

## Help for Users

### Contact us:-

You can contact us from our website and can send us your message.

### Send payment:-

You can send payment of patient online. You have to give patient unique number and have to enter amount. To send payment via pay pal click on 'pay pal' button to send payment via 2checkout click on '2checkout' button.

### Appointment:-

You can take online appointment to a doctor. Select department and doctor and click on 'appointment'. After that select that you are registered patient or not. If you are not registered patient then enter your data and if you are registered patient then enter your unique number and press 'enter' and view available times. Select for which time you want to take appointment. Your request will be sent to doctor and you will be informed about your request status via email.

## Help for Admin (MS)

### Register employee:-

Admin can register new employee. If new employee is doctor or nurse then department will be shown and it is mandatory to select his/her department. If new employee is administration, pharmacist or laboratorist then department field will not be shown. New department can be added and existing department can be edited from here.

### Employees Data:-

Admin can check employees' data. After clicking employees link from menu a page will appear in which employees are categorized according to their department or type. If type administration, pharmacist or laboratorist is selected then employees will be shown accordingly. If any department is selected then all doctors and nurses of that department will be shown. Admin can read, edit and delete employee data.

In doctor detail, admin can see his/her schedule, login timings on this application and as well as patients of that employee. Admin can also check patient personal record, documents, report, billing information and medication that is given to that patient.

### Send Message:-

Admin can also send messages on this application to all doctors, administration, pharmacist and laboratorists. Message to administration, pharmacist and laboratorist can be send before or after selecting department. But to send message to nurses or to a specific doctor first admin has to select department then nurses and doctors of that department will be appear. For send message heading and message is compulsory field and attachment can also be made.

**Received messages:-**

Messages from all other modules to admin will be shown here. Admin can read and reply that message. Message history will remain continue.

**Insert information:-**

Admin will insert his/her email, pay pal, 2checkout id's here. Payment which will be sent online through pay pal or 2checkout will be transfer on these ids.

**Payrolls:-**

Payrolls of employees can be checked here. If a specific month will be selected then payrolls of that specific month will be selected. In case specific employee will be selected all payrolls of that employee will be shown. Admin can check and edit those payrolls.

**Attendance:-**

Attendance of employees can be checked here. Admin have to select employee and month of which he wants to check attendance. When employee type or department will be selected then employees will be appear accordingly.

**Doctor status:-**

Admin can check doctor who are online now on this application and who are offline after selecting his/her department.

**Search documents:-**

Admin can search different documents from here. Documents can be searched by patient PSSN. It can also be searched by patient name and it can also be shown by document type. All documents of that patient or type will be shown.

**Search patients:-**

Patient can be searched by patient PSSN or by his/her name. Complete patient record and information about doctor will be shown.

**Search employees:-**

Employees can be searched by ESSN or by his/her name. Admin will enter letters of ESSN then all employees whose ESSN start from that letters will be shown. And similarly while searching by name admin will enter alphabets and all employees whose name start from that alphabets will be shown.

**Set Email Text:-**

Admin will set text of different emails which will send to employees and patients on registration and deletion their record.

**Select Template:-**

Admin can change templates on a single click. All templates already added to this application will be shown here. Admin will just click and template will be selected.

**Change login:-**

Admin can change his/her login information here. Username and password can only be changed if previous username and password is correct.

**Help:-**

Admin can view help if he feels any difficulty.

### **Help for Doctor**

**Register patient:-**

Doctor can register new patient here. From this page doctor can also add new city or edit previous cities.

**Patients:-**

Doctor can see list of all his/her patients. Doctor can check patient detail and can edit patient record.

After select patient detail doctor can see patient history, about patient problem, personal record of patient, can add new document, can see previous documents and can edit them. Doctor can check billing history of patient and can refer this patient to another doctor of same department. Doctor can also give medication to patient. Can see previous medications and can edit them. Medication written in this module will also be shown in nurse module and if patient is admit in hospital nurse will check that patient has taken medicines or not. Doctor can also give new appointment time to patient.

**Out disease information:-**

Doctor can add, update and delete patient disease information.

**Add appointment:-**

Doctor can add appointment of selected patient.

**Personal Record:-**

Doctor Can view personal record of patient.

**Add document:-**

Doctor can add new document against a patient.

**View documents:-**

Doctor can view, edit and delete already added documents and reports of a patient.

**View patient report:-**

Doctor can view report of a patient.

**View billing history:-**

Doctor can view billing history of a patient.

**Refer patient to a doctor:-**

Doctor can refer a patient to another doctor. After referring patient other doctor will have access to patient record.

**Patient Medication:-**

Doctor can view, add, edit and delete medication of a patient. To add a medication of a patient doctor can check medicine availability in pharmacy. And can select a medicine on click.

**Out Patients:-**

Doctor can see list of all his/her out patients. Doctor can check patient detail and can check whether nurse and pharmacist has fulfilled request or not.

**Insert appointment:-**

Doctor can insert new appointment. If patient is not registered then appointee name should be entered and if patient is registered then give his/her PSSN. Insert date and time on which you want to give appointment. Previous appointment is also shown on this page. You can edit and delete previous appointments

**Appointment requests:-**

On this page all appointments which have requested online by different patients. Doctor can accept or reject appointment request. On both cases mail will be sent to patient to update them about their request status

**Set Email Text:-**

Doctor will set text of different emails which will send to patients on acceptance of appointment and rejection of appointment request.

**Send Message:-**

Doctor can also send messages on this application to all doctors, administration, pharmacist, MS and laboratorists. Message to MS, administration, pharmacist and laboratorist can be send before or after selecting department. But to send message to nurses or to a specific doctor first you have to select department then nurses and doctors of that department will be appear. For send message heading and message is compulsory field and attachment can also be made.

**Received messages:-**

Messages from all other modules to admin will be shown here. You can read and reply that message. Message history will remain continue.

**Send outpatient request:-**

Here doctor can send directions about patient which is not registered and not need regular treatment. Doctor will give his outpatient SSN and will write medicine and directions. This request will be sent to nurse module and pharmacist. Before writing medicines doctor can check the stock of specific medicine in pharmacy, for this click on link 'Availability'. A new window will be open. Select medicine group name and then give medicine name. All medicines starting from letter you have entered and belong to that group will be shown and you can their remaining stock.

**Sent outpatient request:-**

Here doctor can see all requests you have sent about out patient. Doctor can check the status of request. Whether nurse and pharmacist have fulfilled this request or it is still pending.

**De-active patients:-**

Here is the list of all patients who are not now patient of hospital and their treatment has completed. These patients record is not active and is not appeared in searches and patient lists. However doctor can re-activate any patient record.

**Search patients:-**

Doctor can make search of patients here. Search can be made on the bases of PSSN or on the bases of patient name. All patient whose PSSN start from value written in text box will be shown and same as all patient whose name start from value written in text boxes will be shown.

**Search out patients:-**

Doctor can make search of out patients here. Search can be made on the bases of out patient SSN or on the bases of patient name. All patients who are out patient SSN start from value written in text box will be shown and same as all patient whose name start from value written in text boxes will be shown.

**Search document:-**

Doctor can search different documents from here. Documents can be searched by patient PSSN. It can also be searched by patient name and it can also be shown by document type. All documents of that patient or type will be shown.

**Schedule:-**

Doctor can check his/her schedule. Doctor can check his schedule on daily, weekly and monthly bases. He can check to which patient he has given appointment.

**Timing:-**

Doctor can adjust his/her timings and can enable or disable online appointment option. Timing set by doctor here will you at the time when user wants to send request.

**Change Password:-**

Doctor can change his/her password here. Password can only be changed if previous password is correct.

**Help for Nurse****Medication:-**

Here nurse can insert whether patient has taken his/her medicine or not. First of all insert patient PSSN number. Medication of that patient will be appearing. If you want to enter medication then click on “insert medication”. If any medicine is due for that date then it will be shown. Nurse wants to see patient medication sheet then click on “medication sheet”.

**Send Message:-**

Nurse can also send messages on this application to all doctors, administration, pharmacist, MS and laboratorists. Message to MS, administration, pharmacist and laboratorist can be send before or after selecting department. But to send message to a specific doctor first you have to select department then doctors of that department will be appear. For send message heading and message is compulsory field and attachment can also be made.

**Check messages:-**

Messages from all other modules to nurse module will be shown here. You can read and reply that message. Message history will remain continue.

**Out patient request:-**

Nurse can check out patient request send by doctor. First of all nurse will select department then requests of that department will be appear. If request is fulfilled and patient is treated then nurse will change status of request.

**Leave message:-**

When nurse is login, messages are appeared in separate window. These messages can be added here. If certain message has to give to a specific nurse then select department and nurse name, write message. Message will be appeared when nurse is login.

**Edit leave message:-**

From here messages that are appearing when nurse module is login is managed. You can set a message status deactivate. If message status is deactivated then it will not show. Text of message can also be changed here.

**Change Password:-**

Nurse can change his/her password here. Password can only be changed if previous password is correct.

## Help for Administration

### **Insert Bed:-**

Here you can insert a bed. You have to insert room number, bed number and department. Already inserted bed can also checked in this page. You can edit or delete any bed.

### **Allot Bed:-**

From this link administration can allot a bed to a patient. First you have to select department then all beds available in that department will be appeared. Give patient to whom you want to allot bed and click on button 'allot'. Bed will be allotted to that patient.

### **Leave Bed:-**

If any patient has leave bed then his entry will be made from this page. First select a page and then click on 'Leave' button.

### **Transfer Bed:-**

If patient is transferred from one bed to another then this entry will be made from this page. Select department and patient and then select bed to which you want to transfer patient.

### **Bed allotted:-**

Here you can see the list of all patients which have allotted bed and can see their room number and bed number.

### **Bed allotment history:-**

Administration can check bed allotment history of a patient and can charge accordings.

### **Billing:-**

In this page you can check the complete billing history of any patient. And can record if payment is received by clicking 'Receive payment'.

### **Charge Bill:-**

From this page administration can charge bill to patients. Amount, bill for, and patient unique number has to enter and bill will be charged to that patient.

### **Payment received:-**

In this page received payment is entered. Give how much amount you have received and give patient unique number. Payment will be recorded.

### **Send Message:-**

Administration can also send messages on this application to all doctors, pharmacist, MS and laboratorists. Message to MS, pharmacist and laboratorist can be send before or after selecting department. But to send message to nurses or to a specific doctor first you have to select department then nurses and doctors of that department will be appear. For send message heading and message is compulsory field and attachment can also be made.

**Check messages:-**

Messages from all other modules to administration will be shown here. You can read and reply that message. Message history will remain continue.

**Register Blood Donor:-**

From this page you can register blood donors.

**Blood Donors:-**

List of all blood donors can be seen here. This list can be sorted by name and status. You can check record of blood donor and can also edit record of blood donor.

**Receive blood:-**

In case blood is taken from a person than it will be record in this page. If blood donor is not registered than his record will be entered and if blood donor is registered than you only have to select that donor.

**Reserve blood:-**

Here is the list of all reserve blood. This list can be sorted by blood group or bag number.

**Search blood:-**

Administration can search reserve blood with respect to blood group.

**Search blood donor:-**

Administration can search blood donor with respect to their name or blood group. Search of present (Active) and past (deactivate) donors can be done.

**Blood issued:-**

When blood is issued to a patient then it will be recorded here. When you will select blood group then list of bags in which selected blood group is present will be shown. You also have to enter charges against this blood.

**Blood issued history:-**

Administration can check list of blood which have been issued.

**Register patient:-**

Administration can register a patient here. First you have to select whether you are going to register patient for one time treatment or as a regular patient. Then you have to fulfill form accordingly.

**Out patients:-**

Administration can view out patient's record, can edit and delete also. First you have to select department and then out patients list of that department will appear.

**Doctor status:-**

Administration can check doctor who are online now on this application and who are offline after selecting his/her department.

**Close record:-**

If patient treatment has completed than you can close his/her record. Patient record can only be closed if patient is not admitting in hospital and patient dues are clear. However doctor can also activate patient record.

**Insert payroll:-**

Admin will insert payroll of different employees here to maintain proper record of payrolls. Admin can select employee after selecting his/her type or department. Deductions can also insert here of that month payroll.

**Payrolls:-**

Payrolls of employees can be checked here. If a specific month will be selected then payrolls of that specific month will be shown. In case specific employee will be selected all payrolls of that employee will be shown. Administration can not edit these payrolls.

**Insert Attendance:-**

Administration can insert attendance of a employee on this page. First you have to select department and then all employees of selected department will be appear. If employee is present then you have to enter his/her coming time.

**Attendance:-**

Attendance of any employee can be checked through this page.

**Update Attendance:-**

Attendance can be update here. Leaving time of a employee will be inserted from here. Breaks can also be inserted here.

**Content editor:-**

Form here admin can manage pages which is shown for users. Admin can insert information about different departments of hospital. Can insert images, change font and all things which is required to manage these pages.

**Manage help:-**

Admin can manage help portion here. New categories and new questions in categories can be added and existing categories and existing questions can be edited.

**Set Email Text:-**

Administration will set text of different emails which will send to patients on different occasion.

**Change Password:-**

Administration can change password here. Password can only be changed if previous password is correct.

**Help for Pharmacist****Medicines:-**

List of medicines will be shown here. Detail of medicine can be checked and medicine can also be edited. If medicine has less stock then re order level than it will be shown in red color.

**Inventories:-**

Pharmacist can check inventory of any medicine. First of all you have to select group name, then you will enter text in textbox. All medicines inventories start from entered text and have registered under selected group will be shown. You can check detail of inventory and can also edit it. If you have returned any quantity back to vendor due to any reason than returned medicine entry will also made here.

**Returns:-**

Pharmacist can check returns of any medicine. Returns detail can also be checked and it can also be edited. First of all you have to select group name, then you will enter text in textbox. All medicines returns start from entered text and have registered under selected group will be shown.

**Add medicine:-**

New medicine will be added here. Medicine will appear under the group in which it is entered here.

**Vendors:-**

List of vendors of medicines can be checked here. Record of vendors can also be updated here.

**Enter inventory:-**

When inventory is received from a vendor then it will be recorded here. Expiry is compulsory to enter.

**Groups:-**

List of all medicines groups can be checked and edited here.

**Register vendor:-**

New vendor can be registered here.

**Send Message:-**

Pharmacist can also send messages on this application to all doctors, administration, MS and laboratorist. Message to MS, administration and laboratorist can be send before or after selecting department. But to send message to nurses or to a specific doctor first you have to select department then nurses and doctors of that department will be appear. For send message heading and message is compulsory field and attachment can also be made.

**Received messages:-**

Received messages from all other modules to pharmacist will be shown here. You can read and reply that message. Message history will remain continue.

**Search medicine:-**

Pharmacist can search medicines here. First of all you have to select group name, then you will enter text in textbox. All medicines start from entered text and have registered under selected group will be shown. From list you can also able to see the nearest expiry date of medicine. And you will record sale of medicine here. After click on 'sell' link you have to select quantity of sale and inventory from which medicine was sold. If nearest expiry date has passed then it will be shown in red color.

**Search inventories:-**

Pharmacist can search inventories here. First of all you have to select group name, then you will enter text in textbox. All inventories of medicines start from entered text and have registered under selected group will be shown. From list you can also able to see remaining unit of inventory.

**Search returns:-**

Pharmacist can search returns here. First of all you have to select group name, then you will enter text in textbox. All returns of medicines start from entered text and have registered under selected group will be shown.

**Sell medicine:-**

Any sale of medicine will be entered here. First you have to add all medicines that you are going to sell in cart. And then press sell button. In case you want to charge the bill of medicines to a registered or out patient then you can enter PSSN. Bill will be charged to that patient.

**Sales:-**

Sales of all medicines can be checked here. First of all you have to select group name, then you will enter text in textbox. All medicines sales start from entered text and have registered under selected group will be shown.

**Request for outpatient:-**

All out patient request sent by doctors will be appear here. Pharmacist can check request and can also update request status.

**Change Password:-**

Pharmacist can change password here. Password can only be changed if previous password is correct.

**Help for Laboratorist****Add document:-**

Laboratorist can upload documents of a patient from this page.

**Send Message:-**

Pharmacist can also send messages on this application to all doctors, administration, MS and pharmacist. Message to MS, administration and pharmacist can be send before or after selecting department. But to send message to nurses or to a specific doctor first you have to select department then nurses and doctors of that department will be appear. For send message heading and message is compulsory field and attachment can also be made.

**Received messages:-**

Received messages from all other modules to laboratorist will be shown here. You can read and reply that message. Message history will remain continue.

**Change Password:-**

Laboratorist can change password here. Password can only be changed if previous password is correct.

**Help for Patient****Documents:-**

Patient can check all his documents.

**Medication:-**

Patient can check all his medications.

**Billing history:-**

Patient can check his remaining dues and all his dues history and can pay his bill online via 'Paypal' and 2checkout.

**Appointment:-**

Patient can check his future appointments.

**Change Password:-**

Patient can change password here. Password can only be changed if previous password is correct.

