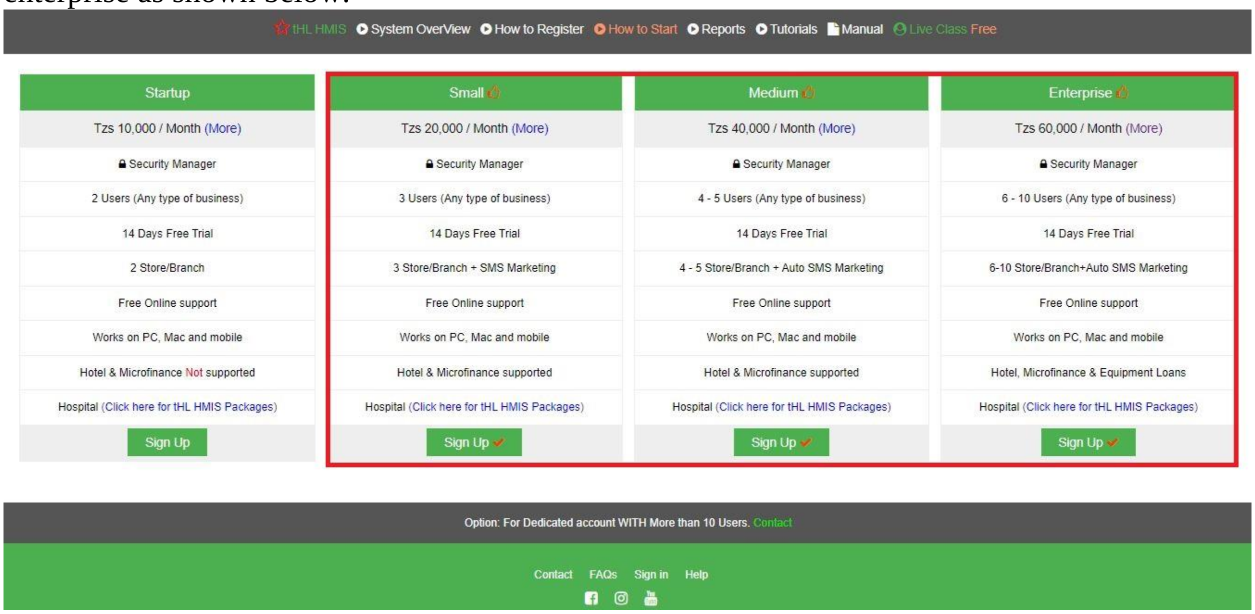
tHL HMIS User Manual

This is Hospital Management Information System that can help you to manage Outpatient, Inpatient, Pharmacy/Stocks, Medical records, Laboratory, Theatre, Appointment, Billing also provides all Hospital reports includes MTUHA and Financial reports.

All hospital levels can use this system starting from Maternity Home, Health Laboratory, Dispensary, Clinic, Poly Clinic, District Hospital, Regional Hospital, Zonal Hospital, Referral Hospital, etc.

In this system there are online and offline packages also integrated with NHIF as an option.
For online trial version which is not integrated with NHIF can be accessed in small, medium and enterprise as shown below.



Startup	Small	Medium	Enterprise
Tzs 10,000 / Month (More)	Tzs 20,000 / Month (More)	Tzs 40,000 / Month (More)	Tzs 60,000 / Month (More)
Security Manager	Security Manager	Security Manager	Security Manager
2 Users (Any type of business)	3 Users (Any type of business)	4 - 5 Users (Any type of business)	6 - 10 Users (Any type of business)
14 Days Free Trial	14 Days Free Trial	14 Days Free Trial	14 Days Free Trial
2 Store/Branch	3 Store/Branch + SMS Marketing	4 - 5 Store/Branch + Auto SMS Marketing	6-10 Store/Branch+Auto SMS Marketing
Free Online support	Free Online support	Free Online support	Free Online support
Works on PC, Mac and mobile	Works on PC, Mac and mobile	Works on PC, Mac and mobile	Works on PC, Mac and mobile
Hotel & Microfinance Not supported	Hotel & Microfinance supported	Hotel & Microfinance supported	Hotel, Microfinance & Equipment Loans
Hospital (Click here for tHL HMIS Packages)	Hospital (Click here for tHL HMIS Packages)	Hospital (Click here for tHL HMIS Packages)	Hospital (Click here for tHL HMIS Packages)
Sign Up	Sign Up	Sign Up	Sign Up

For online integrated with NHIF, offline not integrated with NHIF and offline integrated with NHIF packages click this link **Click here for tHL HMIS Packages** as shown below.

After clicking this link **Click here for tHL HMIS Packages,** the page below will be shown, where you can **Order Now** to contact us or sign up to get online enterprise package integrated with NHIF with 14 days free trial.

All hospital levels can use tHL Hospital Management Information System (HMIS) to manage Outpatient, Inpatient, Pharmacy/Stocks, Medical records, Laboratory, Theatre, Appointment, Billing also provides all Hospital reports includes MTUHA and Financial reports

OFFLINE & ONLINE PACKAGES

ONLINE integrated with NHIF

Packages	users	1 Month (Tzs)	3 Months (Tzs)	6 Months (Tzs)	1 year (Tzs)	Action
Enterprise	10	100,000	270,000	500,000	900,000	Sign Up
Dedicated	20	200,000	540,000	1,000,000	1,800,000	Order Now
Dedicated Pro	30	300,000	850,000	1,600,000	3,000,000	Order Now
Corporate	40	400,000	1,080,000	2,000,000	3,600,000	Order Now
Premium	40+ (Request for quotation)					

OFFLINE NHIF not integrated

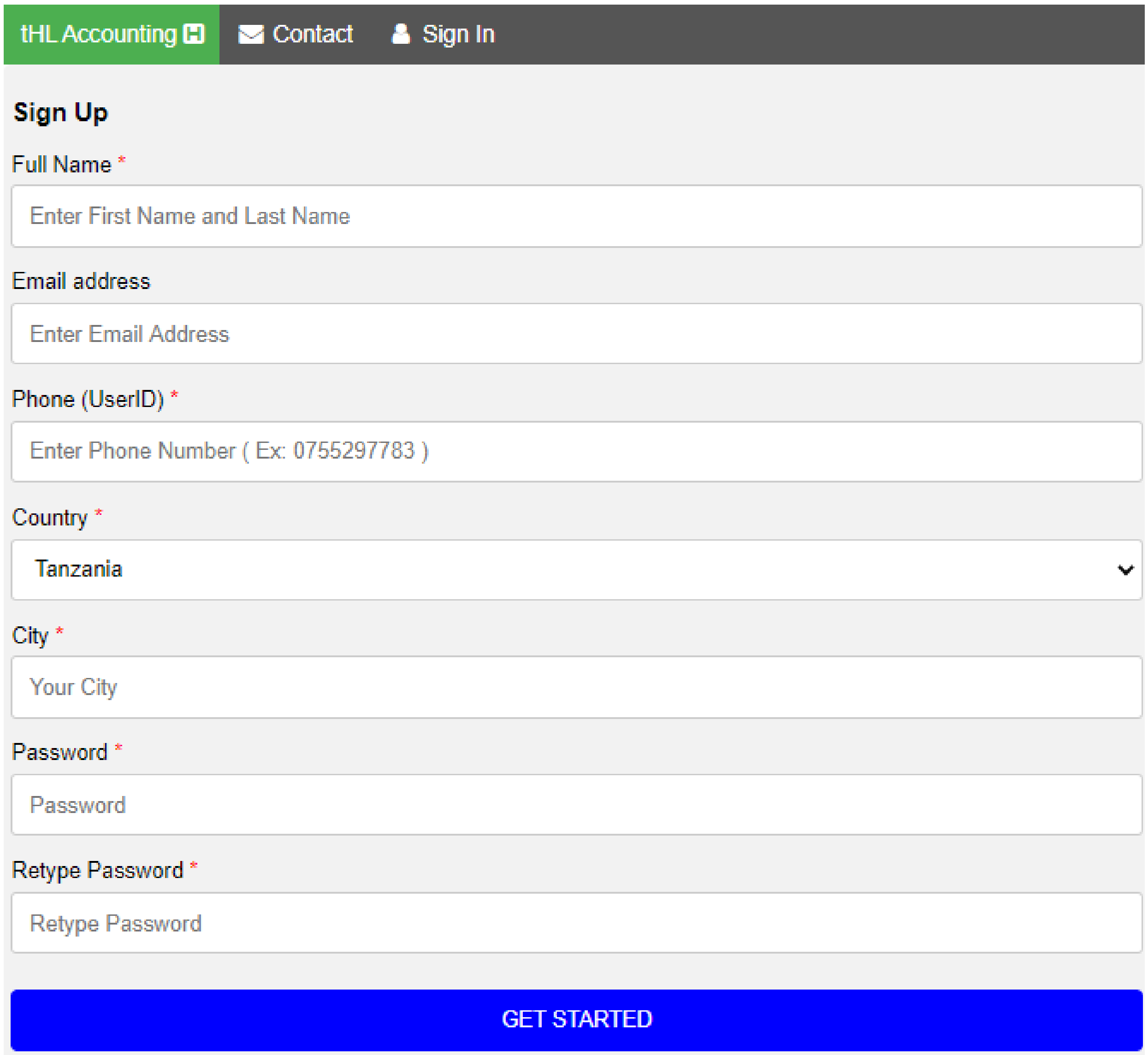
Packages	users	1 Month (Tzs)	3 Months (Tzs)	6 Months (Tzs)	1 year (Tzs)	Action
Enterprise	10	100,000	270,000	500,000	900,000	Order Now
Dedicated	20	200,000	540,000	1,000,000	1,800,000	Order Now
Dedicated Pro	30	300,000	850,000	1,600,000	3,000,000	Order Now
Corporate	40	400,000	1,080,000	2,000,000	3,600,000	Order Now
Premium	40+ (Request for quotation)					

OFFLINE intergrated with NHIF

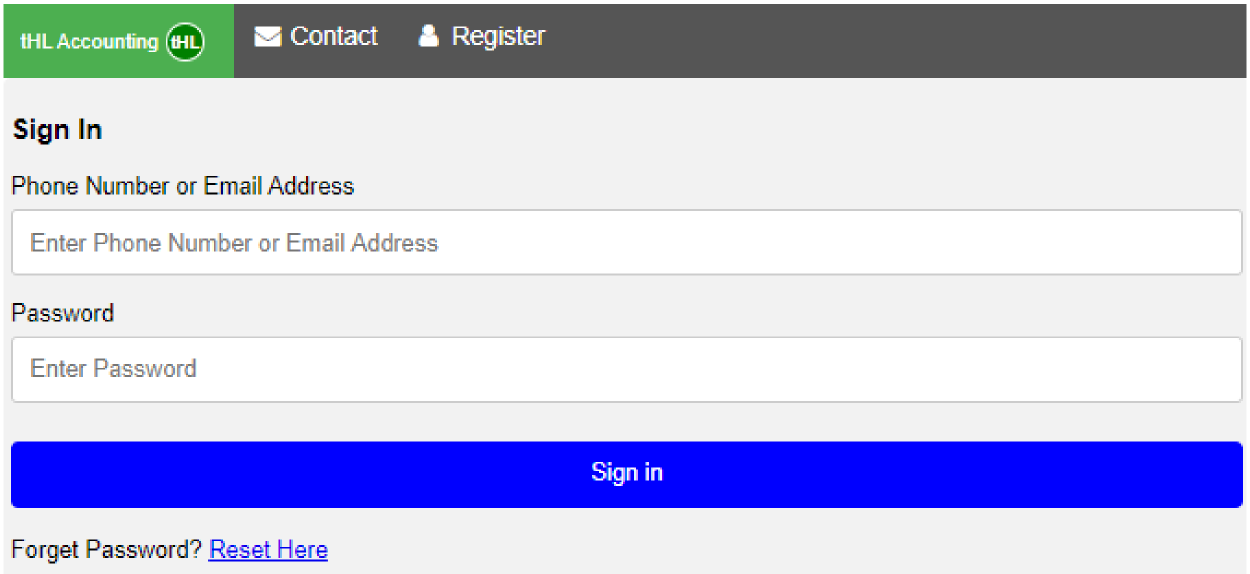
Packages	users	1 Month (Tzs)	3 Months (Tzs)	6 Months (Tzs)	1 year (Tzs)	Action
Enterprise	10	150,000	420,000	800,000	1,500,000	Order Now
Dedicated	20	300,000	800,000	1,500,000	2,800,000	Order Now
Dedicated Pro	30	450,000	1,300,000	2,500,000	4,500,000	Order Now
Corporate	40	600,000	1,700,000	3,200,000	6,000,000	Order Now
Premium	40+ (Request for quotation)					

1.0 Sign Up process

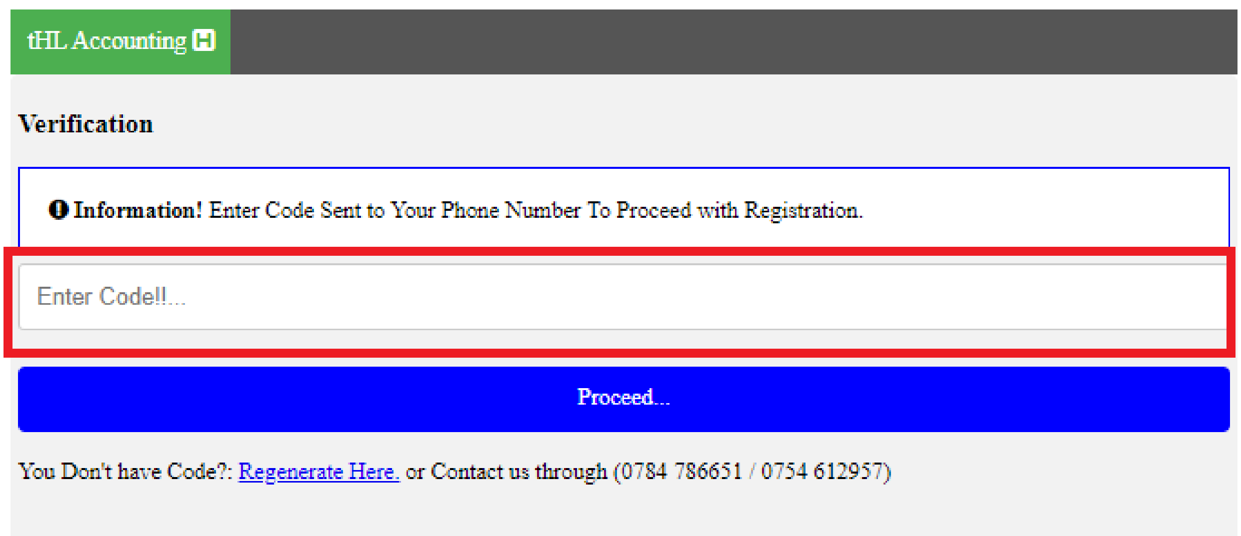
1.1: For online packages subscribers after clicking **sign up** button, below form will be shown where will be required to fill all necessary information then click **Get Started** button.



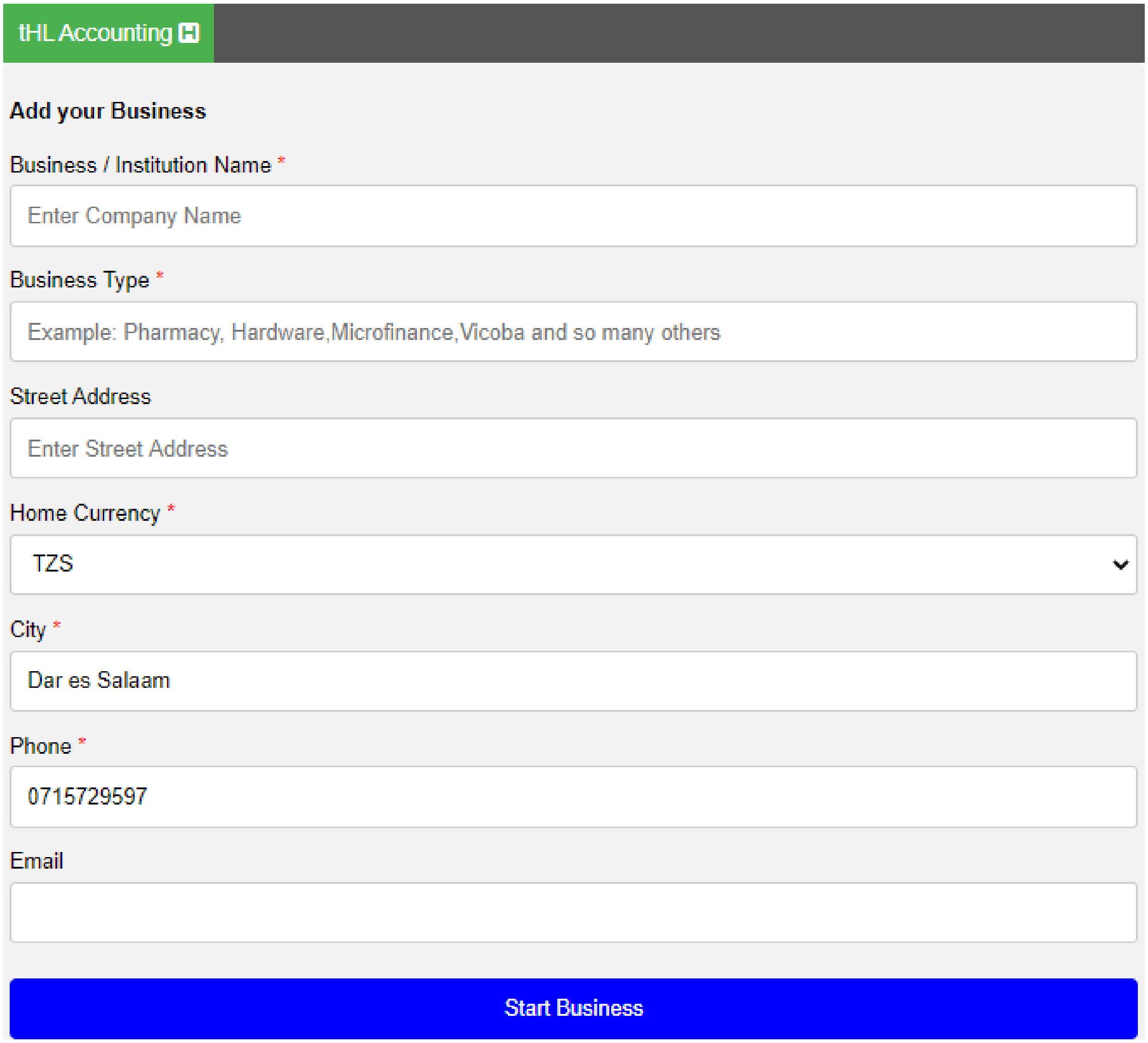
The sign in page will be shown as below, where you will be required to enter phone number and password then click **Sign In** button.



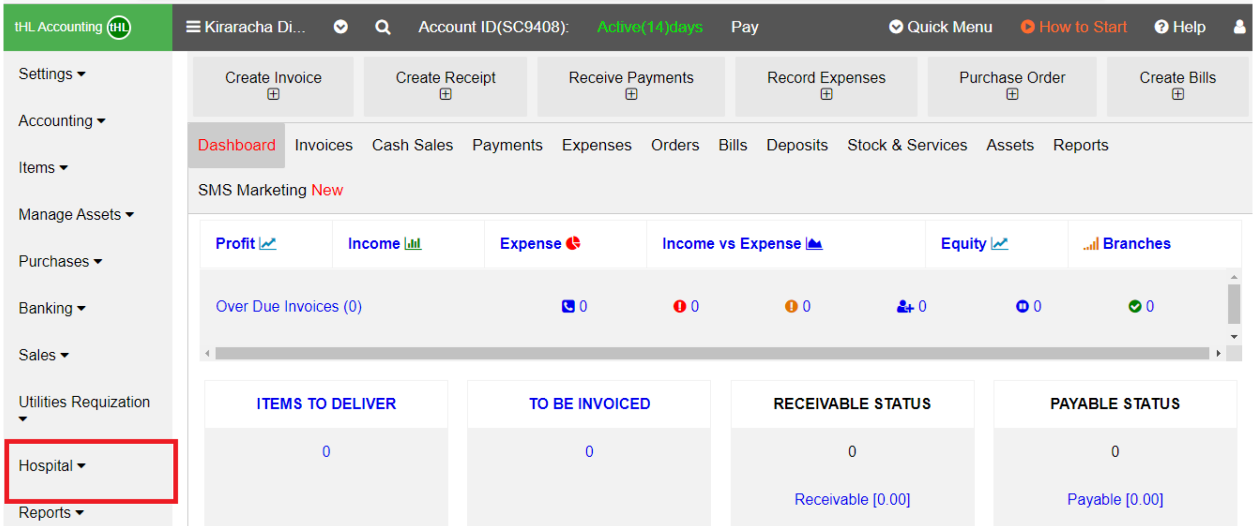
After signing in the verification code will be sent to the same phone number you used to register on system as username. Use it to do Verification then click Proceed; see the below image for more clarification.



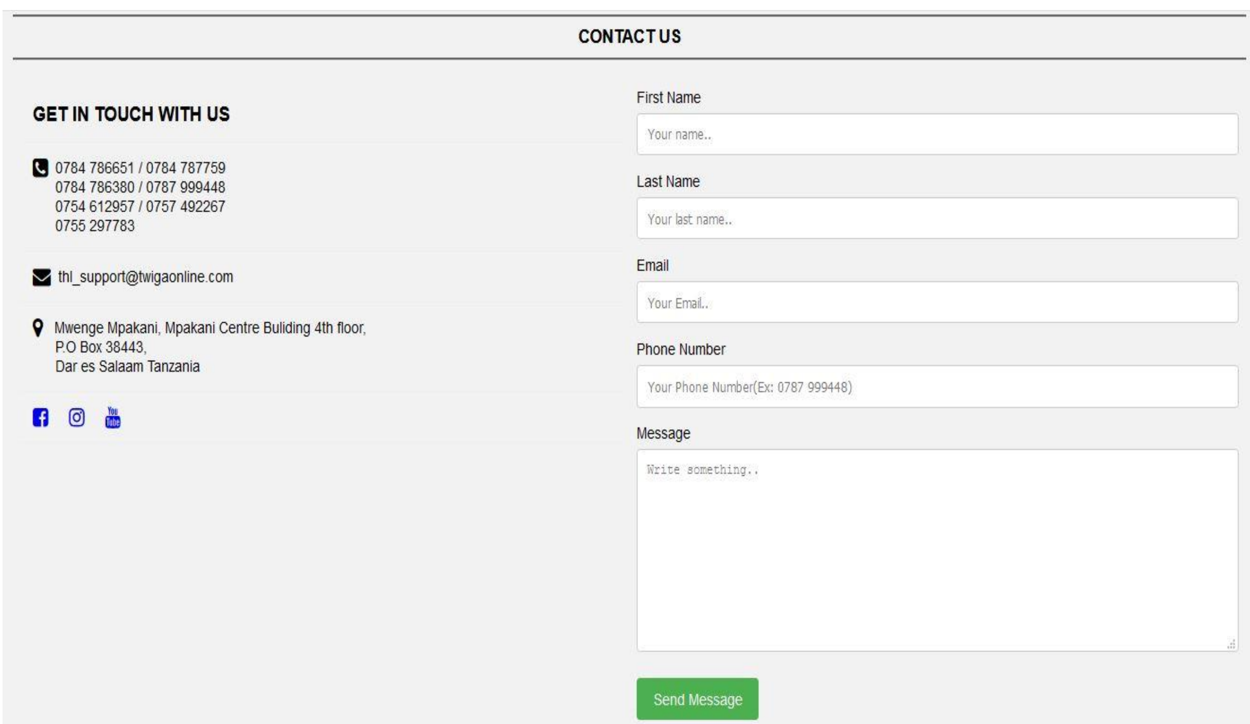
After clicking proceed below form will be shown where you will be required to fill business information then click **Start Business** button.



After clicking start business form below will be shown.



1.2: For online/offline packages with/without NHIF integration subscribers click **Order Now** button to contact us, the below form will be shown where you will be required to fill all information then click **Send Message** button and the office will contact you for more information.



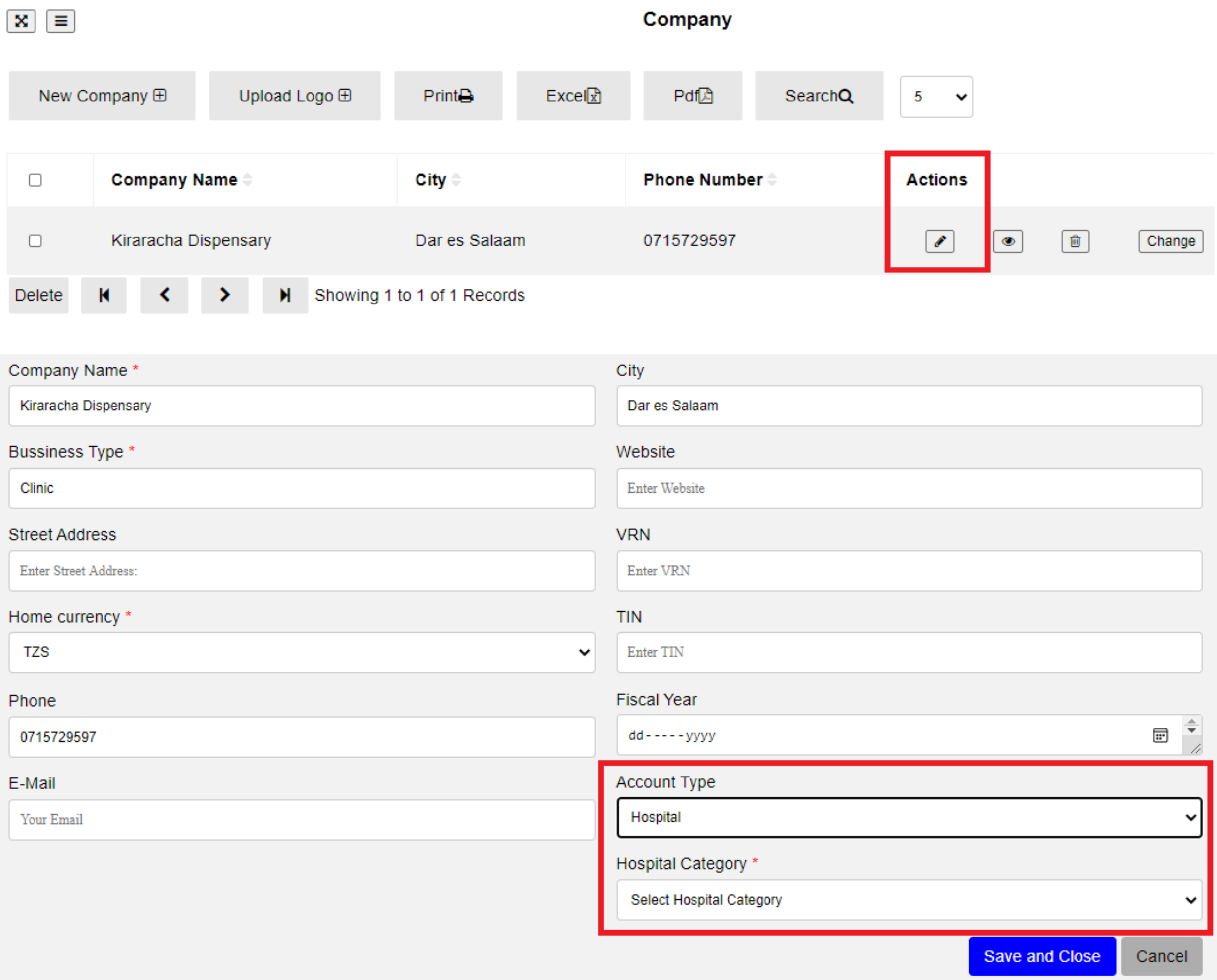
2.0 System Setup Process:

2.1 Settings

In the settings module you will be able to add and modify company information. You will also be able to register users of the system as well as assign them to the department in which they will be operating.

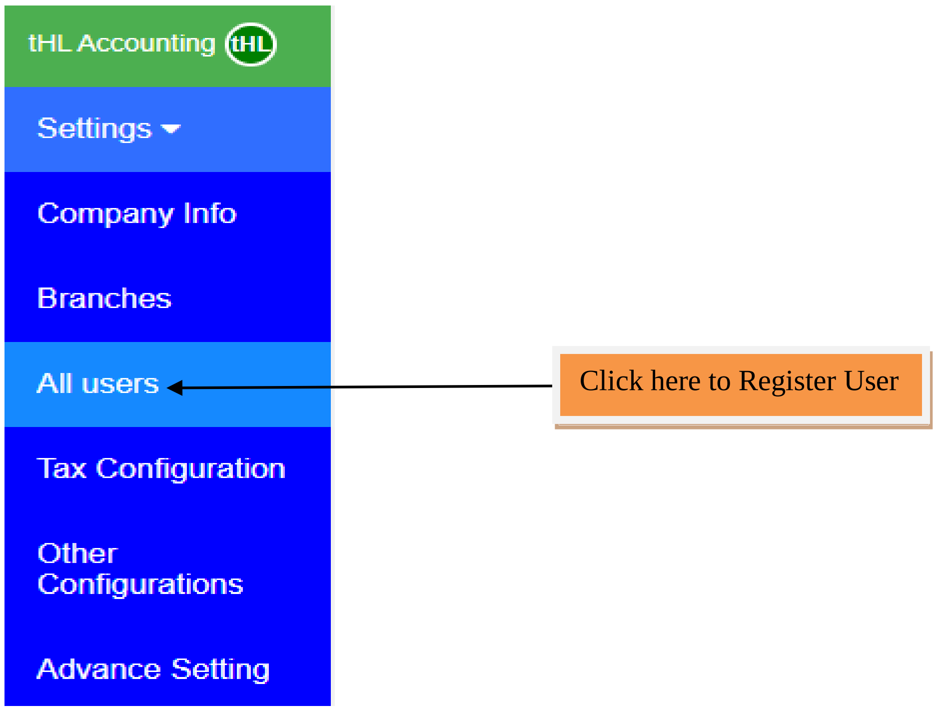
2.2 Company Info

Here you can create new company, upload logo; also you can change to either microfinance or accounting and in case you have more than one company you can choose one as default.

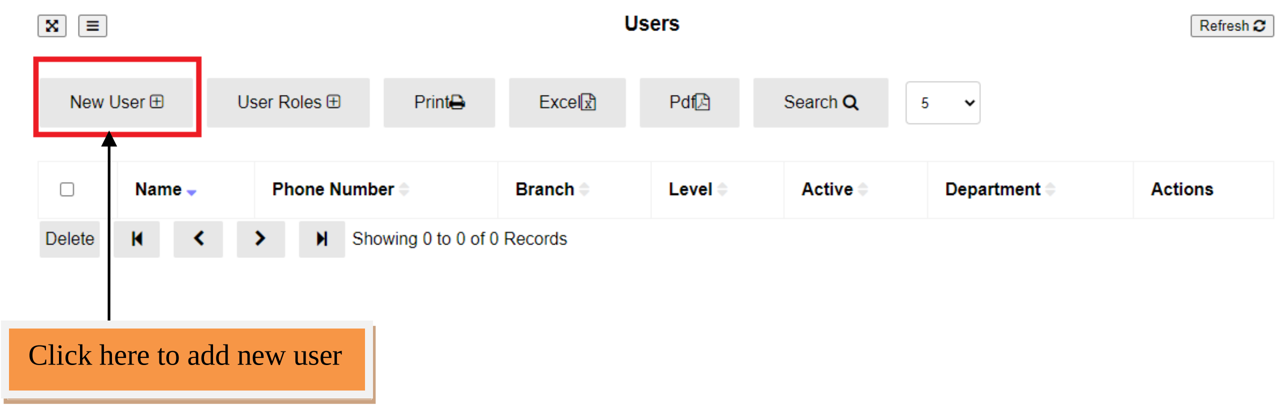


2.3 Users

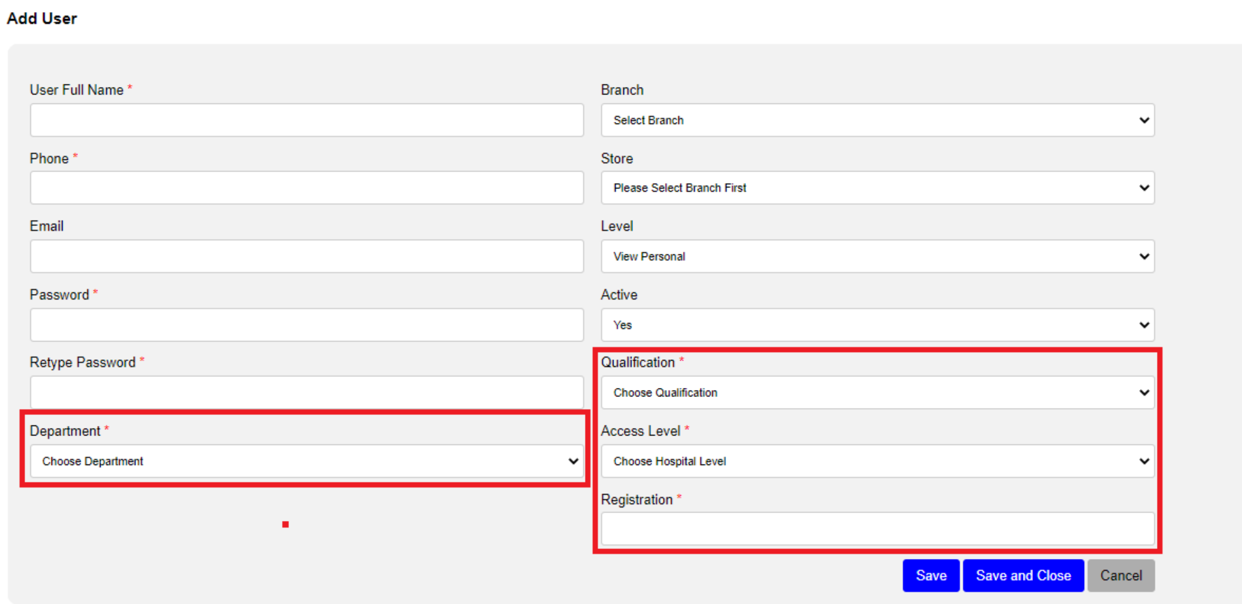
Here you can register users like Doctors, Nurses and others click on **Settings >All Users >New User**



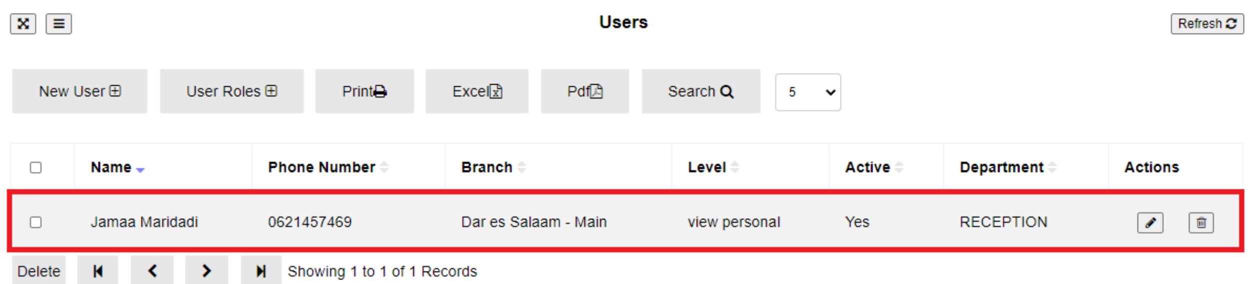
Click **New User** tab to fill user details,



Fill all the required details as shown on form below, select department, Qualification and Access level where you can select **hospital level** if you want the user to access hospital only or you can select **accounting** if you want user to access both, click **Save** to add another user or **Save and Close** to leave the page or **Cancel** to quit the whole process.



The list of all Users will be shown as below image,

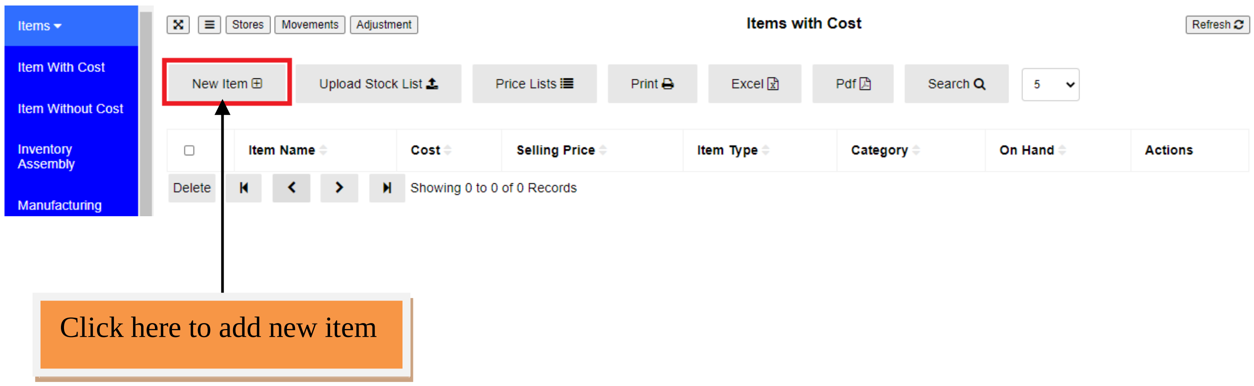


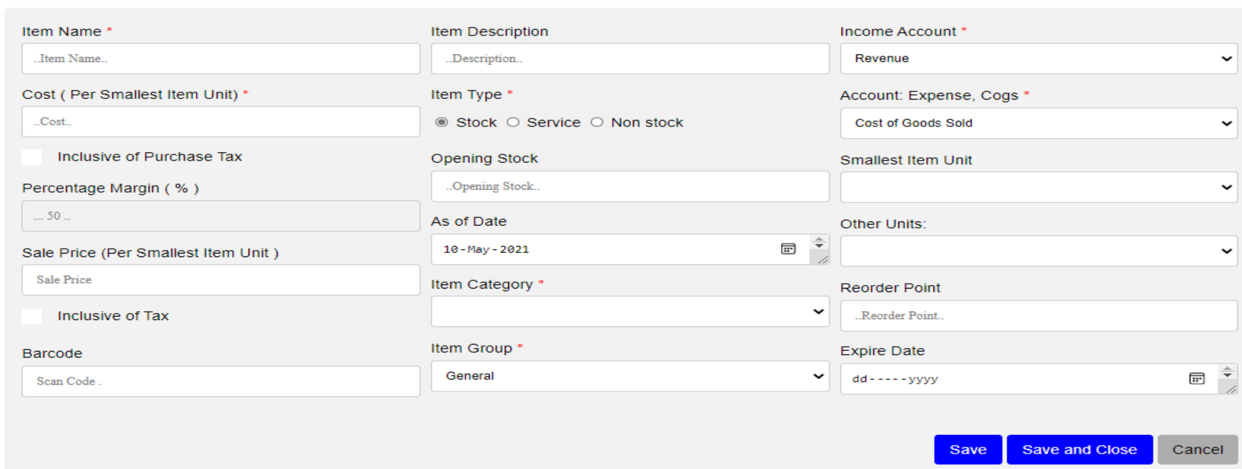
2.4. Items

Item is anything that your company buys, sells or resells in the course of business. Under Items module you can create all items and services that your business dealing with.

2.5 Item with Cost

Items with Cost are those items you purchase in order to sell them that you incur cost to get them then you sell. **Click Item with Cost** then click **New Item**, fill all the required fields then click **Save** to add another item or **Save and Close** to leave the page or **Cancel** to quit the whole process. To upload the items click **Upload Stock List** then download a sample file format to add the items and upload the file with CSV Format.

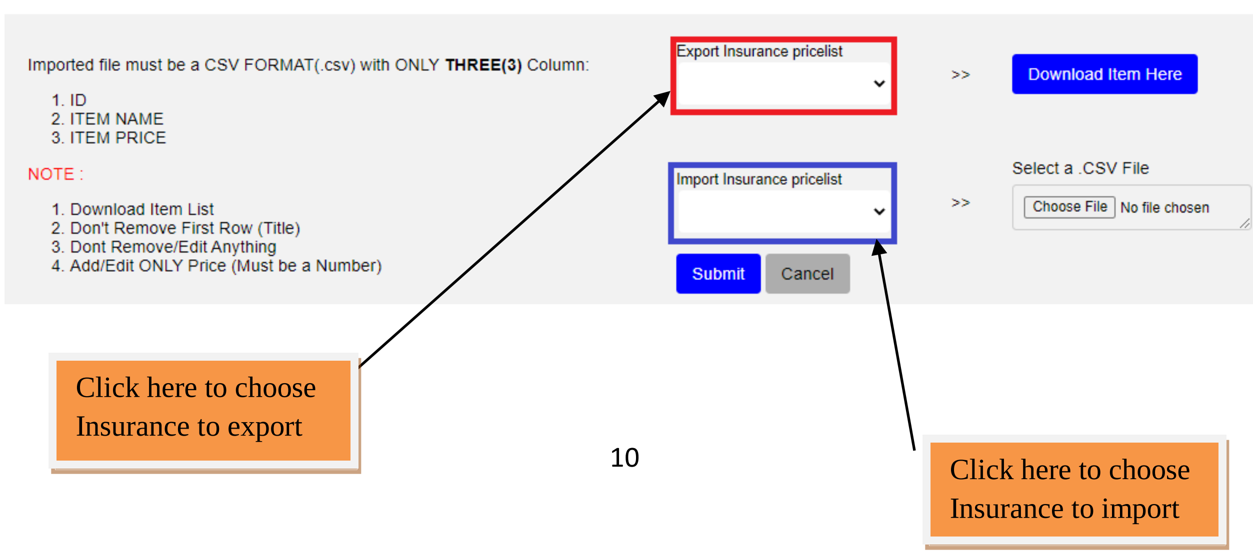




2.6 Price List

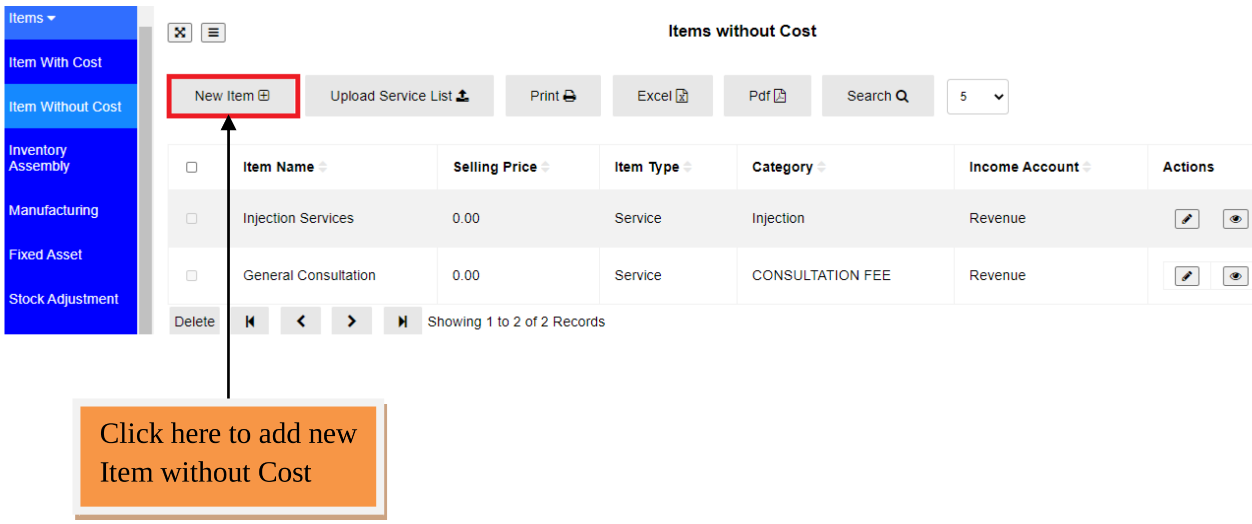
Price List is used to add **Insurance** or **Cash** Price. To add Price, go to **Items** then **Item with Cost**, click **Price Lists** then select specific Insurance or Cash and click **Download Item Here** button. In that downloaded excel file add Price without changing **ID** and **Item Name** in the first row then upload the file with CSV Format. Before upload select specific insurance or cash in the import insurance pricelist as shown below.

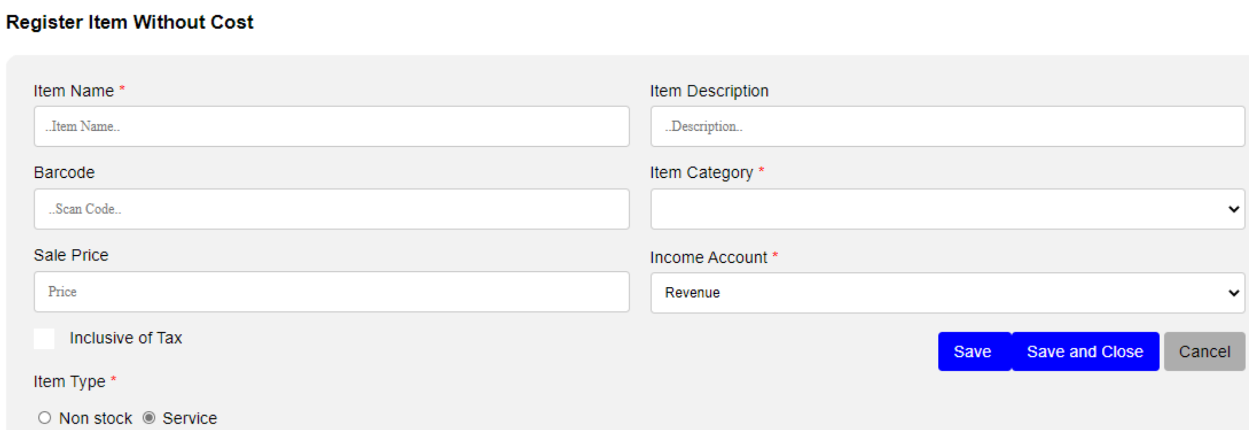
NOTE: *To perform above action the items must have been already registered in the system.*



2.7 Item without Cost

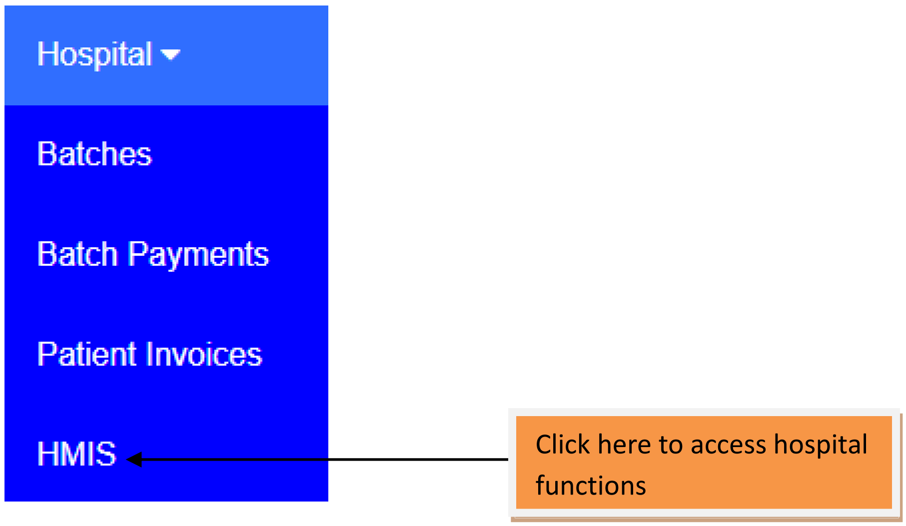
Item without Cost is that item which has no direct purchasing price such as Service. To create Item without cost go to Item, Click **Item without Cost** then click **New Item**, fill all the required fields then click **Save** to add another Item or **Save and Close** to leave the page or **Cancel** to quit the whole process.



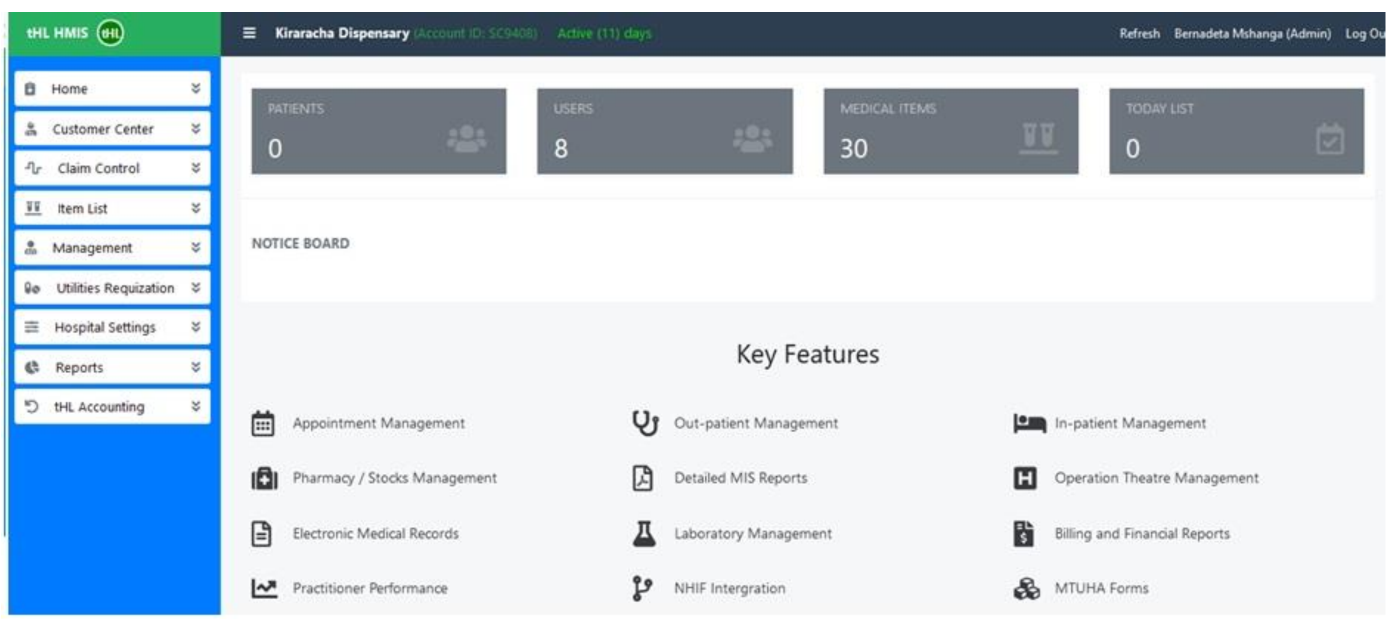


3.0 Hospital Setup & Functions

In order to access hospital functions so as to operate hospital business click **HMIS,** under hospital module



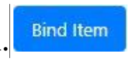
After entering HMIS the dashboard will appear as shown below

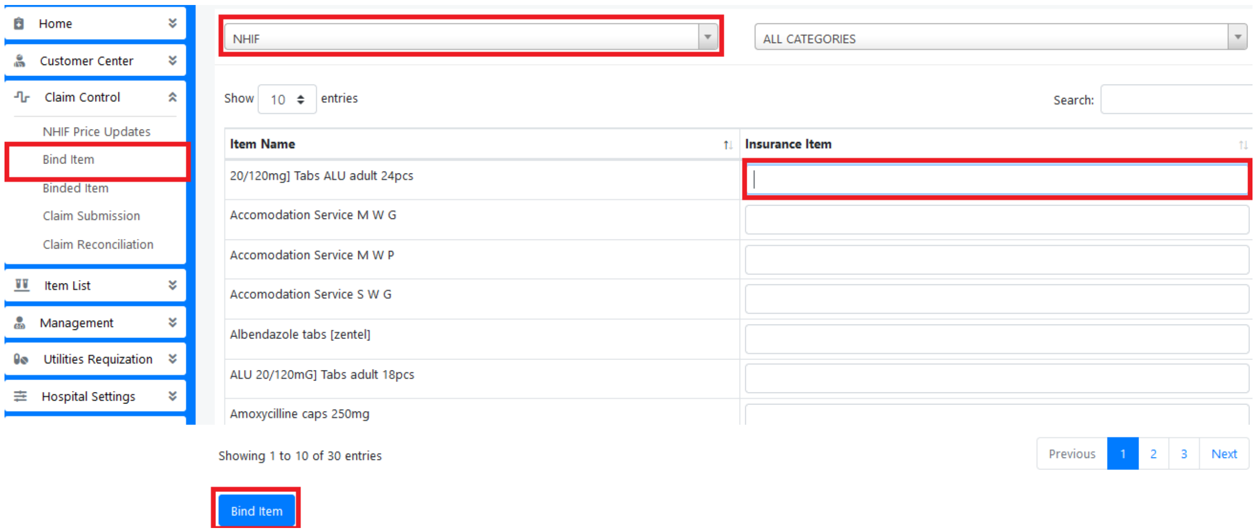


3.1 Claim Control

This module is special for NHIF insurance to update price, bind items and submit claims.

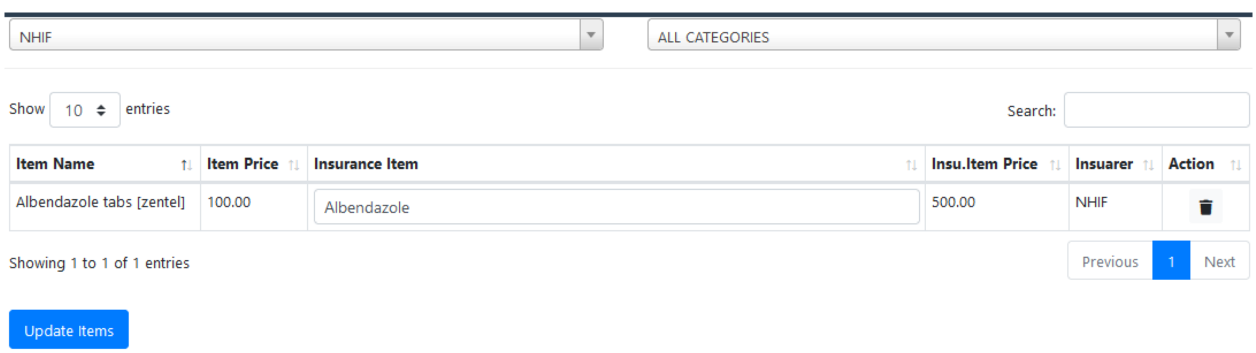
3.2 Bind Item

The purpose of binding an item is to match those cash items and services with NHIF price list. To perform this go to **Claim Control** click **Bind Item** select NHIF insurance, Category and fill the insurance item then click **Bind Item** button. 



3.4 Binded Item

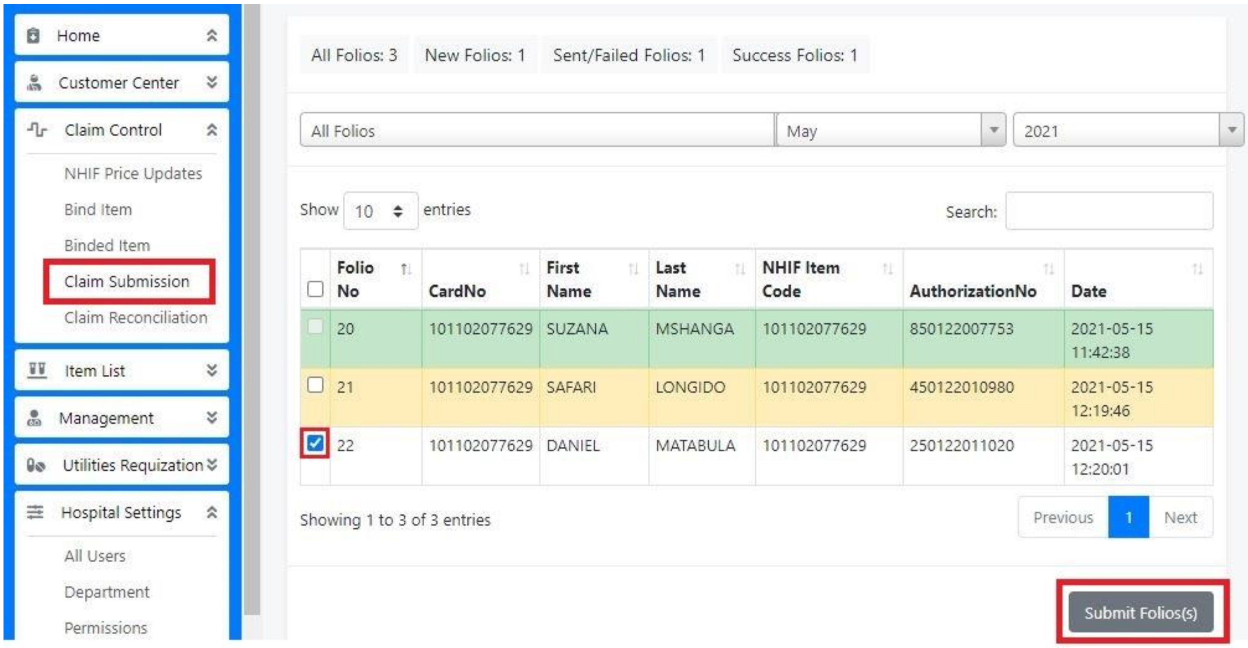
Here are the lists of binded items



3.5 Claim Submission

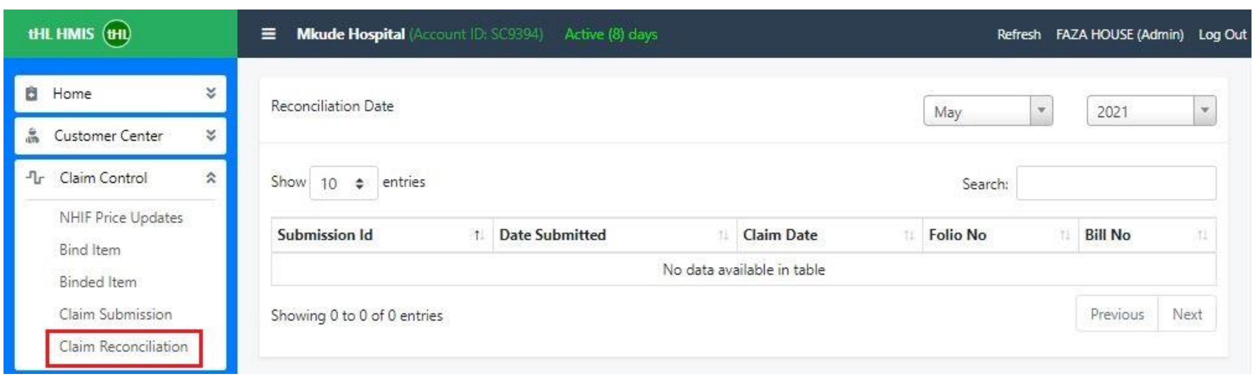
This sub module is used to submit NHIF Claims to NHIF office. To view all Claims, go to **Claim Control** then **Claim Submission**. All NHIF Claims within a specific month are shown on **All Folios**, NHIF Claims to be submitted are shown on **New Folios** with white colour, NHIF Claims submitted but failed are shown on **Sent/Failed Folios** with Orange colour, NHIF Claims submitted successfully are shown on **Success Folios** with green colour. To submit NHIF Claims put tick sign on folios to be submitted then click **Submit Folios.**

NOTE: *Number in front of folios implies total number of claims.*



3.6 Claim Reconciliation

This sub module is used to view NHIF Claims attended by NHIF office after Claim Submission. To view Claim Reconciliation, go to **Claim Control** then **Claim Reconciliation.**

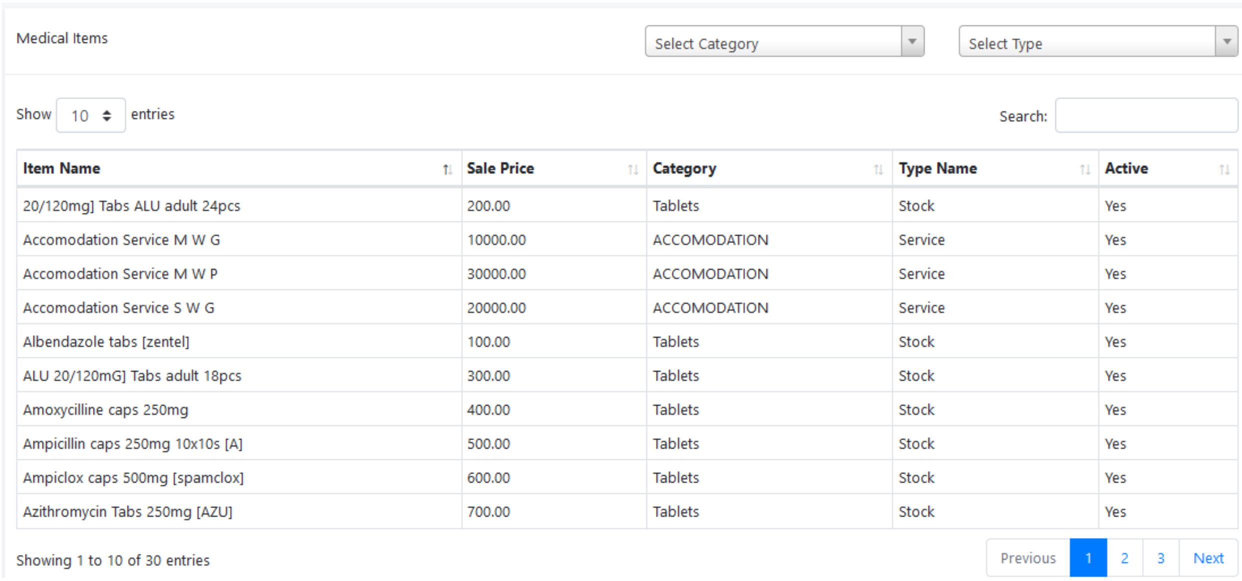


3.7 Item list

The items and services created in system setup process above appear here in the item list module.

3.8 All Items

The list shown in the image below



Medical Items

Select Category | Select Type

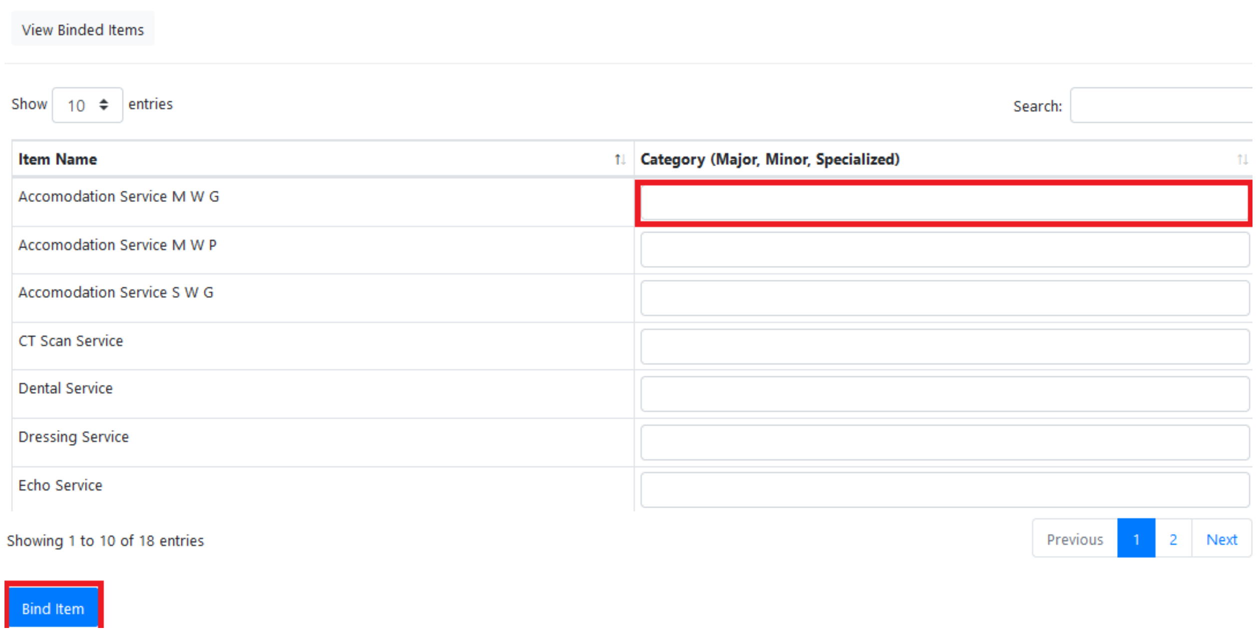
Show 10 entries | Search:

Item Name	Sale Price	Category	Type Name	Active
20/120mg] Tabs ALU adult 24pcs	200.00	Tablets	Stock	Yes
Accomodation Service M W G	10000.00	ACCOMODATION	Service	Yes
Accomodation Service M W P	30000.00	ACCOMODATION	Service	Yes
Accomodation Service S W G	20000.00	ACCOMODATION	Service	Yes
Albendazole tabs [zentel]	100.00	Tablets	Stock	Yes
ALU 20/120mG] Tabs adult 18pcs	300.00	Tablets	Stock	Yes
Amoxycilline caps 250mg	400.00	Tablets	Stock	Yes
Ampicillin caps 250mg 10x10s [A]	500.00	Tablets	Stock	Yes
Ampiclox caps 500mg [spamclox]	600.00	Tablets	Stock	Yes
Azithromycin Tabs 250mg [AZU]	700.00	Tablets	Stock	Yes

Showing 1 to 10 of 30 entries | Previous 1 2 3 Next

3.9 Item Sub Category

There are some services which can be binded by the sub category. To bind go to Item List >Item Sub Category select what you want to bind then click Bind Item, see the image below



View Binded Items

Show 10 entries | Search:

Item Name	Category (Major, Minor, Specialized)
Accomodation Service M W G	
Accomodation Service M W P	
Accomodation Service S W G	
CT Scan Service	
Dental Service	
Dressing Service	
Echo Service	

Showing 1 to 10 of 18 entries | Previous 1 2 Next

Bind Item

4.0 Hospital Settings

In hospital settings there are various sub modules that enable the system administrator to make settings based on how the system works.

Hospital Settings

- All Users
- Department
- Permissions
- User Service
- Insurance Settings
- Department Service
- NotesBoard
- Data Sync

4.1 All Users

All system users and their departments are created into the accounting system and flow to HMIS. To see the list click **all users** sub module, you can edit it to set the digital signature that will appear in NHIF claim form.

All Users

All Department

Show 10 entries

Search:

name	department	login	registration	qualification	Actions
Jamaa Maridadi	RECEPTION	0621457469		Medical Assistant	
Ngosha Jamali	LABORATORY	0788999000		Medical Assistant	
Nengepeta Mtawa	NURSE	0766112233		Medical Assistant	
Judith Magere	CASHIER	0654032540		Medical Assistant	
Kamongo Kamongo	PHARMACY	0769989898		Medical Assistant	
Nguli Abuu	RADIOLOGY	0765121212	7657	Medical Assistant	
Stanslaus Nsemiwe	DOCTORS	0766787878	SM00054	M.D	
Bernadeta Mshanga	ADMIN	0715729597			

Showing 1 to 8 of 8 entries

Previous 1 Next

4.2 Department

Here is a list of all departments and users in each department with their given permissions and status.

All Department

Active & InActive

Show 10 entries Search:

name	users	permissions	active
ACCOUNTS (0)		Management Reports Mytask Todaylist Preview_file	Active
ADMIN (1)	Bernadeta Mshanga	Claim Reports Insurance_invoices Insurance_outstandings	Active
AUDIO (0)		Management Reports Mytask Todaylist Preview_file Service_results	Active

4.3 Permissions

The system administrator gives users various roles through this permission module. To give permission go to hospital settings click permission, select permission and department then click save permission. See below image for clarification

Hospital Permissions

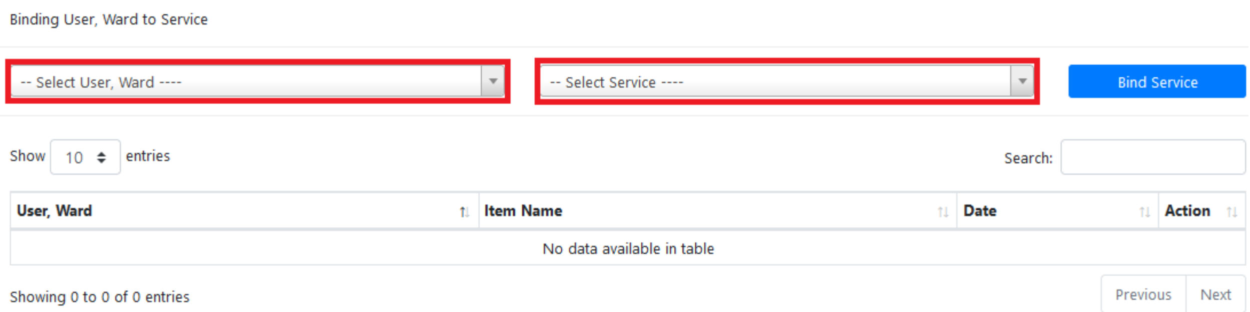
Permissions | Department | save permission

Show 10 entries Search:

Permission	Department	Active	Action
admit	Dental	Active	
admit	Eye	Active	
admit	Doctors	Active	
appointment	Eye	Active	
appointment	Doctors	Active	
appointments	Doctors	Active	
appointments	Eye	Active	

4.4 User Service

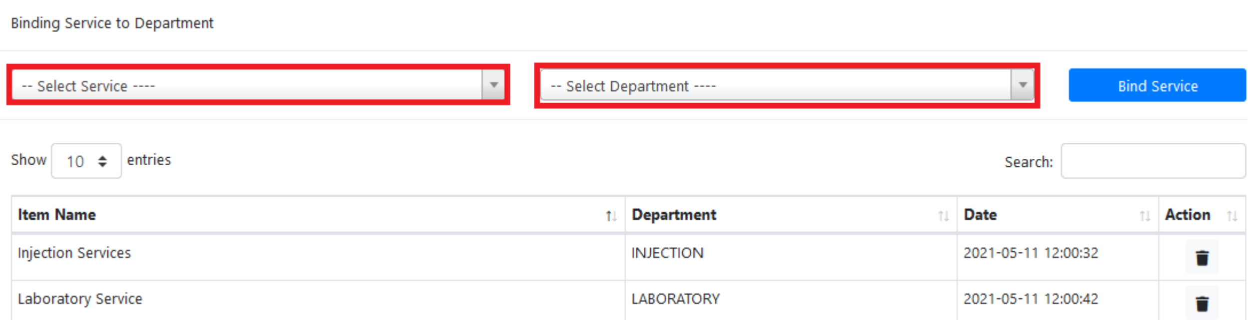
This sub module is used to bind users, wards to service i.e Specialists Doctors and their Consultation Fee as well as the ward and it's Accommodation. To perform this process go to **Hospital Settings > User Service** then select name of **user** or **ward** then select **service** and then click **Bind Service**. See below image.



User, Ward	Item Name	Date	Action
No data available in table			

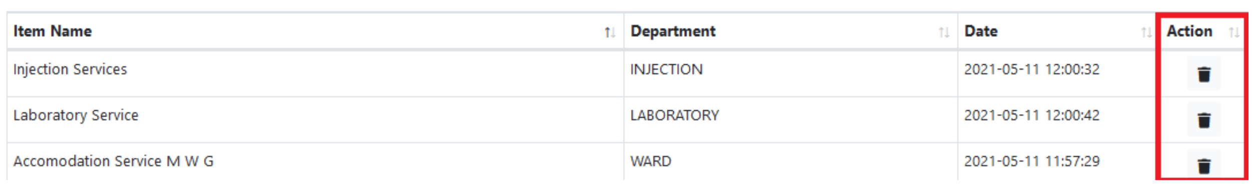
4.5 Department Service

Here we bind all services with their respective departments. To bind go to **Hospital Settings** > **Department Service** then select **service** and **department** then click **Bind Service**. See below image.



Item Name	Department	Date	Action
Injection Services	INJECTION	2021-05-11 12:00:32	
Laboratory Service	LABORATORY	2021-05-11 12:00:42	

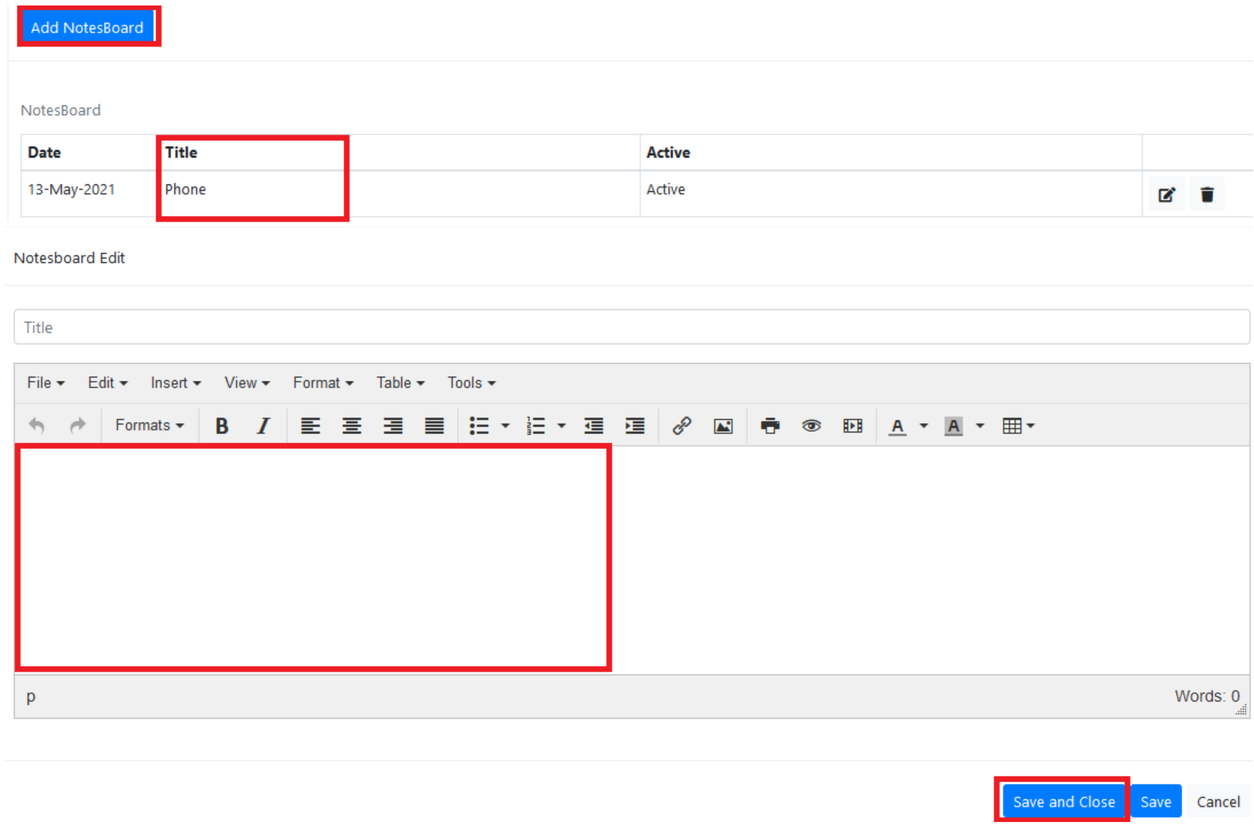
NOTE: *If you bind service by mistake you can delete the binded service by going to Action column and click the delete icon as shown below*



Item Name	Department	Date	Action
Injection Services	INJECTION	2021-05-11 12:00:32	
Laboratory Service	LABORATORY	2021-05-11 12:00:42	
Accomodation Service M W G	WARD	2021-05-11 11:57:29	

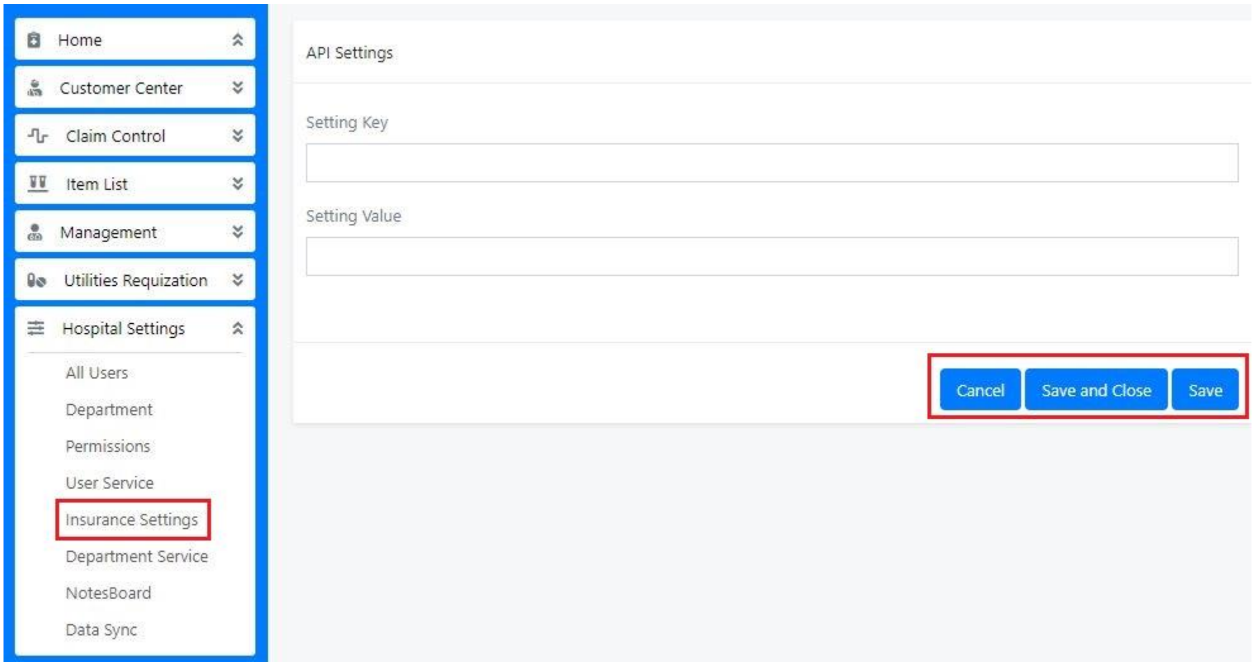
4.6 Notice Board

This is part of placing any advert and these adverts appear on the dashboard when a user logs into the system. To add Notice Board go to Hospital Settings > Notice Board then click Add NoticeBoard button, put title and subject then click Save and Close.



4.7 Insurance Settings

This sub module is used to add or update NHIF Settings. These settings are used for NHIF Claim Submission, Patient Verification and Authorization. To add NHIF Settings, go to **Hospital Settings** then **Insurance Settings**, click **Add Settings** then fill Setting Key and Setting Value then click **Save** to add another Setting or **Save and Close** to leave the page or **Cancel** to quit the whole process.



To Update NHIF Settings, go to **Hospital Settings** then **Insurance Settings**, fill all the required fields then click **Update Settings.**

5.0 Patient Flow Management

After Admin makes settings on the system then other users will start using the system individually in their departments, starting by receptionist who is the first to register the patient and send him/her to the next department.

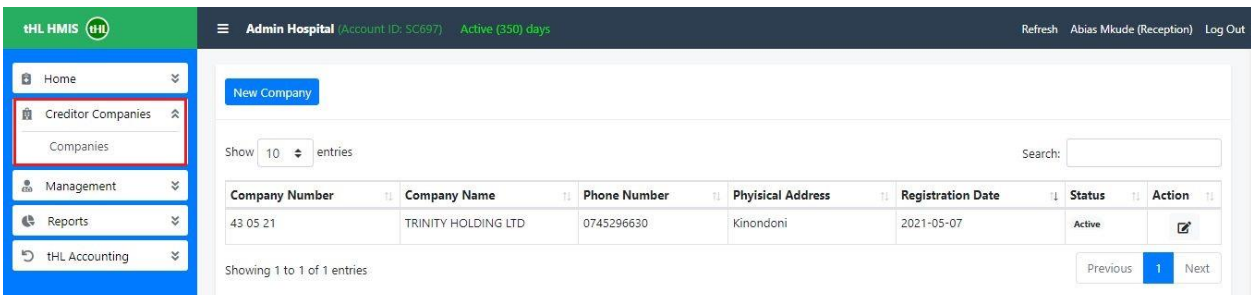
There are total of 22 departments explained

5.1 RECEPTION

In this Department you will be able to add new patients or company (creditor) and initiating patient visit to other departments.

5.2 Company (Creditor)

This module is used to add or edit company (creditor) information. The company (creditor) created will be used as a Principle Member of a patient.

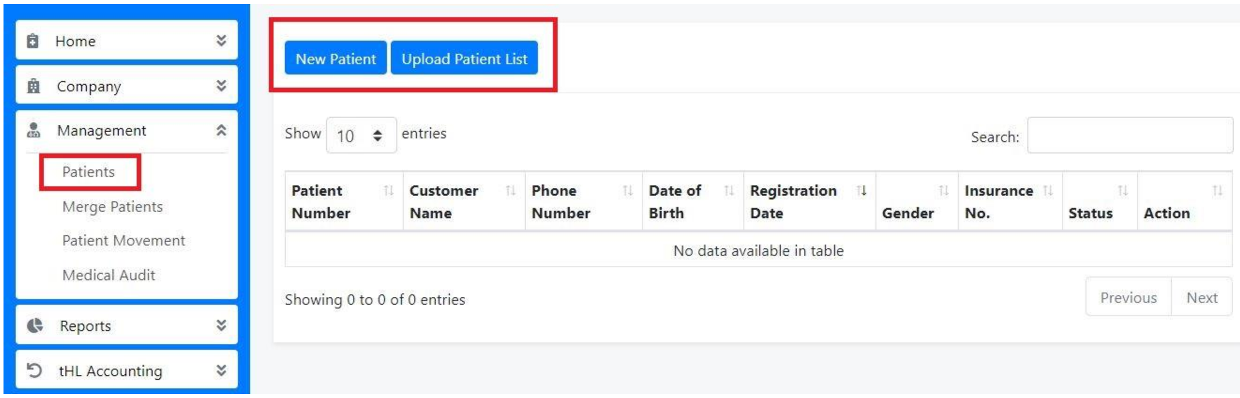


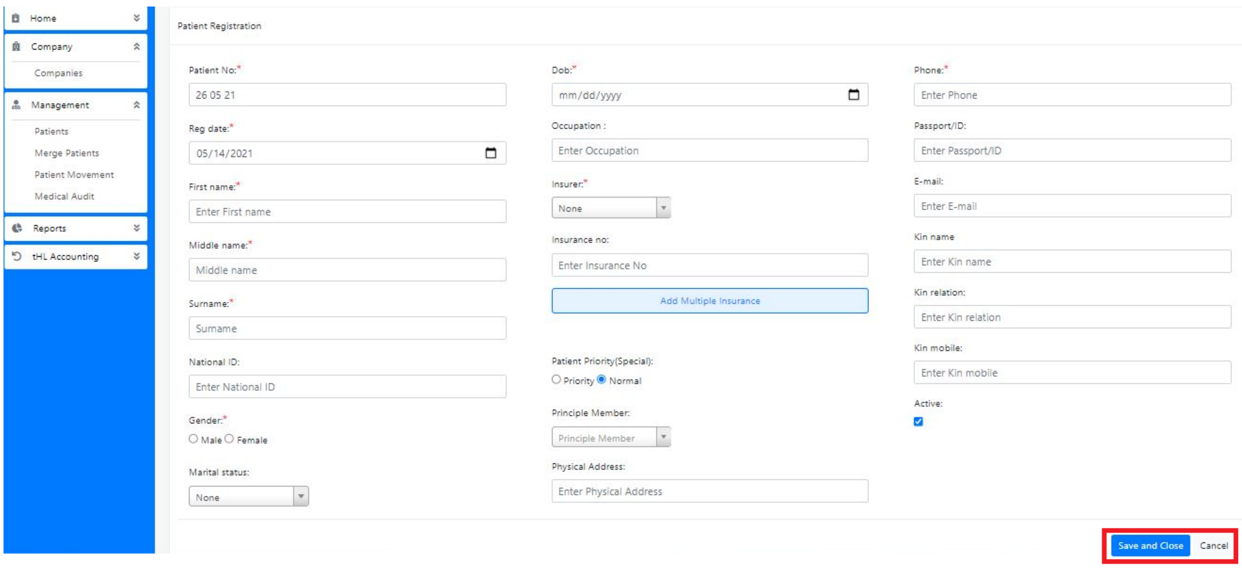
5.3 Management

This module contains three sub modules which are **Patients**, **Merge patients** and **Patient Movement**.

5.4 Patient

This sub module is used to add or edit patient information. Click **Management** then **Patients** and then **New Patient** to add new patient information or click **Upload patient list** button to upload list of patients.

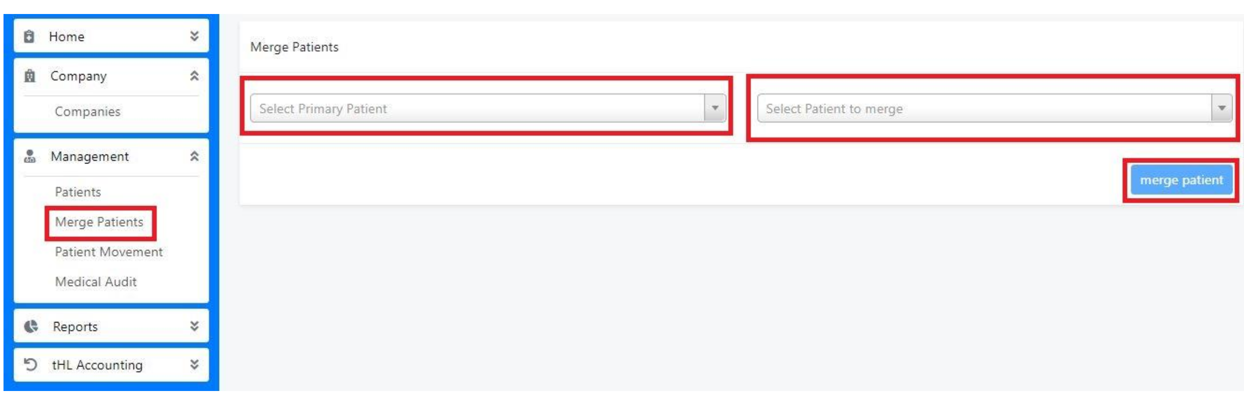




Record all patient information then click **Save and Close** to save or **Cancel** to stop the process.

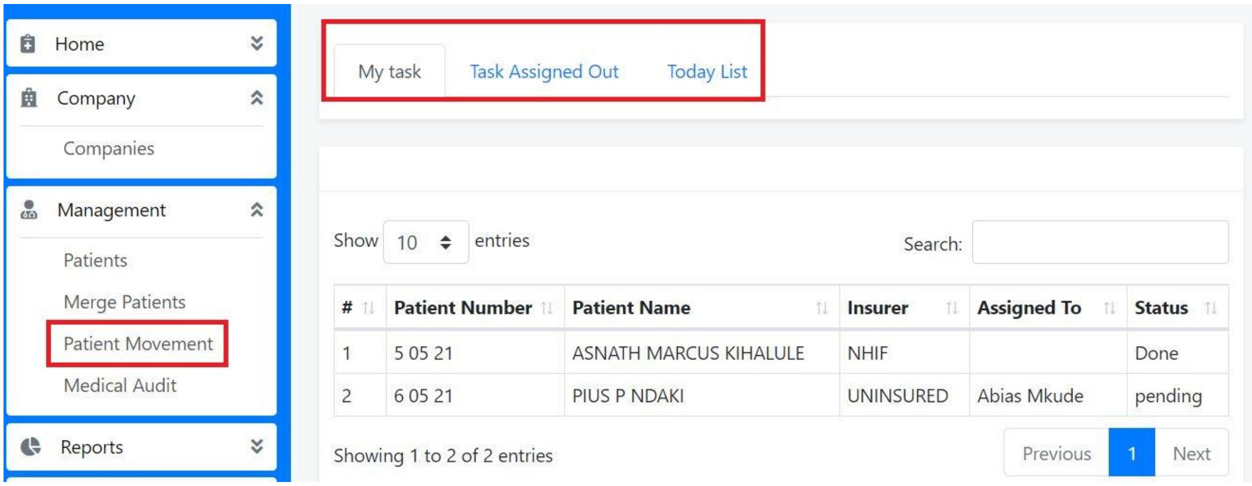
5.5 Merge Patients

This sub module is used to merge primary patient with the duplicate patient. Click **Merge Patient** then on the left side select Primary Patient and on the right side select the Patient to merge (duplicate patient), Click **merge patient** button to proceed with the process.

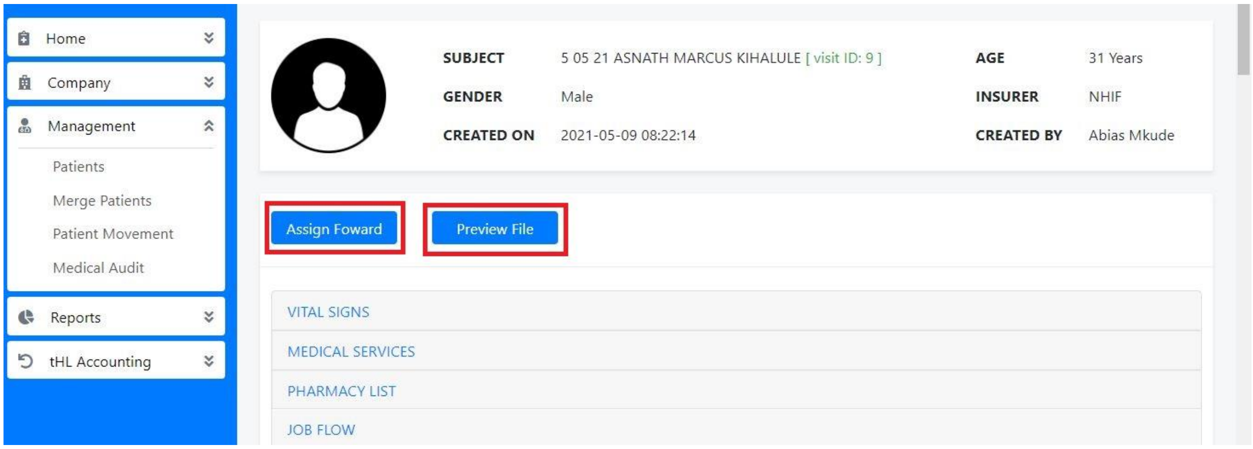


5.6 Patient Movement

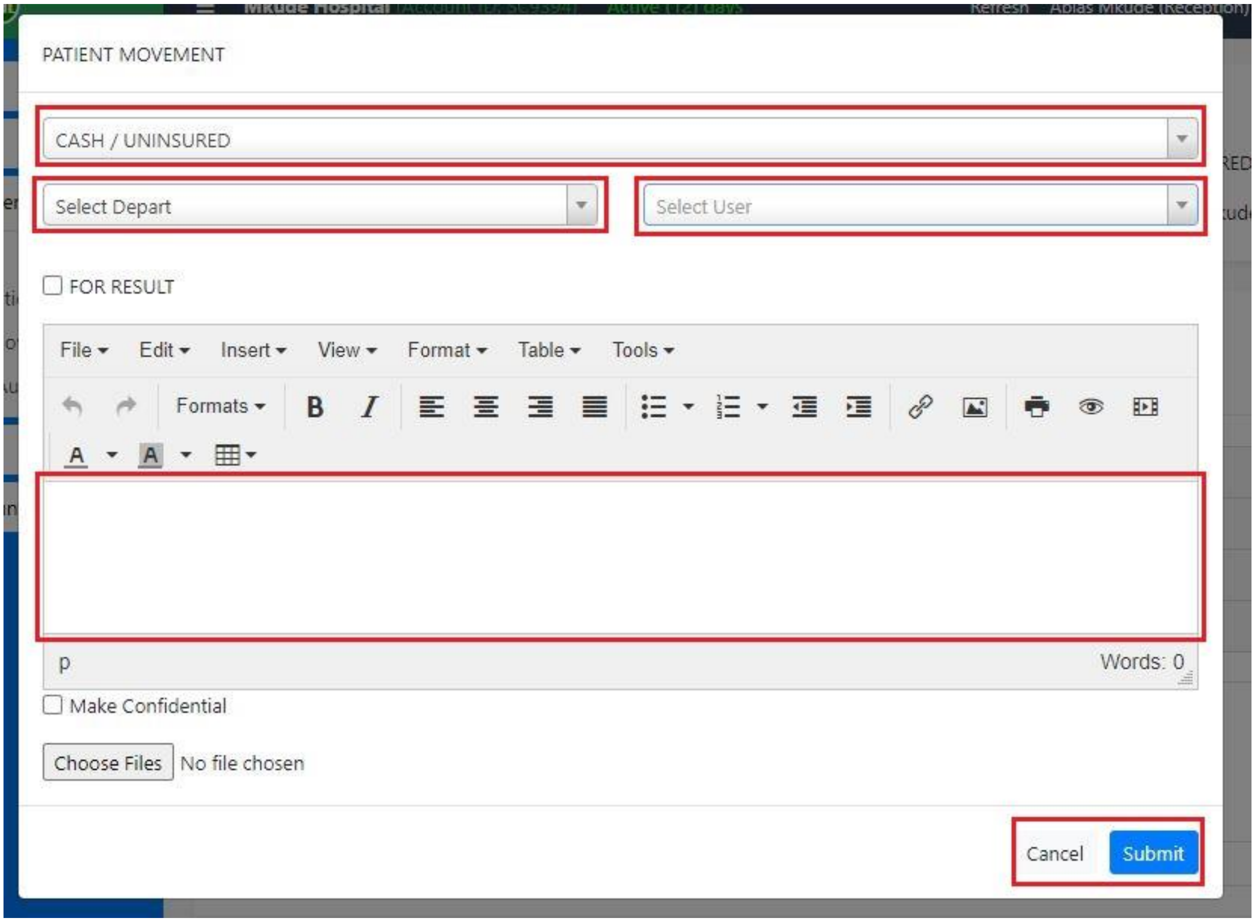
In this sub module patient may be assigned to different departments according to his/her visit. To initiate patient movement, click **Management** then **Patient Movement,** click **My Task** to see new task or **Task Assigned Out** to see tasks on progress also **Today List** to see patients who visited on a specific day.



Click **My Task** then click the patient's name, click **Assign Forward** to send the file to the relevant department or click **Preview File** to view the patient file.



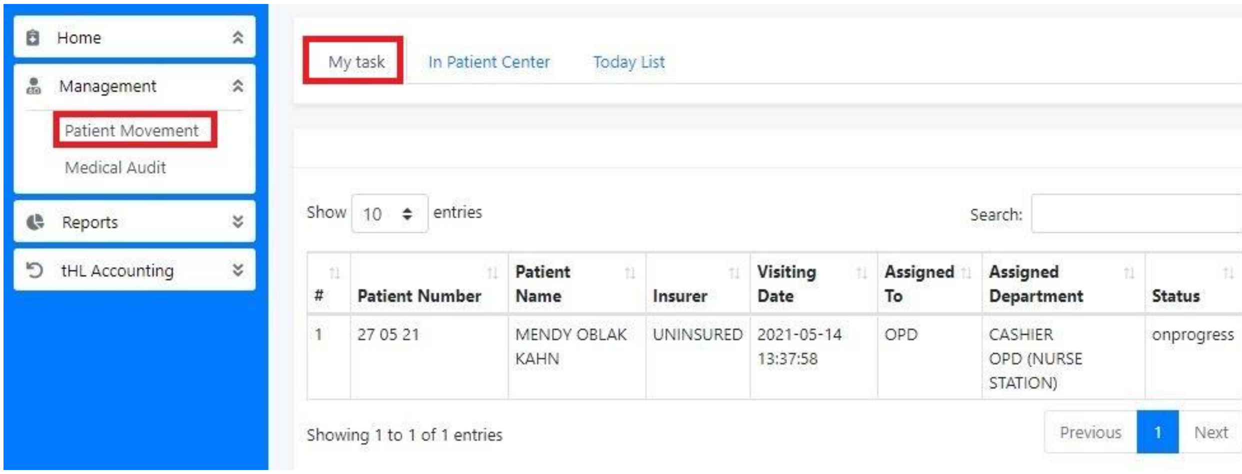
After clicking **Assign forward** button new form will appear where you will select the patient **Insurer** type then select **Department** and **User.** If you have any comment type in a **Comment** section and click **Submit** to complete or **Cancel** to stop the process.



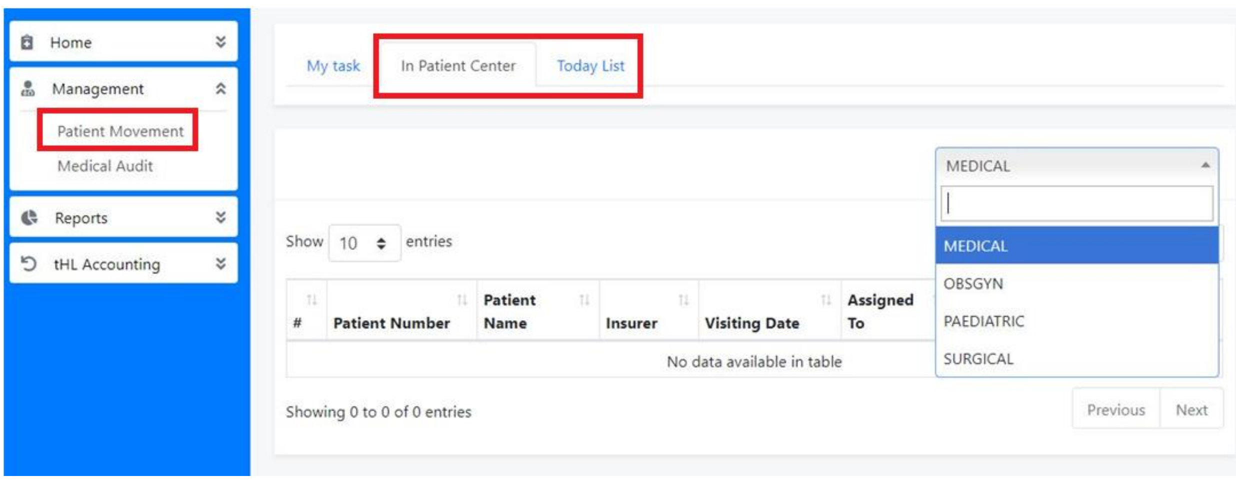
6.0 CASHIER

In this Department all payments for Cash/Uninsured patients are received both Outpatients and Inpatients.

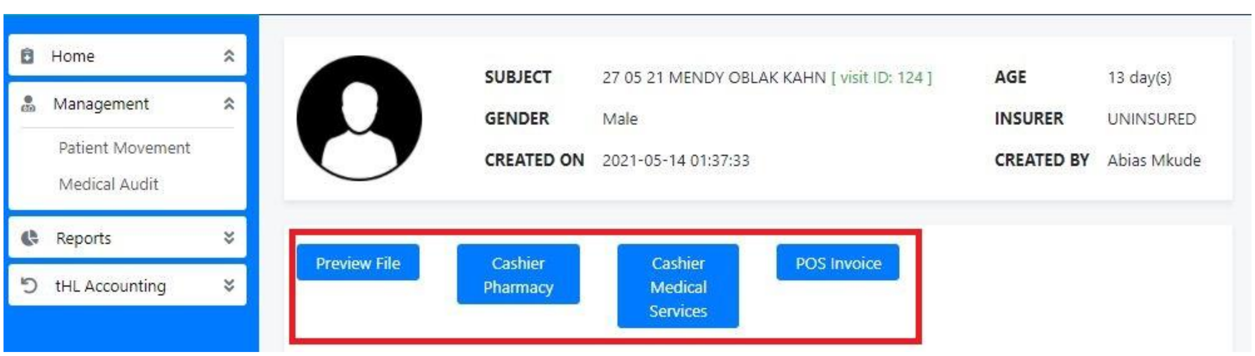
After sign in go to **Management** module then click **Patient Movement** to see patients list on **My task** tab which opens by default once you click patient movement.



Beside **My Task** tab there is **In Patient Centre** tab where all patients admitted to ward (Inpatient) are listed and you can select a specific ward which a patient has been admitted. **Today List** tab shows the list of patients visit on current date but you can opt to search for previous dates.



After clicking a patient name, the task file will open and you will see buttons as follows, **Preview File**, **Cashier Pharmacy**, **Cashier Medical Services** and **POS Invoice** as shown below.



Preview File – Click this button to view patient file

PATIENT MEDICAL FILE

SUBJECT	27 05 21 MENDY OBLAK KAHN	**AGE**	13 day(s)
GENDER	Male	**INSURER**	UNINSURED

2021-05-14

- VITAL SIGNS
- MEDICAL HISTORY
- MEDICAL SERVICES
- PHARMACY LIST
- MEDICAL DIAGNOSIS

Cancel

Cashier Pharmacy – Click this button to receive cash payment for patient's drugs that will be collected from pharmacy for both Outpatients and Inpatients.

CASHIER PHARMACY

DATE : 14-05-2021 INVOICE NO : 119

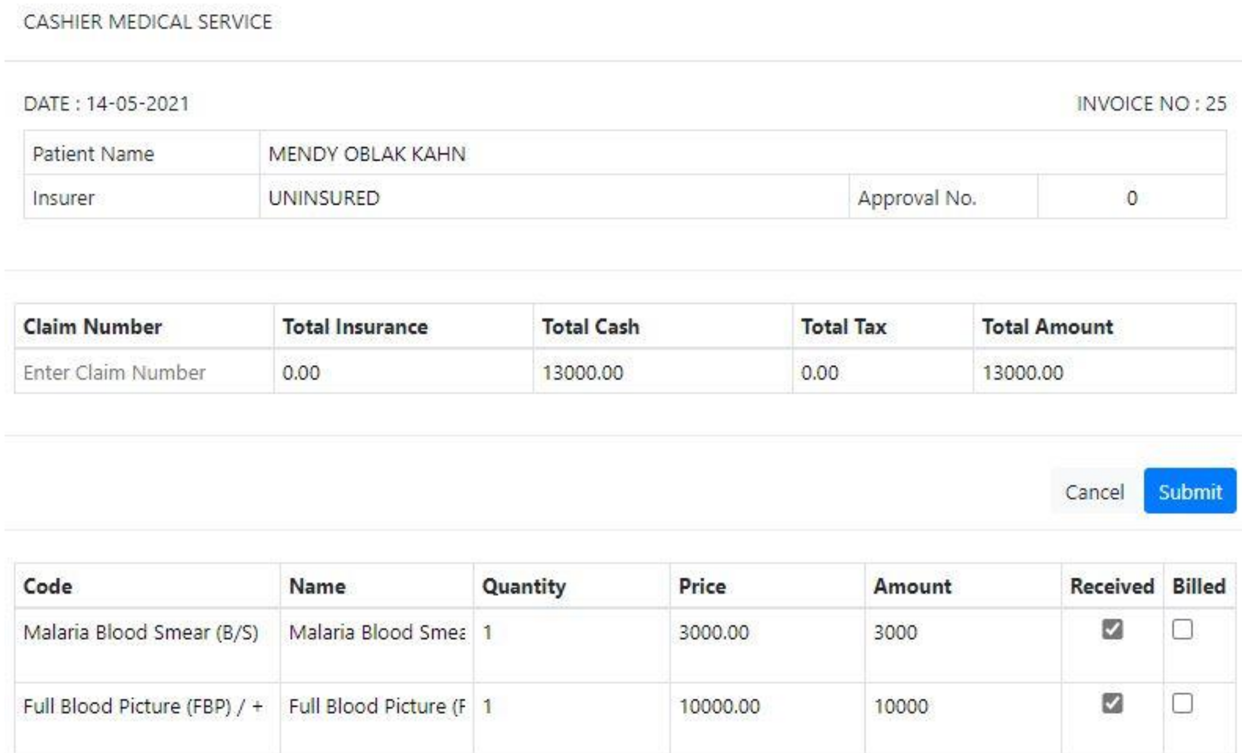
Patient Name	MENDY OBLAK KAHN		
Insurer	UNINSURED	Approval No.	0

Claim Number	Total Insurance	Total Cash	Total Tax	Total Amount
Enter Claim Number	0.00	84000.00	0.00	84000.00

Cancel Submit

Code	Name	Quantity	Price	Amount	Received	Billed
Paracetamol syp [ceta	Paracetamol syp [ceta	15.00	5000.00	75000	☑	☐
ALU 20/120mG] Tabs	ALU 20/120mG] Tabs	10.00	900.00	9000	☑	☐

Cashier Medical Services – Here is where all payments for medical services are received before they are done by medical practitioners for both Outpatients and Inpatients by checking received checkbox and press **Submit** to complete task.


CASHIER MEDICAL SERVICE

DATE : 14-05-2021 INVOICE NO : 25

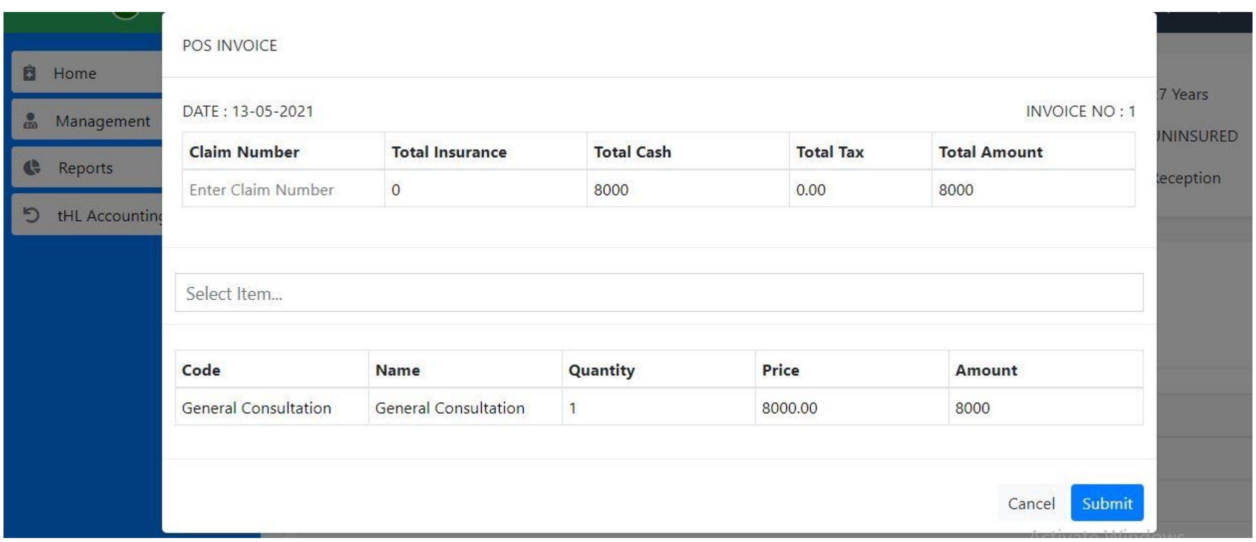
Patient Name	MENDY OBLAK KAHN		
Insurer	UNINSURED	Approval No.	0

Claim Number	Total Insurance	Total Cash	Total Tax	Total Amount
Enter Claim Number	0.00	13000.00	0.00	13000.00

Cancel Submit

Code	Name	Quantity	Price	Amount	Received	Billed
Malaria Blood Smear (B/S)	Malaria Blood Smea	1	3000.00	3000	☑	☐
Full Blood Picture (FBP) / +	Full Blood Picture (F	1	10000.00	10000	☑	☐

POS Invoice – For Cash patient, click this button to collect doctor's consultation fee which is done before a patient file is moved or assigned to a doctor, also it can be used to select and receive payment for medical service test that a Cash Patient visit from other hospital precisely only to take medical test without consulting a doctor and completing by clicking **submi**t button.



POS INVOICE

DATE : 13-05-2021 INVOICE NO : 1

Claim Number	Total Insurance	Total Cash	Total Tax	Total Amount
Enter Claim Number	0	8000	0.00	8000

Select Item...

Code	Name	Quantity	Price	Amount
General Consultation	General Consultation	1	8000.00	8000

Cancel Submit

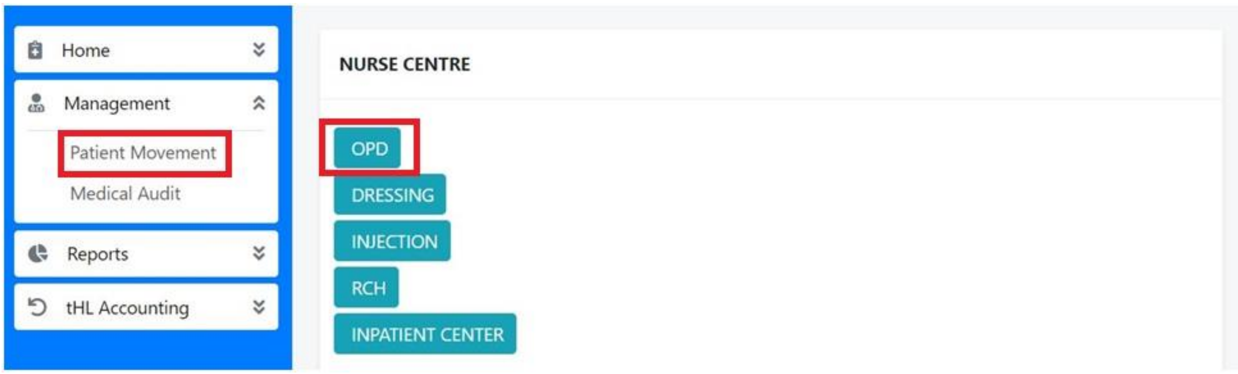
7.0 NURSE

After sign in go to **Management** module and click **Patient Movement**, you will see OPD, Dressing, **Injection**, RCH and Inpatient Center buttons.

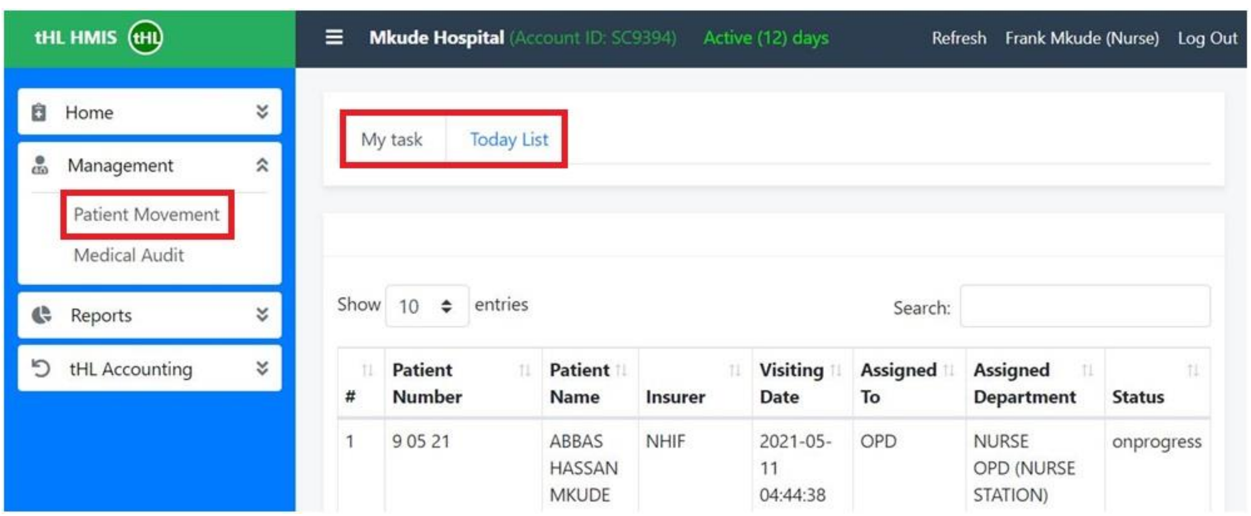
7.1 OPD

In this department you can record patient's vital signs such as Temperature, Blood Pressure, Pulse rate, Body weight and Respiration rate.

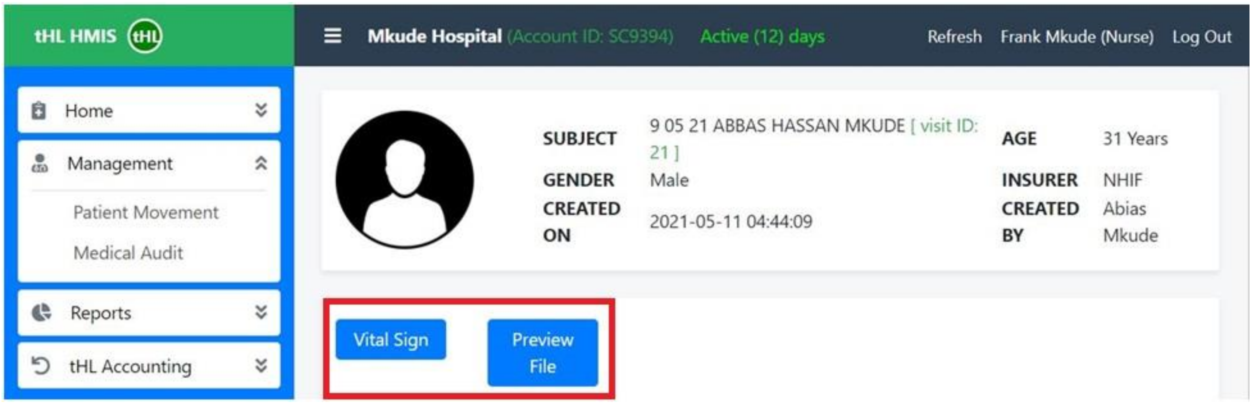
Click **Patient Movement** then on a **Nurse Centre** listing click **OPD** button.



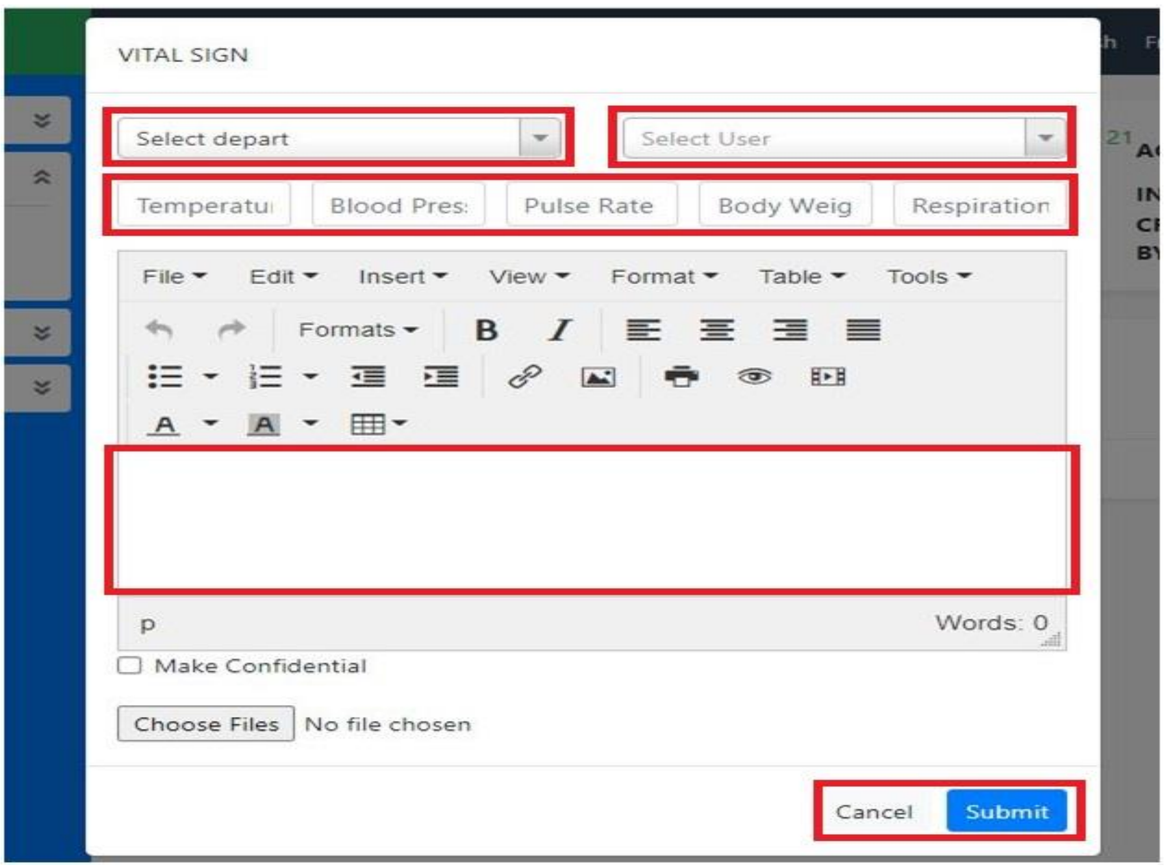
After clicking **OPD** button you will see two tabs which are **My Task** and **Today List.** Click **My Task** to see new task and **Today List** to see the list of patients that visit hospital in current date but you can opt to search for previous dates.



Click **My Task** then patient's name, after clicking the patient's name, click **Vital Sign** to fill vital signs of a patient or click **Preview File** to view the patient file.

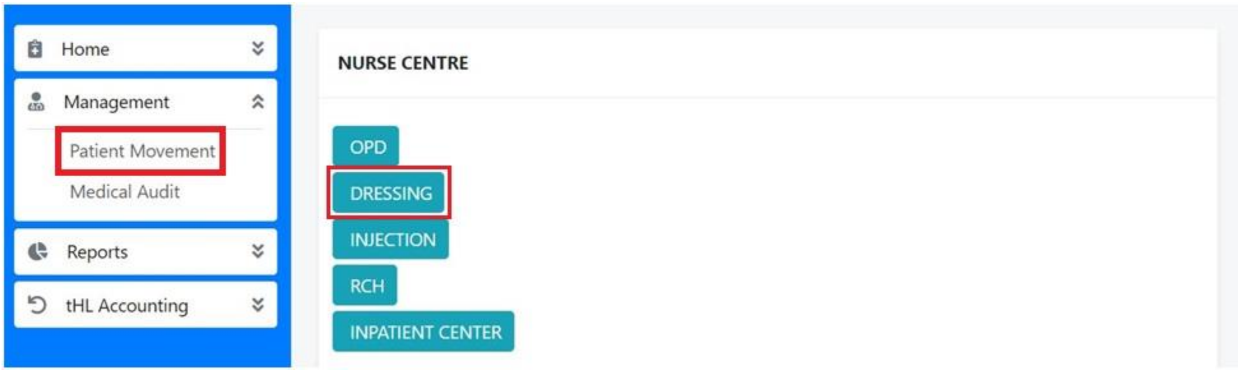


After clicking **Vital Sign** button new form will appear where you will fill in patient's **Temperature**, **Blood Pressure**, **Pulse Rate**, **Body Weight**, **Respiration Rate** and if you have any comment type in a **Comment** section. **Select Department** and **User** then click **Submit** to complete or **Cancel** to stop the process.

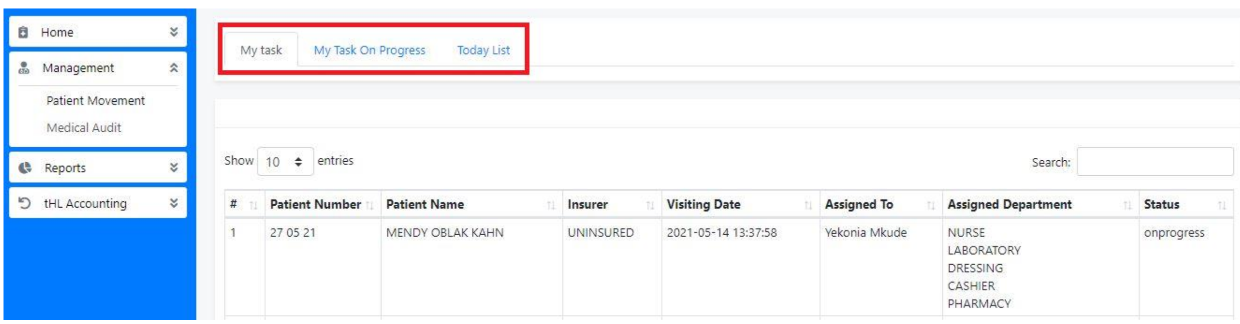


7.2 DRESSING

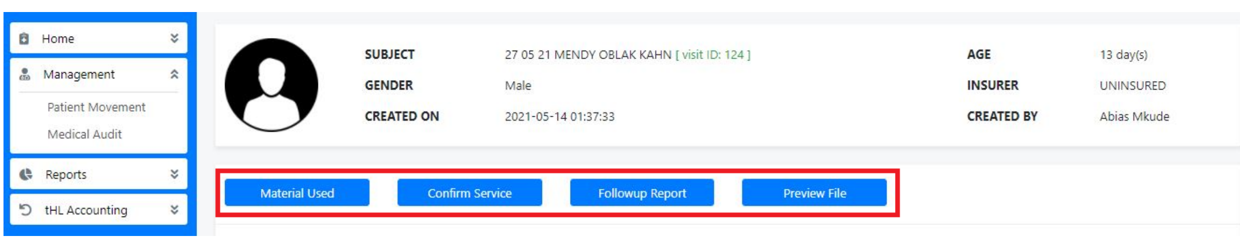
Go to **Management** module Click **Patient Movement** then on a **Nurse Centre** listing click **Dressing** button.



After clicking **Dressing** button you will see new task on **My Task**, progress task on **My Task on Progress** and **Today List** shows the list of patients visit on current date but you can opt to search for previous dates.



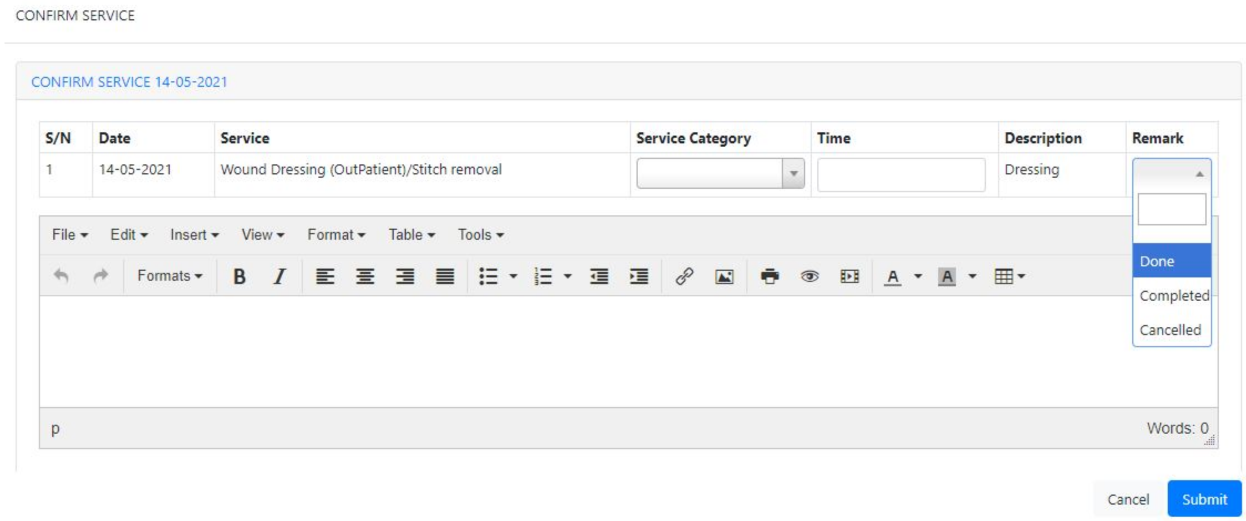
To open patient task file click patient name.



Click **Confirm Service** button to see specific dressing service to attend to a patient, if it is empty and patient is Cash/Uninsured then patient is required to pay for that service through Cashier so as the service to appear on confirm service form in dressing. But if a patient is insured then medical service will appear automatically.

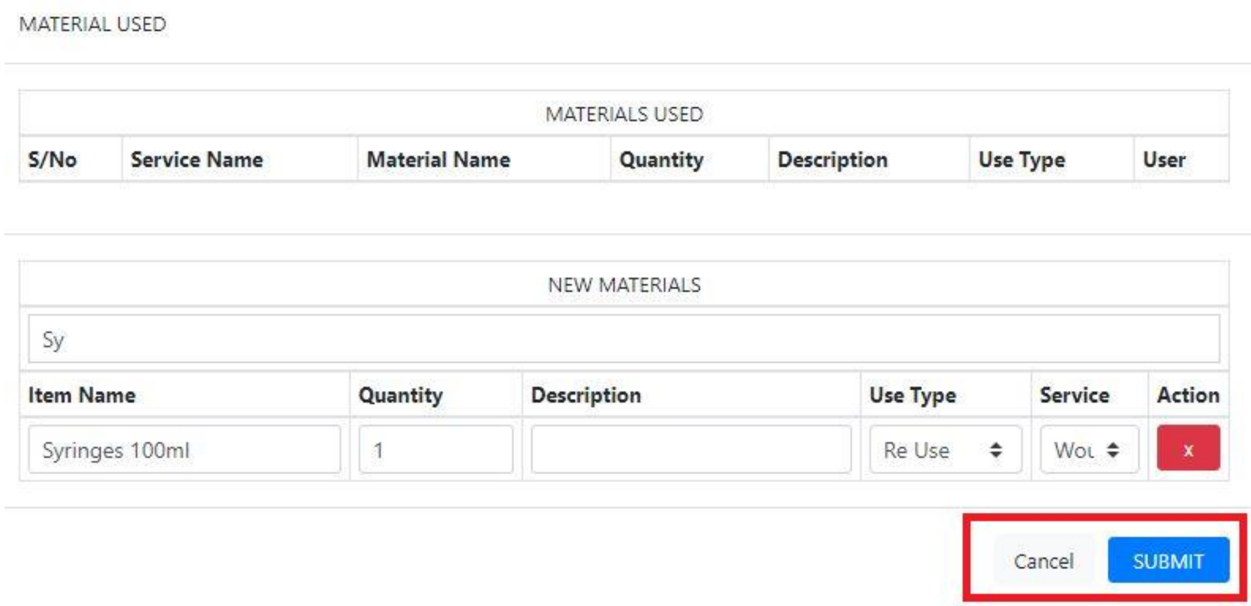
When you confirm a service select service category, insert time to attend a patient and choose a remark.

In a remark select **Done** if a service is still ongoing for several visits, select **Completed** if service is completed and select **Cancelled** to cancel service then click **Submit** to complete or **Cancel** to end the process.

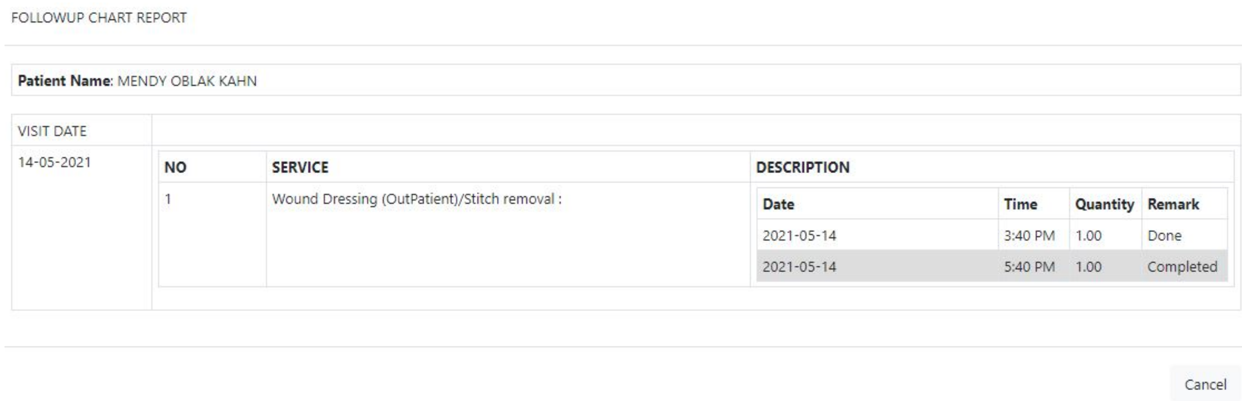


Click **Material Used** button to enter materials used while attending the patient, choose the material and then enter quantity used in the **Quantity** column, enter descriptions in the **Description** section.

In **Use Typ**e column select **Re-use** or **Use and Dispose,** In **Service** column choose the service you provide to a patient then click **Submit** to complete or **Cancel** to end the process.

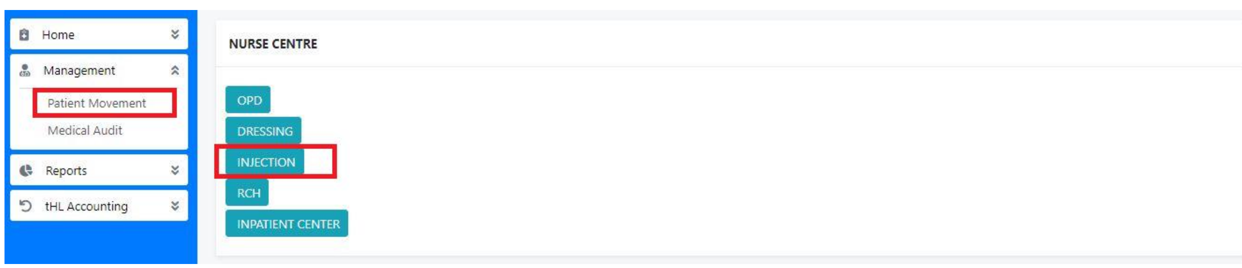


Click **Follow up Report** button to view the report of services performed to a patient.

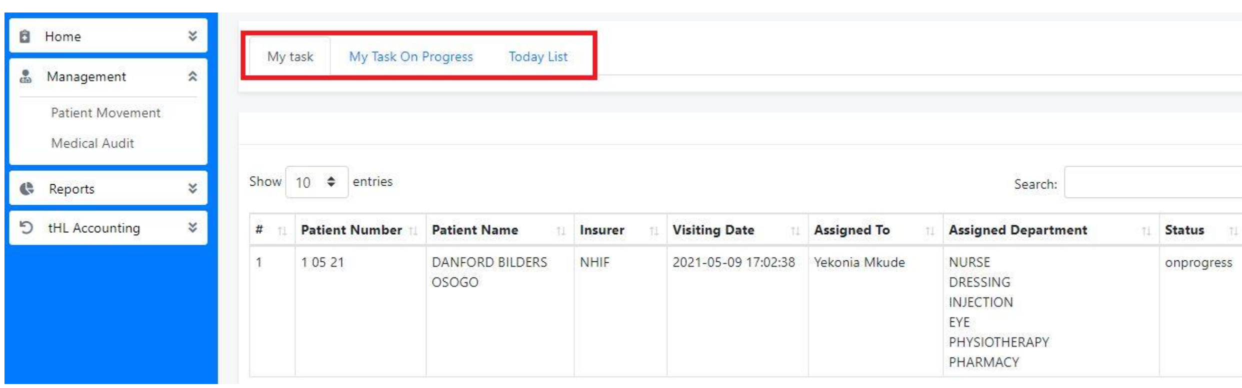


7.3 INJECTION

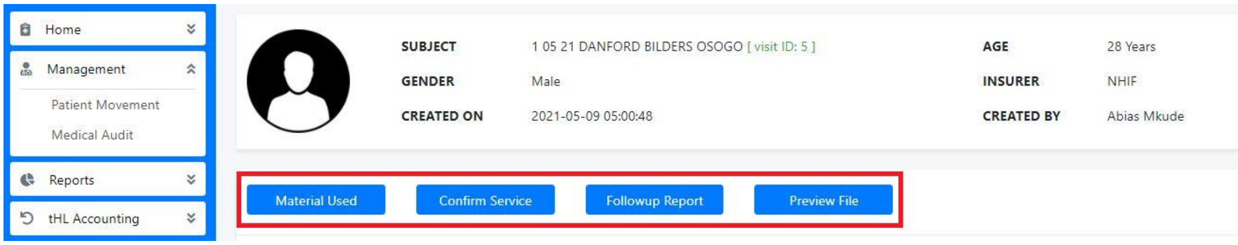
This department is used by a nurse to perform injection service to patients according to the descriptions of the drugs/dose given by a Doctor. Click **Patient Movement** then on a **Nurse Centre** listing click **Injection** button.



After clicking **Injection** button you will see new task on **My Task**, progress task on **My Task on Progress** and **Today List** shows the list of patients visit on current date but you can opt to search for previous dates.

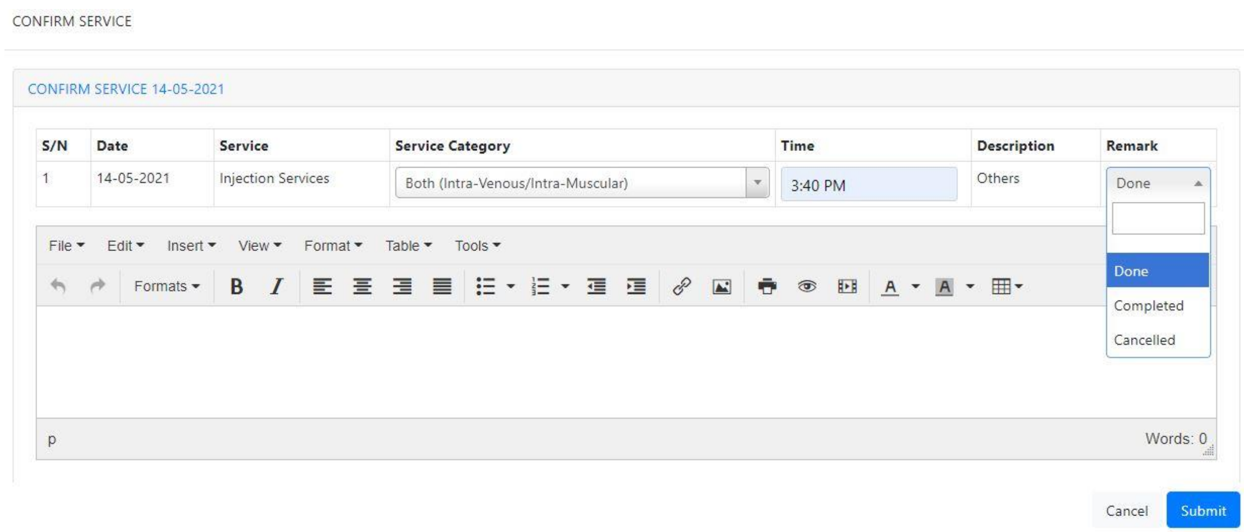


To open patient task file click patient name

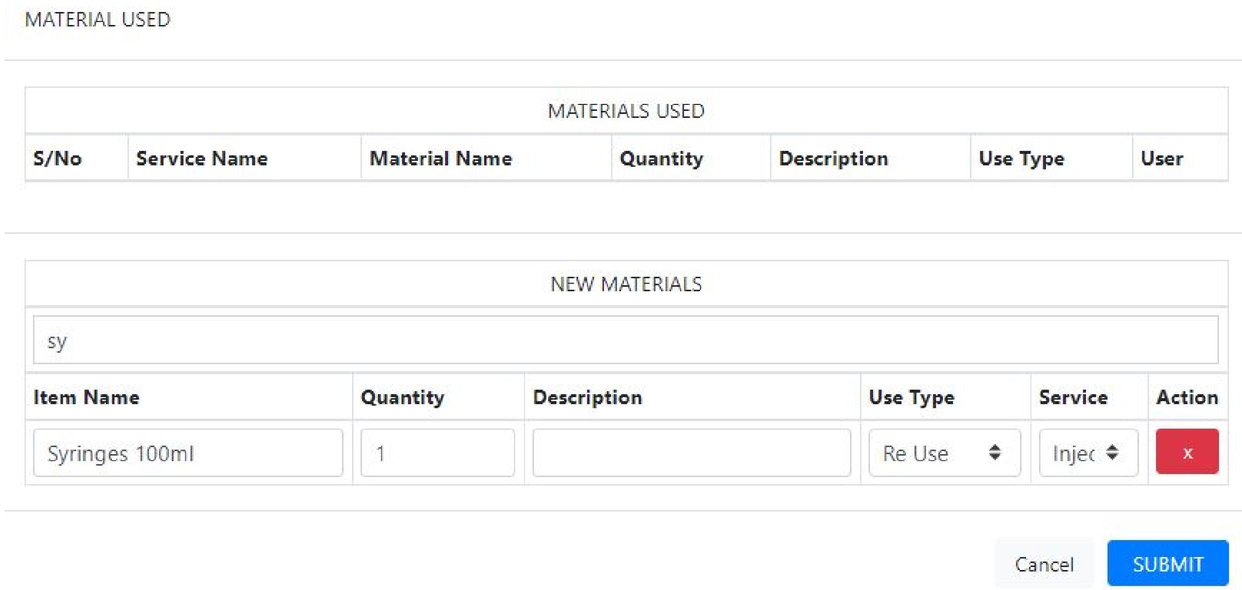


Click **Confirm Service** button to see specific drug/dose to inject a patient, if it is empty and patient is Cash/Uninsured then he/she is required to complete service payment through Cashier for his/her medical service to appear on confirm service form in injection. But if a patient is insured then medical service will appear automatically.

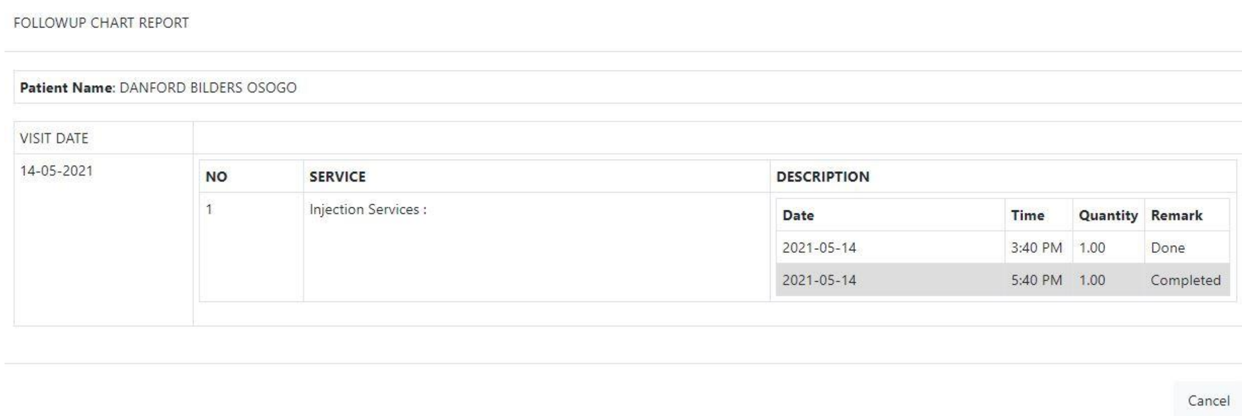
When you confirm a injection service remember to select service category, insert time used to attend a patient finally choose a remark. In remark there are three selections **Done**, **Complete** and **Cancelled**, select **Done** if a service is still ongoing for several visit, select **Completed** if injection service completed and select **Cancelled** to cancel injection task for a patient who won't attend service for a long time or for one who attended but didn't finish his/her rounds arranged by medical practitioner (doctor) then click **Submit** to complete or **Cancel** to end the process.



Click **Material Used** to enter the materials used while providing service to the patient, choose the material and then enter the number of materials used in the **Quantity** column, enter descriptions in the **Description** section. In **Use Type** column select **Re-use** or **Use and Dispose,** In **Service** column choose the service you provide to a patient then click **Submit** to complete or **Cancel** to end the process.



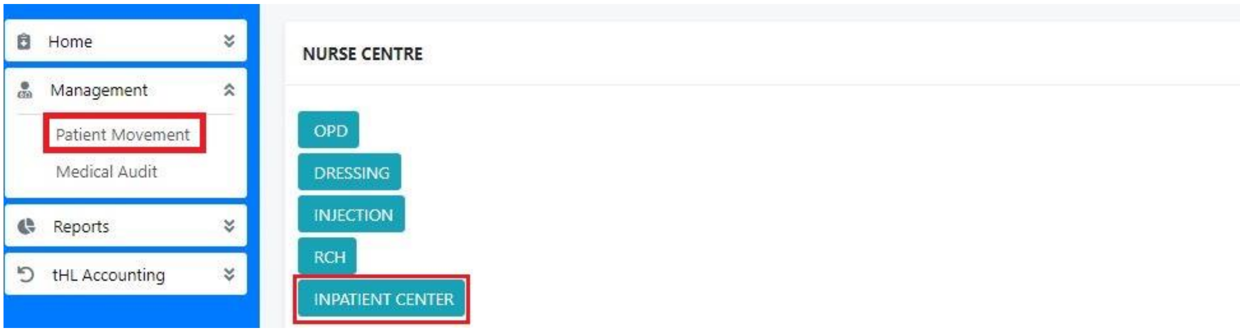
Click **Follow Up Report** to view the report of injection services performed to a patient.



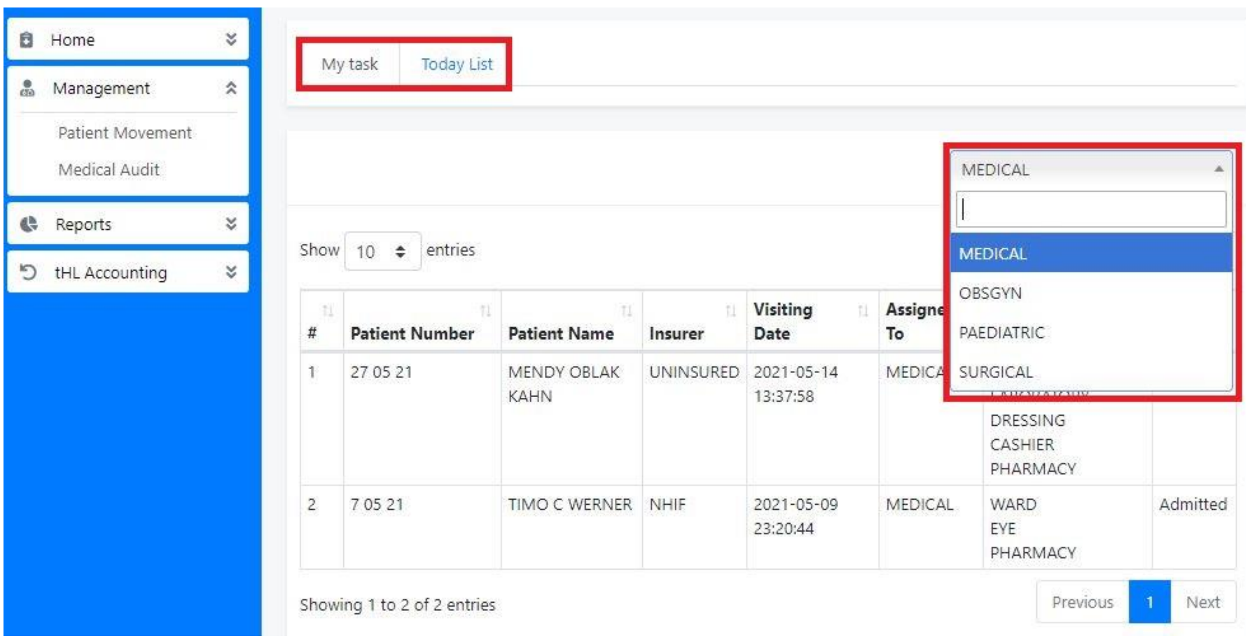
Click **Preview File** to view the patient file.

12.5 INPATIENT CENTER

In this sub module, nurse chart the drugs to the patient in a ward. Click **Patient Movement** then on a **Nurse Centre** listing click **Inpatient Center** button.



After clicking **Inpatient Center** button you will see new task on **My Task** then select the specific ward in which a patient has been admitted to and **Today List** shows the list of patients visit on specific day.



After clicking a patient's name you will see different buttons such as **Drugs Dispense Report, Intervention Sheet, Intervention Report, Treatment Chart, Treatment Chart Report, Material Used** and **Preview File.**

Drugs Dispense Report

Drugs Dispense Report shows the drugs/dose, date and quantity from Pharmacy to Nurse.

DISPENSE DRUGS REPORT

S/N	Drug/Dose	Description				Total Quantity
		Date	Quantity	Remark	User	
1	Paracetamol syp [cetamol] : 3 X 3	2021-05-14	15.00	Given	William Mkude	15
2	ALU 20/120mG] Tabs adult 18pcs : 2 X 3	2021-05-14	12.00	Given	William Mkude	12

Cancel

Treatment Chart

Treatment Chart is used by a nurse to chart the drugs to a specific patient in ward. Insert time in a **Time Column** and quantity in **Quantity Column** then select **Given** for a dose which continues and **Completed** for dose which completed then click **Submit** to complete or **Cancel** to end the process.

TREATMENT CHART

S/N	Date	Drug/Dose	Q.Given	Time	Quantity	Remark
1	14-05-2021	ALU 20/120mG] Tabs adult 18pcs : 2 X 3	12.00	08:00 AM	3	
2	14-05-2021	Paracetamol syp [cetamol] : 3 X 3	15.00	02:00 PM	2	

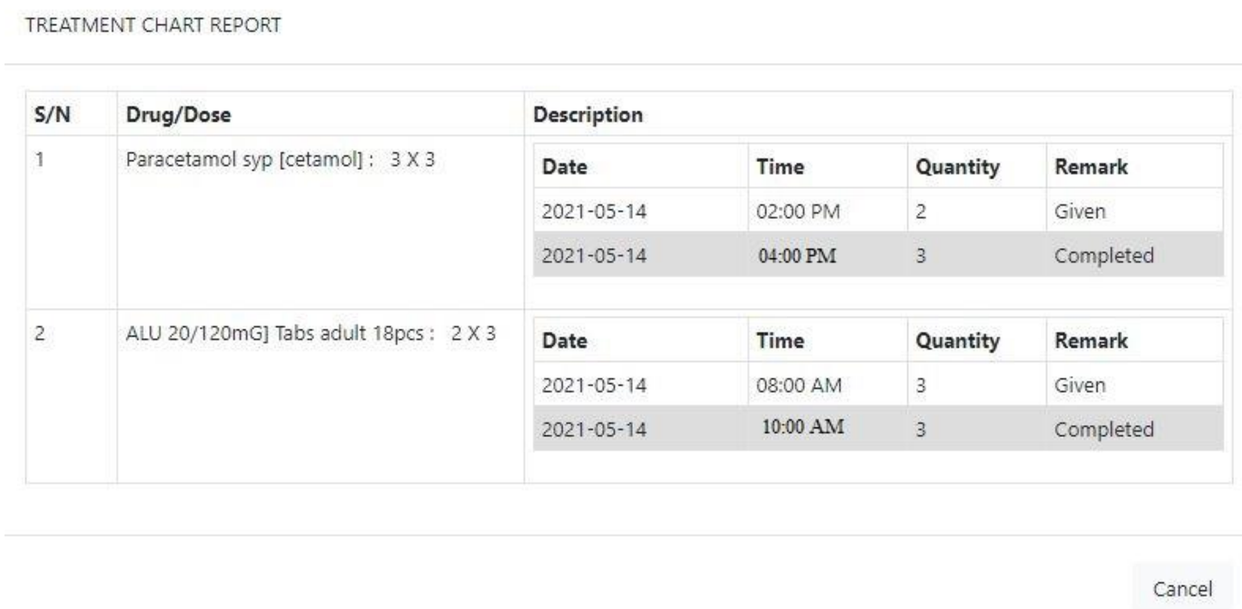
Given

Completed

Canc

Treatment Chart Report

Treatment Chart Report shows the drugs dispensed by a nurse to a patient on **Treatment Chart.**

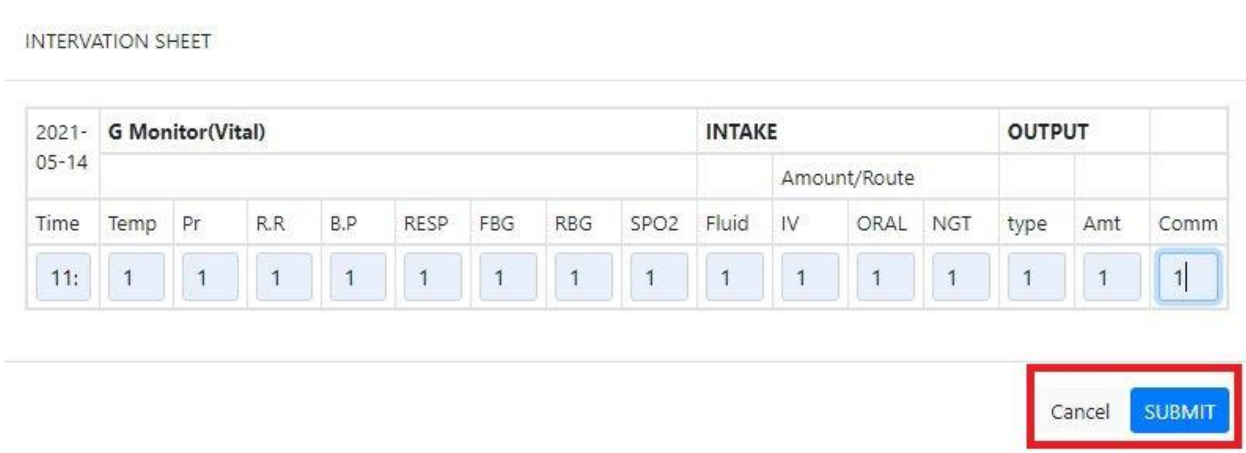

TREATMENT CHART REPORT

S/N	Drug/Dose	Date	Time	Quantity	Remark
1	Paracetamol syp [cetamol] : 3 X 3	2021-05-14	02:00 PM	2	Given
		2021-05-14	04:00 PM	3	Completed
2	ALU 20/120mG] Tabs adult 18pcs : 2 X 3	2021-05-14	08:00 AM	3	Given
		2021-05-14	10:00 AM	3	Completed

Cancel

Intervation Sheet

Intervation Sheet is used by a nurse to chart **G monitor (Vital), INTAKE** and **OUTPUT** then click **Submit** to complete or **Cancel** to end the process.


INTERVATION SHEET

2021-05-14	G Monitor(Vital)								INTAKE				OUTPUT		
										Amount/Route					
Time	Temp	Pr	R.R	B.P	RESP	FBG	RBG	SPO2	Fluid	IV	ORAL	NGT	type	Amt	Comm
11:	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

Cancel SUBMIT

Intervation Report

Intervation Report shows the **G monitor (Vital), INTAKE** and **OUTPUT** of a patient in ward from Intervation Sheet.

INTERVATION REPORT

2021-05-14	G Monitor(Vital)								INTAKE				OUTPUT		
										Amount/Route					
Time	Temp	Pr	R.R	B.P	RESP	FBG	RBG	SPO2	Fluid	IV	ORAL	NGT	type	Amt	Comm
2021-05-14 11:10 PM	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

Material Used

Click **Material Used** to enter the materials used while providing service to the patient, choose the material and then enter the number of materials used in the **Quantity** column, enter descriptions in the **Description** section. In **Use Typ**e column select **Re-use** or **Use and Dispose,** In **Service** column choose the service you provide to a patient then click **Submit** to complete or **Cancel** to end the process.

MATERIAL USED

MATERIALS USED						
S/No	Service Name	Material Name	Quantity	Description	Use Type	User

NEW MATERIALS

glo

Item Name	Quantity	Description	Use Type	Service	Action
Gloves	5		Re Use		x

Cancel SUBMIT

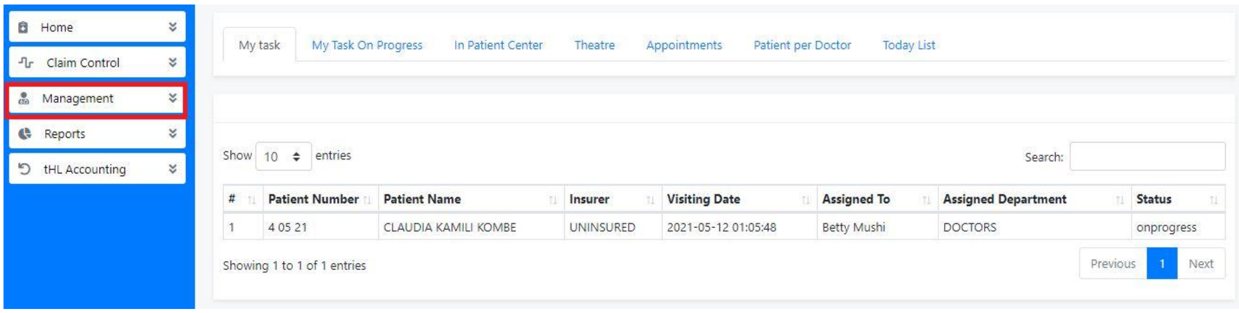
Preview File

Click **Preview File** to view the patient file.

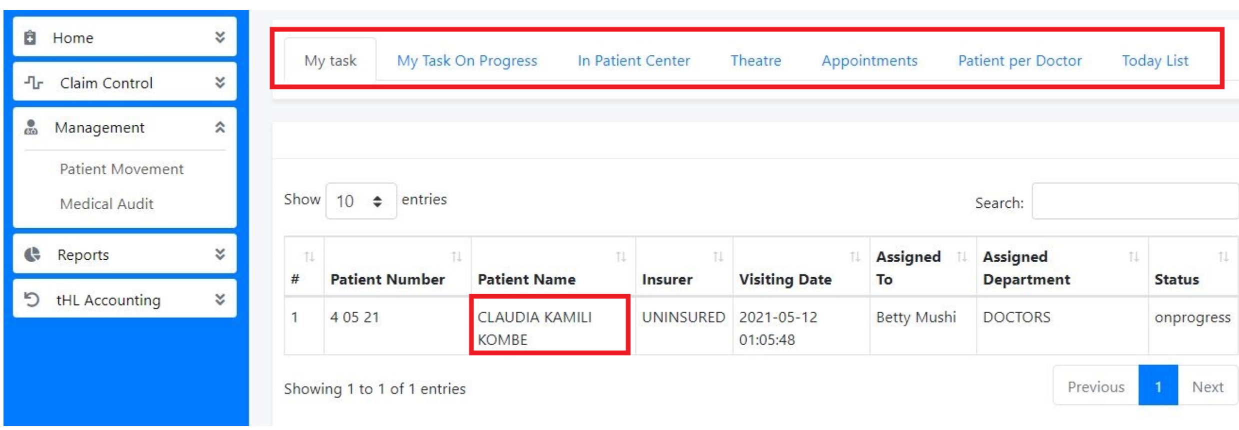
8.0 DOCTORS

In this department doctor can listen to patient's medical history and according to that history he/she will suggest what medical services the patients have to undergo.

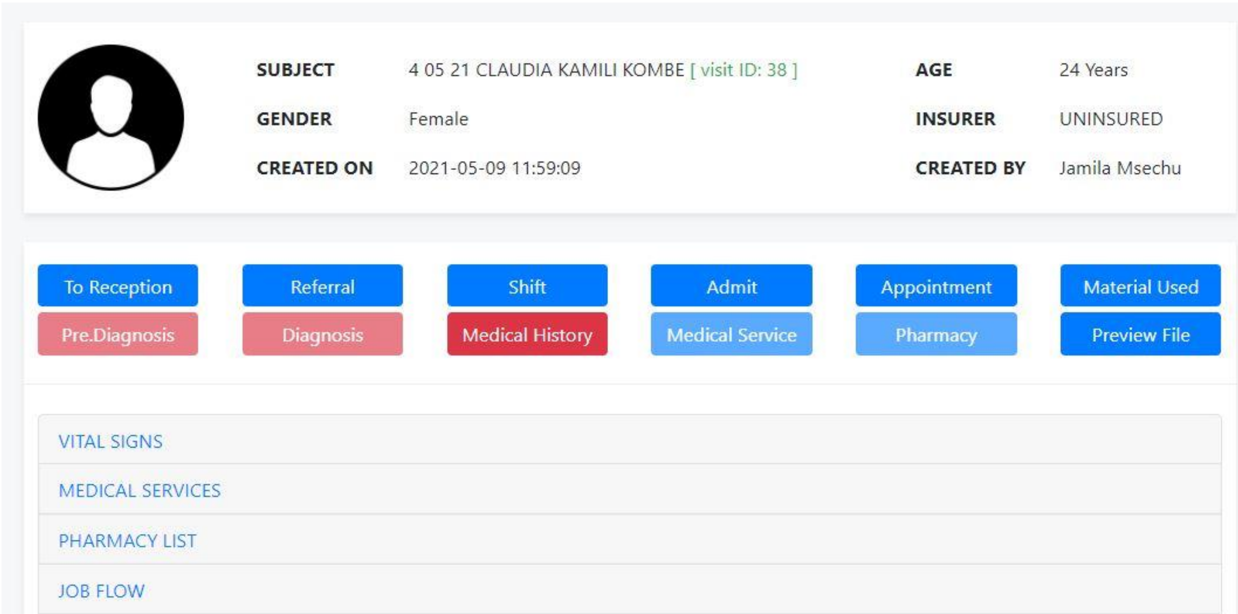
After signing in go to **Management** module tab then Click **Patient Movement** on the left side in order to see the patients



After clicking patient movement, by default it will open **My task** button so you will be able to see the list of patient assigned to you, so select one patient by clicking the Patient Name in order to start treatment. Also you will see other buttons besides **My Task** like **My Task on Progress** this shows the number of patients you attend but they are still on progress, **In Patient Centre** shows the patients who are admitted, **Theatre** show the patients who are in theatre, **Appointments** shows the patients you have appointments with and **Today List** shows the list of patients visit at specific day.

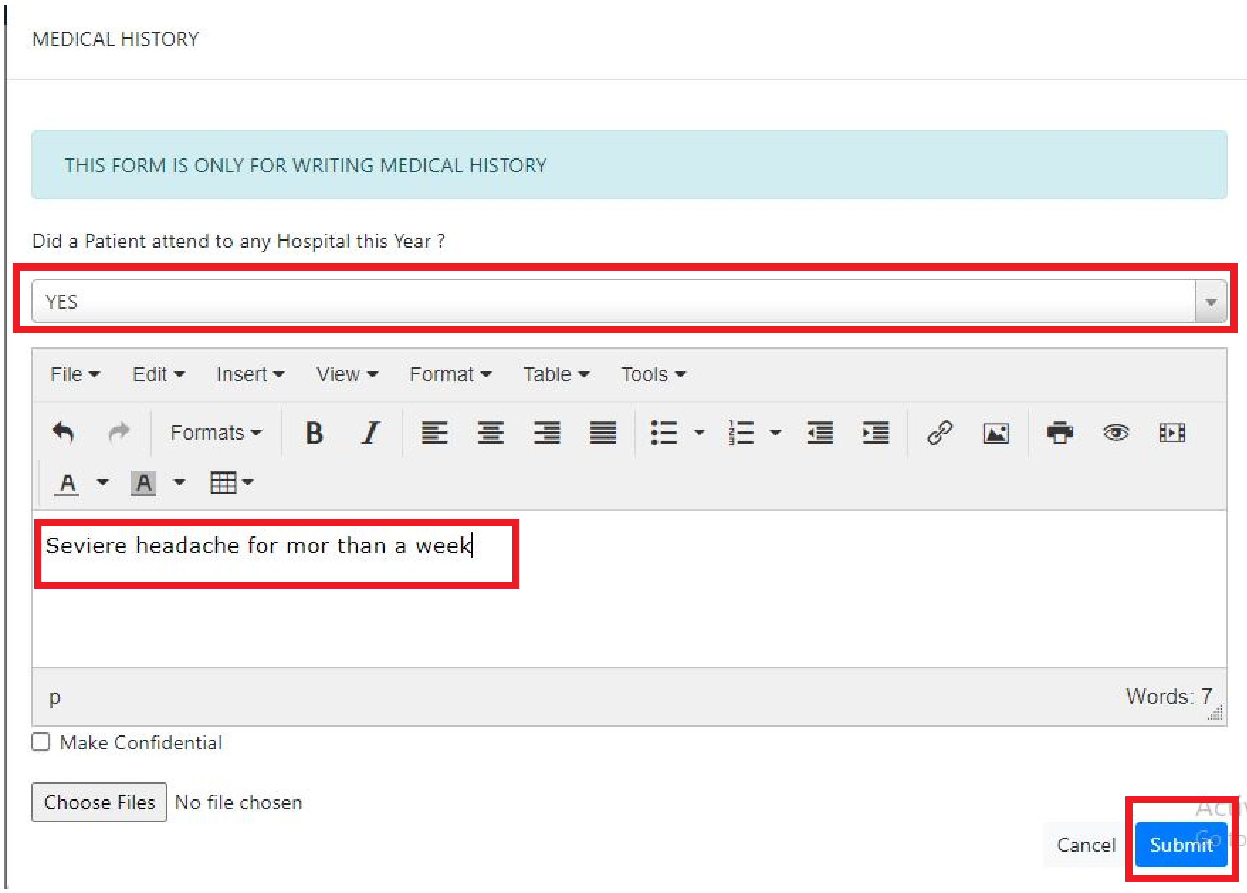


After clicking the patient name the page will look like how it looks below.

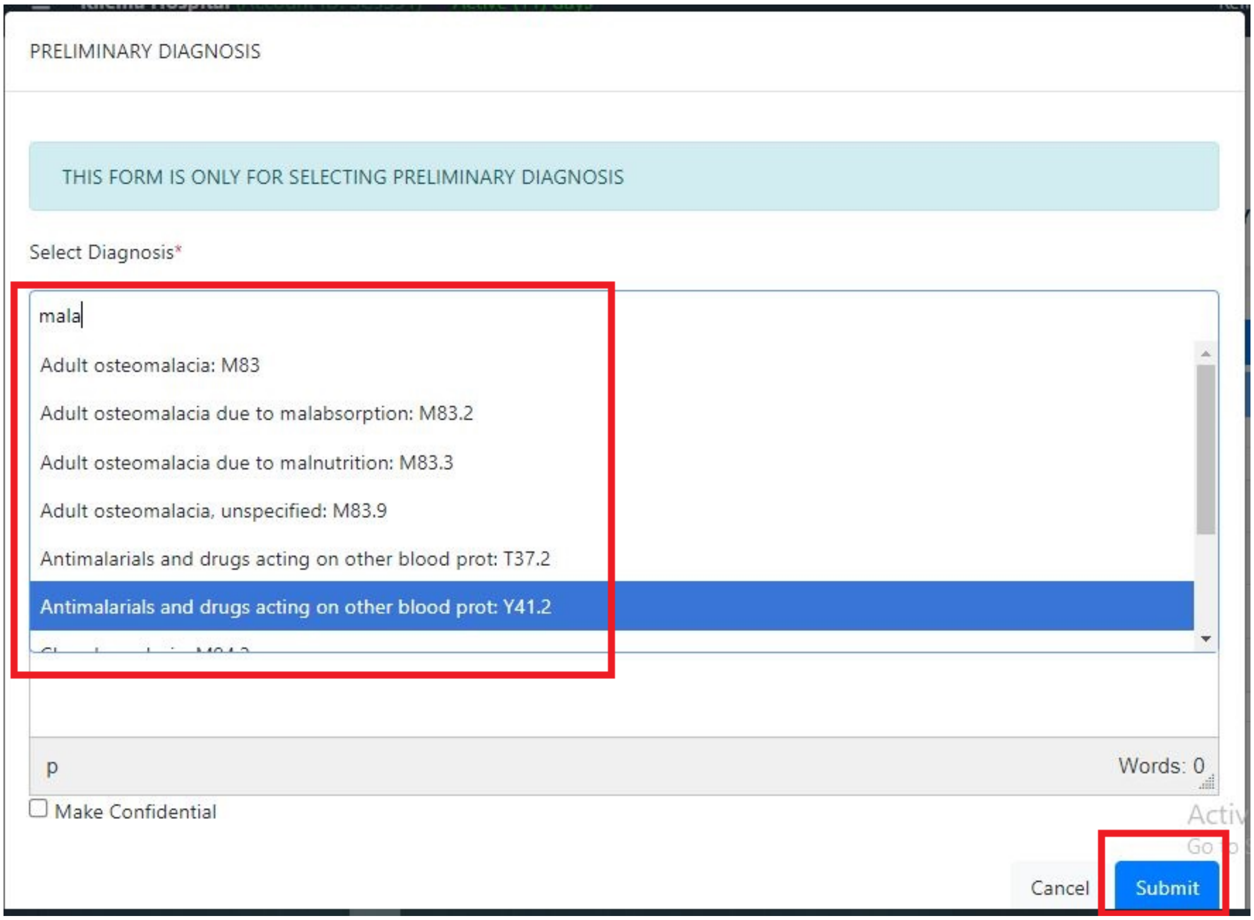


This buttons below enables you to fill the necessary information about the patient. So you will have to click the specific button that you want. **Note!** The red marked buttons are important so you have to start with them.

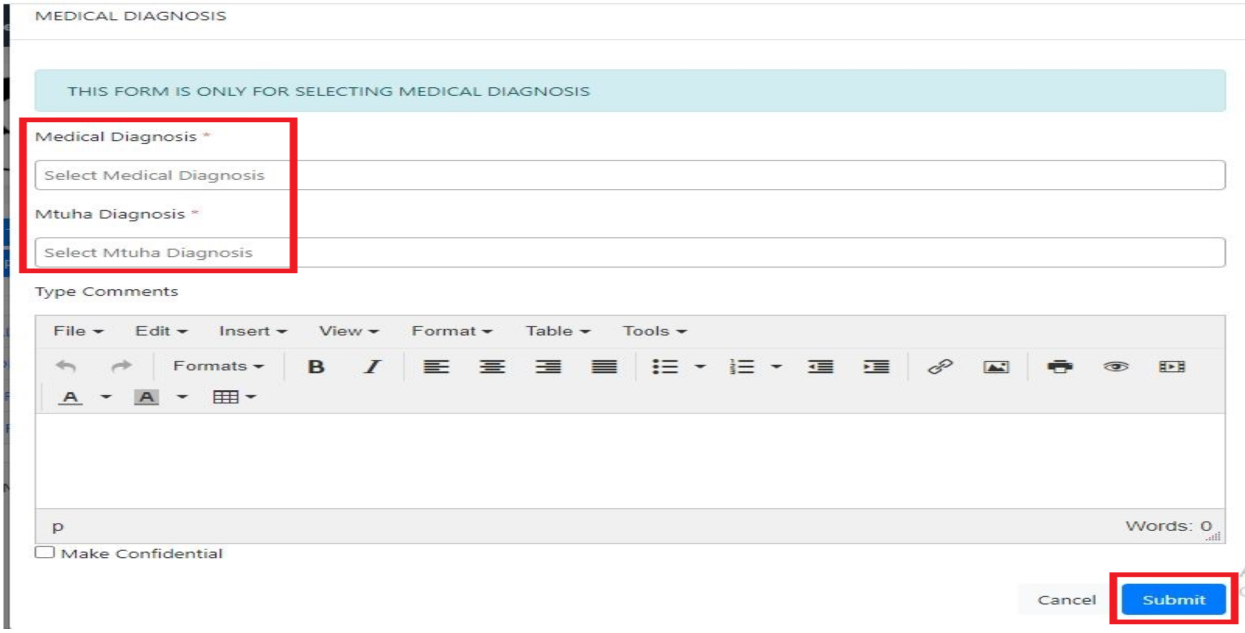
Start by clicking **Medical History** button in order to write patient's medical history, after clicking the button the page will look like the below image so write the history as its seen then click submit button to save it.


MEDICAL HISTORY
THIS FORM IS ONLY FOR WRITING MEDICAL HISTORY
Did a Patient attend to any Hospital this Year ?
YES
File Edit Insert View Format Table Tools
Formats
Seviere headache for mor than a week
p
Words: 7
Make Confidential
Choose Files No file chosen
Cancel
Submit

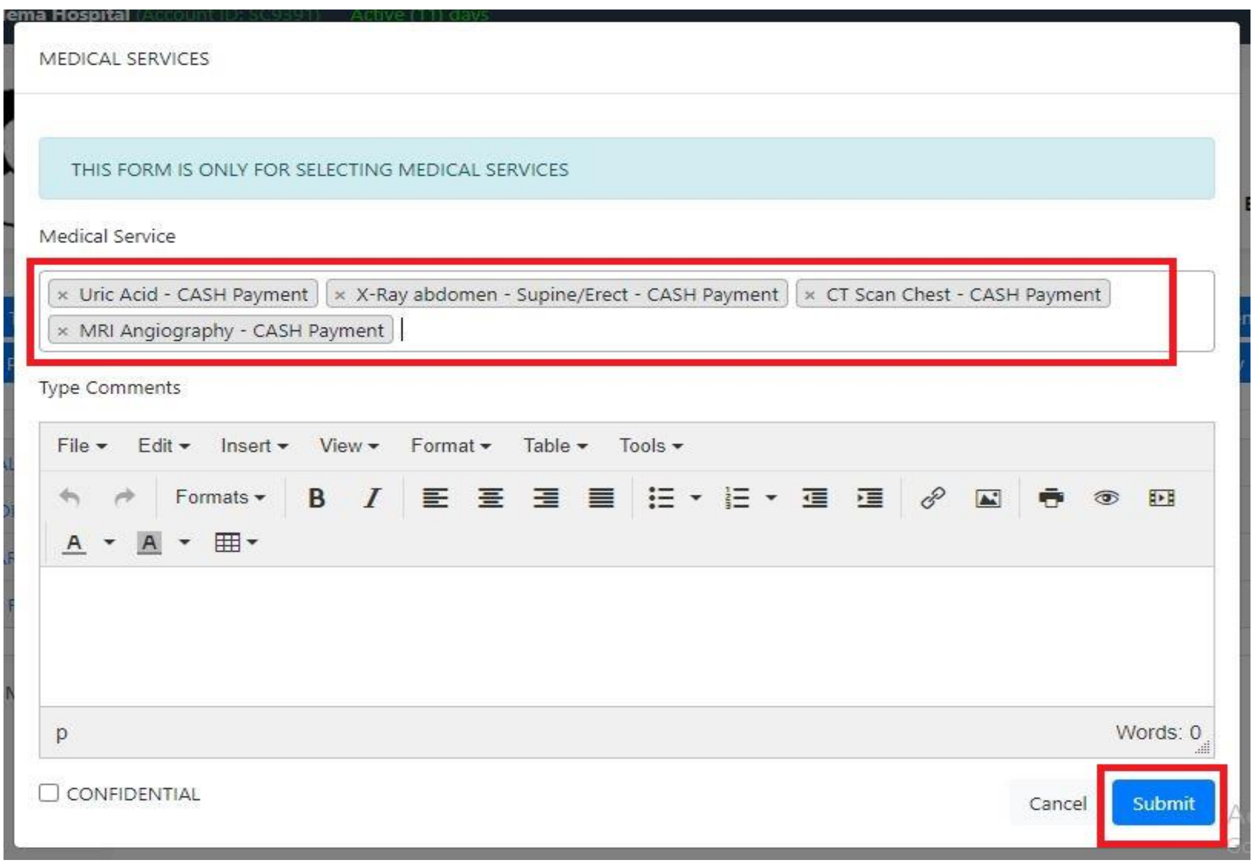
Click **Pre Diagnosis** button then select the pre diagnosis on the drop down list then submit.



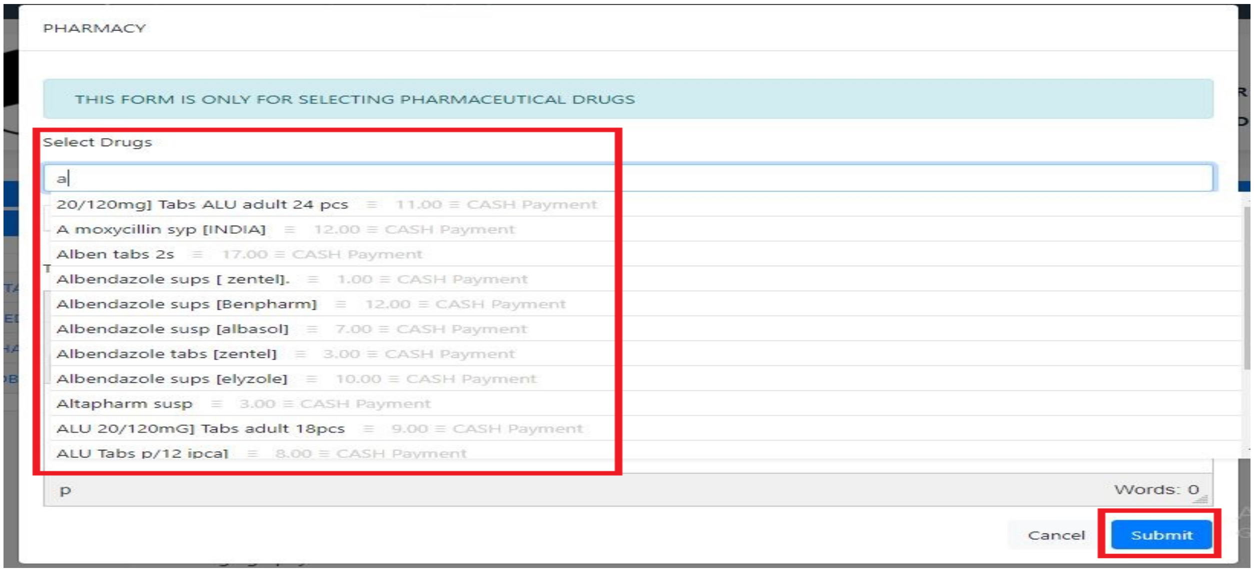
Click **Diagnosis** button and fill the mandatory field marked with red star then click submit button to save.



Click **Medical Services** button and select all the medical services the patients has to test then click submit

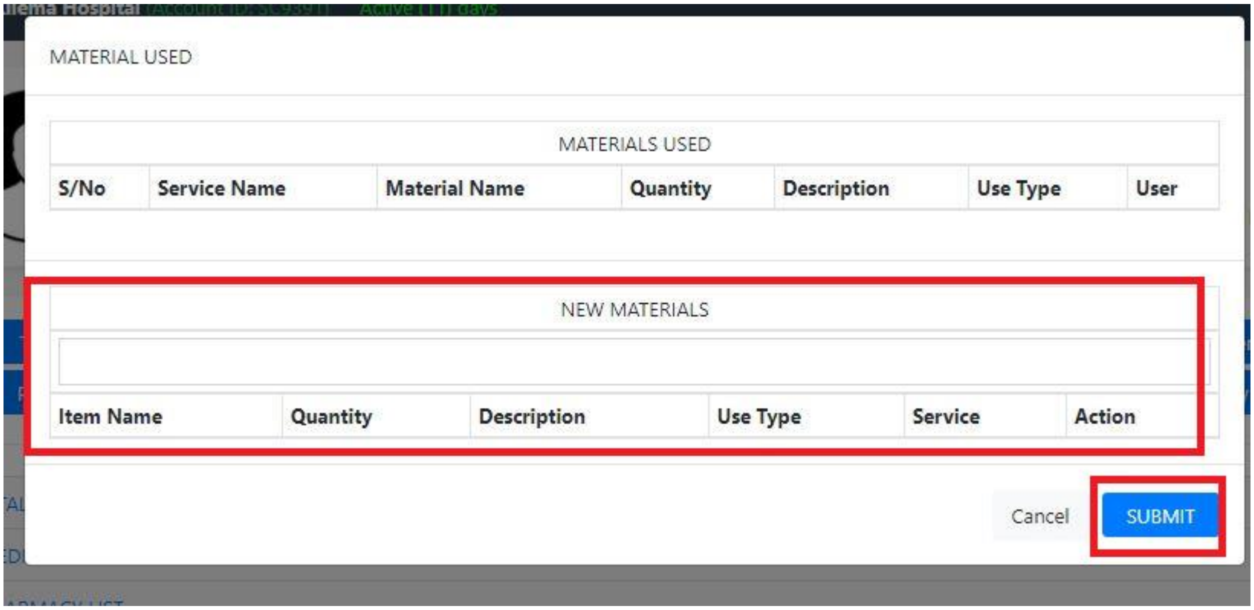


Click **Pharmacy** button in order to prescribe the drugs to the patient then click submit.

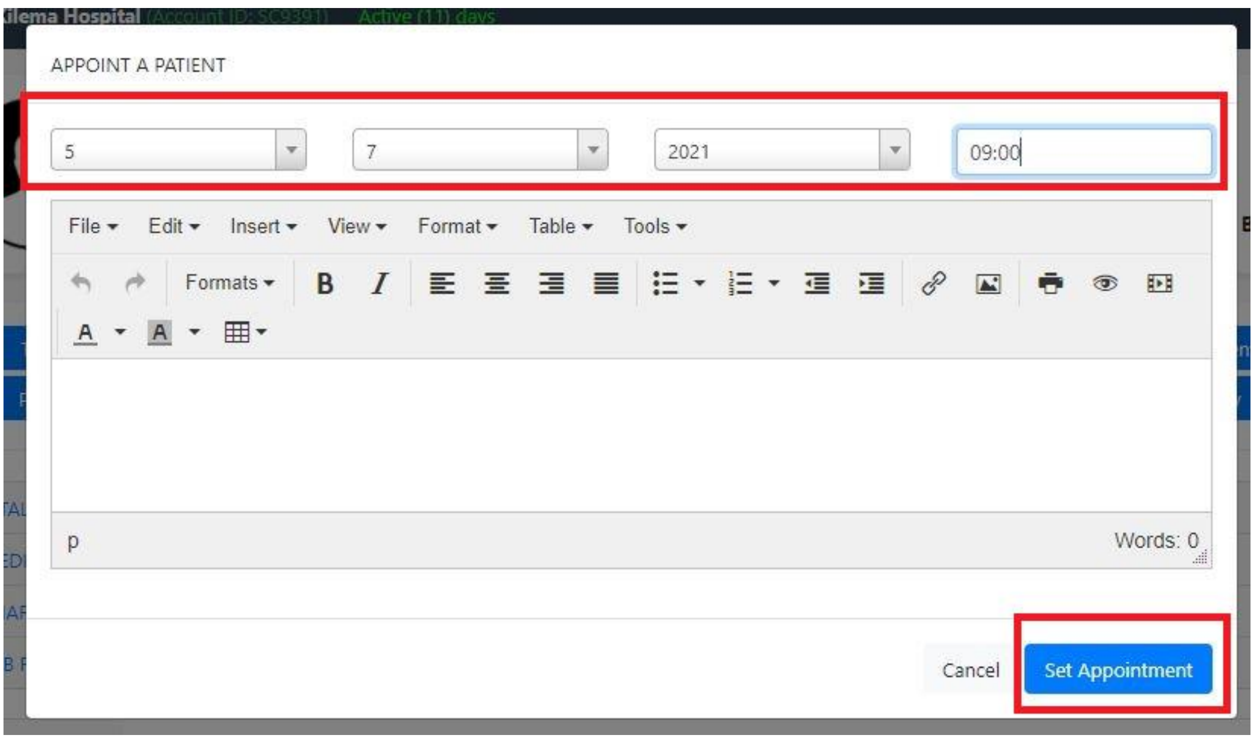


Click **Preview File** button in order to view the series of events of the patient

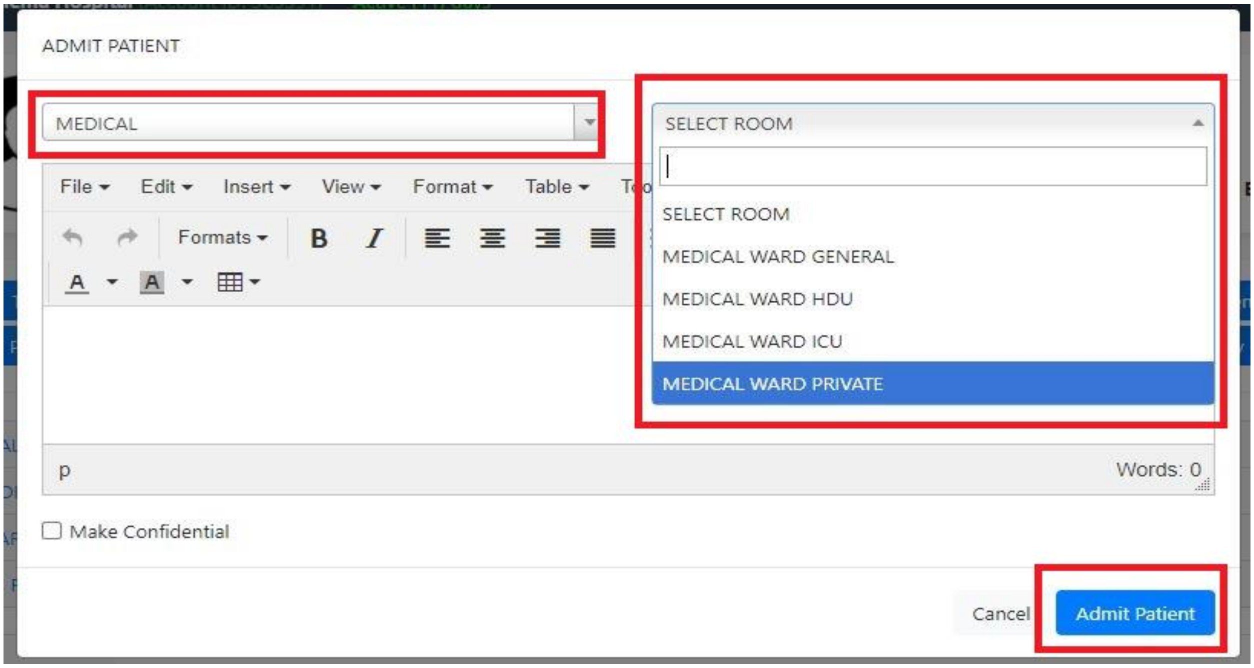
Click **Material Used** button in order to fill the material you used on the process then click submit.



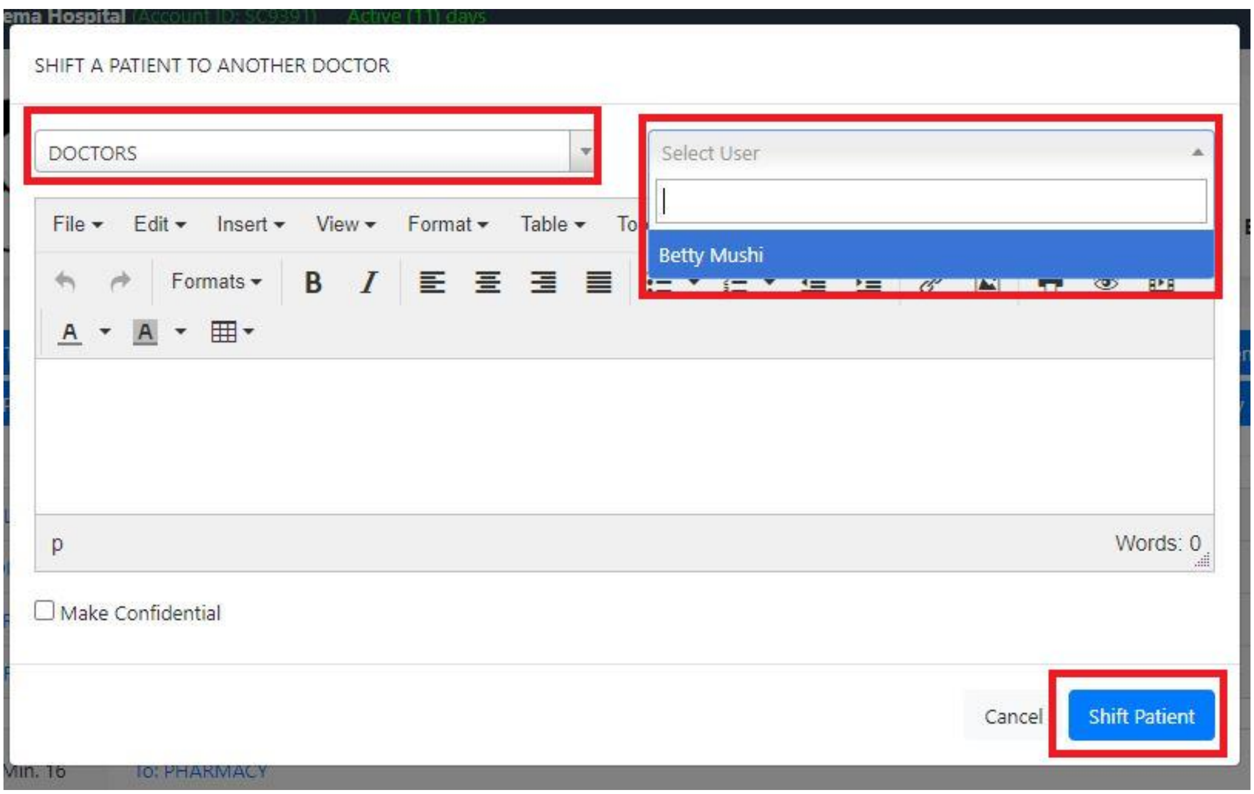
Click **Appointments** button in order to set appointment with your patient then click set appointment button in order to save it.



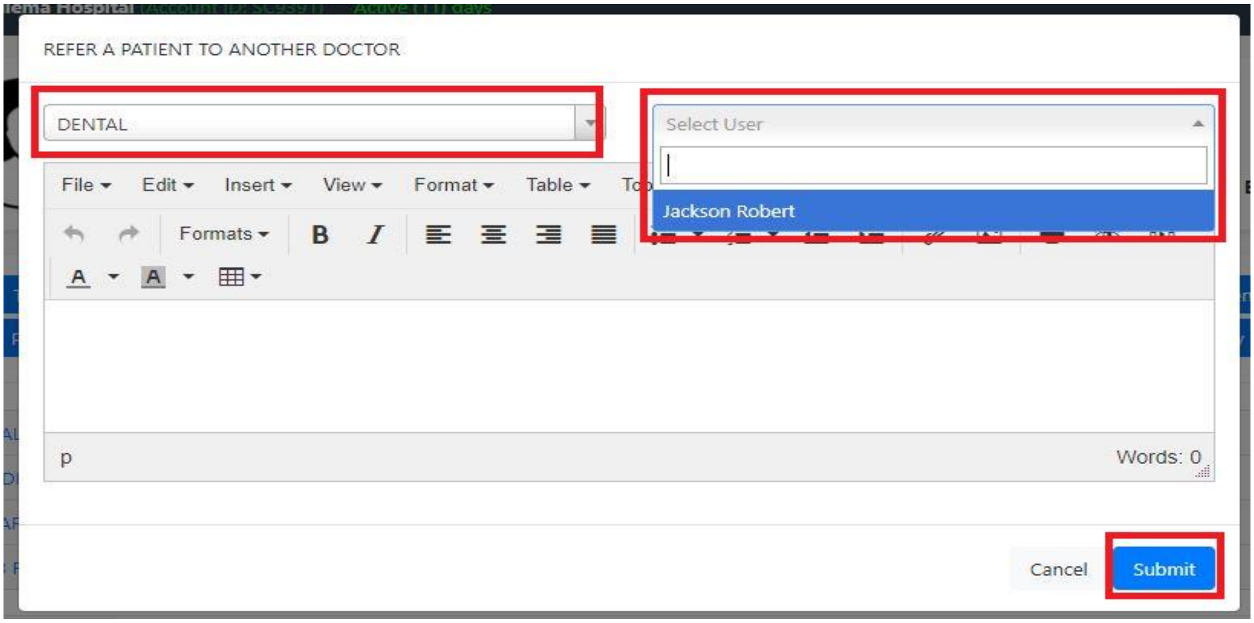
Click **Admit** button in order admit the patient, select ward and room then click Admit patient button to save it.



Click **Shift** button in order to choose another doctor to attend your patient if your shift is over and the patient is still on progress.

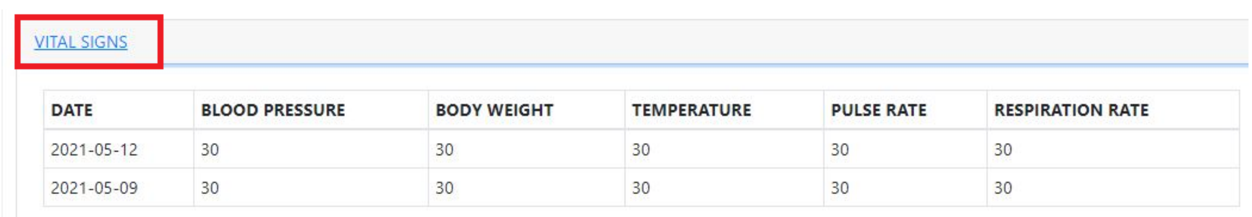


Click **Referral** button if you see the patient need to see the specialist, select the department and the doctor then click submit.



Click **To Reception** button then click yes when the patient finishes the treatment because the file needs to stay in the reception department.

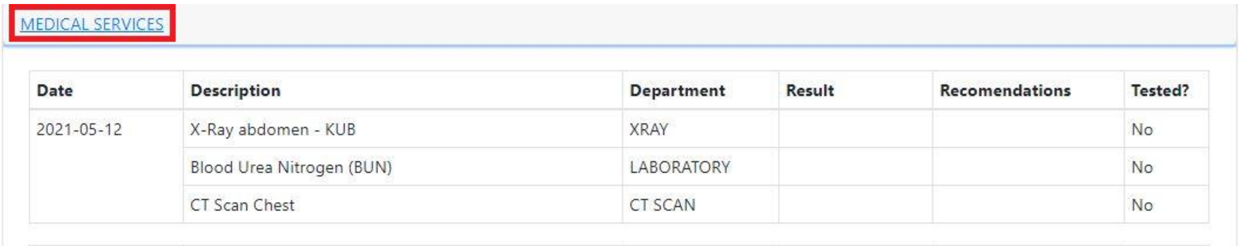
Click **Vital Sign** to view the vital signs of the patient.



VITAL SIGNS

DATE	BLOOD PRESSURE	BODY WEIGHT	TEMPERATURE	PULSE RATE	RESPIRATION RATE
2021-05-12	30	30	30	30	30
2021-05-09	30	30	30	30	30

Click **Medical Services** and view the results of tests the patient has to undergo.



MEDICAL SERVICES

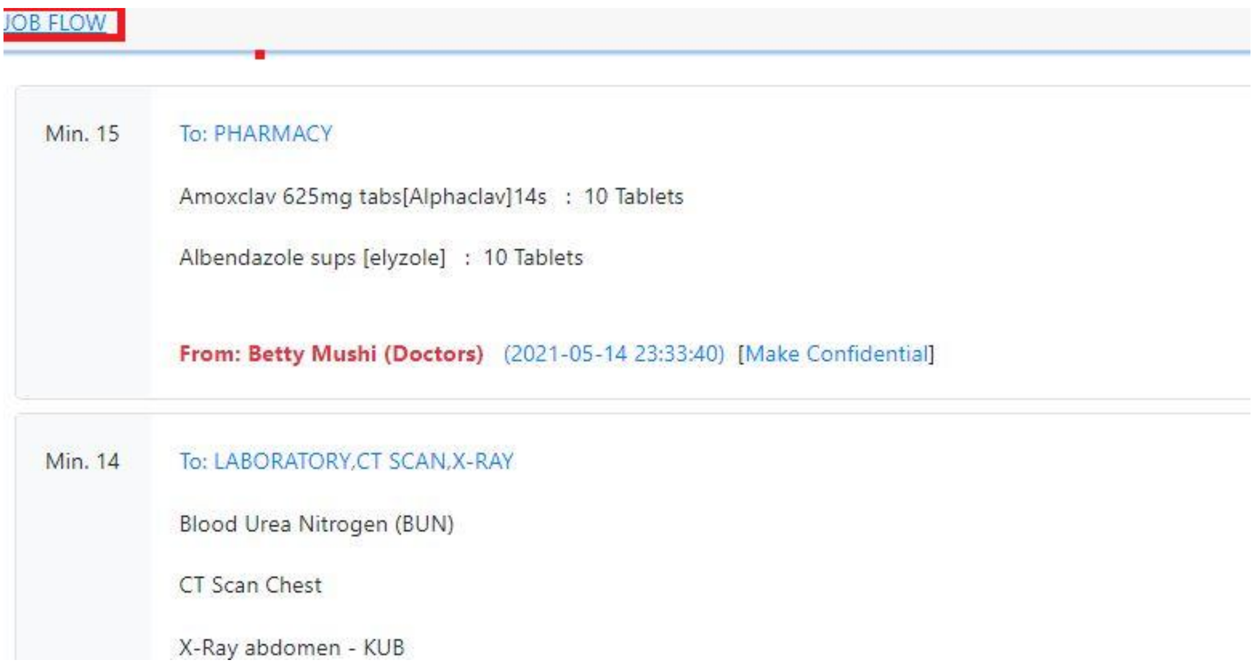
Date	Description	Department	Result	Recomendations	Tested?
2021-05-12	X-Ray abdomen - KUB	XRAY			No
	Blood Urea Nitrogen (BUN)	LABORATORY			No
	CT Scan Chest	CT SCAN			No

Click **Pharmacy List** to see if the patient already collected the drugs prescribed to him/her.

PHARMACY LIST

Date	Description	Quantity	Recomendations	Collection
2021-05-14 23:33:40	Albendazole sups [elyzole]	0.00	10 Tablets	Not collected
2021-05-14 23:33:40	Amoxclav 625mg tabs[Alphaclav]14s	0.00	10 Tablets	Not collected

Click **Job Flow** to view the flow of a patient from one department to another



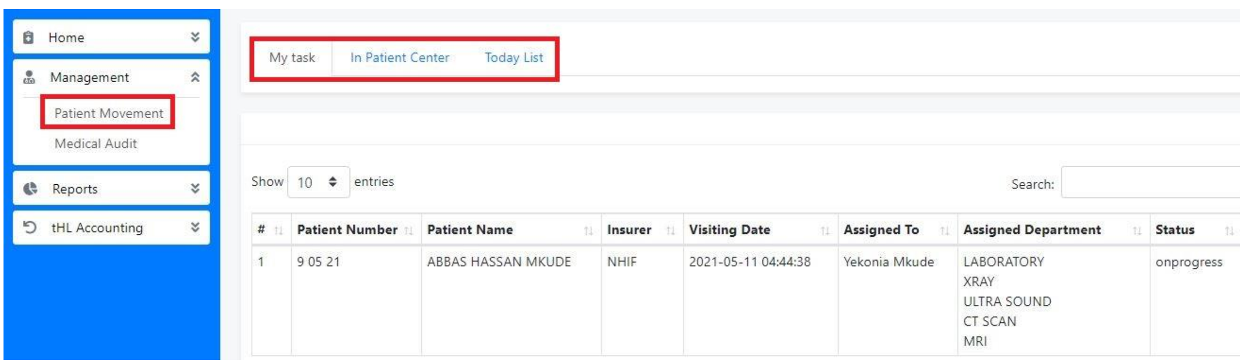
Lastly click **Report** in order to view the necessary hospital reports.

9.0 LABORATORY

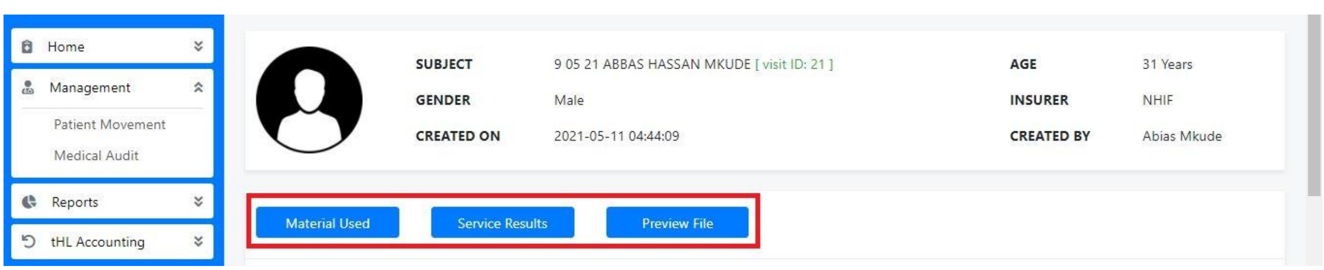
In this department you will be able to record patient's laboratory results.

After sign in go to **Management** module then click **Patient Movement** to see patient list (Outpatient) on **My task** tab for new task which is always open by default once you click patient movement.

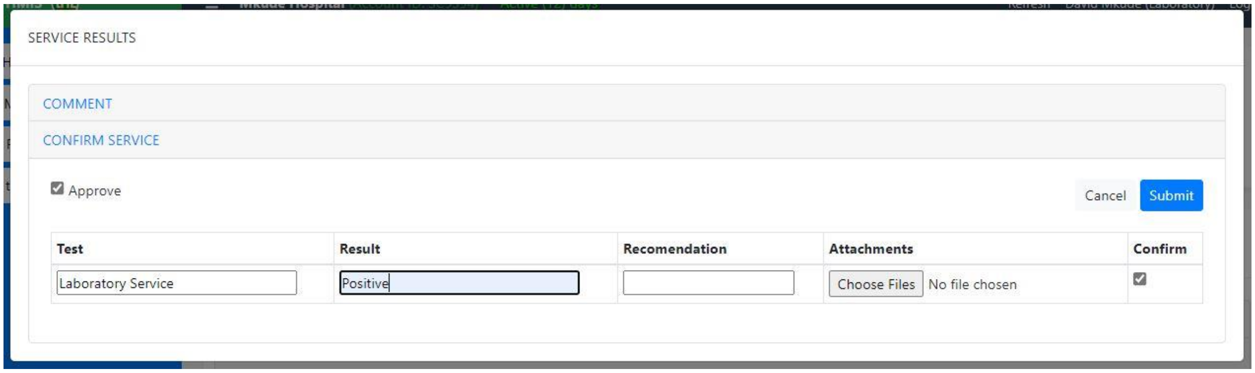
Inpatient Center tab where all patients admitted to ward (Inpatient) are listed and **Today List** shows the list of patients visit on current date but you can opt to search for previous dates.



Click the Patient's name to open the patient file then click **Material Used** button to enter the material used while providing service to the patient, **Service Result** button to enter results obtained from the laboratory test and **Preview File** button to view the patient file.



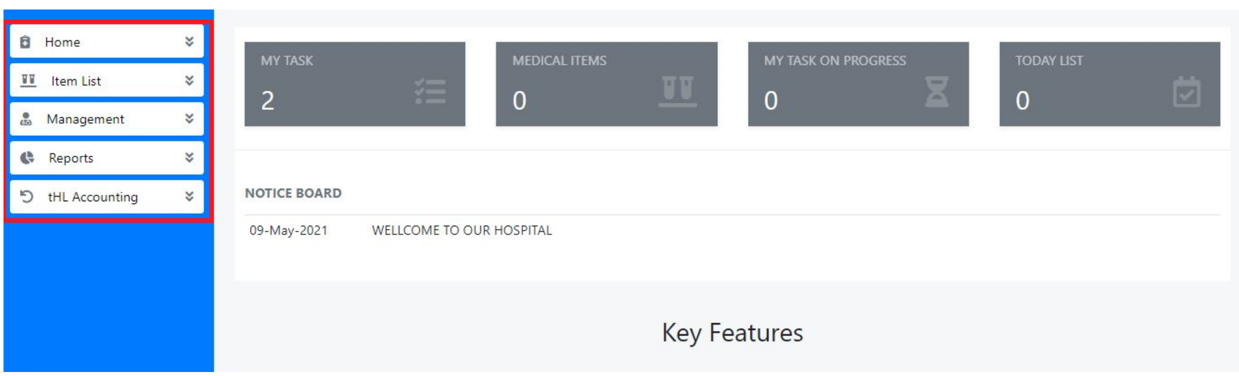
After clicking **Service Result** button fill result, recommendation, comment and attachments then tick **Confirm** and **Approve** check boxes if service is done completely and click **Submit** button to finish otherwise click **Cancel** to end the process.



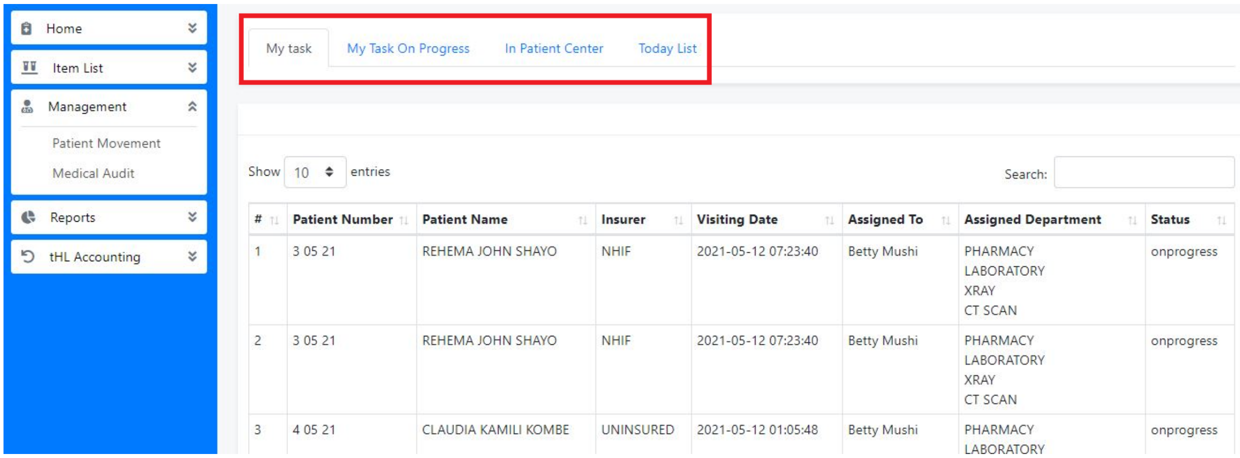
10.0 PHARMACY

This department is for giving out drugs prescribed by a doctor to a patient and also used to verify patient’s invoices.

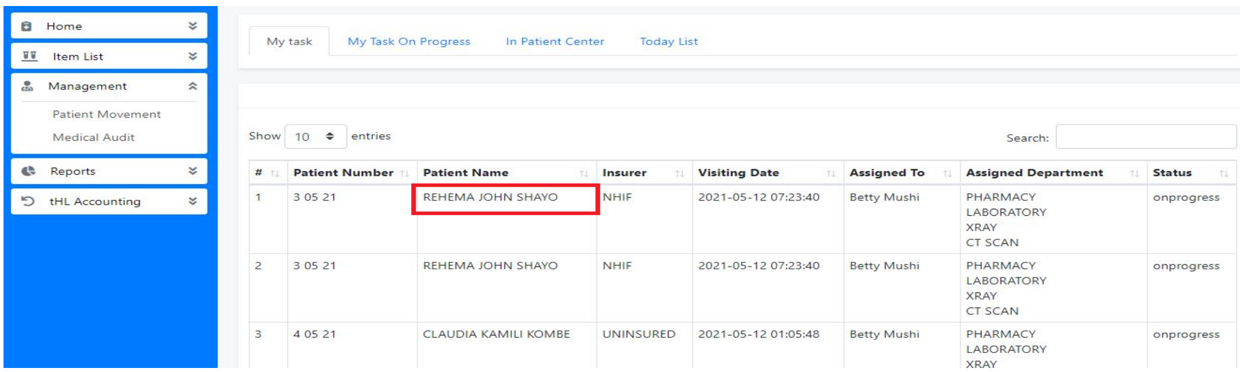
After sign in the below form will appear.



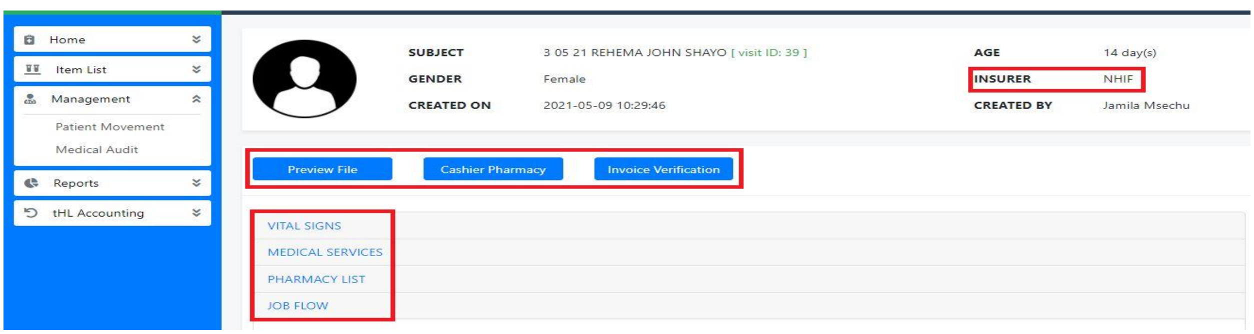
Go to **Management** module click **Patient Movement** then you will see list of patients assigned to you.



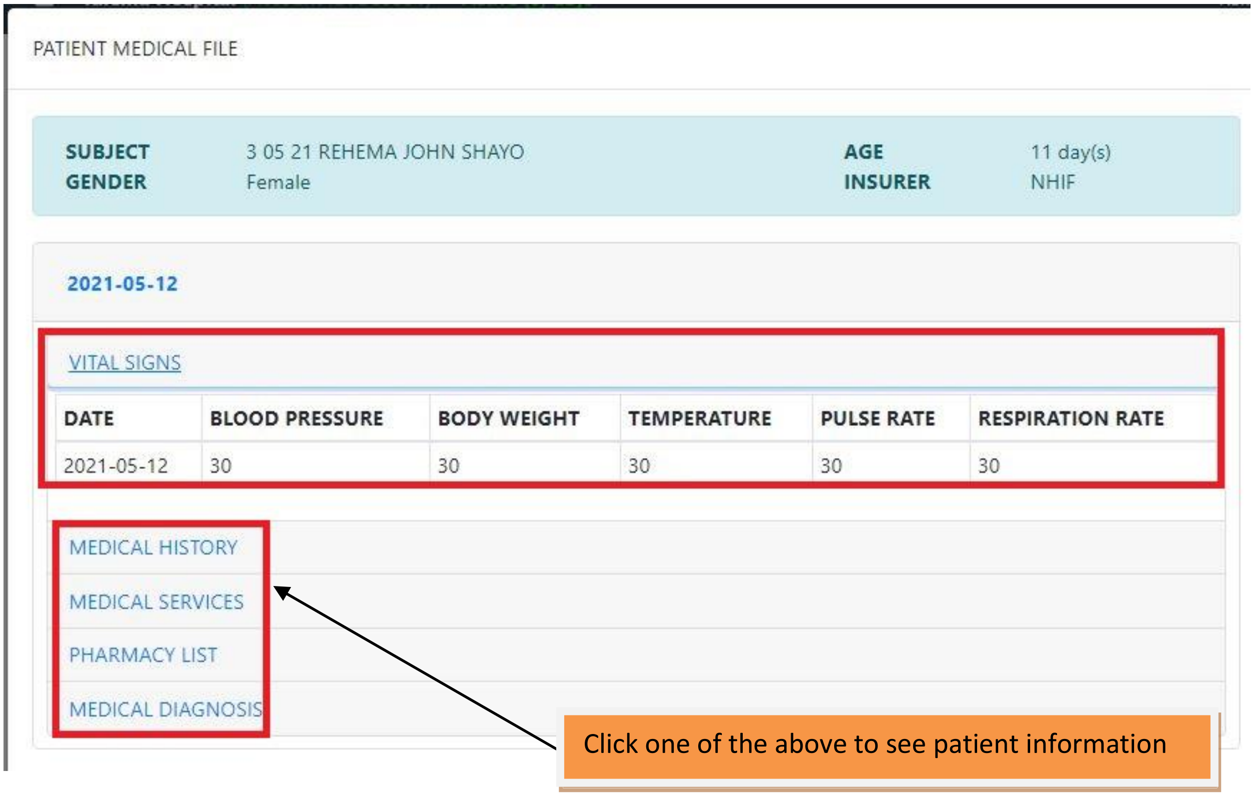
Then click the patient name



After clicking the patient name you will see Preview File, Cashier Pharmacy and Invoice Verification buttons.

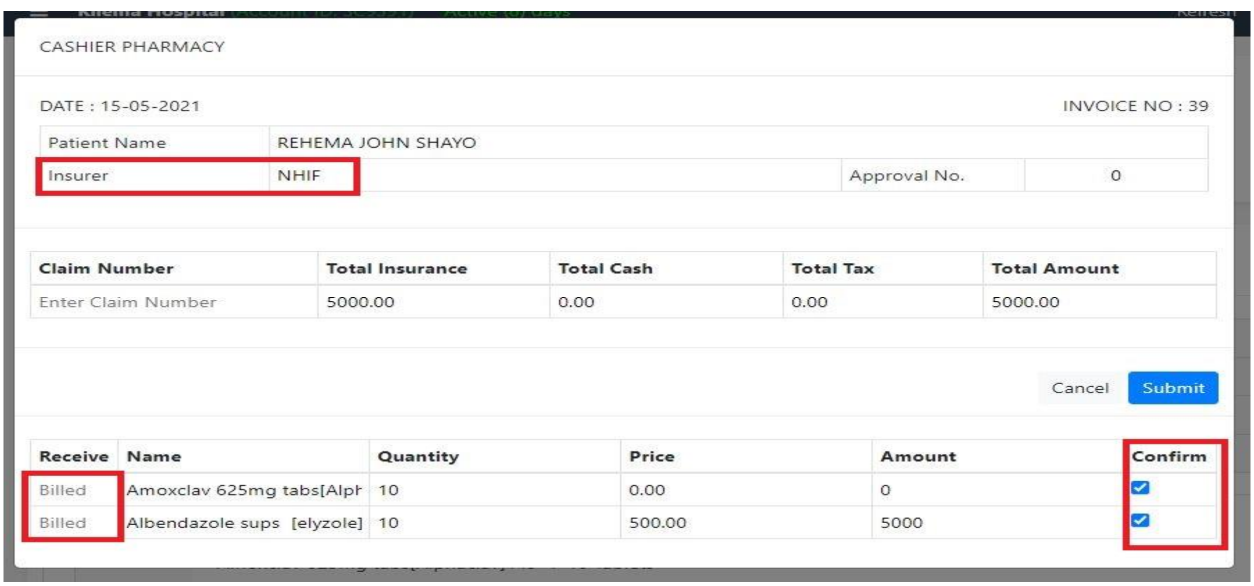


Click **Preview File** to see the patient's information as shown below



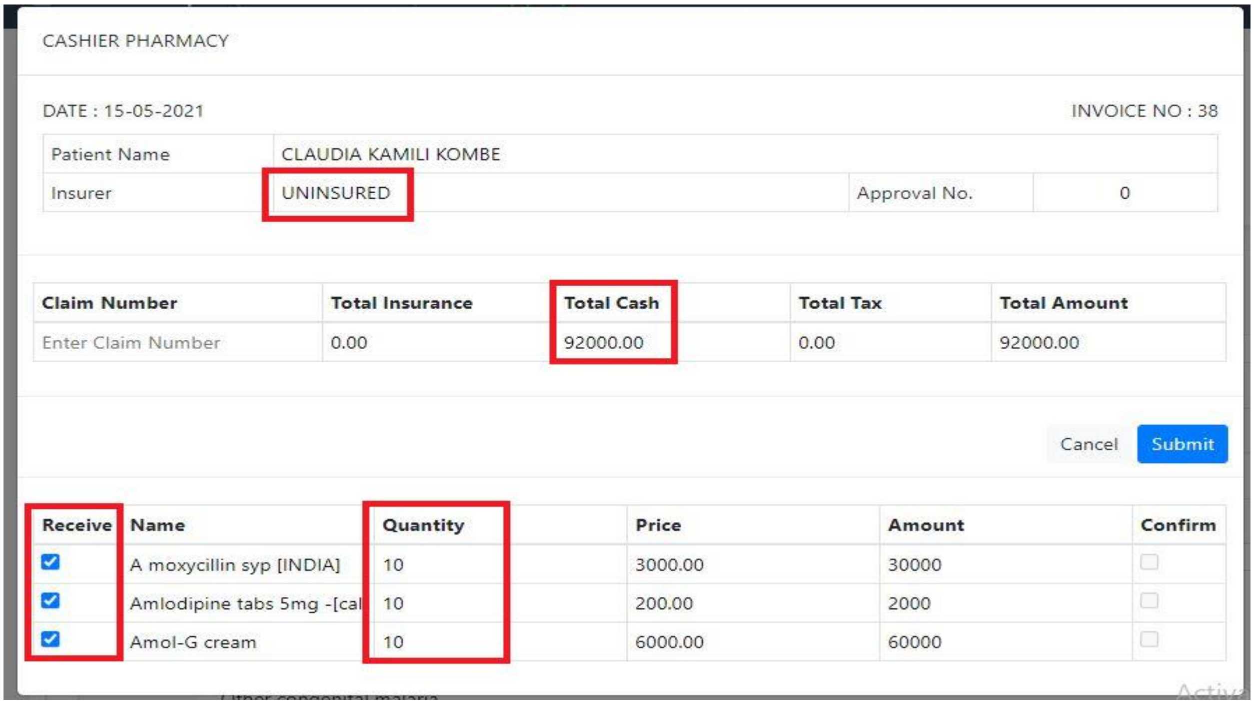
Click **Cashier Pharmacy** button in order to confirm drugs prescribed by a doctor which supposed to be given to a patient.

For **Insured patient** fill the quantity column and tick on checkboxes on confirm column then click submit button to save. The image below shows the patient who is using NHIF insurance.

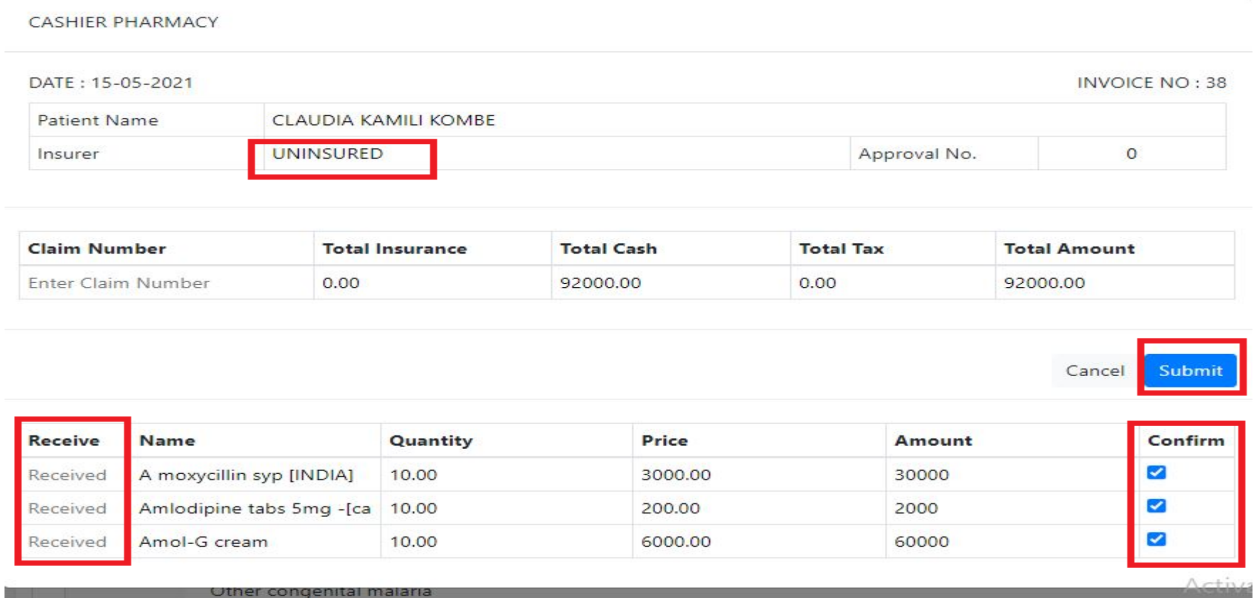


For **Cash/Uninsured patient** fill the quantity column and tick on checkboxes on a **Receive** column in order to tell the **Cashier** to receive drugs payment which its amount is shown on the Total cash column, then click submit button to send it.

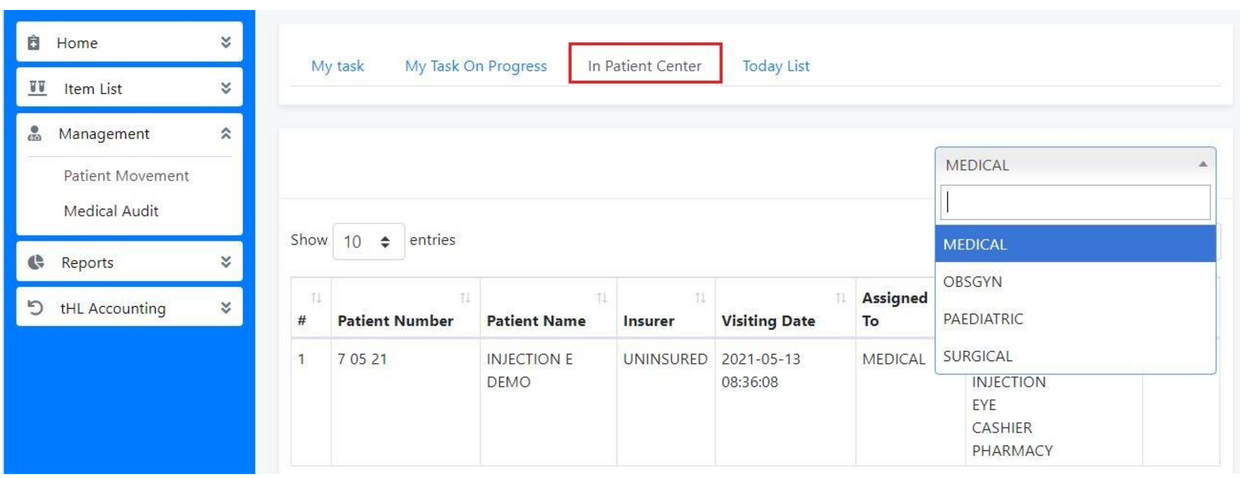
The image below shows the patient who is Uninsured.



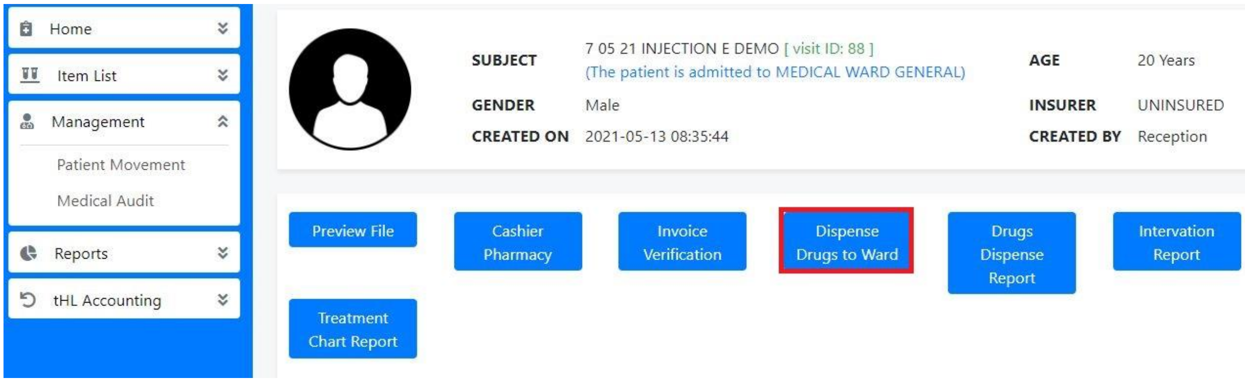
After Cashier has received payment the **Receive** column will look like the picture below indicating that the payment already received, tick checkboxes on confirm column then click submit button to dispense the drugs.

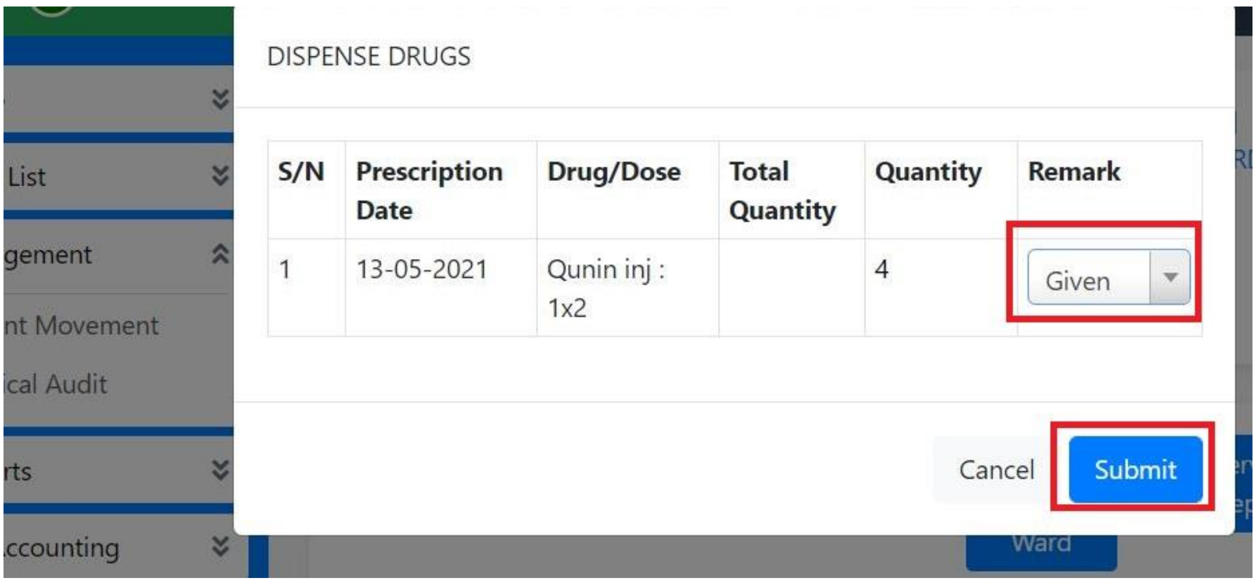


For patient who is admitted click **Inpatient Center** select medical ward then click name of the patient

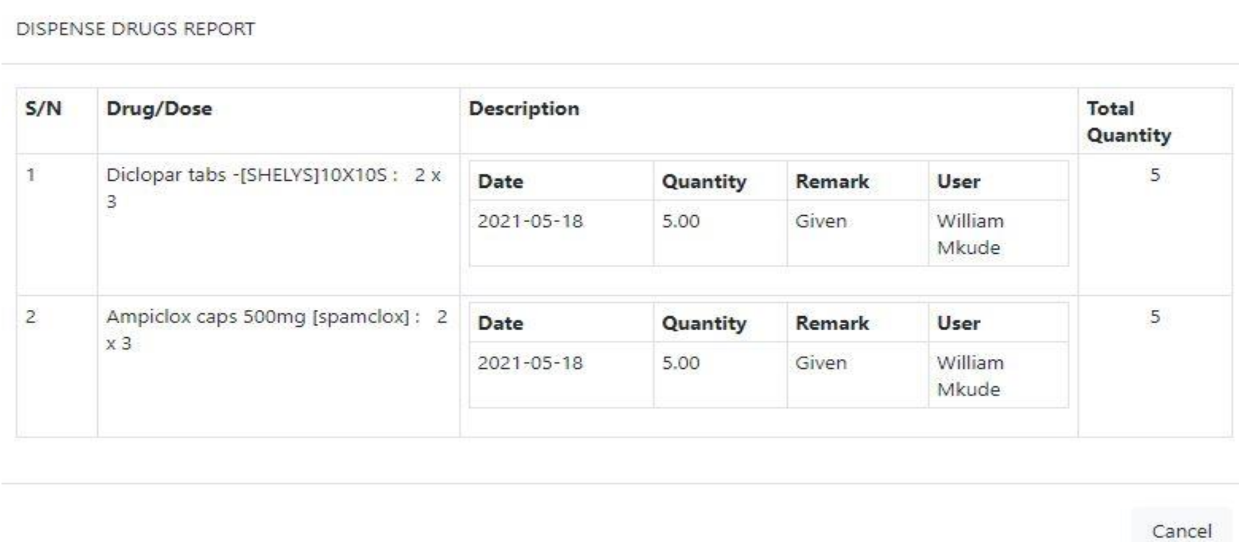


After click patient name, click **Dispense drugs to ward** button to give drugs to nurse attending the patient into ward by putting quantity and selecting **Given** remark and then press **Submit** to finish or **Cancel** to end process





Also use **Drug dispense report** button to view overall drugs dispensed to ward for the patient.

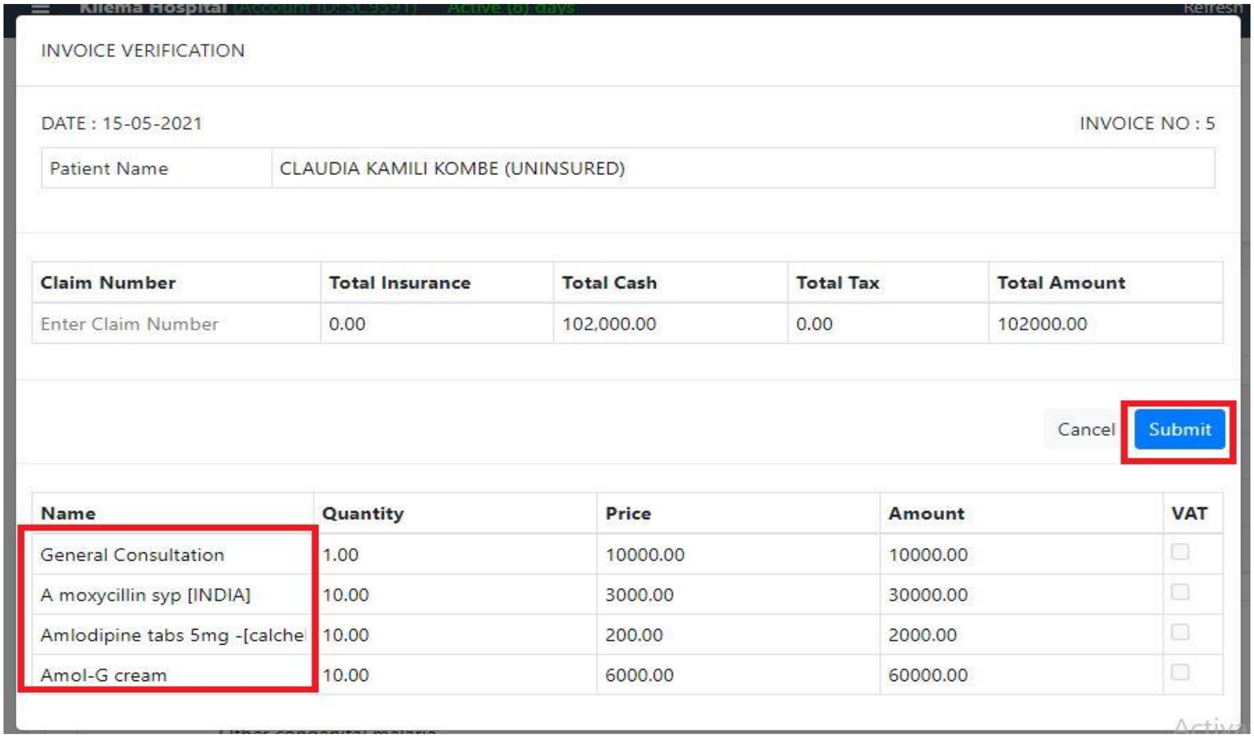


DISPENSE DRUGS REPORT

S/N	Drug/Dose	Description				Total Quantity
		Date	Quantity	Remark	User	
1	Diclopar tabs -[SHELYS]10X10S : 2 x 3	2021-05-18	5.00	Given	William Mkude	5
		Date	Quantity	Remark	User	
2	Ampiclox caps 500mg [spamclox] : 2 x 3	2021-05-18	5.00	Given	William Mkude	5

Cancel

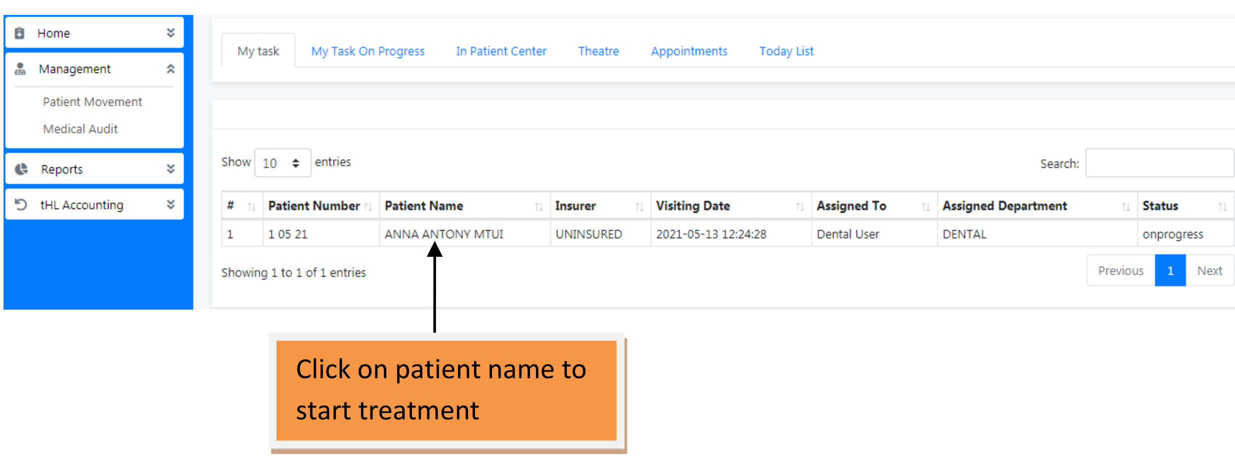
Click **Invoice Verification** button to see the patient's invoice then click submit to confirm the service and drugs a patient gets.



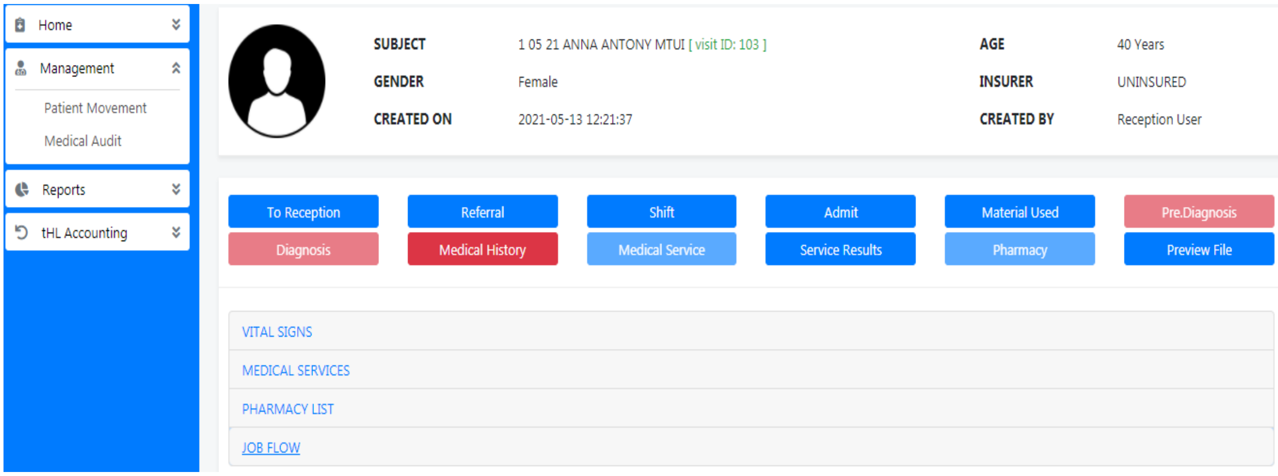
11.0 DENTAL

In this department Doctor who is a Dental specialist can see all patients assigned to dental service for treatment in general, where the doctor can write a medical history of the patient and suggest what kind of medical service the patient can get.

After signing in go to **Management** module click **Patient Movement** on the left side in order to see the list of patients. See the diagram below

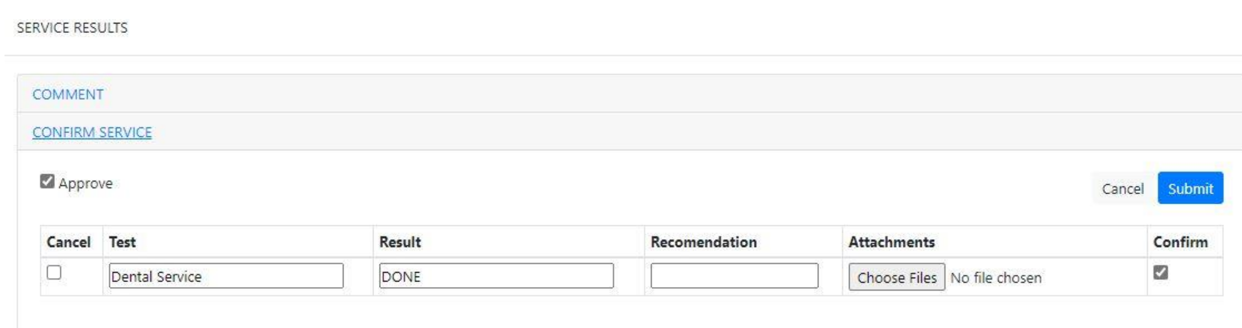


After selecting the patient you will see the page below which shows all activities the Doctor can perform to the patients.



NOTE: *The above functionalities are the same as performed by a Doctor as explained above on **section 8.0 (Doctors).***

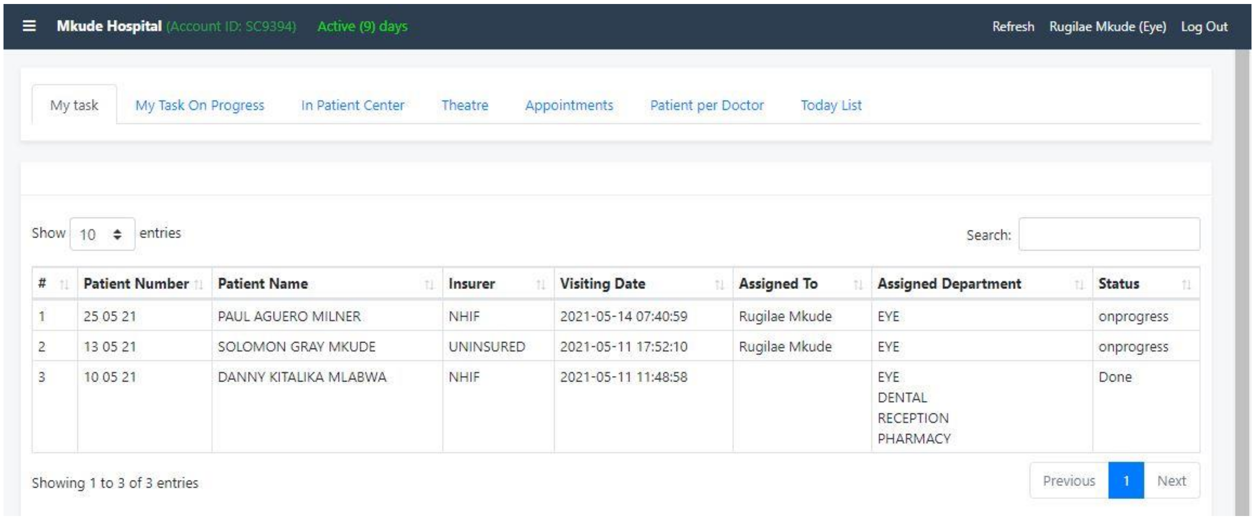
Click **Service Result** button to confirm dental service performed by filling result, recommendation, comment and attachments then tick **Confirm** and **Approve** checkboxes and click Submit button to finish otherwise click Cancel to end the process.



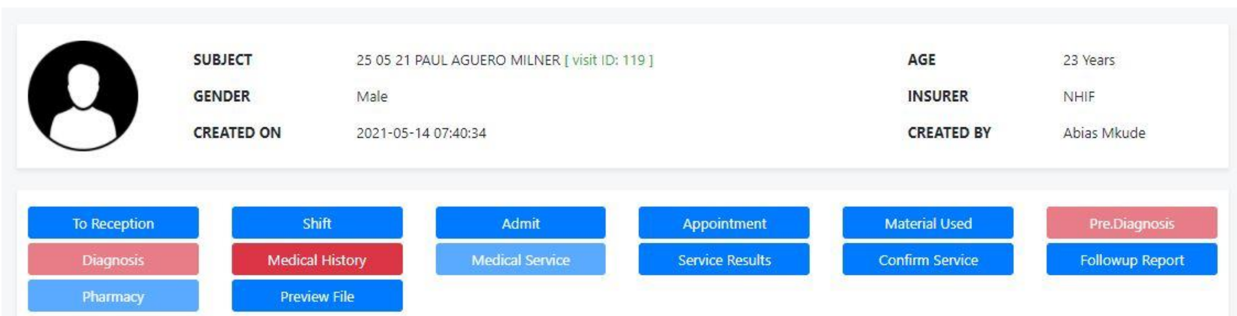
12.0 EYE

In this department a doctor can write a medical history of the patient and suggest what kind of eye service the patient can get.

After signing in go to Management module click **Patient movement** in order to see the list of the patients. Select the patient by clicking the **Patient Name** in order to start treatment.



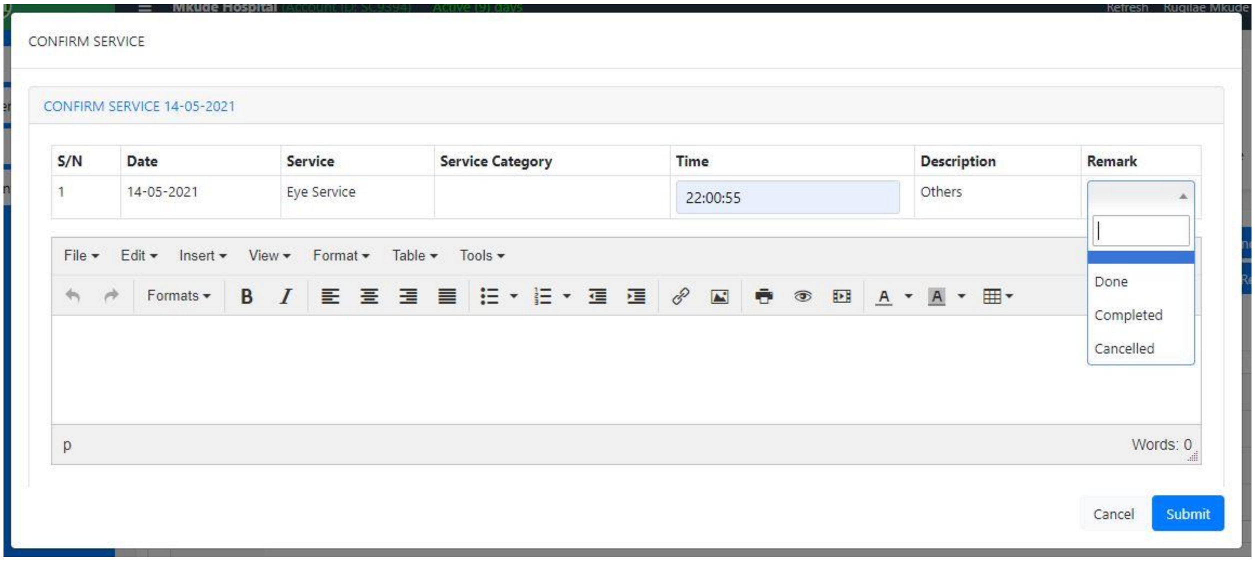
After selecting the patient you will see the page below which shows all activities the Doctor can perform to the patient.



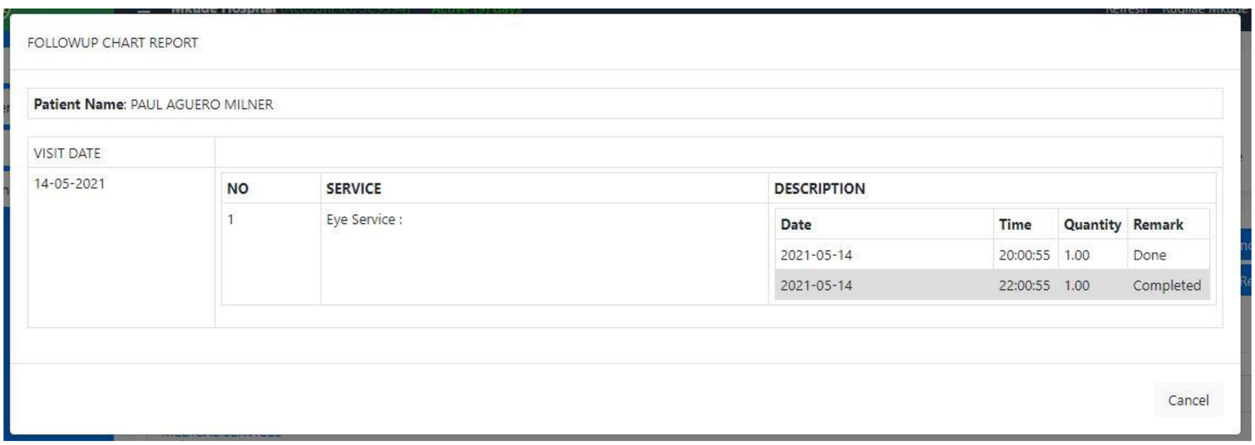
NOTE: *The above functionalities are the same as performed by a Doctor as explained above on **section 8.0 (Doctors).***

Click **Confirm Service** button to see specific service to attend to a patient, if it is empty and patient is Cash/Uninsured then patient is required to complete service payment through Cashier for the service to appear on confirm service form. But if a patient is insured then medical service will appear automatically.

When you confirm an eye service, insert time used to attend a patient finally choose a remark. In remark there are three selections **Done**, **Complete** and **Cancelled**, select **Done** if a service is still ongoing for several visit, select **Completed** if service is completed and select **Cancelled** to cancel task then click **Submit** to complete or **Cancel** to end the process.



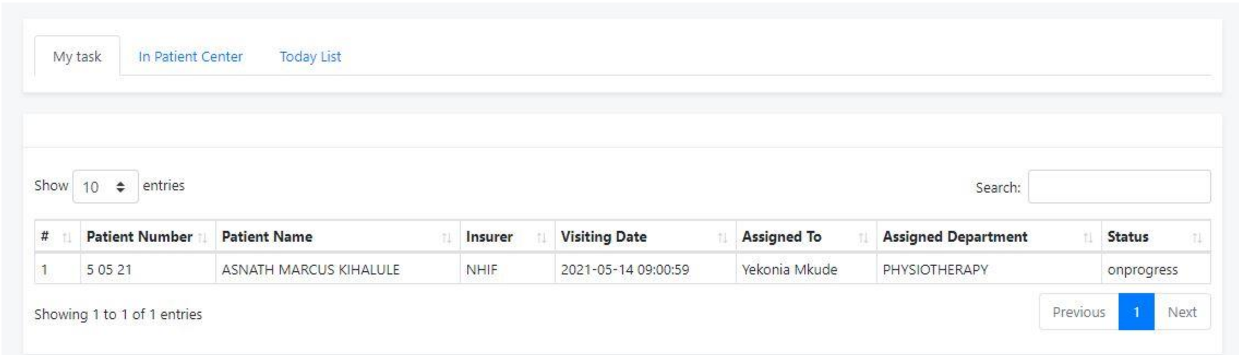
Click **Follow Up Report** to view the report of eye services you gave to a patient.



13.0 PHYSIOTHERAPY

In this department a Physiotherapist can write a medical history of the patient and suggest what kind of service the patient can get.

After sign in go to **Management** module Click on **Patient movement** in order to see the list of the patients. Click **Patient Name** in order to start treatment.

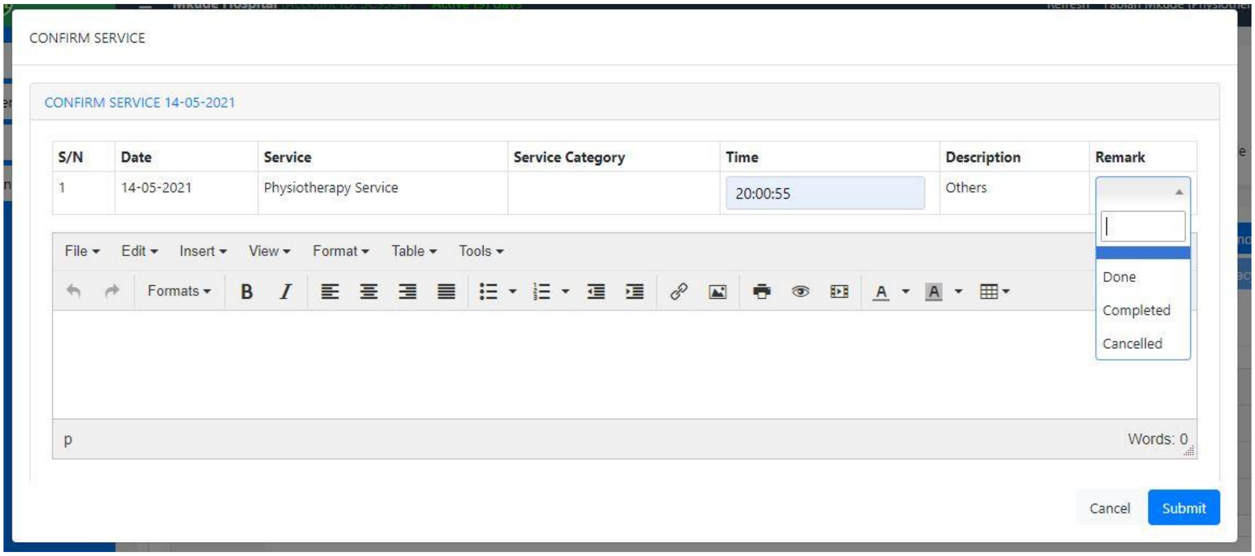


After selecting the patient you will see the page below which shows all activities the Doctor can perform to the patients.

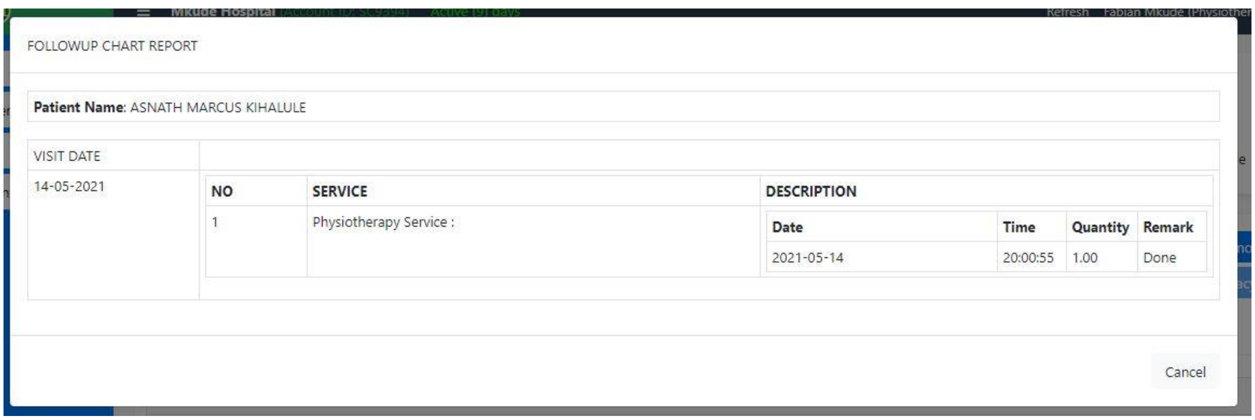
NOTE: *The above functionalities are the same as performed by a Doctor as explained above on **section 8.0 (Doctors).***

Click **Confirm Service** button to see specific service to attend to a patient, if it is empty and patient is Cash/Uninsured then patient is required to complete service payment through Cashier for the service to appear on confirm service form. But if a patient is insured then medical service will appear automatically.

When you confirm physiotherapy service, insert time used to attend a patient finally choose a remark. In remark there are three selections **Done**, **Completed** and **Cancelled**, select **Done** if a service is still ongoing for several visit, select **Completed** if service is completed and select **Cancelled** to cancel task then click **Submit** to complete or **Cancel** to end the process.



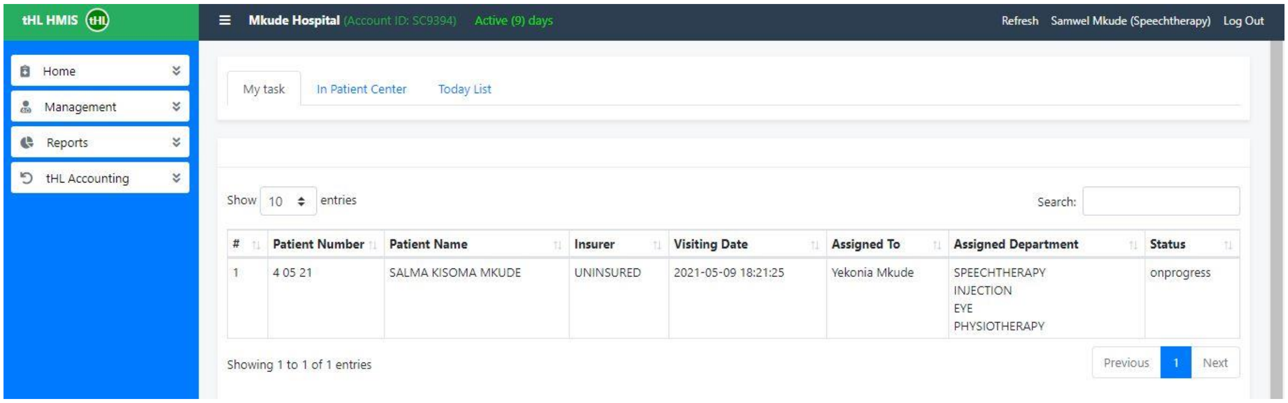
Click **Follow Up Report** to view the report of physiotherapy services you gave to a patient.



14.0 SPEECHTHERAPY

In this department a Speech therapist can write a medical history of the patient and suggest what kind of service the patient can get.

After sign in go to **Management** module Click on **Patient movement** in order to see the list of the patients. Click **Patient Name** in order to start treatment.

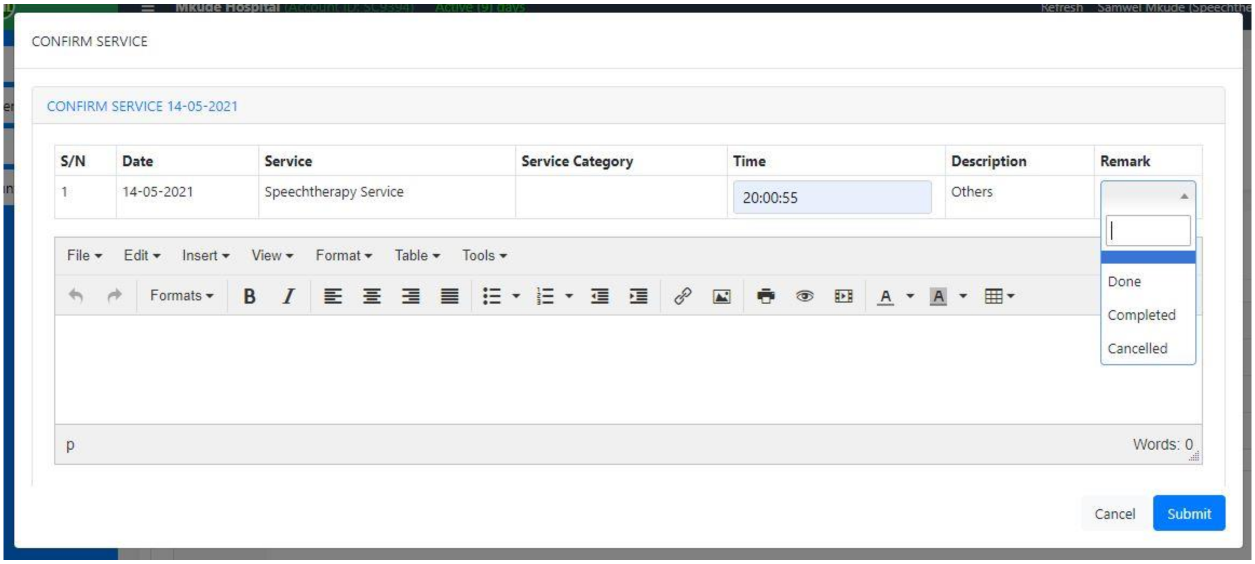


After selecting the patient you will see the page below which shows all activities the Doctor can perform to the patients.

NOTE: *The above functionalities are the same as performed by a Doctor as explained above on* ***section 8.0 (Doctors).***

Click **Confirm Service** button to see specific service to attend to a patient, if it is empty and patient is Cash/Uninsured then patient is required to complete service payment through Cashier for the service to appear on confirm service form. But if a patient is insured then medical service will appear automatically.

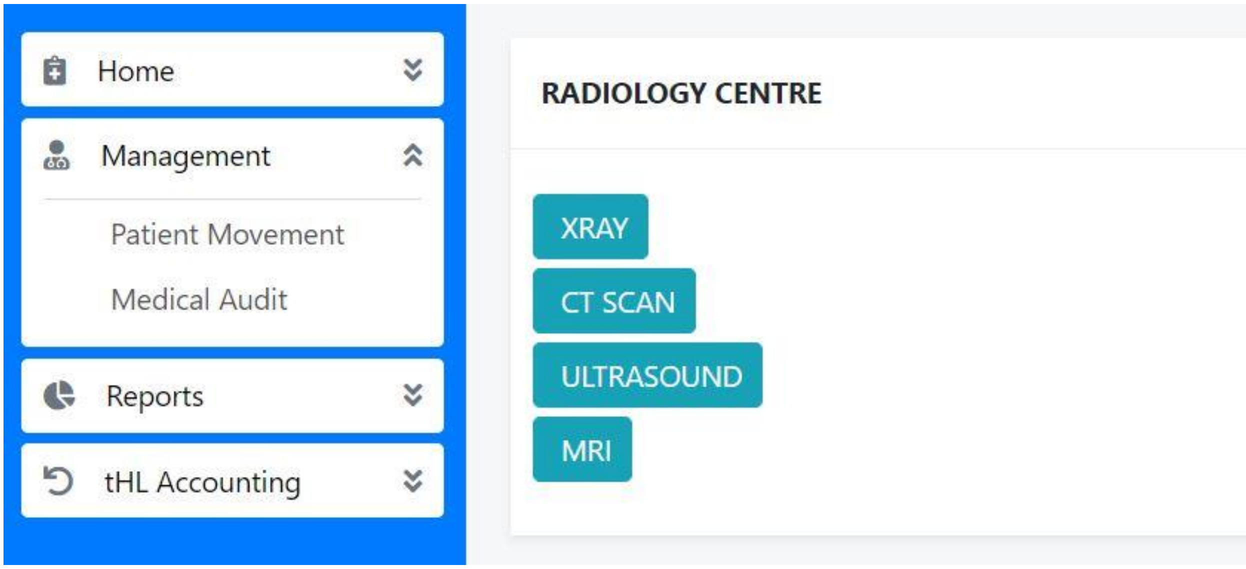
When you confirm service, insert time used to attend a patient finally choose a remark. In remark there are three selections **Done**, **Completed** and **Cancelled**, select **Done** if a service is still ongoing for several visit, select **Completed** if service is completed and select **Cancelled** to cancel task then click **Submit** to complete or **Cancel** to end the process.



15.0 RADIOLOGY

This department has four sub departments which are X- Ray, CT scan, Ultra Sound and MRI. User is assigned to this department only if he has access to all departments.

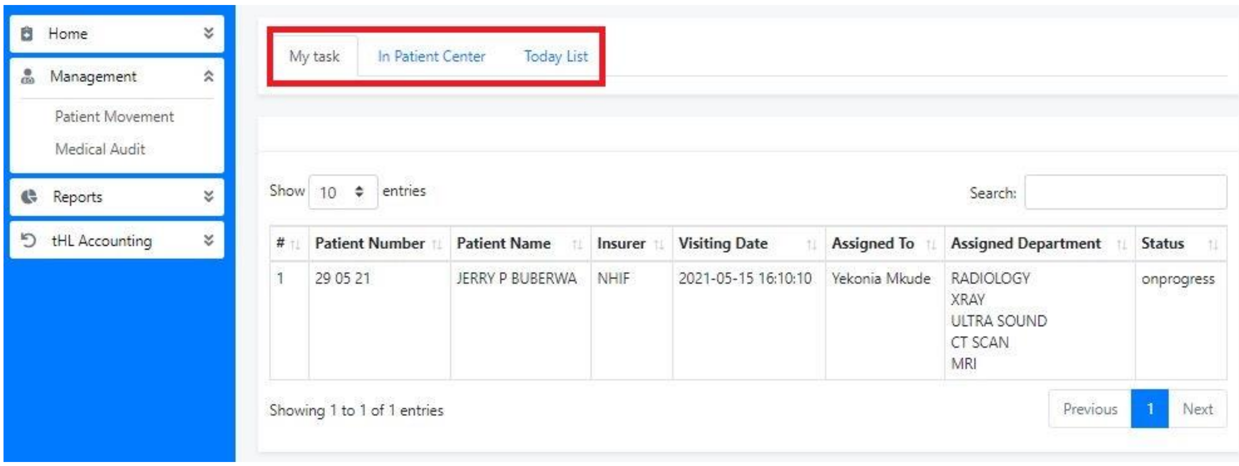
After sign in go to Management module click **Patient Movement** to see **Radiology Centre.**



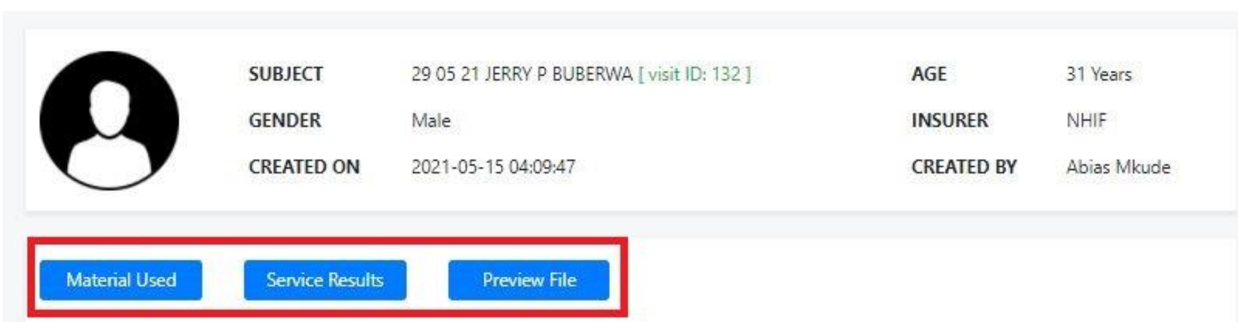
15.1 X-RAY

In this sub department you will be able to record patient's x-ray results, after clicking **X-RAY** button you will see patient list (Outpatient) on **My task** tab for new task which is always open by default once you click x-ray button.

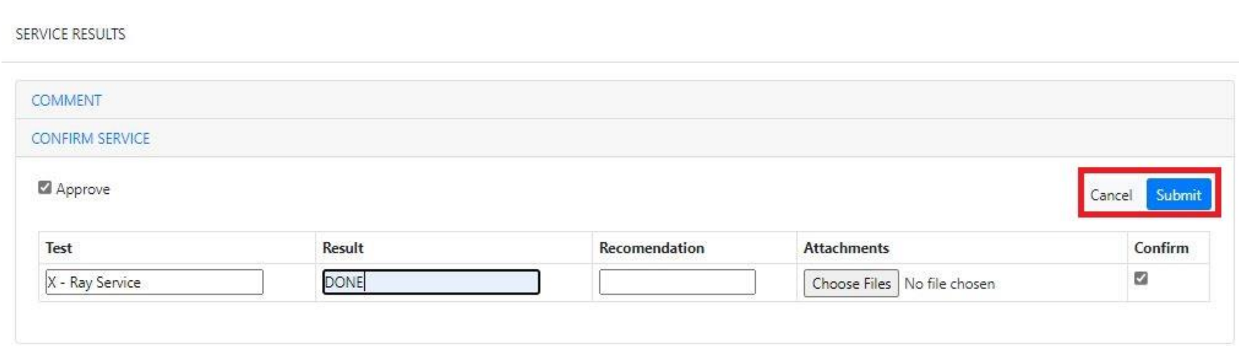
Inpatient Center tab where all patients admitted to ward (Inpatient) are listed and **Today List** shows the list of patients visit on a current date but you can opt to search for previous dates.



Click Patient's name to open the patient file then click **Material Used** button to enter the material used while providing service to the patient, **Service Result** button to enter results obtained from x-ray test and **Preview File** button to view the patient file.



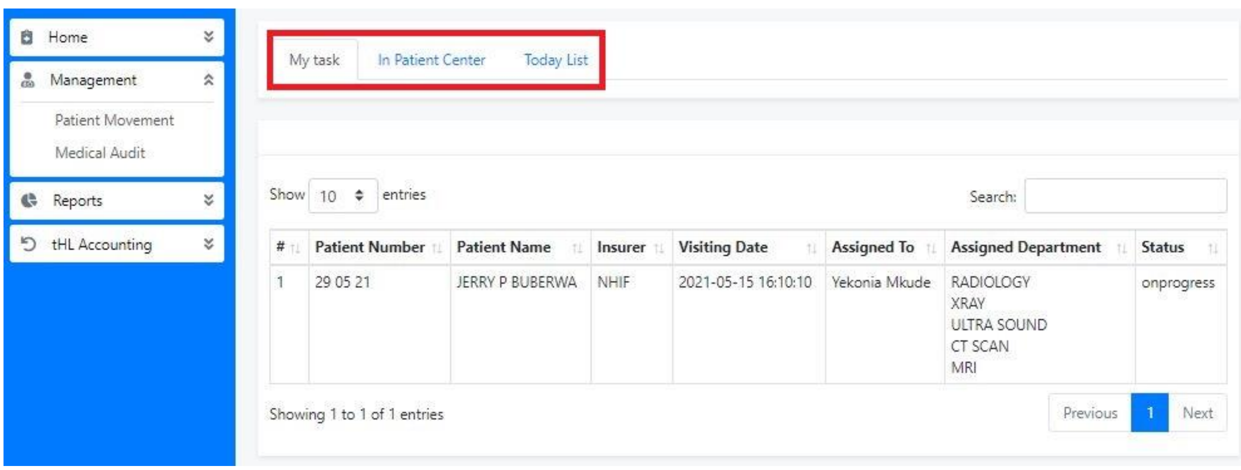
Click **Service Results** button to fill result, recommendation, comment and attachments then tick **Confirm** and **Approve** checkboxes if service is done completely and click **Submit** button to finish otherwise click **Cancel** to end the process.



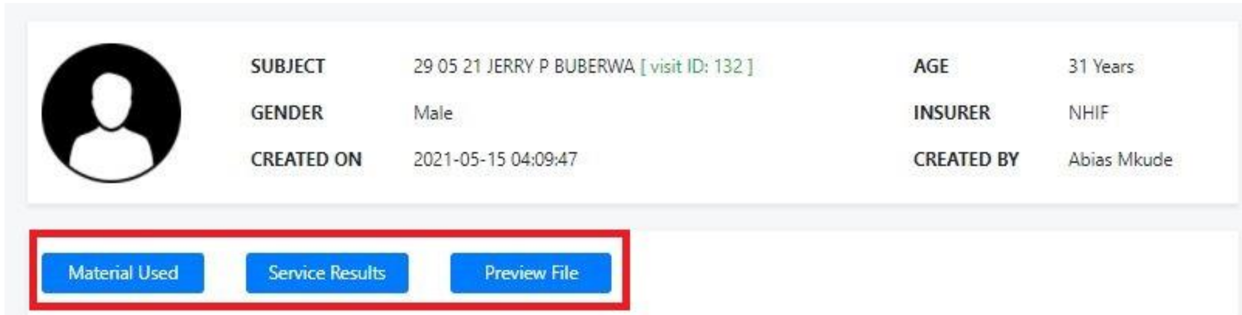
15.2 CT-SCAN

In this sub department you will be able to record patient's CT-Scan results, after clicking **CT-SCAN** button you will see patient list (Outpatient) on **My task** tab for new task which is always open by default once you click CT-Scan button.

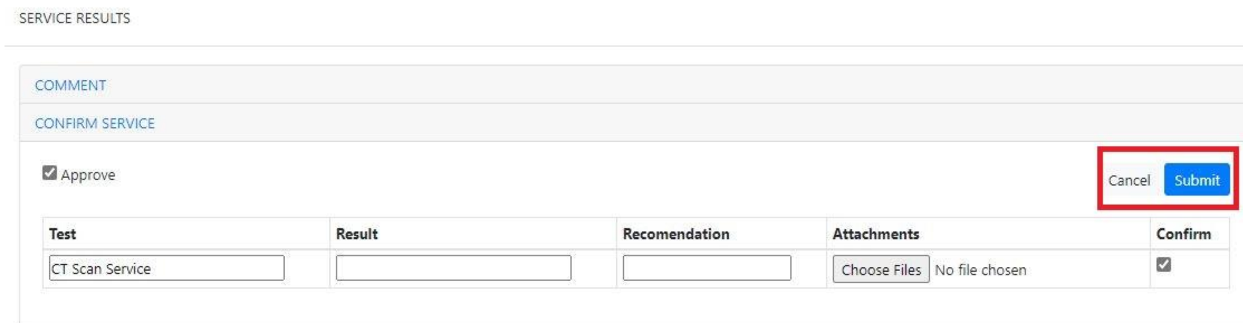
Inpatient Center tab where all patients are admitted to ward (Inpatient) are listed and **Today List** shows the list of patients visit on current date but you can opt to search for previous dates.



Click the Patient's name to open the patient file then click **Material Used** button to enter the material used while providing service to the patient, **Service Result** button to enter results obtained from the CT-Scan test and **Preview File** button to view the patient file.



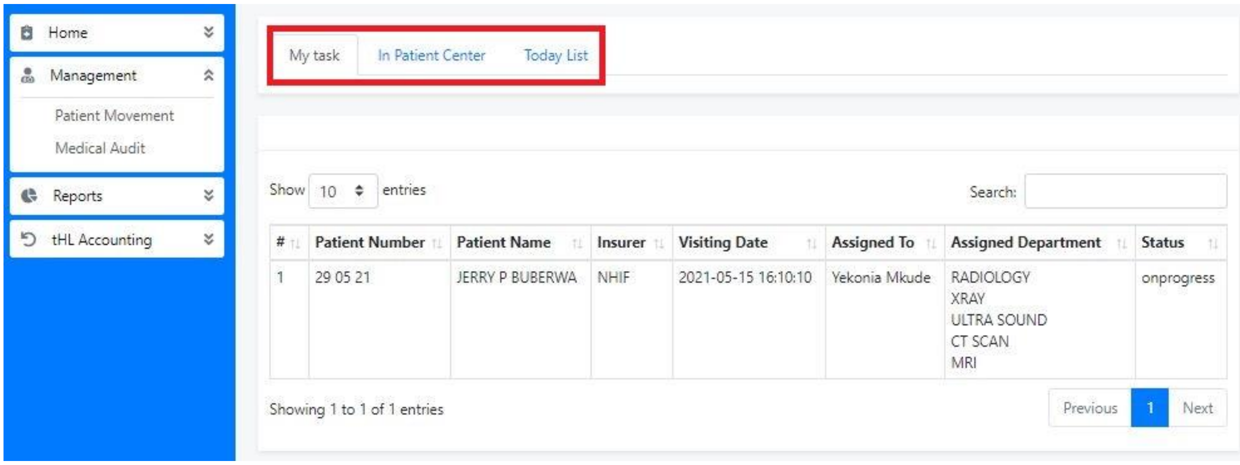
Click **Service Results** button to fill result, recommendation, comment and attachments then tick **Confirm** and **Approve** checkboxes if service is done completely and click **Submit** button to finish otherwise click **Cancel** to end the process.



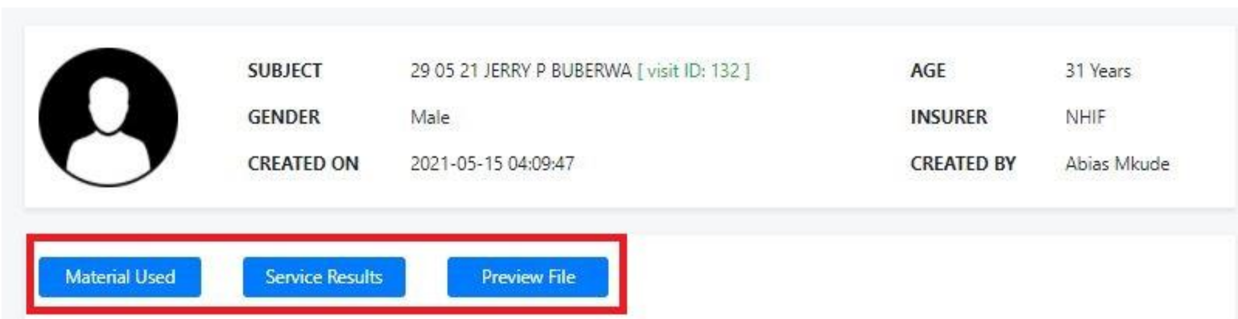
15.3 ULTRASOUND

In this sub department you will be able to record patient's Ultrasound results, after clicking **ULTRASOUND** button you will see patients list (Outpatient) on **My task** tab for new task which is always open by default once you click Ultrasound button.

Inpatient Center tab where all patients admitted to ward (Inpatient) are listed and **Today List** shows the list of patients visit on a specific day.



Click the Patient's name to open the patient file then click **Material Used** button to enter the material used while providing service to the patient, **Service Result** button to enter results obtained from the Ultrasound test and **Preview File** button to view the patient file.

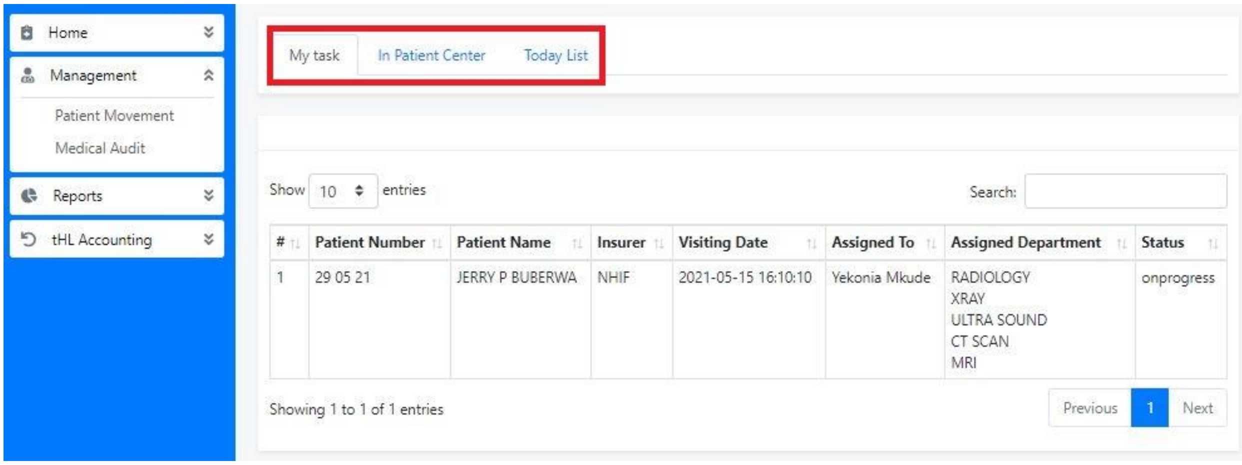


Click **Service Results** button to fill result, recommendation, comment and attachments then tick **Confirm** and **Approve** checkboxes if service is done completely and click **Submit** button to finish otherwise click **Cancel** to end the process.

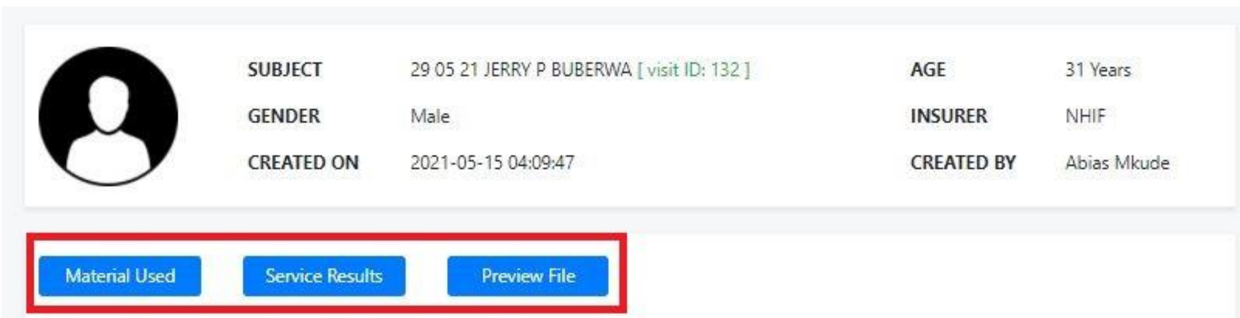
15.4 MRI

In this sub department you will be able to record patient's MRI results, after clicking **MRI** button you will see patient list (Outpatient) on **My task** tab for new task which is always open by default once you click MRI button.

Inpatient Center button where all patients admitted to ward (Inpatient) are listed and **Today List** shows the list of patients visit on a specific day.



Click the Patient's name to open the patient file then click **Material Used** button to enter the material used while providing service to the patient, **Service Result** button to enter results obtained from the MRI test and **Preview File** button to view the patient file.

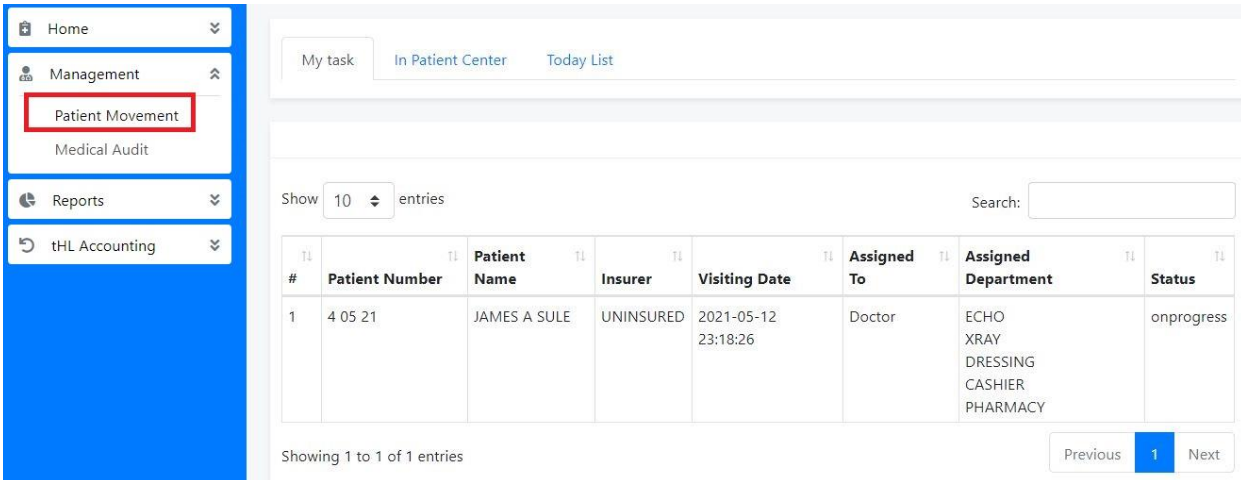


Click **Service Results** button to fill result, recommendation, comment and attachments then tick **Confirm** and **Approve** checkboxes if service is done completely and click **Submit** button to finish otherwise click **Cancel** to end the process.

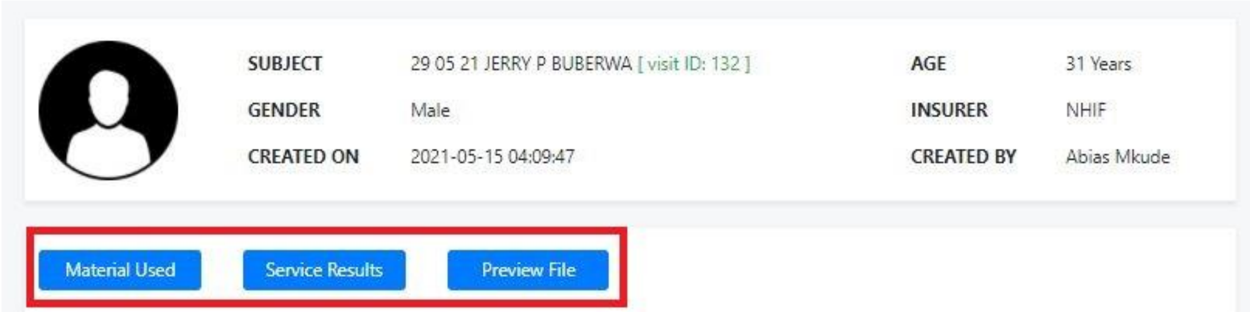
16.0 ECHO

In this department is where echocardiogram preparation and test is done to determine efficiency of human heart

After sign in go to **Management** module click **Patient Movement** then **on My Task** tab you will see list of patients for taking echo test, which is always open by default.
Inpatient Center tab where all patients admitted to ward (Inpatient) are listed and **Today List** shows the list of patients visit on a specific day.



Click the Patient's name to open the patient file then click **Material Used** button to enter the material used while providing service to the patient, **Service Result** button to enter results obtained from the Echo test and **Preview File** button to view the patient file.

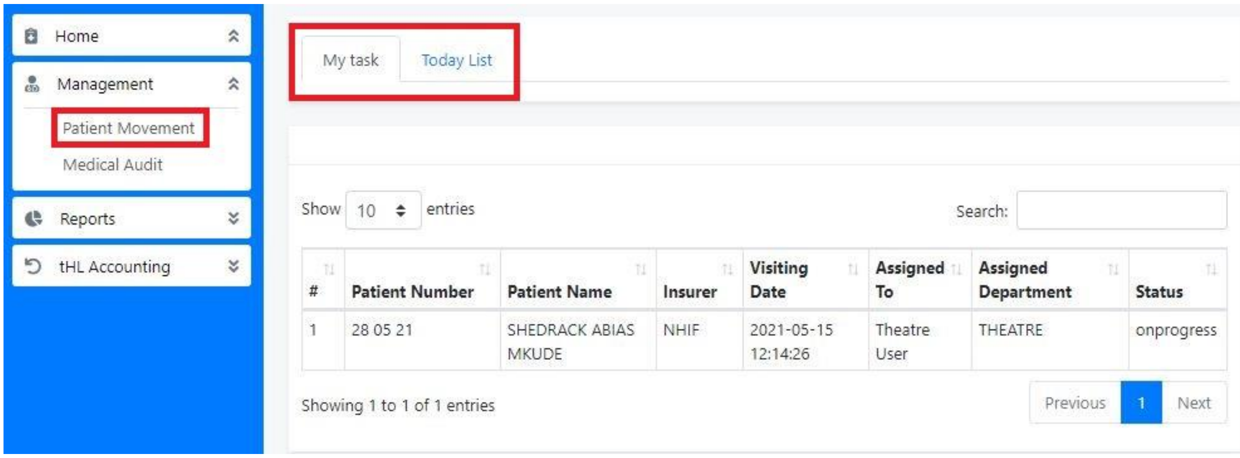


Click **Service Results** button to fill result, recommendation, comment and attachments then tick **Confirm** and **Approve** checkboxes if service is done completely and click **Submit** button to finish otherwise click **Cancel** to end the process.

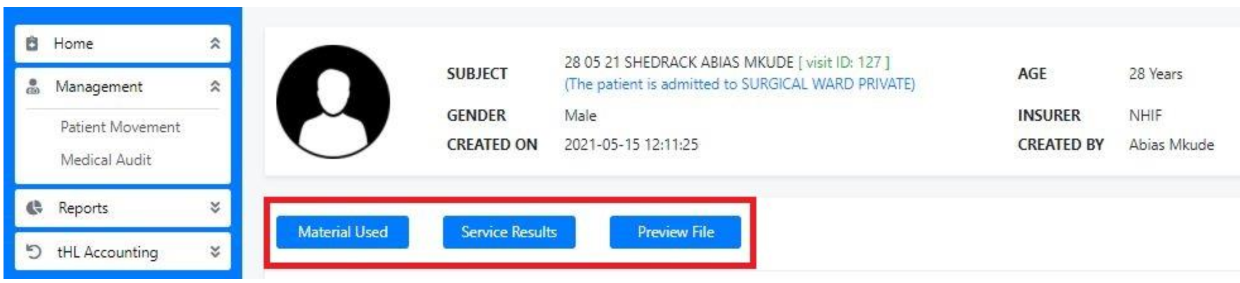
17.0 THEATRE

In this department you will be able to perform surgery procedures.

After sign in go to **Management** module click **Patient Movement** then you can see the number of new task on **My Task** tab, you can see the list of patients that visit hospital in current date but you can opt to search for previous dates.

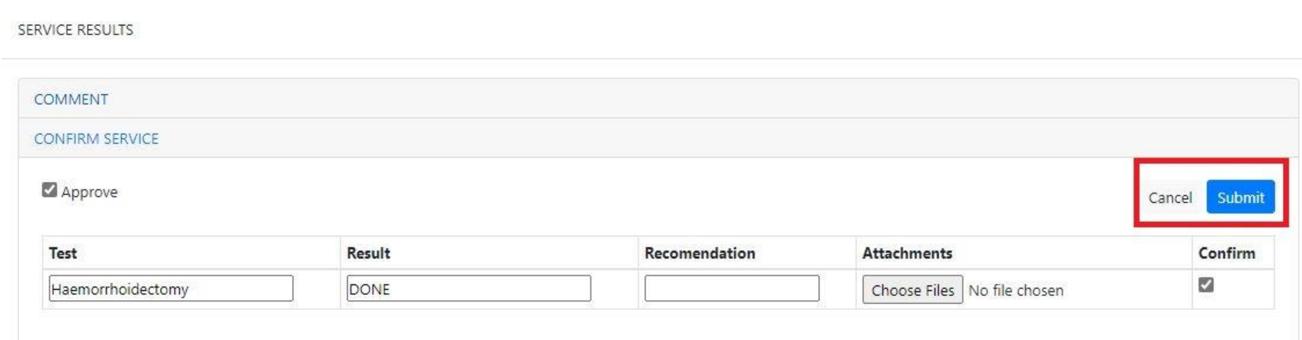


Click the Patient's name to open the patient file then click **Material Used** button to enter the material used while performing surgery procedure to the patient, **Service Result** button to enter results obtained from surgery and **Preview File** button to view the patient file.



Click **Confirm Service** button to see specific service to attend to a patient, if it is empty and patient is Cash/Uninsured then patient is required to complete service payment through Cashier for the service to appear on confirm service form. But if a patient is insured then medical service will appear automatically.

When you confirm a theater service, insert time used to attend a patient finally choose a remark. In remark there are three selections **Done**, **Complete** and **Cancelled**, select **Done** if a service is still ongoing for several visit, select **Completed** if service is completed and select **Cancelled** to cancel task then click Submit to complete or Cancel to end the process.



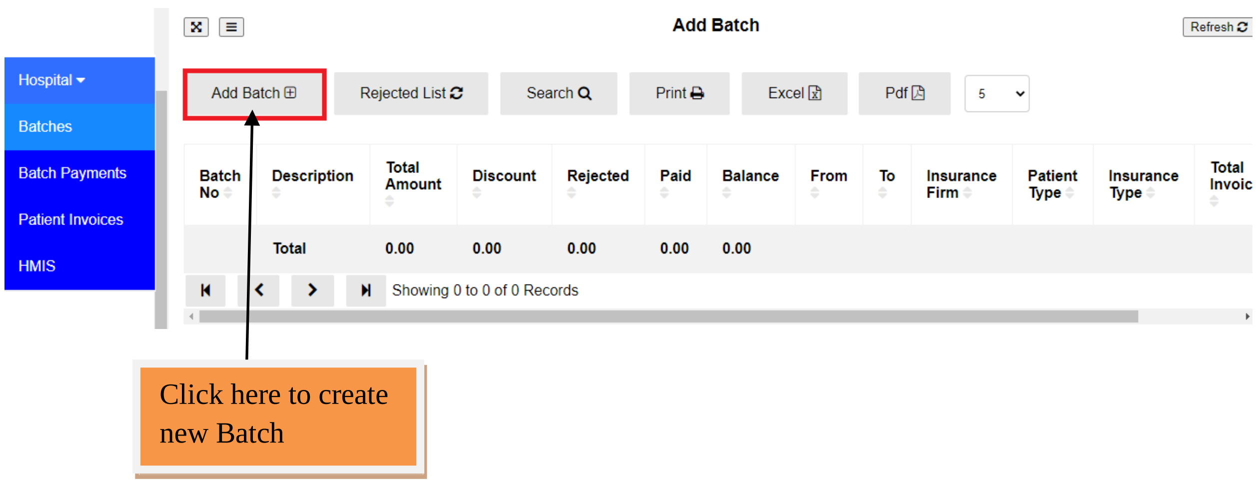
18.0 ACCOUNTING FUNCTIONS

These are functions performed on accounting system if you want to adjust your stock, Utility Requisition, purchase items, sale items on cash basis for patients who do not need to see a doctor. Also you can create batches for Insurance and Credit patients.

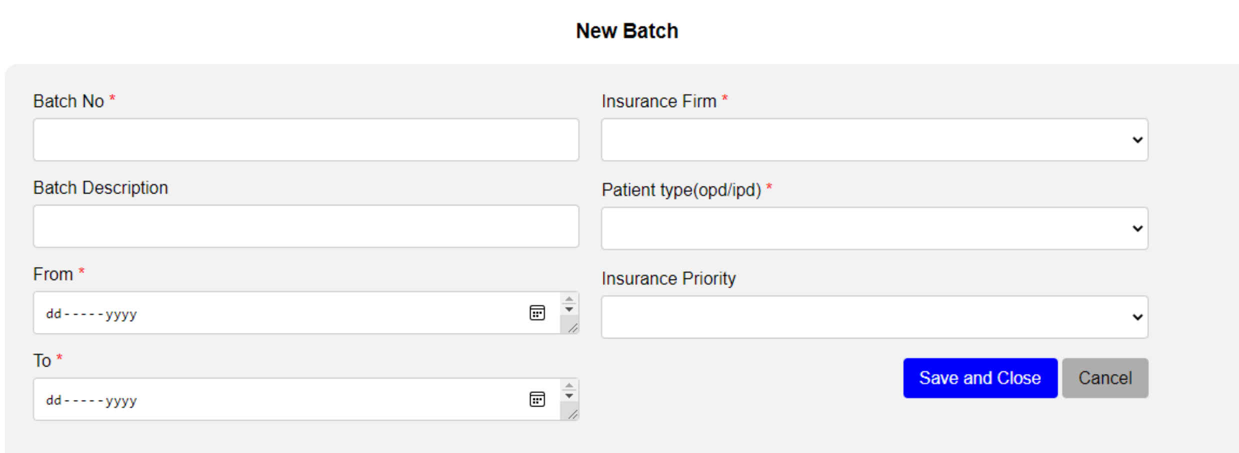
18.1 Batches

If you want to send an invoice to any insurance company to claim payment for services provided to patients, use this sub module to check your invoices. And those invoices are usually paid in batches for example from 1 - 15 of the relevant month or 16 - 30 that is why they are called batches.

To create batch go to **Hospital >Batches >Add Batch** see the image below,

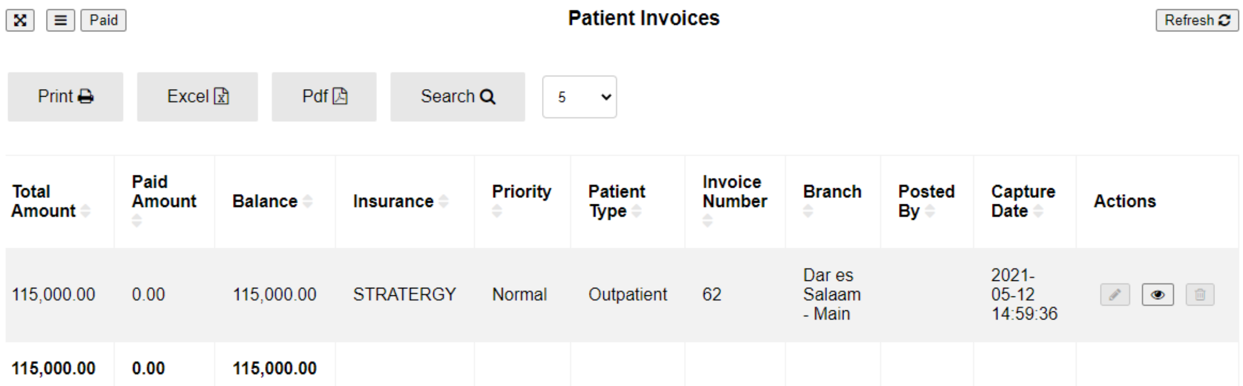


Fill in all the information as shown on the form below then click Save and Close or Cancel to cancel the process.



18.2 Patient Invoices

All invoices from patients treated with insurance or by credit are stored in this sub module as shown below. You can view its details but you cannot edit or delete. To see the list go to Hospital Module then click Patient Invoices.

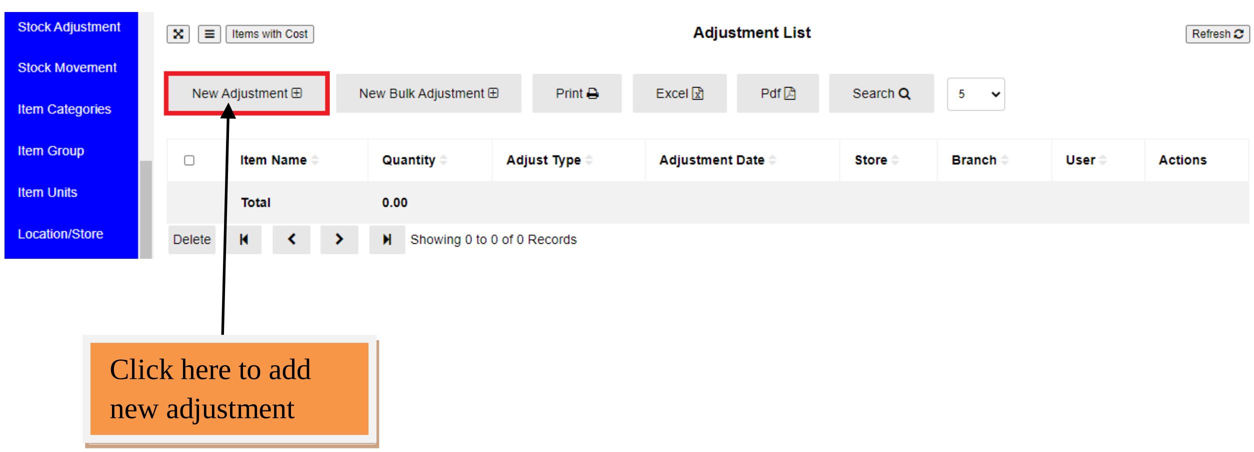

Patient Invoices

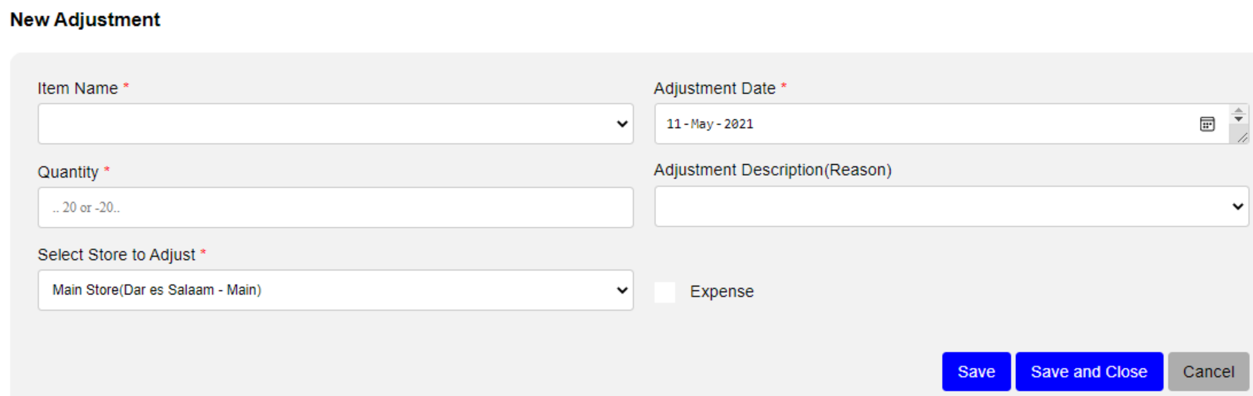
Paid | Refresh | Print | Excel | Pdf | Search | 5

Total Amount	Paid Amount	Balance	Insurance	Priority	Patient Type	Invoice Number	Branch	Posted By	Capture Date	Actions
115,000.00	0.00	115,000.00	STRATERGY	Normal	Outpatient	62	Dar es Salaam - Main		2021-05-12 14:59:36	
115,000.00	**0.00**	**115,000.00**								

18.3 Stock Adjustment

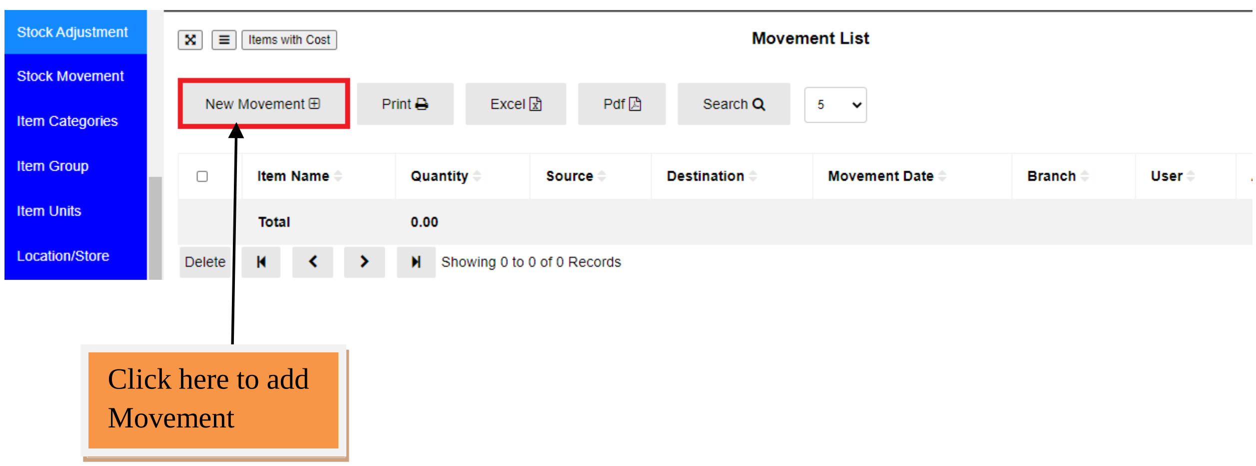
Stock Adjustment is to add or reduce stock item in a hospital. To do adjustments Click **Stock Adjustment** then **New Adjustment** then fill all the required fields then click **Save** to add another Adjustment or **Save and Close** to leave the page or **Cancel** to quit the whole process.

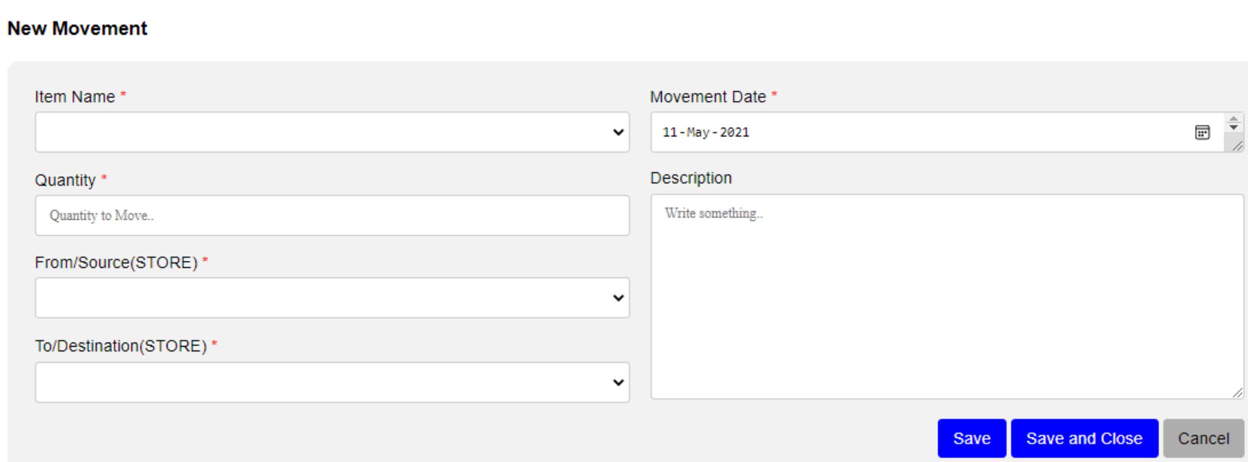




18.4 Stock Movement

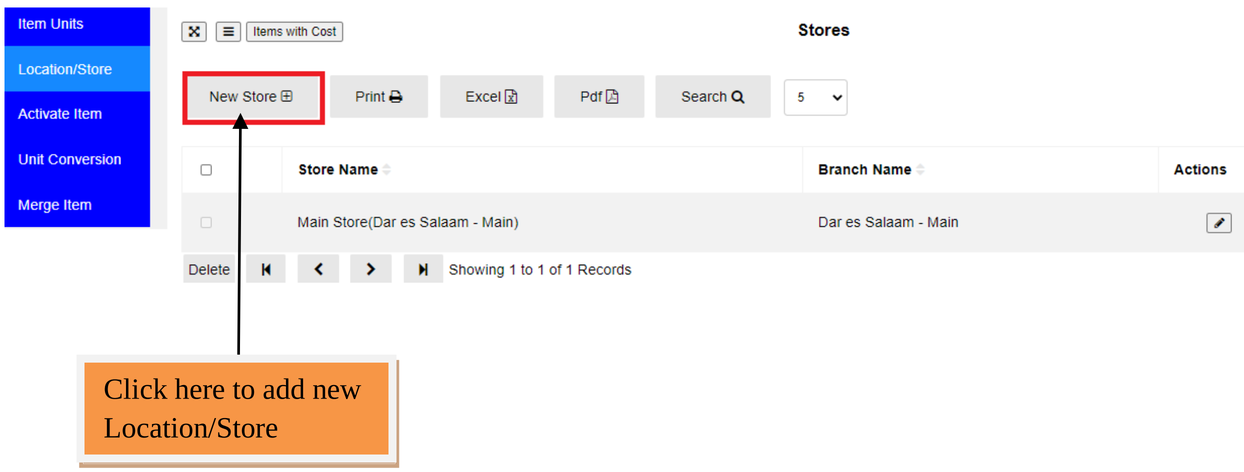
If you want to move stock from one location/store to another you do Stock Movement. Click Stock Movement then fill all the fields required then click save and close.

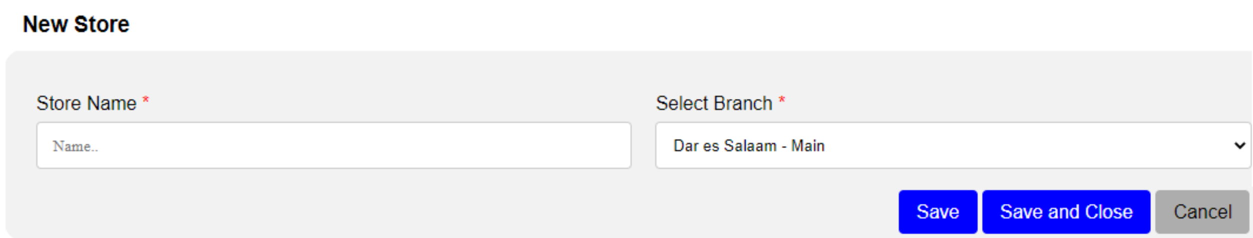




18.5 Location/Store

You can run your hospital even if you have more than one Location or Store. To create Location/Store go to Item Module click Location/Store click New Store, enter store name, select branch then click save and close.

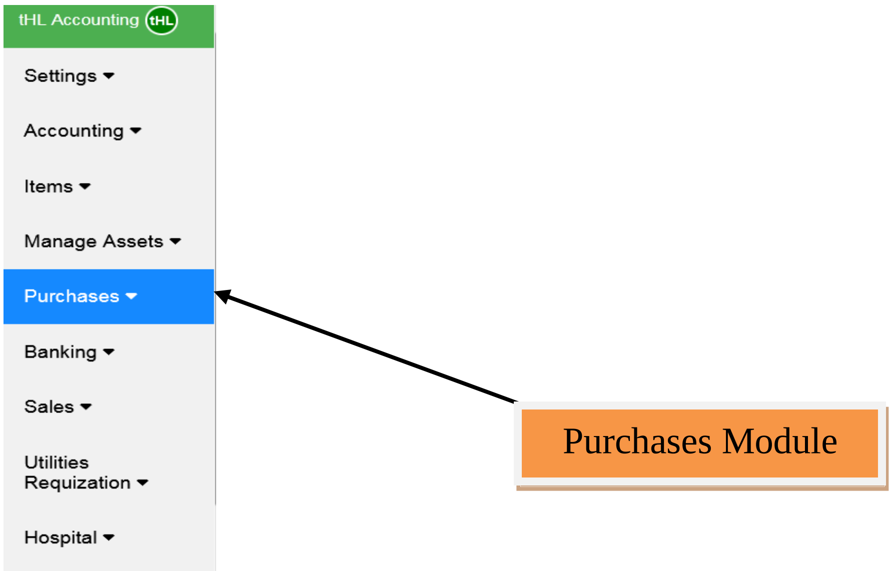




18.6 PURCHASES

This module explains how to enter information about your purchases. You record a purchase by specifying supplier details, status of the purchase (order or bill) and details of the purchased items or services.

It also explains how to pay your suppliers for these purchases, how to deal with supplier who owe you money (settling a supplier debit) and to review your purchasing activity with a variety or reports and analytical tools.

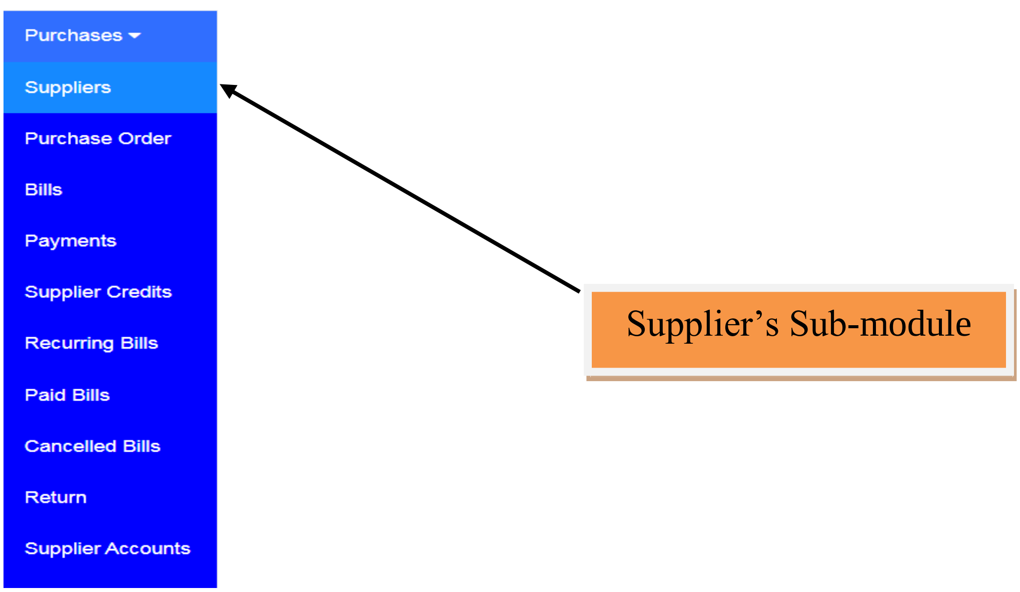


18.7 Supplier

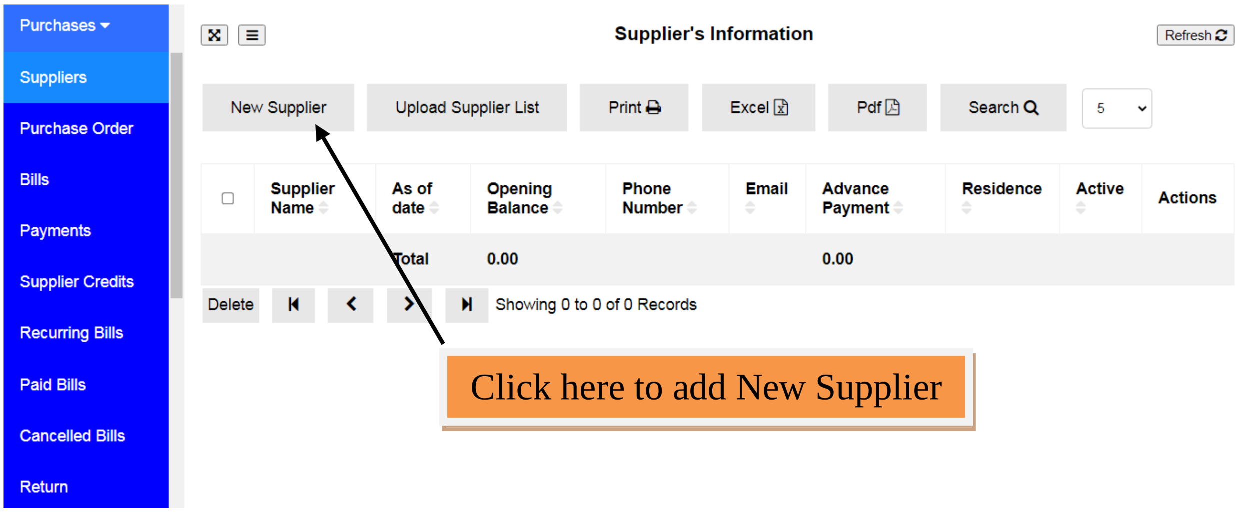
Before you can create a purchase order or bill, you need to create your supplier first.

To create a supplier

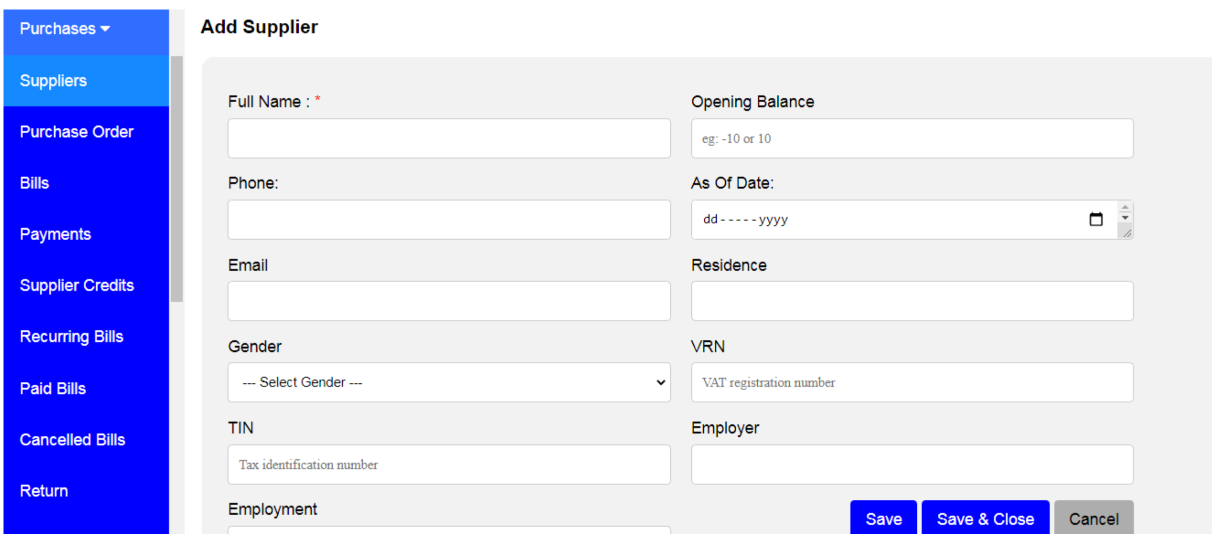
Go to the **Purchases** module and click on supplier's sub-module.



Click on **New Supplier**. The supplier window will appear

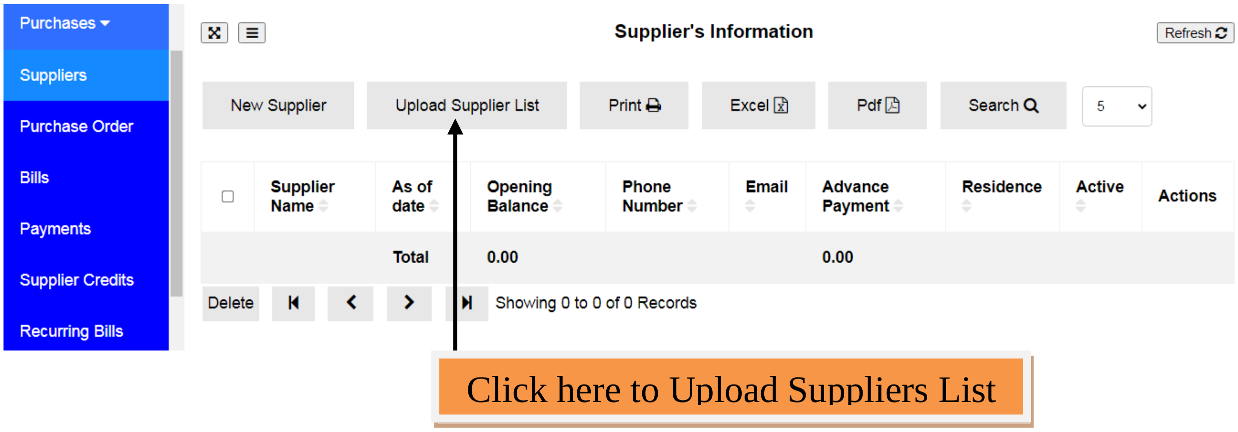


Type the full name of the supplier on Full Name field because it is mandatory, fill other suppliers information like Phone, Email, Gender, TIN, Employment, Opening Balance, As of Date, Residence, VRN and Employer if are available but they are not mandatory; they are optional.



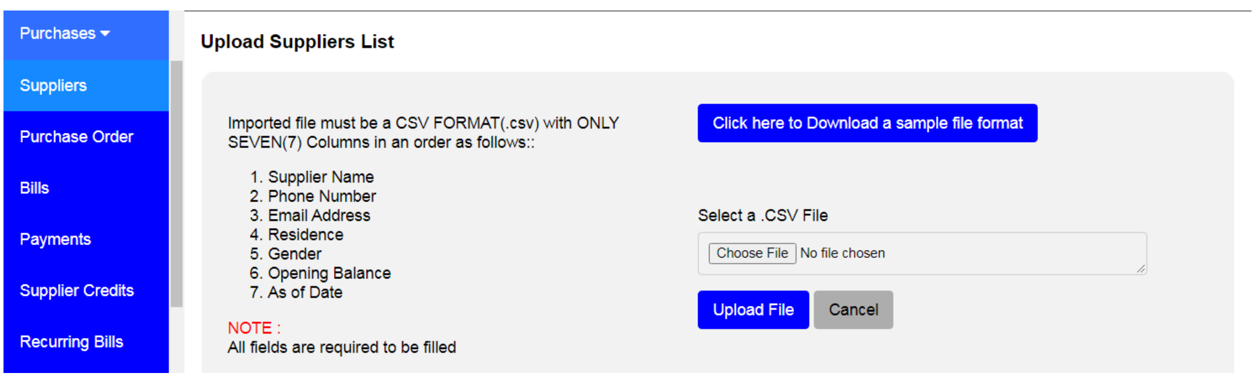
If you are done filling all required information click **Save** if you want to add new supplier or click **Save and Close** if you are done creating your suppliers or **Cancel** if you want to cancel.

You can also add supplier in the system by uploading them, see the below instructions



The window for uploading new suppliers will appear with instructions and a button to download a sample file format to be used as reference.

You have to click **Browse**…to navigate your .CSV file and select it. Then click upload file to upload your supplier list. The uploaded file format should be in .CSV file format.



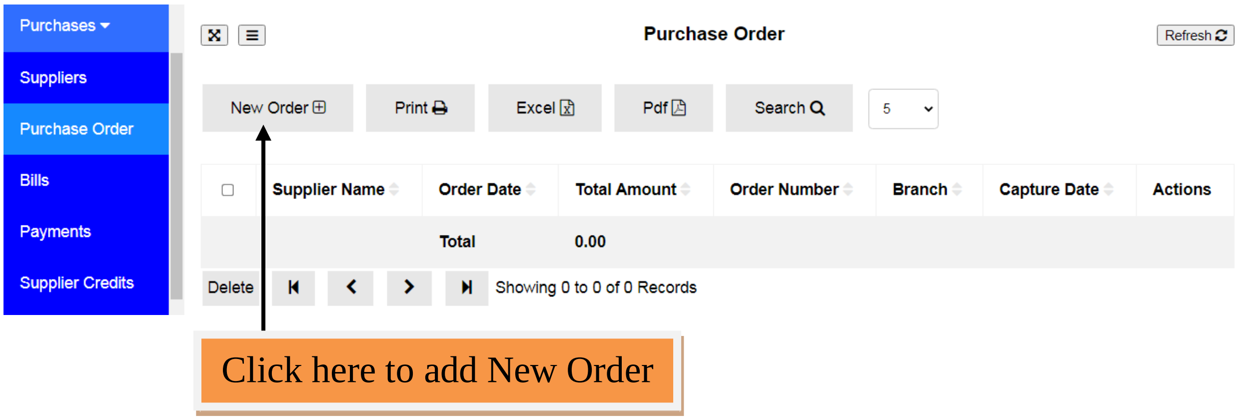
18.8 Purchase Order

An order is a purchase where no service or item has been received. Orders do not affect your financial figures or reports.

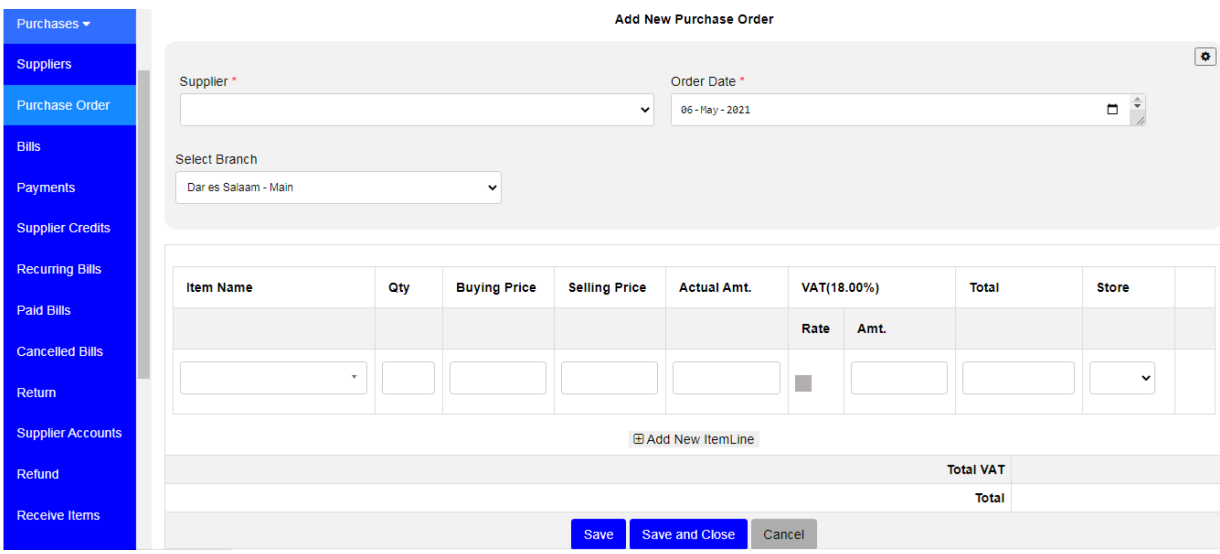
To create Purchase Order

Go to the **Purchases** module and click on **Purchase Order** sub-module. The window for Purchase Order will appear. Click here to upload Supplier List

Click on **New Order** to start add your order.

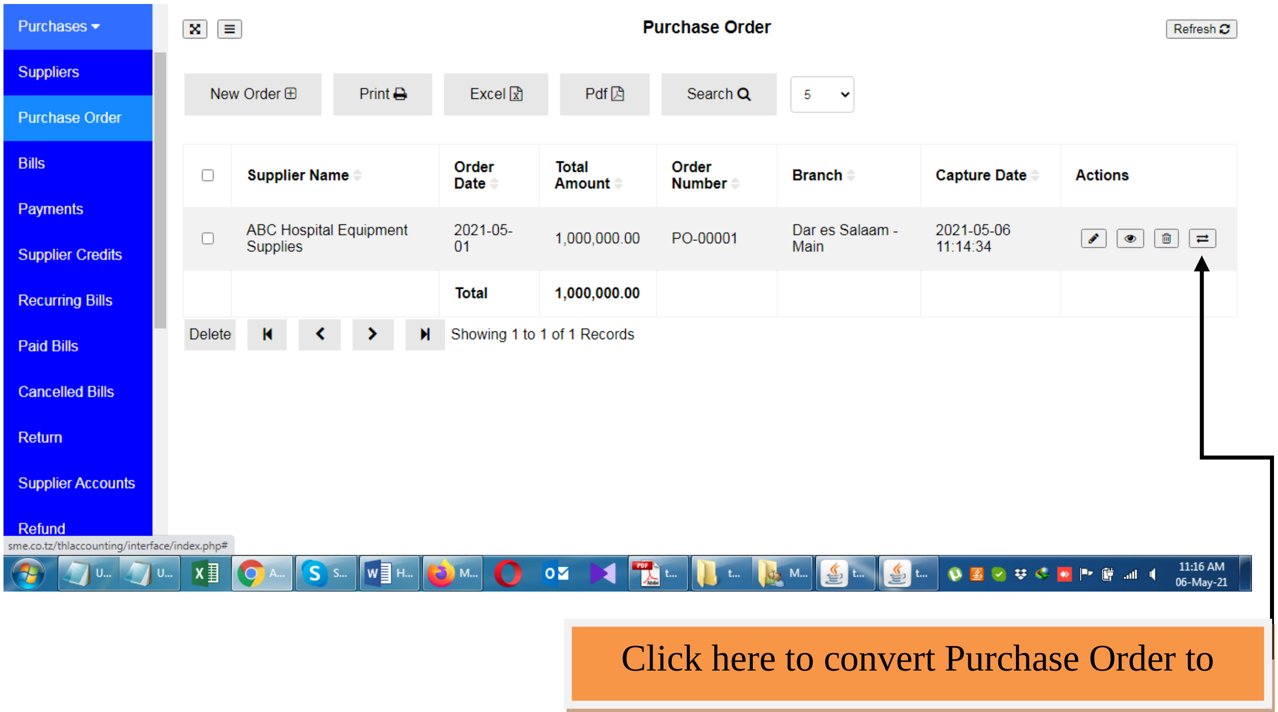


New purchase order form will open and you are required to fill your information including supplier, Order Date, Select Branch from which an order is put on, Item Name to be ordered and Quantity to order.

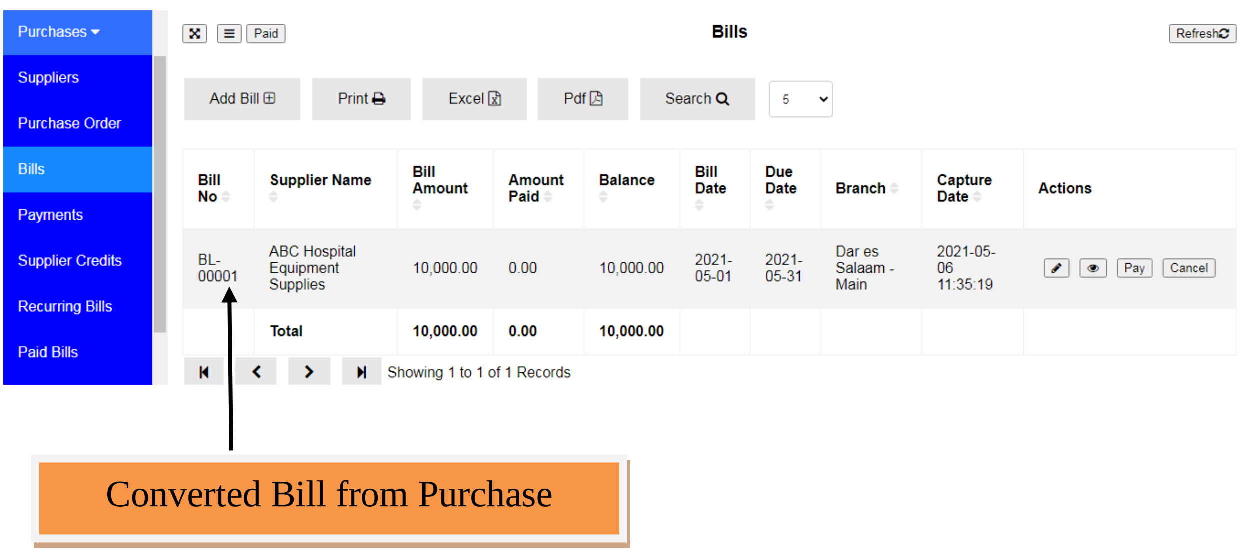


After filling all required information click **Save** if you want to create another Purchase Order or click **Save and Close** if you are done creating your Purchase Order.

You can convert your Purchase Order to Bill when you are satisfied that your order is correct and the price is reasonable. To do this click **Convert to Bill** button. Your order will be converted to Bill.



After converting into Bill your Order will move from **Purchase Order** Module to **Bills** Module.



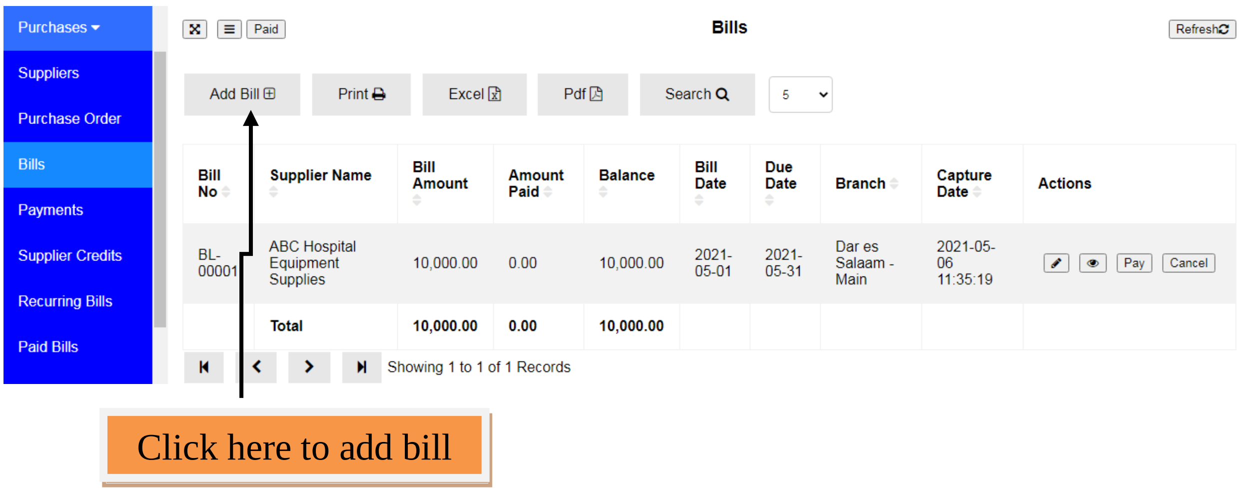
18.9 Bills

A bill is a purchase you make to your supplier indicating the products, quantities, and agreed prices for products or services that you buy.

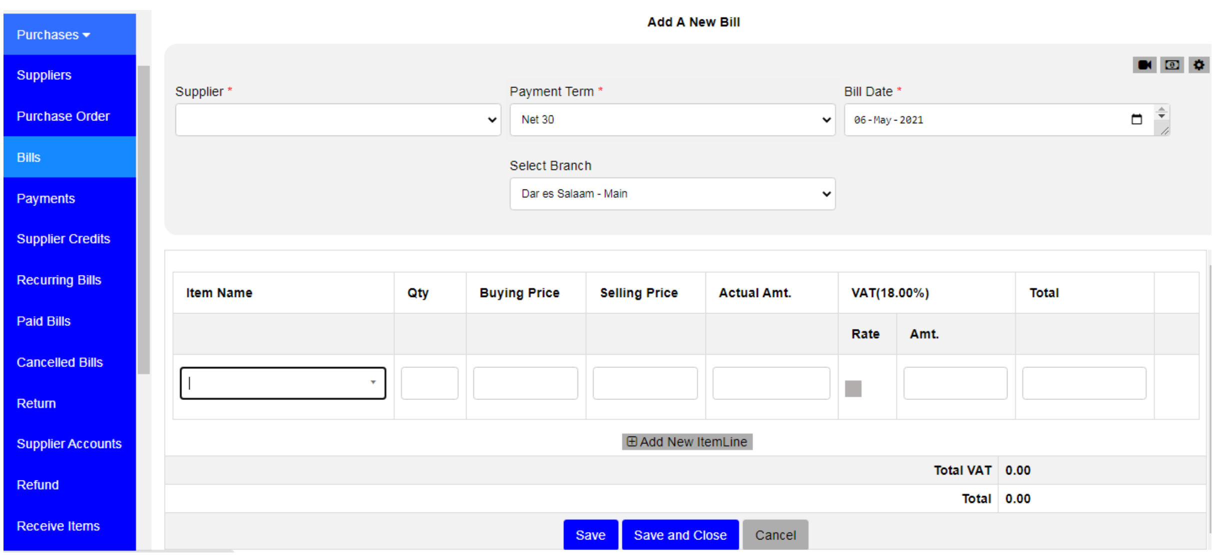
To create Bill

Go to the **Purchases** module and click on **Bills** sub-module. The window for Bills will appear.

Click **Add Bill** to create a new bill of purchase.



Fill all required information including supplier, Branch, Bill Date, Item Name and Quantity. Then click **Save** if you want to add another Bill or click **Save and Close** if you are done creating your Bills.



On the top right corner of your bill page there are two icons  , the one from left is used if you want to pay your bill on cash bases, once you click the icon two text boxes appears named

Paying Account where you select the account using to pay and **Ref No**; where you can enter the payment reference number.

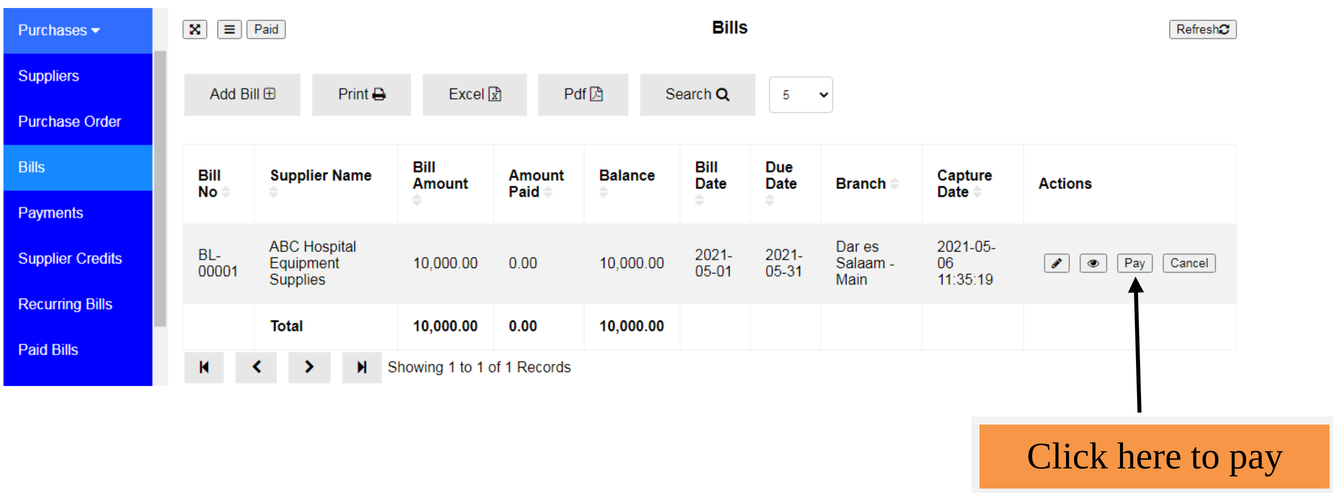
The last icon is used if you want to enter bill number manually.

18.10 Bill Payments

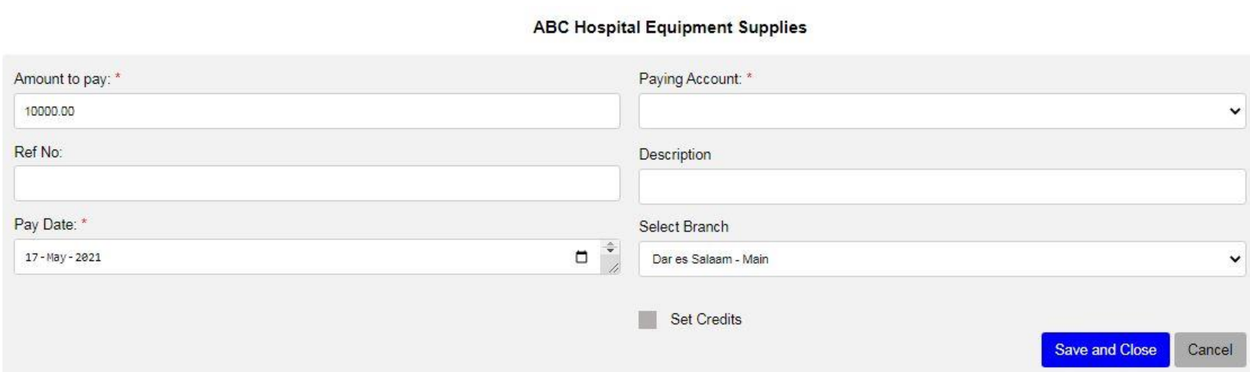
After creating bill(s) the following step is to **pay**. There are two ways to pay bill(s).

<u>1st method to pay Bill(s)</u>

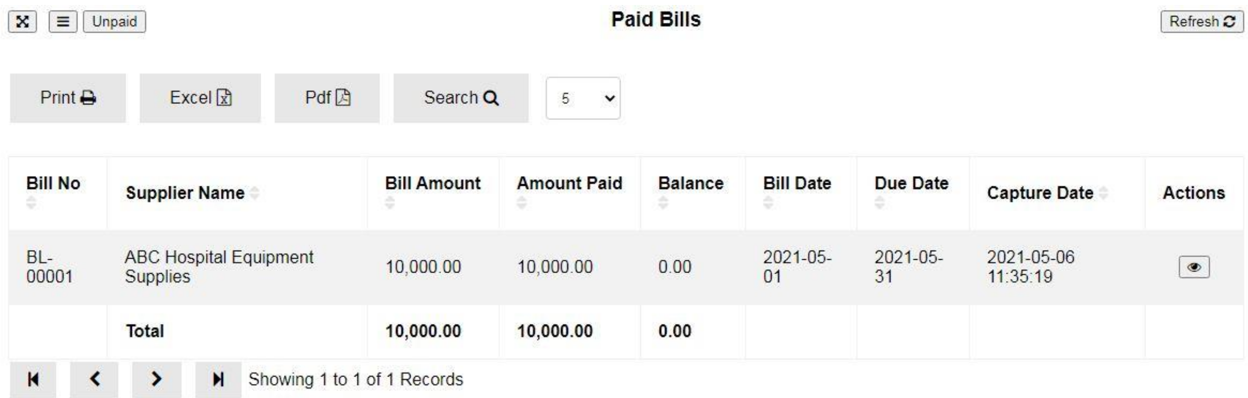
Go to **Purchases** then **Bills** and look at the specific bill that you want to pay. Click on the button **Pay** to pay that specific bill.



After clicking **Pay** button, the **Bill Payment to Supplier** window will appear and it will show Amount to Pay. You will have to choose **Paying Account** from which you are paying from, Select **Branch** and **Pay Date**, fill **Ref. No** and **Description** but they are optional not mandatory fields. Then click **Save and Close**.



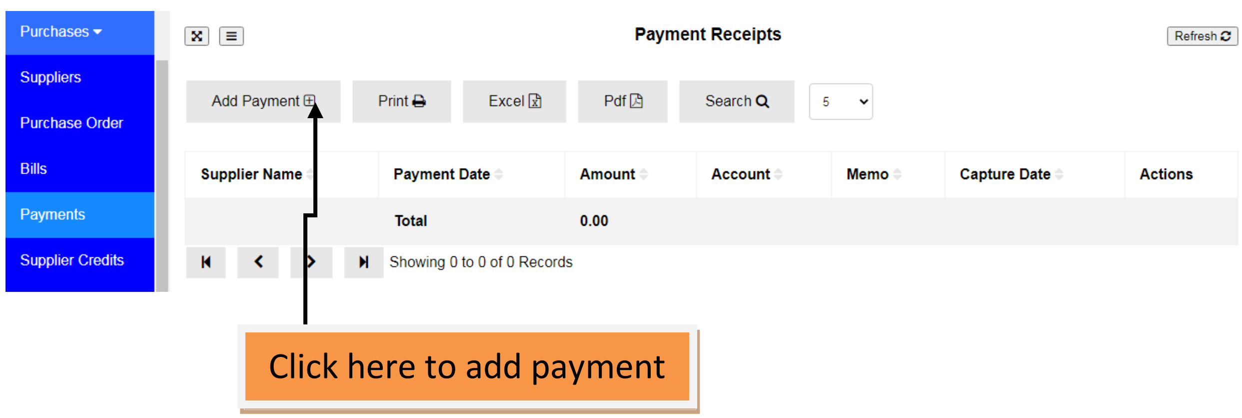
Now you have already paid your bill. To look at your paid Bill(s), go to **Paid Bills** sub-module.



2nd method to pay Bill(s)

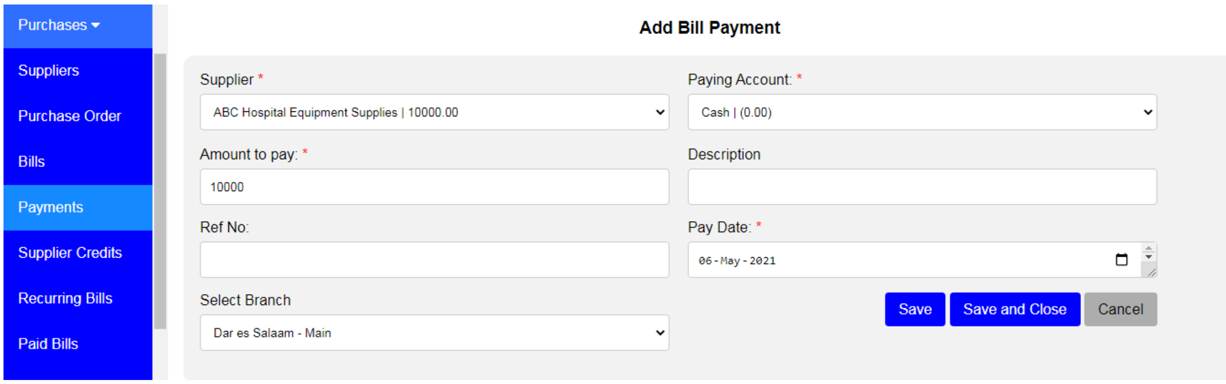
Go to Purchases then **Payments**. Payments Receipts window will open.

Click **Add Payment** button.



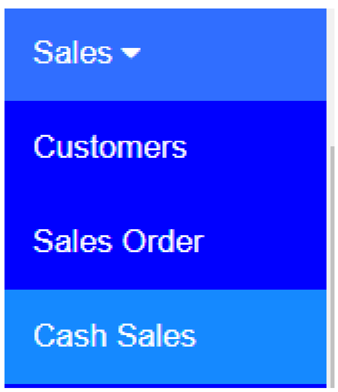
Add Bill Payment window will appear and you will be required to fill information about Supplier, Paying Account, Amount to Pay and Pay Date. Click **Save** if you want to pay another bill to another supplier or **Save and Close** if you are done paying your supplier(s).

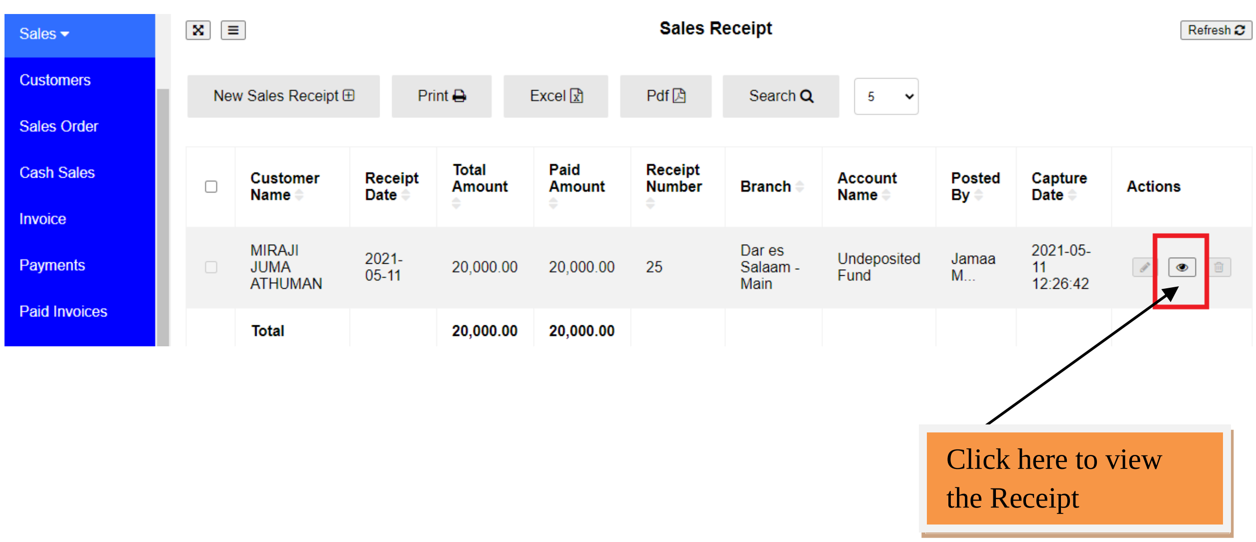
Note: In this sub-module you can pay a single bill or many bills to supplier.



18.11 Sales

In this sales module we can see a list of all receipts of patients treated for cash. Since this system communicates from the hospital system to accounting then when the cash patient finishes his/her cycle the receipt goes to Cash Sale. See the below image

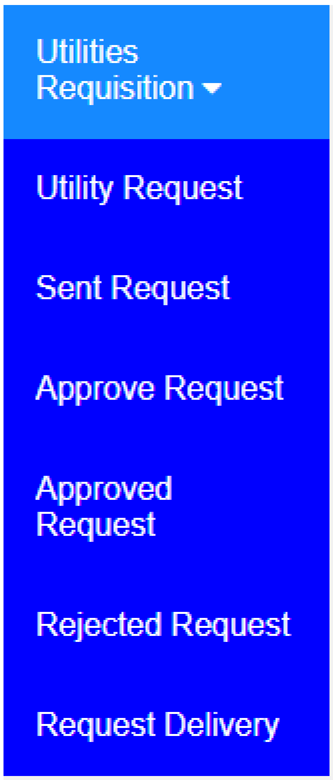




You can just view the receipt and check if everything has been posted but you can't edit or delete it.

18.12 Utilities Requisition.

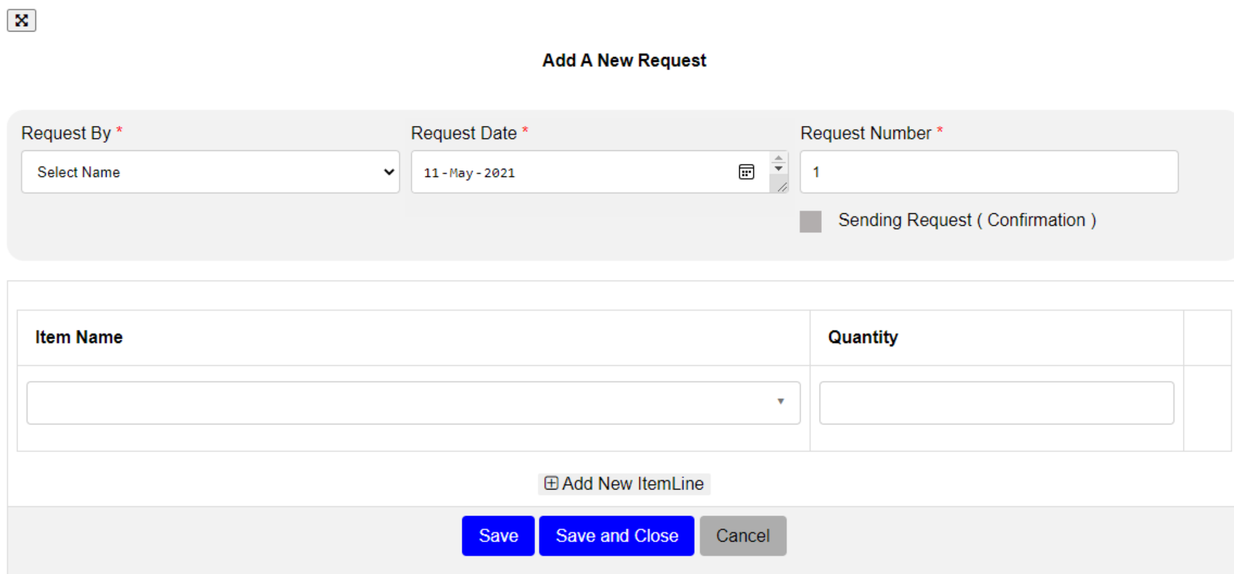
It is a module that enables a system user of one department to request items from another department, especially in store for use. Such items can be either medicines (stock items) or consumables (non stock item).



18.13 Utility Request

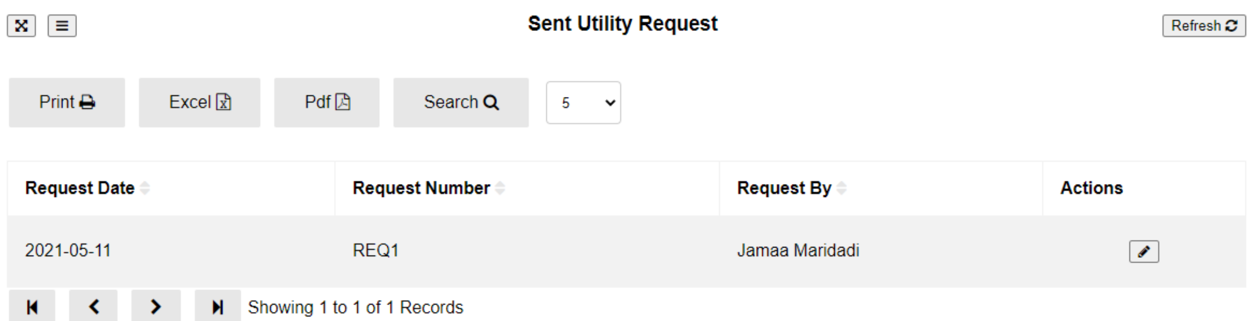
To do request go to **Utilities Requisition > Utility Request > New Request** fill the required information like select name of a person who initiate the request, date, check the confirmation box, select name of item you are requesting and quantity then click Save in case you want to add another request, Save and Close if you done or Cancel if you want to cancel the process.

NOTE*: In one request form you can add items as much as you can just click* ***Add New Item Line*** *to add more lines. See the image below for further clarification.*



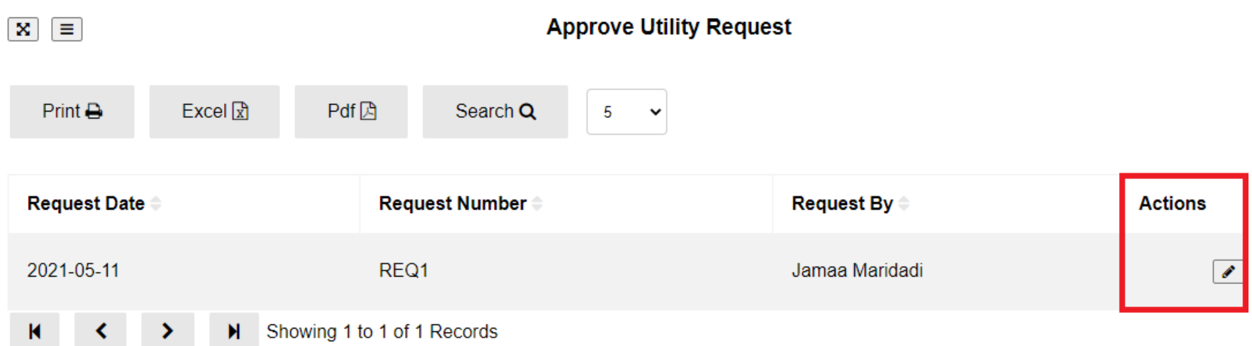
18.14 Sent Request

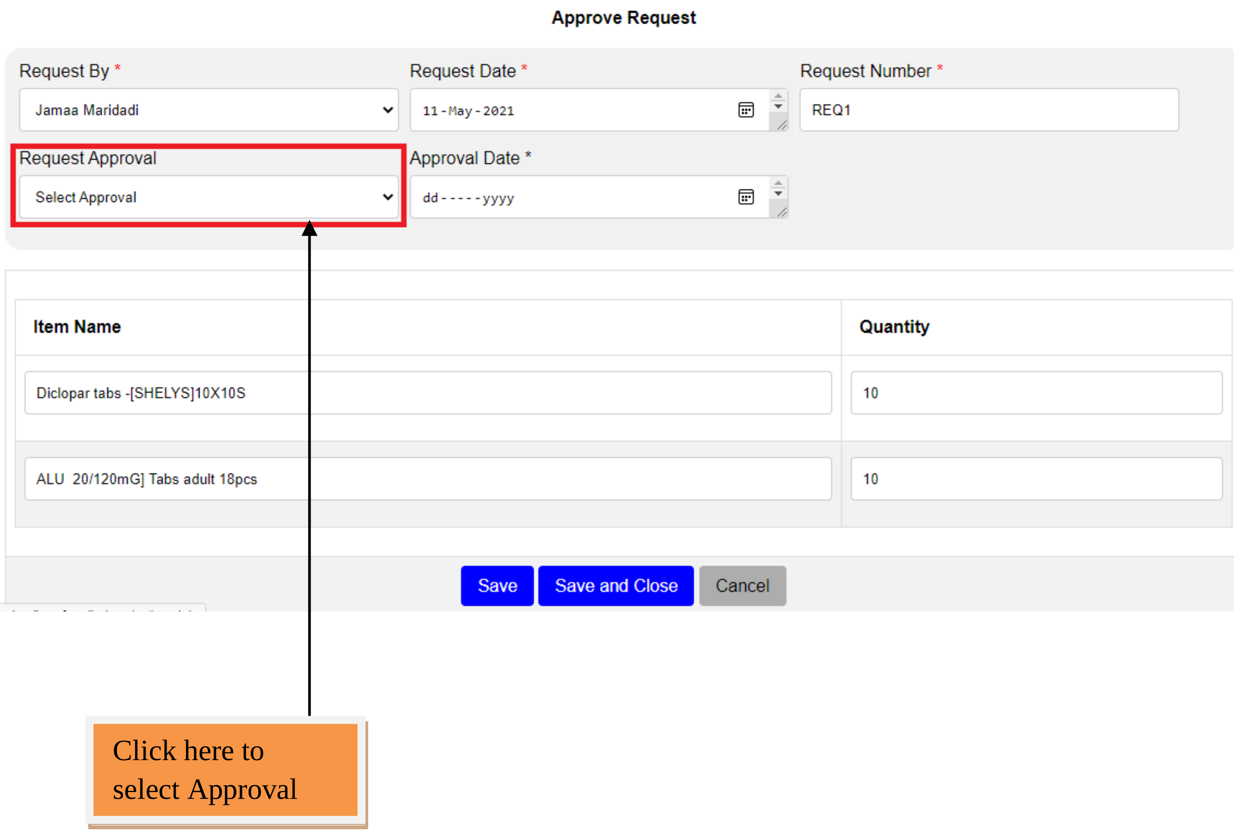
All submitted requests appear here



18.15 Approve Request

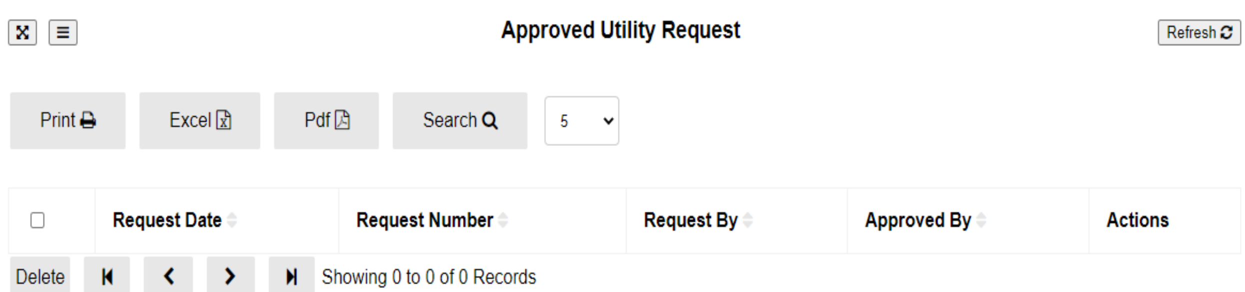
All submitted requests waiting for approval are listed here, to approve select one request, go to Action button click edit, select approval from drop down then click **Save** or **Save and Close** or **Cancel** if you want to cancel.





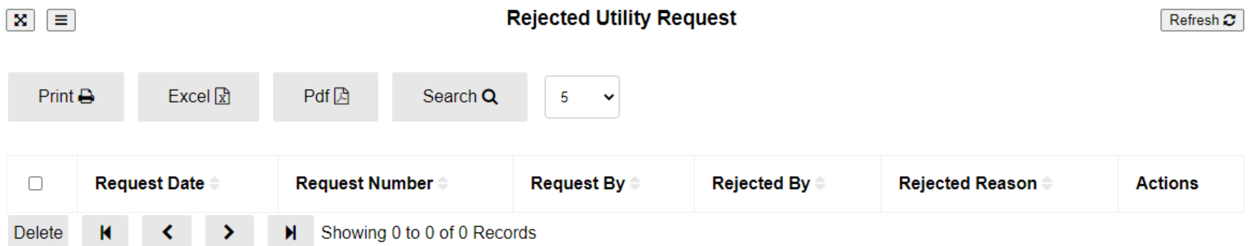
18.16 Approved Request

All approved requests appear here

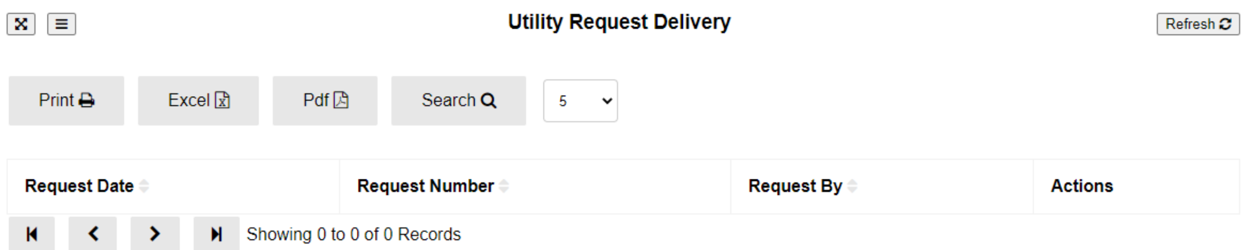


18.17 Rejected Request

All rejected requests appear here



18.18 Request Delivery



19.0 Reports

By clicking this module you will be able to see Hospital Reports.

19.1 HMIS reports

19.2 Accounting reports

(a) Detailed Report

DETAILED REPORTS

Business Overview

- Detailed Balance Sheet
- Detailed Income Statement
- Detailed Cash Book
- General Ledger
- Bank Reconciliation
- Budget
- Monthly Budget
- Insurance Reconciliation

Sales Reports

- Detailed Sales
- Sold Items
- Customer Balance

Purchases and Expenses

- Supplier Balance
- Supplier Aging Report
- VAT RETURNS

Inventory

- Item List
- Stock Adjustment
- Stock Valuation Report
- Stock Valuation Report by Branch
- Stock per Store
- Item Price
- Returned Items
- Item About to Expire
- Expired Items
- Items Below Reorder Point
- Out of Stock Items
- Best Selling Items by Volume
- Asset Register Report
- Non Stock Valuation Report
- Non Stock per Store
- Cost Utilized per Patient
- Cost Utilized per Department
- Cost Utilized per Service

(b) Summary Report

SUMMARY REPORTS

Business Overview

- Customer Retention New
- Balance Sheet
- Income Statement
- Income Statement by Branch
- Cash Book
- Statement of Financial Position
- Statement of Comprehensive Income
- Statement of Cash Flow
- Trial Balance
- General Ledger
- Bank Reconciliation
- Job Cost Report
- Audit Report

Sales Reports

- Sold Items
- Best Selling Items by Profit
- Customer Balance
- Customer Aging Report
- VAT Returns

Purchases and Expenses

- Purchase Report
- Cancelled Bills
- Supplier Balance
- General Expense

Inventory

- Item List
- Stock Adjustment
- Stock Valuation Report
- Stock Valuation Report by Branch
- Stock per Store
- Stock per Unit
- Item Price
- Ordered Items
- Manufacturing Report
- Asset Register Report
- Returned Items
- Item About to Expire
- Expired Items
- Items Below Reorder Point
- Out of Stock Items