



HIMS Cloud

**End User Manual
Version 1.2**

Ministry of Health & Indigenous Medical Services
Sri Lanka
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1. Introduction

The Ministry of Health and Ministry of Provincial Councils and Local Government in Sri Lanka has embarked on a 5-year project to strengthen primary healthcare in the island. The development objective of the project is to increase the utilization and quality of people-centered primary healthcare services.

On the other hand, the burden of non-communicable diseases (NCD) is a major health concern for the country. In 2017 NCDs accounted for 81% of total deaths. Therefore, the NCD unit of the Ministry of Health is conducting a very active role in screening the population for NCDs. Primary Health Care Systems Strengthening Project focusses on preparing the local health care system in meeting evolving challenges, notably the burden of NCDs such as Diabetes, cardiovascular diseases, ischaemic heart diseases, stroke, respiratory conditions and cancers.

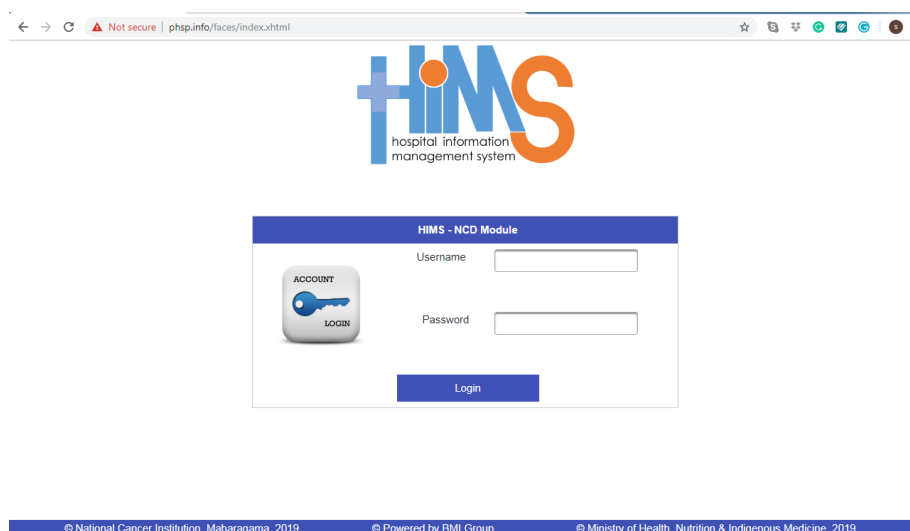
One of the key gaps noted in the local Primary care setup is an information system to handle patient registration, retain their records and make the statistics available at all administrative levels. Supplementing this need, Ministry of Health owned HIMS Cloud system, developed by the Health Informaticians, was introduced to suffice the information gap. The Healthy Lifestyle module (HLC) module of the system was developed in collaboration with the NCD unit, of Ministry of Health.

This user guide will cover the necessary guidance for an end user to operate the HIMS Cloud system. The document is specifically intended to the end users carrying out HLC related functions such as medical officers, nursing officers and any other category of staff involved in information management in HLCs. User support and troubleshooting is planned to be covered via a user support contact center.

2. Getting started with HIMS Cloud

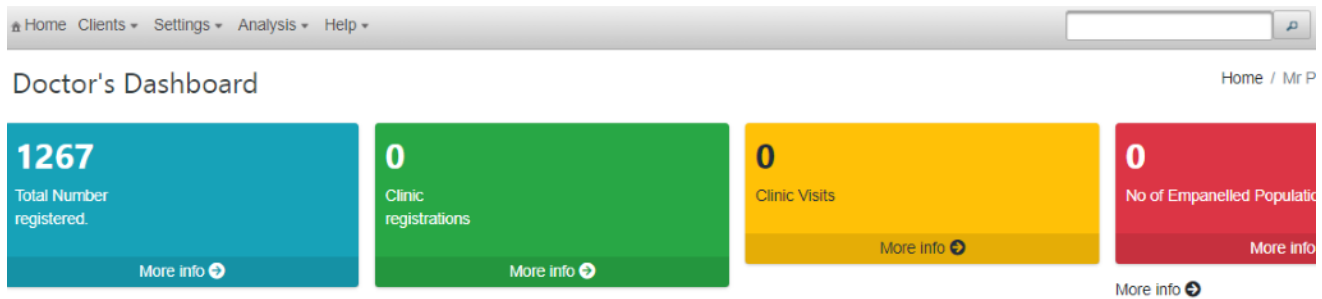
Logging on to HIMS cloud.

- a. Users can login to the web based application using a reasonable browser. Application is hosted at URL <https://phsp.info/>



- b. Enter username and the password that is provided. Click **login** button to log into the system. Dashboard appears once logged in.

3. Basic components of the HIMS cloud system



Components of the ribbon (top menu) are,

Home – This is the home page for the system, and it directs to the dashboard loaded based on your role. Usually there are four main indicators displayed in the “**Home**” page. (Please note that the dashboards can be customized based on the need)

- Total number registered on a day
- Total registered per clinic
- Total clinic visits
- Number of empaneled populations

Clients-Provides a drop-down menu which includes “**Search by IDs**” and “**Register New.**”

- **Search by IDs** - If the client is already registered in the HLC web application, search the client using;
 - PHN No (Personal Health No.)
 - NIC No (National Identification No.)
 - Telephone No.
 - Driving License No.
 - Passport No.
- **Register New** - Use “**Register New**” to register a new client.

Settings-Provides a drop-down menu to manage the system related settings.

- **Change my password** – Use this option to change current password.
- **Change my details**

Analysis-Based on the role, you will be provided sub-menu items to carry out simple analysis of data related to your institution.

- **Queries** – Use this option to generate queries to find specific answers about your client base. This provide data on HLC indicators and can be used to generate monthly, quarterly and annual reports.
- **Reports** – This option will help you to generate detailed reports on “**Clinic registrations**” and “**Clinic enrollments**”

Help-provide the following options.

- **User Manual**-Provide details of the web application functionalities.
- **Troubleshooting**-There is a form to send your issues so the HIMS cloud team will attend to it as soon as possible.
- **Feedback**-provide feedback on the user friendliness of the web application.

- **Contact us-** facilitate forwarding issues related to the web application to the HIMS cloud team.
- **About us-** provide information about the user who is logged in and the privileges given to the user profile.

4. Registering, Searching and viewing clients

4.1 Registering a new client

a. Select Register new from the Client

The dashboard displays the following statistics:

- 5150** Over 35 year population in the empanellment area
- 245** No. more than 35 year screened
- 4.75 %** % of people screened according to the empanellment
- 24** No of screened high risk (CVD Only) clients

Monthly Registration (From 1 Jan, 2019 - 30 Aug, 2019)

Goal Completion

Category	Current	Target
Male Adults screened from eligible empanellment population	160	200
Female Adults screened from eligible empanellment population	310	400
High risk clients referred and obtained treatment (DM)	480	800
High risk clients referred and obtained treatment (Non DM)	250	500

Footer: <https://phsp.info/faces/index.xhtml> | er Institution, Maharagama, 2019 | © Powered by BMI Group | © Ministry of Health, Nutrition & Indigenous Medicine, 2019

b. Now patient registration interface appears

The registration form is titled "Add Client Details" and includes a "Save" button. The form fields are organized as follows:

Title:	Mr	Name: *	
Sex: *	Male	PHN No.: *	Generate
Mobile No.:		Resident Phone No.:	
Address:		Passport Number:	
Email:		Driving License Number:	
NIC No.:		Citizenship:	Local
Ethnic Group:	Sinhalese	Religion:	Buddhist
Marital Status:	1 Married		
Age:	Years Months Days	Date of Birth:	Birthday
GN Area:	Not Known	DS Divisional Area:	
PHM Area:		MOH Area:	
District:		Province:	

- c. Fields marked with “*” are compulsory fields i.e. Sex, Name.
- d. If the client does not have a PHN issued already, you need to generate a PHN number, by clicking on “Generate”.
- e. It is important to input at least one traceable number; namely NIC, telephone number, Driving license No, Passport No.

Home Clients Settings Analysis Institution Administration System Administration Help subodha - Logout

Add Client Details

Save

Title:	Mr	Name: *	
Sex: *	Male	PHN No.: *	Generate
Mobile No.:		Resident Phone No.:	
Address:		Passport Number:	
Email:		Driving License Number:	
NIC No.:		Citizenship:	Local
Ethnic Group:	Sinhalese	Religion:	Buddhist
Marital Status:	1 Married		
Age:	Years Months Days	Date of Birth:	Birthday
GN Area:	Not Known	DS Divisional Area:	
PHM Area:		MOH Area:	
District:		Province:	

- f. It's vital to select the appropriate GN division of the patient. Once you select the correct GN division, the district and the province will be auto filled.
- g. Input the age of the patient appropriately and mark the Date of Birth accurately.
- h. Then press save button to proceed saving the input details.
- i. It is recommended to input accurate details to this form which will be used for identification of the client during all the encounters.

4.2 Searching clients

A client shall be searched by either PHN, NIC Telephone Number, Driving Licenses, and Passport Number. One value shall be entered to one of the fields to search a client.

Search by IDs

PHN No

NIC No

Telephone No

Driving License No

Passport No

Search

Clear

Furthermore, you can use the universal search box in the ribbon to carry out searching using any of the numbers mentioned above. Please note you cannot use name to search using the universal search box.

Home Clients Settings Analysis Help

Home Mr P

Doctor's Dashboard

1267

Total Number registered.

More info

0

Clinic registrations

More info

0

Clinic Visits

More info

0

No of Empanelled Population

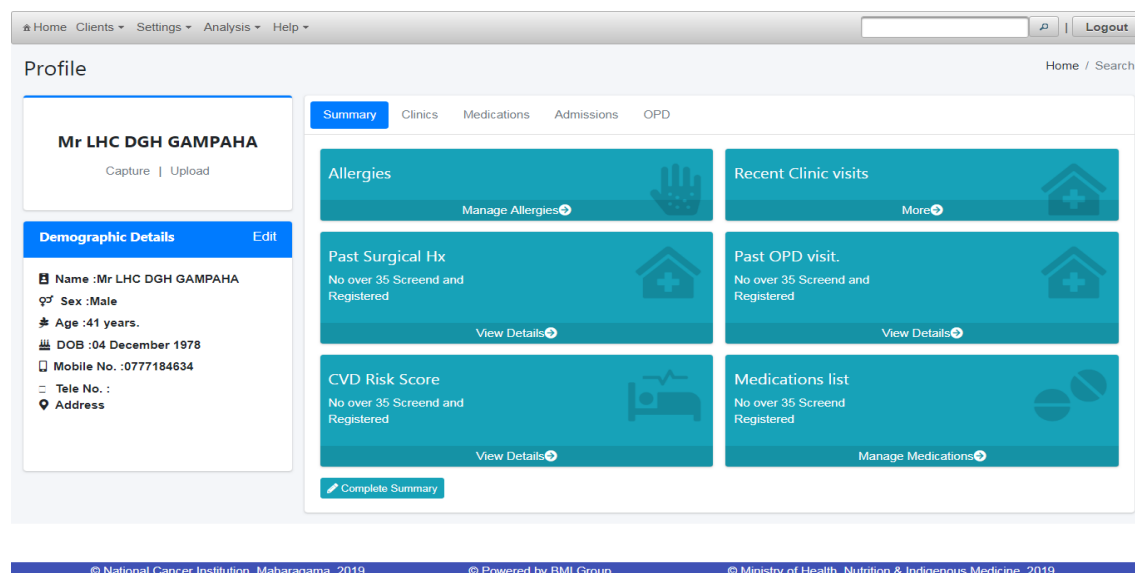
More info

When a valid searchable input is given, list of clients linked to that number will be displayed.

Home Clients Settings Analysis Institution Administration System Administration Help											0714942013	malinda - Logout
Select Client												
Name	Gender	PHN	Phone No	NIC	Religion	Ethnicity	Marital Status	Citizenship	Address	Phn	Actions	
BOKALAGAMA DH	Male	06130000018	0714942013	783643065v	Buddhist	Sinhalese	1 Married	Local		06130000018	View Profile	
CKD	Male	10110000717	0714942013		Buddhist	Sinhalese	1 Married	Local	BLAPITIYA RD, BALAPITIYA	10110000717	View Profile	
BALAPITIYA	Male	10110000816	0714942013	563432067v	Buddhist	Sinhalese	1 Married	Local	BALAPITIYA	10110000816	View Profile	
MAHESH PERERA	Female	10110000534	0714942013		Buddhist	Sinhalese	1 Married	Local	231/2, MEDIKELE WATTA,	10110000534	View Profile	
S S SILVA	Male	10110000666	0714942013	676754876v	Buddhist	Sinhalese	1 Married	Local		10110000666	View Profile	

4.3 Viewing Profile

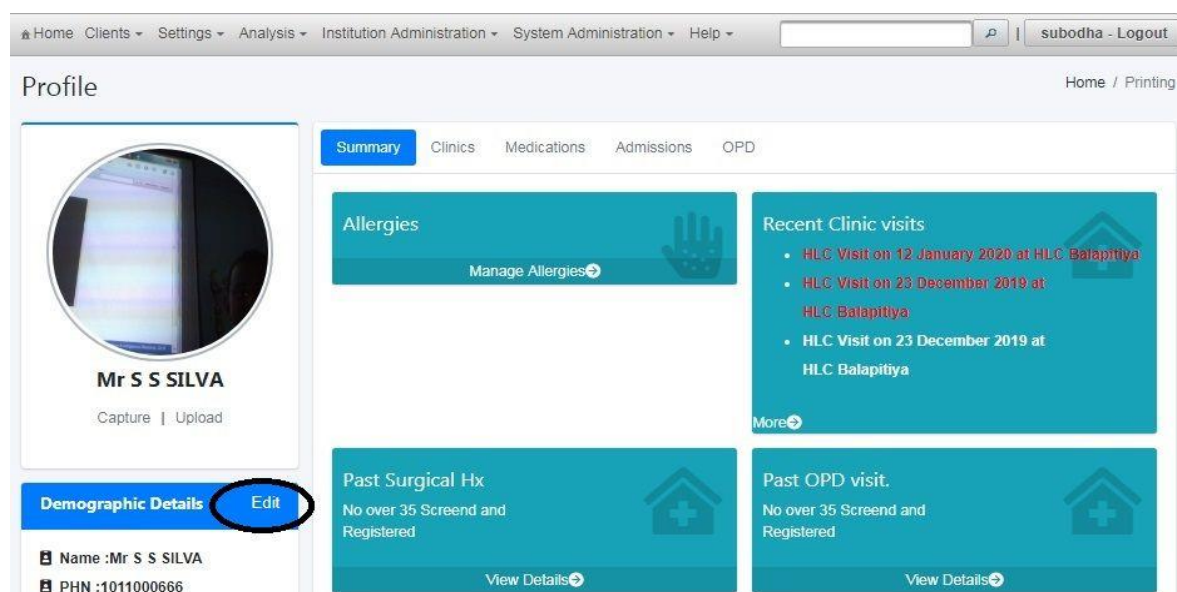
By selecting “View Profile”, the particular client profile can be loaded.



5. Client profile

Use 4.2 and 4.3 steps to load a registered client. The client profile consists of the following components.

- Name and other demographic profile.
- There is facility to upload a profile picture of the client or capture a profile picture via webcam.
- Under the **Demographic** details tab, clients' demographic details are listed.
- Edit option is available to edit the client's demographic details.




- Under the **summary** tab, details of the clients allergies, recent clinic visits, past surgical history,

- past OPD visits, CVD Risk Score and medications list are displayed.
- Under the **Clinic** tab option to enroll to clinic a clinic and the already enrolled clinics (If there is) are displayed.
- Furthermore, under the Recent Clinic Visit you can see the sessions/ encounters in which the information is incomplete. You can navigate to the relevant session and complete it at any time.

Home Clients Settings Analysis Institution Administration System Administration Help subodha - Logout

Profile Home / Printing



Mr S S SILVA
Capture | Upload

Demographic Details Edit

- Name :Mr S S SILVA
- PHN :1011000666
- GN Area :Medagama
- Sex :Male
- Age :36 years.
- DOB :23 December 1983
- Mobile No. :0714942013

Summary Clinics Medications Admissions OPD

Allergies
Manage Allergies

Recent Clinic visits

- HLC Visit on 12 January 2020 at HLC Balapitiya
- HLC Visit on 23 December 2019 at HLC Balapitiya
- HLC Visit on 23 December 2019 at HLC Balapitiya

More

Past Surgical Hx
No over 35 Screend and Registered
View Details

Past OPD visit.
No over 35 Screend and Registered
View Details

CVD Risk Score
No over 35 Screend and Registered
View Details

Medications list
No over 35 Screend Registered
Manage Medications

6. Enrolling a client to a clinic/ HLC

The Clinic section provides an overview of the enrolled clinics of the client.

The screenshot shows the 'Profile' page for a client named Mr S S SILVA. The page has a navigation bar at the top with links: Home, Clients, Settings, Analysis, Institution Administration, System Administration, and Help. The client's name and a circular profile picture are on the left. Below the picture are buttons for 'Capture' and 'Upload'. A 'Demographic Details' section shows the client's name and PHN. The main content area has tabs for Summary, Clinics, Medications, Admissions, and OPD. The 'Clinics' tab is active, showing a 'Clinic Enrollments' section with a dropdown menu labeled 'Select the clinic' and an 'Enroll' button. Below this is a 'Present Clinics' section with a table.

Clinic	Number	New Encounter
HLC Balapitiya	hlc/19/37	New CKD Screening
		New CVD Risk Calculation
		New HLC Visit
		New Medical Clinic Visit

Under Clinics tab, select the appropriate clinic name from the dropdown list and press enroll.

The screenshot shows the 'Profile' page for a client named Mr LHC DGH GAMPAAHA. The page layout is similar to the previous one, but the 'Present Clinics' table is empty, showing 'No records found.' A black arrow points from the 'Clinics' tab to the 'Select the clinic' dropdown menu in the 'Clinic Enrollments' section.

Clinic	Number	New Encounter
No records found.		

7. Healthy Lifestyle Clinic: Filling clinical details

- Once the client is registered for an HLC clinic visit, following list is visible in the left-hand side of the interface.

Personal Details

Risk Behaviour
Medical History
Family History
Medical Examination
Investigations
Risk Prediction
Actions

7.1 Personal details

- Use this tab only to edit “**Personal Details**”.

NIC No.	<input type="text" value="720000000v"/>	Enter the National Identity-card Number
Name *	<input type="text" value="xxxxxxxxxxxxxxxxxxxx"/>	
Sex	<input type="text" value="Female"/>	
Date of Birth	<input type="text" value="13 January 1972"/>	Select a data of birth from the Calendar.
Age in Years *	<input type="text" value="42"/>	<input type="button" value="Calculate"/> Calculate age for the current visit.
Address	<input type="text" value="xxxxxxxxxx,xxxxxxxxxx."/>	
Current GN Area	<input type="text"/>	
Mobile Number	<input type="text" value="0770000000"/>	Enter one Mobile Phone Number. Do NOT enter two numbers here.

- NIC number, Name, Sex, Date of Birth, Address, Current GN Area, Mobile Number** are auto updated from the details entered in the registration page.
- Age in Years**- This is a mandatory field. Click “**Calculate**” to get the age in years for the current encounter.

7.2 Risk behavior

Once the “**Risk Behavior**” is clicked from the list, following interface will be displayed.

Physical Activity	Please select	
Beetle Chewing (with tobacco or arecanut)	Please select	
Tobacco Smoking	Please select	Smoker means current smoker or quitted smoking less than a period of one year.
Other tobacco or arecanut preparations use	Please select	
Alcohol	Please select	
Other substance use	Please select	
Unhealthy snacks intake	Please select	

- **Tobacco Smoking** –is a mandatory field which is highlighted in yellow. It is considered in CVD risk calculation.
- Please select from the option list for each risk behavior. Following table provide the guide to select the option

Criteria	Option list	Option definitions
Physical Activity	1. Physically not active	Not engaged in moderate or vigorous intensity activities throughout the week.
	2. Physically active	Engaged in at least 150 minutes of moderate intensity activities (e.g. Brisk walking, dancing, gardening, household and domestic chores, cycling, etc.) or at least 75 minutes of vigorous physical activities (e.g. running, walking, fast cycling, Aerobics, fast swimming, etc.) throughout the week.
Beetle Chewing (with tobacco or arecanut)	1. Non user	Those who have not chewed betel (with tobacco or arecanut) at all or those who have quit chewing betel (with tobacco or arecanut) more than a year ago are considered as non-users.
	2. User	All current betel chewers (with tobacco or arecanut) or those who quit betel chewing (with tobacco or arecanut) less than a year before the assessment are considered as users.
Tobacco Smoking	1. Non user	Those who have not smoked ever or who have quit smoking more than a year ago are considered as non-smokers.
	2. User	Current smokers (cigarette, cigar, pipes, beedi, shisha, Hookha) or those who quit smoking less than a year before the assessment are considered as smokers.
Other tobacco or arecanut preparations use	1. Non user	Those who have not used other tobacco or arecanut preparations at all or those who have quit other tobacco or arecanut preparations more than a year ago are considered as non-users.
	2. User	Those who currently use other tobacco or arecanut preparations or those who have quit use less than a year before the assessment are considered as users.
Alcohol	1. Non user	Those who have not consumed alcohol ever or who have quitted alcohol more than a year ago are considered as non-user.
	2. User	Current alcohol consumers or those who have quitted alcohol consumption less than a year before the assessment are considered as alcohol consumers.

Other substance use	1. Non user	Those who have not used any other substance other than mentioned above at all or those who have quit such substance use more than a year ago are considered as non-users.
	2. User	Those who currently use any other substance other than mentioned above or those who have quit use less than a year before the assessment are considered as users.
Unhealthy snacks intake	1. Non consumer	Those who do not consume unhealthy snacks with high sugar/fat or salt content (like Pastry, Rolls, Cake, Buns, Biscuits) at all.
	2. Intake ≤ 5 times /week	Those who consume unhealthy snacks 5 times or lesser per a week.
	3. Intake > 5 times/week	Those who consume unhealthy snacks more than 5 times per week.

7.3. Medical History

- Select the medical diagnosis from the drop-down options to add a medical condition which a client has already been diagnosed.

Medical History

Please select

Please select
Bronchial Asthma
CVA
Diabetes
Hypertension

Enter disease condition here. If need space for more than one, click add another button to create space.

Add Another

- To add a subsequent medical diagnosis, click on “Add Another” button.

Medical History

Please select

Please select
Bronchial Asthma
CVA
Diabetes
Hypertension

Enter disease condition here. If need space for more than one, click add another button to create space.

Add Another

Medical History

Diabetes

Please select
Bronchial Asthma
CVA
Diabetes
Hypertension

Enter disease condition here. If need space for more than one, click add another button to create space.

Add Another

7.4. Family History

- Click on the boxes marked with arrow heads to add relevant clinical diagnosis among family members
- To add a diagnosis not mentioned among the options, type in the space given under “**Other**”.

Ischemic Heart Diseases	<input type="checkbox"/> ←
High Blood Pressure	<input type="checkbox"/> ←
Stroke/TIA	<input type="checkbox"/> ←
Diabetes Mellitus	<input type="checkbox"/> ←
Cancer	<input type="checkbox"/> ←
COPD	<input type="checkbox"/> ←
Kidney Diseases	<input type="checkbox"/> ←
Sudden deaths of relatives due to Unknown causes	<input type="checkbox"/> ←
Other	<input type="text"/>

7.5 Medical Examination

- Click on “**Medical Examination**” in the left side list to get the following interface to enter the examination findings of the client.
- Enter height (in meters) and weight (in kilograms).
- To calculate BMI, click on the “**Calculate**” button.
- Enter waist circumference (in centimeters) and to calculate waist to height ratio, click on the calculate button.
- Systolic BP is a mandatory field, highlighted in yellow which is considered in CVD risk calculation.**

Category	Option list	Description
Oral Examination	1.Normal	If oral examination is normal.
	2.Abnormal	If oral examination findings are suggestive of OPMD (Orally Potential Malignant Disorders)
Distant Vision <ul style="list-style-type: none"> Right eye Left eye 	Vision 6/6 Vision 6/9 Vision 6/12 Vision 6/18 etc.	Check the distant vision using Snellen chart and select from the option available in the option list.
Hearing <ul style="list-style-type: none"> Right ear Left ear 	1.Normal 2.Abnormal	Select abnormal if any clinical abnormality detected in the examination.
Thyroid enlargement	Yes No	Select yes if any thyroid enlargement detected.

Height (m) *	<input type="text"/>	
Weight (kg) *	<input type="text"/>	
BMI (Kg/m2) *	<input type="text"/>	<input type="button" value="Calculate"/>
Ideal body weight	<input type="text"/>	<input type="button" value="Calculate"/>
Waist circumference (cm)	<input type="text"/>	
waist to height ratio	<input type="text"/>	<input type="button" value="Calculate"/>
Systolic Blood Pressure (mmHg) *	<input type="text"/>	
Diastolic Blood Pressure (mmHg)	<input type="text"/>	
Oral Examination	<input type="text" value="Please select"/>	
Distant vision - Left	<input type="text" value="Please select"/>	
Distant vision - Right	<input type="text" value="Please select"/>	
Hearing - Left ear	<input type="text" value="Please select"/>	
Hearing - Right ear	<input type="text" value="Please select"/>	
Thyroid enlargement	<input type="text" value="Please select"/>	
Peak Flow Meter (PEF) L/min	<input type="text"/>	
Other examination findings	<input type="text"/>	
Breast Examination - Left - Normal	<input type="checkbox"/>	
Breast Examination Abnormality - Left	<input type="text" value="Please select"/>	<input type="button" value="Add Another"/>
Breast Examination - Right - Normal	<input type="checkbox"/>	
Breast Examination Abnormality - Right	<input type="text" value="Please select"/>	<input type="button" value="Add Another"/>
Breast Abnormality Details	<input type="text"/>	

- Enter PEFR (Peak Exploratory Flow Rate (in L/min)) under Peak Flow Meter.

Peak Flow Meter (PEF) L/min

- Select from the drop-down list to enter any abnormality detected in the breast examination.
- To add a second lesion detected in the same breast, click “**Add Another**”.
- If any details related to the abnormality need to be added or the detected abnormality is not among the option list available, please type that in the field given under “**Breast Abnormality Details**”

Breast Examination - Left - Normal	<input type="checkbox"/>	
Breast Examination Abnormality - Left	<div>Please select ▼</div>	<button>Add Another</button>
Breast Examination - Right - Normal	<input type="checkbox"/>	
Breast Examination Abnormality - Right	<div>Please select ▼</div>	<button>Add Another</button>
Breast Abnormality Details	<div></div>	

7.6 Investigation

RBS (mg/dl)	<div></div>	Random Blood Sugar
FBS (mg/dl)	<div></div>	Fasting Blood Sugar
Serum creatinine - mg/dl	<div></div>	
TC - mg/dl	<div></div>	Total cholesterol
TC - mmol/l	<div></div>	<div>Calculate</div> Total cholesterol
TG - mg/dl	<div></div>	Triglyceride
HDL - mg/dl	<div></div>	High Density Lipoproteins
LDL - mg/dl	<div></div>	Low Density Lipoproteins
TC:HDL	<div></div>	Total Cholesterol:High-Density Lipoproteins
PAP smear report status	<div>Please select ▼</div>	
PAP Smear report	<div></div>	PAP Smear report

- Enter **RBS** or **FBS** or both if available.
- Enter **Serum creatinine** in mg/dL.
- Enter Total cholesterol (**TC**) either in mg/dL or mmol/L. If **TC** is available only in mg/dL, to calculate **TC** in mmol/L, click on the calculate button.
- Enter **TG**, **HDL**, **LDL** and **TC: HDL** if available.
- Select “**Yes**” or “**No**” from the drop-down list under PAP smear report status. If “**Yes**”, please enter the details in the report under “**PAP Smear report**”. These will be available only for the female client profiles.

7.7 Risk prediction

- Click on “**Risk Prediction**” in the left-hand side list to get the following interface.

CVS Risk Factor	<input type="text"/>	<input type="button" value="Calculate"/>
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- Once all mandatory fields considered for the CVD risk calculation are completed in previous interfaces, click on the “**Calculate**” button to get the CVD risk percentage for the client.

7.8 Actions

- Click on “**Actions**” in the left-hand side list, to get the actions for the client encounter.
- Multiple options can be marked by clicking on the squares available.
- To enter when to review the client in the HLC, select from the drop-down list under “**Will be followed up at HLC**”. Options include;
 - Follow up in 3 months at HLC
 - Follow up in 6 months at HLC
 - Follow up in 1 year at HLC
 - Follow up in 3 years at HLC

Referred to Medical Clinic of Same Institute	<input type="checkbox"/>
Referred to Specialized Clinic	<input type="checkbox"/>
Will be followed up at HLC	<input type="text" value="Please select"/>
Referred to Dental Clinic	<input type="checkbox"/>
Referred to WWC	<input type="checkbox"/>

8. Setting passwords/ changing passwords

- It is recommended you set a strong password so there is less or minimum chance of losing valuable data due to hacking.
- Strong password should have
 - More than 8 characters
 - Minimum 1 Upper case letter
 - 1 lower case letter
 - 1 number
 - Minimum 1 special character
 - Eg: Esa@21TuK;

9. Contact

- It is recommended to use the HIMS Cloud system itself to contact the team.
- We will also provide support through the Whatsapp/ viber group.
- HIU contact number 011-2666250

