



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.

Table of Contents

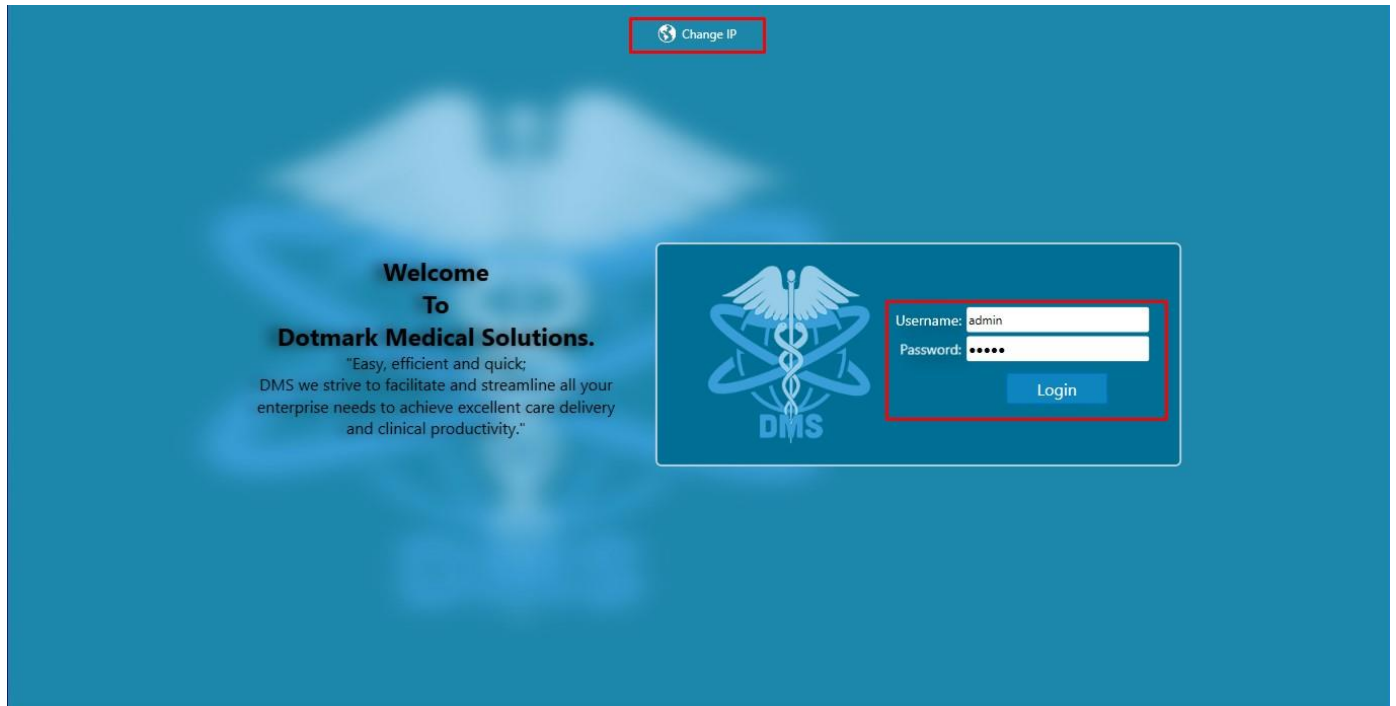
Dotmark Medical Solutions (DMS) User Manual	1
Introduction.....	3
Create a New Patient	7
Creating a New Appointment	10
Create Procedure Order.....	14
Patient Page.....	18
Search Patients	25
Patient's Check-In and Check-Out	26
Check-In.....	26
Check-Out	27
Billing	28
Cash Register	28
Day Book	29
Cash Collection.....	30
Price Check	30
Managing ACL - Access Control List	31
Access Control Entries(ACE) details:	33
DMS Configuration	36

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.

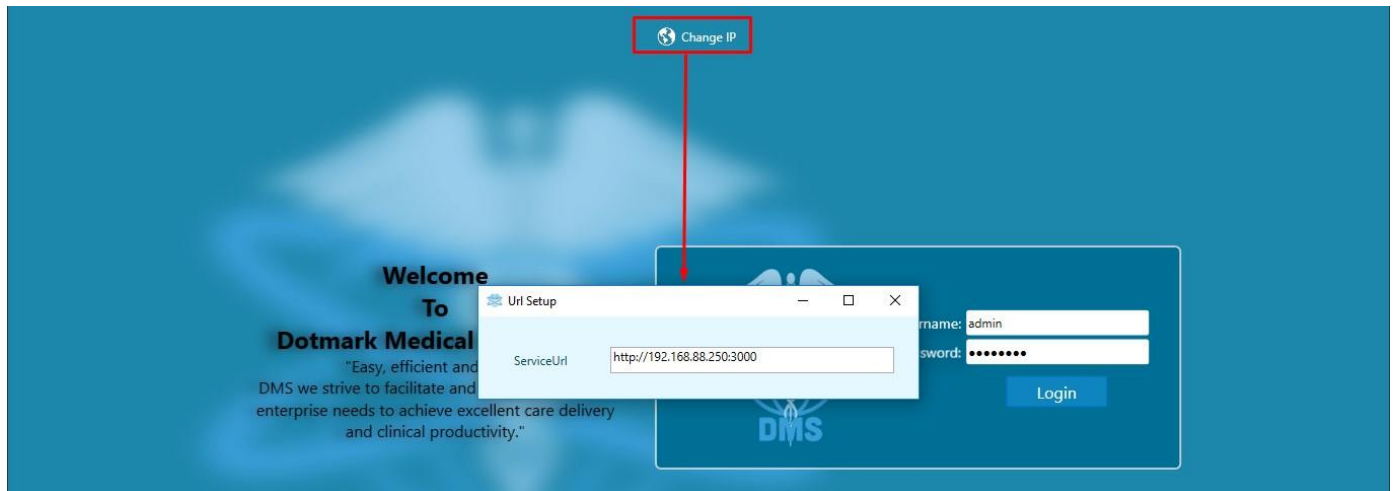
NOTE: Not all the users are given access to all the facilities. Access varies with different departments and their needs.

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



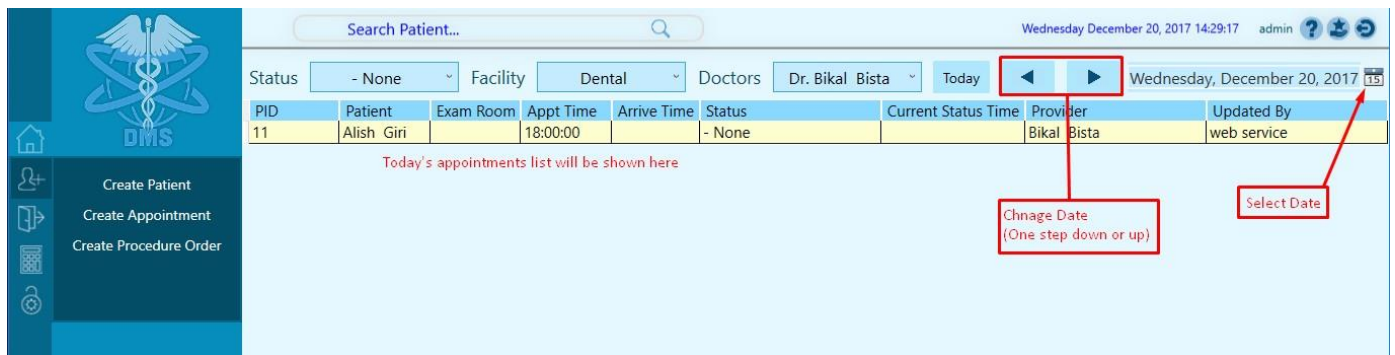
- In addition, it also has an Earth logo on the top right corner which does the URL setup. This URL setup contains http:// followed by your IP address (192.168.88.250 in this case) and the port on which the web service is running (3000 in this case). This web service runs in the server. Port must be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

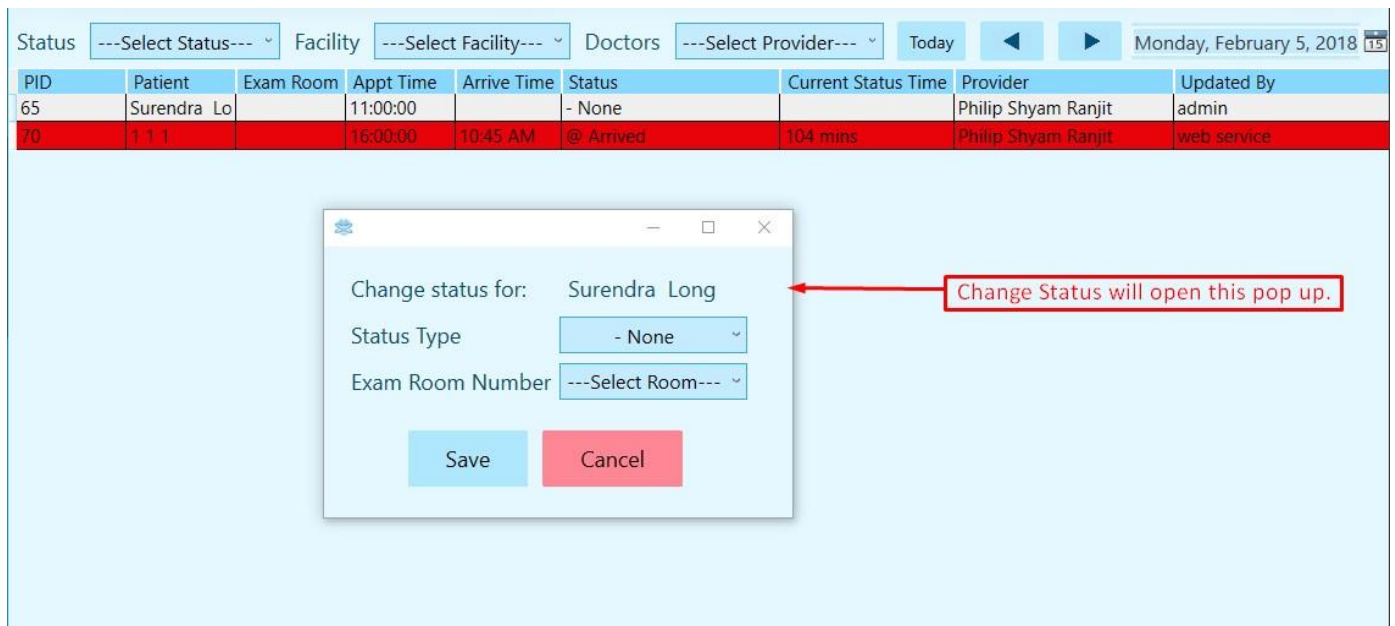
- This page displays all the Doctor's appointments for today. Past and future appointments can also be viewed by selecting the date options.
- The status should be selected None until further notice.
- Appointments for specific facility and respective Doctors can also be view separately.



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



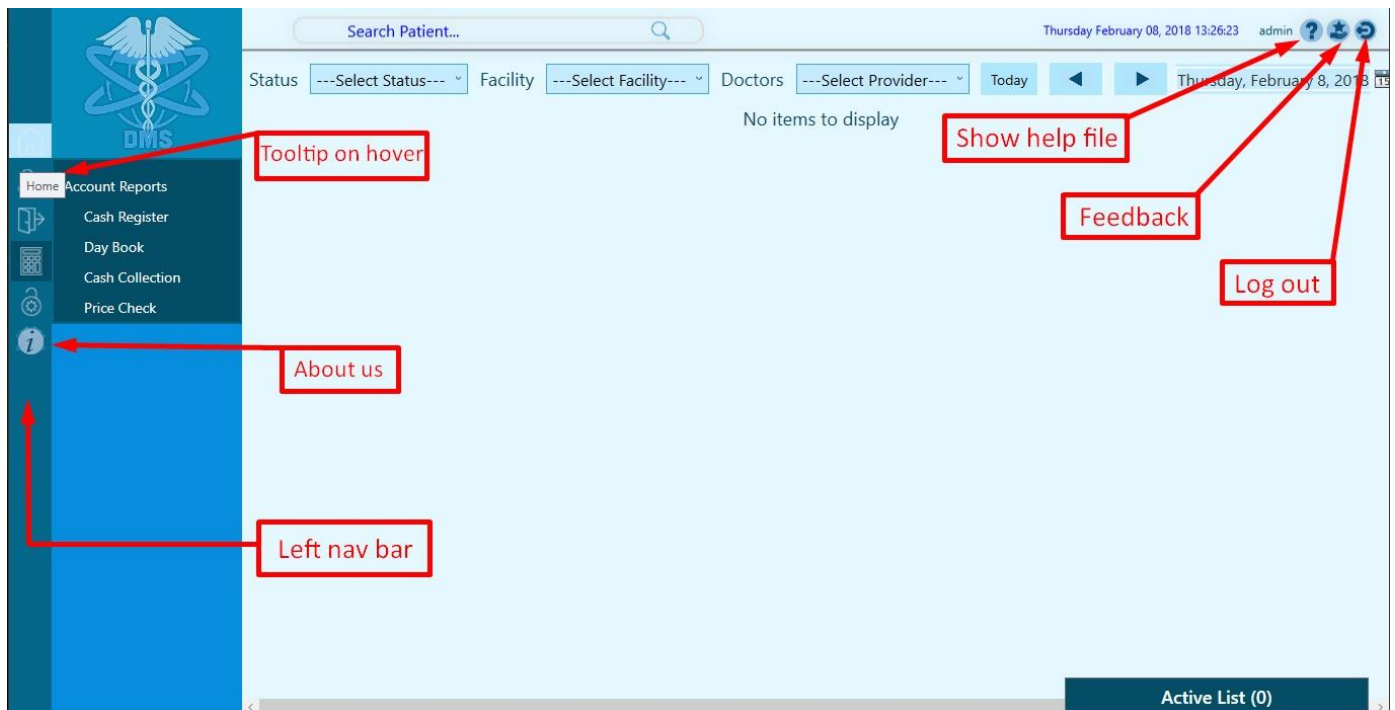
Change Status will display a pop up, where user can change the Status Type and Exam Room Number for the selected patient as shown in the image below.



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.



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.

The screenshot displays a web application interface with a light blue header and a white main content area. The header includes a search bar labeled "Search Patient..." with a magnifying glass icon, the date and time "Thursday February 08, 2018 13:31:29", the user name "admin", and a star icon in a red box. Below the header, there are several dropdown menus for "Status", "Facility", and "Doctors", each with a "---Select ---" label. To the right of these are buttons for "Today", navigation arrows, and a date selector showing "Thursday, February 8, 2018". A "Send Feedback" dialog box is open in the center, featuring a title bar with a close button. The dialog has a "Name" field with "admin", a "Feedback Type" dropdown with "Please Select", and a large "Message" text area. A red asterisk and the text "*Required Field" are visible below the message area. At the bottom of the dialog are "Send" and "Cancel" buttons. A red arrow points from the star icon in the header to the "Send Feedback" dialog box. At the bottom right of the application window, there is a dark blue button labeled "Active List (0)".

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.

Create New Patient

Required Details

Name: ---Select Titles---
D.O.B: 08/02/2018 15 Nepali Date Sex: ---Select Gender---

Other Details

Citizenship/Passport No:
Driving License No:
Blood Group: ---Select Blood Group---
Marital Status: ---Select Marital Status---
Address:
City:
Country: Nepal
District: ---Select District---
Zone: ---Select Zone---
Postal Code:
Race: ---Select Race---
Mother's Name:
Father's Name:
Guardian's Name:
Home Phone:
Mobile Phone:
Work Phone:
Emergency Phone:
Contact Email:
Trusted Email:
Ethnicity: ---Select Ethnicity---

Active List (0)

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

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

Search Patient... Monday December 11, 2017 15:30:22 admin

Name: D.O.B: Nepali Date Sex:

Other Details

Citizenship/Passport No: Mother's Name:

Driving License No: Father's Name:

Blood Group: Marital Status:

Address:

City: Age in Years:

Country:

District: Contact Email:

Zone: Trusted Email:

Postal Code: Ethnicity:

Race:

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

Search Patient... Monday December 11, 2017 15:33:31 admin

Required Details

Name:

D.O.B: Nepali Date Sex:

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: Ethnicity:

Race:

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

Search Patient... Monday December 11, 2017 15:39:39 admin

Anpur Katham (222200000034)

DEMOGRAPHICS APPOINTMENT QUICK ORDER CARD/LABEL BILLING INVOICE REFUND

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	Jawlahkel	Emergency Phone:	01425654565
Address	1234 Banimandal	Contact Email:	example@patient.com
Postal Code		Trusted Email:	
Race	Asian	Ethnicity	Declined To Specify

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

Creating a New Appointment

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

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

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.

17/12/2017 15 7 Days Search

Day	Date	Available Times
Sunday	2017-12-17	A.M 7:00 7:30 8:00 8:30 9:00 9:30 10:00 10:30 11:00 11:30 P.M 12:00 12:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 7:00 7:30 8:00 8:30 9:00 9:30 10:00
Monday	2017-12-18	A.M 0:00 0:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 7:00 7:30 8:00 8:30 9:00 9:30 10:00 P.M 12:00 12:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 7:00 7:30 8:00 8:30 9:00 9:30 10:00
Tuesday	2017-12-19	A.M 0:00 0:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 7:00 7:30 8:00 8:30 9:00 9:30 10:00 P.M 12:00 12:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 7:00 7:30 8:00 8:30 9:00 9:30 10:00
Wednesday	2017-12-20	A.M 0:00 0:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 5:30 6:00 6:30 7:00 7:30 8:00 8:30 9:00 9:30 10:00

Close

Sunday, December 17, 2017
00:00 AM
30 minutes
Find Available

- 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		
						Edit Appointment Print Appointment Delete Appointment

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

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

DEMOGRAPHICS	APPOINTMENT	QUICK ORDER	CARD/LABEL	BILLING	INVOICE	REFUND
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 displays the 'Create New Procedure Order' interface. The left sidebar has a 'Create Procedure Order' button. The main form has two sections: 'Patient Details' and 'Procedure Details'. The 'Patient Details' section includes a search bar, name, date of birth, sex, home and mobile phone numbers, emergency phone, contact email, zone, and district. The 'Procedure Details' section includes ordering, order date, priority, internal time collected, clinical history, status, and procedure type. A button 'Add Laboratory Test' is next to the procedure type dropdown. The bottom right has an 'Active List (0)' button.

- 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

15

Internal Time Collected

Select a date

15

11 : 53 AM

▲

▼

Status

---Select Status---

Procedure Type

Laboratory Test

Laboratory Test

Radiology Test

Priority

---Select Priority---

Clinical History

Add Laboratory Test

Save

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

Laboratory Test

Add Laboratory Test

Multiple Tests

Laboratory Test:

Diagnosis Code

Laboratory Test:

Diagnosis Code

Laboratory Test:

Diagnosis Code

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:

su Search Erase

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-pstbldpf	Post-Prandial Blood Glucose (Blood St	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.

Laboratory Test Codes:

su Search Erase

No items to display

Cancel

Procedure Type Laboratory Test Add Laboratory Test

Laboratory Test: Blood Sugar (1hrs.PP) All

Diagnosis Code

Click here

Save Cancel

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 the Patient Page for Ms. Sneha Parsai. The page has a search bar with 'sn' entered. The patient's name and ID are displayed at the top. Below the tabs (DEMOGRAPHICS, APPOINTMENT, QUICK ORDER, CARD/LABEL, BILLING, INVOICE, REFUND), the demographic details are listed. On the right, there is an 'Active List (1)' section showing the patient's name and ID. A context menu is open over the patient entry, showing options: View Patient, Remove Patient, and Clear List. Red annotations highlight the 'sn' button, the patient icon, and the context menu options.



Patient Details	
Name:	Ms. Sneha Parsai
DOB:	29/11/1993
Sex:	Female
Citizenship/Passport Number:	7554
Driver License Number	545445/005
Blood Group	O+
Country	Nepal
Zone:	Bagmati
District:	Lalitpur
City	Lalitpur
Address	Jawalakhel
Postal Code	44700
Race	

Active List (1)	
Sneha Parsai_111200000075	

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		  
<div> <div>Edit Appointment</div> <div>Print Appointment</div> <div>Delete Appointment</div> </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.

DEMOGRAPHICS	APPOINTMENT	QUICK ORDER	CARD/LABEL	BILLING	INVOICE	REFUND
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			<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.

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	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.

[DEMOGRAPHICS](#)
[APPOINTMENT](#)
[QUICK ORDER](#)
[CARD/LABEL](#)
[BILLING](#)
[INVOICE](#)
[REFUND](#)

Label

Adjust size

29 mm x 90.3 mm



[Print](#)

Card

In-Card Information

Card ID:

Patient No: 111200000075

Blood Gr. O+

Allergies

In-Database Information

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	Description	Qty.	Unit Price	Price	Tax	Sub Total
11/30/2017	Ap	Solution appointment charge	1	380	380	5	399
Total Amt.							Rs. 399

Payment Done

Payment Required/Pending

Pay >>

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

DEMOGRAPHICS APPOINTMENT QUICK ORDER CARD/LABEL BILLING INVOICE REFUND

Encounter : **05/02/2018-Established Patient** Add Item : Qty. : Add Item

Date	Type	Code	Description	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	11120000001	Appointment for Dr. Philip Shyam Ranjit	1	351.50	351.50	5	369.08
Total Amt.							Rs. 587.58	

Pay >>

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

Sneha Parsai(111200000075)+

DEMOGRAPHICS APPOINTMENT QUICK ORDER CARD/LABEL BILLING INVOICE REFUND

Encounter : **05/02/2018-Established Patient** Add Item : Qty. : Add Item

Enter quantity here

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	11120000001	Appointment for Dr. Philip Shyam Ranjit	1	351.50	351.50	5	369.08
Total Amt.							Rs. 587.58	

Pay >>

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

DEMOGRAPHICS	APPOINTMENT	QUICK ORDER	CARD/LABEL	BILLING	INVOICE	REFUND
Description	Sub Total	Tax Rate	Tax Amount	Total		
VAT	190	15%	28.5	218.5		
HST	351.5	5%	17.58	369.08		

Grand Total : 587.5799999999993 <<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 Rs. 190
 Discount Percent 0 Rs. 0
 VAT(15%) Rs. 28.5
 Total Amt. Rs. 218.5
 Payment Method Cash
 Paid Amt. 220
 Change Amt. Rs. 1.5
 Customer VAT/PAN AAAPL1234C

Pay Pay And Print Cancel

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

Search Patient... Monday December 11, 2017 14:38:09 admin

Sneha Prasai (222200000028)

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

View Items
View Refunds

Right click to see this message

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

#Invoice	Date	Type	Code	Description	Qty.	Rate	Price	Type	Total
23									399
22									399
21	29/11/2017	Appointment	222200000003	Dr. Dotmark Solution appointment charge	1	380	380		18.9

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)

DEMOGRAPHICS APPOINTMENT QUICK ORDER CARD/LABEL BILLING INVOICE REFUND

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

No items to display

Total : Rs. 0

Refund

Refunded List

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 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		380	399	0

Total : Rs. 0

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

Invoice Id: 22 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

Refunded List

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

Return Quantity should match the previous billing quantity

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

List of matching patient of 's'

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 of 22

Number of patient's visit

Number of days since last encounter.

Last visit date of patient

Patient ID

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

List of matching patient of 's'

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 Maharjar	Female		22514124	29	222200000029	11/28/17	13	2
Shankar Karmacharj	Male	9841521475		12	222200000012	11/21/17	20	3
Shavin Gamal	Male			17	222200000017	12/03/17	8	7

5 of 13

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

Back One Page

Next Page

Last Page

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

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

Patient's Check-In and Check-Out

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 .

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.

sn Tuesday December 12, 2017 11:43:17 admin

Patient's Check-out

External ID → 222200000028 Check-Out

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

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.

Billing

The screenshot shows the Billing interface. On the left, a sidebar contains icons for various functions: Home, Account Reports, Cash Register (highlighted with a red box), Day Book, Cash Collection, and Price Check. The main area displays a search bar with 'sn' and a date range from 08/02/2018 to 08/02/2018. The provider is set to '---Please Select---'. The status 'No items to display' is shown.

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.

The screenshot shows the Cash Register interface for Pankaj Awale. The table displays transactions for 17/12/2017. The 'type' column is highlighted with a red box, and the 'Amount' column is also highlighted. A red arrow points from the 'Initial Amount' row to the 'Shortfall' row, indicating a discrepancy.

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.

sn

Thursday February 08, 2018 13:18:23 admin

+/- From : 08/02/2018 To : 08/02/2018 Provider : ---Please Select---

Submit Print CSV Export

No items to display

DMS

Account Reports

Cash Register

Day Book

Cash Collection

Price Check

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

Provider : ---Please Select---

Type : ---Select Cash Register_Types---

Amount : 0

Submit

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

Submit Print CSV Export


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.





Account Reports


Cash Register

Day Book

Cash Collection




Price Check

Search Patient...



Thursday February 08, 2018 13:21:23

admin



From : 08/03/2017

To : 08/02/2018

Provider : Administrator Administrator

Submit

Print

CSV Export

Type	Date	Patient Id	Sub Total	Discount Amount	Tax	Total	Payment Method
in	07/02/2018	111200000094	400	0	20	420.00	cash
in	07/02/2018	111200000065	10000	0	500	10,500.00	cash
in	07/02/2018	111200000065	200	0	10	210.00	cash
in	07/02/2018	111200000065	150	0	7.5	157.50	cash
in	07/02/2018	111200000065	100	0	5	105.00	cash
in	07/02/2018	111200000065	100	0	5	105.00	cash
in	07/02/2018	111200000065	100	0	5	105.00	cash
in	07/02/2018	111200000065	100	0	5	105.00	cash
in	07/02/2018	111200000001	1425	20	70.25	1,475.25	cash
in	07/02/2018	111200000093	100	5	14.25	109.25	cash
in	07/02/2018	111200000082	5694.5	1138.9	227.78	4,783.38	cash
in	07/02/2018	111200000082	250	0	12.5	262.50	cash

Cash Collection

- Cash collection keeps records of cash collected by the provider/user.
- The Print option on the top right can be use 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

<<

<

10 of 34

>

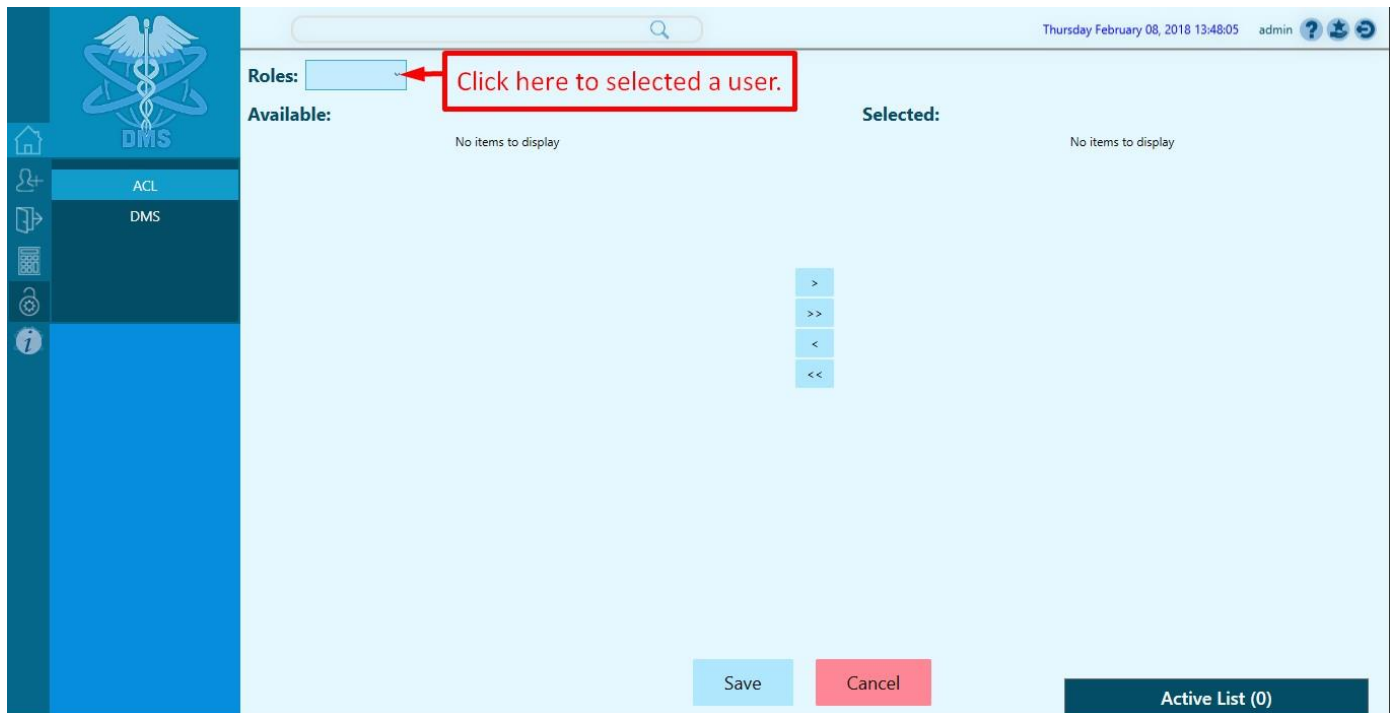
>>

10

▼

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 sends 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.

Roles: Physicians

Available:

- Accounting->Billing->read
- Accounting->Billing->write
- Accounting->Invoice->read
- Accounting->Invoice->write
- Accounting->Refund->read
- Accounting->Refund->write
- Administration->Setting->read
- Administration->Setting->write
- Billing->Cash Register->read
- Billing->Cash Register->write
- Billing->Daybook->read
- Billing->Daybook->write
- Flowboard->Flowboard->read
- Flowboard->Flowboard->write
- Home->Home->read
- Laboratory->Lab Order Status->write
- Patients->Appointment->read
- Patients->Appointment->write
- Patients->Card->read
- Patients->Card->write

All the Access Control Entries (AEC) can be found in Available section.

Selected:

- Patients->Demographics->read
- Laboratory->Lab Order Status->read

Access to the facility to the Physicians are moved here from Available ACE.

Save Cancel

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 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.

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' window of the DMS application. On the left is a sidebar with icons for Home, ACL, DMS, and a help icon. The main area is titled 'Setting' and contains the following fields:

- ServiceUrl:
- Company Name:
- Company Address:
- Company Tag:
- Company Logo:
- Company Email:
- Company Website:
- Company Phone:
- Patient Card Message:
- Printer Options:
 - Invoice Bill:
 - Label: w x h(mm)

At the bottom right of the form is a button. In the bottom right corner of the window, there is a dark blue bar with the text '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.