INFECTIOUS DISEASES MANAGEMENT INFORMATION SYSTEM

User Manual for Facility Users

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Revision History

Name	Date	Reason for Changes	Version	Prepared By	Reviewed By
Pakistan Field Office	August, 2022		Draft 1	Rizwan Qayyum	Ajmal Hussain

List of Acronyms

CW&S	Central Warehouse and Supplies
DOH	Department of Health
IDMIS	Infectious Diseases Management Information System
MoNHSR&C	Ministry of National Health Services, Regulations and Coordination
MSU	Mobile Service Unit
USAID	United States Agency for International Development
WMS	Warehouse Management System
GIWS	Good Inspection Worksheet
GRL	Good Receiving Load
TAC	Technical Acceptance Certificate
SIV	Stock Issuance Voucher
PO	Purchase Order
PI	Purchase Invoice
SOH	Stock on Hand
GRN	Goods Received Note

Assumptions

This user guide assumes that you already have Infectious Diseases Management Information System accounts as per your geographical level and role. This user guide also assumes that you are familiar with basic web-application account login procedures.

System Requirements

The Infectious Diseases Management Information System is accessible from any Desktop PC, Mac, or Linux computer with Internet access and a supported Web-browser.

Browser Support

The following browsers and later versions fully support IDMIS standard view:

- Mozilla Firefox (Windows, Mac, Linux)
- Google Chrome (Windows, Mac, Linux)
- Netscape (Windows, Mac, Linux)
- Safari (Mac)
- Internet Explorer 9 and above (Windows)

Overview

1

Of Infectious Diseases Management Information System (IDMIS)

This *User Manual* provides step-by-step instructions for getting started with the Infectious Diseases Management Information System (IDMIS). It provides guidelines on application features to manage data for Infectious diseases. This user manual is organized according to the logical flow of IDMIS features.

Before You Begin...
It is recommended to have a working internet connection for web-access to the IDMIS web portal in order to use it side-by-side when reading this manual.

Background

USAID | Global Health Supply Chain Program – Procurement and Supply Management (GHSC – PSM) Project, Pakistan was tasked by the Government of Pakistan with implementing a Infectious Diseases Management Information System (IDMIS) for Infectious Diseases using a web-based approach to facilitate country-wide data entry without the installation of any specific software. After several months of thorough consultations with all stakeholders from the public and private sectors, the Project adapted and enhanced the web-based application from the international best practices. The IDMIS was contextualized to the local stakeholder structure and the devolution of responsibility from the national to the provincial and district level.

The rise and rise of infectious diseases compel to adopt and utilize management information system for successful monitoring and analyzing information related to infectious diseases. Management Information system for infectious Diseases is the need of the hour and plays a vital role in successful management and monitoring of those affected by infectious diseases (AIDS, TB, Malaria and COVID). The old traditional methods which relies heavily on manual gathering,

assembling and publicizing information are time consuming and extremely labor-Intensive. Hospitals specialized in the treatment of infectious diseases still using old traditional methods that fail to interrelate with each other, result in data duplication, and do not support treatment of the patient as a whole. The motivation behind the use of Infectious Disease Management System is to lessen the administrative cost associated with data collection and analysis. This Infectious Disease Management System was developed to ensure the following:

- Cost effectiveness by means of open source software licensing.
- Centralized mechanism of ensuring collection and monitoring of all infectious disease management data
- Automate the process, introducing a mechanism for decision support as per treatment guidelines.
- Provide comprehensive reporting capabilities.
- Maintain a user friendly interface.

IDMIS has the flexibility to integrate other health related diseases. In addition to the public sector, this application is also able to record national data of diseases of the private sector as well. The system is able to cater the district level reporting of disease data.

In order to sustain the usage IDMIS nationwide, the Project trained the government users of the system through the public sector master trainers. The prescribed training provided knowledge and skills required to enter data into the web-based IDMIS

The IDMIS data visibility plays a significant role in improving stock (i.e of medical supplies) monitoring at the district and sub-district level. Therefore, timely and accurate data entry and submission of monthly reports at the district level are critical to the functioning of the IDMIS. The data collected from the IDMIS can then subsequently be used at each level of the supply chain to enhance informed decision making to meet service delivery demands.

The USAID | Global Health Supply Chain Program – Procurement and Supply Management (GHSC – PSM) Project, Pakistan is providing technical assistance to MoNHSR&C to strengthen the management information system and improve overall supply chain management. During the years 2008-2009, a series of consultative meetings were held between the Ministry and USAID | GHSC – PSM Project, Pakistan to access the requirements of the MoNHSR&C. One of the most important areas which require immediate attention is improved data visibility to ensure improved product availability.

Inventory Management

2

for Infectious Diseases Management Information System

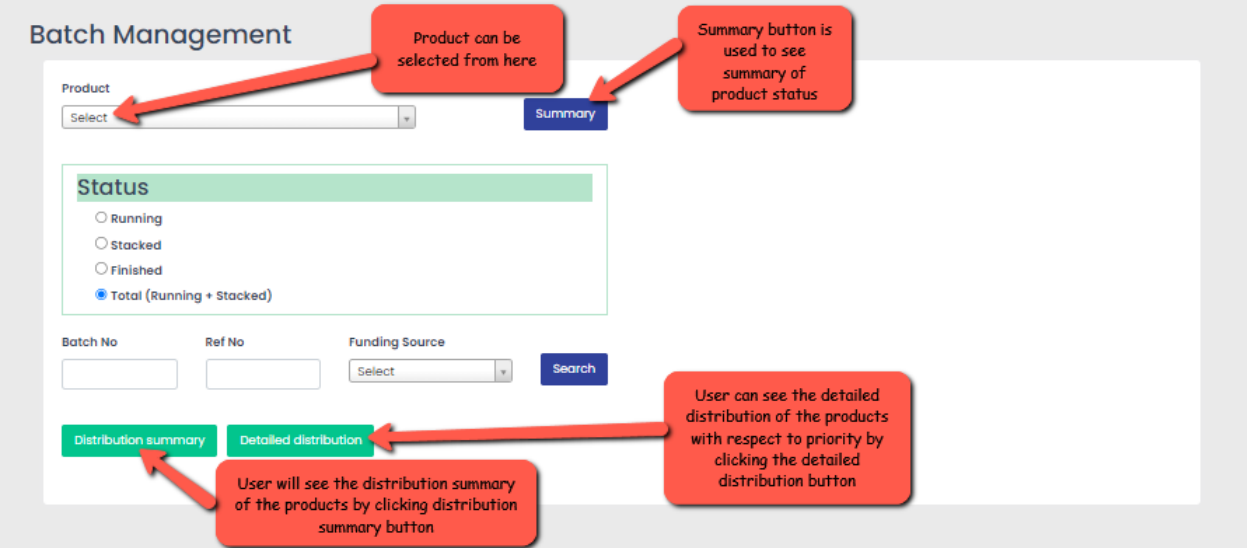
Inventory Management

This chapter explains the step by step instructions on the inventory management features that are used by the infectious disease management system.

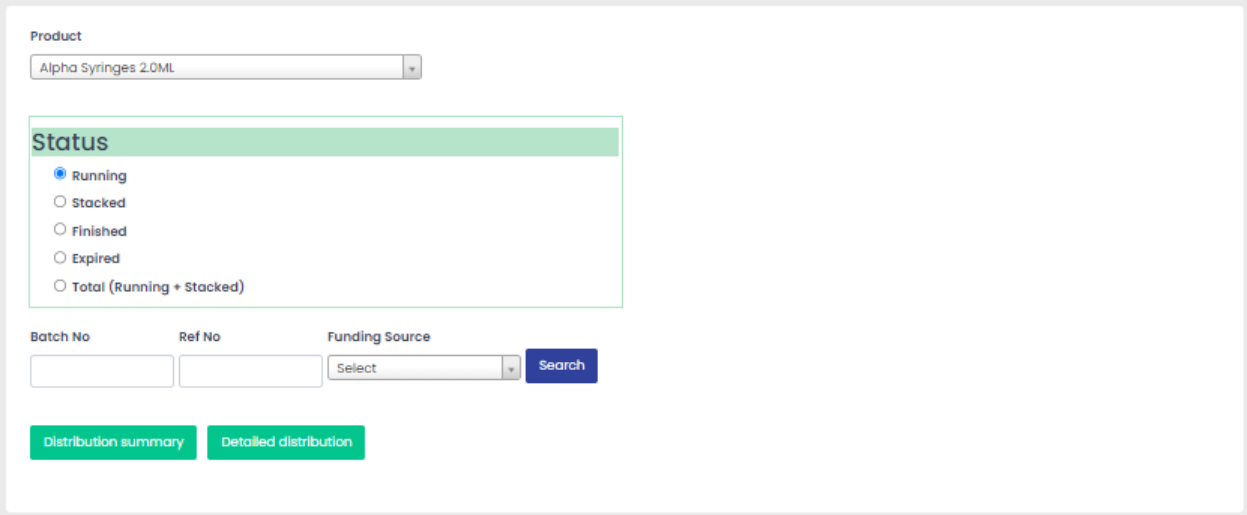
When a user clicks the Inventory Management tab, the application shows the list of all available Inventories. Click the Inventory Management tab from the main menu to show a drop down list which includes a range of Inventories. Users can view the list of inventories from the menu and click on each inventory to edit the data.

Batch Management

Using tab of "Batch Management", when users click on the tab they will get to see the form that is used to retrieve the report for batch management of the stock

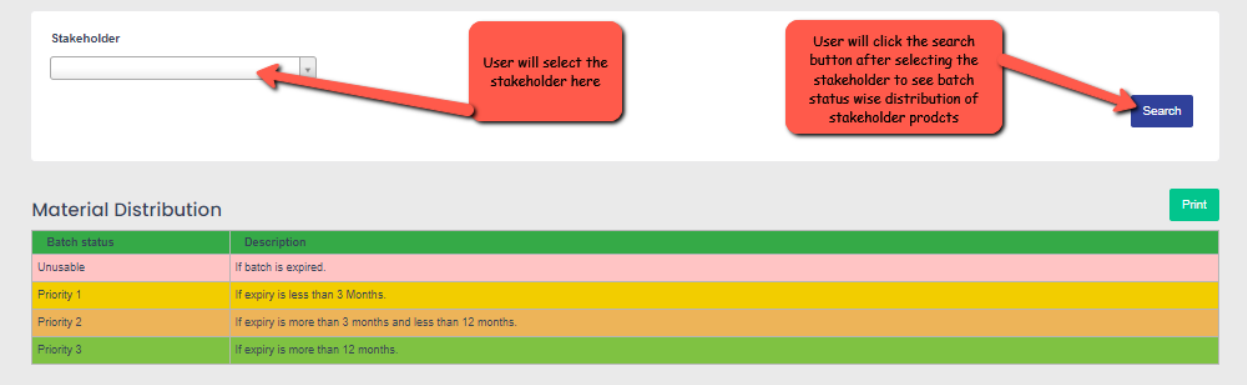


When one selects the product name **Alpha syringes 2.0ML,** he will see the information summary for the selected product.



When the user will click on the distribution summary he will see the detail of distribution report.

When the user will click on the detailed distribution, the following form open. User will select the stakeholder to see batch status wise product distribution.



Four priorities have been defined related to the stock with different color codes.

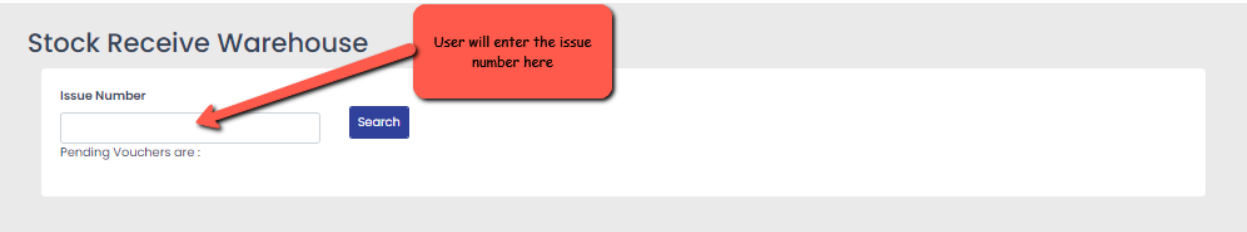
1. Unusable: If the stock expired
2. Priority1: If expiry is less than 3 months
3. Priority2: If expiry is more than 3 months and less than a year
4. Priority3: If expiry is more than a year

Stock Receive (Warehouse)

When user clicks on the tab of "**Stock Receive (Warehouse)**", he will see the form that can be used to search the information related to the issued stock to the warehouse by utilizing the issued voucher number e.g. I22080001.

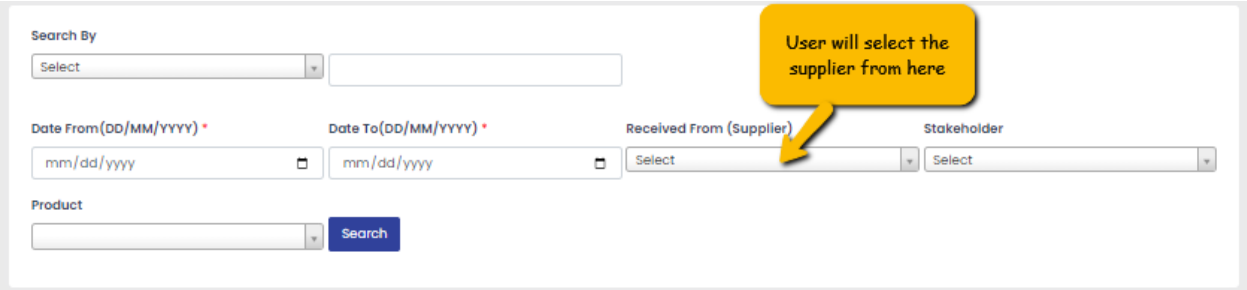
- **Issue Number** is basically a number that is assigned to the stock when it is issued.

User will enter the issue number and click the search button to see the related information.



Stock Receive Search

When user clicks on the tab of "**Stock Receive Search"**, he will see the form that can be used to search the information related to the received stock by utilizing the dates and the supplier name.



What user has to do?

User will select the following

Search by: It is the credential by whom user will search

Date from: It is the starting date of the period user want to select

Date to: It is the ending date of the period user want to select

Received from (Supplier): It is the name of the supplier from which stock is received

Stakeholder: It is the name of the stakeholder which in present case is hepatitis

Product: It is the name of the product

After entering the desired information user will click the search button to search received stock.

2

Reports

for Infectious Diseases Management Information System

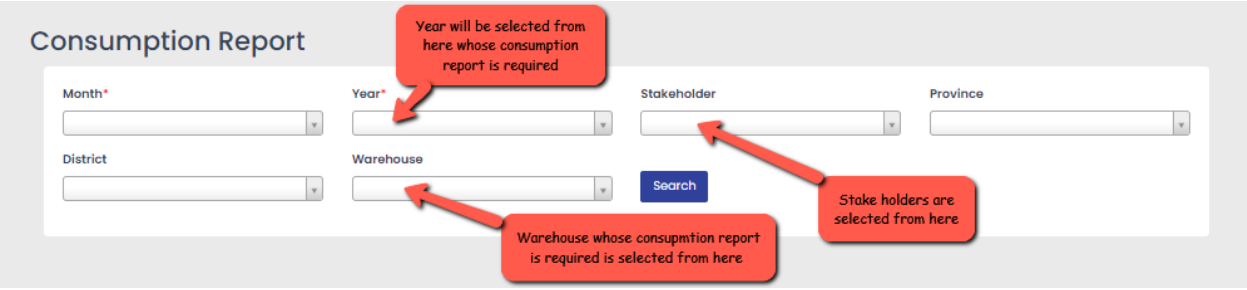
Report

This chapter explains the step-by-step instructions on the report features that can be used by the Infectious Diseases Management Information system.

When a user clicks the **Reports** tab, the application shows the list of following tabs:

Consumption Report

The tab of "**Consumption Report**" will show the report of the stock consumed by months and years by the warehouse for different districts of provinces. When the user will enter the required information and click the search button he will get the desired consumption report.



To search consumption report specify the following filters;

Month: Specify the month

Year: Specify the year

Stake holder: Specify the stakeholder

Province: Specify the province for which consumption report is required

District: Specify the district for which consumption report is required

Warehouse: Specify the warehouse whose consumption report is required

A Stock consumption Report for concerned warehouse will be generated for the selected time.

EMR

3

for Infectious Diseases Management Information System

EMR

This chapter explains the step-by-step instructions on the EMR features that can be used by the Infectious Diseases Management Information system.

When a user clicks the **EMR** tab, the application shows the list of following tabs:

Register Patients

Register Patients is used to register any patient and the information related to him. When the data entry operator log in the system a form will open which can be used to register patients by utilizing the following information

Mr#: It is the Mr number of the patient.

CNIC# / B-Form: It is the CNIC number or B – Form number of the patient.

Full name: It is the full name of the patient.

Gender: It is the gender of the patient.

Date of Birth: It is the date of birth of the Patient.

Address: It is the address of the patient.

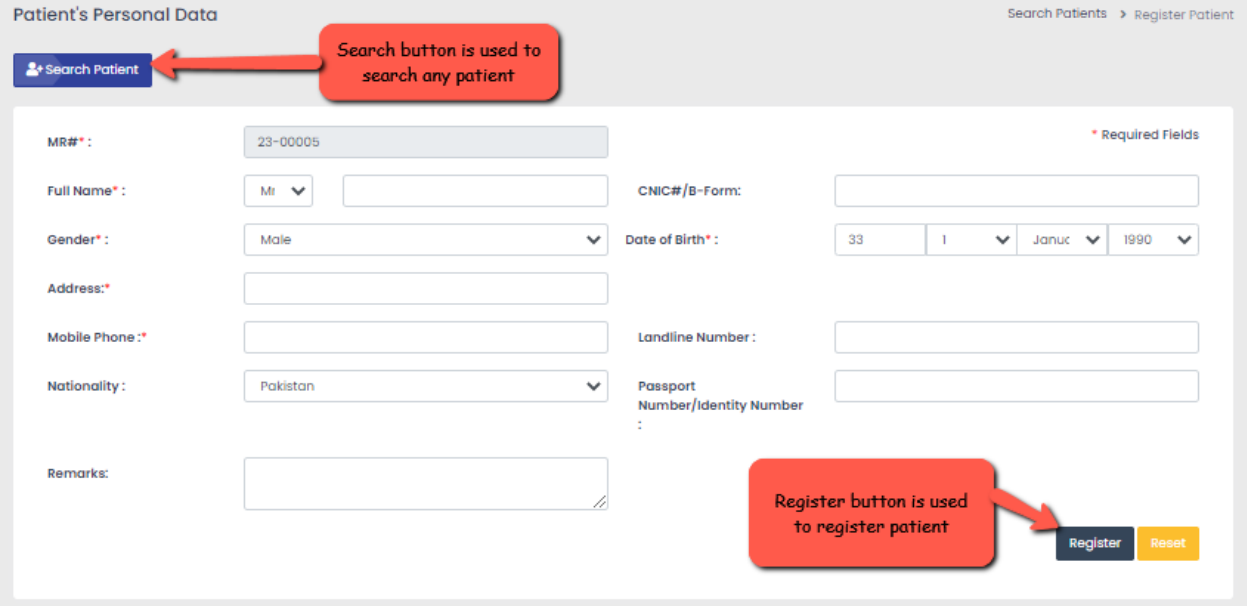
Mobile phone: It is the mobile phone number of the patient.

Landline Number: It is the landline number of the patient.

Nationality: It is the nationality of the patient.

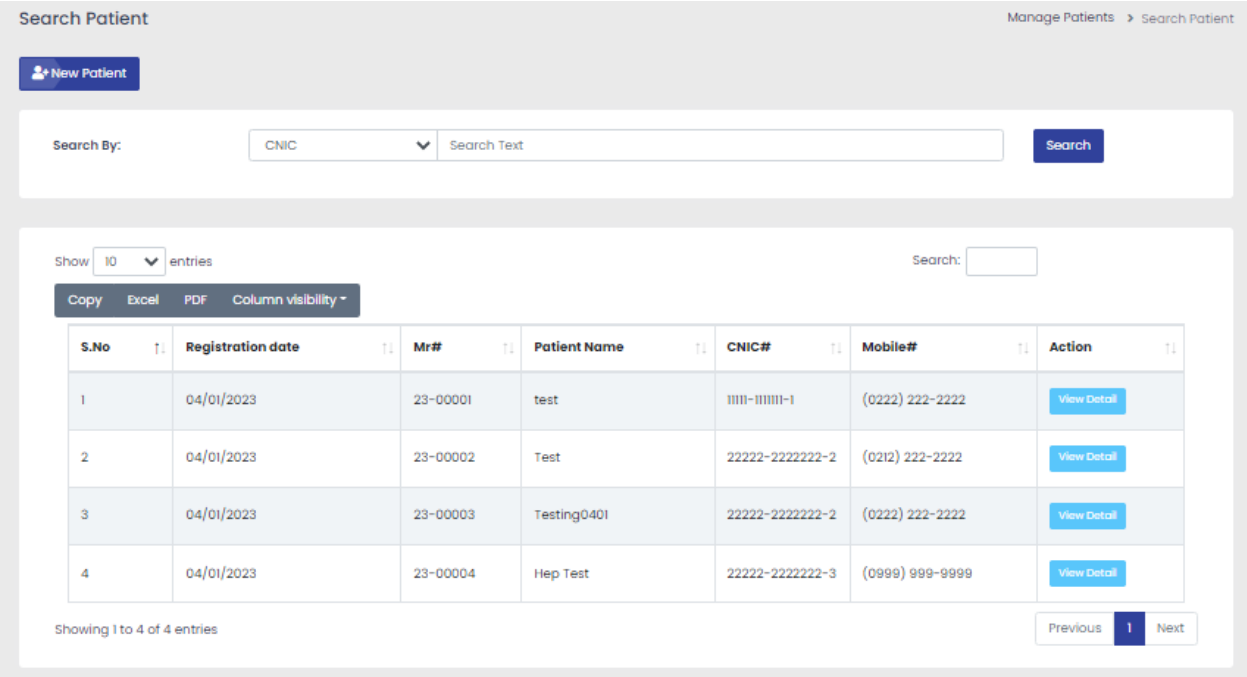
Passport Number / Identity Number: It is the passport number or identity card number of the patient.

Remarks: Remarks can be anything related to the patient.



After entering the desired information user will click the register button to register the patient.

When the user will click the search patient button following form will open that can be used to search the registered patients by utilizing their CNIC or other information related to them.



What options user can utilize in the form?

New Patient: It is used to register the new patient.

Search: Search button is used to search the registered patient.

Copy: Copy button is used to copy the list of registered patient.

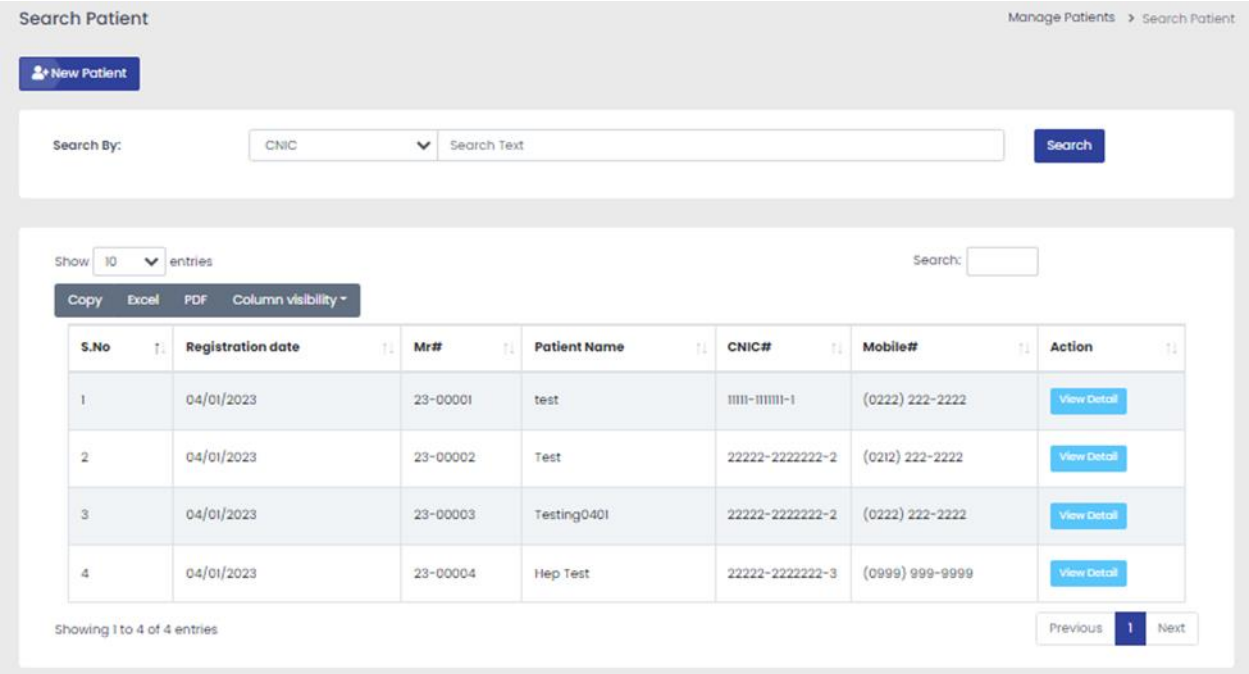
Excel: Excel button is used to copy the list of registered patient in excel.

PDF: PDF button is used to copy the list of registered patient in PDF.

View detail: View detail button is used to view the details of the registered patients.

Search Patients

Search patients button is used to search the registered patients. When the user click the search patient button a form will open that can be used to search the registered patients by utilizing the desired credentials.



What options user can utilize in the form?

New Patient: It is used to register the new patient.

Search: Search button is used to search the registered patient.

Copy: Copy button is used to copy the list of registered patient.

Excel: Excel button is used to copy the list of registered patient in excel.

PDF: PDF button is used to copy the list of registered patient in PDF.

View detail: View detail button is used to view the details of the registered patients

Disease Report 4

for Infectious Diseases Management Information System

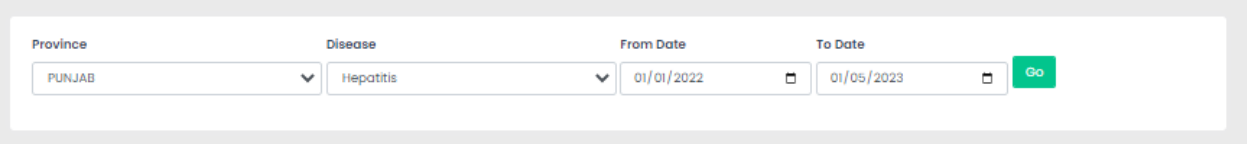
Disease Report

This chapter explains the step-by-step instructions on the Disease Report features that can be used by the Infectious Diseases Management Information system.

When a user clicks the **Disease Report** tab, the application shows the list of following tabs:

Demographic Disease Analysis

Demographic disease analysis button is used to get the report for the disease trends demographically. When the user clicks the Demographic Disease Analysis button a form will open that can be used to search the report for demographic aspects of the disease.



What user has to do?

User will select the following in the form

Province: It is the name of the Province

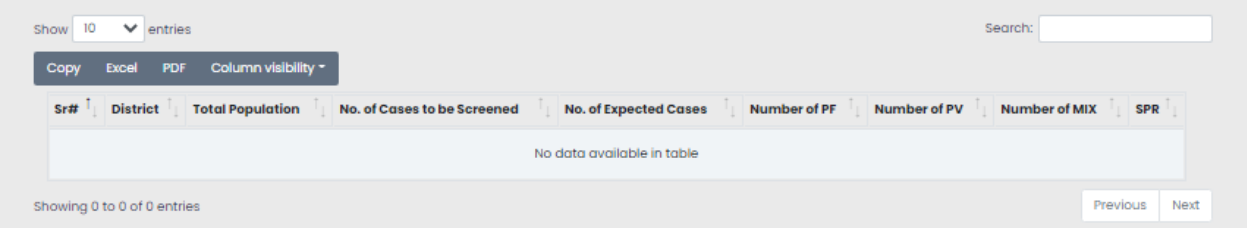
Disease: It is the name of the disease

From date: It is the starting date of the period for which user want to check the disease trend.

To date: It is the ending date of the period for which user wants to check the disease.

After Selecting the desired information in the form user will click the go button to search disease trends.

As the user will click the go following form will open that can be used to analyze selected disease trends in selected province



What option user can avail in the form?

Search: Search bar is used to search any information in the form.

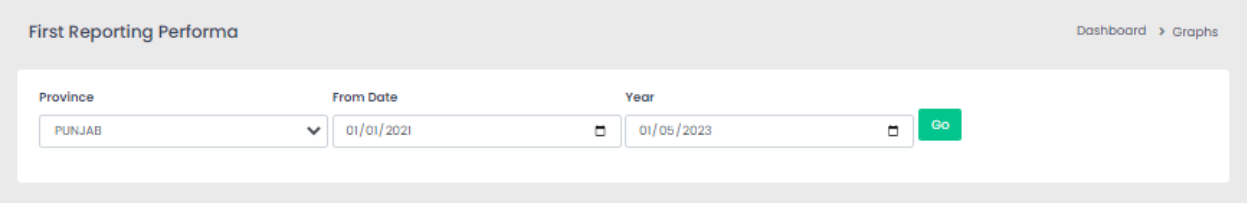
Copy: Copy button is used to copy the information in the form.

Excel: Excel button is used to copy the information in the form in excel.

PDF: PDF button is used to copy the information in the form in PDF.

Patients Treated

Patient treated button is used to get the report related to patients treated so far. When the user clicks the patients treated button a form will open that can be used to search the report for patients treated for the desired period.



What user has to do ?

User will first select the province and dates for which user wants to get the report and click the go button to search the report for patients treated for the desired period.

As the user select the required information in the form and click the go button, a form will pop up showing the desired details.

What option user can avail in the form?

Search: Search bar is used to search any information in the form.

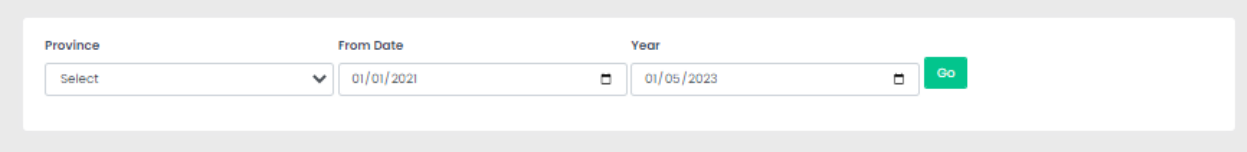
Copy: Copy button is used to copy the information in the form.

Excel: Excel button is used to copy the information in the form in excel.

PDF: PDF button is used to copy the information in the form in PDF.

Patients Diagnostics Report

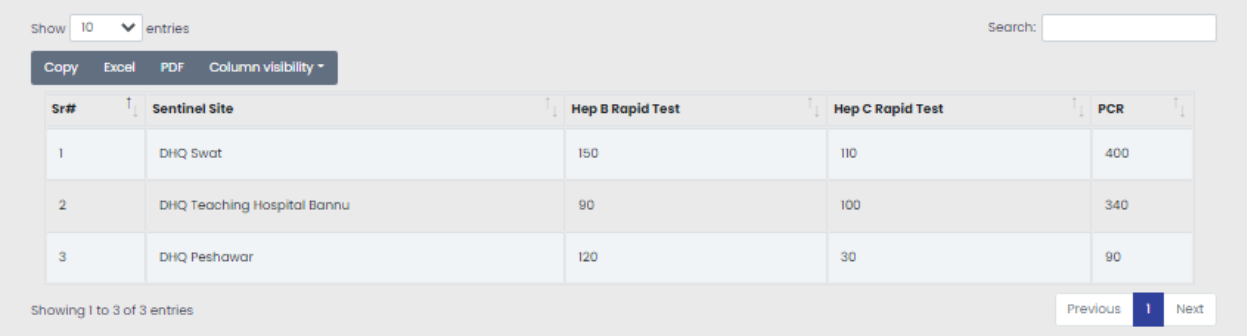
Patient Diagnostics button is used to get the report for patients diagnostics. When the user clicks the patients diagnostics button a form will open that can be used to search the report for patients diagnostics for the desired period.



What user has to do?

User will first select the province and dates for which user wants to get the report and click the go button to search the report for patients diagnostics for the desired period.

As the user select the required information in the form and click the go button, a form will pop up showing the desired details.



What option user can avail in the form?

Search: Search bar is used to search any information in the form.

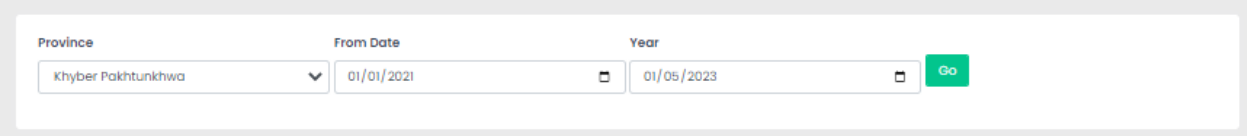
Copy: Copy button is used to copy the information in the form.

Excel: Excel button is used to copy the information in the form in excel.

PDF: PDF button is used to copy the information in the form in PDF.

Medicine Consumption Report

Medicine consumption report button is used to get the report related to consumption of medicine. When the user clicks the medicine consumption report button a form will open that can be used to search the report for medicine consumption for the desired period.



What user has to do?

User will first select the province and dates for which user wants to get the report and click the go button to search the report for medicine consumption for the desired period.

As the user select the required information in the form and click the go button, a form will pop up showing the desired details

What option user can avail in the form?

Search: Search bar is used to search any information in the form.

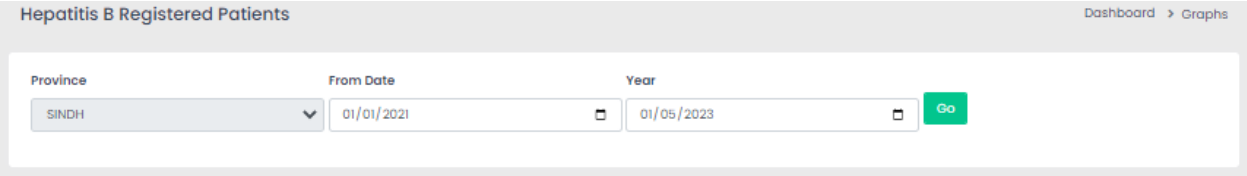
Copy: Copy button is used to copy the information in the form.

Excel: Excel button is used to copy the information in the form in excel.

PDF: PDF button is used to copy the information in the form in PDF.

Hospital Wise Positive Case

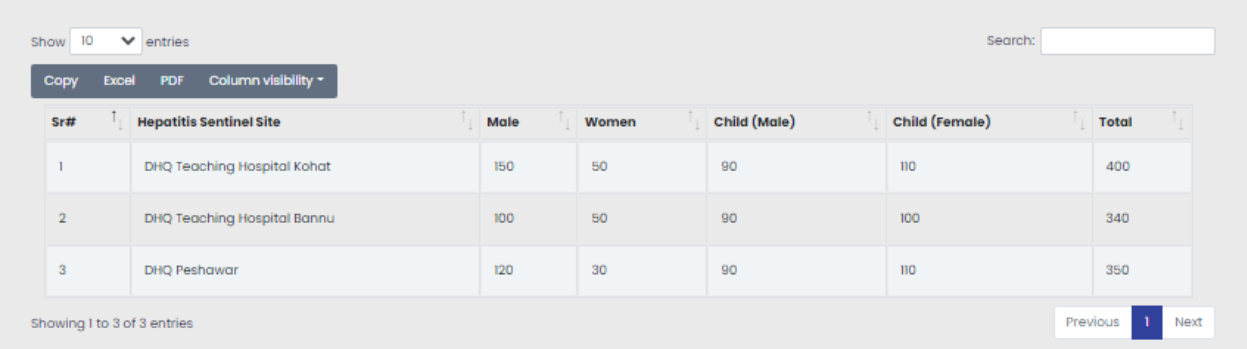
Hospital wise positive case button is used to get the report related to the hospital wise positive cases. When the user clicks the **hospital wise positive case** button a form will open that can be used to search the report for hospital wise positive cases for the desired period.



What user has to do?

User will first select the province and dates for which user wants to get the report and click the go button to search the report for **hospital wise positive cases** for the desired period.

As the user select the required information in the form and click the go button, a form will pop up showing the desired details



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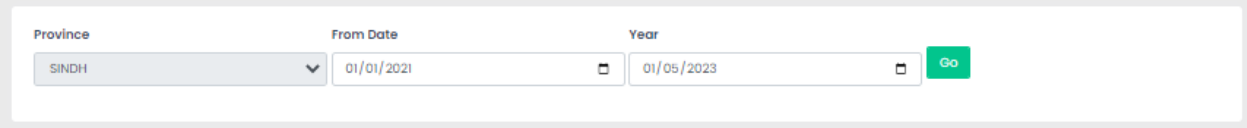
Copy: Copy button is used to copy the information in the form.

Excel: Excel button is used to copy the information in the form in excel.

PDF: PDF button is used to copy the information in the form in PDF.

Sentinel / District Wise Positive Cases

Sentinel / District Wise Positive Cases button is used to get the report related to Sentinel / District Wise Positive Cases. When the user clicks the Sentinel / District wise positive case button a form will open that can be used to search the report for Sentinel / District wise positive cases for the desired period.



What user has to do?

User will first select the province and dates for which user wants to get the report and click the go button to search the report for Sentinel / District wise positive cases for the desired period.

As the user select the required information in the form and click the go button, a form will pop up showing the desired details

Sr#	Hepatitis Sentinel Site	Male	Women	Child (Male)	Child (Female)	Total
1	DHQ Teaching Hospital Kohat	150	50	90	110	400
2	DHQ Teaching Hospital Bannu	100	50	90	100	340
3	DHQ Peshawar	120	30	90	110	350

Sr#	District	HIV / AIDS Cases
1	Kohat	128
1	Batagram	208
1	D.I.Khan	122

Sr#	Merged Areas	HIV / AIDS Cases
1	Bajaur	128
1	Kurram Agency	208
1	Mohmand Agency	122

Lab Management

5

for Infectious Diseases Management Information System

Lab Management

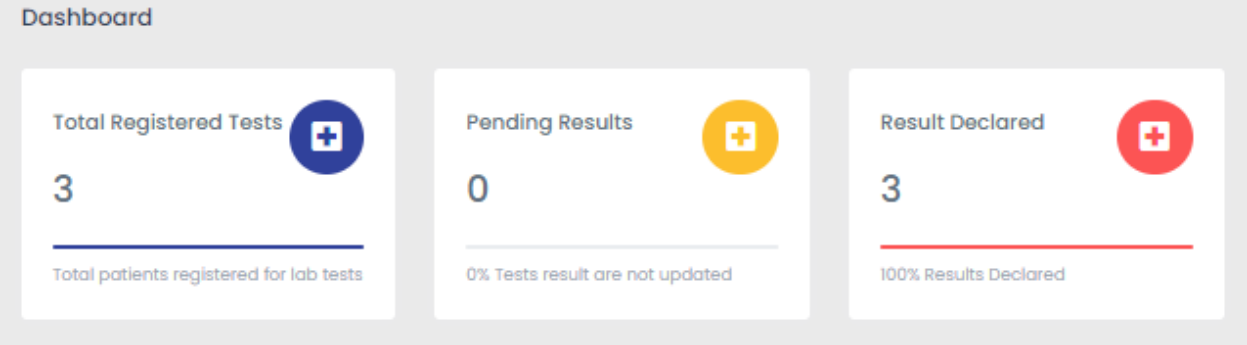
This chapter explains the step-by-step instructions on the Lab Management features that can be used by the Infectious Diseases Management Information system.

When a user clicks the Lab management tab, the application shows the list of following tabs:

Lab Dashboard

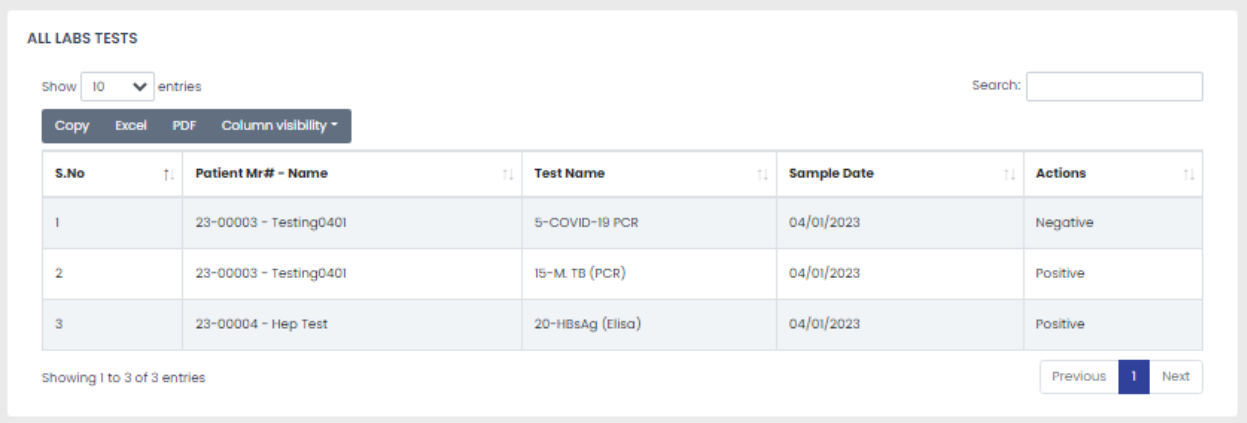
Lab dashboard button is used to access the lab dashboard. Lab dashboard help user in getting access to three different things

- Total Registered Tests
- Pending Results
- Result Declared



Total Registered Tests

When user click the **total registered tests,** he will see the form that shows the total registered tests.



What option user can avail in the form?

Search: Search bar is used to search any information in the form.

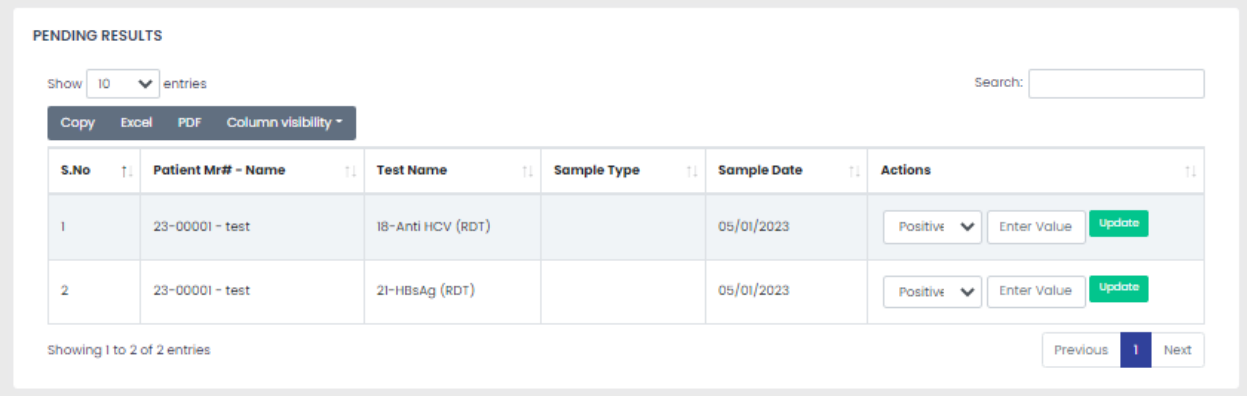
Copy: Copy button is used to copy the information in the form.

Excel: Excel button is used to copy the information in the form in excel.

PDF: PDF button is used to copy the information in the form in PDF.

Pending Results

When user click the **Pending Results,** he will see the form that shows pending results.



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Copy: Copy button is used to copy the information in the form.

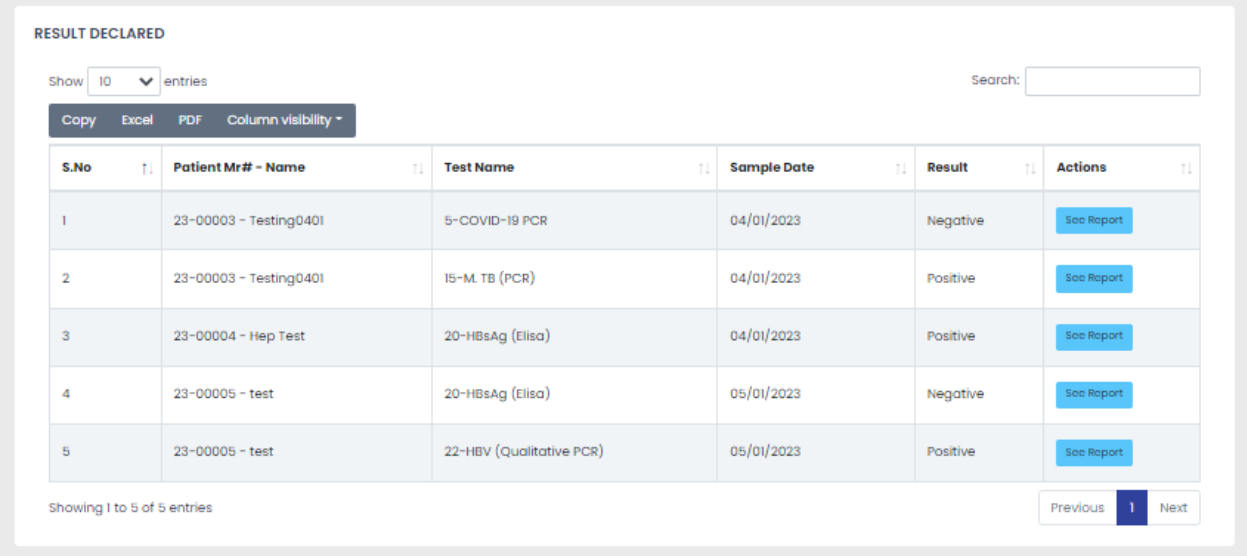
Excel: Excel button is used to copy the information in the form in excel.

PDF: PDF button is used to copy the information in the form in PDF.

Update: Update button is used to update the status of the result.

Result Declared

When user click the **Result Declared,** he will see the form that shows the result declared.



What option user can avail in the form?

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Copy: Copy button is used to copy the information in the form.

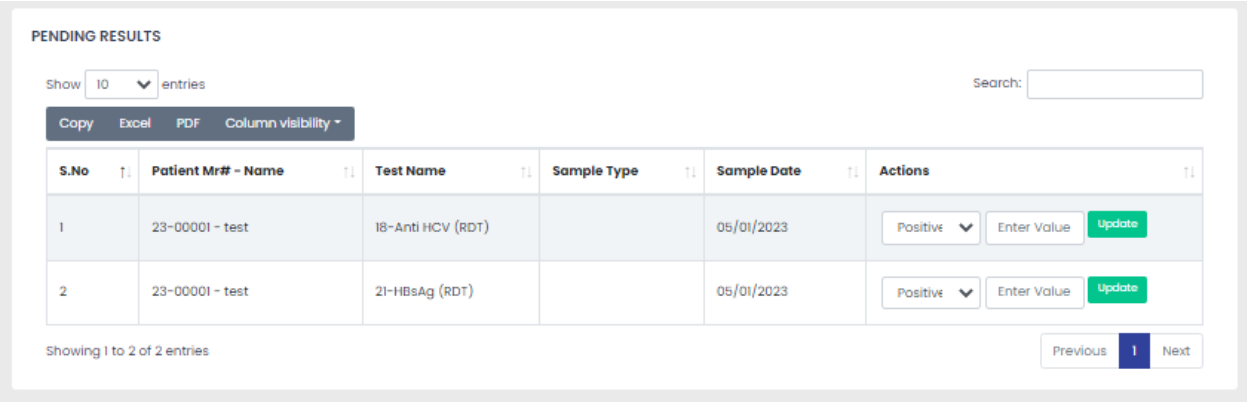
Excel: Excel button is used to copy the information in the form in excel.

PDF: PDF button is used to copy the information in the form in PDF.

See Report: See Report button is used to see the report of the desired patient.

Pending Results

When user click the **Pending Results** button, he will see the form that shows pending results.



What option user can avail in the form?

Search: Search bar is used to search any information in the form.

Copy: Copy button is used to copy the information in the form.

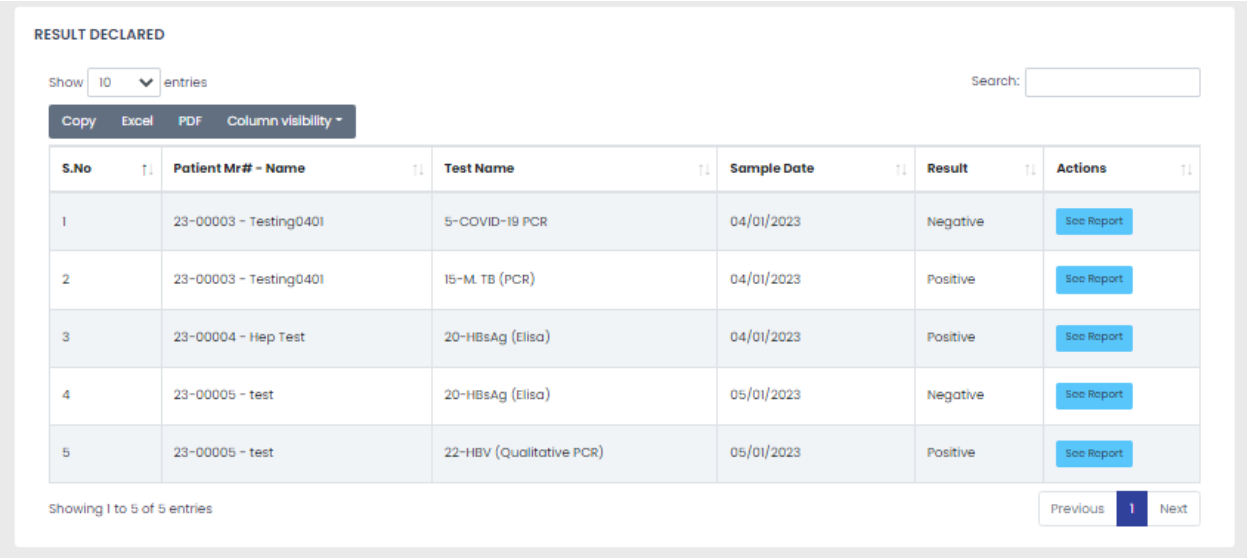
Excel: Excel button is used to copy the information in the form in excel.

PDF: PDF button is used to copy the information in the form in PDF.

Update: Update button is used to update the status of the result.

Declared Results

When user click the **Result Declared** button, he will see the form that shows the result declared.



What option user can avail in the form?

Search: Search bar is used to search any information in the form.

Copy: Copy button is used to copy the information in the form.

Excel: Excel button is used to copy the information in the form in excel.

PDF: PDF button is used to copy the information in the form in PDF.

See Report: See Report button is used to see the report of the desired patient.

Disease Surveillance

When user click the **disease Surveillance** button, he will see the form that is used to add tests data for desired tehsil / UC that will help in disease surveillance.

What user has to do in the form?

User will enter the following information in the form

Date: It is the date when the entry is generated.

Province: It is the name of the province.

District: It is the name of the district.

Tehsil: It is the name of the tehsil.

UC: It is the name of the UC.

Disease: It is the name of the disease.

Test name: It is the name of the test.

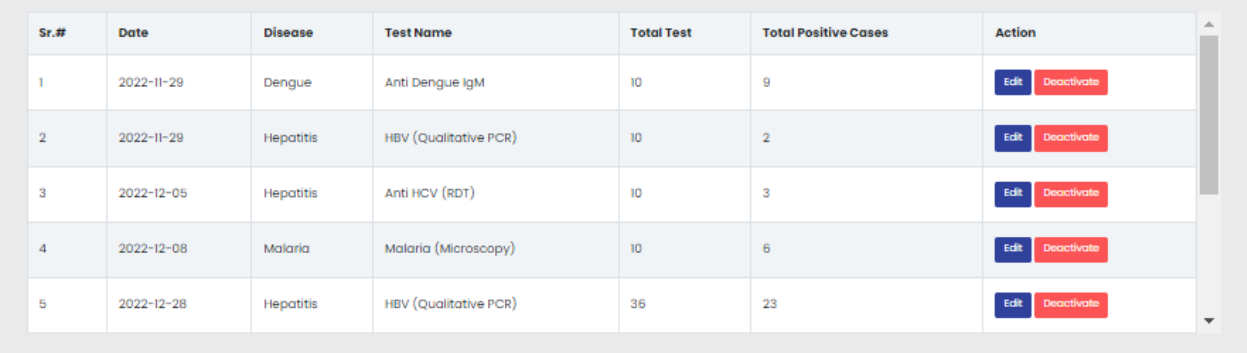
Total test: It is the number of the total tests performed.

After entering the information, user will click the add button to add entry in the form. User can also search any previous record by utilizing the following form.

What user has to do ?

User will first select the dates for which user wants to search the record and click the search button for searching the record for the selected dates.

As the user select the required information in the form and click the search button, a form will pop up showing the desired details



Sr.#	Date	Disease	Test Name	Total Test	Total Positive Cases	Action
1	2022-11-29	Dengue	Anti Dengue IgM	10	9	Edit Deactivate
2	2022-11-29	Hepatitis	HBV (Qualitative PCR)	10	2	Edit Deactivate
3	2022-12-05	Hepatitis	Anti HCV (RDT)	10	3	Edit Deactivate
4	2022-12-08	Malaria	Malaria (Microscopy)	10	6	Edit Deactivate
5	2022-12-28	Hepatitis	HBV (Qualitative PCR)	36	23	Edit Deactivate

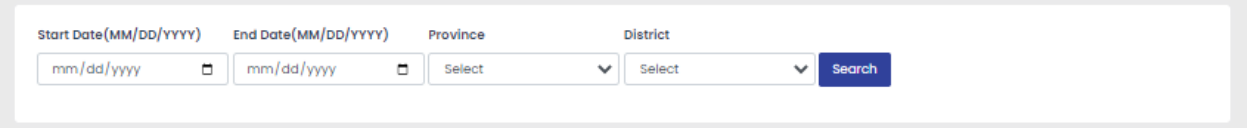
What options user can avail in the form?

Edit: Edit button is used to edit the details of the desired test.

Deactivate: Deactivate button is used to deactivate the desired test.

Surveillance Summary

When user click the **Surveillance summary** button, a form will open that is used to search for the surveillance summary for the desired period.



What user has to do in the form?

User will first select the dates and then the province and district and click the search button to search for the desired surveillance summary.

For any comments and suggestions please write to support@lmis.gov.pk

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