



User Access User Manual

Fit Academy

Version Number: 1.0

Release Milestone Number:

June 26, 2024

Manila

Unit 502 5/F Orient Square Bldg.
F. Ortigas Jr. (formerly Emerald Ave.)
Ortigas Center, Pasig City 1605
+632-79106010 or +632-86874091

Los Angeles

1240 Rosecrans Avenue, Suite 120
Manhattan Beach, CA 90266, United States
+1-866-628-6332



 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	

Table of Contents


Table of Contents	2
Intellectual Property and License Notice	2
Disclaimer	3
Revision History	4
Introduction	4
System Overview	4
Scope of the Document	6
System Requirements	6
Create User	6
Figure 1. User Maintenance	6
Search User	8
Figure 2. Search User	8
Edit User	9
Disable/Enable User	9
Reset Password	9
Roles and Permissions	9
Permissions Descriptions	10
Maintain Roles	28
Figure 3. Search Role	28

Intellectual Property and License Notice

This document is given to the Client who has acquired the services of Exist Software Labs, Inc. The Software Product described in this document is furnished under a license agreement, and it is against the law to copy, modify, or distribute the software product on any medium, except as specifically allowed in writing under the license agreement.


 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	

Furthermore, the license agreement may prohibit the software product from being disassembled, reverse engineered, or decompiled for any purpose.

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	


Disclaimer

The information in this document applies solely to the Software Product **FIT Academy MeRX HIS** provided by Exist Software Labs, Inc., herein referred to as the “Provider.” The Provider makes no representations or warranties of any kind concerning the safety, suitability, lack of viruses, inaccuracies, typographical errors, or other harmful components of the Software Product. There are inherent dangers in the use of any software, and the Client is solely responsible for determining whether the Software Product is compatible with your equipment. The Client is also responsible for the protection of their equipment and the backup of data. The Provider will not be held liable for any damages that the Client may experience/encounter in connection with using, modifying, or distributing the Software Product. Every effort is made to ensure that the Software Product is running smoothly, however, the Provider takes no responsibility for, and will not be liable for, the Software Product being temporarily unavailable due to any technical issues beyond our reasonable control.

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	

Revision History

Date	Version	Author	Details
June 26, 2024	1.0	Chelsea Lopez	Initial Version

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	

Introduction

System Overview

MeRX is a Comprehensive Hospital Information System including clinical applications represented in stand-alone modules and grouped accordingly.

Exist - Merx™ lowers the investment risks for hospitals to transition to a next-generation hospital information system by:

- providing a solid, cloud-tested, healthcare IT system foundation with flexibility and extensibility technically designed into its architecture
- enable and support the expanding needs of care providers for more evidence-based medicine
- help meet dynamic compliance requirements in the healthcare industry.

Scope of the Document


This document contains the user manual for the Medcurial MeRX product. The features included in this document are as follows:

- Instructions specific for each enabled user access, and how to enable user access (under Admin Module)
- Instructions on setting user roles and departments

System Requirements

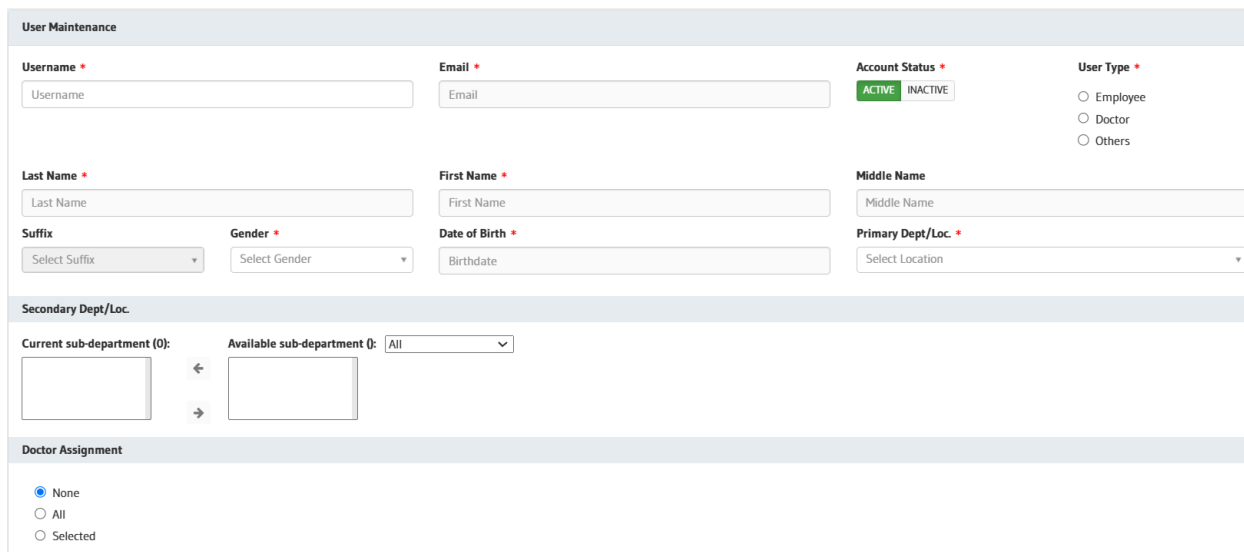
The MeRX HIS requires the following system specification:

SOFTWARE	DESCRIPTION
Operating System	Windows 7 or higher Ubuntu Mac OS x
Web Browser	Google Chrome 38.0 and newer

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	

Create User

Click on  **Create User** on the **left side bar** to create a new user. This will direct you to the **User Maintenance** page.




The screenshot shows the 'User Maintenance' form with the following sections and fields:

- Username ***: Text input field.
- Email ***: Text input field.
- Account Status ***: Radio buttons for **ACTIVE** (selected) and **INACTIVE**.
- User Type ***: Radio buttons for **Employee**, **Doctor**, and **Others**.
- Last Name ***: Text input field.
- First Name ***: Text input field.
- Middle Name**: Text input field.
- Suffix**: Dropdown menu with 'Select Suffix'.
- Gender ***: Dropdown menu with 'Select Gender'.
- Date of Birth ***: Text input field with 'Birthdate' placeholder.
- Primary Dept./Loc. ***: Dropdown menu with 'Select Location'.
- Secondary Dept./Loc.**: Section with 'Current sub-department (0):' and 'Available sub-department (0):' lists, connected by left and right arrow buttons. The 'Available' dropdown is set to 'All'.
- Doctor Assignment**: Radio buttons for **None** (selected), **All**, and **Selected**.

Figure 1. User Maintenance

Fill up the User Maintenance page with the appropriate information. Fields with an asterisk (*) are mandatory for the creation of an account. The following fields are required:

- Username *
- E-mail *
- Account Status *
 - o Active
 - o Deactivated
- User Type - select from employee, doctor, or others; if
- Last Name *
- First Name *
- Middle Name *
- Primary Department / Location * - select from the dropdown list of existing departments/locations
- Gender *
- Date of Birth *
- User Type
 - o Employee - will auto-fill with selected employee information once toggled

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	

- o Doctor - will auto-fill with selected doctor information once toggled
- o Others
 - Secondary Department/Location - Select from the filtered available sub-departments by clicking the arrow that points towards the box for the Current sub-department. The sub-department assignment can be cancelled by clicking on the arrow pointing to the box leading to the Available sub-department
 - Roles - Roles per user can be assigned by clicking on the arrow that points towards the box for Current Roles. The selected role can be returned by clicking on the opposite arrow direction.
 - Permissions - select appropriate permissions and modules for the created user, some permissions are automatically set by assigning certain roles, but added permissions can be manually selected or deselected. Ticking a certain module will automatically select all the related permissions, but permissions to create, view, update, cancel etc. within a module can be individually toggled

Once all fields have been filled appropriately, the user can be created by clicking on





. To cancel the application for new user, the




button can be clicked.

Search User

To search for a user, click on  found on the left side bar. The Username/Last Name can be manually encoded to filter across the existing users.

Pressing on the  found at the right corner of the Username/Last Name bar allows one to view other filters that could be manually encoded including First Name and Middle Name. The Primary Dept/Loc can be filtered through a dropdown list. To

proceed with the filtered search, click on .

Search User

Username/Last Name

Username/Last Name

Primary Dept/Loc.

Select Location

Search

Username	Name	Email	Birthdate	Department	Actions
admin	ADMIN, ADMIN ADMIN	help@exist.com	Jan-01-1991	INFO AND ADMITTING ANNEX JKL ANNEX OPQR DELIVERY ROOM LABORATORY NEWBORN SERVICE UNIT OPERATING ROOM X-RAY	


 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	

Figure 2. Search User

A table is included to display the filtered user accounts. Included in the table are the following information:

- Username
- Name
- Email
- Birthdate
- Department

Depending on the user access, an action button can be found on the right hand side of each user entry. The following actions can be performed:



- Edit - edits user information
- Disable - disables the user (user will not be allowed to access or perform any actions through their account)
- Reset Password - resets the password for the user

The above mentioned actions are discussed in more depth in the succeeding sections.

Edit User

The Edit User action will allow the user to return to the **User Maintenance** page. This allows the user to modify and save user settings earlier discussed in the **Create User** section.


Disable/Enable User

Clicking on  **Disable** tags the user as . A **deactivated** user cannot log in or perform any function in the HIS. To reactivate a deactivated user, the action button can be pressed again and the disable button will be replaced with

 **Enable**. Click on Enable to re-activate the user account.

Reset Password

When Reset Password is clicked on the action tab, the password for the selected user will be reset and the user will be able to input a new user password upon repeat login. The previous password cannot be used as the new user password.

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	

Roles and Permissions


The Administrator can access the application's features and functions through controlled pre-configured user permissions. These roles and permissions are configurable based on changes in hierarchies and user designations. The following are the target users of this manual and their default roles and permissions:

Users	Permissions
Administrator	<ul style="list-style-type: none"> ✓ Create and maintain user information, roles, and permissions ✓ Create and maintain user roles and permissions ✓ View message logs and message details ✓ View, resend, or discard failed messages ✓ View audit logs and details ✓ Search and create dictionary concepts ✓ Add and edit inventory


Permissions Descriptions

The following modules and permissions are included:


Modules	Permissions	
Adjustment	Create	User will be allowed to create an adjustment
	Process	User will be allowed to process an adjustment.
	Cancel	User will be allowed to cancel the adjustment.
	Late Adjustment	User will be allowed to perform late adjustments.
Admission	Create	User will be allowed to perform admissions.

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	


	View	User will be allowed to view admissions and admission information.
	Update	User will be allowed to update admission information.
	Discharge	User will be allowed to discharge admissions.
	Cancel	User will be allowed to cancel admissions.
	Turn In Request	User will be allowed to submit turn in requests.
	Turn In	User will be allowed to approve and process turn ins.
	Discharge Cancel	User will be allowed to cancel discharge.
	Account Update	User will be allowed to perform account updates.
	BCP	User will be allowed to perform business continuity plans and backdate/adjust date of admission procedures.
	Blacklist Approve	User will be allowed to approve blacklist requests or blacklist patients.
	Face Sheet	User will be allowed to print face sheet.
	Room Charge Service Override	User will be allowed to override the existing room charges.
	Update Doctor	User will be allowed to update doctor assignments for admitted patient.

 info@exist.com	Project Name:	Version Number 1.0
	User Access on FIT MeRX HIS	
	Document Title:	Published Date June 26, 2024
	User Guide	
Confidential		


	Update Room Bed	User will be allowed to update room bed location for admitted patient.
Allergy File Maintenance	View	User will be allowed to view patient allergy file.
	Update	User will be allowed to update patient allergies.
	Create	User will be allowed to create a patient allergy entry.
Audit Log	View	User will be able to view audit log.
	Clinical Access	A pop-up message for confidentiality will appear for the user once the clinical module is accessed and the user will not be able to automatically view the clinical module without accepting the terms of use.
Bill	View	User will be able to view entries under the billing module.
	Create	User will be able to create billing transactions.
	Update	User will be able to update existing billing transactions of unclosed visits.
	Override	User will be able to override fees in a billing transaction.
	BCP	User will be able to backdate billing transactions.
	Encode PF	User will be able to

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	


		include PF in the billing transaction.
	Room Adjustment	User will be able to adjust room fees in the billing module.
	Doctor Encode PF	User will allow doctor to encode their own PF.
	Encode PF Override	User will be allowed to override declared PF by doctor.
	Closed Override	User will be able to override closure of billing transactions.
Billing Cashier Shift Report	View	User will be allowed to view billing/cashier shift reports.
	All	User will have all the permissions relating to the billing cashier shift report feature.
Clinical	Doctor	User will be allowed to edit/view the forms assigned under doctor roles in the clinical module.
	Receptionist	User will be allowed to edit/view the forms assigned under receptionist roles in the clinical module.
	Ancillary	User will be allowed to edit/view the forms assigned under ancillary roles in the clinical module.
	Nurse	User will be allowed to edit/view the forms assigned under nurse roles in the clinical

 info@exist.com	Project Name:	Version Number 1.0
	User Access on FIT MeRX HIS	
	Document Title:	Published Date June 26, 2024
	User Guide	
Confidential		


		module.
Clinical Document	Reopen	User will be able to reopen closed or finalized clinical documents.
Credit Limit	View	User will be allowed to view credit limit per patient.
	Create	User will be able to encode a credit limit per patient.
	Update	User will be allowed to update the existing credit limit per patient.
	Discharge with Credit	User will be allowed to discharge patient with remaining credit.
Department File Maintenance	Create	User will be able to create department files.
	Update	User will be able to update department file.
	View	User will be able to view department files.
Diet	Create	User will be able to create new dietary order requests.
	View	User will be able to view existing dietary orders.
	Accept	User will be able to accept dietary order requests.
	Reject	User will be able to reject dietary orders.
Discount Management	View	User will be able to view discount types.
	Update	User will be able to update existing discount types.

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	


	Create	User will be able to create new discount types.
Discounts	View	User will be able to view discounts.
	Create	User will be able to create discounts.
	Update	User will be able to update discount entries in open transactions.
	Additional	User will be able to add an additional discount in open transactions.
	Override	User will be able to override discounts in transactions.
Dispensing	Drug Process	User will be able to dispense drugs.
	Non Drug Process	User will be able to dispense non-drug items.
	Service Equipment Process	User will be able to dispense service equipment.
	Medical Gas Process	User will be able to dispense medical gas items.
	Miscellaneous Process	User will be able to dispense miscellaneous items.
	Medical Gas Discard Charges	User will be able to include charges for discarded medical gas.
	Equipment Discard Charges	User will be able to include charges for discarded equipment.
	Discontinue Medical Gas	User will be able to discontinue ordered

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	


		medical gas.
	Discontinue Equipment	User will be able to discontinue ordered equipment use.
Doctor File Maintenance	Create	User will be able to create a doctor's file.
	Update	User will be able to edit a created doctor's file.
	Delete	User will be able to delete a created doctor's file.
	View	User will be able to view a doctor's file.
Employee Management	View	User will be able to view a created employee's file.
	Create	User will be able to create an employee's file.
	Update	User will be able to update an existing employee's file.
Extraction	Run	User will be able to run extractions.
Extraction Schedule	Read	User will be able to read extraction files.
	Write	User will be able to set extraction schedules.
Guarantor File Maintenance	Create	User will be able to create a guarantor file.
	Update	User will be able to update existing guarantor entries.
	View	User will be able to view guarantor entries.
Guest Room	View	User will be able to view existing guest rooms.
	Create	User will be able to create

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	


		new guest room locations.
	Delete	User will be able to delete guest room locations.
HMO	View	User will be able to view HMO entry details.
	Update	User will be able to encode new entries for the HMO or to correct erroneous entries in the HMO entry.
	Delete	User will be able to delete HMO entry.
	Create	User will be able to create new HMO entry.
	Override	User will be able to override HMO entry.
HMO Tracking Report	View	User will be able to view HMO tracking report.
ICD-10 Maintenance	View	User will be able to view ICD-10 maintenance.
	Create	User will be able to input new ICD-10 codes.
	Update	User will be able to update ICD-10 codes.
Indicator Management	Create	User will be able to create new indicator/s for patients.
	Update	User will be able to edit the existing details of a current indicator.
	View	User will be able to view indicator details.
Inventory	Unit View	User will be able to view the units of a particular item in the inventory.

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	


	Unit Update	User will be able to update the amount of units of an item.
	Item View	User will be able to view the item details.
	Item Update	User will be able to update item details.
	Price View	User will be able to view the price of items.
	Price Update	User will be able to update the price of an item.
	Pullout Override	User will be able to override pullout transfers.
	Adjust Override	User will be able to override adjustments.
	Approve Order	User will be able to approve order requests.
	Cancel Order	User will be able to cancel orders.
	Edit Order	User will be able to edit existing orders.
	For Pickup	User will be able to set items as "for pickup".
	Release Order	User will be allowed to release order.
	Cancel Release	User will be allowed to cancel release of order.
	Receive Order	User will be allowed to receive orders.
	Orderlist View	User will be allowed to view the order list.
	Worklist View	User will be allowed to view the inventory worklist.

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	


	Returns View	User will be allowed to view the list of items for return.
	Order Unit	User will be allowed to order units.
	Returns Update	User will be allowed to update returns.
	Pullout Transfer	User will be able to perform pullouts/transfers.
Manage Holiday	Create	User will be able to create a holiday file.
	Delete	User will be able to delete an existing holiday file.
	View	User will be able to view existing holiday/s.
	Update	User will be able to edit/update existing holiday file/s.
Medical Records	Unlock	User will be able to unlock locked medical records.
	Override ICD10 Diagnosis	User will be able to override ICD-10 Diagnosis entry.
	View ICD10 Diagnosis	User will be able to view ICD-10 Diagnosis entry.
	Create ICD10 Diagnosis	User will be able to create ICD-10 Diagnosis entries.
	View PHIC Diagnosis	User will be able to view PHIC Diagnosis.
	Create PHIC Diagnosis	User will be able to create a new PHIC Diagnosis entry.
	Override PHIC Diagnosis	User will be able to override PHIC Diagnosis entry.

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	


Message Management	View	User will be able to view message management.
	Resend	User will be able to resend messages.
	Discard	User will be able to discard messages.
Miscellaneous Payment	Misc	User will be able to process other payment types.
	View	User will be able to view miscellaneous payments.
	Cancel	User will be able to cancel miscellaneous payments.
	BCP	User will be able to backdate miscellaneous payments.
	Cancel Override	User will be able to cancel override of misc payments.
Newborn Admission	View	User will be able to view the list of newborn admissions.
	Create	User will be able to admit a newborn.
	Update	User will be able to update newborn admission details.
Newborn Registration	View	User will be able to view list of newborns.
	Create	User will be able to register a newborn.
	Update	User will be able to update a newborn's patient profile.
On-call Schedule Rule	Create	User will be able to create

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	


		an on-call schedule rule.
	Delete	User will be allowed to delete an on-call schedule rule.
	View	User will be able to view an on-call schedule rule.
Ordering	Update	User will be able to update/edit an order.
	Create	User will be able to order items/procedures for the patient.
	View	User will be allowed to view the ordered items/procedures for the patient.
	Validate	User will be able to validate ordered items/procedures per patient.
	Delete	User will be allowed to delete orders.
	Discount	User will be allowed to perform discounts.
	BCP	User will be able to backdate orders.
	Panel Create	User will be able to create a Panel for ER Ordering Module (under ER Order Maintenance).
	Panel Update	User will be able to update the panel.
	Late Order	User will be able to perform late orders.
	Room Class Override	User will be able to override room class.

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	


	Create Limit Override	User will be able to override created limits.
Outpatient Cashier	View	User will be allowed to view the outpatient cashier list.
	Create	User will be able to perform outpatient cashier transactions.
	Update	User will be able to update outpatient cashier transactions.
	BCP	User will be able to backdate outpatient cashier transactions.
Outpatient Guarantor	Create	User will be able to register an outpatient guarantor file.
	View	User will be allowed to view outpatient guarantor file/s.
	Update	User will be allowed to update/edit outpatient guarantor file/s.
Outpatient Order	View	User will be able to view outpatient orders.
	Create	User will be able to create orders for outpatients.
	Update	User will be able to update order for outpatients.
	Delete	User will be able to delete existing orders for outpatients.
	BCP	User will be able to backdate performance of order processes for outpatients.

 info@exist.com	Project Name:	Version Number 1.0
	User Access on FIT MeRX HIS	
	Document Title:	Published Date June 26, 2024
	User Guide	
Confidential		


Outpatient Registration	Create	User will be able to register outpatients.
	BCP	User will be able to backdate outpatient registry.
Patient List	Search All	User will be able to search across all the existing patients on the HIS.
Payment	View	User will be able to view payments.
	Create	User will be able to process payments.
	Cancel	User will be able to cancel processed payments.
	BCP	User will be able to backdate process payments.
	Cancel Override	User will be able to override cancellation of processed payments.
Philhealth	View	User will be able to view Philhealth entries.
	Create	User will be able to create Philhealth entries.
	Update	User will be allowed to update Philhealth entries.
	Claims Payment	User will be able to perform claims payment.
	Override	User will be able to override claims payment.
	Void	User will be able to void claims payment.
Philhealth Case Rate Maintenance	View	User will be able to view existing Philhealth case rates.

 info@exist.com	Project Name:	Version Number 1.0
	User Access on FIT MeRX HIS	
	Document Title:	Published Date June 26, 2024
	User Guide	
	Confidential	


	Create	User will be able to create Philhealth case rate entries.
	Update	User will be able to update Philhealth case rates.
Printer Management	View	User will be able to view connected printers.
	Create	User will be able to connect new printers.
	Update	User will be able to update printer details.
	Delete	User will be able to remove connected printers.
Refund	OPD View	User will be able to view OPD refunds.
	OPD Create	User will be able to create OPD refund requests.
	OPD Update	User will be able to update OPD refund requests.
	OPD Delete	User will be able to delete OPD refund requests.
	OPD Validate	User will be able to validate OPD refund requests.
	OPD Release	User will be able to release OPD refunds.
	Acct View	User will be able to view Acct refunds.
	Acct Create	User will be able to create Acct refund requests.
	Acct Update	User will be able to update Acct refund requests.
	Acct Delete	User will be able to delete

 info@exist.com	Project Name:	Version Number 1.0
	User Access on FIT MeRX HIS	
	Document Title:	Published Date June 26, 2024
	User Guide	
Confidential		


		Acct refund requests.
	Acct Validate	User will be able to validate Acct refund requests.
	Acct Release	User will be able to release Acct refund requests.
	Override	User will be able to override refund requests.
	BCP	User will be able to backdate refund processes.
	Cancel	User will be able to cancel refunds.
Registration	Create	User will be able to register new patients.
	View	User will be able to view patient registration information.
	Update	User will be able to update patient registration information.
	PID Update	User will be able to update PID.
	Merge	User is allowed to merge separate patient registrations.
	Bulk Upload	User is allowed to upload registrations in bulk.
Reports Management	Create	User will be able to create report types.
	View	User will be able to view reports.
	Update	User will be able to update report types.

 info@exist.com	Project Name:	Version Number 1.0
	User Access on FIT MeRX HIS	
	Document Title:	Published Date June 26, 2024
	User Guide	
Confidential		

	Generate	User is allowed to generate the associated report/s for declared subsection/module.
Role Management	Create	User will be able to create roles.
	Update	User will be able to update roles.
	View	User will be able to view roles.
Room Management	Create	User will be able to create rooms.
	View Room	User will be able to view created rooms.
	Update	User will be able to update created rooms.
	View Bed	User will be able to view created beds.
	View Room Bed Status	User will be able to view room bed status.
	View Room Type	User will be able to view room types.
	Update Bed Status	User will be able to update bed status.
	Create Room Price	User will be able to set a room price.
	Update Room Price	User will be able to update previously set room price.
	Room Post	User will be able to view room charges posted per patient.
	Update Bed Status Override	User will be able to override bed status update.



 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	


	View Room Class	User will be able to view room class.
	Bed Dashboard	User is allowed to view the bed dashboard.
Room Reservation	Create	User will be able to create a room reservation.
	Update	User will be able to update a room reservation request.
	Cancel	User will be able to cancel a room reservation.
	View	User will be able to view room reservations.
Room Transfer Management	Request	User will be able to perform a room transfer request.
	Update	User will be able to update room transfers.
	Cancel	User will be able to cancel room transfers.
	View	User will be able to view room transfers.
Scheduled Procedures	View	User will be able to view scheduled procedures.
	Update	User will be able to update scheduled procedures.
Slot Management	View	User will be able to view slot management.
	Update	User will be allowed to view slot details.
System Control	Billing Cashier	User will be given system control of the billing/cashier user/module.

 info@exist.com	Project Name:	Version Number 1.0
	User Access on FIT MeRX HIS	
	Document Title:	Published Date June 26, 2024
	User Guide	
Confidential		

	Ordering	User will be given system control of the ordering module.
User	Update	User will be able to update other users' account details.
	Create	User will be allowed to create new user.
	View	User will be allowed to view other users' details, permissions, et cetera.
Working Diagnosis	View	User will be able to view the working diagnosis.
	Update	User will be able to update the working diagnosis.
Worklist	View	User will be allowed to view the worklist.
	Readers Fee	User will be able to encode the doctor assigned for the reader's fee.
	Finalize Readers Fee	User will be able to finalize the doctors saved for the readers fee.
	Override Readers Fee	User will be allowed to override the finalized reader's fee.

Maintain Roles

To view role, select  Roles from the Left Side Bar, and the Roles List will appear. The Name and Description of the roles are listed. A filter box is included and will allow the user to filter based on a manually encoded role or description. The  button will provide the filtered table of roles.

 info@exist.com	Project Name: User Access on FIT MeRX HIS	Version Number 1.0
	Document Title: User Guide	Published Date June 26, 2024
	Confidential	

Search Role

Role/Description

Role/Description

Search

New Role



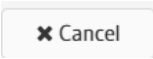
Name

Description

a

a

Figure 3. Search Role

If the role is not available/existing, clicking on  will create a new role. This will bring the user to the **Role Maintenance** page. The newly created role requires filling the Name and Description of the role. Permissions of the role can be set according to the module and specific permissions similar to the **Create User** feature. Once all fields have been filled appropriately, the role can be created by clicking on . To cancel the application for new role the  button can be clicked.