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Hospital System

User Guide

Table of Contents

[1. Introducing the Hospital System 2](#_Toc39440003)

[1.1 Who Should use This Application 2](#_Toc39440004)

[1.2 Who Should use This Guide 2](#_Toc39440005)

[2. Key Features 3](#_Toc39440006)

[2.1 Features for Hospital Administrates 3](#_Toc39440007)

[2.2 Features for Hospital Workers 3](#_Toc39440008)

[3. A Guided Tour 4](#_Toc39440009)

[3.1 Login 4](#_Toc39440010)

[3.2 Select Employee or Patient 5](#_Toc39440011)

[3.3 Select Patient 6](#_Toc39440012)

[3.4 View Patient info by patient ID 7](#_Toc39440013)

[3.5 List of Patients 8](#_Toc39440014)

[3.6 Add new patient 8](#_Toc39440015)

[Patient Info 9](#_Toc39440016)

[Account info 10](#_Toc39440017)

[3.7 Appointments 11](#_Toc39440018)

[Make an Appointment 12](#_Toc39440019)

[Delete an Appointment 13](#_Toc39440020)

[3.8 Change Bill 15](#_Toc39440021)

[3.9 Hospital Employees 18](#_Toc39440022)

[3.10 List of Doctors 20](#_Toc39440023)

# 1. Introducing the Hospital System

# 1.1 Who Should use This Application

Hospitals are institutions that help provide medical attention for patients of many diseases and diagnoses. They are also critical for further research and knowledge. There is combination of non-profit, profit, federal and government hospitals. They play a huge part in the healthcare system and local communities by providing services and treatments for patients. The administration officers are the backbone of any hospital system as they play a crucial role in managing employee while also monitoring patient records in a hospital database system.

The Hospital System provides an interface for the system. The interface is mainly used for administrative purposes to monitor hospital employees. But not limited to only hospital employees as it also has a functionality to store patients’ information which are used by receptionist, doctors and Nurses.

# 1.2 Who Should use This Guide

The guide is intended for beginning users of the Hospital System.

* Hospital Administrative: They can learn how to log into the system and monitor different employees working at the hospital. They can check things like which worker is fulltime/part-time, the ward they work in along with their work schedule. They can additionally learn how to update or modify employee information in the database using the hospital system.
* Hospital Workers: Different hospital workers can log into the system to get various information. Doctors and Nurse can log into the system to pull up patient information. Receptionists can log into the system to schedule or modify patient appointment. Any given hospital worker can log into the system to check their own personal information in the database.

For more detailed information about using the interface, users should consult the Use Cases booklet provided with the system.

# 2. Key Features

# 2.1 Features for Hospital Administrates

* Log in and out of the system
* Look up employee
* Show employee work schedule
* Look up what ward each worker work at
* Check whether employees are fulltime or part time

# 2.2 Features for Hospital Workers

* Log in and out of the system
* Find detail info on each patient
* View patient account info
* View patient appointment info
* View patient record
* Find patient bill
* Update account info such as bill
* Schedule new appointments for patients
* Move appointment dates

# 3. A Guided Tour

# 3.1 Login

After lunching the application, the user will see a login screen. The user must enter valid username and password, then press the submit button to gain access to the system. The user won’t be able to access the system if they enter incorrect username or password.

A screenshot of a cell phone

Description automatically generated

# 3.2 Select Employee or Patient

After logging into the system, the user has an option to pick either employee or patient. If the user selects employee, they can gain access to different hospital employee information whereas selecting patient would give them access to patient personal record.

A screenshot of a cell phone

Description automatically generated

# 3.3 Select Patient

After selecting patient, the below window will pop up where the user can either look up patient with their patient Id. They can also browse through the list of patients in the system if they don’t know the patients id. They can also add new patient, alter an appointment while also having the option to change patient bill.

A screenshot of a cell phone

Description automatically generated

# 3.4 View Patient info by patient ID

To view patient info simply enter the patient ID in the input field and click enter. A pop-up window similar to the one listed below should appear depending on the patient id entered.

A screenshot of a cell phone

Description automatically generated

# 3.5 List of Patients

If the user doesn’t know the patient Id, they can bro3wse through the list of patients by clicking the list of patients button. Upon clicking the button, the below window will pop up.

A screenshot of a cell phone

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# 3.6 Add new patient

The user also has the option to add new patients to the system. The user simply clicks the “Add new patient button” which will prompt the following window.

A screenshot of a cell phone

Description automatically generated

# Patient Info

The user can click on patient info to add the patient’s info into the database system. An example of filled patient info field is shown below. Upon clicking the “save” button the information gets stored in hospital database.

A screenshot of a cell phone

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# Account info

The user can also help create an account for the patient upon clicking “Account info” button. Then the user will have to create a unique patient Id, assign a unique account number, enter patient’s insurance information along with setting up a proper password for the user. An example of filled account info field is shown below.

A screenshot of a cell phone

Description automatically generated

# 3.7 Appointments

The user also has the option to alter an appointment for the patient. They can either alter or schedule a new appointment or delete an existing appointment.

A screenshot of a cell phone

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# Make an Appointment

To make an appointment user simply clicks on the make an appointment button. Then the user must specify the type of test, account number, the doctors Id who the patient wants to see the appointment data. An example of filled make an appointment section is shown below

A screenshot of a cell phone

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After filling out the required field the user simply hits save and the information gets stored in the Hospital Database.

# Delete an Appointment

A screenshot of a cell phone

Description automatically generated

To delete an appointment the user simply enters the test type and account number in their respective fields and hits save.

Before deleting John Jacobs appointment

A screenshot of a cell phone

Description automatically generated

After deleting John’s physical appointment

A screenshot of a cell phone

Description automatically generated

# 3.8 Change Bill

The user also has the option to update patients’ pill. Upon clicking “Change Bill” button the following window pops up.

A screenshot of a cell phone

Description automatically generated

Then the user will have to enter patient account number, copay, new amount and their next billing date in the respective field. An example of change bill is shown below.

A screenshot of a cell phone

Description automatically generated

Enter the information then click the ‘save’ button.

Before updating bill

A screenshot of a cell phone

Description automatically generated

After updating bill

A screenshot of a cell phone

Description automatically generated

# 3.9 Hospital Employees

Log into the hospital system with the administrative login.

A screenshot of a cell phone

Description automatically generated

Select employee from the two options provided.

A screenshot of a cell phone

Description automatically generated

Upon clicking the ‘employee’ button a window with types of hospital employee similar to listed below should appear.

A screenshot of a cell phone

Description automatically generated

# 3.10 List of Doctors

Once you are in the window with a simple press of a button you can find the list of employees with their first and last name, schedule, the ward they work in etc. An example upon clicking the ‘doctor’ button is shown below.

A screenshot of a cell phone

Description automatically generated

The user will repeat the step on section 3.10 for Nurse, Receptionist, Janitor and Technician as the step to list employees in their particular field is the same for all department.