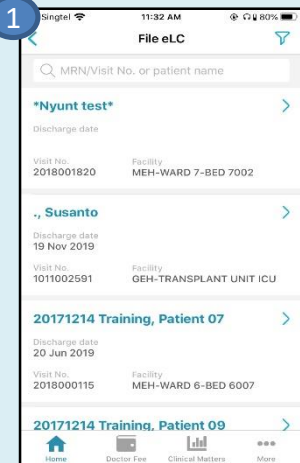


Filing your eLCs on DigiCare

Starting from: 1 July 2019

User guide



1. Select patient to file your LC for

- Click on file eLC on the landing page
- Select patient to file eLC for*

*you will see your patients here, once you have been tagged as a care provider to the case

2. Patient visit details & doctor details

- View your patient visit details and the attending doctor details at a glance

3. Surgical procedure

- Enter details of your surgical procedure here. E.g. date, time, number of implants*

- Tag your care providers to the procedure at this step

* Your surgical procedure must be added in SCM, before you can enter details of the surgical procedure via the app

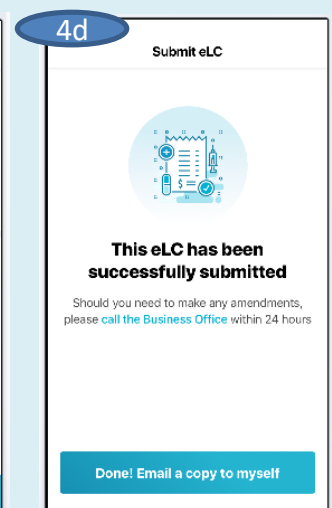
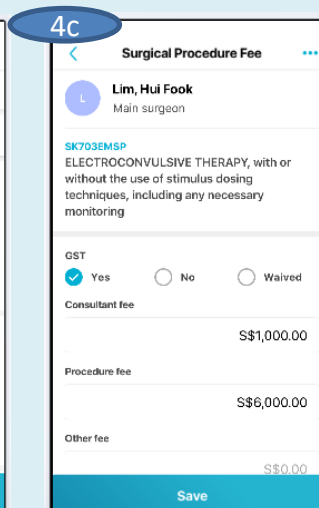
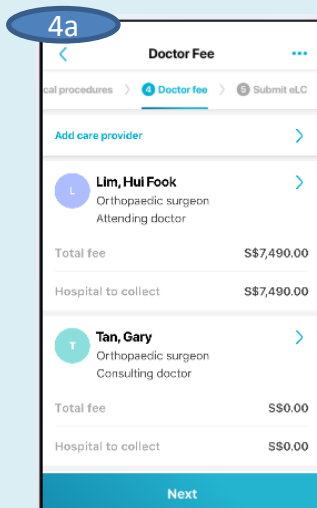
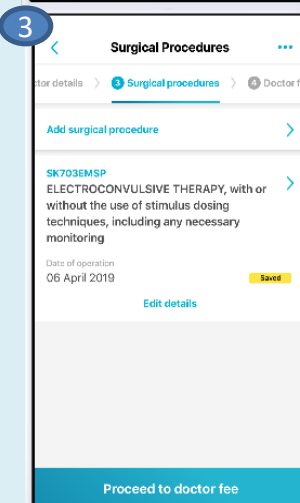
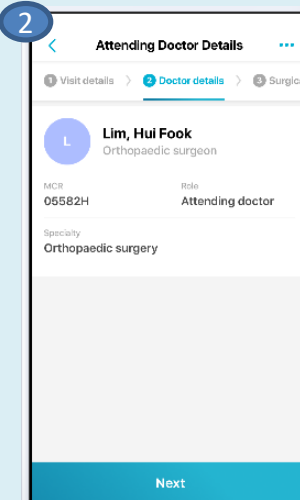
4. Enter doctor fees

- View all the doctors and their fees in the case at a glance

- Select the care provider to enter fees for

- Enter your fee details for each procedure done

- Once the eLC is submitted, a PDF copy for the LC will be emailed to you

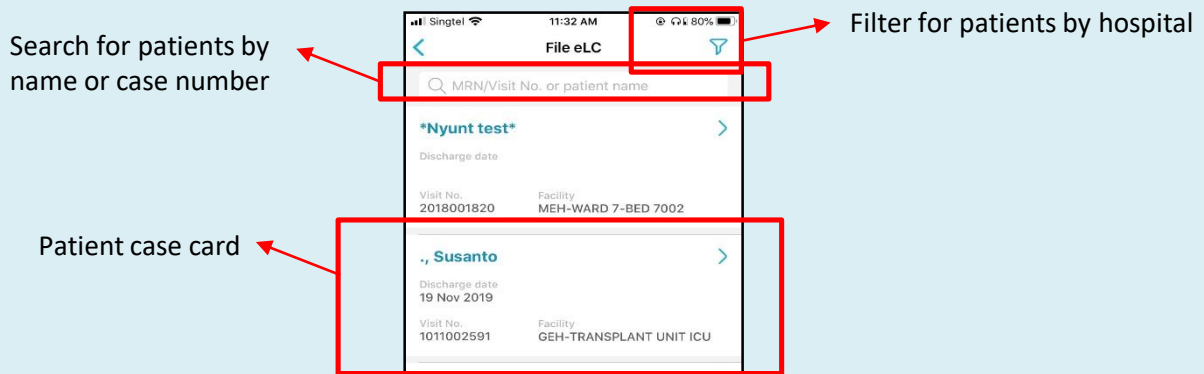


Filling your eLCs on DigiCare

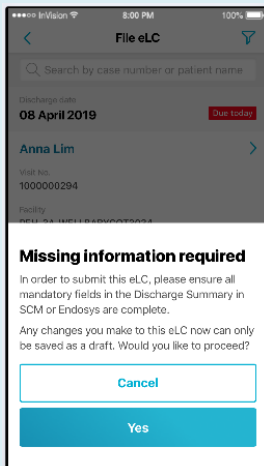
Starting from: 1 July 2019

FAQ

1. Navigating the page



2. Unable to submit eLC



- To submit the eLC within DigiCare, all mandatory fields within the discharge summary must be filled, otherwise, all data entered in DigiCare can only be saved as draft
- The mandatory fields in the discharge summary are:
 - Date of discharge
 - Clinical summary
 - Principal diagnosis
 - Condition at review

3. Unable to see my patient in the DigiCare app

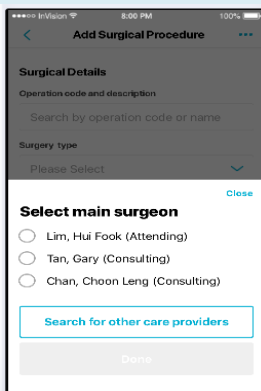
- In order for the doctor to see their patient in the DigiCare app, the following must be done:
 - The doctor must be tagged as care provider to the case
- In order for the doctor to add their fee into a surgical procedure via the DigiCare app, the following must be done in the desktop SCM:
 - Surgical procedure must be entered in SCM

Filling your eLCs on DigiCare

Starting from: 1 July 2019

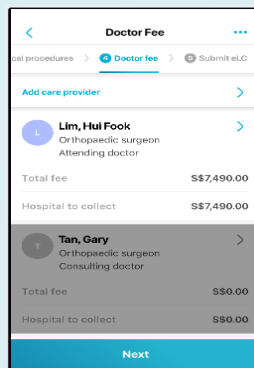
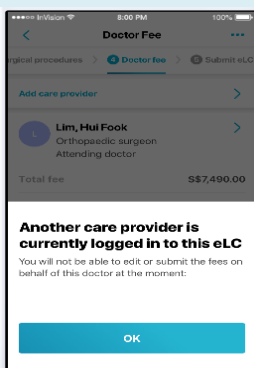
FAQ

4. How do I add more care providers?



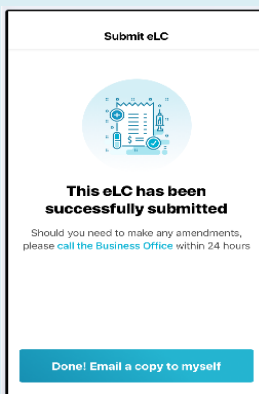
- Care providers can be tagged to a patient via SCM or the DigiCare app
- Clicking on the “Search for other care providers” allows the user to search and add other care providers to the patient or surgical procedure

5. Why are some doctors greyed out in the app?



- We catered for concurrency in SCM and DigiCare, in the event that multiple doctors are accessing the same case at the same time
- If a certain doctor field is greyed out and uneditable, it means they are currently making edits in either SCM or their DigiCare account. Hence, you are unable to make edits.
- Once the doctor is done, and his/her information is saved, you will be able to edit the field again

6. Which email does the eLC go?



- The submitted eLC will be emailed to the email account tied to DigiCare
- You can check your email address tied to the DigiCare app via your account settings