

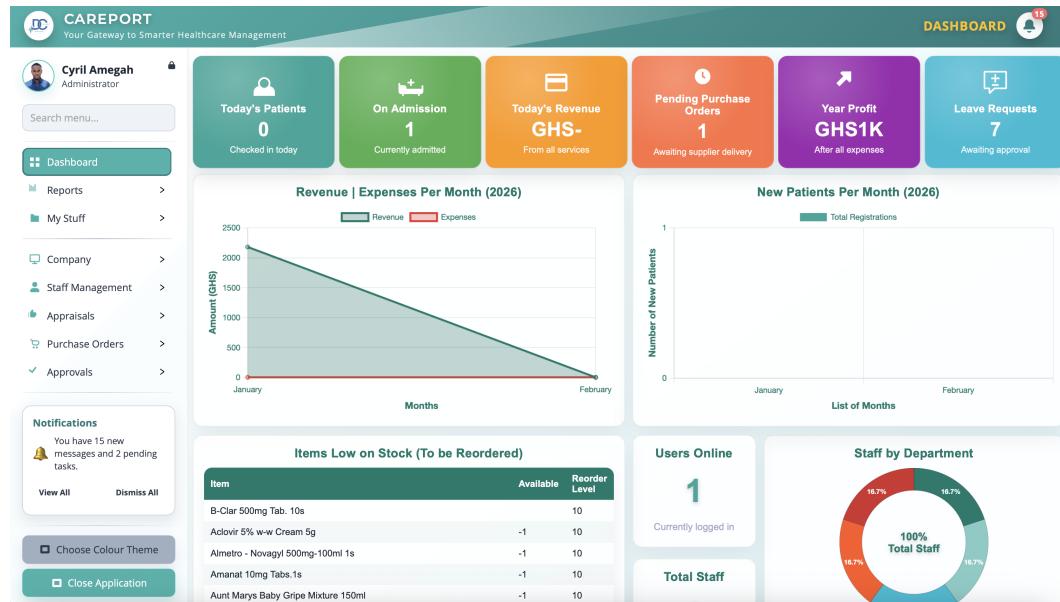
CarePort Features Overview

1. About This Document

This document explains what CarePort can do for a clinic.

It is written for clinic owners and managers, so you can understand it fast and decide if it fits your work.

It also includes screenshot placeholders, so we can add real system images later.



2. What CarePort Does

The sidebar menu includes a user profile (Cyril Amegah, Administrator), a search bar, and a list of modules: Staff Management, Appraisals, Purchase Orders, Approvals, ISO, Nurse, Doctor, Lab, and Pharmacy, each with a right-pointing arrow indicating they lead to sub-sections.

CarePort is one system that helps a clinic handle patient work and also handle internal clinic work.

With CarePort, you can:

- Register patients and keep their history
 - Manage walk-ins and appointments
 - Run consultations, vitals, diagnosis, lab, prescriptions, and treatments
 - Bill patients, take payments, and print reports
 - Manage medicines stock and clinic purchasing
 - Manage staff records, attendance, leave, and payroll setup
 - Track internal work like projects, products, and maintenance
-

3. What CarePort Helps You Improve

Faster work

- Faster registration and faster patient movement
- Staff can find patient history quickly
- Less time wasted looking for papers

Better control

- Staff follow one clear process
- Less missing information in patient records
- Better control of billing, discounts, and payments
- Better control of stock and purchasing

Better visibility

- Management can see reports and summaries
- You can track who did what, and when
- You can track staff attendance and leave records

PATIENT BILLING REPORT							
#	DATE	TIME	PATIENT #	PATIENT NAME	VISIT REASON	BILL AMT (GHS)	PAID AMT (GHS)
1	2025-01-20	12:09:32	DCP0001	Mr. ALEX ADDAVE	Consultation	50	50
2	2025-01-20	14:02:04	DCP0002	Mrs. REGINA TURKSON	Consultation	50	50
3	2025-01-21	09:45:09	DCP0003	Mrs. DORCAS ROCKSON	Consultation	50	50
4	2025-01-21	11:13:00	DCP0004	Mr. NICHOLAS KUDEDZI	Consultation	50	50
5	2025-01-21	12:00:50	DCP0005	Mrs. FATI ALHASSAN	Consultation	50	50
6	2025-01-21	12:51:22	DCP0006	Miss. REGINA AMOASI	Consultation	50	50
7	2025-01-21	14:41:14	DCP0007	Mr. ERIC NYARKO	Consultation	50	50
8	2025-01-21	14:49:29	DCP0008	Mr. FARHAN SULEMAN	Consultation	50	50
9	2025-01-22	11:25:12	DCP0009	Miss. ELIZABETH QUARSHIE	Consultation	50	50
10	2025-01-22	12:26:01	DCP0010	Mr. ENOCH PARDIE	Consultation	50	50
11	2025-01-23	16:28:34	DCP0011	Mr. ABUBAKAR ODOOM	Consultation	50	50
12	2025-01-25	16:06:57	DCP0015	Mr. ALFRED MENSAH	Consultation	50	50
13	2025-01-27	01:23:32	DCP0012	Mr. TWEDEAPON TURKSON	Consultation	50	50
14	2025-01-27	01:54:26	DCP0013	Mrs. AGNES BINEY	Consultation	50	50
15	2025-01-27	10:40:07	DCP0014	Mrs. MARIA AND LOVET	Consultation	50	50

4. Who Uses CarePort

CarePort supports these clinic staff:

- Front desk / reception
- Nurses
- Doctors
- Lab staff
- Pharmacy or storekeeper
- Cashier
- Admin and managers

You can set access based on role, so each person sees what they need.

Search roles		Total Roles 10	+ Add New Role
S/N	Role	Actions	
1.	Administrator		
2.	Nurse		
3.	Doctor		
4.	Pharmacist		
5.	Lab Scientist		
6.	ISO		
7.	Accountant		
8.	Special Assistant		
9.	Physician Assistant		
10.	IT		

5. Modules At A Glance

Module	What It Does	Who Uses It
Patient Registration	Create and manage patient records	Front desk, admin
Walk-Ins	Handle patients who come without booking	Front desk
Appointments	Book and track today, past, and future appointments	Front desk, admin
Visits	Capture vitals, notes, diagnosis, services, treatment, and more	Nurses, doctors
Lab	Send lab requests, enter results, attach lab documents	Lab staff, doctors
Prescriptions	Record prescriptions for a visit	Doctors
Treatments	Track treatment administrations and treatment chart	Nurses
Billing and Payments	Bill patients, receive payments, manage discounts	Cashier, admin
Medicines Stock	Manage stock, add stock, adjust stock, check available quantity	Pharmacy, storekeeper
Procurement	Create purchase orders, submit, approve, and report	Admin, procurement
Inpatient	Admit, manage inpatient notes and vitals, track discharge	Nurses, doctors
Reports	Generate and print clinic reports	Management, admin
Staff Management	Staff records, attendance, leave requests, appraisals	Admin, HR, management
Payroll Setup	Payroll items and payroll grouping	Admin, HR, management

6. How A Normal Clinic Day Runs

1. Patient Arrives

- Staff finds the patient or registers a new patient.
- If the patient did not book, staff records it as a walk-in.

2. Appointment Checks

- Staff can see today's appointments and handle them in order.

3. Visit Starts

- Nurse captures vitals.
- Doctor writes notes and diagnosis.
- Doctor requests lab if needed.
- Doctor adds prescription if needed.
- Staff adds services or treatments done.

4. Lab Work

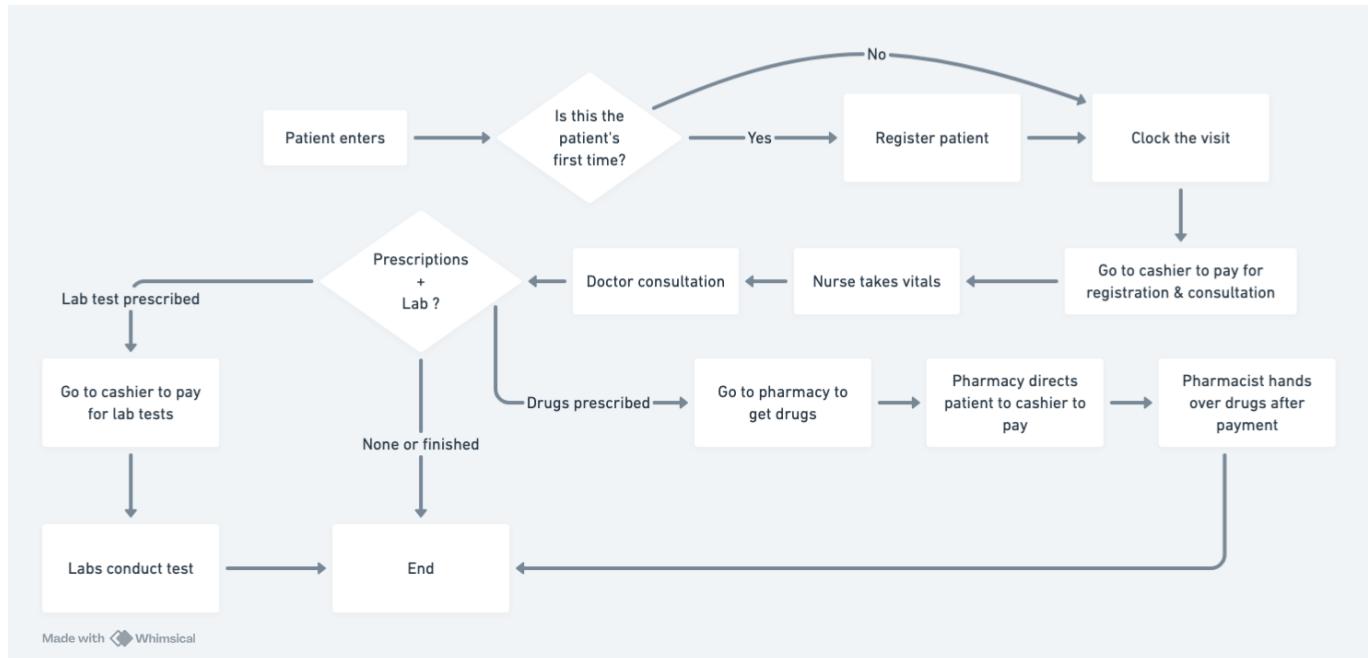
- Lab sees pending requests.
- Lab enters results and can attach result documents.
- Doctor can review results.

5. Billing & Payment

- Billing is done based on what the clinic provided.
- Cashier receives payment and can print receipts or reports.

6. End of Day

- Management generates reports and reviews performance.



7. Key Features By Area

Patient Registration

What you can do

- Create a patient record once and use it everywhere
- Add emergency contacts and doctor information
- Search and find patients fast

Why it matters

- Patient details stay correct
- Patient history stays in one place

<input type="text"/> Search patients						Total Patients 56	+ Register New Patient
S/N	Reg. Date	Card Number	Full Name	Gender	Mobile	Actions	
12.	Feb 4, 2025	DCP0013	Mrs. AGNES BINEY	Female	0247452454		
13.	Feb 4, 2025	DCP0012	Mr. TWEDEAPON TURKSON	Male	0243010312		
14.	Feb 4, 2025	DCP0011	Mr. ABUBAKAR ODOOM	Male	0242222825		
15.	Feb 4, 2025	DCP0010	Mr. ENOCH PARDIE	Male	0243670872		
16.	Feb 4, 2025	DCP0009	Miss. ELIZABETH QUARSHIE	Female	0550626309		
17.	Feb 4, 2025	DCP0008	Mr. FARHAN SULEMAN	Male	0547024322		
18.	Feb 4, 2025	DCP0007	Mr. ERIC NYARKO	Male	0249252195		
19.	Feb 4, 2025	DCP0006	Miss. REGINA AMOASI	Female	0541057845		
20.	Feb 4, 2025	DCP0005	Mrs. FATI ALHASSAN	Female	0249252195		
21.	Feb 4, 2025	DCP0004	Mr. NICHOLAS KUDEDZI	Male	0554685844		
22.	Feb 4, 2025	DCP0003	Mrs. DORCAS ROCKSON	Female	0542324072		
23.	Feb 4, 2025	DCP0002	Mrs. REGINA TURKSON	Female	0243010312		
24.	Feb 4, 2025	DCP0001	Mr. ALEX ADDAVE	Male	0246643072		

Miss. ELIZABETH QUARSHIE

Patient Name: Miss. ELIZABETH QUARSHIE
Card Number: DCP0009

Gender: Female
Age: 33 years old
Marital Status: Single

Phone: 0550626309
Email:
Nationality: Ghanaian

Profession:
Languages: Twi

Print Patient Card

Save **Cancel**

Personal Info **Contact Addresses** **Payment Options**

Patient's Contact Addresses
Store and update the patient's phone numbers, email, and home/work addresses for effective communication

Phone Number **E-mail**
0550626309

Street Name **City of Residence** **Country of Residence**
ASHBREAD Accra Ghana

Emergency Contact Person
Record details of the patient's emergency contact, including name, relationship, and phone number.

Relationship To Patient **Name** **Phone**
Child JENNIFER KODUA 0543232295

Primary Care Physician
Assign and manage the patient's primary care doctor responsible for overseeing their general health

Name **Mobile** **Residential Address**

Walk-Ins

What you can do

- Record walk-in patients quickly
- Track walk-ins properly

Why it matters

- Walk-ins do not get lost
- You can report on walk-ins later

			Search list	Period: January 2025 to January 2026 - Customer: All - Phone...			Walk-In Transactions 9	+ Add New Walk-In Transaction		
S/N	Date	Time	Customer Name	Customer Phone	Items	Billed (GHS)	Paid (GHS)	-		
Jan 19, 2026										
1.	Jan 19, 2026	09:33:47	John Asiedu	0234228899	Complete Blood Count,	450	450	-		
Dec 17, 2025										
1.	Dec 17, 2025	13:09:01			Chlortrust eye-ear drop 10ml, Ear washin...	345	0	-		
Oct 1, 2025										
1.	Oct 1, 2025	04:10:35	Mrs. REGINA TURKSON	0243010312	Ferrous Sulphate BP 200mg Tab. 500s, Kid...	234	234	-		
Sep 30, 2025										
1.	Sep 30, 2025	20:16:55	John Konadu	023883399	Complete Blood Count,	450	450	-		
Aug 15, 2025										
1.	Aug 15, 2025	10:03:43	Mr. Amos Mensah	0234882988	Ear washing,	100	0	-		
Jul 16, 2025										

Appointments

What you can do

- Book appointments
- View today's appointments
- View past and future appointments

Why it matters

- Staff stop missing patients
- The clinic day becomes more organized

Next Appointment

Specify the next appointment date and time for the patient

Next Appointment In

10 days

Next Appointment Date

Wednesday, 11 February, 2026



Visits

What you can do

- Capture vitals

- Record consultation notes
- Record diagnoses
- Record services given to the patient
- Keep the whole visit record together

Why it matters

- Patient care stays consistent
- The clinic keeps strong medical records

Today's Vitals

Record and monitor vital signs such as blood pressure, heart rate, temperature, and oxygen saturation

Height

1.72

m



Weight

64

kg



BMI

21.63

kg/m²



Temperature

36.7

°C



Blood Pressure

112 / 72

mmHg



Pulse

78

bpm



Respiratory Rate

16

breaths/min



Oxygen Saturation

98

%



Glucose Levels

5.1

mmol/L



Mr. ERIC NYARKO

Visit Date: Today
Visit Time: 03:43:01
Visit Reason: Consultation

Patient Name: Mr. ERIC NYARKO
Card Number: DCP0007

Gender: Male
Age: 36 years old
Marital Status: Married

Phone: 0249252195
Email:
Nationality: Ghanaian

Religion: Christianity
Profession:
Languages: English Twi

Admit Patient Save Cancel

Notes Vitals Diagnostic Tests Diagnosis Prescription Services Next Appointment

Doctor's Notes History

Capture and review your observations, assessments, and treatment recommendations during patient visits.

+ Add Note

Feb 4, 2025 at 07:54:34 | Dr.

PC: RECURRENT TYPHOID INFECTION

HPC: CLIENT REPORTED TODAY WITH COMPLAINTS OF HAVING RECURRENT TYPHOID INFECTION. HE REPORTED FOR FURTHER EVALUATION AND MANAGEMENT.

ODQ: HEADACHE-, FEVER-, DIZZINESS, GBW-, ORAL BITTERNESS+

PMHx: NONE

DHx: HERBAL MEDICATION

O/E: CLIENT IS A YOUNG MAN WHO LOOKS WELL, AFEBRILE, P-, J- AND HYDRATION IS SATISFACTORY.

RESP: CHEST IS CLINICALLY CLEAR

CVS: S1+, S2+, M0

ABD: NAD

CNS: CONSCIOUS AND ALERT

IMP: ?RECURRENT TYPHOID INFECTION

PLAN:

1. TO DO FBC, WIDAL, BF FOR MPS

2. TO REVIEW LABS

ADDENDUM + LABS REVIEW

S.TYPHI IgG- NEGATIVE

S.TYPHI IgM- NEGATIVE

HB- 14.0G/DL

WBC- 8.32X10³/UL

NEUT#- 4.49X10³/UL

LYMPH#- 2.83X10³/UL

Lab

What you can do

- Request lab tests from a visit
- Lab staff see pending requests
- Enter results and submit results
- Attach lab result documents

Why it matters

- Lab work is tracked properly
- Doctors can review results history easily

Search lab requests						Pending Requests 6
S/N	Request Date	Request Time	Diagnostic Test	Patient	Requesting Doctor	Actions
1.	Jan 19, 2026	09:34:24	Complete Blood Count	John Asiedu	Dr. Cyril Amegah	
2.	Dec 17, 2025	13:03:43	Complete Blood Count	Mr. ERIC NYARKO	Dr. Cyril Amegah	
3.	Oct 1, 2025	04:28:56	Kidney Function Test	Mrs. REGINA TURKSON	Dr. Cyril Amegah	
4.	Sep 30, 2025	20:17:34	Complete Blood Count	John Konadu	Dr. Cyril Amegah	
5.	Jun 1, 2025	05:07:34	Complete Blood Count	Mr. NICHOLAS KUDEDZI	Dr.	
6.	Mar 17, 2025	03:25:26	Complete Blood Count	Mrs. REGINA TURKSON	Dr.	

Patient Information

Patient Name: John Asiedu
Card Number: Not Available

Gender: Not Available
Age: 0 years old
Marital Status: Not Available

Phone: 0234228899
E-mail: jasiedu@gmail.com
Nationality: Not Available

Religion: Not Available
Profession: Not Available
Languages: Not Available

Result Entries **File Uploads**

Lab Test Result Entries
Track lab test requests, including the requested tests, status updates, and results

Complete Blood Count

- 🕒 Requested On: Mon, Jan 19, 2026 at 09:34:24 • 🚶 Requested By: Dr. Cyril Amegah • 🌐 Sample: Blood
- 💬 Doctor's Instructions:

Results

S/N	Analyte	Result
1.	ALB	<input type="text"/>
2.	Appearance	<input type="text"/>

▶ Submit Results

Save
 Cancel

Prescriptions

What you can do
<ul style="list-style-type: none"> Record prescriptions linked to a visit Review prescriptions later
Why it matters
<ul style="list-style-type: none"> Better follow-up for the patient

Prescription

Prescriptions made by the doctor including dosage, frequency, and duration, and to be dispensed by the pharmacist

Request Details

- Dr. Cyril Amegah

Medications Prescribed by Doctor

S/N	Medication Prescribed	Medication Dispensed	Total Cost	Status	-
1.	Paracetamol Syr 120ml-5ml 125ml MGP	Paracetamol Syr 120ml-5ml 125ml MGP	GHS 25	Dispensed	
2.	Almetro - Novagyl 500mg-100ml 1s	Broxi 500mg Tab. 1s	GHS 7	Pending	

Dispense Medication

Prescribed Medication by Doctor

- Paracetamol Syr 120ml-5ml 125ml MGP

Medication Dispensed

Paracetamol Syr 120ml-5ml 125ml MGP

Dosage Prescribed By Doctor

2 tablets 3x daily

Dispense



Dispensed

Quantity

1



Cost

- Unit GHS 25
- Total GHS 25

Dosage Prescribed By Pharmacist

2 tablets 3x daily

Treatments

What you can do

- Record treatment administrations
- Track treatment chart where needed

Why it matters

- Nurses can follow treatment plans well

Mr. NICHOLAS KUDEDZI

Visit Date: Jun 1, 2025
Visit Time: 04:33:09
Visit Reason: Consultation

Patient Name: Mr. NICHOLAS KUDEDZI
Card Number: DCP0004

Gender: Male
Age: 61 years old
Marital Status: Married

Phone: 0554685844
Email:
Nationality: Ghanaian

Religion: Christianity
Profession:
Languages: Ewe Twi

Save **Cancel**

Admission Doctor Tests Diagnoses **Treatment** Services Vitals Nurse Issues Interventions Evaluations

Treatment Plan
Generate and manage medication prescriptions, including dosage, frequency, and duration.

S/N	Medication Name	Dosage	Last Taken	Tally	Actions
1.	Clodol inj 75mg-3ml	2x daily, for 4 days	3 months ago	10	
2.	Amanat 10mg Tabs.1s	3x daily	3 months ago	6	

Treatment Chart

Betatop 12.5mg Tab. 1s

- 🚑 Medication: **Betatop 12.5mg Tab. 1s**
- 💬 Dosage: **2x daily, for 4 days**

Administrations

[+ Add New Entry](#)

S/N	Date Taken	Time Taken	Quantity	Supervised By
1.	Mon, Oct 27, 2025	16:44:57	▼	Cyril Amegah
2.	Mon, Oct 27, 2025	16:44:48	▼	Cyril Amegah
3.	Mon, Oct 27, 2025	16:44:46	▼	Cyril Amegah
4.	Fri, Oct 24, 2025	09:14:30	▼	Cyril Amegah
5.	Fri, Oct 24, 2025	09:14:30	▼	Cyril Amegah

[Save](#) [Cancel](#)

Billing and Payments

What you can do

- Bill patients based on services and items
- Receive payments and track payment options
- Support discount approvals where needed
- View today's bills and past bills

Why it matters

- Billing becomes clear and complete
- Payments are easier to check later

Bill Information

Date: Sun, Feb 1, 2026
Time: 03:43:01

Patient Number: DCP0007
Patient Name: Mr. ERIC NYARKO

Visit Reason: Consultation

Total Amount: GHS 950
Paid Amount: GHS 0
Pending Amount: GHS 950

Payment Rule
An item is only considered **paid** after a **receipt is printed** that includes the item. Selecting an item and saving only marks it for payment.

Apply Discount
 Save
 Cancel

Bill Details
This section provides a breakdown of the billed items for the current visit. Below, you will find details of the services rendered, their respective costs, and the payment status.

Overall Description
To complete payment, select the items that have been paid for and click the Print Receipt button. Any outstanding balances will be reflected under the Pending Amount section.

Line	Item	Cost (GHS)	Paid?
1	Consultation	200	
2	Complete Blood Count	450	
3	Kidney Function Test	230	
4	Alcipro - Novacip iv 200mg-100ml 1s	50	
5	C-Pheniramine 2mg-5ml 125ml Syr.	20	

Payment Method
Select One
 Print Receipt

Back To Filter
PATIENT BILLING REPORT
 Print

#	DATE	TIME	PATIENT #	PATIENT NAME	VISIT REASON	BILL AMT (GHS)	PAID AMT (GHS)
1	2025-01-20	12:09:32	DCP0001	Mr. ALEX ADDAVE	Consultation	50	50
2	2025-01-20	14:02:04	DCP0002	Mrs. REGINA TURKSON	Consultation	50	50
3	2025-01-21	09:45:09	DCP0003	Mrs. DORCAS ROCKSON	Consultation	50	50
4	2025-01-21	11:13:00	DCP0004	Mr. NICHOLAS KUDEDZI	Consultation	50	50
5	2025-01-21	12:00:50	DCP0005	Mrs. FATTI ALHASSAN	Consultation	50	50
6	2025-01-21	12:51:22	DCP0006	Miss. REGINA AMOASI	Consultation	50	50
7	2025-01-21	14:41:14	DCP0007	Mr. ERIC NYARKO	Consultation	50	50
8	2025-01-21	14:49:29	DCP0008	Mr. FARHAN SULEMAN	Consultation	50	50
9	2025-01-22	11:25:12	DCP0009	Miss. ELIZABETH QUARSHIE	Consultation	50	50
10	2025-01-22	12:26:01	DCP0010	Mr. ENOCH PARDIE	Consultation	50	50
11	2025-01-23	16:28:34	DCP0011	Mr. ABUBAKAR ODOOM	Consultation	50	50
12	2025-01-25	16:06:57	DCP0015	Mr. ALFRED MENSAH	Consultation	50	50
13	2025-01-27	01:23:32	DCP0012	Mr. TWEDEAPON TURKSON	Consultation	50	50
14	2025-01-27	01:54:26	DCP0013	Mrs. AGNES BINEY	Consultation	50	50

Medicines Stock

What you can do

- Add stock
- Adjust stock when needed
- See available quantity

Why it matters

- Fewer stock mistakes
- Fewer sudden stock-outs

Aciclovir 200mg Tab. 1s



Material Name: Aciclovir 200mg Tab. 1s
Code: 424324 / Wrtrwt

Manufacturer: Sun Pharma
Category: Medication

Available: 0 Each
Reorder Level: 10 Each
Minimum Order Qty: Each
Order Unit: Each
Issue Unit: Each

Save **Cancel**

Medication Details
Define and manage medical materials, supplies, and consumables required for hospital procedures and treatments

Photo	Name	Also Know As
Choose File no file selected	Aciclovir 200mg Tab. 1s	
Manufacturer	Category	Description
Sun Pharma	Medication	
Vendor	Internal Inventory Number	Number Assigned By Vendor
AddaHealth Supplies	424324	Wrtrwt
Order Unit	Issue Unit	Quantity of Issue Unit in Order Unit
Each	Each	1
Reorder Level	Minimum Order Quantity	Unit Cost (GHS)
10		3
Web Resource URL		
Status		

Stock Adjustment

Stock Date	Stock Time
Friday, 23 January, 2026	07:34:20

Item
Aziglobe 500mg Tab. 1s

Quantity	Unit
45	Boxes

Save Cancel

Procurement

What you can do

- Create purchase orders and send for approval
- Track vendors and items
- Report on clinic buying

Why it matters

- Clinic buying becomes controlled
- Management can track what was bought

<input type="text" value="Search vendors"/> Total Number of Vendors 3 + Add New Vendor						
S/N	Vendor Name	Location	Phone	E-mail	Status	Actions
1.	AddaHealth Supplies	Accra	+233202123456	michael@techpro.com	Active	
2.	OfficeMart	Kumasi	+233502654321	janet@officemart.com	Active	
3.	HomeStyle	Cape Coast	+233302789456	patrick@homestyle.com	Active	

Purchase Request Details Form View

Purchase Request Details

Displays key information about purchase orders, including status, supplier, items, and costs

Instructions

- Requester fills in all cells highlighted in YELLOW.
- Requester provides overall description of PO (below).

Overall Description

This is a little description of this purchase order request

Items

Line	Image	Description	Item Code	Qty	Unit Price	Sub Total	Target Del.
1		Clodol inj 75mg-3ml - Eskay:	Not available	10	150	1500	2025-06-08
2		NS 500ml iv 1s [Normal Saline .9%] ALL - :	Not available	30	750	22500	2025-06-08

Total Amount: GHS24,000.00

Additional Notes

Some additional notes

Inpatient

What you can do

- Admit patients
- Record inpatient notes
- Record inpatient vitals
- Track discharged patients

Why it matters

- Inpatient work becomes organized

Mr. NICHOLAS KUDEDZI

Visit Date: Jun 1, 2025

Visit Time: 04:33:09

Visit Reason: Consultation

Patient Name: Mr. NICHOLAS KUDEDZI

Card Number: DCP0004

Gender: Male

Age: 61 years old

Marital Status: Married

Phone: 0554685844

Email:

Nationality: Ghanaian

Religion: Christianity

Profession:

Languages: Ewe Twi

Admission **Doctor** **Tests** **Diagnoses** **Treatment** **Services** **Vitals** **Nurse** **Issues** **Interventions** **Evaluations**

Doctor's Notes History

Capture and review your observations, assessments, and treatment recommendations during patient visits.

Jun 30, 2025 at 00:31:09 | Dr. Cyril Amegah

Patient is preparing for travel to East Africa for 3 weeks.

Vaccines given: Yellow fever, typhoid, hepatitis A

Advice: Malaria prophylaxis prescribed. Avoid undercooked foods. Keep hydration high.

Plan: Follow-up on return if any symptoms develop.

Jun 30, 2025 at 00:29:07 | Dr. Cyril Amegah

Reason for review: Back pain related to prolonged sitting at work.

Findings: No neurological deficits. Mild paraspinal tenderness.

Assessment: Work-related mechanical back pain.

Plan: Recommend 5 days rest, ergonomic assessment at workplace, and NSAIDs. Physiotherapy referral given.

Jun 30, 2025 at 00:28:06 | Dr. Cyril Amegah

Pre-op review for: Elective hernia repair

Medical history: No comorbidities.

Vitals: Stable. ECG and labs within normal range.

Plan: Fit for surgery under spinal anesthesia. Nil by mouth after midnight.

Feb 4, 2025 at 07:54:16 | Dr.

REFERRED FROM MEDICAL OUTREACH OA SEVERELY ELEVATED BPS

PC: HIGH BPS

HPC: PATIENT WAS SEEN AT THE OUTREACH AND GIVEN A STAT DOSE OF ORAL ANTIHYPERTENSIVES. HE PRESENTED TODAY FOR FURTHER MANAGEMENT

ODQ: HEADACHE-, BLURRY VISION-, EYE PAIN-, FHX OF HPT-, POLYURIA-, POLYDIPSIA-

PMHX: HPT+, DM-, ASTHMA-, PUD-, SCD-

Save
 Cancel

Reports

What you can do

- Generate reports with filters
- Print reports and save as PDF
- Export data when needed

Why it matters

- Management decisions become easier
- Reporting becomes consistent

Billing Items Report

Pick your filters, preview what will be generated, then run the report.

Report Filters

Use a single date, or switch to a date range if you want a span.

Date

Date Mode

From: Wednesday, 1 January, 2025 To: Monday, 19 January, 2026

Optional Filters

Bill Type: All Payment Option: All Payment Options

Visit Reason: All Reasons

Preview

Date: Wednesday, 1 January, 2025 to Monday, 19 January, 2026

Generate Report

Billed Items Report

DC Clinic, East Ave, Weija

Period: 2025-01-01 to 2026-01-19
Bill Type: All
Reason: All
Payment: All

Time	Patient #	Visit Reason	Bill Type	Item	Bill	Paid	Balance	Status
Date: Jan 20, 2025								
12:09 PM	DCP0001 - Mr. ALEX ADDAVE	Consultation	Service	Registration	GHS 50.00	GHS 50.00	GHS 0.00	Paid
2:02 PM	DCP0002 - Mrs. REGINA TURKSON	Consultation	Service	Registration	GHS 50.00	GHS 50.00	GHS 0.00	Paid
Daily Totals (Jan 20, 2025)					GHS 100.00	GHS 100.00	GHS 0.00	
Date: Jan 21, 2025								
9:45 AM	DCP0003 - Mrs. DORCAS ROCKSON	Consultation	Service	Registration	GHS 50.00	GHS 50.00	GHS 0.00	Paid
11:13 AM	DCP0004 - Mr. NICHOLAS KUDEDZI	Consultation	Service	Registration	GHS 50.00	GHS 50.00	GHS 0.00	Paid
12:00 PM	DCP0005 - Mrs. FATI ALHASSAN	Consultation	Service	Registration	GHS 50.00	GHS 50.00	GHS 0.00	Paid
12:51 PM	DCP0006 - Miss. REGINA AMOASI	Consultation	Service	Registration	GHS 50.00	GHS 50.00	GHS 0.00	Paid
2:41 PM	DCP0007 - Mr. ERIC NYARKO	Consultation	Service	Registration	GHS 50.00	GHS 50.00	GHS 0.00	Paid
2:49 PM	DCP0008 - Mr. FARHAN SULEMAN	Consultation	Service	Registration	GHS 50.00	GHS 50.00	GHS 0.00	Paid
Daily Totals (Jan 21, 2025)					GHS 300.00	GHS 300.00	GHS 0.00	
Date: Jan 22, 2025								
11:25 AM	DCP0009 - Miss. ELIZABETH QUARSHIE	Consultation	Service	Registration	GHS 50.00	GHS 50.00	GHS 0.00	Paid
12:26 PM	DCP0010 - Mr. ENOCH PARDIE	Consultation	Service	Registration	GHS 50.00	GHS 50.00	GHS 0.00	Paid
Daily Totals (Jan 22, 2025)					GHS 100.00	GHS 100.00	GHS 0.00	
Date: Jan 23, 2025								
4:28 PM	DCP0011 - Mr. ABUBAKAR ODOOM	Consultation	Service	Registration	GHS 50.00	GHS 50.00	GHS 0.00	Paid
Daily Totals (Jan 23, 2025)					GHS 50.00	GHS 50.00	GHS 0.00	
Date: Jan 25, 2025								

8. Staff and Business Tools

Staff Management

What you can do

- Keep staff records in one place
- Store staff documents and contacts
- Track attendance
- Manage leave requests
- Run staff appraisals

Why it matters

- Staff records stay complete
- Attendance and leave stay clear
- Performance review becomes easier

Dr. Kwame Kwesi Mensah



Staff ID: STF0003
Staff Name: Dr. Kwame Kwesi Mensah

Age: 31 years
Nationality: Ghanaian

Phone: +233302123456
E-mail: kwamemensah@example.com

Job Title: Doctor
Department: Clinical Services

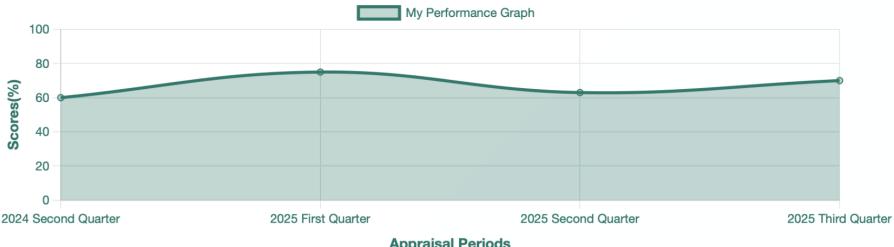
[Print Staff ID Card](#)

[Save](#) [Cancel](#)

Details Contact Education Employment Remunerations Attendance **Performance** Documents Access

Staff's Performance Graph

This section displays the performance graph of this staff member



Appraisal Periods	Scores (%)
2024 Second Quarter	~60
2025 First Quarter	~75
2025 Second Quarter	~65
2025 Third Quarter	~70

Staff's KPIs

S/N	KPI Task	Due Date	Status	Actions
1.	Conduct Patient Safety Audit	Fri, May 9, 2025	Pending	Edit
2.	Complete Annual CME Training Certificate	Tue, May 13, 2025	Completed	Edit
3.	Develop Updated Treatment Protocol for Hypertension Patients	Thu, Sep 18, 2025	Pending	Edit

2025 Fourth Quarter Evaluation

Staff Number: STF0003
Staff Name: Kwame Mensah

Period Name: 2025 Fourth Quarter
Date Submitted: Nov 28, 2025
Time Submitted: 9:52 AM

Status: Submitted

Progress
8 out of 8 answered

Total Score
25 / 40

Save Cancel

1
2
3
4
5

Appraisal Form
Provide basic information to get started.

Questions	1	2	3	4	5
Communication	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clarity Does the employee communicate information clearly and effectively?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responsiveness Does the employee respond promptly to communication and feedback?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job Knowledge	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understanding of Job How well does the employee understand their role and responsibilities?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skill Application Does the employee demonstrate the necessary skills effectively?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Previous Next

Payroll Setup

What you can do

- Set payroll items
- Group payroll items for easy payment work
- Track staff payments

Why it matters

- Payroll preparation becomes cleaner
- Payment records stay available

Payment Group Details

These are the details of the payment group

Payment Group Name

All Payroll Items

ITEMS IN THIS PAYMENT GROUP

+ Add Payroll Items to this Group

S/N	Item	Type	Actions
1.	Basic Salary	Earning	
2.	Housing Allowance	Earning	
3.	Test item	Earning	
4.	Clothing Allowance	Earning	
5.	Per Patient	Earning	
6.	Tax Deduction	Deduction	

DC Clinic**PAYSLIP****EMPLOYEE & PAYMENT INFO****John Doe**

Period: February 1, 2025 to February 28, 2025

Pay Date: February 26, 2025

EARNINGS

Description	Rate	Qty	Current	YTD
Clothing Allowance	500.00	1	500.00	1,000.00
Housing Allowance	700.00	1	700.00	1,400.00
Basic Salary	5,000.00	1	5,000.00	5,000.00
Gross Pay			6,200.00	7,400.00

DEDUCTIONS

Description	Current	YTD
Tax Deduction	1,000.00	1,000.00
Total Deductions	1,000.00	1,000.00

Net Pay: GHS 5,200.00**9. Outputs and Integrations****CarePort supports:**

- Printing and saving reports as PDF
- Email sending where needed
- SMS account setup where used
- Data import and export for migration or backup

Billed Items Report									Period: 2025-01-01 to 2026-01-19 Bill Type: All Reason: All Payment: All		
Items / Services: 169		Total Billed: GHS 17,533.70		Total Paid: GHS 11,574.00		Total Outstanding: GHS 5,959.70					
Time	Patient #	Visit Reason	Bill Type	Item		Bill	Paid	Balance	Status		
Date: Jan 20, 2025											
12:09 PM	DCP0001 - Mr. ALEX ADDAVE	Consultation	Service	Registration		GHS 50.00	GHS 50.00	GHS 0.00	Paid		
2:02 PM	DCP0002 - Mrs. REGINA TURKSON	Consultation	Service	Registration		GHS 50.00	GHS 50.00	GHS 0.00	Paid		
Daily Totals (Jan 20, 2025)						GHS 100.00	GHS 100.00	GHS 0.00			
Date: Jan 21, 2025											
9:45 AM	DCP0003 - Mrs. DORCAS ROCKSON	Consultation	Service	Registration		GHS 50.00	GHS 50.00	GHS 0.00	Paid		
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Daily Totals (Jan 23, 2025)						GHS 50.00	GHS 50.00	GHS 0.00			
Date: Jan 25, 2025											

10. Quick Summary

CarePort helps a clinic run daily work in one place. Your team can register patients, run visits, do lab work, write prescriptions, bill patients, take payments, print reports, manage stock, control procurement, manage inpatients, and manage staff. This helps the clinic move faster and track money and records better.

