

# **SKYTECHNG HOSPITAL MANAGEMENT SYSTEM USER MANUAL**

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# CHAPTER ONE

## Overview

The consciousness of the Information & Communication Technology age in which we live has always been a thing we cannot do without.

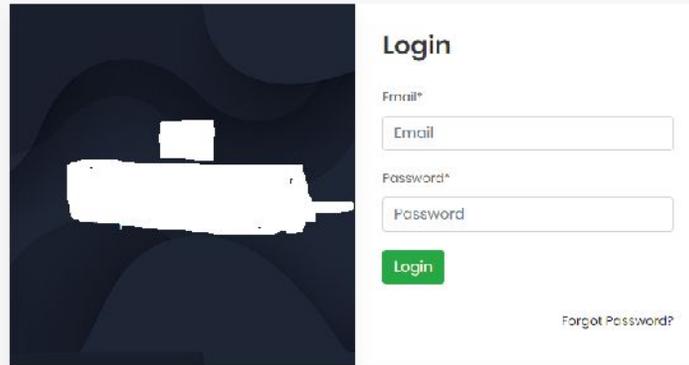
In the recent times, Hospitals, individuals, business organizations, banks, government parastatals, non-profit organizations, Shops, schools and Ministries all have gone online (on the internet), exposing themselves to the world over: sharing their visions, advertising their products/services, posting of documents across the world (data transfer), uploading their information for easy access by all who need it wherever they are in the world.

**Your Hospital** must not be left out! It is learned that most hospitals have already gone online because of the present demand to satisfy the expectations of this Information & Communication age. It has reached a good time to see need for a website/information system that will take you to the web.

This Electronic Health Records System is the most complete and multi-functional hospital or medical center management system online/offline. It collaborates admin, patients, doctors, nurses, Laboratory Technicians, pharmacists, receptionist, accountants so that all the paper works and manual tiresome works can be automated easily and efficiently.

# CHAPTER TWO

## Introduction



- Hundreds of automation features
- 8 type of user accounts
  - Admin login
  - Doctor login
  - Patient login
  - Nurse login
  - Receptionist login
  - Laboratory Technician
  - Pharmacist login
  - Accountant login
- Easiest appointment booking system
- Private communication with doctors
- Easiest management of hospital accommodations
- Tracking of medicines
- Records of blood donors
- Records of diagnostics and reports
- Payroll management
- User friendly accounting
- Patient Management
  - Ability to request appointment with a doctor
  - Keep records of patient's prescriptions and medications
  - Keep track of patient's payments

- See all diagnostics
- Manage operation reports
- Private communication between doctor and patient
- Manage Doctors
  - Searchable doctor's list with full profile
  - Categorize doctors according to departments
- Hospital management
  - Manage blood bank
  - Keep records of blood donors
  - Allotment of beds and cabins
  - Keep records of medicines
  - Ability to save reports
  - Pay slip generation for hospital staffs
- Take care of tiresome paperworks
  - Ability to add receptionists to take appointments
  - Add pharmacists to take care of medicines
  - Add nurses to look after patients' information
  - Automated generation of diagnostic reports
  - Automated generation of prescriptions
  - Easiest billing system
- Create your own website with your contents
  - Ability to set emergency contacts, opening/closing hours
  - Manage the services you provide
  - Ability for patients to request appointments from website
  - Simple yet convenient blog
  - Expose your hospital to the world

# CHAPTER THREE

## User Account Creation

There are eight (8) user types on the system, which are listed below

- Admin login
- Doctor login
- Patient login
- Nurse login
- Receptionist login
- Laboratory Technician
- Pharmacist login
- Accountant login

**Admin:** the admin user role can create user accounts for Doctor, Patient, Nurse, Receptionist, Laboratory Technician, Pharmacist and Accountant. Only an Admin user can create a Admin user account.

**Doctor:** The doctor user role can only create user accounts for Patient.

**Patient:** The patient user role cannot create any user account.

**Nurse:** The nurse user role can only create accounts for patents

**Receptionist:** The receptionist user role can only create accounts for patients

**Laboratory Technician:** The Laboratory Technician user role cannot create any user account.

**Pharmacist:** The Pharmacist user role cannot create any user account.

**Accountant:** The Accountant user role cannot create any user account.

# CHAPTER FOUR

## User Account Role Rights

**Admin:** The Admin user role can manage and create departments for the hospital. Monitor payment history, Monitor bed allotment, Monitor blood bank, Monitor medicine, Monitor operation report, Monitor birth Report, Monitor death report, Create Payroll for staff, add notice that every user will see on their dashboard, View contact emails, edit own account, perform online-offline synchronization.

**Doctor:** The Doctor user role can view patient appointments, create appointments, Add prescription for patients, Manage bed allotment, Add medical report for patients, View own payroll, Intranet Messaging with patients , Edit user own account.

**Patient:** The Patient user role can view and create appointments, can view own prescription, can view doctors profile, can you blood bank management, can view admission history, can view operation history, can see own invoices, Intranet Messaging with doctors, Edit user own account.

**Nurse:** The nurse user role can manage hospital bed space, allot bed space to patience, Manage blood bank, add blood bank donor, Add medical report for patients, View own payroll, Edit user own account.

**Receptionist:** The receptionist user role can view appointments, create appointments between a patient and a doctor, View own payroll, Edit user own account.

**Laboratory Technician:** The Laboratory Technician user role can manage blood bank, add blood bank donor, upload Pathology Report, View own payroll, Edit user own account.

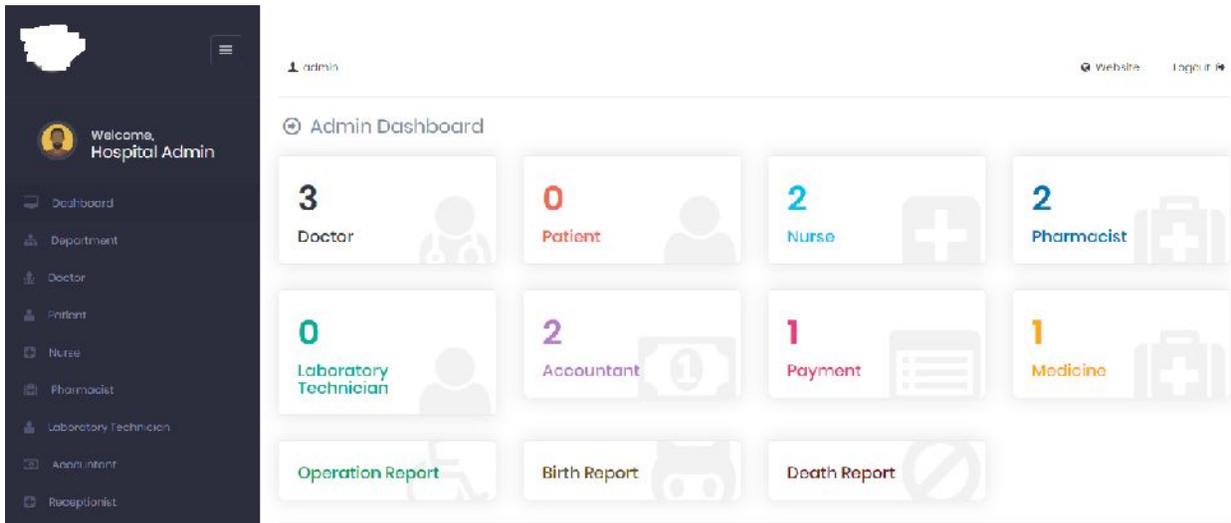
**Pharmacist:** The Pharmacist user role can create medicine categories, Manage Medicine, Sale out Medicine, View own payroll, Edit user own account.

**Accountant:** The Accountant user role can create invoice for patients, manage invoice, View own payroll, Edit user own account.

# CHAPTER FIVE

## Admin Login

The admin is able to do a lot of things. For you to access the admin dashboard your login must have the full rights of an admin.

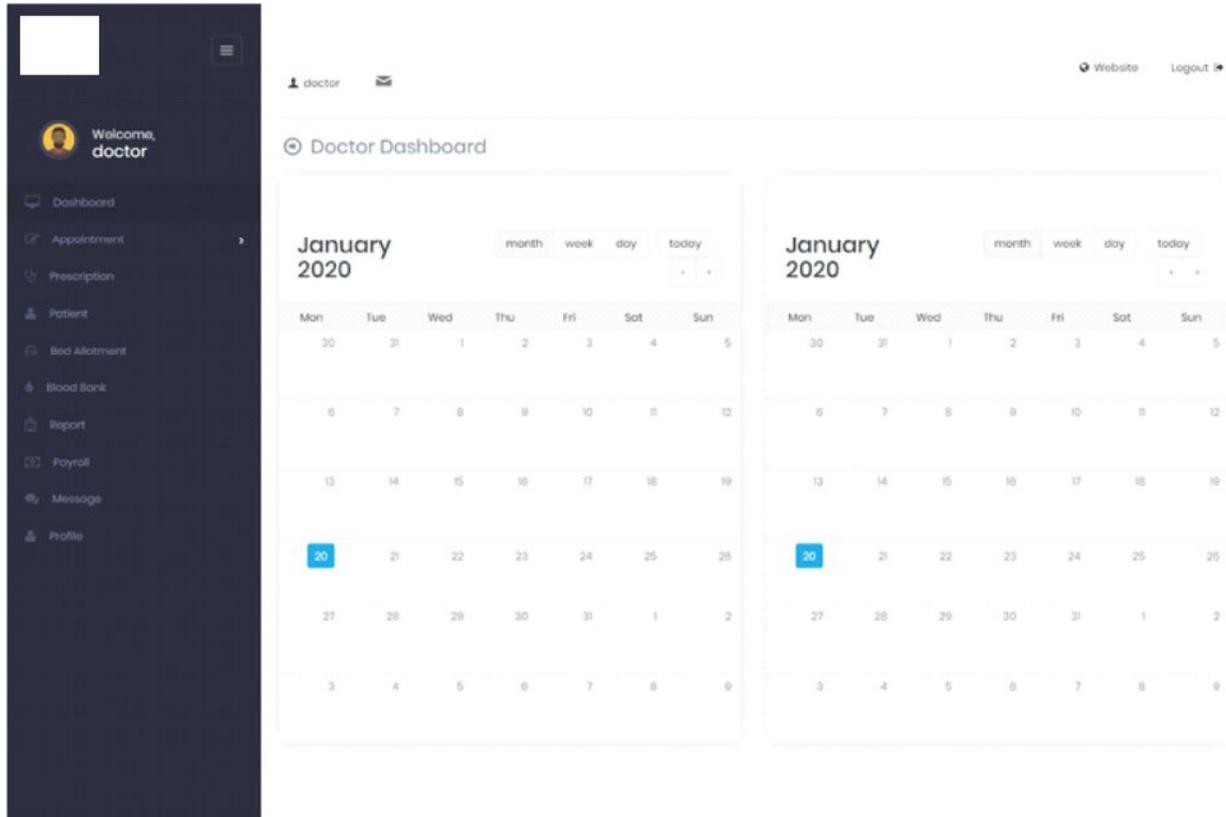


- **Dashboard:** Here you will see a summary of the hospital activities
- **Department:** Here you can add the departments in the hospital
- **Doctor:** Here you can add/edit/delete Doctors
- **Patient:** Here you can add/edit/delete Patients
- **Nurse:** Here you can add/edit/delete Nurse
- **Pharmacist:** Here you can add/edit/delete Pharmacists
- **Laboratory Technician:** Here you can add/edit/delete Laboratory Technicians
- **Accountant:** Here you can add/edit/delete Accountants
- **Receptionist:** Here you can add/edit/delete Receptionists
- **Monitor Hospital :** Here you can monitor the full activities of the hospital
  - Payment History: Here you will see all payments made in the hospital
  - Bed Allotment: Here you will see all allotted Bed space in the hospital
  - Blood Bank: Here you will see all records of the hospital blood bank

- Blood Donor: Here you will see records of Blood Donors
- Medicine: Here you will see the records of all the medicines in the hospital
- Operation Report:
  - Birth Report: Here you will see all records of all Birth Reports
  - Death Report: Here you will see all records of all Death Reports
- Payrol: Here you can generate Monthly payrol of the staff of the hospital
- Noticeboard: Here you can post notice for staff of the hospital
- Settings: this is a section reserved only for Webmaster
- Frontend: this is a section reserved only for Webmaster
- Contact Emails:
- Account: this is where admin can change his/her name and password.
- Synchronization : For Synchronization,
  - Firstly, Click on Offline Sync (Local To Live Synchronization),  
Click on Sync, then
  - Finally, Click on Live Sync (Live To Local Synchronization),  
Click on Sync

# CHAPTER SIX

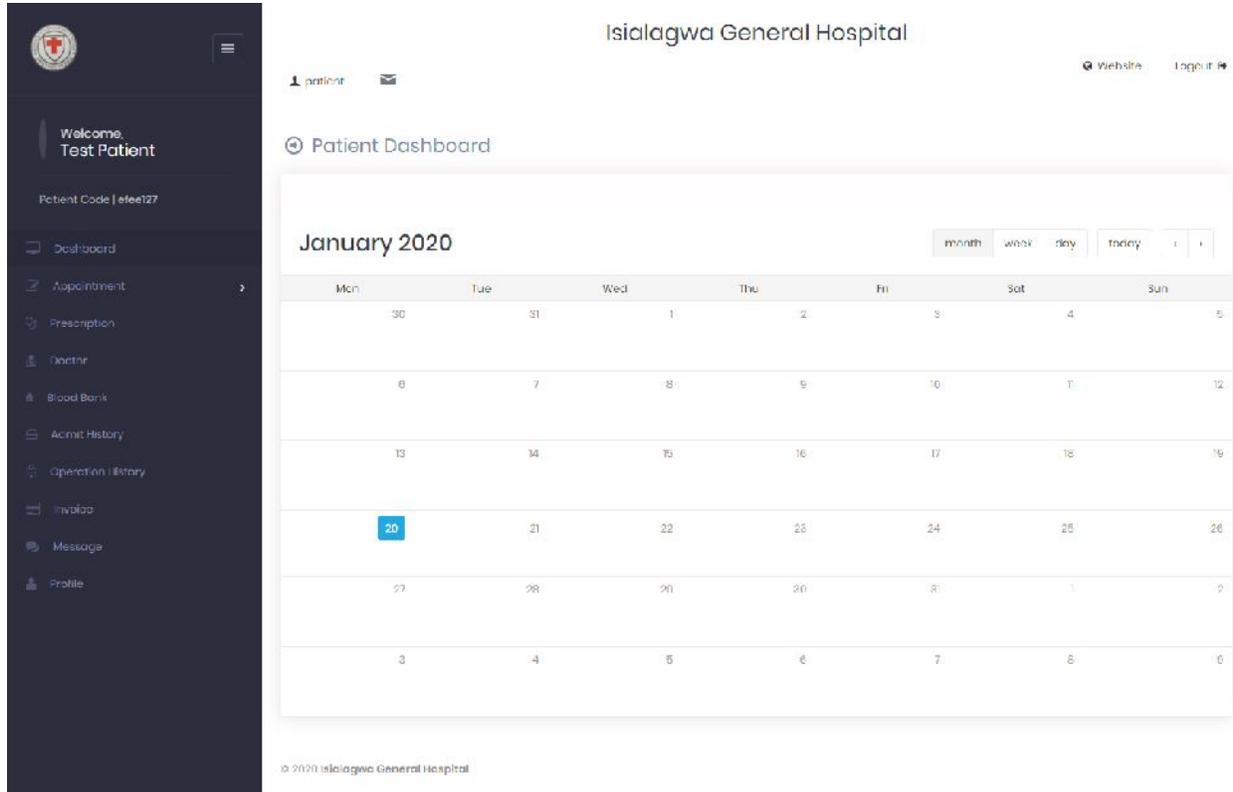
## Doctor Login



- **Dashboard:** Here you will see a summary of your activities
- **Appointment:**
  - Appointment List: List of appointments
  - Requested Appointments: Requested appointments
- **Prescription:** This is where you add prescriptions for patient
- **Patient:** Here you can add/edit/delete Patients
- **Bed Allotment:** Here you can allot bed space to patient and see allotted bed space
- **Blood Bank:** Here you can see Blood Donor List and Blood Bank Status
- **Report:** Here you can see Operation/Birth/Death Report, you can also export reports and add reports
- **Payroll:** Here you can see your payroll
- **Message:** Here you can send message to any user on the system
- **Profile:** Here you can edit your profile and change your password

# CHAPTER SEVEN

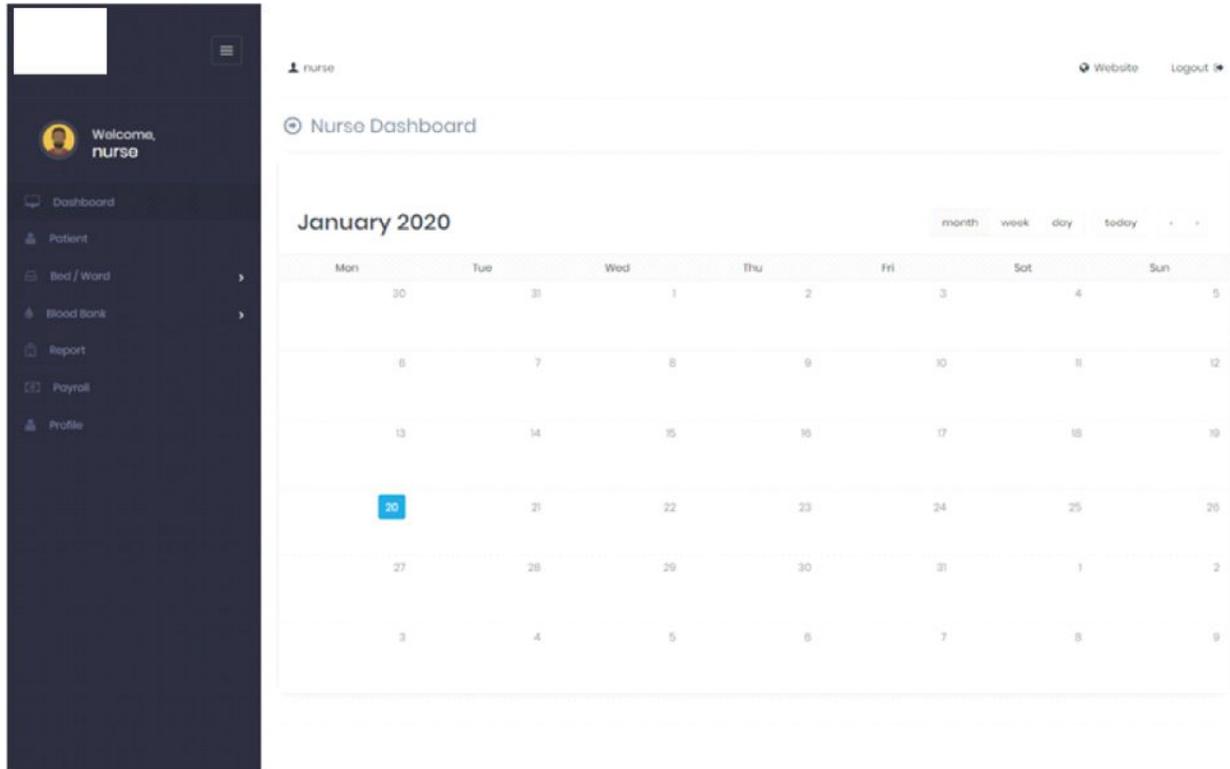
## Patient Login



- **Dashboard:** Here you will see a summary of your activities
- **Appointment:**  
Appointment List: List of appointments  
Requested Appointments: Requested appointments
- **Prescription:** Here you can see your prescriptions
- **Doctor:** Here you can see list of doctors
- **Blood Bank:** Here you can see Blood Donot List and Blod Bank Status
- **Admit History:** Here you can see your admission history in the hospital
- **Operation History:** Here you can see your operation history in the hospital
- **Invoice:** Here you can see your invoices
- **Message:** Here you can send message to any user on the system
- **Profile:** Here you can edit your profile and change your password

# CHAPTER EIGHT

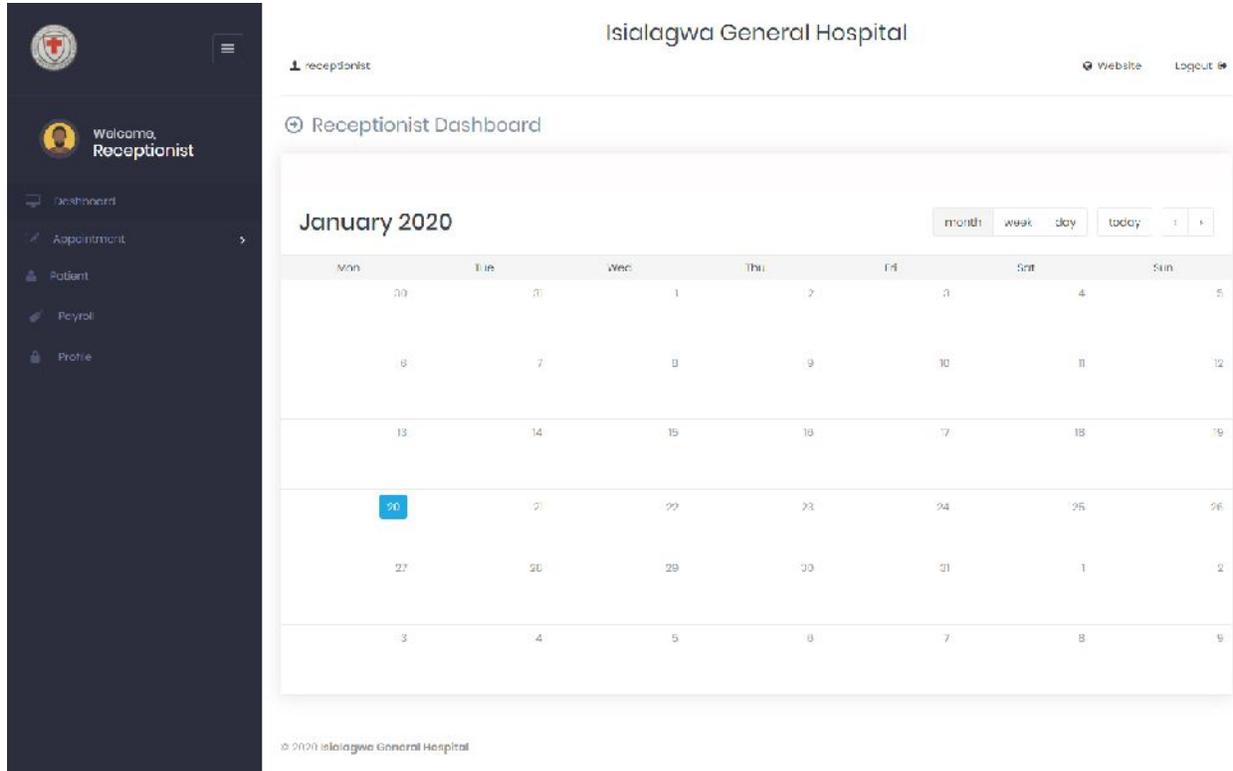
## Nurse Login



- **Dashboard:** Here you will see a summary of your activities
- **Patient:** Here you can add/edit/delete Patients
- **Bed/Ward:** Here you can manage bed space, allot bed space
- **Blood Bank:** Here you can manage Blood Bank/ Manage Blood Donor
- **Report:** Here you can see Operation/Birth/Death Report, you can also export reports and add reports
- **Payroll:** Here you can see your payroll
- **Profile:** Here you can edit your profile and change your password

# CHAPTER NINE

## Receptionist Login

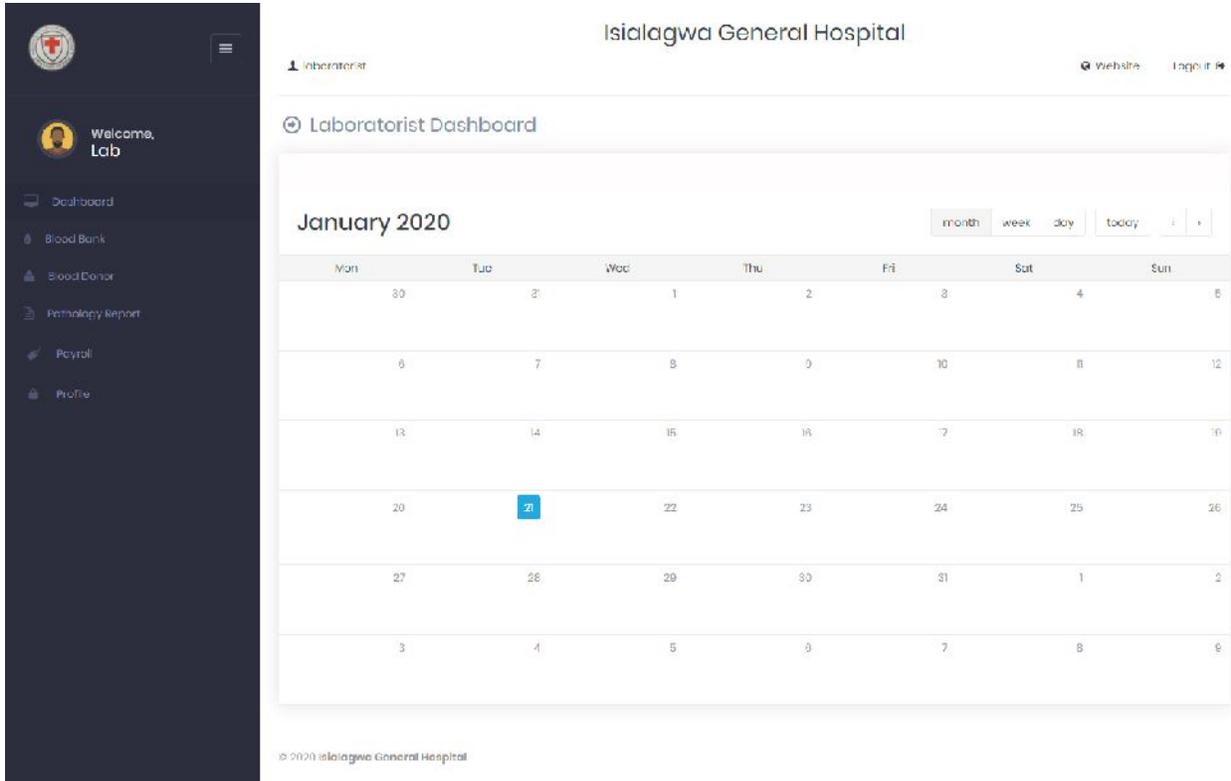


- **Dashboard:** Here you will see a summary of your activities
- **Appointment:**
  - Appointment List: List of appointments
  - Requested Appointments: Requested appointments
- **Patient:** Here you can add/edit/delete Patients
- **Payroll:** Here you can see your payroll

**Profile:** Here you can edit your profile and change your password

# CHAPTER TEN

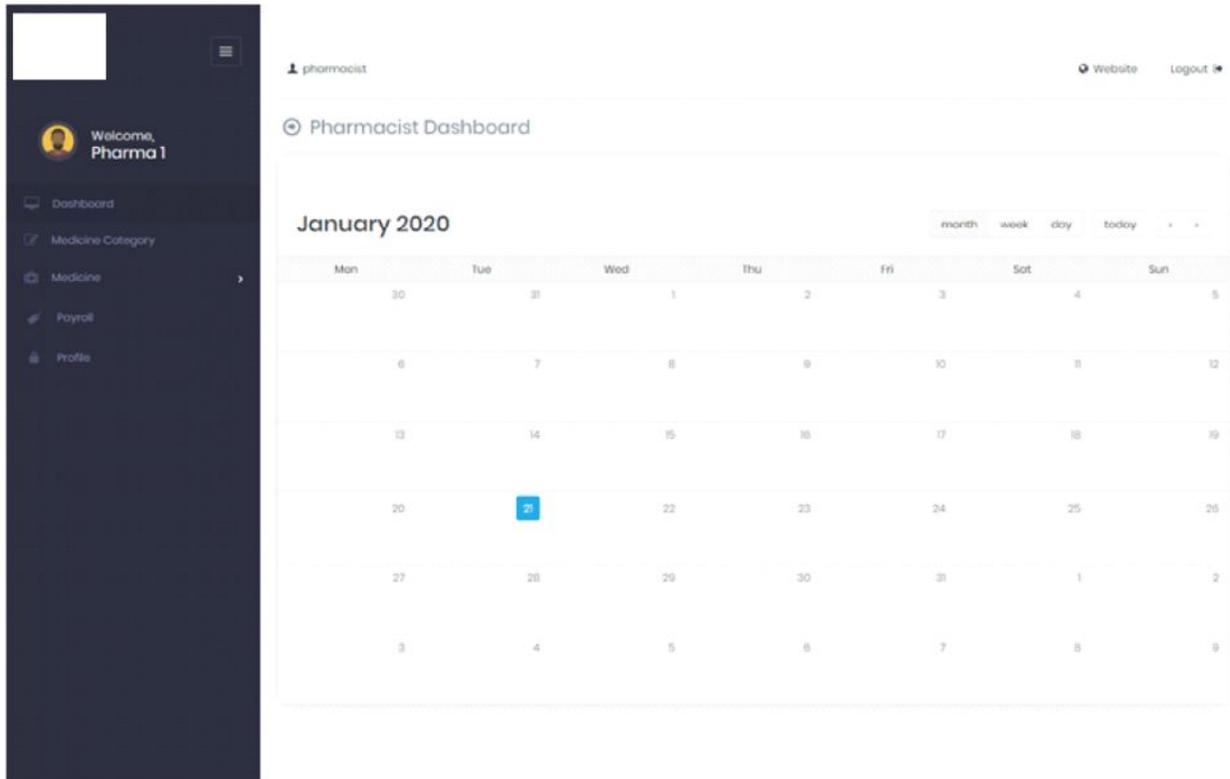
## Laboratory Technician Login



- **Dashboard:** Here you will see a summary of your activities
- **Blood Bank:** Here you can manage Blood Bank
- **Blood Donor:** Here you can manage Blood Donors
- **Pathology Report:** Here you can upload the pathology report of patients for the Doctors review etc.
- **Payroll:** Here you can see your payroll
- **Profile:** Here you can edit your profile and change your password

# CHAPTER ELEVEN

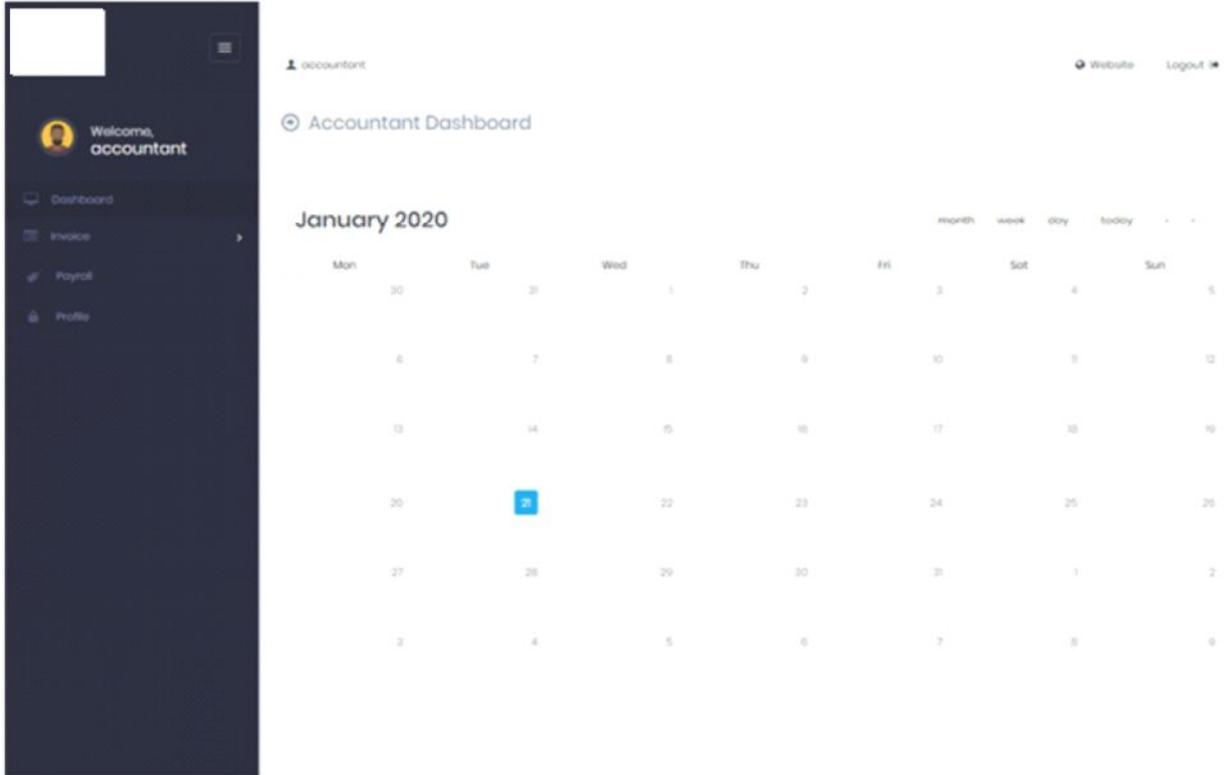
## Pharmacist Login



- **Dashboard:** Here you will see a summary of your activities
- **Medicine Category:** Here you can add the categories of the medicines instock in the hospital
- **Medicine:**
  - Manage Medicine: Here you can add medicines
  - Medicine Sales: Here you can sale medicine out, you can also print out receipts via thermal printer
- **Payroll:** Here you can see your payroll
- **Profile:** Here you can edit your profile and change your password

# CHAPTER TWELVE

## Accountant Login



- **Dashboard:** Here you will see a summary of your activities
- **Invoice:**
  - Add Invoice: Here you can add invoice, Paid or unpaid invoice. the invoice can also be printed out via a thermal printer
  - Manage Invoice: Here you can View/Edit/Delete and invoice
- **Payroll:** Here you can see your payroll
- **Profile:** Here you can edit your profile and change your password