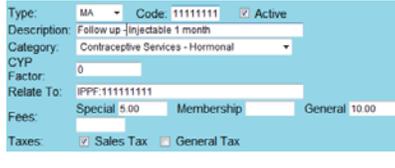
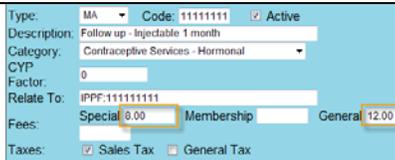
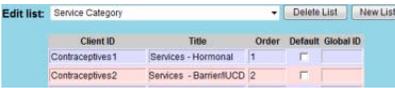
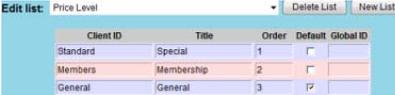
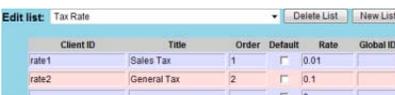


ROLES: COUNSELLOR / MEDICAL STAFF PROCESS 4.3.0: MANAGING SERVICES

#	Step	Observations	Menu options or screen information
0	<p><b>Preliminary steps:</b> Before using this section it is necessary that the MA CMIS Steering Committee (Medical Director, Programs, M&amp;E, IT staff) has agreed on and approved the institutional list of services and prices, i.e Services Report (below) is validated. While this is a 'system administration' task, reserved for sysadmin staff only, changes must be authorised centrally by the committee and applied by IT staff in all clinics using OpenEMR.</p> <p>Definition of Lists is required too(see notes below)</p>	<p>The Service Administration page allows the definition of the institutional list of services and its price lists. It has also been designed to map MA services against the IPPF Service Statistics framework.</p> <p>The mapping process ensures:</p> <ul style="list-style-type: none"> <li>• The MA uses their own nomenclature</li> <li>• All MA codes are mapped to IPPF codes</li> <li>• MA autonomy/practices are respected</li> <li>• Reports can be based on different sets of codes (MA and IPPF)</li> </ul>	 <p>Note: If you do not see this option in your OpenEMR Menu, is because the level of your access rights. Ask your system administrator about this.</p>
1	<p><b>Select the appropriate code type: MA</b> In the Service Administration Page you must first select the appropriate code type (MA in this case) in the SEARCH FILTER box (see image). This will display the MA codes already defined in a table, including: Code, Active status (Yes/No), Code type (MA), Description, IPPF related code, Price lists, and two links to Delete or Edit the service.</p>		 <p>[Delete] [Edit]</p>
2	<p><b>Entering a new Service</b> Type: Essential to select the appropriate code (MA) Code: Any alphanumeric. Suggested IPPFcode+sequential# Active: Checkbox to Activate/Deactivate a service Description: Local MA description of service Category: Group based on Service Category(note 4 below) CYP Factor: For surgical contraception services only Relate to: Mapping MA codes to IPPF codes (note 5 below) Fees: Pricing lists based on Price Level (see note 6 below) Taxes: Taxes(if any) based on Tax Rate(see note 7 below)</p>	 <p>Hint: If an approved institutional code is not in use, deactivate instead of deleting it</p>	<p>[Update] [Add as New]</p> <p>Hint: Using a structured MA Code for services will facilitate their management, as the service list will be logically ordered.</p> <p>Note: OpenEMR version 3.1.1.7 or higher has an option to set up masks that control code structures (See Global Settings Guide)</p>
3	<p><b>Editing an existing service</b> All fields can be modified in an existing service. Select the Edit link in the rightmost column of the Service List, make changes (in the example prices have changed), and Update.</p>		<p>[Delete] [Edit]</p> <p>[Update] [Add as New]</p>
4	<p><b>Technical note: Defining Service Category List</b> This List must be defined before creating or updating services. These groups (Contraceptives, Gynecology, Obstetrics, etc.) will be reflected as drop-down menus in the e-Tally Sheet.</p>		
5	<p><b>Technical note: Mapping (Relate to)</b> 1) Select the Relate To field in Service Page 2) Select IPPF in the Pop-up window displayed 3) Enter a selection criteria to obtain a short list 4) Select the appropriate IPPF code; and this code 5) will be displayed in the Relate to field</p>		<p>Relate To: [dropdown]</p> <p>Relate To: IPPF:11111111</p>
6	<p><b>Technical note: Price Level List</b> This List must be defined before creating or updating services. These levels (special, membership, general, etc.) will be displayed in the Service Administration Page.</p>		
7	<p><b>Technical note: Tax Rate List</b> This List must be defined before creating or updating services. These Tax Rates (sales, general, etc.) will be displayed in the Service Administration Page.</p>		
8	<p><b>Services Report</b> This is a useful tool to review and validate MA Services Grouping, Codes, Description and their mapping against the IPPF Service Statistics framework.</p>		