DH Field EMR

User Guide for Field Clinicians & Data Entry Staff

Getting Started

DH Field EMR is a desktop application designed for medical outreach in resource-limited settings. It works fully offline — all patient records are saved on your computer. If your organization uses cloud sync, records can also be shared across multiple computers.

Opening the App

Open **DH Field EMR** from your Applications folder. If this is a new device that hasn't been set up yet, the Setup Wizard will appear — see the Setup Guide for instructions.

Main Navigation

The top bar of the app has five screens you can switch between:

Screen	Purpose
Records	View, search, and manage all patient encounters. This is the main screen.
Scheduling	Weekly calendar showing clinic days and upcoming referral appointments.
Analytics	Charts, statistics, and reports about your patient data.
Options	View and edit the formulary, sites, providers, presets, and other configuration.
Admin	Device settings, database backup, sync controls, and admin access management.

You'll also see a **"+ New Encounter"** button in the top-right corner, which you can click from any screen to start a new patient record.

Creating a New Encounter

Click the **"+ New Encounter"** button (or press `Cmd+N`) to open the encounter panel on the right side of the screen.

The encounter panel has six tabs across the top. You work through them left to right:

Tab	What You Do Here
Triage	Patient demographics, vitals, history, chief concern
Labs	Point-of-care lab results and urinalysis
Dx Presets	Quick-select diagnoses from a preset list
Rx Presets	Quick-select medication regimens for common conditions
Clinical	Final diagnosis, medications, procedures, imaging, surgery, referral, provider
View Record	Read-only summary of the entire encounter before saving

Each tab has "Next" and "Back" buttons at the bottom, plus a "Save & Close" button so you can save from any tab.

Triage Tab

This is where every encounter begins. Fill in the following sections:

ENCOUNTER INFO

- **Site** — Select the clinic location from the dropdown. The app remembers your last-used site.
- **Date** — Defaults to today. Change it if entering a record from a previous day.
- **MRN** — The Medical Record Number is generated automatically from the patient's name, date of birth, and sex. You do not need to type it.

PATIENT INFORMATION

- **Given Name** — The patient's first name.
- **Family Name** — The patient's last name/surname.
- **Sex** — Tap **Male** or **Female**.
- **Date of Birth** — Enter the patient's DOB. If the patient doesn't know their birth date, check the **"Unknown"** checkbox and enter an estimated age in years.
- **Phone** — Patient's phone number (optional).

VITALS

- **Temperature** — Tap a temperature range button (Normal, Low-grade, Fever, High) for quick entry.
- **Blood Pressure** — Type systolic/diastolic (e.g., "120/80"). The app will flag abnormal values with a color indicator.
- **Weight** — Select a weight range button. This is used to determine appropriate medication dosing in Rx Presets.
- **Pregnant / Breastfeeding** — Tap Yes, No, or N/A. These fields affect medication safety warnings.

TRANSPORT

- **How did you get here?** — Select the patient's mode of transport (Walk, Boda, Private Auto, Public Taxi, Other).
- **Travel Time** — Enter the travel time in minutes.

HISTORY

- **Allergies** — Document known drug allergies. Click the "NKDA" quick-fill button if there are no known allergies.
- **Current Medications** — What the patient is currently taking. Click "None" to quick-fill.
- **PMH (Past Medical History)** — Relevant medical history. Click "None" to quick-fill.
- **Chief Concern** — Tap one or more preset buttons for common complaints (e.g., Headache, Cough, Fever, Abdominal Pain). You can also type a custom concern in the text field below.

Click **"Next: Labs"** to continue, or **"Save & Close"** to save what you have so far.

Labs Tab

Record point-of-care lab test results here. The available lab tests are configured by your organization's admin.

RAPID TESTS (TOGGLE TYPE)

Most rapid tests use a simple **POS / NEG** toggle. Common default tests include:

- Malaria RDT, HIV, Pregnancy (HCG), Typhoid, RPR/Syphilis, H. pylori, Hepatitis B

For each test performed, tap **POS** (positive) or **NEG** (negative). If a test was not ordered, leave both buttons unselected.

NUMERIC TESTS

Some tests (like Blood Glucose or Hemoglobin) require you to type a number. Enter the value in the input field. The app will automatically display an interpretation (e.g., "Normal", "Low", "High") based on standard reference ranges.

URINALYSIS

Click the **"Urinalysis"** header to expand the urinalysis section. For each dipstick parameter (Leukocytes, Nitrite, Protein, pH, Blood, etc.), tap the matching result from the toggle buttons.

You can also add **Lab Comments** in the text field at the bottom of the tab.

Dx Presets Tab

This tab shows a grid of preset diagnosis buttons. Tap one or more diagnoses to select them — selected items turn orange.

You can sort the presets three ways using the buttons at the top:

- **Most Used** — Shows the most frequently used diagnoses first (based on your records).
- **A-Z** — Alphabetical order.
- **By System** — Grouped by body system (Infectious, Respiratory, GI, Musculoskeletal, etc.).

Selected diagnoses are automatically added to the Diagnosis field on the Clinical tab.

Rx Presets Tab

Prescription presets are pre-built medication regimens for common conditions. Each preset includes the medication name, dose, frequency, and duration.

Tap a preset to select it — the medications will be auto-filled on the Clinical tab. You can select multiple presets. If you selected diagnoses on the Dx Presets tab, matching Rx presets may be visually highlighted to help you find the right treatment quickly.

Tip: Rx presets are weight-aware. If you entered a weight range on the Triage tab, the presets will show dosing appropriate for that weight range (especially important for pediatric patients).

Clinical Tab

This is where you finalize the encounter. The tab is organized into several sections:

DIAGNOSIS & MEDICATIONS

- **Diagnosis** — Auto-filled from Dx Presets. You can also type or edit directly.
- **Medications** — Auto-filled from Rx Presets. Each medication line shows the name, dose, frequency, duration, and quantity. Click **"+ Add Medication"** to add more medications manually. The medication field has autocomplete from the formulary.
- **Additional Treatment Notes** — Space for notes about injections, wound care details, or other treatments.

PROCEDURES

If any procedures were performed (e.g., I&D, Wound Closure, Joint Injection), tap the matching buttons from the procedure grid. Multiple procedures can be selected.

IMAGING

If an ultrasound was performed, tap **"Ultrasound"** to expand the imaging section. Select the ultrasound type (Abdominal, Pelvic, OB/Pregnancy, Renal, etc.) and enter findings in the text field.

SURGICAL ENCOUNTER

If a surgery was performed during this encounter, tap **"Surgery Performed"** to expand the section. Enter the type of surgery and any surgical notes.

REFERRAL

If the patient needs a referral, tap the appropriate referral type (e.g., Surgery, Follow-up, Specialist, Hospital, Lab Work). When you select a referral type, a date picker appears so you can set the **scheduled referral date**.

PHYSICIAN

Select the treating clinician/provider from the button grid.

SAVING

At the bottom of the Clinical tab, you have two save options:

- **Save & Close** — Saves the record and closes the encounter panel.
- **Save & New** — Saves the record and immediately opens a blank encounter for the next patient. This is the fastest workflow for high-volume clinic days.

View Record Tab

This shows a read-only summary of all the data you've entered. Use it to review the encounter before saving. From this tab you can also:

- Click **"Export PDF"** to generate a printable PDF of the individual patient record.
- Click **"Delete"** to remove the record (if editing an existing record).

Searching and Viewing Records

The **Records** screen is the main screen you see when the app opens. It shows summary cards for all patient encounters.

Quick Stats

At the top of the Records screen, you'll see summary cards showing: Total Encounters, Unique Patients, Today's count, and Pediatric (<18) count.

Basic Search

Type in the **search bar** to find patients by name, MRN, chief concern, or diagnosis. Results update as you type.

Site Filter

Use the **site dropdown** next to the search bar to show only records from a specific clinic site.

Advanced Filters

Click the **"Filters"** button to expand the advanced filter panel. You can filter by:

- **Date range** (From / To)
- **Provider** — Show only records from a specific clinician
- **Referral Type** — Show only patients with a specific referral type
- **Today's Patients** button — Quickly shows only records from today
- **Reset Filters** — Clears all filters and shows all records

Opening a Record

Click any record card to open it in the encounter panel. From there you can review or edit the record.

Record Badges

Record cards may show colored badges:

- **LAB+** (red) — At least one lab test came back positive
- **REF** (amber) — The patient has a referral

Multi-Visit Patients (Return Patients)

The app uses the **MRN** (Medical Record Number) to detect return patients. The MRN is automatically generated from the patient's name, date of birth, and sex.

When you start a new encounter and the app matches an existing MRN, you'll see a **return patient banner** at the top of the Triage tab. This banner shows:

- The number of previous visits
- A summary of their most recent encounter

This helps you quickly see the patient's history without searching through old records.

> **Tip:** To ensure return patients are detected correctly, spell names consistently. "John" and "Jon" would generate different MRNs.

Using the Scheduling Tab

The **Scheduling** screen shows a weekly calendar view. This is useful for tracking clinic days and upcoming referral appointments.

> NAVIGATING WEEKS
>
> Use the **"Previous Week"** and **"Next Week"** buttons to move between weeks. The current week's dates are shown at the top.

CALENDAR VIEW

Each day in the week shows:

- The **number of encounters** on that day
- Colored badges for **referrals** and **surgeries** scheduled on that day
- Today's date is highlighted

Click on a day to see its details below the calendar.

DAY DETAILS

When you click a day, the area below the calendar shows all referral appointments for that date. Each entry shows the patient's name, referral type, and status (Pending, Completed, No Show, or Cancelled).

FILTERING

Use the **referral type dropdown** below the calendar to filter for specific referral types (e.g., show only Surgery referrals).

Syncing Data

If your organization uses cloud sync, you need to manually sync your data to share it with other devices and back it up to the cloud.

HOW TO SYNC

1. Go to the **Admin** tab (lock icon in the top navigation bar)
2. Under the "Cloud Connection" section, click the **"Sync Now"** button
3. The button will show "Syncing..." while it uploads your new records and downloads any records from other devices
4. When complete, you'll see "Connected" with a timestamp

Sync Indicator

The sync indicator in the top-right of the app shows your current status:

Status	Meaning

Connected (green)	Last sync was successful. Data is up to date.
Syncing... (orange)	Currently uploading or downloading data.
Error (red)	Sync failed — check your internet connection.
Disabled (gray)	No cloud credentials configured (standalone mode).

The indicator also shows how many records are **pending upload** and the time since the last successful sync.

Best Practice: Sync at the start of each clinic day (to pull in any records from other devices) and at the end (to push your new records to the cloud). Also sync whenever you have a reliable internet connection.

Offline is OK: The app works fully offline. All records are saved locally on your computer. Nothing is lost when you're offline. Just sync when you can.

Exporting Records

Individual Record PDF

To export a single patient record as a PDF:

1. Click on the record card to open it
2. Go to the **View Record** tab
3. Click **"Export PDF"**
4. The PDF will be generated and you can save or print it

CSV Export (All Records)

To export all records (or filtered records) as a spreadsheet:

1. Go to the **Analytics** screen
2. Optionally set filters (date range, site, sex) to limit what gets exported
3. Click **"Export CSV"**
4. Choose a save location on your computer

The CSV includes all patient demographics, vitals, lab results, diagnoses, medications, procedures, referrals, and clinical notes.

Donor Report PDF

To generate a summary report suitable for donors or stakeholders:

1. Go to the **Analytics** screen
2. Set the date range and site filters for the period you want to report on
3. Click **"Generate Donor Report"**
4. A formatted PDF summary is generated with key statistics and charts

Keyboard Shortcuts

Shortcut	Action
`Cmd+N`	New Encounter
`Cmd+E`	Export CSV
`Cmd+B`	Backup Database to Desktop
`Cmd+Shift+R`	Restore from JSON Backup

Tips for Efficient Use

- **Use "Save & New" for clinic days** — When seeing patients back-to-back, click "Save & New" to save the current record and immediately start the next one.
- **Use the Dx Presets and Rx Presets tabs** — They're much faster than typing diagnoses and medications manually.
- **Let the app remember your site** — The app remembers the last site you selected, so you only need to set it once per clinic day.
- **Use the chief concern buttons** — Tap the preset buttons for common complaints, then add details in the text field if needed.
- **Check the View Record tab** — Before saving, switch to the View Record tab to make sure everything looks correct.
- **Sync frequently** — When you have internet, sync often. It only takes a few seconds.