



Emergency Module

User Manual For Emergency Reception

JAZZ-GarajCloud





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INTRODUCTION

This manual provides detailed information on the services and procedures available at our hospital reception. All staff members need to familiarize themselves with the content of this manual to ensure efficient and effective operations. Tibbit is an application software to access HIMS for the targeted hospital.



GETTING STARTED WITH THE EMERGENCY MODULE

Tibbit provides a range of services for the patient through the assistance of the receptionist, including:

1. Appointment booking.
2. Patient check-in and check-out.
3. Assisting patients and visitors with inquiries.
4. Directing patients and visitors to the appropriate departments.
5. Categories patient's appointment with a routine checkup, follow-up visit, or an emergency case.

To start with the **Tibbit Software**, the following steps lead towards the **EMERGENCY** Module:

1. Connect to the Network.
2. Open any of your Web Browser.
3. Write the IP or Link Address in the URL bar i.e. tibbit.garajcloud.com/login
4. Click **ENTER** to proceed with the Link Address.

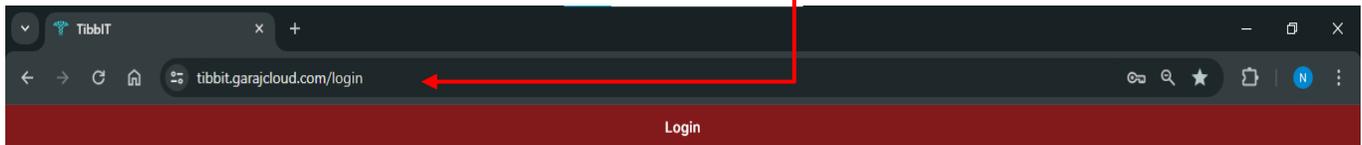


Fig. 1: Link Address

Insert **User ID** (an entity used to identify the user like a name or phone number).

Insert **Password** as ***** to log into the Account.

A screenshot of the Tibbit login form. At the top is the Garaj Tibbit logo. Below it are two input fields: "User ID" and "Password". The "User ID" field contains the text "0". The "Password" field contains a series of asterisks. To the right of the "Password" field is an eye icon. Below the input fields is a red "LOGIN" button. Red arrows point from the text instructions to the respective fields and the login button.

5. Login with your credentials provided by the hospital administrator.

To see the **password**, press the eye icon.

6. Press the **LOGIN** Button to Log into the Dashboard.

Note: Password must be Uppercase, Lowercase, Special Characters, and Numbers.

Fig. 2: Tibbit Login



HOME SCREEN PAGE

A Home Screen page refers to the successful login; else proper **USER ID** and **Password** is required to log in.

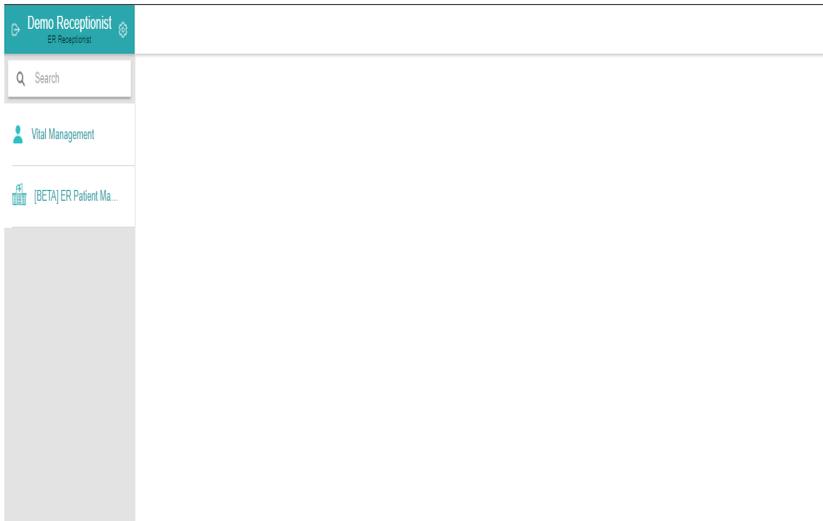


Fig. 2: E-TibbIT Homepage

PATIENT MANAGEMENT MODULE

At homepage we have a module of **Patient Management**, this module allows receptionists to search, create, and book appointment for the patient in an emergency department. Following setups are needed to use the ER Patient Management module.

ER patient
managemen
t module

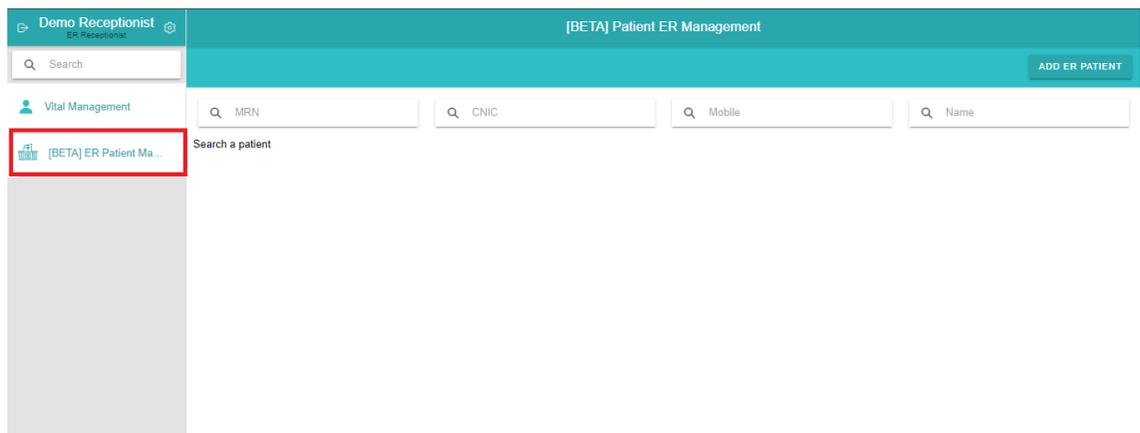


Fig. 3: Patient ER Management Module

1. REGISTER A PATIENT



Patient Management Module also allows receptionist to register new patients in the TibbIT software to book their appointment, generate and create their visits and access them for their further or next visit.



Click to

Register a Patient

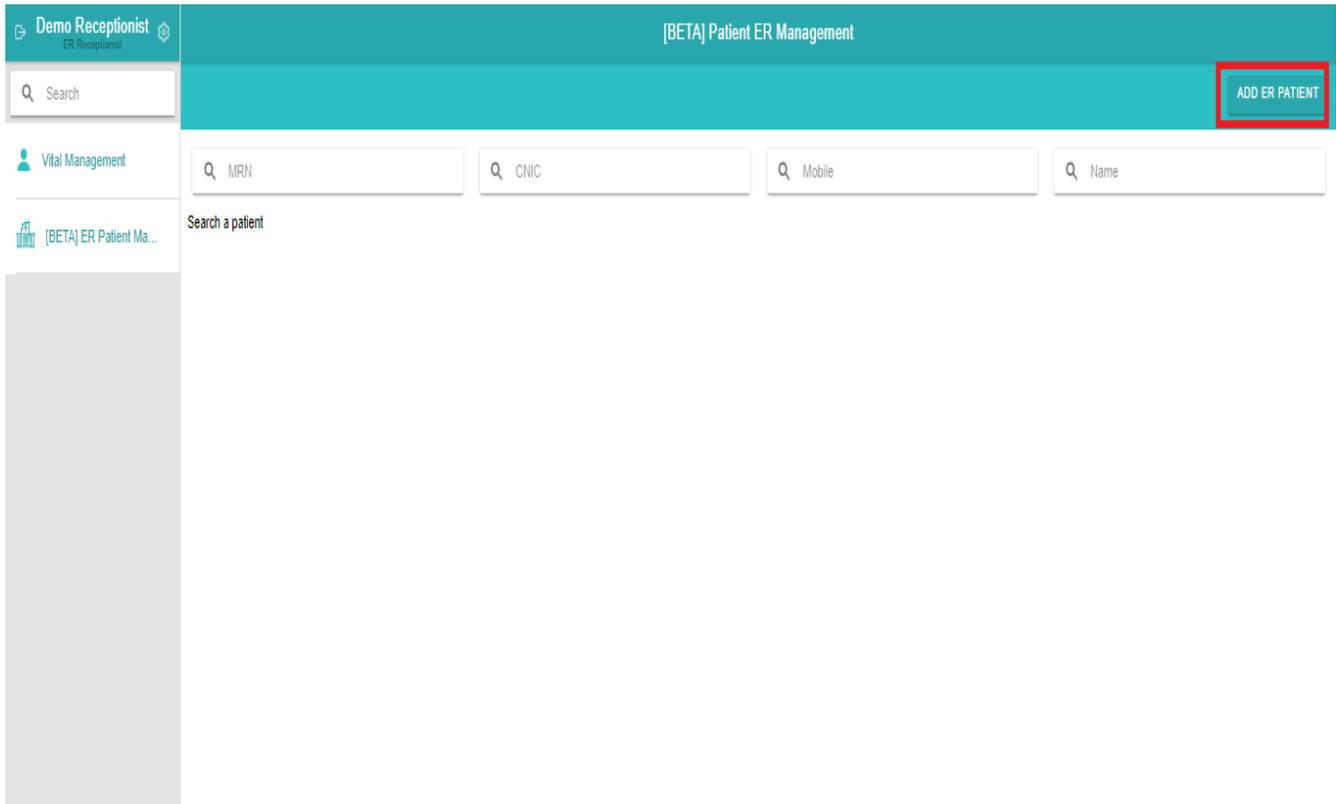


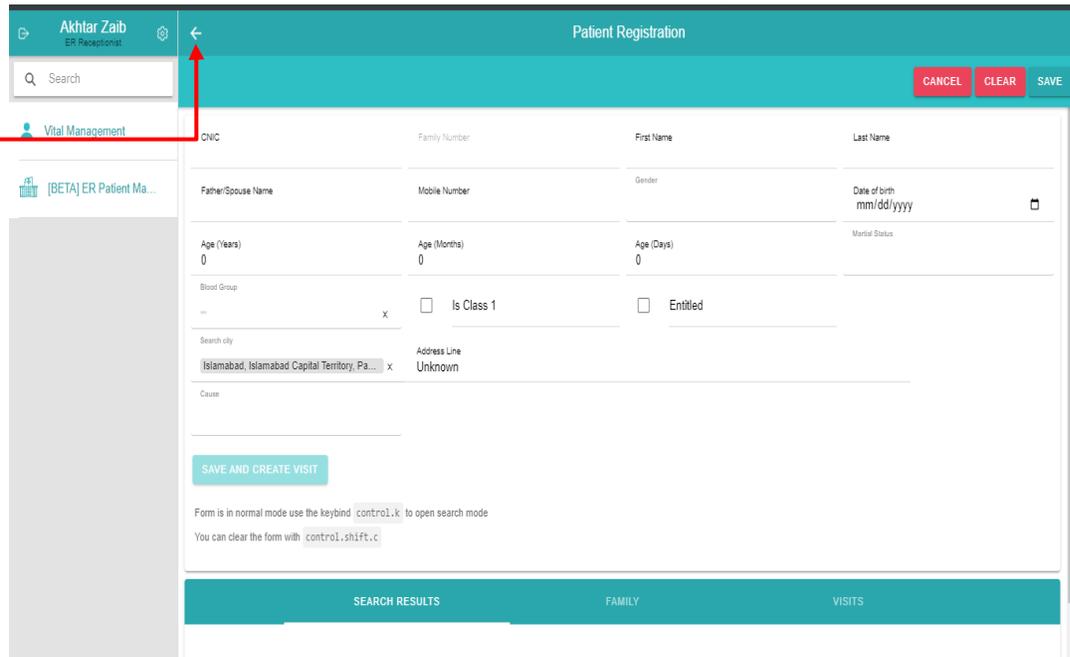
Fig. 4: Register New ER Patient

2. REGISTER PATIENT DETAIL

1. On clicking **ADD ER PATIENT** button, module allows receptionist to redirect to the new page to write or insert their **CNIC, First Name, Last Name, Father's Name, Mobile Number, Gender, Date of Birth, Marital Status, Entitled** with **class** with the search of specific department, **City, Address, and Cause** of the Appointment.
- 2.



Click to go back to the previous page



Akhtar Zaib
 ER Receptionist

Patient Registration

Search

CANCEL CLEAR SAVE

Vital Management

CNC

Family Number

First Name

Last Name

Father/Spouse Name

Mobile Number

Gender

Date of birth
 mm/dd/yyyy

Age (Years)
 0

Age (Months)
 0

Age (Days)
 0

Marital Status

Blood Group

Is Class 1

Entitled

Search city

Islamabad, Islamabad Capital Territory, Pa... x

Address Line

Unknown

Cause

SAVE AND CREATE VISIT

Form is in normal mode use the keybind `control.k` to open search mode
 You can clear the form with `control.shift.c`

SEARCH RESULTS FAMILY VISITS

Fig. 5: Register patient detail

3. MEDICO LEGAL CASE (MLC)

If the patient attempt's suicide, being attacked by any person, severely injured in accident then the HIMS provide services to generate MLC slip concerned police station and officer mentioned on the slip. Software also allows receptionist to generate MLC slip for already registered patient. Receptionist need to generate duplicate or another slip which is needed to submit at Police station. Preview for this procedure is mentioned in figure below.

←
Patient Registration
CANCEL
CLEAR

CNIC 01723-8916782-3	MIR No. 0-124831-01	Family Number 8916782	First Name Demo
Last Name Test	Father/Spouse Name Father Name	Mobile Number 0318-9326781	Gender Male
Date of birth 07/01/1984	Age (Years) 39	Age (Months) 7	Age (Days) 26
Marital Status Single	Blood Group A+	<input checked="" type="checkbox"/> Is Class 1	<input type="checkbox"/> Entitled
Search city Islamabad, Islamabad Capital Territory, Pakistan	Address Line Address		
Cause MLC	Police Station BANIGALA	Inspector Name Inspector Testing	

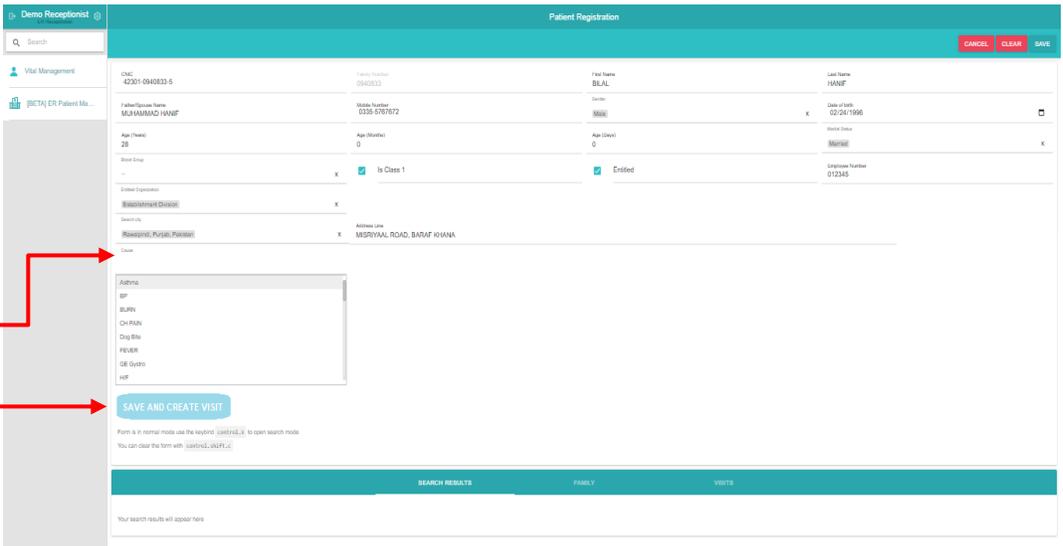
SEARCH RESULTS
FAMILY
VISITS

Your search results will appear here

Set MLC as cause of visiting

Write on duty inspector name here

Select police station name from the drop-down list



Click to select reason of the visit

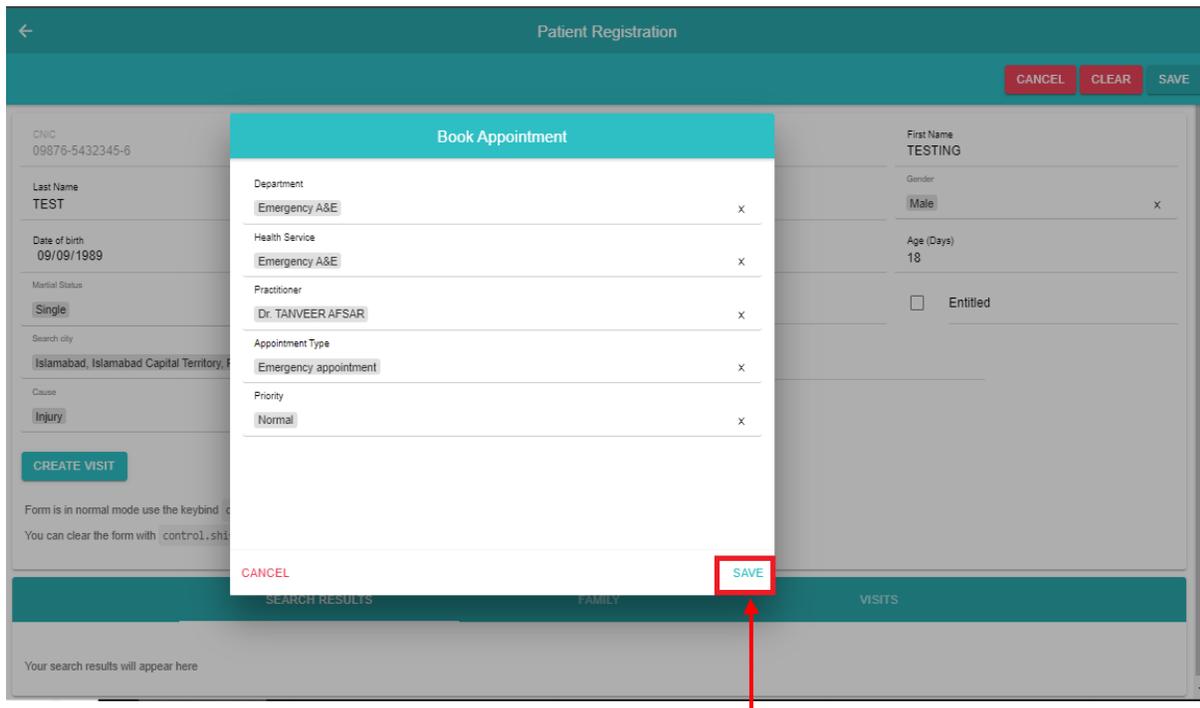
Click save and create visit

Field Name	Value	Field Name	Value
MRN	0201-0945833-5	First Name	BEJAL
MRN	0201-0945833-5	Last Name	HANAF
MRN	0201-0945833-5	Gender	M
MRN	0201-0945833-5	Date of Birth	02/04/1996
MRN	0201-0945833-5	Age (Years)	18
MRN	0201-0945833-5	Age (Months)	0
MRN	0201-0945833-5	Age (Days)	0
MRN	0201-0945833-5	Is Class 1	<input checked="" type="checkbox"/>
MRN	0201-0945833-5	Enrolled	<input checked="" type="checkbox"/>
MRN	0201-0945833-5	Enrollment Number	012345
MRN	0201-0945833-5	Address Line	MIRYAL ROAD, BARAF KHANA

Fig. 6: Register New ER Patient Details

4. DEPARTMENT POP-UP

Once receptionist save patient's data, pop-up for the selection of department appears to select the designated emergency department, practitioner, appointment type and priority. Click **SAVE** to book appointment.



Click to book appointment

Fig.7 Book Patient's Appointment

5. APPOINTMENT PRINT PREVIEW

Once appointment is saved in the particular department for the patient, print preview screen appears to print the page having general information about patient, visit in the particular department and the template or face-sheet for the doctor to write patients' problems and prescribed specific medicine according to their problem.



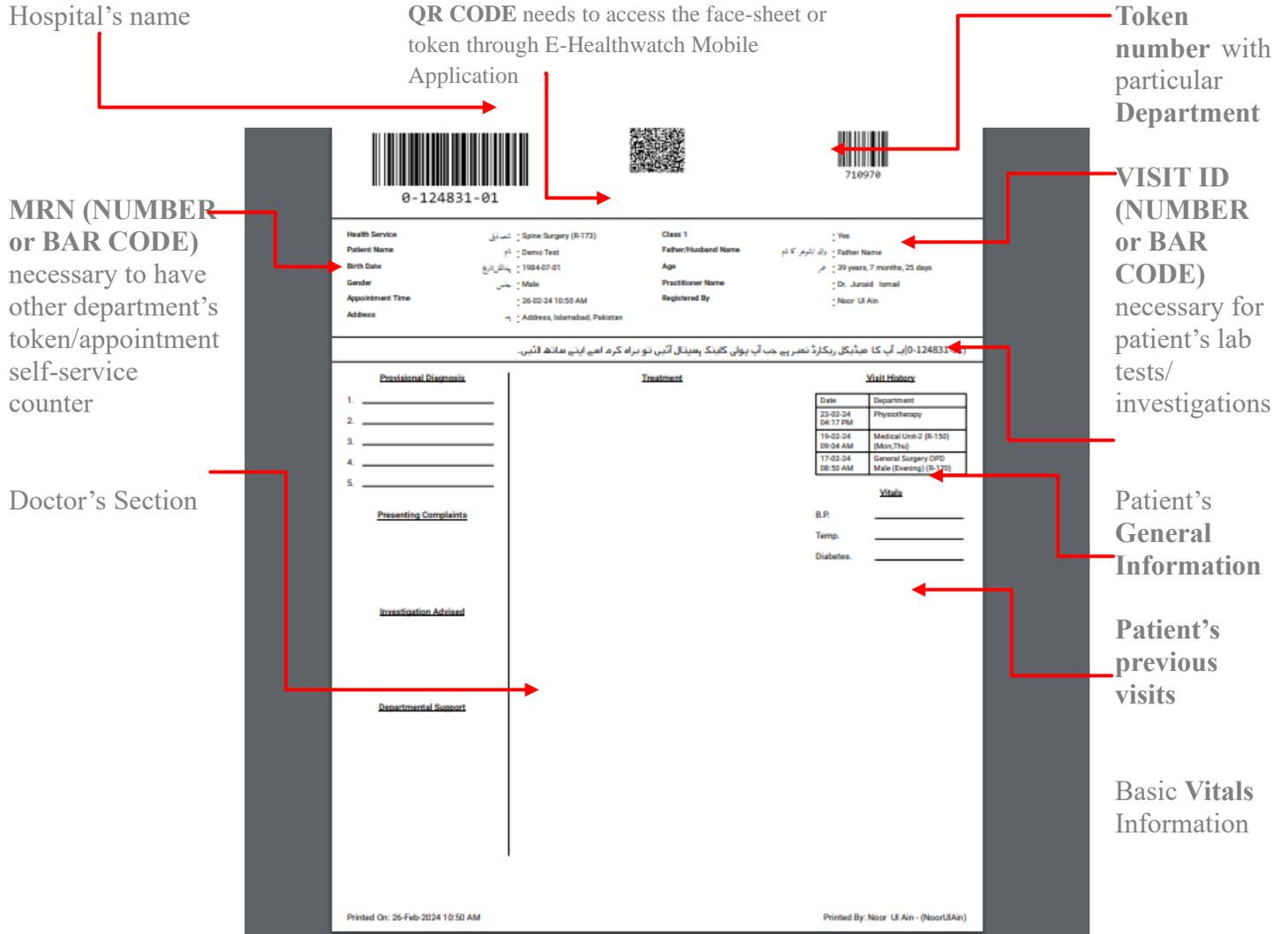


Fig. 8: Appointment Print Preview

6. ADD FAMILY



Only the close family of the entitled person will lie under the family of that person. It is mostly depending on the administrative law of the Hospital. A new form will appear by clicking the given buttons below in the figures for dependent member having fields of **Relation** with the patient, **CNIC**, **First Name**, **Last Name**, **Father Name**, **Mobile Number**, **Gender**, **Date of Birth**, **Marital Status**, **Entitlement** in particular Department, **City**, and **Address**. Follow step 4, 5 and 6 for having **printed token** of the Appointment.

The screenshot shows a 'Patient Registration' form with the following fields:

CNIC: 01723-8916782-3	MID No: 0-124831-01	Family Number: 8916782	First Name: Demo
Last Name: Test	Father/Spouse Name: Father Name	Mobile Number: 0318-9326781	Gender: Male
Date of birth: 07/01/1984	Age (Years): 39	Age (Months): 7	Age (Days): 25
Marital status: Single	Blood Group: A+	<input checked="" type="checkbox"/> Is Class 1	<input type="checkbox"/> Entitled
Search city: Islamabad, Islamabad Capital Territory, Pakistan	Address Line: Address		

Buttons: CANCEL, CLEAR, SAVE, CREATE VISIT

Form instructions: Form is in normal mode use the keybind `control.k` to open search mode. You can clear the form with `control.shift.c`.

Navigation tabs: SEARCH RESULTS, FAMILY, VISITS

Annotations:

- 'Click to ADD FAMILY' points to the 'ADD DEPENDANT' button.
- 'Click to OPEN FAMILY Section' points to the 'FAMILY' tab.

Fig. 9: Family Section



←
CANCEL CLEAR SAVE

Relation Son x	CNIC 01723-8916782-3	Family Number 8916782	First Name TESTING
Last Name TEST	Father/Spouse Name DEMO TEST	Mobile Number 0318-9326781	Gender Male x
Date of Birth 01/01/2005 □	Age (Years) 19	Age (Months) 1	Age (Days) 25
Marital Status Single x	Blood Group	<input checked="" type="checkbox"/> Is Class 1	<input checked="" type="checkbox"/> Entitled
Employee Number 012345	Entitled Organization Establishment Division x		
Search city Islamabad, Islamabad Capital Territory, Pakistan x	Address Line ABC ROAD		

SAVE AND CREATE VISIT

Form is in normal mode use the keybind `control.k` to open search mode
 You can clear the form with `control.shift.c`

SEARCH RESULTS
FAMILY VISITS

CANCEL ADD DEPENDANT

Fig. 10: Add Family Dependent

7. SEARCH A PATIENT



In **PATIENT MANAGEMENT** Module, we can search an already registered patient in Tibbit software by their **MRN** (automatically generated computerized number), **CNIC**, **Phone Number**, and **Name** as shown in the figure below:

Note: if the desired result can't be appeared by inserting the mentioned any of the entities, then click on (x) symbol to search through the other option.

MRN	CNIC	Phone Number	Name
0-124831-01	0172389167823	03189326781	demo

Name	Father's Name	CNIC	MRN	Mobile	Gender	Actions
Demo Test	Father Name	01723-8916782-3	0-124831-01	0318-9326781	Male	

Fig. 11: Search ER Patient

8. UPDATE EXISTING DATA

Once patient information is opened application provides facility to overwrite or make addendum in the existing once receptionist can edit the existing data of the patient by making change in the patient's CNIC, FIRST NAME, LAST NAME, FATHER'S NAME MOBILE NUMBER, GENDER, DATE OF BIRTH, MARITAL STATUS, ENTITLED



In specific department (gazette patient have class 1 label) City and Address



CNIC	12345-6789908-7	Family Number	6789908	First Name	TESTING	Last Name	TEST
Father/Souse Name	TESTING	Mobile Number	0312-3456789	Gender	Male	Date of birth	01/01/1999
Age (Years)	25	Age (Months)	1	Age (Days)	25	Marital Status	Single
Blood Group	-	<input checked="" type="checkbox"/> Is Class 1	<input checked="" type="checkbox"/> Entitled	Employee Number	012345		
Establishment Division		Search city	Islamabad, Islamabad Capital Territory, Pakistan	Address Line	ABC ROAD		

Click to SAVE the updated Information

Click to CLEAR the form

Click to CLOSE the form

Fig. 12: Update Patient's Data

After updating the existing information, follow step 2 (figure 6), Step 3 (figure 7), and step 4 (figure 8 and 9) to proceed the visit booking for having the printable slip in a form of Large Token and Small Token. Mentioned steps and figures are also attached below:





Click to go
BACK to
the previous
page

Click to
create
profile and
book
Appointment

Demo Receptionist OPO Receptionist

Search

Vital Management

[BETA] Patient Manag...

Patient Registration CANCEL CLEAR SAVE

CNIC 12345-6789908-7	Family Number 6789908	First Name TESTING	Last Name TEST
Father/Source Name TESTING	Mobile Number 0312-3456789	Gender Male	Date of Birth 01/01/1999
Age (Years) 25	Age (Months) 1	Age (Days) 25	Marital Status Single
Blood Group --	<input checked="" type="checkbox"/> Is Class 1	<input checked="" type="checkbox"/> Entitled	Employee Number 012345
Establishment Division --	Search city Islamabad, Islamabad Capital Territory, Pakistan	Address Line ABC ROAD	

SAVE AND CREATE VISIT

Form is in normal mode use the keyboard `control+k` to open search mode
You can clear the form with `control+shift+c`

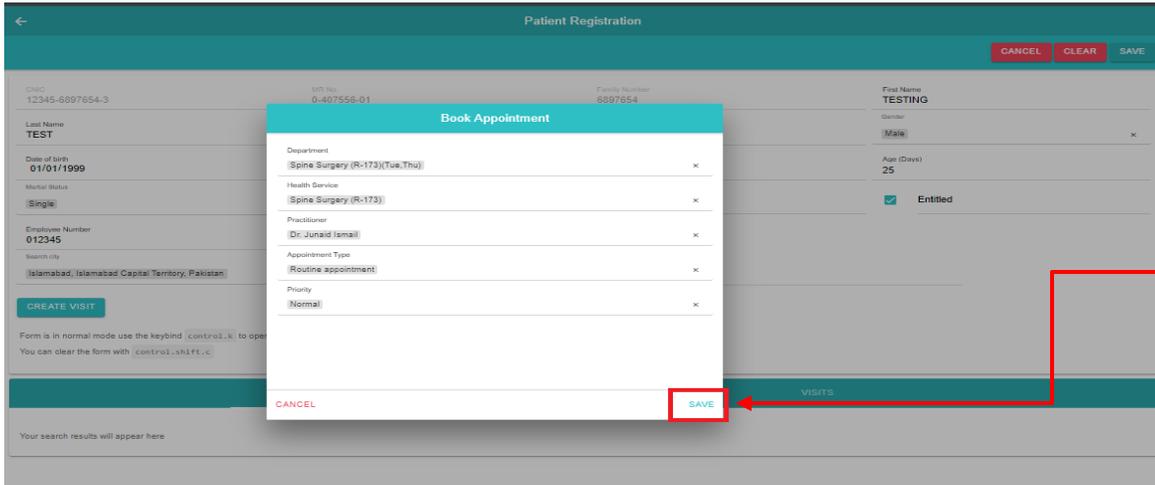
SEARCH RESULTS FAMILY VISITS

Your search results will appear here

9. BOOK APPOINTMENT



Once receptionist save patient's data, pop-up for the selection of specific department appears to select the designated department, practitioner, appointment type and priority.



Click **SAVE** to book appointment

Fig. 13: Book Appointment

10. APPOINTMENT PRINT PREVIEW

Once appointment is saved in the particular department, preview screen appears.





0-124831-01

710970

Health Service : Spine Surgery (R-172)	Class 1	Yes
Patient Name : Demco Test	Father/Husband Name : والد المریحہ ڈاکٹر	Father Name
Birth Date : 1984-07-01	Age : 39 years, 7 months, 25 days	
Gender : Male	Practitioner Name : Dr. Javed Iqbal	
Appointment Time : 26-Feb-24 10:50 AM	Registered By : Noor UA	
Address : Address, Islamabad, Pakistan		

ID: 0-124831-01 کی مدد سے رجسٹرڈ اور پرنٹنگ کے لیے استعمال کیا گیا ہے۔

Provisional Diagnosis	Treatment	Visit History												
1. _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>23-02-24 04:17 PM</td> <td>Physiotherapy</td> </tr> <tr> <td>23-02-24 09:04 AM</td> <td>Medical Clinic (R-170)</td> </tr> <tr> <td>23-02-24 09:04 AM</td> <td>(Roku-Thu)</td> </tr> <tr> <td>17-02-24 09:04 AM</td> <td>General Surgery (R-170)</td> </tr> <tr> <td>20-02-24 09:04 AM</td> <td>Male (Evening) (R-170)</td> </tr> </tbody> </table>	Date	Department	23-02-24 04:17 PM	Physiotherapy	23-02-24 09:04 AM	Medical Clinic (R-170)	23-02-24 09:04 AM	(Roku-Thu)	17-02-24 09:04 AM	General Surgery (R-170)	20-02-24 09:04 AM	Male (Evening) (R-170)
Date	Department													
23-02-24 04:17 PM	Physiotherapy													
23-02-24 09:04 AM	Medical Clinic (R-170)													
23-02-24 09:04 AM	(Roku-Thu)													
17-02-24 09:04 AM	General Surgery (R-170)													
20-02-24 09:04 AM	Male (Evening) (R-170)													
2. _____														
3. _____														
4. _____														
5. _____														

Presenting Complaints: _____

Investigation/Advice: _____

Departmental Support: _____

Printed On: 26-Feb-2024 10:50 AM

Destination
HP Universal Printing PC

Pages
All

Copies
1

More settings

Print
Cancel

11. ADDITIONAL FUNCTIONS OF THE FORM

As shown in the figure 18, two shortcut keys are defined; if receptionist wants to **SEARCH** an already registered patient without going back to the previous page, then **ctrl + k** keys are needed to press. However, **ctrl + shift + c** shortcut key is used to **CLEAR** all the filled fields at the displayed form.





shortcuts keys

Click to SAVE the updated Information

Click to CLEAR the form

Click to CLOSE the form

Form is in normal mode use the keyboard (control,k) to open search mode
You can clear the form with (control,shift,c)

CINC	Family Number	First Name	Last Name
12345-6789900-7	6789900	TESTING	TEST
Father/Souse Name TESTING	Mobile Number 0312-3456789	Gender Male	Date of birth 01/01/1999
Age (Years) 25	Age (Months) 1	Age (Days) 25	Marital Status Single
Blood Group -	<input checked="" type="checkbox"/> Is Class 1	<input checked="" type="checkbox"/> Entitled	Employee Number 012345
Establishment Division -	Address Line ABC ROAD		

Fig. 14: Additional functional of the form

12. FUNCTION OF CTRL + K

Press ctrl + k to open the search mode. Press **ENTER** key after typing **CINC** or **MRN No.**



Closing search mode

← Patient Registration

CANCEL CLEAR SAVE

Search Mode is active
To return to normal mode use the keyboard `control.k`

CNIC: 01723-8916782-3 MR No.: 0-124831-01

SEARCH RESULTS FAMILY VISITS

Your search results will appear here

Search by CNIC

Search by MRN No.

The screen appeared shows the data of the patient searched before in search mode through CNIC or MRN

← Patient Registration

CANCEL CLEAR SAVE

CNIC: 01723-8916782-3	MR No.: 0-124831-01	Family Number: 8916782	First Name: Demo
Last Name: Test	Father/Spouse Name: Father Name	Mobile Number: 0318-9326781	Gender: Male x
Date of birth: 07/01/1984	Age (Years): 39	Age (Months): 7	Age (Days): 27
Marital Status: Single x	Blood Group: A+	<input checked="" type="checkbox"/> Is Class 1	<input type="checkbox"/> Entitled
Search city: Islamabad, Islamabad Capital Territory, Pakistan x	Address Line: Address		

CREATE VISIT

Form is in normal mode use the keyboard `control.k` to open search mode
You can clear the form with `control.shift.c`

SEARCH RESULTS FAMILY VISITS

Demo Test EDIT

Click to SAVE after the update

Click to update the data



Searched
result

Fig. 15 (b): Function of ctrl + k

13. FUNCTION OF CTRL + SHIFT + C

Press ctrl + shift + c to clear the form appears as shown:



←
Patient Registration

CANCEL
CLEAR
SAVE

CNIC	Family Number	First Name	Last Name
Father/Spouse Name	Mobile Number	Gender	Date of birth mm/dd/yyyy
Age (Years) 0	Age (Months) 0	Age (Days) 0	Marital Status
Blood Group --	<input type="checkbox"/> Is Class 1	<input type="checkbox"/> Entitled	
Search city Islamabad, Islamabad Capital Territory, Pakistan	Address Line Unknown		

SAVE AND CREATE VISIT

Form is in normal mode use the keybind `control.k` to open search mode
You can clear the form with `control.shift.c`

SEARCH RESULTS
FAMILY VISITS

Your search results will appear here

Fig. 16: Function of ctrl + shift + c

14. PREVIOUS VISIT

In any case, if the patient wants to have his/her previous or duplicate slip, software can generate it by clicking on **VISITS**. Then any of the previous visits of the particular patient can be printed.



Patient Registration

CANCEL CLEAR SAVE

CNIC: 01723-8916782-3 MR No: 0-124831-01 Family Number: 8916782 First Name: Demo
 Last Name: Test Father/Spouse Name: Father Name Mobile Number: 0318-9326781 Gender: Male
 Date of birth: 07/01/1984 Age (Years): 39 Age (Months): 7 Age (Days): 25
 Marital Status: Single Blood Group: A+ Is Class 1: Entitled:
 Search city: Islamabad, Islamabad Capital Territory, Pakistan Address Line: Address

CREATE VISIT

Form is in normal mode use the keyboard control.k to open search mode
 You can clear the form with control.shift.c

SEARCH RESULTS FAMILY **VISITS**

Token Number	Patient	Check In	Department	Registered By	Priority	Actions
107	Demo Test	Feb 26, 2024	Spine Surgery (R-173)(Tue,Thu)	Noor Ul Ain	Normal	PRINT
103	Demo Test	Feb 23, 2024	Physiotherapy	Bilal Hanif	Normal	PRINT
103	Demo Test	Feb 19, 2024	Medical Unit-2 (R-150)(Mon,Thu)	Naveed Zafar	Normal	PRINT
101	Demo Test	Feb 17, 2024	General Surgery OPD Male (Evening) (R-170)	Self Service Counter	Normal	PRINT

Click to view Previous Visits

Click to generate Duplicate Slip with DUPLICATE tag on it

Fig. 19 Previous Visit

0-124831-01

Health Service: Medical Unit-1 Class 1: No
 Patient Name: Demo Test Father/Husband Name: Father Name
 Birth Date: 1984-01-07 Age: 39 years, 7 months, 26 days
 Gender: Male Practitioner Name: Dr. Razaqul Anwar
 Appointment Time: 16:00:04 11:03 AM Registered By: Noor Ul Ain
 Address: Address, Islamabad, Pakistan

0-124831-01

DUPLICATE

Destination: HP Universal Printing PC
 Pages: All
 Copies: 1
 More settings

Print Cancel

Printed On: 26-Feb-2024 1:27 PM
 Printed By: Noor Ul Ain - (NoorUAAin)





VITAL MANAGEMENT MODULE

Vital management module is assigned to the Emergency counter where the nurse enters the vitals of emergency patients on first hand so that the doctor can easily treat them on urgent basis.

As we see concern with the fig. 6, the “**Vitals**” tab also has the redirect button which directs page to the new screen. On clicking, it shows the page containing the standard vitals with their details. This “**Vitals**” tab is also interlinked with the right-hand side’s **Vital** Button also. It helps the user to navigate the tab properly. The right most side navigation panel as its own usage as it links with almost each tab showing at left side of the screen. Clicking + button with the **Vitals** tab on the left side or **VITALS** + button on the right side leads the screen to Vitals Dashboard to add vitals as shown in the figure below:



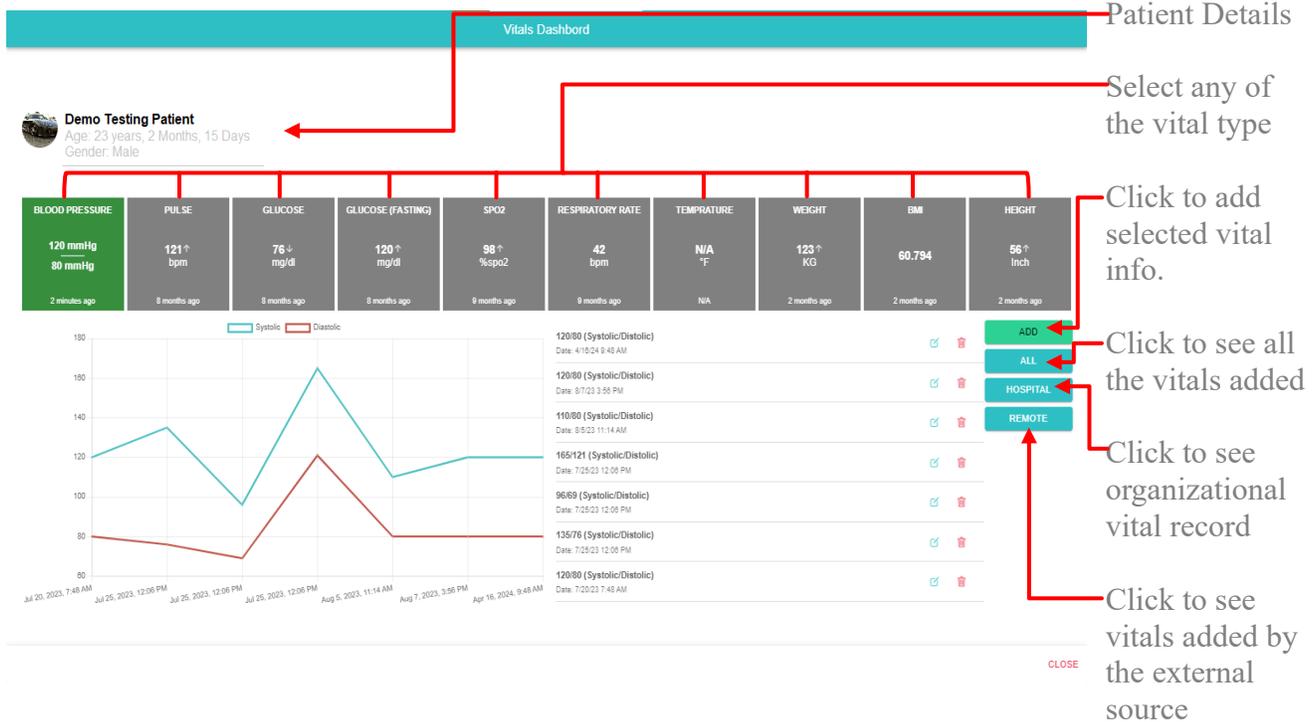


Fig. 8: Vitals Dashboard

The **REMOTE** button represents vitals record which are being entered by the patient. As the TibBIT Software has its Android App version also which can easily be access through hand phone devices. This Mobile Application is beneficial for the patient the most in such a way that it provides access to the patient to view, update his vitals record as it is asked by the doctor to maintain the patient’s complete record on one click. By using the **REMOTE** tab, nurses can add the vitals for the patient also.

On clicking any vital tab, above displayed page appears having selected vital information with its analytics to show its graphical representation of the particular vital added on the selected date and time. **Add** button on each vital tab allows user to add the particular vital record/information. Add vitals on every popup appears for each of the particular vital.

Enter the vital info.

Select date and time on which the particular vital is being recorded by clicking on the date measurements

Click to save the record

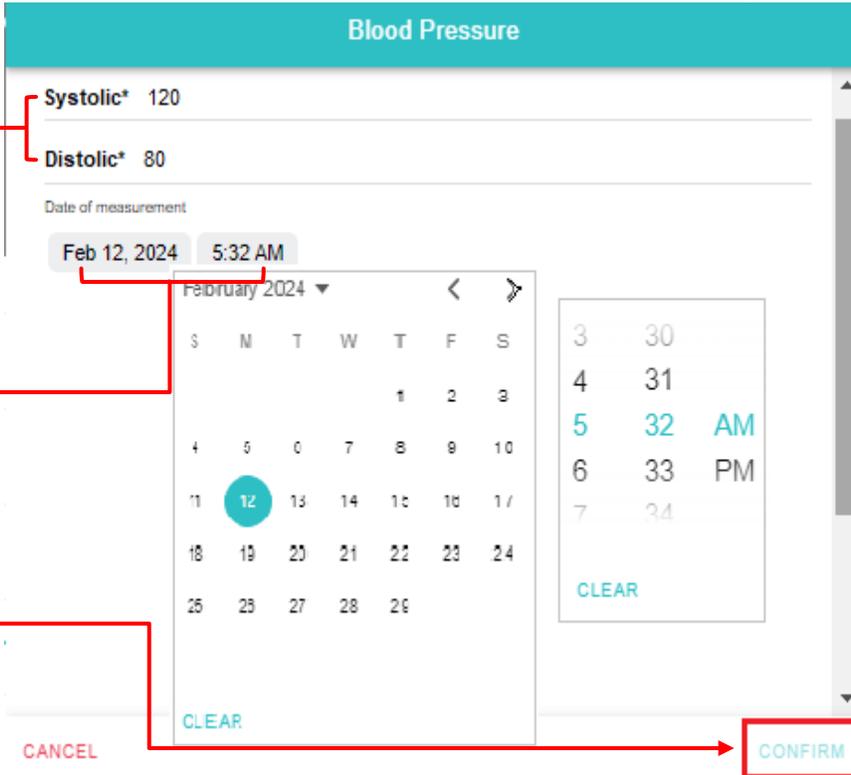


Fig. 8 (a): Add Vitals

15. LOGOUT FROM THE E HEALTH WATCH SOFTWARE

To close or take yourself out from the Tibbit software, mentioned button on the home screen gives that availability to do so

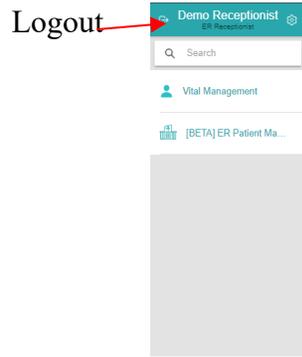


Fig.20: Logout

