AUTOMATION OF MOBILE MEDICAL UNIT

(Mukhya Mantri Slum Swasthya Yojana)

DISPENSARY MODULE

USER MANUAL

VERSION 1.0

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1. Introduction

The overall objective of the Dispensary Module is to manage the dispensary activities. The activities are divided in two parts: activity related to patient and activity relates to stock management in dispensary. It allows the user to issue the medicine as prescribed by the doctor during OPD. The stock in dispensary is maintained through different process including opening balance, physical stock taking and indent process. Each process consists of data entry and data approval. The module also manages then various reports or register for monitoring purpose like stock status report, opening balance register and others.

2. Brief Overview

2.1 Features

This module manages the following features:

- Opening balance entry
- Opening balance approval
- Opening balance register
- Stock status report
- Pending list of prescription
- Drug expiry list

2.2 Target Users

The following users can access the reception and registration module:

1. Dispensary Assistant
2. Doctor

3. Detailed requirement

3.1 Opening balance entry

3.1.1 Description

This functionality allows the user for managing the inventory of the dispensary items (drugs and non-drugs). It captures the item details like drug code, drug name, unit, batch no., quantity, etc. User can enter the opening balance details in the system through two ways: enter manually and upload file. In case of upload, predefined format needs to be exported first and then the file is uploaded

against the data entered in the excel file. Once the opening balance entry is entered, the record is forwarded for approval.

3.1.2 Prerequisites

1. The user is logged-in into the application and is having access to "Opening balance entry" page

3.1.3 Screenshot

3.1.4 Field Description

S. No	Field Name	Description
1	Option to upload file or enter manually	It defines whether the user wants to enter the opening balance details in the system by manual process or by uploading the file.
2	Balance Entry Date	It refers to the date when opening balance is entered in the system. It displays the current/ system date in read only mode.
3	Entered By	It refers to the name of user who is entering the data. It displays the name of logged-in user in read only mode.
4	Department	It refers to the department against which the opening balance details need to be entered. It is displayed in read only mode
5	Drug code	It refers to the unique code assigned to each drug. Based on the entered drug code, the drug name is auto populated automatically and vice versa.
6	Drug name	It refers to the name of drug item which needs to be entered into the system. Based on the entered drug name, drug code is auto populated automatically and vice versa.
7	Unit	It refers to the unit of the entered item. It is displayed in read only mode
8	Batch No/Serial No	It refers to the batch number or serial number which is mentioned against the item

9	DOM	It refers to the date when the item is manufactured
10	DOE	It refers to the date of expiry mentioned against the item
11	Qty	It refers to the quantity of the item available at present
12	Unit Rate	It refers to the unit rate mentioned against the drug name
13	Amount	It refers to the total cost of the item against the entered individual batch. It is auto calculated based on quantity and unit rate and is displayed in read only mode
14	Export item	It allows the user to save the predefined format of opening balance file in excel format on user' system. The data needs to be entered in the same file only
15	Remarks	It refers to the remarks entered against the uploaded opening balance details
16	Import item stock	It allows the user to upload the filled opening balance file in the system

OPENING BALANCE ENTRY form contains following BUTTONS:

ADD: This button allows the user to add new item detail

DELETE: This button allows the user to delete the entered item detail

SUBMIT: This button allows the user to submit the data and forwarded it for approval

RESET: This button allows the user to clear the entered data

Export item: This button allows the user to save the standard opening balance file in excel format

Import item stock: This button allows the user to upload the filled opening balance file in system

3.1.5 Flow

Steps of process flow:

Case 1: For manual entry

1. Click on Dispensary → Opening balance entry to open the opening balance entry page
2. Select the option "Enter manually"
3. Enter/Select the item details like drug code, drug name, batch number, DOM, DOE, unit rate, quantity and amount
4. Click on submit button to submit the item details
5. Click on Reset button to clear the entered data

Case 2: Through Upload

1. Click on Dispensary → Opening balance entry to open the opening balance entry page

2. Select the option "Upload file"
3. The system displays the following page:

Opening Balance Entry

○ Upload File ○ Enter Manually

Upload File

Export Excel	Export Item
Select File *	📁 Choose File No File Chosen
Balance Entry Date*	01/10/2021
Remarks	
Import Excel	Import Item Stock

4. Click on Export item to export the standard format of opening balance file in excel format
5. Enter/ upload file and remarks, if any
6. Click on Import item stock button to save the uploaded/ entered data

3.1.6 Messages

S. No.	Message	Reason	Expected Action from the user
1.	Drug code or drug name cannot be blank.	This message indicates that the Drug code or drug name is not entered before submitting the form	User needs to enter the Drug code or drug name before clicking on submit button.
2.	Batch No. cannot be blank	This message indicates that nothing has been entered in batch number	User needs to enter batch number before clicking on submit button
3.	Date of manufacturing cannot be blank.	This message indicates that the date of manufacturing is not selected	User needs to select the date of manufacturing before clicking on submit button
4.	Date Of expiry cannot be blank.	This message indicates that the date of expiry is not selected	User needs to select the date of expiry before clicking on submit button
5.	Quantity cannot be blank.	This message indicates that nothing has been entered in quantity	User needs to enter the quantity before clicking on submit button
6.	Expiry Date should not be earlier than the Manufacturing Date	This message indicates that DOE is selected which is earlier than the DOM	User needs to select DOE which should not be earlier than DOM

7.	Only Excel (.xls) file is Allowed.	This message indicates that file other than excel format is uploaded in the system	User needs to upload the valid file

3.2 Opening balance approval

3.2.1 Description

This functionality allows the user to approve the opening balance entry. The user can either accept or reject the opening balance details. The accepted opening balance details are visible in the system wherever required. The status of rejected opening balance details are updated in system. The user can also filter down the opening balance records using different search parameters like from date and To date.

3.2.2 Prerequisites

1. The user is logged-in into the application and is having access to "Opening balance approval" page
2. Opening balance is submitted in system

3.2.3 Screenshot

3.2.4 Field Description

S. No.	Field Name	Description
1	From and To Date	It refers to the date range which is selected to filter down the opening balance record available for validation
2	Balance Number	It refers to the system generated number against the opening balance entered in system
3	Opening Balance Date	It refers to the date when opening balance is entered in the system. It is displayed in read only mode.
4	Department	It refers to the department which has raised the opening balance record for approval. It is displayed in read only mode
5	Status	It refers to the current status of the opening balance record.

6	Submitted By	It refers to the name of dispensary assistant who has entered the opening balance details. It is displayed in read only mode.
7	Drug code	It refers to the unique code assigned to each drug. Based on the entered drug code, the drug name is auto populated automatically and vice versa.
8	Drug name	It refers to the name of drug item which needs to be entered into the system. Based on the entered drug name, drug code is auto populated automatically and vice versa.
9	Unit	It refers to the unit of the entered item. It is displayed in read only mode
10	Batch No/Serial No	It refers to the batch number or serial number which is mentioned against the item
11	DOM	It refers to the date when the item is manufactured
12	DOE	It refers to the date of expiry mentioned against the item
13	Qty	It refers to the quantity of the item available at present
14	Unit Rate	It refers to the unit rate mentioned against the drug name
15	Amount	It refers to the total cost of the item against the entered individual batch. It is auto calculated based on quantity and unit rate and is displayed in read only mode
16	Action	It defines the action to be taken by the user to validate the opening balance details. It can be either accepted or rejected.
17	Remarks	It refers to the remarks entered by user to support the action. It is a mandatory field in case the user is rejecting the opening balance details.

OPENING BALANCE APPROVAL LIST form contains following BUTTONS:

SEARCH: This button allows the user to search the records based on search parameters (From date and To date)

SHOW ALL: This button allows the user to display all the opening balance record available for approval

ADD: This button allows the user to add new item details

DELETE: This button allows the user to delete the added item details

SUBMIT: This button allows the user to submit the approval data

RESET: This button allows the user to clear the entered data

3.2.5 Flow

Steps of process flow:

1. Click on" Dispensary → Opening Balance Approval List".
2. Enter any of the search parameter (From date and To date)
3. Click on search button to filter down the records based on selected search parameter

4. Click on the record to open the opening balance approval page

Approve Opening Balance

Entry Details

Balance Entry Number	00000082021	Balance Entry Date	02/10/2021	Entered By	Vinay Saini
Department	DISPENSARY				

S.No.	Drug Code	Drug Name	Unit	Batch No./ Serial No.	DOM	DOE	Qty	Unit Rate	Amount	Add	Delete
1	D186	DIPHTHERIA,PERTUSSIS AND TE1	No	111	01/10/2021	11/10/2023	2300	11	25300	+	−

Action* [Select ▾]   Remarks [   ]

[Submit] [Reset]

5. Select/ enter action and Remarks
6. Click on Reset button to clear the entered/ selected data
7. Click on Submit Button to submit the form, now it will redirect to opening balance report page as shown below:

Opening Balance

Opening Balance Approved.

[Print Report] [Back]

8. Click on print report button
9. After clicking on print report button, the report is displayed

10. Click on save button to download the opening balance report in PDF format and save on user's system

11. Click on print button to print the opening balance report

12. Click on back button to redirect into opening balance approval list page from opening balance Report page

3.2.6 Messages

S. No.	Message	Reason	Expected Action from the user
1.	No record found	The message indicates that wrong search details are entered before clicking on Search button	User needs to enter the valid search parameter for search
2.	At least one option must be entered	This message indicates that nothing has been entered for search	User needs to enter any of the search parameters (From date or To Date) for Search
3.	To Date should not be earlier than from Date	This message indicates that To Date has entered earlier than from Date	User should enter From Date earlier than To Date for Search
4.	Please Select action	This message indicates that the action is not selected	User needs to select the action before submitting the form.
5.	Remark cannot be blank	This message indicates that Remarks is not entered after selecting reject action	User needs to enter the remarks against the rejected action before submitting the form
6.	Drug code or drug name cannot be blank.	This message indicates that the Drug code or drug name is not entered before submitting the form	User needs to enter the Drug code or drug name before clicking on submit button.

S. No.	Field Name	Description	Actions
7.	Batch No. cannot be blank	This message indicates that nothing has been entered in batch number	User needs to enter batch number before clicking on submit button
8.	Date of manufacturing cannot be blank.	This message indicates that the date of manufacturing is not selected	User needs to select the date of manufacturing before clicking on submit button
9.	Date Of expiry cannot be blank.	This message indicates that the date of expiry is not selected	User needs to select the date of expiry before clicking on submit button
10.	Quantity cannot be blank.	This message indicates that nothing has been entered in quantity	User needs to enter the quantity before clicking on submit button
11.	Expiry Date should not be earlier than the Manufacturing Date	This message indicates that DOE is selected which is earlier than the DOM	User needs to select DOE which should not be earlier than DOM

3.3 Opening balance register

3.3.1 Description

This functionality allows the user to download the opening balance details items available in the application based on selected date range. The register is available for download in PDF format. The register displays the opening balance details like drug code/ drug name, accounting unit, batch number, date of expiry, quantity, unit rate, total amount and opening date. It also displays the user who has created and approved the opening balance details.

3.3.2 Prerequisites

1. The user is logged-in into the application and is having access to the "Dispensary → Opening balance Register" link

3.3.3 Screenshot

Opening Balance Register

From Date* [DD/MM/YYYY 📅] To Date* [DD/MM/YYYY 📅] **Print Report**

3.3.4 Field Description

S. No.	Field Name	Description
1	From and To Date	It refers to the date range within which the opening balance of

		the item is either entered or approved.

OPENING BALANCE REGISTER form contains following BUTTONS:

Print Report: This button allows the user to download/print the opening balance register

3.3.5 Flow

Steps of process flow:

1. Click on" Dispensary →Opening Balance register".
2. Select From date and To Date (if required)
3. Click on Print Report button
4. After clicking on print report button, the report is displayed
5. Click on save button to download the opening balance register in PDF format and save on user's system
6. Click on print button to print the opening balance register

3.3.6 Messages

S. No.	Message	Reason	Expected Action from the user
1.	Fill mandatory fields	This message indicates that From or To date or both has not been selected before clicking on print report button	User should select From date and To date before clicking on Print report button
2.	To Date should not be earlier than from Date	This message indicates that selected To Date is not earlier than the From Date	User should select To date later than the From date
3.	No Data found	This message indicates that no data is available against the selected date range	User should select the valid date range

3.4 Stock status report
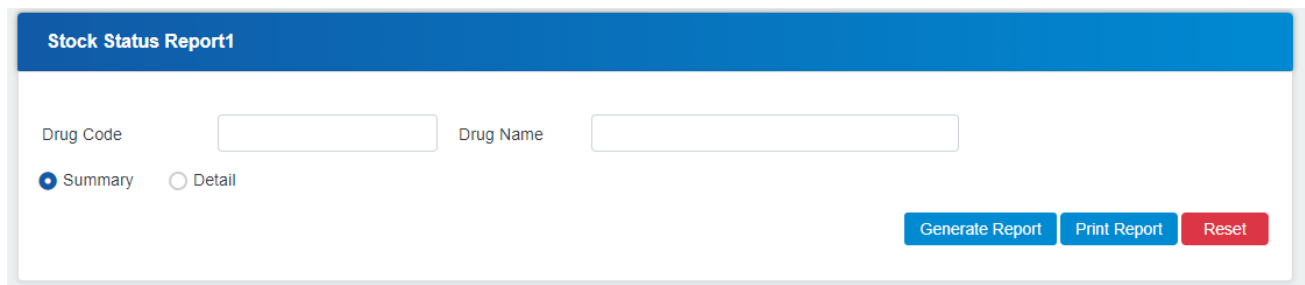
3.4.1 Description

This functionality allows the user to view the current stock status against the drug name whose opening balance/ physical stock is available in the application. The report is displayed in summary as well as in detailed data. The summary data displays the drug code, drug name, accounting unit and stock quantity. The detailed data displays the drug code, drug name, accounting unit, batch number, date of manufacturing, date of expiry and stock quantity. The report can also be filtered down based on different search parameter like drug code or drug name. The report is available for download in PDF format on user's system

3.4.2 Prerequisites

1. The user is logged-in into the application and is having access to "Stock status report" page

3.4.3 Screenshot

3.4.4 Field Description

S. No	Field Name	Description
Search		
1	Drug code	It refers to the drug code whose stock status needs to be searched. Either dug code or drug name needs to be entered
2	Drug name	It refers to drug name whose stock status needs to be searched. Either dug code or drug name needs to be entered
3	Summary or Detail	It allows the user to view the report in summary or detail
Search result		
4	Drug code	It refers to the unique code assigned to each drug whose stock is available in the application or whose stock status is being searched. It is displayed in both summary and detail report
5	Drug name	It refers to the name of drug item whose stock is available in the application or whose stock status is being searched. It is displayed in both summary and detail report
6	A/U	It refers to the unit of the entered item. It is displayed in read only mode. It is displayed in both summary and detail report
7	Batch No	It refers to the batch number or serial number which is mentioned against the item. It is displayed in detail report
8	DOM	It refers to the date when the item is manufactured. It is displayed in detail report
9	DOE	It refers to the date of expiry mentioned against the item. It is displayed in detail report
10	Stock Qty	It refers to the quantity of the item available at present. It is displayed in both summary and detail report

STOCK STATUS REPORT form contains following BUTTONS:

GENERATE REPORT: This button allows the user to view the stock status of the drug item.

PRINT REPORT: This button allows the user to download/print the stock status report

RESET: This button allows the user to clear the entered/ selected search parameter

3.4.5 Flow

Steps of process flow:

1. Click on" Dispensary →Stock Status report".
2. Enter/ select any search parameter, if required
3. Click on Generate Report Button to view the stock status report as shown below:

For Summary:

S.No.	Drug Code	Drug Name	A/U	Stock Qty
1	D122	CIPROFLOXACIN HYDROCHLORIDE TABLET 250 MG	No	995
2	D186	DIPHTHERIA,PERTUSSIS AND TETANUS COMBINED (DPT) VACCINE INJECTION	No	2300
3	D241	FUROSEMIDE INJECTION 10 MG/ML	No	500
4	D253	HALOTHANE INHALATION 250ML BOTTLE	ML	500

For Detail:

4. Click on Print Report button
5. After clicking on print report button, a popup will open which allows the user to download/print the stock status report (In summary as well as in detail):

Summary:

Details:

6. Click on save button to download the report in PDF format and save on user's system
7. Click on print button to print the report
8. Click on Reset button to clear the entered/ selected search parameter and result

3.4.6 Messages

N/A

3.5 Pending list of prescription

3.5.1 Description

This functionality allows the user to view the list of patients who has been prescribed for treatment by doctor during OPD consultation. The medicines are given to the patient based on the prescription slip. The prescription page displays the patient details, medicine prescribed, and the stock availability details against each nomenclature. Based on the entered quantity, the physical stock is updated in the system. The dispensary assistant is allowed to download the prescription slip.

3.5.2 Prerequisites

1. The user is logged-in into the application and is having access to "Pending prescription list" page
2. Treatment is prescribed to the patient during OPD consultation
3. Treatment is prescribed to the patient during OPD recall

3.5.3 Screenshot

Prescription List

Patient Name [   ] Mobile No. [   ] [Search] [Show ALL]

2 matches   Go To Page [   ] [Go] « ‹ Page 1 of 1 › »

Mobile No.	Patient Name	Age	Gender	Prescription Date
9897040757	Deepak kumar	25 Years	MALE	02/10/2021
7777777777	Anil	24 Years	MALE	30/09/2021

3.5.4 Field Description

S. No	Field Name	Description
1	Patient name	It refers to the name of patient.
2	Mobile number	It refers to the mobile number of the patient
3	Age	It refers to the age of patient. It is displayed in read only mode
4	Gender	It refers to the gender of patient. It is displayed in read only mode
5	Prescription date	It refers to the date on which prescription is given to the patient. It is displayed in read only mode
6	Doctor	It refers to the doctor name who has prescribed the medicine to patient during OPD. It is displayed in read only mode.
7	Issue date	It refers to the date when the medicine is issued to the patient. It is displayed in read only mode
8	Drug code/ Drug name	It refers to the medicine name/ code which has been prescribed during OPD. It is displayed in read only mode
9	A/U	It refers to the accounting unit of the drug. It is displayed in read only mode
10	Dosage	It refers to the dosage prescribed by doctor. It is displayed in read only mode
11	Frequency	It refers to the frequency prescribed by doctor. It is displayed in read only mode
12	No. of days	It refers to the number of days prescribed by doctor. It is displayed in read only mode
13	Batch number	It refers to the batch number against which medicine is issued to the patient
14	DOE	It refers to the date of expiry written on the batch of the medicines which is being issued. It is displayed in read only mode
15	Qty Prescribed	It refers the quantity prescribed to the patient. It is displayed in read only mode
16	Qty Issued	It refers to the quantity issued to the patient against on individual batch.
17	Batch stock	It refers to the current stock available in the system against the nomenclature. It is in read only mode

18	Stock in dispensary	It refers to the quantity of the medicines available in dispensary stock. It is displayed in read only mode

PENDING LIST OF PRESCRIPTION form contains following BUTTONS:

SEARCH: This button allows the user to search the record based on any of the search parameters (patient name, mobile number)

SHOW ALL: This button allows the user to display all the list of all patients whose prescription is pending

ADD: This button allows the user to add a record.

DELETE: This button allows the user to delete a record.

Submit: This button allows the user to submit the data

Back: This button allows the user to be redirected to Pending Prescription list from patient prescription

Prescription Report: This button allows the user to download/print the prescription slip

Back to List: This button allows the user to redirect to the Pending Prescription list after submitting the form

3.5.5 Flow

Steps of process flow:

1. Click on "Dispensary →Pending Prescription list" link
2. Enter the any of the search parameter (Patient name, mobile number)
3. Click on search button to filter the record
4. Click on the record to view the prescription details as shown below:

5. Enter/ select the batch number and quantity issued
6. Click on Submit button to submit the form

7. After clicking on submit button it will redirect to prescription report page as shown below

8. Click on Prescription Report button
9. After clicking on Prescription Report button, a popup will open which allows the user to download/print the Prescription Slip as shown below:

10. Click on save button to download the Prescription Slip in PDF format and save on user's system
11. Click on print button to print the Prescription Slip

12. Click on Back or Back to List button to be redirected to Pending Prescription list

3.5.6 Messages

S. No.	Message	Reason	Expected Action from the user
1.	At least one option must be entered	This message indicates that no search parameter has been entered before clicking on Search button	User needs to enter any of the search parameter (Service number, Patient name or mobile number)
2.	Please select batch number	This message indicates that the batch number is not selected for submit	User needs to select the batch number before clicking on submit button.

3	Please enter Qty issued	This message indicates that the Qty issued is not entered before clicking on submit button	User needs to enter the qty issued before clicking on submit button

3.6 Drug expiry list

3.6.1 Description

This functionality allows the user to view the list of drugs which are about to expire or expired based in the selected date range. The report displays the item details like drug code drug name, accounting unit, batch number, closing stock and expiry date. The report can also be downloaded in PDF format on the user's system. The user can also view the expiry list of specific drug item by specifying drug code or name.

3.6.2 Prerequisites

1. The user is logged-in into the application and is having access to "Drug expiry list" page

3.6.3 Screenshot

3.6.4 Field Description

S. No	Field Name	Description
1	Unit	It refers to the unit name against which drug expiry report needs to be downloaded
2	From Date and To Date	It refers to the From and To date within which the drugs are expired or going to expire.
3	Drug code	It refers to the code of the drug item whose record needs to be viewed.
4	Drug name	It refers to the name of drug whose record needs to be viewed.
5	A/U	It refers to the unit name against PVMS No./ Nomenclature
6	Batch Number	It refers to the batch number of the item whose expiry date lies within the selected date range
7	Closing Stock	It refers to the closing stock of the item
8	Expiry date	It refers to the expiry date of the item

DRUG EXPIRY LIST form contains following BUTTONS:

SEARCH: This button allows the user to search the record based on search parameters (From Date, To date, drug code or drug name)

PRINT: This button allows the user to download/print drug expiry list

3.6.5   Flow

Steps of process flow:

1. Click on "Dispensary → Drug Expiry".
2. Select From date and To date as well as drug code or drug name if required
3. Click on the search button to view the item details whose expiry date lies within the selected date range as shown below:

4. Click on Print button
5. After clicking on print button, a popup will open which allows the user to download/print the drug expiry report as shown below:
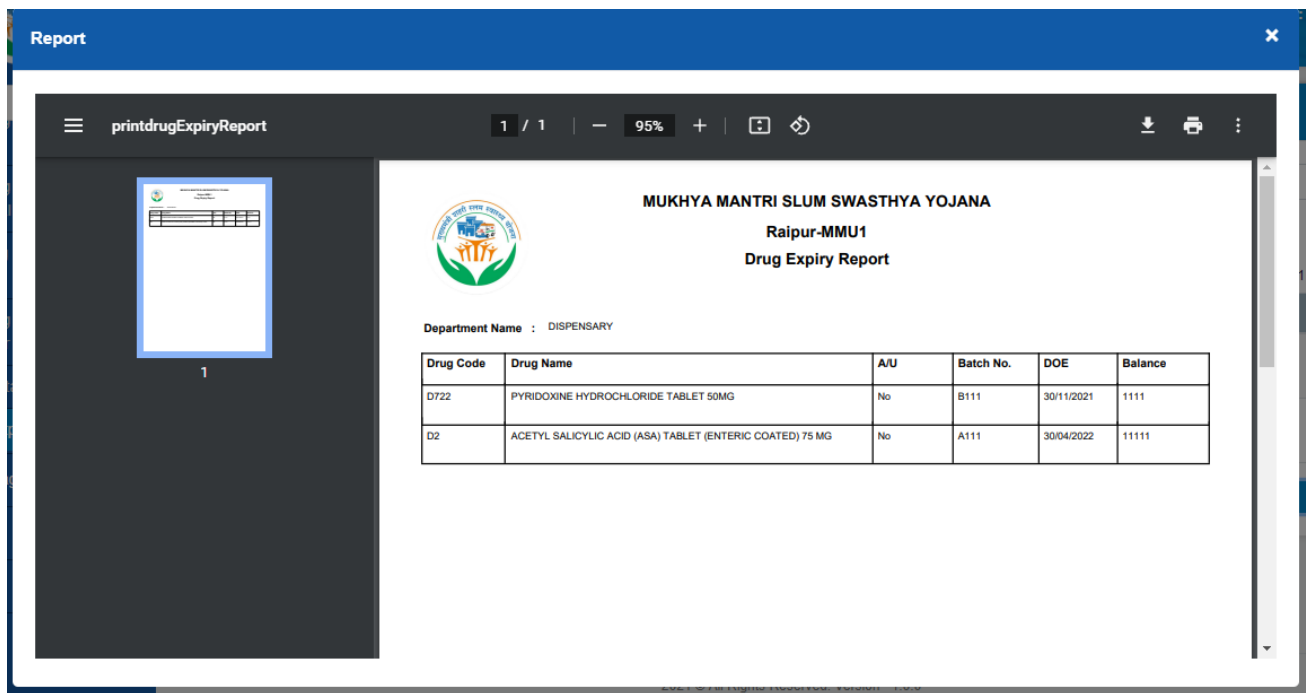
6. Click on save button to download the report in PDF format and save on user's system
7. Click on print button to print the report

3.6.6 Messages

S. No.	Message	Reason	Expected Action from the user
1.	Please select date	This message indicates that user has clicks on the search button without selecting date	User needs to select the date before clicking on search button
2.	To date should not be earlier than From date	This message indicates that selected To date is earlier than the From date	User needs to select the valid date range
3	No record found	This message indicates that no record is available against the selected date range	User needs to change the selected search parameter to view the report