

HHIMS User Guide

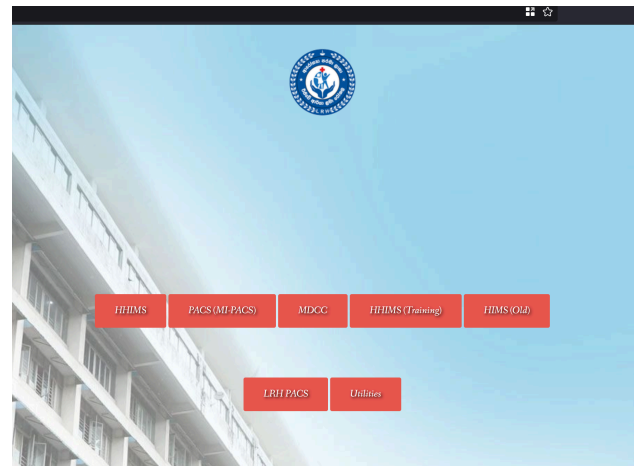
Latest version of this guide is available at <http://lrh.health.gov.lk/hhims>

Logging on to the system - [\(Video\)](#)

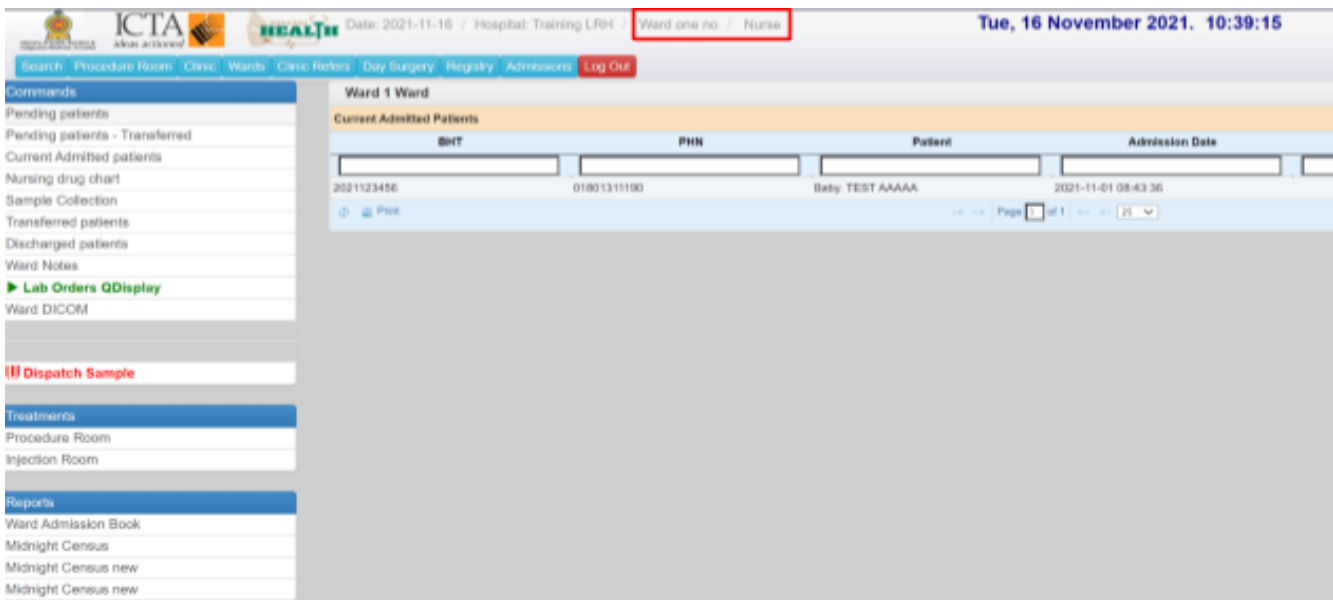


To login to the system you need to have a user account. If you do not have one already please register on <http://lrh.health.gov.lk/hhims> (or scan the QR code on the left). Creating a user account by this method is not immediate and it may take up to 24 hours.

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.



Training LRH

Login

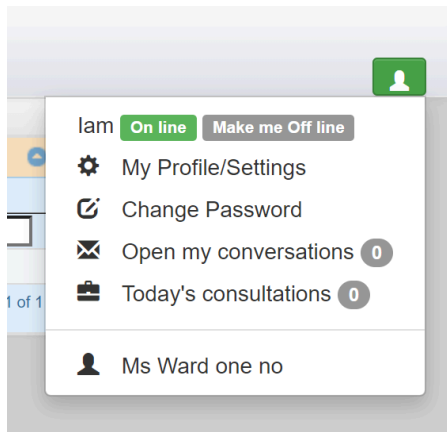
OPD

Log in

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 - @\$!%*#?&

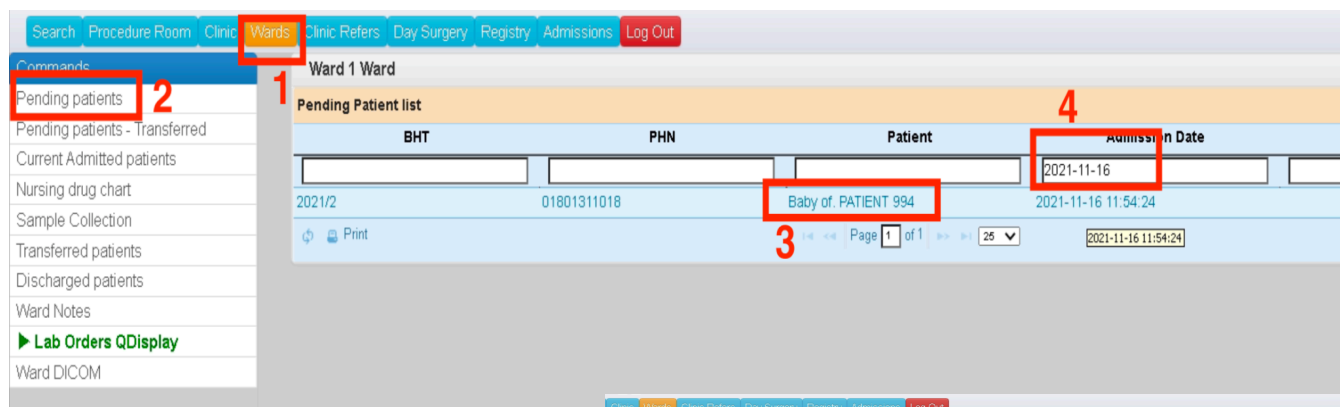
To change your password, click the green person icon on the top right of the screen and select *Change Password*. You will need to enter the current password and the new password two times to confirm. Press the *Submit* button when you are done.

HHIMS Guide for Nursing Officers

To admit a patient ([Video](#))

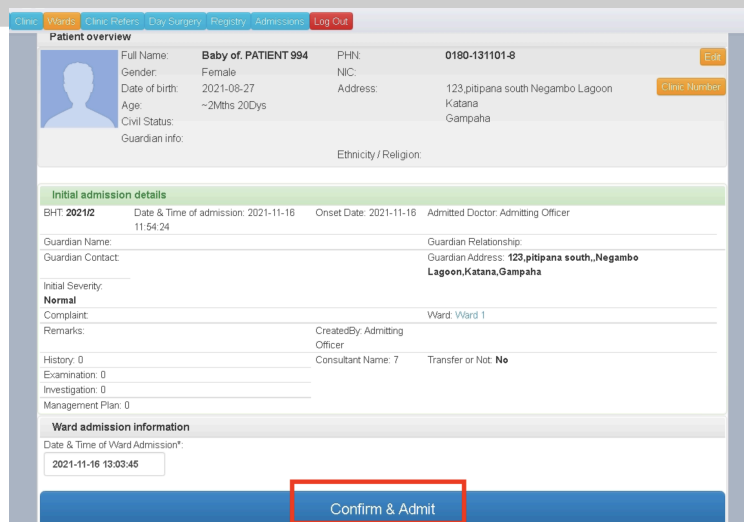
Click on *Wards* (1) from the top menu, then *Pending patients* (2) from the left menu.

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

BHT	PHN	Patient	Admission Date	Bed Number
2021/39	01801311034	PATIENT	2021-10-21 09:51:35	
2021/35	01801311109	PATIENT TEN	2021-10-13 11:17:09	
2021/28	01801311026	Baby of. TEST ABC	2021-09-30 12:20:49	
2021/23	01801310945	Baby. TEST T	2021-09-30 12:10:03	
2021/20	01801311042	PATIENT	2021-09-30 12:00:52	
2021/13/1313	01801310994	PATIENT ST CC	2021-09-28 13:30:01	
2021/12/1222	01801310929	Baby. TEST R	2021-09-28 13:26:40	

barcode in the PHN box.

- Commands
- Back to ward
- Patient overview
- Add History
- Add Allergy
- Add Examination
- New Order Lab
- Diagnosis
- Order Drug
- PACS
- Procedures
- Order an Injection
- Nursing notes
- Ward Transfer
- Injury Surveillance
- Discharge**
- Drawings

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).

Discharge

5 *Date and time of admission: 2021-10-21 09:51:35

5 *Date and time of discharge: 2021-11-16 15:07:50

*Discharging doctor: MsWard one no

*Out Come: Live Discharged

Transfer to institution: -- Select --

Transfer to institution Other: Name of the transferred institution (in case of transfer-in)

Remarks: Any remarks

*ICD

Fields marked with an asterisk must be filled

6 Save Cancel

Refer to Clinic Discharge Prescription

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

Date: 2021-11-16 / Hospital: Training LRH / 10.10.8.31 says
Please check the details before saving!

Wards Clinic Refers Day Surgery Registry Admissions Log Out

Female / 2Mths 20Dys / / Negambo Lagoon /

2021-11-16 11:54:24

2021-11-16 13:36:51

MsWard one no

Live Discharged

-- Select --

Name of the transferred institution (in case of transfer-in)

Any remarks

Other bacterial foodborne intoxications

Fields marked with an asterisk must be filled

Save Cancel

OK Cancel

6 Novemb

Patient overview

Add History

Add Allergy

Add Examination

Previous admissions

Print Page 1 of 0

History

Print Page 1 of 0

Allergies

Print Page 1 of 0

Examinations

Print Page 1 of 0

Transferring a patient to another ward - [\(Video\)](#)

Locate the patient using the same methods described above.

Indigenous Medicine, Sri Lanka

Search Procedure Room Clinic Wards

Commands

Back to ward

Patient overview

Add History

Add Allergy

Add Examination

New Order Lab

Diagnosis

Order Drug

PACS

Procedures

Order an Injection

Nursing notes

Ward Transfer

Injury Surveillance

Discharge

Admiss

Patient

Notifica

Do you

Initial a

BHT: 2021

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

Indigenous Medicine, Sri Lanka

Search Procedure Room Clinic Wards Clinic Refers Day Surgery Registry Admissions Log Out

Ward transfer

*Date transfer 2021-11-16 16:14:34

*Transfer from Ward 1

*Transfer to -- Select --

Consultant Name -- Select --

Fields marked with an asterisk must be filled

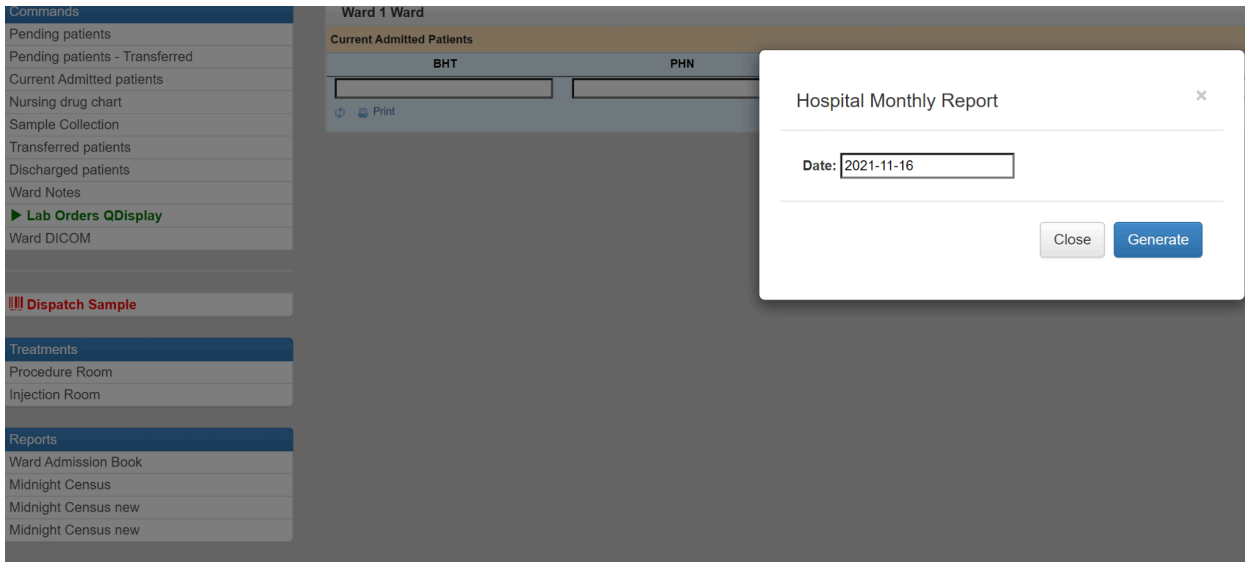
Save Cancel

5

6

Generating the midnight report - [\(Video\)](#)

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



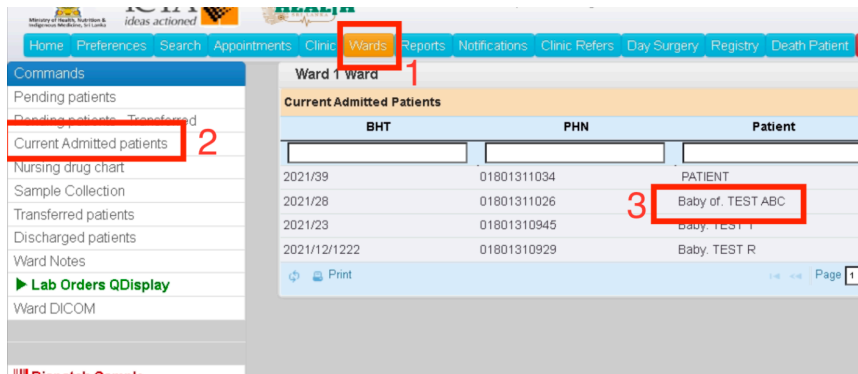
The screenshot displays a software interface for a hospital ward. On the left, a vertical menu lists various functions under categories like 'Commands', 'Treatments', and 'Reports'. The 'Reports' section includes 'Midnight Census new'. The main area shows 'Ward 1 Ward' with 'Current Admitted Patients' and fields for 'BHT' and 'PHN'. A 'Print' button is visible. A modal dialog box titled 'Hospital Monthly Report' is open, featuring a 'Date:' label and a text input field containing '2021-11-16'. At the bottom of the dialog are 'Close' and 'Generate' buttons.

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.

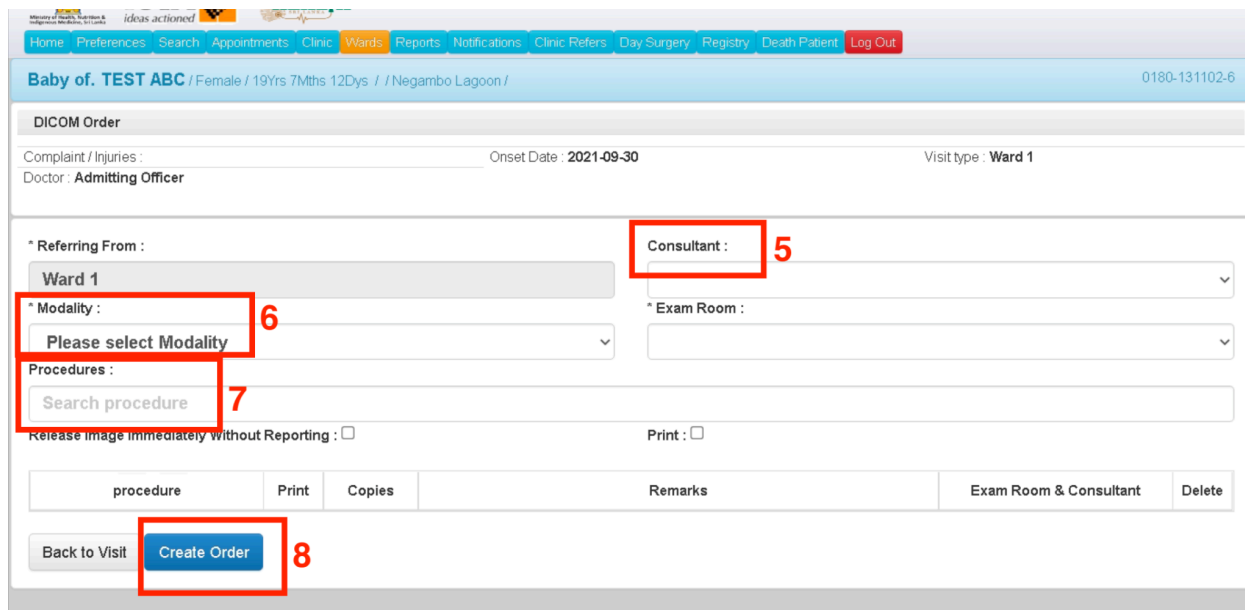


Click on PACS

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)

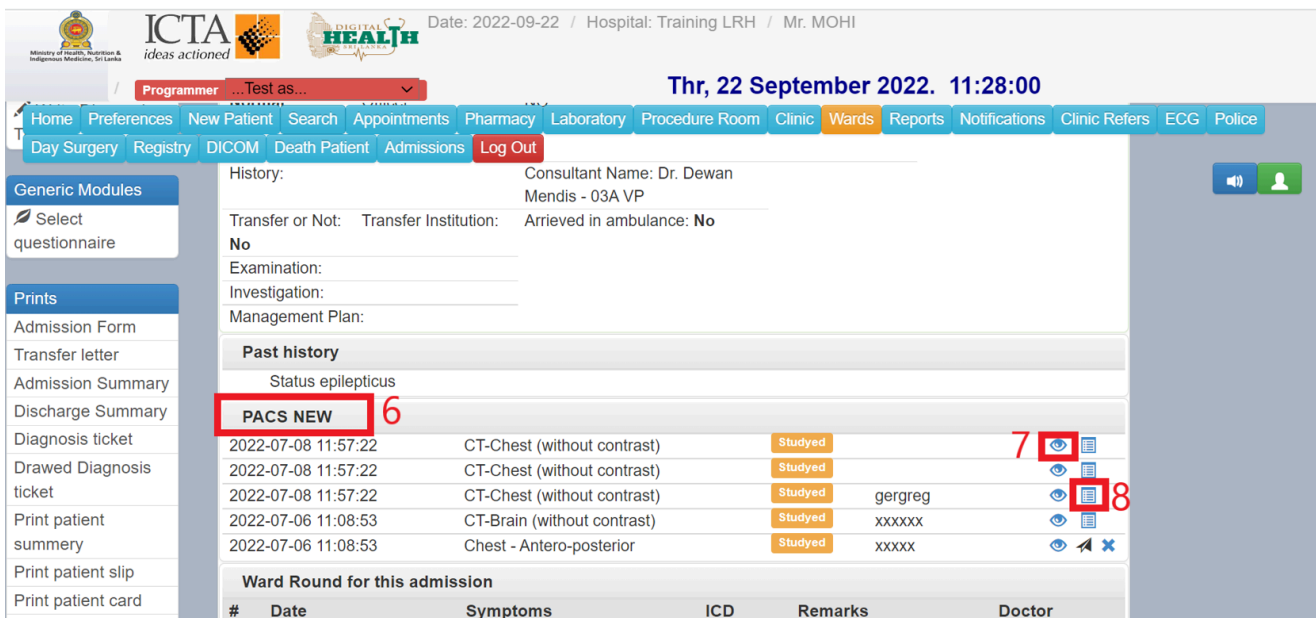


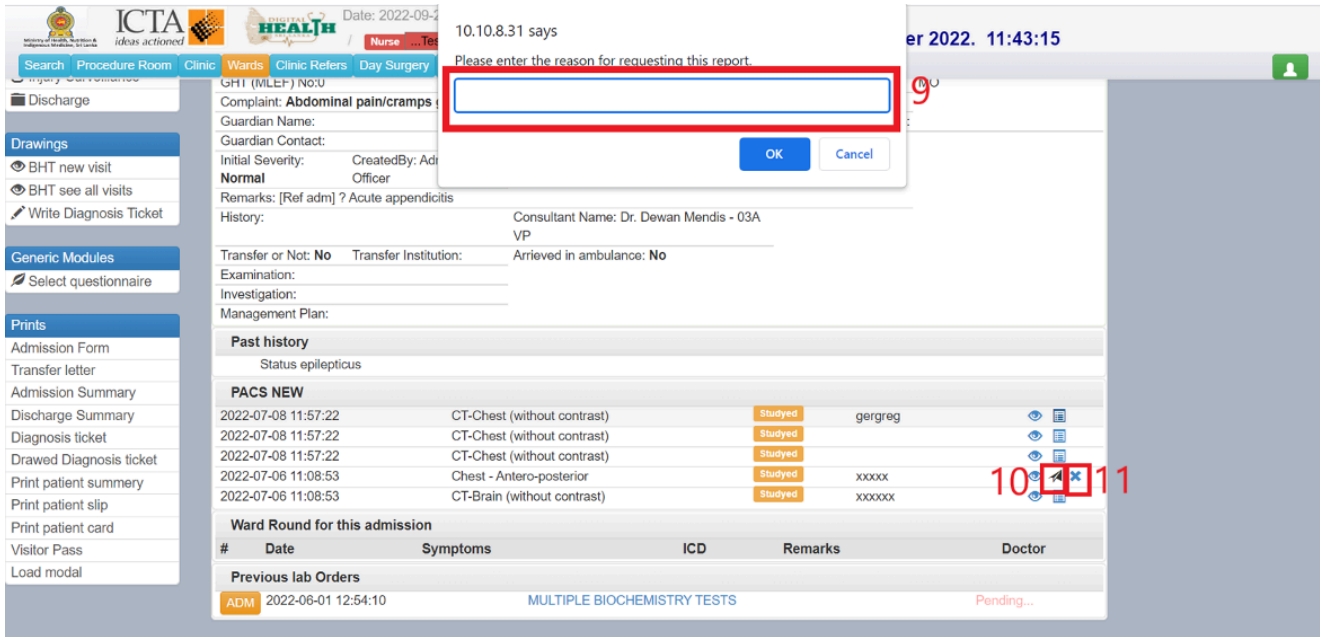
Requesting radiology reporting

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.



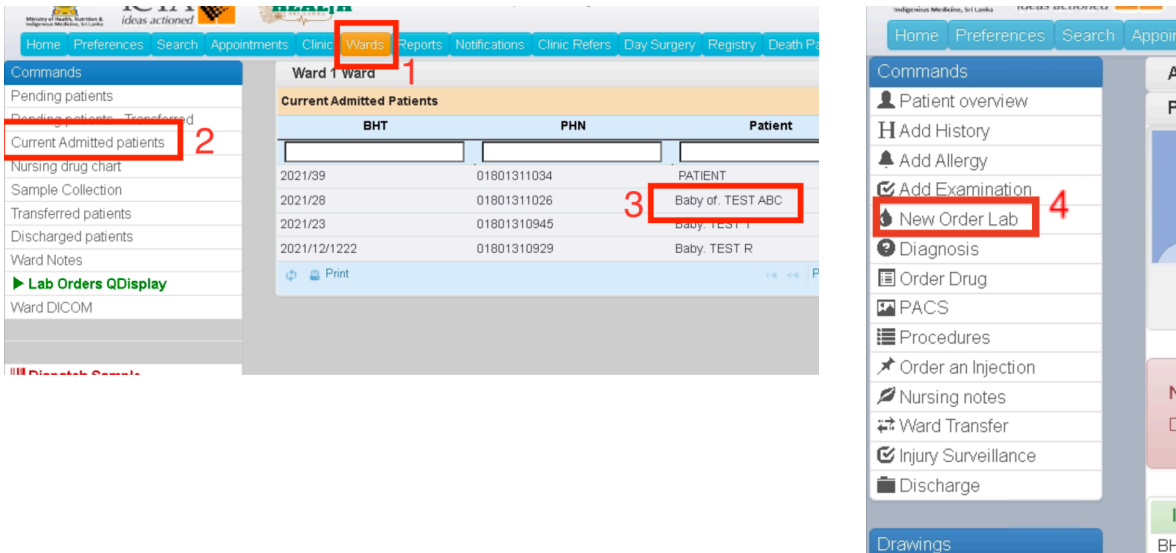
Go to PACS (6) tab at the right side of the menu. You can see an eye (7) and notepad (8) icons in front of each studied radiology image. To view the image, click on the eye . If you want to request the consultant radiologist to report on an image, click the notepad and fill the reason for requesting 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.



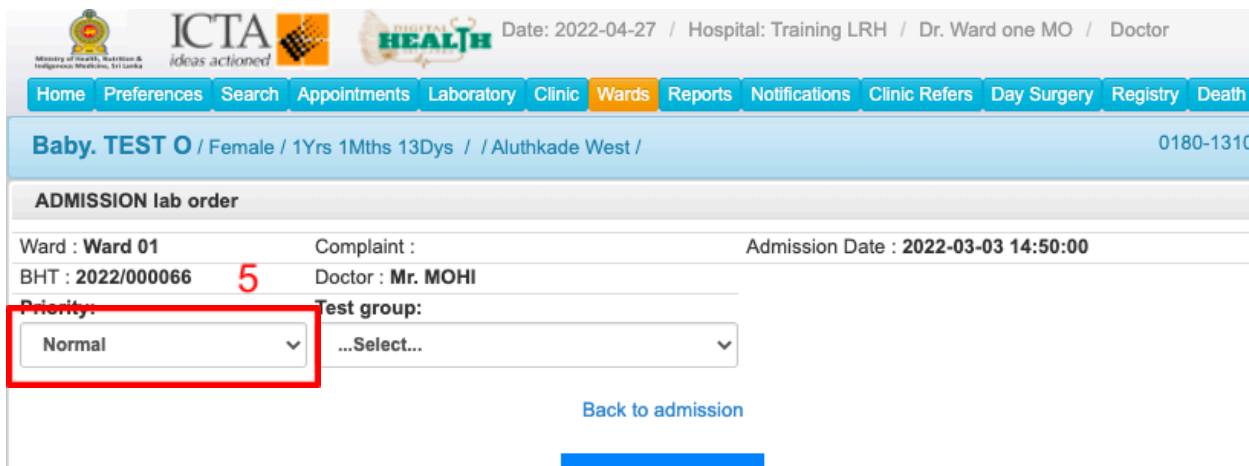


Requesting Histopathology/Haematology lab investigations

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).

ICTA ideas actioned DIGITAL HEALTH Date: 2022-04-27 / Hospital: Training LRH / Dr. Ward one MO / Doctor

Home Preferences Search Appointments Laboratory Clinic Wards Reports Notifications Clinic Refers Day Surgery Registry Death Patient

Baby. TEST O / Female / 1Yrs 1Mths 13Dys / / Aluthkade West / 0180-131089-5

ADMISSION lab order

Ward : Ward 01 Complaint : Admission Date : 2022-03-03 14:50:00
 BHT : 2022/000066 Doctor : Mr. MOHI

Priority: Normal Test group: **6**

- ✓ ...Select...
- Complete excision
- Cytology
- Endoscopy Biopsy
- Excision biopsy
- FNA
- Post mortem samples
- Skin
- Tru cut biopsy

Lab ordered for this visit

2022-04-26 10:23:59									
2022-04-27 14:05:56	Cytology	Pending	[Open]	[Enter result]	[Cancel]	[Print Barcode]			

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

ICTA ideas actioned DIGITAL HEALTH Date: 2022-04-27 / Hospital: Training LRH / Dr. Ward one MO / Doctor

Home Preferences Search Appointments Laboratory Clinic Wards Reports Notifications Clinic Refers Day Surgery Registry Death Patient

Baby. TEST O / Female / 1Yrs 1Mths 13Dys / / Aluthkade West / 0180-131089-5

ADMISSION lab order

Ward : Ward 01 Complaint : Admission Date : 2022-03-03 14:50:00
 BHT : 2022/000066 Doctor : Mr. MOHI

Priority: Normal Test group: Cytology

Back to admission

Multiple Lab Orders

Lab ordered for this visit

2022-04-26 10:23:59	Excision biopsy	Available	[Open]	[Enter result]		
2022-04-27 14:05:56	Cytology	Pending	[Open]	[Enter result]	[Cancel]	[Print Barcode]

Available tests

<input checked="" type="checkbox"/>	CSF	Cytology	Histopathology
<input type="checkbox"/>	Broncho alveolar lavage	Cytology	Histopathology
<input type="checkbox"/>	Pericardial fluid	Cytology	Histopathology
<input checked="" type="checkbox"/>	Plural fluid	Cytology	Histopathology
<input type="checkbox"/>	Urine	Cytology	Histopathology
<input type="checkbox"/>	Sputum	Cytology	Histopathology
<input checked="" type="checkbox"/>	Ascitis	Cytology	Histopathology
<input type="checkbox"/>	Tzank smears	Cytology	Histopathology
<input type="checkbox"/>	Buccal smear	Cytology	Histopathology
<input type="checkbox"/>	Other	Cytology	Histopathology

7

8 Create order Cancel

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).

Initial Severity: **Normal** CreatedBy: Mr. MOHI Last Access By: Ms Ward one no

Remarks:

History: 0 Consultant Name: Dr. Chandima Suriyaarachchi - VS

Transfer or Not: **No** Transfer Institution: Arrived in ambulance: **No**

Examination: 0

Investigation: 0

Management Plan: 0

Transfer History

Transfer Date	From	To	Status	By
2022-03-03 10:07:02	Ward 07	Ward 01	Admitted	Ms. Ward seven NO

Diagnosis Ticket

Date	Diagnosis Ticket	By
2022-04-25	Pending	Dr. Ward one MO

PACS NEW

2022-04-09 13:03:19	Lumbar Sacral Junction (L5-S1) - Lateral	Cancelled
2022-03-03 10:39:31	Chest - Antero-posterior	Pending [Cancel]
2022-03-03 10:39:31	Abdomen - Left Lateral Decubitus	Pending [Cancel]

Ward Round for this admission

#	Date	Symptoms	ICD	Remarks	Doctor
Previous lab Orders					
ADM	2022-04-27 14:05:56	9	Cytology	Pending... [Enter result]	[Cancel Test]
ADM	2022-04-26 10:23:59		Excision biopsy	Available	

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.

Home Preferences Search Appointments Laboratory Clinic **Wards** Reports Notifications Clinic Refers Day Surgery Registry Death Patient

Mr. TEST G / Male / 1Yrs 8Mths 23Dys / / Thalahena / 0180-106066-4

Lab order

3HT : 2022/000048 Ward: **Ward 01**

Priority: Normal Test group: FNA Order Date : 2022-06-07 09:45:23

Collection Date Time : Visit Type: ADM Validated By : Dr. Ward one MO Validated Date Time : 2022-06-07 09:45:49

Tests

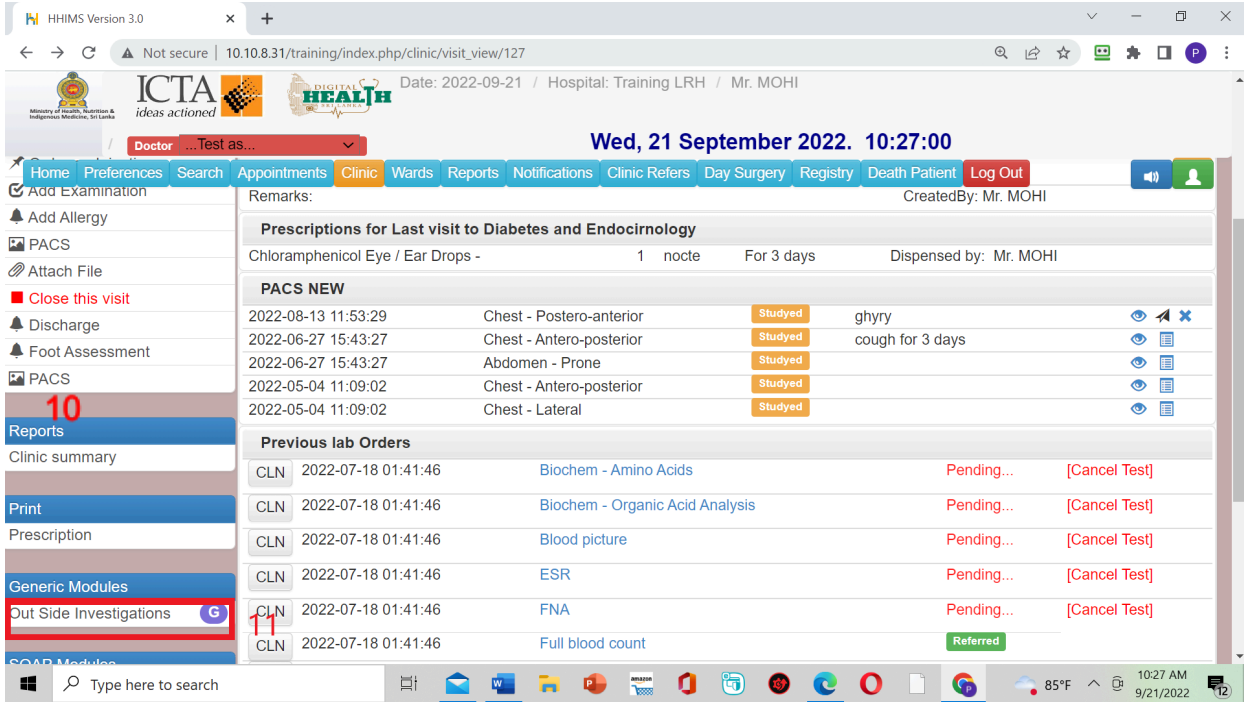
#	Name	Result	Unit	Ref. value	Print
1	FNA Report	View Report			<input type="checkbox"/>

Report Comment

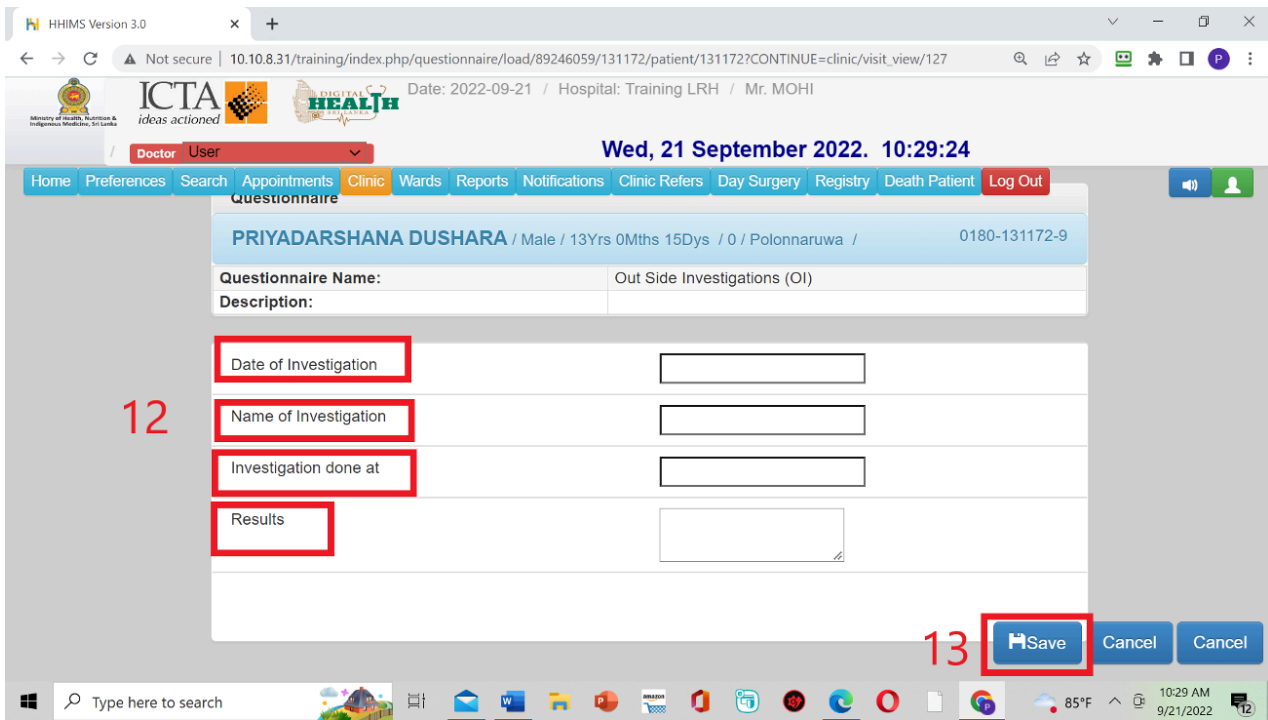
Result seen by Dr. Ward one MO Back to list Print

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.

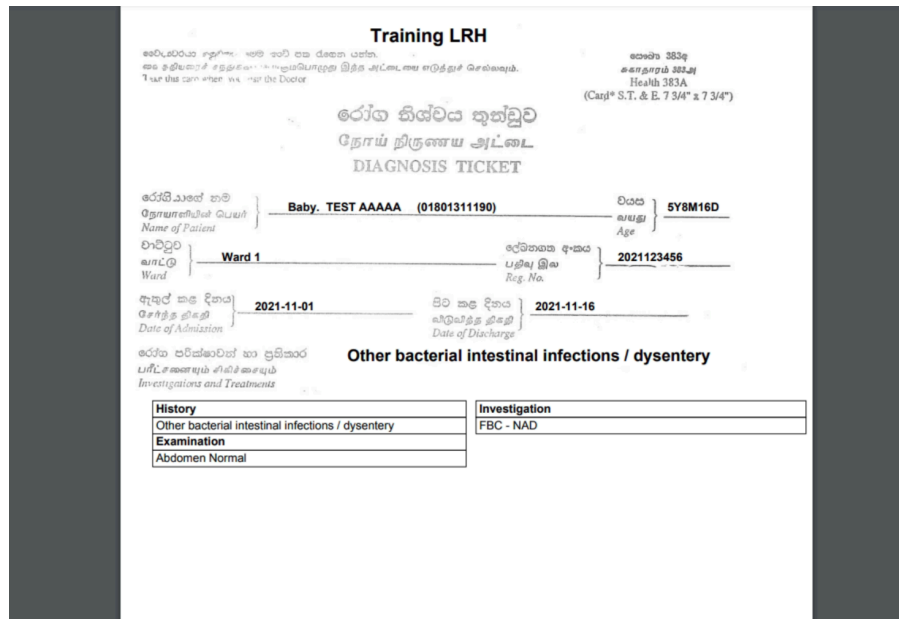
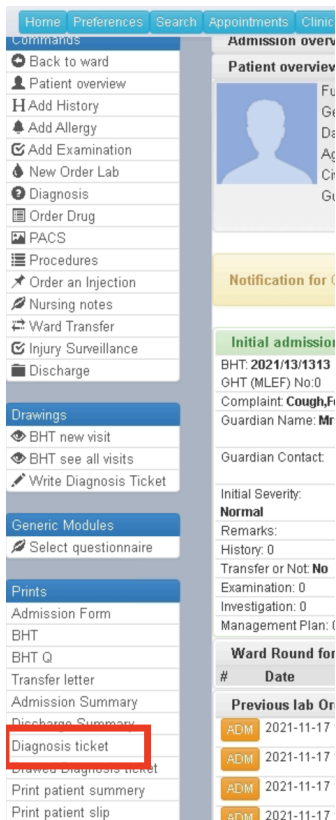
The screenshot displays the 'Admission Diagnosis Ticket' form for 'PATIENT TEN / Male / 4Yrs 1Mths 4Dys / / Gampaha /' with ID '0180-131110-9'. The form includes the following fields:

- *Presenting Complaint:** complaint
- * Onset Date:** 2021-11-17
- * Bed Head no:** 2021/35
- History:** Any History Findings
- Examination:** Any Examination Findings
- Investigation:** Any Investigation Findings
- Ward Management:** Any History Findings
- Discharge Plan:** Any History Findings
- *Status:** --Select--

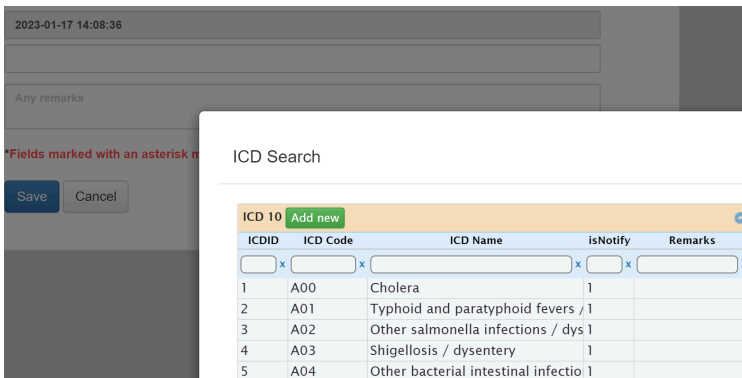
Fields marked with an asterisk must be filled.

The 'Save' button is highlighted in red.

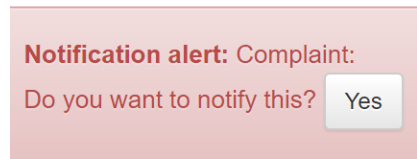
Add the relevant details (Presenting complaints, Onset date, BHT number, History, Examination, Investigations, Ward management, Discharge plan, status) and click save. To take a printout of the diagnosis ticket select the relevant patient and click on the *diagnostic ticket* under prints.



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.

NOTIFICATION OF COMMUNICABLE DISEASE

Institute: Training LRH	Disease: Typhus fever
Name of patient: Baby. TEST MA (0180-131087-9)	Date of Onset: 2022-03-02
Guardian: ()	Date of Admission: 2022-03-03 14:48:00
BHT No 2022/000064	Ward: Ward 06
Age: 4Yrs 4Mths 3Dys	Sex: Male
Laboratory Results confirmed?: <input type="button" value="No"/>	
Home Address: Battaramulla South Colombo	
Patient's Home Telephone:	
Remarks:	
Date of Notification: Tue, 17 Jan 23 14:20:50 +0530	
Notification Confirmed by: Mr.MOHI	

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