#### **USER GUIDE**

- 1. The first screen is the home screen for the MHS application. The navigation bar can help you view different sections of the application. This can be accessed from every tab specified in the application. Each tab that is selected is highlighted and the sub tabs for under that section (on the left-hand side of the screen) handle their specific operations.
- 2. Note that the screens associated with each functionality clearly indicate the fields that are required to be either entered or selected. Some common fields include State that takes only 2 characters (e.g. NJ for New Jersey), Zip Codes have to be 5 digit numeric, etc.
- 3. For each entity that is recorded under MHS, their IDs are generated by the database and will be displayed whenever necessary. This ID cannot be edited.
- 4. Clicking on Employees, a user can view all the employees by their categories, edit their details and add new employees too. Their corresponding details need to be entered through forms, while creating and to edit an employee, their Employee ID needs to be selected.
- 5. Similar to Employees and its subcategories like Doctor, Nurses, etc., we have Facilities tab that aids in their management with create, update and view operations for each category.
- 6. To view, edit or add insurance companies associated with MHS, use the Insurance Tab.
- 7. Under Patients, you may create, edit or view patients associated with Doctors at MHS and their Insurance Companies. Along with that, you can create Appointments to handle their interactions with various physicians at multiple facilities for a given date and time. You may edit these fields as long as an appointment's Status is Pending. An appointment is completed when you enter the cost associated with it. These costs are reflected in the Invoices sub tab.
- 8. Invoices are associated with an Insurance Company and a daily record (if needed) is maintained. If there are no appointments for a day, there are no invoices for that day.
- 9. The reports tab helps you view various statistics for selected fields associated with that tab. The application helps you view:
  - a. Revenue Generated by a Facility for a specific date with facility subtotals and a total value too.
  - b. Appointments for a given date and physician.
  - c. Appointment details for a given time period and facility.
  - d. Best Five Revenue days for MHS given a month and a year.
  - e. Average daily revenue for each Insurance Company given a time period.

The UI screens from the next page represent each of these functionalities in detail.

#### **Home Screen**



#### **Employee Management**

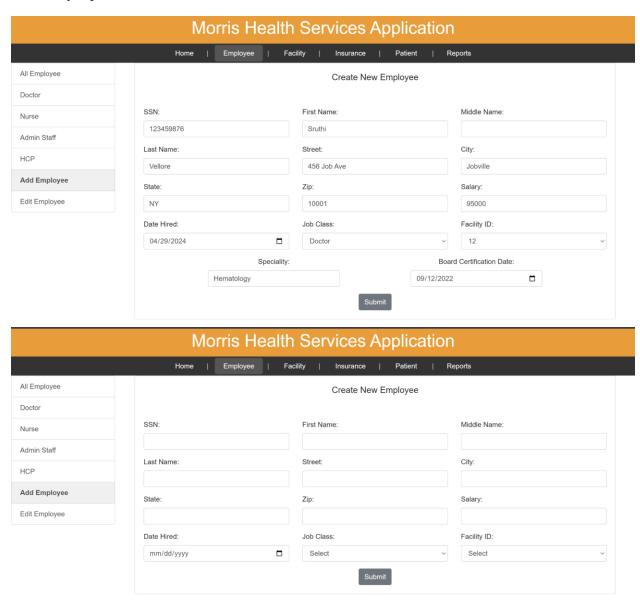


#### Morris Health Services Application Home | Employee | Facility | Insurance | Patient | Reports All Employee Admin Staff Information Doctor Explore the details of all admin staff in the organization below: Nurse EmployeeID SSN Full Name Address Salary Date Hired FacilityID Job Title Admin Staff 234567890 789 Career Blvd, Workcity, TX 75001 March 10, 2022 Emily F Jones 50000.00 Receptionist HCP 678901234 Olivia J Martinez 404 Career Ct, Workshire, TX 75001 7 50000.00 July 22, 2022 2 Secretary Add Employee 11 012345678 808 Career Way, Worktown, TX 75001 Nov. 1, 2022 50000.00 15 456789013 Ava R Thomas 343 Career Blvd, Workcity, TX 75001 March 7, 2023 Edit Employee 50000.00 Receptionist Emma V Martinez 787 Career Rd, Workville, TX 75001 July 13, 2027 Secretary

	1	Home	Employee   I	Facility   Insurance   Pa	atient	Reports			
All Employee		Health Care Professionals Information							
Doctor	Explore the details of all health care professionals in the organization below:								
Nurse	EmployeeID	SSN	Full Name	Address	Salary	Date Hired	FacilityID	Practice Area	
Admin Staff	4	345678901	Michael G Brown	101 Admin Rd, Adminville, FL 32250	60000.00	April 20, 2020	1	Physical Therapy	
НСР	8	789012345	James K Taylor	505 Admin Ave, Adminburg, FL 32250	60000.00	Aug. 25, 2020	3	Occupational Therapy	
Add Employee	12	123456780	Jacob O Jackson	909 Admin St, Admincity, FL 32250	60000.00	Dec. 3, 2020	5	Speech Therapy	
Edit Employee	16	567890124	Noah S Miller	454 Admin Way, Adminburgh, FL 32250	60000.00	April 8, 2024	7	Physical Therapy	



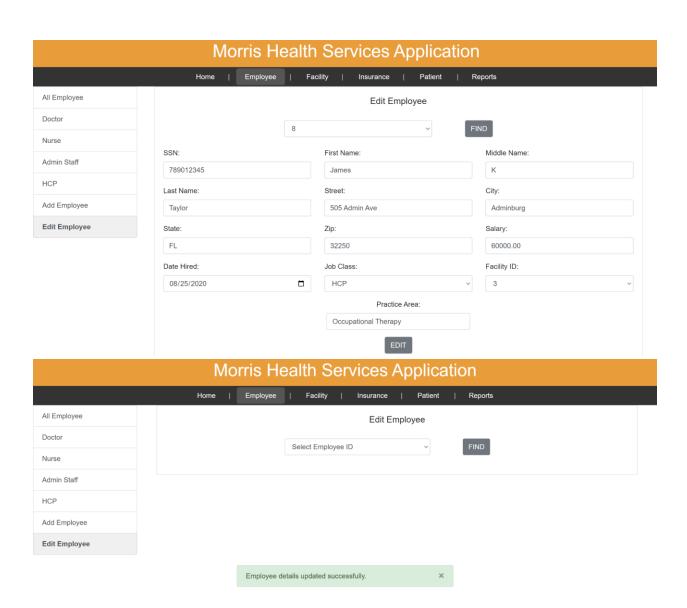
# Add Employee:



Employee details inserted successfully.

## **Edit Employee:**





#### **Facility Management**

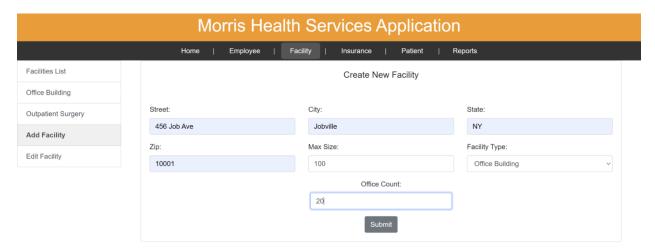






# **Add Facility**

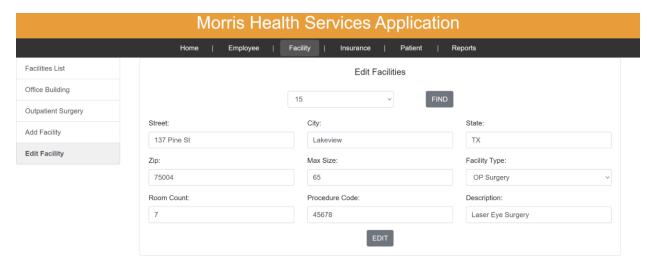






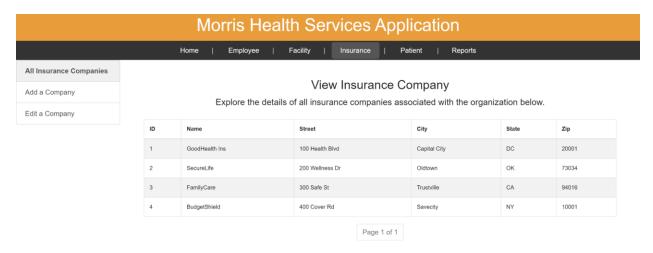
# **Edit Facility**



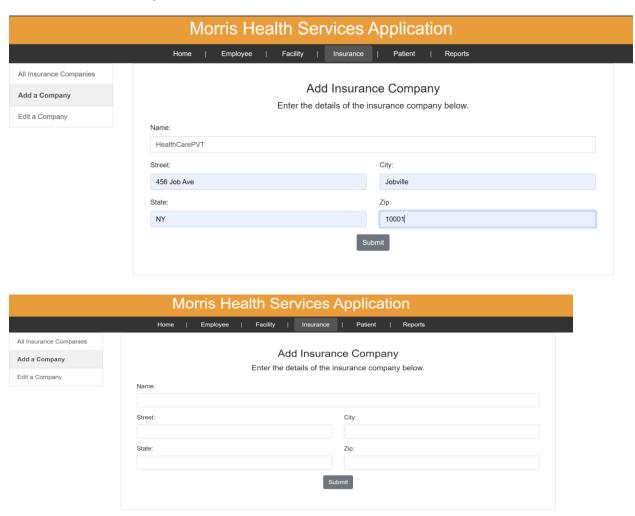




#### **Insurance Management:**



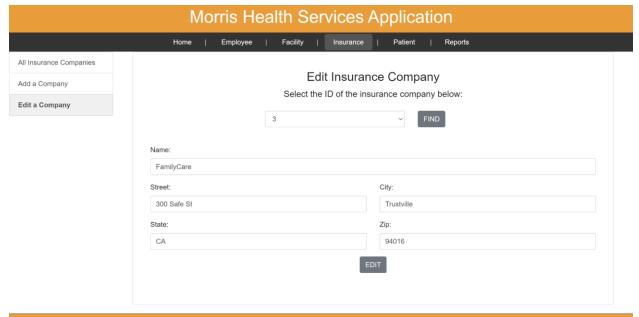
## **Add Insurance Companies:**



Insurance Company Registed Successfully.

## **Edit Insurance Companies:**



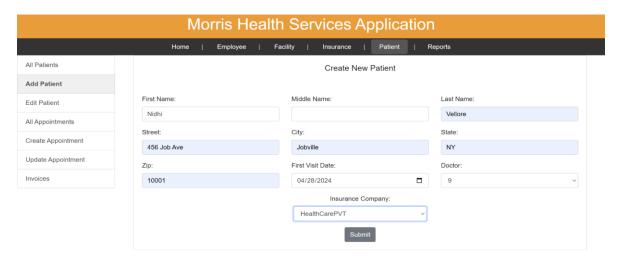


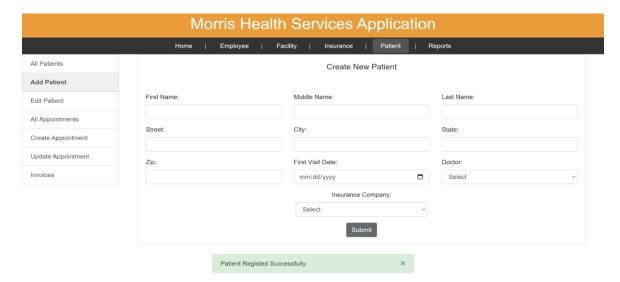


## **Patient Management:**

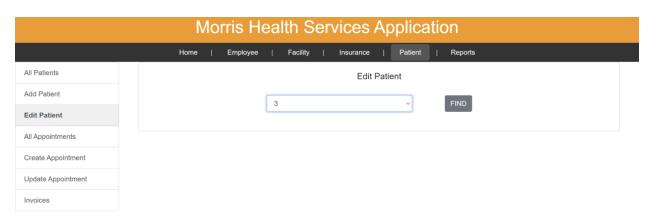


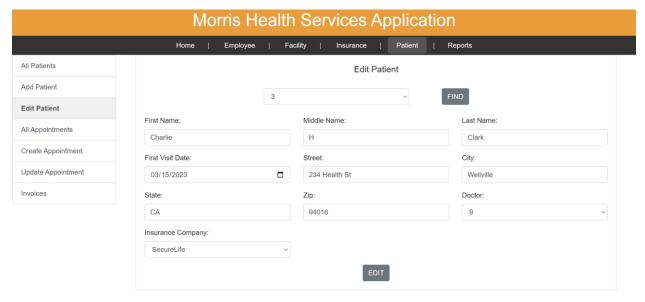
#### **Add Patient:**

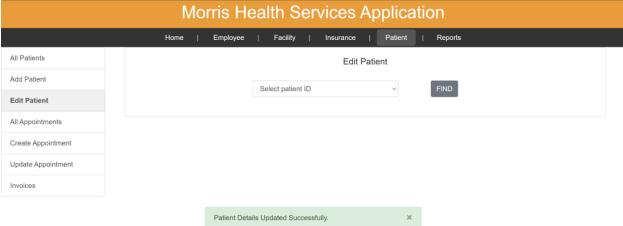




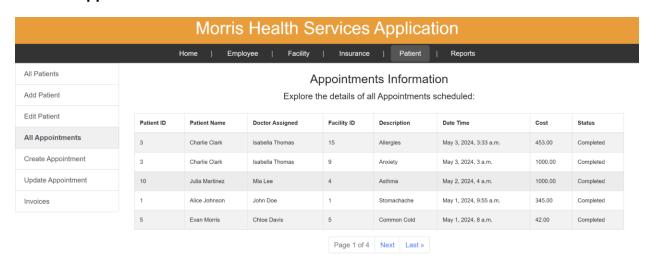
#### **Edit Patient:**





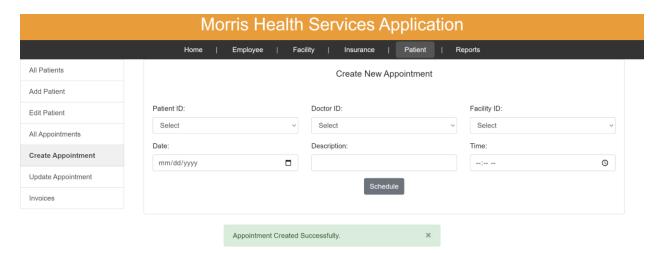


## **View All Appointments:**

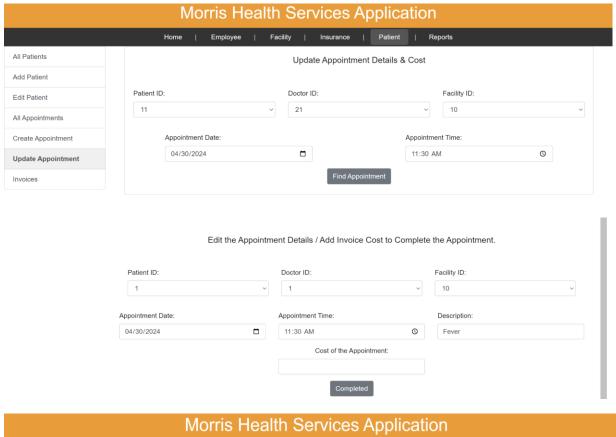


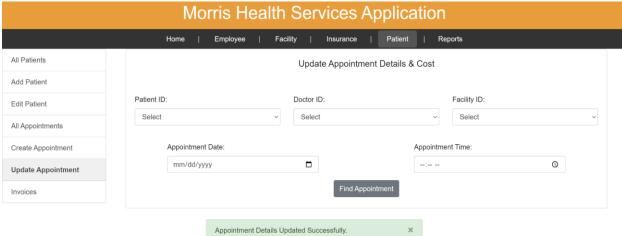
#### **Create Appointments:**



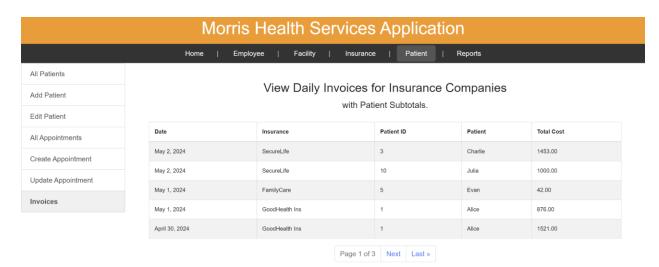


# **Update Appointments or Invoice:**

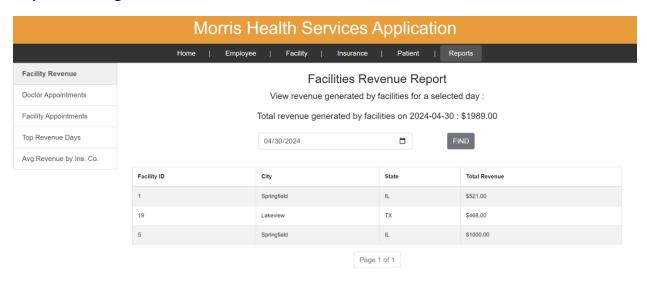




#### **View Invoices:**

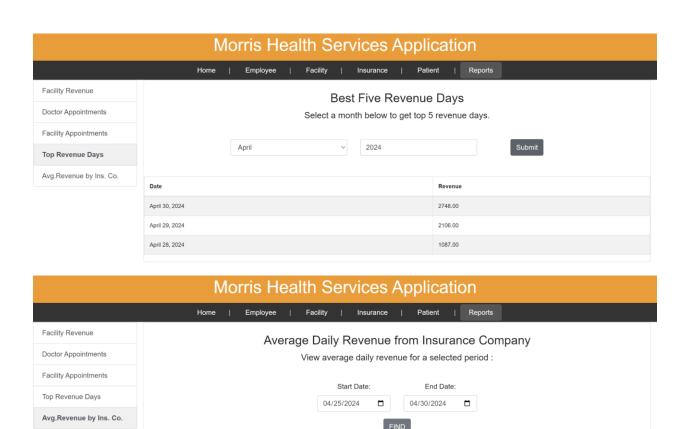


#### **Reports Management:**









GoodHealth Ins

SecureLife

FamilyCare

Average Cost

\$656,666667

\$276.500000 \$57.000000

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