

TCF Engineers and Consulting Ltd.

Clinic Manager:Hospital Information Management System

User Manual

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Contact: TOF Engineers & Consulting Ltd.: 56 Femi Ayantuga Crescent, Off Adelabu Street Surulere, Lagos. P.O. Box 4629 GPO Marina, Lagos. Tel: 0803-3045117 E-mail enquiries@softprotof.com,

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Important Information

When using Clinic Manager you must be mindful of the following.

- ✤ The default user is "mainuser" without a password (blank password). This user has full access to all functionality of the software.
- Make sure each newly created user specifies a password for his/her user name (user account) to prevent other users operating with the user account.
- ✤ Make sure you read the messages you are prompted with and provide judicious responses to them. Respond with a safe choice if you are doubtful and then seek advice.
- * Make sure you backup regularly to protect against loss of data and make recovery after a loss less costly. Do backups regularly via "Clinic Manager Backup" icon.

1 Introduction

Clinic Manager software is designed to manage medical records, treatment and drugs dispensing history and patients billing in clinics and hospitals. Features of the solution will include the following.

- Provision for registration of patients including patients subscribing to the National Health Insurance Scheme.
- Management of a comprehensive databank of patients' medical records, consultations and treatment history.
- Management and monitoring medical charges, providing accurate information for billing patients and interacting with HMOs to receive payments.

Clinic Manager is developed in Microsoft Visual Basic 6.0, Microsoft VBA in Microsoft Access and Microsoft Access database management system. These tools supports graphical user interface and can run on a standard personal computer running Windows 95, 98, 2000 and XP. Te option of deploying on SQL-Server is provided on request.

Clinic Manager is configurable as a **stand-alone system or a multi-user system** on a network of computers such that multiple users can share application data from several workstations. **Clinic Manager** is also designed with the ability to easily customise to your specific environment and can be migrated easily to database platforms such as SQL Server.

1.1 Clinic Manager Software Modules

The key modules of **Clinic Manager** appropriately relate these key entities in the modules

- Patients Registration
- Patients Health Records
- Financial Information
- Enquiries and Reports

The Clinic Manager Database is resident on a computer dedicated as the server. All users of Clinic Manager share this data across the network.

1.2 Clinic Manager Software Architecture

• Multi-User, Client - Server Architecture.

1.3 Clinic Manager Development platform

- Visual Basic 6.0 and Microsoft Access for program design
- Microsoft Access Relational Database Management System for database design.
- Upgrading to SQL-Server database platform is accommodated

1.4 Clinic Manager Operating platform

• A local area Ethernet 100 Base-T network (or wireless network) of computers running traditional Microsoft Windows 2000/XP based operating systems.

1.5 Clinic Manager Key Modules

Clinic Manager's key functional features are enumerated below according to the modules.

- Patients Registration:
- Patients Health Records
- Patients Invoicing and Accounts Charging

• HMO\Groups Accounts Charging

1.6 Clinic Manager Security & Confidentiality Module:

- No restriction on the number of users
- Each module has a set of privileges to which a user can be assigned.
- Each user is assigned privileges/roles for each user for each module.
- Total Control in security and access levels configuration suitable for your staff hierarchy.
- Ensures data integrity as the privileges of each user can be tailored to his\her work schedule.

1.7 Clinic Manager General Features

- Easy to use with its user-friendly graphical user interface (GUI).
- Configurable as stand-alone system or a client/server multi-user environment.
- Sophisticated security system that ensures integrity and confidentiality of your mission critical information, by controlling access to both information and functionality.
- Generates a wealth of current and historical information in its databank, enabling derivation of statistical information to inform policy making, budgeting and planning
- Efficient and effective search engine to query the databank.
- Maintains a concise audit trail of operational activities.
- Scaleable for future expansion to the higher platform, SQL-Server database engine.
- Exporting of all reports to remote locations as attachments to e-mail.

1.8 Guideline to this document

This document describes how to use Clinic Manager. It will, however, be valid for versions that would have been tailored to your environment. Furthermore, the words **interfaces** and **forms** are both computing terminologies describing the visual displays on the screen that users interact with; they will be used freely and interchangeably in the document.

To quickly grasp the concepts and procedures presented in this document, it is recommended you initiate a session of Clinic Manager on the computer in parallel to studying this document.

2 Clinic Manager Overview

2.1 Security and Confidentiality

Users are created to access Clinic Manager and each user in assigned a

- **security level**, which determines the type of operations (additions, modifications, deletions) that can be performed on data; and a
- **module access level**, which determines the modules that the user can access

2.2 Menus

Menu	Item	Purpose
File		
	Page Setup	
	Print	
	Change Password	
	Set Current User's Privileges	
	Connect To Datasource	
	Create Users and Assign Privileges	
	Audit Trail	
	View Defaults	
	Export Information	
	Main Switchboard	
	Exit	
Operational Data		
	HMOs	
	Primary Health Providers	
	Patients NHIS Registration Status	
	Retainerships	
	General Operational Data	
	Patients Status Definitions	
	Card Status Definitions	
	Cart Types Definitions	
	Medical Activities and Charges	
	Medical Diagnosis and Codes	
	Medical Treatments and Charges	
	Medical Charges Codes	
	Financial Instruments	
	Drugs\Medication Groupings	
	Units Bases	
	Units Categories	
	Units of Storage of Drugs	
	Module Defaults	
Patients Records		
	Patients List	
	Patients Registration (Data Entry and Modifications)	
	Patients Health Records (Data Entry and	
	Modifications)	
	Patients Standard Search	
	Patients Advanced Search	
	Health Records Search	
	Pending Appointments	

	Hanaurad Annaintmenta	
	Honoured Appointments	
	Cancelled Appointments	
Financials		
	Patients Account Charging	
	Group Account Charging	
	Patients Invoices List	
	Patients Invoices (Data Entry and Modifications)	
	Patients Invoices Search	
	HMO Requisitions for Payment	
	HMO Requisitions for Payment List	
Pharmacy		
	Drugs\Medication Groupings	
	Drugs\Medication List	
	Drugs\Medication Full Details (Data Entry and	
	Modifications)	
	Drugs\Medication Search	
Staff Details		
	Staff List	
	Staff Full Details	
	Staff Search	
Info		
	About	
	Welcome	

2.3 General interface layout

Interfaces \ forms used for data capture and modification have the following.

- 1. Buttons are at the footer of the interface to
 - a. **Add**, initiates addition of a new record
 - b. **Modify,** initiate modification of existing record in focus
 - c. Save, to save new entries or modifications to data
 - d. Discard to discard changes or new entries before it is saved.
 - e. **Requery** to populate interface with all records of underlying table\query
 - f. **Refresh** to update record in focus with new information

Generally,

- To add a new record, click Add (or New XXXX)
- To modify existing record, move to the record, click Modify)
- Click Save to save records (new or modified)
- Click Discard to undo changes prior to saving the data.
- 2. Where appropriate, information are organised in tab pages labelled appropriately
- 3. A combo box is usually available at the header of the interface to locate specific record.
- 4. A button labelled Help is usually at the top of the interface to provide guidance to using the specific module.

2.4 Help facility on Clinic Manager

To assist in using Clinic Manager, you can view the operational and system manuals via the **Clinic Manager** group created on the Programs menu on the Start Menu bar.

- 1. Select Clinic Manager from the Programs menu on Start Menu bar
- 2. Select the document you want to view. This would display the required document in .pdf format (portable document format).

User Guide

- 3. You can navigate/use the document as you normally use any similar document. You have the choices of
 - Clinic Manager Installation Guide
 - Clinic Manager User Guide
 - Customer Feedback Change Request
 - Customer Feedback Problem Reporting

You will require Microsoft Word and Acrobat Reader on your computer to view the files.

Further more, for ease of use, where appropriate, there is a **Help** button on specific Clinic Manager interfaces that display information to guide the user on how to use the functions\facilities of the module.

3 Starting Clinic Manager

To use Clinic Manager for any useful work you should have done the following

- Installed Clinic Manager on your computer and connected appropriately to the data source.
- Created user accounts that will use Clinic Manager and define privileges for each user.
- Configured Clinic Manager with operational data.

3.1 IMPORTANT:

- The system administrator must use the default user "mainuser" as the user account to initially gain access to the software.
- After creating all users, the system administrator should specify a password to "mainuser" to prevent unauthorised access.
- Note that new users are created without a password (password is blank), therefore each user must specify his\her password for confidentiality.

3.2 To run Clinic Manager Application

- 1. Select **Clinic Manager Software System** on the Start-Program bar, then select **Clinic Manager** OR Double-click on **Clinic Manager** icon on the desktop.
- 2. On the resulting interface displayed (below), click **Launch Clinic Manager**. You will be prompted for a username and password.

🕇 Federal Staff Hospital Clinic M	anager Launcher 📃 🗖 🔀
FSh Clinic <u>M</u> anager Menu	
and the second second second	the second s
and the second s	and the second day of the
-2	and the second se
	······
Launch Federal Staff Hospital	Exit
Clinic Manager	

- Enter your user name and password (if you have defined one for your user name)
 a. If this is the first time, enter user name as **mainuser** with no password.
- 4. Click **OK**. The program will start displaying the main interface below
- 5. The System Administrator must create all the users of the software via the menu. File->Create Users and Assign Privileges.

Clinic Manager । Federal	ederal Staff Hospital, 1004 Estat Clinic Manager Staff Hospital, 1004	e 🔲 🗙 Estate
	Register New Patient	
	Patients <u>L</u> ist	
	Patients (Full <u>D</u> etails)	
siza.	<u>H</u> ealth Records	
SER	Patients <u>S</u> earch	
	Health Re <u>c</u> ords Search	
,		Exit

3.3 Specifying your password

Clinic Manager Software System

User Guide

Before you continue to use Clinic Manager for your operations, you must be aware that there is one function every registered user of Clinic Manager can perform. This is to change his/her password. Passwords must be secret to the user; even the system administrator should not be aware of your password. The system administrator(s) can only clear your password, if you forget it, to allow you to specify another one.

The procedure for changing your password is simple.

- 1. Select "**Change Password**" from the File menu on the main interface.
- 2. On the resulting enter your **Old Password** in the appropriate field (Leave blank if you do not have a password or you are specifying one for the first time).
- 3. Enter your new password in the field labelled "New Password"
- 4. Enter the new password again in the field labelled "Verify"
- 5. Click "Specify Password".
- 6. You will be prompted if the **New Password** and the **Verify** do not match exactly. You must reenter both again to ensure registration of the password.

The next time you log on to Clinic Manager, you will be required to specify this password with your user name to gain access.

Specify/Change	Your Password Specify/Change Your Password
	User: supervisor
	Old Password:
	Specify <u>P</u> assword
	Exit

4 System Administration Functions

The **System Administration** functions include the following operations.

- Set Current User's Privileges
- Connect To Datasource
- Create Users and Assign Privileges
- Audit Trail
- Defaults
- Backup
- Restore Backup
- Compact\Repair data

4.1 Connect To Data Source

Provides means to connect/re-connect to Clinic Manager database if the location of the database has moved to another directory on your workstation or on to a different computer on the network.

- 1. Click **Connect to Data** on the File menu.
- 2. On the interface displayed below, click the radio button labelled "Database Name"

Connect To Datasource	e/Database	
	Connect To Datasource	
	pecify Datasource Connection Type	1
	DataSource Name <u>A</u> Connection String <u>S</u> Database Name <u>M</u>	
Datasource Name (DS <u>fil)</u> :		Browse
Database Directory W:	b:\\znbts\\znbtsdb.mdb	Browse
User Name (UID): Password (PWD):		
		Connect
		Exit

(Note: The database is given as the full path location for a Microsoft Access database. Other data sources, such as ODBC, are supported but not enabled on Standard Clinic Manager)

- 3. If the database displayed on Database Directory text box (with full path location) is different from the required one, enter the new location or click **Browse** to browse the system (and network) for the appropriate one. The database name must be **zpatientdb.mdb**.
- 4. Click **Connect** to establish connection with the source of data. You will be prompted appropriately on completion.

Note that this is an alternative method to connecting to data complementing the approach used in the "Clinic Manager Installation Guide" guide.

You have now established connection with the database. This procedure must be repeated on every workstation on the network where Clinic Manager will be run, since they will share the same database. Furthermore, all users have access to this function.

4.2 Security and Confidentiality – Creating Users and Assigning Roles

Clinic Manager Software System

In this section we will learn how to create new users of Clinic Manager and assign Security Levels and Module Access levels to them. You must have Managers/Supervisors security level to perform these operations; the default user, "mainuser", has this privilege.

- 1. Double-click on **Clinic Manager** icon on the desktop.
- On the resulting interface click Launch Clinic Manager Login with your user name and password (if any).
- 3. Select File menu.
- 4. Select **Create Users and Assign Privileges**. This displays the interface below.

Jsers Accounts Maintenance						
Users Acco	unts Mainte	nance	Current L	Jser:	supervisor	
<u>U</u> sers					Security Levels	
User	Created on	Last Modified	On 🔺			
basil	14/Nov/2001	17/Aug/2006			Managers/Supervisors	
cinc	17/JUI/2006	14/NOV/2003		Г	Operations	
iane	17/Jul/2006	17/Jul/2006	-	Г	General Users	
mn onwudiwe	14/Aug/2002	14/Aug/2002	2		No Accord V	
nkem	17/Jul/2006	17/Jul/2006		Stated in	no access A	
NWOSU	14/Aug/2002	14/Aug/2002	2			
omene	17/Aug/2006	17/Aug/2006	5 🔟			
Madula(a) assa	en en elfie skiene i					
mouule(s) acces	ss specificacions i	for the user		1 1 1 4 1		
Select a user from	the list above. Click	the boxes below	v to specify schedule of the user			
Records Doctors Pharmac		y A	count	S		
Operational	Data	System .	Administra	tion		
					Remove User	
					Clear User Password	
Select a user from the users list above, then click appropriately to clear its password or remove user from						
Click Add User above to add a new user Exit						

4.2.1 To create a new user

- 1. Click Add User
- 2. Enter the name of the user in the text box labelled User Name
- 3. Click Save User to create the user and add to users list
- 4. Click **Finish** to complete the process an enable other utilities.
- 4.2.2 To remove a user
 - 5. Select the user from the list and click **Remove User**
- 4.2.3 To clear a user's password
 - 6. Select the user from the list and click **Clear User Password**

(Note: Remove User & Clear User Password will be inactive if creation of a user is still in progress)

4.2.4 To specify the security level to be assigned to a user

The security level assigned to a user defines if the user can add new information, modify existing information, delete information and have access to system administration functions. Once you create a user you should assign the user a security level to allow access. The security levels available are enumerated in the table below.

Module	Privilege/Role Description

Managers/Sys Admin	 Addition, modification and deletion of data System Administration functions 			
Operations	Addition and modification of data, excluding the System Administration.			
General Users	View data only, excluding the System Administration			
No Access	Access denied			

From the User Accounts interface above,

- 1. Select a user from the list and
- 2. Click the desired security level

4.2.5 To specify module access levels of a user

The Module Access assigned to a user also depends on the roles or work scheduled for the user. Once you create a user you should then assign the modules that the user can access.

From the User Accounts interface above,

- 1. Select a user from the list and
- 2. Under the group Module Access to Selected User
- 3. Click to mark all the modules that the user can access

Possible Module Access levels are listed below.

Records
Doctors
Pharmacy
Accounts
Operational Data
System Administration

4.3 Audit Trail

The Audit Trail is a log of information on key activities, providing an effective tool to monitor activities on Clinic Manager. It captures the activities of each operator and each record is stamped with a date and time the activity took place.

- 1. Click **Audit Trail** on the File->System Administration menu t displays the interface below.
- 2. To view the audit trail for a particular operator select the operator from **Operator** combo box.
- 3. To view the audit trail for a particular duration, enter the date range in From Date and TO text boxes. If an operator is already selected, the audit trail of activities done by the operator for the date range specified will be displayed.
- 4. To view the audit trail for all activities to date, click "Requery".
- 5. Close the interface on completing your activities.

Audit Trail From Date: to Operator: Image: Connected to Datasource (DATABASE =d\tapatifshtpatient) Operator: Operator: 380 15/JU/2006 10.58 AM Connected to Datasource (DATABASE =d\tapatifshtpatient) operator: Connect to Data Source 381 15/JU/2006 10.55 AM Assigned FulAccessPermissions to user supervisor supervisor Security 382 15/JU/2006 10.55 AM Assigned FulAccessPermissions to user supervisor supervisor Security 382 15/JU/2006 10.55 AM Assigned FulAccessPermissions to user supervisor supervisor Security 382 15/JU/2006 10.16 AM Connected to Datasource DATABASE =d\tapatifshtpatient & uppervisor Security 382 25/Apr/2006 02.10 PM Kinde upou phonged from NoFights to SuperUsers mainuser Security 382 25/Apr/2006 02.09 PM Added the new user, konte to datalt group NoFights mainuser Security 382 25/Apr/2006 02.09 PM Created a new user, knem. mainuser Security 382 25/Apr/2006 02.	Audit Trail	of Activities								
S/N Dete Time Details Operation 930 15/Jul/2006 10.58 AM Connected to Datacource_DATABASE =d_tapdishtpatient(supervisor Connect to Data Source 931 15/Jul/2006 10.55 AM Change Dipect ownership to user supervisor supervisor Security 928 15/Jul/2006 10.55 AM Assigned FulAccessPermissions to user supervisor supervisor Security 928 15/Jul/2006 10.55 AM Assigned FulAccessPermissions to user supervisor supervisor Security 928 25/Apr/2006 0.210 PM Kimed user Maritenance mainuser Security 924 25/Apr/2006 0.210 PM Added the new user, kunle, to default group NoRights mainuser Security 921 25/Apr/2006 0.209 PM Added the new user, knem, to default group NoRights mainuser Security 922 25/Apr/2006 0.209 PM Created a new user, knem mainuser Security 919 25/Apr/2006 0.209 PM Removed user than from the system mainuser Security 918 25/A	Audit T	<i>rail</i> Fro	om Date:		to		Operato	IT:	<u>•</u>	-
830 15/Jul/2006 10.58 AM Connected to Datasource DATABASE=d'spatisfix papervisor Connect to Data Source 823 15/Jul/2006 10.55 AM Assigned FulAccess Permissions to user supervisor supervisor Security 827 15/Jul/2006 10.55 AM Connected to Datasource DATABASE=d'spatisfix patients Security 828 15/Jul/2006 10.55 AM Connected to Datasource DATABASE=d'spatisfix patients Security 827 15/Jul/2006 10.54 AM Connected to Datasource DATABASE=d'spatisfix patients supervisor Security 826 25/Apr/2006 02.10 PM Initiated User Marinance mainuser Security 827 25/Apr/2006 02.10 PM Initiate group changed from NoRights to SuperUsers mainuser Security 828 25/Apr/2006 02.10 PM Ricket dn new user, kunite mainuser Security 829 25/Apr/2006 02.09 PM Ceated a new user, kunite mainuser Security 820 25/Apr/2006 02.09 PM Ceated a new user, nicem mainuser Security 819 25/Apr/2006 02.09 PM Accesced User Maintenance mainuser Security 817 25/Apr/2006 02.09 PM Accesced User Maintenance mainuser Security	S/N	Date T	ime	Details			0	perator	Operation	-
823 15/Jul/2006 10.55 AM Change Dipicts ownership to user supervisor supervisor Security 826 15/Jul/2006 10.55 AM Assigned FullAccessPermissions to user supervisor Security 827 15/Jul/2006 10.55 AM Connected to Datasource DATABASE ed vzpatrh/vzpatienk supervisor Connect to Data Source 826 25/Apr/2006 0.210 PM Finished User Maritenance mainuser Security 824 25/Apr/2006 0.210 PM Added the new user, kunle mainuser Security 823 25/Apr/2006 0.210 PM Added the new user, kunle mainuser Security 824 25/Apr/2006 0.210 PM Added the new user, kunle mainuser Security 821 25/Apr/2006 0.209 PM Added the new user, kunle mainuser Security 821 25/Apr/2006 0.209 PM Added the new user, kunle mainuser Security 823 25/Apr/2006 0.209 PM Accessed User Maintenance mainuser Security 839 25/Apr/2006 0.209 PM Accessed User Maintenance mainuser Security 841 25/Apr/2006 0.209 PM Accessed User Maintenance mainuser Security 815 25/Apr/2006 <td>830</td> <td>15/Jul/2006</td> <td>10:58 AM</td> <td>Connected to</td> <td>Datasource ;DA</td> <td>TABASE =d:\zpatfsł</td> <td>h\zpatient(s</td> <td>upervisor</td> <td>Connect to Data</td> <td>Source</td>	830	15/Jul/2006	10:58 AM	Connected to	Datasource ;DA	TABASE =d:\zpatfsł	h\zpatient(s	upervisor	Connect to Data	Source
828 15/UL/2006 10:55 AM Assigned FulAccessPermissions to user supervisor Security 827 15/UL/2006 10:55 AM Connect to D at Source mainuser Security 828 25/Apr/2006 0:210 PM Finished User Maintenance mainuser Security 828 25/Apr/2006 0:210 PM Kennect to D at Source mainuser Security 824 25/Apr/2006 0:210 PM Added the new user, kunle, to default group NoRights mainuser Security 823 25/Apr/2006 0:209 PM Added the new user, kunle, to default group NoRights mainuser Security 824 25/Apr/2006 0:209 PM Created a new user, kunle, to default group NoRights mainuser Security 821 25/Apr/2006 0:209 PM Created a new user, kunle, to default group NoRights mainuser Security 820 25/Apr/2006 0:209 PM Created a new user, kunle, to default group NoRights mainuser Security 821 25/Apr/2006 0:209 PM Removed user hard from the system mainuser Security 821 25/Apr/2006 0:209 PM Removed user hard from the system mainuser Security 826 25/Apr/2006 0:209 PM Accessed User Maintenance	829	15/Jul/2006	10:55 AM	Change Obje	ts ownership to	user supervisor	s	upervisor	Security	
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	<u>R</u> equery					Preview	Print		Exi	t ,

User Guide

- 4.3.1 To print the audit trail
 - 1. Enter the appropriate dates range.
 - 2. Select an operator from the operator's combo box, if desired.
 - 3. Click **Preview**. A preview of the audit trail will be displayed on the screen in report form
 - 4. Click **Print**. The audit trail for the specification will be printed.
- 4.3.2 To prune the audit trail
 - 5. Enter the appropriate dates range.
 - 6. Select an operator from the operator's combo box, if desired.
 - 7. Click Prune Audit Trail. This will delete the log for the specified date range and/or operator

4.4 Default Settings

- Default settings are information about the location of program files and connection information.
- Each workstation on the network can have its own settings, by modifying the parameters accordingly.
- The standard settings are global to all workstation, so clicking **Apply As Standard** will make the settings on your workstation the standard setting.
- Click **Restore Standard** restore standard settings to overwrite you local workstation settings.
- The company details tab is simply information on location of the company.

Def	Defaults and Options						
	Defaults and Options	Settings are local to front end					
	Application Defaults Your (≥ompany Details Extra Defaults					
	Database Directory (Access)	C:\Clinicman					
	Database Name	zpatientdb.mdb					
	Backup Directory	C:\Clinicman\Backups					
	Photographs Directory	C:\Clinicman\Photos					
	Connection String						
	;DATABASE=C:\Clinicman\zpat	ientdb.mdb					
	Command Directory	C:\Clinicman\Cmd					
	Default Photofile Extension	.bmp					
	Default Archive Directory	C:\Clinicman\Archive					
R	estoreStandard <u>A</u> pplyAsSta	indard Save Discard Exit					

In the settings on all workstations, the **connection string** and **database name** must be the same for all workstations connected to the same database on the server. So ensure this is the case to ensure all users are sharing the same data for consistency of information processing.

4.5 Backup

- 4.5.1 To backup Clinic Manager database
 - 1. Double-click **Clinic Manager Backup** on your desktop or select **Clinic Manager Backup** from the program group on the **Start -> All Programs** menu.

🔑 Backup		
	Backup Data	
(1) Specify Dir	ectory on Server were Datasource	e Is Located
Select Drive	로 w: [\\Diran\HANIF (D)]	
w:\Clinicman		Clinicman Photos
(2) Specify De	stination To Store the Backup	
Select Drive	🖃 d: [HANIF]	•
d:\ClinicmanBack	ups	
	<u>C</u> lick Here to Back	up
		Exit

- 2. Select\specify the directory on the server where the datasource is located.
- 3. Select\specify the directory to store the backup

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 Click "Click Here To Backup". If the backup destination directory does not exist, you will be prompted that its will be created. Respond by clicking Yes or click No and specify an existing directory.

The backup will be copied to the destination path with the name **bkXXXXXX.mdb**, were XXXXXX is the short date format for the current date (e.g.bk110305.mdb). Therefore, if a backup exists for the date you will be asked in step 4 to overwrite the existing backup or create a new one. If you avoid overwriting, the existing backup will be renamed (by post fixing with the current time) and a new backup created as **bkXXXXXX.mdb**.

It is recommended that you backup Clinic Manager database regularly. If Clinic Manager is used on a daily basis, daily backups are strongly recommended.

4.6 Compact

Clinic Manager - database could become corrupted due to some unforeseen reasons such as power failures, and hard disk crashes are not uncommon and the consequences can be costly if regular backups are not made. It is possible to repair a corrupted database following the procedure below. If this fails then you must restore from a previous backup.

- 1. Double click **Compact Clinic Manager**, on the desktop to display the interface below
- 2. Select\specify the directory on the server where the data source is located
- 3. Specify the Destination Directory to restore the backup (Step 2)
- 4. Click **Compact the Datasource**.
- 5. On completion continue using Clinic Manager

🔑 Compact Data	
Compact Datasource	
Specify Directory on Server were Datasource Is Located	
Select Drive 🛛 🖵 w: [\\Diran\HANIF (D)]	•
w:\Clinicman	
Specify Name to Compact Into	
<u>C</u> ompact the Datasource	<u>E</u> xit

4.7 Restore Backup

Clinic Manager - database could be inadvertently deleted or corrupted due to some unforeseen reasons. Power failures and hard disk crashes are not uncommon and the effects can be costly if regular backups of Clinic Manager - database were not made. With regular backups you can restore from the most recent backup and you will only loose information entered from the last backup.

4.7.1 To restore Clinic Manager backup

- 6. Double click **Restore Clinic Manager**, on the desktop to display the interface below
- 7. Specify the backup to Restore (Step 1)

- 8. Specify the Destination Directory to restore the backup (Step 2)
- 9. Click "Click Here To Restore".
 10. The backup will be restored into the destination directory, overwriting existing data.

🔑 Restore Backup		
Re	store Backup	
(1) Specify Backup To Restore Select Drive 🗇 d: [HANIF] 💌 d:\ClinicmanBackups Backup To Restore	Locate Directory of Backups	Select Backup To Restore
(2) Specify Destination on Server to put Select Drive 💷 w: [\\Diran\H] 💌 w:\Clinicman	the restored data Locate\Select Destination W:\ Clinicman Photos	
(3) <u>C</u> lick Here to	Restore	<u>E</u> xit

5 Clinic Manager Operational Data

The table below lists the operational data that need to be defined to configure Clinic Manager for your site.

Operational Data	Usage\Purpose
HMOs	
Primary Health Providers	
Patients NHIS Registration Status	
Retainerships	
General Operational Data	
Patients Status Definitions	
Card Status Definitions	
Cart Types Definitions	
Medical Activities and Charges	
Medical Diagnosis and Codes	
Medical Treatments and Charges	
Medical Charges Codes	
Financial Instruments	
Drugs\Medication Groupings	
Units Bases	
Units Categories	
Units of Storage of Drugs	
Module Defaults	

5.1 Defining operational data

Only users with operational data module access privileges have access to these functions. Operational data information is strategic to proper operation of Clinic Manager and as such access to its functions must be controlled.

In each case, select the required menu and **Add** or **Modify** information as required.

- 1. Click the button required or select the menu required
- 2. To enter new record
 - a. Click Add
 - b. Click **Save** to save the record.
- 3. To modify existing record.
 - a. Navigate to the record of interest
 - b. Click **Modify**.
 - c. Change the information.
 - d. Click Save
- 5.1.1 General Operational Data

General Operat	ional Data
	General Operational Data
	Continents
	Countries
	States of Nigeria
	<u>Cities Of States</u>
	Areas/Towns of Cities
	Local Governments
	Zones
	Locations/Stations
	Colours
	Height Units
	Weight Units
	World Currencies
	Office Locations
	Exit

5.1.2 Health Management organisations; HMOs

НМ	iOs	
	HMOs	
•	HMO Code: HMO Name: Address:	Clearline International
	HMO Code: HMO Name: Address:	LA\0142\PH Health Care International
	HMO Code: HMO Name: Address:	LA\0142\PHH Hygeia Health Maintenance
Re	Add	Modify Save Discard Exit v 1 ▶ ₩ ▶¥ of 8

5.1.3 Patients NHIS Registration Status

atients NHI	Registration Status
	Patients NHIS Registration Status
ID	Status:
•	Principal
1	Spouse
2	Child 1
3	Child 2
4	Child 3
5	Child 4
	dd Modify Save Discard Exit
tecord:	1 ▶ ▶ ▶ 6 6

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5.1.4 Retainerships

	×
Retainerships/Group N	Vames
Quick Search:	<u> </u>
Company\Group Details Patients List	
Company Name EED MILLOF LIDUSTRY	
Contact	
ContactDesignation	
Address	
City:	
State:	
PostCode:	
Phone:	
Fax:	_
Add Modify Save Discard Requery	Preview Print Exit
a Retainersmps/Group Names	<u> </u>
Retainerships/Group I	
Realiterships/Sloup I	Vames
Quick Search: FED MIN OF INDUSTRY	Vames
Quick Search: FED MIN OF INDUSTRY	Vames
Quick Search: FED MIN OF INDUSTRY Company\Group Details Patients List	Vames
Quick Search: FED MIN OF INDUSTRY Company\Group Details Patients List Company Name FED MIN OF INDUSTRY	Vames
Quick Search: FED MIN OF INDUSTRY Company\Group Details Patients List Company Name FED MIN OF INDUSTRY Name of Patient	Vames
Quick Search: FED MIN OF INDUSTRY Company\Group Details Patients List Company Name FED MIN OF INDUSTRY Name of Patient AkiNBOSEYE, CECELIA, MRS	Vames
Quick Search: FED MIN OF INDUSTRY Company\Group Details Patients List Company Name FED MIN OF INDUSTRY Name of Patient AKINBOSEYE, CECELIA, MRS DADA, LUCIA, MRS DADA, ECE, MRS	Vames
Quick Search: FED MIN OF INDUSTRY Company\Group Details Patients List Company Name FED MIN OF INDUSTRY Name of Patient AkiNBOSEYE, CECELIA, MRS DADA, LUCIA, MRS Mass WUJI, GRACE, MRS OGUNBERU, KENIDE, MRS	Vames
Recent Company Group Details Patients List Company Group Details Patients List Company Name FED MIN OF INDUSTRY Name of Patient AKINEOSEYE, CECELIA, MRS DADA, LUCIA, MRS INVUI, GRACE, MRS OGUNBERU, KEHINDE, MRS OGUNBERU, KEHINDE, MRS ORHEWERE, EMILY, MRS ORHEWERE, EMILY, MRS	Vames FileNo FSH1004/1196 FSH1004/10866 FSH1004/10865 FSH1004/1183 FSH1004/11564
Accention of Strong Strong T Quick Search: FED MIN OF INDUSTRY Company\Group Details Patients List Company Name FED MIN OF INDUSTRY Name of Patient AKINBOSEYE, CECELIA, MRS DADA, LUCIA, MRS DADA, LUCIA, MRS OGUNBERU, KEHINDE, MRS OGUNBERU, KEHINDE, MRS ORHEWERE, EMILY, MRS UDOH, PIUS, MR	Vames FileNo FSH1004\1196 FSH1004\1196 FSH1004\1183 FSH1004\1183 FSH1004\1183 FSH1004\1183
Additional Stress Additional Stress Ruick Search: FED MIN OF INDUSTRY Company\Group Details Patients List Company\Group Details Patients List Company Name FED MIN OF INDUSTRY Name of Patient Additional Stress Additional Stress DADA, LUCIA, MRS DADA, LUCIA, MRS OGUNBERU, KEHINDE, MRS OGUNBERU, KEHINDE, MRS ORHEWERE, EMILY, MRS UBOH, PIUS, MR UGODO, BLESSING, MRS USUPL MARY, MCS DADA	Vames FileNo FSH1004\11196 FSH1004\11966 FSH1004\1183 FSH1004\1183 FSH1004\1183 FSH1004\1180 FSH1004\180 FSH1004\1180 FSH108 FSH1004\1180 FSH108 FSH188 F
Quick Search: FED MIN OF INDUSTRY Company\Group Details Patients List Company Name FED MIN OF INDUSTRY Name of Patient AKINBOSEYE, CECELIA, MRS DADA, LUCIA, MRS DADA, LUCIA, MRS OGUNBERU, KEHINDE, MRS ORHEWERE, EMILY, MRS UDOH, PIUS, MR UGODO, BLESSING, MRS ZINSU, MARY, MISS	Vames FileNo FSH1004\11196 FSH1004\11966 FSH1004\11966 FSH1004\11164 FSH1004\11305 FSH1004\11305 FSH1004\11318
Quick Search: FED MIN OF INDUSTRY Company\Group Details Patients List Company Name FED MIN OF INDUSTRY Name of Patient AKINBOSEYE, CECELIA, MRS DADA, LUCIA, MRS MRS OGUNBERU, KEHINDE, MRS ORHEWERE, EMILY, MRS UDOH, PIUS, MR UGODO, BLESSING, MRS ZINSU, MARY, MISS March MISS	Vames FileNo FSH1004\1196 FSH1004\1196 FSH1004\1196 FSH1004\1183 FSH1004\1183 FSH1004\1183 FSH1004\1183 FSH1004\11318 FSH108 FSH108 FSH108 FSH108 FSH108 FSH108 FSH108 FSH108 FSH108 FS
Quick Search: FED MIN OF INDUSTRY Company\Group Details Patients List Company Name FED MIN OF INDUSTRY Name of Patient AkiNEOSEYE, CECELIA, MRS DADA, LUCIA, MRS MRS OGUNBERU, KEHINDE, MRS OGHEWERE, EMILY, MRS UDOH, PIUS, MR UGODO, BLESSING, MRS ZINSU, MARY, MISS March MISS	Vames FileNo FSH1004\1196 FSH1004\1196 FSH1004\1183 FSH1004\1183 FSH1004\1183 FSH1004\1183 FSH1004\1183 FSH1004\11318 FSH108 FSH108 FSH108 FSH108 FSH108 FSH108 FSH108 FSH108 FSH108 FS
Quick Search: FED MIN OF INDUSTRY Company\Group Details Patients List Company Name FED MIN OF INDUSTRY Name of Patient Main of Main o	Vames
Quick Search: FED MIN OF INDUSTRY Company\Group Details Patients List Company Name FED MIN OF INDUSTRY Name of Patient Main of Main o	Vames FileNo FSH1004\1196 FSH1004\1196 FSH1004\10866 FSH1004\1183 FSH1004\1183 FSH1004\11807 FSH1004\11318
Ruick Search: FED MIN OF INDUSTRY Company\Group Details Patients List Company Name FED MIN OF INDUSTRY Name of Patient MARE OF A tient AKINBOSEYE, CECELIA, MRS DADA, LUCIA, MRS DADA, LUCIA, MRS OGUNBERU, KEHINDE, MRS ORHEWERE, EMILY, MRS UDOH, PIUS, MR UGODO, BLESSING, MRS ZINSU, MARY, MISS Record: I Image: Image	Vames FileNo FSH1004\11196 FSH1004\11966 FSH1004\11966 FSH1004\1183 FSH1004\1183 FSH1004\11305 FSH1004\11318
Quick Search: FED MIN OF INDUSTRY Company\Group Details Patients List Company Name FED MIN OF INDUSTRY Name of Patients Name of Patient AKINBOSEYE, CECELIA, MRS DADA, LUCIA, MRS DADA, LUCIA, MRS OGUNBERU, KENINDE, MRS OGUNBERU, KENINDE, MRS OGUNBERU, KENINDE, MRS UDOH, PIUS, MR UGODO, BLESSING, MRS ZINSU, MARY, MISS Record: I >I I >I I	Vames FileNo FSH1004\1196 FSH1004\1196 FSH1004\11866 FSH1004\1183 FSH1004\1183 FSH1004\1183 FSH1004\11807 FSH1004\1181 V V Preview Print Exit

5.1.5 Patients Status Definitions

User Guide

Pati	ents Status		
	Patients	Status	2
	Colours:		
	A/ABOVE		
100	InPatient		
	IntensiveCare		
	OnAdmission		
	OutPatient		
	Add Modify	Save Discard Exit	

5.1.6 Card Status Definitions

Pati	ents Status
	Patients Status
	Colours:
	A/ABOVE
	InPatient
	IntensiveCare
	OnAdmission
	OutPatient
	Add Modify Save Discard Exit
Rec	rd: _I∢ ∢ 1 → ▶I ▶ ** of 5

5.1.7 Cart Types Definitions

Card Types	
Card Typ	es
Status ID:	Status :
1	Medical
2	Dental
Add M	Indify Rayo Discard Buit
<u>Auu</u>	
Record: I	1 • • • • • • • • • • • • • • • • • • •

5.1.8 Medical Activities and Charges

Medical Activities			
Medical Activities			-
Service Name:	Charge	NHIS Charge	Di
ANTENATAL CONSULTATION	0.00	0.00	
CONSULTATION (FIRST TIME)	1,000.00	1,000.00	
CONSULTATION (NORMAL)	500.00	500.00	
Add Modify Save Discard	Pre <u>v</u> iew Print	Exit	•
Record: I	1		•

5.1.9 Medical Diagnosis and Codes

	Medical Diagnosis ar	nd Codes			1
	Diagnosis:	Code	Group:		
•	CANSER	00041	Not Classified	-	
	CHOLERA	00038		-	
	Investigate	0001		•	Ī
	MALARIA	00036		•	0
	NEOPLASMS	00037		-	
	Not Specified	0000		-	
	TUBERCULOSIS	00039		•	
	TYPHOID	00040	Not Classified	•	

5.1.10 Medical Treatments and Charges

Tre	atment and Standard Charges				
	Treatment and Standard	Charges		No of Days Berninder, if	
	Service Name:	Standard Charge	NHIS Charge	scheduled:	Discontinue
\mathbf{F}	ACCOMODATION (OPEN WARD)	1,000.00	1,000.00	1	
	ACCOMODATION (PRIVATE WARD)	2,000.00	2,000.00	1	
	ADMIT PATIENT	0.00	0.00	1	
	ANTENATAL	10,000.00	10,000.00	1	
	APPENDIXECTOMY	50,000.00	50,000.00	1	
	Appointment For	0.00	0.00	1	
	BONE REPOSITION AND POP	0.00	0.00	1	
	BROMOCSPTRIN	750.00	750.00	1	
	CEASARIAN SECTION	75,000.00	75,000.00	1	
	CIRCUMCISON	3,500.00	3,500.00	1	
	CONSULTATION (FOLLOW-UP)	500.00	500.00	1	
	CONSULTATION (SPECIALIST)	5,000.00	5,000.00	1	
	DISCHARGE PATIENT	0.00	0.00	1	
	DISPENSING DRUGS	100.00	100.00	1	
	DRESSING PER DAY	500.00	500.00	1	
	EAR PERCNY	500.00	500.00	1	
	EMERGENCY CARE	0.00	0.00	1	
	EMERGENCY FEES	0.00	0.00	1	
	EVACUATION	10,000.00	10,000.00	1	
	EXAMINATION UNDER ANASTHESIA	5,000.00	5,000.00	1	
	EXPLORATORY LAPARATOMY	75,000.00	75,000.00	1	
	Add Modify Sar	ve <u>D</u> iscard	Preview	Print	Exit 🗸
Re	cord: 🚺 🔳 🚺 1 🕨 🕨 of 74				

5.1.11 Medical Charges Codes

	Charg	je Account Co	odes			
	ID:	Nama:	Description:	Debit/Cre Client	dit	Discontinue
	160	Name.	None	Debit	•	Discontinue
	150	CCOR	Credit Correction	Dehit	-	
+	140	DCOR	Debit Correction	Credit	-	
	900	DEPOSIT	Denosit	Credit	-	
╉	100	DISCOLINT	Discount	Credit	-	
+	60	GENERAL CHARGES	General Medical Charges	Dehit	•	
	70	MISCELLANEOLIS	Miscellaneous	Dehit	-	
+	901	NONREEDP	Non Befundable Deposit	Credit	Ţ	
+	111	OSTOBAL ANCE	Outstanding Balance	Dehit	•	
+	110	PAID	Payment	Credit	-	
	120	REED	Befund	Dehit	-	
+	90	TRCR	Transfer Credit	Credit	•	
	80	TRDR	Transfer Debit	Dehit	•	
					_	

5.1.12 Financial Instruments

Instrument:	-	
CONIDO	Description:	
aunus	Bonds	
CASH	Cash	
CHEQUE	Cheque	
CREDIT CARD	Credit Card	
CREDIT NOTE	Credit Note	
DEBIT NOTE	Debit Note	
DRAFT	Draft	
FRNCUR	Foreign Currency	
None	None	
TRAVELLERS CHQ	Travellers Cheques	
	CREDIT CARD CREDIT CARD CREDIT NOTE DEBIT NOTE DRAFT FRNCUR None TRAVELLERS CHQ	CASH Cash CHEQUE Dheque CREDIT CARD Credit Card CREDIT NOTE Credit Note DEBIT NOTE Debit Note DRAFT Draft FRNCUR Foreign Currency None None TRAVELLERS CHQ Travelers Cheques

5.1.13 Drugs\Medication Groupings

Gro	upings od Medications\Drugs	
	Define Categories and Groupings of Drugs	·
	Grouping\Category:	
\mathbf{F}	DRUGS	
	EQUIPMENT	
	GENERAL	
	MATERIALS	
	NOT CLASSIFIED	
	Add Medify Cours Discord Exit	
		1
Rec	.ord: I∢ I I I I I I I I I I I I I I I I I I	-

5.1.14 Invoice Requisition Status

HMO Invoice Requis	sition Status
HMO Invoi	ce Requisition Status
Status ID:	Status Description:
C	Pending Despatch
1	Despatched To HMO
2	HMO Acknowledged Receipt
3	Paid By HMO
4	Returned\Queried by HMO
Add Moo	dify Save Discard Exit
Recora: I	1 P P or 5

5.1.15 Statistics Groupings

User Guide

Statistics Groupings	
Statistics Groupings	<u> </u>
Statistics Groupings:	
MATERNAL CONDITIONS	
NON COMMUNICABLE DISEASES	
Not Specified	
NOTIFIABLE DISEASES	
OTHERS	
Add Modify Save Discard	<u>Exit</u>
Record: 1 1 1 1 1 1 5	I

5.1.16 Statistics Classifications

	Statistics Clas	sifications
	Classification:	Group:
•	Accidents RTA	NON COMMUNICABLE DISEASES
	AIDS	NOTIFIABLE DISEASES
	Alcohol + Drugs	NON COMMUNICABLE DISEASES
	Anemia in Pregnancy	MATERNAL CONDITIONS
	Cancer	NON COMMUNICABLE DISEASES
	Cerebrospinal Meningitis	NOTIFIABLE DISEASES
	Chickenpox	NOTIFIABLE DISEASES
	CHOLERA	NOTIFIABLE DISEASES
	Coronary Heart Diseases	NON COMMUNICABLE DISEASES
	Deliveries and ANC Cases	OTHERS
	Dents	OTHERS
	Diabetes	NOTIFIABLE DISEASES
	Diarrhea (simple without blood)	NOTIFIABLE DISEASES
	Diarrhea with blood	NOTIFIABLE DISEASES
	Diptheria	NOTIFIABLE DISEASES
	Dracunculiasis (Guinea Worm)	NOTIFIABLE DISEASES
	Food Poisoning	NOTIFIABLE DISEASES
	Gonorrhea	NOTIFIABLE DISEASES

6 Patients Registration and Health Records Management

In this section we will learn how to

- 1. Register Patient's Records
- 2. Search for Patient's Details
- 3. Enter Patient's Health Records (Consultations, Diagnosis and Treatments)
- 4. Search Patient's Health Records.

The menu used for these operations is labeled Patients Records with the following menu items

- Patients List
- Patients Registration (Data Entry and Modifications)
- Patients Health Records (Data Entry and Modifications)
- Patients Standard Search
- Patients Advanced Search
- Health Records Search
- Pending Appointments
- Honoured Appointments
- Cancelled Appointments

6.1 To display the list of patients

- 1. Click **Patients List** button on the main interface or select **Patients List** from the Patients Records menu. This will display the interface below, listing all the patients in your database.
- 2. Navigate to the patient record of interest and double click on the left hand edge of the record to display registration or health records details of the patient.

	Patients List							×
	Patients List Locate	By			Filter By >>			
	A Patient:			-	Gender:			_
	Click on a record to display patients records or registration details	i No: iital File No:	Enter No and Enter or Tab k	press ley Reset	Marital Status: Category Company: Patient Status HMO	* * *	Reset	
	Name of Patient	Hospital File No	NHIS No	Gender	Mar Status Current State	us HMO		
	ABUBAKAR, SULEIMON, MASTE	R F5H 00-05-37C		Male	Single OutPatient	NONE	-	
	ABUBAKAR, TIJANI , MASTER	FSH 01-66-50		Male	Single OutPatient	NONE	-	
	ABUBAKAR, UMAR , MR	FSH 01-42-60		Male	Married OutPatient	NONE	-	
	ABUBAKAR, UMAR , MR	F5H 01-48-43		Male	Married OutPatient	NONE	-	
	ABUBAKAR, UMAR , MR	F5H 0096-2003		Male	Married OutPatient	NONE	-	
	ABUBAKAR, UMAR , MR	F5H 01-16-74		Male	Single OutPatient	NONE	-	
	ABUBAKAR, UMAR BUNU, MAST	ER F5H 02-03-82		Male	Single OutPatient	NONE	-	
	ABUBAKAR, UMAR FAROUK, MA	ST FSH 01-62-88		Male	Single OutPatient	NONE	-	
	ABUBAKAR, YUSUF , MASTER	F5H 01-46-81C		Male	Single OutPatient	NONE	-	
	ABUBAKAR, YUSUF , MASTER	F5H 01-86-62		Male	Single OutPatient	NONE	-	
	ABUBAKAR, YUSUF , MR	FSH 00-55-35A		Male	Single OutPatient	► NONE	-	
	ABUBAKAR, YUSUF , MR	F5H 00-55-55		Male	Married OutPatient	NONE	-	
	ABUBAKAR-SADIQ, JEMILIA , M	R§ F5H 01-13-20		Female	Married OutPatient	NONE	-	
	ABUBUKAR, SALAMATU , MRS	FSH 00-05-37		Female	Married OutPatient	NONE	-	
◄	ABUDU, ADEBOLA , MISS	FSH 01-58-96		Female	Single OutPatient	NONE	-	
	ABUDU, LATEEF , MR	FSH 01-84-71		Male	Married OutPatient	► NONE		
	Order By Order By By Name C By Cc By NHIS No C By Manue C By Date	mpany Index New Patien	t Requery Q Refre	esh <u>R</u> Pr	sizela OutBatient	Exit		_

6.2 To register a new patient

- 1. Click **Register New Patient** on the main interface or select **Patients Registration** from the Patients Records Menu OR
- 2. If you are already in the Patients Register interface viewing a particular patient's detail, click **New Patient** on the interface. This will display the interface below with relevant text boxes cleared ready for data of a new patient.

inic M Operati	lanager : Feder ional Data Patient:	r <mark>al Staff Hos</mark> s Records Fina	pital,10 ancials Ph	04 Est armacy	a te Staff De	etails Geni	era	Enquiries and Reports	In <u>f</u> o	ei -)6
Patie	nts' Register															
		Ad	d A Ne	w Pa	tient				Pre <u>v</u>	jew	Print					
	Patients Data	Contact Info	ormation	Chang	es to D	etails										
	Surname:															
	FirstName:	1			-			Current Status:	0.0	Patien	•	•				
	MiddleName:				-			Date Registered:	23-	Sep-200	6	T				
	Title:	1	-					Age on Registration:	0		Current Age: 0					
	Address:	1					Т	Computer File No:	-							
								Hospital File No:	-							
	Nationality:	Nigerian			·			Card Status:	Per	manen	ł	•				
	StateofOrigin:				-1			Card\Record Type:	Me	dical	-					
	DataofPirth	1	Ī	Condoru	 Male		-	File Shelf Location:				-				
	Dateorbirth.			aenuer.	indic		<u> </u>	NHIS No:								
	Marital Status:	Single		Religion:			•	NHIS Status:	Pri	ncipal		-				
	Occupation:				<u>.</u>			HMO:	NO	NE		-				
	Colour Of Eyes:	Brown		Blood	Group:	-	ļ	Category:	PEF	SONAL		-				
	Colour Of Hair:	Black		RhD:		-	1	Company:	Ind	lividual		T				
	Height:	0.00	Ft <u>·</u>	 Speci 	al Featur	res:	ļ	Medical History of								
	Weight:	0.00	Kg <u>·</u>	<u>-</u>				Significance e.g. Dru Reactions:								
								Reactions.								
	Next of Kin:			Addre	ess of Ne	ext of Kin:										
	Relationship:			-												
							- 1									
								Incost Bhoto	1							
								Insert Photo								
													- 1			
	NOTE: IF the	Current Age o Insure that the l	r the patie Date of Birl	nt is wro th of the	ng, then natient i	i your comp is correct o	uce n H	r date may be wrong. Of he natients data and also	c the L i set th	ate or B De compl	irth is not given or iter date to the co	incorrect				
	L.	india citac cita	bate of bit	an or and	pacione	is confect o			, poe a	io compe		moce dae				
<u> </u>																
		E	levert	Sa	re <u>D</u>	iscard .	Re	query Refresh			Exit					
				_						_						
me of	customer occupying	a the romm													NUM	

- 3. Enter the details of the patient in the appropriate text boxes on the **Patients Data** tab.
- 4. Click **Contact Information** tab and enter the patients contact details and other bio-data.
- 5. On completion, click **Save** to store the registration details of the new patient.
- 6. To modify existing patients details, navigate to the patient or locate the patient by selecting the patient from the combo box **Locate a Patient** at the top of the interface.
- 7. Click **Modify**; then make changes to the details in the required text boxes.
- 8. Click **Save** when you finish. The changes will replace existing information on the patient.
- Note that a complete history of changes made to details of each patient is logged for future audits and can be view via the **Changes to Details** tab.

Clinic Manager Software System

ate A Patient :	FOLAMI, 1	AOFEEK O	ladiran,	DR	•	Pre <u>v</u> iew Print	
Patients Data	Contact I	nformation	Change	es to Details			
Surname:	FOLAMI				FOLAMI, TAOFEEK OL	LADIRAN, DR	
FirstName:	TAOFEEK			12	Current Status:	OutPatient	
MiddleName:	OLADIRA	N			Date Registered:	10-Jan-2006	-
Title:	DR	•			Age on Registration:	44 Current Age	: 44
Address:	56 Femi A	yentuga Cre	scent, Off	Adelabu Street,	Computer File No:	F5H1004\19600	
	Surulere, I	Lagos			Hospital File No:	TOF0000g	
Nationality:	Nigerian		-		Card Status:	Permanent	
StateofOrigin:	Lagos		-	1	Card\Record Type:	Medical	I
DateofBirth:	21-Aug-19	962	Gender:	Male	↓ File Shelf Location:	1020	
Marital Statuce	Married	101	Deligion	TSLAM	NHIS No:	1297763	
Occupation:	IT CONSU	TANT	Religion	I John I		Principal	
Celeur Of Fuere	Brown		- 1	J Granne III. Internet	HMO:	Southern Rose	
Colour Of Eyes:	Brown		- Blood	Group:	Category:	PERSONAL	
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E	nsure that t	he Date of E	irth of the	patient is correct o	n the patients data and also) set the computer date to t	he correct (
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Locat	e A Patient : FOLAMI, T	AOFEEK OLADIRAN, DR		• Pre	eview Print	
Pa	atients Data Contact Ir	nformation Changes to Del	ails			
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6.3 To search for patients' details

You can search for patients' information using one or a combination of criteria such as Name of patient, Surname, First Name, Middle Name, Hospital File Number, NHIS Number, Gender, Patients Status and HMO.

- 1. Click **Patients Search** on the main interface OR select **Patients Standard Search** on the Patients Records Menu. This displays the search interface below.
- 2. Enter the criteria for search in any of the text boxes and click Search. If results are found the list of patients will be displayed.
- 3. Double-Click on a record on the results list to display either the full registration details or the health records of the particular patient
- 4. Click **Preview** (or **Print**) to preview corresponding reports on the screen (or directly to the printer). When in Preview mode send the report to the printer via File->Print menu.
- More complex searches can be performed by clicking **Advanced Search** button or selecting **Patients Advanced Search** from the Patients Records menu. For example, you can extend search criteria to search for patients with particular blood groups or those registered on or between particular dates.

Standard Search								
Patients Sta	andard Search			Advanced 5	iearch			
ENTER Searc <u>h</u> C	riteria			<u>S</u> ea	arch			
To disp	lay all patients enter * in Name of Patient to	ext box		No R	lecords:			
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Hospital File No:					21			
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Dout	ble-Click on a record to display full patients	details			-			
HospitalFileNo	Name	Category	Status	RegisteredOn	NHISNumber			
FSH1004\03611	ADENUGA, ANIFATU, MINS ADENUGA BISI, MIRS	PERSONAL	OutPatient	14-Aug-2003				
FSH1004\05612	ADENUGA, BOLA, MISS	PERSONAL	OutPatient	24-Dec-2002				
FSH1004\02796	ADENUGA, DOYIN, MISS	PERSONAL	OutPatient	16-Dec-1995				
FSH1004\02060	ADENUGA, DOYINSOLA ,	PERSONAL	OutPatient	01-Feb-2000	00-00-41/00034424/2			
FSH1004\02675	ADENUGA, ESTHER, MRS	PERSONAL	OutPatient	27-Jun-2005				
FSH1004\06610	ADENUGA, FUNKE, MRS	PERSUNAL	UutPatient OutPatient	26-Jul-2005	00.00.00/00004404/2			
FSH1004\02036	ADENUGA, OLAOLOWA, MISS	PERSONAL	OutPatient	10-May-1555	00-00-30/00034424/3			
FSH1004\02037	ADENUGA, RONKE , MRS	PERSONAL	OutPatient	17-Nov-1996	00-00-17/00034424/0			
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6.4 To enter patients' health records

Health records are grouped according to the following; **Investigations and Diagnosis, Treatment Details** and **Drugs Dispensed**

6.4.1 Investigations and Diagnosis

Investigations and Diagnosis information include vitals, patient's complaints, doctor's diagnosis and treatment recommendations for each consultation.

- 1. Click **Health Records** on the main interface or select **Patients Health Records** from the Patients Records menu. This displays the interface below.
- 2. Select the patient of interest from **Select Patient** combo box at the top of the interface.
- 3. Select Investigations and Diagnosis tab.
- 4. To add details of a new consultation, click **Add**, and enter the details including vitals, complaints and diagnosis.
- 5. Click **Save**.
- 6. To modify existing information, click **Modify**, change existing details.
- 7. Click Save.
- 8. You can preview\print the report of the consultation in view by clicking **Preview** or **Print**.

The next stage is to enter treatment details and drugs dispensed for this particular consultation.

-8	😫 Patients Health Records (Consultations, Diagnosis and Treatment)										
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6.4.2 Treatment Details

Treatment details for each consultation are entered as standard treatments pre-defined as operational data. To enter treatment details follow the procedure below.

- 1. Navigate to the consultation detail of interest and click **Treatment Details** tab.
- 2. In the resulting inset, click **Add**.

- 3. Select the **Treatment** from the appropriate combo box. The amount to be charged for the treatment would be displayed automatically
- 4. Enter the **Date**.
- 5. Enter the number to indicate the amount of times the treatment is required, which adjusts the charge automatically.
- 6. Click **Save**.
- 7. To modify existing treatment record, click **Modify**, change the details and the click **Save**.
- 8. If you move back to the **Investigations and Diagnosis** tab you will notice that the **amount to charge** has been updated to reflect the cost of the treatment.
- 9. You can preview\print the report of the treatments in view by clicking **Preview** or **Print**.

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6.4.3 Drugs Dispensed

The drugs dispensed for the consultation is entered as follows

- 1. Navigate to the consultation detail of interest and click **Drugs Dispensed** tab.
- 2. In the resulting inset, click **Add**.
- 3. Select the Drug Dispensed from the appropriate combo box. The amount to be charged for the drug would be displayed automatically
- 4. Enter the quantity required, which adjusts the charge automatically.
- 5. Enter the **date**.
- 6. Click Save.
- 7. To modify existing record, click **Modify**, change the details and then click **Save**.

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- 6.4.4 Charging Patients Accounts and View Patients Account Statement
 - 1. If you move back to the **Investigations and Diagnosis** tab you will notice that the **Amount To Charge** will have been updated to reflect the cost of the drugs. You can now charge the patient's account with the total amount reflecting the bill for the consultation, treatment and drugs.
 - 2. Click **Charge Patient's Account** button. The charge will be reflected in the patients account statement, which can be viewed immediately by selecting **Patients Account Statement** tab.

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6.4.5 Making Payments

To make payments (or debit) to a patient's account directly from this environment

- 1. Click Make Payments tab
- 2. Select the **Charge Code**.
- 3. Enter the Amount .
- 4. Then click the button **Click to Pay to Patients Account**.
- 5. To debit a patients account with other charges:
 - a. Select the **charge code**
 - b. Enter the **amount**
 - c. Select the **Instrument** (e.g. Invoice, Debit note, etc.)
 - d. Enter the Instrument Reference Number (e.g. Invoice no)
 - e. Then click button Click to Pay to Patients Account

The payments\charges will be reflected immediately on the patients account statement.

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6.4.6 Appointments

To record future Appointments

- 1. Click **Health Records** on the main interface or select **Patients Health Records** from the Patients Records menu. This displays the interface below.
- 2. Select the patient of interest from the **Select Patient** combo box at the top of the interface.
- 3. Select the **Appointments** tab.
- 4. To add details of an appointment, click Add, and enter
 - a. the details of the appointment,
 - b. the **date** and the **time** and
 - c. the no of days to the appointment to generate a **Remind**er.
- 5. Click **Save**.
- 6. To modify existing information, click **Modify**, change existing details.
- 7. Click Save.
- 8. You can preview\print the report of appointments of the patient in view by clicking Preview or Print.

- 9. When the appointment is honoured, click the check box labeled **Performed**. This will clear the appointment from the pending list to the **Honoured Appointments** list.
- 10. If the Appointment has been cancelled, click the check box labeled Cancelled to move the appointment to the **Cancelled Appointments** list.

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Pending Appointments, Honoured Appointments and Cancelled Appointments lists can be displayed by selecting appropriate items on the Patients Records menu

6.5 To search patients' health records

You can search health records by one or a combination of patient name, dates of consultations, treatment and activities and diagnosis.

- 1. Click **Health Records Search** from the main interface of select the **Health Records Search** from the Patients Records menu. This displays the interface below.
- 2. Enter the criteria for search in any of the text boxes and click **Search**. If results are found the list of patients will be displayed.
- 3. Click **Display** to display in full the health records results of the search.
- 4. Click Preview (or Print) to preview corresponding reports on the screen (or directly to the printer). When in Preview mode send the report to the printer via File->Print menu.

User Guide

Clinic Manager Software System

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7 Patients Accounts Charging and Patients Invoicing

In this section we will learn how to

- 1. Charge patients for medical services and treatments provided.
- 2. Generate invoices for patients.
- 3. Generate invoices\requests for payments to HMOs.
- 4. Search for invoices.

The menu used for these operations is **Financials** with the following menu items.

- Patients Account Charging
- Group Account Charging
- Patients Invoices List
- Patients Invoices (Data Entry and Modifications)
- Patients Invoices Search

7.1 Charge patient for medical services and treatments provided

7.1.1 Patients Accounts Charging

You can charge patients accounts directly with services and treatments provided.

- 1. Select **Patients Accounts Charging** from the Financials menu
- 2. Select the **Patient**
- 3. Select the **Charge Code** (which includes treatment details)
- 4. Enter the **date**
- 5. Enter\Modify the **Amount**
- 6. Enter the **instrument** and **instrument ref** (e.g. invoice no, receipt no, debit note, cheque, etc)
- 7. Enter the **Details** of the service/charge
- 8. Enter the **Invoice** relating to the payment (if it is a payment)
- 9. Click **Post**. The account list will be updated with a new record and the balance updated to reflect current position.
- 10. You can print\preview the patient's accounts report by clicking Print or Preview.

7.1.2 Group Accounts Charging

You can also charge Patients Accounts based on the group\company of the patient. This facilitates generation of accounts and charges to the company\group that will be responsible for payment.

- 1. Select **Group Accounts Charging** from the Financials menu.
- 2. Select the Group.
- 3. Select the **Patient** (only patients in the group will be in the combo box list)
- 4. Select the **Charge Code** (which includes treatment details)
- 5. Enter the **date**
- 6. Enter\Modify the **Amount**
- 7. Enter the **instrument** and **instrument ref** (e.g. invoice no, receipt no, debit note, cheque, etc)
- 8. Enter the **Details** of the service/charge
- 9. Enter the **Invoice** relating to the payment (if it is a payment)
- 10. Click **Post**. The account list will be updated with a new record and the balance updated to reflect current position.
- 11. You can print\preview the patient's accounts report by clicking Print or Preview.

Clinic Manager Software System

🖽 Patients Acc	counts Charging				
Patients A	ccounts Charging				
Patient: Charge Code:	FOLAMI, TAOFEEK OLADIRAN, DR INNOCULATIONS Details:	INNOCULAT	IONS		
Amount:	3,500.00				
Instrument: Instrument Ref:	Cash None Invoice				Post
Patients Acco	unt Unpaid Charges Records				
Date:	Details:	Debit:	Credit: Inst	Ref: Rev	erse:
▶ 10/Sep/2	006 PAID	0.00	1,750.00 NONE		PAID\CAS
1					,
	Total: Balance (Credits - Debits):	1,750.00	1,750.00		
	Dalance (creats * Debits).	0.			
			Preview	Print	Exit

🖽 Groups Acc	ounts Charging							
Groups A	ccounts Charging	7						
Group:	Individual	-	Patient:	FOLAMI	, TAOFEEK OLADIRA	AN, DR		•
Charge Code:		-	Details:					
Date:	10-Sep-2006	•	·					
Amount:	0.00							
Instrument:	None 🔽							Post
Instrument Ref:	None		Invoice				<u> </u>	<u>_</u>
Group Accou	nts Unpaid Charges Rec	ords						
Date	: Deta	ils:	Patient:		Debit:	Credit:	Instr Re	ef: Βε
▶ 10/Sep/	2006 ACCOMODATION (OPE	N WARD)	ABBA, MUSA ,		1,000.00	0.00	NONE	
10/Sep/	2006 PAID		FOLAMI, TAOFEE	K OLAD	0.00	1,750.00	NONE	
10/Sep/	2006 CONSULTATION (FIRS	I TIMEJ	FULAMI, TAUFEE		1,750.00	0.00	NUNE	
17/Aug/	2006 FAID 2006 CONSTILITATION (EIDS	T TIME)	ABAGANA, PARN ADAGANA DADN	ATA M	52 200 00	30,000.00	NONE	
4								
		Balance	Ta (Credits - Debi	tal: ts):	56,050.00 24,300.00 Preview	31,750.1	DO	Exit

7.2 Generate Invoices for Patients

- 1. Select **Patients Invoices** from Financials menu
- 2. First create a template for the invoice
 - a. Click New Invoice
 - b. Select\Enter **date** of invoice.
 - c. Select the Patient
 - d. Click **Save**. You have now created a template for the invoice.
- 3. The next step is to create the invoice details, which can include Investigations and Diagnosis records of the patient.
 - a. On the inset in the Invoice Details tab, Click Add
 - b. Select an **Investigations and Diagnosis** record from the combo box under **Select** OR enter the details under **Description**.
 - c. Enter\Adjust the **Amount**.
 - d. Click Save.
 - e. Repeat Steps a to d for other details.
- 4. The **Attached Consultations/Services** tab displays all the Investigations and Diagnosis records relating to this invoice in view.
- 5. You can modify details of each invoice's details by clicking **Modify**, change the details on the desired records, then click **Save**.
- 6. You can delete a detail by selecting the record, then click **Delete**. The record will be deleted if the invoice has not been issued.
- 7. Click
 - a. **Issued** to indicate invoice has been issued;
 - b. **Cancelled to** indicate invoice has been cancelled; **Restore** to reverse cancellation.
 - c. Negotiated to indicate invoice has been negotiated.
- 8. You can print\preview the invoice report by clicking Print or Preview.
- 9. To locate an invoice, click **Locate** button and select the invoice from the combo box labeled **Select Invoice**.
- 10. To display invoices list select Patients Invoices List to display list of all invoices to date.

Date: IDSEp2003 Image: Send Bill To Issue Patient-FileNo FOLAMI, TAOFEEK OLADIRAN, DR Individual Image: Send Bill To Invoice Ref No: FSH1004VINV\00071 Cance	ated IT lied IT Restore
Pai Invoice Details Attached Consultations/Services	
Double Click on a record in list to remove entry from Invoice;	
Select: Description: Amount:	
CONSULTATION (FIRST TIME) on 10-Sep-2006 1,750.00	
CONSULTATION (NORMAL) on 10-Sep-2006 500.00	
Add Modify Save Discard Delete	
Two Thousand Two Hundred and Filty Naira Only	
New Invoice Modify Save Discard Reguery Refresh Logate Preview Print	Exit

7.3 Generate Invoices\Requests for Payments to HMOs

- 1. Select **HMO Requisitions For Payment** from Financials menu
- 2. First create a template for the requisition
 - a. Click New requisition
 - b. Select the **Date**
 - c. Select the $\ensuremath{\text{HMO}}$
 - d. Click **Save**. You have now created a template for the requisition. Note that the Reference Number is automatically generated. You can replace it with your own code. The Status is set by default to Pending Dispatch.
- 3. The next step is to create the details which are patients invoices already generated an must be sent to the HMO
 - a. On the inset in the Patients Invoices Attached to Payment Requisition tab, Click Add
 - b. Select an invoice from the combo box under Invoice.
 - c. Click Save.
 - d. Repeat Steps a-c for other invoices.
- 4. Double-click on the left edge of an invoice record to display full details of the invoice.
- 5. You can print\preview the requisition report by clicking **Print** or **Preview**.
- 6. To locate a requisition, select from the combo box labeled **Select Requisition**.
- 7. To display invoices list, select **HMO Requisitions For Payment List** to display list of all requisitions to date.

HMO Invoice Requisiti	ons
HMO Payments	Requisitions Select Requisition
Date:	30-Sep-2006
HMO	NONE Date Sent:
Requisition Code:	NONE\REQ\00004 Date Paid:
Status	Pending Despatch 🔹 Date Returned:
Patients Invoices Att	ached to Payment Requisition
Double Click on a	record to display full invoice details
Invoice:	Amount:
FSH1004\INV\0	0067-30-Sep-2006-ABA, FELICIA , MRS 0.00
F5H1004\INV\0	0068-30-Sep-2006-ABA, VICTOR , MASTER
Add Record: 14	Modify Save Discard ▼ 1 ▶ 1 ▶ f 2 InvoiceTotal: 0.00
	Only
New Requisition M Record: I	odify Save Discard Reguery Refresh Preview Print Exit 2 > > > > > > > >

	HMO Payments Requisition	ıs list			
	HMO Payment Req	uisitions Lis	t Search For Requisition	1	
	Couble-Click on a record to c	tiscular (ull chatails			
	Requisition Ref No	Date	НМО	Tota	d Status
	LA\0142\PH\REQ\00001	13-Sep-2006	Health Care International	0.00) Pending Despatch
	NONE\REQ\00004	30-Sep-2006	NONE	0.00) Pending Despatch
	LA\0142\PS\REQ\00003	30-Sep-2006	Southern Rose	0.00) Pending Despatch
<u> </u>					
	Order By Date				
	Corder By HMO				
	Order By Reference No	R	equery U Refresh R	Preview Pr	
Rec	ord: 14 🔳 🚺 🕨	▶ ▶ * of 3	•		

7.4 Search for Invoices

You can search for invoices using one or a combination of criteria such as Name of patient, Invoice References, Dates Issue and Invoices Status, and searches can be further extended by HMO, Company Name and NHIS status

- 1. Click **Patients Invoices Search** from the Financials menu. This displays the search interface below.
- 2. Enter the criteria for search in any of the text boxes in the **Standard Search** tab (and in the Extended Search tab)
- 3. Click **Search**. The list of invoices matching the criteria specified will be displayed.
- 4. Double-Click on a record on the results list to display full details of the particular invoice.
- 5. Click **Preview** (or **Print**) to preview corresponding reports on the screen (or directly to the printer). When in Preview mode send the report to the printer via File->Print menu.

	1	hvoices Search	
Enter Se	earch Criteria in text boxes		
Standa	rd Search On Invoices Extende	ad Search	Search
	Patients Name	<u>·</u>	Clear
	Invoice Reference	<u>·</u>	Display
	Month Septer	nber Year:	No Records
	Date Between:	And:	
	Issued:	► Negotiated: ► Paid: ► Cancelled:	
Search	Results	The second se	
IU-Sep	2006 FSH10044114470007	I FULAMI, IAUFEEL ULAUIRAN, DK	

User Guide

8 Pharmacy – Drugs and Medication Records

In this section we will learn how to record Drugs\Medications and the prices patients are charged.

- 1. To display the list of drugs and medications select **Drugs\Medication List** from Pharmacy menu. This displays the interface below.
- 2. To move to a particular record select the drug **Quick Search** combo box
- 3. Double-click on the record to display full details of the drug\medication.
- 4. To discontinue a drug, select or move to the appropriate record, click **Discontinue** button at bottom of the form. Click **Re-Introduce** to re-introduce a drug on the list of approved drugs.

-8	List of Drugs and Medications							
	List of Drugs\Medication etc	Quic	k Search:				-	<u> </u>
	<<< <to details:double-click="" full="" get="" item<="" on="" td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td></to>							
	Name	Code	Group		Unit	Std Charge	NHIS Charge	Discontin
	ACTIFED (TABLETS)	AC00180	DRUGS	•	Tablets 🔹	0.00	0.00	
	ADENALINE (INJECTION)	ADEN-138	DRUGS	•	Injection 🛛 💌	0.00	0.00	
	AGUMENTRINE (TABLET)	AGUM-000030	DRUGS	•	Tablets 🔹	0.00	0.00	
	ALDOMET (TABLET)	ALD 0-000105	DRUGS	•	Tablets 🔹	0.00	0.00	
	AMINOPHYIN	AMIN-141	DRUGS	•	Injection 💌	0.00	0.00	
	AMOXYCILLIN 500MG (CAPSU)	AM0X-000074	DRUGS	•	Capsules 💌	0.00	0.00	
	AMOXYCILLIN 500MG (SYRUP)	AM0X-000075	DRUGS	•	Syrup 🔻	0.00	0.00	
	AMPICLOX (INJECTION)	AMPI-000080	DRUGS	•	Injection 💌	0.00	0.00	
	AMPICLOX (SYRUP)	AMPI-000081	DRUGS	•	Syrup 👻	0.00	0.00	
	AMPICLOX (TABLET)	AMPI-000079	DRUGS	•	Tablets 🔻	0.00	0.00	
	ANALGIN (INJECTION)	ANAL-181	DRUGS	•	Injection 👻	0.00	0.00	
	APRESOLINE (INJECTION)	APRE-133	DRUGS	•	Injection 👻	0.00	0.00	
	ARTESUNATE	ART00200	GENERAL	•	Number 🔹	0.00	0.00	
	ASKAMYN (TABLET)	ASKA-173	DRUGS	•	Tablets 🔹	0.00	0.00	
	ASPIRIN (TABLET)	ASP-000017	DRUGS	•	Tablets 🔻	0.00	0.00	
	ATROPIN (INJECTION)	ATRO-130	DRUGS	•	Injection 🔹	0.00	0.00	
	AUGMENTRINE	AUGM-000031	DRUGS	•	Injection 🔹	0.00	0.00	
	BENOVATE C (CREAM)	BENO-171	DRUGS	•	Cream\Oint 🔻	0.00	0.00	
	BENOVATE N (CREAM)	BENO-170	DRUGS	•	Cream\Oint 🔻	0.00	0.00	
	BROMOSAPTRIN	BROM-188	DRUGS	-	Tablets 🔹	0.00	0.00	
	BRUFFEN (TABLETS)	C00184	DRUGS	•	Tablets 🔹	0.00	0.00	
		BUSC-000010	DBUGS		Injection -	0.00	0.00	
	Bu Name							
	C By Code		Countral	-				
	C ByGroup Discontinue Re-Intr	oduce	Search	R	eguery Pr	eview Prir	nt <u>E</u> xi	<u> </u>
Re	cord: I							_

Drugs\ N	ledication Detail	S		
Quick Search:			<u> </u>	
stock Item Details				
Code:	AC00180			-
Name:	ACTIFED (TABLETS)			
Group:	DRUGS	<u> </u>		
Unit of Measure:	Tablets	<u> </u>		
Charge/Per Unit:	0.00			
Charge/ Per Unit NHIS:	0.00			
Storage Location:	Main S	tore -		
Discontinued?:	No			
1				

5. To add a new drug to the approved list, select **Drug\Medication Full Details** from the Pharmacy menu. This displays the form above.

- a. Click Add,
- b. Enter the details of the drug including
 - i. the group,
 - ii. unit of measure (to be used for dispensing),
 - iii. Charge per unit for patients,
 - iv. Charge per unit for NHIS Registered Patients and
 - v. Storage location

c. Click Save

- 6. You can print\preview relevant reports as required
- 7. To search for a drug or a group of drugs, select **Drugs\Medication Search** from Pharmacy menu. This displays the interface below.
- 8. Enter the criteria (e.g. Drug Name, Drug Code, etc.).
- 9. Click **Search**. Results of the search will be displayed. Double click on a record to display full details of the drug.
- 10. You can preview or print reports of the search via Preview\Print buttons.

02	Drugs\Medication Search		
	Enter Search Criteria in text boxe	IS	1
		Searc	h
All:	Unit:	Clear	
Drug Name:	Group:		
SCOCK	Operating Location:	Displa	<u>y</u>
	Discontinued:	No Reco	rds:
		0	
Search Results		Double-Click on record to get full	details
		÷	
1 100			
< <u> </u>			

9 Staff Information

Clinic Manager provides a sub module to manage information on the staff of the hospital. This information is important particularly to the consultation information, which must be stamped with the name of the doctor that the patient consulted. Staff details are managed the same way as patients registration details are managed.

9.1.1 To display list of staff

- 1. Select **Staff List** from Staff Details menu. This displays the list of staff shown below.
- 2. To move to a particular staff, select the staff from the combo box Locate Staff.
- 3. Double click on the left edge of the record to display full details of the staff.

	<<< Doubl	e-Click on a record t	o display full staff de	etails						
	Staff ID	SurName	FirstName	MiddleName	NameTitle	Gender	Grade	Step	Category	Status
•	ID\00244	ABAKPA	G.		MB	Male	1	1	HATISS	Inservice
	ID\00132	ABDULLAHI	0.K		MRS	Female	7	1	HATISS	Inservice
	ID\00207	ABENG	E.		MB	Male	3	1	HATISS	Inservice
1	ID\00151	ABOGUNRIN	S.G		MB	Male	5	1	HATISS	Inservice
Ī	ID\00123	ABUBAKAR	A.Y.		MB	Male	7	1	HATISS	Inservice
	ID\00204	ADAMA	E.		MB	Male	3	1	HATISS	Inservice
	ID\00175	ADEBIMPE	A		MR	Female	4	1	HATISS	Inservice
	ID\00218	ADEDOYIN	A.		MRS	Female	2	1	HATISS	Inservice
	ID\00084	ADEDUN	V.0		MRS	Female	9	1	HATISS	Inservice
	ID\00071	ADEGBAYIBI	A.0		MRS	Female	9	1	HATISS	Inservice
	ID\00211	ADEMOSU	A.		MRS	Female	2	1	HATISS	Inservice
	ID\00112	ADENLE	A.		MISS	Female	8	1	HATISS	Inservice
	ID\00172	ADENUGA	1.		MRS	Female	5	1	HATISS	Inservice
	ID\00257	ADEOSUN	J.0		MRS	Female	11	1	HATISS	Inservice
	ID\00162	ADERIBIGBE	0.0		MRS	Female	5	1	HATISS	Inservice
	ID\00181	ADESHAKIN	0.A		MRS	Female	4	1	HATISS	Inservice
	ID\00201	ADESHINA	S.		MISS	Female	3	1	HATISS	Inservice
	ID\00256	ADETUTU	0.0		MRS	Female	11	1	HATISS	Inservice
	ID\00057	ADEWUMI	0.A		DR	Male	10	1	HATISS	Inservice
	ID\00129	ADEYEMI	A.		MRS	Female	7	1	HATISS	Inservice
1	ID\00272	ADEYEMI	F.A		MRS	Female	10	1	HATISS	Inservice
Ī	ID\00186	AFOLAYAN	Y.F		MISS	Female	4	1	HATISS	Inservice
	ID\00091	AGBA	V.A		MRS	Female	9	1	HATISS	Inservice
	ID\00188	AGBI	E		MRS	Female	4	1	HATISS	Inservice
-	ID\00229	AGBONLE	P.		MRS	Female	2	1	HATISS	Inservice

9.1.2 To search for staff details

- 1. Select **Staff Search** from the Staff Details menu. This displays the search interface shown below.
- 2. Specify search criteria in **Basic Search** tab (and Extended search tab).
- 3. You can search by one or a combination of
 - a. Name,
 - b. Surname,
 - c. Middle name,
 - d. First name,
 - e. Gender,
 - f. Designation
 - g. Qualification
- 4. Click **Search**. Results matching the specified criteria will be displayed.

	Enter Search Crite	ria in text hoxes or	the tab then click	Search				-		-
Basic Search	Extended S	earch		o o di o i				Seal	rch	
	Enter search c	riteria then click se	arch (or press ALT	+ S)				No Rec	ords:	
Engl	euro Carda	1	1					15	ł	
Sum	oyeecode.	5						Display	List	
Mide	ame.				To displa	ay all			Ref.	-
FiretN	lame:				personi	nel		Clea	ar	
Gend	ler	Female	-1		Surname	text		1	ien:	
Desic	anation:	i ciliaic			box			Pre <u>v</u> i	BW	
Quali	ification:	00						-	10.1	
Quali	incation.							Brin	nt	
Search Results										
	1000						1			1.0000000000000000000000000000000000000
EmployeeCod Na	ame	NDC	Grade	Step	Gender	MaritalStatus	Status	Category	1	Double-Cli
EmployeeCod Na ID\00132 AB	ame BDULLAHI, O.K. , DERIMPE A MR	MRS	Grade 7	Step	Gender Female	MaritalStatus Married	Status Inservice	HATISS		Double-Cli on a reco
EmployeeCode Na ID\00132 AB ID\00175 AC ID\00218 AC	ame BDULLAHI, O.K. , DEBIMPE, A. , MR	MRS	Grade 7 4 2	Step 1 1	Gender Female Female	MaritalStatus Married Married Married	Status Inservice Inservice	HATISS HATISS HATISS		Double-Cli on a reco to display I staff det
EmployeeCod Na ID\00132 AB ID\00175 AD ID\00218 AD ID\00084 AD	ame BDULLAHI, O.K., DEBIMPE, A., MR DEDOYIN, A., MR	MRS RS	Grade 7 4 2 9	Step 1 1 1	Gender Female Female Female Female	MaritalStatus Married Married Married Married	Status Inservice Inservice Inservice	Category HATISS HATISS HATISS HATISS		Double-Cli on a reco to display I staff det
EmployeeCod Na ID\00132 AB ID\00175 AC ID\00218 AC ID\00084 AC ID\00071 AC	ame BDULLAHI, O.K., DEBIMPE, A., MR DEDOYIN, A., MR DEDUN, V.O., MP DEGRAYIBLA O	MRS RS MRS	Grade 7 4 2 9	Step 1 1 1 1	Gender Female Female Female Female Female	MaritalStatus Married Married Married Married	Status Inservice Inservice Inservice Inservice	Category HATISS HATISS HATISS HATISS HATISS		Double-Cli on a reco to display I staff det
EmployeeCod Na ID\00132 AB ID\00175 AC ID\00218 AC ID\00084 AC ID\00071 AC ID\00071 AC	ame BDULLAHI, O.K., DEBIMPE, A., MR DEDOYIN, A., MR DEDUN, V.O., MR DEGBAYIBI, A.O., DEGBAYIBI, A.O.,	MRS RS IS MRS	Grade 7 4 2 9 9 9 2	Step 1 1 1 1 1	Gender Female Female Female Female Female Female	MaritalStatus Married Married Married Married Single	Status Inservice Inservice Inservice Inservice Inservice	Category HATISS HATISS HATISS HATISS HATISS HATISS		Double-Cli on a reco to display staff det
EmployeeCod Na ID\00132 AB ID\00175 AD ID\00218 AD ID\00084 AD ID\00071 AD ID\00211 AD ID\00211 AD	ame BDULLAHI, O.K., DEBIMPE, A., MR DEDOYIN, A., MR DEDUN, V.O., MR DEGBAYIBI, A.O., DEMOSU, A., MR DENUE, A., MISS	MRS RS IS MRS RS	Grade 7 4 2 9 9 2 8	Step 1 1 1 1 1 1 1	Gender Female Female Female Female Female Female Female	MaritalStatus Married Married Married Married Single Single	Status Inservice Inservice Inservice Inservice Inservice Inservice	Category HATISS HATISS HATISS HATISS HATISS HATISS HATISS		Double-Cli on a reco to display I staff det
EmployeeCod Na ID\00132 AB ID\00175 AD ID\00218 AD ID\00084 AD ID\00071 AD ID\00211 AD ID\00211 AD ID\00112 AD	ame BDULLAHI, O.K., DEBIMPE, A., MR DEDOYIN, A., MI DEDUN, V.O., MF DEGBAYIBI, A.O., MF DEMOSU, A., MRS DENLIGA, I., MRS DENLIGA, I., MRS	MRS SS MRS SS	Grade 7 4 2 9 9 2 8 5	Step 1 1 1 1 1 1 1 1	Gender Female Female Female Female Female Female Female Female	MaritalStatus Married Married Married Married Single Single Married	Status Inservice Inservice Inservice Inservice Inservice Inservice	Category HATISS HATISS HATISS HATISS HATISS HATISS HATISS HATISS		Double-Cli on a reco to display l staff det
EmployeeCod Na ID\00132 AB ID\00175 AC ID\00218 AC ID\00218 AC ID\00071 AC ID\00211 AC ID\00112 AC ID\00112 AC ID\00172 AC	ame BDULLAHI, O.K., DEBIMPE, A., MR DEDOYIN, A., MR DEDUN, V.O., MR DEGBAYIBI, A.O., DEMOSU, A., MRS DENUGA, I., MRS DENUGA, I., MRS DEOSUN, J.O., M	MRS 35 18 18 18 18 18 5 8 8 8	Grade 7 4 2 9 9 2 8 5 11	Step 1 1 1 1 1 1 1 1 1	Gender Female Female Female Female Female Female Female Female Female	MaritalStatus Married Married Married Married Single Single Married Married	Status Inservice Inservice Inservice Inservice Inservice Inservice Inservice	Category HATISS HATISS HATISS HATISS HATISS HATISS HATISS HATISS HATISS		Double-Cli on a reco to display I staff det
EmployeeCod Na ID\00132 AB ID\00175 AC ID\00218 AC ID\00084 AC ID\00071 AC ID\00071 AC ID\00172 AC ID\00172 AC ID\00172 AC	BULLAHI, O.K., DEBIMPE, A., MR DEDUYIN, A., MR DEDUN, V.O., MF DEGBAYIBI, A.O., DEMOSU, A, MR DENLE, A, MRS DENUGA, I., MRS DENUGA, I., MRS DENUGA, I., MRS DENUGA, I., MRS DERUBIGBE, O.O.	MRS AS AS AS AS AS AS MRS	Grade 7 4 9 9 2 8 5 5 11 5	Step 1 1 1 1 1 1 1 1 1 1	Gender Female Female Female Female Female Female Female Female Female Female	MaritalStatus Married Married Married Married Single Single Married Married Married	Status Inservice Inservice Inservice Inservice Inservice Inservice Inservice Inservice Inservice Inservice	Category HATISS HATISS HATISS HATISS HATISS HATISS HATISS HATISS HATISS		Double-Cli on a recc to display l staff det
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- 9.1.3 To create details of a new staff
 - 1. Select **Staff Full Details** from Staff Details menu.
 - 2. Click Add
 - 3. Enter staff details in the
 - a. Employment Information tab
 - b. Physical Features tab and
 - c. **Contact Information** tab
 - d. Click **Insert Photo**, locate and select the staff photo file on your computer.
 - 4. Click Save.
 - 5. You can print\preview staff details via print\preview button.
 - 6. To modify details, click **Modify**, change the detail(s) you want, and then click **Save**.

Staf	f Details			
	Staff Details	Search Name:		
•	ID: ID\00244 Employment Informati	Name: ABAKPA, G. ; MR	ation Changes to Details	
	SurName:	ABAKPA	Employee Status	Inservice •
	FirstName:	G.	Date Employed:	29-Jun-1989
	MiddleName:		Date Confirmed:	26-Jun-1991
	Title:	MR	Date Appointed/Prom:	29-Jun-1989
	Gender:	Male	File No.:	F5H1004\ID\00244
	MaritalStatus:	Married 🗾		
	Payscale	HATISS		
	Grade:	1		
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10 Exporting Reports to other file formats

You would have noticed by now that you can print set of reports from each of the interfaces. All reports can be printed directly to the printer or preview on the screen. However, Clinic Manager offers the flexibility to export report in several file formats such as Microsoft Excel, rich text, snapshot format and any other format supported on your system.

10.1.1 To export to other file format

- 1. From the preview of the report as shown below, select **Export** from **File->Export Information** menu.
- 2. The dialog box shown below will be displayed.
- 3. Enter the file name in **File name**.
- 4. Select the file type to export to in **Save as type**; e.g. Microsoft Excel
- 5. Navigate to the directory\folder to put the file.
- 6. Click **Save**.
- 7. The report will be saved as the specified file type.

Export Report	'PatientsList' As	? 🗙
Save in:	🗀 My Documents 💽 🔶 🛍 🗮 🛪 Tools 🗸	
History History My Documents Desktop	 Adobe My eBooks My Webs My Webs NotificationOfManagement.rtf 	
Favorites		
	File name: PatientsList	<u>S</u> ave
	Save as type: Rich Text Format (*.rtf)	Cancel

- 10.1.2 To export the report as an attachment to e-mail
 - 1. Select Mail Recipient (As Attachment) from File->Export Information menu.
 - 2. Select the file format on the interface displayed, then Click **OK**.
 - 3. Depending on your Internet settings, specify appropriate settings to send the file as an attachment

Send	? 🗙
Select <u>F</u> ormat:	
Rich Text Format	ОК
Snapshot Format Microsoft Excel HTML	Cancel
MS-DOS Text	Output
~	© All
< >	C Selection

11 Appendix

11.1 Example Reports