



# **HOSPITAL MANAGEMENT SYSTEM SOFTWARE USER GUIDE**

## **ABSTRACT**

User Manual For All Guidance to the Software

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<b>SHUBHAM KUMAR</b>	<b>170101064</b>
<b>KEERTI HARPAVAT</b>	<b>170101031</b>
<b>P.R.S RAKESH GUPTA</b>	<b>170101050</b>
<b>K. NAVEEN</b>	<b>170101032</b>
<b>PRABHAT KUMAR</b>	<b>170101046</b>

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# 1. ABOUT THIS DOCUMENT

## Intended Audience

This document is intended to be used by Hospital administration for storing complete Record of doctors, staff, and pharmacy. This document will be used in concert with the Database to configure (Adding, retrieve) your hospital's record to get all the details of Appointments, Medicine and staff including doctors. The software takes cares of essential requirements of data in the hospital. It helps to maintain all the data without any worries of papers.

## Additional Hospital Database Documents

- Read Technical Documentation for showing the process, How the processes are working in the Software.
- For any other query and help mail at <mailto:abc@gmail.com>

## 2. Overview of the Software

### Hospital database Software

Hospital Database Software is developed to handle all medical records easily. The Data may be Doctor's Information, Staff Information, Pharmacy Information, Patient Information.

The Software uses the MS ACCES Database.

The software can be used to:

- Adding and searching Doctor's Information (Name, Department, Appointment Information etc.).
- Adding and Searching details of Staff.
- Booking Appointments with Doctors for patients.
- Pharmacy details.
  - ❖ Add Medicines
  - ❖ For Billing
- Emergency Contacts

The Starting of software contains different buttons for different persons:

- Doctor: For Details Related to Doctors.
- Admin: For controlling all the details and changing handling all the details of staff and records.
- Patient: They can get the appointment by giving their information.
- Pharmacist: For pharmacy related issues. Only permitted people have permission to log in.
- Emergency: In case of any emergency people can get all the details related to hospital and their admission.

## 3. Using the Hospital Database Software

### Opening of software

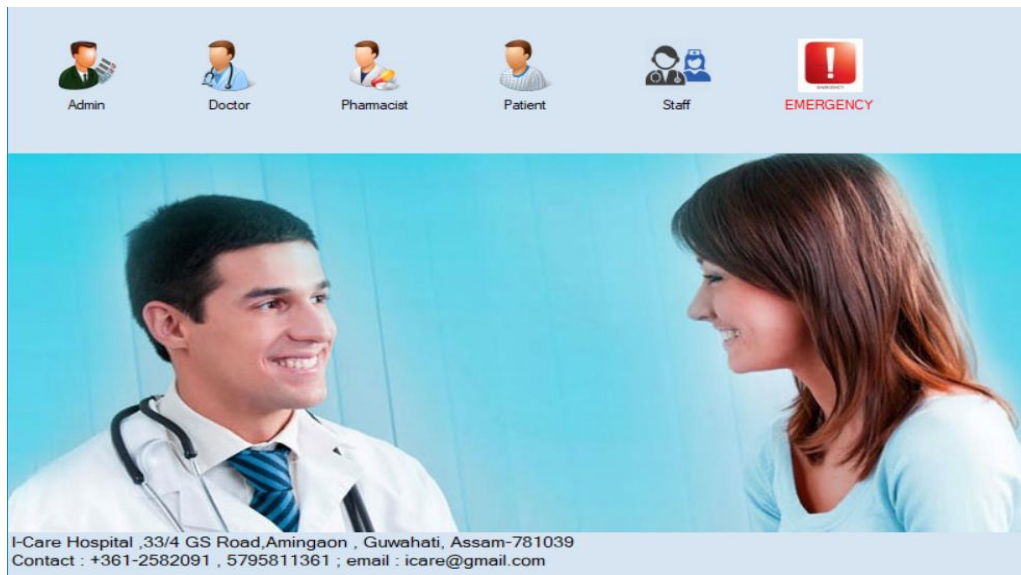


Figure 1/ Opening Page Of Software

The Opening Page enable you to go to the form according to your Designation.

- The Initial Log In Details for
    - 1.Admin: [Username:admin],[Password:admin]
    - 2.Pharmacist: [Username:pharmacist],[Password:pharmacist]
    - 3.Staff: [Username:staff],[Password:staff]
- \*\*\*These can only be changed by the admin

Bottom of the page Contains the contact details of hospital.

Purpose of different buttons:

**Emergency-** A page opens describing the details of Ambulance and Asking for details of emergency and Age.

After Processing it will Automatically send an Email of Confirmation.

**For AMBULANCE, Contact : 8249563271**

**Emergency Situation**

Reason of Emergency:

Patients Age:

Description of patients Situation(optional) :

**SUBMIT**

**HOSPITAL ADDRESS :** Chinaveri, IIT Guwahati, Guwahati District, Assam  
**HOSPITAL CONTACT :** 9856423479 , 7569863218

Figure 2 /Emergency Page

- **Doctor-** Send you to the Login Page of Doctor. The page asks doctor to enter his credentials, Username and Password Provided by Administrator. If the entered Details do not match with that in database a Message box appears saying that "Username or password is incorrect".

**DOCTOR LOGIN**

UserName :

Password :

If you forgot your password . Please contact administrator

Figure 3 Login Form For Doctors

**DOCTOR LOGIN**

UserName :

Password :

If you forgot your password . Please contact administrator

**Username or Password is incorrect!**

- **Admin-** The Login Page appear for Admin as like as Doctor. Only one User has permission to Go to admin page.

NOTE: For this Software

Admin User\_Name: admin

Password: admin

Change Password allow admin to change the password.

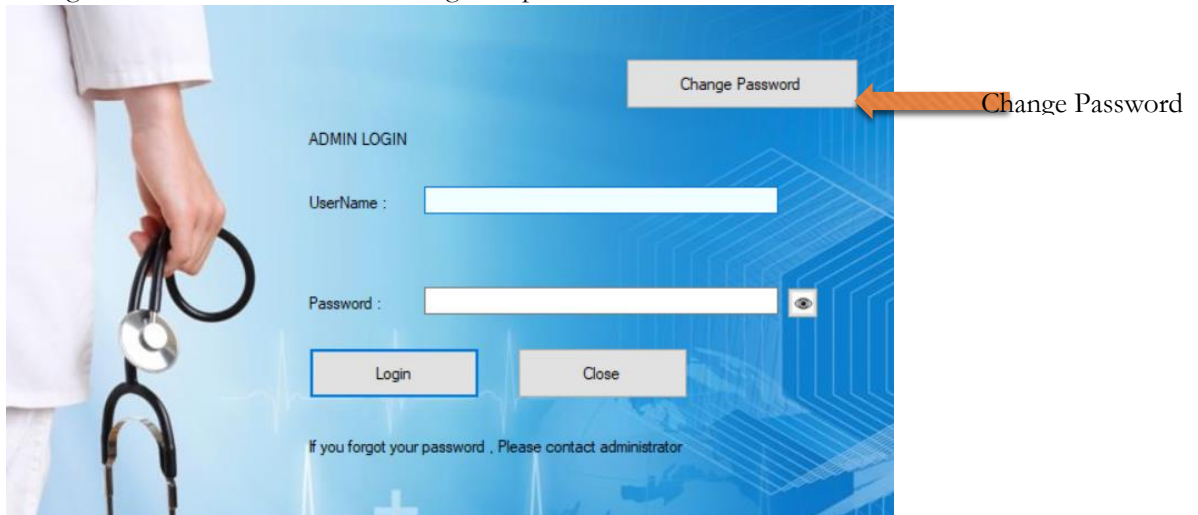


Figure 4Page For Admin Login

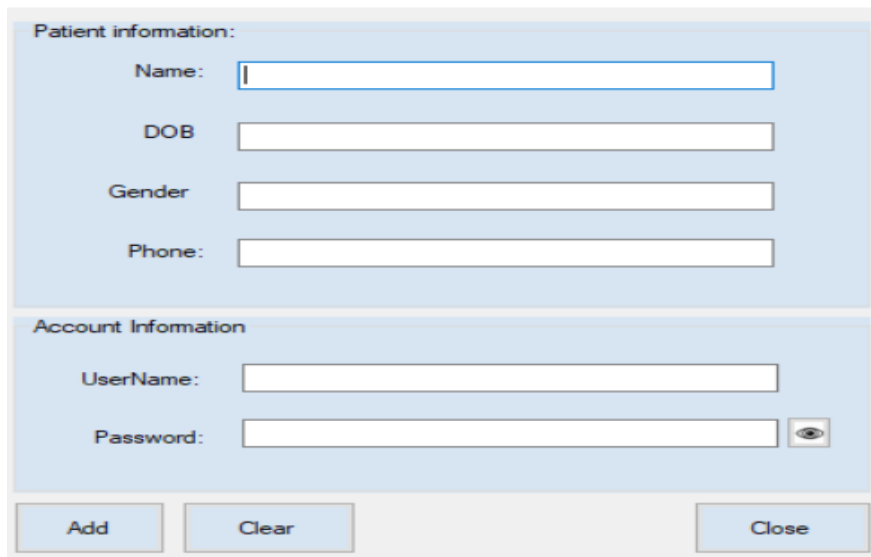
- **Pharmacist-** The Login Page appears as like as Mentioned Above for Doctor.
- **Patient-** Login page appears as like as of doctor and patient.



Figure 5/ Patients Login Form

If there is no username for the patient, then user also can sign up by adding his/her details.





The form is divided into two sections: 'Patient information:' and 'Account Information'. The 'Patient information:' section contains four text boxes labeled 'Name:', 'DOB', 'Gender', and 'Phone:'. The 'Account Information' section contains two text boxes labeled 'UserName:' and 'Password:', with a small eye icon next to the password box. At the bottom, there are three buttons: 'Add', 'Clear', and 'Close'.

Figure 6 Sign up form for patient

Add will add patient in the database of the software.

And other labels of Textboxes have their respective meanings.

After successfully signup patient can enter into his page.

After Successful Login Different Pages Open for different designated persons. Below is detailed information about different logins.

## Admin Page

Following Page Opens After login of Admin

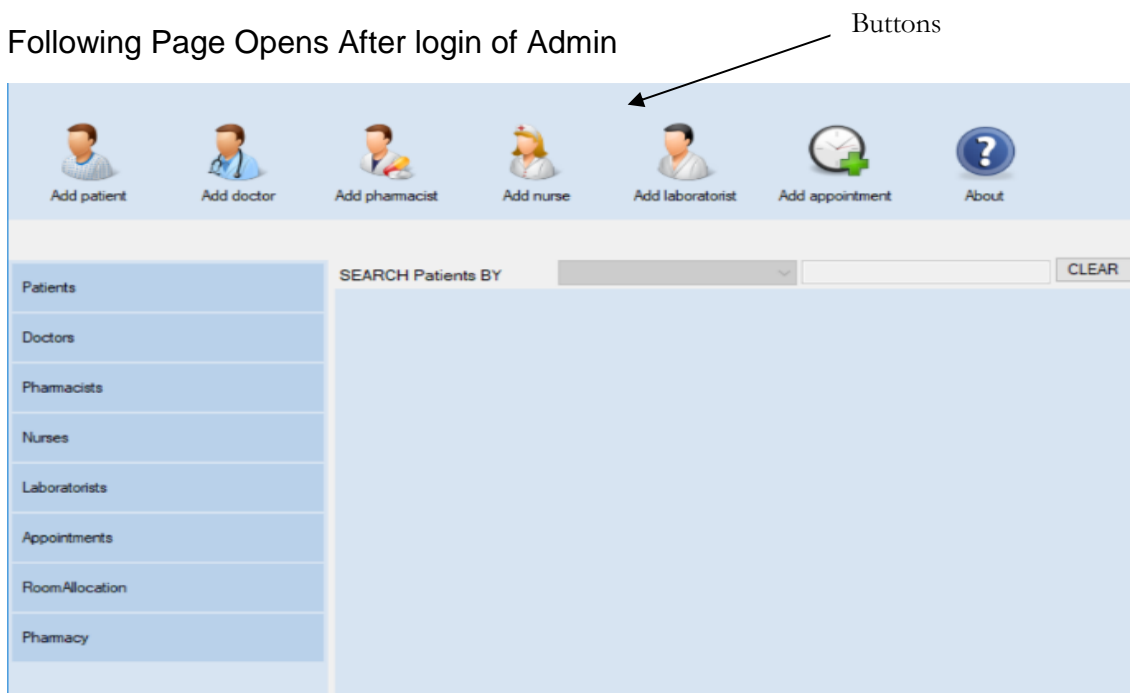


Figure 7/ Admin Page

Admin only have permission to add a new Employee ( Doctors, Pharmacist, Nurse, Laboratorists ) and patients .

Figure 8/ Doctor addition form

Admin have to Enter the details of person which he wants to Add. On clicking Add the details Automatically will add to the Database of the Software.

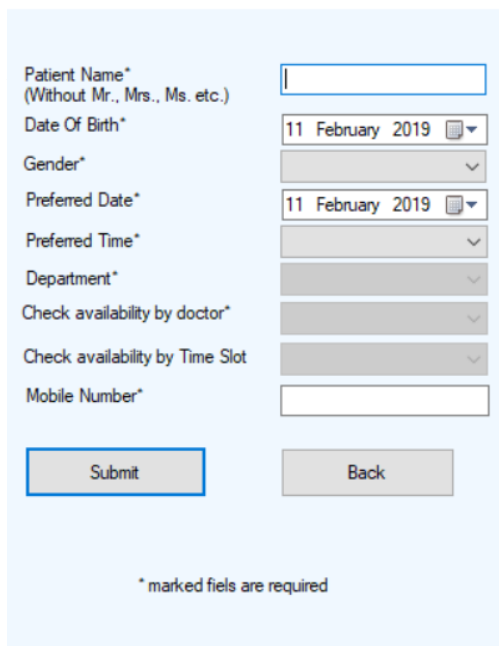
Close button closes the page.

Clear button clears all the input of the Textboxes.

Software Automatically send confirmation Email with all the details to the person who is just added.

Figure 9/ Adding of Pharmacist

Figure 10/ Addition of Nurse



The screenshot shows a web form titled "Patient Add" with a light blue background. The form contains the following fields and controls:

- Patient Name\***: A text input field with a placeholder "(Without Mr., Mrs., Ms. etc.)".
- Date Of Birth\***: A date picker showing "11 February 2019".
- Gender\***: A dropdown menu.
- Preferred Date\***: A date picker showing "11 February 2019".
- Preferred Time\***: A dropdown menu.
- Department\***: A dropdown menu.
- Check availability by doctor\***: A dropdown menu.
- Check availability by Time Slot**: A dropdown menu.
- Mobile Number\***: A text input field.
- Submit**: A button with a blue border.
- Back**: A button.
- \* marked fiels are required**: A note at the bottom of the form.

adding an appointment for patient the form accepts the details of patients.

Figure 11 Patient Add

When User clicks on submit button the software search if there is any appointment possible for time slot and selected doctor.

If it is preferable than it will send email to patient about the status.

In the taskbar we have options to see what is there in the database for those options and the form shows all the details based on option selected in taskbar and combo box near search.

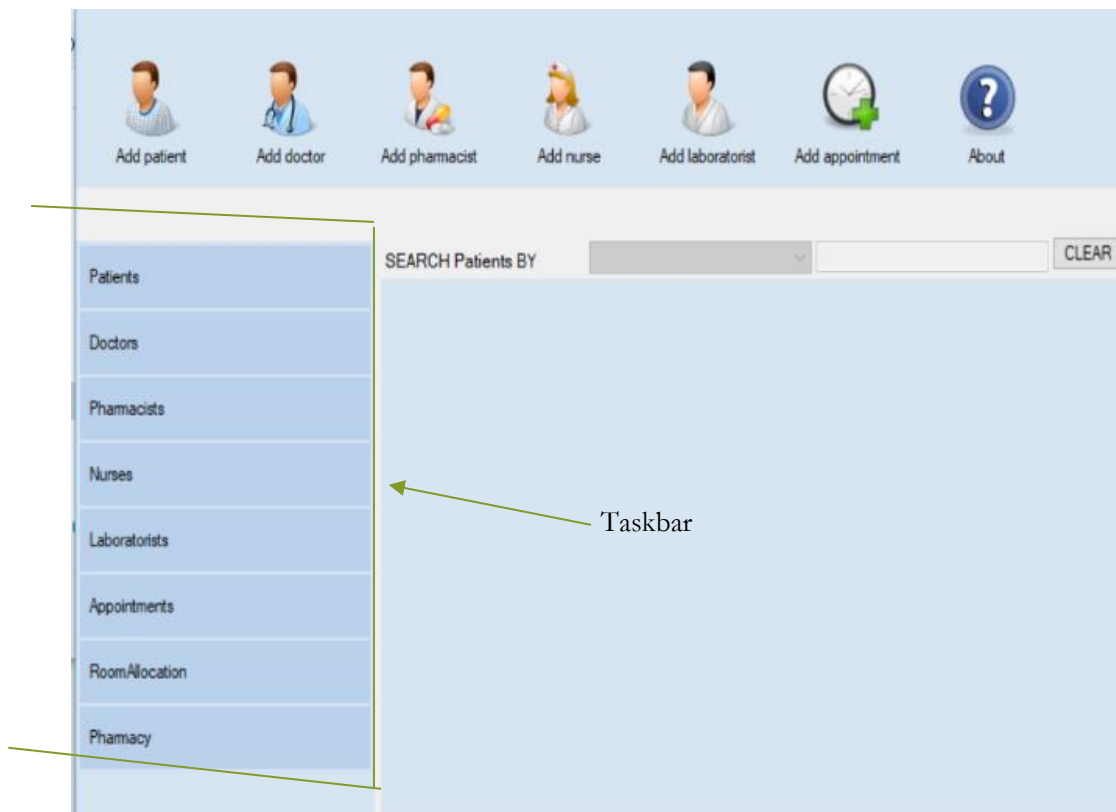


Figure 13/ Task bar of Admin Page

The Form in taskbar(lined Area) contains different option for showing the details of given persons which are:

- Doctors: shows the details of doctors in the database of form.
- Patient: shows the details of patients.
- Pharmacists: shows the details of pharmacist.
- Nurses: shows the details of nurses.
- Laboratorists: shows the details of Laboratorists.
- Appointments: shows the details of appointments.
- Room Allocation: It will direct user to the room allotment form.
- The pharmacy option Just opens the form of pharmacy which is described in later part of this manual.

Allocate  
Room

Allocate Room

Floor

Room\_Number

Patient\_Type

Patient\_ID

Emergency\_ID

Add into data Clear Close

SEARCH Rooms BY Patient\_ID  CLEAR

Room_ID : 102	Emergencny_ID :	Patient_ID : 1
Room_ID : 302	Emergencny_ID :	Patient_ID : 2
Room_ID : 101	Emergencny_ID :	Patient_ID : 3

Details of Room

Figure 14/ Room Allotment Form

This is all About Admin page.

## Doctor Page

When you will login as doctor the following form opens which Give details of Doctor (Username, Name, Department, Phone Number, Email).

In Taskbar form shows the details of appointments of doctor which can be sorted by Date, patient ID and Name.

Close Button closes the form.

Edit button Enables Doctor to edit his details.

Figure 15/ Doctors Form

We can search the appointments by just writing the value (in textbox between CLEAR and combo box) of property selected in combo box just behind search Appointments.

## Patient Page

On Successful Login, Patient can see all its details. The Following form appears.

Figure 16/ adding a new appointment for patient

In this he can get his history of appointments and he can also add a new appointment directly.

## Pharmacist Page

On Successful Login of pharmacist, the pharmacy form open which is:



Figure 17/Pharmacy Form

The page contains two buttons:

- Medicines: Further contains Three sub buttons:
  - Add Medicines
  - Check Availability
  - Update Medicines Data
- Billing: For billing purpose of pharmacy.

The Detailed Information about these two is below:

### **Medicines:**

Eid(Primary Key) is the specific id of medicines which contains 3 characters and 4 last digits.

Medicines Contain three sub buttons which have their respective meanings, Functionalities of them are as:

#### **1) Add Medicines**

On clicking it the below form opens, it will ask for details of the Medicine (Eid, Name, Rate, Quantity, Expiry date).

On Clicking Add into data it stores the data of the Medicine.

And clear resets the text of textboxes. Close closes the page.

Figure 18/ Add Medicine form

## 2) Check Availability

Eid	NAME	Quantity
asp1234	aspirin	0
shu1234	Aspirin	110
ase4712	para	74
ass2134	asd	2
ass2145	asdf	11
add1234	addition	43
sgy1234	jangid	22
swe1234	fsgfd	4
spk1243	bdg	65
sgh1234	sgddf	54
abb1236	sgsf	243

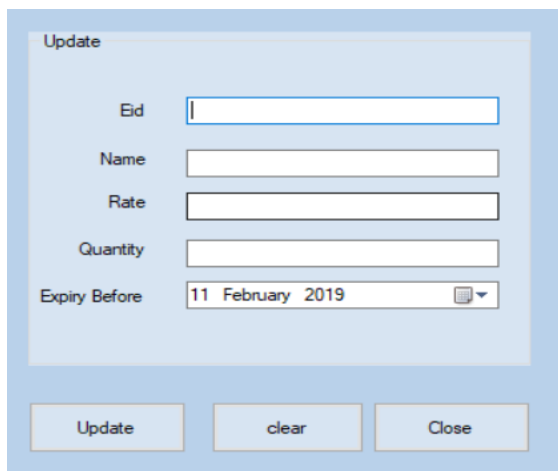
Figure 19/ Check Availability of Medicines

On clicking check Availability, the form shows all the details of the medicines in Database. We can sort the results by selecting Property (Eid or Name) in Combo box and typing its value in textbox.

## 3) Update Medicines Data

We can also update the quantity of medicine in the data if new tender just came and you want to update the data of medicines, then we can just do it by typing the name and Eid of the medicine.





Update

Eid

Name

Rate

Quantity

Expiry Before

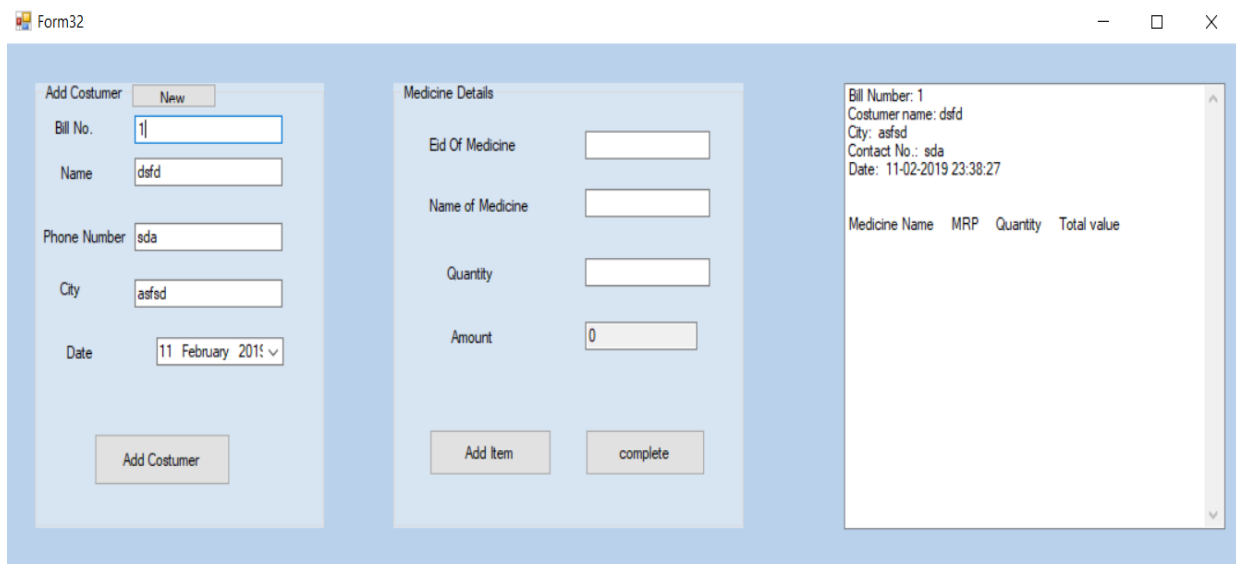
Update clear Close

We can also change all the details of the Medicine If its Eid is already in the data.

## Billing:

Billing is made for Billing purpose of Pharmacy.

Just looks like As:



Form32

Add Customer

Bill No.

Name

Phone Number

City

Date

Medicine Details

Eid Of Medicine

Name of Medicine

Quantity

Amount

Bill Number: 1  
 Customer name: dsfd  
 City: asfsd  
 Contact No.: sda  
 Date: 11-02-2019 23:38:27

Medicine Name	MRP	Quantity	Total value
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Figure 21/ Basic Details Of costumer

On clicking Billing above form open.

When You will click on new it will generate bill number and asks for details of costumer like name, City, phone.

And after click on Add Costumer bill is generated as list.

Finally, we can just add details (Eid, name, quantity) of Medicines in Medicine Details Group. Which will Automatically update the list. If there are less number of medicines in data, then it will Automatically give message of quantity left in the stock

Complete button just gives the total money and off the details of that costumer.

The screenshot shows a web application window titled "Form32" with a light blue background. It is divided into three main sections:

- Add Costumer:** Contains a "New" button, and input fields for "Bill No." (1), "Name" (dsfd), "Phone Number" (sda), "City" (asfcd), and "Date" (11 February 2011). An "Add Costumer" button is at the bottom.
- Medicine Details:** Contains input fields for "Eid Of Medicine" (spk1243), "Name of Medicine" (bdg), "Quantity" (745), and "Amount" (0). An "Add Item" button is at the bottom.
- Table Section:** Displays "Bill Number: 1" and customer details: "Costumer name: dsfd", "City: asfcd", "Contact No.: sda", and "Date: 11-02-2019 23:38:27". Below this is a table with headers "Medicine Name", "MRP", "Quantity", and "Total value".

An error dialog box is overlaid on the "Add Item" button, with the message: "Not proper quantity of medicines There are only '65' piece Left". It has an "OK" button.

Figure 22/ Addition of data in billing

## 4.OTHERS

### Cautions

- In Pharmacy Eid of medicines should be Different.
- Admin Password must be Very Secure.