**Patient registration** - involves entering new patients' names, medical history, and insurance information into the system.

**Scheduling appointments** - Choosing a time for patients to visit their doctor, nurse, or other medical cool kids.

**Treatment Planning** - Creating health plans for people that include prescription drugs, treatments, and check-up reminders.

**Discharge planning** - is assisting patients in leaving without incident, including arranging for transportation home and post-hospital care.

**Staff scheduling** - Assuring that all assistants are aware of their clock-in and clock-out times.

**Monitoring Time and Attendance** - Monitoring who is working and who is taking time off.

**Performance management-**is the process of monitoring team performance and providing positive reinforcement or a gentle prod in the proper direction.

**Billing and Invoicing** - For patients and insurance companies’ accounts, it is also involved in the preparation of bills and invoices.

**Payment Processing** - Receiving money from patients, as well as from Insurance companies.

**Financial Reporting** - Preparing accounting statements including the income statements, statement of operations, the statement of revenues and expenditure, and the statement of financial position or balance sheet.

**Inventory Tracking** - To monitor of stocks of medical supplies, instruments and drugs.

**Purchasing and Procurement** - Co-ordinating in the purchase and acquisition of medical supplies and equipment.