



# Health Information System Medical Records

V E R S I O N 5 . 4



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# Preface

## Intended Audience

This guide is for Medical Records Department Personnel who use Microsoft Amalga HIS to support Medical Records replenishment activities.

Readers should be familiar with the use and operation of Windows-type operating systems, including the use of keyboard, mouse, menus, and other simple data entry conventions.

This Guide does not cover Medical Records setup procedures. Please see the *Medical Records Setup & Maintenance Guide*.

## Disclaimer

This guide is not a substitute for professional training in care giving procedures.

This guide assumes professional training and certification of users performing medical records tasks to the requisite level set by local regulating authorities.

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# Introduction

Microsoft Amalga Hospital Information System (HIS) is a dynamic information system, which provides integrated solutions, improves operational efficiency, and manages all hospital functions.

This guide explains the key procedures central to the usage of the Amalga HIS Medical Record application. Its intent is to equip Medical Records Department with the knowledge to efficiently and confidently use the application in the following capacities to name a few:

- Request for medical records
- Request from the appointment case
- View the request
- Checkout the record
- Distribute the medical record folder to the requester
- Check in the record
- Support functions, such as creating a new record to the patient / edit / view, etc.
- View history of the record
- Archive and destroy the record
- Medical coding

## Document Organization

This document contains functional sections that correspond to typical daily workflow tasks of users involved in Medical Record activities.



Each section starts with an overview of the purpose and application path for the process. Diagrams illustrate the procedural steps required within the HIS application. Screen shots of the key menus, dialog boxes, and reports, along with systematic instructions; show you exactly what you need to do to complete a work task.

Additionally, tables list and describe the features of the fields within the Amalga HIS application. Where possible, the reasons why computer procedures are organized in a specific way are discussed so that you can understand the advantages or constraints that have influenced the design of Amalga HIS.

Occasionally, *Hints & Tips* can show you ways to take advantage of the innovations within Amalga HIS that enable you to save time, be more productive, and generally spend your day being more efficient and satisfied in your workplace.

## Conventions

When reading the documentation, note formatting cues, as described in the following table.

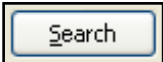



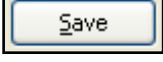
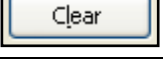
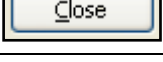
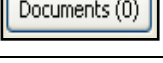
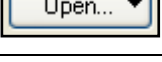
Document Conventions	Description
Notification of caution	 Cautionary text advises that failure to take or avoid a specified action could result in loss of data.
Notification of warning	 A warning advises that failure to take or avoid a specific action could result in physical harm to the user or the hardware.


Levels to access a dialog box	<p>Following are two examples:</p> <ul style="list-style-type: none"> <li>Select File &gt; New means select New from the File menu.</li> <li>Select Options &gt; Settings &gt; Editor &gt; Auto Completion indicates select Settings from the Options menu. In the Settings dialog box, expand the Editor node and select Auto Completion.</li> </ul>
Code sample or screen report text	Text set in - 9 pt Courier New: monospaced.
Book titles and emphasized text	Text set in - italics.

## Common Interface Elements




The following tables list standard buttons, keys, and combination keys used in the HIS application.

- Alternatively, you can click Alt and the underlined first letter of the Function to initiate the function.

Function Buttons (Alt + _)	
	Enables you to search for values based on the selection criteria of the active screen.
	Clears the active screen in preparation for entry of new data.
	Enables you to add additional rows of details to dialog boxes or grids.
	Enables you to delete or remove a manually entered row.
	Saves new and/or modified screen data.
	Clears the active screen of user-defined data.
	Closes the active screen. (This action does not save newly entered data.)
	Enables you to attach or review an Image document such as scanned images. The (0) contains the number of attached documents.
	Enables you to access a drop-down list.

Choice Buttons	Description
Circular/Option button	 Option buttons enable you to select and activate one of multiple choices.









Choice Buttons	Description
Check box/ Boolean option	 Check boxes serve as Yes/No activation options, which can be stand-alone or grouped with other options.
Field Search/ Ellipsis	 Ellipsis buttons open new dialog boxes, which enable you to search for relevant values for a specific field. (Also expressed as ... in this guide.)
Drop-down list	 Arrow buttons present a list of predefined values. (Also expressed as □ in this guide.) By default, each drop-down list is alphabetical. This sequence can be adjusted by the user. <ul style="list-style-type: none"> <li>By default, each drop-down list is alphabetical. This sequence is user-adjustable.</li> </ul>

Function Keys	Description
<b>F2</b>	Press <b>F2</b> to change the field to Edit mode.
<b>F4</b>	Press <b>F4</b> to activate the search function.
<b>Enter</b>	Press <b>ENTER</b> to complete and validate your data entry.
<b>Tab</b>	Press Tab to move the cursor sequentially through all fields on a page or panel. This key can prompt most validation routines.

Key Combination	Description
<b>Ctrl+Shift</b>	Press <b>Ctrl+Shift</b> to balance columns.
<b>Ctrl+Alt</b>	Press <b>Ctrl+Alt</b> to insert table spacing before and after a table.
<b>Ctrl</b>	Press and hold the <b>Ctrl</b> key and click items to make multiple selections in a list.
<b>Shift</b>	Press and hold the <b>Shift</b> key and click successive items to make multiple selections in a list.

## Common Interface Icons in Medical Records

Icon List	Description
	Caregiver to the patients
	Inpatient visit to the Hospital
	Outpatient visit to the Hospital
	Primary patient record
	Related patient record
	VIP patient visit to the Hospital

## Common Medical Record Fields

The following table is a list of common medical record fields used in the applications. This table serves as a reference for process descriptions discussed throughout this user guide.

Term	Description
<b>Archive Record</b>	Patient medical records marked as 'Archived'
<b>Appointment</b>	Patient request through appointments for the hospital visit
<b>Barcode Scanner</b>	Barcode to identify the patient
<b>Check in Record</b>	Checking in the patient medical record back to the system
<b>Check out Record</b>	Checking out the patient medical record from Medical Records to the requester
<b>Code Browser</b>	Provide the search mechanism for favourite Doctor or Specialty by browsing through the Coding Standards
<b>Coding Report</b>	Medical Record Interactive Report and Amalga HIS retains the diagnosis and procedure in the same screen as in the existing Discharge Coding Interactive Report
<b>Coding System</b>	Medical coding standards helps for coders to code medical code effectively

Term	Description
<b>Destroy Record</b>	Patient medical records marked as 'Destroyed'
<b>Diagnosis Type</b>	Patient diagnosis type
<b>Electronic Medical Record</b>	Provides patient medical records electronically to enable Doctors, Caregivers, and Medical Records Department to view medical records and perform tasks, as appropriate
<b>Expected Return Time</b>	Allows two options, the expected return date within 24 hours or when patient's visit is closed
<b>ER</b>	Emergency Room
<b>HN</b>	Hospital Number
<b>IPD</b>	Inpatient visit to the hospital
<b>Linked Record</b>	The primary record is automatically retrieved for the linked records
<b>Location</b>	Patient's location in this hospital
<b>Locked Records</b>	Patient medical records that are locked for selections
<b>Medical Coding</b>	Amalga HIS supports multiple medical coding standards for coders, such as CPT, ICD-9-CM, ICD-10, ICD-O-3, LOINC, and SNOMED. These standards are configurable.
<b>Medical Record Interactive Report (MRIR)</b>	Amalga HIS provides a user-friendly and flexible Medical Record Interactive Report (MRIR) and retains the diagnosis and procedures in the same screens as in the existing reporting. This report helps to query data for further reporting.
<b>Medical Record Tracking</b>	Amalga HIS patient medical record tracking (chart tracking) feature
<b>OPD</b>	Outpatient visit to the hospital
<b>Overdue Days</b>	Number of overdue days for patient medical record
<b>Paper Medical Record</b>	Supports paper workflow for patient medical records to keep track of patient medical records folder. Hospitals those are not ready for Electronic Medical Record can use the Medical Records Module to manage patient medical record folder
<b>Record Type</b>	Medical record types, such as Medical Folder, IPD, OPD, X-Ray to specify a patient. The record types are configurable.
<b>Resource</b>	The primary physician who attends the specific patient.

# Standard Functions and Terms

This section describes the standard and frequently used application functions available in the Amalga HIS Medical Record application.

## Grid Control Options

Amalga HIS applications present data in a Table or Grid format. These grids often require you to change or update information directly on the grid table.

### Column Heading






In most screens that display search results, you can sort grid detail by clicking on a column heading. Sorting occurs automatically based on the column and column data-type selected. You can sort data alphabetically or numerically in ascending or descending order.

HN ▼
S1038413C
S0919767B
S0911620F
S0910890D
S0890381F
S0876623A
S0829351A
S0818320A
S0797620H

### Grid Rows

To enter data directly into a grid row, right-click on the specific grid cell and select from the available options. These options may include:

Elliptical ... search functions.

Item Code	Item Name	Service Provider	Quantity
 01-10-001	Shampoo&Conditioner [print logo]		1
 01-27-002	toothblush and toothpaste hospital logo		1
 04-01-001	PAPER TOWEL "POLIBIB" ( 500 pcs / bo:		1
 044-00-0000	Anesthetic Supplies		1

This option displays a new search window, such as the Item Search dialog box.

Drop-down ▼ lists. This option provides you with a limited number of predefined choices.

Must not change	Active:	
<input type="checkbox"/>	Globally Active	0
<input type="checkbox"/>	Inactive	0
<input type="checkbox"/>	Globally Inactive	0

Active  
 Globally Active  
 Globally Inactive  
 Inactive  
 Undecided

Enter text directly on the line and press Enter.

## Grid Output Options

You can save, email or print the contents of grid rows. To access grid output options, right-click on the grid and select from the available options.

- To access grid output options, right-click on the grid and select from the available options.

Order Number	Accession Number	Modality
133	TMP-2003-162	US BR
145		
147		BR
150		BR
174		-S
176		-S
177		BR
178		BR
182		-S
183		-S
186		MR
190		JP
191		AB
194		BR
198		Ca
199		BR
201	TMP-2005-240	CT BR

Open for QC  
 Confirm  
 Switch to Patient View  
 Attached Documents...  
 Launch CAD...  
 Delete  
 Change Status  
 Change Priority  
 Flag for Attention  
 Assign Radiologist  
 Create Patient...  
 View Reconciliation Details...

## Calendar

You can set dates using the calendar feature. Access the calendar using one of the following ways.

This feature is accessible in various ways:

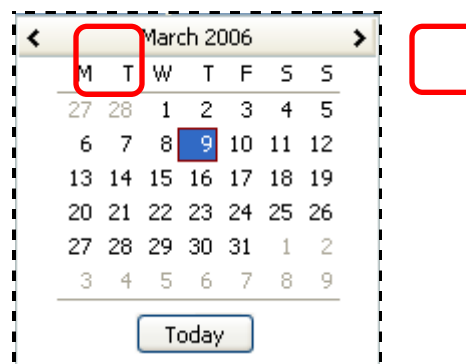
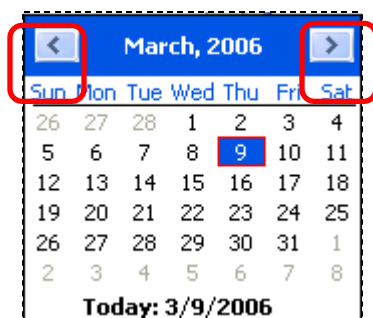
- Spin box:** Click on the day, date or year and scroll through the system options using the up and down arrow keys on your keyboard.

From: 17 / 03 / 2006
 Until: 16 / 03 / 2006

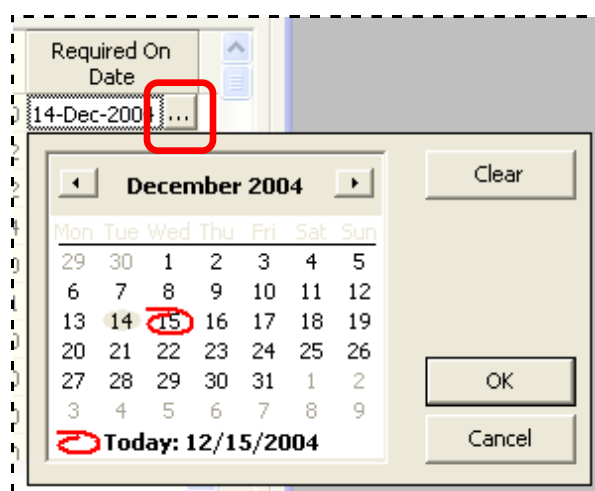
 and/ or
 

Case Date: 17 March 2006

- Monthly browser:** Click the drop-down ☐ arrow to display a date picker or calendar to search for a specific date.

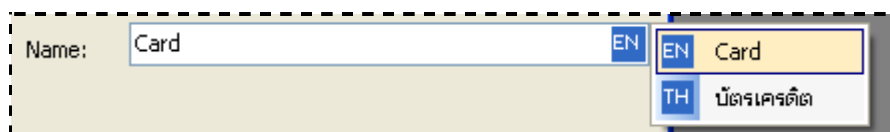


- Use the directional < > arrows to change the month as needed.
- **Item row selector:** Click item row search ... function to access the date picker and select the required date.



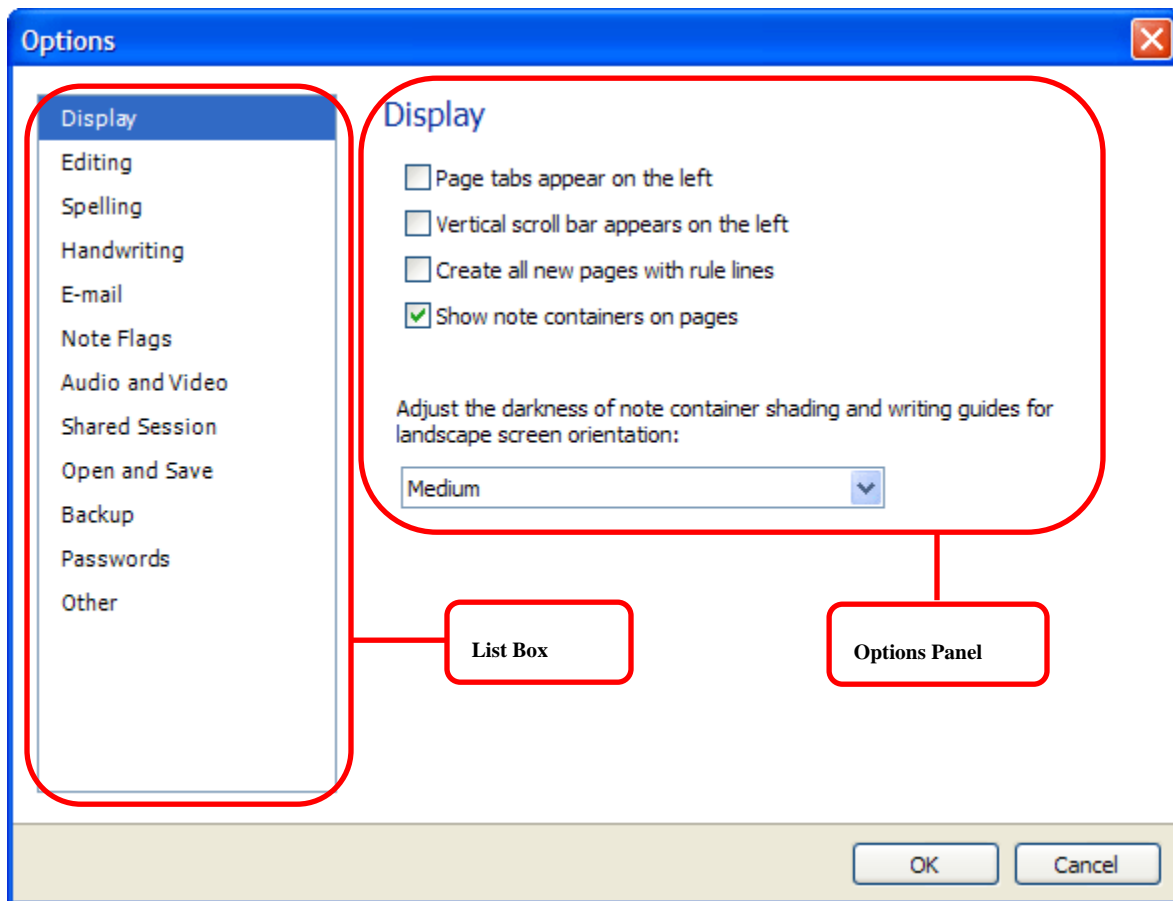
## Language Fields

You can enter data in multiple languages by way of drop-down options.



## List Boxes

You can also select a list box on the left to load the corresponding page on the right.



# Prerequisites

Amalga HIS is a dynamic and integrated Hospital system and all the applications and related reference tables are dependent on each other. Knowledge of these dependencies is essential for successful implementation. The following is a list of the system pre-requisites that are essential to successfully implement.

## **Prerequisites for Medical Record Tracking:**

- Location setup system parameters
- Printer setup
- Form design for MR label and Request label
- Employee and Resource setup (HR Module)
- User and Group Security setup
- Appointment scheduling for MR Appointments
- Patient (HN and Demography) – Registration Module

## **Prerequisites for Medical Coding:**

- 3rd Party coding software, such as SNOMED, ICD10 etc
- User and Group Security setup
- Patient (HN and Demography) – Registration Module

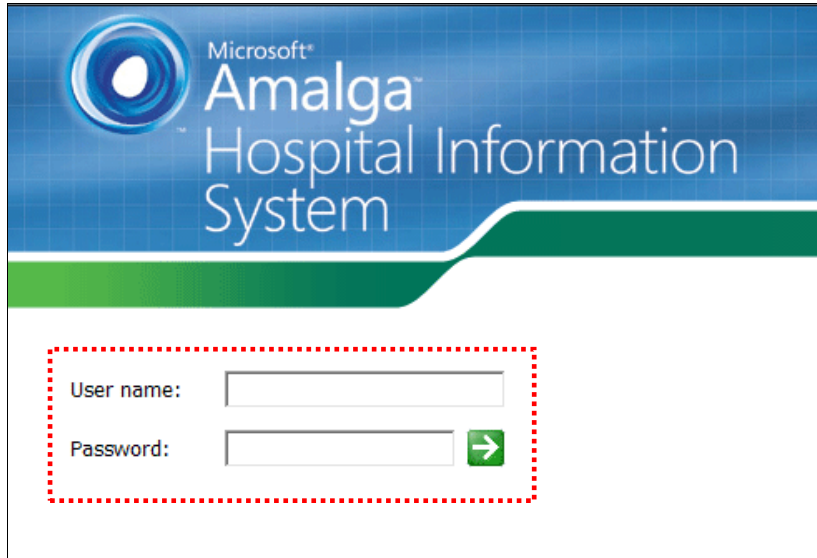



# Starting Amalga HIS

You can access Amalga Hospital Information System (HIS) to access the assigned modules, depending on your access rights. If you have access to multiple modules, you have a wider range of security rights. The system provides a menu of applicable modules.

## To start Amalga HIS:

1. Click the Amalga HIS desktop icon to logon. The Amalga Hospital Information System logon window is displayed.


The image shows the Amalga Hospital Information System logon window. At the top, there is a blue header with the Microsoft logo and the text "Amalga Hospital Information System". Below the header is a green horizontal bar. The main area is white and contains a login form. The form has two input fields: "User name:" and "Password:". To the right of the "Password:" field is a green button with a white right-pointing arrow. The entire login form is enclosed in a red dashed rectangular border.











2. Enter user name and password and click . The Module menu is displayed.
3. Select **Medical Records** from the available list and click the link to access the Medical Records Module menu.

Amalga HIS (HIMSS 2008)

Microsoft®  
**Amalga™**  
Hospital Information  
System

User name:

Password:  

-  Fixed Assets
-  General Ledger
-  Human Resources
-  Inventory
-  Item Master
-  Laboratory
-  Medical Records
-  PACS Client
-  Patient Finance
-  PBX Call Logger

# Medical Records Overview

In Amalga HIS, the Medical Records Module supports key functionalities, such as Patient Medical Record Tracking and Medical Coding. This module adheres to the following workflow highlighted and helps to perform the support functions, such as creating a new record for the patient, editing a record, viewing a record, etc. The following are the key functionalities associated with the Medical Records Workflow.



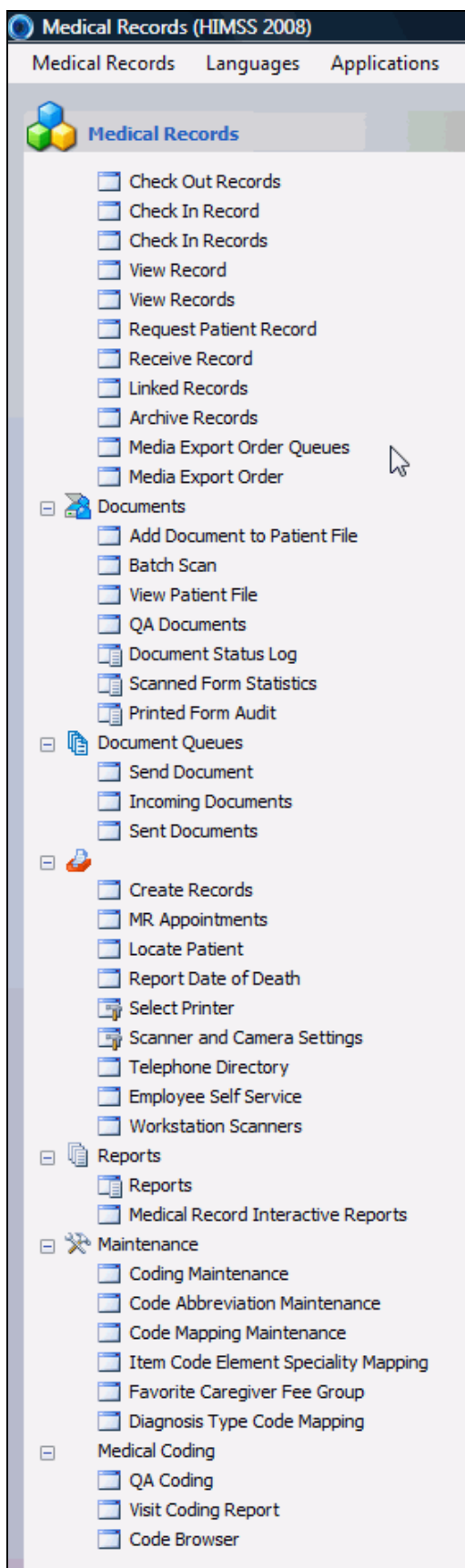
## Medical Records Workflow:

- Request for medical records for ad-hoc or walk-in cases, or
- Request from appointment cases where Medical Records Department views the list of appointments and makes request for medical records folder and Doctor Screen before patient's visit to the Hospital.
- View list of requests
- Checkout record in order to send that paper medical record to the requesting area and to the requester.
- Distribute medical record folder to the requester
- Check in the record to make sure the medical record is back in to the system

## Other Medical Record Functions:

- Support functions, such as creating a new record for a patient / edit / view, etc.
- View history of record
- Archive and destroy record
- Medical coding

In Amalga HIS, the Main Menu structure for Medical Records Module is as follows:



Amalga HIS consists of the following two modules to manage patient medical record.

- **Electronic Medical Record** - provides patient medical records electronically to enable Doctors, Caregivers, and Medical Records Department to view medical records and perform tasks, as appropriate.
- **Paper Medical Record** – supports paper workflow for patient medical records to keep track of the patient medical records folder. Hospitals those are not ready for Electronic Medical Record can use this module to manage the flow of paper patient medical record folder.

The following are the support functions for medical record tracking.

- Create Records
- Edit Record
- View Record
- Linked Records
- Record missing / found
- View history of medical record and print label
- Archive Record
- Destroy Record

All the above functions are explained in the appropriate headings in this guide.

# New Medical Record Features in 5.4 Release

The following are the new features associated with the current release.

- **Expected Return Date Time** - Allows two options, the expected return date within 24 hours after an OPD visit or when patient's visit is closed (for Inpatients).
- **Receive Patient Medical Record** - Allows tracking medical record folders in different location in the Hospital, the receiving location acknowledges when the medical records are received.
- **Linked Record** – The primary record is automatically retrieved when a linked record is requested.
- **Bulk Archive Records** – Allows archiving multiple records at the same time.
- **Destroy Records** – New status for medical records to mark the records as destroyed.
- **QA Coding** – Replaces the discharge coding screen and allows for coding both inpatients and outpatients.
- **Medical Coding Standard** – Supports more coding standards in the system, such as CPT, ICD-9, ICD-10, ICD-O-3, LOINC, and SNOMED.
- **Code Abbreviation Maintenance** – Allows setting code abbreviation for each individual and specialty.
- **Code Favorite Maintenance** – Allows setting code favorite for each individual and specialty.
- **Medical Record Interactive Report** – Replaces the Discharge Coding Interactive Report and retains the diagnosis and procedure in the same screen.

# Creating Medical Records

This section provides information on how to create a new patient medical record folder and print out the labels for the folders. Normally a medical record folder for a patient is created during a new installation for a new Hospital or attached to a patient medical record folder. You can create a new medical record if a patient currently does not have any existing paper record. Amalga HIS provides three options to search for a patient: sequentially, last digits, and HN (Hospital Number).

**Create Patient Records**

Record type:

☐ Sequential      From HN:  To HN:

☒ By last digits      Last digits:

☐ Specify HN      HN:

☒ Show existing records      Maximum rows:

HN	Patient	Record Type	Record Exists
100000010	Flo McArdle	IPD	<input type="checkbox"/>
100000110	Glenda Moriarty	IPD	<input type="checkbox"/>
100000210	Joselyn Hickson	IPD	<input type="checkbox"/>
100000310	Belkis Wu	IPD	<input type="checkbox"/>
100000410	Frederick Sykes	IPD	<input type="checkbox"/>
100000510	Michal Pitt	IPD	<input type="checkbox"/>
100000610	Bettie Lister	IPD	<input type="checkbox"/>
100000710	Ilene Miller	IPD	<input type="checkbox"/>
100000810	Beulah Leigh	IPD	<input type="checkbox"/>
100000910	Sharen McAlister	IPD	<input type="checkbox"/>
100001010	Eddie Bonham	IPD	<input type="checkbox"/>
100001110	Ruthann Leger	IPD	<input type="checkbox"/>
100001210	Lynelle Edmiston	IPD	<input type="checkbox"/>
100001310	Mariel Burger	IPD	<input type="checkbox"/>
100001410	Cyrus Royster	IPD	<input type="checkbox"/>
100001510	Jeraldine Bowser	IPD	<input type="checkbox"/>
100001610	Lidia Kershaw	IPD	<input type="checkbox"/>
100001710	Etta Higdon	IPD	<input type="checkbox"/>
100001810	Dick Snapp	IPD	<input type="checkbox"/>
100001910	Alvera Ellington	IPD	<input type="checkbox"/>

54 rows

## To create a new medical record:

1. Click **Create Records** in the **Medical Records** screen. The **Create Patient Records** dialog box is displayed.
2. Select a medical record type. Amalga allows selecting medical record folders, such as Medical Folder, OPD, IPD, X-Ray from the drop-down list. The record type is configurable during installation.

---



Select	Record Type
<input checked="" type="checkbox"/>	IPD
<input type="checkbox"/>	OPD
<input type="checkbox"/>	X-Ray

OK  
Cancel  
Clear

- Medical Folder
- IPD
- OPD
- X-Ray

## By Last Digit:

This option refers to providing the last two digits of the HN to specify a patient. In the following example, all HN ending with last digit '40' are displayed.

**Create Patient Records**

Record type:

☐ Sequential      From HN:  To HN:

☒ By last digits      Last digits:

☐ Specify HN      HN:

☐ Show existing records      Maximum rows:

HN	Patient	Record Type	Record Exists
100003440	Suzann Rohrer	IPD	<input type="checkbox"/>
100003540	Candance Beason	IPD	<input type="checkbox"/>
100003640	Bonny Windsor	IPD	<input type="checkbox"/>
100003740	Isabell McCrea	IPD	<input type="checkbox"/>
100003840	Olen Endicott	IPD	<input type="checkbox"/>
100003940	Soo Smart	IPD	<input type="checkbox"/>
100004040	Lauralee Dennison	IPD	<input type="checkbox"/>
100004140	Lizabeth Hackett	IPD	<input type="checkbox"/>
100004240	Suzan Lunn	IPD	<input type="checkbox"/>
100004340	Lai Barrow	IPD	<input type="checkbox"/>
100004440	Alda Infante	IPD	<input type="checkbox"/>
100004540	Tamie Shoemake	IPD	<input type="checkbox"/>
100004640	Lindsey Wicks	IPD	<input type="checkbox"/>
100004740	Cammie Shuler	IPD	<input type="checkbox"/>
100004840	Collin Treat	IPD	<input type="checkbox"/>
100004940	Carolynn Delp	IPD	<input type="checkbox"/>
100005040	Latoyia Perales	IPD	<input type="checkbox"/>
100005140	Bernardina Boylan	IPD	<input type="checkbox"/>
100005240	Stacey Westbrooks	IPD	<input type="checkbox"/>
100005340	Mac Whitehead Warren	IPD	<input type="checkbox"/>

54 rows


## By HN Number:

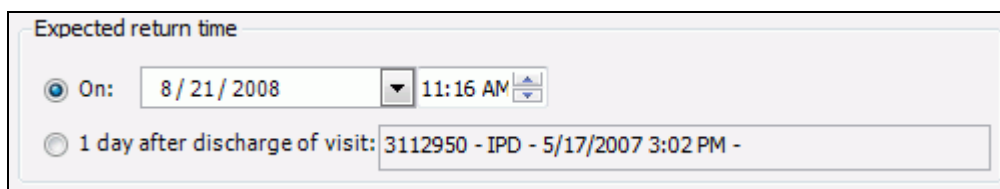
The screenshot shows a web interface for searching medical records by HN number. At the top, there is a radio button labeled 'Specify HN' which is selected. Next to it is a label 'HN:' followed by a text input field containing '100000100'. Below this, there is a checkbox labeled 'Show existing records' which is unchecked, and a dropdown menu labeled 'Maximum rows:' set to '500'. The main part of the interface is a table with the following data:

HN	Patient	Record Type	Record Exists
100000100	Lance Lewis	IPD	<input type="checkbox"/>

On the right side of the table, there are four buttons: 'Select All', 'Deselect All', 'Create', and 'View Record'. The table header indicates '1 rows'.

This option refers to providing a specific HN to retrieve the details for a specific patient. For example, you can specify '100000100' as HN and get the details specific to that HN.

1. Select any of the following option in the **Mode** drop-down list. For example, Amalga supports Smart Search option and allows entering some of the first name or last name characters. For example, the first 4 characters of the first or last name.
  - Smart Search
  - Full Name
  - First Name
  - Last Name
  - Middle Name
  - Patient ID
  - Medicare Number
  - Passport
  - Tax ID
  - Social Security
  - Drivers License
  - Visa
  - National ID
2. Click **Search**. This lists the patients, as per the search criteria.
3. Select a patient in the list whose patient medical record is requested.
  - Click **OK**. The **Request Patient Record** dialog box is displayed.
4. Scan the barcode for the corresponding medical record folder in the **Barcode** field. Alternatively, enter the barcode number if it is known.
5. Select a record type that to request. The following list contains few of the record types and these records types are configurable during installation.
  - X-Ray
  - IPD
  - OPD
  - In order to request for a medical record, either bring up HN and select the record type or scan the barcode for the medical record folder using barcode scanner.
6. Select a Doctor who requests the patient medical record.
7. Select a location to send the medical record in the **Select Area** dialog box. Amalga helps to modify the requesting location. If the requesting location is out of the Hospital, an approval is required from the Hospital. Upon getting the approval, the Medical Records Department manually marks the location and attaches the medical records folder.
8. Select a medical record type. Alternatively, use  option to select a record type.
9. Set the expected return date and time. Amalga provides an option to set an expected return time within 24 hours after a request or the patient visit is closed. Normally for OPD cases, the expected return time is within 24 hours after the request. For IPD cases, it is 24 hours after discharge or current visit. Amalga automatically populates this field for the current visit.



**Expected return time**

☒ On: 8 / 21 / 2008 11:16 AM

☐ 1 day after discharge of visit: 3112950 - IPD - 5/17/2007 3:02 PM -

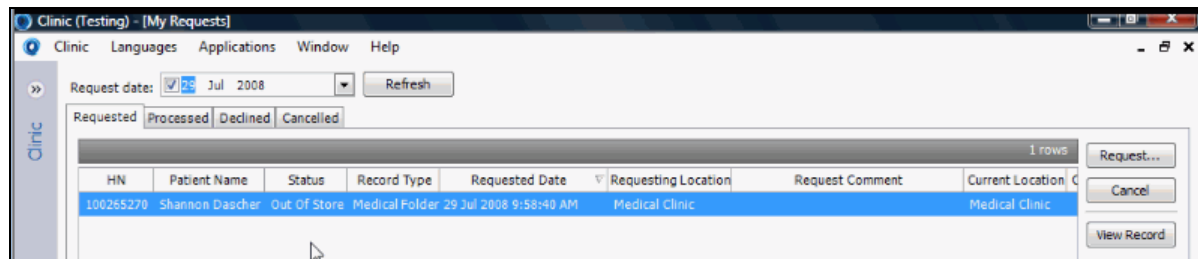
10. Enter **comments**, if any.
11. Click **View Record**. The **View Record** dialog box is displayed and helps to view the current status of the medical record folder and details, such as barcode associated with the folder, status (for example, 'in store'), etc.
12. Click **Request**. The request is sent electronically to the Medical Records Department for further processing.

- A pre-defined label with the request information prints out on a pre-defined label printer in the Medical Records Department.

13. Click **Close**.

### To get the status of the request:

1. Navigate to the **Clinic** Module and click **My Requests**. The **My Requests** dialog box is displayed.




- Specify request date in order to get the status of the previous requests.
  - The user can view all the requests if the **Request date** option is unchecked.
- Click **Refresh**. This lists the following details:
  - **Requested** – This refers to the requests made by the user.
  - **Processed** – This refers to already processed requests.
  - **Declined** – This refers to the declined requests.
  - **Cancelled** – This refers to the cancelled requests.

# Viewing Patient Medical Record Requests

Once the request is sent, the Medical Records Department views the list of current requests that have not been completed by medical records. Medical Records can check out the records from here and send the folder to the requester. Amalga automatically lists all the current requests in the Hospital.

### To view a patient record request:

- Click **View Request** in the **Medical Records** screen. The **View Request** dialog box is displayed.
- Filter out patient record and view the request. Alternatively, use  option to select a specific patient record. The system automatically populates the record type for the selected patient record.

3. Scan barcode attached to the patient medical record folder.

**Patient Record Requests**

Filter patient record

Barcode: Record type: IPD, OPD

Request date: 8 / 14 / 2008

Requesting location:

0 rows

HN	Patient Name	Status	Record Type	Requested Date	Requesting Location	Requesting Doctor	Request Comment

Check Out Advanced... Decline View Record Close

4. Select request date.
5. Select requesting location. Alternatively use  option to select the specific requesting location.
6. Click **Refresh**. A list of the searched requests is displayed.
7. Select requests to be checked out.
8. Click **Check Out**. Amalga pops up with a message box and confirms the check out. Once the patient medical record folder is updated, the checkout details can be viewed.
9. Click **View Record** to view the patient medical record. Click **Check Out** to checkout a specific record to the requester.
  - At times there are chances the Medical Records Department receives multiple requests and identifies only one request as a valid request. In that case, the Medical Records Department can decline the request and update the status of the request as 'Declined'. Normally this is due to Nurse or Clinical Staff clicks request multiple times and then those requests gets duplicated in the system.

**Patient Record Requests**

Filter patient record

Barcode: Record type: IPD, OPD

Request date: 8 / 20 / 2008

Requesting location:

HN	Patient Name	Status	Record Type	Requested Date	Requesting Location	Requesting Doctor
101165400	Willis Johnson (No Title)	In Store	OPD	8/20/2008 3:18 PM	MAIN CLINIC	Orpha Farrington

1 rows

Check Out

Advanced...

Decline

View Record

Close

- The **Advanced** option allows checking out the records individually. Amalga displays the **Check Out Patient Record** dialog box and this brings up the full check out patient record details and current status of the patient medical record.

Patient Record Requests

Filter patient record

Refresh

Auto refresh

Barcode: Record type: IPD, OPD

Request date: 8/20/2008

Requesting location:

1 rows

HN	Patient Name	Status	Record Type	Requested Date	Requesting Location	Requesting Doctor
101165400	Willis Johnson (No Title)	In Store	OPD	8/20/2008 3:18 PM	MAIN CLINIC	Orpha Farrington

Check Out

Advanced...

Decline

View Record

Close

Amalga provides the **Advanced** check out option with a specific Doctor, location, comments and in addition, provides the ability to modify the properties and attributes for the fields, such as the return time, etc.



**Check Out Patient Record**

Select patient record

**101165400** **No Title Willis Johnson, 2 y Male**

**Patient:** DOB: 5/8/2006; 2 y; **Problem:** **Allergies:** Unknown: Allergy information has not been entered

Barcode: Record type: OPD

Description:

Record folders:

Number	Barcode	Created	Missing	Description
1	786672	8/20/2008 3:20 PM	<input type="checkbox"/>	

Current status: In Store 20 August 2008 3:20:27 PM

Current location:

Current owner:

Expected return time:

Comment:

Reason:

Check out to: 108172 Orpha Farrington

New location: MAIN CLINIC

Expected return time

☒ On: 8 / 21 / 2008 3:18 PM

☐ 1 day after discharge of visit:

Comment:

OK Cancel

10. Modify details, such as 'check out to' new location, and expected return date.
11. Click **OK**. This check out the record and mark the record as 'checked out' and status as 'Out of Store'. As a result, the medical record is dispatched to the requesting location.
12. Click **View Record** to view the patient medical record.

## By Medical Record Type:

This refers to medical record type for the patient medical record request. Amalga provides this option to filter the request search based on the record type.

## By Date:

This refers to the requested date for a medical record. Amalga provides the Calendar option next to the Request date filed to specify the date for request.

## By Requesting Location:

This option refers to the location that requested the medical record.

The image shows two overlapping windows from a medical software application. The background window is titled "Request Patient Record" and contains the following information:

- Select patient record:** 100000500 | Jaqueline Montague, 27 y ♀ Female
- Patient:** DOB: 10/10/1980; 27 y; **Problem:** Unknown: Allergy information has not been
- Barcode:** [Empty field] **Record type:** OPD
- Requesting doctor:** 108172 Orpha Farrington
- Location:** MAIN CLINIC
- Expected return time:** On: 8/22/2008 (selected), 1 day after discharge of visit: [Empty field]
- Comment:** [Empty field]
- Buttons:** View Record, Select All, Deselect All

The foreground window is titled "Select Area" and contains the following information:

- Filter Criteria:** Area type: [All Area Types] (dropdown), Text Filter: [Empty field]
- Area List:** A tree view showing the following areas:
  - MAIN CLINIC (highlighted with a red box)
  - Bumrungrad Hospital
    - BH International Building (BHI)
    - BH Suites
    - BH Tower
    - Building A
    - Main Building
    - Remote Building
    - Test 1
    - Test 2
- Buttons:** Expand All, Collapse All, Find..., OK, Cancel

If the requesting location is out of the Hospital, an approval is required from the Hospital. Upon getting the approval, the Medical Records Department manually marks the location and attach to the medical records folder.

# Checking Out Medical Record

Amalga helps you to check out medical records from the Medical Records Department in different ways. Based on the needs, use any of the following options:

- Once you have viewed the patient medical record requests, you can perform a quick check out
- You can perform Advanced check out by checking out the records one by one
- Checking out multiple patient medical records (batch check out)

As Medical Record Staff, if you already have the medical record folder on your desk, you can use the barcode in order to search the medical record information in Amalga. Normally the Medical Record Staff follows this approach to look up the record individually. If you have an existing request for the same medical record folder, the system pops up a message and prompts for your confirmation. You have the ability to select which record(s) to be checked out.

**Check Out Patient Records**

Select patient record

100000031 **Mr. Tira Smith, 20 y Female**

**Patient:** DOB: 5/15/1988; 20 y; **Problem:** Type 2 Diabetes Mellitus **Allergies:** Pollens

Barcode: Record type:

0 rows

HN	Patient Name	Record Type	Current Status	Current Location	Current Owner	Expected Return Time
0 rows						

Check out to:

New location:

Expected return time

☒ On: 8/14/2008 6:51 PM

☐ 1 day after discharge of visit:

Comment:

Buttons: Add, Remove, Print Labels, Check Out, Close

## To check out multiple medical records (Batch Check Out):

1. Click **Check Out Records** in the **Medical Records** screen. The **Check Out Patient Records** dialog box is displayed.
2. Select patient medical record to be checked out. The drop-down option in the patient box helps to select a previously visited patient record. The medical record can also be identified by means of scanning the barcode on the medical record folder.

- If there are existing requests for this medical record folder, another screen pops up and prompts for confirmation. Amalga provides the ability to select whether to complete this request.

**Select Request** Currently Sharing

Is this record being checked out in response to a request?

**Patient record**

**101613883 Miss wattanee viriyasitavat, 1 y 3 m ♀ Female**

**Patient:** DOB: 05 Apr 2007, 1 **Problem:** Cancer, diabetes y 3 m: **Allergies:** No Known Allergies

Record type: Medical Folder

☐ No

☒ Yes, check out record in response to the following request:

Requested Date	Requesting Doctor	Requesting Location	Expected Return Time
28 Jul 2008 6:50:02 PM	Wattanee Viriyasitavat	Medical Clinic	29 Jul 2008 6:49:00 PM

OK Cancel

3. Select medical record type. Alternatively, scan the barcode to identify a patient.
4. Click **Add** once the record is identified. The records get listed to be checked out.
  - The **Remove** option helps to remove a patient's folder from the list.
5. Select the medical record(s) intended to be checked out. The bottom of the screen displays the details, such as the selected record to be checked out to the specific Doctor, location, and expected return time.
6. Click **Check Out**. This check out the selected records as batch.

