



Dotmark Medical Solutions (DMS) Pharmacy 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.

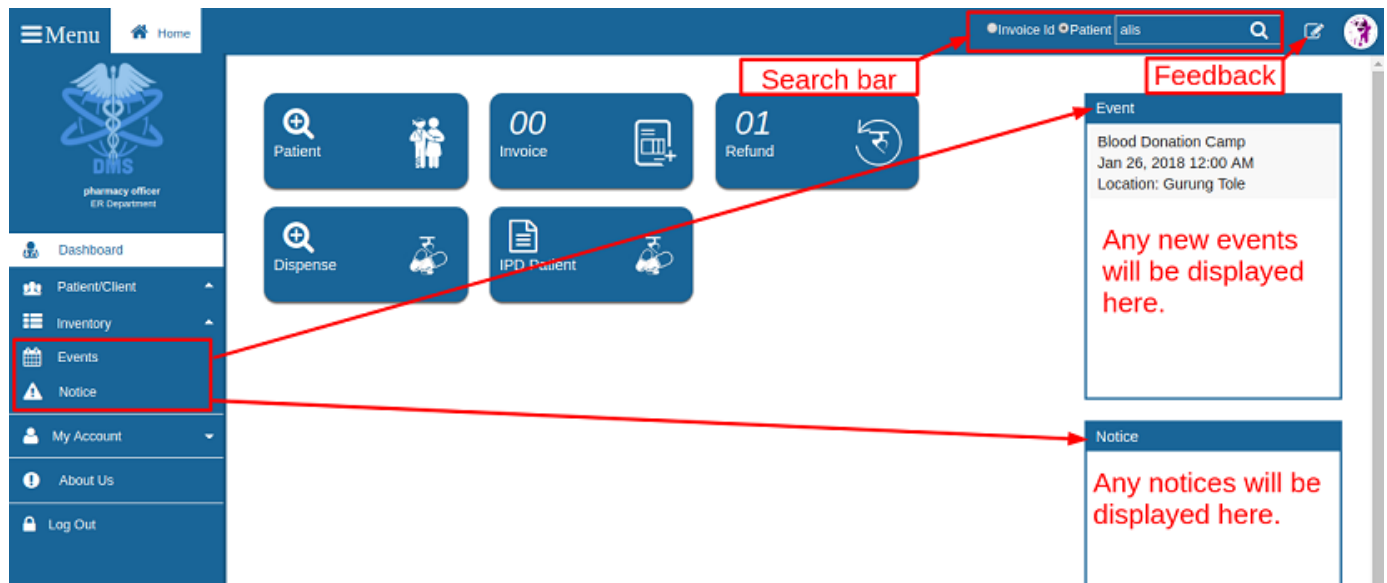
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Introduction

After logging in, you will be navigated to the DMS dashboard. DMS dashboard contains tools that can be used for many purposes. These all will be individually discussed in this manual.

Pharmacy can scan NFC card directly to view the patient details from this screen. NFC card won't work on other screens.



Click on the icon on the top-right corner of the screen to view options related to the user account.

Clicking log out will sign you off from the session and redirect you to the log in page.



Feedbacks

Feedbacks for improving DMS system, error reporting and additional comments can be sent. Press feedback icon on the top right corner next to the Search bar and fill up the form.

Feedbacks

Name	<input type="text" value="Your Name"/>
Feedback Type	<div>Please Select ▼</div>
Feedback	<div><div>Your Feedback</div><div></div></div>
<div><div>Save</div><div>Cancel</div></div>	

Events and Notices

Upcoming events and notices can be easily added to the dashboard. On the side bar scroll down, find **Events** and **Notice**. Click on them and fill up the form as required and post it on the dashboard.

NOTE: Every account holder can view this on their dashboard and could be super useful, so it should be properly utilized.

Add Events

Start Time	<div><div>Start Time</div><div></div></div>
End time	<div><div>End Time</div><div></div></div>
Venue	<div><div>Venue</div><div></div></div>
Description	<div><div></div><div></div></div>
<div>Add Event</div>	

List of Events

Start time	Venue	Description	End Date	Action
No data available in table				

Add Notice

From

Start Time

To

End Time

Description

Add Notice

List of Notice

Start time	Venue	Description	End Date	Action
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These messages will be posted for certain time only. **From** and **To** indicates start date and end date respectively of that message.

Searching an Existing Patient/Payments

Search patient using their name. If list of patients is shown, click on a patient to view the patient's detail as shown in the image below.

The image shows a patient search interface. At the top, there is a search bar with a dropdown menu showing 'Invoice Id' and 'Patient'. The search term 'alis' is entered. Below the search bar, a list of patients is displayed. The first patient is 'Alis Khadka'.

Name	Sex	Phone	Citizenship/Passport number	DOB	ID	PID	Number Of Encounters	Days Since Last Encounter	Date of Last Encounter
Alis Khadka	Male	014253565	6523525	1993-01-23	111200000067	67	6	22	2018-02-27

Below the list, the detailed view of 'Alis Khadka' is shown. The page title is 'Alis Khadka'. There are tabs for 'Prescriptions (collapse)', 'View Printable Version HTML', 'Order List', 'Check All', and 'Clear All'. The 'Prescriptions' tab is active, showing a table of prescriptions.

Drug	Created Date	Changed Date	Dosage	Qty.	Unit	Provider
Drug One	2018-02-13	2018-02-13		120	2	Animesh
THREE WAY STOPCOCK	2018-02-13	2018-02-13	2	2	1	Animesh

Below the prescriptions, there is a section for 'Drug Sales (collapse)' with a table showing 'Drug', 'Quantity', 'Fee', and 'Sale Date'. The table is currently empty.

Below the drug sales, there is a section for 'Allergies (collapse)' with a table showing 'Title', 'Begin', 'End', 'Coding (click for education)', 'Status', 'Occurrence', 'Referred By', and 'Modify Date'.

Title	Begin	End	Coding (click for education)	Status	Occurrence	Referred By	Modify Date
iodine	2018-02-21		ICD9:250.30 (Diabetes with other coma, type II or unspecified type, not stated as uncontrolled)	Active	Early Recurrence (<2 Mo)	Hives	2018-02-13 01:08:30
codeine	2018-02-21		ICD9:600.01 (Hypertrophy (benign) of prostate with urinary obstruction and other lower urinary tract symptoms (LUTS))	Active	First	Nausea	2018-02-13 01:09:02

Below the allergies, there is a section for 'Medical Problems (collapse)' with a table showing 'Title', 'Begin', 'End', 'Coding (click for education)', 'Status', 'Occurrence', 'Referred By', and 'Modify Date'.

Title	Begin	End	Coding (click for education)	Status	Occurrence	Referred By	Modify Date
asthma	2018-02-06		ICD9:E000.1 (Military activity)	Active	Late Recurrence (2-12 Mo)	Dr. Philip	2018-02-13 01:09:40

Below the medical problems, there is a section for 'Medications (collapse)' which is currently empty.

Search patient using invoice id. This will display the invoice of the patient as shown in the image below.

Invoice Id Patient 35

INVOICE

Patient Name: Cash Two	Transaction Date: 2018-03-20
Address:	Billing Number: 2073.74/35
PAN: 444444444	

S.N.	Description	Batch No.	Expiry	Qty	Rate	Amount
1	Paracetamol (100 mg)	234	Mar - 2018	2	80	160

Notes:

Paracetamol pain relief...

Sub-Total	160.00
Percent (Rs)	0.00
Taxable Amount	160.00
Health Service Tax(5%)	8.00
Rounding	0
Payment Method	Cash
Total Amount	168.00
Paid Amount	200.00
Return Amount	32.00

Back
Re-print

In the image below, **Check All | Clear All** on top of the screen, checks all or clears all the drugs. These selected drugs can be now printed out using **View Printable Version HTML** button.

Highlighted drugs (blue text color) are the drugs that the pharmacy sells. The one which is not highlighted (Black text color) are those drugs that the pharmacy do not sell. In this case Pharmacy user should select and print the drug for the patient to purchase it for somewhere else.

August 30

Prescriptions (collapse)
Order List
View Printable Version HTML
Check All | Clear All

Drug	Created Date	Changed Date	Dosage	Qty.	Unit	Provider
<input checked="" type="checkbox"/> paracetamol	2018-01-25	2018-01-25	1	12	1	Dr. Dotmark
<input checked="" type="checkbox"/> sinex	2018-02-05	2018-02-13	2	2	1	Dr. Dotmark
<input checked="" type="checkbox"/> Little	2018-02-05	2018-02-05		5	1	Dr. Dotmark
<input checked="" type="checkbox"/> Nims	2018-02-08	2018-02-08		1	1	Dr. Dotmark
<input checked="" type="checkbox"/> dsfgsd sdfgsdf	2018-02-08	2018-02-08		1		Dr. Dotmark

Not Highlighted

Drug Sales (collapse)

Drug	Quantity	Fee	Sale Date
paracetamol	1	15.00	2018-03-21

Allergies (collapse)

The **Order List** option allows user to add patient's request for additional purchase of the drugs. This option add new drug item on top of the prescriptions.

All Sale Drugs

[Delete Drugs](#) [Back](#)

Patient Name:

Drug	Quantity	Medicine Units	Take	Refills	Action
*ADHESIVE T***{0}	<input type="text" value="1"/>	<input type="text" value="50"/> <input type="text" value="mcg"/>	<input type="text" value="1"/> in <input type="text" value="cream"/> <input type="text" value="To Affected Area"/> <input type="text" value="q.8h"/>	<input type="text" value="00"/> # of: <input type="text" value="1"/>	Save

S.N	Sale Id	Inventory Id	Drug Name	Quantity	Fee	Tax Rate	Sale Price
No data							

The image below shows the list of drugs that has been prescribed to the patient. Click on a drug to proceed with the payment.

Alis Khadka

[Prescriptions \(collapse\)](#) [Order List](#) [View Printable Version HTML](#) [Check All](#) [Clear All](#)

Drug	Created Date	Changed Date	Dosage	Qty.	Unit	Provider
<input checked="" type="checkbox"/> Drug One	2018-02-13	2018-02-13		120	2	Animesh
<input checked="" type="checkbox"/> THREE WAY STOPCOCK	2018-02-13	2018-02-13	2	2	1	Animesh

Drug Sales (collapse) Select a drug to proceed to payment

Drug	Quantity	Fee	Sale Date
None			

Allergies (collapse)

Title	Begin	End	Coding (click for education)	Status	Occurrence	Referred By	Modify Date
iodine	2018-02-21		ICD9:250.30 (Diabetes with other coma, type II or unspecified type, not stated as uncontrolled)	Active	Early Recurrence (<2 Mo)	Hives	2018-02-13 01:08:30
codeine	2018-02-21		ICD9:600.01 (Hypertrophy (benign) of prostate with urinary obstruction and other lower urinary tract symptoms (LUTS))	Active	First	Nausea	2018-02-13 01:09:02

Clicking on **Save** will deduct the quantity of sold drugs from the inventory and adds this drug to the dispense basket. If a drug is already added to the dispense basket then it will be marked red. Please note that saving red marked drug will add the quantity on top of the existing quantities. Press **Dispense** to proceed with the payment.

Sale Drugs

Drug	Quantity	Lot Numbers	Medicine Units	Take	Refills	Action
Drug One	<input type="text" value="12"/>		<input type="text" value="400"/> <input type="text" value="mg/"/>	<input type="text" value=""/> in <input type="text" value=""/> <input type="text" value="Per Oris"/> <input type="text" value=""/>	<input type="text" value="00"/> # of tablets: <input type="text" value="12"/>	Save
THREE WAY STOPCOCK	<input type="text" value="2"/>		<input type="text" value="400"/> <input type="text" value=""/>	<input type="text" value=""/> in <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="a.m"/>	<input type="text" value="00"/> # of tablets: <input type="text" value="2"/>	Save

[Dispense](#)

In case, the drug is out of stock in the system then the following message will be displayed. This message will be different for different situations which will be clearly described in the red marking as shown below.

Sale Drugs

Drug	Quantity	Lot	Per Oris	# of tablets :	Action
Drug One	120				Save
THREE WAY STOPCOCK	2	400		00	Save

Dispense

If the drug is available then press **Dispense**, this will navigate to the following screen, where a patient can make the payment.

INVOICE

Patient name: Alis Khadka
 Patient Id: 111200000067
 Sex: Male
 Address: _____

Transaction Date : _____
 Bill Number : _____

S.N	Description	Batch No.	Expiry	Qty	Rate	Amount
1	Drug One (250 mg/1cd) (1 tablet Per Oris b.i.d.)	12121212	Mar - 2019	120	45.00	5400.00

Notes :
 Is Private: ☒ Yes ☐ No
 Customer PAN: _____

Sub-Total: 5400.00
 Discount(%): 00
 Taxable Amount: 0.00
 Health Service Tax(5%): 0.00
 Rounding: 0.00
 Total Amount: 5400.00
 Payment Method: Cash
 Paid Amount: 6000
 Change Amount: 600.00

Save Save and Print Add Drug Delete Drug

Save and Print will display the following image. Print and hand the receipt to the patient.

Print

Total: 1 sheet of paper

Print Cancel

Destination

Microsoft XPS Docu...

Change...

Pages

All

e.g. 1-5, 8, 11-13

Layout

Portrait

Color

Color

+ More settings

Suryabinayak Pharmacy

Suryabinayak, Kathmandu, Bagmati, Nepal

982000001

PAN :123789456

DMS

INVOICE

Patient Name: Cash Two

Patient ID: 111200000162

Sex: Other

PAN:

Address: Sanepa

Transaction Date: 20/03/2018 00:00:00

Billing Number: 2073.74/35

Method of Payment: Check Payment/Cash/Credit Card/Account Payee

S.N.	Description	Batch No.	Expiry	Qty	Rate	Amount	
1	Paracetamol (100 mg)	234	Mar - 2018	2	80	160	
Print By : Pharmacy						Sub Total	160.00
22/03/2018 04:40:45						Discount 0%	0.00
# : - 4 Copy of Original						Taxable Amount	160.00
Notes:						HST 5%	8.00
pain relief...						Rounding Amount	0.00
						Total Amount	168.00
						Payment Method	Cash

In Words: One Hundred Sixty Eight Rupees Only

Authorized Signature

If the patient decides not to buy prescription at the moment then the saved drug will be stored in the dispense basket.

Red marking will appear on the drugs indicating that it has been added to the dispense basket.

Sale Drugs

Drug	Quantity	Lot Numbers	Take	Refills	Action																														
paracetamol(12 mg)	12		in	00 # of: 12	Save																														
sinex(12000 mg/3cc)	2	<table> <thead> <tr> <th>Batch No.</th> <th>Exp. Date</th> <th>Rs.</th> <th>Available Qty</th> <th>Sale Qty</th> </tr> </thead> <tbody> <tr> <td>111112</td> <td>2019-02-28</td> <td>50.00</td> <td>387</td> <td></td> </tr> <tr> <td>111111111111</td> <td>2018-03-24</td> <td>17.00</td> <td>1550</td> <td></td> </tr> <tr> <td>1234567654</td> <td>2019-03-30</td> <td>15.00</td> <td>12</td> <td></td> </tr> <tr> <td>12458963</td> <td>2018-03-31</td> <td>12.00</td> <td>124589</td> <td></td> </tr> <tr> <td>123456</td> <td>2019-03-30</td> <td>17.00</td> <td>120</td> <td></td> </tr> </tbody> </table>	Batch No.	Exp. Date	Rs.	Available Qty	Sale Qty	111112	2019-02-28	50.00	387		111111111111	2018-03-24	17.00	1550		1234567654	2019-03-30	15.00	12		12458963	2018-03-31	12.00	124589		123456	2019-03-30	17.00	120		in	00 # of: 2	Save
Batch No.	Exp. Date	Rs.	Available Qty	Sale Qty																															
111112	2019-02-28	50.00	387																																
111111111111	2018-03-24	17.00	1550																																
1234567654	2019-03-30	15.00	12																																
12458963	2018-03-31	12.00	124589																																
123456	2019-03-30	17.00	120																																
Little(50 mg)	5		in	00 # of: 5	Save																														
Nimis(12 mg)	1		in	00 # of: 1	Save																														

Dispense

Red marking shows that drugs are added to the basket

Please note that clicking on the **Save** while it is being marked red will add the drug and its quantity to the existing dispense basket.

Press **Add Drug** to add additional drugs requested by the patients. This will be an extra item on top of the prescription.

TAX INVOICE

Patient name:	August 30	Transaction Date :	
Patient Id:	222200000023	Bill Number :	
Sex:	Female		
Address :			

S.N	Description	Batch No.	Expiry	Qty	Rate	Amount
1	Nims (12 mg) (1 Per Oris q.3h)	111112	Feb - 2019	2	50.00	100.00
2	Little (50 mg) (1 Per Oris q.3h)	111112	Feb - 2019	2	50.00	100.00
3	sinex (12000 mg/3cd) (1 Per Oris q.3h)	111112	Feb - 2019	2	50.00	100.00
4	paracetamol (12 mg) (1 Per Oris q.3h)	12458	Mar - 2018	1	15.00	15.00

Notes :

Is Private: ☐ Yes ☒ No

Customer PAN:

Sub-Total	315.00
Discount(%)	00
Taxable Amount	315.00
VAT(13%)	40.95
Rounding	+0.05
Total Amount	356.00
Payment Method	Cash
Paid Amount	00.00
Change Amount	

Dashboard

Pharmacy cannot view patient demographics page. Patient selection from Patient won't be accessible. Please only use "Search Bar" on the top of the screen to view patient's prescriptions status.

Patient

This will show list of all the patients. Please note that to view patient's details page, use **Search Bar**.

Patient Search				
Show 10 entries		Search all columns:		
Full Name	Home Phone	Citizenship/Passport number	Date of Birth	External ID
0 0 0			2018-02-02	111200000078
1 1 1			2018-02-03	111200000070
2 2 2			2018-02-05	111200000076
admin admin admin	3534534	23434234	1993-10-22	111200000095
Alis Khadka		6523525	1993-01-23	111200000067
Alish Giri		123467	1991-05-25	111200000011
alu tama			1995-01-28	111200000039
Ankita Sigdel			2003-01-24	111200000031
Anup Jung Belbase	01-895623	1265/7	1981-12-14	111200000001
asdasd asdasd asdadadasd	4456456		2018-02-11	111200000108
Showing 1 to 10 of 131 entries				Previous Next

Invoice

- Invoice stores all the payment history of a patient. Payment is done through the **Dispense** section.
- Invoice can be **Printed** or **Exported as CSV** from here. CSV basically means in Microsoft Excel format.
- Invoice id is used in the **Refund**.
- Select a date range and press **Submit** to view history of that date.

Invoice									
		Submit		Print	CSV Export		Search:		
							Show 10 entries		
S.N	Invoice Id	Patient Id	Sub Total	Tax	Tax Rate	Discount Amount	Discount Type	Total	Action
1	8	111200000132	70.00	2.80	5	14.00	percentage	58.80	
2	9	111200000134	400.00	20.00	5	0.00	amount	420.00	
Showing 1 to 2 of 2 entries									Previous Next

Refund

Invoice id is the **Bill Number** of the invoice which is made up of Fiscal year/Invoice add.

The screenshot shows a print dialog on the left and an invoice on the right. The print dialog has options for destination (Microsoft XPS Document Writer), pages (All), layout (Portrait), and color (Color). The invoice is from Suryabinayak Pharmacy, Kathmandu, Nepal. It includes patient information, a transaction date of 20/03/2018, and a billing number of 2073.74/35, which is highlighted with a red box. The invoice also shows a list of items, including Paracetamol (100 mg), and a total amount of 160.00.

Enter the invoice id and press **Submit** to proceed with the refund process for that invoice.

Select the **Payment Method** and press **Refund**.

The screenshot shows the 'Refund' process interface. It includes a form for entering the invoice ID (2073.74/37) and a 'Submit' button. Below the form is a table with columns: Name, Dosage, Qty, Rate, and Paid Amount. The table contains one row for 'Drug One' with a dosage of 0, a quantity of 120, a rate of 45.00, and a paid amount of 5,400.00. Below the table is a 'Payment Method' dropdown menu set to 'Cash'. At the bottom are 'Refund' and 'Cancel' buttons.

Authorized users are only allowed to grant refund. Ask to enter their username and password.

The screenshot shows the 'Refund' process interface with a 'Cancel Item' dialog box open. The dialog box has fields for 'Authorized By', 'Password', and 'Reason'. It also has 'Submit' and 'Close' buttons. The background shows the same 'Refund' process interface as the previous screenshot, but the 'Payment Method' dropdown is now set to 'Check Payment'.

Enter the quantity that is to be refunded and press save to create a new invoice for that transaction.

TAX INVOICE

Patient name: Cash Cash	Transaction Date : _____
Patient Id: 222200000050	Bill Number : _____
Address : _____	

S.N	Description	Batch No.	Expiry	Qty	Rate	Amount
1	sinex (12000 mg/3cc) (10 suspension)	111112	Feb - 2019	5	50.00	250.00

Notes :

Is Private: ☒ Yes ☐ No

Customer PAN:

Sub-Total 250.00

Discount(%) 0

Taxable Amount 250.00

VAT(13%) 32.50

Rounding -0.50

Total Amount 282.00

Payment Method Cash

Paid Amount

Change Amount

Save
Save and Print
Add Drug
Delete Drug

NOTE: Please note that the old invoice of the patient will be discarded and new invoice with new id will be generated. In other words, the original invoice of the patient will be modified according to the quantities and items he/she wants to return. Then, this modified invoice will be stored with a new id attached to it. The original will be discarded and the modified invoice will now be the original invoice.

Dispense

This section is used for third party patients who may visit the pharmacy to buy their required medication. This section should not be used for I.P.D or O.P.D patients.

IPD Patient

This will show the user the list of all the patient prescriptions assigned by the **Cardex department**. Select the required patient and follow the same steps for the payment discussed in **Search an Existing Patient/Payments**.

Patient/Client

Patient

This will show list of all patients. Please note that to view patient's details page, use **Search Bar**.

Patient Education

Search any information on the web from here.

Web Search - Patient Education Materials

Search in: Medline ▼ Generic category of the search.

search bar Submit

Please input search criteria above, and click Submit to view results. (Results will be displayed in a pop up window)

Chart Tracker

Track patients with this function. Enter the **Patient ID** to view the information.

Inventory

Inventory contains all the information regarding drugs that the pharmacy owns. All the new arrived or damaged drugs should be updated here. This will keep track of all the items and keeps user notified about the item's status like out-of-stock or about to finish or other.

Management

This section updates the inventory of the pharmacy. All the drug details can be added and edited here.

Type a drug name in the search bar and click **Search** to view the list of related drugs.

Name	Act	NDC	Form	Size	Unit	Lot	Warehouse	QOH	Expires
drug five	Yes	3456789	solution	1	mg/1cc	New 789784564	On Site	1000	2017-02-15
Drug Four	No	342564323	ml	1000	mg	New 454343434	On Site	3000	2018-02-28
Drug One	Yes	1111111	tablet	250	mg/1cc	New 12121212	On Site	3905	2019-03-29
Drug Three	Yes	5432423	ml	750	grams	New			1969-12-31
Drug Two	Yes	2222222	capsule	400	mg	New 323212	On Site	9950	2019-02-28

Click on the **Lot** number as shown in the image above and click **Destroy** to move that item in the **Destroyed** section.

New

Lot Number : 789784564

Manufacturer : dsfgfh fhfgh

Expiration : 2017-02-15

Vendor : Unassigned

Warehouse : On Site

On Hand : 1000

Is Active : ☒

Is Deleted : ☐

Tax Rates : ☒ HST ☐ TINC ☐ VAT

Transaction : None

Save Destroy... Cancel

Click on **Add Drug** is used to add new drug in the list of items. This will navigate to a drug details form. Fill up the form correctly with all the necessary details and press save to create a new entry on the system.

Add Drug

Name :

Active : ☒

Allow : ☒ Multiple Lots ☐ Combining Lots

NDC Number :

On Order :

Limits : ☐ Global ☐ On Site

Min

Max

Form :

Pill Size :

Units :

Route :

Relate To :

Templates :

Name

Schedule

Interval

Qty

Refills

Save

Cancel

Destroyed

Select a time range and click **Submit** to view drugs that has been sent to the destroyed list.

Drugs are sent here, from the **Management** section as explained above.

All the expired or damaged drugs will be listed here.

Destroyed Drugs							
From: 2018-01-01		To: 2018-03-05		Submit	Print		
Drug Name	NDC	Lot	Qty	Date Destroyed	Method	Witness	Notes
Drug Three	5432423	524743	30999	2018-02-21	bhjbhji	hugbgi	hello

Click on **Lot** number, in the above image, to add full description on how the drug ended here.

Lot Number:	524743
Manufacturer:	GHIJ company
Quantity On Hand:	30999
Expiration Date:	2018-02-21
Date Destroyed:	2018-02-21 
Method of Destruction:	Chemical flush in the hazard ward.
Witness:	Dr. Philip
Notes:	Expired

Transaction



Transaction stores all the reports regarding drugs usages. Select a preferred report type and a date range to view the transaction history of that type. For more detailed filtering select an option from the **Search By**.

Drugs Transaction Reports

Choose Report Type: None From:  To:  Group By: Date: ☒ Drugs: ☐

Drugs created but not placed under any lot number will be filtered by **type**, *Inventory* and, **Search by**, *Not in Inventory* option.

Transaction can also be printed out with the **Print** button.

Drugs Transaction Reports						
Choose Report Type: Purchase From: 2018-01-25  To: 2018-02-17  Group By: Date: <input checked="" type="radio"/> Drugs: <input type="radio"/> <input type="button" value="submit"/> <input type="button" value="Print"/>						
					Search: <input type="text"/>	Show 10 entries
Date	Drug Id	Lot Number	Quantity	Total Cost	Distributor	Source Lot
2018-02-01	578	12121212	5000	150000		0
2018-02-01	579	323212	10000	10000		0
2018-02-01	580	524743	35000	7000000		0
2018-02-11	581	454343434	2000	20000		0
2018-02-11	582	789784564	3000	21000		0
2018-02-13	583	20180212	20000	200000		0
2018-02-13	583	20180219	3000	90000		0
Showing 1 to 7 of 7 entries						Previous Next

Events

This topic is described in the Introduction section.

Notice

This topic is described in the Introduction section.

My Account

Password

Change your password here.

Password Change

Have you forgotton your password ? Please choose a new one here.

Full Name :	pharmacy officer
Username :	pharmacy
Current Password :	<input type="password"/>
New Password :	<input type="password"/>
Repeat New Password :	<input type="password"/>

Save

Authorizations

Most of the details of different departments in the hospital will be stored here.

Office Notes

Any users can add notes here. These notes will be stored here, and anyone can come here and view these notes.

Address Book

Configure Tracks

Doctors update this section to keep records of varieties of tests like blood pressure test in different timings, its normal state for person of certain type and other in-depth details for other members to view. These records will be stored in the encounter history. Accessing this information from the **Encounters**, graph of that record will be displayed. This graph also can be printed if required.

About Us

Provides information about DMS.