copying is removed any visit from the current timetable and in its place there is new one, then planned visits at this time is marked as "visit to cancel" - the task of registering workers is to inform patients and to cancel such marked visits

- View of the current timetable is similar to the view a template timetable except that we are already dealing with specific dates and under the timetable's grid there is displayed information about a particular week - whether it was copied from the version of a template timetable or whether it was created / modified manually. There is also another form under the timetable.

In the form above the timetable there are following options:

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- › Change week – allows to move between different weeks of the current timetable (to move to another week, click on the date field, indicate in the calendar any day of the week for which you want to move and press the "Enter" button)
- › Back to staff timetables list - returns to the list of timetables of the employee
- › Help - enables to display a window explaining the meaning of each color on schedule

To add absence you should indicate start day of absence, end day of absence (in both cases by clicking the field and selecting a date from the calendar), type of absence (from drop list) and confirm by "Add" button. Absence will appear in timetable as yellow highlight of columns corresponding to the days of absence. To delete an absence you should indicate start day of absence, end day of absence (in both cases by clicking the field and selecting a date from the calendar) and confirm by "Delete" button. You can also delete some absences in case of a few days absence indicating a shorter period in the form.

The rules of adding, editing, deleting, lengthening, shortening, moving or copying slots in current timetable are identical as in template timetable.

Slots within timetables can have the following colors:

- blue – slots in this color are correctly planned terms to arrange visits
- red – slots in this color are planned terms but the surgery room in which they are planned is occupied by another staff at the same time
- green – slots in this color are planned periods of availability of staff
- yellow – slots in this color are planned breaks in staff work
- pink – slots in this color are staff working times in other clinics, slots with this color are displayed only for informational purposes (they come from other planned timetables so they cannot be added, modified nor deleted), if clinic corresponding to pink slot is located in different unit then pink slot is automatically lengthened at the beginning by the time necessary for the staff to move to that clinic and at the end by the time necessary for the staff to move from that clinic (these times are defined as stated in chapter “Units distance”)

Background of columns in timetable can have the following color:

- violet – background in this color means current day (today)
- peach – background in this color means free day
- light yellow – background in this color means absence of staff
- light orange – background in this color shows where surgery room chosen above the timetable is occupied
- gray – background in this color is used in basic health care clinics and means that no staff and no equipment is working in this clinic at that time
- dark green – background in this color is used in basic health care clinics and means that some staff or some equipment is working in this clinic at that time

Equipment timetables

The "Equipment timetables" functionality is used to plan timetables of equipment's work in particular clinics / wards of healthcare facility. Equipment timetables are planned in a situation when it is not important who will be handle the device (eg. X-ray apparatus), but when it will be

possible to do a surgery on this device. Timetables are planned for each clinic / ward separately. There are the following types of timetables:

- › template timetable – weekly scheme of work of medical equipment in clinic / ward
- › version of template timetable – snapshot of template timetable at a specified moment
- › current timetable – actual timetable of work of medical equipment

Template timetables are for planning repetitive (cyclically in the coming weeks) dates of work of medical equipment. Template timetable's state at any time can be saved in the form of a version of template timetable. Dates of work, from any version of template timetable can be copied to the current timetable somehow duplicating what has been planned in this version of template timetable for the upcoming weeks of equipment's work. In this way creates a real timetable of equipment's work in a particular period. Exceptions in the work of equipment (unavailability due to maintenance or repairs, alterations of hours of work on specific days) are entered already in the current timetable.

After selecting the "Equipment timetables" functionality in the "Staff" menu, there is displayed a search engine of medical equipment. Searching can be done by any combination of the following criteria:

- › unit name - part of the name of the unit (capitalization does not matter)
- › unit address - part of the unit's address (capitalization does not matter)
- › clinic / ward name - part of the name of the clinic / ward (capitalization does not matter)
- › clinic / ward address - part of the clinic's / ward's address (capitalization does not matter)
- › instrument name - part of equipment's names (capitalization does not matter)

After entering the search criteria and pressing the "Search" button there is displayed a list of equipment matching search criteria and at each of them:

- › selection list of template timetable or one of its versions allows to see such a timetable/version (if for the equipment in the clinic / ward timetable has already been created)
- › the „Enter” button allows to view the current timetable (if for the equipment in the clinic / ward timetable has already been created)
- › the „Create timetable” button allows to create timetable of equipment's work in the clinic / ward (if for the equipment in the clinic timetable has already been created)
- › the „Delete timetable” button allows to delete timetable of equipment's work in the clinic / ward (if for any of the dates had been planned visit, then such a visit will receive status "visit to cancel"). (if for the equipment in the clinic / ward timetable has already been created)

← Previous 1 Next →

No.	Instument	Clinic / Ward	Unit	Template timetable	Current timetable	Actions
1	Fotel	Blok operacyjny 2	Podkowa Leśna Błoriska (ul. Błoriska 46/48, 05-807 Podkowa Leśna)	Select timetable ▼	2016-07-07 Enter ➡	➡ Delete timetable
2	Kabina	Pracownia fizykoterapii	Podkowa Leśna Błoriska (ul. Błoriska 46/48, 05-807 Podkowa Leśna)	Select timetable ▼	2016-07-07 Enter ➡	➡ Delete timetable
3	POZorl	Poradnia POZ	Podkowa Leśna Błoriska (ul. Błoriska 46/48, 05-807 Podkowa Leśna)	Select timetable ▼	2016-07-07 Enter ➡	➡ Delete timetable

If for a particular equipment there is still not any timetable of work in the clinic / ward then simply click the "Create timetable" button at the equipment to create such timetable. Similarly, you can remove already created timetable by clicking on the "Delete timetable" button at the equipment.

After selecting an item of the "Template timetable" name from the drop list visible in the "Template timetable" column, the system displays a grid for planning template timetable. The grid has seven columns corresponding to the days of the week (Monday to Sunday). The rows correspond to the possible working hours (the grid is limited to working hours of clinic / ward and every hour is divided into 12 parts for 5 minutes).

[illegible]

Above the grid there is a form where are following options:

- › Change timetable - lets you switch between template timetable and versions of template timetable (if any were created)
- › Change clinic - Views the template timetable of equipment's work in another clinic (if the equipment is functioning in several clinics)
- › Submit template - saves the current state of the template timetable as the version of the template timetable
- › Back to instruments search - returns to the search engine of equipment
- › Help - enables to display a window explaining the meaning of each color on schedule

Creating a template timetable is done by dragging the mouse (with the left mouse button) under the timetable's grid. At the time of release the left mouse button there is shown window with the parameters of the slot (a set of planned visits, equipment's availability period to handle the patients / carry out the surgeries or break in the work of the equipment):

- › start time – filled with value, where planned slot starts on the grid. This time can be changed
- › end time - filled with value, where planned slot ends on the grid. This time can be changed
- › type - determines whether it is the time-frame for a visit, whether it is a time of equipment's availability (for handling the patients / carrying out surgeries using it / realizing rehabilitation services using it), or is it a break in work of equipment (visit is selected by default)
- › availability for rehabilitation - if as a type of slot has been selected availability then there is the "availability for rehabilitation" field for specifying which conditions of realization of rehabilitation services the availability is relevant (as far as accessibility is concern the realization of rehabilitation services); Only the availabilities for which there was filled the "availability for rehabilitation" field will be visible at planning the rehabilitation services
- › visit type - specifies the type of visit possible to choose among types defined for the clinic (if the clinic has specified default type of visit then it is selected instantly)
- › kind of visit (NFZs, commercial) - It determines how it will look the process of signing up for a visit; selection options are available depending on the type of visit assigned to the clinic:
 - if the clinic has assigned NFZs or commercial type of visit then there is available only this kind of visit
 - if the clinic has assigned mixed type of visit then there is available both kinds of visit - NFZs and commercial
- › surgery - surgery where visit will take place (if there is only one surgery in the clinic and default type of visits required to determine surgery then this surgery is selected by default)
- › visibility within internet – defines whether the given ter / set of terms is to be visible within internet portal for patients (patients will be able to register themselves for visits within these terms using internet)
- › number of visits - determines how many visits will be planned in a given period of time (if the time period can be divided into parts for as many minutes as long is the default duration of the visit in the clinic, then such number of visits will be selected by default)

To create current timetable on the basis of a template timetable it should be approved by button visible in the form under the timetable (then will be created a version of a template timetable with the date and time of creation), and then from the "Change timetable" list in the same form select the version you've created. There will be displayed the selected version of template timetable and over this there will be a form to copy data from this version to the current timetable. Slots in versions of a template timetable cannot be modified or deleted - you can only get a preview of slot's parameters by clicking on this slot by left mouse button. Form under the version of template timetable lets you copy (duplicate) slots planned in this version to the current timetable for the specified period (full weeks), with the possibility of copying on all the weeks of that period, or every two weeks. Copying to every two weeks can be useful if for the equipment there are different schemes of working time used interchangeably in the following weeks - should then create two versions of a template timetable, and one copy for "even" weeks and another for "odd" weeks of current timetable.

To copy data from a version of template timetable to the current timetable, in the form on the top of the page should be indicate the scope of weeks (and possibly select that copying has to be done every two weeks) and then click "Copy" button. The system will ask for confirmation yet - request

The consequences of copying are as follows:

- View of the current timetable is similar to the view a template timetable except that we are already dealing with specific dates and under the timetable's grid there is displayed information about a particular week - whether it was copied from the version of a template timetable or whether it was created / modified manually. There is also another form under the timetable.

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In the form above the timetable there are following options:

- › Go to clinic - allows to view the current timetable of equipment's work in another clinic (if the equipment functions in several clinics)
- › Unavailability (with „Add” and „Delete” buttons) – allows to add and remove equipment's unavailabilities in a given period (opposed to the breaks, unavailabilities apply to whole days)
- › Change week – allows to move between different weeks of the current timetable (to move to another week, click on the date field, indicate in the calendar any day of the week for which you want to move and press the "Enter" button)
- › Back to instruments search - returns to the search engine of equipment
- › Help - enables to display a window explaining the meaning of each color on schedule

To add unavailability you should indicate start day of unavailability, end day of unavailability (in both cases by clicking the field and selecting a date from the calendar) and confirm by "Add" button. Unavailability will appear in timetable as yellow highlight of columns corresponding to the days of unavailability. To delete an unavailability you should indicate start day of unavailability, end day of unavailability (in both cases by clicking the field and selecting a date from the calendar) and confirm by "Delete" button. You can also delete some unavailabilities in case of a few days unavailability indicating a shorter period in the form.

The rules of adding, editing, deleting, lengthening, shortening, moving or copying slots in current timetable are identical as in template timetable.

Slots within timetables can have the following colors:

- blue – slots in this color are correctly planned terms to arrange visits
- green – slots in this color are planned periods of availability of equipment
- yellow – slots in this color are planned breaks in equipment usage

Background of columns in timetable can have the following color:

- violet – background in this color means current day (today)
- peach – background in this color means free day
- light yellow – background in this color means unavailability of equipment
- light orange – background in this color shows where surgery room chosen above the timetable is occupied
- gray – background in this color is used in basic health care clinics and means that no staff and no equipment is working in this clinic at that time
- dark green – background in this color is used in basic health care clinics and means that some staff or some equipment is working in this clinic at that time

Contracts

The "Contracts" functionality from the "Staff" menu is used to manage contracts signed by the medical staff. After selecting this functionality there is displayed a search engine of staff. Searching can be done by any combination of the following criteria:

- > First name
- > Surname
- > PESEL
- > Right to practice number

After entering the search criteria and pressing the "Search" button, there is displayed a list of employees that meet the search criteria and for each there is the "Choose" button.

Staff > Contracts

First name

Surname

baron

PESEL

Right to practice number

✓ Search

✕ Finish

← Previous

1

Next →

No.	First name	Surname	PESEL	Right to practice number	Choose
1	Olga	Baron	50010104809	7700000	<div style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Choose</div> <div style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">→</div>

When you click "Choose" button at a person from the staff, there is displayed a list of contracts of staff (or information about lack of the contracts) and the "Add contract" button below allowing to enter a new contract.

Staff > Contracts

HELENA ABAKUS

No.	Contract name	Contract number	Signing date	Valid from	Valid to	Actions
No contracts in database						

+ Add contract

← Back to staff search

✕ Finish

After clicking "Add contract" button, there is displayed a form to add a new contract, where next to the basic data of contract can be entered also its content and the position corresponding to the terms of settlement of the contract. Entering content is done by using an editor that allows text formatting (change font size, alignment, bold, italic, underline, strikethrough, subscript, superscript), the creation of bullets (numbered and unnumbered), insert symbols and tables on the principle such as editors like OpenOffice, LibreOffice or Microsoft Word. Placing tag {X} in the content of the contract will cause that on the print of the contract this tag will be replaced by automatically generated entries corresponding to particular positions of the contract. In the form of adding the contract it is possible to define any number of contract's positions of four different types:

- positions of the contract in relation to NFZ's visits

- positions of the contract in relation to commercial visits
- positions of the contract in relation to NFZ's services
- positions of the contract in relation to commercial services

Positions of the contract in relation to NFZ's visits determine the rate by which the staff will have charged payment for carrying out the NFZ's visits that meet certain conditions. The rates can be defined as the amount per visit (payment due to staff depends on the number of visits carried out by him), or the amount per hour (payment due to staff is dependent on the duration of the visits carried out by him). For each rate can specified the conditions under which the payment should be implemented according to the rate. Conditions can be defined as any combination of the following criteria:

- place - identification of place means that the payment of the specified rate will be implemented only for visits carried out in the specified place
- specialty - identification of specialty means that the payment of the specified rate will be implemented only for the visits carried out in a given specialty clinics
- visit kind - identification of the kind of visits means that the payment of the specified rate will be implemented only for realized visits of particular kind (scheduled, additional)
- visit type - identification of the type of visits means that the payment of the specified rate will be implemented only for realized visits of particular type; a list of possible types of visits to select is only available when you select specialty
- procedure - identification of the procedure code (ICD-9) means that the payment of the specified rate will be implemented only for realized visits where staff done the procedure of the particular code
- days - identification of the type of days means that the payment of the specified rate will be implemented only for the visits carried out in the indicated days (weekdays, weekends, certain day of the week, holidays, specified day); when the rate is applying to visits realized a certain date there should be given a specific date which such situation is concerning
- hours - identification of the hours means that the payment of the specified rate will be implemented only for the visits carried out in certain hours

Positions of the contract in relation to commercial visits determine the rate by which the staff will have charged payment for carrying out the commercial visits that meet certain conditions. The rates can be defined as the amount per visit (payment due to staff depends on the number of visits carried out by him), the amount per hour (payment due to staff is dependent on the duration of the visits carried out by him), percent per visit (payment due to staff is a percentage of receivables collected by a health care from patient per visit), the formula for the visit (payment due to staff depends on the receivables collected by a health care from the patient for the visit and calculated according to a defined pattern operates on the debts). For each rate can specified the conditions under which the payment should be implemented according to the rate. Conditions can be defined as any combination of the following criteria:

- place - identification of place means that the payment of the specified rate will be implemented only for visits carried out in the specified place
- specialty - identification of specialty means that the payment of the specified rate will be implemented only for the visits carried out in a given specialty clinics
- visit kind - identification of the kind of visits means that the payment of the specified rate

will be implemented only for realized visits of particular kind (scheduled, additional)

- visit type - identification of the type of visits means that the payment of the specified rate will be implemented only for realized visits of particular type; a list of possible types of visits to select is only available when you select specialty
- procedure - identification of the procedure code (ICD-9) means that the payment of the specified rate will be implemented only for realized visits where staff done the procedure of the particular code
- days - identification of the type of days means that the payment of the specified rate will be implemented only for the visits carried out in the indicated days (weekdays, weekends, certain day of the week, holidays, specified day); when the rate is applying to visits realized a certain date there should be given a specific date which such situation is concerning
- hours - identification of the hours means that the payment of the specified rate will be implemented only for the visits carried out in certain hours

Positions of the contract in relation to NFZ's services determine the rate by which the staff will have charged payment for carrying out the NFZ's services that meet certain conditions. The rates are defined as the amount per service (payment due to staff depends on the number of services carried out by him, which have been settled with the NFZ, what means that they are accepted by the NFZ). For each rate can specified the conditions under which the payment should be implemented according to the rate. Conditions can be defined as any combination of the following criteria:

- place - identification of place means that the payment of the specified rate will be implemented only for services carried out in the specified place
- specialty - identification of specialty means that the payment of the specified rate will be implemented only for the visits carried out in a given specialty clinics
- service type - identification of the type of service means that the payment of the specified rate will be implemented only for service realized in clinics of particular type;
- range of services - identification of the code of range of services means that the payment of the specified rate will be implemented only for the realized services assigned to the range of services under contracts with the NFZ
- service - identification of the service code means that the payment of the specified rate will be implemented only for realized services having this service code under contracts with the NFZ.
- procedure - identification of the procedure code (ICD-9) means that the payment of the specified rate will be implemented only for services realized during the visits when staff done the procedure with particular code
- days - identification of the type of days means that the payment of the specified rate will be implemented only for the services carried out in the indicated days (weekdays, weekends, certain day of the week, holidays, specified day); when the rate is applying to services realized a certain date there should be given a specific date which such situation is concerning
- hours - identification of the hours means that the payment of the specified rate will be implemented only for the services carried out in certain hours

Positions of the contract in relation to commercial services determine the rate by which the staff will have charged payment for carrying out the commercial services that meet certain conditions.

The rates can be defined as the amount per service (payment due to staff depends on the number of services carried out by him), percent per service (payment due to staff is a percentage of receivables collected by a health care from patient per service), the formula for the visit (payment due to staff depends on the receivables collected by a health care from the patient for the service and calculated according to a defined pattern operates on the debts). For each rate can be specified conditions under which the payment should be implemented according to the rate. Conditions can be defined as any combination of the following criteria:

- place - identification of place means that the payment of the specified rate will be implemented only for services carried out in the specified place
- service type - identification of the type of service means that the payment of the specified rate will be implemented only for service realized in clinics of particular type;
- price list - identification of price list means that the payment of the specified rate will be implemented only for the realized services selected from the indicated price list
- service - identification of the service code means that the payment of the specified rate will be implemented only for realized services having this service code under contracts with the NFZ.
- procedure - identification of the procedure code (ICD-9) means that the payment of the specified rate will be implemented only for services realized during the visits when staff done the procedure with particular code
- days - identification of the type of days means that the payment of the specified rate will be implemented only for the services carried out in the indicated days (weekdays, weekends, certain day of the week, holidays, specified day); when the rate is applying to services realized a certain date there should be given a specific date which such situation is concerning
- hours - identification of the hours means that the payment of the specified rate will be implemented only for the services carried out in certain hours

The rates defined as an amount or a percentage are floating-point numbers determined with an accuracy of up to two places after the decimal point. The rates defined as formula (for commercial visits and services) are created as parts of the source code in the Groovy programming language (<http://www.groovy-lang.org/documentation.html>). In the content of formula in the parameter called **amount** is available the amount of the fee for the visit / service for which the formula can operate. The value representing the result of the formula should be placed in the content of the formula after the **return** keyword. At any field of rate allows the entering the formula there is the "Verify" button. This button becomes active when you select a formula as a kind of rates and makes it easier to create and test formulas. Click on this button opens a new window with a field for entering a formula and a field to enter the test amount. To ensure proper operation of the formula, after entering the test amount and content of the formula, click "Verify" button. If the content of the formula is not a valid code in the Groovy programming language, the system reports an error, and if it is a valid code in the Groovy programming language then in the "Result" field will be the result of calculation of the formula using a specified test amount. Entering any amendments to the content of the formula and re-test for different test amounts you can make sure of the correctness of created formula. Clicking on "Use" button closes the test formula and the final content of the formula is automatically inserted into the data form of contract.

Amount	BigDecimal amount = <input type="text" value="75"/>
Formula	<pre>if (amount < 100.00) return 0.1 * amount; else return 0.15 * amount;</pre> <p><i>Notice! Formulas are created in Groovy programming. Within the code of the formula in the parameter named amount there is an amount on which formula can operate. The value being the result of the formula should be placed within the code of the formula after the keyword named return.</i></p>
Result	<input type="text" value="7.50"/>

☒

In the data form of contract for each of the four types of positions there is also available a "More" button, which the next click displays the next lines in the form to enable the introduction of more positions of the contract. Positions of the contract does not have to be exclusive - you can define multiple positions of the contract under which there will be calculated payment for the same visit / service (eg. The definition of the rate for each commercial visit and rates for each commercial service will mean that for each commercial visit will be calculated payment basing on the first rates and additionally for each commercial service realized during this visit will be calculated additional value of payments by second rate). This solution allows you to build multiple mechanisms of provision calculation.

OLGA BARON

Contract name	Kontrakt 2016
Contract number	1/2016
Signing date	2016-01-01
Valid from	2016-01-01
valid to	2016-12-31
Contract content	<div> Rozmiar czcionki: </div> <div> Kontrakt nr 1/2016 z dnia 1 stycznia 2016 </div> <p>zawarty pomiędzy</p> <p>NZOZ Testowym zwanym dalej Zleceniodawcą</p> <p>a</p> <p>dr n. med. Olga Baron zwaną dalej Zleceniobiorcą.</p> <p>§1</p> <p>Zleceniodawca zleca a Zleceniobiorca przyjmuje na siebie wykonywanie obowiązku świadczenia usług medycznych w siedzibie Zleceniodawcy w okresie stycznia 2016 do 31 grudnia 2016, za co Zleceniodawca zobowiązuje się wypłacać Zleceniobiorcy za każdy przepracowany miesiąc do 15 dnia kolejnego miesiąca wynagrodzenie naliczane według następujących zasad:</p> <p>{X}</p> <p>Ścieżka: p » strong</p>

NOTICE! If you place within the contract content the tag of {X} then system will replace it with automatically generated records matching the defined contract positions.

Contract positions relating to NFZ visits

Place	Days	Rate type
Speciality	Fixed day	Rate
Visit kind	From hour	
Visit type	To hour	
Procedure		
Podkowa Leśna Błońska, ul. Błońska 46/48, 05-80	working days	amount for a visit
DENTAL CLINIC (1800)		25.00
planned visits	00:00	
zwykła	24:00	
89.00		

[+ More](#)

Contract positions relating to commercial visits

Place Speciality Visit kind Visit type Procedure	Days Fixed day From hour To hour	Rate type Rate
<input type="text"/>	<input type="text" value="free days"/>	<input type="text" value="percent for a visit"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="10.00"/>
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="button" value="Verify"/>
<input type="text"/>		

Contract positions relating to NFZ services

Place Service type Service range Service Procedure	Days Fixed day From hour To hour	Rate type Rate
<input type="text"/>	<input type="text"/>	<input type="text" value="amount for a service"/>
<input type="text" value="basic health care"/>	<input type="text"/>	<input type="text" value="70.00"/>
<input type="text" value="01.0010.092.01"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>		

Contract positions relating to commercial services

Place Service type Price list Service Procedure	Days Fixed day From hour To hour	Rate type Rate
<input type="text"/>	<input type="text" value="working days"/>	<input type="text" value="formula for a service"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="if (amount < 100.00)"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="return 0.1 * amount;"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="else"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Verify"/>
<input type="text"/>		
<input type="text"/>	<input type="text" value="free days"/>	<input type="text" value="formula for a service"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="if (amount < 100.00)"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="return 0.2 * amount;"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="else"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Verify"/>
<input type="text"/>		

NOTICE! Contract positions without specified rate type will be ignored while saving form data.

After entering all the data, save them by clicking the "Add" button. Positions contract that does not have specified the type of rates are skipped at saving data. After saving, the data form of the contract is empty again allowing the entering the next contract. To cancel entering another contract, click "Back to the list of contracts." Added contract becomes visible on the list of contracts of staff.

Staff > Contracts

OLGA BARON

No.	Contract name	Contract number	Signing date	Valid from	Valid to	Actions
1	Kontrakt 2016	1/2016	2016-01-01	2016-01-01	2016-12-31	Copy Edit Delete Print Settlement

Add contract
 Back to staff search
 Finish

At each contract there are five buttons:

- Copy - allows to quickly create a copy of the contract
- Edit - allows to edit the data contract
- Delete - allows to delete the contract
- Print - allows to download a PDF file with the content of the contract to print
- Settlement - allows you to view and print the status of the contract with amounts due to personnel caused by the execution of this contract

If there is a need for a new contract, which will be slightly different from the existing one, then the easiest way is to create a copy of an existing contract and then modify the data of that copy. To create a copy of the contract, click "Copy" button at the contract list. There will appear a window asking you to enter the name of a copy of the contract.

Staff > Contracts

No.	Contract name	Contract number
1	Kontrakt 2016	1/2016

Add contract
 Back

Delete
 Print
 Settlement







Komunikat ze strony devel.torn.com.pl:
 Name of contract copy:

OK Anuluj

After entering the name of a copy of the contract and confirming by pressing "OK" button on the list of contracts will appear a newly created copy.

Operation completed successfully

OLGA BARON

No.	Contract name	Contract number	Signing date	Valid from	Valid to	Actions									
1	Kontrakt 2017	1/2016	2016-01-01	2016-01-01	2016-12-31		Copy		Edit		Delete		Print	Settlement	
2	Kontrakt 2016	1/2016	2016-01-01	2016-01-01	2016-12-31		Copy		Edit		Delete		Print	Settlement	

Add contract
 Back to staff search
 Finish

A copy differs from the original contract only name. To modify the other data, click the "Edit" button.

If you want to modify the contract data, click "Edit" at the contract list. There will appear the data form of the contract the same as at adding a new contract, but filled with data. After making changes (editing data of contract has the same rules as at adding a new contract), save them by clicking the "Save" button below the form.

If there is need to remove the contract, click the "Delete" button at the contract list. There will be displayed the data form of contract identical as at editing contract data but in read-only mode. Pressing the "Delete" button below the form removes the contract from the system.

To print the contract, click "Print" button at the contract list. It opens the PDF document with the contents of the contract to print. If the content of the contract has placed {X} marker, it is replaced by automatically generated entries corresponding to particular positions of the contract.

Kontrakt nr 1/2016

z dnia 1 stycznia 2016

zawarty pomiędzy

NZOO Testowym zwanym dalej **Zleceniodawcą**

a

dr n. med. **Olga Baron** zwaną dalej **Zleceniobiorcą**.

§1

Zleceniodawca zleca a Zleceniobiorca przyjmuje na siebie wykonywanie obowiązku świadczenia usług medycznych w siedzibie Zleceniodawcy w okresie od 1 stycznia 2016 do 31 grudnia 2016, za co Zleceniodawca zobowiązuje się wypłacać Zleceniobiorcy za każdy przepracowany miesiąc do 15 dnia kolejnego miesiąca wynagrodzenie naliczane według następujących zasad:

- za każdą NFZ-ową wizytę zrealizowaną w placówce **Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna)** w ramach specjalności **1800 (PORADNIA STOMATOLOGICZNA)** w przypadku wizyt **planowych** dla wizyt typu **zwykła** przy wykonaniu procedury **89.00 (Porada lekarska, konsultacja, asysta)** w **dni robocze** od godziny **00:00** do godziny **24:00** ustala się stawkę w kwocie **25.00 PLN**
- za każdą komercyjną wizytę zrealizowaną w **dni wolne** ustala się stawkę wynoszącą **10.00%** wartości wizyty
- za każdą rozliczoną NFZ-ową usługę zrealizowaną dla świadczeń w rodzaju **podstawowa opieka zdrowotna** dla świadczeń z zakresu **01.0010.092.01 (ŚWIADCZENIA LEKARZA POZ)** ustala się stawkę w kwocie **70.00 PLN**
- za każdą komercyjną usługę zrealizowaną w **dni robocze** ustala się stawkę obliczaną zgodnie z formułą
if (amount < 100.00)
return 0.1 * amount;
else
return 0.15 * amount;
gdzie **amount** oznacza wartość usługi w PLN
- za każdą komercyjną usługę zrealizowaną w **dni wolne** ustala się stawkę obliczaną zgodnie z formułą
if (amount < 100.00)
return 0.2 * amount;
else
return 0.25 * amount;
gdzie **amount** oznacza wartość usługi w PLN


To check the status of the contract click "Settlement" button at the contract on the list. You will see a table with the list of positions of the contract. For each position there are given:






- realization conditions
- rate, according to which there is calculated value of the payment due to staff by realization of visits / services that meet specified conditions
- value of payments due to staff by realization of visits / services that meet specified

conditions



Staff > Contracts

OLGA BARON
Kontrakt 2017

Period from to **Display** 

Lp.	Realization conditions	Rate	Value	Details
1	NFZ VISITS Place: Podkowa Leśna Błomska (ul. Błomska 46/48, 05-807 Podkowa Leśna) Speciality: 1800 (DENTAL CLINIC) Visit kind: planned visits Visit type: zwykła Procedure: 89.00 (Porada lekarska, konsultacja, asysta) Days: working days From hour: 00:00 To hour: 24:00	25.00 PLN for a visit	25.00 PLN	Details 
2	COMMERCIAL VISITS Days: free days	10.00 % value of visit	114.38 PLN	Details 
3	NFZ SERVICES Service type: basic health care Service range: 01.0010.092.01 (ŚWIADCZENIA LEKARZA POZ)	70.00 PLN for a service	70.00 PLN	Details 
4	COMMERCIAL SERVICES Days: working days	if (amount < 100.00) return 0.1 * amount; else return 0.15 * amount;	52.10 PLN	Details 
5	COMMERCIAL SERVICES Days: free days	if (amount < 100.00) return 0.2 * amount; else return 0.25 * amount;	280.75 PLN	Details 
TOTAL			542.23 PLN	

NOTICE! Within formulas **amount** is charge for visit / service taken from patient.


 **Print**  **Back to contracts list**

At each position of the contract in the table there is "Details" button allows you to view (in new window) realized visits / services that make up the amount of the payment due to staff.

In the case of positions of the contract relating to NFZ's visits, in details for each visit there are visible date, type, clinic, rate and value of the payment due to staff for realization of the visit.

No.	Visit term	Visit type	Clinic	Rate	Value
1	2016-02-11 09:00-09:15	public planned zwykła	Poradnia stomatologiczna ul. Błomska 46/48, 05-807 Podkowa Leśna	25.00 PLN for a visit	25.00 PLN
RAZEM					25.00 PLN

NOTICE! Within formulas **amount** is charge for visit / service taken from patient.

 **Close**

In the case of positions of the contract relating to commercial visits, in details for each visit there are visible date, type, clinic, visit cost, rate and value of the payment due to staff for realization of the visit.

No.	Visit term	Visit type	Clinic	Visit cost	Rate	Value
1	2016-01-01 08:30-08:40	commercial planned wizyta	Poradnia stomatologiczna ul. Błońska 46/48, 05-807 Podkowa Leśna	10.00 PLN	10.00 % value of visit	1.00 PLN
2	2016-02-14 08:00-08:15	commercial planned zwykła	Poradnia okulistyczna ul. Błońska 46/48, 05-807 Podkowa Leśna	1133.80 PLN	10.00 % value of visit	113.38 PLN
RAZEM						114.38 PLN


NOTICE! Within formulas **amount** is charge for visit / service taken from patient.

 Close

In the case of positions of the contract relating to NFZ's services, in details for each service there are visible date, type, clinic, service name, multiplicity, rate and value of the payment due to staff for realization of the visit.

No.	Visit term	Visit type	Clinic	Service name	Multiplicity	Rate	Value
1	2016-02-08 14:10-14:20	public extra Najzwyczajniejsza	Poradnia POZ ul. Błońska 46/48, 05-807 Podkowa Leśna	ŚWIADCZENIA LEKARZA POZ-UBEZPIECZENI POWYŻEJ 65 RZ (5.01.00.0000025)	1.00	70.00 PLN for a service	70.00 PLN
RAZEM							70.00 PLN


NOTICE! Within formulas **amount** is charge for visit / service taken from patient.

 Close

In the case of positions of the contract relating to commercial services, in details for each service there are visible date, type, clinic, service name, quantity, unit price, rate and value of the payment due to staff for realization of the visit.

No.	Visit term	Visit type	Clinic	Service name	Quantity	Unit price	Rate	Value
1	2016-02-14 08:00-08:15	commercial planned zwykła	Poradnia okulistyczna ul. Błońska 46/48, 05-807 Podkowa Leśna	NMR głowy	1	1000.00	if (amount < 100.00) return 0.2 * amount; else return 0.25 * amount;	250.00 PLN
2	2016-02-14 08:00-08:15	commercial planned zwykła	Poradnia okulistyczna ul. Błońska 46/48, 05-807 Podkowa Leśna	EEG	1	123.00	if (amount < 100.00) return 0.2 * amount; else return 0.25 * amount;	30.75 PLN
RAZEM								280.75 PLN

NOTICE! Within formulas **amount** is charge for visit / service taken from patient.

 Close

Above the table showing the status of realization of the contract there is a form to display the status of realization of the contract at any time. To view the status of realization of the contract in a given period in the form should be set border dates of the period and press the "Display" button - then a table showing the status of realization of the contract will be limited to visits / services provided in a given period. Preview of the status of realization of the contract in any period is applicable in case of monthly periods of the contract settlement.

OLGA BARON

Kontrakt 2017

Period from 2016-05-01

to

2016-05-31

Display →

Lp.	Realization conditions	Rate	Value	Details
1	NFZ VISITS Place: Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna) Speciality: 1800 (DENTAL CLINIC) Visit kind: planned visits Visit type: zwykła Procedure: 89.00 (Porada lekarska, konsultacja, asysta) Days: working days From hour: 00:00 To hour: 24:00	25.00 PLN for a visit	25.00 PLN	Details →
2	COMMERCIAL VISITS Days: free days	10.00 % value of visit	114.38 PLN	Details →
3	NFZ SERVICES Service type: basic health care Service range: 01.0010.092.01 (ŚWIADCZENIA LEKARZA POZ)	70.00 PLN for a service	70.00 PLN	Details →
4	COMMERCIAL SERVICES Days: working days	if (amount < 100.00) return 0.1 * amount; else return 0.15 * amount;	52.10 PLN	Details →
5	COMMERCIAL SERVICES Days: free days	if (amount < 100.00) return 0.2 * amount; else return 0.25 * amount;	280.75 PLN	Details →
TOTAL			542.23 PLN	

NOTICE! Within formulas **amount** is charge for visit / service taken from patient.



Print

[Back to contracts list](#)

Under a table showing the status of realization of the contract there is the "Print" button, which clicked opens a PDF document presenting the state of realization of the contract, parted into particular positions and with details of visits / services realized under the position of the contract.

Units distance

The functionality of "Units distance" within the menu of "Staff" allows to specify the time necessary for the staff to move between two units of health care company. Time required to move from unit A to unit B is most often the same as time required to move from unit B to unit A, but in some situations it can be different (for example when moving from A to B with the different road than from B to A) and that's why system allows to define both times independently (time required to move from unit A to B and time required to move from unit B to A). After selecting functionality "Units distance" there appears table, in which each column represents unit from which staff starts and each row represents unit to which staff moves – in the cell on the crossing of the given column and row there is a list that allows choice of time necessary to move between these units. After setting times necessary to move between particular units one has to save data clicking the button of "Save".

Staff › Units distance

Time required to relocate staff itself

		from place	
		Owczarnia Kazimierzowska (Kazimierzowska 33D, 05-222 Owczarnia)	Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna)
to place	Owczarnia Kazimierzowska (Kazimierzowska 33D, 05-222 Owczarnia)	-	10 minutes ▾
	Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna)	10 minutes ▾	-

Save
 Finish

Times required for staff to move between units are taken into account when planning timetables – if doctor works in two units then system automatically adds to doctor working time an appropriate time margin necessary to move between unit (within the period of time reserved for staff to move between units it is not possible to plan slots in any of these units).

Thermometers

Functionality “Thermometers” from menu “Staff” allows privileged user for monitoring of internet thermometers. After choosing this functionality there appears list of thermometers being monitored and by each one of them there are the following buttons:

- Monitor – allows to view registered temperature changes within last hour for a given thermometer
- Report – allows to generate report as chart of temperature changes within arbitrarily chosen month

Staff › Thermometers

No.	Thermometer name	IP address / host / host:port	Actions
1	Termometr w lodówce ze szczepionkami	-	Monitor Report

Finish

After clicking the button of “Monitor” there appears a chart of temperature changes during last

hour.

After clicking “Report” button, form with list of periods within which thermometer was monitored is displayed. After choosing period and clicking button “Generate” under the form, there appears link, which when clicked allows to download and print report in PDF format with chart of temperature changes within the selected period and table of temperature measurements every day of the month at 8:00 and 17:30 hours.

Visits

The "Visits" module is used for arranging visits and handling already prearranged visits.

Scheduled visits

After selecting from the "Visits" menu the “Scheduled visits” functionality there is displayed search engine of available dates and arranged today visits in clinics located in the units, which are accessible for the logged user. The first step is to choose a clinic and click "Search" button. If there are any timetables of work of the staff or equipment in the clinic (even empty), then the page displays a grid of timetable (otherwise displays an appropriate message) and above the grid there is name and address of unit where searched clinic is placed. The grid has a column corresponding to all employees and equipment for which there are timetables of work in the clinic. Rows correspond in turn to possible hours of visits (grid is limited to the clinic’s working hours and every hour is divided into 12 parts for 5 minutes). At the grid there are marked all the available dates and visits according to the scheme

- › future available dates are displayed in blue
- › past available dates are displayed in gray
- › future availabilities of personnel / equipment to handle patients / carry out operations are displayed in yellow
- › past availabilities of personnel / equipment to handle patients / carry out operations are displayed in brown
- › arranged visits that do not require supplement the information or verification are displayed in green; in case of visits carried out jointly by several people from staff, visit displays in green at that person from staff at who it was planned and in emerald at other people co-realizing a visit
- › arranged visits that require supplement the information or verification (attach referral, attach an insurance document, settlement of payments, adding more patients in the case of group sessions which have not saved a set of patients, cancel the visit because of changes in work timetable of doctor or equipment) are displayed in red; in case of visits carried out jointly by several people from staff, visit displays in red at that person from staff at who it was planned and in cherry at other people co-realizing a visit
- › if the type of the visit appropriate for a given free date or appointed visit has defined color of highlighting, then in the upper right corner of the date / visit there is displayed spot in this color.

When you move the mouse cursor over a free date, availability or an appointment, in a tooltip there is displayed detailed information about the date, availability or visit accordingly (quick view).

Visits · Scheduled visits

Date: 2016-01-09

<<<

<<

<

Poradnia okulistyczna

2016-01-07

>

>>

>>>

✓ Search

✕ Finish

ENTER ➡

Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna)

Help ?

Saturday 09 Jan 2016			
	Olga Baron	Helena Abakus	Topograf rogówki
08:00	08:00 - 08:15 FREE DATE	08:00 - 08:15 FREE DATE	08:00 - 08:15 FREE DATE
	08:15 ACCESSIBILITY	08:15 ACCESSIBILITY	08:15 ACCESSIBILITY
	08:20 ACCESSIBILITY	08:20 ACCESSIBILITY	08:20 ACCESSIBILITY
	08:25 ACCESSIBILITY	08:25 ACCESSIBILITY	08:25 ACCESSIBILITY
	08:30 ACCESSIBILITY	08:30 ACCESSIBILITY	08:30 ACCESSIBILITY
	08:35 ACCESSIBILITY	08:35 ACCESSIBILITY	08:35 ACCESSIBILITY
	08:40 ACCESSIBILITY	08:40 ACCESSIBILITY	08:40 ACCESSIBILITY
	08:45 ACCESSIBILITY	08:45 ACCESSIBILITY	08:45 ACCESSIBILITY
	08:50 ACCESSIBILITY	08:50 ACCESSIBILITY	08:50 ACCESSIBILITY
	08:55 ACCESSIBILITY	08:55 ACCESSIBILITY	08:55 ACCESSIBILITY

In the form above the grid there are in addition the following navigation buttons:

- › <<<< - allows to view the schedule on a month earlier than the current presented day
- › <<< - allows to view the schedule on a week earlier than the current presented day
- › << - allows to view the schedule on a day earlier than the current presented day
- › "ENTER" - allows you to view any day, which should be indicated in the date field before pressing the "ENTER" button (in the date field there is always entered by default today's date to be able to view quickly today's schedule)
- › > - allows to view the schedule on a day later than the current presented day
- › >> - allows to view the schedule on a week later than the current presented day
- › >>>> - allows to view the schedule on a month later than the current presented

Clicking on any of the above buttons changes the view of schedule for the appropriate day to which the button leads.


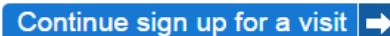
Clicking on a free date on the grid of schedule begins the process of making an appointment for this term. At first, there appears a window with basic information about the visit and with two buttons:

- › Change kind of visit - before signing up for a visit, it is possible to change the type of visits

(for NFZ's - if the visit is commercial or for commercial if the visit is NFZ's)

- › Continue sign up for a visit - allows to start the process of signing up for a visit

Clinic	Poradnia okulistyczna (ul. Błomska 46/48, 05-807 Podkowa Leśna)
Term	2015-08-14 08:00
Duration of visit	15 minut
Kind of visit	NFZs
Visit type	zwykła
Surgery	Gabinet okulistyczny
Doctor	Olga Baron

 Change kind of visit (on commercial)
 

Continuing the process of signing up for a visit there is displayed a search engine of patients, which is using to search for a patient, for whom the visit will be arranged. The search basis on rules described in the "Patients (active cards)" section, additionally for each of the patients from the list of patients that meets your search criteria as well as in each tab of the patient's card there is an extra button - "Continue sign up for a visit," which allows you to continue the process of signing up the indicated patient for a visit. There is also the possibility to edit data in the card of patient.

Inquiry

First name

Surname

PESEL

Date of birth

Patient type

Error code in patient declaration

Sort results

Home address

City

Street


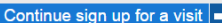

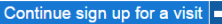
House number

Flat number

Include previous names / addresses

Search

Add new patient

No.	Surname and names	PESEL	Date of birth	Phone number	Address	Actions
1	Bakłazan Bożydar	81101010103	1981-10-10		Warszawa 28 01-123 Warszawa (Wola)	 Edit 
2	Bakłazanowska Hanna	50030813703	1950-03-08		Pisz Mazurska 1 99-222 Pisz	 Edit 

After selecting the patient (pressing "Continue sign up for a visit" button), the system checks whether the visit can be set for this patient (eg. for a visit in gynecological-obstetric clinics can be saved only women, for visit in clinics for children can be saved only people up to 18 years of age or having a special permission, etc.). If the visit cannot be arranged there is the appropriate message notifying about it and the system asks to select another patient. If the patient can be signed up for a visit, the signing process continues.

If a visit is commercial and the patient has outstanding payments then the system displays patient's arrears in payments. The person signing up the patient for visit now decides whether to sign up the patient for the next visit (despite arrears) or to discontinue the process of signing up for a visit and go to the module of handling of patient's payments. This step is skipped in case of NFZ visits or commercial visits for patients without arrears.

Outstanding payments

No.	Term visit	Visit type	Clinic	Staff / Instruments	Due
1	2013-01-17 02:15	Zwykła	Poradnia dermatologiczna, 01-445 Warszawa ul. Ciołka 11	Marcin Waleśa	200.00

[Continue sign up for a visit →](#)
[✕ Stop saving and go to payment](#)

The next step is to indicate a referral for visit (this step is skipped in case of visits at the clinic where a referral is not required). In this step there is displayed the form of adding a referral with buttons dependent of the type of visit:

› In case of NFZ's visits

- Add and continue signing up for visit - adds to the patient's card a referral with the data entered by the registrar, checks whether it can be used to signing up a patient for a visit (date of issue of referral must be earlier than the date of issuing visit, a referral must be addressed to a clinic where visit has to be arranged) and if so, it proceed to the next step, and if not, it reports an error and remains at the step of referral selection
- Skip referral (to complete later) and continue – allows to skip adding a referral at this point and continue to sign up for the visit (eg. if the registrar signing up the patient for visit during a phone call, then it will be able to enter the data from referral only when the patient will bring them when come on visit), but the doctor will not be able accept that saved patient until he denounce a referral, which registrar will enter to the system
- Urgent visit – allows to skip adding a referral in a situation when it is sudden, lifesaving visit - such a visit will be carried out without a referral and the patient will be signing up despite the lack of referral

› In case of commercial visits

- Add and continue signing up for visit - adds to the patient's card a referral with the data entered by the registrar, checks whether it can be used to signing up a patient for a visit (date of issue of referral must be earlier than the date of issuing visit, a referral must be addressed to a clinic where visit has to be arranged) and if so, it proceed to the next step, and if not, it reports an error and remains at the step of referral selection
- Continue without referral - allows to skip the step of entering a referral (when the commercial visit is carried out without a referral) and continue the process of signing up for a visit

Rules for adding referrals are described in "Referrals" of the "Patients (active cards)" chapter.

Referral is required for visit
Add new referral or select already inserted

Type of referral	-----	Healthcare provider type	-----
Date of issue of referral		Referring doctor name	
Surgery type	-----	NPWZ of referring doctor	
Date of referral validity		Unit of referring doctor	
Diagnoses codes ICD-10		REGON of referral doctor unit	
Aim of referral		VII part of the ministerial code of referring doctor unit	
		VIII part of the ministerial code of referring doctor unit	
		<input checked="" type="checkbox"/> Insert doctor and unit data from database	

Type of referral	Issue date	Date of validity	NPWZ of referring doctor	REGON of referral doctor unit
AMBULATORIUM CHIRURGICZNE	2015-08-18		7700000	017417089
AMBULATORIUM CHIRURGICZNE	2015-07-01		8800000	017417089
AMBULATORIUM CHIRURGICZNE	2015-07-27		7700000	017417089

The visit can be realized on basis of a referral or without a referral
Add a new referral, select the already entered or continue without a referral

Type of referral	-----	Healthcare provider type	-----
Date of issue of referral		Referring doctor name	
Surgery type	-----	NPWZ of referring doctor	
Date of referral validity		Unit of referring doctor	
Diagnoses codes ICD-10		REGON of referral doctor unit	
Aim of referral		VII part of the ministerial code of referring doctor unit	
		VIII part of the ministerial code of referring doctor unit	
		<input checked="" type="checkbox"/> Insert doctor and unit data from database	

Type of referral	Issue date	Date of validity	NPWZ of referring doctor	REGON of referral doctor unit
AMBULATORIUM CHIRURGICZNE	2015-08-18		7700000	017417089
AMBULATORIUM CHIRURGICZNE	2015-07-01		8800000	017417089
AMBULATORIUM CHIRURGICZNE	2015-07-27		7700000	017417089

Furthermore, below the form of addition of a referral there is displayed a list of all referrals entered to the card of each patient. Clicking on information about any of the referrals develops a form of data of such referral. Above form appears the information if it is a referral available to use for just arranging visit or not. Referral is available if the date of issue of referral is earlier than the date of just arranging visit, a referral is addressed to the clinic where the visit has to be arranged and the type of visit allows you to reuse a referral for a visit if it was already used. In addition, above the form of referral may display information about the sets of equipment / patient needed to carry out the surgery / operation in case of referrals to surgery / operation (please pay attention to this information in order to choose the appropriate referral for arranging surgery / operation because the arranging surgery / operation will involve with the need to prepare appropriate equipment / patient!). Under the form there is the "Select and continue signing up for visit" button, which allows you to continue the process of signing up for a visit on the basis of the referral.

AMBULATORIUM CHIRURGICZNE	2015-06-03	7700000	017417089
PORADNIA OKULISTYCZNA	2015-05-22	7700000	017417089

AVAILABLE

Referral for surgery / operation:

- set of patient: **Zestaw zabiegowy podstawowy**

- set of tools: **Zestaw do operacji kurzej ślepoty**

Type of referral	PORADNIA OKULISTYCZNA
Date of issue of referral	2015-05-22
Surgery type	scheduled
Date of referral validity	
Diagnoses codes ICD-10	J11
Aim of referral	

Healthcare provider type	
Referring doctor name	Olga Baron
NPWZ of referring doctor	7700000
Unit of referring doctor	Poradnia okulistyczna
REGON of referral doctor unit	017417089
VII part of the ministerial code of referring doctor unit	730
VIII part of the ministerial code of referring doctor unit	1600

Select and continue signing up for visit ➔

The next step in the process of signing up for visit is to fill documents. This step occurs only if the visit is arranging on basis of a referral and with referral are associated documents to fill out and they were not yet completed. In this case displays a list of documents that have to be completed.

Lp.	Document name	Actions
1	Karta znieczulenia przy operacji	Fill

Skip filling (to fill later) and continue ➔

At each unfilled document there is the "Fill" button to display a form to fill in the document, and at every filled document there is the "View" button to download the document in PDF format and print it. As long as there is at least one document to fill out so long under the list of documents is displayed the "Skip filling (to fill later) and continue" button to allow the omission the step of filling documents (eg. At arranging visits over the telephone), but you will need to supplement these documents after the already arranging visit, that the visit could be realized.

To fill the document, click the "Fill" button at them. There will be displayed a form for completing the document, which, after entering the data have to be saved by clicking "Save" button.

Tytuł opis	
Leki	
Nazwisko	Alergik
Ukł. Oddechowy	<input type="checkbox"/> Asthma <input type="checkbox"/> POChP <input type="checkbox"/> Rozedma <input type="checkbox"/> Zap. oskrzeli
Alkohol	Tak

Save Cancel

After saving data of the document there will be displayed again a list of documents at the referral. Once all the documents from the list will be filled, the "Skip filling (to fill later) and continue" button disappears from under the list of documents and in its place appears the "Continue signing up for a visit" button, which clicked takes you to the next step of the process.

Dokument został zapisany i można go teraz wydrukować klikając » [TUTAJ](#) «

Lp.	Nazwa dokumentu	Operacje
1	Karta znieczulenia przy operacji_26-05-2015	<input checked="" type="checkbox"/> Zobacz

[Kontynuuj zapis na wizytę](#) ➔

The next step in the process of arranging visit is to verify the patient's declaration. Checking whether the patient has this declaration at the clinic where he is trying to sign up is taking place only in case of NFZ's visits at signings to POZ clinic (in all other cases, this step is skipped). If the patient has a proper declaration then the system automatically goes to the next step of the process. If the patient does not have such a declaration, system displays the form of adding the declaration and asks for its entering. Rules for adding a declaration are described in "Referrals" of "Patients (active cards)" chapter.

On a visit declaration is required

Add the declaration at the unit to which you save a patient

Family doctor	<input type="text"/>
Unit of family doctor	<input type="text"/>
Nurse	<input type="text"/>
Nurse unit	<input type="text"/>
Midwife	<input type="text"/>
Midwife unit	<input type="text"/>
School medicine nurse	<input type="text"/>
Unit of school medicine nurse	<input type="text"/>
Date of declaration	<input type="text"/>
Ward status	<input type="text"/>
School type (NFZ)	<input type="text"/>
School type (MZ)	<input type="text"/>
School REGON	<input type="text"/>
Degree of disability	<input type="text"/>
Fluoride prophylaxis	<input type="text"/>
Comments	<input type="text"/>

Tutor name	<input type="text"/>
Tutor surname	<input type="text"/>
Tutors PESEL	<input type="text"/>
Tutor document type	<input type="text"/>
Tutor document name	<input type="text"/>
Series and number of tutor document	<input type="text"/>
City	<input type="text"/>
Street	<input type="text"/>
Number of house / flat	<input type="text"/>
Post code	<input type="text"/>
Post	<input type="text"/>
Country	<input type="text"/>
Province	<input type="text"/>
Borough	<input type="text"/>
TERYT	<input type="text"/>

[+ Add and continue signing up for visit](#) [Skip and continue signing up for visit](#) ➔

In justified cases (eg. lifesaving visit or a patient from another province), you can omit the

declaration and admission, despite its absence. Then, instead of filling the data form of the declaration and approve it by pressing the "Add and continue signing up for visit" use the button "Skip and continue signing up for visit" without filling out a form.

The next step in the process of arranging visit is entering a patient into waiting lists. This step occurs only in case of NFZ's visits in specialist clinics (in all other cases, this step is skipped). In this step there are displayed two or three buttons, depending on whether the referral for visit was indicated or not, and the task of registrar is to click on the appropriate of them:

- › Enter as a STABLE case - button of entering the patient to waiting queue as a STABLE case; button is not available if the visit is arranging on a basis of a referral with the "sudden" surgery type
- › Enter as an URGENT case - button of entering the patient to waiting queue as an URGENT case; button is not available if the visit is arranging on a basis of a referral with the "scheduled" surgery type
- › Do not enter - button skips entering patient to waiting queue

Enter the patient to waiting queue (NFZ)?

Depending on the used button, the system does or does not enter the patient to waiting queue and proceeds to the next step of the process of arranging visit, which is to display the pricelist of service at the clinic. This step occurs only in case of commercial visits. At first there is displayed a list of available pricelists (in force at the clinic at day of arranging visit), from which you should choose the right one and then click "Next" button to view the content of the pricelist.

Price list
 Okulistyka (NZOZ) ▾
 Next ➔

In the pricelist there is determined the basic gross price per visit (which, in particular, may be zero) and the prices of individual services. Registrar may (but need not) determine which services are expected by patient within visit (by checking the box next to the name of service). At the time of selection of any of the services there is automatically updated total price for the visit and the field of quantity at the service becomes editable - the quantity of services can be modify and at such modification the total price for the visit is also updated.

<input checked="" type="checkbox"/> Basic price for a visit	10.80	1
<input type="checkbox"/> EEG	123.00	
<input type="checkbox"/> EKG	14.76	
<input type="checkbox"/> KTG	3.00	
<input type="checkbox"/> NMR głowy	1000.00	
<input type="checkbox"/> RTG klatki piersiowej	1.05	
<input type="checkbox"/> USG brzucha	10000.00	
TOTAL		10.80

Next ➔

The next step in the process of arranging visit is pre-selection of NFZ service. This step occurs only for NFZ visits in primary care clinics (in all other cases, this step is skipped). In this step, you can specify the default service code from the agreement with the NFZ which should be specified at a this visit. If selected service is an advice related with issuing DiLO card then there appears additional field for DiLO card number.


Here you can point out the default public service code

Default public service code	5.01.00.0000001 - PORADA LEKARSKA ZWIĄZANA Z WYDANIEM KARTY	▼
DiLO card number	<input type="text"/>	
Next ➔		

Pressing the "Next" button ends the process of signing up for visit. There is displayed a summary with information about an appointment with the "Show summary" button enabling to print summary for the patient.

Clinic	Poradnia okulistyczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)		
Term	2015-09-29 08:15		
Duration of visit	15 minut		
Kind of visit	NFZs		
Visit type	zwykła		
Instument	Topograf rogówki		
Patient	Franio Alergik		
Referral	None		
Visit has been arranged			
✓	Show summary	✕	Close

When you click "Show summary" buttons, there is opened a summary in PDF format for printing on paper of prescription format (96 mm × 203 mm).

	Summary of signing for vist
	Generating date 2015-08-14 10:57

Information

Patient	Renata Adamiec
Term visit	2015-08-17 08:00
Place of visit	Poradnia okulistyczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)
Doctor	Olga Baron

Additional information on preparing for the visit:

None.

Pressing the "Close" button closes the window of the appointment and in the view of timetable there is updated the color of slot for appropriate for the appointment.

Visits · Scheduled visits

Date: 2016-01-09

Poradnia okulistyczna

2016-01-07

Search
Finish
ENTER

Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna)
Help ?

Saturday 09 Jan 2016			
	Olga Baron	Helena Abakus	Topograf rogówki
08:00	08:00 - 08:15 APPOINTMENT	08:00 - 08:15 APPOINTMENT	08:00 - 08:15 FREE DATE
	08:15 ACCESSIBILITY	08:15 ACCESSIBILITY	08:15 ACCESSIBILITY
	08:20 ACCESSIBILITY	08:20 ACCESSIBILITY	08:20 ACCESSIBILITY
	08:25 ACCESSIBILITY	08:25 ACCESSIBILITY	08:25 ACCESSIBILITY
	08:30 ACCESSIBILITY	08:30 ACCESSIBILITY	08:30 ACCESSIBILITY
	08:35 ACCESSIBILITY	08:35 ACCESSIBILITY	08:35 ACCESSIBILITY
	08:40 ACCESSIBILITY	08:40 ACCESSIBILITY	08:40 ACCESSIBILITY
	08:45 ACCESSIBILITY	08:45 ACCESSIBILITY	08:45 ACCESSIBILITY
	08:50 ACCESSIBILITY	08:50 ACCESSIBILITY	08:50 ACCESSIBILITY
	08:55 ACCESSIBILITY	08:55 ACCESSIBILITY	08:55 ACCESSIBILITY

Clicking on the availability on the grid of schedule begins a process of making an appointment at hour visible at the place of click. At first, there is displayed a window with basic information about the visit and "Continue sign up for a visit" button, which allows to begin the process of signing up for a visit.

Clinic Poradnia okulistyczna (00-814 Warszawa ul. Miedziana 2)
Term 2016-01-09 08:45
Doctor Olga Baron

Continue sign up for a visit

When you click "Continue sign up for a visit", there is displayed a form with basic information of visit, where should be indicated:

- duration of visit - list of available duration times of the visit depends on the length of the availability period of personnel / equipment
- kind of visits - determines whether it is the NFZ's or commercial visit
- visit type - defines the type of visit possible to choose among types defined for the clinic
- surgery, where a visit is carried out (for visits to equipment this field is not visible, in case of visits not requiring office, for example. home visits, leave this field blank)

When you click "Forward" button, there is displayed a form of selection staff realizing the visit. In case of visits to the equipment it is blank at the beginning, in case of visits to personnel there is indicated staff for which the visit is arranging (this staff cannot be removed or changed).

Here you can specify staff realizing visit

Role	Staff
<input type="text" value="-----"/>	Olga Baron
<input type="button" value="+ More"/>	

Radio field visible on the right side of each pair of icons is designed to mark main staff realizing visit.

If the visit has to be co-realized by some of the staff, then use the "More" button to view more fields in order to select more people to the staff.

Here you can specify staff realizing visit

Role	Staff
<input type="text" value="-----"/>	Olga Baron
<input type="text" value="-----"/>	
<input type="text" value="-----"/>	
<input type="button" value="+ More"/>	

Radio field visible on the right side of each pair of icons is designed to mark main staff realizing visit.

To enter into an empty field a staff you have to click on the icon with a green arrow pointing down at the field. This opens a window with search engine of staff, in which after the indication of search criteria can be found staff available during the visits (availability of personnel must be planned in work schedules).

First name	<input type="text"/>
Surname	<input type="text"/>
PESEL	<input type="text"/>
NPWZ	<input type="text"/>
<input type="button" value="✓ Search"/>	

No.	First and last name	PESEL	NPWZ	Select
1	Helena Abakus	75013118509	8800000	<input checked="" type="button" value="✓"/> <input type="button" value="Select"/>

For each person from staff there is "Select" button to click on the search of staff window disappears and selected staff appears in the form of the selection of staff realizing the visit.

Here you can specify staff realizing visit

Role	Staff
<input type="text" value="-----"/>	Olga Baron
<input type="text" value="-----"/>	Helena Abakus
<input type="text" value="-----"/>	

Radio field visible on the right side of each pair of icons is designed to mark main staff realizing visit.

For each person from staff it can be selected role that the person has during the realization of the visit. One of the staff has to be designated as primary staff realizing a visit by checking the round field (radio) on the right side of the form. If the staff has been inserted by mistake, you can remove it by clicking on the icon with the white minus sign in a red circle. The fields for inputting staff left empty are ignored.

Here you can specify staff realizing visit

Role	Staff
lekarz	Olga Baron
sanitariusz	Helena Abakus
<input type="text" value="-----"/>	

Radio field visible on the right side of each pair of icons is designed to mark main staff realizing visit.

After completing the selection of staff realizing the visit, click "Forward" button. Clicking this button displays a search engine of patients, allowing search for patients to sign up for the visit. Continuation of the process of making an appointment looks identical to an appointment process described above in this section.

After appointing visit, in view of the schedule the availability period in which it was appointed visit is replaced by a block corresponding to the appointed visit with the color appropriate for this visit (in case of visits realized by additional staff appropriate blocks appear at each of the persons realizing the visit).

Visits · Scheduled visits

Date: 2016-01-09

Poradnia okulistyczna

2016-01-07

Search
Finish
ENTER

Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna)
Help ?

Saturday 09 Jan 2016			
	Olga Baron	Helena Abakus	Topograf rogówki
08:00	08:00 - 08:15 APPOINTMENT	08:00 - 08:15 APPOINTMENT	08:00 - 08:15 FREE DATE
	08:15 ACCESSIBILITY	08:15 ACCESSIBILITY	08:15 ACCESSIBILITY
	08:20 ACCESSIBILITY	08:20 ACCESSIBILITY	08:20 ACCESSIBILITY
	08:25 ACCESSIBILITY	08:25 ACCESSIBILITY	08:25 ACCESSIBILITY
	08:30 ACCESSIBILITY	08:30 ACCESSIBILITY	08:30 ACCESSIBILITY
	08:35 ACCESSIBILITY	08:35 ACCESSIBILITY	08:35 ACCESSIBILITY
	08:40 ACCESSIBILITY	08:40 ACCESSIBILITY	08:40 ACCESSIBILITY
	08:45 - 08:55 APPOINTMENT	08:45 - 08:55 APPOINTMENT	08:45 ACCESSIBILITY
			08:50 ACCESSIBILITY
	08:55 - 09:00 APPOINTMENT	08:55 - 09:00 APPOINTMENT	08:55 ACCESSIBILITY

At this schedule it is possible to handle prearranged visits. When you click on arranged visit in the schedule (with the exception of visits of cherry and emerald color, click on which displayed "corealization of visit" message), there opens a window with details of the visit, in which below the basic information about the visit, there is information about the signed up patient or patients (in case of group sessions). At each patient there is presented information about the status of the visit, the deficiency relating to the visit, who and when has made an appointment for the visit and action buttons.

Clinic: Poradnia okulistyczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)
Term: 2015-08-17 08:00
Duration: 15 minut
Kind of visit: commercial
Visit type: zwykła
Surgery: Gabinet okulistyczny
Staff: Olga Baron

Renata Anna Adamiec

Saved visit
Unrealized payment for visit

Cancel visit
Patient card
Payments

Close

Visits can have the following statuses:

- > saved visit - default status of your appointment
- > visit to cancel - a visit which was arranged, but then the work timetable of personnel / equipment changed and the date on which the visit was arranged ceased to be available and because of this the visit has to be canceled

- › realized visit - a visit to which the patient came, the doctor took the patient and noted this information in the system
- › unrealized visit - a visit to which the patient has not come or which for other reasons did not take place and the doctor noted this information in the system

At the visits may also occur following information about the deficiencies (presented in red):

- › No referral for visit - if for a visit is required a referral but has not been entered at the stage of arranging visit
- › Unfilled documents - if the visit is realized on the basis of a referral from which they are associated documents required to be completed by the patient and at least one of these documents has not yet been completed
- › Unrealized payment for visit - if the visit should be paid in advance and the fee has not been taken from the patient
- › No insurance for day of visit – if in the system there is no valid insurance document of patient on a visit day
- › Assigned therapist is no more available - if to the visit (rehabilitation treatment) has been assigned a therapist who then change the work schedule and as a result he ceased to be available and will not be able to realize visit

At (any) patient signed up for the visit may be available the following buttons:

- › Mark visit as realized - button to change the status of a visit to the "Visit realized" (button available only for visits for equipment that do not have assigned main staff realizing the visit, if the visit has assigned realizing it staff then this person from the staff is responsible for changing the status of the visit on "Visit realized")
- › Mark visit as unrealized - button to change the status of a visit to the "Visit unrealized" (button available only for visits for equipment that do not have assigned main staff realizing the visit, if the visit has assigned realizing it staff then this person from the staff is responsible for changing the status of the visit on "Visit unrealized")
- › Cancel visit - button to cancel the visit, whether it is the patient's request whether this is due to change in work timetable of staff / equipment; if at arranging a visit, the patient was entered into the waiting queue, then at cancelation of the visit system asks for specifying the reason for the deletion from the queue

Reason for deletion from the queue of pending 2 - notify the person registered on the waiting list for resignation Next ➔

After specifying the reason (if the system needs it) visit is canceled and the date released and it is now possible to sign up another patient for this date.

- › Patient card - button allows to access to patient card (opened in a new window) and completing its data (patient card's structure and rules of its filling are described in the "Patients (active cards)" section); fast access to patient card makes it easier to complete the information about an insurance for a day of visit and fill out the documents if such are required to arrange visit

ATTENTION!

If the patient is insured in NFZ and have a PESEL number and the date of the visit is future, the message about the lack of insurance can be ignored until the day of the visit - the jHIS system on the day of the visit will automatically connect to the eWUŚ system and retrieve electronic document confirming patient's insurance on the day of the visit; if the electronic document does not confirm the patient's insurance, than entering information about insurance on the day of the visit in the patient card will be required - the "Patient insurance statement" button in the "Patient" tab or "Insurance" tab)

- › Assign referral - button allows to enter data of patient's referral during the visit, if for a visit is required referral and none was entered at the stage of arranging visit; assigning referrals to visit at this stage looks exactly the same as step of indicating a referral described at the discussion of process of arranging visit
- › Payments - displays patient's unpaid bills with the ability to manage them; this is exactly the functionality of the "Payments" tab described in the section "Patients (active cards)".

In case of group sessions to which patients can still added, under the list of signed up patients also appears the "Append patient to visit" button which begins the process of signing up another patient for a this visit (group session). This process looks identical to the signing up the first patient.

In case of NFZ's visits with the "saved" status and not being group sessions, under the list of saved patients there is also the "Change into commercial visit" button. If patient signing for the NFZ's visit does not have required documents and therefore can not be signed but he agrees to pay for a visit, then by using the "Change into commercial visit" button, the visit can converted into commercial.

Clinic / Ward Poradnia okulistyczna (00-814 Warszawa ul. Miedziana 2)
 Term 2016-01-09 08:45
 Duration 10 minut
 Kind of visit NFZs
 Visit type wizyta 1-1
 Surgery Gabinet 7
 Staff Olga Baron

Adam Adrian Adamiec (11270137910)

Saved visit

Patient card

Change into commercial visit Close

If at the NFZ visit there was entered referral, then after clicking the "Change into commercial visit" button there will appear an ask to decide whether a referral should remain at the visit (despite the conversion of visits into commercial) or should be detached from the visit. Depending on the decision, click the appropriate button. If the visit is realized without a referral, this step is skipped.

This visit has referral assigned

Leave referral at visit

Detach referral from visit

Next, the system asks to indicate the price list according to which visit commercial will be accounted.

Price list
 Cennik podstawowy
 Next

After selecting the price list and clicking the "Next" button there is displayed the price list of services possible to realize during the visit. It operates in the same way as described above when discussing the process of signing for visit.

<input checked="" type="checkbox"/> Basic price for a visit	100.00	1
TOTAL		100.00
<input type="button" value="Next"/> ➔		

After selecting services from the price list and clicking "Next" button, visit is converted into commercial, what is reported by appropriate message from the system.

Visit has been changed into commercial

Clinic / Ward Poradnia okulistyczna (00-814 Warszawa ul. Miedziana 2)

Term 2016-01-09 08:45

Duration 10 minut

Kind of visit commercial

Visit type wizyta 1-1

Surgery Gabinet 7

Staff Olga Baron

Adam Adrian Adamiec (11270137910)

Saved visit
Unrealized payment for visit

➔

Extra visits

To arrange extra visits and service already prearranged extra visits is used "Extra visits" functionality from "Visits" menu. After selecting from the "Visits" menu "Extra visits" functionality there is displayed search engine of doctors working in clinics located in the units, which are accessible to the logged user. The first step is to choose a clinic and click "Search" button. If there are doctors working in the clinic or equipment functioning in the clinic then on the page, in columns, under the names of these doctors/equipment are displayed their extra visits at particular day (or information about the lack of extra visits arranged to the doctor/equipment at this day). The names of the doctors/equipment who by schedule do not work that day are displayed in gray (however, they can make an extra visit). Extra visits are displayed according to the scheme:

- › arranged and realized visits that do not require supplement the information or verification are displayed in green
- › arranged and realized visits that require supplement the information or verification (attach referrals, join the insurance document, settlement of payments, fulfillment of required documents) are displayed in red
- › unrealized visits are displayed in gray

In the bottom of the page is displayed the form for arrange a new extra visit.

Visits > Extra visits

Date: 2017-04-10

<<<

<<

<

Poradnia okulistyczna

▼

2017-04-11

>

>>

>>>

✓ Search

✕ Finish

ENTER ➡

HANNA BŁYSK	OLGA BARON	HELENA ABAKUS	LARA CROFT	JAN WĘDROWNICZEK	TOPOGRAF ROGÓWKI	TOMOGRAF SIATKÓWKI
14:00 APPOINTMENT Hanna Zamojska	No additional visits	14:00 APPOINTMENT Albin Andraszek	No additional visits	No additional visits	14:30 APPOINTMENT Marzena Antosiewicz	No additional visits
15:00 APPOINTMENT Jakub Orłowski						

NOTICE! Gray colored name means that the given staff do not realize planned visits on the given day (i.e. there are no slots within this staff timetable on the given day). The same rule applies to equipment names.

Staff / Equipment	-----	▼
Time (hh:mm)	15:00	
Surgery	-----	▼
Visit type	zwykła	▼
Kind of visit	NFZs	▼
<div>+</div> Arrange an additional visit		

In the search form visible at the top of the page there are in addition the following navigation buttons:

- > <<< - allows to view the schedule on a month earlier than the current presented day
- > << - allows to view the schedule on a week earlier than the current presented day
- > < - allows to view the schedule on a day earlier than the current presented day
- > "ENTER" - allows you to view any day, which should be indicated in the date field before pressing the "ENTER" button (in the date field there is always entered by default today's date to be able to view quickly today's schedule)
- > > - allows to view the schedule on a day later than the current presented day
- > >> - allows to view the schedule on a week later than the current presented day
- > >>> - allows to view the schedule on a month later than the current presented

Clicking on any of the above buttons changes the view of schedule for the appropriate day to which the button leads.

To arrange a new extra visit should using the form at the top of the page, go to the correct date on which the extra visit has to be arranged (if this is a different day than the one currently presented). Then, in form visible at the bottom of the page indicate staff/equipment to which the extra visit has to be arranged, time of visit (by default current time is set), surgery (choice of surgery is only

required for extra visits to staff; if there is only one surgery in the clinic it is automatically selected), type of visit (if there is any default type of visit for this clinic it is automatically selected) and kind of visits (default kind of visit in the clinic is selected automatically) and click "Arrange an additional visit" button. When you press this button then the process of arranging additional visits starts and it looks identical to the process of arranging scheduled visits described in the "Scheduled visits" chapter.

The "Extra visits" functionality also provides support for prearranged extra visits. When you click on arranged additional visit there opens a window with the details of the visit, in which under the basic information about the visit, there is information about signed up patient. At each patient there are presented information about the status of the visit, the deficiency relating to the visit and action buttons that are identical to those described in the "Scheduled visits" section.

Visits to cancel

The "Visits to cancel" functionality in the "Visits" menu helps to cancel appointments. In case when doctor's work schedule is changing some of the appointed earlier visits may require cancellation because of the impossibility of their realization. A list of all such visits can be viewed by selecting the "Visits to cancel" functionality in the "Visits" menu. At every visit requires cancellation there is the "Cancel" button.

Visits > Visits to cancel						
No. Clinic	Visit term	Visit type	Staff / Equipment	Surgery	Patient	Actions
1 Poradnia okulistyczna (00-814 Warszawa ul. Miedziana 2)	2016-01-08 08:05	zwykła NFZs sudden	Helena Abakus	Gabinet 7	Adam Adamiec mob. +48-111-222-333 phone 441112233 email: test@test.pl	Cancel

Finish

To cancel a visit, the patient should be informed about that (contact details are visible in the "Patient" column) and then click "Cancel" button. Then there is opened a new window. If the patient while saving appointment was inserted into the waiting queue he should be deleted from the queue by indicating the reason and clicking "Next" button; if he was not inserted into the queue, this step is skipped.

Reason for deletion from the queue of pending


Cancellation of the visit is confirmed by the appropriate message of system.


Visit was canceled
 Close

After closing the window of visit cancelation, canceled visit disappears from the list of visits waiting for cancelation.

Lacks of insurance

The "Lacks of insurance" functionality in the "Visits" menu helps to complete information about patients' insurance. After selecting this functionality there is displayed a list of scheduled visits for today for patients who do not have valid insurance for today. At each such visit there is visible the "patient card" button.

Visits › Lacks of insurance							
No.	Clinic	Visit term	Visit type	Staff / Equipment	Surgery	Patient	Actions
1	Poradnia okulistyczna (00-814 Warszawa ul. Miedziana 2)	2016-02-01 18:39	zwykła NFZs sudden	Olga Baron	Gabinet 7	Nicolas Cage	 Patient card

 Finish

After clicking on the "Patient card" button there is opened the card of the patient enabling supplement insurance information (confirmation of eWUS, a statement of the patient's insurance, the insurance document). After addition of information and closing patient card, visit disappears from the list of lacks of insurance.

Rehabilitation

The "Rehabilitation" functionality from the "Visit" menu is used for planning rehabilitation services. There are two version of this module: standard and simple. In the standard version, it is possible to plan terms of each surgery separately (each surgery from one day = separate term), in a simplified version, it is possible to plan terms of groups of surgeries (all surgeries from the day = one term) To choose used version there is "Version of rehabilitation module" configuration parameter available in "Configuration" functionality from the "Administration" menu.

Standard version of rehabilitation module

After selecting the "Rehabilitation" functionality from the "Visit" menu there is displayed a search engine of planned cycles of rehabilitation, in which at least one service was scheduled for today in clinics located in the units to which logged user has access. At first, choose the clinic and press the "Search" button. If there are scheduled cycles of rehabilitation, in which at least one service was scheduled for today, they will be displayed, if not – there will be proper notification. Additionally, there will be displayed the "Arrange rehabilitation services cycle" button, which clicked begins the process of planning the service cycle.

Visits › Rehabilitation

Date: 2016-04-20

<<< << < Pracownia fizykoterapii 2016-05-19 >> >>>

☒ Search ☐ Finish ENTER ➔

Arrange rehabilitation services cycle ➔

No planned rehabilitation surgeries for this day

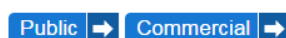
In the search form there are in addition the following navigation buttons:

- › <<< - allows to view the planned service cycles on a month earlier than the current presented day
- › << - allows to view the planned service cycles on a week earlier than the current presented day
- › < - allows to view the planned service cycles on a day earlier than the current presented day
- › "ENTER" - allows you to view any day, which should be indicated in the date field before pressing the "ENTER" button (in the date field there is always entered by default today's date to be able to view quickly today's planned service cycles)
- › > - allows to view the planned service cycles on a day later than the current presented day
- › >> - allows to view the planned service cycles on a week later than the current presented day
- › >>> - allows to view the planned service cycles on a month later than the current presented day

Clicking on any of the above buttons changes the view of the planned service cycles for the appropriate day to which the button leads.

Clicking on the "Arrange rehabilitation services cycle" button begins the process of planning service cycle. At first, there is displayed a window with buttons allowing to choose the admission kind - services can be realized as public or commercial.

Choose admission kind



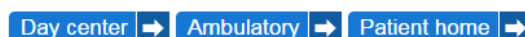
When you click a button appropriate for the admission kind, the system asks to select the visit type for surgeries cycle

Choose visit type for surgeries cycle

A form with a label "Visit type" on the left. To its right is a text input field containing the word "zabieg". On the far right of the input field is a downward-pointing arrow icon. Below the input field is a blue button with the text "Next" and a right-pointing arrow.

After selecting the type of visit and clicking "Next" button the system asks to select the conditions of realization the rehabilitation services.

Choose realization conditions



Depending on conditions in which services will be realized click the appropriate button. You will see a search engine of patients, in which should be entered patient's data to be signed for service cycle and click "Search" button. If the search criteria meets only one patient, the system will display

the card with the "Continue sign up" button visible at the bottom of the card, if more than one patient meet the search criteria, the list of patients that meeting the search criteria will be displayed under the search engine and at every patient in addition to the "Edit" button for transition to edit patient card there will be the "Continue sign up" button.

Inquiry
First name
Surname
PESEL
Date of birth
Patient type
Error code in patient declaration
Sort results

Home address
City
Street
House number
Flat number
☐ Include previous names / addresses
☐ Patients without PESEL
☐ Patients without declarations

No.	Surname and names	PESEL	Date of birth	Phone number	Address	Actions
1	Oriowski Jakub	56121284416	1956-12-12	tel. 123 123 123 kom. +48-123-123-123	Warszawa Jasna 34 / 41 01-222 Warszawa (Wola)	<input type="button" value="Edit"/> <input type="button" value="Continue sign up"/>
2	Borowikowski Grzegorz	56013108819	1956-01-31		Asdfeedr Bracka 3 05-500 Chylce-Pólko	<input type="button" value="Edit"/> <input type="button" value="Continue sign up"/>

Clicking "Continue sign up" button at the patient on the list of search results or in the patient card means to continue planning service cycle for this patient.

After selecting the patient in case of commercial services, the system checks whether the patient has settled all payments (in case of NFZ's services this step is skipped). If you have outstanding payments, the system displays the relevant information, leaving the user's decision whether to continue the process of planning services or to discontinue it and go to the payment module in order to settle them.

Outstanding payments

No.	Term visit	Visit type	Clinic	Staff / Instruments	Due
1	2015-09-01 10:18	wizyta	Poradnia dermatologiczna, ul. Błomska 46/48, 05-807 Podkowa Leśna	Olga Baron	30.00
2	2015-09-01 11:29	wizyta	Poradnia dermatologiczna, ul. Błomska 46/48, 05-807 Podkowa Leśna	Olga Baron	20.00
3	2016-05-01 16:00	zwykła	Poradnia okulistyczna, ul. Błomska 46/48, 05-807 Podkowa Leśna	Helena Abakus	1010.80
4	2016-05-16 09:27	zwykła	Poradnia okulistyczna, ul. Błomska 46/48, 05-807 Podkowa Leśna	Olga Baron	4.05

In the next step, the system asks to enter or select already entered referral on the basis of which will be carried out a service cycle. In case of NFZ's services referral is required so there should be either enter the data of referral and click the "Add and continue signing up" or select one of the already entered referrals (if there are any entered referrals, the list of them can be seen under the form of adding a referral and details of each of the these are displayed when you click on the gray bar with the basic information of referral) and click "Select and continue signing up" button at the selected referral.

The visit can be realized on basis of a referral or without a referral
Add a new referral, select the already entered or continue without a referral

Type of referral	-----	▼	Healthcare provider type	-----	▼
Date of issue of referral			Referring doctor name		
Surgery type	-----	▼	NPWZ of referring doctor		
Date of referral validity			Unit of referring doctor		
Diagnoses codes ICD-10			REGON of referral doctor unit		
Aim of referral			VII part of the ministerial code of referring doctor unit		
			VIII part of the ministerial code of referring doctor unit		
			<input checked="" type="checkbox"/> Insert doctor and unit data from database		

+ Add and continue signing up

In case of commercial services the step of entering / selection referral can be skipped by clicking "Continue without a referral" button.

The visit can be realized on basis of a referral or without a referral
Add a new referral, select the already entered or continue without a referral

Type of referral	-----	▼	Healthcare provider type	-----	▼
Date of issue of referral			Referring doctor name		
Surgery type	-----	▼	NPWZ of referring doctor		
Date of referral validity			Unit of referring doctor		
Diagnoses codes ICD-10			REGON of referral doctor unit		
Aim of referral			VII part of the ministerial code of referring doctor unit		
			VIII part of the ministerial code of referring doctor unit		
			<input checked="" type="checkbox"/> Insert doctor and unit data from database		

+ Add and continue signing up
Continue without referral →


The next step in the process of planning service cycle is to fill documents. This step occurs only if the visit is arranging on basis of a referral and with referral are associated documents to fill out and they were not yet completed. In this case displays a list of documents that have to be completed.



Lp.	Document name	Actions
1	Karta znieczulenia przy operacji	Fill

Skip filling (to fill later) and continue →

At each unfilled document there is the "Fill" button to display a form to fill in the document, and at every filled document there is the "View" button to download the document in PDF format and print it. As long as there is at least one document to fill out so long under the list of documents is displayed the "Skip filling (to fill later) and continue" button to allow the omission the step of filling documents, but you will need to supplement these documents after the planning cycle, that the cycle could be realized.


To fill the document, click the "Fill" button at them. There will be displayed a form for completing the document, which, after entering the data have to be saved by clicking "Save" button.


Tytuł opis	<input type="text"/>
Leki	<input type="text"/>
Nazwisko	Alergik
Ukl. Oddechowy	<input type="checkbox"/> Asthma <input type="checkbox"/> POChP <input type="checkbox"/> Rozedma <input type="checkbox"/> Zap. oskrzeli
Alkohol	Tak 

 **Save**
 **Cancel**

After saving data of the document there will be displayed again a list of documents at the referral. Once all the documents from the list will be filled, the "Skip filling (to fill later) and continue" button disappears from under the list of documents and in its place appears the "Continue signing up" button, which clicked takes you to the next step of the process.

Dokument został zapisany i można go teraz wydrukować klikając » [TUTAJ](#) «

Lp.	Nazwa dokumentu	Operacje
1	Karta znieczulenia przy operacji_26-05-2015	 Zobacz

[Kontynuuj zapis](#) 

In the next step, the system asks to indicate the services to be realized within a cycle of rehabilitation. In the form of selection services is one line for introduction of a single service. To enter more services, use the "more" button that allows to display more rows to introduce a greater number of services (lines left blank are ignored).

Specify rehabilitation surgeries

Rehabilitation services	
No	Equipment
1	<div>Kabina </div> <div>fango </div>
2	<div>UGUL </div> <div>ćwiczenia izometryczne </div>

 **More**
 **Further**


After indicating the planned services and pressing the "Next" button the system displays a schedule showing the availability of equipment to realize services indicated earlier in the indicated earlier conditions of realization (availability must be previously created in graphics of equipment). The following columns of schedule correspond to indicated earlier rehabilitation services, rows of

schedule are next times (for 5 minutes). In the schedule, periods in which the equipment is available are marked in green, and those when it is not available - in white. In each marked in green cell there is visible radio box allows to booking term of service at a given time - clicking on this radio box will mark the cell and possibly the next cell below it according to the duration of the service with red color (eg. if the procedure takes 20 minutes then clicking the radio box in the cell at 8:00 will highlight in red the next four cells at 8:00, 8:05, 8:10, 8:15 which means booking 20 minutes for the execution of the service).

Services can not be realized in parallel so when you try to select the term of the service meshing with already marked another term of service, the system will remove the meshing reservation (e.g. if the first service will be marked at 8:00 and service takes 15 minutes then when you will try to select a second surgery at 8:00, 8:05 or 8:10, the mark of the first treatment will be removed - cells marked in red from the first service turn green so the user will have to select a different date for the first service). Each availability period defined in the schedule of the equipment is in the schedule surrounded by a black border. It is also impossible to reserve the date of service at such time when the hour of the end of the availability period is shorter than the time required to realize the service (e.g. if the schedule of the equipment has defined availability period from 8:00 am to 9:00 then services lasting 15 minutes can not be booking at 8:50 and 8:55 because at the time from 8:50 to 9:00 or at time from 8:55 to 9:00 are not achievable services lasting 15 minutes). Even if two periods of availability defined in the schedule of equipment follow immediately at each other, it is not possible to reserve the term of service that began at the first from these periods of availability and finish in second (e.g. if in equipment schedule, availability periods have been defined from 8:00 to 9:00 and from 9:00 until 10:00 then service lasting 15 minutes can not be booking at 8:50 and 8:55 because at the time from 8:50 to 9:00 or at the time from 8:55 am to 9:00 there can not be realized service lasting 15 minutes and the service can not be extend to adjacent availability period). Above the schedule is the date of day on which the schedule is displayed and buttons:

- << - allows to view the schedule on a week earlier than the current presented day
- < - allows to view the schedule on a day earlier than the current presented day
- > - allows to view the schedule on a day later than the current presented day
- >> - allows to view the schedule on a week later than the current presented day

After selecting terms of services, the buttons above should be using to go to the schedule for the next days and in the same way select the terms of rehabilitation services from the entire cycle.

Choose surgery terms through all rehabilitation cycle days

<< < **2016-05-01** > >>



Kabina jonoforeza	Kabina krioterapia	UGUL ćwiczenia izometryczne
08:00-08:05	08:00-08:05	08:00-08:05
08:05-08:10	08:05-08:10	08:05-08:10
08:10-08:15	08:10-08:15	08:10-08:15
08:15-08:20	08:15-08:20	08:15-08:20
08:20-08:25	08:20-08:25	08:20-08:25
08:25-08:30	08:25-08:30	08:25-08:30
08:30-08:35	08:30-08:35	08:30-08:35
08:35-08:40	08:35-08:40	08:35-08:40
08:40-08:45	08:40-08:45	08:40-08:45
08:45-08:50	08:45-08:50	08:45-08:50
08:50-08:55	08:50-08:55	08:50-08:55
08:55-09:00	08:55-09:00	08:55-09:00
09:00-09:05	09:00-09:05	09:00-09:05
09:05-09:10	09:05-09:10	09:05-09:10
09:10-09:15	09:10-09:15	09:10-09:15
09:15-09:20	09:15-09:20	09:15-09:20
09:20-09:25	09:20-09:25	09:20-09:25
09:25-09:30	09:25-09:30	09:25-09:30
09:30-09:35	09:30-09:35	09:30-09:35
09:35-09:40	09:35-09:40	09:35-09:40
09:40-09:45	09:40-09:45	09:40-09:45
09:45-09:50	09:45-09:50	09:45-09:50
09:50-09:55	09:50-09:55	09:50-09:55
09:55-10:00	09:55-10:00	09:55-10:00

Choice of terms finished ➔

After selecting in the schedule terms for all rehabilitation services in all days of the cycle of rehabilitation services, click "Choice of terms finished" button below the schedule. There will be displayed a summary of selected terms.

Schedule of rehabilitation surgeries



Date	UGUL ćwiczenia izometryczne (15 minutes)	Kabina fango (5 minutes)
2016-04-12	08:00	

 [Back to change terms](#) [Continue](#) 

If there is need to make changes to some terms you can use the "Back to change terms" button, which clicked displays again the view of the schedule enabling making changes. If changes are not necessary, click the "Continue" button.

In case of NFZ's services in the next step, the system will ask to enter the patient to waiting queue (in case of commercial services, this step is skipped).



Enter the patient to waiting queue (NFZ)?

 [Enter as STABLE case](#)  [Do not enter](#)

User deciding on entering or not entering patient into the waiting queue clicks the proper button.

In case of commercial services in the next step, the system displays a form to choose the price list according to which service will be settled (in case of NFZ's services this step is skipped).

Choose price list for surgeries cycle

Price list	<input type="text" value="Rehabilitacja"/>	
Next 		

After selecting the price list and clicking "Next" button, the system displays pricelist for each planned service. In the price list is determined the basic gross price per visit (which in particular may be zero) and the prices of individual services. Registrar can (but not necessarily) determine what services during the visit patient is expecting (by checking the box next to the name of the service). At the time of selection of any of the services there is automatically updating the total price for the service and the amount at field of the service becomes editable - the number of services can be modified and at such modifications there is also updating the total price for the service.

Choose services for surgeries cycle

Date	Kabina fango (5 minutes)	Kabina jonoforeza (20 minutes)	UGUL ćwiczenia izometryczne (15 minutes)
2016-05-19	<input checked="" type="checkbox"/> Basic price for a surgery 12.30 1	<input checked="" type="checkbox"/> Basic price for a surgery 12.30 1	<input checked="" type="checkbox"/> Basic price for a surgery 12.30 1
	<input type="checkbox"/> Ćwiczenia izometryczne 129.15	<input type="checkbox"/> Ćwiczenia izometryczne 129.15	<input type="checkbox"/> Ćwiczenia izometryczne 129.15
	<input type="checkbox"/> Fango 124.23	<input type="checkbox"/> Fango 124.23	<input type="checkbox"/> Fango 124.23
	<input type="checkbox"/> Jonoforeza 125.46	<input type="checkbox"/> Jonoforeza 125.46	<input type="checkbox"/> Jonoforeza 125.46
	<input type="checkbox"/> Kinezyterapia 126.69	<input type="checkbox"/> Kinezyterapia 126.69	<input type="checkbox"/> Kinezyterapia 126.69
	<input type="checkbox"/> Krioterapia 127.92	<input type="checkbox"/> Krioterapia 127.92	<input type="checkbox"/> Krioterapia 127.92
	TOTAL 12.30	TOTAL 12.30	TOTAL 12.30

Next ➔

After selecting in the price lists services specific for the treatments, click the "Next" button. At this point, the signing up process is terminated and is displayed the "Show summary" button that allows a patient to print out a list of terms of arranged services.

Rehabilitation surgeries cycle has been arranged

✓ Show summary ✕ Close

In case of commercial services there is also displayed "Payments" button which allows to accept payment from the patient for services.

Rehabilitation surgeries cycle has been arranged

✓ Show summary Payments ➔ ✕ Close

"Close" button closes the window of planning rehabilitation cycle. After closing this window, there is displayed a view of the planned rehabilitation cycles.

Visits · Rehabilitation

Date: 2016-05-01

<<<

<<

<

Pracownia fizykoterapii

>

>>

>>>

2016-05-19

ENTER

✓ Search

✕ Finish

Arrange rehabilitation services cycle

✎ Jakub Orłowski

✕ Cancel whole cycle

Date	Kabina jonoforeza	Kabina krioterapia	UGUL ćwiczenia izometryczne
2016-05-01	08:00 PLANNED SURGERY Therapist: none ✎ Assign therapist	08:20 PLANNED SURGERY Therapist: none ✎ Assign therapist	08:45 PLANNED SURGERY Therapist: none ✎ Assign therapist
2016-05-02	08:00 PLANNED SURGERY Therapist: none ✎ Assign therapist	08:25 PLANNED SURGERY Therapist: none ✎ Assign therapist	08:45 PLANNED SURGERY Therapist: none ✎ Assign therapist
2016-05-03	08:00 PLANNED SURGERY Therapist: none ✎ Assign therapist	08:30 PLANNED SURGERY Therapist: none ✎ Assign therapist	08:45 PLANNED SURGERY Therapist: none ✎ Assign therapist

Each cycle is presented in a table where column means services, rows means dates and the cells correspond to the arranged surgeries. In each cell there is the time of surgery, status (planned, realized, unrealized), information about the therapist realizing a surgery and in case of planned surgeries there is also the button to assign a therapist to surgery or change (including removal) therapist assigned to surgery. The cells in the table may be white (if the surgery that day was not planned or was revoked), green (if surgery was planned or carried out and all the formal requirements for its realization have been met), red (if surgery was planned or completed but not all the formal requirements for its realization have been met), gray (if the surgery has been marked as unrealized). The "Change therapist" button can be blue (if the therapist who has been assigned to the surgery is still available) or pink (if a therapist who has been assigned to surgery is no longer available due to changes in the work schedule). Above the table is visible button with the name of the patient for whom it was planned a surgeries cycle - click on this button opens a new window with the patient card. If all the surgeries in the cycle are future and they all have the planned status then over the table is also shown the "Cancel whole cycle" button which makes possible to revoke all surgeries in a cycle of rehabilitation.

Visits · Rehabilitation

Date: 2016-05-01

Pracownia fizykoterapii

2016-05-19

Search
Finish
ENTER

Arrange rehabilitation services cycle

Jakub Orłowski

Date	Kabina jonoforeza	Kabina krioterapia	UGUL ćwiczenia izometryczne
2016-05-01	-	08:20 REALIZED SURGERY Therapist: none	08:45 UNREALIZED SURGERY Therapist: none
2016-05-02	08:00 REALIZED SURGERY Therapist: Olga Baron	08:25 PLANNED SURGERY Therapist: none Assign therapist	08:45 PLANNED SURGERY Therapist: none Assign therapist
2016-05-03	08:00 PLANNED SURGERY Therapist: Olga Baron Change therapist	08:30 PLANNED SURGERY Therapist: none Assign therapist	08:45 PLANNED SURGERY Therapist: none Assign therapist

Clicking "Cancel whole cycle" button opens a new window in which either there is information that the cycle has been canceled (if during planning of cycle, the patient has not been entered into the waiting queue) or a request for indication cause of the deletion from the waiting queue (if during planning cycle, the patient was entered into the waiting queue). In the second case the appeal of cycle follows after the indication of cause of deletion from the queue and pressing "Next" button.

Reason for deletion from the queue of pending 2 - notify the person registered on the waiting list for resignation Next

Clicking on the "Assign therapist" button at the surgery opens a new window with a list of therapists available to realize the surgery (or information about lack of available therapists.) At each therapist is the "Select" button which clicked assigns a therapist to the surgery and closes the window for selecting a therapist.

No.	First and last name	PESEL	NPWZ	Select
1	Olga Baron	50010104809	7700000	Select

Close

Clicking on the "Change therapist" button at the surgery opens a new window with a list of therapists available to realize the surgery (or information about lack of available therapists). At each therapist is the "Select" button which clicked assigns a therapist to the surgery and closes the window of selecting a therapist. Under the list of therapists is displayed the "Remove therapist assigned to surgery" button which clicked removes the therapist assigned to surgery and closes the window of selection therapist.

No.	First and last name	PESEL	NPWZ	Select
1	Olga Baron	50010104809	7700000	Select →

Remove therapist assigned to surgery →

Close

Clicking in the table representing a service cycle a cell representing the surgery (except the "Assign therapist" / "Change therapist" button) opens a new window with details of saved surgery, which content and functionality is the same as described at the end of the "Scheduled visits" chapter.

Clinic: Pracownia fizykoterapii (ul. Błomska 46/48, 05-807 Podkowa Leśna)

Term: 2016-05-01 08:20

Duration: 15 minut

Kind of visit: NFZs

Visit type: zabieg

Instrument: Kabina

Jakub Orłowski (56121284416)

Realized visit

Patent card

Close

Simplified version of rehabilitation module

After selecting the "Rehabilitation" functionality from the "Visit" menu there is displayed a search engine of cycles of rehabilitation planned for today in clinics located in the units to which logged user has access. At first, choose the clinic and press the "Search" button. If there are scheduled cycles of rehabilitation scheduled for today, they will be displayed, if not – there will be proper notification. Additionally, there will be displayed the "Arrange rehabilitation services cycle" button, which clicked begins the process of planning the service cycle.

Visits · Rehabilitation

Date: 2016-04-20

Pracownia fizykoterapii

2016-05-19

Search Finish ENTER →

Arrange rehabilitation services cycle →

No planned rehabilitation surgeries for this day

In the search form there are in addition the following navigation buttons:

- > <<<< - allows to view the planned service cycles on a month earlier than the current presented day
- > <<< - allows to view the planned service cycles on a week earlier than the current presented day
- > << - allows to view the planned service cycles on a day earlier than the current presented day
- > "ENTER" - allows you to view any day, which should be indicated in the date field before pressing the "ENTER" button (in the date field there is always entered by default today's date to be able to view quickly today's planned service cycles)
- > > - allows to view the planned service cycles on a day later than the current presented day

- › >> - allows to view the planned service cycles on a week later than the current presented day
- › >>>> - allows to view the planned service cycles on a month later than the current presented day

Clicking on any of the above buttons changes the view of the planned service cycles for the appropriate day to which the button leads.

Clicking on the "Arrange rehabilitation services cycle" button begins the process of planning service cycle. At first, there is displayed a window with a form enable to select basic parameters of visit (series of surgeries): In case when in the configuration of application is enable manually validation of price for the surgeries, parameters to be set are: kind, type and conditions of rehabilitation.

Set visit parameters

Kind of visit	commercial	▼
Visit type	zabieg	▼
Rehabilitation conditions	ambulatory conditions	▼
<input type="button" value="Forward"/> ➔		

In case when in the configuration of application is enable automatic validation of price for the surgeries, parameters to be set are: kind of visit, pricelist (in case of commercial visits), type of visit and conditions of rehabilitation.

Set visit parameters

Kind of visit	commercial	▼
Price list	Rehabilitacja	▼
Visit type	zabieg	▼
Rehabilitation conditions	ambulatory conditions	▼
<input type="button" value="Forward"/> ➔		

If in the configuration of application are set default values for the kind of visit and conditions of rehabilitation then they are selected by default in the form. If in the dictionary of visit types is the default type of visit then it is also selected by default in the form. If in the clinic is defined default pricelist then it is also selected by default in the form (in case of commercial surgeries).

After setting parameters and pressing "Forward" button, will see a search engine of patients, in which should be entered patient's data to be signed for service cycle and click "Search" button. If the search criteria meets only one patient, the system will display the card with the "Continue sign up" button visible at the bottom of the card, if more than one patient meet the search criteria, the list of patients that meeting the search criteria will be displayed under the search engine and at every patient in addition to the "Edit" button for transition to edit patient card there will be the "Continue sign up" button.

Inquiry	<input type="text"/>	Home address	
First name	<input type="text"/>	City	<input type="text"/>
Surname	<input type="text"/>	Street	<input type="text"/>
PESEL	56	House number	<input type="text"/>
Date of birth	<input type="text"/>	Fiat number	<input type="text"/>
Patient type	<input type="text"/>	Include previous names / addresses	<input type="checkbox"/>
Error code in patient declaration	<input type="text"/>	Patients without PESEL	<input type="checkbox"/>
Sort results	Surname and names	Patients without declarations	<input type="checkbox"/>

☒ Search Add new patient

<div> <div>Previous</div> <div>1</div> <div>Next</div> </div>						
No.	Surname and names	PESEL	Date of birth	Phone number	Address	Actions
1	Orłowski Jakub	56121284416	1956-12-12	tel. 123 123 123 kom. +48-123-123-123	Warszawa Jasna 34 / 41 01-222 Warszawa (Wola)	<input type="button" value="Edit"/> <input type="button" value="Continue sign up"/>
2	Borowikowski Grzegorz	56013108819	1956-01-31		Asdfasdf Bracka 3 05-500 Chylice-Półko	<input type="button" value="Edit"/> <input type="button" value="Continue sign up"/>

Clicking "Continue sign up" button at the patient on the list of search results or in the patient card means to continue planning service cycle for this patient.

After selecting the patient in case of commercial services, the system checks whether the patient has settled all payments (in case of NFZ's services this step is skipped). If you have outstanding payments, the system displays the relevant information, leaving the user's decision whether to continue the process of planning services or to discontinue it and go to the payment module in order to settle them.

Outstanding payments

No.	Term visit	Visit type	Clinic	Staff / Instruments	Due
1	2015-09-01 10:18	wizyta	Poradnia dermatologiczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	30.00
2	2015-09-01 11:29	wizyta	Poradnia dermatologiczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	20.00
3	2016-05-01 16:00	zwycia	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Helena Abakus	1010.80
4	2016-05-16 09:27	zwycia	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	Olga Baron	4.05

In the next step, the system asks to enter or select already entered referral on the basis of which will be carried out a service cycle. In case of NFZ's services referral is required so there should be either enter the data of referral and click the "Add and continue signing up" or select one of the already entered referrals (if there are any entered referrals, the list of them can be seen under the form of adding a referral and details of each of the these are displayed when you click on the gray bar with the basic information of referral) and click "Select and continue signing up" button at the selected referral.

The visit can be realized on basis of a referral or without a referral
Add a new referral, select the already entered or continue without a referral

Type of referral	-----	▼	Healthcare provider type	-----	▼
Date of issue of referral			Referring doctor name		
Surgery type	-----	▼	NPWZ of referring doctor		
Date of referral validity			Unit of referring doctor		
Diagnoses codes ICD-10			REGON of referral doctor unit		
Aim of referral			VII part of the ministerial code of referring doctor unit		
			VIII part of the ministerial code of referring doctor unit		
			<input checked="" type="checkbox"/> Insert doctor and unit data from database		

+ Add and continue signing up


In case of commercial services the step of entering / selection referral can be skipped by clicking "Continue without a referral" button.

The visit can be realized on basis of a referral or without a referral
Add a new referral, select the already entered or continue without a referral

Type of referral	-----	▼	Healthcare provider type	-----	▼
Date of issue of referral			Referring doctor name		
Surgery type	-----	▼	NPWZ of referring doctor		
Date of referral validity			Unit of referring doctor		
Diagnoses codes ICD-10			REGON of referral doctor unit		
Aim of referral			VII part of the ministerial code of referring doctor unit		
			VIII part of the ministerial code of referring doctor unit		
			<input checked="" type="checkbox"/> Insert doctor and unit data from database		

+ Add and continue signing up
Continue without referral →


The next step in the process of planning service cycle is to fill documents. This step occurs only if the visit is arranging on basis of a referral and with referral are associated documents to fill out and they were not yet completed. In this case displays a list of documents that have to be completed.



Lp.	Document name	Actions
1	Karta znieczulenia przy operacji	 Fill

Skip filling (to fill later) and continue →

At each unfilled document there is the "Fill" button to display a form to fill in the document, and at every filled document there is the "View" button to download the document in PDF format and print it. As long as there is at least one document to fill out so long under the list of documents is displayed the "Skip filling (to fill later) and continue" button to allow the omission the step of filling documents, but you will need to supplement these documents after the planning cycle, that the cycle could be realized.


To fill the document, click the "Fill" button at them. There will be displayed a form for completing the document, which, after entering the data have to be saved by clicking "Save" button.


Tytuł opis	<input type="text"/>
Leki	<input type="text"/>
Nazwisko	Alergik
Ukl. Oddechowy	<input type="checkbox"/> Asthma <input type="checkbox"/> POChP <input type="checkbox"/> Rozedma <input type="checkbox"/> Zap. oskrzeli
Alkohol	Tak 

 **Save**  **Cancel**

After saving data of the document there will be displayed again a list of documents at the referral. Once all the documents from the list will be filled, the "Skip filling (to fill later) and continue" button disappears from under the list of documents and in its place appears the "Continue signing up" button, which clicked takes you to the next step of the process.



Dokument został zapisany i można go teraz wydrukować klikając » [TUTAJ](#) «



Lp.	Nazwa dokumentu	Operacje
1	Karta znieczulenia przy operacji_26-05-2015	 Zobacz

Kontynuuj zapis 

In the next step, the system asks to indicate the services to be realized within a cycle of rehabilitation. In the form of selection services is one line for introduction of a single service. To enter more services, use the "more" button that allows to display more rows to introduce a greater number of services (lines left blank are ignored). Form of selection surgeries varies depending on the setting in the configuration mode of valuation price of the procedure. In case of the manual mode in the form are displayed only surgeries.

Specify rehabilitation surgeries

Rehabilitation services	
No	Service3
1	fango 
2	ćwiczenia izometryczne 

 **More** **Further** 

In the case of the automatic mode for commercial visits at individual surgeries are visible fields with prices. Choosing surgery makes that field of price for this surgery is automatically filled and

automatically updates the total price for all the selected surgeries.

Specify rehabilitation surgeries

Rehabilitation services		Visit base price: 12.30 PLN
No	Service3	Surgery price
1	<input type="text" value="fango"/>	<input type="text" value="124.23 PLN"/>
2	<input type="text" value="ćwiczenia izometryczne"/>	<input type="text" value="129.15 PLN"/>
TOTAL		<input type="text" value="265.68 PLN"/>

After indicating the planned services and pressing the "Next" button the system displays a schedule showing the availability of therapists to realize services indicated earlier in the indicated earlier conditions of realization (availability must be previously created in graphics of therapists). The following columns of schedule correspond to particular therapists working in the clinic, rows of schedule are next times (for 5 minutes). In the schedule, periods in which therapists are available are marked in green, and those when they are not available - in white. In each marked in green cell there is visible radio box allows to booking term of service at a given time - clicking on this radio box will mark the cell with red color. Above the schedule is the date of day on which the schedule is displayed and buttons:

- << - allows to view the schedule on a week earlier than the current presented day
- < - allows to view the schedule on a day earlier than the current presented day
- > - allows to view the schedule on a day later than the current presented day
- >> - allows to view the schedule on a week later than the current presented day

After selecting terms of services, the buttons above should be using to go to the schedule for the next days and in the same way select the terms of rehabilitation services from the entire cycle.

Choose surgery terms through all rehabilitation cycle days

<< < 2016-05-01 > >>

Olga Baron
08:00-08:05 <input checked="" type="radio"/>
08:05-08:10 <input type="radio"/>
08:10-08:15 <input type="radio"/>
08:15-08:20 <input type="radio"/>
08:20-08:25 <input type="radio"/>
08:25-08:30 <input type="radio"/>
08:30-08:35 <input type="radio"/>
08:35-08:40 <input type="radio"/>
08:40-08:45 <input type="radio"/>
08:45-08:50 <input type="radio"/>
08:50-08:55 <input type="radio"/>
08:55-09:00 <input type="radio"/>
09:00-09:05 <input type="radio"/>

Choice of terms finished ➔

After selecting in the schedule terms for all rehabilitation services in all days of the cycle of rehabilitation services, click "Choice of terms finished" button below the schedule. There will be displayed a summary of selected terms.

Schedule of rehabilitation surgeries



2016-05-01 08:05 (therapist: Olga Baron)

← Back to change termsContinue ➔

If there is need to make changes to some terms you can use the "Back to change terms" button, which clicked displays again the view of the schedule enabling making changes. If changes are not necessary, click the "Continue" button.

In case of NFZ's services in the next step, the system will ask to enter the patient to waiting queue (in case of commercial services, this step is skipped).


Enter the patient to waiting queue (NFZ)?


 Enter as STABLE case  Do not enter

User deciding on entering or not entering patient into the waiting queue clicks the proper button.

If in the configuration of application is set automatic mode of valuate price for the surgery, than at this point the signing process is completed. However, if in the configuration of application is set manual mode of valuate price for the surgery, than in case of commercial surgeries in the next step, the system displays a form of selection price list according to which services will be settled (in case of NFZ's services this step is skipped).


Choose price list for surgeries cycle

Price list 

Next 

After selecting the price list and clicking "Next" button, the system displays pricelist. In the price list is determined the basic gross price per visit (which in particular may be zero) and the prices of individual services. Registrar can (but not necessarily) determine what services during the visit patient is expecting (by checking the box next to the name of the service). At the time of selection of any of the services there is automatically updating the total price for the service and the amount at field of the service becomes editable - the number of services can be modified and at such modifications there is also updating the total price for the service.



<input checked="" type="checkbox"/> Basic price for a surgery	12.30	1
<input type="checkbox"/> Ćwiczenia izometryczne	129.15	
<input type="checkbox"/> Fango	124.23	
<input type="checkbox"/> Jonoforeza	125.46	
<input type="checkbox"/> Kinezyterapia	126.69	
<input type="checkbox"/> Krioterapia	127.92	
TOTAL	12.30	

Next 

After selecting in the price lists services specific for the surgeries, click the "Next" button. At this point, the signing up process is terminated.

Proper alert is informing about terminating of process of signing up and under it is displayed the "Show summary" button that allows a patient to print out a list of terms of arranged surgeries.

Rehabilitation surgeries cycle has been arranged

 **Show summary**  **Close**

In case of commercial services there is also displayed "Payments" button which allows to accept

payment from the patient for surgeries.

Rehabilitation surgeries cycle has been arranged

✓ Show summary Payments ➡ ✕ Close

"Close" button closes the window of planning rehabilitation cycle. After closing this window, there is displayed a view of the planned on that day rehabilitation cycles. In the following rows are visible hours of scheduled surgeries and for each hour is displayed status of surgeries in green, red or gray background (planned, realized, unrealized), patient name, a list of types of surgeries and therapist realizing surgery and "Show whole cycle summary" button. A green background means that the surgeries have been planned or implemented and all the formal requirements for their implementation have been met. Red background means that the treatments have been planned or implemented but not all formal requirements for their implementation have been met (eg. The patient has no insurance, no charges filed, not filled all the required documents). The gray background indicates that the treatments have been marked as unrealized.

Visits ▸ Rehabilitation

Date: 2016-06-01

<<< << < Pracownia fizykoterapii 2016-07-15 > >> >>>

✓ Search ✕ Finish ENTER ➡

Arrange rehabilitation services cycle ➡


2016-06-01	
08:40	<div>PLANNED SURGERIES Patient: Jakub Orłowski Surgeries: ćwiczenia izometryczne, fango, jonoforeza Therapist: Olga Baron ✓ Show whole cycle summary</div>
08:45	<div>PLANNED SURGERIES Patient: Franio Alergik Surgeries: fango, jonoforeza Therapist: Olga Baron ✓ Show whole cycle summary</div>
08:50	<div>UNREALIZED SURGERIES Patient: Aaaalaaaa Aaaalaaaa Surgeries: ćwiczenia izometryczne, fango Therapist: Olga Baron ✓ Show whole cycle summary</div>

Clicking "Show whole cycle summary" button prints a list of terms of appointed surgeries for a patient. Clicking a cell representing the surgery opens a new window with details of saved surgery visit, which content and functionality is the same as described at the end of the "Scheduled visits" chapter.

Clinic Pracownia fizykoterapii (ul. Błomska 46/48, 05-807 Podkowa Leśna)
Term 2016-05-01 08:20
Duration 15 minut
Kind of visit NFZs
Visit type zabieg
Instrument Kabina

Jakub Orłowski (56121284416)

Realized visit

 Patient card



 Close


Occupational medicine

The functionality of “Occupational medicine” from menu “Visits” is used to to plan and service occupational medicine examinations. By choosing this functionality there appears search form of planned occupational medicine examinations (at least one of which is planned for the current day within one of the clinics located in units to which logged user has access) and occupational medicine examinations waiting to be planned. First one has to choose date and click button “Search”. If there exist planned occupational medicine examinations at least one of which is planned for the current day, they will be displayed, if not – there will be displayed appropriate message. Moreover there will be displayed the button od “Plan occupational medicine”, which starts the process of planning occupational medicine when clicked.

Visits › Occupational medicine

<<<< << < 2016-11-24 TODAY > >> >>>

 Search  Finish

Plan occupational medicine 

No occupational medicine plans for this day nor without specified day

In the search form there are in addition the following navigation buttons:

- > <<<< - allows to view the planned occupational medicine examinations on a month earlier than the current presented day
- > <<< - allows to view the planned occupational medicine examinations on a week earlier than the current presented day
- > << - allows to view the planned occupational medicine examinations on a day earlier than the current presented day
- > > - allows to view the planned occupational medicine examinations on a day later than the current presented day
- > >> - allows to view the planned occupational medicine examinations on a week later than the current presented day
- > >>> - allows to view the planned occupational medicine examinations on a month later than the current presented day

Clicking on any of the above buttons changes the view of the planned occupational medicine examinations for the appropriate day to which the button leads.

Clicking on the "Plan occupational medicine" button begins the process of planning occupational medicine examinations. At first, there is displayed a window with patients search form, within

which one has to enter data of patient to be registered for occupational medicine examinations and then to click “Search”. If only one patient matches search criteria then system displays his card with the button “Choose” visible at the bottom of the card, if there are more patients matching the search criteria then under search form system displays list of patients matching the search criteria where next to “Edit” button (allowing to edit patient card) there is also “Choose” button.

Inquiry

First name

Surname

PESEL

Date of birth

Patient type

Error code in patient declaration

Sort results

☐ Search

Home address

City

Street

House number

Flat number

Include previous names / addresses ☐

Patients without PESEL ☐

Patients without declarations ☐

No.	Surname and names	PESEL	Date of birth	Phone number	Address	Actions
1	Bakłazanowska Bożena	77070713608	1977-07-07		Warszawa Żytnia 3 01-234 Warszawa (Wola)	<input type="button" value="Edit"/> <input type="button" value="Choose"/>
2	Bakłazanowska Hanna	50030813703	1950-03-08		Pisz Mazurska 1 99-222 Pisz	<input type="button" value="Edit"/> <input type="button" value="Choose"/>
3	Bakłazanowski Bożydar	81101010103	1981-10-10		Warszawa 28 01-123 Warszawa (Wola)	<input type="button" value="Edit"/> <input type="button" value="Choose"/>

After clicking the button of “Choose” by appropriate patient, there appears form allowing to choose institution and work post / study course for the needs of which are to be planned occupational medicine examinations. Choice of post / course is possible after choosing institution.

Institution

Post / Course

After choosing institution and post /course and clicking button “Next” there appears form of basic parameters of occupational medicine, where one has to point category and kind of examination to be performed and specify remaining prophylactic activity and care embracement range. If occupational medicine is realized on the basis of referral then one has to specify also referral date.

Examination category

Examination kind

Remaining prophylactic activity

Embrace with care as

Referral date

After specifying occupational medicine parameters and clicking button “Next” there appears form for choosing examinations to be performed. Examinations are divided into four groups:

- doctor examinations – doctor examinations appropriate to noxious and strenuous agents being present on a given work post / study course; all examinations are marked, they cannot be changed and all must be performed
- auxiliary examinations – auxiliary examinations appropriate to noxious and strenuous agents being present on a given work post / study course; all examinations are marked, they cannot be changed, not all must be performed (checkbox fields allow to mark off examinations to

- be omitted)
- specialistic consultations – specialistic consultations to be performed within occupational medicine; by default there is displayed one field allowing to specify one specialistic consultations, if there is need to specify more specialistic consultations then one has to click button “More” to display more fields allowing to enter more specialistic consultations, fields left unfilled will be ignored by the system
- additional examinations – additional examinations to be performed within occupational medicine; by default there is displayed one field allowing to specify one additional examination, if there is need to specify more additional examinations then one has to click button “More” to display more fields allowing to enter more additional examinations, fields left unfilled will be ignored by the system

After entering examinations and clicking button “Next” system informs with appropriate message about creation of occupational medicine examinations set. Also the button of “Plan visits” is displayed, which clicked allows to plan visits during which particular examinations will be performed. At this stage one can also break process of planning visits and can close window to accede later to plan visits for previously chosen examinations.

Set of examinations has been arranged

Arrange visits Close

By clicking button “Plan visits” there appears form for choosing examinations which will be performed within the visit being planned (others, not chosen examinations, will be performed within other visits).

Choose examinations to be realized within the visit

After choosing examination / examinations and clicking “Next” system asks for choosing clinic where visit is to be planned and planning mode (whether it is to be visit planned according to timetable or is to be extra visit).

Choose clinic and visit planning mode

After choosing clinic and visit planning move and clicking “Next” appears view appropriate for selected visit planning mode. If planned visit has been chosen then timetable mesh appears.

Podkowa Leśna Błońska (ul. Błońska 46/48, 05-807 Podkowa Leśna)

2016-11-24

<<< << < ENTER > >> >>>

TODAY

Help ?

Thursday 24 Nov 2016						
	Olga Baron	Helena Abakus	Norbert Król	Anzeim Olszewski	Ignacy Olszewski	Norbert Olszewski
08:00		08:00 - 08:10 FREE DATE				
		08:10 - 08:20 FREE DATE				


If extra visit has been chosen then form of extra visit data appears.

Staff	Abakus Helena
Date	2016-11-24
Time (hh:mm)	14:30
Surgery	Gabinet cieni
Visit type	Standardowa
Kind of visit	NFZs
Further ➔	

In case of planned visit by clicking free term in timetable mesh, process of planning visit starts exactly as described in “Scheduled visits” except that the step of choosing patient is omitted because patient has been chosen before start of occupational medicine examinations planning. In case of extra visit after entering visit parameters and clicking “Next”, process of planning visit starts exactly as described in “Extra visits” except that the step of choosing patient is omitted. After finishing the process of planning visit one has to close the window of occupational medicine planning. Planned examinations will be displayed then under the search form of occupational medicine examinations.

<<< << < 2016-11-24 ✓ Search ✕ Finish TODAY > >> >>>

Plan occupational medicine ➔

Patient:  **Bożena Bakłażanowska**

Institution: **TORN Sp. z o.o.**

Post: **Programista**

Examination category: **prophylactic examination**


Examination kind: **periodic examination**

Remaining prophylactic activity: **health status monitoring**

Embrace with care as: **worker**

Visit	Examinations
Visit term: 2016-11-24 14:30 Visit kind: NFZs Visit type: Standardowa additional MAIN Visit state: visit appointed Clinic / Ward: Poradnia POZ (ul. Błońska 46/48, 05-807 Podkowa Leśna) Staff / Equipment: Helena Abakus Preview visit ➔	Doctor examinations <ul style="list-style-type: none"> ogólne
Visit term: 2016-12-27 14:34 Visit kind: NFZs Visit type: Wizyta najzwyczajniejsza additional Visit state: visit appointed Clinic / Ward: Poradnia kardiologiczna (ul Błońska 46/48, 05-807 Podkowa Leśna) Staff / Equipment: Olga Baron Preview visit ➔ Set as main ➔	Specialistic consultations <ul style="list-style-type: none"> neurologiczne
Visit not appointed yet Plan visit ➔	Additional examinations <ul style="list-style-type: none"> kardiologiczne Remove examination

[+](#) Add examinations

Patient:  **Hanna Bakłażanowska**

Institution: **TORN Sp. z o.o.**

Post: **Monter**

Examination category: **prophylactic examination**

Examination kind: **periodic examination**

Remaining prophylactic activity: **health status monitoring**

Embrace with care as: **worker**

Visit	Examinations
Visit not appointed yet Plan visit ➔	Doctor examinations <ul style="list-style-type: none"> ogólne Specialistic consultations <ul style="list-style-type: none"> okulistyczne Remove examination

[+](#) Add examinations [-](#) Remove occupational medicine

[✕](#) Finish

The view of planned occupational medicine examinations consists of two-column tables for particular patients. Above each table there are informations about patient (if logged user has privileges to access patient card then name and surname of patient is displayed within the button which clicked opens patient card in new window). Within left column of each table there are planned visits with button “Preview visit” next to each of them. This button allows to view visit details. Moreover if realization of occupational medicine visits has not started yet, then next to visits other than main visit there is visible button “Set as main”, which allows to change main occupational medicine visit for that one, next to which button “Set as main” has been clicked. (Main occupational medicine visit is the one, within which data from other occupational medicine visits are collected and doctor statement is issued.) Within right column there are examinations to be performed during particular visits. If there exist examinations for which visits have not been planned yet then within the left column there appears information “Visit not appointed yet” and button “Plan visit” allowing to plan subsequent occupational medicine visit and within the right column there appears all these examinations for which visit has not been planned yet. By particular auxiliary examinations, specialistic consultations and additional examinations for which visit has not been planned yet there are visible buttons of “Remove examination” allowing to delete examination in situation of resignation of realization of such an examination to the patient for occupational medicine purposes. Below each table containing list of visits and examinations there is a button of “Add examinations” allowing for addition of subsequent occupational medicine examinations if it turned out that other examinations are to be performed. If none occupational medicine visit has been planned from the given patient then below the table containing list of examinations where is a button of “Cancel occupational medicine”, which allows with one click to cancel all planned occupational medicine examinations.

The button of “Preview visit” visible by each planned occupational medicine visit opens in new window details of visit presented the same way as described in chapter “Scheduled visits”.

Clinic / Ward Poradnia POZ (ul. Błoińska 46/48, 05-807 Podkowa Leśna)

Term 2016-11-24 14:30

Duration 10 minut

Kind of visit NFZs

Visit type Standardowa

Surgery Gabinet cieni

Staff Helena Abakus

Bożena Bakłażanowska (77070713608)

Saved visit
No insurance for day of visit

Patient card

Change into commercial visit Close

The button “Plan visit” opens new window and initializes process of arranging occupational medicine visit starting with choice of examinations to be realized within the visit as described above within this chapter (only examinations for which visit has not been planned yet are available to choose).

Choose examinations to be realized within the visit

Examinations

neurologiczne

okulistyczne

Next ➔

Button “Add examinations” opens in new window a form for choosing examinations that can be realized within occupational medicine visit. Way of using this form has been described previously within this chapter.

Examinations

Auxiliary examinations

No examinations

Specialistic consultations

+ More

Additional examinations

+ More

Choose →

After choosing examinations and clicking “Choose” an appropriate message appears that informs of examinations addition.

Examinations has been added

X Close

After closing examination choosing window, chosen examinations appears in the view of planned occupational medicine examinations.

Button “Remove examination” displays request for confirmation whether to remove examination and after confirmation system removed examination from planned occupational medicine examinations (removed examination disappears from the view of planned occupational medicine examinations).

Do you really want to remove examination?

OK Anuluj

“Cancel occupational medicine” button displays request for confirmation whether to cancel occupational medicine.

Do you really want to remove occupational medicine?

OK Anuluj

After confirmation in the new window there appears information about execution of required operation.

Operation completed successfully

X Close

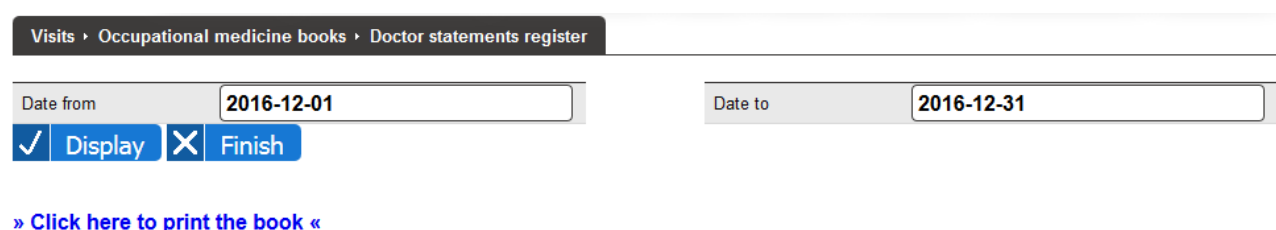
After closing the window canceled occupational medicine disappears from the view of planned occupational medicine examinations.

Occupational medicine books

Functionalities from submenu “Occupational medicine books” within menu “Visits” are used to browse, to fill and to print books, which leading is required according to legal regulations of occupational medicine.

Doctor statements register

“Doctor statements register” is a functionality allowing to print register of issued doctor statements. Register is created automatically – entries within the register are created when doctor issues statement. After choosing this functionality there appears form allowing to narrow register to the given period within which statements were issued. If dates within the form were not entered, then system would display the whole register. After clicking button “Display” there appears link allowing to download and print doctor statements register (it is in PDF format).



Visits > Occupational medicine books > Doctor statements register

Date from 2016-12-01 Date to 2016-12-31

✓ Display ✕ Finish

» Click here to print the book «

Occupational disease suspicions and statements book

“Occupational disease suspicions and statements book” is a functionality allowing to print and fill the book of occupational disease suspicions and statements. This book is created automatically – entries within the book are created when doctor enters information about suspicion or diagnosis of occupational disease while issuing statement. After choosing this functionality there appears form allowing to narrow the book to the given period of registration of occupational disease. If dates within the form are not entered, then system displays the whole book. After clicking “Choose” there appears link allowing to download and print book of occupational disease suspicions and statements (it is in PDF format) and table of entries within the book.

Occupational disease suspicion registration date from

☒ Display ☒ Finish

Occupational disease suspicion registration date to

» Click here to print the book «

← Previous 1 Next →

No.	Name, surname, PESEL / name and number of document of patient	Name and address of employer	Date of the referral for the examination due to suspicion of occupational disease	Date of registration of suspicion for occupational disease	Diagnosis and date of diagnosis of occupational disease	Date and name of the institution to which affair was passed and procedure result
1	Jakub Orłowski, 56121284416	TORN Sp. z o.o. ul. Joteyki 20 02-317 Warszawa		2017-01-01	Heat Metal (2016-12-29)	2017-01-01 Sanepid Test Fill
2	Jakub Orłowski, 56121284416	TORN Sp. z o.o. ul. Joteyki 20 02-317 Warszawa		2017-01-01	Heat Metal (2016-12-29)	Fill

☒ Finish

By each entry in last column there is button “Fill” allowing to enter/modify informations about date and institution, to which case were passed to and about result of case. After clicking this button in new window there opens form allowing to enter the mentioned data.

Affair pass date	<input type="text" value="2017-01-01"/>
Institution	<input type="text" value="Sanepid"/>
Procedure result	<input type="text" value="Test"/>

Save ☒ Close

After entering data one has to save them by clicking button “Save” and then to close the window by clicking button “Close”.

Given consultations book

“Given consultations book” is a functionality allowing to print book of consultations given within occupational medicine visits. The book is created automatically – entries within the book are made when doctor fills information about the range of given consultation. After choosing this functionality there appears form allowing to narrow the book to specified period when there were realized visits during which consultations were given. If dates within the form are not entered, then system displays the whole book. After clicking the button “Display” there appears link allowing to download and print book of given consultations (it is in PDF format).

Visits » Occupational medicine books » Given consultations book

Consultation date from
2017-01-01

Consultation date to
2017-01-31

☒ Display
☒ Finish

» [Click here to print the book](#) «

Doctor statements contents recalling book

“Doctor statements contents recalling book” is a functionality allowing to create, to fill and to print book of doctor statements contents recalling. After choosing this functionality there appears form allowing to display the book narrowed to the specified period of recalling, specified patient and specified number of statement to which recalling was made (button “Display”) and allowing to add new entry to the book (button “Add entry”). While narrowing the book to specific patient, one can enter name and/or surname and/or PESEL number and/or birth date of patient within “Patient” field”. While narrowing the book to specific statement, one can enter serial number or serial number stroke year.

Visits » Occupational medicine books » Doctor statements contents recalling book

Recalling date from

Recalling date to

Patient

Statement number

☒ Display
☒ Add entry
☒ Finish

To add entry to the book of doctor statements contents recalling one has to click button „Add entry”. Then within new window there appears statements search form. Searching is possible by patient and/or statement number. Here apply the same rules of searching as for searchin of entries within the book (described above). After entering search criteria, list of patients and their statements matching these criteria is displayed. By each statement there is button „Choose” allowing to enter informations about recalling to the given statement.

Patient

baki

Statement number

☒ Search
☒ Close



← Previous

1

Next →




No.	Patient	Statement	Actions
1	Hanna Bakłażanowska, 50030813703	3/2017	<div>Choose</div> <div>→</div>

After clicking button „Choose” by an appropriate statement system displays form to enter informations about recalling. Field of recalling date within the form is by default filled with the current date and field of statement content – with informations from statement contents to which recalling is being made. When adding entry this two informations are sufficient – they can possibly be modified and after that saved by clicking button „Save”, and next case should be passed to recalling institution (beyond jHIS system). With data saving, window for adding new entry to the book is being closed.



Recalling date	2017-01-01
Statement content	Employed to work at TORN Sp. z o.o. on post Monter due to lack of health contraindications is able to do the work on the given post.
Repeated statement issue date	
Repeated statement content	
Date of obtaining information about repeated statement	
 Save  Close	


To display and print contents of the book of doctor statements recalling, one has to enter narrowing criteria to the form and then click the button „Display”. Then there appears link allowing to print the book (it is in PDF format) and table with list of entries within the book. Until no informations about recalling result are entered, by each entry within the table there is a button „Fill” allowing to enter these informations.

Visits › Occupational medicine books › Doctor statements contents recalling book

Recalling date from	2017-01-01	Patient	
Recalling date to	2017-01-01	Statement number	
 Display  Add entry  Finish			



» Click here to print the book «

 Previous
 1
 Next
 

No.	Recalling date	Name, surname, PESEL / name and number of document of patient	Subject of recalling (statement content)	Date of issue and content of repeated statement	Date of passing informations about statement to the unit that gave statement being the subject of recalling
1	2017-01-01	Hanna Bakłażanowska, 50030813703	Employed to work at TORN Sp. z o.o. on post Monter due to lack of health contraindications is able to do the work on the given post.		 Fill

Clicking the button „Fill” by an appropriate entry within the book opens within new window the same form, which was used to add new entry but filled with previously entered data. Data should be complemented with informations gained from recalling institution and after that save them by clicking the button „Save”. With saving data, window for filling entry in the book is being closed.




Recalling date	2017-01-01
Statement content	Employed to work at TORN Sp. z o.o. on post Monter due to lack of health contraindications is able to do the work on the given post.
Repeated statement issue date	2017-01-02
Repeated statement content	Employed to work at TORN Sp. z o.o. on post Monter due to lack of health contraindications is able to do the work on the given post.
Date of obtaining information about repeated statement	2017-01-02

 Save  Close



After closing the window for filling entry in the book, the view of table with list of entries is refreshed, as an effect within the table newly entered informations appear.

Visits > Occupational medicine books > Doctor statements contents recalling book

Recalling date from	2017-01-01	Patient	
Recalling date to	2017-01-01	Statement number	

 Display  Add entry  Finish

[» Click here to print the book «](#)

 Previous
 1
 Next 




No.	Recalling date	Name, surname, PESEL / name and number of document of patient	Subject of recalling (statement content)	Date of issue and content of repeated statement	Date of passing informations about statement to the unit that gave statement being the subject of recalling
1	2017-01-01	Hanna Bakłażanowska, 50030813703	Employed to work at TORN Sp. z o.o. on post Monter due to lack of health contraindications is able to do the work on the given post.	Text of the statement of the day of 2017-01-02: Employed to work at TORN Sp. z o.o. on post Monter due to lack of health contraindications is able to do the work on the given post.	2017-01-02

Posts visitations book

„Posts visitations book” is a functionality allowing to create and to print book of posts visitations. After choosing this functionality there appears form allowing to display the book narrowed to specified period of visitations (button „Display”) and allowing to add new entry to the book (button „Add entry”).

Visits > Occupational medicine books > Posts visitations book

Visitation date from		Visitation date to	
----------------------	--	--------------------	--

 Display  Add entry  Finish

To add entry to the book of posts visitations one has to click the button of „Add entry”. Then within

new window there appears form to enter informations about posts visitations. After entering data one has to save them by clicking button „Save”. With saving data window for addition new entry to the book is being closed.

Visitation date	2017-01-01
Employer	TORN Sp. z o.o. ▼
Posts	<div>Monter</div> <div>Programista</div>
Hazards assessment	Spinal curvature hazard.
Conclusions	Use proper chairs.
<div>✎ Save ✕ Close</div>	

To print contents of the book of posts visitations one has to enter narrowing criteria within the form and then click the button „Display”. Then link allowing to print the book is displayed (the book is in PDF format).

Visits › Occupational medicine books › Posts visitations book

Visitation date from	2017-01-01	Visitation date to	2017-01-31
<div>✓ Display ✎ Add entry ✕ Finish</div>			

» [Click here to print the book](#) «

Surgery

The "Surgery" module is intended for medical staff and is used to support medical surgeries and collection facilities

Doctor surgery

The "Doctor surgery" functionality in the "Surgery" menu is used to support overall medical surgeries in the registration of medical history of the patient and comprehensive patient's care (including drugs prescription, prescriptions and referrals, ordering diagnostic tests, preparation of recommendations for the patient). After selecting the "Doctor surgery" functionality there is displayed a search engine of prearranged visits to the logged doctor today in clinics where the logged doctor works.

Above a search engine can be displayed, in addition, information about the endless pools of prescriptions numbers - such information is a signal for the doctor that it is needed to download from the NFZ and import them to the jHIS system new pools of prescriptions numbers (system estimates when runs out the pool of prescriptions numbers based on their previous average consumption) . To begin using the functionality of the doctor's office it is at first needed to choose a clinic and click "Search" button. Under the search engine is displayed in two columns a view of prearranged visits to the logged doctor and free terms of logged doctor today in the indicated clinic. The search engine includes in addition the following navigation buttons:

- › <<< - allows to view visits arranged to logged doctor and free terms at logged doctors in the indicated clinic on a month earlier than the current presented day
- › << - allows to view visits arranged to logged doctor and free terms at logged doctors in the indicated clinic on a week earlier than the current presented day
- › < - allows to view visits arranged to logged doctor and free terms at logged doctors in the indicated clinic on a day earlier than the current presented day
- › "ENTER" - allows you to view any day, which should be indicated in the date field before pressing the "ENTER" button (in the date field there is always entered by default today's date to be able to view quickly today's visits arranged to logged doctor and free terms at logged doctors in the indicated clinic)
- › > - allows to view visits arranged to logged doctor and free terms at logged doctors in the indicated clinic on a day later than the current presented day
- › >> - allows to view visits arranged to logged doctor and free terms at logged doctors in the indicated clinic on a week later than the current presented day
- › >>> - allows to view visits arranged to logged doctor and free terms at logged doctors in the indicated clinic on a month later than the current presented day

Clicking on any of the above buttons changes the view of arranged visits to the logged doctor and free terms to logged doctor in the indicated clinic for the appropriate day for which the button leads.

View of prearranged visits to the logged doctor and free terms in logged doctor consists of two columns. The left column is a list of hours of dates at the clinic, which are marked arranged scheduled visits (ie visits scheduled for that day in the indicated clinic in hours resulting from the work timetable of doctor) and available dates due to doctor's work timetable. The right column is for additional visits, arranged on a given day in the indicated clinic and the form of arranging another extra visit.

Surgery › Doctor surgery

Date: 2016-01-13

<<<

<<

<

Poradnia stomatologiczna ul. Błomska 46/48, 05-807 Pł

2016-01-05

>

>>

>>>

✓ Search

✗ Finish

ENTER ➔

SCHEDULED VISITS

ADDITIONAL VISIT

08:00 APPOINTMENT ✗ ✗ Bożydar Bakłażanowski

08:30 APPOINTMENT ✗ ✓ Bożydar Bakłażanowski

09:00 FREE DATE + Save patient

09:30 FREE DATE + Save patient

15:20 APPOINTMENT ✗ ✓ Jakub Orłowski

Time (hh:mm) 15:20

Surgery -----

Visit type wizyta

Kind of visit commercial

+ Arrange an additional visit

In this view, past hours are grayed out, at every hour is the information about the status of the term (a free date, arranged visit, realized visit, unrealized visit), in addition, at a status may be the reason why a doctor should not realize the visit (Visit to cancel, too little or too much signed up patients for group sessions). At every free date is displayed "Save patient" button allows the doctor to sign up a patient on a specific date. The signing up process is described in the "Scheduled visits" section. At each of visit there is visible, one or more buttons (more than one in case of group sessions) with the names of the patients signed up for a particular visit (if for a day visit the patient has status of uninsured child, then at the patient's name appears on the "(DN)" endorsement). These buttons can take the following colors:

- › green - means that the patient signed up for a visit fulfilled all formalities and may be adopted; when you click this button it opens a window of visit
- › red - means that the patient signed up for a visit did not fulfill the related formalities and cannot be accepted; when you click this button, a window appears with information which formalities have not been completed (eg. the lack of referral, blank documents, lack of insurance, lack of fee)
- › gray - means that the patient did not show up for a visit and the visit has been marked as unrealized; button is inactive (clicking on it does not cause any action) is displayed for information only

In the case of prearranged visits (these are not marked nor as realized nor as unrealized) before the button of the patient's name there is also visible gray button with an „✗” mark, which allows to cancel the visit (future visit) or to mark the visit as an unrealized (past visits). If the patient was entered into the waiting queue at signing up on the visit, then after clicking the gray button with an „✗” mark, the patient have to be deleted from the queue, so that the system will request for specifying the reason for the deletion of the patient from the queue. The button with the "x" mark is only available for the main staff realizing the visit / surgery.

If there exist cautions for the patient entered within registration and marked as significant for doctor, then next to the name of the patient registered for a visit there is red button with “!” mark. Clicking this button shows message with caution content.

If to a doctor come a patient not signed up for a visit and there are no longer available dates this day, then doctor may sign up the patient to extra visit using the form in the right column of a view.

In the form are specified:

- › time - by default filled with current hour
- › surgery - if in selected clinic is only one surgery then it is selected by default
- › visit type - if in selected clinic is only one visit type then it is selected by default
- › kind of visit - default kind of visit for selected clinic selected by default

Pressing the "Arrange an additional visit" button begins a process of arranging additional visit, which looks identical to the process of arranging scheduled visit described in the "Scheduled visits" chapter.

At the time when the patient comes to the surgery for visit, the doctor checks whether the patient can be accepted. If the patient cannot be accepted (that is, when the button at the name of the patient is red), then the doctor sends him to registration in order to complete the missing data. If the patient can be accepted (ie when the button with the name of the patient is green), then the doctor clicks the button with the name of the patient thereby opening the window of the visit.

The screenshot shows a medical software interface for a patient visit. At the top, a dark header bar displays patient information: **History**, **Bożydar Bakłażanowski**, **81101010103**, **b. 1981-10-10**, and **age 34**. Below this, a sidebar on the left lists a history of visits with green 'more' buttons. The main area is titled 'Visit' and contains several tabs: **Information**, **Interview**, **Examination**, **Documents**, **Icd 9/icd 10**, **Drugs**, **Recommendations**, **Orders**, **Referrals**, and **Summary**. The 'Information' tab is active, showing fields for 'First and last name' (Bożydar Bakłażanowski), 'Address' (28), 'Allergies' (Orzechy), 'Addictions' (Add addiction), and 'Warnings' (Niedosłyszający). Each field has a corresponding 'Add' button. A 'Next' button with a right arrow is located at the bottom right.

Visit	Bożydar Bakłażanowski	81101010103	b. 1981-10-10	age 34
Visit Poradnia stomatologiczna 2016-01-01	more			
Visit Poradnia stomatologiczna 2016-01-01	more			
Visit Poradnia okulistyczna 2015-12-31	more			

See more

Visit

Patient

Information Interview Examination Documents Icd 9/icd 10 Drugs Recommendations Orders Referrals Summary

First and last name Bożydar Bakłażanowski

Address 28

Allergies Orzechy x

+ Add allergy

Addictions

+ Add addiction

Warnings Niedosłyszający x

+ Add warning

Next ➔

On the left side of the window there is visible column with a history of patient's visits and tests. At each visit and test there is a "More" button allows to view details of visit (information entered by the doctor in the context of this visit: history, examinations, diagnoses, procedures, medications, etc.) or testing (test results received from the laboratory) with the option of preview of print and print these information.

Poradnia okulistyczna 2014-09-19

Recognitions

J11-Grypa wywołana niezidentyfikowanym wirusem

Procedures

89.00-Porada lekarska, konsultacja, asysta

Drugs

100% JAGODA BEZ DODATKU CUKRU PŁYN 500 ML 1x1
CHLORCHINALDIN VP TABL. DO SSANIA/GRYZIENIA/ŻUCIA 0,002 G 40 TABL. 100% 3x1

Made

Woda 100%

Recommendations

Pić wodę

Examinations

Kał Giardia m. Elisa (Kał)

Referrals

Referral to : DZIAŁ (PRACOWNIA) KRIOTERAPII DLA DZIECI
Referral to hospital: asd

Print

Preview

In the column with the history of visits and tests there are presented visits and tests from last year (365 or 366 days back from the current date) and underneath is available the "See more" button opens a window with all patient's visits and tests with filter uses to reduce history to only a visits or the tests only.



In the upper part of the window of visit there are presented basic data of patient: first name, surname, PESEL, date of birth and age (if for a day visit the patient has a status of uninsured child, then at the patient's name appears on the "(DN)" endorsement).

- › Visit - visit card - allows doctor to register information about the patient's medical history during the visit
- › Patient – patient's card (described in the section "Patients (active cards)") - allows doctor to view patient data and editing

- › Information - personal and address data of the patient, allergies, addiction, warnings
- › Interview - information from an interview conducted during the current visit
- › Examination - the results of tests conducted during the visit
- › Documents - documentation of the patient led to the patient's on subsequent visits (eg. the card of pregnancy)
- › ICD9 / ICD10 - diagnosed diagnosis and procedures done during the visit
- › Drugs - medications prescribed during the visit, prescriptions
- › Recommendations - Recommendations for the patient after a visit
- › Orders - orders of diagnostic and microbiological tests
- › Referrals - referrals to specialists, to hospital, on spa treatment
- › Coding – realized diagnostic tests

- › OM – occupational medicine
- › Summary - data to the book of treatments, pricelist of services (in case of commercial visits), closing visit

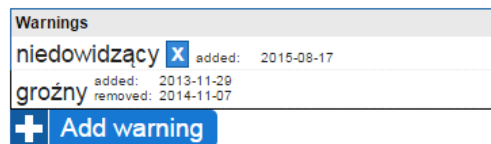
Information

The "Information" tab presents basic data of patient (first name, surname, address) and allows to register data of allergies, addictions and warnings concerning the patient. To add a allergy, addiction or warning, press the add button, enter the information in the window that appears and confirm it by clicking "OK". So added information will appear in the "Information" tab with the "x" button enables deletion of the information.

The screenshot shows a patient information card for **Bożydar Bakłażanowski** (ID: 81101010103, DOB: 1981-10-10, Age: 34). The card is divided into a left sidebar with a 'History' tab and a main content area. The 'History' sidebar lists three visits: two dental visits on 2016-01-01 and one ophthalmology visit on 2015-12-31, each with a 'more' button. The main content area has a 'Visit' tab selected, with sub-tabs for 'Information', 'Interview', 'Examination', 'Documents', 'Icd 9/Icd 10', 'Drugs', 'Recommendations', 'Orders', 'Referrals', and 'Summary'. The 'Information' sub-tab is active, showing the patient's first and last name, address, and three sections for 'Allergies', 'Addictions', and 'Warnings'. Each section has a list of items with a delete 'x' button and an 'Add' button. The 'Allergies' section contains 'Orzechy', 'Addictions' is empty, and 'Warnings' contains 'Niedosłyszający'. A 'Next' button is at the bottom right.

Deleted allergy, addiction or warning does not disappear completely from the card of visit - when you hover the mouse over a section of addictions, allergies or warnings, at the current allergies, addictions and warning displays the date of entry of information into the system but also displays deleted information with the date of entry and the date of removal.

This close-up shows the 'Warnings' section. It contains a single entry 'niedowidzący' with a delete 'x' button. Below the entry is a blue button with a white plus sign and the text 'Add warning'.



"Next" button at the bottom of the tab allows to switch to the next tab in the visit card.

Interview

The "Interview" tab allows to enter the information gathered during an interview at the start of the visit. For legibility, information is not entered in the form of description but by a properly defined template of form or template of document. The doctor creates by himself templates of forms / documents to enter information from the interview. Because the range of input information depends on the type of visit and specialties, so you can create many different templates (the way of their creation is presented in the section “Defining Documents” and “Document templates”). In the "Interview" tab there can be visible:

- teeth diagram - an interactive diagram showing the teeth of the patient (only in case of dental and orthodontic clinics, only for main staff realizing visit)
- eyes diagram - an interactive diagram of the patient's eyes (only for ophthalmic clinic, only for the main staff realizing visit)
- templates selecting field – field helps doctor to select one or more templates of form / documents to fill during the visit (field is not visible in case of realized visits)
- form/ forms to fill – forms corresponding to selected templates made for filling during the visit.

To complete the form, click on the "Select template" field. The list of available templates of forms / documents will develop (documents has the "(PDF)" endorsement). You can select a template by clicking on the appropriate template (selected templates appear in the "Select template" field). After selecting a template / templates, click the "+" sign to show in the interview tab a form corresponding to these templates. Over each form there is the title bar with a field with the name of the form (to edit), the template name and buttons of saving a form with floppy icon and with an "x" sign to remove a form. In case of document templates after saving an interview in the header bar appears the button with printer icon to print a document. When you have selected more than one template there is visible only one form with header bar and for the other forms there are only header bars – by clicking on the header bar you can switch between following forms to fill out. After filling / modifying form, the interview should be saved by pressing the button with floppy icon on the header bar of form. In case of visits / surgeries realized by more than one person from staff, each person realizing the visit will be seen interviews made by themselves and by other people realizing the visit but save and delete buttons will be available only at the interviews entered by himself.

The screenshot displays a medical software interface. At the top, a header bar contains patient information: 'History', 'Jakub Orłowski', '56121284416', 'b. 1956-12-12', and 'age 59'. Below this, a sidebar on the left lists several 'Visit' entries with dates and 'more' buttons. The main area is titled 'Visit' and 'Patient'. It features a navigation bar with tabs: 'Information', 'Interview', 'Examination', 'Documents', 'Icd 9/10', 'Drugs', 'Recommendations', 'Orders', and 'Referrals'. The 'Interview' tab is active. Below the tabs, there are two 'Select template' fields with a '+' button. A table below shows two rows: 'Karta depozytowa' and 'Quiosque', each with a 'Karta depozytowa' label and a '+' button. Below the table, there are several input fields: 'Data zakupu' (2015-12-31), 'Data sprzedaży' (2015-12-31), 'Kod produktu', 'Numer rachunku', 'Uwagi', 'Nazwa towaru', and 'Rozmiar' (duży). At the bottom, there are 'Back' and 'Next' buttons.

In case of dental and orthodontic clinics, in the upper part of the "Interview" tab there is visible teeth diagram in the form of diagrams of teeth and jaw, which can be modified (if diagram has been entered on one of visits), or that diagram can be created (if it has not been created yet and it is not visible). To create / modify the diagram there is a mechanism for adding teeth to the diagram. To add teeth to a diagram, in the "Select a tooth" field start typing its code or name and then click on the appropriate tooth from the list of suggestions which there appears. Selected tooth appears in the text field in the form of a code on a blue square. In the same way you can select next teeth to be placed on the diagram. You can also add all the permanent or milk teeth at once by selecting the "permanent" or "milk" option in the "Select a tooth" field. To place selected tooth on a diagram, click the "+" sign appeared next to the field in which they have written codes of teeth to be placed on the diagram. If on the diagram teeth already exist in the same positions as those selected for placement, the system asks for permission to replace tooth in the diagram with selected and if the user confirms, the teeth on the diagram will be replaced with selected. Each tooth on diagram has marked its relevant surfaces. Permanent teeth have edges drawn in black and milk teeth in blue. Under the diagram there are buttons for selecting the teeth surfaces and all teeth:

- for treatment – clicking on this button and then on the tooth's surface is highlighting it by red color - it is marked as requiring treatment (next click on this surface marked it as healthy)
- healthy – clicking on this button and then on the tooth's surface is highlighting it by white color - it is marked as healthy
- cured – clicking on this button and then on the tooth's surface is highlighting it by green color - it is marked as cured (next click on this surface marked it as healthy)
- extracted - clicking on this button and then on the tooth changes this tooth on translucent – it is marked as torn (click again on the tooth to restore its previous appearance)
- to be extracted - clicking on this button and then on the tooth is surrounding the tooth by red dotted line - it is marked as to be extracted (click again on the tooth to restore its previous appearance)

- no tooth - clicking on this button and then on the tooth removes the tooth from a diagram

After entering appropriate selections, save them by clicking "Save" button below the diagram of teeth. Teeth diagram with all the information entered on it is visible on all visits of the patient in the dental and orthodontic clinics.

The screenshot displays a patient's medical history and a detailed teeth diagram. The top header shows the patient's name, ID, birth date, and age. The left sidebar lists recent visits with dates and 'more' links. The main area is divided into tabs for 'Visit' and 'Patient'. The 'Visit' tab is active, showing a 'Select template' dropdown and a grid of tooth icons. Some icons are colored (red, green, blue) to indicate treatment status. Below the grid is a 'Select a tooth' dropdown and a row of buttons for treatment status: 'for treatment' (red), 'healthy' (blue), 'cured' (green), 'extracted' (blue), 'to be extracted' (red), and 'no tooth' (blue). A 'Save' button is at the bottom right. Navigation buttons 'Back', 'Save interview', and 'Next' are at the bottom.

In case of ophthalmic clinic for the main staff realizing visit, in the upper part of the "interview" tab is visible eyes diagram in the form of a symbolic representation of the right eye (on the left) and the left (on the right). Under the diagram is shown the button to open the color palette – by using this button you can choose colors to draw over the diagram). Next to the button of opening color palette is visible a slider allows you to set the thickness of the brush used to draw over the diagram. The following buttons are visible below:

- Background – enables / disables mode of paint background on the eyes diagram (if the name of the button is bolded means that the mode of painting background is enabled, if it is not bold, this means that the mode of painting background is turned off)
- Vessel – enables / disables mode of draw vessels on the eyes diagram (if the name of the button is bolded means that the mode of drawing vessels is enabled, if it is not bold, this means that the mode of drawing vessels is turned off)
- Artifact – enables / disables mode of inserting artefacts on the eyes diagram (if the name of the button is bolded means that the mode of inserting artefacts is enabled, if it is not bold, this means that the mode of inserting artefacts is turned off)
- Remove – removes marked vessel or artifact
- Erase – removes all elements visible on the eyes

- Save – save changes in eyes diagram

To start painting the background, on the diagram should be selected color from the palette and set the slider of the thickness of the brush (these settings can be changed during painting), then turn on the mode of painting the background (by clicking the "Background" button if its name is not bolded - if it is bold then mode of painting background is already enabled) then you can paint the background by moving the cursor over the diagram and holding down the left mouse button. After painting the background, space colored outside the grid are automatically cleared.

To start painting vessel, on the diagram should be selected color from the palette and set the slider of the thickness of the brush (these settings can be changed during painting), then turn on the mode of painting the vessels (by clicking the "Vessel" button if its name is not bolded - if it is bold then mode of painting vessels is already enabled) then you can paint vessels by moving the cursor over the diagram and holding down the left mouse button.

To place the artifact, on the diagram should be turn on the mode of placing artifacts (by clicking the "Artifact" button if its name is not bolded - if it is bold then mode of placing artifacts is already enabled) then you can click on the diagram, where the artifact has to be placed (click on the diagram puts artifact in the shape of violet arrow on it and automatically disables a mode of placing artifacts).

If any mode (painting background, painting vessels, placing artifacts) is not turned on (the buttons names are not bolded) then click on the diagram on the vessel or artifact causes that there appears light blue mesh around it that allows the manipulation of the vessel or artifact - moving, scaling and rotation. If around artifact or vessel appears light blue mesh that allows the manipulation of a vessel or an artifact, then clicking on the "Delete" button deletes the data from the diagram this vessel or artifact.

From the diagram, you can remove all elements visible on it (artifacts, vessels, background) by clicking on the "Erase" button.

After making changes to the eyes diagram, save them by clicking the "Save" button. Eyes diagram with all the information entered on it is visible on all visits of the patient in ophthalmology clinics.

The screenshot displays a medical software interface. At the top, a header bar shows patient information: "Pawelek 000000000000", "83121211111", "b. 1983-12-12", and "age 32". Below this, a "History" sidebar on the left lists five visits with dates ranging from 2016-05-05 to 2016-06-02, each with a "more" button. The main area is titled "Visit" and contains tabs for "Information", "Interview", "Examination", "Documents", "Icd 9/Icd 10", "Drugs", "Recommendations", "Orders", and "Referrals". The "Examination" tab is active, showing a "Select template" field with a "+" button. Below this are two circular diagrams with blue and red markings, representing eye examination results. At the bottom of the main area are buttons for "Background", "Vessel", "Artifact", "Remove", "Erase", and "Save". A "Back" button is on the bottom left, and a "Next" button is on the bottom right.

The "Back" and "Next" buttons visible at the bottom of the tab allow you to switch accordingly to previous and next tabs in the visit card.

Examination

The "Examination" tab allows to enter the result of examinations conducted by a doctor during the visit. For legibility, information is not entered in the form of description, but by a properly defined template form or template of document. The doctor by himself creates templates of forms / documents to entering examination results. Because the range of input information depends on the type of visit and specialties, so you can create many different templates (the way of their creation is presented in the section "Defining Documents" and "Document templates"). In the "Examination" tab there can be visible:

- templates selecting field – field helps doctor to select one or more templates of forms / documents to fill during the visit (field is not visible in case of realized visits)
- form/ forms to fill – forms corresponding to selected templates made for filling during the visit.

To complete the form, click on the "Select template" field. The list of available templates of forms / documents will develop (documents has the "(PDF)" endorsement). You can select a template by clicking on the appropriate template (selected templates appear in the "Select template" field). After selecting a template / templates, click the "+" sign to show in the examination tab a form corresponding to these templates. Over each form there is the title bar with a field with the name of the form (to edit), the template name and buttons of saving form with floppy icon and with an "x" to remove a form. In case of document templates after saving an interview in the header bar appears the button with printer icon to print a document. When you have selected more than one template there is visible only one form with header bar and for the other forms there are only header bars – by clicking on the header bar you can switch between following forms to fill out. After filling / modifying form, the examination should be saved by pressing the button with floppy icon on the header bar of form. In case of visits / surgeries realized by more than one person from staff, each

person realizing the visit will be seen examinations made by themselves and by other people realizing the visit but save and delete buttons will be available only at the examinations entered by himself.

The screenshot displays a medical software interface. At the top, a header bar shows patient information: **History**, **Jakub Orłowski**, **56121284416**, **b. 1956-12-12**, and **age 59**. Below this, a sidebar on the left lists recent visits with dates and 'more' buttons. The main area is titled 'Visit' and 'Patient'. It features a navigation bar with tabs: **Information**, **Interview**, **Examination**, **Documents**, **Icd 9/icd 10**, **Drugs**, **Recommendations**, **Orders**, and **Referrals**. Below the tabs, there's a 'Select template' section with a dropdown menu and a '+' button. A table lists documents, including 'Karta depozytowa' and 'Quiosque'. Below the table, a form contains fields for 'Data zakupu', 'Data sprzedaży', 'Kod produktu', 'Numer rachunku', 'Uwagi', 'Nazwa towaru', and 'Rozmiar'. At the bottom, there are 'Back' and 'Next' buttons.

The "Back" and "Next" buttons visible at the bottom of the tab allow you to switch accordingly to previous and next tabs in the visit card.

Documents

"Documents" tab allows to keep records of the patient in the form of documents that are created during one of his visits and which filling is continued on subsequent visits (eg. the card of pregnancy). For legibility, the information is not entered in the form of description but by properly defined form templates. The doctor himself creates form templates for entering documents. Because the input range of information depends on the type of visit and specialties, it is possible to create multiple different templates (creation is described in the "Defining Document" section). In the "Documents" tab there are three sections:

- list of documents - list of documents completed during the current visit and the forms filled out on earlier visits, which are not marked as "Closed".
- new document - list helps doctor to choose one of the templates of forms to fill
- editing a document - a form to fill or edit

At each document on the list, there are available buttons of deleting and editing the document. Doctor on a visit can edit and delete documents from the list or fill in new ones. Removal is only possible for not realized visit, only for new documents filled during this visit. To edit the document, the doctor clicks the edit button at the document on the list, and in order to complete a new document selects a template of new document. In both of these cases, in the edit section of document there is displayed a form to fill in or update. After completing / modifying the form, save the document by pressing the "Save document" button. When saving a document it is possible to

change the checking of "Closed" field - documents marked as "Closed" will not appear on subsequent visits, and documents without this designation will appear in the list of documents in the upper part of the "Documents" tab on subsequent visits of the patient. After saving the document, it appears on the list of documents. During one visit you can fill many documents by repeating a choose of new template of document, fill displayed form and save it. In case of visits / surgeries realized by more than one person from staff, each person realizing the visit will see the documents created by himself and by other people realizing the visit but the buttons of deleting and editing will be available only at the documents created by them.

History **Bożydar Bakłażanowski** **81101010103** **b. 1981-10-10** **age 34**

Visit **Patient**

Information Interview Examination Documents Icd 9/Icd 10 Drugs Recommendations Orders Referrals Summary

Document's list

No.	Instance name	Template name	Creating date	User	Actions
1	Na kilka wizyt - Dokument 29-12-2015	Na kilka wizyt	2015-12-29 10:31:14	zoz	[Edit]
2	Na kilka wizyt - dokument do 28-12-2015	Na kilka wizyt	2015-12-28 14:41:58	zoz	[Edit]

New document

Select template

Document's edit -

Document's name: Na kilka wizyt - Dokument 29-12-2015

Ended: ☒

Pole1	1
Pole2	2
Pole3	3
Pole4	4
Pole5	5
Pole6	6

See more **Back** **Save document** **Next**

The "Back" and "Next" buttons visible at the bottom of the tab allow you to switch accordingly to previous and next tabs in the visit card.

ICD9 / ICD10

The "ICD9 / ICD10" tab allows the doctor to register diagnosed recognitions and procedures during the visit. To enter the recognitions / procedure in field recognitions / procedures start typing the code or the name of the sought recognition / procedure. After entering at least two letters there is displayed a list of hints - proper recognition / procedure should be selected by clicking on the list of hints and approving by the button with "+" sign - then the recognition / procedure will be appended to the visit card. One from the recognitions can be marked as the main by checking the "Main"

(before pressing the "+" button). You can enter multiple recognitions / procedures. At each recognition / procedure appended to the visit card, there are "x" buttons which allow to remove a recognition / procedure. (For visits / surgeries realized by more than one person from staff, each person realizing the visit will see the recognitions / procedures introduced both by themselves and by other people realizing the visit but the "x" will be available only at the recognitions / procedures introduced by himself). The main recognition is bolded.

The "Back" and "Next" buttons visible at the bottom of the tab allow you to switch accordingly to previous and next tabs in the visit card.

Drugs

The "Drugs" tab allows the doctor to prescribing drugs for patients and issuing the prescriptions. It is possible to prescribe also already prepared (normal) and made drugs - to change the type of prescribing drug, there is NORMAL / MADE switch.

The image shows a software interface for prescribing drugs. At the top right, there are two buttons: 'NORMAL' and 'MADE'. Below these, there are four input fields: 'recipe', 'repayment', 'dosage', and a 'fixed' checkbox. To the right of the 'dosage' field is a blue button with a white '+' sign.

If in the surgery configuration mode of displaying hints when prescribing drugs "hints displayed for the name of the drug but containing the name, form, dosage and package" is on, then to prescribe normal drug start typing the name of the drug in the "drug name" field and optionally a dose. After entering at least three letters there is displayed a list of suggestions (refunded drugs on suggestions list are marked with the character of ®). Appropriate drug should be chosen from the list of suggestions. At the moment, the "drug name", "form", "dose", "package", "quantity", "repayment" fields will be automatically filled and in case of psychotropic drugs from group P-III and P-IV for doses established in whole or fractional number of grams, milligrams, liters or milliliters also the "dose in words" field, and moreover before "+" / "Add" (character / text within the button dependent on surgery configuration) button will appear a magnifier icon / "SoPCh" text (icon / text within the button dependent on surgery configuration). However, if mode of displaying hints when prescribing drugs "hints displayed separately for the name, form, dosage and package" in the surgery configuration is on, then to prescribe normal drug start typing the name of the drug in the "drug name" field. After entering at least three letters there is displayed a list of suggestions (refunded drugs names on suggestions list are marked with the character of ®). Appropriate drug should be chosen from the list of suggestions. After selecting name of drug form the list of hints, the system automatically moves a cursor to the field of form of drug and displays hints containing available forms of drug having this name (refunded drugs forms on suggestions list are marked with the character of ®). After selecting form of drug from the list of hints, the system automatically moves a cursor to the field of dose of drug and displays hints containing available doses of drug having this name and form (refunded drugs doses on suggestions list are marked with the character of ®). After selecting dose of drug from the list of hints, the system automatically moves a cursor to the field of package of drug and displays hints containing available packages of drug having this name, form and dose (refunded drugs packages on suggestions list are marked with the character of ®). After selecting package of drug the system automatically fills the "quantity" and "repayment" fields and in case of psychotropic drugs from group P-III and P-IV for doses established in whole or fractional number of grams, milligrams, liters or milliliters also the "dose in words" field, and moreover before "+" / "Add" (character / text within the button dependent on surgery configuration) button will appear a magnifier icon / "SoPCh" text (icon / text within the button dependent on surgery configuration). The task of the doctor is to verify (and possibly modify) the amount and payment for a drug (if for a given drug there is more than one level of price then placing the cursor in the "repayment" field and pressing the down arrow on your keyboard will develop a list of available payment to choose), determine the dosage, in case of psychotropic drugs from group P-III and P-IV enter the dose of the active substance in words (if it is not filled automatically) and in case of fixed drugs note that the drug is fixed. The magnifier icon / "SoPCh" text (icon / text within the button dependent on surgery configuration), which appears before "+" / "Add" (character / text within the button dependent on surgery configuration) button after the selection of drug enables to view the details data of selected drug (clicking on this icon opens a new window with information about the drug).

Drug details		✕
Name	TREXAN	
International name	METHOTREXATE	
Form	TABL.	
Dose	0,0025 G	
Package	100 TABL.	
Group	<i>no informations</i>	
Producer	ORION	
Prescription	Rp	
EAN	5909990111619	
Characteristics	» kliknij tutaj «	
Information about refundation	<i>bezpłatny - Nowotwory złośliwe</i> <i>ryczałt - We wszystkich zarejestrowanych wskazaniach na dzień wydania decyzji, sarkoidoza;</i> <i>ziarniniakowe choroby płuc - w przypadkach innych niż określone w ChPL</i> <i>bezpłatny - C.41.</i>	

To prescribe made drug, in the "recipe" field should be entered the content of the drug's recipe and in the "repayment" field – repayment for that drug (setting mouse in the "repayment" field and pressing down arrow on the keyboard will develop the list of repayment to choose). Moreover one can specify dosage and mark such a drug as permanent. After filling the data (both for normal and made drug) drug should be added to the visit card by pressing the "+" / "Add" (character / text within the button dependent on surgery configuration) button. Repeating the above steps, it is possible to enter any number of drugs. If there is need to change the amount, payment, or dosage in words at added drug (before issuing prescriptions) should be made changes in the appropriate fields at the drug and save them by clicking on the floppy disk icon at the drug (any modification of the amount, payment, or dosage in words entered at the drugs are also saved at the moment of creating recipes). If any drug is added by mistake, it is possible to remove it using the button with „×” sign visible at a particular drug. After finishing entering drugs, prescriptions can be issued. For this purpose, use the "Create prescriptions" or „Print prescriptions” button (it depends on system configuration). If issued prescriptions are to be non-refunded (without the number and with repayment of 100%) it is necessary to mark the field „non-refunded” visible by the button "Create prescriptions" or „Print prescriptions” before clicking this button. If for the doctor there is no free numbers of prescriptions or prescriptions pool ends in the system, then next to the "Create prescriptions" / „Print prescriptions” button appears three exclamation marks on a red background, and when you hover the mouse cursor on it, there is information in a balloon about the state of pools of prescriptions' numbers (if in the pool there is no free prescriptions' numbers XMZ file with the pool of prescriptions should be download from the NFZ SZOI system and use the "Prescription pools " functionality in the "Staff" menu to enter the file into the system). After pressing the "Create prescriptions" / "Print prescriptions" button, system divides prescription drugs into groups and each group a separate prescription is issued. Rules of dividing drugs into groups are as the following:

- each psychotropic and narcotic drug from groups I-N, II-N, III-P and IV-P goes to the separate prescription (Rp, Rpz or Rpw depending on kind of recipes for which the drug is required)
- any recapture drug goes on a separate prescription (Rp)
- other prescription drugs are divided into groups of up to 5 drugs (the division into groups is implemented in such a way that all the drugs in this group require the same kind of prescription: Rp, Rpz or Rpw), and for each group is issued a separate recipe (Rp, Rpz or Rpw)
- no prescription drugs do not get prescription

When to create prescriptions is used "Create prescriptions" button above drugs will appear icons of printing prescription (printer icon) and cancelation of receipt („×” icon) allowing to download and print each prescriptions separately or cancel receipt in case of error on it. When to create prescriptions is used "Print prescriptions" button then immediately opens the file with all issued prescriptions for printing or prescriptions not already printed (in case of surgery configuration) and also above drugs will appear icons of printing prescription (printer icon) and cancelation of receipt („×” icon) allowing to download and print each prescriptions separately or cancel receipt in case of error on it. Prescriptions are printed on blank paper - the system automatically creates a proper imprint.

The screenshot displays a medical software interface for a patient named **Franio Alergik** (ID: 67071415050, DOB: 1967-07-14, age 49). The interface is divided into a left sidebar with a 'History' tab and a main content area. The 'History' sidebar shows two visits: 'Visit Poradnia okulistyczna 2016-05-20' and 'Visit Poradnia okulistyczna 2016-05-13', each with a 'more' button. The main content area has a 'Visit' tab and a 'Patient' tab. Under the 'Visit' tab, there are sub-tabs: 'Information', 'Interview', 'Examination', 'Documents', 'Icd9 / icd10', 'Drugs', 'Recommendations', 'Orders', 'Referrals', and 'Coding'. The 'Drugs' sub-tab is active, showing a list of drugs. The first drug is 'TREXAN' (TABL., 0,0025 G, 100 TABL. x1, Bezp, 1x1, fixed). Below it is a section for 'drug' with a 'receptura' (Etanol, aqua, NaCl). The second drug is 'POLOPIRYN A' (TABL., 0,5 G, 1000 TABL. x1, 100%, 1x1, fixed). Below this is a section for 'drug name' (FLEGAMINA O SMAKU MAL), 'form' (SYROP), 'dose' (0,004 G/5 ML), and 'package x quantity' (120 ML x1). At the bottom, there are buttons for 'Back', 'Print prescriptions', and 'Next'.

The button with the database icon at the bottom of the "Drugs" tab allows to access to the history of prescribed medication and issued prescriptions for the patient and provides in an easy way to re-prescribing the same medication or re-issuing the same prescriptions. When you press this button there opens a new window in which at the left side are categories of drugs, and at the right side - drugs. Categories of drugs are divided by clinics where the patient is treated and on the other drugs. At first there is displayed the clinic, where the current visit takes place. Each clinic provides the following categories of drugs:

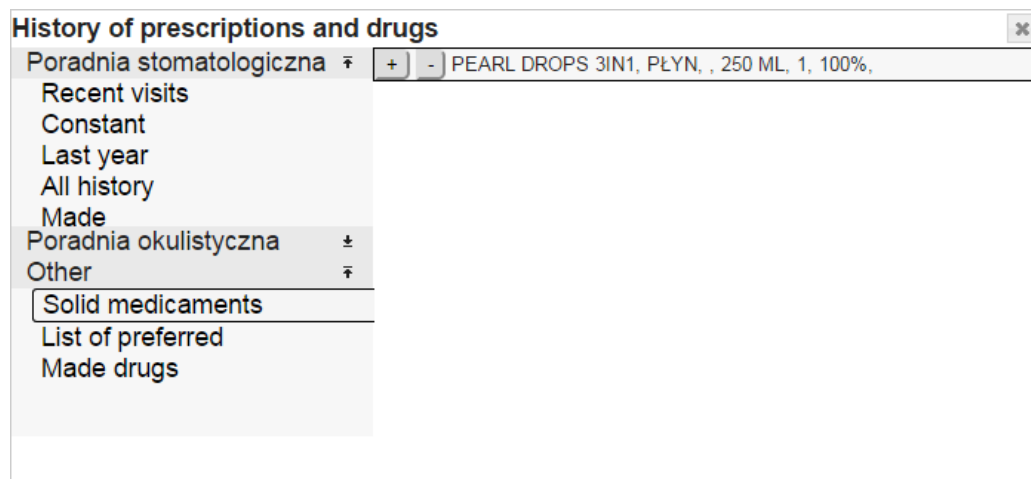
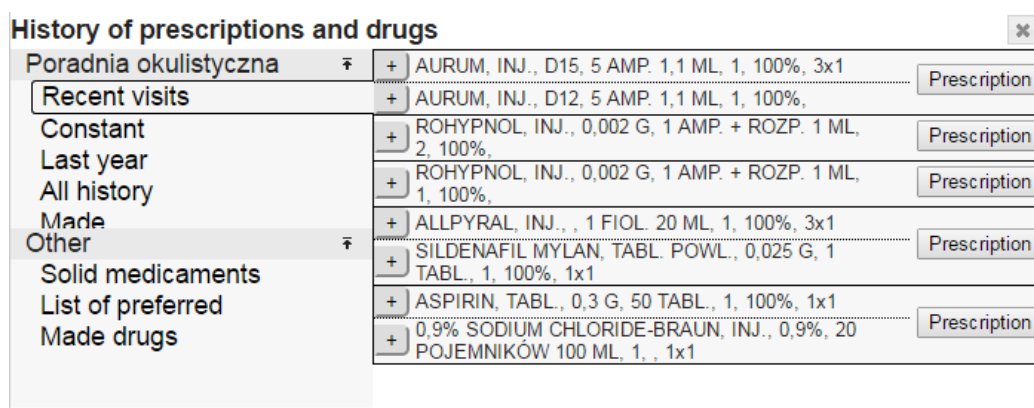
- › recent visits – patient’s normal and made drugs of the last three visits in the clinic
- › constant - patient’s normal and made fixed drugs from all visits realized in the clinic
- › last year – patient’s normal and made drugs from the last year visits (365 or 366 days back from the current date) in the clinic
- › all history – patient’s normal and made drugs from all his visits in the clinic
- › made – patient’s made drugs from all his visits in the clinic

In addition, (next to the drugs listed in clinics) there are other drugs into categories:

- › Solid medicaments – all normal and made fixed drugs of the patient

- › List of preferred - a handy list of preferred (most frequently prescribed) drugs by a doctor
- › Made drugs – patient's made drugs from all realized visits

By clicking on the names of the categories, on the right side of the window will be displayed drugs appropriate to the category. Drugs which have been prescribed for current visit are grayed out. At each drug there is a button with "+" sign, which pressed, adds selected drug to the list of drugs prescribed to the patient on the current visit. In addition, the "solid medicaments" and "fixed" category, at each drug there is the button with "-" sign, which pressed removes the drug from the history of prescriptions and medications, which applies in a situation where a specific drug is no longer the patient's constant drug. In "recent visits", "last year", "all history" categories, drugs are grouped in such way in which they were placed on prescription. At each that group of drugs there is available the "Prescription" button which pressed adds a selected group of drugs to the list of drugs prescribed to the patient on the current visit and automatically creates on a current visit a prescription with these drugs. It is therefore a very fast way to repeat a prescription.



Button with the „X” sign in the window of history of prescriptions and drugs closes this window and returns to the "drugs" tab in the visit window.

Button with an first aid kit icon visible in the lower part of the tab "Drugs" opens the same window as the database icon button, except that in the open window appear immediately drugs from the "preferred list" category.

Button with the "☑" icon visible in the lower part of the tab "Drugs" opens the same window as

the database icon button, except that in the open window appear immediately drugs from the "permanent drugs" category.

The button with an icon of open file displayed in the lower part of the "Drugs" tab allows to access to the full catalog of drugs and provides an easy way to prescribe drugs from the catalog. When you press this button there is opened a window of drugs' catalogue, which shows all the available drugs. At each drug are presented the following information:

- name
- form
- package
- producer
- repayment
- is this drug authorized for marketing
- is this contraceptive drug
- group of precursors
- category of availability
- international name
- characteristic - if the drug has a characteristic then in the field of characteristic is displayed a button with the down arrow „↓” to download the PDF file with the characteristic of the drug
- replacements - at every drug there is the "Display" button, which allows to display replacements for a particular drug

Before each of the drugs there is visible "Add" button, which adds the drug to the list of drugs prescribed to the patient on the current visit. In turn, pressing the button of displaying replacements at any drug switches the view from the list of drugs to the list of replacements for this drug. In the upper part of the window there is displayed additional information about which drug's replacements are currently displayed and at this information is „×” sign. Clicking on the „×” ends displaying of replacements and restores the previous view of drugs.

The list of drugs displayed in the window of catalogue of drugs can be narrowed by entering a part of the name, form, package, producer, international name in the fields visible at the bottom of the column and / or selecting the appropriate values from the drop-down lists also visible at the bottom of the column. When entering a part of the name, form, package, producer, international name and / or selecting values from drop-down lists, the system automatically displays only these medicines that meet the search criteria. By clicking in turn on the headers of columns under the list of drugs it is possible to sort them alphabetically by the column (subsequent clicks are changing the sort order from ascending to descending and vice versa). At the top of the left column there is also displayed a navigation pane uses to change the amount of drug visible on one screen as well as switching between successive screens if the drugs do not fit on one.

Catalogue of medicines

Display **10** results

First Previous **1** Next Last

	No.	Name	Form	Dose	Package	Producer	Repayment
Add	1	AMIDROP	PLYN		2 POJEMNIKI 5 ML	GILBERT	100%
Add	2	AMIDROP	PLYN		6 POJEMNIKÓW 5 ML	GILBERT	100%

Showing 1 to 2 of 2 entries

Button with the „x” sign in the catalogue of drugs window can close this window and return to the "drugs" tab in the visit window.

The "Back" and "Next" buttons visible at the bottom of the tab allow you to switch accordingly to previous and next tabs in the visit card.

Recommendations

The "Recommendations" tab is used to prescribe recommendations for the patient, to which he should be applied after the visit. To add a recommendation there should be entered its content in the text field and pressed the "+" button. If a recommendation was entered by mistake it is possible to delete it by pressing the „x” button next to content of recommendation. After entering all recommendations they should be printed for a patient using the "Print recommendations" button. On printing, together with recommendations there will be information about prescriptions and dosage of drugs. Recommendations are printed on a paper in the format of prescription.

History **Bożydar Bakłażanowski** **81101010103** **b. 1981-10-10** **age 34**

Visit **Patient**

Information Interview Examination Documents Icd 9/icd 10 Drugs Recommendations Orders

Referrals Summary

Recommendations

plukać usta wodą z solą

X +

Back Print recommendations Next

See more

The "Back" and "Next" buttons visible at the bottom of the tab allow you to switch accordingly to previous and next tabs in the visit card.



Orders

The „Orders” tab allows the doctor to issue orders for diagnostic and microbiological tests. Depending on surgery room configuration within the “Orders” tab there is a examinations ordering form and button “Save orders” / “Print orders” or therer is only button “Add order”.



If configuration with ordering examinations inside visit window is used, then in the tab there is visible a form of ordering tests, composed of two columns:

- › in the left column are visible tests chosen to order
- › in the right column are visible tests possible to order

Tests are divided into groups. The tests that are not assigned to any groups appear in the "Other" group. Tests possible to order can be searched by clicking on the magnifier icon in the header of the right column of the form and typing part of the name of the test. A doctor may order:

- › all orders – by clicking on the icon with arrow „” in the header of right column of form
- › all group of orders - by clicking on the icon with arrow „” at name of order’s group in right column of form
- › single orders - by clicking on the name of order in the right column of form

Selected to order tests are transferred from right to left column of the form. If you make a mistake, you can delete selected to order tests from the left column of form (moving them back to the right column of form) as follows:

- › all orders – by clicking on the icon with arrow „” in the header of the left column of form
- › all group of orders - by clicking on the icon with arrow „” at name of order’s group in the left column of form
- › single orders - by clicking on the name of order in the left column of form

History

Visit Poradnia okulistyczna 2015-12-31

more

See more

Bożydar Bakłażanowski

81101010103

b. 1981-10-10

age 34

Visit

Patient

Information

Interview

Examination

Documents

Icd 9/icd 10

Drugs

Recommendations

Orders

Referrals

Summary

no selected option

15 available options

▼ Kał (5)

Kał Lamblia m. Elisa (Kał)

Kał krew utajona (Kał)

Kał nosicielstwo (Kał)

Kał pasożyty (Kał)

Kał wymaz na owsiki (Kał)

▼ Other (10)

Bakterie coli

FT3

FT4

Kał badanie ogólne (Kał)

Morfologia krwi obwodowej

← Back

Print orders

Next →

After selecting a test to order, an order should be created by using the "Save orders" or "Print orders" button (depending on system configuration). When you press "Save orders" button, under the form appears the link / links to download and print order / orders (depending on system's configuration tests can be divided into several orders), and the left column of form is emptied (thus allowing the issue of further orders). When to create orders was used "Print orders" button it immediately opens the file with all created orders to print and also on form there is a link / links to download and print orders / orders of each individual (depending on system's configuration tests can be divided into several orders), and the left column of form is emptied (thus allowing the issue of further orders). After clicking on the "Print order" link at ordered tests, it opens a PDF document enables to print order to give to the patient. Orders are printed on paper in the format of prescription. Orders have automatically assigned an internal bar code (displayed in the top right corner of the order print), which helps to identify the order in the system.

History
Bożydar Bakłażanowski
81101010103
b. 1981-10-10
age 34

Visit

Patient

Information
Interview
Examination
Documents
Icd 9/icd 10
Drugs
Recommendations
Orders
Referrals

Summary

Print order

Kał Lamblia m. Elisa (Kał)

no selected option

15 available options

Kał (5)

Kał Lamblia m. Elisa (Kał)
Kał krew utajona (Kał)
Kał nosicielstwo (Kał)
Kał pasożyty (Kał)
Kał wymaz na owsiki (Kał)

Other (10)

Bakterie coli
FT3
FT4
Kał badanie ogólne (Kał)
Morfologia krwi obwodowej

See more

Back
Print orders

Next

If configuration of surgery room with diagnostic examination choice within new window is used then after clicking the button “Add order” there appears new window with two tabs “Refunded examinations” (examinations marked as refunded within the dictionary; this tab is available only in basic health care clinics), “Non-refunded examinations” (all examinations defined within the dictionary) and tabs corresponding to each of defined examination ranges (examinations assigned to particular ranges). Next to each of examinations there is a field allowing to mark examination to be ordered. If collection of samples is to be realized beyond the healthcare center (in case of lack of possibility to collect samples within the healthcare center as for example collecting blood of neonates), then one should mark the field of “External sampling”.

Refunded examinations

Non-refunded examinations

Immunologiczne

Kał

☐ Kał badanie ogólne (Kał)
☐ Kał krew utajona (Kał)
☐ Kał nosicielstwo (Kał)
☐ Kał wymaz na owsiki (Kał)

☐ Kał Lamblia m. Elisa (Kał)
☐ Kał pasożyty (Kał)

☐ External sampling

In case of refunded examinations marking examinations in excess of a limit set in surgery room configuration effects with a warning. Warning does not disable possibility to issue an order, it is only a hint for ordering doctor.

Refunded examinations

Non-refunded examinations

Immunologiczne

Kał

☒ Kał badanie ogólne (Kał)
☒ Kał krew utajona (Kał)
☒ Kał nosicielstwo (Kał)
☐ Kał wymaz na owsiki (Kał)

☒ Kał Lamblia m. Elisa (Kał)
☐ Kał pasożyty (Kał)

You have exceeded the refundable examinations ordering limit

☐ External sampling

In case of non-refunded examinations by each examination there is price for an examination (if it

has been defined within price list) – marking or marking off an examination effects in automatic update of total price for examinations visible below the list of examinations. (WARNING! Total price of examinations will be increased by base price for each issued order – examinations are automatically divided into orders). For non-refunded examinations there is a field in which after entering part of examination name (at least three characters) there appears list of suggestions with names of examinations and clicking on examination within the list of suggestions leads to attaching this examination to list of examinations to be ordered.

Refunded examinations	Non-refunded examinations	Immunologiczne
IMMUNOLOGICZNE <input checked="" type="checkbox"/> FT3 10.00 PLN <input type="checkbox"/> FT4 11.00 PLN	<input type="checkbox"/> T3 12.00 PLN <input type="checkbox"/> T4 13.00 PLN <input type="checkbox"/> TSH 14.00 PLN	<input type="checkbox"/> KAL 12.00 PLN <input type="checkbox"/> Kal badanie ogólne (Kal) 13.00 PLN <input type="checkbox"/> Kal krew utajona (Kal) 14.00 PLN <input type="checkbox"/> Kal Lambdia m. Elisa (Kal) 3.00 PLN <input type="checkbox"/> Kal nosicielstwo (Kal) 4.00 PLN <input type="checkbox"/> Kal pasczyty (Kal) 5.00 PLN <input type="checkbox"/> Kal wymaz na owsiki (Kal) 6.00 PLN <input type="checkbox"/> KREW PEŁNA 4.00 PLN <input type="checkbox"/> Morfologia krwi obwodowej 15.00 PLN <input type="checkbox"/> Rozmaz manualnie 8.00 PLN <input type="checkbox"/> MOCZ <input type="checkbox"/> Posiew ? PLN
OTHER nosi <input type="checkbox"/> Kal nosicielstwo (Kal) (4.00 PLN) Base price (for each order) 1.00 PLN Examinations price 10.00 PLN		
<input type="checkbox"/> External sampling <input type="button" value="Print orders"/>		

Refunded examinations	Non-refunded examinations	Immunologiczne
IMMUNOLOGICZNE <input checked="" type="checkbox"/> FT3 10.00 PLN <input type="checkbox"/> FT4 11.00 PLN	<input type="checkbox"/> T3 12.00 PLN <input type="checkbox"/> T4 13.00 PLN <input type="checkbox"/> TSH 14.00 PLN	<input type="checkbox"/> KAL 12.00 PLN <input type="checkbox"/> Kal badanie ogólne (Kal) 13.00 PLN <input type="checkbox"/> Kal krew utajona (Kal) 14.00 PLN <input type="checkbox"/> Kal Lambdia m. Elisa (Kal) 3.00 PLN <input type="checkbox"/> Kal nosicielstwo (Kal) 4.00 PLN <input type="checkbox"/> Kal pasczyty (Kal) 5.00 PLN <input type="checkbox"/> Kal wymaz na owsiki (Kal) 6.00 PLN <input type="checkbox"/> KREW PEŁNA 4.00 PLN <input type="checkbox"/> Morfologia krwi obwodowej 15.00 PLN <input type="checkbox"/> Rozmaz manualnie 8.00 PLN <input type="checkbox"/> MOCZ <input type="checkbox"/> Posiew ? PLN
OTHER <input checked="" type="checkbox"/> Kal nosicielstwo (Kal) (4.00 PLN) Base price (for each order) 1.00 PLN Examinations price 14.00 PLN		
<input type="checkbox"/> External sampling <input type="button" value="Print orders"/>		

Tabs corresponding to defined examination ranges act the same way as the tab of „Non-refunded examinations” except that there is no suggestions mechanism within them.

Refunded examinations	Non-refunded examinations	Immunologiczne
IMMUNOLOGICZNE <input type="checkbox"/> FT3 10.00 PLN	<input type="checkbox"/> FT4 11.00 PLN	<input type="checkbox"/> T3 12.00 PLN <input type="checkbox"/> T4 13.00 PLN <input type="checkbox"/> TSH 14.00 PLN
Base price (for each order) 1.00 PLN Examinations price 0.00 PLN		
<input type="checkbox"/> External sampling <input type="button" value="Print orders"/>		

After marking examinations to be ordered, one has to create orders using „Save orders” or „Print orders” button (depending on system configuration). Function of these buttons is identical as described above in this chapter except that with clicking the button, the window with list of marked examinations is being automatically closed.

The "Back" and "Next" buttons visible at the bottom of the tab allow you to switch accordingly to previous and next tabs in the visit card.

Referrals

The "Referrals" tab is used to issue referrals and certificates for the patient. In the tab, there are three forms:

- › referral to a specialist
- › referral to hospital
- › referral to spa treatment

as well as other forms and other printed documents defined using the functionality described in the section "Document templates".

By default, in the "Referrals" tab there are displayed dark bars with the names of the available types of referrals and other printed forms. To display the form for the type of referrals or other print form just click on the right bar and then will develop the appropriate form to fill out.

The screenshot shows a patient's medical history interface. At the top, the patient's name 'Bożydar Bakłażanowski', ID '81101010103', birth date 'b. 1981-10-10', and age '34' are displayed. The 'History' tab is active, showing a list of visits. The 'Referrals' tab is selected, displaying a list of referral types: 'Referral to a specialist', 'Referral to hospital', 'Referral to spa treatment', and 'MZ/L-1 Zaświadczenie lekarskie'. Each item has a dropdown arrow on the right. The interface includes a 'Visit' section with a date and a 'Patient' section with various tabs like 'Information', 'Interview', 'Examination', etc.

To issue a referral to a specialist, a form have to be completed indicating at least the type of clinic and ICD-10 code of diagnosis / codes of diagnosis. At entering the type of clinic (specialty of department to which the patient is directed) there is displayed a list of hints - the correct option should be selected from a list of suggestions. By default, the "Diagnosis codes (ICD-10)" field is filled with codes entered by the doctor in the "ICD9 / ICD10" tab and separated by commas. However, these codes can be deleted, modified or user can add additional codes (each additional code should append after comma, then while entering the system displays a list of hints). If the issued referral is referral to surgery realized internally in a healthcare institution supported by the jHIS system, then check the "Referral to surgery" box. After checking this box will develop a list of additional options to select which documents the patient before surgery will have to sign and to determine which set of tools and the patient should be used to perform the surgery. Sets of tools and patient can be created in three ways:

- by selecting one of the already defined sets - the name of the set and tools from such a set will automatically appear in the form of referral's data
- by manually creating sets - for this purpose, enter the name of the set and then use the buttons "More tools" and "More Information" to view any number of fields for entering tools / materials by selecting from a dictionary (the "More tools" button), and any number of

text fields to enter the types of tools / materials (the "More information" button)

- by combining the above two methods, so selecting one of the already defined sets and supplement it with additional tools / materials, using the "More tools" and "More Information" buttons.

Fields of tools / materials that will not be filled, will be ignored when saving data of referral. After completing the form it has to be confirmed with "Referral to a specialist" or "Print" button (it depends on system configuration). Then a referral will be created and in the upper part of the "Referral" tab will appear the "Print referral" link to download and print the referral (referrals to specialists are printed on paper in the format of prescription) – if for issue of referral was used the "Print" button then it automatically opens the file with referral to print. In addition, data from created referral will appear in the "Referrals" tab of patient card.

Referral to a specialist

Type of referral

PORADNIA REHABILITACYJNA

Diagnosis codes (ICD-10)

1

Purpose of advice

Urgent

☐

Referral to surgery

☒

Required documents

☐ Dokument 1

☐ Dokument X

☒ Karta depozytowa

☒ Karta znieczulenia przy operacji

☐ Karta znieczulenia przy zabiegu

☐ MZ/L-1 Zaświadczenie lekarskie

☐ Quiosque

☐ test tła

☐ Zgoda na zabieg

Set of tools

Zestaw do operacji kurzej ślepoty

Zestaw do operacji kurzej ślepoty

Nożyczki

Pęseta

Pęseta

More tools

More information

Patient set

Zestaw zabiegowy podstawowy

Zestaw zabiegowy podstawowy

Bandaż (szeroki)

Ręcznik (duży)

More tools

More information

+ Print

Referral to hospital

↓

Referral to spa treatment

↓

MZ/L-1 Zaświadczenie lekarskie

↓

See more

← Back

Next →

To issue a referral to hospital the form should be completed indicating at least the type of referral, name of the unit and ICD-10 code of diagnosis / codes of diagnosis. At entering the type of referral (specialty of department to which the patient is directed) there is displayed a list of hints - the correct option should be selected from a list of suggestions. At entering the name of the unit, the system displays a list of suggestions created on the basis of the units inserted at issuing earlier referrals to hospital (instead of typing the full name of the unit, you can select it from the list of hints). By default, the "Diagnosis codes (ICD-10)" field is filled with codes entered by the doctor in the "ICD9 / ICD10" tab and separated by commas. However, these codes can be deleted, modified or user can add additional codes (each additional code should append after comma, then while entering the system displays a list of hints). If the issued referral is a referral for the surgery realized internally in a healthcare institution supported by the jHIS system, then check the "Referral for surgery" box. After checking this box there will develop a list of additional options to select which documents the patient for surgery will have to sign and to determine which sets of tools and patient should be used for the surgery. Sets of tools and patient are created in the same way as in the case of referrals to specialists. Fields tools / materials that will not be filled, will be ignored at saving data of referral. After completing the form it has to be confirmed with "Referral to hospital" button. Then a referral will be created and in the upper part of the "Referral" tab will appear the "Print referral" link to download and print a referral (referrals to hospital are printed on paper in the format of prescription). In addition, data from created referral will appear in the "Referrals" tab of patient card.

History	Bożydar Bakłażanowski	81101010103	b. 1981-10-10	age 34
----------------	------------------------------	--------------------	----------------------	-------------------

Visit Poradnia
okulistyczna
2015-12-31
[more](#)

Visit
Patient

Information
Interview
Examination
Documents
Icd 9/1cd 10
Drugs
Recommendations
Orders

Referrals
Summary

AMBULATORIUM CHIRURGICZNE Print referral

Referral to a specialist ↓

Referral to hospital ↑

Type of referral
----- ▼

Name of unit

Address

Hospital ward

Diagnosis codes (ICD-10)

Admission date

Urgent
☐

Referral for surgery
☒

Required documents

☐ Dokument 1
☐ Dokument X
☐ Karta depozytowa
☐ Karta znieczulenia przy operacji
☐ Karta znieczulenia przy zabiegu
☐ Zgoda na zabieg

set of tools

Zestaw do operacji kurzej ślepoty ▼

Nożyczki
▼

Pęseta
▼

Pęseta
▼

More tools
More information

Patient set

Zestaw zabiegowy podstawowy ▼

Bandaż (szeroki)
▼

Ręcznik (duży)
▼

More tools
More information

Referral to hospital

Referral to spa treatment ↓

MZ/L-1 Zaświadczenie lekarskie ↓

See more

← Back

Next →

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To issue a referral to spa treatment you should click the „Referral to spa treatment” button.

The screenshot displays a medical software interface for a patient named Jakub Orłowski, ID 56121284416, born 1956-12-12, aged 59. The interface is divided into a left sidebar and a main content area. The sidebar, titled 'History', lists five visits: two stomatologiczne (2015-12-29, 2015-12-19) and three dermatologiczne (2015-09-01, 2015-09-01, 2015-09-01), each with a 'more' button. A 'See more' button is at the bottom of the sidebar. The main content area has a top header with the patient's name and ID, and a 'Patient' tab. Below this is a navigation bar with tabs: Information, Interview, Examination, Documents, Icd 9/icd 10, Drugs, Recommendations, Orders, and Referrals. The 'Referrals' tab is active, showing a list of referral options: 'Referral to a specialist', 'Referral to hospital', 'Referral to spa treatment' (highlighted in blue), and 'MZ/L-1 Zaświadczenie lekarskie'. Each option has a dropdown arrow. A '+ Draw and print' button is also visible. At the bottom of the main area are 'Back' and 'Next' buttons.

Then, a form opens in the new window, which has to be filled and confirmed with "Generate referral" button.

Referral to spa treatment



BASIC INFORMATION

Date of issue of referral

FOR CHILDREN

Surname and first name of the child's tutor

PESEL number

Kind of school, class

INTERVIEW

Main symptoms, beginning and course of the disease, previous treatment

Vaccinations (for children)

Past spa treatment / spa rehabilitation in the last three years (give year and a spa)

PHYSICAL EXAMINATION

Weight

Growth

RR /

Pulse

Skin and peripheral lymph nodes

Respiratory system of performance evaluation

The circulatory system with performance rating by NYHA (if applicable)

Digestive system

PHYSICAL EXAMINATION (continued)

Urogenital system with assessment of renal function

Motoric system

Ability to self-service ☐ YES ☐ NO

Rating of mobility ☐ Self-moving ☐ moving with aid

Nervous system, sense organs

Recognitions (up to 3 pairs: ICD-10 code, name of disease)

Contraindications to treatments involving natural medicinal raw materials ☐ YES ☐ NO

Justification for referral for spa treatment / spa rehabilitation

ACTUAL RESULTS

ESR

Complete blood count

Urinalysis

Chest X-ray

ECG

Other

SPECIFIED OF THE PROPOSED PLACE AND KIND OF SPA TREATMENT / SPA REHABILITATION

Spa ☐ SEASIDE ☐ LOWLAND ☐ PIEDMONT ☐ MOUNTAIN

Service kind ☐ RESORT HOSPITAL TREATMENT ☐ RESORT SPA TREATMENT ☐ RESORT CLINIC TREATMENT ☐ RESORT REHABILITATION IN SPA HOSPITAL ☐ RESORT REHABILITATION IN SPA SANATORIUM

[Report a bug](#)


Then, a referral will be created, the form will disappear and in the upper part of the "Referral" tab will appear the "Print referral" link to download and print a referral. Referrals to spa treatment are printed on A4 paper.

spa_20140217_000000013-1.pdf - Adobe Reader
 Plik Edycja Widok Dokument Narzędzia Okno Pomoc

1 / 2 177% Znajdź

.....

(pieczęć świadczeniodawcy z numerem umowy
zawartej z Narodowym Funduszem Zdrowia)



.....

(nr ewidencyjny skierowania nadany
przez Narodowy Fundusz Zdrowia)

Skierowanie na leczenie uzdrowiskowe/rehabilitację uzdrowiskową*

Nazwisko i imię Bożydar Bakłażan nr PESEL 81101010103

Adres zamieszkania

28 01-123 Warszawa nr tel.

(ulica — nr domu i mieszkania) (kod pocztowy) (miejscowość)

Adres do korespondencji (jeżeli jest inny niż adres zamieszkania)

.....

(ulica — nr domu i mieszkania) (kod pocztowy) (miejscowość)

If at using the functionality described in the "Document templates" section was created a template of "Referral / prints for the patient" type, form that allows for then fill out such a document is also available in the "Referrals" tab. After completing the form it has to be confirmed with a button with name identical to the name of the document template. Then print will be created and in the upper part of the "Referral" tab will appear the "Download form" link that allows to download and print the document (documents are printed on paper in the format of prescription).

History
Bożydar Bakłażanowski
81101010103
b. 1981-10-10
age 34

Visit Poradnia okulistyczna
2015-12-31
more

Visit

Patient

Information
Interview
Examination
Documents
Icd9 / Icd10
Drugs
Recommendations
Orders
Referrals
Coding
Summary

Badania biochemiczne i immunochemiczne w surowicy krwi

stężenie hemoglobiny glikowanej (HbA1c) (1001100005)

proteinogram (1001200011)

hormon tyreotropowy (TSH) (1001200029)

antygen HBs-AgHBs (1001200030)

FT3 (1001200034)

FT4 (1001200035)

PSA – Antygen swoisty dla stercza całkowity (1001200036)

Badanie kału

krew utajona - metodą immunochemiczną (1001400003)

Badania ultrasonograficzne

Multiplicity

☒ 1
☒ 1
☐
☐
☐
☐
☐

Multiplicity

☐

Multiplicity

See more

Back
Save

Next

The "Back" and "Next" buttons visible at the bottom of the tab allow you to switch accordingly to previous and next tabs in the visit card.

OM

The “OM” tab is used for occupational medicine visit service. Content of this tab depends on visit nature.

If given visit is not occupational medicine visit then tab does not contain any forms, just an appropriate message informing about this fact.

History
Hanna Bakłażanowska
50030813703
b. 1950-03-08
age 66

Visit

Patient

Information
Interview
Examination
Documents
Icd9 / Icd10
Drugs
Recommendations
Orders
Referrals
Coding
OM

Summary

This visit is not an occupational medicine visit

See more

Back

Next

If visit is not main occupational medicine visit (main occupational medicine visit is the one within which informations from particular occupational medicine visits are collected and doctor statement is issued), then within the tab of “OM” there appears form allowing to enter result of consultation / examination. After entering result of consultation / examination one has to save data by clicking the button “Save”. Results entered this way appear then within the “OM” tab of main occupational medicine visit in order to allow the doctor to make full evaluation of patient health state and to issue right statement.

The screenshot displays a medical software interface. At the top, a dark header bar contains the patient's name "Hanna Bakłażanowska", ID "50030813703", birth date "b. 1950-03-08", and age "66". Below this, a blue sidebar on the left is labeled "History". The main content area has a tabbed interface with "Visit" and "Patient" tabs. Under the "Visit" tab, there are sub-tabs: "Information", "Interview", "Examination", "Documents", "Icd9 / icd10", "Drugs", "Recommendations", "Orders", "Referrals", "Coding", and "OM". The "Examination" sub-tab is active, showing a form for "Examination / Consultation result for prophylactic examination card". The text "Good eyesight." is entered in the form. At the bottom of the interface, there are buttons for "See more", "Back", "Save", and "Next".

If visit is main occupational medicine visit then within the tab there appear results of examinations / consultations performed on occupational medicine visits other than the main one, which have been realized (until result is entered and visit is marked as realized, information about lack of result is displayed within “OM” tab of main occupational medicine visit). Below list of results there is form allowing to issue doctor statement (if it is provided to issue statements for the given category of occupational medicine). This form has structure dependent on category of occupational medicine examination.

History
Hanna Bakłażanowska
50030813703
b. 1950-03-08
age 66

Visit
Patient

Information
Interview
Examination
Documents
Icd9 / icd10
Drugs
Recommendations
Orders
Referrals
Coding
OM

Summary

Examination / Consultation results

• EYE CLINIC, 2017-01-23: *Good eyesight.*

Doctor statement

Statement type
21 - in the absence of medical

Employee status
employed

Next examination date
2017-01-01

Work ability loss date

Post change period

Notes (line 1)

Notes (line 2)

Occupational disease suspicion registration date

Occupational disease

Issue

See more
Back
Next

To issue doctor statement one has to fill in the form and click the button “Issue”. After that form of doctor statement disappears and instead of it there appears link allowing to print issued statement. Fact of issuing doctor statement is automatically recorded within the register of issued doctor statements. If within the form for issuing statement there will be entered the date of registration of suspicion of occupational medicine disease and possibly there will be specified occupational disease, then entry for the book of suspicions and diagnoses of occupational diseases will automatically be created. To issue prophylactic / doctor examination card one has to fill in the form and click the button “Save” and then click the button “Print”. Then file with filled prophylactic / doctor examination card will open to be printed.

History **Hanna Bakłażanowska** **50030813703** **b. 1950-03-08** **age 66**

Visit **Patient**

Information Interview Examination Documents Icd9 / Icd10 Drugs Recommendations Orders Referrals Coding OM

Summary

Examination / Consultation results

- EYE CLINIC, 2017-01-23: Good eyesight.

Doctor statement

» PRINT «

See more Back Next

The "Back" and "Next" buttons visible at the bottom of the tab allow you to switch accordingly to previous and next tabs in the visit card.

Summary

The „Summary” tab is used to closing visit.

In case of unfinished NFZ’s visits in POZ in the "Summary" tab is displayed a form to indicate service reported to the NFZ (if in the application’s configuration there was defined a default service, then it is automatically selected with the ability to change). This form is available only for the main staff realizing a visit / surgery.

For all the (unfinished) visits in the "Summary" tab is displayed a form allowing to do entry to the book of surgeries, in which the doctor inserts a note about the type of performed surgery and its progress (the remaining data are inserted automatically to the book of surgeries). This form is available only for the main staff realizing a visit / surgery.

In case of unfinished operations in the operating room there is displayed a form in the "Summary" tab to make an entry to the book of operational block or operational room, where the doctor inserts a note of type and proceeding of made operation / surgery, a detailed description of the operation / surgery, ICD-10 code of diagnosis of post-operative, ordered diagnostic tests and the type and description of given anesthesia to the patient (other data to the book of surgeries are inserted automatically). This form is available only for the main staff realizing a visit / surgery.

In case of unfinished visits in the emergency room, in the "Summary" tab there is displayed a form of making an entry to the main book of admissions and discharges (if a visit to the emergency room ends with admission to hospital) or the book of refusals of admissions and outpatient advices provided in the emergency room (if the visit in the emergency room ends with the refusal of admission to hospital). The entry to the main book of admissions and discharges does not require any additional data (they are inserted automatically), but the entry the book of refusals of admissions and outpatient advices provided in the emergency room requires to enter some data manually (other required data will be inserted automatically). In case of refusal of admission to the hospital, if the reason for refusal is lack of consent of the patient to stay in hospital, you should print

a note about the lack of patient's consent for such a stay (by clicking on the printer icon at the "No consent of the patient to stay in hospital" field) and give it to the patient for signing - depending on whether the patient agrees to sign a note or not, this should be noted by selecting the appropriate value in the "No consent of the patient to stay in hospital" field (printed annotation, regardless of whether it has been signed by the patient or not, retain for control purposes). This form is available only for the main staff realizing a visit / surgery.

In case of not finished occupational medicine visits other than main within the tab of "Summary" there is visible form for making note into book of given consultations for occupational medicine purposes, where doctor enters consultation range.

In case of commercial visits, in the "Summary" tab is also available pricelist of services, in which the doctor notes the services realized during the visit and uncheck services which was pointed by registrar at arranging visit, but they have not been realized. This pricelist is available only for the main staff realizing a visit / surgery.

History

Visit Poradnia stomatologiczna 2016-01-01

more

Visit Poradnia stomatologiczna 2016-01-01

more

Visit Poradnia okulistyczna 2015-12-31

more

Bożydar Bakłażanowski

81101010103

b. 1981-10-10

age 34

Visit

Patient

Information

Interview

Examination

Documents

Icd 9/icd 10

Drugs

Recommendations

Orders

Referrals

Summary

NFZ

Service to be reported to NFZ

THE BOOK OF SURGERIES

Enter treatment to the book

Note of type of treatment and its course

THE BOOK OF OPERATIONAL BLOCK OR OPERATIONAL ROOK

Note of type of operation / treatment and its course

Operation / treatment description

Postoperational diagnosis (ICD-10)

Ordered diagnostic examinations

Type and description anaesthetic

THE MAIN BOOK OF ADMISSIONS AND DISCHARGES

Enter admission to the book

THE BOOK OF REFUSALS OF ADMISSIONS AND OUTPATIENT ADVICES PROVIDED IN EMERGENCY ROOM

Enter refusal and advices to the book

Treatment essential data

Reason of refusal

No consent of the patient to stay in hospital

Place to which the patient was discharged can not be empty

Patient transport was commissioned

Service name	Price	Multiplicity	Done
Oplata za wizytę	10	1	<input checked="" type="checkbox"/>
Ekstrakcja zęba	75	1	<input checked="" type="checkbox"/>
Fluoryzacja	50	1	<input checked="" type="checkbox"/>
Zakładanie plomby	100	1	<input checked="" type="checkbox"/>
Total:		235.00	

See more

Back

Summary

Print summary

In the lower part of the tab there are "Back", "Summary" and "End visit" buttons. "Back" button

allows you to switch to the previous tab in the visit card. The "Summary" allows you to preview the summary of the visit and print them. Summary contains all the information entered by the physician in particular tabs of the visit's window. Depending on system configuration, summary printout pages can be non-numbered or numbered. Pages numbering is automatic and continuous through all visits of the given patient within the given clinic (consecutive printed visits summaries of the given patient within the given clinic gain pages numbering so that patient medical documentation had continuous numbering. If there occurs situation when summary would be printed and then doctor removes something from already realized visit so that summary would shorten (number of summary pages would decrease), then while printing summary again at its end there will be added empty but numbered pages to keep correct continuity of pages numbering for medical documentation. If however there occurs situation when summary would be printed and then doctor adds something to already realized visit so that summary would lengthen (number of summary pages would increase), then while printing summary again additional pages of this summary will gain numbers created as number of last page of primary summary concatenated with dot and number of additional page (for example if summary had three pages with numbers 1, 2, 3 and doctor added some informations to visit so that number of summary pages lengthened to five pages, then summary pages would have numbers 1, 2, 3, 3.1, 3.2).

Summary of visit

Drugs

ASPIRIN TABL. 0,3 G 100 TABL. 100% 3x1
PYRALGINA TABL. 0,5 G 12 TABL. 100% 3x1
CHLORCHINALDIN DRAŻ. 0,1 G 20 DRAŻ. 100%

Made

Receptura

Made

Pomieszać i wypić.
ALBUMINA LUDZKA IMMUNOELEKTROFORETYCZNIE CZYSTA SUBST. 0,02 G 1 FIOL. 100%

Recommendations

płukać usta wodą z solą

Examinations

Kał pasożyty (Kał), Kał krew utajona (Kał), Kał Lamblia m. Elisa (Kał), Kał wymaz na owsiki (Kał), Kał nosicielstwo (Kał)
krew
Morfologia krwi obwodowej, Rozmaz manualnie, FT3, FT4, T3, T4, TSH
mocz
Posiew
Kał badanie ogólne (Kał), Bakterie coli

Referrals

Referral to : AMBULATORIUM CHIRURGICZNE

Print

Preview

The "End visit" button saves forms data filled in the "Summary" tab and changes the status of the visit from agreed to realized (the button "End visit" is available only for the main staff realizing a visit / surgery). After the visit, view in the "Summary" tab changes in such a way that forms disappear (and therefore disappears the possibility of entering information) and disappears "End visit" button.

After closing the window of visit, there is again displayed a view of prearranged visits. Window of

completed (realized) visit can be opened again by clicking on the button with the name of the patient, but in case of realized visits, there is no possibility of modifying the list of realized services during the visit, and all changes made in any of the tab of window of visits are saved.

Therapeutic surgery

The "Therapeutic surgery" functionality from the "Surgery" menu is used to support rehabilitation. After selecting the "Therapeutic surgery" functionality there is displayed a search engine of surgeries prearranged to logged therapist today in clinics where the therapist is working. To begin using the functionality of therapeutic surgery, at first select the clinic and press the "Search" button. Under the search engine is displayed a view of patients prearranged to logged therapist today in the selected clinic and at each of the patients a list of scheduled rehabilitations. The search includes the following additional navigation buttons:

- › <<< - allows to view rehabilitations scheduled on a month earlier than the current presented day
- › << - allows to view rehabilitations scheduled on a week earlier than the current presented day
- › < - allows to view rehabilitations scheduled on a day earlier than the current presented day
- › "ENTER" – allows to view any day, which should be indicated in the date field before pressing the "ENTER" button (in the date field there is always entered by default today's date to be able to view quickly today's rehabilitations)
- › > - allows to view rehabilitations scheduled on a day later than the current presented day
- › >> - allows to view rehabilitations scheduled on a week later than the current presented day
- › >>> - allows to view rehabilitations scheduled on a month later than the current presented

Clicking on any of the above buttons change the view of the planned rehabilitations for appropriate for the day to which the button leads.

View of prearranged patients and planned surgeries is a table that presents the rehabilitations scheduled for each patient signed for that day to the logged therapist in the selected clinic. Patients are lined up in the order by the time of the first surgery. If logged therapist has the privilege to edit patient card, then the patient's name is placed on the button which clicked opens patients card in a new window. In case of the rehabilitation module in the standard version, for each application there is displayed information icon, time, name of the apparatus and the name of the rehabilitation. In case of the rehabilitation module in a simplified version there is displayed time of surgeries and for each rehabilitation there is information icon and the name of the surgery. There are following information icons:

- green icon with a "✓" sign means that the surgery has been realized
- gray icon with a "Ø" sign means that the surgery was not realized (did not take place)
- green icon with "□ □" sign means that the surgery is waiting for realization and can be realized
- red icon with "✗" sign means that the surgery is waiting for realization but can not be realized for various reasons (the patient has not made payments for the surgery, there were not filled all the documents required to realize the surgery, the patient is not insured, the surgery has to be canceled)

After clicking on the information icon there will be displayed a message explaining its meaning, in case of red icon with "X" sign, the message indicates the reason / reasons for which surgery can not be realized.

Below the list of surgeries of the patient may be available two buttons:

- Surgeries realized - the button is available only when there are surgeries waiting for realization and all can be realized (are labeled with a green icon with a "□" sign); click on the button is marking all operations as realized
- Surgeries not realized - the button is available when there are surgeries waiting for realization which may or may not be realized (they are labeled with a green icon with a "□" sign or a red icon with "X" sign); click on the button is marking all past surgeries as unrealized and reject all future surgeries (moreover if the patient during rehabilitation surgeries was entered into the waiting queue, the system also prompts you to select the cause of patient deletion from the queue)

View of the rehabilitation module in the standard version

Hospital · Therapeutic surgery

Date: 2016-06-01
2016-07-04

<<< << < Pracownia fizykoterapii 2016-07-04 > >> >>>

✓ Search ✕ Finish ENTER ➔

No	Patient	Surgeries
1	Jakub Orłowski	<div>✓ 08:00 Kabina - fango</div> <div>✓ 08:05 Kabina - jonoforeza</div> <div>✓ 08:25 UGUL - ćwiczenia izometryczne</div>
2	Anna Agawas	<div>⊘ 09:00 Kabina - krioterapia</div> <div>⊘ 09:15 Kabina - laseroterapia punktowa</div>
3	Marzena Antosiewicz	<div>✕ 10:00 Kabina - fango</div> <div>✕ 10:10 Kabina - jonoforeza</div> <div>✕ Surgeries not realized</div>
4	Albin Andraszek	<div>⌚ 11:00 Kabina - masaż limfatyczny ręczny</div> <div>⌚ 11:10 Kabina - laseroterapia punktowa</div> <div>✓ Surgeries realized ✕ Surgeries not realized</div>

View of the rehabilitation module in the simplified version

Hospital · Therapeutic surgery

Date: 2016-06-01

<<< << < Pracownia fizykoterapii 2016-07-04 > >> >>>

No	Patient	Surgeries
1	Jakub Orłowski	08:40 ćwiczenia izometryczne fango jonoforeza <input checked="" type="button" value="Surgeries realized"/> <input type="button" value="Surgeries not realized"/>
2	Franio Alergik	08:45 <input checked="" type="button" value="fango"/> <input checked="" type="button" value="jonoforeza"/> <input checked="" type="button" value="Surgeries not realized"/>

Collection facility

The "Collection facility" functionality in the "Surgery" menu is used for service of collection facilities for collecting sampling materials for diagnostic and microbiological tests and transmit electronically orders for tests into diagnostic laboratories.

After selecting the "Collection facility" functionality in the "Surgery" menu there is displayed a search engine of orders issued by the doctors. It is possible to search orders by any combination of the following criteria:

- › internal barcode - the bar code printed on the top right corner of the order issued by the jHIS system; to load the value of code from referral to the search engines you can use the barcode reader if any is connected to your computer
- › samplings – kinds of samplings; there exist the following kinds of samplings
 - internal – realized by healthcare center
 - external – realized beyond healthcare center
- › order state – current order state; there exists the following states
 - new – order waiting for collection of samplings of materials
 - passed to realization – order waiting for sending to laboratory
 - sent to laboratory – order sent to laboratory for realization
 - realized – order with results registered
 - canceled – order that realization has been canceled
- › incomplete results – marking this field allows to search orders for which results are incomplete (results are considered complete if results of all examinations contained within the order have been entered or attachment with scan of results have been entered)
- › include staled – marking this field allows to search staled orders (older than 30 days), without marking this option tej opcji only valid orders are displayed (order is valid through 30 days since the date of its issue)
- › PESEL - PESEL number or the beginning of the patient's PESEL number for whom there

was issued an order

- › date of birth - the date of birth of the patient for whom there was issued an order (chosen from the calendar which appears when you click on a text field)
- › first name - the first name or the beginning of the first name of the patient to whom there was issued an order (capitalization does not matter)
- › surname - the surname of the patient or part of a surname of the patient to whom there was issued an order (capitalization does not matter)

After entering the search criteria and pressing the "Search" button, under the search engine is displayed a list of orders waiting for realization, matching search criteria (states are emphasized with colors). At each order, there is the "Enter" button allows to start realization of this order.

Surgery › Collection facility

Internal barcode

00000000224

Samplings

▼

Order state

▼

Incomplete results

☐

Include staled

☐

✓ Search

✕ Finish

PESEL

Date of birth

First name

Surname

◀ Previous

1

Next ▶

Date No. of issue of order	Issuing order	Order state	Patient	PESEL of patient	Date of birth of patient	Home address of patient	Actions
1	2017-07-03	Olga Baron	new	Jakub Orłowski	56121284416	1956-12-12	<div>Warszawa Jasna 34 / 41 01-222 Warszawa (Wola)</div> <div>Enter ▶</div>

In case of orders in "new" state after pressing the "Enter" button at the proper order displays the form of this order. It consists of two columns:

- › left column – patient and order general data, data to be completed by the person realizing collection of the material, on which ordered test will be performed (blood, urine, feces, etc.)
- › right column - a list of tests commissioned by the doctor emphasized with colors: refunded (blue), non-refunded paid (green), non-refunded partially paid (orange), non-refunded non-paid (red) with additional informations on realization (if such informations have been entered into examinations dictionary)

In the form, the fields surrounded by a blue border should be filled in (form for external samplings contains less fields than form for internal samplings). Order can be sent to laboratory electronic way (if appropriate connections with laboratories has been configured) or can be passed to laboratory in paper form outside the system. To enter the bar code from label stuck onto samples (in case of internal samplings), click on the "Samples barcode" field and scan the barcode with the barcode scanner attached to your computer. If the ordered tests require entering additional data, such as:

- › patient weight
- › patient day urine collection

> neonate sex and date of birth
then they have to be also entered into the form.

Surgery • Collection facility

General data

Order number	224
Patient	Jakub Orłowski
PESEL	56121284416
Charge	4.00 PLN
Payments	4.00 PLN

Ordered tests

Kał	Kał badanie ogólne (Kał)
	Realizacja: 2 dni robocze
	Kał krew utajona (Kał)
	Realizacja: 2 dni robocze

Data to be completed

Testing laboratory	passing order to diagnostic
Laboratory realization mode	Routin
Place of sampling	Gabinet zabiegowy pielęgniars
Date of sampling	2017-07-03
Time of sampling (hh:mm:ss)	09:47:28
Samples barcode	1123132131231

Examination name emphasis colors

- refundable examinations
- non-refundable paid examinations
- nonrefundable partially paid examinations
- non-refundable non-paid examinations
- examinations with undefined status

Tests requiring patient's weight

Patient weight (kg)	
---------------------	--

Tests requiring amount of urine excreted by a patient per day

Patient day urine collection (ml)	
-----------------------------------	--

Immunohematological tests to qualify for giving immunoglobulin anti-d

Neonate sex	-----
Neonate date of birth	

Additional information

Comment for laboratory	
------------------------	--

✓ Realize

← Back to searching

After completing the form one should click button “Realize” (realization of order is possible only if there are no unpaid examinations within the order). After that system informs with appropriate message about passing order to realization, form of order is closed and on the page appears a search engine of orders which lets you search and realize new orders. At the same time order changes its state to “passed to realization”. If within order form one has selected laboratory to which orders are sent electronically, then the order goes to the queue of orders to be sent to laboratory, if passing order to diagnostic laboratory out of system has been selected, then the following activities related to send order to laboratory belong to collection facility employee. Orders from the queue are retrieved and sent automatically to specified laboratory using integration mechanism appropriate for the given laboratory.

Surgery > Collection facility

Order passed to realization

Internal barcode	<input type="text"/>	PESEL	<input type="text"/>
Samplings	-----	Date of birth	<input type="text"/>
Order state	-----	First name	<input type="text"/>
Incomplete results	<input type="checkbox"/>	Surname	<input type="text"/>

Search
 Finish

For orders having state other than “new”, access to order form is also possible by clicking “Enter” button by the given order in search results.

Surgery > Collection facility

Internal barcode	000000000224	PESEL	<input type="text"/>
Samplings	-----	Date of birth	<input type="text"/>
Order state	-----	First name	<input type="text"/>
Incomplete results	<input type="checkbox"/>	Surname	<input type="text"/>
Include staled	<input type="checkbox"/>		

Search
 Finish

Previous
 1
 Next

Date No. of issue of order	Issuing order	Order state	Patient	PESEL of patient	Date of birth of patient	Home address of patient	Actions	
1	2017-07-03	Olga Baron	passed to realization	Jakub Orłowski	56121284416	1956-12-12	Warszawa Jasna 34 / 41 01-222 Warszawa (Wola)	

In case of orders having states other than „new”, order form is presented in read only mode.

General data

Order number	224
Patient	Jakub Orłowski
PESEL	56121284416
Charge	4.00 PLN
Payments	4.00 PLN

Data to be completed

Testing laboratory	passing order to diagnostic
Laboratory realization mode	Routin
Place of sampling	Gabinet zabiegowy pielęgniarz
Date of sampling	2017-07-03
Time of sampling (hh:mm:ss)	09:48:56
Samples barcode	1123132131231

Tests requiring patient's weight

Patient weight (kg)	
---------------------	--

Tests requiring amount of urine excreted by a patient per day

Patient day urine collection (ml)	
-----------------------------------	--

Immunohematological tests to qualify for giving immunoglobulin anti-d

Neonate sex	
Neonate date of birth	

Additional information

Comment for laboratory	
------------------------	--

☒ Results
 ☒ Attachments

Ordered tests

Kał	Kał badanie ogólne (Kał)
	Realizacja: 2 dni robocze
	Kał krew utajona (Kał)
	Realizacja: 2 dni robocze

Examination name emphasis colors

- refundable examinations
- non-refundable paid examinations
- nonrefundable partially paid examinations
- non-refundable non-paid examinations
- examinations with undefined status

If order has not been sent to laboratory electronically but out of a system, then clicking the button „Results” opens in new window a form allowing to enter results received from laboratory (obtained out of system). For each examination there is by default single row to enter value of single parameter of examination result. To enter more parameters one has to use button „More” by the given examination. After entering results one has to save data clicking the button „Save” (rows with empty field of „Parameter” will be ignored while saving data) and then to close the window by clicking the button „Close”. Entering results causes that the given order changes its state to „realized”. For such orders button „Results” under order form is still visible and allows to enter corrections to examination results.

Examinations results

Kał						
Kał krew utajona (Kał)						
Parameter	Value	Unit	Standard	Interpretation	Description	
gFOBT	ujemna	-	ujemna	w normie		
<div>+ More</div>						
Kał Lamblia m. Elisa (Kał)						
Parameter	Value	Unit	Standard	Interpretation	Description	
<div>+ More</div>						
Comment from laboratory		brak uwag				
<div>+ Save X Close</div>						

If order has been sent to laboratory electronically, then results of examinations are also received electronically (automatically) and in the moment of results receipt the order changes its state to „realized” and „Results” button allows to preview received results within the same form as used to enter results except that it is displayed in readonly mode. Moreover results received from laboratories using eLab system are automatically saved as PDF files in “History” tab within patient card.

Attaching examination results as attachments (for example scans) is possible too. Button “Attachments” is used to this purpose. By clicking this button there appears form in new window allowing for addition of attachments and list of already added attachments with examination results. By each added attachment there are buttons that allow to preview / to save to disk the given attachment and to delete attachment.

Attachment			
No.	Attachment	Created	Actions
<div>Przeglądaj... Nie wybrano pliku.</div> <div>✓ Save X Close</div>			
1	kał krew utajona.png	2017-04-05 13:50	<div>✓ View - Delete</div>

To add new attachment one has to point out file from disk and click “Save”. To view / save attachment to disk one has to click “View” button by the given attachment. To delete attachment one has to click “Delete” button by the given attachment.

Drugs

The "Drugs" functionality in the "Surgery" menu is used to create handy list of favorite drugs (most frequently prescribed) by the logged doctor. After selecting this functionality, there is displayed a view with two columns. The left column is a list of all drugs on the basis of which the doctor can create his handy list of favorite drugs. The right column is a list of favorite drugs of logged doctor.

Surgery > Drugs

Drugs to select

Display 10 results

First

Previous

1

2

3

4

5

19903

Next

Last

<input type="checkbox"/>	No.	Name	Form	Dose
<input type="checkbox"/>	1	0,9% SODIUM CHLORIDE-BRAUN	INJ.	0,9%
<input type="checkbox"/>	2	0,9% SODIUM CHLORIDE-BRAUN	INJ.	0,9%
<input type="checkbox"/>	3	1% SPIRYTUSOWY ROZTWÓR FIOLETU GENCJANOWEGO GEMI	PŁYN	1%
<input type="checkbox"/>	4	1% WODNY ROZTWÓR FIOLETU GENCJANOWEGO GEMI	PŁYN	1%
<input type="checkbox"/>	5	1 WW PŁYNNĄ GLUKOZA O SMAKU POMARAŃCZOWYM	PŁYN	
<input type="checkbox"/>	6	1 WW PŁYNNĄ GLUKOZA O SMAKU POMARAŃCZOWYM	PŁYN	
<input type="checkbox"/>	7	1 WW PŁYNNĄ GLUKOZA O SMAKU TRUSKAWKOWYM	PŁYN	
<input type="checkbox"/>	8	1 WW PŁYNNĄ GLUKOZA O SMAKU TRUSKAWKOWYM	PŁYN	
<input type="checkbox"/>	9	1 WW PŁYNNĄ GLUKOZA RATUNEK W HIPOGLIKEMII	PŁYN	
<input type="checkbox"/>	10	10% DEKSTRAN 40000 BAXTER	INJ.	10%

No.

Name

Form

Dose

Positions from 1 to 10 from 199.023 total

Favourite drugs

<input type="checkbox"/>	No.	Name	Form	Dose	Package	Product
<input type="checkbox"/>	1	0,9% SODIUM CHLORIDE-BRAUN	INJ.	0,9%	10 BUTELEK 500 ML	BRAUN
<input type="checkbox"/>	2	0,9% SODIUM CHLORIDE-BRAUN	INJ.	0,9%	6 BUTELEK 1 L	BRAUN
<input type="checkbox"/>	3	0,9% SODIUM CHLORIDE-BRAUN	INJ.	0,9%	20 POJEMNIKÓW 100 ML	BRAUN
<input type="checkbox"/>	4	0,9% SODIUM CHLORIDE-BRAUN	INJ.	0,9%	10 BUTELEK 100 ML	BRAUN
<input type="checkbox"/>	5	0,9% SODIUM CHLORIDE-BRAUN	INJ.	0,9%	10 POJEMNIKÓW 250 ML	BRAUN
<input type="checkbox"/>	6	0,9% SODIUM CHLORIDE-BRAUN	INJ.	0,9%	10 POJEMNIKÓW 1 L	BRAUN
<input type="checkbox"/>	7	1% KREM PROPOLISOWY	KREM		50 ML	BARC
<input type="checkbox"/>	8	1 M-KALIUMCHLORID	INJ.	7.45%/20 ML	20 AMP.	ROCHE
<input type="checkbox"/>	9	1% SPIRYTUSOWY ROZTWÓR FIOLETU GENCJANOWEGO GEMI	PŁYN	1%	20 ML	GEMI
<input type="checkbox"/>	10	1% WODNY ROZTWÓR FIOLETU GENCJANOWEGO GEMI	PŁYN	1%	20 G	GEMI
<input type="checkbox"/>	11	10% UREA REPAIRING LOTION	LOTIO		500 ML	BABE
<input type="checkbox"/>	12	100 PROCENT PIELEGNACJI - BIOAKTYWNY KREM REWITALIZUJĄCY Z KOMPLEKSEM MULTIROZŚWIETLAJĄCYM DO CERY SUCHEJ I NORMALNEJ	KREM		50 ML	ZIAJA

In the left column by default are displayed all available drugs. At each drug are presented the following information:

- name
- form
- dose
- package
- producer
- repayment
- is this drug authorized for marketing
- is this contraceptive drug
- drug
- group of precursors
- category of availability
- international name

- characteristic - if the drug has a characteristic then in the field of characteristic is displayed a button with the down arrow „↓” to download the PDF file with the characteristic of the drug
- replacements - at every drug there is the "Display" button, which allows to display replacements for a particular drug

Pressing the button of displaying replacements at any drug switches the view from the list of drugs to the list of replacements for this drug. In the upper part of the window there is displayed additional information about which drug's replacements are currently displayed and at this information is „×” sign. Clicking on the „×” ends displaying of replacements and restores the previous view of drugs.

Replacements for drug ACCUPRO 20 ✕					
Display 10 results					
First Previous 1 2 3 4 5 6 7 Next Last					
<input type="checkbox"/>	No.	Name	Form	Dose	Packa
<input type="checkbox"/>	1	ACCUPRO 10	TABL. POWL.	0,01 G	30 TAI
<input type="checkbox"/>	2	ACCUPRO 10	TABL. POWL.	0,01 G	100 TA
<input type="checkbox"/>	3	ACCUPRO 10	TABL. POWL.	0,01 G	30 TAI
<input type="checkbox"/>	4	ACCUPRO 10	TABL. POWL.	0,01 G	50 TAI
<input type="checkbox"/>	5	ACCUPRO 20	TABL. POWL.	0,02 G	50 TAI
<input type="checkbox"/>	6	ACCUPRO 20	TABL. POWL.	0,02 G	30 TAI
<input type="checkbox"/>	7	ACCUPRO 20	TABL. POWL.	0,02 G	100 TA
<input type="checkbox"/>	8	ACCUPRO 20	TABL. POWL.	0,02 G	30 TAI
<input type="checkbox"/>	9	ACCUPRO 40	TABL. POWL.	0,04 G	28 TAI
<input type="checkbox"/>	10	ACCUPRO 40	TABL. POWL.	0,04 G	56 TAI
<div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div>					
<div> <input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div>					
Positions from 1 to 10 from 63 total					

The list of drugs displayed in the left column can be narrowed by entering a part of the name, form, package, producer, international name in the fields visible at the bottom of the column and / or selecting the appropriate values from the drop-down lists also visible at the bottom of the column. When entering a part of the name, form, package, producer, international name and / or selecting values from drop-down lists, the system automatically displays only these medicines that meet the search criteria. To add a drug to the list of favorite drugs, place the mouse pointer on the drug (in the left column), press the left mouse button and holding down the left mouse button to drag the cursor to the right column and then release the mouse button. In this way the drug is moved from the left to the right column, so it is moved to list of favorites drugs. At the drugs in the left column there are visible fields that allow to select drugs. They are used to possible to add many drugs at once to the list of favorites drugs. To add several medications at once to the list of favorites drugs, simply select it in the left column, hover the mouse over any of these medicines, press the left mouse button and holding down the left mouse button to drag the cursor to the right column and then release the mouse button. In this way drugs are moved from the left to the right column, so are moved to the list of favorites drugs. Above the list of drugs in the left column there is also visible checkbox for selecting / deselecting quickly all visible medicines. By clicking in turn on the headers of columns under the list of drugs it is possible to sort them alphabetically by the column (subsequent clicks are changing the sort order from ascending to descending and vice versa). At the top of the left column there is also displayed a navigation pane uses to change the amount of drug

visible on one screen as well as switching between successive screens if the drugs do not fit on one.

In the right column is displayed the list of favorite drugs of doctor. At every drug there is a button with the sign "-" enabling the removal of the drug from the list of favorite drugs. At all the medicines there are also visible fields that allow selection of drugs. They are used to possible to delete multiple medicines at once from the list of favorite drugs. After selecting at least one drug, at the bottom of the right column there is the "Delete selected" button allows the removal of all of the selected drugs from the list of favorite drugs. Above the list of drugs in the right column there is also a checkbox for selecting / deselecting quickly all visible medicines. The order of medicines in the right column can be changed on the basis of drag and drop. To move the drug in the right column to another location you should move the mouse cursor to a drug, press the left mouse button and holding down the left mouse button to drag the cursor to another location of right column and then release the mouse button and the drug will be moved to the indicated place.

EHR access matrix

The functionality of "EHR access matrix " in the "Surgery" menu is used to define the level of visibility of Electronic Health Records from particular clinics for doctors of particular professions. Each cell of the matrix is a selection list that specifies how the range of the visits in clinics of specialty given at the beginning of the column is seen by the doctor with a specialization given at the beginning of the line. There are four levels of visibility:

- Full access - a doctor specializing in Y sees information about the dates of visits realized in clinics specializing in X and drugs prescribed during these visits and has access to complete medical records compiled during these visits
- Drugs - a doctor specializing in Y sees information about the dates of visits realized in clinics specializing in X and drugs prescribed during these visits
- Information about visit - a doctor specializing in Y sees information about the dates of visits realized in clinics specializing in X
- No access - a doctor specializing in Y does not see information about the dates of visits realized in clinics specializing in X

By default all levels of visibility are set on „Full access”.

Due to the size of the matrix for easy orientation in it when you hover your mouse over any cell of the matrix there is displayed a hint to which specialty of doctors and specialty of clinics the cell of matrix refers.

Any changes made in the matrix appears above the matrix on a blue background creating a list of modified components of the item. To confirm the changes click "Save" button, to cancel the changes, use the "Cancel" button.

List of changes:
 Access of type: "Drugs" for employee with PORADNIA (GABINET) LEKARZA PODSTAWOWEJ OPIEKI ZDROWOTNEJ to data with GABINET ZABIEGOWY
 Access of type: "Information about visit" for employee with PORADNIA (GABINET) PODSTAWOWEJ OPIEKI ZDROWOTNEJ to data with GABINET ZABIEGOWY

Cancel

Save

y/x	0010	0012	0032	0034	0041	0060	
0010	Full access	Full access	Full access	Full access	Full access	Drugs	
0012	Full access	Full access	Full access	Full access	Full access	Information about visit	
0032	Full access	Full access	Full access	Full access	Full access	Full access	
0034	Full access	Full access	Full access	Full access	Full access	Full access	
0041	Full access	Full access	Full access	Full access	Full access	Full access	
0060	Full access	Full access	Full access	Full access	Full access	Full access	
1000	Full access	Access from 2 GABINET ZABIEGOWY to PORADNIA (GABINET) LEKARZA PODSTAWOWEJ OPIEKI ZDROWOTNEJ					Full access
1009	Full access	Full access	Full access	Full access	Full access	Full access	

The levels of visibility entered in the matrix are taken into account when presenting the history of visits in the window of visit in doctor's surgery.

Document definitions

The "Document definitions" functionality from the "Surgery" menu is used to create templates of forms of interviews and tests used in doctors' surgeries as described in the "Doctor surgery" section. Forms can be defined both by the system administrator as well as by doctors. Forms defined by the administrator for specific clinics are visible for all doctors working in these clinics. Forms defined by the doctor are visible only for himself. Doctor on his own needs can also modify the forms defined by the administrator, but the changes are not entered to the original form defined by the administrator but to its copy visible for the doctor.

After selecting the "Document definitions" functionality from the "Surgery" menu there is displayed a list of all templates of forms available for logged user (administrator or doctor). At each template there are buttons to export, edit and remove particular template. Below the list of templates you can see a buttons to import template and create a new template. Buttons of editing and creating a template are linking to a form that allows defining a template or make changes to an existing template. Delete button lets you delete the template (after confirmation).

Display <div><div>10</div></div> results					<div>First</div> <div>Previous</div> <div>1</div> <div>2</div> <div>3</div> <div>Next</div> <div>Last</div>	
No.	Name	Creating date	User	Clinics / Wards	Template type	Action
1	Badanie dna oka	2016-11-16 13:52:52	zoz	Poradnia okulistyczna, ul. Błomska 46/48, 05-807 Podkowa Leśna...	Badanie	<div><div></div><div></div><div></div></div>
No.	Name	Creating date	User	Clinics / Wards	Template type	Action
Positions from 1 to 1 from 29 total						
				<div><div></div></div> Import template	<div><div></div></div> Create new template	

After pressing a button of editing or creating a new template there is displayed a template's form (in the first case is empty, in the second case - with the data of template).

- select field – list with options to select

After selecting the type of field there are displayed the parameters of the field:

- name – field name
- group – *unused (for future use)*
- description – description of meaning of the field
- links – *unused (for future use)*
- format – *unused (for future use)*
- maximal length – maximal number of signs, which can be entered in the field
- values – list of comma-separated options which appear on the select field
- multiple – option indicating whether in the select field you can select more than one option
- default value – default value that should be displayed or be chosen in a field when displaying the form
- rows – number of rows of text to be entered within long text field
- columns – number of characters (of average width) to be entered within single row in long text field
- multiplicity – *unused (for future use)*

After entering the parameters of the field and confirming with "OK" button, tag corresponding to the field is inserted in the content of the template at the cursor position. If field has default value defined then within the tag representing this field there appears entered default value, else there appears field type between doubled exclamation marks (for example: “!!text field!!”).

After entering the data of template and create its content, the information should confirmed by clicking the "Save" button at the bottom of the editor.

Export button allows to save template defined in jHIS system to computer disk. By clicking this button browser stores template file to computer disk.

Import button allows to read into jHIS system a template stored on computer disk. By clicking this button there appears form in which one has to specify template file and then click the button of „Import”.

Mechanism for exporting and importing templates enables easy and comfortable carrying once defined templates between different instances of jHIS system.

Document templates






























The "Document Templates" functionality in the "Surgery" menu is used to manage documents' templates created on base of any PDF files. Creating a template consists of marking on a PDF document places for later data entry. Once you have selected the above functionality there is

displayed a list of templates and at each of them there are icons (when you hover the mouse on the icon there is a hint of what each icon means):

- Edit template data - allows to edit the template's basic data such as name, description, and a PDF file that will be used to create a template
- Edit template content - allows selecting on the introduced PDF file, locations for later data entry (icon is visible only for templates which have specified PDF file)
- Export template - allows to download the template to the computer disk as a file with the JSON extension for later import on another instance of the jHIS system (icon is visible only for templates which have specified PDF file)
- Remove template – allows to remove a template

Below the list of documents' templates there are buttons:

- Add template - allows to add a new template to the system
- Template import- allows to import to the system a template stored on disk in a JSON file

Surgery > Document templates				
Show 10 entries				
ID	Name	Creating date	User	Action
45	Karta depozytowa	2015-10-09 09:07	zoz	   
44	Dokument X	2015-05-27 10:32	zoz	   
43	Karta znieczulenia przy operacji	2015-05-19 12:54	zoz	   
8	Karta znieczulenia przy zabiegu	2015-02-11 12:24	zoz	   
7	Dokument 1	2015-02-11 10:31	zoz	   
6	Dokument 2	2015-02-11 02:28	zoz	 
4	Zgoda na zabieg	2014-12-31 03:16	zoz	   
ID	Name	Creating date	User	Action
Showing 1 to 7 of 7 entries				
 Add template  Finish  Template import				
First Previous 1 Next Last				

To add a new template, click on "Add template" button. You will see a form of adding a template of the document in which you must enter at least the name of the template. Marking template as "patient history" will cause that the copies of all documents created in surgery on the basis of that marked template will automatically be getting to the "History" in the patient card. Type of template determines its destiny ("Interview" - a template available in the "Interview" tab in the visits / surgery window in the doctor's surgery, "Examination" - the template available in the "Examination" tab in visit / surgery window at the doctor's surgery, "Patient's documentation" - unused, "Referral / others patient's prints"- a template available in the "Referral" in the visits / surgery in the doctor's surgery, you can specify more than one destination) and clinics indicate where it can be used. The "Select file" button is used to select the PDF file that will be used to create a template. After filling the form, save the data by clicking "Save" button and then return to the templates' list by clicking "Back" button.

Surgery › Document templates

Document template

Template name	<input type="text"/>
Description of template	<input type="text"/>
Patient history	<input type="checkbox"/>
Template type	<div> <div>Interview</div> <div>Examination</div> <div>Patient's documentation</div> <div>Referral/others patient's prints</div> </div>
Clinics / Wards	<input type="text"/>

+ Select file

+ Save

← Back


To modify the template data click the "Edit template data" icon at a particular template from the list. You will see a data form of template of the document in which you can make changes (the trash icon at the PDF file allows for its removal) and then save it by clicking "Save" button and return to the list of templates by clicking "Back" button.

Surgery › Document templates


Document template

Template name	Karta znieczulenia przy zabiegu
Description of template	Karta znieczulenia przy zabiegu
Patient history	<input type="checkbox"/>
Template type	<div> <div>Interview</div> <div>Examination</div> <div>Patient's documentation</div> <div>Referral/others patient's prints</div> </div>
Clinics / Wards	<input type="text"/>

+ Select file



Karta_zniec...



+ Save

← Back

To export a template into file, click on the "Export template" icon at a given template from the list. There will be displayed a window of downloading the file on disk, in which should be specified a directory to download and approved downloading.

To import a template from a file, click "Template import" button under the list of templates. There

will be displayed a window of loading file from disk, in which should be specified the file to load and approved its loading.

To delete a template, click the "Delete template" icon at a given template from the list.

WARNING!

In a form of adding a new template and in a form of editing data of template there should be chosen always up to one single-paged PDF file.

To modify the content of the template (to create a template based on the attached PDF file), click the icon "Edit template content" at the template from the list. You will see a view of the PDF document which is the kind of background of template and panels of tools for marking on a PDF document places for later data entry and defining their parameters.

The screenshot shows a medical form titled "KONSULTACJA PRZED ZNIECZULENIEM". The form is organized into several sections:

- Patient Data:** Includes fields for hospital name, patient name, age, sex, height, and weight.
- Vital Signs:** Fields for blood pressure, heart rate, and temperature.
- Medical History:** Sections for "CHOROBY TOWARZYSZĄCE" (Associated Diseases) and "CHOROBY TOWARZYSZĄCE" (Associated Diseases), listing various conditions like asthma, diabetes, and heart disease.
- Additional Information:** Fields for "DODATKOWE INFORMACJE" and "BADANIA DODATKOWE" (Additional Examinations).
- Fields list:** A panel on the right side of the form, titled "Fields list", showing a list of data sources and a "Data source" dropdown menu.

In the upper left corner there are displayed the following icons (from left):

- Return – when you click this icon, you can return to the list of document's templates
- Draw rectangle – when you click on the icon, you can select on a PDF document (holding down the left mouse button and dragging the cursor on the background of a PDF document) any area intended for later data entry as text
- Point rectangle – when you click on the icon and then click on the PDF document then your document is automatically check in the largest possible area without setting it to text, pictures, lines and other elements in the PDF document intended for the subsequent input of data in the form of text
- Draw checkbox – when you click on the icon, you can select on a PDF document (holding down the left mouse button and dragging the cursor on the background of a PDF document) any area intended for the subsequent input of data in the form of selections (✓)
- Point checkbox – when you click on the icon and then click on the PDF document then your

document is automatically checked in the largest possible area without setting it to text, pictures, lines and other elements in the PDF document intended for the subsequent input of data in the form of selections (✓)

- Delete figure – when you click on the icon, selected (active) area intended for the subsequent input of data is removed from the PDF document
- Save fields – when you click on the icon, fields and their parameters put into form are saved in a database

If already exist documents created basing on the template, then at the middle top appears a message. Such a template after the entering changes will be saved as a new template, (so as a copy of the existing template and the existing template will be no longer available to fill).

In the upper right corner there is displayed the icon which clicked displays a preview of the document corresponding to the defined template and filled with sample data (before previewing save the template using the appropriate icon in the upper left corner).

In the column on the right there are displayed the available data sources, panels with parameters of different areas marked on the PDF document and icons with arrows up and down (over panels with parameters) that allow to fold and unfold panels with parameters. Data sources define how you want to retrieve data to the document (if they have to be filled automatically as eg. patient's personal data). In turn, the selection of a new area of the document creates a new panel with the parameters of the area in the right column. Clicking on the already selected area on the document highlights (through surrounding by frame) the area and the corresponding panel with the parameters in the column on the right. Conversely, clicking on the panel with the parameters in the column on the right side highlights (through surrounding frame) of the panel and the corresponding area on the PDF document.

To select the area to input data in form of text on a PDF document, click on the toolbar icons located in the upper left corner on the "Draw rectangle" icon and then point the cursor on the PDF document in the place where the area has to be selected, press the left mouse button and by holding the button down drag the cursor to the location to which the area has to stretch and release the left mouse button. On the other hand, to select automatically the area to input data in form of text on a PDF document, click on the toolbar icons located in the upper left corner, on the "Select rectangle" icon and then point the cursor on a blank space on a PDF document where you want to select area and click on it and the system automatically selects the area. Created areas can be moved by setting the mouse cursor over the area and then pressing the left mouse button and holding the button pressed, move the mouse pointer to destination and there release the left mouse button. You can also change the size of created areas by setting the mouse pointer on the corner or the middle of the edge of the area and then pressing the left mouse button and holding the button pressed and move the mouse cursor up to the desired size and then release the left mouse button.

The screenshot shows a medical consultation form titled "KONSULTACJA PRZED ZNIECZULENIEM" (Consultation before anesthesia). The form is divided into several sections: patient data (SZPITAL, ODDZIAŁ, IMIĘ, NAZWISKO, WIEK, PŁEĆ, WZROST, MASA CIAŁA), vital signs (Ciśnienie tętnicze, Tętno, Temp.), medical history (CHOROBY TOWARZYSZĄCE, DODATKOWE INFORMACJE, BADANIA DODATKOWE), and a list of symptoms (MP1, MP2, MP3, MP4). The right panel, titled "Fields list", shows a list of fields with their names, content sources, types, and options. The fields are: "Tytuł opis" (text, source: numer jec), "Leki" (text, source: own), and "Ukl. Oddechowy" (text, source: own).

For both manual as well as in case of the automatic selection of area for entering data in the form of text, except the area on a PDF document, in the right column there will also appear the panel with the parameters of such area. Panel of parameters consists of three tabs:

- Description - defines the way of filling the field (area) of content, data type, and if the field type is a list then also allows you to define the values which a list should contain

The field can be filled with content automatically by downloading data from a source ("source") or manually by typing by the user ("own" option) – in first case indicate what value from the data source should be used for filling the field (area) on a PDF document, in second case default value could be entered for that field and possibly maximum number of characters that can be entered within that field could be specified.

You can create three types of fields: text field ("text" type), the date field ("data" type) and a list of options to choose ("list" type).

The screenshot shows the "Fields list" panel for a field named "Nazwisko". The configuration is as follows:

- name:** Nazwisko
- content:** source (selected), numer jec
- type:** tekst
- options:** label, Add button
- tabs:** Description, Style, Coordinates

In case of a "list" type, options should be defined by typing the following labels and clicking on the button with "+" sign at the entered name of label (already entered labels can be removed by clicking on the button with the "x" sign at the label).

name: Rozpoznanie

content: ☐ source ☒ own

type: lista

options: Add

brak

J11

Y00

Description Style Coordinates

- Style - allows you to specify type, size and style of font and alignment of text in a field (area) of PDF document

name: Rozpoznanie

Font family: Arial

Font size: 10

Font color:

Text align:

Description Style Coordinates

- Coordinates - allows to manually specify coordinates defining the position of the field (area) in the PDF document and manually resize it

name: Rozpoznanie

Top: 41

Left: 45

Width: 244

Height: 20

Description Style Coordinates

Moreover, in each of these tabs you can enter the name of the field (the area) - a name is very important for future fulfillment of a template. In the upper right corner of each panel there are three buttons:

- button with arrow up – allows to move panel with parameters up i.e. to change order of

panels visible within right column (significance of order of panels is that fields within forms used to fill document templates are arranged in such an order as panels in document template)

- button with arrow down – allows to move panel with parameters down i.e. to change order of panels visible within right column (significance of order of panels is that fields within forms used to fill document templates are arranged in such an order as panels in document template)
- button with the „×” sign – allows for removal the panel and with it the removal of the area to which the panel refers.

To select the area to input data in the form of selections (✓) on a PDF document, click in the toolbar of icons located in the upper left corner on the "Draw checkbox" icon and then point the cursor on the PDF document in the place where area has to be selected, press the left mouse button and holding the button down drag the cursor to the location to which the area has to stretch and release the left mouse button. On the other hand, to select automatically the area to input data in the form of selections (✓) on a PDF document, click in the toolbar of icons located in the upper left corner on the "Select checkbox" icon and then point the cursor on a blank space on a PDF document where you want to select area and click on it and the system automatically selects the area. Created areas can be move by setting the mouse cursor over the area and then pressing the left mouse button and holding the button pressed, move the mouse pointer to destination and the release the left mouse button. You can also change the size of created areas by setting the mouse pointer on the corner or the middle of the edge of the area and then pressing the left mouse button and holding the button pressed, move the mouse cursor to the desired size and then release the left mouse button.

The screenshot shows a medical consultation form titled "KONSULTACJA PRZED ZNIECZULENIEM" (Consultation before anesthesia) and a "Fields list" panel on the right.

Form Fields:

- SHIPAL:** ODDZIAŁ: [], IMIĘ: [], NAZWISKO: [], WIEK: [] lat, PŁEĆ: ☒ M ☐ K, WZROST: [] cm, MASA CIAŁA: [] kg.
- ROZPOZNANIE:** PLANOWANA OPERACJA: []
- PARAMETRY ŻYCIOWE:** Ciśnienie tętnicze: [] mmHg, Tętno: [] /min, Temp.: [] °C.
- PRZEBYTE ZNIECZULENIA:** Ogólne, Przewodowe, Miejscowe. (Each with "ile razy" and "Kiedy ostatnie?" fields).
- POWKŁANIA:** MP1, MP2, MP3, MP4. (Each with "otwarcie ust" and "przebieg trudna intubacja" fields).
- CHOROBY TOWARZYSZĄCE:** UKŁ. ODDYCHOWEGO (Asthma, COPD, etc.), UKŁ. SERCOWO-NACZYNIOWEGO (Hypertension, Coronary artery disease, etc.), UKŁ. POKARMOWEGO (Diabetes, etc.).
- DODATKOWE INFORMACJE:** TYTON: [] Nie [] Tak, KAWA: [] Nie [] Tak, ALKOHOL: [] Nie [] Tak.
- BADANIA DODATKOWE:** EKG, RTG.

Fields list panel:

- Data source:** pierwszy
- name:** Pleć
- content:** source, numer, jec
- options:** Rysuj nowy, label, delete, mężczyzna, kobieta

For both manual as well as in case of the automatic selection of area for entering data in the form of selections (✓), except the area on a PDF document, in the right column there will also appear the panel with the parameters of such area. In this panel you can enter the name of the field (the area) - a name is very important for future fulfillment of a template, specify the way of fulfillment of the field (area), specify whether among all fields with the same name it will be possible to mark only one of them or any number of them while filling document template and enter values of the field. At the value of the field there is also a down arrow which clicked allows you to display coordinates

specifying the location of the field (area) in the PDF document and its size (values can be changed manually). In the upper right corner of each panel there are three buttons:

- button with arrow up – allows to move panel with parameters up i.e. to change order of panels visible within right column (significance of order of panels is that fields within forms used to fill document templates are arranged in such an order as panels in document template)
- button with arrow down – allows to move panel with parameters down i.e. to change order of panels visible within right column (significance of order of panels is that fields within forms used to fill document templates are arranged in such an order as panels in document template)
- button with the „×” sign – allows for removal the panel and with it the removal of the area to which the panel refers.

The screenshot shows a configuration window for a form field. At the top, the 'name' is 'Płeć' with a delete button (X). Below, the 'content' is set to 'own' with an empty text box. The 'options' section includes a '+ Rysuj nowy' button. A list of options is shown with a 'label' and a 'delete' button (X). The first option is 'mężczyzna' with a delete button (X). Below this, there are four input fields for 'Top' (27), 'Left' (404), 'Width' (7), and 'Height' (6). At the bottom, there is another option 'kobieta' with a delete button (X).

If you need to put on a PDF document several areas to enter data in the form of selections (✓) bearing a common name then after placing the first such area in the panel of its parameters, click "Draw new" button and then put a new area on a document - for such the area does not appear a new panel with the parameters in the right column, but in the panel where you clicked the "Draw new" button there will be an additional field to enter the value for the newly created area. By repeating the operation you can add more areas of the same name.

This screenshot is identical to the one above, but it shows an additional field for the 'mężczyzna' option. The 'label' field now contains 'mężczyzna' and the 'delete' button (X) is present. The 'Top', 'Left', 'Width', and 'Height' fields remain the same. The 'kobieta' option is still at the bottom.

Pressing the "Draw New" button also results in that in the toolbar of icons visible in the upper left corner of the browser window there is an additional icon with „×” sign next to the name of area. As long as this icon is visible until further areas on the document will be appended to the same panel. Clicking on this icon interrupts the process of attachment to the panel another areas placed on the document. If the panel relates to many areas of the same name, click on the button with the „×” sign at the upper right corner of the panel will delete the panel and with it remove all the areas to which the panel refers.

To clear the area of document (and with it the corresponding panel with the parameters shown in the right-hand column), at first click on the area and then on the toolbar of icons located in the upper left corner on the "Delete figure" icon.

After defining the template, save it by clicking in the toolbar icons located in the upper left corner on the "Save" icon. Then you can see a preview of the finished document created on the basis of defined template and filled with sample data - to do this, click on the PDF file icon that appears in the upper-right corner of your browser window. If the effect is unsatisfactory, or work on a template has not been completed, you can then continue to work keeping in mind the need to save a template at the end of work. After work, you can return to the list of all documents' templates by clicking the "Back" icon in the toolbar of icons visible in the upper left corner of the browser window.

Filing documents based on defined template is done by filling a form (created automatically by the system based on the definition of the template). The fields correspond to the areas defined in the template - have the same names and types as specified by defining the contents of the template. Fields' values from the data source by default are filled (with the possibility of change), the other fields remain empty for manual filling. For example, for a document created using the following template:

the System displays the following data form to be placed in such a document:

Surgery · Document templates

Fill the template

Tytuł opis	
Leki	
Nazwisko	Kowalski
Ukl. Oddechowy	Asthma <input type="checkbox"/>
	POChP <input type="checkbox"/>
	Rozedma <input type="checkbox"/>
	Zap. oskrzeli <input type="checkbox"/>
Alkohol	Tak <input type="checkbox"/>

+ Save

Filing documents based on templates takes place in the "Documents" in the patient card (see "Registration" chapter, "Patients (active cards)" subchapter), and in the process of arranging visits ("Scheduled visits" chapter).

Configuration

The "Configuration" functionality from "Surgery" menu allows to change the default appearance of the visit window in the doctor's surgery. After selecting this functionality there is displayed a form with configuration parameters of surgery. There are available the following settings:

- FORWARD and BACK button in visit window tabs - the parameter that allows to show or hide the "Back" and "Next" buttons in all tabs of window of visit is surgery
- END VISIT button in visit window tabs - this parameter allows to display the "End visit" button in all tabs of the window of visit in surgery (by default it is only displayed in the "Summary" tab)
- Visit window close button - a parameter allows to display or hide the "x" button of closing window of visit
- Prescriptions issue button - a parameter allows to set the type of button used to issuing prescriptions in the "Drugs" tab of window of visit
- Referrals issue button - a parameter for setting the type of button used to issue referrals in the "Referrals" tab of window of visit
- Examination referrals issue button – a parameter for setting the type of button used to issue examination referrals in the "Orders" tab of window of visit
- SUMMARY button in SUMMARY tab – a parameter that allows to show or hide the "Summary" button in the "Summary" tab of window of visit
- Predefined referral to specialist – parameter specifying if predefined (built in) form for issuing referral to specialist is to be visible within “Referrals” tab (hiding this form is not

recommended because in case of referring for surgery it disallows to specify documents necessary to fill before surgery and patient/tool sets necessary to perform surgery)

- Predefined referral to hospital – parameter specifying if predefined (built in) form for issuing referral to hospital is to be visible within “Referrals” tab (hiding this form is not recommended because in case of referring for operation it disallows to specify documents necessary to fill before operation and patient/tool sets necessary to perform operation)
- Predefined referral to spa – parameter specifying if predefined (built in) form for issuing referral to spa is to be visible within “Referrals” tab
- Specialities accesible when issuing refferal to specialist - a list of VIII part of the ministerial code to be available for selection when issuing referrals to specialists in the "Referral" tab of window of visit
- Specialities accesible when issuing refferal to hospital - a list of VIII part of the ministerial code to be available for selection for the issue of referrals to the hospital in the "Referral" tab of window of visit
- Vertical shift of content to print on a referral to a specialist (lines) - move vertically (down) content of referral to a specialist on a referral print in lines of text
- Vertical shift of content to print on a referral to a hospital (lines) - move vertically (down) content of referral to hospital on a referral print in lines of text
- Vertical shift of content to print on an examinations referral (lines) - move vertically (down) content of examination referral on a referral print in lines of text
- Vertical shift of content on a recommendation print (lines) - move vertically (down) content of recommendation on a recommendation print in lines of text
- Printout opening mode – a parameter for setting a way of opening PDF documents to print
- Prescribed drugs suggestions display mode - this parameter determines the mechanism of suggestions at prescribing medications to the patient in the tab of "Drugs" tab; There are two modes: "Suggestions displayed for drug name but containing drug name form dose and package" - suggestions are displayed only in the name of the drug field but in this field you can enter also names and doses of drug and on the list of suggestions is displayed full information about the drug (name, form, dosage and package), "suggestions displayed separately for drug name form dose and package" - hints are displayed in each field of name, form, dosage and package of the drug, when typing the name of the drug the system displays a hint containing only names of drugs, after selecting name of drug from the list of hints, the system automatically moves a cursor to the field of form of drug and displays hints containing available forms of drug having this name. After selecting form of drug from the list of hints, the system automatically moves a cursor to the field of dose of drug and displays hints containing available doses of drug having this name and form. After selecting dose of drug from the list of hints, the system automatically moves a cursor to the field of package of drug and displays hints containing available packages of drug having this name, form and dose, after selecting package of drug the system automatically fills default number of packages and payment for the drug.
- Limit of number of drugs suggestions - this parameter determines the maximum number of items you want to appear on the lists of suggestions at prescribing drugs
- Drugs input fields magnification - a parameter that determines the appearance of fields to prescribe drugs (no magnification - the "drug name", "form", "dosage", "pack. x amount",

"payment", "dosage", "dosage in words", "solid" and "Add" button displayed in one line, fields enlarged – the "drug name", "form", "dosage", " pack. x amount", "payment", "dosage", "dosage in words", "solid" and "Add" button extended, with large font and displayed in two lines)

- Collective printing prescriptions - this parameter determines the behavior of the "Print recipes" in the "Drugs" tab (each recipe only once - each time click the print prescriptions button prints only these recipes which have not been printed yet; All prescriptions every time - each click a print prescriptions button prints all issued prescription)
- Borders of fields in forms for filling document templates – parameter defining style of forms fields borders displayed within tabs „Interview”, „Examination” and „Referrals” and intended to fill document templates (standard – frame around the whole field, underline – only bottom edge of frame, none – no frames)
- Orders issue mode – parameter defining mode of issuing order for diagnostic examinations in “Orders” tab (examinations choice within visit window – ordered diagnostic examinations are selected within the special form in visit window, examinations choice within new window - ordered diagnostic examinations are chosen in new window by marking and there exists also mechanism of suggestions for choosing diagnostic examinations)
- Refunded examinations ordering limit – parameter defining number of refunded diagnostic examinations chosen by doctor for an order which when achieved will effect with warning displayed for the doctor and saying that limit of refunded diagnostic examinations possible to order has been achieved
- Refunded examinations distribution in columns - separated with commas numbers specifying quantities of refunded examinations displayed within particular columns of diagnostic examinations order form (six numbers separated with commas)
- Non-refunded examinations distribution in columns - separated with commas numbers specifying quantities of non-refunded examinations displayed within particular columns of diagnostic examinations order form (six numbers separated with commas)
- Flags displayed instead descriptions in examination results printouts – separated with commas flags which should be displayed within diagnostic examinations results printouts (if this parameter is empty, then descriptions will be displayed within diagnostic examinations results printouts, else specified flags will be displayed within diagnostic examinations results printouts and other flags will be omitted)
- Tabs visibility in visit window - configurator of tabs visibility for different specialties is used to determine which tabs will be displayed in particular clinic ("Home" tab is always displayed in all clinics); when click on the name of specialization there is developed a list of names of tabs with fields enable the selection of tabs which will appear in the visit window in the clinic for a given specialty, no indication of any tab for any specialty will result that all tabs will be visible to this specialty.

After making changes to the configuration it should be confirmed with "Save" button.

Statistics

The "Statistics" functionality from "Surgery" menu allows to browse statistics of usage of surgery module by medical staff. After choosing this functionality there appears filter that allows to narrow down statistict to particular clinic / ward, visit realization period, staff and patient. Within the field of “Staff” one can enter any combination of the following data: beginning of first name (case insensitive), beginning of surname (case insensitive), PESEL number, right to practice number and system will match staff to the given data. Within the field of “Patient” one can enter any

combination of the following data: beginning of first name (case insensitive), beginning of second name (case insensitive), beginning of surname (case insensitive), PESEL number and system will match patient to the given data. After entering criteria to the filter and clicking the button of "Search" there appears table presenting usage of surgery module divided into particular days including summary. Table contains the following statistical data:

- number of performed examinations
- number of prescribed drugs
- number of issued prescriptions
- number of issued recommendations
- number of issued order for diagnostic examinations
- number of issued referrals

Surgery • Statistics

Clinic / Ward

Poradnia okulistyczna

Visit date from

2016-05-01

to

2016-07-31

✓ Search

✗ Finish

Staff

Patient

Date	Number of examinations made	Number of drugs prescribed	Number of prescriptions drawn	Number of recommendations promulgated	Number of diagnostic examination orders drawn	Number of referrals drawn
2016-05-05	0	3	3	0	0	0
2016-05-13	2	13	6	1	2	3
2016-05-16	0	0	0	0	0	1
2016-05-19	0	0	0	0	0	0
2016-05-20	0	0	0	32	2	0
2016-05-31	0	3	3	0	0	1
2016-07-01	0	34	32	0	2	26
TOTAL	2	53	44	33	6	31

Within statistics only realized visits are taken into account.

Settlements

The "Settlements" module is designed for employees of RUM and is used to handling settlements with the NFZ, in the scope of which is included management of dictionaries, coding visits and correction of services, and exporting messages to the NFZ and importing messages from the NFZ.

Visits coding

To be able to settle done services with the NFZ, visits realized in clinics covered by contracts with the NFZ should be coded. Visits coding is to account for services provided during the visit (the lists of possible services are included in the contracts with the NFZ). Visits coding is realized by selecting the "Visits coding" functionality from "Settlements" menu. After selecting this functionality there is displayed the search engine of today realized visits in clinics located in the units which are accessible by the logged user. The first step is to choose a clinic and click "Search"

button. You will see a list of visits realized that day in the clinic (or message of the absence of such visits). At every visit there is a button to assign services to this visit. This button can take one of two colors:

- › blue – when at the visit is not any service
- › green – when at the visit is at least one service

In the search engine of realized visits there are in addition following navigation buttons:

- › <<< - allows to view realized visits on a month earlier than the current presented day
- › << - allows to view realized visits on a week earlier than the current presented day
- › < - allows to view realized visits on a day earlier than the current presented day
- › "ENTER" - allows you to view realized visits at any day, which should be indicated in the date field before pressing the "ENTER" button (in the date field there is always entered by default today's date to be able to view quickly today's realized visits)
- › > - allows to view realized visits on a day later than the current presented day
- › >> - allows to view realized visits on a week later than the current presented day
- › >>> - allows to view realized visits on a month later than the current presented day

Clicking on any of the above buttons changes the view of realized visits for the appropriate day for which the button leads.

Settlements › Visits coding

Date: 2015-08-21

<<< << <

Poradnia okulistyczna

2015-08-21

> >> >>>

✓ Search ✕ Finish

ENTER ➔

Olga Baron
2015-08-21

Time	Visit type	Staff / Instruments	Patient / Patients	Services
08:00	zwykła urgent visit	Olga Baron	Pawełek 000000000000	+ Services

After pressing the "Services" button at a selected visit, the list of services realized during the visit opens in a new window. If there is any realized services, the list will be empty. Above the list there are displayed a basic information about the visit (including diagnosis and procedures, if the doctor entered any during the visit) and under the list is the total number of points (resulting from the contract with the NFZ) for realized services and "Add" button to add a new service to visit.


Clinic Poradnia okulistyczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)
Term 2015-08-21 08:00
Duration 15 minutes
Visit type zwykła
Staff Olga Baron
Patient Pawełek 000000000000

No.	Agreement	Contract product	Unitary product	ICD-10	ICD-9	Multiplicity	Number of points	Service status	Actions
No assigned services									

Total points: 0.0000
+ Add ✕ Close

After pressing the "Add" button, the process of assigning services to visit begins. This process consists of two steps. At first step there is displayed the form of choice: staff realizing service, agreement, the point of agreement and a document entitling the patient to benefits. In case of visits appointing to the doctor, in the field of staff realizing the service is entered staff realizing the visit (if the field "Realizer of services reported to NFZ" in the data of staff realizing the visit is empty) or staff from the field "Realizer of services reported to NFZ" (if the field in data of staff realizing the visit is not empty). In case of visits appointing for equipment, field of staff realizing the service is empty. If there is only one contract with the NFZ under which a visit can be settled then it is already selected in the form. Similarly, if there is only one point of agreement whereby a visit can be settled then it is also directly selected. In case of rehabilitation services agreement and point of agreement are filled accordingly to code of service appropriate for the rehabilitation service. The document conferring the right to benefits may be the electronic confirmation derived from eWUŚ system, a statement of the patient's insurance or documents confirming the insurance of the patient – here is also by default selected automatically one of the documents authorizing a patient, valid for a day of visit.

Clinic Poradnia okulistyczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)
 Term 2015-08-21 08:00
 Duration 15 minutes
 Visit type zwykła
 Staff Olga Baron
 Patient Pawelek 000000000000

Staff	Olga Baron	
		
Agreement	-----	▼
Point of agreement	-----	▼
Entitling document	RMUA	▼

Next ➔
 ⬅ Back

In case of these visits prearranged to the doctor for which staff realizing the service is different than that displayed in the form and in case of all visits arranged for the equipment there is needed to indicate staff who realized the service, by clicking on the icon with a question mark on a green background visible at the "Staff" field. Then a search engine of staff is opened in a new window. Search of staff is possible by any combination of the following criteria:

- > First name
- > Surname
- > PESEL
- > NPWZ

After entering the search criteria and pressing the "Search" button there is displayed a list of employees that meet the search criteria and at each one there is the "Select" button.

First name	Surname	PESEL	NPWZ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Search			
<div style="text-align: right;"> <input type="button" value="Previous"/> <input type="text" value="1"/> <input type="button" value="Next"/> </div>			
No.	First and last name	PESEL	NPWZ
1	Helena Abakus	75013118509	8800000
			<input checked="" type="checkbox"/> Select

After pressing the "Select" button at the appropriate staff, the search window is closed and staff data appears in the "staff" field.

To go to the next step of the process of assigning service to visit, use the "Next" button ("Back" button to return to the list of services realized during the visit). After pressing "Next" button there is displayed the form of data service (under the form, next to the information about the visit, there are also displayed information entered in the first step of entering the service). This form differs slightly depending on the type of benefits which relates to a contract with the NFZ indicated in the first step of the process of assigning service to visit. The following screen shows the form with all possible fields and buttons (the case presented on the form is artificial, but aims to provide every possible situation - in fact, depending on the type of contract, some fields and buttons will be visible and the other hidden).

Clinic Poradnia stomatologiczna (ul. Błomska 46/48, 05-807 Podkowa Leśna)
 Term 2014-03-01 09:00
 Duration 30 minutes
 Visit type zwykła
 Staff Helena Abakus
 Patient Bożydar Bakiażan

Service realizing staff Olga Baron
 Contract 070001048140198 (LECZENIE STOMATOLOGICZNE)
 Contract position 6 / 07.0000.218.02 (ŚWIADCZENIA OGÓLNOSTOMATOLOGICZNE)
 Entitling document RMUA

Main diagnosis ICD-10	<input type="text"/>
Additional diagnosis ICD-10	<input type="text"/>
Advice type	<input checked="" type="radio"/> medical office <input type="radio"/> home
Service code	<input type="text"/>
Service name	<input type="text"/>
Multiplicity of service	1
Ministerial Code of provision	-----
Surgery type	5 - adoption planned without a
Placing of provision	<input checked="" type="radio"/> toothling <input type="radio"/> side
Rehabilitation cycle	<input type="text"/>
Week of pregnancy	-----
Patient additional privileges	19 - person working with asbest
DiLO card number (for rapid oncological treatment)	<input type="text"/>
Date of insertion into queue on DiLO card (for 5.01.28.0000002)	<input type="text"/>
Code of continuing treatment method (for first-time services)	-----
Date of issue of referral	<input type="text"/>
NPWZ of referring doctor	<input type="text"/>
REGON of referral doctor unit	<input type="text"/>
VII part of the ministerial code of referring doctor unit	<input type="text"/>
VIII part of the ministerial code of referring doctor unit	<input type="text"/>
Healthcare provider type	-----

+ Add ← Back to services list

Procedures ICD-9	Code	Multiplicity
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	+ More	

Codes of prevention program effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1011	1012	1013	1014	1015
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1016	2011	2012	2013	2014
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3001	3002	3003	3004	3005
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3006	3007	3008	3009	3010
	<input type="checkbox"/>	<input type="checkbox"/>			
	3011	3012			

Code of special settlement	-----
Multipier of special settlement	<input type="text"/>
Provision of lifesaving	<input type="checkbox"/>
Non-settlement provision	<input type="checkbox"/>
Remember data	<input type="checkbox"/>

To add a service please fill out the service data form and confirm the data by pressing "Add" button. At filling a form there is a number of different types of mechanisms:

- › Main diagnosis ICD-10 - at entering a code, name or shortcut of the diagnosis there is displayed a list of suggestions - proper diagnosis should be selected by clicking the

appropriate item from the list of suggestions

- › Additional diagnosis ICD-10 - at entering a code, name or shortcut of the diagnosis there is displayed a list of suggestions - proper diagnosis should be selected by clicking the appropriate item from the list of suggestions
- › Advice type - type appropriate for the place of realization of visits (surgery or patient's home)
- › Service code - code of realized service (benefit) according to the codification and naming from a contract with the NFZ; at entering a service code (you can also enter the service name or shortcut) there is displayed a list of suggestions, select the correct service by clicking on the appropriate item from the list of suggestions; after selecting a service from the list of suggestions there will be automatically filled the name of service, multiplicity of the service, ministerial code of service (if for the selected service is specified default value of ministerial code of provision) as well as the code and multiplicity of ICD-9 procedure (if for selected service there is specified default value of code of procedure); in case of rehabilitation service, code is filled according to the service code proper for the rehabilitation service
- › Service name - field only for viewing (cannot be edited manually) filled automatically when you enter service code
- › Multiplicity of service - determines how many times a particular service was realized during the visit, default 1, when changing service multiplicity, there will change automatically multiplicity of the medical procedures consisting for this service
- › Ministerial code of provision - code of provision that corresponds to the service in accordance with Regulation of the Minister of Health of 20 June 2008 on the scope of the necessary information collected by service providers, the detailed method of recording this information and its transmission to persons required to fund benefits from public funds as amended
- › Surgery type - type of admission of the patient; by default field filled with one of two values "adoption scheduled on the basis of a referral " or " adoption planned without a referral" depending on whether the visit was realized on the basis of a referral
- › Placing of provision - place in the mouth where the provision was realized; location can be determined by identifying the parties in the oral cavity or through selecting a dentition; at entering location (you can also enter the name of the location) there are displayed prompts, select the appropriate location by clicking an item from the list of suggestions; This field is only available for dental services
- › Rehabilitation cycle - number of rehabilitation cycle; the field is filled automatically and displayed only for information; This field is only available for rehabilitation services
- › Group session - number of group session; the field is filled automatically and displayed only for information; This field is only available for the benefits of session type, realized only in psychiatric, psychological and addiction treatment clinics
- › Week of pregnancy - the period in which occurred the current (on day of visit) week of patient's pregnancy; the field is available only for gynecological and obstetric services
- › Patient additional privileges - the type of patient's additional privileges specified at service
- › DiLO card numer (for rapid oncological treatment) - number of card of Diagnosis and Treatment of Cancer (should be entered only at the benefits of rapid oncological treatment);

if card number was entered while planning visit then this field is automatically filled with the number

- › Date of insertion into queue on DiLO card (for 5.01.28.00000002) - date of registration of the patient in the waiting list based on the card of Diagnosis and Treatment of Cancer (can be valid only for the 5.01.28.00000002 service, if it is not entered, is treated as no registration in the waiting list)
- › Code of continuing treatment method (for first-time services) - code specifies the commissioned method of further treatment for first-time services
- › Date of issue of referral - date of issue of referral which was the basis for the realization of visit (the field is visible only for visits realized on the basis of a referral and filled default by date which was written on referral)
- › NPWZ of referring doctor - the number of license to practice of doctor referring for the visit (the field is visible only for visits realized on the basis of a referral and filled default by number which was written on the referral)
- › REGON of referring doctor unit - REGON number of unit of doctor referring for visit (the field is visible only for visits realized on the basis of a referral and filled default by number which was written on the referral)
- › VII part of the ministerial code of referring doctor unit - VII part of the ministerial code of unit of doctor referring for visit (the field is visible only for visits realized on the basis of a referral and filled default by code which was written on the referral)
- › VIII part of the ministerial code of referring doctor unit - VIII part of the ministerial code of unit of doctor referring for visit (the field is visible only for visits realized on the basis of a referral and filled default by code which was written on the referral)
- › Healthcare provider type - type of healthcare provider doctor referring for visit (the field is visible only for visits realized on the basis of a referral and filled default by type which was written on the referral)
- › Procedures ICD-9 - list of realized medical procedures that consisting on the realization of the service; each procedure is described by two values: the code and multiplicity; while entering the code of procedure (you can also enter the name or shortcut of procedure) there is displayed a list of suggestions, proper procedure should be selected by clicking on the appropriate from list of hints; after selecting procedures from a list of suggestions, field of multiplicity of the procedure is automatically filled with that value, which is the multiplicity of service rounded down to an integer; after cleared procedure from the field of code, field of multiplicity of the procedure is also cleared (automatically); under the list of procedures there is "More" button allows to view more fields to entering a greater number of procedures (the blank fields are ignored at approving the form); in case of benefits of ambulatory specialist care, under the list of procedures there is also the "Match service" button which clicked will automatically match the highest scoring services to the entered procedures – there will be automatically filled the "Service code" field and automatically will be done all the steps that are done while filling the "Service code" field (for benefits of ambulatory specialist care, filling the form of data begins with the entering procedures and usage of the "Match service" button to automatically adjust the service to specified procedures).
- › Codes of prevention program effects - reported for certain benefits of Prevention Program of Tobacco-related Diseases and TB Prevention Programme; a description of each of the codes is displayed in the form of a balloon when you hover the mouse over a selection box




(checkbox) for this code

- › Code of special settlement - at selecting a code of special settlement, there will automatically be filled a special settlement's multiplier (if the code of special settlement has specific multiplier, otherwise the value of the multiplier has to be entered manually)
- › Multiplier of special settlement - field filled automatically at selecting a code of special settlement if the code of special settlement has specific multiplier (for other codes of special settlement, field is completed manually)
- › Provision of lifesaving - used for marking lifesaving provisions
- › Non-settlement provision - used for marking benefits that are not settlement with the NFZ (eg. in case of overlimited benefits or benefits entered for information on the internal needs of the healthcare facility)
- › Remember data - field is used to store data entered into the form; If checked and the service is added, then when you try to add another service, the system automatically completes the form of service with memorized data (the mechanism is applicable at entering similar services, when it's easier to change the stored data than enter the data again)



After completing the form and approving data by the button, system validates it and if they are wrong displays a message that they need to be corrected and if they are correct, service is assigned to visit. The service displays on the list of realized services during the visit, and gets the "to send" status, which means that the service should be included in the report of I phase (of SWX file) to forward to the NFZ.

Service has been added

Clinic Poradnia stomatologiczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)
Term 2014-03-01 09:00
Duration 30 minutes
Visit type zwykła
Staff Helena Abakus
Patient Bożydar Baklażan

No.	Agreement	Contract product	Unitary product	ICD-10	ICD-9	Multiplicity	Number of points	Service status	Actions
1	070001048140198 (dental treatment)	07.0000.218.02 (ŚWIADCZENIA OGÓLNOSTOMATOLOGICZNE)	5.13.00.2311010 (LECZENIE PRÓCHNICY POWIERZCHOWEJ - ZA KAŻDY ZĄB)	G12.8	23.1101	1.00	6.0000	to send	 Edit  Delete  View

Total points: 269.0000

 Add  Close

At each service realized during the visit there may be three buttons:

- › Edit - button displays the form of service's data and enables for their modification; button becomes unavailable at the time of service's data transmission to the NFZ, and again becomes available after receipting feedback about the service from the NFZ; after modifying data of service and approving them, service gets again the "to send" status, to transfer the changes in data of service to the NFZ
- › Delete - enables the removal of the service; if the data of service has not yet been transferred to the NFZ, service is removed from the system; if the data of service was already at least once transferred to the NFZ, the service is not removed only receives the "to remove" status (as marked services are transferred to the NFZ to be able to remove from the NFZ systems, and only after receiving the NFZ confirmation of the removal of a service, it is also removed from the jHIS system - automatically); button becomes unavailable at the time of

transmission data of service to the NFZ, and again becomes available after the receipting feedback about the service from the NFZ

- › View - displays a preview of the form of service's data without possibility of editing data of service

"Add" button visible below the list of services allows for adding additional services according to the previously described process, whereby depending on the types of benefits there are limits of the amount of services possible to report within a single visit (eg. in case of benefits of ambulatory specialist care within the visit can be reported only one service).

"Close" button closes the window of services listed during the visit. At visits, where there were reported any services, "Services" buttons change color from blue to green.

Settlements › Visits coding

Date: 2014-03-01

<<< << <

Poradnia stomatologiczna

2015-08-21

> >> >>>

✓ Search ✕ Finish

ENTER ➔

Helena Abakus
2014-03-01

Time	Visit type	Staff / Instruments	Patient / Patients	Services
09:00	zwykła	Helena Abakus	Bożydar Bakłażan	✓ Services
09:30	zwykła	Helena Abakus	Marzena Antosiewicz	✓ Services

Services management

The "Services management" functionality in the "Settlement" menu is used to manage services noncommercial reported during the visits realized in clinics where logged user has an access. After selecting this functionality, there is displayed the search engine of services. The search of services can be provided by any combination of the following criteria:

- › Place of service - clinic where visits were realized during which there were reported services
- › Service date - range of visits dates under which there were reported services
- › Service staff - staff who realized the service; general search field where you can enter a PESEL number, PWZ number, first name, surname of staff
- › Patient – patient for whom the service has been realized; general search field where you can enter a PESEL number, first name, second name, surname of patient
- › Surgery type - surgery type reported by the service
- › Advice type - to determine whether the service was realized in an outpatient or home
- › ICD-9 - medical procedure code reported at the service
- › ICD-10 - diagnosis code (main or one of the additional) reported at the service
- › Agreement - a contract with the NFZ under which the service is settled
- › Contract product - code of range of benefits according to a contract with the NFZ to which

the service belongs

- › Unitary product - service code according to the contract with the NFZ
- › Service Id - internal unique identifier of service used to identify the service in the jHIS system and the NFZ systems
- › Session Id - group session number under which the service was realized
- › Cycle Id - rehabilitation cycle number under which the service was realized
- › Service status - current status of service in the process of settlement with the NFZ:
 - to send - service waiting to be sent to the NFZ
 - sent - service sent to the NFZ for which a response from the NFZ was not yet received
 - accepted - service accepted by the NFZ (based on the response received from the NFZ)
 - rejected - service rejected by the NFZ (based on the response received from the NFZ)
 - to remove - service waiting to send information to the NFZ that this service should be removed from the NFZ systems (after receiving a response from the NFZ, service is automatically deleted from the jHIS system)
- › Kind of error - the kind of error reported by the NFZ for the rejected service

After entering the criteria in the search engine and pressing "Search" button. the search engine displays a list of all services that meet the search criteria. At each service there may be three buttons:

- › Edit - button displays the form of service's data and enables for their modification; button becomes unavailable at the time of service's data transmission to the NFZ, and again becomes available after receipting feedback about the service from the NFZ; after modifying data of service and approving them, service gets again the "to send" status, to transfer the changes in data of service to the NFZ
- › Delete - enables the removal of the service; if the data of service has not yet been transferred to the NFZ, service is removed from the system; if the data of service was already at least once transferred to the NFZ, the service is not removed only receives the "to remove" status (as marked services are transferred to the NFZ to be able to remove from the NFZ systems, and only after receiving the NFZ confirmation of the removal of a service, it is also removed from the jHIS system - automatically); button becomes unavailable at the time of transmission data of service to the NFZ, and again becomes available after the receipting feedback about the service from the NFZ
- › View - displays a preview of the form of service's data without possibility of editing data of service

At each service there is also a field allows for the selection of a service (by default all found services are selected) and then perform operations on all selected services. Operations that can be performed on multiple services at the same time are:

- › Removal of services - after pressing the "Selected services to delete" button visible under the list of services, all selected services which were not transferred to the NFZ are removed from the system, and all selected services, which have already been transferred to the NFZ are marked with the status "to remove" (that marked services are transferred to the NFZ that they can be removed from the NFZ systems, and only after receiving confirmation from the NFZ of removal of a services, they are also deleted from the jHIS system - automatically)

Pressing the "Edit" next to the selected service displays the data form of this service, which allows to make changes in data of service. After modifying data of service and approving it (by pressing the "Save" button) service gets again the "to send" status for transferring changes to the NFZ.

Clinic	Poradnia stomatologiczna (ul. Błońska 46/48, 05-807 Podkowa Leśna)	Service realizing staff	Olga Baron
Term	2014-03-01 09:00	Contract	070001048140198 (LECZENIE STOMATOLOGICZNE)
Duration	30 minutes	Contract position	6 / 07.0000.218.02 (ŚWIADCZENIA OGÓLNOSTOMATOLOGICZNE)
Visit type	zwykła	Entitling document	RMUA
Staff	Helena Abakus		
Patient	Bożydar Bakłażan		

Main diagnosis ICD-10	G12.8
Additional diagnosis ICD-10	
Advice type	<input checked="" type="radio"/> medical office <input type="radio"/> home
Service code	5.13.00.2311010
Service name	LECZENIE PRÓCHNICY POWIERZC
Multiplicity of service	1.00
Ministerial Code of provision	3.4 - advice
Surgery type	3 - adoption scheduled out of
Placing of provision	<input checked="" type="radio"/> toothling <input type="radio"/> side
	11
Patient additional privileges	19 - person working with asbest
DiLO card number (for rapid oncological treatment)	
Date of insertion into queue on DiLO card (for 5.01.28.0000002)	
Code of continuing treatment method (for first-time services)	-----

Procedures ICD-9	Code	Multiplicity
	23.1101	1
	+ More	

Codes of prevention program effects	<input type="checkbox"/> 1011 <input type="checkbox"/> 1012 <input type="checkbox"/> 1013 <input type="checkbox"/> 1014 <input type="checkbox"/> 1015 <input type="checkbox"/> 1016 <input type="checkbox"/> 2011 <input type="checkbox"/> 2012 <input type="checkbox"/> 2013 <input type="checkbox"/> 2014 <input type="checkbox"/> 3001 <input type="checkbox"/> 3002 <input type="checkbox"/> 3003 <input type="checkbox"/> 3004 <input type="checkbox"/> 3005 <input type="checkbox"/> 3006 <input type="checkbox"/> 3007 <input type="checkbox"/> 3008 <input type="checkbox"/> 3009 <input type="checkbox"/> 3010 <input type="checkbox"/> 3011 <input type="checkbox"/> 3012
Code of special settlement	-----
Multiplier of special settlement	
Provision of lifesaving	<input type="checkbox"/>
Non-settlement provision	<input type="checkbox"/>

Save
 Close

How to fill form of service's data described in the "Visits coding" section. If the service's data was already transferred to the NFZ and received feedback from the NFZ for the service, then under the form of service's data is displayed a list of feedback from the NFZ (if any were returned). There are three categories of feedback:

- > errors – displays in red (typically transmitted in case of service rejection by the NFZ as a cause of rejection and tip what needs to be improved in data of service)
- > cautions – displays in yellow
- > information – displays in green

Date of problem application	Size of problem	problem code	problem description
2015-04-10 15:07	information	100	Informacja dotycząca całego zestawu świadczeń
2015-04-10 15:07	caution	200	Ostrzeżenie dotyczące świadczenia
2015-04-10 15:07	error	300	Błąd dotyczący pozycji rozliczeniowej

Diagnostic examinations coding

To be able to do an individual report to the NFZ of made diagnostic tests these tests should be coded. This encoding is realized after selecting the "Diagnostic examinations coding" functionality in the "Settlements" menu. After selecting this functionality there is displayed the search engine of patients. First step is to enter search criteria for searching the patient for whom the test has been made and click "Search" button. You will see a list of patients that meet the search criteria and for each one there is the "Select" button.

Settlements > Diagnostic examinations coding

Inquiry

zy

First name

Surname

PESEL

Date of birth

Patient type

▼

Error code in patient declaration

▼

Sort results

Surname and names

▼

✓ Search

✕ Finish

Home address

City

Street

House number

Flat number

Include previous names / addresses

☐

◀ Previous

1

Next ▶

No.	Surname and names	PESEL	Date of birth	Phone number	Address	Actions
1	Waza Zygmunt Iii		2015-10-01		Warszawa Hoża 1 00-000 Warszawa (Wola)	Choose ➡
2	Zygmuntowicz Zygmunt	88111111118	1988-11-11		Warszawa Piwna 1 01-234 Warszawa (Wola)	Choose ➡

To enter the diagnostic test realized for the patient, click "Choose" button at the patient. There will be a form of adding a diagnostic test where you should enter the date of the test (there is the current date by default), select the type of test and enter multiplicity of testing (1 by default) and then save the data by clicking on "Add" button.

Settlements › Diagnostic examinations coding

Patient	Zygmunt Zygmuntowicz
Diagnostic examination date	2015-11-12
Diagnostic examination type	-----
Diagnostic examination multiplicity	1

+ Add
Back to patients search

After saving the data of diagnostic test, form of adding the test is cleaned and allows to add another test or return to the search for patients to find another patient.

Settlements › Diagnostic examinations coding

Diagnostic examination has been saved
You can add next diagnostic examination or return to patients search

Patient	Zygmunt Zygmuntowicz
Diagnostic examination date	2015-11-12
Diagnostic examination type	-----
Diagnostic examination multiplicity	1

+ Add
Back to patients search

Entered diagnostic tests are stored in the system database.

Diagnostic examinations management

The "Diagnostic examinations management" functionality in the "Settlement" menu is used to manage diagnostic examinations entered while encoding of diagnostic examinations. After selecting this functionality, there is displayed the search engine of diagnostic examinations. The search of examinations can be provided by any combination of the following criteria:

- › Date of examination from... to... - period when the examination was made
- › Patient – patient for whom the examination has been realized; general search field where you can enter a PESEL number, first name, second name, surname of patient
- › Diagnostic examination type – type of realized diagnostic examination
- › Examination Id - internal unique identifier of examination used to identify the examination in the jHIS system and the NFZ systems
- › Examination status - current status of diagnostic examination in the process of settlement with the NFZ:
 - to send - examination waiting to be sent to the NFZ
 - sent - examination sent to the NFZ for which a response from the NFZ was not yet

received

- accepted - examination accepted by the NFZ (based on the response received from the NFZ)
 - rejected - examination rejected by the NFZ (based on the response received from the NFZ)
 - to remove - examination waiting to send information to the NFZ that this examination should be removed from the NFZ systems (after receiving a response from the NFZ, examination is automatically deleted from the jHIS system)
- › Kind of error - the kind of error reported by the NFZ for the rejected examination

After entering the criteria in the search engine and pressing "Search" button. the search engine displays a list of all diagnostic examinations that meet the search criteria. At each examination there may be three buttons:

- › Edit - button displays the form of examination's data and enables for their modification; button becomes unavailable at the time of examination's data transmission to the NFZ, and again becomes available after receipting feedback about the examination from the NFZ; after modifying data of examination and approving them, examination gets again the "to send" status, to transfer the changes in data of examination to the NFZ
- › Delete - enables the removal of the examination; if the data of examination has not yet been transferred to the NFZ, examination is removed from the system; if the data of examination was already at least once transferred to the NFZ, the examination is not removed only receives the "to remove" status (as marked examination are transferred to the NFZ to be able to remove from the NFZ systems, and only after receiving the NFZ confirmation of the removal of a examination, it is also removed from the jHIS system - automatically); button becomes unavailable at the time of transmission data of examination to the NFZ, and again becomes available after the receipting feedback about the examination from the NFZ
- › View - displays a preview of the form of examination's data without possibility of editing data of examination

At each examination there is also a field allows for the selection of an examination (by default all found examinations are selected) and then perform operations on all selected examinations. Operations that can be performed on multiple examinations at the same time are:

- › Removal of examinations - after pressing the "Marked examinations to delete" button visible under the list of examinations, all selected examinations which were not transferred to the NFZ are removed from the system, and all selected examinations, which have already been transferred to the NFZ are marked with the status "to remove" (that marked examinations are transferred to the NFZ that they can be removed from the NFZ systems, and only after receiving confirmation from the NFZ of removal of examination, it is deleted also from the jHIS system - automatically)
- › Marking examinations to resettle - after pressing the "Marked examinations to resettle" button, all selected examinations are marked with the status "to send" and waiting for (re) sending them to the NFZ

Settlements > Diagnostic examinations management

Examination date from
to
Patient **zygm**

Diagnostic examination type
Examination id
Examination status
Kind of error

No.	Examination date	Patient	Diagnostic examination	Examination multiplicity	Examination status	Check Actions
1	2015-11-12	Zygmunt Zygmuntowicz ur. 1988-11-11 (881111111118)	proteinogram (1001200011)	1	accepted	<input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input checked="" type="checkbox"/> <input type="button" value="View"/>
2	2015-11-06	Zygmunt Zygmuntowicz ur. 1988-11-11 (881111111118)	proteinogram (1001200011)	1	accepted	<input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input checked="" type="checkbox"/> <input type="button" value="View"/>

Pressing the "Edit" button next to chosen examination displays the data form of this examination allows to make changes in examination's data. After modifying the data of examination and their approval (by pressing the "Save" button) examination gets the "to send" status to make the changes submitted to the NFZ.

Patient **Zygmunt Zygmuntowicz**
Diagnostic examination date **2015-11-12**
Diagnostic examination type **proteinogram (1001200011)**
Diagnostic examination multiplicity **1**

If the examination's data had already been transferred to the NFZ and received feedback from the NFZ for this examination, then under the examination's data form there is displayed a list of feedback from the NFZ (if any were returned). There are three types of feedback:

- > errors – displayed in red (typically transmitted in case of rejection of examination by the NFZ as a cause of rejection and tip what needs to be improved in examination's data)
- > warnings - displayed in yellow
- > information - displayed in green

Dictionaries

The "Dictionaries" submenu in "Settlement" menu includes functionalities to manage of dictionaries necessary in the settlements, and they are:

- › ICD-10 – diagnosis dictionaries
- › ICD-9 – dictionaries of medical procedures
- › NFZ services - extension of dictionaries of benefits contained in agreements with the NFZ

ICD-10

The "ICD-10" functionality from the "Dictionaries" submenu in "Settlement" menu is used to update the dictionary of diagnosis and management of the dictionary. After selecting this functionality there is displayed a list of version of the ICD-10 dictionary. Each version has defined start date of validating. At every version there is the "Select" button allows to go to manage the dictionary in this version. Below the list of the dictionary's version there is "Update" button, used to updating the dictionary.

Settlements · **Dictionaries** · **ICD-10**

No.Dictionary version	Start date	Actions
1 2008	2008-07-14	 Select

 **Update**  **Finish**

To update the ICD-10 dictionary, enter to the system the next version of the dictionary (older versions remain in the system). When you press the "Update" button there appears update form, in which you can specify the dictionary file from your computer, enter the version of the dictionary and the start date of validation of this version of the dictionary. The dictionary file should have CSV format with the data starts from the first line, separated by semicolons and not covered by quotes. Expected file encoding is UTF-8. Each line of the file should contain three values: ICD-10 code (the value cannot be empty), the name of diagnosis (the value cannot be empty), shortcut to code (the value can be empty).

Settlements · **Dictionaries** · **ICD-10**


Dictionary file (CSV)

Wybierz plik

Nie wybrano pliku

Dictionary version

Start date

 **Import**

 **Back to dictionary versions list**

CSV file structure

- data placed from the first row
- data separated by semicolons
- data not included in quotes
- set of code UTF-8



CSV file format



- code ICD-10 (obligatory)
- name of recognition (obligatory)
- sortcut to code (optional)

After completing the form and pressing the "Import" button, system reads data from a dictionary file and creates a new version in the system. In the system is necessary to store all versions of the dictionary to possible correction data of older services - diagnosis codes reported by the service have to come from the version of ICD-10 dictionary, forced on the date of service realization.

Settlements · Dictionaries · ICD-10

Operation completed successfully

No.Dictionary version	Start date	Actions
1 2008	2008-07-14	 Select
2 2010	2010-01-01	 Select

 [Update](#)  [Finish](#)

After pressing the "Select" button at the selected version of the ICD-10 dictionary, there is displayed a search engine of positions in the dictionary. You can search by any combination of the following criteria:

- › code - code or part of the ICD-10 code, capitalization does not matter
- › name - part of the name of diagnosis, capitalization does not matter
- › short - defined shortcut of diagnosis, capitalization does not matter

After entering the search criteria and pressing the "Search" button, the search engine displays a list of items in the dictionary matching search criteria. As the ICD-10 dictionary is the standard, so there is no possibility of adding, modifying or deleting items in the dictionary. It is only possible to assign a shortcut to the diagnosis (shortcut can be used in the reporting of diagnoses in the form of data of service – when entering a shortcut of diagnosis in the data form of service, the system prompt diagnosis with assigned shortcut).




Settlements · Dictionaries · ICD-10			
Code	<input type="text" value="J11"/>		
Name	<input type="text"/>		
Short	<input type="text"/>		
<input checked="" type="checkbox"/> Search <input type="button" value="← Back to dictionary versions list"/>			
<input type="button" value="← Previous"/> <input type="text" value="1"/> <input type="button" value="Next →"/>			
No.Code ICD-10	Name of recognition	Short	Actions
1 J11	Grypa wywołana niezidentyfikowanym wirusem		Edit
2 J11.0	Grypa z zapaleniem płuc wywołana niezidentyfikowanym wirusem		Edit
3 J11.1	Grypa z innymi objawami z dróg oddechowych wywołana niezidentyfikowanym wirusem		Edit
4 J11.8	Grypa z innymi objawami wywołana niezidentyfikowanym wirusem		Edit

To assign a shortcut to diagnosis, press the "Edit" button at the appropriate diagnosis from the

search results list. You will see a data form of diagnosis where you can enter the shortcut and approve it by pressing "Save" button.

Settlements · Dictionaries · ICD-10

Code ICD-10	J11
Name of recognition	Grypa wywołana niezidentyfikowan
Shortcut to code	

 Save  Cancel  Back to search

ICD-9

The "ICD-9" functionality from the "Dictionaries" submenu in "Settlement" menu is used to update the dictionary of medical procedures and management of the dictionary. After selecting this functionality there is displayed a list of version of the ICD-9 dictionary. Each version has defined start date of validating. At every version there is the "Select" button allows to go to manage the dictionary in this version. Below the list of the dictionary's version there is "Update" button, used to updating the dictionary.

Settlements · Dictionaries · ICD-9		
No.Dictionary version	Start date	Actions
1 5.19	2013-01-01	 Select

 Update  Finish

To update the ICD-9 dictionary, enter to the system the next version of the dictionary (older versions remain in the system). When you press the "Update" button there appears update form, in which you can specify the dictionary file from your computer, enter the version of the dictionary and the start date of validation of this version of the dictionary. The dictionary file should have CSV format with the data starts from the first line, separated by semicolons and not covered by quotes. Expected file encoding is UTF-8. Each line of the file should contain four values: ICD-9 code (the value cannot be empty), the name of medical procedure (the value cannot be empty), shortcut to code (the value can be empty), average cost (integer, the value can be empty).

Settlements • Dictionaries • ICD-9

Dictionary file (CSV)

Wybierz plik Nie wybrano pliku

Dictionary version

Start date

✓ Import

← Back to dictionary versions list

CSV file structure

- data placed from the first row
- data separated by semicolons
- data not included in quotes
- set of code UTF-8

CSV file format

- code ICD-9 (obligatory)
- name of medical procedure (obligatory)
- shortcut to code (optional)
- average cost - integer (optional)

After completing the form and pressing the "Import" button, system reads data from a dictionary file and creates a new version in the system. In the system is necessary to store all versions of the dictionary to possible correction data of older services – medical procedures' codes reported at the service have to come from the version of ICD-9 dictionary, valid on the date of service realization.

Settlements • Dictionaries • ICD-9		
No.	Dictionary version	Start date
1	5.19	2013-01-01
2	5.21	2014-01-01
		Actions
		Select
		Select
		Update Finish

After pressing the "Select" button at the selected version of the ICD-9 dictionary, there is displayed a search engine of positions in the dictionary. You can search by any combination of the following criteria:

- › code - code or part of the ICD-9 code, capitalization does not matter
- › name - part of the name of medical procedure, capitalization does not matter
- › short - defined shortcut of medical procedure, capitalization does not matter

After entering the search criteria and pressing the "Search" button, the search engine displays a list of items in the dictionary matching search criteria. As the ICD-9 dictionary is the standard, so there is no possibility of adding, modifying or deleting items in the dictionary. It is only possible to assign a shortcut to the medical procedure (shortcut can be used in the reporting of medical procedures in the form of data of service – when entering a shortcut of medical procedure in the data form of service, the system prompt procedure with assigned shortcut) and specify average cost of medical procedure (average cost can be used in the reports purposes).

Settlements > Dictionaries > ICD-9

Code

89.001

Name

Short

✓ Search

← Back to dictionary versions list

← Previous

1

Next →

No.	Code ICD-9	Name of medical procedure	Short	Median cost	Actions
1	89.001	Konsultacja ginekologiczna			Edit
2	89.0010	Konsultacja dermatologiczna			Edit

To assign a shortcut and average cost to medical procedure, press the "Edit" button at the appropriate medical procedure from the search results list. You will see a data form of medical procedure where you can enter the shortcut and average cost and approve it by pressing "Save" button.

Settlements > Dictionaries > ICD-9

PKWiU code ICD-9

89.001

Name of medical procedure

Konsultacja ginekologiczna

Shortcut to code

Average cost

Save

Cancel

← Back to search

NFZ services

The "NFZ services" functionality from the "Dictionaries" submenu in "Settlement" menu is used to manage dictionaries of benefits contained in agreements with the NFZ. After selecting this functionality there is displayed a list of agreements with the NFZ.

Settlements > Dictionaries > NFZ services

2011

2012

2013

2014

No.	Agreement number	Kind of service	Actions
1	070001048140198	LECZENIE STOMATOLOGICZNE	<div>Select →</div>
2	070001048140602	PODSTAWOWA OPIEKA ZDROWOTNA	<div>Select →</div>
3	070001048140616	AMBULATORYJNA OPIEKA SPECJALISTYCZNA	<div>Select →</div>

Agreements are divided into years (agreement from consecutive years are available in separate tabs). For each agreement there is displayed the "Select" button, which when pressed displays a list

of benefits contained in the agreement.

Settlements
Dictionaries
NFZ services

←

Previous

1

2

3

4

5

6

...

9

10

Next

→

No.	Service code	Service name	Shortcut of code / name	Ministerial provision	Code of Default code ICD-9	Actions
1	5.13.00.2312010	TREPANACJA MARTWEGO ZĘBA Z ZAOPATRZENIEM UBYTKU OPATRUNKIEM		3.4	23.1201	Edit
2	5.13.00.2312020	DEWITALIZACJA MIAZGI ZĘBA Z ZAOPATRZENIEM UBYTKU OPATRUNKIEM		3.4	23.1202	Edit
3	5.13.00.2312030	AMPUTACJA PRZYŻYCIOWA MIAZGI ZĘBA Z NIEUFORMOWANYM KORZENIEM		3.4	23.1203	Edit
4	5.13.00.2312040	AMPUTACJA PRZYŻYCIOWA MIAZGI ZĘBA W UZASADNIONYCH PRZYPADKACH		3.4	23.1204	Edit
5	5.13.00.2312050	EKSTYRPACJA PRZYŻYCIOWA MIAZGI ZĘBA Z NIEUFORMOWANYM KORZENIEM - ZA JEDEN KANAŁ		3.4	23.1205	Edit
6	5.13.00.2312060	EKSTYRPACJA PRZYŻYCIOWA MIAZGI JEDNEGO KANAŁU		3.4	23.1206	Edit
7	5.13.00.2312080	EKSTYRPACJA ZDEWITALIZOWANEJ MIAZGI ZĘBA Z NIEUFORMOWANYM KORZENIEM - ZA JEDEN KANAŁ		3.4	23.1208	Edit
8	5.13.00.2312090	EKSTYRPACJA ZDEWITALIZOWANEJ MIAZGI ZĘBA JEDNEGO KANAŁU		3.4	23.1209	Edit
9	5.13.00.2312100	AMPUTACJA MORTALNA MIAZGI ZĘBA MLECZNEGO		3.4	23.121	Edit
10	5.13.00.2313060	CZASOWE WYPEŁNIENIE JEDNEGO KANAŁU		3.4	23.1306	Edit

←

Back to agreements list

Because the list of services results directly from the agreement with the NFZ, it is not possible to add and remove services, and editing data of services that are included in the agreement. However, it is possible to supplement data of each service with shortcut, the ministerial code of provision and default ICD-9 code. To some benefits, the system automatically assigns ministerial codes of provisions and default ICD-9 codes itself, but you can modify them. At each provision there is available the "Edit" button allows you to view the data form of provision.

Settlements
Dictionaries
NFZ services

Service code	5.13.00.2319060
Service name	PLASTYKA POŁĄCZENIA USTNO-ZATOKOWEGO JAKO SAMODZIELNE POSTĘPOWANIE
Ministerial Code of provision	3.4 - advice
Code shortcut / name of service	
Default code of procedure ICD-9	23.1906

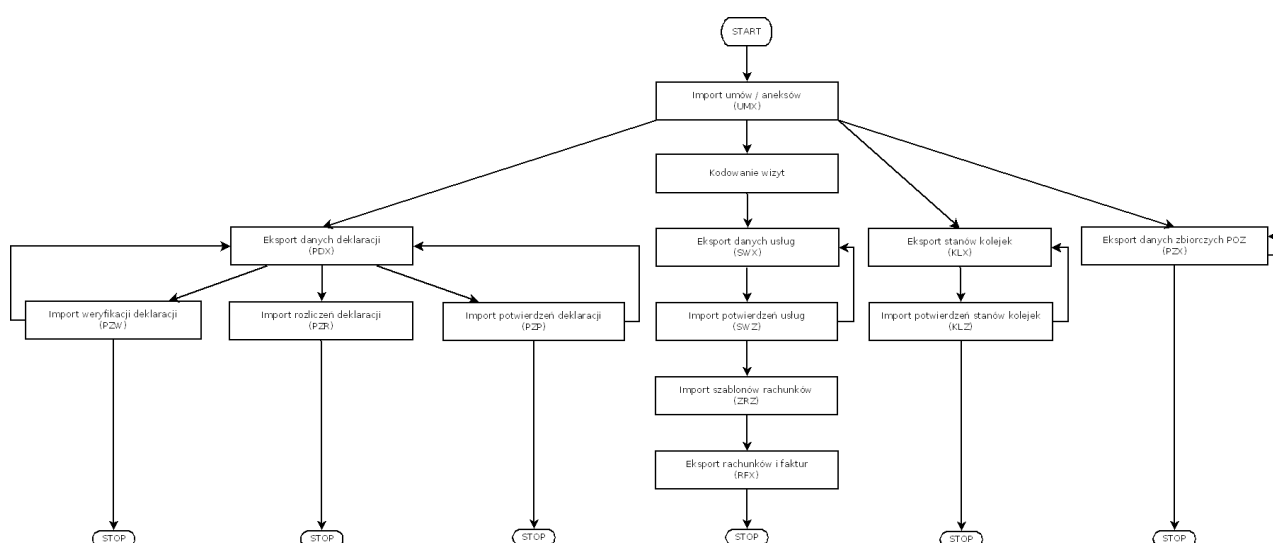
Save
 Back to list of positions in dictionary

After entering to the form the ministerial code of benefit, shortcut and the default code of medical procedure (these fields are not mandatory) save your changes by clicking "Save" button. If the benefit will be assigned with a ministerial code of benefit and default code of procedure, then in the form of data of service, after specifying code of this benefit, the ministerial code of provision and code of medical procedure will be filled automatically. The shortcut may be used in the form of data of service while entering code of service - entering shortcut, the system will prompt code of

provision (service) bearing the shortcut.

Messages

Functionalities from submenu "Messages" in the "Settlements" menu are used to support the exchange of information between the jHIS system and the NFZ SZOI system. The process of settlements with the NFZ is based on the exchange of files between the jHIS and the NFZ SZOI system - the jHIS system generates files which are imported (manually) into the NFZ SZOI system, and the NFZ SZOI system generates files that then are (manually) imported into the jHIS system. The exchanged files are in XML format with a strictly fixed structure compressed with ZIP algorithm with any name and extension appropriate to the type of file instead of the ".zip" extension (eg. Agreement_stomatology_2014.umx). The process of settlements with the NFZ from the point of view of the jHIS system is shown in the following diagram:



The settlement process begins by importing to the jHIS system agreement in form of a UMX file downloaded from NFZ SZOI system. The settlement process is divided into four separate sub-processes:

› Settlement of declaration

- Step I: Details of declaration are exported from the jHIS system to PDX files - the files should then be transferred to the NFZ SZOI system
- Step II: After processing PDX files by the NFZ, from the NFZ SZOI system are downloaded files of confirmation of the declaration (PZP) and verification of the declaration (PZW) - these files should be imported into the jHIS system.
- Step III: If the PZP and PZW files are imported to the jHIS system and declarations rejected by the NFZ exist in the jHIS system, then such declarations can be corrected and repeat the process of settlement of the declaration.
- Step IV: When the day of settlement of the declaration passed, files of settlements of declaration (PZR) are exported from NFZ SZOI system - these files can be imported into the jHIS system.

› Settlement of services

- Step I: Realized visits are coded in jHIS system
 - Step II: Data of service are exported from the jHIS system to SWX files - the files should then be transferred to NFZ SZOI system
 - Step III: After processing the SWX file by the NFZ, files of confirmation of the services (SWZ) are downloaded from NFZ SZOI system - these files should be imported into the jHIS system.
 - Step IV: If the SWZ files are imported into the jHIS system and services rejected by the NFZ exist in the jHIS system, then these services can be corrected and repeat the process of accounting for these services.
 - Step V: When the day of settlement of services will pass, files of templates of bills (ZWZ) are downloaded from NFZ SZOI system - the files should be imported into the jHIS system.
 - Step VI: For each template of bill from jHIS system there are exported RFX files with bills - the files should then be transferred to NFZ SZOI system.
- › Reporting waiting queues
- Step I: Data of waiting queues are exported from the jHIS system to KLX file - this file should then be transferred to the NFZ SZOI system
 - Step II: After processing the KLX file by the NFZ, from the NFZ SZOI system is download file of queue states confirmations (KLZ) - this file should be imported into the jHIS system.
 - Step III: If the NFZ SZOI showed errors of queues states then the process of reporting states of queues can be retried.
- › Reporting pooled data of POZ services
- Step I: Pooled data of POZ services are exported from the jHIS system to PZX file - this file should then be transferred to the NFZ SZOI system
 - Step II: There is a possibility of recurrence of the process of reporting pooled data of POZ services.

Export

Functionalities of "Export" submenu are used to create (export) files (messages) in the jHIS system with data transferred to the NFZ SZOI system.

Services (SWX)

The "Services (SWX)" functionality is used to generate SWX files with data of services to transfer to NFZ SZOI system. After selecting this function there is displayed a list of contracts with the NFZ. Agreements are divided into years (agreements with consecutive years are available in separate tabs).

Settlements › Messages › Export › Services (SWX)		
<div> <div>2011</div> <div>2012</div> <div>2013</div> <div>2014</div> </div>		
No. Agreement number	Kind of service	Actions
1 070001048140198	LECZENIE STOMATOLOGICZNE	Select ➔
2 070001048140602	PODSTAWOWA OPIEKA ZDROWOTNA	Select ➔
3 070001048140616	AMBULATORYJNA OPIEKA SPECJALISTYCZNA	Select ➔

At each agreement there is displayed the "Select" button, which when pressed displays a form of parameters of created SWX file. In this form you have to specify the creation date of the message and the range of dates of service realization (settled in the chosen contract), which data are expected to be in created SWX file.

Settlements › Messages › Export › Services (SWX)

Date of message creating

Date of service realization

from

to

✓ Generate

✗ Finish

After completing the form and pressing the "Generate" button the SWX file is created with data of services (if any services were realized within the specified time) and under the form there is displayed a link to download the created SWX file.

Settlements › Messages › Export › Services (SWX)

Message has been generated

» [Click here to get generated message](#) «

Date of message creating

2015-06-09

Date of service realization

from

2013-08-01

to

2015-08-26

✓ Generate

✗ Finish

In one SWX file may occur up to 5000 services. If during the period specified in form were realized more than 5000 services, the system will automatically divide realized services on batches of up to 5,000 services and for each such batch is created a separate SWX file and under the form instead of

a single link there is displayed as many links as many SWX files has been created .

Created SWX files should be downloaded by clicking on the link, saved on disk space and transferred to NFZ SZOI system.

Diagnostic examinations (WBX)

The "Diagnostic examinations (WBX)" functionality is used to generate WBX files with data of diagnostic examinations to transfer to NFZ SZOI system. After selecting this function there is displayed a list of contracts with the NFZ. Agreements are divided into years (agreements with consecutive years are available in separate tabs).

Settlements » Messages » Export » Diagnostic examinations (WBX)		
<div>2011 2012 2013 2014 2015</div>		
No. Agreement number	Kind of service	Actions
1 070001048150198	LECZENIE STOMATOLOGICZNE	Select ➔
2 070001048150602	PODSTAWOWA OPIEKA ZDROWOTNA	Select ➔

At each agreement there is displayed the "Select" button, which when pressed displays a form of parameters of created WBX file. In this form you have to specify the creation date of the message and the range of dates of realization of the diagnostic examinations (settled in the chosen contract), which data are expected to be in created WBX file. After completing the form and pressing the "Generate" button the WBX file is created with data of diagnostic examinations (if any examinations were realized within the specified time) and under the form there is displayed a link to download the created WBX file.

Settlements » Messages » Export » Diagnostic examinations (WBX)

Message has been generated

» Click here to get generated message «

Date of message creating

2015-11-12

Date of service realization

from

2015-11-01

to

2015-11-30

✓ Generate ✕ Finish

In one WBX file may occur up to 10000 services. If during the period specified in form were realized more than 10000 examinations, the system will automatically divide realized examinations on batches of up to 10000 examinations and for each such batch is created a separate WBX file and under the form instead of a single link there is displayed as many links as many WBX files has been created .

Created WBX files should be downloaded by clicking on the link, saved on disk space and

transferred to NFZ SZOI system.

Declarations (PDX)

The "Declarations (PDX)" functionality is used to generate PDX files with data of declarations to transfer to NFZ SZOI system. After selecting this functionality there is displayed a list of contracts with the NFZ. Agreements are divided into years (agreements with consecutive years are available in separate tabs).

Settlements » Messages » Export » Declarations (PDX)			
2011	2012	2013	2014
No. Agreement number	Kind of service		Actions
1 070001048140198	LECZENIE STOMATOLOGICZNE		Select →
2 070001048140602	PODSTAWOWA OPIEKA ZDROWOTNA		Select →
3 070001048140616	AMBULATORYJNA OPIEKA SPECJALISTYCZNA		Select →

At each agreement there is displayed the "Select" button, which when pressed displays a form of parameters of created PDX file. In this form you have to specify the creation date of the message declaration type (declaration to doctor, nurse and midwife are transferred in one PDX file and declaration to school medicine in another).

Settlements » Messages » Export » Declarations (PDX)

Date of message creating

Declaration type

✓ Generate ✕ Finish

After completing the form and pressing the "Generate" button the PDX file is created with data of declarations and under the form there is displayed a link to download the created PDX file.

Settlements » Messages » Export » Declarations (PDX)

Message has been generated

» Click here to add generated message «

Date of message creating

2015-08-25

Declaration type

doctor, nurse, midwife

✓ Generate ✕ Finish

Created PDX files should be downloaded by clicking on the link, saved on disk space and transferred to NFZ SZOI system.

Queues (KLX)

The "Queues (KLX)" functionality is used to generate KLX files with states of waiting queues and first available dates to transfer to NFZ SZOI system. After selecting this functionality there is displayed a form of parameters of created KLX file, where you should specify the date of creating message, reported period – year and month (for states of queues) and/or the reference date for the free dates (for the first free dates)

Settlements › Messages › Export › Queues (KLX)

Date of message creating

Include queues states

☐

Queue states for period

2015

July

▼

Include free terms

☐

Free terms per day

✓ Generate ✕ Finish

After completing the form and pressing the "Generate" button the KLX file is created with states of waiting queues and first available dates and under the form there is displayed a link to download the created KLX file, and in addition, link to download and print report with states of waiting queues, if in the form there was selected option "Include queues states" (the report has PDF format)

Settlements › Messages › Export › Queues (KLX)

Message has been generated

» [Click here to get generated message](#) «

» [Click here to get generated report](#) «

Date of message creating

2015-08-25

Include queues states

☒

Queue states for period

2015

July

▼

Include free terms

☒

Free terms per day

2015-08-03

✓ Generate ✕ Finish

Created KLX files should be downloaded by clicking on the link, saved on disk space and transferred to NFZ SZOI system.

The report corresponding to the content of KLX file shows the states of waiting queues:

- › number of waiting patients
- › actual average waiting time (in days)
- › number of people deleted in a given month
- › number of people deleted in a given month because of service realization
- › number of people deleted in the last 6 months because of service realization

divided into a stable and urgent cases.

Report from waiting list
for month LIPIEC 2015

No.	Clinic	Medical category code	Number of waiting patients	Average actual time of waiting	Number of people deleted in given month	Number of people deleted in given month because of realization of service	Number of people deleted in last 6 months because of realization of service
1	PORADNIA OKULISTYCZNA UL. BŁONSKA 46/48, 05-807 PODKOWA LEŚNA	stable	17	0	0	0	0
		urgent	9	0	0	0	0

Created reports with states of waiting queues are stored in the system jHIS and available for download after selecting "Queues (KLX)" functionality from the "Data" submenu.

POZ collective data (PZX)

The "POZ collective data (PZX)" functionality is used to generate PZX files with collective data of POZ services to transfer to NFZ SZOI system. After selecting this functionality there is displayed a list of contracts with the NFZ. Agreements are divided into years (agreements with consecutive years are available in separate tabs).

Settlements › Messages › Export › POZ collective data (PZX)

2011 2012 2013 2014

No. Agreement number	Kind of service	Actions
1 070001048140198	LECZENIE STOMATOLOGICZNE	Select ➔
2 070001048140602	PODSTAWOWA OPIEKA ZDROWOTNA	Select ➔
3 070001048140616	AMBULATORYJNA OPIEKA SPECJALISTYCZNA	Select ➔

At each agreement there is displayed the "Select" button, which when pressed displays a data form of created PZX file. In this form you have to specify the creation date of the message, date of the end of the reporting period (based on the date, there is set the reporting period to transfer in the message), the reporting period and enter the amount of the types of services and poll's positions

identified by the codes contained in the annex to the contract with the NFZ. By default, there is displayed five triples of fields to entering types, sub-types and amounts of services and five pairs of fields to enter codes and the number of polls' positions. If there is a need for entering more data, use the "more" buttons visible in the form (triplets and a pairs of fields that will not be filled, will be ignored at creating the PZX file).

Settlements › Messages › Export › POZ collective data (PZX)

Date of message creating
End date of the reporting period
Reporting period
Type of report

Service type	Service subtype	Number of occurrences

+ More

Code of poll positions	Number of occurrences

+ More

✓ Generate ✕ Finish

After completing the form and pressing the "Generate" button, PZX file is created with the collective data of POZ services and under the form there is displayed a link to download created file.

Message has been generated

» [Click here to get generated message](#) «

Date of message creating	2015-08-26	
End date of the reporting period	2015-08-27	
Reporting period	-----	
Type of report	-----	

Service type	Service subtype	Number of occurrences

[+ More](#)

Code of poll positions	Number of occurrences

[+ More](#)

[✓ Generate](#) [✗ Finish](#)

Created PDX file should be downloaded by clicking on the link, saved on disk space and transferred to NFZ SZOI system.

In this form, in addition there is field of type of report, which contains pre-defined types of reports in case of POZ contracts. After selecting the type of report, part of form intended to enter the number of the types of services and polls' positions changes the view - codes of positions and types of services are filled automatically (according to the type of the report), you cannot modify them or enter additional fields ("More" buttons disappear).

Settlements › Messages › Export › POZ collective data (PZX)		
Date of message creating	2016-05-01	
End date of the reporting period	2016-05-31	
Reporting period	monthly report	
Type of report	Night & Holiday Health Care	

Code of poll positions	Number of occurrences
<i>NIGHT AND HOLIDAY HEALTH CARE - The number of medical consultations provided by telephone</i>	
101404	11
<i>NIGHT AND HOLIDAY HEALTH CARE - The number of visits to outpatient nursing granted</i>	
100904	74
<i>NIGHT AND HOLIDAY HEALTH CARE - the number of visits nursing granted either away</i>	
101004	55

[✓ Generate](#) [✗ Finish](#)

After selecting the type of report, entering the numbers of occurrences and pressing "Generate" button, the PZX file is created with the collective data of POZ services and under the form there is displayed a link to download created file.

Settlements › Messages › Export › POZ collective data (PZX)

Message has been generated

» [Click here to get generated message](#) «

Date of message creating	2016-05-01
End date of the reporting period	2016-05-31
Reporting period	monthly report
Type of report	Night & Holiday Health Care

Code of poll positions	Number of occurrences
NIGHT AND HOLIDAY HEALTH CARE - The number of medical consultations provided by telephone	
101404	11
NIGHT AND HOLIDAY HEALTH CARE - The number of visits to outpatient nursing granted	
100904	74
NIGHT AND HOLIDAY HEALTH CARE - the number of visits nursing granted either away	
101004	55

Created PDX file should be downloaded by clicking on the link, saved on disk space and transferred to NFZ SZOI system.

If in the data form of the PDX message, the type of report will be changed on empty, then the view of the form will change to default (for self-entering codes and quantities).

Invoices (RFX)

The "Invoices (RFX)" functionality is used to generate RFX files with bills to transfer to NFZ SZOI system and printing invoices corresponding to these bills to transfer to the NFZ in paper form. After selecting this functionality there is displayed a list of contracts with the NFZ. Agreements are divided into years (agreements with consecutive years are available in separate tabs).

Settlements › Messages › Export › Invoices (RFX)

2011
2012
2013
2014

No.	Agreement number	Kind of service	Actions
1	070001048140198	LECZENIE STOMATOLOGICZNE	Select →
2	070001048140602	PODSTAWOWA OPIEKA ZDROWOTNA	Select →
3	070001048140616	AMBULATORYJNA OPIEKA SPECJALISTYCZNA	Select →

At each agreement there is displayed the "Select" button, which when pressed displays a form of parameters of created RFX file. In this form you have to specify the creation date of the message, select template of bill (ZRZ file) downloaded from NFZ SZOI system and loaded earlier to the jHIS system (templates with bill issued are marked with character ®), enter document number and in

case of correctives – also select corrected document. PKWiU code and legal basis are filled by default, but they can be modifying.

Settlements › Messages › Export › Invoices (RFX)

Date of message creating	<input type="text"/>
Template of bill	----- ▾
Document number	<input type="text"/>
Corrected document	----- ▾
Code PKWiU	86
Legal basis	Usługi zwolnione na podstawie art.
Date of service realization	<input type="text"/>
Cause of correction	<input type="text"/>
<input checked="" type="button" value="Generate"/> <input type="button" value="Finish"/>	

After completing the form and pressing the "Generate" button, the RFX file with invoice is created and under the form there is displayed a link to download the created RFX file, and in addition, link to download and print invoice corresponding to the RFX file (invoice has PDF format).

Settlements › Messages › Export › Invoices (RFX)

Message has been generated

» [Click here to get generated bill «](#)

» [Click here to get generated invoice «](#)

Date of message creating	2015-08-27
Template of bill	Template 783460 - benefits granted t
Document number	2343234
Corrected document	----- ▾
Code PKWiU	86
Legal basis	Usługi zwolnione na podstawie art.
Date of service realization	2015-08-27
Cause of correction	<input type="text"/>
<input checked="" type="button" value="Generate"/> <input type="button" value="Finish"/>	

Created RFX file should be downloaded by clicking on the link, saved on disk space and transferred to NFZ SZOI system and invoice should be downloaded by clicking on the link, printed and transferred to the NFZ in paper form.

RFX_000289_20150827_000785.pdf - Nuance PDF Reader 6.0

File Edit View Document Comments Forms Tools Window Help

Make Word files into PDFs

Ext.: 07-00-01048-14-06/02-39/a Invoice VAT no 23432343 for month Syczeń 2014
to invoice no 07-00-01048-14-06/02 with original number 1-00091-01-01-2014-2014/11

Place and date of issue
Warsaw, d. 2015-08-27

Template no: 783460 ORIGINAL / COPY

Supplier, issuer of evidence:
NZOZ BASIS
Adres: ul. Błomska 46/48, 05-807 Podkowa Leśna, kod wg GUS 1234567
Numer rachunku: 1010101010101010101010
Kod: 00-00-01010, NIP: 111-000-11-00, REGON: 001010001

recipient and payer of evidence:
Mazowiecki Oddział Wojewódzki Narodowego Funduszu Zdrowia z siedzibą w Warszawie
Adres: ul. Chałubińskiego 8, 00-613 Warszawa

Purchaser:
Narodowy Fundusz Zdrowia z siedzibą w Warszawie
Adres: ul. Grójecka 186, 02-390 Warszawa
NIP: 107-00-01-057

Purchase date: 31 Syczeń 2014 Term of sales: according to the agreement Method of payment: transfer

No.	Service code PKWiU code	Point of agreement	Service name	Amount Tm	Unit price Net	VAT (%) Val	Unit price Gross
1	01.00.10.092.01 86	1	SWIADCZENIA LEKARZA POZ				
	5.01.00.0000022		SWIADCZENIA LEKARZA W DPS, PLACÓWKACH SOCJALIZACYJNYCH, INTERWENCYJNYCH, RESOCJALIZACYJNYCH	253 KAPIT	20.00 5060.00	zw. 0.00	20.00 5060.00
	5.01.00.0000023		SWIADCZENIA LEKARZA POZ - UBEZPIECZENI 0-6 RZ.	6922 KAPIT	16.00 110752.00	zw. 0.00	16.00 110752.00
	5.01.00.0000025		SWIADCZENIA LEKARZA POZ-UBEZPIECZENI POWYZEJ 65 RZ.	8784 KAPIT	16.00 140544.00	zw. 0.00	16.00 140544.00
	5.01.00.0000042		SWIADCZENIA LEKARZA POZ - UBEZPIECZENI 7-19 RZ.	8530 KAPIT	9.60 81888.00	zw. 0.00	9.60 81888.00

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using PDF Converter Pro 7

6	01.00.34.018.11 86	18	SWIADCZENIA POLOZNEJ POZ - WIZYTA PATRONAZOWA	4694 KAPIT	0.45 2112.30	zw. 0.00	0.45 2112.30
	5.01.00.0000089		WIZYTA PATRONAZOWA	89565 KAPIT	0.37 33139.05	zw. 0.00	0.37 33139.05

VAT rate	Net	VAT	Gross
zw.	1491394.56	0.00	1491394.56
SUMMARY:	1491394.56	0.00	1491394.56

Notes: Usługi zwolnione na podstawie art. 43 ust. 1 pkt 16 ustawy o VAT - PKWiU 86.
Service date: 2015-08-27

Total to pay: 1491394.56
In words: jeden milion czterysta dziewięćdziesiąt jeden tysięcy trzysta dziewięćdziesiąt cztery złote pięćdziesiąt sześć groszy

(Date, legible signature and stamp of the person authorized to receive a document/)

(Date, legible signature of the person authorized to issue a document/)

Corrective bills and corrective invoices are issued similarly. In the form there should then be selected a correction template and corrected document.

Settlements > Messages > Export > Invoices (RFX)

Date of message creating	2015-08-27
Template of bill	Template 783461 of correction 783461
Document number	343345
Corrected document	Invoice POZ1
Code PKWiU	86
Legal basis	Usługi zwolnione na podstawie art.
Date of service realization	2015-08-27
Cause of correction	test
<input checked="" type="button" value="Generate"/> <input type="button" value="Finish"/>	

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2	01.0032.143.01	2	SWIADCZENIA PIELEGNIARKI POZ	before	65963	2.22	zw.	2.22
86	5.01.00.0000026		SWIADCZENIA PIELEGNIARKI POZ-UBEZPIECZENI 7-65 RZ	after	KAPIT	146437.86	0.00	146437.86
					65966	2.22	zw.	2.22
					KAPIT	146298.00	0.00	146298.00

VAT rate	Net	VAT	Gross
zw.	-551.86	0.00	-551.86
SUMMARY:	-551.86	0.00	-551.86

Notes: Usługi zwolnione na podstawie art. 43 ust. 1 pkt 16 ustawy o VAT - PKWU 86.
Service date: 2015-08-27
Cause of correction: test

Total to pay: -551.86
In words: minus pięćset pięćdziesiąt jeden złotych osiemdziesiąt sześć groszy

(Date, legible signature and stamp of the person authorized to receive a document)

(Date, legible signature and stamp of the person authorized to issue a document)

Invoices in PDF format are stored in jHIS system and are available to download in „Invoices (RFX)” functionality of “Data” submenu.

Import

Functionalities from "Import" submenu are used to load (import) files (messages) from the NFZ SZOI system to the jHIS system.

Contracts (UMX)

The "Contracts (UMX)" functionality is used to import contracts and annexes downloaded from the NFZ SZOI system in the form of UMX files. After selecting this functionality there is displayed the import form of UMX file.

Settlements › Messages › Import › Contracts (UMX)

UMX File Nie wybrano pliku.

Pin services ☐

NOTICE! If contract has past date of beginning of being in force then marking the field of "Pin services" will lead to automatic pin of already entered services from the previous version of the given contract to the one being currently imported.

☒ Import ☐ Finish

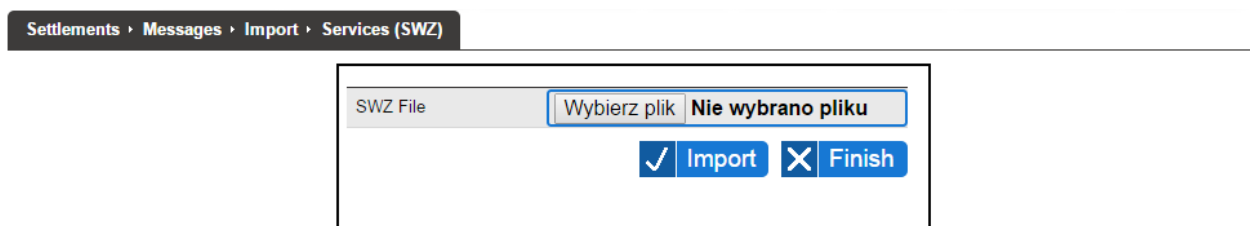
After selecting the file from the disk and possibly checking the field to pin services to imported contract (if annex is being imported to the system and import is delayed i.e. annex has past date of the beginning of validity, then within the system there can exist services which have been entered to the system within the framework of previous version of contract while they should have been entered in the framework of imported annex – in that case checking the field of „Pin services” will automatically cause movement of services entered to the system in the framework of previous version of contract from that version of contract to the annex being currently imported) and pressing the "Import" button, the file is loaded into the jHIS system. The relevant message displayed under

the form informs about the completion of the loading.

Data from imported agreements are available to preview in the "Contracts (UMX)" functionality from the "Data" submenu.

Services (SWZ)

The "Services (SWZ)" functionality is used to import services' confirmations downloaded from the NFZ SZOI system in the form of SWZ files. After selecting this functionality there is displayed the import form of SWZ file.



After selecting the file from the disk and pressing the "Import" button, the file is loaded into the jHIS system. The relevant message displayed under the form informs about the completion of the loading.


Data from imported agreements are available to preview in the "Contracts (UMX)" functionality from the "Data" submenu.

Imported SWZ files for each service are carrying information about its acceptance, rejection or removal. When importing SWZ file, the jHIS system changes states of services on "accepted" or "rejected" or removes services depending on the information contained in the SWZ file, and also saves at the service feedback information from NFZ, which are shown under the form of service's data.

Diagnostic examinations (WBZ)

The "Diagnostic examinations (WBZ)" functionality is used to import diagnostic examinations' confirmations downloaded from the NFZ SZOI system in the form of WBZ files. After selecting this functionality there is displayed the import form of WBZ file.

Funkcjonalność „Badania diagnostyczne (WBZ)” służy do importowania potwierdzeń danych badań diagnostycznych pobranych z systemu NFZ SZOI w formie plików WBZ. Po wybraniu tej funkcjonalności wyświetla się formularz importowania pliku WBZ.



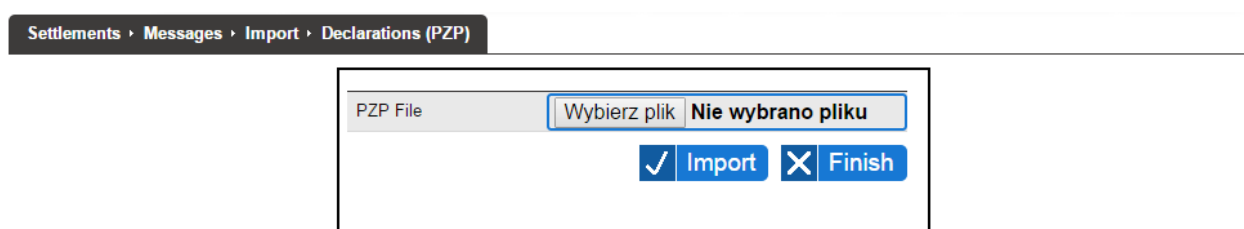
After selecting the file from the disk and pressing the "Import" button, the file is loaded into the

jHIS system. The relevant message displayed under the form informs about the completion of the loading.

Imported WBZ files for each examination are carrying information about its acceptance, rejection or removal. When importing WBZ file, the jHIS system changes states of examinations on "accepted" or "rejected" or removes examinations depending on the information contained in the WBZ file, and also saves at the examination feedback information from NFZ, which are shown under the form of examination's data.

Declarations (PZP)

The "Declarations (PZP)" functionality is used to import declarations' confirmations downloaded from the NFZ SZOI system in the form of PZP files. After selecting this functionality there is displayed the import form of PZP file.



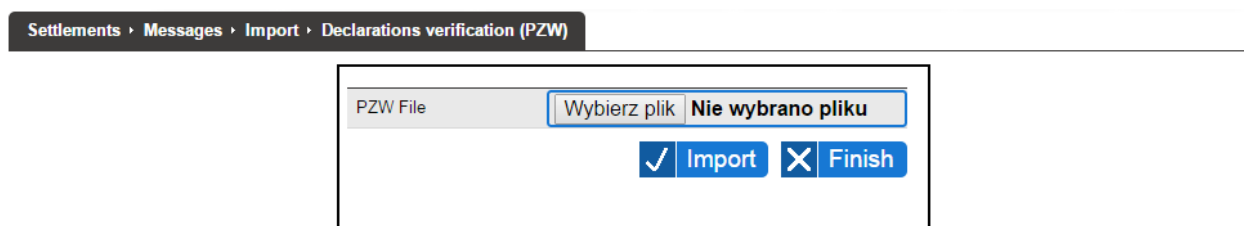
The screenshot shows a web interface with a breadcrumb trail: "Settlements > Messages > Import > Declarations (PZP)". Below this, there is a form titled "PZP File". It contains a file selection button labeled "Wybierz plik" and a status indicator "Nie wybrano pliku". At the bottom of the form, there are two buttons: "Import" (with a checkmark icon) and "Finish" (with an 'X' icon).

After selecting the file from the disk and pressing the "Import" button, the file is loaded into the jHIS system. The relevant message displayed under the form informs about the completion of the loading.

In PZP files NFZ can transfer feedback information for each declaration – after loading PZP file, included information are displayed under the data forms of declarations in the patients cards.

Declarations verification (PZW)

The "Declarations verification (PZW)" functionality is used to import verifications of declarations downloaded from the NFZ SZOI system in the form of PZW files. After selecting this functionality there is displayed the import form of PZW file.



The screenshot shows a web interface with a breadcrumb trail: "Settlements > Messages > Import > Declarations verification (PZW)". Below this, there is a form titled "PZW File". It contains a file selection button labeled "Wybierz plik" and a status indicator "Nie wybrano pliku". At the bottom of the form, there are two buttons: "Import" (with a checkmark icon) and "Finish" (with an 'X' icon).

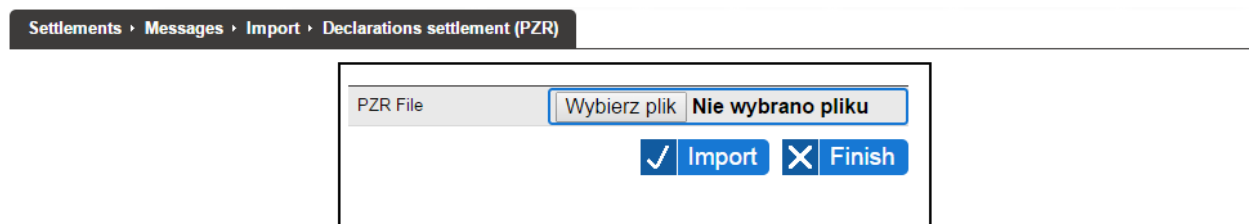
After selecting the file from the disk and pressing the "Import" button, the file is loaded into the jHIS system. The relevant message displayed under the form informs about the completion of the loading.

Imported PZW files for each declaration are carrying information about its acceptance or rejection. When you import a PZW file, the jHIS system changes declarations' states on "active" or "rejected".

In the PZW files NFZ can transmit a feedback information for each declaration - after loading the PZW file, contained information are displayed under the forms of declarations in patients cards (typical information transferred in a PZW file is to determine the reason for the rejection of the declaration by the NFZ).

Declarations settlement (PZR)

The "Declarations settlement (PZR)" functionality is used to import statistics of settlement of declarations downloaded from the NFZ SZOI system in the form of PZR files. After selecting this functionality there is displayed the import form of PZR file.

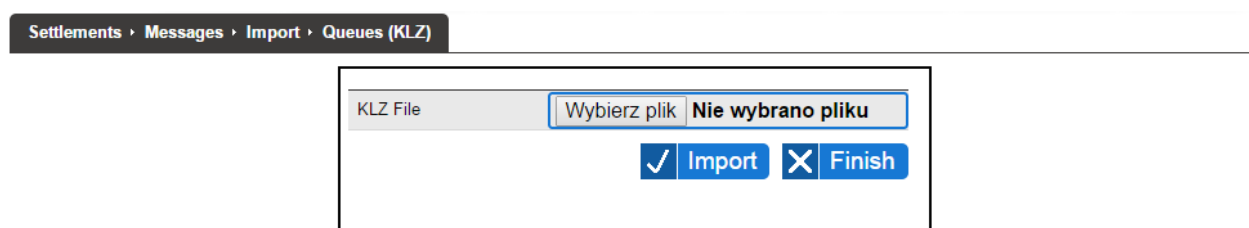


After selecting the file from the disk and pressing the "Import" button, the file is loaded into the jHIS system. The relevant message displayed under the form informs about the completion of the loading.

Statistics of settlement of declarations are available to view in "Declarations settlement (PZR)" functionality from "Data" submenu.

Queues (KLZ)

The "Queues (KLZ)" functionality is used to import confirmations of waiting queues states downloaded from the NFZ SZOI system in the form of KLZ files. After selecting this functionality there is displayed the import form of KLZ file.



After selecting the file from the disk and pressing the "Import" button, the file is loaded into the jHIS system. The relevant message displayed under the form informs about the completion of the loading.

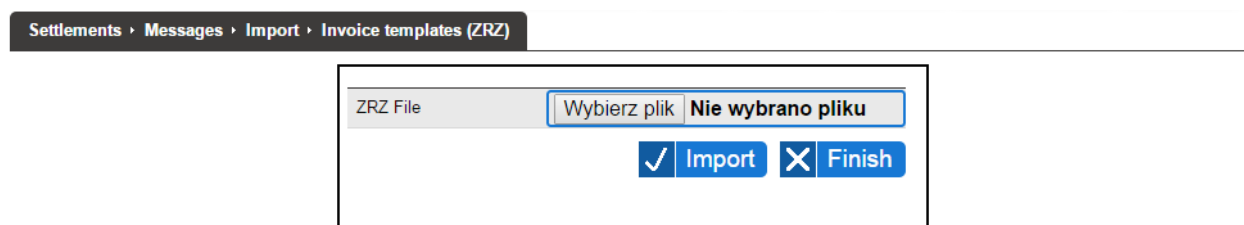
Feedback information from KLZ file are available to view in "Queues (KLZ)" functionality from "Data" submenu.

Invoice templates (ZRZ)

The "Invoice templates (ZRZ)" functionality is used to import templates of invoices downloaded

from the NFZ SZOI system in the form of ZRZ files. After selecting this functionality there is displayed the import form of ZRZ file.

Funkcjonalność „Szablony rachunków (ZRZ)” służy do importowania szablonów rachunków pobranych z systemu NFZ SZOI w formie plików ZRZ. Po wybraniu tej funkcjonalności wyświetla się formularz importowania pliku ZRZ.



After selecting the file from the disk and pressing the "Import" button, the file is loaded into the jHIS system. The relevant message displayed under the form informs about the completion of the loading.

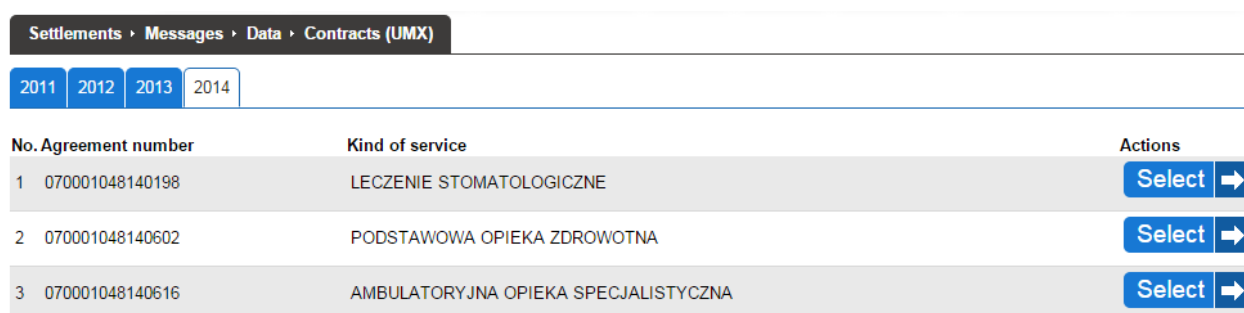
Data from imported templates of invoice are available to view in “Invoice templates (ZRZ)” functionality from “Data” submenu.

Data

Functionalities from “Data” submenu are used to view data from files (messages) created by jHIS system and transferred to the NFZ SZOI system and downloaded from NFZ SZOI system and loaded to NFZ system .

Contracts (UMX)

The "Contracts (UMX)" functionality is used to view data from contracts with NFZ – limits and types of services. After selecting this functionality there is displayed a list of contracts with the NFZ. Agreements are divided into years (agreements with consecutive years are available in separate tabs).



No. Agreement number	Kind of service	Actions
1 070001048140198	LECZENIE STOMATOLOGICZNE	Select →
2 070001048140602	PODSTAWOWA OPIEKA ZDROWOTNA	Select →
3 070001048140616	AMBULATORYJNA OPIEKA SPECJALISTYCZNA	Select →

At each agreement there is the "Select" button, which when pressed displays a form to display the limits and services for selected point of the contract.

Settlements › Messages › Data › Contracts (UMX)

Point of agreement

☒ Display limits
☒ Display services

At each point of the agreements in the form, there are shortcuts of clinics names, where can be realized services from the point of agreement. After indicating the point of the agreement and pressing the "Display limits" button, there are presented the limits of services realization included in the agreement as well as in all annexes to this agreement (if any exist) and the value of the current issue of the contract in each months. Both for the original contract as well as for each its annex and the current issue there is given the number of points, the unit price and value.

Settlements › Messages › Data › Contracts (UMX)

Point of agreement

Point 6 - ŚWIADCZENIA OGÓLNOSTOMATOLOGICZNE (BłońskaStom)

☒ Display limits
☒ Display services

No.	Month	Points	Price	Agreement Value	Points	Price	Execution Value
1	January	56624.0000	1.02	57756.48	0.0000	-	0.00
2	February	56617.0000	1.02	57749.34	0.0000	-	0.00
3	March	56617.0000	1.02	57749.34	280.0000	-	285.6000
4	April	60642.0000	1.02	61854.84	0.0000	-	0.00
5	May	64092.0000	1.02	65373.84	0.0000	-	0.00
6	June	68117.0000	1.02	69479.34	0.0000	-	0.00
7	July	56617.0000	1.02	57749.34	0.0000	-	0.00
8	August	56617.0000	1.02	57749.34	0.0000	-	0.00
9	September	56617.0000	1.02	57749.34	0.0000	-	0.00
10	October	56617.0000	1.02	57749.34	0.0000	-	0.00
11	November	56617.0000	1.02	57749.34	0.0000	-	0.00
12	December	56617.0000	1.02	57749.34	0.0000	-	0.00

After pressing the "Display services" button there is presented a list of services possible to report within a given point of agreement with point value specified in the agreement.

Point of agreement **Point 6 - ŚWIADCZENIA OGÓLNOSTOMATOLOGICZNE (BłońskaStom)**

☒ Display limits
 ☒ Display services

No.	Benefit	Agreement Points
1	5.13.00.2312100 - AMPUTACJA MORTALNA MIAZGI ZĘBA MLECZNEGO	15.0000
2	5.13.00.2312040 - AMPUTACJA PRZYŻYCIOWA MIAZGI ZĘBA W UZASADNIONYCH PRZYPADKACH	24.0000
3	5.13.00.2312030 - AMPUTACJA PRZYŻYCIOWA MIAZGI ZĘBA Z NIEUFORMOWANYM KORZENIEM	28.0000
4	5.13.00.2301021 - BADANIE KONTROLNE NIE CZĘŚCIEJ NIŻ 1 RAZ NA KWARTAŁ	11.0000
5	5.13.00.2301020 - BADANIE LEKARSKIE KONTROLNE 3 RAZY W OKRESIE 12 MIESIĘCY	11.0000
6	5.13.00.2301010 - BADANIE LEKARSKIE STOMATOLOGICZNE Z INSTRUKTAŻEM HIGIENY JAMY USTNEJ 1 RAZ W OKRESIE 12 MIESIĘCY	11.0000
7	5.13.00.2301050 - BADANIE LEKARZA SPECJALISTY Z KRÓTKĄ PISEMNĄ OCENĄ I WSKAZANIAMI DIAGNOSTYCZNO-TERAPEUTYCZNYMI DLA LEKARZA PROWADZĄCEGO, BEZ POWIĄZANIA Z INNYMI ŚWIADCZENIAMI GWARANTOWANYMI	22.0000
8	5.13.00.2302000 - BADANIE ŻYWOTNOŚCI ZĘBÓW Z OBJĘCIEM BADANIEM TRZECH ZĘBÓW SĄSIEDNICH LUB PRZECIWSZTAWNYCH	2.0000
9	5.13.00.2315040 - CAŁKOWITE OPRACOWANIE I ODBUDOWA ROZLEGŁEGO UBYTKU ZĘBA NA 2 POWIERZCHNIACH	50.0000
10	5.13.00.2315050 - CAŁKOWITE OPRACOWANIE I ODBUDOWA ROZLEGŁEGO UBYTKU ZĘBA NA 3 POWIERZCHNIACH (MOD)	61.0000

Declarations (PDX)

The "Declarations (PDX)" functionality is used to withdrawing the latest version of PDX message in a situation when the message was generated by mistake and was not transfer to the NFZ. As the NFZ expects continuity in the numbering of subsequent PDX messages within a given reporting period, the version of the message which was not transfer to the NFZ should be withdrawn before generating another message. Withdrawing the last version of PDX message with declarations to doctor, nurse and midwife is independent of withdrawal of the last version of PDX message with declarations of school medicine.

DOCTOR, NURSE, MIDWIFE

Last PDX version **Wersja 6 za okres 09/2015**

☒ Withdraw
 ☐ Finish

SCHOOL MEDICINE

Last PDX version **Wersja 1 za okres 10/2015**

☒ Withdraw
 ☐ Finish

Declarations settlement (PZR)

The "Declarations settlement (PZR)" functionality is used to view statistics of settlement of declarations loaded to jHIS system from PZR file. After selecting this functionality there is displayed the form to select the settlement period. After specifying the year and month and after pressing "Display" button there is presented a table of quantity of approved declarations divided for unitary products within particular contracts products (if for specified settlement period has been

loaded PZR file).

Settlements › **Messages** › **Data** › **Declarations settlement (PZR)**

Year2013MonthJune

✓ Display✕ Finish

No.	Contract product	Unitary product	Number of approved declarations
1	01.0010.092.01	5.01.00.0000022	377
2	01.0010.092.01	5.01.00.0000023	6039
3	01.0010.092.01	5.01.00.0000025	7864
4	01.0010.092.01	5.01.00.0000042	8865
5	01.0010.092.01	5.01.00.0000043	48240
6	01.0010.092.01	5.01.00.0000086	14656
7	01.0032.143.01	5.01.00.0000026	63145
8	01.0032.143.01	5.01.00.0000027	17400
9	01.0032.143.01	5.01.00.0000064	6121
10	01.0034.008.01	5.01.00.0000097	51371

✕ Finish

Queues (KLX)

The "Queues (KLX)" functionality is used to view reports with waiting queues states created earlier at exporting KLX files. After selecting this functionality there is displayed the form to select the settlement period. After specifying the year and month and after pressing “Display” button there is presented a table of reports of queues states from given settlement period. At every report there is “Preview” button.

Settlements › **Messages** › **Data** › **Queues (KLX)**

Year2014MonthJanuary

✓ Display✕ Finish

No.	Version of report	Creating date	Preview
1	1	2014-02-26	✓ Preview
2	2	2014-02-26	✓ Preview
3	3	2014-02-26	✓ Preview
4	7	2014-07-08	✓ Preview

✕ Finish

After pressing the “Preview” button at selected report, report will be opened in the PDF format, presenting waiting queues states in given settlement period and in selected version of report:

- › number of waiting patients
- › actual average waiting time (in days)
- › number of people deleted in a given month
- › number of people deleted in a given month because of service realization
- › number of people deleted in the last 6 months because of service realization

divided into a stable and urgent cases.

Report from waiting list
for month LIPIEC 2015

No.	Clinic	Medical category code	Number of waiting patients	Average actual time of waiting	Number of people deleted in given month	Number of people deleted in given month because of realization of service	Number of people deleted in last 6 months because of realization of service
1	PORADNIA OKULISTYCZNA UL. BŁONSKA 46/48, 05-807 PODKOWA LEŚNA	stable	17	0	0	0	0
		urgent	9	0	0	0	0

Queues (KLZ)

The "Queues (KLZ)" functionality is used to view problems with waiting queues states imported to the system from KLX file. After selecting this functionality there is displayed the list of clinics for which there are reported problems by the NFZ (if at any clinic there have been reported problems). At every clinic there is “Problems” button.

Settlements › Messages › Data › Queues (KLZ)

← Previous 1 Next →

No.	Clinic name	Clinic address	Problems
1	Poradnia okulistyczna	ul. Błńska 46/48, 05-807 Podkowa Leśna	Problems →

✕ Finish

After pressing the "Problems" button there is displayed a list of reported problems with the waiting lists state in selected clinic. There are three categories of problems:

- › errors – displays in red
- › cautions – displays in yellow
- › information – displays in green

Settlements › Messages › Data › Queues (KLZ)					
Date of problem application	Size of problem	problem code	problem description	Questioned list	Unpublished list
2012-02-02 14:45	information	1	Treść informacji	no	no
2012-02-02 14:45	caution	2	Treść ostrzeżenia	no	yes
2012-02-02 14:45	error	4	Treść błędu	yes	yes

[← Back](#)

Invoices (RFX)

The "Invoices (RFX)" functionality is used to view invoices issued for the NFZ. After selecting this functionality there is displayed a list of contracts with the NFZ. Agreements are divided into years (agreements with consecutive years are available in separate tabs).

Settlements › Messages › Data › Invoices (RFX)			
2011	2012	2013	2014
No. Agreement number	Kind of service	Actions	
1 070001048140198	LECZENIE STOMATOLOGICZNE	Select ➔	
2 070001048140602	PODSTAWOWA OPIEKA ZDROWOTNA	Select ➔	
3 070001048140616	AMBULATORYJNA OPIEKA SPECJALISTYCZNA	Select ➔	

At each agreement there is the "Select" button, which when pressed displays a list of template of bills loaded into the jHIS system for the particular contract.

Settlements › Messages › Data › Invoices (RFX)			
			← Previous 1 Next ➔
No. Template number	Number of corrected template	Period	Invoices
1 783460		01/2014	Invoices ➔
2 783461	783460	01/2014	Invoices ➔
3 783462	783460	01/2014	Invoices ➔

[← Back to agreements list](#)

At each template there is the "Invoices" button, which when pressed displays a list of invoices issued based on the template of bill.

No. Invoice number	Number of corrected invoice	Creating date	Preview
1 POZ30	POZ19	2014-03-11	<input checked="" type="checkbox"/> Preview
2 POZ31	POZ30	2014-03-11	<input checked="" type="checkbox"/> Preview
3 POZ33	POZ9	2014-03-11	<input checked="" type="checkbox"/> Preview
4 qaz2	POZ33	2014-04-08	<input checked="" type="checkbox"/> Preview
5 qaz3	qaz2	2014-04-08	<input checked="" type="checkbox"/> Preview
6 qaz4	qaz2	2014-04-08	<input checked="" type="checkbox"/> Preview

[← Back to templates list](#)

At each invoice there is "Preview" button, which pressed opens an invoice in PDF format.

RFX_000289_20150827_000785.pdf - Nuance PDF Reader 6.0

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Ext.: 07-00-01048-14-06/02-39/a

Invoice VAT no 23432343 for month Syczeń 2014
to invoice no 07-00-01048-14-06/02 with original number 1-00091-01-01-2014-2014/11

Place and date of issue
Warsaw, d. 2015-08-27

Template no: 783460

ORIGINAL / COPY

Supplier, issuer of evidence:
NZOZ BASIS
Adres: ul. Błotnicka 46/48, 05-807 Podkowa Leśna, kod wg GUS 1234567
Numer rachunku: 101010101010101010101010
Kod: 00-00-01010, NIP: 111-000-11-00, REGON: 001010001

recipient and payer of evidence:
Mazowiecki Oddział Wojewódzki Narodowego Funduszu Zdrowia z siedzibą w Warszawie
Adres: ul. Chałubińskiego 8, 00-613 Warszawa

Purchaser:
Narodowy Fundusz Zdrowia z siedzibą w Warszawie
Adres: ul. Grzycka 186, 02-390 Warszawa
NIP: 107-00-01-057

Purchase date: 31 Syczeń 2014

Term of sales: according to the agreement

Method of payment: transfer

No.	Service code	Point of agreement	Service name	Amount	Unit price	VAT (%)	Unit price
	PKWU code			Jm	Net	Val.	Gross
1	01.0010.092.01 86	1	SWIADCZENIA LEKARZA POZ				
	5.01.00.0000022		SWIADCZENIA LEKARZA W DPS, PLACÓWKACH SOCJALIZACYJNYCH, INTERWENCYJNYCH, RESOCJALIZACYJNYCH	253 KAPIT	20.00 5060.00	zw. 0.00	20.00 5060.00
	5.01.00.0000023		SWIADCZENIA LEKARZA POZ - UBEZPIECZENI 0-6 RZ	6922 KAPIT	16.00 110752.00	zw. 0.00	16.00 110752.00
	5.01.00.0000025		SWIADCZENIA LEKARZA POZ-UBEZPIECZENI POWYZEJ 65 RZ	8784 KAPIT	16.00 140544.00	zw. 0.00	16.00 140544.00
	5.01.00.0000042		SWIADCZENIA LEKARZA POZ - UBEZPIECZENI 7-19 RZ	8530 KAPIT	9.60 81888.00	zw. 0.00	9.60 81888.00

RFX_000290_20150827_000787.pdf - Nuance PDF Reader 6.0

File Edit View Document Comments Forms Tools Window Help

Need a picture made into a text file?

No.	Service code	Point of agreement	Service name	Amount	Unit price	VAT (%)	Unit price
	PKWU code			Jm	Net	Val.	Gross
2	01.0032.143.01 86	2	SWIADCZENIA PIELEGNIARKI POZ				
	5.01.00.0000026		SWIADCZENIA PIELEGNIARKI POZ-UBEZPIECZENI 7-65 RZ	before 65963 KAPIT	2.22 146437.86	zw. 0.00	2.22 146437.86
				after 65900 KAPIT	2.22 146298.00	zw. 0.00	2.22 146298.00

VAT rate	Net	VAT	Gross
zw.	-551.86	0.00	-551.86
SUMMARY	-551.86	0.00	-551.86

Notes: Usługi zwolnione na podstawie art. 43 ust. 1 pkt 16 ustawy o VAT - PKWU 86.

Service date: 2015-08-27

Cause of correction: test

Total to pay: -551.86

In words: minus pięćset pięćdziesiąt jeden złotych osiemdziesiąt sześć groszy

(Date, legible signature and stamp of the person authorized to receive a document)

(Date, legible signature of the person authorized to issue a document)

Invoice templates (ZRZ)

The "Invoice template (ZRZ)" functionality is used to view data from templates of invoices loaded to jHIS system from ZRZ files. After selecting this functionality there is displayed a list of contracts with the NFZ. Agreements are divided into years (agreements with consecutive years are available in separate tabs).

Settlements > Messages > Data > Invoice templates (ZRZ)		
2011	2012	2013 2014
No. Agreement number	Kind of service	Actions
1 070001048140198	LECZENIE STOMATOLOGICZNE	Select →
2 070001048140602	PODSTAWOWA OPIEKA ZDROWOTNA	Select →
3 070001048140616	AMBULATORYJNA OPIEKA SPECJALISTYCZNA	Select →

At each agreement there is the "Select" button, which when pressed displays a list of templates of invoices loaded into the jHIS system for the contract.

Settlements > Messages > Data > Invoice templates (ZRZ)					
			← Previous 1 Next →		
No. Template number	Number of corrected template	Period	Amount	Bills	Details
1 665186		02/2013	264151.98 PLN	FV0001/665186/2013 FV/001 FV/665186/2013 STM/001F/2013	Details →
2 673971	665186	02/2013	-59.16 PLN	FV0002/673971/2013 FV/673971/2013 FV/673971/665186/2013 STM/001C1/2013	Details →
3 674728	665186	02/2013	-23.46 PLN	STM/001C2/2013	Details →
4 682796	665186	02/2013	-46.64 PLN	Issue →	Details →
5 688745	665186	02/2013	-65.28 PLN	STM/001C4/2013	Details →
← Back to agreements list					

At each template within the column "Bills" there are visible numbers of bills issued on the basis of the given template and in case of templates for which no bill was issued yet (for privileged users) the button "Issue" allowing to pass to form for issuing new bill form the given template (clicking this button leads to display form described in chapter "Settlements" → "Messages" → "Export" → "Invoice templates (ZRZ)"). At each template there is also "Details" button, which when pressed displays a list of items to be placed in the bill (RFX file) created based on the template of bill and invoice issued based on the template of bill. For each item there is presented the unit price, number of units (quantity) and value.

No.	Point of agreement	Range of services	Unitary price	Number of units	Value
1	1	07.0000.220.02 - ŚWIADCZENIA CHIRURGII STOMATOLOGICZNEJ I PERIODONTOLOGII	1.10	13203.0000	14523.30
2	2	07.0000.218.02 - ŚWIADCZENIA OGÓLNOSTOMATOLOGICZNE	1.02	56618.0000	57750.36
3	3	07.0000.218.02 - ŚWIADCZENIA OGÓLNOSTOMATOLOGICZNE	1.02	49549.0000	50539.98
4	4	07.0000.218.02 - ŚWIADCZENIA OGÓLNOSTOMATOLOGICZNE	1.02	18567.0000	18938.34
5	5	07.0000.218.02 - ŚWIADCZENIA OGÓLNOSTOMATOLOGICZNE	1.02	120000.0000	122400.00

[← Back to templates list](#)

In case of corrective templates, the number of units can be negative.

No.	Point of agreement	Range of services	Unitary price	Number of units	Value
1	1	01.0010.092.01 - ŚWIADCZENIA LEKARZA POZ (5.01.00.0000023 - ŚWIADCZENIA LEKARZA POZ - UBEZPIECZENI 0-6 RŻ)	16.00	-900	-
2	2	01.0032.143.01 - ŚWIADCZENIA PIELEŃNIARKI POZ (5.01.00.0000026 - ŚWIADCZENIA PIELEŃNIARKI POZ-UBEZPIECZENI 7-65 RŻ)	2.22	-900	-

[← Back to templates list](#)

Files

The "Files" functionality is used for viewing and downloading of messages previously generated and transmitted to the SZOI NFZ system and previously imported from the SZOI NFZ. After selecting this functionality there are displayed tabs with names corresponding to the types of message files. Clicking on a tab displays a list of files of a given type of messages stored on the server. For each file there is displayed name, size and date of creation. Clicking on the name of the file lets to download the file and save it to a computer.

KLX KLX (pdf) KLZ PDX PZP **PZR** PZW PZX RFX RFX (pdf) SWX SWZ UMX WBX WBZ XMZ ZRZ

No	File	Size	Date
1	dekl_70001048_201106_166_6470253_000060.pzr	4173 B	2013-06-03 13:28
2	dekl_70001048_201106_166_6470253_000059.pzr	4173 B	2013-06-03 13:14
3	dekl_70001048_201106_166_6470253_000058.pzr	4176 B	2013-06-03 13:14

[X Finish](#)

Hospital

The „Hospital” module is used to support of one-day hospitals

Operations

The "Operations" submenu in the "Hospital" menu is the functionality to plan operations in the operating room and to management of already planned operations.

After selecting the "Operations" functionality from the "Hospital" menu, there is displayed a search engine of the availability of equipment necessary for today operations in the cells contained in the units, which are accessible to the logged user. At first, select the cell and press "Search" button. If there are any graphics of equipment in this cell then on the page there is displayed a grid of scheduler (otherwise there is displayed an appropriate message). The grid has a column corresponding to all instruments for which there are graphics in the cell. Rows are corresponding to possible hours of admission (grid is limited to the work hours of a cell and each hour is divided into 12 parts of 5 minutes each). On the grid there are marked all the periods of availability (divided into five-minute slots to be able to start operations at any chosen time) and planned operations according to the scheme

- › the availability of future periods are shown in blue
- › the availability of past periods are displayed in gray
- › scheduled operations that do not require supplement the information or verification are displayed in green
- › scheduled operations that require supplement the information or verification (to include insurance document, settle the payment, fill out the necessary documents) are displayed in red

Hospital · Operations

Date: 2015-11-13

<<< << < Blok operacyjny 2015-11-06 > >> >>>

✓ Search ✕ Finish ENTER ➡

Help ?

Friday
13 Nov 2015

	Stół operacyjny 1	Stół operacyjny 2
08:00	08:00 - 08:05	
	08:05 - 08:10	
	08:10 - 08:15	
	08:15 - 08:20	
	08:20 - 08:25	
	08:25 - 08:30	
	08:30 - 08:35	
	08:35 - 08:40	
	08:40 - 08:45	
	08:45 - 08:50	
	08:50 - 08:55	
	08:55 - 09:00	

In the form above the grid there are in addition the following navigation buttons:

- › <<< - allows to view the schedule on a month earlier than the current presented day
- › << - allows to view the schedule on a week earlier than the current presented day
- › < - allows to view the schedule on a day earlier than the current presented day
- › "ENTER" - allows you to view any day, which should be indicated in the date field before pressing the "ENTER" button (in the date field there is always entered by default today's date to be able to view quickly today's schedule)
- › > - allows to view the schedule on a day later than the current presented day
- › >> - allows to view the schedule on a week later than the current presented day
- › >>> - allows to view the schedule on a month later than the current presented

Clicking on any of the above buttons changes the view of schedule for the appropriate day to which the button leads.

Clicking on a specific time of availability period of grid scheduler begins the process of planning operation at this time. At first, there is displayed a window with information about the clinic and the time and form of basic data of operation in which should be specified:

- › duration of the operation - a list of available times due to the length of available period of equipment from the selected time of which operation is planned
- › type of operation - the operation can be planned as NFZ's or commercial
- › type of operation - a list of the types of operations that can be realized in the cell

Clinic Blok operacyjny (ul. Błońska 46/48, 05-807 Podkowa Leśna)
Term 2015-11-13 08:10

Duration of operation	25 minutes	▼
Kind of operation	commercial	▼
Operation type	operacja zaćmy	▼
Forward ➡		

After entering basic data of operation and pressing "Next" button there is displayed a form of n entering surgical team, where are displayed the fields for specify personnel forming part of the surgical team, highlight the person heading the operation and for each person specify role and stage of work.

Operation team		
Role	Stage	Staff
anaesthesiologist	preparatory room	Helena Abakus
specialist physician treatment doctor	operating room	
.....	

Radio field visible on the right side of each row is designed to mark operation directing staff

+ More Forward ➡

You can enter any number of members of the surgical team. To view more fields in order to enter more people use the "More" button. To insert a staff to form of an operational team, click on the icon with a green arrow pointing down. It opens the search window of staff, where after selecting search criteria, you can find staff available for the whole duration of planned operations (availability of staff must be planned in graphics of work). For each person in staff there is displayed "Select" button to click on the search window of staff disappears and selected staff appears in the form of the operating team. If the staff has been inserted by mistake, you can remove it by clicking on the icon with the white minus sign in a red circle. One person from the staff should be designated as heading the operation by checking the round field (radio) on the right side of the form.

First name

Surname

PESEL

NPWZ

✓ Search

← Previous
1
Next →

No.	First and last name	PESEL	NPWZ	Select
1	Helena Abakus	75013118509	8800000	✓ Select

After entering the operating team and pressing the "Forward" button there is displayed the search engine of patients which should be used to search for a patient for whom there will be appointed visit. The search is done on the terms described in the section "Patients (active cards)", additionally, at each of the patients from the list of patients that meet your search criteria as well as at each tab of patient card, there is an extra button "Continue sign up for an operation", which allows you to continue the process of signing up for an operation for the selected patient. There is also the possibility to edit data in the patient card.

Inquiry

First name

Surname

PESEL

Date of birth

Patient type

▼

Error code in patient declaration

▼

Sort results

Surname and names ▼

✓ Search
+ Add new patient

Home address

City

Street

House number

Flat number

Include previous names / addresses
☐

← Previous
1
Next →

No.	Surname and names	PESEL	Date of birth	Phone number	Address	Actions
1	Waza Zygmunt Iii		2015-10-01		Warszawa Hoza 1 00-000 Warszawa (Wola)	✎ Edit Continue sign up for an operation →
2	Zygmuntowicz Zygmunt	88111111118	1988-11-11		Warszawa Piona 1 01-234 Warszawa (Wola)	✎ Edit Continue sign up for an operation →

After selecting the patient (pressing the "Continue sign up for an operation"), the system checks whether the operation can be planned for a given patient (eg. For operations in the cells for children

can be saved only person under 18 years of age or having special approval, etc.). If the operation can not be planned what is informed by the appropriate message and the system ask to enter another patient. If the patient can be saved for an operation the process of signing up is continued.

If the operation is commercial and the patient has outstanding payments then the system displays the patient's arrears in payments. The person registering the patient for surgery decide at this point whether the patient should be signed up (although arrears) or stop the signing process and go to the module of handling patient's payment. For NFZ's operations and commercial operations for patients without arrears, this step is skipped.

Outstanding payments

No.	Term visit	Visit type	Clinic	Staff / Instruments	Due
1	2013-01-17 02:15	Zwykła	Poradnia dermatologiczna, 01-445 Warszawa ul. Ciołka 11	Marcin Waleśa	200.00

Continue sign up for an operation ➔

✕ Stop saving and go to payment

The next step is selecting the referral for surgery. **Regardless of the type of operation, to allow its appointment, in the patient card must be a referral for the operating block / delivery room issued in an application by a doctor during a visit on the emergency room and also a visit on the emergency room must be realized (closed).** If such referral does not exist, there is displayed appropriate message and the process of signing up for the operation is canceled. If there is a referral (or referrals) usable for surgery, there is displayed a list of such referrals in the form of strips with the basic data of any referral.

Type of referral	Issue date	Date of validity	NPWZ of referring doctor	REGON of referral doctor unit
BLOK OPERACYJNY	2015-10-12		7700000	017417089

When you click on the bar with information about referral develops a form with detail data of referral. Under the form there is the "Select and continue signing up for operation" button, allowing the continuation of the process of signing up the patient for surgery on the basis of the referral.

Type of referral	Issue date	Date of validity	NPWZ of referring doctor	REGON of referral doctor unit
BLOK OPERACYJNY	2015-10-12		7700000	017417089

Type of referral	BLOK OPERACYJNY	Healthcare provider type	healthcare entity
Date of issue of referral	2015-10-12	Referring doctor name	Olga Baron
Surgery type	scheduled	NPWZ of referring doctor	7700000
Date of referral validity		Unit of referring doctor	Izba przyjęć
Diagnoses codes ICD-10		REGON of referral doctor unit	017417089
Aim of referral		VII part of the ministerial code of referring doctor unit	765
		VIII part of the ministerial code of referring doctor unit	4900

Select and continue signing up for operation ➔

The next step in the process of signing up for operation is filling documents (including deposit card). This step occurs only if the operation is arranging on the basis of referral to which they are associated documents to fill out and they were not yet completed. In this case there is displayed a list of documents which have to be completed.

Lp.	Document name	Actions
1	Dokument X	 Fill

[Skip filling \(to fill later\) and continue](#) ➔

At each unfilled document there is a "Fill" button to display a form to complete the document, and at each filled document there is the "View" button to download the document in PDF format and print it. As long as there is at least one document to fill so long under the list of documents is displayed the "Skip filling (to fill later) and continue" button allows to omit the step of filling the documents, however it will be needed to fill such documents after saving operation, so the operation could be realized.

To fill the document click the "Fill" button by them,. You will see a form of completing the document, which, after entering the data should be saved by clicking "Save" button.

Numer karty depozytowej	<input type="text"/>
Imię pacjenta	Zygmunt
Nazwisko pacjenta	Zygmuntowicz
Data wypełnienia	<input type="text"/>
Przedmiot 1	<input type="text"/>
Przedmiot 2	<input type="text"/>
Przedmiot 3	<input type="text"/>
Przedmiot 4	<input type="text"/>
Przedmiot 5	<input type="text"/>

 Save  Cancel

After saving the document's data, there is displayed again a list of documents at the referral. Once all the documents from the list will be filled, from the list of documents will disappear "Skip filling (to fill later) and continue" button and in its place there will appear the "Continue sign up for an operation" button, which clicked takes you to the next step of the process.

Document has been saved and can now be printed by clicking » [HERE](#) «

Lp.	Document name	Actions
1	Dokument X_06-11-2015	 View

[Continue sign up for an operation](#) ➔

The next step of signing up for an operation process is entering of the deposit card number (which was filled by the system or in paper form) if the patient gave personal staff to deposit. If the patient gave his things to the deposit, enter the card number of the deposit and click "Save", otherwise click "Omit" button.

Deposit card number <input type="text"/>
Save ➔ Omit ➔

The next step in the process of signing up for the operation is to display the pricelist in the cell. This step occurs only in case of commercial operations. At first, there is displayed a list of available pricelists (applicable in the cell on the day of planned operation) from which you should choose the right one and then click "Next" to view the content of the pricelist.

Price list
Operacje ▾
Next ➡

In the pricelist is determined the basic gross price per operation (which may in particular be zero) and prices of any services. Registrar may (but need not) determine which services under the operation the patient is expecting (by checking the box next to the name of service). Upon selection of any service, the total price for the operation is automatically updating and the field of quantities at the service becomes editable - the number of services can be modified and at such modification there is also updating the total price for the operation.

<input checked="" type="checkbox"/> Basic price for a visit	0.00	1
<input type="checkbox"/> Operacja jaskry	1000.00	
<input type="checkbox"/> Operacja kurzej ślepoty	2000.00	
<input type="checkbox"/> Operacja zaćmy	3000.00	
TOTAL		0.00

Next ➡

Pressing the "Next" bitton ends the process of signing up for the operation. There is displayed a summary with information about the planned operation.

Clinic	Blok operacyjny (ul. Błońska 46/48, 05-807 Podkowa Leśna)
Term	2015-11-13 08:00
Duration of operation	5 minut
Kind of operation	commercial
Operation type	operacja zaćmy
Operation team	Helena Abakus - anaesthesiologist, operating room, operation director
Patient	Zygmunt Zygmuntowicz
Due	0.00

Operation has been arranged

X Close

Pressing the "Close" button closes the window of planning the operation and in the view of the schedule, color of period occupied by an operation is updated to correct for the planned operation.

Hospital · Operations

Date: 2015-11-13

<<< << < **Blok operacyjny** 2015-11-06 > >> >>>

✓ Search ✕ Finish ENTER →

Help ?

Friday
13 Nov 2015

	Stół operacyjny 1	Stół operacyjny 2
08:00	08:00 - 08:05	
	08:05 - 08:10	
	08:10 - 08:15	
	08:15 - 08:20	
	08:20 - 08:25	
	08:25 - 08:30	
	08:30 - 08:35	

From the same schedule you can also manage planned operations. After clicking on the arranged operation in the schedule is opened a window with details of the operation, in which under the basic information about the operation are information about the signed patient. At the patient there is information about the status of the operation, the deficiency relating to the operation and action buttons.

Clinic	Blok operacyjny (ul. Błońska 46/48, 05-807 Podkowa Leśna)
Term	2015-11-13 08:15
Duration	10 minut
Kind of operation	NFZs
Operation type	operacja zaćmy
Operation team	Helena Abakus - anaesthesiologist, operating room, operation director

Marlon Brando (54111111113)

✕ Close

Saved operation

+ Print band

- Cancel operation

✎ Patient card

Operations can have the following statuses:

- > saved operation - basic status of the planned operation
- > realized operation - operation on which the patient was and doctor in charge of the operation after the execution made a note about it in the system
- > unrealized operation - operation for which the patient has not appeared or which for other reasons did not take place and the doctor in charge of the operation made a note about it in the system

At the operations there can also occur following information about a deficiency (shown in red):

- > Unfilled documents - if the operation is carried out on the basis of a referral from which they are associated documents required to be completed by the patient and at least one of these documents has not yet been completed
- > Unrealized payment for operation - if the operation should be paid in advance and the fee has not been taken from the patient (for commercial operations)

- › No insurance for the day of operation - if the system does not have a valid insurance document of patient for the day of surgery (for NFZ's operations)

At the patient signed up on the operation there may be available the following buttons:

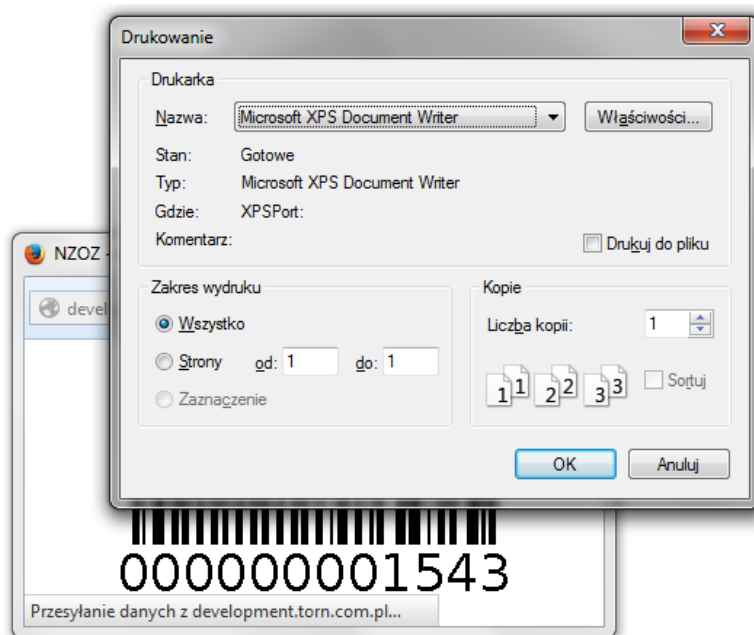
- › Print band - a button to print the bar code to print on the patient's wristband
- › Discharge from the hospital - only visible for realized operations, allows the doctor to enter information for discharge and the registrar to download and print a discharge for the patient
- › Cancel operation – button to cancel the (next) operation, whether at the request of the patient or due to the change in work schedule of personnel / equipment
- › Patient card - button allows access to the patient records (opening in a new window) and supplement the data in it (the structure of patient records and the principles of its filling are described in the section "Patients (active cards)"); fast access to the patient records makes it easier to complete the information of insurance for the day of operation and the fulfillment of documents if these are required for the realization of operation

WARNING!

If the patient is insured in the NFZ and have a social security number and date of surgery is future, the message of lack of insurance can be ignored until the day of the operation - the system jHIS on the day of operation automatically connects to the system eWUŚ and downloads electronic document confirming the patient's insurance for a day of operation; if such electronic document does not confirm patient insurance you will be required to enter insurance information on the day of operation in the patient card - the "Declaration of patient insurance" button in "Patient" tab or "Insurance" tab)


- › Payments - button allows to view the patient's unpaid payments with the ability to manage them; this is exactly the functionality of the "Payments" tab described in the "Patients (active cards)" section.

Clicking on the "Print band" button opens a new window with a barcode uniquely identifies the planned operation and causes the application to print the bar code.



Clicking on the "Discharge from the hospital" opens a new window, the content of which is as follows:

- if it has not yet been patient's discharge from hospital or have not entered information about the death of the patient and the logged user is not a doctor, then there is displayed a message about the lack of discharge
- if it has not yet been patient's discharge from hospital or have not entered information about the death of the patient and the logged user is a doctor, then there is displayed a form for entry data of discharge or data the death of a patient, which must be completed and saved


Discharge date	<input type="text"/>
Discharge diagnosis (ICD-10)	<input type="text"/>
Treatment	<input type="text"/>
Patient discharge destination	<input type="text"/>
Patient transport order	<input type="text"/> 
Patient charges	<input type="text"/>
Patient death date	<input type="text"/>
Patient death reasons (ICD-10)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

 **Save**  **Close window**

- if committed discharge the patient, then there is a link to download and print the discharge; If the data of the death of the patient was entered, then the appropriate message appears

[Click the link below to print discharge](#)

[» Click here to get discharge «](#)

 **Close window**

Discharge has the form of a PDF file, which should be printed and gave to the patient who is leaving the hospital. Data entered at discharge goes automatically to the Main book of admissions and discharges and to the Book of ward ill.

Niepubliczny Zakład Opieki Zdrowotnej "BASIS" Spółka Cywilna
NZOZ BASIS
ul. Błomska 46/48, 05-807 Podkowa Leśna

**Discharge from hospital
from the day 2015-10-10**

Patient	Zygmunt Zygmuntowicz (PESEL: 88111111118)
Admission date	2015-10-08
Admission diagnosis	-
Discharge diagnosis	H26.4
Treatment	Pacjentowi podano środki znieczulające, przeprowadzono operację zaćmy, wybudzono.
Patient destination	dom
Patient transport order	patient transport ordered
Patient charges	-
Discharging doctor	Olga Baron (NPWZ: 7700000)

Dictionaries

The "Dictionaries" submenu in the "Hospital" menu includes functionalities to manage of dictionaries used by the functionality of the hospital, and they are:

- > Tool groups
- > Tools
- > Sets

Tool groups

The "Tool groups" functionality from the "Dictionaries" submenu in the "Hospital" menu is used to define groups of tools (including materials) used for treatments and surgeries. After selecting this functionality there is displayed a list of defined groups of tools. At each group there are visible "Edit" and "Delete" buttons allow to view the form of edition and deletion of tool group. Under the list of tools groups there is the "Add tools group" button used to display the form of adding a new group of tools.




Hospital › Dictionaries › Tool groups		
No.	Name of tools group	Actions
1	Materiały opatrunkowe	 Edit  Delete
2	Narzędzia chirurgiczne	 Edit  Delete

 Add tools group
  Finish

To add a tools group, click "Add tools group " button. You will see a form of adding a new group in which you have to enter its name and confirm by clicking "Add" button.

Hospital › Dictionaries › Tool groups




Name of tools group

 Add
  Cancel
  Back to group of tools list

To edit name of group of tools you should click "Edit" button at the group from the list of groups. You will see a form of editing data of group, where you can change its name and confirm with "Update" button.

Hospital › Dictionaries › Tool groups



Name of tools group

 Update
  Cancel
  Back to group of tools list

To delete a group of tools you have to click "Delete" button at the group from the list of groups. You will see a form of deleting group in which you have to confirm your intention to remove the group by "Delete" button.

Hospital › Dictionaries › Tool groups

Name of tools group









 Delete
  Back to group of tools list


Group names have to be unique. The group cannot be removed if there are some tools assigned to it.

Tools

The "Tools" functionality from the "Dictionaries" submenu in the "Hospital" menu is used to define

tools (including materials) used for treatments and surgeries. After selecting this functionality there is displayed a list of defined tools. At each tool there are visible "Edit" and "Delete" buttons allow to view the form of edition and deletion of tool. Under the list of tools there is the "Add tool" button used to display the form of adding a new tool.

Hospital ▸ Dictionaries ▸ Tools		
No. Tools group	Tools name	Actions
1 Materiały opatrunkowe	Bandaż (szeroki)	 Edit  Delete
2 Materiały opatrunkowe	Ręcznik (duży)	 Edit  Delete
3 Narzędzia chirurgiczne	Imadło	 Edit  Delete
4 Narzędzia chirurgiczne	Kaniula	 Edit  Delete
5 Narzędzia chirurgiczne	Nożyczki	 Edit  Delete
6 Narzędzia chirurgiczne	Nóż	 Edit  Delete
7 Narzędzia chirurgiczne	Pęseta	 Edit  Delete
8 Narzędzia chirurgiczne	Rozwórka	 Edit  Delete

 Add tool  Finish

To add a tool, click "Add tool" button. You will see a form of adding a new tool in which you have to enter tool's name and optionally specify the group where this tool belongs to and confirm by clicking "Add" button.

Hospital ▸ Dictionaries ▸ Tools

Tools group

▼

Tools name

 Add
  Cancel
  Back to tools list

To edit data of tool you should click "Edit" button at the tool from the list of tools. You will see a form of editing data of tool, where you can change its name and optionally the group where this tool belongs to and confirm with "Update" button.

Hospital ▸ Dictionaries ▸ Tools




Tools group

Materiały opatrunkowe

▼

Tools name

Bandaż (szeroki)

 Update
  Cancel
  Back to tools list

To delete a tool you have to click "Delete" button at the tool from the list of tools. You will see a

form of deleting tools in which you have to confirm your intention to remove the tool by "Delete" button.

Hospital ▸ Dictionaries ▸ Tools

Tools group

Materialy opatrunkowe

Tools name

Bandaż (szeroki)

— Delete

← Back to tools list

Tools names have to be unique. The tool cannot be removed if it belongs to any set.

Sets

The "Sets" functionality from the "Dictionaries" submenu in the "Hospital" menu is used to define sets of tools and patient's sets used for treatments and surgeries. Sets of tools are associated with specific treatment and generally contain reusable tools (eg. surgical tools). Patient's sets are connected with the patient in the context of a specific surgery and generally contain materials for single use (eg. dressings, medicines). After selecting this functionality there is displayed a list of defined sets. At each of tools there are visible "Edit" and "Delete" buttons allow to view the form of edition and deletion of set. Under the list of sets there is the "Add set" button used to display the form of adding a new set.

Hospital ▸ Dictionaries ▸ Sets

No.	Kind of set	Set name	Actions
1	patient set	Zestaw zabiegowy podstawowy	<div><div></div> Edit <div><div>—</div> Delete</div></div>
2	set of tools	Zestaw do operacji kurzej ślepoty	<div><div></div> Edit <div><div>—</div> Delete</div></div>
3	set of tools	Zestaw do operacji zaćmy	<div><div></div> Edit <div><div>—</div> Delete</div></div>

+ Add set

✕ Finish

To add a set, click "Add set" button. You will see a form of adding a new set in which you have to specify set's type and enter set's name and select tools / materials belongs to the set. By default there is displayed a field to entering one tool / material. To display more fields, you should use "More tools" button. After entering data, they have to be confirmed by clicking "Add" button. Empty fields of tools will be skipped at saving data of the set.

Hospital ▸ Dictionaries ▸ Sets

Kind of set

Set name

Tools

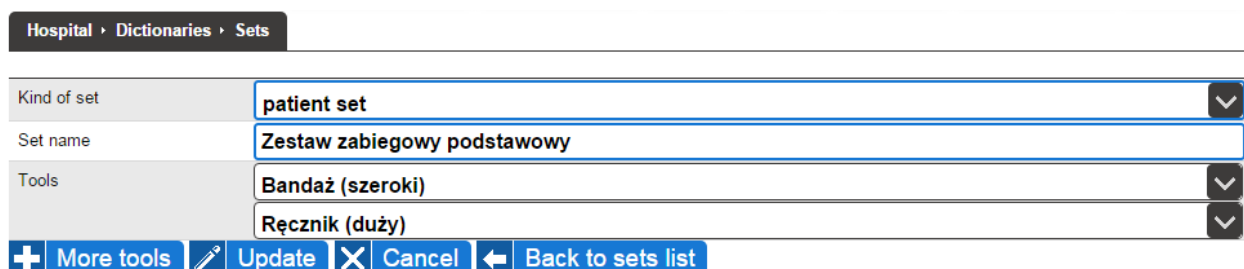
+ More tools

+ Add

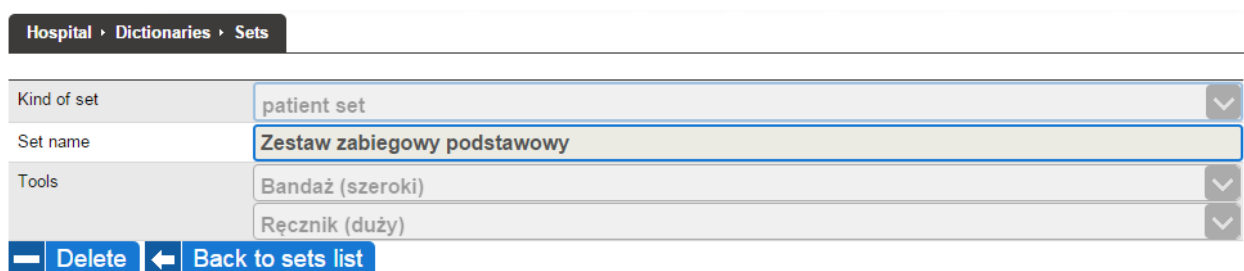
✕ Cancel

← Back to sets list

To modify the data of set there should be clicked "Edit" button at the set from the list of sets. You will see a form of editing set, where you can change the set's type and name, and included tools / materials. To view more fields for entering tools / materials, use the "More tools" button. To remove a tool from the set you should select empty value form drop-down list. After entering the changes, they should be confirmed by clicking "Update" button. Empty fields of tools l be ignored when saving the data of set.



To delete a set you have to click "Delete" button at the set from the list of sets. You will see a form of deleting tools in which you have to confirm your intention to remove the tool by "Delete" button.



Sets' names have to be unique. To the set can belong more than one tool.

Sets

The "Sets" submenu in the "Hospital" menu includes functionalities for managing sets of tools / patient needed to do the surgery / operation.

Sets preparation

"Sets preparation" functionality from "Sets" submenu in the "Hospital" menu is used to record in the system the fact of preparation of set of tools and a set of patients to treatment / surgery. After selecting this functionality there is displayed a search engine of sets waiting to prepare (ie, those who were selected by the doctor issuing the referral to treatment / surgery and on basis of a referral there was appointed date of procedure / surgery). Searching is possible based on any combination of the following criteria:

- patient – field of general search of patient for who a set of tools / patient has to be prepared; here you can enter patient's first name, surname, PESEL, the date of birth of the patient or any combination of these elements
- referring doctor – field of general search of doctor who issued the referral for treatment /

surgery; here you can enter doctor's name, surname, NPWZ of doctor or any combination of these elements

- date of surgery from to – the range of dates when a treatment/ surgery has been planned; If the start date is not filled or filled incorrectly then there are searched treatments / operations from the future
- kind of set

After entering the search criteria and clicking on the "Search" button, under the search engine appears the list of sets of tools / patient waiting for preparation meeting the search criteria (or a message that there are no waiting sets if there are no suitable results sets). At each set there is the "Prepare" button.

Hospital > Sets > Sets preparation

Patient (First name, Surname, PESEL, Date of birth)
Referring doctor name (First and last name, NPWZ)

Date of surgery from **2015-07-01**
to
Kind of set

1

No.	Kind of set	Set name	Patient	Referring doctor name	Term visit	Visit type	Clinic / Hospital ward	Actions
1	set of tools	Zestaw do operacji kurzej ślepoty	Edward Acki 80031220516 ur. 1980-03-12	Olga Baron NPWZ 7700000	2015-08-14 08:00	zwykła	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	<input checked="" type="button" value="Prepare"/>
2	patient set	Zestaw zabiegowy podstawowy	Edward Acki 80031220516 ur. 1980-03-12	Olga Baron NPWZ 7700000	2015-08-14 08:00	zwykła	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	<input checked="" type="button" value="Prepare"/>

To start preparing set, it is necessary to click at the "Prepare" button. You will see a form with the data set including automatically given number and a list of tools / materials to be included in the set.

Hospital > Sets > Sets preparation

Kind of set: set of tools
Set name: Zestaw do operacji kurzej ślepoty
Set number: 000000000039
Comments:

Tool	Number
Nożyczki	
Pęseta	
Pęseta	

The person preparing set should:

- physically complete set content
- enter in the form any comments about set
- enter in the form serial numbers of tools that were included in the set (if tools have such numbers and they are significant)
- print bar code with number of set
- stick the printed barcode on the prepared set
- deposit prepared set in the appropriate place in institutional health care facility
- Confirm preparation of set.

To print bar code, click the icon



located at the "Set number" field.

To confirm preparation of set, after entering any comments and the tools numbers, click " Make set ready" button. The system will then display the appropriate message indicating that the operation is completed and will automatically return to the search page of sets waiting to prepare.

Hospital › Sets › Sets preparation

Set data has been saved and set has been marked as prepared

Patient (First name, Surname, PESEL, Date of birth)	Date of surgery from 2015-08-31 to
Referring doctor name (First and last name, NPWZ)	Kind of set -----

✓ Search
✕ Finish

Ready sets

The "Ready sets" functionality from the "Sets" submenu in the "Hospital" menu is used to search for numbers of sets of tools / patient prepared for a specific treatment / surgery. Finding the set number assigned to a particular treatment allows to find physically sets bearing this number and deliver the kit to the treatment room. After selecting this functionality, there is displayed search engine of prepared earlier sets. Searching is possible based on any combination of the following criteria:

- patient – field of general search of patient for who a set of tools / patient has to be prepared; here you can enter patient's first name, surname, PESEL, the date of birth of the patient or any combination of these elements
- date of surgery from to – the range of dates when a treatment/ surgery has been planned; By default fields are filled with current date because the most typical usage of the functionality is searching for set at the day of surgery

- kind of set

After entering the search criteria and clicking on the "Search" button, under the search engine appears the list of prepared sets of tools / patient meeting the search criteria (or a message that there are no prepared sets if there are no suitable results sets). At each set there is the "Display" button.

Hospital › Sets › Ready sets

Patient (First name, Surname, PESEL, Date of birth)

Date of surgery from to

Kind of set

No.	Set number	Kind of Set set	Set name	Patient	Referring doctor name	Term visit	Visit type	Clinic / Hospital ward	Actions
1	000000000039	set of tools	Zestaw do operacji kurzej ślepoty	Edward Acki 80031220516 b. 1980-03-12	Olga Baron NPWZ 7700000	2015-08-14 08:00	zwykła	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	<input checked="" type="button" value="Display"/>

To also see the contents of the set apart from the set number shown in the list of search results, click the "Display" button. You will see a form with the data of set for view.

Hospital › Sets › Ready sets

Kind of set

Set name

Set number

Comments

Tool	Number
Nożyczki	<input type="text"/>
Pęseta	<input type="text"/>
Pęseta	<input type="text"/>

Sets withdrawal

The "Sets withdrawal" functionality from the "Sets" submenu in the "Hospital" menu is used to record in the system the withdrawal of previously prepared set of tools and a set of patients. After selecting this functionality there is displayed a search engine of sets to withdrawal (ie those which have been prepared for the surgery but the surgery did not take place or was canceled). Searching is possible based on any combination of the following criteria:

- patient – field of general search of patient for who a set of tools / patient has to be prepared;

here you can enter patient's first name, surname, PESEL, the date of birth of the patient or any combination of these elements

- referring doctor – field of general search of doctor who issued the referral for treatment / surgery; here you can enter doctor's name, surname, NPWZ of doctor or any combination of these elements
- date of surgery from to – the range of dates when a treatment/ surgery has been planned
- kind of set
- set number – can be used to control check whether the particular set should be withdrawn

After entering the search criteria and clicking on the "Search" button, under the search engine appears the list of sets of tools / patient for withdrawal meeting the search criteria (or a message that there are no sets for withdrawal if there are no suitable results sets). At each set there is the "Withdraw" button.

Hospital > Sets > Sets withdrawal

Patient (First name, Surname, PESEL, Date of birth)
Referring doctor name (First and last name, NPWZ)

Date of surgery from to
Kind of set
Set number

1

No.	Set number	Kind of Set set	Set name	Patient	Referring doctor name	Term visit	Visit type	Clinic / Hospital ward	Actions
1	000000000039	set of tools	Zestaw do operacji kurzej ślepoty	Edward Acki 80031220516 b. 1980-03-12	Olga Baron NPWZ 7700000	2015-08-14 08:00	zwykła	Poradnia okulistyczna, ul. Błońska 46/48, 05-807 Podkowa Leśna	<input checked="" type="button" value="Withdraw"/>

To withdraw a set, click at the "Withdraw" button. You will see a form with the data of set to view.

Hospital > Sets > Sets withdrawal

Kind of set: set of tools
Set name: Zestaw do operacji kurzej ślepoty
Set number: 000000000039
Comments:

Tool	Number
Nożyczki	
Pęseta	
Pęseta	

The person withdrawing set should:

- physically incomplete set content
- deposit particular items of set in the appropriate place in institutional health care facility
- confirm withdrawal of set.

To confirm the withdrawal of set click the "Retreated" button. The system will then display the appropriate message informing that the operation is completed and will automatically return to the search page of sets waiting for preparation.

Hospital › **Sets** › **Sets withdrawal**

Set was marked as withdrawn

Patient (First name, Sumame, PESEL, Date of birth)	<input type="text"/>	Date of surgery	from <input type="text"/>
			to <input type="text"/>
Referring doctor name (First and last name, NPWZ)	<input type="text"/>	Kind of set	<input type="text" value="-----"/> ▼
		Set number	<input type="text"/>

☒ **Search** ☒ **Finish**

Books

The "Books" submenu in the "Hospital" menu includes functionality allowing access to the books kept in accordance with the applicable provisions of law with the possibility of printing.

The book of surgeries

The "Book of surgeries" functionality from the "Books" submenu in the "Hospital" menu is used to download the book of surgeries. After selecting this functionality there is displayed the form to specify the cell and period in which surgeries were made. After selecting cell, entering dates and pressing the "View" button there is displayed a link to download the piece of book of surgeries from the specified period. The book has form of a PDF document.

Hospital › **Books** › **The book of surgeries**

[Click on the link below to download the book](#)

» **DOWNLOAD BOOK** «

Cell	<input type="text" value="Poradnia okulistyczna (ul.)"/> ▼
Surgeries from period	from <input type="text" value="2015-11-01"/>
	to <input type="text" value="2015-11-09"/>

☒ **View** ☒ **Finish**

The main book of admissions and discharges

The "Main book of admissions and discharges" functionality from the "Books" submenu in the "Hospital" menu is used to download the main book of admissions and discharges. After selecting this functionality there is displayed the form to specify the cell and the period of patients' admissions to the hospital. After selecting cell, entering dates and pressing the "View" button there is displayed a link to download the piece of main book of admissions and discharges from the specified period. The book has form of a PDF document.

Hospital › Books › The main book of admissions and discharges

[Click on the link below to download the book](#)

» [DOWNLOAD BOOK](#) «

Cell	<input type="text" value="Poradnia ginekologiczno-"/>
Admissions from period	from <input type="text" value="2015-11-01"/>
	to <input type="text" value="2015-11-10"/>
<input checked="" type="button" value="View"/> <input type="button" value="Finish"/>	

The book of refusals and admission advices

The "Book of refusals and admission advices" functionality from the "Books" submenu in the "Hospital" menu is used to download the book of refusals and admission advices. After selecting this functionality there is displayed the form to specify the cell and period of patients' visits in the emergency room. After selecting cell, entering dates and pressing the "View" button there is displayed a link to download the piece of book of refusals and admission advices made in the emergency room from the specified period. The book has form of a PDF document.

Hospital › Books › The book of refusals and admission advices

[Click on the link below to download the book](#)

» [DOWNLOAD BOOK](#) «

Cell	<input type="text" value="Izba przyjęć (ul. Błońska 46/48)"/>
Visits from period	from <input type="text" value="2015-11-02"/>
	to <input type="text" value="2015-11-10"/>
<input checked="" type="button" value="View"/> <input type="button" value="Finish"/>	

The book of ward ill

The "Book of ward ill" functionality from the "Books" submenu in the "Hospital" menu is used to

download the book of ward ills. After selecting this functionality there is displayed the form to specify the cell and period of patients' visits in the emergency room. After selecting cell, entering dates and pressing the "View" button there is displayed a link to download the piece of book of ward ills from the specified period. The book has form of a PDF document.

Hospital › Books › The book of ward ills

[Click on the link below to download the book](#)

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Cell	Izba przyjęć (ul. Błońska 46/48) ▼
Admissions from period	from 2015-11-01 to 2015-11-10
<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Finish	

The book of operational block or operational room

The "Book of operational block or operational room" functionality from the "Books" submenu in the "Hospital" menu is used to download the book of operational block or operational room. After selecting this functionality there is displayed the form to specify the cell and period in which surgeries were made. After selecting cell, entering dates and pressing the "View" button there is displayed a link to download the piece of book of operational block or operational room from the specified period. The book has form of a PDF document.

Hospital › Books › The book of operational block or operational room

[Click on the link below to download the book](#)

» [DOWNLOAD BOOK](#) «

Cell	Blok operacyjny (ul. Błońska) ▼
Operations from period	from 2015-11-01 to 2015-11-10
<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Finish	

The book of doctor reports

The "Book of doctor reports" functionality from the "Books" submenu in the "Hospital" menu is used to download the book of doctor reports. After selecting this functionality there is displayed the form to specify the cell and period in which reports were made. After selecting cell, entering dates and pressing the "View" button there is displayed a link to download the piece of book of doctor reports from the specified period. The book has form of a PDF document.

Click on the link below to download the book

» [DOWNLOAD BOOK](#) «

Cell	Blok operacyjny (ul. Błomska) ▼
Reports from period	from
	2015-11-01
	to
	2015-11-10
<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Finish <input type="button" value="Add entry"/>	

If logged user is the medical staff, then under at the search engine there is displayed for such user additional "Add Entry" button. Pressing this button opens a new window allows to add an entry to the doctor reports. Adding an entry to the doctor report consists of several steps. After pressing the "Add Entry" button at first there is displayed a search engine of patients. In the search, enter search criteria for a patient whose report is concern, and press "Search" button. Then the search engine displays a list of patients that meet the search criteria and for each one the "Choose" button.



Inquiry	zy
First name	
Surname	
PESEL	
Date of birth	
Patient type	----- ▼
Error code in patient declaration	----- ▼
Sort results	Surname and names ▼
<input checked="" type="button" value="Search"/>	

Home address	
City	
Street	
House number	
Flat number	
Include previous names / addresses	<input type="checkbox"/>


							<input type="button" value="Previous"/> <input type="text" value="1"/> <input type="button" value="Next"/>
No.	Surname and names	PESEL	Date of birth	Phone number	Address	Actions	
1	Waza Zygmunt Iii		2015-10-01		Warszawa Hoza 1 00-000 Warszawa (Wola)	<input type="button" value="Choose"/> <input type="button" value="➔"/>	
2	Zygmuntowicz Zygmunt	88111111118	1988-11-11		Warszawa Pivna 1 01-234 Warszawa (Wola)	<input type="button" value="Choose"/> <input type="button" value="➔"/>	

After pressing the "Choose" button next to the appropriate patient, there is displayed the form of data to report, in which the patient is already written (previously selected), and other data need to be supplemented / select from the list.

Patient	Zygmunt Zygmuntowicz
Cell	-----
Report date	
Report content	

 Save
  Close window

After completing the form and pressing "Save" button the report goes to the book of doctor reports and inform about it with the appropriate message.

Report has been saved
 Close window




The book of nurse reports

The "Book of nurse reports" functionality from the "Books" submenu in the "Hospital" menu is used to download the book of nurse reports. After selecting this functionality there is displayed the form to specify the cell and period in which reports were made. After selecting cell, entering dates and pressing the "View" button there is displayed a link to download the piece of book of nurse reports from the specified period. The book has form of a PDF document.

Hospital › Books › The book of nurse reports

Click on the link below to download the book

» [DOWNLOAD BOOK](#) «

Cell	Gabinet zabiegowy pielęgniarski
Reports from period	from
	2015-11-01
	to
	2015-11-14
	 View  Finish
	 Add entry

If logged user is the medical staff, then under at the search engine there is displayed for such user additional "Add Entry" button. Pressing this button opens a new window allows to add an entry to the nurse reports. Adding an entry to the medical report consists of several steps. After pressing the "Add Entry" button at first there is displayed a search engine of patients. In the search, enter search criteria for a patient whose report is concern, and press "Search" button. Then the search engine

displays a list of patients that meet the search criteria and for each one the "Choose" button.

Inquiry	<input type="text" value="renata"/>	Home address	
First name	<input type="text"/>	City	<input type="text"/>
Surname	<input type="text"/>	Street	<input type="text"/>
PESEL	<input type="text"/>	House number	<input type="text"/>
Date of birth	<input type="text"/>	Flat number	<input type="text"/>
Patient type	<input type="text" value="-----"/> ▼	Include previous names / addresses	<input type="checkbox"/>
Error code in patient declaration	<input type="text" value="-----"/> ▼		
Sort results	<input type="text" value="Surname and names"/> ▼		
<input type="button" value="✓ Search"/>			

No.	Surname and names	PESEL	Date of birth	Phone number	Address	Actions
1	Adamiec Renata Anna		2011-07-01	tel. 441112233 kom. +48-111-222-333	Sopot Morska 1 / 1 88-222 Sopot	<input type="button" value="Choose"/> →

After pressing the "Choose" button next to the appropriate patient, there is displayed the form of data to report, in which the patient is already written (previously selected), and other data need to be supplemented / select from the list.

Patient	<input type="text" value="Renata Adamiec"/>
Cell	<input type="text" value="-----"/> ▼
Report date	<input type="text"/>
Report content	<div style="border: 1px solid black; height: 100px;"></div>

Ward statistics	Patients admitted	<input type="text"/>
	Patients discharged	<input type="text"/>
	Patients died	<input type="text"/>

After completing the form and pressing "Save" button the report goes to the book of nurse reports and inform about it with the appropriate message.

Report has been saved

Processes and mechanisms

Visits

To start planning visit, following items have to be defined in the system:

- be created proper organizational structure (all levels) as described in the "Medical care" section
- be defined types of visits (indicating the purpose for the visits) as described in the "Types of visits" section
- to allow commercial appointments there have to be defined price lists in those clinics where such price lists have to function as described in the "price lists" section
- be created graphic of work of the staff / the apparatus in terms and in clinics where there will be arranging visits as described in the "Graphic personnel" and "graphics devices" sections

When these elements are defined, it is possible to arrange planned and additional visits as described in the "planned visits" and "additional visits" sections.

Rehabilitation surgeries

To be able to start planning rehabilitation surgeries, following elements have to be defined in the system:

- be defined catalog of rehabilitation services as described in the "Rehabilitation services" section
- be created proper organizational structure (all levels) as described in the "Medical care" section (including that at the rehabilitation apparatus have to be defined surgeries from the catalog of services that can be realized on a particular apparatus)
- be defined types of visits (indicating the purpose for the visits) as described in the "Types of visits" section
- to allow commercial rehabilitation surgeries there have to be defined price lists in those clinics where such price lists have to function as described in the "price lists" section
- be created graphic of work of the staff / the apparatus in terms and in clinics where there will be arranging rehabilitation surgeries as described in the "Graphic personnel" and "graphics devices" sections

When these elements are defined, it is possible to plan rehabilitation surgeries as described in the "Rehabilitation" section.

Surgeries

To be able to start planning surgeries, following elements have to be defined in the system:

- be created proper organizational structure (all levels) as described in the "Medical care" section
- be defined types of surgeries (indicating the purpose for the surgery) as described in the "Types of visits" section
- to allow commercial surgeries there have to be defined price lists in those clinics where such price lists have to function as described in the "price lists" section
- be created graphic of work of the staff / the apparatus in terms and in clinics where there will be

arranging surgeries as described in the "Graphic personnel" and "graphics devices" sections

When these elements are defined, it is possible to plan surgeries as described in the "Surgeries" section.

Settlements with the NFZ

The jHIS system supports settlements with the NFZ for non-commercial visits. The process of settlements with the NFZ starts with import the files of contracts with the NFZ (UMX files) as described in the "Agreement (UMX)" section. Before importing you should take care of proper setting parameters related to the settlement in the application configuration as described in the "Configuration" section and for VII and VIII part of ministerial code of clinic entered into the system were consistent with those that are contained in the contract (UMX file). During import a contract there is automatically created dictionary of NFZ services. At creating a dictionary of services, the system based on the knowledge base automatically assigns ministerial codes of benefits to the services and default ICD-9 codes of procedures. After importing the agreement, in order to facilitate subsequent encoding visits, you should verify the dictionary for automatically filled values and possibly fill the values which the system was not able to fill automatically. You should also remember to keep updated dictionaries of ICD-9 procedures and ICD-10 diagnoses, which new versions are announced by the NFZ. In order to ensure proper settlement with the NFZ you should be aware of:

- keep importing into the system all annexes to contracts with the NFZ (also UMX files) in the same way as import contracts
- keep introducing into a system the declaration of patients as described in the "Patients (active card)" section
- keep coding in the system services and diagnostic tests as described in "Coding visits" and "Coding diagnostic tests" sections

Accounting with the NFZ is based on generating in jHIS system messages in formats accepted by the NFZ, uploading them to the SZOI NFZ system, downloading from SZOI NFZ system feedback messages, import them into the jHIS system, correcting the declaration of patients / services / diagnostic tests according to the information contained in feedback messages and resume the cycle by again passing messages as described in the "Messages" section.

Commercial settlements

The jHIS system supports payments for commercial visits, rehabilitation surgeries, operations and diagnostic examinations.

Depending on the settings of clinic / ward payment can be realized after a visit / rehabilitation surgery / operation (post-pay) or before the visit / rehabilitation surgery / operation (advance payment). Payments for diagnostic examinations are encountered with issuing order for examinations and can be realized before as well as after performing examinations. Payments are realized by the "Payment" tab in the patient card.

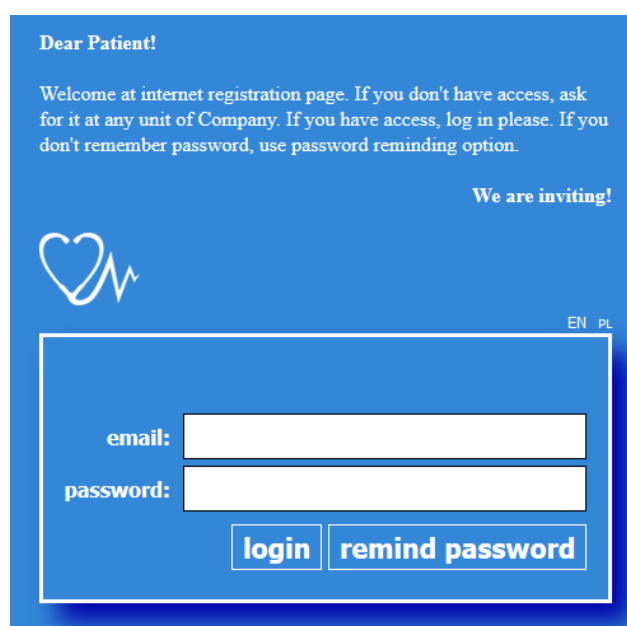
Post-pay can be realized when the visit / surgery / operation receives the "realized" status. Then in the patient payments tab appears unrealized payment. Payment may be realized by issuing a receipt or invoice. Fee can be contributed immediately or later. If payment is taken later, the bill (invoice or receipt) is displayed in the list of unpaid invoices with the possibility of noting the payment.

Payment in advance is done after appointing for visit / surgery / operation and before its realization.

After appointing visit / surgery / operations, in the tab of patient payments appears unrealized payment. Payment may be realized by issuing a receipt or invoice. Fee can be accepted immediately or later. If payment is taken later, the bill (receipt or invoice) is displayed in the list of unpaid invoices with the possibility of noting the payment. If visit / surgery / operation has been realized without any changes in services planned for realization, it ends the payment process. If doctor realizing the visit / surgery / operation specifies that he has realized additional service / services that have not been planned while arranging visit / surgery / operation, then within payments tab of patient card there will appear new unrealized payment for additional service / services which is realized as post-pay. If visit / surgery / operation has not been realized or visit / surgery / operation has been realized and some of services have been realized with quantities different than planned (or have not been realized), then within payments tab of patient card there will appear unrealized payment (if patient has to pay more for a visit / surgery / operation) or overpayment (if patient is to receive return of whole or part of payment for a visit / surgery / operation). Taking of supplement pay can be realized by issuing correcting receipt or correcting invoice (depending on primary document whether it was receipt or invoice). Supplement pay can be taken immediately or later. If payment is taken later, the bill (correcting invoice or correcting receipt) is displayed in the list of unpaid bills with the possibility of noting the payment. Making return can be realized by issuing correcting receipt or correcting invoice (depending on primary document whether it was receipt or invoice). Return is realized in full amount at the moment of issuing of the bill.

Portal

For jHIS system dedicated internet portal has been created that allows patients for arranging visits using internet and canceling visits arranged using internet. Access to portal is granted for patients which reported to registration of any unit of health care company a wish to use portal and that fact has been marked within the jHIS system (field "Access to internet registration" in "Contact" tab within patient card). Login for portal is patient e-mail address and password is generated automatically by jHIS system and is sent to patient e-mail address at the moment when he declares intention to use portal.



Dear Patient!

Welcome at internet registration page. If you don't have access, ask for it at any unit of Company. If you have access, log in please. If you don't remember password, use password reminding option.

We are inviting!

EN PL

email:

password:

If patient forgets his password, he can report to any unit of healthcare company and ask for

generation of new password (that's what registration employee can do by clicking the button "Generate new password for internet registration" in "Contact" tab within patient card) or he can enter his email address into portal login form and click the button "remind password". In both cases password allowing to log into portal will be sent do patient e-mail address.

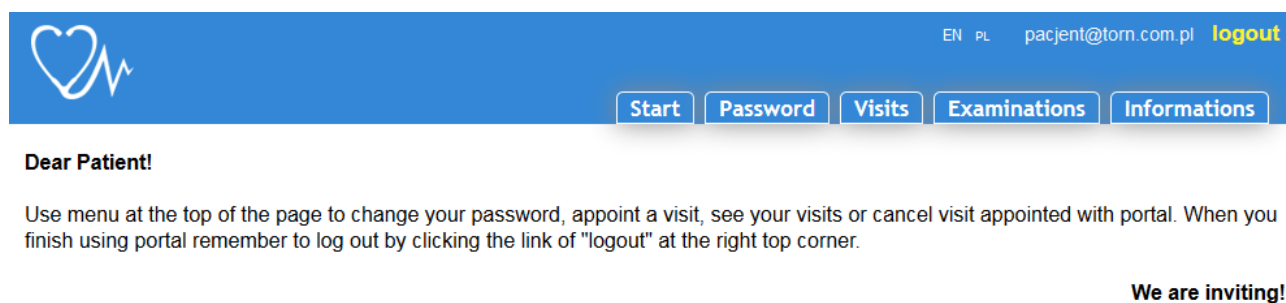
After logging to portal there appears start page whicg contains:

- header (repeated on each page of portal) ant within it
 - system logo – by clicking logo patient is directed to start page independently what page he is currently viewing
 - menu allowing to access particular functionalities of portal
 - linkt to language versions allowing to change user interface into different language
 - patient login
 - link allowing to logout from portal
- content approproate for logged user
- footer (repeated on each page of portal) ant within it
 - name and version of system
 - logo of jPALIO technology – by clicking this logo software producer web page appears there in new window/tab of the browser

Portal contains the following functionalities:

- Password – functionality allowing to change patient pasword
- Visits – functionality allowing to appoint visits by patient, to browse visits already appointed and to cancel visits appointed by patient using portal
- Examinations – functionality allowing to browse results of diagnostic examinations of patient

Moreover within menu there is position "Start" which when clicked allows to go to start page of portal, also in the menu there can be additional positions defined by jHIS system administrator.



Password

Using the "Password" functionality in the menu, logged patient has the ability to change his own password currently used to access the portal. To change password, one has to enter current password and new password twice repeated to the form. The new password must meet the following

requirements of security policy:

- › must have at least 8 characters
- › must contain lowercase and uppercase letters, numbers and special characters
- › must be different from the most recently used passwords of at least three characters
- › must differ from each of the three most recently used passwords of at least one character

After completing the form and pressing the "Change Password", system verifies the correctness of data entered to the form. If verification is successful, then the password is changed and displays information about successful password change. If the verification fails, you will see an error message informing about incorrect filling out the form (indicating the type of irregularity). In this situation, you must fill out the form again according to the information contained in the message and try again to change password.

Change password

Actual password

New password

New password again

Change password

X

Finish

Change password policy rules

- Password must have at least eight charcters
- Password have to containt at least one lowercase letter
- Password must have at least one uppercase letter
- Password must have at least one number or keyboard symbol
- new password must have at least three new characters than the old one had
- new password must differ at least with one character than last three ones

Visits

After selecting from menu the "Visits" functionality there is displayed search engine of available dates and arranged today visits in all of the of health care company where exists timetables with terms marked to be displayed within portal and these within which patient has/had visits.

The first step is to choose a clinic and click "Search" button. If there are any timetables of work of the staff or equipment in the clinic (even empty), then the page displays a grid of timetable. The grid has a column corresponding to all employees and equipment for which there are timetables of work in the clinic. Rows correspond in turn to possible hours of visits (grid is limited to the clinic's working hours and every hour is divided into 12 parts for 5 minutes). At the grid there are marked all the available terms (only terms starting from tomorrow are displayed, past and today terms are omitted) and scheduled visits of patient (all) according to the scheme

- › future available dates are displayed in blue
- › arranged visits that do not require supplement the information or verification are displayed in green

- › arranged visits that require supplement the information or verification (attach referral, attach an insurance document, settlement of payments, cancel the visit because of changes in work timetable of doctor or equipment) are displayed in red
- › if the type of the visit appropriate for a given free date or appointed visit has defined color of highlighting, then in the upper right corner of the date / visit there is displayed spot in this color.

When you move the mouse cursor over a free date, availability or an appointment, in a tooltip there is displayed detailed information about the date, availability or visit accordingly (quick view).

Visits

Date: 2017-05-19

<<<<

<<

<

Poradnia POZ

>

>>

>>>>

2017-05-18

ENTER

➡

✓ Search

✕ Finish

Help ?

Friday 19 May 2017						
	Olga Baron	Helena Abakus	Norbert Król	Anzelm Olszewski	Ignacy Olszewski	RTG
08:00	08:00 - 08:10 FREE DATE	08:00 - 08:10 FREE DATE				
	08:10 - 08:20 FREE DATE	08:10 - 08:20 FREE DATE				
	08:20 - 08:30 FREE DATE	08:20 - 08:30 FREE DATE				
	08:30 - 08:40 FREE DATE	08:30 - 08:40 FREE DATE				
	08:40 - 08:50 FREE DATE	08:40 - 08:50 FREE DATE				
	08:50 - 09:00 FREE DATE	08:50 - 09:00 FREE DATE				
09:00						

In the form above the grid there are in addition the following navigation buttons:

- › <<<< - allows to view the schedule on a month earlier than the current presented day
- › << - allows to view the schedule on a week earlier than the current presented day
- › < - allows to view the schedule on a day earlier than the current presented day
- › "ENTER" - allows you to view any day, which should be indicated in the date field before pressing the "ENTER" button (in the date field there is always entered by default today's date to be able to view quickly today's schedule)

- › > - allows to view the schedule on a day later than the current presented day
- › >> - allows to view the schedule on a week later than the current presented day
- › >>> - allows to view the schedule on a month later than the current presented

Clicking on any of the above buttons changes the view of schedule for the appropriate day to which the button leads.

Clicking on a free date on the grid of schedule opens new window within which there is button “Make reservation”.

Free term

x

Make reservation ➡ X Close

After clicking this button visit at this term is being reserved for patient and appropriate message informs about that fact or there appears information about lack of possibility to reserve the term (if somebody else has reserved this term in meantime, if patient has another visit appointed at the same time, etc.)

Term has been reserved

X Close

After clicking button “Close” reservation window is closed and within timetable grid there appears reserved visit (if reservation was possible to be done).

Visits

Date: 2017-05-19

<<<

<<

<

Poradnia POZ

>

>>

>>>

2017-05-18

ENTER

➡

✓ Search

✕ Finish

Help

?

	Olga Baron	Helena Abakus	Norbert Król	Anzełm Olszewski	Ignacy Olszewski	RTG
08:00	08:00 - 08:10 APPOINTED VISIT	08:00 - 08:10 FREE DATE				
	08:10 - 08:20 FREE DATE	08:10 - 08:20 FREE DATE				
	08:20 - 08:30 FREE DATE	08:20 - 08:30 FREE DATE				
	08:30 - 08:40 FREE DATE	08:30 - 08:40 FREE DATE				
	08:40 - 08:50 FREE DATE	08:40 - 08:50 FREE DATE				
	08:50 - 09:00 FREE DATE	08:50 - 09:00 FREE DATE				
09:00						

After clicking on reserved visit there appears new window with information about visit state. If visit was appointed by patient using portal and is in future, then there is button “Cancel visit” visible that allows to cancel planned visit.

Visit appointed

Cancel visit

➡

✕ Close

Clicking the button “Cancel visit” releases reserved term and an appropriate message informs about that fact.

Visit has been canceled

✕ Close

After clicking button “Close” reservation window is closed and the view of timetable grid is refreshed (if visit has been canceled it disappears from timetable grid and free term appears within its place).

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Visits

Date: 2017-05-19

<<<

<<

<

Poradnia POZ

>

>>

>>>

2017-05-18

ENTER

→

✓ Search

✕ Finish

Help

?

	Olga Baron	Helena Abakus	Norbert Król	Anzelm Olszewski	Ignacy Olszewski	RTG
08:00	08:00 - 08:10 FREE DATE	08:00 - 08:10 FREE DATE				
	08:10 - 08:20 FREE DATE	08:10 - 08:20 FREE DATE				
	08:20 - 08:30 FREE DATE	08:20 - 08:30 FREE DATE				
	08:30 - 08:40 FREE DATE	08:30 - 08:40 FREE DATE				
	08:40 - 08:50 FREE DATE	08:40 - 08:50 FREE DATE				
	08:50 - 09:00 FREE DATE	08:50 - 09:00 FREE DATE				
09:00						

In case of realized visits after clicking on visit within new window with information about visit state there is link also displayed allowing to preview disease history entered by the doctor during the visit (in PDF format).

Visit realized


» [Click here to see illness history](#) «


✕ Close

Examinations

After choosing functionality „Examinations” from menu there appears list of patient orders for diagnostic examinations in order from the newest to the oldest. By each order within the column of „Results” there is button „View” available.

357

Examinations			
No. Order number	Order date	Ordering doctor	Results
1 (00)0000000201	2017-03-16	Jan Kowalski	 View

 [Finish](#)



Clicking the button „View” allows to preview (as PDF file) results of diagnostic examinations within the given order.

BugBase

The BugBase is a module used to managing notifications concerning jHIS system. It allows users to report problems that arise while they are working with the system. Reported problems, bugs, suggestions, etc. get into the database, accessed by service technicians of jHIS system. Serviceman after receiving the notification solves the problem or provide all the necessary information to resolve the problem.

Access to the BugBase module is provided by the links placed in the footer of the system:

- Report a bug – opens a window of reporting a bug
- BugBase – opens a window of managing reported bugs

nZOZ v 1.2RC	 Report a bug	BugBase	POWERED BY 
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Access to the BugBase module is provided by three privileges:

- BUGBASE - możliwość zgłaszania błędów – gives the ability to report problems and provides access to the notified problems by this user
- BUGBASE - możliwość wyświetlenia błędów wszystkich zgłaszających – gives the ability to view and manage problems reported by all users
- BUGBASE - możliwość wyceny błędów – gives the ability to value reported problems

These privileges should be assigned to the appropriate roles and the roles should be given to users authorized for reporting / managing / valuating problems.

The BugBase has a built-in mechanism to inform users about the reported problems. The information is sent by email, what results that users using the module apart from appropriate permissions should have entered email address in the data of the jHIS system.

The assignment of privileges to the roles is realized by "Privileges" functionality in the "Administration" menu and assignment of roles and email addresses to users by the "Users" functionality also from the "Administration" menu.

Reporting bugs

To report a problem, bug, suggestion, etc., click on the "Report a bug" button placed in the footer of each page of the system. There will be opened window of reporting a new problem with the form in which mandatory fields are marked by an asterisk.

Reporting bug

CONTACT ADDRESS nzoz-test@torn.com.pl

SUBJECT: *

KEY WORDS:

CATEGORY: *

MODULE: *

PRIORITY: *

OBJECT:

PAGE: 402

CONTENT:

B *I* U ABC | ↶ ↷ | 📎 | ☰ ☷

ATTACHMENT Nie wybrano pliku

In CONTACT ADDRESS line there is user's e-mail address, if the address has been entered in the user data in the jHIS system. Otherwise, there is the message about the lack of email address and need to contact the administrator to its entry.

In the TITLE field, enter the subject of the notification.

In the KEY WORDS field, you can specify additional words that describe the notification.

In the CATEGORY field, select the type of notification.

In the MODULE field, choose to which part of the system it relates.

In the PRIORITY field, there should be determined the urgency of the notification.

The field OBJECT is not in use (has been preserved because of the backwards compatibility).

The PAGE field is filled automatically (there is entered identifier of page in the system that caused the error).

In the DESCRIPTION field, specify a maximum fine details and circumstances of a problem.

In the ATTACHMENT field, there is the opportunity to add attachment associated with the notification.

After filling all the required fields, click "Send bug report" button. If the report will be stored in the database, blue message about the successful operation will appear (and the report will receive the REPORTED status). Otherwise, there will be a red message with information about an error. The window can be closed with the "Close" button.

BugBase Center

To see a list of reported problems, click on the "BugBase" link placed in the footer of the system.

Then a window with a list of reports will be opened.

BugBase Center

Search for errors

Subject <input type="text"/>	Bug number <input type="text"/>	Date from: <input type="text"/>	Date to: <input type="text"/>	Enterprise ----
Key words <input type="text"/>	Module -----	Priority -----	Status Unclosed	Category -----

No.	Number	Subject	Category	Enterprise	Reported by	Module	Page no	Reported	Status	Priority	Last change	Serviceman
1	79	Test	Inne		zoz	Inne	319	2015-08-28 12:07:16	Zgłoszony	Niska	2015-08-28 12:07:16	
2	78	TEST	Błąd Systemu		bugbase	Administracja	585	2015-08-28 10:56:39	Zgłoszony	Krytyczna	2015-08-28 10:56:39	
3	77	TEST	Błąd Systemu		bugbase	Gabinet	585	2015-08-28 10:54:51	Zgłoszony	Krytyczna	2015-08-28 10:54:51	

Pages: « < 1 > » All

POWERED BY PALIO
[Report a bug](#)
[Back to NZOZ](#)

In the upper part of the window there is a search engine of reports. After specifying search criteria and pressing the "Display" button, there is presented a list of reports that meet the search criteria. Depending on privileges there are displayed only reports of logged user or reports of all users. In the second case, in the search results are displayed additional columns of the table: "Enterprise" from which is the report and the "Serviceman" that is assigned to it.

To view details of the report, click on the appropriate row of the table. There will displayed window with the details of the notification. The content of the window is dependent on privileges.

For users who have access privileges to all reports, in the upper right corner is displayed the current status of the report. Below are given details of the reporting user and entered information by him from the notification. Next, there is a form to change the category and module (only for notifications with REPORTED status). If the notification should be handled at first, you can mark it as URGENT. Below there is the information about the page number on which it was an error and preview button allows you to display a screenshot saved when reporting the error. In the SERVICEMAN field should be selected serviceman who will be handling the notification. If the logged user has the privilege of valuating reports, in the window there is displayed section that allows for the valuation. There is also a form of adding a comment.

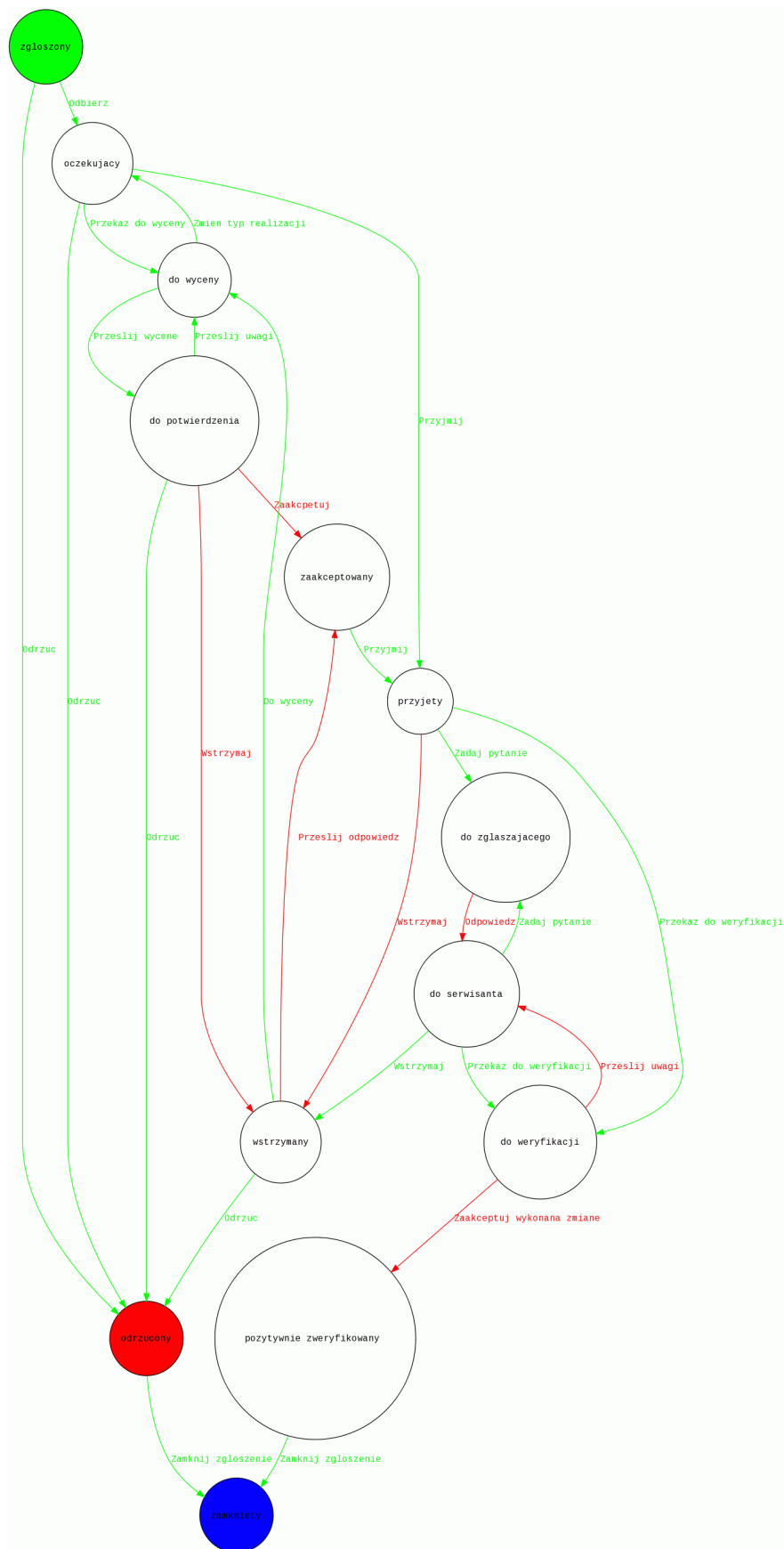
Basic data of report		ZGŁOSZONY
NUMBER	76	
SUBJECT	TEST	
USER	zoz, Zoz Zoz	
E-MAIL	nzoz-test@torn.com.pl	
DATE	2015-08-27 09:56:30	
ENTERPRISE:	b.d.	
Report type		
TYPE	Błąd Systemu ▼ *	
MODULE	Administracja ▼ *	
PRIORITY	Krytyczna	
URGENT	<input type="checkbox"/>	
Information for serviceman		
PAGE	447, nzoz.system.settlements.nfz.pzw.page	
OBJECT		
CALL THE PAGE (call the page of bug report to 10 minutes before reporting)		
SCREENSHOT HTML	preview	
SERVICEMAN	---	
Description of report		
DESCRIPTION		
ATTACHMENT	none	
No.	Comment	
No comments		
Pages: « ‹ 1 › » All		
Preparation to valuation		
No.	User	Description
Hours total	0,00	Net total 0,00
		Save Add position
New comment		
<div></div>		
ATTACHMENT	Wybierz plik Nie wybrano pliku	
		Odbierz Odrzuć

For users who have access privileges only to their own reports in the details of the notification window there is displayed information from the report, form of change the type and the module (only for notifications with REPORTED status) and form of adding a comment.

Basic data of report		ZGŁOSZONY
NUMBER	77	
SUBJECT	TEST	
USER	bugbase, Bugbase Bugbase	
E-MAIL	nzoz-test@torn.com.pl	
DATE	2015-08-28 10:54:51	
ENTERPRISE:	b.d.	
Report type		
TYPE	Błąd Systemu ▼ *	
MODULE	Gabinet ▼ *	
PRIORITY	Krytyczna	
Description of report		
DESCRIPTION		
ATTACHMENT	none	
No.	Comment	
No comments		
Pages: « ‹ 1 › » All		
New comment		
<div style="border: 1px solid black; height: 50px; width: 100%;"></div>		
ATTACHMENT	<div>Wybierz plik</div> <div>Nie wybrano pliku</div>	<div>Add comment without change of report status</div>

Depending on the status of the report, at the bottom of the window there are displayed the appropriate action buttons.

Servicing reports is a process, which diagram looks like this:



The circles correspond to the possible states of the report, the arrows correspond to activities which in a given state can be done to change the status of report.

At the time of reporting problem, notification receives REPORTED state (green circle) and after its processing it receives CLOSED state (blue circle). Green arrows indicate transitions available only for the administrator / serviceman, and red arrows are the transitions available to the reporting user.

Servicing report process looks like this:

- REPORTED state - in this state administrator determines whether the report should be realized or not. If so – he receives it by pressing the "Accept", if not - rejects by pressing the "Reject" button.
- WAITING state - in this state, the administrator should assign a serviceman to handling the report by selecting it from the list. From this moment, serviceman will be responsible for report. If the serviceman starts handling of report, he should confirm its acceptance to realization by pressing the "Accept" button. In this state, it is also possible to move to the valuation of the notification, if the user has the appropriate privilege. To go to the valuation, use the "Go to valuation" button. Report can be also rejected by pressing the "Reject" button.
- FOR VALUATION state - this is the initial state of the pricing mechanism of reports. Valuations may be done by serviceman / administrator as well as the reporting user. To cancel the valuating of report, press the "Change type of execution" button (the button is available only for serviceman / administrator). To valuating the report, press "Add position" button.

Preparation to valuation				
No.	User	Description	Hours total	Net total
Hours total 0,00 Net total 0,00			Save	Add position

There will be fields where it should be pointed serviceman who will handle the order, enter a description and the number of working hours. The system automatically calculates net rate. You can add additional items, if, for example, under the order is working more servicemen.

Preparation to valuation				
No.	User	Description	Hours total	Net total
1.	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Hours total 0,00 Net total 0,00			Save	Add position

After entering the data, click "Save" button and then saved information will be visible for both the serviceman and the reporting user. To send a valuation for approval, use the "Send to valuation" (the button is available only for serviceman / administrator).

- FOR CONFIRMATION state - a state in which the report come back to the reporting user, who is expected to accept valuation prepared by a serviceman / administrator. If he agrees with the valuation, he clicks "Accept" button. If he considers that the valuation is inadequate, he can suspend such report by typing in the comment message for the serviceman / administrator regarding the reason of suspend and pressing the "Suspend" button. Serviceman / administrator apart from the buttons available for the reporting user, he

has also "Submit comments" button used when reporting user made the valuation and serviceman / administrator wants to ask him to its change. If the serviceman / administrator does not agree with the valuation submitted by the reporting user, he can reject this notification immediately by clicking the "Reject" button.

- **ACCEPTED** state - a state similar to a state of waiting except that it occurs after the valuation and approving by the reporting user. If the serviceman starts handling the report he should confirm its acceptance to realization by pressing the "Approve" button.
- **APPROVED** state - in this state, a notification is handling by a serviceman. At any time, both the administrator / serviceman and the reporting user may suspend realization of report (by pressing the "Hold" button) if there will be any unexpected previously circumstances (eg. revaluation). Then the serviceman interrupts the execution of the report. If the serviceman has any questions to the reporting user, he clicks the "Ask a question" button. Then the report goes to the reporting user pending the forwarding of his answers. When the report is completed, the serviceman transmits them to the verification by the reporting user so that he can determine whether it has been correctly realized – use the "To verification" button.
- **TO REPORTER** state - in this state report waits for a response of reporting user to a question of serviceman. Reporter should answer this question by typing the comment and clicking "Reply" button.
- **TO SERVICEMAN** state - when the reporting user sent answer to serviceman's question, or if notification has not been positively verified by the reporting user, then it receives this state. If the answer of reporter makes that the report may not be further realized in its current form, such report should be paused by clicking on "Pause" button. Serviceman can ask another question to the reporter by clicking the "Ask a question" button. If the report has been realized, it should be passed to verify with the "To verification" button.
- **TO VERIFY** state - the state is given to the report which has been realized by a serviceman. The reporting user has to specify whether it was realized properly. If so - should click "Accept made change" if not - should send comments to the serviceman by clicking "Submit comments" button.
- **SUCCESSFULLY VERIFIED** state- state indicating that the notification has been properly realized, so can be closed by a serviceman / administrator using the "Close report" button.
- **PAUSED** state - in the process of handling the report, it is possible to pause both by the reporting user and by a serviceman / administrator. When the reporting user will pause notification during the approval of the valuation, serviceman / administrator can reject such report (the "Reject" button) or pass to a revaluation (the "To value" button). Also during the execution of the report by a serviceman, it is possible to pause the report to be revaluated or rejected. When the application is in the PAUSED state and does not require a revaluation, then both serviceman / administrator and the reporting user may submit comments, and the report will go to the ACCEPTED state and start a re-realization.
- **REJECTED** state - meaning to stop processing the report without its realization. Rejected report should be closed using the "Close the report" button.
- **CLOSED** state - the state indicating completion of processing the report.

At each change of status of notification the system sends to the reporting user and to serviceman assigned to the notification an e-mail informing about the change. Any comments and attachments added in the report form are attached to sending message. Do not reply to received messages - they

are only intended to inform users that there is a change in the application. After receiving such a message you should go to the BugBase Center, search for the appropriate report and react adequately to the state of report.

Summary

The jHIS system provides a comprehensive solution in the use of public and private health care institutions realizing ambulatory, home and hospital (one-day) treatment. It has implemented mechanisms for data management of patients and staff, creating work schedules of staff and medical equipment, planning and servicing visits, surgeries and operations (including service of surgery room), commercial settlements (with patients and workplaces) and non-commercial (with the NFZ). The system integrates with diagnostic laboratories (using the MARCEL system and using the eLab system), with the Electronic System of Beneficiaries Eligibility Verification (eWUŚ), queuing systems (Nemo-Q) and internet thermometers (TME). It has also dedicated portal allowing patients to register for visits themselves using internet. Its advantages are the simplicity and ergonomics, so important from the point of view of users. By providing a user interface via web browser, system does not require installation on workstations and can be used on mobile devices (eg. tablets). The use of the jPALIO platform provides high scalability, efficiency and reliability.