

Procedures

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<note>Internally, a procedure in HIS is treated like a service item in mSupply, so many of the same concepts apply - see [Items](#)</note>

The **Special > Show procedures** menu item allows you to track surgical and other procedures performed on patients. It brings up the following window:



The 'Find procedure...' dialog box has a blue title bar with a person icon and standard window controls. It contains several search criteria fields: 'Item name' (dropdown), 'starts with' (dropdown), 'and' (dropdown), 'category is' (dropdown), 'and' (dropdown), and 'department is' (dropdown). The 'category is' and 'department is' dropdowns are currently set to 'Don't Care'. At the bottom are three buttons: 'Complex Find', 'Cancel', and 'Find'.

After setting the parameters, and clicking on OK, it will either show the list of procedures:



The 'Procedure list...' window has a blue title bar with a person icon and standard window controls. Below the title bar is a toolbar with icons and labels: 'New item' (plus icon), 'Report' (document icon), 'Set flags' (flag icon), 'Find' (magnifying glass icon), 'Order by' (list icon), 'Print' (printer icon), 'Modify' (pencil icon), 'Duplicate' (two document icons), and 'Customise' (gear icon). Below the toolbar is a table with the following data:

Item Code	Item name	User 1	Flags
abcdef	New Procedure		

in which case, you can double-click on a procedure to view/edit it or select *New item* to create a new one. Or, if there are no existing procedures, it will go straight to the *Add procedure* window:



The 'Add procedure...' dialog box has a blue title bar with a person icon and standard window controls. It contains the following fields: 'Type' (dropdown menu set to 'service'), 'Item code' (text field), 'Item name' (text field), 'Item price' (text field set to '0'), and 'Price list' (checkbox, which is unchecked).

The type of a procedure is fixed as "service". As for items, once a procedure has been added, there are extra fields and tabs available. However, only a subset of the normal item fields are available.

Procedure details...

General

Usage

Ledger

Notes

Misc

Misc 2

Item name

New Procedure

Store:

Hospital Info System

General...

Item code

abcdef

Category

None

Item flag

Catalogue code

Hide in this store

☐

Pricing

Default margin

0

Default price

2,000.00

Full description

Custom fields...

user_field_1

user_field_2

user_field_3

user_field_5

user_field_6

user_field_4

☐

user_field_7

☐

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<note>To continue to the next section of the mSupply® user guide click [here](#)</note>

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