

# Procedures

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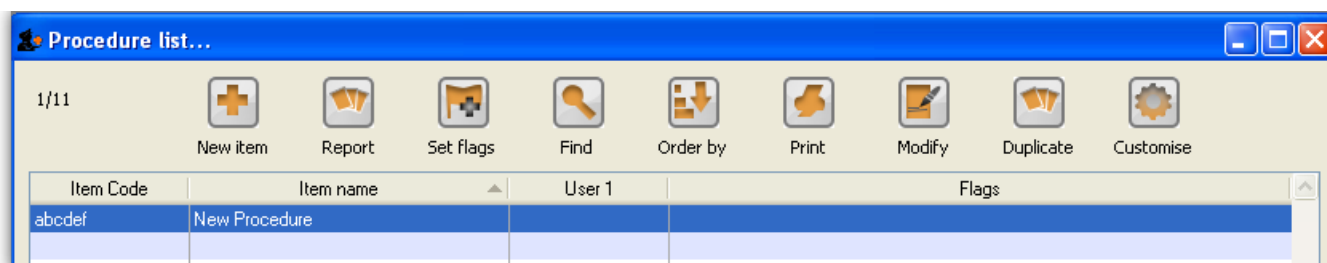
<note>Internally, a procedure in HIS is treated like a service item in mSupply, so many of the same concepts apply - see [Items](#)</note>

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 the text 'Find procedure...'. It contains several search criteria fields: 'Item name' (dropdown), 'starts with' (dropdown), and an empty text box; 'and' (dropdown), 'category is' (dropdown set to 'Don't Care'); and 'and' (dropdown), 'department is' (dropdown set to 'Don't care'). At the bottom are three buttons: 'Complex Find', 'Cancel', and 'Find'.

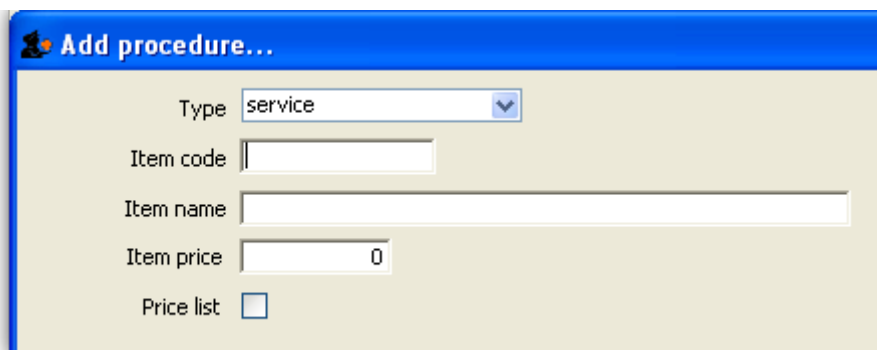
After setting the parameters, and clicking on OK, it will either show the list of procedures:



The 'Procedure list...' window has a blue title bar with a person icon and the text 'Procedure list...'. It features a toolbar with icons for 'New item', 'Report', 'Set flags', 'Find', 'Order by', 'Print', 'Modify', 'Duplicate', and 'Customise'. 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 the text 'Add procedure...'. It contains the following fields: 'Type' (dropdown set to 'service'), 'Item code' (text box), 'Item name' (text box), 'Item price' (text box set to '0'), and 'Price list' (checkbox).

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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