Oracle® Hospitality Cruise Shipboard Property Management System

Medical User Guide

Release 7.30.869

January 2016

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Preface

This document describes the setup and usage of Medical module.

The Medical module is a program that manages the administration of medical services, track medication used, and providing a wide range of analysis variables at the same time.

Audience

This document is intended for application specialist and end-users of Oracle Hospitality Cruise Shipboard Property Management System.

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL: `https://support.oracle.com/`

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Revision History

Date	Description of Change
January 19, 2016	• Initial publication.

1. Prerequisites, Supported Systems, and Compatibility

This section describes the minimum requirements for the Medical module in Oracle Hospitality Cruise Shipboard Property Management System.

Prerequisites

- Administration.exe
- Management.exe
- Medical.exe

Supported Systems

- Windows 32-bit System
- Windows 64-bit System

Compatibility

Oracle® Hospitality Cruise Shipboard Property Management System version 7.30.869 or later. For customers operating on version below 7.30.869, database upgrade to the recommended or latest version is required.

2. System Configuration

This section describes the configuration required prior to using the Medical module.

2.1. Accessing the Setup Page

The setup function is accessible by launching the **Medical** module, and then navigate to the **Setup** tab on the main page.

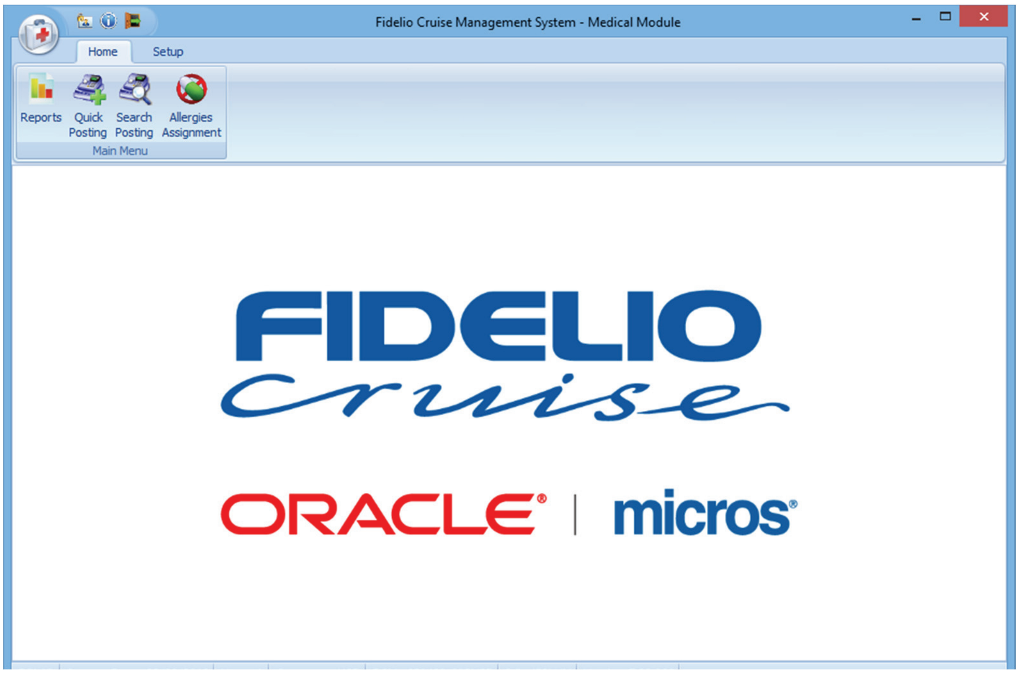

Figure 2-1 – Medical main page

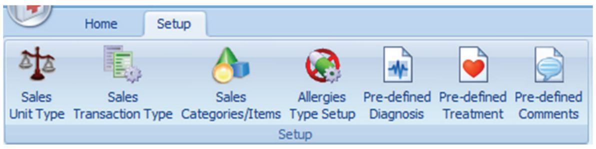

Figure 2-2 - Medical Setup tab

2.2. Configuring the Sales Unit Type

A Sales Unit Type is a measurement unit used in sales items or transactions.

1. On the **Setup** tab, click **Sales Unit Type** on the ribbon bar to open the configuration page.
2. Click **Add New** to create new record.
3. Enter the **Sales Unit Type** code.
4. Enter the name of the Sales Unit.
5. Insert a comment or further description of the code.

6. The Sales Unit Type is enabled by default. To disable the record, uncheck the box next to **Enable.**

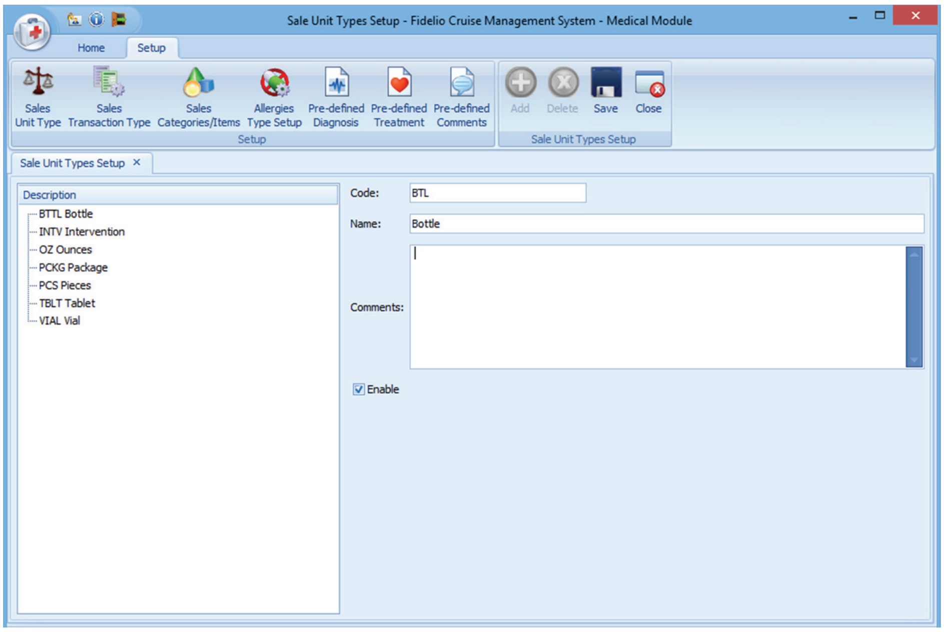

Figure 2-3 - Configuration page of Sales Unit Type

7. Click **Save** to save the record.
8. To enter additional sales unit type, repeat steps 2 to 7.
9. To delete a code, select the item from the left window, and then click **Delete** on the ribbon bar.

Note: The Delete button is disabled when the sale unit type has been assigned to a transaction.

2.3. Setting Up the Sales Transaction Types

The Sale Transaction Types refers to the type of business transactions offered to the passenger/crew onboard, for example: Doctor or nurse consultation, medicines, treatment, etc.

1. On the **Setup** tab, click **Sales Transaction Types** at the ribbon bar to open the configuration page.
2. Click **Add New** to create a new record.
3. Enter the **Sales Transaction Types** code.
4. Enter the name of the Sales Transaction Types.
5. Enter the comments regarding the Sales Transaction Types.
6. The Sales Transaction Types is enabled by default. To disable the record, remove the check mark under **Enable**.

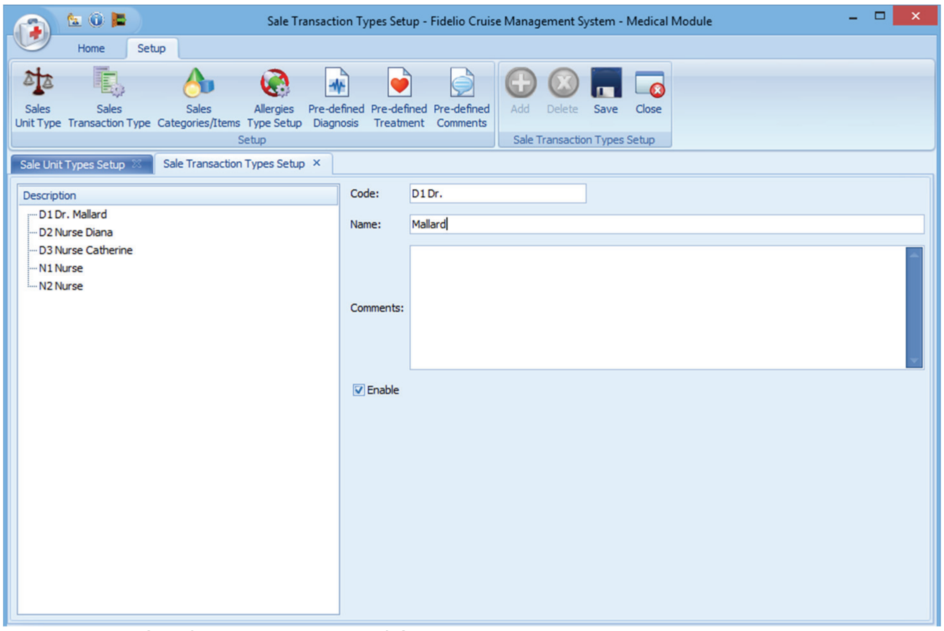

Figure 2-4 - Configuration page of Sales Transaction Types

7. Click **Save** to save the record.
8. To enter additional sales transaction types, repeat steps 2 to 7.
9. To delete a code, select the item from the left window, and then click **Delete** on the ribbon bar.

> **Note:** The Delete button is disabled when the sale transaction type has been assigned to a transaction.

2.4. Setting Up Sales Categories/Items

The Sale Categories/Items is a category that groups the sale items according to the nature of the items, for example: medicines, treatment, laboratory test, and many more. A category is required before an item can be created or added to a category.

2.4.1. Setting Up Sales Categories

1. Click **Sales Categories/Items** at the ribbon bar to open the configuration page.
2. Click **Add New** to create a new category.

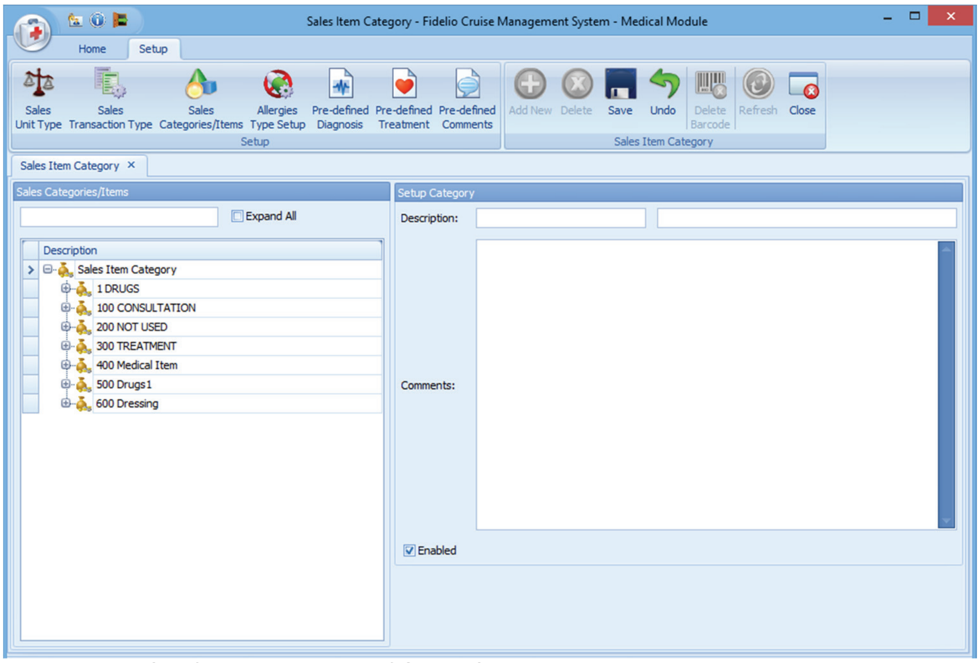

Figure 2-5 – Configuration page of Sales Category

3. Enter the **Description code** and **name** in the description field.
4. Enter a comment, if any.
5. Click **Save** to save the record.

2.4.2. Setting Up Sales Items

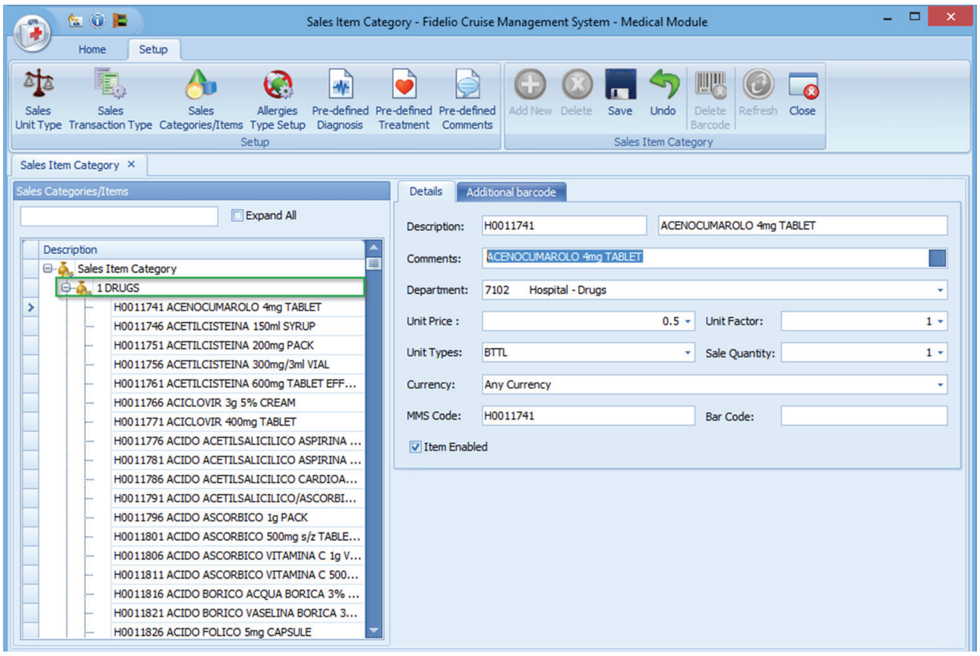

Figure 2-6 - Configuration page of Sales Items

Table 2-1 - Field definitions of Sales Item screen

Field Name	Field Definitions
Description	Short code and name of the item
Comments	Description of the item
Department	Posting Department of the item
Unit Price	Price chargeable per unit
Unit Factor	Quantity per box
Unit Type	Unit measurement of the Item. E.g.: bottle, ounce, milliliter, tablet, etc.
Sales Quantity	Minimum quantity of the item
Currency	Currency of the item
MMS Code	Stock reference code in Material Management System
Barcode	Barcode of the item

1. On the **Sales Category** page, select the category from the left pane.
2. Click **Add New** at the ribbon bar to create a new item.
3. Enter the **Description code and name** in the description field.
4. Enter the item description in the comments field.
5. Select the Posting Code from the **Department** drop-down list.
6. Enter the **Unit Price, Unit Factor and Sale Quantity**.
7. Select the **Unit Types** from the drop-down list.
8. Select the **Currency** from the drop-down list.

Note: For item that are tagged to '**Any Currency**', System will populate the item code and post the value with current on-board currency during posting. If a currency is defined in the setup and current on-board currency defer from the setup, then the item code is ***not*** available for posting. For example, item currency is Euro and on-board currency is USD, this item code is not available for posting.

9. Enter the **MMS Code**, if any.
10. Enter the Barcode in the Barcode field or scan the code using a barcode scanner.

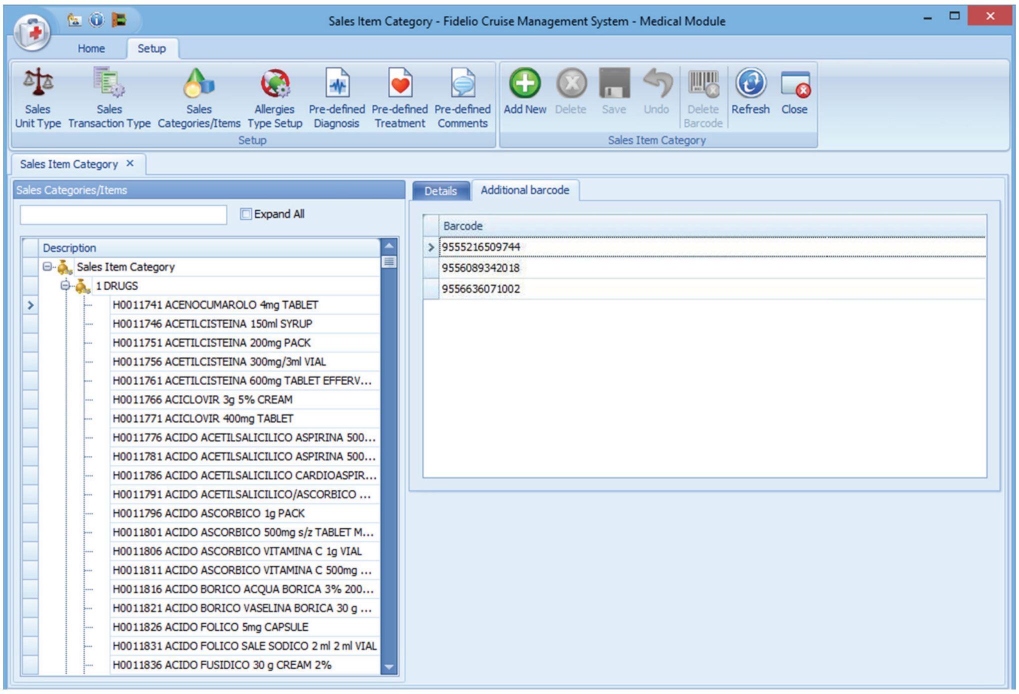

Figure 2-7 - Sales Item Additional Barcode screen

Note: Scanned barcode of the item can be found in Additional barcode tab.

11. Click **Save** to save the record.
12. To enter additional sales items, repeat steps 2 to 9.
13. To delete a code, select the item from the left window, and then click **Delete** on the ribbon bar.

Note: The Delete button is disabled when the sale transaction type has been assigned to a transaction.

2.5. Setting Up Allergies Type

The Allergies Type defines the many type of allergies that the passenger/crew may have.

1. On the **Setup** tab, click **Allergies Type** at the ribbon bar to open the configuration page.
2. Click **Add New** to create a new allergy type.

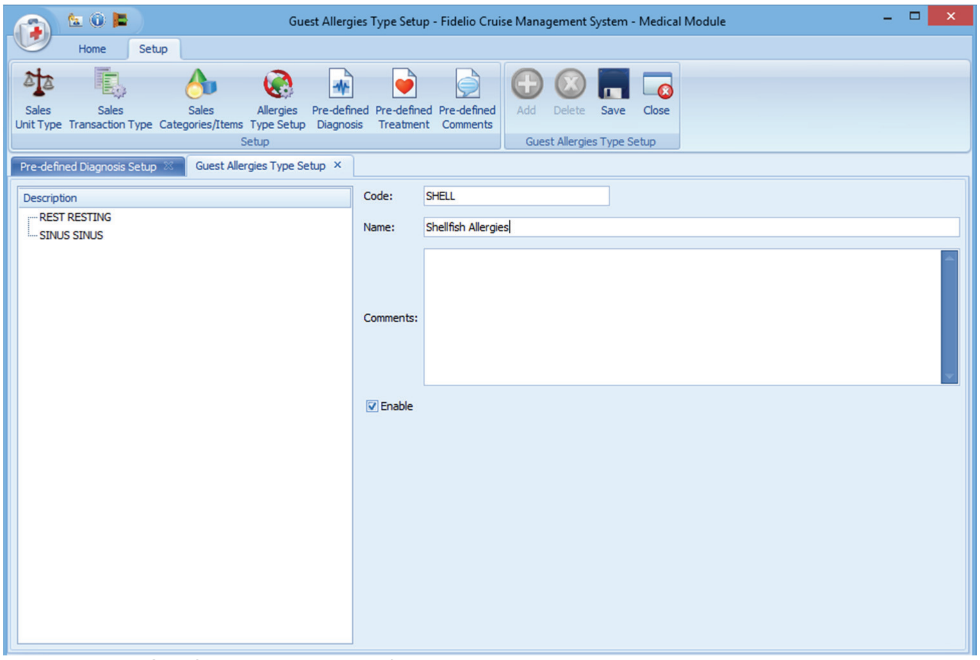

Figure 2-8 – Configuration page of Allergies Type

3. Enter the **Description code** and **name** in the description field.
4. Enter the comment, if any.
5. Click **Save** to save the record.
6. To enter more allergy type, repeat steps 2 to 5.
7. To delete a code, select the item from the left window, and then click **Delete** on the ribbon bar.

Note: The Delete button is disabled when the sale transaction type has been assigned to a transaction.

2.6. Setting Up Pre-defined Diagnosis

The Pre-defined Diagnosis defines the common diagnostic offered to the passenger/crew.

1. On the **Setup** tab, click **Pre-defined Diagnosis** at the ribbon bar to open the configuration page.
2. Click **Add New** to create a new diagnosis.

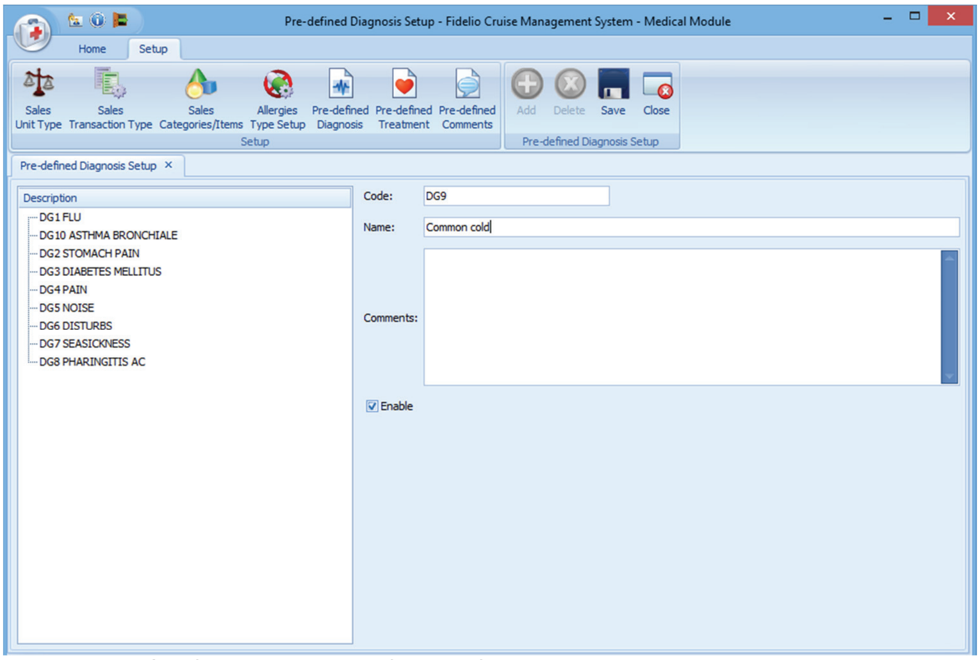

Figure 2-9 – Configuration page of Pre-defined Diagnosis

3. Enter the **Description code** and **name** in the description field.
4. Enter the comment, if any.
5. Click **Save** to save the record.
6. To enter more diagnosis type, repeat steps 2 to 5.
7. To delete a code, select the item from the left window, and then click **Delete** on the ribbon bar.

Note: The Delete button is disabled when the sale transaction type has been assigned to a transaction.

2.7. Setting Up Pre-defined Treatment

The Pre-defined Treatment defines the various treatment offered to the passenger/crew during medical consultation.

1. On the **Setup** tab, click **Pre-defined Treatment** at the ribbon bar to open the configuration page.
2. Click **Add New** to create a new treatment type.

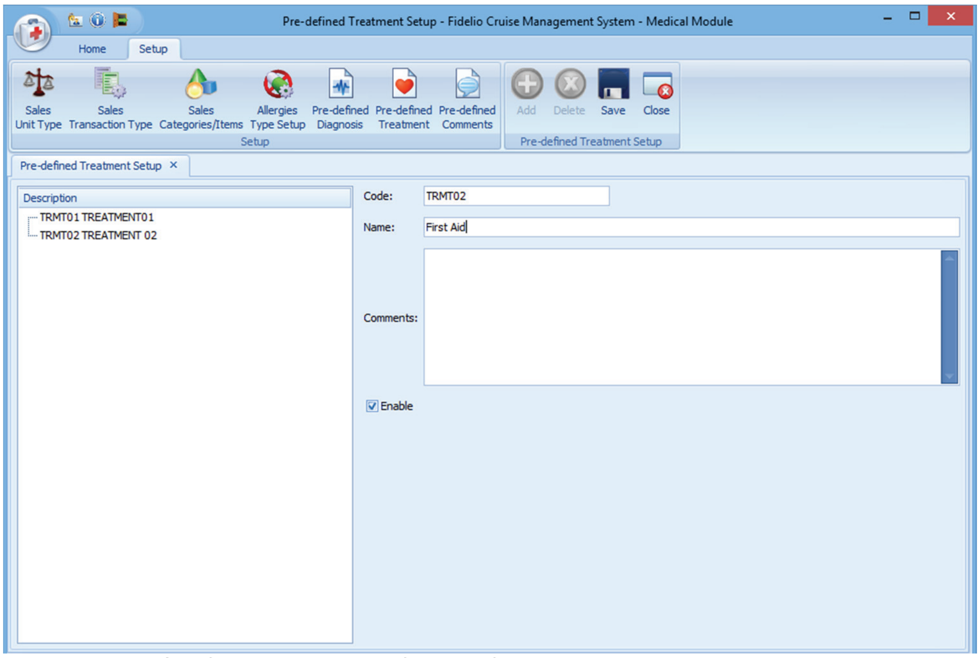

Figure 2-10 – Configuration page of Pre-defined Treatment

3. Enter the **Description code** and **name** in the description field.
4. Enter the comment, if any.
5. Click **Save** to save the record.
6. To enter more diagnosis type, repeat steps 2 to 5.
7. To delete a code, select the item from the left window, and then click **Delete** on the ribbon bar.

> **Note:** The Delete button is disabled when the sale transaction type has been assigned to a transaction.

2.8. Setting Up Pre-defined Comments

The Pre-defined Comments is a commonly used comments on treatment offered to the passenger/crew during medical consultation.

1. On the **Setup** tab, click **Pre-defined Comments** at the ribbon bar to open the configuration page.
2. Click **Add New** to create a new comment.

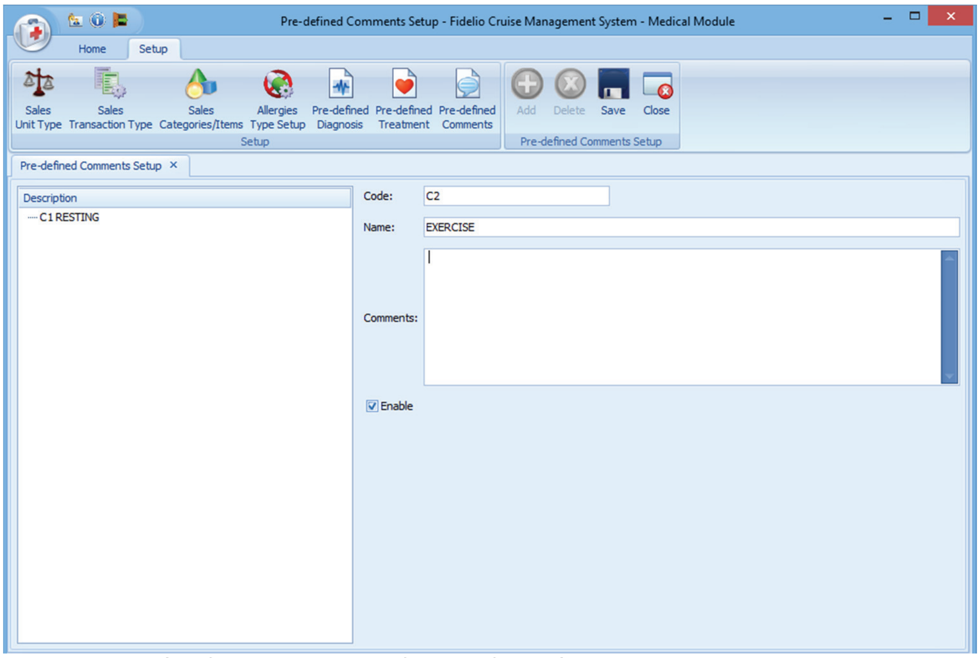

Figure 2-11 – Configuration page of Pre-defined Comments

3. Enter the **Description code** and **name** in the description field.
4. Enter the comment, if any.
5. Click **Save** to save the record.
6. To enter more comments type, repeat steps 2 to 5.
7. To delete a code, select the item from the left window, and then click **Delete** on the ribbon bar.

Note: The Delete button is disabled when the sale transaction type has been assigned to a transaction.

2.9. Setting Up Minimum Pricing

The minimum pricing function enable items to be sold at a minimum value, for example: Consultation, medication, and etc, and the minimum value is according to value defined in Parameter, Minimum Pricing. See Appendix B Parameters for setup.

2.10. Setting Up a Report

A set of default reports such as Invoice or Medical Doctors Letter are added by the Database Installer during installation, and these reports resides under the Medical Group in Report Setup.

1. From the menu bar in **Administration** module, select A**dministration, System Setup, Reports Setup**.
2. The report are grouped under the following Report ID:

- Medical Invoice (REP_ID = MedicalInvoice)
- Medical Letter (REP_ID = MedicalLetter)

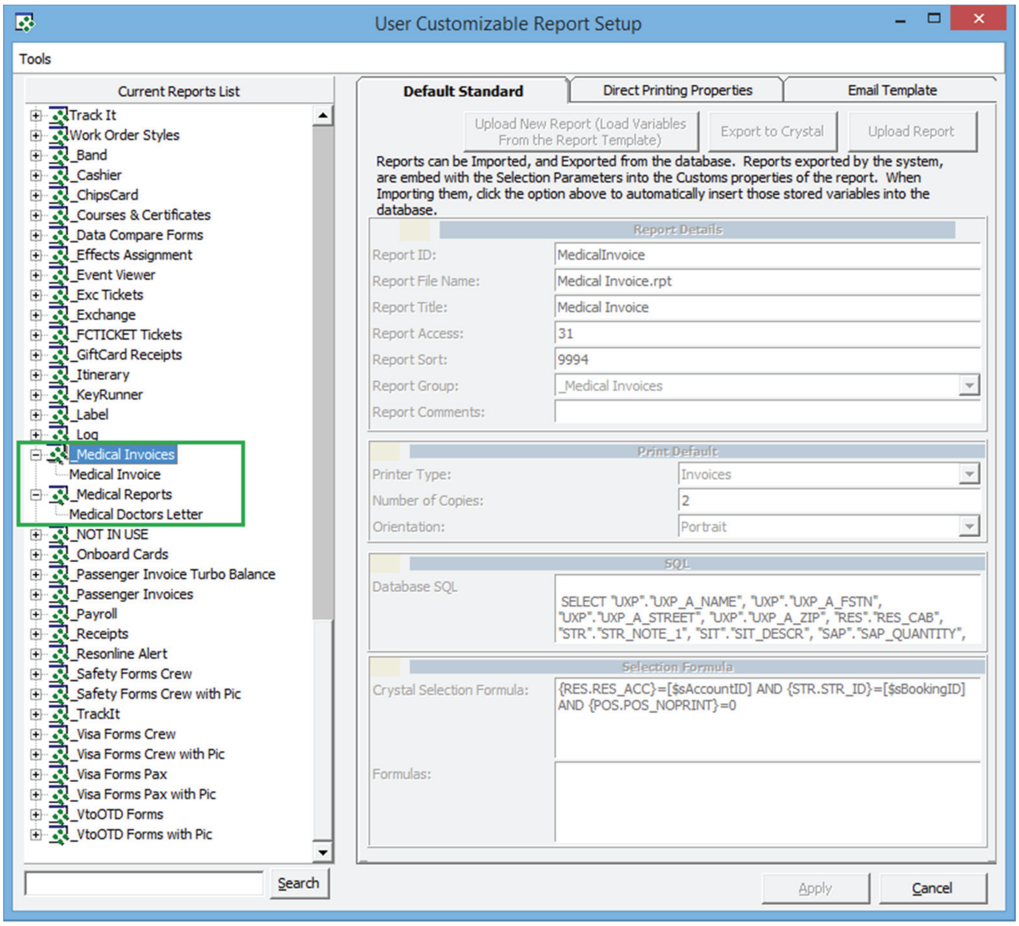

Figure 2-12 - Report Setup for Medical module

3. Medical

The Medical module is a program that facilitates the users in recording the treatment offered or medicines prescribed to the passenger/crew during the cruise, and the functions available within the module are:

- Print a report
- Post a charge
- Search Posting
- Assign Allergies

3.1. Printing a Report

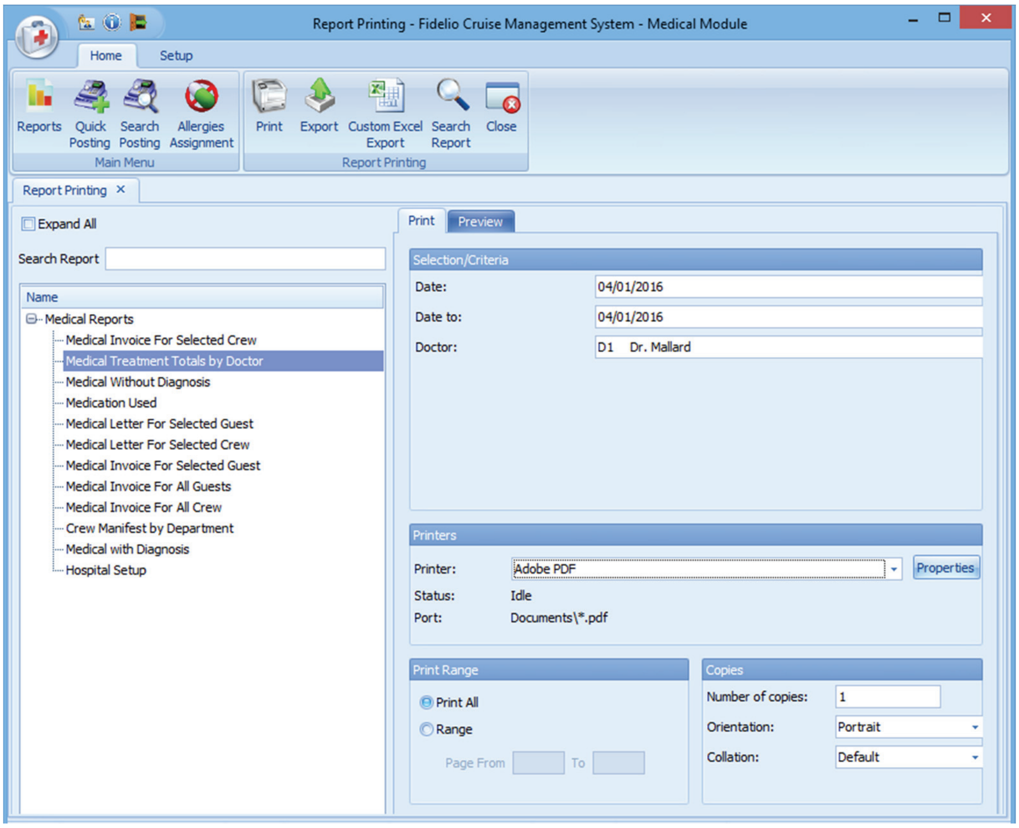

Figure 3-1 - Report dialog window

3. To view the available reports, click **Reports** on the ribbon bar.
4. To print a report, select the report, enter the selection criteria, and then click **Print**.
5. To view a report, select the report, enter the selection criteria and then click the **Preview** tab.
6. To export the report, select the report, and then click on **Export.**

Note: The default reports such as Invoice or Medical Doctors Letter are added by the Database Installer during installation or system updates. To view these report templates, login to **Administration module, Reports** and look for Medical Reports under Report List.

3.2. Posting a Charge

The Quick Posting function allow users to post a charge to a guest account.

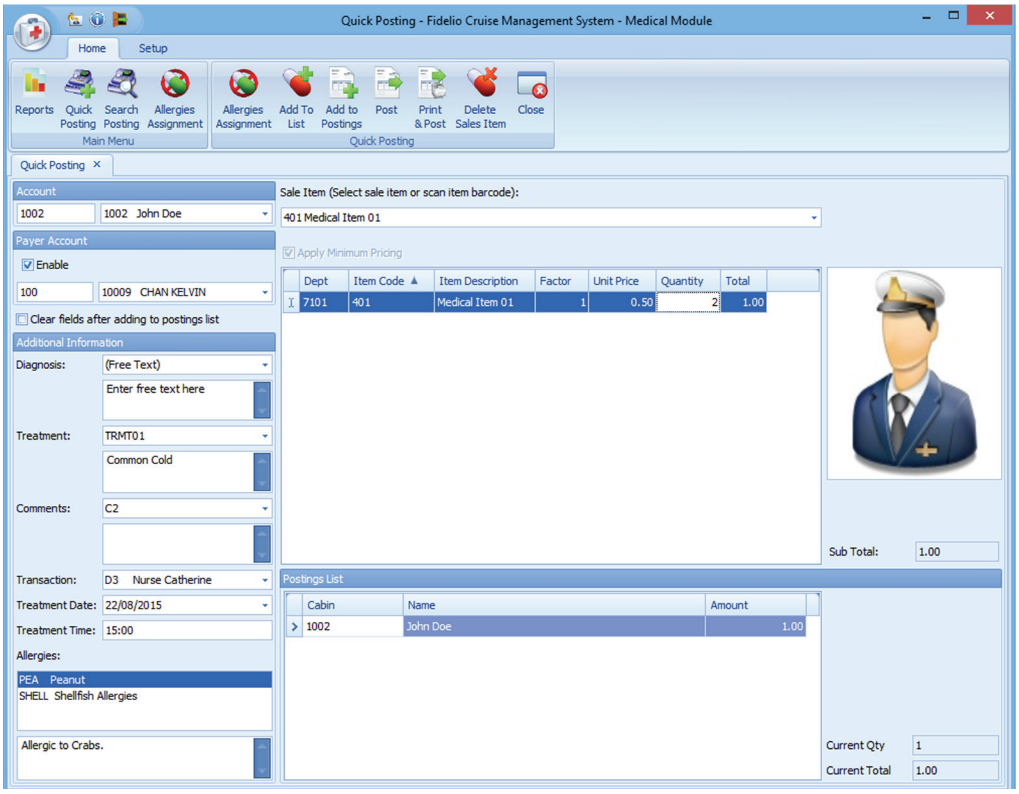

Figure 3-2 - Quick Posting screen.

To perform a posting

1. Click the **Quick Posting** on the ribbon bar.
2. On the **Account Field**, select an account.
3. In the **Additional Information** section, select from the drop-down list for predefined code/comment or manually enter the information of each section. To manually enter the information, select (Free Text), and then enter the comments in the next section.
4. Click the **Allergies Assignment** to assign the Allergies, if any.

Note: The above process opens the Allergies Assignment window.

5. Select the **Sale Item** using the drop-down list or scan using a barcode scanner.
6. In the item list, click on the field to edit the **factor, unit price and quantity** if required, and then click **Add to List** on the ribbon bar.
7. Repeat step 4 for more **Sale Items** to be added.
8. Click **Add to Postings** on the ribbon bar to post the charge.

Note: Pending Items will appear in Posting List grid.

9. To confirm the posting, click **Post** or **Print & Post** on the ribbon bar.
10. To remove a Sale Item before posting, select the item in the Posting List grid and then click **Delete Posting**.

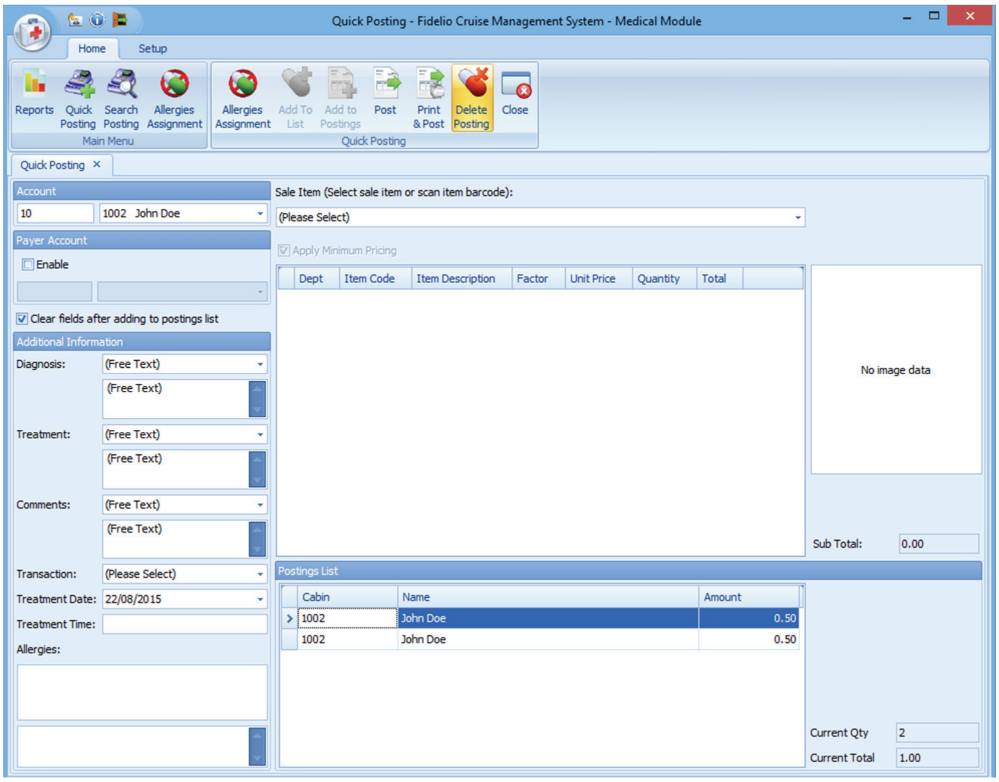

Figure 3-3 - Deleting a Posting from Posting List

11. Click **Close** to exit the Quick Posting function.

Posting with Minimum Pricing

If minimum pricing is set up in **Parameter, Medical** group, System will post the minimum price when the value of the posting is *lower* than amount defined, for example: minimum price of an item is $1 and item price is $0.50, System will post $1.00.

By default the '**Apply Minimum Pricing'** is enabled when you add a posting, and remain as checked until the **Post** is clicked, and the steps to post a charge is the same as *'To perform a posting'*

To Post a Charge without Minimum Pricing

1. Repeat step 1 to 4 of the above.
2. Under the Sale Item section, ***remove*** the check mark **'Apply Minimum Pricing'.**
3. Select the **Sale Item** using the drop-down list or scan using a barcode scanner.

> **Note:** By default, the 'Apply Minimum Pricing' is checked.

4. In the item list, click on the field to edit the **factor, unit price and quantity** if required, and then click **Add to List** on the ribbon bar.
5. Repeat step 3 for more **Sale Items** to be added.
6. Click **Add to Postings** on the ribbon bar to post the charge.

> **Note:** Pending Items will appear in Posting List grid.

7. To confirm the posting, click **Post** or **Print & Post** on the ribbon bar.
8. In **Management** module, charges posted to the passengers account are of the *item value x quantity*.

3.3. Searching for Postings

In the Search Posting function, user is able to search for previously posted transaction, add or void a transaction or search for passenger/crew allergies assigned.

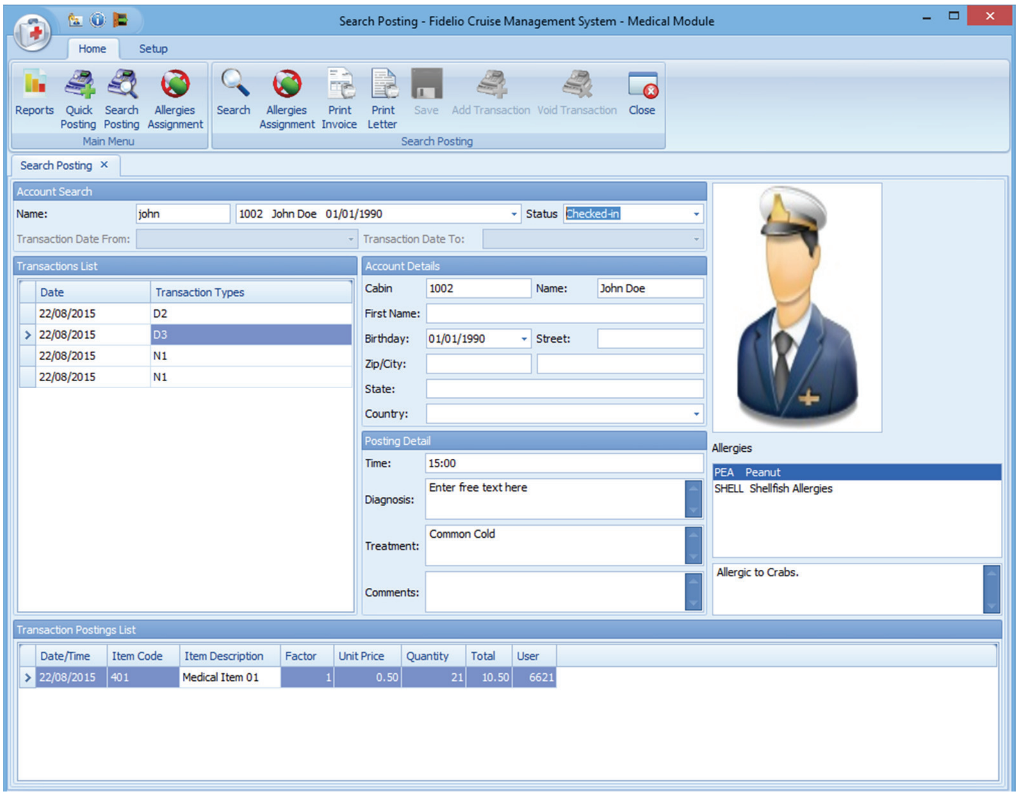

Figure 3-4 - Search Function screen

To Search for a Transaction

1. Click the **Search Posting** on the ribbon bar.
2. On the **name field**, select an account.

> **Note:** The default guest status displayed is Check In. Changing the status to Check-Out will enable user to search for transaction of a checked out guest by date.

3. The searched transactions information is displayed at the bottom of the screen.

> **Note:** Information shown in the Transaction Posting List section is dependent on item selected in Transaction List section

To Add a Transaction

1. From the search result, click **Add Transaction** on the ribbon bar to open the Quick Posting screen.
2. Repeat steps 3 to 7 of *Posting a Charge.*

To Void a Transaction

1. In the Transaction list on the left panel of the search result, select the transaction. Details of transaction will be displayed at the bottom of the screen.
2. Click **Void Transaction** on the ribbon bar.
3. Enter the **Void reason** when prompt, and then click **OK** to complete the void.
4. Click **Close** to exit the search function.

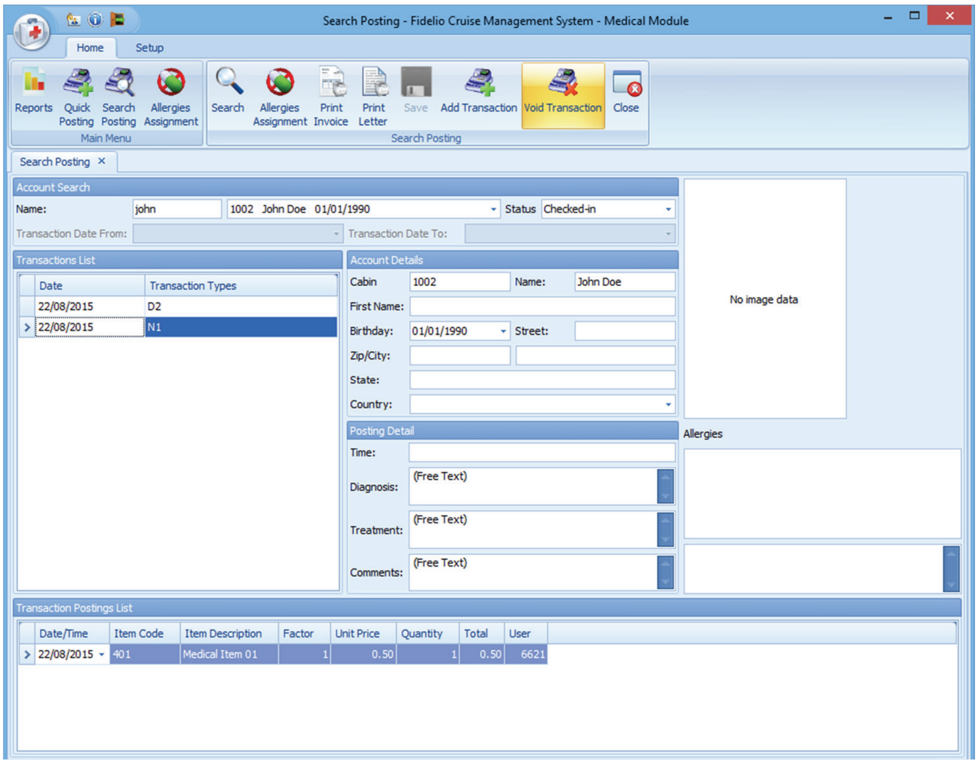

Figure 3-5 - Void transaction screen

To Print an Invoice

1. Repeat step 1 to 3 of To Search for a Transaction.
2. Select the item to print from the Transaction List section.

Note: Multiple record may be printed onto one invoice by pressing the CTRL, then select the items.

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3. Click **Print Invoice** on the ribbon bar.

To Print a Medical Letter

1. Repeat step 1 to 3 *To Search for a Transaction*.
2. Select the item to print from the Transaction List section.
3. Click **Print Invoice** on the ribbon bar.

To Search for an Allergy Record

1. Click the **Search Posting** on the ribbon bar.
2. On the **name field**, select an account.

> **Note:** Record is searchable only when prior entry were added in the Allergies Assignment.

3. The searched transactions information is displayed at the bottom of the screen.

3.4. Assigning an Allergy

An individual may be allergic to certain product, food or medicine, it is important that such information are added to the guest/passenger record.

1. Click the **Allergies Assignment** on the ribbon bar.
2. On the name/cabin field, select an account.
3. Check the predefined allergies type or manually enter the allergies in the **Allergies Remarks** field.
4. Click **Save** to save the record.
5. Click **Close** to exit the screen.

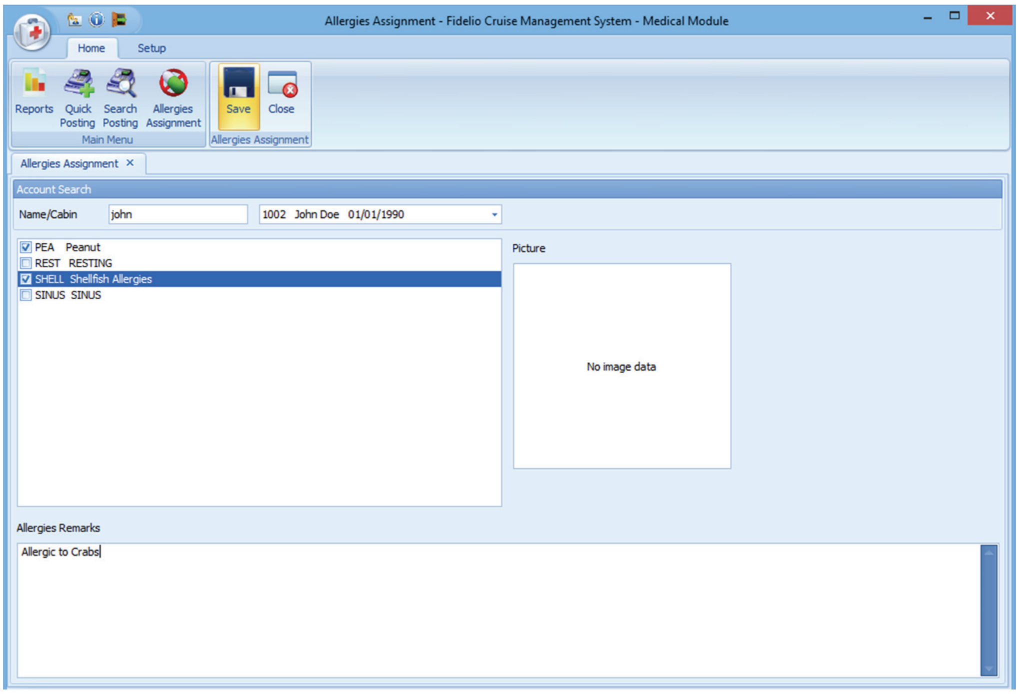

Figure 3-6 - Allergies Assignment screen.

To Edit the Allergies Assignment

1. Repeat step 1 and 2 of the above.
2. Check the predefined allergies type or manually enter the allergies in the **Allergies Remarks** field.
3. Click **Save** to save the record.
4. Click **Close** to exit the screen.

Note: Records of checked-out passengers/crew stored in ALG table is purgeable using IFC ADPI program. System will purge the records based on the *x days* defined in IFC ADPI process.

Appendix A. User Security Group

This section describes the user security access group available to Medical module, and these security privileges are assigned in the **User Security** module.

Table A-1 – Medical module Functionality Access Rights

Security Reference No	Description
418	Edit Account Information
213	Postings
4453	PrePaid/Routed Bookings
212	Setup

Appendix B. Parameters

This section describes the **Parameters** available to the Medical module, and they are accessible from **Administration** module under **System Setup**, **Parameter**.

PAR_GROUP Medical

Table B-2 - PAR Group Medical

PAR Name	PAR Value	Description
Minimum Pricing	0, 1	Minimum price for minimum pricing policy
Minimum Pricing Department		Define the minimum pricing department
Medical Item Code		Medical item code for minimum price difference
PrePaid/Routed Bookings	0,1	This apply to FC Medical