

# 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 <b>Not</b> 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 ✓

Option: For Dedicated account WITH More than 10 Users. [Contact](#)

Contact | FAQs | Sign in | Help

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.

Hospital ([Click here for tHL HMIS Packages](#))

[Click here to get thL HMIS packages](#)

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	<a href="#">Sign Up</a>
Dedicated	20	200,000	540,000	1,000,000	1,800,000	<a href="#">Order Now</a>
Dedicated Pro	30	300,000	850,000	1,600,000	3,000,000	<a href="#">Order Now</a>
Corporate	40	400,000	1,080,000	2,000,000	3,600,000	<a href="#">Order Now</a>
Premium	40+ ( <a href="#">Request for quotation</a> )					

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	<a href="#">Order Now</a>
Dedicated	20	200,000	540,000	1,000,000	1,800,000	<a href="#">Order Now</a>
Dedicated Pro	30	300,000	850,000	1,600,000	3,000,000	<a href="#">Order Now</a>
Corporate	40	400,000	1,080,000	2,000,000	3,600,000	<a href="#">Order Now</a>
Premium	40+ ( <a href="#">Request for quotation</a> )					

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	<a href="#">Order Now</a>
Dedicated	20	300,000	800,000	1,500,000	2,800,000	<a href="#">Order Now</a>
Dedicated Pro	30	450,000	1,300,000	2,500,000	4,500,000	<a href="#">Order Now</a>
Corporate	40	600,000	1,700,000	3,200,000	6,000,000	<a href="#">Order Now</a>
Premium	40+ ( <a href="#">Request for quotation</a> )					


## 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 screenshot shows the top navigation bar with 'tHL Accounting' in a green box, 'Contact' with an envelope icon, and 'Sign In' with a person icon. Below the navigation is the 'Sign Up' section. It contains several input fields: 'Full Name \*' with a placeholder 'Enter First Name and Last Name', 'Email address' with a placeholder 'Enter Email Address', 'Phone (UserID) \*' with a placeholder 'Enter Phone Number ( Ex: 0755297783 )', 'Country \*' with a dropdown menu showing 'Tanzania' and a downward arrow, 'City \*' with a placeholder 'Your City', 'Password \*' with a placeholder 'Password', and 'Retype Password \*' with a placeholder 'Retype Password'. At the bottom of the form is a large blue button labeled 'GET STARTED'.

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.

tHL Accounting  [Contact](#) [Register](#)

### Sign In


Phone Number or Email Address

Password

[Sign in](#)

Forget Password? [Reset Here](#)

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.

tHL Accounting 


### Verification

**Information!** Enter Code Sent to Your Phone Number To Proceed with Registration.

[Proceed...](#)

You Don't have Code?: [Regenerate Here](#) or Contact us through (0784 786651 / 0754 612957)

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

tHL Accounting 

### Add your Business

Business / Institution Name \*

Business Type \*

Street Address

Home Currency \*

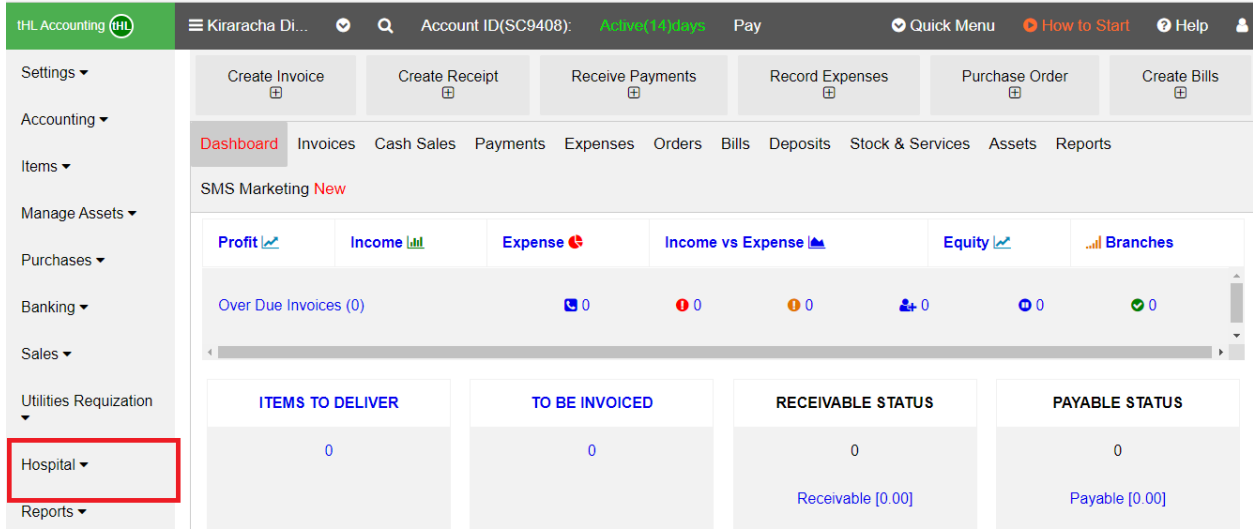
City \*

Phone \*

Email

**Start Business**

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.**

### CONTACT US

#### GET IN TOUCH WITH US

📞 0784 786651 / 0784 787759  
0784 786380 / 0787 999448  
0754 612957 / 0757 492267  
0755 297783

✉️ thl\_support@twigaonline.com

📍 Mwenge Mpakani, Mpakani Centre Building 4th floor,  
P.O Box 38443,  
Dar es Salaam Tanzania

📘 📷 📺

First Name

Last Name

Email

Phone Number

Message



## 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.

  **Company**

5

<input type="checkbox"/>	Company Name	City	Phone Number	Actions
<input type="checkbox"/>	Kiraracha Dispensary	Dar es Salaam	0715729597	   <input type="button" value="Change"/>

Delete     Showing 1 to 1 of 1 Records

---

Company Name \*

City

Bussiness Type \*

Website

Street Address

VRN

Home currency \*

TIN

Phone

Fiscal Year

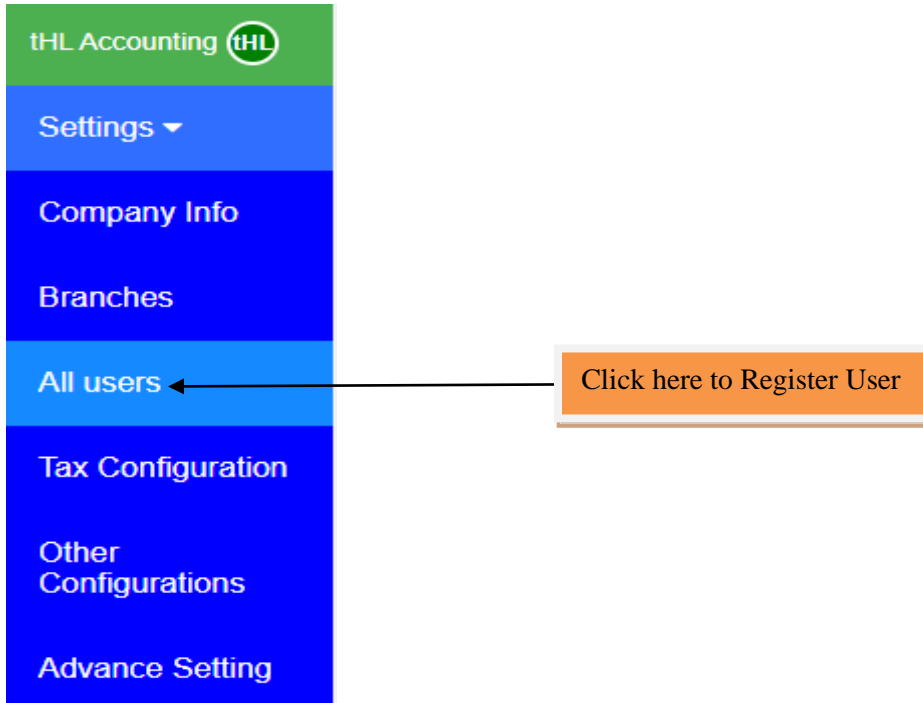
E-Mail

Account Type

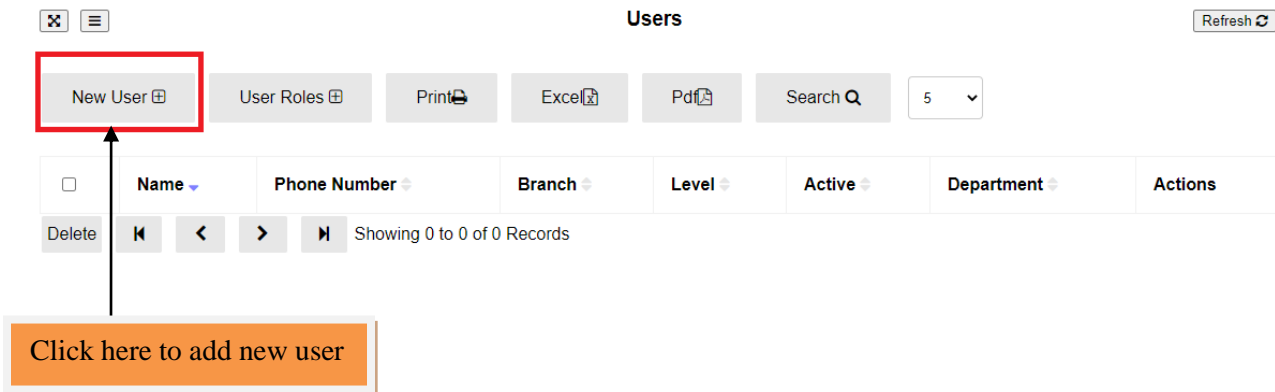
Hospital Category \*

## 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.



## Add User

User Full Name \*

Phone \*

Email

Password \*

Retype Password \*

Department \*

Branch

Store

Level

Active

Qualification \*

Access Level \*

Registration \*

Save Save and Close Cancel

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

Users

Refresh

New User User Roles Print Excel Pdf Search 5

<input type="checkbox"/>	Name	Phone Number	Branch	Level	Active	Department	Actions
<input type="checkbox"/>	Jamaa Maridadi	0621457469	Dar es Salaam - Main	view personal	Yes	RECEPTION	

Delete Showing 1 to 1 of 1 Records

## 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.

Click here to add new item

## 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.

Click here to choose Insurance to export

Click here to choose Insurance to import

## 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.

The screenshot shows the 'Items without Cost' interface. On the left is a sidebar with menu items: Items, Item With Cost, Item Without Cost, Inventory Assembly, Manufacturing, Fixed Asset, and Stock Adjustment. The main area has a title 'Items without Cost' and a toolbar with buttons: 'New Item' (highlighted with a red box), 'Upload Service List', 'Print', 'Excel', 'Pdf', and a search box. Below the toolbar is a table with columns: Item Name, Selling Price, Item Type, Category, Income Account, and Actions. The table contains two records: 'Injection Services' and 'General Consultation'. At the bottom of the table are navigation controls and the text 'Showing 1 to 2 of 2 Records'. An orange callout box with the text 'Click here to add new Item without Cost' has an arrow pointing to the 'New Item' button.

### Register Item Without Cost

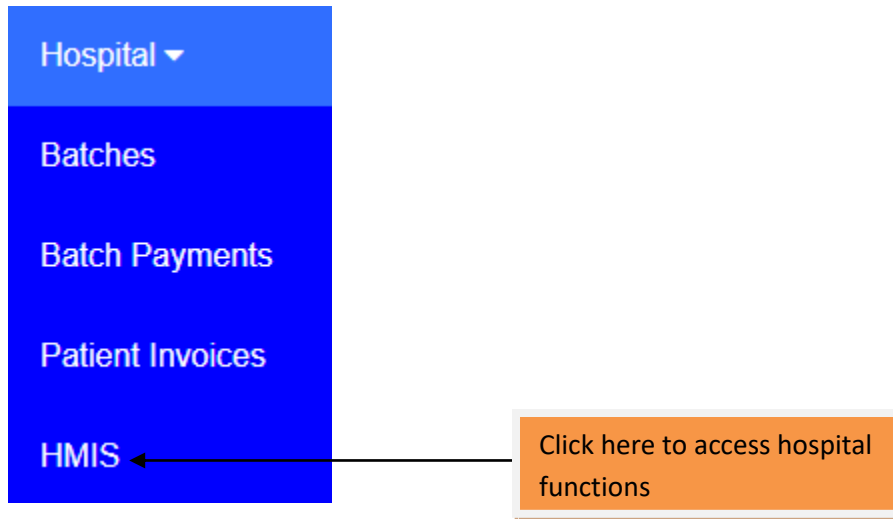
Register Item Without Cost form fields:

- Item Name \* (Text input: ..Item Name..)
- Item Description (Text input: ..Description..)
- Barcode (Text input: ..Scan Code..)
- Item Category \* (Dropdown menu)
- Sale Price (Text input: Price)
- Income Account \* (Dropdown menu: Revenue)
- Inclusive of Tax
- Item Type \* (Radio buttons:  Non stock,  Service)

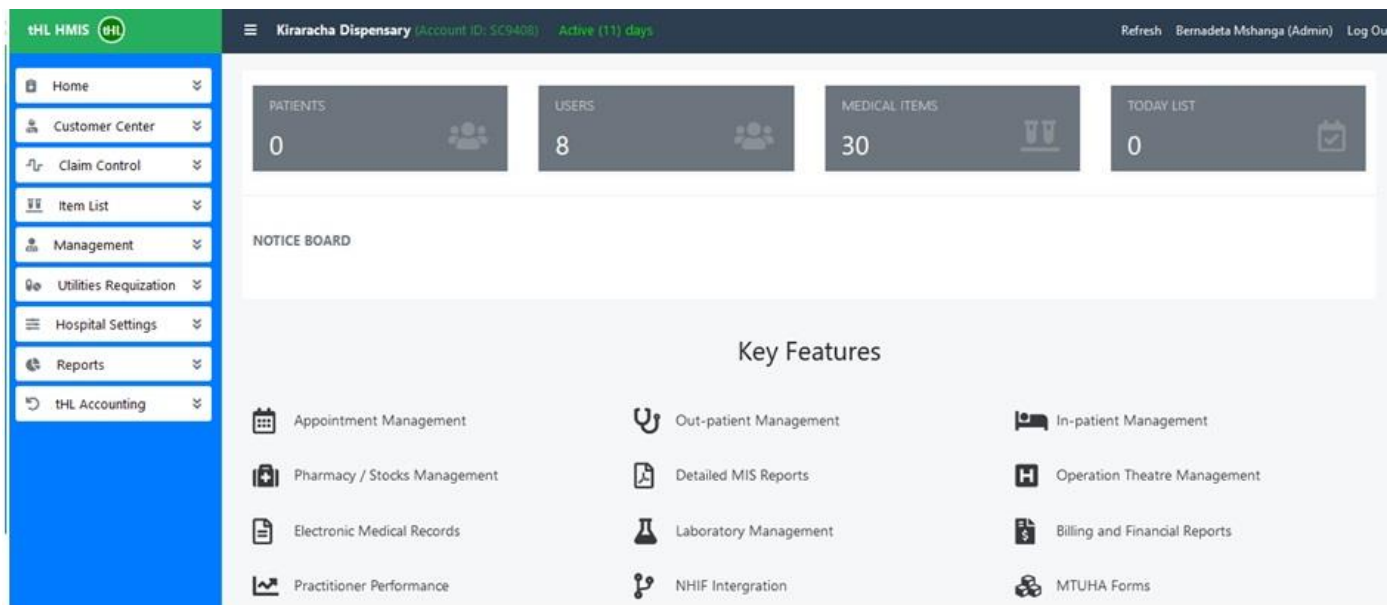
Buttons: Save, Save and Close, Cancel

### 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.

Home  
Customer Center  
Claim Control  
NHIF Price Updates  
Bind Item  
Binded Item  
Claim Submission  
Claim Reconciliation  
Item List  
Management  
Utilities Requisition  
Hospital Settings

NHIF ALL CATEGORIES

Show 10 entries Search:

Item Name	Insurance Item
20/120mg] Tabs ALU adult 24pcs	
Accomodation Service M W G	
Accomodation Service M W P	
Accomodation Service S W G	
Albendazole tabs [zentel]	
ALU 20/120mg] Tabs adult 18pcs	
Amoxicilline caps 250mg	

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

Bind Item

### 3.4 Binded Item

Here are the lists of binded items

NHIF ALL CATEGORIES

Show 10 entries Search:

Item Name	Item Price	Insurance Item	Insu.Item Price	Insurer	Action
Albendazole tabs [zentel]	100.00	Albendazole	500.00	NHIF	

Showing 1 to 1 of 1 entries Previous 1 Next

Update 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.

Home

Customer Center

Claim Control

- NHIF Price Updates
- Bind Item
- Binded Item
- Claim Submission**
- Claim Reconciliation

Item List

Management

Utilities Requisition

Hospital Settings

- All Users
- Department
- Permissions

All Folios: 3    New Folios: 1    Sent/Failed Folios: 1    Success Folios: 1

All Folios    May    2021

Show 10 entries    Search:

<input type="checkbox"/>	Folio No	CardNo	First Name	Last Name	NHIF Item Code	AuthorizationNo	Date
<input type="checkbox"/>	20	101102077629	SUZANA	MSHANGA	101102077629	850122007753	2021-05-15 11:42:38
<input type="checkbox"/>	21	101102077629	SAFARI	LONGIDO	101102077629	450122010980	2021-05-15 12:19:46
<input checked="" type="checkbox"/>	22	101102077629	DANIEL	MATABULA	101102077629	250122011020	2021-05-15 12:20:01

Showing 1 to 3 of 3 entries    Previous 1 Next

**Submit Folios(s)**

### 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**.

Home

Customer Center

Claim Control

- NHIF Price Updates
- Bind Item
- Binded Item
- Claim Submission
- Claim Reconciliation**

Reconciliation Date: May 2021

Show 10 entries    Search:

Submission Id	Date Submitted	Claim Date	Folio No	Bill No
No data available in table				

Showing 0 to 0 of 0 entries    Previous Next

**Submit Folios(s)**

### 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  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 [zental]	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  entries Search:

Item Name	Category (Major, Minor, Specialized)
Accomodation Service M W G	<input type="text"/>
Accomodation Service M W P	<input type="text"/>
Accomodation Service S W G	<input type="text"/>
CT Scan Service	<input type="text"/>
Dental Service	<input type="text"/>
Dressing Service	<input type="text"/>
Echo Service	<input type="text"/>

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.

Binding User, Ward to Service

-- Select User, Ward ----      -- Select Service ----      **Bind Service**

Show 10 entries      Search:

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

Showing 0 to 0 of 0 entries     

## 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.

Binding Service to Department

-- Select Service ----      -- Select Department ----      **Bind Service**

Show 10 entries      Search:

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.

**Add NotesBoard**

NotesBoard

Date	Title	Active	
13-May-2021	Phone	Active	 

Notesboard Edit

Title

File Edit Insert View Format Table Tools

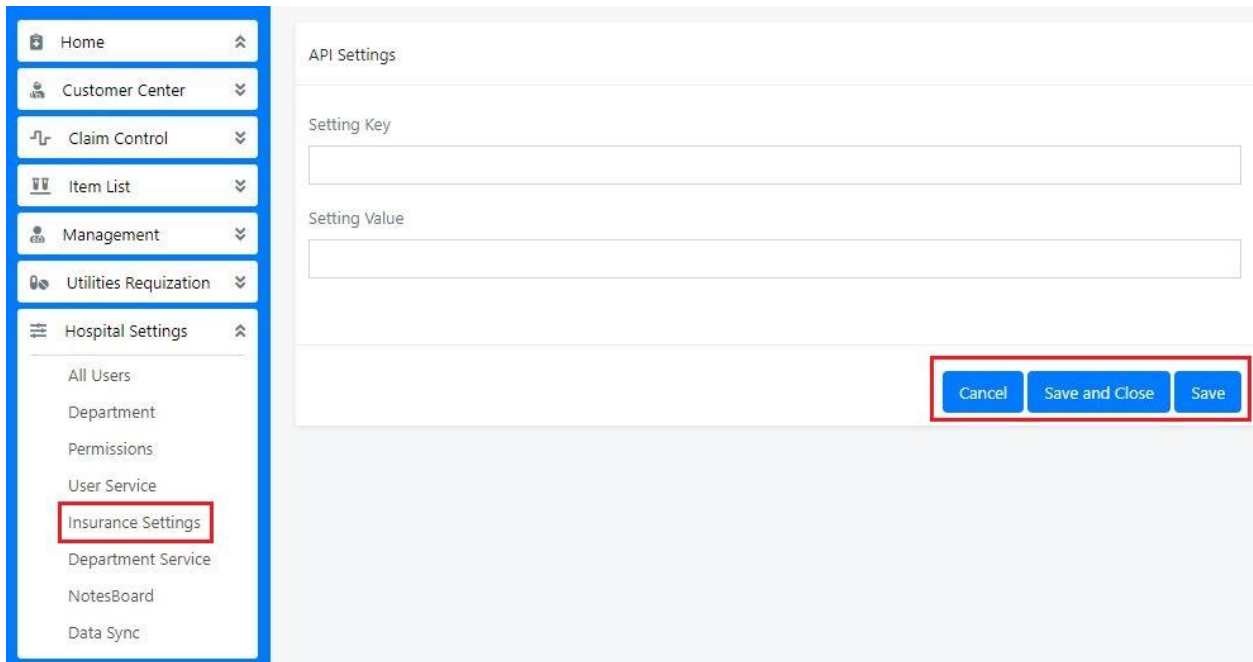
Formats **B** *I* [List Icons] [Link Icon] [Image Icon] [Print Icon] [Eye Icon] [Table Icon] [Text Color Icon] [Background Color Icon] [Table Icon]

p Words: 0

**Save and Close** Save Cancel

## 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.

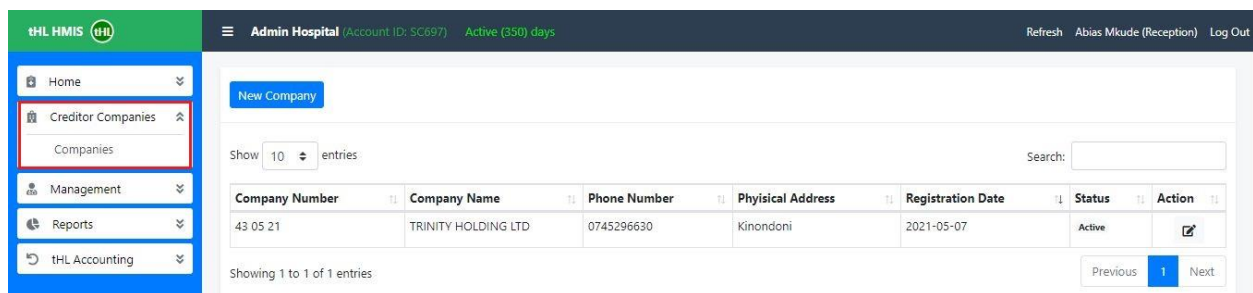
There are total of 22 departments explained

### 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.



The screenshot displays the 'Admin Hospital' interface. The sidebar on the left contains a menu with 'Creditor Companies' highlighted. The main content area features a 'New Company' button, a search bar, and a table with the following data:

Company Number	Company Name	Phone Number	Physical Address	Registration Date	Status	Action
43 05 21	TRINITY HOLDING LTD	0745296630	Kinondoni	2021-05-07	Active	

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation buttons.

### 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.

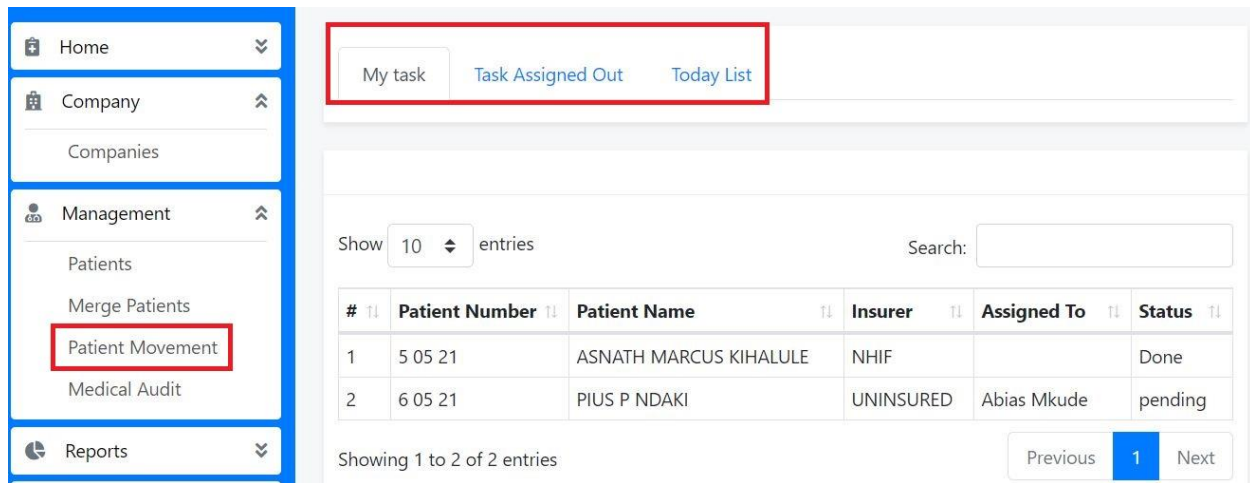
Record all patient information then click **Save and Close** to save or **Cancel** to stop the process.

### 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.

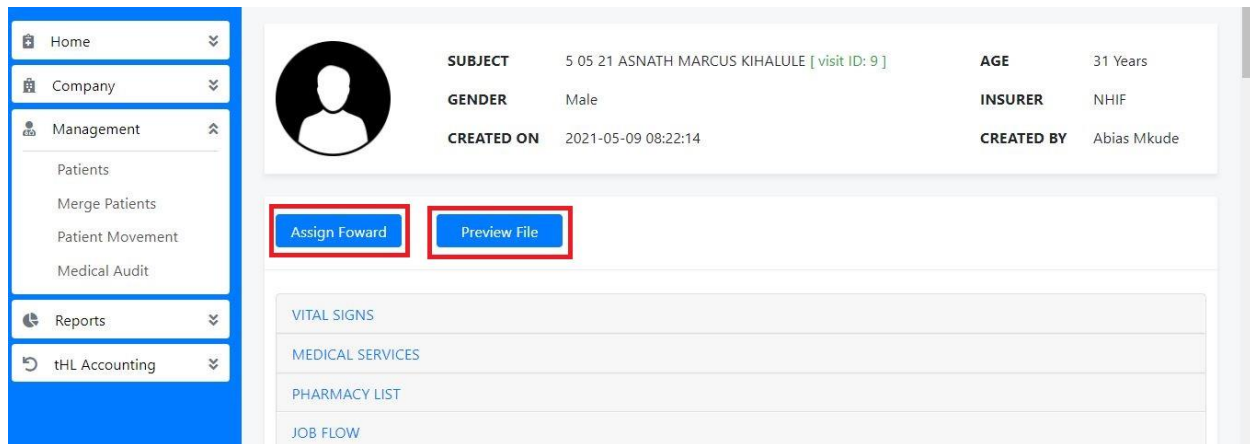


The screenshot shows the 'Patient Movement' interface. On the left is a navigation menu with 'Management' expanded to show 'Patient Movement'. At the top, there are three tabs: 'My task', 'Task Assigned Out', and 'Today List'. Below the tabs is a search bar and a 'Show 10 entries' dropdown. A table displays two tasks:

#	Patient Number	Patient Name	Insurer	Assigned To	Status
1	5 05 21	ASNATH MARCUS KIHALULE	NHIF		Done
2	6 05 21	PIUS P NDAKI	UNINSURED	Abias Mkude	pending

At the bottom, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' navigation buttons.

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.



The screenshot shows the patient profile page for ASNATH MARCUS KIHALULE. The profile includes a circular placeholder for a photo and the following details:

- SUBJECT:** 5 05 21 ASNATH MARCUS KIHALULE [ visit ID: 9 ]
- AGE:** 31 Years
- GENDER:** Male
- INSURER:** NHIF
- CREATED ON:** 2021-05-09 08:22:14
- CREATED BY:** Abias Mkude

Below the profile, there are two buttons: 'Assign Forward' and 'Preview File'. At the bottom, there are sections for 'VITAL SIGNS', 'MEDICAL SERVICES', 'PHARMACY LIST', and 'JOB FLOW'.

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.

PATIENT MOVEMENT

CASH / UNINSURED

Select Depart

Select User

FOR RESULT

File Edit Insert View Format Table Tools

Formats **B** *I* [List Icons]

A [Color Picker] [Background Color]

p Words: 0

Make Confidential

Choose Files No file chosen

Cancel Submit

## 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.



My task In Patient Center Today List

Show 10 entries Search:

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	27 05 21	MENDY OBLAK KAHN	UNINSURED	2021-05-14 13:37:58	OPD	CASHIER OPD (NURSE STATION)	onprogress

Showing 1 to 1 of 1 entries Previous 1 Next

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.

My task In Patient Center Today List

Show 10 entries

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

MEDICAL  
MEDICAL  
OBSSGYN  
PAEDIATRIC  
SURGICAL

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.

Home Management Patient Movement Medical Audit Reports tHL Accounting

**SUBJECT** 27 05 21 MENDY OBLAK KAHN [ visit ID: 124 ] **AGE** 13 day(s)  
**GENDER** Male **INSURER** UNINSURED  
**CREATED ON** 2021-05-14 01:37:33 **CREATED BY** Abias Mkunde

Preview File Cashier Pharmacy Cashier Medical Services POS Invoice

**Preview File** – Click this button to view patient file

PATIENT MEDICAL FILE

<b>SUBJECT</b>	27 05 21 MENDY OBLAK KAHN	<b>AGE</b>	13 day(s)
<b>GENDER</b>	Male	<b>INSURER</b>	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 [cets:	Paracetamol syp [cets:	15.00	5000.00	75000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ALU 20/120mG] Tabs	ALU 20/120mG] Tabs	10.00	900.00	9000	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**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 Smear	1	3000.00	3000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Full Blood Picture (FBP) / +	Full Blood Picture (FBP)	1	10000.00	10000	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**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 **submit** 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**

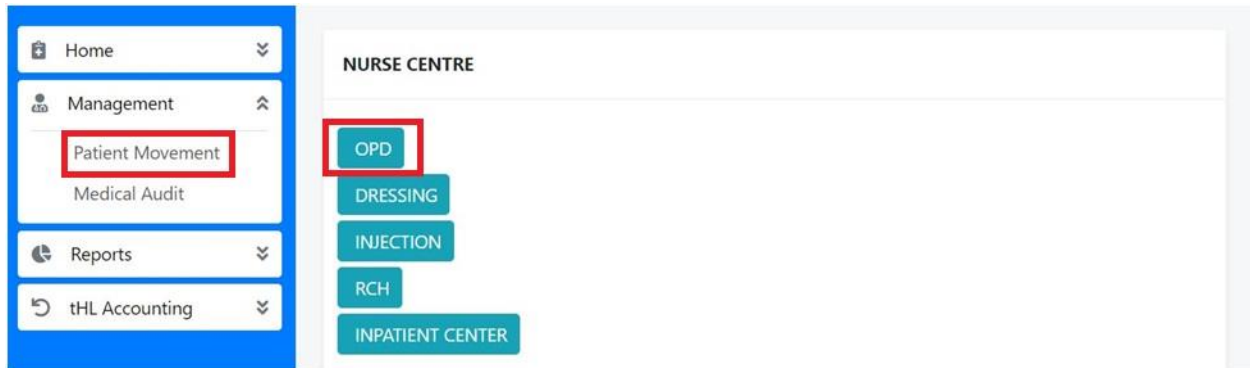
## 7.0 NURSE

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

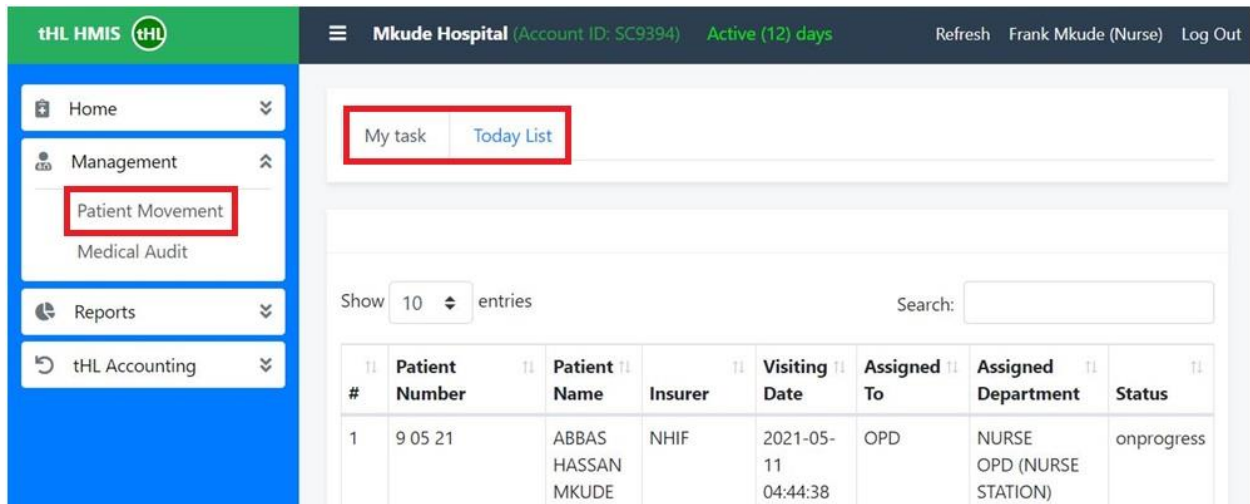
### 7.1 OPD

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

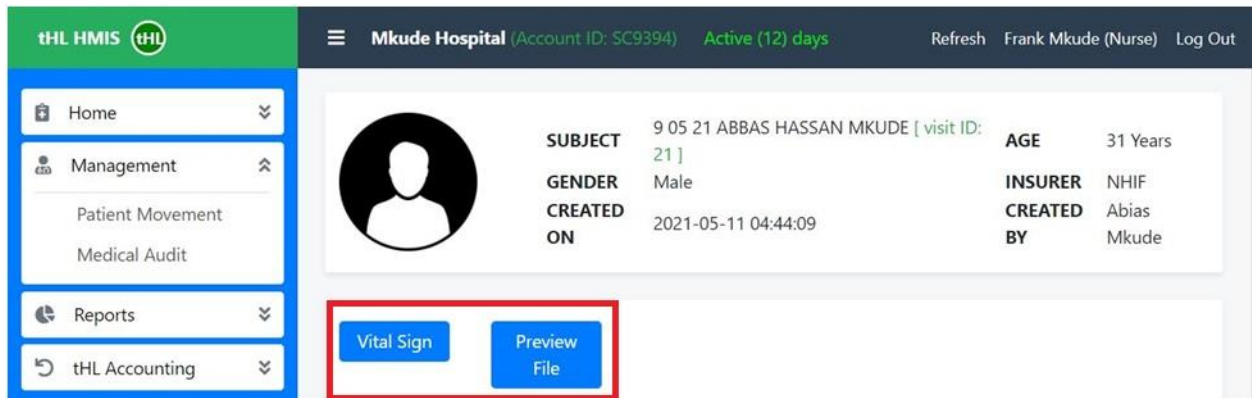
Click **Patient Movement** then on a **Nurse Centre** listing click **OPD** button.



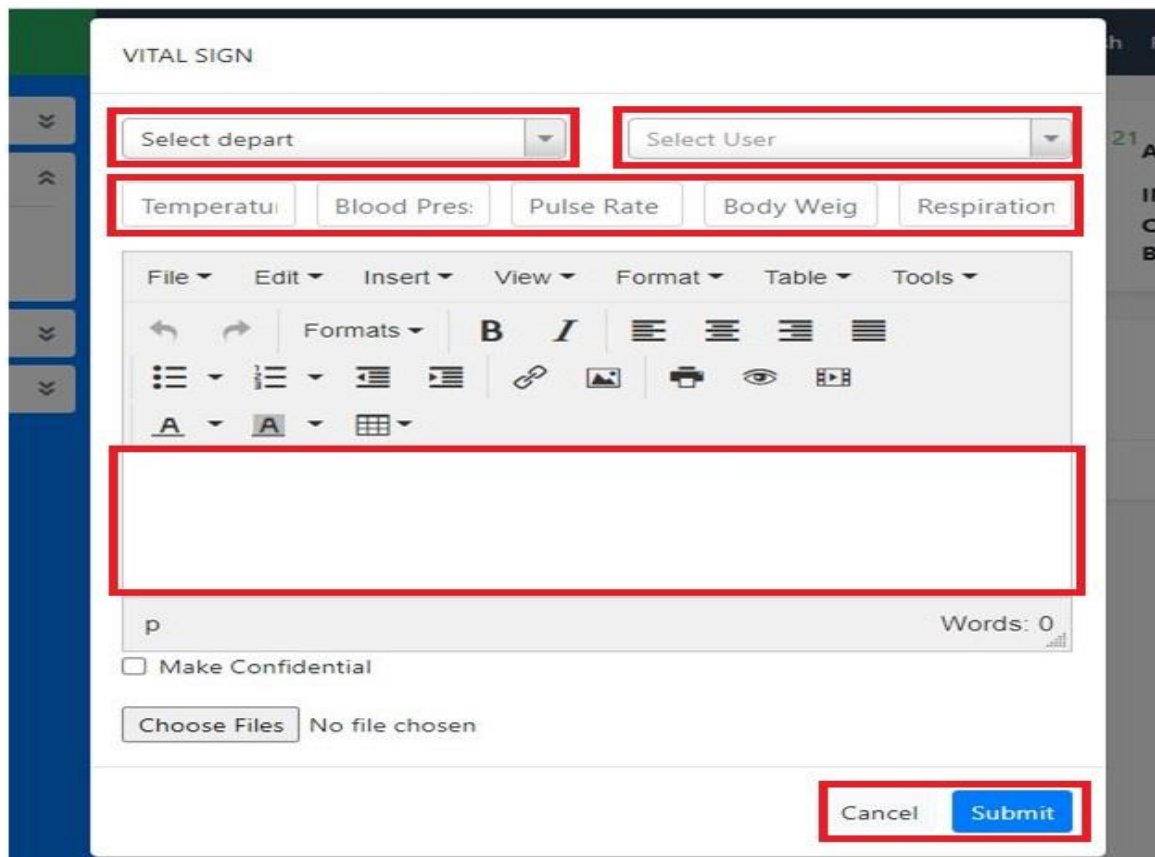
After clicking **OPD** button you will see two tabs which are **My Task** and **Today List**. Click **My Task** to see new task and **Today List** to see the list of patients that visit hospital in current date but you can opt to search for previous dates.



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.

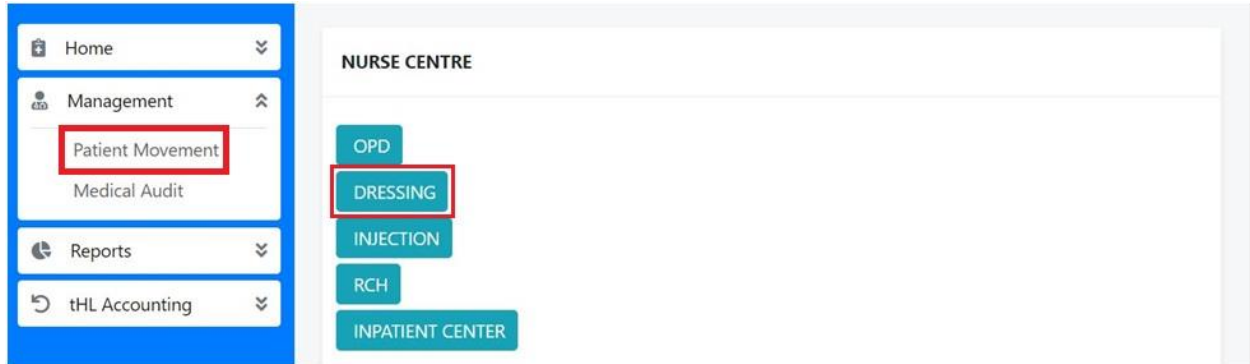


After clicking **Vital Sign** button new form will appear where you will fill in patient's **Temperature, Blood Pressure, Pulse Rate, Body Weight, Respiration Rate** and if you have any comment type in a **Comment** section. **Select Department** and **User** then click **Submit** to complete or **Cancel**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

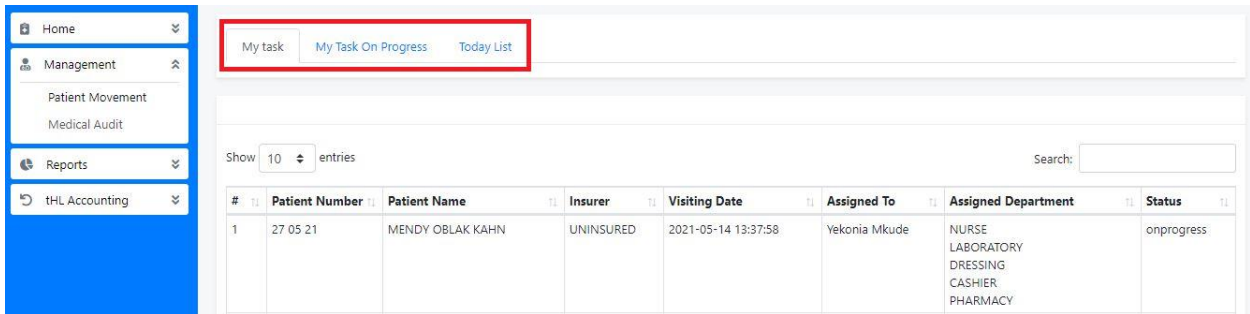


## 7.2 DRESSING

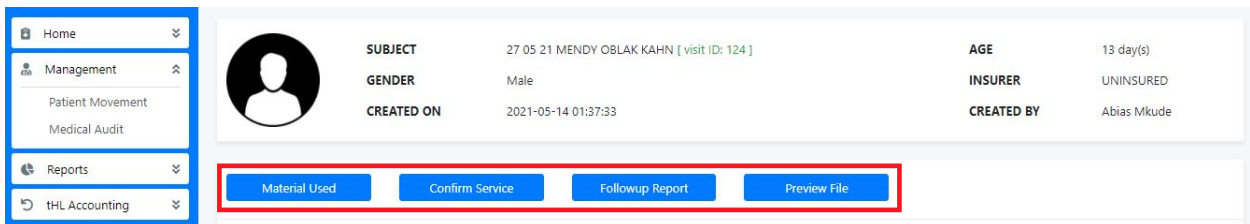
Go to **Management** module Click **Patient Movement** then on a **Nurse Centre** listing click **Dressing** button.



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.

CONFIRM SERVICE

CONFIRM SERVICE 14-05-2021

S/N	Date	Service	Service Category	Time	Description	Remark
1	14-05-2021	Wound Dressing (OutPatient)/Stitch removal			Dressing	<div style="border: 1px solid gray; padding: 2px;"> <input type="text"/>  <input type="text"/>  <input type="text"/> </div>

File Edit Insert View Format Table Tools

Formats B I [Text Alignment] [List] [Link] [Image] [Print] [Eye] [Table] [Font Color] [Background Color] [Grid]

p Words: 0

Cancel Submit

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 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.

MATERIAL USED

MATERIALS USED

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

NEW MATERIALS

Sy

Item Name	Quantity	Description	Use Type	Service	Action
Syringes 100ml	1		Re Use <span style="font-size: small;">⇅</span>	Wot <span style="font-size: small;">⇅</span>	x

Cancel SUBMIT

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

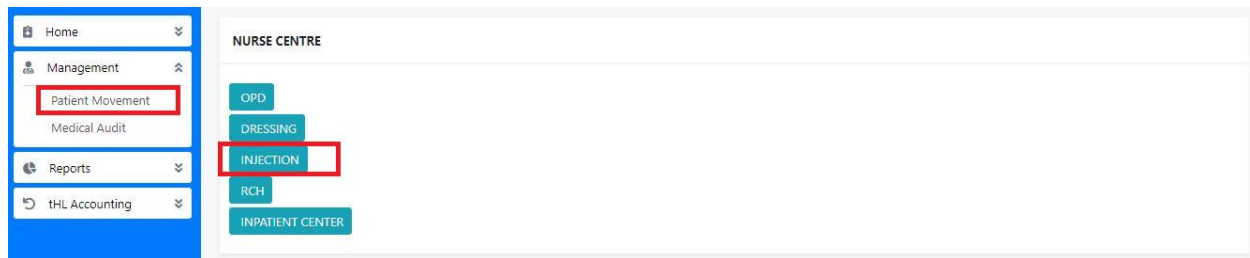
FOLLOWUP CHART REPORT

<b>Patient Name:</b> MENDY OBLAK KAHN						
VISIT DATE						
14-05-2021	<b>NO</b>	<b>SERVICE</b>	<b>DESCRIPTION</b>			
	1	Wound Dressing (OutPatient)/Stitch removal :	<b>Date</b>	<b>Time</b>	<b>Quantity</b>	<b>Remark</b>
			2021-05-14	3:40 PM	1.00	Done
			2021-05-14	5:40 PM	1.00	Completed

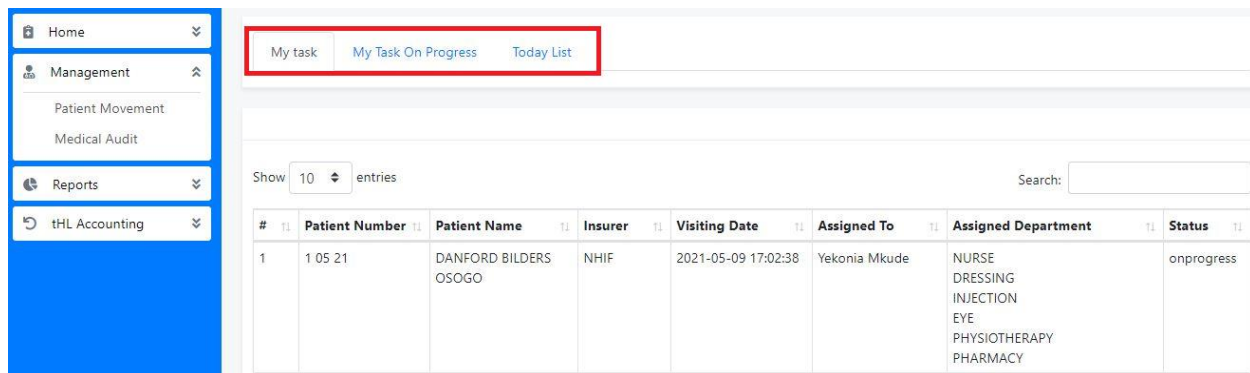
Cancel

### 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**, **Completed** 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.

CONFIRM SERVICE

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.

MATERIAL USED

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

NEW MATERIALS					
sy					
Item Name	Quantity	Description	Use Type	Service	Action
Syringes 100ml	1		Re Use ▾	Injec ▾	<span style="color: red;">x</span>

Cancel SUBMIT

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

FOLLOWUP CHART REPORT

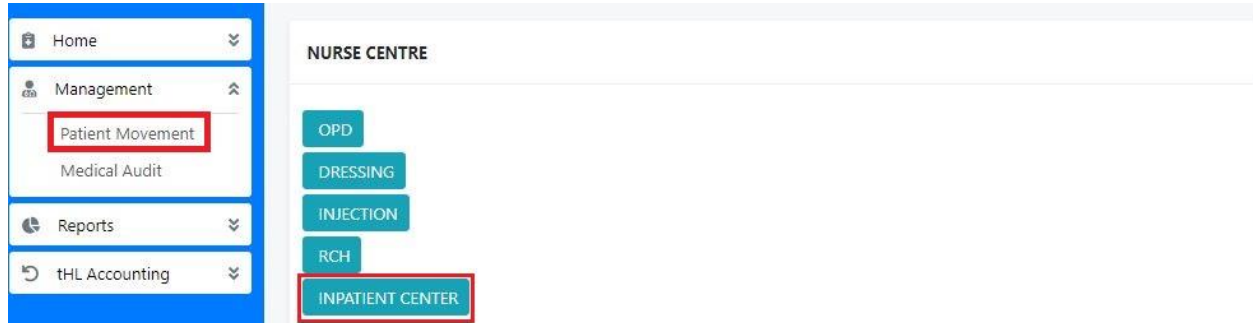
<b>Patient Name:</b> DANFORD BILDERS OSOGO						
VISIT DATE						
14-05-2021	<b>NO</b>	<b>SERVICE</b>	<b>DESCRIPTION</b>			
	1	Injection Services :	<b>Date</b>	<b>Time</b>	<b>Quantity</b>	<b>Remark</b>
			2021-05-14	3:40 PM	1.00	Done
			2021-05-14	5:40 PM	1.00	Completed

Cancel

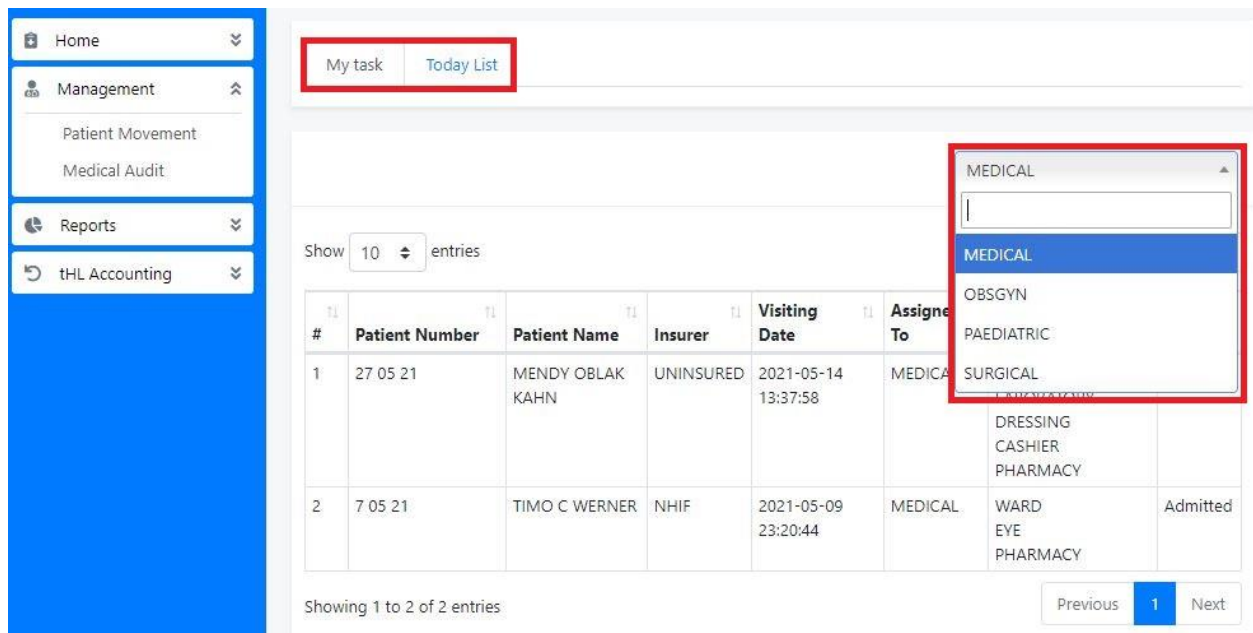
Click **Preview File** to view the patient file.

## 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

Cancel

## 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	Description			
1	Paracetamol syp [cetamol] : 3 X 3	Date	Time	Quantity	Remark
		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	Date	Time	Quantity	Remark
		2021-05-14	08:00 AM	3	Given
		2021-05-14	10:00 AM	3	Completed

Cancel

## Intervention Sheet

Intervention 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.

INTERVENTION SHEET

2021-05-14	G Monitor(Vital)									INTAKE				OUTPUT		
	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	1

Cancel

SUBMIT

## Intervention Report

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

INTERVATION REPORT

2021-05-14	<b>G Monitor(Vital)</b>								<b>INTAKE</b>				<b>OUTPUT</b>		
									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 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.

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 ▾	▾	<span style="background-color: red; color: white; padding: 2px 5px;">X</span>

Cancel
SUBMIT

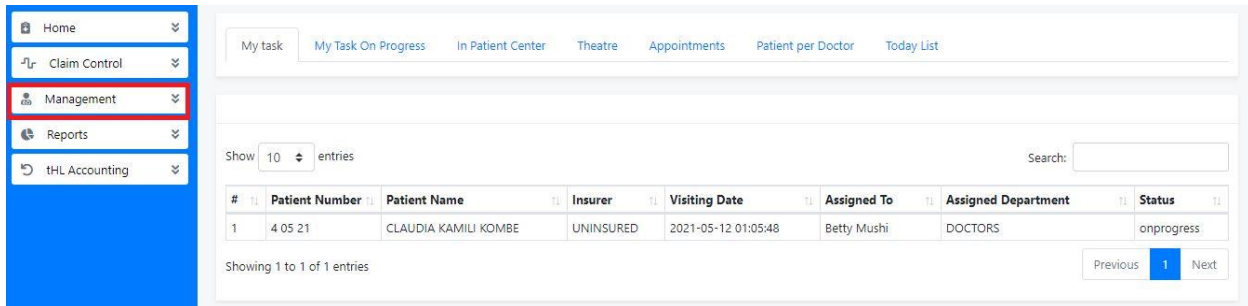
**Preview File**

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.

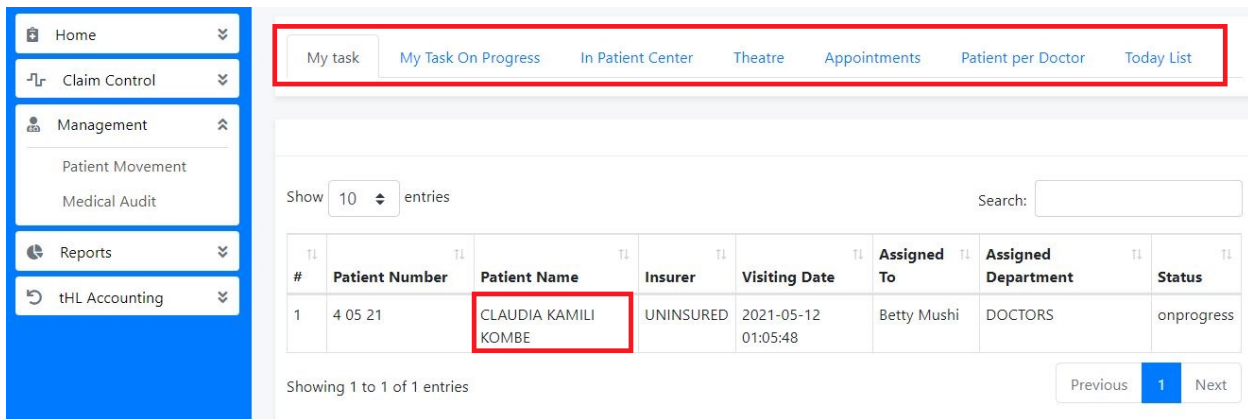
After signing in go to **Management** module tab then Click **Patient Movement** on the left side in order to see the patients



The screenshot shows a web application interface. On the left is a blue sidebar with menu items: Home, Claim Control, Management (highlighted with a red box), Reports, and tHL Accounting. The top navigation bar contains buttons: My task (highlighted with a red box), My Task On Progress, In Patient Center, Theatre, Appointments, Patient per Doctor, and Today List. Below the navigation is a search bar and a table with columns: #, Patient Number, Patient Name, Insurer, Visiting Date, Assigned To, Assigned Department, and Status. The table contains one entry for Claudia Kamili Kombe. At the bottom right, there are 'Previous', '1', and 'Next' buttons.

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	4 05 21	CLAUDIA KAMILI KOMBE	UNINSURED	2021-05-12 01:05:48	Betty Mushi	DOCTORS	onprogress

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.



This screenshot is similar to the previous one but with more detail. The sidebar now shows 'Patient Movement' and 'Medical Audit' under the 'Management' menu. The top navigation bar is highlighted with a red box. In the table, the 'Patient Name' 'CLAUDIA KAMILI KOMBE' is highlighted with a red box. The rest of the interface elements are the same as in the previous screenshot.

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	4 05 21	CLAUDIA KAMILI KOMBE	UNINSURED	2021-05-12 01:05:48	Betty Mushi	DOCTORS	onprogress

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

The screenshot shows a patient profile for Claudia Kamili Kombe, 24 years old, female, uninsured, created on 2021-05-09. Below the profile information is a grid of buttons for various actions: To Reception, Referral, Shift, Admit, Appointment, Material Used, Pre.Diagnosis, Diagnosis, Medical History, Medical Service, Pharmacy, and Preview File. Below the buttons is a list of menu items: VITAL SIGNS, MEDICAL SERVICES, PHARMACY LIST, and JOB FLOW.

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.

This screenshot is identical to the one above, but with a red rectangular box highlighting the grid of action buttons. The buttons are: To Reception, Referral, Shift, Admit, Appointment, Material Used, Pre.Diagnosis, Diagnosis, Medical History, Medical Service, Pharmacy, and Preview File.

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

Undo Redo Formats **B** *I* [List Icons] [Link Icon] [Image Icon] [Print Icon] [Eye Icon] [Fullscreen Icon]

A [Color Picker] [Background Color Picker]

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.

PRELIMINARY DIAGNOSIS

THIS FORM IS ONLY FOR SELECTING PRELIMINARY DIAGNOSIS

Select Diagnosis\*

mala

- Adult osteomalacia: M83
- Adult osteomalacia due to malabsorption: M83.2
- Adult osteomalacia due to malnutrition: M83.3
- Adult osteomalacia, unspecified: M83.9
- Antimalarials and drugs acting on other blood prot: T37.2
- Antimalarials and drugs acting on other blood prot: Y41.2

p

Words: 0

Make Confidential

Cancel Submit

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

MEDICAL DIAGNOSIS

THIS FORM IS ONLY FOR SELECTING MEDICAL DIAGNOSIS

Medical Diagnosis <sup>\*</sup>

Select Medical Diagnosis

Mtuhia Diagnosis <sup>\*</sup>

Select Mtuhia Diagnosis

Type Comments

File Edit Insert View Format Table Tools

Formats B I

A A

p Words: 0

Make Confidential

Cancel **Submit**

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

ema Hospital ACCOUNT BALANCE ACTIVE LEFT DAYS

MEDICAL SERVICES

THIS FORM IS ONLY FOR SELECTING MEDICAL SERVICES

Medical Service

Uric Acid - CASH Payment
  X-Ray abdomen - Supine/Erect - CASH Payment
  CT Scan Chest - CASH Payment
  MRI Angiography - CASH Payment

Type Comments

File Edit Insert View Format Table Tools

Formats B I

A A

p Words: 0

CONFIDENTIAL

Cancel **Submit**

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

PHARMACY

THIS FORM IS ONLY FOR SELECTING PHARMACEUTICAL DRUGS

Select Drugs

a|

20/120mg] Tabs ALU adult 24 pcs	≡	11.00	≡	CASH Payment
A moxycillin syp [INDIA]	≡	12.00	≡	CASH Payment
Alben tabs 2s	≡	17.00	≡	CASH Payment
Albendazole sups [ zentel].	≡	1.00	≡	CASH Payment
Albendazole sups [Benpharm]	≡	12.00	≡	CASH Payment
Albendazole susp [albasol]	≡	7.00	≡	CASH Payment
Albendazole tabs [zentel]	≡	3.00	≡	CASH Payment
Albendazole sups [elyzole]	≡	10.00	≡	CASH Payment
Altapharm susp	≡	3.00	≡	CASH Payment
ALU 20/120mG] Tabs adult 18pcs	≡	9.00	≡	CASH Payment
ALU Tabs p/12 ipca]	≡	8.00	≡	CASH Payment

P

Words: 0

Cancel **Submit**

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

PATIENT MEDICAL FILE

<b>SUBJECT</b>	4 05 21 CLAUDIA KAMILI KOMBE	<b>AGE</b>	24 Years
<b>GENDER</b>	Female	<b>INSURER</b>	UNINSURED

**2021-05-12**

VITAL SIGNS
MEDICAL HISTORY
MEDICAL SERVICES
PHARMACY LIST
MEDICAL DIAGNOSIS
SERVICE INVOICES

**2021-05-09**

Cancel

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

MATERIAL USED

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

Cancel **SUBMIT**

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

APPOINT A PATIENT

5 7 2021 09:00

File Edit Insert View Format Table Tools

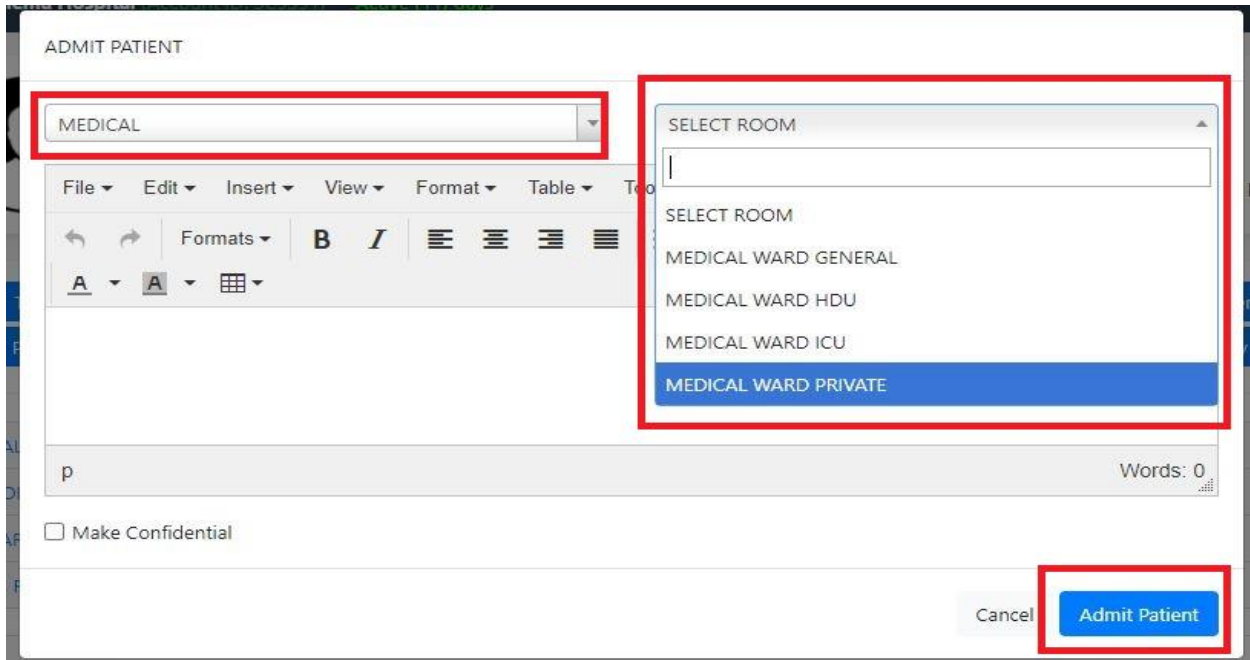
Formats **B** *I* [List Icons]

A [Color Picker] [Font Size]

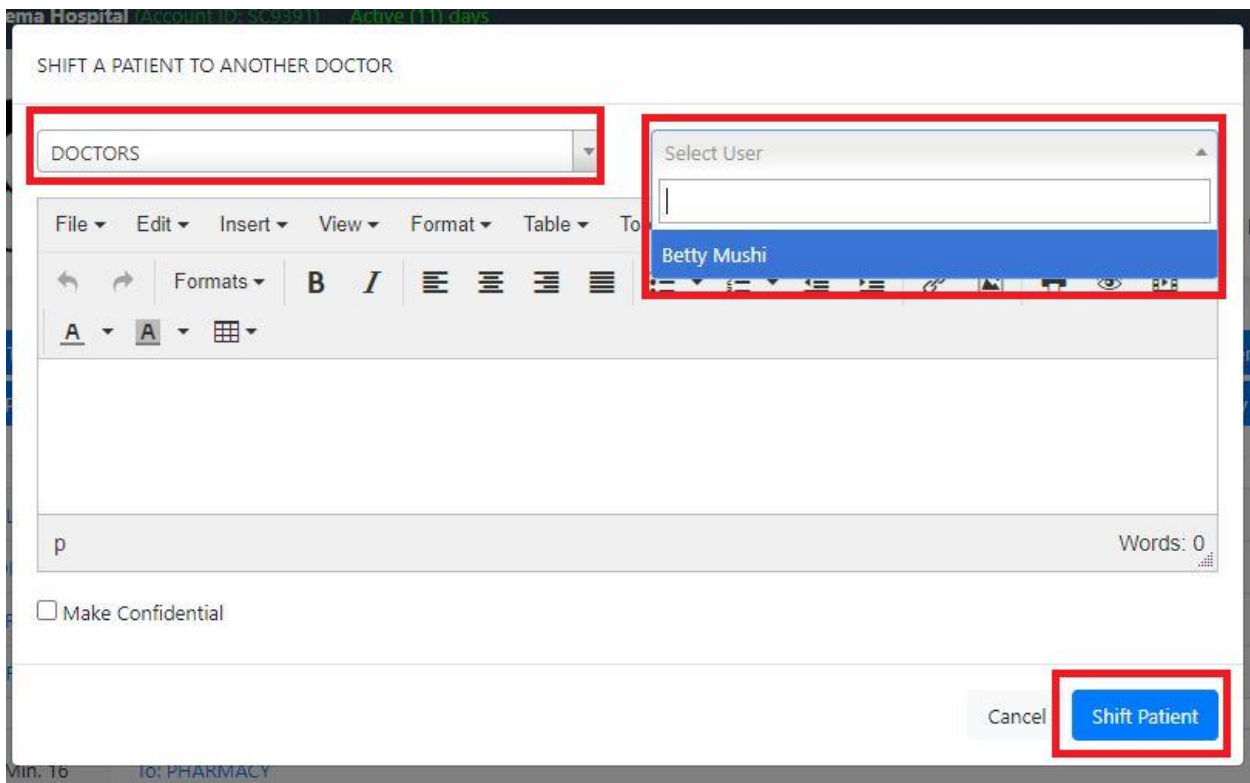
p Words: 0

Cancel **Set Appointment**

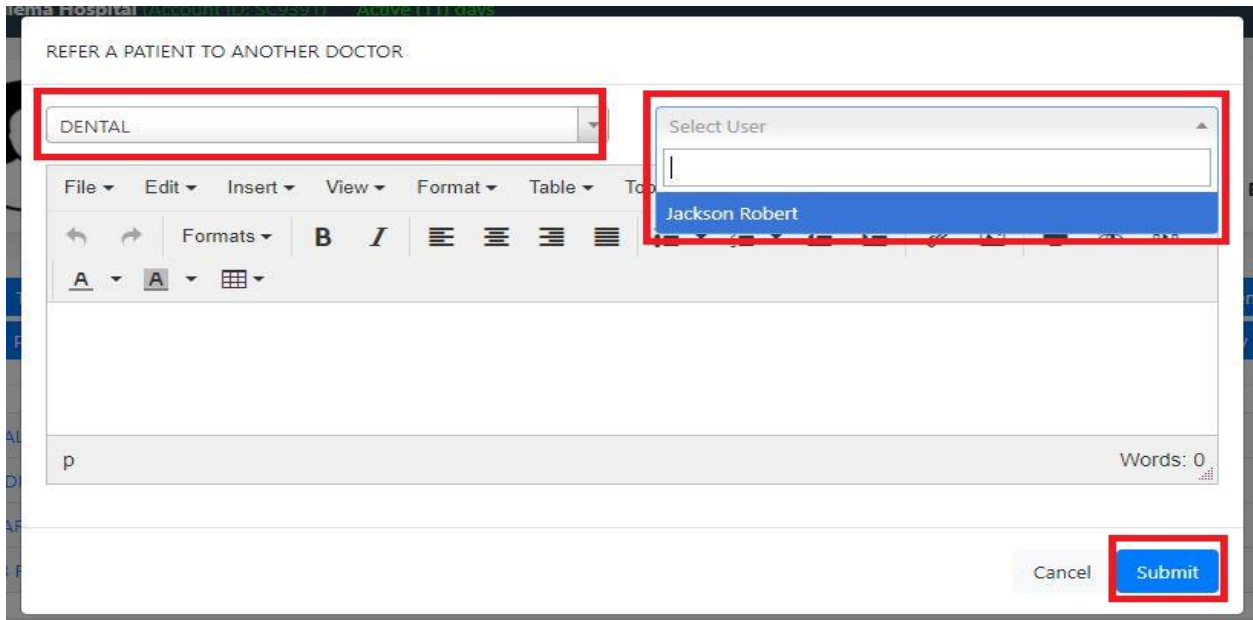
Click **Admit** button in order admit the patient, select ward and room then click Admit patient button to save it.



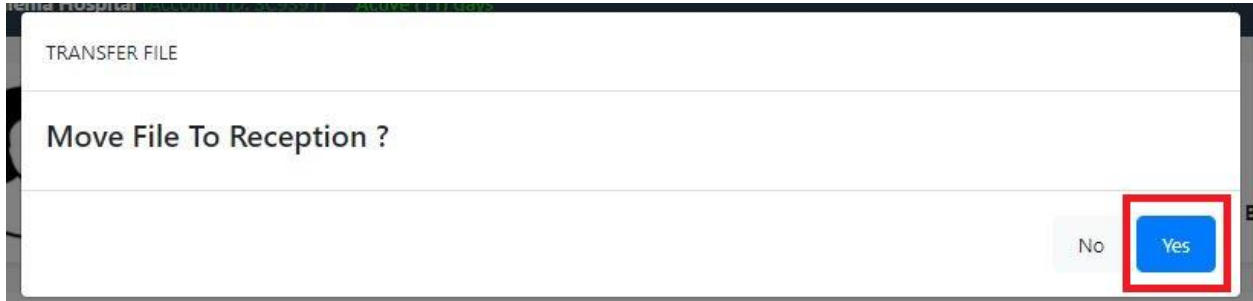
Click **Shift** button in order to choose another doctor to attend your patient if your shift is over and the patient is still on progress.



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	Recommendations	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	Recommendations	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

**JOB FLOW**

Min. 15	To: PHARMACY Amoxclav 625mg tabs[Alphaclav]14s : 10 Tablets Albendazole sups [elyzole] : 10 Tablets <b>From: Betty Mushi (Doctors)</b> (2021-05-14 23:33:40) [Make Confidential]
Min. 14	To: LABORATORY,CT SCAN,X-RAY Blood Urea Nitrogen (BUN) CT Scan Chest X-Ray abdomen - KUB

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



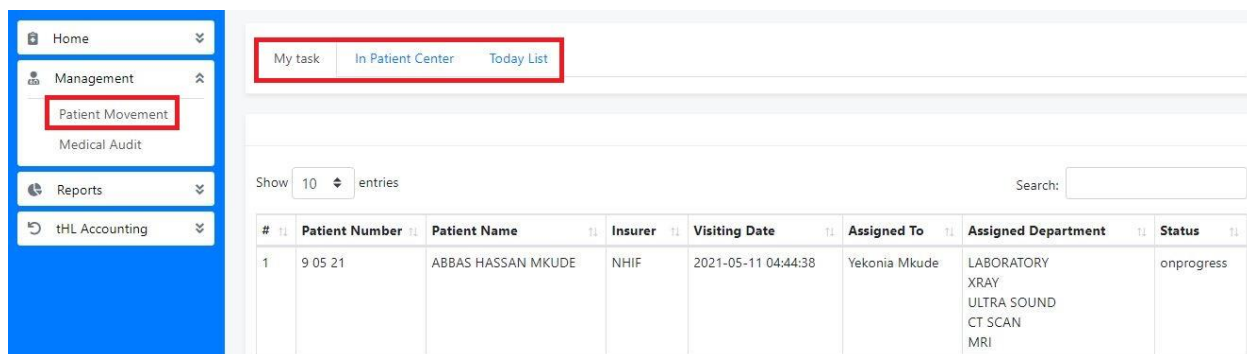


## 9.0 LABORATORY

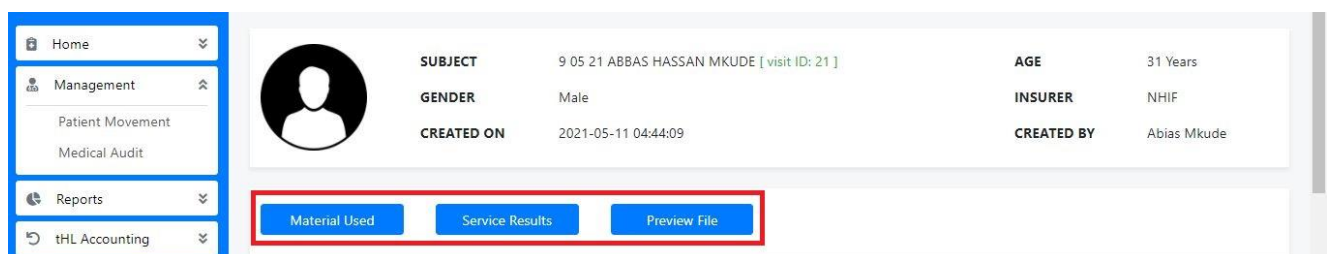
In this department you will be able to record patient's laboratory results.

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.

SERVICE RESULTS

COMMENT

CONFIRM SERVICE

Approve Cancel

Test	Result	Recommendation	Attachments	Confirm
Laboratory Service	Positive		<input type="button" value="Choose Files"/> No file chosen	<input checked="" type="checkbox"/>

## 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.

Home

Item List

Management

Reports

tHL Accounting

MY TASK: 2

MEDICAL ITEMS: 0

MY TASK ON PROGRESS: 0

TODAY LIST: 0

NOTICE BOARD

09-May-2021 WELLCOME TO OUR HOSPITAL

Key Features

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

My task **My Task On Progress** In Patient Center Today List

Show 10 entries Search:

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	3 05 21	REHEMA JOHN SHAYO	NHIF	2021-05-12 07:23:40	Betty Mushi	PHARMACY LABORATORY XRAY CT SCAN	onprogress
2	3 05 21	REHEMA JOHN SHAYO	NHIF	2021-05-12 07:23:40	Betty Mushi	PHARMACY LABORATORY XRAY CT SCAN	onprogress
3	4 05 21	CLAUDIA KAMILI KOMBE	UNINSURED	2021-05-12 01:05:48	Betty Mushi	PHARMACY LABORATORY	onprogress

Then click the patient name

My task My Task On Progress In Patient Center Today List

Show 10 entries Search:

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	3 05 21	REHEMA JOHN SHAYO	NHIF	2021-05-12 07:23:40	Betty Mushi	PHARMACY LABORATORY XRAY CT SCAN	onprogress
2	3 05 21	REHEMA JOHN SHAYO	NHIF	2021-05-12 07:23:40	Betty Mushi	PHARMACY LABORATORY XRAY CT SCAN	onprogress
3	4 05 21	CLAUDIA KAMILI KOMBE	UNINSURED	2021-05-12 01:05:48	Betty Mushi	PHARMACY LABORATORY XRAY	onprogress

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

**SUBJECT** 3 05 21 REHEMA JOHN SHAYO [ visit ID: 39 ] **AGE** 14 day(s)

**GENDER** Female **INSURER** NHIF

**CREATED ON** 2021-05-09 10:29:46 **CREATED BY** Jamila Msechu

[Preview File](#) [Cashier Pharmacy](#) [Invoice Verification](#)

VITAL SIGNS  
MEDICAL SERVICES  
PHARMACY LIST  
JOB FLOW

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

PATIENT MEDICAL FILE

<b>SUBJECT</b>	3 05 21 REHEMA JOHN SHAYO	<b>AGE</b>	11 day(s)
<b>GENDER</b>	Female	<b>INSURER</b>	NHIF

2021-05-12

VITAL SIGNS

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

MEDICAL HISTORY

MEDICAL SERVICES

PHARMACY LIST

MEDICAL DIAGNOSIS

Click one of the above to see patient information

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.

CASHIER PHARMACY

DATE : 15-05-2021 INVOICE NO : 39

Patient Name	REHEMA JOHN SHAYO	Approval No.	0
Insurer	NHIF		

Claim Number	Total Insurance	Total Cash	Total Tax	Total Amount
Enter Claim Number	5000.00	0.00	0.00	5000.00

Cancel Submit

Receive	Name	Quantity	Price	Amount	Confirm
Billed	Amoxclav 625mg tabs[Alpr	10	0.00	0	<input checked="" type="checkbox"/>
Billed	Albendazole sups [elyzole]	10	500.00	5000	<input checked="" type="checkbox"/>

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.

CASHIER PHARMACY

DATE : 15-05-2021 INVOICE NO : 38

Patient Name	CLAUDIA KAMILI KOMBE		
Insurer	UNINSURED	Approval No.	0

Claim Number	Total Insurance	Total Cash	Total Tax	Total Amount
Enter Claim Number	0.00	92000.00	0.00	92000.00

Cancel Submit

Receive	Name	Quantity	Price	Amount	Confirm
<input checked="" type="checkbox"/>	A moxycillin syp [INDIA]	10	3000.00	30000	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Amlodipine tabs 5mg -[cal	10	200.00	2000	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Amol-G cream	10	6000.00	60000	<input type="checkbox"/>

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.

DATE : 15-05-2021

INVOICE NO : 38

Patient Name	CLAUDIA KAMILI KOMBE		
Insurer	UNINSURED	Approval No.	0

Claim Number	Total Insurance	Total Cash	Total Tax	Total Amount
Enter Claim Number	0.00	92000.00	0.00	92000.00

Cancel

Receive	Name	Quantity	Price	Amount	Confirm
Received	A moxycillin syp [INDIA]	10.00	3000.00	30000	<input checked="" type="checkbox"/>
Received	Amlodipine tabs 5mg -(ca	10.00	200.00	2000	<input checked="" type="checkbox"/>
Received	Amol-G cream	10.00	6000.00	60000	<input checked="" type="checkbox"/>

Other congenital malaria

Activ

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

The screenshot shows the 'In Patient Center' interface. On the left is a navigation menu with options: Home, Item List, Management (Patient Movement, Medical Audit), Reports, and tHL Accounting. The main area has tabs for 'My task', 'My Task On Progress', 'In Patient Center' (highlighted), and 'Today List'. Below the tabs, there is a 'Show 10 entries' dropdown. A table lists patient information:

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To
1	7 05 21	INJECTION E DEMO	UNINSURED	2021-05-13 08:36:08	MEDICAL

A dropdown menu is open over the 'Assigned To' column, showing a search bar and a list of wards: MEDICAL (selected), OBSGYN, PAEDIATRIC, SURGICAL, INJECTION, EYE, CASHIER, and PHARMACY.

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

- Home
- Item List
- Management
  - Patient Movement
  - Medical Audit
- Reports
- tHL Accounting

**SUBJECT** 7 05 21 INJECTION E DEMO [ visit ID: 88 ]  
(The patient is admitted to MEDICAL WARD GENERAL)

**GENDER** Male

**CREATED ON** 2021-05-13 08:35:44

**AGE** 20 Years

**INSURER** UNINSURED

**CREATED BY** Reception

Preview File
Cashier Pharmacy
Invoice Verification
Dispense Drugs to Ward
Drugs Dispense Report
Intervention Report

Treatment Chart Report

### DISPENSE DRUGS

S/N	Prescription Date	Drug/Dose	Total Quantity	Quantity	Remark
1	13-05-2021	Qunin inj : 1x2		4	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <span>Given</span> <span style="font-size: 0.8em;">▼</span> </div>

Cancel
Submit

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
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.

INVOICE VERIFICATION

DATE : 15-05-2021 INVOICE NO : 5

Patient Name: CLAUDIA KAMILI KOMBE (UNINSURED)

Claim Number	Total Insurance	Total Cash	Total Tax	Total Amount
Enter Claim Number	0.00	102,000.00	0.00	102000.00

Cancel **Submit**

Name	Quantity	Price	Amount	VAT
General Consultation	1.00	10000.00	10000.00	<input type="checkbox"/>
A moxycillin syp [INDIA]	10.00	3000.00	30000.00	<input type="checkbox"/>
Amlodipine tabs 5mg -[calche	10.00	200.00	2000.00	<input type="checkbox"/>
Amol-G cream	10.00	6000.00	60000.00	<input type="checkbox"/>

## 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

Home Management Patient Movement Medical Audit Reports tHL Accounting

My task My Task On Progress In Patient Center Theatre Appointments Today List

Show 10 entries Search:

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	1 05 21	ANNA ANTONY MTUI	UNINSURED	2021-05-13 12:24:28	Dental User	DENTAL	onprogress

Showing 1 to 1 of 1 entries Previous 1 Next

Click on patient name to start treatment



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

The screenshot shows a patient management interface. On the left is a blue sidebar with navigation options: Home, Management (with sub-options Patient Movement and Medical Audit), Reports, and tHL Accounting. The main content area displays patient information for '1 05 21 ANNA ANTONY MTUI [ visit ID: 103 ]'. The patient's gender is Female, age is 40 Years, and they are UNINSURED. The record was created on 2021-05-13 12:21:37 by Reception User. Below the patient details is a row of action buttons: To Reception, Referral, Shift, Admit, Material Used, Pre.Diagnosis, Diagnosis, Medical History, Medical Service, Service Results, Pharmacy, and Preview File. Underneath are sections for VITAL SIGNS, MEDICAL SERVICES, PHARMACY LIST, and JOB FLOW.

**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.

The screenshot shows the 'SERVICE RESULTS' form. It has a 'COMMENT' section and a 'CONFIRM SERVICE' section. In the 'CONFIRM SERVICE' section, the 'Approve' checkbox is checked. There are 'Cancel' and 'Submit' buttons. Below this is a table with columns: Cancel, Test, Result, Recommendation, Attachments, and Confirm. The 'Test' column contains 'Dental Service', the 'Result' column contains 'DONE', and the 'Confirm' column has a checked checkbox. The 'Attachments' column shows 'Choose Files' and 'No file chosen'.

## 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.

Mkude Hospital (Account ID: SC9394) Active (9) days Refresh Rugilae Mkude (Eye) Log Out


My task My Task On Progress In Patient Center Theatre Appointments Patient per Doctor Today List

Show 10 entries Search:

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	25 05 21	PAUL AGUERO MILNER	NHIF	2021-05-14 07:40:59	Rugilae Mkude	EYE	onprogress
2	13 05 21	SOLOMON GRAY MKUDE	UNINSURED	2021-05-11 17:52:10	Rugilae Mkude	EYE	onprogress
3	10 05 21	DANNY KITALIKA MLABWA	NHIF	2021-05-11 11:48:58		EYE DENTAL RECEPTION PHARMACY	Done

Showing 1 to 3 of 3 entries Previous 1 Next

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

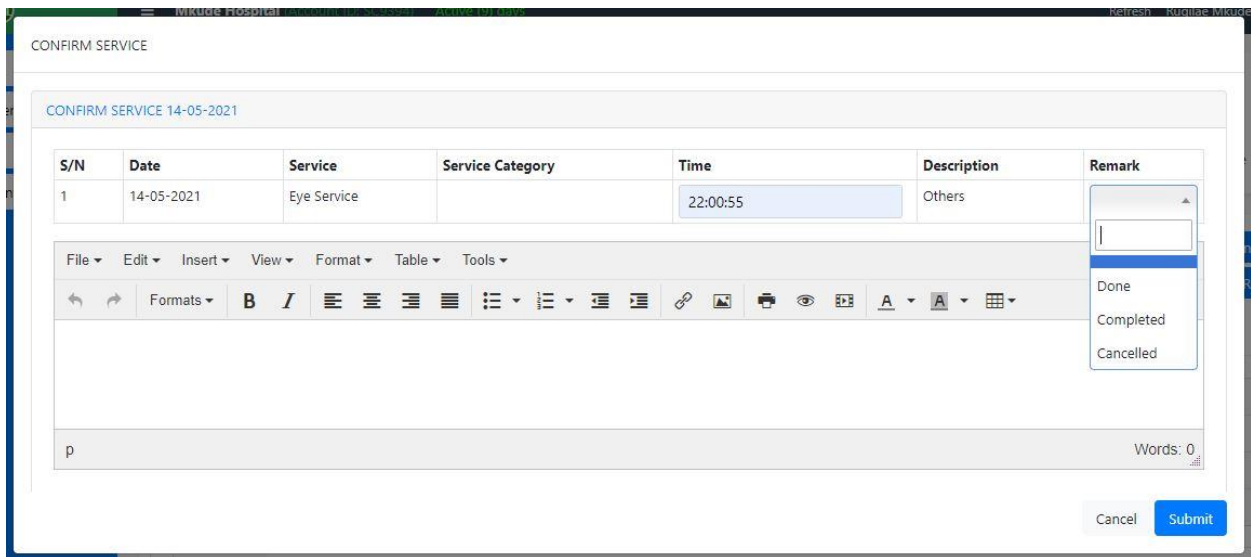
 **SUBJECT** 25 05 21 PAUL AGUERO MILNER [ visit ID: 119 ] **AGE** 23 Years  
**GENDER** Male **INSURER** NHIF  
**CREATED ON** 2021-05-14 07:40:34 **CREATED BY** Abias Mkude

To Reception Shift Admit Appointment Material Used Pre.Diagnosis  
 Diagnosis Medical History Medical Service Service Results Confirm Service Followup Report  
 Pharmacy Preview File

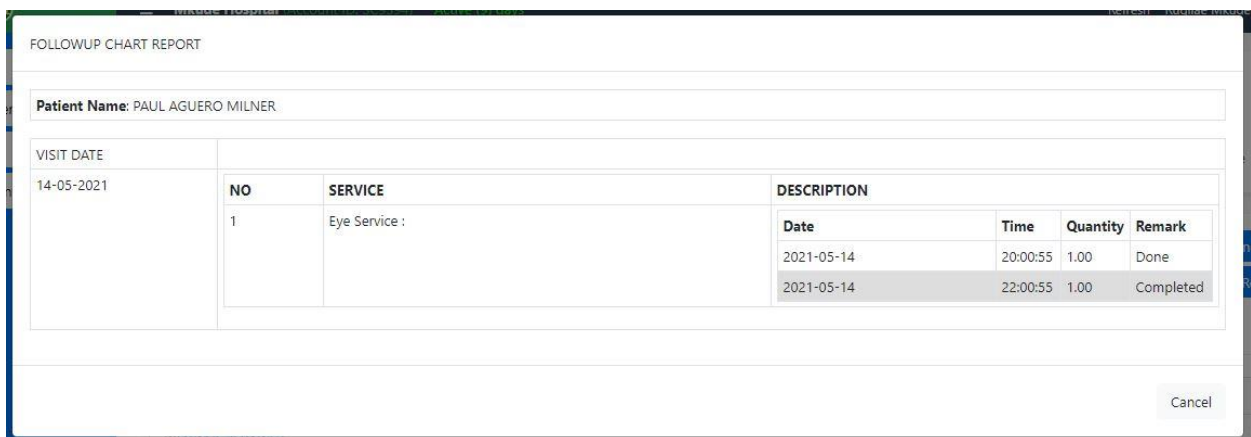
**NOTE:** The above functionalities are the same as performed by a Doctor as explained above on section 8.0 (Doctors).

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.

My task [In Patient Center](#) [Today List](#)

Show 10 entries Search:

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	5 05 21	ASNATH MARCUS KIHALULE	NHIF	2021-05-14 09:00:59	Yekonia Mkude	PHYSIOTHERAPY	onprogress

Showing 1 to 1 of 1 entries Previous **1** Next

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



<b>SUBJECT</b>	4 05 21 SALMA KISOMA MKUDE [ visit ID: 8 ]	<b>AGE</b>	27 Years
<b>GENDER</b>	Female	<b>INSURER</b>	UNINSURED
<b>CREATED ON</b>	2021-05-09 06:21:11	<b>CREATED BY</b>	Abias Mkude

[To Reception](#)

[Shift](#)

[Admit](#)

[Appointment](#)

[Material Used](#)

[Pre.Diagnosis](#)

[Diagnosis](#)

[Medical History](#)

[Medical Service](#)

[Confirm Service](#)

[Followup Report](#)

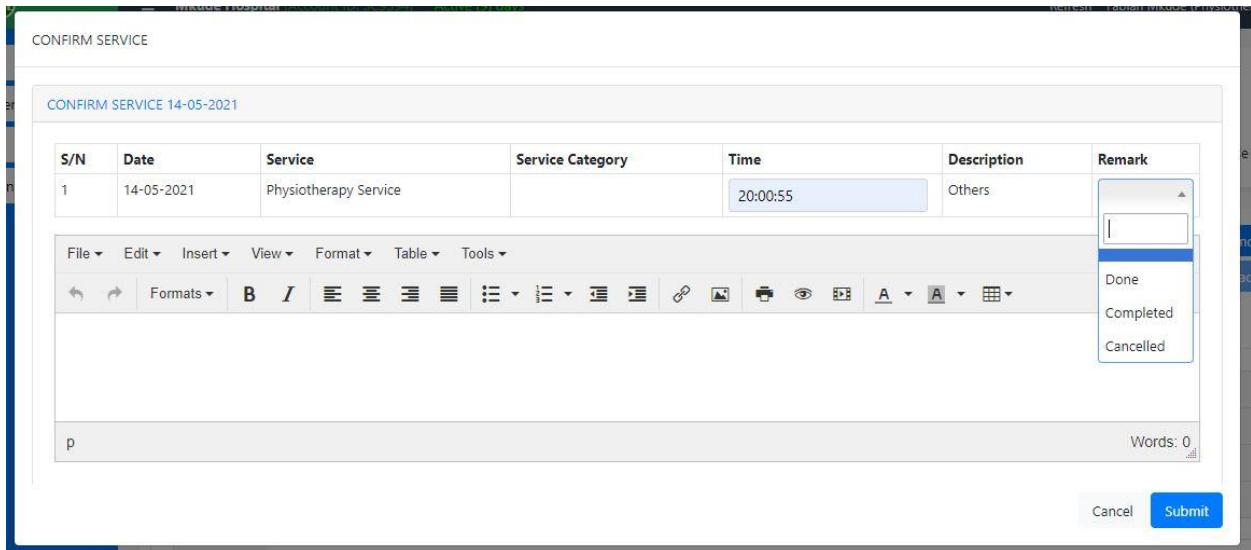
[Pharmacy](#)

[Preview File](#)

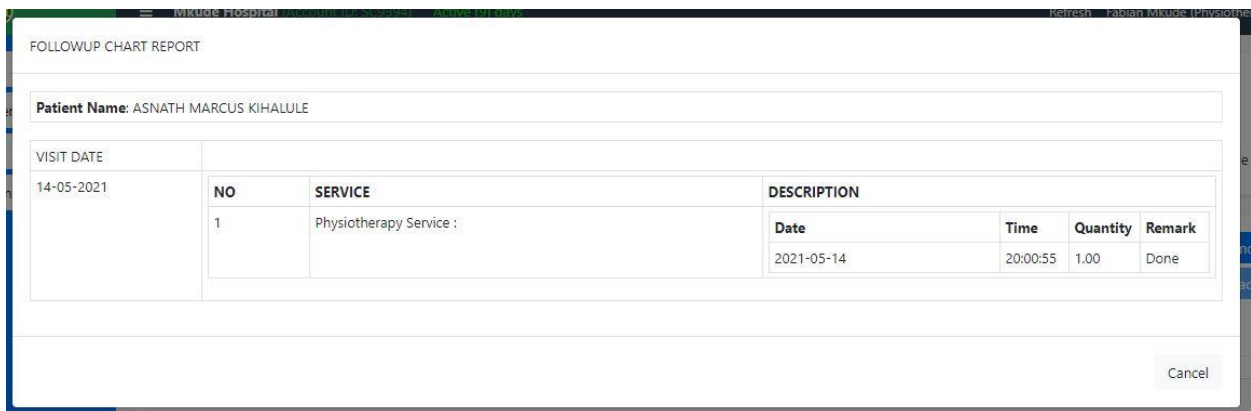
**NOTE:** The above functionalities are the same as performed by a Doctor as explained above on section 8.0 (Doctors).

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 SPEECH THERAPY

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.

My task: In Patient Center Today List

Show 10 entries Search:

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	4 05 21	SALMA KISOMA MKUDE	UNINSURED	2021-05-09 18:21:25	Yekonia Mkude	SPEECHTHERAPY INJECTION EYE PHYSIOTHERAPY	onprogress

Showing 1 to 1 of 1 entries Previous 1 Next

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

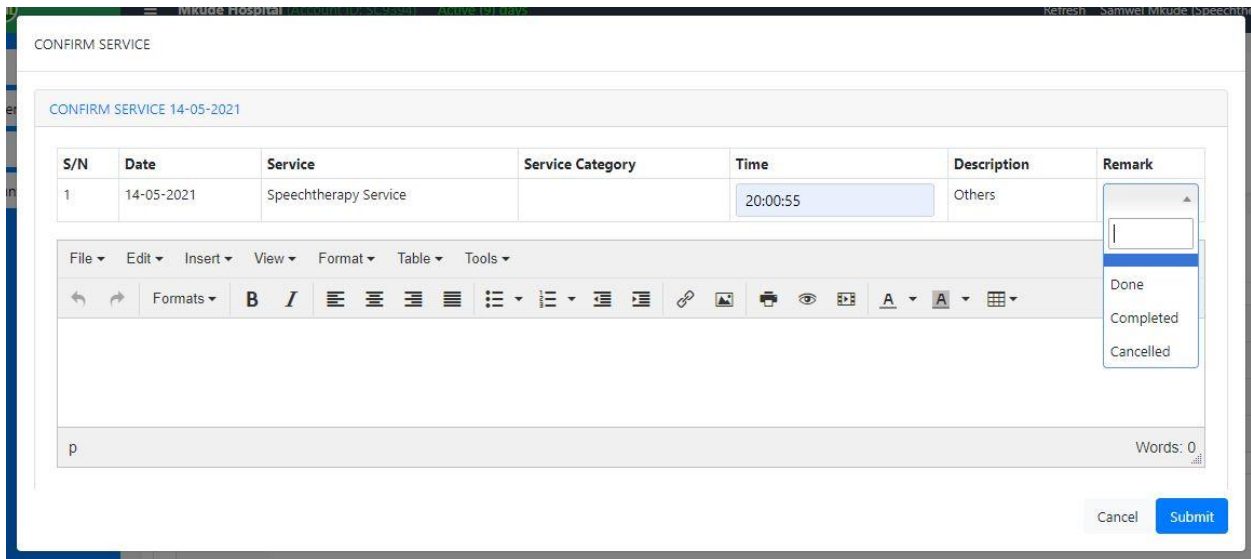
**SUBJECT** 4 05 21 SALMA KISOMA MKUDE [ visit ID: 8 ] **AGE** 27 Years  
**GENDER** Female **INSURER** UNINSURED  
**CREATED ON** 2021-05-09 06:21:11 **CREATED BY** Abias Mkude

Buttons: To Reception, Shift, Admit, Appointment, Material Used, Pre.Diagnosis, Diagnosis, Medical History, Medical Service, Confirm Service, Followup Report, Pharmacy, Preview File

**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.

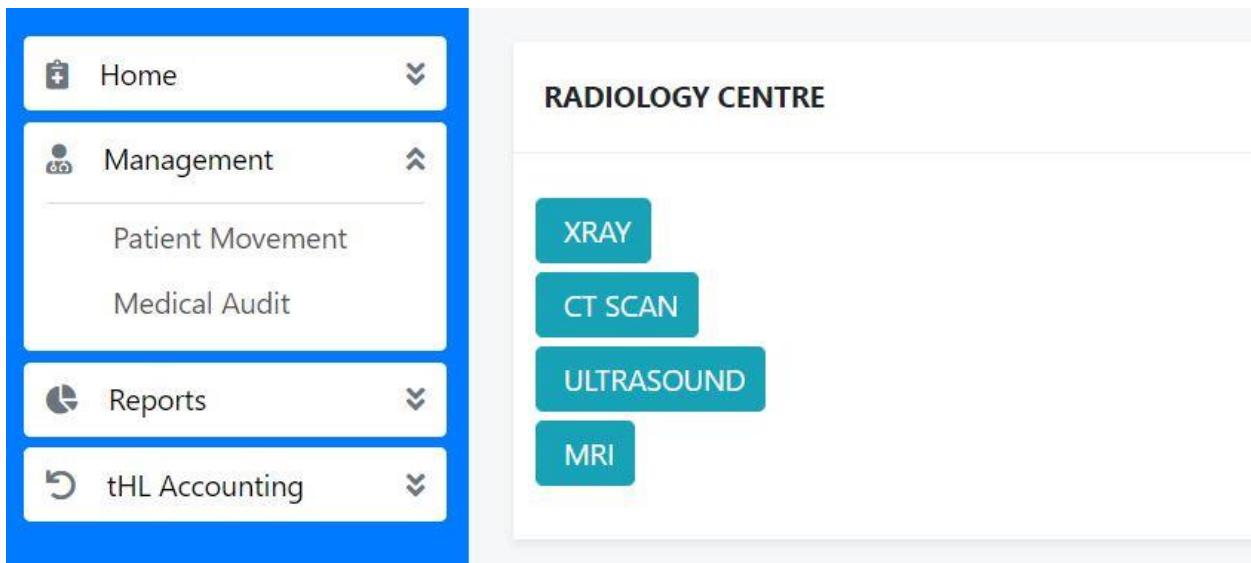
When you confirm service, insert time used to attend a patient finally choose a remark. In remark there are three selections **Done**, **Completed** and **Cancelled**, select **Done** if a service is still ongoing for several visit, select **Completed** if service is completed and select **Cancelled** 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.



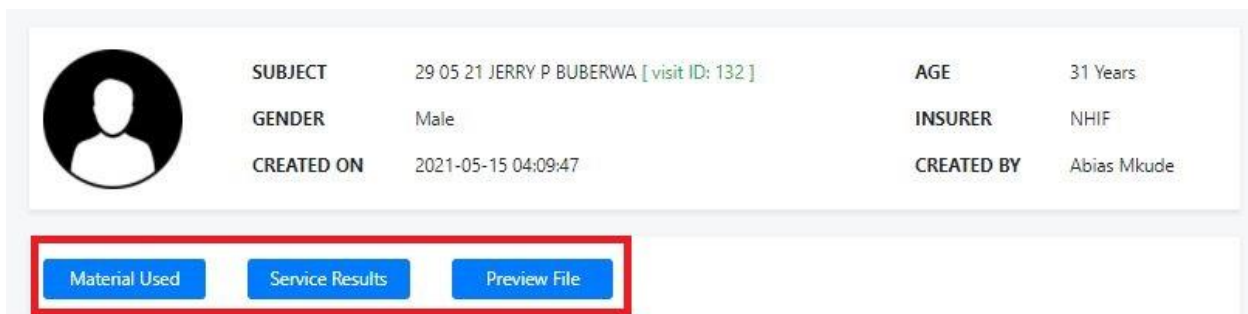
My task In Patient Center Today List


Show 10 entries Search:

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	29 05 21	JERRY P BUBERWA	NHIF	2021-05-15 16:10:10	Yekonia Mkude	RADIOLOGY XRAY ULTRA SOUND CT SCAN MRI	onprogress

Showing 1 to 1 of 1 entries Previous 1 Next

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.



 SUBJECT 29 05 21 JERRY P BUBERWA [visit ID: 132] AGE 31 Years  
GENDER Male INSURER NHIF  
CREATED ON 2021-05-15 04:09:47 CREATED BY Abias Mkude

Material Used Service Results Preview 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.



COMMENT

CONFIRM SERVICE

Approve

Test	Result	Recommendation	Attachments	Confirm
X - Ray Service	DONE		<input type="button" value="Choose Files"/> No file chosen	<input checked="" type="checkbox"/>

## 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.


My task **In Patient Center** Today List

Show 10 entries Search:

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	29 05 21	JERRY P BUBERWA	NHIF	2021-05-15 16:10:10	Yekonia Mkude	RADIOLOGY XRAY ULTRA SOUND CT SCAN MRI	onprogress

Showing 1 to 1 of 1 entries Previous **1** Next

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.

	<b>SUBJECT</b>	29 05 21 JERRY P BUBERWA [visit ID: 132]	<b>AGE</b>	31 Years
	<b>GENDER</b>	Male	<b>INSURER</b>	NHIF
	<b>CREATED ON</b>	2021-05-15 04:09:47	<b>CREATED BY</b>	Abias Mkude

Material Used
Service Results
Preview 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.

SERVICE RESULTS

COMMENT

CONFIRM SERVICE

Approve

Test	Result	Recommendation	Attachments	Confirm
<input type="text" value="CT Scan Service"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose Files"/> No file chosen	<input checked="" type="checkbox"/>

### 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.

My task In Patient Center Today List

Show 10 entries Search:

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	29 05 21	JERRY P BUBERWA	NHIF	2021-05-15 16:10:10	Yekonia Mkude	RADIOLOGY XRAY ULTRA SOUND CT SCAN MRI	onprogress

Showing 1 to 1 of 1 entries Previous 1 Next

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.

**SUBJECT** 29 05 21 JERRY P BUBERWA [ visit ID: 132 ] **AGE** 31 Years

**GENDER** Male **INSURER** NHIF

**CREATED ON** 2021-05-15 04:09:47 **CREATED BY** Abias Mkude

Material Used Service Results Preview 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.

SERVICE RESULTS

COMMENT

CONFIRM SERVICE

Approve Cancel Submit

Test	Result	Recommendation	Attachments	Confirm
USS Service	DONE		Choose Files No file chosen	<input checked="" type="checkbox"/>

## 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.

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	29 05 21	JERRY P BUBERWA	NHIF	2021-05-15 16:10:10	Yekonia Mkude	RADIOLOGY XRAY ULTRA SOUND CT SCAN MRI	onprogress

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.

**SUBJECT** 29 05 21 JERRY P BUBERWA [visit ID: 132]      **AGE** 31 Years  
**GENDER** Male      **INSURER** NHIF  
**CREATED ON** 2021-05-15 04:09:47      **CREATED BY** Abias Mkude

**Material Used**      **Service Results**      **Preview 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.

SERVICE RESULTS

COMMENT

CONFIRM SERVICE

Approve Cancel Submit

Test	Result	Recomendation	Attachments	Confirm
MRI Service	DONE		Choose Files No file chosen	<input checked="" type="checkbox"/>

## 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.

- Home
- Management
  - Patient Movement
  - Medical Audit
- Reports
- tHL Accounting

My task   In Patient Center   Today List

---

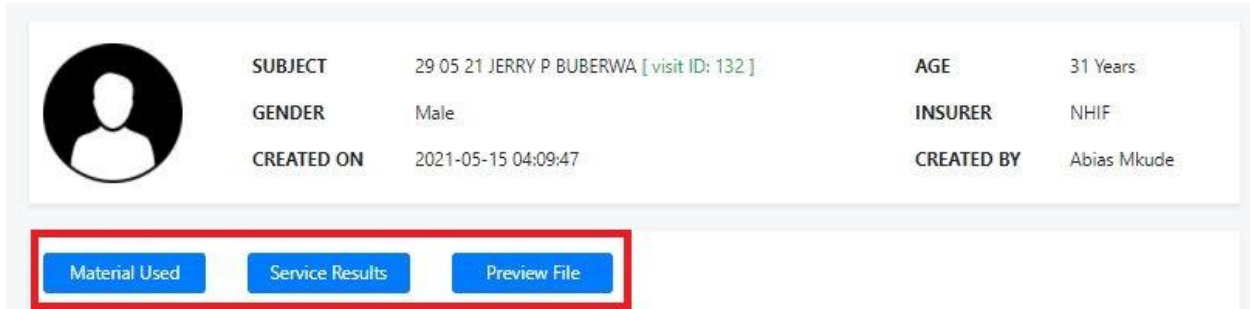
Show 10 entries   Search:

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	4 05 21	JAMES A SULE	UNINSURED	2021-05-12 23:18:26	Doctor	ECHO XRAY DRESSING CASHIER PHARMACY	onprogress

Showing 1 to 1 of 1 entries

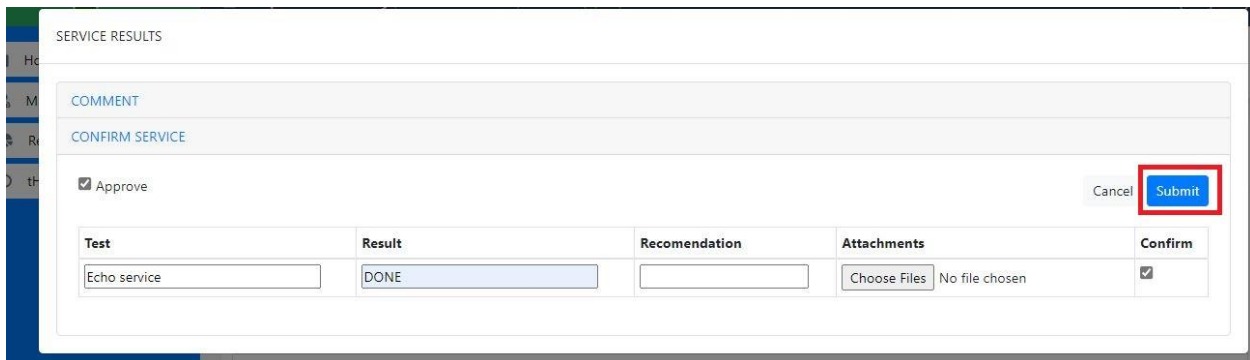
Previous 1 Next

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.



The image shows a patient information card. On the left is a circular profile icon. To its right, the following details are listed: SUBJECT: 29 05 21 JERRY P BUBERWA [visit ID: 132]; AGE: 31 Years; GENDER: Male; INSURER: NHIF; CREATED ON: 2021-05-15 04:09:47; CREATED BY: Abias Mkude. Below this information is a row of three blue buttons: 'Material Used', 'Service Results', and 'Preview File'. A red rectangular box highlights these three buttons.

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.



The image shows the 'SERVICE RESULTS' form. It has sections for 'COMMENT', 'CONFIRM SERVICE', and 'Approve'. The 'CONFIRM SERVICE' section contains a table with the following data:

Test	Result	Recommendation	Attachments	Confirm
Echo service	DONE		Choose Files No file chosen	<input checked="" type="checkbox"/>

At the bottom right of the form, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red rectangular box.

## 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.

My task Today List

Home Management Patient Movement Medical Audit Reports tHL Accounting

Show 10 entries Search:

#	Patient Number	Patient Name	Insurer	Visiting Date	Assigned To	Assigned Department	Status
1	28 05 21	SHEDRACK ABIAS MKUDE	NHIF	2021-05-15 12:14:26	Theatre User	THEATRE	onprogress

Showing 1 to 1 of 1 entries Previous 1 Next

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.

Home Management Patient Movement Medical Audit Reports tHL Accounting

SUBJECT 28 05 21 SHEDRACK ABIAS MKUDE [ visit ID: 127 ]  
(The patient is admitted to SURGICAL WARD PRIVATE)

AGE 28 Years  
GENDER Male  
INSURER NHIF  
CREATED ON 2021-05-15 12:11:25  
CREATED BY Abias Mkude

Material Used Service Results Preview 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.

SERVICE RESULTS

COMMENT

CONFIRM SERVICE

Approve

Cancel Submit

Test	Result	Recomendation	Attachments	Confirm
Haemorrhoidectomy	DONE		Choose Files No file chosen	<input checked="" type="checkbox"/>

## 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,

Click here to create new Batch

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

### New Batch

Batch No *	Insurance Firm *
<input type="text"/>	<input type="text"/>
Batch Description	Patient type(opd/ipd) *
<input type="text"/>	<input type="text"/>
From *	Insurance Priority
<input type="text" value="dd - ---- -yyyy"/>	<input type="text"/>
To *	
<input type="text" value="dd - ---- -yyyy"/>	



## 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.

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	STRATEGY	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.

Item Name	Quantity	Adjust Type	Adjustment Date	Store	Branch	User	Actions
Total	0.00						

Click here to add new adjustment

### New Adjustment

Item Name \*

Adjustment Date \* 11-May-2021

Quantity \* ..20 or -20..

Adjustment Description(Reason)

Select Store to Adjust \* Main Store(Dar es Salaam - Main)

Expense

Save Save and Close Cancel

## 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.

Stock Adjustment

Stock Movement

Item Categories

Item Group

Item Units

Location/Store

Items with Cost

Movement List

New Movement Print Excel Pdf Search 5

Item Name	Quantity	Source	Destination	Movement Date	Branch	User
Total		0.00				

Delete Showing 0 to 0 of 0 Records

Click here to add Movement

### New Movement

Item Name \*

Movement Date \* 11-May-2021

Quantity \* Quantity to Move..

Description Write something..

From/Source(STORE) \*

To/Destination(STORE) \*

Save Save and Close Cancel

## 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.

Item Units  
Location/Store  
Activate Item  
Unit Conversion  
Merge Item

Stores

New Store Print Excel Pdf Search Q 5

	Store Name	Branch Name	Actions
<input type="checkbox"/>	Main Store(Dar es Salaam - Main)	Dar es Salaam - Main	

Delete | Showing 1 to 1 of 1 Records

Click here to add new Location/Store

### New Store

Store Name \*  
Name..

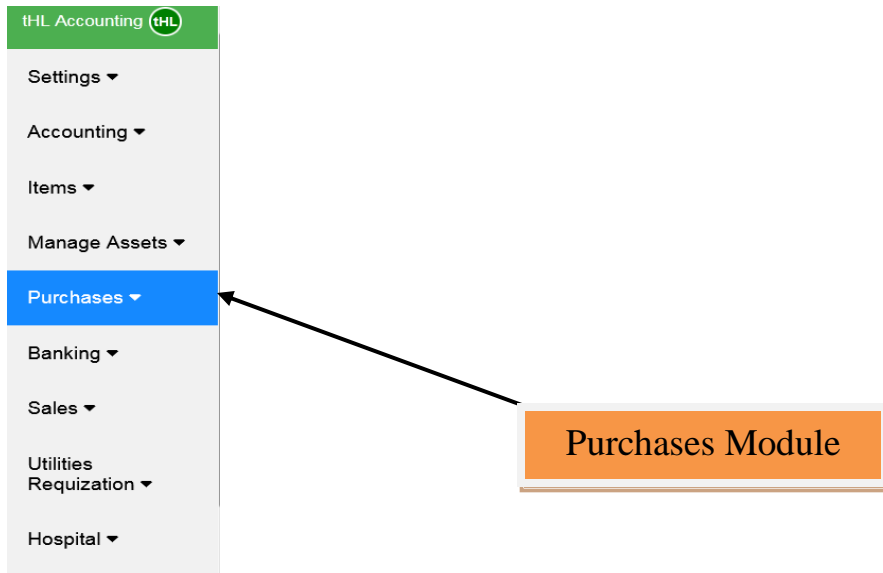
Select Branch \*  
Dar es Salaam - Main

Save Save and Close Cancel

## 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 of reports and analytical tools.

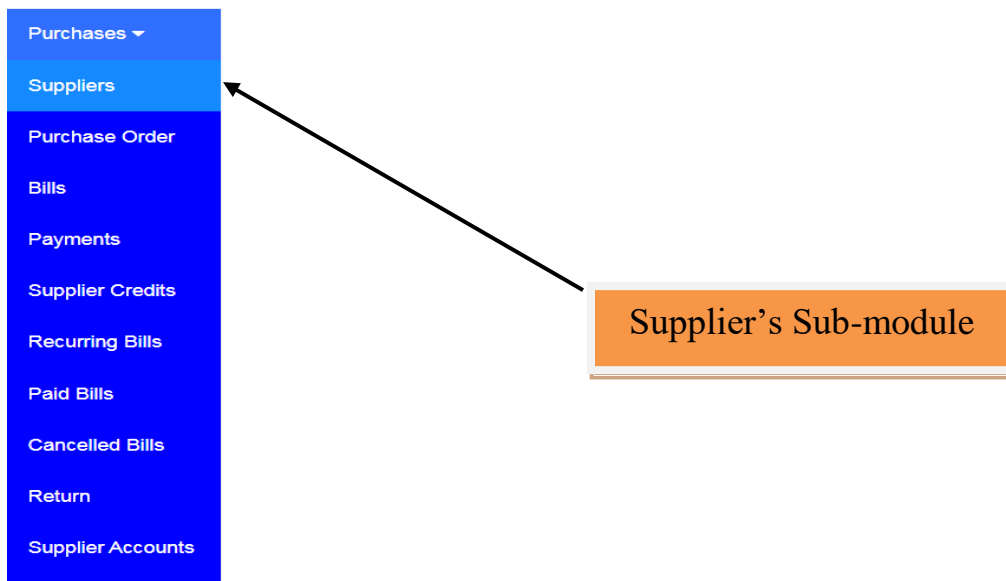


## 18.7 Supplier

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.

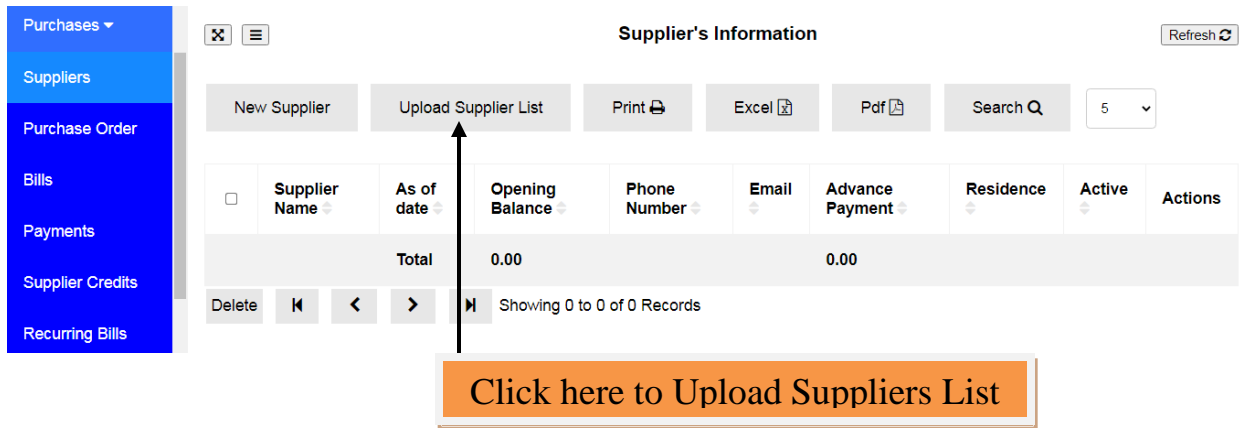


Click on **New Supplier**. The supplier window will appear

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.

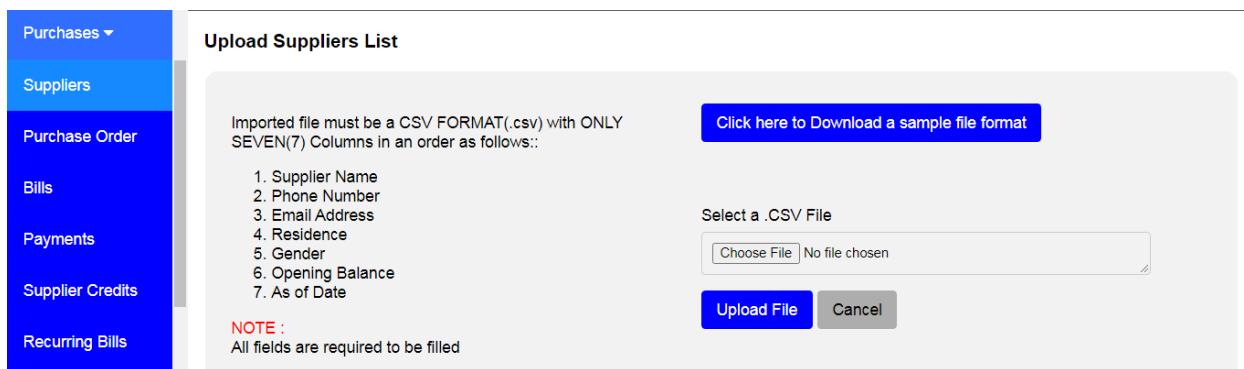
If you are done filling all required information click **Save** if you want to add new supplier or click **Save and Close** if you are done creating your suppliers or **Cancel** if you want to cancel.

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.

**Purchase Order**

Refresh

New Order Print Excel Pdf Search 5

<input type="checkbox"/>	Supplier Name	Order Date	Total Amount	Order Number	Branch	Capture Date	Actions
<input type="checkbox"/>	ABC Hospital Equipment Supplies	2021-05-01	1,000,000.00	PO-00001	Dar es Salaam - Main	2021-05-06 11:14:34	
<b>Total</b>			<b>1,000,000.00</b>				

Delete ⏪ ⏩ ⏴ ⏵ Showing 1 to 1 of 1 Records

sme.co.tz/!naccounting/interface/index.php#

Click here to convert Purchase Order to

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

**Bills**

Refresh

Add Bill Print Excel Pdf Search 5

Bill No	Supplier Name	Bill Amount	Amount Paid	Balance	Bill Date	Due Date	Branch	Capture Date	Actions
BL-00001	ABC Hospital Equipment Supplies	10,000.00	0.00	10,000.00	2021-05-01	2021-05-31	Dar es Salaam - Main	2021-05-06 11:35:19	
<b>Total</b>		<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>					

⏪ ⏩ ⏴ ⏵ Showing 1 to 1 of 1 Records

Converted Bill from Purchase

### 18.9 Bills

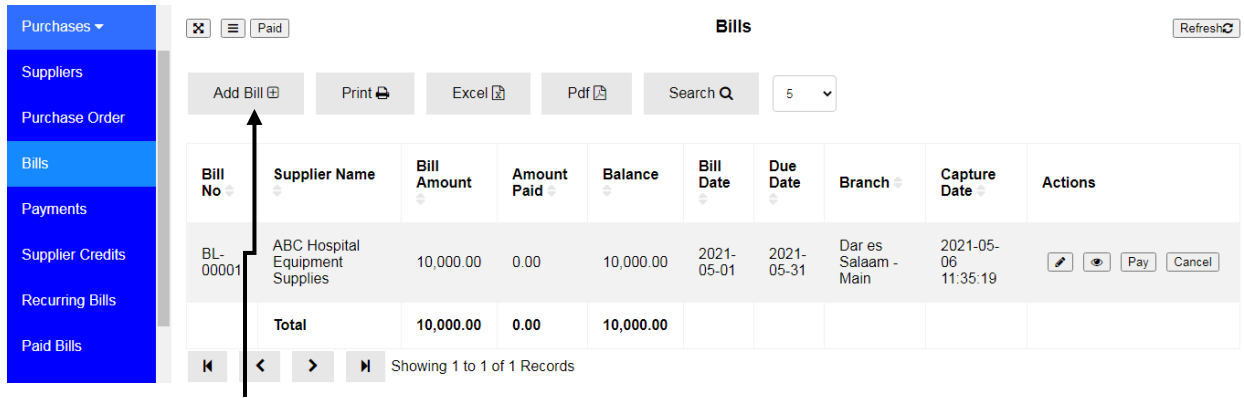
A bill is a purchase you make to your supplier indicating the products, quantities, and agreed prices for products or services that you buy.



## 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.



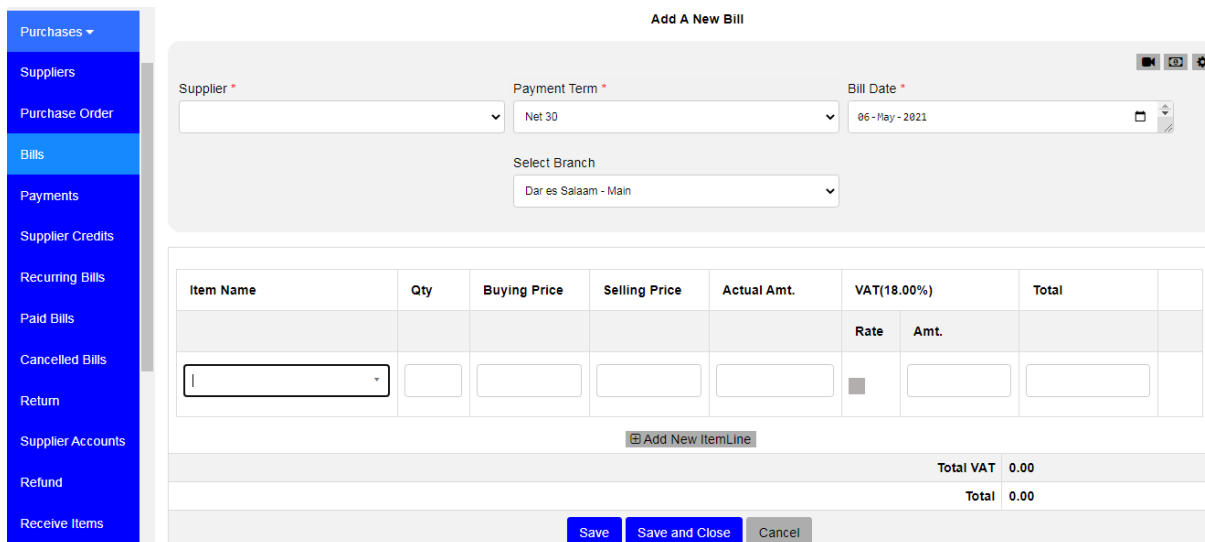
The screenshot shows the 'Bills' module interface. On the left is a navigation menu with 'Bills' selected. The main area has a toolbar with 'Add Bill', 'Print', 'Excel', 'Pdf', and 'Search' buttons. Below the toolbar is a table with the following data:

Bill No	Supplier Name	Bill Amount	Amount Paid	Balance	Bill Date	Due Date	Branch	Capture Date	Actions
BL-00001	ABC Hospital Equipment Supplies	10,000.00	0.00	10,000.00	2021-05-01	2021-05-31	Dar es Salaam - Main	2021-05-06 11:35:19	
<b>Total</b>		<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>					

At the bottom, it says 'Showing 1 to 1 of 1 Records'.

Click here to add bill

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.



The screenshot shows the 'Add A New Bill' form. It has the following fields:

- Supplier: [Dropdown menu]
- Payment Term: [Dropdown menu, value: Net 30]
- Bill Date: [Date picker, value: 06-May-2021]
- Select Branch: [Dropdown menu, value: Dar es Salaam - Main]

Below these fields is a table for item lines:

Item Name	Qty	Buying Price	Selling Price	Actual Amt.	VAT(18.00%)		Total
					Rate	Amt.	
[Dropdown menu]	[Input field]	[Input field]	[Input field]	[Input field]	[Input field]	[Input field]	[Input field]

At the bottom right of the table, it says 'Total VAT 0.00' and 'Total 0.00'. At the bottom of the form are buttons for 'Save', 'Save and Close', and 'Cancel'.

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).

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

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.

Bill No	Supplier Name	Bill Amount	Amount Paid	Balance	Bill Date	Due Date	Branch	Capture Date	Actions
BL-00001	ABC Hospital Equipment Supplies	10,000.00	0.00	10,000.00	2021-05-01	2021-05-31	Dar es Salaam - Main	2021-05-06 11:35:19	<b>Pay</b>
<b>Total</b>		<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>					

Click here to pay

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**.

ABC Hospital Equipment Supplies

Amount to pay: \* 10000.00

Paying Account: \*

Ref No:

Description

Pay Date: \* 17-May-2021

Select Branch: Dar es Salaam - Main

Set Credits

**Save and Close**

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

Unpaid Refresh

Print Excel Pdf Search 5

Bill No	Supplier Name	Bill Amount	Amount Paid	Balance	Bill Date	Due Date	Capture Date	Actions
BL-00001	ABC Hospital Equipment Supplies	10,000.00	10,000.00	0.00	2021-05-01	2021-05-31	2021-05-06 11:35:19	
<b>Total</b>		<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>				

Showing 1 to 1 of 1 Records

## 2<sup>nd</sup> method to pay Bill(s)

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

Click **Add Payment** button.

Purchases Refresh

Suppliers  
Purchase Order  
Bills  
Payments  
Supplier Credits

Payment Receipts

Add Payment Print Excel Pdf Search 5

Supplier Name	Payment Date	Amount	Account	Memo	Capture Date	Actions
<b>Total</b>		<b>0.00</b>				

Showing 0 to 0 of 0 Records

Click here to add payment

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.

**Add Bill Payment**

Supplier \*  
ABC Hospital Equipment Supplies | 10000.00

Paying Account: \*  
Cash | (0.00)

Amount to pay: \*  
10000

Description

Ref No:

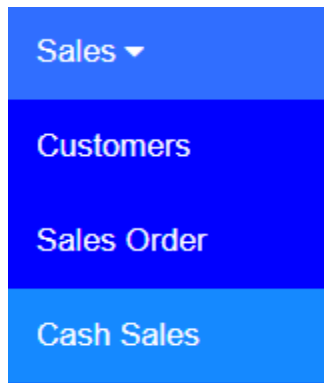
Pay Date: \*  
06 - May - 2021

Select Branch  
Dar es Salaam - Main

Save Save and Close Cancel

### 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



**Sales Receipt** Refresh

New Sales Receipt Print Excel Pdf Search 5

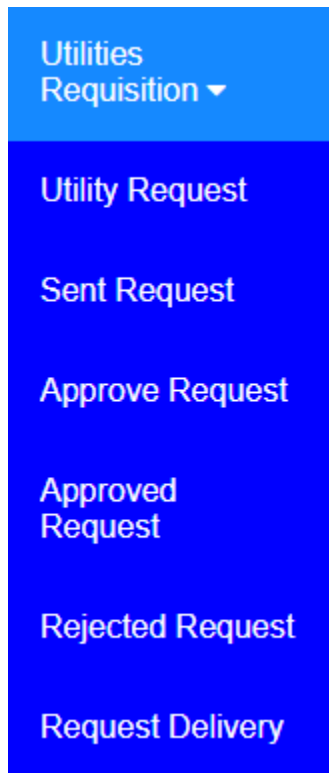
<input type="checkbox"/>	Customer Name	Receipt Date	Total Amount	Paid Amount	Receipt Number	Branch	Account Name	Posted By	Capture Date	Actions
<input type="checkbox"/>	MIRAJI JUMA ATHUMAN	2021-05-11	20,000.00	20,000.00	25	Dar es Salaam - Main	Undeposited Fund	Jamaa M...	2021-05-11 12:26:42	<span>✎</span> <span>👁</span> <span>🗑</span>
<b>Total</b>			<b>20,000.00</b>	<b>20,000.00</b>						

Click here to view the Receipt

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.



### Add A New Request

Request By \*  Request Date \*  Request Number \*

Sending Request ( Confirmation )

Item Name	Quantity
<input type="text"/>	<input type="text"/>

### 18.14 Sent Request

All submitted requests appear here

**Sent Utility Request**

Request Date	Request Number	Request By	Actions
2021-05-11	REQ1	Jamaa Maridadi	

Showing 1 to 1 of 1 Records

### 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.

**Approve Utility Request**

Request Date	Request Number	Request By	Actions
2021-05-11	REQ1	Jamaa Maridadi	

Showing 1 to 1 of 1 Records

### Approve Request

Request By \*  Request Date \*  Request Number \*

Request Approval  Approval Date \*

Item Name	Quantity
Diclopar tabs -[SHELYS]10X10S	10
ALU 20/120mG] Tabs adult 18pcs	10

Click here to select Approval

### 18.16 Approved Request

All approved requests appear here

Approved Utility Request

<input type="checkbox"/>	Request Date	Request Number	Request By	Approved By	Actions
<input type="button" value="Delete"/>	<input type="button" value="⏪"/>	<input type="button" value="⏴"/>	<input type="button" value="⏵"/>	<input type="button" value="⏩"/>	Showing 0 to 0 of 0 Records

## 18.17 Rejected Request

All rejected requests appear here

✕ ☰
**Rejected Utility Request**
Refresh ↻

Print 🖨
Excel 📄
Pdf 📄
Search 🔍
5 ▾

	Request Date ▾	Request Number ▾	Request By ▾	Rejected By ▾	Rejected Reason ▾	Actions
Delete	<span>⏪</span> <span>⏩</span> <span>⏴</span> <span>⏵</span> Showing 0 to 0 of 0 Records					

## 18.18 Request Delivery

✕ ☰
**Utility Request Delivery**
Refresh ↻

Print 🖨
Excel 📄
Pdf 📄
Search 🔍
5 ▾

Request Date ▾	Request Number ▾	Request By ▾	Actions
<span>⏪</span> <span>⏩</span> <span>⏴</span> <span>⏵</span> Showing 0 to 0 of 0 Records			

## 19.0 Reports

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

### 19.1 HMIS reports

Reports

Claim Item Report	Referred Patient Report	NHIF Form 6 Report	General Patient Visit
Speechtherapy Visit	Physiotherapy Visit	Dental Visit	Dental Visit Detailed
Dressing Visit	Dressing Visit Detailed	Injection Visit	Injection Visit Detailed
MRI Visit	MRI Visit Detailed	Otoscopy Visit	Otoscopy Visit Detailed
Theatre Visit	Endoscopy Visit	Endoscopy Visit Detailed	Ultrasound Visit
Ultrasound Visit Detailed	CT Scan Visit	CT Scan Visit Detailed	Echo Visit
Echo Visit Detailed	ECG Visit	ECG Visit Detailed	Pharmacy Visit
Cash Patient Visit	Patient Visiting Insured	Visit by Doctor	Individual Doctor
Inpatient List	Reception Statistics	Attended by Me List	Invoice Verification
Verified Forms	Unverified Forms	Patients With No Invoice	Insurance Invoices
Insurance Outstanding	Insurance Outstanding NSSF	Laboratory Visit	Laboratory Visit Detailed
General Laboratory Report	General Surgery Report	X-Ray Patient Report	X-Ray Patient Report Detailed
Malaria Report	Mtuha Report	Material Used	Material Used Per Patient
Major - Minor Services	Drug Dispenser CrossTab Report	Dispensing Register	Dispensing Service Detailed
Dispensing Service Summary	Dispensing Service CrossTab Report	Items About to Expire	Expired Items



## 19.2 Accounting reports

### (a) Detailed Report

#### DETAILED REPORTS

<b>Business Overview</b>	<b>Sales Reports</b>	<b>Inventory</b>
Detailed Balance Sheet	Detailed Sales	Item List
Detailed Income Statement	Sold Items	Stock Adjustment
Detailed Cash Book	Customer Balance	Stock Valuation Report
General Ledger	<b>Purchases and Expenses</b>	Stock Valuation Report by Branch
Bank Reconciliation	Supplier Balance	Stock per Store
Budget	Supplier Aging Report	Item Price
Monthly Budget	VAT RETURNS	Returned Items
Insurance Reconciliation		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

<b>Business Overview</b>	<b>Sales Reports</b>	<b>Inventory</b>
Customer Retention <b>New</b>	Sold Items	Item List
Balance Sheet	Best Selling Items by Profit	Stock Adjustment
Income Statement	Customer Balance	Stock Valuation Report
Income Statement by Branch	Customer Aging Report	Stock Valuation Report by Branch
Cash Book	VAT Returns	Stock per Store
Statement of Financial Position	<b>Purchases and Expenses</b>	Stock per Unit
Statement of Comprehensive Income	Purchase Report	Item Price
Statement of Cash Flow	Cancelled Bills	Ordered Items
Trial Balance	Supplier Balance	Manufacturing Report
General Ledger	General Expense	Asset Register Report
Bank Reconciliation		Returned Items
Job Cost Report		Item About to Expire
Audit Report		Expired Items
		Items Below Reorder Point
		Out of Stock Items