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**ST JOSEPH'S MISSION HOSPITAL- MIGORI  
PATIENT'S RECORD MANAGEMENT  
SYSTEM USER MANUAL**

**REG NO: 20/04451**

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# **1. Introduction**

## **1.1 Purpose of the manual**

This manual is designed to provide any system user with the understanding of St. Joseph's Patient's Record Management System. This manual lists various features and functions that available. It also assists you in carrying different tasks with step by step instructions and guidance. The visual screens will help give you clarity and more understanding of each task.

## **1.2 Who should use the manual**

- The Front-end desk staff
- The Administrator
- The doctor
- The Nurse
- The Accountants

## **1.3 Prerequisites**

The staff should have a basic understanding of using a computer, a mouse and keyboard. In addition, being able to understand the basic functions of a Vb net applications will be beneficial. The user should have the knowledge of navigating between the application.

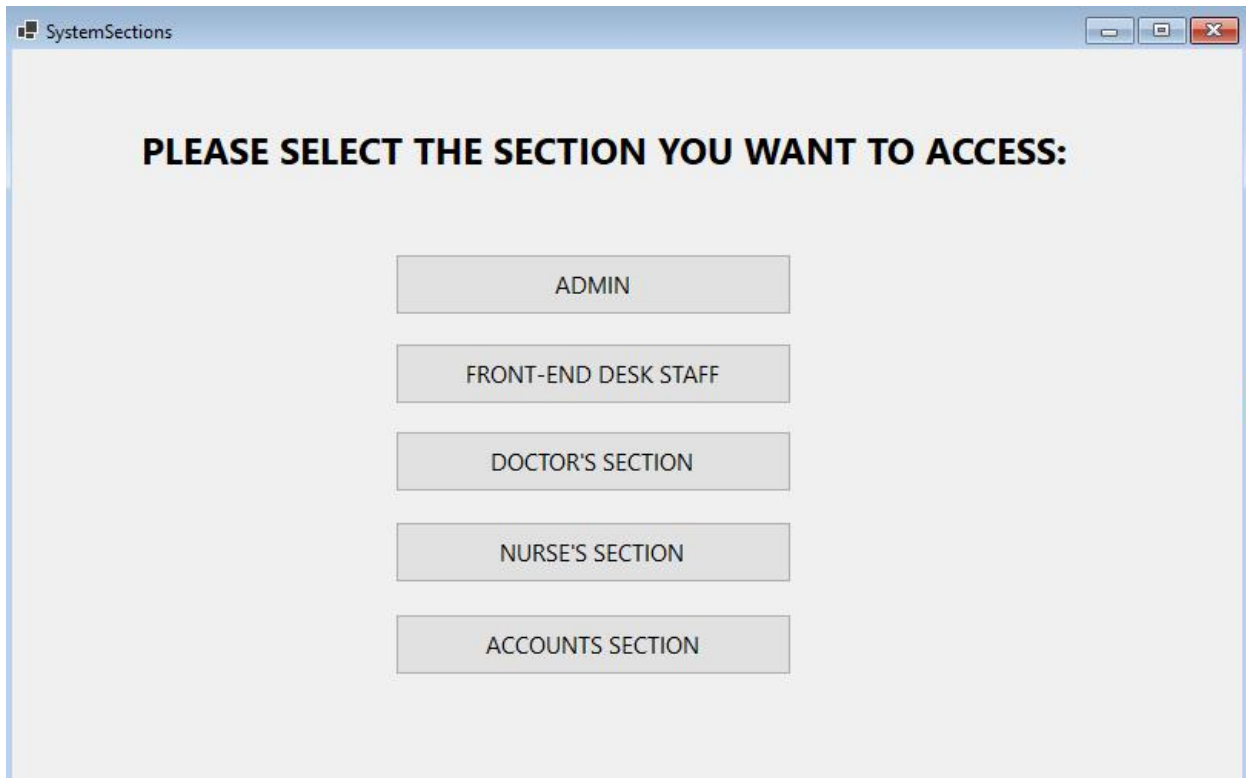
## **1.4 Structure of this manual**

This manual is organized in line with the system's menu screen and in the same hierarchical structure. The chapters in this manual are sequenced in the same order as the main menu headings. They also have precise title names as the headings.

## 2. Getting Started

### 2.1 System's Section

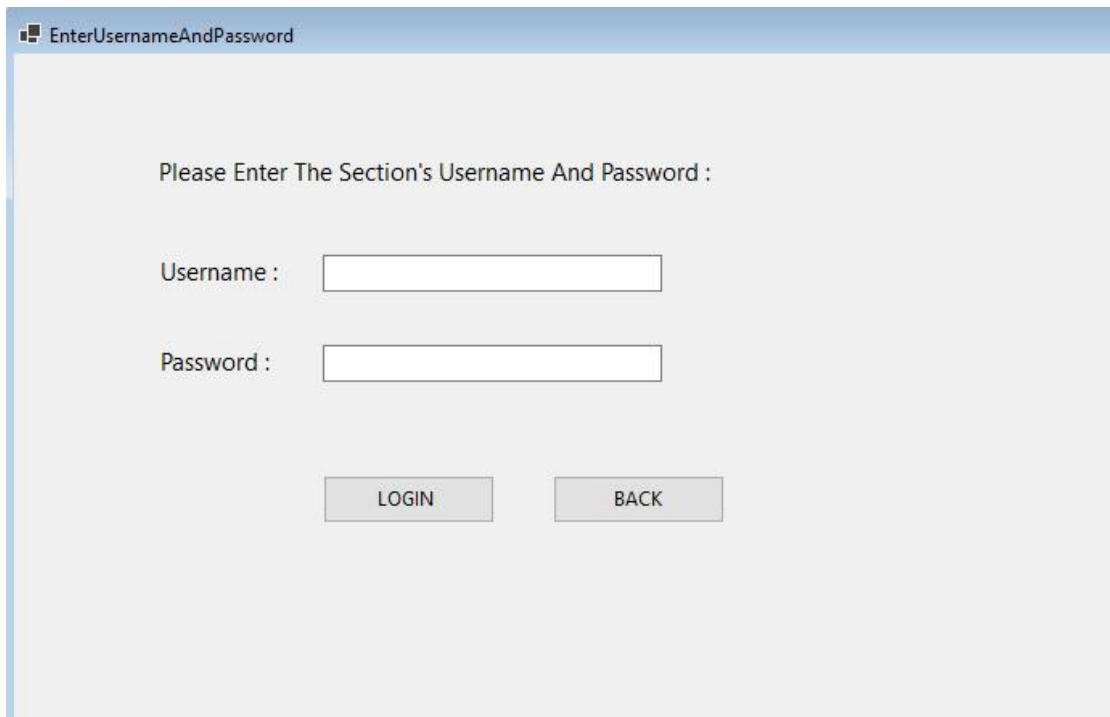
Whenever you open the system, you are met with the system's section window. Here, you are asked to select the section that you want to access.



*System's Sections Window*

## 2.2 Section Login

Each section is secured with a strong password. You are then prompted to enter a username and password in order to access a particular section.



The screenshot shows a window titled "EnterUsernameAndPassword" with a light gray background. The text "Please Enter The Section's Username And Password :" is centered. Below it are two input fields: "Username :" and "Password :". At the bottom, there are two buttons: "LOGIN" and "BACK".

EnterUsernameAndPassword

Please Enter The Section's Username And Password :

Username :

Password :

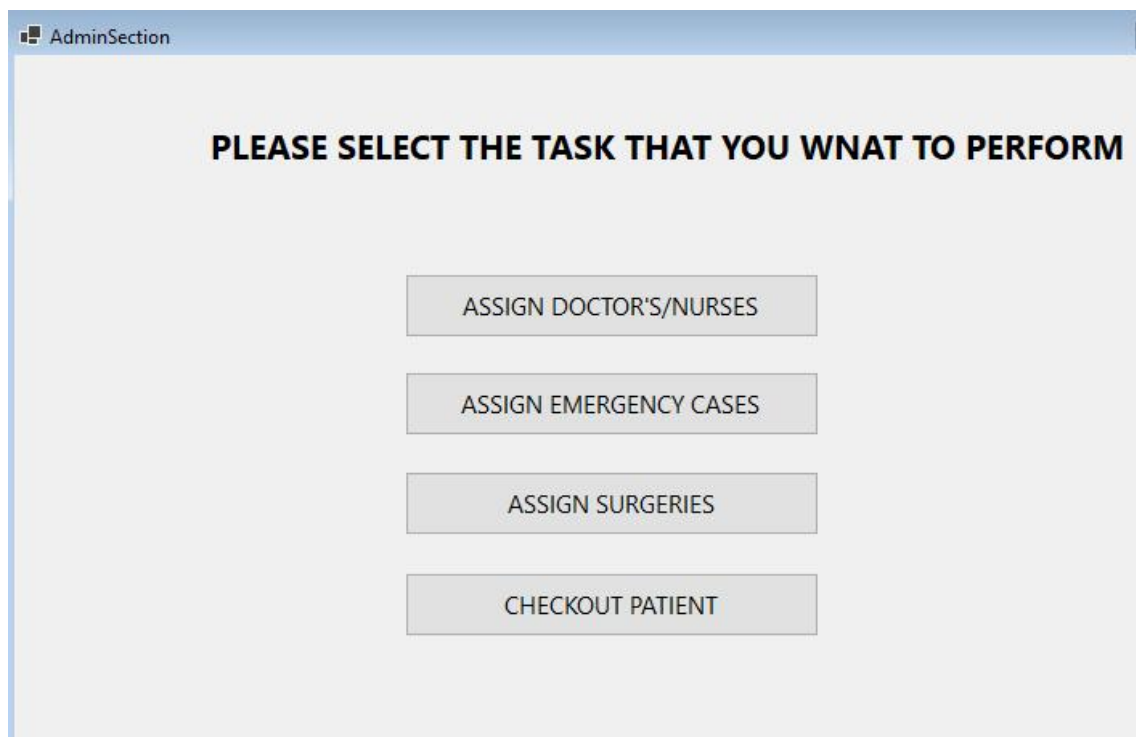
*Section Login*

### 3. Admin Section

When the Administrator enters the correct username and password of the admin section, they are then granted access to the admin section. Here, the administrator is met with the Admin Section window that requires them to select a task they would want to perform.

The tasks that can be performed in the administrator's section include:

- Assigning patients with doctors and nurses
- Assigning Emergency cases
- Assigning Surgeries
- Checking out patients



*Admin Section Window*

### 3.1 Assigning Patients with doctors and Nurses

Here, the patient's that are not assigned any doctor or nurse automatically appear in the grid view .

The Administrator Assign's them with the Doctor's and Nurse's ID which automatically allocates the patients with the Doctor and Nurse details.

AllocatePatientsWithDoctorsAndNurses

PATIENT ID : 3392

DOCTOR'S ID : 3373

FIRST NAME : Jane

NURSE'S ID : 37338

LAST NAME : Ngoiri

DATE : 2022-11-18

ALLOCATE PATIENT

RESET FORM

	patient_id	first_name	last_name	doctor_id	nurse_id	date_of_dn_alloc
▶	3392	Jane	Ngoiri			
	3783	Wegesa	Wankuru			
	29993	Chelimo	Martha			
	33773	Peter	Jones			
	43939	Jemimah	Willy			
*						

*Allocating Patients With Doctors and Nurses*

## 4. Front-end Desk Staff Section

Whenever the front-end desk staff enters the correct username and password, they are granted access to the patient registration form .

The Front-end Desk Staff are responsible for Registering New the patients into the System.

If a patient needs to update their details, the Staff searches for the patient using their ID and updates the details.

Patient's Registration

SEARCH PATIENT ID :

ID NO :

GENDER :

FIRST NAME :

ADDRESS :

LAST NAME :

D . O . B :

UPDATE

ADD RECORD

RESET

EXIT

DELETE

	patient_id	first_name	last_name	dob	gender	home_address	dor
▶	4747	Victor	Samos	11/18/2022	MALE	P.o Box 51	11/18/2022
	337773	Wickliffe Ouma	Wesa	11/18/2022	MALE	P.o Box 41	11/18/2022
	363738	Winston Churc...	James	11/18/2022	MALE	P.o Box 25	11/18/2022
	373783	Peterson Mnag...	Meza	11/18/2022	MALE	P.o Box 41	11/18/2022
	448383	James Ndi	Winston	11/18/2022	MALE	P.o Box 39	11/18/2022
*							

*Patient's Registration*



## 5. Doctor's Section

When the doctor enters the correct username and password of the doctor's section, they are then granted access to the doctor's section. Here, the doctor is met with the diagnosis form.

The Doctor is responsible for:

- Examining the patient.
- Writing down their diagnosis
- Writing the treatment recommendation (the drugs and the process the patient has to go take)

The doctor searches for the patient using their id and obtains their details to write them their diagnosis and treatment recommendation

DiagnosisForm

SEARCH BY ID :

PATIENT ID : 4747

FIRST NAME : Victor

LAST NAME : Samos

DATE : 2022-11-18

DIAGNOSIS :

Malaria  
Tuberculosis  
HIV/AIDS  
Gonorrhoea

TREATMENT RECOMMENDATION :

Pialaxin  
Tb Drugs  
ARVs  
Gonorrhea Injeccion

SUBMIT DIAGNOSIS

RESET FORM

	patient_id	first_name	last_name	date_of_diagnosis	diagnosis	treatment_recom
	3392	Jane	Ngoiri			
	3783	Wegesa	Wankuru			
▶	4747	Victor	Samos	11/18/2022	MalariaTubercl...	PialaxinTb Drug...
	29993	Chelimo	Martha			
	33773	Peter	Jones			

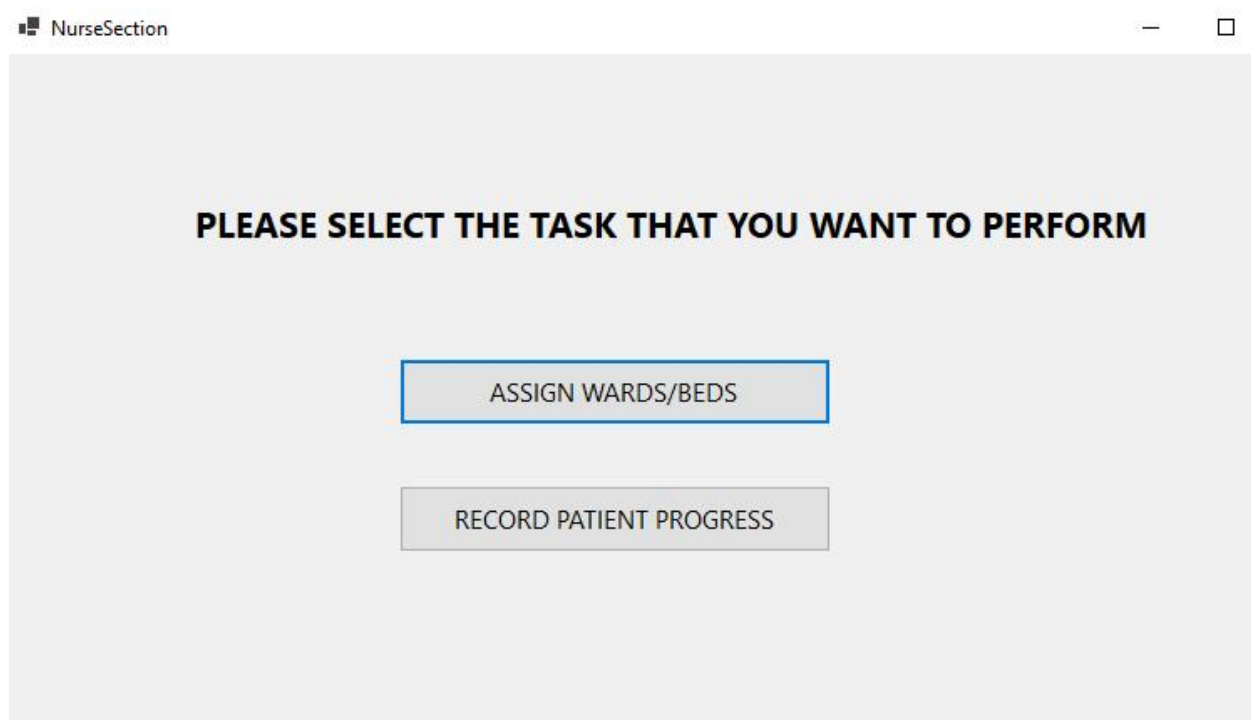
*Diagnosis Form*

## 6. Nurse's Section

When the nurse enters the correct username and password of the nurse's section, they are then granted access to the nurse's section. Here, the nurse is met with the nurse's Section window that requires them to select a task they would want to perform.

The nurse performs the following tasks

- Assign Patients with Wards and Beds
- Recording Patient's progress



*Nurse Section*

### 6.1 Assign Patients with Wards and Beds

Only the patients that are not allocated beds and Wards are displayed in this section.

These patients are allocated the beds and wards by the Nurse who assigns them the Bed No and Ward Number.

BedAndWardAllocationForm

PATIENT'S ID : 3392

FIRST NAME : Jane

LAST NAME : Ngoiri

WARD NO : 1

BED NO : 2

ALLOCATE PATIENT

RESET FORM

	patient_id	first_name	last_name	ward_no	bed_no
▶	3392	Jane	Ngoiri		
	3783	Wegesa	Wankuru		
	29993	Chelimo	Martha		
	33773	Peter	Jones		
	43939	Jemimah	Willy		
*					

Bed And Ward Allocation Form

## 6.2 Recording Patient’s Progress

The nurse searches for the patient they are checking at the time using their ID and records the patient’s progress.

PatientProgressForm

SEARCH BY ID : 4747

PATIENT ID : 4747

FIRST NAME : Victor

LAST NAME : Samos

DATE : 2022-11-18

PROGRESS :

The wounds have healed properly  
This is a sign of proper cell healing  
Will be desicharged within 2 DAYS

SUBMIT PROGRESS

RESET FORM

	patient_id	first_name	last_name	date_of_progress	patient_progress
	3392	Jane	Ngoiri		
	3783	Wegesa	Wankuru		
▶	4747	Victor	Samos	11/18/2022	The wounds ha...
	29993	Chelimo	Martha		
	33773	Peter	Jones		
	43939	Jemimah	Willy		

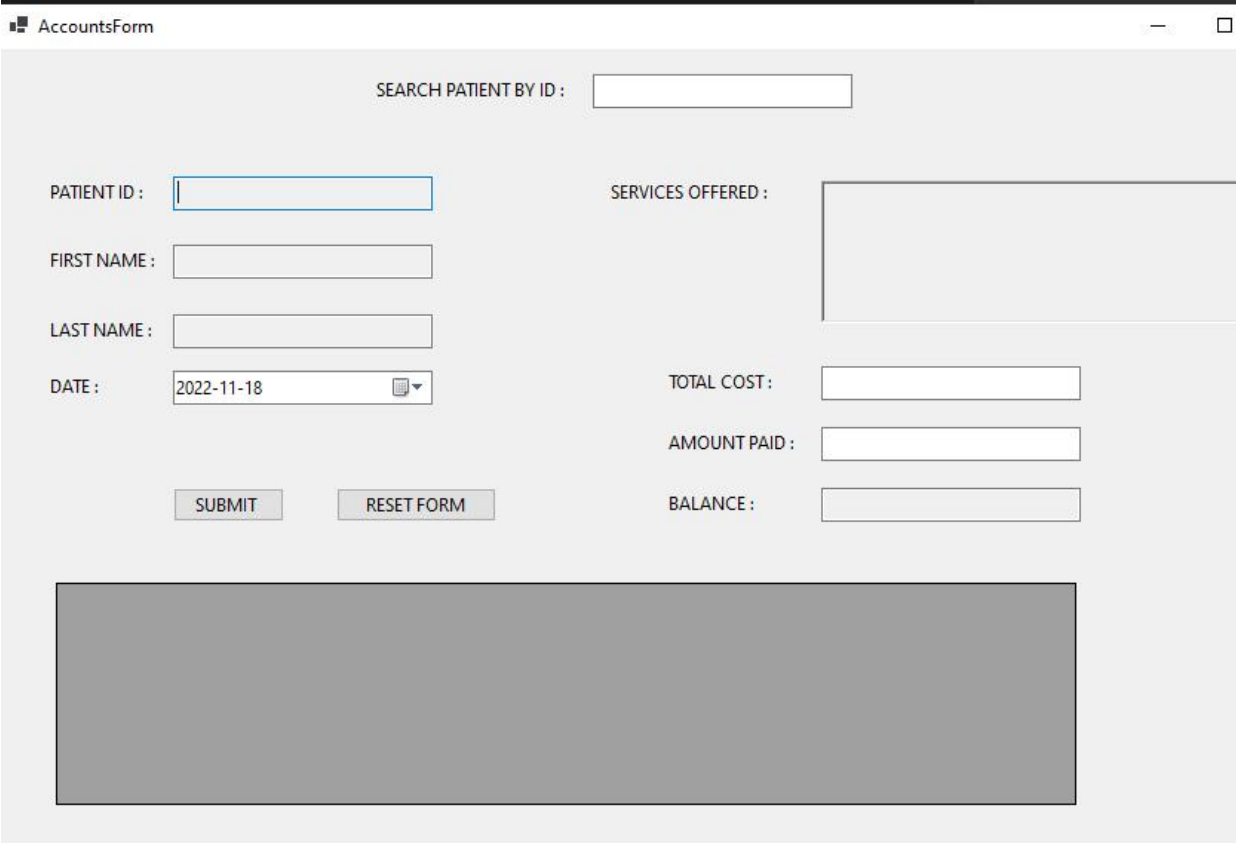
Patient’s Progress Form

## 7. The Account's Section

When the accountant enters the correct username and password of the account's section, they are then granted access to the account's section. Here, the accountant is met with the account's Form window.

The accountant is responsible for the allocation of the price of the services and treatment that the patient has received in the hospital. They will then record the patient's total amount and the amount paid.

The balance remaining will be calculated automatically.



The screenshot displays a web application window titled "AccountsForm". The interface includes a search bar at the top labeled "SEARCH PATIENT BY ID :". Below this, there are input fields for "PATIENT ID :", "FIRST NAME :", "LAST NAME :", and "DATE :". The "DATE :" field is pre-filled with "2022-11-18" and has a calendar icon. To the right of these fields is a section labeled "SERVICES OFFERED :" with a large text area. Below the patient information fields are two buttons: "SUBMIT" and "RESET FORM". To the right of the "SERVICES OFFERED" section are three input fields labeled "TOTAL COST :", "AMOUNT PAID :", and "BALANCE :". At the bottom of the form is a large, empty rectangular box.

*Accounts Form*