Admin Guide for ICThospital

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1)Dashboard- top

ICTHospital gives an overall view and information about the hospital as regarded to Management,Department, Appointment, Doctors, Nurses, Patients and so on.In ICTHospital all the Management is done through automated online ICTHospital software system. ICTHospital system fulfill all the requirements regarding to the hosiptal very quickly and easily.ICTHospital has provided the human with many facilities to be fulfilled automatically .

dashboard

2)Departments- top

Department is to give the detail of the Lists of departments in hospital.Lists can also be selected to view as "

All" or to view the list as in numbers like 10,25,50,100 etc.Lists can also be "Edit" or "Delete".New list of Department can also be added by click on "Add new" button.Type the "Department name" and "Description".Click on "Submit" button.

department

3)Doctors- top

Doctor is person who maintains or restores human health through the practice of medicine. There are many different types of doctors, like specialists, emergency room doctors, surgeons, and laboratory physicians.

1.List of doctors- top

Doctors list show the detail about the doctor as Information of doctor,Edit is to do changes in an information of doctor,Appointments taken from doctor,Holiday of doctor,Time schedule when doctor is available,Detail of the doctor can also be deleted."Add new" is used to add the detail information about the doctor and after adding the details click on "Submit" button.

list

2.Treatment History- top

Treatment History shows the detail about how many patients are treated by the doctor.List of all the patients can be also viewed through date.Treated from "Date from" till "Date to".Click on "Submit" button to view the detail.

history

4)Patient- top

A patient is a person often ill or injured and in need of treatment by the doctors,nurse, physician, nurse, psychologist, dentist, veterinarian, or other health care provider.

1.Patient list outdoor- top

Patient list outdoor shows the patient registered lists that is to check from doctor.Patient is register as by "Click" on "Add new" button.Type the details as Name,Password,Address,phone,Birth date and select the doctor from list etc.Then click on "Submit"button.Patient information can also be viewed in info,It can also be Edit,History is to "add new" patient or to "delete" a patient.Membership is to "Add New Membership".Payment history is to view the payment submit "Date from" till "Date to".Payment can also be "Invoice" and "Deposit".

outdoor

2.Patient list indoor- top

Patient list indoor shows the patient registered lists that is to check from doctor.Patient is register as by "Click" on "Add new" button.Type the details as Name,Password,Address,phone,Birth date and select the doctor from list etc.Then click on "Submit"button.Patient information can also be viewed in info,It can also be Edit,History is to "add new" patient or to "delete" a patient.Membership is to "Add New Membership".Payment history is to view the payment submit "Date from" till "Date to".Payment can also be "Invoice" and "Deposit".

indoor

3.Payments- top

Payment is to view the history of the patient payment.A patient is registered through click on "Register Patient".History is viewed by click on "Payment History" button.

payment

4.Case Manager- top

Manage the case of the patient.Type the Date,Patient name,Title and case.Click on "Submit" button.List of all the patient case added can be viewed in "All Case".It can also be viewed through selecting the numbers.

casemanager

5.Document- top

Document is to add the patient document by click on the "Add New" button.Type the "Patient Name" and "Title".Select the "File" from the "Choose File" and click on "Submit" button.

documents

5)Schedule- top

Schedule consists of a list of times at which possible tasks, events, or actions are intended to take place. Schedule is a plan of things to be done and the time when they will be done.

1.All Schedule- top

All Schedule is to view the schedule of the patient appointed by the doctor.Click on "Add New" button.Select the Doctor, weekday, Start time ,End time and "Appointment duration".Click on "Submit" button.

schedule

2.Holidays- top

Holidays is to view the list of the doctors that are on holidays.Click on "Add New" button.Select the doctor and type the date.Click on "Submit"button.Table shows the data of the doctor.

holidays

6)Appointment- top

Appointment is a visit or meet someone at particular time and place.As the patient takes an "Appointment" to meet the Doctor.Time is assigned to patient at which time to come.

1.All- top

Appointment is added by click on "Add Appointment" button. Select the Doctor,Patient,Date,Avaliable slots,Appointment status.Type Remarks,Pulse,weight, Blood pressure,Temperature,Doctor Fee and Discount.Click on "Submit" button.Appointment can be viewed as All,Pending Confirmation,Confirmed,Treated,Cancelled and Requested.

all

2.Todays - top

Today's Appointment shows the list of the today patients appointments from Doctor.Click on "Add Appointment" button.Select Doctor,Patient,Date,Avaliable slots,Appointment status.Type Remarks,Pulse,weight, Blood pressure,Temperature,Doctor Fee and Discount.Click on "Submit" button.

todays

3.Upcoming Appointment- top

Upcoming Appointment shows the list of the appointments that are going to be taken by the doctor for the patient.Click on "Add Appointment" button.Select Doctor,Patient,Date,Avaliable slots,Appointment status.Type Remarks,Pulse,weight, Blood pressure,Temperature,Doctor Fee and Discount.Click on "Submit" button.

upcoming

4.Calender- top

Appointment Calender is to view the Appointments according to Month,Week and days.

calendar

5.Appointment Request- top

Appointment Request is the Appointment that is requested by the Patient for the Doctor.It shows the data of the patient appointed in the Table.

request

7)Human Resources- top

Human Resources involve those people that are responsible for the maintenance of an organization.

1.Nurse- top

Click on "Add Nurse" button.Type the Name,Email,Password,Address,Phone and select the images in choose file.Click on "Submit" button.List of nurses added can be viewed in a table.

nurse

2.Pharmacist- top

Click on "Add Pharmacist" button. Type the Name,Email,Password,Address,Phone and select the image in choose file.Click on "Submit" button.List of pharmacist can be viewed in a table.

pharmacist

3.Laboratorist- top

Click on "Add New " button. Type the Name,Email,Password,Address,Phone and select the image in choose file.Click on "Submit" button.List of laboratorist can be viewed in a table.

laboratorist

4.Accountant- top

Click on "Add accountant " button. Type the Name,Email,Password,Address,Phone and select the image in choose file.Click on "Submit" button.List of accountant can be viewed in a table.

accountant

5.Receptionist- top

Click on "Add new " button. Type the Name,Email,Password,Address,Phone and select the image in choose file.Click on "Submit" button.List of receptionist can be viewed in a table.

receptionist

8)Financial activities- top

Financial activities are taken by the organization to fulfill its goals and objectives.

1.Payments- top

Payments show the list of amount in tables in which the added payment could be edit,invoice and delete. Data of payments is saved permanently or is deleted.

payments

2.Add Payments- top

Click on "Add Payment" button. Select Patient,Refd by doctor and select items. Type the "Note"and "Deposited Amount". Select the deposit type. Click on "Submit" button.

addpayment

3.Payment Procedures- top

Click on "Create payment procedure" button.Type the category Name,Description,Category price,Doctors comission rate.Select the type and click on "Submit"button.

paymentprocedures

4.Expense- top

Expense shows the list of table .The list contain the overall data about the Expenses.List can also be viewed by selecting the numbers given at the lefttop of the page of Expense.

expense

5.Add Expense- top

Click on "Add Expense" button. Select the category. Type the amount and note. Click on "Submit" button.

addexpense

6.Expense categories- top

Click on "Add Expense Category". Type the "category" and "Description".Click on "Submit" button.

expensecategory

9)Prescription- top

Click on "Add New" button.Type the date,Select the patient,Select the doctor,Upload history report and note report.Select the Medicine.Click on "Submit" button.

prescription

10)Lab Test- top

Lab Test are the test taken of the patient and given the detail report about their tests.

1.Lab patient List- top

Lab Patient List shows the list of the patient in a table.These patient list can edit and delete patient.Invoice and Lab detail is also available in the table.

labpatient

2.Add Lab Report- top

Click on "Add Lab Report" button.Select the patient,Select the Refd by Doctor.Type the date,Type the recording date,Select the Lab category.Type the Note,The Deposited amount and click on "Submit" button.

labtest

3.Test Category- top

Click on "Add Lab Test" button.Type the Category name,Description,Reference value and click on "Submit" button.

testcategory

4.Template- top

Click on "Add Template" button. Select the Lab category,Type the template name,Category price. Select Template from "Add more fields". Click on "Submit" button.

template

11)Medicine - top

Medicine is bought by the patients.Patients are recommended medicine after treatment from doctor.These medicine help them to stay fit.

1.Medicine List - top

Medicine list shows the list of the medicine in a table.This list contain the medicine Name,Category,Price,Quantity and expiry date etc.Medicine can be edit and deleted.The "Load" button is to add Quantity.

medicine

2.Add Medicine - top

Click on "Add medicine" button.Type the name of the patient,select the category,Type the Purchase price,Sale price,Quantity,Generic name,Company,Effects,Store box and Expire date.Click on "Submit" button.

addmedicine

3.Medicine Category - top

Click on "Create medicine category".Type the "Category name" and "Description".Click on "Submit" button.From list of medicine category medicine detail is also edit and delete.

medicinecategory

4.Add Category- top

Click on "Add category".Type the Category Name.Type the Description.Click on "Submit" button.

addcategory

5.Medicine stock alert- top

Click on "Add medicine".Type Name,Select Category,Write Purchase Price,Sale Price,Quantity,Generic name,Company.Effects,Store box and Expire date.Click on "Submit"button.Medicine Stock Alert list is to edit and delete the medicine when require to do so.

medicinestock

12)Pharmacy- top

Pharmacy is the process of reviewing drugs and providing additional clinical services.

1.Dashboard- top

Pharmacy dashboard is to view the detail of the Today sale,Today Expense,Medicine and Staff.A view of Sales Graph,Latest Sale,Latest Expense and Latest Medicines.Detail of about Statistics this month.

dashboardp

2.Sale- top

Sale is to view the list of the Pharmacy All Sale.

sales

3.Add new Sale- top

Click on "Add sale" button.Select the item from the "Pharmacy Point of sale" and click on "Submit" button.

addnew

4.Pharmacy Expenses- top

Shows the list of the expenses .The list of table includes the category,Date,Amount and Option.

expensep

5.Add Expenses- top

Click on "Add Expense" button.Type the Category and Amount.Click on "Submit" button.

addexpensep

6.Expense Categories- top

Click on "Add Expense category" button.In Pharmacy Add Expense category,Type the Category and Description.Click on "Submit" button.

addexpensec

7.Pharmacy Report- top

In pharmacy report to get the report write the date range as "Date from" to "Date to".Click on "Submit" button to get the results of the reports.Just by typing the date overall report list is begin viewed.

pharmacyr

13)Donor- top

Donor a person help patient in hospital in case of requirement of the blood.

1.Donor List- top

Donor list shows a list of table of the persons those has donated the blood. List contain the detail of the person as Name,Blood group,Age,Phone,Email etc.

donorl

2.Add Donor- top

Click on "Add donor" button.Type the Name,Blood group,Age,Last Donation date,Phone,Select the Sex,Type the Email. Click on "Submit" button.

donora

3.Blood Bank- top

Blood Bank shows the list of the table that contain Blood Group, Status and option to edit.Update Blood Bank by typing the Group and Status.Click on "Submit"button.

bloodb

14)Bed- top

Bed is allotted to the patient in the hospital.

1.Bed List- top

Bed List shows the list of the table that contain Bed Id,Description,Status and Options.In options the Bed id is edit or delete.

bedlist

2.Add Bed- top

To Add Bed click on "Add new" button.Type the Bed category,Bed Number and Description.Click on "Submit" button.

addbed

3.Bed Category- top

Click on "Add New" button.Type the "Category" and "Description".Click on "Submit" button.A List of Bed category table appears.

bedcategory

4.Bed Allotments- top

Bed Allotment shows the list of the table of Allotted Beds.The list contain the Bed Id ,Patient,Alloted time ,Discharge time and Option.An option to edit or delete.

bedallot

5.Add Allotments- top

Click on "Add New Allotment" Button.Select the Bed Id,Patient.Type the Allotted time and the Discharge time.Click on "Submit" button.List of table of new alloted bed appears.

addallot

15)Reports- top

Report is to give the detail information about the Doctors and Patients.

1.Financial Report- top

Financial Report is to get the detail as by typing the date as "Date from" to "Date to" and then click on the "Submit" button.It shows the detail as the Income and Expense.

financialr

2.User Activity Report- top

Shows the list of Activities by all users.Includes User Name,Bill Amount,Payment received,Due amounts and Options.

useractivity

3.Birth Report- top

Birth report shows the list of table of the patient birth detail.Click on "Add new report" button.Select type,write description,Select Patient,Select doctor,Type the date and click on "Submit" button.

birthr

4.Operation report- top

Operation report shows the list of table of patient operation detail.Click on "Add new report" button.Select the type,write description,select patient,select doctor,Type date and click on "Submit" button.

operationr

5.Expire report- top

Expire report show the list of patient those are expired.Click on "Add new report" button.Select the type,write description,select patient,select doctor,Type date and click on "Submit" button.

expirer

6.Doctors comission

To view the detail about the doctor comission write the date as "Date from" to "Date to".Click on "Submit" button.A list of table with Doctor Id,Doctor,comission,Total and Option Appears.

doctorsc

16)Notice- top

Notice is a type of reminder given to the patients about their Appointments.

1.Notice- top

Notice shows a list of table that contain Title, Description, Notice, Date and Option.

notice

2.Add Notice- top

Click on "Add notice" button.Type title,Select notice for,write description and date.Click on "Submit" button.

addn

17)Email- top

Email is the SMS send to the Doctors,Patients and others for different appointments,meetings etc.

1.New- top

Select the send email to ,Type the subject,Type the message .Click on "Send Email" button.

newemail

2.Send Messages- top

Send messages shows the list of the table to whom the message is sent.It includes date,message,recipient and options.

sentemail

3.Settings- top

Email setting must be the email from your server. Suppose you host the script in codearistos.net.Then your admin email must be something@codearistos.net for sending the email properly.TYpe the Admin Email and click on "Submit" button.

settingsemail

18)SMS- top

To send SMS type the message and select the persons to whom has to send the SMS.

1.Write Message- top

Select the persons to whom the SMS is to sent.Type the message and click on "Send SMS" button.

writemessage

2.Sent Message- top

Sent message shows the list of the persons to whom the SMS is sent.The list includes Date,Message,Recipient and Options.

sentmessage

3.SMS Setting- top

SMS setting is to "Select SMS gateway" from the option given above and click on "Submit" button.It also manages the SMS Gateway.

19)Website- top

1.Visit site- top

Visit the site of the ICThospital.

visitsite

2.Website settings- top

Select the type of setting you want as General settings,Block text settings and Social settings.Click on "Submit" button.

website

3.Slide- top

Slide shows the list of the Hospital selected.Click on "Add Slide" button.Type the Title,Text1,Text2,Text3,Position and select the status and image.Click on "Submit" button.List has an option to Edit and Delete the slide added.

slide

4.Service- top

Click on "Add service" button.Type the Title and Description,Upload the image by click on "Choose file" button.Click on "Submit" button.From the list the services can be edit and delete.

service

5.Featured Doctors- top

Click on "Add Doctor" button.Type the Name,Profile and Description.Select image to upload.Click on "Submit" button.List of featured doctor appears.It allows to edit or delete the featured doctor from list if required.

featured

20)Settings- top

Settings is to maintain the overall system of the hospital which includes each and everything as management,appointments etc.

1.System settings- top

Type the System name,Title,Address,Phone,Hospital Email,Currency.Select the Invoice logo file by click on "Choose file".Then "Click" on submit button.

systemsettings

2.Membership- top

Type the Membership name, Membership Price, Membership Discount,Expiry duration and click on "Submit" button.Membership list of table appears that allow to edit or delete the selected Membership.

membership

3.Payment Gateways- top

Select the Payment Gateway and click on "Submit" button.Select which payment is to avail as Pay U money or PayPal.These payment can also be managed by click on "Manage" button.

paymentgate

4.Language- top

Select the type of language and click on "Submit" button.A list of language is available.

language

5.Backup Database- top

Backup Database is to keep the record of all the data of the hospital.So that it may not be lost in case of any issues that occur.It must be kept save in Backup.

backup

21)Profile- top

To Manage the profile type the Name,Type the Change Password and Type the Email.Click on "Submit" button.Profile is created.

profile