

Quick Reference Guide – Centro 2S

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Introduction

This document is intended to help the user to access quickly and easily the daily tools available in the user profile in which they are included.

It is organized following the traditional workflow in the C2S solution:

- Startup Screen (system launch)
- Schedule
- Reception
- Admission
- Technician's Worklist
- Doctor's Worklist

Startup Screen

First time use:

- Only used when starting a new institution
- Requires the creation of a new institution, schedules, availabilities, and new user(s).
- The application will automatically guide the user through the necessary tasks so that they become 100% autonomous.

Create user access:

- Allows the creation of access credentials (new user(s)) and assignment of respective profiles.
 - Additionally, if the user has a physician profile, it is possible to immediately set up their signature for clinical reports.

Login:

- *Self-explanatory*

User manual:

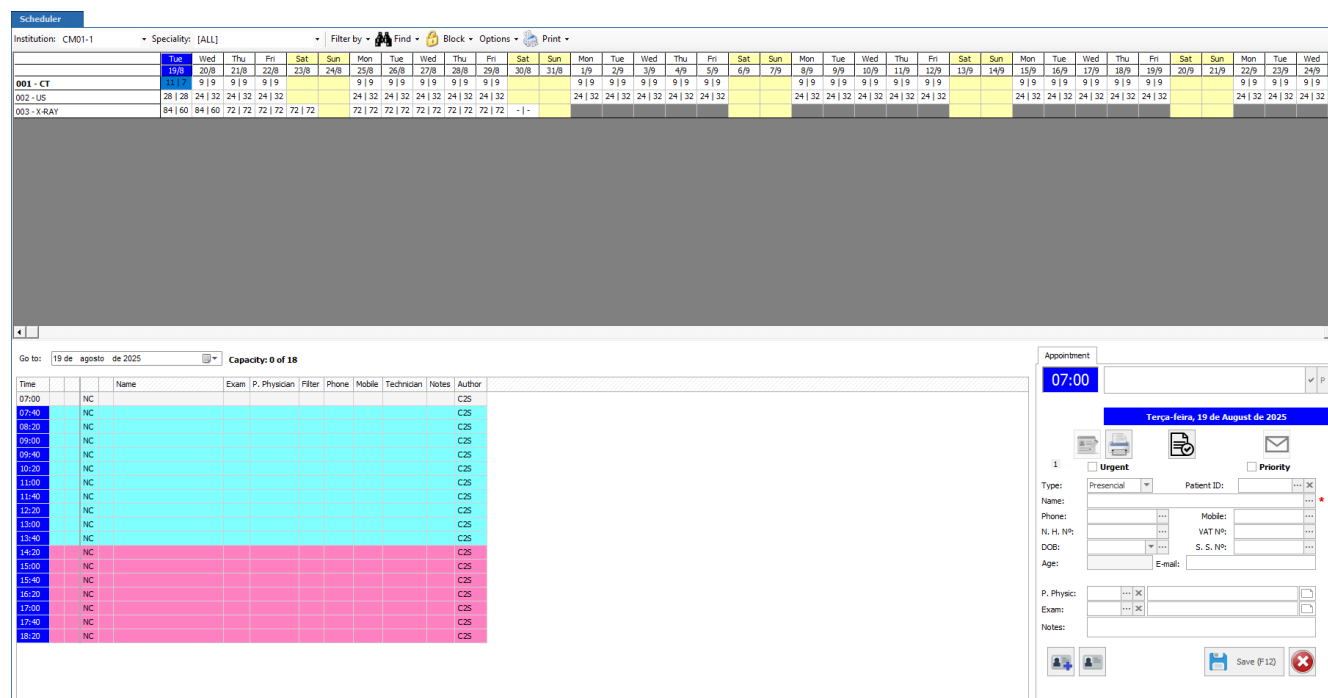
- Access to this quick user guide.

Help me:

- Request for remote support (requires internet connection)



Appointment Schedule



At the top left of the schedule screen, the active timetables (rooms/equipment/modalities) are displayed. Next, the calendar shows daily availability, with the number of available slots displayed for **Morning | Afternoon** segments.

At the bottom left, the list of appointments for the selected day is shown. On the right, it is possible to view or edit the patient's data for the selected slot.

How to operate the C2S Schedule: Choose the day in the calendar (place the cursor on the desired room and day). Select the time slot in the appointment list (choose the time you wish to schedule). Fill in or search the patient's data. Finally, click Save (F12) and the appointment will be scheduled. All patient-related fields are searchable in the C2S database. There is no need to create a patient file.

Position the cursor in the desired room and day.

Once placed, you should select the time slot where you want to schedule the appointment. The "Appointment" tab provides text fields for entering patient data. The "Doctor" field will be automatically filled in if a prior and exclusive assignment of a room to a doctor has been made.

The patient will then have the requested exam scheduled. If more than one exam is required, select the patient in the list, right-click, and select Copy. When copying to another time slot, only the doctor and exam information need to be filled in.

Reception

Daily service - Tuesday, August 19, 2025

Pending
Waiting
On Going
Finished
No Shows
View All

Refresh
Visit (FS)
Print

Inst.: CM01-1

Pendientes...

TL	Patient ID	Name	Room	Exam	Specialty	Modality	Arrival time
▼							

0

Patient data

Time:
Waiting Room:
Patient ID:
Healthcare N°:
Name:
Phone:
Mobile Phone:
Urgente
Entidade:
Specialty:
Exam:
P. Physician:
Comments:
E-mail:
Ref. Entity:
DOB:
Kind:
Confirmed by:
Date:
Coment:

Patient data
General data
Selected date - Tuesday, August 19, 2025

Reception is where patients with scheduled exams for the day are checked in.

This list can be filtered using the fields in the first row. The scheduled patient can be searched, and by selecting their exam(s), the admission process can be started, already contextualized with all the observation data filled in.

To proceed, simply select the exam(s) and double-click on the patient's name.

This screen is for consultation only and does not allow editing of patient/exam data.

Admission

Fichas de Utentes - (RICARDO SOARES HENRIQUES MARTINS)

Patient file

Patient ID: 560634 PT healthcare n°: 999999990 Phone: 123456789

Patient name: RICARDO SOARES HENRIQUES MARTINS Mobile phone: National ID card: 999999990

Address: VAT number: 999999990 Insurance n°:

Job description: DOB: 01/01/2000 25 year(s)

E-mail address: External PID: Nationality: PT

Gender: Masculino Marital status: Weight: Height: Comments: Comments (other):

Patient history

Institution	Local	User	Admission ID	Date	Exam description
SUC...	CH01-1	C2S	2025.000001	06/03/2025 11:03	031.0
SUC...	CH01-1	C2S	2025.000002	24/03/2025 17:35	023.0
SUC...	CH01-1	C2S	2025.000003	25/03/2025 18:15	023.0
SUC...	CH01-1	C2S	2025.000004	31/03/2025 16:54	030.2
SUC...	CH01-1	C2S	2025.000005	31/03/2025 17:36	040.0
SUC...	CH01-1	C2S	2025.000006	01/04/2025 17:34	040.0
SUC...	CH01-1	C2S	2025.000007	02/04/2025 11:12	040.0
SUC...	CH01-1	C2S	2025.000008	21/04/2025 11:00	001.9

Actos Médicos

Exam Code	Exam	P. Physician	Technician	QL	Delivery date
001.9	Abdomen simples, uma incidência	Dr. medico novo no sign		1	5/19/2025

8

2025.000008

In the admission area, it is possible to view the patient's file and previous records (administrative history).

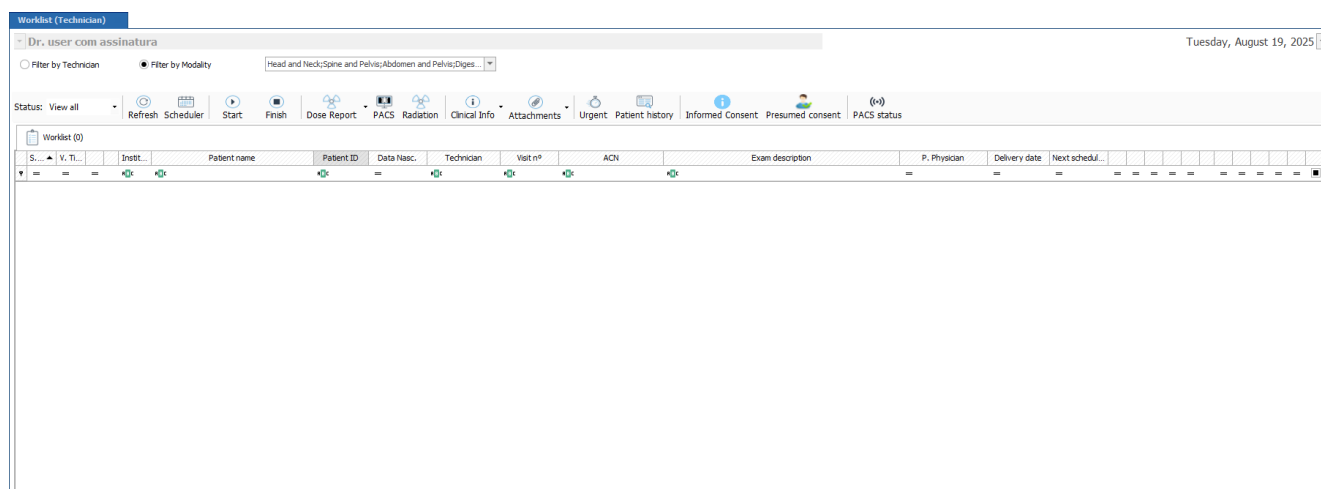
If the patient comes from a scheduled appointment via Reception, the first step is skipped, and a new observation is created by clicking "New Obs."

If the patient comes from the Schedule, the new observation data is already pre-filled, allowing exams to be added, changed, or removed.

If it is a direct admission, the user must enter the codes or search by exam(s) name(s).

As in previous screens, all fields in the system are searchable.

Technician's Worklist



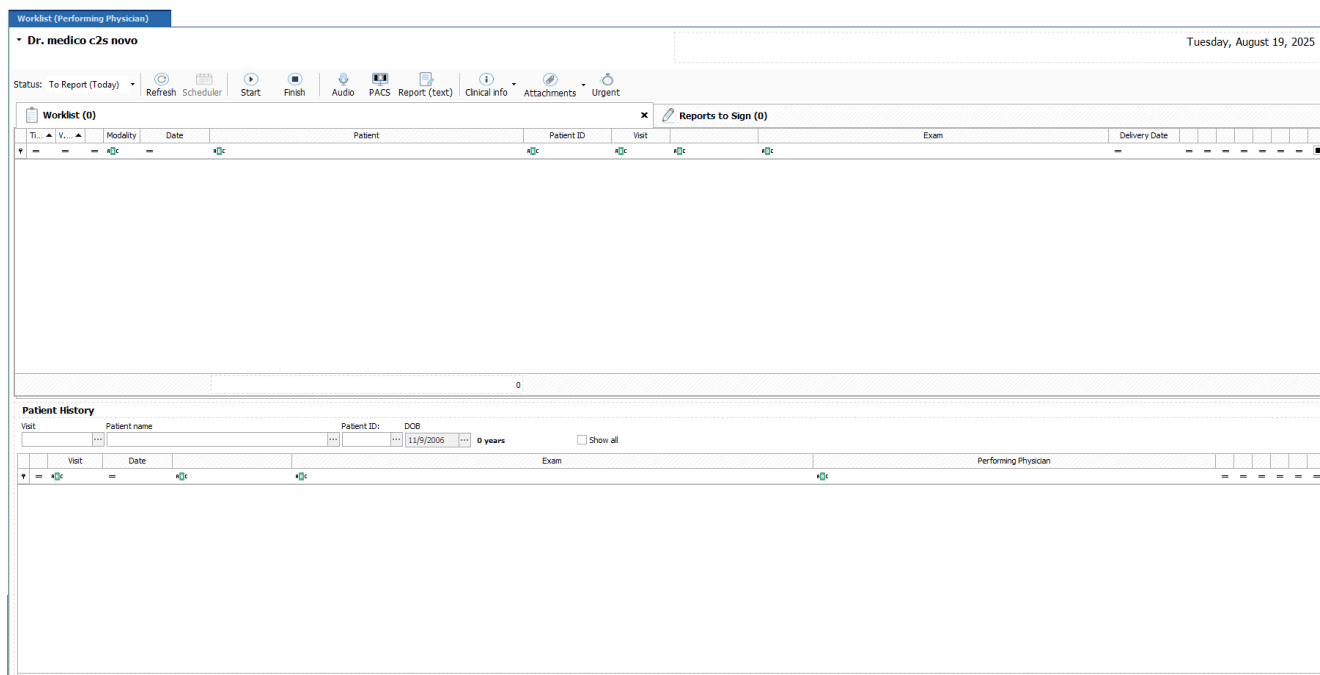
The technician accesses their worklist in the Medical Area. A filter area at the top allows searching by assigned technician, exam modality, status, reporting doctor, or date.

After performing an exam, the technician must mark it as completed (so that it is removed from the equipment worklist). It is possible to add clinical notes for the Radiologist, access patient history, or open images directly in C2S, integrated with the MedApp PACS.

If an admission needs to be changed, the technician can use the observation number (recommended for easy search) access the General area, in the admission menu, positioning themselves on the desired patient and observation. Double-clicking opens the observation screen, and clicking Edit allows changes. Finally, click Process to confirm the changes.

When no administrative team is available, or when necessary, the technician should follow the steps in the Admission chapter.

Doctor's Worklist



The screenshot shows the 'Doctor's Worklist' interface for Dr. medico c2s novo. The top bar includes a date dropdown set to 'Tuesday, August 19, 2025'. Below the top bar is a navigation menu with icons for Refresh, Scheduler, Start, Finish, Audio, PACS, Report (text), Clinical info, Attachments, and Urgent. The main area is divided into two sections: 'Worklist (0)' and 'Reports to Sign (0)'. The 'Worklist (0)' section has a table with columns: Visit, Modality, Date, Patient, Patient ID, Visit, Exam, and Delivery Date. The 'Reports to Sign (0)' section has a table with columns: Visit, Date, Exam, and Performing Physician. Below these sections is a 'Patient History' section with a table that includes columns for Visit, Patient name, Patient ID, DOB, and Exam. The interface is designed for a doctor to manage and sign exam reports.

The doctor has access to their exam reporting/signing list through the “Doctor’s Worklist” screen, which appears by default at login.

The work area is divided according to the top bar: Worklist (daily exams or searchable by status or date), Reports to Validate, Suspended Reports.

In the Worklist, exams appear according to their status and with the selection of the filter “state” and in “Reports to Validate” are the reports already transcribed but requiring physician validation.

To report an exam or multiple exams, you should select the exam(s) from the list and click on the desired reporting mode (Dictation, Voice Rec., Report) and then click on the top bar so that the system starts the report according to the chosen type.

In Dictation mode, the doctor does the report using the usual record interface and in the end, click the option or in the “OEL” button of the recorder. The report is then marked as dictated and is available and sent to the typist’s worklist.

After transcription, the report moves to the “Reports to Validate” list, and the doctor must double-click the report icon, which will open the text editor already contextualized with patient and exam details.

Alternatively, the doctor may use the text editor directly, skipping previous steps and finalizing the report independently.