Oracle® Hospitality Cruise Shipboard Property Management System
Medical User Guide
Release 8.0
E84866-01

October 2017
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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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2017</td>
<td>• Initial publication.</td>
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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.
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](image)
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](image)

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Shortcode and name of the item</td>
</tr>
<tr>
<td>Comments</td>
<td>Description of the item</td>
</tr>
<tr>
<td>Department</td>
<td>Posting Department of the item</td>
</tr>
<tr>
<td>Unit Price</td>
<td>Price chargeable per unit</td>
</tr>
<tr>
<td>Unit Factor</td>
<td>Quantity per box</td>
</tr>
<tr>
<td>Unit Type</td>
<td>The measurement unit of the item. For example, bottle, ounce, milliliter, tablet, and others.</td>
</tr>
<tr>
<td>Sales Quantity</td>
<td>Minimum quantity of the item</td>
</tr>
<tr>
<td>Currency</td>
<td>Charge currency of the item</td>
</tr>
<tr>
<td>MMS Code</td>
<td>Stock reference code in Material Management System (MMS)</td>
</tr>
<tr>
<td>Barcode</td>
<td>Barcode of the item</td>
</tr>
</tbody>
</table>

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.

![Quick Posting screen](image)

**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.](image)

1. Click the Allergies Assignment at the ribbon bar.
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.
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>
<thead>
<tr>
<th>Security Reference No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>418</td>
<td>Edit Account Information</td>
</tr>
<tr>
<td>213</td>
<td>Postings</td>
</tr>
<tr>
<td>4453</td>
<td>PrePaid/Routed Bookings</td>
</tr>
<tr>
<td>212</td>
<td>Setup</td>
</tr>
</tbody>
</table>
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>
<thead>
<tr>
<th>PAR Name</th>
<th>PAR Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Pricing</td>
<td>0, 1</td>
<td>Minimum price for minimum pricing policy</td>
</tr>
<tr>
<td>Minimum Pricing Department</td>
<td></td>
<td>The Financial Posting Department for minimum pricing</td>
</tr>
<tr>
<td>Medical Item Code</td>
<td></td>
<td>Sales item code for minimum price item</td>
</tr>
<tr>
<td>PrePaid/Routed Bookings</td>
<td>0, 1</td>
<td>Applicable to Medical Module</td>
</tr>
</tbody>
</table>