Swasthyaparikshan

(Health Information Management System)
URL: https://swasthyaparikshan.com

User Manual
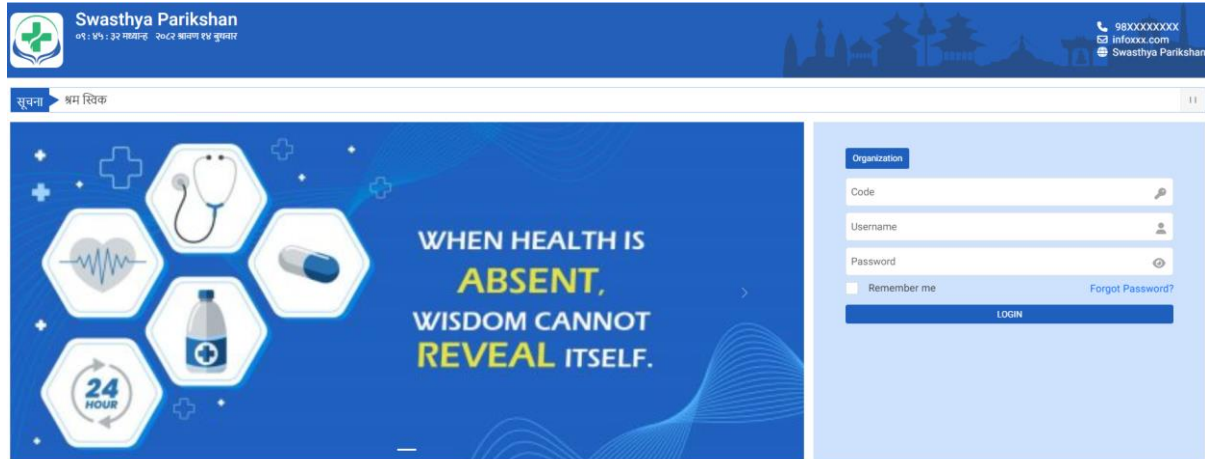
Purpose

This manual provides clear, step-by-step guidance for using the Swasthyaparikshan HIMS platform. It is designed for general users and medical center staff.
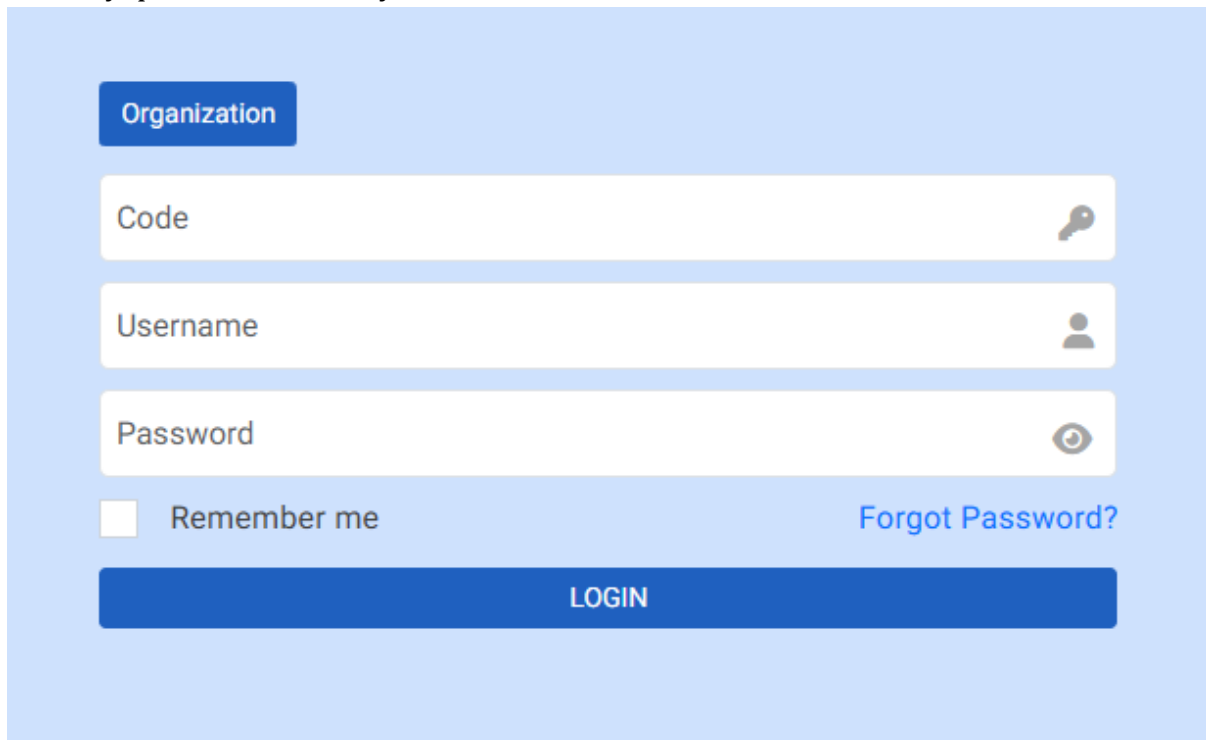It includes:

- User Login
- General Registration
- Biometric Registration
- Billing
- Laboratory
  - Sample collection
  - Lab reporting
  - Lab Report Verification
- Radiology
  - Reporting
  - Report Verification
- Clinical Module
- Synchronize Report

Key Notes:

- Do not share **login credentials.**
- Always **verify patient data** before saving any record.
- Follow **biometric steps** strictly to ensure compliance.
- If unsure, consult the **help center** or IT admin.
- Use the **filter sidebar** efficiently to locate records.

Login

This manual guides users through the login process and department selection in the Swasthyaparikshan HIMS System.

Step-by-Step Instructions

- Go to the official login page: (https:// www.swasthyaparikshan.com)
- Enter Your Company Code (Your company's assigned code)
- Enter Your Username
- Enter Your Password
- Click the login button to proceed.
- A popup window will appear asking you to choose a department if you are assigned to multiple departments. Click on the search bar and type your department name, such as Admin.
  The system will redirect you to the dashboard after successful login.
- Your username will be displayed at the top of the screen.

Notes

- Make sure your internet connection is stable.
- Always double-check that you are using the correct login credentials.

General Registration

This manual provides simple step-by-step instructions for performing Patient Registration in the Swasthyaparikshan HIMS system. It is designed for non-technical users such as front-desk staff.

Steps to Perform General Registration

1. After successful login you are in main dashboard.
2. Navigate to the General Registration from the menu.
3. Select Today's appoint list from Icon
   or
4. Choose the correct patient type from the list. (i.e. PID for Patient ID, NID for National ID, Mobile)
   a. If Patient is already registered then use PID otherwise left blank system will generate automatically new ID
   b. Enter Mobile no. to search patient details who registered with such mobile no.
   c. NID is applicable after integrating with government API.
5. Enter Passport Information
   a. Patient's passport number. Repeat for confirmation
   b. Passport issuing place (i.e. choose from District list)
   c. Passport expiry date
6. Choose the assigned doctor for the patient.
7. Enter Personal Info
   a. Choose the appropriate title (Mr., Mrs., etc.) from the dropdown.
   b. Enter the patient's first name.
   c. Enter the patient's last name.
   d. Choose the patient's gender from the options provided.
   e. Select the patient's marital status from the list.
   f. Enter Date of Birth
8. Enter Address Details
   a. Select the municipality from List
   b. Enter the ward number.
9. Enter Contact Details
   a. Enter the patient's mobile phone number.
   b. Enter the patient's email address.

10. Choose Applied Country
11. Choose Referrer (Default: Self)
12. Click the Save button to register the patient.
13. After saving, a popup will appear showing the patient sticker print option.
14. You can print the Sticker/Card if necessary.

Notes

- Ensure all mandatory fields are filled out correctly before saving.
- The system automatically updates the patient list after successful registration.
- Check the patient list table to verify that the newly registered patient appears in the list.

Biometric Registration

This manual provides simple step-by-step instructions for performing Biometric Registration in the Swasthyaparikshan HIMS system. It is designed for non-technical users such as front-desk staff.

Steps to Perform Biometric Registration

1. After successful login you are in main dashboard.
2. Navigate to the Biometric Registration from the menu.
3. Choose specific patient from list or filter from search bar
4. Click on Fingerprint icon for Finger print Scan
5. Click on IRIS icon for Retina scan and photo

Notes

- Ensure the selected patient information is correct
- Make clean and proper position of finger for scan
- Make proper light and background for photo
- Make clear and enlarge eye for better Retina scan

Counter Billing

This manual provides simple step-by-step instructions for performing counter billing of a patient in the Swasthyaparikshan HIMS system. It is designed for non-technical users such as front-desk or billing staff.

Steps to Perform Counter Billing

- After successful login you are in main dashboard.
- Navigate to the Counter Billing section from the menu.
- Focus the curser on Patient Number input field. Type the Customer ID (i.e. Patient ID) and press Enter.
- Customer information will be displayed in Info section
- Add Billing Particulars
  - Search for the service or item to be billed.
  - Enter the discount percentage (if any).
  - Enter the quantity of the service/item used. (default is 1)
  - Repeat the above steps if there are multiple items to bill.
- Review the Total Bill
- The total amount for all selected services will be automatically calculated and displayed.
- Choose the appropriate payment method or ledger from the list.
- Click on the Add button to confirm the details.
- If the Dr and Cr amount is balanced color will be green
- Then click on the Save button to generate the bill.
- When prompted, click Yes to confirm the billing.
- Print pop-up will be displayed. Print no. of copies as required

Notes

- Ensure the correct patient ID is entered to avoid billing errors.
- Always verify the selected services, quantities, and payment method before saving.
- If any discrepancies are noticed, restart the billing process before saving.

Sample Collection

This manual provides simple step-by-step instructions for performing sample collection of a customer in the Swasthyaparikshan HIMS system.

Steps to Perform Sample Collection

- After successful login you are in main dashboard.
- Navigate to the Sample Collection section from the menu.
- Expand filter section side bar on left side.
- You will see the number of patients available for sampling.
- Click patient no or bill number that you want to collect sample
- Or
- Enter customer ID or bill number
- Customer information will be displayed in Info section
- Click on Fingerprint Icon to verify physical presence and identification
- Select all samples by clicking the checkbox at the top or check individual test you want to collect sample
- Click on Save button
- Bar-code label will be displayed. Print if necessary

Note

- Confirm the patient's name and details shown on the screen.
- Remaining test list for sample collection will be displayed by default. If you want to view sampled list also then change "Status" from dropdown
- Confirm the success message that appears.

Lab Reporting

This manual provides a step-by-step guide for using the Lab Reporting functionality in the Swasthyaparikshan HIMS system. The purpose of this feature is to allow users to report lab test results for patients efficiently.

Steps to Report Lab Test Results

- After successful login you are in main dashboard.
- Navigate to the Reporting section under Laboratory from the menu.
- Expand filter section side bar on left side.
- You will see the number of patients available for reporting.
- Click patient no or bill number that you want to collect sample
- Or
- Enter customer ID or bill number
- Customer information will be displayed in Info section
- Enter Test Results: For each test, you can enter the test results as:
  - Quantitative Test: enter numeric value, Falg will be automatic
  - Optional: Select Option from dropdown, Flag will be automatic
  - Free Type: Enter required value, Flag is manual and should enter
- You can add additional comments regarding the report in the provided text box
- After entering all necessary information, click the save button to save the report.

- A confirmation dialog will appear to verify that you want to save the report. Confirm your action to finalize the report submission.
- Once the report is successfully saved, you will receive a success message indicating that the report has been submitted.

Note

- Confirm the patient's name and details shown on the screen.
- Remaining test list for reporting will be displayed by default. If you want to view reported list also then change "Status" from dropdown
- You can enter report partially or as your related department/category

Lab Report Verification

This manual provides a step-by-step guide for using the Lab Report verification functionality in the Swasthyaparikshan HIMS system. The purpose of this feature is to allow users to verify lab report efficiently.

Steps to Verify Lab Test Results

- After successful login you are in main dashboard.
- Navigate to the Verification section under Laboratory from the menu.
- Filter the desired report according to Patient No, Bill No or Sample No
- Select Date range and status of report for multiple filter
- The system will show the list of reported entries related to the patient.
- Click on Edit Button if any value needs to edit
- Click the Verify button to start the verification process.
- Observe all the value carefully then Click the Verify button to complete the verification.

- A confirmation message will appear once the verification is successful. Click OK to continue.
- Filter the verified report from status and click on verify button again.
- Click the Upload button to complete the process of syncing the verified report.

Notes

- Always make sure to select the correct patient ID and verification type.
- Ensure all the entries and values are correct.
- Once you verified the report, you cannot edit later.
- Confirm all success messages before proceeding to the next step.

Radiology Reporting

This manual provides a step-by-step guide for using the Radiology Reporting functionality in the Swasthyaparikshan HIMS system. This feature allows users to report radiology findings for patients efficiently.

Steps to Report Radiology

- After successful login you are in main dashboard.
- Navigate to the Radiology Reporting section under Radiology from the menu.
- Expand filter section side bar on left side.
- You will see the number of patients available for reporting.
- Click patient no or bill number that you want to collect sample
- Or
- Enter customer ID or bill number
- Customer information will be displayed in Info section
- Choose Bill Number.

- Click on the specific tab related to the radiology finding.
- In the designated text box, type the observations related to the radiology report.
- In the next text box, provide your impressions based on the observations.
- Choose an appropriate flag from the available options that best describes the findings.
- After entering all necessary information, click the save button to submit the report.
- Once the report is successfully saved, you will receive a confirmation indicating that the report has been submitted.

Note

- Confirm the patient's name and details shown on the screen.
- Remaining Radiology Diagnosis list for reporting will be displayed by default
- You can enter report partially or as your related department/category

Radiology Verification

This manual provides a step-by-step guide for using the Radiology Verification functionality in the Swasthyaparikshan HIMS system. This feature allows users to verify radiology reports for patients efficiently.

Steps to Verify Radiology Report

- After successful login you are in main dashboard.
- Navigate to the Verification section under Radiology from the menu.
- Filter list of radiology report by date range
- The system will show the list of reported entries related to the patient.
- Double Click on Patient No, then choose bill no.
- Click the Verify button to start the verification process.
- Observe all the value carefully then Click the Verify button to complete the verification.
- A confirmation message will appear once the verification is successful. Click OK to continue.

Notes

- Always make sure to select the correct patient ID and verification type.
- Ensure all the entries and values are correct.
- Once you verified the report, you cannot edit later.
- Confirm all success messages before proceeding to the next step.

Clinical Module

This manual provides a step-by-step guide for using the clinical module functionality in the Swasthyaparikshan HIMS system. This feature allows users to enter all the clinical information of patients efficiently.

Steps for Clinical Module (Electronic Medical Record)

- After successful login you are in main dashboard.
- Navigate to the Prescription under OPD EMR from the menu.
- Enter **Patient ID** and press **Enter** to load details.
- Perform **Fingerprint Verification** by clicking the scan button and verify
- Enter **Physical Examination**:
  - Height & Weight → Click **Add**
  - Pulse, Temperature, Respiratory Rate, Blood Pressure → Click next **Add**
- Add **Patient History** → Input Past Medical History → Click **Add**
- Conduct **General Examination**:
  - Select general examination as following
    - Clubbing
    - Ascites
    - Cyanosis
    - Jaundice
    - Lymph Node
    - Oedema
    - Pallor
  - Click **Add**
- Complete **Systemic Examination**:
  - Select systemic examination as following
    - Muscular Examination

- - - Cardiovascular
      - Pulmonary
      - Gastroenterology
      - Neurology
      - Musculoskeletal
      - Genitourinary
      - Oro Dental
      - Varicose Veins
      - Hernia (Male Only)
      - Hydrocele (Male Only)
      - Extremities/Deformities
      - Gynecological Examination (Female Only)
      - Dermatology
      - Infectious Disease
      - Occupational Disease
      - Vision (L. Eye)
      - Vision (R. Eye)
      - Ear (Left)
      - Ear (Right)
    - Enter value or option for selected examination
    - Click **Add** after each
  - Record **Vaccination Details**:
    - Choose Vaccine Type → Date → Value if any remarks → Click **Add**
- Choose Allergy if identified
- Choose Diagnosis (ICD 11) if diagnosed
- Check the **Final Verification** box to complete the OPD entry.

Notes:

- Review all entries carefully before final verification.
- Ensure all values are accurately entered before final verification, as this information is critical for patient care documentation.
- Only Doctor User can verify the clinical report

Report Synchronization

This manual provides a step-by-step guide for synchronizing clinical information of patient to central database as well as government portal using the clinical module functionality in the Swasthyaparikshan HIMS system. This feature allows users to enter all the clinical information of patients efficiently.

Steps to synchronize medical report

- After successful login you are in main dashboard.
- Navigate to the Synchronize Dashboard from the menu.
- Filter list of patients as date range and report status
- Or filter specific by providing patient no or passport no or report status.
- Sync medical data to central database
    - Click on the Medical Sync button from the list of records.
    - A popup window titled Medical Sync will appear.
    - In the popup, click the Sync button to start the synchronization.
- Synchronize medical report to government server
    - Click the Verify button to approve the synchronized data.
- Click the Final Report button to open the report.
- Click the Print button to print the final medical report.

Notes:

- Review all entries carefully before final verification.
- Ensure all values are accurately entered before final verification, as this information is critical for patient care documentation.
- Ensure the medical report with QR code is synchronized and authenticated report to government server which is globally accessible.