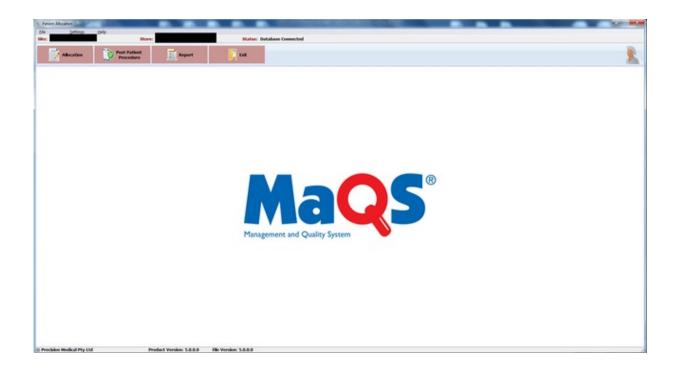
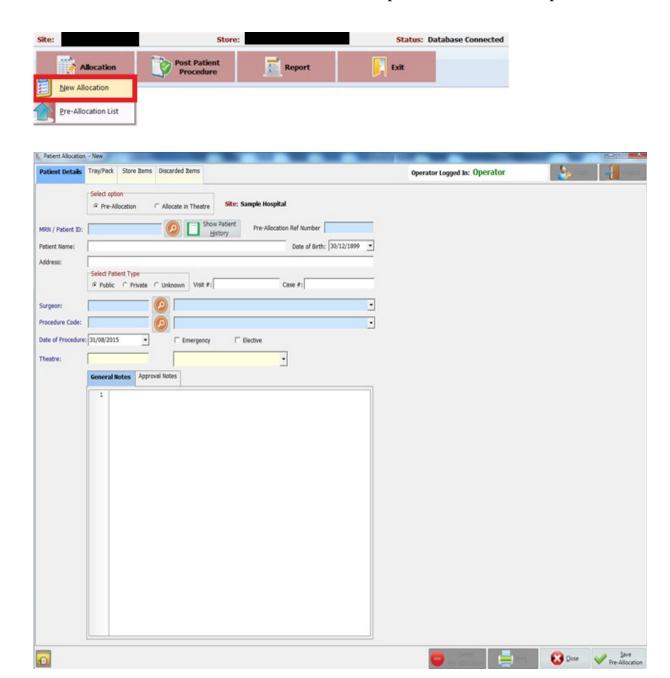
This module is used for patient pre-allocation or patient allocation or do a review as when a patient record needs to be viewed or edited.



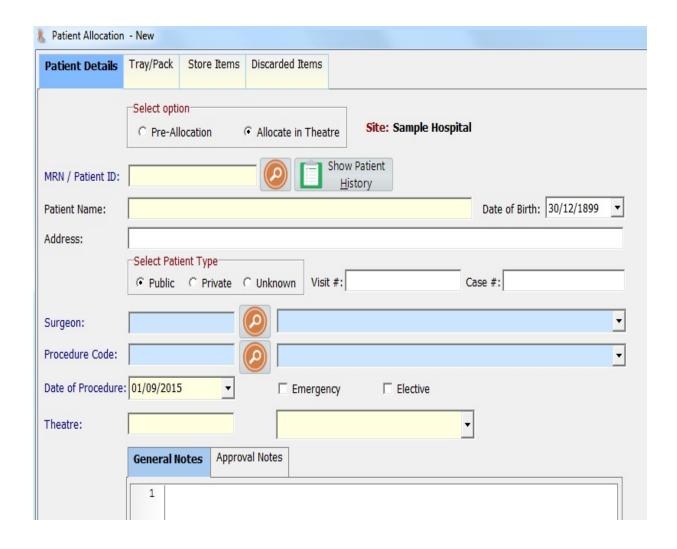
This function is used to allocate sterilised and pre-sterile items to a patient.





This function allows user do a pre-allocation or allocation in theatre. If it is a pre-allocation, Reference number and theatre are mandatory fields. If it is a allocation in theatre, MRN, patient name, procedure date and theatre are mandatory fields.

If using preference card for the procedure, scan in surgeon and procedure code. Store items will be automatically add to the patient.



* Mandatory fields are highlighted in yellow.

Pre-Allocation	Select if do a pre-allocation.
Allocate in Theatre	Select if do a allocation in theatre.
MRN / Patient ID	Patient medical record number
Show Patient History	Click to show patient procedure history.
Patient Name	Patient Name
Date of Birth	Patient date of birth
Address	Patient resident address
Patient Type	Select patient type from public patient or private patient or unknown patient.
Visit #	An id to be given to patient for every time when they visiting.
Case #	Case number
Surgeon	Surgeon details
Procedure Code	Procedure details
Date of Procedure	Procedure date
Emergency	Select if it is an emergency patient.
Elective	Select if it is an elective patient.
Theatre	Theatre details. To set a theatre, please go to MaQS Admin.
General Notes	Notes
Approval Notes	Notes
0	Provide audit trail for every single change.

Select Allocation Complete to save allocation records.

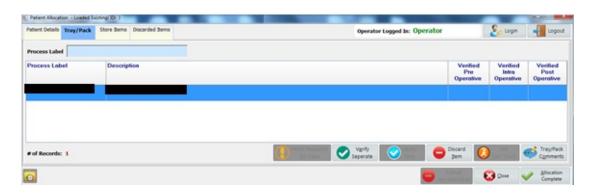
Select *View/Edit* to view or edit records.

Select *Procedure Surgeon List* to view all surgeons that assigned to the procedure.

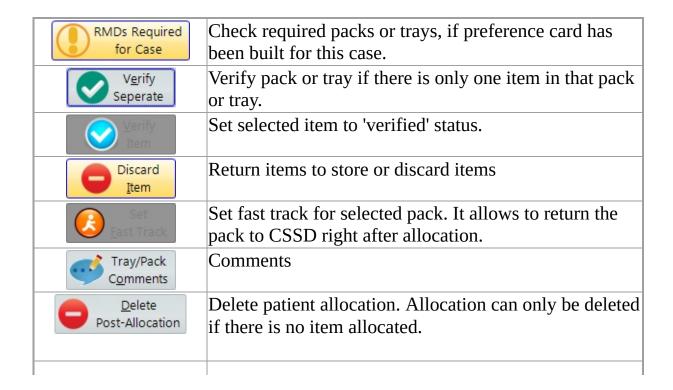
Select *Close* to close the form.



Allocate trays or packs to the patient.



Scan barcode on the packs into box to allocate to the patient.



3	<u>C</u> lose	Close windows
	location omplete	Click to save and exit the allocation.
€ C	<u> </u>	Provide audit trail for every single change.

If using online check list when doing a patient allocation, then additional pack verification steps are essential. Please check whether 'Use Online Check List' box is ticked in the 'Hospital Site' settings in MaQS Admin module.

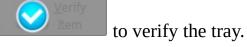


Three additional verification are needed during the patient procedure.

- 1. Verify before patient procedure.
- 2. Verify during patient procedure.
- 3. Verify after patient procedure.



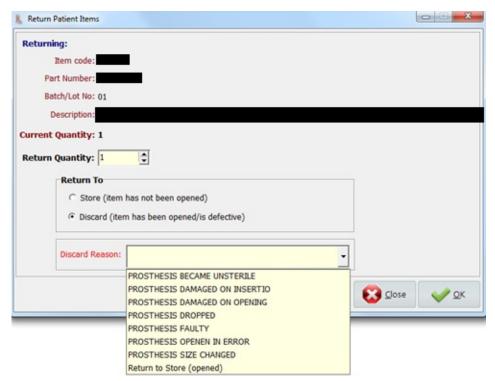
Only one tray can be verified each time. Select the tray, then click on





Discard

Select quantity and discard reason from the drop down list, then click ok to confirm.

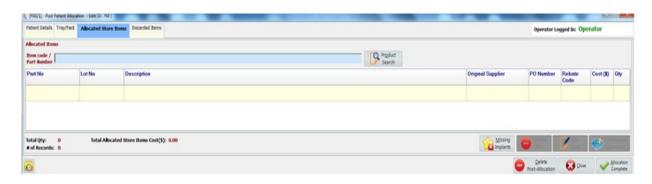


If return to store, type in return quantity, then click OK to return the packs to the store,

If discard item, choose the discard reason from the list, then click OK to confirm.

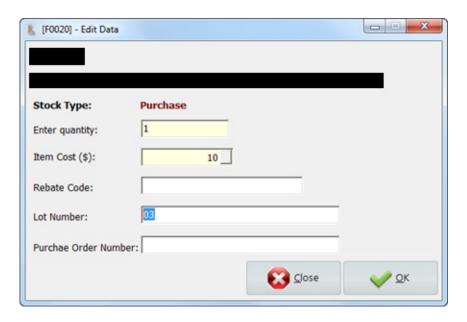


Allocate consumable items or implants.to the patient.



Missing Implants	Missing implants from preference card.
<u>Discard</u> Item	Return items to store or discard items
Edit <u>D</u> ata	Change allocated item details
Tracked Lot Comments	Comments
Delete Post-Allocation	Delete patient allocation. Allocation can only be deleted if there is no item allocated.
Close	Close windows
Allocation Complete	Click to save and exit the allocation.
O	Provide audit trail for every single change.

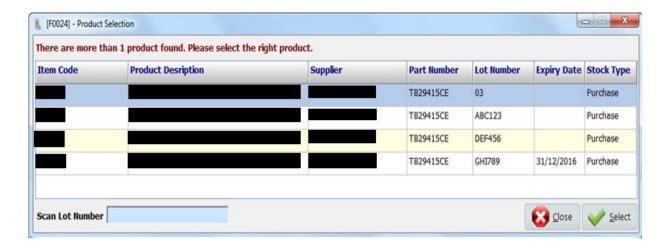
Click Data to change details for allocated item.



Quantity, item cost, rebate code, lot number and purchase order number can be modified. However, purchase order can only be edited if the item is track lot item.

If the item is track lot item, then lot number is a mandatory field when allocate the item.

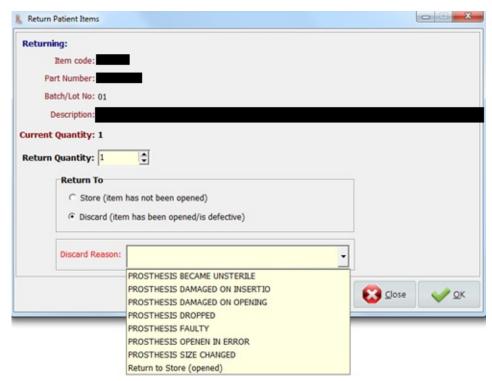
Choose the lot number from the list or scan a new lot number, click select to confirm.



Highlight line item and then select to return or discard the item.

Discard

Select quantity and discard reason from the drop down list, then click ok to confirm.

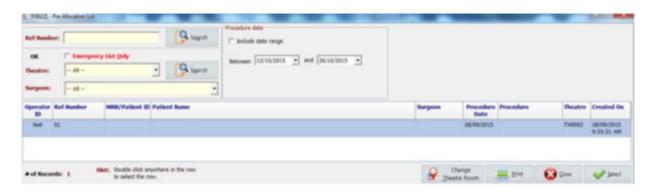


Once items are discarded. They will disappear from allocation list, you can find them in discarded items window.

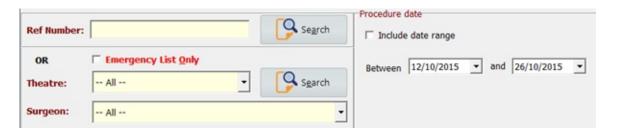


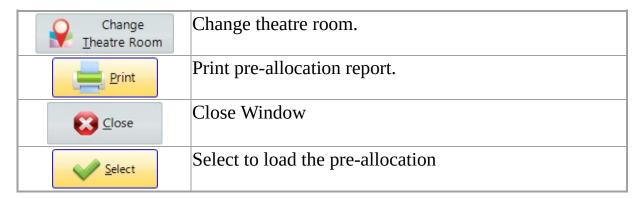


Load saved pre-allocation list.



Enter the searching criteria to search the pre-allocation. Pre-allocation can be searched by reference number, theatre, surgeon or date.

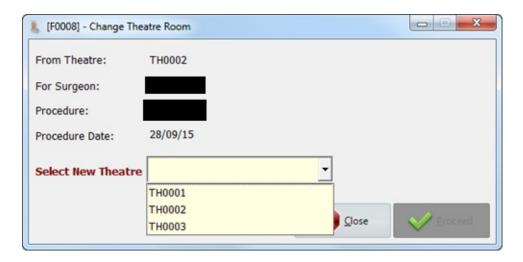




Double click or click

Select to load the pre-allocation.

Click Change to change theatre room.



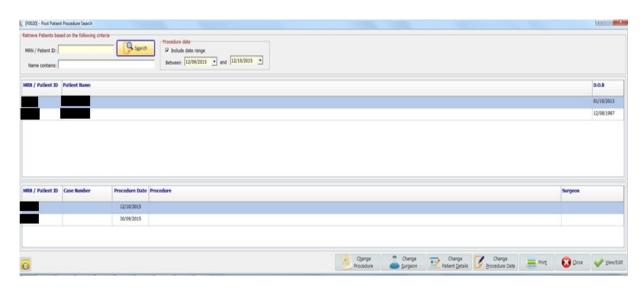
Select available theatre from the list, click on proceed to confirm.

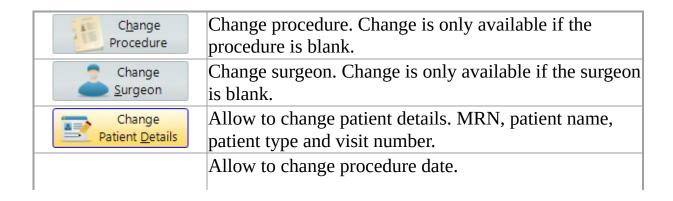


When a patient record needs to be viewed or edited, click on post patient procedure to launch procedure searching window.



Enter the search criteria in the *Search Text* field or directly click search to show all records. Users can also filter the result by procedure date.





Change Procedure Date	
Prin <u>t</u>	Print patient allocation report.
<u>C</u> lose	Close window.
View/Edit	View or edit patient allocation details.
O	Provide audit trail for every single change.

Click Procedure to change procedure details.



Scan the procedure code or type in procedure description. Click proceed to save the procedure.

Change is only available if the procedure is blank.

Click Change to change surgeon details.

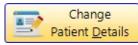


Scan the surgeon code or type in surgeon name. Click proceed to save the surgeon.

Change is only available if the surgeon is blank.



Click



to change patient details.



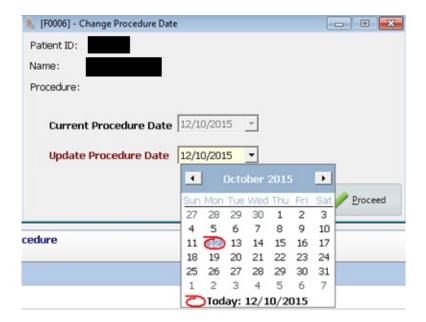
MRN/Patient ID	Scan patient MRN or manually type in patient ID.		
Patient Name	Patient name will be generated automatically base on		
	scanned MRN. If MRN can't not be recognized, then		
	type in patient name.		
Address	Address will be generated automatically base on		
	scanned MRN. If MRN can't not be recognized, then		
	type in patient address.		
Date of Birth	Patient date of birth will be generated automatically		
	base on scanned MRN. If MRN can't not be recognized,		
	then select patient DOB.		
Visit #	Patient visit id		
I			

Patient Type

select from private or public or unknown patient type.



to change procedure date.

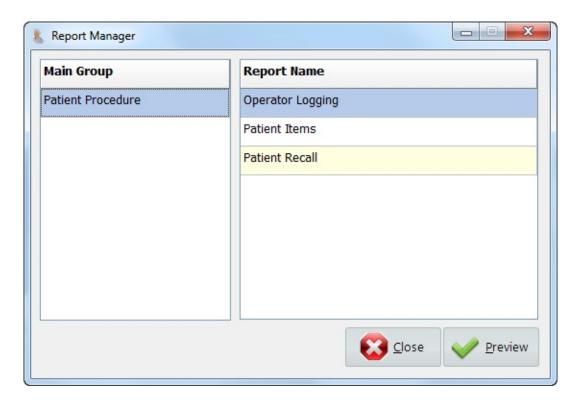


Select procedure date from the calendar. Click proceed to save the procedure date.

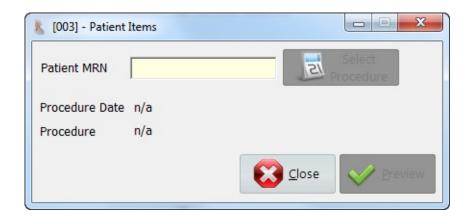
General reports will be provided. (Eg: Patient Items, Patient Recall, and Operator Logging)



Select report name, then click preview.



Enter the searching criteria and click preview to generate the report.



The setting option is located in the main screen, this gives access to the <u>Store Selection</u>.



This sets the default site and store for the Patient Allocation program.

Select a correct site and store for this location.

