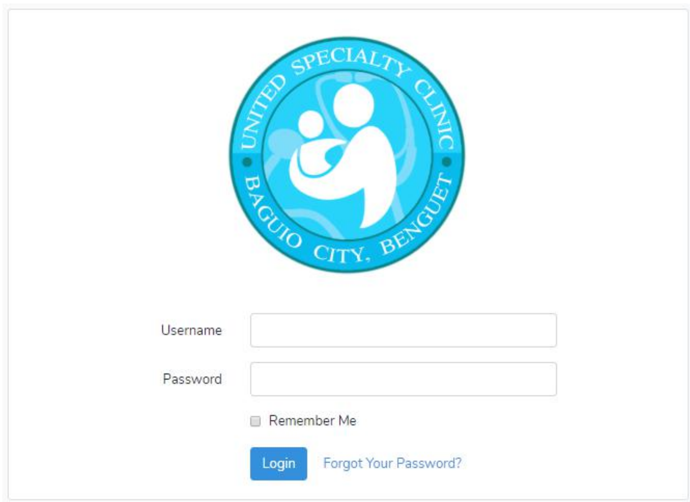
United Specialty Clinic

Inventory Management and Patient Record Keeping System

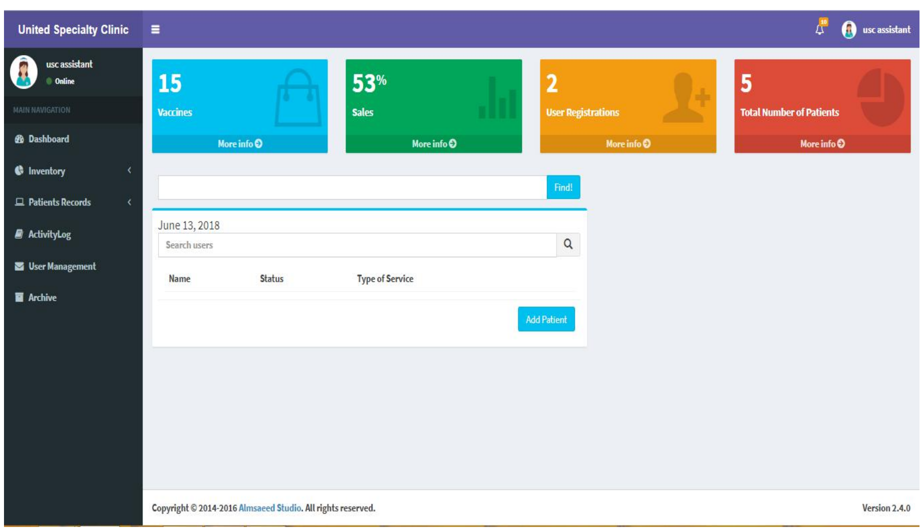
User Manual

The United Specialty Clinic Inventory Management and Record Keeping System interface includes:

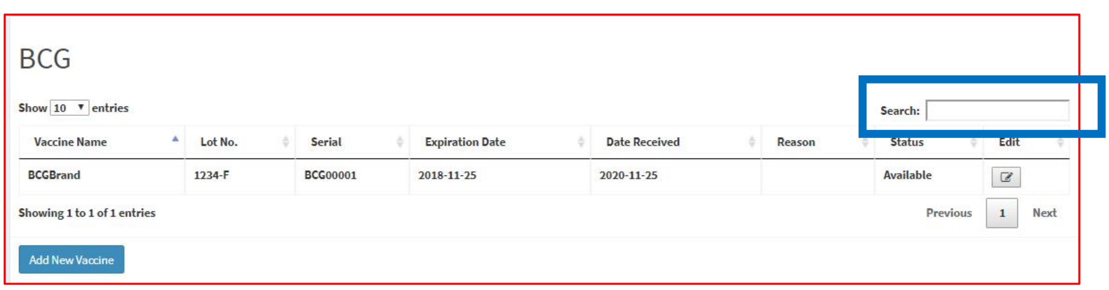
1. Login Page – Registered users will be asked to Log-in into the system using the username and password provided to them by the system administrator.




2. Dashboard – Upon log-in users will be redirected to the dashboard where users can easily monitor scheduled appointments, clinic's total number of patients, vaccine count and the total number of registered users.
3. Navigation Bar and Header - A Navigation bar and header is provided to allow the users to access other functionalities of the system.



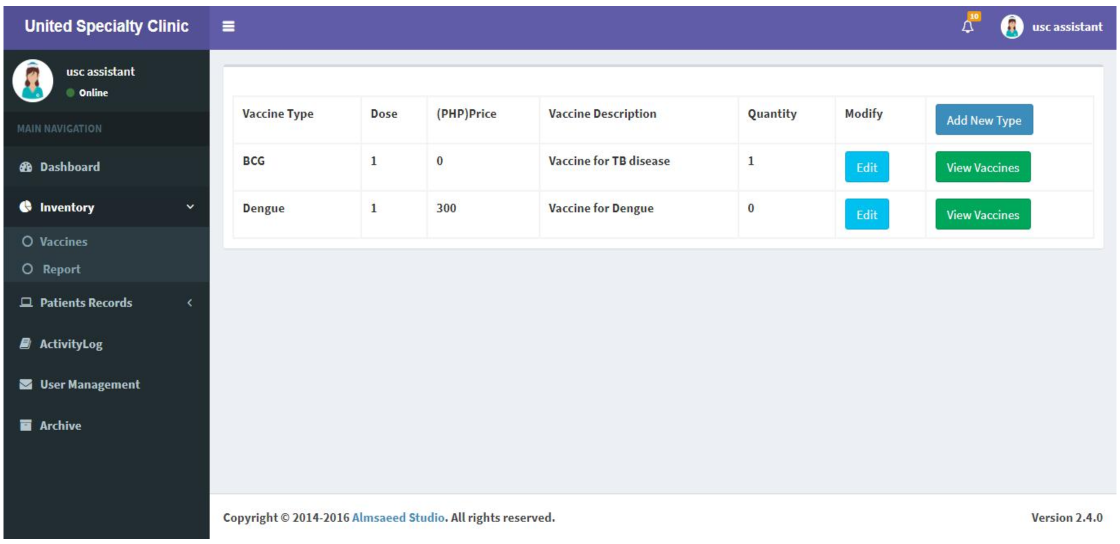

4. Search bars - Search Bars are provided to help users browse through records.



User Functionalities

1. Viewing Vaccines and Adding Vaccine Type to the Inventory

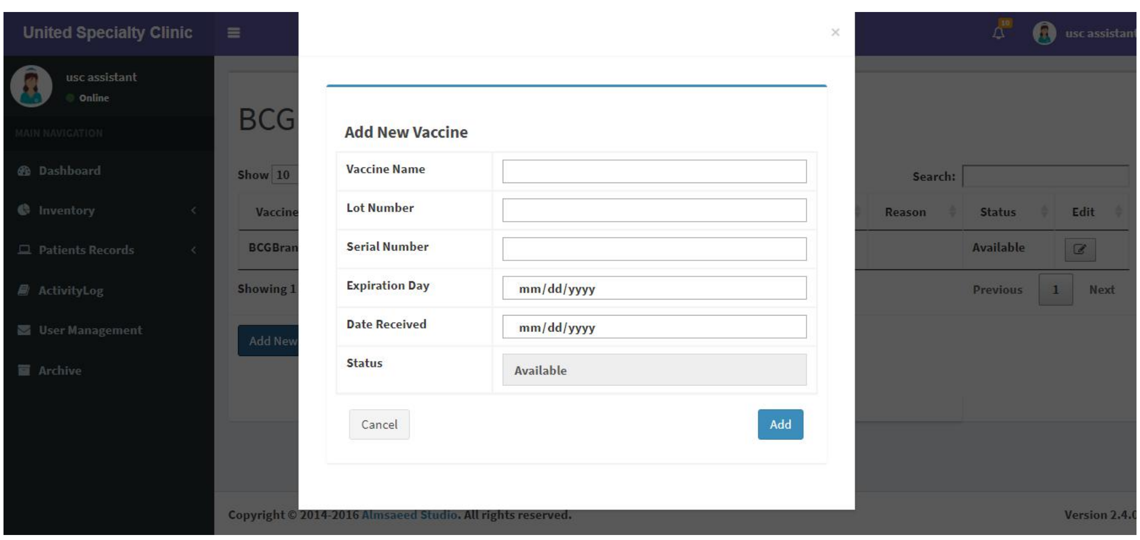
By clicking ‘Vaccine’ submenu of ‘Inventory’ in the navigation bar, the user will be redirected to the list of vaccine types. All users can view all vaccines. To view all vaccines on hand for a particular type, click the ‘View Vaccines’ button parallel to the vaccine type. If the vaccine type is not in the list, the assistant can add the type by clicking the ‘Add New Type’ button located at the upper right corner of the table.




An ‘Edit’ button is provided to make necessary changes to added vaccine types but only the assistant has access to this functionality.

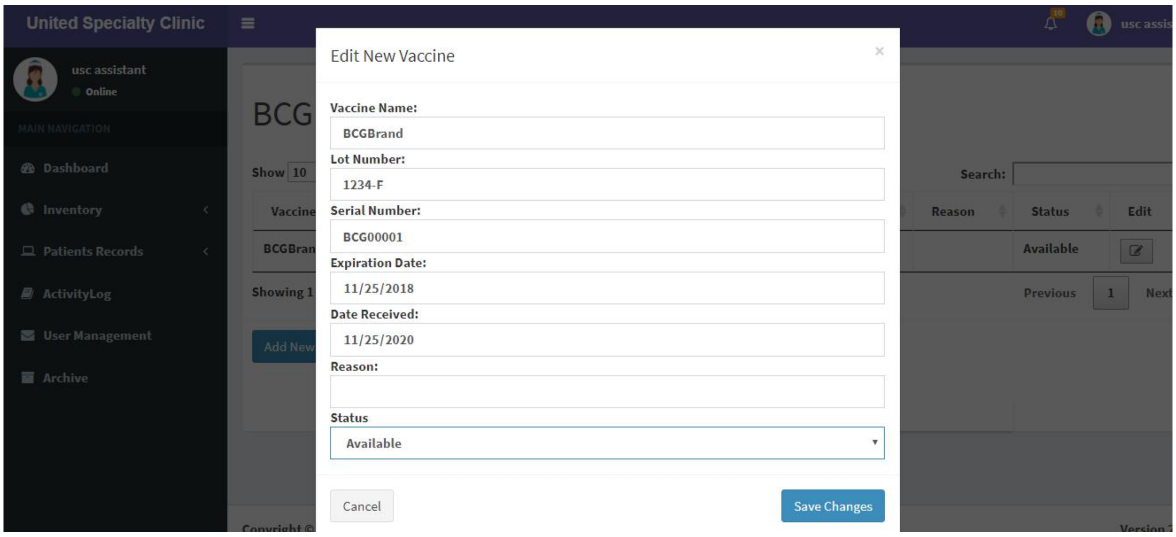
2. Adding New Stocks of Vaccines

Only the assistant can add new stocks to the inventory. To add new stocks, click the ‘View Vaccines’ button parallel to the type of the vaccine, then click ‘Add New Vaccine’ button. Enter the details of the vaccine and click ‘Add’.



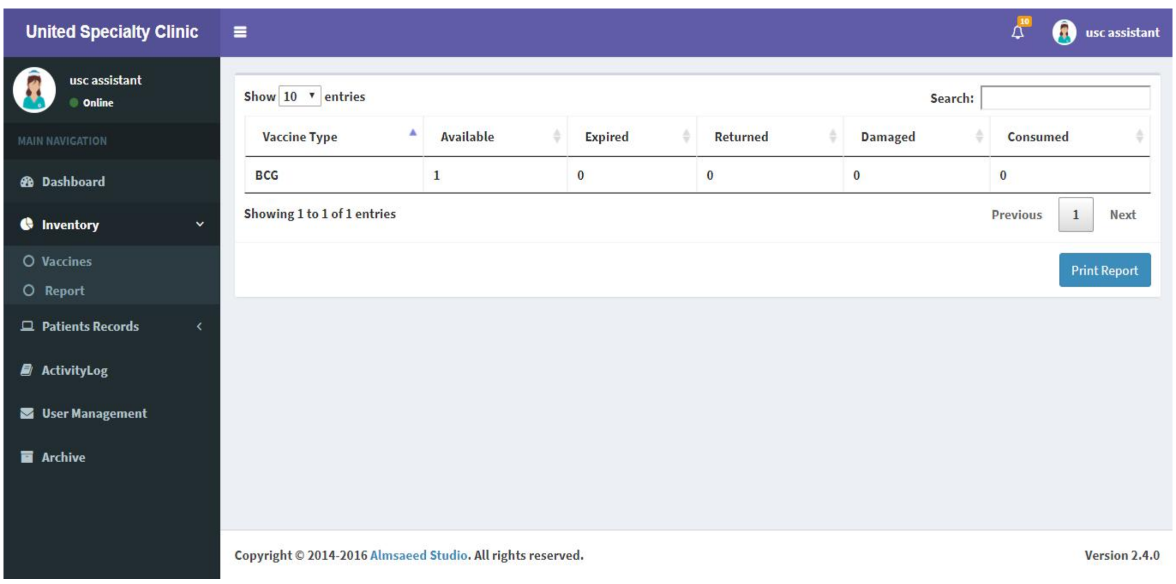
3. Inventory Adjustment

To make an inventory adjustment, choose the type of vaccine where the adjustments will be made and view the vaccine list. From the vaccine list, click the edit button parallel to the vaccine and change the status only the assistant has access to this functionality.



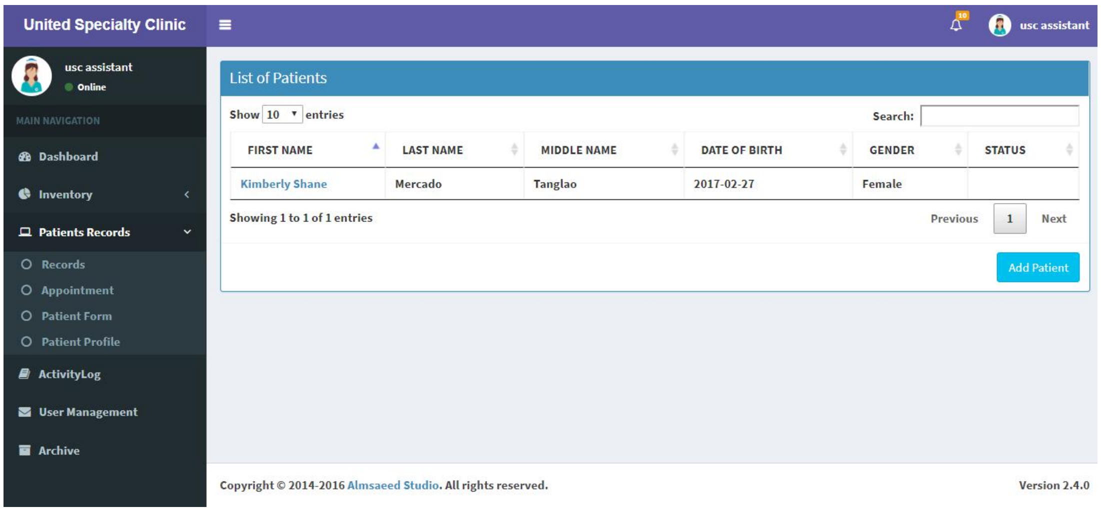

4. Print Inventory Report

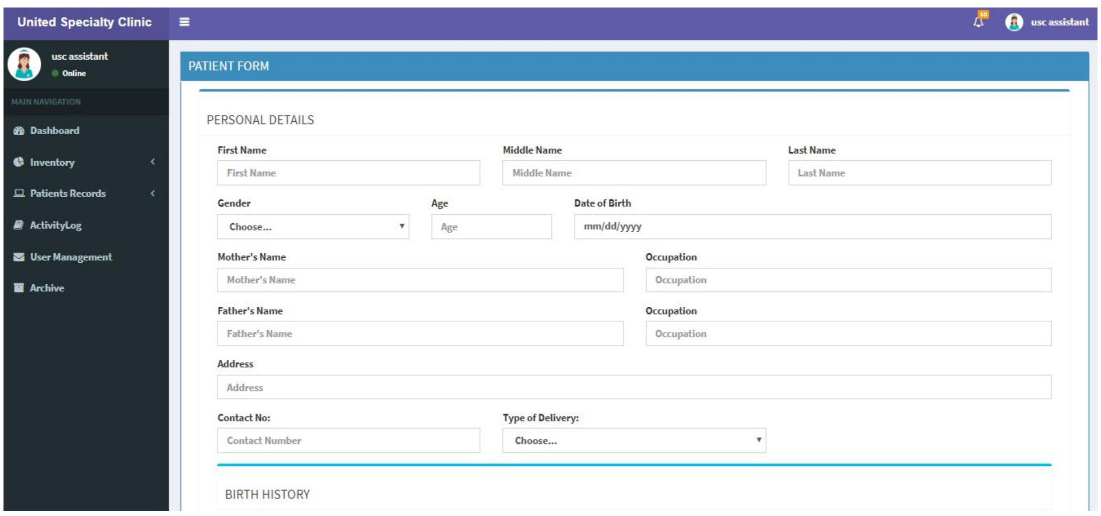
To print an inventory report, click 'Report' submenu of 'Inventory' from the navigation bar and click 'Print Report'. A new window will open, and will allow the user to print or save the report as PDF.



5. Viewing the List of Patients and Adding Patients

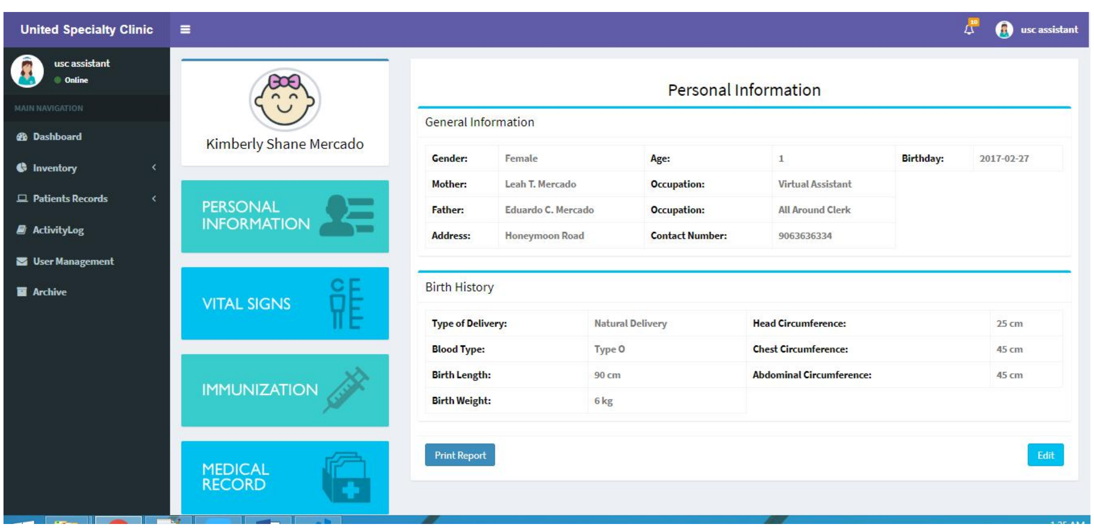
   The Doctor and Assistant users can view the list of patients. To view the list of patients, click ‘Patients Records’ from the navigation bar then click ‘Records’. The list of patients will be displayed. Only the assistant can add a patient to the list by clicking the ‘Add Patient’ button and fill up the patient information form.




6. Viewing and Editing Patient Record

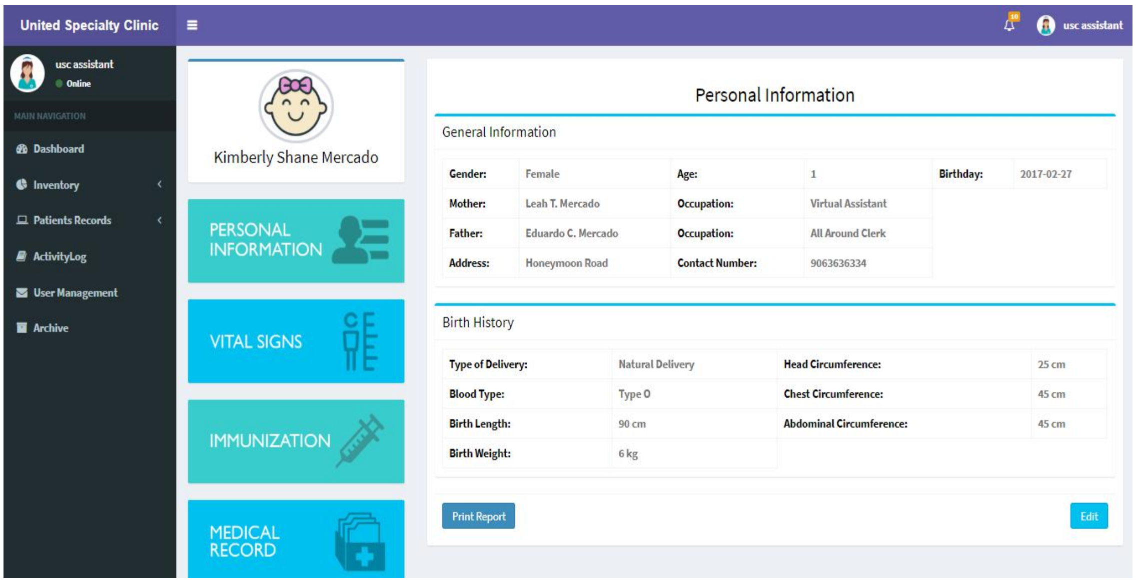
   From the list of patients, click the First name of the patient to view his or her record.



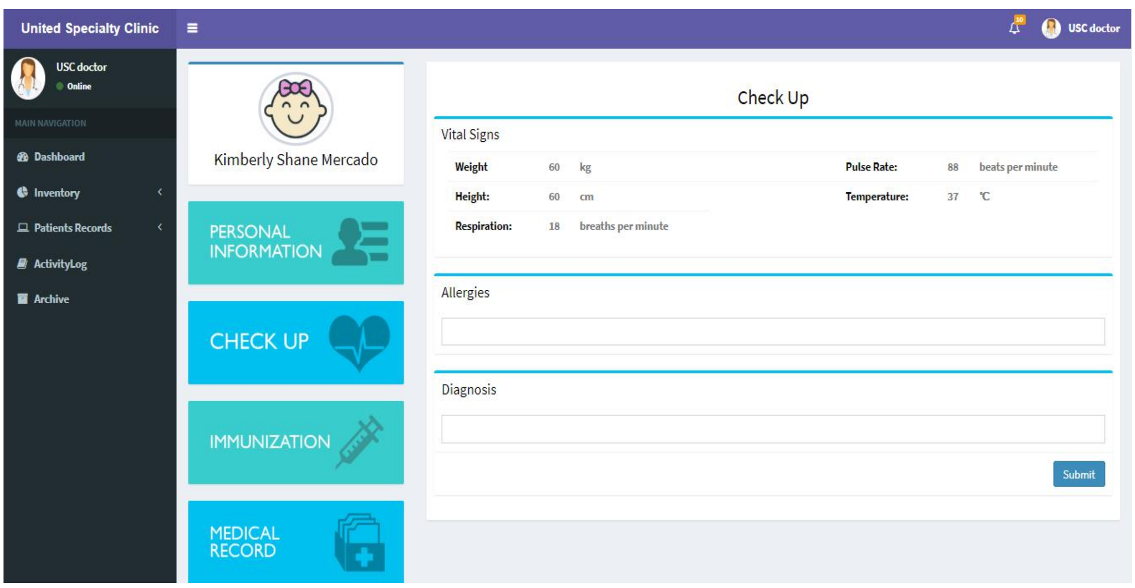
The assistant can edit the patient's personal information by clicking 'Edit' button.

7. Record Vital Signs and Check Up Diagnoses

The assistant account can record the vital signs by going to the Patient's Record and clicking 'Vital Signs'.

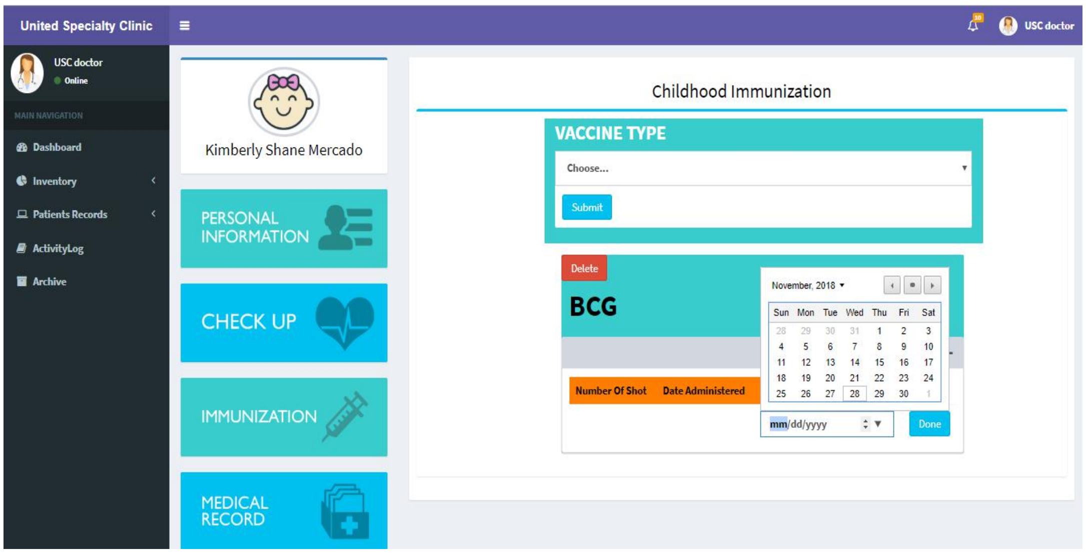



The doctor account can input diagnosis by going to the Patient's Record and clicking 'Check Up'.




8. Recording Administered Vaccines

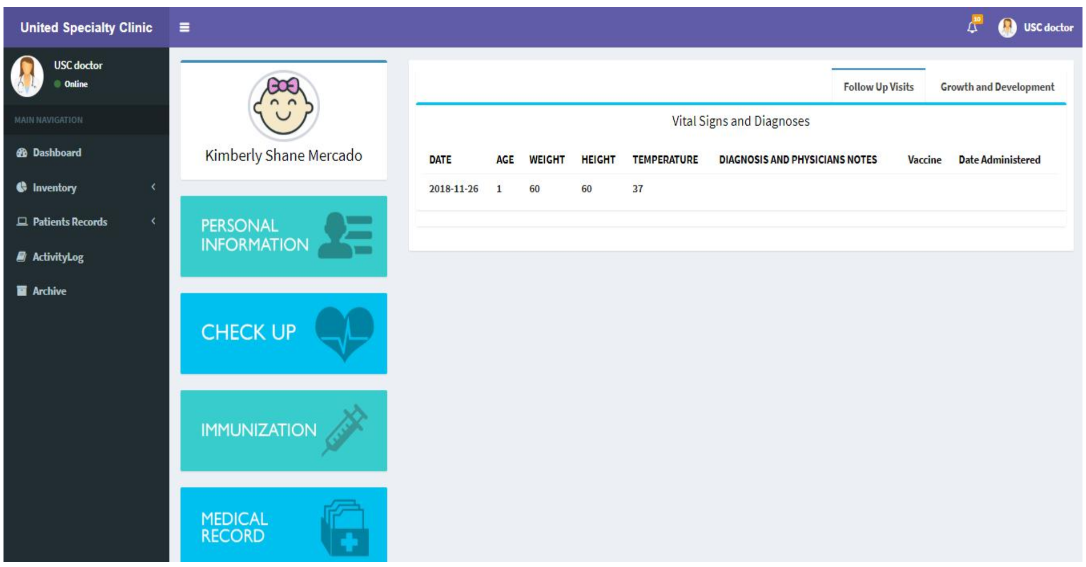
The recording of administered vaccines can only be done by the doctor. To do this, the doctor must go to the Patient's Record and click 'Immunization'. The Doctor will then choose the type of vaccine to be administered and enter the date of immunization.



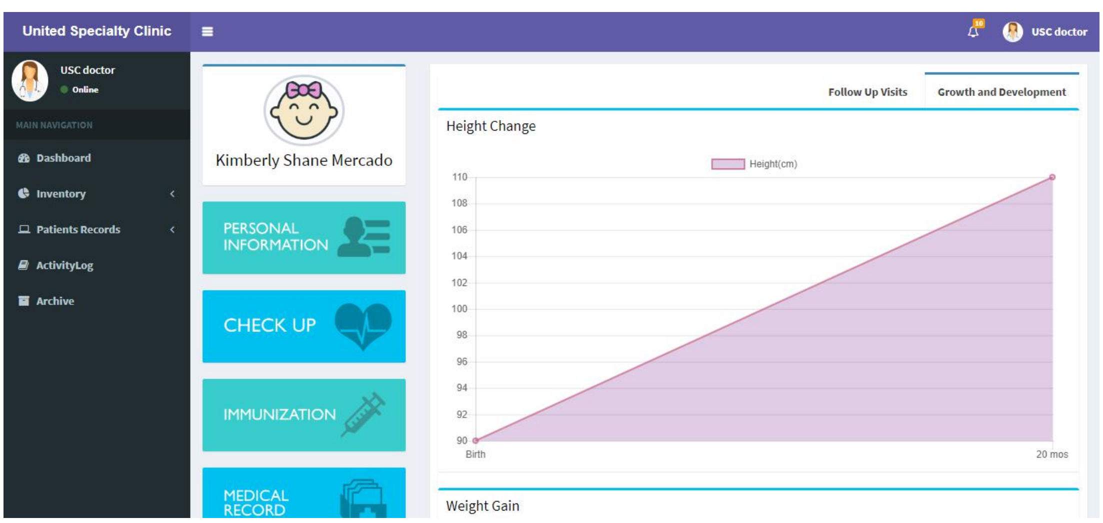

9. Viewing a Patient's Medical Record

To view a patient's medical record, go to the patient's record and click 'Medical Record'.

Upon clicking, the user will see the table of recorded vital signs and diagnoses.

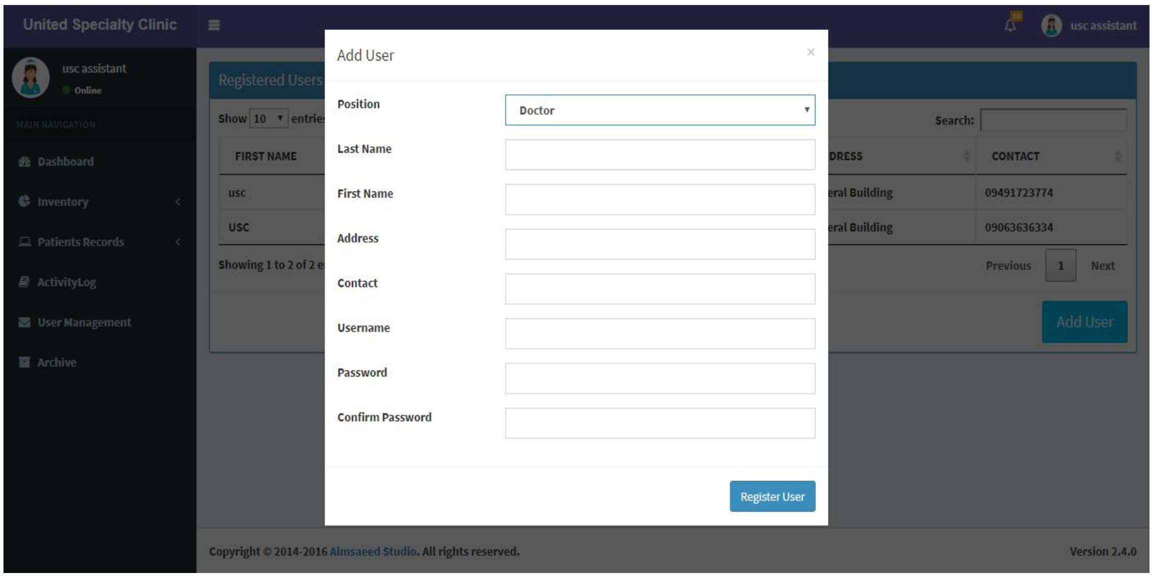



Clicking the 'Growth and Development' tab will display a graph of the patient's height and weight change.



10. Adding System User

The adding of a user can only be done by the assistant. By clicking ‘User Management’ in the Navigation Bar, the assistant will be able to see the list of all registered users. The assistant can add a user by clicking the ‘Add User’ button and registering the new users’ information and providing username and password.




To Log-out of the system, click the name located in the right most part of the header and click the ‘Sign Out’ button.