Consultation page instructions.

> In this manual, the term **consultation** denotes both consultations and admissions, which are facilitated through a similar interface with minor variations. However, in certain contexts, the term **consultation** may specifically refer to inpatient scenarios, while **admission** is consistently used for outpatient situations.

> If a healthcare center **does not** offer admission services, the forthcoming explanation pertaining to the use of the terms **consultation** and **admission** within this manual may be disregarded. In such instances, any reference to admission within this manual would not be applicable to such a center.

In this manual, the term **consultation** serves as an umbrella term that includes both **consultations** and **admissions**. These two events are managed through a unified interface, with minor variations to accommodate their unique requirements (for instance, the admission interface incorporates a discharge button).

While the interface largely remains consistent, there are instances where differentiation becomes necessary. In such scenarios, the term Consultation is specifically used when the interface is accessed for an **inpatient**, while Admission refers to the interface as it appears for an **outpatient**. An inpatient is a patient who stays in the hospital for one or more nights while receiving treatment. On the other hand, an outpatient is a patient who visits a healthcare facility for diagnosis or treatment but does not stay overnight.

Go to the homepage and click a consultation from either the **pending** or **ongoing** tables, or open an admission from one of the **admission ward** tables.

Click the More toolbar button. This moves the toolbar one level down to expose a different set of toolbar buttons.

Click the Save toolbar button. This will store all unsaved consultation data into the database. Upon successful saving, a popup message will appear to confirm the action. By clicking **Ok** on this popup, the consultation page will refresh. The saved data can then be accessed from the timeline view, and it is displayed with a timestamp showing the employee who saved it and the date and time of saving. (N.B. **once saved, consultation data cannot be modified**).

Click the Complete toolbar button. This will store all unsaved consultation data into the database. Upon successful saving, a popup message will appear to confirm the action. By clicking **Ok** on this popup, the consultation page will refresh. The saved data can then be accessed from the timeline view, and it is displayed with a timestamp showing the employee who saved it and the date and time of saving. (N.B. **once saved, consultation data cannot be modified**).

To store consultation data in the database permanently, you can choose one of the following actions :

- Click the Save toolbar button. This will store all unsaved consultation data into the database. Upon successful saving, a popup message will appear to confirm the action. By clicking **Ok** on this popup, the consultation page will refresh. The saved data can then be accessed from the timeline view, and it is displayed with a timestamp showing the employee who saved it and the date and time of saving. (N.B. **once saved, consultation data cannot be modified**).
- Click the Complete toolbar button. This will store all unsaved consultation data into the database. Upon successful saving, a popup message will appear to confirm the action. By clicking **Ok** on this popup, the consultation page will refresh. The saved data can then be accessed from the timeline view, and it is displayed with a timestamp showing the employee who saved it and the date and time of saving. (N.B. **once saved, consultation data cannot be modified**).

Click the Back toolbar button. This opens the homepage.

Before proceeding with the instructions in this page it is crucial to familiarize yourself with the various **sections** of the consultation page (i.e. **toolbar, blue ribbon, and interactive space**) and to learn how to maneuver through the different **views** of the interactive space (i.e **dashboard, timeline, keyboard inputs, and writting pads**). If you are not yet acquainted with this information about the consultation page, please click here.

Before you follow the steps on this page, it is important to grasp the various consultation statuses : **pending, ongoing, completed, admitted, discharged, and cancelled.** Understanding these consultation statuses is key to effectively navigating the instructions. Click here to read more about this.

- **Pending :** When a consultation is first created and before a doctor starts it, it is marked as pending. These pending consultations are shown on the homepage (in the table on the far left) in chronological order, with the consultation created first at the top and the one created most recently at the bottom of the list.

- **Ongoing :** Once a consultation with a pending status is started, it transitions to an ongoing status. By default, starting a consultation necessitates the doctor to input a verification phrase to confirm that the correct consultation is being started. This verification phrase could be the consultation number, patient number, or the patient's national ID. However, there is an alternative setting that enables consultations to be automatically started without the requirement of a verification phrase, simply when the doctor opens the consultation. For more information on this system setting click here.
- **Completed :** On the homepage, they are displayed in the table on the extreme right, with the most recent consultation at the top and the earliest at the bottom. The homepage only features consultations completed on the present day and the previous day, on any given day.
- **Admitted :** These are consultations where the patient is allocated a bed and undergoes continuous treatment over a duration.
- **Discharged :** When a patient no longer needs to be admitted they are to be discharged. Discharged patients are displayed in the same list as completed consultations on the homepage.
- **Cancelled :** If a consultation is inadvertently set up, or if a patient no longer needs the consultation, an employee with the appropriate permissions can cancel it. However, only consultations that are currently in the pending status are eligible for cancellation. Also a consultation can only be cancelled if no billable items have been created within that consultation page.

A notification will then appear on the Consultation page, confirming the successful

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To update the Consultation page, click **Ok** in the notification. Please note that any unsaved data on the Consultation page, such as comments, notes, or prescriptions, will be automatically saved before the page refreshes.

A dialogue will then appear on the Consultation page, requesting your confirmation if you truly wish to

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To proceed with the initiated action, click **Ok** in the dialogue.

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