

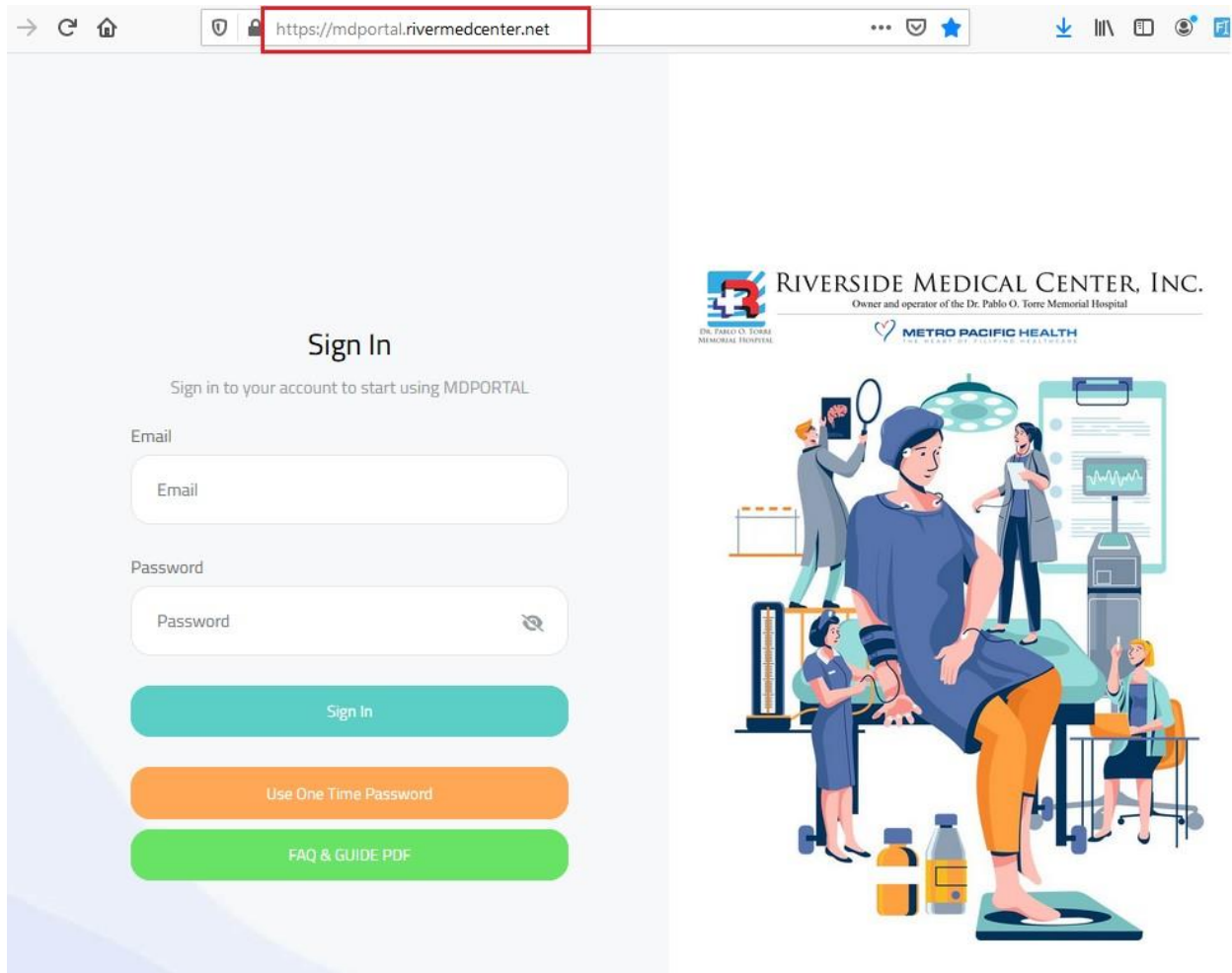
MD-PORTAL USER FAQ & GUIDE

1. What browser is needed to open the application?

Example: Mozilla firefox, IE, Googlechrome, Opera etc.

2. What is the link of the App?

<https://mdportal.rivermedcenter.net>



3. How can the Doctor's register?

Doctors or their secretary must send us their PRC #, Mobile # so that we can update their profile in Bizbox.

I.T Phone # : **09988460608**

4.Can I Use Multiple Mobile #?

You can only use one Mobile # for OTP and Patient Status Notification.

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5. What will the Doctors do if they want to change their phone #?

Contact I.T Phone # : **09988460608**

6. Login Instruction:

Doctors has 2 ways of Login

#1 Doctors can login using “Use One Time Password” it requires your PRC # after that your One Time Password will be sent to your provided mobile #. Using this login method will give you a new password each time you login using “One Time Password”

Sign In

Sign in to your account to start using MDPORTAL



Email

Password


Sign In

Use One Time Password

FAQ & GUIDE PDF



One Time Password



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

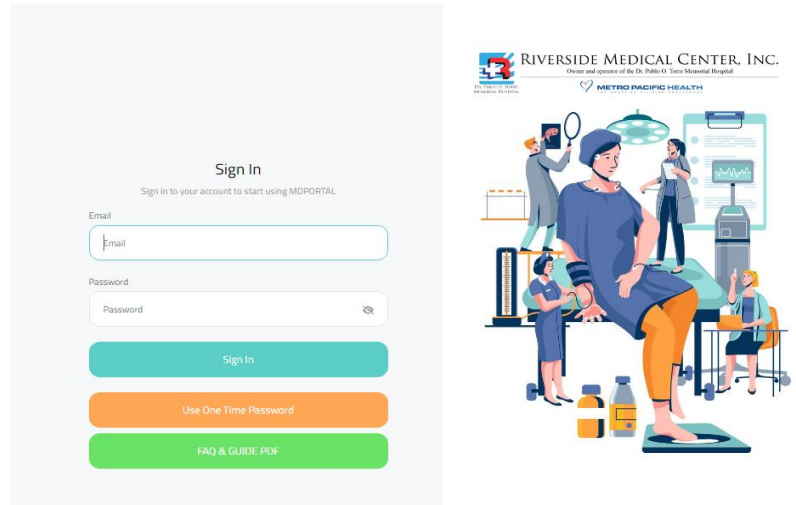
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Submit

Return

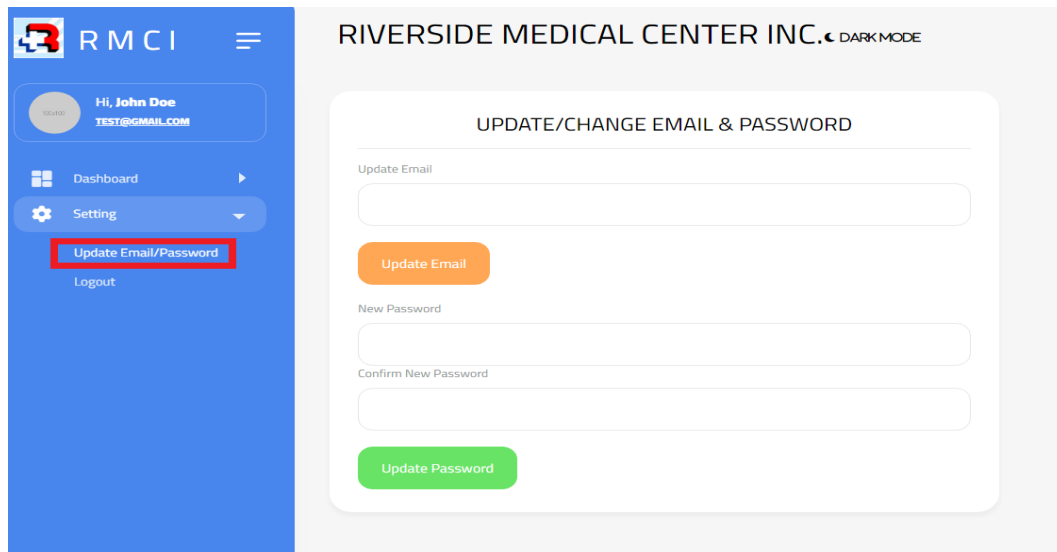
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#2 Doctors can login using their email and password (Update first in settings) instead of One-Time-Password Login.



The image shows the MD-Portal Sign In interface. On the left, there is a 'Sign In' section with a sub-header 'Sign in to your account to start using MDPORTAL'. It includes input fields for 'Email' and 'Password', a 'Sign In' button, a 'Use One Time Password' button, and a link for 'FAQ & GUIDE PDF'. On the right, there is a colorful illustration of a medical professional attending to a patient in a clinical setting, with various medical equipment and a monitor in the background. The illustration is branded with 'RIVERSIDE MEDICAL CENTER, INC.' and 'METRO PACIFIC HEALTH'.

#3 Doctors should update their Email and password after their first login go to “Setting” And click “Update Email/Password” after that they can now login using Email.



The image displays the MD-Portal user interface after login. On the left is a blue sidebar with the 'R M C I' logo and a user profile for 'Hi, John Doe' with email 'TEST@GMAIL.COM'. The sidebar menu includes 'Dashboard', 'Setting', 'Update Email/Password' (highlighted with a red box), and 'Logout'. The main content area is titled 'RIVERSIDE MEDICAL CENTER INC. DARK MODE' and contains a section for 'UPDATE/CHANGE EMAIL & PASSWORD'. This section has input fields for 'Update Email', 'New Password', and 'Confirm New Password', each followed by an 'Update' button (orange for email, green for password).

7. What are the Auto SMS or Text Message Notifications that the Doctors will receive from the application?

Once enrolled in the Application and added by the Nurse or Admitting staff in patient care journey. The Doctor will receive the following SMS:

- Doctor Role in Admitted Patient, Patient Station and Room Number.
- Room Transfer of Patient.


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- Patient tagged as Possible May-Go-Home.
- Patient tagged as May-Go-Home.
- Patient tagged as Discharged.


8. Patient Examination Viewing


If a Doctor has an active Patient they can view their examination in the “Inpatient List” Tab they can also view their previous examinations in the “Discharge patient list” tab

Management Tab

 Inpatient List

 Professional Fee

 History Fee




 Discharge Patient List

Show

10

 entries


Search:


#	Status	Admission Date	Patient ID	Full Name	Gender	Birth	Station	Room #	Role	Result
1.	<div>A</div>	06-30-2024 4:39 pm	304517	DITCHING, CIELO MARAVILLA	Male	1961-03-06	STATION 16		VIEW EXAMINATION	
2.	<div>A</div>	06-28-2024 11:24 am	1331242	YLLANO, CHRISTIAN	Male	1989-01-15	STATION 9	522	Attending	
3.	<div>M</div>	06-27-2024 1:45 pm	1326345	GABILANGOSO, JOEMARIE FLAVIANO	Male	1990-05-09	STATION 12	466	Other	


9. When or how can the doctors settle their professional fee regarding their patients?


When the patient status has been updated to for-possible-may-go-home or may-go-home an sms will be sent to the doctors then they can settle their patients professional fee by clicking the “Professional Fee” Tab and clicking the money icon below “PF Pay” table header and submit their Professional fee after. If the Professional Fee has been approved by the billing an sms will be sent to the doctor.

Management Tab

 Inpatient List

 Professional Fee

 History Fee


 Discharge Patient List

Show

10

 entries

Search:

PF Pay	Admission Date	Clearance Date	MGH Date	Full Name	Station	Room #	Role	Fee	Status
	06/27/2024 1:45 pm	07-01-2024 10:18 am	07-01-2024 10:19 am	GABILANGOSO, JOEMARIE FLAVIANO	STATION 12	466	Other	0.00	PENDING

Showing 1 to 1 of 1 entries

Professional Fee Encoding

<<

1

>>

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Professional Fee Entry

Patient Information

PATIENT ID:

1343040

PATIENT NAME:

ABDON, JULRICH ALCOS

Admission Details

ADMISSION DATE:

April 1 at 2025 at 02:15 AM

DISCHARGE DATE:

Room & Billing Information

ROOM NO.:

535

STATION:

STATION 9

ROOM RATE:

3700.0000

PAYOR TYPE:

Self-Pay

Fee Details

PROFESSIONAL FEE:

INSTRUMENT FEE (OPTIONAL):

REMARKS (OPTIONAL):

Medical Fee Arrangement (Check Atleast 1)

☐ MEDICAL FEE

☐ INSTRUMENT FEE

☐ PHILHEALTH

☐ NO MEDICAL FEE

☐ HMO RATE

☐ PROMISSORY NOTE

☐ CHARGE TO COMPANY

☐ PACKAGE RATE

☐ ROOM RATE

Close

Post Fee

10. What if the doctors want to change their Professional Fee Amount?

- If the fee has not been approved or if the patient has not been discharged, the fee can be changed freely.
- Changing the fee at this stage will update the previous fee status as cancelled. This means any previous fee that was in process but not yet finalized will be marked as cancelled in the system.
- If there is a need to cancel the fee after approval, the doctor (or whoever is responsible) must contact the billing department or billing personnel directly.

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11. Can the Doctors see their Professional fee that has been settled?

Doctors can view their Professional fee in the “Payment Fee” Module they just need to put the Date From and Date To and then click the “View Report” Button.

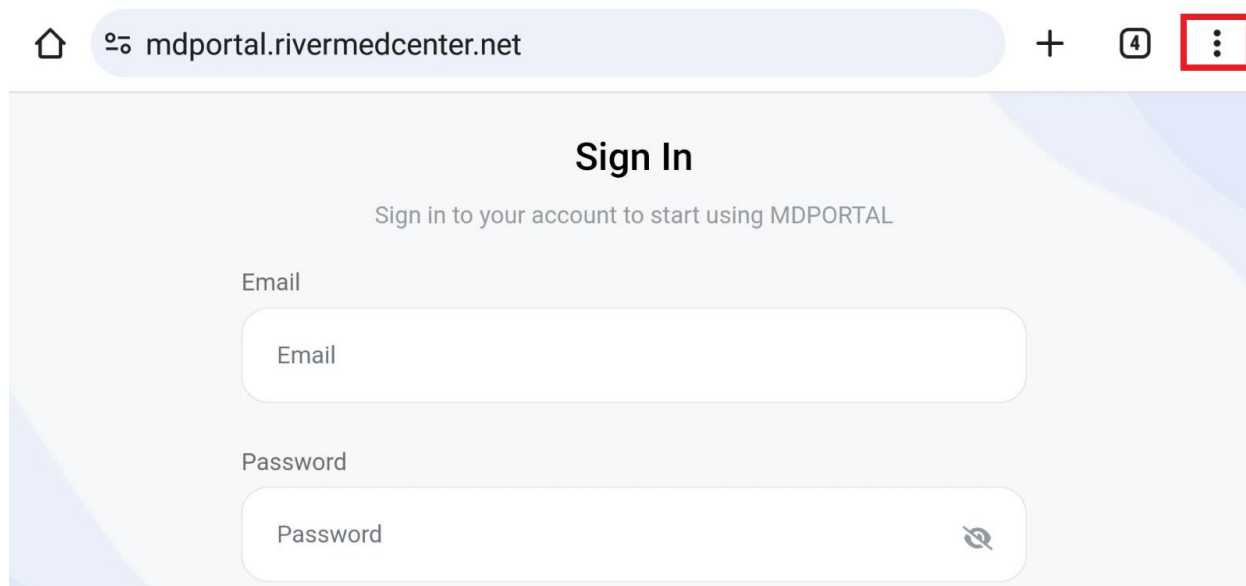
The screenshot displays the RMCI Medical Portal interface. On the left is a blue sidebar with navigation options: Dashboard, Inpatients, Outpatients, **Payment Fee** (highlighted with a red box), and Setting. The main content area is titled 'RIVERSIDE MEDICAL CENTER INC. DARK MODE'. It features a form with 'From' (04/01/2024) and 'To' (07/31/2024) date pickers, and a 'View Report' button. A red box highlights this section with the annotation: 'Click and Edit Date "From" and Date "To" then click "View Report" to generate your Payment Fee Report.' Below the form are tabs for 'Cash', 'Others', and 'Phic', with 'Cash' selected and highlighted by a red box. An annotation states: 'You can Switch Views Between Cash, Others and PHIC'. Under the tabs is a table with columns: #, From, To, Source, and View Payment. The table contains two entries. The first entry has 'From' 06/19/2024, 'To' 06/19/2024, and 'Source' CASH. A red box highlights the 'View Payment' column for this entry, with an annotation: 'Click to View Report'. The second entry has 'From' 06/05/2024, 'To' 06/05/2024, and 'Source' CASH. A red box highlights the 'View' button in the 'View Payment' column for this entry.

#	From	To	Source	View Payment
1.	06/19/2024	06/19/2024	CASH	Click to View Report
2.	06/05/2024	06/05/2024	CASH	View

12. Make the application a shortcut

#1 Click the Settings of your current browser on the top right if android or bottom center if you are apple (Chrome, opera, Etc.).

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Sign In

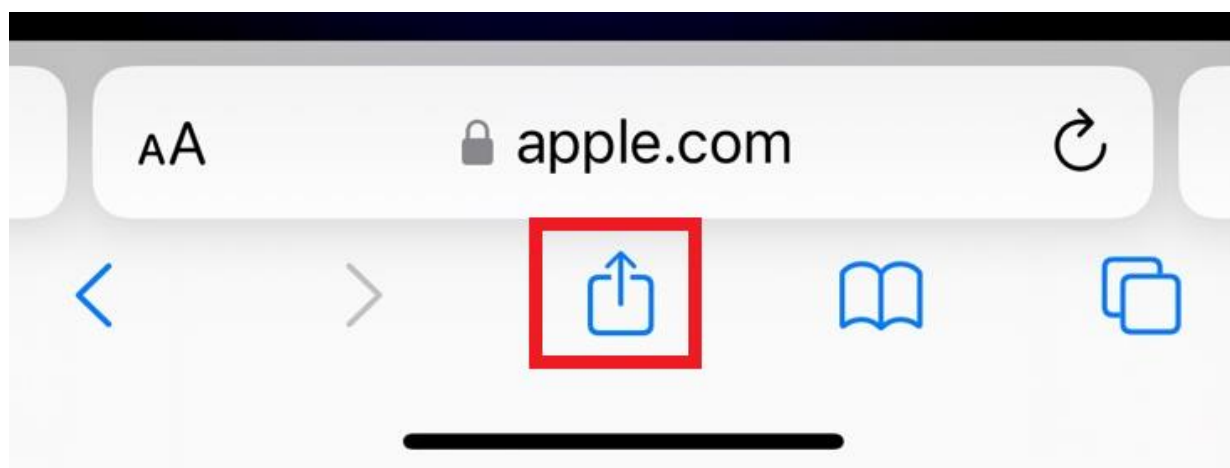
Sign in to your account to start using MDPORTAL

Email

Email

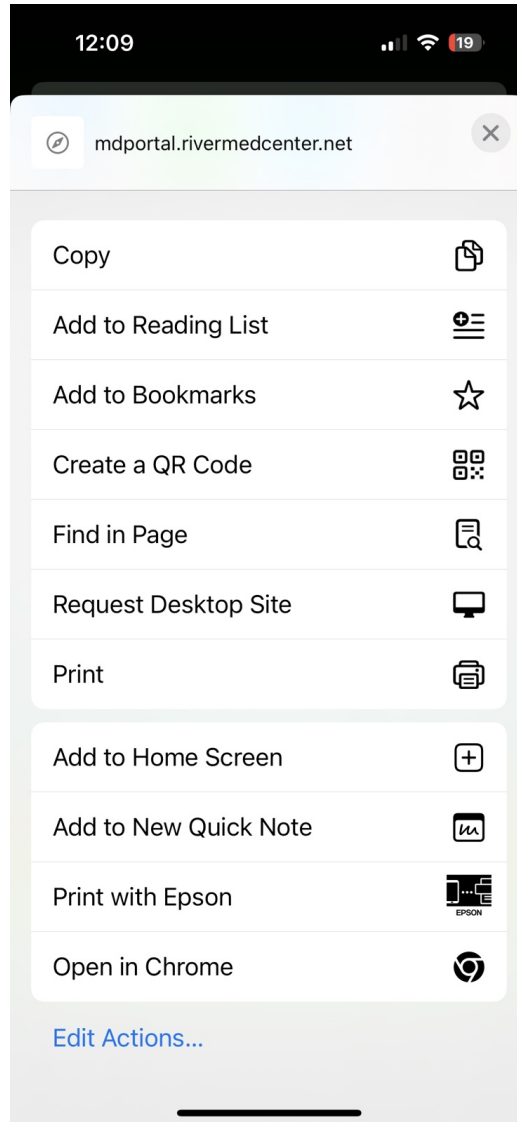
Password

Password



#2 you should see this options and click “Add to Home Screen”

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#3 Click Add you should be able to see the application on the home screen of your phone

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