



USER MANUAL FOR DIGITAL BOOKING AND FILING SYSTEM

BOPHELONG HOSPITAL



OCTOBER 9, 2021

PEAKY BLINDERS LTD

Table of contents

1. Introduction

2. Key features

3. Requirements

4. Supported web browsers include

5. Using the System

5.1 Admin Functions

a. To access the admin side:

b. To add a new patient

c. To update a patient's details

d. To delete a patient

e. To Backup patient details and files

5.2 Patient Functions

a. To access the Patient side:

b. To book an appointment

1. Introduction

This system is a smart computerized application to serve the health care industry in terms of their administrative duties such as making appointments, keeping patient records, as well as updating those records. Through this system the administrators will be able to have verified access to a database where they can securely store patient data which they can in turn share with other related facilities further simplifying the process of maintaining patient health records across the board. As for the patients themselves, they will be able to reserve appointments that best suite them

2. Key features

- Allow Users to reserve a booking
- Capture and store patient personal details
- Maintain record of the visit proceedings
- Maintain patient historical records
- Back up data

3. Requirements

Minimum PC Requirements

The minimum requirements required for running the software are listed below:

- Microsoft Windows 8 or greater
- RAM 4GB
- Internet Connectivity

4. Supported web browsers include

- Microsoft Edge
- Mozilla Firefox
- Google Chrome
- Opera
- Aloha

5. Using the System

5.1 Admin Functions

a. To access the admin side:

- From the home page, under Admin click on the Login button.
- You will be redirected to the login page of the admin.

- Once the admin login page is loaded proceed to enter ID and password credentials and click login.
- You will be redirected to the admin options, where you can either select bookings or patients.
- If the admin selects Bookings, they will be redirected to the Bookings page where they can either view booking reservations or set an appointment for a patient.
- If the admin selects Patients, they will be redirected to the Patients page where they can either choose to select Show Patients and Files, Add New Patient, Update Patient, Delete Patient or Backup Patient details along with the files.

b. To add a new patient

- From the patient's page click on the *Add New Patient* button.
- After being to redirected to the *Add New Patient* page, enter all patient details in the provided textboxes.
- Click the *Add Patient* button to successfully add a new.
- If the details entered do not satisfy the set standard an appropriate message will be displayed next to that particular textbox. After corrections have been made the *Add Patient* button might be clicked to conclude the process.

c. To update a patient's details

- From the patient's page click on the *Update patient* button.
- You will be redirected to the *Update Patient File* page upon where you will be required to enter the Patient ID of the patient in question.
- After entering the patient ID, click the *Submit Patient ID* button.
- If the entered patient ID does not exist in the database an appropriate message will be displayed.
- If the patient ID is valid a textbox and *Update record* button will be displayed.
- Upon filling the necessary details in the textbox, the *Update record* button must be clicked to successfully update the patients' details.

d. To delete a patient

- From the patient's page click on the *Delete patient* button.
- After being to redirected to the *Delete Patient* page, enter the patient ID in the provided textbox.
- Click *Submit Patient ID* button and if a matching ID is found a *Delete* button will pop up.
- Click the *Delete* button to conclude the delete process.
- If the ID does not exist in the system a label with the message "Patient ID NOT found" will be displayed.

e. To Backup patient details and files

- Click the Backup button from the Patients Page
- Upon being successfully redirected to the Backup page the admin can simply click on the Backup button to successfully backup the patient's detail to a text file.

5.2 Patient Functions

a. To access the Patient side:

- From the home page, under *Patient* click on the Login button.
- You will be redirected to the login page of the patient.
- Once the patient login page is loaded proceed to enter Username and password and click login. NB this only applies if the patient is already registered on the system.
- If the patient is not registered, they should click the create account link
- Once the *create account* link is clicked the patient should proceed to Enter their details as required

b. To book an appointment

- From the *Patient Login Page*, enter username and password to login to the system.
- You will be redirected to the *Reserve Booking* page where you can select the date and time of appointment.
- Click the Reserve Booking button to successfully complete the booking.