UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:

HEITECH PADU BERHAD (SELANGOR)

SPECIAL PROJECT:

HIS@KKM QUICK GUIDE

BY

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2016329269

IM245 – BACHELOR OF SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT

FACULTY OF INFORMATION MANAGEMENT

UNIVERSITI TEKNOLOGI MARA KELANTAN

01 FEBRUARY 2019 – 30 JUNE 2019

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FACULTY SUPERVISOR

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REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING

FACULTY OF INFORMATION MANAGEMENT

UNIVERSITI TEKNOLOGI MARA KELANTAN

01 FEBRUARY 2019 – 30 JUNE 2019

DECLARATION

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Muhammad Haziq Fikri Bin Fauzi
2016329269

Date of submission: 3rd July 2019

ABSTRACT

Industrial training is one of the course requirements for all Bachelor of Information System Management (Hons.) students to take part in order to graduate from the university. The trainer undergo industrial training program at Heitech Padu Berhad. HeiTech Padu Berhad was incorporated in 1994 and is headquartered in Subang Jaya, Malaysia. The company operates in three segments: Information Technology, Mailing and Document Processing Services, and Engineering Works. During the internship period, the supervisor placed the trainer under the main project that currently developed by the PSG Data division which is a health care system (HIS@KKM). HIS@KKM is the extension of the previous health care system that known as *Sistem Pengurusan Pesakit* or Patient Management System (SPP). Patient Management System (SPP) is the current hospital information system for the public hospitals of the Ministry of Health Malaysia. During industrial training at HeiTech Padu Berhad, The trainer was assigned under the PSG Data Sdn. Bhd, under System Analyst position. The main tasks during this internship are conducting a unit testing, preparation of the data and maintain the database.

Keywords: Heitech Padu Berhad, Information Technology, Health Care System (HIS@KKM), System Analyst, Ministry of Health

ACKNOWLEDGEMENT

In the name of Allah, the Beneficent, the Bestower of mercy

Thanks to Allah S.W.T whom with His willing giving me the opportunity to complete this Industrial Training within the given period. Primarily, I would like to express my deepest appreciation and sincere gratitude to my industrial training supervisor from HeiTech Padu Berhad, Pn Rohana Binti Yusof for her best commitment and guidance from the beginning of the course until the end of the industrial training.

Special appreciation also goes to my Industrial Training Supervisor, Dr. Mohd Idzwan Mohd Salleh, who always willing to help, keep me motivated during the industrial training period. Not to forget, my beloved parents who always understand and continuously giving full moral support to me whenever I needed. Thank you for always pray the best for me not only in fulfilling this course but also in life.

Last but not least, I would like to gratitude to my dearest friends from HeiTech Padu that come from various local and private universities for their support and knowledge sharing along the training period. I want to thanks to all the individuals who had given me encouragement, supports either directly or indirectly support. Thank you.

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CHAPTER 1:
INTRODUCTION

This chapter discusses several background information of the company. In this chapter, the information contains the company background, such as the company vision, and company mission.

1.1 Organization Background

Figure 1: Heitech Padu Tower

HeiTech Padu Berhad was incorporated in 1994 and is headquartered in Subang Jaya, Malaysia. This company provides systems integration, network related services, data centre management, disaster recovery services, and other information technology related services primarily in Malaysia.

The company operates in three segments: Information Technology, Mailing and Document Processing Services, and Engineering Works. Its systems integration and application development services include system integration and project management, application development and maintenance, end-to-end, enterprise application integration, package integration, mobile application, security, change management consultancy, and business and ICT consultancy.

The company also provides citizen identification and population management, integrated immigration management, road transport management, unit trust management, defence management, patient management, core banking, and RFID-based system solutions; and IT infrastructure solutions, such as data centre, network, and cloud computing services. In addition, it offers value-added services comprising enterprise, content development, business process outsourcing, and other e-government related solutions; contract programming services, and product systems integration and other computer related services; customer support service center and consultancy services; mail processing and related 2 services; network management, and local area network design and installation services; and engineering, procurement, construction, and commissioning services.

Further, the company is involved in the development and provision of a centralized parts pricing database for the insurance industry; development and marketing of computer-aided educational software; and research, development, installation, and support of software for small and medium-sized industries. It serves the national security, transport, defence, healthcare, and financial services sectors.

1.2 Organization Profile

Organization's Name	: HeiTech Padu Berhad
Chief Executive Officer (CEO)	: Haris Ismail
Address	: Level 15, UEP Subang Jaya Persiaran Kewajipan Usj 1 HeiTech Village 47600 Subang Jaya, Selangor.
Telephone No	: +603.80268888
Fax	: +603.80247997
Website	: www.heitech.com.my

1.3 Organization Logo

The logo gives the visual identity of an organization's unique identity Figure 1.1 shows HeiTech Padu Berhad Logo.

Figure 2: Heitech Padu Berhad Logo

The logo is intended for use solely by HeiTech Padu Berhad and its subsidiaries. The logo may also use with prior written authorization by HeiTech partners, resellers, or distributors.

1.5 Vision Statement

To become the technology-based transformational company in Malaysia and beyond.

1.6 Mission Statement

HeiTech Padu is truly TRANSFORMATIONAL by:

a. Providing Total Solutions.
b. Creating Innovative Products.
c. Consulting for a Better World

1.7 Organization Core Value

As Malaysia's leading ICT player, HeiTech has brought to the market many innovative technologies through the holistic, integrated and reliable services. The services and solutions offered to cover the entire life cycle of system and products from:

1. System Integration and Application Development
2. Technology and Infrastructure Solutions
3. Value Added Industry Specific Solutions

1.7.1 System Integration and Application Development

HeiTech offers complete end-to-end, customized solutions for the ever more dynamic business environment and maximizes the compatibility, interoperability and enterprise-wide information integration to match the most exacting business requirements. Through a combination of proven capabilities in systems integration and track record in application development and maintenance, HeiTech is able to optimize client return on investment.

HeiTech offers complete end-to-end, customized solutions for the ever more dynamic business environment to match the most exacting business requirements. The components of our Systems Integration and Application Development Services include:

a. *System Integration and Project Management*

b. *Application Development and Maintenance*

c. *End-to-end Solutions & Package Integration*

d. *Enterprise Application Integration (EAI)*

e. *Mobile Application Solutions*

f. *Security Solutions*

g. *Change Management Consultancy*

1.7.2 Technology and Infrastructure Solutions

Backed by over 15 years of experience in managed network services and data centre services, HeiTech offers innovative and integrated technology and infrastructure solutions based on reliable, secure, cost-effective and customer-driven technology. HeiTech's technology and infrastructure solutions include Managed Data Centre Services, Managed Network and Communications Services, Desktop Management Services, Business Continuity Management, Customer Care / Helpdesk Services, ICT Deployment Services. All these Technology and Infrastructure Solutions are concluded in three main categories:

a. Data Center Services

HeiTech Padu Berhad owns and manages a Tier-IV ready Data Centre facility located in Bukit Jelutong, Selangor, Malaysia providing services to our client. HeiTech also offers services to develop, build and manage data centre facilities.

The experience of operating Tier-IV ready Data Centre has enabled HeiTech to provide world-class service level to their clients. The combination of experience and technical certification such as Information Security Management System (ISO 27001), Quality Management System (ISO 9001:2001) and Service Management System (ISO 20000-1:2011) allows HeiTech to provide the high standard of qualities that meet the demand of many organizations in terms of service level, availability, data integrity and security. HeiTech's suite of Data Centre Services consists of:

i. Internet Data Centre Services
ii. Data Centre Management Service
iii. Infrastructure Development & Management Services
iv. Business Recovery Management Services

b. Network Services

As Malaysia's largest non-telecommunications service provider, HeiTech network services support multi-protocol applications into one secured private network. HeiTech network infrastructure is also made up of multiple telecommunications and trunk carriers. This network diversity enables them to offer excellent operational and network connectivity to clients.

HeiTech is committed to providing 99.8% network service available to their clients. This commitment can be realised through centralised monitoring and around-the-clock customer service. HeiTech also assists clients to develop, build and manage network infrastructure and services. HeiTech's suite of network services consists of multiple technologies as follows:

i. Frame Relay
ii. Internet Protocol Virtual Private Network (IPVPN)
iii. IP Broadband (DSL)
iv. Optical
v. Metro Ethernet

c. **Cloud Computing Service**

HeiTech offer flexible cloud computing services that are tailored to client's business requirement from building a private cloud, hosting cloud infrastructure to managing shared cloud services. HeiTech cloud computing services help streamline clients' budgets as it saves on capital expenditure, hardware refresh cycles and hardware-software operations and maintenance expenses. HeiTech's suite of cloud services consists of:

i. Virtual Private Data Center
ii. Infrastructure as a Service (IaaS)
iii. Storage as a Service
iv. Disaster Recovery as a Service

1.7.3 Value Added Industry Specific Solutions

Apart from the provision of innovative ICT products and services, HeiTech also provides value added services by venturing into non-traditional areas of expertise as follows:

i. Content Development and Distribution
ii. BPO Services
iii. IT Outsourcing Services
iv. Insurance Claims Services
v. Automotive Data Management Services
vi. Third Party Implementation Services: SAP
vii. Financial Industry Services

1.8 Awards

Table 1: List of Awards that accomplished by Heitech Padu Berhda

Years	Awards
2010	i. Innovative Company of the Year Award (Information Security) by Cyber Security Malaysia. ii. ISO/IEC 20000-1:2011 Information Technology Service Management System.
2009	i. Industry Excellence Award (Industrial Products & Technology) at National Annual Corporate Report Awards (NACRA)
2008	i. MIM Silver Award
2007	i. Frost & Sullivan Malaysia Telecoms Award
2006	i. ISO/IEC 27001:2005 Information Security Management System Certification ii. Capability Maturity Model Integration (CMMI) Level 3 Certification (since 2006)
2003	i. Stars Award National Quality Control Circle
2002	i. Best Exhibition Booth Award Minggu Saham Amanah
2000	i. Enterprise 50 Award
1998	i. MS ISO 9001:2008 Quality Management Systems Certification

1.9 Organizational Structure

HeiTech Padu Berhad engages in global marketplace offering HeiTech end-to-end solutions through their subsidiaries and partners. The core business is to drive and expand HeiTech's Business. There have five more sections include Stakeholder Management, Business Development, Sales & Account Management, Product, Technology & Solutions and Project Delivery & Consulting. All of these sections have been conducted by Heitech Padu CEO, Abdul Halim Md Lassim. The purpose of the sections has been described in Heitech Padu Berhad Organization Chart below.

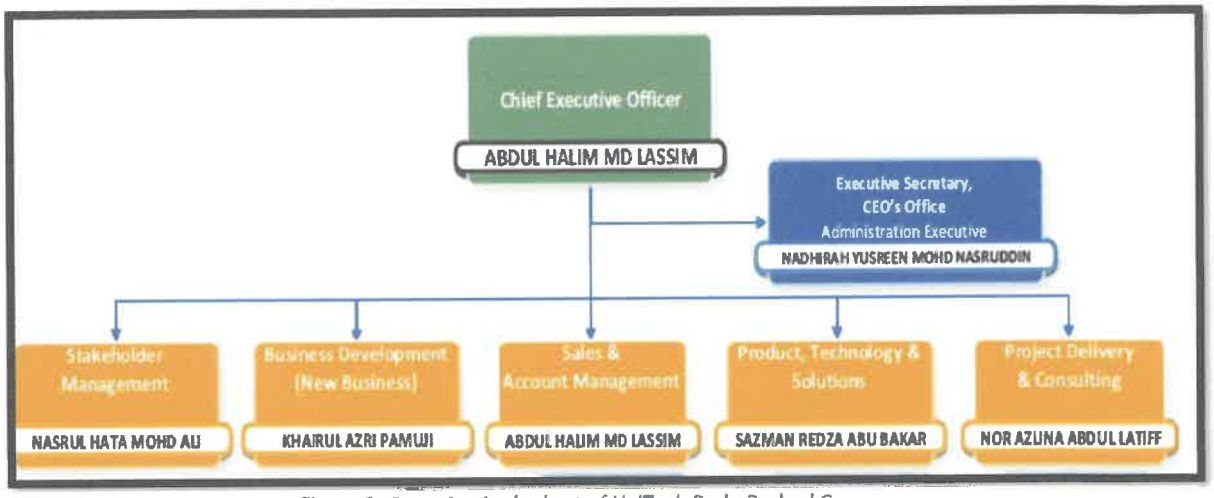


Figure 3: Organization's chart of HeiTech Padu Berhad Company.

During industrial training, the trainer have been placed under Project Delivery & Consulting section which the main business activities under this section is development of the system. The chart of this section is described below.

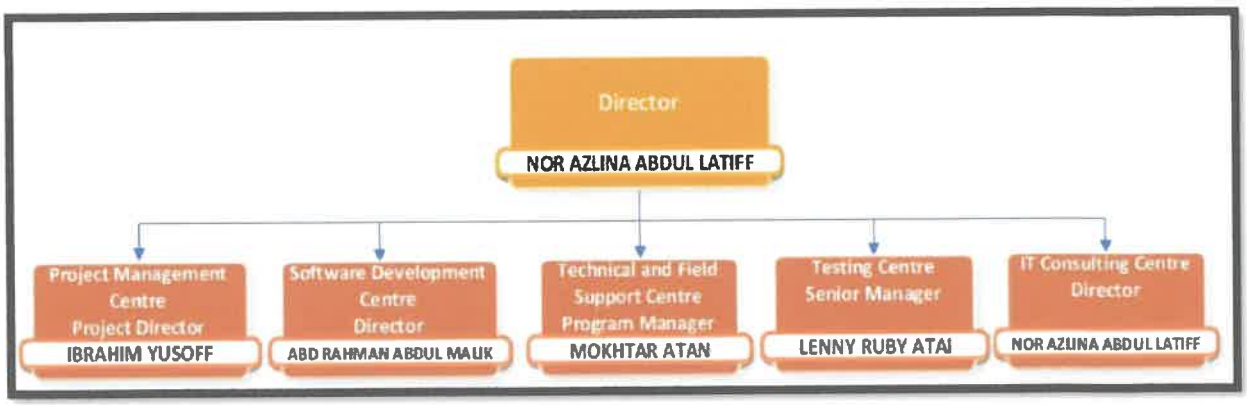


Figure 4: Project Delivery & Consulting organization chart.

CHAPTER 2:
ORGANIZATION INFORMATION

This chapter discusses several background information of the company. In this chapter, the information contains is the department background, such as the department structure and department function.

2.1 Department Structure

Internship student had been attached under System Analyst Unit for PSG Data's department. Trainee is supervised by Miss Rohana as Lead System Analyst PSG Data department. Organizational chart of PSG (Public Sector Group) Data is shown in Figure below.

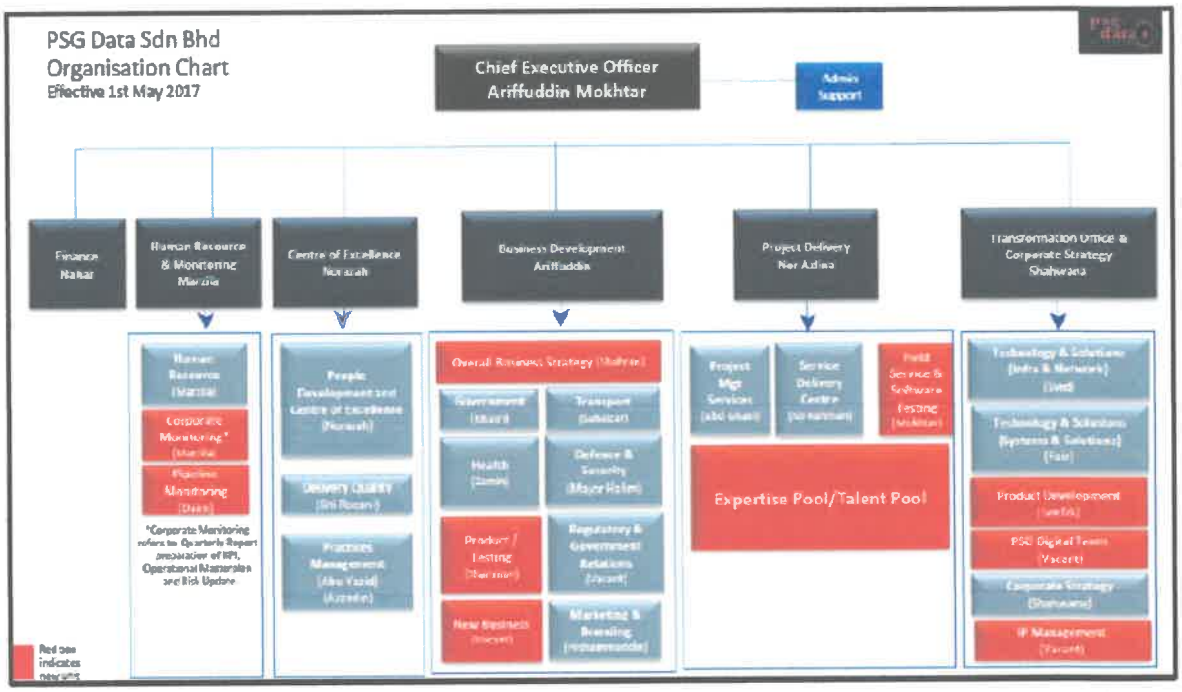


Figure 5: PSG Data Organization Chart

2.2 Department Function

During the internship period, the supervisor placed all the trainees under the main project that currently developed by the PSG Data division which is a health care system. Hospital Information System @ Kementerian Kesihatan Malaysia (HIS@KKM) is a large scale system that included bunches of system modules in resulting one complete integrated system that manage all the staffs and patients business processes. This section elaborate more on the primary project that handle by PSG Data Sdn. Bhd.

2.2.1 Hospital Information System @ Kementerian Kesihatan Malaysia (HIS@KKM) and Patient Management System.

Hospital Information System@Kementerian Kesihatan Malaysia (HIS@KKM) is the extension of the previous health care system that known as *Sistem Pengurusan Pesakit* or Patient Management System (SPP). Patient Management System (SPP) is the current hospitals information system for the public hospitals of the Ministry of Health Malaysia. SPP is a local product and fully owned by Malaysia Ministry of Health. It was developed by one of the HeiTech's divisions back in 2007.

The first version was implemented at Tuanku Ja'afar Seremban Hospital and Port Dickson Hospital. The second version was implemented at *Hospital Raja Pemaisuri Bainun*, Seremban and Port Dickson Hospital. Meanwhile, Kuala Lumpur Hospital, Kajang Hospital and Hospital Tengku Ampuan Rahimah use the Outpatient Module version 2.5 until today. In 2012, SPP was upgraded to version 3.0 and piloted at Raja Permaisuri Bainun Hospital, Ipoh. After some improvements recommended by the user, SPP Version 3 (v3.0) has been upgraded to version 3.1 (v3.1).

In 2014, SPP v3.1 was launched to another 3 hospitals, Tunku Ja'afar Seremban Hospital, Raja Perempuan Zainab II Hospital, Kota Bahru and Bentong Hospital. This project was started in February 2014.This project is purposely to supply hardware, software, and network equipment to Hospital Raja Perempuan Zainab II in Kota Baru, Kelantan. Figure 3.0 summarized the journey of the SPP system towards the HIS@KKM system. The system can only be access when the user at hospital location. This means HIS@KKM only for internal access.

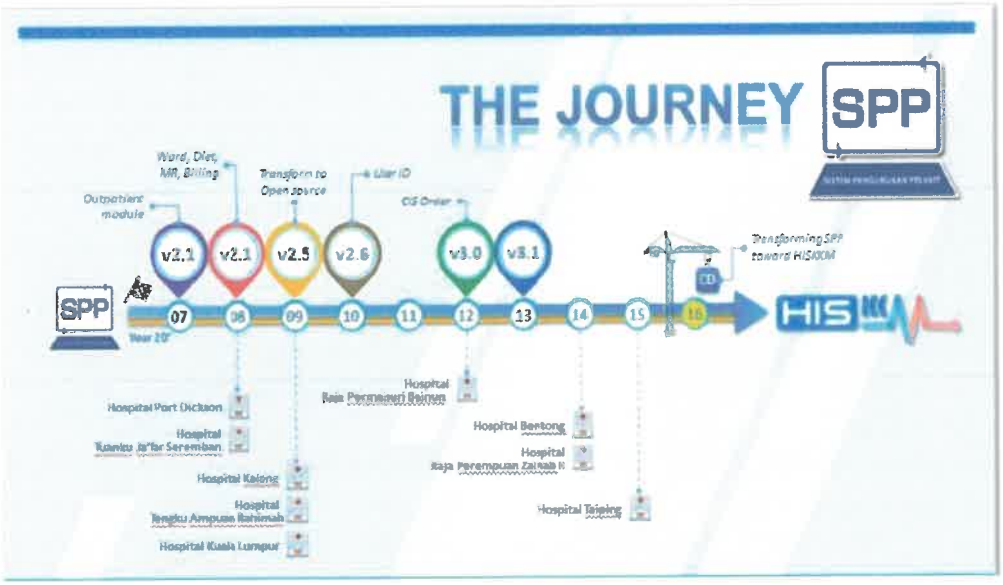


Figure 6: The Journey of SPP towards HIS@KKM

Currently, the progress of HIS@KKM can only accessed by the staff members of PSG Data Sdn. Bhd. The staff member include system analyst, software developer, software tester and business analyst team of PSG Data Sdn Bhd. This means only staff that behind HIS@KKM project can access to this system for now. The development stage of the front-end and back-end programming has been assigned to the developer team accordingly and has started from the early of 2017. Some of the features are completed and can be viewed within the staff members and trainee of PSG Data using specific local host. Figure 7 and Figure 8 shows the login page and main menu of HIS@KKM respectively.

Figure 7: Login Page of HIS@KKM

Figure 8: Main Menu of HIS@KKM

As been stated by above, HIS@KKM is the extension of the previous health care system that known as *Sistem Pengurusan Pesakit* or Patient Management System (SPP). SPP provide modules such as patient management, inpatient & outpatient, order management, medical record management, billing and payment, dietetics & food service, staff management and administrator tool. Meanwhile HIS@KKM provide new module which is clinical documentation. The clinical documentation functions as the application through which Physicians, Paramedics and other Allied Health Professionals document every aspect clinical care provided to the patient. The information entered into the application will then be made available at all appropriate locations in the hospital in the form of an Electronic Medcal Records. The clinical documentation will include, amongst others, information obtained from the delivery of care for example, vital signs, assessment, investigations, treatments, medication, administration and clinical care management plan.

Some of the modules that available in the system are Patient Management where admin staff can make patient registration through online, encounter patients to ward and make an appointment for the patients. Next is, inpatient/outpatient modules where the user can access patient dashboard and do consultation to the patients and also can bed management. Next is Order Management. The responsible staff can make ordering process through this system. The orders include Labratory, Radiology, Medication order. Some other functions that available in the systems are Billing &Payment, Medical Record, Staff Management, Administrator Tools and lastly is MYHIX.

The existence of new modules itself supports hospital service objectives which are to comply with legal, regulatory and institutional guidance and standards, to facilitate quality assurance and utilisation review, to provide risk management and malpractise protection and to serve as the basis continuity of care by the care team. The flows of system usage for patients module can be describe by referring to the diagram below.

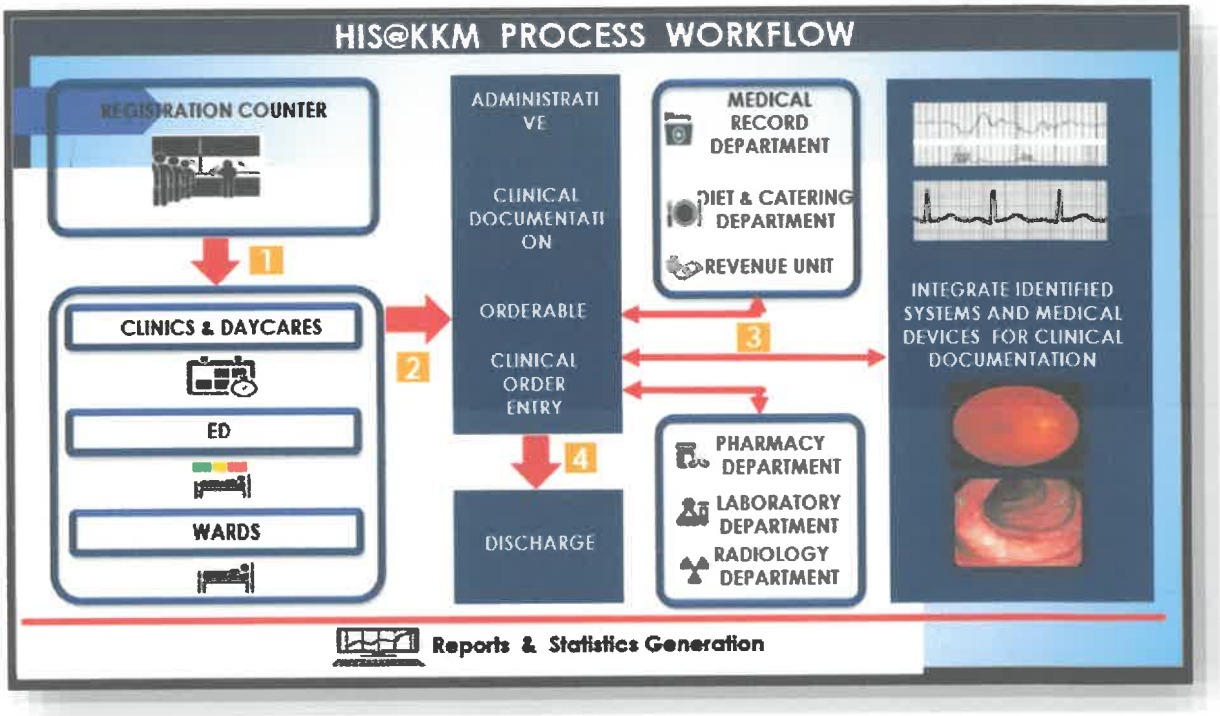


Figure 9: HIS@KKM Process Workflow

CHAPTER 3:
INDUSTRIAL TRAINING ACTIVITIES

PSG Data Sdn. Bhd. exposed the real working environment towards the trainee by exposing the trainee towards the real project module that required some development and programming skills. This method allows the students to think critically and work independently to solve the issues. Furthermore, the trainees can gain new knowledge and sharpen their skill sets in the Information Technology (IT) industrial area. This chapter elaborate more the assignments given to the trainee.

3.1 Training Activities

During my industrial training at HeiTech Padu Berhad, The trainer was assigned under the PSG Data Sdn. Bhd, under System Analyst position. The main tasks during this internship are conducting a unit testing, preparation of the data and maintain the database. The task is given by my Training Supervisor, Ms Rohana Binti Yusuf.

3.1.1 Unit Testing on Clinical Documentation (CD) HIS@KKM.

Unit testing is a level of software testing where individual units/ components of software are tested. The purpose is to validate that each unit of the software performs as designed. For CD project, the disciplines that have been given to be tested are Obstetric and Gynaecology and Emergency and Trauma Departments. The functions of clinical documentation is the user of the system can write a clerking notes, progress notes, assessment notes and procedure notes. Those notes stored all data about patients diagnostic, anthopometry chart and any other related data about patients. These sub-components are the things that need to be test. Task that has been given is conducting a unit testing for these sub- components.

3.1.1.1 Testing Clinical Notes

a. Testing Clinical Notes Flowchart.

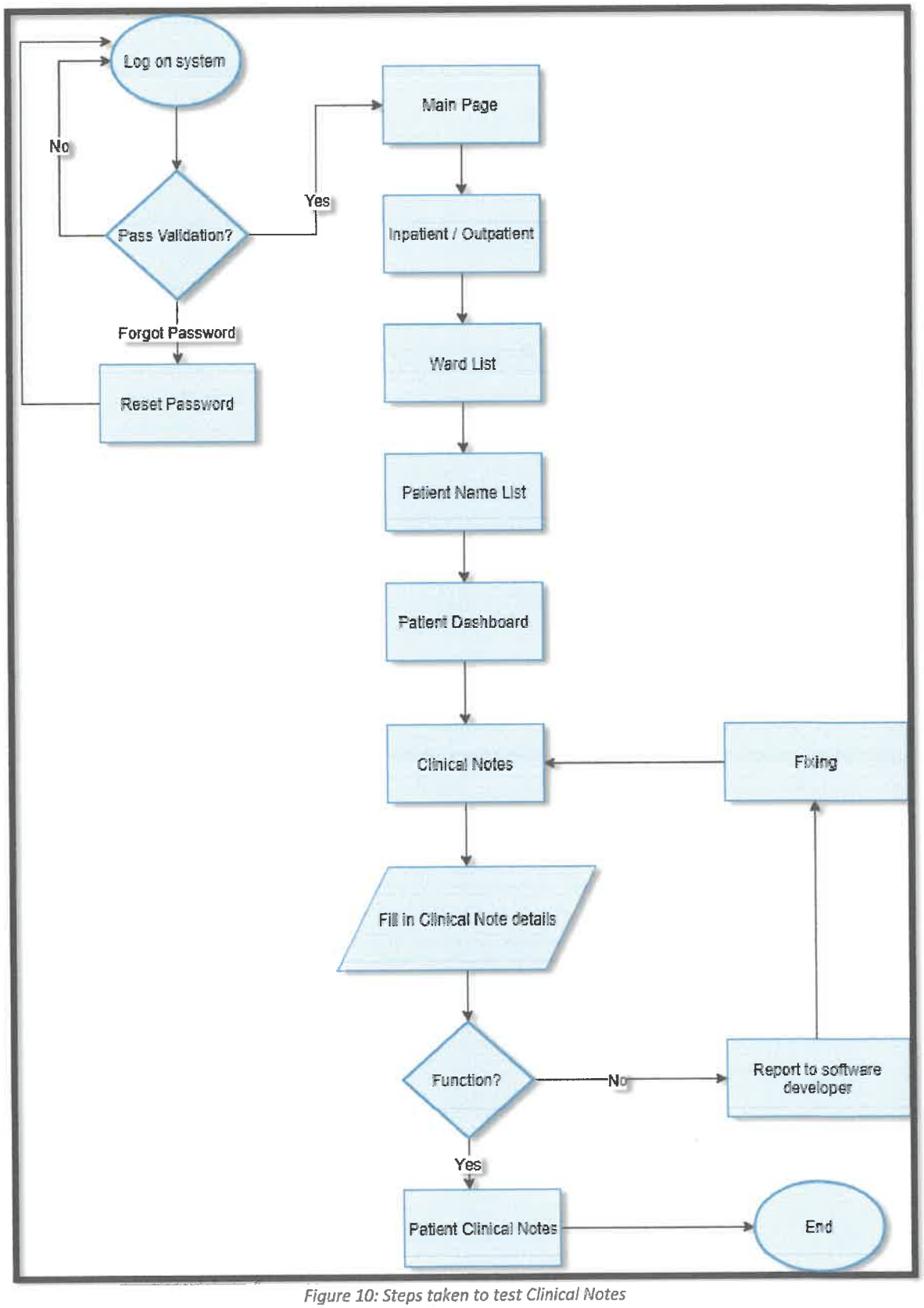


Figure 10: Steps taken to test Clinical Notes

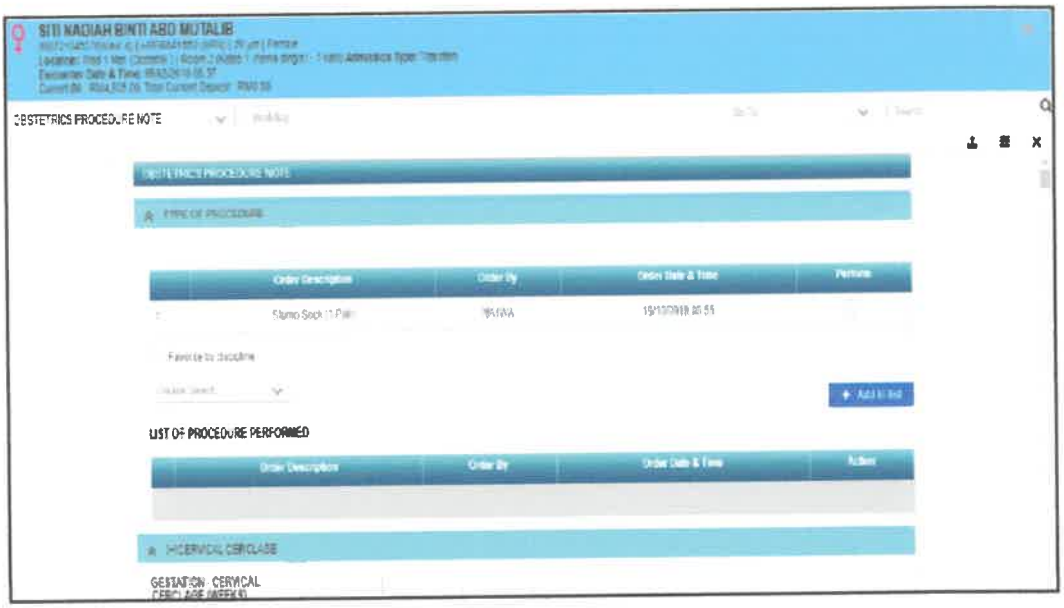


Figure 11: Clinical Notes Interface

Figure 9 shows the example of clinical notes. Clinical notes that has been tested are Obstetrics Clerking Note, Obstetrics Progress Note, Obstetrics Labour Summary Note, Obstetrics Procedure Note, Obstetrics Ultrasound Note, Obstetrics Outpatient Assessment Note, Obstetrics Maternal Fetal Medicine Note, Obstetrics Maternal Mortality Note, Gynaecology Clerking Note, Gynaecology Progress Note, Gynaecology Procedure Note, Gynaecology Outapatient Assessment Form, Gynaecology Infertility Note Male, Gynaecology Infertility Note Female, Gynaeclogy Urogynaelogy Clerking Note, Gynaecology Urogynaecology Clerking Note, Gynaecology Oncology Clerking Sheet and Gynaecology Sexual Assault.

3.1.1.2 Testing Charting

a. Testing Charting Flowchart

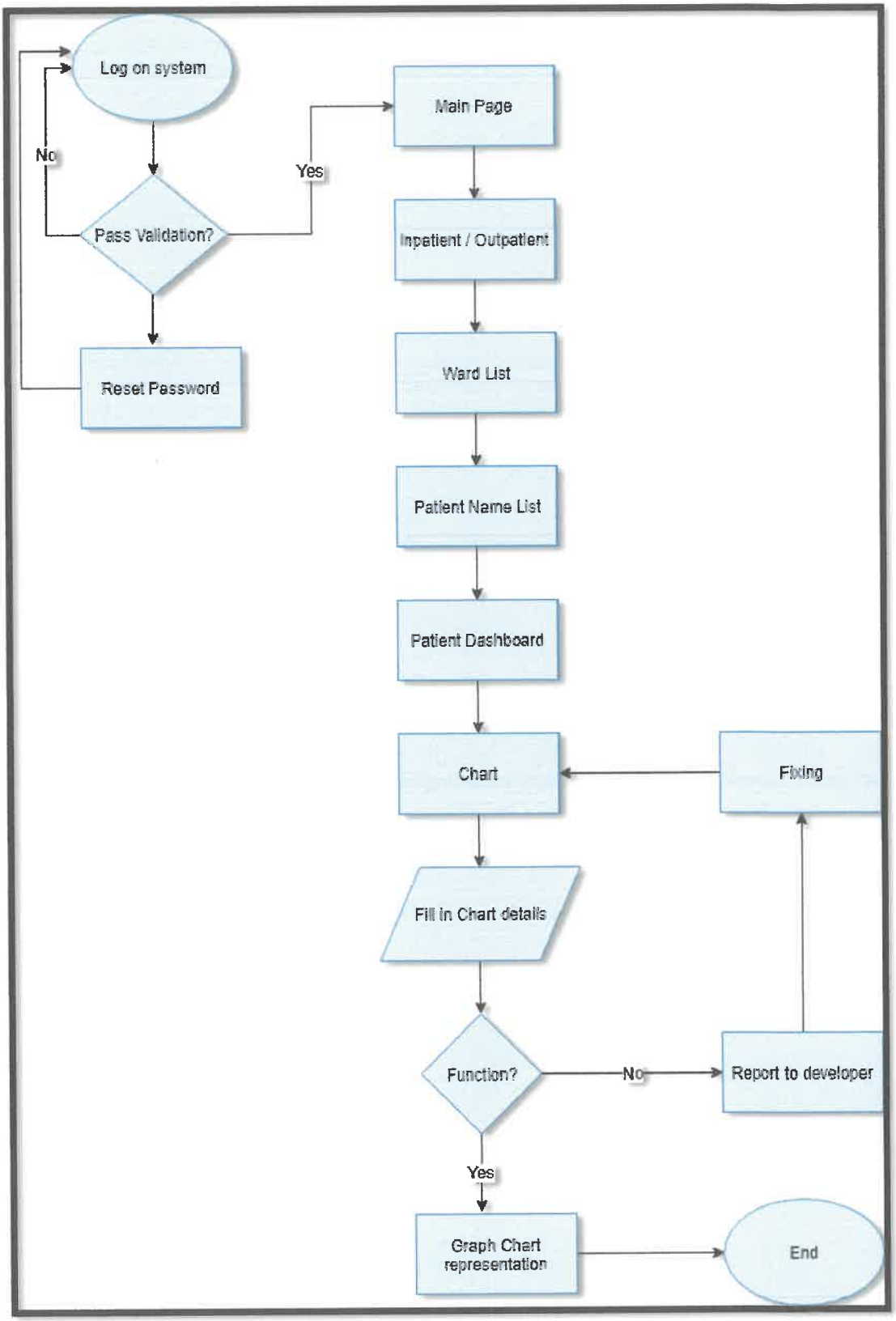


Figure 12: Steps taken to test Chart.

Figure 13: Charting Interface

Figure 10 shows the example of charting sub-components. For sub-component Charting that has been tested are, Fetal Growth Chart, Labour Progress Chart, Labour Progress / Intrapartum Observation Chart, Partogram, Post Natal Observation Chart, Baby Observation Chart, Pre-Eclampsia / Eclampsia Chart, First Feeding Chart, Pad Chart, Swab Count And Post Delivery Examination, Chemotherapy Chart, Tumour Marker Chart, Serum BhCG Monitoring Chart, Monitoring Chart For Patient On Magnesium Sulphate Labour Room, Follicular Tracking, RI Umbilical Artery and PI Umbilical Artery.

3.1.1.3 Testing Consent Form

a. Testing Consent Form Flowchart

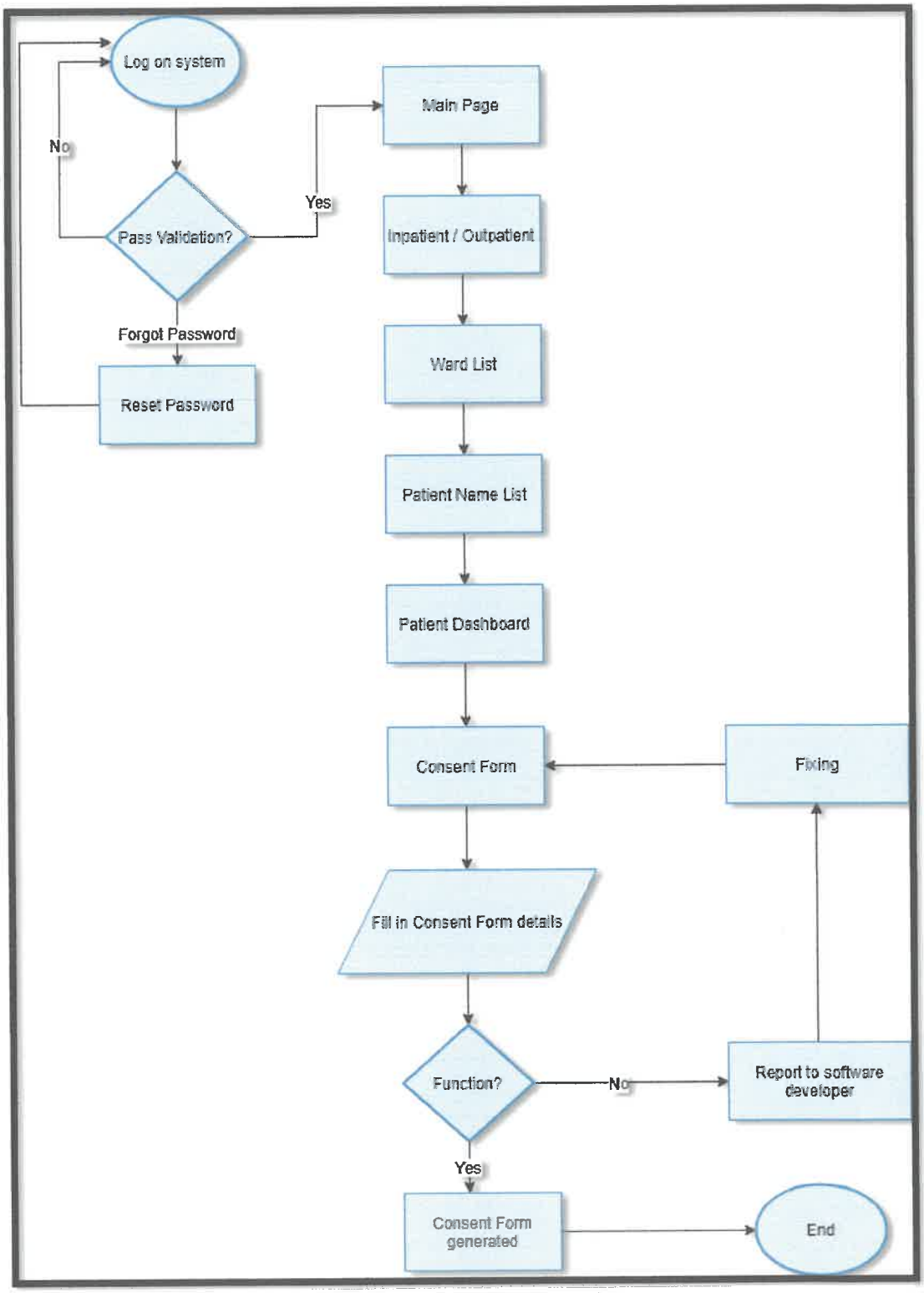


Figure 14: Steps taken to test Consent Form.

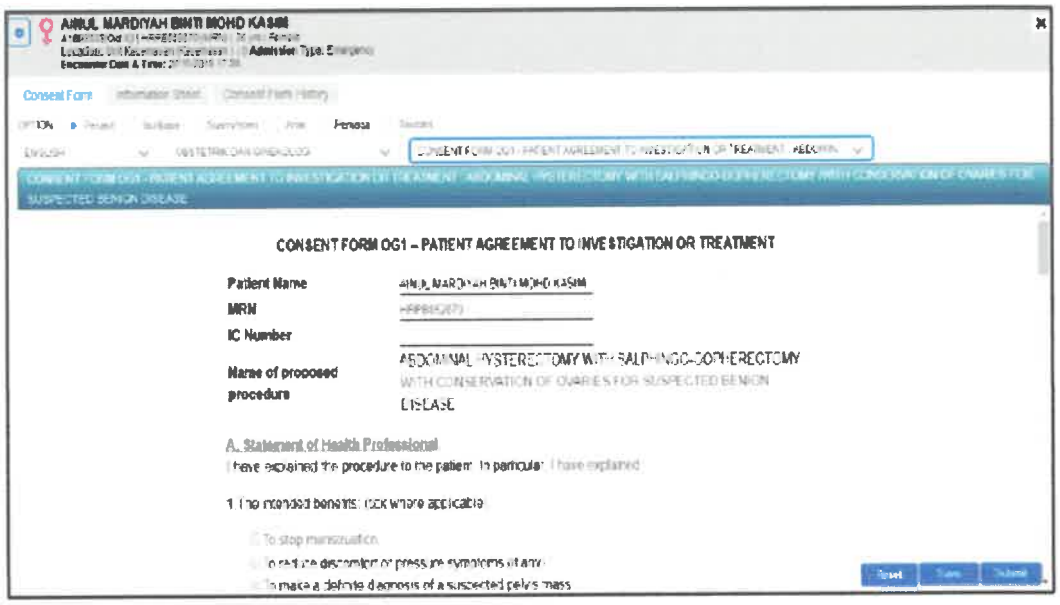


Figure 15: Consent Form Interface

Figure 11 shows the example of consents form. For Consents form, there are twenty-three forms that have been tested. These forms are including Consent form OG1 to Consent form OG9 for English and Bahasa Melayu respectively, Consent to Treatment by Assisted Reproductive Technologies (A.R.T) And Cryo-Preservation of Embryos, Consent Forms Intracytoplasmic Sperm Injection (ICSI), Counselling for Cone Biopsy, Counselling For Patient Planned For Radiotherapy and Counselling For Surgery.

3.1.1.4 Testing Admin Form

a. Testing Admin Form Flowchart

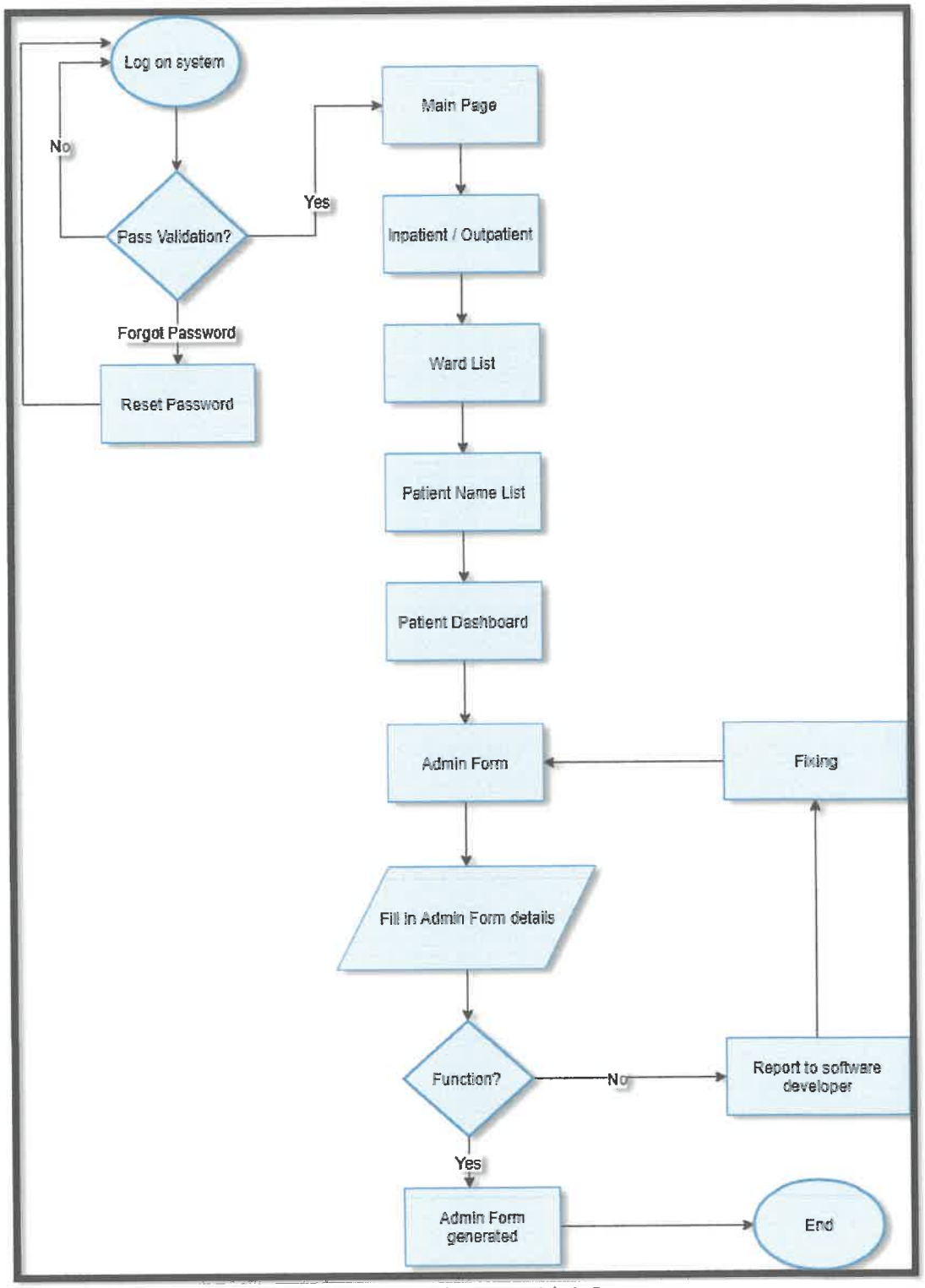


Figure 16: Steps taken to test Admin Form.

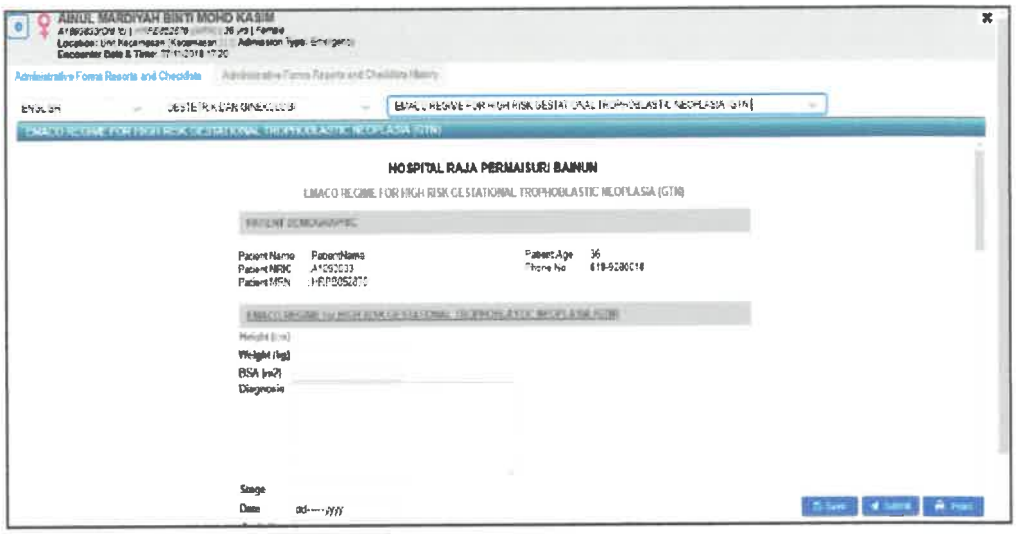


Figure 17: Admin Form Interface

Figure 12 shows the example of admin form. Lastly, for Admin form that have been tested are *Borang Air Mani*, Methotrexate & Folinic Acid Regime For Low Risk Gestational Trophoblastic Neoplasia (GTN), Emaco Regime For High Risk Gestational Trophoblastic Neoplasia (GTN), Neupogen Chart, Cardiff 'Count To Ten' Fetal Activity Chart, Stillbirth Notification Form, Stillbirth And Under 5 Mortality Death Form, *Ceramah Pendidikan Penyusuan Susu Ibu*, *Rekod Bulanan Pemesanan Susu Formula Rekod Bulanan Pemesanan Susu Formula Rekod Bulanan Ceramah Penyusuan Susu Ibu*, Reporting Format On Stillbirths & Neonatal Death, Malaysia, Investigation Of Maternal Death (KIK/KI-1 PINDAAN 2010) , *Polisi Teman Bersalin Di Bilik Bersalin, Borang Checklist Untuk Bayi Baru Lahir (Post Natal) Bilik Bersalin*, Delivery Checklist, *Senarai Semak Semasa Menerima Pesakit Selepas Pembedahan Di Dewan Bedah, Borang Pemeriksaan Kesihatan Neonatal, Carta Aliran Prosedur Discaj Bayi Di Hospital-Hospital KKM*, Checklist For Mother To Ward (Postnatal), Checklist For Baby To Ward, Breast Feeding Checklist, Checklist For Risk Categorization For Caesarian Section (Obstetrics Thromboprophylaxis), *Senarai Semak Discaj Bayi, Pemeriksaan Bayi Baru Lahir (Untuk Kegunaan Doktor)* and Bladder Diary.

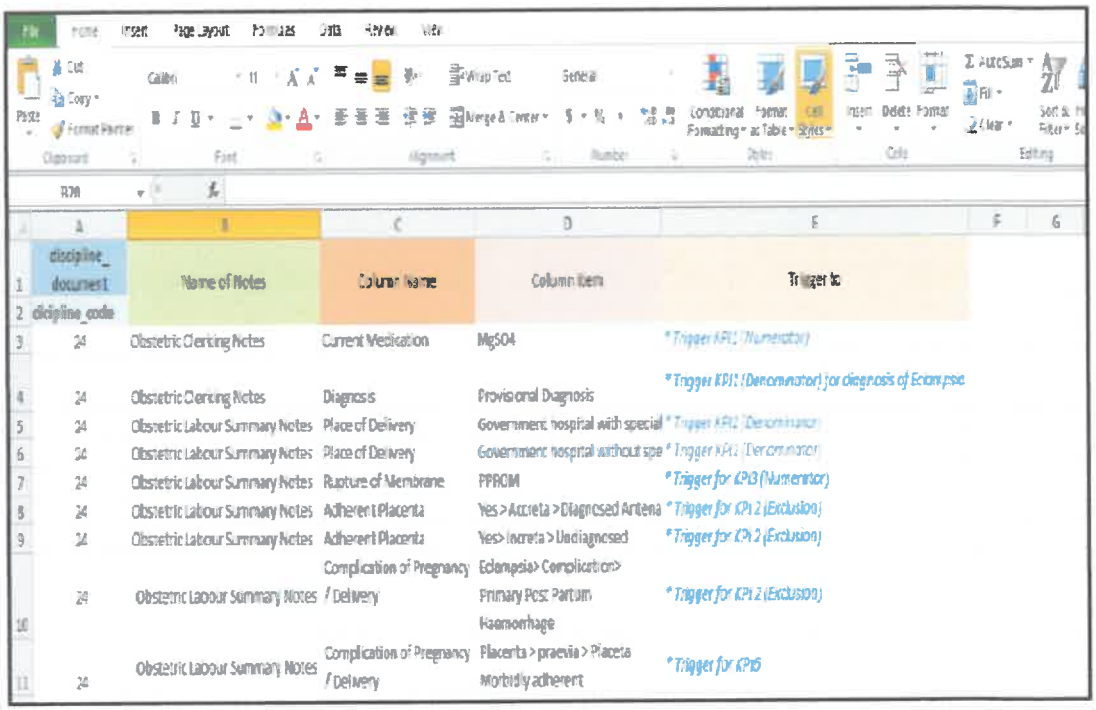
3.1.2 Log the error into Bugzilla

Figure 18: List of logs in Bugzilla

These sub-components are being tested by following the system requirements which are being documented in Program Specific Document (PSD). After these sub-components being tested, errors are being logged into software called Bugzilla. Figure 13 shows the list of logs in Bugzilla. These logs are viewed by lead developer. The lead developer will assign a developer to fix the error. The developer will fix the errors and notify via email once the error is fixed. The retest process will be implemented and if the errors meet the system requirements the errors will be closed, but if the error does not meet the system requirement, the error will be reopen and the process will be the same as the first step.

3.1.3 Data Preparation

Data preparation is the act of preparing raw data or disparate data sources into refined information assets that can be used effectively for various business purposes, such as analysis. The trainer have been assigned to add diagnosis code (icd10), prepare a test case for user acceptance test and edit some information include roles of housement doctor and medical officer. Figure 14 shows the example of data preparation by using Microsoft Excel.



	A	B	C	D	E	F	G
1	discipline_document	Name of Notes	Column Name	Column Item	Trigger to		
2	discipline_code						
3	24	Obstetric Clerking Notes	Current Medication	MgSO4	* Trigger KPI1 (Numerator)		
4	24	Obstetric Clerking Notes	Diagnosis	Provisional Diagnosis	* Trigger KPI1 (Denominator) for diagnosis of Eclampsia		
5	24	Obstetric Labour Summary Notes	Place of Delivery	Government hospital with special	* Trigger KPI1 (Denominator)		
6	24	Obstetric Labour Summary Notes	Place of Delivery	Government hospital without spe	* Trigger KPI1 (Denominator)		
7	24	Obstetric Labour Summary Notes	Rupture of Membrane	PPROM	* Trigger for KPI3 (Numerator)		
8	24	Obstetric Labour Summary Notes	Adherent Placenta	Yes > Accreta > Diagnosed Antena	* Trigger for KPI 2 (Exclusion)		
9	24	Obstetric Labour Summary Notes	Adherent Placenta	Yes> Increta > Undiagnosed	* Trigger for KPI 2 (Exclusion)		
10	24	Obstetric Labour Summary Notes	Complication of Pregnancy / Delivery	Eclampsia> Complication> Primary Post Partum Haemorrhage	* Trigger for KPI 2 (Exclusion)		
11	24	Obstetric Labour Summary Notes	Complication of Pregnancy / Delivery	Placenta > praevia > Placenta Morbidly adherent	* Trigger for KPI5		

Figure 19: The process of preparing data.

3.1.4 Database Checking

Database checking is a task that has been given to ensure that data that has been entered through sub-component are successfully save in the database. The trainer have been assigned to edit some date that need to be fix. The data fixing include list of widget, user roles, user functions and many more. Figure 15 below shows the SQL query and result of the query.

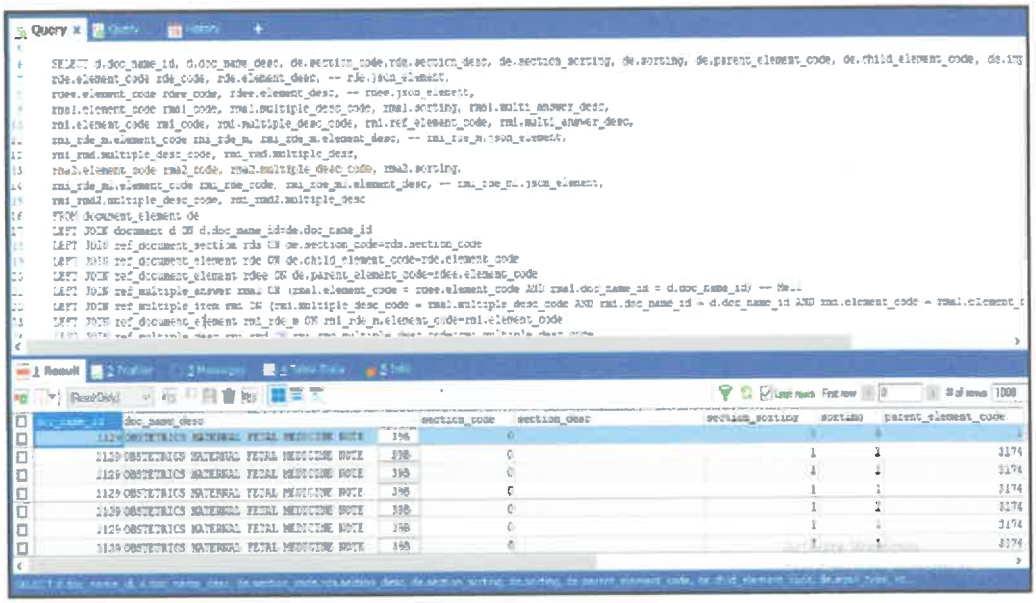


Figure 20: SQL Query in SQLYOG

3.1.5 User Acceptance Test

User Acceptance Testing (UAT), also known as beta or end-user testing, is defined as testing the software by the user or client to determine whether it can be accepted or not. The UAT session is conducted at RHR Hotel Uniten Bangi . As a system analyst , we need to provide first level support to the user in assisting them how to fully test all the functions that exist in the system. This testing plays an important role in validating if all the business requirements are fulfilled or not before releasing the software for market use. Use of live data and real use cases make this testing an important part of the release cycle. This is typically the last step before the product goes live or before the delivery of the product is accepted. The trainer responsible to provide first level support to the user by assisting them in testing the system in the right way.

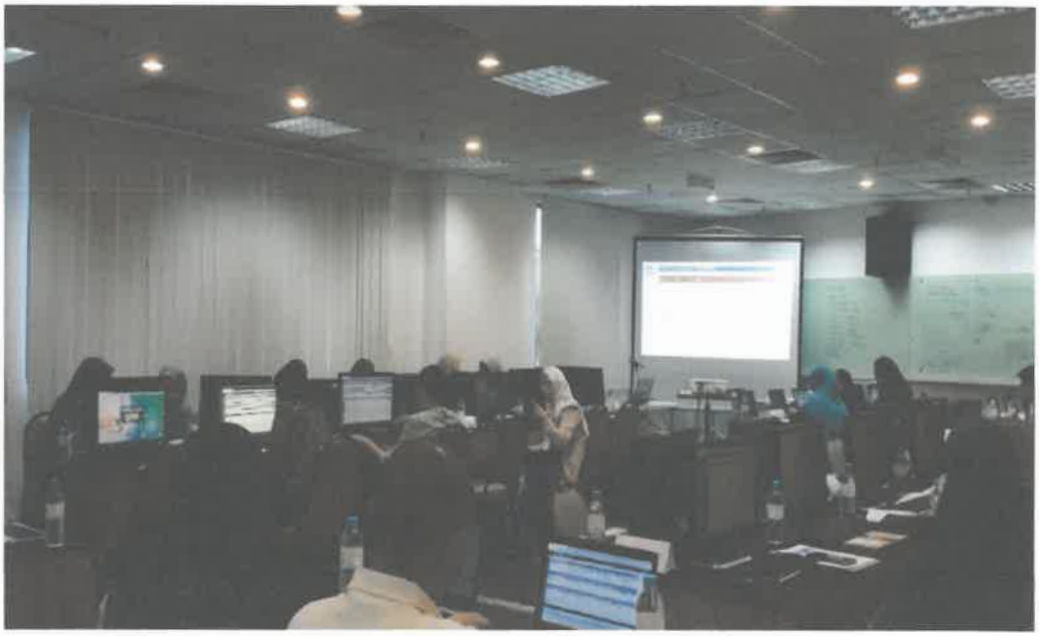


Figure 21: User Acceptance Test Session

a. User Acceptance Test Flowchart

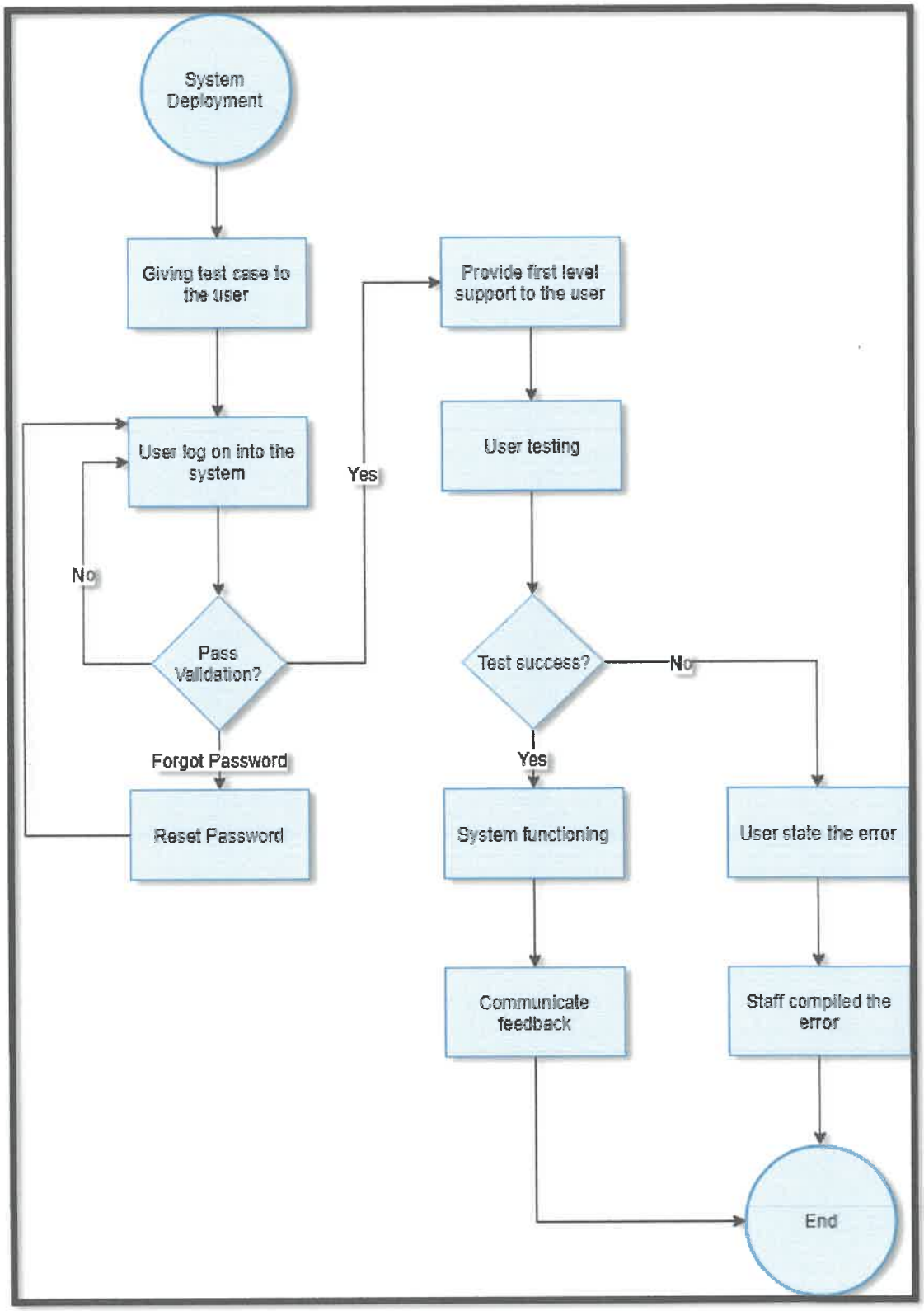


Figure 22: Steps taken in user acceptance test activity.

3.2 Special Project

In this section, i will explain about my special project. After further discussion between my industrial training coordinator , industrial training supervisor and faculty supervisor, the trainer decided to make a quick guide manual to be used in training session. The title of the manual guide is "HIS@KKM Quick Guide". The manual will be print and pass to the user for training use. During training session, the user will use this manual as a guidance for them to experience in using the system. In this training, the trainer responsible to provide support to the user by assisting them in learning the flow of the system and using the system in the right way.

In this manual, it contains the list of widget and modules that are available in the system . The list of widget that available in the system are pending submission, orientation list, task list, bed management, my roster, leave, shift, event and locum. Meanwhile for the system modules that available in the system are patient management, inpatient/outpatient, staff management, report management and lastly admin tools.

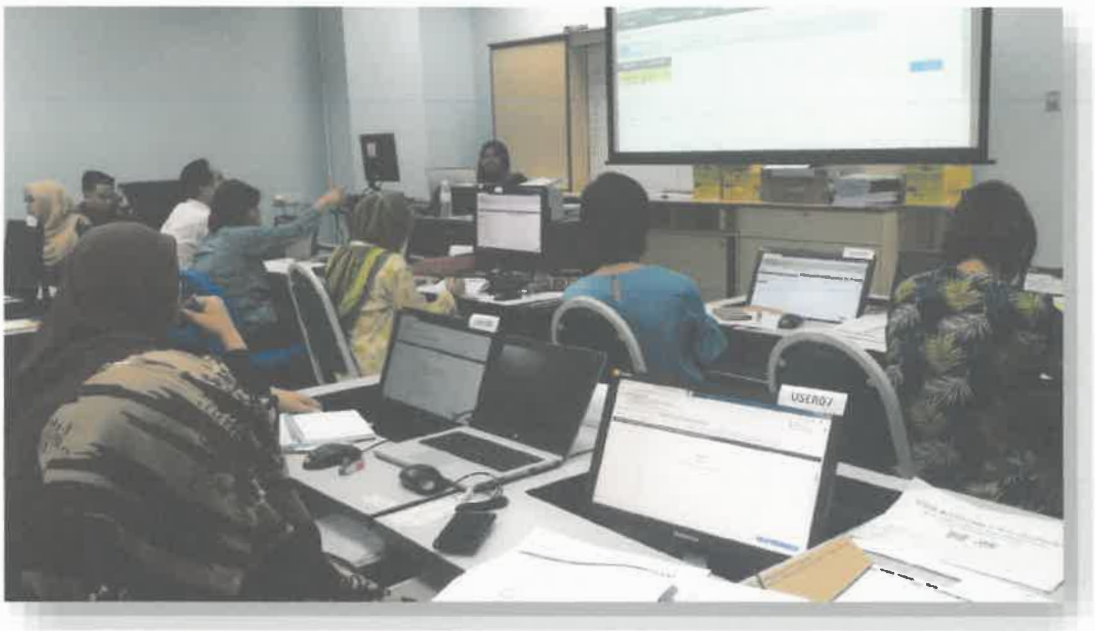


Figure 23: Training Session with HIS@KKM User.

The training held at Hospital Raja Permaisuri Bainun. Training devided into categories of user which different user located at different place. The user that has been stated such as Medical Officer, Housement Officer, Nurse and etc. For the full manual "HIS@KKM Quick Guide", you can reefer at the appendix.

CHAPTER 4:
CONCLUSION

As an undergraduate student of Universiti Teknologi MARA, I would like to say that this industrial training program is an excellent opportunity to get an experience that I would never gain directly through the lectures in the classroom. This chapter will contain my personal comment, issues that needs to address and propose recommendations if necessary as long as they do not affect the reputation of HeiTech Padu Berhad.

4.1 Application of Knowledge, Skills and Experience in Undertaking The Task.

Knowledge that i gained during the industrial training is devided by technical and non-technical knowledge.

4.1.1 Technical Knowledge

A. Bugzilla

Figure 24: Bugzilla Logo

Bugzilla is a web-based general-purpose bug tracker and testing tool originally developed and used by the Mozilla project, and licensed under the Mozilla Public License. During my internship, Ms Rohana make a class for a industrial training student at meeting room. A complete set guide are given to industrial student. Figure 17 shows the logo of Bugzilla.

B. SQLyog

Figure 25: SQLyog Logo

SQLyog Community Software used for development Phase. It is related to stored methods and also user-defined. Besides, the functions physically stored within the database under concentrated form following by the specific name. It allows you to share the tasks between some programs. The distinct feature of functions is that they can return a value as a result of their work. SQLyog require industrial student to insert sql command to extract data for data editting purpose.

4.1.2 Non-Technical Knowledge.

A. Communication

Communication is crucial in here because to work as a team, all the issue and problem need to be address to the respective person quickly so that the task will not be delayed. Day by day, I realised that communication is extremely important to keep up with the given schedule. This is where I build my communication skills with other interns and supervisor or seniors.

All the intern also responsible with Daily standing-up meeting. All the intern will take part and take turn in conducting this daily meeting. This will build communication skills among the interns. The person who conduct the standing-up meeting for that day, responsible to update the progress of the project. Things that need to be updated can be as Progress of assigned task, New task assigned, Expected due date and Any comment or noted for each staff.

In Heitech Padu Berhad, there are several method to communicate between staff such as open meeting. It easy to communicate and explain the idea to the other staff. Next is via emails. It enable us to pass messages to other colleague. Lastly, one on one communication. Through this communication, it enable some people to understand better about the issues and solutions.

B. Teamwork

As the system is done with the other interns from other university, teamwork is very important in order to come out with great result. Being able to solve problems between team members and able to negotiate with team members to settle disputes. Teamwork is also able to convey information via phone, email, and in person.

In PSG Data department, we devided the team according to the task we perform. For example, testing task. Every testing activity need to be made according to discipline in the system. The example of discipline in the system is Orthopedic, the trainee that hanlde orthopedic modules need to test every function in the discipline and lastly report to the lead system analyst about the result and performance issue.

4.2 Personal Thoughts and Opinion

4.2.1 Cooperative and Supporting Staff

From my own thought, all the colleague here are helpful and supportive in helping all the intern to finish their task assigned. As the intern, many enquiries may come from time to time. I always seek for my supervisor's support regarding the issues in daily tasks. She will never reject any enquiries and she will patiently show the solution. Other staff also very supportive to all the interns.

In my department, we practise mentor and mentee. Each intern will have their own mentor. Every day after daily standing-up meeting, each mentor will help all the intern to solve the issue in given tasks and together they will find the solution. From my opinion, this method is a good method in helping the intern to gain more knowledge and to gain more skills in solving problem that occurred unexpectedly.

4.2.2 Cooperation between Team Members

In my opinion, the teamwork between PSG Data groups is unquestionably good. All of the team member will keep updated the tasks with each teammates in finishing the projects. There is many different position in this team such as Project Manager, System Analyst, Business Analyst, Senior Software Developer, Software Architect and the interns. But with all these different positions, we manages to work as a team and make sure the project is right on schedule.

4.3 Lesson Learnt

4.3.1 Time Management

Time management is extremely important in a project environment. A good time management will ensure the project run accordingly and helps to achieve objective effectively. During this internship placement, I learned a lot about managing the time in finishing all the task given. Time management is very crucial in a project as we need to achieve the dateline and target given by the superiors.

Several ways to organize time wisely either working alone or with the team are Create to do list. To-do list is an ideal way to organize tasks. Crossing off the completed tasks one by one and report to the supervisor. Next is, planning what we need to complete each days. This include everything from tasks like checking email from other colleague to hosting meetings. Lastly, one of effective way that implement in Heitech Padu Berhad is using Google Calender. Google Calender that used is to received reminders and remain organized.

This can prove in daily standing up meeting where all there system analyst will give the current progress and will be informed repeatedly about the dateline of task given.

4.3.2 Self-Learning

Self-learning or self-exploration is important in all the task given. Not all problem or issue will be solved by the senior system analyst. During the first two months, the intern will be helped through all the issue arise. But after that, the intern will have to depend on themselves. This self-learning is good for the interns as this will help them in gaining more knowledge and skills in software development industry.

In times when everybody is pressed for time, and formal education comes with its own time constraints, self-learning ensures that one is not under any pressure whatsoever to push oneself.

4.4 Limitations

There are a few limitations that can be seen throughout this internship period. However these limitations are not severe but it can be a good and gentle reminder for each responsible contributor or organization.

The industry did not provide any laptop or desktop for the intern during the training. This will make the intern having slight problem with the configuration of laptop as many of the technologies used in the project need to be applied and installed in intern's laptop. In fact, my laptop in the first month of training always crashed and appeared to be blue screen many times.

Some facilities also not provided to the intern. Some facilities that is not provided is Printing Service. We are not provided with ID and password for printing services. Each time we want to print a document or scan certain documents, we need to ask for other employee their ID and password to use the photocopy services.

4.5 Recommendations

A few recommendations can be made and taken into consideration by all responsible contributor or organization.

The industry should give the access to its facilities for all the intern students. This will make all the work runs smoothly and makes all the operations effective in achieving the objective of project and organization.

The industry also need to be provide with a proper equipment such as laptop as not all interns manage to have laptop with required specifications and configuration. This will make sure all the operations in developing phase runs effective without the need to look into problem of the laptop that are crashing each time.

This recommendation also need to address to the Faculty of Information Management UiTM Kelantan itself as the faculty need to send their student for a practical training in big IT company like HeiTech Padu Berhad. This is because in this big company, students can gain lots of knowledge and skills that they can't get in campus. Students will involve with various IT project and this will helps them to understand more about what they learn in the university and this is the place where they can used all the knowledge in real life. Furthermore, the students can prepare themselves with all the challenges and mentally prepared before getting real job after finished the industrial training.

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APPENDIX

LOGBOOK

DATE : 1 /02/ 2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Background form completion.	
2) Introduction to organization	
3) Setup laptop network	

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DATE : 8/2/ 2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
(i) Exploring Bugzilla.	
- Create i.d.	
- Understand the function of bugzilla and how it's work.	
(ii) Study about HIS @ KKM.	
* understand every discipline function and task.	

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DATE : 11/ 02 / 2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
(12) Exploring HIS @ KKM	
- The nature of the system	
- The data function	
- The role of every discipline.	
(a) Data preparation for HIS @ KKM	
- Prepare data according to diagnosis information standard (ICD 10)	
- Identify the gender for every ICD 10 code standard.	
- Ensuring gender for every diagnosis standard information is right.	

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DATE : 20/2/ 2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

1) Antropometry chart testing

- Testing all the chart function that exist in the system.

- Report the issue in the log for every error that found in the system.

- Describe the error briefly so the developer will know the problem.

DATE : 21/2/ 2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

1) Antro pometry chart testing

- Testing all the chart function that exist in the system.

- Report the issue in the log for every error that found in the system

- Describe the error briefly so the developer will know the problem.

DATE : 28/2/2019

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

1) Meeting at titanium with system analyst team.
   - Discuss on going development system
   - Task review between system analyst
   - Discuss on special projects.

3) Review on JSON Datatype:
   - Datatype
   - Function
   - Slides

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DATE : 1/3/2019

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

1) The Special Project Task.
   - Review on system components.
   - Familiar with the tools to develop the special projects

2) Review on Json Datatype:
   - Datatype
   - Function
   - Slides.

3) On task
   - Submit anthropometry chart log to bugzilla.
   - Get the log id
   - Sent the log id to representative system analyst.

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DATE : 8/3/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Mock up HRPB TASK	
1▶ Slide presentation	
1▶ Request the function that need to be included in the slide presentation.	

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DATE : 11/03/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Mock up HRPB TASK	
1▶ Slide presentation	
1▶ Request the function that need to be included in the slide presentation.	

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DATE : 14/3/2019.

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Study about JSON Query. ▶ reading ▶ Slide.	
2) Special Project Task. ▶ Design Storyboard.	

DATE : 15/3/2019.

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Testing Chart ▶ General Chart. ▶ Identify error for every chart. ▶ Store the error in log format.	

DATE : 20/3/2019.

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Testing Chart Function.	
a) General chart	
b) Identify error for every function	
c) Store the error in log format.	

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DATE : 21/3/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Testing Chart Function	
a) General Chart	
b) Identify error for every function	
c) Store the error in log format.	

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DATE : 26/03/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Review on development Project.	
▶ Check on system function	
▶ Check on system accuracy flow.	
▶ Review every discipline	

DATE : 27/03/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Review on development Project.	
▶ Check on system Function	
▶ Check on system accuracy flow.	
▶ Review every discipline.	

DATE : 1 /04 / 2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Data preparation (ref- pl 206_2017)	
1) Edit data at SQL YoG	
1) ~~[illegible]~~ - Enter specific data into the table	
1) ~~Showing data accurate~~	
1) ~~Measure~~ Checking the accuracy of data.	

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DATE : 2/04 / 2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Data preparation (ref- pl 206_2016)	
1) Edit data at SQL YoG	
1) Enter specific data into table.	
1) [illegible] the accuracy of data.	

PRACTICAL TRAINING LOG BOOK

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DATE : 5/4/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Data Preparation (ref- p1 2-06 - 2017)	Intro to
1▶ Edit data at SQL YOG	SQL-
1▶ Enter specific data into the table	
1▶ Checking the accuracy of data.	

PRACTICAL TRAINING
LOG BOOK
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DATE : 8/4/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) User Acceptance Test	
1▶ Assists user regarding a flow of the system.	
1▶ Help user to log the error in a provided document.	
1▶ Review those log.	
2) Review Log.	
1▶ Ensure the error that clarified by user is truely not working.	
1▶ Re-test the function.	
1▶ Remarks the log to developer.	

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DATE : 11/4/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) User Acceptance Test.	
▶ Assists user regarding the flow of the system.	
▶ Help user to log the error in a provided document.	
▶ Reviews those log.	
2) Computerized order Entry (COE) Testing.	
▶ Re-test the function that log by user.	
▶ update the status of the logs in google document.	

DATE : 12/4/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Computerized order Entry (COE) Testing.	
▶ Re-test the function that log by user.	
▶ update the status of the logs in google document.	

DATE : 17/4/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Data preparation	
1▶ Data reference predefined diagnosis	
1▶ Fill diagnosis description and diagnosis code.	

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DATE : 18/4/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Data preparation	
1▶ Data reference predefined diagnosis	
1▶ Fill diagnosis description and diagnosis code.	

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24 / 4 /2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Function on error chart. Char format. Chart	

DATE : 25 / 4 /2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Testing Function 1) Testing on selected chart. 1) Identify error for every chart. 1) State the error in log format. 10) To test system functionality Chart through icon in Portrait Dashboard	

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DATE : 30/4/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Testing Flowsheet component functionality. 1▶ Testing on selected function. 1▶ identify error 1▶ TO test system functionality of Flowsheet component	

PRACTICAL TRAINING
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DATE : 1/5/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Testing Flowsheet Component Functionality. 1▶ Testing on selected function 1▶ Identify error 1▶ To test system functionality of Flowsheet component	

PRACTICAL TRAINING
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DATE : 6/5/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) testing System Function	
▶ Medical calculator	
▶ Identify error	
▶ Report to the developer if the function is not working.	

DATE : 7/5/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Testing System function	
▶ Medical calculator	
▶ Identify error	
▶ Report to the developer if the function is not working.	
2) Updating data at database.	
▶ update the order of icon at toggle order.	
▶ Using Salvos	

DATE : 10/5/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Testing system function.	
1▶ General : Chart.	
▶ Report to the developer if function is not working.	

DATE : 13/5/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Testing System function.	
1▶ Encounter summary	
1▶ Log the error of the function.	
1▶ Report to the developer about the problem.	

DATE : 16/05/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Testing System Function	
▶ Computerized order entry.	
▶ Log the error of the function.	
▶ Report to developer about the problem.	

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DATE : 17/05/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Testing System Function.	
▶ Computerized order entry.	
▶ Log the error of the function.	
▶ Report to developer about the problem.	

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DATE : 23/5/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Date preparation	
▶ add sub-component for every log divided by discipline.	
▶ process done using microsoft excel.	

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DATE : 24/5/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Date preparation.	
▶ add a sub-component for every log divided by discipline.	
▶ process done using microsoft excel.	

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DATE : 29/5/2019

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

1) User Acceptance Test.

- Check 3.
- Assists the user in using the system.
- List down the recommendation for a certain module.

2) Compile the log.

- Compiled the error that user found from UAT session.
- Report to the developer about the problem.

DATE : 30/ 5 / 2019

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

1) Testing System function.

- Testing the system function that has been been fixed by developer.
- Report to the lead system analyst about system progress.

DATE : 18/6/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Preparation for Go-Live System.	
↳ Data preparation.	
↳ Testing system function	
↳ Brief talk about Go-Live activity.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 19/6/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Preparation for Go-Live System.	
↳ Data Preparation.	
↳ Testing System Function.	
↳ Brief talk about Go-Live activity.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 15/6/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Post Go-Live Support.	
↳ Provide first level support at Hospital Raja Permaisuri Bainun.	
↳ Educate and assists user in using the system in proper way.	
↳ Report any error that occurred at site.	
Ensuring the system running well.	

DATE : 16/6/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Post Go-Live Support.	
↳ Provide first level support at Hospital Raja Permaisuri Bainun.	
↳ Educate and assists user in using the system in proper way.	
↳ Report any error that occurred at site.	
↳ Ensuring the system running well.	

DATE : 19/6/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Post GO-LIVE support.	
↳ Provide first level support at HRPB	
↳ Educate and assists user in using the system in proper way.	
↳ Report any error that occurred at site	
↳ Ensuring the system running well.	

DATE : 20/6/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Post GO-LIVE support.	
↳ Provide first level support at HRPB.	
↳ Educate and assists user in using the system in proper way.	
↳ Report any error that occurred at site.	
↳ Ensuring the system running well.	

DATE : 25/6/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Post Go Live Support.	
⇨ Provide first level support at HRPB.	
⇨ Educate and assists user in using the system in proper way.	
⇨ Report any error that occurred at site.	
⇨ Ensuring the system running well.	

DATE : 26/6/2019

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Post Go live support.	
⇨ Provide first level support at HRPB.	
⇨ Educate and assits user in using the system in proper way.	
⇨ Report any error that occurred at site.	
⇨ Ensuring the system running well.	

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ATTENDANCE

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1 2

TIME SHEET
INDUSTRIAL TRAINING STUDENT

NAME MUHAMMAD HAZIQ FIKRI BIN FAUZI

MONTH FEBRUARY YEAR 2019

UNIT/ PROJECT : MOH

DIVISION : PSG DATA

NO	TASKS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
1	REPORT DUTY WITH HR	4				PH	PH																										4
2	REPORT DUTY WITH SUPERVISOR	4				PH	PH																										4
3	REVIEW COMPANY BACKGROUND				4	PH	PH																										4
4	SETUP LAPTOP NETWORK AT DDMS				4	PH	PH												4														8
5	BRIEFING ON THE SCOPE OF THE TASK					PH	PH					2																					2
6	MEETING AT 'JADE', CHECK ON HIS@KKM CD MODULES AND SCREEN					PH	PH	3																									3
7	BRIEFING ON HOW TO USE BUGZILLA					PH	PH		3																								3
8	REVIEW ON THE SCOPE OF THE ASSIGNED TASK					PH	PH					2																					2
9	REVIEW ON HOW TO USE BUGZILLA					PH	PH		1																								1
10	REVIEW ON HOW HIS@KKM WORKS					PH	PH	5	4				3																				12
11	ON THE TASK					PH	PH					4	5	5	8	8			4	8	8	8	8			8	8	8	8				98
12	DISCOVER ON PAEDIATRICS AND NEONATOLOGY					PH	PH							3																			3
						PH	PH																										
						PH	PH																										
						PH	PH																										
						PH	PH																										
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						PH	PH																										
	TOTAL	8			8			8	8			8	8	8	8	8			8	8	8	8	8					8	8				144

Notes: This Time Sheet Form need to be submitted together with Work Evaluation Report Form to HR Representative by the 5th day of calender month. Failing to do so, your allowance payment will be delayed.

Public Holiday(PH) YELLOW Saturday GREEN

Medical Leave(ML) RED Sunday GREEN

Leave BLUE

ROHANA BT YUSOF

DATE : 28/6/2019

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[HEITECH/CDD/147-
V1.2]

TIME SHEET
INDUSTRIAL TRAINING STUDENT

NAME : MUHAMMAD HAZIQ FIKRI BIN FAUZI

MONTH : MARCH YEAR : 2019

UNIT/ PROJECT : HOH

DIVISION : PSG DATA

NO	TASKS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
1	SPECIAL PROJECT TASK: REVIEW AND FAMILIAR WITH THE TOOLS TO DEVELOP PROJECT	4			4	4	4																										16
2	REVIEW JSON DATATYPE	2			4	4									4																		14
3	ON THE TASK (Anthopometry Chart Log Submit)	2																															2
4	MEETING AT JADE (Discussed about MockUp Hrpb Task)						2																										2
5	MOCK UP TASK (Slide Presentation and Re-Test The Function That Need To Be Included In Slide)						2	8	8			8	8																				34
6	SPECIAL PROJECT TASK: Design Storyboard													4	4																		8
7	MEETING AT JADE (Mock Up Presentation Practice)													4																			4
8	ON TASK (General Chart Testing)															8			8	8	8	8	8										48
9	REVIEW ON DEVELOPMENT PROJECT (System Function, Accuracy and Discipline)																									8	8	8	8	3			35
10	Outstation: Rhr Uniten Bangi (Review The Log, Define Problem and Delegating Task)																													5			5
	TOTAL	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			168

Notes: This Time Sheet Form need to be submitted together with Work Evaluation Report Form to HR Representative by the 5th day of calender month. Failing to do so, your allowance payment will be delayed.

Public Holiday(PH) YELLOW Saturday GREEN

Medical Leave(ML) RED Sunday GREEN

Leave BLUE

VERIFIED BY IMMEDIATE SUPERVIS :

NAME :

DATE : 28/6/2019

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HEITECH/CDD/147/V 1.2

TIME SHEET
INDUSTRIAL TRAINING STUDENT

NAME: MUHAMMAD HAZIQ FIKRI BIN FAUZI

MONTH: APRIL YEAR: 2019

UNIT/ PROJECT : MOH

DIVISION : PSG DATA

NO	TASKS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
1	DATA PREPARATION (REF_PL206_2017)	8	8	8	8	8																											40
2	USER ACCEPTANCE TEST (HIS_KKM)								3		3	3																					9
3	REVIEW AND TESTING THE LOG (COMPUTERISED ORDER ENTRY)								5	8	5	5	8																				31
4	DATA PREPARATION (REFERENCE_PREDEFINED_DIAGNOSIS)															8	8	8	8														32
5	TESTING (CHART)																						8	8	8	8	8						40
6	TESTING (FLOWSHEET COMPONENT)																													8	8		16
	TOTAL	8	8	8	8	8			8	8	8	8	8			8	8	8	8				8							8	8		168

Notes: This Time Sheet Fonn need to be submitted together with Work Evaluation Report Form to HR Representative by the 5th day of calender month. Failing to do so, your allowance payment will be delayed

Public Holiday(PH) YELLOW Saturday GREEN

Medical Leave(ML) RED Sunday GREEN

Leave BLUE

VERIFIED BY IMMEDIATE SUPERVISOR:

NAME : ROHANA YUSOF

DATE : 9/6/2019

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V1.2

TIME SHEET
INDUSTRIAL TRAINING STUDENT

NAME MUHAMMAD HAZIQ FIKRI BIN FAUZI

UNIT/ PROJECT : MOH

MONTH MAY YEAR 2019

NO	TASKS	1	2	3	4	5	6	7	8	9	31	TOTAL
1	TESTING SYSTEM FUNCTION (FLOWSHEET)	8										8
2	TESTING SYSTEM FUNCTION (KPI / REGISTRY)		8	8								16
3	TESTING SYSTEM FUNCTION (MEDICAL CALCULATOR)						8	3				11
4	UPDATING DATA (TOGGLE ORDER)							5	8	8		21
5	TESTING SYSTEM FUNCTION(CHART)											8
6	TESTING SYSTEM FUNCTION (ENCOUNTER SUMMARY)											24
7	TESTING SYSTEM FUNCTION (COE)											16
8	DATA PREPARATION (ADD SUB-COMPONENT BY DISCIPLINE)											16
9	USER ACCEPTANCE TEST HIS@KKM										8	40
10	REGRESSION TESTING (CLINICAL NOTES)											8
11	TESTING SYSTEM FUNCTION (ADMIN FORM)											8
	TOTAL	8	8	8			8	8			8	176

Notes: This Time Sheet Form need to be submitted together with Work Evaluation Report Form to HR Representative by the 5th day of calender month. Failing to do so, your allowance payment will be delayed.

Public Holiday(PH) YELLOW Saturday GREEN

Medical Leave(ML) RED Sunday GREEN

Leave BLUE

NAME

DATE

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1.2

TIME SHEET
INDUSTRIAL TRAINING STUDENT

NAME MUHAMMAD HAZIQ FIKRI BIN FAUZI

MONTH JUNE YEAR 2019

UNIT/ PROJECT : MOH

DIVISION : [redacted]

NO	TASKS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						
1	Preparation for Go-Live System (Data Preparation)										3	3	3	3	3							
2	Preparation for Go-Live System (Testing System Function)										3	3	3	3	3							
3	Preparation for Go-Live System (Brief Talk)										2	2	2	2	2							
4	Post Go-Live Support															8	8	8	8	8	8	
	TOTAL										8	8	8	8	8	8	8	8	8	8	8	

Notes: This Time Sheet Fonn need to be submitted together with Work Evaluation Report Form to HR Representative by the 5th day of calender month. Failing to do so, your allowance payment will be delayed.

Public Holiday(PH) YELLOW Saturday GREEN

Medical Leave(ML) RED Sunday GREEN

Leave BLUE

SPECIAL PROJECT

HIS@KKM QUICK GUIDE

OBJEKTIF KURSUS

1. Menerangkan pengenalan HIS@KKM
2. Menerangkan Modul *Patient Management, Inpatient/Outpatient, Staff Management, Administrator Tools, Report Management* dan transaksi yang terlibat dengan penambahbaikan
3. Menunjukkan aliran proses dan skrin yang terlibat mengikut transaksi
4. Meningkatkan kemahiran pengguna terhadap HIS@KKM

AGENDA

1. Pengenalan HIS@KKM
2. Navigasi Skrin HIS@KKM
3. Transaksi penambahbaikan dan transaksi baru di dalam modul *Patient Management, Inpatient/Outpatient, Staff Management, Administrator Tools* dan *Report Management*

3

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PENGENALAN HIS@KKM

4

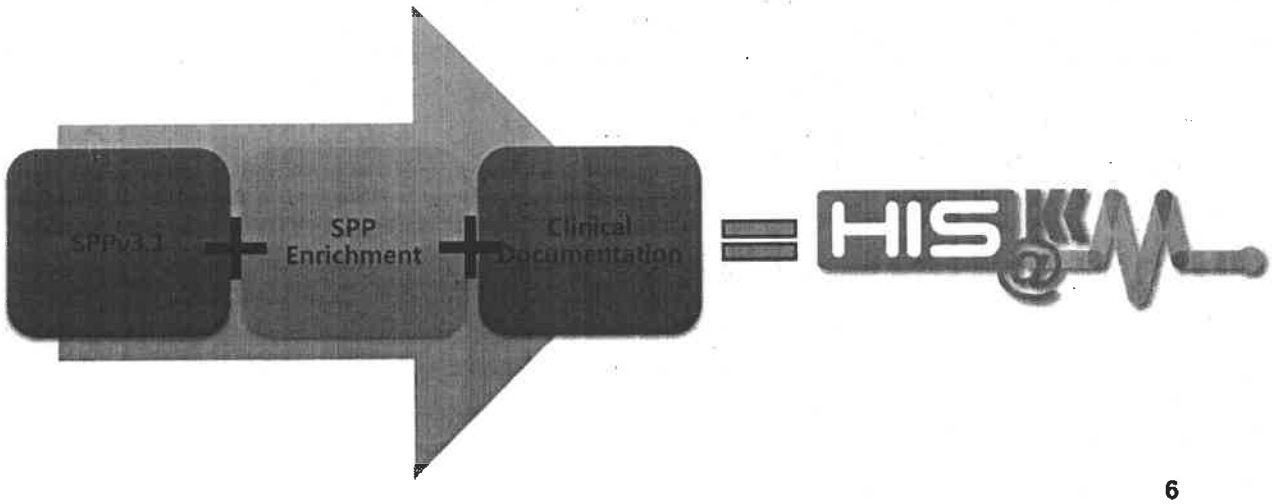
PENGENALAN HIS@KKM

Komponen HIS@KKM merangkumi:

- Penambahbaikan modul-modul SPPV3.1 yang dikenali sebagai SPP Enrichment
- Pembangunan modul Clinical Documentation bagi 12 disiplin
- Pembangunan integrasi sistem dan peranti perubatan, *application programming interface, mobile application & business intelligent tools*
- Penukaran transaksi-transaksi SPPV3.1 (yang tiada penambahbaikan) kepada *framework* HIS@KKM

5

PENGENALAN HIS@KKM



6

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NAVIGASI SKRIN HIS@KKM

7

Topik :

1. **Perubahan Skrin (SPPV3.1 kepada HIS@KKM)**
2. ***Login Page***
3. ***Landing Page***
4. ***User Profile***
5. ***Provider Dashboard***

8

Topik 1: Perubahan Skrin (SPPV3.1 kepada HIS@KKM)

9

PERUBAHAN SKRIN SPPV3.1 KEPADA HIS@KKM

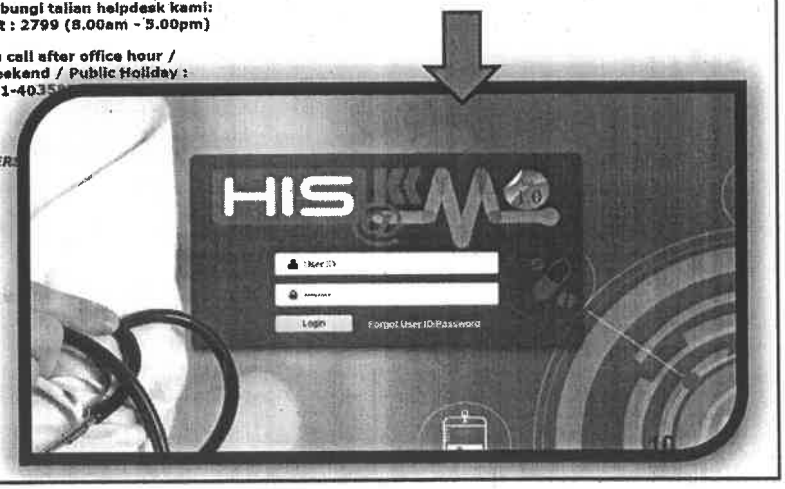
LOGIN PAGE

SPPv3.5

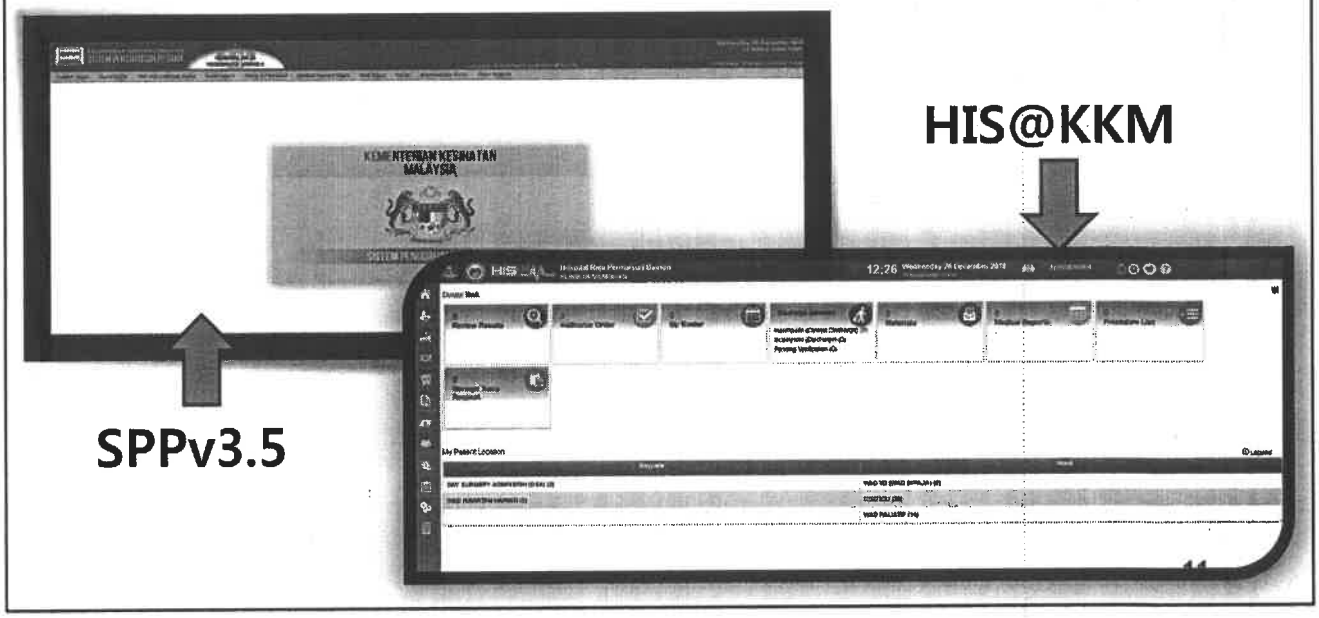
Sebarang pertanyaan/kesulitan, sila hubungi talian helpdesk kami:
Ext : 2799 (8.00am - 5.00pm)

On call after office hour / weekend / Public Holiday :
011-403[illegible]

HIS@KKM



PERUBAHAN SKRIN SPPV3.1 KEPADA HIS@KKM
LANDING PAGE

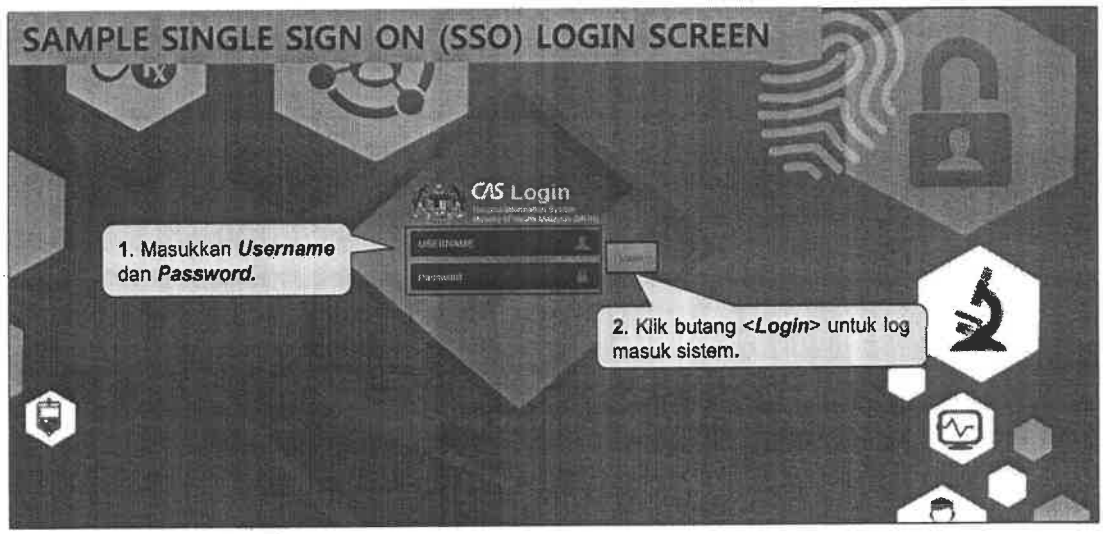


Topik 2: *Login Page*

12

LOGIN PAGE

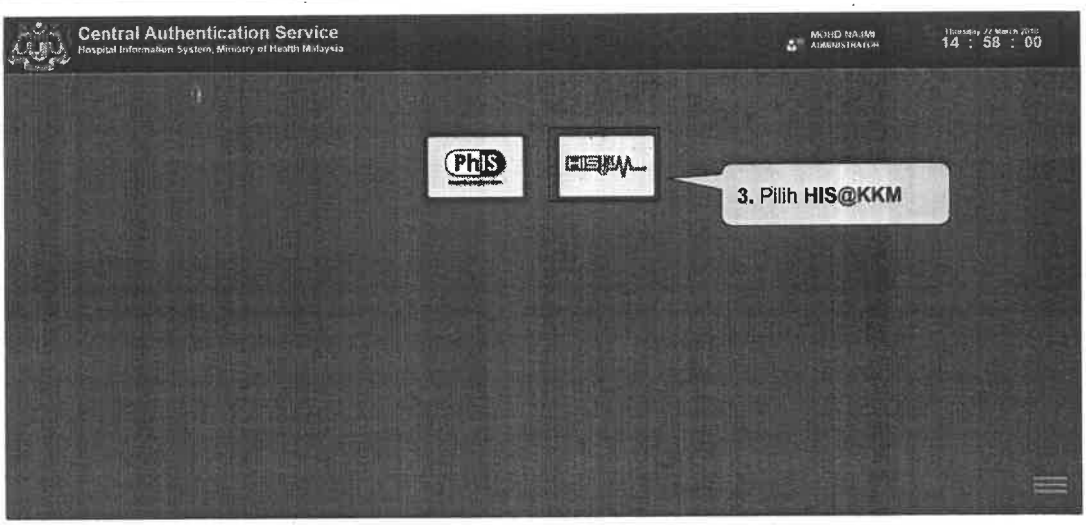
Transaksi: *Forgot User ID/Password* | **Tugasan:** Pengguna HIS@KKM | **Navigasi:** *HIS@KKM URL > Login Page > Forgot User ID/Password*



13

LOGIN PAGE

Transaksi: *Login* | **Tugasan:** Pengguna HIS@KKM | **Navigasi:** *HIS@KKM URL > Login Page*



14

LOGIN PAGE - FORGOT USER ID/ PASSWORD

Transaksi: *Forgot User ID/ Password* | **Tugasan:** Pengguna HIS@KKM | **Navigasi:** *HIS@KKM URL > Login Page > Forgot User ID/Password*

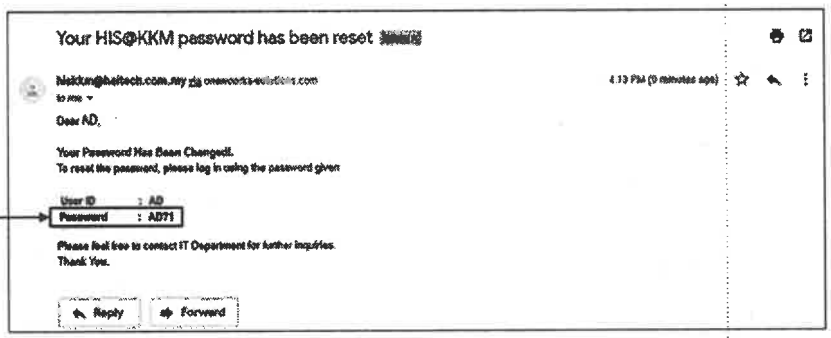
Tujuan: Untuk membolehkan pengguna menetapkan semula kata laluan apabila terlupa kata laluan semasa hendak melakukan *Login*.

15

LOGIN PAGE - FORGOT USER ID/ PASSWORD

Transaksi: *Forgot User ID/ Password* | **Tugasan:** Pengguna HIS@KKM | **Navigasi:** *HIS@KKM URL > Login Page > Forgot User ID/Password*

1. *Email* berdaftar

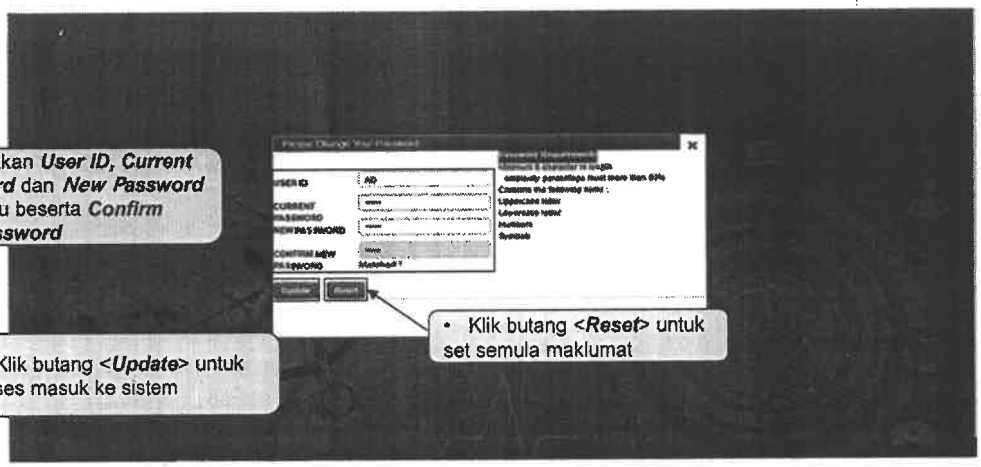


4. Salin ***Password*** yang diberikan

16

LOGIN PAGE - FORGOT USER ID/ PASSWORD

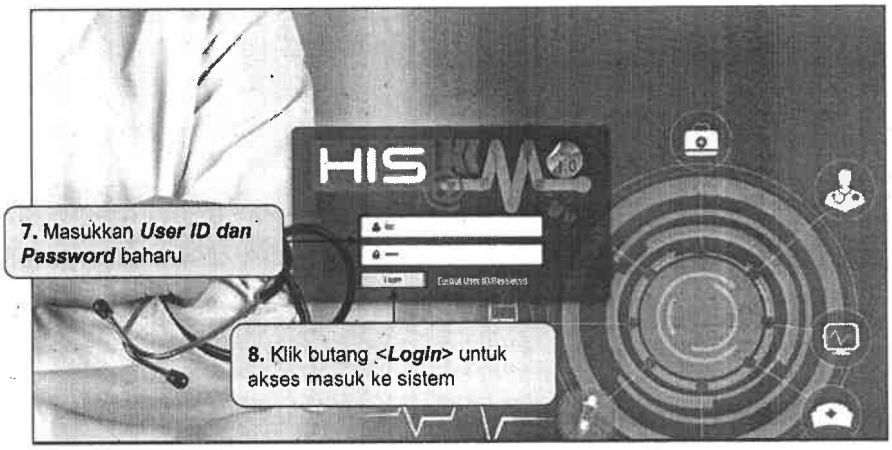
Transaksi: *Forgot User ID/ Password* | **Tugasan:** Pengguna HIS@KKM | **Navigasi:** *HIS@KKM URL > Login Page > Forgot User ID/Password*



17

LOGIN PAGE - FORGOT USER ID/ PASSWORD

Transaksi: *Forgot User ID/ Password* | **Tugasan:** Pengguna HIS@KKM | **Navigasi:** *HIS@KKM URL > Login Page > Forgot User ID/Password*

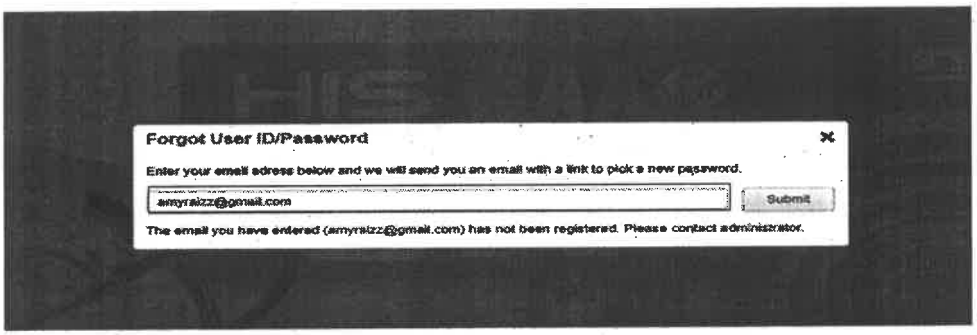


18

LOGIN PAGE - FORGOT USER ID/ PASSWORD

Transaksi: *Forgot User ID/ Password* | **Tugasan:** Pengguna HIS@KKM | **Navigasi:** *HIS@KKM URL > Login Page > Forgot User ID/Password*

2. *Email* tak berdaftar



Tip

- Hubungi pihak IT untuk mengemaskini maklumat peribadi anda dalam sistem

- Mesej ini akan dipaparkan sekiranya alamat *Email* yang anda masukkan masih belum didaftarkan ke dalam sistem

19

LOGIN PAGE - ANNOUNCEMENT

Transaksi: *Announcement* | **Tugasan:** Pengguna HIS@KKM | **Navigasi:** *Login > Announcement*

Tujuan: Untuk memaparkan sebarang notifikasi baharu kepada semua pengguna

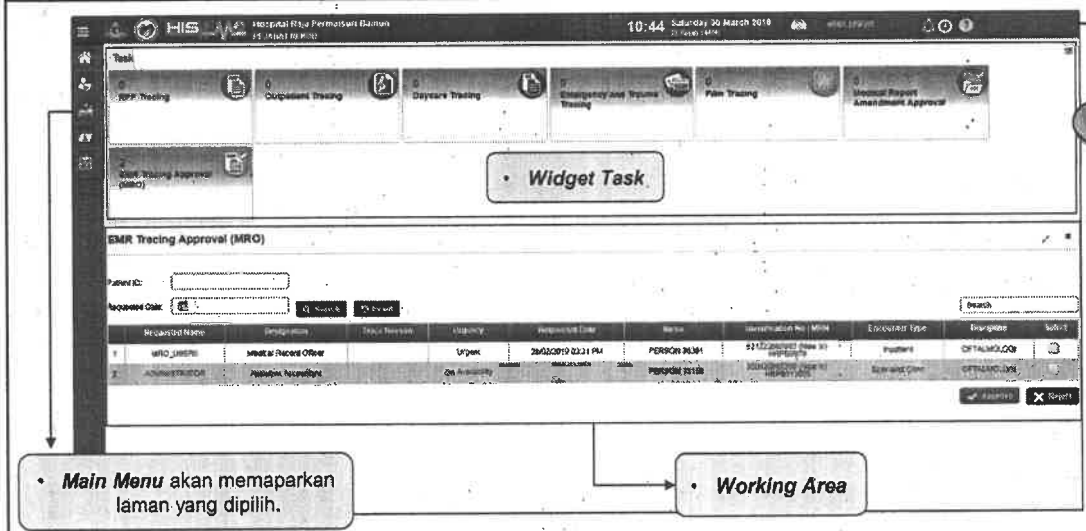
20

Topik 3: *Landing Page*

21

Topik 3: *Landing Page*

Transaksi : *Login*	Tugasan : Pengguna HIS@KKM	Navigasi: *Login Page*

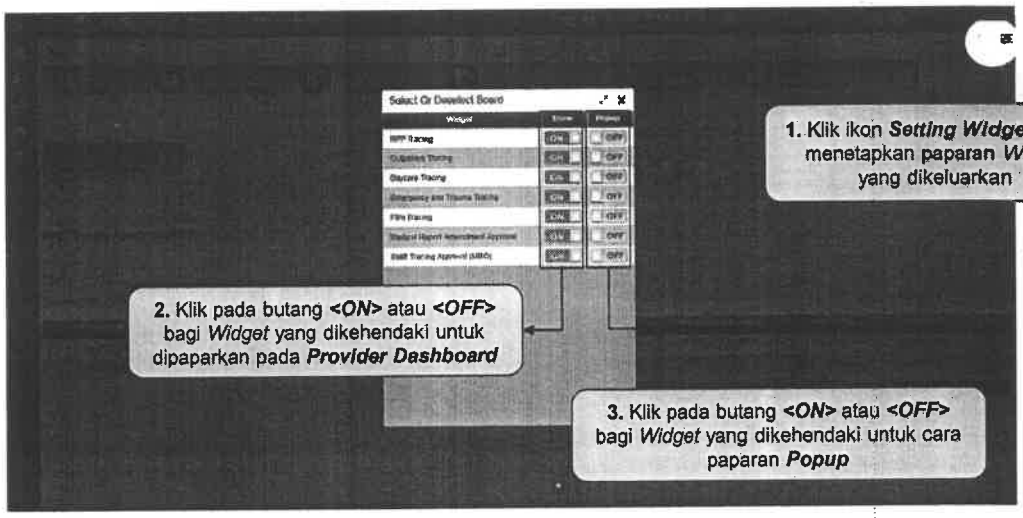


Sila rujuk **Lampiran Ikon** untuk maklumat berkaitan Ikon yang terdapat pada ***Header***

22

Topik 3: *Landing Page*

Transaksi : *Setting Widget*	Tugasan : Pengguna HIS@KKM	Navigasi: *Home > Provider Dashboard*



23

Topik 4: *User Profile*

24

Topik 4: *User Profile*

Tujuan: Untuk membolehkan pengguna sistem untuk menguruskan Profil Pengguna.

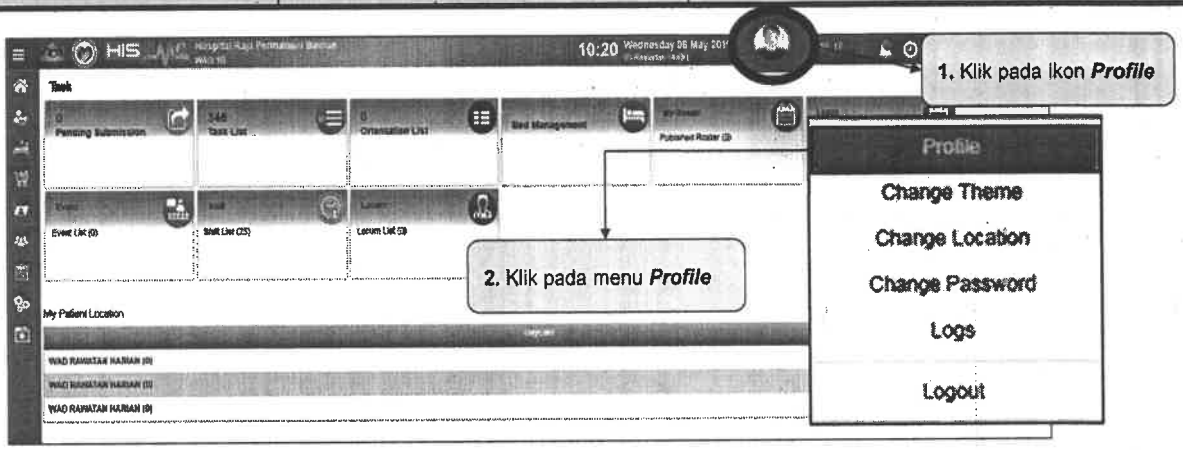
Senarai sub - topik yang terlibat di dalam penambahbaikan ini ialah :

1. *Profile*
2. *Change Theme*
3. *Change Location*
4. *Change Password*
5. *Logs*

25

Topik 4: *User Profile – Profile*

Transaksi : *User Profile* | **Tugasan** : Pengguna HIS@KKM | **Navigasi:** *Login > Home > User Profile*

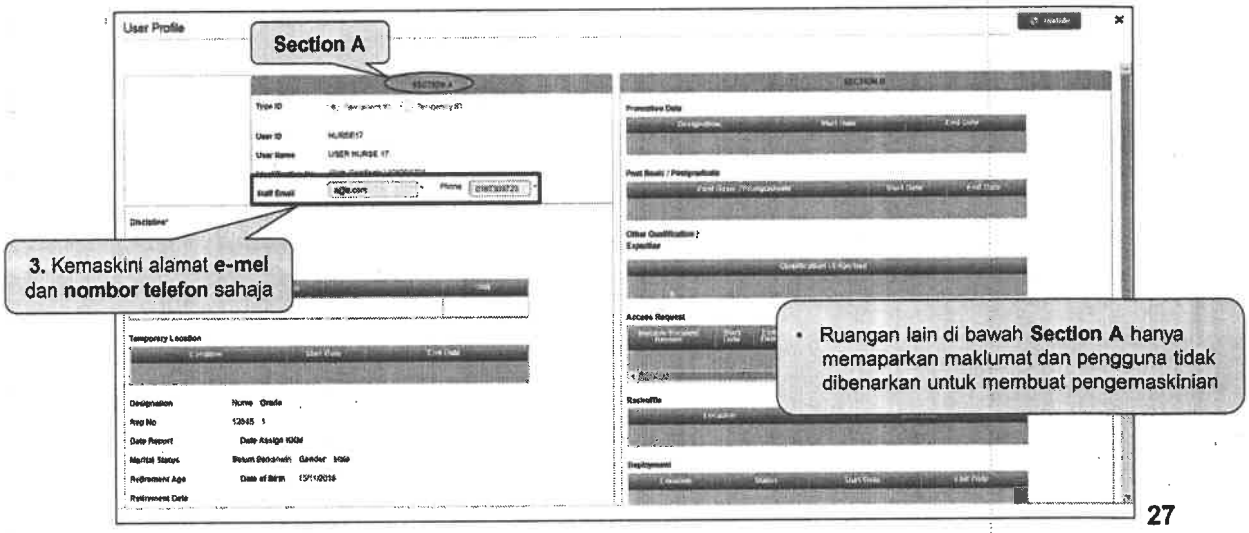


Tujuan: Untuk pengguna melihat dan mengemas kini profil mereka. Pengguna hanya dibenarkan untuk menukarkan alamat e-mel dan nombor telefon sahaja.

26

Topik 4: *User Profile – Profile*

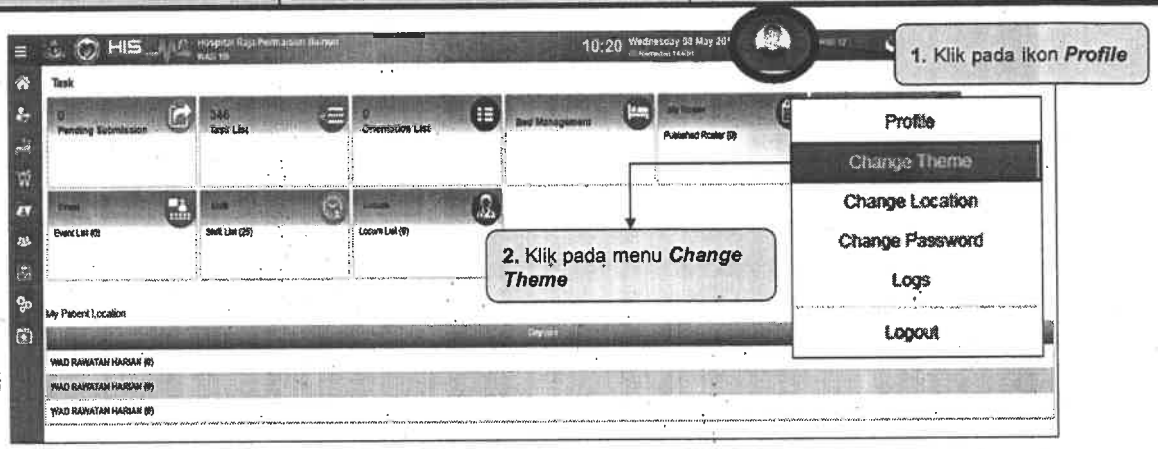
Transaksi : *User Profile*	**Tugasan** : Pengguna HIS@KKM	**Navigasi:** *Login > Home > User Profile*



27

Topik 4: *User Profile – Change Theme*

Transaksi : *User Profile*	**Tugasan** : Pengguna HIS@KKM	**Navigasi:** *Login > Home > User Profile*

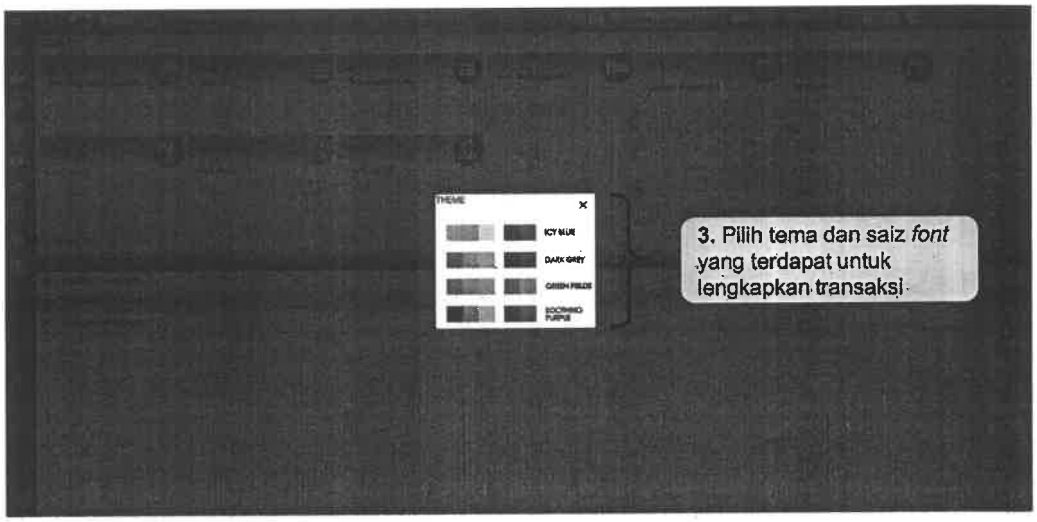


Tujuan: Untuk membolehkan pengguna sistem menukar tema dan saiz *font* sistem mengikut keperluan

31

Topik 4: *User Profile – Change Theme*

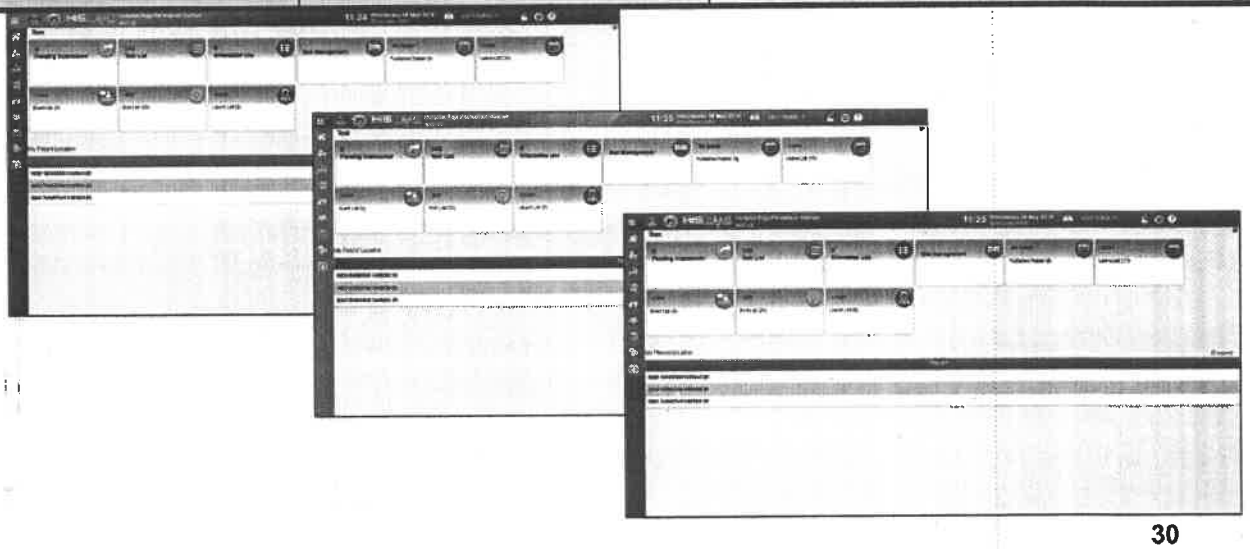
Transaksi : *User Profile*	**Tugasan** : Pengguna HIS@KKM	**Navigasi**: *Login > Home > User Profile*



29

Topik 4: *User Profile – Change Theme*

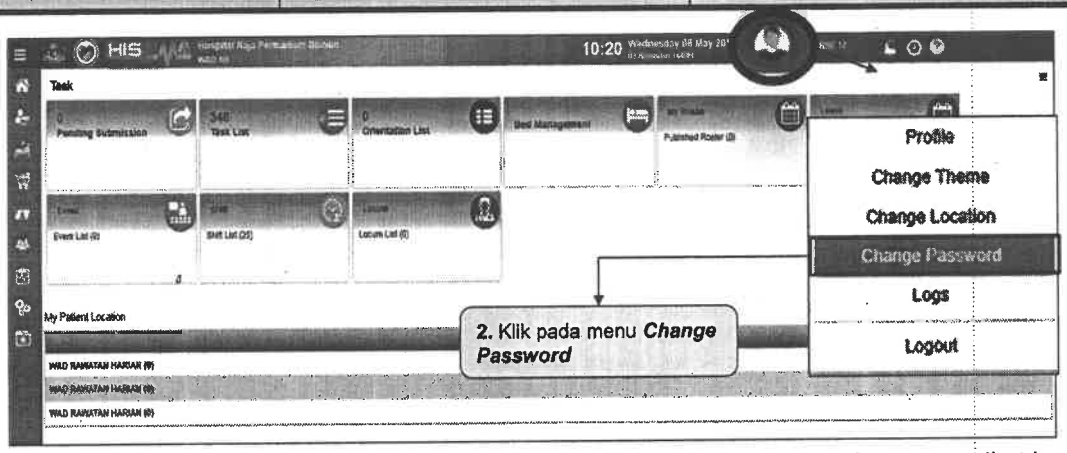
Transaksi : *User Profile*	**Tugasan** : Pengguna HIS@KKM	**Navigasi**: *Login > Home > User Profile*



30

Topik 4: *User Profile – Change Password*

Transaksi : *User Profile*	Tugasan : Pengguna HIS@KKM	Navigasi: *Login > Home > User Profile*

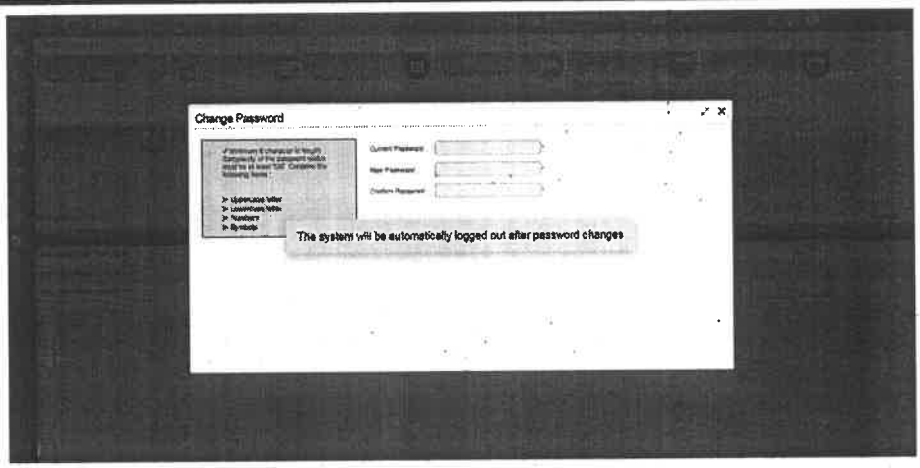


Tujuan: Untuk membolehkan pengguna sistem menukar kata laluan dalam sistem mengikut keperluan

34

Topik 4: *User Profile – Change Password*

Transaksi : *User Profile*	Tugasan : Pengguna HIS@KKM	Navigasi: *Login > Home > User Profile*

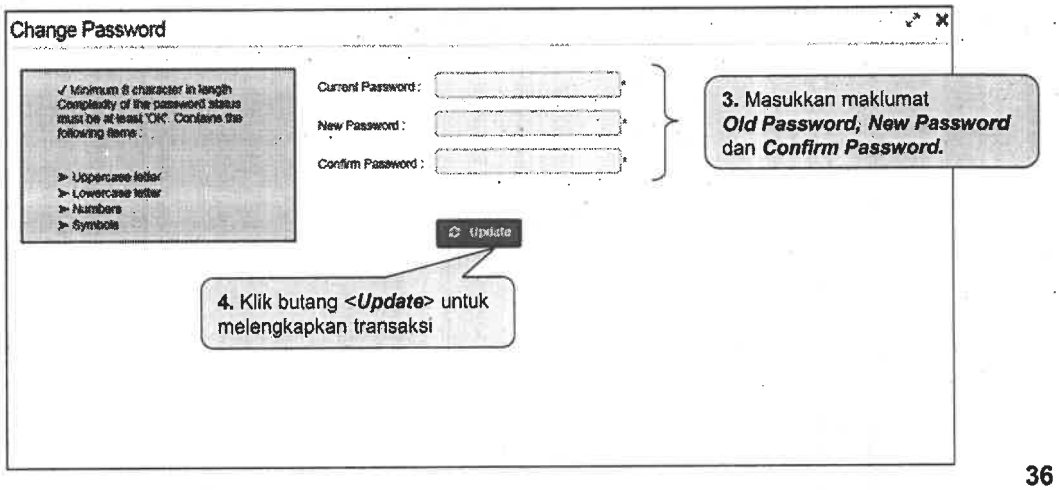


Tujuan: Untuk membolehkan pengguna sistem menukar lokasi dalam sistem mengikut keperluan

35

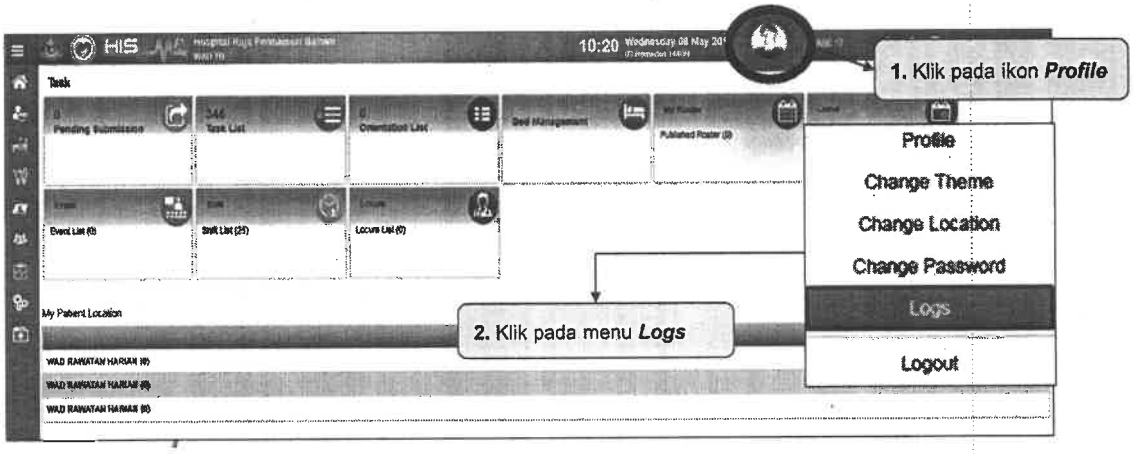
Topik 4: *User Profile – Change Password*

Transaksi : *User Profile*	**Tugasan** : Pengguna HIS@KKM	**Navigasi:** *Login > Home > User Profile*



36

Topik 4: *User Profile – Logs*

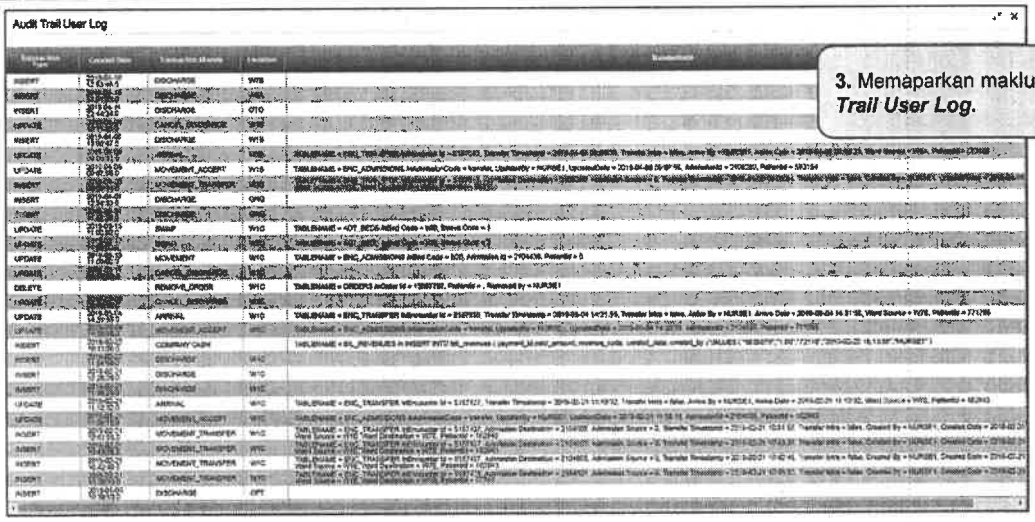


Tujuan: Untuk membolehkan pengguna sistem melihat ringkasan transaksi log pengguna *(Audit Trail User Log)*.

34

Topik 4: *User Profile – Logs*

Transaksi : *User Profile*	**Tugasan** : Pengguna HIS@KKM	**Navigasi:** *Login > Home > User Profile*



35

Topik 1 : *Provider Dashboard*

36

Topik 1: *Provider Dashboard*

Berikut adalah senarai *Widget* yang akan dipaparkan bagi jururawat :

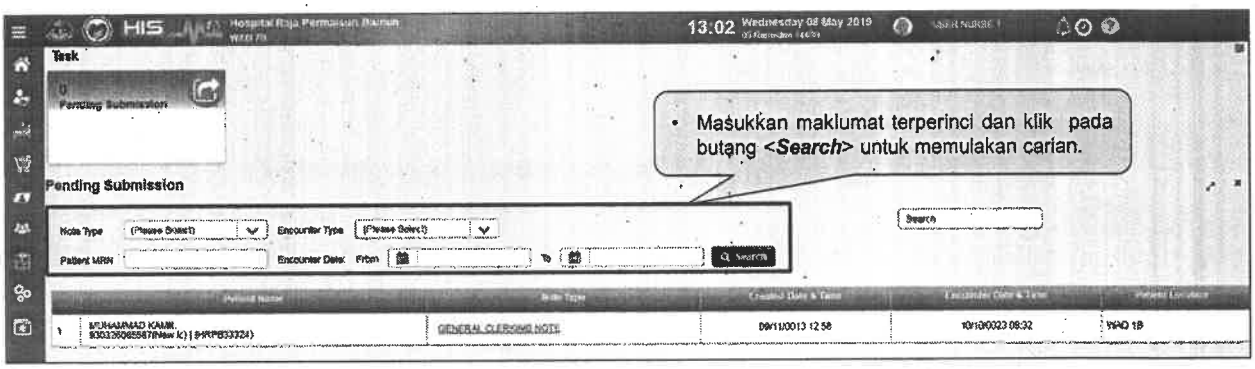
a. Pending Submission
b. Orientation List
c. Task List
d. Bed Management
e. My Roster
f. Leave
g. Shift
h. Event
i. Locum

37

Topik 1: *Provider Dashboard – Pending Submission*

Transaksi: *Pending Submission*	**Tugasan:** *Nurse*	**Lokasi:** Wad	**Navigasi:** *Login* HIS@KKM > *Provider Dashboard*

a. Pending Submission **:** Memaparkan senarai nota klinikal yang berstatus save dan akan di*submit* secara automatik dalam tempoh masa 12 jam.

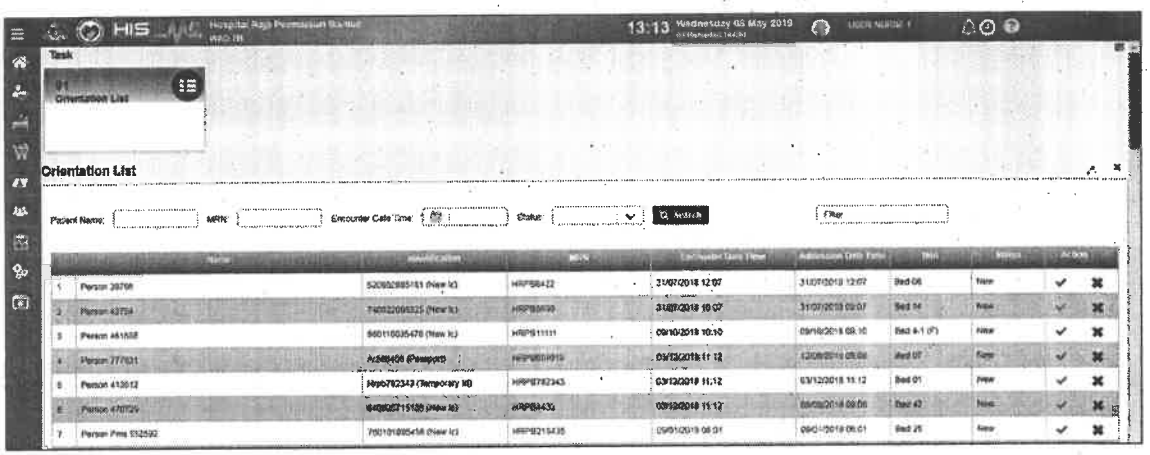


38

Topik 1: *Provider Dashboard – Orientation List*

Transaksi: *Orientation List*	Tugasan: *Nurse*	Lokasi: Wad	Navigasi: *Login* HIS@KKM > *Provider Dashboard*

b. Orientation List : Memaparkan senarai pesakit yang belum selesai orientasi.

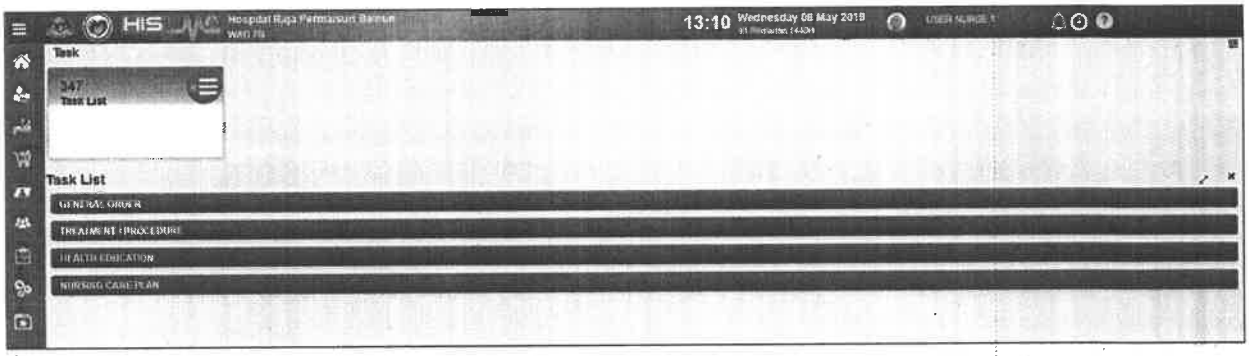


39

Topik 1: *Provider Dashboard – Task List*

Transaksi: *Task List*	Tugasan: *Nurse*	Lokasi: Wad	Navigasi: *Login* HIS@KKM > *Provider Dashboard*

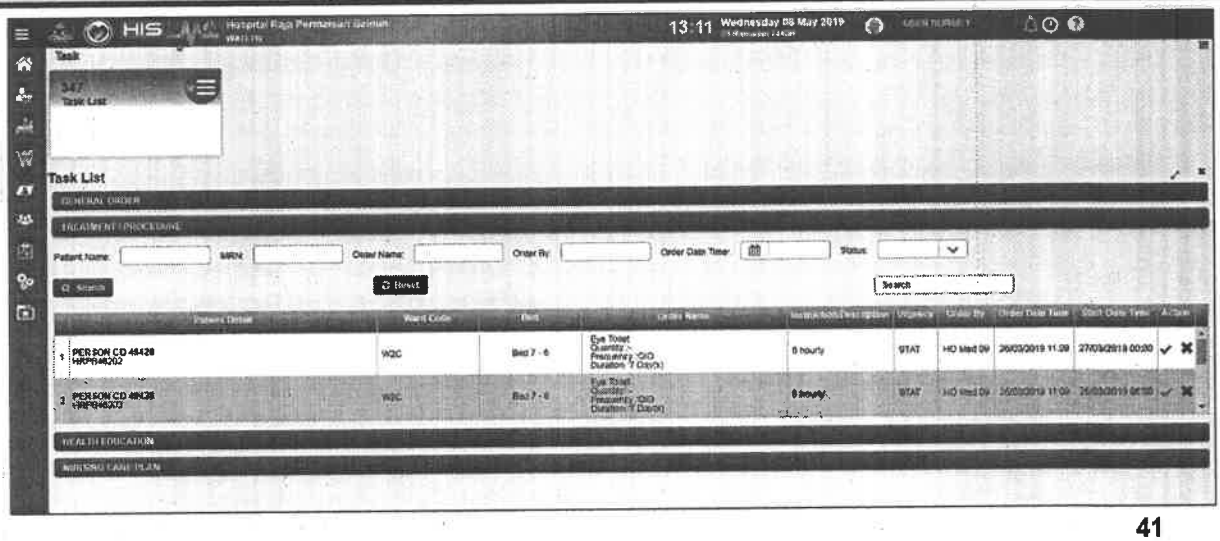
c. Task List : Memaparkan senarai tugasan yang memerlukan tindakan.



40

Topik 1: *Provider Dashboard – Task List*

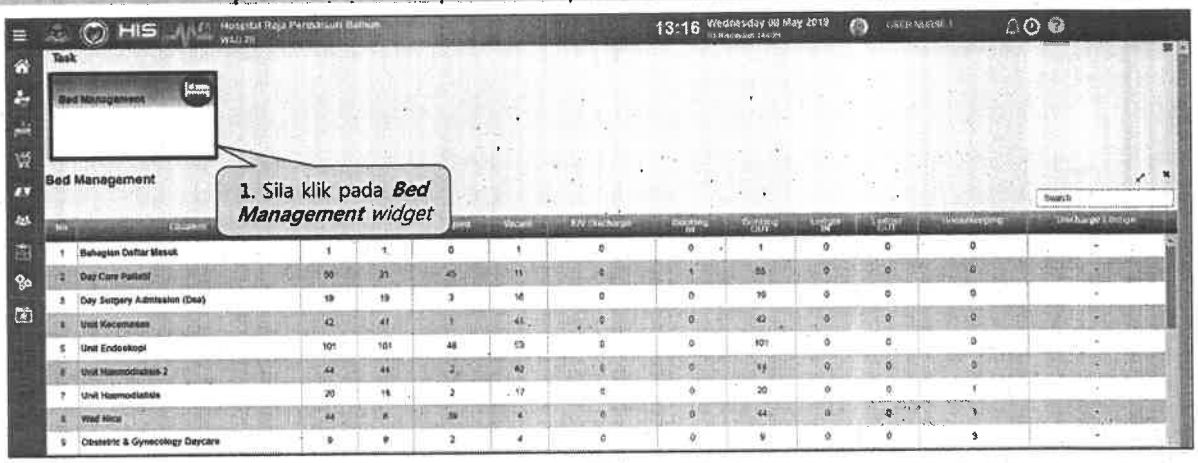
Transaksi: *Pending Submission*	**Tugasan:** *Nurse*	**Lokasi:** Wad	**Navigasi:** *Login HIS@KKM > Provider Dashboard*



41

Topik 1: *Provider Dashboard – Bed Management (Housekeeping)*

Transaksi: *Bed Management*	**Tugasan:** *Sister/Nurse*	**Lokasi:** Wad	**Navigasi:** *Home > Provider Dashboard > Bed Management > Wards > Ward Dashboard*

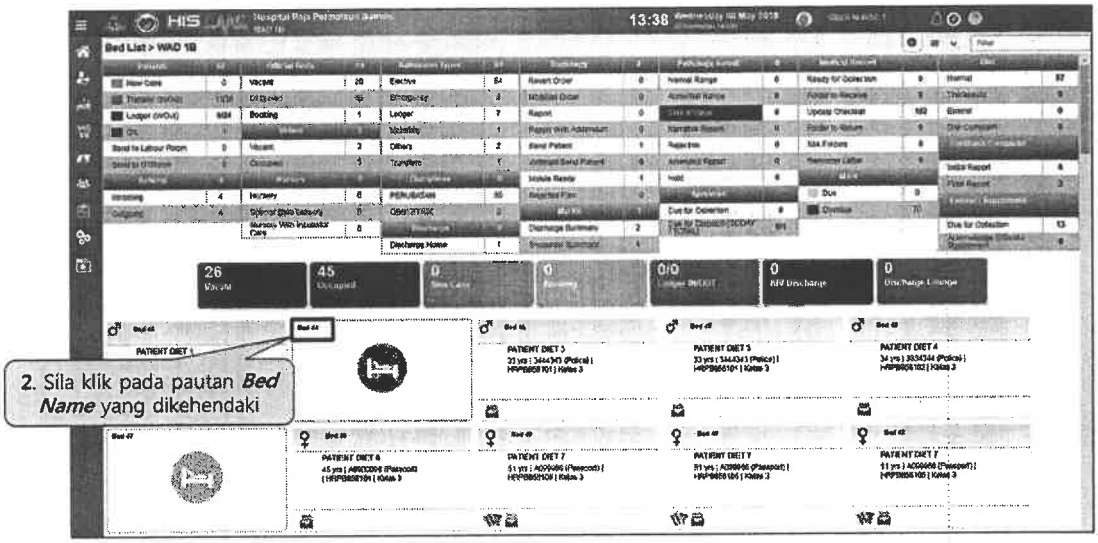


d. Bed Management: Untuk memaparkan senarai katil dan membolehkan pengguna mengemaskini status katil mengikut lokasi-lokasi yang sedia ada.

42

Topik 1: *Provider Dashboard – Bed Management (Housekeeping)*

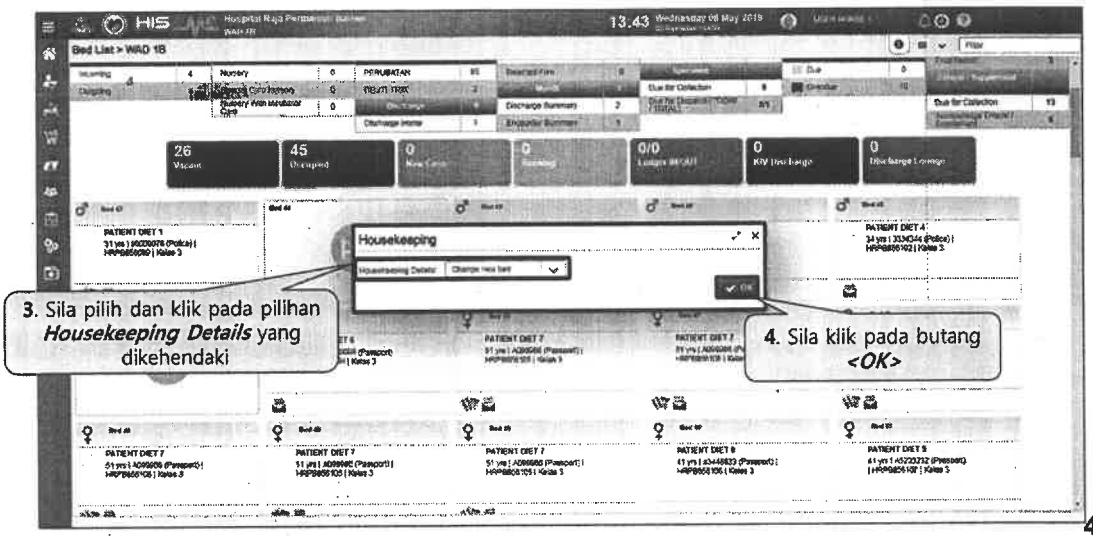
Transaksi: *Bed Management* | **Tugasan:** *Sister/Nurse* | **Lokasi:** Wad | **Navigasi:** *Home > Provider Dashboard > Bed Management > Wards > Ward Dashboard*



43

Topik 1: *Provider Dashboard – Bed Management (Housekeeping)*

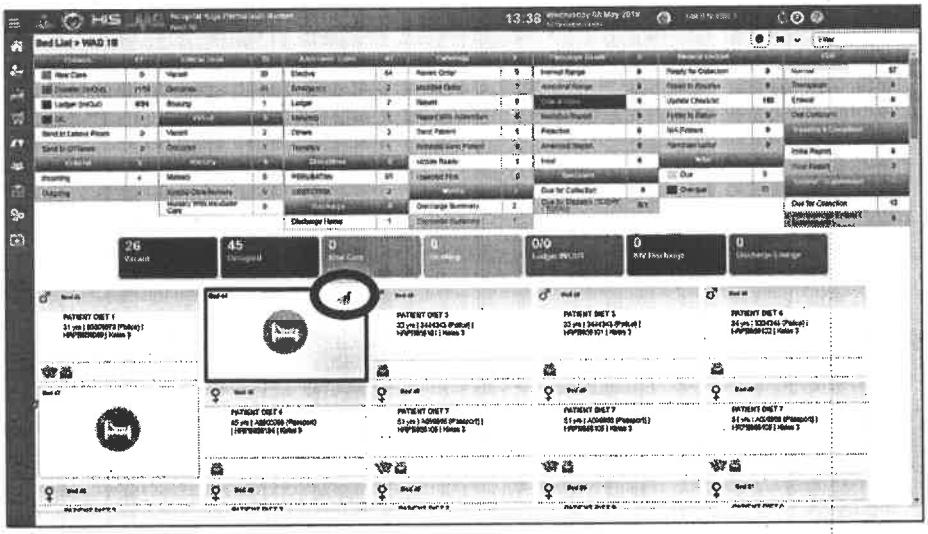
Transaksi: *Bed Management* | **Tugasan:** *Sister/Nurse* | **Lokasi:** Wad | **Navigasi:** *Home > Provider Dashboard > Bed Management > Wards > Ward Dashboard*



44

Topik 1: *Provider Dashboard – Bed Management (Housekeeping)*

Transaksi: *Bed Management* | **Tugasan:** *Sister/Nurse* | **Lokasi:** Wad | **Navigasi:** *Home > Provider Dashboard > Bed Management > Wards > Ward Dashboard*



45

MODUL 1 :
Patient Management

46 2019

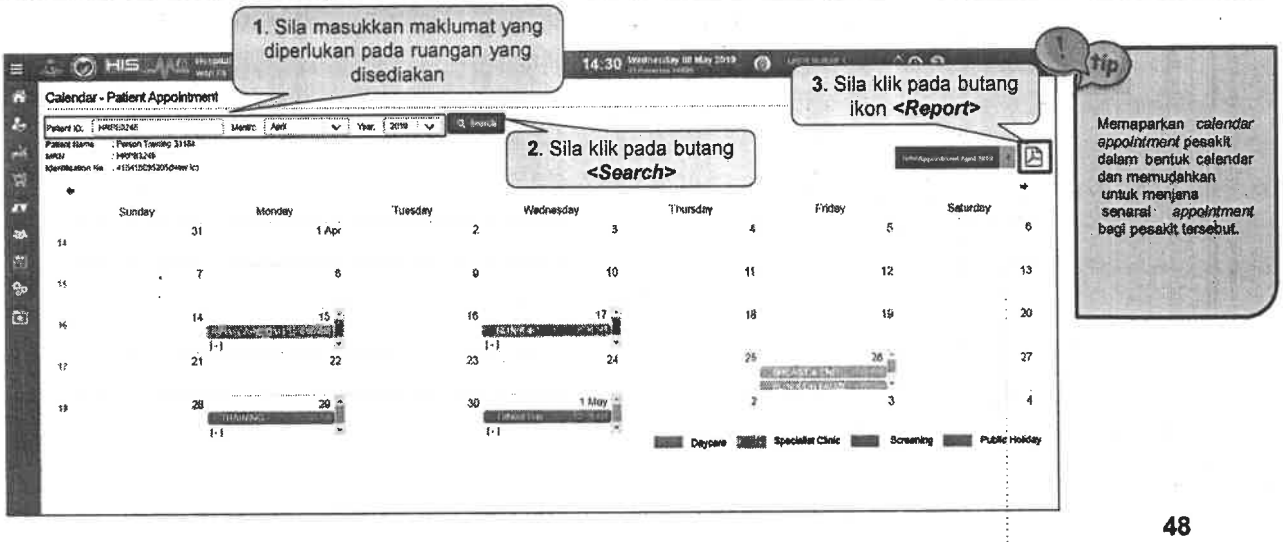
Topik 1 : Appointment

Calendar Patient Appointment

47

Topik 1: *Appointments – Calendar Patient Appointment*

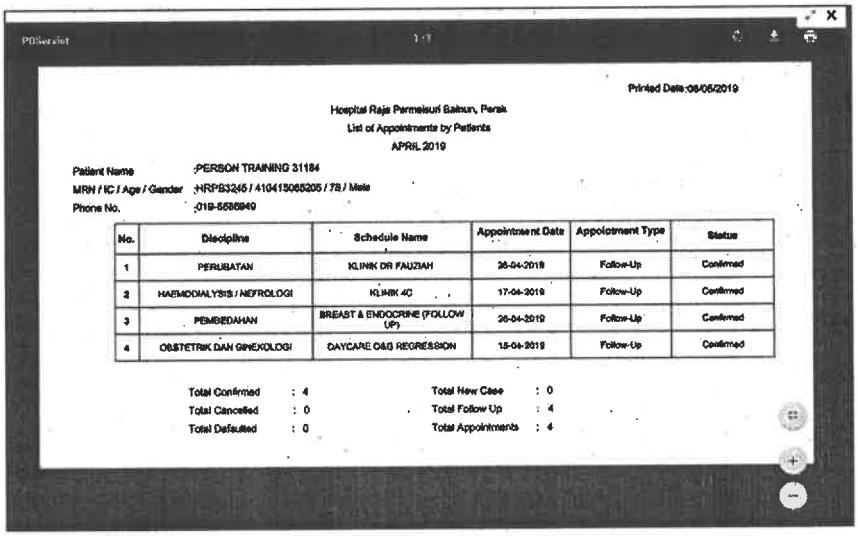
Transaksi: *Calendar - Patient Appointment* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Patient Management > Appointments > Calendar Patient Appointment*



48

Topik 1: *Appointments – Calendar Patient Appointment*

Transaksi: *Calendar - Patient Appointment* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Patient Management > Appointments > Calendar Patient Appointment*



Printed Date:08/05/2019

Hospital Raja Permaisuri Bainun, Perak
List of Appointments by Patients
APRIL 2019

Patient Name :PERSON TRAINING 31184
MRN / IC / Age / Gender :NRPB3245 / 410415065205 / 78 / Male
Phone No. :019-5585849

No.	Discipline	Schedule Name	Appointment Date	Appointment Type	Status
1	PERUBATAN	KLINIK DR FAUZIAH	26-04-2019	Follow-Up	Confirmed
2	HAEMODIALYSIS / NEFROLOGI	KLINIK 4C	17-04-2019	Follow-Up	Confirmed
3	PEMBEDAHAN	BREAST & ENDOCRINE (FOLLOW UP)	26-04-2019	Follow-Up	Confirmed
4	OBSTETRIK DAN GINEKOLOGI	DAYCARE O&G REGRESSION	15-04-2019	Follow-Up	Confirmed

Total Confirmed : 4
Total Cancelled : 0
Total Defaulted : 0

Total New Case : 0
Total Follow Up : 4
Total Appointments : 4

49

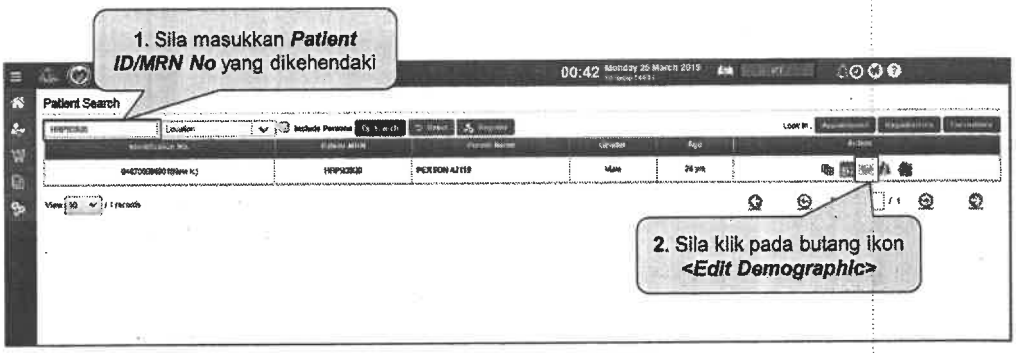
Topik 2 : *Registration*

Edit Demographic (VIP)

50

Topik 2: *Registration – Edit Demographic (VIP)*

Transaksi: *Edit Demographic-VIP* | **Tugasan:** *Nurse/PT* | **Lokasi:** UDM/Wad | **Navigasi:** *Patient Management > Patient Master > Patient Search*

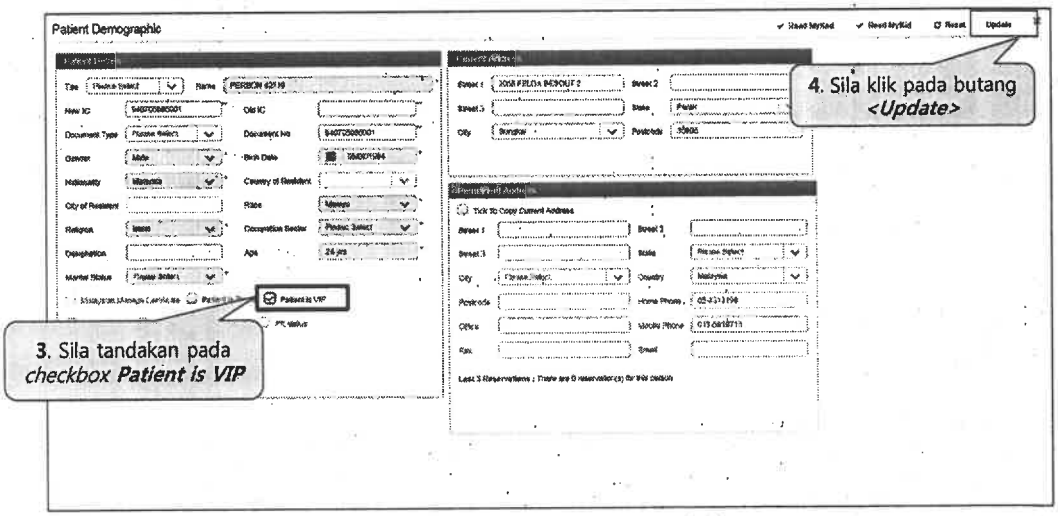


Tujuan: Untuk mendaftar bagi pesakit VIP dan mengemaskini maklumat pesakit VIP

51

Topik 2: *Registration – Edit Demographic (VIP)*

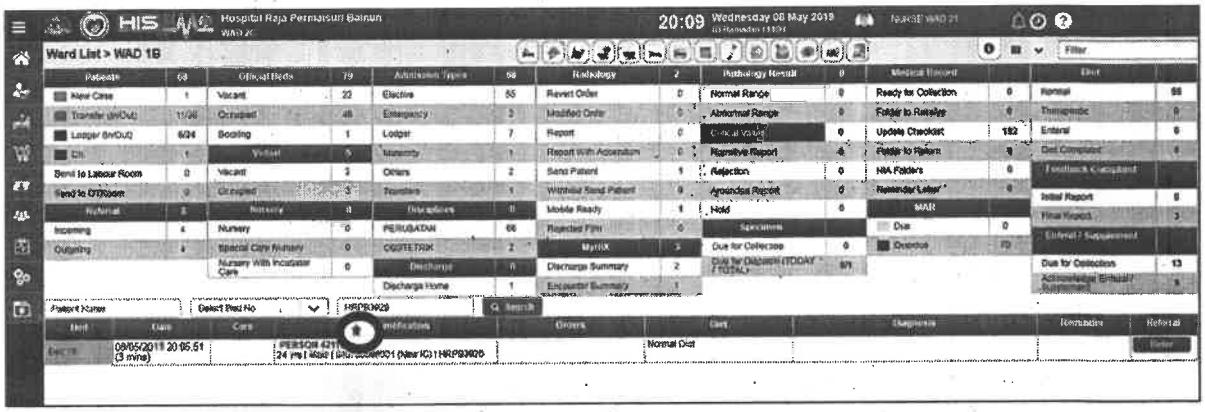
Transaksi: *Edit Demographic-VIP* | **Tugasan:** *Nurse/PT* | **Lokasi:** UDM/Wad | **Navigasi:** *Patient Management > Patient Master > Patient Search*



52

Topik 2: *Registration – Edit Demographic (VIP)*

Transaksi: *Edit Demographic-VIP* | **Tugasan:** *Nurse/PT* | **Lokasi:** UDM/Wad | **Navigasi:** *Patient Management > Patient Master > Patient Search*



53

HelTech

MODUL 2 : INPATIENT/OUTPATIENT (WARD)

54 2019

Topik :

1. ***Ward Dashboard***
2. ***Patient Dashboard***

55

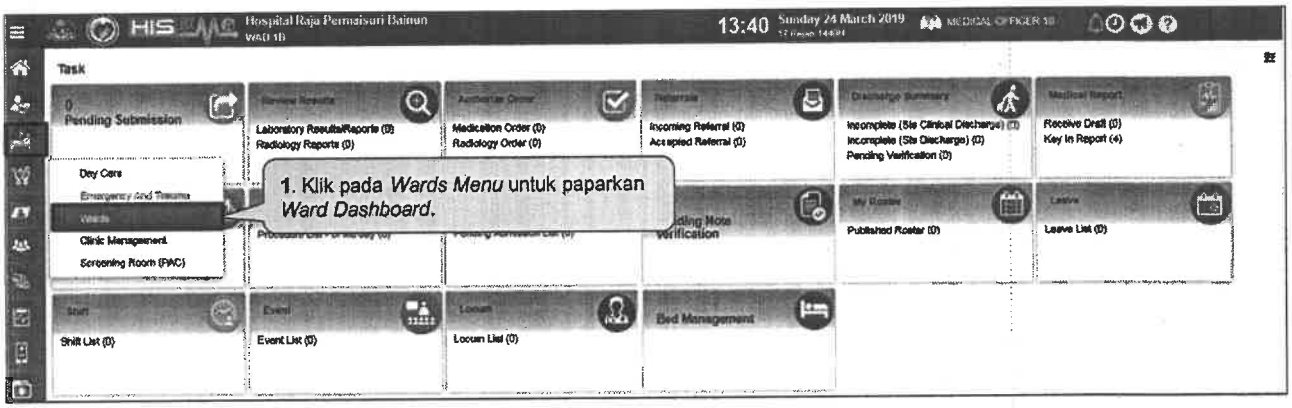
Topik 1: *Ward Dashboard*

56

Topik 1: *Ward Dashboard*

Transaksi : *Ward Dashboard* | **Navigasi:** *Inpatient / Outpatient > Wards > Ward Dashboard*

Tujuan: Membolehkan pengguna untuk melihat *Ward Dashboard* pesakit.



57

Topik 1: *Ward Dashboard*

Transaksi : *Ward Dashboard* | **Navigasi:** *Inpatient / Outpatient > Wards > Ward Dashboard*

Wards

Search | Print

Ward	Disciplines	Gender	Admission	Transfer (In/Out)	Waiting For Arrival	Waiting For Bed Confirmation	Waiting For Bed Confirmation	Waiting For Discharge	Discharge	Total Patients
WAD 1 MAT	Obstetrik	Female	0	0/0	1	0	0	0	0	10
WAD 1A	Oftalmologi Pediatrik, Oftalmologi	Indeterminate	0	0/0	9	0	3	0	0	23
WAD 1B	Perubatan	Indeterminate	1	1/1	0	1	2	0	0	28
WAD 1C		Female	1	1/1	2	0	0	0	0	12
WAD 1E						1	2	0	0	51
WAD 23	Dermatologi, Respirasi(o)	Indeterminate	0	0/0	0	0	0	0	0	11
WAD 24 (L)	Psikiatri	Male	0	0/0	0	0	0	0	0	25
Total	-	-	5	5/5	118	12	110	1	1	1089

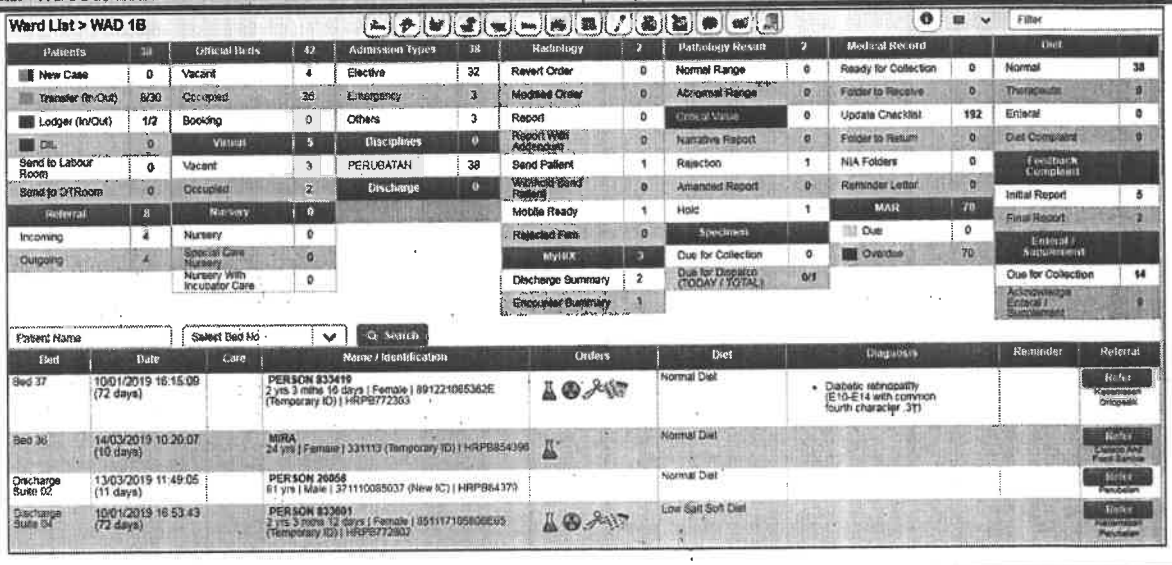
2. Klik pada pautan wad untuk paparkan maklumat wad berdasarkan lokasi yang dipilih.

58

Topik 1: *Ward Dashboard*

Transaksi : *Ward Dashboard*

Navigasi: *Inpatient / Outpatient > Wards > Ward Dashboard*

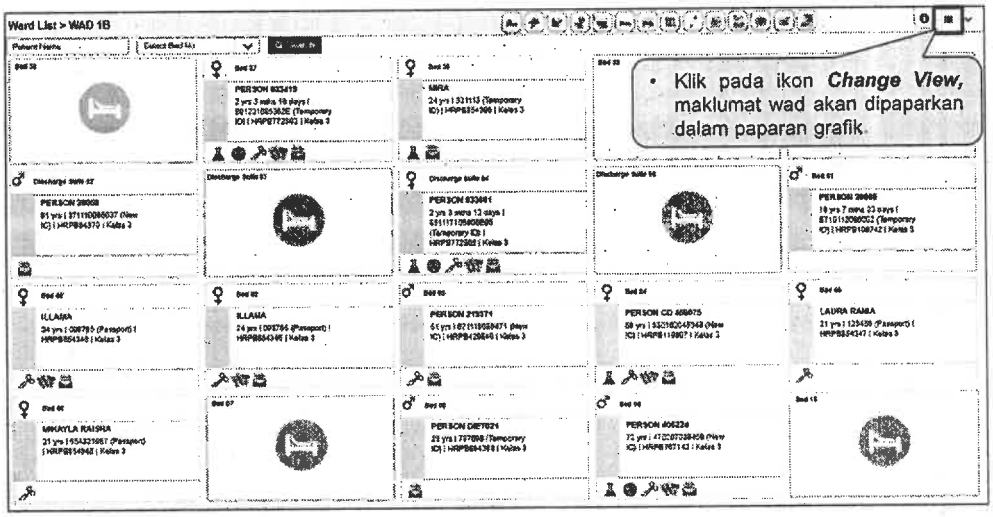


59

Topik 1: *Ward Dashboard*

Transaksi : *Ward Dashboard*

Navigasi: *Inpatient / Outpatient > Wards > Ward Dashboard*



- Klik pada ikon ***Change View,*** maklumat wad akan dipaparkan dalam paparan grafik.

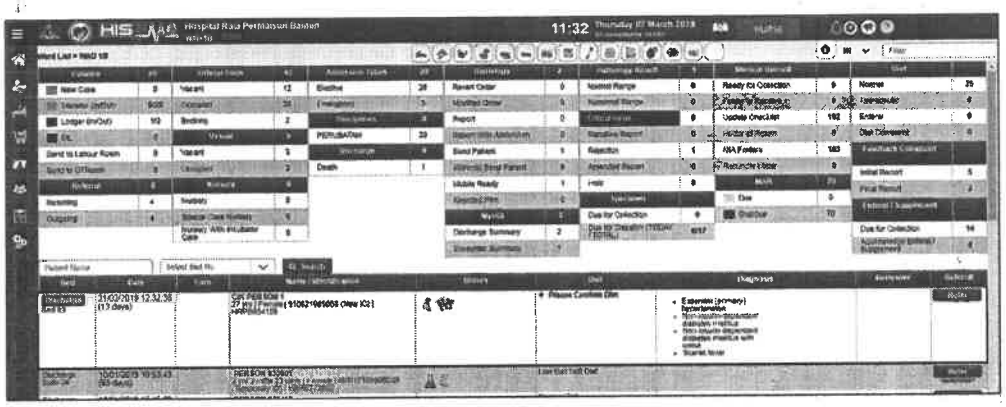
tip

- *Fungsi swap (Drag and Drop) akan diaktifkan untuk menukar katil pesakit.*
- *Bagi Wad Obstetrik, jika bayi baru didaftarkan, ikon baru lahir akan dipaparkan.*

60

Topik 1: *Ward Dashboard – Auto Discharge from ward*

Transaksi: *Auto Discharge from Ward*	**Tugasan:** *Nurse*	**Lokasi:** Wad	**Navigasi:** *Inpatient/Outpatient > Wards > Wards Dashboard*



tip

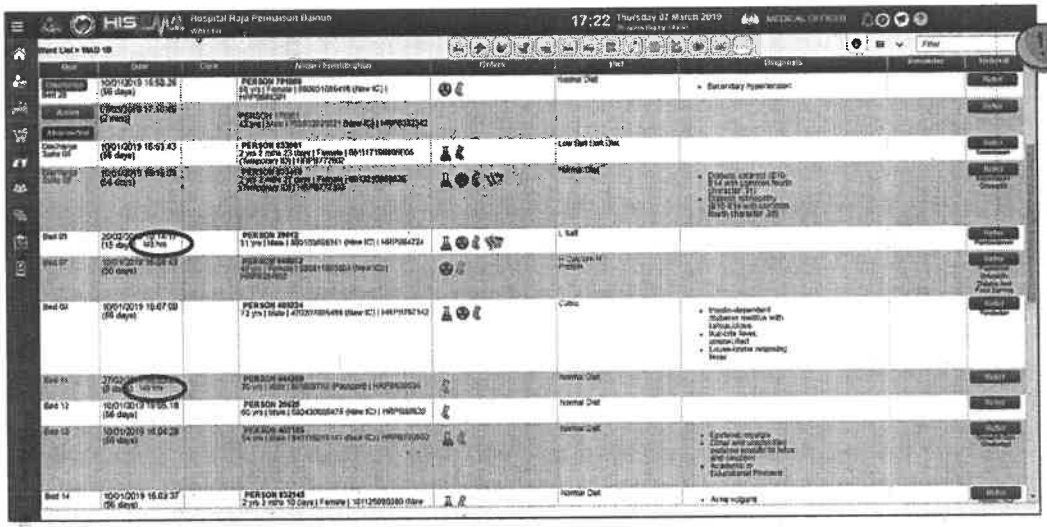
Pegawai Perubatan hanya dibenarkan untuk melakukan *Cancel Discharge* sebelum jam 12 tgh malam sahaja.

Tujuan: Untuk mengeluarkan nama pesakit dari senarai pesakit dalam wad secara automatik selepas melakukan *Clinical Discharge*.

61

Topik 1: *Ward Dashboard – Alert Function 48 Hours*

Transaksi: *Alert Function 48 Hours*	**Tugasan:** *Specialist/MO/Nurse*	**Lokasi:** Wad	**Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



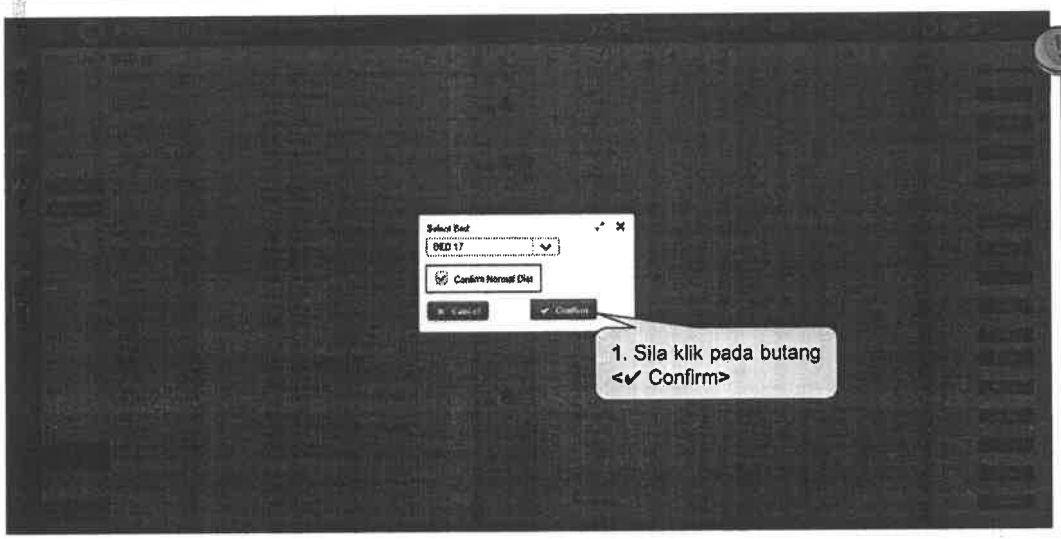
tip

- Untuk memaparkan notifikasi peringatan untuk kemasukan semula pesakit selepas *discharge* dalam tempoh 48 jam

62

Topik 1: *Ward Dashboard – Confirm Diet*

Transaksi *Ward Dashboard-Confirm Diet*	Tugasan: *Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient > Wards > Ward Dashboard*



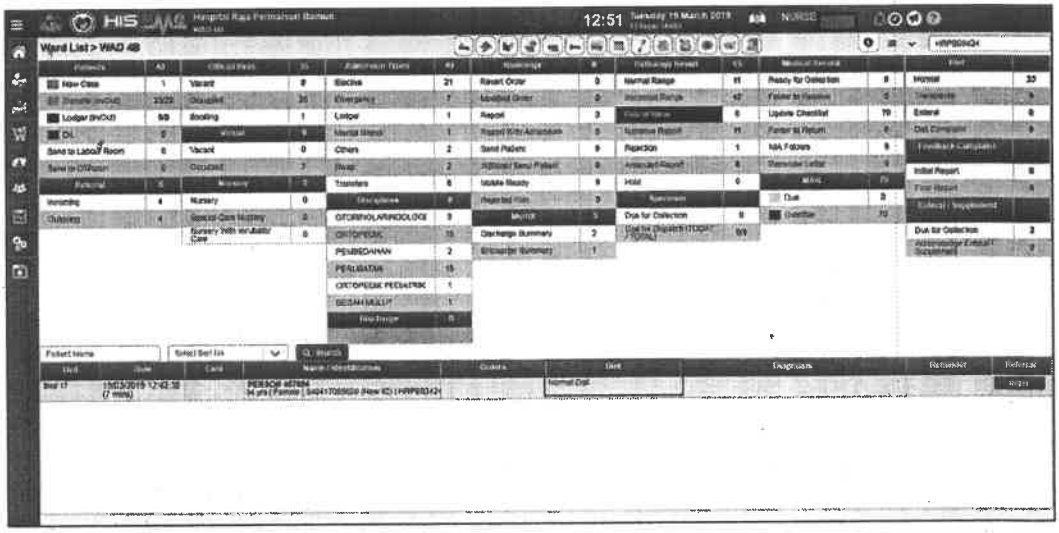
tip

- Untuk mengesahkan *normal diet* selepas pesakit tiba di wad dan menjadikan transaksi ini sebagai default untuk setiap pesakit.

63

Topik 1: *Ward Dashboard – Confirm Diet*

Transaksi *Ward Dashboard-Confirm Diet*	Tugasan: *Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient > Wards > Ward Dashboard*



64

Topik 1: *Ward Dashboard (VIP Patient)*

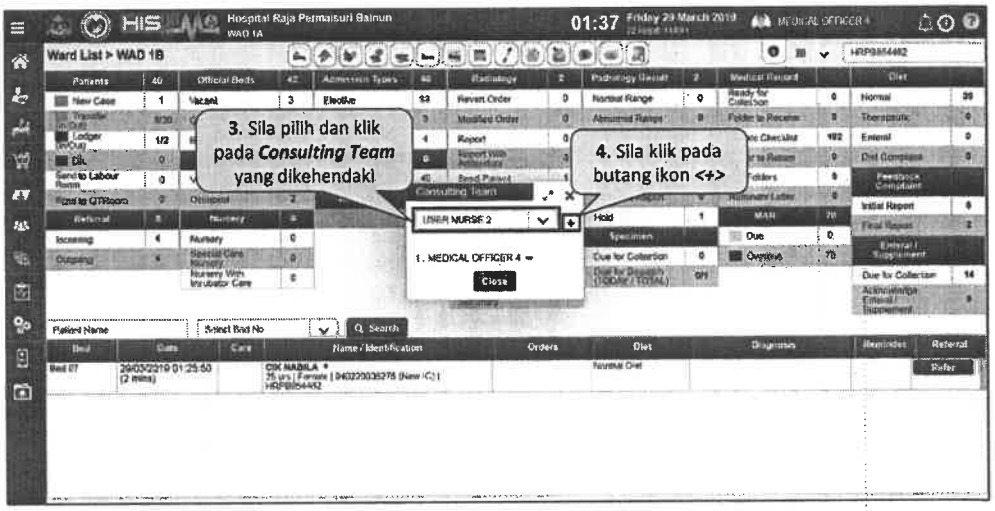
Transaksi: *VIP Patient* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*

Tujuan: Untuk melakukan *Breakglass* kepada pesakit VIP dan memaparkan maklumat serta menambahkan *Consulting Team* bagi pesakit VIP

65

Topik 1: *Ward Dashboard (VIP Patient)*

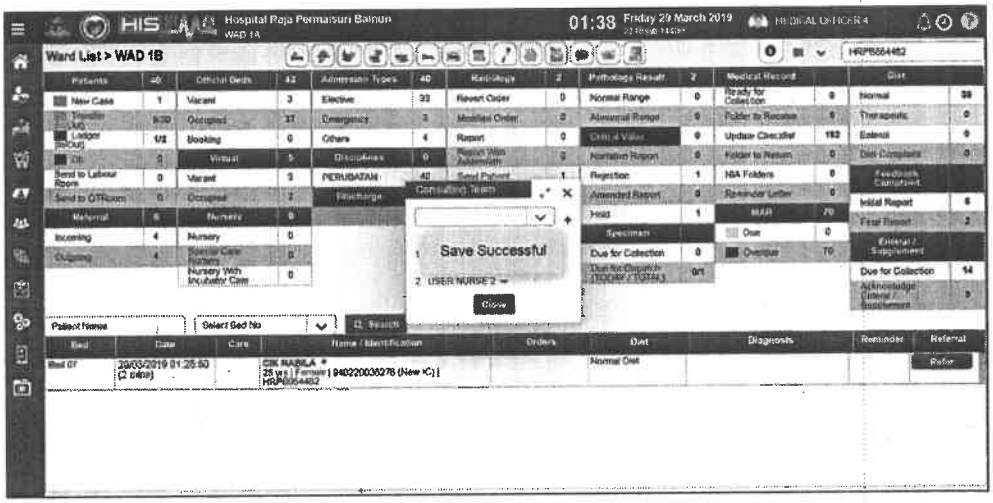
Transaksi: *VIP Patient* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



66

Topik 1: *Ward Dashboard (VIP Patient)*

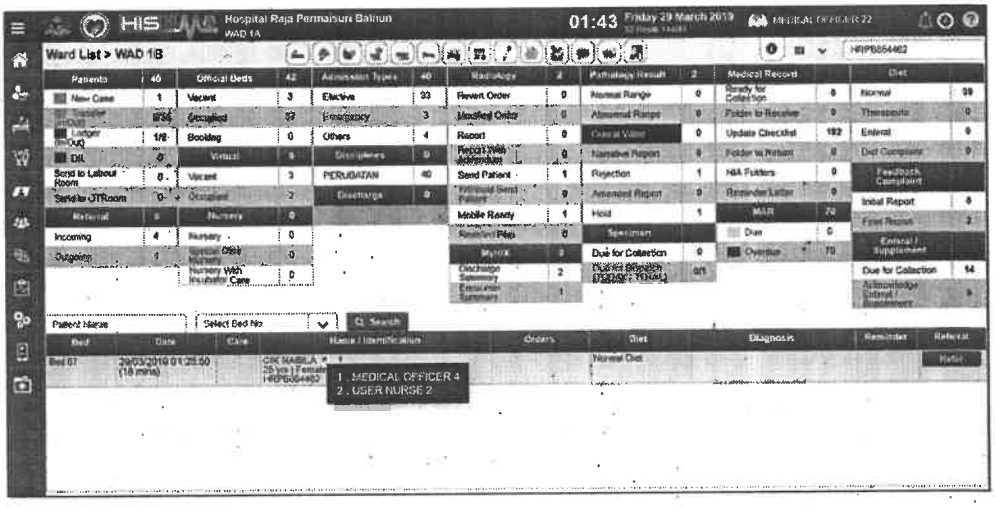
Transaksi: *VIP Patient* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



67

Topik 1: *Ward Dashboard (VIP Patient)*

Transaksi: *VIP Patient* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*

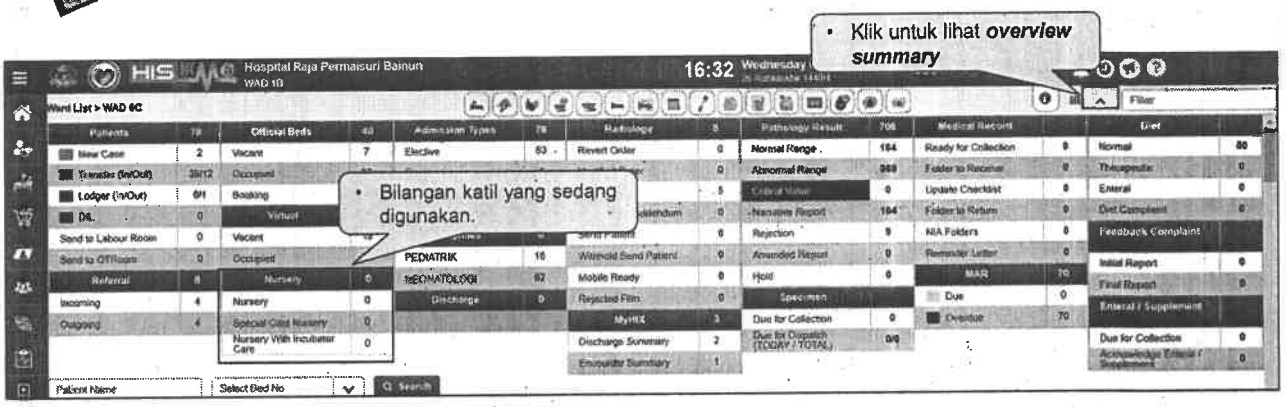


68

Topik 1: *Ward Dashboard – Bed Confirmation (Nursery)*

Transaksi :*Ward Dashboard – Bed Confirmation*	**Tugasan** : Pegawai Perubatan, Pakar Pegawai Perubatan, Jururawat	**Lokasi**: Wad, Klinik	**Navigasi**: *Inpatient / Outpatient Management > Ward Dashboard*

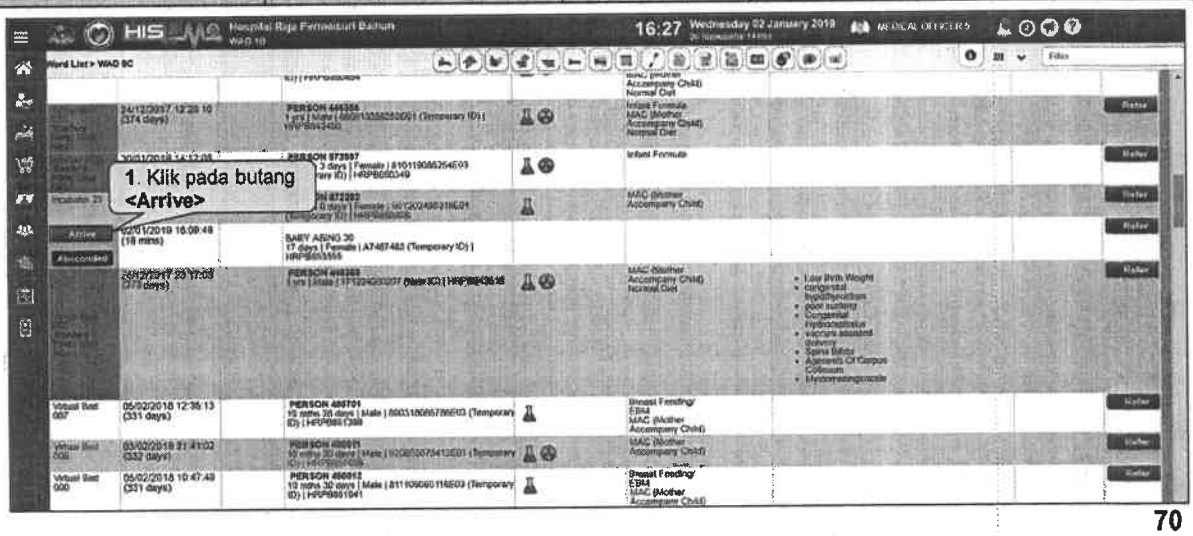
Tujuan: Memaparkan senarai katil *Nursery* yang terdapat pada wad



69

Topik 1: *Ward Dashboard – Bed Confirmation (Nursery)*

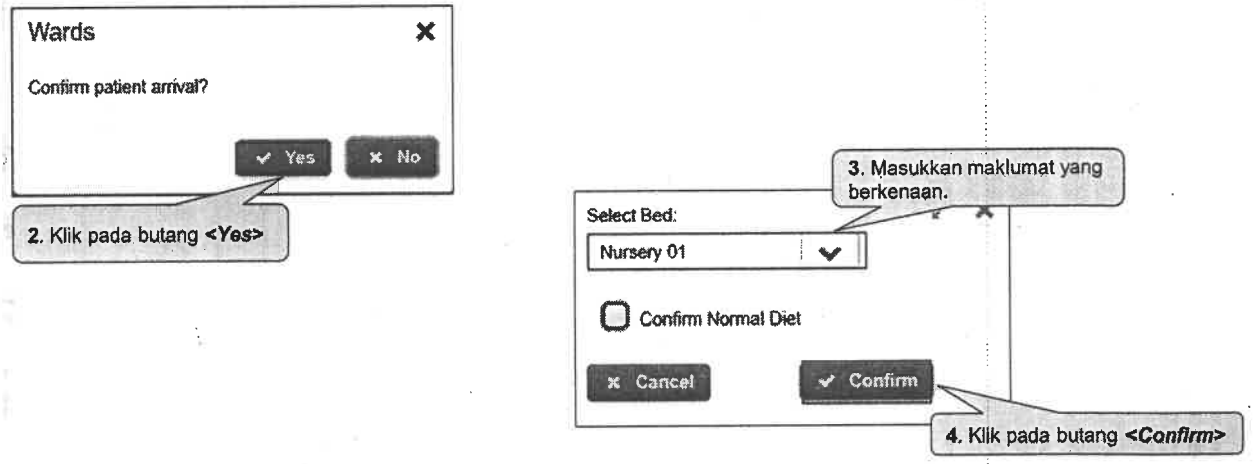
Transaksi :*Ward Dashboard – Bed Confirmation*	**Tugasan** : Pegawai Perubatan, Pakar Pegawai Perubatan, Jururawat	**Lokasi**: Wad, Klinik	**Navigasi**: *Inpatient / Outpatient Management > Ward Dashboard*



70

Topik 1: *Ward Dashboard – Bed Confirmation (Nursery)*

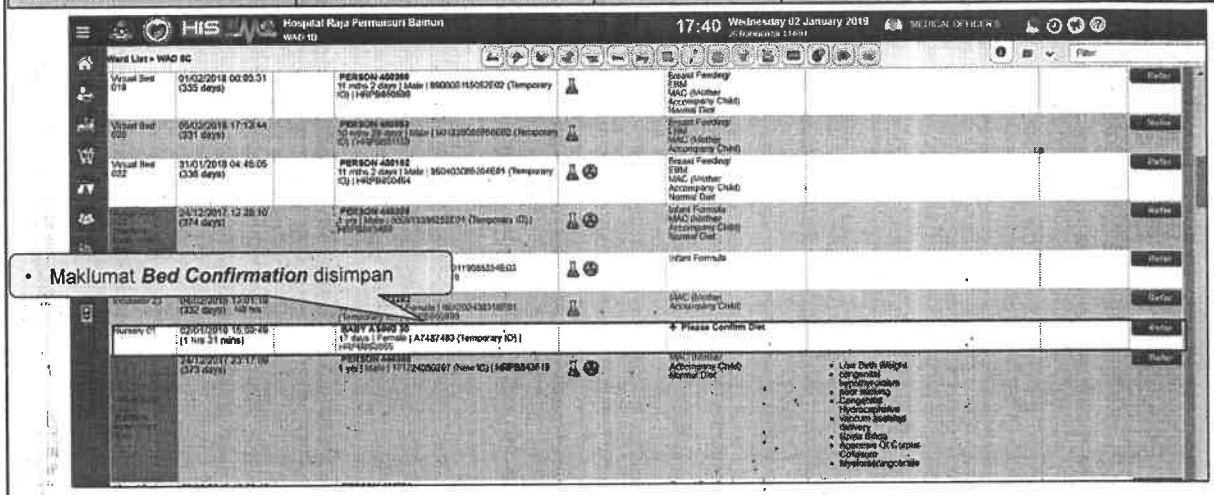
Transaksi :*Ward Dashboard – Bed Confirmation*	**Tugasan** : Pegawai Perubatan, Pakar Pegawai Perubatan, Jururawat	**Lokasi**: Wad, Klinik	**Navigasi**: *Inpatient / Outpatient Management* > *Ward Dashboard*



71

Topik 1: *Ward Dashboard – Bed Confirmation (Nursery)*

Transaksi :*Ward Dashboard – Bed Confirmation*	**Tugasan** : Pegawai Perubatan, Pakar Pegawai Perubatan, Jururawat	**Lokasi**: Wad, Klinik	**Navigasi**: *Inpatient / Outpatient Management* > *Ward Dashboard*



72

Topik 1: *Ward Dashboard – Bed Confirmation (Nursery)*

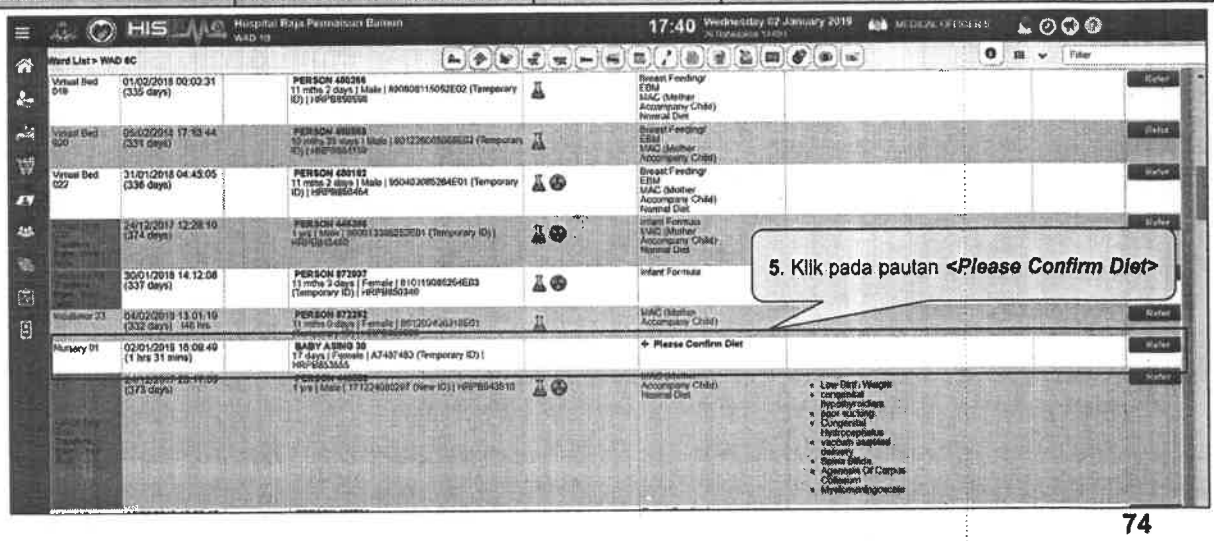
Transaksi :*Ward Dashboard – Bed Confirmation*	Tugasan : Pegawai Perubatan, Pakar Pegawai Perubatan, Jururawat	Lokasi: Wad, Klinik	Navigasi: *Inpatient / Outpatient Management > Ward Dashboard*

- Bilangan katil bertambah selepas melakukan transaksi bed confirmation.

73

Topik 1: *Ward Dashboard – Bed Confirmation (Nursery)*

Transaksi :*Ward Dashboard – Bed Confirmation*	Tugasan : Pegawai Perubatan, Pakar Pegawai Perubatan, Jururawat	Lokasi: Wad, Klinik	Navigasi: *Inpatient / Outpatient Management > Ward Dashboard*



5. Klik pada pautan *<Please Confirm Diet>*

74

Topik 1: *Ward Dashboard*

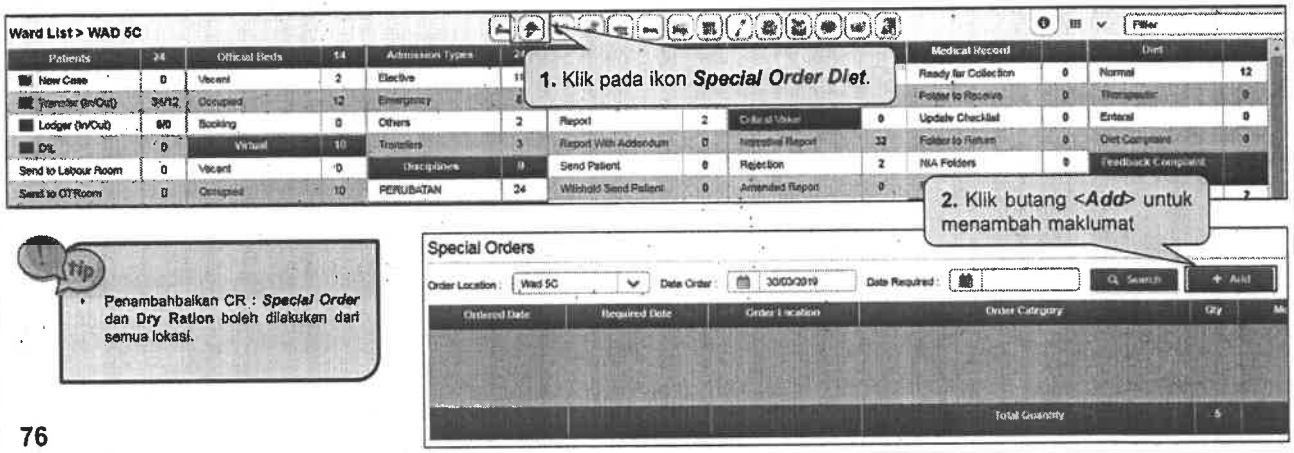
Special Order

75

Topik 1: *Ward Dashboard – Special Order Diet*

Transaksi : *Special Order*	**Tugasan** : Nurse	**Navigasi:** *Inpatient/Outpatient > Ward > Special Order Diet > Add Special Order*

Tujuan : Membolehkan pengguna melakukan Special Order bagi Pegawai Perubatan yang bertugas..



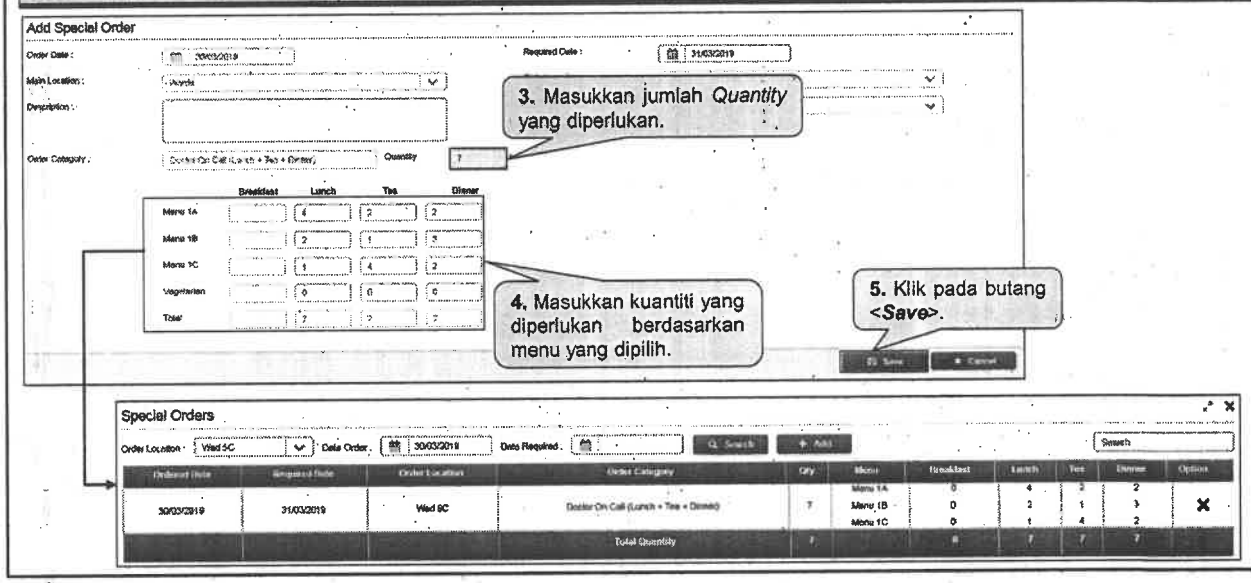
Tip

- Penambahbaikan CR : ***Special Order*** dan **Dry Ration** boleh dilakukan dari semua lokasi.

76

Topik 1: *Ward Dashboard – Special Order Diet*

Transaksi : *Special Order* | **Tugasan** : Nurse | **Navigasi:** *Inpatient/Outpatient > Ward > Special Order Diet > Add Special Order*



77

Topik 1: *Ward Dashboard*

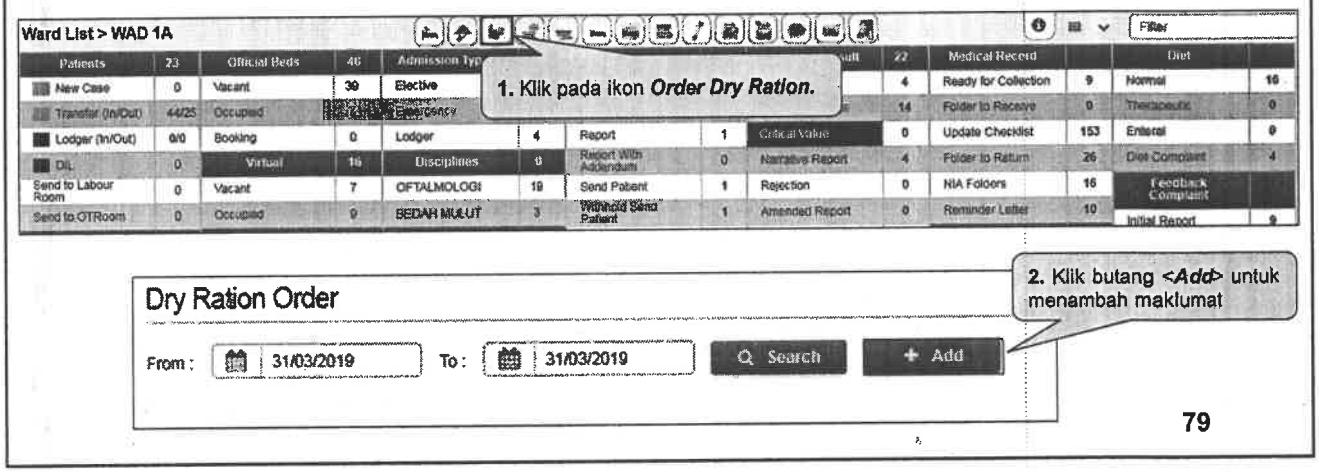
Dry Ration Order

78

Topik 1: *Ward Dashboard – Order Dry Diet*

Transaksi : *Add Dry Ration Order*	**Tugasan** : Nurse	**Lokasi:** Wad	**Navigasi:** *Inpatient/Outpatient > Ward Dashboard > Dry Ration Order*

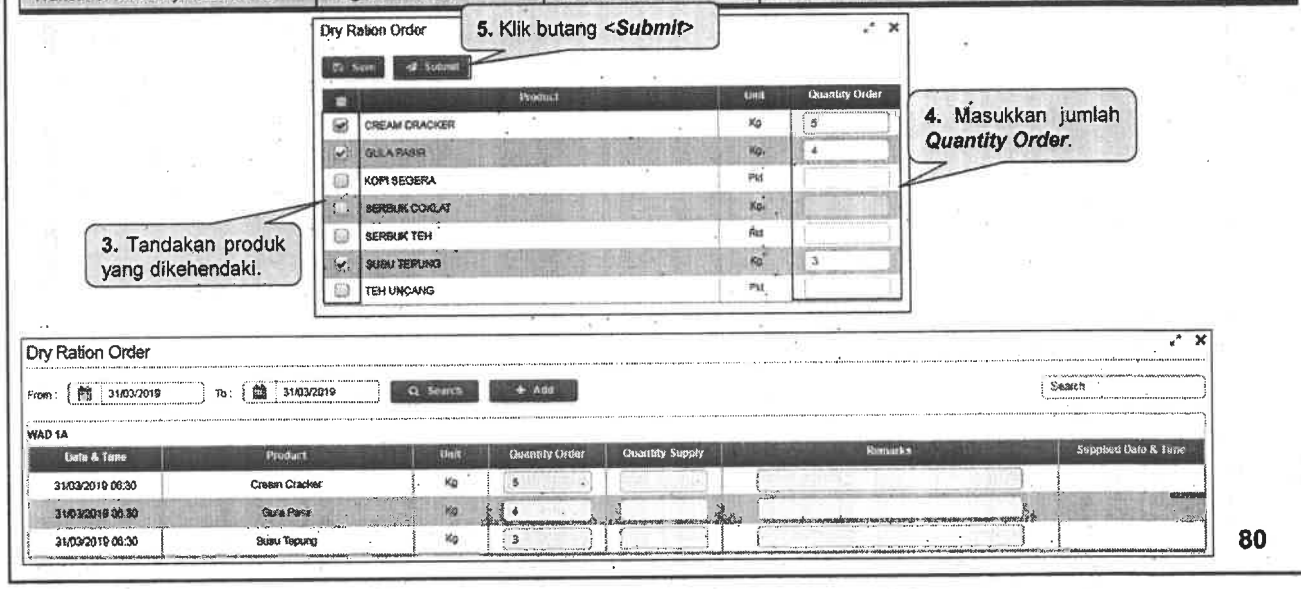
Tujuan : Membolehkan pengguna membuat pesanan *Dry Ration* dari pelbagai lokasi.



79

Topik 1: *Ward Dashboard – Order Dry Diet*

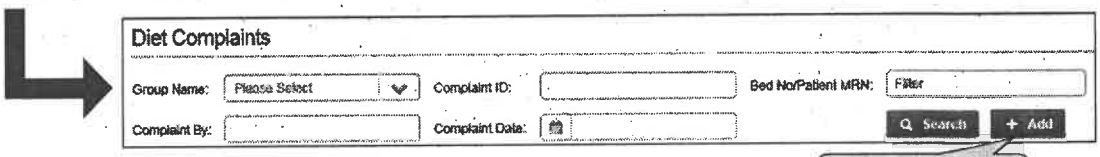
Transaksi : *Add Dry Ration Order*	**Tugasan** : Nurse	**Lokasi:** Wad	**Navigasi:** *Inpatient/Outpatient > Ward Dashboard > Dry Ration Order*



80

Topik 1: *Ward Dashboard – Diet Complaints (Add Diet Complaint)*

Transaksi : *Add Diet Complaint* | **Tugasan** : Nurse | **Lokasi**: Wad | **Navigasi**: *Inpatient/Outpatient > Ward Dashboard > Diet Complaints > Add Diet Complaint*



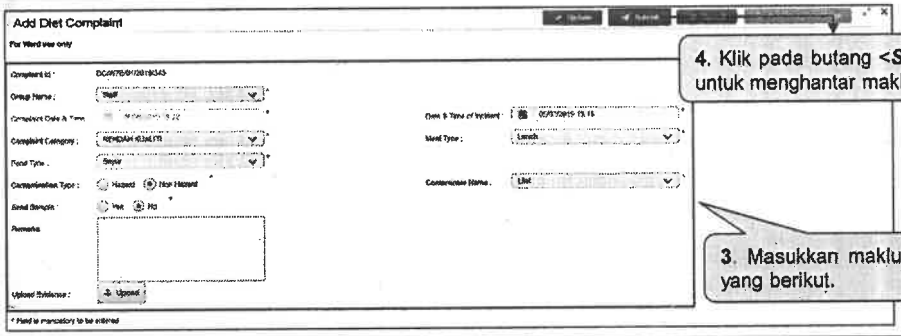
2. Klik pada butang *<Add>*.

tip
- Membenarkan pengguna untuk mengemukakan aduan diet yang diterima.

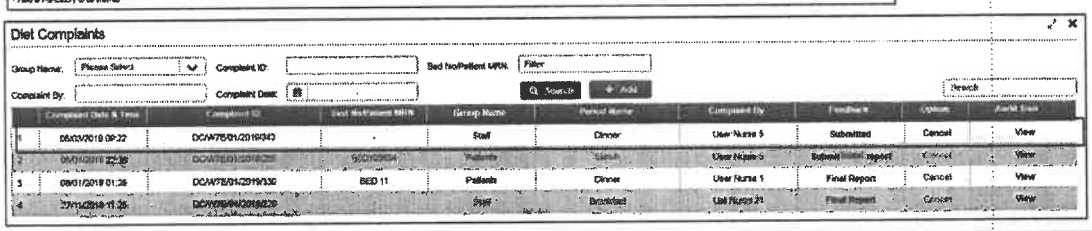
81

Topik 1: *Ward Dashboard – Diet Complaints (Add Diet Complaint)*

Transaksi : *Add Diet Complaint* | **Tugasan** : Nurse | **Lokasi**: Wad | **Navigasi**: *Inpatient/Outpatient > Ward Dashboard > Diet Complaints > Add Diet Complaint*



tip
- Butang *<Print Complaint Form>* akan dipaparkan jika pengguna telah menghantar maklumat *Diet Complaint*.
- Penambahbaikan CR: Pengguna dapat melihat senarai *Diet Complaint* sedia ada mengikut lokasi pengguna.



82

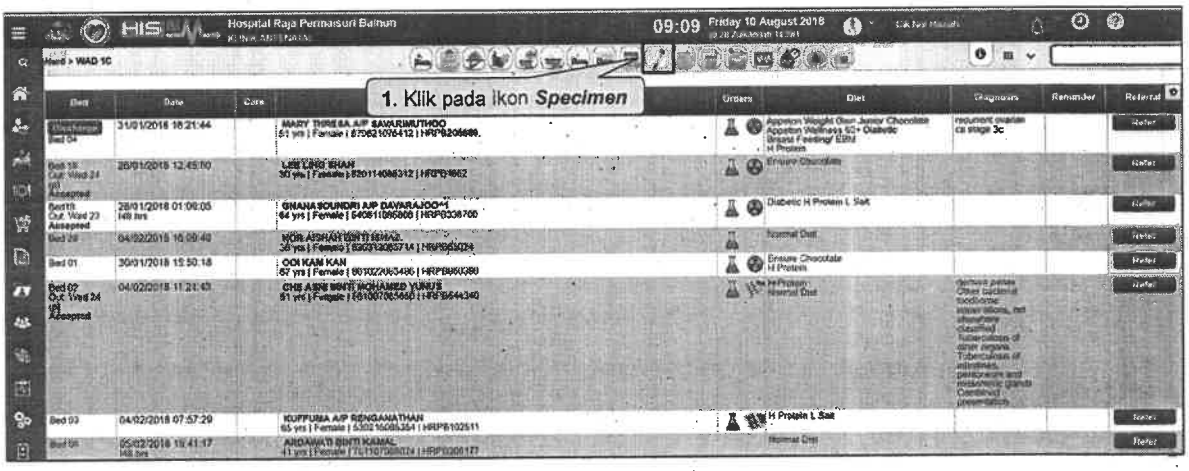
Topik 1: *Ward Dashboard*

Specimen

83

Topik 1: *Ward Dashboard – Specimen (Due For Collection – Combine Test)*

Transaksi : *Combine Test*	**Tugasan** : *Nurse*	**Lokasi:** Wad/Klinik/ETD/*Day Care*	**Navigasi:** *Inpatient/Outpatient Management > Ward Dashboard > Specimen > Due for Collection*

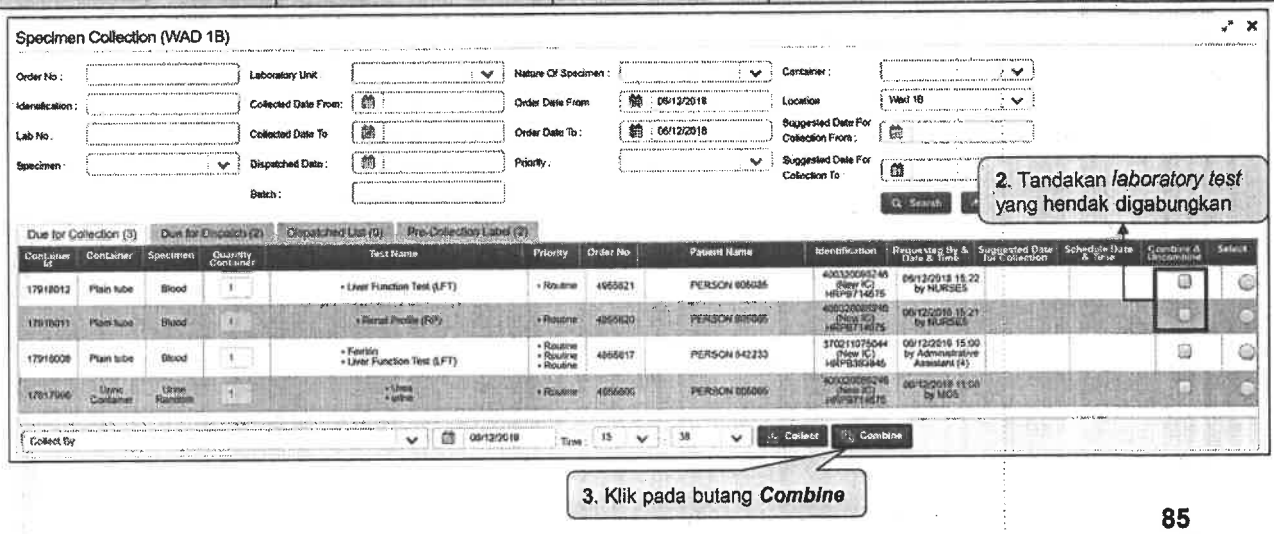


Tujuan: Membolehkan pengguna untuk menggabungkan *laboratory order* untuk pesakit

84

Topik 1: *Ward Dashboard – Specimen (Due For Collection – Combine Test)*

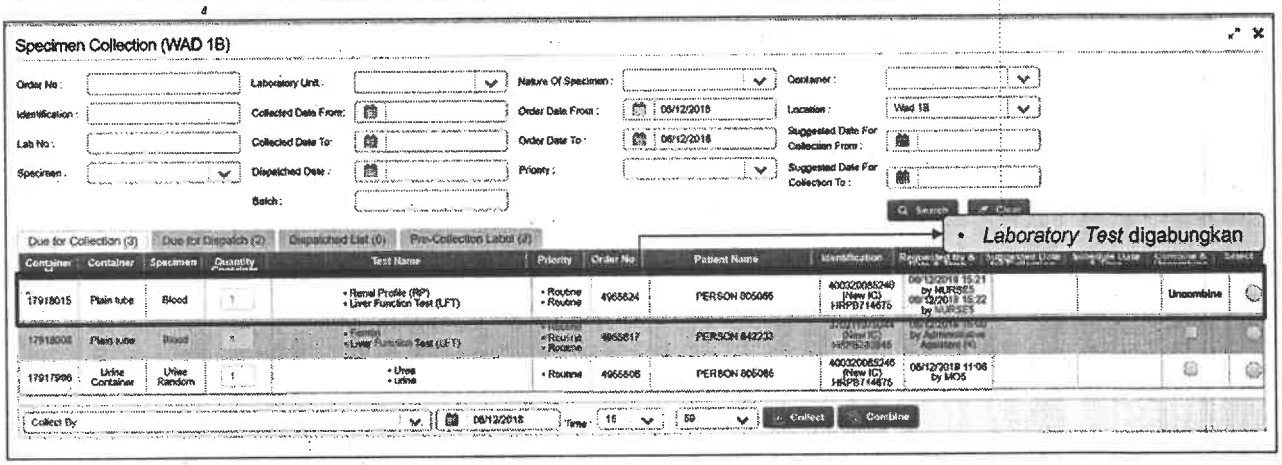
Transaksi : *Combine Test*	**Tugasan** : *Nurse*	**Lokasi:** Wad/Klinik/ETD/Day Care	**Navigasi:** *Inpatient/Outpatient Management > Ward Dashboard > Specimen > Due for Collection*



85

Topik 1: *Ward Dashboard – Specimen (Due For Collection – Combine Test)*

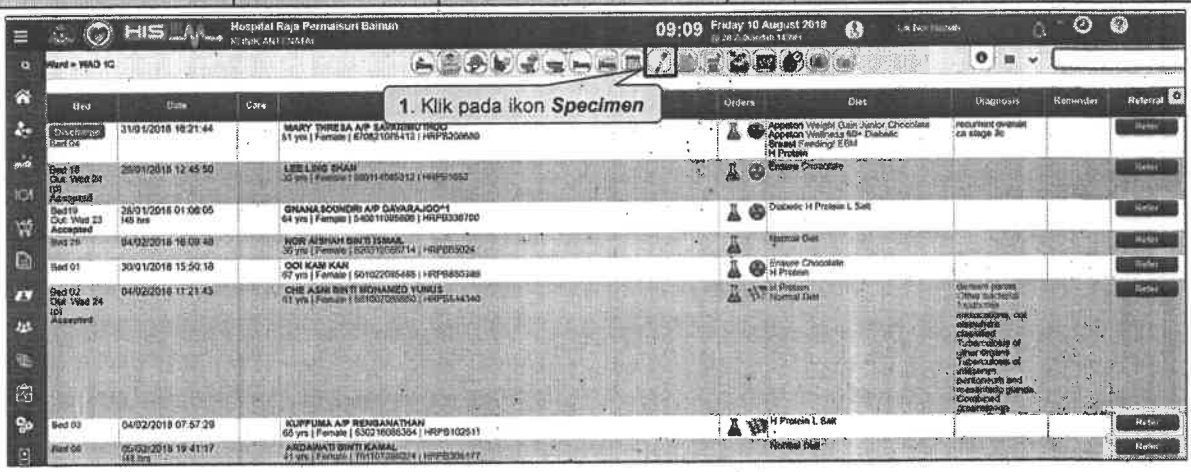
Transaksi : *Combine Test*	**Tugasan** : *Nurse*	**Lokasi:** Wad/Klinik/ETD/Day Care	**Navigasi:** *Inpatient/Outpatient Management > Ward Dashboard > Specimen > Due for Collection*



86

Topik 1: *Ward Dashboard – Specimen (Due For Collection – Uncombine Test)*

Transaksi : *Uncombine Test*	**Tugasan** : *Nurse*	**Lokasi**: Wad/Klinik/ETD/Day Care	**Navigasi**: *Inpatient/Outpatient Management > Ward Dashboard > Specimen > Due for Collection*

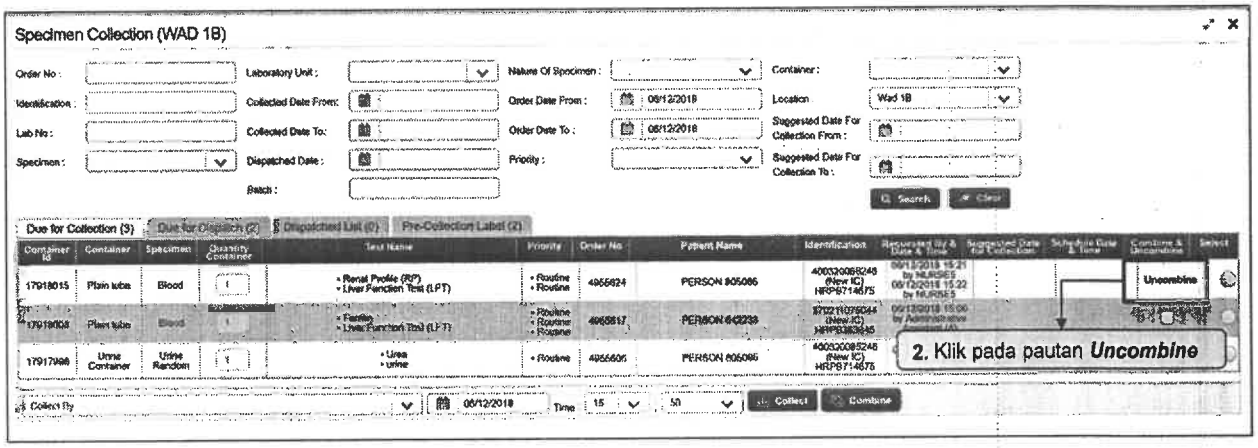


Tujuan: Membolehkan pengguna untuk memisahkan *laboratory order* untuk pesakit

87

Topik 1: *Ward Dashboard – Specimen (Due For Collection – Uncombine Test)*

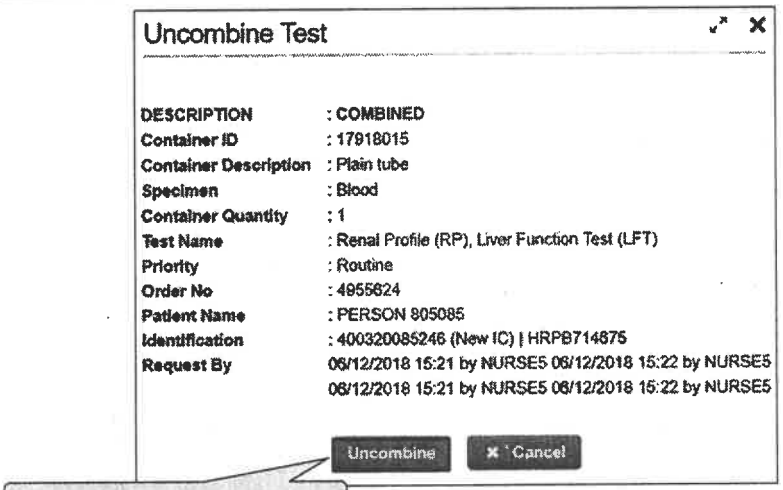
Transaksi : *Uncombine Test*	**Tugasan** : *Nurse*	**Lokasi**: Wad/Klinik/ETD/Day Care	**Navigasi**: *Inpatient/Outpatient Management > Ward Dashboard > Specimen > Due for Collection*



88

Topik 1: *Ward Dashboard – Specimen (Due For Collection – Uncombine Test)*

Transaksi : *Uncombine Test*	Tugasan : *Nurse*	Lokasi: Wad/Klinik/ETD/Day Care	Navigasi: *Inpatient/Outpatient Management > Ward Dashboard > Specimen > Due for Collection*

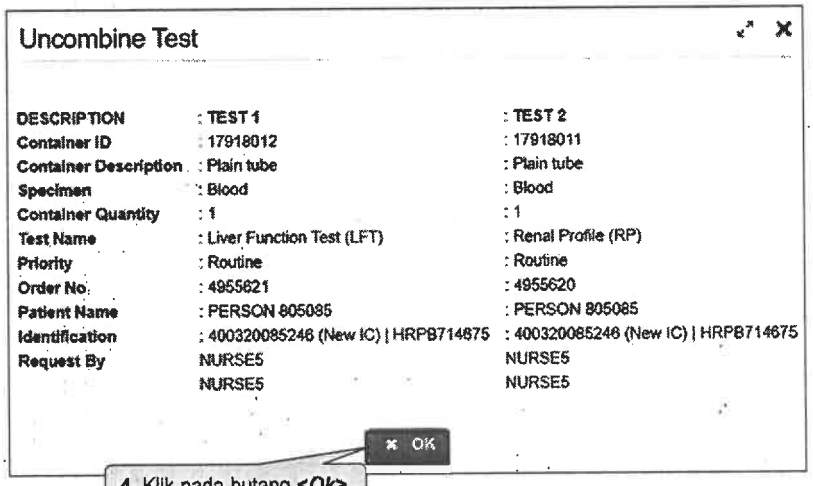


3. Klik pada butang **<*Uncombine*>**

89

Topik 1: *Ward Dashboard – Specimen (Due For Collection – Uncombine Test)*

Transaksi : *Uncombine Test*	Tugasan : *Nurse*	Lokasi: Wad/Klinik/ETD/Day Care	Navigasi: *Inpatient/Outpatient Management > Ward Dashboard > Specimen > Due for Collection*

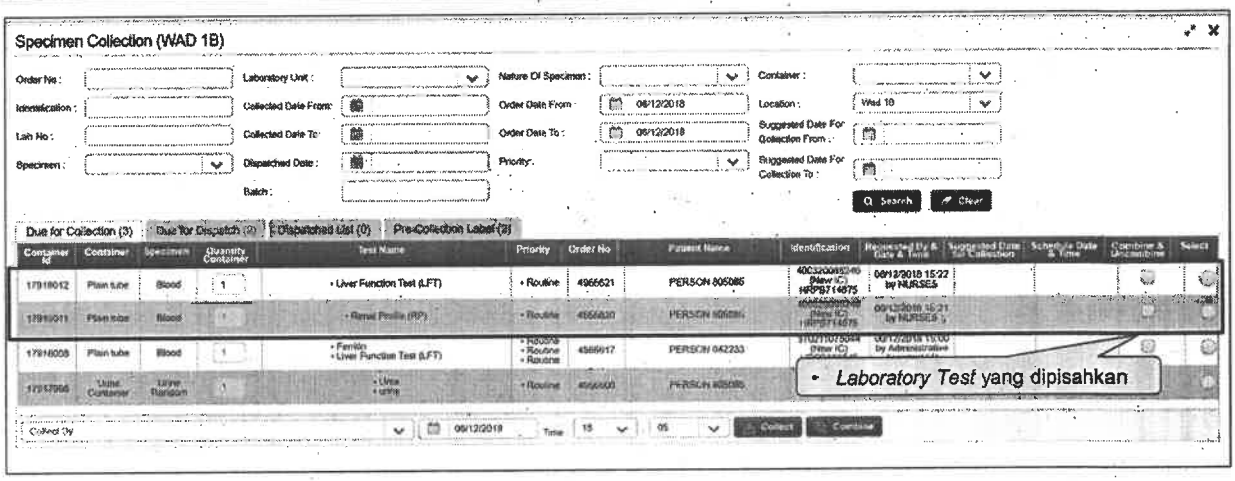


4. Klik pada butang **<*Ok*>**

90

Topik 1: *Ward Dashboard – Specimen (Due For Collection – Uncombine Test)*

Transaksi : *Uncombine Test*	**Tugasan** : *Nurse*	**Lokasi**: Wad/Klinik/ETD/Day Care	**Navigasi**: *Inpatient/Outpatient Management > Ward Dashboard > Specimen > Due for Collection*

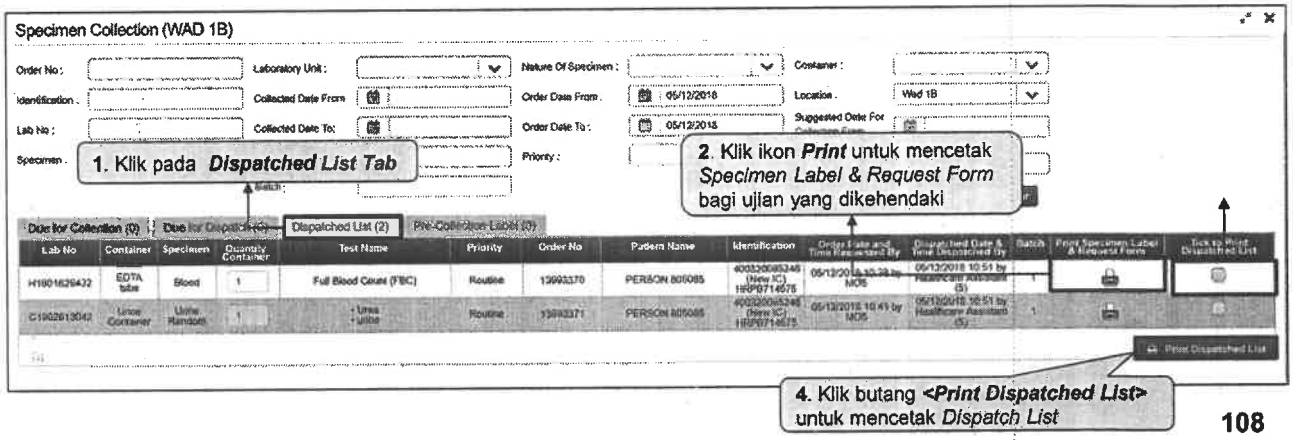


91

Topik 1: *Ward Dashboard – Specimen (Dispatched List Tab)*

Transaksi : *Dispatched List Tab*	**Tugasan** : *Nurse*	**Lokasi**: Wad	**Navigasi**: *Inpatient/Outpatient Management > Ward Dashboard > Specimen > Dispatched List*

Tujuan: Membolehkan pengguna mencetak *Specimen Label & Request Form* dan *Dispatched List.*

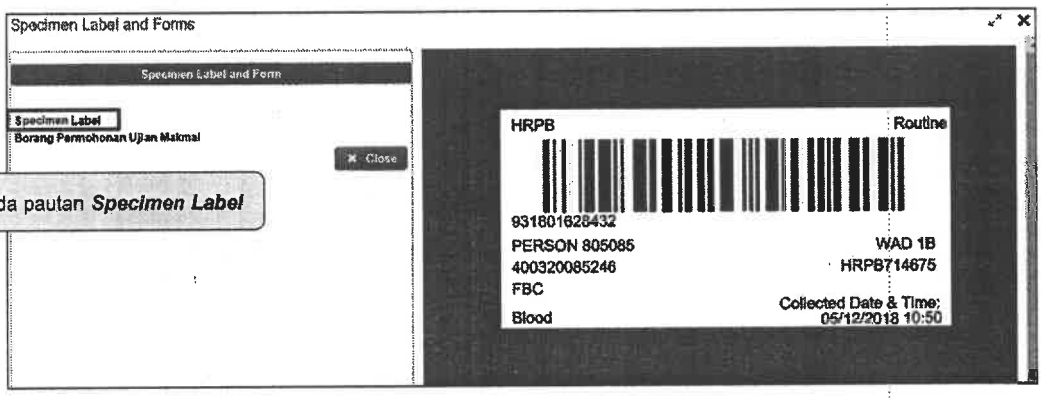


108

Topik 1: *Ward Dashboard – Specimen (Dispatched List Tab)*

Transaksi: *Specimen Label*	Tugasan : *Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient Management > Ward Dashboard > Specimen > Dispatched List*

i. ***Print Form and Label – Specimen Label***

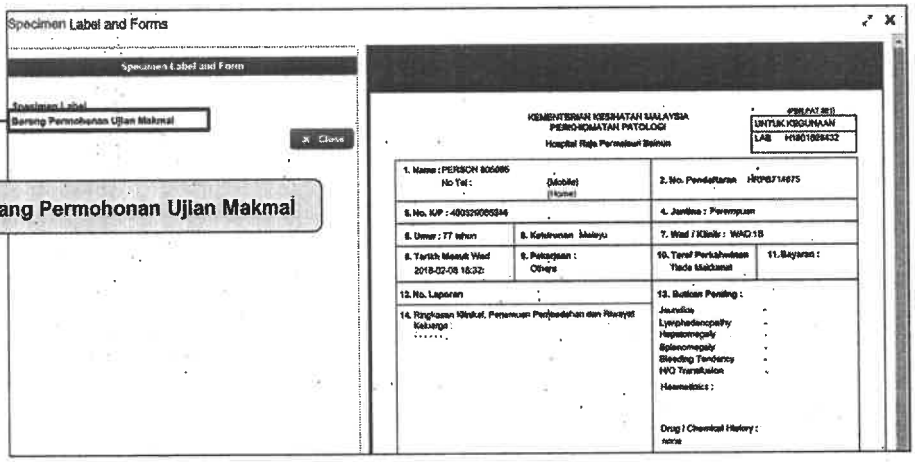


- Klik pada pautan ***Specimen Label***

93

Topik 1: *Ward Dashboard – Specimen (Dispatched List Tab)*

ii. ***Print Form and Label – Borang Permohonan Ujian Makmal***



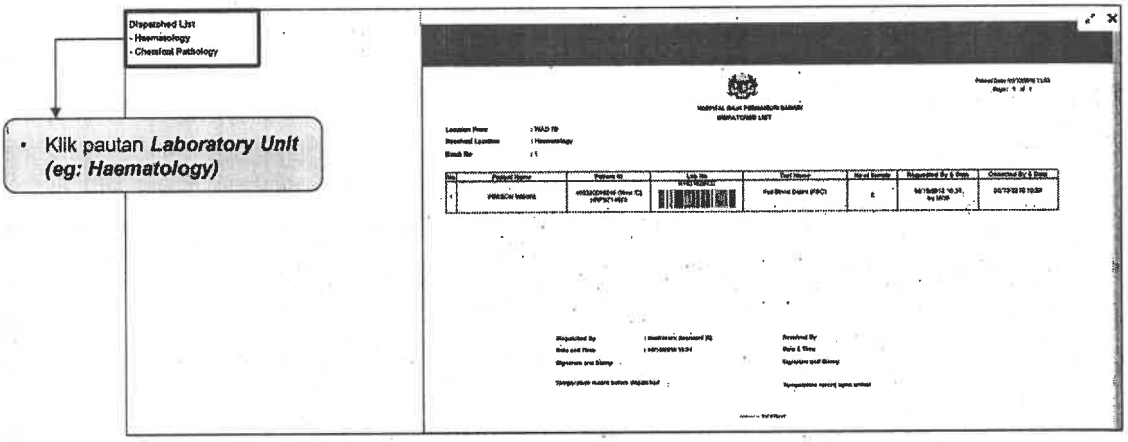
- Klik pautan **Borang Permohonan Ujian Makmal**

94

Topik 1: *Ward Dashboard – Specimen (Dispatched List Tab)*

Transaksi : *Dispatched List*	**Tugasan** : *Nurse*	**Lokasi:** Wad	**Navigasi:** *Outpatient / Inpatient Management > Ward Dashboard > Specimen > Dispatched List*

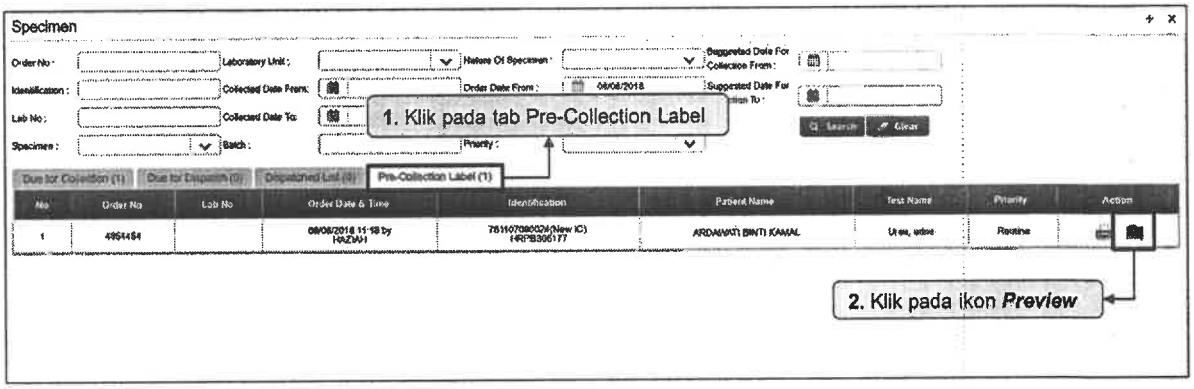
iii. *Dispatched List*



95

Topik 1: *Ward Dashboard – Pre-Collection Label*

Transaksi : *New Tab Added Pre-Collection Label*	**Tugasan** : *Nurse*	**Lokasi:** Wad	**Navigasi:** *Inpatient/Outpatient Management > Ward Dashboard > Specimen > Pre-Collection Label*

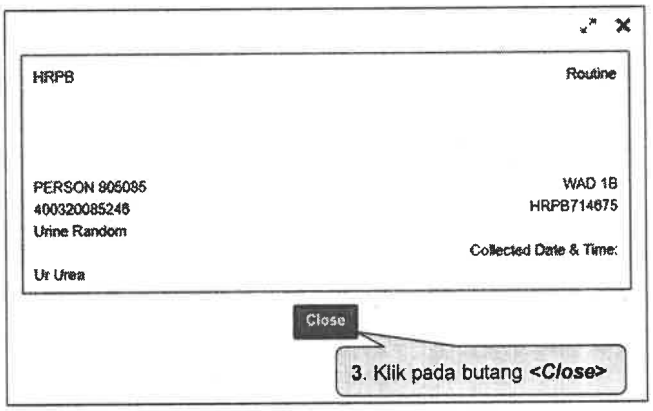


Tujuan: Membolehkan pengguna untuk mencetak *Pre-Collection Label.*

96

Topik 1: *Ward Dashboard – Pre-Collection Label*

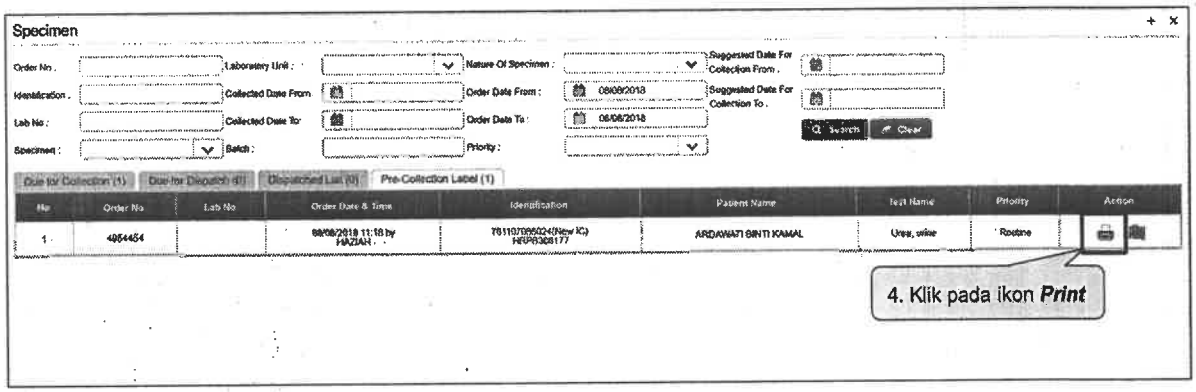
Transaksi : *New Tab Added Pre-Collection Label*	Tugasan : *Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient Management > Ward Dashboard > Specimen > Pre-Collection Label*



97

Topik 1: *Ward Dashboard – Pre-Collection Label*

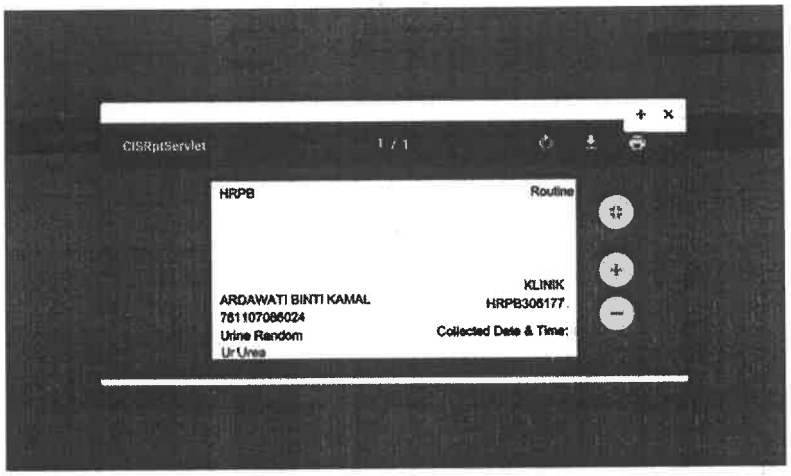
Transaksi : *New Tab Added Pre-Collection Label*	Tugasan : *Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient Management > Ward Dashboard > Specimen > Pre-Collection Label*



98

Topik 1: *Ward Dashboard – Pre-Collection Label*

Transaksi : *New Tab Added Pre-Collection Label*	**Tugasan** : *Nurse*	**Lokasi**: Wad	**Navigasi**: *Inpatient/Outpatient Management > Ward Dashboard > Specimen > Pre-Collection Label*



99

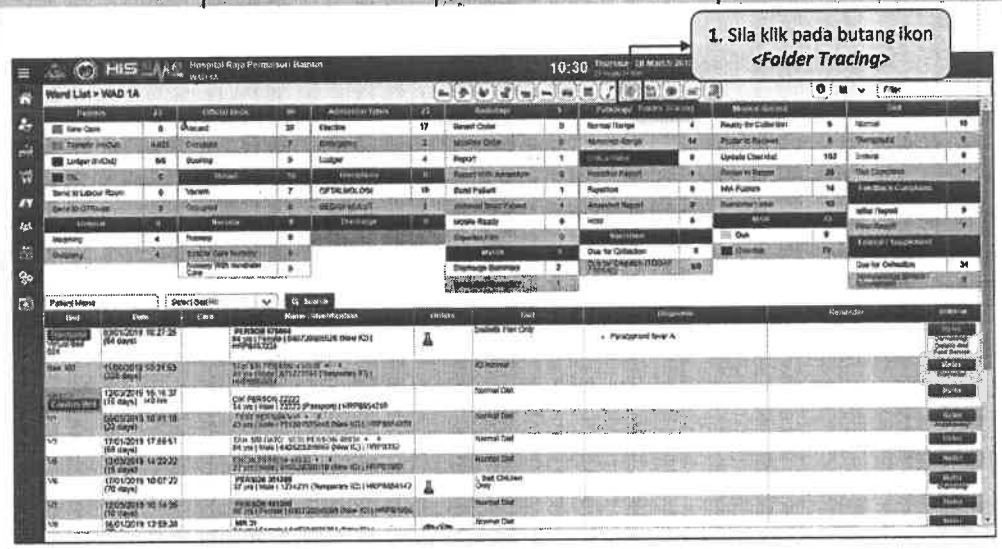
Topik 1: *Ward Dashboard*

(Folder Tracing)

100

Topik 1: *Ward Dashboard – Folder Tracing*

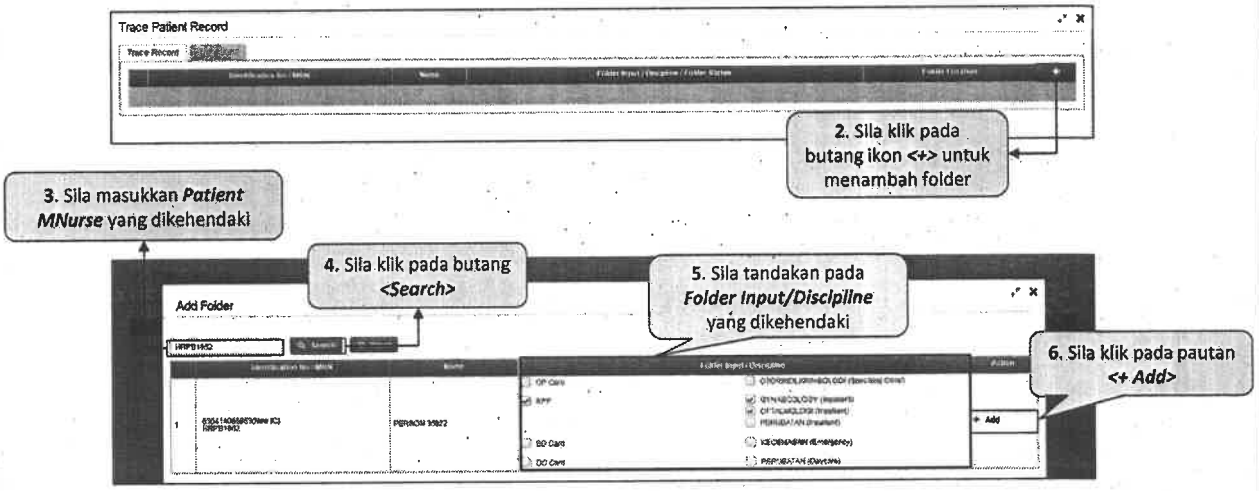
Transaksi: *Folder Tracing* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



101

Topik 1: *Ward Dashboard – Folder Tracing*

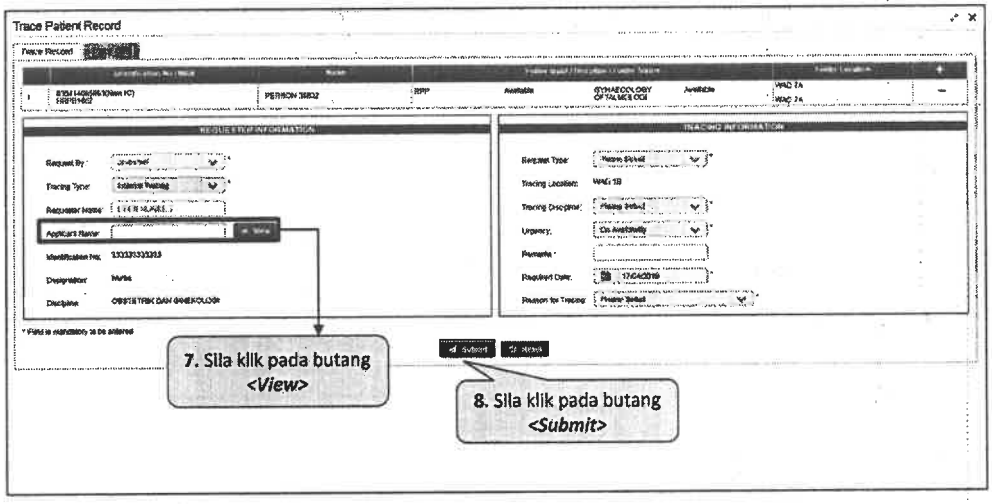
Transaksi: *Folder Tracing* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



102

Topik 1: *Ward Dashboard – Folder Tracing*

Transaksi: *Folder Tracing* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



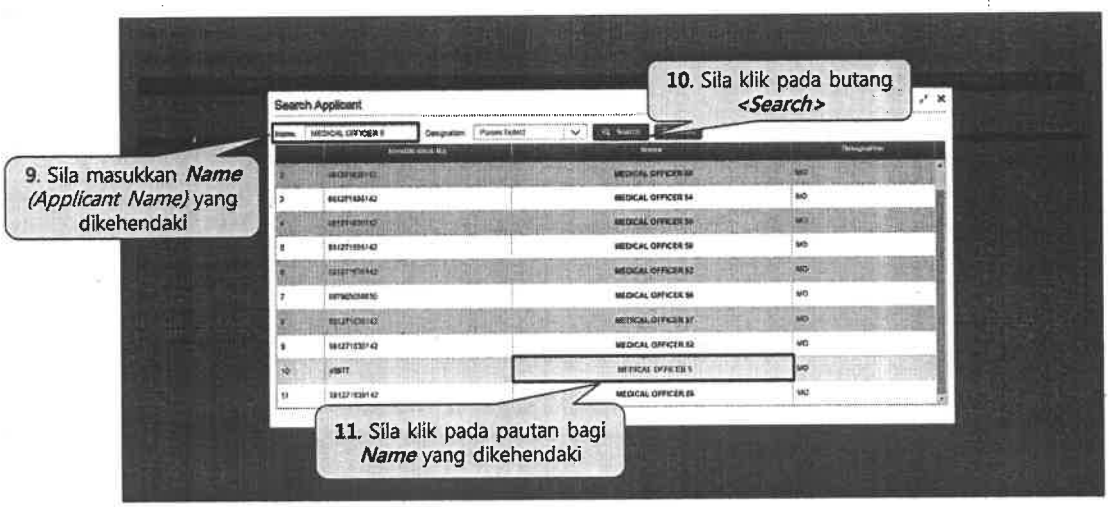
Tip

- ***Applicant Name*** akan dimasukkan dengan nama Pegawai Perubatan yang menugaskan untuk Jururawat tersebut melakukan transaksi ini.

103

Topik 1: *Ward Dashboard – Folder Tracing*

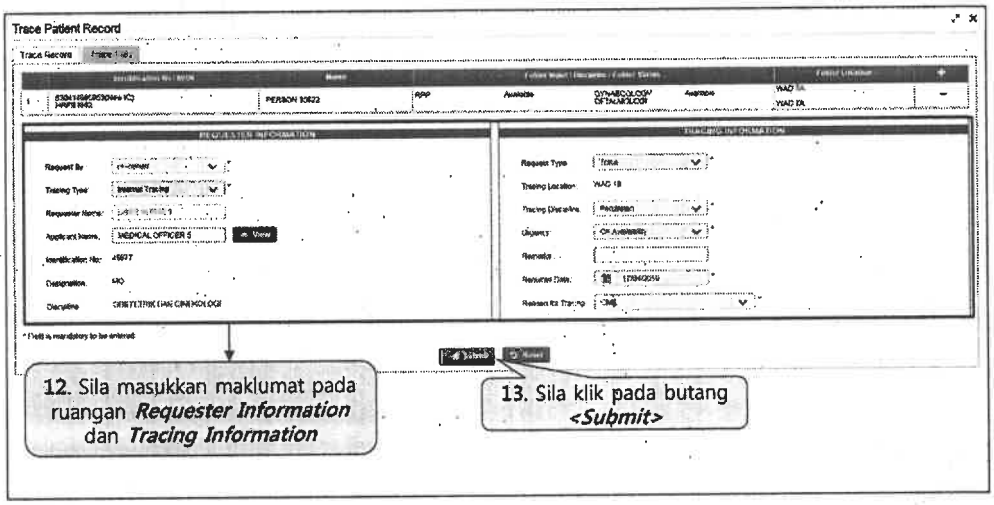
Transaksi: *Folder Tracing* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



104

Topik 1: *Ward Dashboard – Folder Tracing*

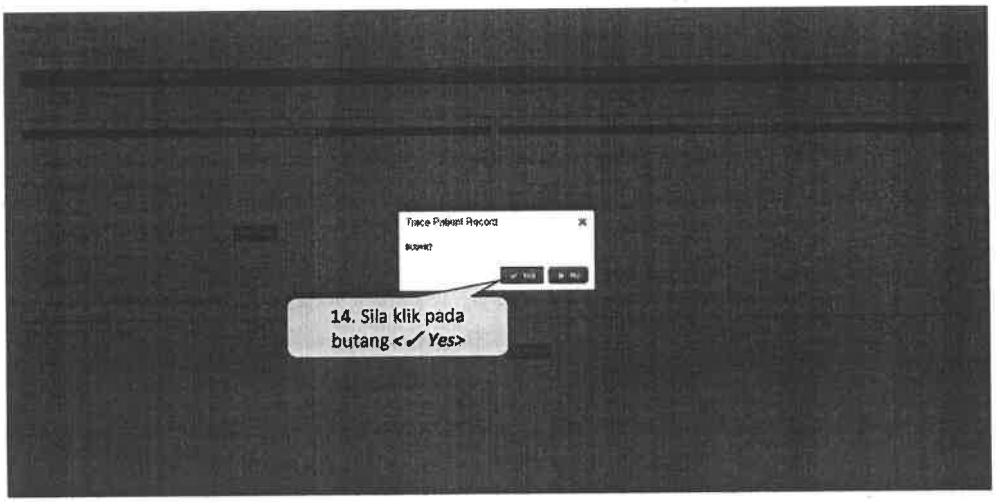
Transaksi: *Folder Tracing*	Tugasan: *Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient > Wards > Ward Dashboard*



105

Topik 1: *Ward Dashboard – Folder Tracing*

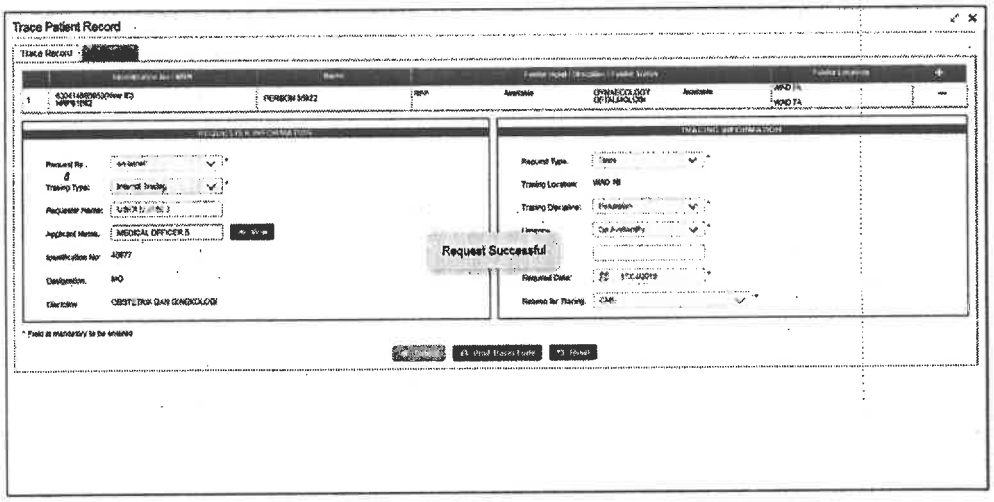
Transaksi: *Folder Tracing*	Tugasan: *Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient > Wards > Ward Dashboard*



106

Topik 1: *Ward Dashboard – Folder Tracing*

Transaksi: *Folder Tracing* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



107

Topik 1: *Ward Dashboard*

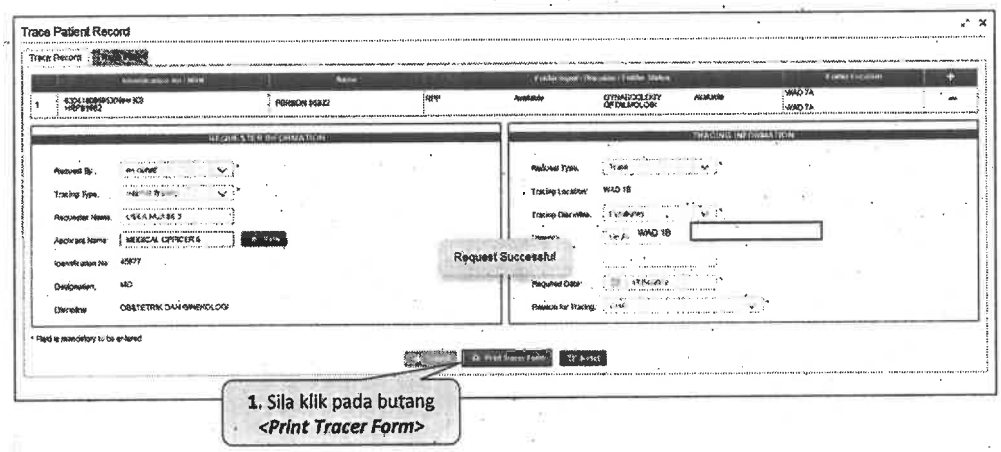
(Folder Tracing (Tracer Form))

108

Topik 1: *Ward Dashboard – Folder Tracing (Tracer Form)*

Transaksi: *Tracer Form: Single Tracer Form* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Folder Tracing*

i. Print Single Tracer Form



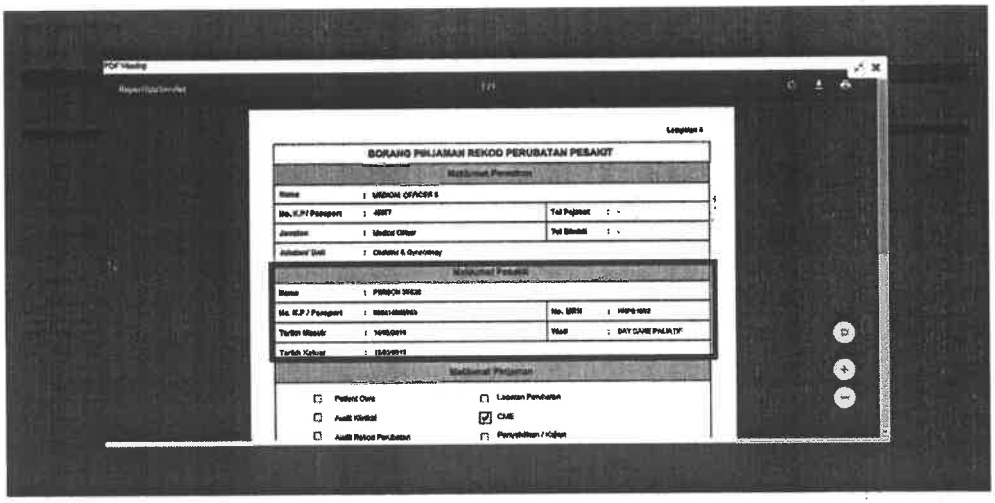
tip

- Untuk membolehkan pengguna mencetak Borang Pinjaman Rekod Perubatan Pesakit (RPP) untuk mengesan *single tracing*. Borang ini akan dijana apabila rekod dikemukakan untuk mengesan ***single tracker*** sahaja.

109

Topik 1: *Ward Dashboard – Folder Tracing (Tracer Form)*

Transaksi: *Tracer Form: Single Tracer Form* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Folder Tracing*

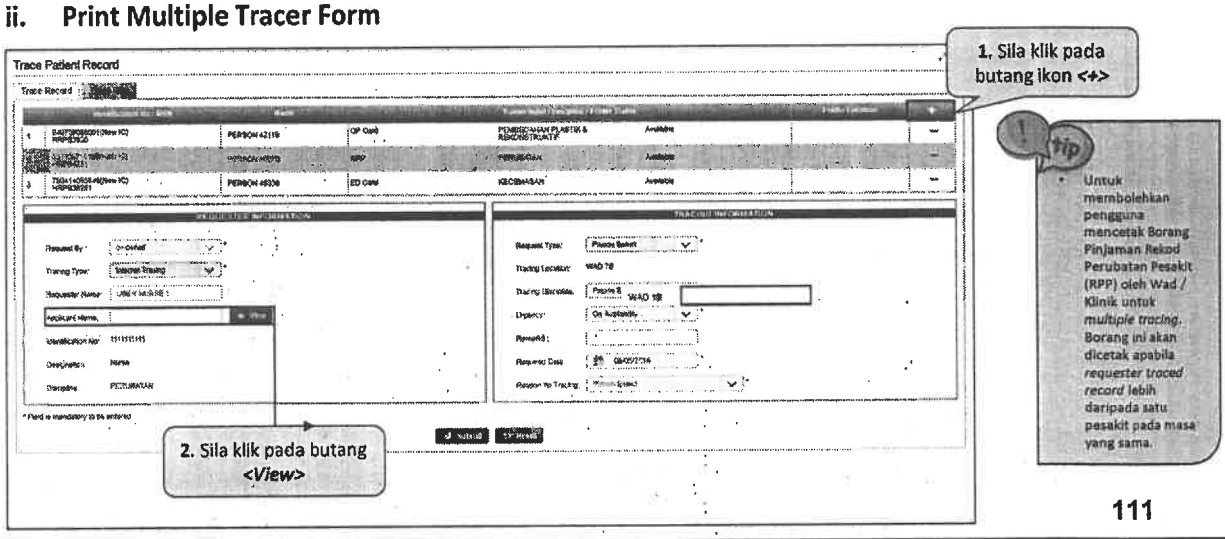


110

Topik 1: *Ward Dashboard – Folder Tracing (Tracer Form)*

Transaksi: *Tracer Form; Multiple Tracer Form* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Folder Tracing*

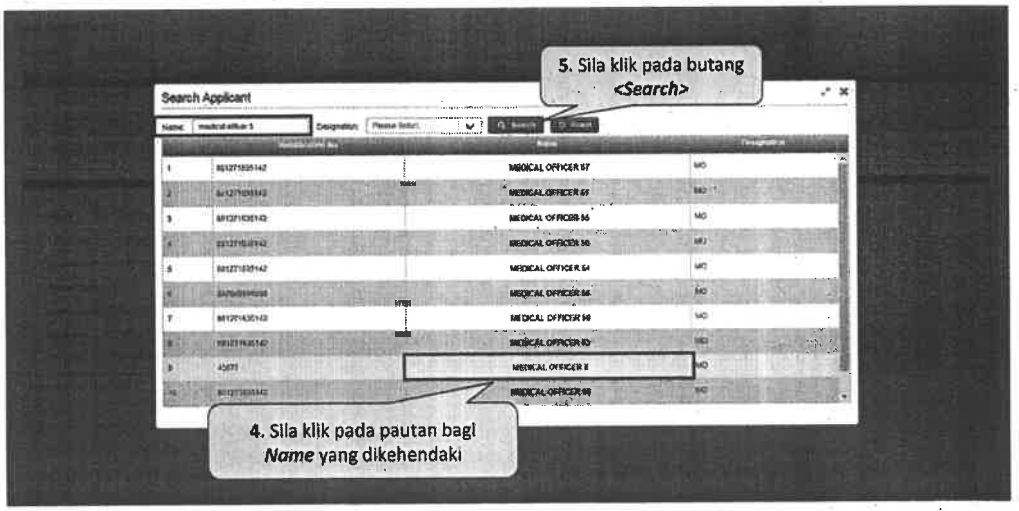
ii. Print Multiple Tracer Form



111

Topik 1: *Ward Dashboard – Folder Tracing (Tracer Form)*

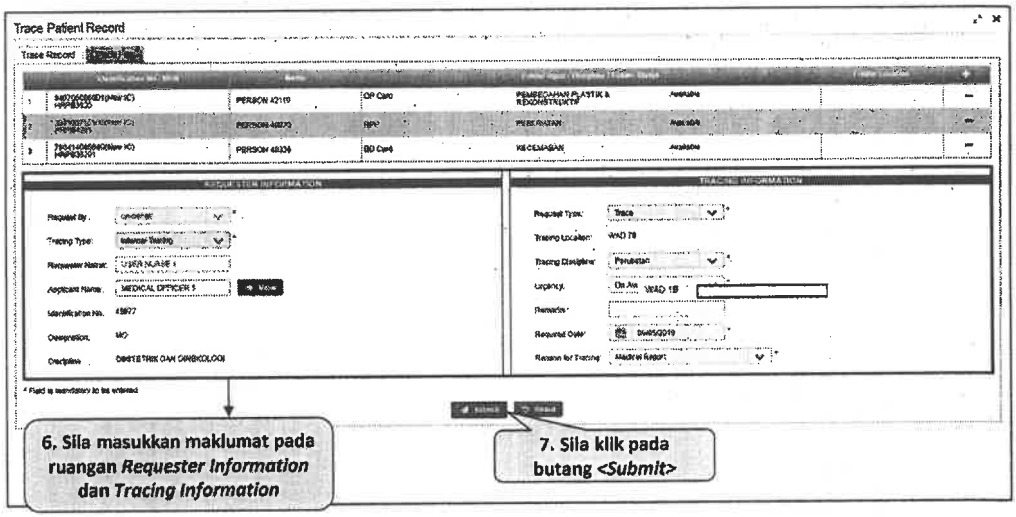
Transaksi: *Tracer Form; Multiple Tracer Form* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Folder Tracing*



112

Topik 1: *Ward Dashboard – Folder Tracing (Tracer Form)*

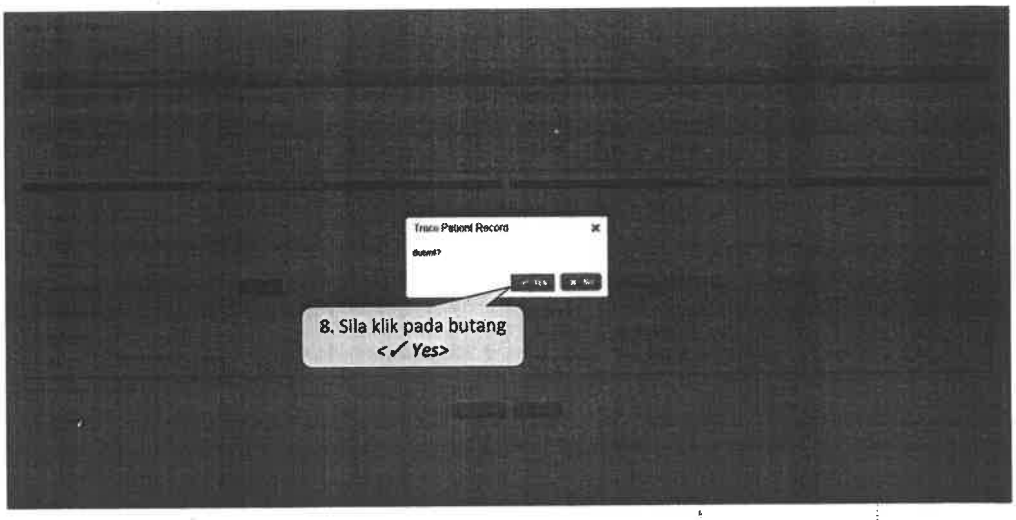
Transaksi: *Tracer Form: Multiple Tracer Form* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Folder Tracing*



113

Topik 1: *Ward Dashboard – Folder Tracing (Tracer Form)*

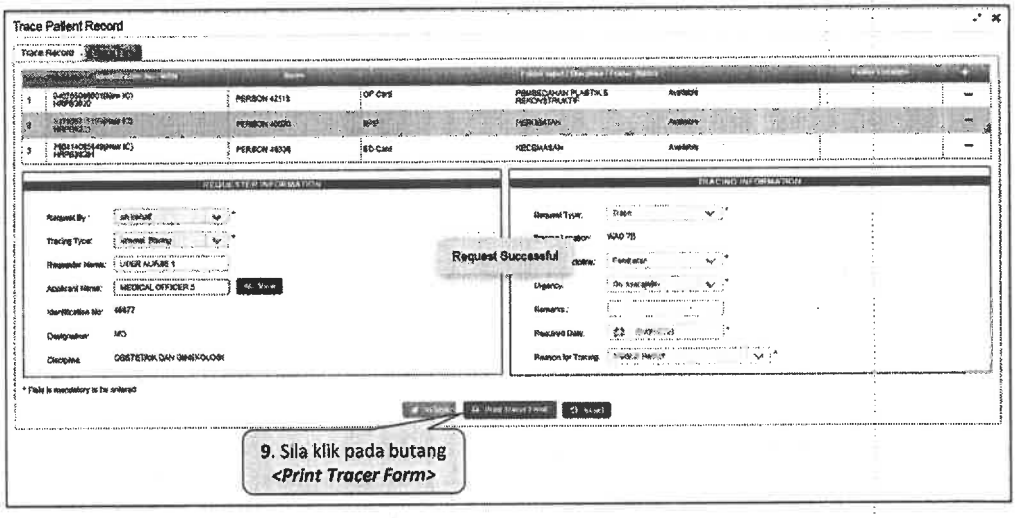
Transaksi: *Tracer Form: Multiple Tracer Form* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Folder Tracing*



114

Topik 1: *Ward Dashboard – Folder Tracing (Tracer Form)*

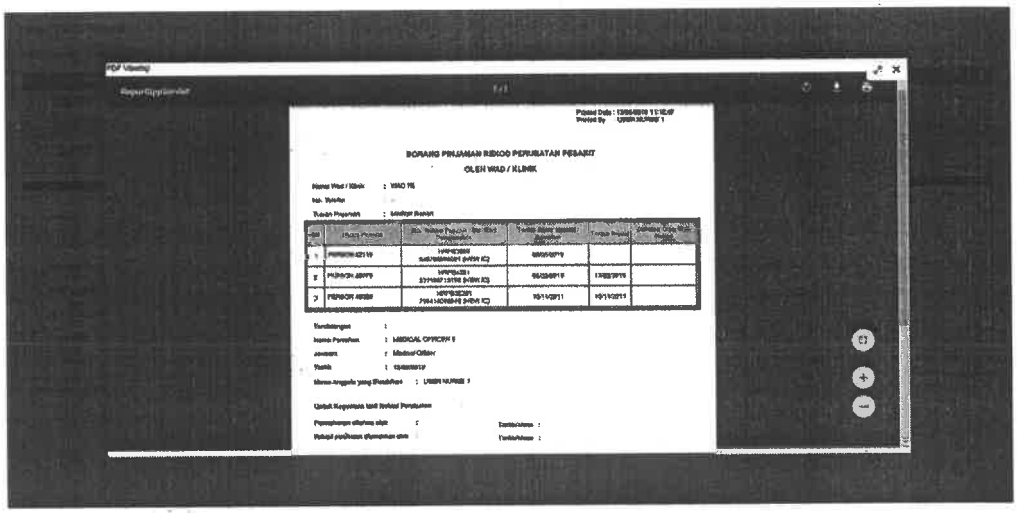
Transaksi: *Tracer Form; Multiple Tracer Form* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Folder Tracing*



115

Topik 1: *Ward Dashboard – Folder Tracing (Tracer Form)*

Transaksi: *Tracer Form; Multiple Tracer Form* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Folder Tracing*



116

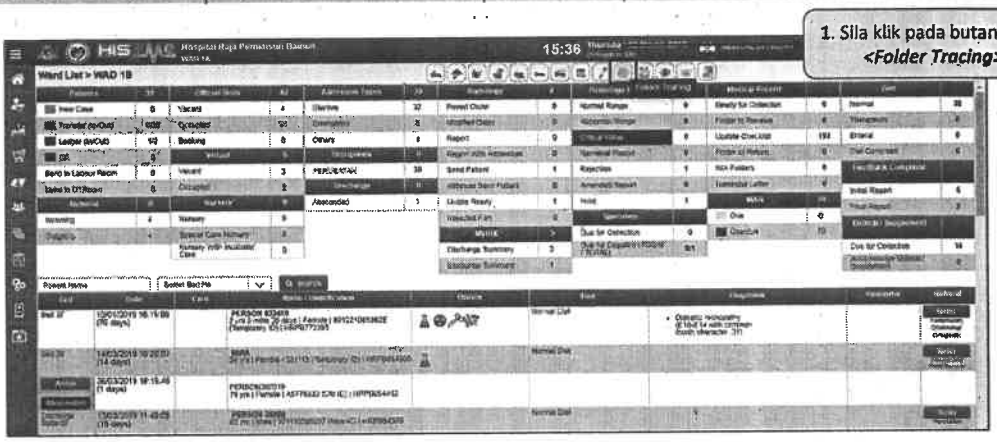
Topik 1: *Ward Dashboard*

(Folder Tracing – Trace Film)

117

Topik 1: *Ward Dashboard – Folder Tracing (Trace Film)*

Transaksi: *Folder Tracing (Trace Film)* | **Tugasan:** *Specialist/MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*

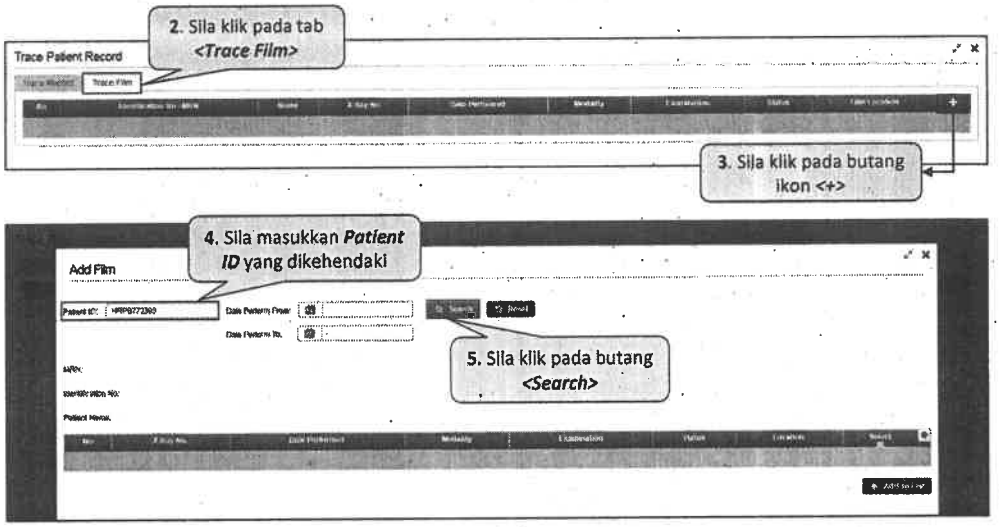


Tujuan: Untuk membenarkan pengguna melakukan *Trace Film* yang terdapat di Jabatan Rekod Perubatan atau Jabatan Radiologi dari semua lokasi.

118

Topik 1: *Ward Dashboard – Folder Tracing (Trace Film)*

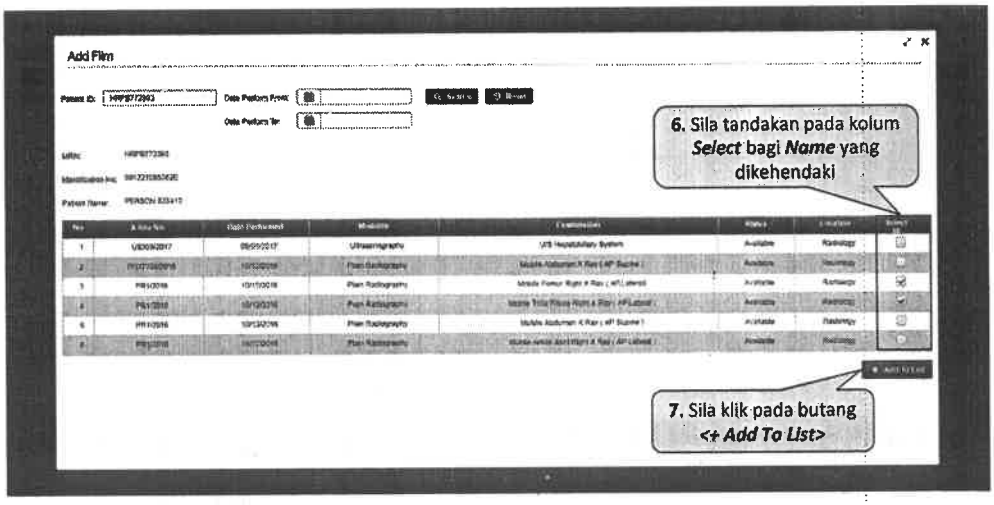
Transaksi: *Folder Tracing (Trace Film)* | **Tugasan:** *Specialist/MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



119

Topik 1: *Ward Dashboard – Folder Tracing (Trace Film)*

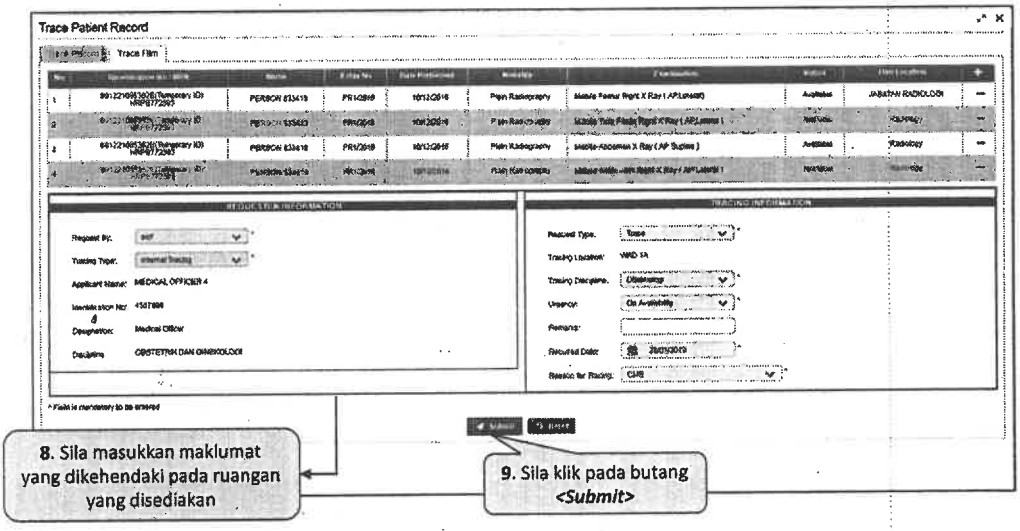
Transaksi: *Folder Tracing (Trace Film)* | **Tugasan:** *Specialist/MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



120

Topik 1: *Ward Dashboard – Folder Tracing (Trace Film)*

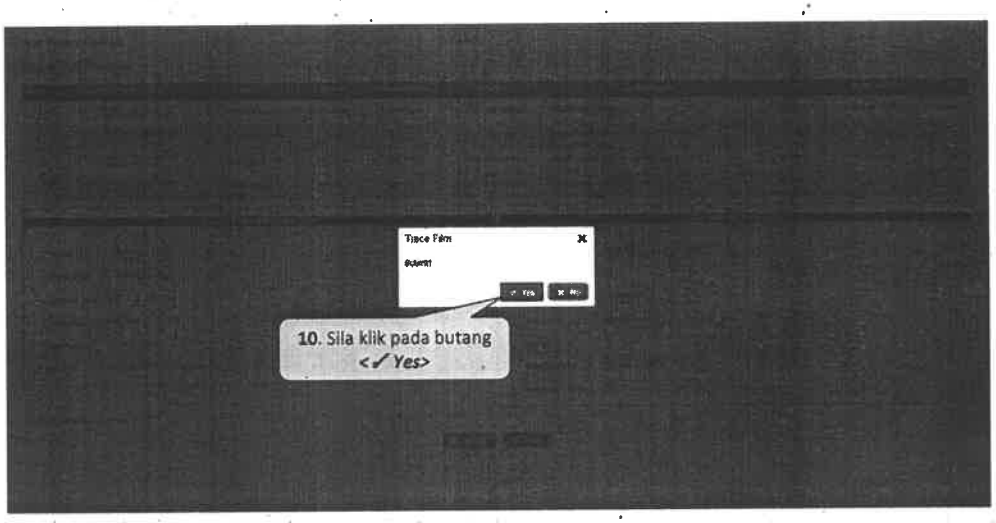
Transaksi: *Folder Tracing (Trace Film)* | **Tugasan:** *Specialist/MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



121

Topik 1: *Ward Dashboard – Folder Tracing (Trace Film)*

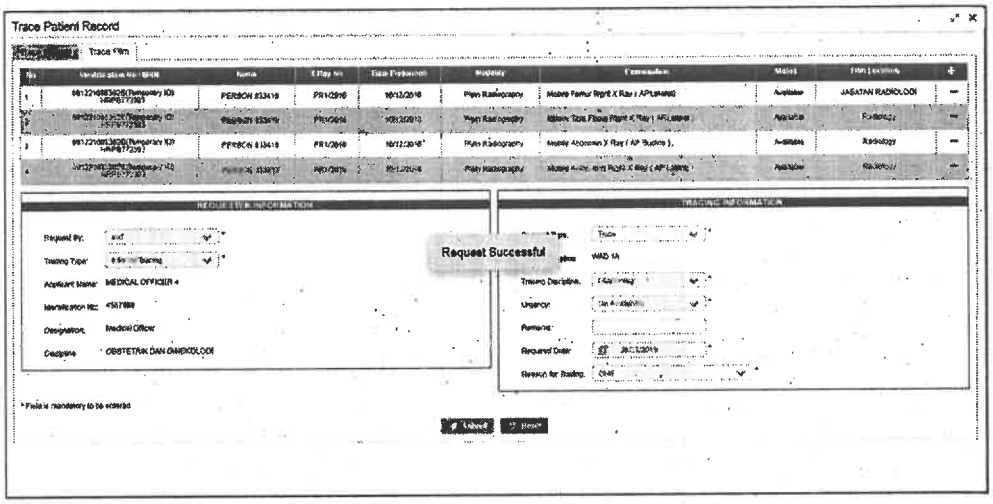
Transaksi: *Folder Tracing (Trace Film)* | **Tugasan:** *Specialist/MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



122

Topik 1: *Ward Dashboard – Folder Tracing (Trace Film)*

Transaksi: *Folder Tracing (Trace Film)* | **Tugasan:** *Specialist/MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



123

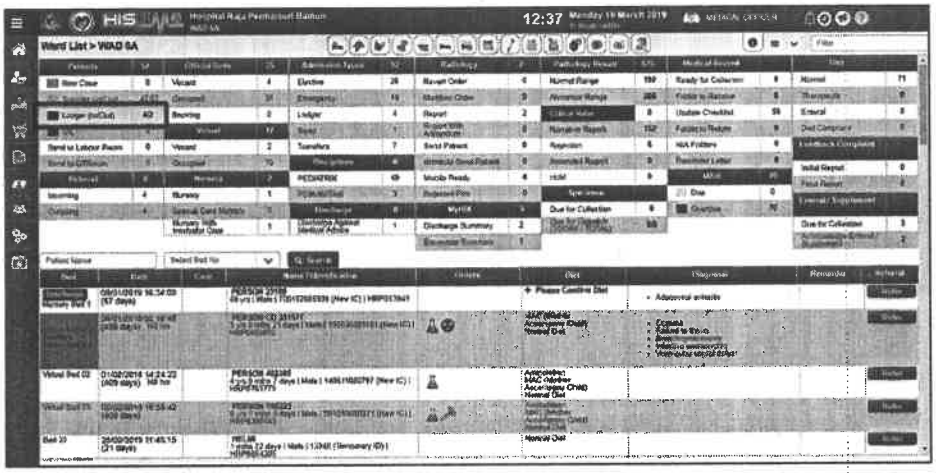
Topik 1: *Ward Dashboard*

Overview Summary – Patients

124

Topik 1: *Ward Dashboard – Overview Summary (Lodger IN/Out)*

Transaksi: *Lodger IN/OUT Details*	Tugasan: *Specialist/MO/Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient > Wards > Ward Dashboard*



125

Topik 1: *Ward Dashboard – Overview Summary (Lodger IN/Out)*

Transaksi: *Lodger IN/OUT Details*	Tugasan: *Specialist/MO/Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient > Wards > Ward Dashboard*

Lodger

Lodger In

No	Patient Name	MRN No	Admission Date	Lodger From	Discharge Date	Discharge Type
1	PERSON 585793	HRPB289570	18/03/2019	WAD 8B		
2	PERSON 284671	HRPB510802	18/03/2019	WAD 8B		
3	PERSON 23180	HRPB53946	18/03/2019	WAD 8B	18/03/2019	Discharge Home
4	PERSON 639639	HRPB783227	29/09/2018	WAD 6C		

Lodger Out

No	Patient Name	MRN No	Admission Date	Lodger To	Discharge Date	Discharge Type
1	PERSON 406862	HRPB770343	16/03/2019	WAD 1D	18/03/2019	Discharge Against Medical Advice
2	PERSON 739734	HRPB562321	18/03/2019	WAD 5D		

126

Topik 1: *Ward Dashboard*

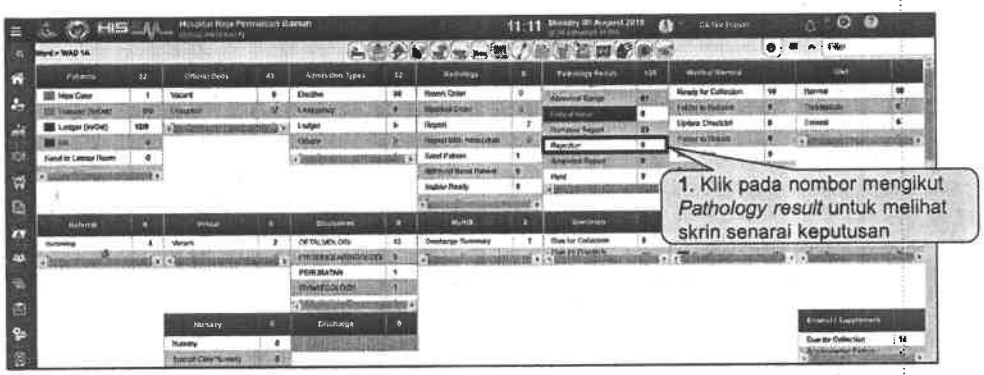
Overview Summary – Pathology Result

127

Topik 1: *Ward Dashboard – Overview Summary (Pathology Result)*

Transaksi : *Ward Dashboard*	**Tugasan** : *Nurse*	**Lokasi**: Wad	**Navigasi**: *Inpatient/Outpatient Management > Ward Dashboard*

i. Rejection

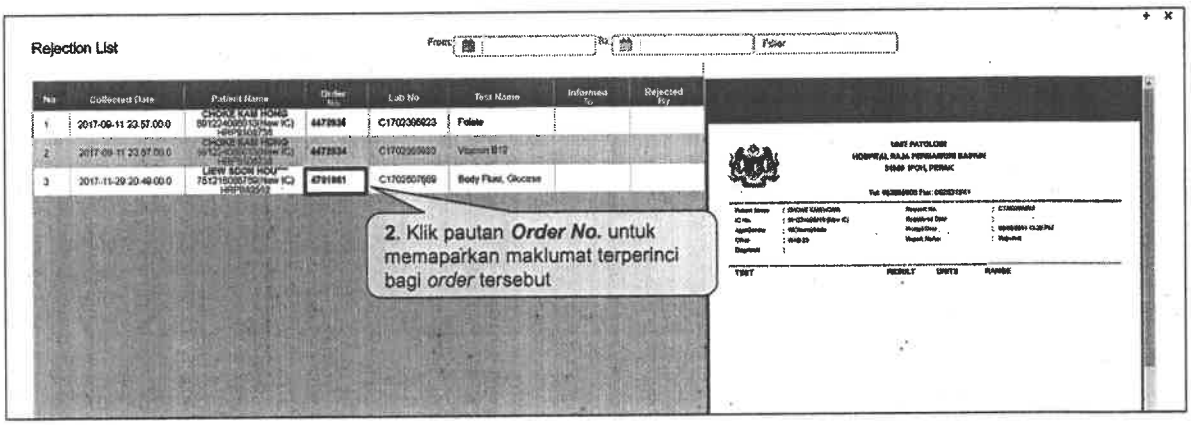


Tujuan : Untuk membolehkan pengguna melihat senarai *Rejection list pada Pathology Result.*

128

Topik 1: *Ward Dashboard – Overview Summary Pathology Result)*

Transaksi : *Ward Dashboard*	**Tugasan** : *Nurse*	**Lokasi**: Wad	**Navigasi**: *Inpatient/Outpatient Management > Ward Dashboard*

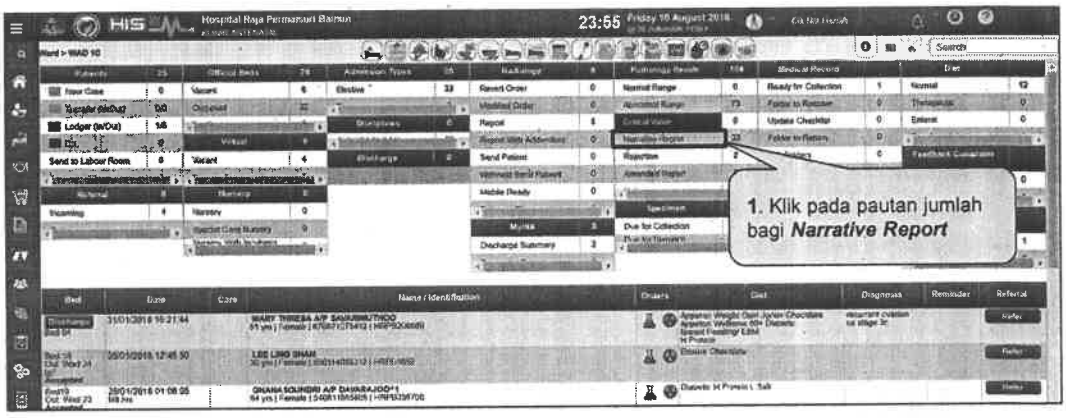


129

Topik 1: *Ward Dashboard – Overview Summary (Pathology Result)*

Transaksi : *Ward Dashboard*	**Tugasan** : *Nurse*	**Lokasi**: Wad	**Navigasi**: *Inpatient/Outpatient Management > Ward Dashboard*

ii. Narrative Report

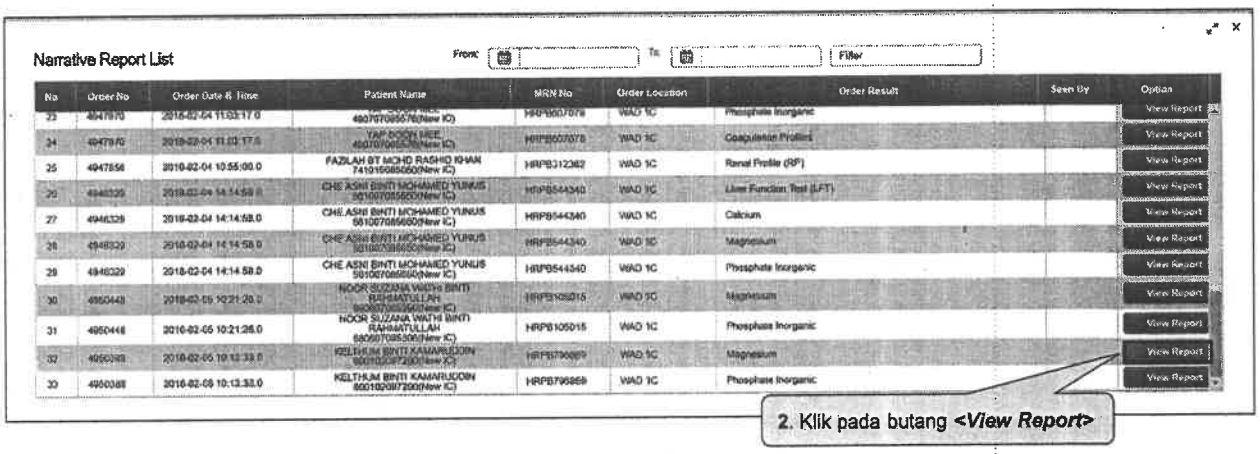


Tujuan : Membolehkan pengguna melihat Result Details pesakit

130

Topik 1: *Ward Dashboard – Overview Summary (Pathology Result)*

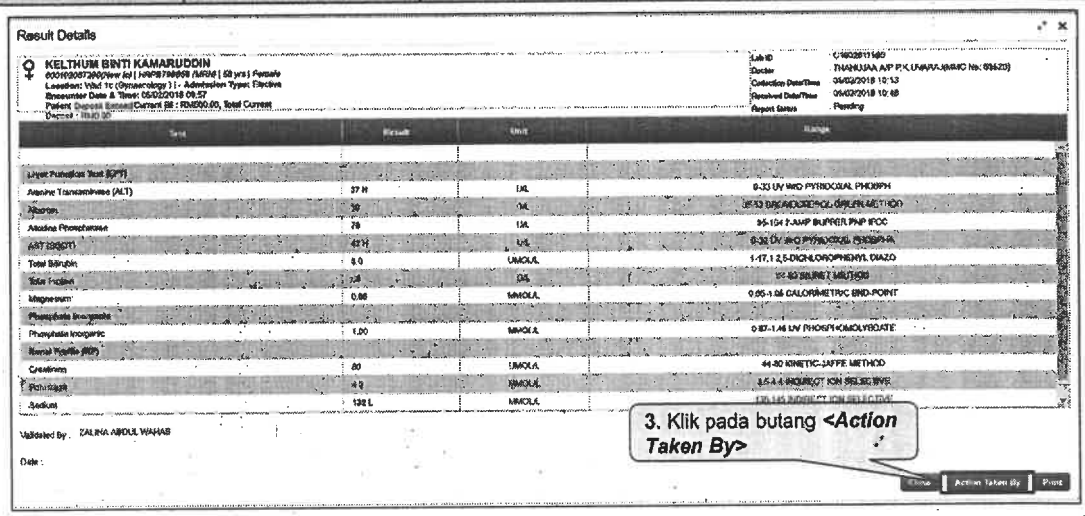
Transaksi : *Ward Dashboard*	**Tugasan** : *Nurse*	**Lokasi**: Wad	**Navigasi**: *Inpatient/Outpatient Management > Ward Dashboard*



131

Topik 1: *Ward Dashboard – Overview Summary (Pathology Result)*

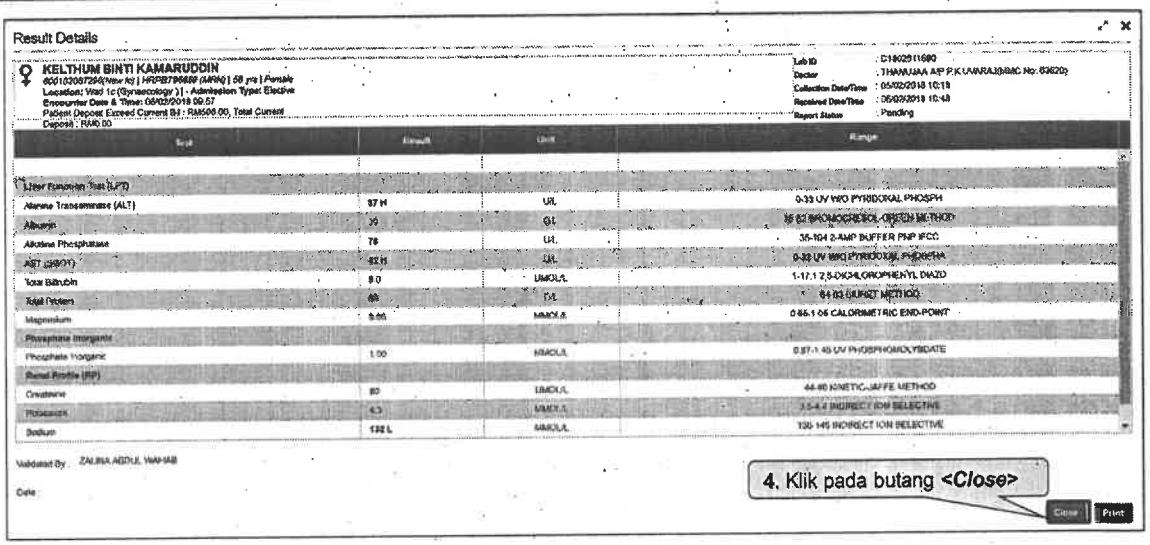
Transaksi : *Ward Dashboard*	**Tugasan** : *Nurse*	**Lokasi**: Wad	**Navigasi**: *Inpatient/Outpatient Management > Ward Dashboard*



132

Topik 1: *Ward Dashboard – Overview Summary (Pathology Result)*

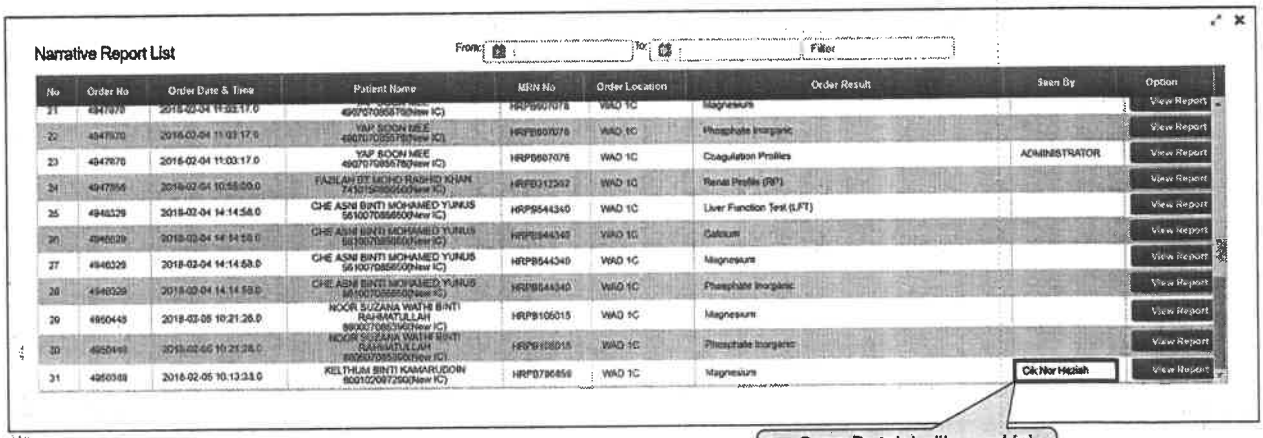
Transaksi : *Ward Dashboard*	Tugasan : *Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient Management > Ward Dashboard*



133

Topik 1: *Ward Dashboard – Overview Summary (Pathology Result)*

Transaksi : *Ward Dashboard*	Tugasan : *Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient Management > Ward Dashboard*



134

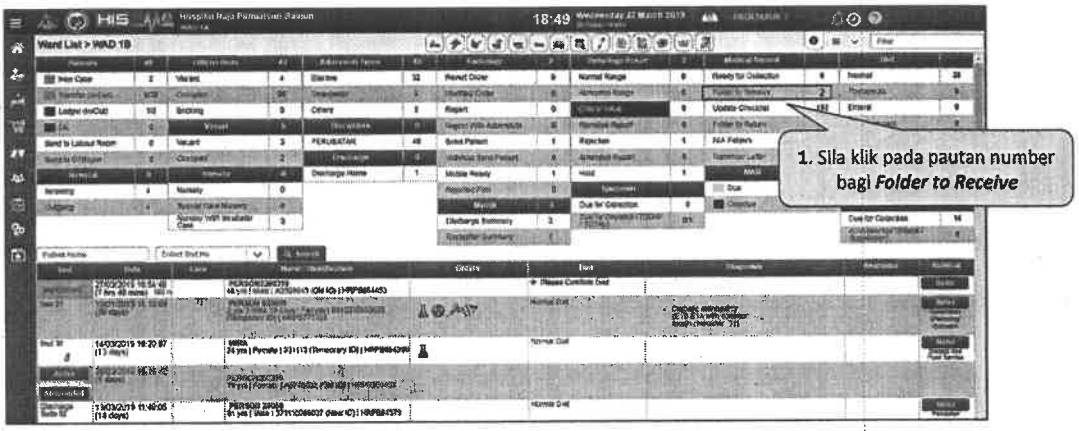
Topik 1: *Ward Dashboard*

Overview Summary – Medical Record

135

Topik 1: *Ward Dashboard – Overview Summary (Folder To Receive)*

Transaksi: *Folder To Receive* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*

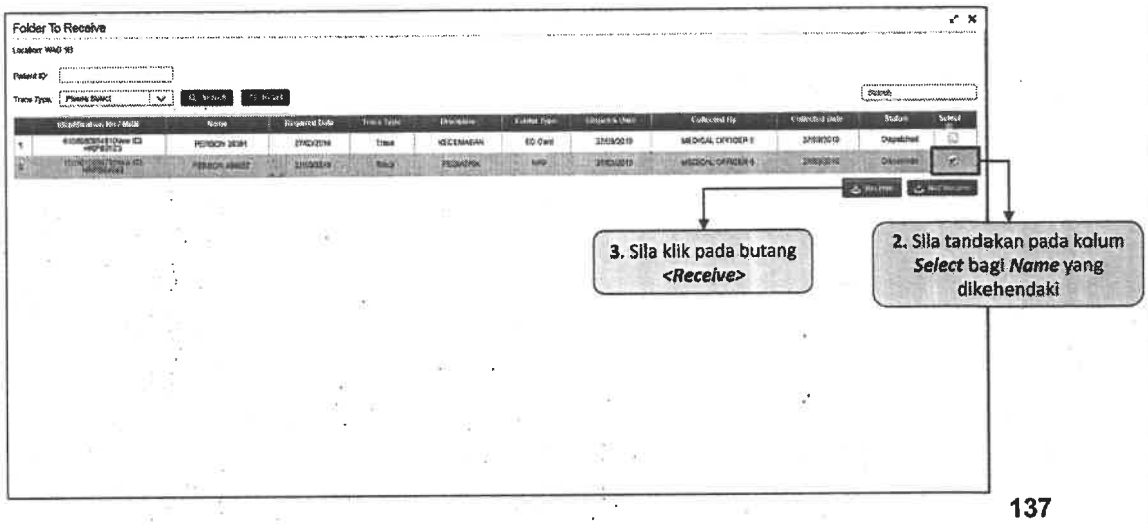


Tujuan: Untuk membenarkan wad menerima Rekod Perubatan Pesakit (RPP) bagi permohonon yang dibuat.

136

Topik 1: *Ward Dashboard – Overview Summary (Folder To Receive)*

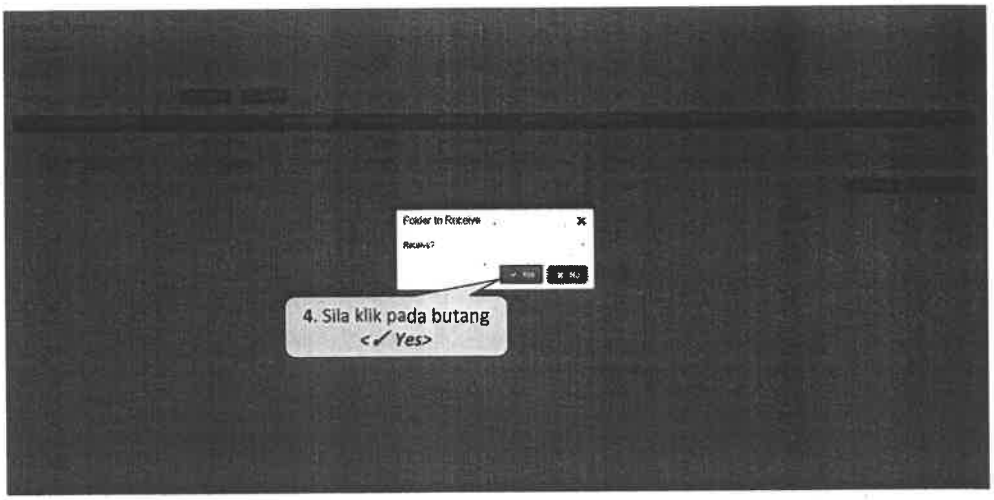
Transaksi: *Folder To Receive* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



137

Topik 1: *Ward Dashboard – Overview Summary (Folder To Receive)*

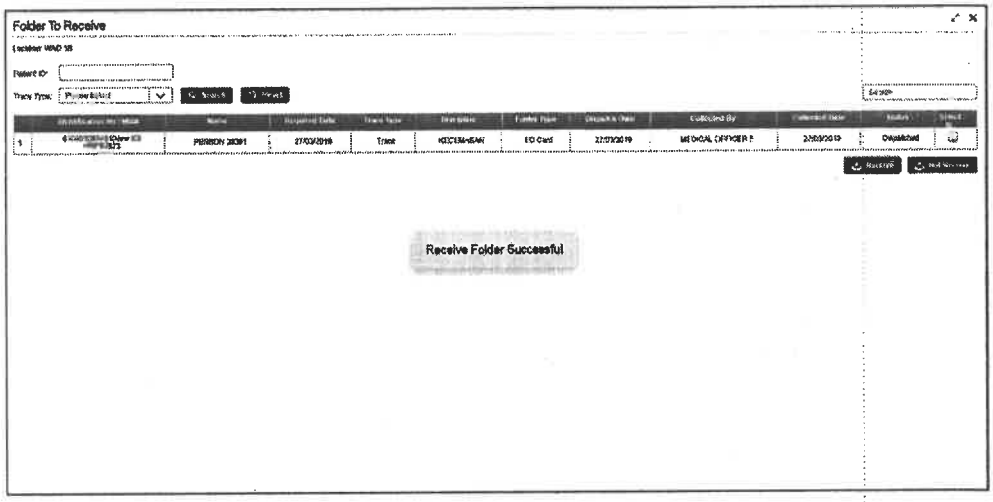
Transaksi: *Folder To Receive* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



138

Topik 1: *Ward Dashboard – Overview Summary (Folder To Receive)*

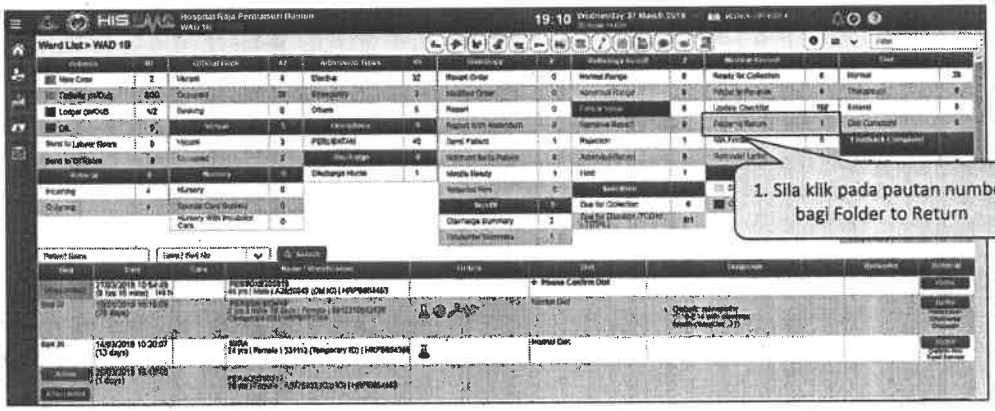
Transaksi: *Folder To Receive*	Tugasan: *Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient > Wards > Ward Dashboard*



139

Topik 1: *Ward Dashboard – Overview Summary (Folder To Return)*

Transaksi: *Folder To Return*	Tugasan: *MO/AMO/Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient > Wards > Ward Dashboard*



tip

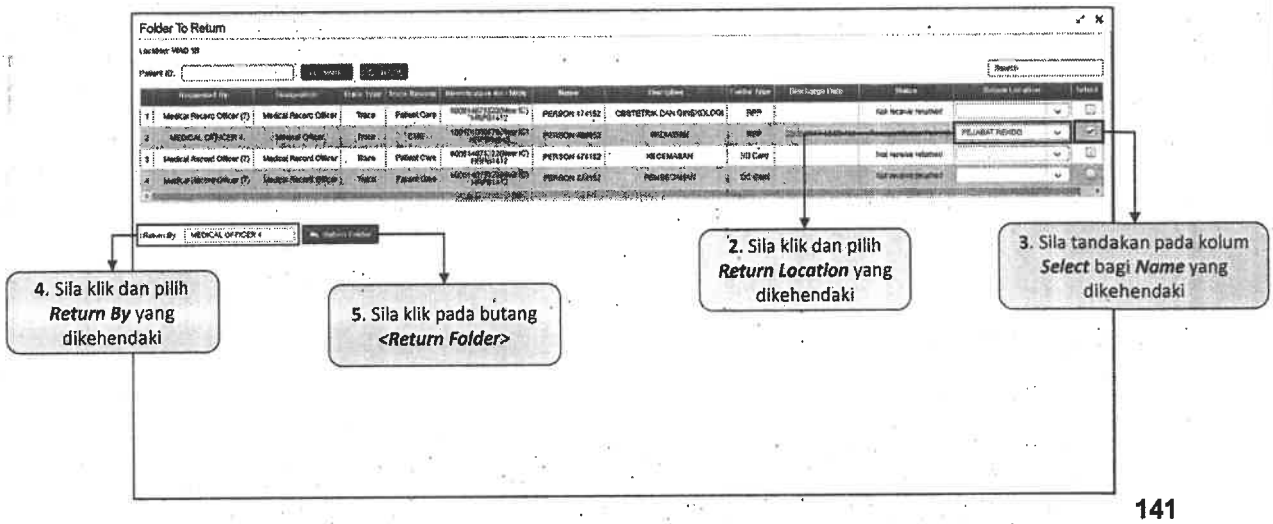
- Mengakaikan maklumat folder dalam senarai NIA sehingga *MRO* melakukan *Verify Checklist*
- Senarai semak yang tidak lengkap akan dikembalikan ke wad semula oleh Pegawai Rekod Perubatan

Tujuan: Untuk membenarkan wad melakukan pemulangan *Traced Folder* kepada Pejabat Rekod untuk pesakit yang telah *discharge* selepas 72 jam.

140

Topik 1: *Ward Dashboard – Overview Summary (Folder To Return)*

Transaksi: *Folder To Return* | **Tugasan:** *MO/AMO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



141

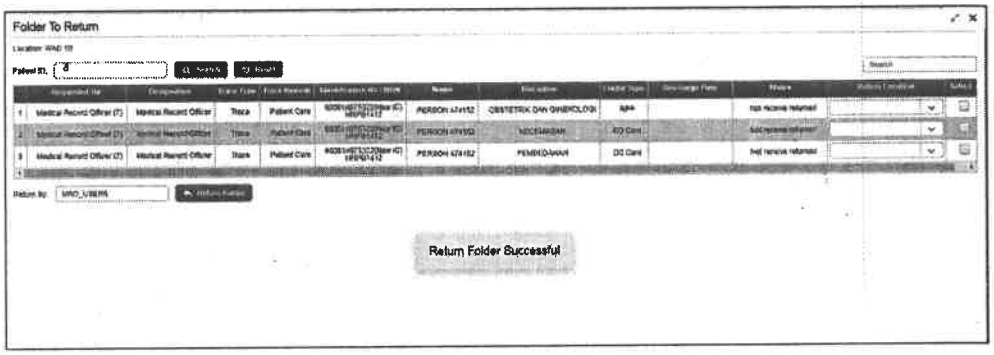
Topik 1: *Ward Dashboard – Overview Summary (Folder To Return)*

Transaksi: *Folder To Return* | **Tugasan:** *MO/AMO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*

142

Topik 1: *Ward Dashboard – Overview Summary (Folder To Return)*

Transaksi: *Folder To Return*	Tugasan: *MO/AMO/Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient > Wards > Ward Dashboard*



143

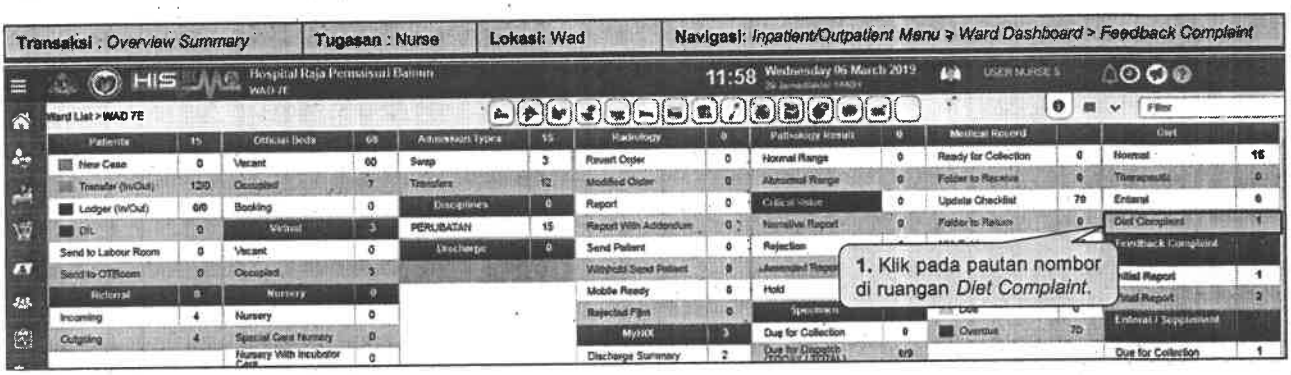
Topik 1: *Ward Dashboard*

Overview Summary – Diet

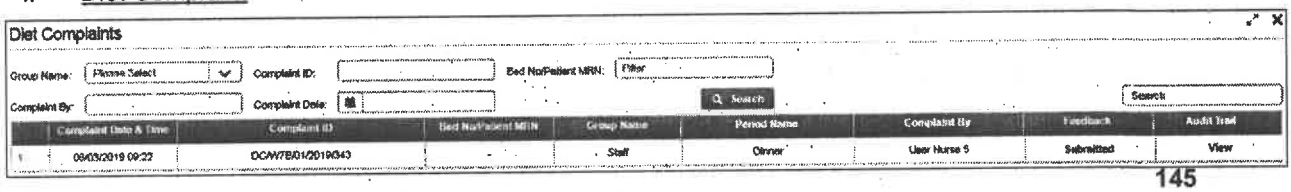
144

Topik 1: *Ward Dashboard – Overview Summary (Diet Complaint)*

Transaksi : *Overview Summary* | **Tugasan** : Nurse | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient Menu > Ward Dashboard > Feedback Complaint*



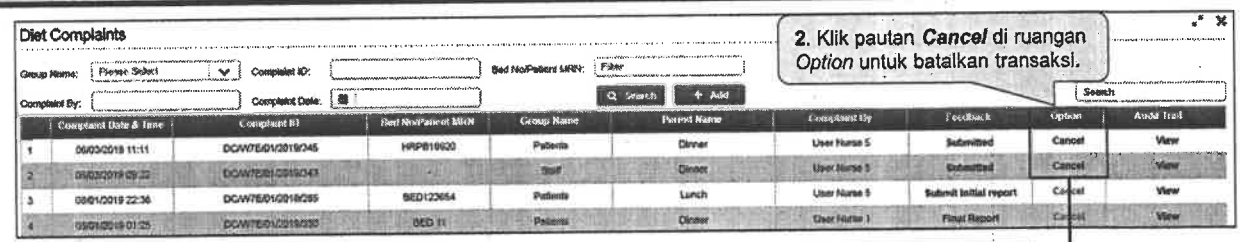
i. *Diet Complaint*



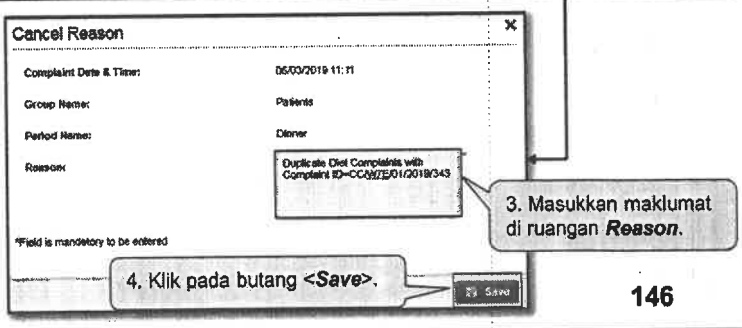
145

Topik 1: *Ward Dashboard – Overview Summary (Diet Complaint)*

Transaksi : *Overview Summary* | **Tugasan** : Nurse | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient Menu > Ward Dashboard > Feedback Complaint*



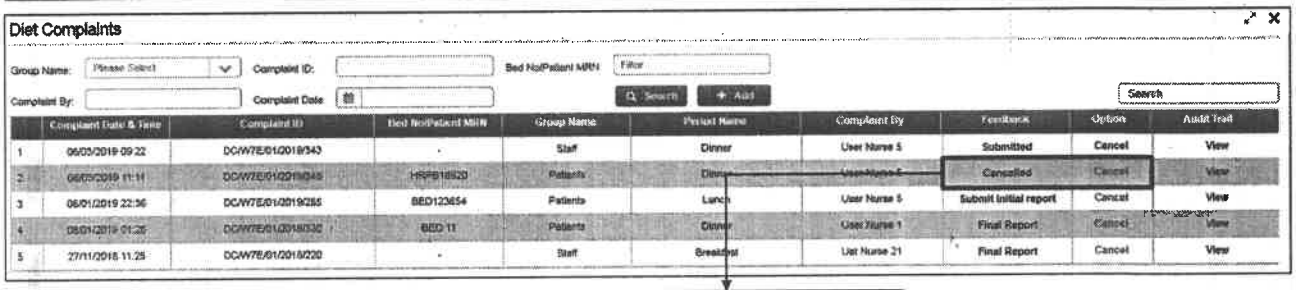
- Penambahbalkan CR: Membolehkan pengguna untuk memasukkan sebab batal bagi Diet Complaint yang telah dihantar.
- Pautan ***Cancel*** di ruangan Option akan dipaparkan sekiranya status di ruangan *Feedback* adalah ***'Submitted'***.
- Bagi maklumat yang telah diterima oleh staf di Jabatan Dietetik & Sajian, pautan Cancel di ruangan *Option* akan dimalapkan.



146

Topik 1: *Ward Dashboard – Overview Summary (Diet Complaint)*

Transaksi : *Overview Summary* | **Tugasan** : Nurse | **Lokasi**: Wad | **Navigasi**: *Inpatient/Outpatient Menu > Ward Dashboard > Feedback Complaint*



- Status di ruangan *Feedback* akan berubah kepada '***Cancelled***'.

147

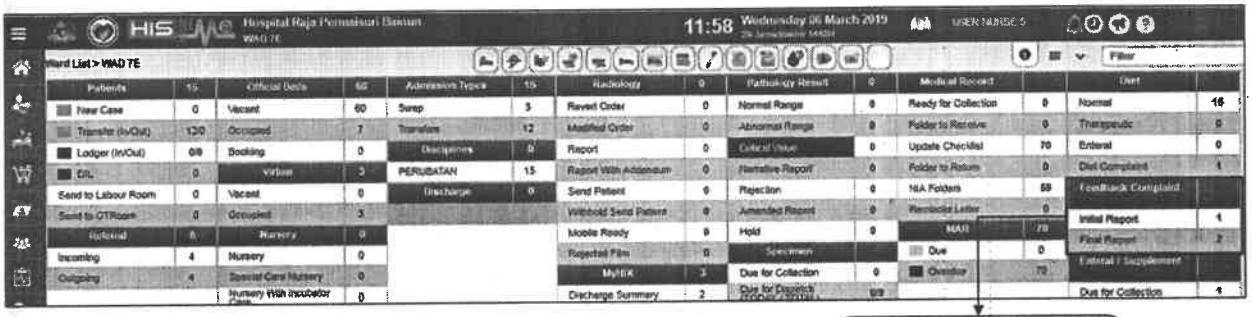
Topik 1: *Ward Dashboard*

Overview Summary – Feedback Complaint

148

Topik 1: *Ward Dashboard – Overview Summary (Feedback Complaints)*

Transaksi : *Overview Summary*	**Tugasan** : Nurse	**Lokasi:** Wad	**Navigasi:** *Inpatient/Outpatient Menu > Ward Dashboard > Feedback Complaint*

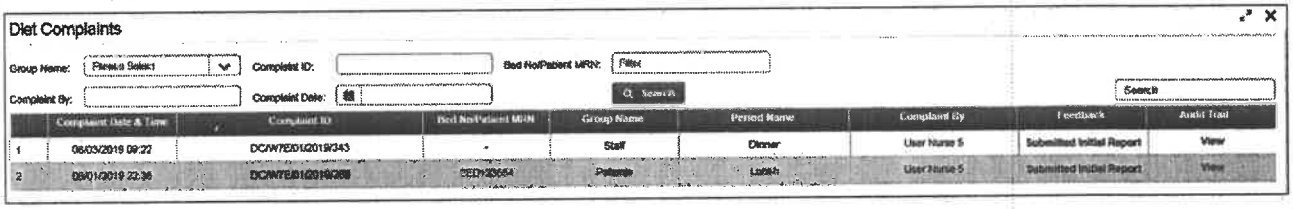


1. Klik pada pautan nombor di *Feedback Complaint*.

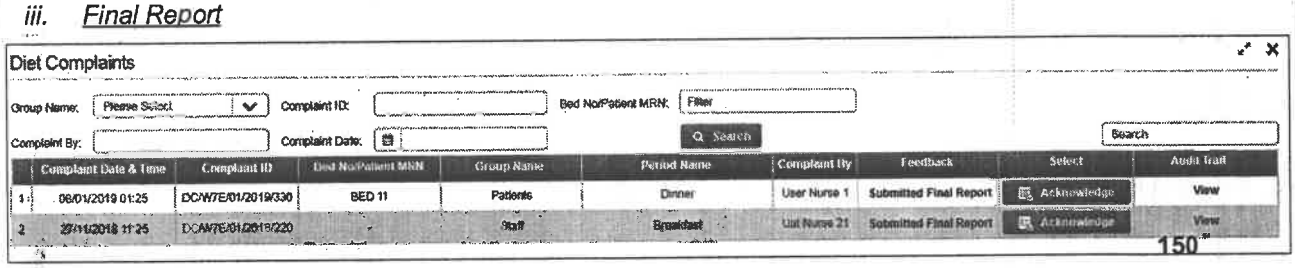
Topik 1: *Ward Dashboard – Overview Summary (Feedback Complaints)*

Transaksi : *Overview Summary*	**Tugasan** : Nurse	**Lokasi:** Wad	**Navigasi:** *Inpatient/Outpatient Menu > Ward Dashboard > Feedback Complaint*

ii. *Initial Report*



iii. *Final Report*



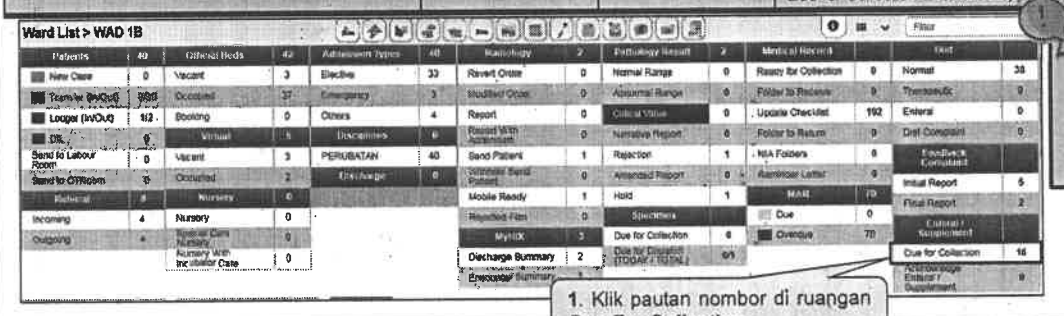
Topik 1: *Ward Dashboard*

Overview Summary – Enteral / Supplement

151

Topik 1: *Ward Dashboard – Enteral/Supplement (Due for Collection)*

Transaksi : *Due for Collection Enteral / Supplement* | **Tugasan** : *Nurse* | **Lokasi**: Wad | **Navigasi**: *Inpatient/Outpatient Menu> Ward >Overview Summary : Due for Collection Enteral / Supplement*



tip

- Membolehkan pengguna mengetahui senarai produk enteral / supplement untuk diambil dari Jabatan Diet.

Due For Collection Enteral / Supplement

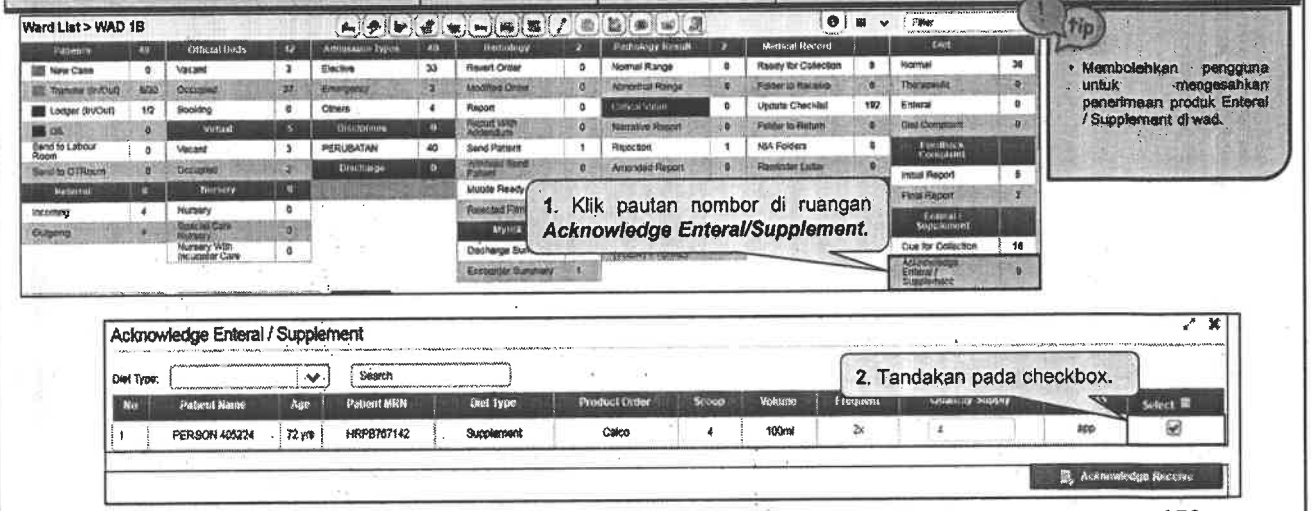
Diet Type: Search

No	Patient Name	Age	Patient MRN	Diet Type	Product Order	Scoop	Volume	Frequent	Quantity Supply	Remarks
1	PERSON 444258	30 yrs	HRPB839535	enteral	Cecrolac		100ml	hourly	1	
2	PERSON 26058	81 yrs	HRPB84379	enteral	Appeton Wellness 60+ Diabetic		100ml	hourly	1	

152

Topik 1: *Ward Dashboard – Enteral/Supplement (Acknowledge Enteral / Supplement)*

Transaksi : *Due for Collection Enteral / Supplement* | **Tugasan** : *Nurse* | **Lokasi**: Wad | **Navigasi**: *Inpatient/Outpatient Menu> Ward >Overview Summary : Due for Collection Enteral / Supplement*



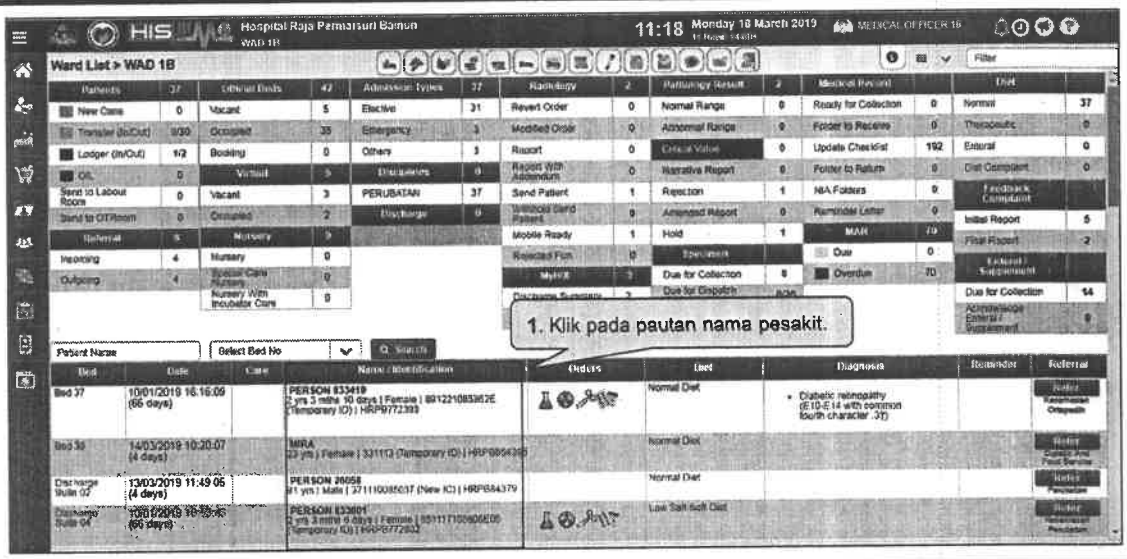
153

Topik 2: *Patient Dashboard*

154

Topik 2: *Patient Dashboard*

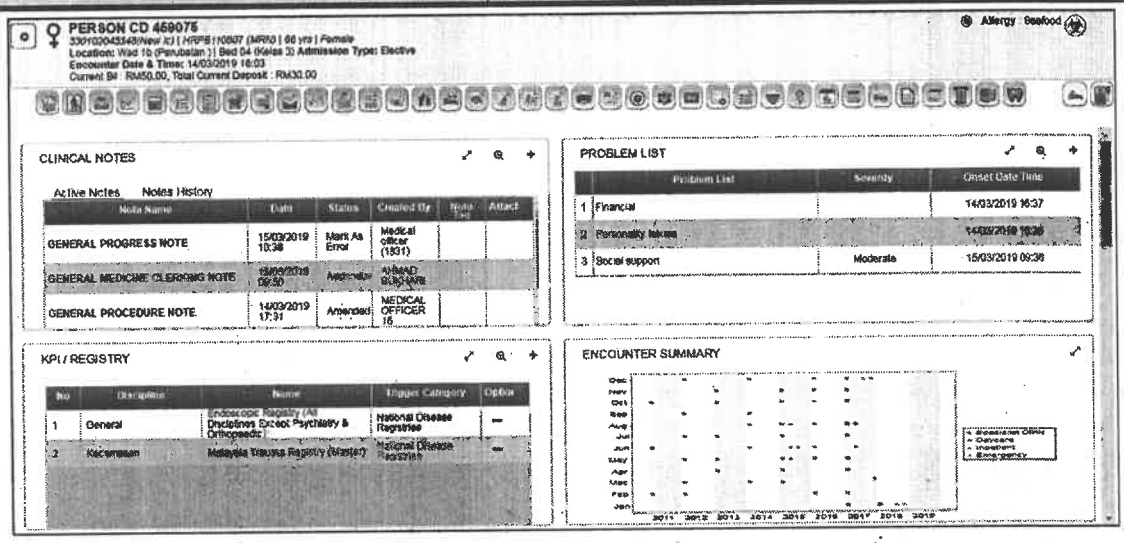
Transaksi : *Patient Dashboard* | **Navigasi:** *Inpatient/Outpatient > Ward Dashboard > Patient Dashboard*



155

Topik 2: *Patient Dashboard*

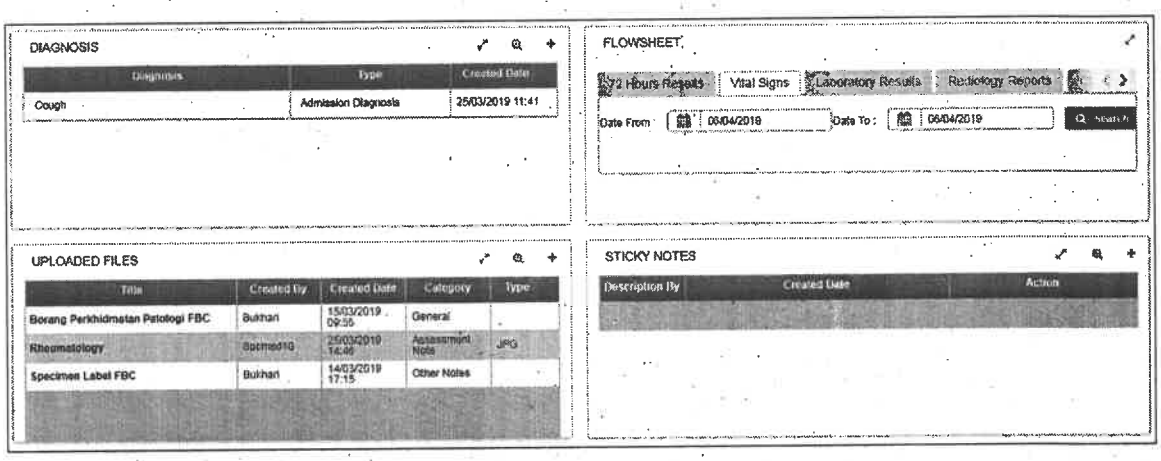
Transaksi : *Patient Dashboard* | **Navigasi:** *Inpatient/Outpatient > Ward Dashboard > Patient Dashboard*



156

Topik 2: *Patient Dashboard*

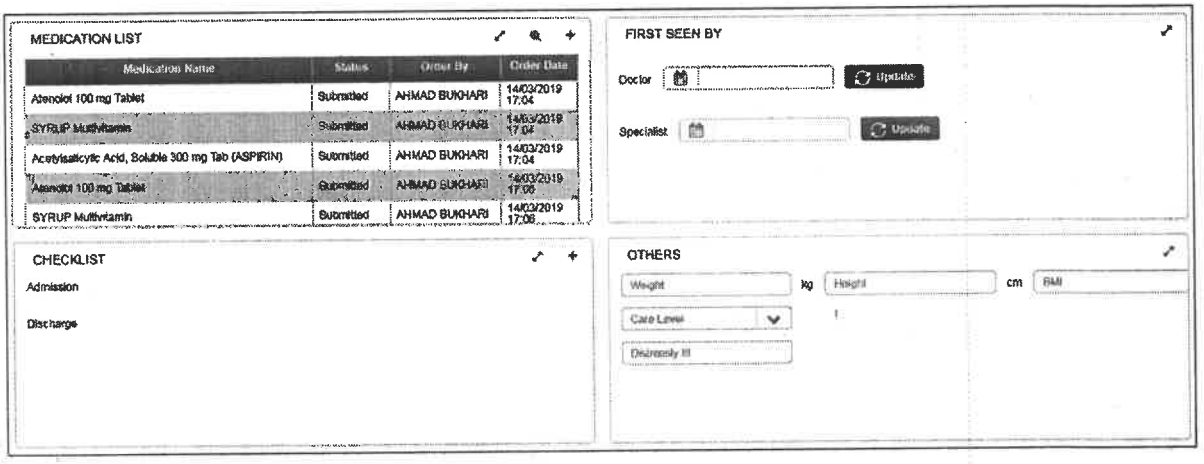
Transaksi : *Patient Dashboard* | **Navigasi:** *Inpatient/Outpatient > Ward Dashboard > Patient Dashboard*



157

Topik 2: *Patient Dashboard*

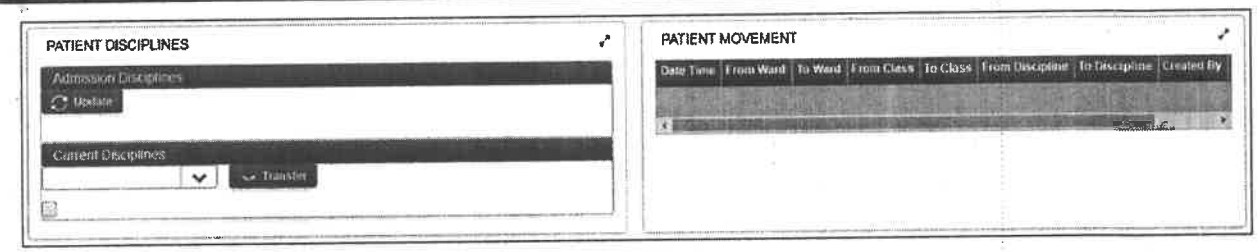
Transaksi : *Patient Dashboard* | **Navigasi:** *Inpatient/Outpatient > Ward Dashboard > Patient Dashboard*



158

Topik 2: *Patient Dashboard*

Transaksi : *Patient Dashboard*	**Navigasi**: *Inpatient/Outpatient > Ward Dashboard > Patient Dashboard*



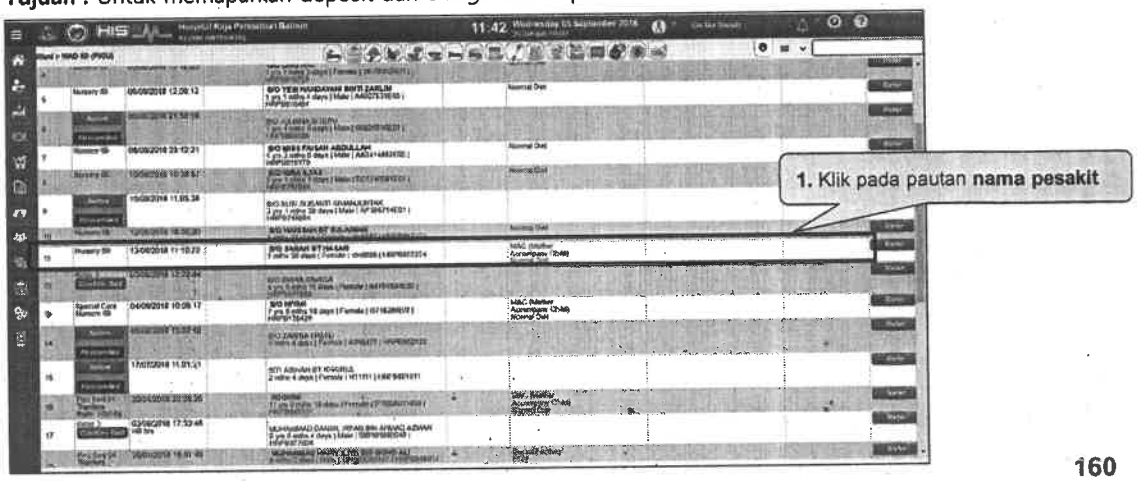
Icon	Title	Function
	Maximize Icon	Memaksimumkan saiz panel sebagai satu paparan halaman
	Search Icon	Paparkan bahagian carian mengikut panel.
	Add Icon	Memaparkan skrin baru bagi panel berkaitan

159

Topik 2: *Patient Dashboard - Display Deposit Charges*

Transaksi : *Deposit Pop up Alert*	**Tugasan** : Pegawai Perubatan,Pakar Pegawai Perubatan,Jururawat	**Lokasi**: Wad, Klinik	**Navigasi**: *Inpatient / Outpatient Management > Ward Dashboard > Patient Dashboard*

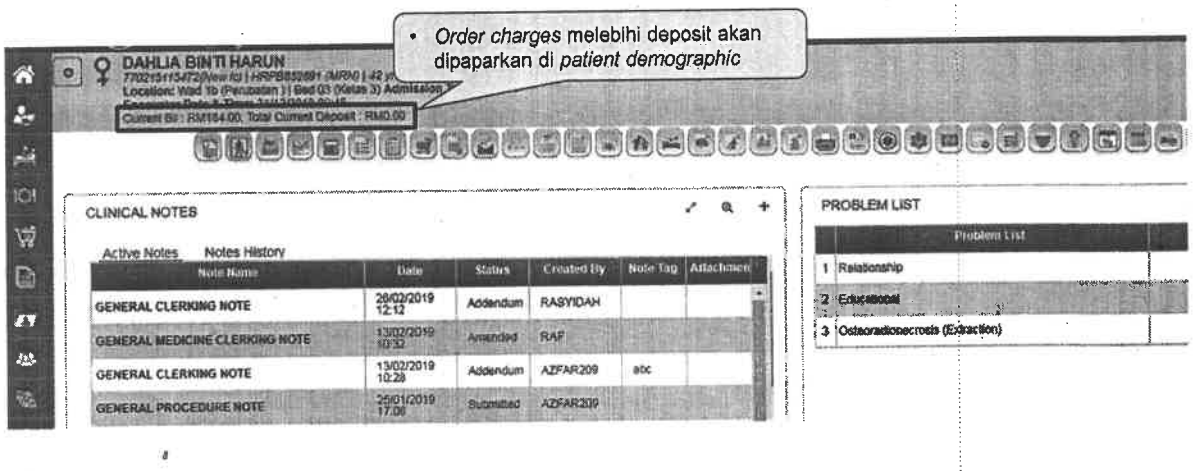
Tujuan : Untuk memaparkan deposit dan *charge* terkini pesakit



160

Topik 2: *Patient Dashboard - Display Deposit Charges*

Transaksi : *Deposit Pop up Alert*	Tugasan : Pegawai Perubatan,Pakar Pegawai Perubatan,Jururawat	Lokasi: Wad, Klinik	Navigasi: *Inpatient / Outpatient Management > Ward Dashboard > Patient Dashboard*



161

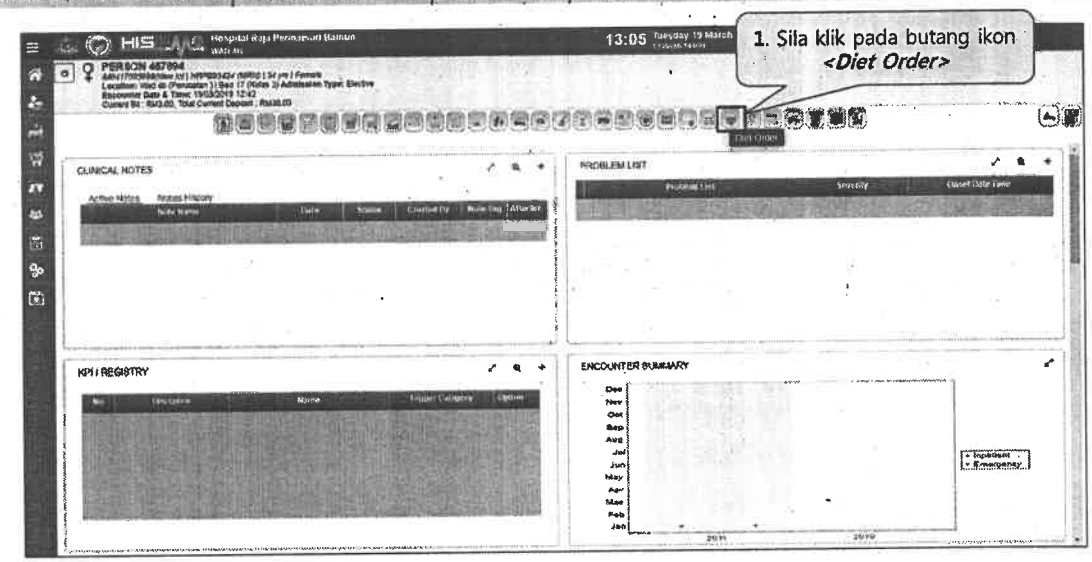
Topik 2: *Patient Dashboard*

Diet Order

162

Topik 2: *Patient Dashboard – Diet Order (Update Diet Order)*

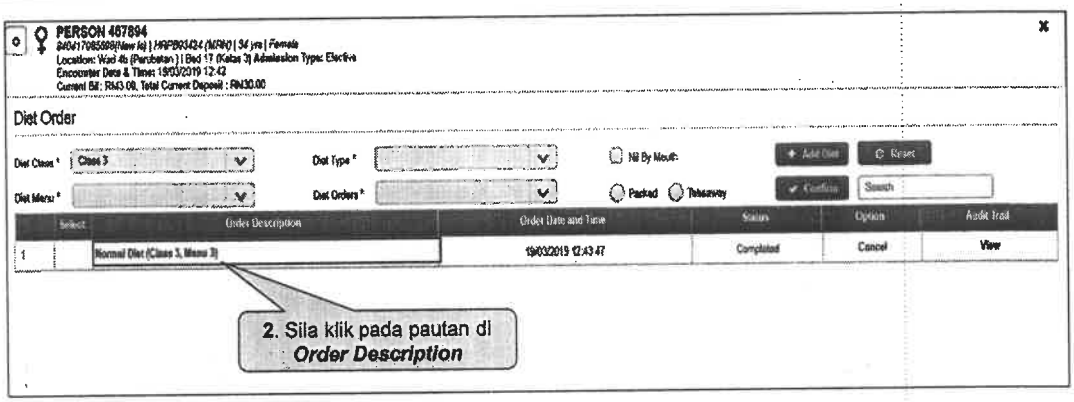
Transaksi: *Orders-Update Diet Order* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



163

Topik 2: *Patient Dashboard – Diet Order (Update Diet Order)*

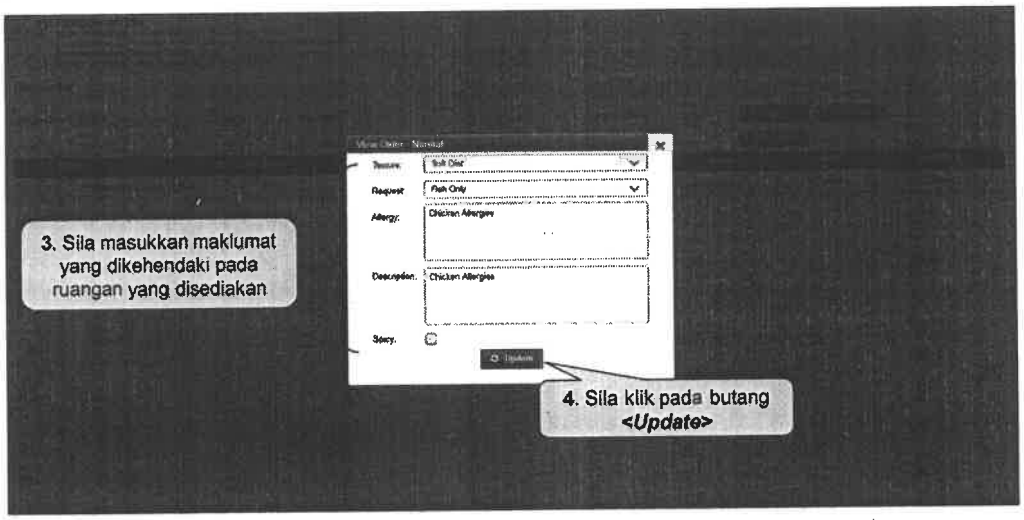
Transaksi: *Orders-Update Diet Order* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



164

Topik 2: *Patient Dashboard – Diet Order (Update Diet Order)*

Transaksi: *Orders-Update Diet Order* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



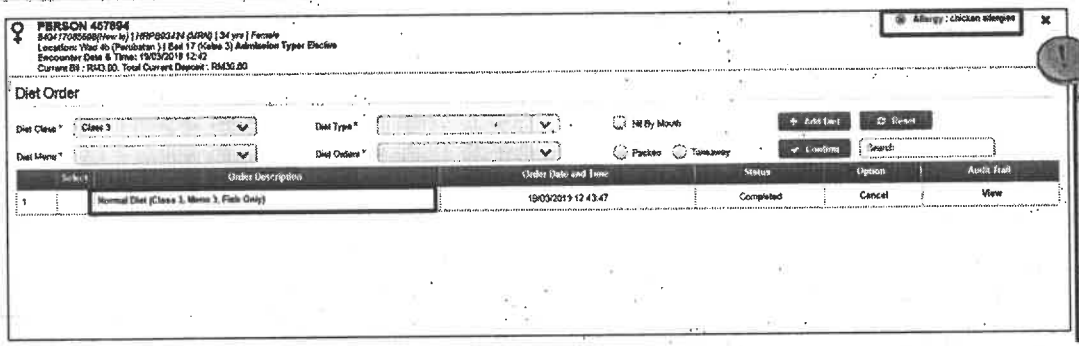
tip

Penambahbaikan yang terdapat untuk transaksi ini adalah mengemaskini maklumat bagi Order yang dibuat

165

Topik 2: *Patient Dashboard – Diet Order (Update Diet Order)*

Transaksi: *Orders-Update Diet Order* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



tip

Maklumat *Allergy* yang dimasukkan juga akan menjadikan *Allergy* tersebut sebagai alert yang dipaparkan pada *Patient Dashboard* bagi pesakit tersebut.

166

Topik 2: *Patient Dashboard*

Add Diet Order (Enteral)

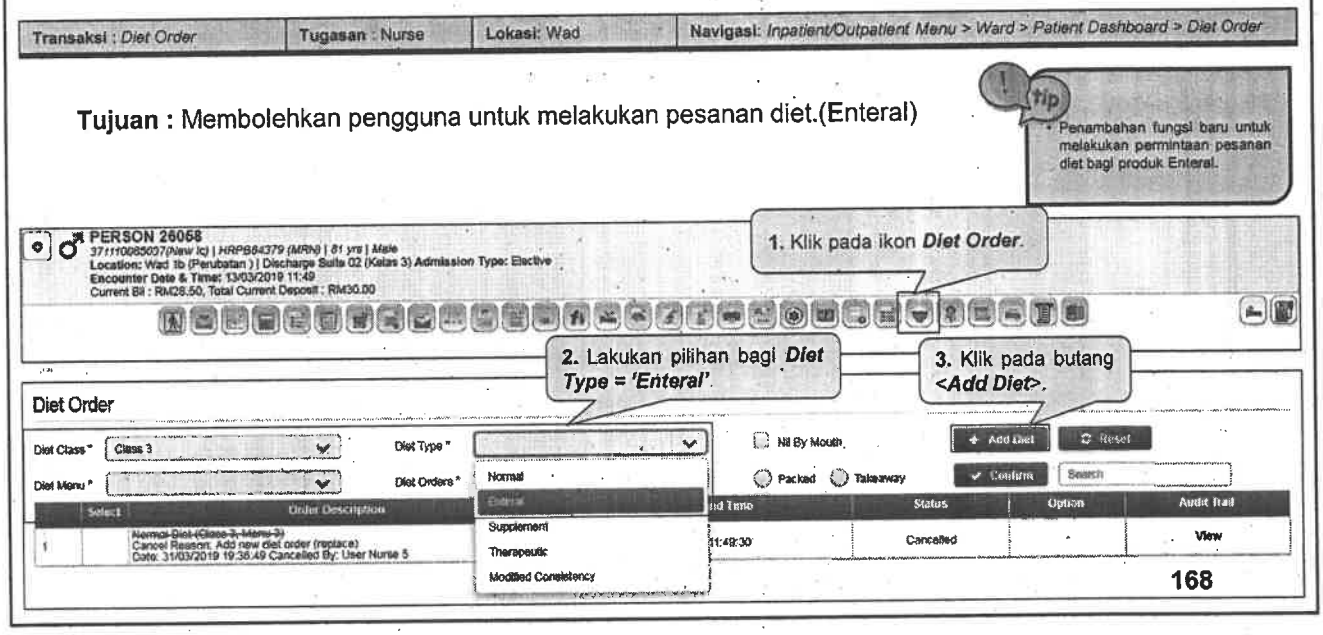
167

Topik 2: *Patient Dashboard – Add Diet Order (Enteral)*

Transaksi : *Diet Order* | **Tugasan :** Nurse | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient Menu > Ward > Patient Dashboard > Diet Order*

Tujuan : Membolehkan pengguna untuk melakukan pesanan diet.(Enteral)

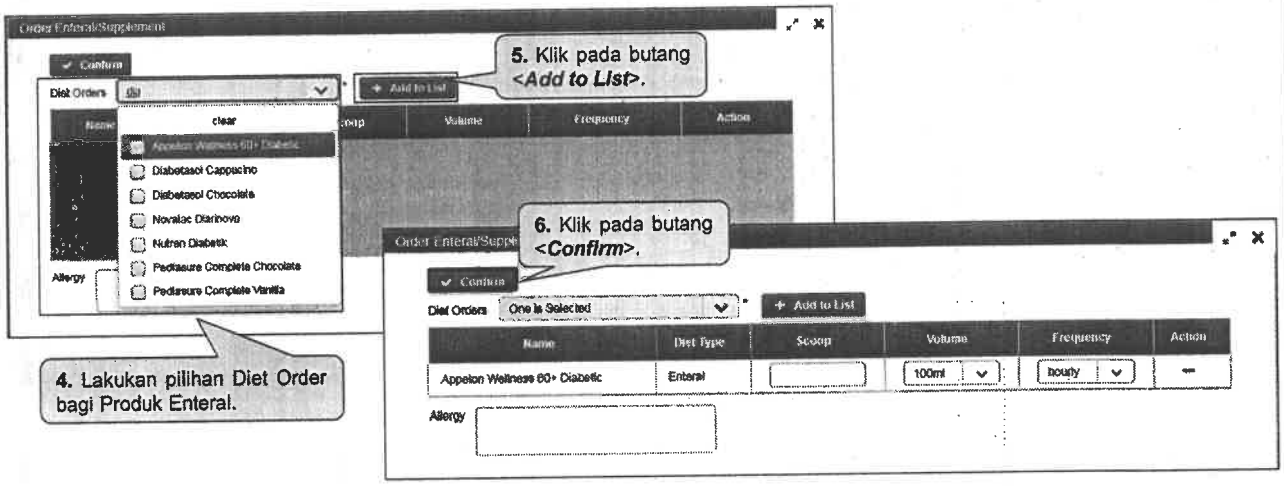
tip
- Penambahan fungsi baru untuk melakukan permintaan pesanan diet bagi produk Enteral.



168

Topik 2: *Patient Dashboard – Add Diet Order (Enteral)*

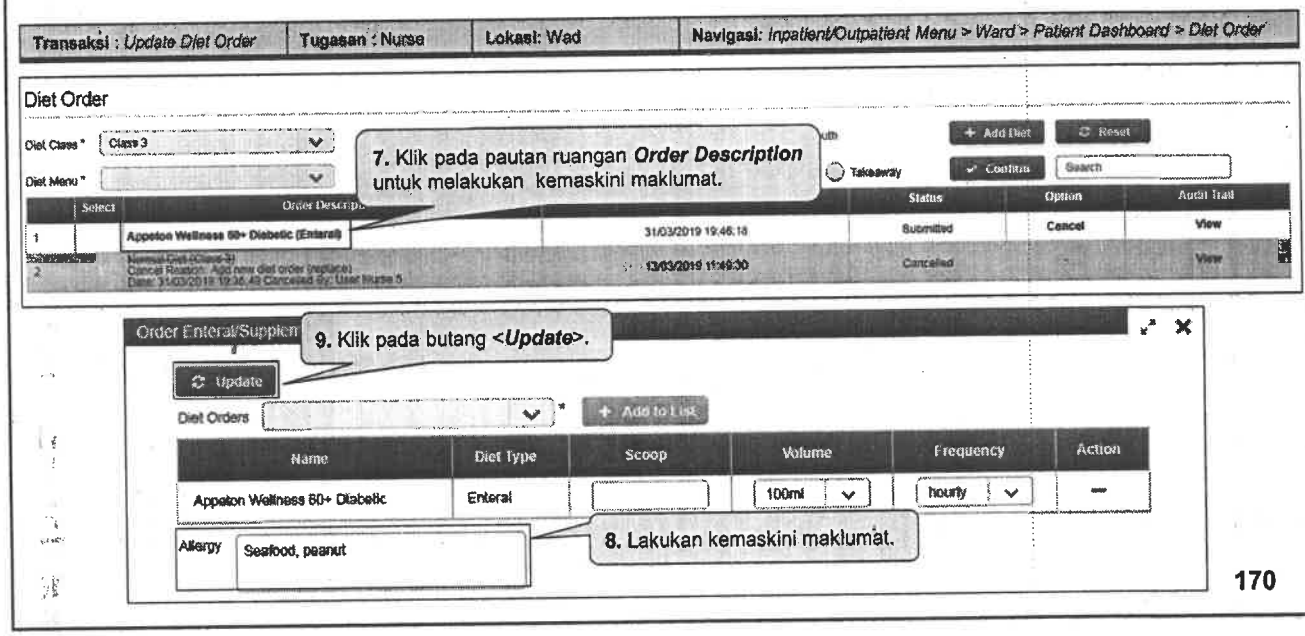
Transaksi : *Diet Order* | **Tugasan** : Nurse | **Lokasi**: Wad | **Navigasi**: *Inpatient/Outpatient Menu > Ward > Patient Dashboard > Diet Order*



169

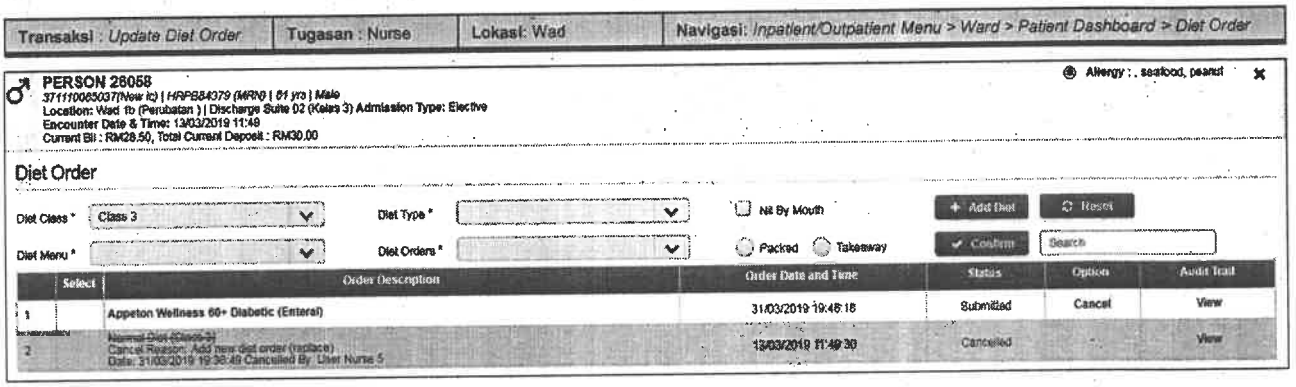
Topik 2: *Patient Dashboard – Add Diet Order (Enteral)*

Transaksi : *Update Diet Order* | **Tugasan** : Nurse | **Lokasi**: Wad | **Navigasi**: *Inpatient/Outpatient Menu > Ward > Patient Dashboard > Diet Order*



170

Topik 2: *Patient Dashboard – Add Diet Order (Enteral)*



171

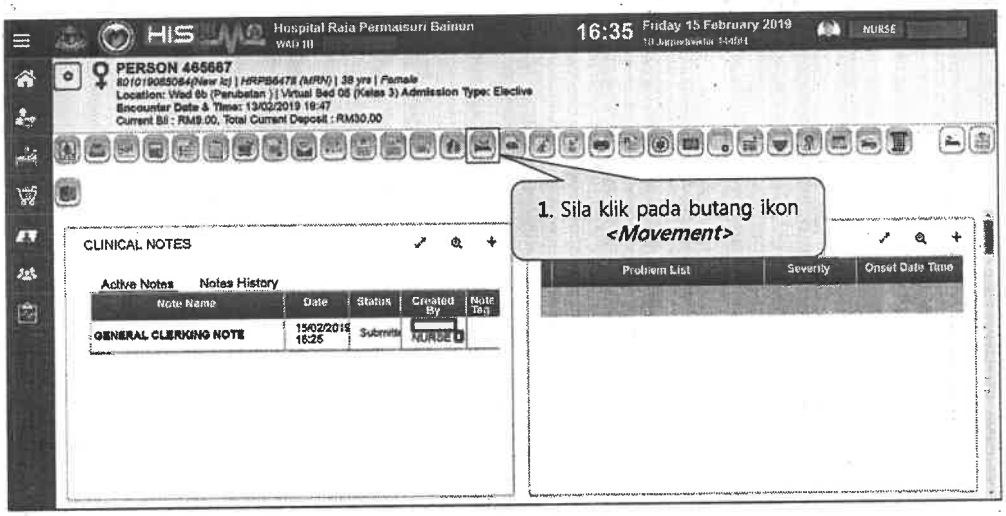
Topik 2: *Patient Dashboard*

Movement

172

Topik 2: *Patient Dashboard – Movement (Lodger)*

Transaksi: *Lodger* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



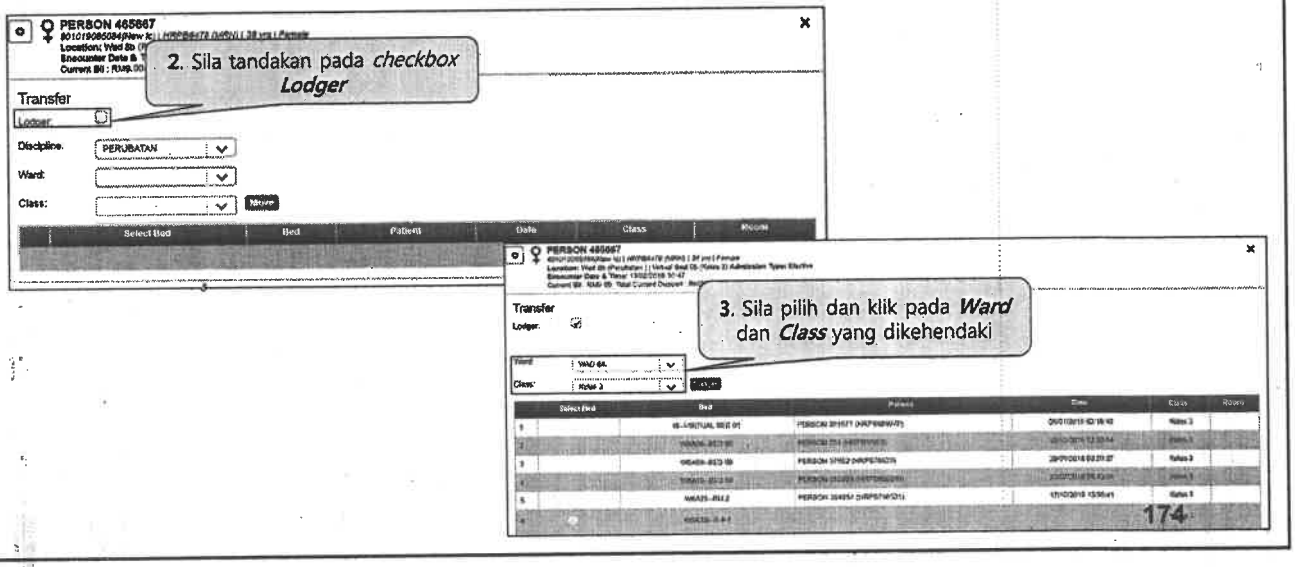
tip

Transaksi ini bertujuan bagi membolehkan pesakit dipindahkan dari wad yang lain ke wad lain bagi penempatan sementara.

173

Topik 2: *Patient Dashboard – Movement (Lodger)*

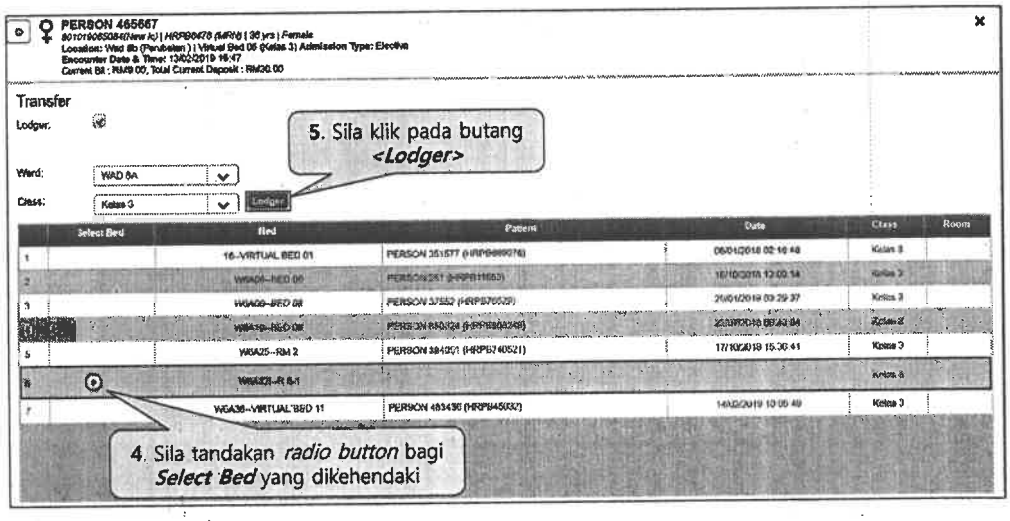
Transaksi: *Lodger* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



174

Topik 2: *Patient Dashboard – Movement (Lodger)*

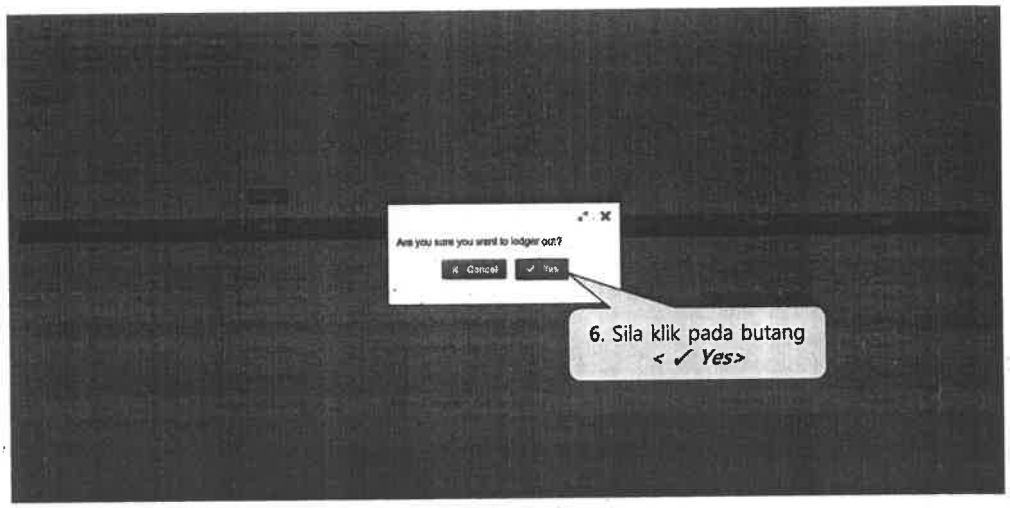
Transaksi: *Lodger* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



175

Topik 2: *Patient Dashboard – Movement (Lodger)*

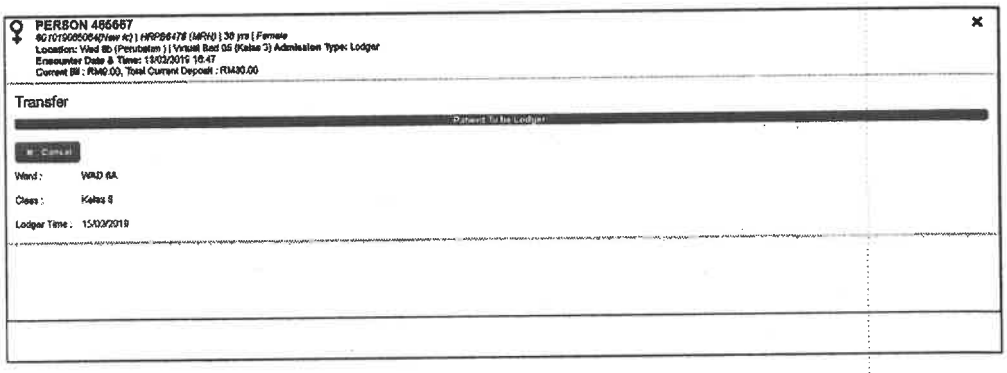
Transaksi: *Lodger* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



176

Topik 2: *Patient Dashboard – Movement (Lodger)*

Transaksi: *Lodger*	Tugasan: *Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

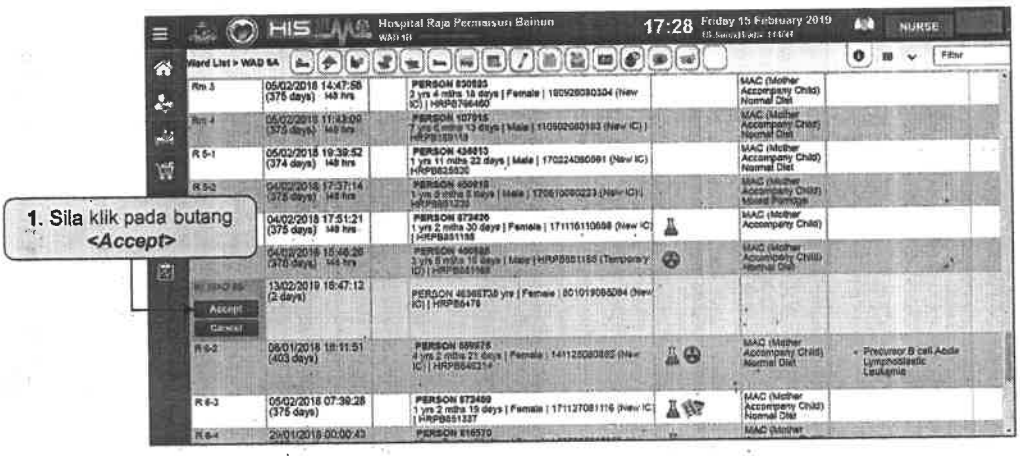


177

Topik 2: *Patient Dashboard – Movement (Accept Lodger)*

Transaksi: Accept *Lodger*	Tugasan: *Nurse*	Lokasi: Wad	Navigasi: *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

i. *Accept Lodger*



1. Sila klik pada butang <*Accept*>

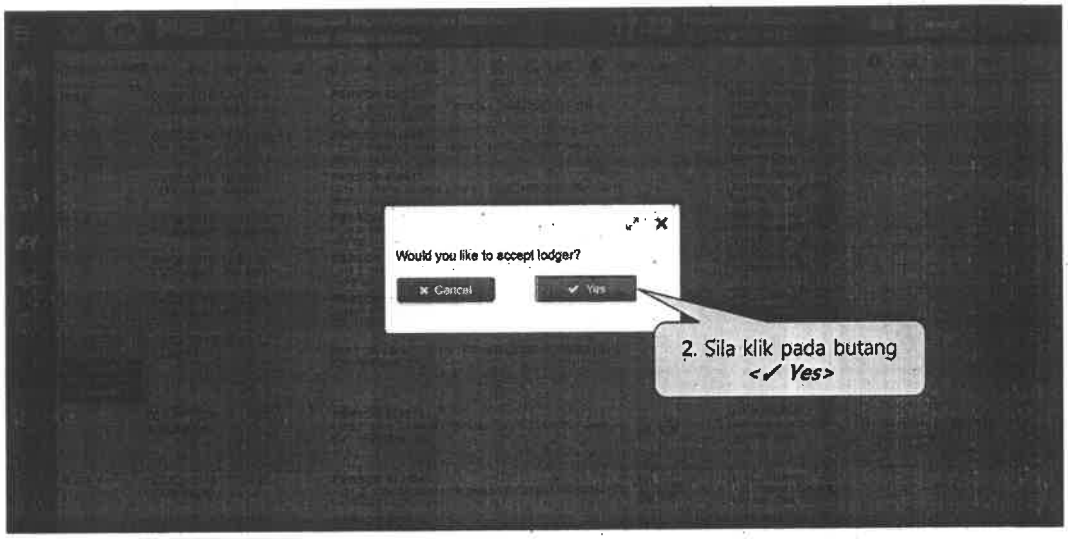
tip

Transaksi ini bertujuan bagi penerimaan pesakit di wad lodger. Jururawat perlu melakukan transaksi lodger request terlebih dahulu dari wad asal.

178

Topik 2: *Patient Dashboard – Movement (Accept Lodger)*

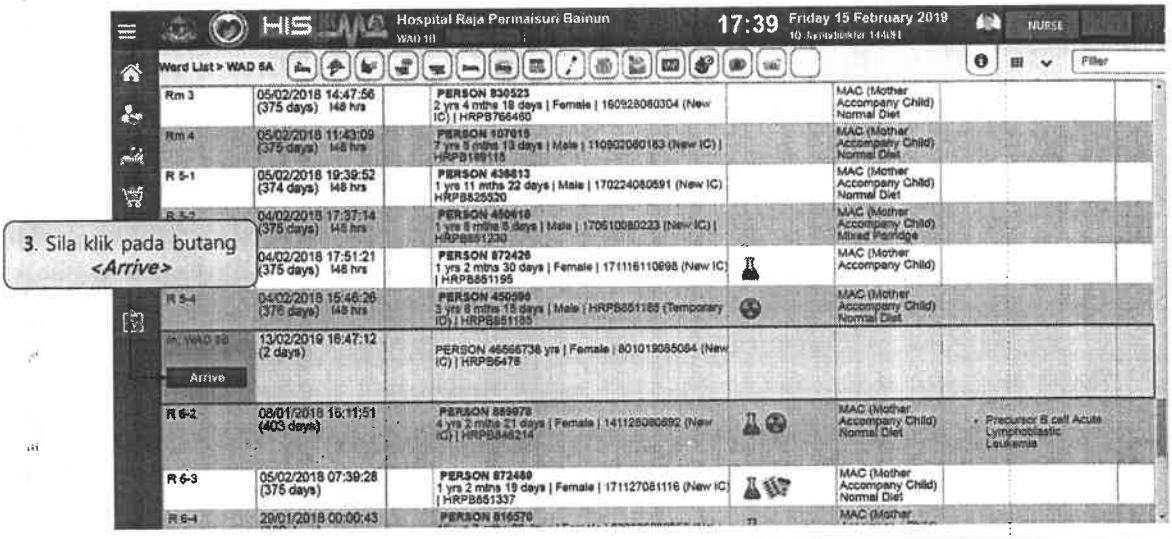
Transaksi: Accept *Lodger* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



179

Topik 2: *Patient Dashboard – Movement (Accept Lodger)*

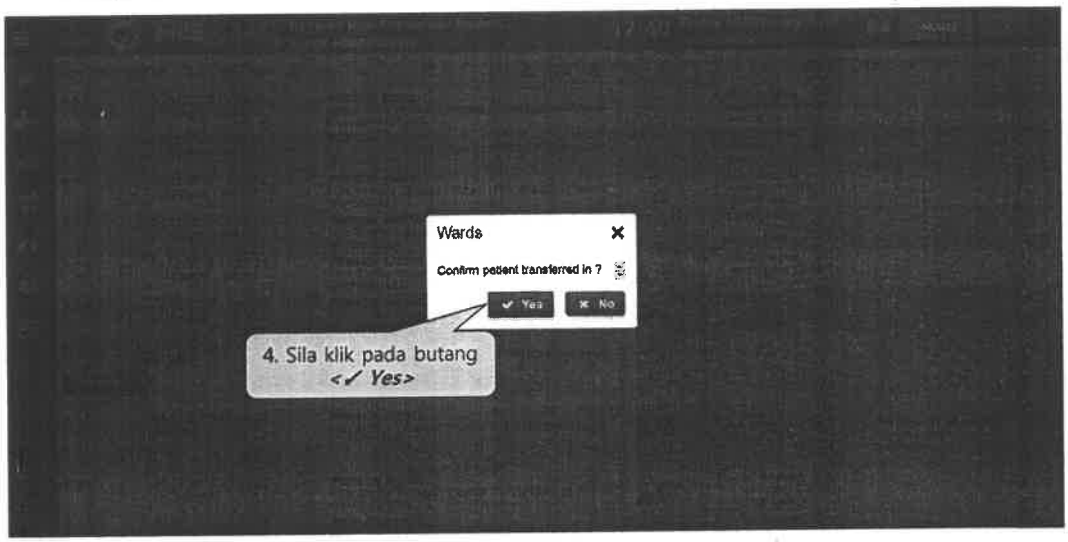
Transaksi: Accept *Lodger* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



180

Topik 2: *Patient Dashboard – Movement (Accept Lodger)*

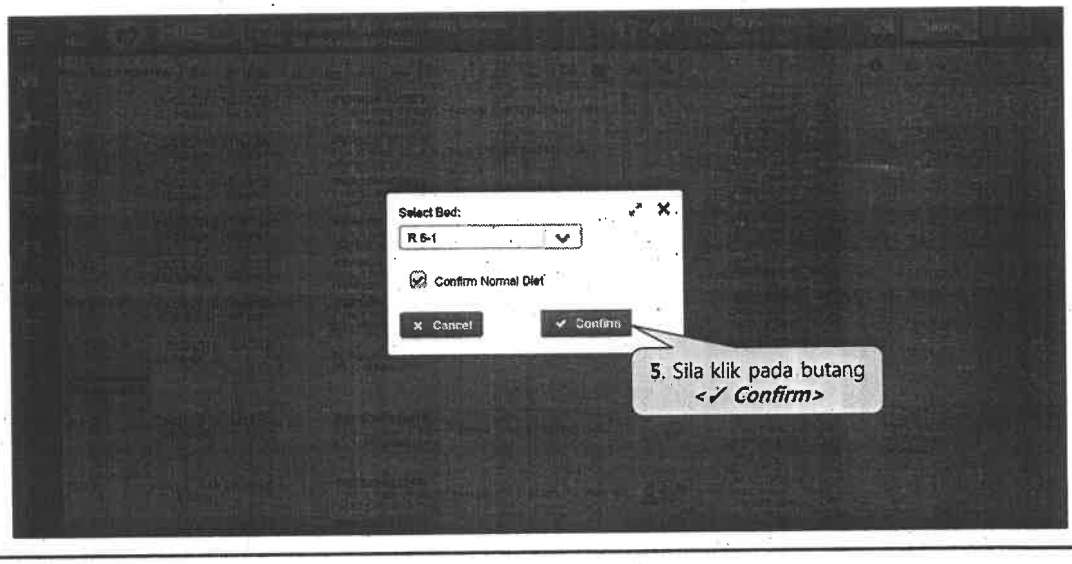
Transaksi: Accept *Lodger* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



181

Topik 2: *Patient Dashboard – Movement (Accept Lodger)*

Transaksi: Accept *Lodger* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



182

Topik 2: *Patient Dashboard – Movement (Accept Lodger)*

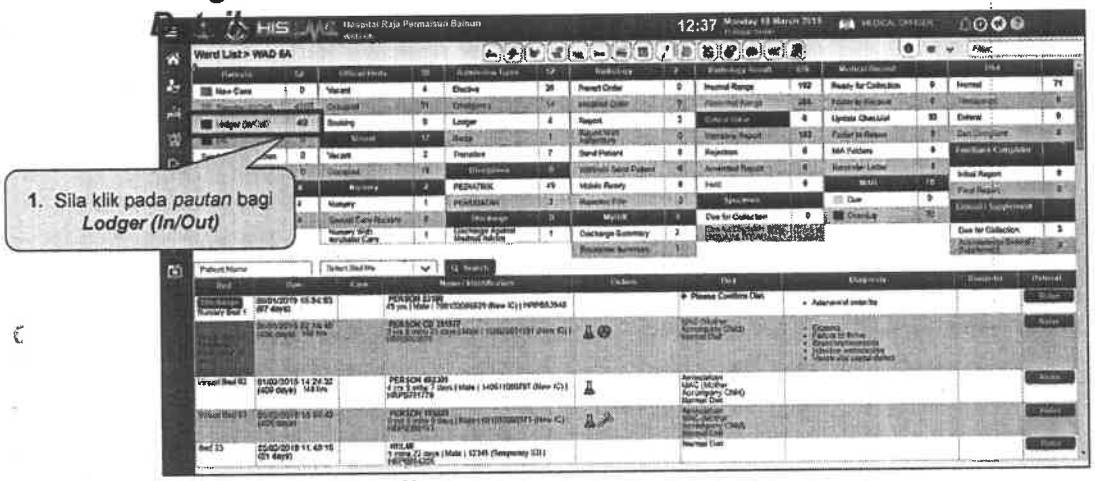
Transaksi: Accept *Lodger* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

183

Topik 2: *Patient Dashboard – Movement (Lodger In/Out Details)*

Transaksi: *Lodger IN/OUT Details* | **Tugasan:** *Specialist/MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*

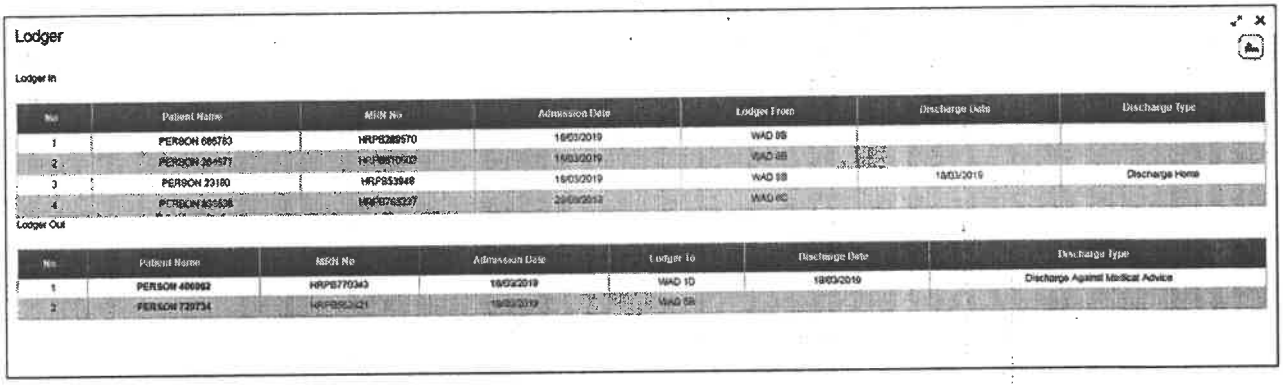
ii. Lodger IN/OUT



184

Topik 2: *Patient Dashboard – Movement (Lodger In/Out Details)*

Transaksi: *Lodger IN/OUT Details*	**Tugasan:** *Specialist/MO/Nurse*	**Lokasi:** Wad	**Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard*



Lodger

Lodger In

No	Patient Name	MRN No	Admission Date	Lodger From	Discharge Date	Discharge Type
1	PERSON 686783	HRPB289570	18/03/2019	WAD 8B		
2	PERSON 364571	HRPB870502	18/03/2019	WAD 8B		
3	PERSON 23180	HRPB53948	18/03/2019	WAD 8B	18/03/2019	Discharge Home
4	PERSON 831538	HRPB765237	29/09/2019	WAD 8C		

Lodger Out

No	Patient Name	MRN No	Admission Date	Lodger To	Discharge Date	Discharge Type
1	PERSON 400062	HRPB770343	18/03/2019	WAD 1D	18/03/2019	Discharge Against Medical Advice
2	PERSON 720734	HRPB552421	18/03/2019	WAD 5B		

185

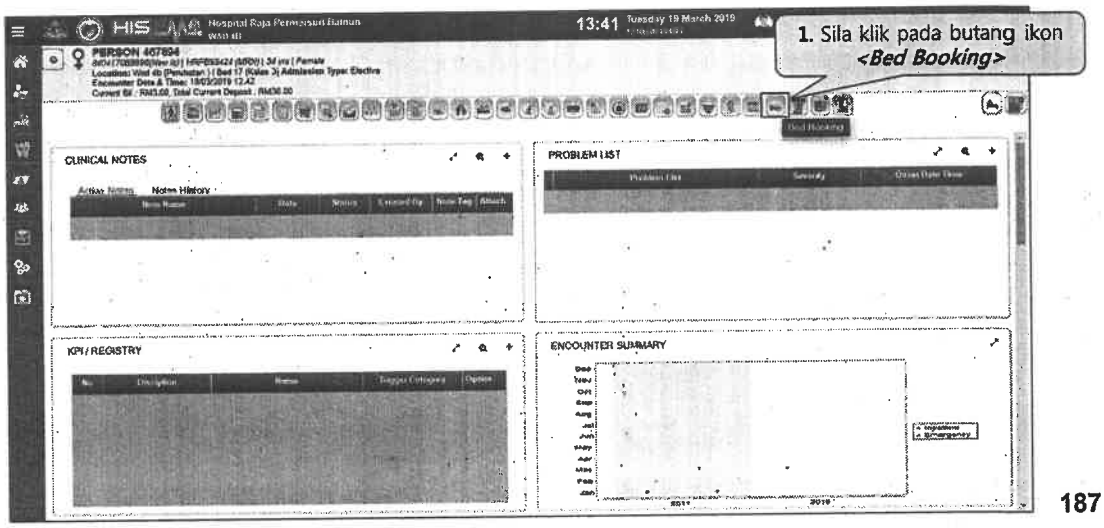
Topik 2: *Patient Dashboard*

Bed Booking

186

Topik 2: *Patient Dashboard – Bed Booking (Booking)*

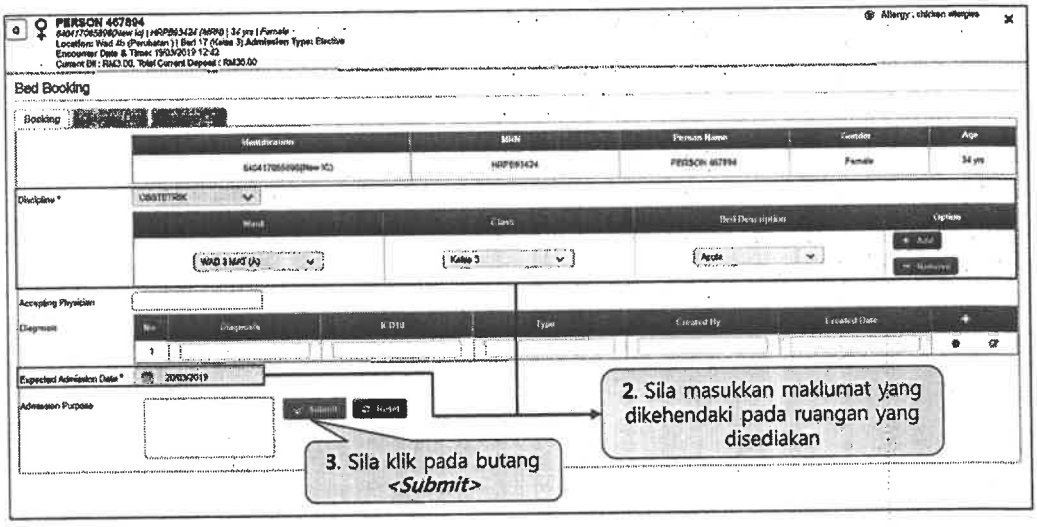
Transaksi: *Bed Booking - Booking* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/Daycare/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



187

Topik 2: *Patient Dashboard – Bed Booking (Booking)*

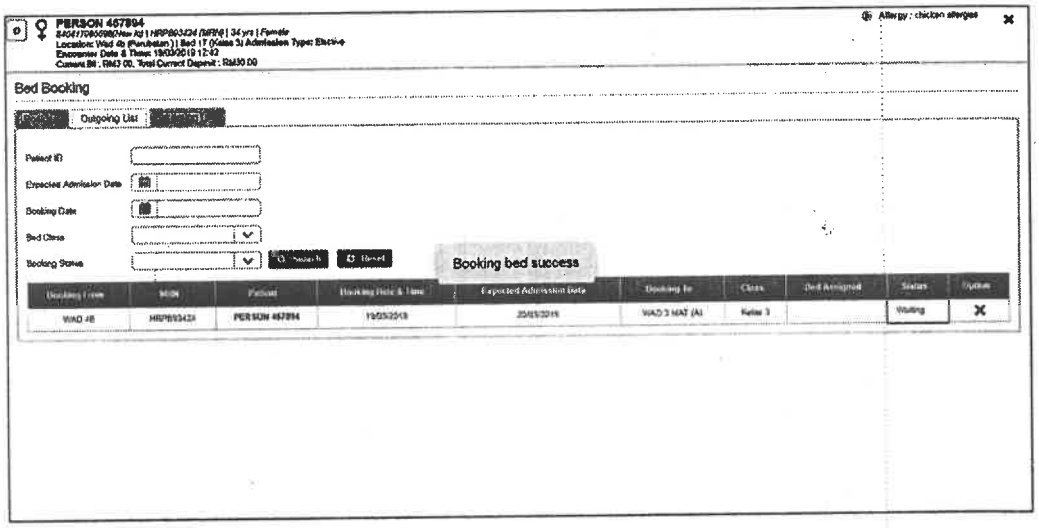
Transaksi: *Bed Booking - Booking* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/Daycare/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



188

Topik 2: *Patient Dashboard – Bed Booking (Booking)*

Transaksi: *Bed Booking - Booking* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/Daycare/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

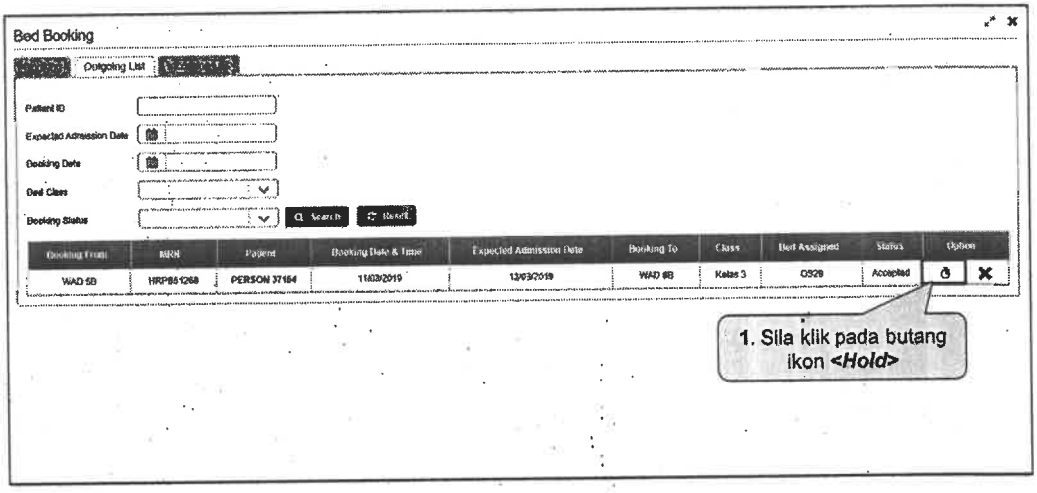


189

Topik 2: *Patient Dashboard – Bed Booking (Outgoing List – Withhold)*

Transaksi: *Outgoing List (Withold)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/Daycare/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

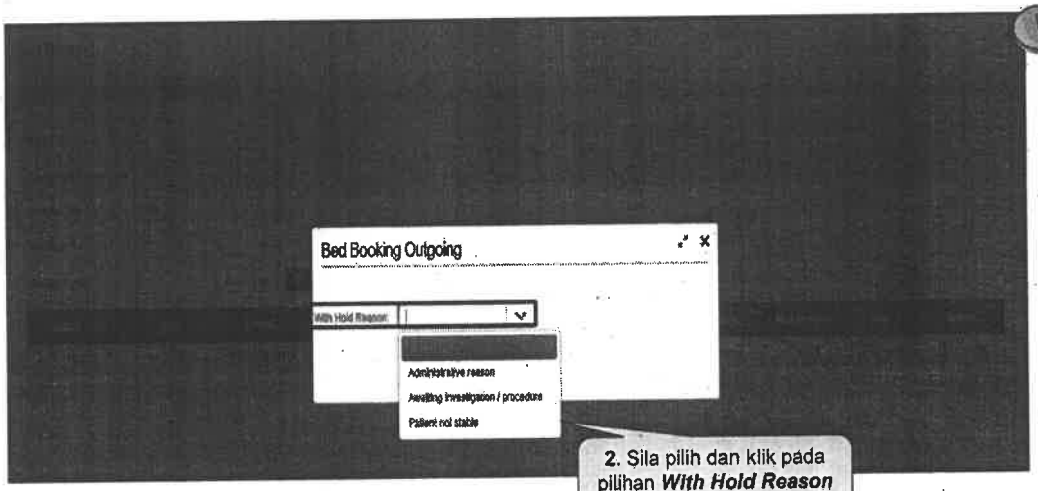
i. Withhold



190

Topik 2: *Patient Dashboard – Bed Booking (Outgoing List – Withhold)*

Transaksi: *Outgoing List (Withold)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/*Daycare*/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



2. Sila pilih dan klik pada pilihan ***With Hold Reason*** yang dikehendaki

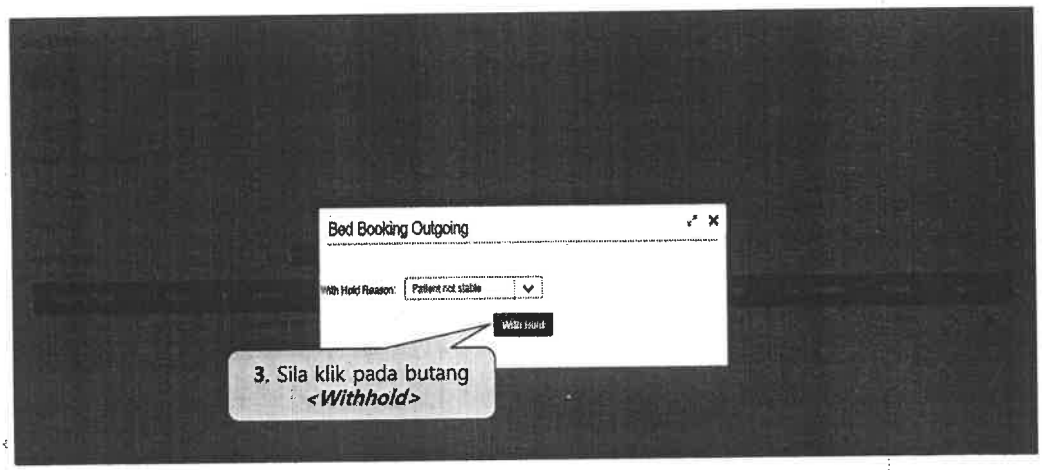
tip

Penambaikan yang terdapat pada transaksi ini dimana Anda dibeNursearkan untuk membuat transaksi *'Withhold'* pada pesakit yang di kehendaki diatas sebab-sebab yang tertentu dengan *With Hold Reason* yang berkaitan.

191

Topik 2: *Patient Dashboard – Bed Booking (Outgoing List – Withhold)*

Transaksi: *Outgoing List (Withold)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/*Daycare*/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

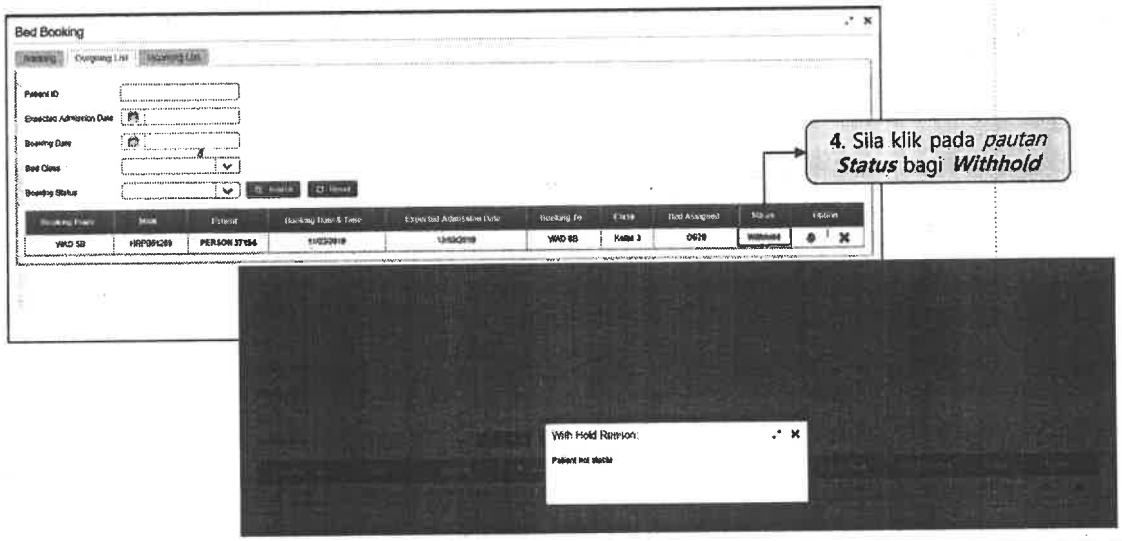


3. Sila klik pada butang *<Withhold>*

192

Topik 2: *Patient Dashboard – Bed Booking (Outgoing List – Withhold)*

Transaksi: *Outgoing List (Withold)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/Daycare/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

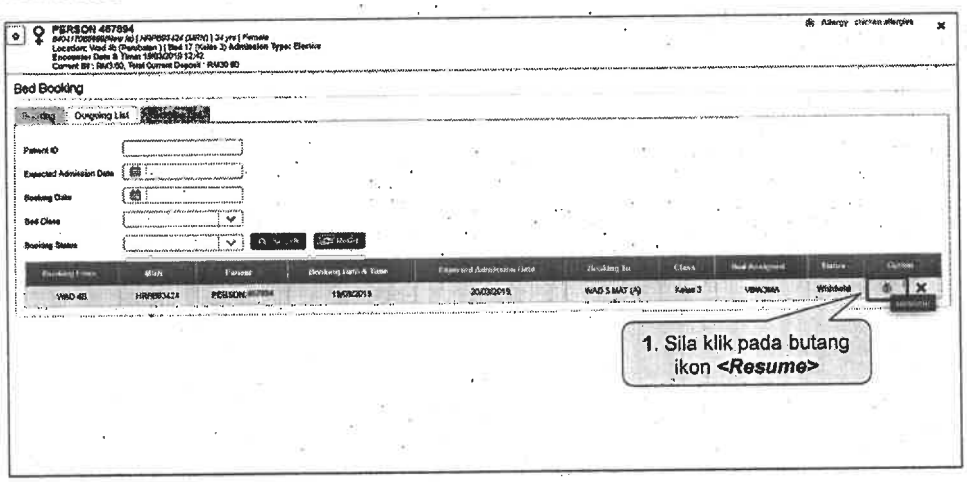


193

Topik 2: *Patient Dashboard – Bed Booking (Outgoing List – Resume)*

Transaksi: *Outgoing List (Resume)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/Daycare/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

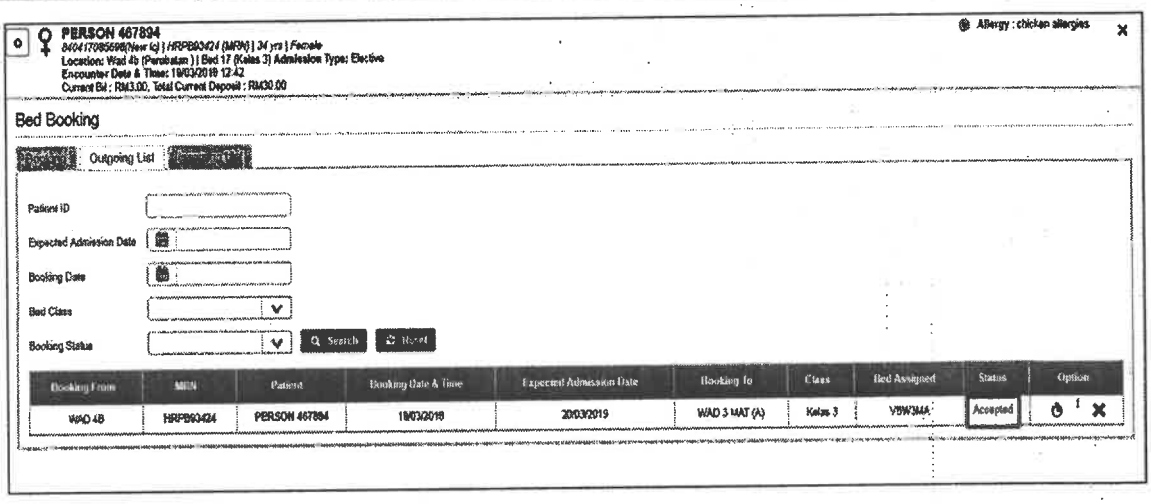
i. Resume



194

Topik 2: *Patient Dashboard – Bed Booking (Outgoing List – Resume)*

Transaksi: *Outgoing List (Resume)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/Daycare/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

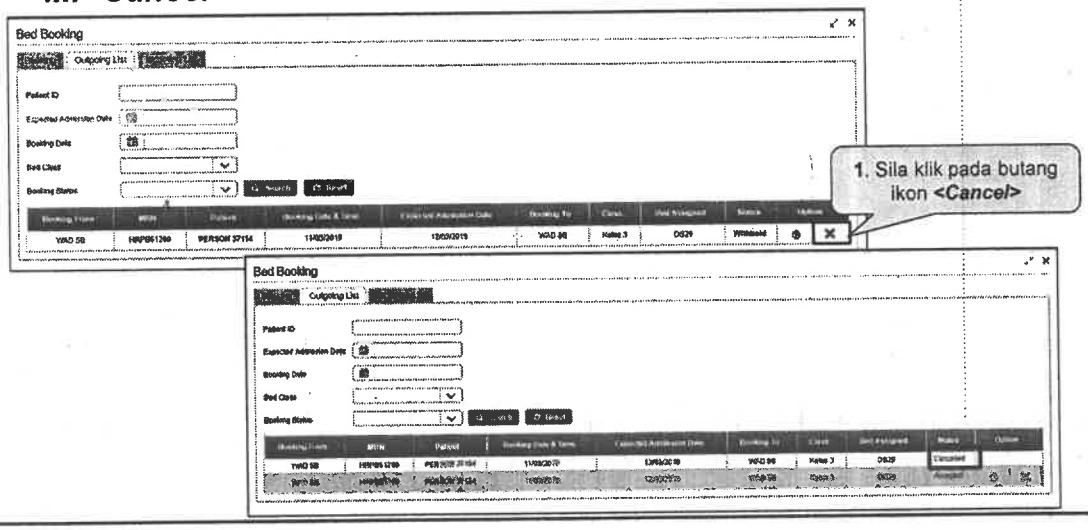


195

Topik 2: *Patient Dashboard – Bed Booking (Outgoing List – Cancel)*

Transaksi: *Outgoing List (Cancel)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/Daycare/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

iii. Cancel

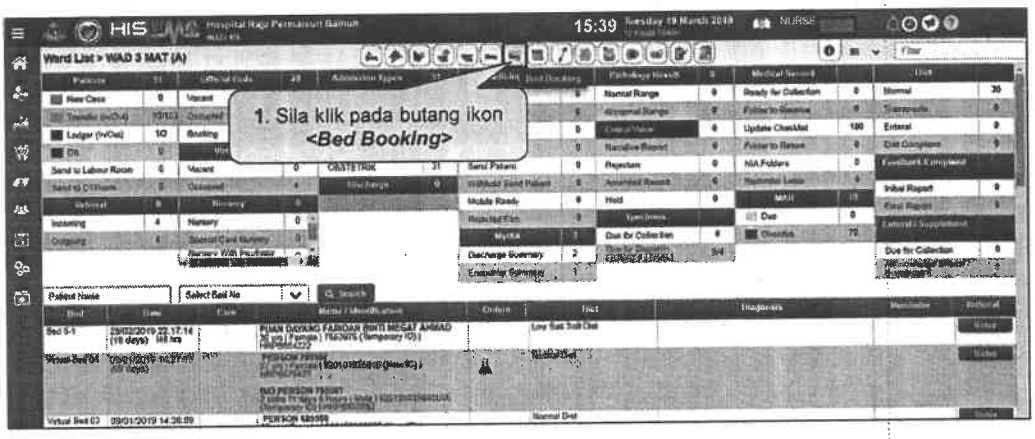


196

Topik 2: *Patient Dashboard – Bed Booking (Incoming List – Accept)*

Transaksi: *Incoming List (Accept)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/Daycare/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

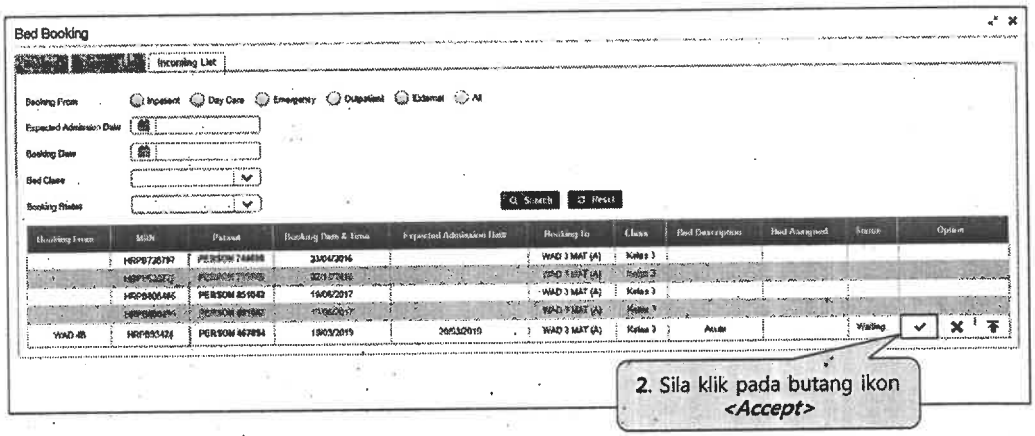
i. Accept



197

Topik 2: *Patient Dashboard – Bed Booking (Incoming List – Accept)*

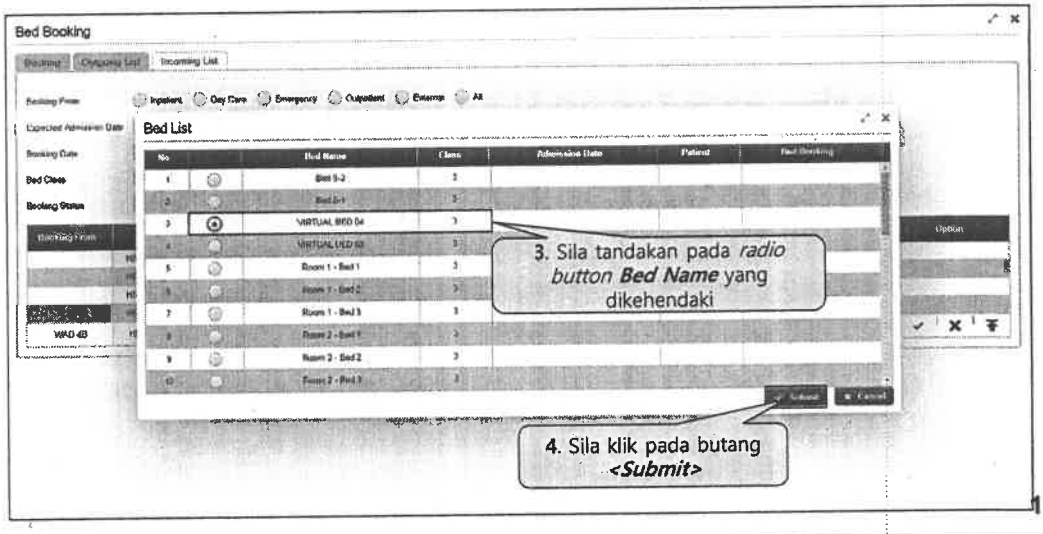
Transaksi: *Incoming List (Accept)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/Daycare/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



198

Topik 2: *Patient Dashboard – Bed Booking (Incoming List – Accept)*

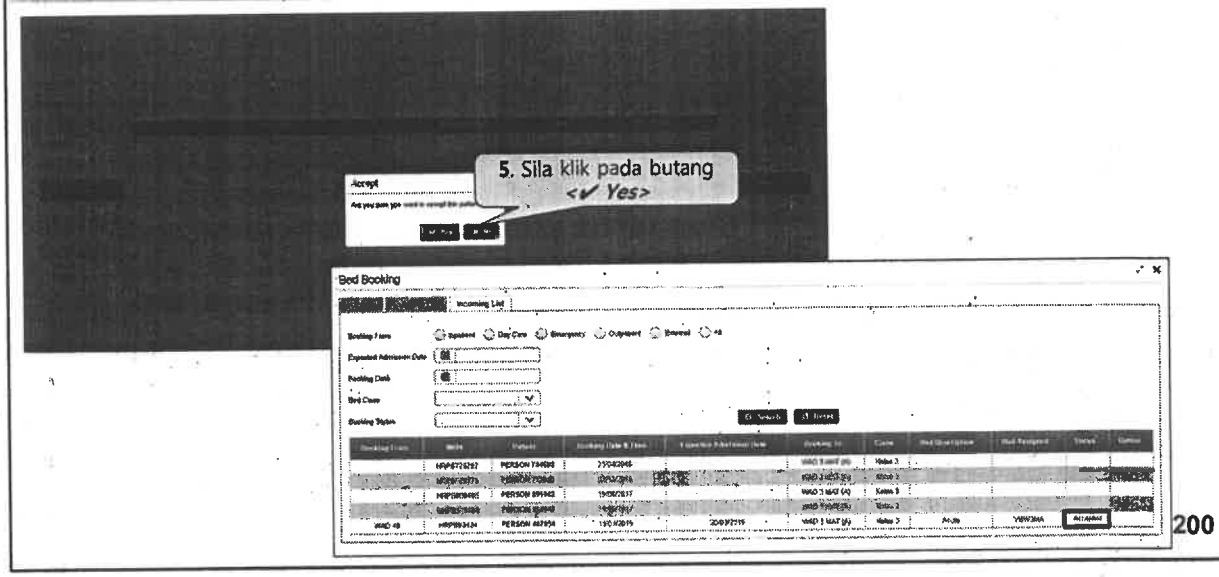
Transaksi: *Incoming List (Accept)* | **Tugasan:** *MO/Nurse* | **Lokasi:** *Wad/Daycare/ETD* | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



199

Topik 2: *Patient Dashboard – Bed Booking (Incoming List – Accept)*

Transaksi: *Incoming List (Accept)* | **Tugasan:** *MO/Nurse* | **Lokasi:** *Wad/Daycare/ETD* | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

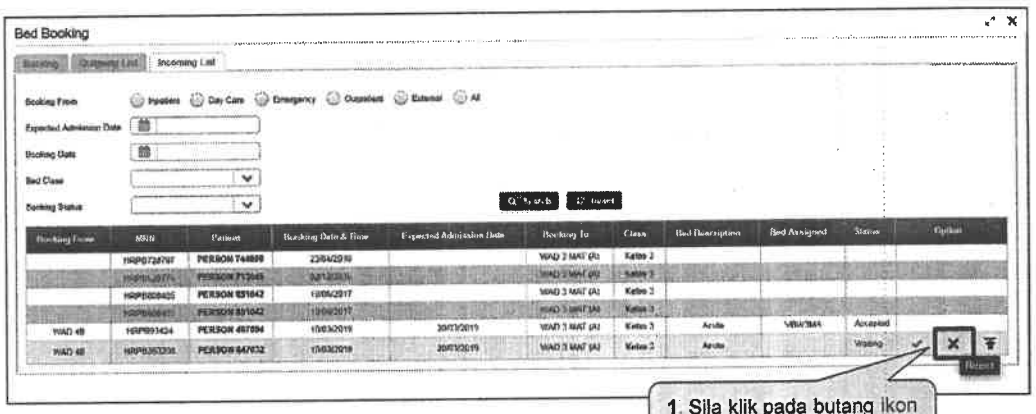


200

Topik 2: *Patient Dashboard – Bed Booking (Incoming List – Reject)*

Transaksi: *Incoming List (Reject)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/*Daycare*/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

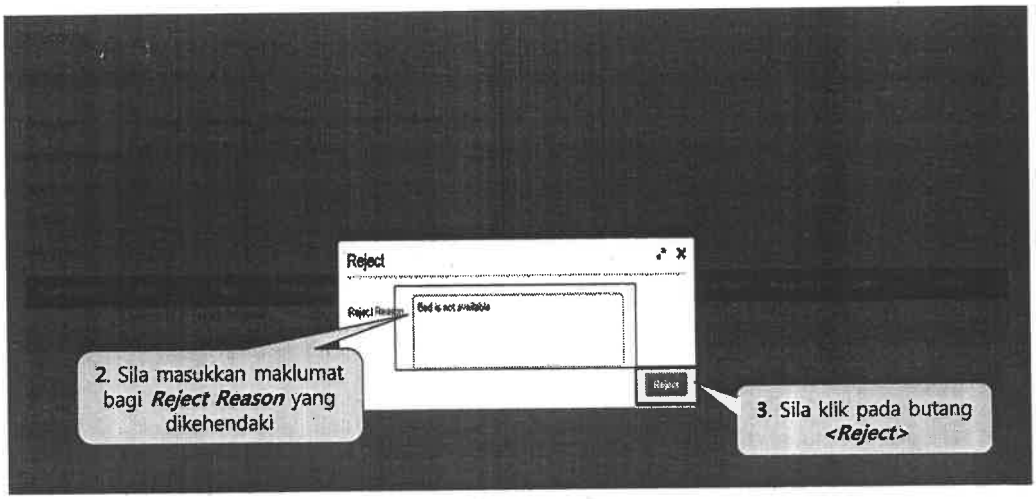
ii. Reject



201

Topik 2: *Patient Dashboard – Bed Booking (Incoming List – Reject)*

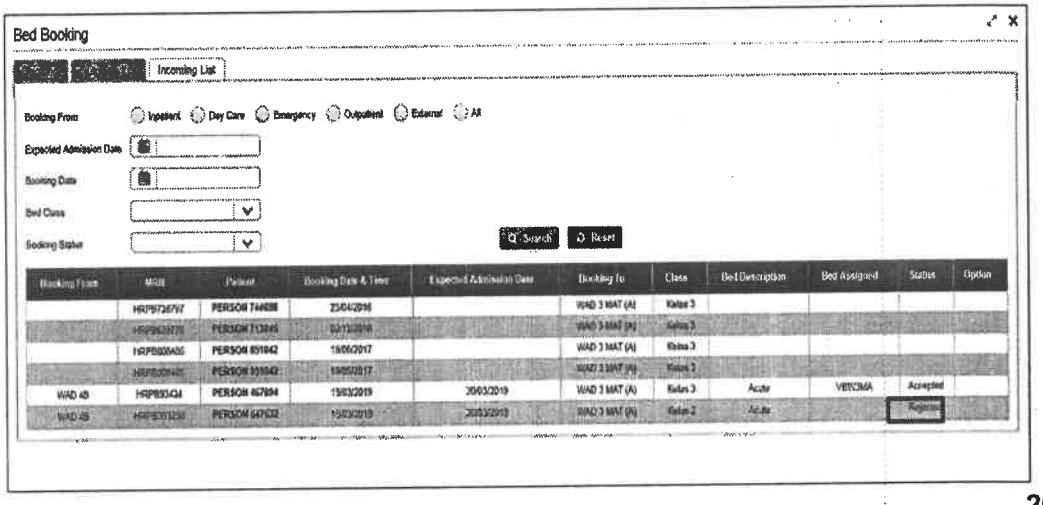
Transaksi: *Incoming List (Reject)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/*Daycare*/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



202

Topik 2: *Patient Dashboard – Bed Booking (Incoming List – Reject)*

Transaksi: *Incoming List (Reject)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad/Daycare/ETD | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

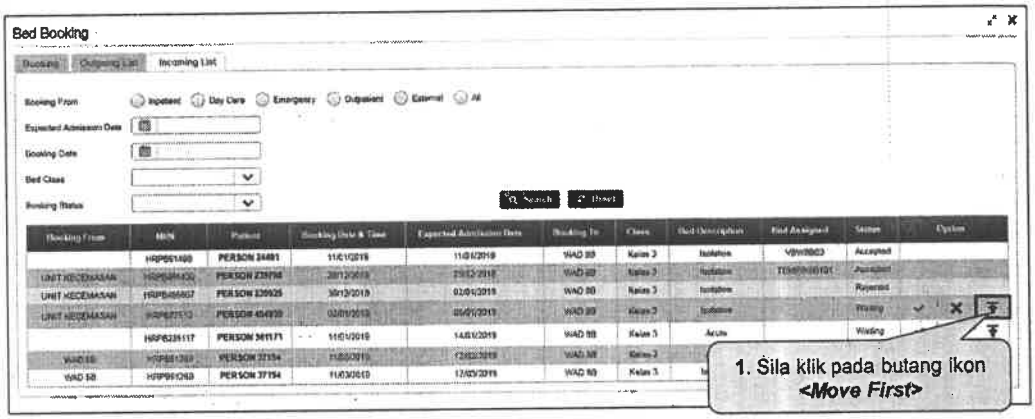


203

Topik 2: *Patient Dashboard – Bed Booking (Incoming List – Move First)*

Transaksi: *Incoming List (Move First)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

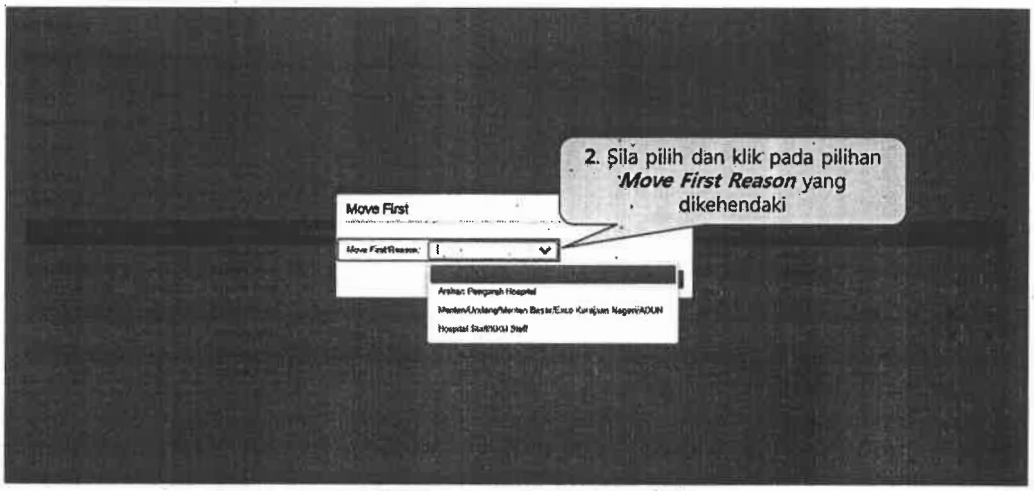
iii. Move First



204

Topik 2: *Patient Dashboard – Bed Booking (Incoming List – Move First)*

Transaksi: *Incoming List (Move First)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



205

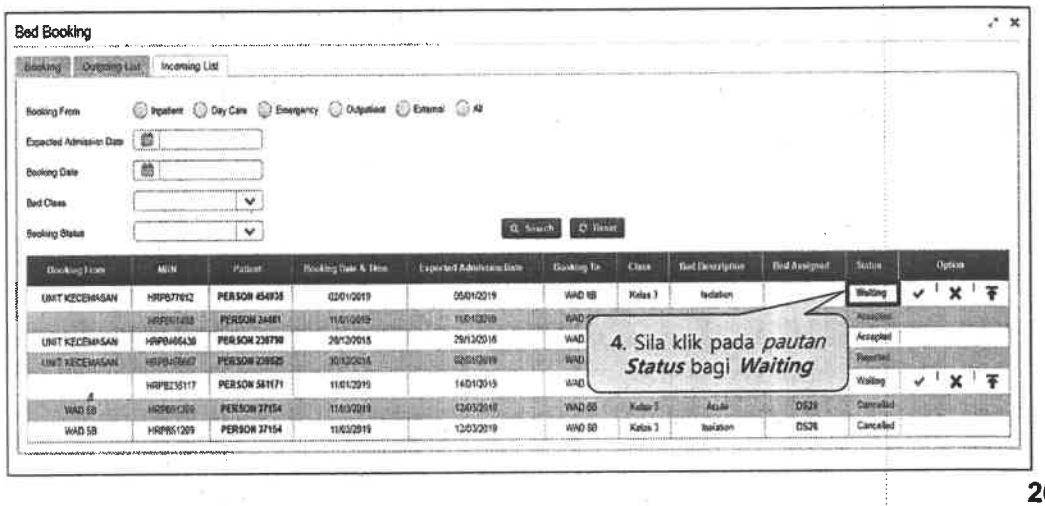
Topik 2: *Patient Dashboard – Bed Booking (Incoming List – Move First)*

Transaksi: *Incoming List (Move First)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

206

Topik 2: *Patient Dashboard – Bed Booking (Incoming List – Move First)*

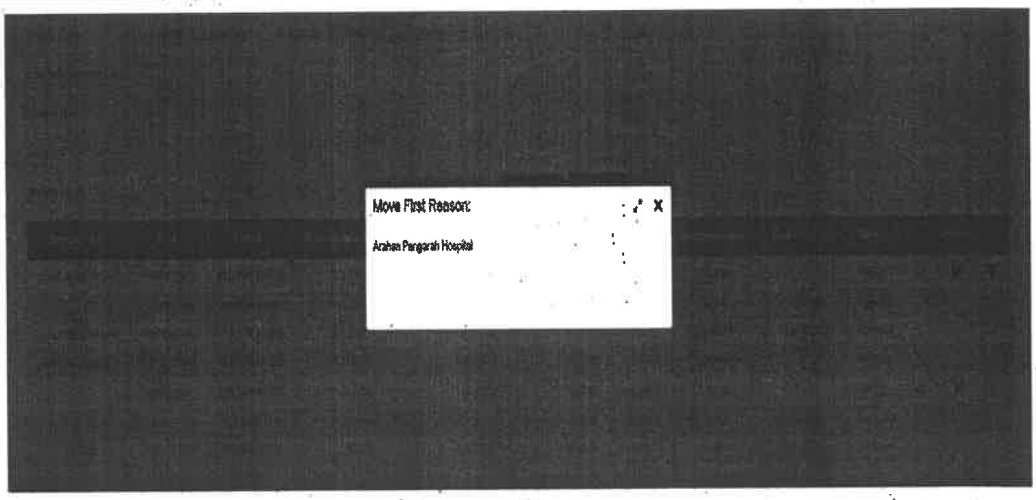
Transaksi: *Incoming List (Move First)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



207

Topik 2: *Patient Dashboard – Bed Booking (Incoming List – Move First)*

Transaksi: *Incoming List (Move First)* | **Tugasan:** *MO/Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



208

Topik 2: *Patient Dashboard*

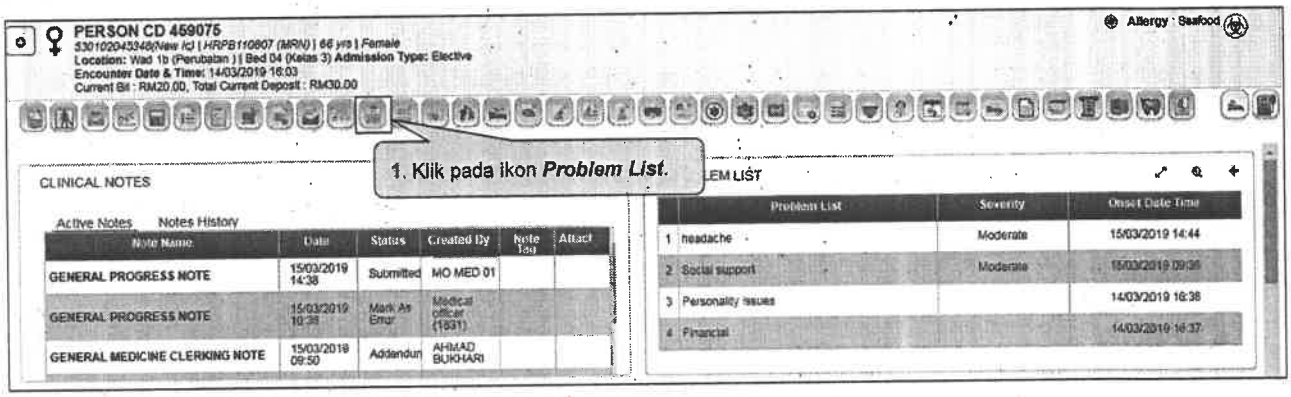
Problem List

209

Topik 2: *Patient Dashboard – Problem List*

Transaksi : *Problem List*	**Navigasi:** *Inpatient/Outpatient > Wards > Patient Dashboard > Patient Name > Problem List*

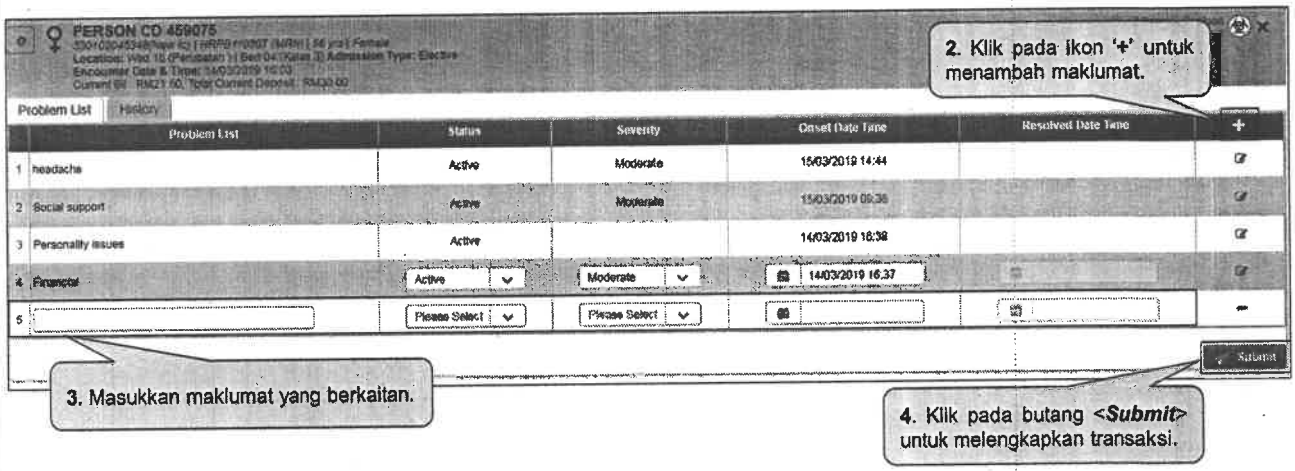
Tujuan: Membolehkan pengguna merekodkan *problem list* dan *history problem list* bagi pesakit.



210

Topik 2: *Patient Dashboard – Problem List*

Transaksi : *Problem List* | **Navigasi:** *Inpatient/Outpatient > Wards > Patient Dashboard > Patient Name > Problem List*



211

Topik 2: *Patient Dashboard*

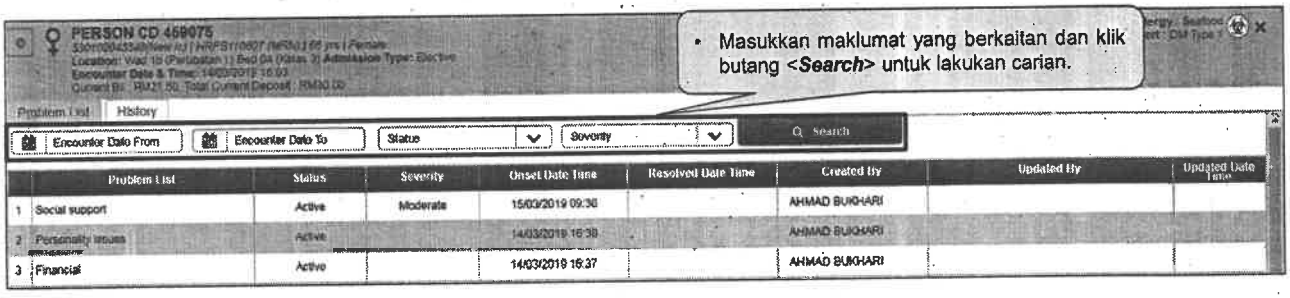
History Problem List

212

Topik 2: *Patient Dashboard – History Problem List*

Transaksi : *Problem List - History* | **Navigasi:** *Inpatient/Outpatient > Wards > Patient Dashboard > Patient Name > Problem List > History*

i. *History Problem List*



- Masukkan maklumat yang berkaitan dan klik butang <***Search***> untuk lakukan carian.

213

Topik 2: *Patient Dashboard*

Administrative Forms & Checklist

214

Topik 2: *Patient Dashboard – Administrative Form & Checklist*

Senarai borang pentadbiran dan senarai semak (*Checklist*) yang terdapat di dalam topik ini adalah seperti berikut:

1. *Discharge Note*
2. Borang Rekod Harta Benda Pesakit
3. *Brain Death Certification*
4. *Peri-Operative Certification*
5. Borang A: *Application for Living Unrelated Transplant*
6. Borang B: *Declaration By The Prospective Living Donor* / Deklarasi Oleh Bakal Penderma
7. Borang C: *Declaration By The Prospective Recipient* / Deklarasi Oleh Bakal Penerima
8. Borang D: *Donor Evaluation : Report by Donor Advocate (Medical)*
9. Borang E: *Donor Evaluation : Report by Donor Advocate (Psychiatrist)*
10. Borang F: *Donor Evaluation : Report by Donor Advocate (Medical Social Work Officer)*
11. *Declaration of Conflict Of Interest and Confidentiality (IDAT)*
12. *Declaration of Conflict Of Interest and Confidentiality (UTAC Members/Technical Advisors)*
13. Borang A – Borang Keizinan Pengambilan Organ / Tisu

215

Topik 2: *Patient Dashboard – Administrative Form & Checklist*

Senarai borang pentadbiran dan senarai semak (*Checklist*) yang terdapat di dalam topik ini adalah seperti berikut:

10. Borang B – Borang Penurunan Kuasa
11. Borang C – Borang Keizinan Majistret
12. Izin Pemindahan dan Penggunaan Bahagian-Bahagian Badan Di Bawah Seksyen 3(3) Akta Tisu Manusia 1974
13. *Checklist A (Secretariat)*
14. *Checklist B (Applicants)*
15. Senarai Semak Borang-Borang Yang Digunakan Untuk Memohon Keizinan Majistret Di Bawah Seksyen 3(3) Akta Tisu Manusia 1974Bagi Tujuan Perolehan Organ/Tisu Dari Penderma Kadaverik
20. Senarai Semak Bagi Perkhidmatan Perawatan Domisiliari
21. Notifikasi Penyakit Berjangkit Yang Perlu Dilaporkan
22. *Admission Certification Form – English Version*
23. *Admission Certification Form – Malay Version*
24. *Group Crossmatch Checklist*
25. *Request Form for Transfusion Reaction Investigation (Blood and Blood Components)*

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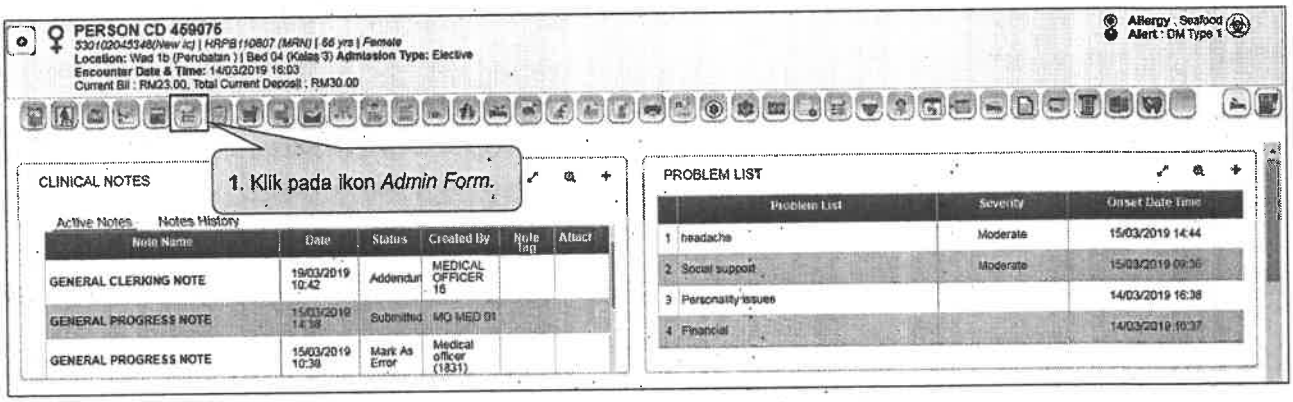
Topik 2: *Patient Dashboard – Administrative Form & Checklist*

Transaksi : *Administrative Form Reports and Checklist* | **Navigasi:** *Inpatient/Outpatient > Ward > Patient Dashboard > Admin Forms*

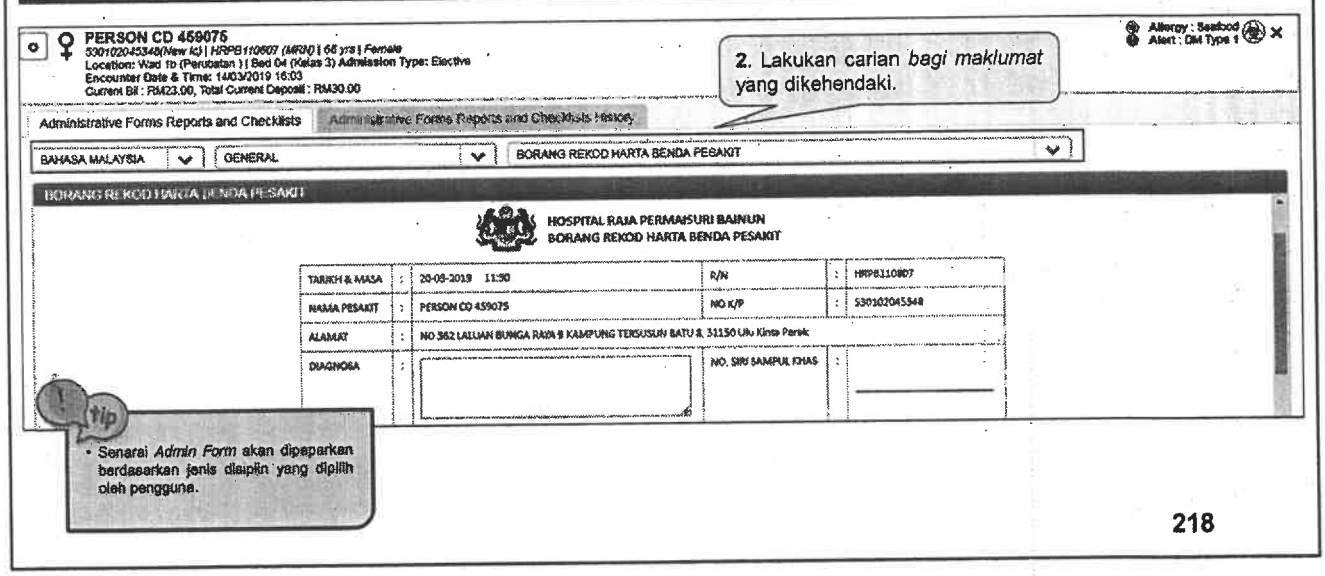
Tujuan: Membolehkan pengguna untuk menjana borang pentadbiran dan borang senarai semak (*checklist*).



217

Topik 2: *Patient Dashboard – Administrative Form & Checklist*

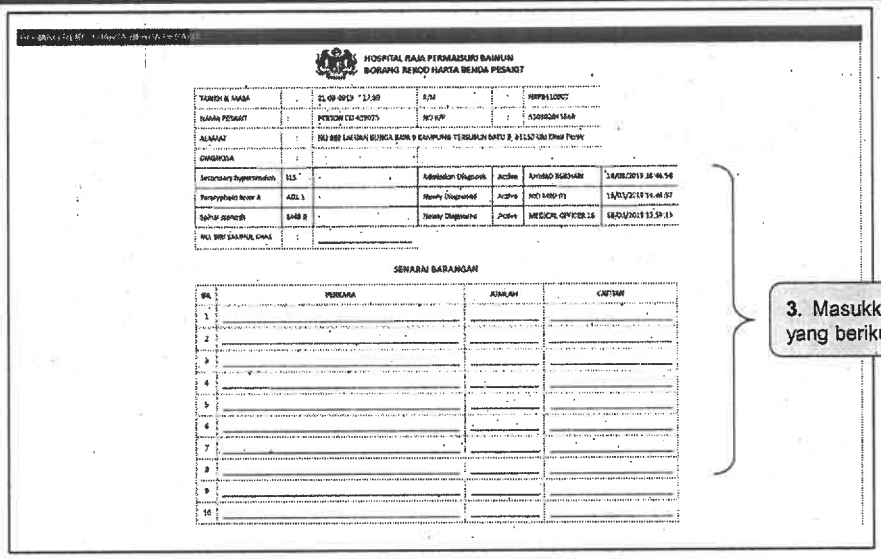
Transaksi : *Administrative Form Reports and Checklist* | **Navigasi:** *Inpatient/Outpatient > Ward > Patient Dashboard > Admin Forms*



218

Topik 2: *Patient Dashboard – Administrative Form & Checklist*

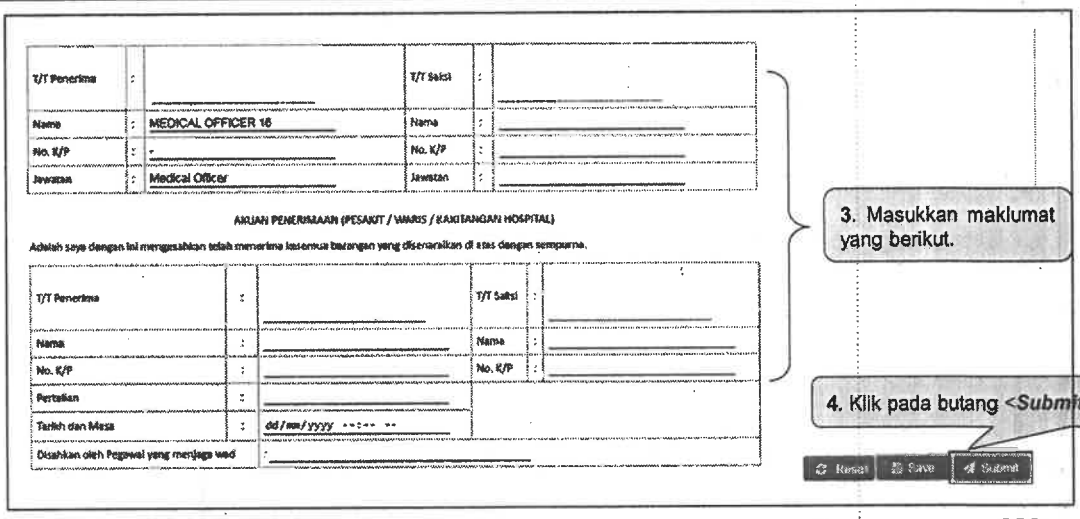
Transaksi : *Administrative Form Reports and Checklist* | **Navigasi**: *Inpatient/Outpatient > Ward > Patient Dashboard > Admin Forms*



219

Topik 2: *Patient Dashboard – Administrative Form & Checklist*

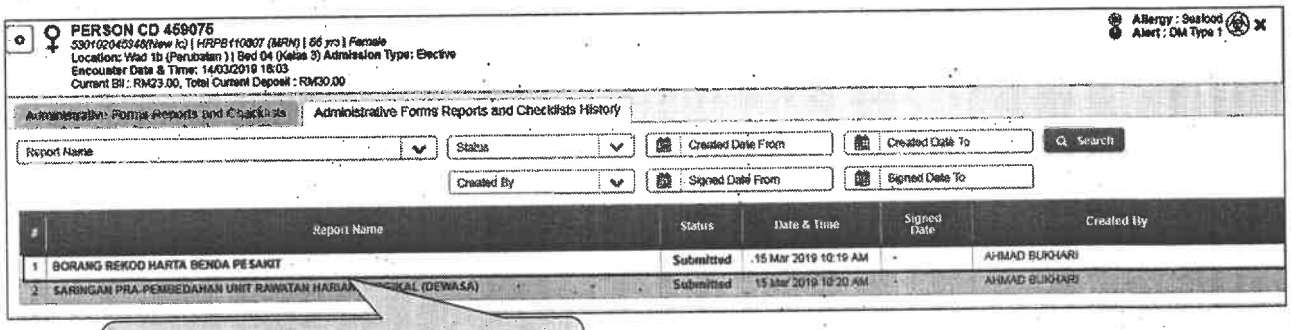
Transaksi : *Administrative Form Reports and Checklist* | **Navigasi**: *Inpatient/Outpatient > Ward > Patient Dashboard > Admin Forms*



220

Topik 2: *Patient Dashboard – Administrative Form & Checklist*

Transaksi : *Administrative Form Reports and Checklist History* | **Navigasi**: *Inpatient/Outpatient > Ward > Patient Dashboard > Admin Forms*



- Borang yang telah disimpan atau dihantar akan dipaparkan dalam ***Administrative Forms Report and Checklist History Tab.***

221

Topik 2: *Patient Dashboard*

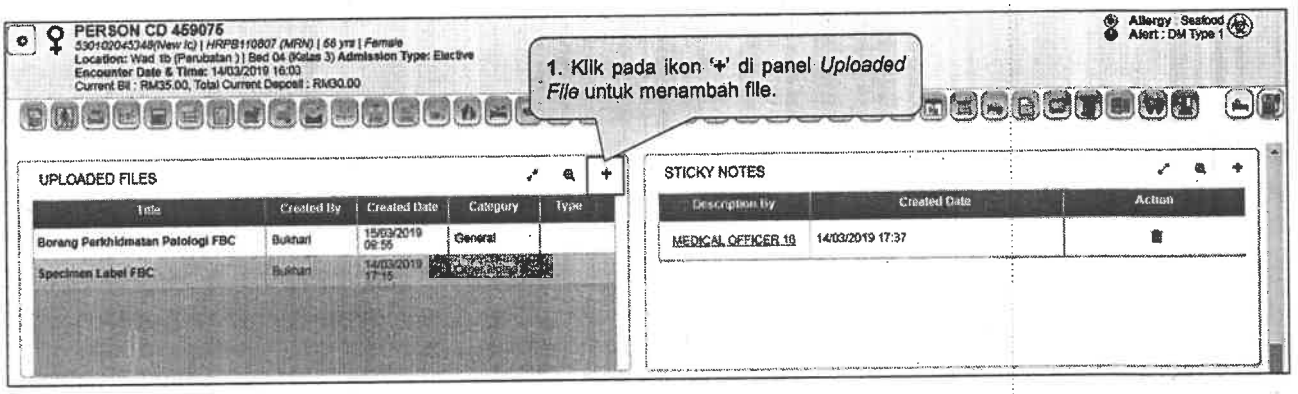
Uploaded Files

222

Topik 2: *Patient Dashboard – Uploaded Files*

Transaksi : *Uploaded Files* | **Navigasi**: *Inpatient/Outpatient > Wards > Patient Dashboard > Uploaded Files*

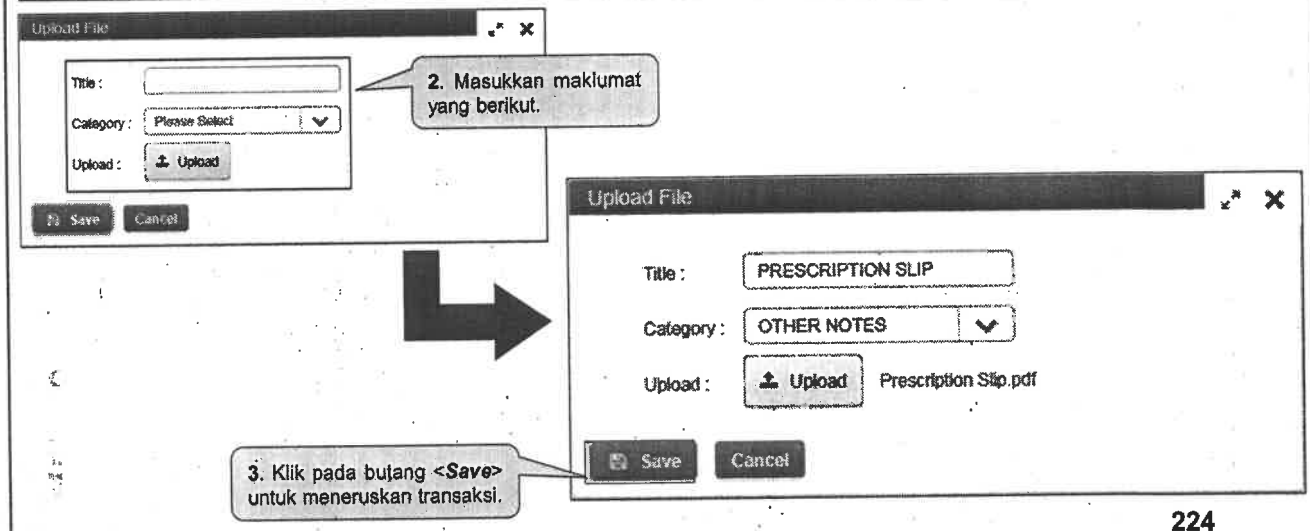
Tujuan: Membolehkan pengguna untuk memuat naik fail dan dilampirkan pada rekod pesakit.



223

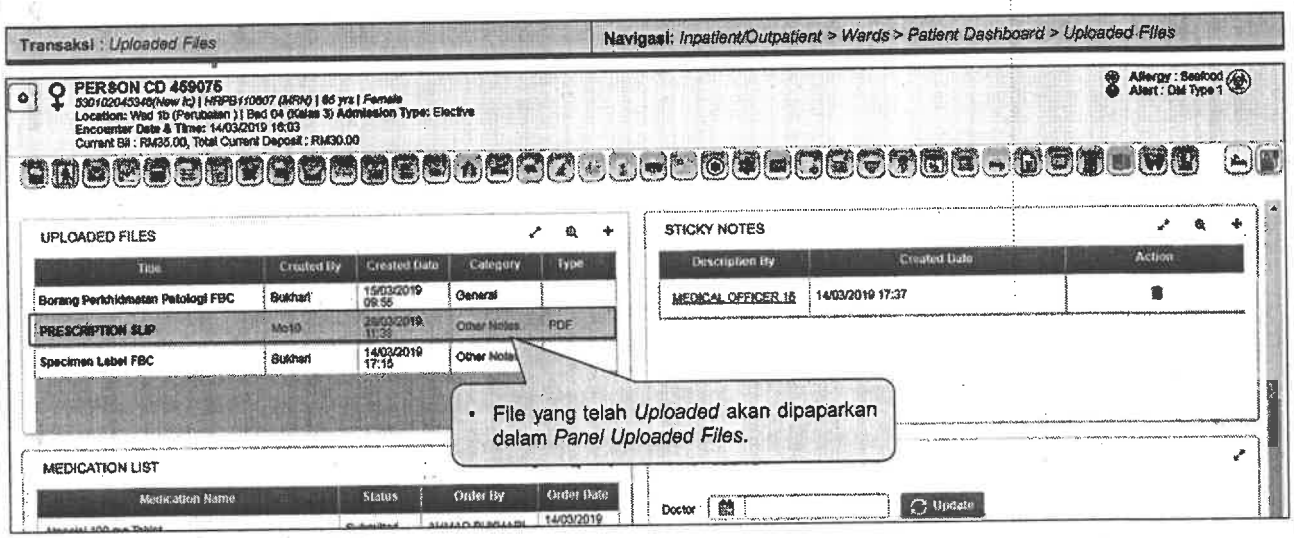
Topik 2: *Patient Dashboard – Uploaded Files*

Transaksi : *Uploaded Files* | **Navigasi**: *Inpatient/Outpatient > Wards > Patient Dashboard > Uploaded Files*



224

Topik 2: *Patient Dashboard – Uploaded Files*



225

Topik 2: *Patient Dashboard*

Interim Bill (Mac)

226

Topik 2: Patient Dashboard – Interim Bill

Tujuan : Untuk memaparkan caj MAC foreigner bagi katil Nursery dan membolehkan pengguna memeriksa *Information Charge* SPIKPA.

Senarai penambahbaikan yang terdapat di dalam Interim bill adalah :

i. Interim Bill - Caj MAC foreigner bagi katil Nursery

ii. Interim Bill - *Information Charge* SPIKPA.

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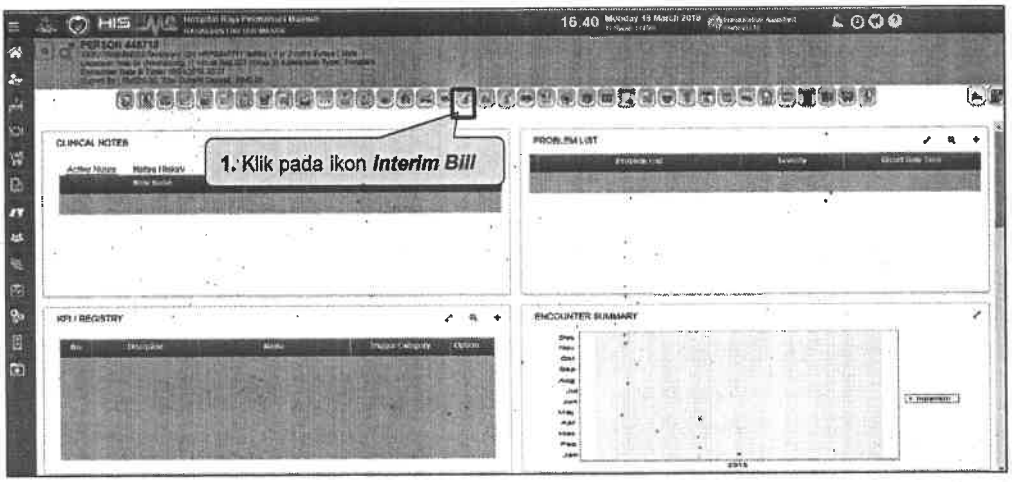
Topik 2: Patient Dashboard – Interim Bill

Transaksi : *Interim Bill – Bed and MAC Charges*	Tugasan : Pegawai Perubatan,Pakar Pegawai Perubatan,Jururawat	Lokasi: Wad	Navigasi: *Inpatient / Outpatient Management > Ward Dashboard > Patient Dashboard > Interim Bill*

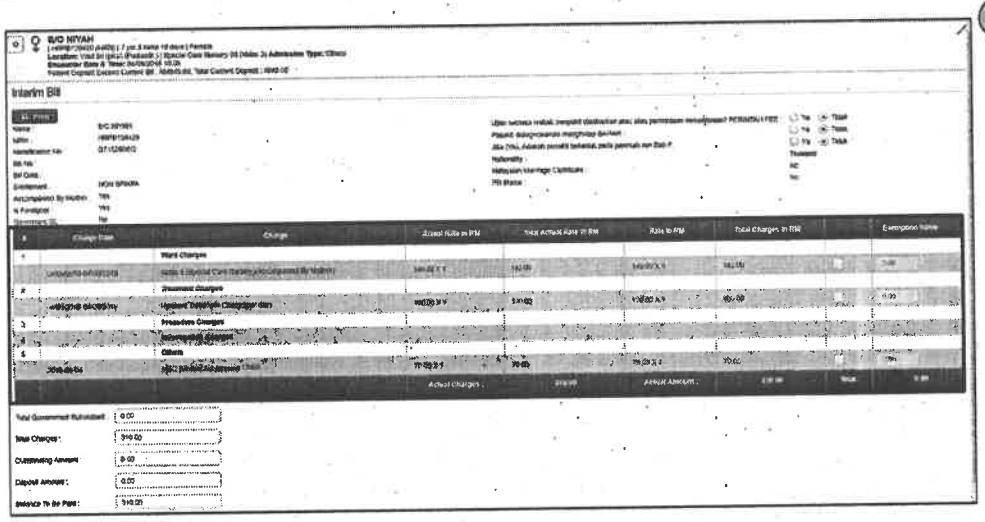
i) ***Interim Bill*** - Caj MAC foreigner bagi katil Nursery



228

Topik 2: Patient Dashboard – Interim Bill

Transaksi : *Interim Bill – Bed and MAC Charges*	Tugasan : Pegawai Perubatan,Pakar Pegawai Perubatan,Jururawat	Lokasi: Wad	Navigasi: *Inpatient / Outpatient Management > Ward Dashboard > Patient Dashboard > Interim Bill*



tip

- MAC diet order perlu dilakukan dahulu
- Foreign Charges :

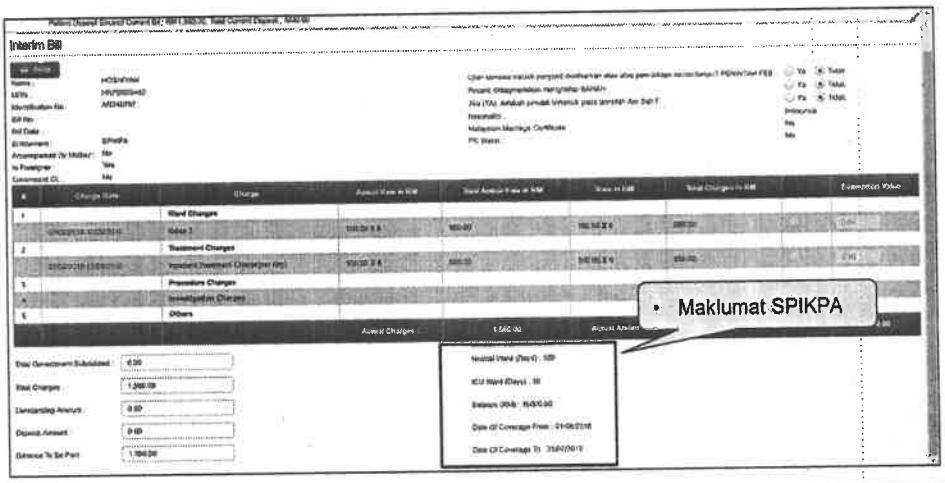
a) Nursery : RM 60.00 per day
b) Special Nursery Care : RM140.00 per day
c) Nursery with Incubator Car : RM170.00 per day
d) MAC will charged at 50% from bed charges – third class, second class and first class

229

Topik 2: Patient Dashboard – Interim Bill

Transaksi : *Interim Bill SPIKPA*	Tugasan : Pegawai Perubatan, Pakar Pegawai Perubatan, Jururawat	Lokasi: Wad, Klinik	Navigasi: *Inpatient/Outpatient Management > Ward Dashboard > Patient Dashboard > Interim Bill*

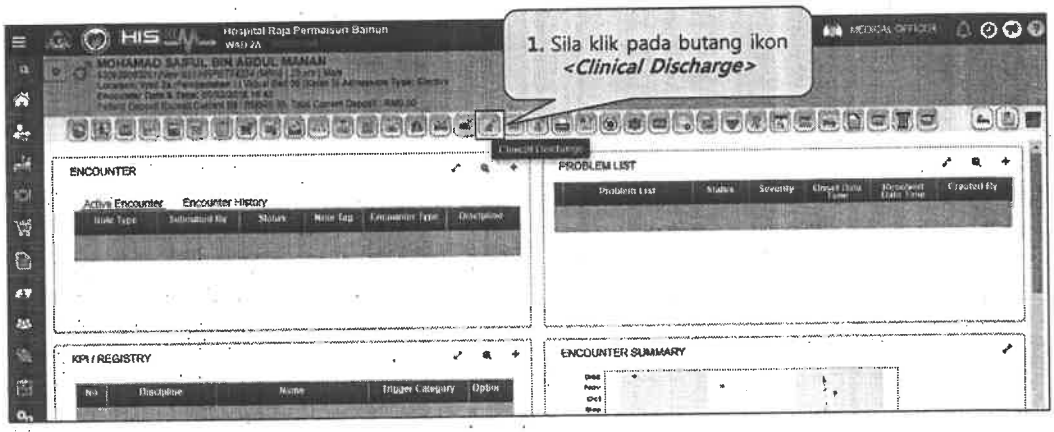
ii) ***Interim Bill*** - *Information Charge* SPIKPA.



230

Topik 2: *Patient Dashboard – Clinical Discharge (Edit Demographic)*

Transaksi: *Clinical Discharge – Edit Demographic* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*

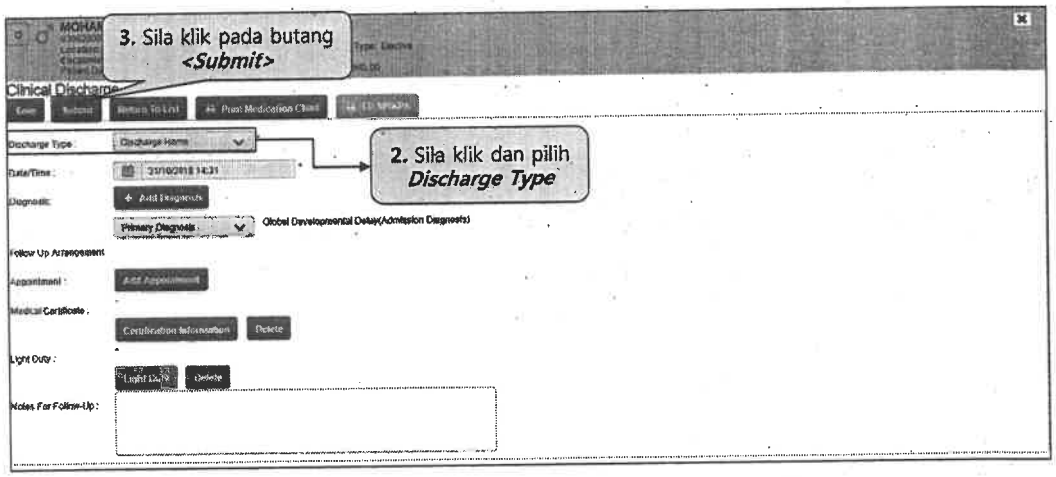


Tujuan: Untuk memberi paparan mesej bagi data demografi yang tidak lengkap semasa melakukan *clinical discharge*

231

Topik 2: *Patient Dashboard – Clinical Discharge (Edit Demographic)*

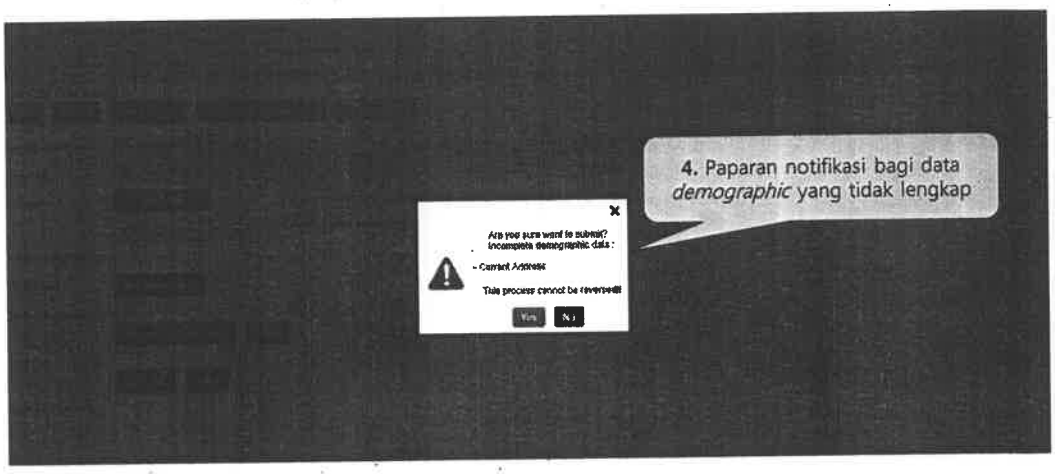
Transaksi: *Clinical Discharge – Edit Demographic* | **Tugasan:** *Nurse* | **Lokasi:** Wad | **Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



232

Topik 2: *Patient Dashboard – Clinical Discharge (Edit Demographic)*

Transaksi: *Clinical Discharge – Edit Demografik*	**Tugasan:** *Nurse*	**Lokasi:** Wad	**Navigasi:** *Inpatient/Outpatient > Wards > Ward Dashboard > Patient Dashboard*



233

MODUL 3:
MODUL STAFF

234 2019

Topik 1: *Manage Staff*

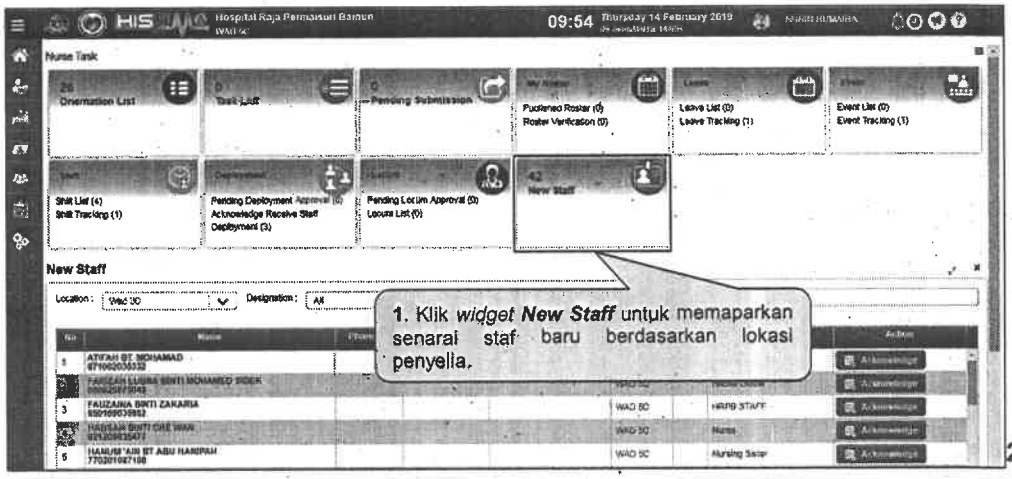
New Staff

235

Topik 1: *Manage Staff – New Staff*

Transaksi : *New Staff*	Tugasan : Penyelia	Lokasi: Wad/Klinik/*Daycare*/ETD/Lab	Navigasi: *Provider Dashboard* > *New Staff Widget*

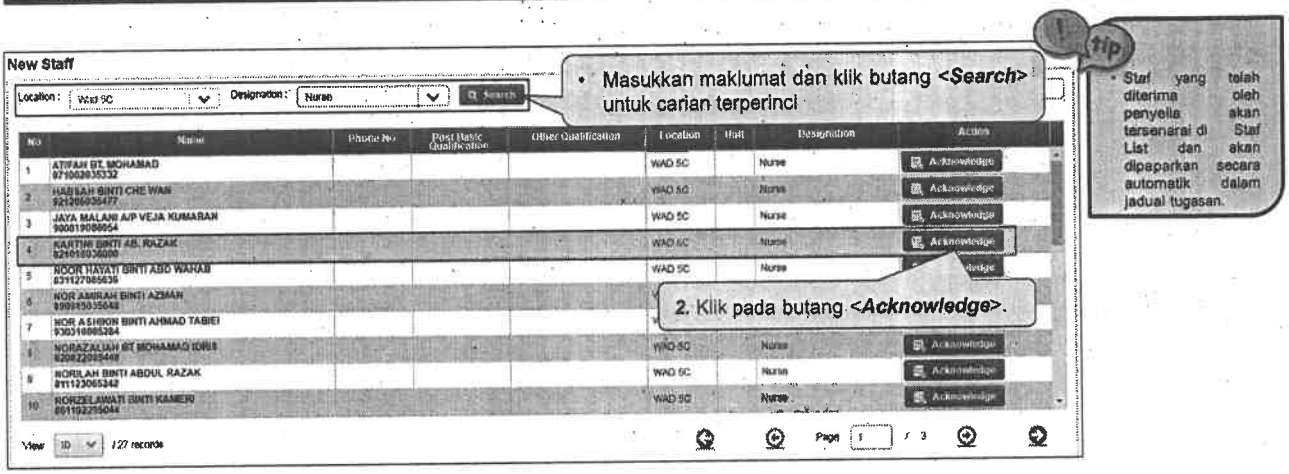
Definisi: Membolehkan pengguna menerima dan mengemas kini maklumat staf baru.



236

Topik 1: *Manage Staff – New Staff*

Transaksi : *New Staff*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Provider Dashboard > New Staff Widget*



237

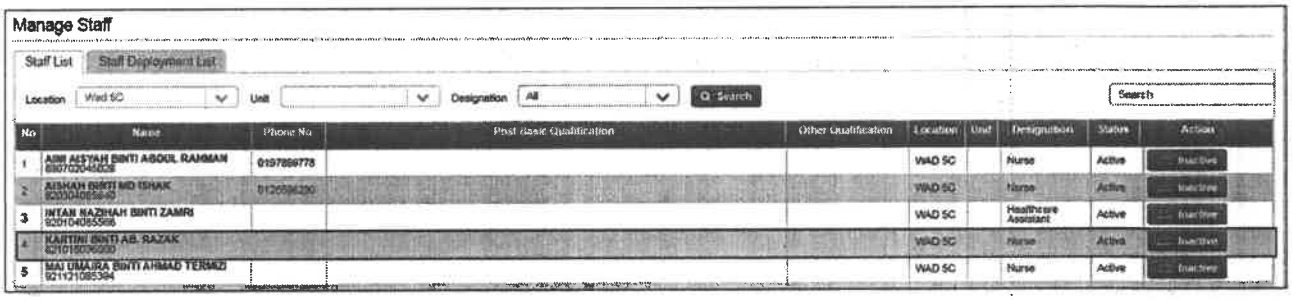
Topik 1: *Manage Staff*

Staff List

238

Topik 1: *Manage Staff – Staff List*

Transaksi : *Staff List*	Tugasan : Penyelia	Lokasi: Wad/Klinik/*Daycare*/ETD/Lab	Navigasi: *Staff Management > Supervisor > Manage Staff > Staff List*



tip

Sistem akan memaparkan maklumat staf yang telah diterima oleh penyelia.

239

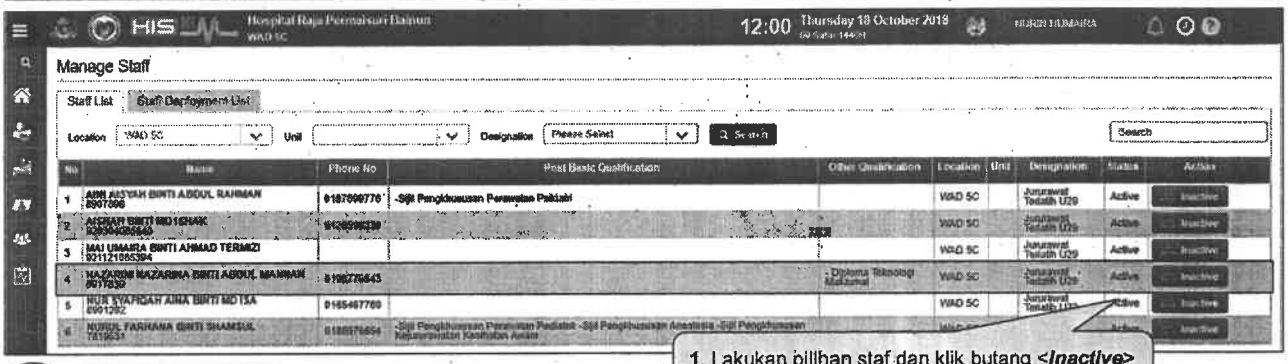
Topik 1: *Manage Staff*

Staff Inactivation

240

Topik 1: *Manage Staff – Staff Inactivation*

Transaksi : *Inactivation Request*	Tugasan : Penyelia	Lokasi: Wad/Klinik/*Daycare*/ETD/Lab	Navigasi: *Staff Management > Supervisor > Manage Staff > Staff List Tab : Inactive Button*

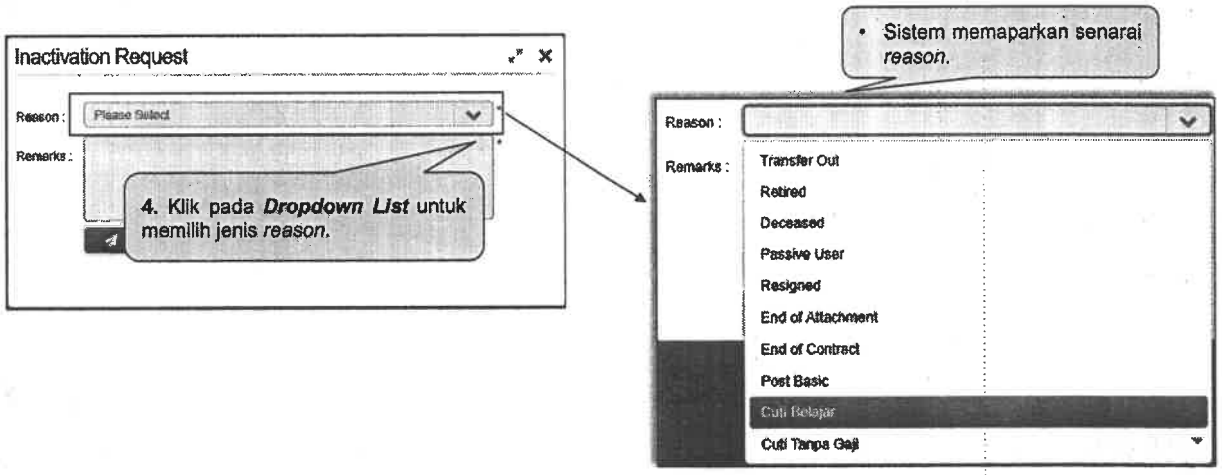


tip
- Membolehkan pengguna menyahaktifkan staf berdasarkan sebab tertentu

241

Topik 1: *Manage Staff – Staff Inactivation*

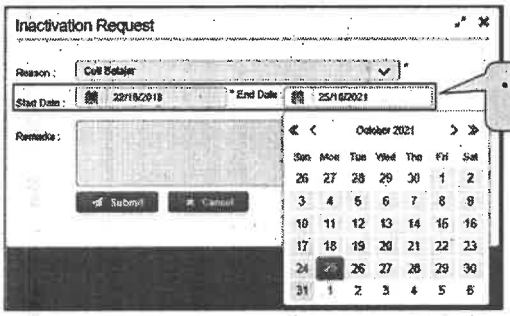
Transaksi : *Inactivation Request*	Tugasan : Penyelia	Lokasi: Wad/Klinik/*Daycare*/ETD/Lab	Navigasi: *Staff Management > Supervisor > Manage Staff > Staff List Tab : Inactive Button*



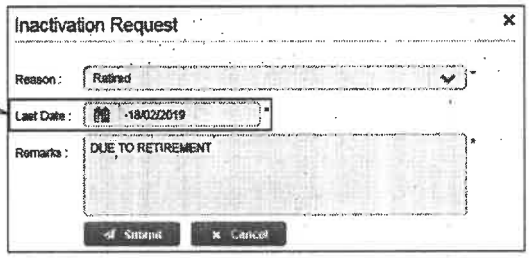
242

Topik 1: *Manage Staff – Staff Inactivation*

Transaksi : *Inactivation Request*	**Tugasan** : Penyelia	**Lokasi**: Wad/Klinik/*Daycare*/ETD/Lab	**Navigasi**: *Staff Management* > *Supervisor* > *Manage Staff* > *Staff List Tab* : *Inactive Button*



- Sistem memaparkan '***Start Date***' dan '***End Date***'.



- Sistem memaparkan '***Last Date***'.

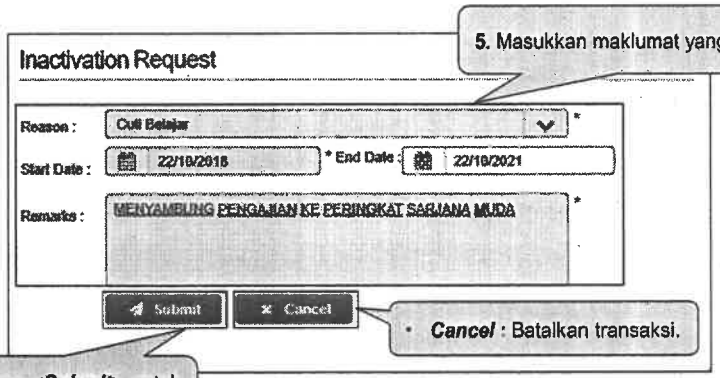
tip

- *Inactivation Request Pop Up* akan berubah berdasarkan jenis *Reason* yang dipilih.
- Sekiranya, pengguna memilih '*Post Basic*', '**Cuti Belajar**', '**Cuti Tanpa Gaji**', '**Cuti Sakit**', '**Cuti Bersalin**' dan '**Cuti Rehat**', skrin akan meminta pengguna memasukkan *Start Date* dan *End Date*.
- Skrin akan meminta pengguna memasukkan '***Last Date***' jika pengguna memilih '*Transfer Out*', '*Retired*', '*Deceased*', '*Passive User*', '*Resigned*', '*End of Attachment*' dan '*End of Contract*'.

243

Topik 1: *Manage Staff – Staff Inactivation*

Transaksi : *Inactivation Request*	**Tugasan** : Penyelia	**Lokasi**: Wad/Klinik/*Daycare*/ETD/Lab	**Navigasi**: *Staff Management* > *Supervisor* > *Manage Staff* > *Staff List Tab* : *Inactive Button*



5. Masukkan maklumat yang berkaitan.

- ***Cancel*** : Batalkan transaksi.

6. Klik butang <***Submit***> untuk melengkapkan transaksi.

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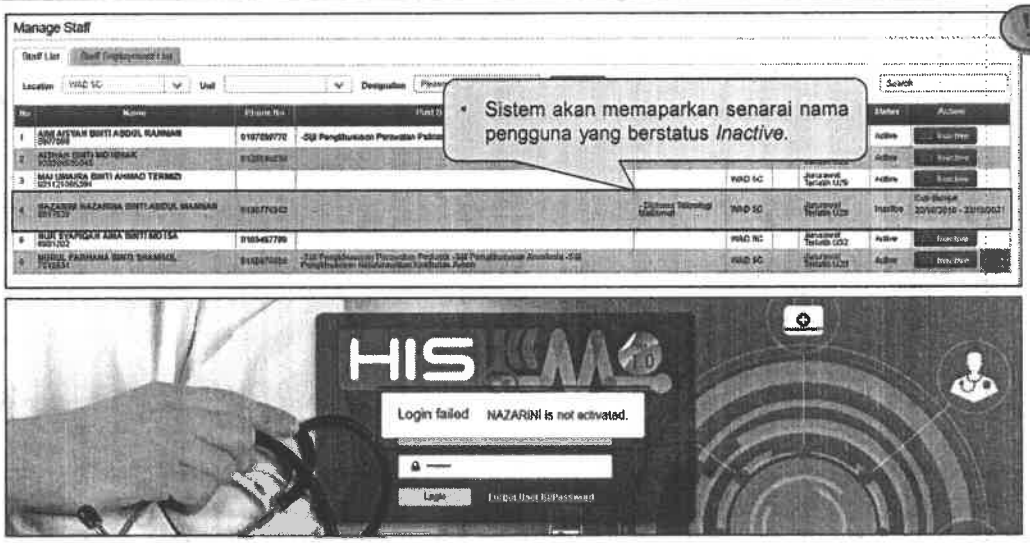
Topik 1: *Manage Staff – Staff Inactivation*

Transaksi : *Inactivation Request*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Staff Management > Supervisor > Manage Staff > Staff List Tab : Inactive Button*

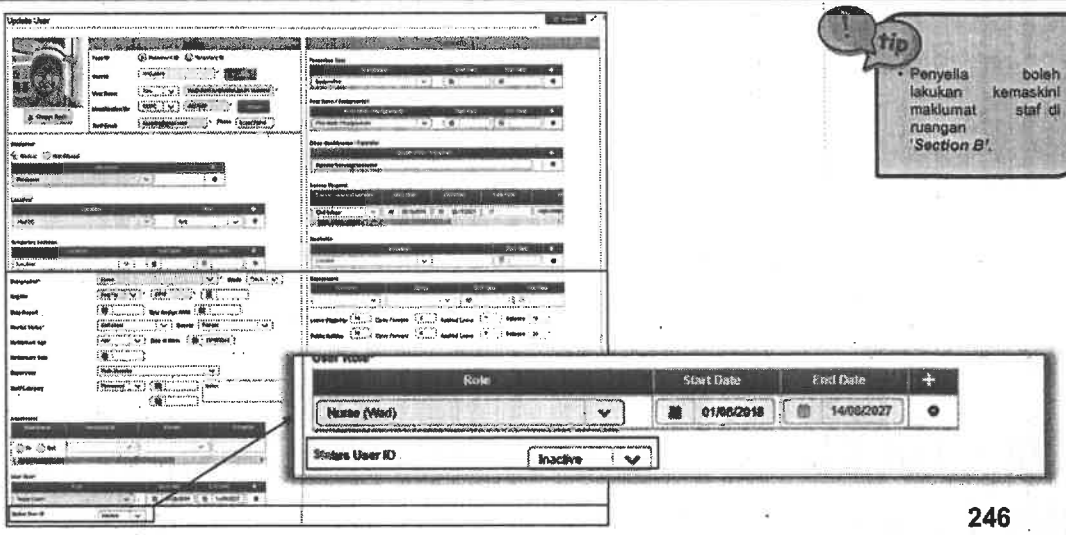


tip

- Staf yang berstatus *Inactive*, tidak akan berjaya untuk log masuk ke dalam sistem HIS@KKM berdasarkan jangka masa yang telah ditetapkan.

Topik 1: *Manage Staff – Staff Inactivation*

Transaksi : *User Profile*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Staff Management > Supervisor > Manage Staff > Staff List Tab : User Name*



tip

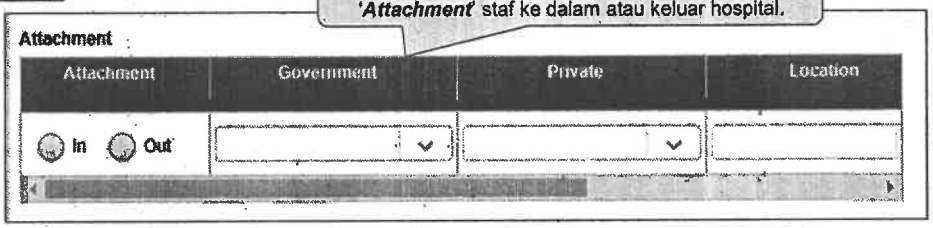
- Penyelia boleh lakukan kemaskini maklumat staf di ruangan '*Section B*'.

Topik 1: *Manage Staff – Staff Inactivation*

Transaksi : *Attachment (Section A) Reshuffle (Section B)*	Tugasan : Penyelia	Lokasi: Wad/Klinik/*Daycare*/ETD/Lab	Navigasi: *Staff Management > Supervisor > Manage Staff > Staff Name > User Profile*

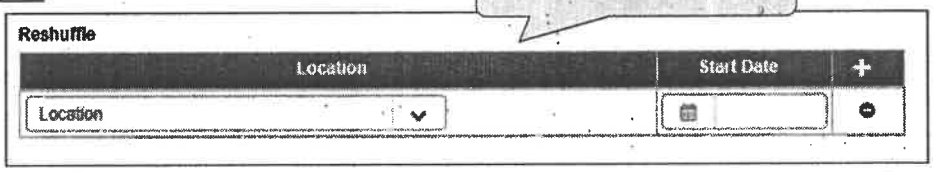
i. *Attachment*

- Sistem akan memaparkan maklumat '***Attachment***' staf ke dalam atau keluar hospital.



ii. *Reshuffle*

- Pertukaran lokasi yang baru.



247

Topik 1: *Manage Staff – Staff Inactivation*

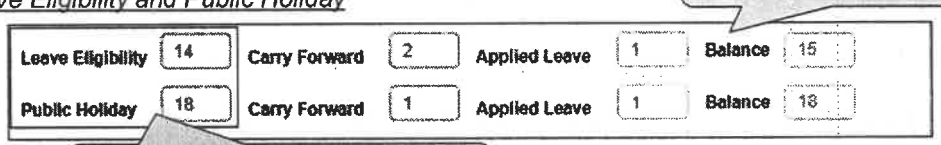
Transaksi : *Staff Reactivation (Section B)*	Tugasan : Penyelia	Lokasi: Wad/Klinik/*Daycare*/ETD/Lab	Navigasi: *Staff Management > Supervisor > Manage Staff > Staff Name > User Profile*

iii. *Access Request*

- Untuk *active & inactive* status staf secara sementara atau kekal

iv. *Leave Eligibility and Public Holiday*

- Sistem akan memaparkan jumlah cuti yang terkini bagi staf.



- Penyelia boleh memasukkan jumlah cuti tahunan dan hari kelepasan am.

248

Topik 2 : *Deployment*

249

Topik 2: *Deployment*

Definisi : Penyelia dapat melakukan permohonan untuk penempatan staf dari satu lokasi ke lokasi yang lain.

Tujuan:

1. Membolehkan pengguna melihat ringkasan permohonan, penambahan dan pembatalan permohonan penempatan staf ke pelbagai lokasi.
2. Membenarkan pengguna meluluskan atau membatalkan permohonan penempatan staf.
3. Membenarkan pengguna untuk menerima atau membatalkan kelulusan permohonan penempatan staf.

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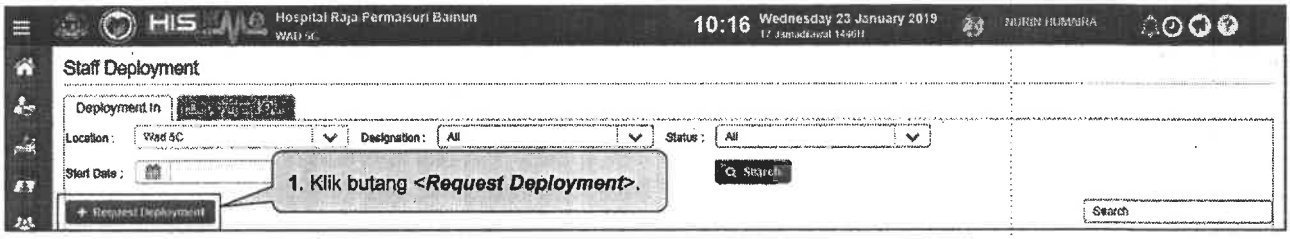
Topik 2 : *Deployment*

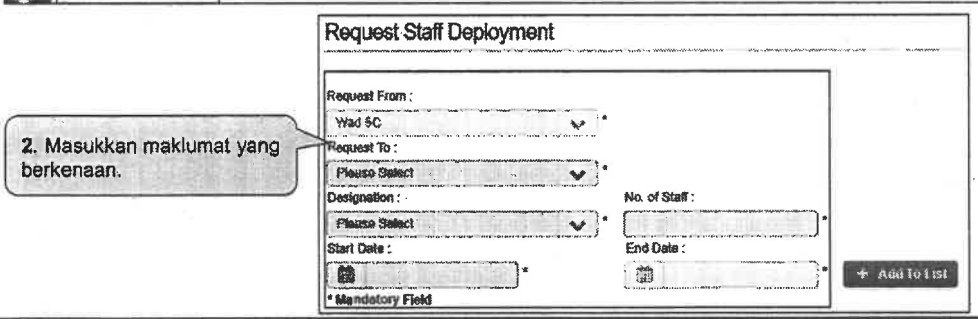
Request Staff Deployment

251

Topik 2: *Deployment – Request Staff Deployment*

Transaksi : *Request Staff Deployment* | **Tugasan** : Penyelia (Pemohon) | **Lokasi**: Wad/Klinik/*Daycare*/ETD | **Navigasi**: *Staff Management > Supervisor > Staff Deployment > Request Staff Deployment*

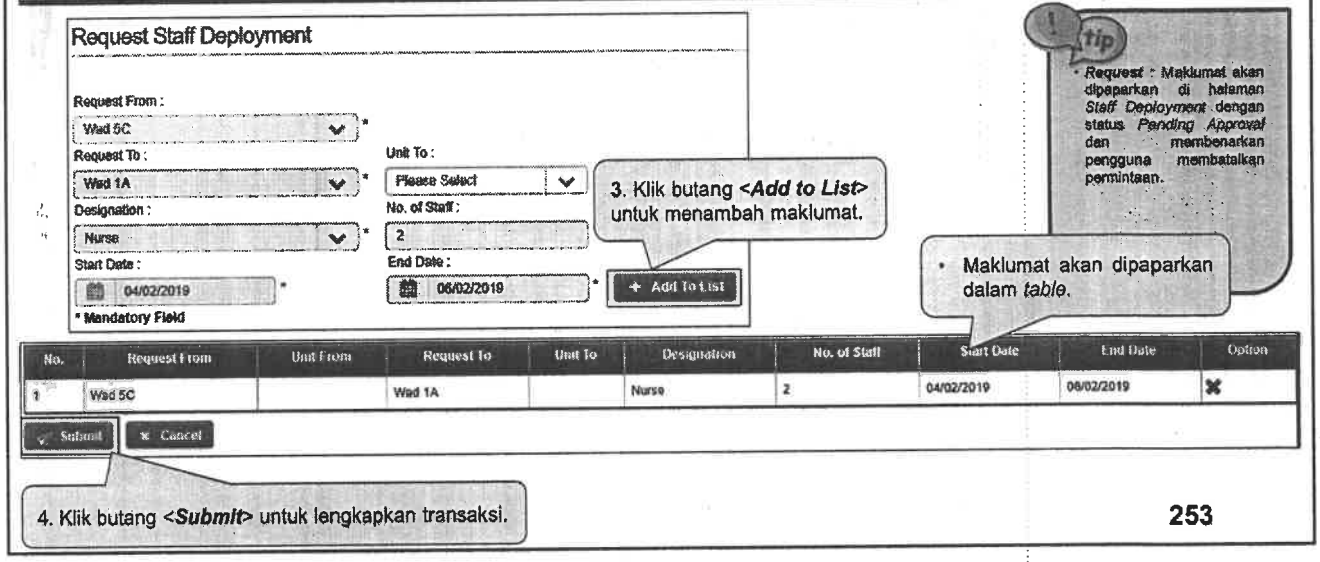




252

Topik 2: *Deployment – Request Staff Deployment*

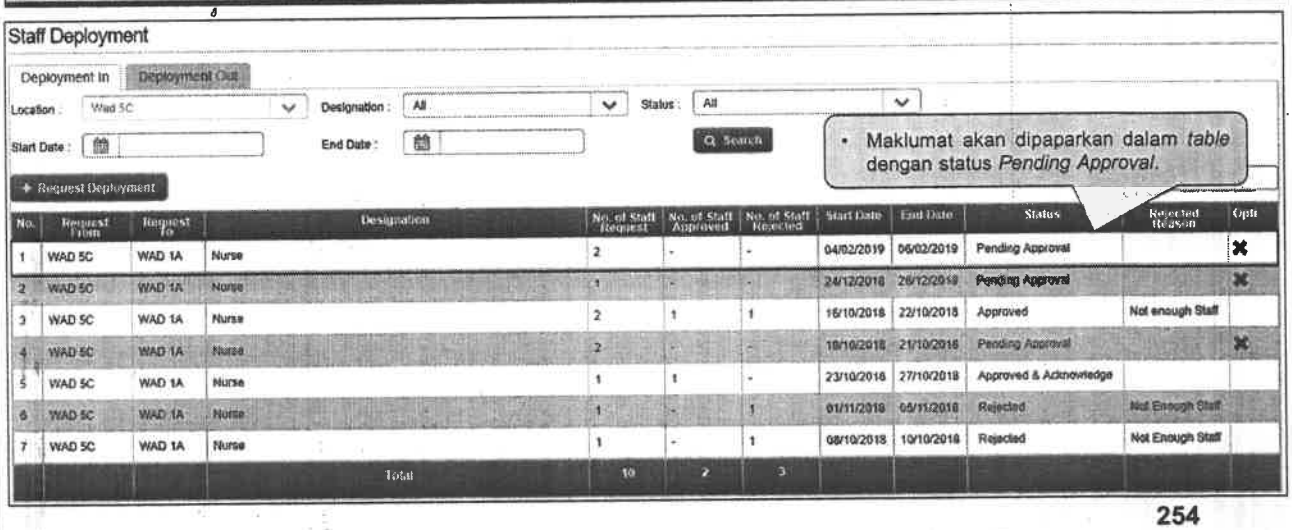
Transaksi : *Request Staff Deployment* | **Tugasan** : Penyelia (Pemohon) | **Lokasi**: Wad/Klinik/*Daycare*/ETD | **Navigasi**: *Staff Management* > *Supervisor* > *Staff Deployment* > *Request Staff Deployment*



253

Topik 2: *Deployment – Request Staff Deployment*

Transaksi : *Request Staff Deployment* | **Tugasan** : Penyelia (Pemohon) | **Lokasi**: Wad/Klinik/*Daycare*/ETD | **Navigasi**: *Staff Management* > *Supervisor* > *Staff Deployment* > *Request Staff Deployment*



254

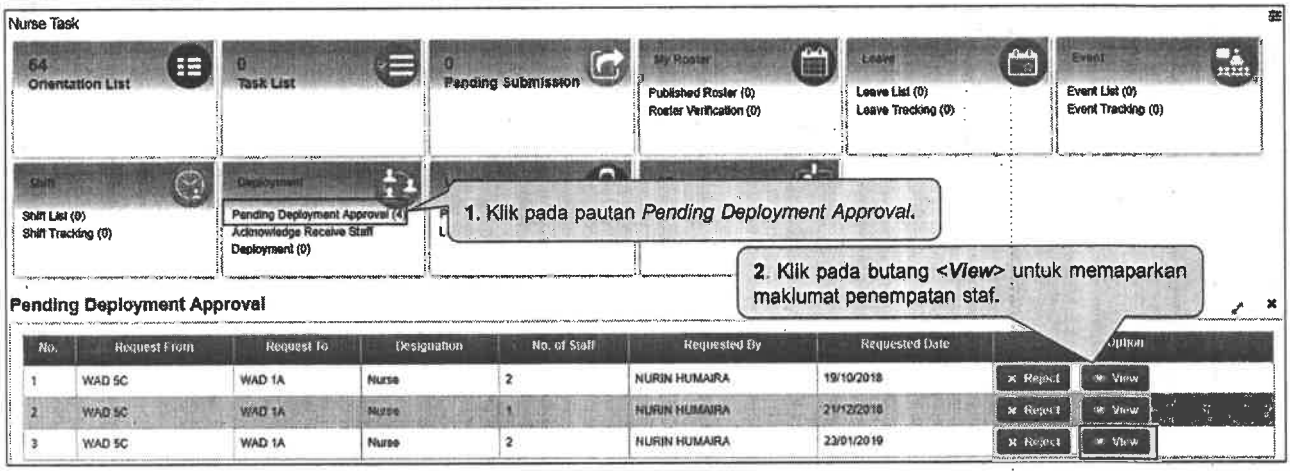
Topik 2 : *Deployment*

Pending Deployment Approval

255

Topik 2: *Deployment – Pending Deployment Approval (Approved All)*

Transaksi : *Approved Deployment*	**Tugasan** : Penyelia (Penerima)	**Lokasi**: Wad/Klinik/*Daycare*/ETD	**Navigasi**: *Pending Deployment Approval Widget > Staff Deployment Approval - View*

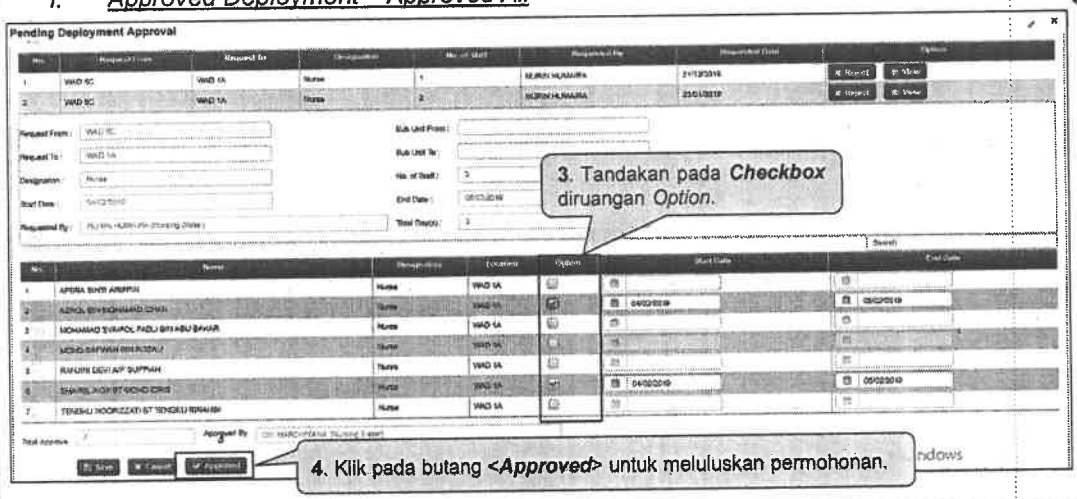


256

Topik 2: *Deployment – Pending Deployment Approval (Approved All)*

Transaksi : *Approved Deployment*	Tugasan : Penyelia (Penerima)	Lokasi: Wad/Klinik/*Daycare*/ETD	Navigasi: *Pending Deployment Approval Widget > Staff Deployment Approval : View*

i. Approved Deployment – Approved All



tip

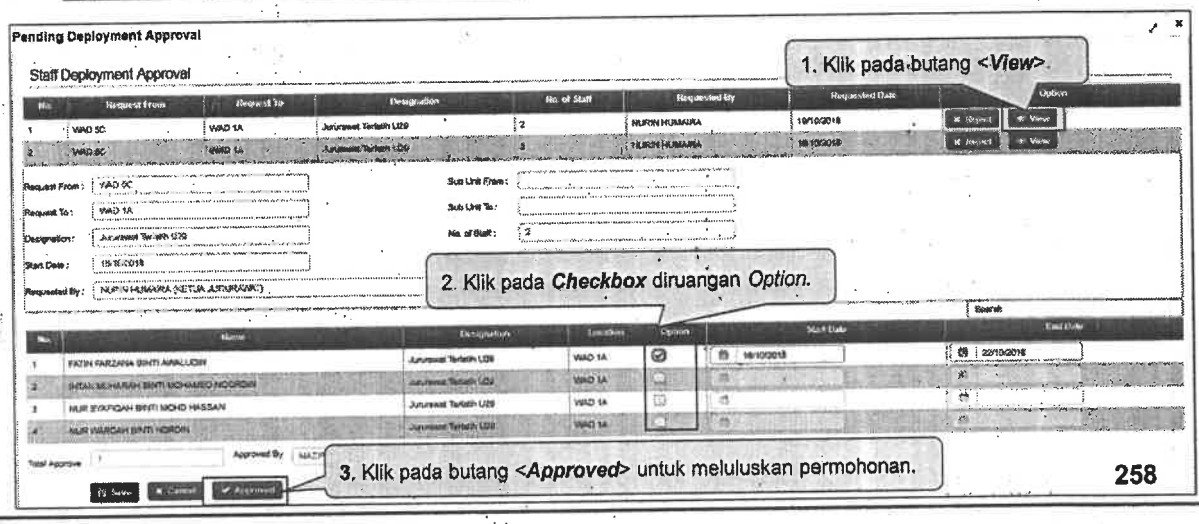
- Ruangan *Start Date* dan *End Date* boleh diubah di antara jangka masa permohonan yang telah di maklumkan.

257

Topik 2: *Deployment – Pending Deployment Approval (Partial Approved)*

Transaksi : *Approved Deployment*	Tugasan : Penyelia (Penerima)	Lokasi: Wad/Klinik/*Daycare*/ETD	Navigasi: *Pending Deployment Approval Widget > Staff Deployment Approval : View*

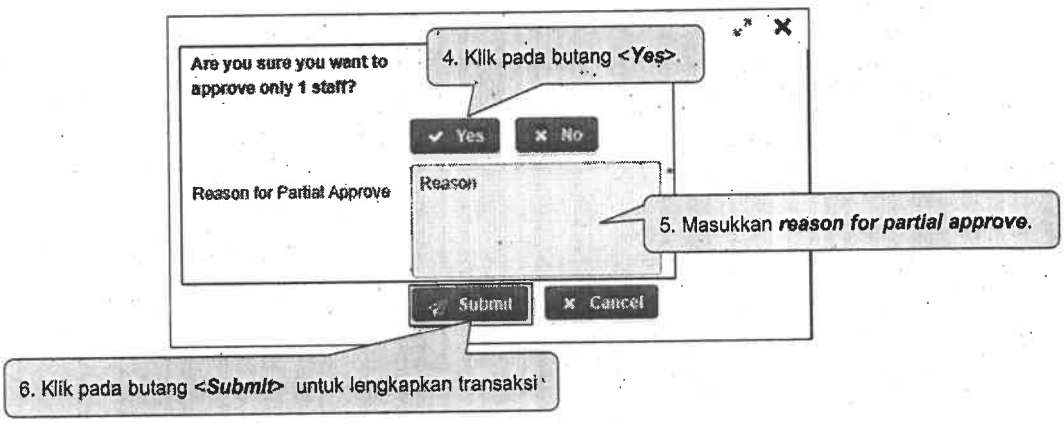
ii. Approved Deployment – Partial Approved



258

Topik 2: *Deployment – Pending Deployment Approval (Partial Approved)*

Transaksi : *Approved Deployment*	Tugasan : Penyelia (Penerima)	Lokasi: Wad/Klinik/Daycare/ETD	Navigasi: *Pending Deployment Approval Widget > Staff Deployment Approval : View*

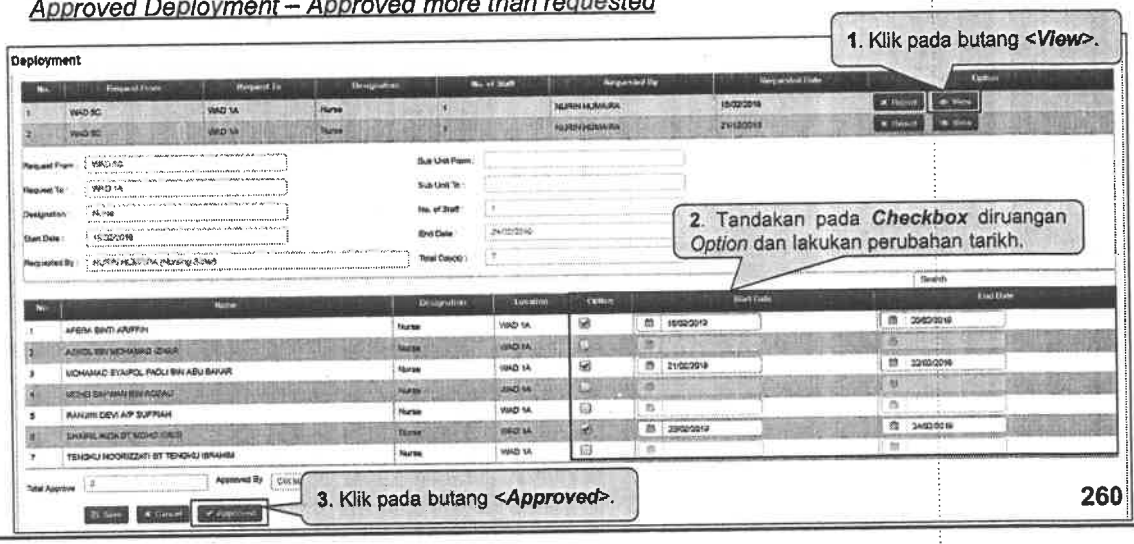


259

Topik 2: *Deployment – Pending Deployment Approval (Approved more than requested)*

Transaksi : *Approved Deployment*	Tugasan : Penyelia (Penerima)	Lokasi: Wad/Klinik/Daycare/ETD	Navigasi: *Pending Deployment Approval Widget > Staff Deployment Approval : View*

iii. *Approved Deployment – Approved more than requested*

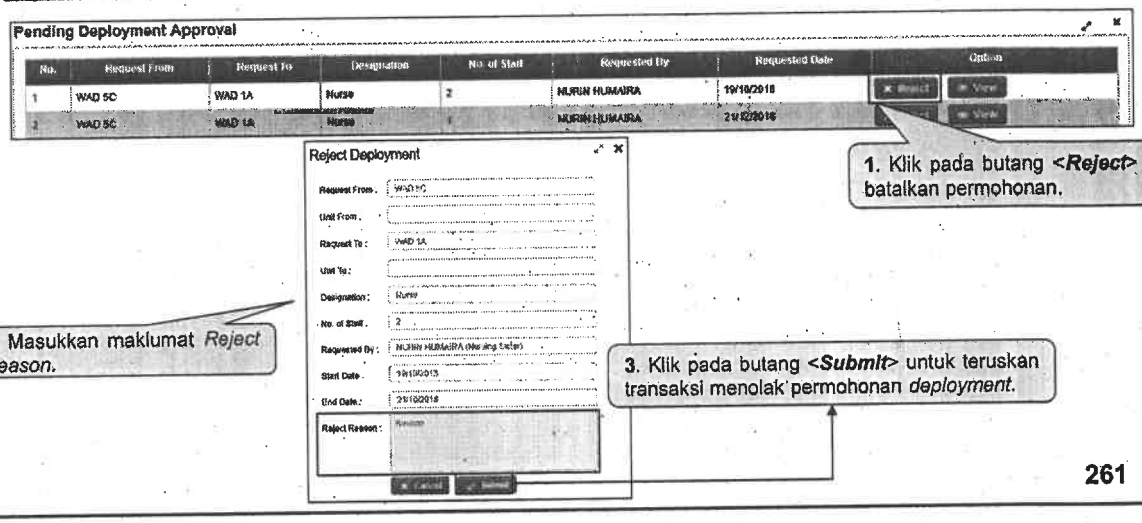


260

Topik 2: *Deployment – Pending Deployment Approval (Reject Deployment)*

Transaksi : *Approved Deployment*	**Tugasan** : Penyelia (Penerima)	**Lokasi**: Wad/Klinik/*Daycare*/ETD	**Navigasi**: *Pending Deployment Approval Widget > Staff Deployment Approval : Reject*

iv. *Reject Deployment*



261

Topik 2 : *Deployment*

Acknowledge Receive Staff Deployment

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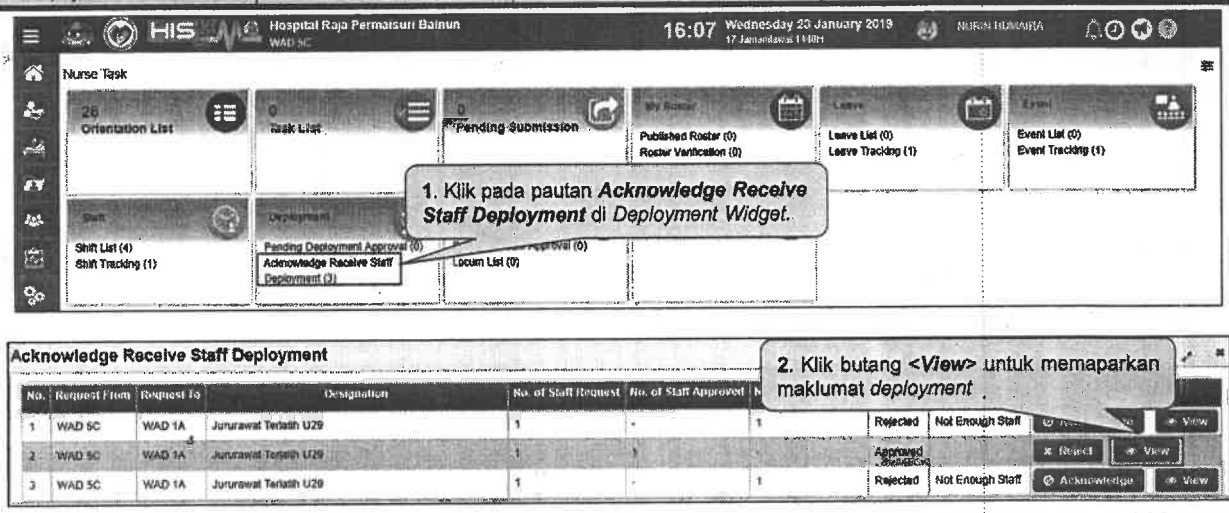
Topik 2: *Deployment* – *Acknowledge Receive Staff Deployment*

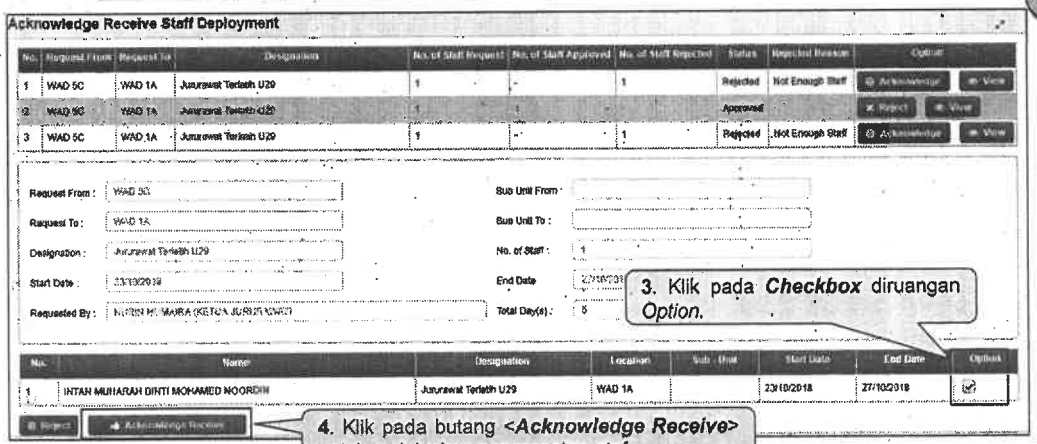
Transaksi : *Acknowledge Receive Staff Deployment*	**Tugasan** : Penyelia (Pemohon)	**Lokasi**: Wad/Klinik/Daycare/ETD	**Navigasi**: *Provider Dashboard > Deployment Widget : Acknowledge Receive Staff Deployment*



Topik 2: *Deployment* – *Acknowledge Receive Staff Deployment*

Transaksi : *Acknowledge Receive Staff Deployment*	**Tugasan** : Penyelia (Pemohon)	**Lokasi**: Wad/Klinik/Daycare/ETD	**Navigasi**: *Provider Dashboard > Deployment Widget : Acknowledge Receive Staff Deployment*

i. *Acknowledge Receive Staff Deployment*

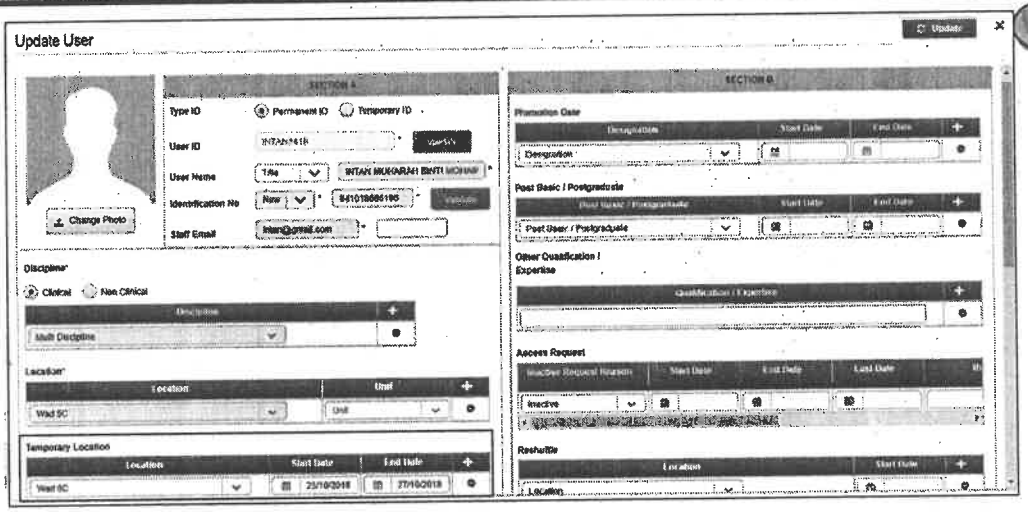


tip

- Bagi meluluskan penempatan staf ke lokasi yang baru, klik pada butang *<Acknowledge Receive>*.
- Secara automatik, lokasi pada *User Profile* pengguna (*Temporary Location*) akan dikemaskini.
- Senarai staf deployment akan dipaparkan secara automatik di dalam Roster Type 1 bagi terikh yang telah ditetapkan.

Topik 2: *Deployment – Acknowledge Receive Staff Deployment*

Transaksi : *Acknowledge Receive Staff Deployment*	**Tugasan** : Penyelia (Pemohon)	**Lokasi**: Wad/Klinik/*Daycare*/ETD	**Navigasi**: *Provider Dashboard > Deployment Widget : Acknowledge Receive Staff Deployment*

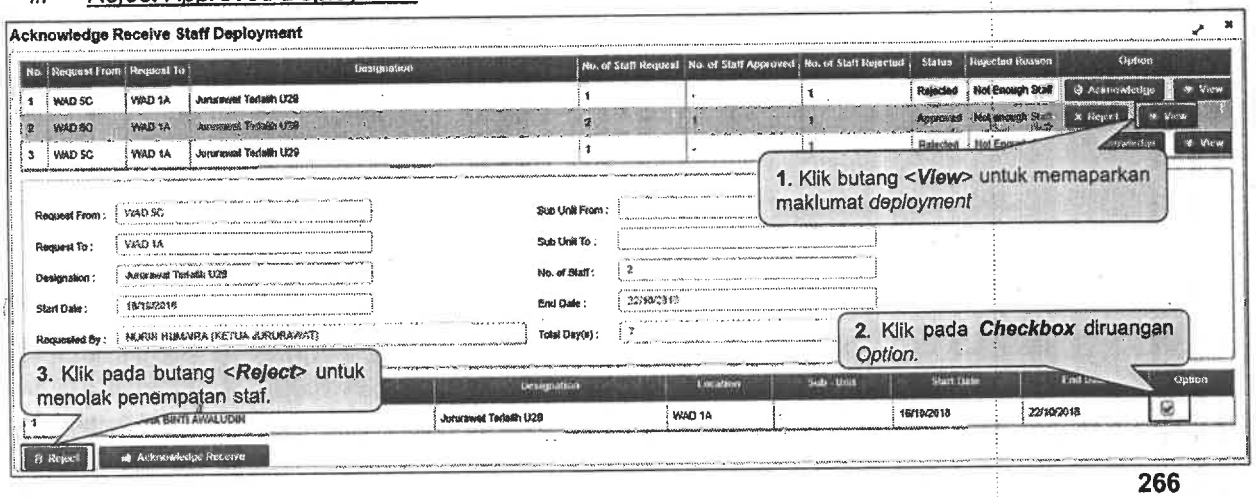


265

Topik 2: *Deployment – Reject Approved Deployment*

Transaksi : *Reject Approved Deployment*	**Tugasan** : Penyelia (Pemohon)	**Lokasi**: Wad/Klinik/*Daycare*/ETD	**Navigasi**: *Provider Dashboard > Deployment Widget : Acknowledge Receive Staff Deployment*

ii. *Reject Approved Deployment*



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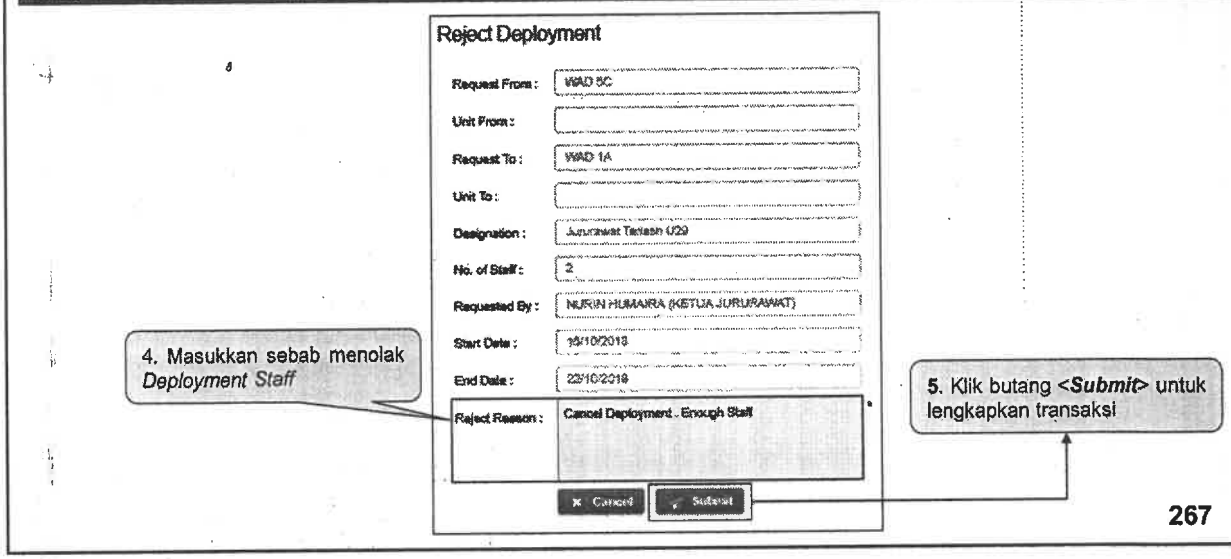
Topik 2: *Deployment – Reject Approved Deployment*

Transaksi : *Reject Approved Deployment*	**Tugasan** : Penyelia (Pemohon)	**Lokasi**: Wad/Klinik/*Daycare*/ETD	**Navigasi**: *Provider Dashboard > Deployment Widget : Acknowledge Receive Staff Deployment*



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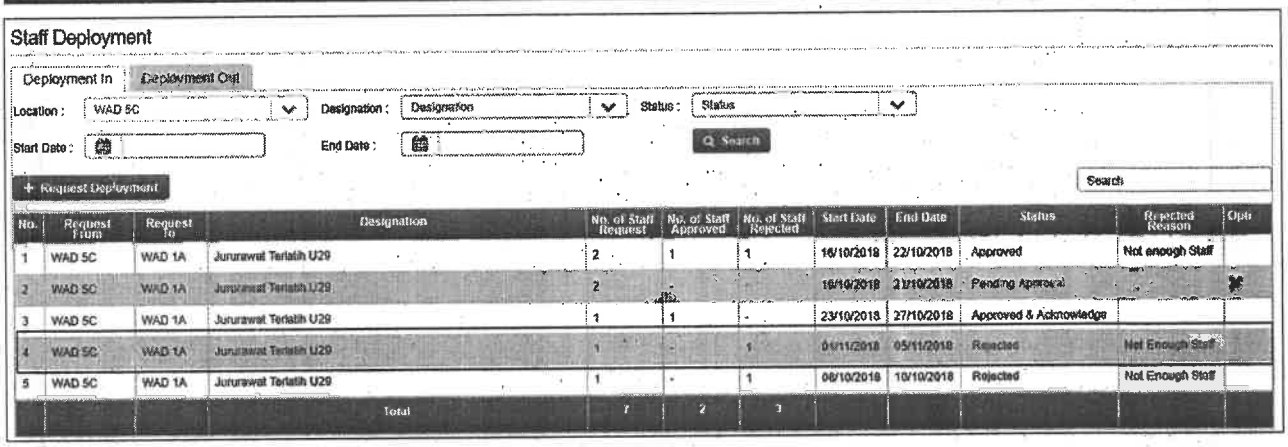
Topik 2: *Deployment – Reject Approved Deployment*

Transaksi : *Reject Approved Deployment*	**Tugasan** : Penyelia (Pemohon)	**Lokasi**: Wad/Klinik/*Daycare*/ETD	**Navigasi**: *Provider Dashboard > Deployment Widget : Acknowledge Receive Staff Deployment*



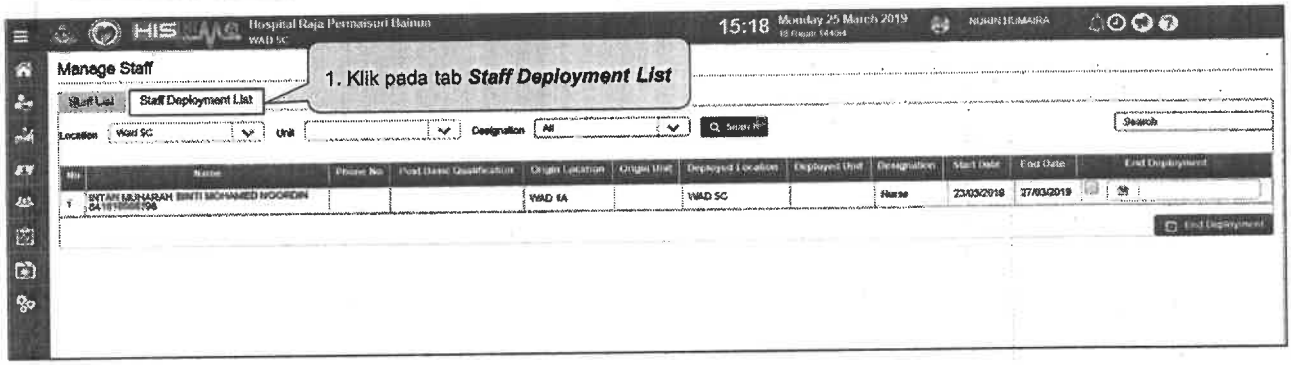
No.	Request From	Request To	Designation	No. of Staff Request	No. of Staff Approved	No. of Staff Rejected	Start Date	End Date	Status	Rejected Reason	Opts
1	WAD 5C	WAD 1A	Jururawat Terlatih U29	2	1	1	16/10/2018	22/10/2018	Approved	Not enough Staff	
2	WAD 5C	WAD 1A	Jururawat Terlatih U29	2			16/10/2018	21/10/2018	Pending Approval		
3	WAD 5C	WAD 1A	Jururawat Terlatih U29	1	1	-	23/10/2018	27/10/2018	Approved & Acknowledge		
4	WAD 5C	WAD 1A	Jururawat Terlatih U29	1	-	1	01/11/2018	05/11/2018	Rejected	Not Enough Staff	
5	WAD 5C	WAD 1A	Jururawat Terlatih U29	1	-	1	08/10/2018	10/10/2018	Rejected	Not Enough Staff	
			Total	7	2	3					

268

Topik 2: *Deployment – End of Deployment*

Transaksi : *End of Deployment*	Tugasan : Penyelia (Penerima)	Lokasi: Wad/Klinik/*Daycare*/ETD	Navigasi: *Staff Management > Supervisor > Manage Staff > Staff Deployment List*

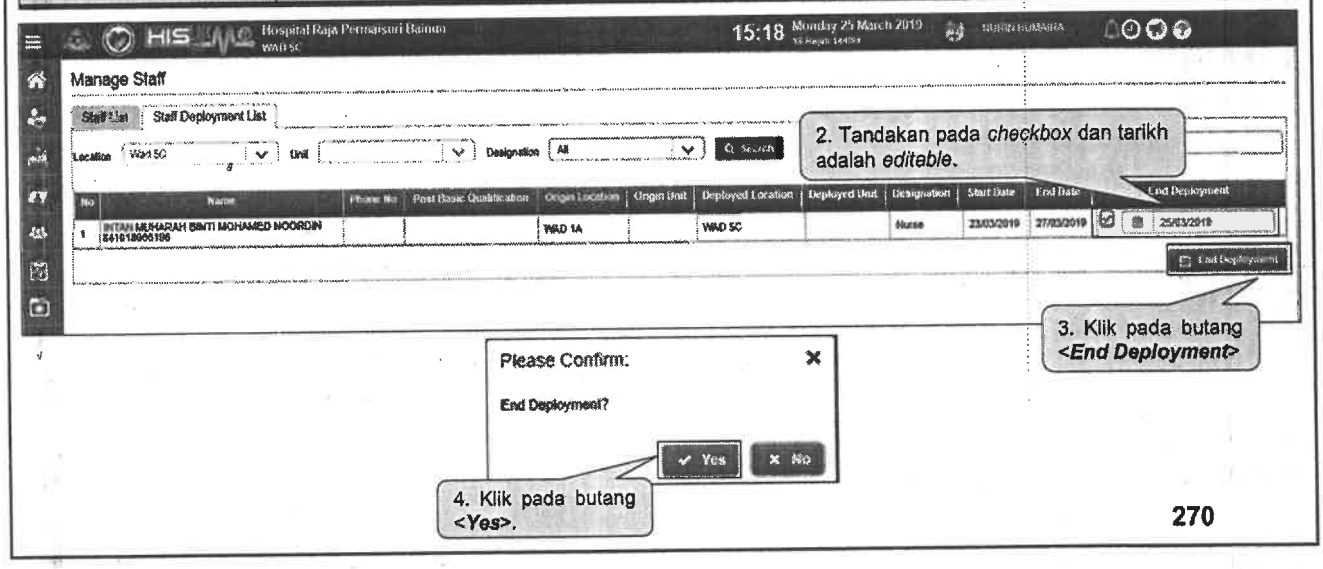
iii. *End of Deployment*



269

Topik 2: *Deployment – End of Deployment*

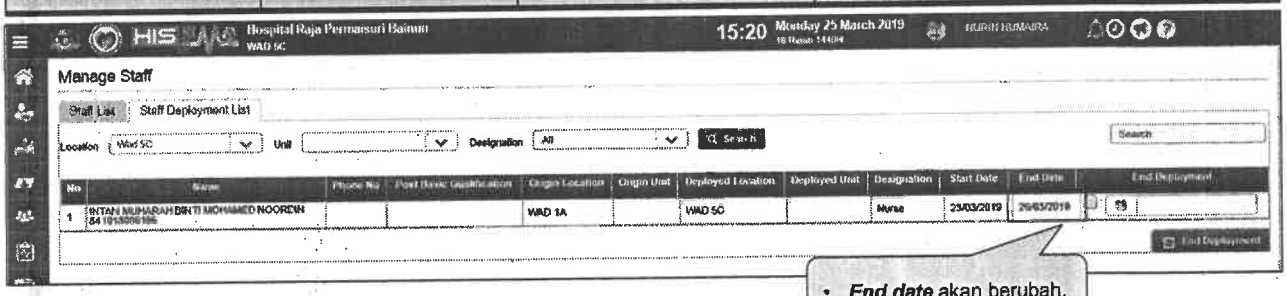
Transaksi : *End of Deployment*	Tugasan : Penyelia (Penerima)	Lokasi: Wad/Klinik/*Daycare*/ETD	Navigasi: *Staff Management > Supervisor > Manage Staff > Staff Deployment List*



270

Topik 2: *Deployment – End of Deployment*

Transaksi : *End of Deployment*	Tugasan : Penyelia (Penerima)	Lokasi: Wad/Klinik/*Daycare*/ETD	Navigasi: *Staff Management > Supervisor > Manage Staff > Staff Deployment List*



- ***End date*** akan berubah.

tip

- Senarai Staf Deployment akan hilang daripada skrin jika pengguna menamatkan deployment pada hari ini.

271

Topik 3 : *Locum*

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Topik 3: *Locum*

Definisi : Pengguna dapat melakukan permohonan, meluluskan dan menolak permohonan locum.

Tujuan:

1. Membolehkan pengguna (Staf) untuk permohonan *locum* kepada penyelia.
2. Membolehkan pengguna (penyelia) memberi respon kepada permohonan *locum*.
3. Membenarkan pengguna (staf) mengetahui status permohonan *locum*.

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Topik 3 : *Locum*

Request Locum

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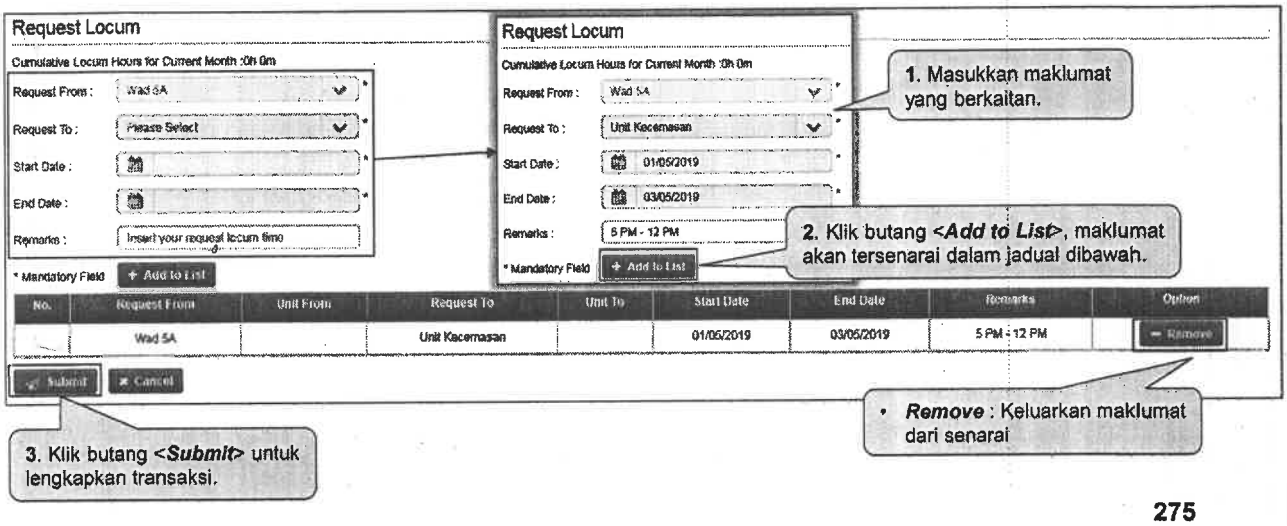
Topik 3: *Locum – Request Locum*

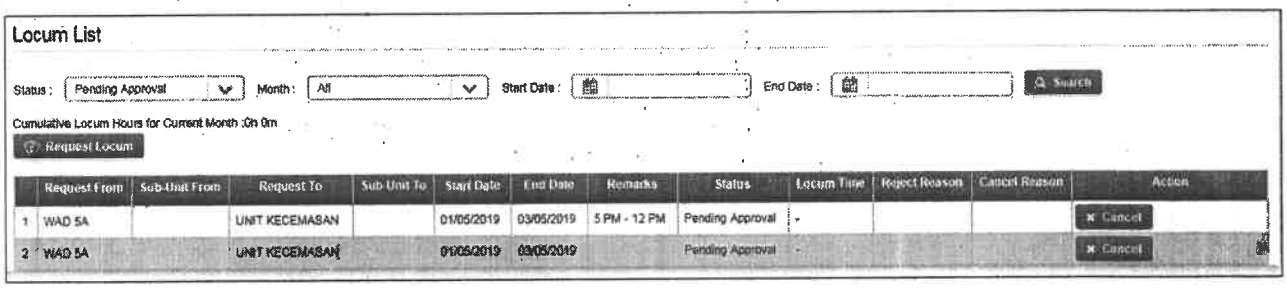
Transaksi : *Request Locum*	Tugasan : Staf	Lokasi: Wad/Klinik/*Daycare*/ETD	Navigasi: Staff management > Staf > *Request Locum*



275

Topik 3: *Locum – Request Locum*

Transaksi : *Request Locum*	Tugasan : Staf	Lokasi: Wad/Klinik/*Daycare*/ETD	Navigasi: Staff management > Staf > *Request Locum*



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Topik 3 : *Locum*

Pending Locum Approval

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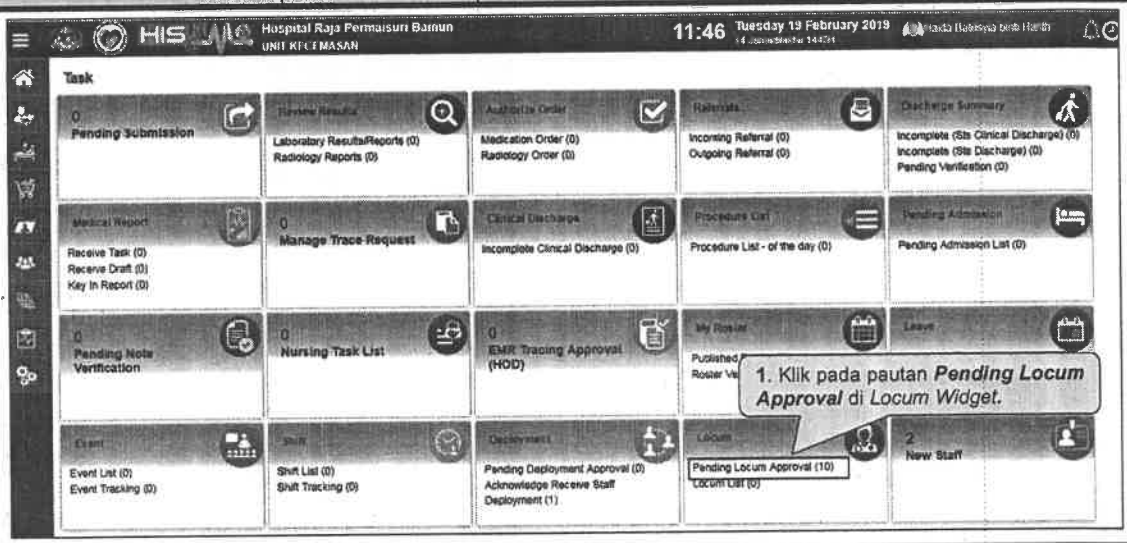
Topik 3: *Locum – Pending Locum Approval*

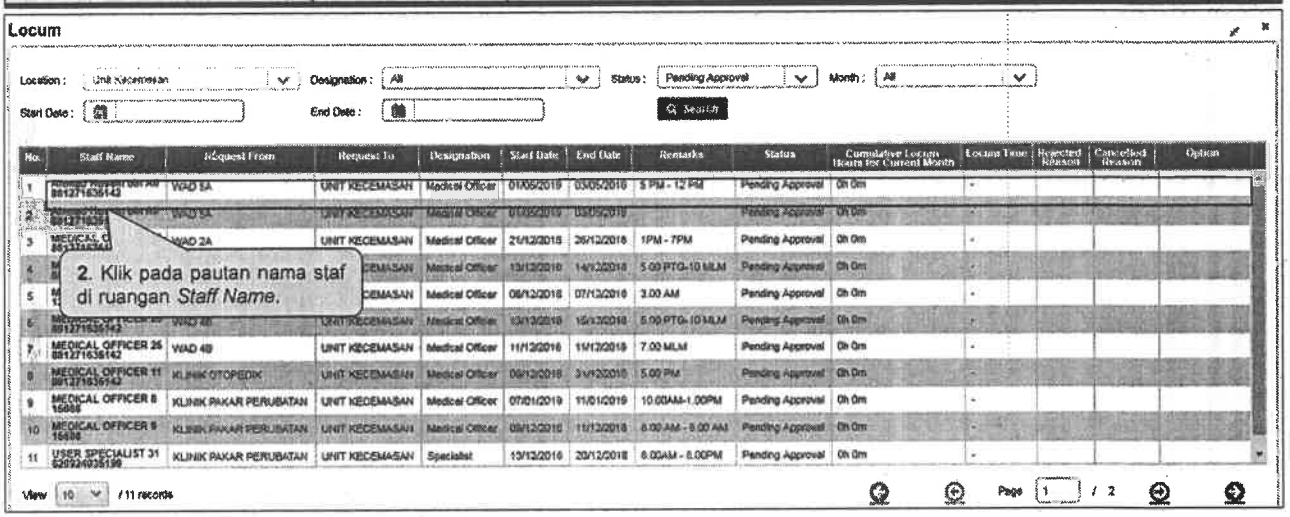
Transaksi : *Pending Locum Approval*	**Tugasan** : Penyelia	**Lokasi**: Wad/Klinik/*Daycare*/ETD	**Navigasi**: *Pending Locum Approval Widget > Locum > Approve / Reject Locum*



278

Topik 3: *Locum – Pending Locum Approval*

Transaksi : *Pending Locum Approval*	**Tugasan** : Penyelia	**Lokasi**: Wad/Klinik/*Daycare*/ETD	**Navigasi**: *Pending Locum Approval Widget > Locum > Approve / Reject Locum*

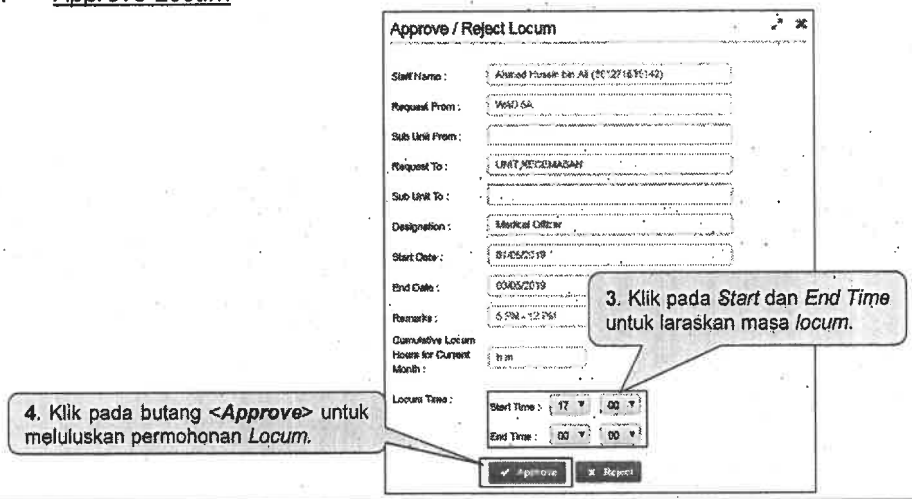


279

Topik 3: *Locum – Pending Locum Approval (Approve)*

Transaksi : *Pending Locum Approval*	**Tugasan** : Penyelia	**Lokasi**: Wad/Klinik/*Daycare*/ETD	**Navigasi**: *Pending Locum Approval Widget > Locum > Approve / Reject Locum*

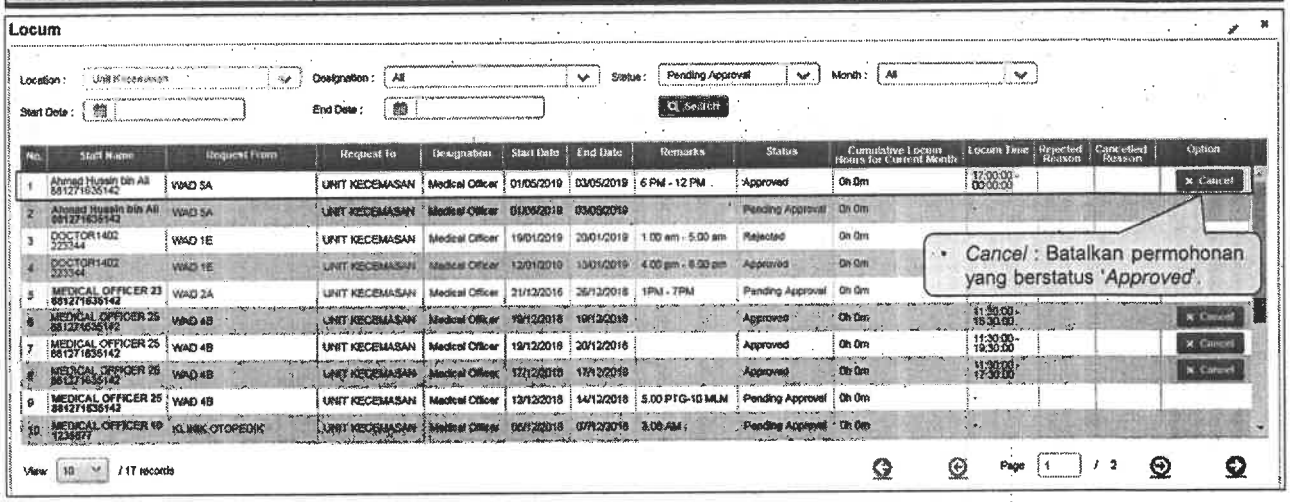
i. <u>*Approve Locum*</u>



280

Topik 3: *Locum – Pending Locum Approval (Approve)*

Transaksi : *Pending Locum Approval*	**Tugasan** : Penyelia	**Lokasi**: Wad/Klinik/*Daycare*/ETD	**Navigasi**: *Pending Locum Approval Widget > Locum > Approve / Reject Locum*

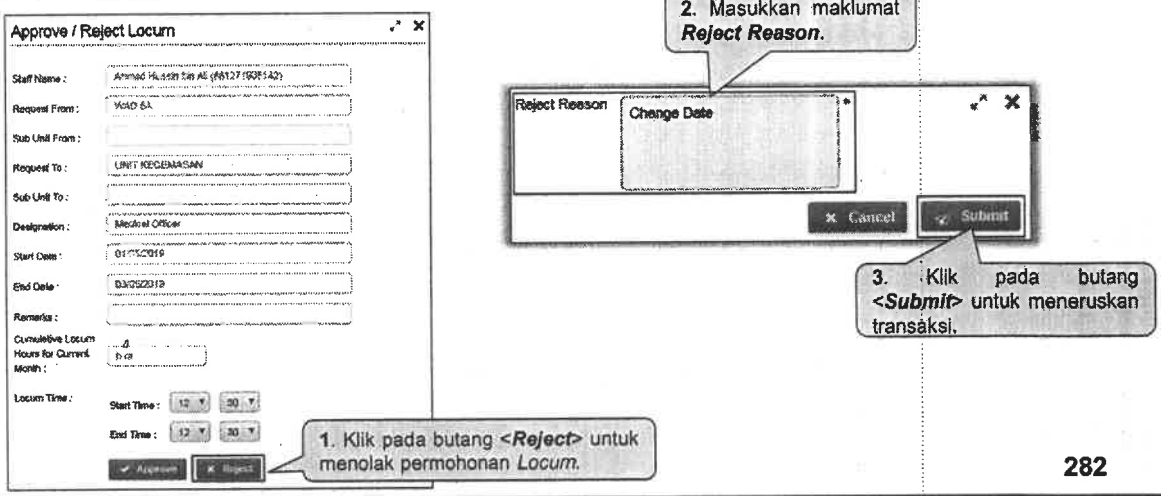


281

Topik 3: *Locum – Pending Locum Approval (Reject)*

Transaksi : *Pending Locum Approval*	**Tugasan** : Penyelia	**Lokasi**: Wad/Klinik/*Daycare*/ETD	**Navigasi**: *Pending Locum Approval Widget > Locum > Approve / Reject Locum*

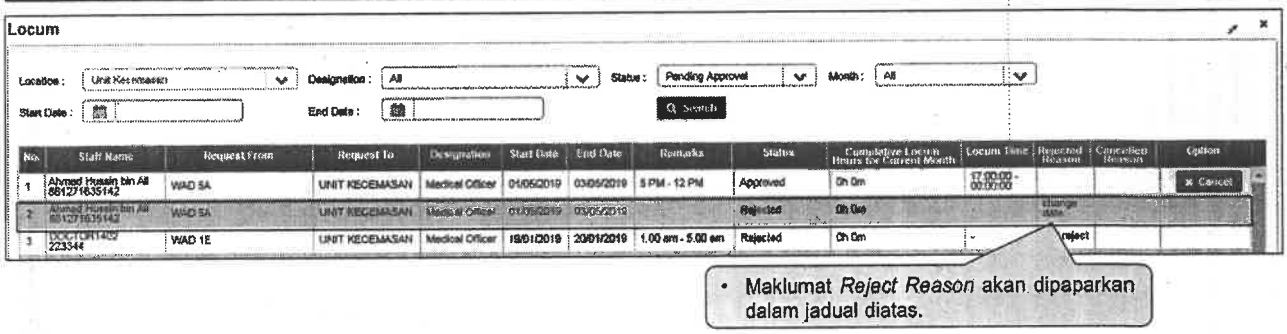
ii. <u>*Reject Locum*</u>



282

Topik 3: *Locum – Pending Locum Approval (Reject)*

Transaksi : *Pending Locum Approval*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD	Navigasi: *Pending Locum Approval Widget > Locum > Approve / Reject Locum*



- Maklumat *Reject Reason* akan dipaparkan dalam jadual diatas.

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Topik 3 : *Locum*

Acknowledge Receive Locum

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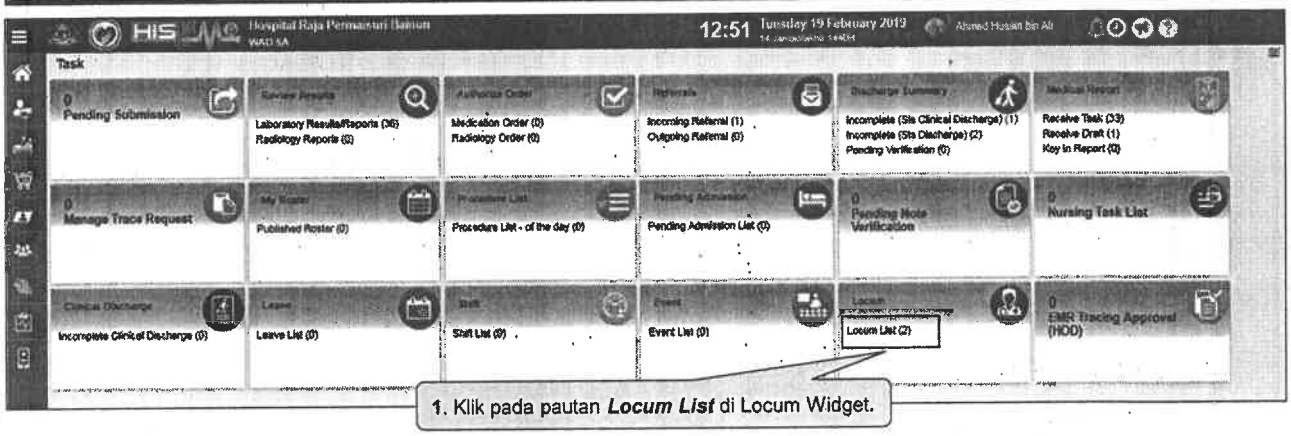
Topik 3: *Locum – Acknowledge Receive Locum*

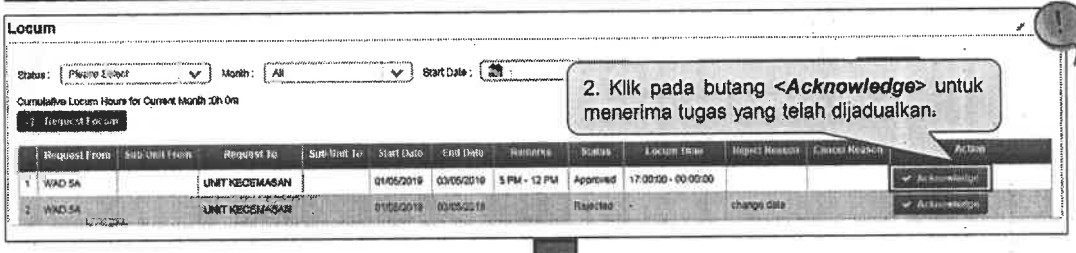
Transaksi : *Acknowledge Receive Locum*	**Tugasan** : Staf	**Lokasi**: Wad/Klinik/*Daycare*/ETD	**Navigasi**: *Locum Widget* > *Locum List* > *Locum*



1. Klik pada pautan ***Locum List*** di Locum Widget.

Topik 3: *Locum – Acknowledge Receive Locum*

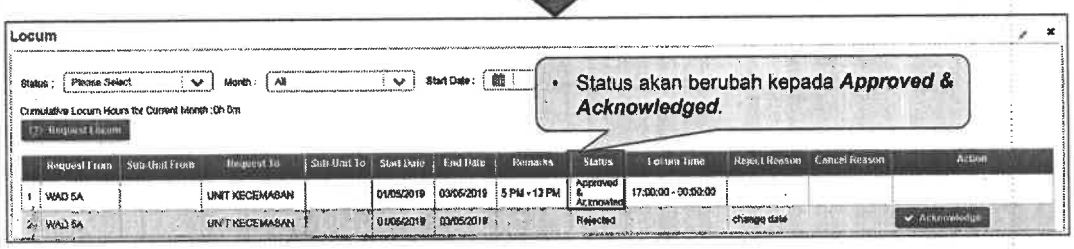
Transaksi : *Acknowledge Receive Locum*	**Tugasan** : Staf	**Lokasi**: Wad/Klinik/*Daycare*/ETD	**Navigasi**: *Locum Widget* > *Locum List* > *Locum*



2. Klik pada butang <***Acknowledge***> untuk menerima tugas yang telah dijadualkan.

Tip

- Senarai staf locum akan dipaparkan secara automatik di dalam *Roster Type* 2 bagi tarikh yang telah ditetapkan.



- Status akan berubah kepada ***Approved & Acknowledged***.

Topik 4: *Leave, Shift & Event*

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Topik 4: *Leave, Shift & Event*

HeiTech®

Definisi : Membolehkan pengguna untuk menguruskan cuti, shif dan kursus.

Tujuan:

1. Membolehkan staf untuk memohon dan melihat senarai cuti, shif atau kursus yang telah dimohon.
2. Membolehkan penyelia untuk melihat rekod cuti / shif / kursus staf serta memohon cuti dan kursus bagi pihak staf atas sebab tertentu.

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Topik 4: *Leave, Shift & Event*

Apply Leave

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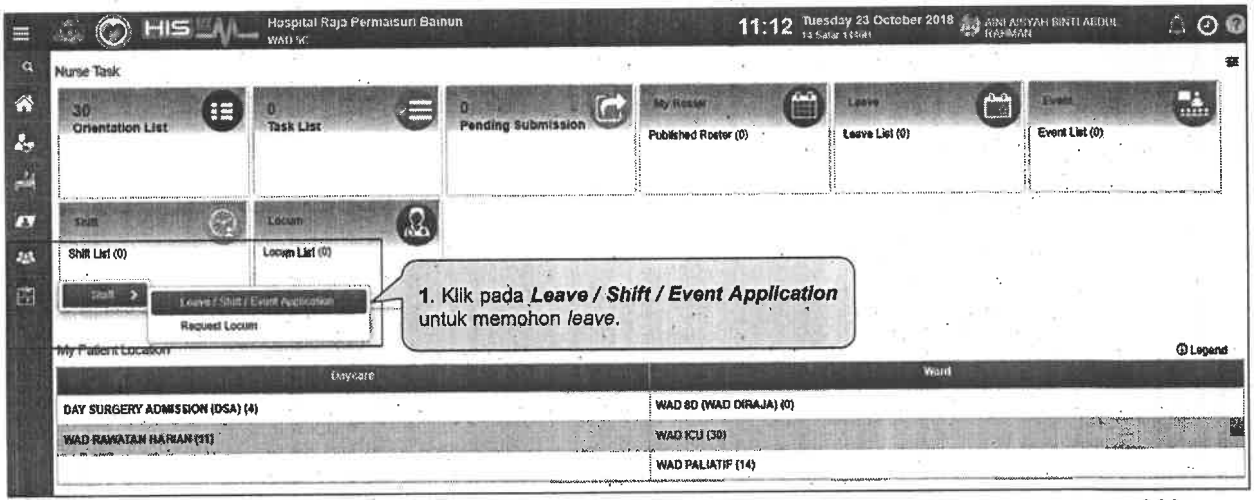
Topik 4: *Leave, Shift & Event – Apply Leave*

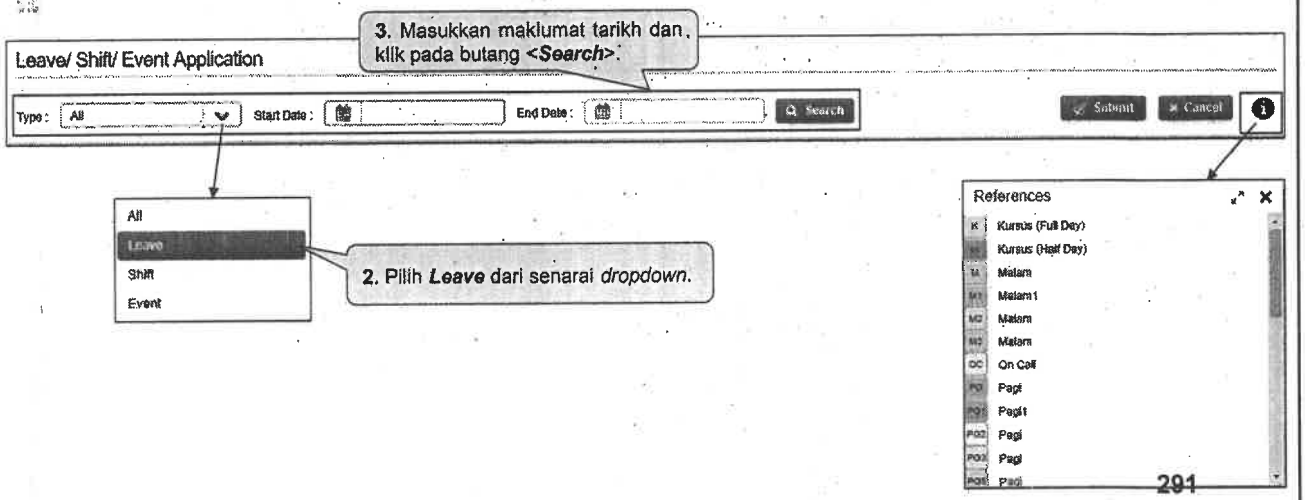
Transaksi : *Apply Leave*	Tugasan : Staf	Lokasi: Wad/Klinik/*Daycare*/ETD/Lab	Navigasi: *Staff management > Staf > Leave / Shift / Event Application : Apply Leave*



290

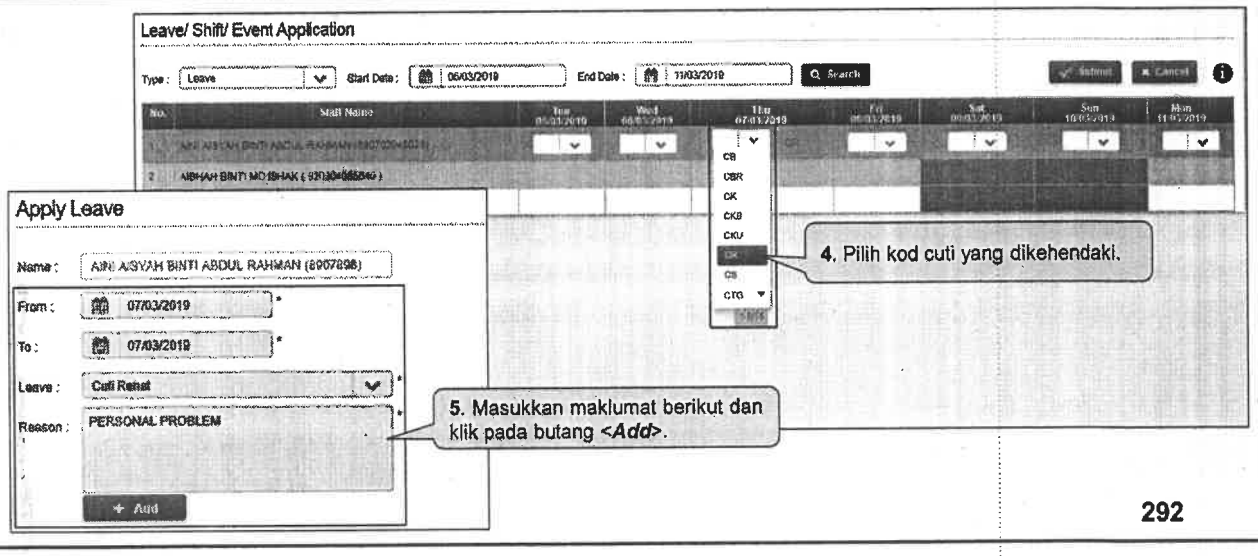
Topik 4: *Leave, Shift & Event – Apply Leave*

Transaksi: *Apply Leave*	Tugasan : Staf	Lokasi: Wad/Klinik/*Daycare*/ETD/Lab	Navigasi: *Staff management* > *Staf* > *Leave / Shift / Event Application* : *Apply Leave*



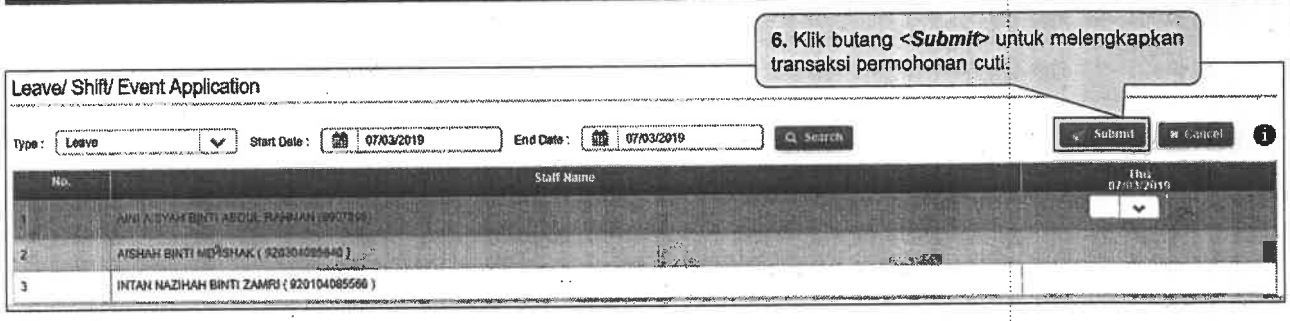
Topik 4: *Leave, Shift & Event – Apply Leave*

Transaksi : *Apply Leave*	Tugasan : Staf	Lokasi: Wad/Klinik/*Daycare*/ETD/Lab	Navigasi: *Staff management* > *Staf* > *Leave / Shift / Event Application* : *Apply Leave*



Topik 4: *Leave, Shift & Event – Apply Leave*

Transaksi : *Apply Leave*	Tugasan : Staf	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Staff management > Staf > Leave / Shift / Event Application - Apply Leave*



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Topik 4: *Leave, Shift & Event*

Apply Shift

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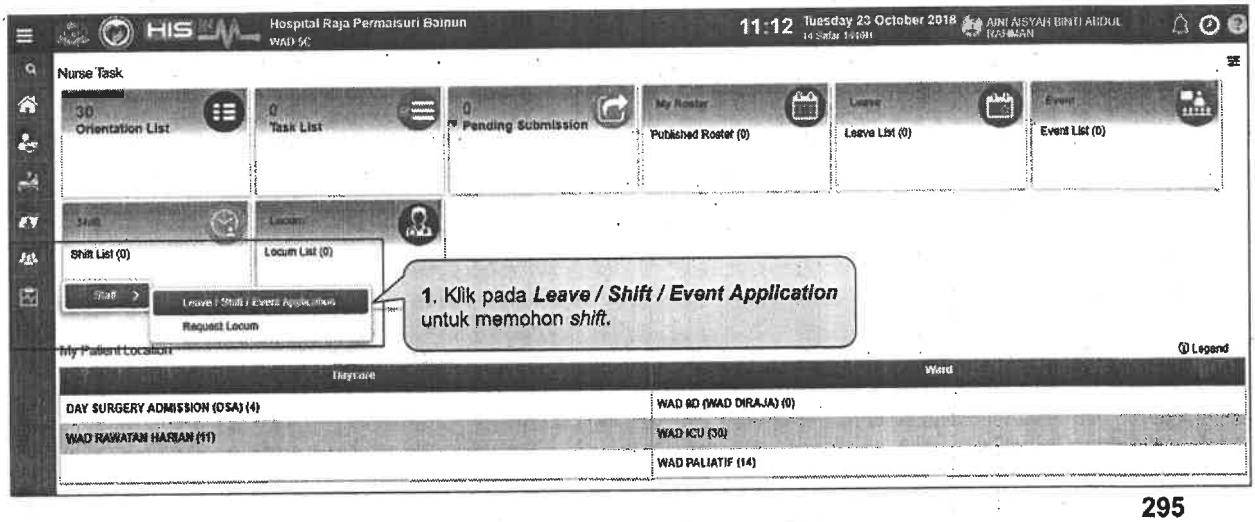
Topik 4: *Leave, Shift & Event – Apply Shift*

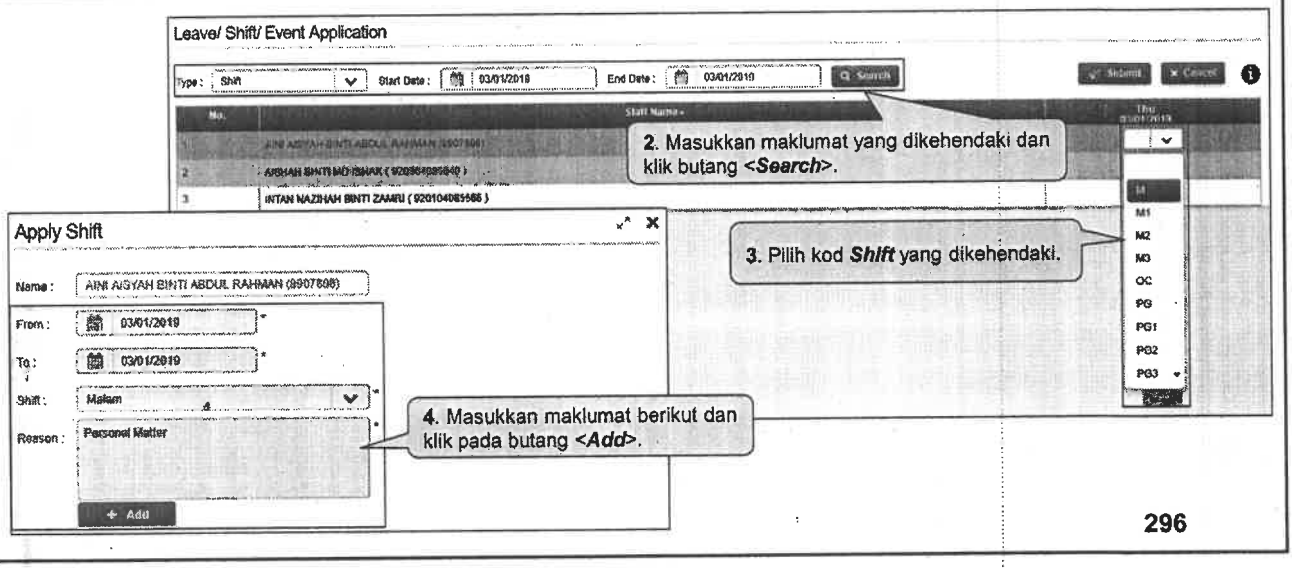
Transaksi : *Apply Shift* | **Tugasan** : Staf | **Lokasi**: Wad/Klinik/Daycare/ETD/Lab | **Navigasi**: *Staff Management > Staff > Leave / Shift / Event Application : Apply Shift*



295

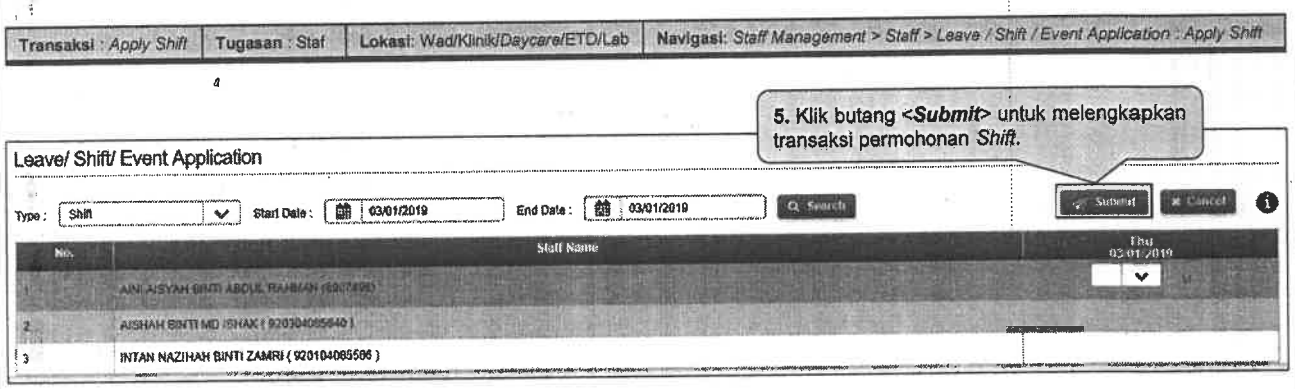
Topik 4: *Leave, Shift & Event – Apply Shift*

Transaksi : *Apply Shift* | **Tugasan** : Staf | **Lokasi**: Wad/Klinik/Daycare/ETD/Lab | **Navigasi**: *Staff Management > Staff > Leave / Shift / Event Application : Apply Shift*



296

Topik 4: *Leave, Shift & Event – Apply Shift*



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Topik 4: *Leave, Shift & Event*

Apply Event

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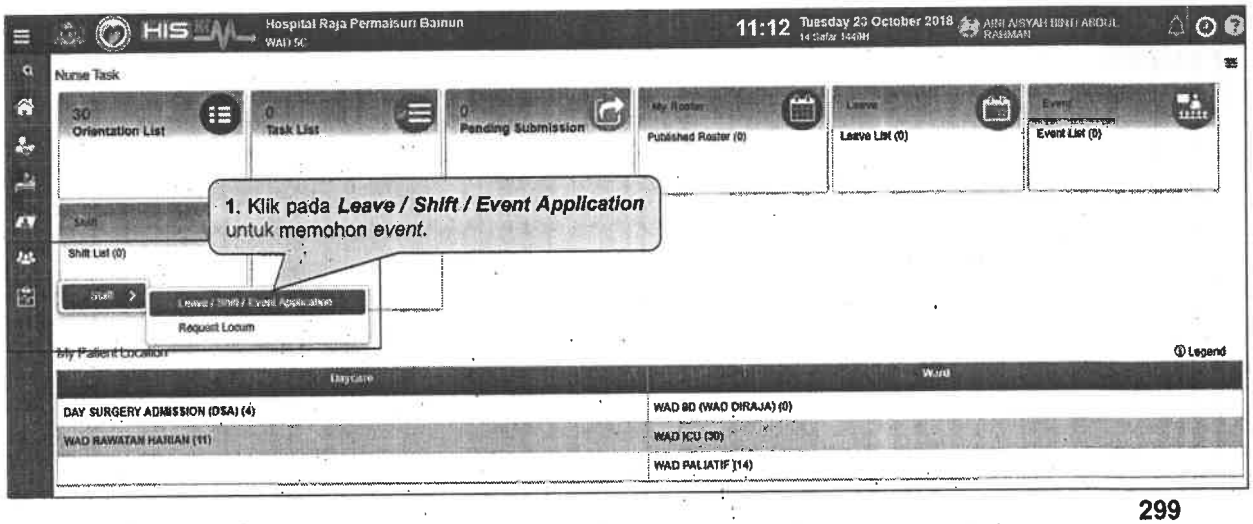
Topik 4: *Leave, Shift & Event Application – Apply Event*

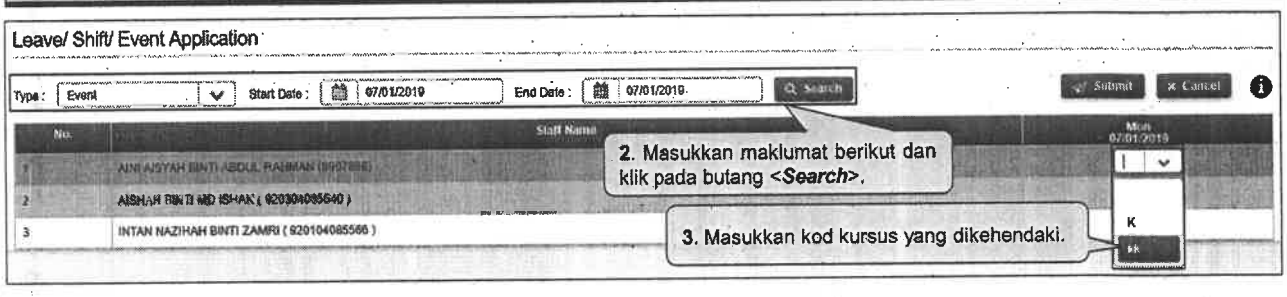
Transaksi : *Provider Dashboard*	**Tugasan** : Staf	**Lokasi**: Wad/Klinik/Daycare/ETD/Lab	**Navigasi**: *Login > Provider Dashboard*



299

Topik 4: *Leave, Shift & Event Application – Apply Event*

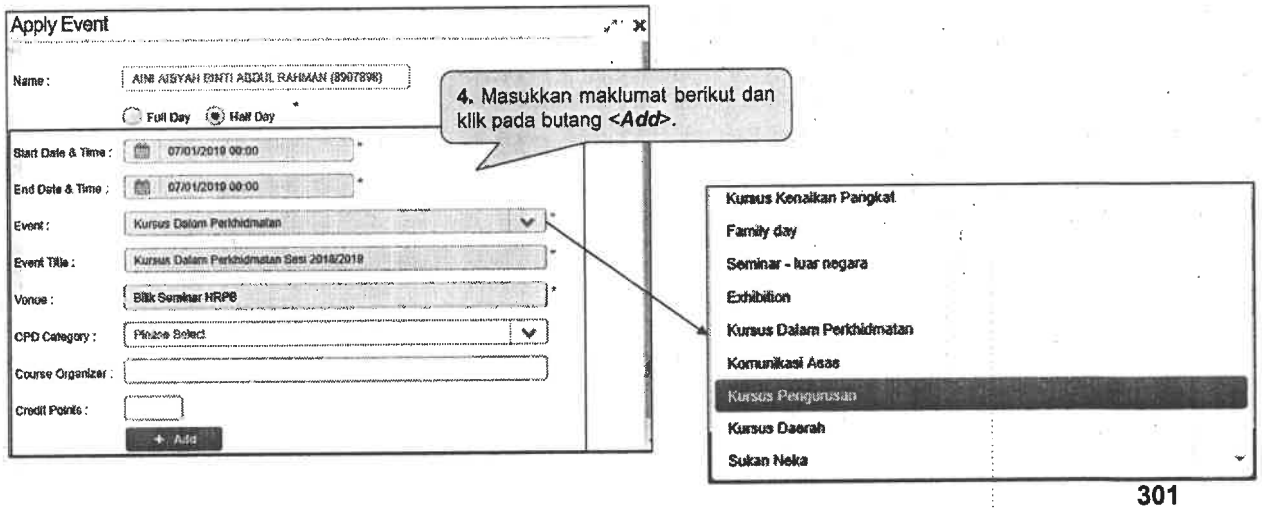
Transaksi : *Apply Event*	**Tugasan** : Staf	**Lokasi**: Wad/Klinik/Daycare/ETD/Lab	**Navigasi**: *Staff Management > Staff > Leave / Shift / Event Application : Apply Event*



300

Topik 4: *Leave, Shift & Event Application – Apply Event*

Transaksi : *Apply Event*	Tugasan : Staf	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Staff Management > Staff > Leave / Shift / Event Application : Apply Event*



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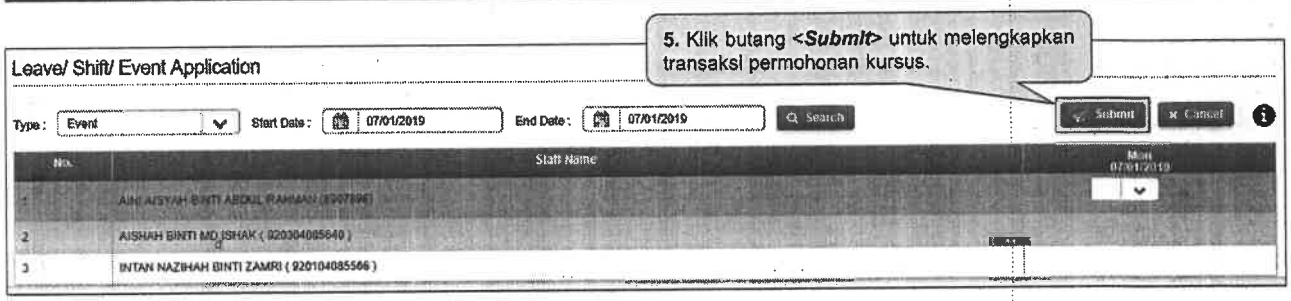
Topik 4: *Leave, Shift & Event Application – Apply Event*

Transaksi : *Apply Event*	Tugasan : Staf	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Staff Management > Staff > Leave / Shift / Event Application : Apply Event*



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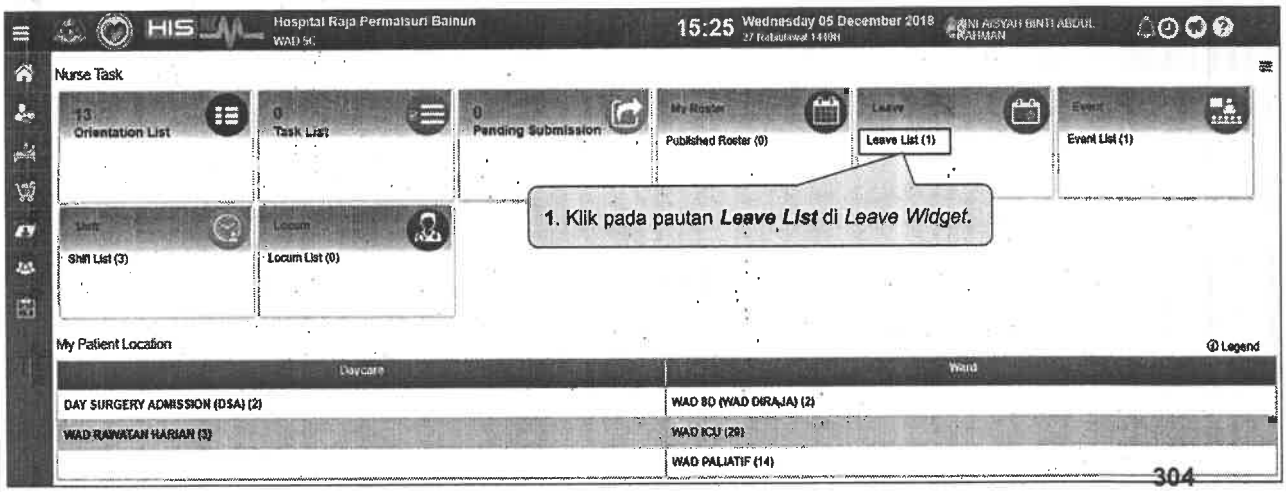
Topik 4 : *Leave / Shift / Event*

Leave List

Topik 4 : *Leave / Shift / Event – Leave List*

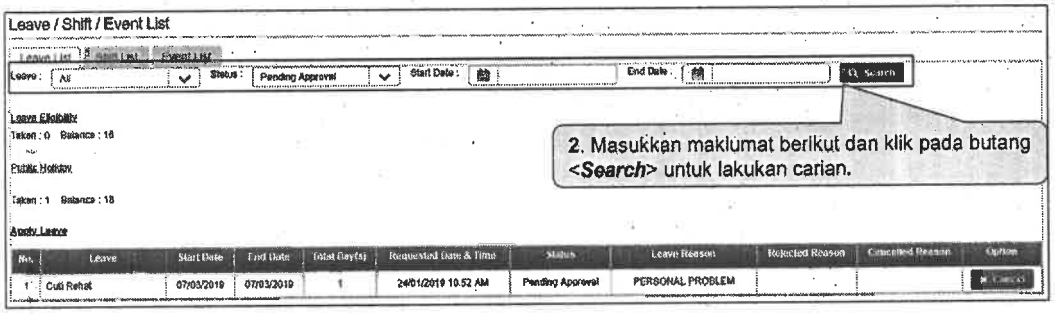
Transaksi : *Leave List*	**Tugasan** : Staf	**Lokasi:** Wad/Klinik/*Daycare*/ETD/Lab	**Navigasi:** *Leave Widget: Leave List > Leave List*

i. *Leave List*



Topik 4 : *Leave / Shift / Event – Leave List*

Transaksi : *Leave List*	**Tugasan** : Staf	**Lokasi**: Wad/Klinik/*Daycare*/ETD/Lab	**Navigasi**: *Leave Widget: Leave List > Leave List*



2. Masukkan maklumat berikut dan klik pada butang <***Search***> untuk lakukan carian.

tip

- Staf boleh membuat permohonan cuti di *Page Leave List*.
- Klik pada pautan *Apply Leave* untuk membuat permohonan cuti dan masukkan mak-lumat yang diperlukan (sama seperti langkah *Apply Leave*).

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Topik 4 : *Leave / Shift / Event*

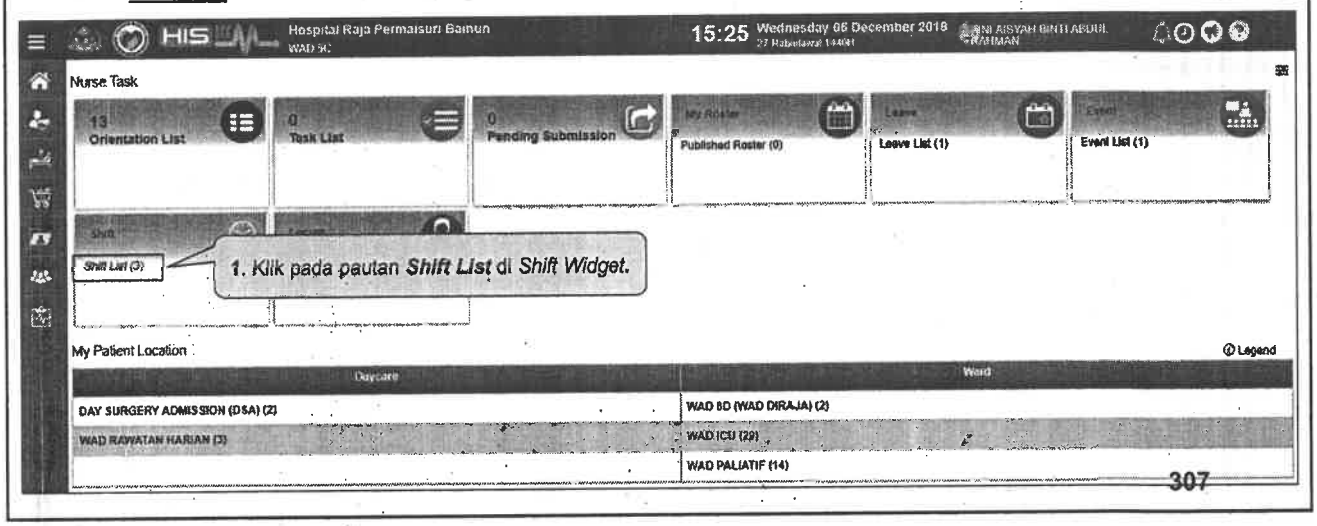
Shift List

306

Topik 4 : *Leave / Shift / Event – Shift List*

Transaksi : *Shift List*	Tugasan : Staf	Lokasi: Wad/Klinik/*Daycare*/ETD/Lab	Navigasi: Shift *Widget* : *Shift List* > *Shift List*

ii. *Shift List*



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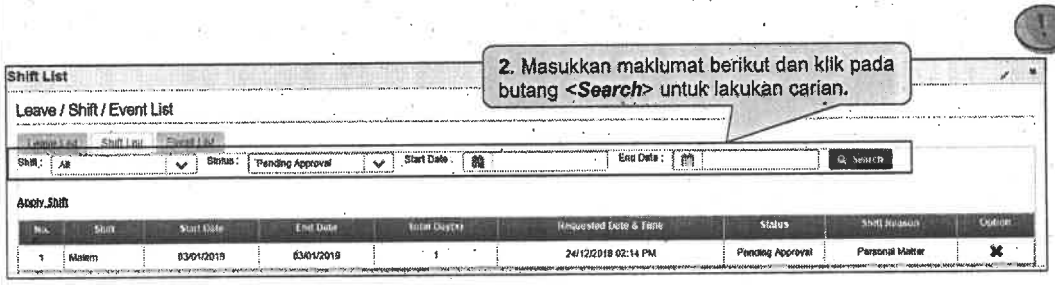
Topik 4 : *Leave / Shift / Event – Shift List*

Transaksi : *Shift List*	Tugasan : Staf	Lokasi: Wad/Klinik/*Daycare*/ETD/Lab	Navigasi: Shift *Widget* : *Shift List* > *Shift List*



tip

- Staf boleh membuat permohonan *shift* di Page *Shift* List.
- Klik pada pautan *Apply Shift* untuk membuat permohonan cuti dan masukkan mak-lumat yang diperlukan (sama seperti langkah *Apply Shift*).

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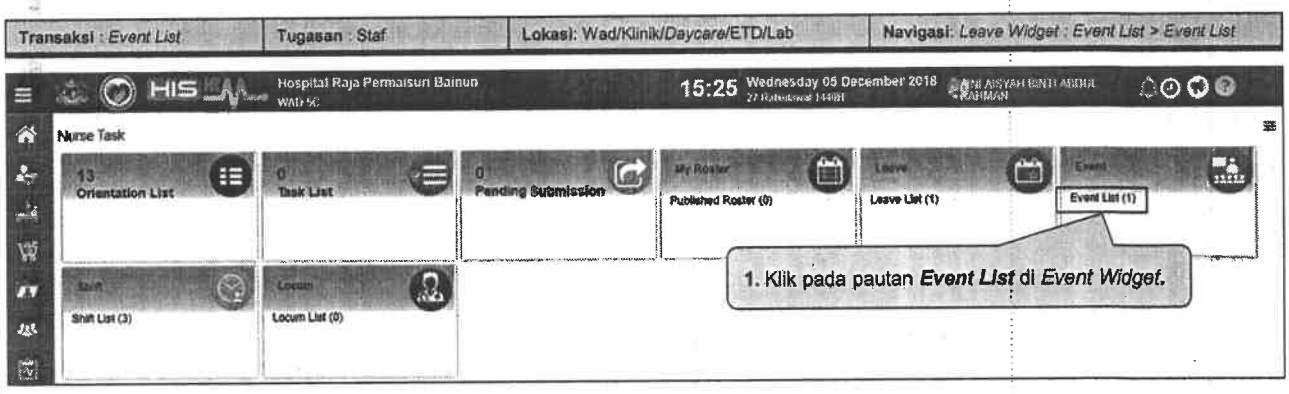
Topik 4 : *Leave / Shift / Event*

Event List

309

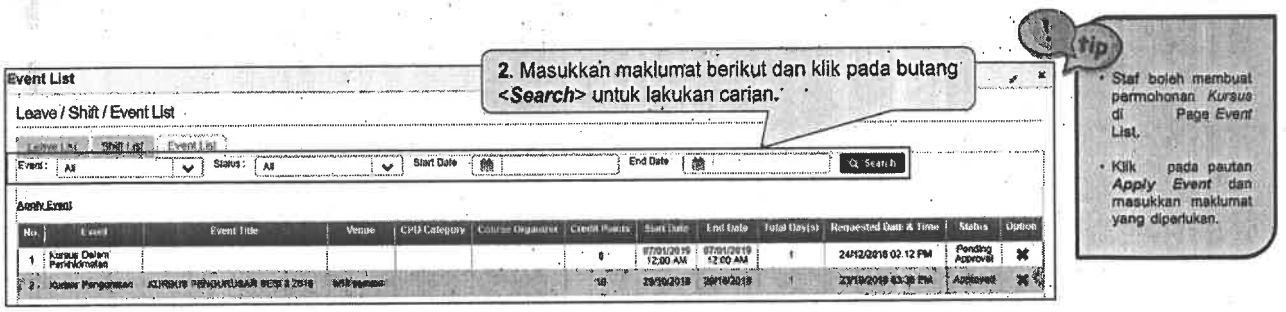
Topik 4 : *Leave / Shift / Event – Event List*



310

Topik 4 : *Leave / Shift / Event List – Event List*

Transaksi : *Event List*	Tugasan : Staf	Lokasi: Wad/Klinik/*Daycare*/ETD/Lab	Navigasi: *Leave Widget : Event List > Event List*



tip

- Staf boleh membuat permohonan *Kursus* di Page *Event List*.
- Klik pada pautan *Apply Event* dan masukkan maklumat yang diperlukan.

311

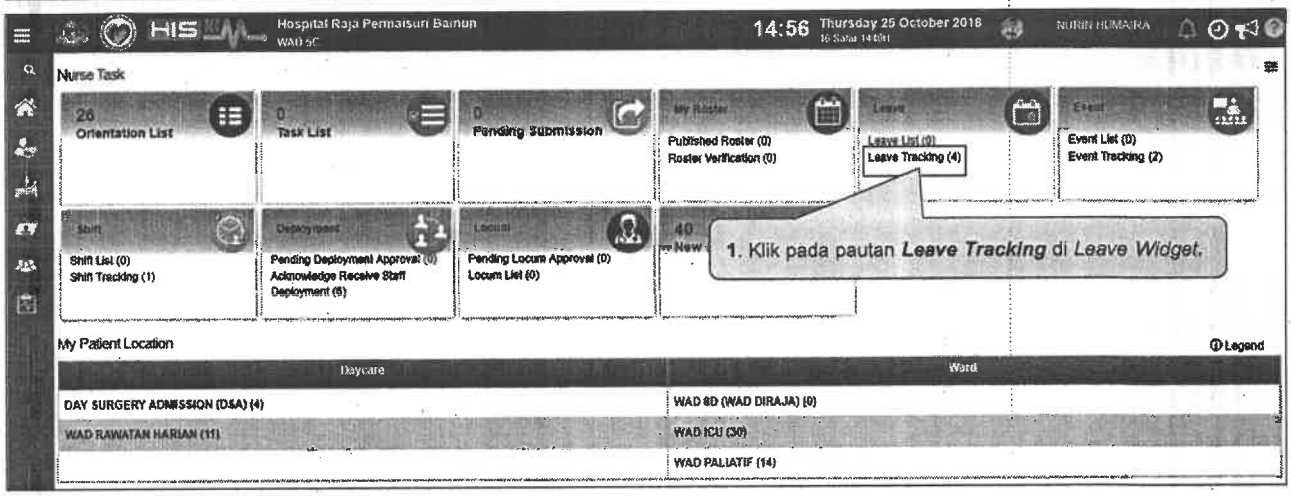
Topik 4: *Leave / Shift / Event*

Leave Tracking

312

Topik 4: *Leave / Shift / Event – Leave Tracking (Approve)*

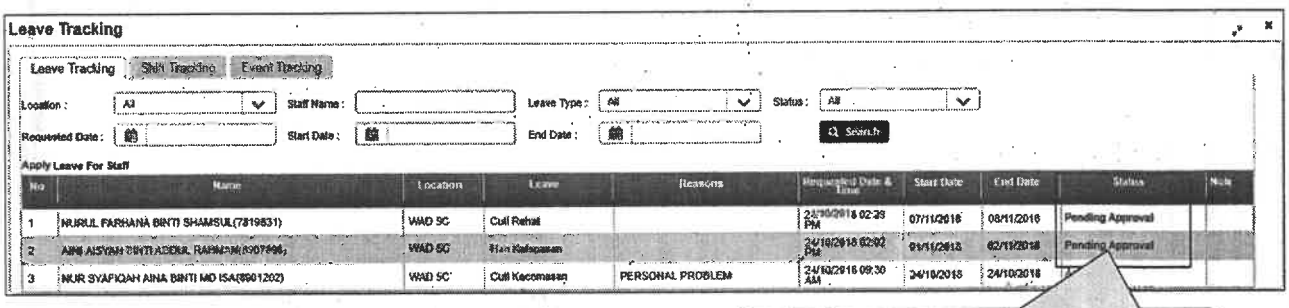
Transaksi : *Approved Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Leave Widget : Leave Tracking > Approve / Reject Leave Application*



313

Topik 4: *Leave / Shift / Event – Leave Tracking (Approve)*

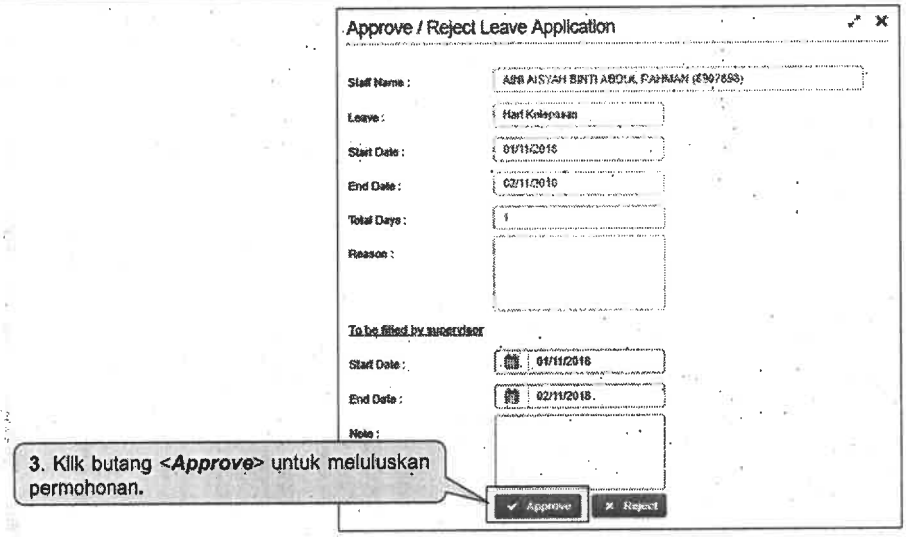
Transaksi : *Approved Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Leave Widget : Leave Tracking > Approve / Reject Leave Application*



314

Topik 4: *Leave / Shift / Event – Leave Tracking (Approve)*

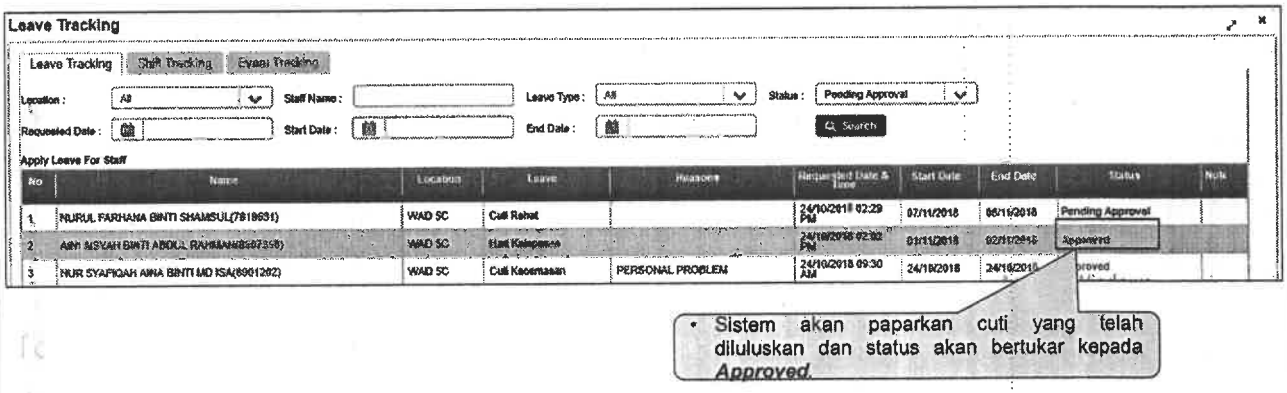
Transaksi : *Approved Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Leave Widget : Leave Tracking > Approve / Reject Leave Application*



315

Topik 4: *Leave / Shift / Event – Leave Tracking (Approve)*

Transaksi : *Approved Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Leave Widget : Leave Tracking > Approve / Reject Leave Application*

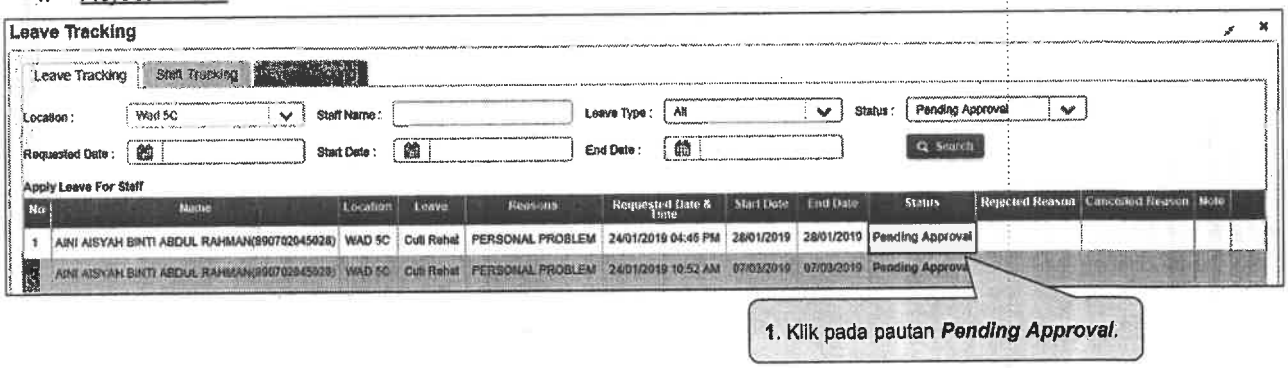


316

Topik 4: *Leave / Shift / Event – Leave Tracking (Reject)*

Transaksi : *Reject Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Leave Widget : Leave Tracking > Approve / Reject Leave Application*

i. Reject Leave

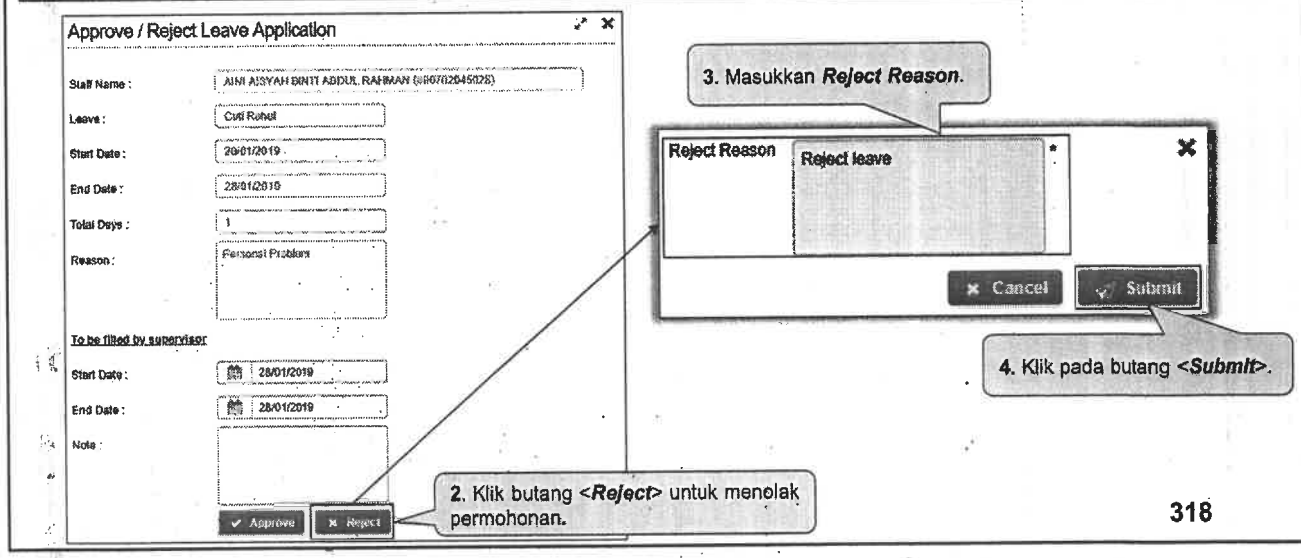


1. Klik pada pautan ***Pending Approval.***

317

Topik 4: *Leave / Shift / Event – Leave Tracking (Reject)*

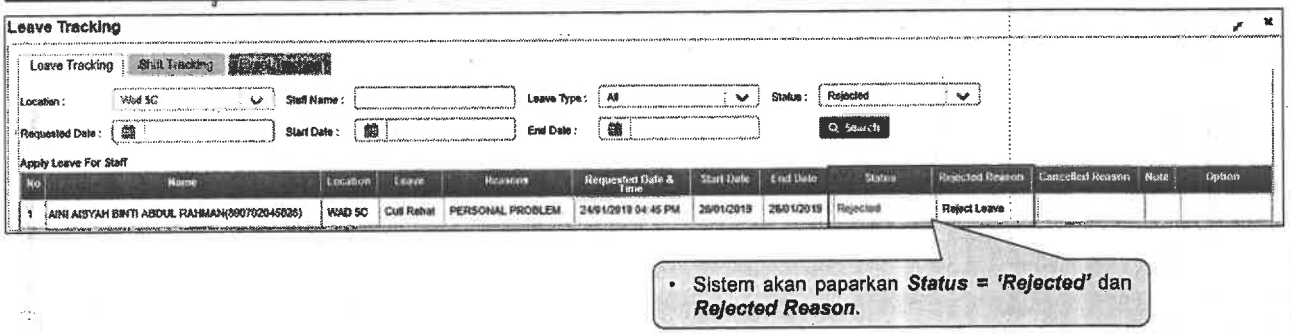
Transaksi : *Reject Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Leave Widget : Leave Tracking > Approve / Reject Leave Application*



318

Topik 4: *Leave / Shift / Event – Leave Tracking (Reject)*

Transaksi : *Reject Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Leave Widget : Leave Tracking > Approve / Reject Leave Application*



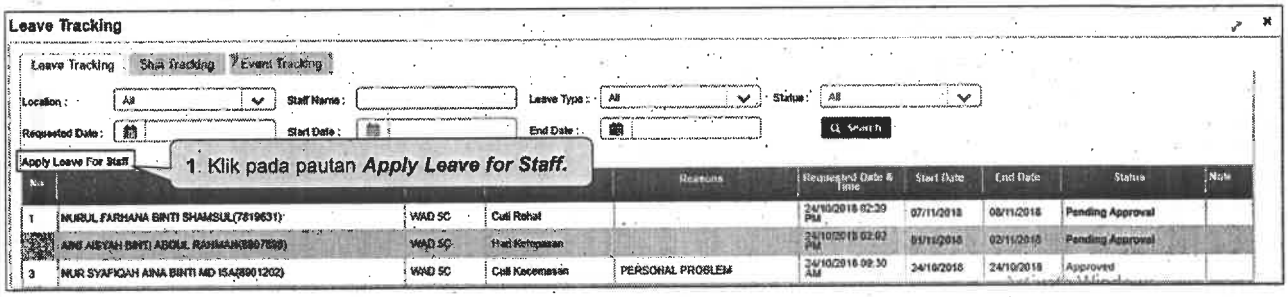
- Sistem akan paparkan ***Status* = *'Rejected'*** dan ***Rejected Reason***.

319

Topik 4: *Leave / Shift / Event – Apply Leave for Staff*

Transaksi : *Apply Leave for Staff*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Leave Widget : Leave Tracking > Leave Tracking > Apply Leave for Staff*

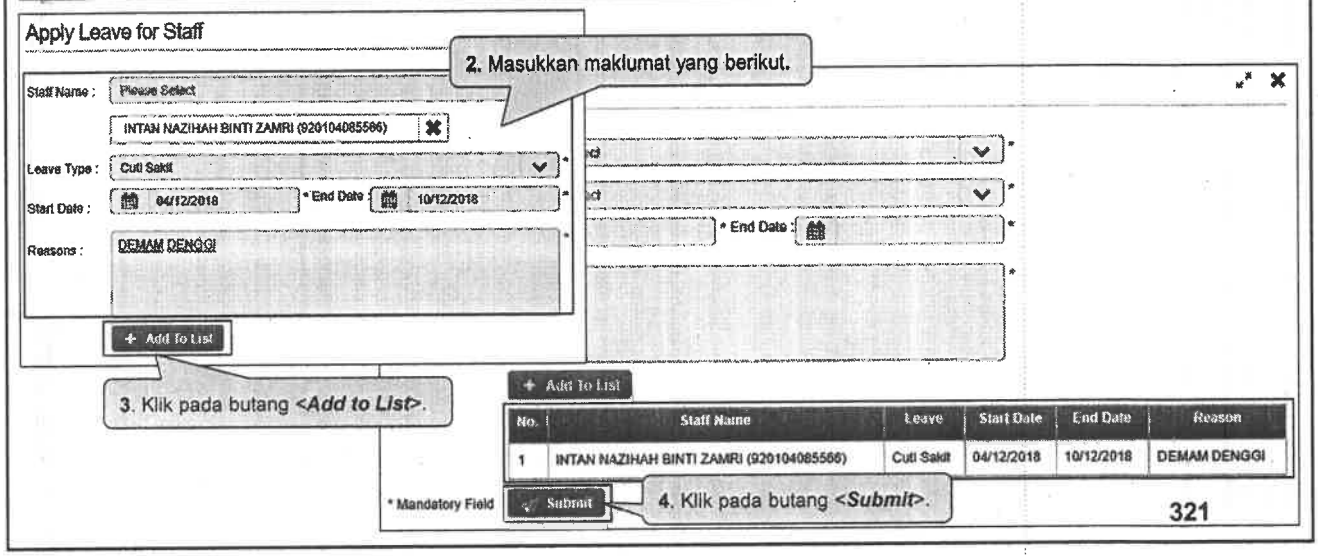
ii. *Apply leave for Staff*



320

Topik 4: *Leave / Shift / Event – Apply Leave for Staff*

Transaksi : *Apply Leave for Staff*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Leave Widget : Leave Tracking > Leave Tracking > Apply Leave for Staff*



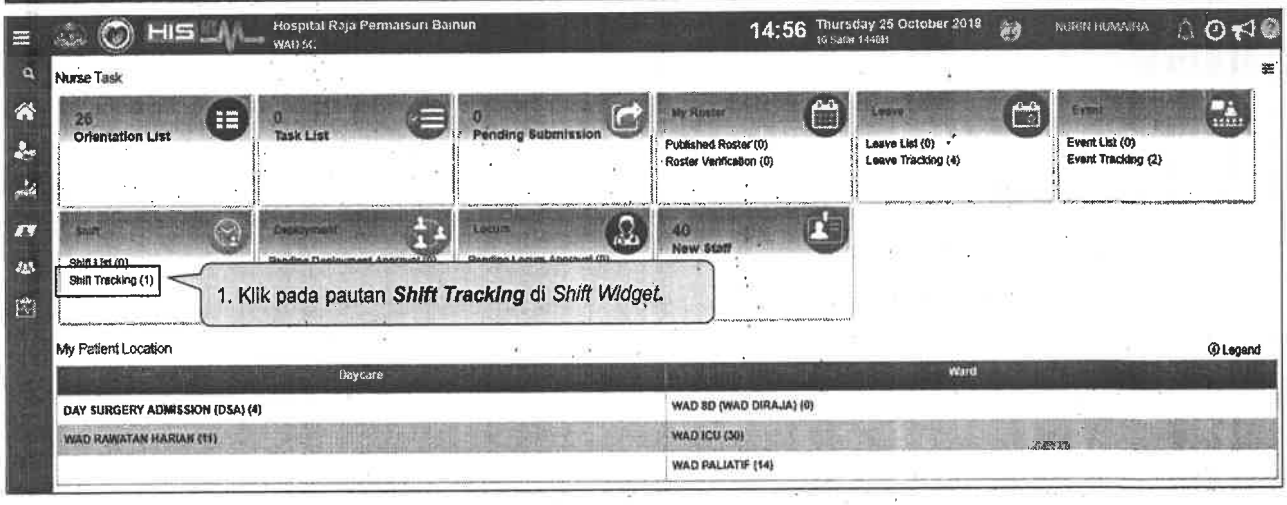
Topik 4: *Leave / Shift / Event*

Shift Tracking

322

Topik 4: *Leave / Shift / Event – Shift Tracking (Approve)*

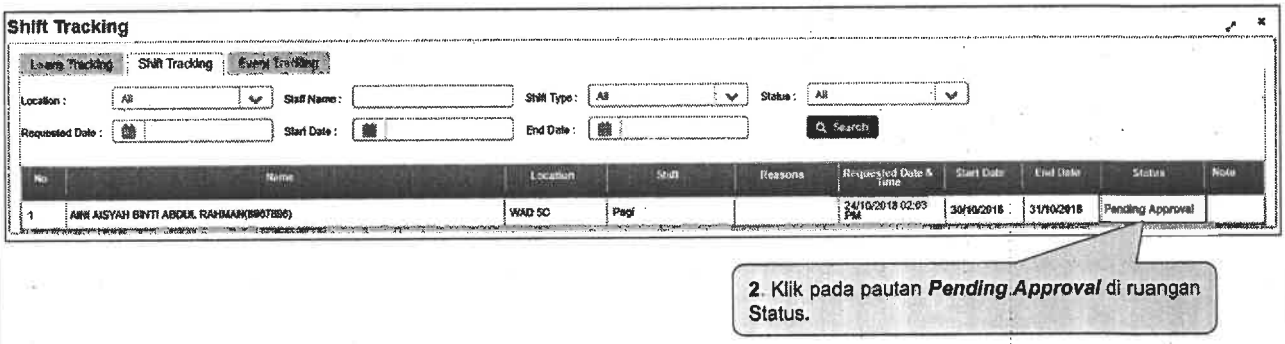
Transaksi : *Approved Shift* | **Tugasan** : Penyelia | **Lokasi**: Wad/Klinik/Daycare/ETD/Lab | **Navigasi**: *Shift Widget* > *Shift Tracking* > *Approve / Reject Shift Application*



323

Topik 4: *Leave / Shift / Event – Shift Tracking (Approve)*

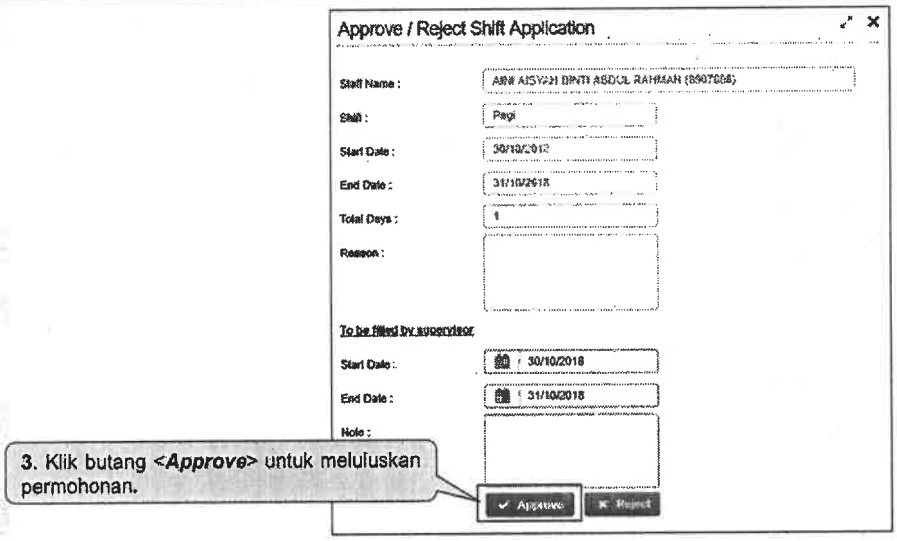
Transaksi : *Approved Shift* | **Tugasan** : Penyelia | **Lokasi**: Wad/Klinik/Daycare/ETD/Lab | **Navigasi**: *Shift Widget* > *Shift Tracking* > *Approve / Reject Shift Application*



324

Topik 4: *Leave / Shift / Event – Shift Tracking (Approve)*

Transaksi : *Approved Shift*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Shift Widget : Shift Tracking > Approve / Reject Shift Application*

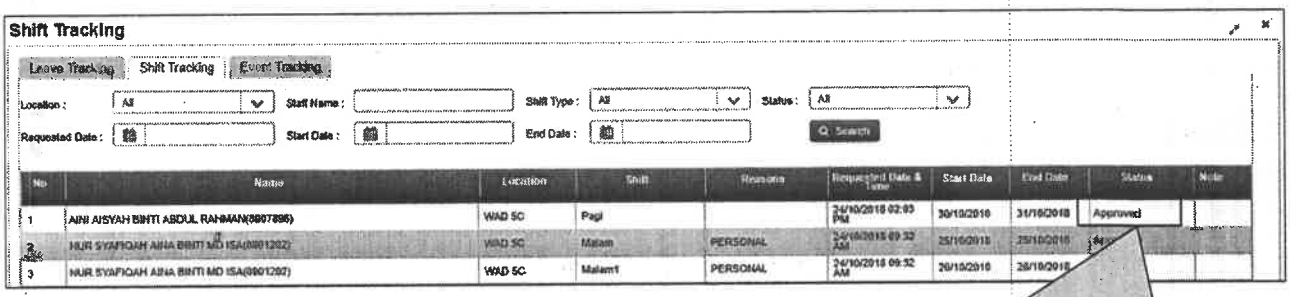


3. Klik butang <***Approve***> untuk meluluskan permohonan.

325

Topik 4: *Leave / Shift / Event – Shift Tracking (Approve)*

Transaksi : *Approved Shift*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Shift Widget : Shift Tracking > Approve / Reject Shift Application*



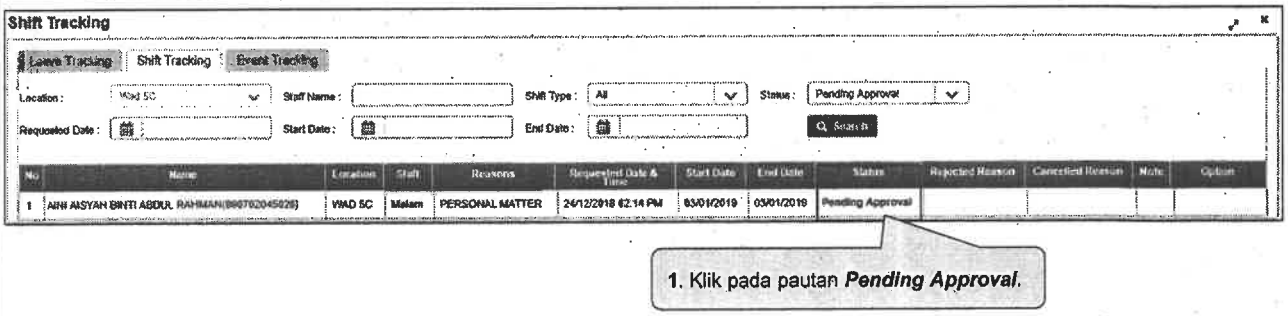
- Sistem akan paparkan cuti yang telah diluluskan dan status akan bertukar kepada ***Approved***.

326

Topik 4: *Leave / Shift / Event – Shift Tracking (Reject)*

Transaksi : *Reject Shift*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Shift Widget : Shift Tracking > Approve / Reject Shift Application*

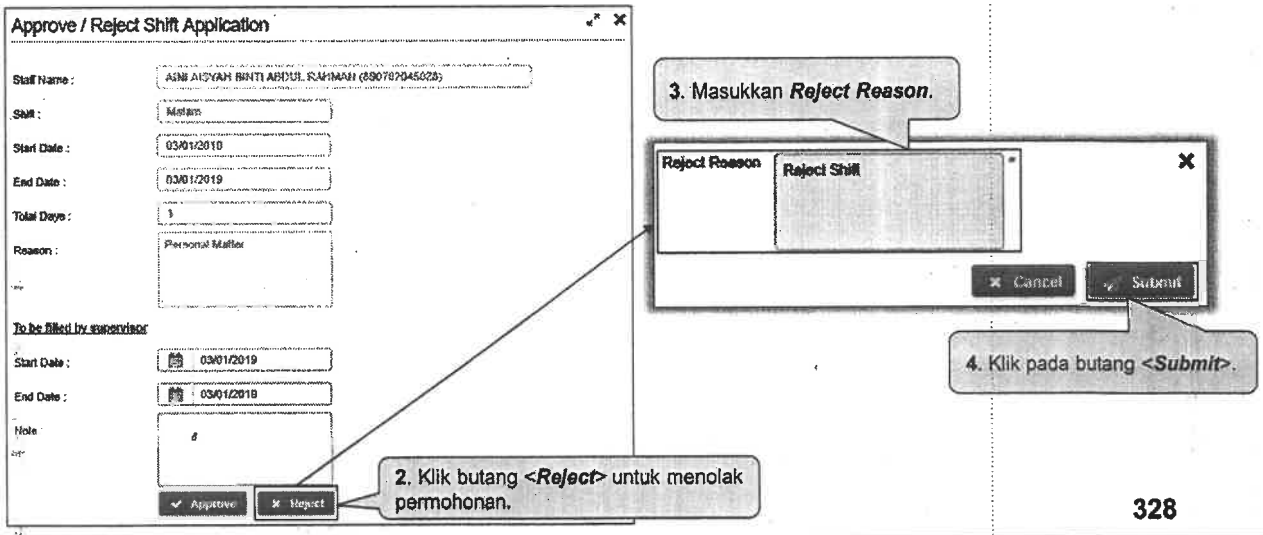
i. Reject Shift



1. Klik pada pautan ***Pending Approval***.

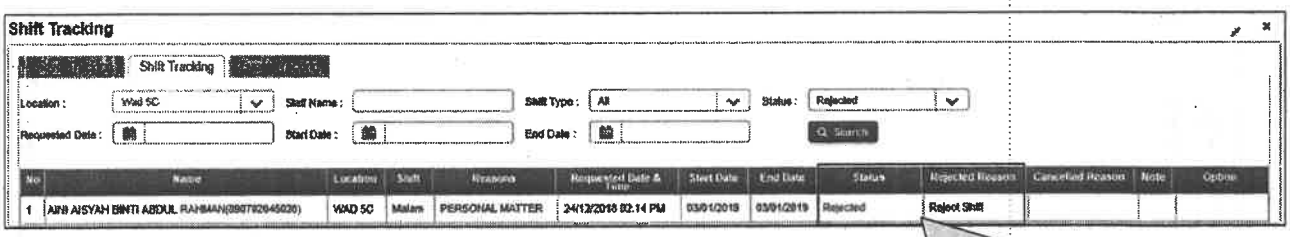
Topik 4: *Leave / Shift / Event – Shift Tracking (Reject)*

Transaksi : *Reject Shift*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Shift Widget : Shift Tracking > Approve / Reject Shift Application*



Topik 4: *Leave / Shift / Event – Shift Tracking (Reject)*

Transaksi : *Reject Shift*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Shift Widget : Shift Tracking > Approve / Reject Shift Application*



- Sistem akan paparkan ***Status* = *'Rejected'*** dan ***Rejected Reason***.

329

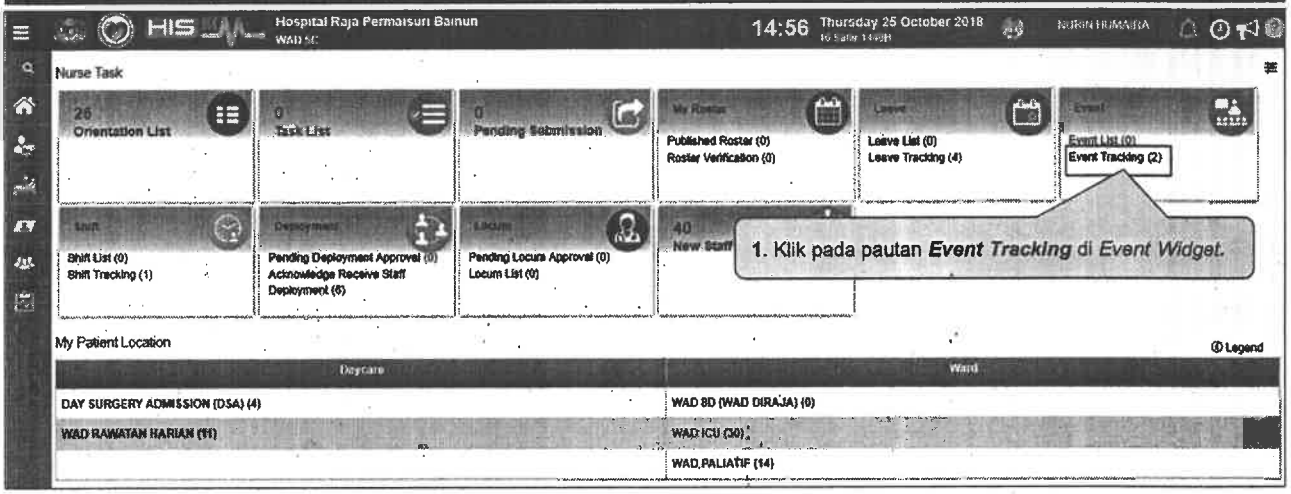
Topik 4: *Leave / Shift / Event*

Event Tracking

330

Topik 4: *Leave / Shift / Event – Event Tracking (Approve)*

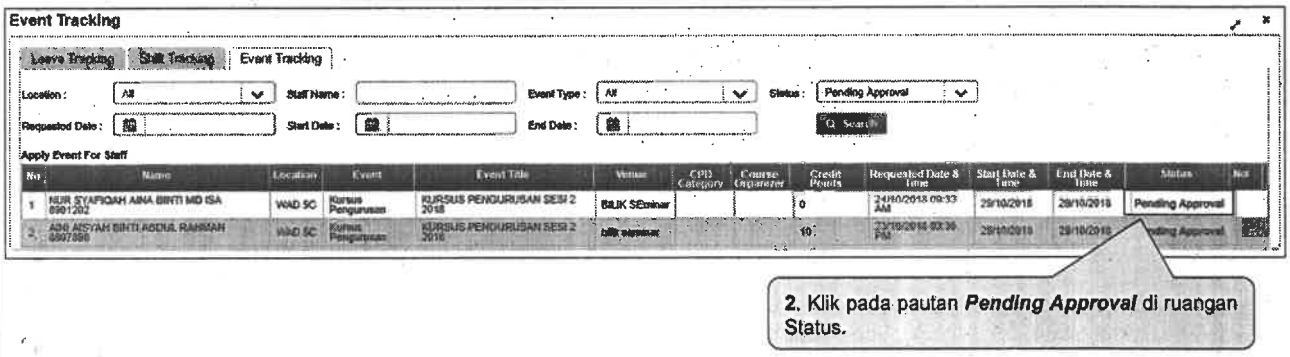
Transaksi : *Approved*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Event Widget : Event Tracking > Approve / Reject Shift Application*



331

Topik 4: *Leave / Shift / Event – Event Tracking (Approve)*

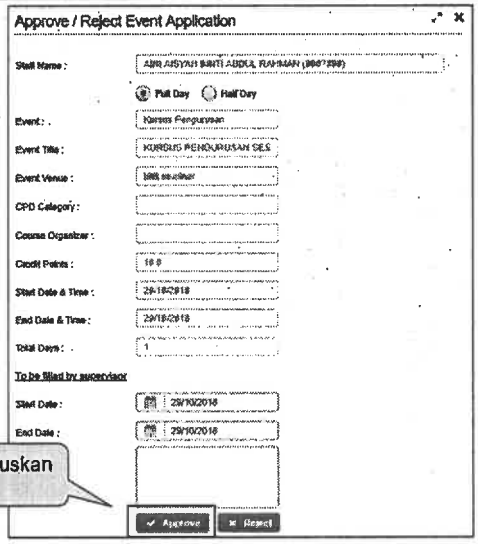
Transaksi : *Approved*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Event Widget : Event Tracking > Approve / Reject Shift Application*



332

Topik 4: *Leave / Shift / Event – Event Tracking (Approve)*

Transaksi : *Approved*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Event Widget : Event Tracking > Approve / Reject Shift Application*

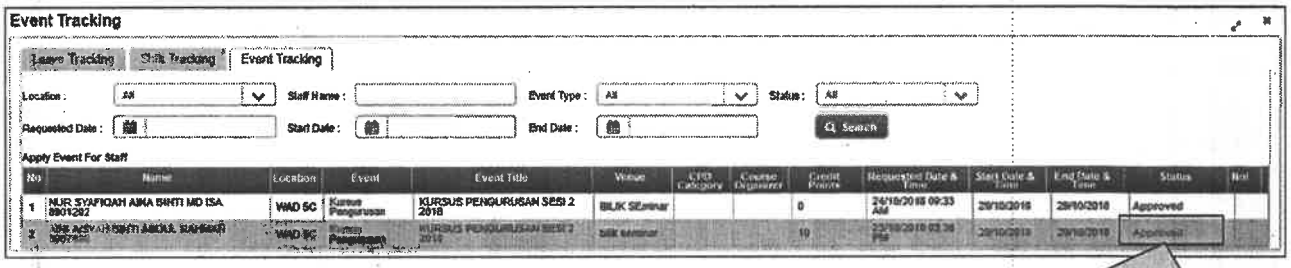


3. Klik butang <***Approve***> untuk meluluskan permohonan.

333

Topik 4: *Leave / Shift / Event – Event Tracking (Approve)*

Transaksi : *Approved*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Event Widget : Event Tracking > Approve / Reject Shift Application*



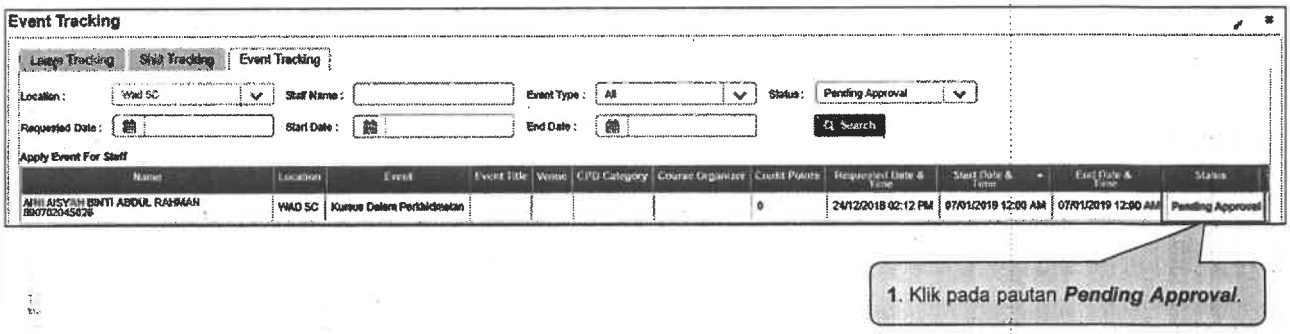
- Sistem akan paparkan **Status = 'Approved'**

334

Topik 4: *Leave / Shift / Event – Event Tracking (Reject)*

Transaksi : *Reject Event*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Event Widget : Event Tracking > Approve / Reject Shift Application*

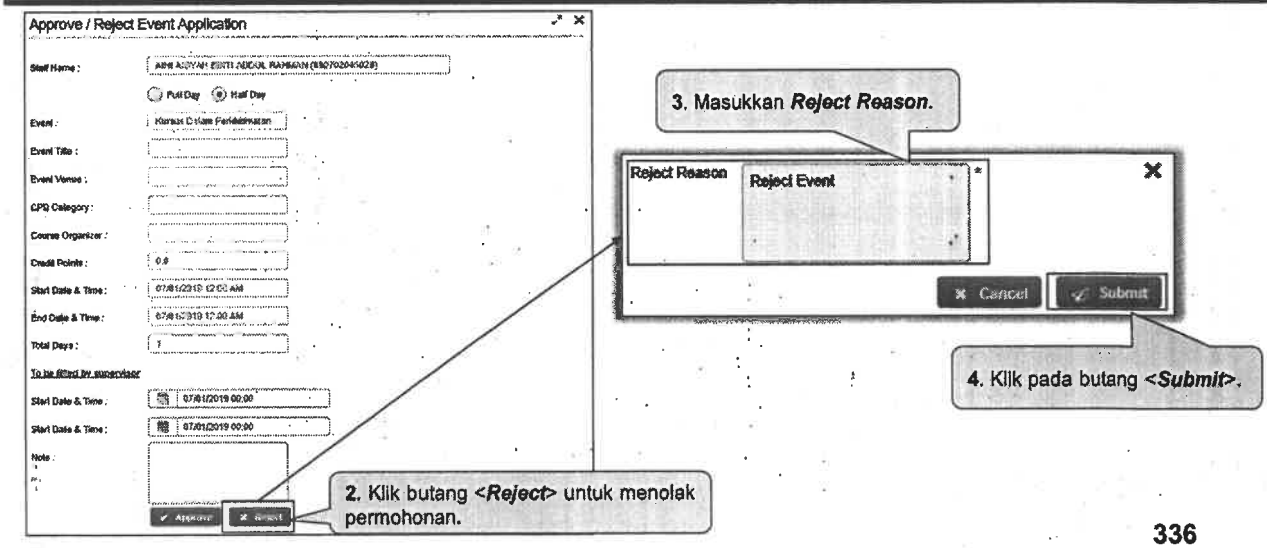
i. *Reject Event*



1. Klik pada pautan ***Pending Approval.***

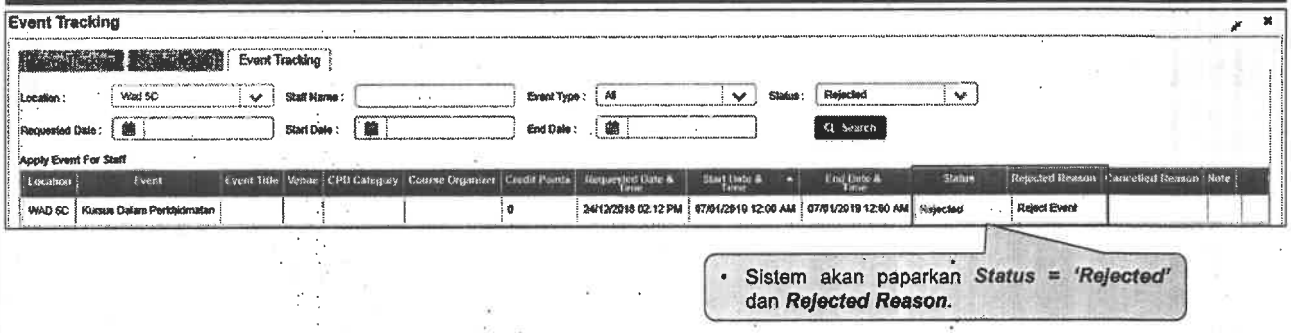
Topik 4: *Leave / Shift / Event – Event Tracking (Reject)*

Transaksi : *Reject Event*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Event Widget : Event Tracking > Approve / Reject Shift Application*



Topik 4: *Leave / Shift / Event – Event Tracking (Reject)*

Transaksi : *Reject Event*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Event Widget : Event Tracking > Approve / Reject Shift Application*



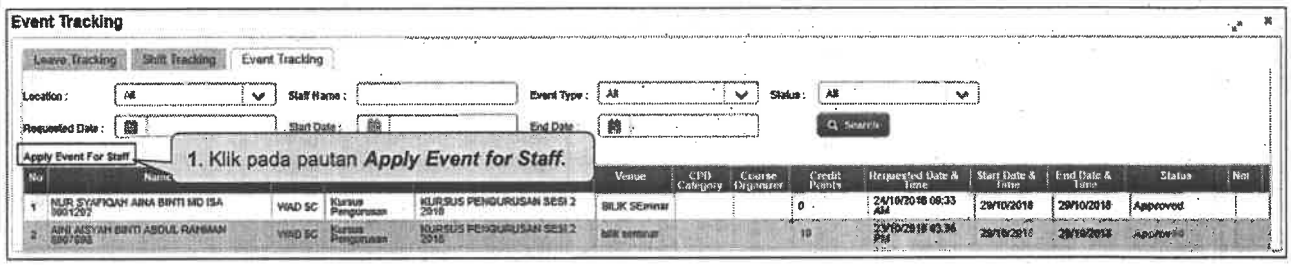
- Sistem akan paparkan ***Status = 'Rejected'*** dan ***Rejected Reason.***

337

Topik 4: *Leave / Shift / Event – Apply Event for Staff*

Transaksi : *Apply Event for Staff*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Event Widget : Event Tracking > Apply Event for Staff*

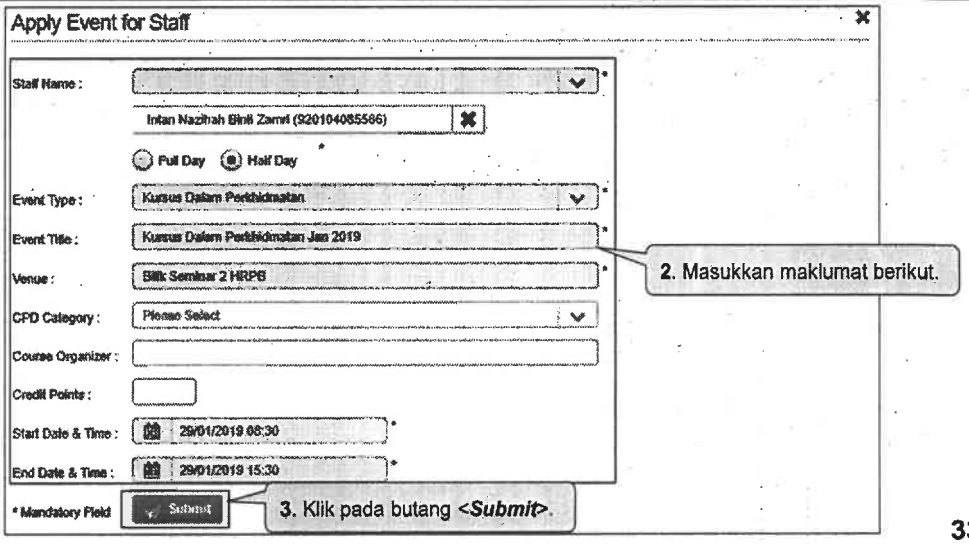
ii. *Apply Event for Staff*



338

Topik 4: *Leave / Shift / Event – Apply Event for Staff*

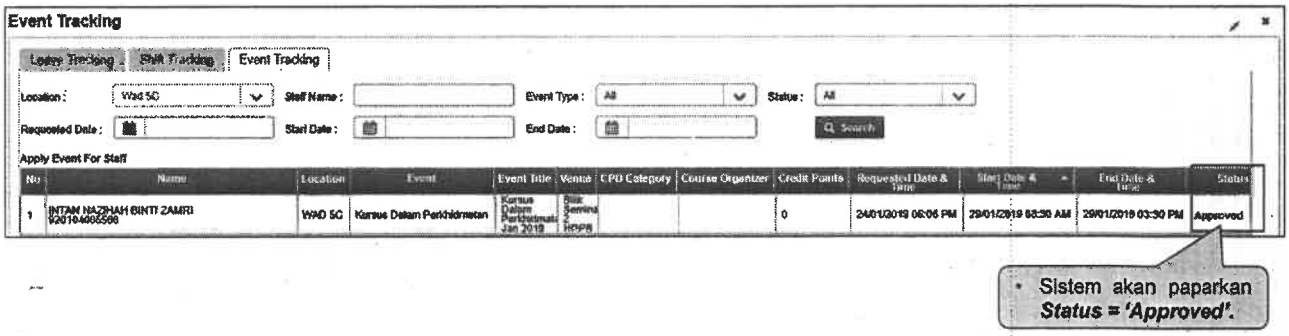
Transaksi : *Apply Event for Staff*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Event Widget : Event Tracking > Apply Event for Staff*



339

Topik 4: *Leave / Shift / Event – Apply Event for Staff*

Transaksi : *Apply Event for Staff*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Event Widget : Event Tracking > Apply Event for Staff*



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Topik 5 : Report

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Topik 5: *Report*

Tujuan: Membolehkan pengguna memaparkan *Statistical Report*.

Senarai *Statistical Report* yang terdapat di dalam topik ini adalah seperti berikut:

1. *Statistical Report for Swap Staff*
2. *Statistical Report for Staff Attachment*
3. *Statistical Report for Staff Deployment*
4. *Statistical Report for Event*

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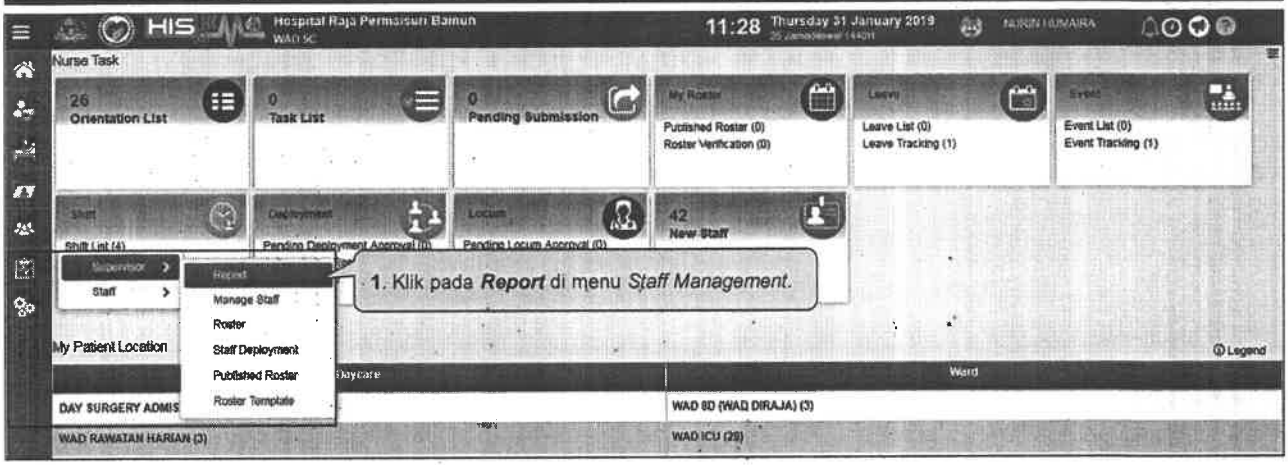
Topik 5: *Report*

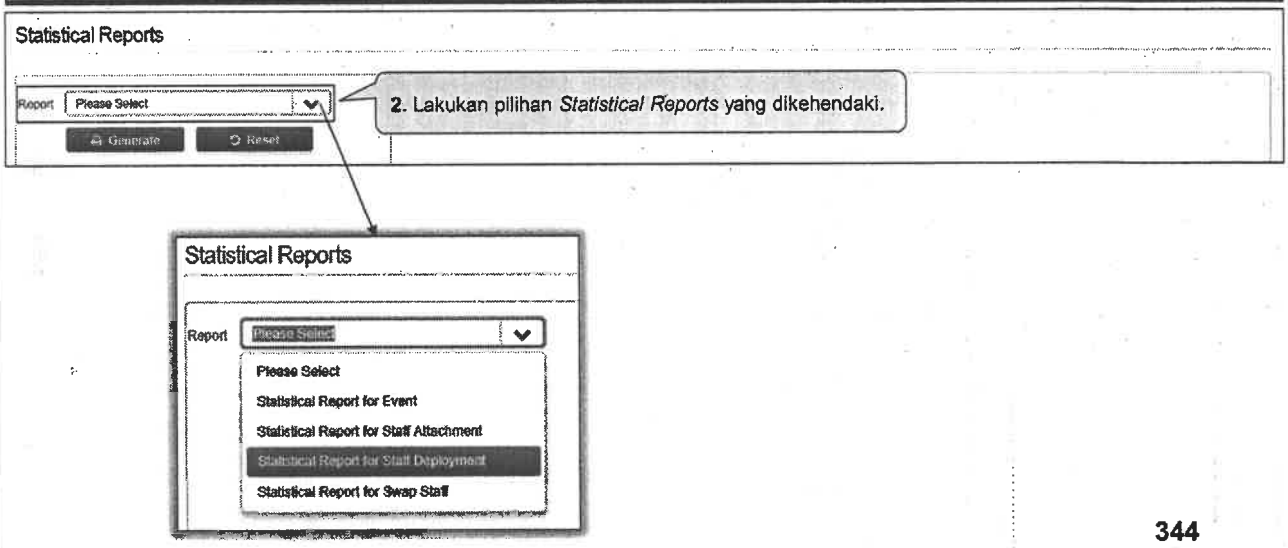
Transaksi :*Statistical Reports*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Staff Management > Supervisor > Report > Statistical Reports*



343

Topik 5: *Report*

Transaksi :*Statistical Reports*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Staff Management > Supervisor > Report > Statistical Reports*

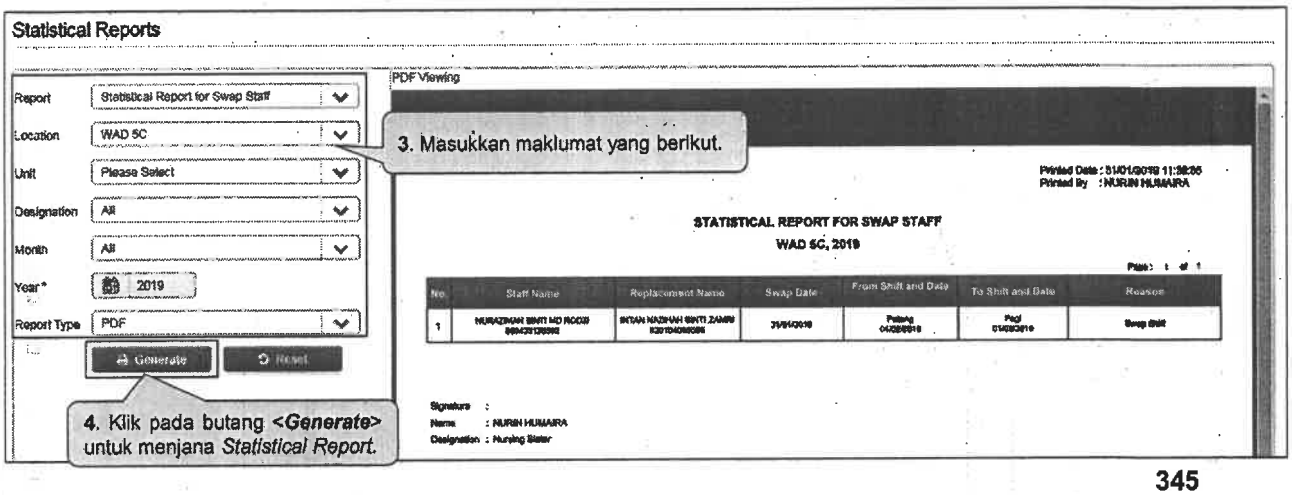


344

Topik 5: *Report – Swap Staff*

Transaksi :*Statistical Reports*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Staff Management > Supervisor > Report > Statistical Reports*

i. *Statistical Report for Swap Staff*

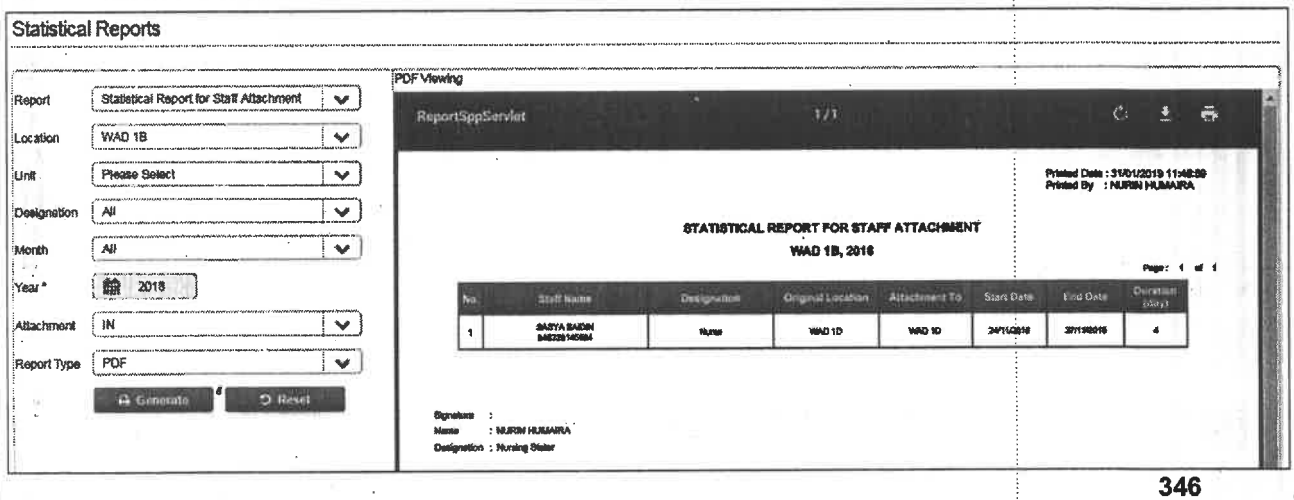


345

Topik 5: *Report – Staff Attachment*

Transaksi :*Statistical Reports*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Staff Management > Supervisor > Report > Statistical Reports*

ii. *Statistical Report for Staff Attachment*

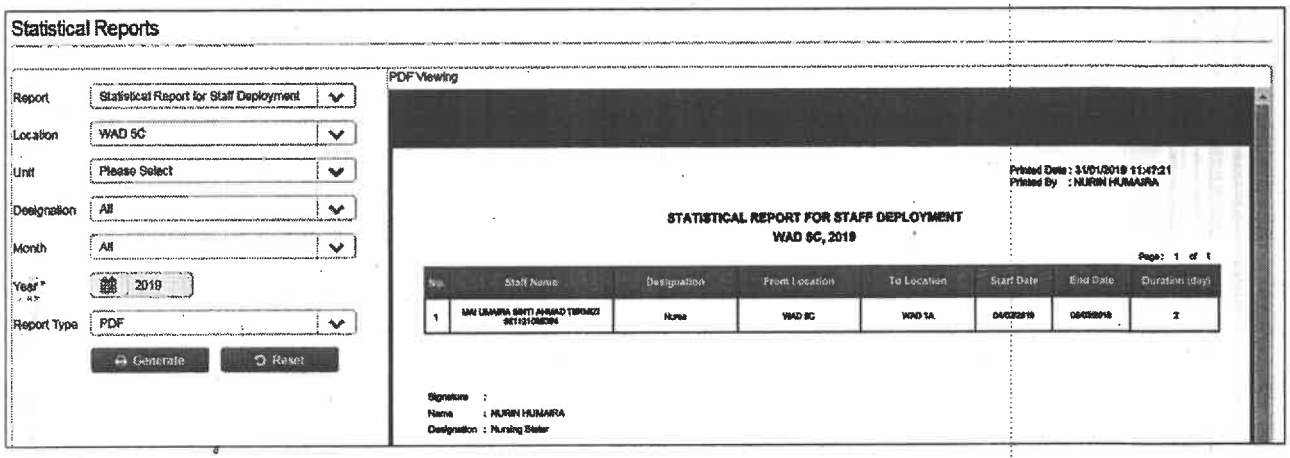


346

Topik 5: *Report – Staff Deployment*

Transaksi : *Statistical Reports*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Staff Management > Supervisor > Report > Statistical Reports*

iii. *Statistical Report for Staff Deployment*

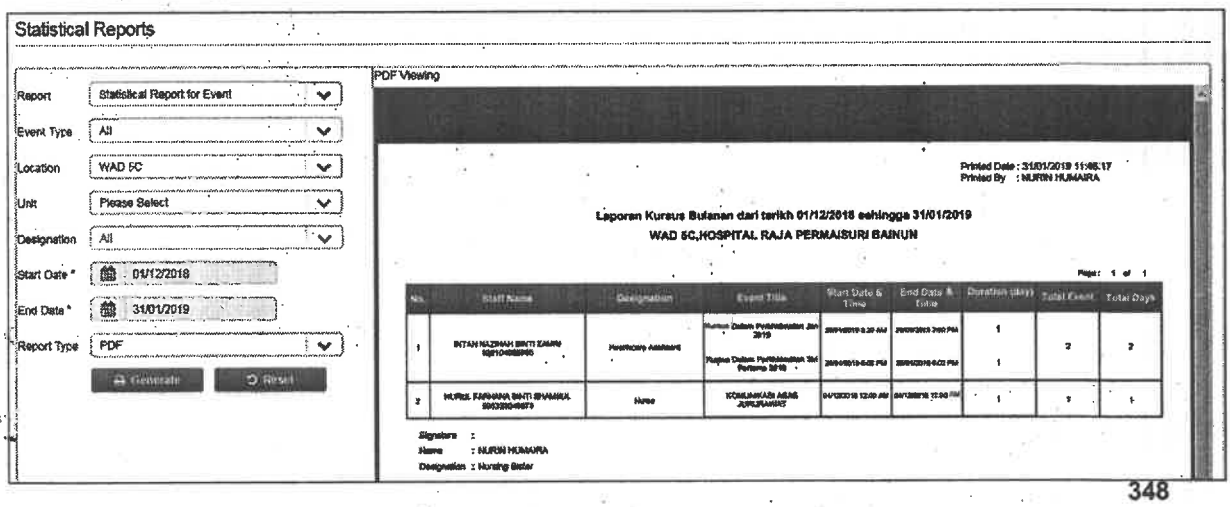


347

Topik 5: *Report - Event*

Transaksi : *Statistical Reports*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Staff Management > Supervisor > Report > Statistical Reports*

iv. *Statistical Report for Event*



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HeiTech*

MODUL 4 : REPORT MANAGEMENT

349 2019

Report Management

Senarai topik yang terlibat di dalam modul ini adalah:

1. Inpatient Report
2. National Disease Registries

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Topik 1 : *Inpatient Report*

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Topik 1: *Inpatient Reports*

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Tujuan: Inpatient Report atau Laporan Pesakit Dalam merupakan menu yang menyediakan pelbagai jenis laporan pesakit dalam di hospital.

Senarai laporan di dalam penambaikan *Inpatient Report* adalah :

1. *PD101 - Buku Daftar Kemasukan Hospital / Institusi*
2. *PD102* - Buku Daftar Bersalin
3. *PD103* - Bancian Harian Wad
4. *PD104A - Laporan Bancian Harian Pesakit Dalam Bagi Hospital / Institusi*
5. *PD104B - Laporan Bancian Harian Pesakit Dalam Bagi Tiap- tiap Displin*
6. *PD104C - Laporan Bancian Harian Pesakit Dalam Bagi Tiap –Tiap Wad*
7. *PD202 - Laporan Bulanan / Tahunan Kemasukan Mengikut Jantina, Kumpulan Etnik, Kumpulan Umur*

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Topik 1: *Inpatient Reports*

8. PD204 - Laporan Bulanan/ Tahunan Kemasukan Ke Hospital Mengikut Punca Rujukan
9. PD205 - Laporan Bulanan / Tahunan Banci Pesakit Dalam Di Unit Bersalin Hospital
10. PD206 - Monthly / Yearly Report Of Morbidity And Mortality For Inpatients
11. *PD209 - Laporan Bancian Tahunan Katil Rasmi Hospital / Institusi*
12. *PD209A* - Laporan Bancian Tahunan Katil Beroperasi Hospital / Institusi
13. *PD211- Laporan Bulanan / Tahunan Ke Atas Penggunaan Katil Hospital / Institusi*
14. *PD301 – Borang Daftar Masuk dan Keluar Hospital*
15. PD105 – Buku Daftar Kematian –New
16. PD 201- Laporan Kematian Mingguan/Bulanan/Tahunan- New
17. Laporan Bulanan Lodging
18. Senarai Pesakit Lodger yang Diterima
19. Laporan Kemasukkan Patient Dalam Tempoh 48 Jam Selepas Discaj di Wad

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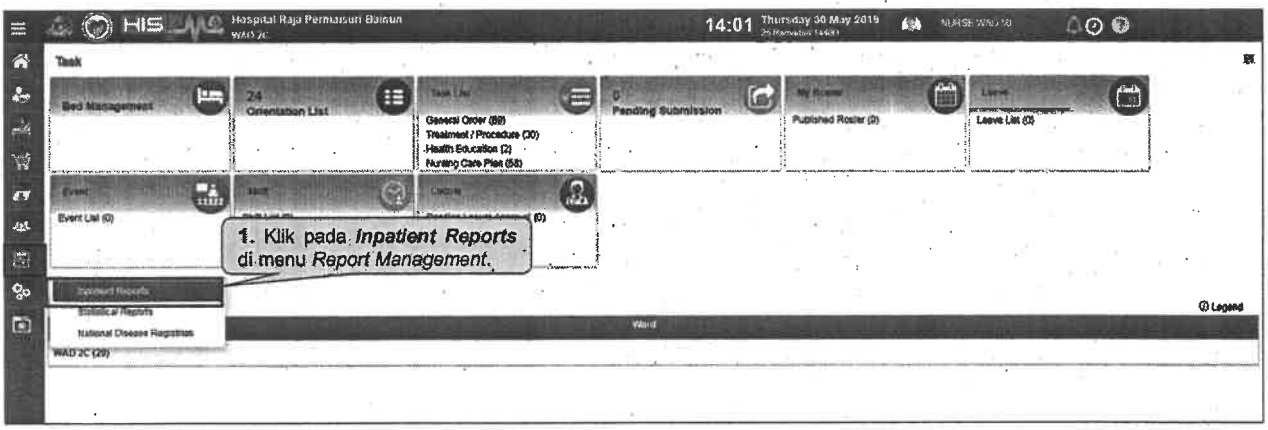
Topik 1: *Inpatient Reports*

Transaksi : *Report Management* | **Navigasi:** *Report Management > Inpatient Report*



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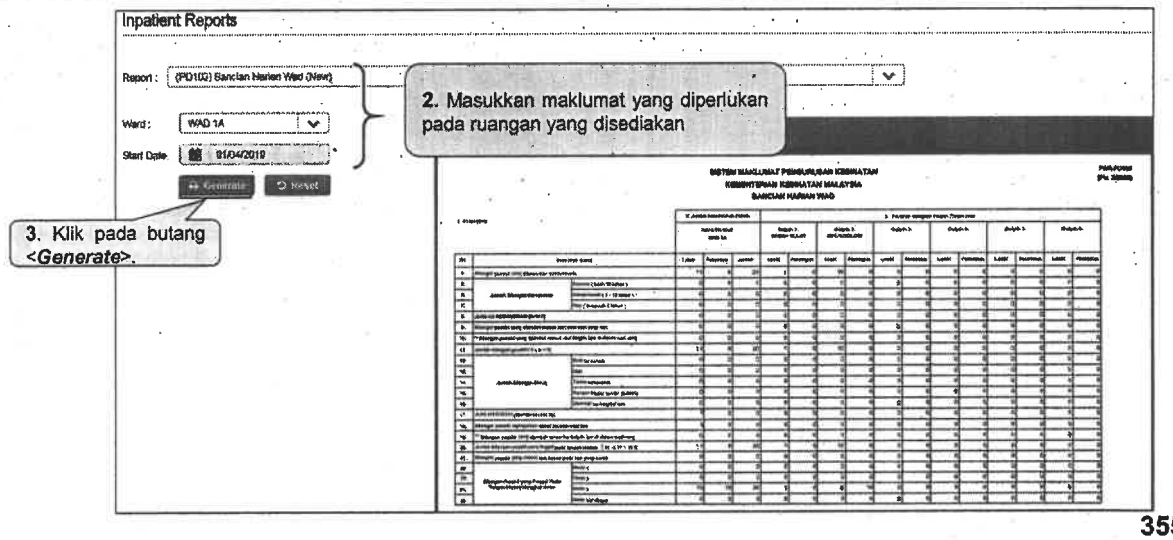
Topik 1: *Inpatient Reports*

Transaksi : *Report Management* | **Navigasi:** *Report Management* > *Inpatient Report*



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MODUL 5: ADMINISTRATOR TOOLS

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Topik 1: Setting Roster

Leaves

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Topik 1: *Setting Roster – Leaves*

Tujuan: Membolehkan pengguna untuk melakukan perubahan tetapan bagi modul Staff Management.

Senarai tetapan yang terdapat di dalam topik ini adalah seperti berikut:

1. *Leaves*
2. *Shifts*
3. *Assignment*
4. *Events*
5. *Designations*
6. *Grades*

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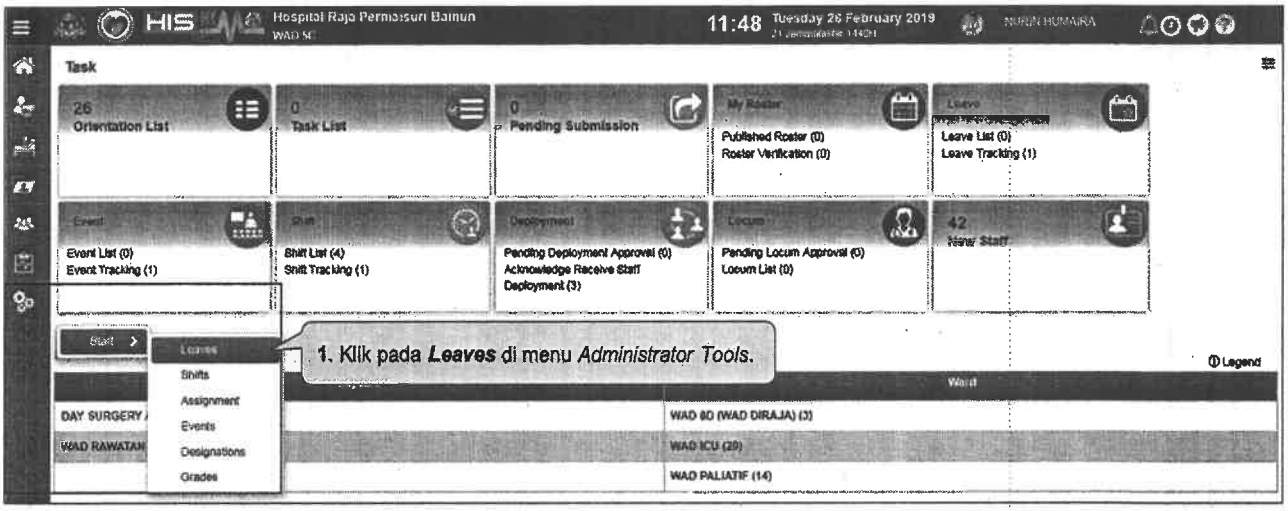
Topik 1: *Setting Roster – Leaves*

Transaksi : *Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Administrative Tools > Staff > Leaves*



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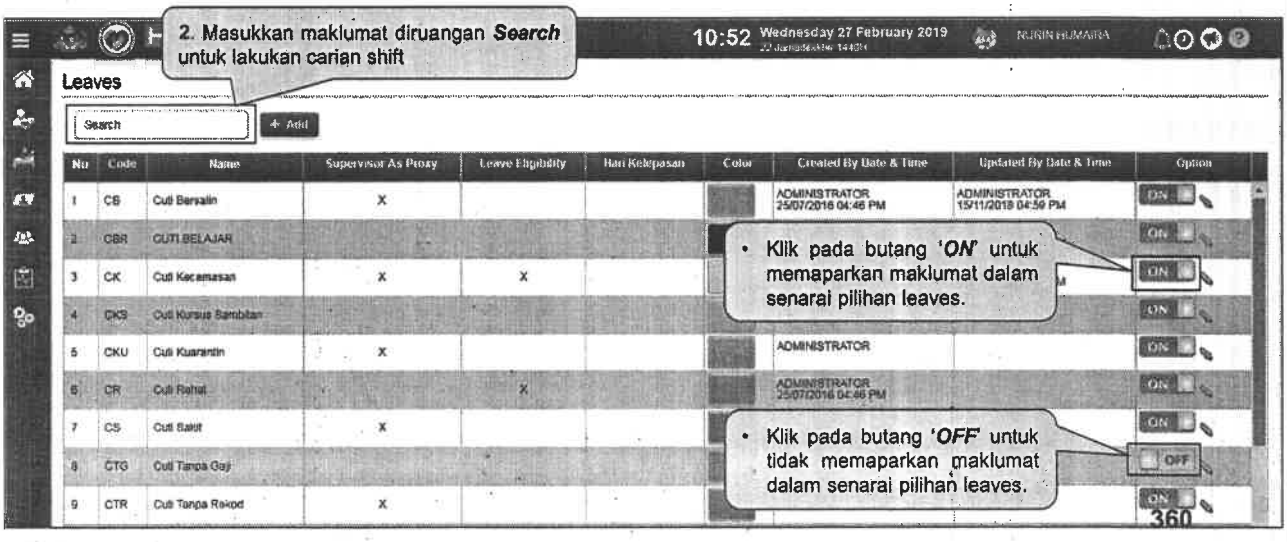
Topik 1: *Setting Roster – Leaves*

Transaksi : *Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Administrative Tools > Staff > Leaves*

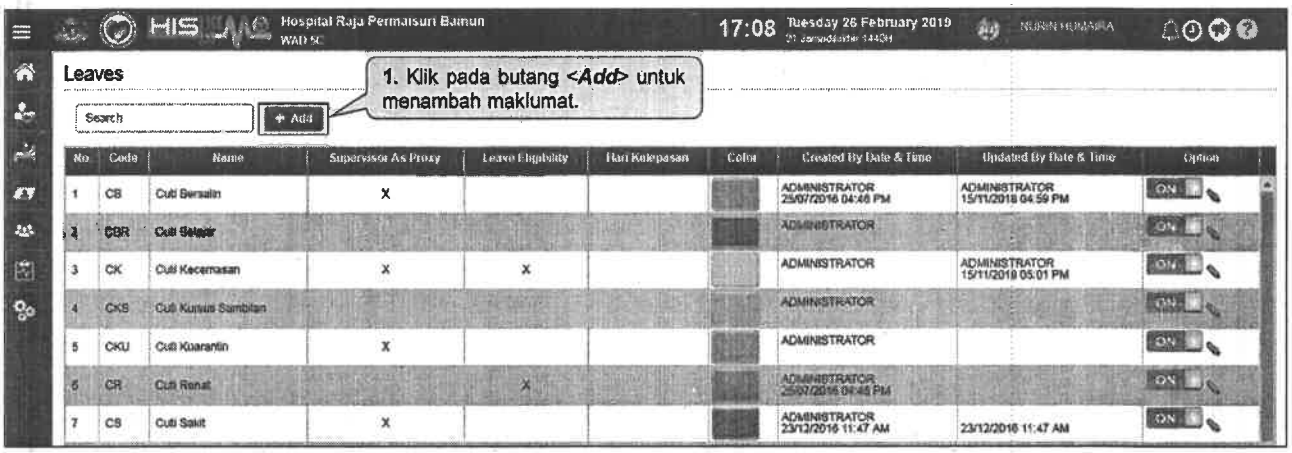


360

Topik 1: *Setting Roster – Leaves*

Transaksi : *Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Administrative Tools > Staff > Leaves*

i. *Add Leaves*



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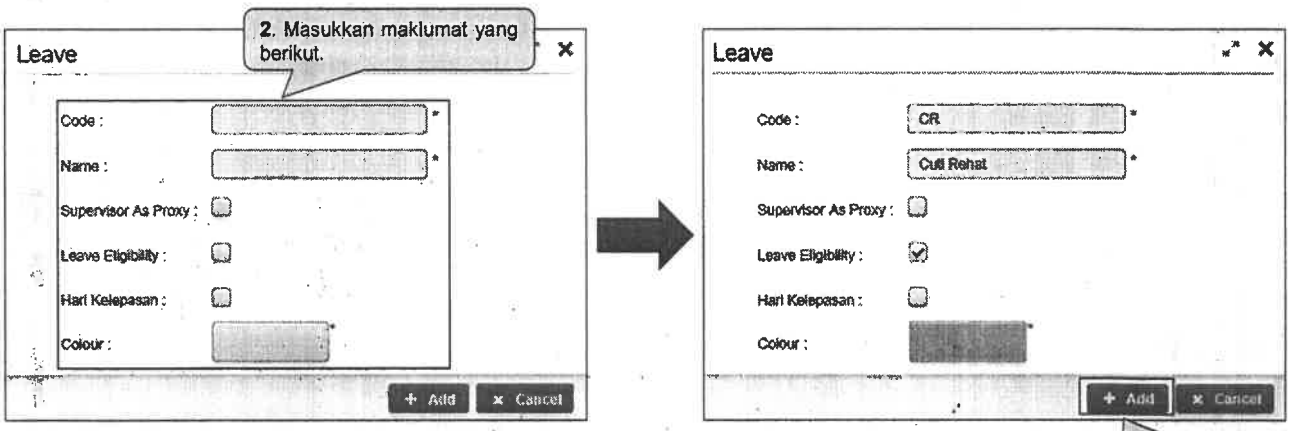
Topik 1: *Setting Roster – Leaves*

Transaksi : *Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Administrative Tools > Staff > Leaves*



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Topik 1: *Setting Roster – Leaves*

Transaksi : *Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Administrative Tools > Staff > Leaves*

Leaves

Search + Add

No	Code	Name	Supervisor As Proxy	Leave Eligibility	Hari Kelepasan	Color	Created By Date & Time	Updated By Date & Time	Option
1	CB	Cuti Bersalin	X				ADMINISTRATOR 25/07/2016 04:46 PM	ADMINISTRATOR 15/11/2018 04:59 PM	ON
2	CBR	CUTI BELAJAR					ADMINISTRATOR	ADMINISTRATOR 27/02/2019 10:15 AM	ON
3	CK	Cuti Kecemasan	X	X			ADMINISTRATOR	ADMINISTRATOR 15/11/2018 05:01 PM	ON
4	CKS	Cuti Kursus Sambilan					ADMINISTRATOR		ON
5	CKU	Cuti Kuarantin	X				ADMINISTRATOR		ON
6	CR	CUTI REHAT			X		NURIN HUMAIRA 20/03/2019 04:30 PM		ON
7	CS	Cuti Sakit	X				ADMINISTRATOR 23/12/2016 11:47 AM	23/12/2016 11:47 AM	ON

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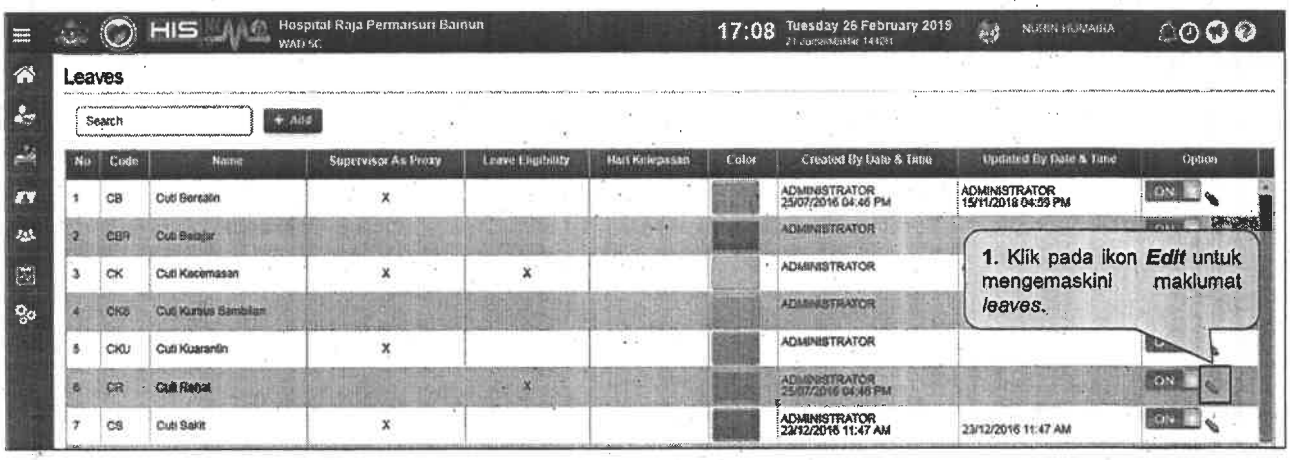
Topik 1: *Setting Roster – Update Leaves*

Transaksi : *Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Administrative Tools > Staff > Leaves*

ii. Update Leaves



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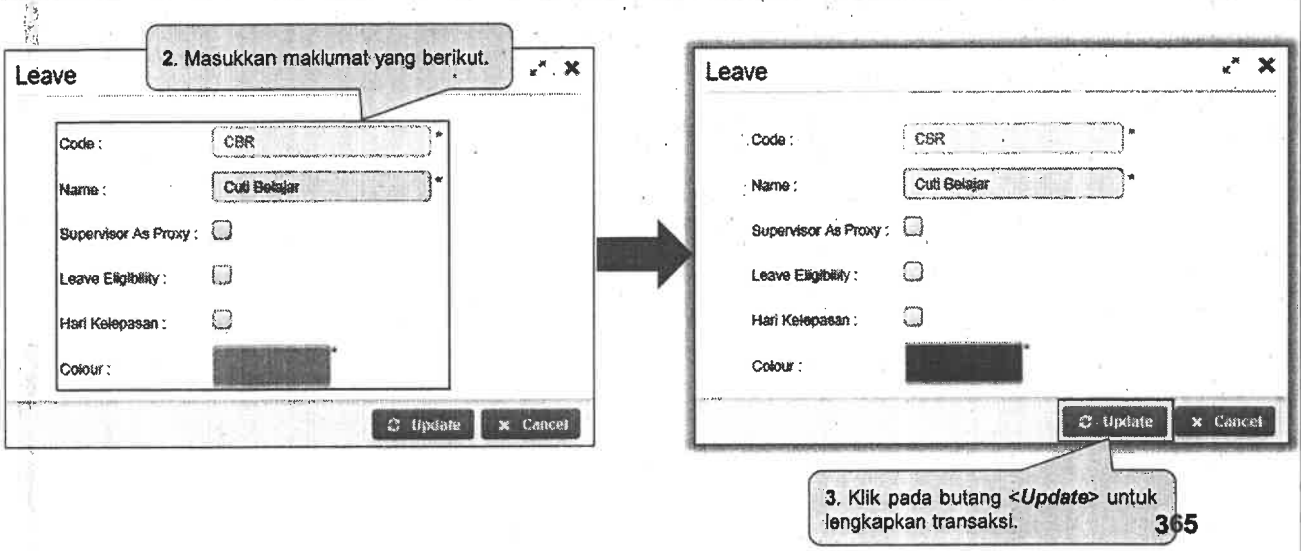
Topik 1: *Setting Roster – Update Leaves*

Transaksi : *Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Administrative Tools > Staff > Leaves*



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Topik 1: *Setting Roster – Update Leaves*

Transaksi : *Leave*	Tugasan : Penyelia	Lokasi: Wad/Klinik/Daycare/ETD/Lab	Navigasi: *Administrative Tools > Staff > Leaves*

Leaves

Search + Add

No	Code	Name	Supervisor As Proxy	Leave Eligibility	Hari Kelepasan	Color	Created By Date & Time	Updated By Date & Time	Option
1	CB	Cuti Bersalin	X				ADMINISTRATOR 25/07/2016 04:46 PM	ADMINISTRATOR 15/11/2018 04:59 PM	ON
2	CBR	CUTI BELAJAR					ADMINISTRATOR	ADMINISTRATOR 27/02/2019 10:15 AM	ON
3	CK	Cuti Kecemasan	X	X			ADMINISTRATOR	ADMINISTRATOR 15/11/2018 05:01 PM	ON
4	CKS	Cuti Kursus Sambilan					ADMINISTRATOR		ON
5	CKU	Cuti Kuarantin	X				ADMINISTRATOR		ON
6	CR	Cuti Rehat		X			ADMINISTRATOR 25/07/2016 04:46 PM		ON
7	CS	Cuti Sakit	X				ADMINISTRATOR 23/12/2016 11:47 AM	23/12/2016 11:47 AM	ON
8	CTG	Cuti Tanpa Gaji					ADMINISTRATOR 25/07/2016 04:46 PM		ON
9	CTR	Cuti Tanpa Rekod	X				ADMINISTRATOR		ON

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