

# MEETING REPORT

**Team Name:** CareCrafters

**Date of Meeting:** 20/03/2024

**Start Time:** 10:40

**End Time:** 11:40

**Meeting Location:** Library EPOKA

**Moderator:** Estela Mele

**Recorder:** Arla Zeqaj

**Other Members Present:** Deni Frasheri, Enkel Shehdula, Erdi Kodri, Klajdi Qordja

**Members Absent:** Fatjon Dahri

## Topics Discussed:

- User requirements
- System requirements

## Decisions Made:

- Each member should extract at least 5 system requirements from their user requirements.

## Tasks Assigned:

### Arla Zeqaj - Administrators

1. User Role Management
2. Performance Monitoring and Reporting
3. Generate Reports
4. Audit and Compliance tracking
5. Organization and Facility Management

### Deni Frasheri - Executives

1. Schedule Appointments of Patients
2. Schedule Hospital Admission of Patient
3. File Insurance Forms, Patient side
4. Admission of Outpatient in Hospital
5. Hospital Admission of Inpatient

### Enkel Shehdula - Pharmacists and Laboratory

1. Electronic prescribing
2. Inventory management
3. Monthly management reports on costs
4. Access patient records
5. Use collaboration tools for communication

**Erdi Koçaj - Healthcare Providers**

1. Admission management
2. Schedule appointments
3. Track patient visits
4. Manage medical history
5. Imaging and Diagnostic Integration

**Estela Mele - Prior Authorization Dep. & Insurance Company**

1. Prior Authorization Request
2. Insurance Coverage Verification
3. Medical Coding
4. Prior Authorization Request Review
5. Billing and Claims Management

**Klajdi Qordja - Patients**

1. Appointment scheduling system
2. Secure medical records access
3. Educational resources portal
4. Appointment and medication reminders
5. Security and Compliance

**Time, Place, and Agenda for Next Meeting:**

—03/04/2024, 10:40 at Epoka's Cafeteria at D-Building

—Make adaptations to the previous work according to the suggestions received

—Divide tasks for the next week's assignment