

Click path for Appointment Module

NIMS eHMS



e-Sushrut 9-5

An Advanced Hospital Management Information System

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Appointment Module

Click Path

1. New Appointment

Click on Appointment → Services → New Appointment

Enter the Fields.

Note All fields marked as**are mandatory

Two types of Patients are available for Appointment.

- ✓ Registered
- ✓ Unregistered

Registered patient are those, who are already registered and want to visit other department.

Unregistered patient are those, who wants to visit first time in hospital.

Registered

Select Patient Type→Registered (By clicking radio button)

- CR No → Enter the CR no and click “GO” button. Patient details will be fetched on the screen.

In case CR number is not known, then it can be searched by clicking on the search button. A new window will open on the screen having multiple fields.

There are two radio buttons (Demographic Search and Unique Id Search)

- If Demographic Search button is selected → click on the Unknown check box → two fields gets Highlighted namely Registration Between, And.
- If Demographic Search button is selected → and check box field is empty → fill the all details of the form to complete the search process.
- Department/Unit→Select Department/Unit from drop down box.

- Appointment for → Select the department from drop down box.
- Appointment Date & Slot → Select the date and slot for which Patient is willing to visit.
- Appointment Type → Choose from drop down box
- Mobile No. → Enter Mobile No of Patient.
- Appointment Mode → Select the appointment mode from drop down box.
- Message will appear appointment created successfully.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be save
- Clear → It will clear all the fields of the search form.
- Cancel → Search window will close.

Unregistered

Select Patient Type → Unregistered (By clicking radio button)

- Patient Name → Write patient name in box.
- Age → Write age of patient.
- Gender → Write gender of patient.
- Father Name → Write father's name of patient
- Spouse Name → Write Spouse name of patient
- Appointment for → Select appointment for, from drop down box.
- Department/Unit → Select Department/Unit from drop down box.
- Appointment Date & Free Slot → Select the date and slot for which Patient is willing to visit.
- Appointment Type → Choose from drop down box
- Mobile No. → Enter Mobile No of Patient.
- Appointment Mode → Select the appointment mode from drop down box.

- Message will appear appointment created successfully and Appointment No. will be generated.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be save
- Clear → It will clear all the fields of the search form.
- Cancel → Search window will close.

2. Reschedule & Cancellation of Appointment

Click on Appointment → Services → Reschedule & Cancellation of Appointment

Enter the Fields.

- Note All fields marked as**are mandatory

Reschedule or Cancellation of Appointment can be done in two ways

- ✓ CR No. wise
- ✓ Appointment No. wise

CR No. wise

- Write CR No. of the Patient → Enter the CR no and click “GO” button. Patient details will be fetched on the screen.

In case CR number is not known, then it can be searched by clicking on the search button. A new window will open on the screen having multiple fields.

There are two radio buttons (Demographic Search and Unique Id Search)

- If Demographic Search button is selected → click on the Unknown check box → two fields gets Highlighted namely Registration Between, And.
- If Demographic Search button is selected → and check box field is empty → fill the all details of the form to complete the search process.

- Department/Unit→Select Department/Unit from drop down box.
- Appointment for→ Select the department from drop down box.
- Appointment Date & Slot→ Select the date and slot for which Patient is willing to visit.
- Appointment Type→ Choose from drop down box
- Mobile No.→ Enter Mobile No of Patient.
- Appointment Mode→ Select the appointment mode from drop down box.
- Message will appear appointment created successfully.

Search – Clear – Cancel buttons

- Search → By clicking the button data will be searched based upon the input parameters of the fields.
- Clear → It will clear all the fields of the search form.
- Cancel → Search window will close.

Previous appointment table would appear for the entered CR number demonstrating Appointment No., Appointment Date & Time, Status and Remarks along with the radio button and the cancel button.

- User need to click on the relevant radio button in order to reschedule and cancellation of the appointment.
- Upon click on the radio button, three buttons are visible namely:

Reschedule – Apt Cancel – Cancel buttons

- ✓ Reschedule → By clicking the button, appointment would be rescheduled to some other date and time (depending upon the availability) as per the input given by the user.
- Appointment Date → Select the current or future date from calendar for which Patient is willing to visit.
- Appointment Type→ This would be the same as selected at the time of creation of the appointment.

- Free Slot Date & Slot→ Select the date and slot for which Patient wants to reschedule his appointment.
 - Mobile No.→ Enter Mobile No of Patient.
 - Appointment Mode→ Select the appointment mode from drop down box.
 - Reason for Reschedule→ Write appropriate reason for rescheduling the appointment in the space provided.
 - Message will appear appointment rescheduled successfully.
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- ✓ Apt Cancel → By clicking the button, appointment created by the user would be cancelled and subsequently the slot would be free.
 - Reason for cancellation→ Write appropriate reason for cancellation of the appointment in the space provided.
 - Message will appear appointment cancelled successfully.
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- ✓ Cancel → Cancel button would take user back to the Reschedule and Cancellation Appointment Page.

Appointment No. Wise

- Write Appointment No. of the Patient→ Enter the Appointment No. (9 Digit Numerical Value) obtained while creation of the CR Number and click “GO” button. Patient details will be fetched on the screen.

Previous appointment table would appear for the entered Appointment number demonstrating Appointment No., Appointment Date & Time, Status and Remarks along with the radio button and the cancel button.

- User need to click on the relevant radio button in order to reschedule and cancellation of the appointment.
- Upon click on the radio button, three buttons are visible namely:

Reschedule – Apt Cancel – Cancel buttons