

**Oracle® Hospitality Cruise Shipboard  
Property Management System**

Medical User Guide

Release 8.0

**E84866-01**

October 2017

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# Contents

<b>Tables</b> .....	<b>4</b>
<b>Figures</b> .....	<b>5</b>
<b>Preface</b> .....	<b>6</b>
Audience .....	6
Customer Support.....	6
Documentation.....	6
Revision History.....	6
<b>Prerequisites, Supported Systems, and Compatibility</b> .....	<b>7</b>
Prerequisites .....	7
Supported Operating Systems .....	7
Compatibility.....	7
<b>1 System Configuration</b> .....	<b>8</b>
1.1. Accessing the Setup Page.....	8
Adding new codes.....	9
Deleting a code.....	9
1.2. Setting Up Sales Categories/Items .....	9
Setting Up Sales Items.....	9
1.3. Setting Up Minimum Pricing .....	11
1.4. Setting Up a Report.....	11
<b>2 Medical</b> .....	<b>13</b>
2.1. Quick Posting.....	13
Posting without Minimum Pricing.....	14
2.2. Search Posting.....	14
Searching for a Transaction .....	15
Adding a Transaction.....	15
Voiding a Transaction .....	15
Printing an Invoice.....	16
Printing a Medical Letter .....	16
2.3. Allergies Assignment.....	16
<b>Appendix A. User Security Group</b> .....	<b>18</b>
<b>Appendix B. Parameters</b> .....	<b>19</b>
PAR_GROUP Medical.....	19

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## Tables

Table 1-1 - Field definitions of Sales Item screen.....	10
Table A-1 – Medical module Functionality Access Rights .....	18
Table B-2 - PAR Group Medical.....	19

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# Figures

Figure 1-1 - Medical Setup tab.....8  
Figure 1-2 - Configuration page of Sales Unit Type ..... 9  
Figure 1-3 - Configuration page of Sales Items ..... 10  
Figure 1-4 - Report Setup for Medical module..... 12  
Figure 2-1 - Quick Posting screen. .... 13  
Figure 2-2 - Search Function screen ..... 15  
Figure 2-3 - Allergies Assignment screen. .... 16

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# Preface

The Medical module is a program that manages the medical services rendered and track medication prescribed to passengers and crews.

## 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 and any associated log files
- Screen shots of each step you take

## Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at <http://docs.oracle.com/en/industries/hospitality/>

## Revision History

Date	Description of Change
October 2017	<ul style="list-style-type: none"><li>• Initial publication.</li></ul>

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# Prerequisites, Supported Systems, and Compatibility

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

## Prerequisites

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

## Supported Operating Systems

- Microsoft Windows 10 - 32-bit System / 64-bit System
- Microsoft Windows 8 - 32-bit System / 64-bit System
- Microsoft Windows 7 - 32-bit System / 64-bit System

## Compatibility

SPMS version 8.0 or later. For customers operating below version 8.0, database upgrade to the recommended or latest version is required.

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# 1 System Configuration

In the Medical module, codes such as Sales Unit Type, Sales Transaction Type, Sales Categories/Items, and Allergies Type Setup are added to able Medical Team onboard to record the diagnosis and medicine dispensed to guest or crew. Creation of the code is similar throughout the module, except for **Sales Items**, which requires more information. Below is the explanation of the type of codes to configure.

- **Sales Unit Type** Defines the measurement unit used in sales items or transactions.
- **Sales Transaction Type** Defines the type of medical services offered to the passenger/crew onboard; For example, Doctor or nurse consultation, medicines, treatment, and others.
- **Sales Categories/Items** Defines the group for a sale item; For example, medicines, treatment, laboratory test, and much more. A category is required before an item can be created or added to a category.
- **Allergies Type Setup** Defines the type of allergies that the passenger/crew may have.
- **Pre-defined Diagnosis** Defines the common diagnostic offered to passenger/crew.
- **Pre-defined Treatment** Defines the treatment offered to the passenger/crew
- **Pre-defined Comments** Defines the commonly use comments during treatment/consultation.

## 1.1. 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.

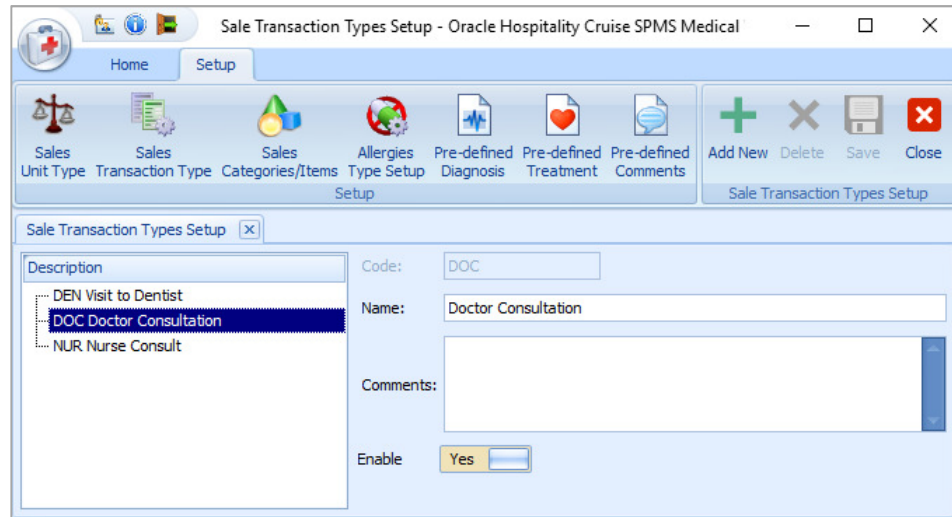


Figure 1-1 - Medical Setup tab



## Adding new codes

1. On the **Setup** tab ribbon bar, click the icon of the code to configure.
2. Click **Add New** at the ribbon bar to open the configuration page.
3. Enter the **Code**, **Name**, and **Comment** in the respective field. The newly added code is enabled by default. Unchecking or sliding the **Enable** check box to **No** disables the code.



**Figure 1-2 - Configuration page of Sales Unit Type**

4. Click **Save** to save the record.
5. Repeat steps 2 to 4 to add more codes.

## Deleting a code

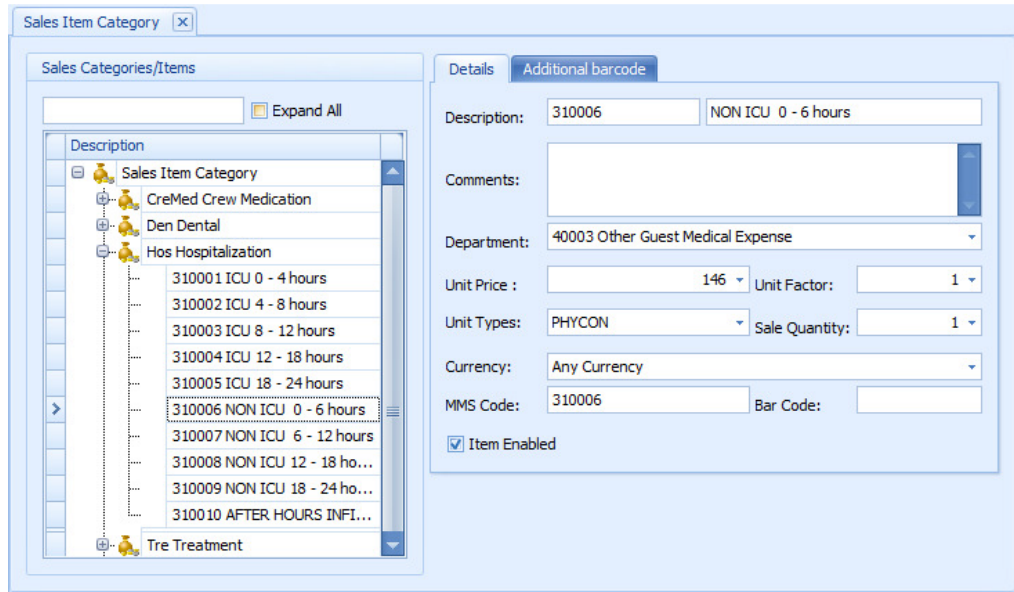
The Delete button is disabled when the code has been assigned to a transaction. Selecting a code and then click **Delete** at the ribbon bar deletes the code.

## 1.2. Setting Up Sales Categories/Items

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

### Setting Up Sales Items

Once the Sales Categories is available, you can then create the sales items with pricing, sale quantity for the respective category.



**Figure 1-3 - Configuration page of Sales Items**

**Table 1-1 - Field definitions of Sales Item screen**

Field Name	Field Definitions
Description	Shortcode 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	The measurement unit of the Item. For example, bottle, ounce, milliliter, tablet, and others.
Sales Quantity	Minimum quantity of the item
Currency	Charge currency of the item
MMS Code	Stock reference code in Material Management System (MMS)
Barcode	Barcode of the item

1. On the **Sales Category** page, expand the tree view and 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. The system populates the item code and posts the value with current onboard currency during posting for an item that is tagged to “**Any Currency**”.

If a currency is defined in the setup and current onboard currency defer from the setup, then the item code is *not* available for posting. For example, item currency is Euro and onboard 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. The scanned barcode of the item is shown in **Additional barcode** tab.
11. Click **Save** to save the record.
12. Repeat above steps to add more Sales Items.

### 1.3. Setting Up Minimum Pricing

A minimum pricing can be set by enabling Parameter “**Medical**”, “**Minimum Pricing**”. This enables the system to post a minimum price when the item is below the defined value.

### 1.4. Setting Up a Report

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

1. In **Administration** module, select **Administration, System Setup, Reports Setup**.
2. The report is grouped under the following Report ID:
  - Medical Invoice (REP\_ID = MedicalInvoice)
  - Medical Letter (REP\_ID = MedicalLetter)

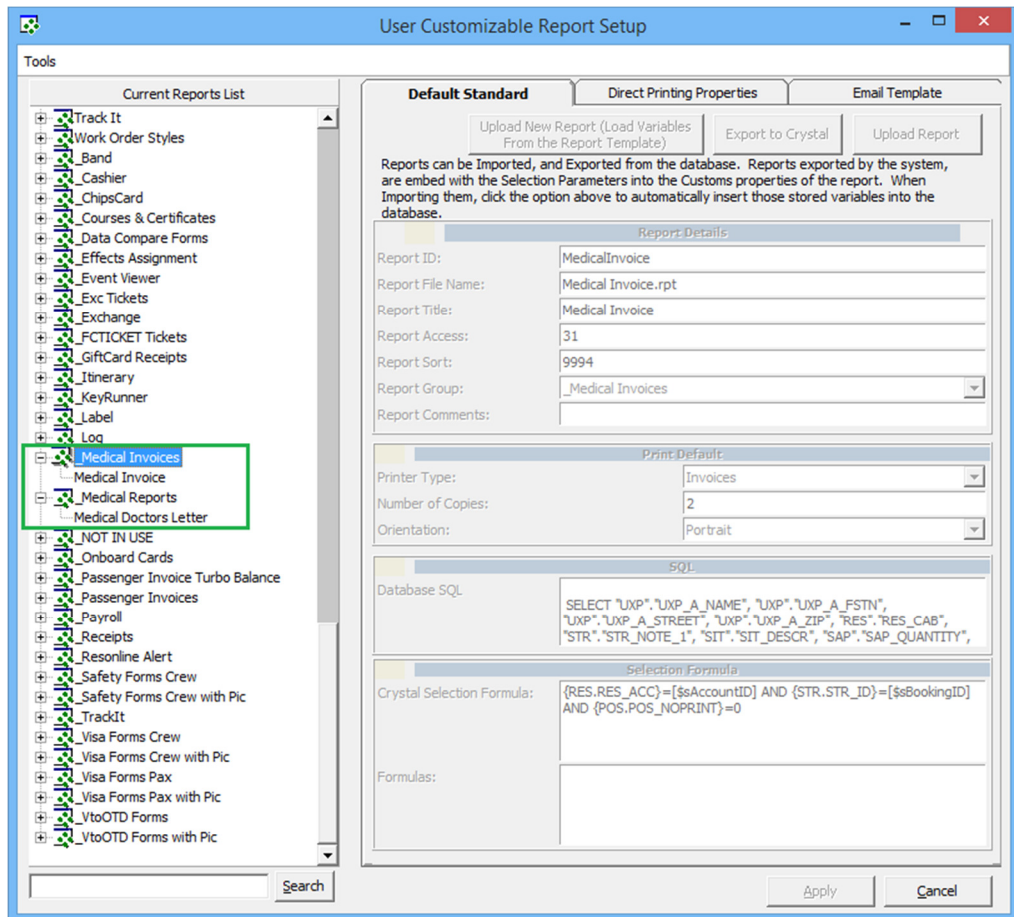


Figure 1-4 - Report Setup for Medical module

The Medical module is a program that records medical services or medicines prescribed to the passenger/crew during the cruise.

## 2.1. Quick Posting

The Quick Posting function enables a charge to be posted an account. If minimum pricing is set up, the “Apply Minimum Pricing” check box is checked by default. The system will post the minimum price when the value of the posting is *lower* than an amount defined. For example, the minimum price defined is \$1 and the item is priced at \$0.50, the system will post \$1.00.

Figure 2-1 - Quick Posting screen.

1. Click the **Quick Posting** at the ribbon bar.
2. Select an account from the **Account** field.
3. In the **Additional Information** section, select from the drop-down list the predefined code/comment or manually enter the information in each section by selecting the (Free Text) code, and then enter the comments in the next section.
4. Click the **Allergies Assignment** to assign the Allergies, if any. This opens the Allergies Assignment window. Check the respective allergy code(s) or manually insert the description in the **Allergies Remarks** field, and then click **Save**.
5. Select the **Sale Item** using the drop-down list or scan the item using a barcode scanner.

- 
6. In the item list, edit the **factor, unit price and quantity** if needed, and then click **Add to List** at the ribbon bar.
  7. Repeat step 5 to add **Sale Item**.
  8. Click **Add to Postings** at the ribbon bar to transfer the charge to Postings List.
  9. To remove a Sale Item before posting, select the item in the Posting List grid and then click **Delete Posting**.
  10. Confirm the posting by clicking **Post** or **Print & Post** at the ribbon bar.
  11. Click **Close** to exit the Quick Posting function.

## Posting 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 the item using a barcode scanner.
4. In the item list, edit the **factor, unit price and quantity** if needed, and then click **Add to List** at the ribbon bar.
5. Repeat step 3 to add more **Sale Item**.
6. Click **Add to Postings** at the ribbon bar to post the charge.
7. To confirm the posting, click **Post** or **Print & Post** at the ribbon bar.

## 2.2. Search Posting

Previously posted transaction are searchable using the Search Posting function. Besides searching for past transaction, it is also possible to add/void a transaction, print an invoice/letter or search for allergies assigned to passenger/crew.

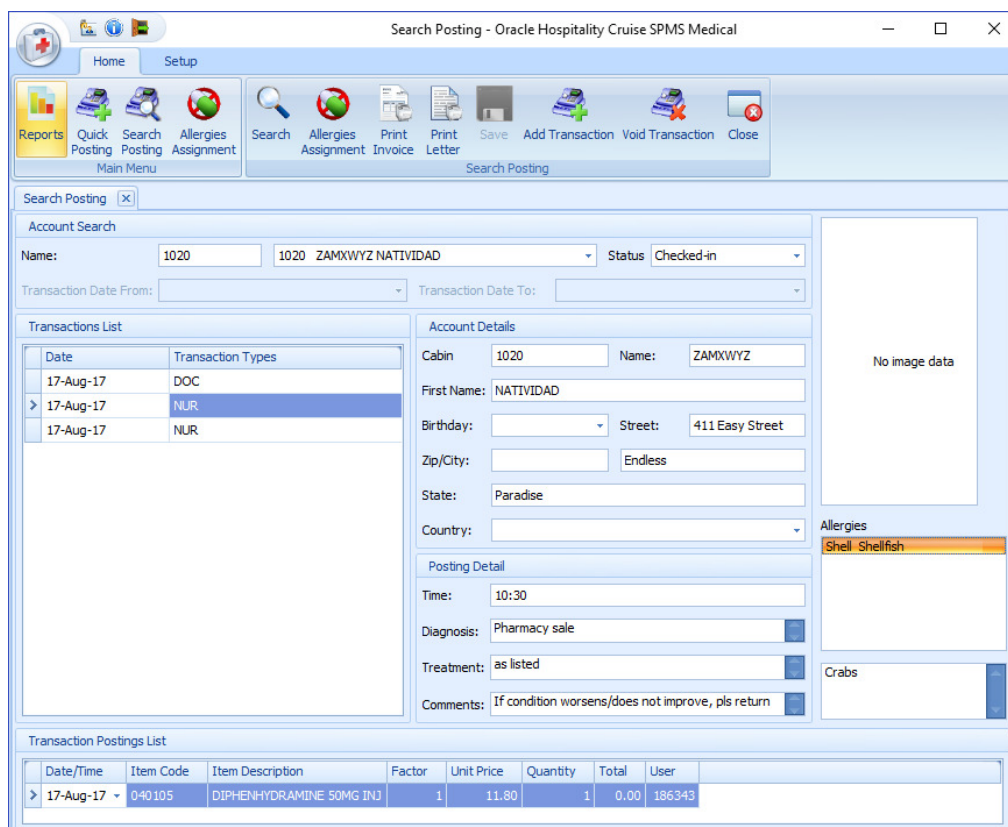


Figure 2-2 - Search Function screen

## Searching for a Transaction

1. Click the **Search Posting** button on the ribbon bar.
2. At the **Name** field, enter a cabin number or an account name. The default status to display is Checked-In. Changing the status to Checked-out enables you to search for transactions of past bookings.
3. Click the **Search** button on the ribbon bar. A list of transactions is shown in the left pane of the screen.
4. Select a transaction from the list to display the details of the posting.

## Adding a Transaction

Clicking the Add Transaction at the ribbon bar launches the Quick Posting screen. See [Quick Posting](#) for steps to add a posting.

## Voiding a Transaction

1. Select a transaction from the Transaction list on the left panel of the search result.
2. Click the **Void Transaction** button on the ribbon bar.
3. At the Void Posting Reason prompt, enter the **Void reason**.
4. Click **OK** to complete the void.
5. Click **Close** to exit the search function.

## Printing an Invoice

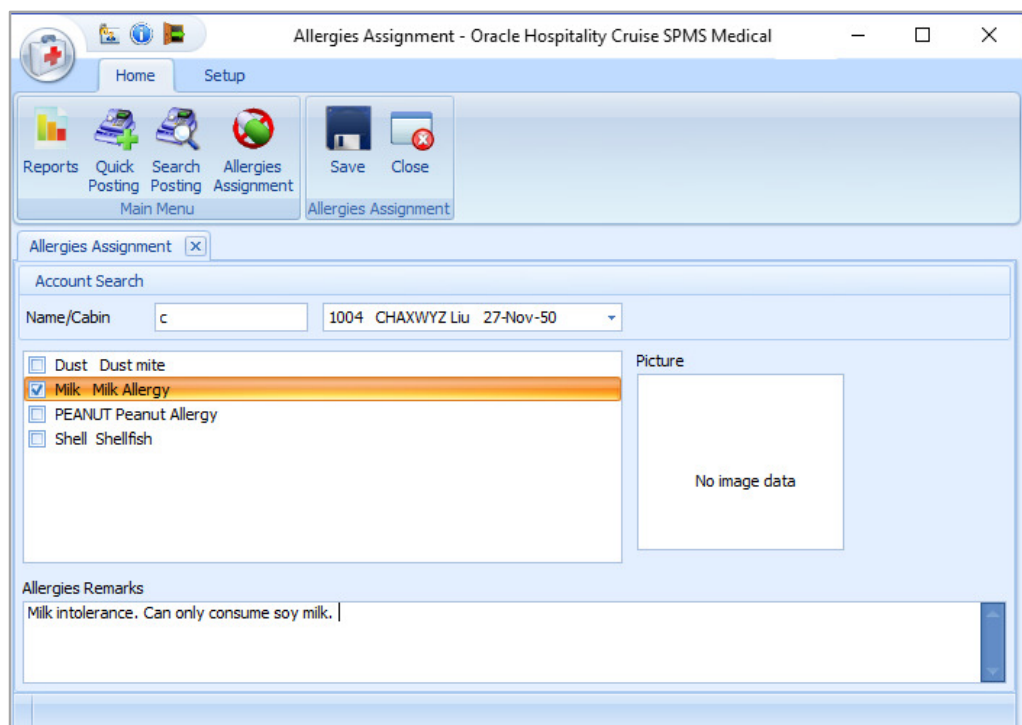
1. Repeat step 1 to 3 of Searching for a Transaction.
2. Select the item to print from the Transaction List section. Multiple records may be printed onto an invoice using the CTRL+ to select the items.
3. Click **Print Invoice** button on the ribbon bar.

## Printing a Medical Letter

1. Repeat step 1 to 3 of Searching for a Transaction.
2. Select the item to print from the Transaction List section.
3. Click the **Print Letter** button on the ribbon bar.

## 2.3. Allergies Assignment

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



**Figure 2-3 - Allergies Assignment screen.**

1. Click the **Allergies Assignment** at the ribbon bar.



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2. Select an account from the name/cabin field.
  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.
  6. To edit the record, repeat the above steps.

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# Appendix A. User Security Group

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

**Table Error! No text of specified style in document.-1 – Medical module Functionality Access Rights**

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

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## Appendix B. Parameters

This section describes the **Parameters** for the Medical module, and they are accessible from **Administration** module under **System Setup, Parameter**. Setting these parameters will alter the program behavior. If unsure, please consult Oracle Customer Support for further clarification.

### PAR\_GROUP Medical

**Table** Error! No text of specified style in document.-1 - **PAR Group Medical**

PAR Name	PAR Value	Description
Minimum Pricing	0, 1	Minimum price for minimum pricing policy
Minimum Pricing Department		The Financial Posting Department for minimum pricing
Medical Item Code		Sales item code for minimum price item
PrePaid/Routed Bookings	0,1	Applicable to Medical Module