



# **Dotmark Medical Solutions (DMS) Desktop App Manual**

*"Easy, Quick and Efficient"*

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

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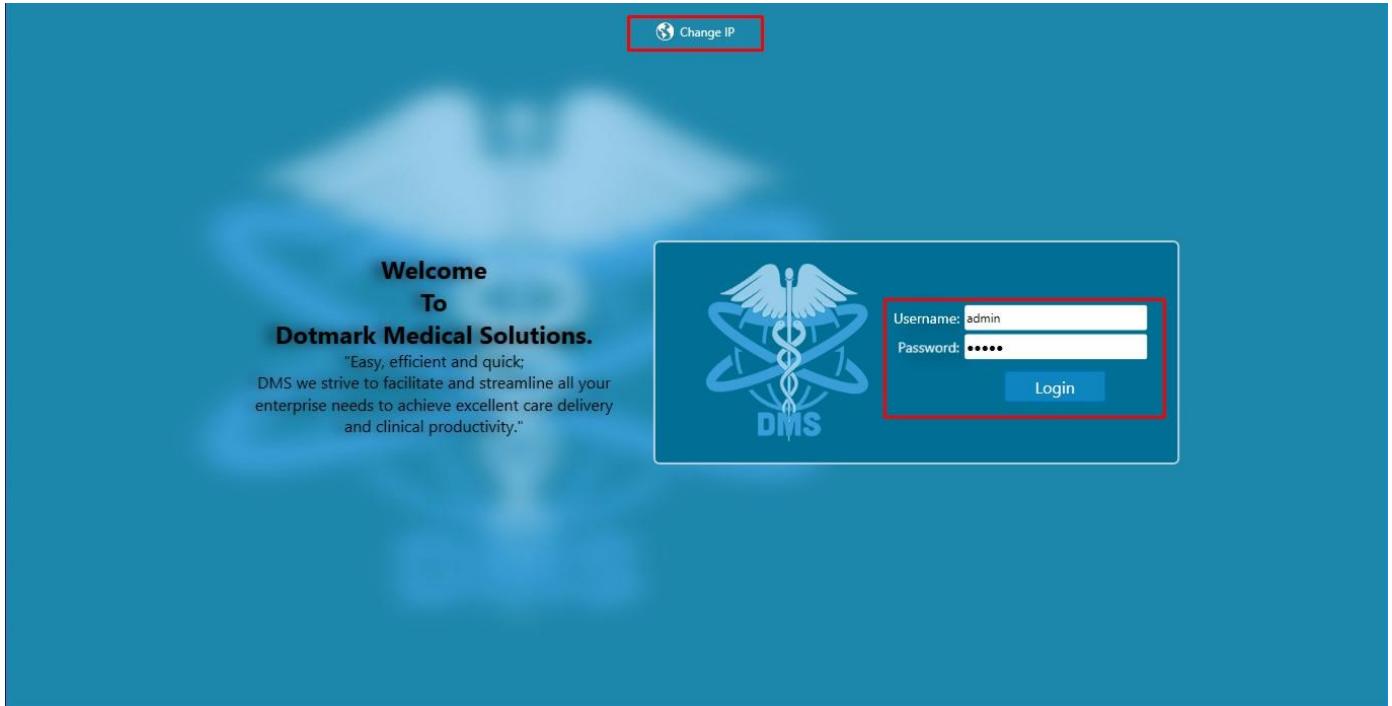
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# Introduction

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

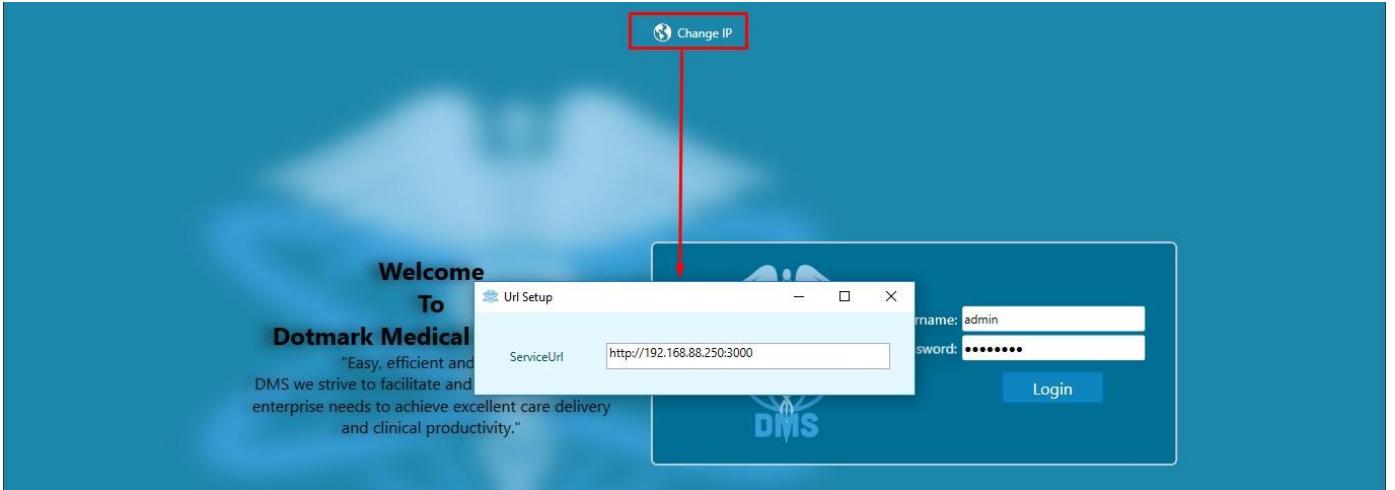
**NOTE:** Not all the users are given access to all the facilities. Access varies with different departments and their needs.

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



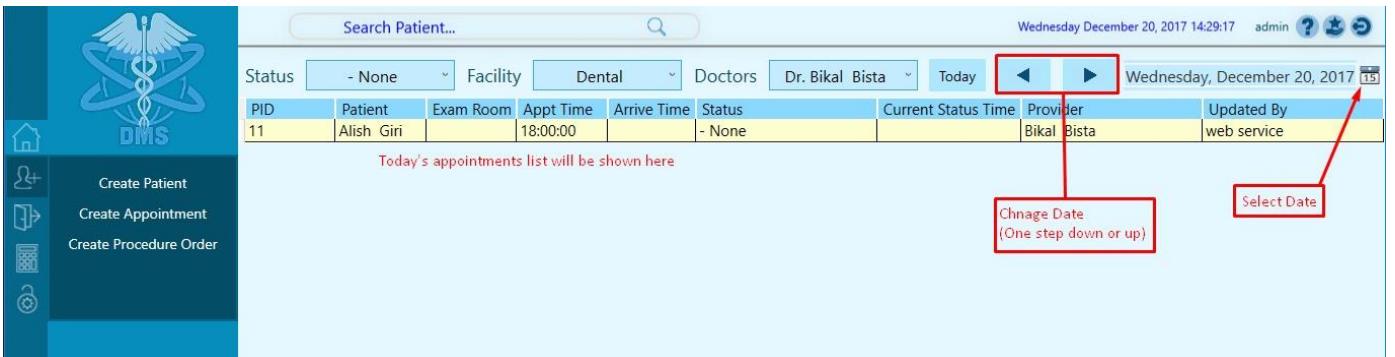
- In addition, it also has an Earth logo on the top right corner which does the URL setup. This URL setup contains **http://** followed by your IP address (**192.168.88.250** in this case) and the port on which the web service is running (**3000** in this case). This web service runs in the server. Port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

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



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

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



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



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

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	1 1 1		16:00:00	10:45 AM	@ Arrived	104 mins	Philip Shyam Ranjit	web service

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

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

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

## 7.2

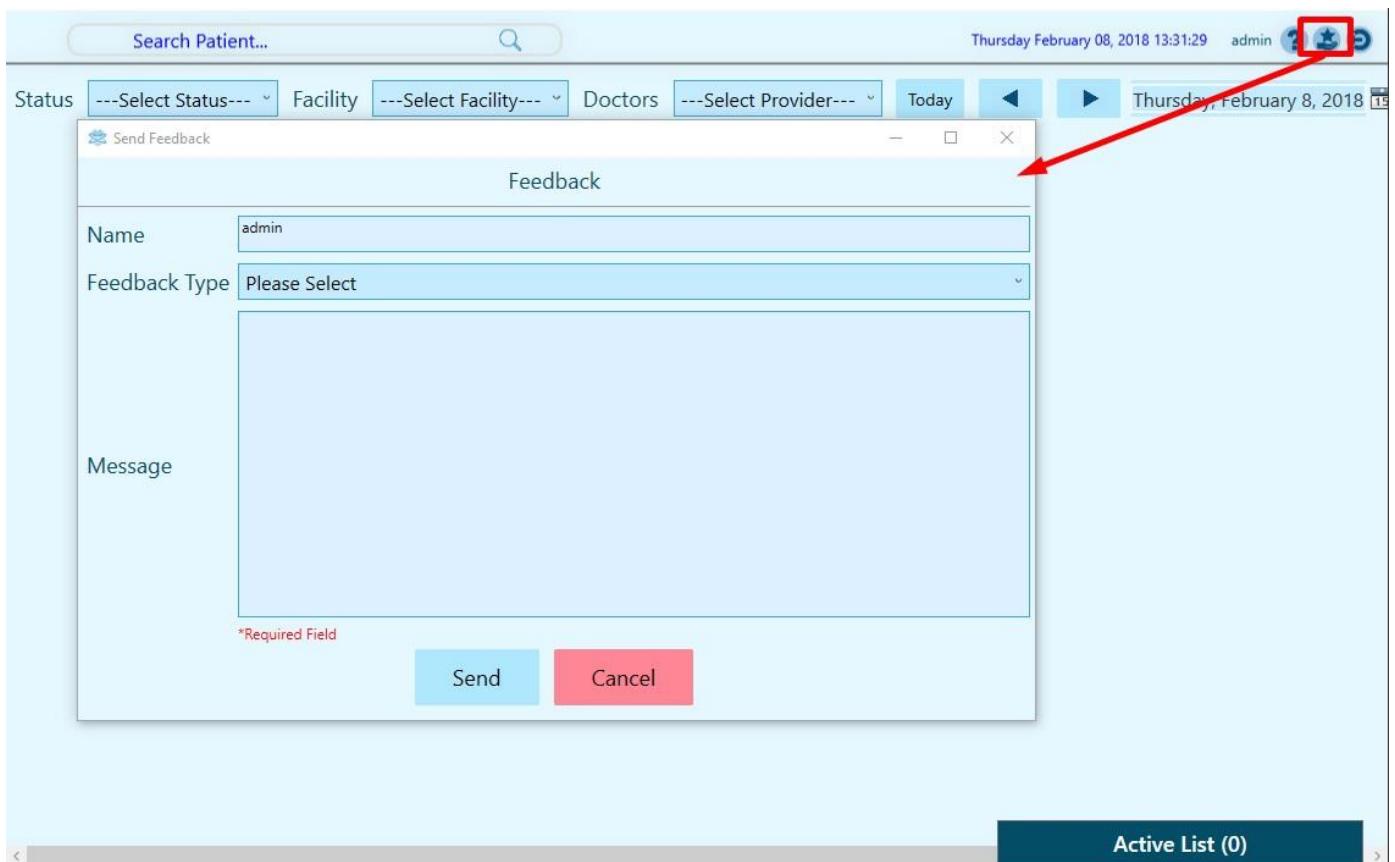
No items to display

Thursday February 08, 2018 13:26:23 admin

Thursday, February 8, 2018 13:26:23

Active List (0)

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



# Create a New Patient

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

**Create New Patient**

**Required Details**

Name: ---Select Titles--- [dropdown] [text input] [text input] [text input]  
D.O.B.: 08/02/2018 [date input] Nepali Date [button] Sex: ---Select Gender---

**Other Details**

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

Race: ---Select Race--- [dropdown]

Active List (0)

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

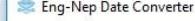
**NOTE:** Simply enter age of the patient directly into the **Age in Years** section inside the **Nepali date** to auto calculate the right date of birth of the patient. Nepali date of birth can also be easily converted to English date of birth from here.

Search Patient...

Monday December 11, 2017 15:30:22 admin

Name	<input type="text"/> SELECT NAMES	<input type="button" value="..."/>					
D.O.B	11/12/1942 15:25:05  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	 - X						
Marital Status	<input type="text"/>	Select Year(B.S)	Select Month	Select Day	<input type="button" value="Convert"/>		
Address	<input type="text"/>						
City	Age in Years :	<input type="text" value="0"/>	<input type="button" value="Convert"/>				
Country	<input type="text"/>						
District	<input type="text"/> ---Select District---		Contact Email	<input type="text"/>			
Zone	<input type="text"/> ---Select Zone---		Trusted Email	<input type="text"/>			
Postal Code	<input type="text"/>		Ehnicity	<input type="text"/> ---Select Ethnicity---			
Race	<input type="text"/> ---Select Race---		<input type="text"/>				

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

Search Patient...

Monday December 11, 2017 15:33:31 admin

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

### Required Details

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

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



The screenshot shows the DMS Patient Page. At the top, there is a search bar labeled "Search Patient..." with a magnifying glass icon. To the right of the search bar, it says "Monday December 11, 2017 15:39:39" and "admin". Below the search bar, the patient's name "Anpur Katham ( 222200000034 )" is displayed. A red arrow points to the patient ID. Below the name, there is a horizontal menu bar with tabs: 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			
Driver License Number	12345	Guardian's Name:	
Blood Group	A-	Father's Name:	Tanuj Khatam
Country	Nepal	Marital Status:	married
Zone:	Bagmati	Home Phone:	1234566789
District:	Lalitpur	Mobile Phone:	987654321
City	Jawlakhel	Work Phone:	01745655556
Address	1234 Banimandal	Emergency Phone:	01425654565
Postal Code		Contact Email:	example@patient.com
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	<input type="text"/>	<input type="text"/>	<input type="text"/>
D.O.B	05/04/2018 <input type="button" value="Nepali Date"/>	Sex <input type="button" value="--Select Gender--"/>	
District	---Select District---		Zone <input type="button" value="--Select Zone--"/>

**Contact Details**

Home Phone	<input type="text"/>	Mobile Phone	<input type="text"/>
Emergency Phone	<input type="text"/>	Contact Email	<input type="text"/>

**Appointment Details**

Provider <input type="button" value="--Select Provider--"/>	Billing Facility <input type="button" value="--Select Billing Facility--"/>
Category <input type="button" value="--Select Category--"/>	Title <input type="button" value="--Select Category--"/>
Room Number <input type="button" value="--Select Room--"/>	Status <input type="button" value="--Select Status--"/>
Facility <input type="button" value="--Select Facility--"/>	Comments <input type="text"/>

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

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

 The bottom of the modal shows navigation buttons: <<, <, >, >>, 5 of 6, and a page number input field set to 5. Below the modal, the main form continues with 'Facility' and 'Comments' fields."/>

**Patient Details**

Search Patient...

**Create New Appointment**

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

Facility  Comments

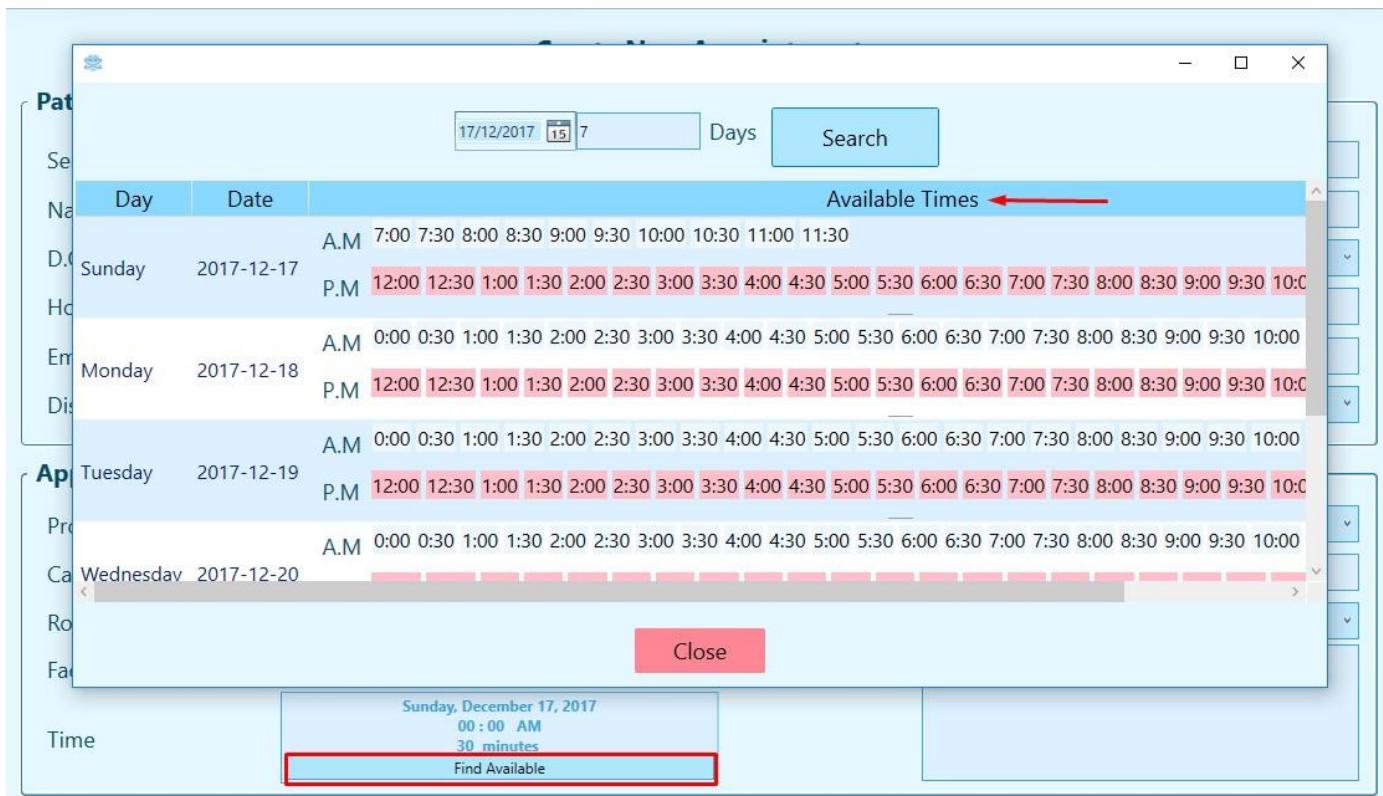
**NOTE:** You can also create a new patient from this window directly. To do this just skip them **Search Patient** section and proceed with the form.

- 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		
<b>Save</b> <b>Clear</b>			

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



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

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

DEMOGRAPHICS	APPOINTMENT	QUICK ORDER	CARD/LABEL	BILLING	INVOICE	REFUND
05/02/2018	Monday	12:40 PM	Established Patient	Philip Shyam Ranjit		<span>Edit Appointment</span> <span>Print Appointment</span> <span>Delete Appointment</span>

- Editing, 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' interface. On the left sidebar, 'Create Procedure Order' is highlighted. The main window has a header 'Create New Procedure Order' and a 'Search Patient...' input field. The 'Patient Details' section includes fields for Name, D.O.B., District, Sex, Gender, and Zone. The 'Contact Details' section includes fields for Home Phone, Mobile Phone, Emergency Phone, and Contact Email. The 'Order Details' section includes fields for Ordering, Order Date, Internal Time Collected, Status, Priority, and Clinical History. At the bottom, there are buttons for 'Active List (0)', 'Refresh', 'Laboratory Test', and 'Add Laboratory Test'.

- 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"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input type="button" value="Add Laboratory Test"/> </div>
<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-bisgrroc	Bl. Sugar (post-dinner)	ser	Rs. 0
bcm-bisgrprd	Bl. Sugar (post-dinner)	ser	Rs.
bcm-bloodsu	Blood Sugar (1.5hrs.PP)	ser	Rs. 0
bcm-bloodsu	Blood Sugar (1hrs.PP)	ser	Rs. 0
bcm-bloodsu	Blood Sugar (2hrsPP)	ser	Rs. 0
bcm-bloodsu	Blood Sugar (30 min.PP)	ser	Rs. 0
bcm-bloodsu	Fasting Blood glucose (Blood sugar F)	ser	Rs.
bcm-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:

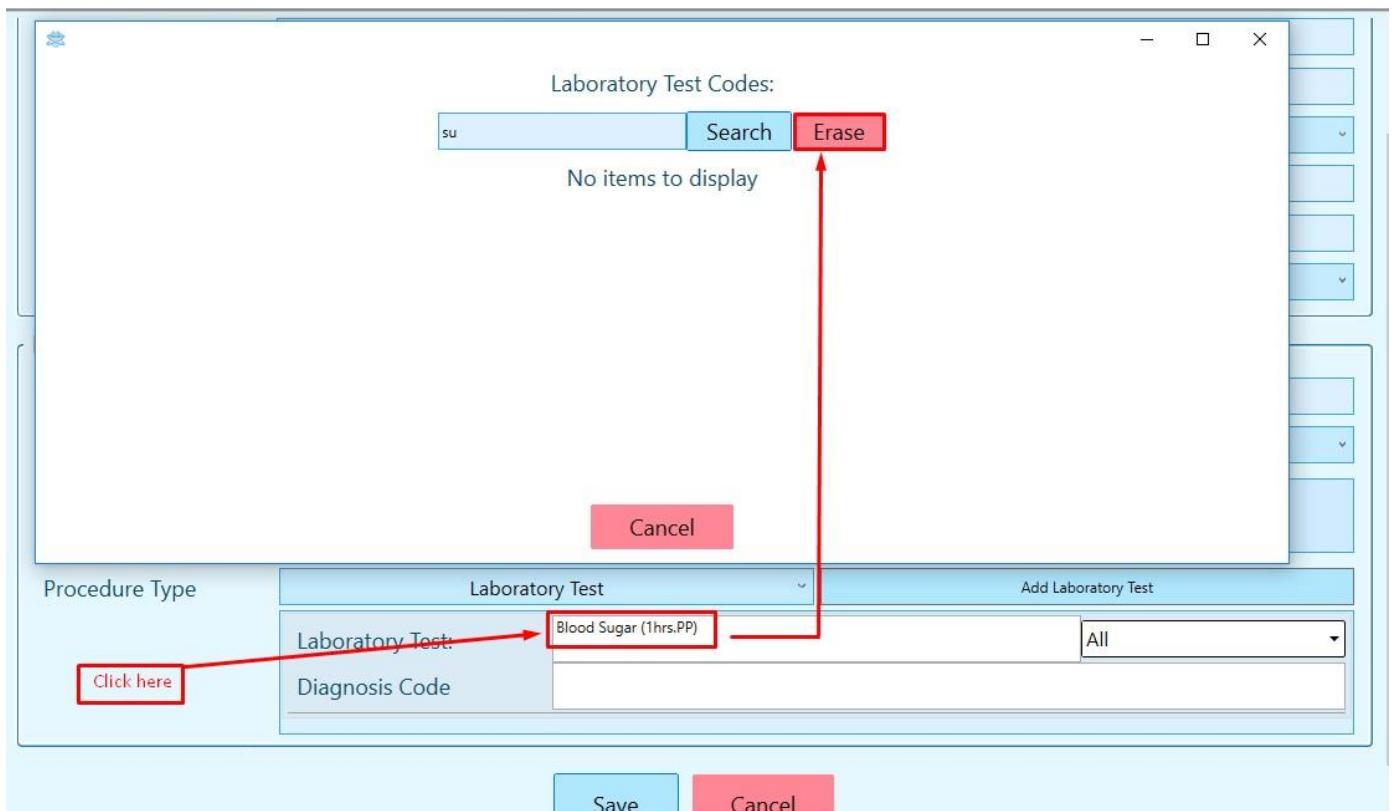
Dropdown at the right end of this section, shows different tests associated with the test code that has been selected. This example of Blood Sugar has just one selection.

Procedure Type      Laboratory Test      Add Laboratory Test

Laboratory Test:      Blood Sugar (1hrs.PP)      All    CLICK to see dropdown

Diagnosis Code

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 profile for Ms. Sneha Parsai. At the top, there is a search bar with 'sn' and a magnifying glass icon. Below it, the patient's name 'Sneha Parsai(111200000075)' is displayed with a blue user icon. A red box highlights this icon with the text: 'If patients are asked to wait, click on this icon to add that patient to the Active List below as a reminder.' To the right, a dropdown menu titled 'Active List (1)' is open, showing one entry: 'Sneha Parsai 111200000075'. The menu includes options: 'View Patient', 'Remove Patient', and 'Clear List'. A red box highlights this menu with the text: 'Right click on the patient to view these options.' The main section contains demographic information in a table format:

Name:	Ms. Sneha Parsai		
DOB:	29/11/1993	External ID:	111200000075
Sex:	Female	Mother's Name:	Sunena Parsai
Citizenship/Passport Number:	7554	Guardian's Name:	Mohan Parsai
Driver License Number	545445/005	Father's Name:	Mohan Parsai
Blood Group	O+	Marital Status:	sin
Country	Nepal	Home Phone:	01
Zone:	Bagmati	Mobile Phone:	9856
District:	Lalitpur	Work Phone:	014236969
City	Lalitpur	Emergency Phone:	9856245484
Address	Jawalakhel	Contact Email:	snehaparsai@gmail.com
Postal Code	44700	Trusted Email:	snehaparsai@gmail.com
Race		Ethnicity	

**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
Action						
Appt. Date	Day	Time	Type	Provider	Room	
05/02/2018	Monday	12:40 PM	Established Patient	Philip Shyam Ranjit		

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

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

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

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

Sneha Parsai(111200000075) 

DEMOGRAPHICS	APPOINTMENT	QUICK ORDER	CARD/LABEL	BILLING	INVOICE	REFUND
Encounter	Date	Procedure	Test Name	Status	Payment	Action
05/02/2018	05/02/2018	Occult Blood	Occult Blood	Due		<button>Delete</button>

**Refresh Screen** 

**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.

**Label**

**Adjust size** → **29 mm x 90.3 mm**

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

**Sneha Parsai**  
30/11/1993 , 24 yrs / F  
9856245484 , (EM) 9856245484  
Jawalakhel,Lalitpur



111200000075

**Print**

**Card**

In-Card Information	In-Database Information
Card ID: Patient No: Blood Gr. Allergies	Godawari Medcity Polyclinic Pvt. Ltd. Thaiba, Godawari-14, Lalitpur, Bagmati, Nepal <b>Patient's Card</b> Patient No. 111200000075 Name Sneha Parsai DOB 30/11/1993 Sex F Contact No 9856245484 , (EM) 9856245484 Issue Date Please bring this card each time you visit.

**Save/Overwrite** **Print Card** **Active List (1)**

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

DEMOGRAPHICS APPOINTMENT QUICK ORDER CARD/LABEL BILLING INVOICE REFUND

Encounter :	30/11/2017 10:45:00-Office Visit	Add Item :	Qty. :		Add Item
----Select Encounter---					
Date	Type	30/11/2017 10:45:00-Office Visit	Qnty.	Unit Price	Price
11/30/2017	Ap	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	Qnty.	Unit Price	Price	Tax	Sub Total
2/5/2018	items	1112000001	ER Registration	1	190.00	190.00	15	218.50
2/5/2018	Appointment	1112000001	Appointment for Dr. Philip Shyam Ranjit	1	351.50	351.50	5	369.08
								Total Amt. Rs. 587.58
Pay >>								

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

Sneha Parsai(111200000075) +

DEMOGRAPHICS APPOINTMENT QUICK ORDER CARD/LABEL BILLING INVOICE REFUND

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

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

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

Grand Total : 587.57999999999993      <<Checkout Page

Click on an item to pay for it separately. This will allow patient to have different receipt for different taxable amount.

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

Sneha Parsai(111200000075) +

DEMOGRAPHICS	APPOINTMENT	QUICK ORDER	CARD/LABEL	BILLING	INVOICE	REFUND
<input checked="" type="checkbox"/> Date	Type	Code	Description	Qty.	Rate	Price
<input checked="" type="checkbox"/> 2/5/2018 11:15: items		1112000001	ER Registration	1	190	190.00

Notes

Private  Public

Sub Total

Discount  0

VAT(15%)

Total Amt.

Payment Method

Paid Amt.

Change Amt.

Customer VAT/PAN

Rs. 190

Rs. 0

Rs. 28.5

Rs. 218.5

Cash

220

Rs. 1.5

AAAPL1234C

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

Search Patient...

Monday December 11, 2017 14:38:09    admin

Sneha Prasai ( 222200000028 )

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

View Items  
 View Refunds

Right click to see this message

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

The screenshot shows a software interface with a top navigation bar containing tabs: DEMOGRAPHICS, APPOINTMENT, QUICK ORDER, CARD/LABEL, BILLING, INVOICE, and REFUND. The INVOICE tab is currently selected. Below the tabs, there is a table titled "Invoice" with columns: Date, Type, Code, Description, Qty., Rate, and Price. One row is visible: Date 29/11/2017, Type Appointment, Code 222200000003, Description Dr. Dotmark Solution appointment charge, Qty. 1, Rate 380, and Price 380. To the right of this table is a summary section with fields: Sub Total 380, Discount 0%, VAT( 5 %) 19, Total Amt. 399, Payment Method cash, Paid Amt. 500, and Change Amt. 101. At the bottom of this summary section is a blue button labeled "Reprint" with a red arrow pointing to it.

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

The screenshot shows a software interface with a top navigation bar containing tabs: DEMOGRAPHICS, APPOINTMENT, QUICK ORDER, CARD/LABEL, BILLING, INVOICE, and REFUND. The REFUND tab is currently selected. At the top, there is a search bar labeled "Search Patient..." and a date/time stamp "Monday December 11, 2017 14:46:41". Below the tabs, there is a table with columns: Invoice Id, Submit, Invoice #, Date, Tax Rate, and Discount. The "Invoice Id" column is underlined with a red line. In the table, the values are: Invoice Id: 22, Submit, Invoice #: 222200000028, Date: 11/12/2017, Tax Rate: 0, and Discount: 0. Below the table, a message says "No items to display". To the right of the table is a blue button labeled "Refund". Further down, there is another section titled "Refunded List" with the message "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 )

**DEMOCRAPHICS** **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  
**Double Click**

**Refund**

**Refunded List**

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

Search Patient... 

Monday December 11, 2017 14:54:46 admin  

Sneha Prasai ( 222200000028 )

**DEMOCRAPHICS** **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**

**Refund**

**Return Quantity should match the previous billing quantity**

**Refunded List**

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

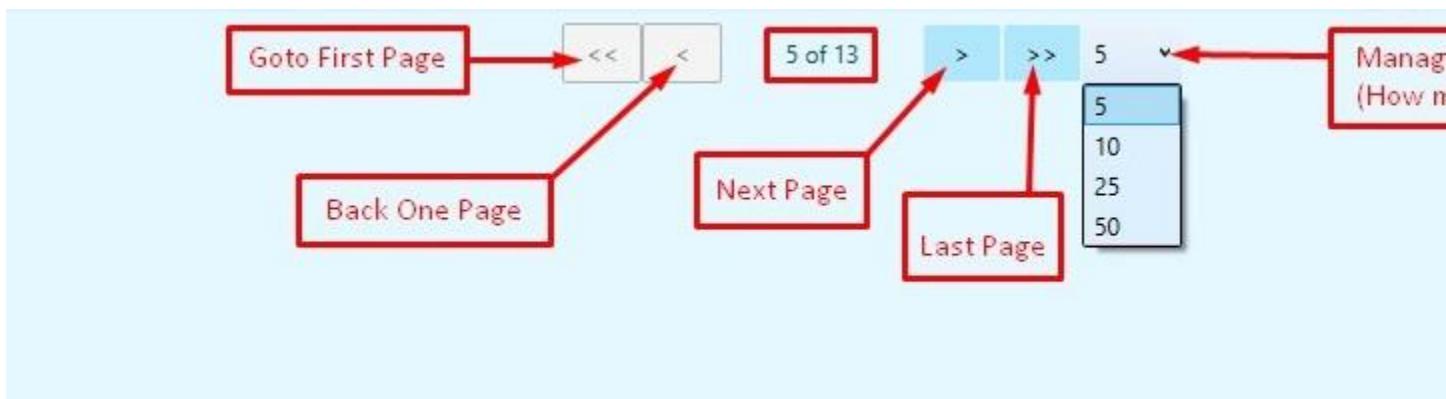
# Search Patients

- 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 the letter 's'. A red box highlights the search bar at the top left with the letter 's'. A larger red box highlights the heading 'List of matching patient of 's'' above a table. A red arrow points from the text 'Patient ID' to the 'ID' column of the table. The table has columns: Name, Sex, Phone, Citizen/Passport, ID, PID, No. of encounter, and Date of last encounter. Two rows are shown:

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

Below the table are navigation buttons: <<, <, >, >>, and a page number selector (2 of 2). A red box highlights the page number '5' in the selector, with a red arrow pointing to it from the text 'Patient ID'.



- 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

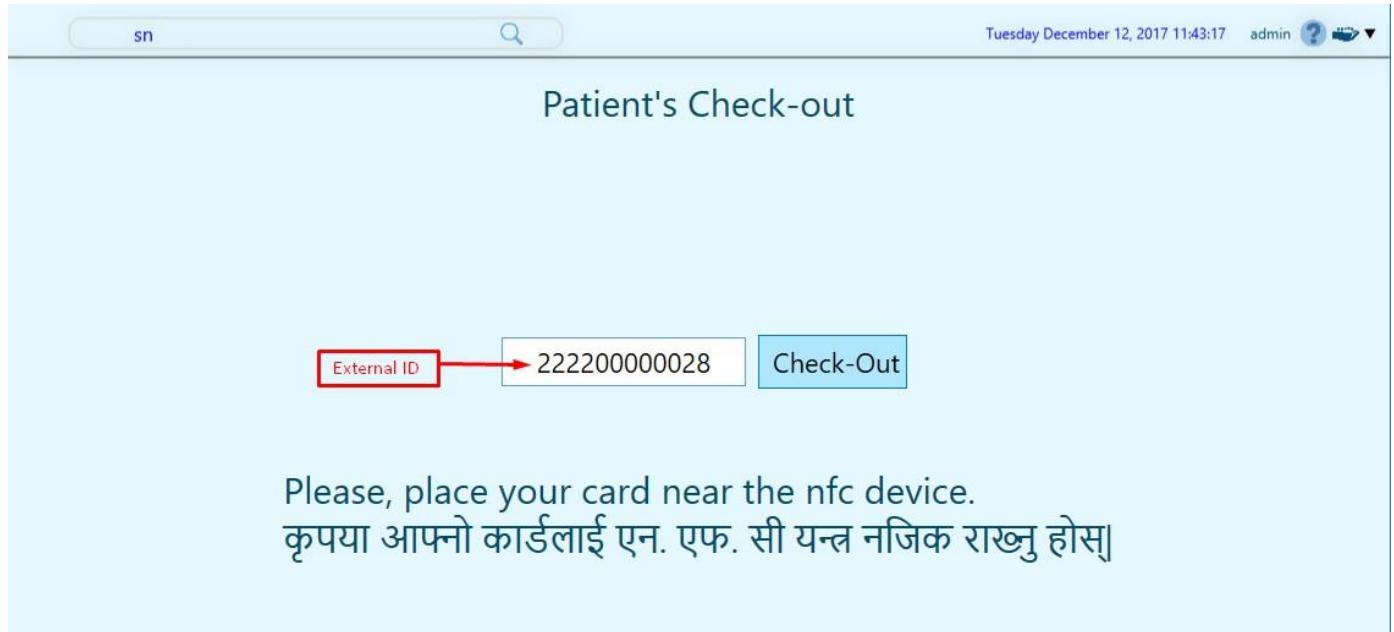
Patient External ID: 222200000028

Check-in

Please, place your card near the nfc device.  
कृपया आपनो 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

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

Active List (0) Refresh

## Account Reports

### Cash Register

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

Date	User	Type	Amount
17/12/2017	Pankaj Awale	Initial Amount	5000
17/12/2017	Pankaj Awale	Collection	-9000
17/12/2017	Pankaj Awale	Collection	-500
17/12/2017	Pankaj Awale	Closing Amount	-5000
17/12/2017	Pankaj Awale	Shortfall	9500

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

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

Thursday February 08, 2018 13:18:23 admin ? 🌐 🌐 🌐

From : 08/02/2018 [15] To : 08/02/2018 [15] Provider : ---Please Select--- [ ] Submit Print CSV Export

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--- [ ] 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.



**DMS**

Search Patient...

Thursday February 08, 2018 13:21:23
admin

From : 08/03/2017 <span style="color: #ccc;">08/03/2017</span>		To : 08/02/2018 <span style="color: #ccc;">08/02/2018</span>		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.

DMS	Sales Book									
	From: 25/02/2018 <input type="button" value="15"/>		To: 19/03/2018 <input type="button" value="15"/>		Submit	Export To CSV		Export To PDF		
	Invoice				Total Sales	Non Taxable	Export Sales	Discount	Taxable Sales	
	Date	Bill No	Patient's Nar	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
Account Reports	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	admin	123456789	1,046.00	0.00	26.17	925.33	120.2
	2018-03-15T07:05:38.000Z	94	Surendra	10	165.00	0.00		3.75	146.25	19.0
	2018-03-15T06:21:08.000Z	93	Surendra	10	226.00	0.00		0.00	200.00	26.0
	2018-03-15T06:18:53.000Z	92	Surendra	123456789	161.00	0.00		7.50	142.50	18.5
	2018-03-15T05:22:43.000Z	91	Surendra	123789456	215.00	0.00		10.00	190.00	24.7
	2018-03-15T05:21:05.000Z	90	Surendra	10	170.00	0.00		0.00	150.00	19.5

## Audit Trial

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

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

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

## Materialized View

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

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

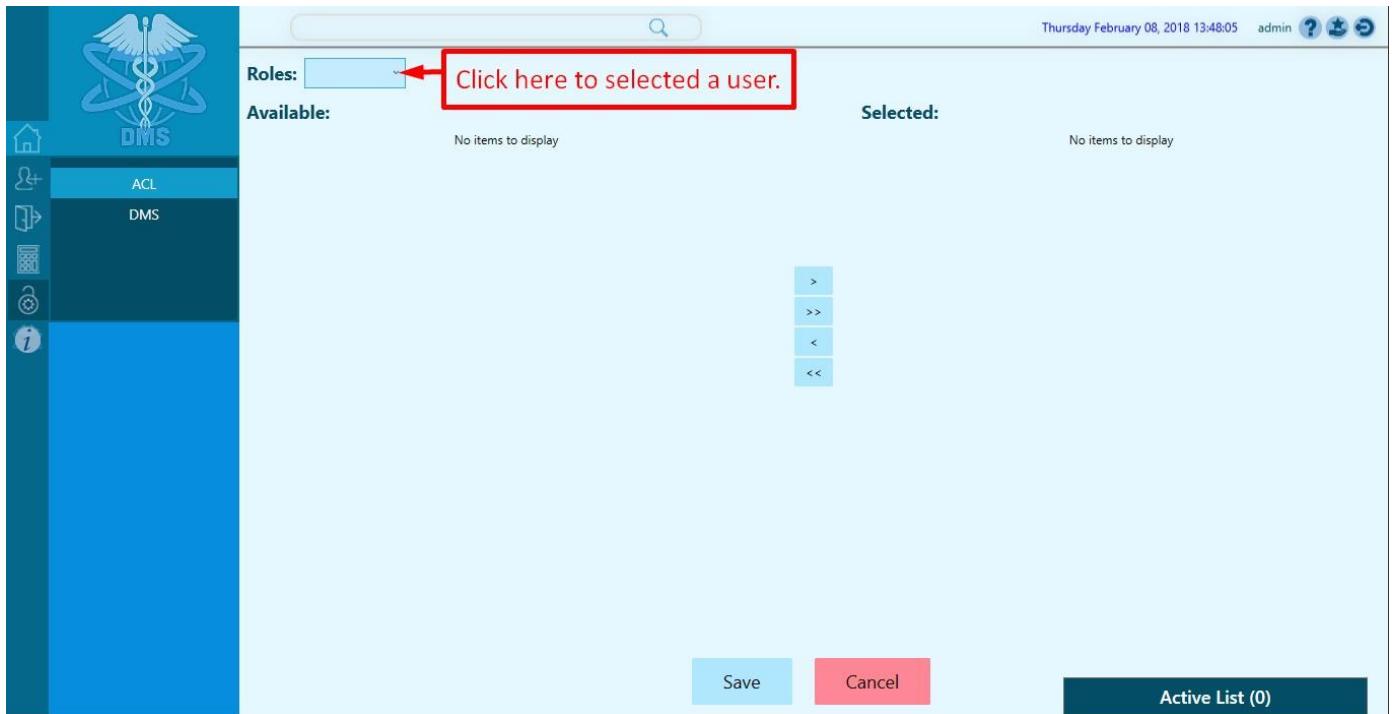
## Sale Refund

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

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

# Managing ACL - Access Control List

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



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

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

**Roles:** Administrators ↗ Select the roles

**Available:**

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

**Selected:**

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

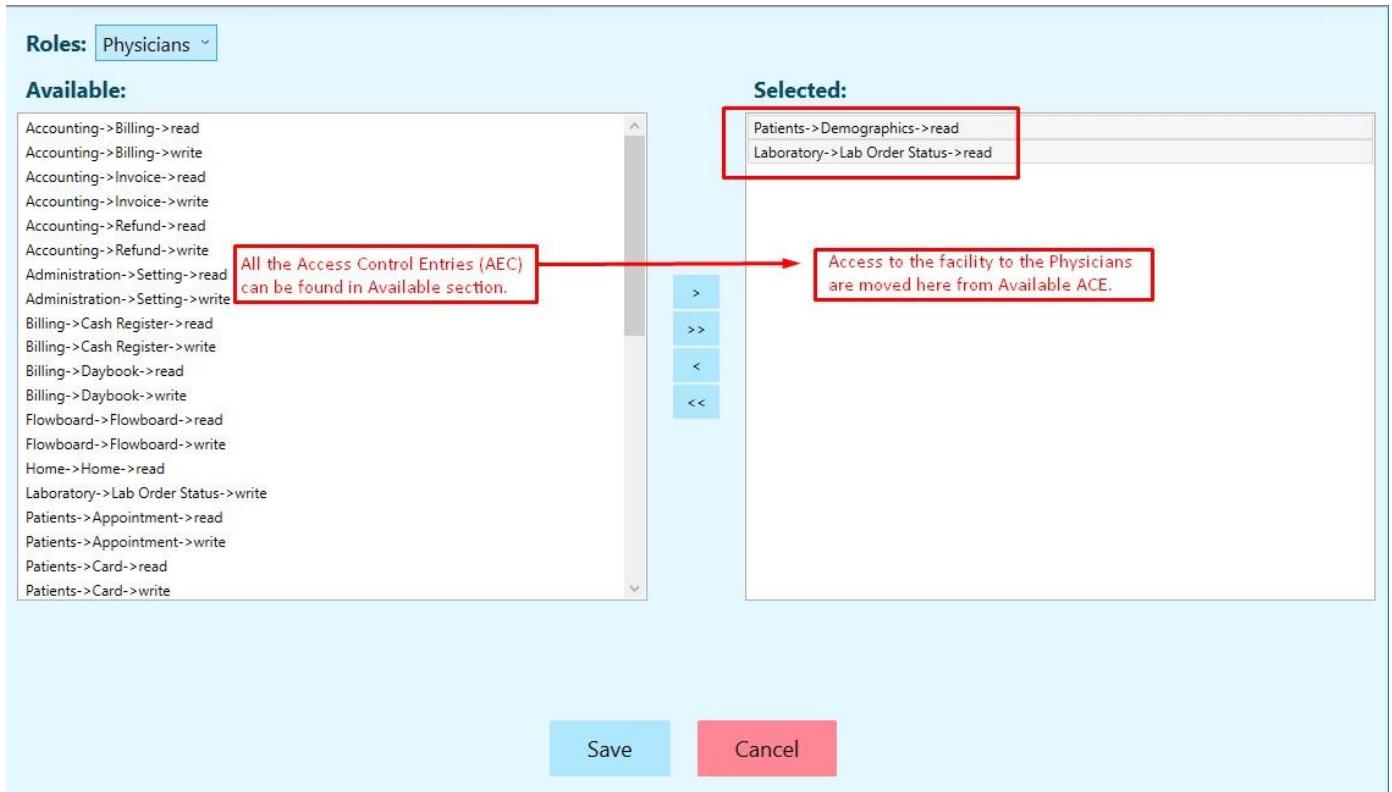
> >> < <<

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

Save Cancel Active List (0)

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

Below an example shows a 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.

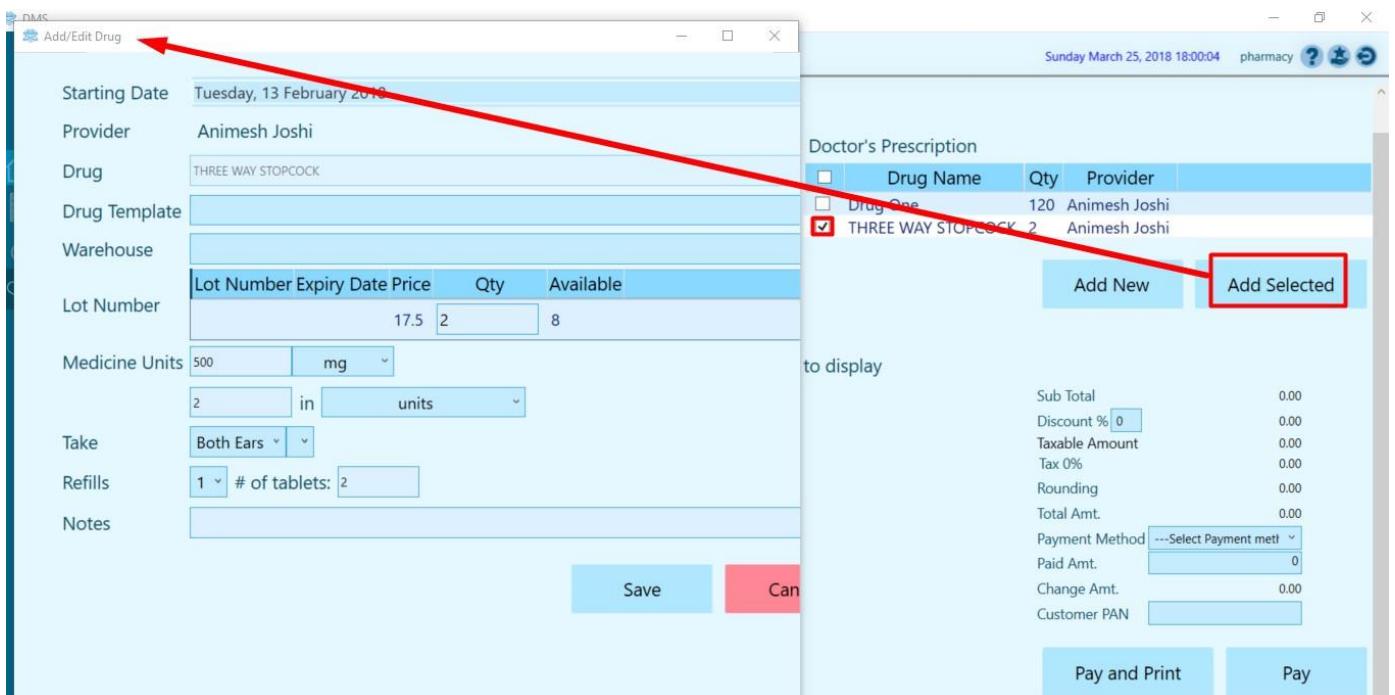
Search required patient from the search bar.

A screenshot of a software application titled "DMS". On the left sidebar, there are icons for Home, Pharmacy, and another Pharmacy icon. The main area shows a search bar with the text "alis" and a results table. The table has columns: Name, Sex, Phone, Citizen/Passport No, PID, ID, Last Encounter, Idle, and Encounters. Two rows are visible: "Alish Giri" and "Alist Khadka". The "Alist Khadka" row shows details: Sex: Male, Phone: 9014528454, Citizen/Passport No: 123467, PID: 6523525, ID: 123456789, Last Encounter: 12/20/17, Idle: 95, Encounters: 4. The "Encounters" column for "Alist Khadka" also shows 10. Navigation buttons <<, <, >, >>, page 2 of 2, and a dropdown menu are at the bottom of the table. A red box highlights the search bar, and the text "Displaying search result list" is overlaid in red.

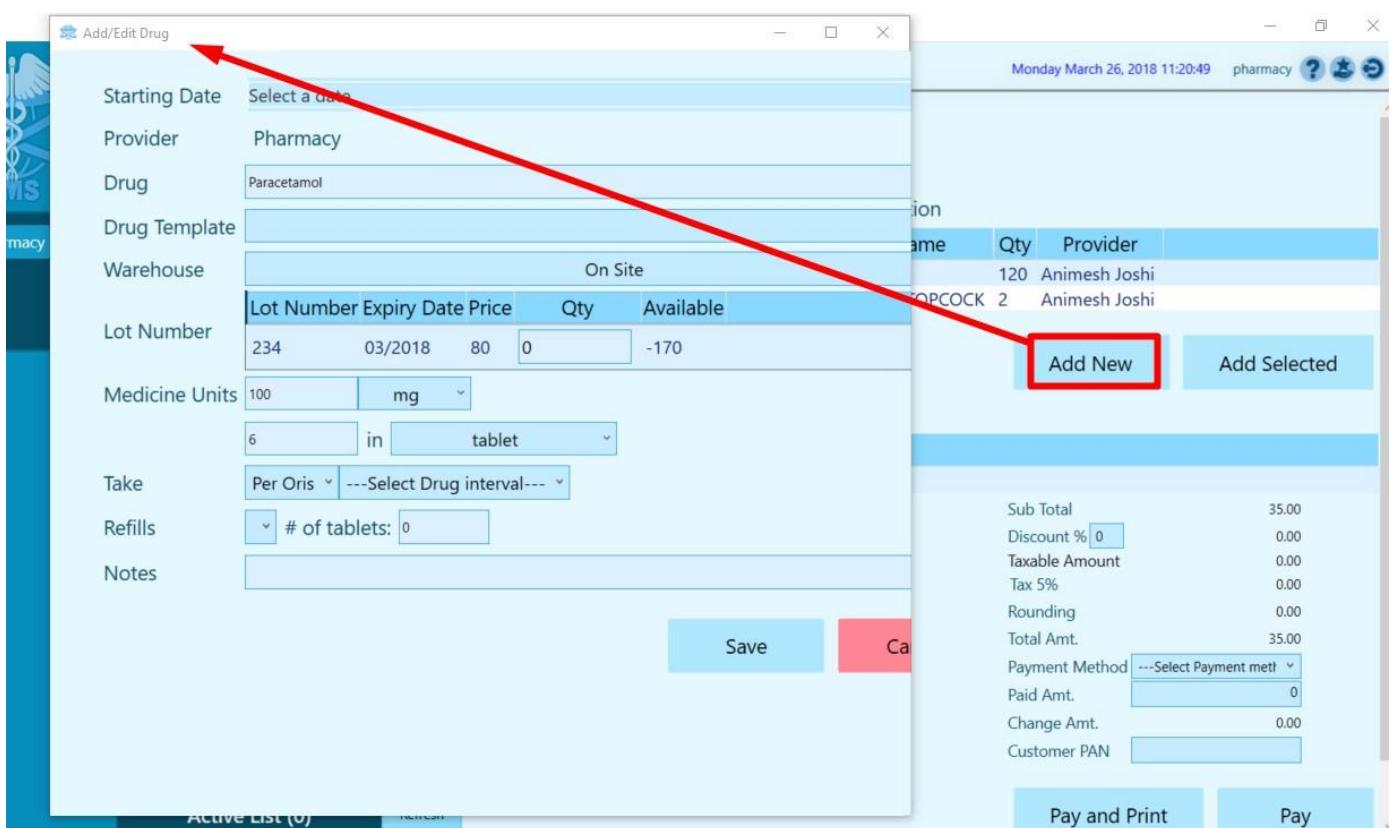
Prescriptions will be listed on the top-right on the screen as shown below.

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

A screenshot of the same software application. The left sidebar shows the Pharmacy icon. The main area has a search bar with "alis" and a table for "Invoices". Under "Patient Details", it shows: Name: Alis Khadka, Age: 25 years, Sex: Male, Fiscal Year: 2073.74. Below this is a "Dispense List" section with a message "No items to display". To the right, a "Doctor's Prescription" table lists items: Drug One (Qty: 120, Provider: Animesh Joshi) and THREE WAY STOPCOCK (Qty: 2, Provider: Animesh Joshi). Buttons "Add New" and "Add Selected" are below the table. At the bottom right, a payment summary table shows: Sub Total: 0.00, Discount %: 0, Taxable Amount: 0.00, Tax @%: 0.00, Rounding: 0.00, Total Amt.: 0.00, Payment Method: Select Payment mett, Paid Amt.: 0, Change Amt.: 0.00, Customer PAN: (empty). Buttons "Pay and Print" and "Pay" are at the bottom right. A red box highlights the prescription table, and the text "Displaying search result list" is overlaid in red.



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



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

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

Invoices

Patient Details
Doctor's Prescription

Name: Alis Khadka
Drug Name Qty Provider

Age: 25 years
 Drug One 120 Animesh Joshi

Sex: Male
 THREE WAY STOPCOCK 2 Animesh Joshi

Fiscal Year: 2073.74
Add New Add Selected

Dispense List

	Drug Name	Lot Number	Unit Price	Qty	Taxable Amount	
<input checked="" type="checkbox"/>	THREE WAY STOPCOCK		17.50	2	35.00	
						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 meth
						Paid Amt. 0
						Change Amt. 0.00
						Customer PAN

THREE WAY STOPCOCK

Notes  
 Private  Public

Delete Item  
 Delete All Selected

Active List (0)
Refresh
Pay and Print
Pay

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

**Invoices**

Patient Details		Doctor's Prescription																						
Name:	Alis Khadka	<input type="checkbox"/>	Drug Name	Qty																				
Age:	25 years	<input type="checkbox"/>	Drug One	120																				
Sex:	Male	<input checked="" type="checkbox"/>	THREE WAY STOPCOCK	2																				
Fiscal Year:	2073.74																							
Dispense List		<input type="button" value="Add New"/> <input type="button" value="Add Selected"/>																						
<input checked="" type="checkbox"/>	Drug Name	Lot Number	Unit Price	Qty																				
<input checked="" type="checkbox"/>	THREE WAY STOPCOCK		17.50	2																				
Notes		<input type="radio"/> Private <input checked="" type="radio"/> Public <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>																						
<table border="1" style="width: 100%;"> <tr> <td>Sub Total</td> <td>35.00</td> </tr> <tr> <td>Discount %</td> <td>0</td> </tr> <tr> <td>Taxable Amount</td> <td>0.00</td> </tr> <tr> <td>Tax 5%</td> <td>0.00</td> </tr> <tr> <td>Rounding</td> <td>0.00</td> </tr> <tr> <td>Total Amt.</td> <td>35.00</td> </tr> <tr> <td>Payment Method</td> <td>Cash</td> </tr> <tr> <td>Paid Amt.</td> <td>50</td> </tr> <tr> <td>Change Amt.</td> <td>15.00</td> </tr> <tr> <td>Customer PAN</td> <td></td> </tr> </table>					Sub Total	35.00	Discount %	0	Taxable Amount	0.00	Tax 5%	0.00	Rounding	0.00	Total Amt.	35.00	Payment Method	Cash	Paid Amt.	50	Change Amt.	15.00	Customer PAN	
Sub Total	35.00																							
Discount %	0																							
Taxable Amount	0.00																							
Tax 5%	0.00																							
Rounding	0.00																							
Total Amt.	35.00																							
Payment Method	Cash																							
Paid Amt.	50																							
Change Amt.	15.00																							
Customer PAN																								
<input type="button" value="Pay and Print"/> <input type="button" value="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 [?](#) [Help](#) [Logout](#)

Patient Details		Doctor's Prescription		
Name:	<b>Alis Khadka</b>	<input type="checkbox"/>	Drug Name	Qty
Age:	25 years	<input type="checkbox"/>	Drug One	120
Sex:	Male	<input type="checkbox"/>	THREE WAY STOPCOCK	2
Fiscal Year:	2073.74	<input type="button" value="Add New"/> <input type="button" value="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	<b>35.00</b>
2073.74/56	111200000067	35.00	0.00	0.00	percent	<b>35.00</b>
2073.74/47	111200000067	5,400.00	0.00	0.00	percentage	<b>5,400.00</b>
2073.74/46	111200000067	5,400.00	0.00	0.00	percentage	<b>5,400.00</b>
2073.74/45	111200000067	10,800.00	0.00	0.00	percentage	<b>10,800.00</b>
2073.74/37	111200000067	5,400.00	0.00	0.00	percentage	<b>5,400.00</b>
2073.74/36	111200000067	5,400.00	0.00	0.00	percentage	<b>5,400.00</b>

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	<b>35.00</b>
2073.74/56	111200000067	35.00	0.00	0.00	percent	<b>35.00</b>
2073.74/47	111200000067	5,400.00	0.00	0.00	percentage	<b>5,400.00</b>
2073.74/46	111200000067	5,400.00	0.00	0.00	percentage	<b>5,400.00</b>
2073.74/45	111200000067	10,800.00	0.00	0.00	percentage	<b>10,800.00</b>
2073.74/37	111200000067	5,400.00	0.00	0.00	percentage	<b>5,400.00</b>
2073.74/36	111200000067	5,400.00	0.00	0.00	percentage	<b>5,400.00</b>

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%

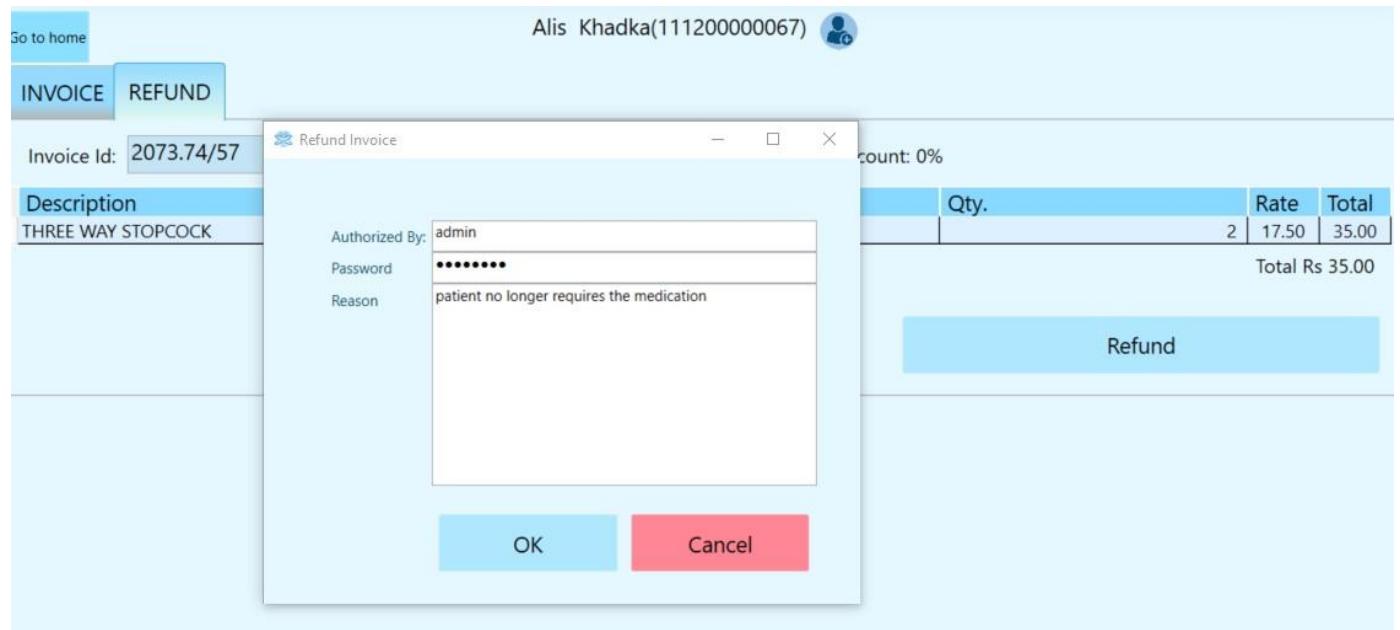
Description	Qty.	Rate	Total
THREE WAY STOPCOCK	2	17.50	35.00
Paracetamol	2	80.00	160.00
THREE WAY STOPCOCK	2	17.50	35.00

Total Rs 238.00

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

**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.

Drug Name	Lot Number	Unit Price	Qty	Taxable Amount
THREE WAY STOPCOCK		17.50	2	False 35.00
THREE WAY STOPCOCK		17.50	2	False 35.00
Paracetamol	234	80.00	2	True 160.00

Sub Total	230.00
Discount %	0.00
Taxable Amount	160.00
Tax 5%	8.00
Rounding	0.00
Total Amt.	238.00
Payment Method	Cash
Due Amt.	0

# DMS Configuration

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

The screenshot shows the DMS Configuration interface. On the left is a vertical sidebar with icons for Home, ACL, DMS (selected), Reports, and Help. The main area has a header with a search bar and user info (Thursday February 08, 2018 13:50:57, admin, with a question mark icon). Below is a table of settings:

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

At the bottom right are buttons for "Set" and "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.