



BUCAS System

User's manual

The system is web-based, and the user must go to their desktop or mobile browser and enter <https://bucas.bgh.com.ph>.

The user will be redirected to the system's login page, where they must log in using their credentials.

Note: Individuals will not need to create or register an account. The admin module of the system will provide the end user's account.

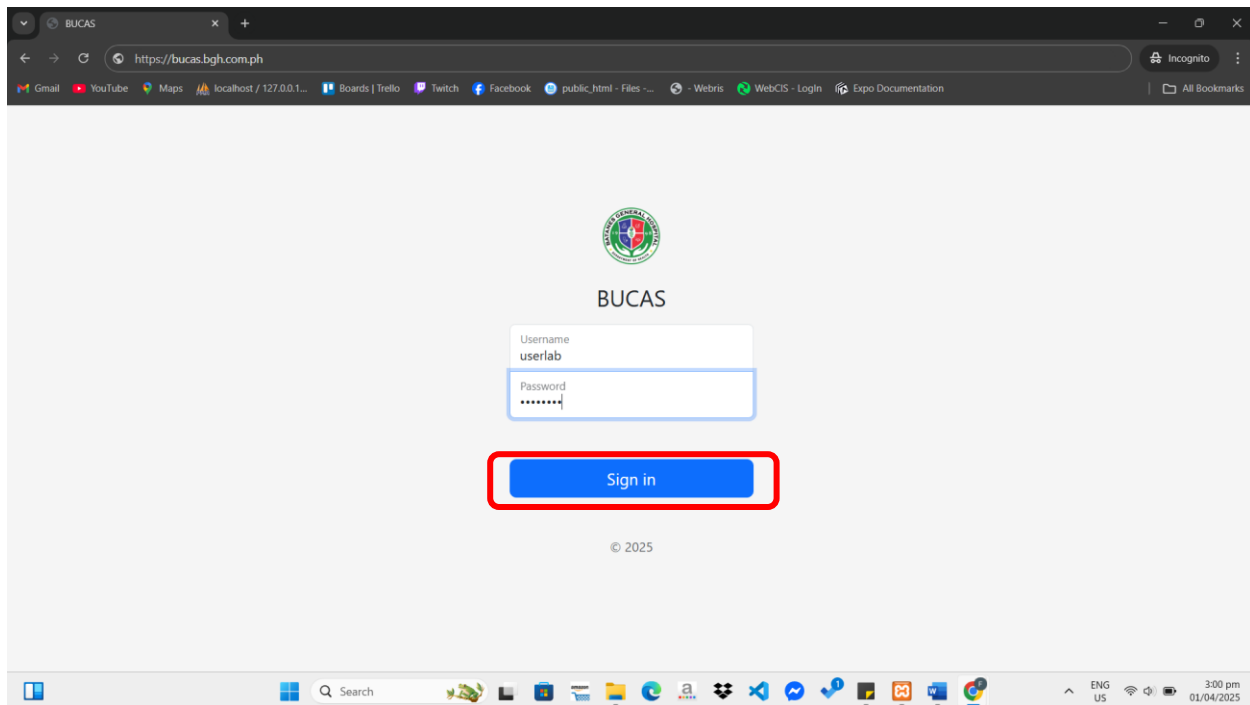


Figure 1 Login account

After login, user will be redirected to the dashboard page where in the list of lab request is displayed. Each lab request row has corresponding button for viewing more details/info of the request.

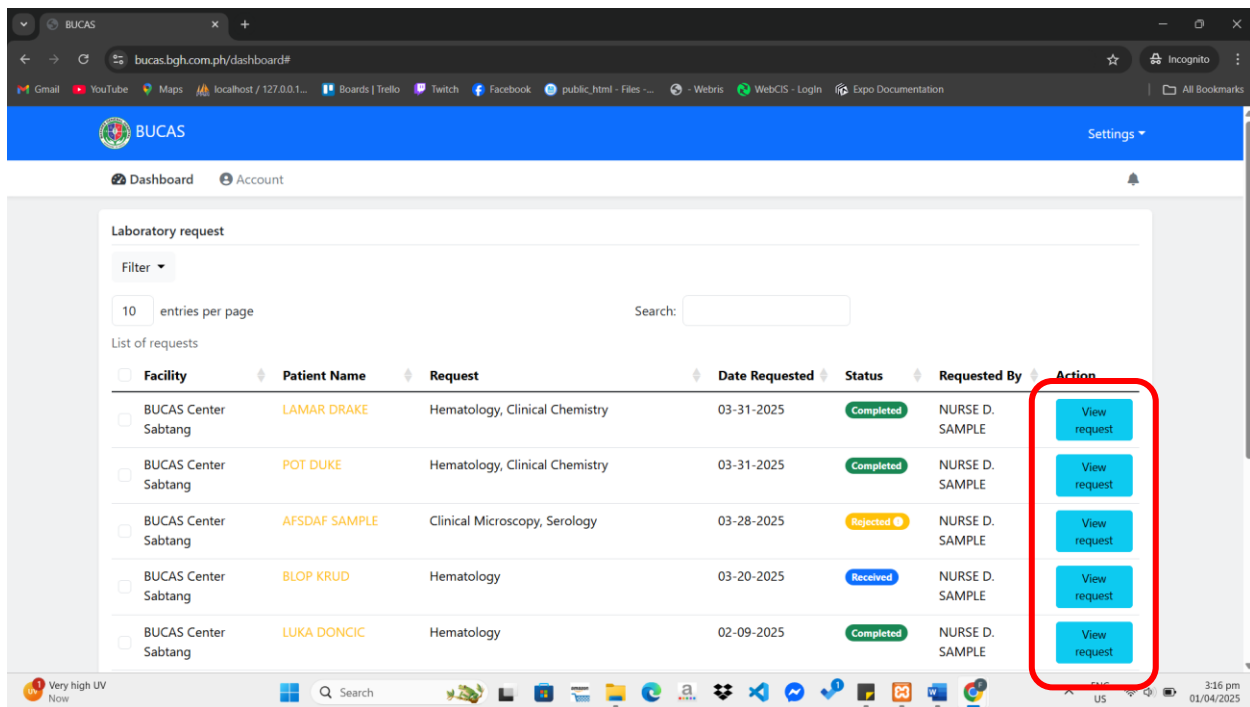


Figure 2 Dashboard page / list of lab requests

A tray / form will popout after clicking a “View request” from the list. When viewing a request that has “Received” status, the tray below shows a button for acknowledging the request.

To acknowledge a request, click the “Acknowledge” button. Kindly wait for a while as the system will send notification automatically to BUCAS Center from Sabtang.

Request Form

Republic of the Philippines
Department of Health
Regional Office No.2
BATANES GENERAL HOSPITAL
Basco, Batanes

NAME: BLOP KRUD
AGE: 25
DATE: 03-20-2025

SEX: M
DOB: May 05, 1999
WARD: BUCAS Center Sabtang

HEMATOLOGY

Type of Examination:

- CBC, HGB, HCT, RBC, WBC
- PLT, SEGMENTERS, LYMPHOCYTES, EOSINOPHIL, MONOCYTE, BASOPHIL
- CLOTTING TIME

Print **Acknowledge** **Close**

Figure 3 Acknowledge request

A success message will popout showing the request has been acknowledged.

The status of the request form is now changed from “Received” into “Acknowledged”.

Opening an acknowledged request status will also has different buttons / options from the tray below once opened. It will show a button for uploading of result and rejecting of request.

To upload a result from the corresponding request, just click the “Upload result” button found below the opened tray / request form.

User will be redirected to upload result page showing the details of the request and on the right side is the portion where the uploading of result will be done.

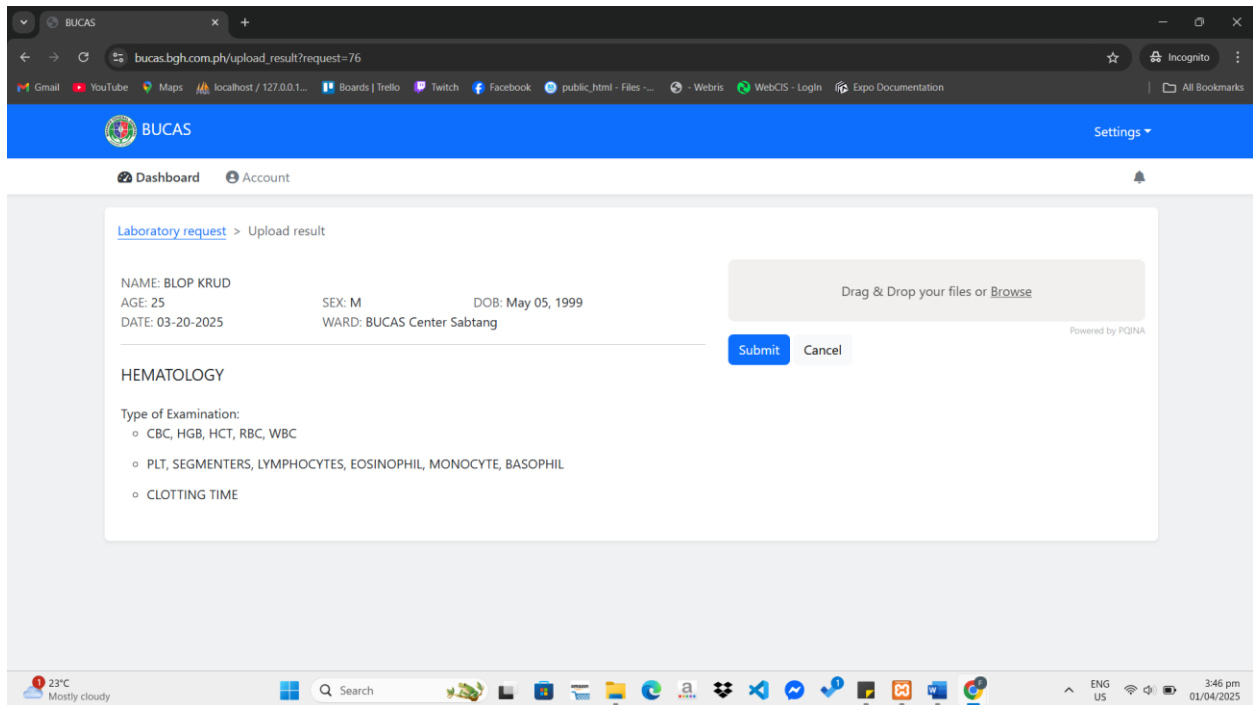


Figure 4 Upload result page

To proceed, user must drag, drop or “Browse” the document / lab report file from the user’s current PC or device. Once done user may now click the “Submit” button. A confirmation will popout after clicking the submit button and just click “OK” to proceed. Wait for a while as the system automatically sends notification also to the doctor / end point of the lab request from BUCAS Center Sabtang.

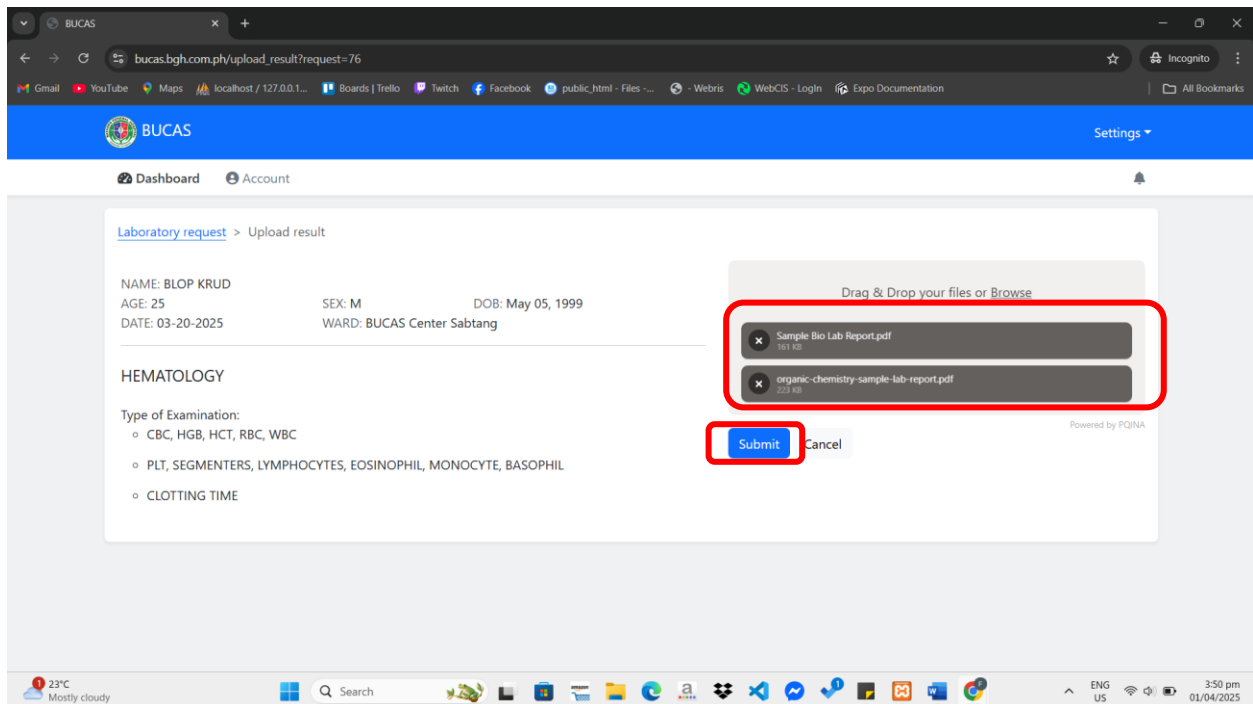


Figure 5 Browse file and submit

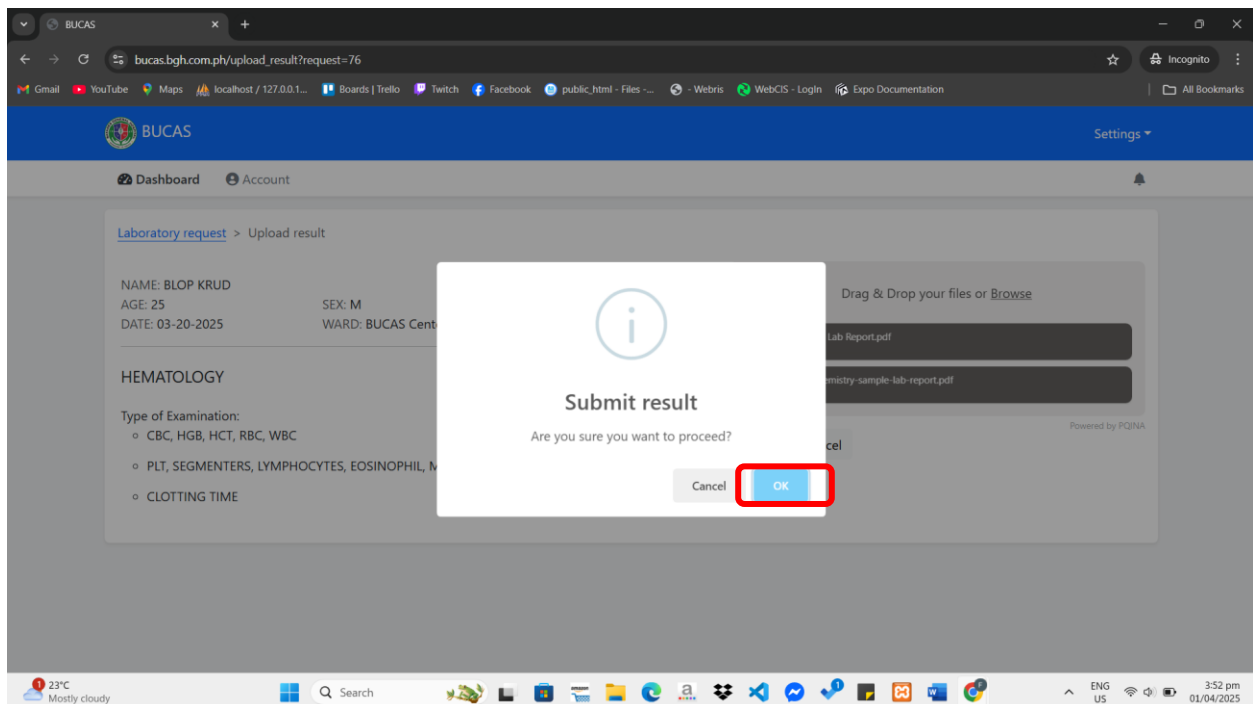


Figure 6 Submit result confirmation

User will be redirected back to the dashboard with a success message saying the lab result was successfully submitted.

The status of the request will now change from “Acknowledged” to “Completed”.

User can also review the uploaded result by viewing a “Completed” request status. Below the tray of the completed request opened, click the “View result” button.

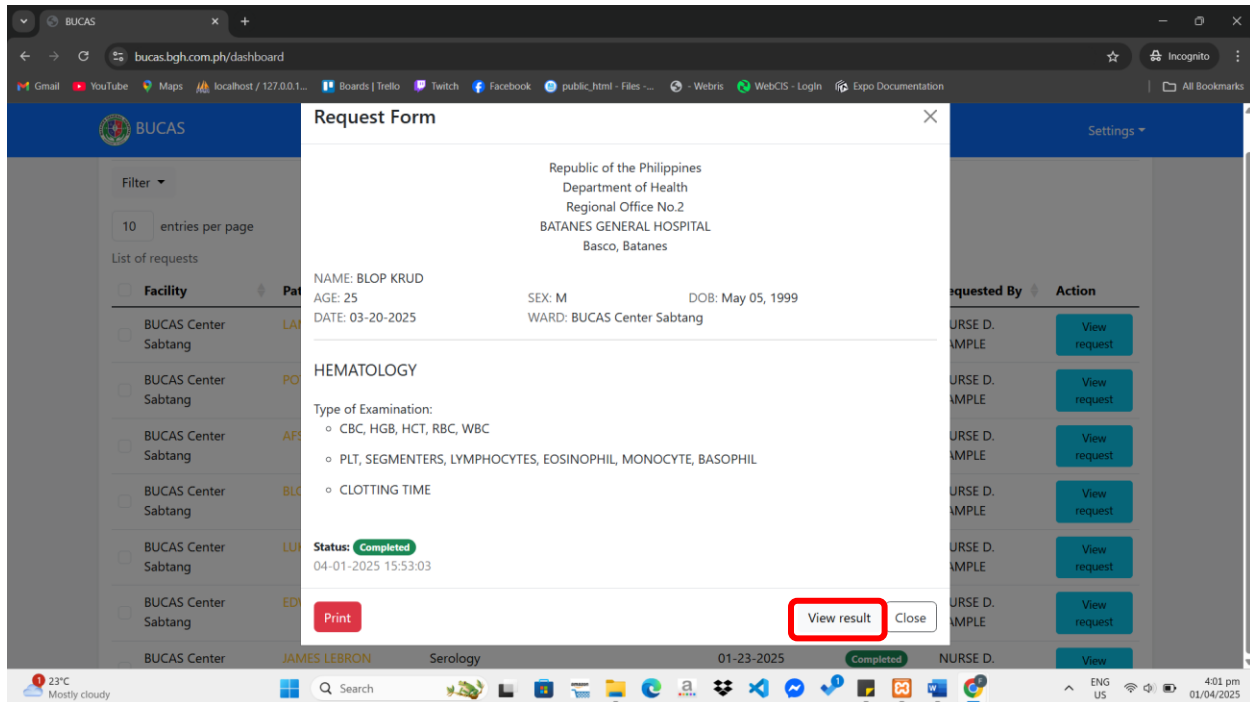
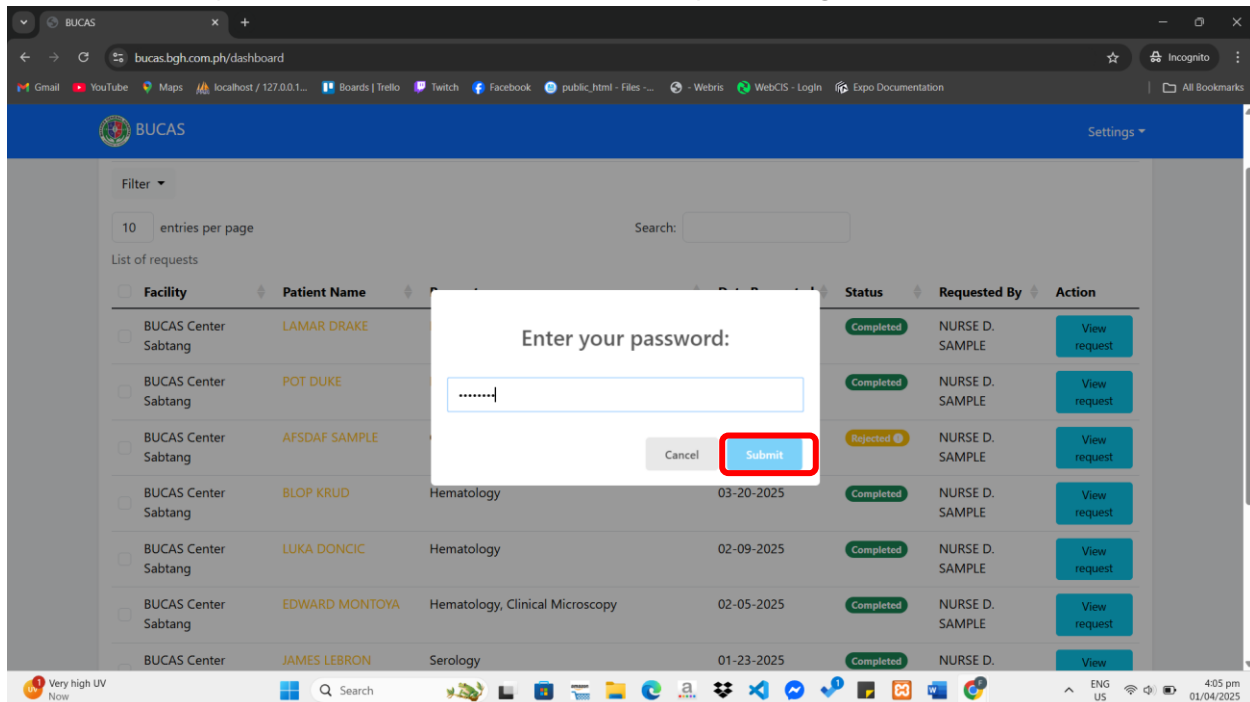


Figure 7 View result

For security, user will need to enter his/her account password to proceed. Note: Incorrect password will automatically close the form and user must do the process again.



A large tray will slide in from the right side of the page, displaying the request details and the result viewer. The user must select the uploaded result or report file, and the content of the document (PDF or image) will be shown below the selection option.



If the user mistakenly uploaded a wrong file. He/she can edit it by clicking the “Edit” button found on the right side of the select option.

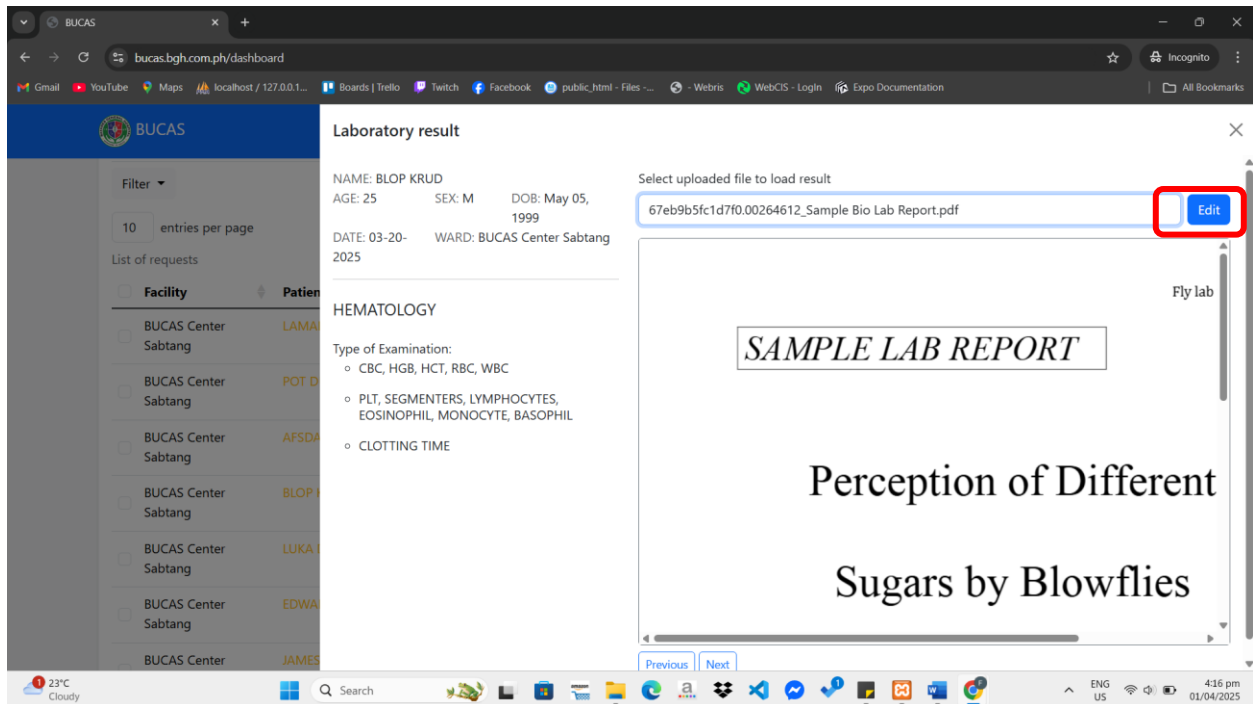


Figure 11 Edit result

The user will be redirected to the result editing page, which is similar to the page for uploading results, as shown in Figure 4. The process remains the same, but please note that any previously uploaded files (displayed above the “Drag & Drop or Browse” section) will be replaced by the newly uploaded files. If the user wishes to proceed with updating

the result, they should click "Update Changes."

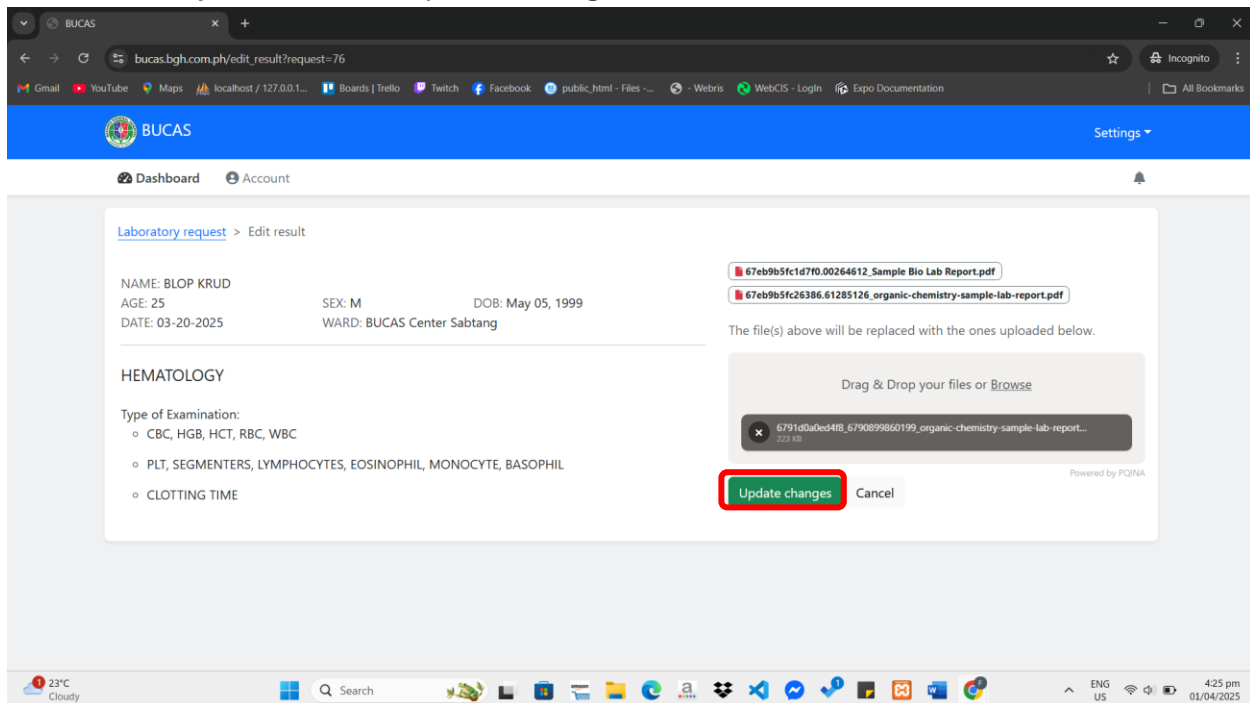


Figure 12 Edit result page

User will be redirected back to dashboard with success message updating of changes has been made.

User can also reject a specific lab request. To do this, user must select / open an "Acknowledged" request status. A "Reject request" button beside "Upload result" button found below the tray / form should be clicked.

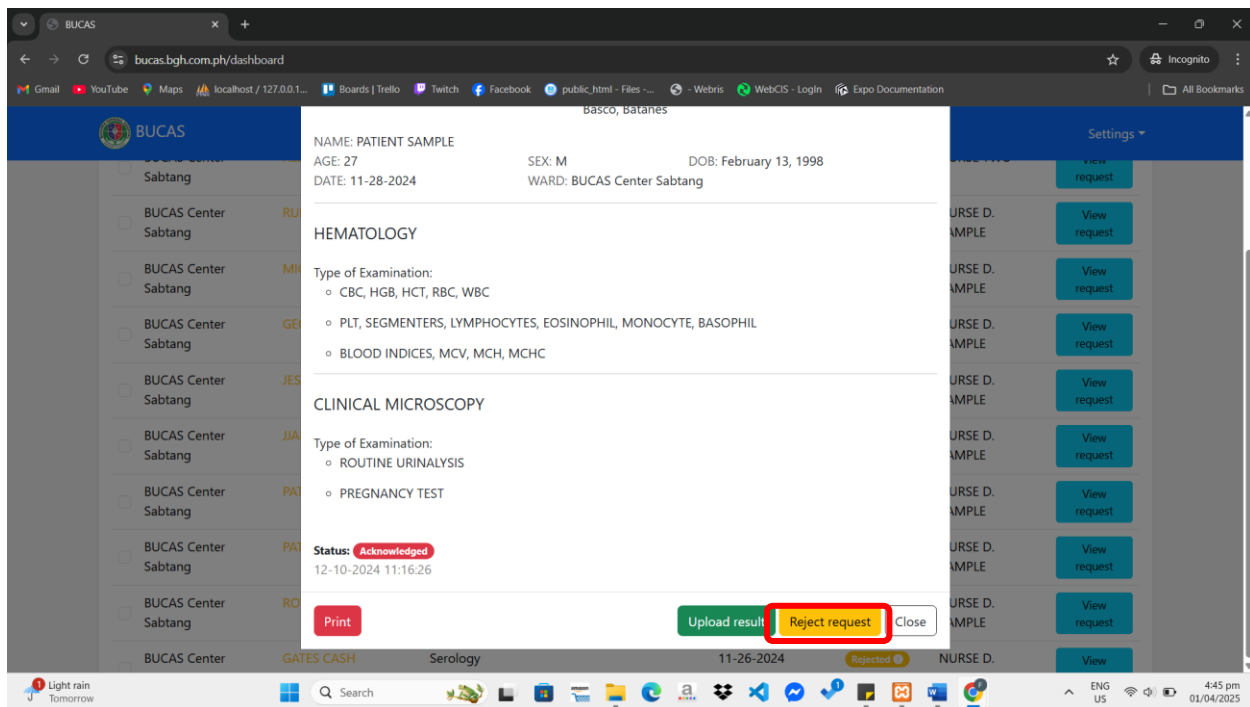


Figure 13 Reject request

User will be asked to put remarks before proceeding on rejecting the request. Once entered the remarks click the “Submit” button.

Wait for a while as the system is sending notification to doctor / BUCAS Center Sabtang end users.

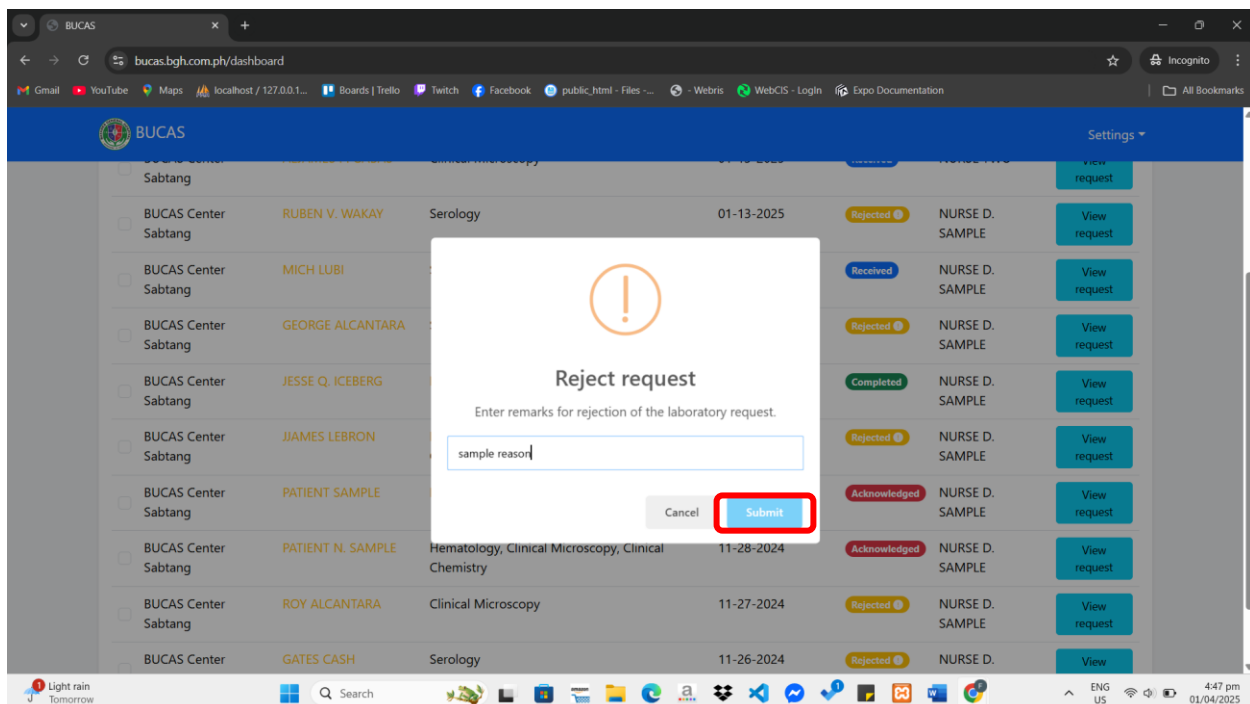


Figure 14 Rejection remarks

A success message will pop out afterwards showing that the rejection is success. The status of the “Acknowledged” request will now change to “Rejected”. Note that user will not be able to upload result on rejected laboratory request statuses.

Lab request form from BUCAS Center can be printed. Select / open a specific lab request from the list and click the “Print” button found below the opened form / tray.

Figure 15 shows two screenshots of the BUCAS (Batanes General Hospital Clinical Laboratory Information System) dashboard, illustrating the process of printing a laboratory request.

Screenshot 1 (Top): The dashboard displays a list of laboratory requests. The first request, for LAMAR DRAKE, is highlighted. The "View request" button for this entry is circled in red.

Facility	Patient Name	Request	Date Requested	Status	Requested By	Action
BUCAS Center Sabtang	LAMAR DRAKE	Hematology, Clinical Chemistry	03-31-2025	Completed	NURSE D. SAMPLE	View request
BUCAS Center Sabtang	POT DUKE	Hematology, Clinical Chemistry	03-31-2025	Completed	NURSE D. SAMPLE	View request
BUCAS Center Sabtang	AFSDAF SAMPLE	Clinical Microscopy, Serology	03-28-2025	Rejected	NURSE D. SAMPLE	View request
BUCAS Center Sabtang	BLOP KRUD	Hematology	03-20-2025	Completed	NURSE D. SAMPLE	View request
BUCAS Center Sabtang	LUKA DONCIC	Hematology	02-09-2025	Completed	NURSE D. SAMPLE	View request

Screenshot 2 (Bottom): The "View request" modal window is displayed for LAMAR DRAKE. The "Print" button is circled in red.

Republic of the Philippines
Department of Health
Regional Office No.2
BATANES GENERAL HOSPITAL
Basco, Batanes

NAME: LAMAR DRAKE
AGE: 23
DATE: 03-31-2025
SEX: M
DOB: April 19, 2001
WARD: BUCAS Center Sabtang

HEMATOLOGY
Type of Examination:
o Others:

CLINICAL CHEMISTRY
Type of Examination:
o Others:

Status: **Completed**
03-31-2025 21:09:35

[Print](#) [View result](#) [Close](#)

Figure 15 Print request

A new tab will be opened and the content of the form will be extract to PDF on that page.

Republic of the Philippines
Department of Health
Regional Office No. 2
BATANES GENERAL HOSPITAL
Basco, Batanes

NAME: LAMAR DRAKE
AGE: 23
DATE: Mar 31, 2025
SEX: M
WARD: BUCAS Sabtang
DOB: Apr 19, 2001

HEMATOLOGY
Type of examination:
• Others:

CLINICAL CHEMISTRY
Type of examination:
• Others:

1

Sunset coming
6:06 pm

Search

ENG US 5:17 pm 01/04/2025

Figure 16 ready for printing

User can also do batch printing. Just check the boxes on every rows from the first column of the lab request list and click the “Print request form” that appears below the page.

BUCAS

Settings

List of requests

☐	Facility	Patient Name	Request	Date Requested	Status	Requested By	Action
☒	BUCAS Center Sabtang	LAMAR DRAKE	Hematology, Clinical Chemistry	03-31-2025	Completed	NURSE D. SAMPLE	View request
☒	BUCAS Center Sabtang	POT DUKE	Hematology, Clinical Chemistry	03-31-2025	Completed	NURSE D. SAMPLE	View request
☐	BUCAS Center Sabtang	AFSDAF SAMPLE	Clinical Microscopy, Serology	03-28-2025	Rejected	NURSE D. SAMPLE	View request
☐	BUCAS Center Sabtang	BLOP KRUD	Hematology	03-20-2025	Completed	NURSE D. SAMPLE	View request
☐	BUCAS Center Sabtang	LUKA DONCIC	Hematology	02-09-2025	Completed	NURSE D. SAMPLE	View request
☐	BUCAS Center Sabtang	EDWARD MONTOYA	Hematology, Clinical Microscopy	02-05-2025	Completed	NURSE D. SAMPLE	View request
☐	BUCAS Center Sabtang	JAMES LEBRON	Serology	01-23-2025	Completed	NURSE D. SAMPLE	View request

With selected (2) **Print request form**

23°C Cloudy

Search

ENG US 5:19 pm 01/04/2025

Figure 17 batch printing of request form

Republic of the Philippines
Department of Health
Regional Office No. 2
BATANES GENERAL HOSPITAL
Basco, Batanes

NAME: POT DUKE
AGE: 25
DATE: Mar 31, 2025

SEX: M
WARD: BUCAS Sabtang

DOB: Mar 31, 2000

HEMATOLOGY
Type of examination:
• Others:

CLINICAL CHEMISTRY
Type of examination:
• Others:

Figure 18 ready for printing from batch selected rows

User can change their account password by going to “Accounts” tab.

BUCAS Settings

Dashboard **Account**

Laboratory request

Filter

10 entries per page

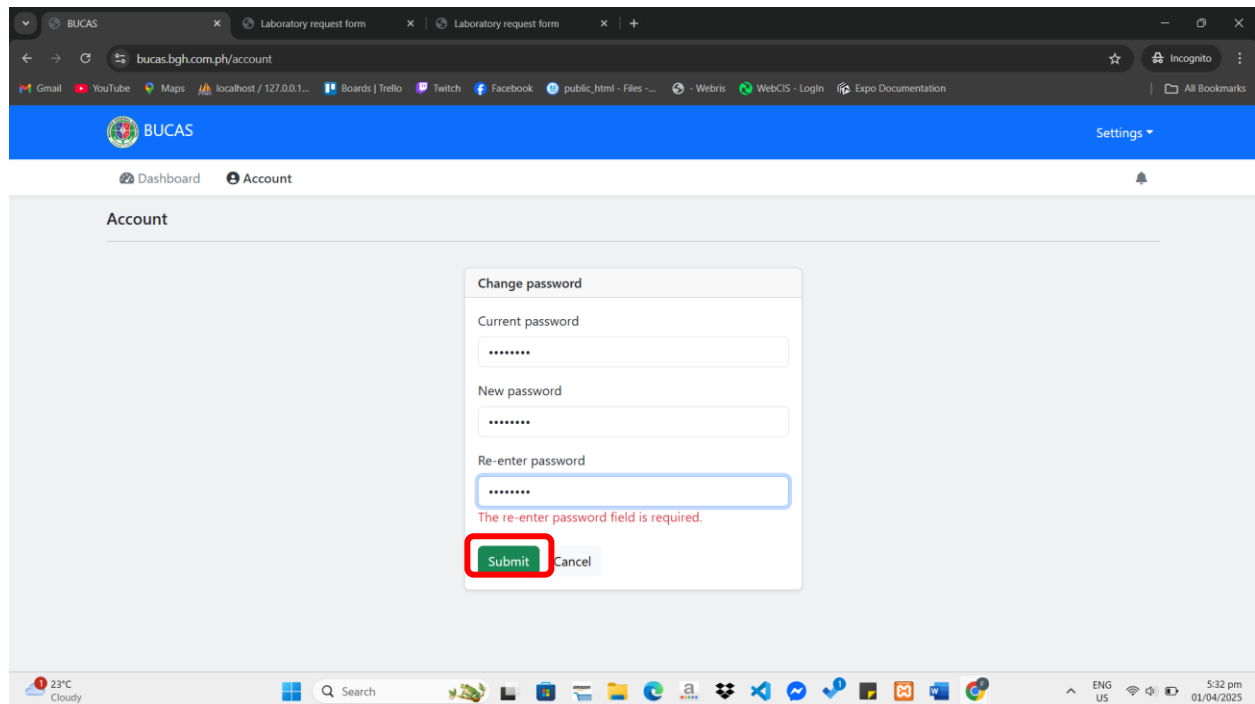
Search:

List of requests

Facility	Patient Name	Request	Date Requested	Status	Requested By	Action
☐ BUCAS Center Sabtang	LAMAR DRAKE	Hematology, Clinical Chemistry	03-31-2025	Completed	NURSE D. SAMPLE	View request
☐ BUCAS Center Sabtang	POT DUKE	Hematology, Clinical Chemistry	03-31-2025	Completed	NURSE D. SAMPLE	View request
☐ BUCAS Center Sabtang	AFSDAF SAMPLE	Clinical Microscopy, Serology	03-28-2025	Rejected	NURSE D. SAMPLE	View request
☐ BUCAS Center Sabtang	BLOP KRUD	Hematology	03-20-2025	Completed	NURSE D. SAMPLE	View request
☐ BUCAS Center Sabtang	LUKA DONCIC	Hematology	02-09-2025	Completed	NURSE D. SAMPLE	View request

Figure 19 Account tab

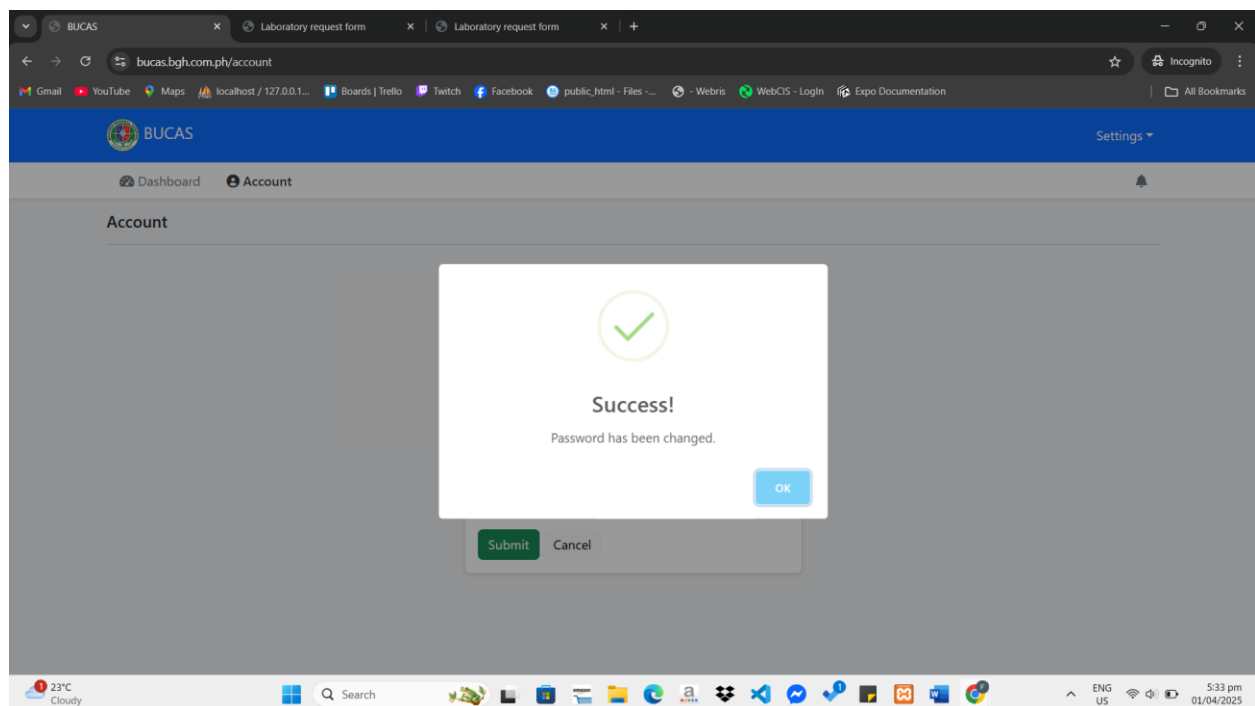
User must follow the validation from the form of changing password on the account page. Once done click “Submit”.



The screenshot shows a web browser window with the URL `bucas.bgh.com.ph/account`. The page has a blue header with the BUCAS logo and a navigation bar with 'Dashboard' and 'Account' links. The 'Account' page displays a 'Change password' form. The form contains three input fields: 'Current password', 'New password', and 'Re-enter password'. The 'Re-enter password' field is highlighted with a red border, and a red error message below it states 'The re-enter password field is required.' The 'Submit' button is highlighted with a red box.

Figure 20 Account / change password page

A success message will appear after the submission.



The screenshot shows the same web browser window as before, but now a success message is displayed. A white modal box with a green checkmark icon and the text 'Success! Password has been changed.' is centered on the screen. The 'OK' button is visible in the bottom right corner of the modal box. The 'Submit' button is still visible in the background.

