



Dotmark Medical Solutions (DMS) Desktop App Manual

"Easy, Quick and Efficient"

At DMS we strive to facilitate and streamline all your enterprise needs to achieve excellent care delivery and clinical productivity.

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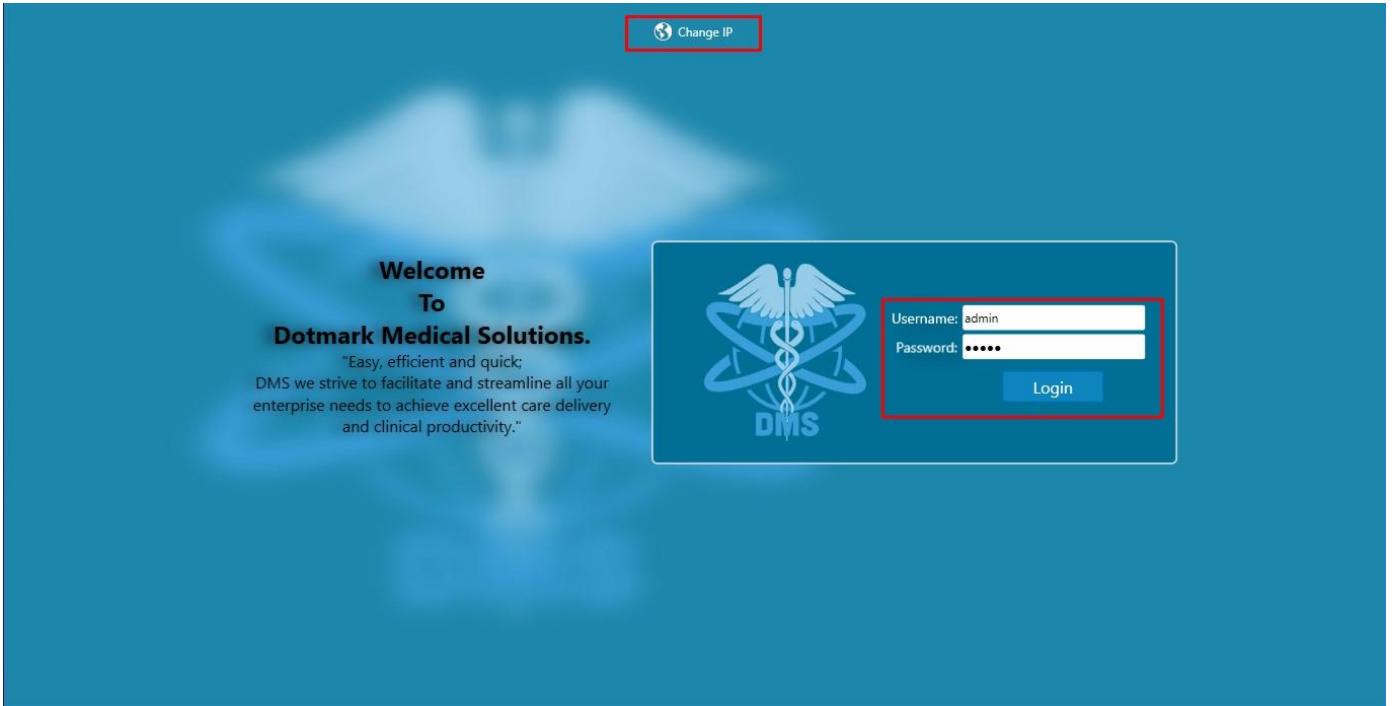
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Introduction

Open DMS and login using your username and password. This manual will be using an Admin account who has full access to the DMS facilities.

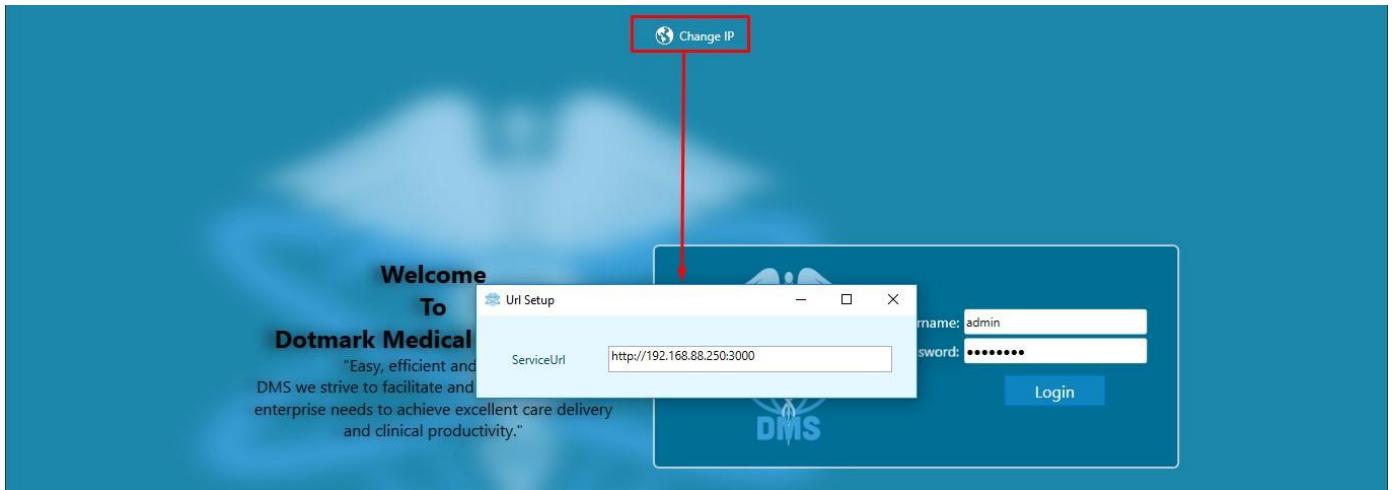
NOTE: Not all the users are given access to all the facilities. Access varies with different departments and their needs.

- Login screen mainly consist of Username, Password and a Login button as in the image below.



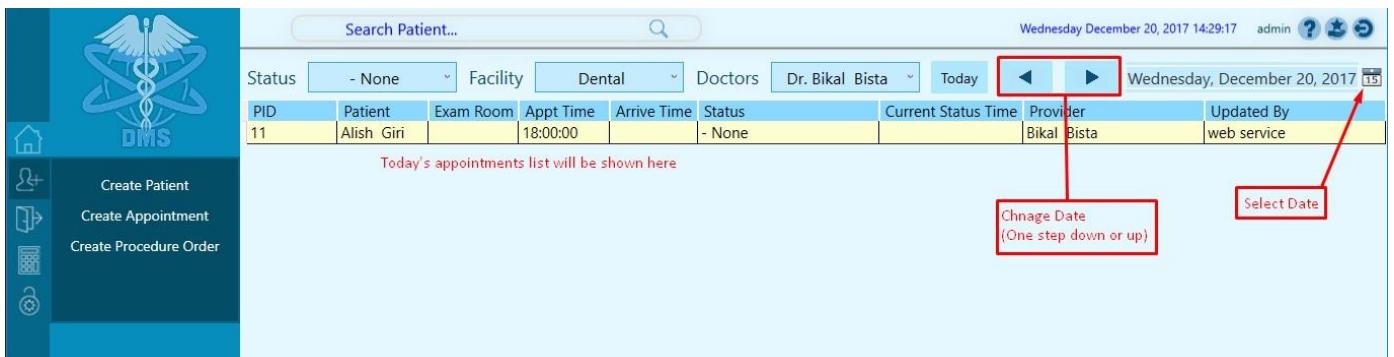
- In addition, it also has an Earth logo on the top right corner which does the URL setup. This URL setup contains `http://` followed by your IP address (192.168.88.250 in this case) and the port on which the web service is running (3000 in this case). This web service runs in the server. Port must be separated from the IP address using a colon(:).

NOTE: The IP address is unique to each server. Port may also vary in your case.



With successful login you will be directed to the Home screen. Home screen contents will be discussed below,

- This page displays all the Doctor's appointments for today. Past and future appointments can also be viewed by selecting the date options.
- The status should be selected None until further notice.
- Appointments for specific facility and respective Doctors can also be view separately.



- Right click on an appointment from the list, gives you access to change status and view patient.



Change Status will display a pop up, where user can change the Status Type and Exam Room Number for the selected patient as shown in the image below.

Status	--Select Status---	Facility	--Select Facility---	Doctors	--Select Provider---	Today	<	>	Monday, February 5, 2018
PID	Patient	Exam Room	Appt Time	Arrive Time	Status	Current Status Time	Provider	Updated By	
65	Surendra Lo		11:00:00		- None		Philip Shyam Ranjit	admin	
70	111		16:00:00	10:45 AM	@ Arrived	104 mins	Philip Shyam Ranjit	web service	

View Patient will navigate to the [Patient Page](#) of the patient selected.

- Left Nav Bar contains five icons. As shown in the image below hover over them to see a tooltip that pops up a message with their individual names.
- Search existing patients from the Search Patient bar on the top of the screen.
- Select appropriate date from the Status to see the appointment for that date.

Note that the date and time in DMS is configured from the server automatically but not from the computer you are using.

Thursday February 08, 2018 13:26:23 admin ? ↗ ↘

No items to display

Home Account Reports Cash Register Day Book Cash Collection Price Check

About us

Left nav bar

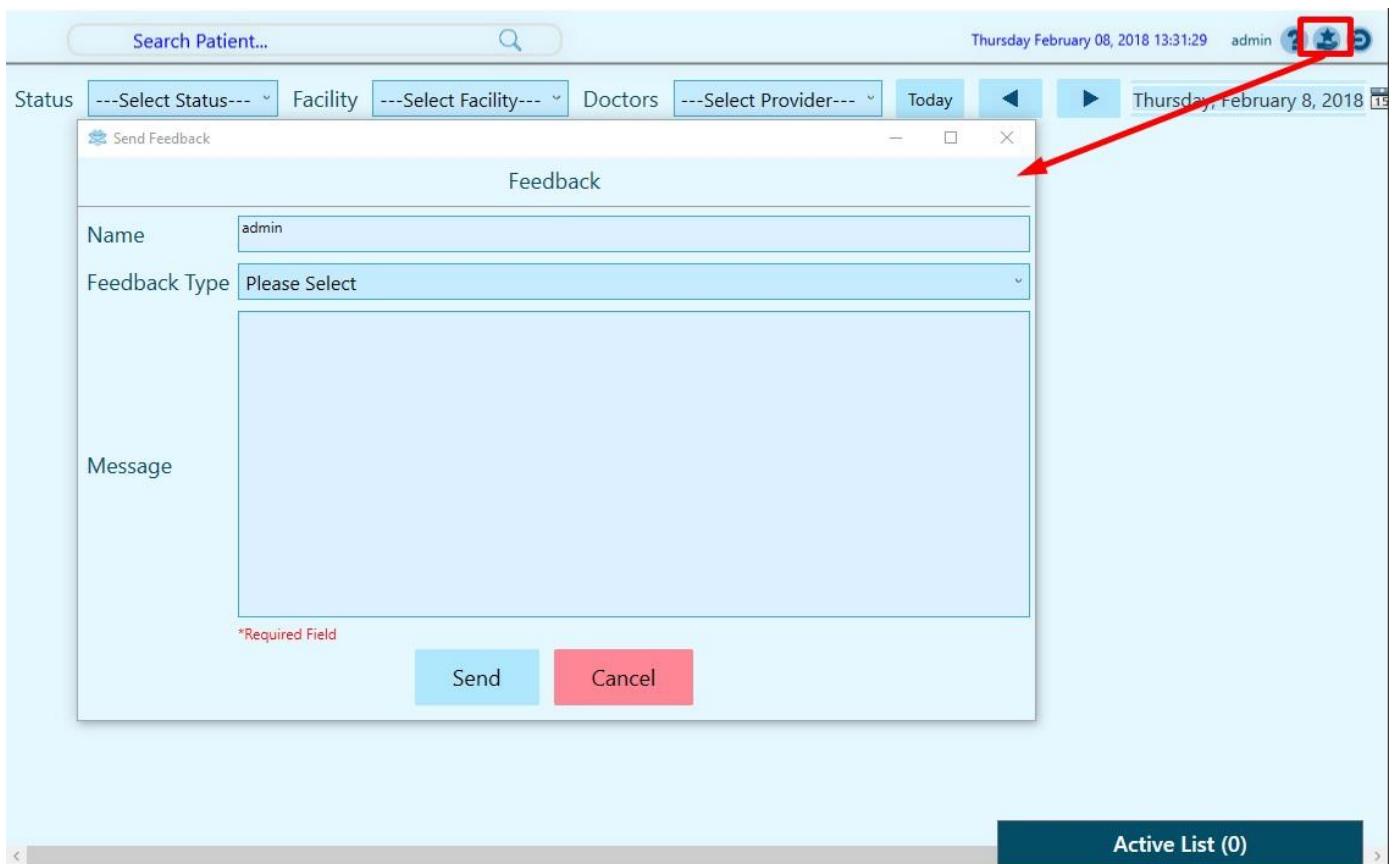
Show help file

Feedback

Log out

Active List (0)

The feedback button can be used to send messages regarding the DMS functionalities. Any bug, issue or recommendations for improvements can be sent from here. Please be very specific in providing descriptions while sending messages.



Create a New Patient

- Click on the Create New icon on the Left Nav Bar.
- Click on Create Patient tab on the left side of your screen to register a new patient.

The screenshot shows the DMS software interface. On the left, there is a vertical navigation bar with icons for Home, Create Patient (which is highlighted in blue), Create Appointment, Create Procedure Order, and Help. The main area is titled "Create New Patient". It has two sections: "Required Details" and "Other Details".

Required Details:

- Name: A dropdown menu labeled "---Select Titles---" followed by three empty input fields.
- D.O.B.: A date input field showing "08/02/2018" with a calendar icon, a button labeled "Nepali Date", and a dropdown menu for "Sex".
- Gender: A dropdown menu labeled "---Select Gender---".

Other Details:

- Citizenship/Passport No: An input field.
- Mother's Name: An input field.
- Driving License No: An input field.
- Father's Name: An input field.
- Blood Group: A dropdown menu labeled "---Select Blood Group---".
- Guardian's Name: An input field.
- Marital Status: A dropdown menu labeled "---Select Marital Status---".
- Home Phone: An input field.
- Address: An input field.
- Mobile Phone: An input field.
- City: An input field.
- Work Phone: An input field.
- Country: A dropdown menu showing "Nepal".
- Emergency Phone: An input field.
- District: A dropdown menu labeled "---Select District---".
- Contact Email: An input field.
- Zone: A dropdown menu labeled "---Select Zone---".
- Trusted Email: An input field.
- Postal Code: An input field.
- Ethnicity: A dropdown menu labeled "---Select Ethnicity---".
- Race: A dropdown menu labeled "---Select Race---".

At the bottom right of the form is a dark blue button labeled "Active List (0)".

- Enter the details of the new patient, scroll down and press Save to create a new patient or press Cancel to discard the new entry.

NOTE: Simply enter age of the patient directly into the Age in Years section inside the Nepali date to auto calculate the right date of birth of the patient. Nepali date of birth can also be easily converted to English date of birth from here.

Search Patient...

Monday December 11, 2017 15:30:22 admin

Name	<input type="text"/> Select Titles	<input type="text"/> Anpur	<input type="text"/> Nepali Date	Sex	<input type="text"/> ---Select Gender---
D.O.B.	11/12/1942 15:25:05 15		Nepali Date		
Other Details					
Citizenship/Passport No	<input type="text"/>		Mother's Name	<input type="text"/>	
Driving License No	<input type="text"/>		Father's Name	<input type="text"/>	
Blood Group	<input type="text"/>		-		
Marital Status	<input type="text"/>		Select Year(B.S)	Select Month	Select Day
Address	<input type="text"/>		<input type="text"/> Convert		<input type="text"/>
City	<input type="text"/> Age in Years : 0		<input type="text"/> Convert		<input type="text"/>
Country	<input type="text"/>		Contact Email	<input type="text"/>	
District	<input type="text"/> ---Select District---		Trusted Email	<input type="text"/>	
Zone	<input type="text"/> ---Select Zone---		Ehnicity	<input type="text"/> ---Select Ethnicity---	
Postal Code	<input type="text"/>		<input type="text"/>	<input type="text"/>	
Race	<input type="text"/> ---Select Race---		<input type="text"/>	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Clear"/>					

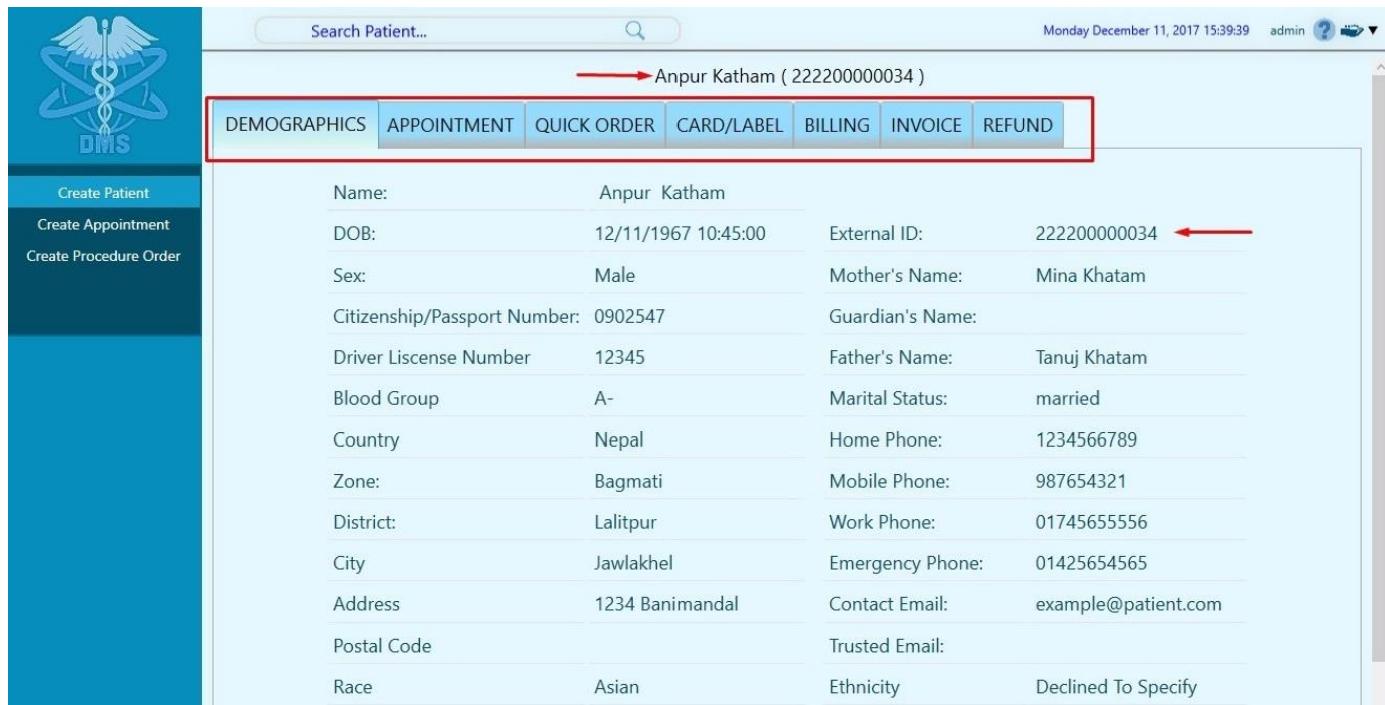
- If any mandatory field are missing, then red border around that field will appear.

Search Patient...

Monday December 11, 2017 15:33:31 admin

Name	<input type="text"/> ---Select Titles---	Anpur	<input type="text"/>		
D.O.B.	11/12/1967 15:33:13 15		Nepali Date		
Sex	<input type="text"/> ---Select Gender---				
Required Details					
Citizenship/Passport No	<input type="text"/>		Mother's Name	<input type="text"/>	
Driving License No	<input type="text"/>		Father's Name	<input type="text"/>	
Blood Group	<input type="text"/> ---Select Blood Group---		Guardian's Name	<input type="text"/>	
Marital Status	<input type="text"/> ---Select Marital Status---		Home Phone	<input type="text"/>	
Address	<input type="text"/>		Mobile Phone	<input type="text"/>	
City	<input type="text"/>		Work Phone	<input type="text"/>	
Country	<input type="text"/> Nepal		Emergency Phone	<input type="text"/>	
District	<input type="text"/> ---Select District---		Contact Email	<input type="text"/>	
Zone	<input type="text"/> ---Select Zone---		Trusted Email	<input type="text"/>	
Postal Code	<input type="text"/>		Ehnicity	<input type="text"/> ---Select Ethnicity---	
Race	<input type="text"/> ---Select Race---		<input type="text"/>	<input type="text"/>	
Other Details					
Citizenship/Passport No	<input type="text"/>		Mother's Name	<input type="text"/>	
Driving License No	<input type="text"/>		Father's Name	<input type="text"/>	
Blood Group	<input type="text"/> ---Select Blood Group---		Guardian's Name	<input type="text"/>	
Marital Status	<input type="text"/> ---Select Marital Status---		Home Phone	<input type="text"/>	
Address	<input type="text"/>		Mobile Phone	<input type="text"/>	
City	<input type="text"/>		Work Phone	<input type="text"/>	
Country	<input type="text"/> Nepal		Emergency Phone	<input type="text"/>	
District	<input type="text"/> ---Select District---		Contact Email	<input type="text"/>	
Zone	<input type="text"/> ---Select Zone---		Trusted Email	<input type="text"/>	
Postal Code	<input type="text"/>		Ehnicity	<input type="text"/> ---Select Ethnicity---	
Race	<input type="text"/> ---Select Race---		<input type="text"/>	<input type="text"/>	

- After successful saving of the form, you will be directed to the Patient Page as in the image below.



The screenshot shows the DMS Patient Page. At the top, there is a search bar labeled "Search Patient..." with a magnifying glass icon. To the right of the search bar, it says "Monday December 11, 2017 15:39:39" and "admin". Below the search bar, the patient's name "Anpur Katham (222200000034)" is displayed. A red arrow points to the patient ID. Below the name, there is a navigation bar with tabs: DEMOGRAPHICS (highlighted with a red box), APPOINTMENT, QUICK ORDER, CARD/LABEL, BILLING, INVOICE, and REFUND. The main content area displays various demographic details in a grid format:

Name:	Anpur Katham		
DOB:	12/11/1967 10:45:00	External ID:	222200000034
Sex:	Male	Mother's Name:	Mina Khatam
Citizenship/Passport Number: 0902547		Guardian's Name:	
Driver License Number	12345	Father's Name:	Tanuj Khatam
Blood Group	A-	Marital Status:	married
Country	Nepal	Home Phone:	1234566789
Zone:	Bagmati	Mobile Phone:	987654321
District:	Lalitpur	Work Phone:	01745655556
City	Jawlakhel	Emergency Phone:	01425654565
Address	1234 Banimandal	Contact Email:	example@patient.com
Postal Code		Trusted Email:	
Race	Asian	Ethnicity	Declined To Specify

To find out more about Demographics, Appointment, Quick Order, Card/Label, Billing, Invoice and Refund follow this link, [Patient Page](#).

Creating a New Appointment

- Creating new appointment can be done by clicking on the Create Appointment tab on left side of the screen.
- Here, existing patient can be searched from Search Patient.
- Searching patient and selecting the required one auto fills the Patient Details form. Patient details editing can also be done here if needed.

Patient Details

Search Patient...

Name

D.O.B. Nepali Date

Home Phone

Emergency Phone

District ---Select District---

Sex ---Select Gender---

Mobile Phone

Contact Email

Zone ---Select Zone---

Appointment Details

Provider ---Select Provider---

Category ---Select Category---

Room Number ---Select Room---

Facility ---Select Facility---

Time Thursday, February 8, 2018
00 : 00 AM
0 minutes
Find Available

Billing Facility ---Select Billing Facility---

Title ---Select Category---

Status ---Select Status---

Comments

Active List (0)

Patient Details

Search Patient...

Create New Appointment

Name	Sex	Phone	Citizen/Passport	PID	ID	Last Encounter	Idle	Encounters
a a	Male			30	222200000030	11/30/17	11	1
Alish Giri	Male			14	222200000014	11/21/17	20	3
Anish Dhakal	Male	9841825698		9	222200000009	11/22/17	19	2
Anjana Yadav	Female	9841889920		10	222200000010	11/22/17	19	2
Anpur Katham	Male	01425654565	0902547	34	222200000034	12/11/17	0	1

<< < > >> 5 of 6 5

Facility ---Select Facility---

Comments

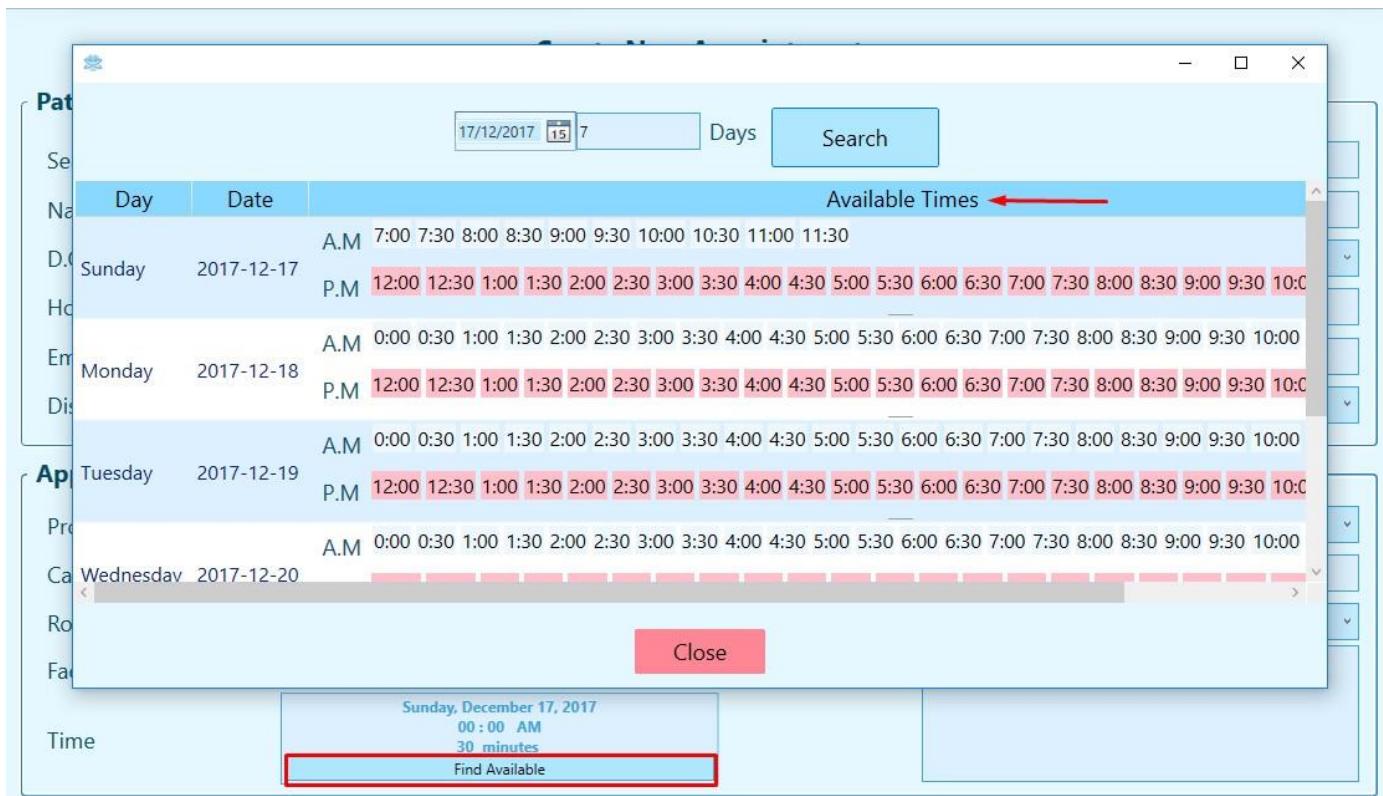
NOTE: You can also create a new patient from this window directly. To do this just skip the Search Patient section and proceed with the form.

- The second half i.e. Appointment Details consist of details of the Hospital.
- Provider: Doctor that patient want to visit and his/her availability.
- Category: This is the category of the patients. This dropdown will show list of items like New Patient, Established Patient or more. This is the current category status of that patient for that hospital.
- Facility: Department of the Provider.
- Time: Press Find Available to see Provider's availability. Error message will be displayed if appointment time cannot be found.
- Billing Facility: Where the bill is being sent.
- Title: Category's type of the Category selected.
- Status: Patient appointment status for the patient visit. This should always be selected None.
- Comments: Any additional notes can go here.

Appointment Details

Provider	---Select Provider---	Billing Facility	---Select Billing Facility---
Category	---Select Category---	Title	
Room Number	---Select Room---	Status	---Select Status---
Facility	---Select Facility---	Comments	
Time	Monday, December 11, 2017 00 : 00 AM 0 minutes Find Available		
Save Clear			

Find Available: Shows availability of the Provider selected as shown in the image below.



- Once appointment is made with the respective Provider then appointment charge is added to billing.

Any new patient's appointment will be displayed in APPOINTMENT tab on **Patient Page** as shown below.

DEMOGRAPHICS	APPOINTMENT	QUICK ORDER	CARD/LABEL	BILLING	INVOICE	REFUND
	Appt. Date 05/02/2018	Day Monday	Time 12:40 PM	Type Established Patient	Provider Philip Shyam Ranjit	Action Edit Appointment Print Appointment Delete Appointment

- Editing, Deleting and Printing can be done of the appointment created.
- Appointment editing page is shown in the image below.

NOTE: If the payment is done for an appointment for that provider then the Provider cannot be edited.

Appointment Details:

Appointment Category

Edit appointments from here

Established Patient

Title

Established Patient

Facility

General Physician

Billing Facility

General Physician

Provider

Philip Shyam Ranjit

Status

- None

Room Number

---Select Room---

Comments

Monday, February 5, 2018 at 12:40 PM for 15 minutes

Find Available Times

Save

Print

Cancel

Active List (1)

Create Procedure Order

Procedure Order is a series of tests of some kind that is requested to the patient by the doctor.

- Choose Create Procedure Order from the side bar on the left side of the screen.
- Fill up or search the required patient. You can also create a new patient from here itself.
- Searching patient and selecting the required one auto fills the Patient Details form. Patient details editing can also be done here if needed.

The screenshot shows the DMS software interface. On the left, there is a vertical sidebar with icons for Home, Create Patient, Create Appointment, and Create Procedure Order (which is highlighted). The main window title is "Create New Procedure Order". At the top, there is a search bar labeled "Search Patient..." and a date/time stamp "Thursday February 08, 2018 13:34:06". The interface is divided into two main sections: "Patient Details" and "Procedure Details".

Patient Details:

- Search Patient: A text input field.
- Name: A text input field.
- D.O.B.: A date input field set to "08/02/2018". To its right is a button labeled "Nepali Date".
- Sex: A dropdown menu labeled "--Select Gender--".
- Home Phone: A text input field.
- Mobile Phone: A text input field.
- Emergency Phone: A text input field.
- Contact Email: A text input field.
- Zone: A dropdown menu labeled "--Select Zone--".
- District: A dropdown menu labeled "--Select District--".

Procedure Details:

- Ordering: A text input field.
- Order Date: A date input field set to "08/02/2018". To its right is a button labeled "Priority".
- Internal Time Collected: A date and time input field set to "08/02/2018 1 : 33 PM". To its right are up and down arrow buttons.
- Clinical History: A text input field.
- Status: A dropdown menu labeled "--Select Status--".
- Procedure Type: A dropdown menu currently set to "Laboratory Test". To its right is a button labeled "Add Laboratory Test".

At the bottom right of the main window is a dark blue button labeled "Active List (0)".

- In Procedure Details ,
- Ordering: This is the name of the Provider. Just type in few initials of the Provider you are searching, and a box will appear with suggestions . If the provider, you are looking for is not in the list then type in the name of the provider to create a new provider.
- Order Date: Current date of the order.
- Internal Time Collected: Sample collected precise time.
- Status: Status of the test conducted. Either pending, routed (in process), completed or canceled.
- Priority: Test priority.
- Clinical History: Previous tests results of that patient.
- Procedure Type: Procedure type contains different types of test that a patient can perform. As shown in the image below, different test can be selected from the list.

NOTE: Just two tests are shown in the image below. There might be more in your case.

Procedure Details

Ordering			
Order Date	13/12/2017 <input type="button" value="15"/>	Priority	---Select Priority---
Internal Time Collected	Select a date <input type="button" value="15"/> 11 : 53 AM <input type="button" value="▲"/> <input type="button" value="▼"/>	Clinical History	
Status	---Select Status---		
Procedure Type	<input type="button" value="Laboratory Test"/> <input type="button" value="Radiology Test"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input type="button" value="Add Laboratory Test"/> </div>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

For demonstration, only Laboratory test example will be shown here.

Select Laboratory test and click on Add Laboratory Test to add multiple test for that patient.

Procedure Type	<input type="button" value="Laboratory Test"/> <input type="button" value="Radiology Test"/>	<input type="button" value="Add Laboratory Test"/>
<input type="button" value="Multiple Tests"/>	Laboratory Test:	<input type="text"/>
	Diagnosis Code	<input type="text"/>
	Laboratory Test:	<input type="text"/>
<input type="button" value="Multiple Tests"/>	Diagnosis Code	<input type="text"/>
	Laboratory Test:	<input type="text"/>
<input type="button" value="Multiple Tests"/>	Diagnosis Code	<input type="text"/>

By clicking on the Laboratory Test box as shown in the image below. Laboratory Test Codes will pop up. Search for required laboratory test codes here.

NOTE: Details in this page are not relevant as it is shown just for demonstration purposes.

Laboratory Test Codes:

Code	Description	Specimen Type	Price
bcm-bisgrroc	Bl. Sugar (post-dinner)	ser	Rs. 0
bcm-bisgrprd	Bl. Sugar (post-dinner)	ser	Rs.
bcm-bloodsu	Blood Sugar (1.5hrs.PP)	ser	Rs. 0
bcm-bloodsu	Blood Sugar (1hrs.PP)	ser	Rs. 0
bcm-bloodsu	Blood Sugar (2hrsPP)	ser	Rs. 0
bcm-bloodsu	Blood Sugar (30 min.PP)	ser	Rs. 0
bcm-bloodsu	Fasting Blood glucose (Blood sugar F)	ser	Rs.
bcm-pstblldpp	Post-Prandial Blood Glucose (Blood Su	ser	Rs. 67
bcm-insulin	Insulin	ser	Rs. 0
bcm-sugar(pf)	Sugar (Pleural Fluid)	fluid	Rs. 0
pst-rdcngsgr	Reducing Sugar	sto	Rs. 0
pst-sugar	Sugar	urine	Rs. 0
imm-hbsAg	HBsAg (Hepatitis B surface Antigen)	ser	Rs. 0

Cancel

Procedure Type Laboratory Test Add Laboratory Test

Laboratory Test: Click This Box

Diagnosis Code

Laboratory Test:

Dropdown at the right end of this section, shows different tests associated with the test code that has been selected. This example of Blood Sugar has just one selection.

Procedure Type Laboratory Test Add Laboratory Test

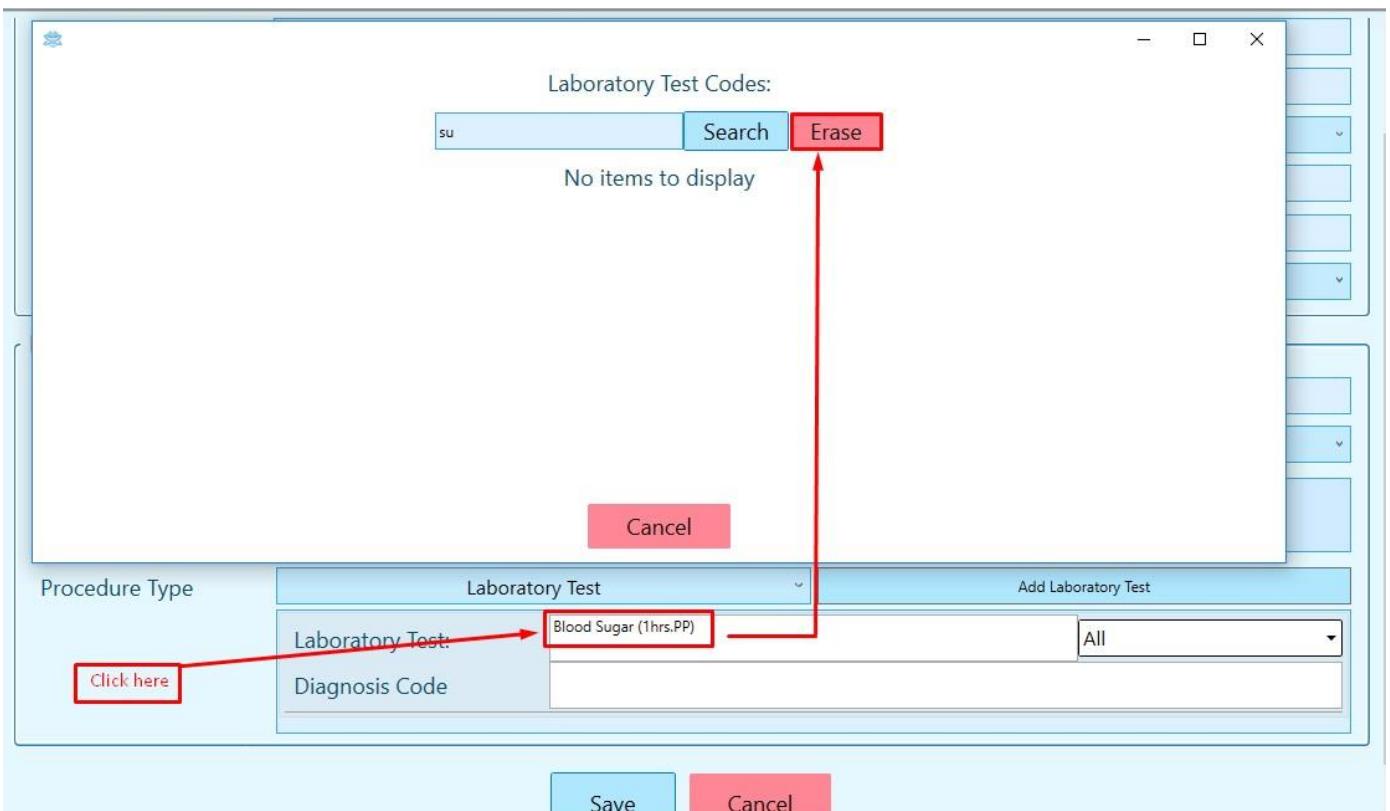
Laboratory Test: Blood Sugar (1hrs.PP)

Diagnosis Code

All CLICK to see dropdown

All
 Blood Sugar (1hrs.PP)

Any selection can be easily removed by pressing on that test and selecting ERASE. Here, by pressing Blood Sugar (1hrs.PP), same window for Code Search appears. Now click on ERASE to remove that selection.



Procedure order created will be stored in QUICK ORDER tab on Patient Page.

Patient Page

An example of **sn** has been shown in the image below which skips the lists view and opens Ms. Sneha Prasai Patient Page.

DEMOGRAPHICS

This page displays details of the patient. Scroll down and click Edit to update any changes if needed.

Click on Active Patient to show and hide the tab. The Active patient tab below shows all the patient who has been asked to wait by the front office. Click on the view patient to navigate back to the Patient Page (the screen is shown below), click remove patient to remove from the active list and click clear list to clear all patient from the active list.

Please note that to add the patient on the Active List, click on the icon as shown in the image below.

The screenshot shows a patient record for "Sneha Parsai(111200000075)". The top navigation bar includes a search field with "sn" highlighted, a magnifying glass icon, and a date/time stamp "Thursday February 08, 2018 13:00:35". The top right corner shows the user "admin" with icons for help, print, and exit. Below the header is a menu bar with tabs: DEMOGRAPHICS (selected), APPOINTMENT, QUICK ORDER, CARD/LABEL, BILLING, INVOICE, and REFUND. The main content area displays the following patient information:

Name:	Ms. Sneha Parsai		
DOB:	29/11/1993	External ID:	111200000075
Sex:	Female	Mother's Name:	Sunena Parsai
Citizenship/Passport Number:	7554	Guardian's Name:	Mohan Parsai
Driver License Number	545445/005	Father's Name:	Mohan Parsai
Blood Group	O+	Marital Status:	sin
Country	Nepal	Home Phone:	0123456789
Zone:	Bagmati	Mobile Phone:	9856543210
District:	Lalitpur	Work Phone:	014236969
City	Lalitpur	Emergency Phone:	9856245484
Address	Jawalakhel	Contact Email:	snehaparsai@gmail.com
Postal Code	44700	Trusted Email:	snehaparsai@gmail.com
Race		Ethnicity	

A red box highlights the "Active Patient" icon (a person icon) next to the patient name. A red arrow points from this icon to a callout box containing the text: "If patients are asked to wait, click on this icon to add that patient to the Active List below as a reminder." Below the patient details is a "Active List (1)" dropdown menu. The menu shows one item: "Sneha Parsai 111200000075". The menu options are: View Patient, Remove Patient, and Clear List. A red box highlights this menu, and a red arrow points from the "Active Patient" icon to this box with the text: "Right click on the patient to view these options."

APPOINTMENT

If there are any appointments of that patient, it will be displayed here.

If you want to create a new appointment then go to, [Creating New Appointment](#).

NOTE: Appointment cannot be delete if the payment has been done. So, Delete button will be available only if the payment has not been done.

DEMOGRAPHICS	APPOINTMENT	QUICK ORDER	CARD/LABEL	BILLING	INVOICE	REFUND
Appt. Date	Day	Time	Type	Provider	Room	Action
05/02/2018	Monday	12:40 PM	Established Patient	Philip Shyam Ranjit		
						Edit Appointment Print Appointment Delete Appointment

Editing appointment is simple as creating a new one. Simply fill up the form, find another available date and press save. User can also print the appointment for future references.

DEMOGRAPHICS	APPOINTMENT	QUICK ORDER	CARD/LABEL	BILLING	INVOICE	REFUND
Appointment Details:						
Appointment Category	<input type="button" value="Edit appointments from here"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Established Patient </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Established Patient </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> General Physician </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> General Physician </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Philip Shyam Ranjit </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> - None </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> ---Select Room--- </div>					
Comments						
Monday, February 5, 2018 at 12 : 40 PM for 15 minutes				<input type="button" value="Find Available Times"/>		
<input type="button" value="Save"/>			<input type="button" value="Print"/>	<input type="button" value="Cancel"/>		
Active List (1)						

QUICK ORDER

Displays procedure order of the patient (if any found). To make a new procedure order go to [Create Procedure Order](#).

NOTE: If the payment has been done then Delete option will not be available.

7.2

CARD/LABEL

This contains information about the hospital and the patient. The label can be adjusted according to the desired size and printed. The Card size is fixed. Please note that Card ID will be left blank until card for that patient is issued as in the image below.

NOTE: Database information is transferred to the patient's card. Any information's previously stored in the card will be removed and overwritten by the information stored in the database.

BILLING

All the charges will be listed here in the form of encounters. Encounters are the history of the patient visits. In the list of Encounter all the bold encounters mean that payment has not been made by the patient whereas the normal font encounters means that payment has been cleared.

DEMOGRAPHICS APPOINTMENT QUICK ORDER CARD/LABEL BILLING INVOICE REFUND

Encounter :	30/11/2017 10:45:00-Office Visit	Add Item :	Qty. :		Add Item
----Select Encounter---					
Date	Type	30/11/2017 10:45:00-Office Visit	Qnty.	Unit Price	Price
11/30/2017	Ap	29/11/2017 10:45:00-Office Visit	1	380	380
		28/11/2017 10:45:00-Office Visit			
		28/11/2017 10:45:00-Office Visit			
		28/11/2017 10:45:00-Office Visit			
			Total Amt.	Rs. 399	
			Payment Required/Pending		
			Pay >>		

NOTE: In case of tax amount difference for different items, bill must be paid separately for different taxable amount.

DEMOGRAPHICS APPOINTMENT QUICK ORDER CARD/LABEL BILLING INVOICE REFUND

Encounter :	05/02/2018-Established Patient	Add Item :	Qty. :		Add Item			
Date	Type	Code	Description	Qnty.	Unit Price	Price	Tax	Sub Total
2/5/2018	items	1112000001	ER Registration	1	190.00	190.00	15	218.50
2/5/2018	Appointment	1112000001	Appointment for Dr. Philip Shyam Ranjit	1	351.50	351.50	5	369.08
			Total Amt.	Rs. 587.58				
			Pay >>					

- In addition, any extra items can be added by filling the add item field and pressing Add Item.

Sneha Parsai(111200000075)+

DEMOGRAPHICS APPOINTMENT QUICK ORDER CARD/LABEL BILLING INVOICE REFUND

Encounter :	05/02/2018-Established Patient	Add Item :	Qty. :	Enter quantity here	Add Item		
Date	Type	Code	Description	Price	Price	Tax	Sub Total
2/5/2018	items	1112000001	ER Registration	190.00	190.00	15	218.50
2/5/2018	Appointment	1112000001	Appointment for Dr. Philip Shyam Ranjit	351.50	351.50	5	369.08
			Total Amt.	Rs. 587.58			
			Pay >>				

If there is a price difference, then pressing Pay will display the following page.

DEMOGRAPHICS	APPOINTMENT	QUICK ORDER	CARD/LABEL	BILLING	INVOICE	REFUND
Description		Sub Total	Tax Rate	Tax Amount	Total	
VAT		190	15%	28.5	218.5	
HST		351.5	5%	17.58	369.08	
Grand Total : 587.57999999999993						
Click on an item to pay for it separately. This will allow patient to have different receipt for different taxable amount.						

- Proceed with the payment by clicking on Pay. Discounts and comments can be given here.
- The comments are categorized as Private or Public. Public comment will be visible on the print out whereas private comments will not be included in the print outs.
- Payment Method can be selected depending upon the patients request. Patients VAT or PAN number can also be included in the receipt.

Sneha Parsai(111200000075) +

DEMOGRAPHICS	APPOINTMENT	QUICK ORDER	CARD/LABEL	BILLING	INVOICE	REFUND
<input checked="" type="checkbox"/> Date 2/5/2018 11:15: items	Type 1112000001	Code ER Registration	Description	Qty. 1	Rate 190	Price 190.00
Notes <input type="radio"/> Private <input checked="" type="radio"/> Public				Sub Total Rs. 190 Discount Percent ▾ 0 Rs. 0 VAT(15%) Rs. 28.5 Total Amt. Rs. 218.5 Payment Method Cash ▾ Paid Amt. 220 Change Amt. Rs. 1.5 Customer VAT/PAN AAAPL1234C		
				Pay	Pay And Print	Cancel

INVOICE

After hitting the Pay button above, invoice is generated. Invoice can be reprinted to present it to the patients. Just right click on the invoice and select the item that you want to view.

Search Patient...

Monday December 11, 2017 14:38:09 admin

Sneha Prasai (222200000028)

DEMOGRAPHICS	APPOINTMENT	QUICK ORDER	CARD/LABEL	BILLING	INVOICE	REFUND
#Invoice	Patient Id	Sub Total	Tax	Discount /	Discount Type	Total
21	222200000028	20	0.9	2	percent	18.9
22	222200000028	380		0	percent	399
23	222200000028	380		0	percent	399
				View Items		
				View Refunds		

 Right click to see this message

- The reprint can be made by selecting View Items and pressing Reprint. This copy will be printed with label of Copy of Original and number of copies that has been printed. Similarly, refunds can also be viewed from View Refunds.

The screenshot shows a software application window with a toolbar at the top containing tabs: DEMOGRAPHICS, APPOINTMENT, QUICK ORDER, CARD/LABEL, BILLING, INVOICE, and REFUND. The INVOICE tab is selected. Below the toolbar is a table titled 'Invoice' with columns: #Invoice, Date, Type, Code, Description, Qty., Rate, and Price. The table contains three rows of data. A modal dialog box is overlaid on the main window, titled 'Invoice'. It displays a summary of charges and a 'Reprint' button. The summary includes: Sub Total 380, Discount 0%, VAT(5 %) 19, Total Amt. 399, Payment Method cash, Paid Amt. 500, and Change Amt. 101. A red arrow points to the 'Reprint' button.

REFUND

Make a note of the invoice id from the invoice page above. And enter that invoice id in the Invoice Id.

The screenshot shows a software application window with a toolbar at the top containing tabs: DEMOGRAPHICS, APPOINTMENT, QUICK ORDER, CARD/LABEL, BILLING, INVOICE, and REFUND. The REFUND tab is selected. At the top, there is a search bar labeled 'Search Patient...' and a date/time stamp 'Monday December 11, 2017 14:46:41'. Below the toolbar is a table with columns: Invoice Id, Submit, Invoice #, Date, Tax Rate, Discount, and Total. The 'Invoice Id' column is highlighted with a red underline. The table currently displays one row: Invoice Id: 222200000028, Submit, Invoice #: 222200000028, Date: 11/12/2017, Tax Rate: 0, Discount: 0, and Total: Rs. 0. Below the table, a section titled 'Refunded List' is shown with the message 'No items to display'. A blue button labeled 'Refund' is visible on the right side of the screen.

- The image below shows an example of Invoice Id 22.
- Double click on the Return Qty. Please make sure to add the right quantity in this section.

Search Patient... 

Monday December 11, 2017 15:02:14 admin ? 🔍

Sneha Prasai (222200000028)

DEMOGRAPHICS **APPOINTMENT** **QUICK ORDER** **CARD/LABEL** **BILLING** **INVOICE** **REFUND**

Invoice Id: 22	Submit	Invoice #: 22 Date: 29/11/2017 Tax Rate: 5% Discount: 0%					
<input checked="" type="checkbox"/> Type	Code	Description	Qty.	Return Qty.	Rate	Paid Amt.	Return Amt.
<input checked="" type="checkbox"/> Appointment	222200000003	Dr. Dotmark Solution appointment charge	1	1	380	399	0

Total : Rs. 0
Double Click

Refund

Refunded List

Type	Code	Description	Returned Qty	Rate	Return Amt.
Appointment	222200000003	Dr. Dotmark Solution appointment charge	1	380	399

Search Patient... 

Monday December 11, 2017 14:54:46 admin ? 🔍

Sneha Prasai (222200000028)

DEMOGRAPHICS **APPOINTMENT** **QUICK ORDER** **CARD/LABEL** **BILLING** **INVOICE** **REFUND**

Return Quantity should match the previous billing quantity

Invoice Id: 22	Submit	Invoice #: 22 Date: 29/11/2017 Tax Rate: 5% Discount: 0%					
<input checked="" type="checkbox"/> Type	Code	Description	Qty.	Return Qty.	Rate	Paid Amt.	Return Amt.
<input checked="" type="checkbox"/> Appointment	222200000003	Dr. Dotmark Solution appointment charge	1	1	380	399	399

Total : Rs. 399

Refund

Refunded List

Type	Code	Description	Returned Qty	Rate	Return Amt.
Appointment	222200000003	Dr. Dotmark Solution appointment charge	1	380	399

Search Patients

- Find Search Patient... bar on the top of the screen and enter few keywords that match with the patient name or type full External ID of that patient and press enter or click on the search icon to see the list of registered patients.
- If only the initial of the patient is typed in the search bar then, the list matching that initial will be displayed as in the image below.

Monday February 05, 2018 14:57:50 admin ? 🔍

Name	Sex	Phone	Citizen/Passport No	PID	ID	Last Encounter	Idle	Encounters
Surendra Long	Male			65	111200000065	02/05/18	0	6
Ankita Sigdel	Female			31	111200000031	02/04/18	1	7
S S	Male			58	111200000058	01/31/18	5	1
Ghan Shyam	Male			41	111200000041	01/28/18	8	4
koto samurai sama	Male			13	111200000013	01/14/18	22	3

<< < > >> 5 ⏮

Patient ID

Number of days since last encounter.

Last visit date of patient

NOTE: Hover over the titles to see a helper tooltip. Titles are the name, sex, phone, etc.

Tuesday December 12, 2017 10:52:49 admin ? 🔍

Name	Sex	Phone	Citizen/Passport No	PID	ID	Last Encounter	Idle	Encounters
Hare Shiva Rama	Male			19	222200000019	11/29/17	12	3
Hari Babu Shrestha	Male	9852012548	256/78596	1	222200000001	11/22/17	19	3
Sanu Maya Mahajar	Female		22514124	29	222200000029	11/28/17	13	2
Shankar Karmachary	Male		9841521475	12	222200000012	11/21/17	20	3
Shavin Gamal	Male			17	222200000017	12/03/17	8	7

Goto First Page

Back One Page

Next Page

Last Page

5 of 13

5 ⏮

5
10
25
50

Manage Patient List View
(How many patients to show in single page)

- 5 out of 13 patients are shown in the first page above. Go to next pages to find patient you are looking for.
- Select the patient and perform the required task from the patient's page.

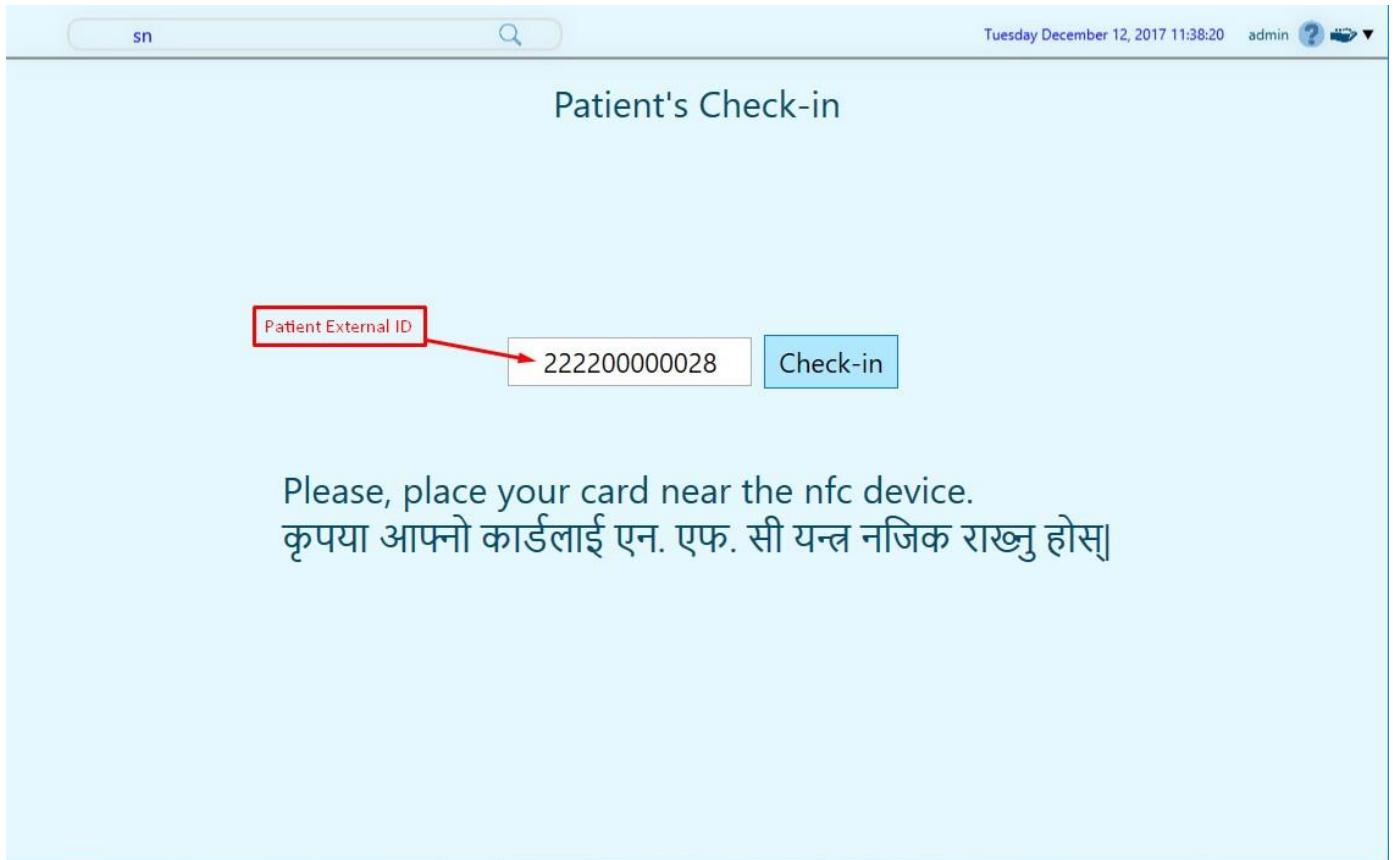
NOTE: If only one matching patient is found then the list view of the patients will be skipped and [Patient Page](#) of the matching patient will be displayed.

Check In/Out

Patient's Check-In

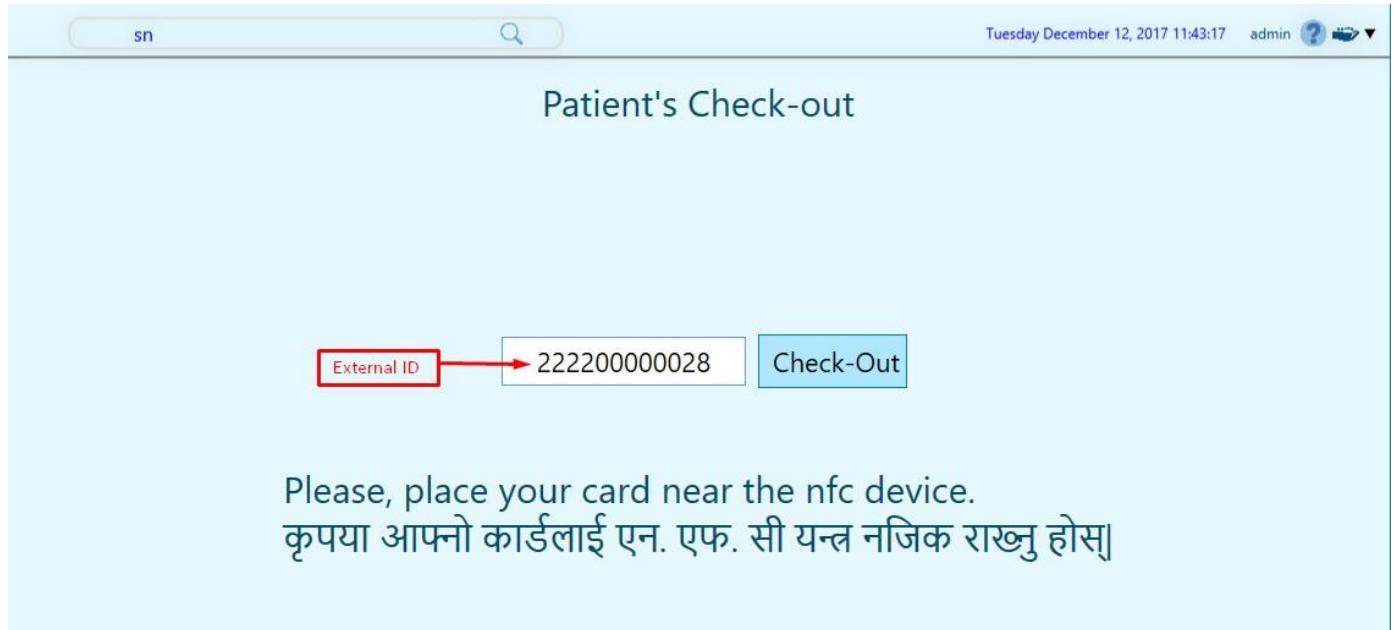
- NFC card is provided to every patient and he/she should provide it to the front desk to check In/Out. This is done to keep record of the patient's visit.
- Patient's External ID can be used to Check In.
- Each patient are provided with a unique barcode. This can also be used to check in or check out.

Note: Please note that patient cannot check-in 60 min before his/her appointment time.



Patient's Check-Out

- Similarly, patient need to check out from the system at the end of his/her visit.
- Patient's External ID can also be used to Check Out.



NOTE: While using bar code scanner make sure to click on the text field (where External Id is shown above) and scan the bar code of that patient to auto check-in or check-out.

Accounts

PID	Patient	Exam Room	Appt Time	Arrive Time	Status	Current Status Time	Provider
65	Surendra Lc	Room 1	12:10:00		- None		Bikal Bista
65	Surendra Lc	Room 1	12:10:00		- None		Bikal Bista

Account Reports

Cash Register

- Cash register contains records of cash details in the account of specified user/provider between certain period.
- Here, the recorded amount of Pankaj Awale has been shown in the image below. This example shows miscalculations of Pankaj Awale. Notice the Shortfall at the end of Type column. This is the case where the amounts do not match with the amount deposited in and withdrawn out from the till by the user/provider.

From : 17/12/2017		To : 17/12/2017	Provider : Pankaj Awale	Submit	Print	CSV Export
Date	User	Type	Amount			
17/12/2017	Pankaj Awale	Initial Amount	5000			
17/12/2017	Pankaj Awale	Collection	-9000			
17/12/2017	Pankaj Awale	Collection	-500			
17/12/2017	Pankaj Awale	Closing Amount	-5000			
17/12/2017	Pankaj Awale	Shortfall	9500			

NOTE: Special care should be taken while entering the amounts in the billing section.

- The +/- button leads to a page where selection of the user/provider along with the type of amount recorded can be viewed and updated.

Date : 10/12/2017 16:00:34

Provider : ---Please Select---

Type : ---Select Cash Register_Types---

Amount : 0

Submit

No items to display

- Date is selected to record data in the cash register's history.
- The Provider shows the list of users for identification.
- The Type contains,
 - Closing Amount: The remaining amount in the till at the user's end shift.
 - Collection: The amount collected from the till by the authorized person.
 - Initial Amount: The amount in the till at the beginning of the shift.

NOTE: The Cash Register stores history of the till i.e. starting amount, closing amount and collected amount. It also lists refunded amounts and shortfalls. Shortfall is the difference in amount in the till that does not matches with the amount from the system's report.

Day Book

- The Day Book records all the transactions that took place in that day.
- Select the required time frame and the name of the User (Provider) to see the records.
- The table lists the type of amount as In and out. In indicate cash that came in and Out indicate amount that went out from the till (refunds most likely).
- The Print option on the top right can be used to print the list. This list also can be exported in Excel format by pressing CSV Export. CSV stands for Comma Separated Values.

Search Patient... Thursday February 08, 2018 13:21:23 admin ? < >

From : 08/03/2017 To : 08/02/2018 Provider : Administrator Administrator Submit Print CSV Export

Type	Date	Patient Id	Sub Total	Discount Amount	Tax	Total	Payment Method
in	07/02/2018	111200000094	400	0	20	420.00	cash
in	07/02/2018	111200000065	10000	0	500	10,500.00	cash
in	07/02/2018	111200000065	200	0	10	210.00	cash
in	07/02/2018	111200000065	150	0	7.5	157.50	cash
in	07/02/2018	111200000065	100	0	5	105.00	cash
in	07/02/2018	111200000065	100	0	5	105.00	cash
in	07/02/2018	111200000065	100	0	5	105.00	cash
in	07/02/2018	111200000065	100	0	5	105.00	cash
in	07/02/2018	111200000065	100	0	5	105.00	cash
in	07/02/2018	111200000065	100	0	5	105.00	cash
in	07/02/2018	111200000065	100	0	5	105.00	cash
in	07/02/2018	111200000065	1425	20	70.25	1475.25	cash

Cash Collection

- Cash collection keeps records of cash collected by the provider/user.
- The Print option on the top right can be used to print the list. It can also be exported in Excel format by pressing **CSV Export", CSV stands for Comma Separated Values.

Price Check

- This section allows user to check prices for different tests and other items (like appointment price for different doctors or price of different tests) that a patient can perform in the hospital. These prices can be printed or exported in Excel format by pressing Export CSV.

Radiology Order a Search Print Export Csv

Print	Code	Type	Description	Price
<input checked="" type="checkbox"/>	body-abdo1	Radiology Order	Abdomen	Rs. 400
<input checked="" type="checkbox"/>	Clavicle1	Radiology Order	Clavicle	Rs. 450
<input checked="" type="checkbox"/>	Forearm1	Radiology Order	Forearm	Rs. 450
<input checked="" type="checkbox"/>	head-mand1	Radiology Order	Mastoid	Rs. 450
<input checked="" type="checkbox"/>	head-mand11	Radiology Order	Mandible	Rs. 400
<input checked="" type="checkbox"/>	head-mands1	Radiology Order	Mandible	Rs. 450
<input checked="" type="checkbox"/>	head-mast1	Radiology Order	Mastoid	Rs. 450
<input checked="" type="checkbox"/>	head-masts1	Radiology Order	Mastoid	Rs. 400
<input checked="" type="checkbox"/>	head-nasal1	Radiology Order	Nasal	Rs. 400
<input checked="" type="checkbox"/>	head-nasalb1	Radiology Order	Nasal Bone	Rs. 450

<< < > >> 10 ▼

10 of 34 10 ▼

Sales Book

This shows all the invoices that are dealt with in the provided time frame.



Sales Book										
Invoice				Total Sales	Non Taxable	Export Sales	Discount	Taxable Sales		
Date		Bill No	Patient's Name	Patient's PAN				Amount	Tax(Rs)	
Account Reports	2018-03-18T12:37:14.000Z	102	Shankhar	123456798	107.00	0.00		5.00	95.00	12.3
Cash Register	2018-03-18T10:24:08.000Z	101	Shankhar	123456798	377.00	0.00		17.58	333.93	43.4
Day Book	2018-03-18T10:07:50.000Z	100	Shankhar		200.00	200.00		0.00	0.00	0.0
Cash Collection	2018-03-18T09:47:02.000Z	99	Shankhar	123456789	190.00	190.00		10.00	0.00	0.0
Price Check	2018-03-18T05:55:48.000Z	98	Surendra	123456789	107.00	0.00		5.00	95.00	12.3
Sales Book	2018-03-15T09:09:04.000Z	97	Surendra	123456789	330.00	0.00		8.25	291.75	37.9
Audit Trail	2018-03-15T08:55:06.000Z	96	Surendra	10	339.00	0.00		0.00	300.00	39.0
Materialised View	2018-03-15T08:42:36.000Z	95	admin	123456789	1,046.00	0.00		26.17	925.33	120.2
Sale Refund	2018-03-15T07:05:38.000Z	94	Surendra	10	165.00	0.00		3.75	146.25	19.0
	2018-03-15T06:21:08.000Z	93	Surendra	10	226.00	0.00		0.00	200.00	26.0
	2018-03-15T06:18:53.000Z	92	Surendra	123456789	161.00	0.00		7.50	142.50	18.5
	2018-03-15T05:22:43.000Z	91	Surendra	123789456	215.00	0.00		10.00	190.00	24.7
	2018-03-15T05:21:05.000Z	90	Surendra	10	170.00	0.00		0.00	150.00	19.5

Audit Trial

This is the activity log. All the information regarding invoices, refunds and changes in any price can be found here.

Activity can be viewed by selecting a date range, user and type of module. Press Submit to view the activity logs.

The logs can be exported in an Excel format or as a pdf.



Audit Trail										
Audit Trail				Action		Details				
Date	User	Module	Action	Details						
19/03/2018 04:53		EMR Refund	insert	{"authUserId":1,"reason":"reason","invoice_id":98,"username","password","patient_external_id":111200000174,"und_info":[],"userSecure":1}						
18/03/2018 12:37	Administ	EMR Invoice	insert	{"date_time": "18/03/2018 18:22:13", "patient_external_id": "111200000174", "grand_b_total": 100, "on_hand_amount": 107, "discount_type": "2.35", "discount": 5, "patient_info": "Shankhar Tamang", "bill": [{"bill_id": "1001", "date": "2018-03-18", "code_type": "Procedure Order", "code": "ham-pltlts1", "pid": "174", "provider_id": "0", "encounter": "1613", "ham-pltlts1_charge": "item_name": "Platelets", "billed": 1, "acitivity": "1", "units": "1", "fee": "100", "external_id": "111200000174", "pricous": 1}, {"bill_id": [1001], "user_id": 1, "user_name": "admin", "tax_rate": 13, "dis": 5, "return_amount": 0, "payment_method": "Cash", "is_private": "", "encounter": "1613", "customer_pan": "123456798", "tax": 95, "non_taxable_amount": 0, "customer_name": "Shankhar Tamang", "customer_address": "", "rounding_value": -0.349943}]}}, "bill_id": [1001], "user_id": 1, "user_name": "admin", "tax_rate": 13, "dis": 5, "return_amount": 0, "payment_method": "Cash", "is_private": "", "encounter": "1613", "customer_pan": "123456798", "tax": 95, "non_taxable_amount": 0, "customer_name": "Shankhar Tamang", "customer_address": "", "rounding_value": -0.349943}						

Active List (0) Refresh

Materialized View

Materialized view provides information regarding all the transaction. If the transactions are sent to the IRD then the IRD Sync column will indicate "Yes" otherwise "No".

Fiscal Year	Bill No.	Customer Name	Customer Pan	Bill Date	Amount	Discount	Taxable Amount	Tax	Total Amount	IRD Sync	Printed	Active	Print Time	Entered By
2074.75	285	Roji Dangol		19/03/2018	352.40	52.90	299.50	15.00	315.00	Yes	No	Yes	2018-03-18T18:15:00.000Z	Admir
2074.75	284	Roji Dangol		19/03/2018	352.40	52.90	299.50	15.00	315.00	Yes	Yes	No	2018-03-18T18:15:00.000Z	Admir
2074.75	283	Roji Dangol		19/03/2018	500.00	25.00	475.00	23.80	499.00	Yes	Yes	Yes	2018-03-18T18:15:00.000Z	Admir
2074.75	282	Roji Dangol		19/03/2018	500.00	0.00	500.00	25.00	525.00	Yes	Yes	No	2018-03-18T18:15:00.000Z	Admir
2074.75	281	Roji Dangol		19/03/2018	20.00	0.00	20.00	1.00	21.00	Yes	Yes	Yes	2018-03-18T18:15:00.000Z	Admir
2074.75	280	Roji Dangol	111112223	19/03/2018	40.00	0.00	40.00	2.00	42.00	No	Yes	Yes	2018-03-18T18:15:00.000Z	Admir
2074.75	279	Roji Dangol		19/03/2018	60.00	0.00	60.00	3.00	63.00	Yes	Yes	Yes	2018-03-18T18:15:00.000Z	Admir
2074.75	278	Roji Dangol		19/03/2018	20.00	0.60	19.40	1.00	20.00	Yes	Yes	No	2018-03-18T18:15:00.000Z	Admir
2074.75	277	Roji Dangol		19/03/2018	40.00	1.20	38.80	1.90	41.00	Yes	Yes	Yes	2018-03-18T18:15:00.000Z	Admir

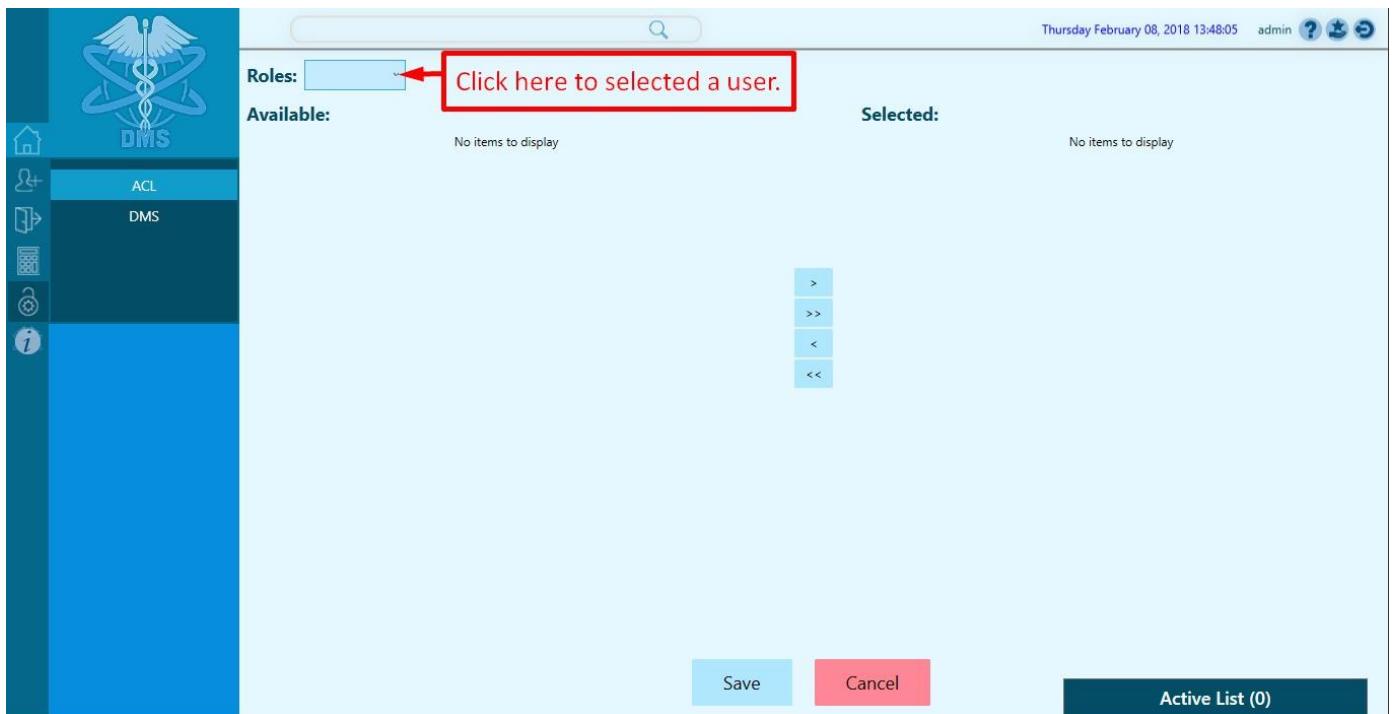
Sale Refund

This shows all the refunds that are given in the selected time frame.

Date	Credit Note No.	Bill No.	Buyer's Name	Buyer's PAN	Total Refund
19/03/2018	15	98	Surendra Long	0	339
18/03/2018	14	103	Shankhar Tamang	123456798	377
18/03/2018	13	101	Shankhar Tamang	123456789	0
18/03/2018	12	99	Surendra Long	123456789	150
14/03/2018	11	85	Surendra Long	123456798	274
14/03/2018	10	85	Surendra Long	123456798	274
14/03/2018	9	85	Surendra Long	123456798	274
14/03/2018	8	85	Surendra Long	123456798	274
14/03/2018	7	84	Surendra Long	0	0
14/03/2018	6	77	Surendra Long	0	0
14/03/2018	5	77	Surendra Long	0	0
13/03/2018	4	77	Surendra Long	0	0
13/03/2018	3	70	Surendra Long	123456798	0
11/03/2018	2	54	Surendra Long	123456789	199.5
10/03/2018	1	27	Surendra Long	123456789	299.25

Managing ACL - Access Control List

Access Control List (ACL) is the list of Access Control Entries (ACE). Each ACE in an ACL identifies users that are authorized or unauthorized and grants access or restrict access depending on the status of the user.



- Only the Admin account holder can give access to a given user for security purposes.
- In the image below all the access is given to the Administrator so all the fields on the Available section are placed in the Selected section. Multiple item can be chosen from the available options at once and can be moved to the Selected section and vice-versa, if any access is to be given to other users by the administrator.

NOTE: The double arrows sends all the items to the respective side, selection is not required here, so be careful while using it. Whereas single arrows send the selected item to the corresponding side.

Roles: Administrators ↴

Select the roles

Available:

- QMS->Call Queue->write
- Settings->QMS->read
- Settings->QMS->write

Selected:

- Accounting->Billing->read
- Accounting->Billing->write
- Accounting->Invoice->read
- Accounting->Refund->read
- Accounting->Refund->write
- Administration->Setting->write
- Administration->Setting->read
- home->Home Appointment List->write
- home->Home Appointment List->read
- Home->Home->read
- Patients->Appointment->read
- Patients->Appointment->write
- Patients->Card->write
- Patients->Card->read
- Patients->Check In->read
- Patients->Check In->write
- Patients->Check Out->read
- Patients->Check Out->write
- Patients->Demographics->read
- Patients->Demographics->write

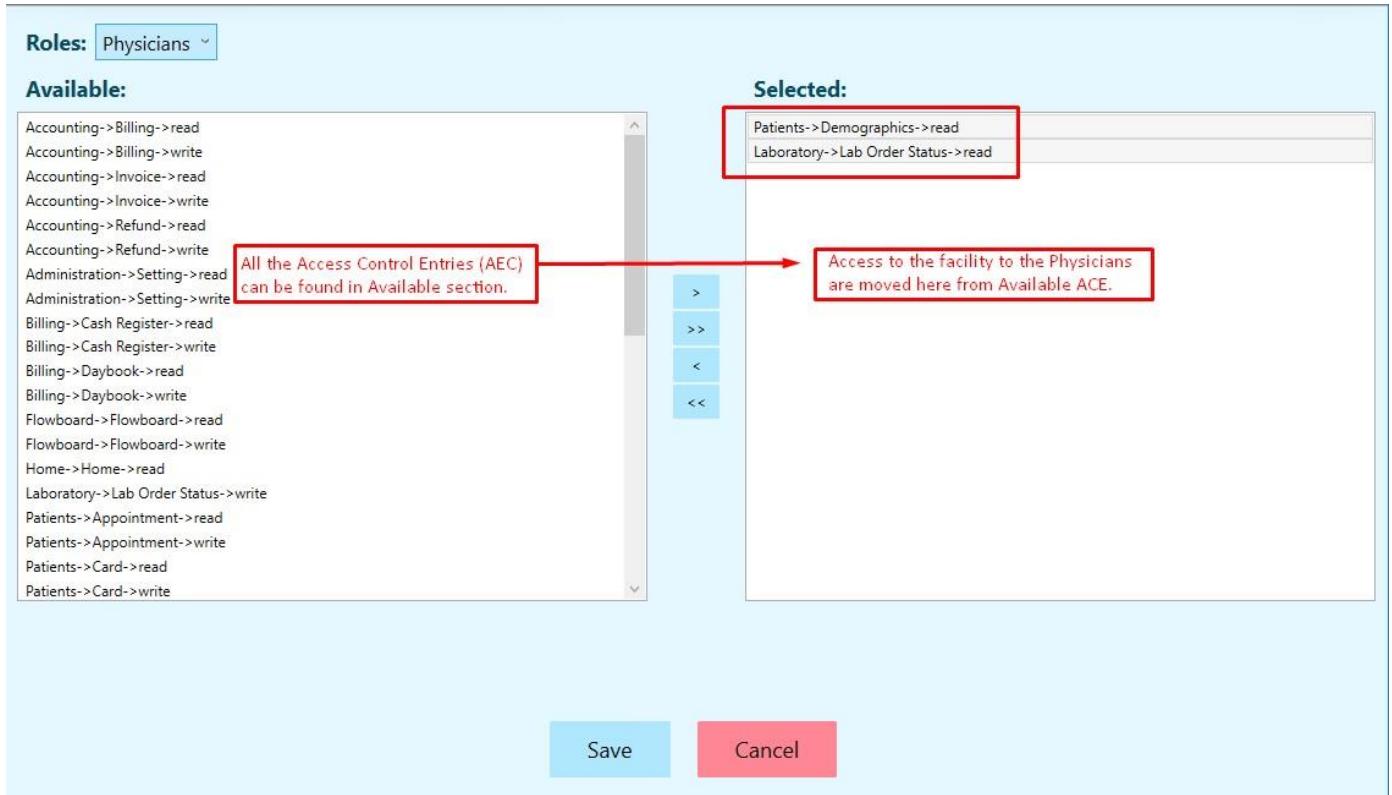
< > <> << >>

'<' and '>' sends selected item to the other side.
'<<' and '>>' sends all item to the other side.

Save Cancel Active List (0)

NOTE: This page can only be accessed and modified by the Administrator.

Below an example shows a Physician is being given access to few of the facilities that he/she may require.



Access Control Entries(ACE) details:

1. Accounting->billing(read/write): allows read and write permission of the patients billing.
 - Read
 - Access to billing tab option on the Patient Page.
 - Encounter selection available for user to view charges on encounters.
 - Won't have access to Add item and Pay.
 - Write
 - Access to billing tab option on the Patient Page.
 - Encounter selection available for user to view the total bill amount but access to itemized view restricted.
2. Accounting->invoice(read): Access to Invoice tab on the Patient Page.
3. Accounting->refund(read/write): allows read and write permission for refunds to the patients.
 - Read
 - Access to REFUND tab.
 - Search made for invoices by their invoice number restrict refund facility, only the refund list will be displayed.
 - Write
 - Access to REFUND tab.
 - Full access to refund facility.
4. Administration->Setting(read/write): allows setting to be read or modified as needed.

- Read
 - Access to SETTING option but restricts editing.
 - Write
 - Full access to SETTING option.
5. Home->Home(read/write): allows read and write permission access to the home page.
- Read
 - Right click disabled for changing status and room.
 - Write
 - Right click enabled for editing status and room.
6. Patients->Appointment(read/write): allows read and write permission access to patient's appointments.
- Read
 - Access to APPOINTMENT tab but restricts editing, printing and delete options.
 - Write
 - Full access to APPOINTMENT tab.
7. Patient->card(read/write): allows read and write permission to the NFC card.
- Read
 - Overwrite is disabled.
 - Write
 - Overwrite is enabled.
8. Patient->check-in(read/write): allows read and write permission to check in patients.
- Read
 - Restricts *External Id* check in, only patient card (NFC) can be used to check in.
 - Write
 - Access to check in with both NFC card and External ID
9. Patients->check-out(read/write): allows read and write permission to check out the patients.
- Read
 - Restricts *External Id* check in, only patient card (NFC) can be used to check in.
 - Write
 - Access to check in with both NFC card and External ID
10. Patient->Demographics(read/write): allows read and write permission to the records of the registered patients.
- Read
 - Restricts access to Create Patent.
 - Restricts access to editing option on the Demographics tab on the Patient Page.
 - Write
 - Full access to creating patient and editing Demographics can be done.
11. Report->Cash Register(read/write): allows read and write permission to generate transactions reports.
- Read

- Access to view cash details of logged in users.
 - Write
 - Access to view cash details of logged in users.
12. Report->Cash register All Users(read/write): allows read and write permission to generate transaction of all records.
- Read
 - Access to +/- is restricted.
 - Write
 - Access to +/- functionality.
13. Report->Collection(read/write): allows to read or keep records of collected transactions.
- Read
 - Access to cash collection on billing.
 - Write
 - Access to cash collection on billing.
14. Report->Daybook(read/write): allows read and write permission to day book records of transactions.
- Read
 - Access to day book on Billing.
 - Write
 - Access to day book on Billing.
15. Report->Daybook All Users(read/write): allows read and write permission to the day book records of all active users.
- Read
 - Full access to Daybook.
 - Write
 - Full access to Daybook.
16. Report->Print and Export Price(read): allows permission to print and export price.
- Read
 - Access to view, print and export price list.
17. Role->ACL(read/write): allows to read or manage the Access Control Lists to the specified users.
- Read
 - Access allowed for view only.
 - Write
 - Access permitted for assigning Access Control Entries (ACE) to different users.

Pharmacy Billing

The Pharmacy tab on the side-bar is used for the payments.

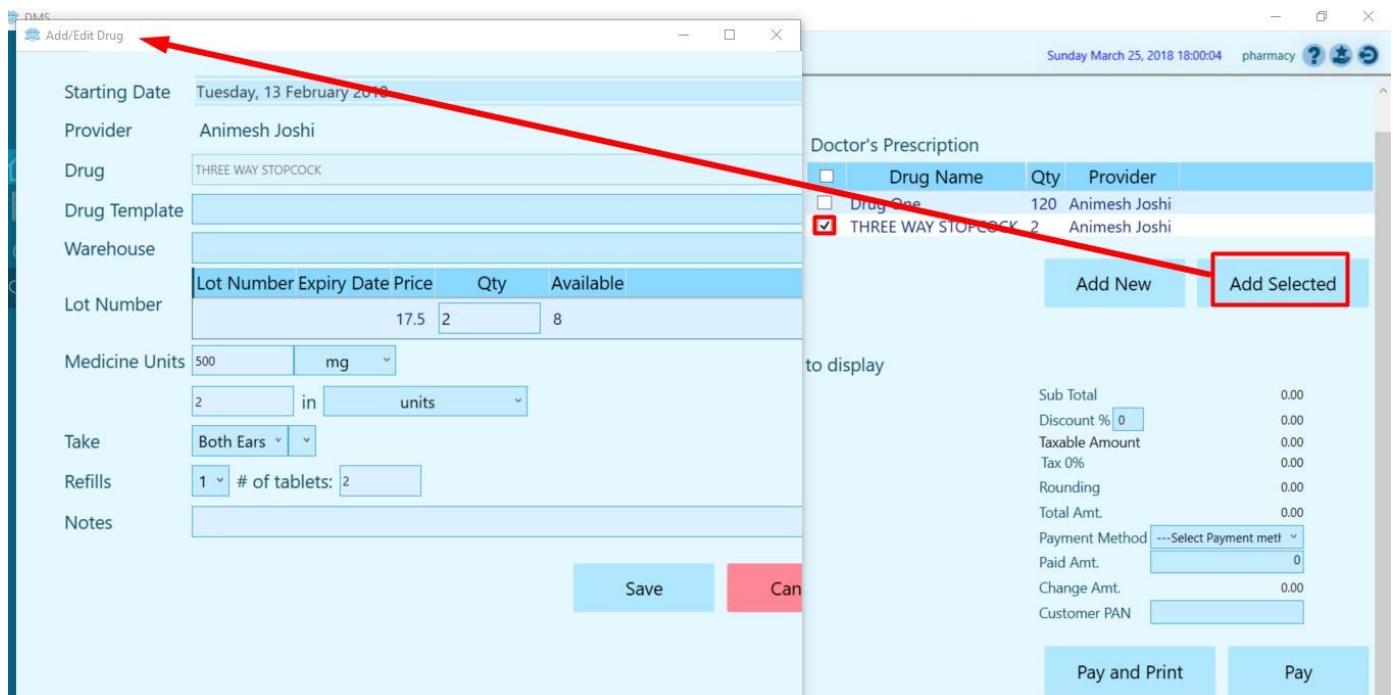
Search required patient from the search bar.

A screenshot of a software application titled "Pharmacy". On the left, there is a vertical sidebar with icons for Home, Pharmacy, and another Pharmacy icon. A red box highlights the Pharmacy icon. The main area shows a search bar with the text "alis" and a results table. The table has columns: Name, Sex, Phone, Citizen/Passport No, PID, ID, Last Encounter, Idle, and Encounters. Two rows are visible: "Alish Giri" and "Alist Khadka". The date "Sunday March 25, 2018 17:55:48" and the word "pharmacy" are at the top right. A red box highlights the search bar. Below the table, the text "Displaying search result list" is written in red.

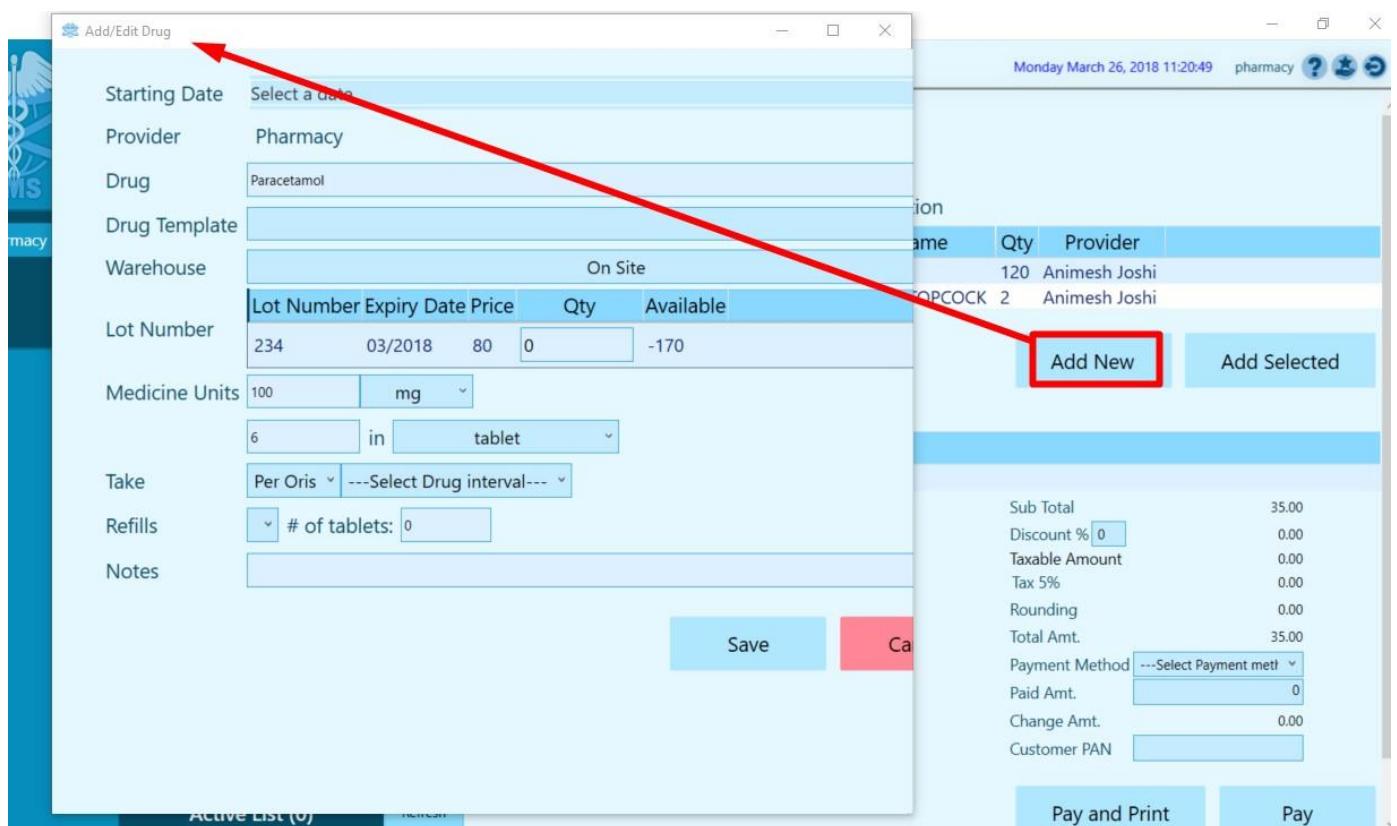
Prescriptions will be listed on the top-right on the screen as shown below.

Click on the check-box and add selected item to the bill to process the payment. This will pop-up a screen where editing can be performed, if required. Now press Save to add item to the bill.

A screenshot of the same software application. The sidebar has a red box around the Pharmacy icon. The main area shows a search bar with "alis" and a table for "Doctor's Prescription". The table has columns: Drug Name, Qty, and Provider. It lists "Drug One" (Qty 120, Provider Animesh Joshi) and "THREE WAY STOPCOCK" (Qty 2, Provider Animesh Joshi). Below the table are "Add New" and "Add Selected" buttons. To the left, "Patient Details" are shown: Name: Alis Khadka, Age: 25 years, Sex: Male, Fiscal Year: 2073.74. A "Dispense List" section says "No items to display". At the bottom, a "Notes" section has "Private" checked. On the right, a "Payment Summary" table shows fields like Sub Total (0.00), Discount % (0), Taxable Amount (0.00), etc. Buttons "Pay and Print" and "Pay" are at the bottom right. A red box highlights the "Doctor's Prescription" table. The date "Sunday March 25, 2018 17:54:03" and the word "pharmacy" are at the top right.



Additional drugs can also be added if customer or patient's request for it. This can be done with the Add New button from the prescription area as shown in the image below. Make sure to correctly fill the form before adding it to the bill.



Note: The Lot Number gives information regarding category of the drugs from the lot that it belongs. Selection of the that lot number from which selected drug is being sold should be mentioned or selected here.

Right click on the added item to get access to option of deleting item or selected item.

Invoices

Patient Details

Name:	Alis Khadka
Age:	25 years
Sex:	Male
Fiscal Year:	2073.74

Doctor's Prescription

<input type="checkbox"/>	Drug Name	Qty	Provider
<input type="checkbox"/>	Drug One	120	Animesh Joshi
<input checked="" type="checkbox"/>	THREE WAY STOPCOCK	2	Animesh Joshi

Add New **Add Selected**

Dispense List

<input checked="" type="checkbox"/>	Drug Name	Lot Number	Unit Price	Qty	Taxable Amount
<input checked="" type="checkbox"/>	THREE WAY STOPCOCK		17.50	2	35.00

Notes

- Private
- Public

Actions

- THREE WAY STOPCOCK
- Delete Item
- Delete All Selected

Financial Summary

Sub Total	35.00
Discount %	0
Taxable Amount	0.00
Tax 5%	0.00
Rounding	0.00
Total Amt.	35.00
Payment Method	---Select Payment meth
Paid Amt.	0
Change Amt.	0.00
Customer PAN	

Buttons

Active List (0) Refresh Pay and Print Pay

Enter discounts if any allowed and select the payment type from the dropdown list and press Pay or Pay and Print to carry on with the payment.

Invoices

Patient Details		Doctor's Prescription		
Name:	Alis Khadka	Drug Name	Qty	Provider
Age:	25 years	<input type="checkbox"/> Drug One	120	Animesh Joshi
Sex:	Male	<input checked="" type="checkbox"/> THREE WAY STOPCOCK	2	Animesh Joshi
Fiscal Year:	2073.74	Add New Add Selected		

Dispense List

<input checked="" type="checkbox"/>	Drug Name	Lot Number	Unit Price	Qty	Taxable Amount
<input checked="" type="checkbox"/>	THREE WAY STOPCOCK		17.50	2	False 35.00

Notes

Private Public

Sub Total 35.00
 Discount % 0 0.00
 Taxable Amount 0.00
 Tax 5% 0.00
 Rounding 0.00
 Total Amt. 35.00
 Payment Method Cash
 Paid Amt. 50
 Change Amt. 15.00
 Customer PAN

Pay and Print **Pay**

Invoice/Refund

Invoices button on the top will show the list of all the invoices history of the selected patient.

alis Monday March 26, 2018 11:31:47 pharmacy ? +

Invoices

Patient Details		Doctor's Prescription		
Name:	Alis Khadka	Drug Name	Qty	Provider
Age:	25 years	<input type="checkbox"/> Drug One	120	Animesh Joshi
Sex:	Male	<input type="checkbox"/> THREE WAY STOPCOCK	2	Animesh Joshi
Fiscal Year:	2073.74	Add New Add Selected		

alis

Monday March 26, 2018 11:32:45 pharmacy   

Go to home Alis Khadka(111200000067) 

INVOICE	REFUND					
#Invoice	Patient Id	Sub Total	Tax	Discount Amt.	Discount Type	Total
2073.74/57	111200000067	35.00	0.00	0.00	percent	35.00
2073.74/56	111200000067	35.00	0.00	0.00	percent	35.00
2073.74/47	111200000067	5,400.00	0.00	0.00	percentage	5,400.00
2073.74/46	111200000067	5,400.00	0.00	0.00	percentage	5,400.00
2073.74/45	111200000067	10,800.00	0.00	0.00	percentage	10,800.00
2073.74/37	111200000067	5,400.00	0.00	0.00	percentage	5,400.00
2073.74/36	111200000067	5,400.00	0.00	0.00	percentage	5,400.00

To make a refund user must enter the bill number of the patient's receipt. This will be clearly displayed on the past invoices as shown above or the printed copy of the receipt that was given to the patient/customer.

Go to home Alis Khadka(111200000067) 

INVOICE	REFUND					
#Invoice	Patient Id	Sub Total	Tax	Discount Amt.	Discount Type	Total
2073.74/57	111200000067	35.00	0.00	0.00	percent	35.00
2073.74/56	111200000067	35.00	0.00	0.00	percent	35.00
2073.74/47	111200000067	5,400.00	0.00	0.00	percentage	5,400.00
2073.74/46	111200000067	5,400.00	0.00	0.00	percentage	5,400.00
2073.74/45	111200000067	10,800.00	0.00	0.00	percentage	10,800.00
2073.74/37	111200000067	5,400.00	0.00	0.00	percentage	5,400.00
2073.74/36	111200000067	5,400.00	0.00	0.00	percentage	5,400.00

alis

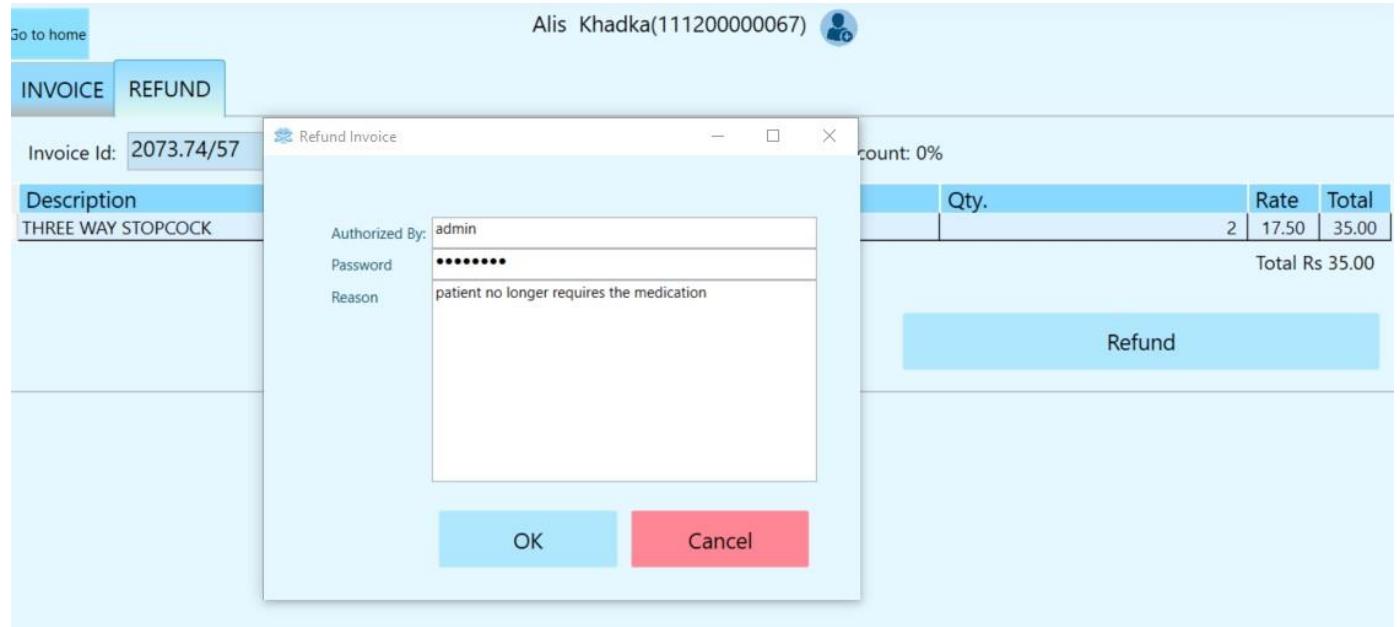
Monday March 26, 2018 11:47:26 pharmacy   

Go to home Alis Khadka(111200000067) 

INVOICE	REFUND																
Invoice Id: 2073.74/58	<input type="button" value="Submit"/> Invoice #: 58 Date: 26/03/2018 Tax Rate: 5% Discount: 0%																
<table border="1"> <thead> <tr> <th>Description</th> <th>Qty.</th> <th>Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>THREE WAY STOPCOCK</td> <td>2</td> <td>17.50</td> <td>35.00</td> </tr> <tr> <td>Paracetamol</td> <td>2</td> <td>80.00</td> <td>160.00</td> </tr> <tr> <td>THREE WAY STOPCOCK</td> <td>2</td> <td>17.50</td> <td>35.00</td> </tr> </tbody> </table> <p style="text-align: right;">Total Rs 238.00</p> <p>Invoice id is the bill number of the patient's receipt.</p> <p style="text-align: right;"><input type="button" value="Refund"/></p>		Description	Qty.	Rate	Total	THREE WAY STOPCOCK	2	17.50	35.00	Paracetamol	2	80.00	160.00	THREE WAY STOPCOCK	2	17.50	35.00
Description	Qty.	Rate	Total														
THREE WAY STOPCOCK	2	17.50	35.00														
Paracetamol	2	80.00	160.00														
THREE WAY STOPCOCK	2	17.50	35.00														

NOTE: Only full refund is available. After pressing refund, selected bill will be discarded and the items listed on that bill will be transferred to the new invoices where modification should be done based on the refunded items and quantity.

Authorization is required for refund to take place. Please enter the login in details of the authorized person.



Press Go to home on top of the screen to carry on with the refund process.

This image below displays the full refund being transferred to the invoice section which is ready modification. Now, please adjust the returned quantity or delete items accordingly and press Pay or Pay and Print to modify and create a new invoice for the transaction carried on.

Patient Details		Doctor's Prescription			
Name:	Alis Khadka	Drug Name	Qty	Provider	
Age:	25 years	Drug One	120	Animesh Joshi	
Sex:	Male	THREE WAY STOPCOCK	2	Animesh Joshi	
Fiscal Year:	2073.74	<input type="button" value="Add New"/> <input type="button" value="Add Selected"/>			
Dispense List					
	Drug Name	Lot Number	Unit Price	Qty	Taxable Amount
<input checked="" type="checkbox"/>	THREE WAY STOPCOCK		17.50	2	False 35.00
<input checked="" type="checkbox"/>	THREE WAY STOPCOCK		17.50	2	False 35.00
<input checked="" type="checkbox"/>	Paracetamol	234	80.00	2	True 160.00
<input type="radio"/> Private <input type="radio"/> Public <div style="border: 1px solid #ccc; height: 40px; width: 300px;"></div>					Sub Total 230.00 Discount % 0 0.00 Taxable Amount 160.00 Tax 5% 8.00 Rounding 0.00 Total Amt. 238.00 Payment Method <input type="button" value="Cash"/> <input type="button" value="Bank Account"/> Bank A/c No. 0

DMS Configuration

DMS Settings is the configuration of the URL, Company details, Patient Card Message and Printer Options as shown in the image below. These can be edited by updating the content and pressing Set button. You can simply press Cancel if no changes are required.

The screenshot shows the DMS Configuration interface. On the left is a sidebar with icons for Home, ACL, DMS (selected), and other options. The main area has a search bar at the top right. The title is "Setting". The configuration fields are:

ServiceUrl	http://192.168.88.250:3000
Company Name	Godawari Medcity Polyclinic Pvt. Ltd.
Company Address	Thaiba, Godawari-14, Lalitpur, Bagmati, Nepal
Company Tag	Everywhere you want to be. Life flows better with Visa. The future takes Visa. Yes you can. Makes the world go round.
Company Logo	C:\Program Files (x86)\Dotmark Solutions\DMSS Desktop\eooro.jpeg Browse
Company Email	info@godawarimedcity.com
Company Website	www.dotmarkhospital.com
Company Phone	01-5014713/01-5014573
Patient Card Message	Please bring this card each time you visit.
Printer Options	Invoice Bill: -- None -- [A5] Label: -- None -- [29 W X 90.3 h(mm)]

A "Set" button is at the bottom left, and "Active List (0)" is at the bottom right.

- Printer Options:
 - Invoice Bill: Select your printer and then the size of the print-out that is required.
 - Label: This contains Hospitals and Patients information. View it [here](#) in the Patient Page for more info.