



# MediPortal

## Admin Portal

User Manual

## Document Control

<b>Version Number and Status</b>	
Document Date	
Security Classification	Internal/Client Confidential
Author	PO
Document Storage Location	SharePoint

### Document version history

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Description</b>
1.0	06/05/2023	PO	First Final Version
1.1	16/07/2024	PO	

### Related Documents

<b>Date</b>	<b>Document Name</b>	<b>Author</b>	<b>Document Location</b>

### Approval and Signoff

<b>Title</b>	<b>Date</b>
Product Manager	

## Table of Contents

Document Control.....	2
1    Overview.....	6
1.1    Introduction .....	6
1.2    Purpose of This Guide .....	6
1.3    Audience.....	6
1.4    Finding Information.....	6
1.5    Typing Convention.....	7
2    Sign In and Sign Out.....	8
2.1 Sign In.....	8
2.2 Sign Out .....	8
2.3 Changing Password.....	9
3    Managing Finance.....	10
3.1 Finance Dashboard.....	10
3.2 Item Summary.....	13
3.2.1 Viewing Item Summary .....	13
3.2.2 Viewing Individual Item Summary of the Practitioner.....	15
3.2.3 Exporting Practitioner Earnings.....	16
3.2.4 Export Individual Practitioner Earnings .....	19
3.3 Pay by Receipts.....	22
3.4 Pay by Billings.....	25
4    Managing Practitioners .....	28
4.1 Adding New Practitioner .....	28
4.2 Viewing an Existing Practitioner .....	30
4.3 Editing an Existing Practitioner .....	32
4.4 Enable/Disable Existing Practitioner .....	34
5    Managing Medical Centres .....	36
5.1 All Medical Centres .....	36
5.1.1 Adding New Medical Centres.....	36
5.1.2 Viewing an Existing Medical Centre .....	39

5.1.3 Editing Medical Centre .....	40
5.2 User Management .....	42
5.2.1 CAM Admin .....	42
5.2.2 Creating System Roles .....	43
6 Managing Organizations / Groups .....	45
6.1 Viewing an Organization / Group.....	45
6.2 Editing an Organization / Group.....	46
6.3 Deleting an Organization / Group.....	47
7 Managing Data Exports .....	48
7.1 Downloading a Data Export.....	48
7.2 Deleting a Data Export.....	49
8 Analytics .....	50
9 Subscription .....	53
9.1 Manage Subscription .....	53
9.2 Home.....	53
9.2.1 Managing Add Ons.....	54
9.2.2 Managing Current Subscription.....	56
9.3 Users .....	57
9.3.1 Assign Add Ons for Practitioners .....	58
9.4 Payments.....	59
9.4.1 Last Payment .....	59
9.4.2 Add and View Cards.....	61
9.4.3 Mark Card Active .....	63
9.4.4 Edit and Delete Cards .....	64
9.5 Activity Logs .....	66
10 List of Abbreviations .....	67
11 Troubleshoot Queries:.....	67

**Copyright Mediportal 2024. All rights reserved.**

All intellectual property arising from and/or relating to this document including all copyrights in this document owned by Mediportal. This document may not be reproduced and/or translated in whole or in part, in any form whatsoever, without the express consent of Mediportal in writing.

Information contained in this document is proprietary and confidential to Mediportal. That information, regardless of form, must not be used other than for the purpose for which it is disclosed to the recipient and must not under any circumstances be disclosed to any third party without the express consent in writing of Mediportal.

Certain trademarks referred to in this document are the property of Mediportal and have been identified as such, the rights of owners of other trademarks referred to in this document have been identified as such are hereby acknowledged.

Although Mediportal uses all reasonable efforts to ensure the accuracy and completeness of this document, no warranty or representation whatsoever is given by Mediportal in respect of the contents herein Accordingly, any use of, or reliance on, any of the information contained herein, is entirely at the risk the person so acting. Mediportal takes no responsibility and shall bear no liability whatsoever in respect to any use or reliance on any of information contained herein.

**Mediwave PTE. LTD.**

68 Circular Road  
#02-01, Singapore (049422)

Tel: +65 9806 9828  
Email: [info@mediportal.com.au](mailto:info@mediportal.com.au)

# 1 Overview

## 1.1 Introduction

The Digital Healthcare System also known as MediPortal is a platform developed by Mediwave. It is available for everyone to simply sign up and record their personal and health information with ease. The platform comprises modules such as Admin, Patients, Practitioners, Medical Centres etc. to cater to different types of users. The Modules work coordinated to share the relevant health information in a secured manner helping users to virtually manage their health.

## 1.2 Purpose of This Guide

This User Manual provides an overview of the MediPortal process and system for the users, and explains detailed procedures required to operate the user interface for the MediPortal. It will guide the user on how to operate the system.

## 1.3 Audience

This document is intended to be used by any users who have signed up with the MediPortal platform and wants to use the system for their digital healthcare needs.

## 1.4 Finding Information

Ideally users should use the Table of Contents to navigate through the document as opposed to directly reviewing the body of the document as the table of contents will act as a document map for seamless navigation.

## 1.5 Typing Convention

The following section illustrates how extra important information has been shown in this manual.

Typing Convention	Description
 - Important	To highlight extra important information.
 - Note	To highlight information that the user needs to pay special attention to.
 - Tip	Helpful hints that will assist the user, when using certain functionality.
Boldface text	Text in certain paragraphs are written in Bold font at times in order to emphasise certain important terms.
KEY	P - Predefined with Default  M - Mandatory Field  O - Optional Field  C - Conditional

## 2 Sign In and Sign Out

### 2.1 Sign In

This section explains the procedure of signing into the MediPortal Admin Module. Follow the instructions in the given order to successfully complete the process.

1. Go to the MediPortal Admin web application.
2. Enter the **Username**, **Password** and click **Sign In**.



Sign in to MediPortal

Username *
Password *
<b>Sign in</b>

Figure 2.1.1: Signing In

### 2.2 Sign Out

1. Click the Profile Picture and select **Logout**.

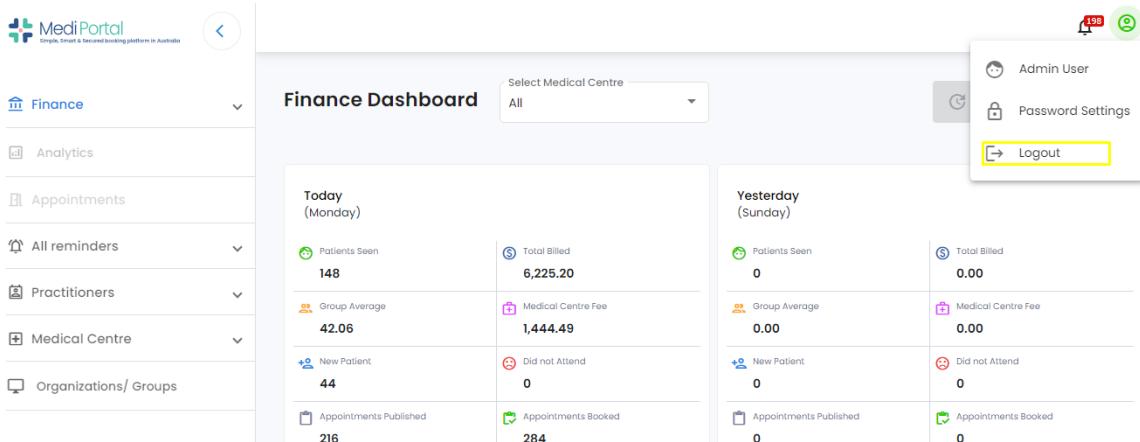


Figure 2.2.1: Logging Out

## 2.3 Changing Password

1. Login to the MediPortal Admin Portal.
2. Click the Profile Picture and select **Password Settings**.

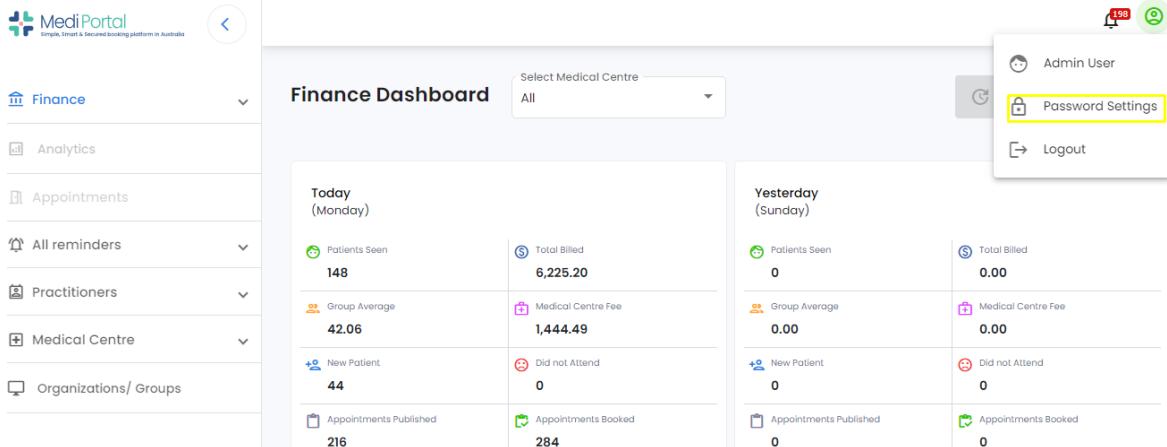
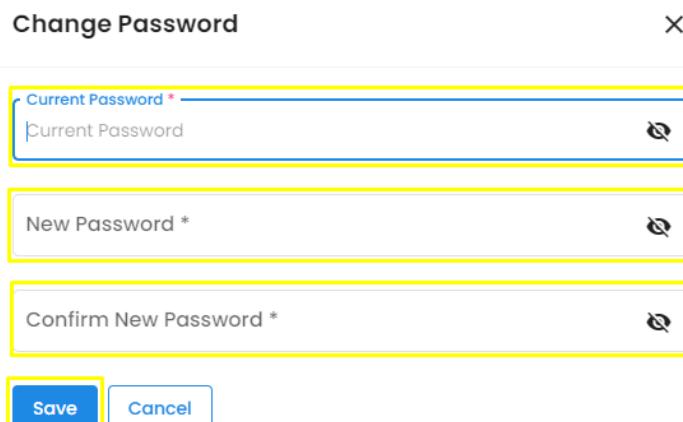


Figure 2.3.1: Navigating to Password Settings

3. Enter the **Current Password**, **New Password** and retype the new password in **Confirm New Password**. Click **Save** to save the changes.



The dialog box is titled 'Change Password'. It contains three input fields: 'Current Password \*' (containing 'jcurrent Password'), 'New Password \*', and 'Confirm New Password \*'. Below the fields are two buttons: 'Save' (highlighted with a yellow box) and 'Cancel'.

Figure 2.3.2: Changing Password



**IMPORTANT NOTE**

- The password must be alphanumeric with a capital first letter.
- It must contain a special character (@, \$, !, &, etc).
- Minimum length is 8 and maximum length is 30.
- Previously used last 3 password cannot be used as current password.
- Length Status: Weak (<5), Moderate (>=5), Great (>=8)

## 3 Managing Finance

### 3.1 Finance Dashboard

1. Login to the MediPortal Admin Portal.
2. Expand **Finance** and select **Finance Dashboard**. Finance dashboard shows summary on all the financial information (Today, Yesterday, Last Week, Last Month) relevant to all Medical Centres.

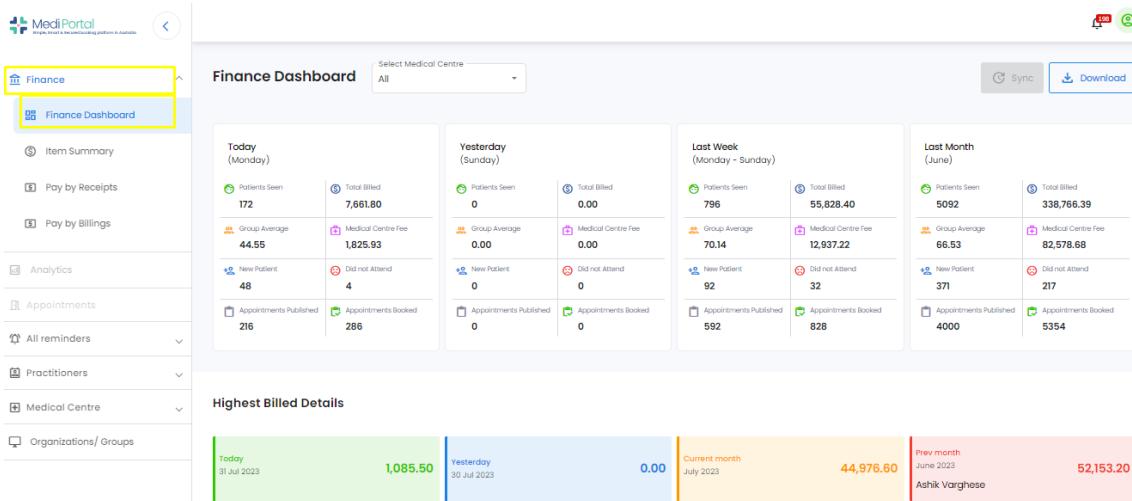


Figure 3.1.1: Navigating to the Finance Dashboard

Each timeline displays the data relevant to the following areas.

- **Patients Seen** - The number of patients examined by the practitioners. I.e., Total no. of Appointments published is reduced with the patients who did not attend.
- **Total Billed** - The total count of Invoices billed for the day.
- **Group Average** – Total Billed/The total no. of patients seen by the Practitioner.
- **Medical Centre Fee** - [MCC% per practitioner] of the total billed amount.
- **New Patient** - Patient who have not made any previous appointments with this clinic.
- **Did not Attend** – Total no. of Appointment Published is reduced with the total no. of patients seen by the Practitioner.
- **Appointments Published** - Inclusion of the total number of patients seen by the Practitioner and the total number of patients who did not attend the session.
- **Appointments Booked** – The total number of appointments booked through the system for a selected period.

3. Select a Medical Centre to display the finance information relevant to a specific Medical Centre.

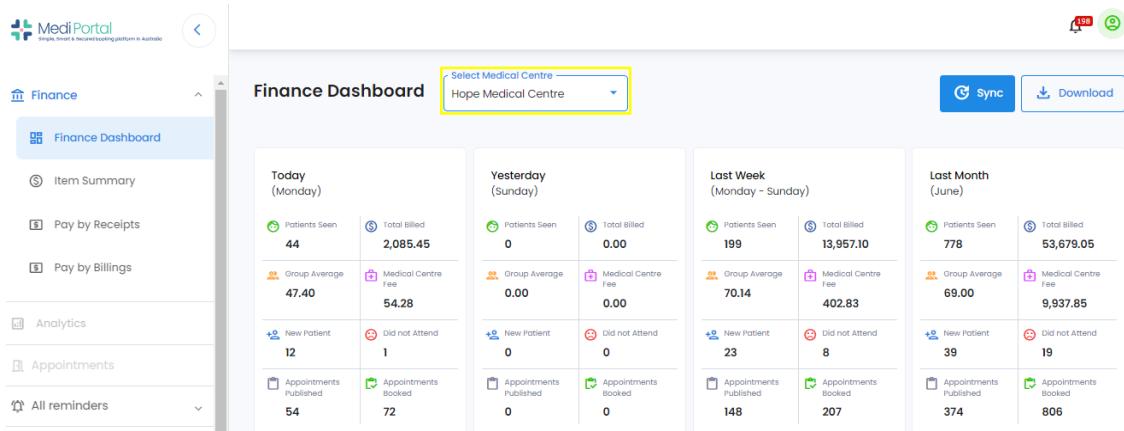


Figure 3.1.2: Selection of Medical Centre

- Click **Sync** to display real time data in the dashboard. Please note that data will be syncing automatically in every 15 minutes.

**NOTE:** Sync option is disabled when All is selected in the Select Medical Centre field.

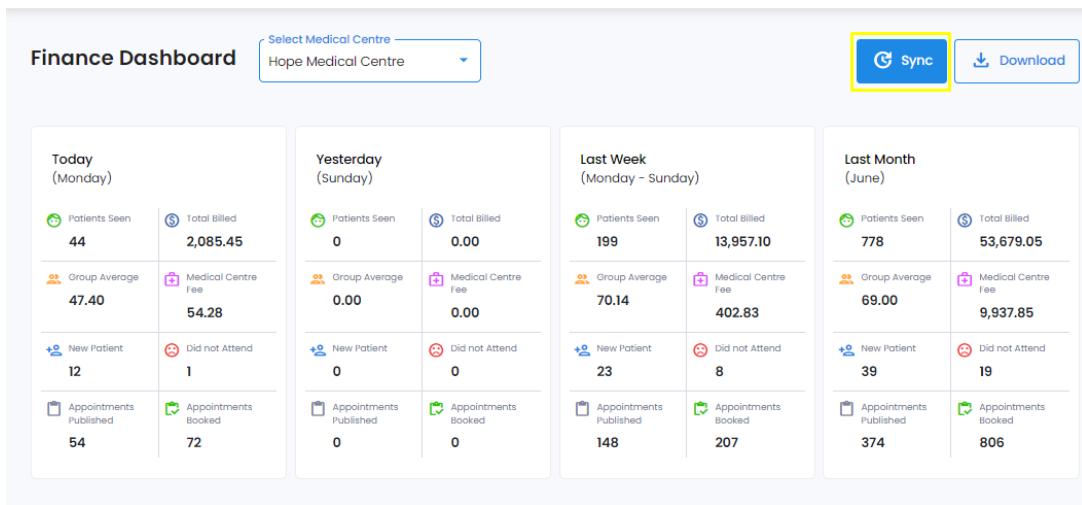
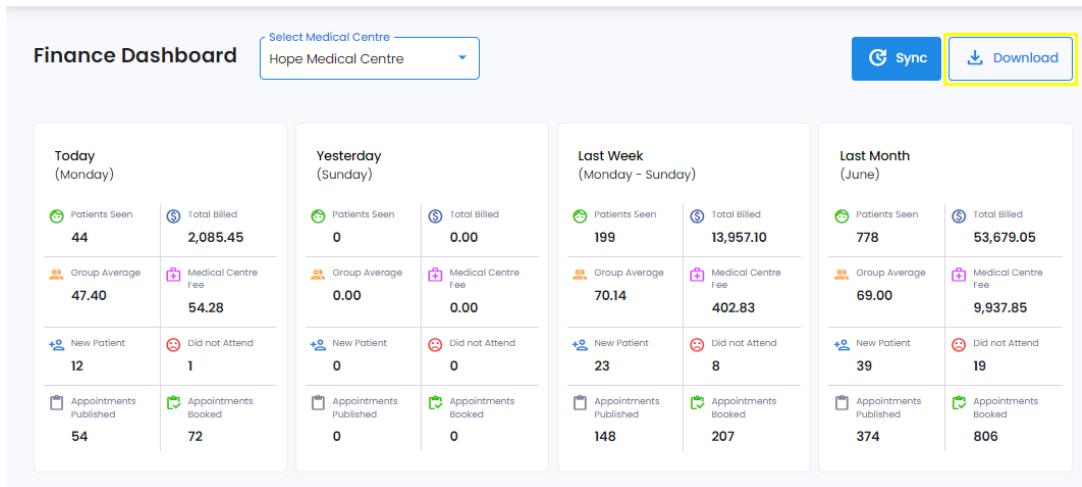


Figure 3.1.3: Syncing Medical Centre Data

- Click **Download** to get the report of the data displayed on the dashboard in PDF format.



Copyright © MediPortal 2018

Figure 3.1.4: Downloading Medical Centre Finance Data

6. **Highest Billed Details** section provides an overview of finance information about the top-grossing practitioner in all/particular hospital/s.

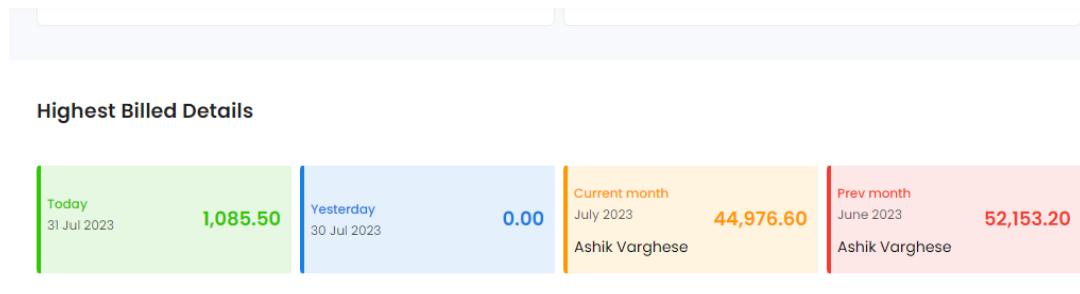


Figure 3.1.5: Highest Billed Details

7. The **Billed Chart** shows the total billing amount of all/specific Medical Centre/s according to the respective timelines [Weekly, Monthly, Yearly, (Previous Year (Monthly) and Previous Year (Weekly))].

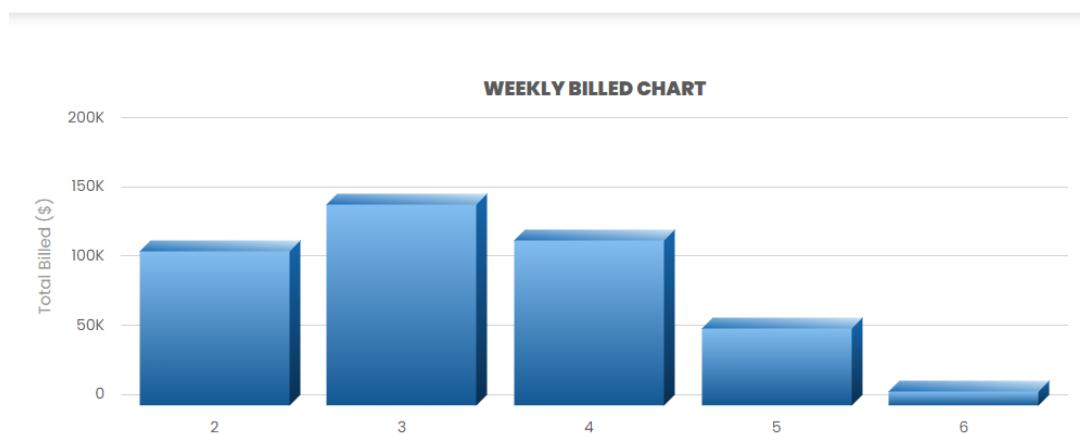


Figure 3.1.6: Billed Chart

8. **Financial Year** section provides an overview of **Total Appointments**, **Total Billed**, **Group Average** and **Total Medical Centre Fees** based on the respective financial year.

**Financial Year (July-June)**

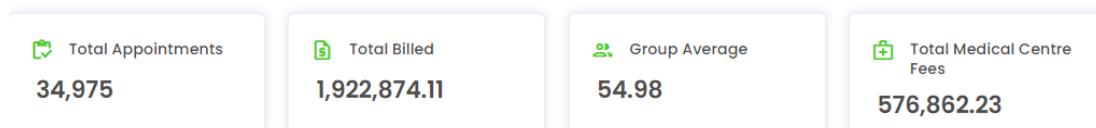


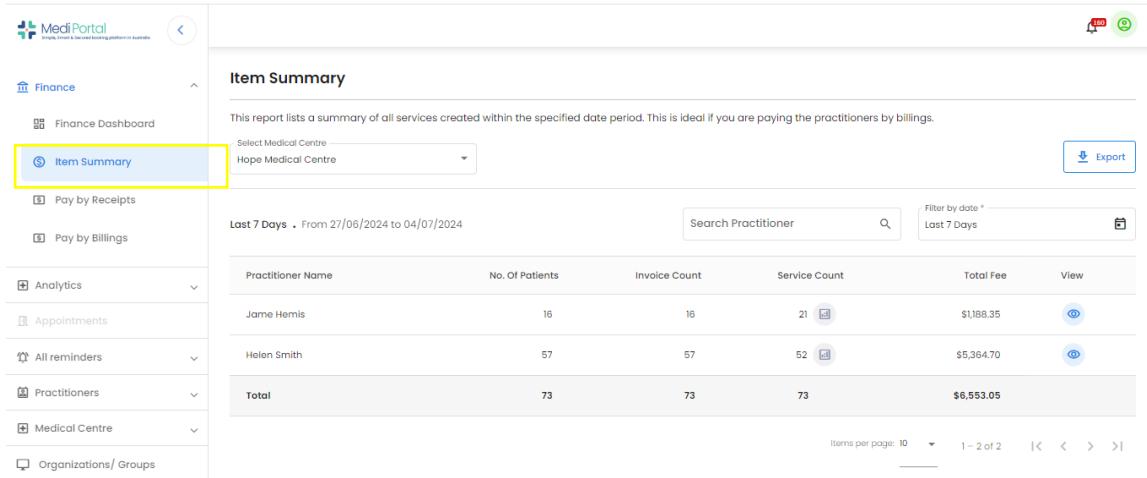
Figure 3.1.7: Financial Year

## 3.2 Item Summary

The Item Summary provides an overview of Practitioner's **Total no. of Patients, Invoice Count, Service Count and Total Fee.**

### 3.2.1 Viewing Item Summary

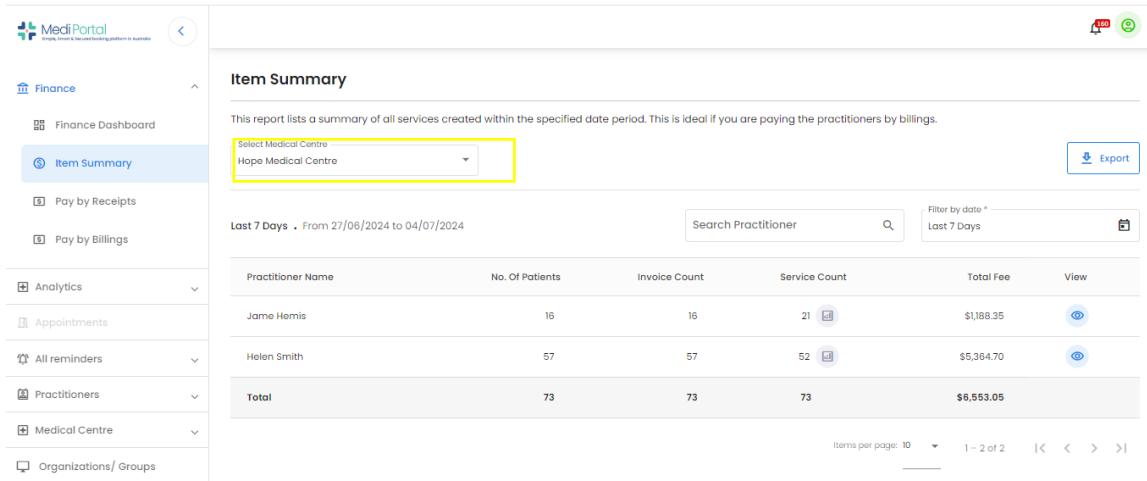
1. Login to the Media Portal System.
2. Expand Finance and select Item Summary.



Practitioner Name	No. Of Patients	Invoice Count	Service Count	Total Fee	View
Jamie Hemis	16	16	21	\$1,188.35	
Helen Smith	57	57	52	\$5,364.70	
<b>Total</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>\$6,553.05</b>	

Figure 3.2.1.1: Navigating to the Item Summary

3. Select a Medical Centre.



Practitioner Name	No. Of Patients	Invoice Count	Service Count	Total Fee	View
Jamie Hemis	16	16	21	\$1,188.35	
Helen Smith	57	57	52	\$5,364.70	
<b>Total</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>\$6,553.05</b>	

Figure 3.2.1.2: Selecting Medical Centre

4. Enter the Practitioner's name in the search bar.
5. Select a timeline to filter the Item Summary by date (Last 7 days, Specified year/month, Custom date range).

**Item Summary**

This report lists a summary of all services created within the specified date period. This is ideal if you are paying the practitioners by billings.

Select Medical Centre: Hope Medical Centre Export

Last 7 Days • From 27/06/2024 to 04/07/2024 Search Practitioner  Filter by date \*

Practitioner Name	No. Of Patients	Invoice Count	Service Count
Jane Hemis	16	16	21 <span style="color: blue;">[View]</span>
Helen Smith	57	57	52 <span style="color: blue;">[View]</span>
<b>Total</b>	<b>73</b>	<b>73</b>	<b>73</b>

Yesterday • 03 Jul  
 Last 7 days • 27 Jun – 04 Jul  
 Specified year/month  
 Custom date range

Items per page: 10 | 1 – 2 of 2 | < < > >|

Figure 3.2.1.3: Filter Item Summary

- Click on the service count icon to view the service count of each practitioner.

**Item Summary**

This report lists a summary of all services created within the specified date period. This is ideal if you are paying the practitioners by billings.

Select Medical Centre: Hope Medical Centre Export

Last 7 Days • From 27/06/2024 to 04/07/2024 Search Practitioner  Filter by date \*

Practitioner Name	No. Of Patients	Invoice Count	Service Count	Total Fee	View
Jane Hemis	16	16	21 <span style="color: blue;">[View]</span>	\$1,188.35	<span style="color: blue;">[View]</span>
Helen Smith	57	57	52 <span style="color: blue;">[View]</span>	\$5,364.70	<span style="color: blue;">[View]</span>
<b>Total</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>\$6,553.05</b>	

Items per page: 10 | 1 – 2 of 2 | < < > >|

Figure 3.2.1.4: Viewing the Service Count

The service count will be displayed as follows.

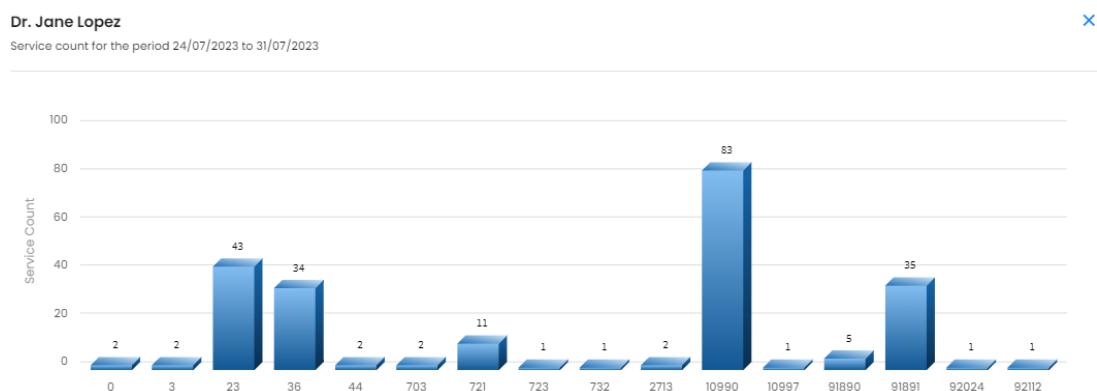


Figure 3.2.1.5: Viewing the Service Count

On scrolling down, a detailed breakdown of the services can be viewed.

**Dr. Jane Lopez**

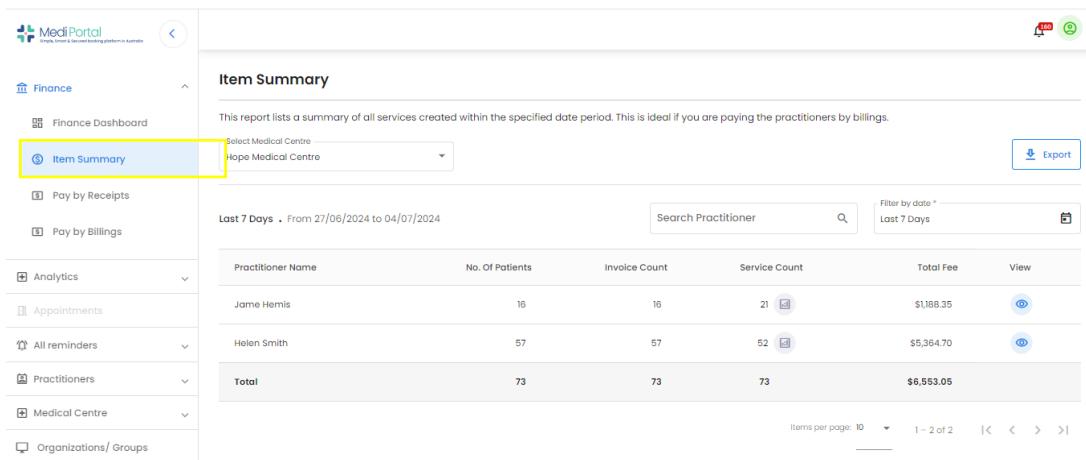
Service count for the period 24/07/2023 to 31/07/2023

Item	Count
92024:Covid-19 GP management plan	1
92112:Covid-19 GP without mental health training	1
10990:Direct-Billing Incentive	83
721:GP management plan	11

Figure 3.2.1.6: Viewing the Service Count

**3.2.2 Viewing Individual Item Summary of the Practitioner**

1. Login to the MediPortal System.
2. Expand Finance and select **Item Summary**.

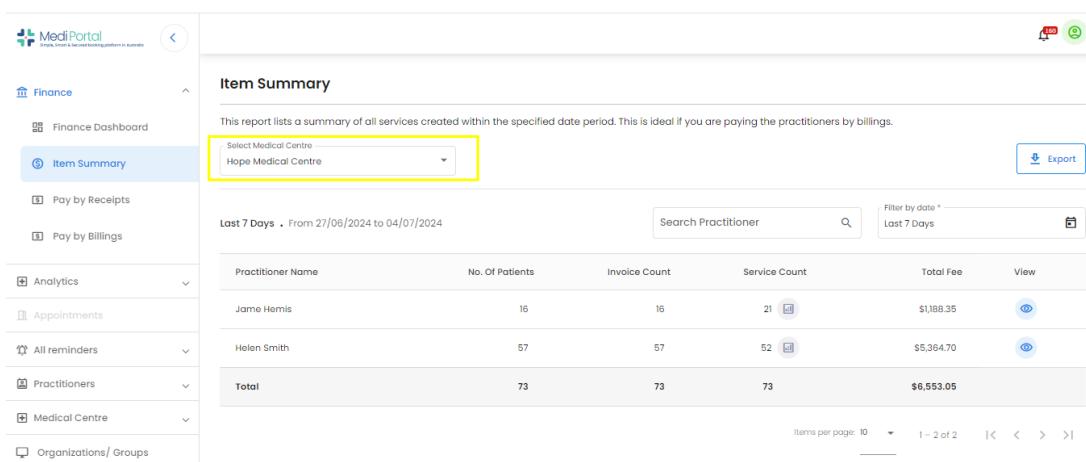


This report lists a summary of all services created within the specified date period. This is ideal if you are paying the practitioners by billings.

Practitioner Name	No. Of Patients	Invoice Count	Service Count	Total Fee	Action
Jane Hemis	16	16	21	\$1,188.35	
Helen Smith	57	57	52	\$5,364.70	
<b>Total</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>\$6,553.05</b>	

Figure 3.2.2.1: Navigating to the Item Summary

3. Select a **Medical Centre**.



This report lists a summary of all services created within the specified date period. This is ideal if you are paying the practitioners by billings.

Practitioner Name	No. Of Patients	Invoice Count	Service Count	Total Fee	Action
Jane Hemis	16	16	21	\$1,188.35	
Helen Smith	57	57	52	\$5,364.70	
<b>Total</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>\$6,553.05</b>	

Figure 3.2.2.2: Selecting Medical Centre

4. Click the view icon  in the action section adjacent to the practitioner to view.

### Item Summary

This report lists a summary of all services created within the specified date period. This is ideal if you are paying the practitioners by billings.

Select Medical Centre  
Hope Medical Centre

 Export

Last 7 Days • From 27/06/2024 to 04/07/2024

Search Practitioner 

Filter by date \*  
Last 7 Days 

Practitioner Name	No. Of Patients	Invoice Count	Service Count	Total Fee	View
Jame Hemis	16	16	21 	\$1,188.35	
Helen Smith	57	57	52 	\$5,364.70	
<b>Total</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>\$6,553.05</b>	

Items per page: 10 | < < 1 - 2 of 2 > >|

Figure 3.2.2.3: Viewing Individual Item Summary of the Practitioner

A detailed Item Summary such as **Date, Duration, Appointment Type, Patient Name and Total Fee** of the selected practitioner will be displayed.

### Item Summary > Dr. James Hemis

 Export

Last 7 Days • From 27/06/2024 to 04/07/2024

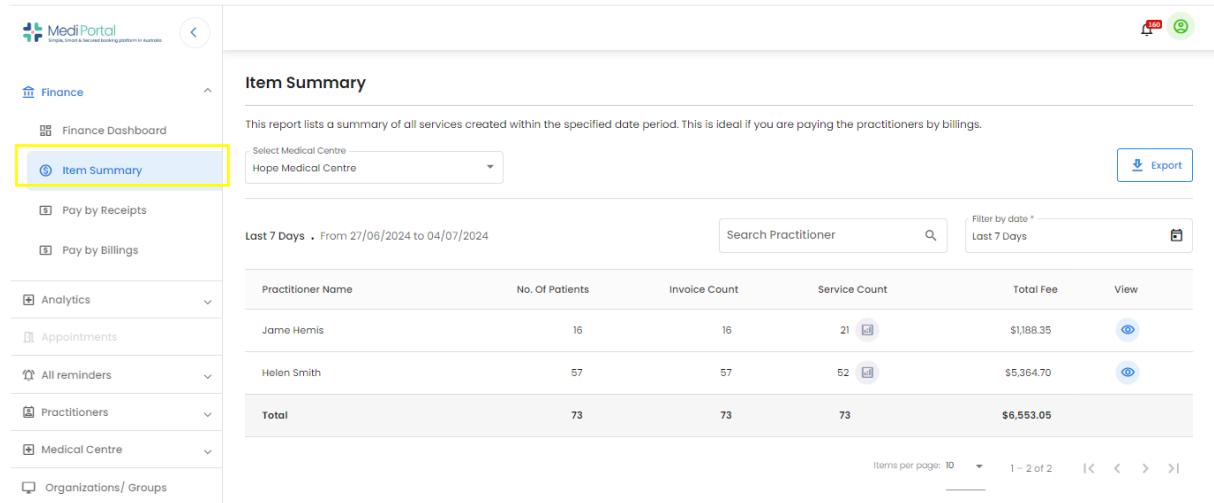
Search Patient  Filter by date \*  
Last 7 Days 

Date	Duration	Appointment Type	Patient Name	Total Fee
01/07/2024	15 min	Results	Sandra Barr	\$64.20
01/07/2024	15 min	Standard appt.	Christopher Bennett	\$75.00
01/07/2024	15 min	Telephone consult	Heather Smith	\$64.20
01/07/2024	15 min	Standard appt.	Emma Bowers	\$87.30
01/07/2024	15 min	New patient	Kyla Smith	\$64.20
01/07/2024	15 min	New patient	John West	\$75.00
01/07/2024	15 min	Standard appt.	Marie Sandry	\$42.85

Figure 3.2.2.4: Viewing Individual Item Summary of the Practitioner

## 3.2.3 Exporting Practitioner Earnings

1. Login to the MediPortal Admin Portal.
2. Expand **Finance** and select **Item Summary**.



**Item Summary**

This report lists a summary of all services created within the specified date period. This is ideal if you are paying the practitioners by billings.

Select Medical Centre  
Hope Medical Centre

Last 7 Days . From 27/06/2024 to 04/07/2024

Practitioner Name	No. Of Patients	Invoice Count	Service Count	Total Fee	View
Jane Hemis	16	16	21	\$1,188.35	
Helen Smith	57	57	52	\$5,364.70	
<b>Total</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>\$6,553.05</b>	

Items per page: 10 | 1 – 2 of 2 | < > >>

Figure 3.2.3.1: Navigating to the Practitioner Earnings

### 3. Click Export.

### 4. Select CSV/PDF.

#### Item Summary

This report lists a summary of all services created within the specified date period. This is ideal if you are paying the practitioners by billings.

Select Medical Centre  
Hope Medical Centre

Last 7 Days . From 27/06/2024 to 04/07/2024

Search Practitioner

Filter by date \*  
Last 7 Days

Export  
PDF  
CSV

Practitioner Name	No. Of Patients	Invoice Count	Service Count	Total Fee	View
James Hemis	16	16	21	\$1,188.35	
Helen Smith	57	57	52	\$5,364.70	
<b>Total</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>\$6,553.05</b>	

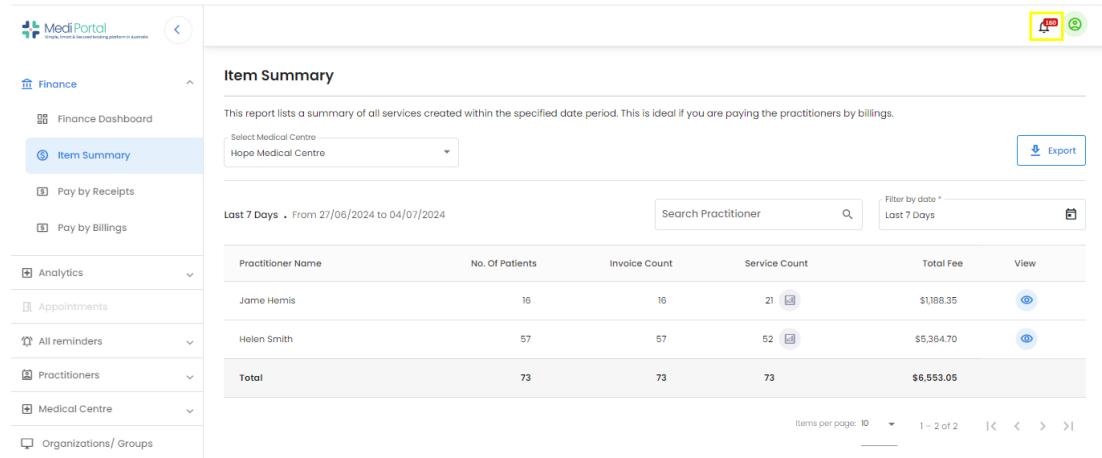
Items per page: 10 | 1 – 2 of 2 | < < > >>

Figure 3.2.3.2: Selection of File Type



Please note that it will take a few minutes to export the data into CSV/PDF. Once the exporting process is complete you will get a notification to view the entire report.

### 5. Click Notification icon.



**Item Summary**

This report lists a summary of all services created within the specified date period. This is ideal if you are paying the practitioners by billings.

Select Medical Centre: Hope Medical Centre

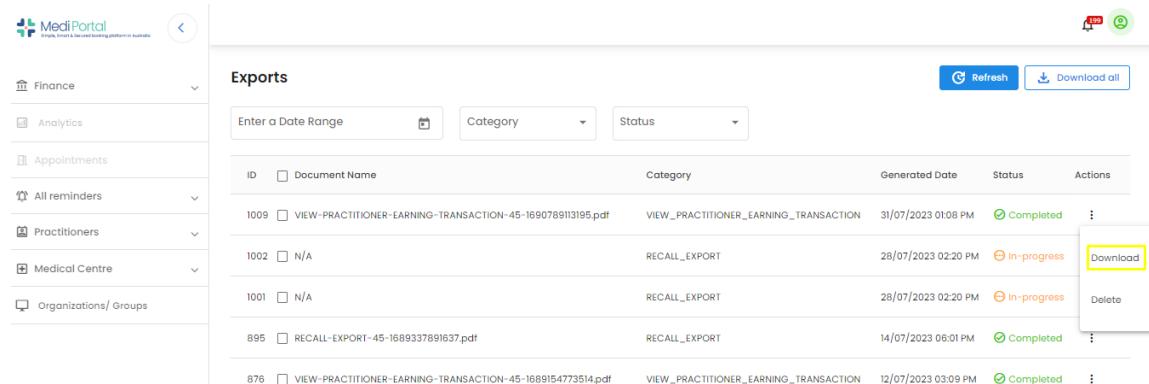
Last 7 Days • From 27/06/2024 to 04/07/2024

Practitioner Name	No. Of Patients	Invoice Count	Service Count	Total Fee	View
Jane Hemis	16	16	21	\$1,188.35	
Helen Smith	57	57	52	\$5,364.70	
<b>Total</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>\$6,553.05</b>	

Items per page: 10 | 1 - 2 of 2 | < >

Figure 3.2.3.3: Navigating to Notifications

- Click download option in the menu icon to download the required file.



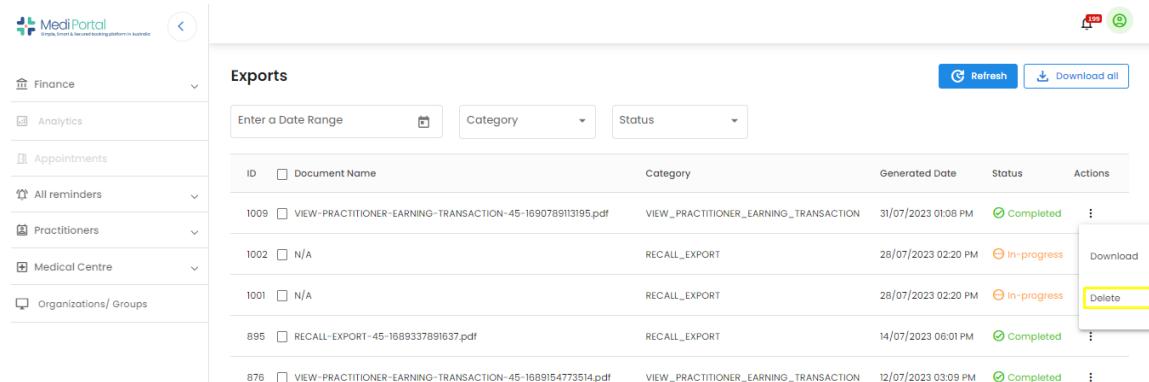
**Exports**

Enter a Date Range  Category  Status

ID	Document Name	Category	Generated Date	Status	Actions
1009	VIEW-PRACTITIONER-EARNING-TRANSACTION-45-1690789113195.pdf	VIEW_PRACTITIONER_EARNING_TRANSACTION	31/07/2023 01:08 PM	Completed	
1002	N/A	RECALL_EXPORT	28/07/2023 02:20 PM	In-progress	
1001	N/A	RECALL_EXPORT	28/07/2023 02:20 PM	In-progress	
895	RECALL-EXPORT-45-1689337891637.pdf	RECALL_EXPORT	14/07/2023 06:01 PM	Completed	
876	VIEW-PRACTITIONER-EARNING-TRANSACTION-45-1689154773514.pdf	VIEW_PRACTITIONER_EARNING_TRANSACTION	12/07/2023 03:09 PM	Completed	

Figure 3.2.3.4: Downloading the Exports

- Click delete option in the menu icon to delete the required file.



**Exports**

Enter a Date Range  Category  Status

ID	Document Name	Category	Generated Date	Status	Actions
1009	VIEW-PRACTITIONER-EARNING-TRANSACTION-45-1690789113195.pdf	VIEW_PRACTITIONER_EARNING_TRANSACTION	31/07/2023 01:08 PM	Completed	
1002	N/A	RECALL_EXPORT	28/07/2023 02:20 PM	In-progress	
1001	N/A	RECALL_EXPORT	28/07/2023 02:20 PM	In-progress	
895	RECALL-EXPORT-45-1689337891637.pdf	RECALL_EXPORT	14/07/2023 06:01 PM	Completed	
876	VIEW-PRACTITIONER-EARNING-TRANSACTION-45-1689154773514.pdf	VIEW_PRACTITIONER_EARNING_TRANSACTION	12/07/2023 03:09 PM	Completed	

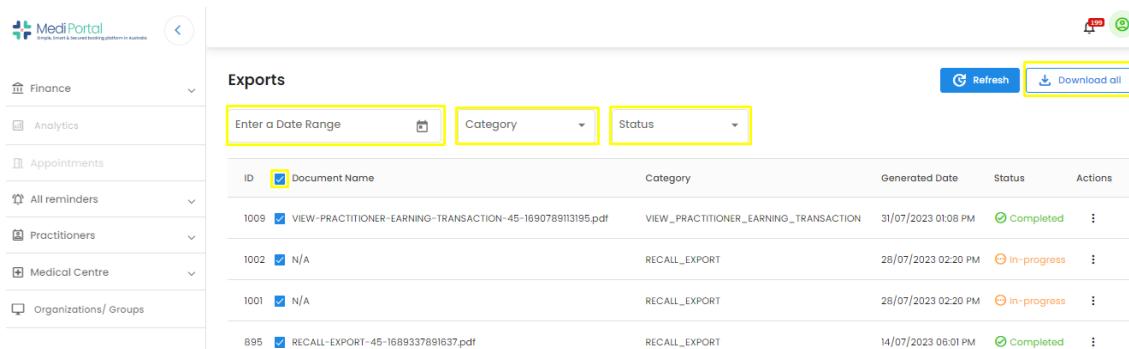
Figure 3.2.3.5: Deleting Exports

- If you are in need to find export reports relevant to a specific **Date Range**, **Category**, and **Status**, you can filter those files and download them as follows.

Enter the **Date Range**, **Category**, and **Status**.

Select all.

Click **Download All**.

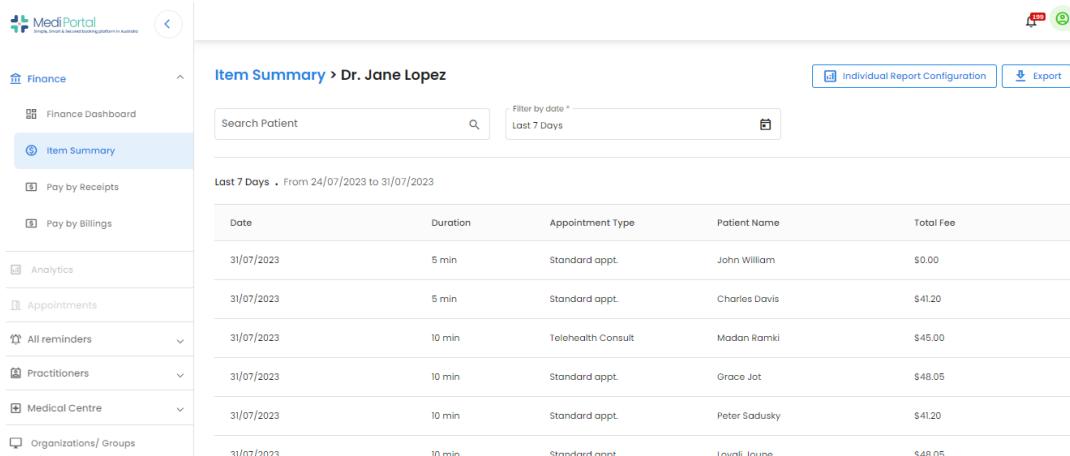


The screenshot shows the MediPortal Admin Module's 'Exports' section. On the left, there's a sidebar with navigation links: Finance, Analytics, Appointments, All reminders, Practitioners, Medical Centre, and Organizations/ Groups. The 'Finance' link is selected. In the main area, there's a search bar for 'Enter a Date Range' and two dropdown menus for 'Category' and 'Status'. Below these are four rows of export entries. Each entry includes an ID, a checkbox for 'Document Name' (which is checked for the first three), the category (e.g., 'VIEW\_PRACTITIONER\_EARNING\_TRANSACTION'), the generated date (e.g., '31/07/2023 01:08 PM'), the status (e.g., 'Completed' or 'In-progress'), and an 'Actions' column with a three-dot menu icon. A blue 'Refresh' button and a yellow 'Download all' button are at the top right.

Figure 3.2.3.6: Downloading Multiple Exports

### 3.2.4 Export Individual Practitioner Earnings

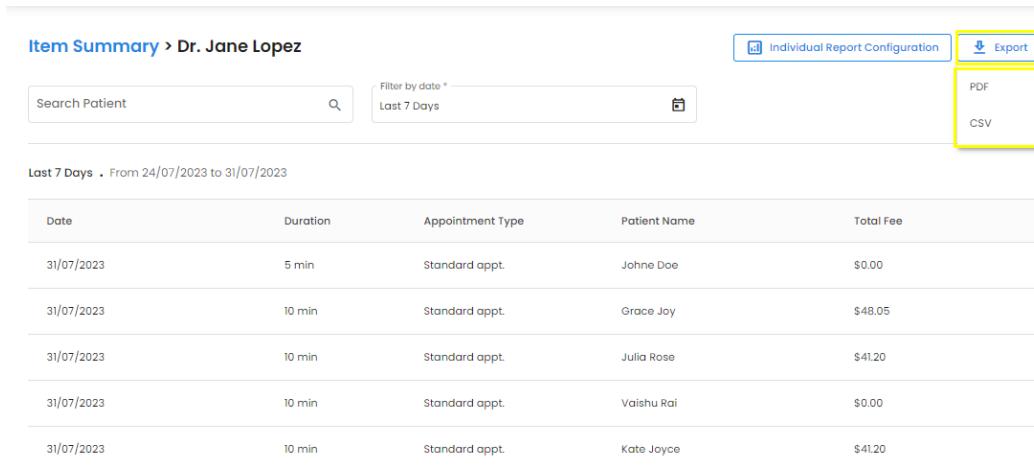
1. Login to the MediPortal Admin Portal.
2. Expand **Finance** and select **Item Summary**.
3. Select the eye icon in one of the Practitioner entries.



The screenshot shows the MediPortal Admin Module's 'Item Summary' report for 'Dr. Jane Lopez'. The sidebar on the left has 'Item Summary' selected under 'Finance'. The main area displays a table of appointments for the last 7 days. Each row includes the date, duration, appointment type, patient name, and total fee. At the top right, there are buttons for 'Individual Report Configuration' and 'Export'. A yellow box highlights the 'Export' button. Below the table, there's a 'Last 7 Days' filter section with a date range from '24/07/2023' to '31/07/2023'.

Figure 4.2.3.1: Navigating to the Individual Practitioner Earnings

4. Click **Export**.
5. Select CSV/PDF.



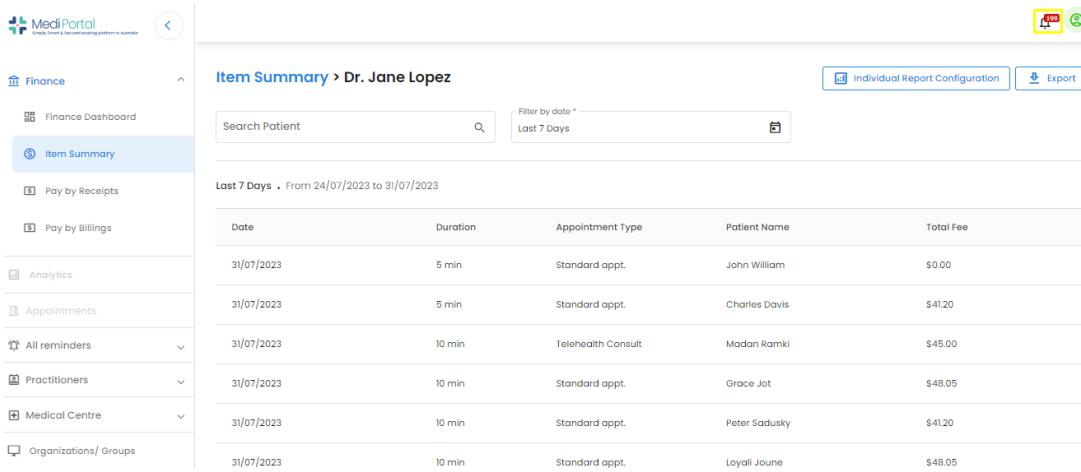
The screenshot shows the MediPortal Admin Module's 'Item Summary' report for 'Dr. Jane Lopez' again. The 'Export' button is visible at the top right. A yellow box highlights the 'File Type' dropdown, which contains options for 'PDF' and 'CSV'. The main area shows the same appointment data as before. Below the table, there's a 'Last 7 Days' filter section with a date range from '24/07/2023' to '31/07/2023'.

Figure 4.2.3.2: Selection of File Type



**Please note that it will take a few minutes to export the data into CSV/PDF. Once the exporting process is complete you will get a notification to view the entire report.**

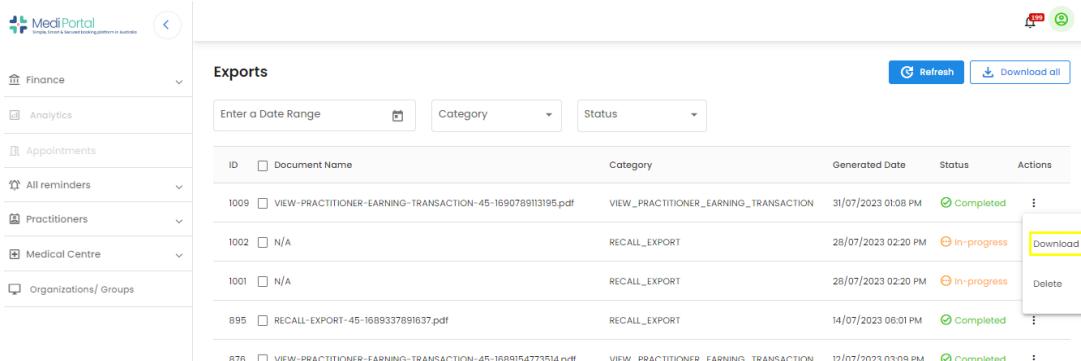
#### 6. Click Notification icon.



Date	Duration	Appointment Type	Patient Name	Total Fee
31/07/2023	5 min	Standard appt.	John William	\$0.00
31/07/2023	5 min	Standard appt.	Charles Davis	\$41.20
31/07/2023	10 min	Telehealth Consult	Madan Ramki	\$45.00
31/07/2023	10 min	Standard appt.	Grace Jot	\$48.05
31/07/2023	10 min	Standard appt.	Peter Sadusky	\$41.20
31/07/2023	10 min	Standard appt.	Loyall Jounie	\$48.05

Figure 4.2.3.3: Navigating to Notifications

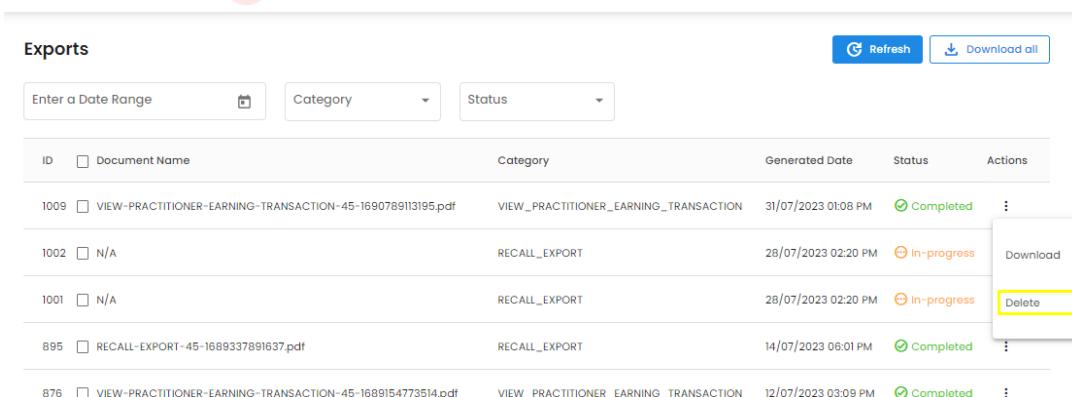
#### 7. Click download icon to download the required file.



ID	Document Name	Category	Generated Date	Status	Actions
1009	VIEW-PRACTITIONER-EARNING-TRANSACTION-45-1690789113195.pdf	VIEW_PRACTITIONER_EARNING_TRANSACTION	31/07/2023 01:08 PM	Completed	
1002	N/A	RECALL_EXPORT	28/07/2023 02:20 PM	In-progress	
1001	N/A	RECALL_EXPORT	28/07/2023 02:20 PM	In-progress	
895	RECALL-EXPORT-45-1689337891637.pdf	RECALL_EXPORT	14/07/2023 06:01 PM	Completed	
876	VIEW-PRACTITIONER-EARNING-TRANSACTION-45-1689154773514.pdf	VIEW_PRACTITIONER_EARNING_TRANSACTION	12/07/2023 03:09 PM	Completed	

Figure 4.2.3.4: Downloading the Exports

#### 8. Click delete icon to delete the required file.



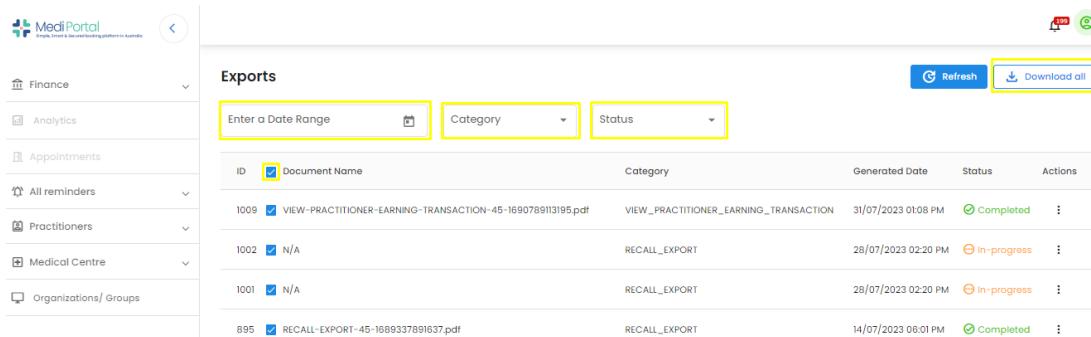
ID	Document Name	Category	Generated Date	Status	Actions
1009	VIEW-PRACTITIONER-EARNING-TRANSACTION-45-1690789113195.pdf	VIEW_PRACTITIONER_EARNING_TRANSACTION	31/07/2023 01:08 PM	Completed	
1002	N/A	RECALL_EXPORT	28/07/2023 02:20 PM	In-progress	
1001	N/A	RECALL_EXPORT	28/07/2023 02:20 PM	In-progress	
895	RECALL-EXPORT-45-1689337891637.pdf	RECALL_EXPORT	14/07/2023 06:01 PM	Completed	
876	VIEW-PRACTITIONER-EARNING-TRANSACTION-45-1689154773514.pdf	VIEW_PRACTITIONER_EARNING_TRANSACTION	12/07/2023 03:09 PM	Completed	

Figure 4.2.3.5: Deleting Exports

#### 9. If you are in need to find export reports relevant to a specific **Date Range**, **Category**, and **Status**, you can filter those files and download them as follows.

Enter the **Date Range**, **Category**, and **Status**.

Select all.

**Click Download All.**

The screenshot shows the MediPortal Admin Module interface. On the left, there is a sidebar with navigation links: Finance, Analytics, Appointments, All reminders, Practitioners, Medical Centre, and Organizations/ Groups. The 'Finance' link is selected. In the main content area, there is a heading 'Exports' with three search filters: 'Enter a Date Range' (with a calendar icon), 'Category' (with a dropdown arrow), and 'Status' (with a dropdown arrow). Below these filters is a table titled 'Exports' with columns: ID, Document Name, Category, Generated Date, Status, and Actions. The table contains five rows of data:

ID	Document Name	Category	Generated Date	Status	Actions
1009	<input checked="" type="checkbox"/> VIEW-PRACTITIONER-EARNING-TRANSACTION-45-1690789113195.pdf	VIEW_PRACTITIONER_EARNING_TRANSACTION	31/07/2023 01:08 PM	<span>Completed</span>	<span>⋮</span>
1002	<input checked="" type="checkbox"/> N/A	RECALL_EXPORT	28/07/2023 02:20 PM	<span>In-progress</span>	<span>⋮</span>
1001	<input checked="" type="checkbox"/> N/A	RECALL_EXPORT	28/07/2023 02:20 PM	<span>In-progress</span>	<span>⋮</span>
895	<input checked="" type="checkbox"/> RECALL-EXPORT-45-1689337891637.pdf	RECALL_EXPORT	14/07/2023 06:01 PM	<span>Completed</span>	<span>⋮</span>

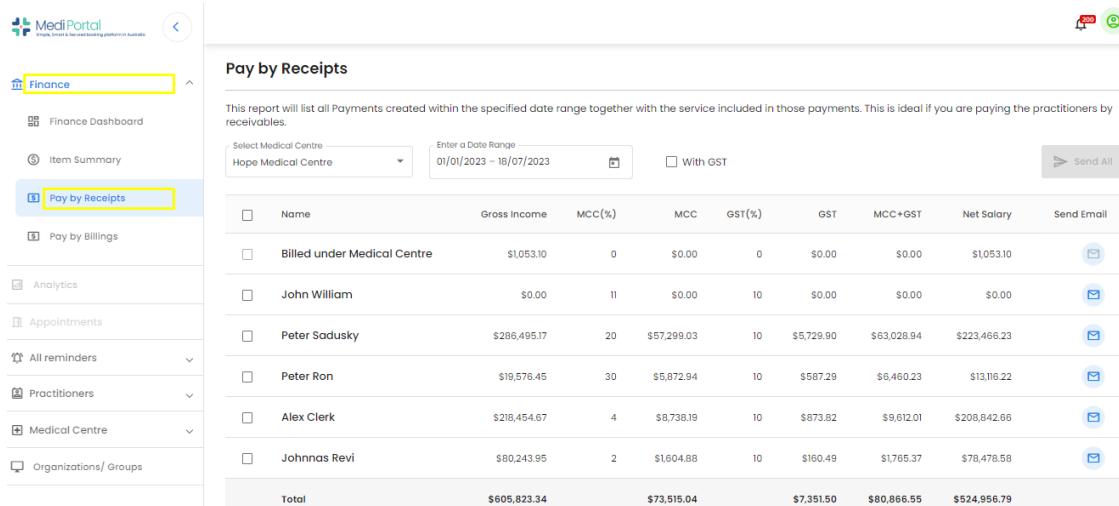
At the top right of the exports table, there are two buttons: 'Refresh' and 'Download all' (which is highlighted with a yellow box).

Figure 4.2.3.6: Downloading Multiple Exports

### 3.3 Pay by Receipts

Pay by Receipts provides an overview about the gross income of the practitioners from a specific Medical Centre. The Pay by Receipts includes **Gross Income**, **MCC**, **MCC (%)**, **GST**, **GST (%)**, **MCC+GST**, and **Net Salary**.

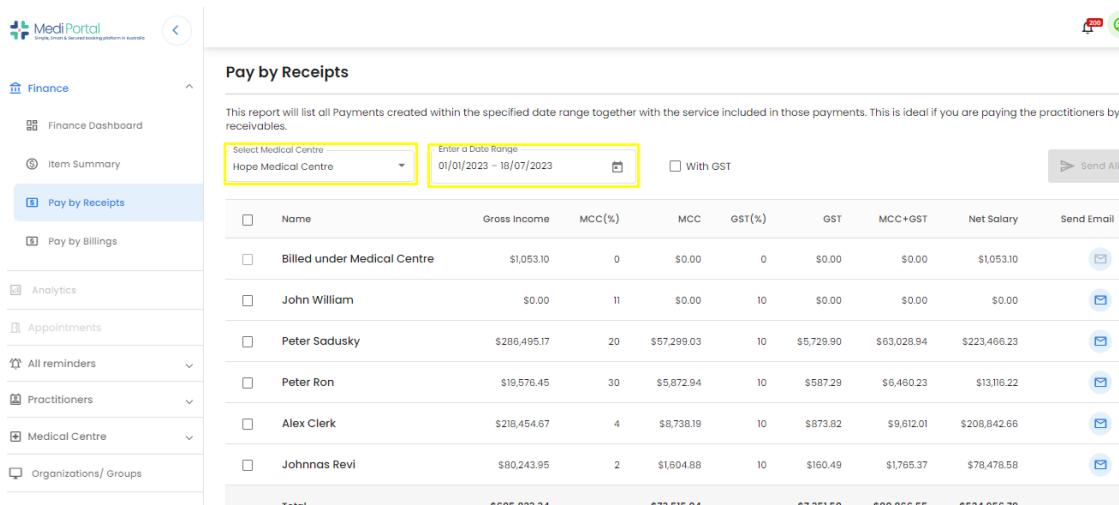
1. Login to the MediPortal Admin Portal.
2. Expand **Finance** and select **Pay by Receipts**.



Name	Gross Income	MCC(%)	MCC	GST(%)	GST	MCC+GST	Net Salary	Send Email
Billed under Medical Centre	\$1,053.10	0	\$0.00	0	\$0.00	\$0.00	\$1,053.10	
John William	\$0.00	11	\$0.00	10	\$0.00	\$0.00	\$0.00	
Peter Sadusky	\$286,495.17	20	\$57,299.03	10	\$5,729.90	\$63,028.94	\$223,466.23	
Peter Ron	\$19,576.45	30	\$5,872.94	10	\$587.29	\$6,460.23	\$13,116.22	
Alex Clerk	\$218,454.67	4	\$8,738.19	10	\$873.82	\$9,612.01	\$208,842.66	
Johnnas Revi	\$80,243.95	2	\$1,604.88	10	\$160.49	\$1,765.37	\$78,478.58	
<b>Total</b>	<b>\$605,823.34</b>		<b>\$73,515.04</b>		<b>\$7,351.50</b>	<b>\$80,866.55</b>	<b>\$524,956.79</b>	

Figure 3.3.1: Navigating to the Pay by Receipts

3. Select a **Medical Centre**.
  4. The Gross Income to a specific **Date Range** can be filtered and can be viewed as follows.
- Enter a **Date Range** you wish to view.



Name	Gross Income	MCC(%)	MCC	GST(%)	GST	MCC+GST	Net Salary	Send Email
Billed under Medical Centre	\$1,053.10	0	\$0.00	0	\$0.00	\$0.00	\$1,053.10	
John William	\$0.00	11	\$0.00	10	\$0.00	\$0.00	\$0.00	
Peter Sadusky	\$286,495.17	20	\$57,299.03	10	\$5,729.90	\$63,028.94	\$223,466.23	
Peter Ron	\$19,576.45	30	\$5,872.94	10	\$587.29	\$6,460.23	\$13,116.22	
Alex Clerk	\$218,454.67	4	\$8,738.19	10	\$873.82	\$9,612.01	\$208,842.66	
Johnnas Revi	\$80,243.95	2	\$1,604.88	10	\$160.49	\$1,765.37	\$78,478.58	
<b>Total</b>	<b>\$605,823.34</b>		<b>\$73,515.04</b>		<b>\$7,351.50</b>	<b>\$80,866.55</b>	<b>\$524,956.79</b>	

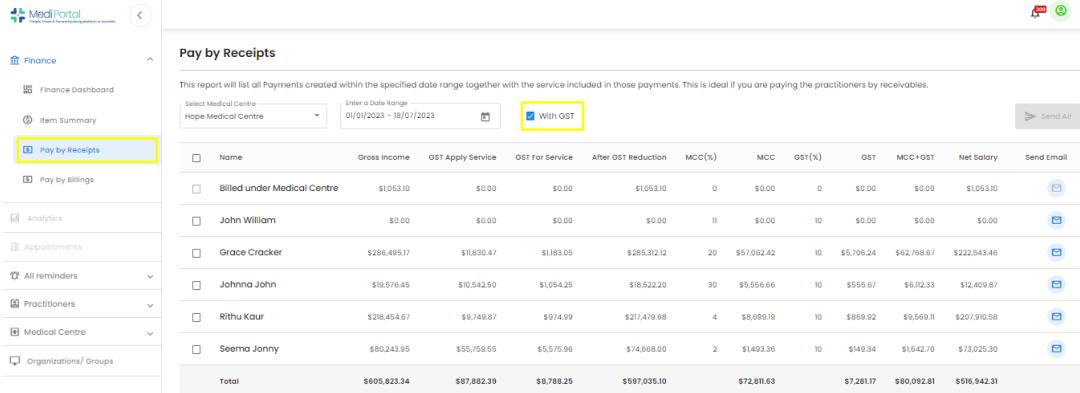
Figure 3.3.2: Searching for the Pay by Receipts of a Specific Practitioner without GST

5. The Summary of the payment is displayed based on the following calculations:

- **Gross Income** - The Gross Income of the Practitioner.
- **MCC (%)** - The Medical Centre Commission (varies according to the Medical Centre).
- **MCC** – The percentage of the Medical Centre Commission is added to the Gross Income (**Gross Income \* MCC (%)**).
- **GST (%)** - The GST by default is **10%**.

- **GST** - The percentage of the Gross Service Tax is added with the Medical Centre Commission ( $MCC * GST (\%)$ ).
- **MCC + GST** - Adding Medical Centre Commission and Gross Service Tax.
- **Net Salary** - Reduction of MCC+GST from the Gross Income.

## 6. The Summary of the payment with GST is displayed based on the services.



The screenshot shows the 'Pay by Receipts' search interface. On the left, there's a sidebar with 'Finance' selected, showing 'Pay by Receipts' (which is highlighted with a yellow box) and other options like 'Pay by Billings'. The main area has a heading 'Pay by Receipts' and a sub-instruction: 'This report will list all Payments created within the specified date range together with the service included in those payments. This is ideal if you are paying the practitioners by receivables.' Below this are filters: 'Select Medical Centre' (set to 'Hope Medical Centre'), 'Enter a Date Range' (set to '01/01/2023 - 18/07/2023'), and a checked 'With GST' checkbox (also highlighted with a yellow box). To the right is a table of results with columns: Name, Gross Income, OST Apply Service, OST For Service, After OST Reduction, MCC(%), MCC, GST(%), OST, MCC+GST, Net Salary, and Send Email. The table lists several practitioners with their respective details and calculated values.

Name	Gross Income	OST Apply Service	OST For Service	After OST Reduction	MCC(%)	MCC	GST(%)	OST	MCC+GST	Net Salary	Send Email
Billed under Medical Centre	\$1,053.10	\$0.00	\$0.00	\$1,053.10	0	\$0.00	0	\$0.00	\$0.00	\$1,053.10	
John William	\$0.00	\$0.00	\$0.00	\$0.00	11	\$0.00	10	\$0.00	\$0.00	\$0.00	
Grace Cracker	\$286,495.17	\$1,830.47	\$1,830.05	\$285,312.12	20	\$57,062.42	10	\$5,706.24	\$62,768.67	\$222,543.46	
Johnna John	\$19,576.45	\$10,542.50	\$10,542.25	\$18,522.20	30	\$5,556.66	10	\$555.67	\$6,112.33	\$12,409.87	
Rithu Kaur	\$218,454.67	\$9,749.87	\$9,749.99	\$217,470.68	4	\$8,699.19	10	\$869.92	\$9,569.11	\$207,910.58	
Seema Jonny	\$80,243.95	\$55,759.95	\$55,759.96	\$74,668.00	2	\$14,933.96	10	\$149.34	\$1642.70	\$73,025.30	
<b>Total</b>	<b>\$605,823.34</b>	<b>\$87,882.39</b>	<b>\$8,788.25</b>	<b>\$597,035.10</b>		<b>\$72,811.63</b>		<b>\$7,281.17</b>	<b>\$80,092.81</b>	<b>\$516,942.31</b>	

Figure 3.3.3: Searching for the Pay by Receipts of a Specific Practitioner with GST

The Net Salary is Calculated as follows:

1. **Gross Income** - The Gross Income of the Practitioner.
2. **GST Apply Service** - GST is applied for the service provided by the Practitioner.
3. **GST For Service** - GST percentage is added to GST Apply Service. ( $GST \text{ Apply Service} * GST (\%)$ )
4. **After GST Reduction** - Reduction of the GST For Service from the Gross Income.
5. **MCC (%)** - The Medical Centre Commission (varies according to the Medical Centre).
6. **MCC** – The percentage of the Medical Centre Commission is added to the After GST Reduction Amount ( $After \text{ GST Reduction} * MCC (\%)$ ).
7. **GST (%)** - The GST by default is **10%**.
8. **GST** - The percentage of the Gross Service Tax is added with the Medical Centre Commission ( $MCC * GST (\%)$ ).
9. **MCC + GST** - Adding Medical Centre Commission and Gross Service Tax.
10. **Net Salary** - Reduction of MCC+GST from the Gross Income.
7. Click email icon to send the Pay by Receipts invoice to the practitioner.

### Pay by Receipts

This report will list all Payments created within the specified date range together with the service included in those payments. This is ideal if you are paying the practitioners by receivables.

<input type="checkbox"/>	Name	Gross Income	MCC (%)	MCC	GST (%)	GST	MCC+GST	Net Salary	Send Email
<input type="checkbox"/>	Billed under Medical Centre	\$1,053.10	0	\$0.00	0	\$0.00	\$0.00	\$1,053.10	
<input type="checkbox"/>	John William	\$0.00	11	\$0.00	10	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	Jane Lopez	\$286,495.17	20	\$57,299.03	10	\$5,729.90	\$63,028.94	\$223,466.23	
<input type="checkbox"/>	Joyana Joy	\$19,576.45	30	\$5,872.94	10	\$587.29	\$6,460.23	\$13,116.22	
<input type="checkbox"/>	Ronanls Andry	\$218,454.67	4	\$8,738.19	10	\$873.82	\$9,612.01	\$208,842.66	
<input type="checkbox"/>	Klimn Peter	\$80,243.95	2	\$1,604.88	10	\$160.49	\$1,765.37	\$78,478.58	
<b>Total</b>		<b>\$605,823.34</b>		<b>\$73,515.04</b>		<b>\$7,351.50</b>	<b>\$80,866.55</b>	<b>\$524,956.79</b>	

### Pay by Receipts

This report will list all Payments created within the specified date range together with the service included in those payments. This is ideal if you are paying the practitioners by receivables.

<input type="checkbox"/>	Name	Gross Income	GST Apply Service	GST For Service	After GST Reduction	MCC (%)	MCC	GST (%)	GST	MCC+GST	Net Salary	Send Email
<input type="checkbox"/>	Billed under Medical Centre	\$1,053.10	\$0.00	\$0.00	\$1,053.10	0	\$0.00	0	\$0.00	\$0.00	\$1,053.10	
<input type="checkbox"/>	John William	\$0.00	\$0.00	\$0.00	\$0.00	11	\$0.00	10	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	Grace Cracker	\$286,495.17	\$11,830.47	\$11,830.47	\$285,312.12	20	\$57,062.42	10	\$5,706.24	\$62,768.67	\$222,543.46	
<input type="checkbox"/>	Johnna John	\$19,576.45	\$10,542.50	\$10,542.50	\$18,522.20	30	\$5,559.66	10	\$555.97	\$6,012.33	\$12,409.87	
<input type="checkbox"/>	Rithu Kaur	\$218,454.67	\$9,749.87	\$9,749.87	\$217,474.80	4	\$8,699.19	10	\$869.92	\$9,569.11	\$207,910.58	
<input type="checkbox"/>	Seema Jonny	\$80,243.95	\$55,759.55	\$55,759.55	\$74,668.00	2	\$1,493.36	10	\$149.34	\$1,642.70	\$73,025.30	
<b>Total</b>		<b>\$605,823.34</b>		<b>\$87,882.39</b>	<b>\$8,788.25</b>	<b>\$597,035.10</b>		<b>\$72,811.53</b>		<b>\$7,281.17</b>	<b>\$80,092.81</b>	<b>\$516,942.31</b>

Figure 3.3.4: Sending Pay by Receipts Invoice

- To send the Pay by Receipts invoices to multiple practitioners, select the practitioners and click **Send All**.

### Pay by Receipts

This report will list all Payments created within the specified date range together with the service included in those payments. This is ideal if you are paying the practitioners by receivables.

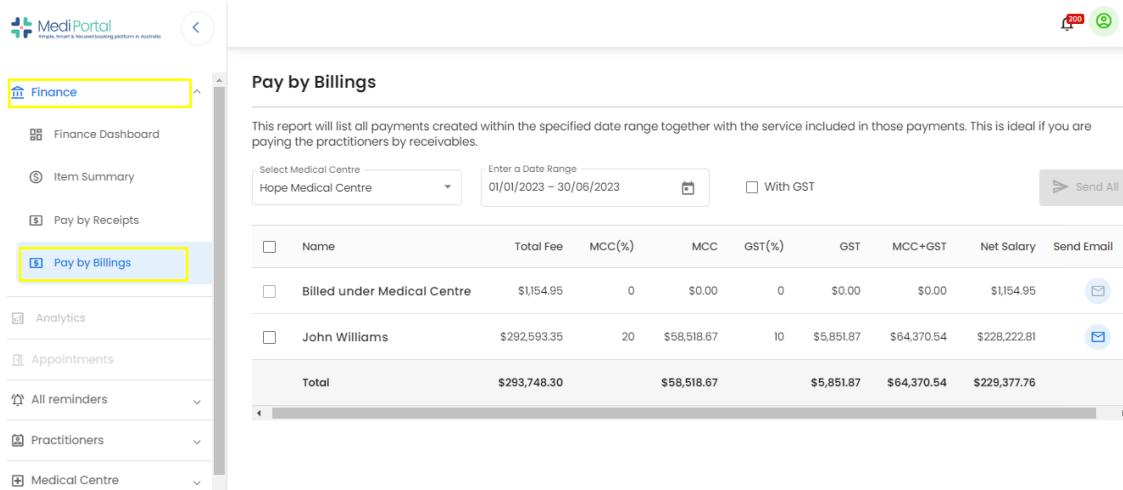
<input checked="" type="checkbox"/>	Name	Gross Income	MCC (%)	MCC	GST (%)	GST	MCC+GST	Net Salary	Send Email
<input checked="" type="checkbox"/>	Billed under Medical Centre	\$1,053.10	0	\$0.00	0	\$0.00	\$0.00	\$1,053.10	
<input checked="" type="checkbox"/>	John William	\$0.00	11	\$0.00	10	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/>	Jane Lopez	\$286,495.17	20	\$57,299.03	10	\$5,729.90	\$63,028.94	\$223,466.23	
<input checked="" type="checkbox"/>	Joyana Joy	\$19,576.45	30	\$5,872.94	10	\$587.29	\$6,460.23	\$13,116.22	
<input checked="" type="checkbox"/>	Ronanls Andry	\$218,454.67	4	\$8,738.19	10	\$873.82	\$9,612.01	\$208,842.66	
<input checked="" type="checkbox"/>	Klimn Peter	\$80,243.95	2	\$1,604.88	10	\$160.49	\$1,765.37	\$78,478.58	
<b>Total</b>		<b>\$605,823.34</b>		<b>\$73,515.04</b>		<b>\$7,351.50</b>	<b>\$80,866.55</b>	<b>\$524,956.79</b>	

Figure 3.3.5: Sending Pay by Receipts Invoices to Multiple Practitioners

### 3.4 Pay by Billings

The Pay by Billings gives an overview of the Practitioner's revenue according to the patient count. The billing Pay by Receipts includes **Total Fee, MCC, MCC (%), GST, GST (%), MCC+GST, and Net Salary**.

1. Login to the MediPortal Admin Portal.
2. Expand **Finance** and select **Pay by Billings**.

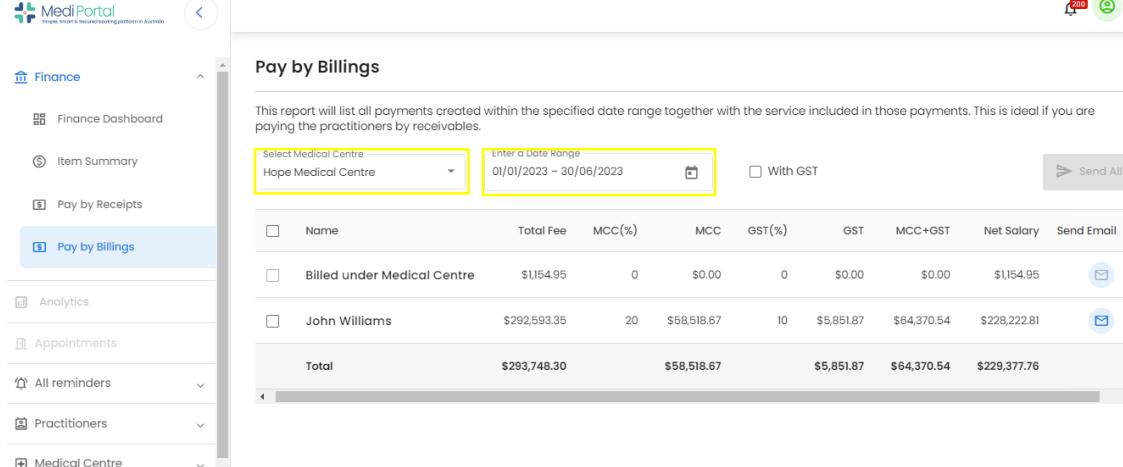


Name	Total Fee	MCC (%)	MCC	GST (%)	GST	MCC+GST	Net Salary	Send Email
Billed under Medical Centre	\$1,154.95	0	\$0.00	0	\$0.00	\$0.00	\$1,154.95	
John Williams	\$292,593.35	20	\$58,518.67	10	\$5,851.87	\$64,370.54	\$228,222.81	
<b>Total</b>	<b>\$293,748.30</b>		<b>\$58,518.67</b>		<b>\$5,851.87</b>	<b>\$64,370.54</b>	<b>\$229,377.76</b>	

Figure 3.4.1: Navigating to the Billing Pay by Receipts

3. Select a **Medical Centre**.
4. Net Salary to a specific **Date Range** can be filtered and can be viewed as follows.

Enter a **Date Range** that you wish to view.



Name	Total Fee	MCC (%)	MCC	GST (%)	GST	MCC+GST	Net Salary	Send Email
Billed under Medical Centre	\$1,154.95	0	\$0.00	0	\$0.00	\$0.00	\$1,154.95	
John Williams	\$292,593.35	20	\$58,518.67	10	\$5,851.87	\$64,370.54	\$228,222.81	
<b>Total</b>	<b>\$293,748.30</b>		<b>\$58,518.67</b>		<b>\$5,851.87</b>	<b>\$64,370.54</b>	<b>\$229,377.76</b>	

Figure 3.4.2: Searching for the Pay by Receipts of a Specific Practitioner without GST

The Summary of the payment is displayed based on the following calculations:

- **Total Fee** - The Total Fee of the Practitioner.
- **MCC (%)** - The Medical Centre Commission (varies according to the Medical Centre).
- **MCC** – The percentage of the Medical Centre Commission is added to the Total Fee (**Total Fee \* MCC (%)**).
- **GST (%)** - The GST by default is **10%**.
- **GST** - The percentage of the Gross Service Tax is added with the Medical Centre Commission (**MCC \* GST (%)**).

- **MCC + GST** - Adding Medical Centre Commission and Gross Service Tax.
- **Net Salary** - Reduction of MCC+GST from the Total Fee.

5. The Summary of the Pay by Billings with GST is displayed based on the services.

Pay by Billings											
This report will list all payments created within the specified date range together with the service included in those payments. This is ideal if you are paying the practitioners by receivables.											
Select Medical Centre	Enter a Date Range				<input checked="" type="checkbox"/> With GST		> Send All				
<input type="checkbox"/> Name	Total Fee	GST Apply Service	GST For Service	After GST Reduction	MCC (%)	MCC	GST (%)	GST	MCC+GST	Net Salary	Send Email
<input type="checkbox"/> Billed under Medical Centre	\$1,154.95	\$0.00	\$0.00	\$1,154.95	0	\$0.00	0	\$0.00	\$0.00	\$1,154.95	
<input type="checkbox"/> John William	\$292,593.35	\$19,082.40	\$1,908.24	\$290,685.11	20	\$58,137.02	10	\$5,813.70	\$63,950.72	\$226,734.39	
<b>Total</b>	<b>\$293,748.30</b>	<b>\$19,082.40</b>	<b>\$1,908.24</b>	<b>\$291,840.06</b>		<b>\$58,137.02</b>		<b>\$5,813.70</b>	<b>\$63,950.72</b>	<b>\$227,889.34</b>	

Figure 3.4.3: Searching for the Pay by Receipts of a Specific Practitioner with GST

The Net Salary is Calculated as follows:

- **Total Fee** - The Gross Income of the Practitioner.
- **GST Apply Service** - GST is applied for the service provided by the Practitioner.
- **GST For Service** - GST percentage is added to GST Apply Service (**GST Apply Service \*GST (%)**).
- **After GST Reduction** - Reduction of the GST For Service from the Gross Income.
- **MCC (%)** - The Medical Centre Commission (varies according to the Medical Centre).
- **MCC** – The percentage of the Medical Centre Commission is added to the After GST Reduction Amount (**After GST Reduction \* MCC (%)**).
- **GST (%)** - The GST by default is **10%**.
- **GST** - The percentage of the Gross Service Tax is added with the Medical Centre Commission (**MCC \* GST (%)**).
- **MCC + GST** - Adding Medical Centre Commission and Gross Service Tax.
- **Net Salary** - Reduction of MCC+GST from the Total Fee.

6. Click email icon to send the Pay by Billings invoice to the practitioner.

### Pay by Billings

This report will list all payments created within the specified date range together with the service included in those payments. This is ideal if you are paying the practitioners by receivables.

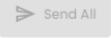
Select Medical Centre		Enter a Date Range		<input type="checkbox"/> With GST					
<input type="checkbox"/>	Name	Total Fee	MCC(%)	MCC	GST(%)	GST	MCC+GST	Net Salary	Send Email
<input type="checkbox"/>	Billed under Medical Centre	\$1,154.95	0	\$0.00	0	\$0.00	\$0.00	\$1,154.95	
<input type="checkbox"/>	John William	\$292,593.35	20	\$58,518.67	10	\$5,851.87	\$64,370.54	\$228,222.81	
<b>Total</b>		<b>\$293,748.30</b>		<b>\$58,518.67</b>		<b>\$5,851.87</b>	<b>\$64,370.54</b>	<b>\$229,377.76</b>	

Figure 3.4.4: Sending Billing Pay by Receipts Invoice

- To send the Pay by Receipts invoices to multiple practitioners, select the practitioners and click **Send All**.

### Pay by Billings

This report will list all payments created within the specified date range together with the service included in those payments. This is ideal if you are paying the practitioners by receivables.

Select Medical Centre		Enter a Date Range		<input type="checkbox"/> With GST					
<input checked="" type="checkbox"/>	Name	Total Fee	MCC(%)	MCC	GST(%)	GST	MCC+GST	Net Salary	Send Email
<input type="checkbox"/>	Billed under Medical Centre	\$1,154.95	0	\$0.00	0	\$0.00	\$0.00	\$1,154.95	
<input checked="" type="checkbox"/>	John William	\$292,593.35	20	\$58,518.67	10	\$5,851.87	\$64,370.54	\$228,222.81	
<b>Total</b>		<b>\$293,748.30</b>		<b>\$58,518.67</b>		<b>\$5,851.87</b>	<b>\$64,370.54</b>	<b>\$229,377.76</b>	

Figure 3.4.5: Sending Billing Pay by Receipts Invoices to Multiple Practitioners

## 4 Managing Practitioners

### 4.1 Adding New Practitioner

1. Login to the MediPortal Admin Portal.
2. Expand **Practitioners** and select **All Practitioners**.

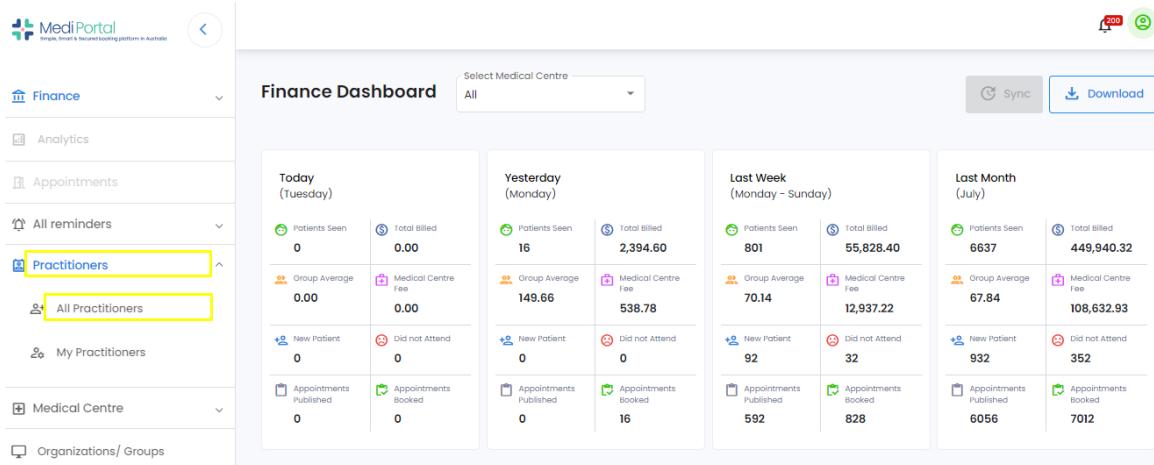
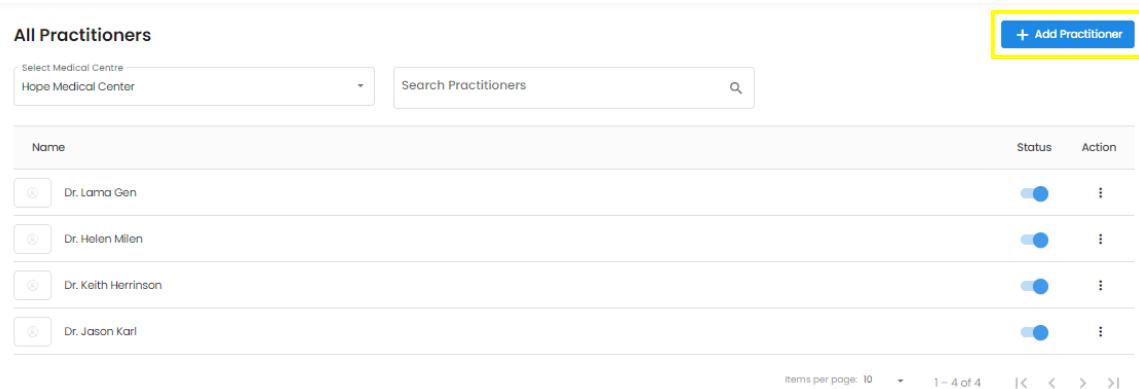


Figure 4.1.1: Navigating to Practitioners

3. Click **Add Practitioner** to add a new Practitioner.



Name	Status	Action
Dr. Lama Gen	<input checked="" type="checkbox"/>	
Dr. Helen Milen	<input checked="" type="checkbox"/>	
Dr. Keith Herrinson	<input checked="" type="checkbox"/>	
Dr. Jason Karl	<input checked="" type="checkbox"/>	

Figure 4.1.2: Navigating to Adding a New Practitioner

4. Select a **Medical Centre**

**Add Practitioner**

Select Medical Centre  
Hope Medical Center

🔍
Search

You can find the specific practitioner by entering the name or by selecting the Medical Centre.

Jason Karl	ID: 176 Joined: 02/05/2018	Specialization: Employee Doctor	Already assigned
John Paul	ID: 175 Joined: 02/05/2018	Specialization: Employee Doctor	+
Helen Milen	ID: 168 Joined: 02/05/2018	Specialization: Employee Doctor	Already assigned
Keith Herrinson	ID: 35 Joined: 02/05/2018	Specialization: Employee Doctor	Already assigned
Lama Gen	ID: 4 Joined: 02/05/2018	Specialization: Employee Doctor	Already assigned

Items per page: 5 | 1 – 5 of 5 | < < > >

Figure 4.1.2: Selecting Medical Centre

Click + adjacent to the Practitioner to assign a Practitioner.

##### 5. Enter the following information.

**Add Practitioner**

Upload Image

Title \*  
Dr

First name \*  
Chris

Last Name \*  
David

Display name \*  
David

Date of Birth

Gender \*  
Male

Mobile number \*

Email

Practitioner's bio

Address

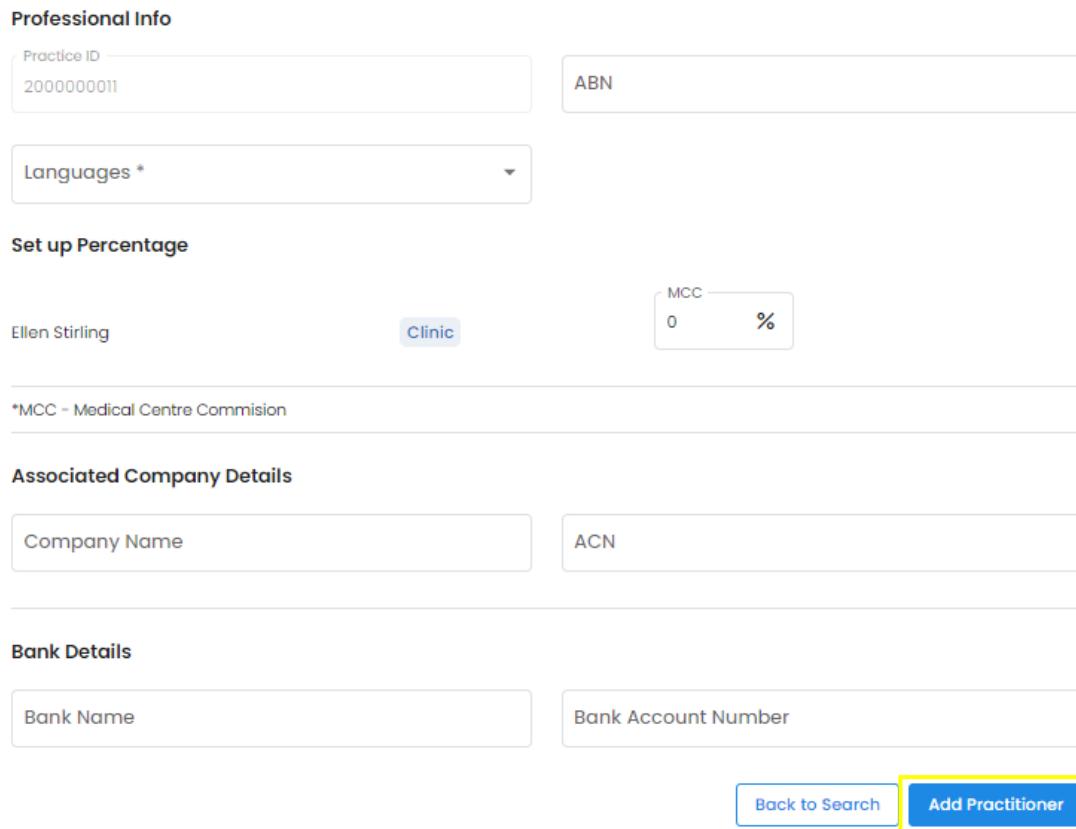
Qualification

/

Figure 4.1.3: Adding a Practitioner

- Select the **Title**.
- Enter the **First Name** and **Last Name**.
- Enter the **Display Name** (The name that is seen by the users of the system).
- Select the **Gender**.
- Select the **Date of Birth**.

- Enter the **Mobile Number**.
  - Enter the **Email** address.
  - Enter the **Address**.
  - Enter the **Practitioner's Bio**. This can be a short description of the practitioner's career.
  - Enter the **Qualification**.
6. Scroll down to **Professional Info, Company and Bank details** and enter the following information.



**Professional Info**

Practice ID: 2000000011      ABN:

Languages \*

**Set up Percentage**

Ellen Stirling      Clinic      MCC: 0 %

\*MCC - Medical Centre Commission

**Associated Company Details**

Company Name      ACN:

**Bank Details**

Bank Name      Bank Account Number

[Back to Search](#) Add Practitioner

Figure 4.1.4: Adding a Practitioner's – Professional Details

- Enter the **ABN** (Australian Business Number).
  - Select the **Languages**.
  - Set the **MCC** (Medical Centre Commission) percentage.
  - Enter the **Company Name**.
  - Enter the **ACN** (Australian Company Number).
  - Enter **Bank Name**.
  - Enter **Bank Account Number**.
7. Finally, click Add Practitioner to save the Practitioner. Once practitioner successfully added an email/SMS will be sent from the admin portal with URL, username and password.

## 4.2 Viewing an Existing Practitioner

1. Login to the MediPortal Admin Portal.
2. Expand **Practitioners** and select **All Practitioners**.

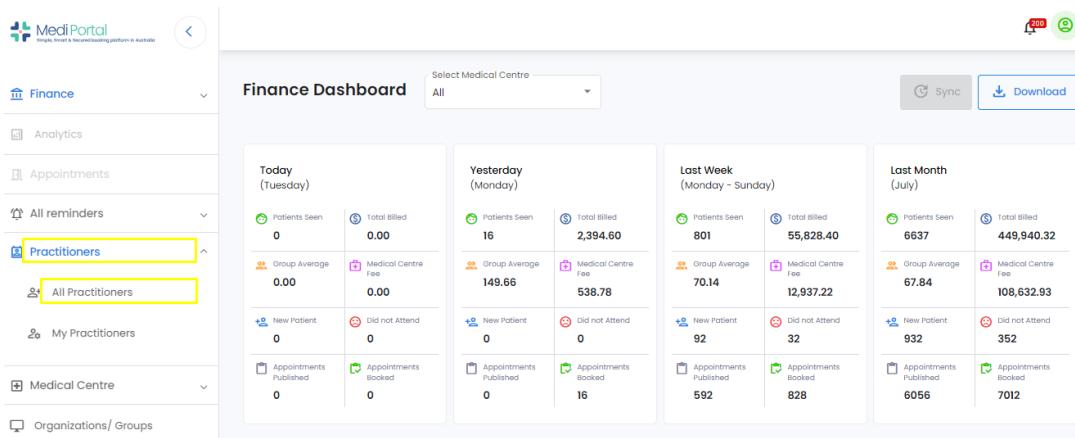


Figure 4.2.1: Navigating to Practitioners

3. Click the view  icon on the required doctor to view it.

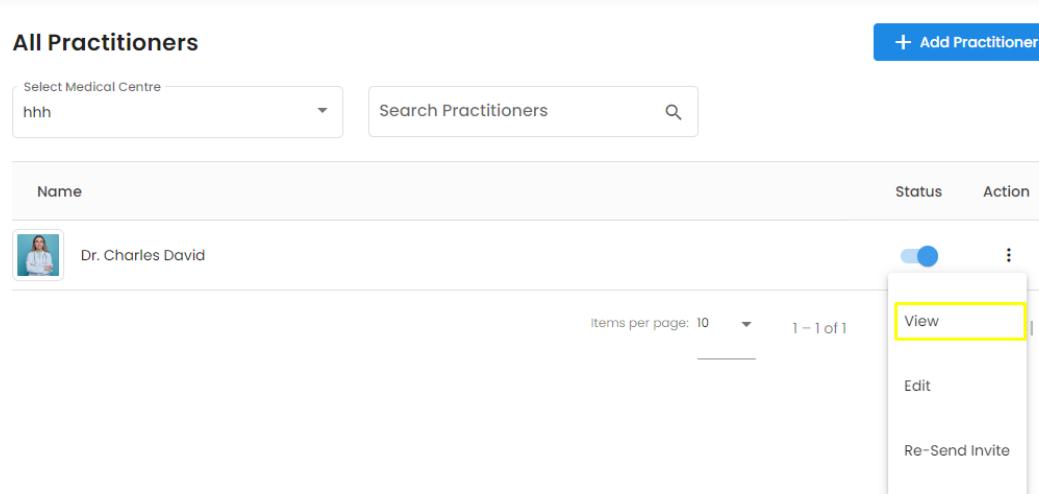


Figure 4.2.2: Viewing a Practitioner

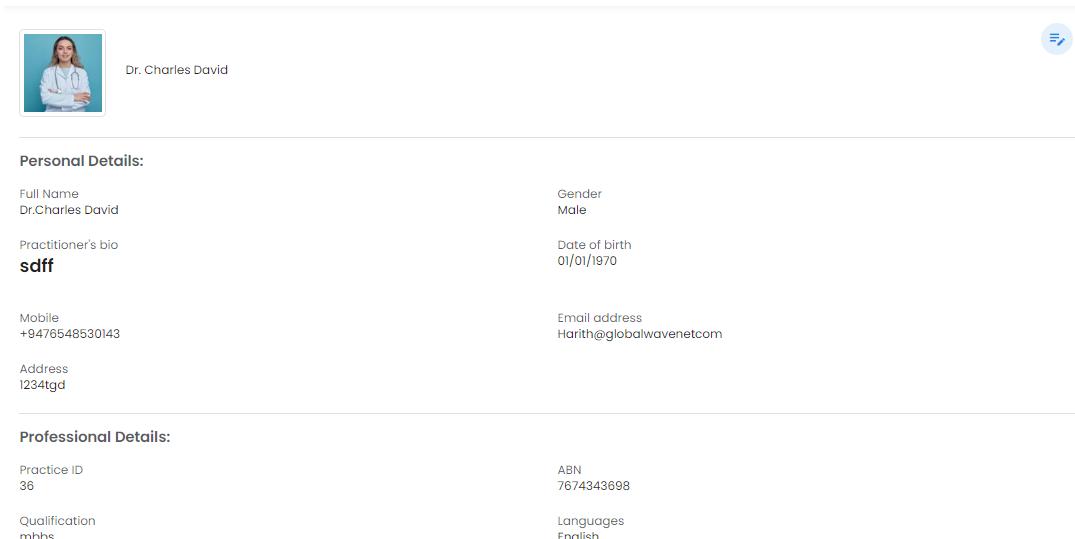


Figure 4.2.3: Practitioner View

The Practitioner's **Personal Details**, **Professional Details** and **MCC** details can be viewed along with the profile picture.

## 4.3 Editing an Existing Practitioner

1. Login to the MediPortal Admin Portal.
2. Expand **Practitioners** and select **All Practitioners**.

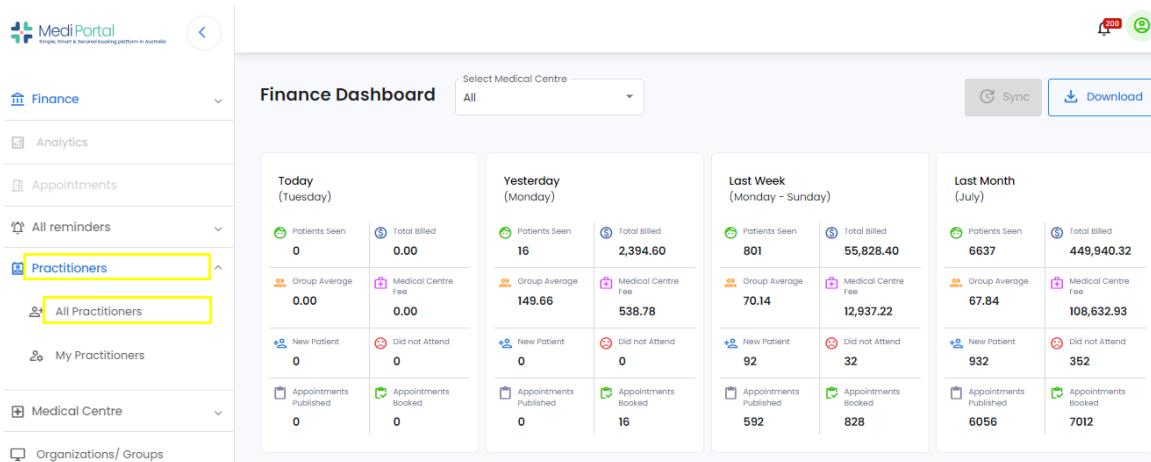


Figure 4.3.1: Navigating to All Practitioners

3. Click the edit icon  on the required practitioner to edit it.

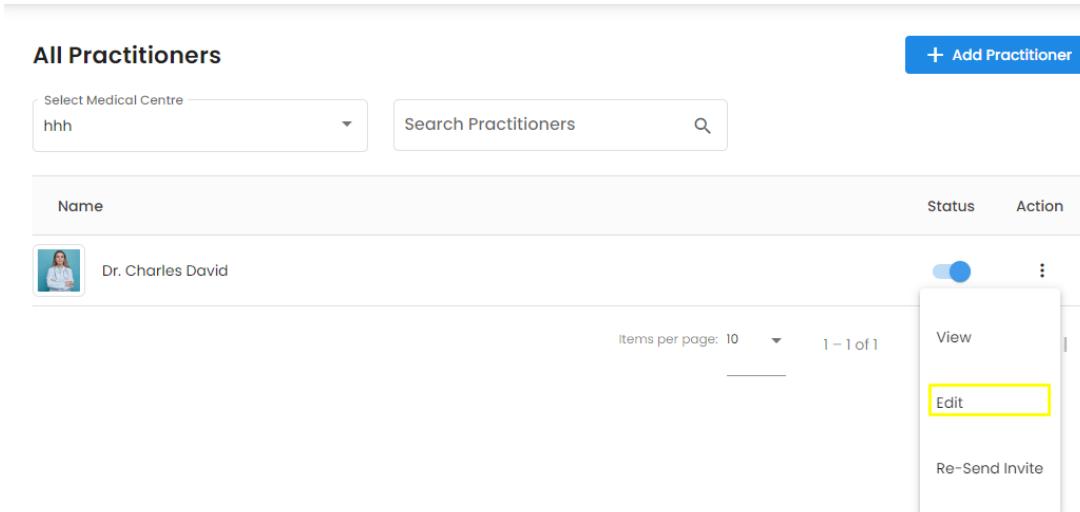


Figure 4.2.2: Navigating to update a Practitioner.

4. Update the required fields.

## Update Practitioner

Upload Image

Gender: Not Specified

Title \*: Dr

First Name \*: Charles

Last Name \*: David

Display Name \*: Charles David

Practitioner's bio

B I U S E E E T A M E I T x

Doctor bio

Date of Birth:

Mobile Number: +6197897792

Email: charles@hopecentre.com

Address:

### Professional Info

Practice ID: 87

ABN:

Languages: English

Qualification:

*Figure 4.3.3: Update Practitioner*

- Select the **Gender**.
  - Select the **Title**.
  - Enter the **First Name and Last Name**.
  - Enter the **Display Name** (The name that is seen by the users of the system).
  - Enter the **Practitioner's Bio**. This can be a short description of the practitioner's career.
  - Select the **Date of Birth**.
  - Enter the **Mobile Number**.
  - Enter the **Email** address.
  - Enter the **Address**.

The following can be updated in the professional info section.

- Enter the **ABN**
- Select the **Languages**.
- Enter the **Qualification**.
- Set the **MCC** (Medical Centre Commission) percentage.
- Enter the **Company Name**.
- Enter the **ACN** (Australian Company Number).
- Enter **Bank Name**.
- Enter **Bank Account Number**.

**Set up Percentage**

Mediwave Hospital      Clinic      MCC  
0      %

\*MCC - Medical Centre Commision

**Associated Company Details**

Company Name

ACN

**Bank Details**

Bank Name

Bank Account Number

**Update**      **Cancel**

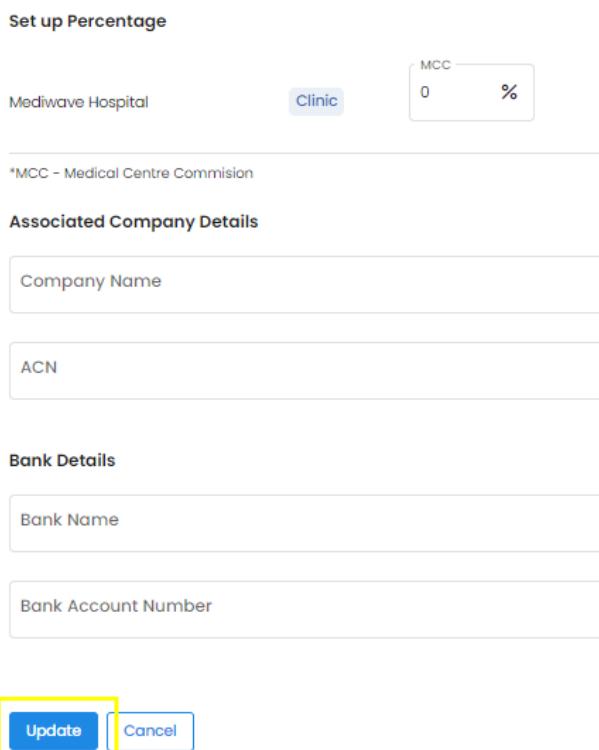


Figure 4.1.4: Update MCC, Company and bank details.

5. Click **update** to save the changes.

#### 4.4 Enable/Disable Existing Practitioner

1. Login to the MediPortal Admin Portal.
2. Expand **Practitioners** and select **All Practitioners**.

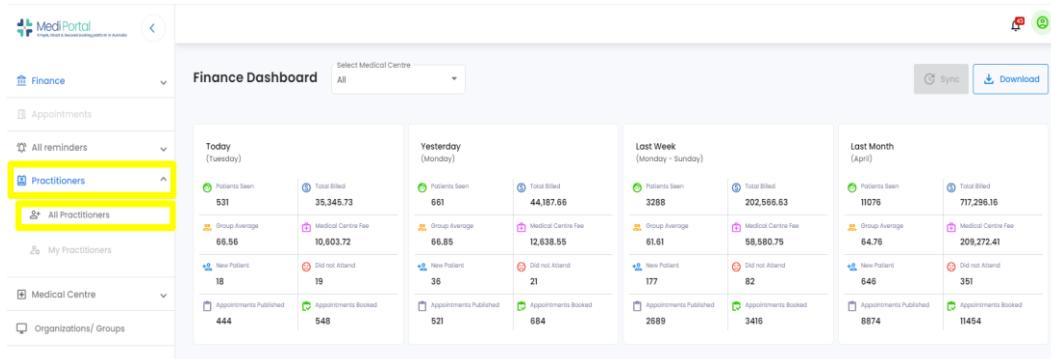


Figure 4.4.1: Navigating to All Practitioners

- Click the Enable/Disable icon on the required Practitioner to Enable/disable.

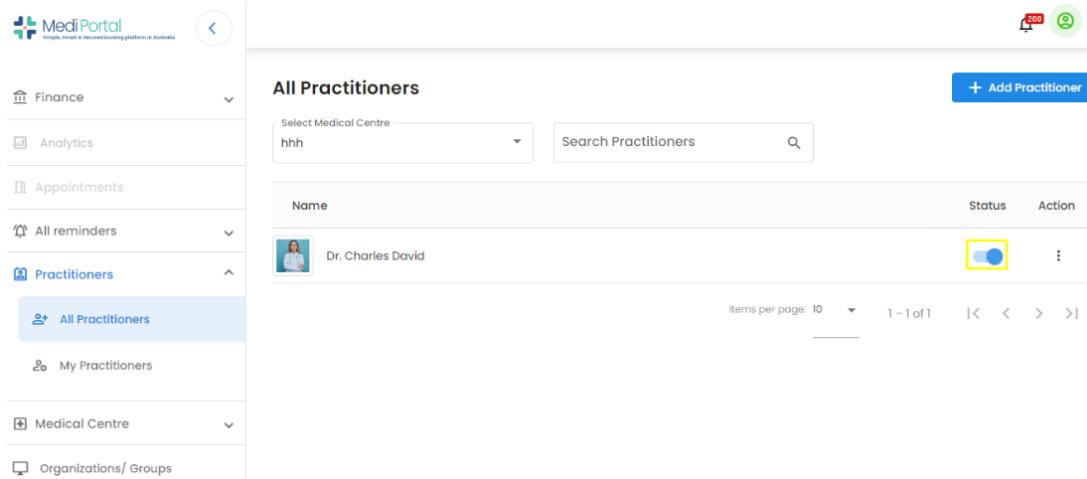


Figure 4.4.2: Deleting a Practitioner

- Click **Disable** to confirm deletion.

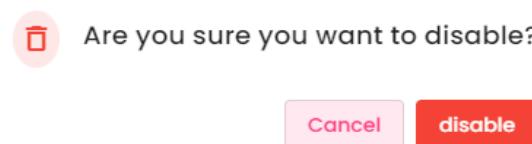


Figure 4.4.3: Confirmation on disable

## 5 Managing Medical Centres

### 5.1 All Medical Centres

#### 5.1.1 Adding New Medical Centres



**PREREQUISITE**

Organizations / Groups must be created before creating Medical Centres.

1. Login to the MediPortal System.
2. Expand **Medical Centres** and select **All Medical Centres**.

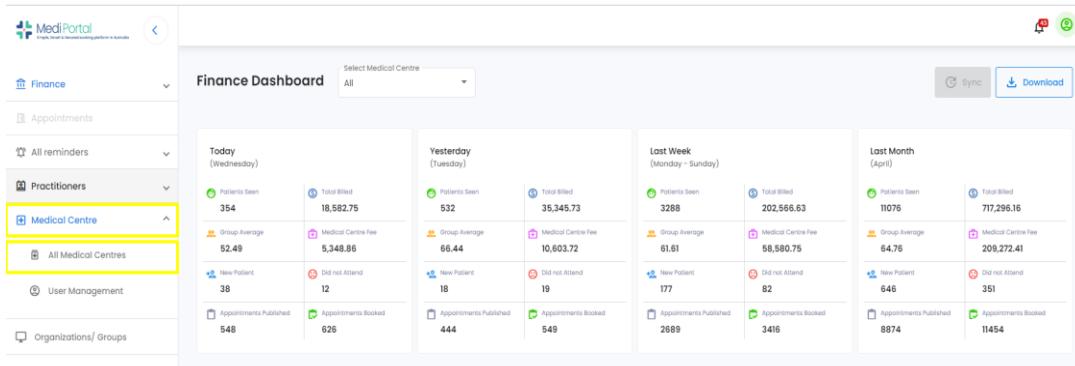


Figure 5.1.1.1: Navigating to Medical Centre

3. Click **Add New Medical Centre** to add a New Medical Centre.

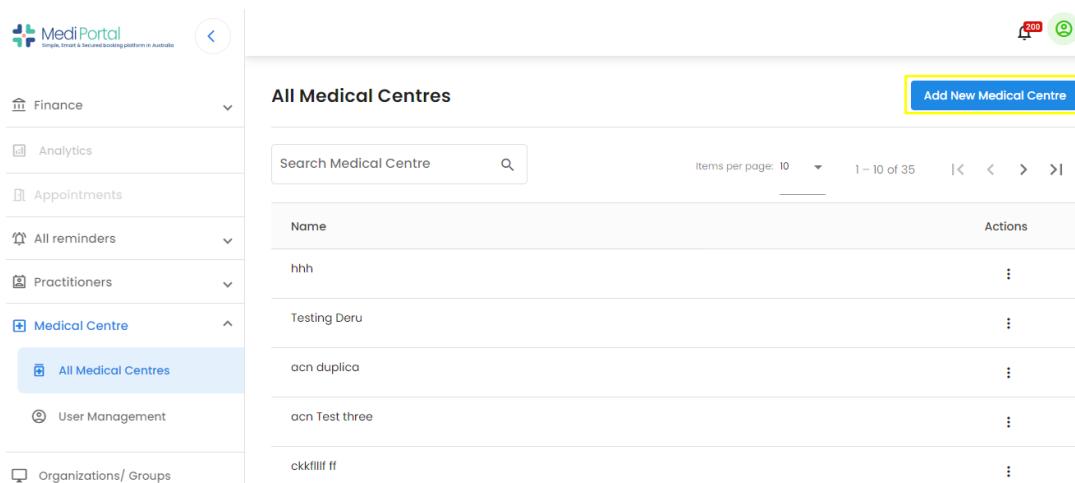


Figure 5.1.1.2: Navigating to Adding a New Medical Centre

4. Select the **Organizations/ Groups** in which the new medical centre must be created and click **Next**.

Add Medical Centre X

Select Organization Group ▼

Next Cancel

Can't Find your organization group in the [Create New Organization Group](#) list?



Figure 5.1.1.3: Selecting Organization/ Group

5. Click **Next**
6. Enter the following information.

Add Medical Centre X

Full Name of the Medical Centre \*

ABN \*

ACN \*

Medical Centre Type \*

Upload Logo Image \*

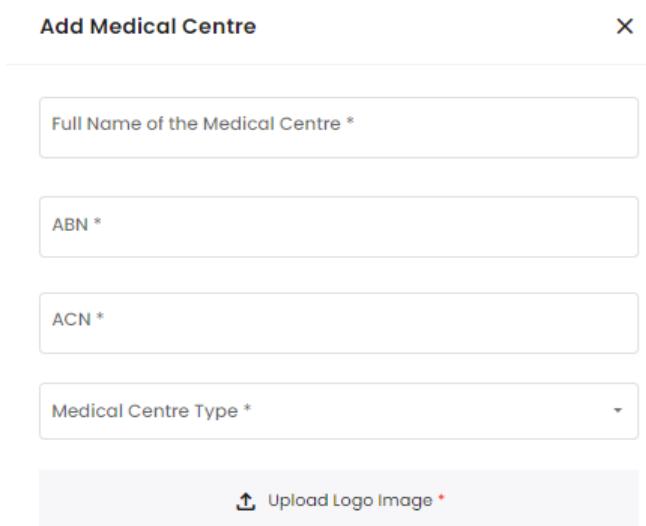


Figure 5.1.1.4: Adding a New Medical Centre

- Enter the **Full Name of the Medical Centre** in the selected language.
- Enter the **ABN**
- Enter the **ACN**
- Select the **Medical Centre Type**.
- Use the image upload to add the **Medical Centre logo**.

7. Enter the third-party configurations.

**Third Party Configurations**

Name *
Instance *
Host URL *
Username *
Port *
Password *

Figure 5.1.1.5: Third-party configurations

8. Click **Save** to save the **Medical Centre**.
9. If the required Organizations/ Groups is not available in the list, click **create an Organization/ Group** to add the Medical Centre.

---

Add Medical Centre X

Select Organization Group	▼
---------------------------	---

Can't Find your organization group in the [Create New Organization Group](#) list?

Figure 5.1.1.6: Create New Organization Group

---

Add Organization Group X

Name of the organization group *
Upload Logo Image

Figure 5.1.1.7: Adding an Organization Group

10. Click **Save and Proceed**.

### 5.1.2 Viewing an Existing Medical Centre

1. Login to the MediPortal Admin Portal.
2. Expand **Medical Centres** and select **All Medical Centres**.

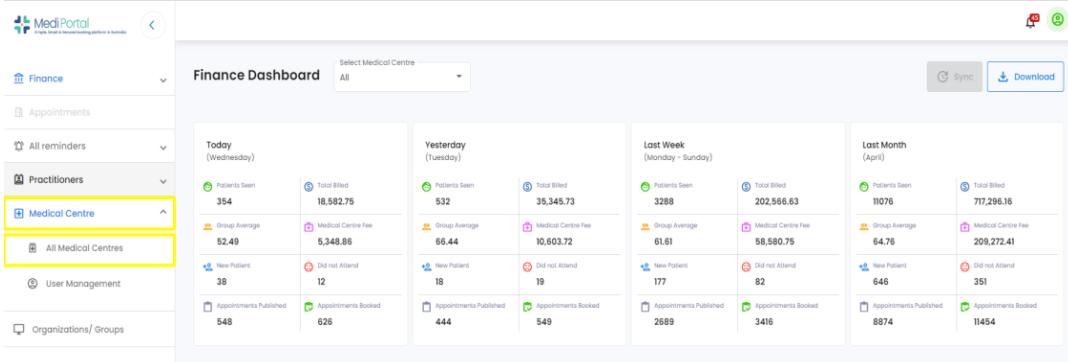


Figure 5.1.2.1: Navigating to the Medical Centre

3. Click the view icon  on the required Medical Centre to view it.

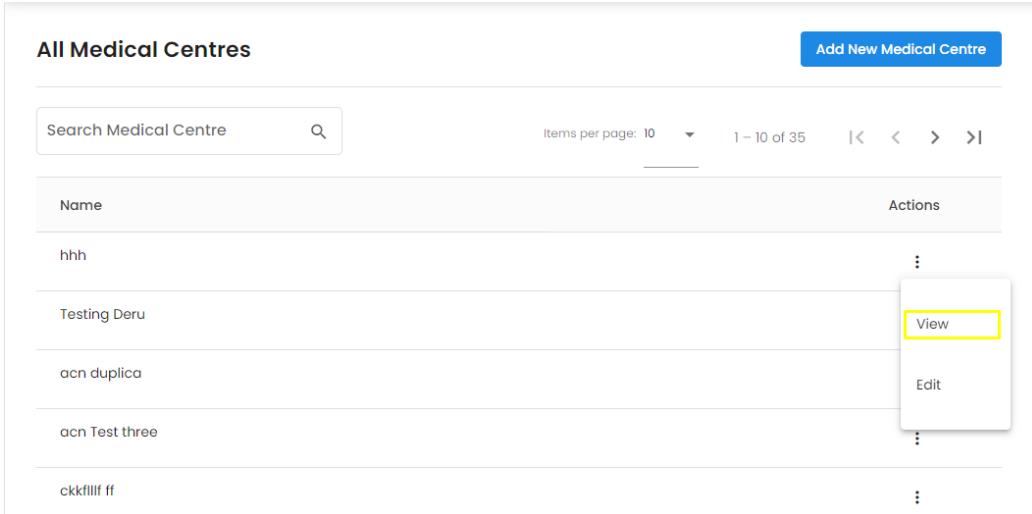


Figure 5.1.2.2: Viewing a Medical centre.

The medical centre profile such as Medical Centre Details, services they provide and their contact details.

[Medical Centres](#) > Medical Centre Details


Testing Deru  
AutomationTestH  
Clinic  
Created on: 17/07/2023

[Profile](#)



**Display Name**

Language  
English

Full Name of the Medical Centre  
Testing Deru

**Medical Centre details**

Medical Centre Group  
AutomationTestH

Medical Centre Code  
0000124

Medical Centre Type  
Clinic

ABN  
1234124112

ACN  
000 000 028

**Medical Centre bio**

*Insert text here ...*

**Services**

**Contact details**

Address

Website

Select contact type  
Hot Line

Contact number  
+947702985145

Select Email type  
Customer Care

Email Address

[Cancel](#)

[Edit](#)

Figure 5.1.2.3: Medical Centre View

### 5.1.3 Editing Medical Centre

1. Login to the MediPortal Admin Portal.
2. Expand **Medical Centre** and select **All Medical Centres**.

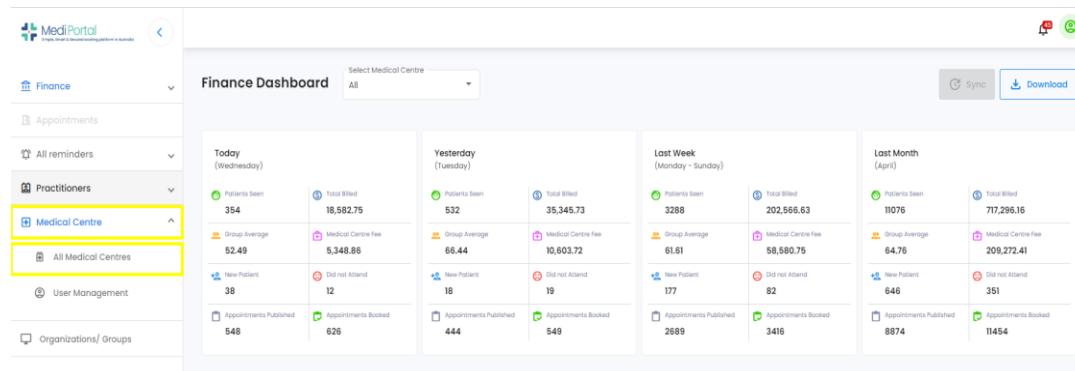


Figure 5.1.3.1: Navigating to All Medical Centres

- Click the edit icon on the required medical centre to edit it. Profile picture, institute details, services and contact details can be updated.

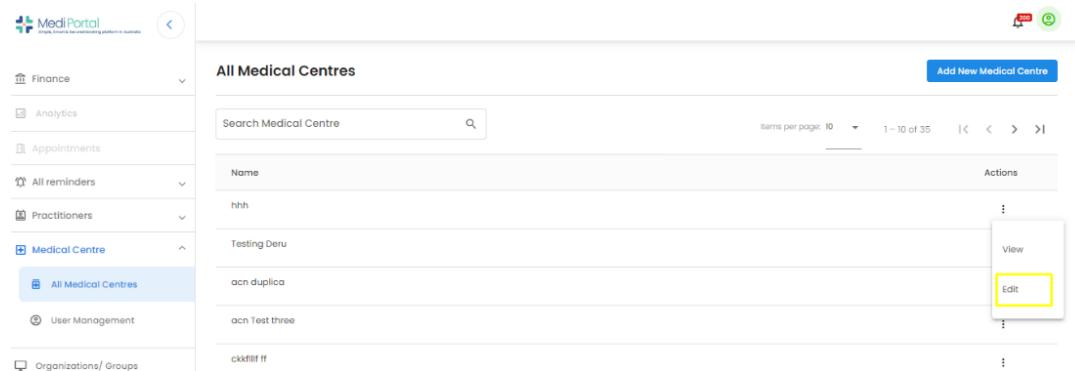


Figure 5.1.3.2: Navigating to Editing a Medical Centre

- Only the **ABN, ANC, and Medical Centre Bio** are allowed to edit from the medical centre details.

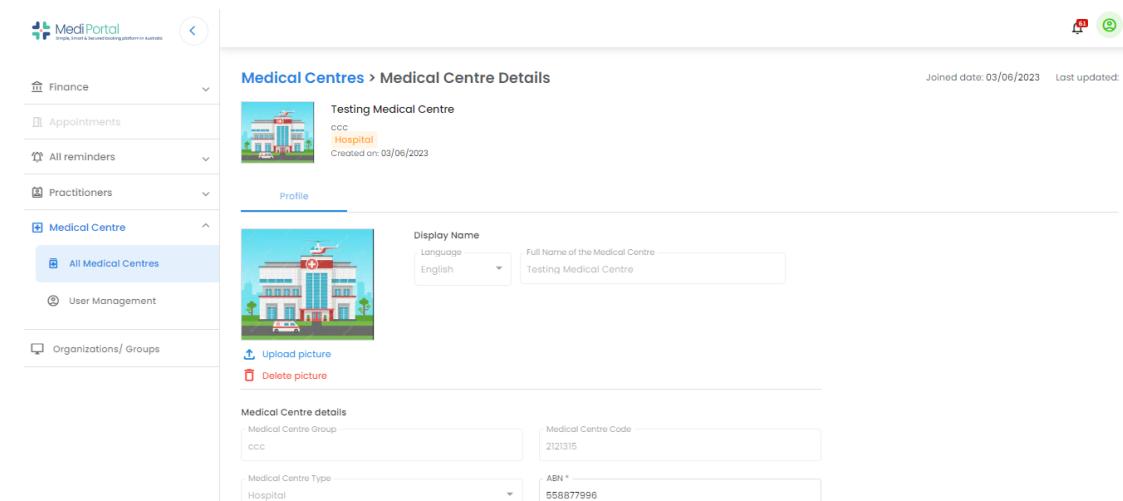


Figure 5.1.3.3: Editing a Medical Centre

- Scroll down to edit services and contact details.

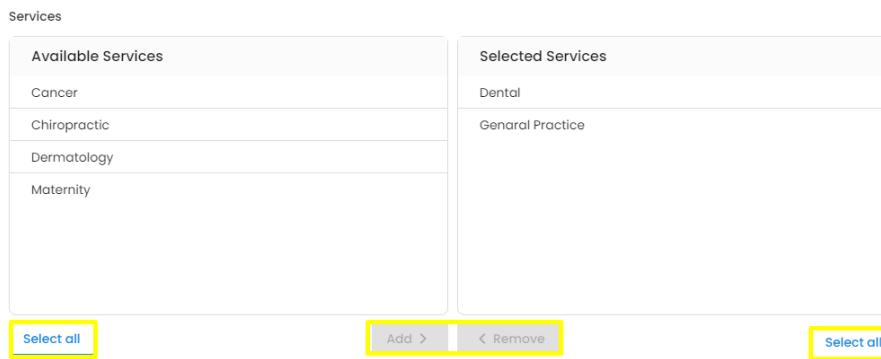


Figure 7.1.3.4: Updating Medical Centre Services

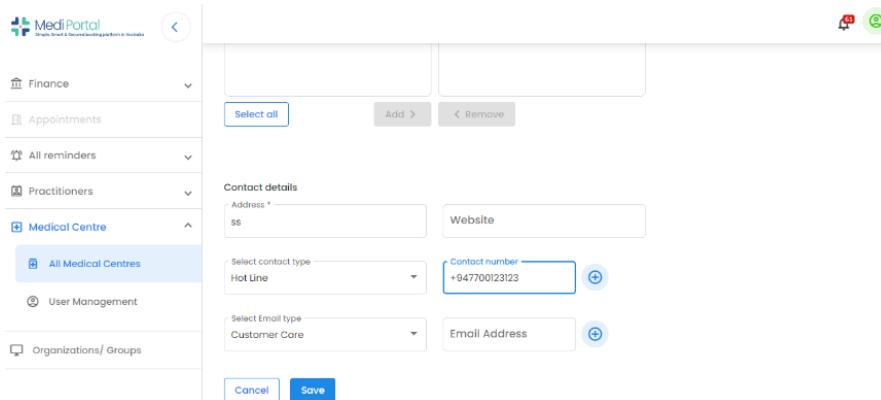


Figure 5.1.3.4: Updating Contact details of the Medical Centre

- Click **Save** to save the changes.

## 5.2 User Management

- Login to the MediPortal System.
- Expand **Medical Centre** and Select **User Management**

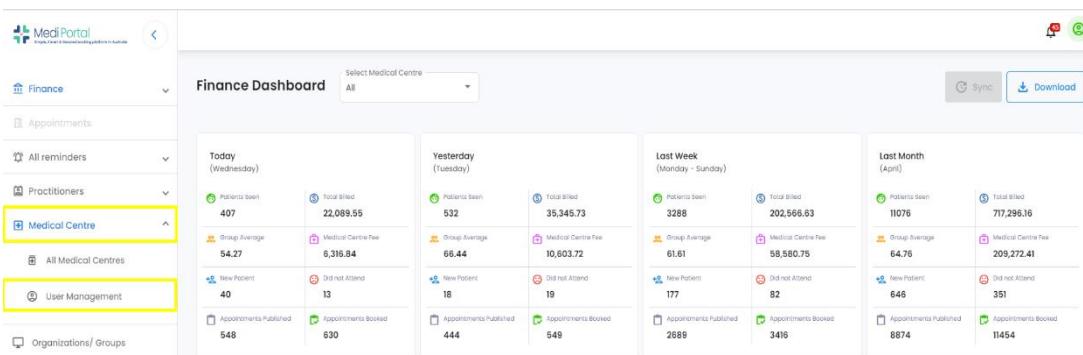


Figure 5.2.1: Navigating to User Management

### 5.2.1 CAM Admin

- On Click **User Management**, the page will be redirected to the **CAM Admin Module** in a new tab.

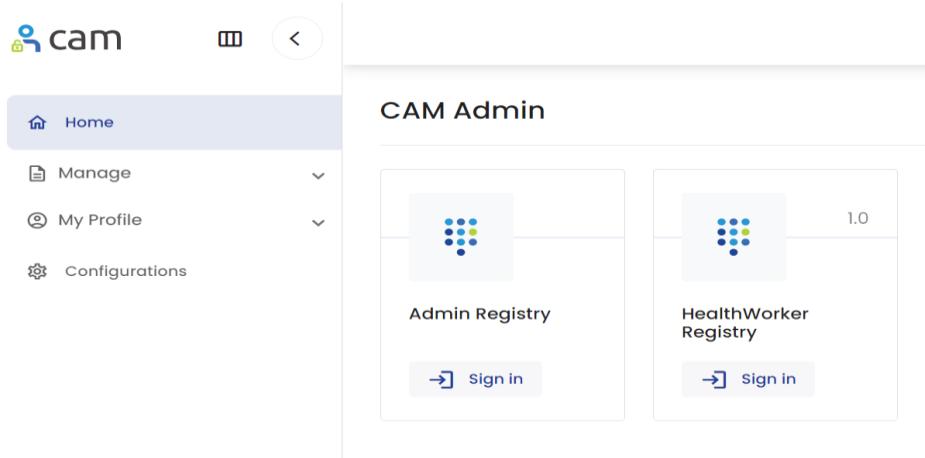


Figure 5.2.1.1: Navigating to CAM

## 2. Expand **Manage** -> **Users** and select **System Roles**

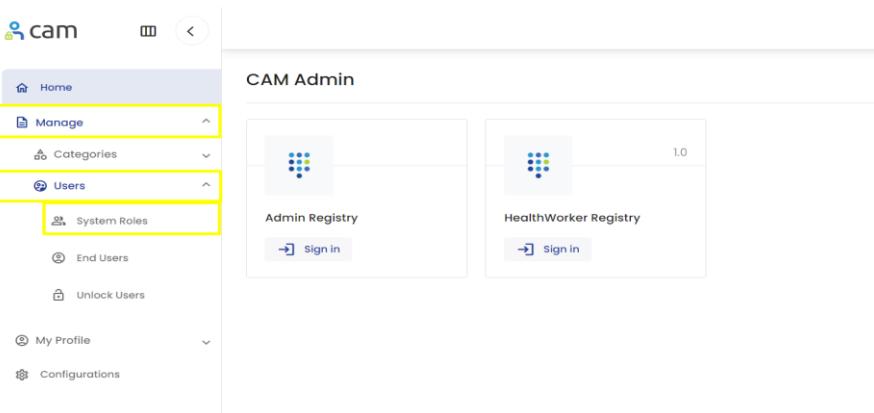


Figure 5.2.1.2: Navigating to System Roles

## 5.2.2 Creating System Roles

### 1. Click **Create System Role** to create a new role.

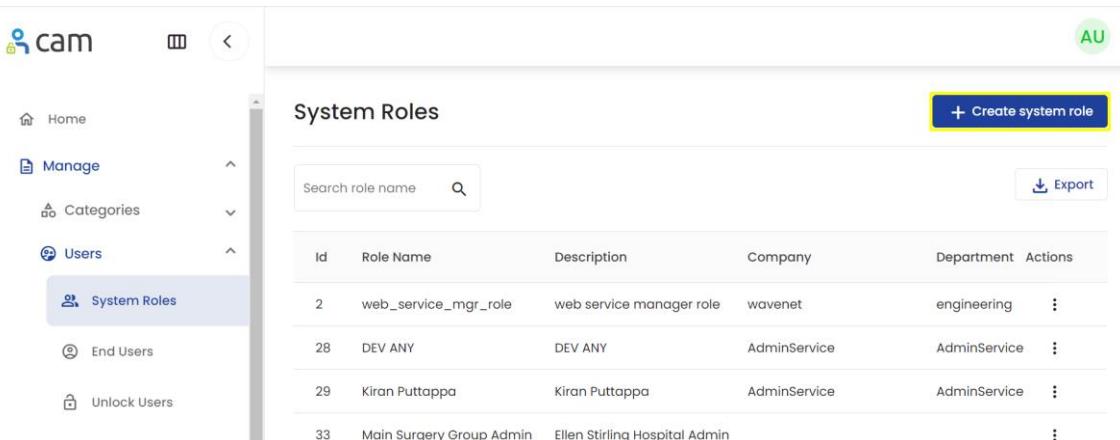


Figure 5.2.2.1: Create System Role

3. Add Role Name
4. Update the required fields.
  - **Role Name**

- **Select Tenant**
- **Select sub tenant**
- **Select company**
- **Select department**
- **Description**

Create New Role X

**Role details**

Role name *
Select Tenant * Any
Select Sub Tenant * Any
Select Company * Any
Select Department * Any
Description

Figure 5.2.2.2: Create System Role

5. Scroll down and assign permission to the user.

#### Permissions

wavenet_cam	+
Admin Registry	+
HealthWorker Registry	+
Patient Registry	+
Compose new	+
Compose QA	+
Compose GP	+

Reset Create

Figure 5.2.2.2: Assign Permission

6. Click **Create** to create system roles.

## 6 Managing Organizations / Groups

### 6.1 Viewing an Organization / Group

1. Login to the MediPortal Admin Portal.
2. Click **Organizations / Groups**.

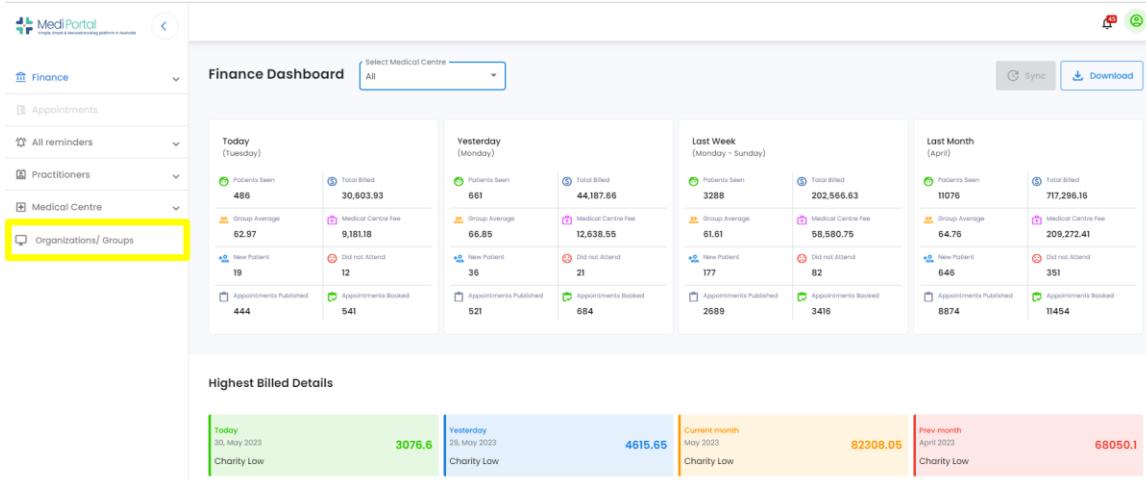


Figure 6.1.1: Navigating to Organizations / Groups

3. Click the view on the required Organization / Group to view it.

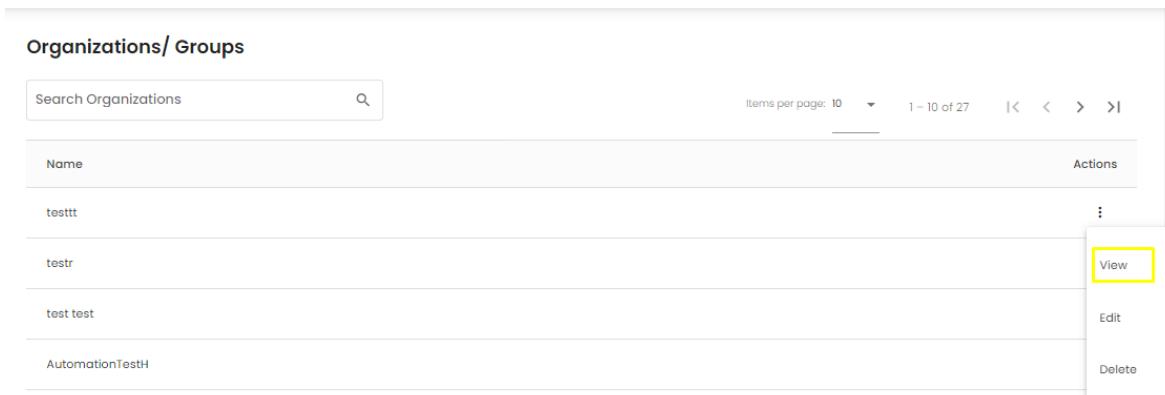


Figure 6.1.2: Viewing an Organization / Group

The Medical Centres under the Organization / Group will be displayed as follows .

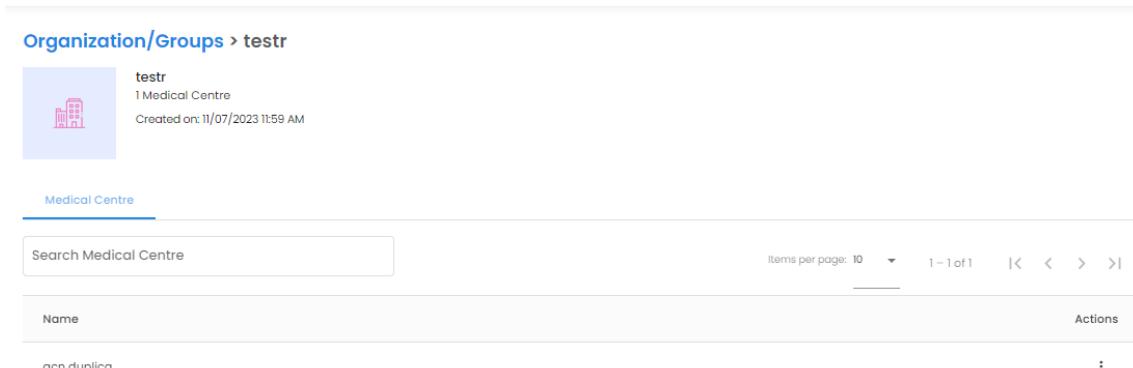


Figure 6.1.3: Organization / Group View

## 6.2 Editing an Organization / Group

1. Login to MediPortal Admin Portal.
2. Click **Organization / Group**.

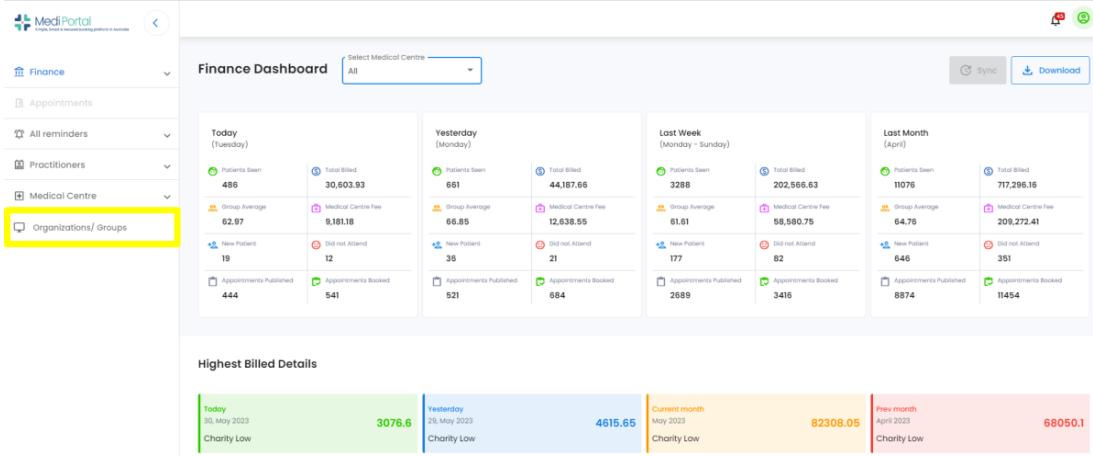


Figure 6.2.1: Navigating to Organization / Groups

3. Click the edit on the required Organization / Group to edit it.

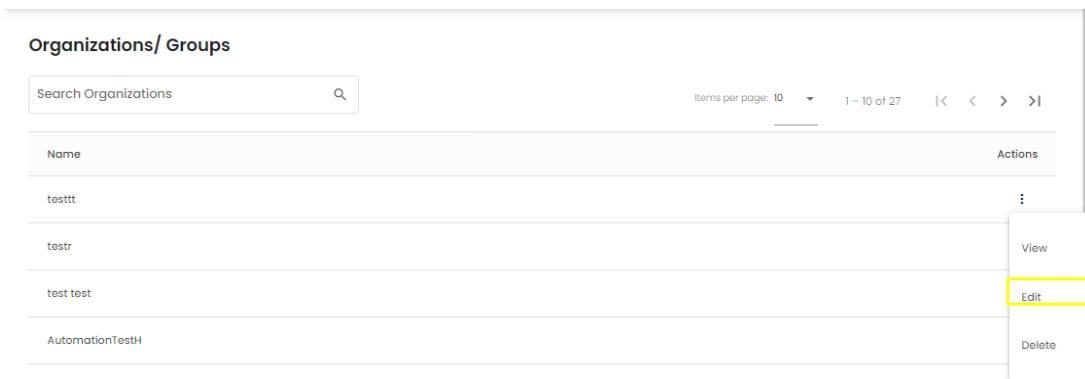
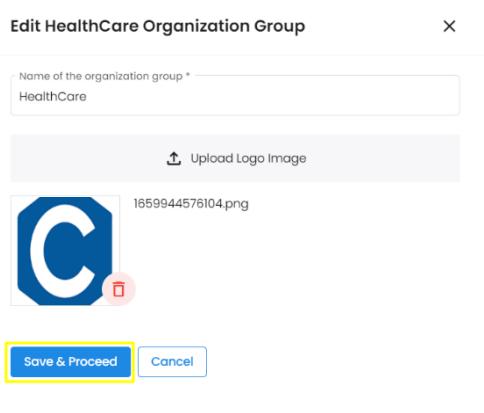


Figure 6.2.2: Navigating to Edit an Organization / Group

4. Update the required fields and click **Save & Proceed**.



The screenshot shows the 'Edit HealthCare Organization Group' dialog. It has fields for 'Name of the organization group' (containing 'HealthCare'), 'Upload Logo Image' (with a preview of a blue 'C' logo), and two buttons at the bottom: 'Save & Proceed' (highlighted with a yellow box) and 'Cancel'.

Figure 6.2.3: Editing an Organization / Group

Users can edit the Name of the organization/ group and the logo.

## 6.3 Deleting an Organization / Group

1. Login to the MediPortal Admin Portal
2. Click **Organization/Group**

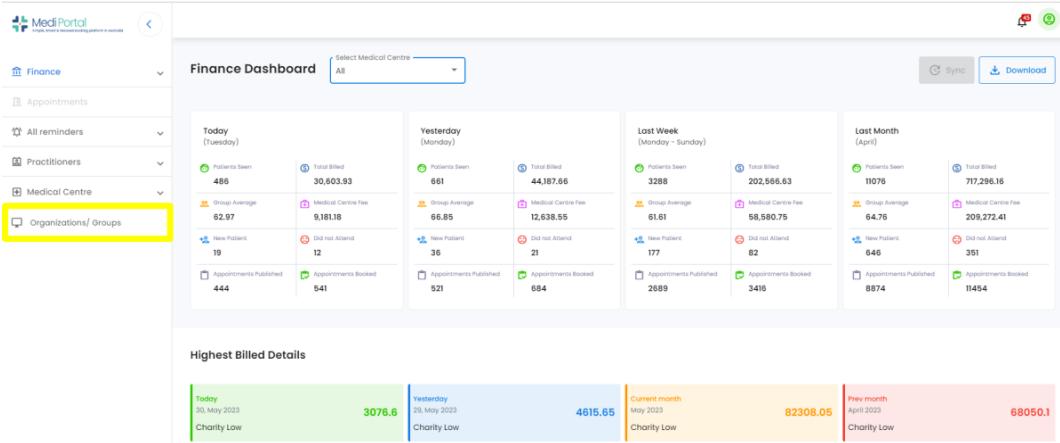


Figure 6.3.1: Navigating to Organization / Groups

3. Click the delete on the required Organization / Group to delete it.

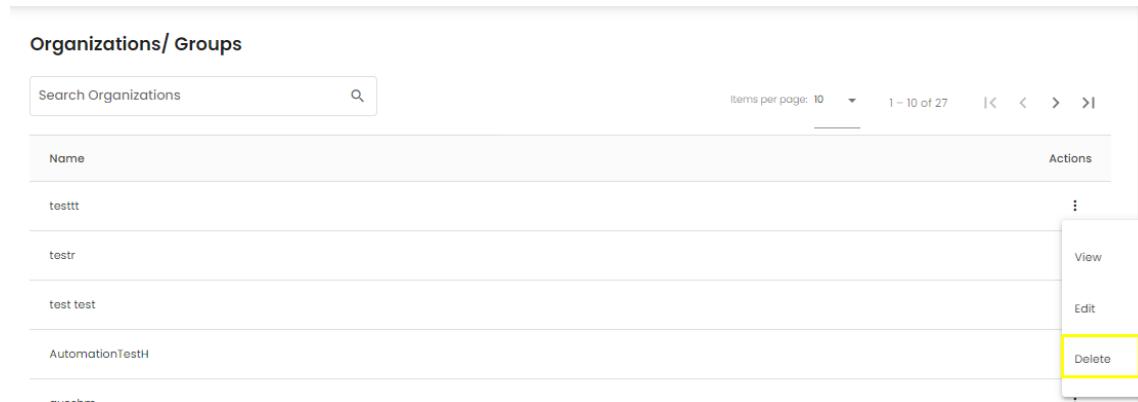


Figure 6.3.2: Delete an Organization / Group

4. Click **Delete** to confirm deletion.

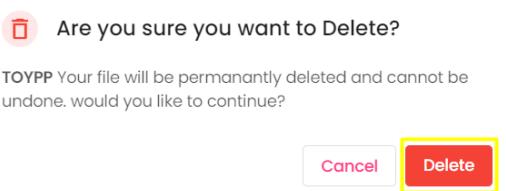


Figure 6.3.3: Delete Confirmation

## 7 Managing Data Exports

### 7.1 Downloading a Data Export

1. Login to the MediPortal Admin Portal.
2. Click the highlighted icon.

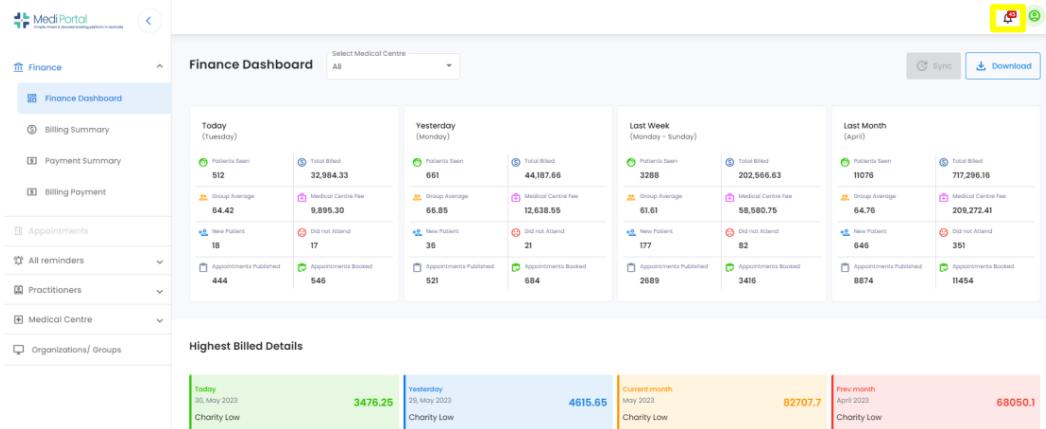


Figure 7.1.1: Navigating to Exports

3. Use the filters such as Date range, Category and Status to filter the results. Click Download All to download all reports. Click the download button on a completed report to download only that report.

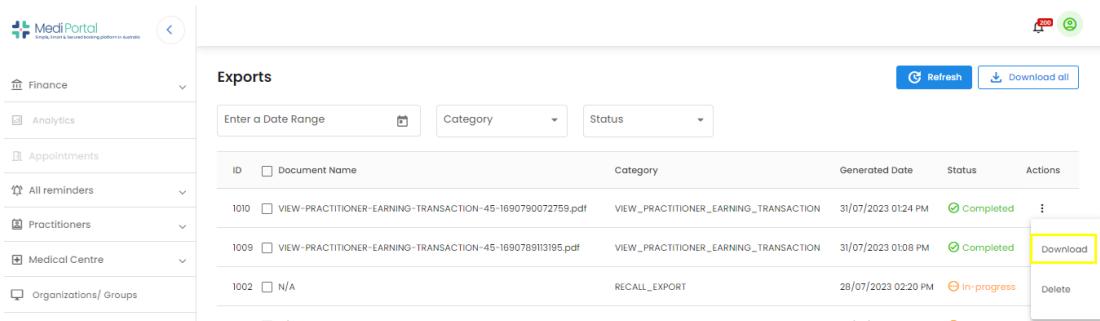


Figure 7.1.2: Downloading Exports

## 7.2 Deleting a Data Export

1. Login to the MediPortal Admin Portal.
2. Click the highlighted icon.

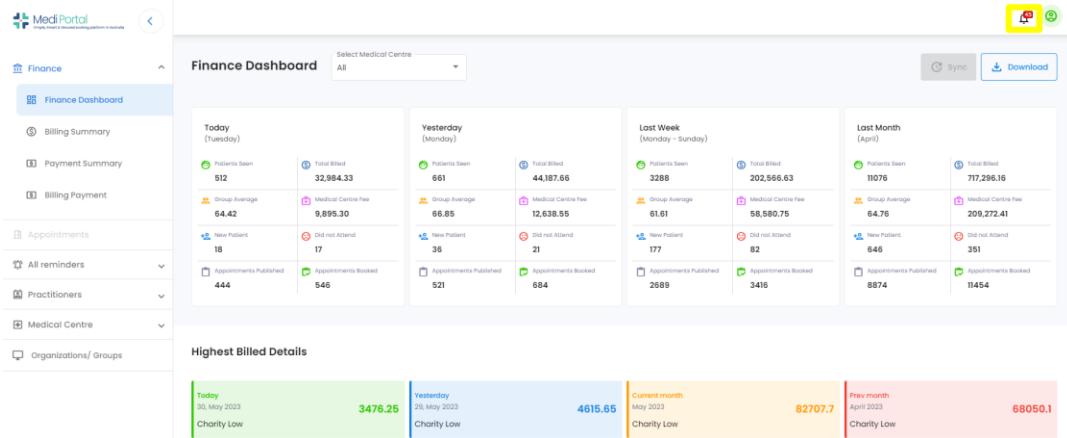


Figure 7.2.1: Navigating to Exports

3. Click the delete button on the required export to delete that export.

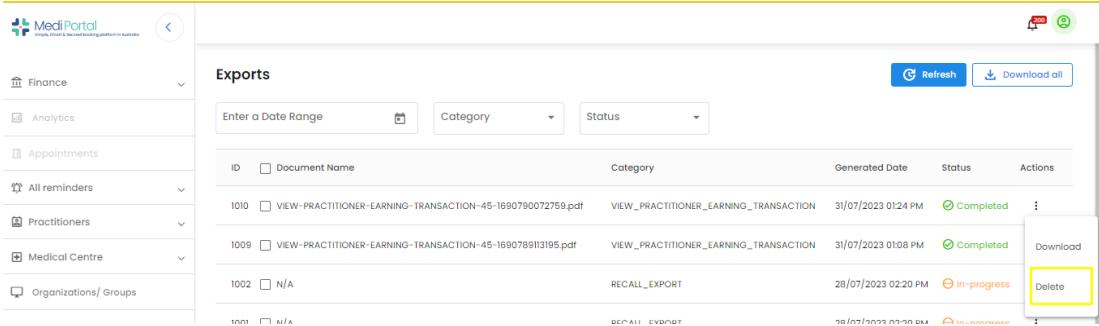


Figure 7.2.2: Deleting an Export

## 8 Analytics

The section includes the below sub sections.

- Dashboard- A summary of all the dashboards. Click on “View More” option to navigate to the specific sub section to view more details.

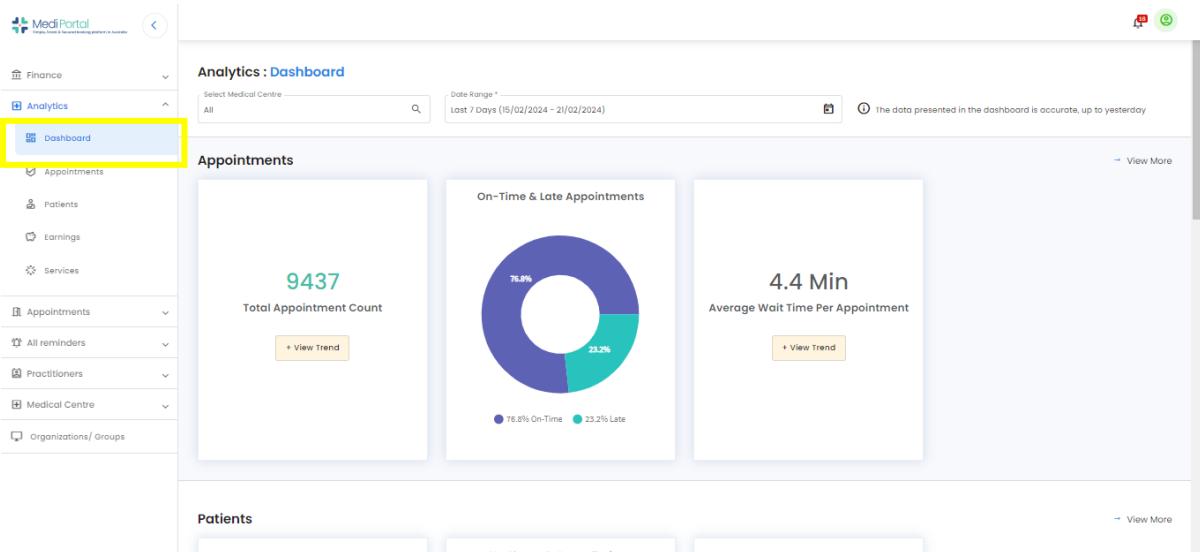


Figure 8.1: Dashboard

- Appointments- Statistics on appointments like the total appointments, count of on-time and late appointments, appointment wait time.

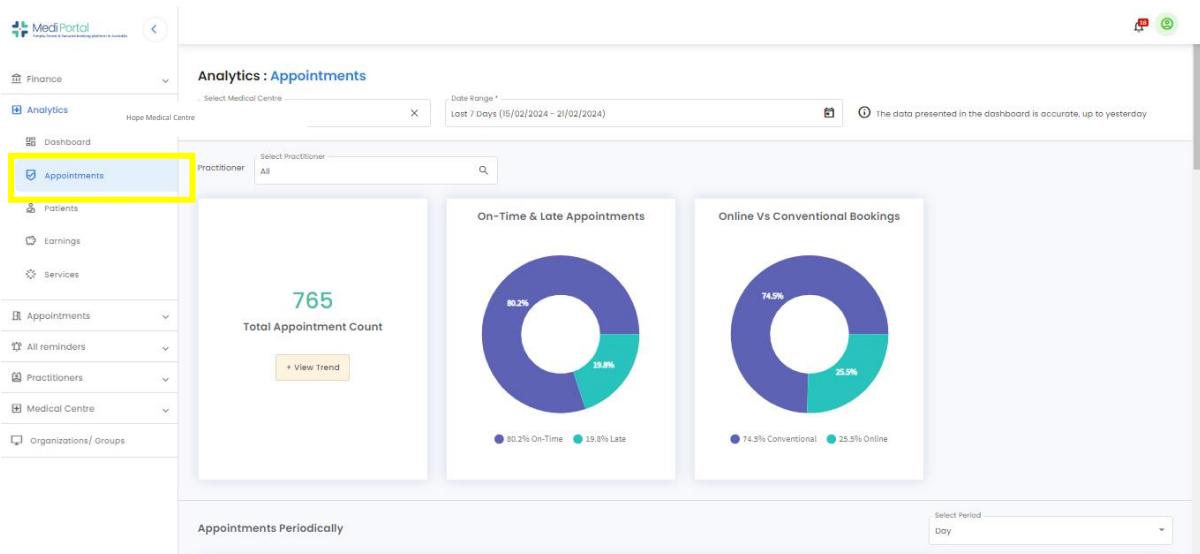


Figure 8.2: Appointments

- Patients- Statistics on patients like number of new patients, active count, no shows, and cancelled count.

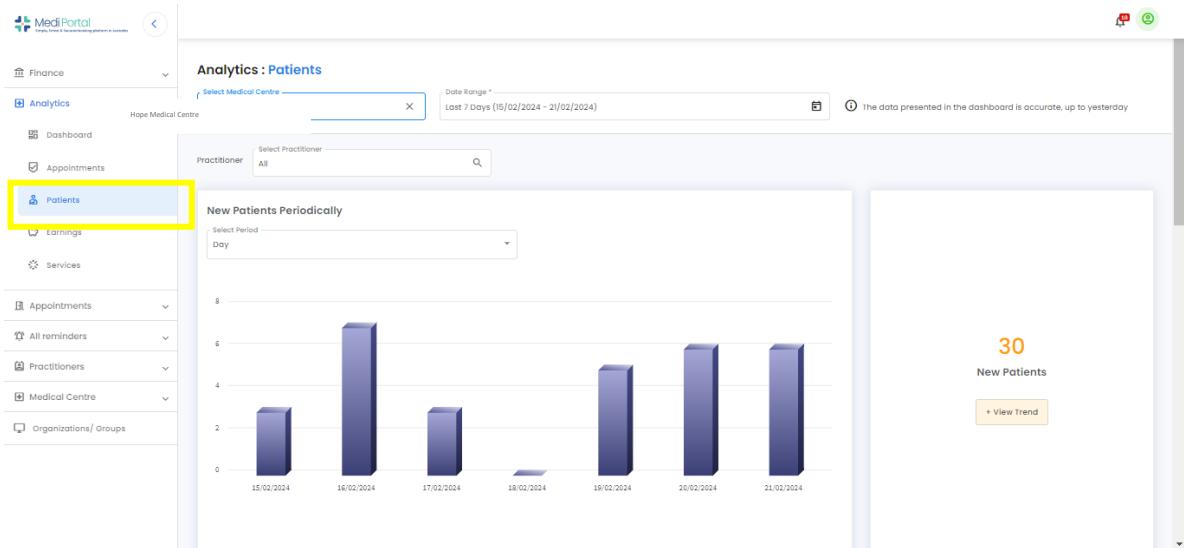


Figure 8.3: Patients

- Earnings- Statistics on earnings like total billings, bulk billing rate for several patient categories.

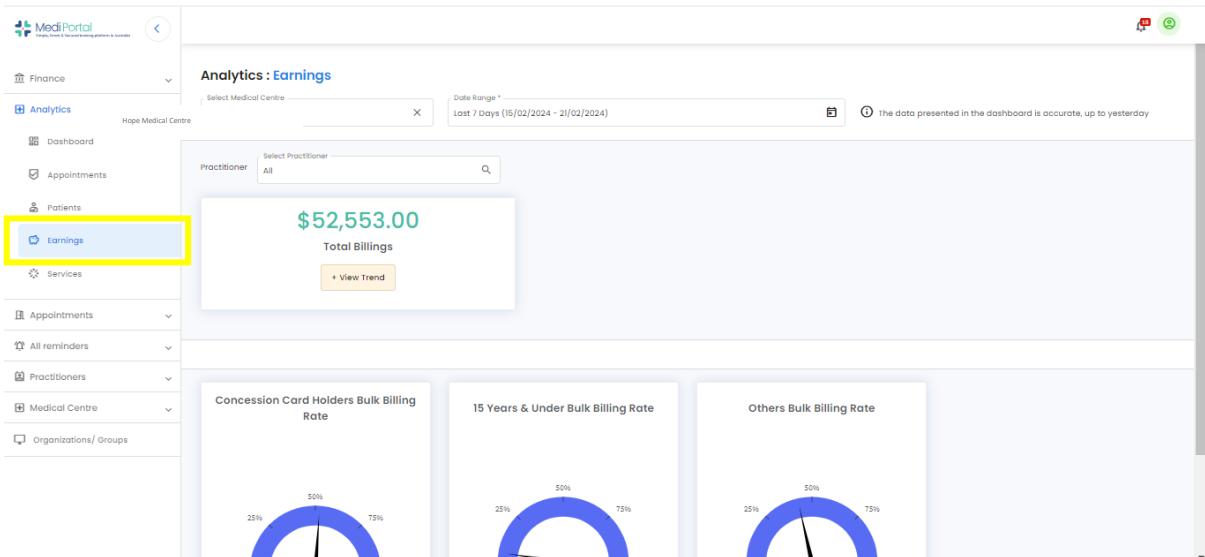


Figure 8.4: Earnings

- Services- Statistics on services like service count by code, possible service counts and their billings.

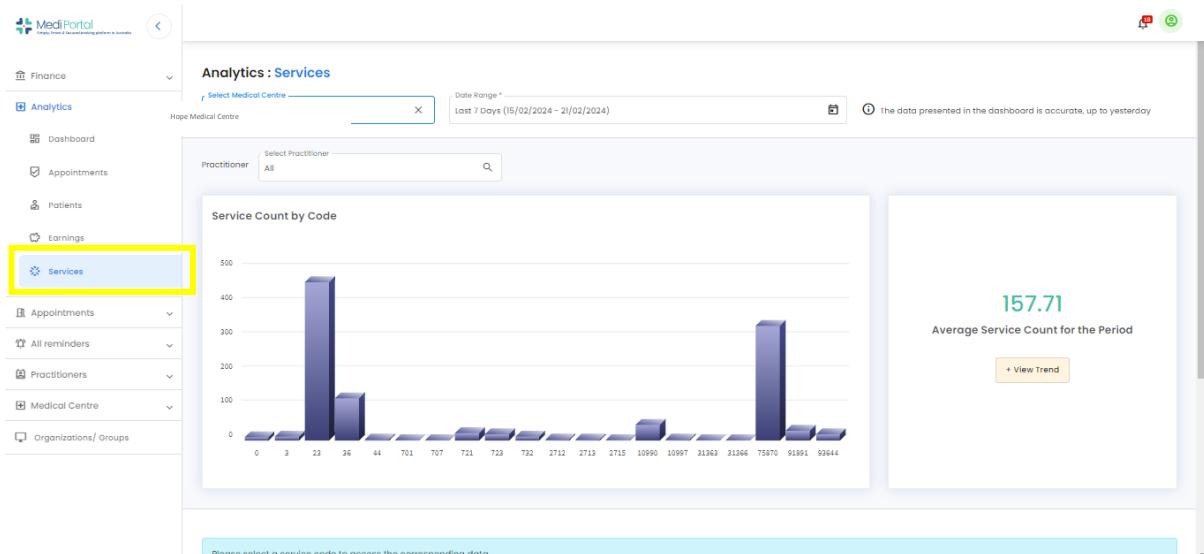


Figure 8.5: Services

## 9 Subscription

### 9.1 Manage Subscription

1. Log in to the MediPortal Admin Portal.
2. Navigate to the **Subscription** section

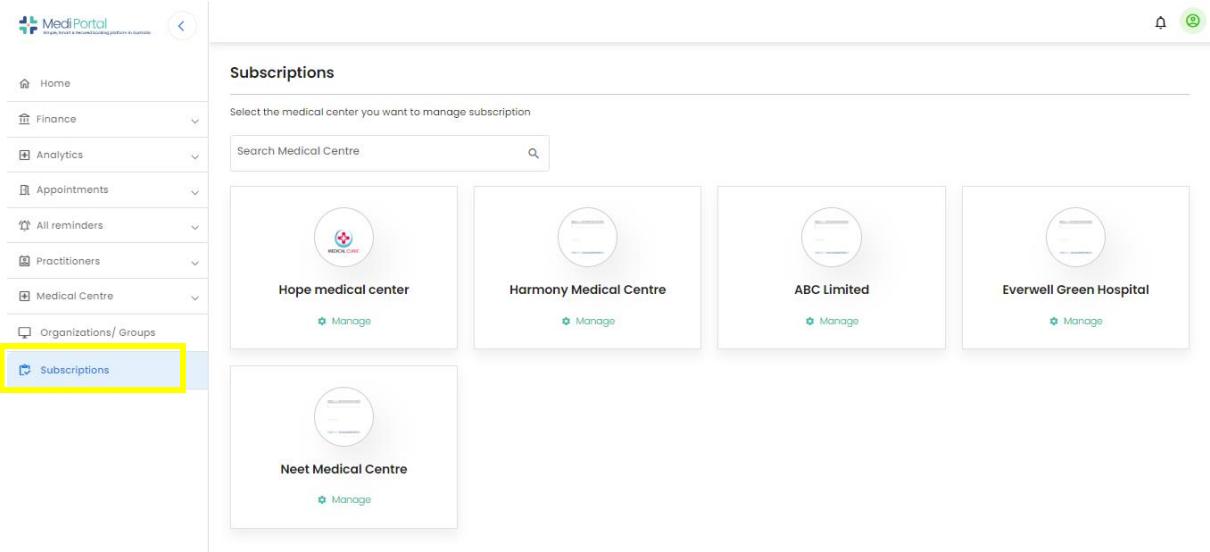


Figure 9.1.1: Subscription

3. Click on **Manage** to manage the subscription of the specific medical centre.

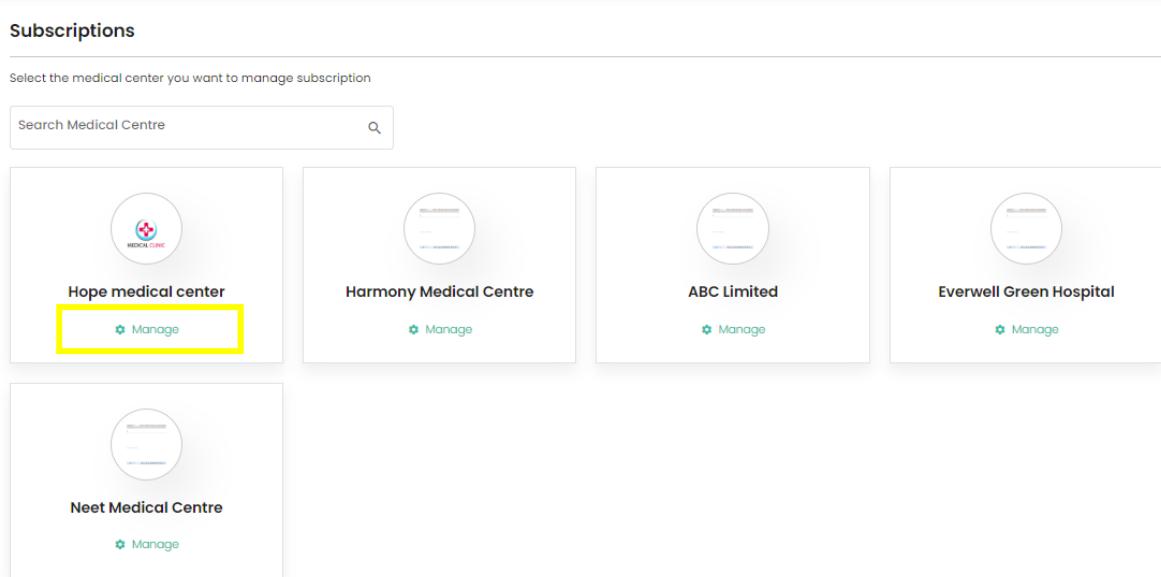


Figure 9.1.2: Manage Subscription

### 9.2 Home

1. Log in to the MediPortal Admin Portal.

2. Navigate to the **Home** section of the Subscription Module.

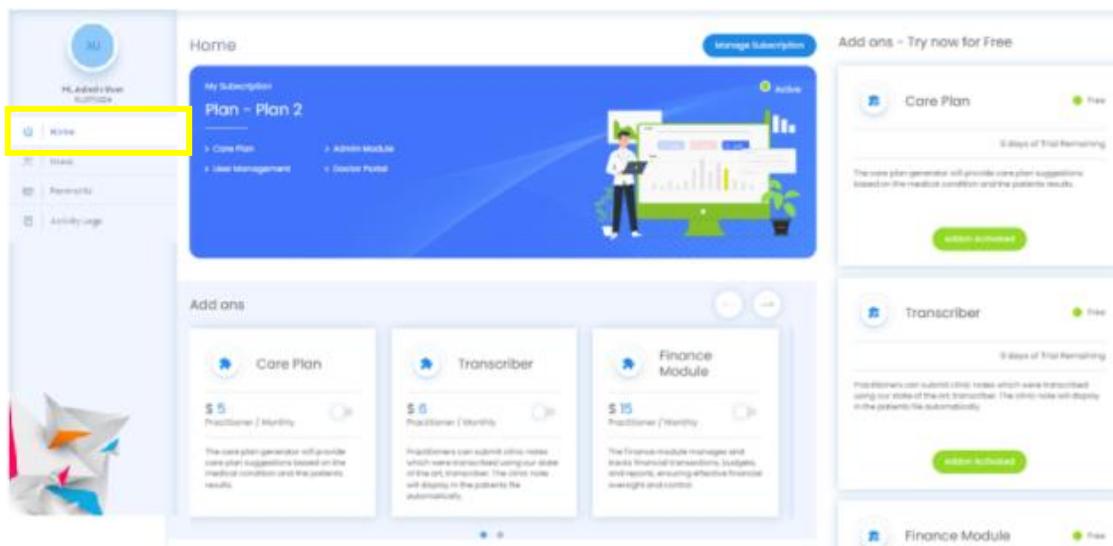


Figure 9.2.1: Home

3. The current plan and its features are displayed under **My Subscription**.

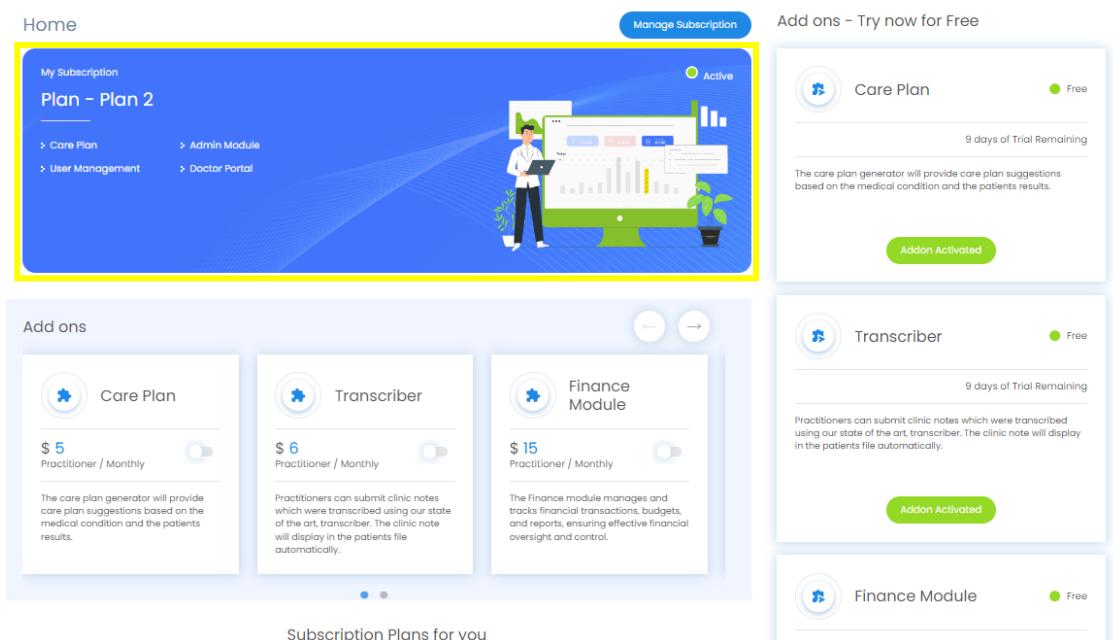
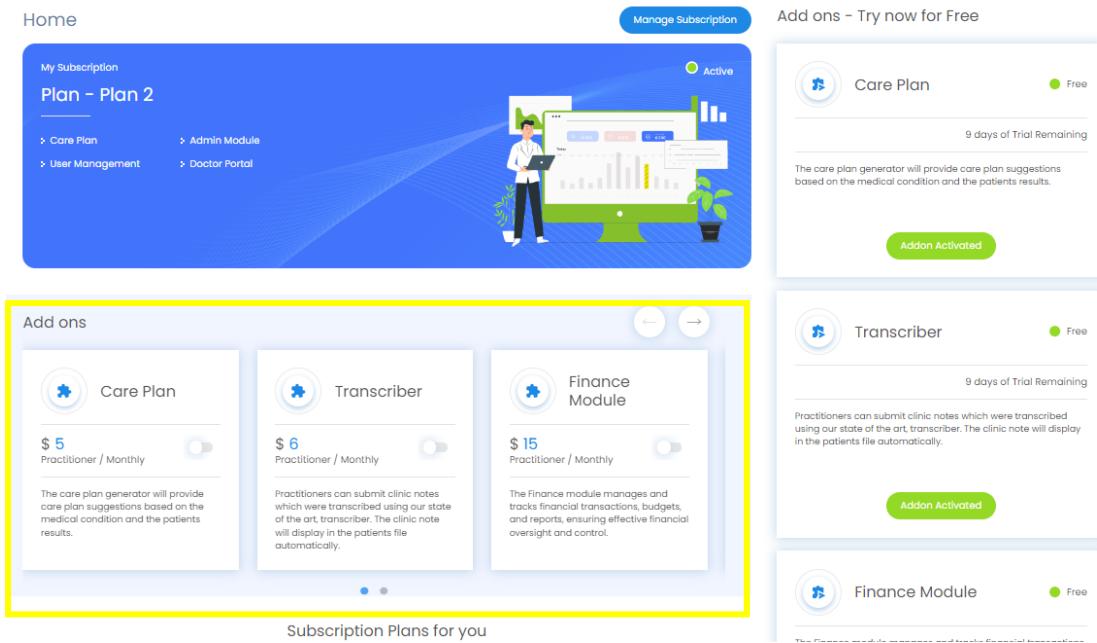


Figure 9.2.2: My Subscription

### 9.2.1 Managing Add Ons

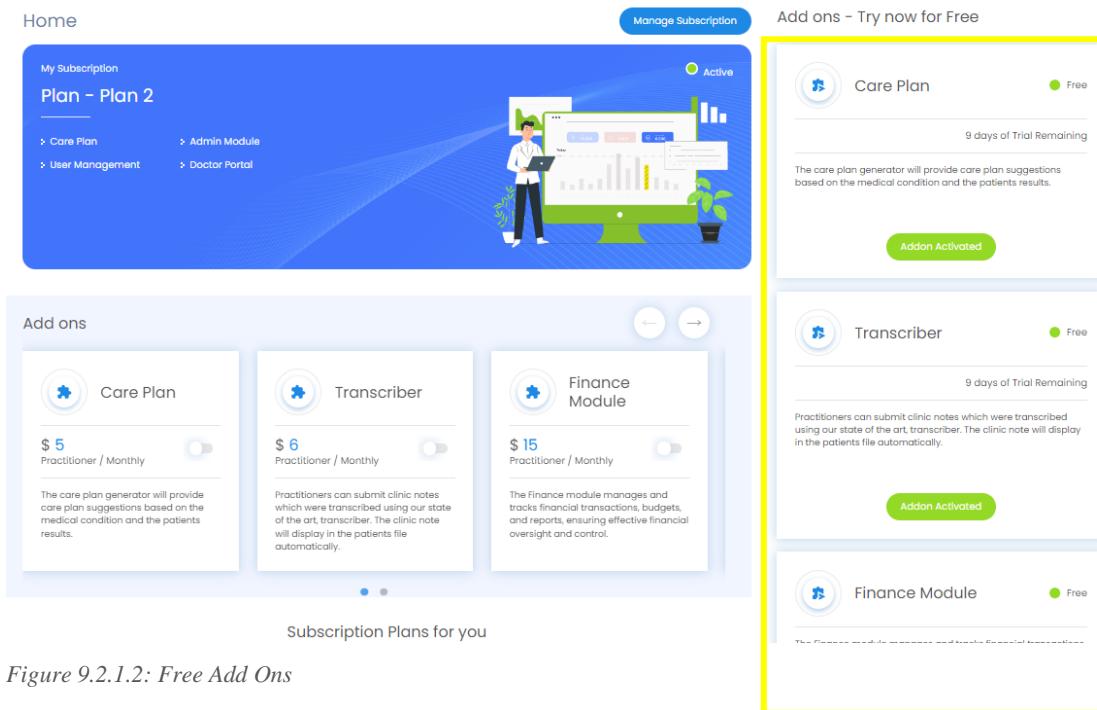
- Paid add Ons are listed. Click the enable button to enable the Add On to the medical centre. The Add On will be invoiced immediately.



The screenshot shows the MediPortal Admin Module interface. At the top, there's a navigation bar with 'Home', 'Manage Subscription' (button), and 'Add ons – Try now for Free'. Below this is a section titled 'My Subscription' with 'Plan - Plan 2'. Under 'Add ons', there are three paid options: 'Care Plan' (\$5 Practitioner / Monthly), 'Transcriber' (\$6 Practitioner / Monthly), and 'Finance Module' (\$15 Practitioner / Monthly). Each card includes a description of the service and a toggle switch. A yellow box highlights the 'Add ons' section. To the right, there's a separate section titled 'Add ons – Try now for Free' which lists three free add-ons: 'Care Plan', 'Transcriber', and 'Finance Module', each with a green 'Addon Activated' button.

Figure 9.2.1.2: Paid Add Ons

## 2. Free add Ons are listed.



This screenshot shows the same interface as the previous one, but the 'Add ons' section is now highlighted by a yellow box. It displays the same three free add-ons: 'Care Plan', 'Transcriber', and 'Finance Module'. Each card includes a description and a green 'Addon Activated' button.

Figure 9.2.1.2: Free Add Ons

## 3. Click the Try Now button to enable the Add On to the medical centre. The Add On is enabled for free use for the mentioned period.

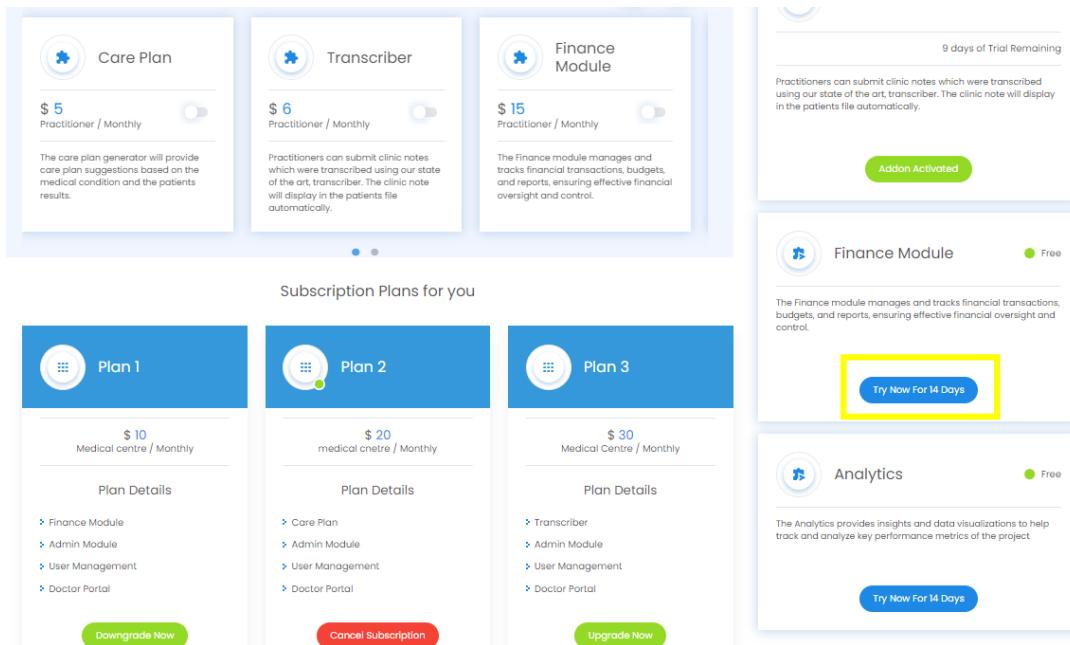


Figure 9.2.5: Add On Try Now

## 9.2.2 Managing Current Subscription

- Click **Manage Subscription** to see all the plans available

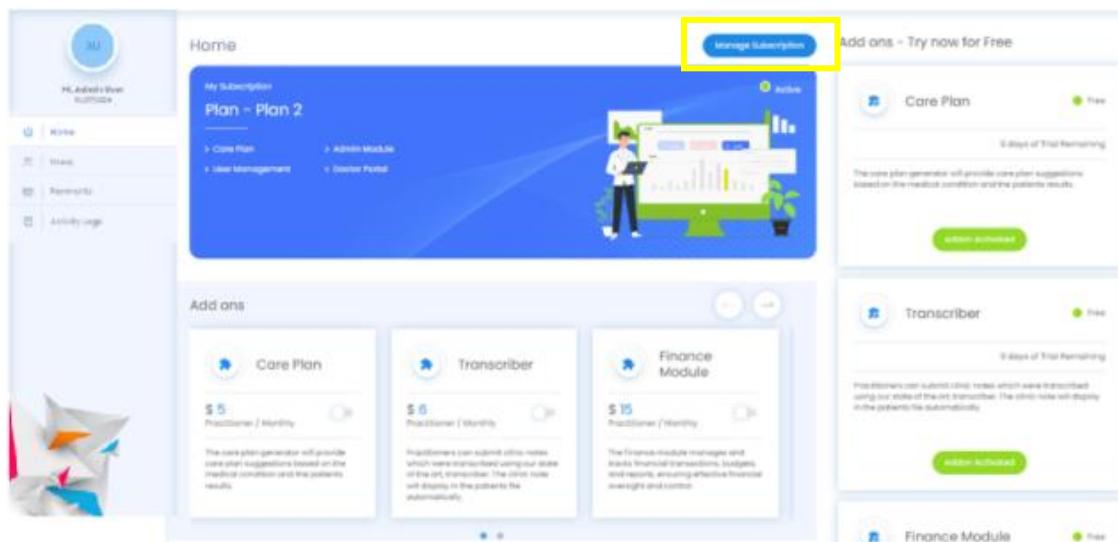


Figure 9.2.2.1: Manage Subscription

- The current plan can be,
  - Upgrade/Downgrade: Click on the respective buttons to change the plan.
  - Cancel Subscription: Select the cancel option to terminate the subscription.

Subscription Plans for you


**Plan 1**

**\$ 10**  
Medical centre / Monthly

Plan Details

- Finance Module
- Admin Module
- User Management
- Doctor Portal

**Downgrade Now**


**Plan 2**

**\$ 20**  
medical centre / Monthly

Plan Details

- Care Plan
- Admin Module
- User Management
- Doctor Portal

**Cancel Subscription**


**Plan 3**

**\$ 30**  
Medical Centre / Monthly

Plan Details

- Transcriber
- Admin Module
- User Management
- Doctor Portal

**Upgrade Now**


**Plan 4**

**\$ 40**  
medical centre / Monthly

Plan Details

- Finance module
- Care Plan
- Transcriber
- Admin Module
- User Management

Show More ▾

**Upgrade Now**


**Weekly plan one**

**\$ 50**  
medical centre / Weekly

Plan Details

- Admin Module
- Finance Module

**Upgrade Now**


**Plan 1 -Free**

**\$ 0**  
medical centre / Monthly

Plan Details

- Finance Module
- Admin Modul
- User Management
- Doctor Portal

**Downgrade Now**

The Finance module manages and tracks financial transactions, budgets, and reports, ensuring effective financial oversight and control.

**Try Now For 14 Days**


**Analytics**

● Free

The Analytics provides insights and data visualizations to help track and analyze key performance metrics of the project

**Try Now For 14 Days**

Figure 9.2.2.2: Manage Current Plan

### 9.3 Users

1. Log in to the MediPortal Admin Portal.
2. Navigate to the **Users** section of the Subscription Module.

Hi, Admin User  
15/07/2024

- █ Home
- █ **Users**
- █ Payments
- █ Activity Logs



Users

User Name

Expand

Id	UserName	Email	
289	Jolin Fram		>
290	Jelina Wormin		>
294	Jomilyan Lion		>

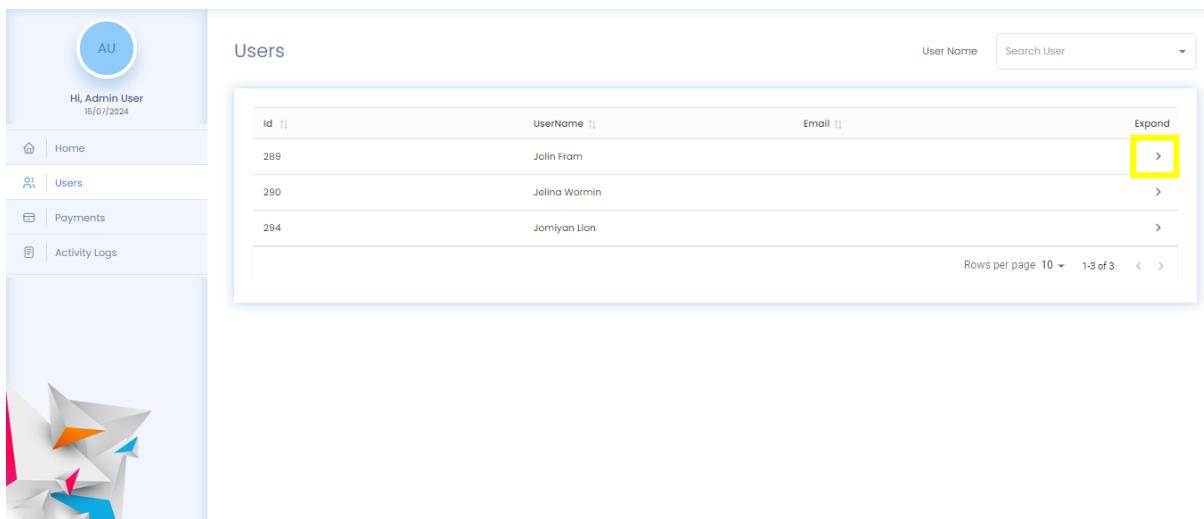
Rows per page: 10 ▾ 1-3 of 3 < >

Figure 9.3.1: Users Section

3. The practitioners in the enable status in the **Practitioners> All Practitioners** section in the MediPortal Admin Portal are listed here.

### 9.3.1 Assign Add Ons for Practitioners

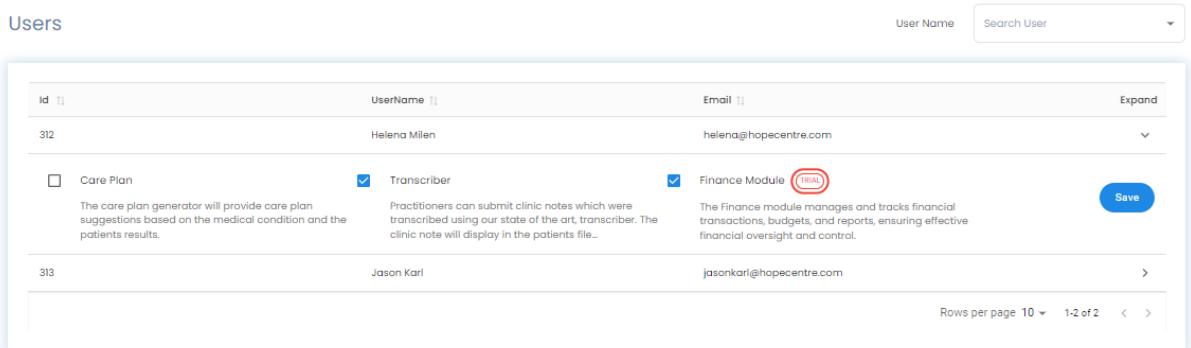
- Click the expander in the practitioner entry.



The screenshot shows the MediPortal Admin Module's 'Users' list. On the left is a sidebar with navigation links: Home, Users (which is selected), Payments, and Activity Logs. The main area displays a table of users with columns for Id, UserName, and Email. The first user, with Id 289 and UserName Jolin Fram, has an 'Expand' button next to their entry, which is highlighted with a yellow box. The table includes pagination at the bottom: 'Rows per page 10' and '1-3 of 3'.

Figure 9.3.1.1: Manage Subscription

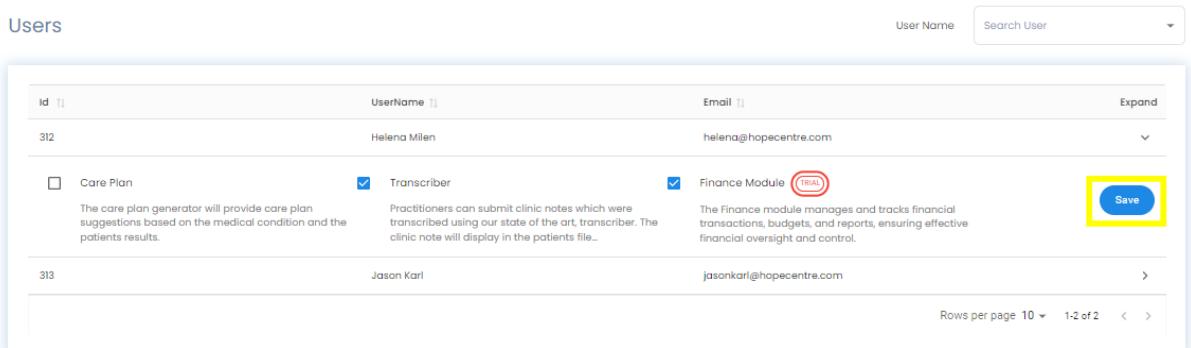
- The paid and free Add Ons enabled from the **Home** section for the medical centre is listed. A free Add On is easily identified with “Trial” tag.



This screenshot shows the 'Add Ons' configuration for practitioner 312, Helena Milen. The table lists three add-ons: Care Plan, Transcriber, and Finance Module. The 'Transcriber' and 'Finance Module' checkboxes are checked, while 'Care Plan' is unchecked. The 'Finance Module' row includes a 'TRIAL' badge. At the bottom right of the table is a blue 'Save' button, which is highlighted with a yellow box.

Figure 9.3.1.2: Add Ons

- Tick or untick the Add Ons for the practitioner.
- Click **Save** to enable the Add On for the practitioner.

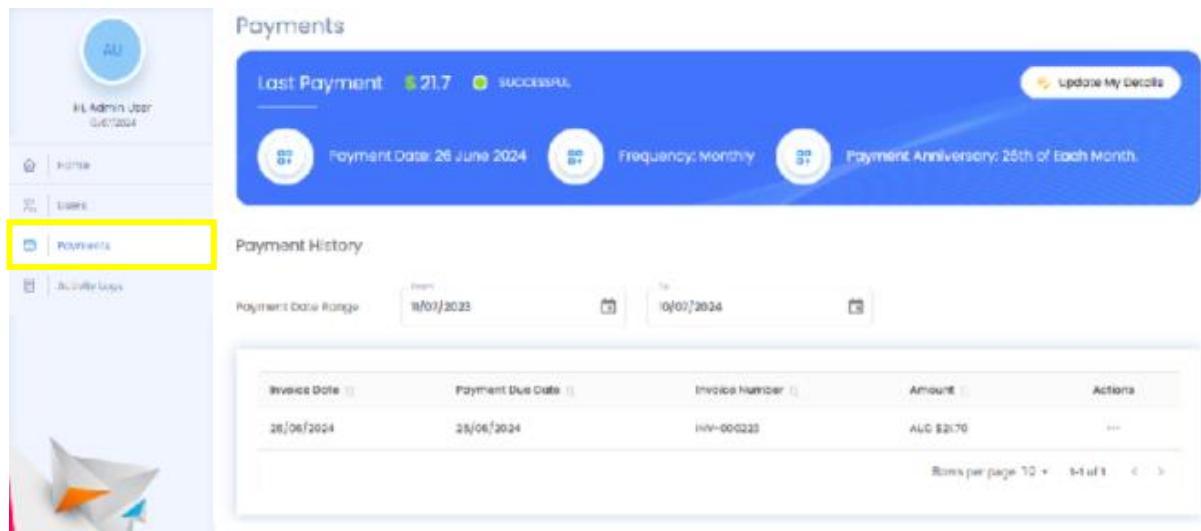


This screenshot shows the 'Add Ons' configuration for practitioner 312 after saving. The 'Transcriber' and 'Finance Module' checkboxes are still checked, while 'Care Plan' is unchecked. The 'Finance Module' row still contains the 'TRIAL' badge. The blue 'Save' button at the bottom right is highlighted with a yellow box.

Figure 9.3.1.3: Saving Add Ons

## 9.4 Payments

1. Log in to the MediPortal Admin Portal.
2. Navigate to the **Payments** section of the Subscription Module.



The screenshot shows the MediPortal Admin Portal interface. On the left, there's a sidebar with a user profile picture, the name "HL Admin User", and a date "06/07/2024". Below the profile are navigation links: Home, Users, Payments (which is highlighted with a yellow box), and Activity Logs. The main content area is titled "Payments". It displays a summary of the "Last Payment" which was \$21.7 AUD and successful, made on "26 June 2024". It also shows payment frequency as "Monthly" and payment anniversary as "26th of Each Month". Below this is a "Payment History" table with one row of data:

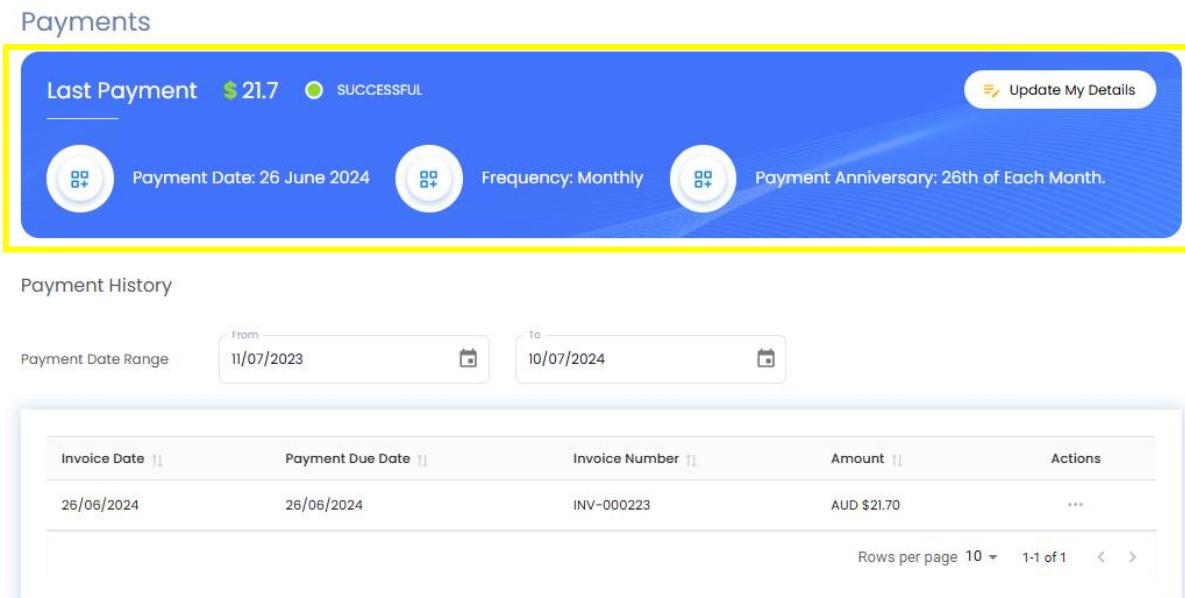
Invoice Date	Payment Due Date	Invoice Number	Amount	Actions
26/06/2024	26/06/2024	INV-000223	AUD \$21.70	...

At the bottom of the table, there are pagination controls: "Rows per page: 10", "1-1 of 1", and navigation arrows.

Figure 9.4.1: Users Section

### 9.4.1 Last Payment

1. The last payment conducted is listed. The success of the payment is also defined.

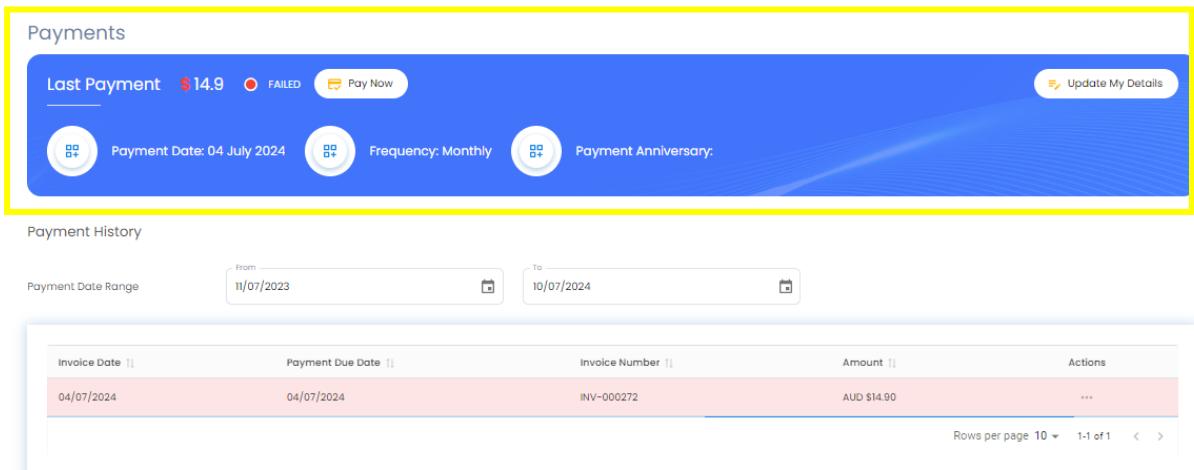


This screenshot shows the "Last Payment" details. A yellow box highlights the top section where it says "Last Payment \$ 21.7 SUCCESSFUL". Below this, it shows the "Payment Date: 26 June 2024", "Frequency: Monthly", and "Payment Anniversary: 26th of Each Month". The rest of the page is identical to Figure 9.4.1, showing the "Payment History" table with one row of data:

Invoice Date	Payment Due Date	Invoice Number	Amount	Actions
26/06/2024	26/06/2024	INV-000223	AUD \$21.70	...

Figure 9.4.1.1: Success Payment

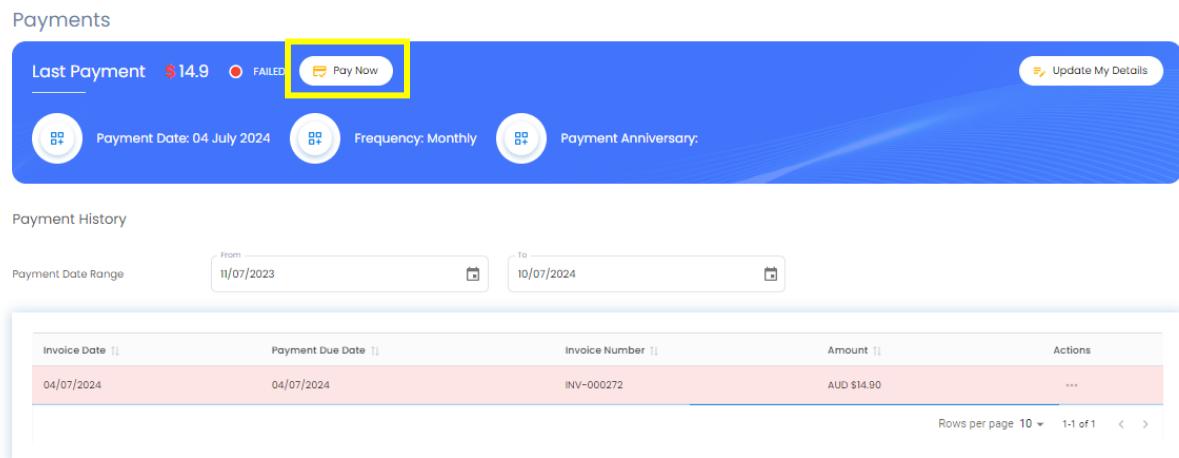
2. A failed payment is indicated clearly.



The screenshot shows the MediPortal Admin Module's Payments section. At the top, there is a summary card for the "Last Payment" which is \$14.9 and has a status of "FAILED". Below this, there are three circular icons: "Payment Date: 04 July 2024", "Frequency: Monthly", and "Payment Anniversary". To the right of the payment date icon is a "Pay Now" button. At the bottom of the card is a "Payment History" section with a table. The table has columns for Invoice Date, Payment Due Date, Invoice Number, Amount, and Actions. One row is shown: 04/07/2024, 04/07/2024, INV-000272, AUD \$14.90, and an ellipsis icon. Below the table are date range filters ("From 11/07/2023" and "To 10/07/2024") and a "Rows per page" dropdown set to 10.

Figure 9.4.1.2: Failed Payment

3. For the failed payment click **Pay Now** to manually process the payment.

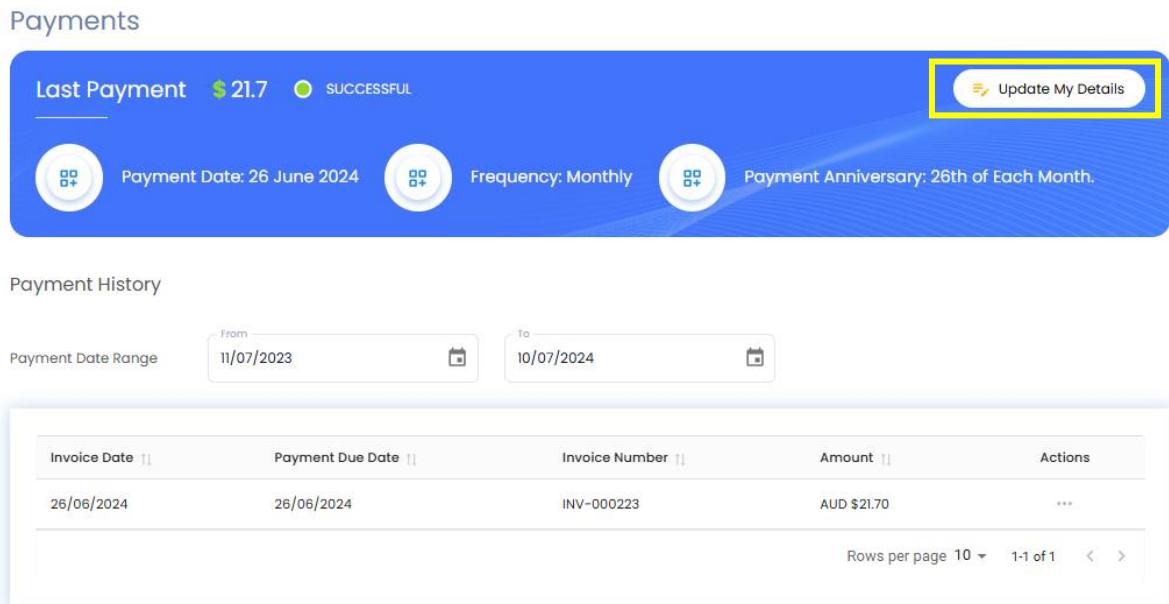


This screenshot is identical to Figure 9.4.1.2, showing the Payments section with the failed payment summary and history table. The "Pay Now" button is highlighted with a yellow box to indicate it should be clicked to manually process the payment.

Figure 9.4.1.3: Pay Now

#### 9.4.2 Add and View Cards

1. Click **Update My Details.**



The screenshot shows the MediPortal Admin Module's Payments section. At the top, it displays a summary of the last payment: \$21.7 (Successful). Below this, there are three circular icons with plus signs: Payment Date (26 June 2024), Frequency (Monthly), and Payment Anniversary (26th of Each Month). To the right of these icons is a yellow-bordered button labeled "Update My Details".

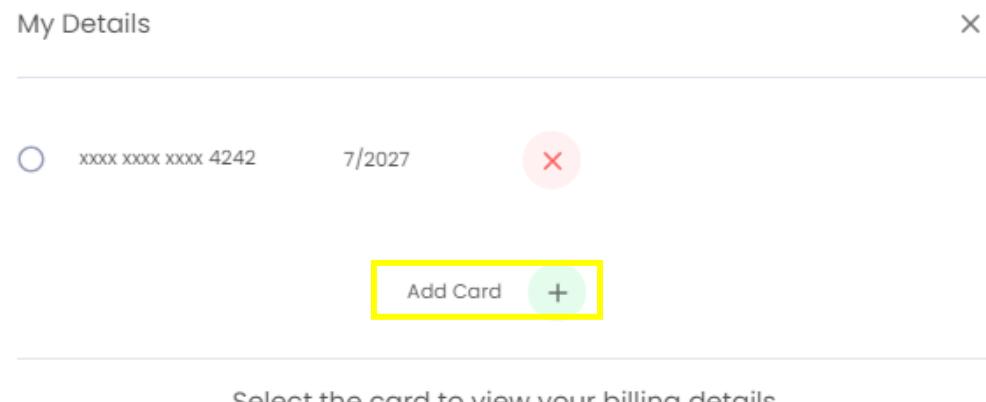
Below the summary is a "Payment History" section. It includes a date range selector from 11/07/2023 to 10/07/2024. A table lists one payment entry:

Invoice Date	Payment Due Date	Invoice Number	Amount	Actions
26/06/2024	26/06/2024	INV-000223	AUD \$21.70	...

At the bottom of the history section, there are links for "Rows per page" (10), "1-1 of 1", and navigation arrows.

Figure 9.4.2.1: Update My Details

2. Click **Add Card** to add a new card for payment.

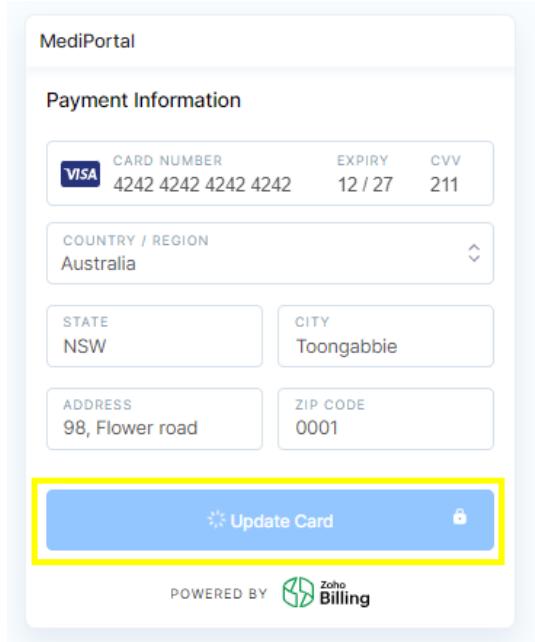


The screenshot shows the MediPortal Admin Module's "My Details" section. It features a card input field with a placeholder "XXXX XXXX XXXX 4242" and an expiration date "7/2027". To the right of the card number is a red "X" icon. Below the card input is a green button labeled "Add Card" with a plus sign, which is also highlighted with a yellow border.

At the bottom of the section, there is a message: "Select the card to view your billing details."

Figure 9.4.2.2: Add Card

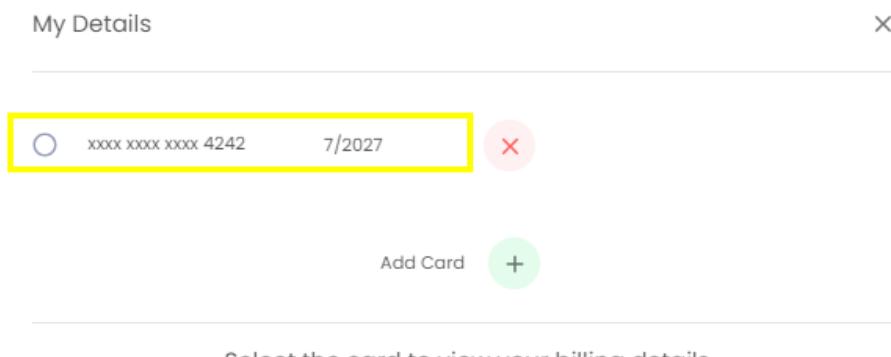
3. Enter the card and billing details. Click **Update Card**.



The screenshot shows the 'Payment Information' section of the MediPortal Admin Module. It includes fields for a VISA card (number 4242 4242 4242 4242, expiry 12/27, CVV 211), country/region (Australia), state (NSW), city (Toongabbie), address (98, Flower road), and zip code (0001). A large blue button labeled 'Update Card' is highlighted with a yellow border.

Figure 9.4.2.3: Enter card details

4. Select a card to view the billing details for the card.



The screenshot shows the 'My Details' section where a card has been selected. The selected card information (XXXX XXXX XXXX 4242 and 7/2027) is enclosed in a yellow box. There is also an 'Add Card' button with a plus sign.

Figure 9.4.2.4: Select the card

4. The billing details are listed as below.

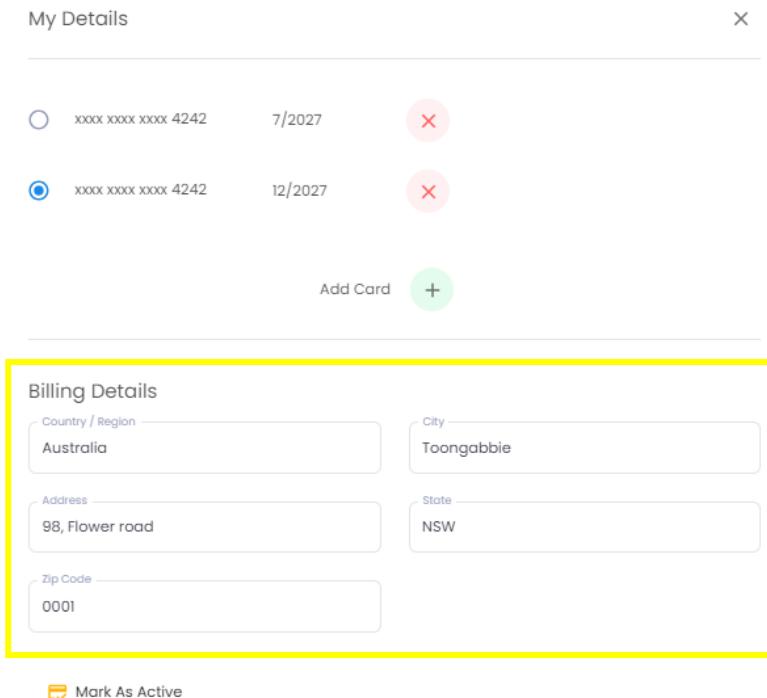


Figure 9.4.2.5: View card details

#### 9.4.3 Mark Card Active

1. Click **Update My Details**.
2. Select a specific card.
3. Select **Mark As Active**.

My Details X

---

xxxx xxxx xxxx 4242      7/2027 X

xxxx xxxx xxxx 4242      12/2027 X

[Add Card](#) +

---

Billing Details

Country / Region Australia	City Toongabbie
Address 98, Flower road	State NSW
Zip Code 0001	

Mark As Active Edit

Figure 9.4.3.1: Mark As Active

4. The last card marked as active is automatically marked inactive.

#### 9.4.4 Edit and Delete Cards

1. Click **Update My Details**.
2. Click Edit icon in the card marked as active.

My Details X

---

xxxx xxxx xxxx 0006      9/2026 Edit Active

[Add Card](#) +

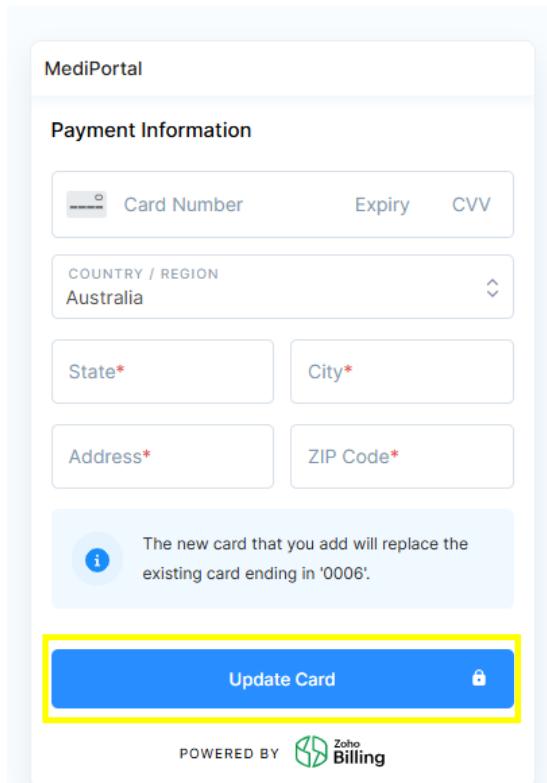
---

Select the card to view your billing details.

Figure 9.4.4.1: Edit Card

3. Enter the card details to update the existing card.

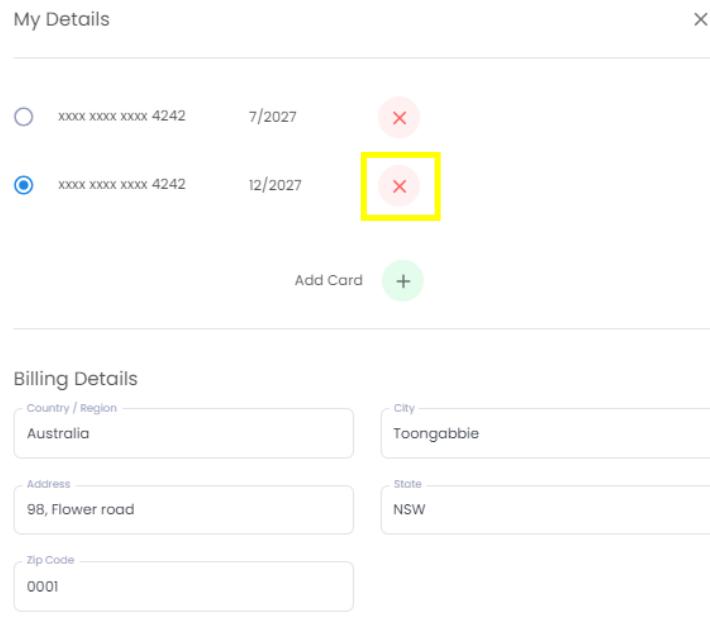
**4. Click **Update Card**.**



The screenshot shows the 'Payment Information' section of the MediPortal Admin Module. It includes fields for Card Number, Expiry, CVV, Country/Region (set to Australia), State, City, Address, and ZIP Code. A note at the bottom states: 'The new card that you add will replace the existing card ending in '0006''. The 'Update Card' button is highlighted with a yellow box.

Figure 9.4.4.2: Update Card

**5. Delete an inactive card by selecting the delete icon.**

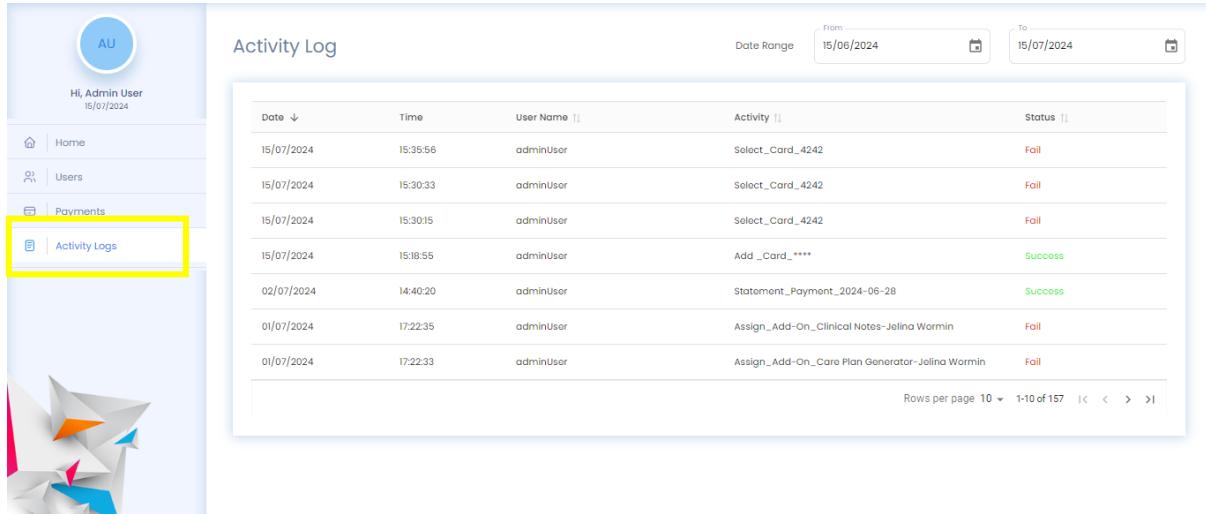


The screenshot shows the 'My Details' section of the MediPortal Admin Module. It lists two cards: one active (selected) with number xxxx xxxx xxxx 4242 and expiry 7/2027, and one inactive (unchecked) with the same details. Below the cards is an 'Add Card' button. The 'Billing Details' section includes fields for Country/Region (Australia), City (Toongabbie), Address (98, Flower road), State (NSW), and Zip Code (0001). A 'Mark As Active' button is also present.

Figure 9.4.4.3: Delete Card

## 9.5 Activity Logs

1. Log in to the MediPortal Admin Portal.
2. Navigate to the **Activity Logs** section of the Subscription Module.



The screenshot shows the MediPortal Admin Portal interface. On the left, there's a sidebar with navigation links: Home, Users, Payments, and Activity Logs (which is highlighted with a yellow box). The main content area is titled "Activity Log". At the top right, there are date range filters set from 15/06/2024 to 15/07/2024. Below the filters is a table with the following data:

Date ↓	Time	User Name [i]	Activity [i]	Status [i]
15/07/2024	15:35:56	adminUser	Select_Card_4242	Fail
15/07/2024	15:30:33	adminUser	Select_Card_4242	Fail
15/07/2024	15:30:15	adminUser	Select_Card_4242	Fail
15/07/2024	15:18:55	adminUser	Add_Card_****	Success
02/07/2024	14:40:20	adminUser	Statement_Payment_2024-06-28	Success
01/07/2024	17:22:35	adminUser	Assign_Add-On_Clinical Notes-Jelina Wormin	Fail
01/07/2024	17:22:33	adminUser	Assign_Add-On_Care Plan Generator-Jelina Wormin	Fail

At the bottom right of the table, there are pagination controls: "Rows per page: 10" and "1-10 of 157".

Figure 9.5: Activity Logs

3. Logs of all the activity conducted in the Subscription system are listed here.

## 10 List of Abbreviations

Abbreviation	Description
MediPortal	Digital Healthcare System

## 11 Troubleshoot Queries: