

# Orotta Hospitals- EMR Systems 2019

## **User Manual**

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# 1 Receptionist

## 1.1 Login

How?

- Step 1: Enter your valid username and password provided during the registration.
- Step 2: Click Login Button.
- Finally, if the given credentials are valid, user will be redirected to the homepage.

## 1.2 Dashboard

What's this?

Dashboard for Receptionist.

Features:

- Receptionist can view all today appointments.
- Book Appointments.
- View all doctors, search doctors.
- View all patients, search patients.

## 1.3 Delete Appointment

How?

- Step 1: Choose and Appointment
- Step 2: Click the delete button to delete that appointment.

## 1.4 Book Appointment

How?

- Step 1: Enter a valid UHID of the patient and Click Get patient button
- Step 2: Enter a valid Doctor ID and Click Get Doctor button
- Step 3: Choose Appointment Date from the calendar provided
- Step 4: Choose Appointment Time from the input provided
- Step 4: Choose Priority based on the patient's request
- Finally, Click Book Appointment Button to book the appointment.

## 1.5 View Doctors

What's is this?

- The receptionist can view list of doctors available and also search the doctor based on their name.
- Click a Particular doctor to view their profile page.

## 1.6 View Doctor's Profile

What's is this?

- Staff can view a particular doctor profile with their up to date details
- You can also view the list of appointments that are booked for that particular doctor.

## 1.7 Register Patients

How?

- Enter the patient details in the form provided. Double check the information provided and Click the Register Button
- If all the required information is provided, then a notification will be displayed with the patient UHID.
- Make sure you copy the UHID given for the patient.
- Now Choose the Image of the patient and Rename the image file with the UHID of the patient and Click Upload to upload the image.

Note: The system will only support image of jpg extension not any other format.

## 2 Doctor

### 2.1 Dashboard

Features:

- Receptionist can view all today appointments.
- Book Appointments.
- View all doctors, search doctors.
- View all patients, search patients.

### 2.2 Book Appointments

How?

- Step 1: Enter a valid UHID of the patient and Click Get patient button
- Step 2: Choose Appointment Date from the calendar provided
- Step 3: Choose Appointment Time from the input provided
- Step 4: Choose Priority based on the patient's request
- Finally, Click Book Appointment Button to book the appointment.

### 2.3 View Doctors list

What's is this?

- The doctor can view list of doctors available in their department and also search the doctor based on their name.
- Click a Particular doctor to view their profile page.

### 2.4 View Doctors Profile

What's is this?

- Staff can view a particular doctor profile with their up to date details
- You can also view the list of appointments that are booked for that particular doctor.

### 2.5 View Patients list

What's is this?

- Staff can view a particular patient profile with their up to date details by selecting the list of patients available
- In the patient profile, they can see the patients past visit, past files etc.

## 2.6 Patient Management

### How?

- Doctor must enter a valid UHID of the patient to proceed
- The system will check if the patient exists and open the patient management page.

### List of Features

- Department Specific Functionalities
- Record and View Patient Vitals, Allergies and Immunisations.
  - Clicking on the link will open a popup window
  - Fill in the required information and click Add button to save the information to the database.
- Record and View Patients Consultations.
  - Doctors can add consultations for the patient by clicking the add consultation link
  - In the given page, they can search and choose an ICD code
  - Then, they can continue filling the form
  - Then can also add medications to a consultation. If they want to add more medications, then add more button must be clicked.
- View Patients Medications.
  - Doctors can view a list of chronic(repeat) medications that patient take.
- Request and View Results Lab & Diagnostic Imaging Tests.
  - Doctor can request as many tests to lab and Diagnostic Imaging Centres
  - They can also view the results for the requested tests.
- Upload and View Medical Files
  - Doctor can upload medical files.
  - Note: Only **PDF files** can be uploaded. Also, Doctor should rename the file to code in red before they upload the file.
  - View list of medical files under a patient.