iSELECT Medical Management System

This Medical Management System is designed to optimize administrative and clinical operations of healthcare facilities. It involves the following list features: Patient registration and management; Appointment scheduling and management; Electronic health records (EHR); Prescription and medication management; and Billing and insurance.

To use the iSELECT Medical Management System, follow these steps by account-type:

Receptionist

1. Click the “SIGN-UP” button once you run the program.
2. Sign-up as a receptionist by choosing RECEPTIONIST in the “Account type”.
3. Input all the necessary details on the required fields (username, password, first name, last name, and license registration number). *Just make sure your password contains 8 characters, otherwise it will generate a warning.* Once done, the account will be created successfully.
4. Click the “Back to Log-in” button and log-in as a receptionist.
5. Once logged-in, receptionists will be directed to the “DASHBOARD” in the “Main Menu” section, where they can view the date, the total number of patients, scheduled appointments, and doctors.
6. Under the “Patient Check-in” section:

   6.1 Receptionists can register new patients in the “NEW PATIENT” tab by filling out the required information on the given text fields,

   6.2 As well as view registered patients in the “EXISTING PATIENTS” tab.

7. In setting-up appointment schedules and viewing the list of available doctors for patients in the the “Manage Appointments” section,

   7.1 Receptionists should go to the “CALENDAR OF APPT.” tab, click on a specific patient in the patient information table, choose an exact date for the appointment through a drop-down list (month, day, year), and select a doctor to be assigned to the patient. A “Filter Date” feature was also added for convenience in searching up the patient.

   7.2 Afterwards, receptionists can view the available doctors through the “AVAILABLE DOCTORS” tab, then choosing a specific doctor in the doctor information table to view their corresponding scheduled patients.

8. In the “Billing and Payment” section, there are two main tabs to be used in generating bills and processing payments:

   8.1 To generate the bills of patients, go to the “GENERATE BILLS” tab, choose a specific patient on the patient information table and click the “Generate Bill” button at the bottom part of the panel. Once done, the Medical Bill INVOICE displayed at the right side should be updated with the amount fee of each medical service availed by the patient along with its total cost.

8.2 To process and update the payment of patients, go to the “PROCESS PAYMENT” tab, choose a specific patient once again, click the “PAY” button. Upon clicking, another frame would be displayed requiring you to choose a type of insurance covered by the patient and the amount of money they would like to pay in the payment field. Afterwards, all updated information will be shown in the payment receipt by clicking the “View Receipt” button.

Admin

1. Log-in a default account consisting of a username: **admin** and password: **admin.**
2. The total list of registered patients can be viewed on the “Patient Management” section in tab “Existing Patients”.
3. Now, another section that is included in the admin’s perspective is “User Management”, this section includes three (3) tabs namely: “Admin”, “Doctors”, and “Receptionist”.

   3.1 Under the ”Admin” tab, the administrator can manage other admins (i.e., view, add, and remove admins).

   3.2 Under the ”Doctors” tab, the administrator can view the information of the doctor and can delete row/s in the table with regards to their information.

   3.3 Under the ”Receptionist” tab, likewise the “Doctors” tab, the administrator can view the information of the receptionist and can delete row/s in the table.

4. Lastly, the “Fee Management” section, where “Medical Services” and “Insurances” tabs fall.

   4.1 In the “Medical Services” tab, it features the common medical services (i.e., cbc, urinalysis, x-ray, etc.) and how much it costs, in which the admin can add, edit, update and delete medical services .

   4.2 In the “Insurances” tab, obviously it features different insurance services and the discount it covers (note: the insurance shown in the table are examples only). Just like in the “Medical Services” tab, the insurances tab shows a table where the admin can also add, edit, update and delete insurance services.

5. This user interface also includes the “searching bar”, where the admin can search the desired information that each section covers.

Doctor

1. Log-out as the previous account you have logged-in.
2. Click the “SIGN-UP” button once again.
3. Sign-up as a doctor by choosing DOCTOR in the “Account type”.

4. Input all the necessary details on the required fields (username, password, first name, last name, and license registration number). *Just make sure your password contains 8 characters, otherwise it will generate a warning.* Once done, the account will be created successfully.
5. Click the “Back to Log-in” button and log-in as a doctor.
6. In the “My Patients” tab under “Manage Patients” section, doctors can see the total number of patients, as well as be able to consult a patient and prescribe medicine.
7. In the “Medical Administration” section, doctors can view the invoice of the medical results and generated prescription by clicking on a specific patient in the patient information table.

Additional info: Connecting databases to laragon, click “Load SQL file” then click the “iSelect SQL Structure”, then refresh.

Note 1.5: For the Best User Experience, we recommend using a resolution size of 1920 x 1080. This ensures optimal display quality and a better overall experience with our platform.