

# Patients

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## Adding a new patient

Choose **Patient > New Patient**, or click the *New Patient* button on the navigator. This will show the following window:

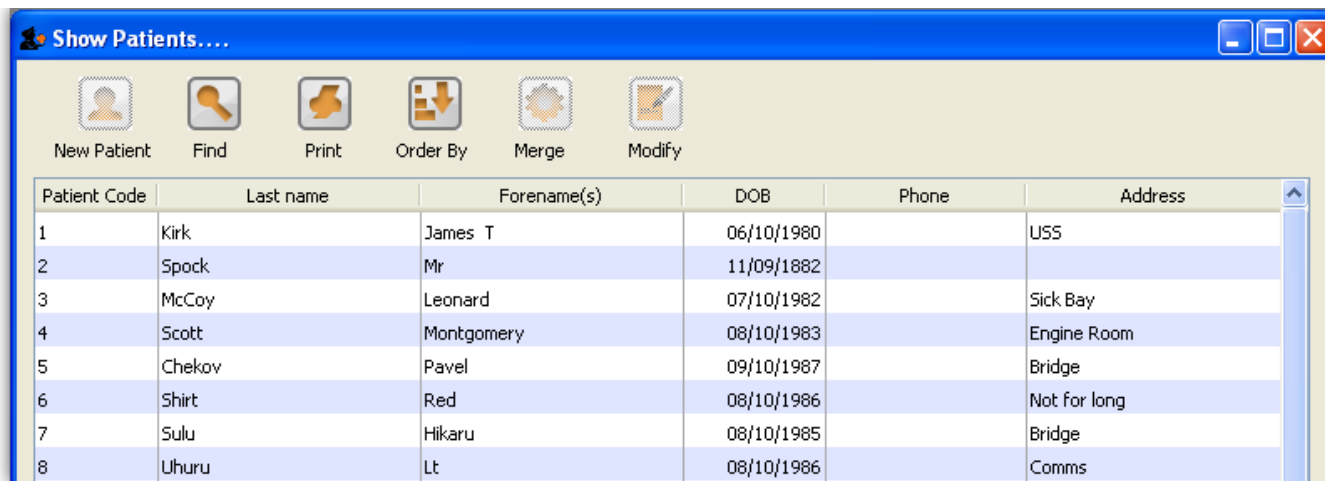
The screenshot shows a software window titled "New/Edit Patient Info...". At the top, there are fields for "Patient code" (containing "2"), "Store" (a dropdown menu showing "Hospital Info System"), and "Registration Date" (containing "22/11/12"). Below these are several tabs: "General", "Contact details", "Encounter", "Disease history", "Log", and "Store". The "General" tab is selected. It contains two main sections. The "General Info" section on the left includes a "Title" dropdown (set to "Mr"), text boxes for "First Name", "Middle Name", and "Last Name", "Gender" radio buttons (Female and Male, with Male selected), a "Marital Status" dropdown (set to "Single"), a "Blood Group" dropdown, "DOB" (05/03/00) and "Age" text boxes, "Occupation", "Religion", and "Ethnicity" dropdowns (all set to "None"), and a "National Health Number" text box. The "Next of Kin" section on the right includes text boxes for "Name", "Patient Code", "Relation" (dropdown), "Phone", and "Email". To the right of these is a "Patient Picture" section with a large empty box and "Add" and "Remove" buttons. At the bottom of the window are three buttons: "OK & Next", "Cancel", and "OK".

Most of the fields are self-explanatory..

- First & last name (mandatory)
- Next of Kin
  - Here you can link a patient to another existing patient.
  - Type the last name then a comma, then the first name (or part thereof), and press tab. A list of matching names will be shown. Double-click on a name to select that person.
- Patient Picture
  - You can add a patient picture by clicking the *Add* button.
- Address and other contact details can be entered on the *Contact details* tab.

## Showing and modifying patients

Choose **Patient > Show Patients** , or click the *Show Patients* button on the navigator.

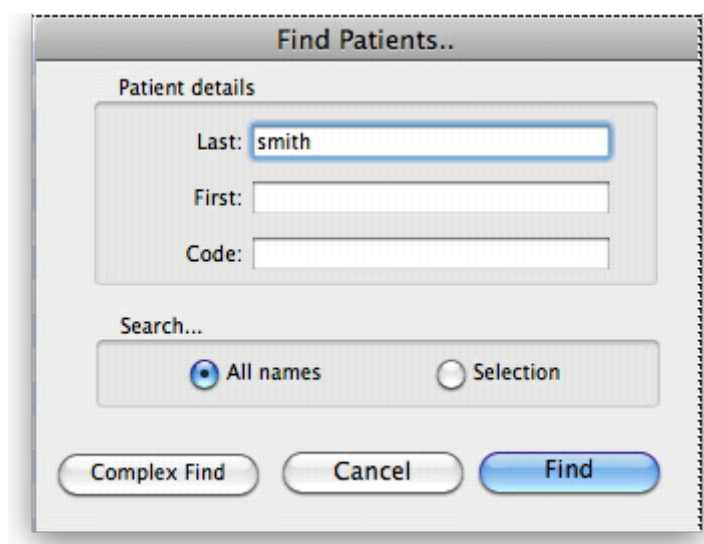


| Patient Code | Last name | Forename(s) | DOB        | Phone | Address      |
|--------------|-----------|-------------|------------|-------|--------------|
| 1            | Kirk      | James T     | 06/10/1980 |       | USS          |
| 2            | Spock     | Mr          | 11/09/1882 |       |              |
| 3            | McCoy     | Leonard     | 07/10/1982 |       | Sick Bay     |
| 4            | Scott     | Montgomery  | 08/10/1983 |       | Engine Room  |
| 5            | Chekov    | Pavel       | 09/10/1987 |       | Bridge       |
| 6            | Shirt     | Red         | 08/10/1986 |       | Not for long |
| 7            | Sulu      | Hikaru      | 08/10/1985 |       | Bridge       |
| 8            | Uhuru     | Lt          | 08/10/1986 |       | Comms        |

To edit or view a patient's details, double-click on their name in the list.

## Finding patients

Click the *Find* button, and a small window is shown:



**Find Patients..**

**Patient details**

Last:

First:

Code:

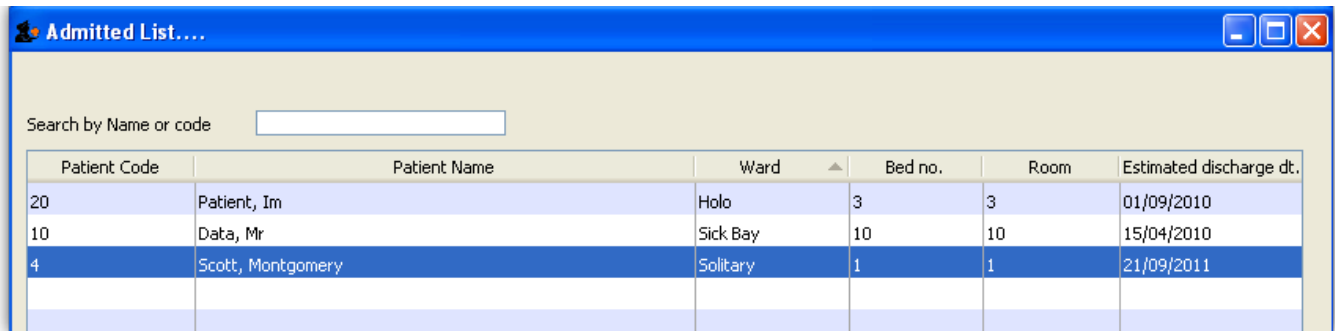
**Search...**

☒ All names ☐ Selection

Type as much of the Last name, First name or Code as you know, and matching patients will be shown. Note that you can search all patients or restrict your search to only those in the already displayed list (the selection).

## Showing current admissions

You can also select **Patient > Admitted** to show a list of currently admitted patients.



The screenshot shows a window titled "Admitted List...." with a search bar and a table of patient admissions. The table has columns for Patient Code, Patient Name, Ward, Bed no., Room, and Estimated discharge dt. The data is as follows:

| Patient Code | Patient Name      | Ward     | Bed no. | Room | Estimated discharge dt. |
|--------------|-------------------|----------|---------|------|-------------------------|
| 20           | Patient, Im       | Holo     | 3       | 3    | 01/09/2010              |
| 10           | Data, Mr          | Sick Bay | 10      | 10   | 15/04/2010              |
| 4            | Scott, Montgomery | Solitary | 1       | 1    | 21/09/2011              |
|              |                   |          |         |      |                         |
|              |                   |          |         |      |                         |

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