

USER GUIDE FOR DOCTORS MyPatients application

CLINICAL SERVICES

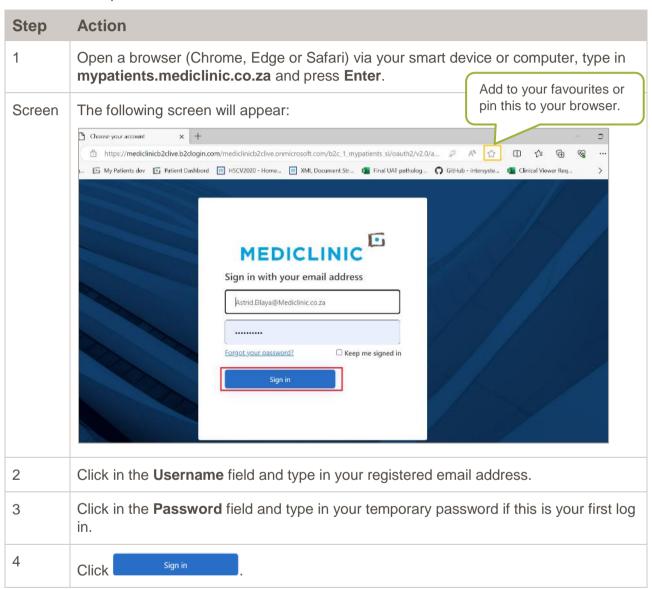
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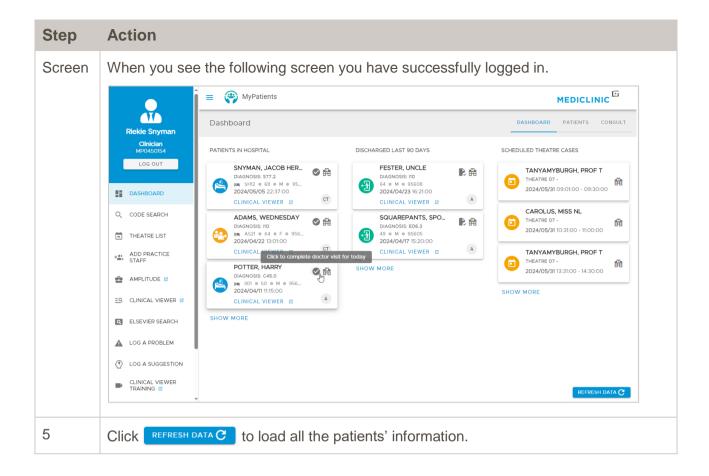
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OVERVIEW

Log in to MyPatients

Follow these steps:





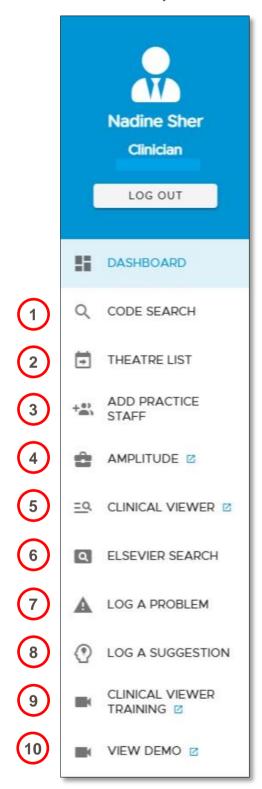
Application icons

The following icons are available in the application:

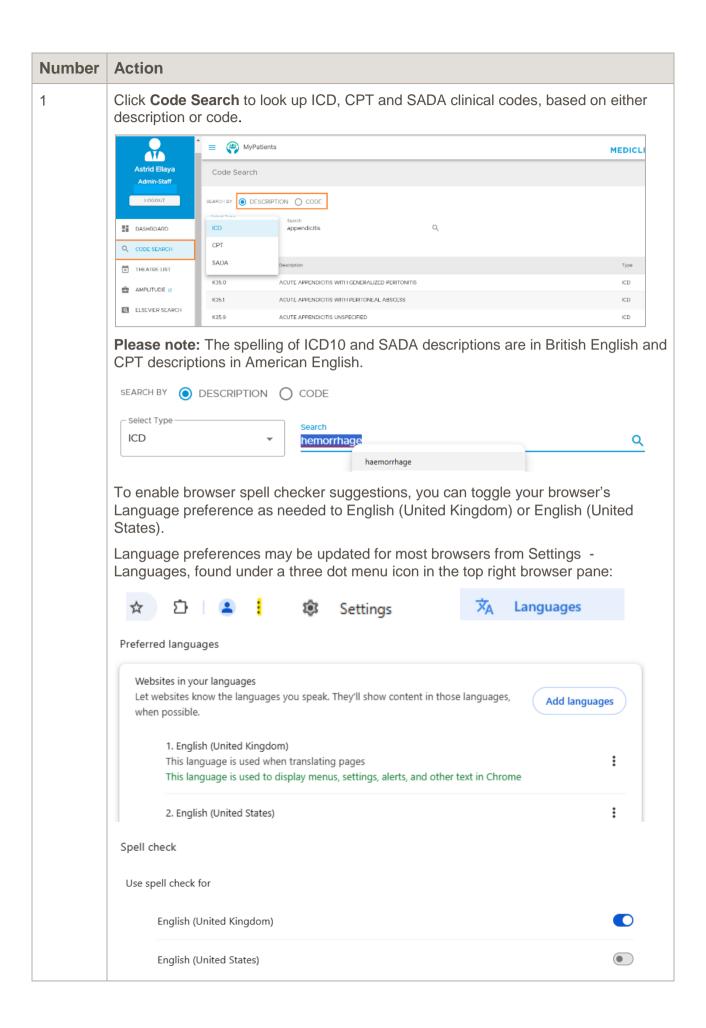
Icon	Description
	Admitted patient
	Emergency patient
	Discharged patients
	Referred Patient (new referrals received)
	Scheduled theatre case
H	Hospital name (hover over this to see the name of the hospital)
	Use this to indicate which patients have been seen during ward rounds (resets every day). The tick turns green once clicked and can undo by clicking again. Refresh data to update.
	Final billed icon - click once billing complete to indicated billed patients. Turns green once clicked and can undo by clicking again. Refresh data to update.
EC	Signifies the arrival method of the patient was via EC
R	Signifies that you are the doctor that referred the patient into hospital
А	Signifies that the you are the admitting doctor
СТ	Shows that you are an additional treating doctor or part of the Care Team
□ EG34	Ward and bed number, e.g. Ward E bed number 34

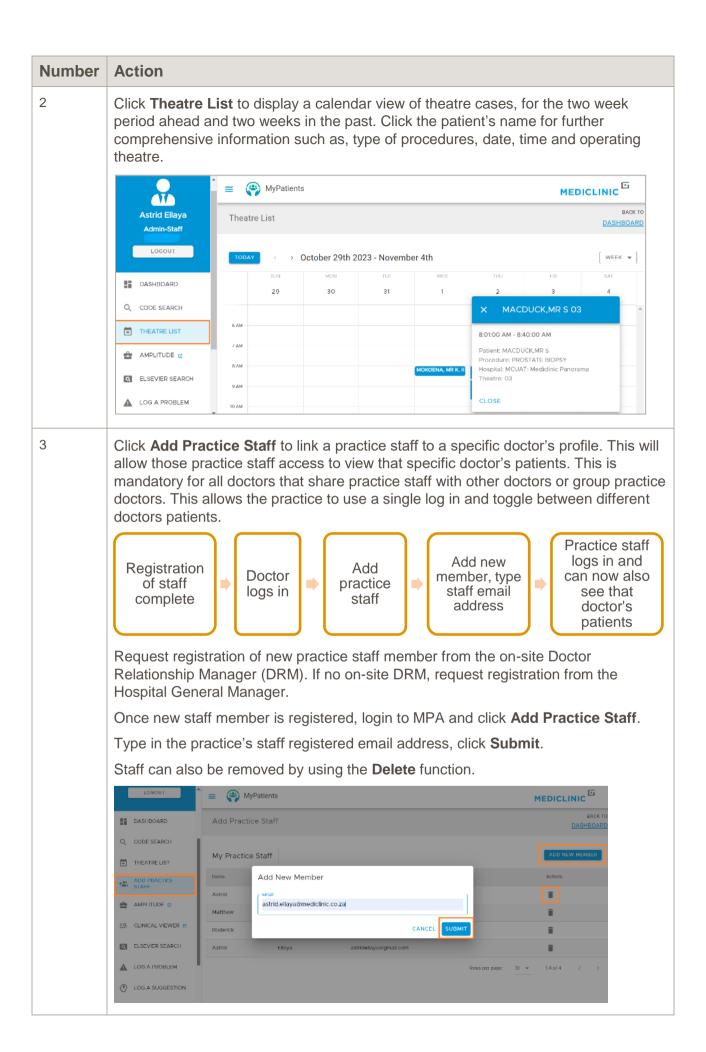
Menu pane navigation

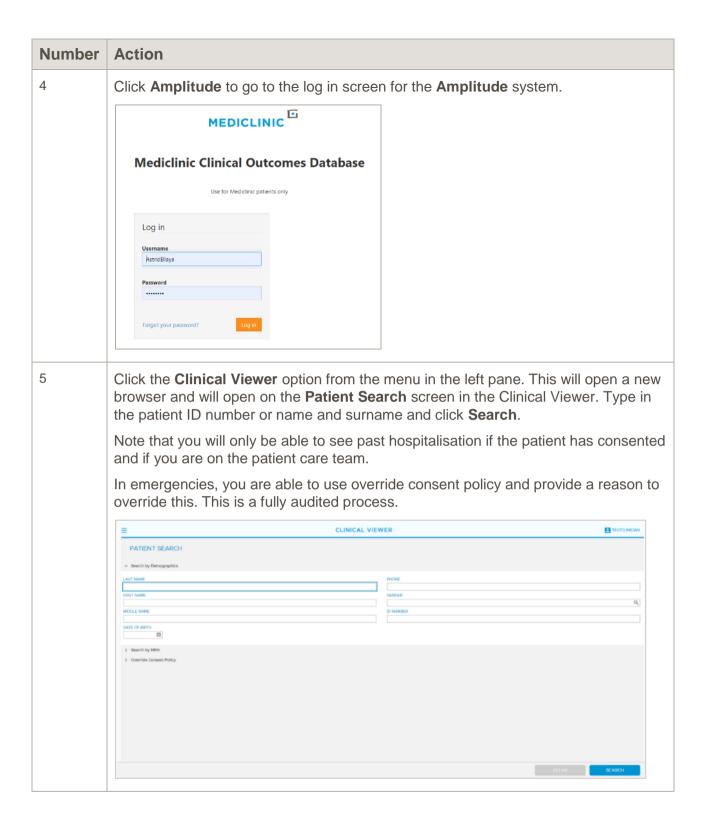
From the **Home** screen you will see the following menu options:

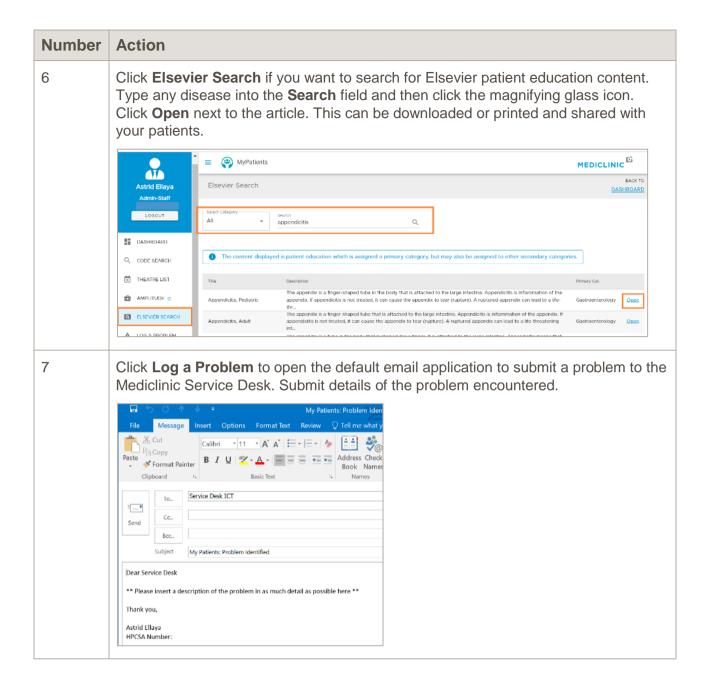


If the menu is hidden, click the **Menu** icon the display it.









Number	Action	
8	Click Log a Suggestion to open the default email application to submit a suggestion to the application development team.	
	Note	
	We are constantly innovating and value your input. You can also use this to send suggestions via the Clinical Viewer .	
	My Patients: New Suggestion - Mess File Message Insert Options Format Text Review Tell me what you want to Calibri 11 A A E A Address Check Book Names Format Painter Clipboard To Bec Send Dear My Patients: New Suggestion - Mess My Patients: New Suggestion - Mess Address Check Book Names File It Names File It Names To Bec Subject My Patients App Owners, ** We value your opinion. ** ** Kindly provide us with descriptive details of your suggestion to enhance the application here ** Thank you, Astrid Ellaya HPCSA Number:	
9	Click Clinical Viewer Training to view a short video on navigating the Clinical Viewer content.	
10	Click View Demo to view to view the application demo video.	

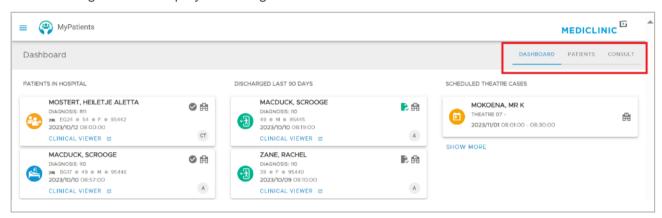
DASHBOARD TAB

Overview

Dashboard is automatically opened providing an overview of your three most recent patients under patients in hospital (admitted and EC), discharged and scheduled theatre cases. You will also see recent referrals on this view.

Dashboard layout

The following tabs will display on the right side of the **Dashboard** screen:

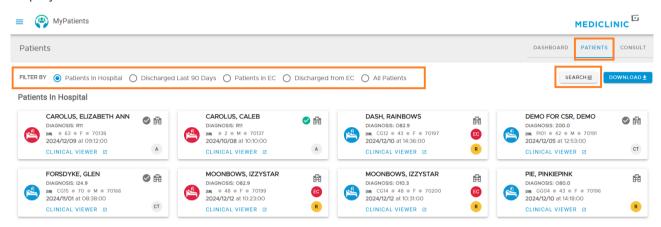


Tab	Description
Dashboard	The Dashboard tab is automatically opened providing an overview of your three most recent patients under patients in hospital (admitted and EC), discharged and scheduled theater cases. You will also see recent referrals on this view.
Patients	Displays a full list of all the patients currently in the hospital, the patients that have been discharged and a combined view.
Consult	This feature enables you to search for a patient who was discharged within the past 21 days and with whom you are consulting. If you are not already part of their care team in our Patient Administration System, using this feature will automatically add you to their care team.

PATIENTS TAB

Overview

From the **Home/Dashboard** screen you can click on **Patients** tab. The following screen will display:



The following functions can be performed from this screen:

- Filter
- Search

For Clinicians, the filter for discharged patients will show the last 90 days:



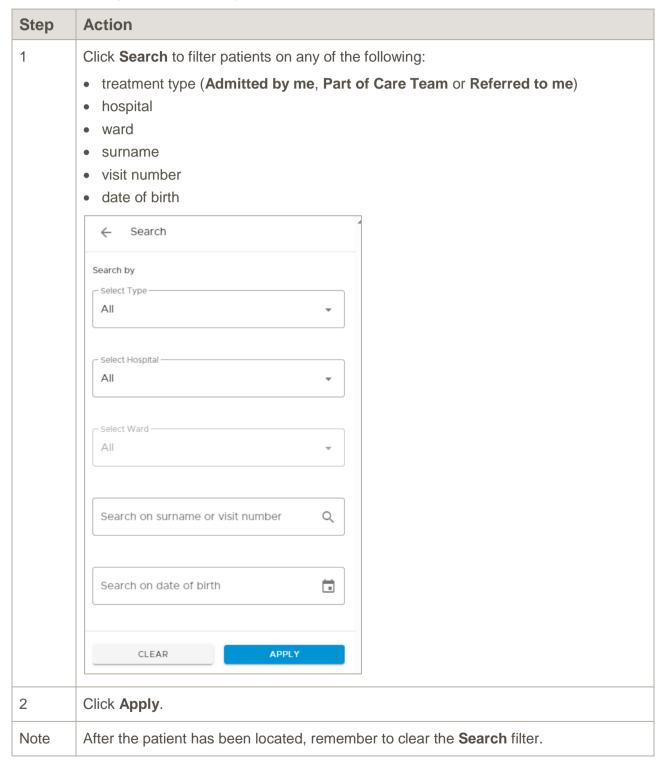
Filter

Filter according to which patients you want to view, note that each filter works independently. Use one of the following filters:

Filter	Description
Patients in hospital	All admitted and EC patients
Discharged last X days	Displays a full list of all the patients that have been discharged.
Patients in EC	All patients currently in EC
Discharged from EC	All patients discharged from EC
All patients	All admitted, EC and discharged patients.

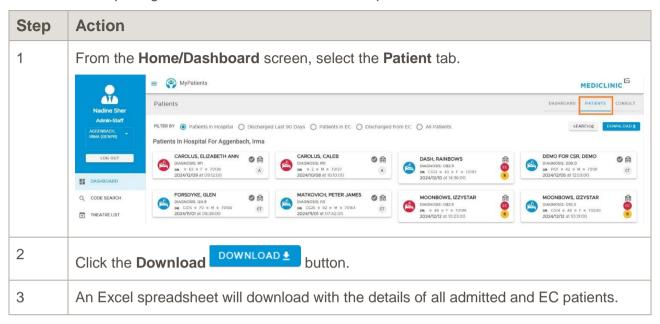
Search

Follow these steps to search for a patient:



Download a list of admitted and EC patients

Follow these steps to generate a list of admitted and EC patients for a doctor:



CONSULT TAB

Overview

This functionality allows doctors and staff to auto add themselves into a patients care team within 21 days of discharge. It can be used to support the existing process done by hospital Reception staff or Unit Admin Assistants.

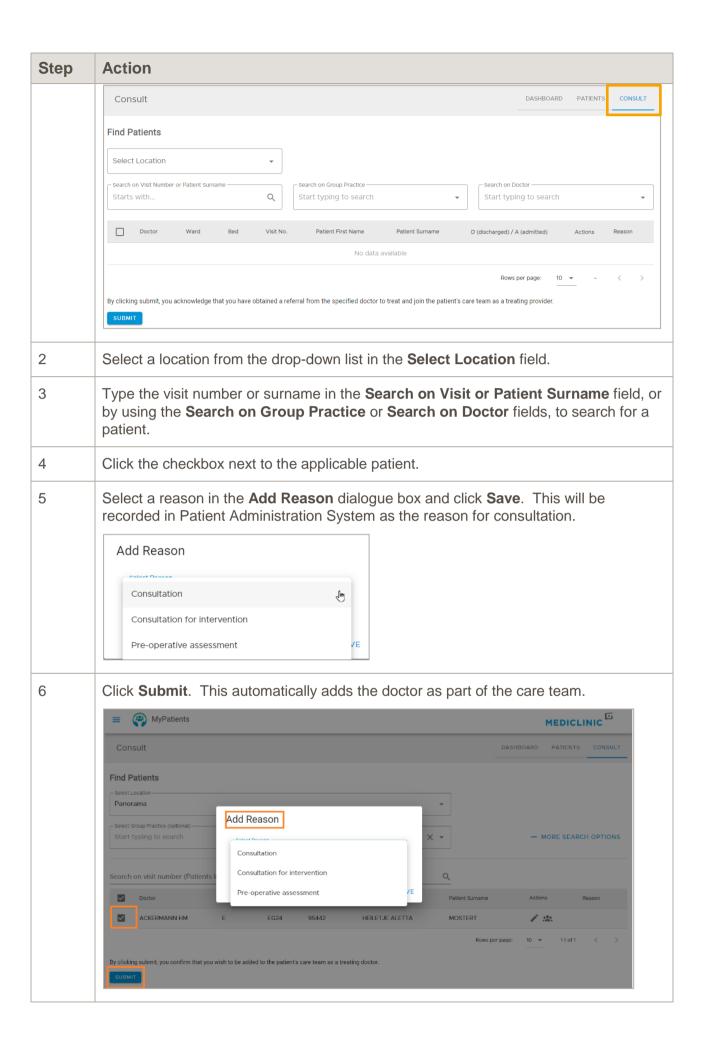
It can be used when consulting a new patient, for pre-operative review when a group practice is added on to a patients care team and can be used for locums or on-call cover.

This is recorded on the Patient Administration System and displays all doctors and HCP's who are part of the care team.

Add a doctor to a patient's care team

Follow these steps:

Step	Action
1	From the Home/Dashboard screen, select the Consult tab.



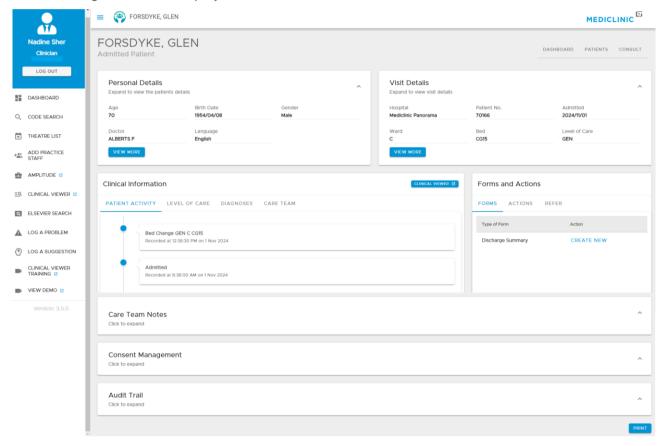
PATIENTS TAB

Patient card and record layout

Once a patient record has been located, click the patient card to open it.



The following screen will display:

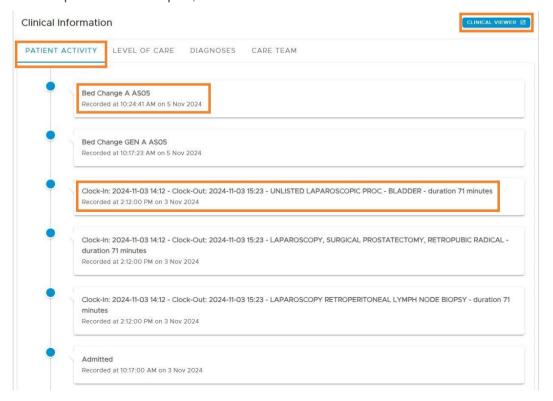


The following information can be viewed:

Sections	Description
Personal details	Contains the patients demographic and next of kin contact information.
Visit details	Displays body mass index if captured, level of care information, authorisation codes and medical aid and main member details.
Clinical Information	Contains patient activity timeline, level of care, diagnoses, care team information and a link that takes you directly to the patient medical record within the Clinical Viewer.
Forms and Actions	Discharge summary that can be generated and the Refer functionality.
Care Team notes	Contains all added notes, referrals and added diagnoses. This is visible to the whole care team.
Consent management	Allows you to view a list of hospitalisations within the Clinical Viewer, if the patient consented at admission previous records can be automatically seen.
	If they have not consented you can ask for consent at the bedside, type in the patients cell number they will receive and once time pin, enter this pin and consent will be activated.
Audit log	Allows you to view all providers that have accessed the patient's records.

Clinical Information

Once a patient card is open, scroll down the view the **Clinical Information** section.



The tabs provide the following information:

Tab	Description		
Patient activity	Displays bed changes including level of care and theater in and out times in a timeline view.		
Level of care	Displays level of care changes and duration in a tabular format.		
	Clinical Information	CLINICAL VIEWER	
	PATIENT ACTIVITY LEVEL OF CARE DIAGNOSES CARE TEAM		
	LOC Start date and time End date and time Dur	ation	
	ICU 2024/12/05 at 12:54 2024/12/10 at 11:48 04	Days 22 Hours 54 Mins	
	The primary diagnosis will be indicated as well as the priority of codes (aligneto the Patient Administration system). Clinical Information PATIENT ACTIVITY LEVEL OF CARE DIAGNOSES CARE TEAM		
	Date Code Description	Priority	
	2024/02/15 G81.9 HEMIPLEGIA UNSPECIFIED (Primary diagnosis)	1	
	2024/02/15 Z50.8 CARE INVOLVING USE OF OTH REHABILITATION PROCEDURES	2	
	2024/02/15 R41.8 OTH/UNSP SYMP SIGNS INVOLV COGNITIVE FUNCTION/AWARENESS	2	
	2024/02/15 E10.8 TYPE 1 DIABETES MELLITUS WITH UNSPECIFIED COMPLICATIONS ADD DIAGNOSIS INFO	0	
Care team	Displays all healthcare providers involved in the patient admission.	s treatment during	

Submission of a confirmed diagnosis

This function allows a doctor or practice the ability to electronically submit ICD10 diagnoses and associated clinical information.

This information will assist with improving access to clinical information for the patients unified care record seen in the Clinical Viewer, as well as improved congruence between hospital and practitioner's diagnoses.

ICD10 codes are used not just for account raising, but also for data collection for clinical and risk management purposes.

Rules	Description
Confirmed diagnosis	Submit all confirmed diagnoses treated.
If any ICD10 code describes a Sequelae (old condition, or no longer present)	Add the current diagnosis or late/residual effect of the sequelae. Example: I69.3 - Sequelae of cerebral infarction. Additional notes: Current admission for management of R13 – Dysphagia, due cerebral infarction 5 years ago.

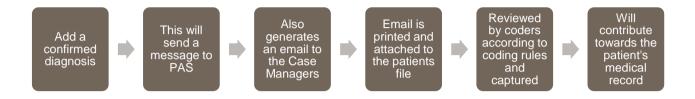
If any ICD10 code describes 'in a disease classified elsewhere' or contains a bracketed reference (Dagger or +)

Add the primary linked diagnosis. It is mandatory to add the linked primary diagnosis as the codes with these descriptors cannot be added to an account on their own without the linked diagnosis.

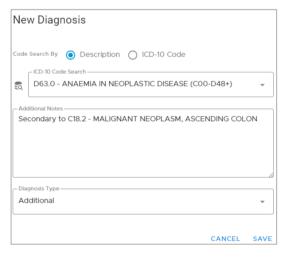
Example: D63.0 - Anaemia in neoplastic disease (C00-D48+). Additional notes: Anemia secondary to C18.2 – Malignant neoplasm, ascending colon.

Timing if submission

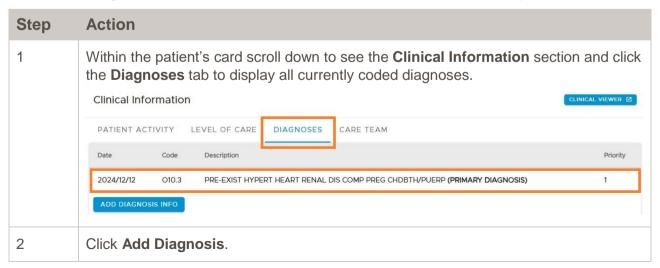
Ideally submit these while the patient is admitted or within 2 days of discharge as we may not be able to capture or reflect this after final coding and billing takes place.

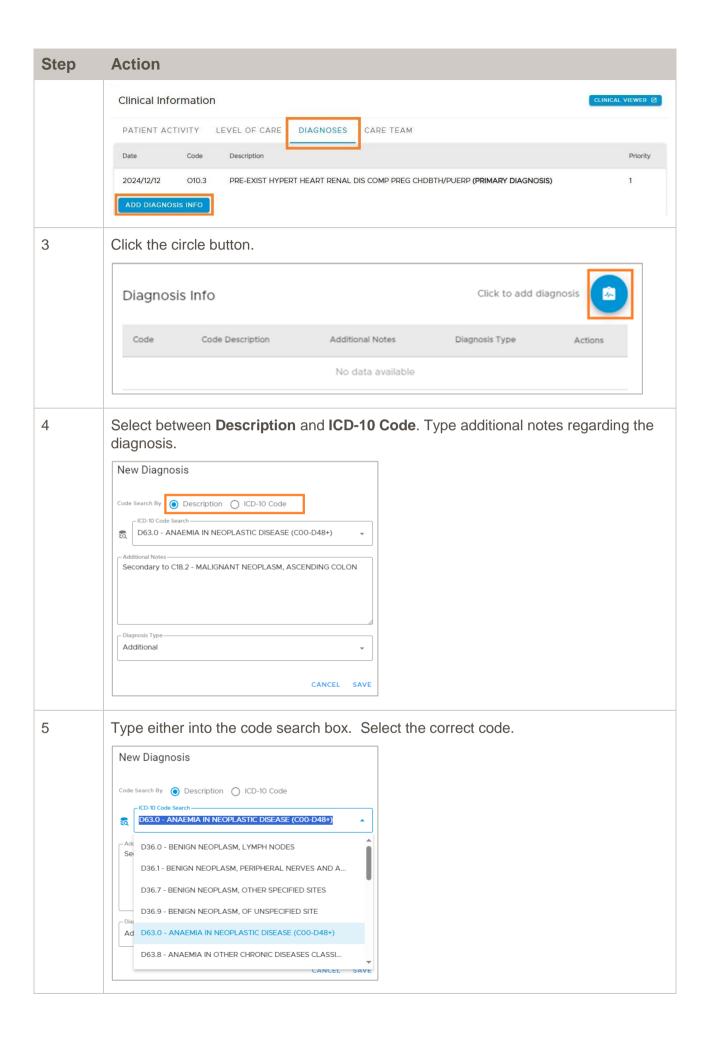


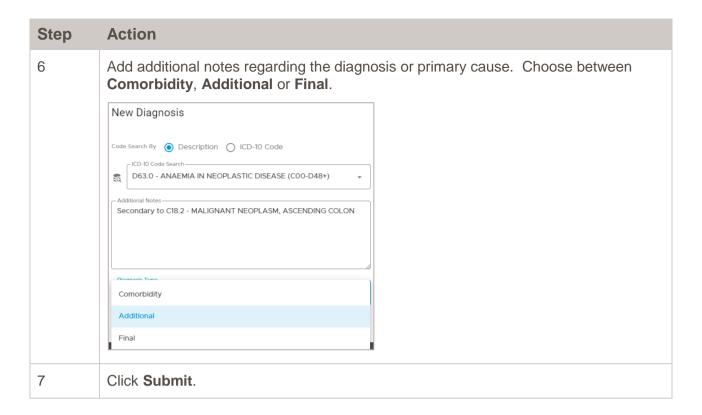
Example



When submitting Anaemia in Neoplastic disease it must be linked to the primary neoplastic cause.

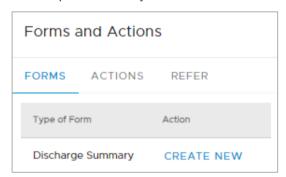






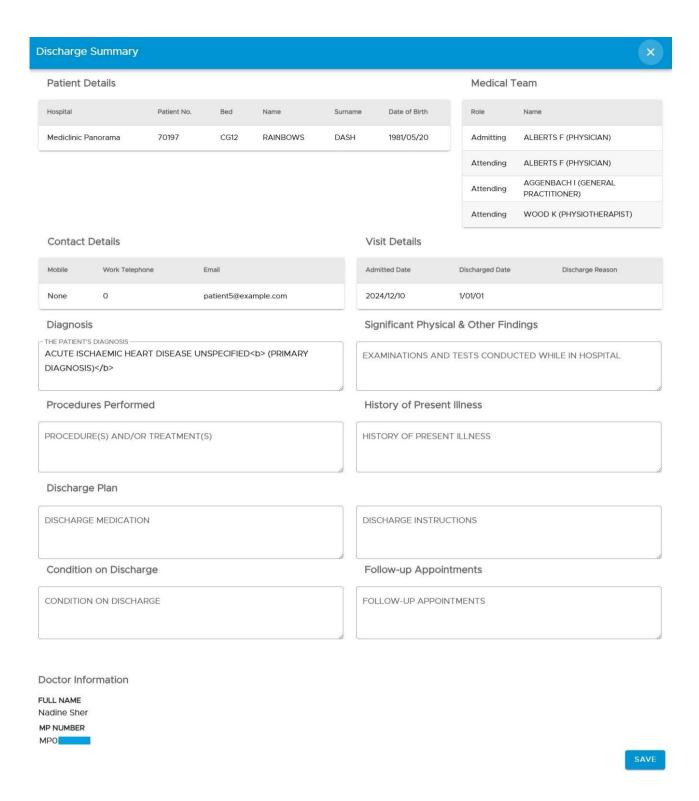
Forms and Actions

On the patient card you will see Forms and Actions for doctors.



Click **Create New** to generate a discharge summary that is pre-populated with the patient's information.

You are able to add clinical information into the fields provided. This can be saved and printed out to give to the patient upon discharge.



Refer

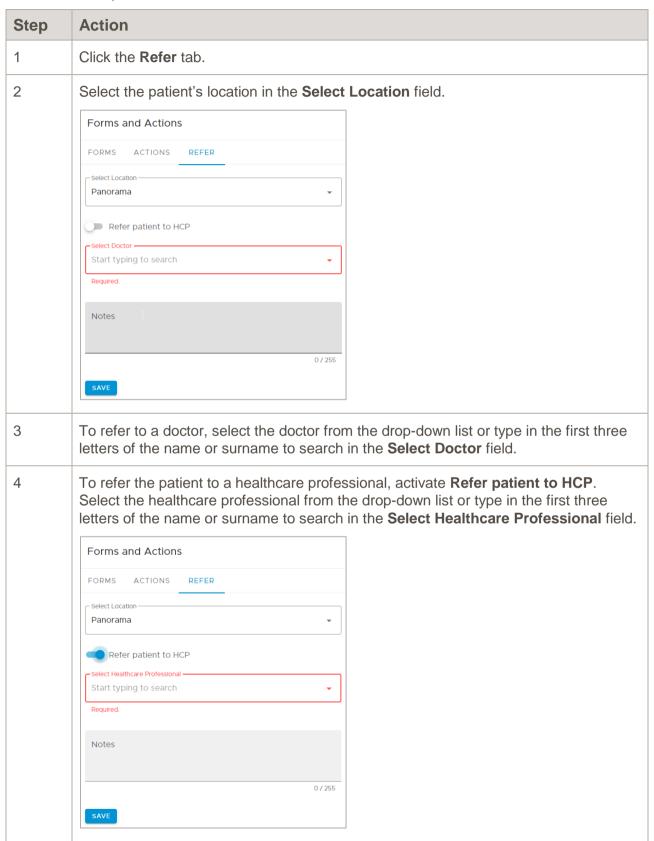
This function allows users to send a non-urgent referrals, and will automatcally add the doctor or healthcare professional (HCP) to the patient's care team. This should be used after a Doctor or HCP has agreed to see this patient. It can be also be used for on call cover or between doctors in a group practice that see each others patients.

Doctors can refer to other doctors or healthcare professionals. Healthcare professionals can only refer to other healthcare professionals.



Doctor/HCP is added as part of the care team on PAS

Follow these steps:

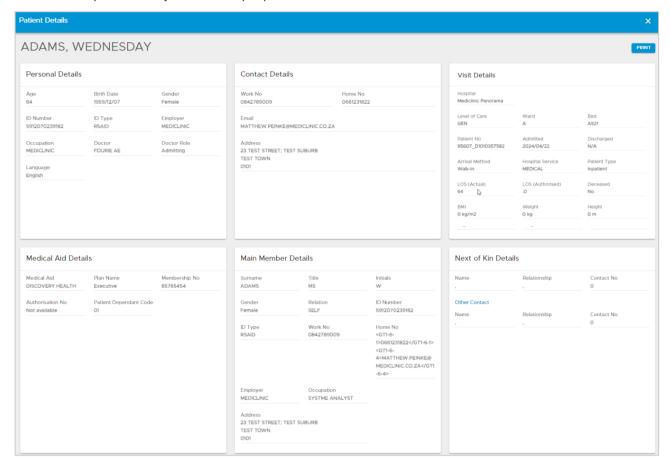


Step	Action		
5	Type a referral note in the Notes field.		
Note	The referral note will now be visible in the Care Team Notes section. The doctor who receives the referral will be automatically added to the care team and see this patient on the application.		
	RICH, CB DIAGNOSIS: 33140 DG22	⊘ ∰	
	CLINICAL VIEWER Ø	СТ	

Personal and visit details

Within in a patients card, click View More to see the full visit and personal details.

This can be printed for your record purposes.



ABBREVIATIONS USED IN THE APPLICATION

The following abbreviations are used in the application:

Level of Care	Description
DAY	Day Admission
DCT	Day Clinic Ward
GEN	General Ward
HIC	High Care
ICU	Intensive Care Unit
LUX	Luxury Ward
MED	Private Ward Doctors Auth
MPT	Maternity Private Ward
N/A	No Ward Charges
NEO	Neonatal Ward
NHB	Neonatal High Care N

Level of Care	Description
NHA	Neonatal High Care A
NIC	Neonatal ICU
PSY	General Ward Psychiatric
PVT	Private Ward
REH	Sub-Acute Rehabilitation
SEM	Semi-Private ward
SIC	Specialised ICU
SMT	Semi-Private Maternity
STP	Sub-Acute Ward
VIP	VIP Ward

Speciality	Description
ALLER	Allergologist
ANAES	Anaesthesiologist
CARDI	Cardiologist
CHLTH	Community Health Practitioner
CLINH	Pathologist (Clinical Haematologist)
CLINT	Clinical Technologist
CRTHS	Cardiothoracic Surgeon

Speciality	Description
GERIA	Physician (Geriatric Medicine)
GYNAE	Obstetrician & Gynaecologist
GYNAO	Obstetrician & Gynaecologist (Gynae Oncology)
GYNEU	Obstetrician & Gynaecologist (Urogynaecologist)
HOMEO	Homeopath
INFEC	Physician (Infectious Diseases)
MATFO	Obstetrician & Gynaecologist (Maternal-Foetal Medicine)

Speciality	Description
DENPR	Dentist
DERMA	Dermatologist
EMERG	Emergency Medicine Specialist
ENDOC	Physician (Endocrinologist)
ENTOL	Medical Otorhinolaryngologist
ENTSU	Otorhinolaryngologist (ENT)
FAMIL	Family Physician
GASTR	Physician (Gastroenterologist)
GASTRS	Surgeon (Gastroenterologist)
GENET	Physician (Medical Genetics)
GENPR	General Practitioner
GENSU	Surgeon (General Surgeon)
ALLER	Allergologist
ANAES	Anaesthesiologist
CARDI	Cardiologist
CHLTH	Community Health Practitioner
CLINH	Pathologist (Clinical Haematologist)
CLINT	Clinical Technologist
CRTHS	Cardiothoracic Surgeon
DENPR	Dentist
DERMA	Dermatologist

Speciality	Description
MAXIL	Maxillo-Facial Surgeon
MEDON	Physician (Medical Oncologist)
MEDPR	Medical Practice
NEONA	Paediatrician (Neonatologist)
NEPHR	Physician (Nephrologist)
NEURO	Neurologist
NEURS	Neurosurgeon
NEURY	Psychiatrist (Neuropsychiatrist)
NUCLE	Nuclear Medicine Specialist
OCCHE	Physician (Occupational Health)
OCCME	Physician (Occupational Medicine)
ONCOL	Physician (Oncologist)
GERIA	Physician (Geriatric Medicine)
GYNAE	Obstetrician & Gynaecologist
GYNAO	Obstetrician & Gynaecologist (Gynae Oncology)
GYNEU	Obstetrician & Gynaecologist (Urogynaecologist)
HOMEO	Homeopath
INFEC	Physician (Infectious Diseases)
MATFO	Obstetrician & Gynaecologist (Maternal-Foetal Medicine)
MAXIL	Maxillo-Facial Surgeon
MEDON	Physician (Medical Oncologist)

Speciality	Description
EMERG	Emergency Medicine Specialist
ENDOC	Physician (Endocrinologist)
ENTOL	Medical Otorhinolaryngologist
ENTSU	Otorhinolaryngologist (ENT)
FAMIL	Family Physician
GASTR	Physician (Gastroenterologist)
GASTRS	Surgeon (Gastroenterologist)
GENET	Physician (Medical Genetics)
GENPR	General Practitioner
GENSU	Surgeon (General Surgeon)
ОРНТН	Ophthalmologist
ORTHS	Orthopaedic Surgeon
ORTHTR	Orthopaedic Surgeon (Traumatology)
PAECA	Paediatrician (Cardiology)
PAEDE	Paediatrician (Endocrinologist)
PAEDI	Paediatrician
PAEDO	Paediatrician (Medical Oncologist)
PAEDS	Surgeon (Paediatric Surgeon)
PAEGE	Paediatrician (Gastroenterologist)
PAENE	Paediatrician (Paediatric Neurologist) (Neuropaediatrics)

Speciality	Description
MEDPR	Medical Practice
NEONA	Paediatrician (Neonatologist)
NEPHR	Physician (Nephrologist)
NEURO	Neurologist
NEURS	Neurosurgeon
NEURY	Psychiatrist (Neuropsychiatrist)
NUCLE	Nuclear Medicine Specialist
OCCHE	Physician (Occupational Health)
OCCME	Physician (Occupational Medicine)
ONCOL	Physician (Oncologist)
PSYCT	Psychiatrist
PSYTC	Psychiatrist (Forensic Psychiatrist)
PTHAN	Pathologist (Anatomical)
PTHCH	Pathologist (Chemical)
PTHCL	Pathologist (Clinical)
PTHFO	Pathologist (Forensic)
PTHHA	Pathologist (Haematology)
PTHMI	Pathologist (Microbiology)(Infectious Diseases)
PTHVI	Pathologist (Virological) (Infectious Diseases)
PULMO	Physician (Pulmonologist)

Speciality	Description
PAENH	Paediatrician (Nephrologist)
PAEPU	Paediatrician (Pulmonologist / Pneumonologist)
PAERH	Paediatrician (Rheumatology)
PATHO	Pathologist (Anatomic and Clinical)
PHYSI	Physician (Internal Medicine)
PLAST	Plastic and Reconstructive Surgeon
PSCLIN	Psychologist (Clinical Psychologist)
PSEDU	Psychologist (Educational Psychologist)
PSYCC	Psychiatrist (Child Psychiatrist)
ОРНТН	Ophthalmologist
ORTHS	Orthopaedic Surgeon
ORTHTR	Orthopaedic Surgeon (Traumatology)
PAECA	Paediatrician (Cardiology)
PAEDE	Paediatrician (Endocrinologist)
PAEDI	Paediatrician
PAEDO	Paediatrician (Medical Oncologist)
PAEDS	Surgeon (Paediatric Surgeon)
PAEGE	Paediatrician (Gastroenterologist)

Speciality	Description
RADIA	Oncologist (Radiation Oncologist)
RADOL	Radiologist (Diagnostic Radiologist)
REPRO	Obstetrician & Gynaecologist (Reproductive Medicine)
RHEUM	Physician (Rheumatologist)
SPORT	Physician (Sports Medicine)
SURGE	Surgeon
THORS	Surgeon (Thoracic Surgeon)
UROLO	Urologist (Surgical Urologist)
VASCU	Surgeon (Vascular Surgeon)
PSYCT	Psychiatrist
PSYTC	Psychiatrist (Forensic Psychiatrist)
PTHAN	Pathologist (Anatomical)
PTHCH	Pathologist (Chemical)
PTHCL	Pathologist (Clinical)
PTHFO	Pathologist (Forensic)
PTHHA	Pathologist (Haematology)
PTHMI	Pathologist (Microbiology)(Infectious Diseases)
PTHVI	Pathologist (Virological) (Infectious Diseases)

Speciality	Description
PAENE	Paediatrician (Paediatric Neurologist) (Neuropaediatrics)
PAENH	Paediatrician (Nephrologist)
PAEPU	Paediatrician (Pulmonologist / Pneumonologist)
PAERH	Paediatrician (Rheumatology)
PATHO	Pathologist (Anatomic and Clinical)
PHYSI	Physician (Internal Medicine)
PLAST	Plastic and Reconstructive Surgeon
PSCLIN	Psychologist (Clinical Psychologist)
PSEDU	Psychologist (Educational Psychologist)
PSYCC	Psychiatrist (Child Psychiatrist)

Speciality	Description
PULMO	Physician (Pulmonologist)
RADIA	Oncologist (Radiation Oncologist)
RADOL	Radiologist (Diagnostic Radiologist)
REPRO	Obstetrician & Gynaecologist (Reproductive Medicine)
RHEUM	Physician (Rheumatologist)
SPORT	Physician (Sports Medicine)
SURGE	Surgeon
THORS	Surgeon (Thoracic Surgeon)
UROLO	Urologist (Surgical Urologist)
VASCU	Surgeon (Vascular Surgeon)