VHMS User Guide

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1. Introduction

Welcome to the VelpFi Hospital Management System (VHMS). This comprehensive hospital management solution streamlines patient registration, laboratory testing, and results management.

System Requirements

- Modern web browser (Chrome, Firefox, Safari, Edge)

- Stable internet connection

- Appropriate user credentials

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2. Getting Started

Logging In

1. Navigate to the VHMS login page

2. Enter your username and password

3. Select your role (Reception, Lab Technician, Doctor, Administrator)

4. Click "Login"

Dashboard Overview

The dashboard displays:

- Latest patient registrations (most recent first)

- Pending lab tests

- Quick action buttons

- System notifications

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3. Laboratory Module

Registering a Patient for Lab Tests

Step 1: Patient Selection

1. Navigate to the Lab section

2. Search for existing patient or register new patient

3. Patient list displays in reverse chronological order (latest first)

Step 2: Test Request Form Complete the following fields:

- **Lab Code**: Automatically generated unique identifier

- **Requesting Doctor**: Name of the physician requesting tests

- **Clinical Summary**: Medical reason for testing (formerly "comment")

- **LMP**: Last Menstrual Period (if applicable)

- **Tests**: Select required tests from dropdown

Step 3: Adding Multiple Tests

- Click "Add Test" button to add additional tests

- Click "Delete" (×) icon next to any test to remove it

- Tests are added/removed dynamically without page reload

Step 4: Submit Request

- Review all information

- Click "Submit" to register tests

- System confirms successful registration

Payment Status Indicators

The system uses color coding for quick identification:

- **RED**: NOT PAID - Payment required before processing

- **GREEN**: PAID - Ready for testing

- **GREY**: REJECTED - Test declined or cancelled

Available Actions

Buttons appear based on current status:

- **Verify**: Review test parameters (available after payment)

- **Validate**: Confirm test results (lab technician only)

- **View Results**: Access completed test results

- **Print**: Generate printable reports

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4. Patient Management

Searching for Patients

1. Use the search bar at top of patient list

2. Enter patient name, ID, or lab code

3. Results filter in real-time

4. Search button appears only when records are available

Viewing Patient Details

- **Single Click**: Highlights patient record for selection

- **Double Click**: Opens patient details for editing

- **Right Click**: Access context menu for batch operations

Deleting Patient Records

Single Patient Deletion:

1. Select patient record

2. Click delete button

3. Confirm deletion

4. Record removed and table updates automatically

Multiple Patient Deletion:

1. Right-click to open selection menu

2. Select multiple patients

3. Click "Delete Selected"

4. Confirm bulk deletion

Note: Patient unifier system prevents duplicate records automatically.

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5. Results Management

Accessing Results (results.php)

Features:

- Complete test results display

- Lab code and requesting doctor information

- Clinical summary review

- LMP data (when applicable)

Updating Results

Method 1: Double-Click

1. Double-click any result row

2. Edit form appears

3. Modify necessary fields

4. Click "Update" to save changes

5. Table refreshes automatically

Method 2: Edit Button

1. Single-click to select result

2. Click "Edit" button

3. Complete update process as above

Bulk Operations

Updating Multiple Results:

1. Right-click to enable multi-select

2. Select multiple result rows

3. Choose "Bulk Update"

4. Apply changes to all selected records

Deleting Results:

- Same process as bulk updates

- Select multiple records

- Choose "Delete Selected"

- Confirm action

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6. Tips & Best Practices

Data Entry

- Always verify patient information before submission

- Use standardized formats for doctor names

- Complete Clinical Summary with relevant medical information

- Double-check LMP dates for accuracy

Navigation

- Latest patients appear first - scroll for older records

- Use search function for quick patient location

- Color coding provides instant status recognition

- Hover over buttons to see function descriptions

Performance

- All operations work asynchronously - no page reloads needed

- Bulk operations save time when processing multiple records

- Patient unifier maintains database efficiency automatically

Troubleshooting

Issue: Patient not appearing

- Solution: Check search filters, refresh page, verify patient was saved

Issue: Cannot delete record

- Solution: Ensure you have appropriate permissions, check if record is linked to active tests

Issue: Lab code not displaying

- Solution: Lab code generates automatically - if missing, contact system administrator

Getting Help

- Contact IT Support: [support contact]

- Submit feedback using thumbs up/down buttons

- Check system announcements for updates