

User Manual For e-Sushrut (Billing Module)

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Login Process: -

In this process, **REGISTRATION Clerk/Operator** has to enter the User ID & Password in the respective login screen. As shown below:

Step 1:- Enter '**user Id**' and '**Password**' then click on '**Login**' button after successful login, menu screen will appear.



Login Form

Errors and exceptions in Login

Your Login may fail due to any of the following:

- Incorrect User Id or password
- User login expired
- Network / Server failure

In all cases of errors, the system will display relevant error message.

Incorrect Login name or password

The system will display **Login Failed** message: -



Figure I

This error could occur because the user has entered the User Id /or password incorrectly.

User Login Expired

In the user management module, corresponding to every new user created, the expiry date for that user ID is stored. Upon reaching the expiry date, the user would not be able to login successfully.

Network / Server failure

In the case where your system is unable to establish a network connection with the designated server the system will display a message. Please contact the administrator for further instructions.

Forgot Password: -

All the Users of Hospital Management Information system (HMIS) have been allotted user name and Password. User name is a name, which will enable the user to log on to the HMIS. The password is like a digital signature. It is very imperative that one should keep one's password a secret. Disclosing your password is like telling the secret code of a number lock to someone. Whenever a user saves a crucial record into the database, his user name is also attached to the

record. At any given point later the System administrator can find out who saved the record into the database. So if someone knows your Password he will log on to the system using it and add anything into the database and you could be held responsible for it later. Never disclose your Password to anyone and do not keep your name, family member's names or anything that can be guessed by people around you as Password

Note: - If forgot your password then follow following steps: -

Step 1: - Click on 'Forgot Password'



Figure II

Step 2: - Select hint question from list box and answer the hint question or click on change password by Mobile & OTP

Step 3: - Click on 'Next' button.

Forgot Password Details

☐ Change Password By Mobile & OTP
 ☒ Change Password By Hint Question

* User Name

* Hint Q Please Select This Option

* Answer

50 + 8 =

Enter Captcha

Captcha is Empty! Please Enter Captchal

Figure III

Forgot Password Details

☒ Change Password By Mobile & OTP
 ☐ Change Password By Hint Question

* User Name

Validate & Generate OTP

50 + 8 =

Enter Captcha

Captcha is Empty! Please Enter Captchal

Figure IV

Step 4: - Enter new password and reenter password in confirm password field, then click on 'Save' to save the password.

After that you will get a message 'Your password has been changed'

Login Form: -

Step 1: - Enter 'User Id', 'Password' and Captcha and then click on 'Login' button.

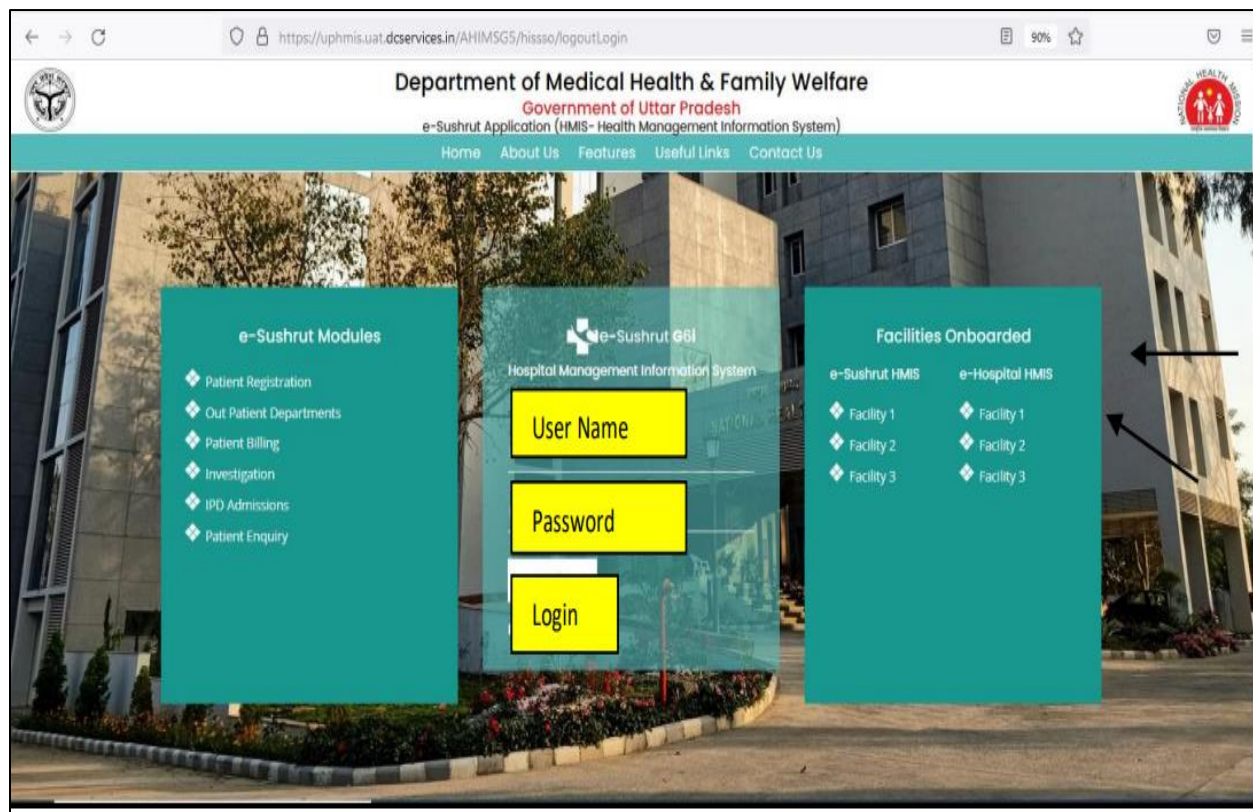


Figure V

HIS Services

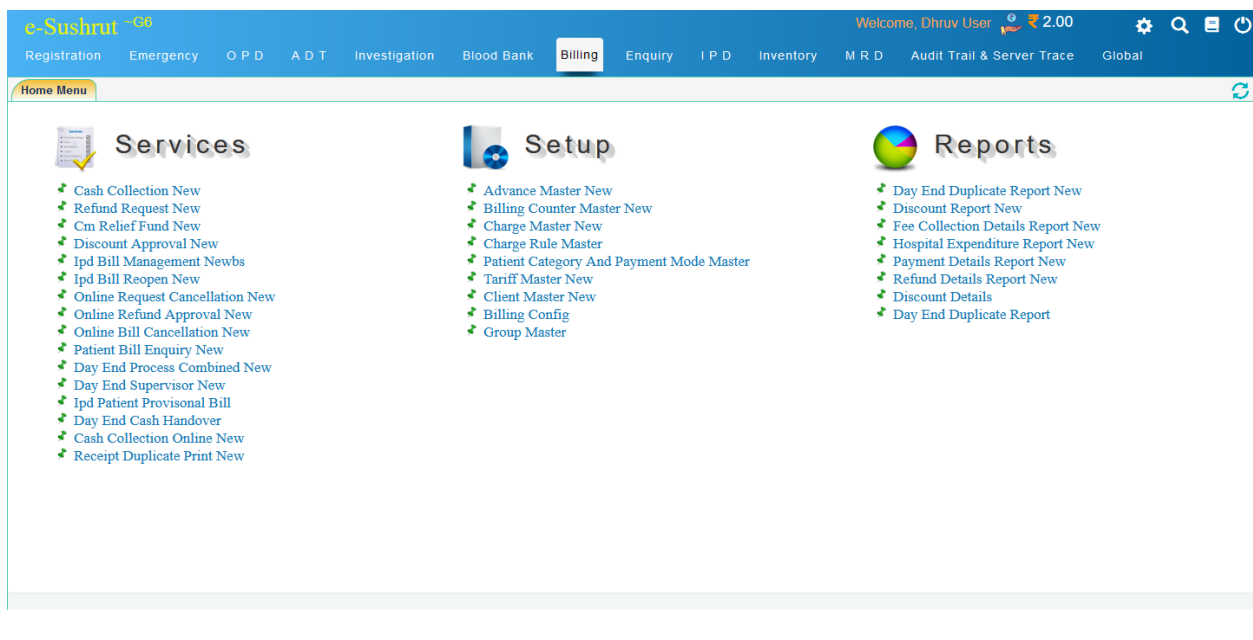
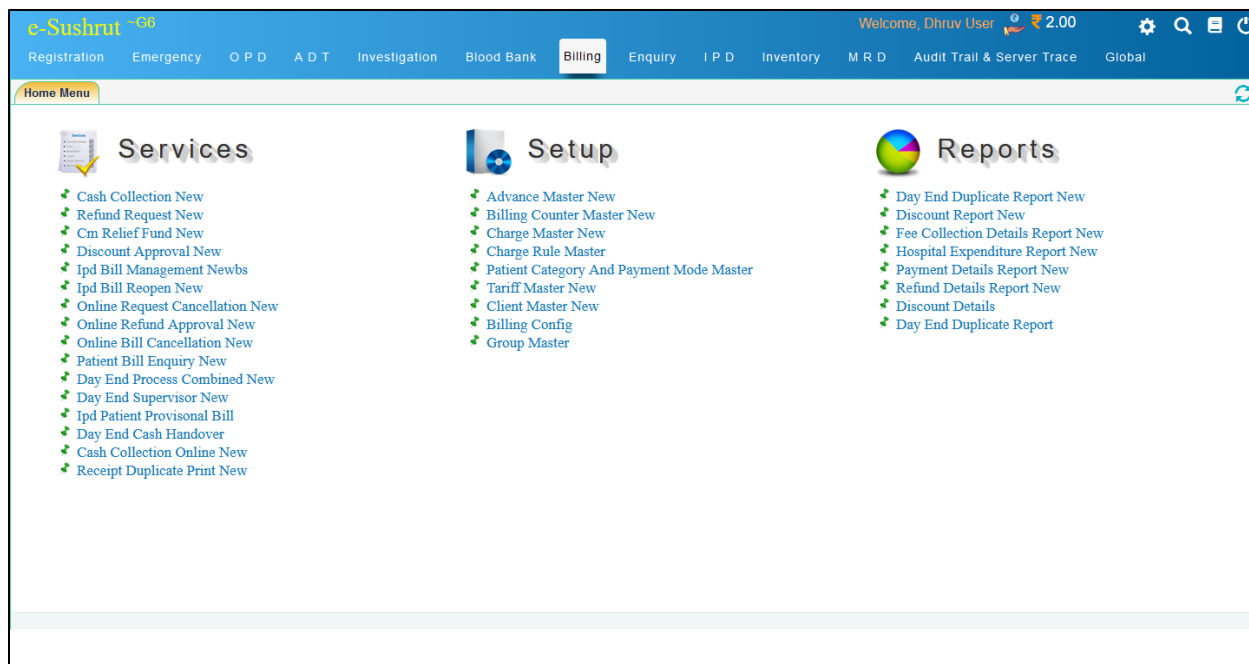


Figure VI

After successful login menu screen appear, you can select required service.
Click on 'Billing' to expand it and to view all the menus in 'Billing' view Figure below



1. Cash Collection Online: -

Path: Billing → Services → Cash Collection Online

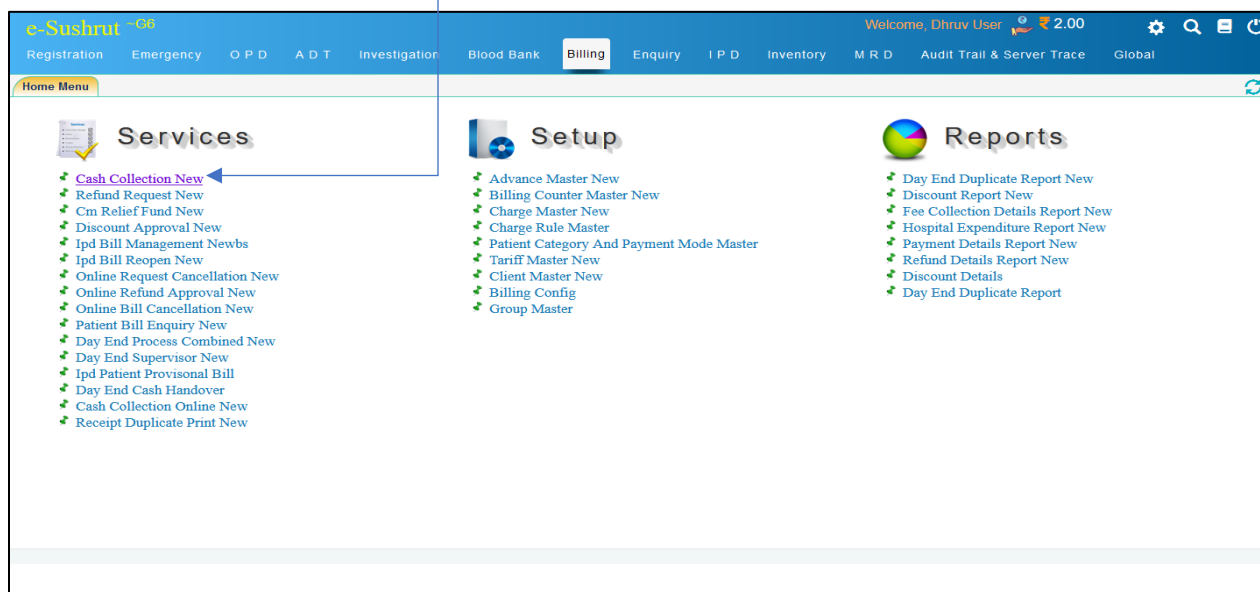


Figure 1.0

Enter the CR Number of the patient in the text field and click on Go button to navigate to next Screen.

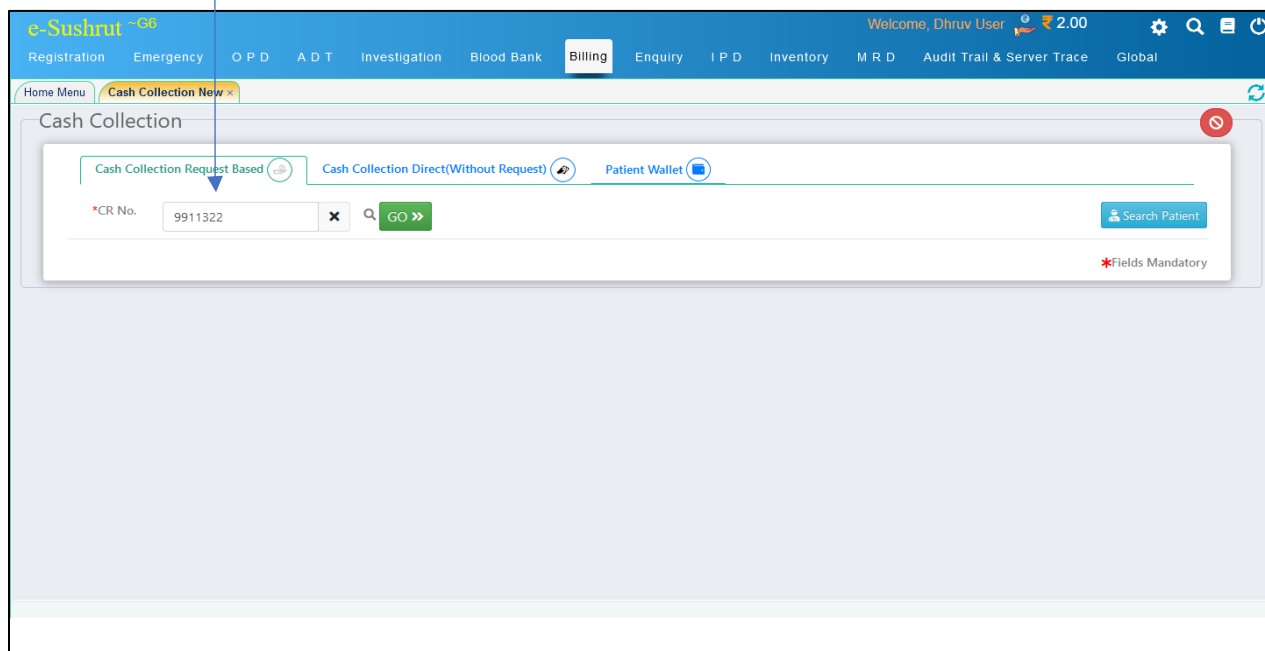
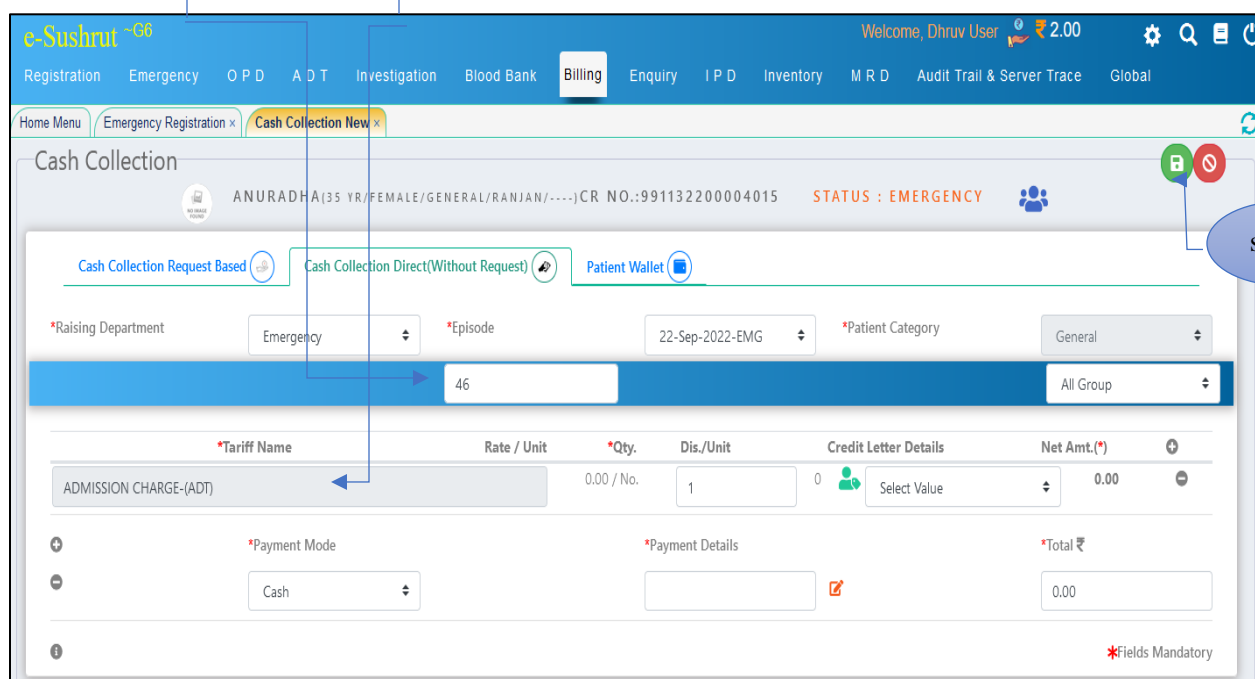


Figure 1.1

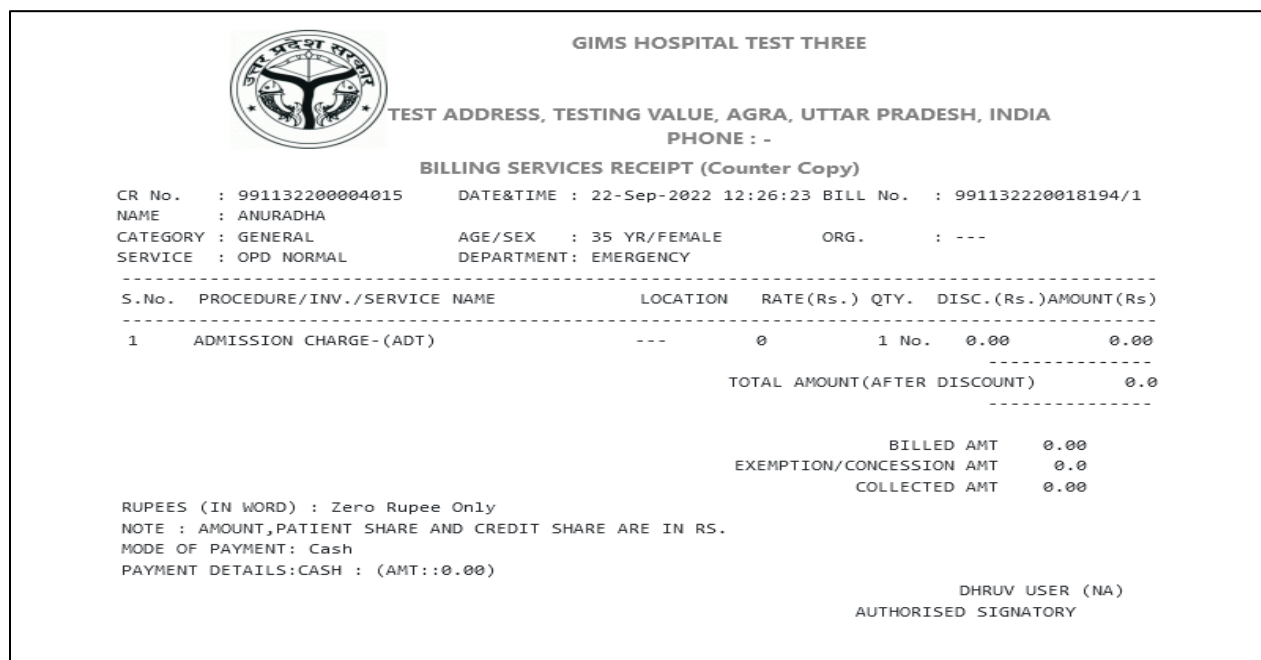
Select “Tariff Code & Tariff Name”, Payment Mode and Click on ‘Save’ button.



The screenshot shows the 'Cash Collection' form in the e-Sushrut Billing system. The form is for a patient named ANURADHA, 35 years old, female, general category, with a CR No. of 991132200004015. The status is EMERGENCY. The form includes fields for Raising Department (Emergency), Episode (46), Patient Category (General), Tariff Name (ADMISSION CHARGE-(ADT)), Payment Mode (Cash), and a Total amount of 0.00. A 'save' button is highlighted with a blue oval.

Figure 1.2

Click & Print Billing Services Slip: -



The screenshot shows the 'GIMS HOSPITAL TEST THREE' Billing Services Receipt (Counter Copy). The receipt includes patient details, test address, and a table of charges. The total amount is 0.00.

S.No.	PROCEDURE/INV./SERVICE NAME	LOCATION	RATE(Rs.)	QTY.	DISC.(Rs.)	AMOUNT(Rs)
1	ADMISSION CHARGE-(ADT)	---	0	1 No.	0.00	0.00
TOTAL AMOUNT(AFTER DISCOUNT)						0.0

RUPEES (IN WORD) : Zero Rupee Only
 NOTE : AMOUNT,PATIENT SHARE AND CREDIT SHARE ARE IN RS.
 MODE OF PAYMENT: Cash
 PAYMENT DETAILS:CASH : (AMT::0.00)

DHRUV USER (NA)
 AUTHORISED SIGNATORY

Figure 1.3

2. Ipd Bill Management Newbs: -

Path: Billing → Services → Ipd Bill Management Newbs

Click on Ipd Bill Management Newbs:-

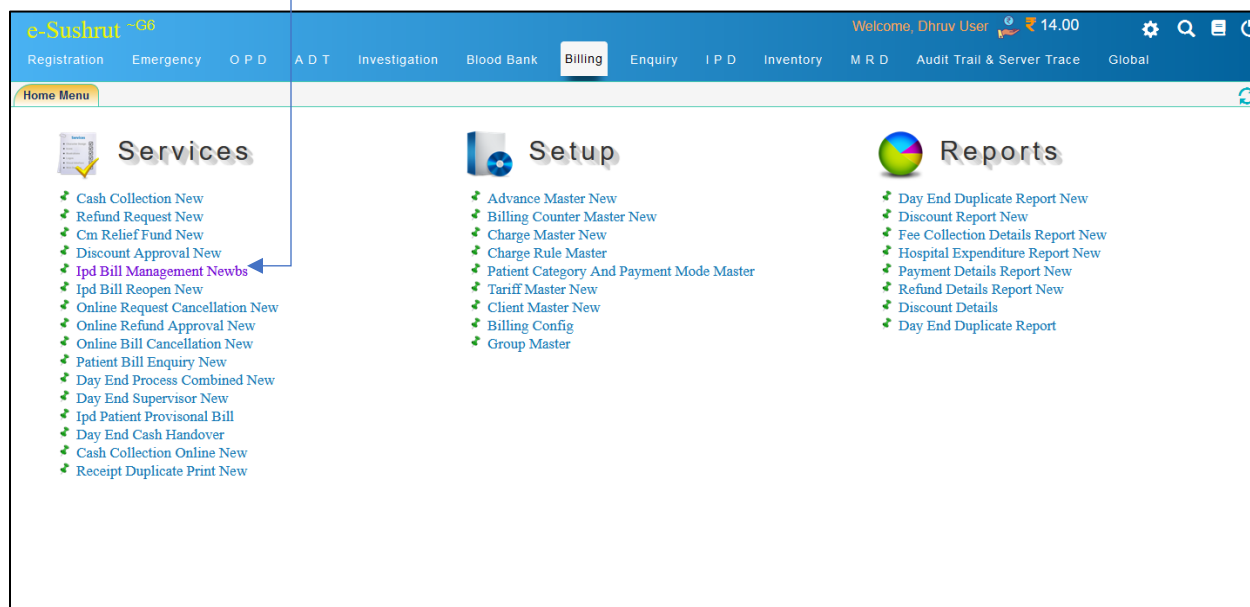


Figure 2.1

Fill CR. NO. and click GO

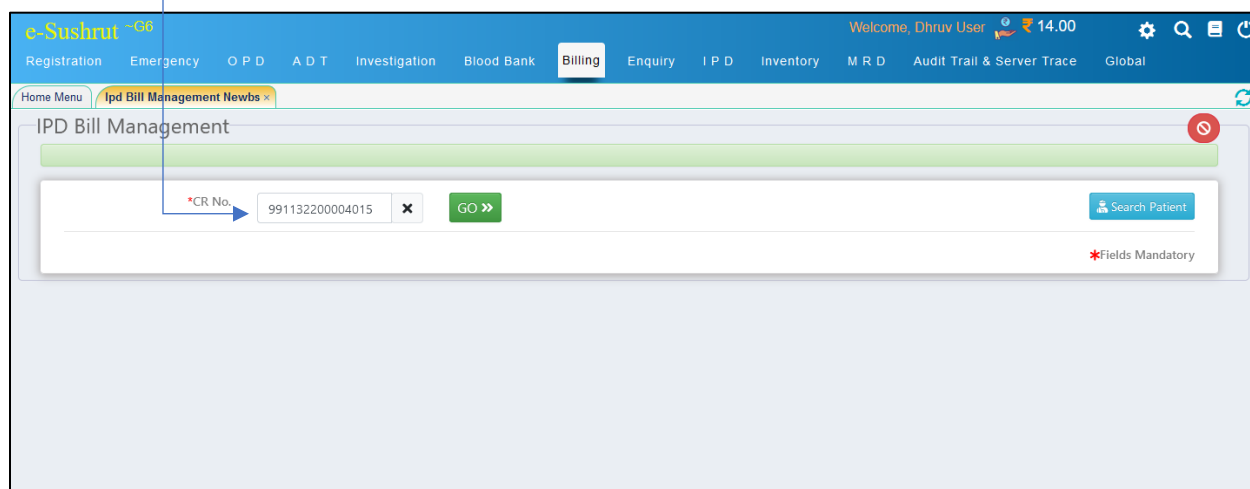
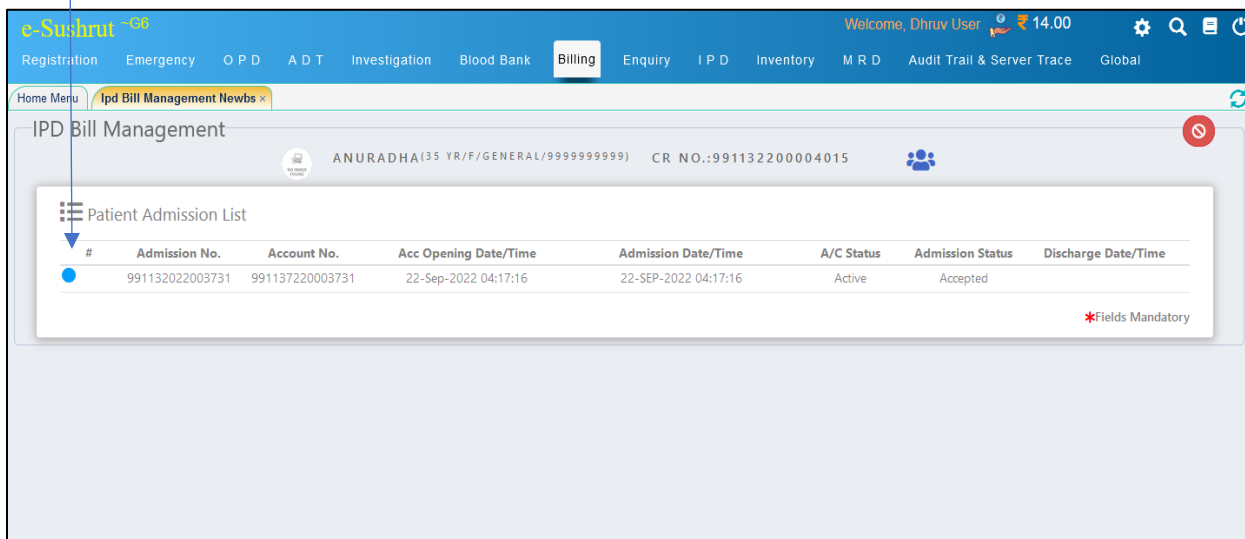


Figure 2.2

Select patient of CR. No. Entered



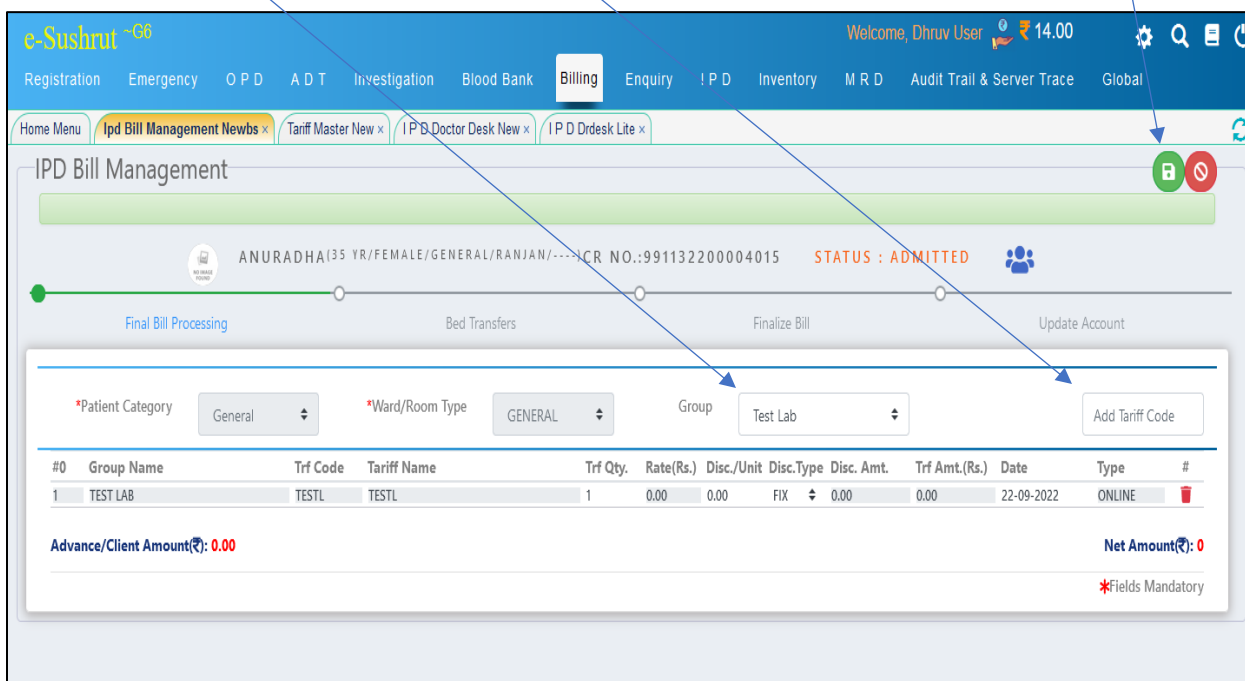
The screenshot shows the 'IPD Bill Management' interface. At the top, there's a navigation bar with 'Billing' selected. Below it, a patient information bar shows 'ANURADHA (35 YR/F/GENERAL/9999999999)' and 'CR NO.: 991132200004015'. A 'Patient Admission List' table is displayed with one entry:

#	Admission No.	Account No.	Acc Opening Date/Time	Admission Date/Time	A/C Status	Admission Status	Discharge Date/Time
1	991132022003731	991137220003731	22-Sep-2022 04:17:16	22-SEP-2022 04:17:16	Active	Accepted	

A red asterisk indicates '*Fields Mandatory'.

Figure 2.3

Select Test Group, “Tariff Code & Tariff Name”, Payment Mode and Click on ‘Save’ button.



The screenshot shows the 'IPD Bill Management' interface with a patient information bar showing 'ANURADHA (35 YR/FEMALE/GENERAL/RANJAN/---)' and 'CR NO.: 991132200004015'. The status is 'ADMITTED'. Below the patient information, there's a progress bar with steps: 'Final Bill Processing', 'Bed Transfers', 'Finalize Bill', and 'Update Account'. The 'Final Bill Processing' step is active. Below the progress bar, there's a form for selecting test group, tariff code, and tariff name. The form includes dropdowns for 'Patient Category' (General), 'Ward/Room Type' (GENERAL), and 'Group' (Test Lab). There's an 'Add Tariff Code' button. Below the form, there's a table with one entry:

#	Group Name	Trf Code	Tariff Name	Trf Qty.	Rate(Rs.)	Disc./Unit	Disc.Type	Disc. Amt.	Trf Amt.(Rs.)	Date	Type	#
1	TEST LAB	TESTL	TESTL	1	0.00	0.00	FIX	0.00	0.00	22-09-2022	ONLINE	

Below the table, there's a section for 'Advance/Client Amount(Rs.): 0.00' and 'Net Amount(Rs.): 0'. A red asterisk indicates '*Fields Mandatory'.

Figure 2.4

Click on Bed transfer file and save.

The screenshot shows the 'IPD Bill Management' interface. The top navigation bar includes 'Registration', 'Emergency', 'O P D', 'A D T', 'Investigation', 'Blood Bank', 'Billing', 'Enquiry', 'I P D', 'Inventory', 'M R D', 'Audit Trail & Server Trace', and 'Global'. The 'Billing' tab is active. The main header shows 'Welcome, Dhruv User' and '14.00'. The patient information is 'ANURADHA (35 YR/FEMALE/GENERAL/RANJAN/---) CR NO.:991132200004015' with 'STATUS : ADMITTED'. The workflow progress bar shows 'Final Bill Processing', 'Bed Transfers' (current step), 'Finalize Bill', and 'Update Account'. Below the progress bar, there is a table for 'Bed Transfer Final'.

Mov No	Department	Unit	Ward	Room	Consultant	In Date	Out date	Type
1	Gynaecology	Obst And Gynae Gener	Ward 1	Room Desc	Gynae	22-09-2022 16:17:16		Online

Figure 2.5

Click on finalize bills & save

The screenshot shows the 'IPD Bill Management' interface at the 'Finalize Bill' step. The top navigation bar and patient information are the same as in Figure 2.5. The workflow progress bar shows 'Final Bill Processing', 'Bed Transfers', 'Finalize Bill' (current step), and 'Update Account'. Below the progress bar, there is a 'Tariff Details' table and a 'Finalize' summary section.

SL NO.	GROUP NAME	CALCULATED AMT	FINAL AMT	DETAILS
1	TEST LAB	₹ 0.0	₹ 0.0	
2	ADT	₹ 0.0	₹ 0.0	
3	DEPOSIT	₹ 0.0	₹ 0.0	
TOTAL EXP. AMOUNT		₹ 0.00	₹ 0.00	

Finalize

Received Amt(A): ₹ 0.0
Maximum Benefits from Client(B): ₹ 0.00
Grand Total Exp Amount(C): ₹ 0.00
Discount Amt(D): ₹ 0.00
Service Tax: ₹ 0.00
Balance Amt: ₹ 0

Approval By:

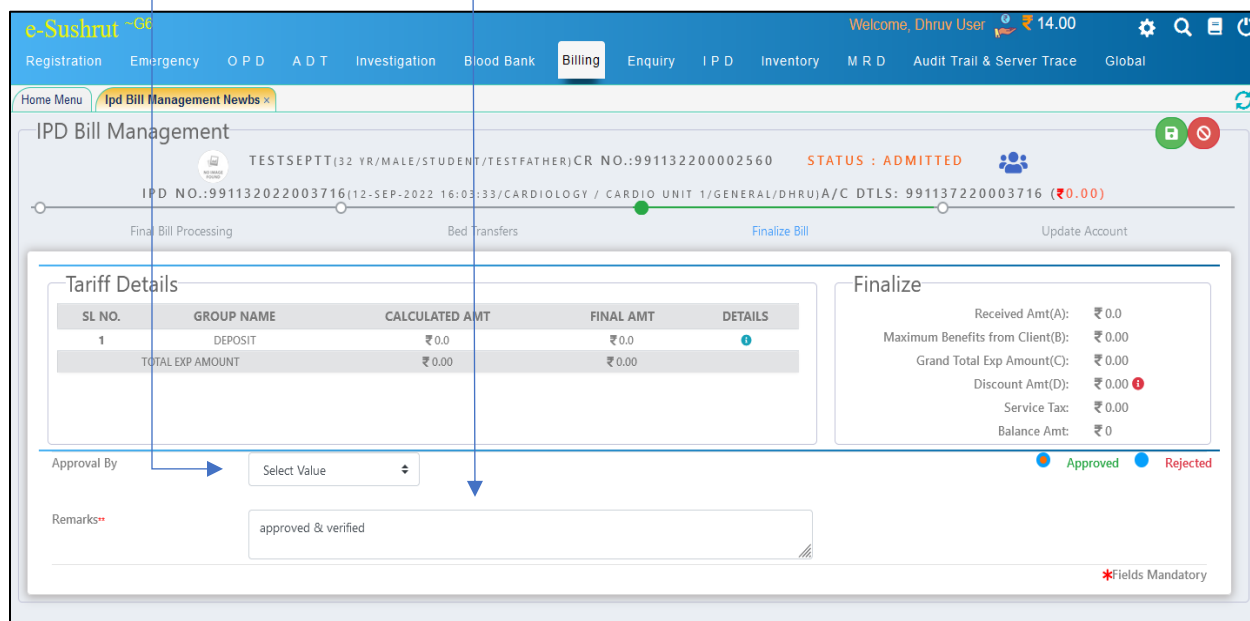
Remarks:

Legend: ● Approved ● Rejected

*Fields Mandatory

Figure 2.6

Choose approval by & Put remarks



IPD Bill Management

TESTSEPTT(32 YR/MALE/STUDENT/TESTFATHER)CR NO.:991132200002560 STATUS : ADMITTED

IPD NO.:991132022003716(12-SEP-2022 16:03:33/CARDIOLOGY / CARDIO UNIT 1/GENERAL/DHRU)A/C DTLs: 991137220003716 (₹0.00)

Final Bill Processing Bed Transfers Finalize Bill Update Account

SL NO.	GROUP NAME	CALCULATED AMT	FINAL AMT	DETAILS
1	DEPOSIT	₹ 0.0	₹ 0.0	
TOTAL EXP AMOUNT		₹ 0.00	₹ 0.00	

Finalize

Received Amt(A): ₹ 0.0

Maximum Benefits from Client(B): ₹ 0.00

Grand Total Exp Amount(C): ₹ 0.00

Discount Amt(D): ₹ 0.00

Service Tax: ₹ 0.00

Balance Amt: ₹ 0

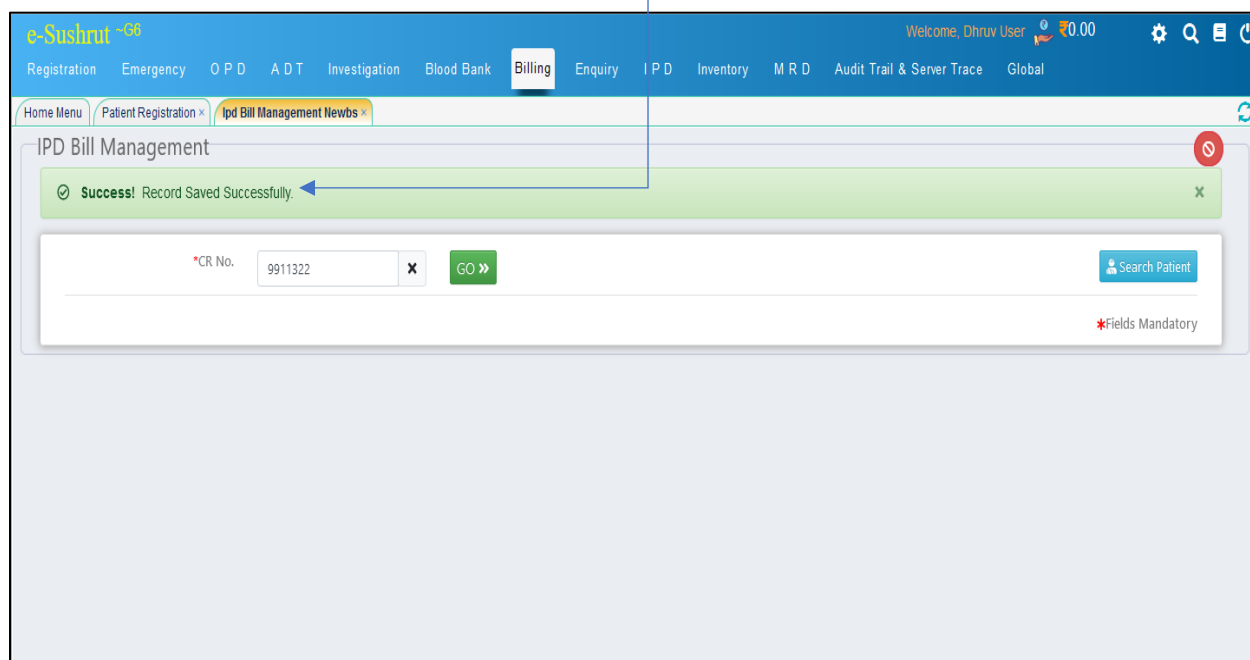
Approval By: Select Value

Remarks: approved & verified

*Fields Mandatory

Figure 2.7

Once the user click on Save button, a screen will appear with message Record Saved Successfully.



IPD Bill Management

Success! Record Saved Successfully.

*CR No. 9911322 GO

Search Patient

*Fields Mandatory

3. Ipd patient provisional print

Path: Billing → Services → Ipd patient provisional print

Click on Ipd Patient provisional Bill: -

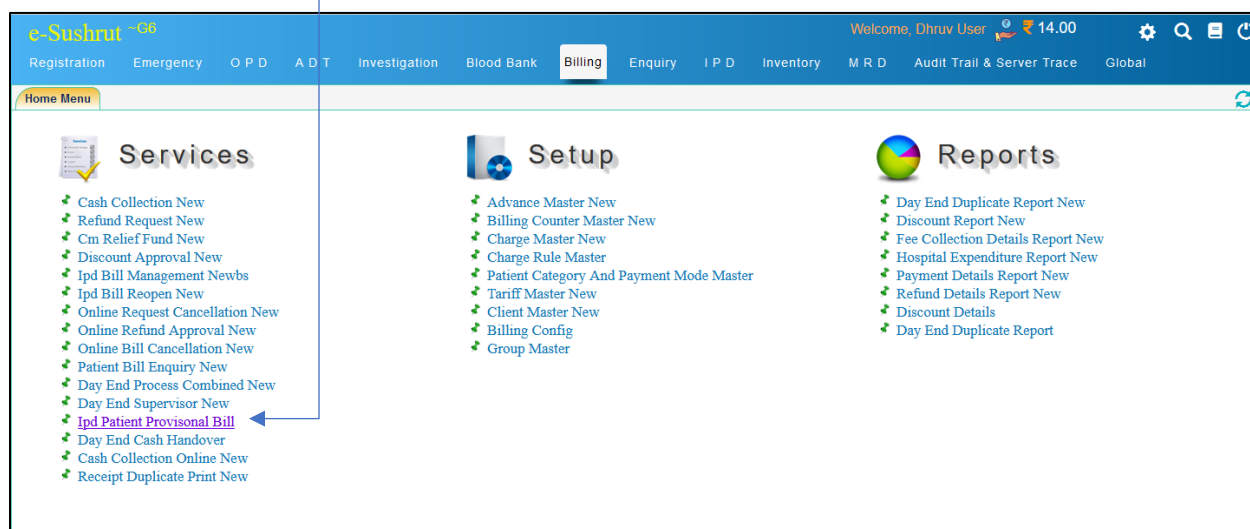


Figure 3.1

Enter CR. No for which you want a print & Click on Go.

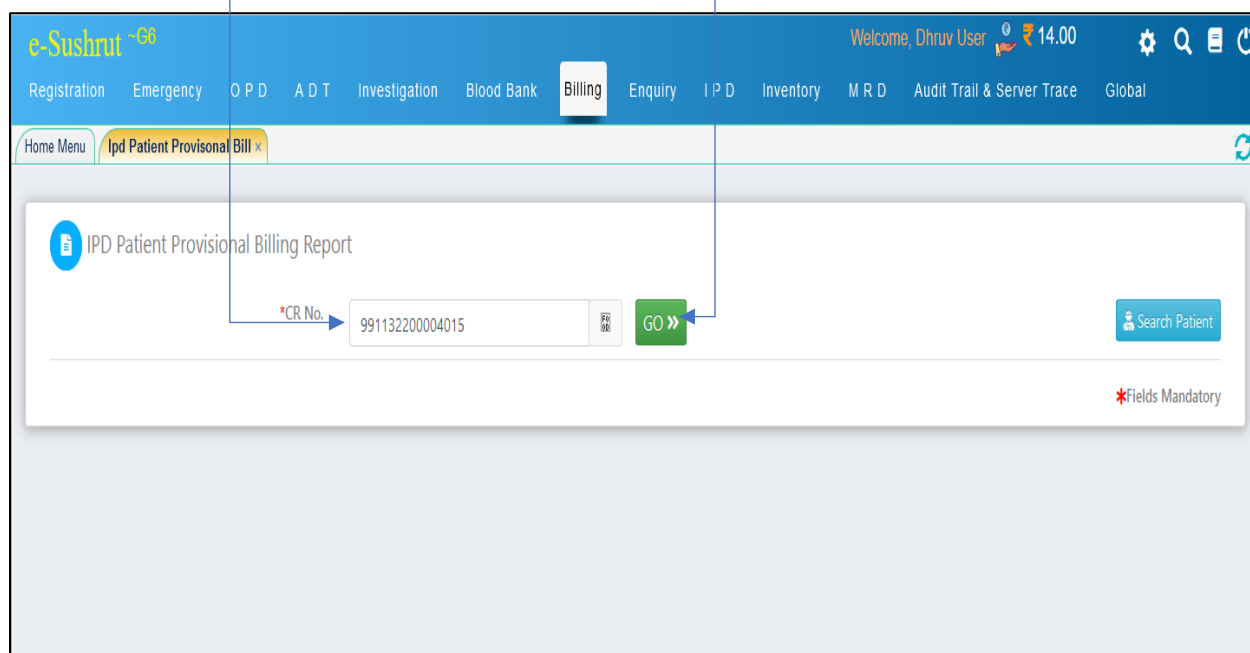



Figure 3.2

Click on Print. Following screen will be displayed.

Report Date & Time : 22/09/2022 16:54:34



GIMS HOSPITAL TEST THREE

TEST ADDRESS, TESTING VALUE, AGRA, UTTAR PRADESH, INDIA
PHONE : -

Provisional Final Adjustment Bill

BILL NO.	: ----	ADMISSION NO.	: 991132022003731
CR NO.	: 991132200004015	PATIENT CATEGORY	: General
PATIENT NAME	: Anuradha	AGE / SEX	: 35 Yr/Female
DATE OF ADMISSION	: 22/09/2022		
DEPARTMENT	: Gynaecology	WARD	: Ward 1

GROUP NAME	TARIFF NAME	BILL NO.	BILL DATE	RATE	QTY.	NET AMOUNT (Rs.)	DISCOUNT AMT.(Rs.)	PAID STATUS
Deposit	Advance	991134220021477/1	22-09-2022		0.00 1	0.00	0.00	PAID
Test Lab	Test1	991131220014333/1	22-09-2022		0.00 1	0.00	0.00	ACC. PAID
Adt	Bed Charges	991131220014334/1	22-09-2022		0.00 1	0.00	0.00	ACC. PAID
TOTAL ADVANCE (Rs.)						:	0	
TOTAL EXPENSES (Rs.)						:	0	
FINAL BALANCE AMOUNT (Rs.)						:	0	

Disclaimer: Bed Charges Rate, Quantity and Net Amount are Tentative Only and will be based on Patient Ward Types & Transfers.
I have checked the bill details. I have no amount to claim. I shall not ask for return of Items/ Drug/Test or Refund after discharge.

Sign of Patient/Guardian

Name

Date

Figure 3.3

4. Day End Process: -

Path: Billing → Services → Day End Combined New

Click on Day End Combined New:-

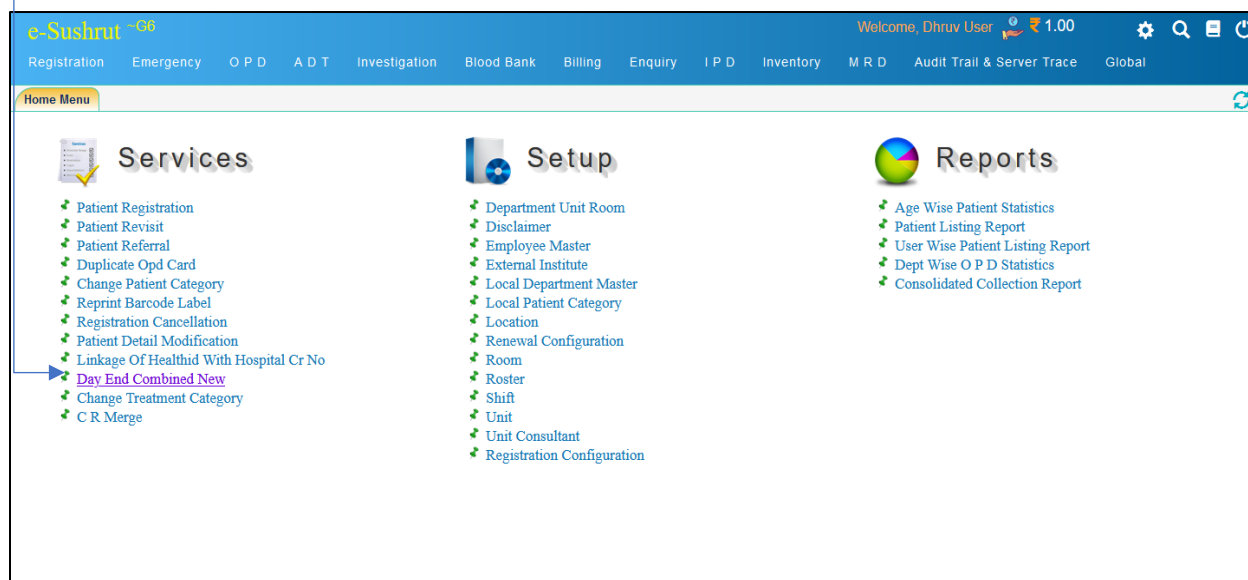


Figure 4.1

Click & choose Date which needs to be day end:-

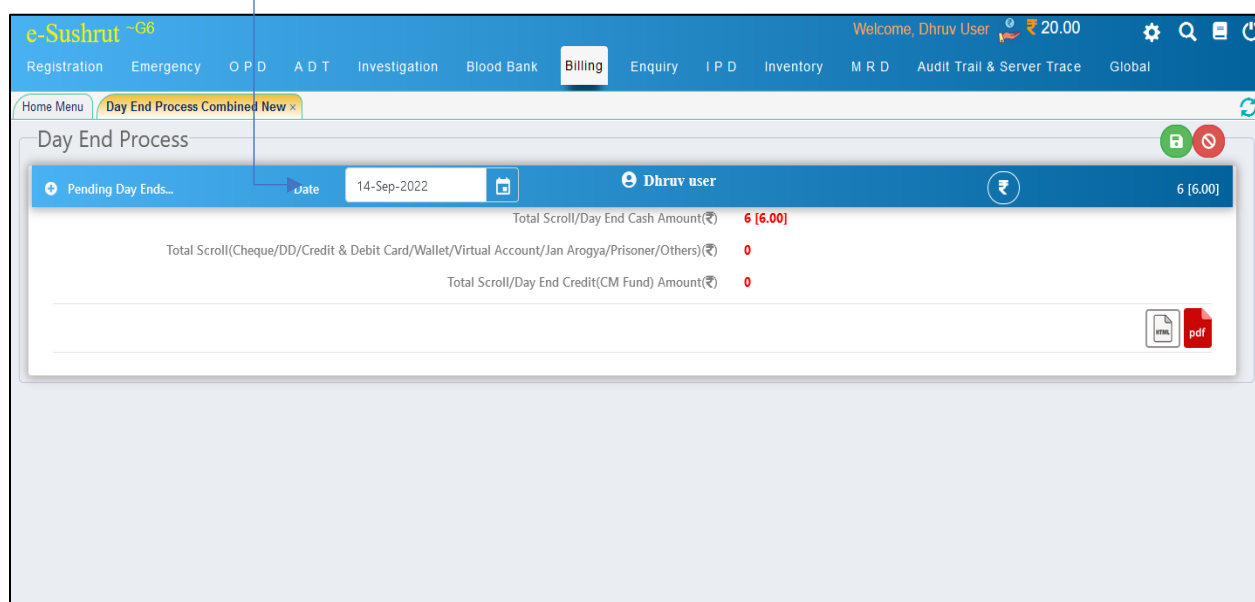


Figure 4.2

Click on total amount collected today & choose required format.

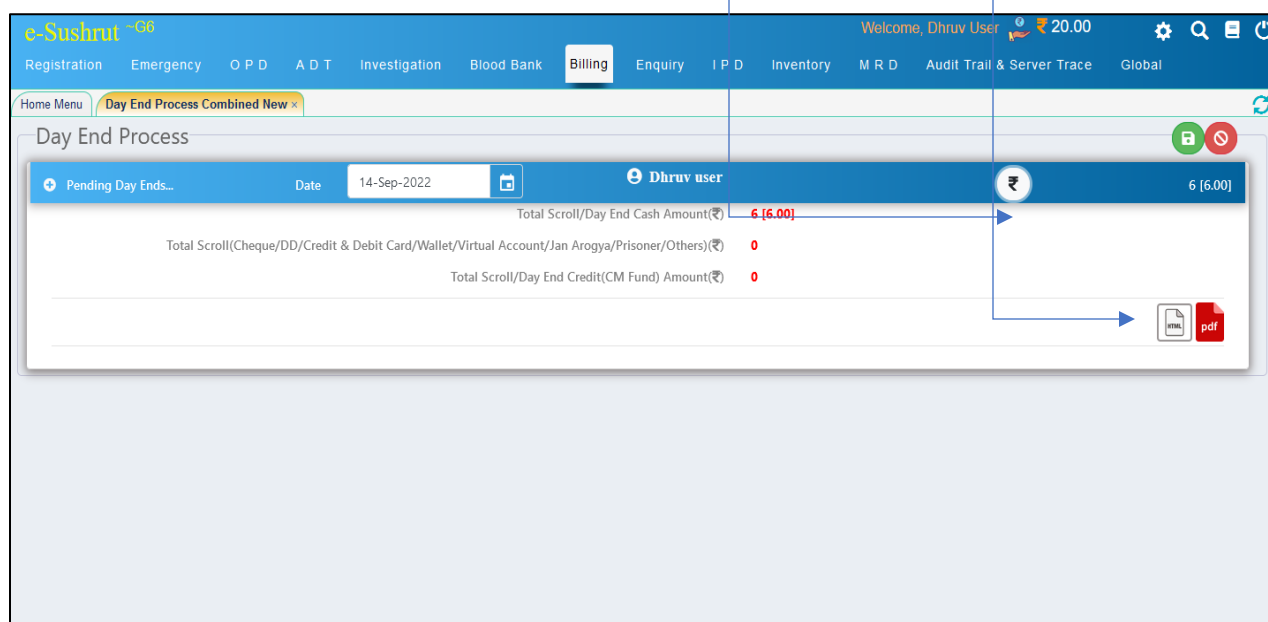


Figure 4.3

click on save icon & wait.

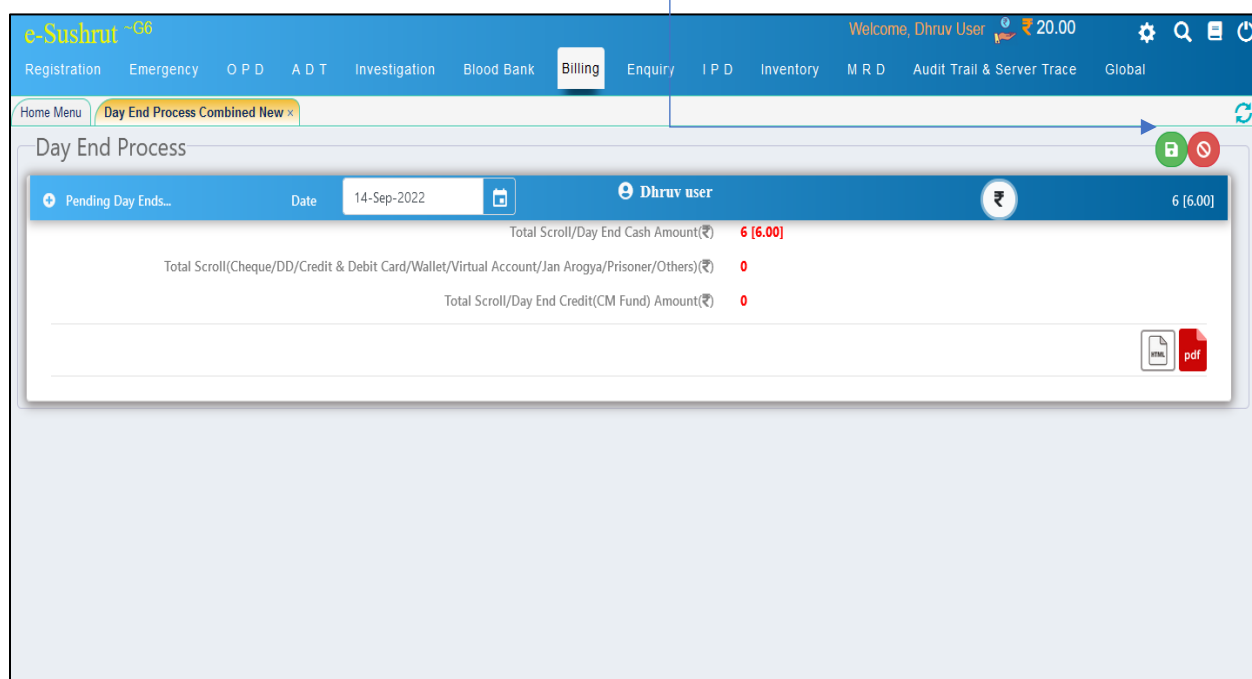


Figure 4.4

The total day End will be generated & click on print.


e-Sushrut ~G6

Welcome, Dhruv User ₹ 20.00

Registration Emergency O P D A D T Investigation Blood Bank **Billing** Enquiry I P D Inventory M R D Audit Trail & Server Trace Global

Home Menu Day End Process Combined New

Print **Cancel**

 **GIMS HOSPITAL TEST THREE**
TEST ADDRESS, TESTING VALUE, AGRA, UTTAR PRADESH, INDIA
PHONE : -

Report Date & Time : 22/09/2022 17:17:20

Scroll-Day End Report

User/Counter : Dhruv user/NA Scroll No. / Date : 99113112200594/14-Sep-2022

(A). Receipt Cash	:	₹ 6
(B). Refund Cash	:	₹ 0
(A+B). Net Amount Cash	:	₹ 6
(C). Credit Category(CM Fund) Collection	:	₹ 0
(D). Other Collection(Cheque/DD/Credit & Debit Card/Wallet/Virtual Account/Jan Arogya/Prisoner)	:	₹ 0
(A+B+C+D). Gross Amount	:	₹ 6

Bill Details:

S.No.	Receipt No.	CR No.	Patient Name	Category	Rcpt Type	Received Amt.	Payment Dis.	Refund Amt.
Payment Mode : Cash								
1	991131220033372/1	991132200003051	Hina	General (Free)	Consultation (/)	1 ₹		0 ₹
2	991131220033373/1	991132200003060	Abc	General (Free)	Consultation (/)	1 ₹		0 ₹
3	991131220033374/1	991132200003078	Poonam	General (Free)	Consultation (/)	1 ₹		0 ₹
4	991131220033375/1	991132200003086	Reena	General (Free)	Consultation (/)	1 ₹		0 ₹
5	991131220033376/1	991132200003094	Lina	General (Free)	Consultation (/)	1 ₹		0 ₹
6	991131220033377/1	991132200003108	Hema	General (Free)	Consultation (/)	1 ₹		0 ₹
7	991131220033378/1	991132200003116	Unknown	Covid (Free)	Consultation (/)	0 ₹		0 ₹
Sub Total :						6 ₹		0 ₹
Total :						6 ₹		0 ₹

Figure 4.4