

# Oracle® Hospitality Cruise Shipboard Property Management System Medical User Guide



Release 20.1  
F33498-01  
September 2020

The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

ORACLE®

Copyright © 2015, 2021, Oracle and/or its affiliates.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software" or "commercial computer software documentation" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

# Contents

Preface

---

Prerequisites, Supported Systems and Compatibility

---

## 1 System Configuration

---

Accessing the Setup Page	1-1
Setting Up Sales Categories/Items	1-3
Setting Up Minimum Pricing	1-4
Setting Up a Report	1-5

## 2 Medical Module

---

Quick Posting	2-1
Search Posting	2-2
Allergies Assignment	2-4

## A Appendix

---

Appendix A — User Security Group	A-1
Appendix B — Parameter	A-1

# Preface

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

## Audience

This document is intended for application specialists and users of Oracle Hospitality Cruise Shipboard Property Management System (SPMS).

## 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

## Documentation

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

## Revision History

**Table 1 Revision History**

Date	Description of Change
September 2020	Initial Publication

# Prerequisites, Supported Systems and Compatibility

This section describes the minimum requirements for Medical Module

## Prerequisites

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

## Supported Operating System

- See Compatibility Matrix at <http://docs.oracle.com/en/industries/hospitality/>.

## Compatibility

SPMS version 20.1 or later. For customers operating on version 20.1 and below, 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 table Medical Team onboard to record the diagnosis and medicines dispensed to guest or crew. The steps to create the code is the same throughout the module, except for **Sales Items**, which have more details. The table below explains the type of codes to configure.

**Table 1-1 Type of Medical Codes**

Code	Description
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.

## Accessing the Setup Page

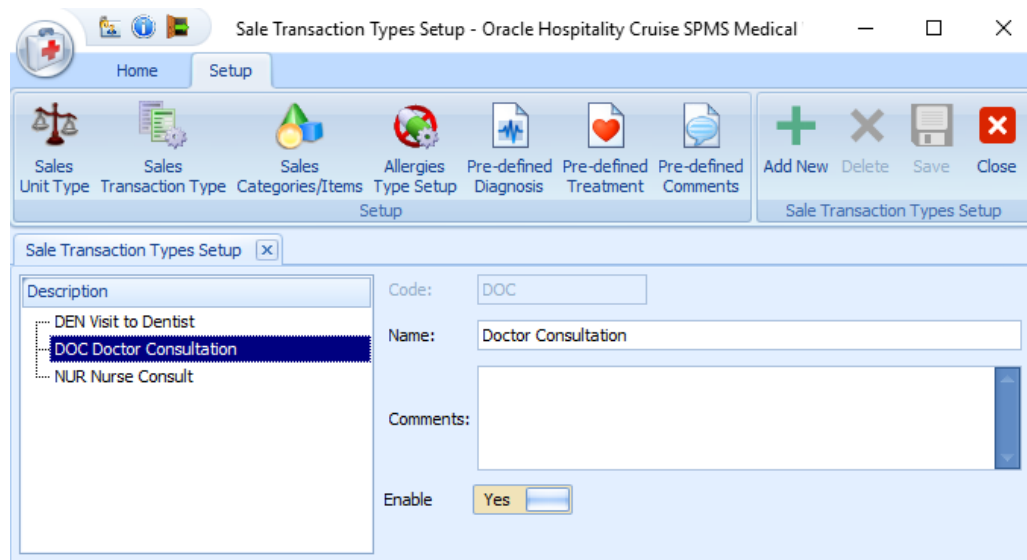
To access the Setup page, launch the Medical module and navigate to the **Setup** tab on the main page.

Figure 1-1 Medical Setup Main Page



### Adding New Codes

Figure 1-2 Setup Form and Icons



1. On the **Setup** tab ribbon bar, select the code type to configure.
2. Click **Add New** at the ribbon bar.
3. Enter the **Code**, **Name**, and **Comment** if any. The added code is enabled by default. Deselect or sliding the **Enable** check box to **No** disables the code.
4. To save the record, click **Save**.

- Repeat steps 2 to 4 to add more codes.

### Deleting a Code

The **Delete** button is disabled when the code is assigned to a transaction. To delete, select a code and click **Delete** at the ribbon bar.

## Setting Up Sales Categories/Items

The Sales Categories/Items is a category that groups the sale items according to the diagnostic, treatment or supplies. For example, medicines, treatment, and laboratory test. You must create a category before you can create an item or add the item into a category

### Setting Up Sales Items

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

**Figure 1-3 Sales Categories/Items Configuration Form**

**Table 1-2 Field Definition of Sales Items Window**

Field Name	Description
Description	Item shortcode and name
Comments	Item description
Department	Item Posting Department
Unit Price	Price chargeable per unit
Unit Factor	Quantity per box



**Table 1-2 (Cont.) Field Definition of Sales Items Window**

Field Name	Description
Unit Type	Item unit measurement for example, bottle, ounce, milliliter, tablet, and others.
Sales Quantity	Item minimum quantity of the item
Currency	Charge currency of the item
MMS Code	Stock reference code in Material Management System (MMS)
Barcode	Item barcode

1. On the **Sales Category** page, expand the tree view and select a category.
2. To create a new item, click **Add New** at the ribbon bar.
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 the **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**”.

 **Note:**

If a currency is defined in the setup and the 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..

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. To save the record, click **Save**.
12. Repeat the steps above to add more Sales Items.

## Setting Up Minimum Pricing

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

## Setting Up a Report

A set of default reports such as Invoice or Medical Doctors Letter are available in the Medical Group in Report Setup. Please contact Oracle Support if you wish to customize a report

# 2

## Medical Module

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

### Quick Posting

The Quick Posting function enables a charge to be posted an account. If a 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 the 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

Dept	Item Code	Item Description	Factor	Unit Price	Quantity	Total
>	040105		1	11.80	1	11.80

Cabin	Name	Amount
>		11.80

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 enter the comments in the next section.
4. Click the **Allergies Assignment** to assign the Allergies, if any. This opens the Allergies Assignment screen. Check the respective allergy code(s) or manually insert the description in the **Allergies Remarks** field, and 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 click **Add to List** at the ribbon bar.
7. Repeat step 5 to add **Sale Item**.
8. Click the **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. To confirm the posting, click the **Post** or **Print & Post** at the ribbon bar.
11. To exit the Quick Posting function, click **Close**.

#### Posting without Minimum Pricing

1. Repeat steps 1 to 4 of the above.
2. Under the **Sale Item** section, deselect 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 click **Add to List** at the ribbon bar.
5. Repeat step 3 to add more **Sale Item**.
6. Click the **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.

## Search Posting

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

Figure 2-2 Search Posting

Date	Transaction Types
>	

Date/Time	Item Code	Item Description	Factor	Unit Price	Quantity	Total	User
> 17-Aug-17	040105	DIPHENHYDRAMINE 50MG INJ	1	11.80	1	0.00	

### 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 shows on screen.
4. Select a transaction from the list to display the details of the posting.

### Adding a Transaction

Click **Add Transaction** at the ribbon bar to open the **Quick Posting** screen. To add a posting, see [Quick Posting](#)

### Voiding a Transaction

1. Select a transaction from the Transaction list.
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 steps 1 to 3 of [Searching for a Transaction](#).
2. Select an item to print from the Transaction List section. Multiple records can be printed onto an invoice using the CTRL+ to select the items.
3. Click **Print Invoice** button on the ribbon bar.

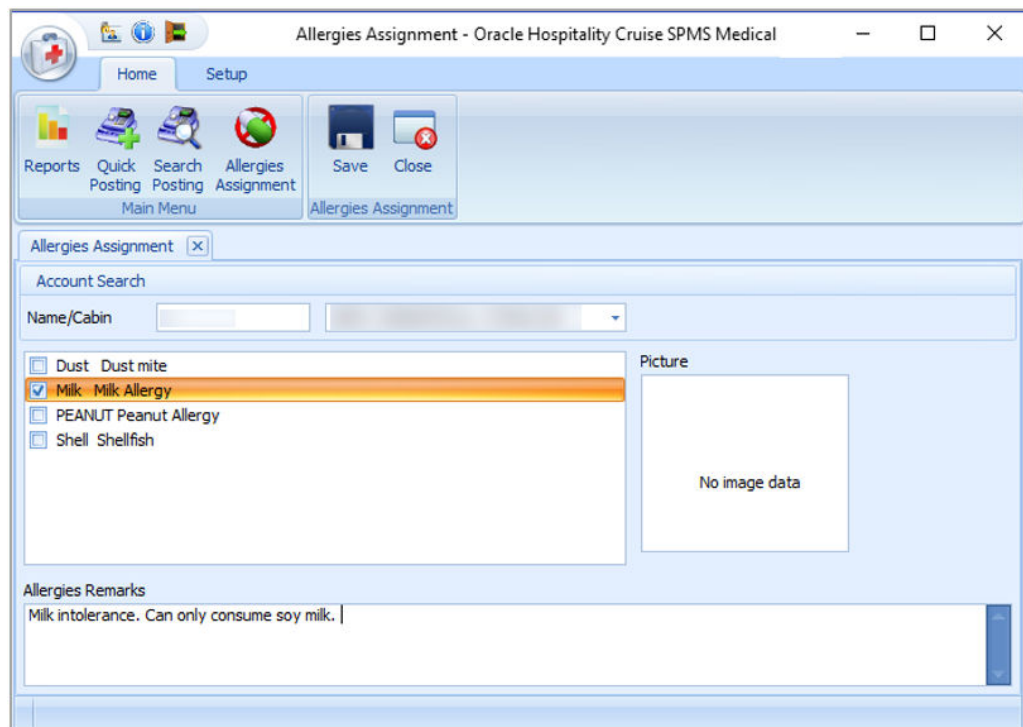
### Printing a Medical Letter

1. Repeat steps 1 to 3 of [Searching for a Transaction](#).
2. Select an item to print from the Transaction List section.
3. Click the **Print Letter** button on the ribbon bar.

## Allergies Assignment

A person may be allergic to a certain product, food, or medicine, and it is important that such information is added to the guest/passenger record.

**Figure 2-3 Allergies Assignment**



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. To save the record, click **Save**.
5. To exit the screen, click **Close**.
6. To edit the record, repeat from Step 1.

# A

## Appendix

### 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 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 — Parameter

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 you are unsure, please consult Oracle Customer Support for further clarification.

**Table A-2 Parameter 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