User Manual

SIGEC ( Medical Office Management System )

Ver 1.0

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User Manual

SIGEC ( Medical Office Management System )

Ver 1.0

1. About the Manual

1.1 . Purpose

The main objective of this manual is to establish a guide for SIGEC users to obtain help information related to each aspect of the system.

1.2 . Document Function

The user manual explains the functions , features and capabilities of SIGEC (Sistema de Gestión de Consultorios in Spanish) . This manual is structured in order to explain the functional aspects of the system and detailed instructions to use the system as it was designed.

1.3 . Definitions, Acronyms and Abbreviations

 SIGEC : Medical Office Management System (Sistema de Gestión de Consultorios in Spanish).

 MVC4 : Model -View-Controller Version 4 .

It is an architectural design principle that separates the components of a web application. This separation provides more control over the individual parts of the application, which facilitates the development, modification and testing.

 GB: Gigabyte .

 DDR2 : Double Data Rate type 2.

2 . Introduction

SIGEC is a bilingual system of administration of patient consultations in a Web environment . It allows the creation , modification and deletion of patient records from your first visit , creating a record of the patient's history that is updated with each visit , allowing to have stored a complete medical history . SIGEC also allows you to assign medical treatments to patients and printing prescriptions, analysis, studies and procedures to be performed. SIGEC may be used by one or more users simultaneously and thus assign different roles or permissions to those users and is able to access from different locations. Another functionality is SIGEC register consultations payments to insured and uninsured patients.

Reports that can be made with SIGEC are:

 Patients Report.

 Medical History Report.

 Medicaments Report.

 Appointments Report.

 Studies Report.

 Analysis Report.

 Procedures Report.

 Daily Cash Balance.

 Insurers Report.

General Purpose

Manage information, treatments , appointments , prescriptions , studies , analysis and procedures and payments of patients consulted by Dr. Fredy Figueroa.

3 . User interface

3.1 . Start SIGEC

To start the system only has to double click on the desktop "SIGEC" icon. This will open a browser window where you will be asked for credentials to log.

3.2 . Logon Window

The Login window allows the user to access SIGEC with established privileges when creating user (see Users section).

In the next window, enter your Username and Password supplied by administrator and click the "Login" button or click the "Register" button to create a new user.

If you have forgotten your password please see the "Lost Password".

3.3 . Home window

Once logged into the SIGEC system the Home Window will be presented. In this window you will see the System Menu depending on your system level access (roles) and information about Appointments of the day and other important matters:

3.4. About Us window

In this window, is shown the general information from Dr. Fredy Figueroa medical office, like its history, mission, vision and values​ and other related informations.

3.5. Contact window

In the Contact Windows you will see the medical office contact information like phone numbers, email address, physical address and a map of the exact location of the health center.

3.6 . Help window

In the Help window will find the necessary information from the descriptions of the system menus, options, creation, modification and deletion of entities and generally all aspects of SIGEC.

3.7. Actions Menu

Actions Menu you will find the options for the user who is logged on. Some of these options are password change and log off option.

3.8 . Language Selection Menu

In this menu are the languages ​​in which SIGEC is available. By default SIGEC is shown in Spanish language. To change language select language Selection Menu language and then the " English " option. To return to the Spanish language selected in the Language menu of the " Spanish " option.

3.9. Manage Menu

In this menu, System Administration options and their maintenance are located. Among the options in this menu are:

3.9.1 Analysis

These are the analytical tests should be recorded in the system to later be given to patients. To register a new analysis just choose the "Analysis" option from our Manage Menu and then click the "New" button and you will be shown a window through which you can fill out a form with information on the new analysis .

To view analysis details: Select the "View Details" button at the right of the desired analysis.

To edit an analysis: Select the "Edit" button to the right of the desired analysis and when finish editing click the "Save" button.

To delete an analysis: Select the "Delete" button to the right of the desired analysis and confirm the deletion.

3.9.2 Studies

Studies are tests and clinical tests indicated to patients to determine their status and health. To indicate a study to a patient must first be registered in the system, then it may be used. To register a new study just choose the "Studies" option to our Manage Menu and then click the "New" button and you will be shown a window through which you can fill out a form with information on the new study. At the end you need to click on the "Save" button and thus leave the study information stored.

To view study details: Select the "View Details" to the right of the desired study.

To edit a study: Select the "Edit" button to the right of the desired study and finish editing click the "Save" button.

To delete a study: Select the "Delete" button to the right of the desired study and confirm the deletion .

3.9.3 Procedures

The procedures are a set of interventions or processes performed, or commanded to perform for the doctor to care for patients and heal their health problems. To indicate a procedure to a patient, it must first be registered in the system, then it may be used . To register a new procedure just choose the "Procedures" option to our Manage Menu and then click the "New" button and you will be shown a window through which you can fill out a form with information on the new procedure. At the end you need to click on the "Save" button and thus leave the stored procedure information.

To view procedure details: Select the "View Details " to the right of the desired procedure.

To edit a procedure: Select the "Edit" button to the right of the desired procedure and finish editing click the "Save" button.

To remove a procedure: Select the "Delete" button to the right of the desired procedure and confirm the deletion.

3.9.4 Employees

SIGEC allows you to manage your medical office employees storing basic information about them. To add a new employee just choose the "Employees" option from our Manage Menu and then click the "New" button and you will be shown a window through which you can fill out the form with information from the employee and at the end only need to click the "Save" to save the information.

To view the employee details: Select the "View Details " to the right of the desired employee .

To edit an employee: Select the "Edit" button to the right of the desired employee to finish editing and click the "Save" button.

To delete an employee: Select the "Delete" button to the right of the desired employee and confirm deletion.

Patients (see Section 4)

Medicaments

Medicines are drugs that can be prescribed to patients after detecting a health condition in a patient to prevent, alleviate or ameliorate diseases. To prescribe a medicament to a patient, it must first be registered in the system, then it may be used. To register a new medicament just choose the "Medicaments" option to our Manage Menu and then click the "New" button and you will be shown a window through which you can fill out a form with information about the new medicament. At the end, you need to click on the "Save" button and thus the medicament information will be keep stored.

To see medicament details: Select the "View Details " to the right of the desired medicament.

To edit a medicament: Select the "Edit" button to the right of the desired medicament and finish editing click the "Save" button.

To remove a medicament: Select the "Delete" button to the right of the medicament and confirm the deletion.

Insurers

This option are the different insurance companies, which will be registered in the Medical Office. To register a new insurance just choose the "Insurers" option from our Manage Menu and then click the "New" button and you will be shown a window through which you can fill out a form with the new insurer information.

To view insurer details: Select the "View Details " to the right of the name of the desired insurance company.

To edit an insurer: Select the "Edit" button to the right of the name of the insurance company and the desired finish editing click the "Save" button.

To remove an insurer: Select the "Delete" button to the right of the name of the desired insurance company.

Appointments

Among the many options in SIGEC we have the Appointments option, in order to keep a better control of consultations. To register a new appointment simply choose the "Appointments" option from our Manage Menu and then click the "New" button and you will be shown a window through which you can search for patient name, assign the doctor, and then select the date and time of the appointment.

To view appointment details: Select the "View Details " to the right of the desired appointment .

To edit an appointment: Select the "Edit" button to the right of the desired appointment and finish editing click the "Save" button.

To delete an appointment: Select the "Delete" button to the right of the desired appointment.

Authorizations

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Consultations (See Section 5)

Doctors

Through the "Doctors" option you can add, view, modify, delete, and set the permissions to roles of doctors that will work with SIGEC. To register a new doctor choose the "Doctors" option in the Manage Menu and then click the "New" button and will be shown a window with a form with the information to register for the new doctor. By completing the form you must click the "Save" button to keep stored the new doctor information.

To view doctor details: Select the "View Details " to the right of the name of the desired doctor.

To edit a doctor: Select the "Edit" button to the right of the name of the doctor and the desired finish editing click the "Save" button.

To delete a Doctor: Select the "Delete" button to the right of the name of the desired doctor.

To set the rules of doctor consultations: Select the "Rules" button to the right of the name of the desired doctor. Then you will be presented with a form to establish different rules and consultations prices, the daily patients number, start and end time of consultations and consultation days.

3.10. Payments Menu

Through this window you can realize payments of consultations and print the Daily Cash Balance and printing medical office incomes according to the desired date.

To register a consultation payment select the "Consultation" option from Payments Menu and the following window with the payment options will be displayed.

- In the Patient option, type the name of the patient you want to register the payment or select the search icon to search for a patient.

- In the Doctor option, choose the name of Doctor who performed the patient consultation.

- In the Insurance option select the Patient’s Insurances Company.

- The option price type the query cost .

- In the Off option insert the amount of the discount , if applicable discount.

- At the option of the insurance coverage coverage type approved by the ARS.

- In Patient Contribution option type the amount the patient must pay in cash.

- Click on the "Save" button to record the payment or click the "Cancel" button to abort the current payment .

April . Patient module

Through Module patients we will be able to create, view , edit and delete patients as well as complete details of your medical history and all your basic information.

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4.1 . See System patients

For patients in the system only has to click on the Manage menu , then click the "Patients " tab and you can view a list of patients that have been recorded in the system.

4.2 . Find Patient

To find a patient in the system, after accessing the Manage menu , click the "Patients " option and just type the patient's name in the box that says "Search" to click the search button .

4.3 . Create new patient

To create or add a new patient to the system must access the Manage menu and click on the "Patients " option. Opening the window will click on the "New" button and then be shown the form to add the Patient Data . Once the form is complete, you must click on "Save" button and the patient will be stored in SIGEC .

4.4 . edit Patient

To change any information of a patient must first access option " patients " from Manage menu and then click the "Edit Patient" button located to the right of the desired patient and a window is displayed with the information you can edit .

4.5. Remove (disable) patient

To delete ( disable in this case ) makes a patient should only access the " Patients" Manage menu option and then click the button "Delete patient " located to the right of the desired patient and then confirm the deletion patient no longer show in the list of patients.

4.6 . Place history

To complete the medical history of a patient , having agreed to the option of "Patients " of the Manage menu , the next step is to click on the desired icon "Register History Clinic " located to the right of the patient and a window where you can record the patient's clinical history appears.

May . Query Module

This module provides the interface SIGEC user to add, view , edit and delete various consultations to patients of the clinic.

5.1 . Place an inquiry

To register a new query to a patient in SIGEC must access the Manage menu and click on the "Query " option. After this you will be taken to a window where you can write and record of medical consultation .

5.2 . View query data

To display data from a previous query of a patient should go to the " Queries" from Manage menu option and then search the patient by name in the "Search " , you have found the desired patient should you click on the button " View Enquiry " on the right of the patient record .

5.3 . See system queries

To view all registered SIGEC should only open the "Query " option and immediately the consultations of all patients show organized by date queries. To view the details of your query, you must click on the " View Enquiry " .

6. Reports Menu

In this window are the options to generate reports for printing system . The reports available are:

 Patients

 Studies

 Drugs

 Payments

 Dating

 Analysis

 Procedures

 Insurers