



# **Dotmark Medical Solutions (DMS) User 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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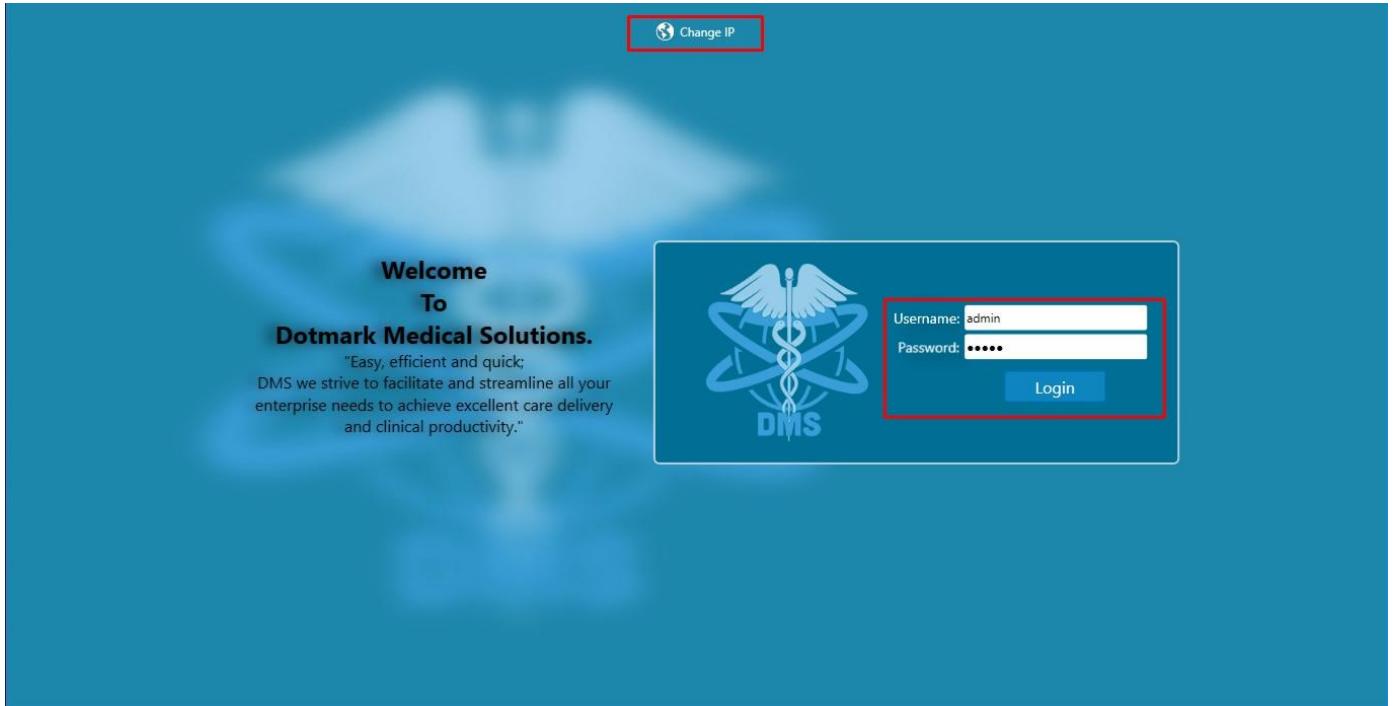
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# Introduction

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.

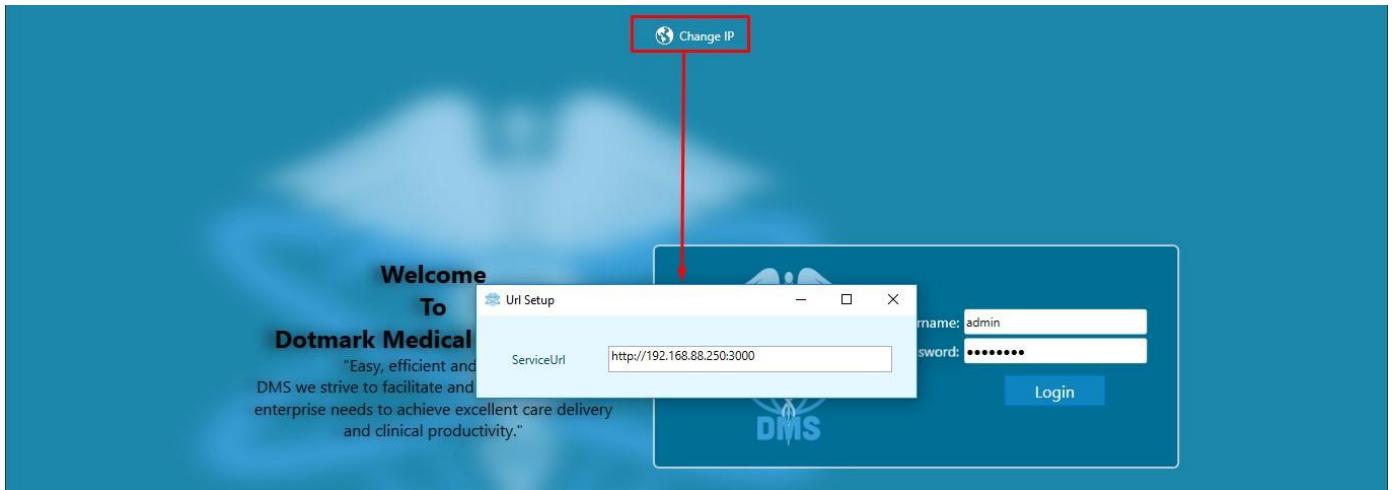
NOTE: Not all the users are given access to all the facilities. Access varies with different departments and their needs.

- 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.

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

Status ---Select Status--- Facility ---Select Facility--- Doctors ---Select Provider--- Today < > Thursday, February 8, 2018

No items to display

**Left nav bar**

**Tooltip on hover**

**Show help file**

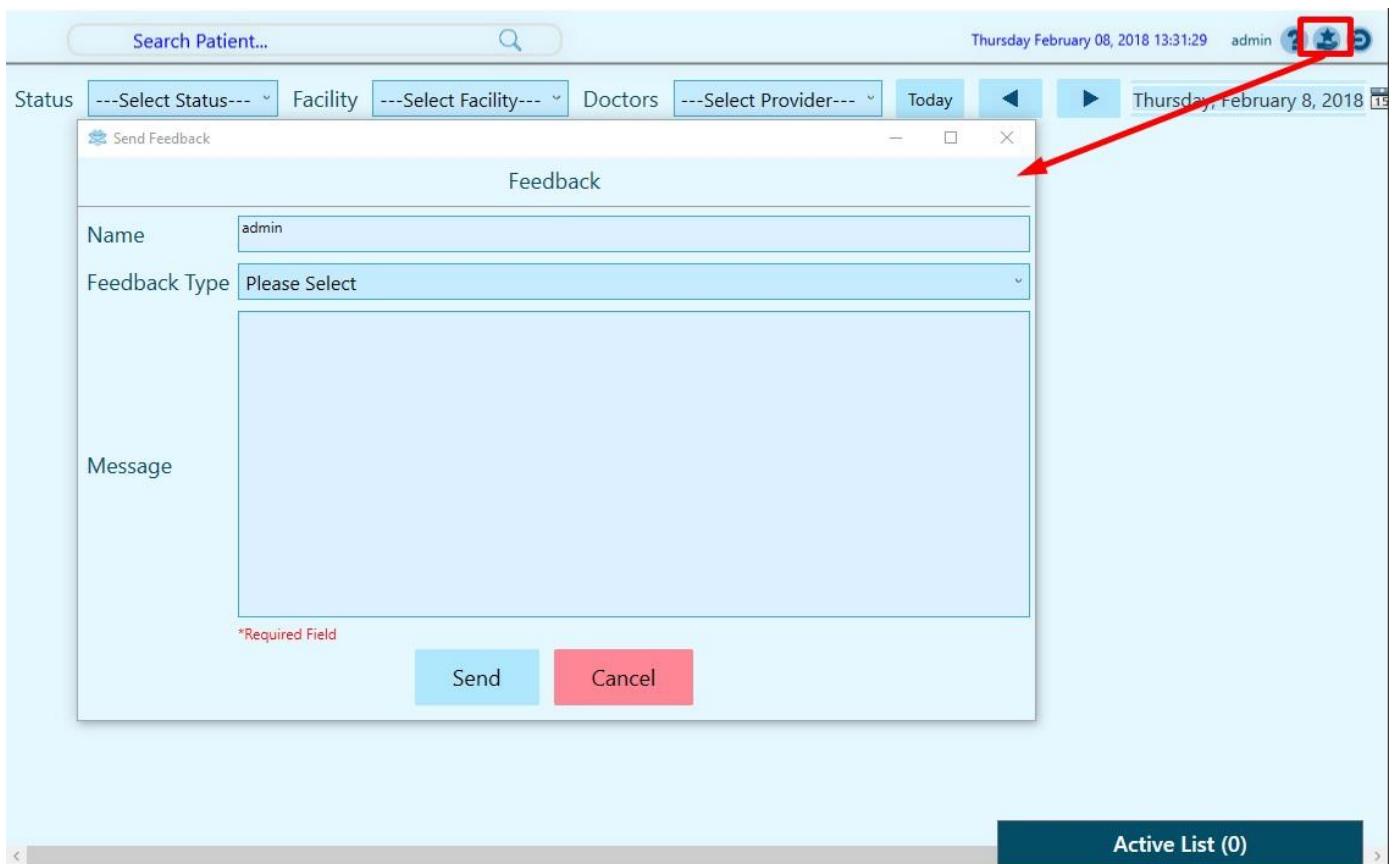
**Feedback**

**Log out**

**About us**

**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 (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 "Nepali Date" button, and a "Sex" dropdown.

**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  

D.O.B	11/12/1942 15:25:05  Nepali Date	Sex	---Select Gender---
<b>Other Details</b>			
Citizenship/Passport No	Mother's Name		
Driving License No.	Eng-Nep Date Converter		
Blood Group	Select Year(B.S)	Select Month	Select Day 
Marital Status	Convert		
Address			
City  Age in Years :	0		
Country	Convert		
District	---Select District---		
Zone	---Select Zone---		
Postal Code	Trusted Email		
Race	Ethnicity ---Select Ethnicity---		
<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... Anpur Monday December 11, 2017 15:33:31 admin

### Required Details

Name	---Select Titles---	Anpur	<span style="color: red;">→</span>	
D.O.B	11/12/1967 15:33:13 <span style="border: 1px solid #ccc; padding: 2px;">15</span>	Nepali Date	Sex <span style="color: red;">→</span>	---Select Gender---

### Other Details

Citizenship/Passport No	Mother's Name
Driving License No	Father's Name
Blood Group	Guardian's Name
Marital Status	Home Phone
Address	Mobile Phone
City	Work Phone
Country	Emergency Phone
District	Contact Email
Zone	Trusted Email
Postal Code	Ehnicity <span style="color: red;">→</span> ---Select Ethnicity---
Race	---Select Race---

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

Search Patient... → Anpur Katham ( 222200000034 ) Monday December 11, 2017 15:39:39 admin

DEMOGRAPHICS	APPOINTMENT	QUICK ORDER	CARD/LABEL	BILLING	INVOICE	REFUND	
Name:	Anpur Katham						
DOB:	12/11/1967 10:45:00	External ID:	222200000034 <span style="color: red;">←</span>				
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	Ehnicity	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.

7.2

The screenshot shows the DMS software interface with a dark blue sidebar on the left containing icons for Home, Create Patient, Create Appointment (highlighted in red), Create Procedure Order, and a Help icon. The main window has a light blue header bar with a search bar labeled 'Search Patient...', a magnifying glass icon, and the date/time 'Thursday February 08, 2018 13:35:21'. On the right, there are three small circular icons for Help, Logout, and Refresh. The main content area is titled 'Create New Appointment' and contains two sections: 'Patient Details' and 'Appointment Details'. The 'Patient Details' section includes fields for Search Patient (with a dropdown menu), Name (three input fields), D.O.B. (date input with calendar icon and 'Nepali Date' link), Sex (dropdown menu), Home Phone, Mobile Phone, Emergency Phone, Contact Email, District (dropdown menu), Zone (dropdown menu), and a 'Find Available' button. The 'Appointment Details' section includes fields for Provider (dropdown menu), Billing Facility (dropdown menu), Category (dropdown menu), Title (dropdown menu), Room Number (dropdown menu), Status (dropdown menu), Facility (dropdown menu), Comments (text area), and Time (dropdown menu showing 'Thursday, February 8, 2018 00 : 00 AM 0 minutes'). At the bottom right of the main content area is a dark blue button labeled 'Active List (0)'.

**Create New Appointment**

<b>Patient Details</b>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Click To Search</div> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Search Patient</div> <div style="border: 1px solid #ccc; padding: 2px; width: 100%; height: 200px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Name</th><th>Sex</th><th>Phone</th><th>Citizen/Passport</th><th>PID</th><th>ID</th><th>Last Encounter</th><th>Idle</th><th>Encounters</th></tr> </thead> <tbody> <tr><td>a a</td><td>Male</td><td></td><td></td><td>30</td><td>222200000030</td><td>11/30/17</td><td>11</td><td>1</td></tr> <tr><td>Alish Giri</td><td>Male</td><td></td><td></td><td>14</td><td>222200000014</td><td>11/21/17</td><td>20</td><td>3</td></tr> <tr><td>Anish Dhakal</td><td>Male</td><td>9841825698</td><td></td><td>9</td><td>222200000009</td><td>11/22/17</td><td>19</td><td>2</td></tr> <tr><td>Anjana Yadav</td><td>Female</td><td>9841889920</td><td></td><td>10</td><td>222200000010</td><td>11/22/17</td><td>19</td><td>2</td></tr> <tr><td>Anpur Katham</td><td>Male</td><td>01425654565</td><td>0902547</td><td>34</td><td>222200000034</td><td>12/11/17</td><td>0</td><td>1</td></tr> </tbody> </table> </div>	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
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Anpur Katham	Male	01425654565	0902547	34	222200000034	12/11/17	0	1																																															
	<span style="border: 1px solid red; padding: 2px;">This Search Box Pops up!</span>																																																						

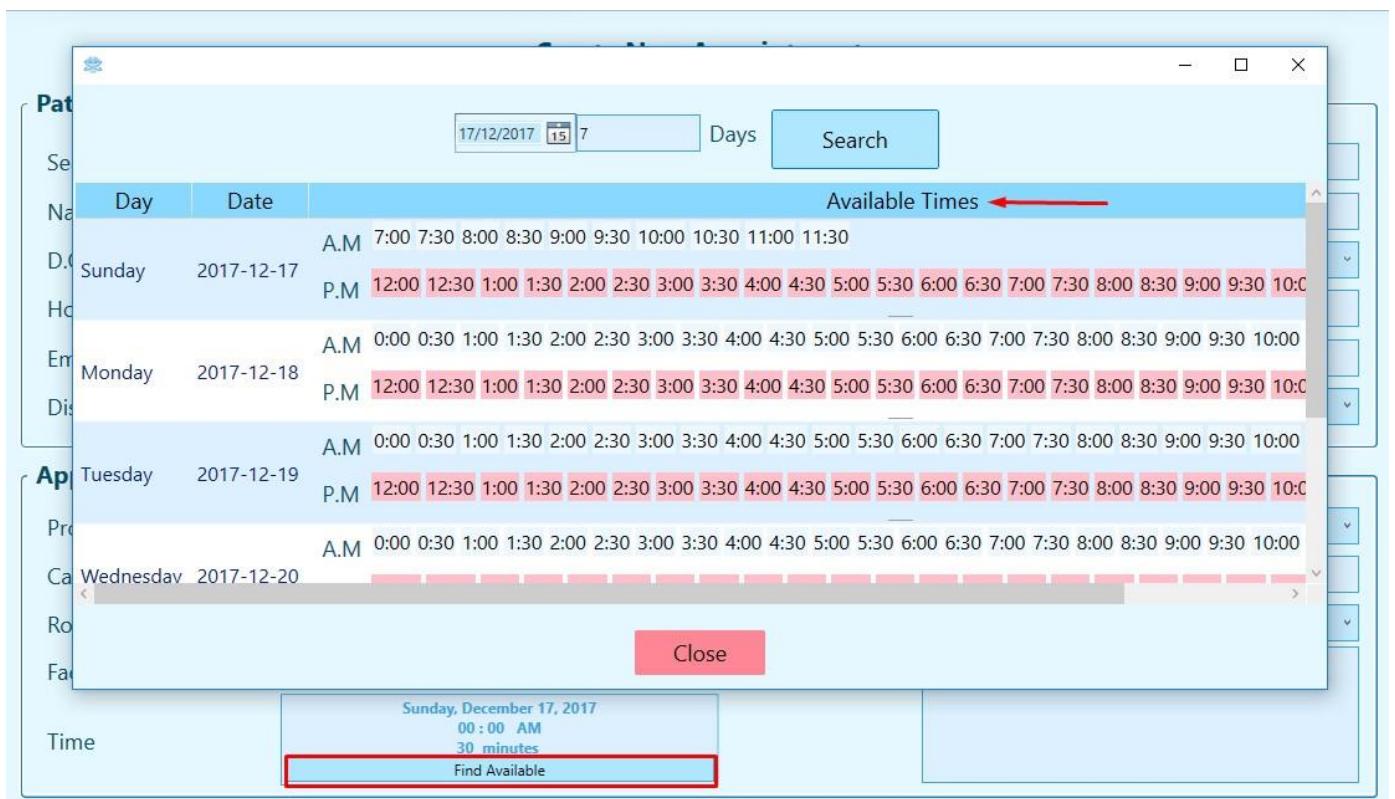
NOTE: You can also create a new patient from this window directly. To do this just skip the Search Patient section and proceed with the form.

- 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	<div style="border: 1px solid #ccc; padding: 2px; height: 90%; text-align: center; font-size: small;"> Monday, December 11, 2017  00 : 00 AM  0 minutes  Find Available </div>		
		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	Day	Time	Type	Provider	Room	Action
05/02/2018	Monday	12:40 PM	Established Patient	Philip Shyam Ranjit		
						<a href="#">Edit Appointment</a> <a href="#">Print Appointment</a> <a href="#">Delete Appointment</a>

- 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 has a header with a search bar ('Search Patient...'), the date ('Thursday February 08, 2018 13:34:06'), and user information ('admin'). Below the header, the title 'Create New Procedure Order' is displayed. The page is divided into two main sections: 'Patient Details' and 'Procedure Details'. The 'Patient Details' section contains fields for Search Patient, Name, D.O.B (with a date picker set to 08/02/2018), Sex (dropdown: ---Select Gender---), Home Phone, Emergency Phone, Zone (dropdown: ---Select Zone---), Mobile Phone, Contact Email, District (dropdown: ---Select District---), and Nepali Date (button). The 'Procedure Details' section contains fields for Ordering (dropdown), Order Date (date picker: 08/02/2018), Internal Time Collected (date/time picker: 08/02/2018 1 : 33 PM), Priority (dropdown: ---Select Priority---), Status (dropdown: ---Select Status---), Clinical History (dropdown), Procedure Type (dropdown: Laboratory Test), and a button 'Add Laboratory Test'. At the bottom right, there is a 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"/>
Multiple Tests	Laboratory Test:	<input type="text"/>
	Diagnosis Code	<input type="text"/>
	Laboratory Test:	<input type="text"/>
Multiple Tests	Diagnosis Code	<input type="text"/>
	Laboratory Test:	<input type="text"/>
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-bisgrpoc	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

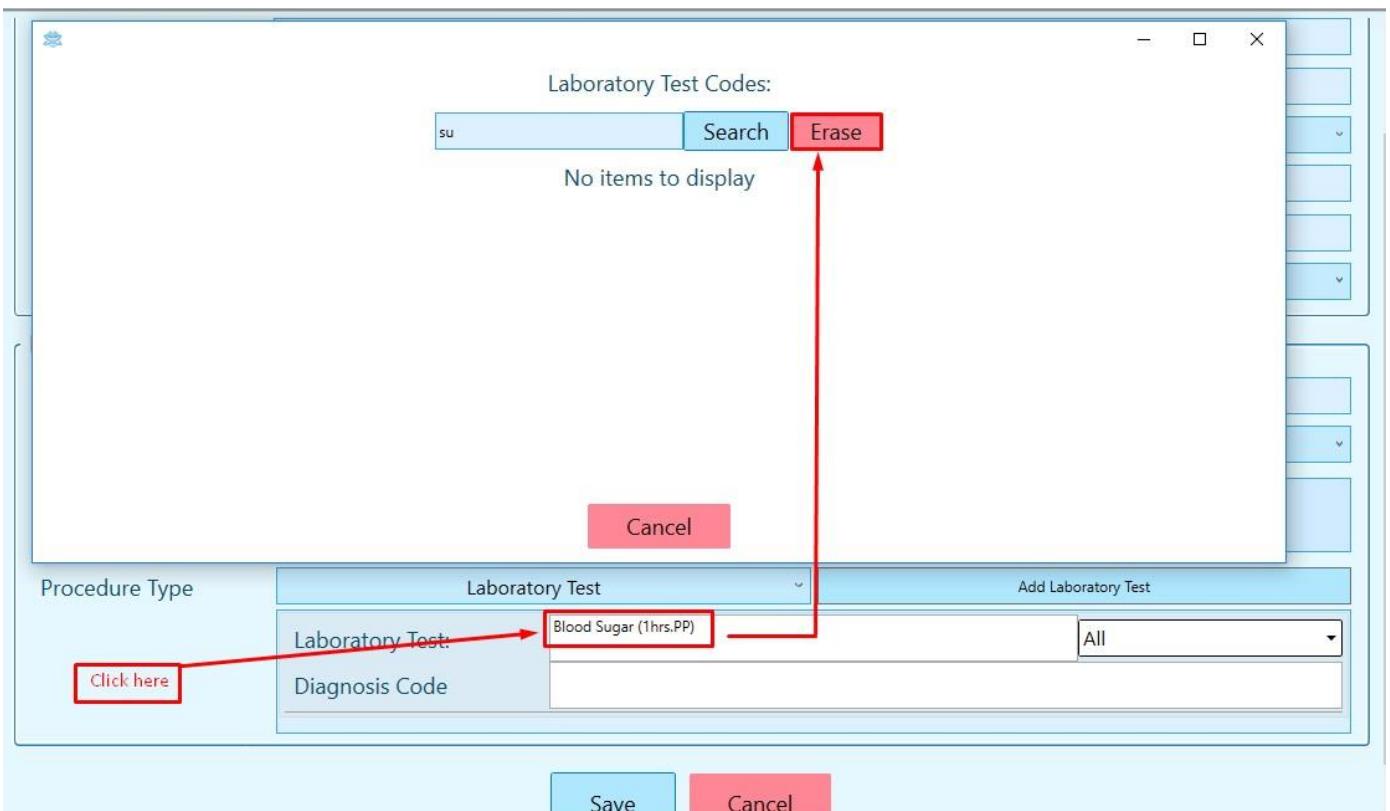
Laboratory Test:      Blood Sugar (1hrs.PP)

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 profile for "Sneha Parsai(111200000075)". The top navigation bar includes a search field with "sn", a magnifying glass icon, and the date "Thursday February 08, 2018 13:00:35". The top right shows the user "admin" with icons for help, print, and exit. Below the search is a tabs bar with DEMOGRAPHICS (highlighted in blue), APPOINTMENT, QUICK ORDER, CARD/LABEL, BILLING, INVOICE, and REFUND. The main content area displays the following demographic 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:	01
Zone:	Bagmati	Mobile Phone:	9856
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 with a plus sign) 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." Another red box highlights the "Active List (1)" button in the bottom right corner of the demographic table. A red arrow points from this button to a callout box containing the text: "Right click on the patient to view these options." A context menu is visible over the list, showing options: "View Patient", "Remove Patient", and "Clear List".

## 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		
						<span>Edit Appointment</span> <span>Print Appointment</span> <span>Delete Appointment</span>

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						
<b>Monday, February 5, 2018 at 12 : 40 PM for 15 minutes</b>				<input type="button" value="Find Available Times"/>		
<input type="button" value="Save"/>			<input type="button" value="Print"/>	<input type="button" value="Cancel"/>		
<b>Active List (1)</b>						

## 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.

Sneha Parsai(111200000075) 

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

Refresh Screen 

Encounter	Date	Procedure	Test Name	Status	Payment	Action
05/02/2018	05/02/2018	Occult Blood	Occult Blood		Due	<span style="background-color: red; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span>

## 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.

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

Label —

Adjust size

29 mm x 90.3 mm

**Godawari Medcity Polyclinic Pvt. Ltd.**  
 Thaiba, Godawari-14, Lalitpur, Bagmati, Nepal  
**Sneha Parsai**  
 30/11/1993, 24 yrs / F  
 9856245484, (EM) 9856245484  
 Jawalakhel, Lalitpur

Print

Card —

In-Card Information In-Database Information

Card ID:	111200000075
Patient No:	111200000075
Blood Gr.	O+
Allergies	

**Godawari Medcity Polyclinic Pvt. Ltd.**  
 Thaiba, Godawari-14, Lalitpur, Bagmati, Nepal

**Patient's Card** 

Patient No. 111200000075  
 Name Sneha Parsai  
 DOB 30/11/1993 Sex F  
 Contact No 9856245484, (EM) 9856245484  
 Issue Date

Please bring this card each time you visit.

Save/Overwrite
Print Card
Active List (1)

## 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			
		<b>28/11/2017 10:45:00-Office Visit</b>			
			Total Amt.	Rs. 399	
			<b>Payment Required/Pending</b>		
			<b>Pay &gt;&gt;</b>		

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				
			<b>Pay &gt;&gt;</b>					

- 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			
			<b>Pay &gt;&gt;</b>				

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 [<<Checkout Page](#)

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	Type	Code	Description	Qty.	Rate	Price
<input checked="" type="checkbox"/> 2/5/2018 11:15: items		1112000001	ER Registration	1	190	190.00

Notes

Private  Public

Sub Total

Discount  0

VAT(15%)

Total Amt.

Payment Method

Paid Amt.

Change Amt.

Customer VAT/PAN

Rs. 190

Rs. 0

Rs. 28.5

Rs. 218.5

Cash

220

Rs. 1.5

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. A modal dialog box is open over the main content area. The dialog has a header 'Invoice' with a close button 'X'. On the left, there is a table with columns '#Invoice', 'Date', 'Type', 'Code', 'Description', 'Qty.', 'Rate', and 'Price'. The table contains three rows with data. On the right, there is a summary table with columns 'Type' and 'Total'. The summary table shows three rows with totals: 399, 399, and 18.9. Below the tables, there is a section labeled 'Public' with a large blue redacted area. To the right of this area, there is a list of financial details: Sub Total (380), Discount 0% (0), VAT( 5 %) (19), Total Amt. (399), Payment Method (cash), Paid Amt. (500), and Change Amt. (101). At the bottom right of the dialog is a blue button with a red arrow pointing right labeled 'Reprint'.

## 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 'Search Patient...' with a magnifying glass icon and a date/time stamp 'Monday December 11, 2017 14:46:41' along with user information 'admin' and icons for help and print. Below the search bar, the patient information 'Sneha Prasai ( 222200000028 )' is displayed. A modal dialog box is open. The dialog has a header 'Refund' with a close button 'X'. At the top of the dialog, there is a form with fields: 'Invoice Id:' (containing the value '222200000028'), 'Submit', 'Invoice #:', 'Date: 11/12/2017', 'Tax Rate: 0', 'Discount: 0'. Below this, the text 'No items to display' is shown. In the bottom right corner of the dialog, there is a blue button labeled 'Refund'. Below the dialog, the main content area shows a section titled 'Refunded List' with the text 'No items to display'.

- 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

<< < > >>

5 of 13

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

Back One Page

Next Page

Last Page

5  
10  
25  
50

- 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.

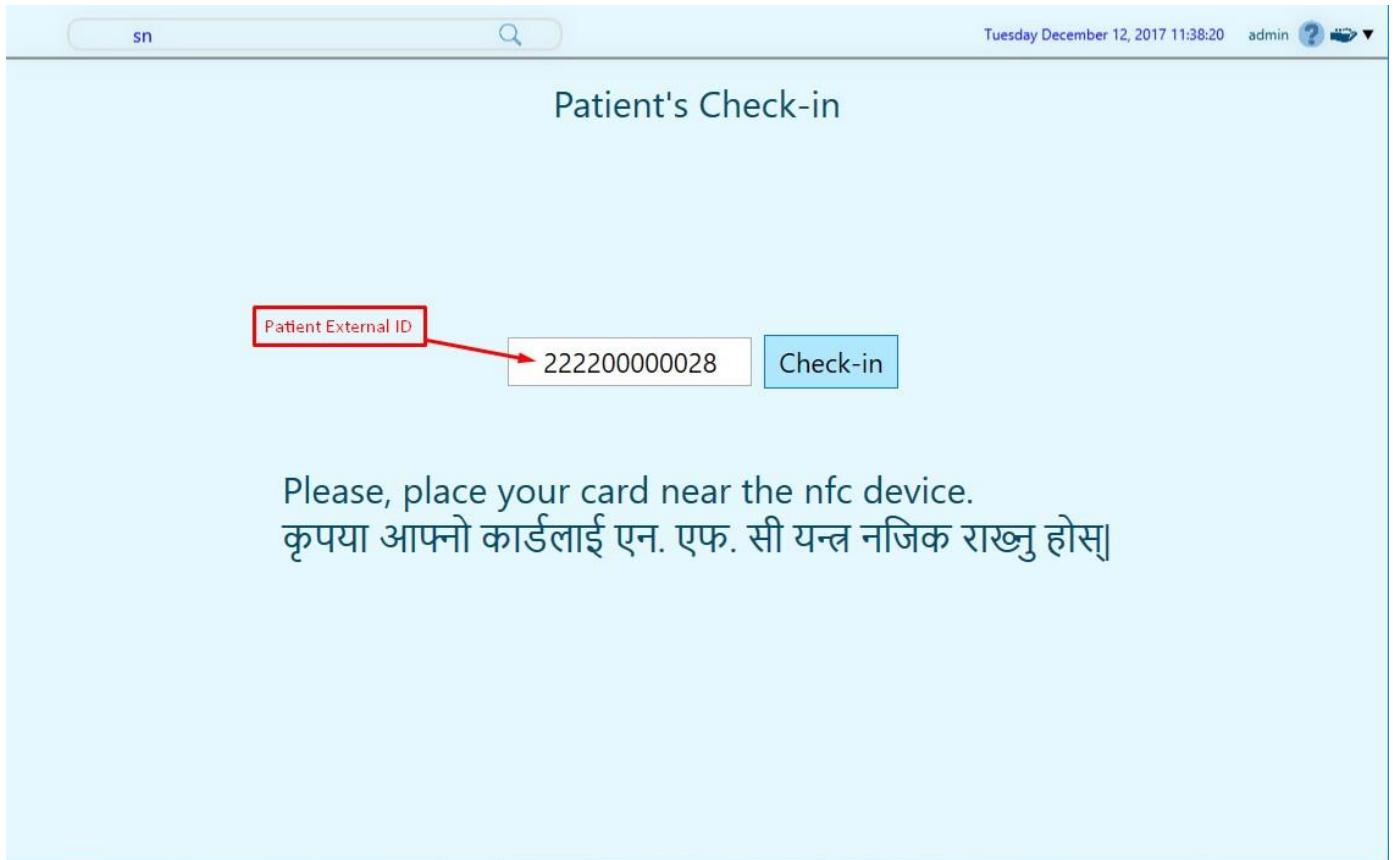
NOTE: If only one matching patient is found then the list view of the patients will be skipped and [Patient Page](#) of the matching patient will be displayed.

# Check In/Out

## Patient's Check-In

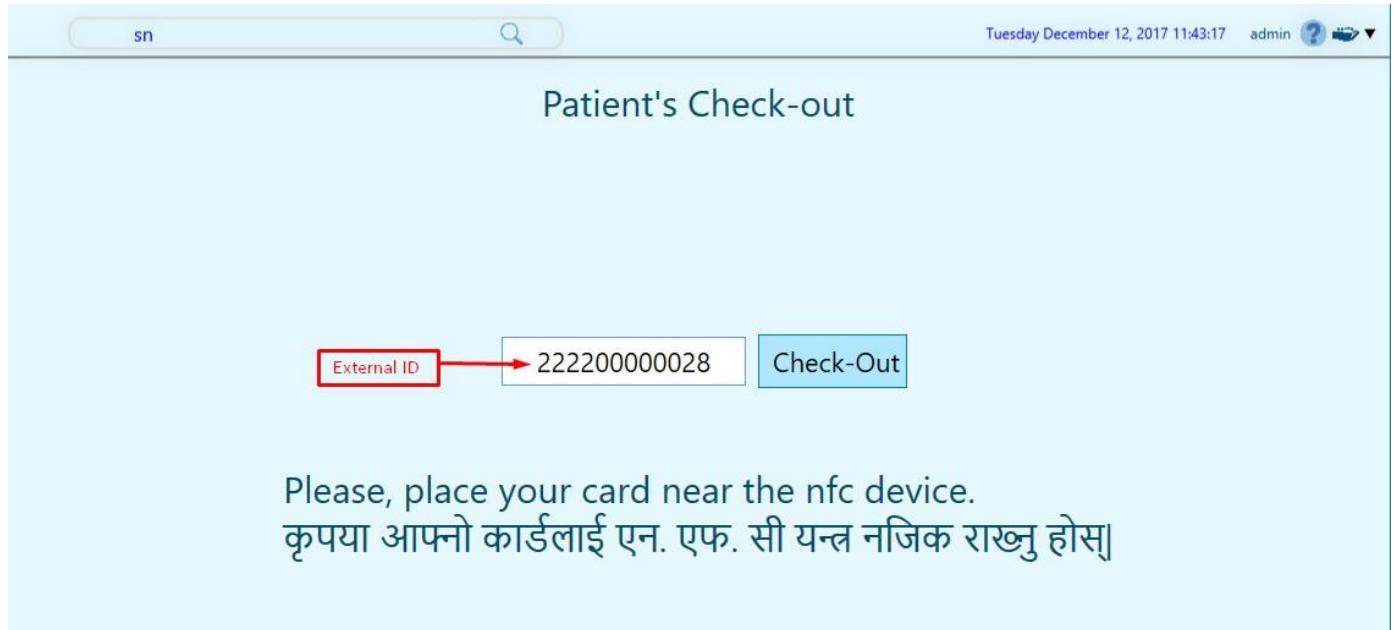
- NFC card is provided to every patient and he/she should provide it to the front desk to check In/Out. This is done to keep record of the patient's visit.
- Patient's External ID can be used to Check In.
- Each patient are provided with a unique barcode. This can also be used to check in or check out.

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.

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.

 <a href="#">Home</a> <a href="#">Account Reports</a> <a href="#">Cash Register</a> <b>Day Book</b> <a href="#">Cash Collection</a> <a href="#">Price Check</a>	<input type="text" value="Search Patient..."/> <span style="font-size: 2em;">🔍</span>						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	

## 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
<input checked="" type="checkbox"/> 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

## 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)
2018-03-18T12:37:14.000Z	102	Shankhar	123456798	107.00	0.00		5.00	95.00	12.3
2018-03-18T10:24:08.000Z	101	Shankhar	123456798	377.00	0.00		17.58	333.93	43.4
2018-03-18T10:07:50.000Z	100	Shankhar		200.00	200.00		0.00	0.00	0.0
2018-03-18T09:47:02.000Z	99	Shankhar	123456789	190.00	190.00		10.00	0.00	0.0
2018-03-18T05:55:48.000Z	98	Surendra	123456789	107.00	0.00		5.00	95.00	12.3
2018-03-15T09:09:04.000Z	97	Surendra	123456789	330.00	0.00		8.25	291.75	37.9
2018-03-15T08:55:06.000Z	96	Surendra	10	339.00	0.00		0.00	300.00	39.0
2018-03-15T08:42:36.000Z	95	admin	123456789	1,046.00	0.00		26.17	925.33	120.2
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**

From <input type="text" value="04/03/2018"/> <input type="button" value="15"/>		To <input type="text" value="19/03/2018"/> <input type="button" value="15"/>	User	---Select Provider---	Modules	All Modules	Submit	CSV Export
Date	User	Module			Action	Details		
19/03/2018 04:53		EMR Refund					insert	{"authUserId":1,"reason":"reason","invoice_id":"98","user n","password":"password","patient_external_id":"111200 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":"pe 2.35,"discount":5,"patient_info":"Shankhar Tamang","bill":[{"bill_id":"1001","date":"2018-03-18","code_type":"Proc 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,"pric es":1}],"bill_id":1001,"user_id":1,"user_name":admin,"tax_rate":13,"di 5,"return_amount":0,"payment_method":Cash,"is_priv a":0,"encounter":1613,"customer_pan":123456798,"tax .95,"non_taxable_amount":0,"customer_name":Shank Tamang,"customer_address":,"rounding_value":-0.349 943}
<b>Active List (0)</b>				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".



**Materialised View**

Materialised View														
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	Administrator
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	Administrator
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	Administrator
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	Administrator
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	Administrator
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	Administrator
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	Administrator
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	Administrator
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	Administrator
<b>Active List (0)</b>				Refresh										

## Sale Refund

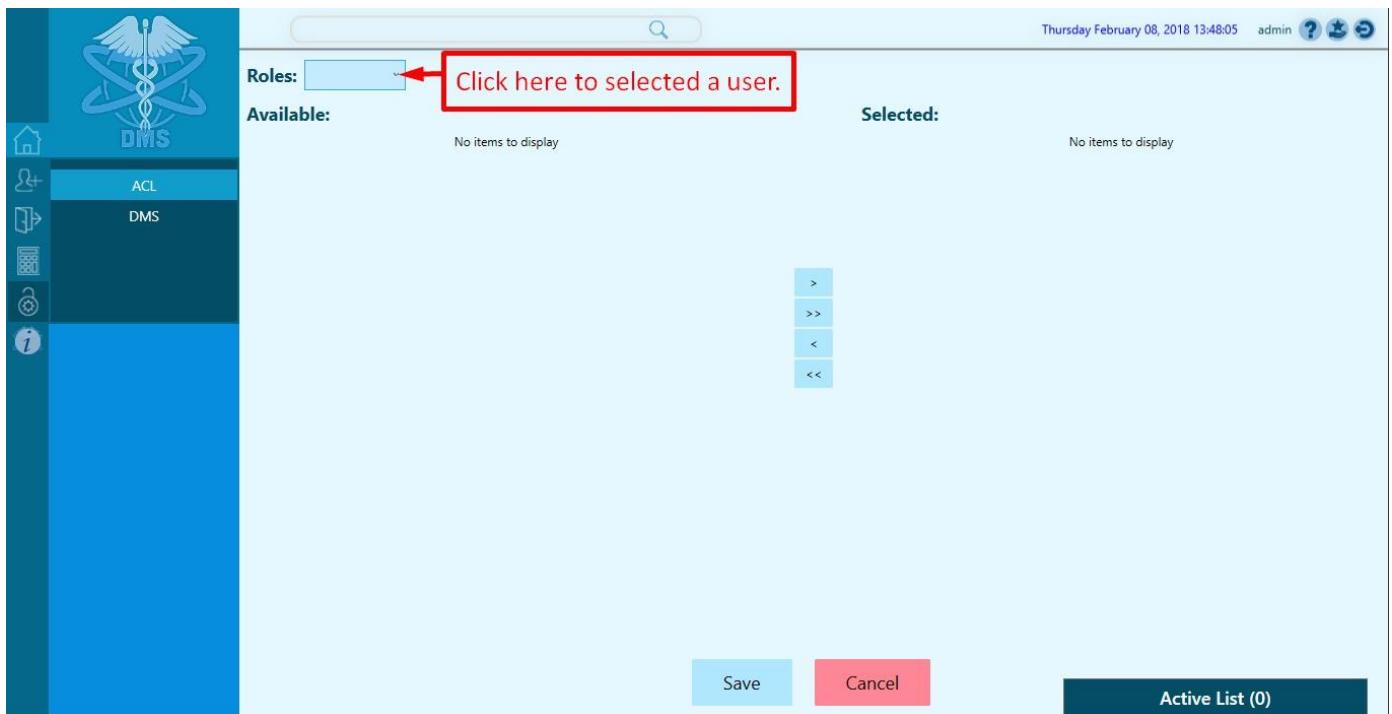
This shows all the refunds that are given in the selected time frame.



Sales Refund						
	From	25/02/2018 <input type="button" value="15"/>	To	19/03/2018 <input type="button" value="15"/>	Submit	CSV Export PDF Export
	Date	Credit Note No.	Bill No.	Buyer's Name	Buyer's PAN	Total Refund
Account Reports	19/03/2018	15	98	Surendra Long	0	339
Cash Register	18/03/2018	14	103	Shankhar Tamang	123456798	377
Day Book	18/03/2018	13	101	Shankhar Tamang	123456789	0
Cash Collection	18/03/2018	12	99	Surendra Long	123456789	150
Price Check	14/03/2018	11	85	Surendra Long	123456798	274
Sales Book	14/03/2018	10	85	Surendra Long	123456798	274
Audit Trail	14/03/2018	9	85	Surendra Long	123456798	274
Materialised View	14/03/2018	8	85	Surendra Long	123456798	274
Sale Refund	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

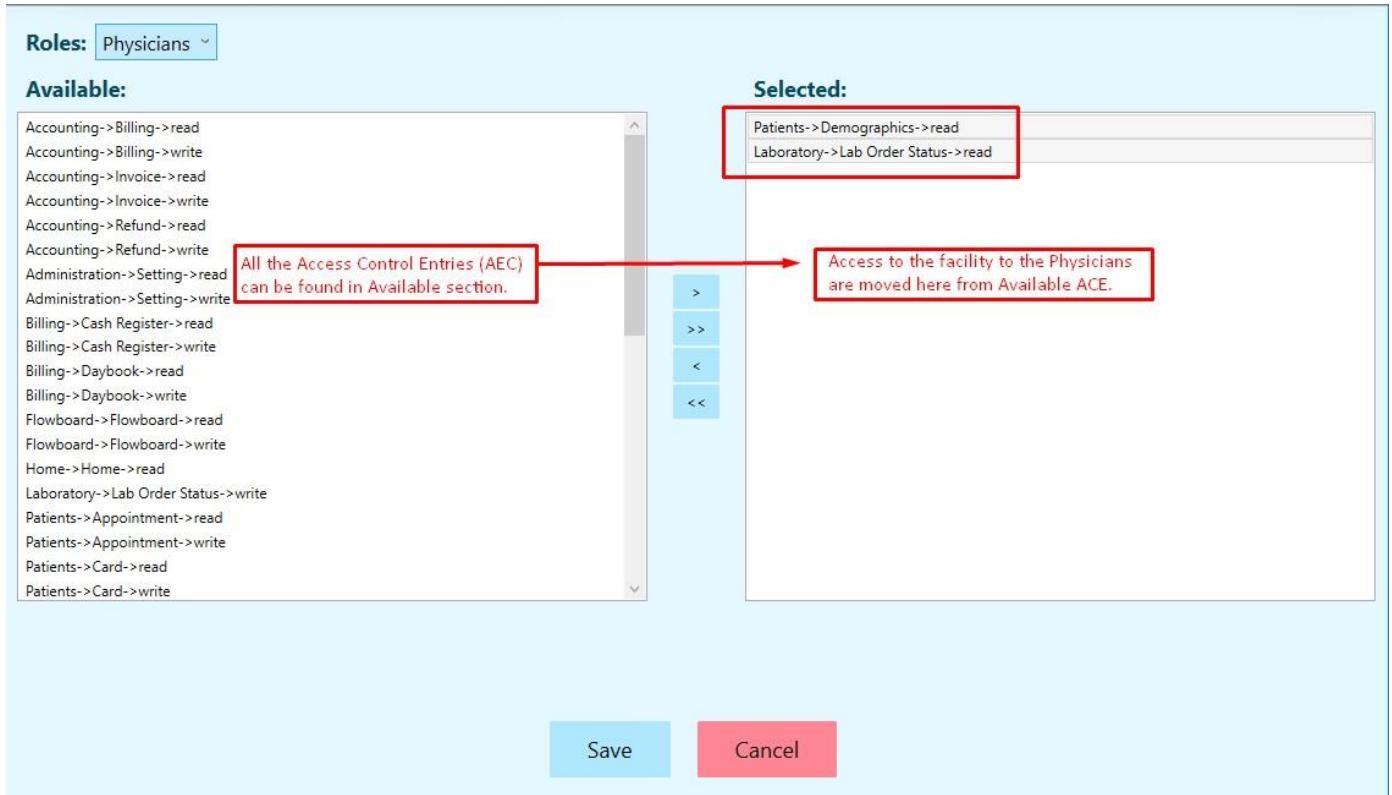
< > <> << >>

'<' 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 APPPOINTMENT 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.

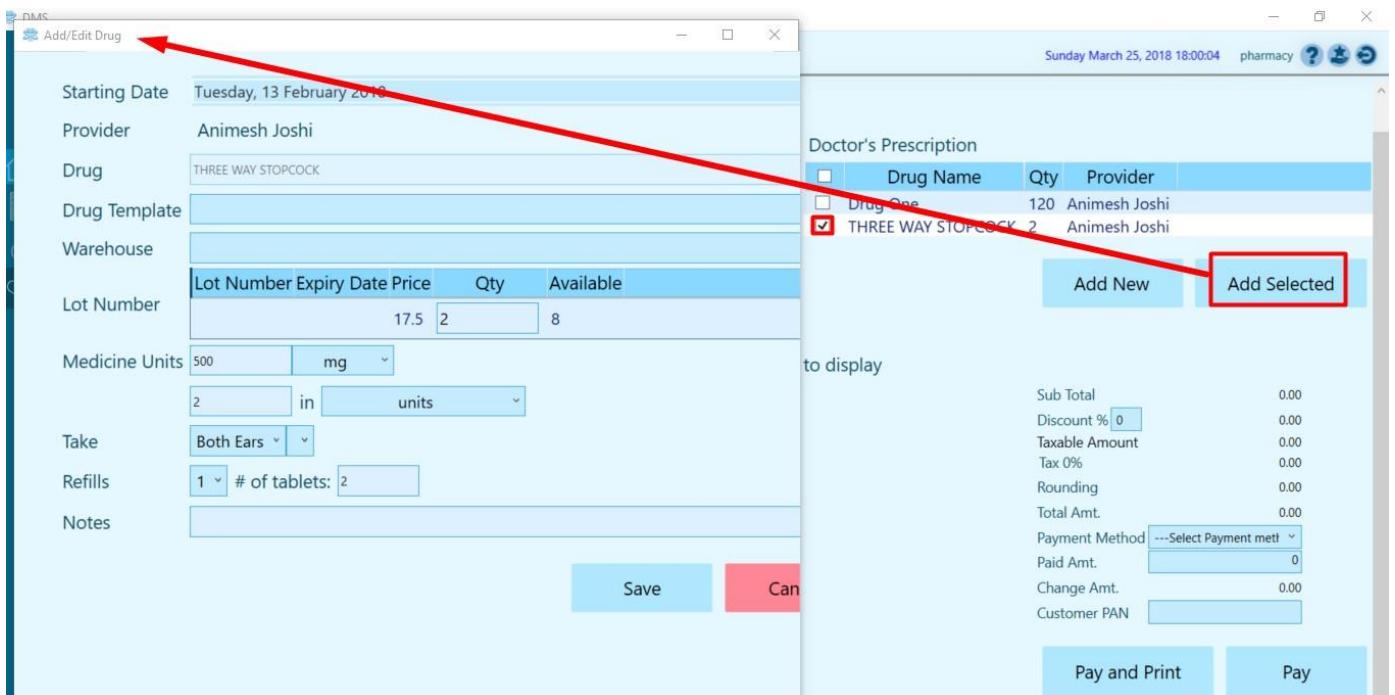
Search required patient from the search bar

A screenshot of a software application titled "Pharmacy". On the left, there's a vertical sidebar with icons for Home, Pharmacy, and another Pharmacy icon. A red box highlights the Pharmacy icon. The main area has a search bar at the top with the text "alis" and a magnifying glass icon. Below the search bar is a table with columns: Name, Sex, Phone, Citizen/Passport No, PID, ID, Last Encounter, Idle, and Encounters. Two rows of data are visible: "Alish Giri" and "Alist Khadka". At the bottom of the table, there are navigation buttons like '<<', '<', '2 of 2', '>', '>>', and a dropdown menu set to '5'. A red box highlights the search term "alis" in the search bar. The text "Displaying search result list" is overlaid in red in the center of the main area.

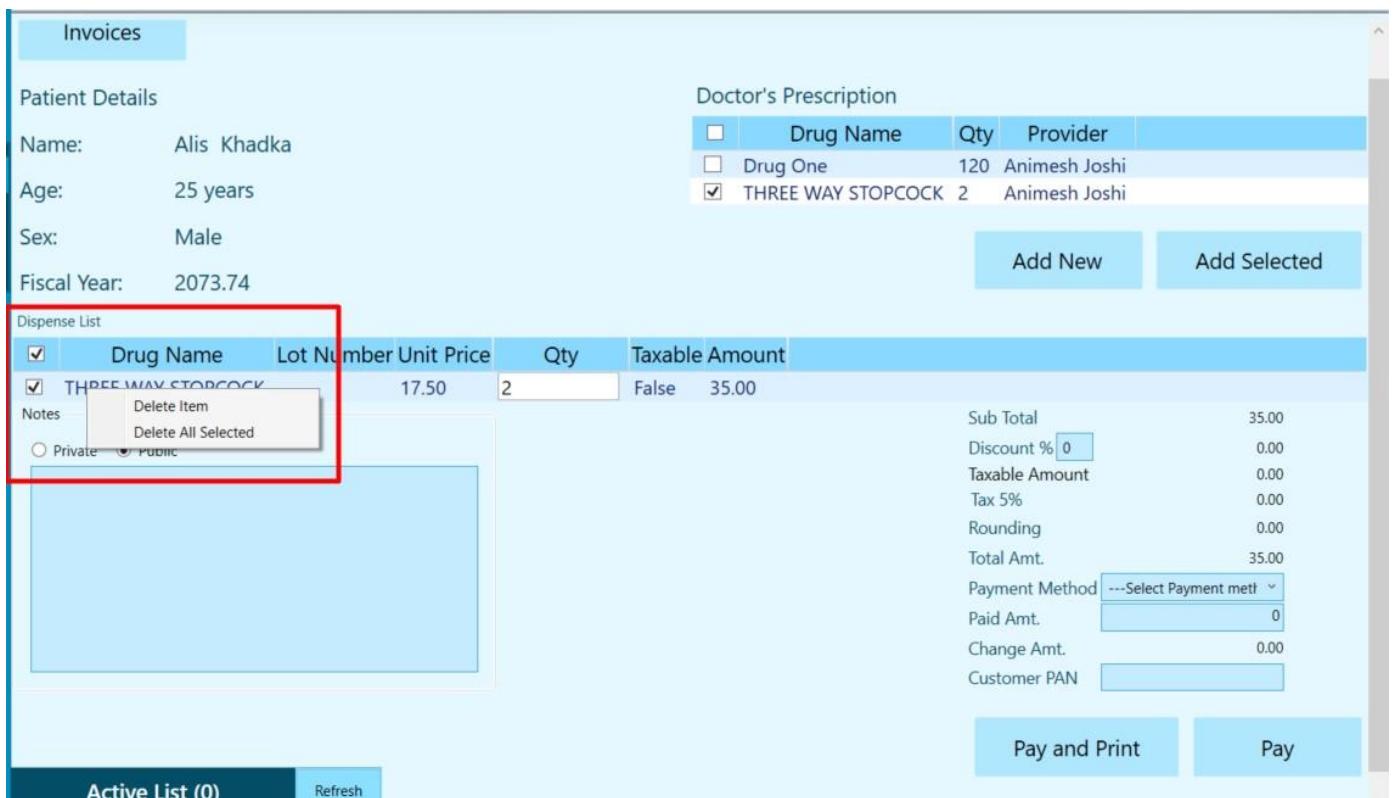
Prescriptions will be listed on the top-right on the screen as shown below.

Click on the check box and add selected item to the bill to process 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 shows the Pharmacy icon highlighted with a red box. The main area has a search bar with "alis" and a "Doctor's Prescription" section. The prescription 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). There are "Add New" and "Add Selected" buttons. Below the prescription is a note section with "No items to display". To the right is a payment summary table with columns: Sub Total (0.00), Discount % (0.00), Taxable Amount (0.00), Tax 0%, Rounding (0.00), Total Amt. (0.00), Payment Method (dropdown "...Select Payment mett..."), Paid Amt. (0), Change Amt. (0.00), and Customer PAN (text input field). At the bottom are "Pay and Print" and "Pay" buttons. A red box highlights the "Doctor's Prescription" section. The text "Active List (0)" and "Refresh" are at the bottom of the main area.



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



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	<input type="checkbox"/>	Drug Name	Qty
Age:	25 years	<input type="checkbox"/>	Drug One	120
Sex:	Male	<input checked="" type="checkbox"/>	THREE WAY STOPCOCK	2
Fiscal Year:	2073.74	<b>Add New</b> <b>Add Selected</b>		

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**

# 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), Reports, and Help. The main area has a search bar and a date/time stamp (Thursday February 08, 2018 13:50:57) along with user info (admin). The title is "Setting". The form 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 <a href="#">Browse</a>
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 blue "Set" button is at the bottom right. A "Active List (0)" button 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.