User Manual

For

e-Sushrut

(ADT Module)

Contents

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.

<u>Forgot Password: -</u>

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.
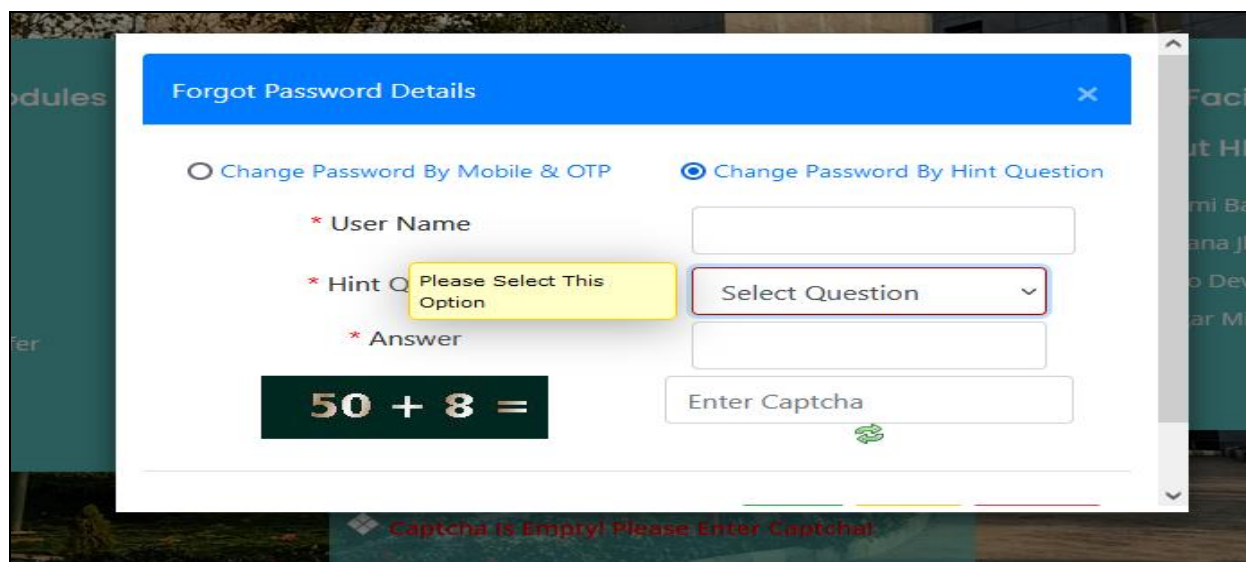
Figure III
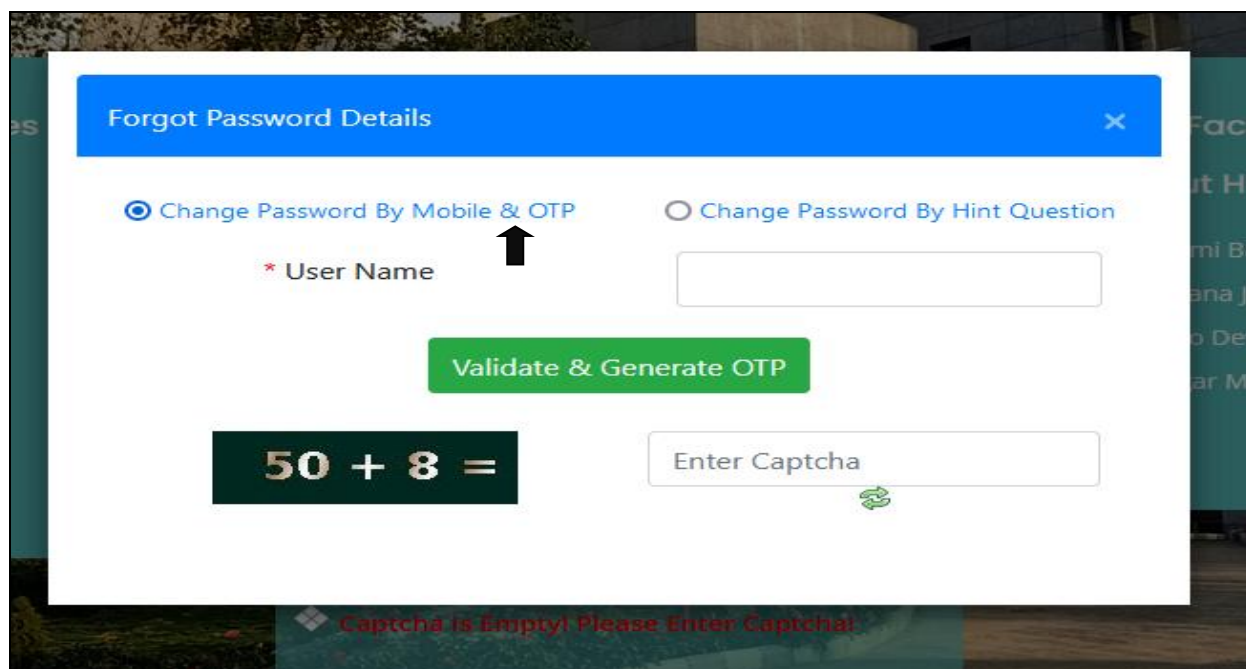
Figure IV

Step 4: - Enter new password and re enter 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: -

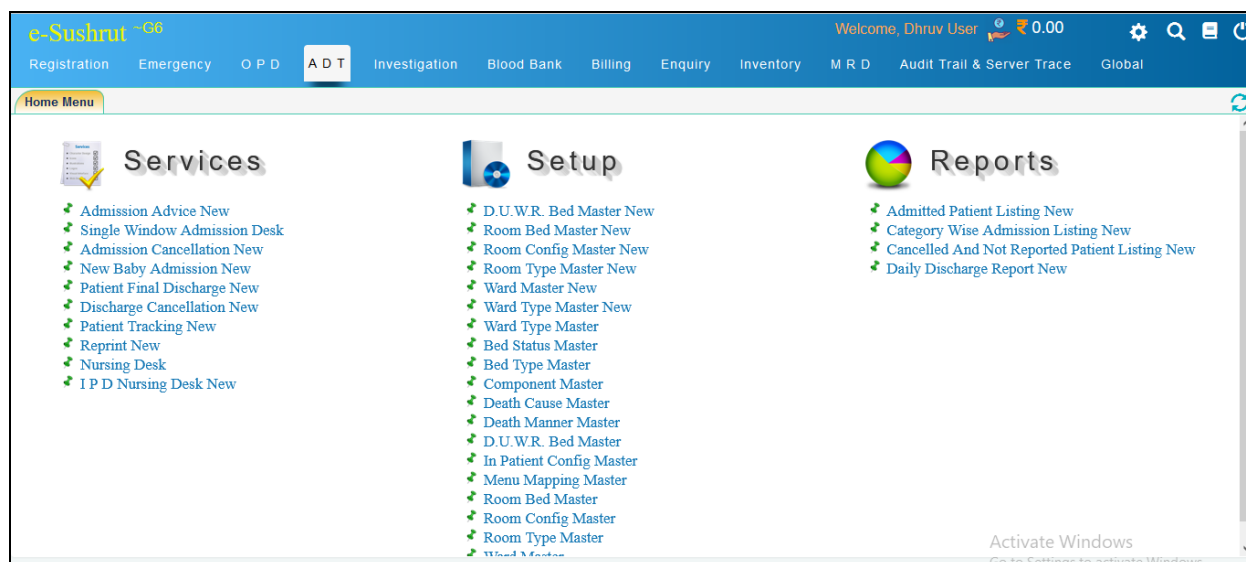Step 1: - Enter 'User Id', 'Password' and Captcha and then click on 'Login' button.
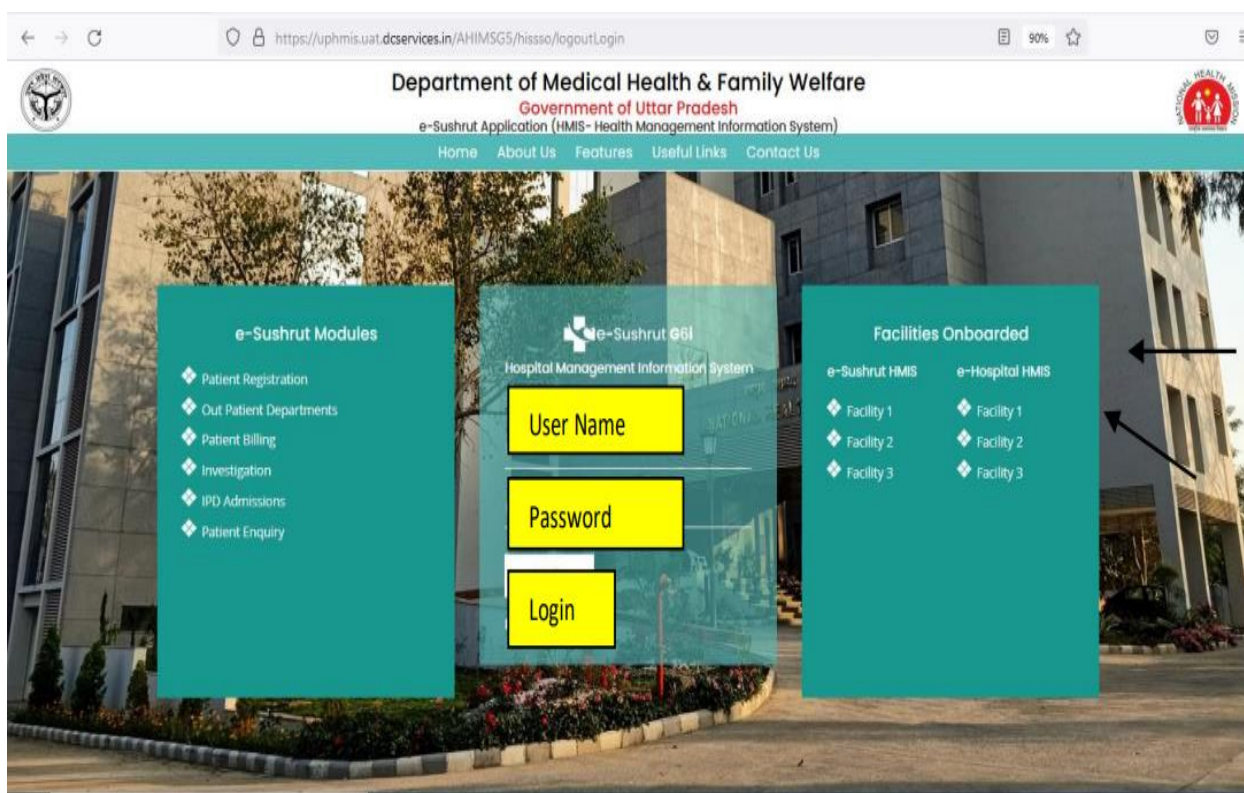
Figure V

HIS Services
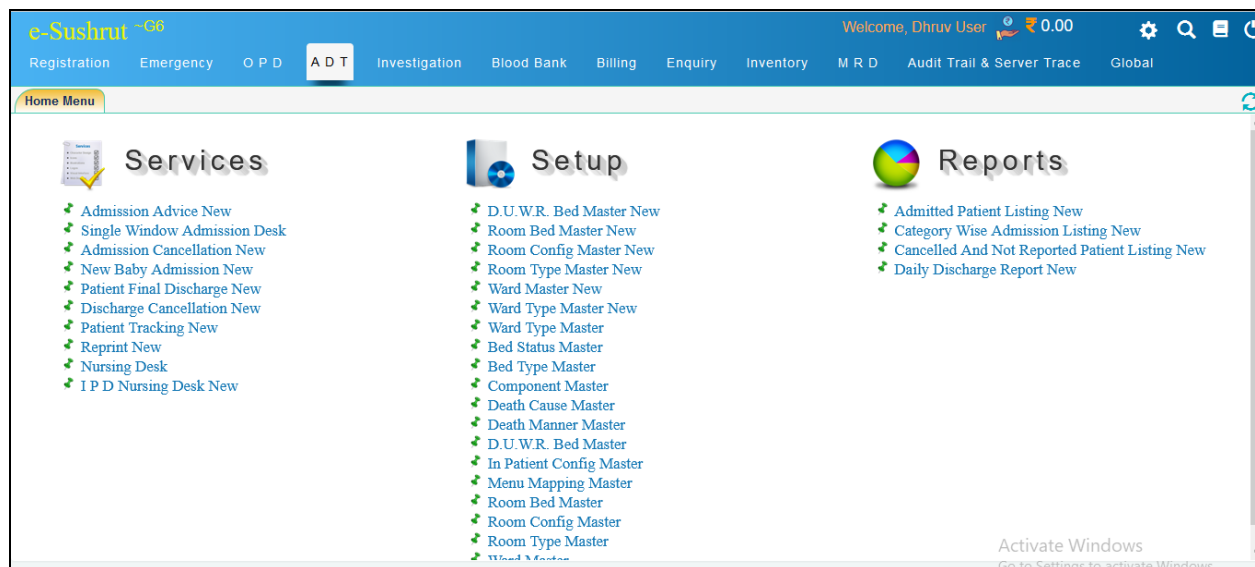
Figure VI

After successful login menu screen appear, you can select required service.

Click on 'ADT' to expand it and to view all the menus in 'ADT' view Figure below

Figure VII

ADT: -The term ADT means patient Admission, Discharge and Transfer. The patients come into this section for Admission in Hospital.

New Patient Admission can be done via Doctor Consultation from OPD and Emergency. The patient will be given a unique registration number called the central registration number (CRN) This number will be valid throughout the lifetime of the patient. This CR Number uniquely identifies a patient in HIMS.

The user will create admission advice for the Patient, thereafter patient has to pay the admission fee as per his category.

After showing the receipt of bill patient will be admitted in hospital for further treatment.

This module provides the complete information about Patient Admission, Transfer and Discharge from hospital, during treatment the nursing facility provided to him/her etc.

After treatment process at the time of discharge Patient has to finalize his dues against him/her.

1.0 Admission Advice New

Path: ADT➜Services➜Admission Advice New

Click on Admission Advice New
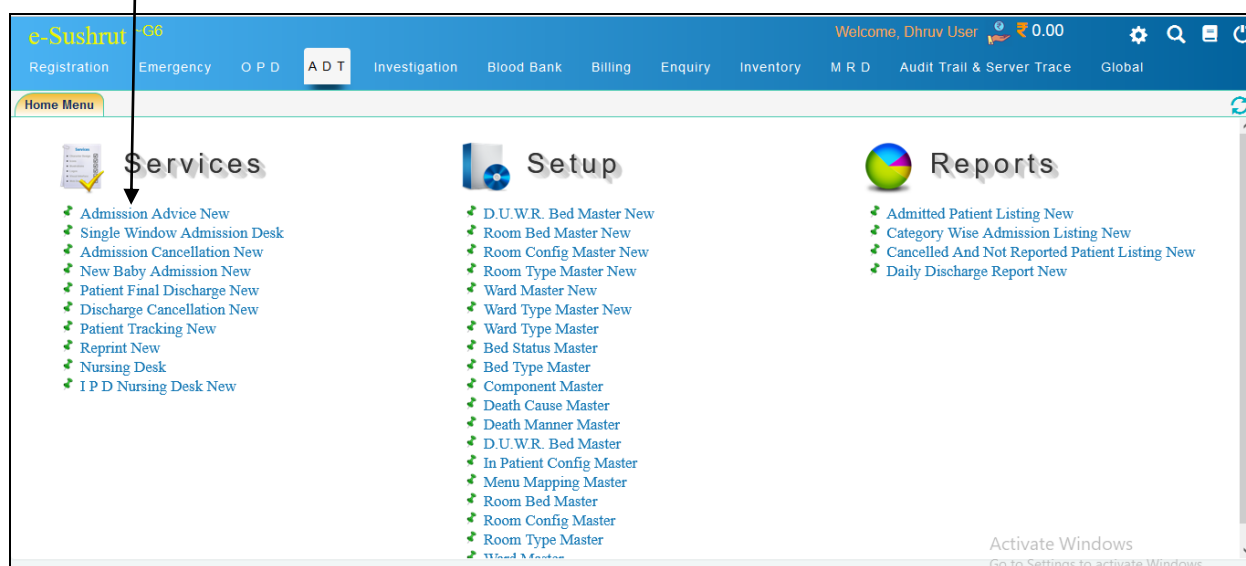
Figure 1.0
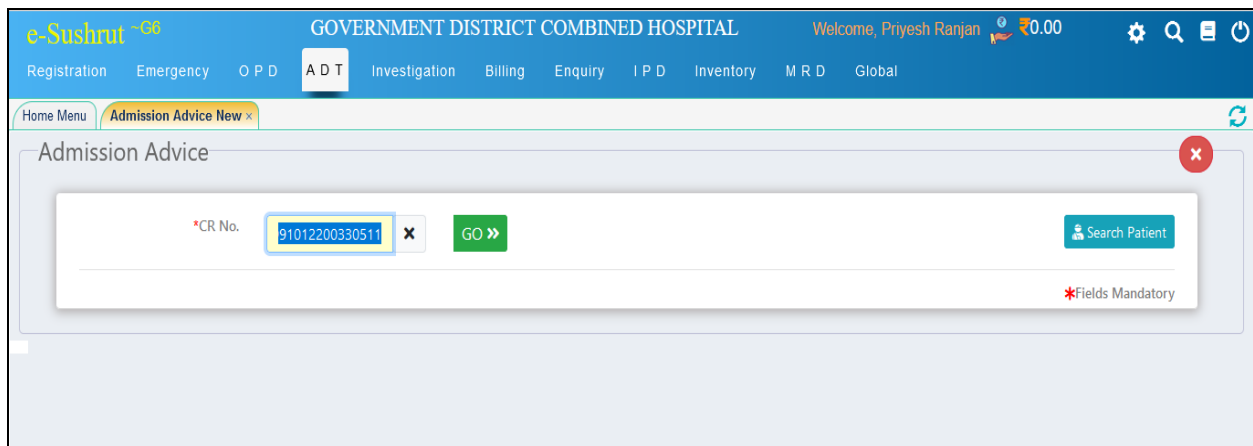
Figure 1.1

Write patient CR no. to create admission advice.
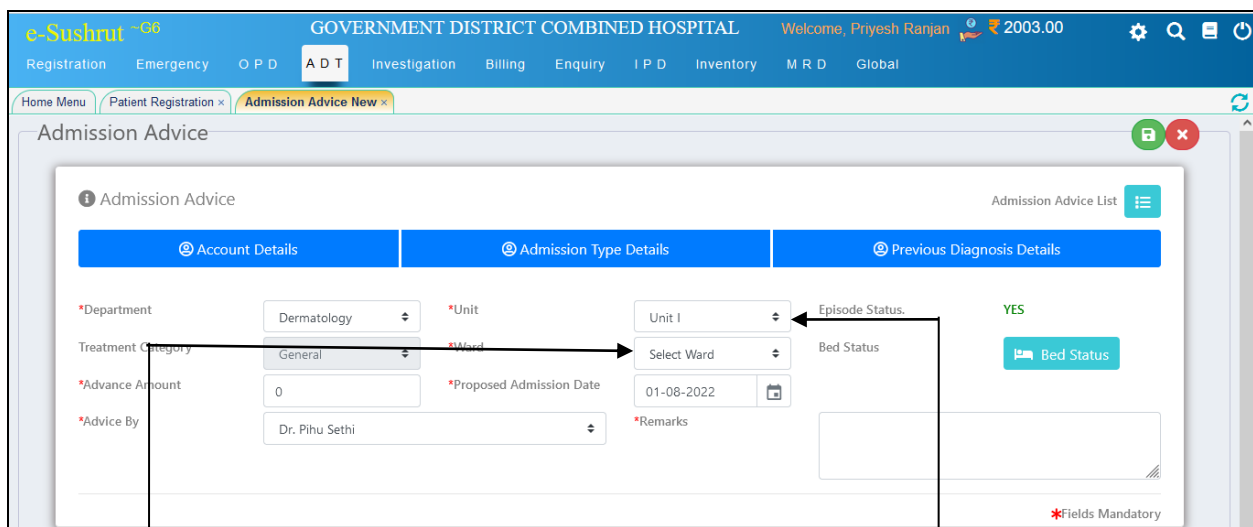
Figure.1.2

Select Ward and Unit where patient has to admit.

** Note bed status (Availability) can be check by clicking
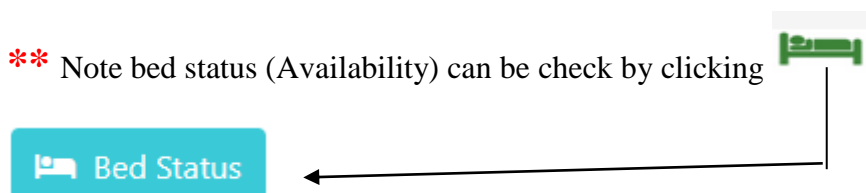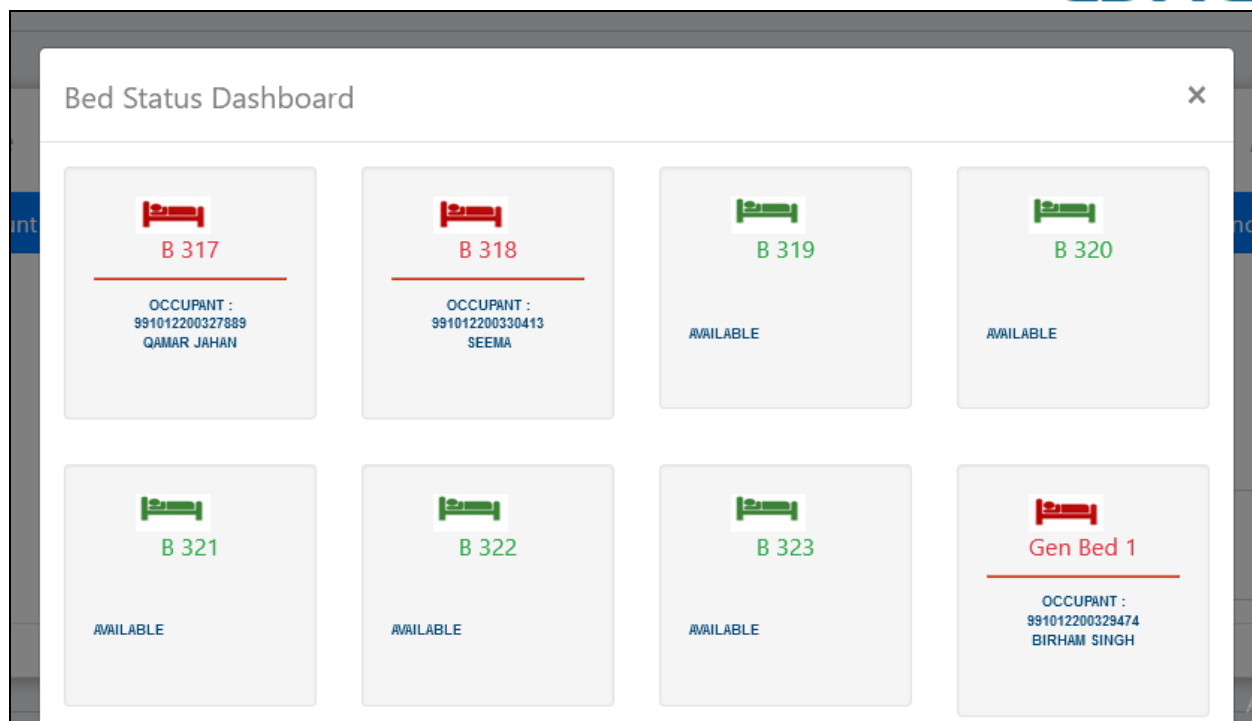
Figure.1.3
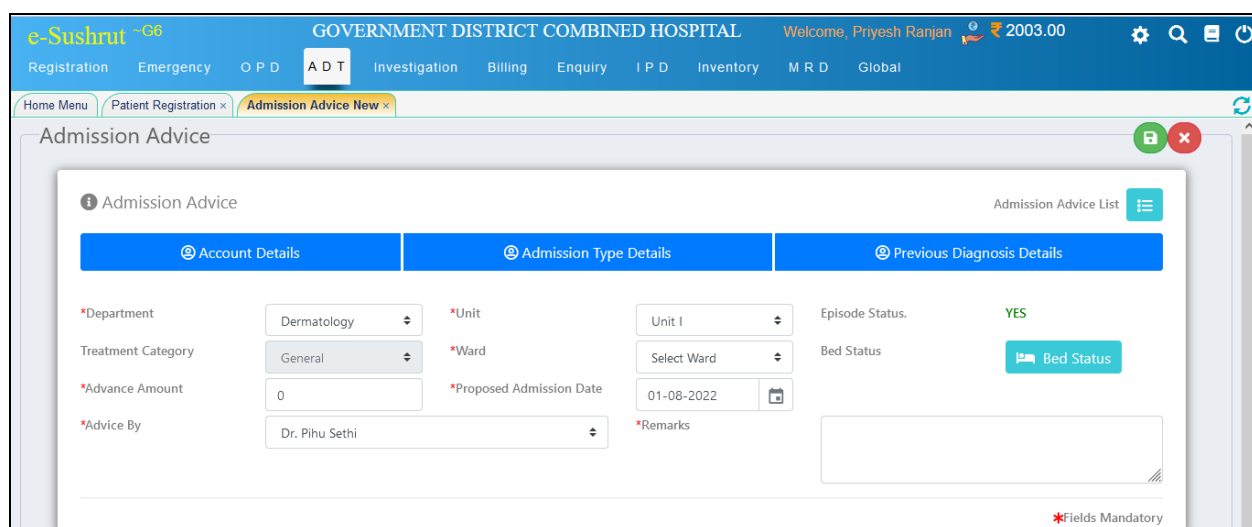
Figure.1.4

Fill all details and save.
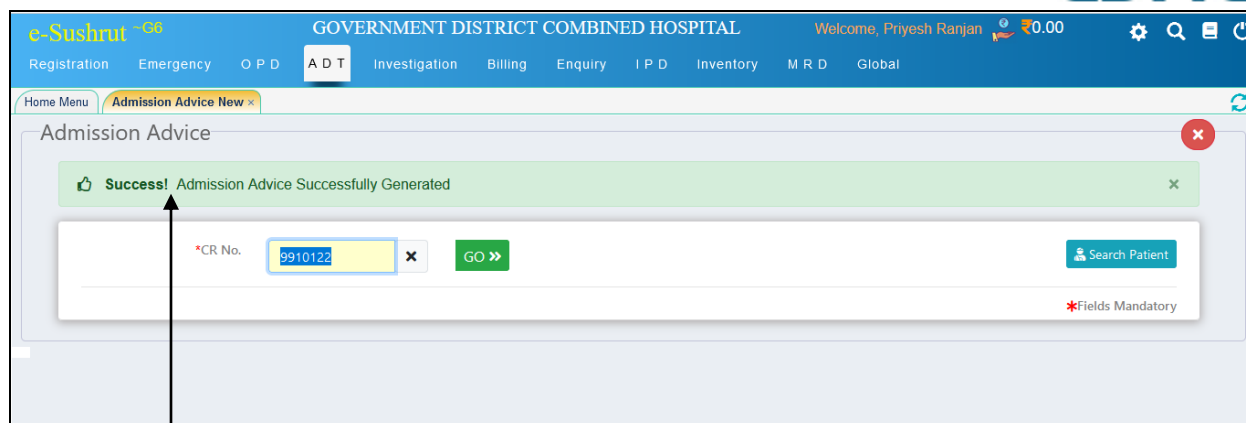
Figure.1.5

Message will be generated of "Admission Advice generated successfully".

**Note after successfully generating admission advice Patient has to deposit necessary fee for admission.
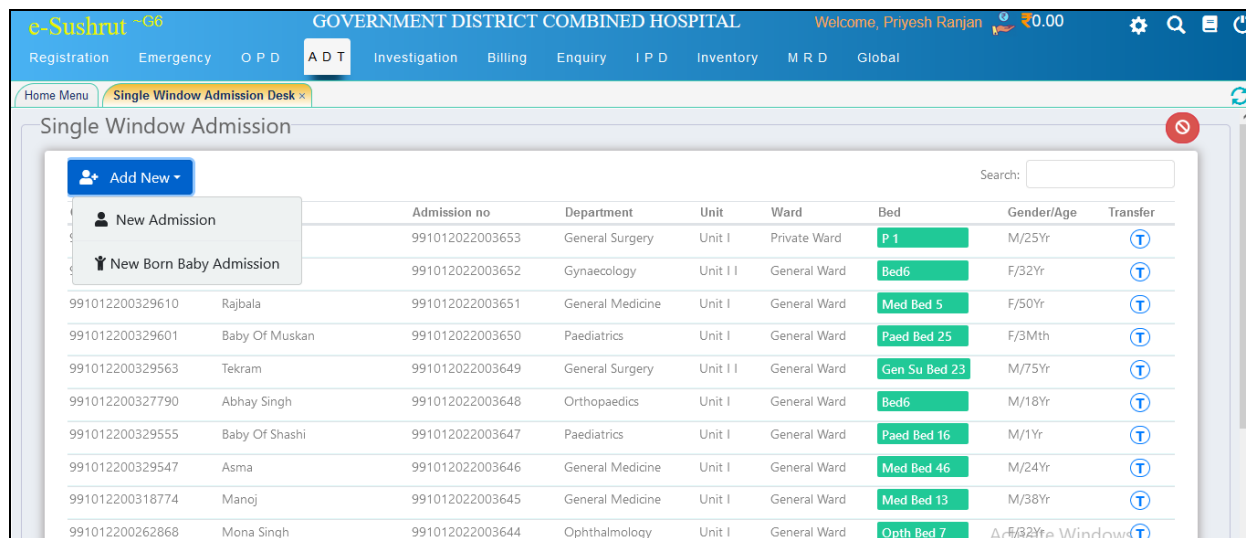
2.0 Single window admission Desk

**Path: ADT→Services→Single Window Admission Desk
Admission**
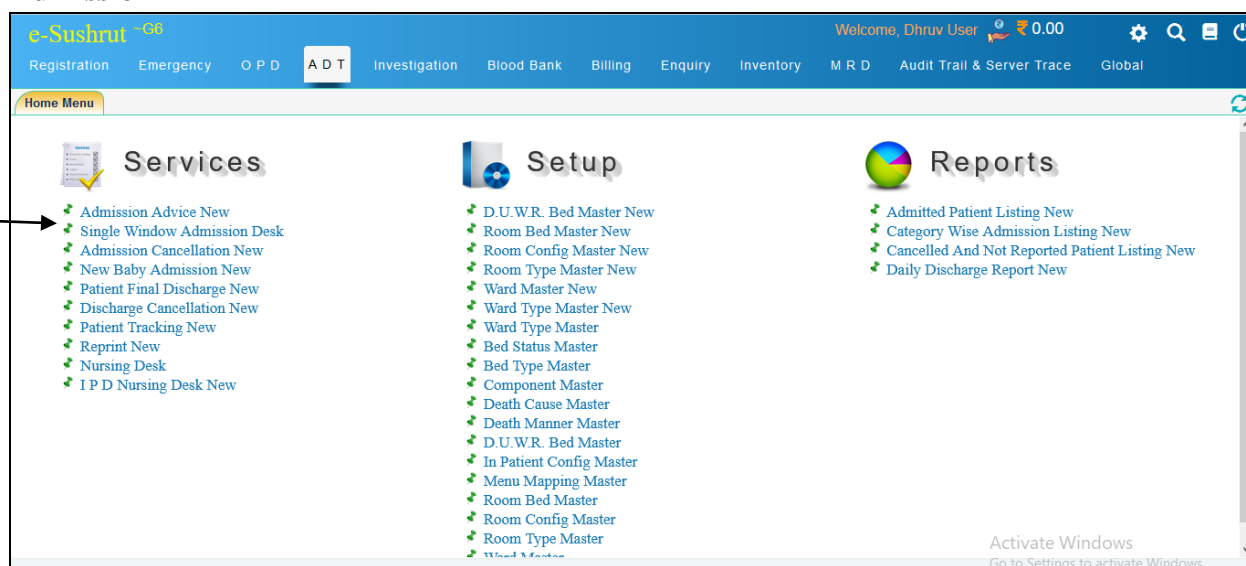
Figure.2.0

Click on New Admission

Figure.2.1

Click on Go Button after entering CR Number.

Figure.2.2

Write patient CR No. here

Figure.2.3

Fill details and save

Figure.2.4

Message will appear of patient admited sucessfully and IPD No. will be generated.

Admission Slip

GIMS HOSPITAL TEST THREE

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

ADMISSION CARD   PRINT DATE: 02-Aug-2022

CR No : 991132200000541   IPD No : 991132022003679

NAME	:	Rashi	AGE/GENDER	:	23 Yr/M
FATHER/SPOUSE	:	Father / -	MARITAL STATUS	:	--
CATEGORY	:	General	MLC NO	:	NA
ADMISSION CHARGES	:	₹ 0			
DEPARTMENT/UNIT	:	Anatomy/Antanomyunit			
WARD/BED	:	Ward 1/Gims 20			
CONSULTANT	:	Dr. Ajay Kumar Sahani			
ADDRESS	:	T7U7T, FYFY, Agra, Uttar Pradesh, India ,PH NO:8777777776 ,MOB NO:8777777776			

EMG CONTACT   :

ADM DATE   : 02-AUG-2022/14:53:41   DISCHARGE DATE   :

FOR MEDICO LEGAL PURPOSE

DETAILS OF POLICE STATION	--	POLICE INFORMATION	--
NAME OF INFORMANT	--	IDENTIFICATION MARKS	--
MLC REMARKS	--		

PROV DIAGNOSIS

DIFF DIAGNOSIS

FINAL DIAGNOSIS

Figure.2.5

NAME & SIGNATURE OF MO
DATE & TIME

NAME & SIGNATURE OF CONSULTANT
DATE & TIME

--- Cut here ✂

GIMS HOSPITAL TEST THREE

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

| NAME | : | Rashi | AGE/GENDER | : | 23 Yr/M |

IPD NO : 991132022003679
DEPARTMENT : Anatomy/Antanomyunlt
WARD/BED : Ward 1/Gims 20
DOCTOR'S NAME : Dr. Ajay Kumar Sahani
ATTENDANT'S NAME :
PATIENT ATTENDANT'S ID/AADHAAR CARD NO (LAST 4 DIGITS) :   --
VALID FOR 7 DAYS   SIGN. OF ISSUING CLERK

--- Cut here ✂
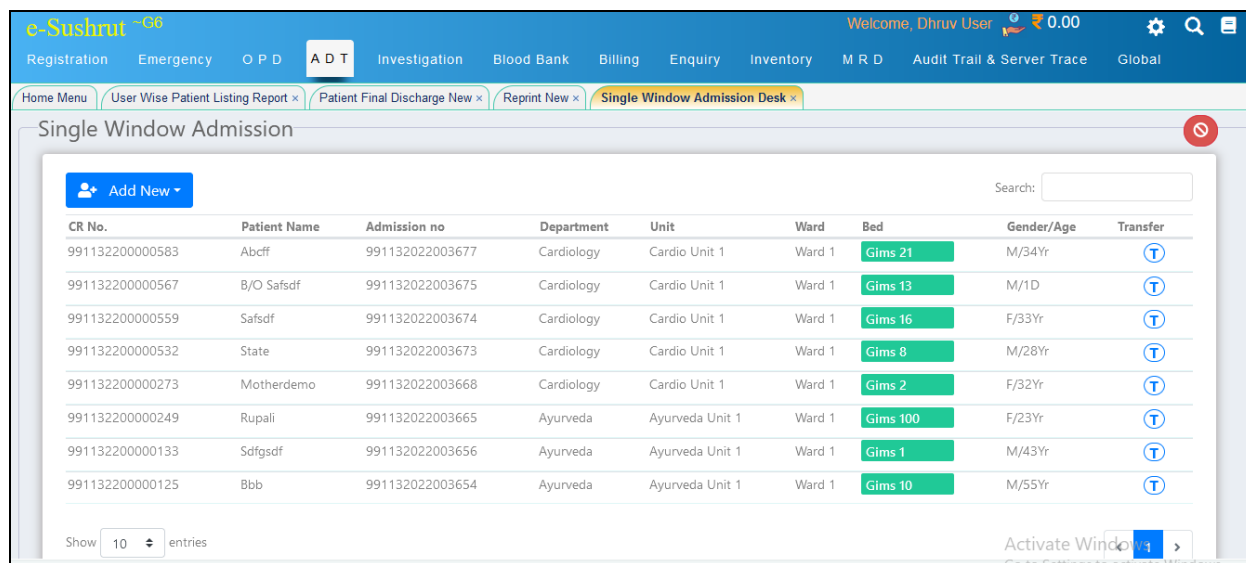
GIMS HOSPITAL TEST THREE

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

BILLING SERVICES RECEIPT

CR No.   : 991132200000541   DATE&TIME : 02-Aug-2022 14:53:41 BILL No. : 991134220021373/1
NAME   : RASHI
CATEGORY : GENERAL   AGE/SEX : 23 YR/MALE   ORG.   : ---
SERVICE : Ipd   WARD   : WARD 1

S.No. PROCEDURE/INV./SERVICE   LOCATION RATE(Rs.) QTY.   PATIENT AMOUNT(Rs.)
----
1   IPD ADVANCE   ---   0.00   1   0.00

                                                 TOTAL AMOUNT   0.00

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.2.6

Admission card will be generated.

Patient Movement

Click on T Button for transferring patient

Figure.2.7

Fill department, unit, ward, consultant, room and advised by.

Figure.2.8

Message will appear.
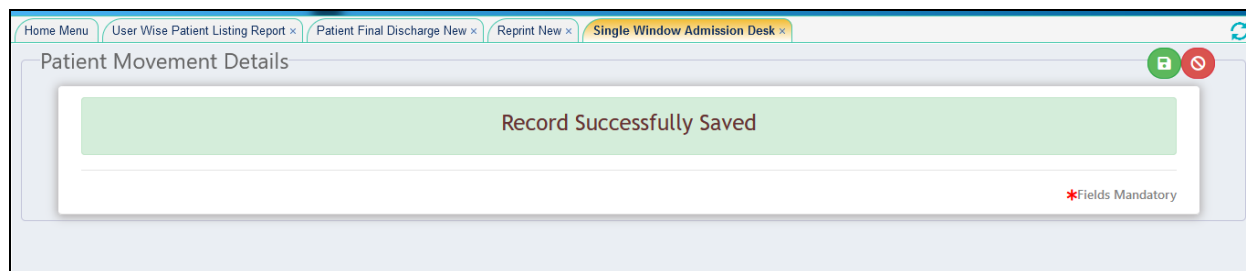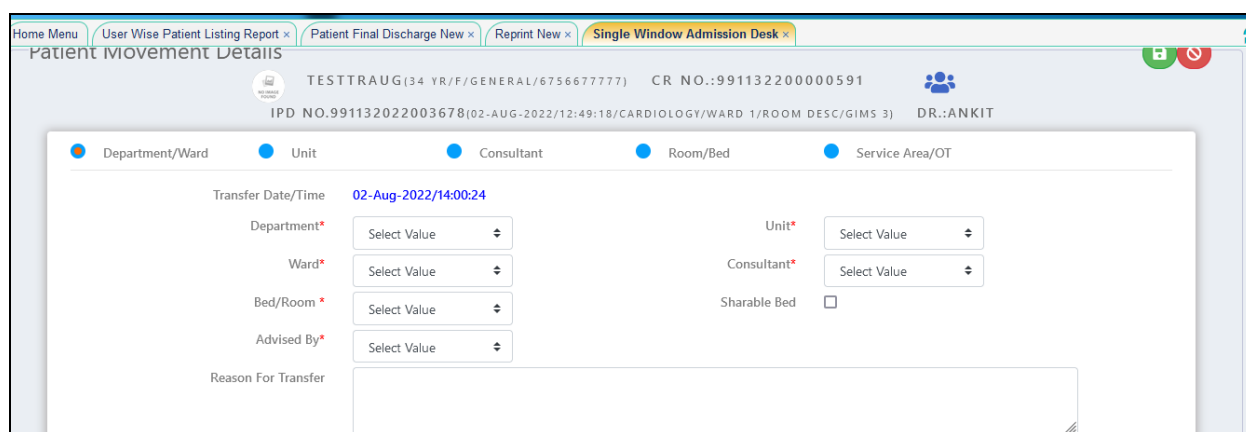
Figure.2.9

Patient can be transferred in three area

- ➢ **Department/ward**

- ➢ **Unit**

- ➢ **Consultant**

- ➢ **Room/Bed**

- ➢ **Service Area/OT**

1) *Department/Ward*
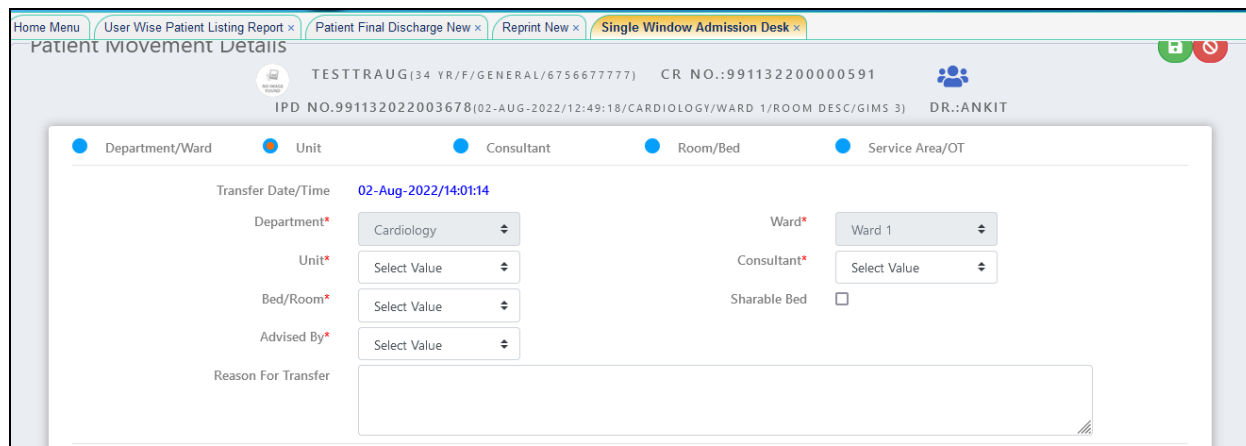
Figure.2.10

Fill details and save.
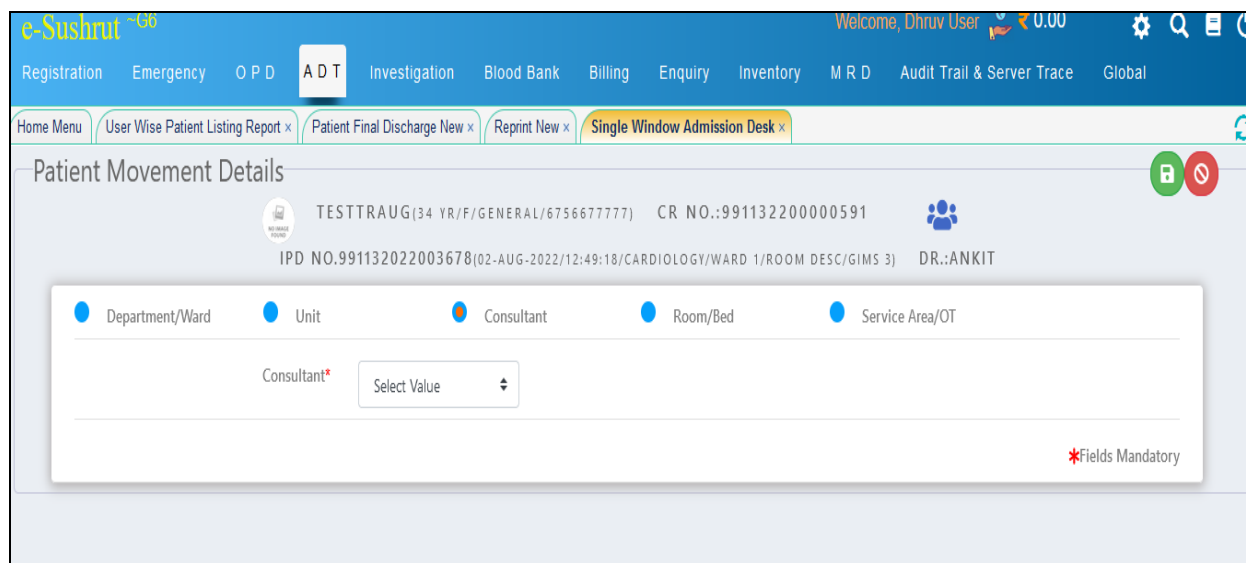
2) *Unit*

Figure.2.11
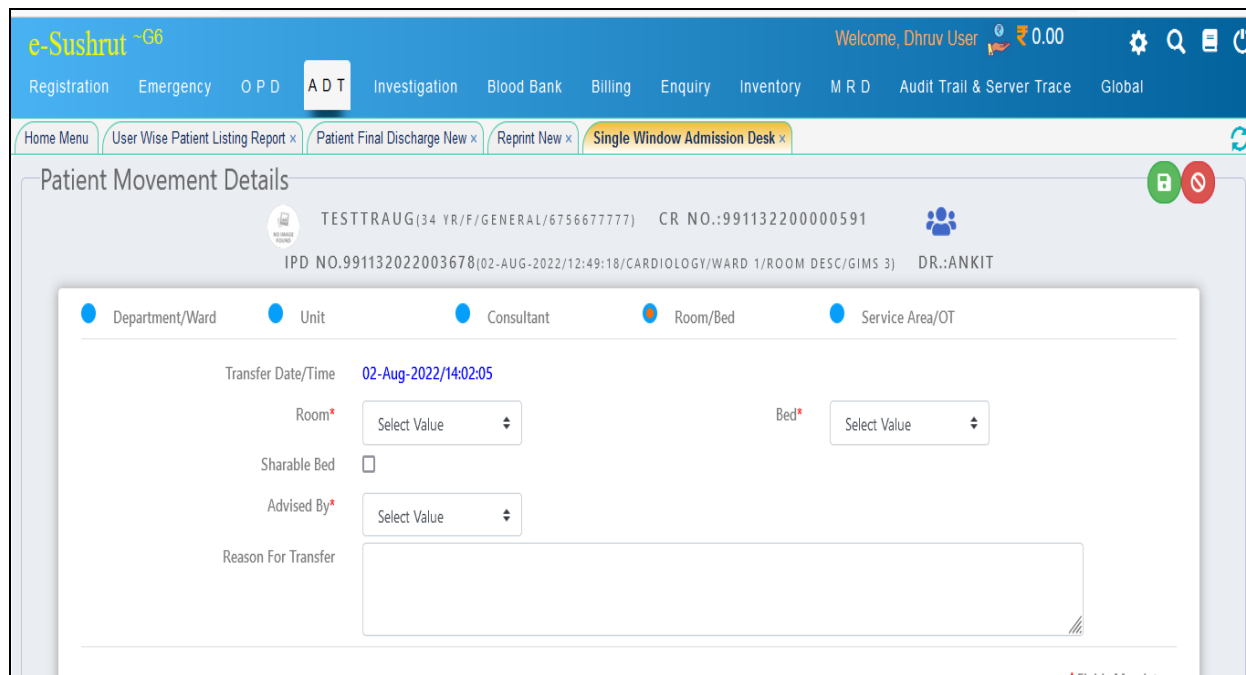
Fill details like Room Type, Bed Type, Room, Bed, and Reason for Transfer and Advice by.Save

3) *Consultant*

Figure.2.12

4) **_Room/Bed_**

Figure.2.13

5) **_Service Area/OT_**

Figure.2.14

3.0 IPD Nursing Desk New

Path: ADT→Services→ IPD Nursing Desk

By clicking Ipd Nursing Desk New
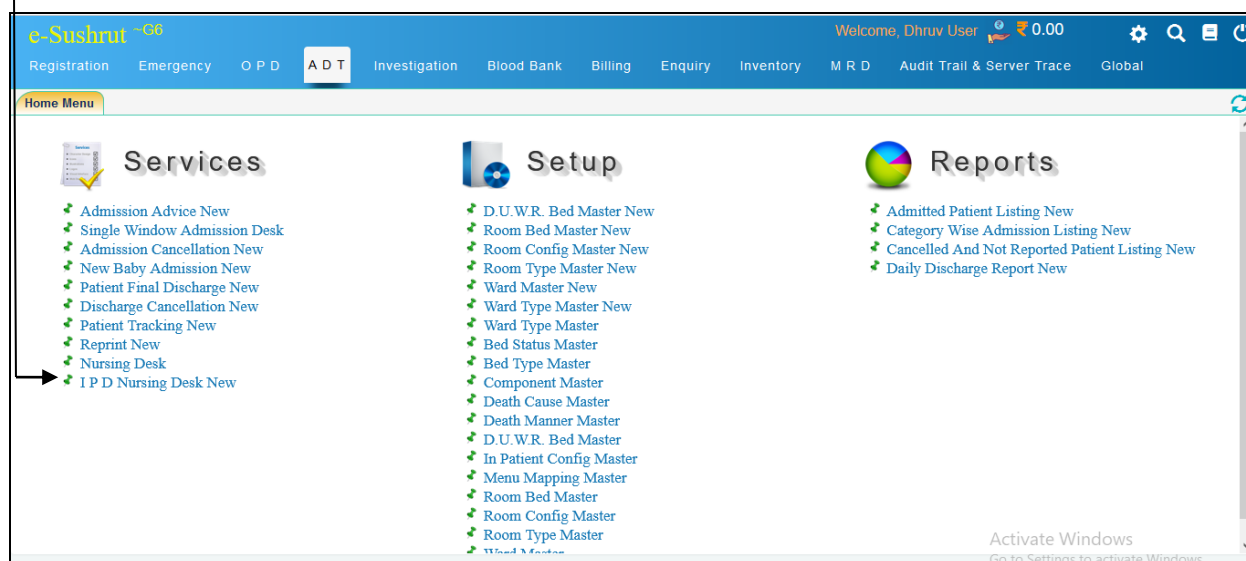
Figure.3.0

Select Department, Ward, Room and services.
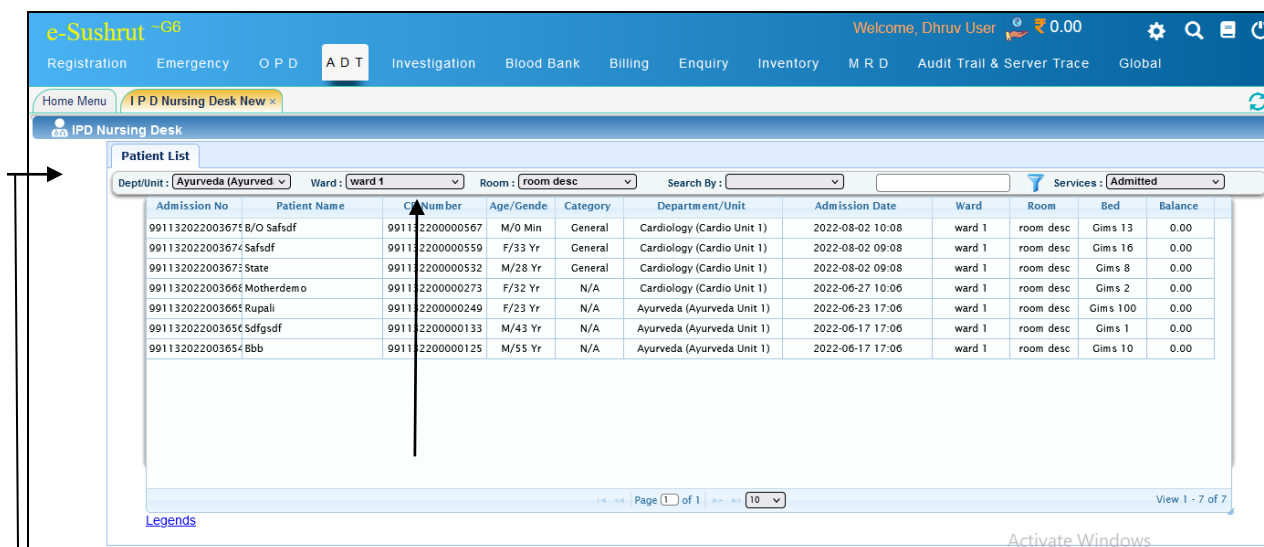
Figure.3.1

Select Patient from the list

4.0 Patient Final Discharge New

Path: ADT→Services→Patient Final Discharge
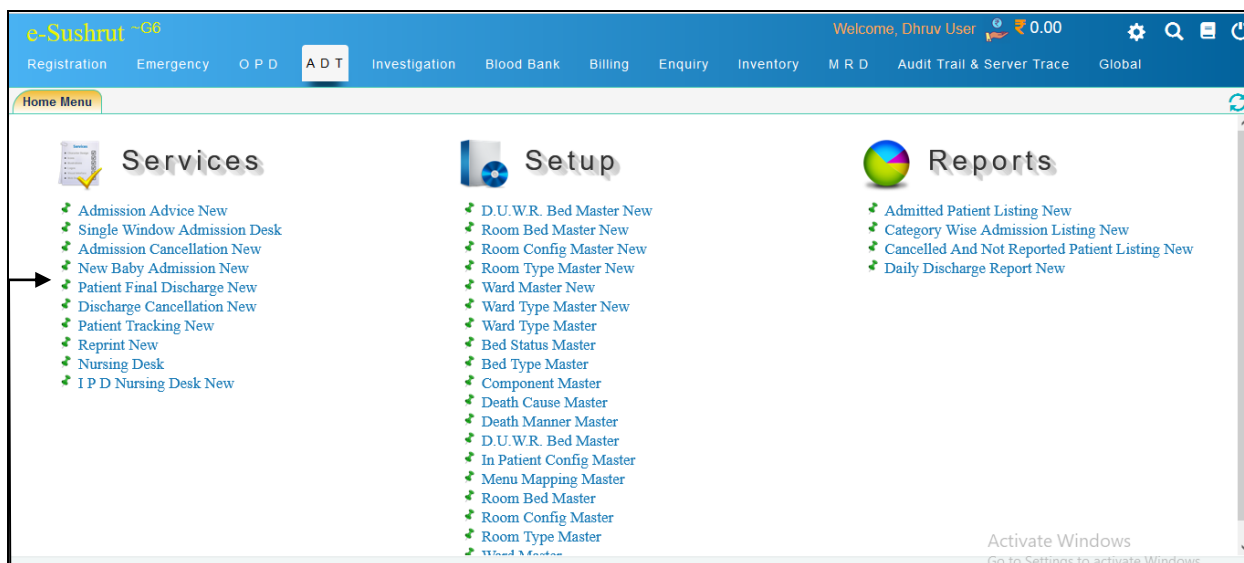
Figure.4.0

Click on Patient Final Discharge
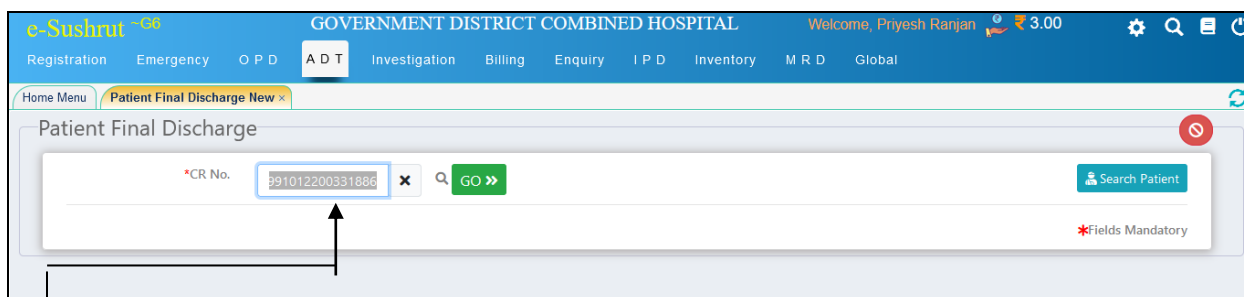
Figure.4.1

Write CR No. of Patient.

Figure.4.2

Following Discharge types are available.

- ➢ Normal Discharge

- ➢ Transfers

- ➢ Death

- ➢ LAMA

- ➢ Absconded
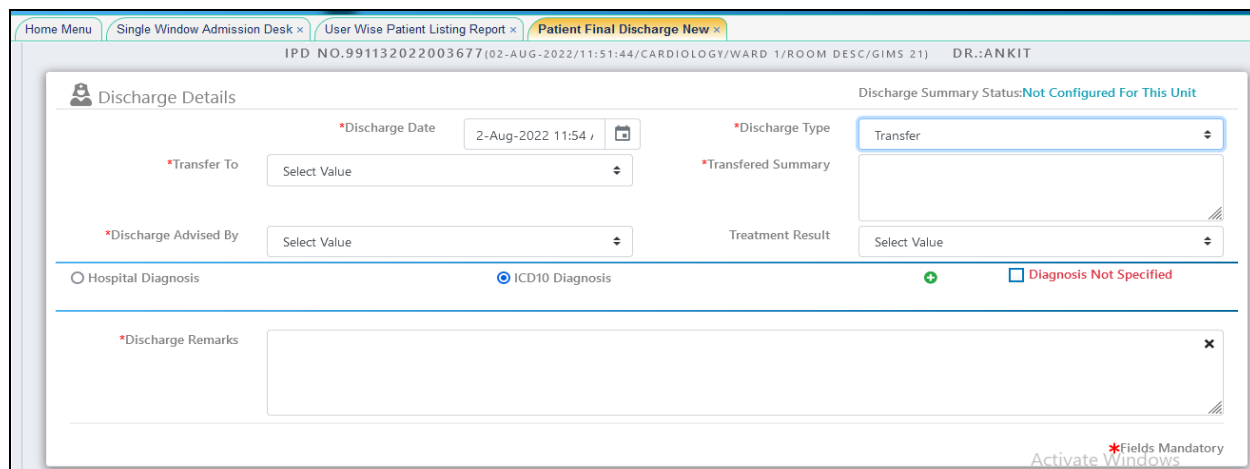
1) Normal Discharge

Figure.4.3

Fill details, Click on Save after filling all the required fields **of Discharge Details**.

2) Transfer

Figure.4.4

Fill details, Save.

3) Death

Figure.4.5

Fill details, Save.

4) LAMA
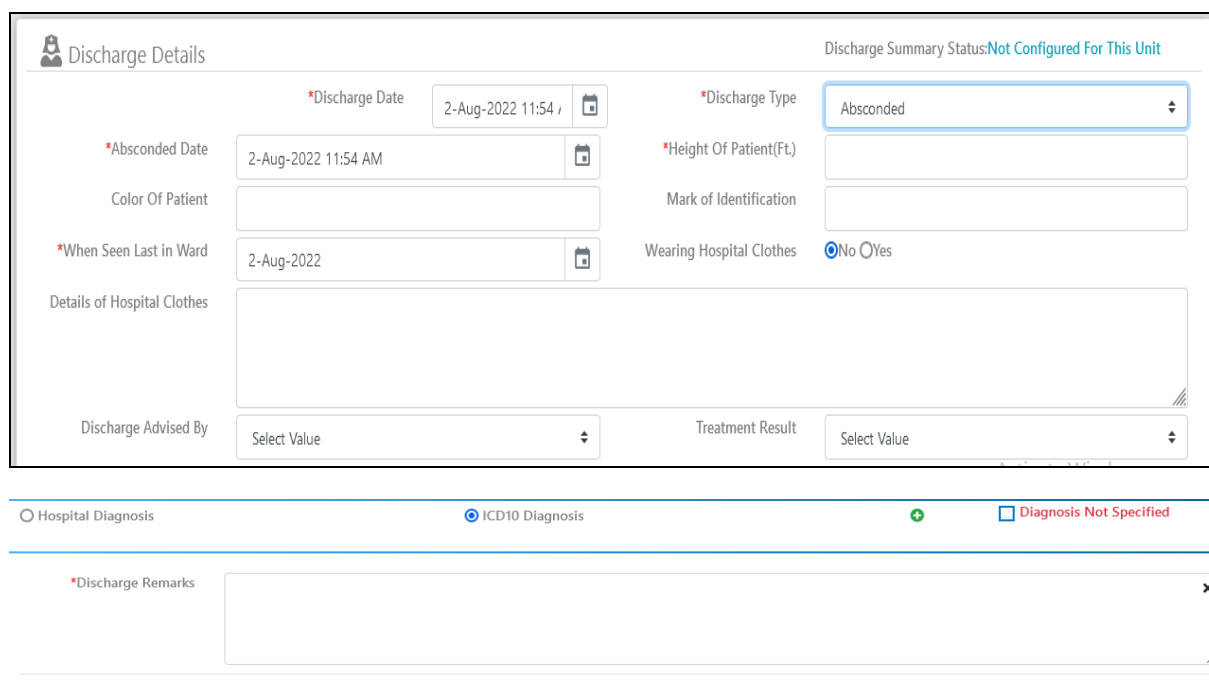
Figure.4.6

Fill details, Save.

5) Absconded

Figure.4.7

Fill details, Save.

5) Referral

Figure.4.8

5) On Request

Figure.4.9

5.0. Discharge Cancellation New

Path: ADT→Services→Discharge Cancellation New
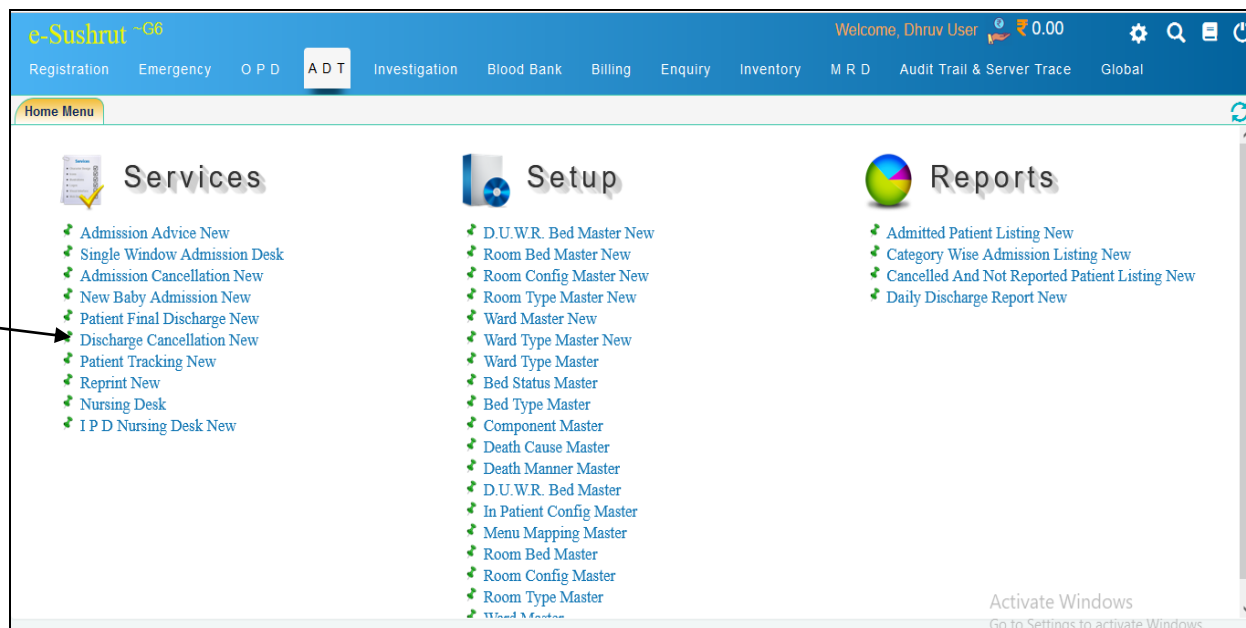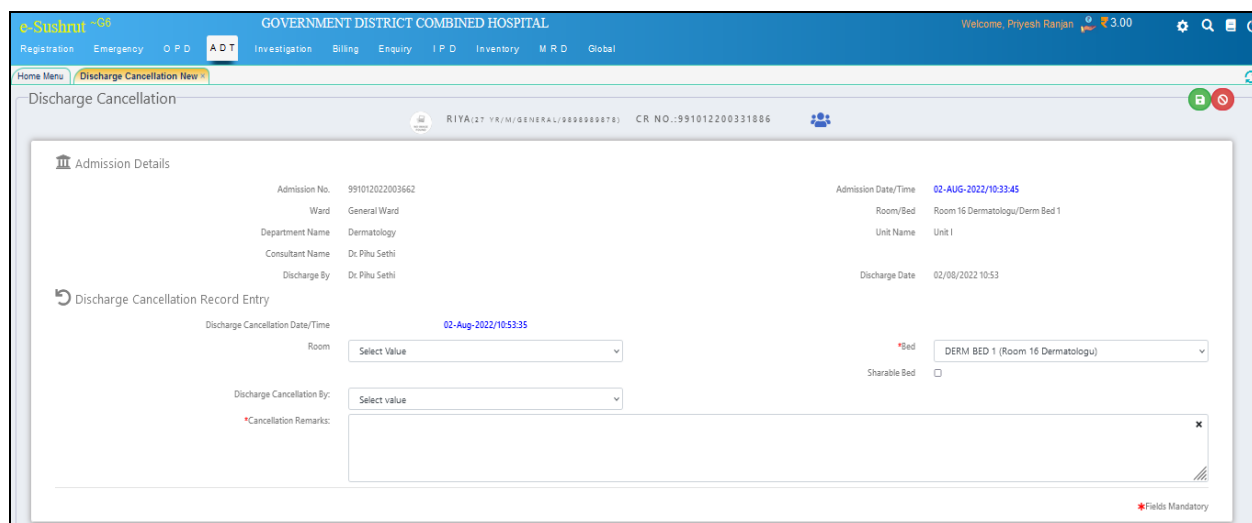
Figure.5.0
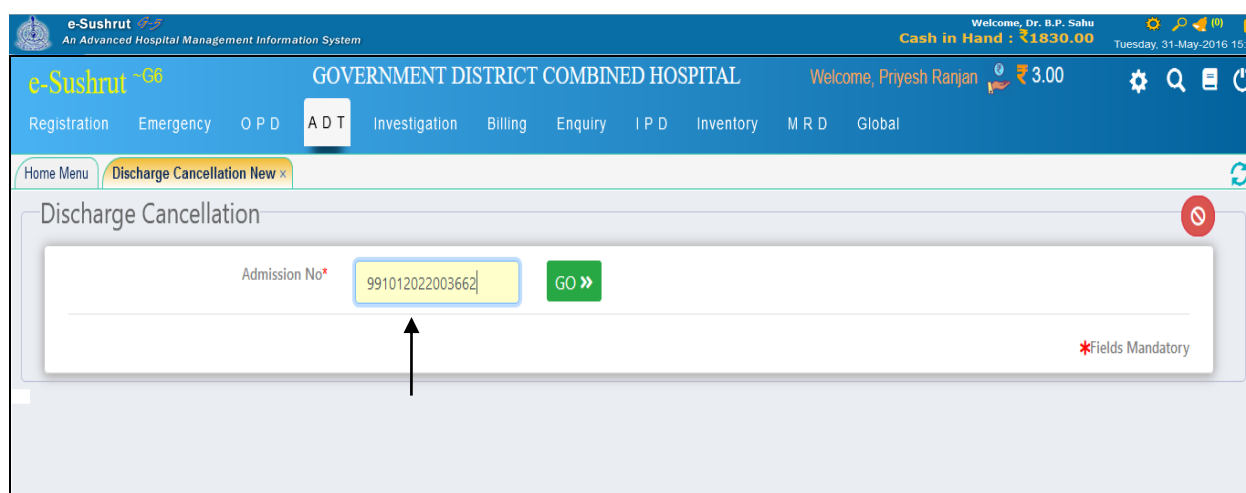
Figure.5.1
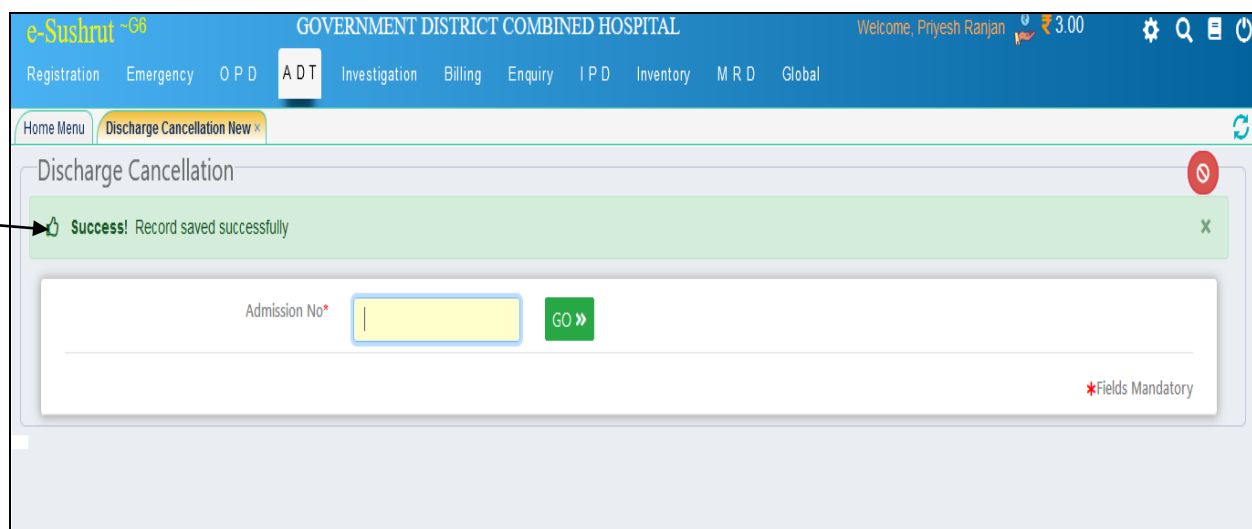
Write mother CR No., click on GO

Figure.5.2

Fill all details and click on save.

Message will appear.

Figure.5.3

6.0 Reprint New

Path: ADT→Services→Reprint New

Click on Reprint New
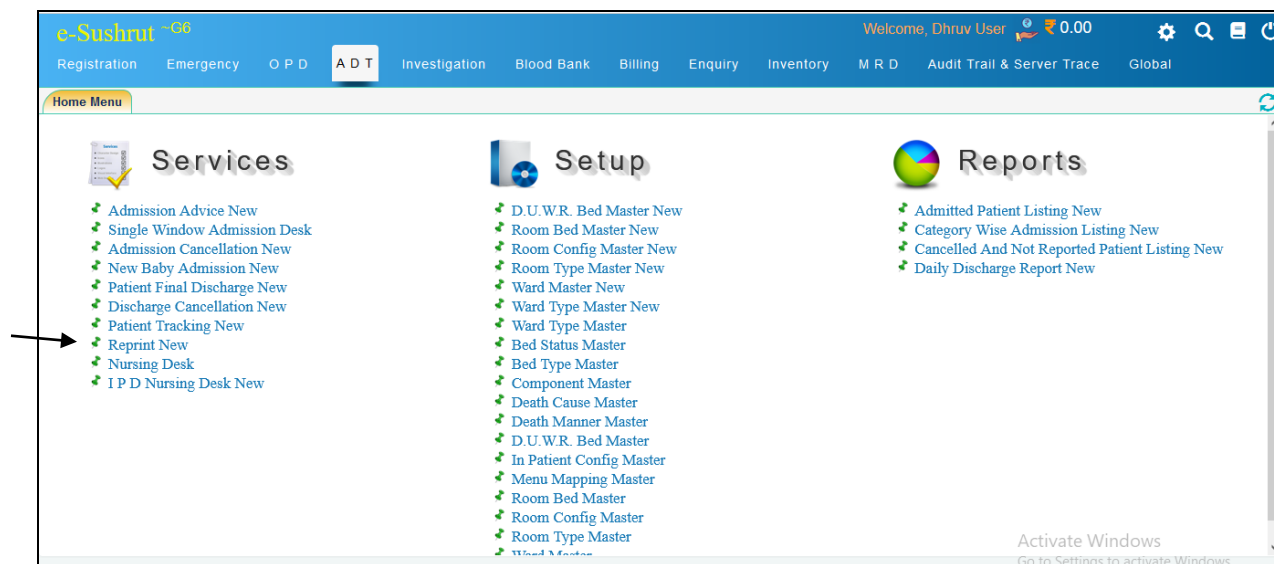
Figure.6.0

Enter CR number, click on GO Button
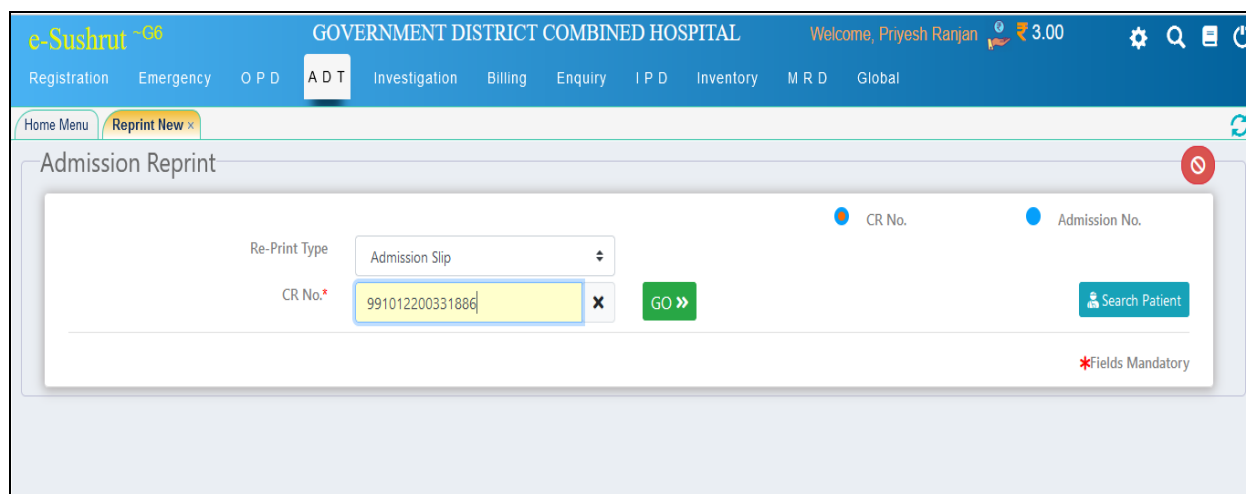
Figure.6.1

Click on print button
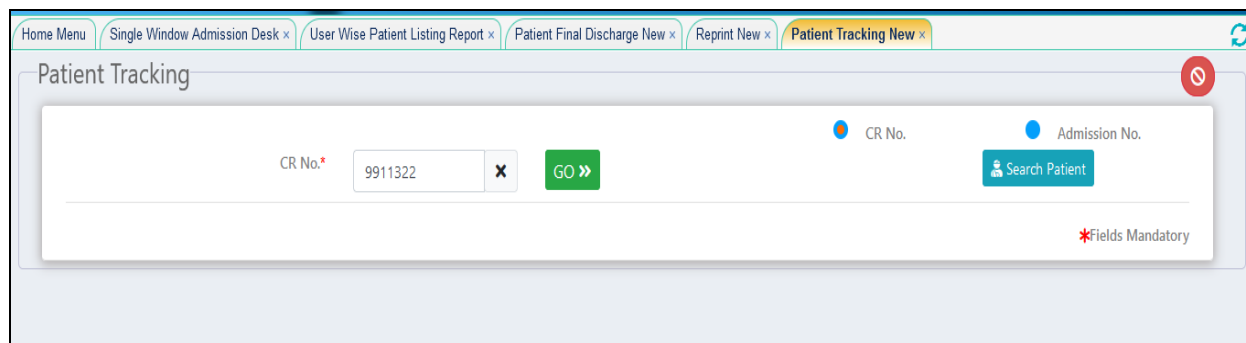
Figure.6.2

7.0 Patient Tracking New

Click on Patient Tracking New
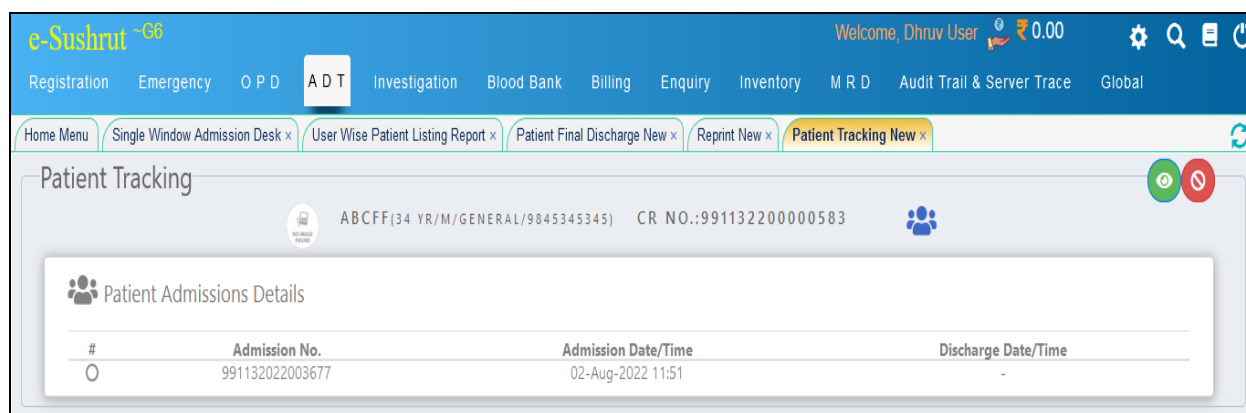
Figure.7.0

Enter CR Number and Click on GO

Figure.7.1
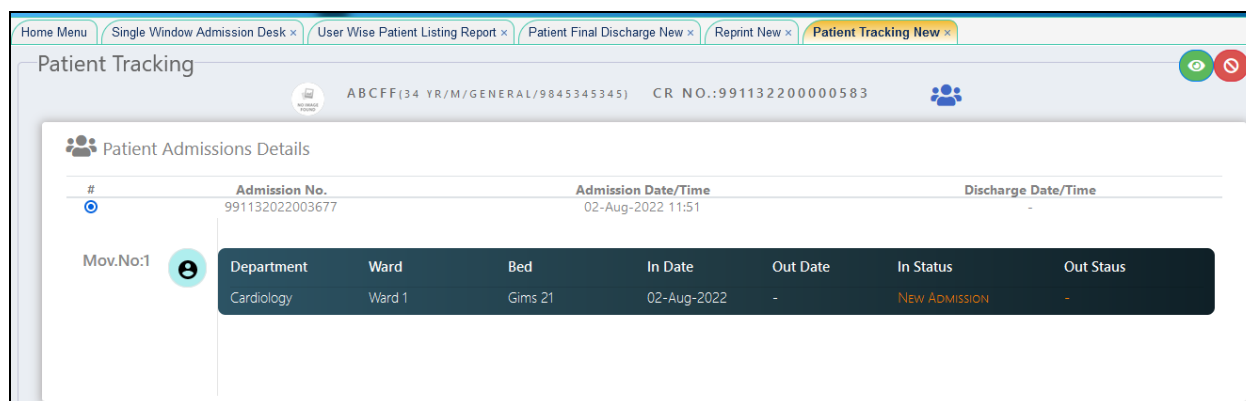
Admission number, Admission Date, Time can be seen here, select radio button

Figure.7.2
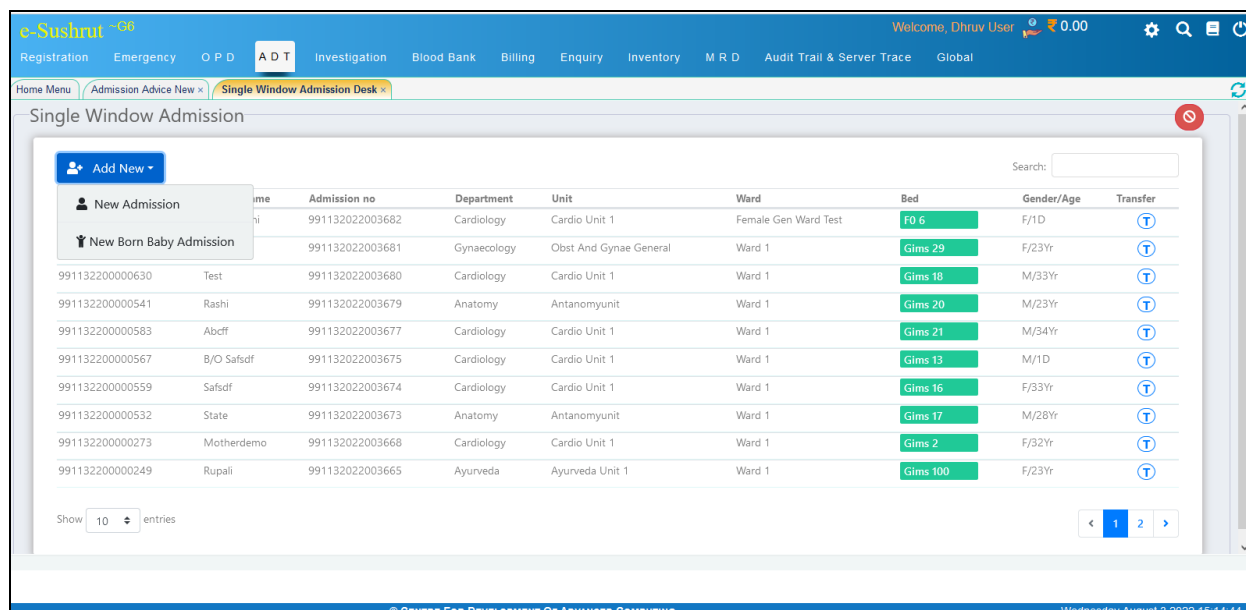
Details are given

Figure.7.3

8.0 New Baby Admission

Path: ADT→Services→Single Window Desk→New Born Baby Admission

Figure.8.0

Write mother CR No., click on GO

Figure.8.1

Figure.8.2

Fill all details and click on save.

Patient successfully admitted with Admission No. & CR No., message will appear.