

# Procedures

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<note>Internally, a procedure in HIS is treated like a service item in mSupply, so many of the same concepts apply - see [Items](#)</note>

The **Special > Show procedures** menu item allows you to track surgical and other procedures performed on patients. It brings up the following window:



The 'Find procedure...' dialog box has a blue title bar with a person icon and standard window controls. It contains several search criteria fields: 'Item name' (dropdown), 'starts with' (dropdown), 'and' (dropdown), 'category is' (dropdown), 'and' (dropdown), and 'department is' (dropdown). The 'category is' and 'department is' dropdowns are currently set to 'Don't Care'. At the bottom are three buttons: 'Complex Find', 'Cancel', and 'Find'.

After setting the parameters, and clicking on OK, it will either show the list of procedures:



The 'Procedure list...' window has a blue title bar with a person icon and standard window controls. Below the title bar is a toolbar with icons for 'New item', 'Report', 'Set flags', 'Find', 'Order by', 'Print', 'Modify', 'Duplicate', and 'Customise'. Below the toolbar is a table with the following data:

Item Code	Item name	User 1	Flags
abcdef	New Procedure		

in which case, you can double-click on a procedure to view/edit it or select *New item* to create a new one. Or, if there are no existing procedures, it will go straight to the *Add procedure* window:



The 'Add procedure...' dialog box has a blue title bar with a person icon and standard window controls. It contains the following fields: 'Type' (dropdown set to 'service'), 'Item code' (text field), 'Item name' (text field), 'Item price' (text field set to '0'), and 'Price list' (checkbox).

The type of a procedure is fixed as "service". As for items, once a procedure has been added, there are extra fields and tabs available. However, only a subset of the normal item fields are available.

**Procedure details...**

**Item name** New Procedure **Store:** Hospital Info System

**General...**

Item code: abcdef

Category: None

Item flag:

Catalogue code:

Hide in this store: ☐

**Pricing**

Default margin: 0

Default price: 2,000.00

**Full description**

**Custom fields...**

user\_field\_1:

user\_field\_2:

user\_field\_3:

user\_field\_5:

user\_field\_6:

user\_field\_4: ☐

user\_field\_7: ☐

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<note>To continue to the next section of the mSupply® user guide click [here](#)</note>

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