

User Manual

QMC Hospital Management System

Staff Portal Guide

Introduction:

Welcome to the Queen's Medical Centre(QMC) Hospital Management System. This system is split into two dashboards: one for authorized Doctors and one for Administrators to manage patient records, parking permits and staff accounts.

1) Getting Started:

a) Log In:

- i) Go to the main **login page**. Enter your **username** and **password**.

The system automatically detects your role based on the username and password entered.

- Doctors are taken to their clinical dashboard.
- Administrators are taken to the management dashboard.

- b) Logout: Click the **Log Out** button at the top right of the navigation bar to end the session and log out of the system.

2) Doctor Dashboard:

As a doctor your dashboard is focused on patient care and your own personal parking permits.

- a) **Search for Patients:** On your **Dashboard Home Page**, use the search bar.

- Enter the First Name, Last Name, or NHS Number of the patient
- **Search result:** A list of matching patients appears showing their NHS number, phone, ward history, and test history.

- b) **Admit a Patient:** After searching for a patient, click the Dark blue **Admit** button on their card. Select the desired Ward from the dropdown menu and click "Confirm Admission.

- c) **Prescribe a patient:** Click the Prescribe Test button on a patient's card (or **Register New Patient** to add a new patient who is not registered already)

- Verify patient details
- Select a test from the dropdown list OR type a new test name to create one.
- Click "Prescribe"

- d) **Requesting Parking for your vehicle:** Click **Parking at QMC** in the navigation bar.

- Enter your Car Registration Number
- Select Monthly or Yearly. The fee will show up automatically.
- Click **Submit**. You can view the status (Pending/Approved/Rejected) of your requests at the bottom of the page.

- e) **Updating Your Profile:** Click **My Profile** to update your home address or change your password.

3) **Admin Dashboard:**

Administrators have full system control. Your **Dashboard Home Page** includes all Doctor features plus management tools.

- a) **Managing Staff Parking:** Click **Manage Parking Requests**. A list of pending requests will appear.

- Approve: Select **Approve**, enter a Permit Number, and click Update.
- Reject: Select **Reject**, enter a Reason(optional), and click Update.

- b) **Add New Doctors:** Click **Add New Doctor**. Fill in the staff details (Name, Pay, Specialisation, Login Credentials) and click **Create Account**.

- c) **Register New Patients:** Click **Register New Patient**. Fill in the personal details (Name, NHS No, Address).

- Doctors can also register patients via the "Prescribe" workflow if the patient does not yet exist.

- 4) **Audit Trail:** Click **View Audit Log** to see the chronological history of all actions taken in the system (Logins, Updates, Admissions) by all the users. You can filter this list by username to track specific staff activity.