Oracle® Hospitality Cruise Shipboard Property Management System

Medical User Guide

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Oracle Hospitality Cruise Shipboard Property Management System Medical User Guide, Release 20.1

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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 the Customer Support Portal at the following URL:

https://iccp.custhelp.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
January 2024	Updated Customer Portal URL Updated document to new format

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/cruise.html.

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.

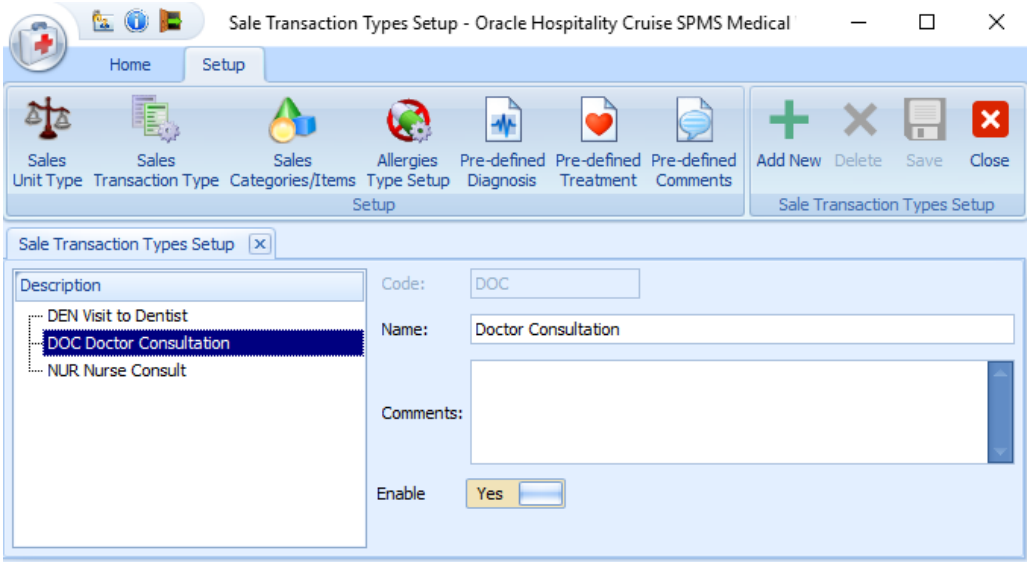
Accessing the Setup Page

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** checkbox to **No** disables the code.
4. To save the record, click **Save**.

5. 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

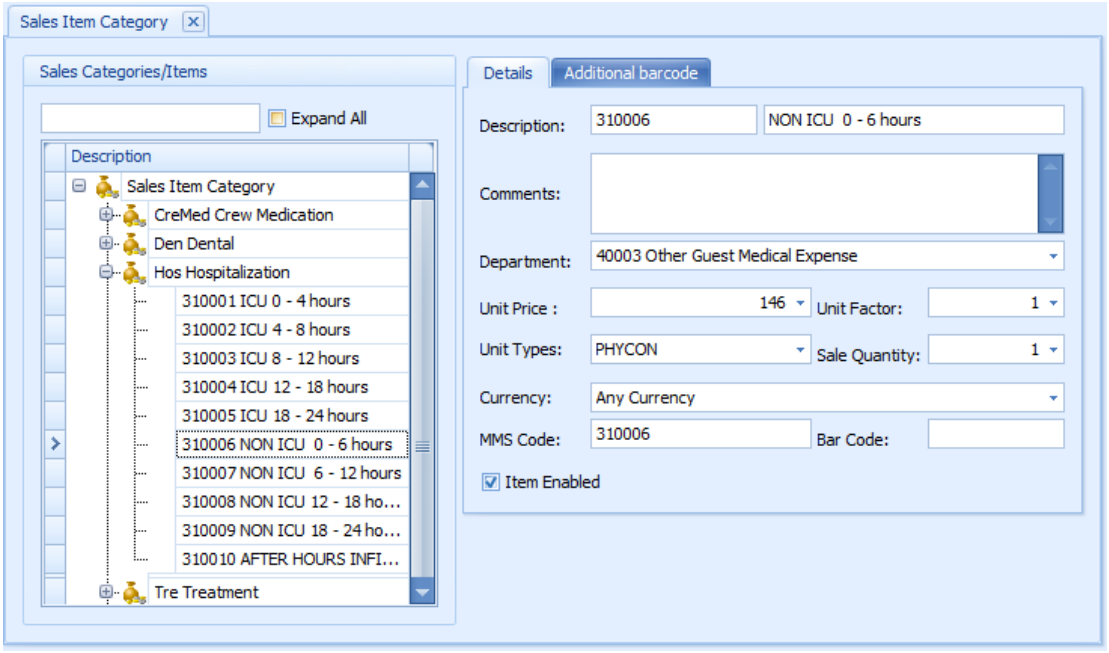


Table 1-2 Field Definition of Sales Items Window

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. Contact Oracle Support if you wish to customize a report.

2

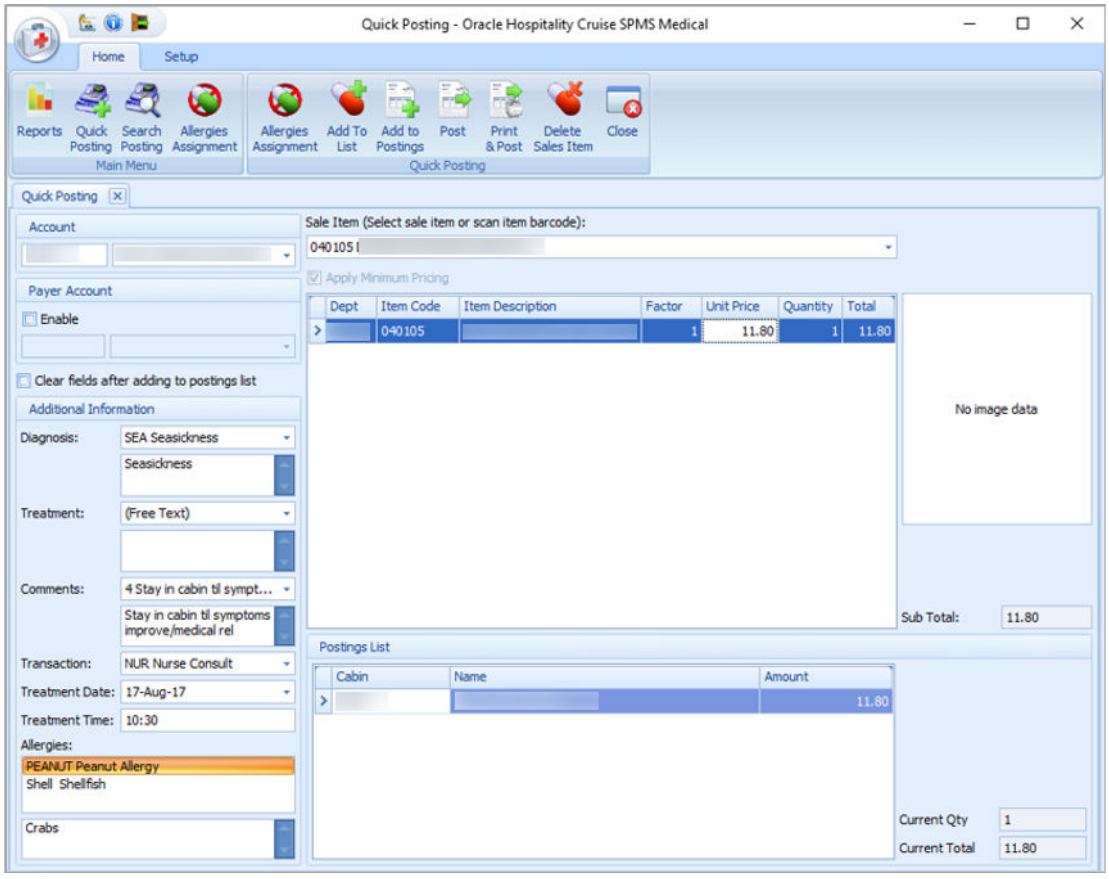
Medical Module

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” checkbox 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



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**.

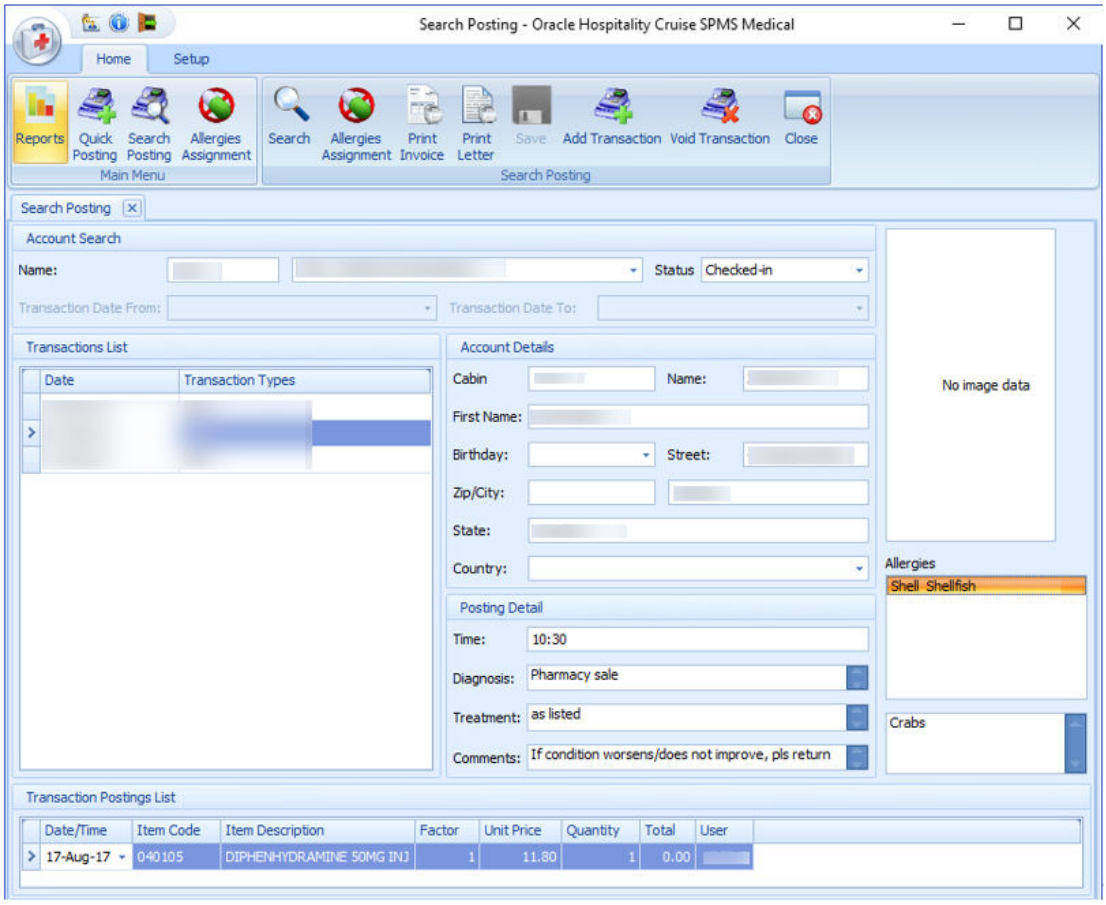
Posting without Minimum Pricing

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



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.

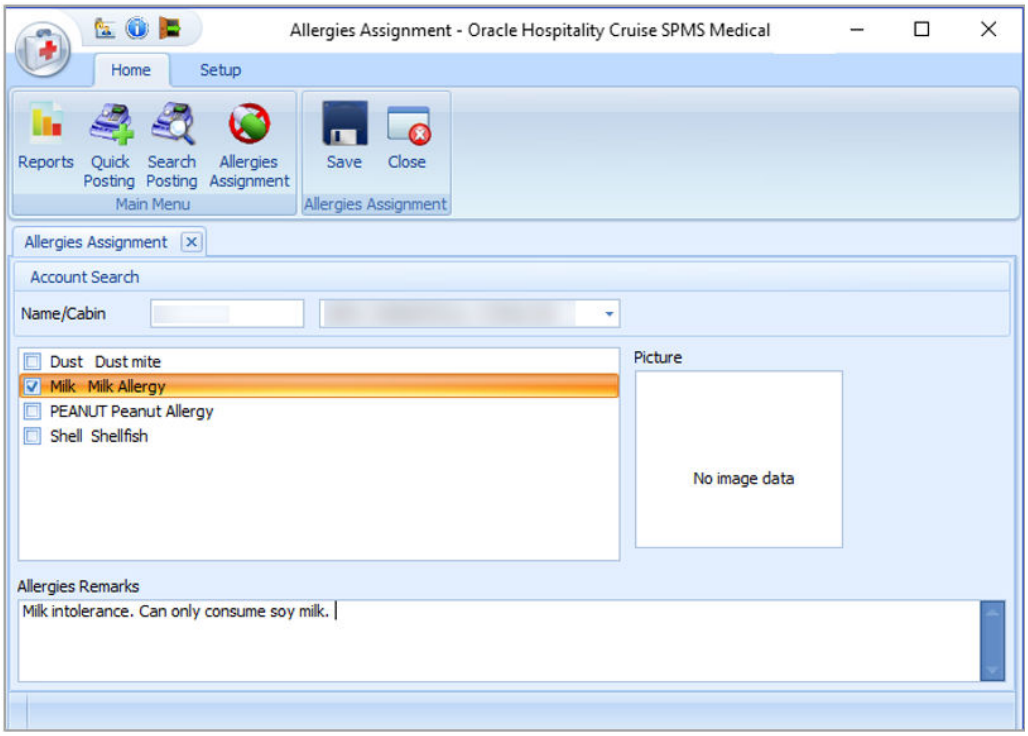
Printing a Medical Letter

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, 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