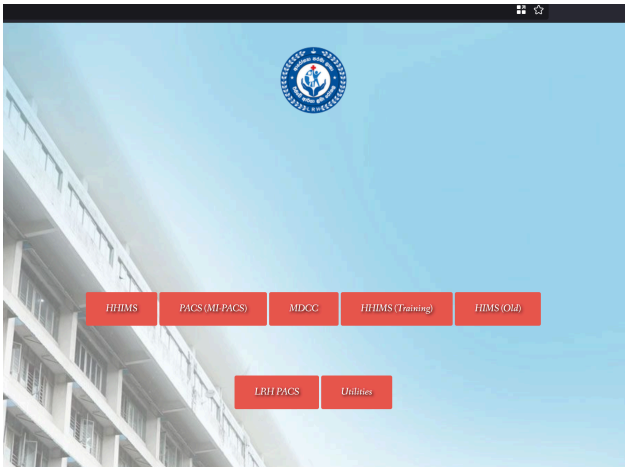
HHIMS User Guide

Latest version of this guide is available at http://lrh.health.gov.lk/hhims

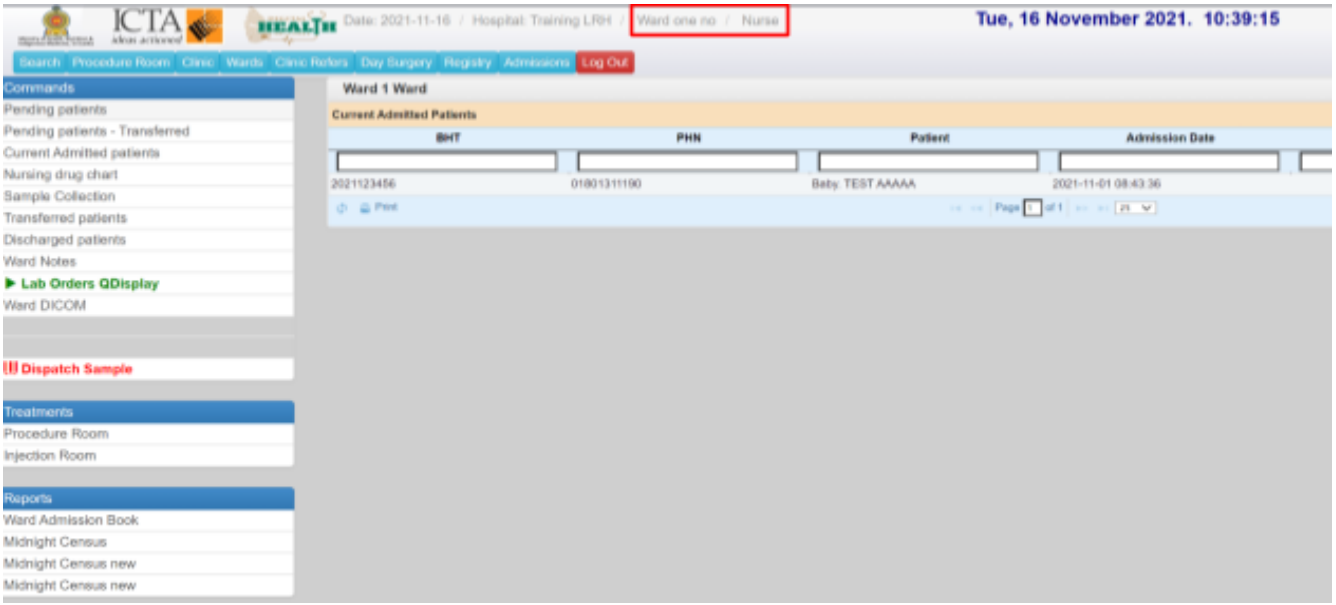
Logging on to the system - (Video)

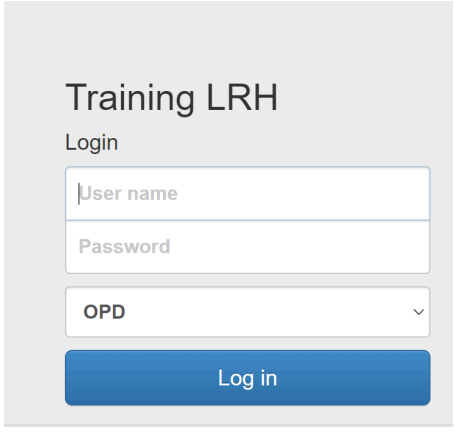
To login to the system you need to have a user account. If you do not have one already please register on http://lrh.health.gov.lk/hhims (or scan the QR code on the left). Creating a user account by this method is not immediate and it may take up to 24 hours.



We have set the homepage of the browser to the main menu. Press the “Home” button on the toolbar to visit this page at any time. From here press the first button - HHIMS.

Before you update any record on the system, please check if you have correctly logged on. If the name displayed on the top middle of the screen is different to your own, please click the red *Log Out* button.

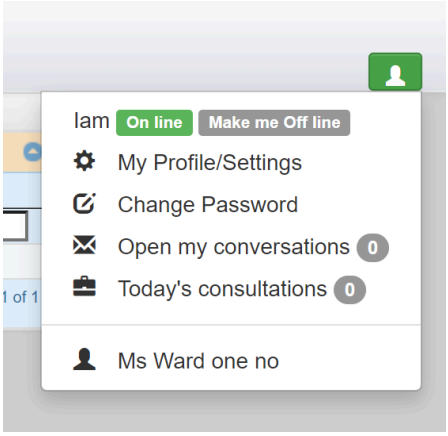




If no one else is already logged on, you will be directed to the login screen.Enter the username and password provided to you. Select *Inward* from the dropdown menu.

The username is the **numeric part of** (without the V or X) your NIC number and the default password is <first six characters of your NIC number>**@lrh** *(Eg: 123456@lrh)*

It is essential that you change this default password to your own to prevent an unauthorised person logging in with your details.



Please use a password you can easily remember. It should contain a minimum of 8 characters, which includes at least one number and one special character - @$!%*#?&

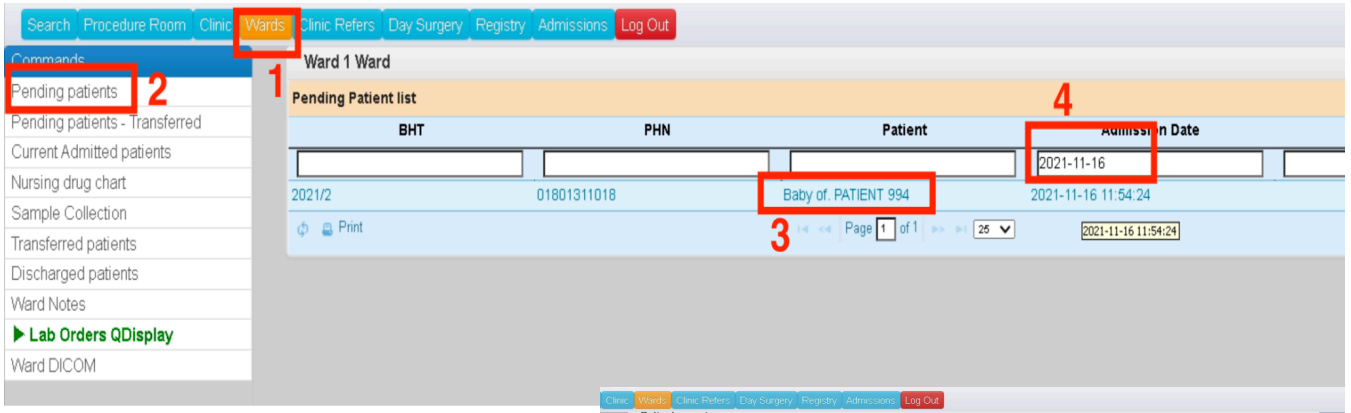
To change your password, click the green person icon on the top right of the screen and select *Change Password.*
You will need to enter the current password and the new password two times to confirm. Press the *Submit* button when you are done.

HHIMS Guide for Nursing Officers

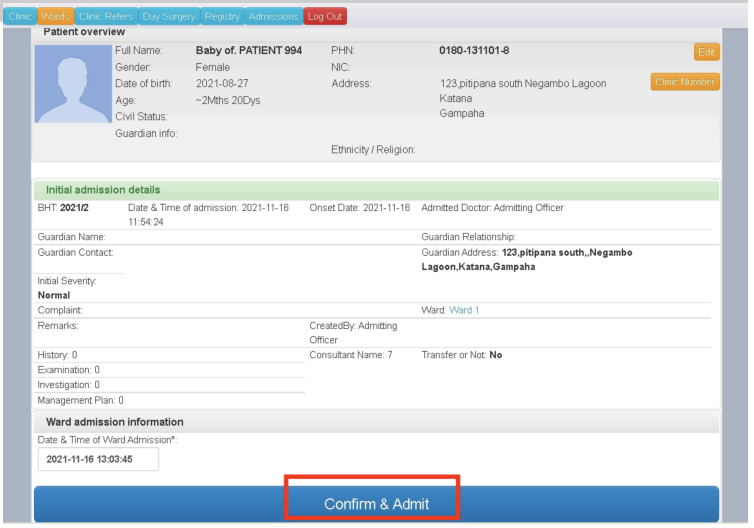
To admit a patient (Video)

Click on *Wards* (1) from the top menu, then *Pending patients* (2) from the left menu.

You will see a list of patients waiting to be admitted to the ward today (3). If you cannot see the current patient in this list, try deleting the date from Admission Date (4). Click on the relevant patient from the list.



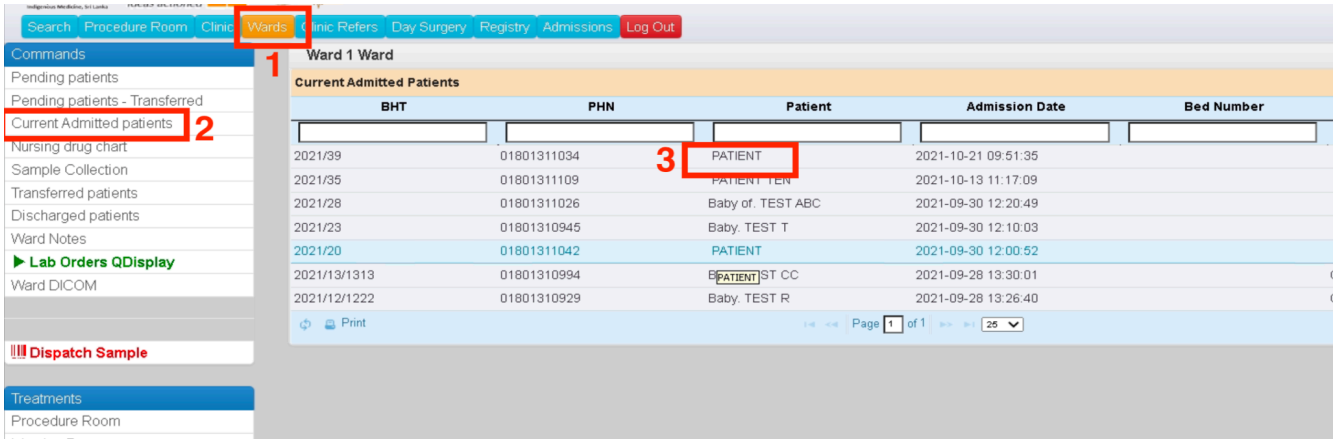
Click on *Confirm and Admit* to admit the patient to the ward.



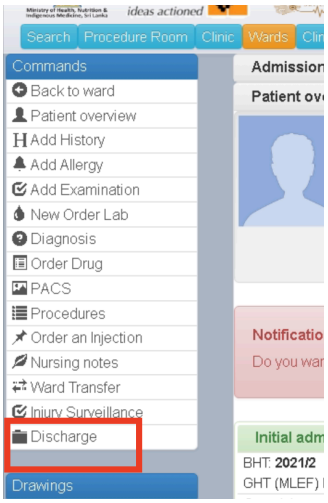
You can click on the *Current Admitted patients* on the left menu to see a list of patients in the ward.

To discharge a patient (Video)

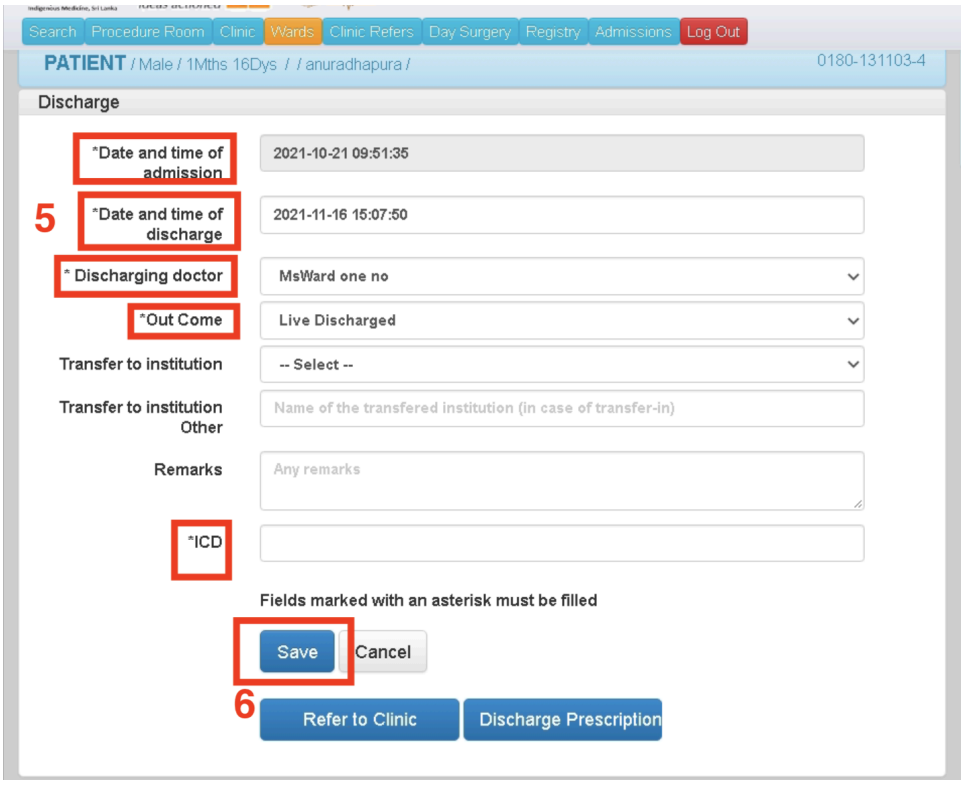
Make sure the ward HO/MO has given the diagnosis with the ICD code.
Click on Wards (1) > Current admitted patients (2).
Select the relevant patient from the list (3). You can also select a specific patient by scanning his or her



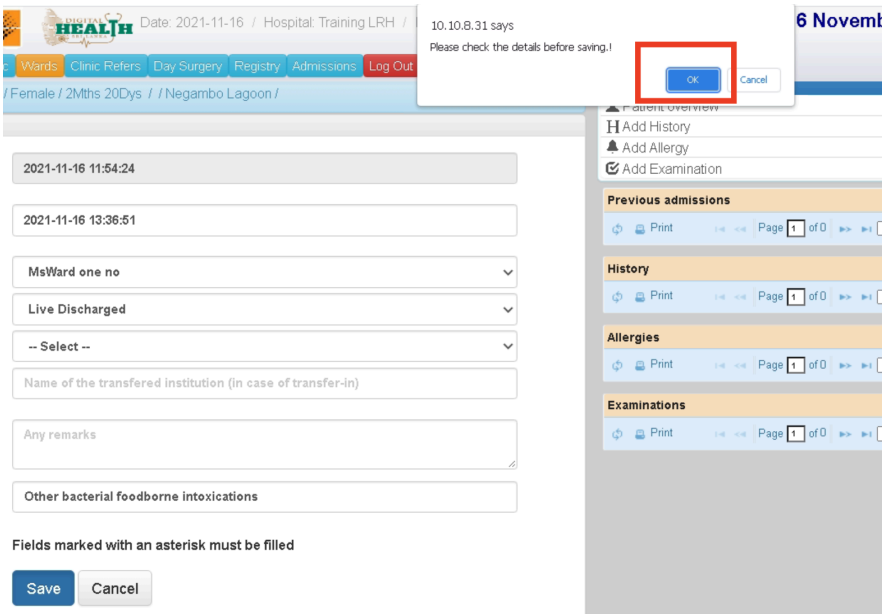
barcode in the PHN box.



Click on *Discharge* from the left menu.
Fill out the mandatory fields (5) (Date of admission, Date and time of discharge, Discharging Doctor, Outcome, ICD) and click *Save* (6).

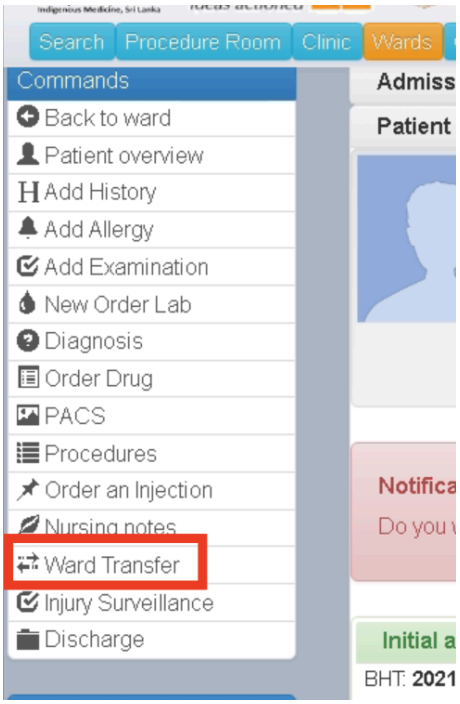


The system will ask you to check the details before saving. Please do so and click OK.

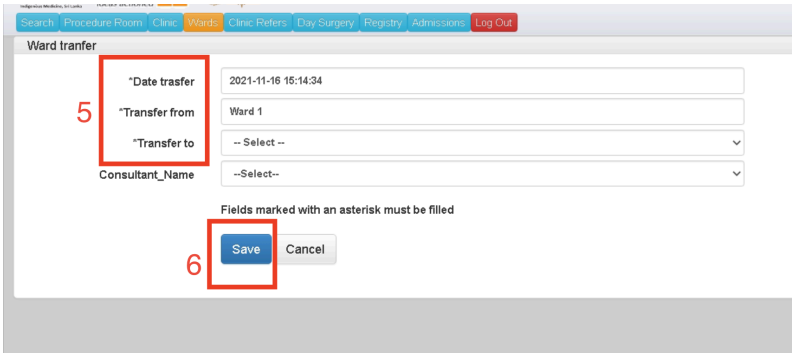


Transferring a patient to another ward - (Video)

Locate the patient using the same methods described above.

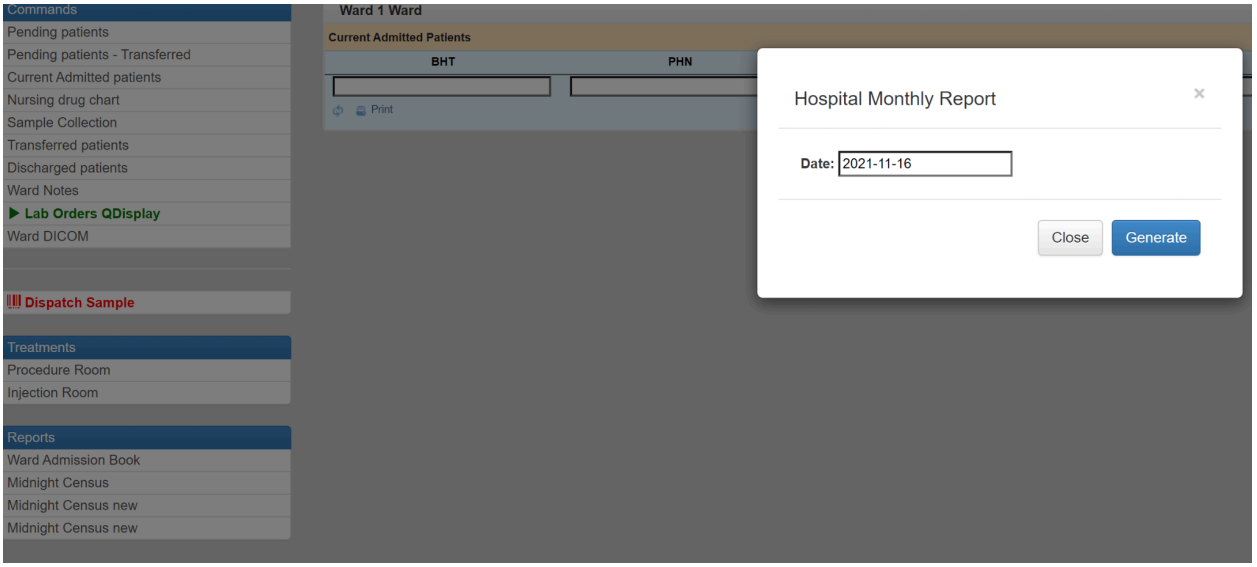


Click Ward transfer from the left menu. Select date of transfer, transfer from and transfer to details. Click save.



Generating the midnight report - (Video)

Click on *Midnight report new* on the left menu. Then select the correct date to generate the report.

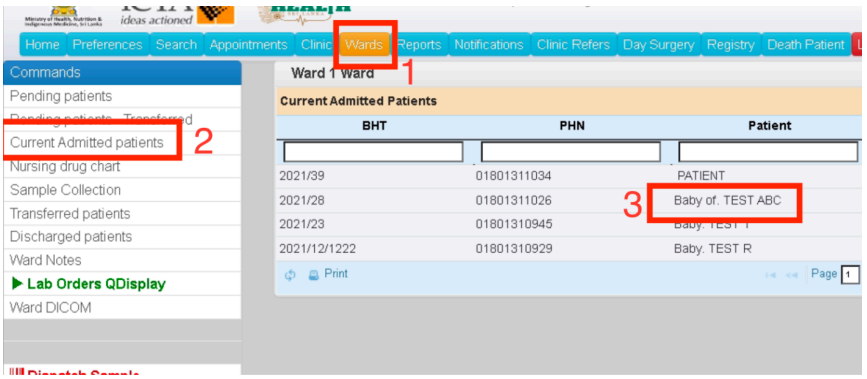


HHIMS guide for Medical Officers

Login to the username and password as described in page 1.

Requesting radiology investigations (Video)

Click on *Ward* (1) from the top menu, then *Current admitted patients* (2) from the left menu.
Select the relevant patient from the list.

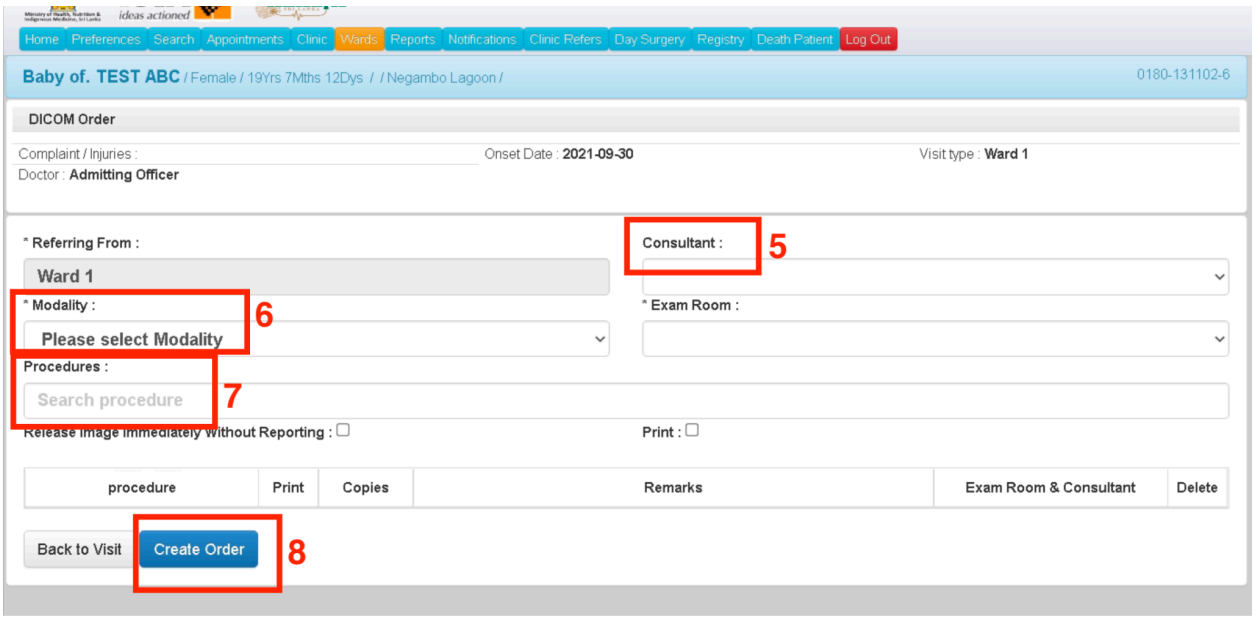


Click on PACS

Select the name of the *consultant* from the list (5). Select the investigation type (Xray, CT, MRI etc) which is also known as the *modality* (6).

In the Exam Room option, leave as *Radiology Dept* for routine investigations. You can change it to either *Urgent* or *Inward* as per your requirement. **You are required to send the paper request for Inward Xrays, CT and MRI.** Paper request is not required for routine xrays.

Select the procedures, which will get added to the list below (7). You can narrow the list down by starting to type the region (Eg: Chest). You can add several investigations to the same order.
Once done click *Create order*. (8)



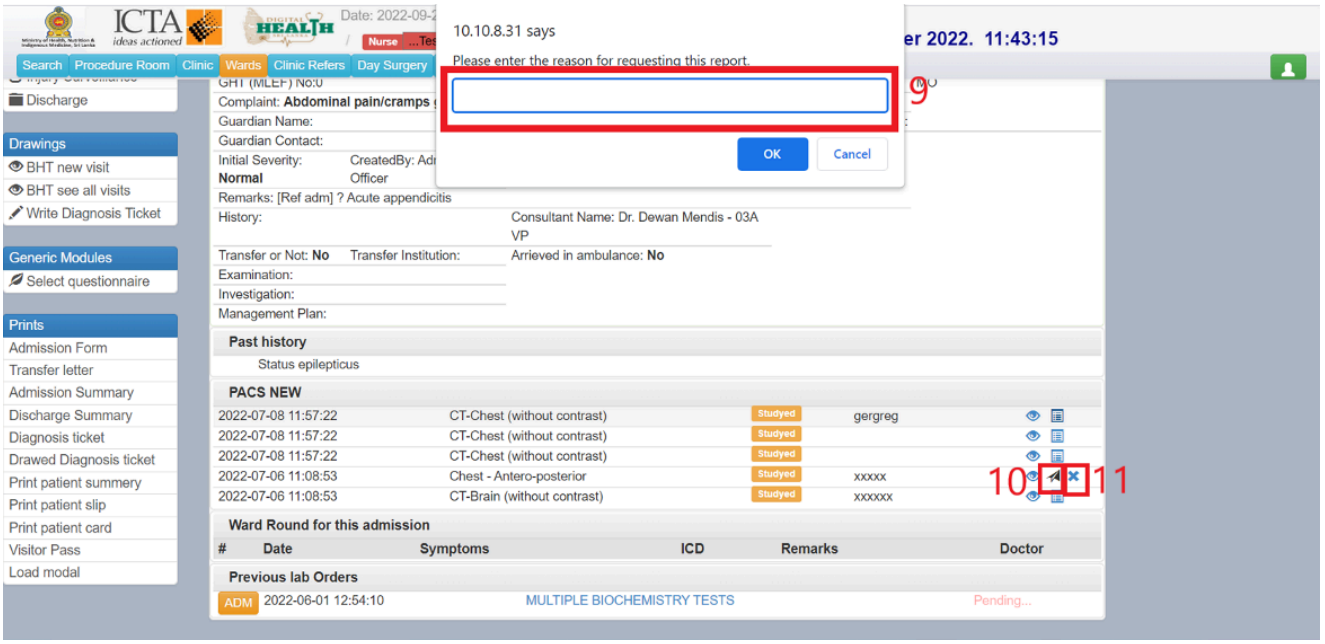
Requesting radiology reporting

Click on *Ward* (3) from the top menu, then *Current admitted patients* (4) from the left menu. Select the relevant patient (5) whose imaging needs to be reported from the list.(You can open the patient view using the *Search* option if the patient was seen at the clinic.



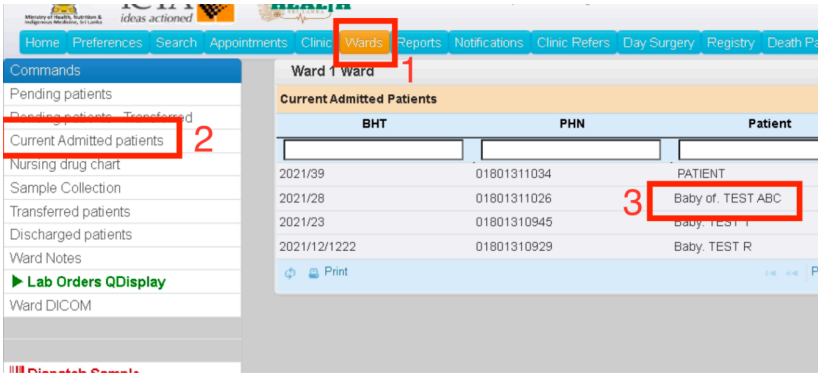
Go to PACS (6) tab at the right side of the menu. You can see an eye 👁(7) and notepad 📄(8) icons in front of each studied radiology image. To view the image, click on the eye . If you want to request the consultant radiologist to report on an image, click the notepad and fill the reason for requesting in the box (9) and click ok. The arrow ↗(10) mark appears after sending the reporting request. You can cancel the request by clicking ❎ (11) icon.

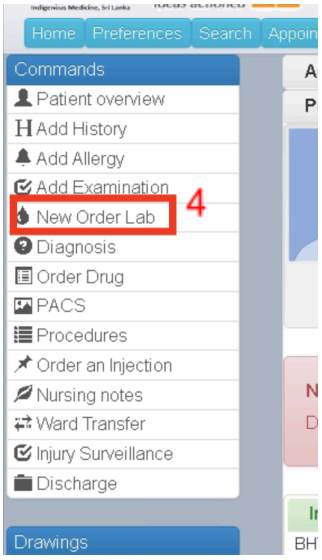




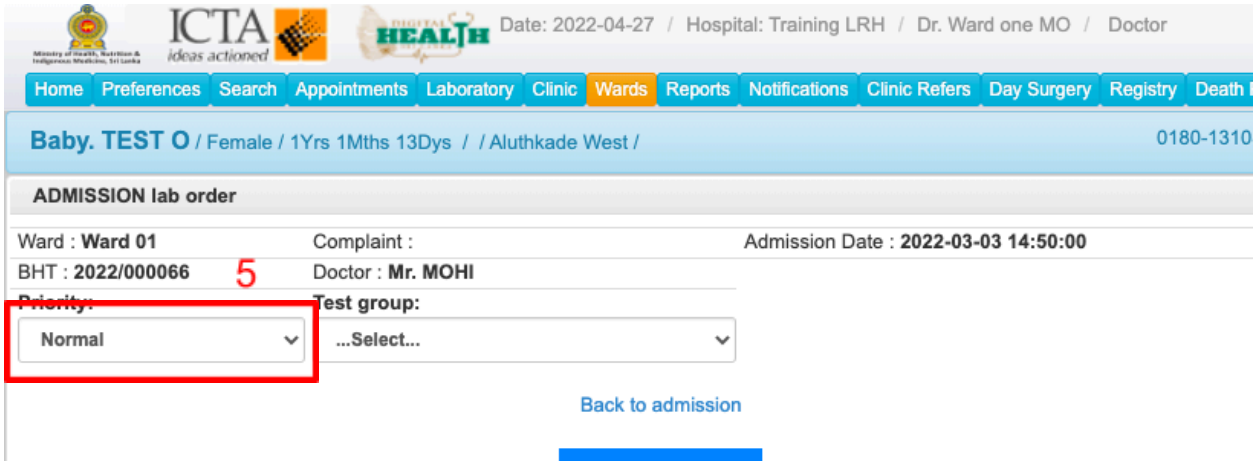
Requesting Histopathology/Haematology lab investigations

Click on *Ward* (1) from the top menu, then *Current admitted patients* (2) from the left menu. Select the relevant patient from the list (3). Click on the *New order lab* from the left menu (4).

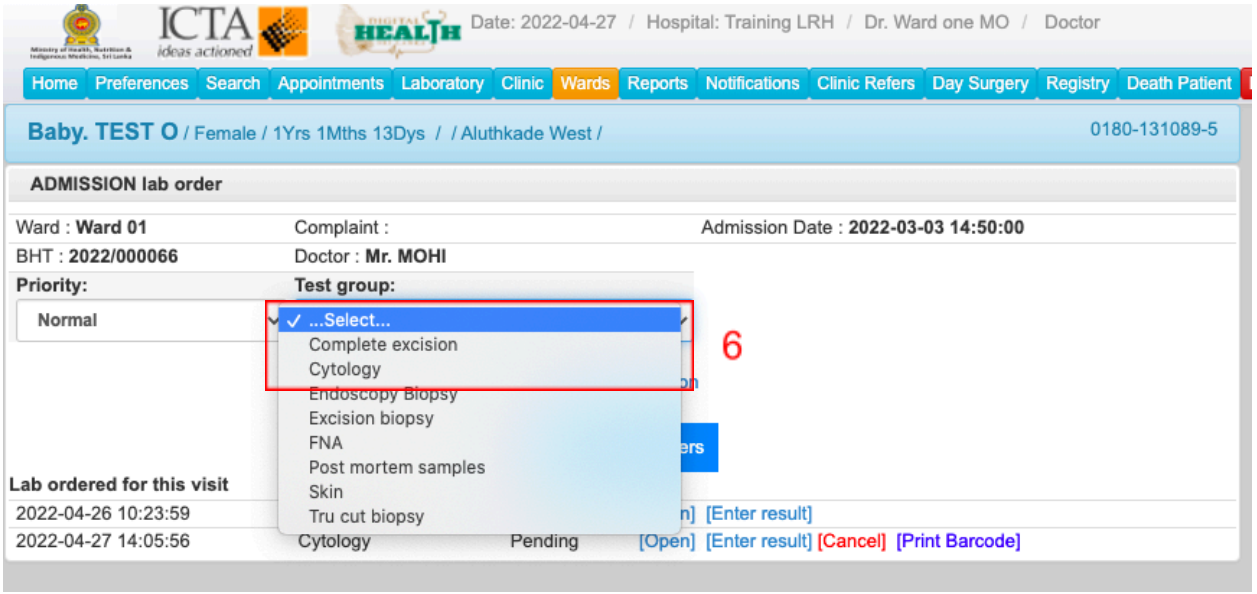




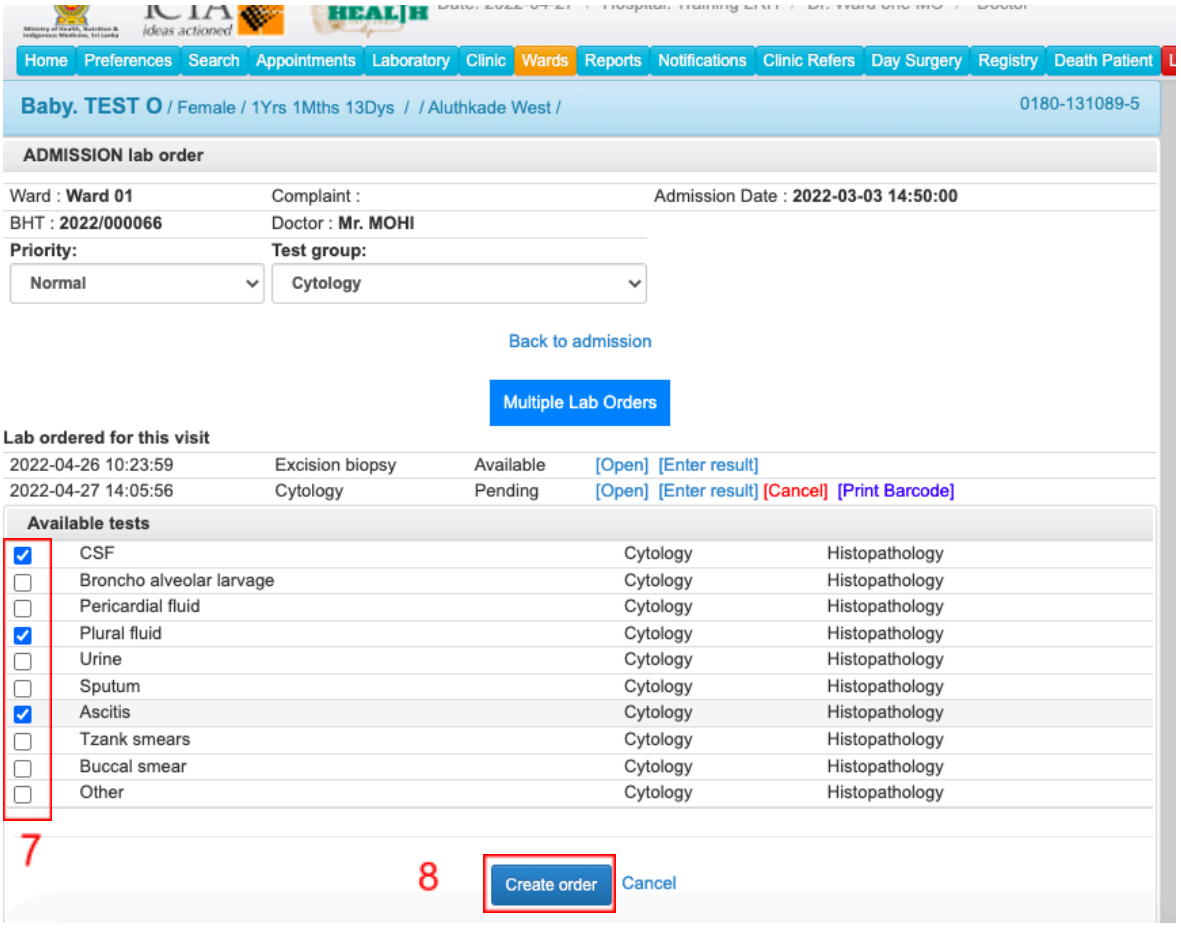
Select the investigation priority (5).



Select the required order from list (6).

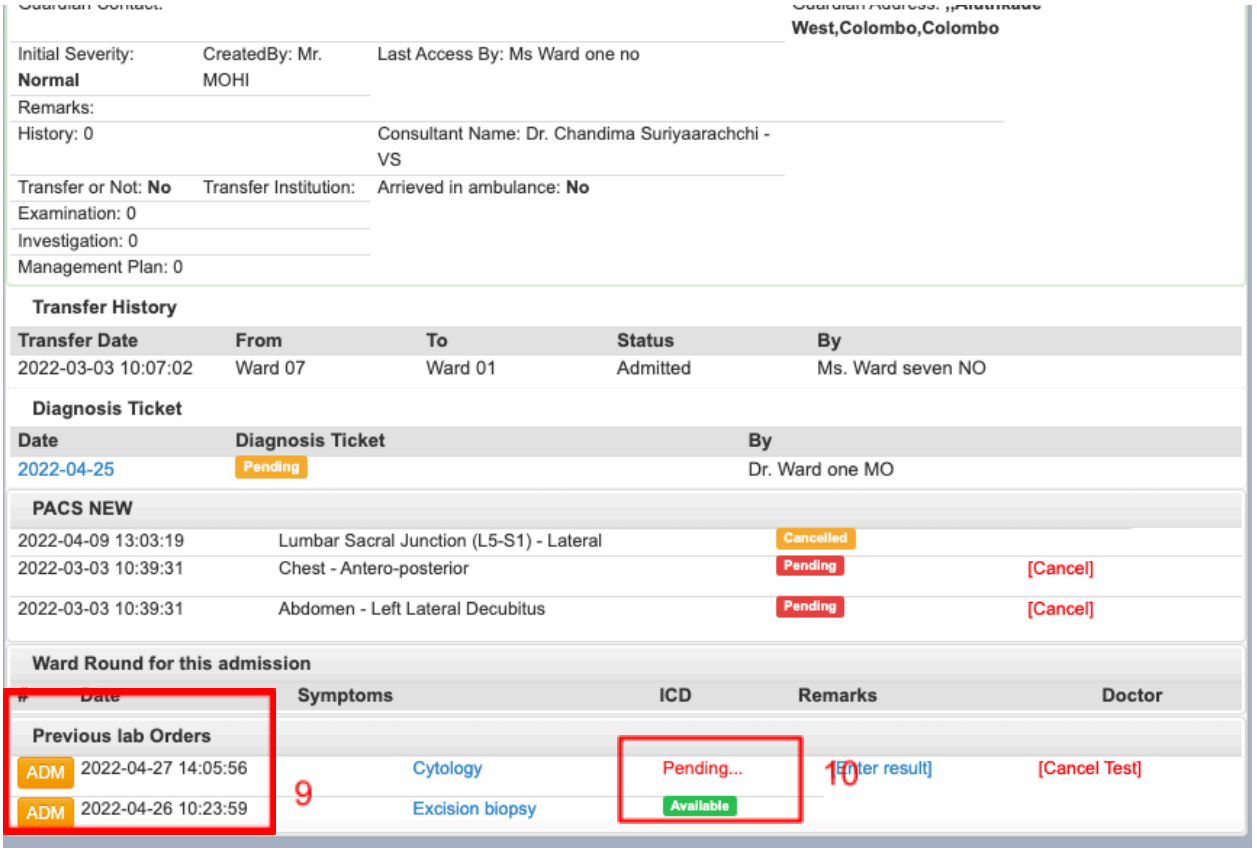


Deselect the unwanted tests from the list of *Available tests* (7) and click on *Create order* (8).

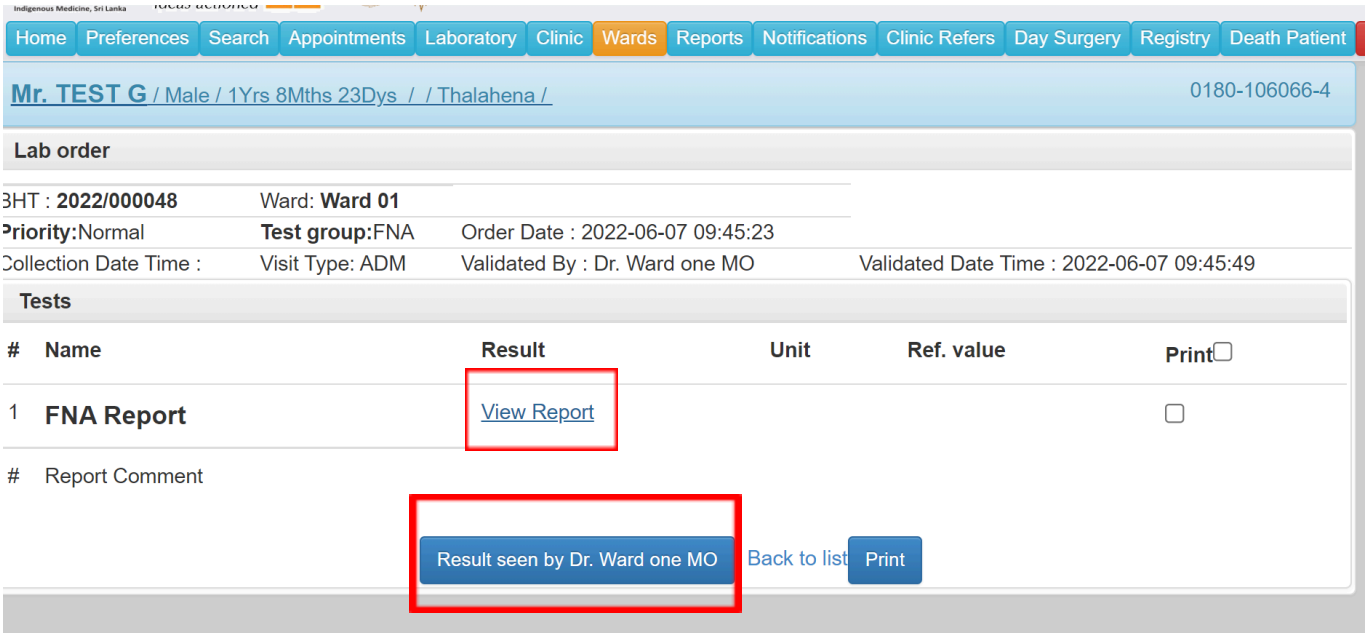


Retrieving lab reports.

Select the patient who's lab report you need to retrieve. When you scroll down you will see a list of *Previous lab orders* (9) and it will indicate if the lab reports are *Pending* or *Available* (10).

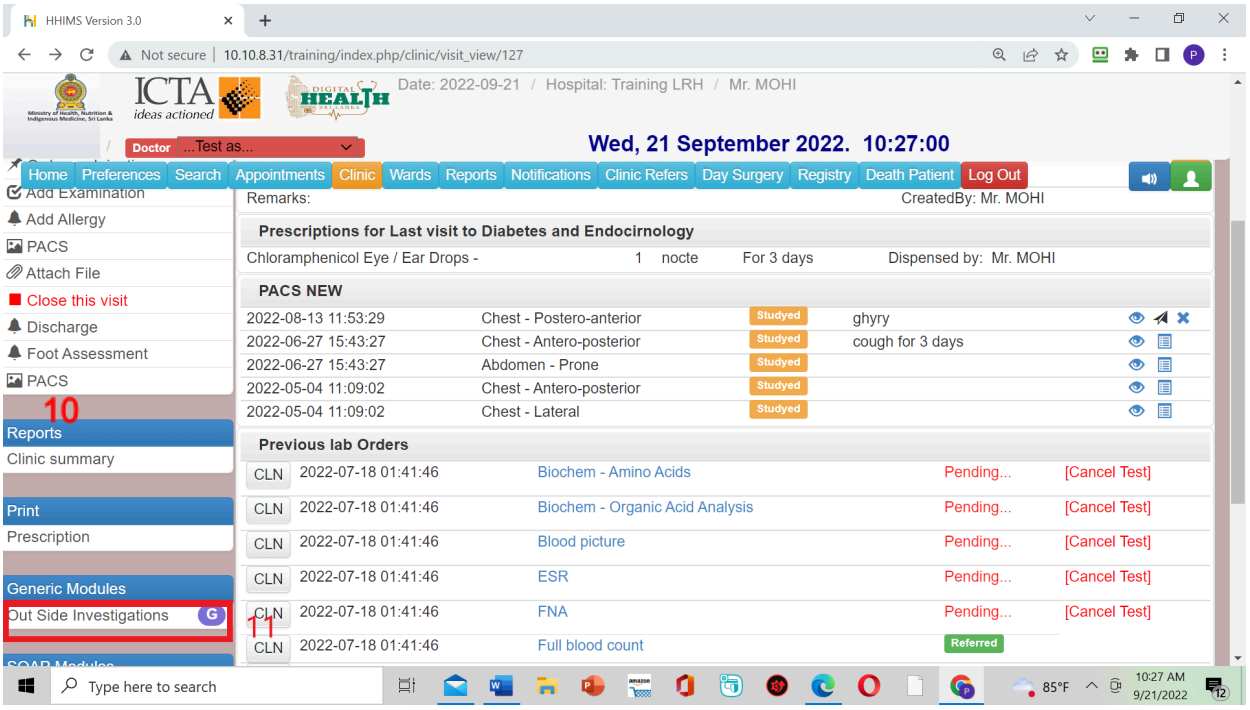


To retrieve the lab report, click on the name of the test which is available, and then click on the view report button. Click on the "Result seen by…" button to confirm that you have seen the report.

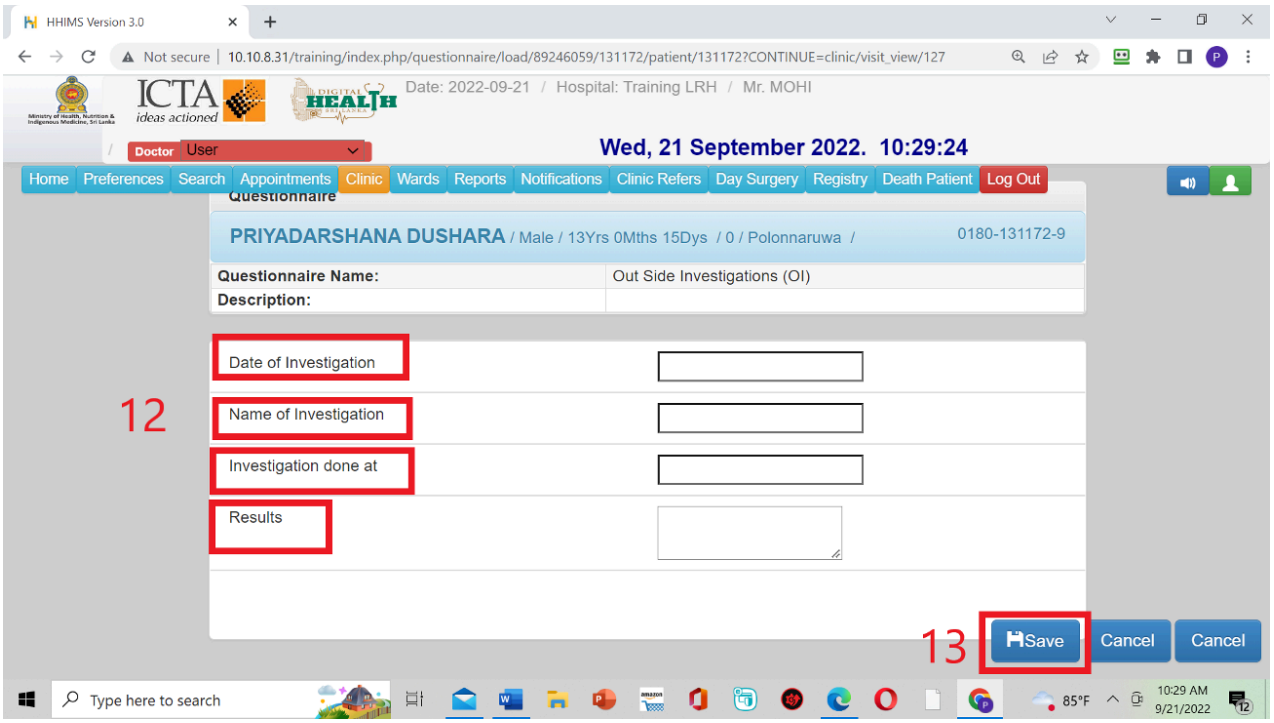


Entering outside lab reports.

Select the patient whose lab report you need to enter outside lab reports. Select the outside investigations (11) under Generic modules from the left menu.

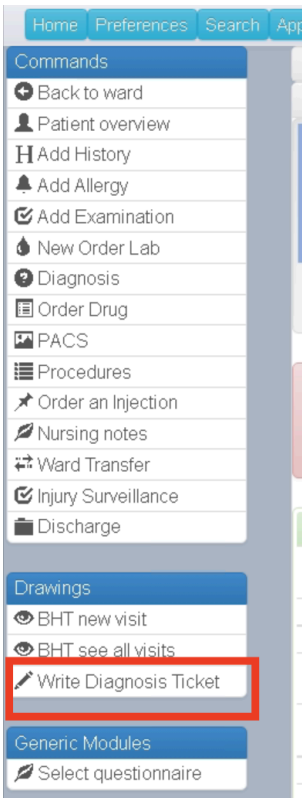


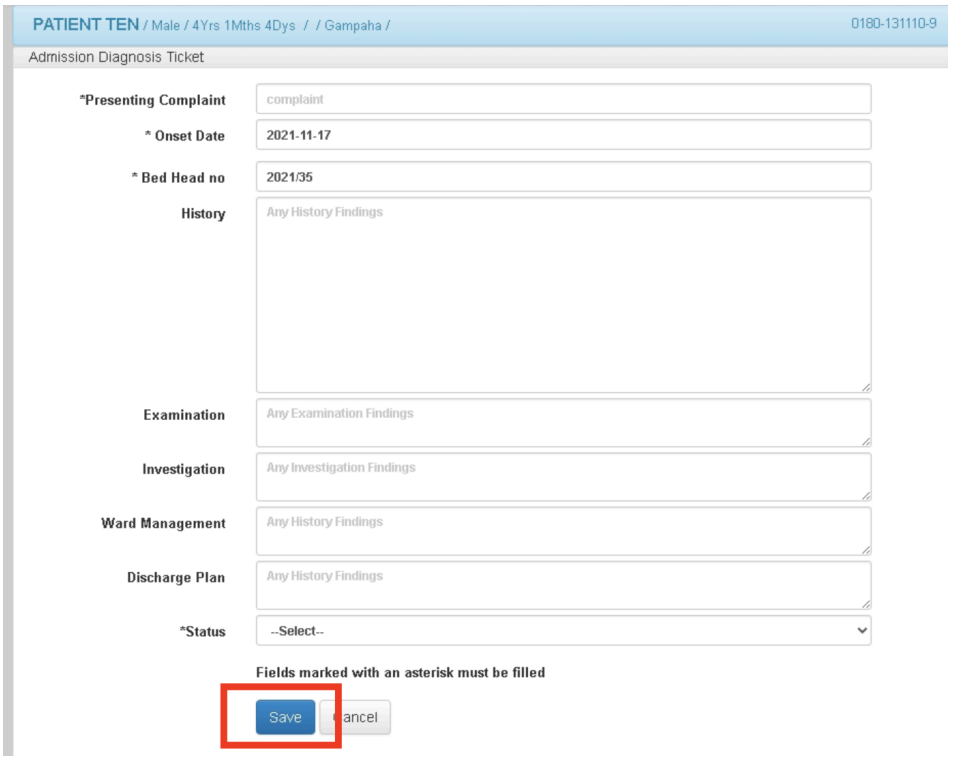
Fill out the fields (12) (Date of investigation, Name of investigation, Place where investigation done, & results) and click *Save* (13).



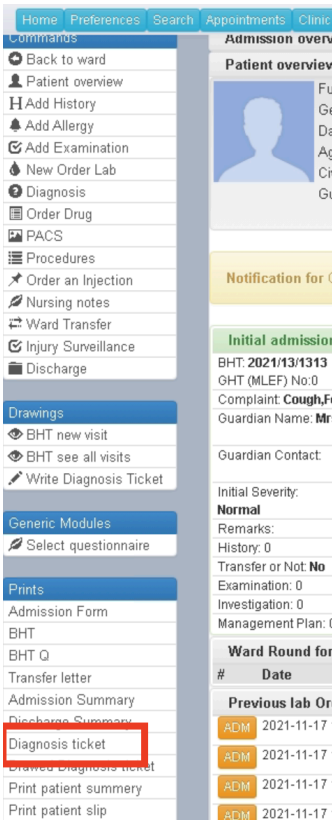
Generating diagnosis ticket - (Video)

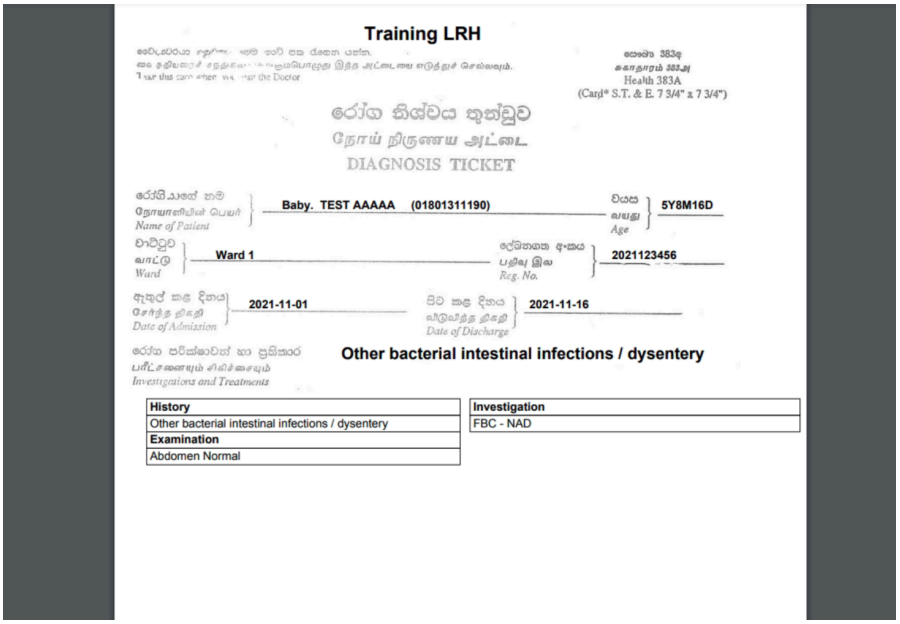
Select the relevant patient as described previously.
Click on the *Write diagnosis ticket* from the left menu.



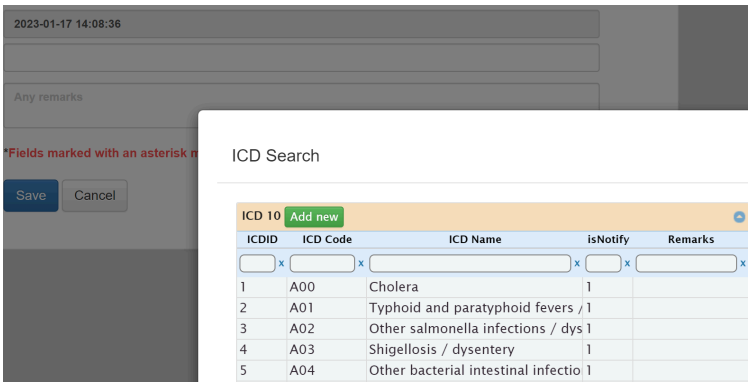


Add the relevant details (Presenting complaints, Onset date, BHT number, History, Examination, Investigations, Ward management, Discharge plan, status) and click *save*. To take a printout of the diagnosis ticket select the relevant patient and click on the *diagnostic ticket* under prints.

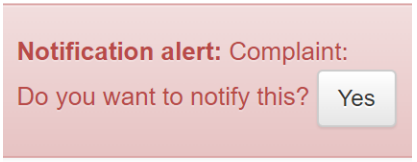




Notifications

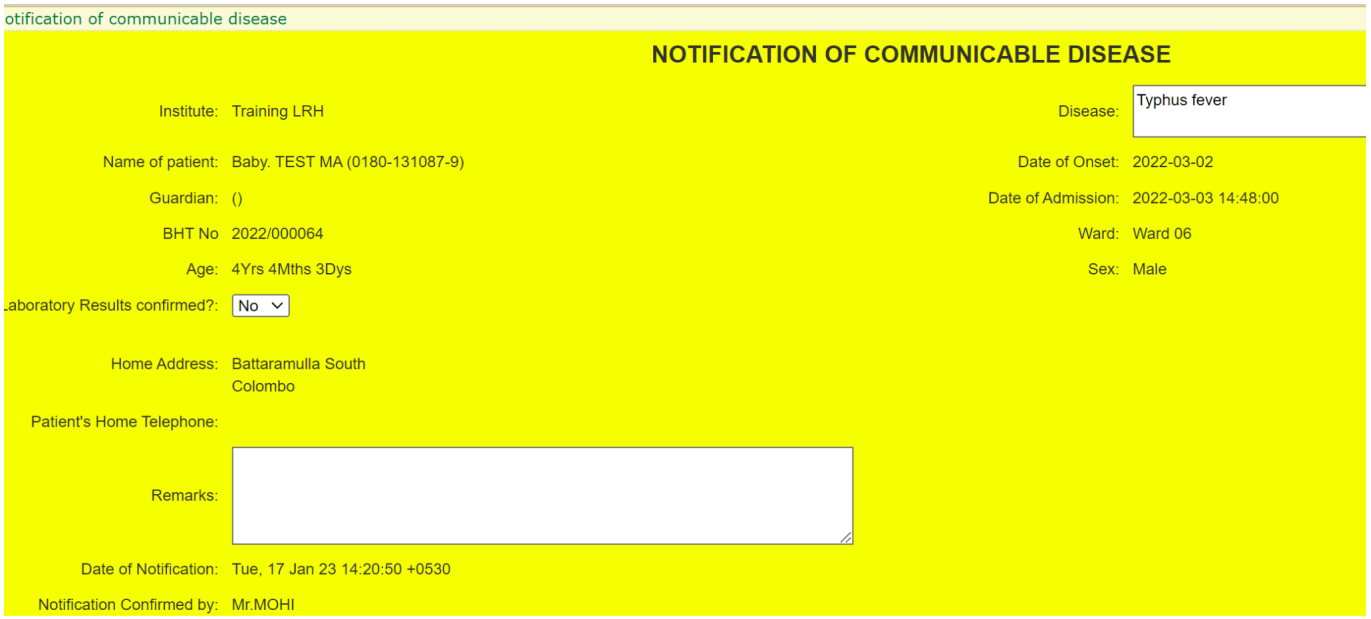


Ideally the notification process starts with recording the patient's diagnosis. Find your patient, click on the **Diagnosis** button under **Commands.** Diagnosis should be entered according to ICD classification. You can search for the disease in the dialog box that opens. Click Save once done.



Click on the **Notification Alert**, Do you want to notify this? **Yes** button. At the moment, notification can be sent without adding the diagnosis by clicking this button. In the next screen, the diagnosis will be displayed if you have already entered it. If not, you can enter it now on the same screen. If the diagnosis is confirmed by lab tests, select **Yes** in the appropriate field. You can also add any remarks.

Click **Save** when done.



Training Module

Link to the system training module: http://10.10.8.31/training
Your usual login details will not work in the training module. To login as a nursing officer please use the login details below.
Username: no<ward no>@
Password: no<ward no>@
To login as a medical officer please use the login details below.
Username: mo<ward no>@
Password: mo<ward no>@
Examples:

Ward 01	Nursing Officer	Medical Officer
Username	no01@	mo01@
Password	no01@	mo01@

If you need further clarifications, please call
Dr. Uditha Perera
Consultant Health Informatician, Lady Ridgeway Hospital for Children
Mobile: 0773694168 or Extension: 379

Other passwords

User	Username	Password
Patient registration	inquiries	inquiries@123
OPD Doctor	opddoc	opddoc@123
Laboratory MLT	mlt	mlt@123
Laboratory Doctor	labdoc	labdoc@123
Pharmacy	pharm	pharm@123
PHI	phi	phi@123
MO Public Health	phdoc	phdoc@123
Doctor	demod	demod@123