**Dental clinic Workflow**

**1. Patient Workflow**  
1.1 Self-register via the web portal.  
1.2 Use a common login portal for future logins.  
1.3 Fill in basic profile details.  
1.4 Upload medical history or documents (PDF).  
1.5 View available dentists and their schedules.  
1.6 Book, cancel, or reschedule appointments as needed.  
1.7 Receive confirmation/reminders via email (Notification System).  
1.8 Make online payments for appointments via a secure payment gateway.  
1.9 View DICOM medical images and radiology reports.  
1.10 Receive email notifications every time an image and report are added, with secure viewing links.  
1.11 Click direct image/report link for quick access (login required).  
1.12 Share image/report via a temporary access link.

**2. Receptionist Workflow**  
2.1 Sign up using an invite email/link from Admin.  
2.2 Use the common login portal.  
2.3 Register new patients and send them a portal invite.  
2.4 Update or add details for existing patients.  
2.5 View dentist availability and schedules.  
2.6 Book, cancel, or reschedule appointments.

2.7 Add Dentists to a meeting room  
2.8 Assist in patient check-ins and log entries.  
2.9 Collect payments and mark them as paid.

**3. Dentist Workflow**  
3.1 Sign up via an admin-provided invite link.  
3.2 Use the common login portal.  
3.3 Define working hours and availability.  
3.4 Block specific dates for leave or unavailability.  
3.5 View assigned patients with demographics, reason for visit, and history.  
3.6 Access and upload patient-related documents or notes (e.g., prescriptions, diagnoses).  
3.7 Receive email notifications when images and reports are added, with secure viewing links.  
3.8 View patient DICOM images and radiology reports.   
3.9 Add comments or clinical observations. ( Radiologist)

**4. Radiologist Workflow**  
4.1 Register via an admin invite.  
4.2 Use the common login portal.  
4.3 View all pending, urgent, or reviewed imaging cases.  
4.4 Access full patient demographics and study details.  
4.5 Use filters to sort/search by modality, urgency, etc.  
4.6 Open imaging studies with an integrated DICOM viewer.  
4.7 Generate reports using structured templates or free text. – Upload reports?  
4.8 Use report statuses: Draft / Final / Request 2nd opinion.  
4.9 Add digital signature and internal notes.  
4.10 Add dentists from the clinic for collaboration.  
4.11 Temporarily share report/image links securely for 2nd opinions.  
4.12 Receive feedback or comments from referring dentists or from 2nd opinions person

**5. Admin Workflow**

5.1 Log in via credentials provided by GPV.  
5.2 Invite new users: Dentists, Radiologists, Receptionists, HR Staff, Inventory Manager, Accountants.  
5.3 Remove any user from the system.  
5.4 Assign roles and permissions based on user responsibilities.  
5.5 Add or view appointments for any doctor.  
5.6 View full appointment schedules.  
5.7 View and manage patient medical image records.  
5.8 Create new cases and upload DICOM images or relevant documents.  
5.9 Assign radiologists and dentists to each case based on specialty or availability.  
5.10 Access and review finalized radiology reports.  
5.11 Delete medical images or reports if outdated or incorrect.  
5.12 Oversee HR, Inventory, and Billing modules.  
5.13 Generate reports on clinic operations, staff attendance, stock levels, and financials.  
5.14 Configure payment settings, leave policies, and approval workflows.

**6. HR Module Workflow**

6.1 Add/edit staff profiles: dentists, radiologists, assistants, receptionists, etc.  
6.2 Manage work schedules, shifts (part-time/full-time), and availability.  
6.3 Track attendance and leave (sick leave, casual leave, annual leave).  
6.4 Handle recruitment workflows (new staff onboarding with document uploads).  
6.5 Upload and manage HR documents: contracts, certifications, IDs.  
6.6 Record performance evaluations and disciplinary records.  
6.7 Generate HR reports (monthly attendance, staff hours, etc.).  
6.8 Configure shift rosters and automated reminders.

**7. Inventory Module Workflow**

7.1 Maintain master list of dental inventory items (e.g., gloves, fillings, dental tools).  
7.2 Set minimum stock levels, reorder thresholds, and expiration dates.  
7.3 Record incoming stock, usage, and damages/losses.  
7.4 Track item consumption by procedure or dentist.  
7.5 Generate alerts for low stock or expiring materials.  
7.6 Allow admins or inventory managers to approve purchase requests.  
7.7 Record vendor/supplier details and invoice records.  
7.8 Generate stock reports for auditing.

**8. Billing Module Workflow**

8.1 Create billing profiles for each patient visit.  
8.2 Generate and issue invoices for treatments and services.  
8.3 Process online/offline payments and mark invoices as paid.  
8.4 Maintain payment history per patient.  
8.5 Generate daily/monthly billing reports.  
8.6 Handle refunds, discounts, and payment disputes.  
8.7 Integrate with payment gateways for real-time processing.