



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.

Table of Contents

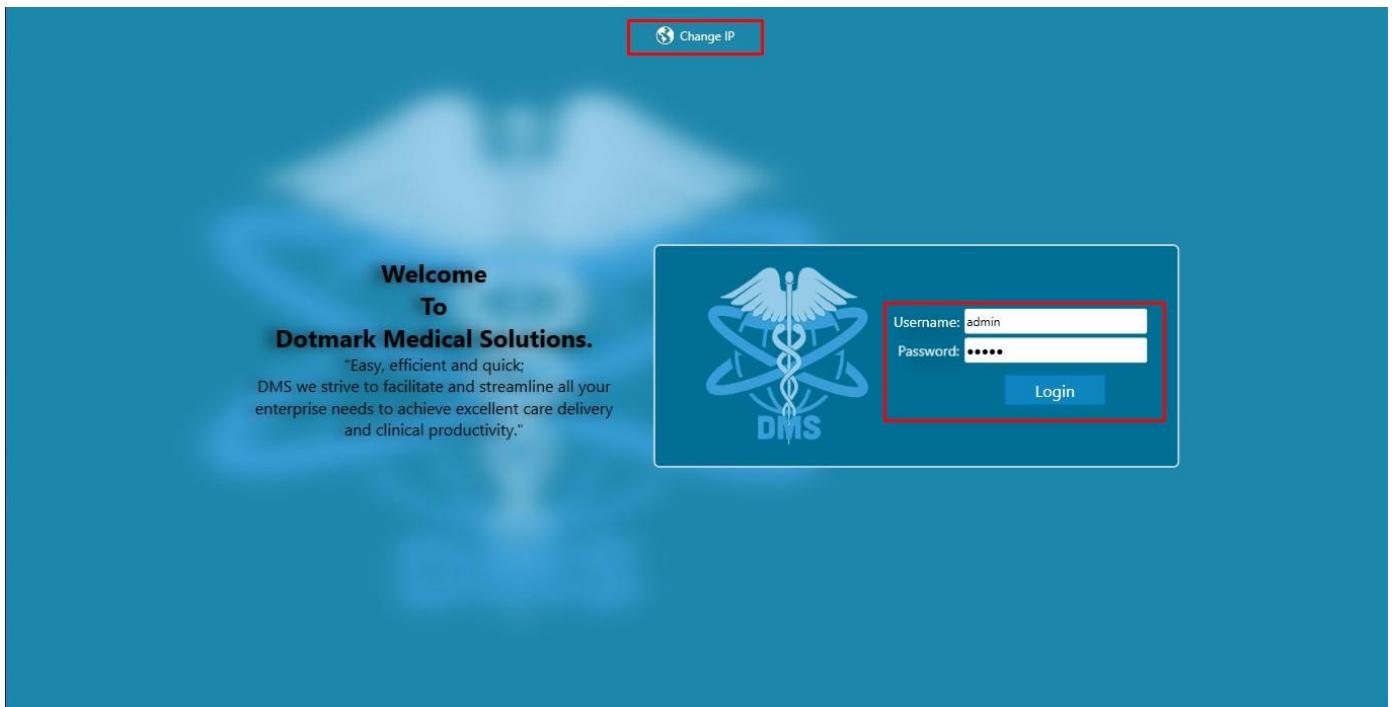
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|--|----|
| Introduction | 1 |
| Create a New Patient | 5 |
| Creating a New Appointment | 8 |
| Create Procedure Order..... | 12 |
| Patient Page | 16 |
| DEMOGRAPHICS | 16 |
| APPOINTMENT | 17 |
| QUICK ORDER..... | 18 |
| CARD/LABEL..... | 18 |
| BILLING | 19 |
| INVOICE | 20 |
| REFUND | 22 |
| Search Patients | 24 |
| Check In/Out | 25 |
| Accounts..... | 27 |
| Account Reports..... | 27 |
| Managing ACL - Access Control List | 32 |
| Access Control Entries(ACE) details: | 34 |
| Pharmacy Billing..... | 37 |
| Invoice/Refund..... | 40 |
| DMS Configuration..... | 42 |

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.

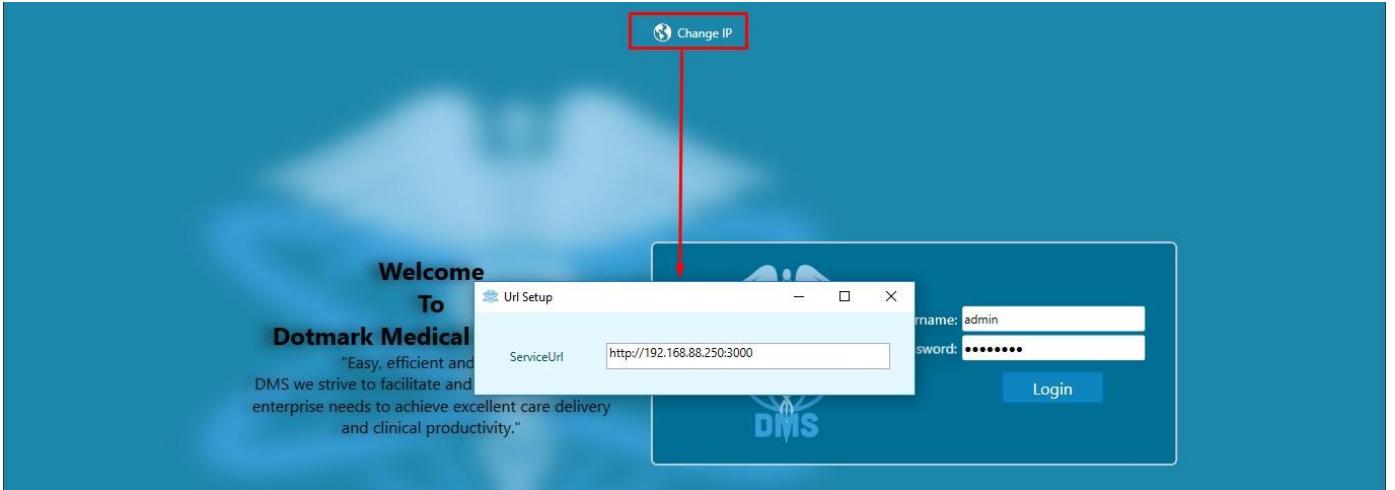
NOTE: Not all the users are given access to all the facilities. Access varies with different departments and their needs.

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



- In addition, it also has an Earth logo as shown in the image 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.

| PID | Patient | Exam Room | Appt Time | Arrive Time | Status | Current Status Time | Provider | Updated By |
|-----|------------|-----------|-----------|-------------|--------|---------------------|-------------|-------------|
| 11 | Alish Giri | 1 | 18:00:00 | | - None | | Bikal Bista | web service |

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

| PID | Patient | Exam Room | Appt Time | Arrive Time | Status | Current Status Time | Provider | Updated By |
|-----|------------|-----------|-----------|-------------|--------|---------------------|-------------|-------------|
| 11 | Alish Giri | 1 | 18:00:00 | | - None | | Bikal Bista | web service |

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 | |

Change status for: Surendra Long
 Status Type: - None
 Exam Room Number: ---Select Room---
 Save Cancel

Change Status will open this pop up.

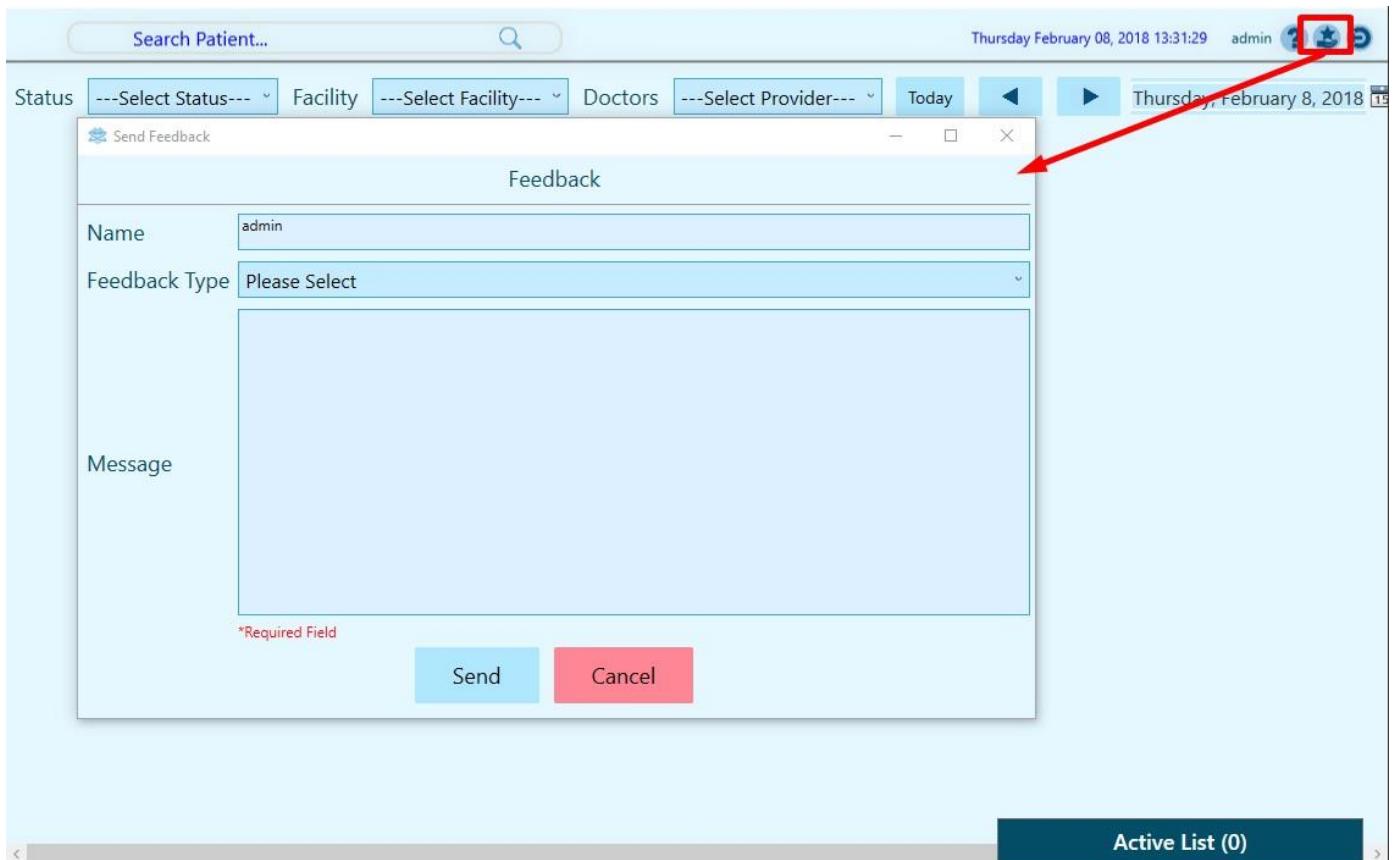
View Patient will navigate to the [Patient Page](#) of the patient selected.

- Left Nav Bar contains different 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.

The screenshot shows the DMS application interface. On the left is a dark blue vertical navigation bar with icons for Home, Account Reports, Cash Register, Day Book, Cash Collection, Price Check, and About us. The 'About us' icon has a red box around it with the text 'Tooltip on hover'. The main area has a light blue header with search, status, facility, doctor, provider, and date selection fields. The date 'Thursday February 08, 2018 13:26:23' and user 'admin' are at the top right. Below the header is a message 'No items to display'. On the far right, there are four icons: a question mark (Show help file), a person (Feedback), and a lock (Log out). A red arrow points from the 'Feedback' icon to another red box labeled 'Feedback'. Another red arrow points from the 'Log out' icon to another red box labeled 'Log out'.

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 with a dark blue sidebar on the left containing icons for Home, Create Patient (highlighted in light blue), Create Appointment, Create Procedure Order, and Help. The main area is titled 'Create New Patient' and contains two sections: 'Required Details' and 'Other Details'. In the 'Required Details' section, there are fields for Name (dropdown menu '---Select Titles---'), D.O.B (text input '08/02/2018' with a calendar icon), Sex (dropdown menu '---Select Gender---'), and Nepali Date (dropdown menu '---Select Nepali Date---'). In the 'Other Details' section, there are multiple rows of input fields: Citizenship/Passport No, Mother's Name; Driving License No, Father's Name; Blood Group (dropdown menu '---Select Blood Group---'), Guardian's Name; Marital Status (dropdown menu '---Select Marital Status---'), Home Phone; Address, Mobile Phone; City, Work Phone; Country (dropdown menu 'Nepal'), Emergency Phone; District (dropdown menu '---Select District---'), Contact Email; Zone (dropdown menu '---Select Zone---'), Trusted Email; Postal Code, Ethnicity (dropdown menu '---Select Ethnicity---'); and Race (dropdown menu '---Select Race---'). A 'Active List (0)' button is located at the bottom right of the 'Other Details' section.

- 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 NAMES | <input type="button" value="..."/> |
| D.O.B | <input type="text" value="11/12/1942 15:25:05"/> | <input type="button" value="15"/> | Nepali Date | Sex | ---Select Gender--- | | |

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"/> | Guardian's Name | <input type="text"/> |
| Marital Status | <input type="text"/> | Home Phone | <input type="text"/> |
| Address | <input type="text"/> | Mobile Phone | <input type="text"/> |
| City | <input type="text"/> Age in Years : <input type="text" value="0"/> | Work Phone | <input type="text"/> |
| Country | <input type="text"/> | 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--- | | |

Eng-Nep Date Converter

Select Year(B.S)
Select Month
Select Day

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

Search Patient... 

Monday December 11, 2017 15:33:31 admin   

Required Details

| | | | |
|-------|--|-----------------------------------|----------------------|
| Name | <input type="text"/> ---Select Titles--- | Anpur | <input type="text"/> |
| D.O.B | <input type="text" value="11/12/1967 15:33:13"/> | <input type="button" value="15"/> | Nepali Date |
| Sex | <input type="text"/> | ---Select Gender--- | |

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--- | | |

- 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. On the left, there's a sidebar with a logo and links for 'Create Patient', 'Create Appointment', and 'Create Procedure Order'. The main area has a search bar at the top with the placeholder 'Search Patient...' and a magnifying glass icon. Below the search bar, the patient's name 'Anpur Katham (222200000034)' is displayed. A red arrow points to the patient ID. A horizontal menu bar below the search bar includes tabs for DEMOGRAPHICS, APPOINTMENT, QUICK ORDER, CARD/LABEL, BILLING, INVOICE, and REFUND. The DEMOGRAPHICS tab is highlighted with a red border. 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 be done from the demographics page however, authorization may be required.

Create New Appointment

Search Patient...

Thursday April 05, 2018 17:53:23 admin ?

Patient Details

Name

D.O.B. 05/04/2018 Sex

District Zone

Contact Details

Home Phone Mobile Phone

Emergency Phone Contact Email

Appointment Details

Provider Billing Facility

Category Title

Room Number Status

Facility Comments

Active List (0) Refresh Thursday, April 5, 2018

Create New Appointment

Patient Details

Search Patient

Click To Search

This Search Box Pops up!

| 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 Comments

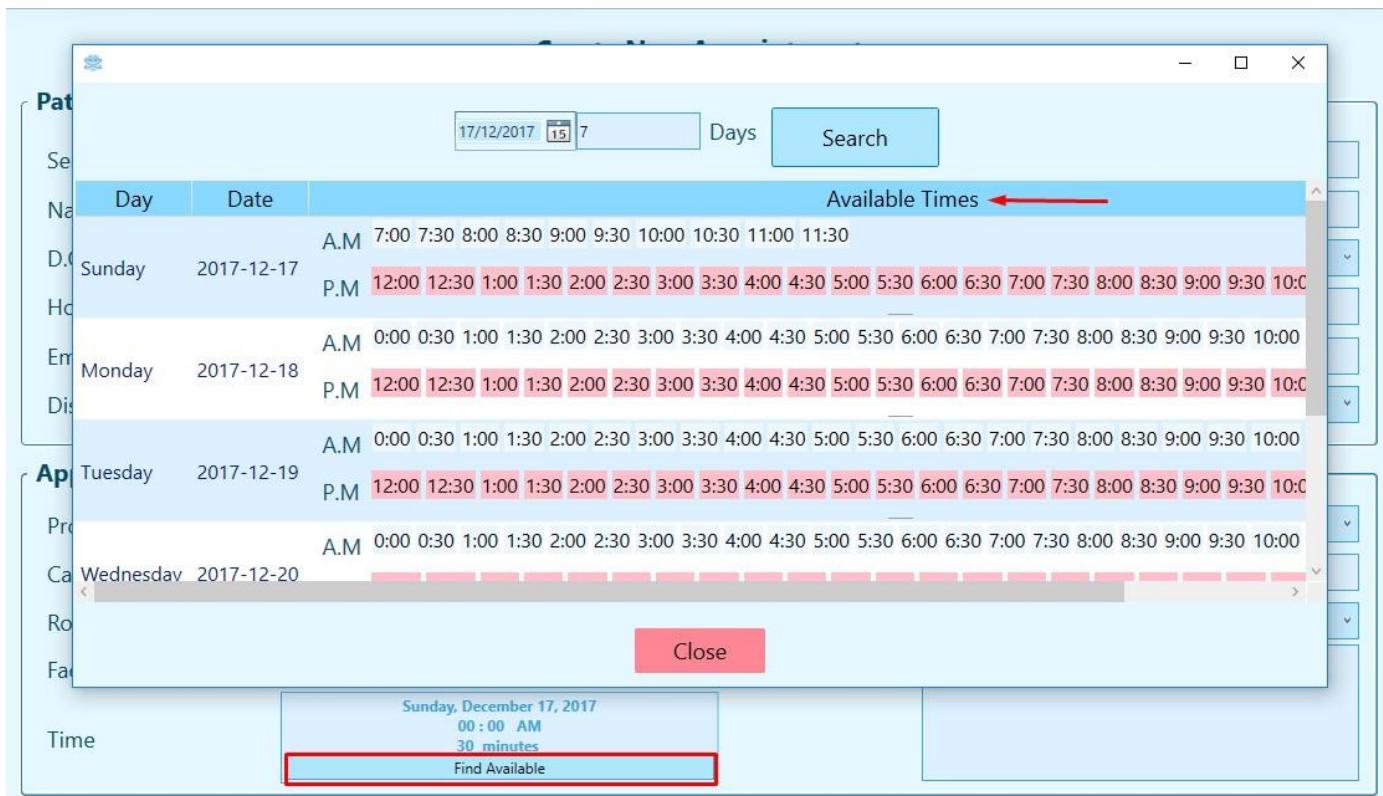
NOTE: You can also create a new patient from this window directly. To do this just skip them **Search Patient** section and proceed with the form.

- 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.

| Patient Page | | | | | | |
|--------------|-------------|-------------|---------------------|---------------------|---------|--------|
| DEMOCRAPHICS | APPOINTMENT | QUICK ORDER | CARD/LABEL | BILLING | INVOICE | REFUND |
| 05/02/2018 | Monday | 12:40 PM | Established Patient | Philip Shyam Ranjit | | |
| | | | | | | |
| Appt. Date | Day | Time | Type | Provider | Room | Action |
| 05/02/2018 | Monday | 12:40 PM | Established Patient | Philip Shyam Ranjit | | |
| | | | | | | |

- 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 be done from the demographics page however, authorization may be required.

The screenshot shows the 'Create New Procedure Order' page. On the left, a sidebar menu has 'Create Procedure Order' selected. The main area has a search bar at the top. Below it, there's a 'Patient Details' section with fields for Name, D.O.B., District, Sex, Gender, Zone, and a 'New Patient' button. Under 'Contact Details', there are fields for Home Phone, Mobile Phone, Emergency Phone, and Contact Email. The 'Order Details' section includes fields for Ordering, Order Date, Internal Time Collected, Priority, Status, and Clinical History. At the bottom, a note says '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"/> |
| Diagnosis Code | <input type="text"/> | |
| Laboratory Test: | <input type="text"/> | |
| 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-pstbldpp | 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

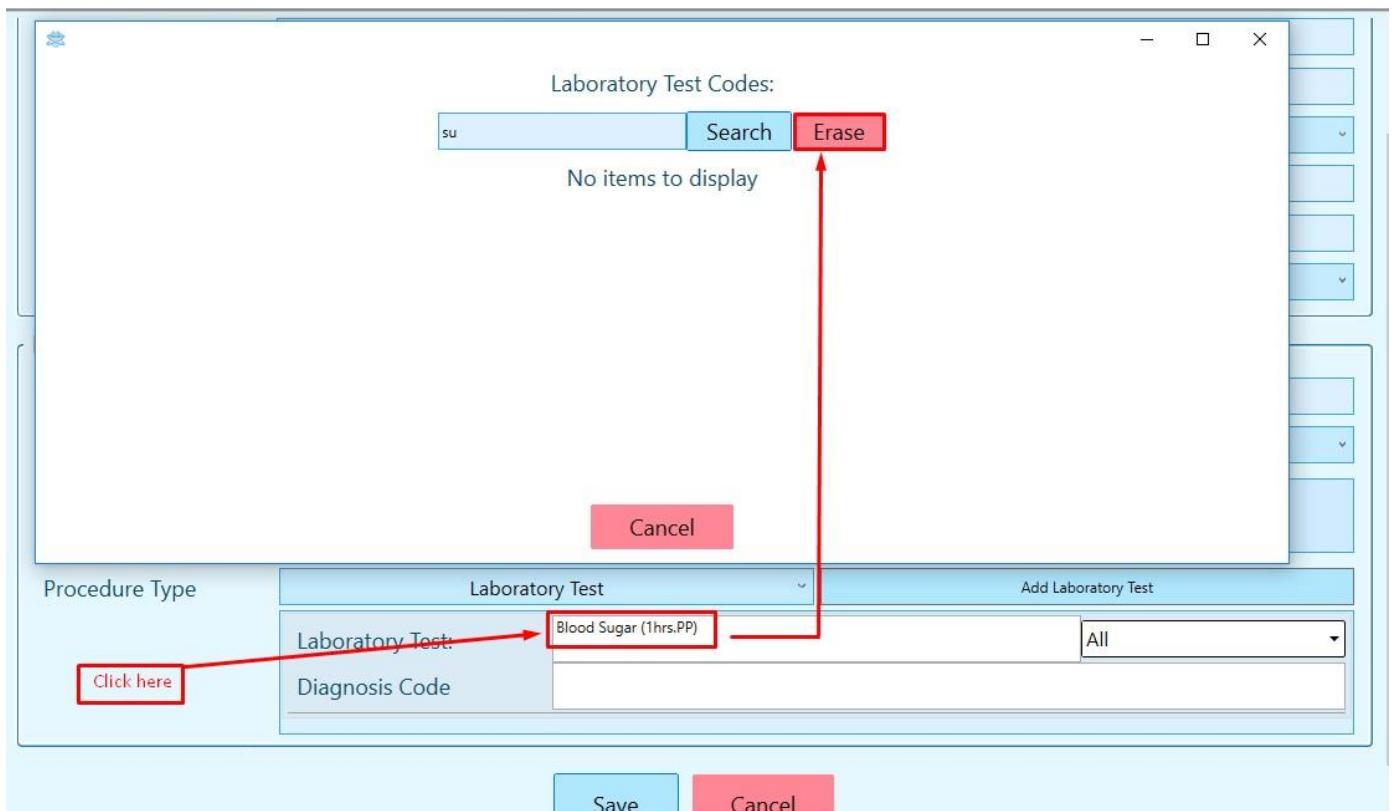
Laboratory Test: Blood Sugar (1hrs.PP)

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. Please note that authorization may be required.

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 Ms. Sneha Parsai. 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, settings, and logout. Below the header are 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: | 01 S |
| 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 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: 'If patients are asked to wait, click on this icon to add that patient to the Active List below as a reminder.' Below the table, a context menu is displayed for the patient entry 'Sneha Parsai 111200000075': 'View Patient', 'Remove Patient', and 'Clear List'. A red box highlights this menu, with a red arrow pointing to it from 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.

| APPOINTMENT | | | | | | |
|-------------|--------|----------|---------------------|---------------------|------|---|
| Appt. Date | Day | Time | Type | Provider | Room | Action |
| 05/02/2018 | Monday | 12:40 PM | Established Patient | Philip Shyam Ranjit | | |
| | | | | | | <div style="border: 1px solid red; padding: 2px;">Edit Appointment</div> <div style="border: 1px solid red; padding: 2px;">Print Appointment</div> <div style="border: 1px solid red; padding: 2px;">Delete Appointment</div> |

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.

| APPOINTMENT | | | | | | |
|---|---|--|--------------------------------------|---|--|--|
| Appointment Details: | | | | | | |
| Appointment Category | <div style="border: 2px solid red; padding: 2px; width: 500px;">Edit appointments from here</div> | | | | | |
| Title | <input type="text" value="Established Patient"/> | | | | | |
| Facility | <input type="text" value="General Physician"/> | | | | | |
| Billing Facility | <input type="text" value="General Physician"/> | | | | | |
| Provider | <input type="text" value="Philip Shyam Ranjit"/> | | | | | |
| Status | <input type="text" value="- None"/> | | | | | |
| Room Number | <input type="text" value="--Select Room--"/> | | | | | |
| Comments | <input style="height: 100px; width: 100%;" type="text"/> | | | | | |
| 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.

The screenshot shows a software interface for managing patient procedures. At the top, there is a header bar with the patient's name "Sneha Parsai(11120000075)" and a user icon. Below the header is a navigation menu with tabs: DEMOGRAPHICS, APPOINTMENT, QUICK ORDER (which is selected and highlighted in blue), CARD/LABEL, BILLING, INVOICE, and REFUND. A red box and arrow highlight the "Refresh Screen" button in the top right corner. The main content area displays a table with one row of data. The columns are labeled: Encounter, Date, Procedure, Test Name, Status, Payment, and Action. The data in the table is: Encounter 05/02/2018, Date 05/02/2018, Procedure Occult Blood, Test Name Occult Blood, Status Due, Payment Due, and Action Delete.

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.

The screenshot shows a software interface for generating patient cards. At the top, there is a navigation menu with tabs: DEMOGRAPHICS, APPOINTMENT, QUICK ORDER, CARD/LABEL (selected and highlighted in blue), BILLING, INVOICE, and REFUND. The main content area is divided into two sections: "Label" and "Card".
The "Label" section contains a "Label" field with a "Print" button. Inside the "Label" field, there is a "Adjust size" button and a size input field showing "29 mm x 90.3 mm". Below this is a preview window showing a sample card with the following details:
Godawari Medcity Polyclinic Pvt. Ltd.
Thaiba, Godawari-14, Lalitpur, Bagmati, Nepal
Sneha Parsai
30/11/1993, 24 yrs / F
9856245484, (EM) 9856245484
Jawalakhel,Lalitpur
A barcode and the card ID "11120000075" are also present.
The "Card" section contains an "In-Card Information" table and an "In-Database Information" table. The "In-Card Information" table includes fields for Card ID, Patient No., Blood Gr., and Allergies. The "In-Database Information" table includes fields for Patient No., Name, DOB, Sex, Contact No., and Issue Date. A note at the bottom of the card section says "Please bring this card each time you visit."
At the bottom of the screen, there are three buttons: "Save/Overwrite", "Print Card", and "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.

The screenshot shows the Billing section of a software interface. At the top, there are tabs: DEMOGRAPHICS, APPOINTMENT, QUICK ORDER, CARD/LABEL, BILLING (selected), INVOICE, and REFUND. Below the tabs, the 'Encounter' dropdown is set to '30/11/2017 10:45:00-Office Visit'. To the right, there are fields for 'Add Item' and 'Qty.', and a 'Pay >>' button. A red box labeled 'Payment Done' is placed over the first encounter in the list. Red arrows point from this box to the other encounters in the list, which are all in bold, indicating they have not been paid. The table below shows the charge details:

| | Description | Qty. | Unit Price | Price | Tax | Sub Total |
|--|-----------------------------|------|------------|-------|-----|-----------|
| | Solution appointment charge | 1 | 380 | 380 | 5 | 399 |

Total Amt. Rs. 399

Pay >>

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

The screenshot shows the Billing section of a software interface. At the top, there are tabs: DEMOGRAPHICS, APPOINTMENT, QUICK ORDER, CARD/LABEL, BILLING (selected), INVOICE, and REFUND. Below the tabs, the 'Encounter' dropdown is set to '05/02/2018-Established Patient'. To the right, there are fields for 'Add Item' and 'Qty.', and a 'Pay >>' button. The table below shows the charge details, with the 'Tax' column highlighted in red for the second row, indicating a difference in tax amount:

| Date | Type | Code | Description | Qty. | 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(11120000075) +

DEMOCRAPHICS 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 | |
| 2/5/2018 | items | 1112000001 | ER Registration | |
| 2/5/2018 | Appointment | 1112000001 | Appointment for Dr. Philip Sh | |
| | | | | |
| Cannulation with IV(Rs165) | Price | Tax | Sub Total | |
| Catheterization(Rs250) | 0.00 | 190.00 | 15 | 218.50 |
| Catheterization out(Rs100) | 0.50 | 351.50 | 5 | 369.08 |
| Corn Removal (small)(Rs400) | | | | |
| Corn Removal (Large)(Rs800) | | | | |
| Total Amt. | | | Rs. 587.58 | |

Pay >>

- 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(11120000075) +

DEMOCRAPHICS 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 11:15:11 | items | 1112000001 | ER Registration | 1 | 190 | 190.00 |

Notes

Private Public

| | |
|---|-------------------------------------|
| Sub Total | Rs. 190 |
| Discount <input type="button" value="Percent"/> 0 | Rs. 0 |
| VAT(15%) | Rs. 28.5 |
| Total Amt. | Rs. 218.5 |
| Payment Method | <input type="button" value="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](#)



- 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**.

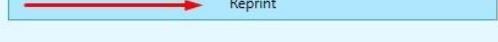
| DEMOGRAPHICS | | APPOINTMENT | | QUICK ORDER | | CARD/LABEL | | BILLING | | INVOICE | | REFUND | |
|--------------|------------|-------------|--------------|---|------|------------|-------|---------|--|---------|--|--------|--|
| #Invoice | Date | Type | Code | Description | Qty. | Rate | Price | | | | | | |
| 23 | 29/11/2017 | Appointment | 222200000003 | Dr. Dotmark Solution appointment charge | 1 | 380 | 380 | | | | | | |
| 22 | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | |

 **Invoice**

| Date | Type | Code | Description | Qty. | Rate | Price |
|------------|-------------|--------------|---|------|------|-------|
| 29/11/2017 | Appointment | 222200000003 | Dr. Dotmark Solution appointment charge | 1 | 380 | 380 |

Public

| | |
|----------------|------|
| Sub Total | 380 |
| Discount 0% | 0 |
| VAT(5 %) | 19 |
| Total Amt. | 399 |
| Payment Method | cash |
| Paid Amt. | 500 |
| Change Amt. | 101 |

 **Reprint**

REFUND

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

Search Patient... Monday December 11, 2017 14:46:41 admin

Sneha Prasai (222200000028)

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

Invoice Id: Submit Invoice #: 22 Date: 11/12/2017 Tax Rate: 0 Discount: 0

No items to display

Total : Rs. 0

Refund

- 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)

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

Invoice Id: Submit Invoice #: 22 Date: 29/11/2017 Tax Rate: 5% Discount: 0%

| Type | Code | Description | Qty. | Return Qty. | Rate | Paid Amt. | Return Amt. |
|---|--------------|---|------|-------------|------|-----------|-------------|
| <input checked="" type="checkbox"/> Appointment | 222200000003 | Dr. Dotmark Solution appointment charge | 1 | 380 | 399 | 0 | |

Total : Rs. 0

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 |

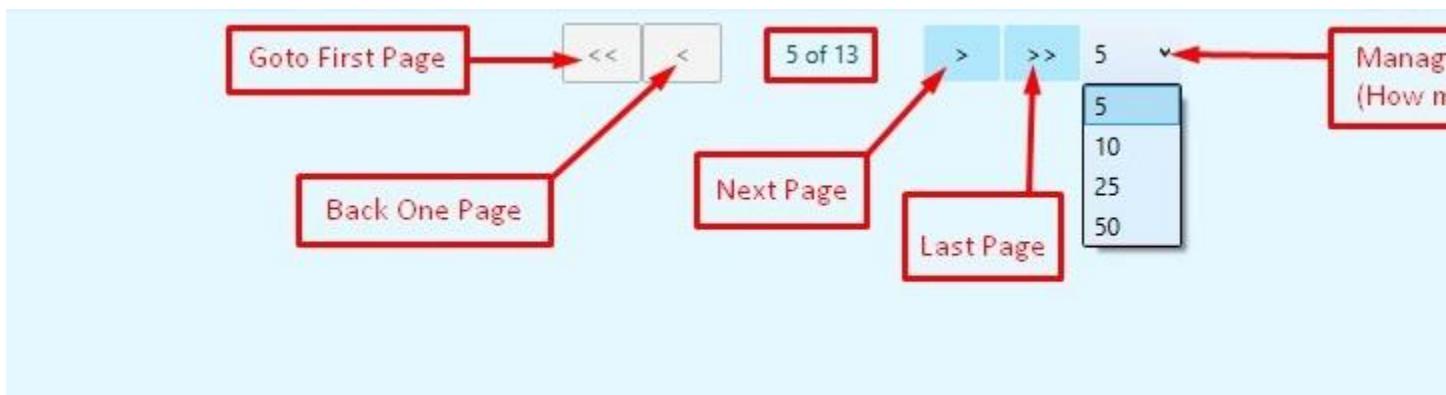
Search Patients

- 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.

The screenshot shows a search results page for patients starting with 's'. Two patients are listed:

| Name | Sex | Phone | Citizen/Passport | ID | PID | No. of encounter | Date of last encounter |
|-------------------------|------|----------|------------------|-------------|-----|------------------|------------------------|
| Surendra Kumar Shrestha | Male | 98621453 | 123951753 | 11120000002 | 2 | 4 | 04/04/18 |
| Sunil Gamal | Male | | | 11120000003 | 3 | 2 | 04/04/18 |

A red box highlights the search bar with the letter 's' and the text 'List of matching patient of 's''. A red box also highlights the 'Patient ID' column header. A red arrow points from the 'Patient ID' label to the 'ID' column of the second row.



- 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 is 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.

Tuesday December 12, 2017 11:38:20 admin ? 🔍 ▾

Patient's Check-in

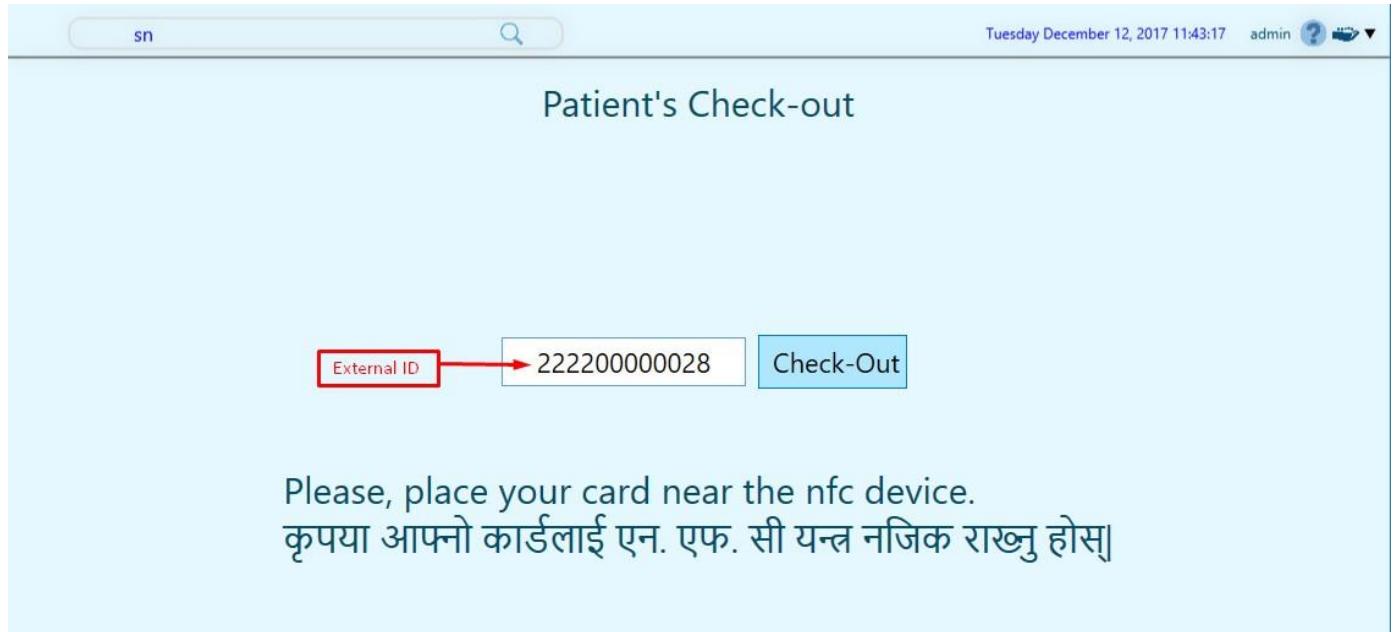
Patient External ID: 222200000028

Check-in

Please, place your card near the nfc device.
कृपया आफ्नो कार्डलाई एन. एफ. सी यन्त्र नजिक राख्नु होस्।

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

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 <input type="button" value="15"/> | | To : 17/12/2017 <input type="button" value="15"/> | 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.

No items to display

Date : 10/12/2017 16:00:34 15

Provider : ---Please Select---

Type : ---Select Cash Register_Types---

Amount : 0

Submit

+/- From : 10/12/2017 16:00:34 15 To : 10/12/2017 16:00:34 15 Provider : ---Please Select---

No items to display

Submit Print CSV Export

- 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.



DMS

Search Patient...

Thursday February 08, 2018 13:21:23
admin

| From : 08/03/2017 08/03/2017 | | To : 08/02/2018 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 | 111200000001 | 1425 | 20 | 70.25 | 1,475.25 | 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 |
|---|--------------|-----------------|-------------|-------|------------|
| <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 | addr | 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 Trail

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: 04/03/2018 [15] To: 19/03/2018 [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,"username","password":"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_total": 100, "on_hand_amount": 107, "discount_type": "percentage", "discount": 5, "patient_info": "Shankhar Tamang", "bill": [{"bill_id": "1001", "date": "2018-03-18", "code_type": "Procedure", "code": "ham-pltlts1", "pid": "174", "provider_id": "0", "encounter": "1613", "ham-pltlts1_charge": "Platelets", "billed": 1, "activity": "1", "units": 1, "fee": 100, "external_id": "111200000174", "price": 1}, {"bill_id": "1001", "user_id": 1, "user_name": "admin", "tax_rate": 13, "discount": 0, "return_amount": 0, "payment_method": "Cash", "is_private": 0, "encounter": "1613", "customer_pan": "123456798", "tax": 95, "non_taxable_amount": 0, "customer_name": "Shankhar Tamang", "customer_address": "", "rounding_value": -0.34943}]}> | | | | | | |
| 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 |
|-------------|----------|---------------|--------------|------------|--------|----------|----------------|-------|--------------|----------|---------|--------|--------------------------|---------|
| 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 | 1111122223 | 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 | 123456798 | 199.5 |
| 10/03/2018 | 1 | 27 | Surendra Long | 123456798 | 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.

The screenshot shows the DMS application's ACL management interface. On the left is a vertical sidebar with icons for Home, User, Document, and Help. The main area has two sections: 'Available' and 'Selected'. The 'Available' section contains a message 'No items to display' and a 'Roles:' dropdown menu. A red box highlights this area with the text 'Click here to selected a user.' and an arrow pointing to the dropdown. The 'Selected' section also contains a 'No items to display' message. At the bottom are 'Save' and 'Cancel' buttons, and a dark blue bar on the far right displays 'Active List (0)'.

- 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

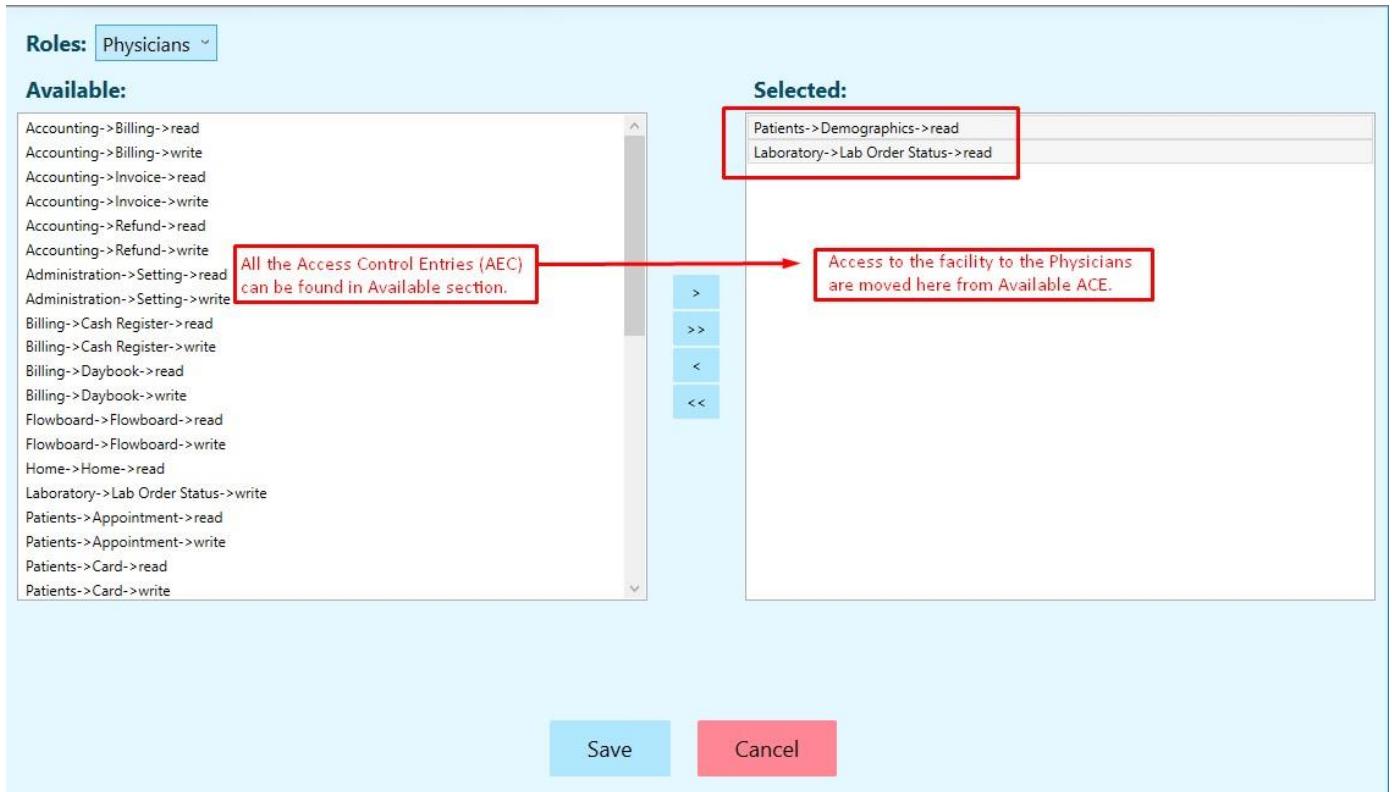
> >> < <<

'<' 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 Physicians 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 Patient*.
- 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.

The screenshot shows a software interface for a medical system. On the left, there's a vertical sidebar with icons for Home, Pharmacy, and other medical functions. 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 titled "Displaying search result list". The table columns are Name, Sex, Phone, Citizen/Passport No, PID, ID, Last Encounter, Idle, and Encounters. There are two rows of data:

| Name | Sex | Phone | Citizen/Passport No | PID | ID | Last Encounter | Idle | Encounters |
|-------------|-----|------------|---------------------|-----|----|----------------|------|------------|
| Alish Giri | | | 123467 | | | 12/20/17 | 95 | 4 |
| Alis Khadka | | 9014528454 | 6523525 | | | 02/27/18 | 26 | 10 |

At the bottom of the table, there are navigation buttons: <<, <, >, >>, a page number "2 of 2", and a dropdown menu set to "5". The status bar at the top right shows "Sunday March 25, 2018 17:55:48" and "pharmacy".

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.

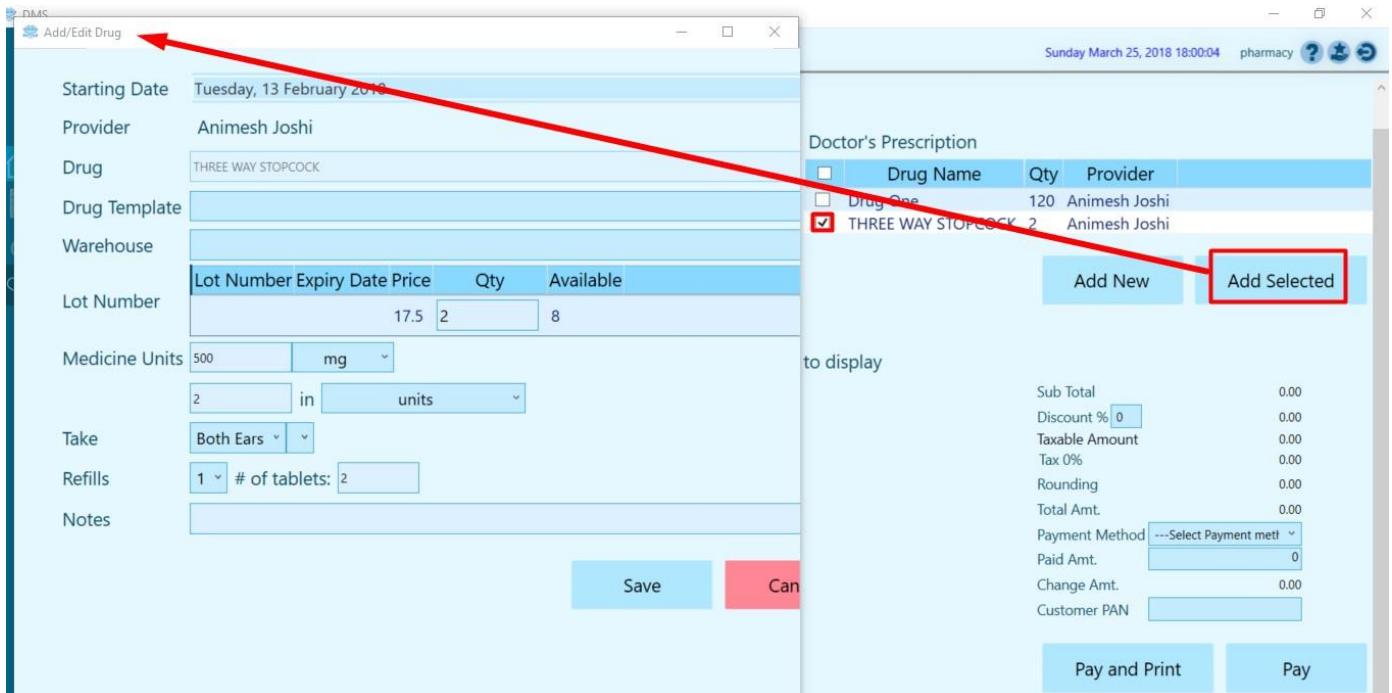
This screenshot shows the Pharmacy billing interface. The sidebar on the left has a red box around the "Pharmacy" icon. The main area has a search bar at the top with "alis" and a magnifying glass icon. Below it, there's a section for "Patient Details" with fields for Name, Age, Sex, and Fiscal Year. To the right, there's a "Doctor's Prescription" table with three items:

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

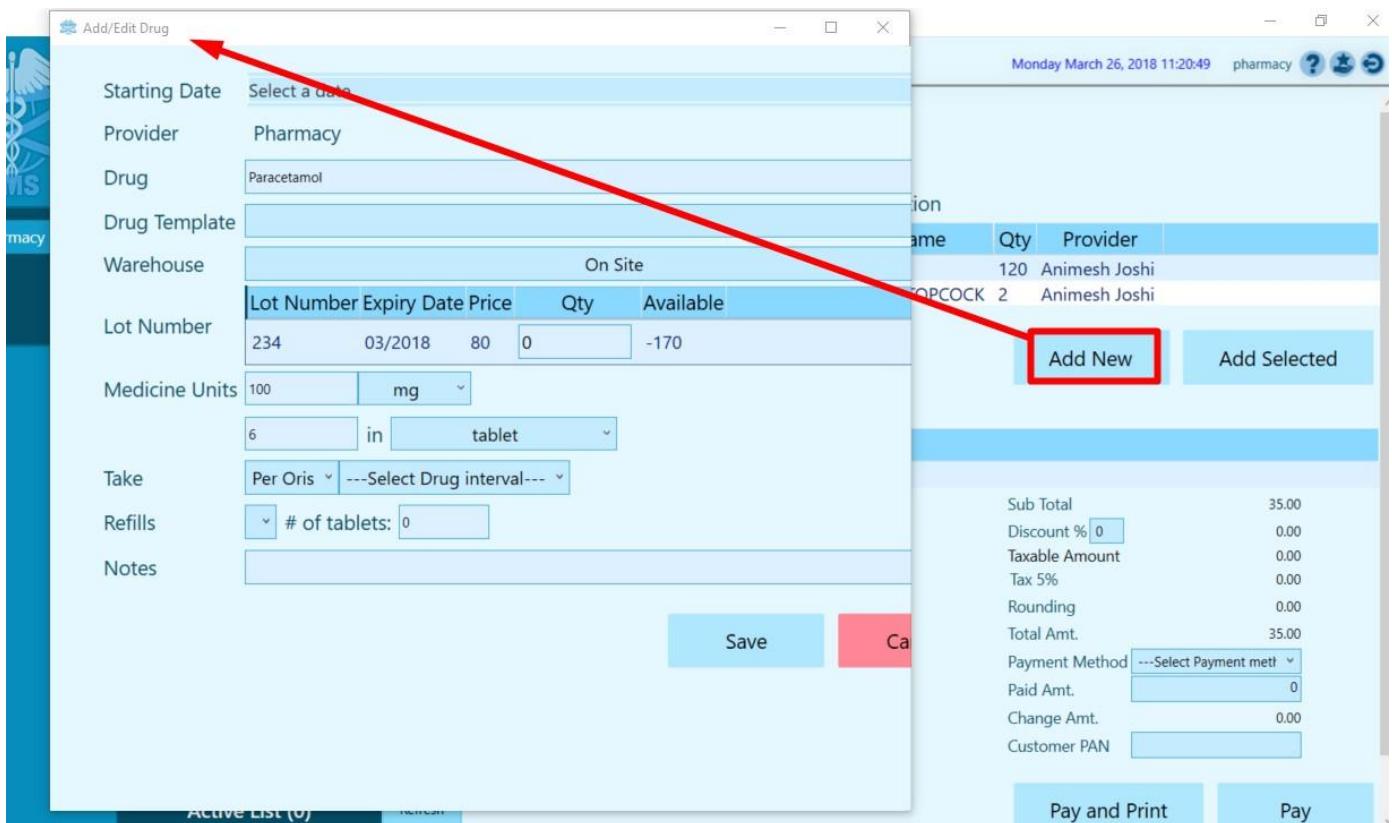
Buttons for "Add New" and "Add Selected" are at the bottom of this table. Below the prescription table, a message says "No items to display". On the far right, there's a "Payment Summary" table with the following data:

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

At the bottom, there are "Pay and Print" and "Pay" buttons.



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.

The screenshot shows the 'Invoices' module interface. On the left, 'Patient Details' are listed: Name: Alis Khadka, Age: 25 years, Sex: Male, Fiscal Year: 2073.74. On the right, 'Doctor's Prescription' details are shown: Drug Name: THREE WAY STOPCOCK, Qty: 2, Provider: Animesh Joshi. Below these are 'Add New' and 'Add Selected' buttons. The main area is titled 'Dispense List' and contains a table with columns: Drug Name, Lot Number, Unit Price, Qty, Taxable Amount. A row for 'THREE WAY STOPCOCK' is selected, showing Unit Price 17.50, Qty 2, and Taxable Amount 35.00. A context menu is open over this row, containing options: Notes, Delete Item, Delete All Selected, Private (radio button), and Public (radio button). The entire context menu area is highlighted with a red box. To the right of the table, there is a summary of charges: 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 (dropdown: ---Select Payment mett---), Paid Amt. 0, Change Amt. 0.00, and Customer PAN (text input field). At the bottom, there are 'Pay and Print' and 'Pay' buttons, and links for 'Active List (0)' and 'Refresh'.

| Drug Name | Lot Number | Unit Price | Qty | Taxable Amount |
|--------------------|------------|------------|-----|----------------|
| THREE WAY STOPCOCK | | 17.50 | 2 | 35.00 |

Notes
 Delete Item
 Delete All Selected
 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 ---Select Payment mett---
Paid Amt. 0
Change Amt. 0.00
Customer PAN

Pay and Print Pay

Active List (0) Refresh

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 50
 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

Bill number

| #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** Invoice #: 58 Date: 26/03/2018 Tax Rate: 5% Discount: 0%

| 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 |

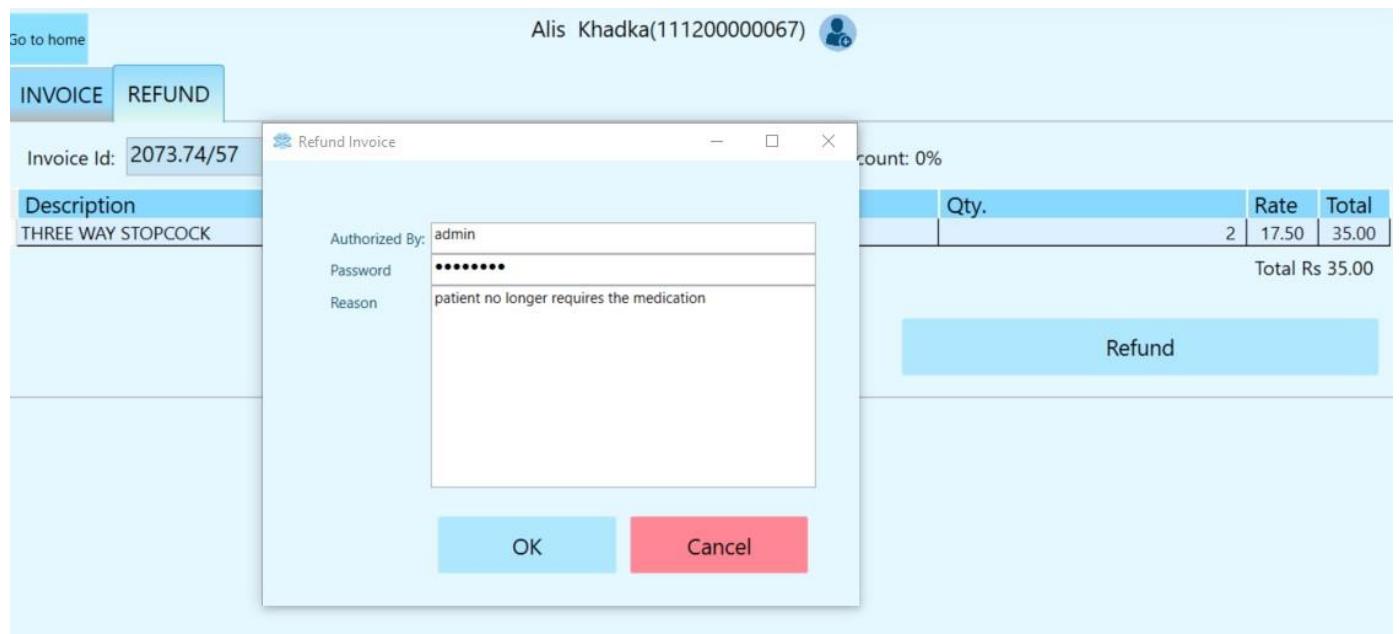
Total Rs 238.00

Invoice id is the bill number of the patient's receipt.

Refund

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.



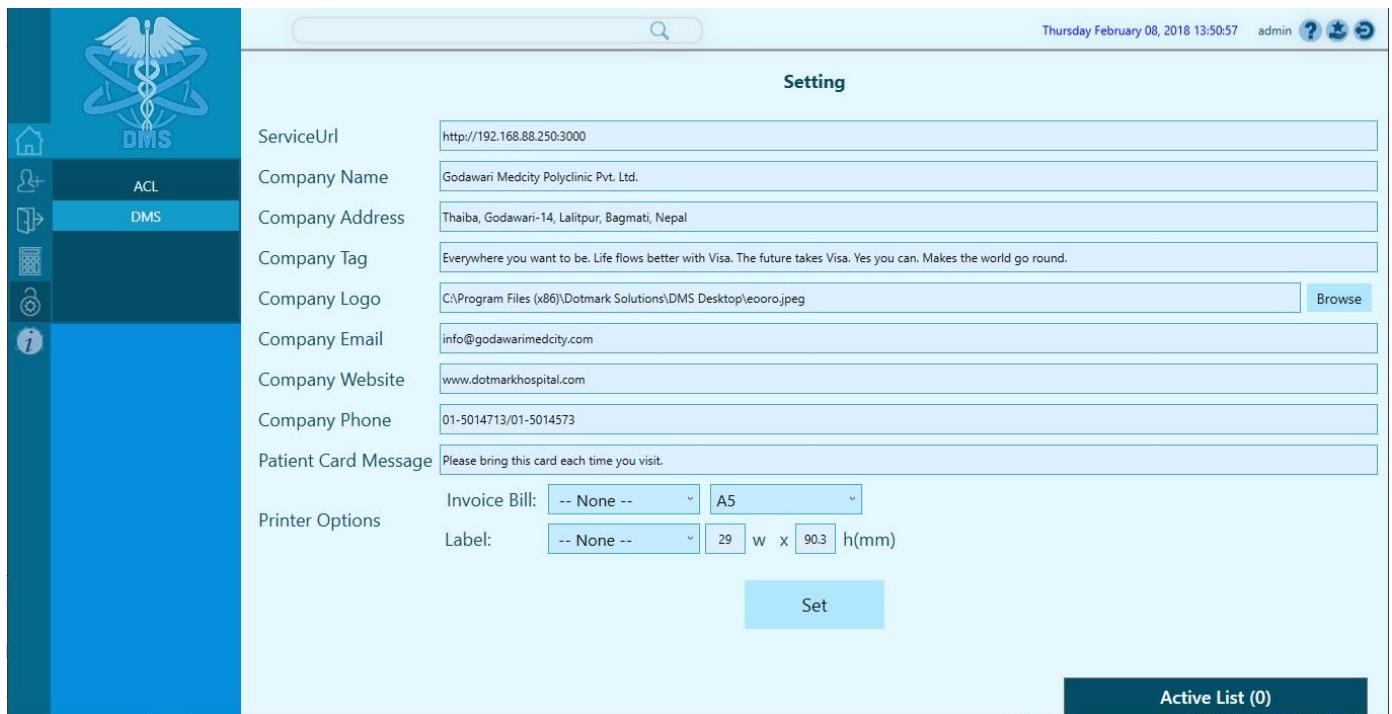
Press **Go to home** on top of the screen to carry on with the refund process.

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.

| Invoices | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|------------|---------------|------------|----------------|--------------------------|-------------------------------------|--------------------|---------------|--------------------------|--------------------|-------|-------------------------------------|--------------------|--|-------|---|-------|-------------------------------------|-------------|-----|-------|---|--------|--|
| Patient Details | Doctor's Prescription | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: Alis Khadka | <table border="1"> <thead> <tr> <th></th><th>Drug Name</th><th>Qty</th><th>Provider</th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td><td>Drug One</td><td>120</td><td>Animesh Joshi</td></tr> <tr> <td><input type="checkbox"/></td><td>THREE WAY STOPCOCK</td><td>2</td><td>Animesh Joshi</td></tr> </tbody> </table> | | Drug Name | Qty | Provider | <input type="checkbox"/> | Drug One | 120 | Animesh Joshi | <input type="checkbox"/> | THREE WAY STOPCOCK | 2 | Animesh Joshi | | | | | | | | | | | | |
| | Drug Name | Qty | Provider | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Drug One | 120 | Animesh Joshi | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | THREE WAY STOPCOCK | 2 | Animesh Joshi | | | | | | | | | | | | | | | | | | | | | | |
| Age: 25 years | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sex: Male | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fiscal Year: 2073.74 | <input type="button" value="Add New"/> <input type="button" value="Add Selected"/> | | | | | | | | | | | | | | | | | | | | | | | | |
| Dispense List | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th></th><th>Drug Name</th><th>Lot Number</th><th>Unit Price</th><th>Qty</th><th>Taxable Amount</th></tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td><td>THREE WAY STOPCOCK</td><td></td><td>17.50</td><td>2</td><td>35.00</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>THREE WAY STOPCOCK</td><td></td><td>17.50</td><td>2</td><td>35.00</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>Paracetamol</td><td>234</td><td>80.00</td><td>2</td><td>160.00</td></tr> </tbody> </table> | | Drug Name | Lot Number | Unit Price | Qty | Taxable Amount | <input checked="" type="checkbox"/> | THREE WAY STOPCOCK | | 17.50 | 2 | 35.00 | <input checked="" type="checkbox"/> | THREE WAY STOPCOCK | | 17.50 | 2 | 35.00 | <input checked="" type="checkbox"/> | Paracetamol | 234 | 80.00 | 2 | 160.00 | |
| | Drug Name | Lot Number | Unit Price | Qty | Taxable Amount | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | THREE WAY STOPCOCK | | 17.50 | 2 | 35.00 | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | THREE WAY STOPCOCK | | 17.50 | 2 | 35.00 | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | Paracetamol | 234 | 80.00 | 2 | 160.00 | | | | | | | | | | | | | | | | | | | | |
| Notes | 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 Cash Due Amt. 0 | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Private <input type="radio"/> Public | | | | | | | | | | | | | | | | | | | | | | | | | |

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 'Setting' page of the DMS application. On the left is a vertical sidebar with icons for Home, ACL, DMS (which is selected), and other system functions. The main area contains form fields for company information and printer settings. At the bottom right is a blue 'Set' button.

| Setting | |
|------------------------------------|---|
| ServiceUrl | <input type="text" value="http://192.168.88.250:3000"/> |
| Company Name | <input type="text" value="Godawari Medcity Polyclinic Pvt. Ltd."/> |
| Company Address | <input type="text" value="Thaiba, Godawari-14, Lalitpur, Bagmati, Nepal"/> |
| Company Tag | <input type="text" value="Everywhere you want to be. Life flows better with Visa. The future takes Visa. Yes you can. Makes the world go round."/> |
| Company Logo | <input type="text" value="C:\Program Files (x86)\Dotmark Solutions\DMSS Desktop\eooro.jpeg"/> Browse |
| Company Email | <input type="text" value="info@godawarimedcity.com"/> |
| Company Website | <input type="text" value="www.dotmarkhospital.com"/> |
| Company Phone | <input type="text" value="01-5014713/01-5014573"/> |
| Patient Card Message | <input type="text" value="Please bring this card each time you visit."/> |
| Printer Options | Invoice Bill: <input type="text" value="-- None --"/> <input type="text" value="A5"/> Label: <input type="text" value="-- None --"/> <input type="text" value="29"/> w x <input type="text" value="90.3"/> h(mm) |
| <input type="button" value="Set"/> | |
| Active List (0) | |

- 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.