VERACEL EMR LAB USER GUIDE

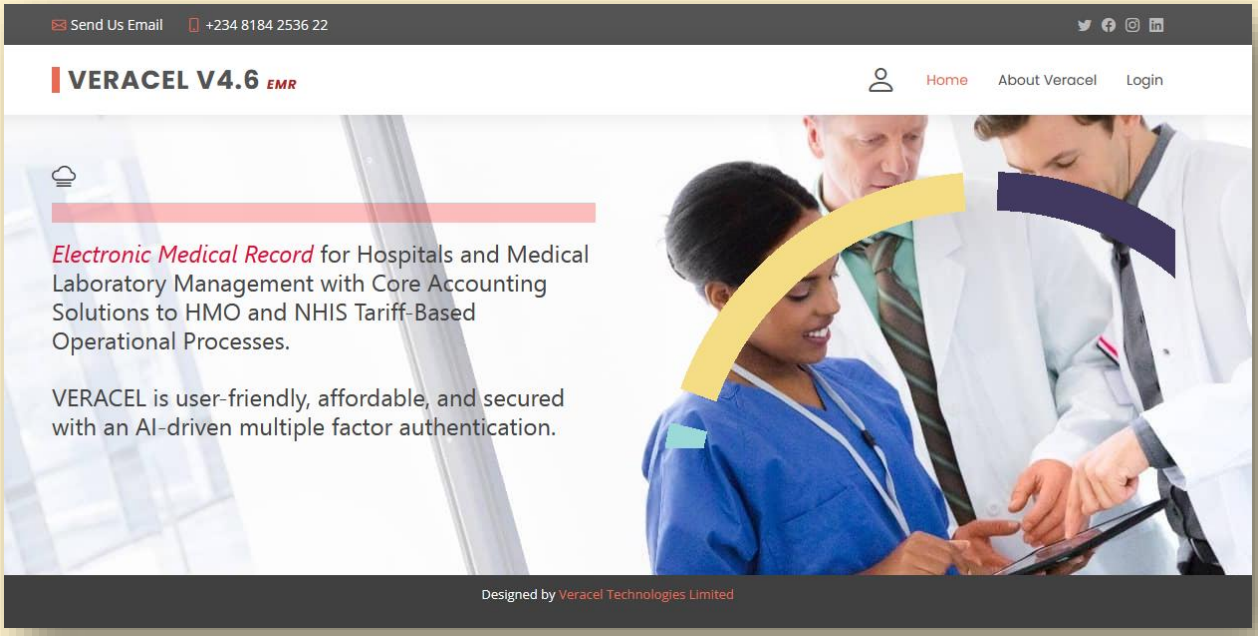


Table of Contents

1.0 LAUNCHING VERACEL 2
2.0 LOGIN TO VERACEL 2
2.1 LOGIN AS STAFF 3
2.2 LOGIN AS REFERRAL 4
3.0 SUCCESSFUL STAFF LOGIN 4
4.0 REGISTER NEW TEST REQUEST 5
5.0 MAKING LAB PAYMENT 6
5.1 REGISTERING PATIENT'S PAYMENTS 7
6.0 RESULT PREPARATION 8
6.1 CHECKING DETAILS BEFORE PREPARING RESULT 8
6.2 RESULT PREPARATION ENVIRONMENT 9
7.0 HOW TO EDIT RESULT 10
8.0 SIGNING RESULT 13

9.0 NEW USER REGISTRATION 14
10.0 ASSIGNING ROLES TO USERS 15
11.0 FUNCTION MANAGEMENT 16
12.0 MFA & EMAIL SETTING 16
12.1 COMPANY AUTHORITY (Letter heads, stamp & Signatures) DESIGNS 17

1.0 LAUNCHING VERACEL

Using a Mozilla Firefox browser, type MYLABOFFICE.VERACELSERVERS.COM
Whether in capital or small letters, it will launch VERACEL. Note that you must have been connected to the internet.

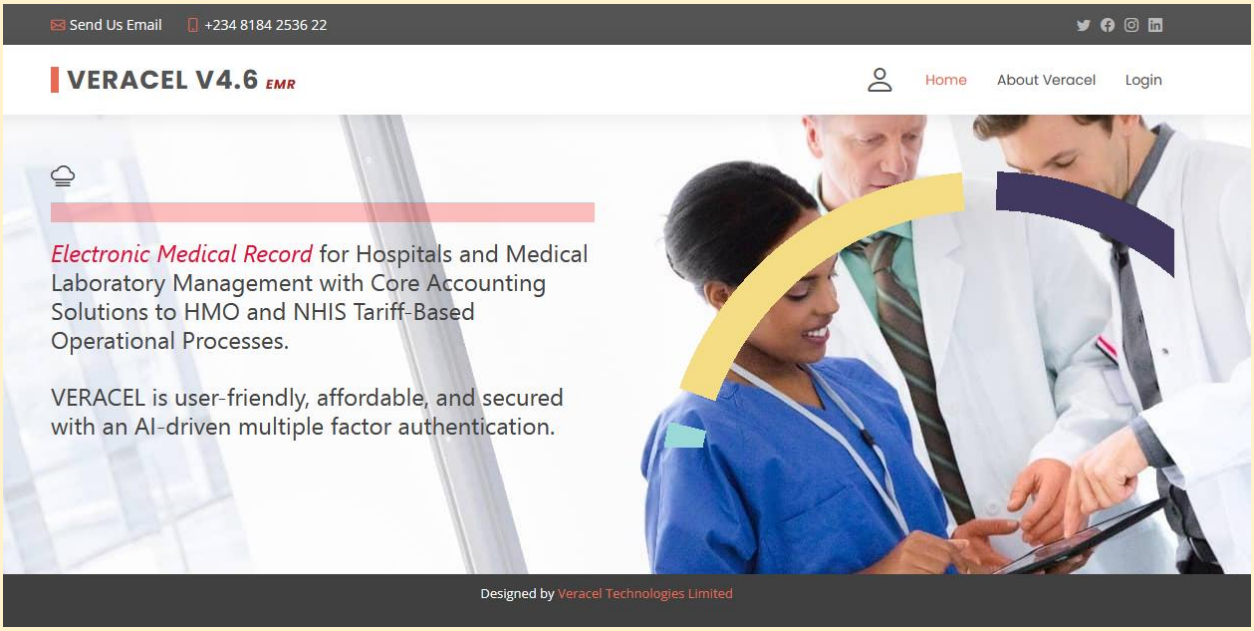


Fig. 1 VERACEL Landing page.

2.0 LOGIN TO VERACEL

From the menu, select Login, it will display LOGIN AS
STAFF and LOGIN AS REFERRAL
You choose accordingly, and provide the necessary credentials as must have been pre-issued by your director for login.

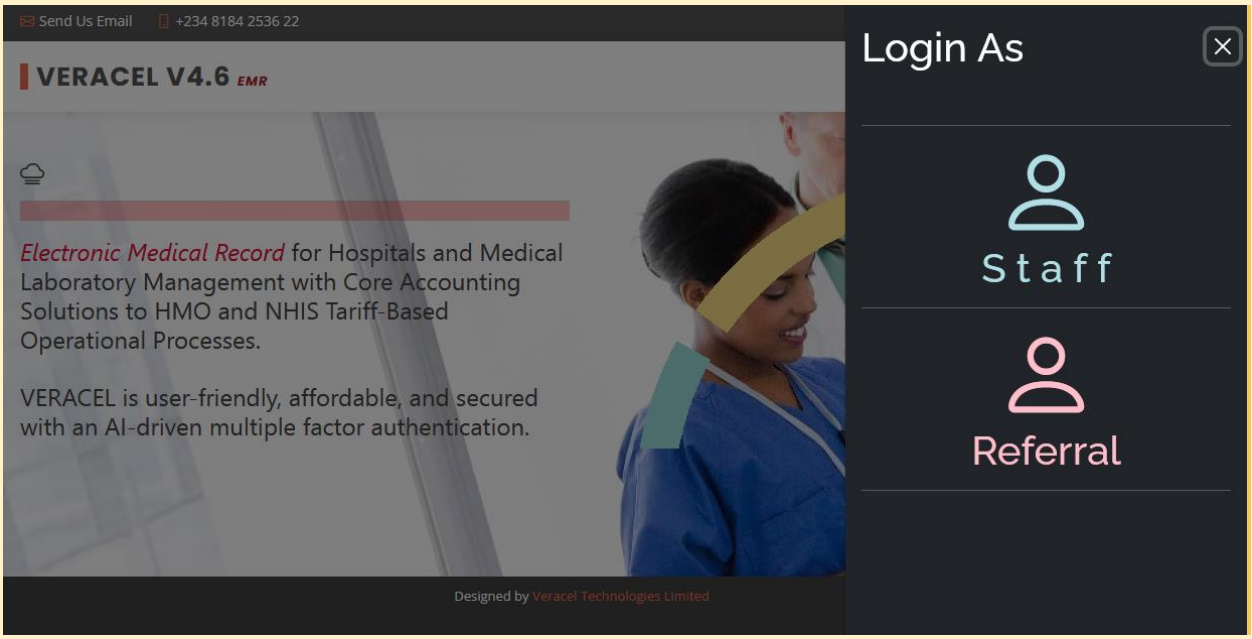


Figure 2. Login Options

2.1 LOGIN AS STAFF

This option allows you to login to your base station by entering your email address and password.

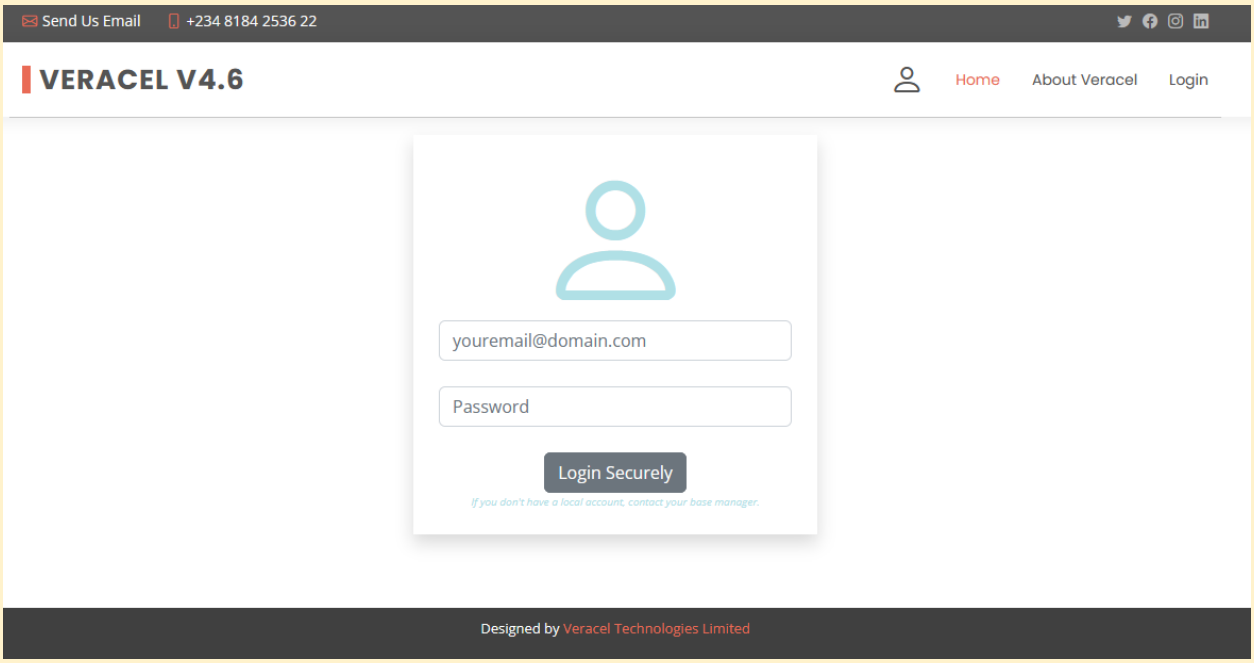


Figure 3. Login As Staff

2.2 LOGIN AS REFERRAL

In case you are an HMO, group or a referring hospital, you can login as referral to the main company portal to make direct requisitions, and check your investigation results, as well as, payment summary.

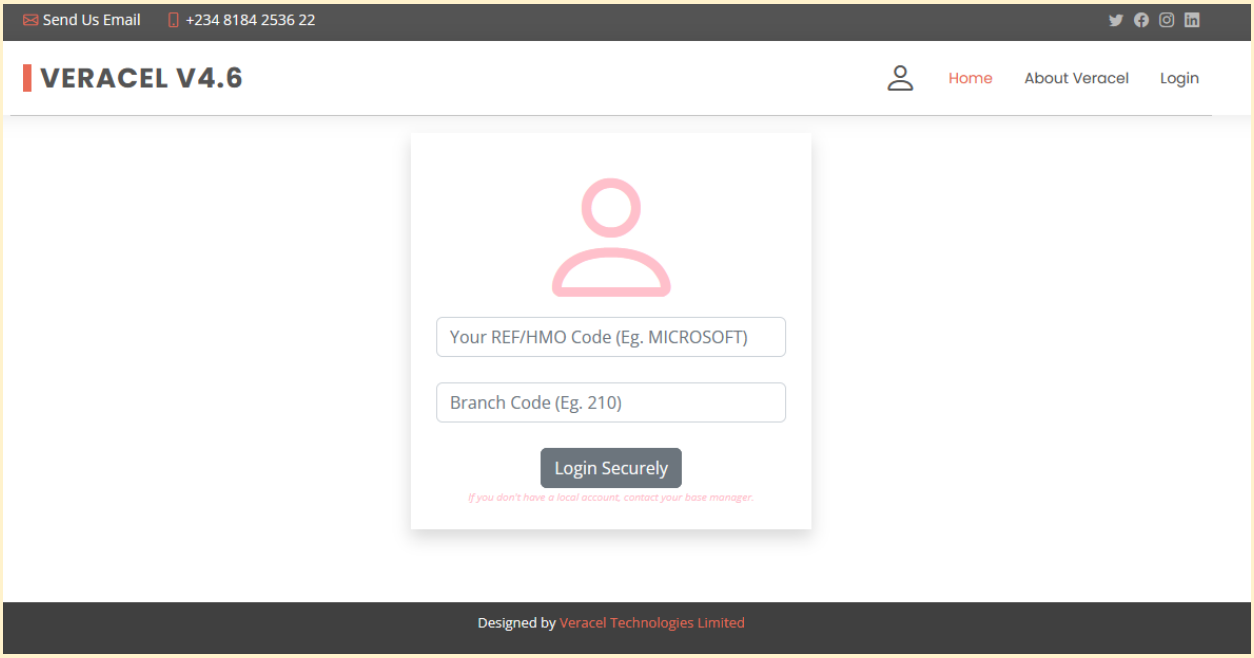


Figure 4. Login As Referral

3.0 SUCCESSFUL STAFF LOGIN

On a successful login as a staff, you will be redirected to the home portal where you can proceed to any aspect of VERACEL you are authorized to access.

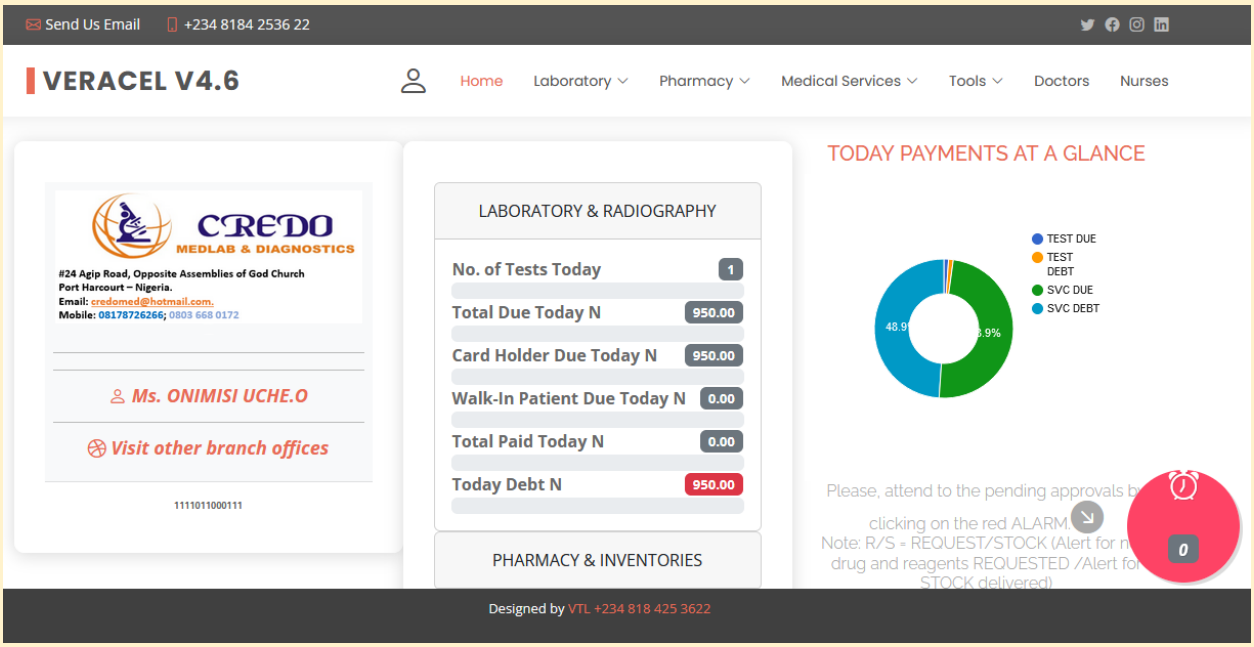


Figure 5. Home

4.0 REGISTER NEW TEST REQUEST

Assuming all test names have been configured, and prices set. When a patient walks in for a test, from the menu you select Laboratory→ New Test Request (Walk-In-Patient), This launches an environment where you select tests for the patient.

You choose the tests one after another till all required tests are added to the patient tray.

Then you click COMPLETE RESERVATION to capture the patient's details and then register only or register & pay depending on the user's functional role authorized.

Note that you must have been authorize to register test before you can carry out these functions.

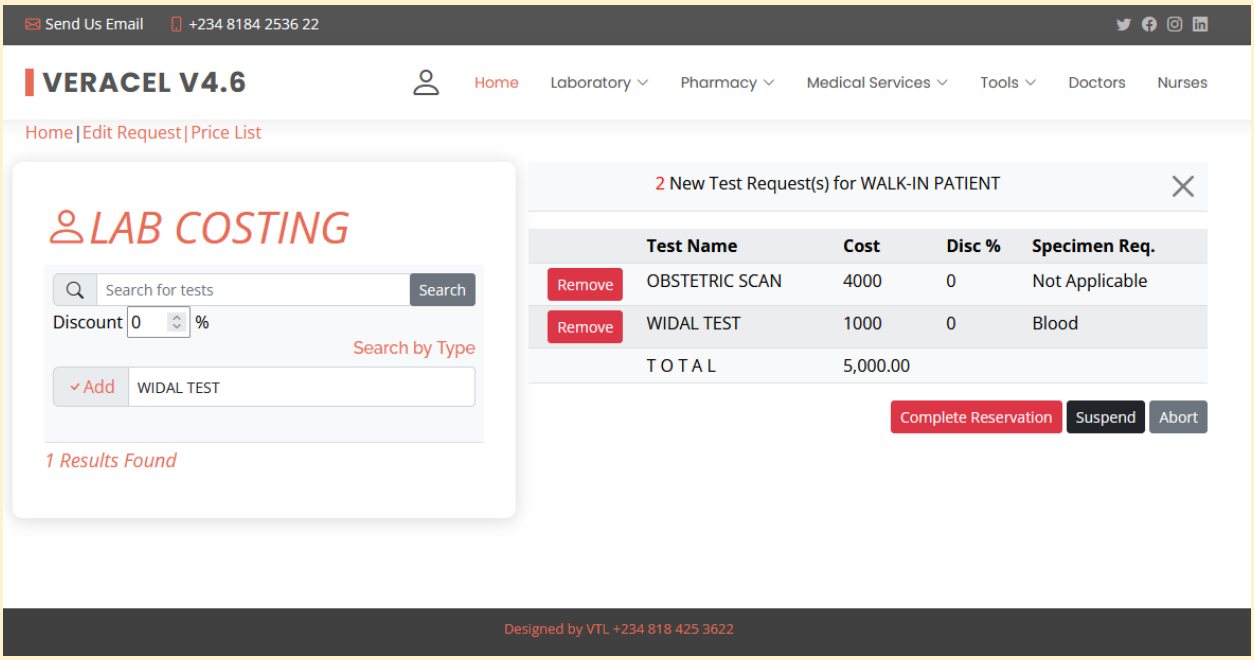


Figure 6. New Test

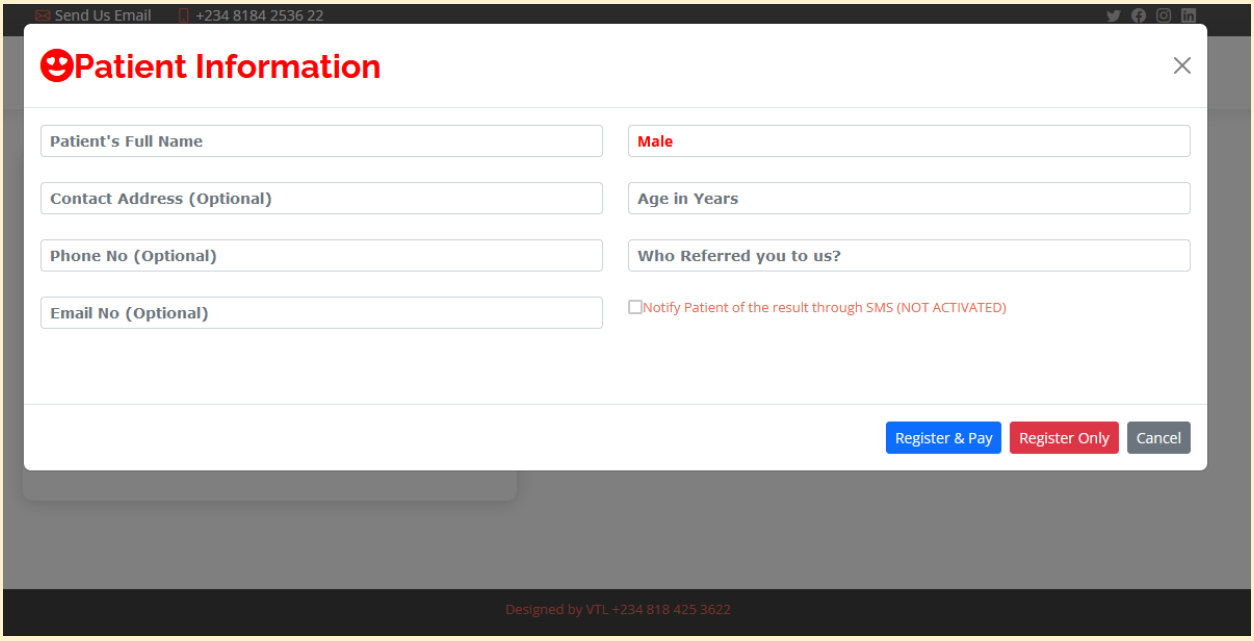


Figure 7. Patient's Information

5.0 MAKING LAB PAYMENT

When a reservation must have been completed, a payment advice is generated, which the patient presents to the cashier for payment. The cashier traces the patient using his/her name or lab number, and then receive payments.

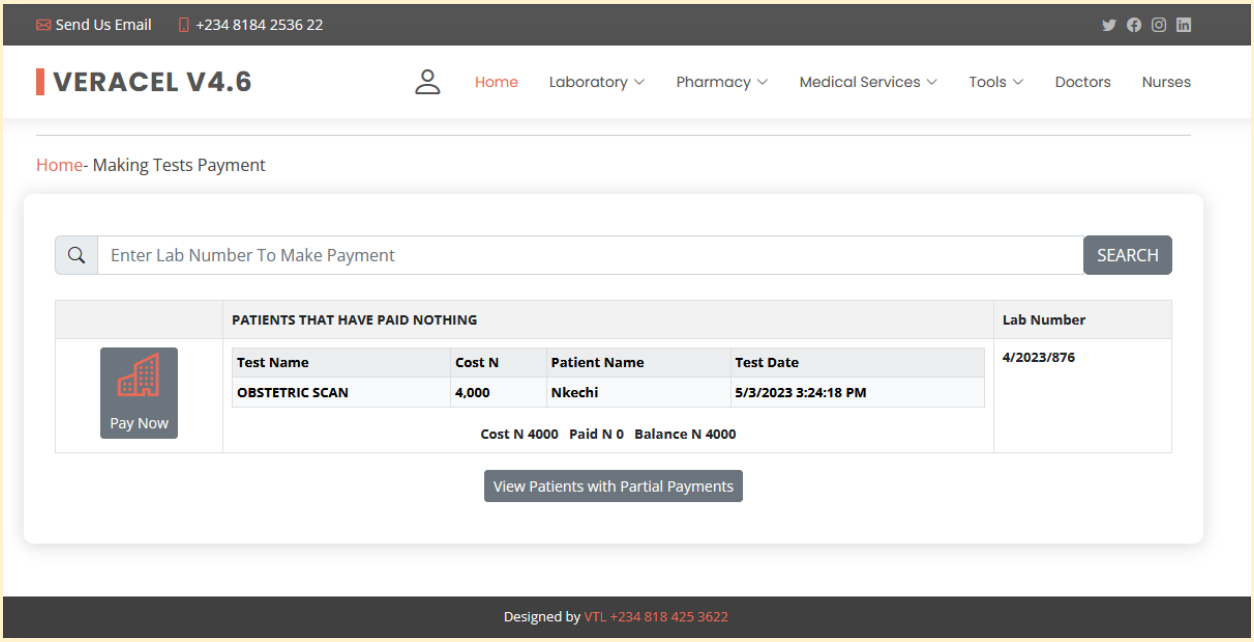


Figure 8. Tracing Patient for payment

5.1 REGISTERING PATIENT'S PAYMENTS

The cashier can receive payments in any medium (cash and cashless). All cashless payment media must have been pre-configured by the director using tools.

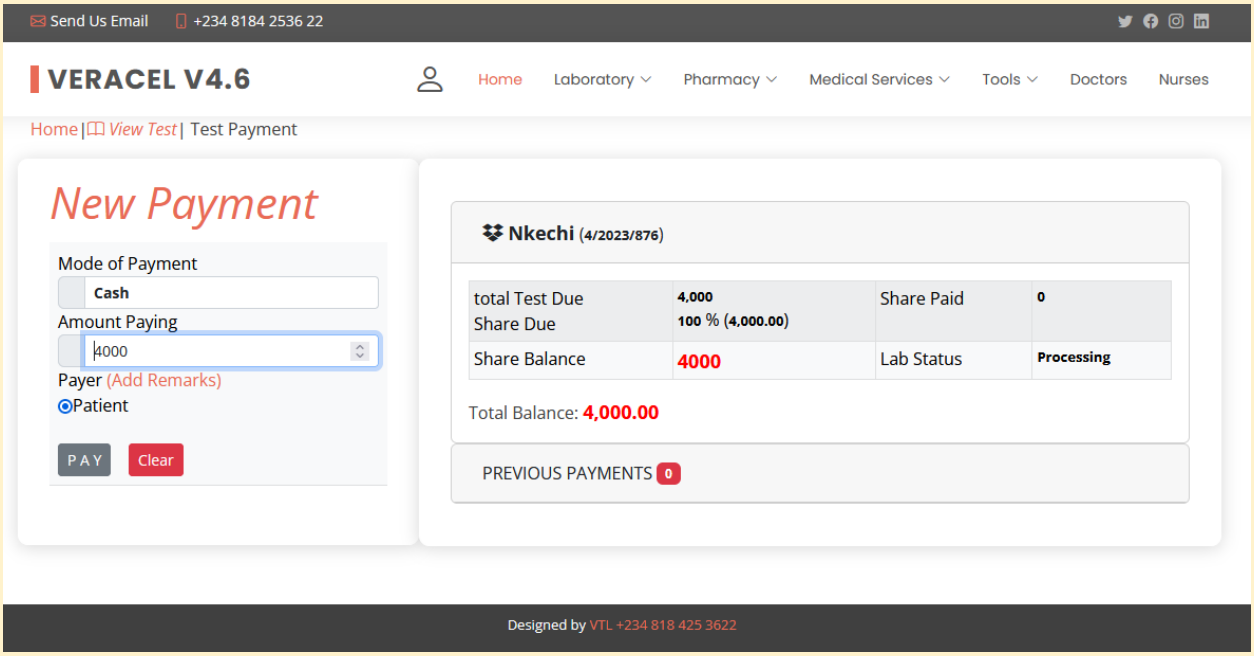


Figure 9. Registering Payment

6.0 RESULT PREPARATION

Once a test is fully registered, it will be available to the person(s) responsible for result preparation.
Laboratory→Record Test Result

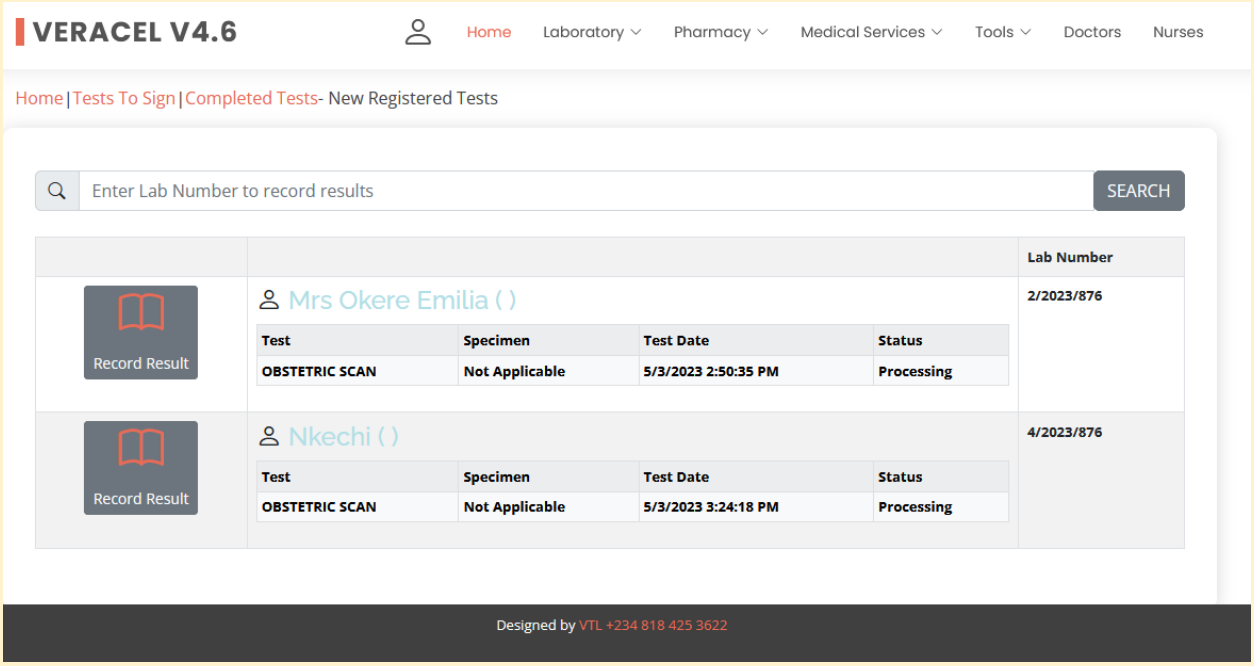


Figure 10. Locating Test for Result Preparation

6.1 CHECKING DETAILS BEFORE PREPARING RESULT

Choosing a patient's test(s) will launch its details such as payment history. It is left for the result developer to decide if to proceed or not.

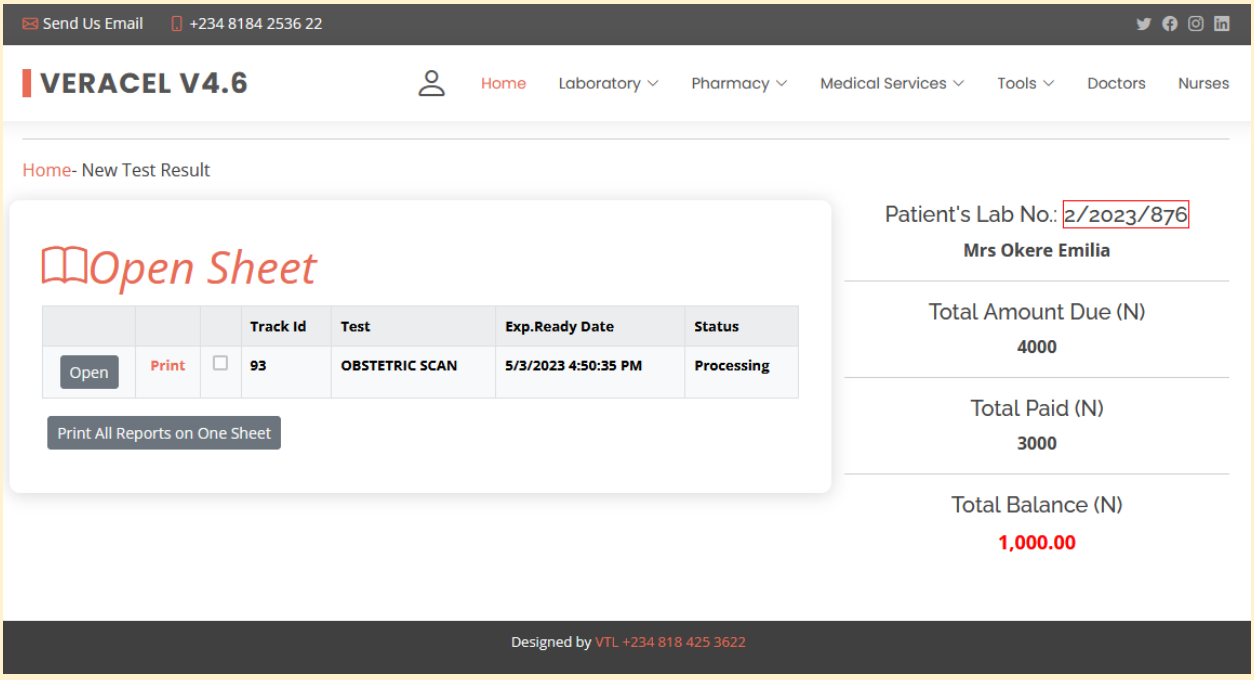


Figure 11. Test and payment detail view before result preparation

6.2 RESULT PREPARATION ENVIRONMENT

Click on EDIT RESULT button to launch the edit environment

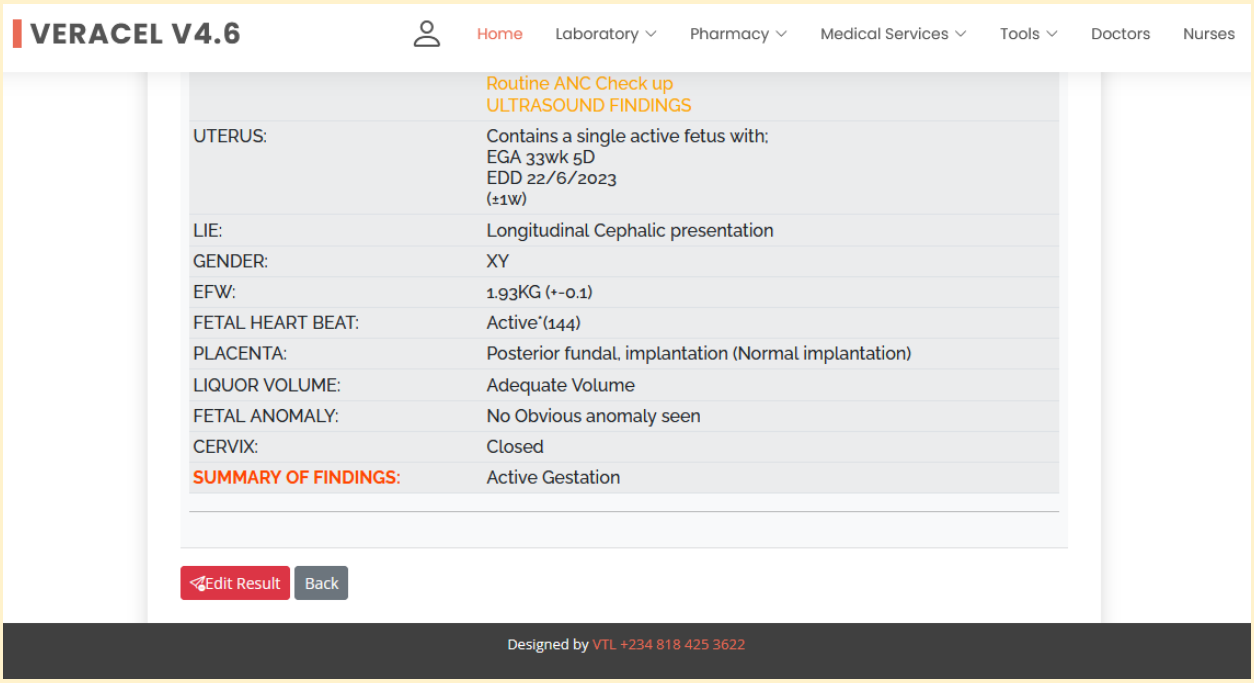


Figure 12. Result Update Option

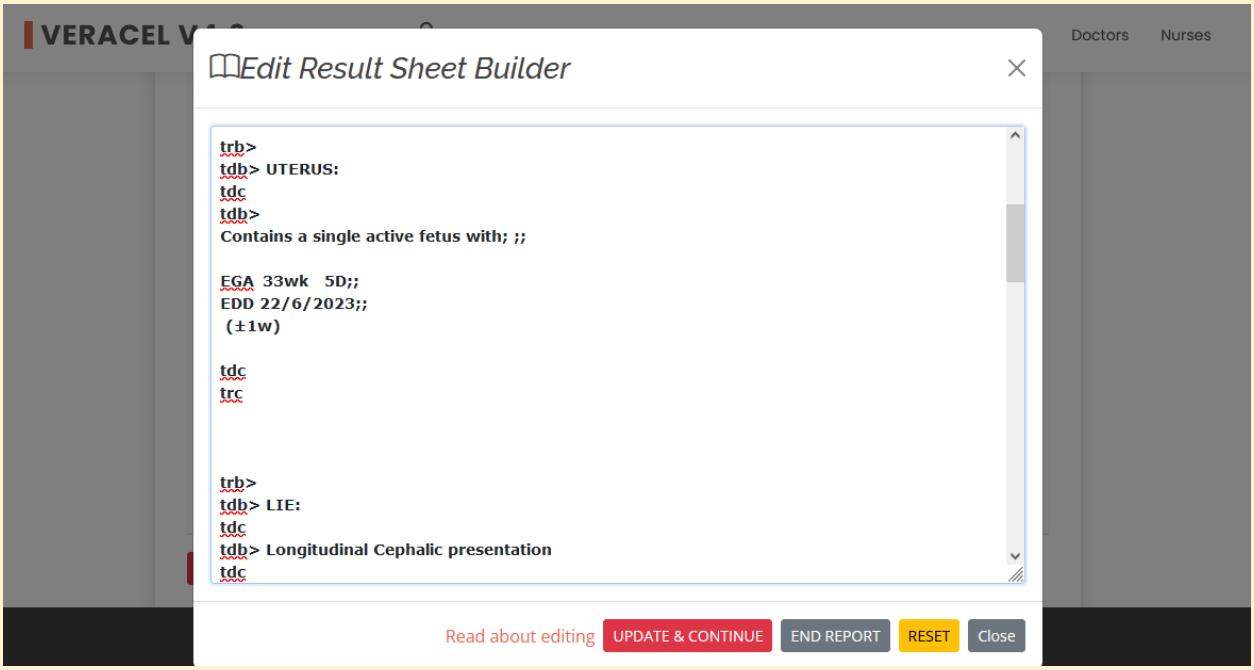


Figure 13. Edit Result Sheet Builder

7.0 HOW TO EDIT RESULT

(**) CREATING A SPACE BAR
Represnts 4 space positions.
If you want to make a wider space between words in the template, you use asteriks (*)

(__) MAKING A LINE
This notation is used when you want to draw a line under a written text. For example: if you want to create a title with underline, you should simply type a title followed with 2 underscores.

(;;) MOVING TO NEXT LINE
To move to next line, write ;;
If you want more lines, type ;;;; or more of it to create wider lines.

WORKING WITH TABLES OF TWO COLUMNS

IMPORTANT NOTES ON DESIGNING TABULAR RESULT TEMPLATE
(1) Every table begins with tbb>, and must contain atleast a row which begins with trb>, and every row must contain atleast a cell which begins with tdb>.
(2) Texts you write in a table must be inside a cell data tdb< YOUR TEXT HERE..., and must end with tdc (table data close); note without (>).
(3) The more cells you add within a row, the more columns you create in that table.
(4) All tdb and the corresponding tdc must exist within a corresponding trb> your cells..., and ending with a trc (table row closing).
(5) And finally, the tbc (table closing) must envelop the entire thing.

---

tbb>

trb>
tdb> NAMES OF DRUGS tdc
tdb> DOSAGES tdc
trc

trb>
tdb> ASPRIN tdc

tdb> 700mg tdc
trc

trb>
tdb> EMZOLIN tdc
tdb> 500mg tdc
trc
tbc

WORKING WITH TABLES OF FOUR COLUMNS

---

tbb>

trb>
tdb> NAMES OF DRUGS tdc
tdb> DOSAGES tdc
tdb> NAMES OF DRUGS tdc
tdb> DOSAGES tdc
trc

trb>
tdb> ASPRIN tdc
tdb> 700mg tdc
tdb> ASPRIN tdc
tdb> 700mg tdc
trc

trb>
tdb> EMZOLIN tdc
tdb> 500mg tdc
tdb> EMZOLIN tdc
tdb> 500mg tdc

trc
tbc

ADDING STYLES IN TABLE

Note that TABLES have trb (Table Row Beginning), and it is usually followed with (>); Example trb>.
If you want to add styles to a particular table row, you will write: trb style="font-size: large">
Note that we have moved the (>) to the end of the style. And that style expression will make the font size of the texts in that row to be bold.

MULTIPLE STYLES
You can implement multiple style to any object by writing this: tdb (Table Data Beginning), this is a cell in a row.
tdb style="color: pink; font-size: x-large; background-color: yellow"> .
The above expression will turn all texts in that cell to pink. extra-large font size and background color to yellow.

When you are updating a test result, and you feel you have messed up with the whole thing, you can click on RESET to discard your mistakes, and reload the default design template for the test from the database.

8.0 SIGNING RESULT

After the result developer is done with the editing, he clicks on END REPORT. This action sends a notification to the director for signing the result, who then appends an official stamp and signature

electronically; and then the result is automatically available for printing, even to the remote referrals(if applicable).

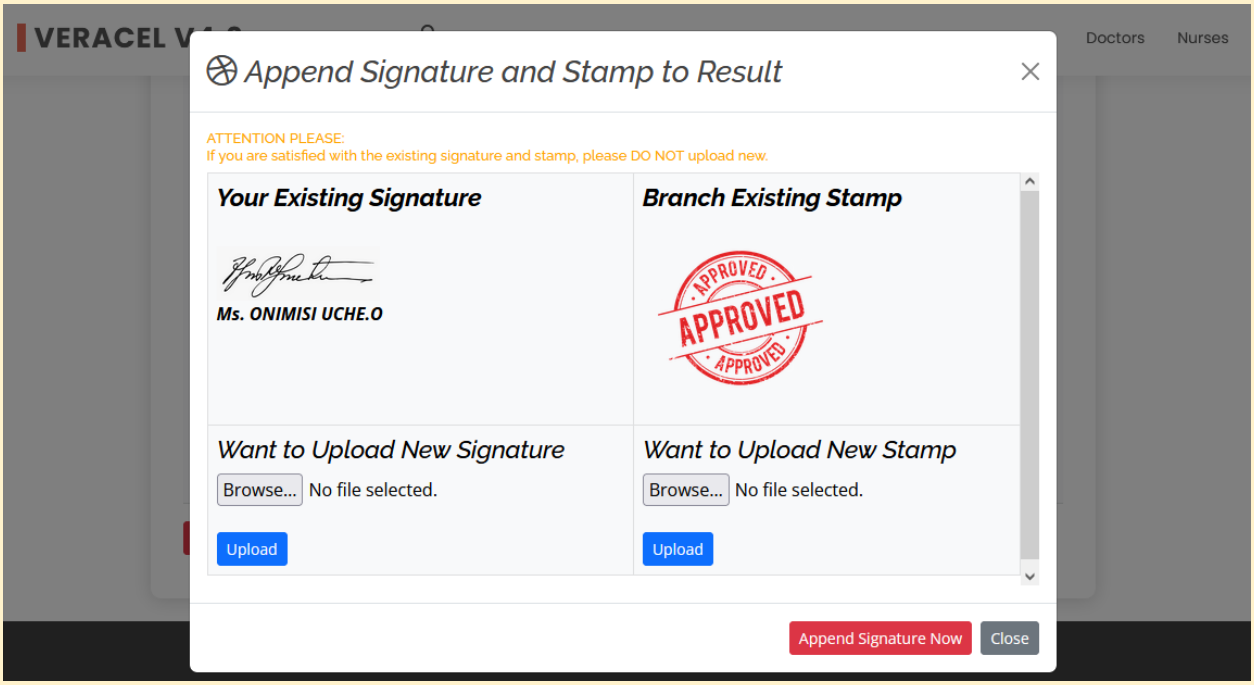


Figure 14. Electronic stamp and Signature.

9.0 NEW USER REGISTRATION

Director can register any new user who could be assigned any function in VERACEL
To do: Tools→Add/Manage →Users Register

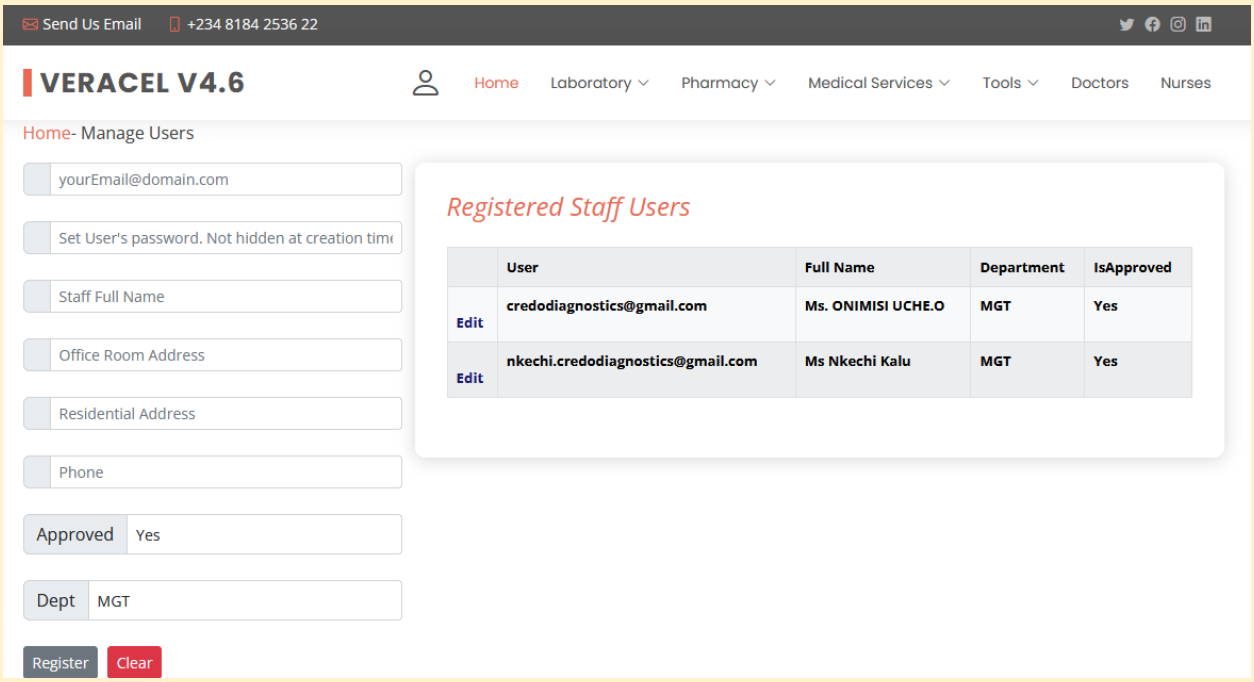


Figure 15. Users Creation

10.0 ASSIGNING ROLES TO USERS

The director can assign any management role to any user of his/her choice. Management roles include CEO, General Manager, General Accountant, Regional Manager (if applicable), Regional Accountant, Branch Manager, and Branch Accountant.

To do: Tools→ MFA Setting→User Roles Management

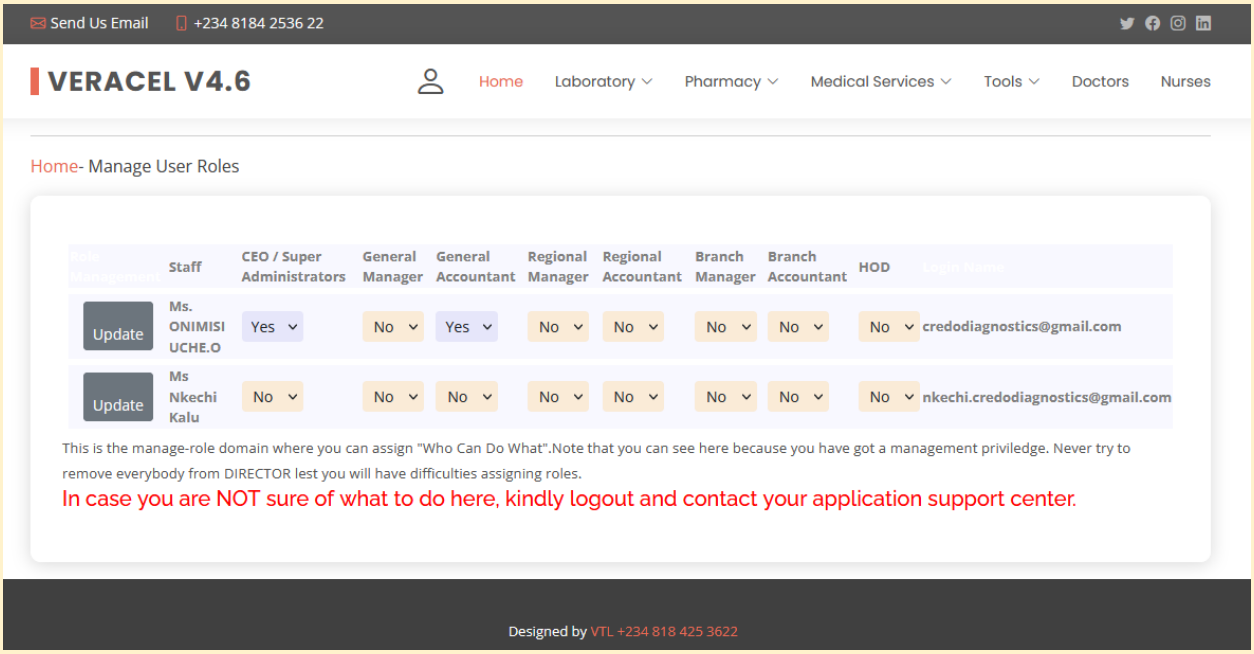


Figure 16. Management Role

11.0 FUNCTION MANAGEMENT

This is similar to management role, but in this case, the director assigns functions to users such Doctor, nurse, Lab Can Register, Lab Can Enter Result, Lab Can View Result, Pharmacist, Inventory Manager, Receptionist, etc.

To Do: Tools→MFA Setting→User Functions Management.

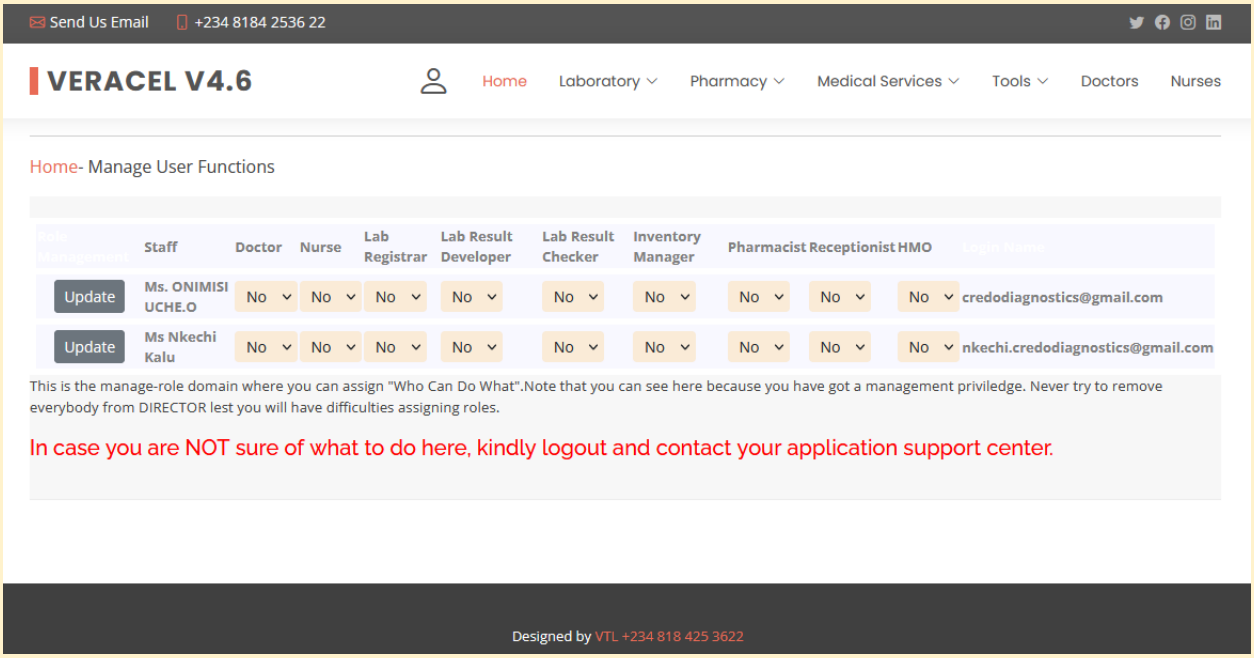


Figure 17. User Function Management

12.0 MFA & EMAIL SETTING

This is used to preset how the application will work for you, such setting email alerts, multifactor authentications, SMS module, etc.

To do: Tools→ MFA Setting→Email & MFA Validations

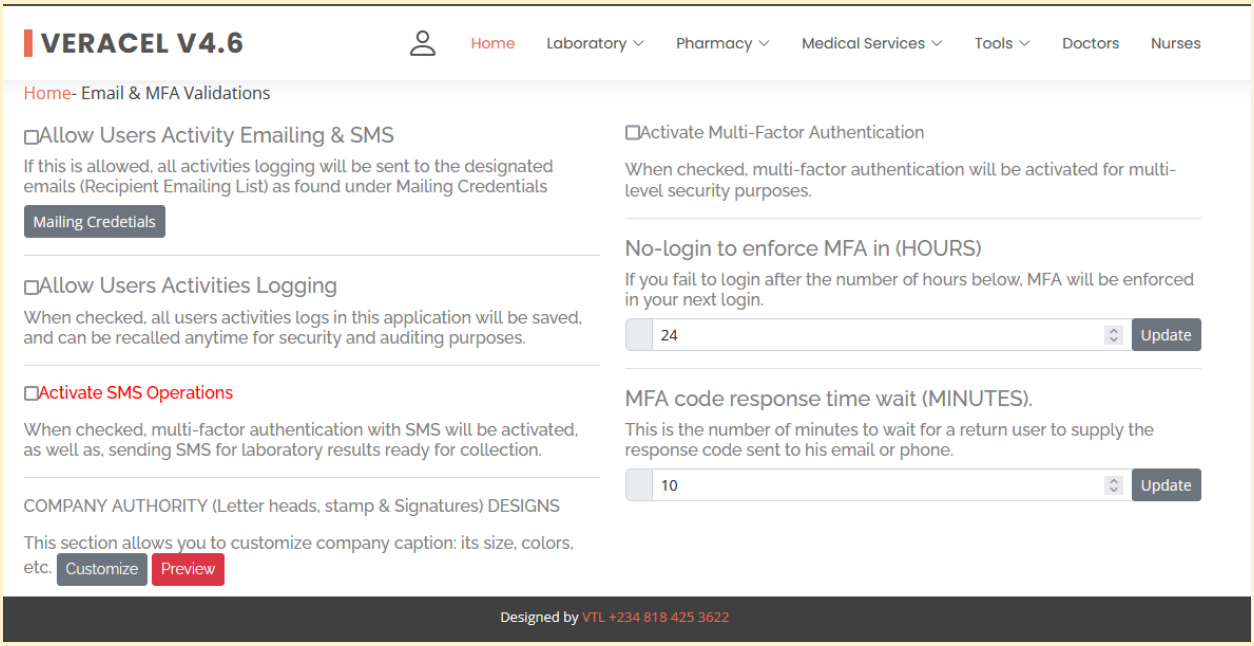


Figure 18. MFA & Email Setting

12.1 COMPANY AUTHORITY (Letter heads, stamp & Signatures) DESIGNS

You can customize how your name appears on the reports and receipts.

To do: Tools→ MFA Setting→Email & MFA Validations (Customize Company Authority)

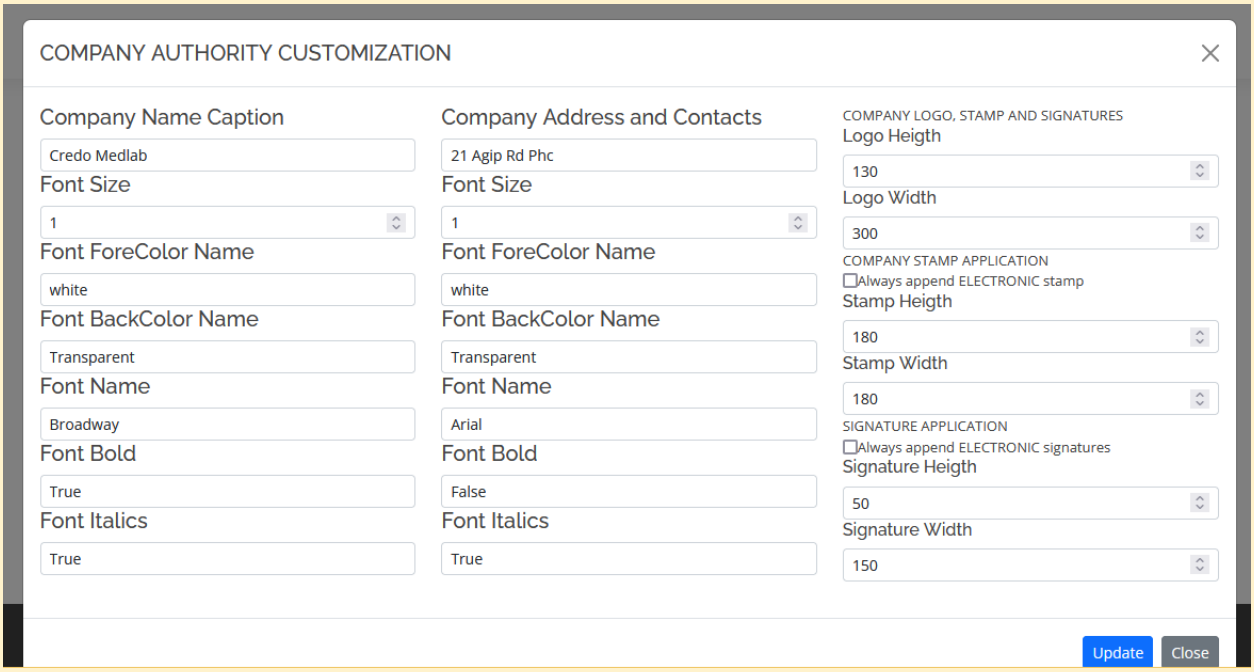


Figure 18a. Company Authority