HMS User Manual

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1 Adding a Patient

A patient must first be registered to the system. To register a patient, Select
"**Register**" in the management toolbar and type in all required information.
Note: For administrative access levels, it is necessary to be in the Patients list,
which can be seen by pressing the "**Patients**" button just under the search
toolbar.

Next, the registered patient must be admitted to a department to begin
care service. Once a patient is registered, click the "**Admit**" button in the
management toolbar to select a department.
Now it is time to assign a patient to a bed. In order to do this, a bed will need
to be added to a department. To add or remove beds from a department, click
"**Edit Beds**" in the toolbar. Once a bed is added and its unique bed ID comes
up in the window (in the form of B), a patient can now be assigned to a bed
with the "**Assign Bed**" button in the toolbar.

2 Editing Patient Info

Patient registration info (like Name, Address, etc.) can be edited using the
"**Edit**" button in the toolbar. Furthermore, for Nurse, Doctor, and Admin ac-
cess levels, a patient's medical record can be seen and edited using the "Record"
button in the toolbar. Once a patient is done with care and is ready to be re-
leased, select that patient and click "**Discharge Patient**"

3 Staff Management

Admin access is required to add a staff member to the health management
system. First, click "**Add User**" on the management toolbar and enter in
prompted information. Staff information can be changed by Admin users using
the "**Edit**" button in the management toolbar.

4   Using Search Features

Patients and Users can be found by their distinct info fields using the search bar below the management toolbar.Furthermore, the health management system also includes a advanced query feature, where more specific details of the system can be looked up such as total number of patients or Department with the most number of patients. To use this feature, click the Query button in the management toolbar and select which type of information is required.