

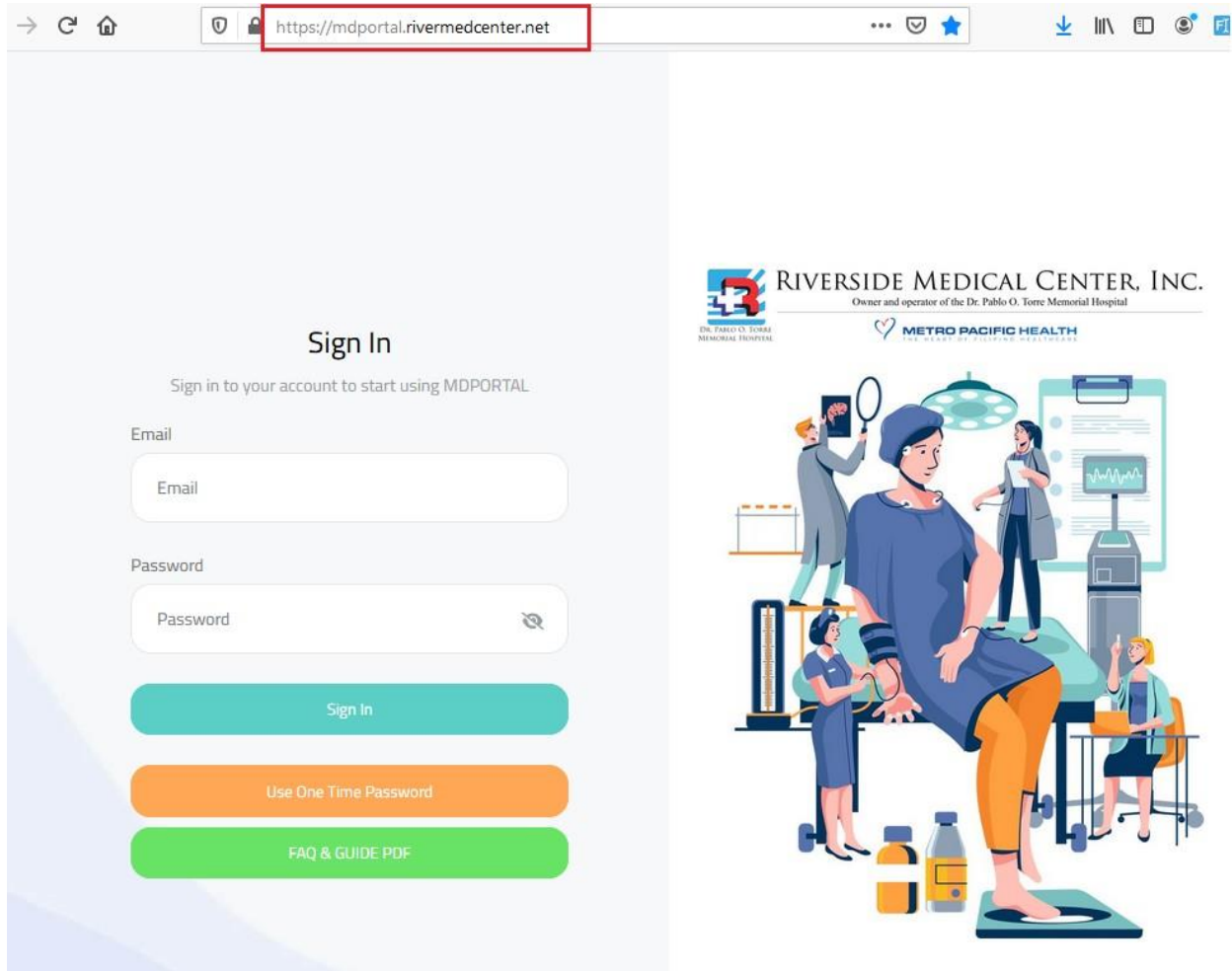
# MD-PORTAL USER FAQ & GUIDE

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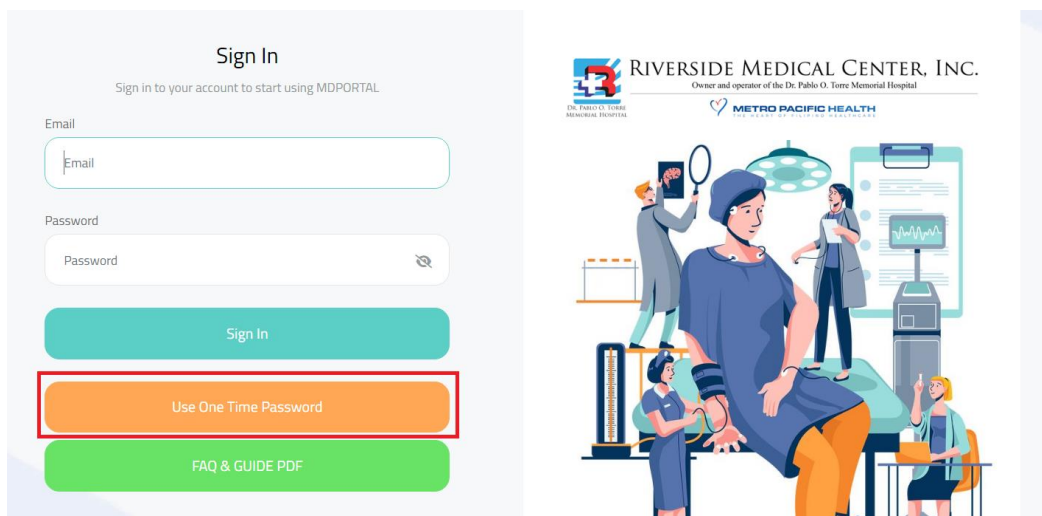
## 5. What will the Doctors do if they want to change their phone # or email?

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

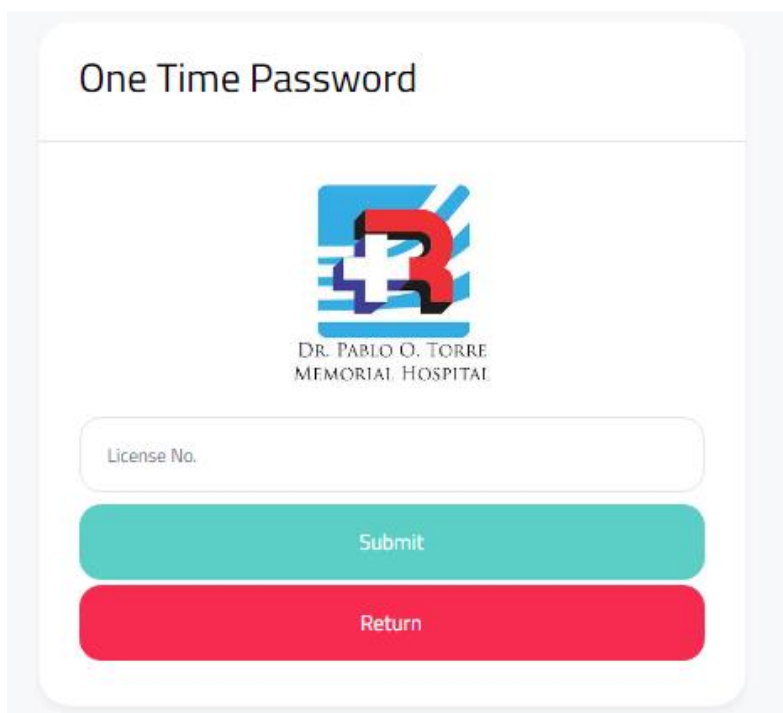
## 6. Login Instruction:

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”



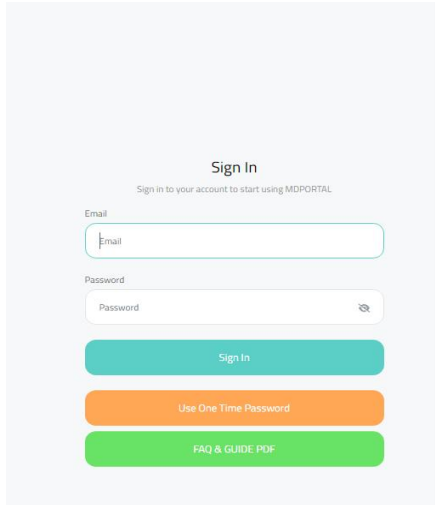
The image shows a screenshot of the MD-Portal Sign In page on the left and a medical illustration on the right. The sign-in page has a header "Sign In" and a sub-header "Sign in to your account to start using MDPORTAL". It features two input fields: "Email" and "Password". Below the fields are three buttons: "Sign In" (teal), "Use One Time Password" (orange, highlighted with a red border), and "FAQ & GUIDE PDF" (green). The illustration on the right shows a doctor in a blue scrub top sitting on a table, with other medical staff and equipment in the background. Above the illustration is the logo for "RIVERSIDE MEDICAL CENTER, INC." and "DR. PABLO O. TORRE MEMORIAL HOSPITAL" with the Metro Pacific Health logo.



The image shows a screenshot of the "One Time Password" page. It features the logo for "DR. PABLO O. TORRE MEMORIAL HOSPITAL" at the top. Below the logo is a text input field labeled "License No.". At the bottom of the page are two buttons: "Submit" (teal) and "Return" (red).

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#2 Doctors can login using their provided email the password would be their PRC. Password can be change in the settings in the sidebar after login.



## 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.
- 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  entries Search:

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

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## 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  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	<span>PENDING</span>

Showing 1 to 1 of 1 entries << 1 >>

**Professional Fee Encoding**

Professional Fee ×

Patient ID:  Patient Name:

Admission Date:  May-Go-Home Date:

Room No.:  Station:

Room Rate:  Payor Type:

Professional Fee (Net Amount & Net Discount):  Instrument Fee:

Remarks (Optional):

**MEDICAL FEE ARRANGEMENT (Please Check Atleast One)**

MEDICAL FEE     INSTRUMENT FEE     PHILHEALTH     NO MEDICAL FEE  
 HMO RATE     PROMISSORY NOTE     CHARGE TO COMPANY     PACKAGE RATE  
 ROOM RATE

Close POST

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## 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.

## 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.

RIVERSIDE MEDICAL CENTER INC. DARK MODE

From: 04/01/2024 To: 07/31/2024 Action: View Report

Cash Others Phic

Click and Edit Date "From" and Date "To" then click "View Report" to generate your Payment Fee Report.

You can Switch Views Between Cash, Others and PHIC

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