Hospital Management System (HMS)

Comprehensive User Guide

Welcome to the Hospital Management System (HMS). This guide provides a detailed walkthrough of the core functionalities designed for various hospital roles.

1. Reception & Front Desk (Receptionist / Cashier)

The Reception Action Center is your primary dashboard.

Key Workflows:
- Patient Registration: Click "New Patient" to register. Capture details like Name, Contact, Gender. The system generates a UHID.
- Appointment Scheduling: Use "Schedule" to book slots. Filter by Doctor or Specialization.
- Patient Check-In: Monitor "Today's Patient Flow". Click "Check In" when a patient arrives.
- Daily Collection: Track "Live Revenue". Use "Cash Counter" to Open/Close shifts.
- Petty Cash: Record miscellaneous expenses via "Expenses" action.

2. Nursing Station (Nurse)

Manage the clinical queue and prepare patients for the doctor.

Key Workflows:
- Vitals & Triage: View "Awaiting Vitals". Click "Assess" to record BP, Weight, BMI, etc.
- Consumables Usage: Use "Record Consumption" to log items like syringes/bandages for billing.
- Sample Collection: Identify pending orders and mark samples as "Collected".
- Ward Management: Monitor "Active Admissions" census.

3. Clinical Consultation (Doctor)

Focus on diagnosis, prescriptions, and patient history.

Key Workflows:
- Patient Queue: See patients with "Vitals Ready". Click "Start Consultation".
- Clinical Workspace: Review vitals/history. Prescribe Medicines and Lab Tests.
- Diagnosis & Notes: Enter clinical findings and ICD-10 codes.
- Lab Integration: View "Lab Results Ready" alerts and open reports directly.

4. Laboratory Services (Lab Technician)

Track orders from request to result release.

Key Workflows:

- Worklist: Separate "Queue" (Pending) and "History" (Completed).
- Processing: Move samples to "Start Processing" and then "In Progress".
- Result Entry: Enter results manually or upload PDF. Click "Release Results".
- Billing: Generate Lab Invoices if needed using "Bill Patient".

5. Billing & Accounting (Cashier / Accountant)

Ensure no revenue leakages with a comprehensive billing engine.

Key Workflows:
- Invoice Generation: Create bills for OPD, Lab, Pharmacy. Quick "Walk-in" billing supported.
- Draft Invoices: Review invoices created by Lab/Nurse before finalizing.
- Settlements: Record Cash, Card, UPI payments. Support for Partial Payments.
- Sales Returns: Process returns for unused items.

6. Inventory & Pharmacy

Manage stock levels, procurement, and dispensing.

Key Workflows:
- Stock Monitoring: Real-time alerts for Low Stock and Expiry.
- Purchasing: Create POs and "Receive" stock.
- Stock Adjustments: Reconcile physical stock audits.

System Navigation Tips

- Sidebar: Switch modules (Appointments, Billing, etc.).
- Search: High-speed search bar for Patients/UHID.
- Dark Mode: Toggle theme via settings icon.