



User Guide

8-17-2017

USER GUIDE

1. Login on the system – provide user credentials

Please sign in

Username

Password

Sign in

Sample Usernames:

Admin: "testadmin11"

Doctor: "testdoctor101"

Patient: "testpatient103"

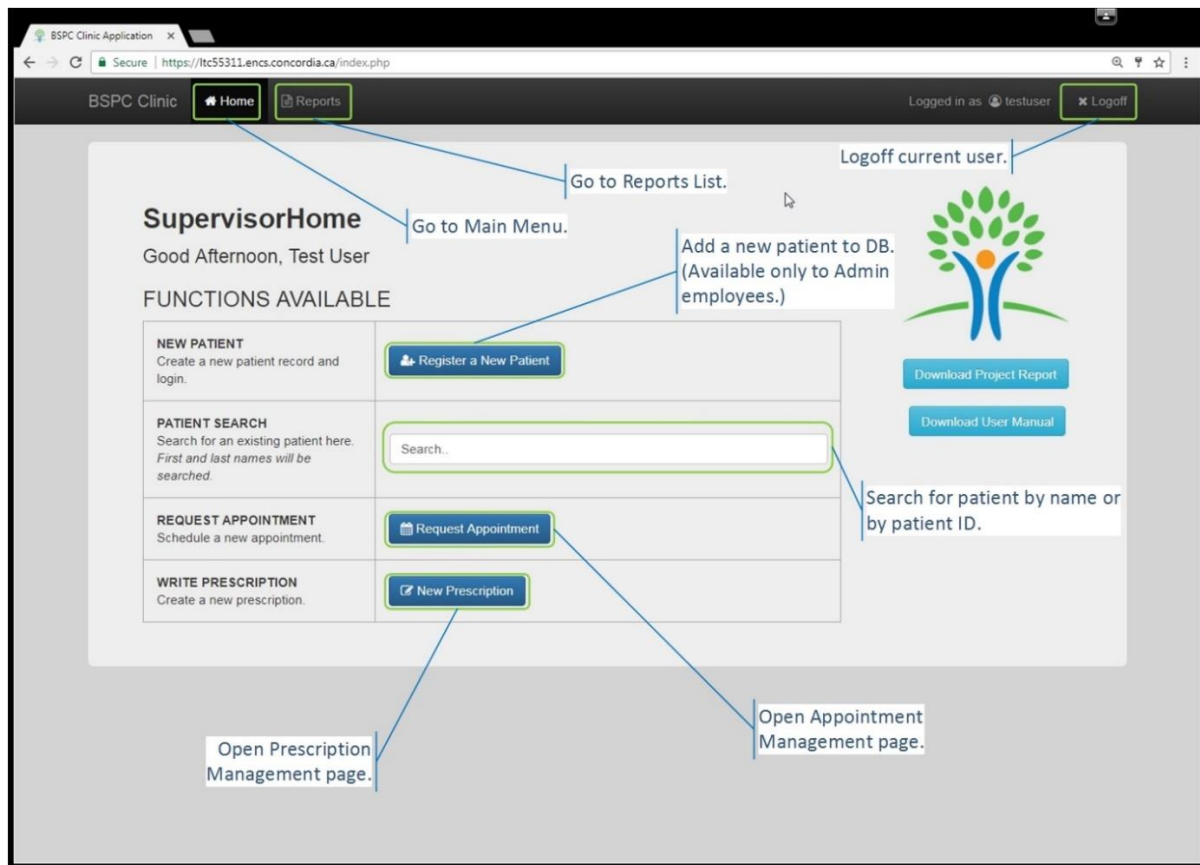
Therapist: "testtherapist10"

Password:

"p4ssword"

2. Landing page (index page)

For different users, there are different levels of authority specified for them in the page. Following is a view of the index page with all features displayed and descriptions provided.



Roles for Receptionist:

- Register a new patient

The screenshot shows the 'New Patient' form in the BSPC Clinic Application. The form is divided into two main sections: 'Patient Information' and 'Prescription Information'. The 'Patient Information' section includes fields for 'Family Name', 'Given Name', 'UserName (Login Name)' (pre-filled with 'testuser'), 'Password', 'Date of Birth' (format mm/dd/yyyy), and 'Phone Number' (format (555) 555-555). The 'Prescription Information' section includes fields for 'Prescription', 'Prescription Number', 'Doctor's Name' (with a sub-field for 'Issuing External Doctor's Name'), 'Doctor's License' (with a sub-field for 'Issuing Doctor's License'), 'Prescribed Specialist/Clinic' (a dropdown menu), 'Treatment' (a dropdown menu), a checkbox for 'Check here to create an appointment', and 'Prescribed Time and Date' (format mm/dd/yyyy --:-- --). Annotations with arrows point to various elements: 'Patient Information: Add patient details, login information and contact info.' points to the 'Patient Information' section; 'Prescription Information: Add details about initial prescription, including issuing doctor/trainer, recommended treatment and recommended physio Doctor/Therapist.' points to the 'Prescription Information' section; and 'Click on Register Patient to add new patient and save info to DB.' points to the 'Register Patient' button at the bottom left. The form also includes a 'Return to Main Menu' button.

- Search for a patient

BSPC Clinic Application x

Secure | https://lhc55311.ens.concordia.ca/patient_display.php?patientid=1003

BSPC Clinic Home Reports Logged in as testuser Logoff

Patient Record

Patient ID 1003

Family Name Young

Given Name Edwin

User Name testpatient105

Phone Number 514-248-6767

Birth Date 1979-12-26

Jump to Prescription Management page.

Patient Record Area: View Patient details.

Manage Prescriptions **Manage Appointments** **Manage Payments**

Click here to Return to the Main Menu

Jump to Payment Management page.

Jump to Appointment Management page.

- Download Reports

• Report: Patient Count by Age group

BSPC Clinic Application x

Secure | https://lhc55311.ens.concordia.ca/report_patient_count_by_agegroup.php

BSPC Clinic Home Reports Logged in as testuser Logoff

View Patient Information and Count Grouped by Age

Note: Set X Lower age limit and Y Upper age limit

Lower Age Limit 18 **Upper Age limit** 65

Specify age range to be considered when running report.

Submit

ID	FirstName	LastName	BirthDate	PhoneNumber
1003	Edwin	Young	1979-12-26	514-248-6767
1005	Toney	Hendricks	1987-10-12	514-136-5454
1007	Daron	Kramer	1953-08-11	514-432-4680
1009	Gustavo	Whitaker	1967-04-08	514-747-9897
1013	Carmen	Moon	1984-08-30	514-342-3441
1014	Christian	Gay	1970-07-27	514-815-3837
1015	Hiram	Velazquez	1963-03-30	514-635-9338
1016	Joel	Gregory	1958-05-27	514-396-4964
1019	Aurelio	Robertson	1973-10-28	514-773-6638
1021	Elijah	Malone	1972-06-02	514-493-6723
1022	Humberto	Wolfe	1989-07-17	514-163-2451
1023	Deshawn	Haley	1993-04-16	514-791-8735
1027	Hershel	Mcintyre	1953-12-18	514-416-2572
1028	Gale	Riddle	1953-06-08	514-793-6683

- Report: Number of Patients seen

BSPC Clinic Application

Secure | https://lfc55311.encs.concordia.ca/report_numberOfPatientsSeen.php

BSPC Clinic Home Reports Logged in as testuser X Logout

Report Overview

- Patient Consultation Report
- Unused Equipment Report
- Patient Seen At Center
- Info On Therapists Working At Center
- Patient Reservations Report
- Doctor/Therapist Availability Report
- Patient List of Prescriptions
- Patients With Prescription but no Appointment
- Frequently Used Equipment
- Patient Count By Age Group

Patient Consultation Report

Note: Default time period showing past 10 days, please change range to override.

From 08/06/2017 06:08 PM To 08/16/2017 06:08 PM

Refresh

Specify date range to be considered when running report.

Specialist Name	Patients Seen
Neal Case	4

Total Rows: 1

- Report: Therapists at Center

BSPC Clinic Application

Secure | https://lfc55311.encs.concordia.ca/report_therapist_at_center.php

BSPC Clinic Home Reports Logged in as testuser X Logout

Report Overview

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Therapists working at a Clinic- Detailed Information Report

Note: Select one of the BSPC Clinics to View Report.

BSPC Clinics Alpha

Select

Select the clinic for which to run the report.

EmployeeID	FirstName	LastName	SpecialistType
1011	Joaquin	Navarro	Therapist
1035	Buford	Calderon	Therapist
1080	Quintin	Dodson	Therapist

Total Rows: 3

- **Report: Patients seen at Center**

Patient Seen at a Clinic- Detailed Information Report

Note: Select one of the BSPC Clinics to View Report.

BSPC Clinics Alpha

Select

ID	BirthDate	PhoneNumber	User_ID
1038	1953-09-26	514-844-8620	1140
1042	1912-01-27	514-384-4340	1144
1110	1988-04-19	514-401-6128	1391
1289	1923-03-23	514-257-9096	1434
1332	1932-10-06	514-968-8901	1508
1406	1911-09-19	514-219-9671	1685
1583	1916-09-20	514-938-7750	1703
1601	1963-11-25	514-204-9665	1747
1645	1968-09-01	514-473-7036	1749
1647	1948-07-01	514-305-2165	1767
1665	1958-07-15	514-667-3181	1851
1749	1977-04-20	514-639-9718	1977
1875	1982-03-01	514-330-4180	2043
1941	1937-04-02	514-411-6054	2050
1948	1914-05-23	514-288-4515	

Select the clinic for which to run the report.

- **Report: Patients Reservations**

Summary of Patient Appointments Report

Note: Select Patient ID to view Report.

Patient IDs 1001

Select

AppID	Patient_ID	LastName	FirstName	Presc	CreatedDateTime	Time
30001	1001	Mcmillan	Stacy	10001	2015-04-02 00:24:00	2015-05-02 13:00:00
35045	1001	Mcmillan	Stacy	10001	2017-08-02 00:00:00	2017-08-02 17:18:29

Total Rows: 2

If viewing report as admin, you can select which patient to view prescriptions for. Otherwise, a patient can only see their own prescriptions.

- Manage an Appointment for a Patient

BSPC Clinic Application x

Secure | https://lrc55311.encs.concordia.ca/appointment_manage.php

BSPC Clinic Home Reports Logged in as testuser X Logoff

Appointment Management

Appointment Listing for Edwin Young

Appointment Management area: View, Edit and Cancel existing appointments.

ID	Treatment	Presc#	CreatedDateTime	StartDateTime	EndDateTime	AppointmentStatus	Eqmt.	Action(s)
30003	Cardio strength	9342934762	2015-05-12 11:45:00	2015-06-11 09:00:00	2015-06-11 10:00:00	Cancelled		Edit Cancel
35060	Cardio strength	9342934762	2017-08-05 00:00:00	2017-08-04 01:00:00	2017-08-04 02:00:00	Booked		Edit Cancel

Refresh

[Create Appointment](#)

[Back to Patient](#) [Click here to Return to the Main Menu](#)

Create new appointment.

Add/Reserve equipment for existing appointment.

Edit existing appointment.

Cancel existing appointment and associated payment.

- Add a Prescription for a Patient

BSPC Clinic Application x

Secure | https://lrc55311.encs.concordia.ca/prescription_add_edit.php?forUser=1105&action=add

BSPC Clinic Home Reports Logged in as testuser X Logoff

Add Prescription

Prescription Information

Prescription Information Area: Add or Modify details about prescription for a specific user.

Prescription

Prescription Number

Doctor's Name

Doctor's License

Prescribed Specialist/Clinic

Treatment

[SAVE](#) [Back to Prescription Management](#)

Save data to DB.

Jump to Prescription Management page.

- Process a Payment for a Patient

BSPC Clinic Application x

Secure https://lrc55311.encs.concordia.ca/payment_make.php?forUser=1105&action=Make+A+Payment&actionId=3003

BSPC Clinic Home Reports Logged in as testuser Logoff

Make A Payment

Billing Date and time 05/12/2015 11:45 AM

Appointment Start Date and time 06/11/2015 09:00 AM

Enter Amount of the Payment 707

Select Payment Method 1 (Cash)

Select Payment Status 4 (Cancelled)

SAVE [Back to Payment Management](#)

Enter the Credit Card information If pay with a Credit Card

Payment_ID 3003

Credit Card Number Entering Card Number

Expiry Date Expiry Date (mm/yy)

CVC Number Entering CVC number (3 digits)

Credit Card Information Area: Enter details of CC if it is chosen as a payment method.

Payment Information Area: Add or Modify details about payment for a specific appointment.

Save data to DB.

BSPC Clinic Application x

Secure https://lrc55311.encs.concordia.ca/payments_manage.php

BSPC Clinic Home Reports Logged in as testuser Logoff

Payment Management

Payment Listing for Edwin Young

Payment_ID	Amount	BillingDateTime	Patient_ID	Appointment_ID	Appointment_StartTime	Pay_Method	Pay_Status	Action(s)
3003	707	2015-05-12 11:45:00	1003	30003	2015-06-11 09:00:00	Cash	Cancelled	\$ Make a Payment
5164	0	2017-08-05 00:16:41	1003	35060	2017-08-04 01:00:00		Pending	\$ Make a Payment

Refresh

[Back to Patient](#) [Click here to Return to the Main Menu](#)

Edit current payment information.

Jump to Patient Display Page.

Roles for Patient:

- Request an Appointment

BSPC Clinic Application

Secure | https://lhc55311.ens.concordia.ca/appointment_add_edit.php?forUser=1105&action=add

BSPC Clinic Home Reports Logged in as testuser Logoff

Add Appointment

Appointment Start

Appointment End All appointments last 1 hour.

Select Prescription

Select Equipment(s)

- Aqua Pool
- Rowing Machine
- Treadmill
- Elliptical
- Exercise bike
- Kettlebell
- Bumb bells
- Skipping rope
- Medicine ball
- Foam roller
- Tubing
- Stability ball
- Yoga mat
- Battle ropes
- Hula hoop
- Ball balance trainer
- Gliding discs
- Resistance bands
- Step platform
- Ab roller

1. Enter date and time of the appointment in the format mm-dd-yy hh:00:00

2. Must select from a list of existing prescriptions for the current patient. An appointment cannot be booked without a valid (active) prescription.

3. Ctrl+Click all equipment that will be reserved for this appointment. It is assumed that all equipment is always available for a given appointment as long as it's reserved beforehand.

4. Click on SAVE to confirm appt. and upload information to DB.

SAVE Back to Appointment Management

- Cancel an Existed Appointment

BSPC Clinic Application

Secure | https://lhc55311.ens.concordia.ca/appointment_manage.php

BSPC Clinic Home Reports Logged in as testuser Logoff

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Appointment Management area: View, Edit and Cancel existing appointments.

ID	Treatment	Presc#	CreatedDateTime	StartDateTime	EndDateTime	AppointmentStatus	Eqmt.	Action(s)
30003	Cardio strength	9342934762	2015-05-12 11:45:00	2015-06-11 09:00:00	2015-06-11 10:00:00	Cancelled	+	Edit Cancel
35060	Cardio strength	9342934762	2017-08-05 00:00:00	2017-08-04 01:00:00	2017-08-04 02:00:00	Booked	+	Edit Cancel

Refresh

Create Appointment

Back to Patient Click here to Return to the Main Menu

Add/Reserve equipment for existing appointment.

Edit existing appointment.

Create new appointment.

Cancel existing appointment and associated payment.

- Download Prescription Report

Report Overview

Patient List of Prescriptions

Summary of Your Prescriptions (Report)

Patient_ID	LastName	FirstName	PrescID	PrescStatus
1001	Mcmillan	Stacy	10001	Active

Total Rows: 1

- View prescription history report (See above for procedure)

Roles for Doctors:

- Search for a patient (See above for procedure)
- Download Reports
 - Report: Unused equipment (See above)
 - Report: Patient reservation (See above)
 - Reports: Doc/therapist availability

Report Overview

Patient Consultation Report

Unused Equipment Report

Patient Seen At Center

Info On Therapists Working At Center

Patient Reservations Report

Doctor/Therapist Availability Report

Patient List of Prescriptions

Patients With Prescription but no

Therapist Availability Report

Note: Default time period showing past 10 days, please change range to override.

Specialist ID: 1001-Efren Banks

From: 08/06/2017 06:13 PM

To: 08/16/2017 06:13 PM

Select

Select Doctor/Therapist to check availability.

Specify date range to be considered when running report.

DateTimes
2017-08-16 08:00:00
2017-08-16 09:00:00
2017-08-16 10:00:00
2017-08-16 11:00:00
2017-08-16 12:00:00

- Report: Patient with prescription w/o appointment

Report Overview

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- Patient List of Prescriptions
- Patients With Prescription but no Appointment**
- Frequently Used Equipment
- Patient Count By Age Group

Patients with Active Prescriptions But No Future Appointments

Doctors should change prescription status to complete or invite patients for new appointment.

PrescID	Patient_ID	LastName	FirstName	PhoneNumber	LastAppt
10001	1001	Mcmillan	Stacy	514-893-4280	2017-08-02
10003	1003	Young	Edwin	514-248-6767	2017-08-04
10005	1005	Hendricks	Toney	514-136-5454	2016-03-14
10007	1007	Kramer	Daron	514-432-4680	2016-03-03
10011	1011	Chase	Silas	514-875-2111	2016-05-10
10012	1012	Berg	Del	514-232-8197	2017-01-15
10013	1013	Moon	Carmen	514-342-3441	2016-01-15
10014	1014	Gay	Christian	514-815-3837	2016-01-26
10015	1015	Velazquez	Hiram	514-635-9338	2015-09-21
10016	1016	Gregory	Joel	514-396-4964	2016-06-26
10018	1018	Sanford	Chet	514-233-5364	2016-07-13
10019	1019	Robertson	Aurelio	514-773-6638	2015-12-15
10021	1021	Malone	Elijah	514-493-6723	2015-12-11

- Manage a Prescription for a Patient

Prescription Management

Prescriptions for Edwin Young

ID	Prescription Number	Issued By Trainer	Trainer Licence	Specialist Name	Specialist License	Treatment Name	Status	Notes	Action(s)
10003	9342934762	Dr. Julian Mays	130708111	Bobbie Murray	417095187	Cardio strength	Active	Advised to seek Cardio strength physiotherapy	Edit Compl/Cancel

Refresh

[Create Prescription](#)
[Back to Patient](#)
[Click here to Return to the Main Menu](#)

Annotations:

- Jump to Prescription Add page for current user.** (points to 'Create Prescription')
- Jump to Patient Display Page.** (points to 'Back to Patient')
- Edit current prescription information.** (points to 'Edit' button)
- Mark current Prescription as Completed.** (points to 'Compl/Cancel' button)

Roles for Therapists:

- Search for a patient (See above for procedure)
- Download Reports

- Report: Unused Equipment

The screenshot shows the BSPC Clinic Application interface. The left sidebar contains a 'Report Overview' section with links to 'Patient Consultation Report', 'Unused Equipment Report' (highlighted), 'Patient Seen At Center', 'Info On Therapists Working At Center', 'Patient Reservations Report', 'Doctor/Therapist Availability Report', 'Patient List of Prescriptions', and 'Patients With Prescription but no Appointment'. The main content area is titled 'Unused Equipment Report' and includes a note: 'Note: Default time period showing past 10 days, please change range to override.' Below this, there are 'From' and 'To' date/time input fields with values '08/06/2017 06:09 PM' and '08/16/2017 06:09 PM' respectively, and a 'Refresh' button. A table lists equipment items with their IDs and names. A callout box points to the date range fields with the text: 'Specify date range to be considered when running report.'

ID	Name
3	Treadmill
5	Exercise bike
6	Kettlebell
7	Bumb bells
9	Medicine ball
10	Foam roller

- Report: Patient reservation (See above)
- Report: Doc/therapist availability (See above)
- Report: Frequently used equipment

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used	Name
2	Aqua Pool
2	Elliptical
2	Skipping rope

Total Rows: 3

- Manage a Prescription for a Patient (See above for procedure)