Simple EMR User Guide

Version 1.0

Digital Cairo Software

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Configuration and Setup:

Installation:

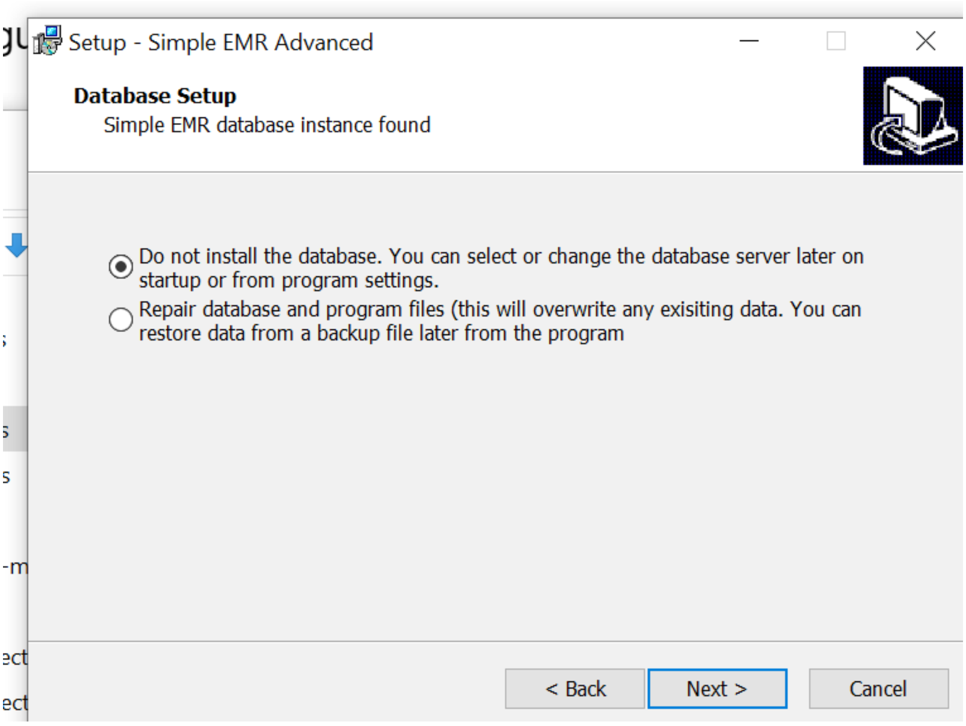
- Download the latest setup file from https://www.digitalcairo.com/Products.aspx
- Run the setup file, Allowing Run Permissions if required.

If the program is being installed on the computer for the first time, you can select:

  - Install database on this computer: this will setup the database on the local computer which will act as the central database server for other users to connect to on the local network.
  - Do not install database: this will install the program without the database which allows it to connect to an existing database setup on another computer. You can configure the program to connect to an existing database using the "Database Server" option under "Clinic Data" tab in the program "Settings" section.

If the program was previously installed successfully on the computer, you can select:

  - Do not install database: this will install the program without the database which allows it to connect to an existing database setup on another computer. You can configure the program to connect to an existing database using the "Database Server" option under "Clinic Data" tab in the program "Settings" section.
  - Repair Database: this option will restore a new blank database on the local server. Warning: this option will delete any existing data on the local computer.



Configuration:

After logging in to Simple EMR (with default admin account username: **admin** and password: **admin**), you can configure various aspects of the program as follows:

Database setup:

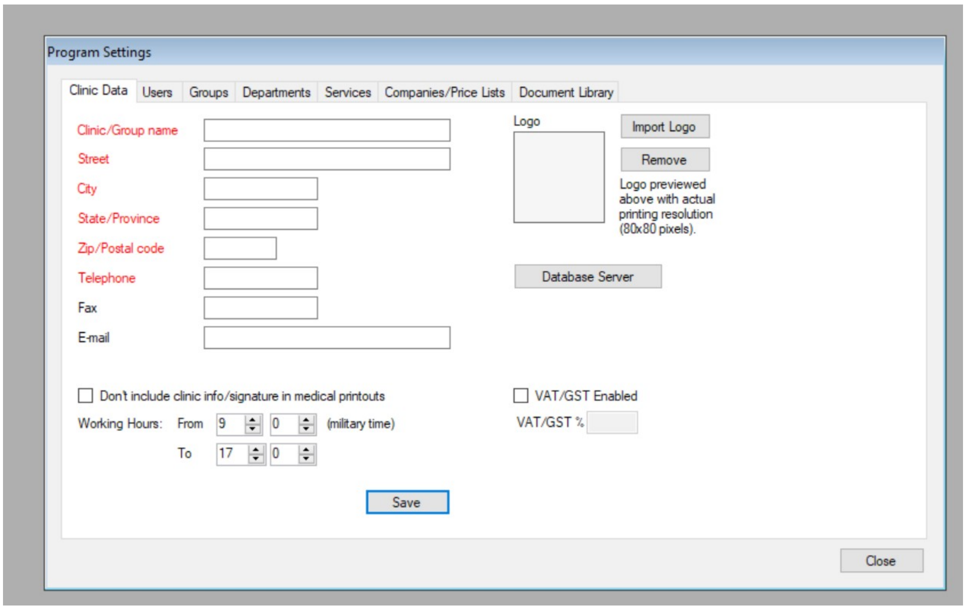
You can configure the existing database to connect to an existing database using the "Database Server" option under "Clinic Data" tab in the program "Settings" section.

VAT/GST setup:

You can enable VAT/GST and specify percentage to automatically add/calculate it in invoices using the "enable VAT/GST" option under "Clinic Data" tab in the program "Settings" section.

Working Hours:

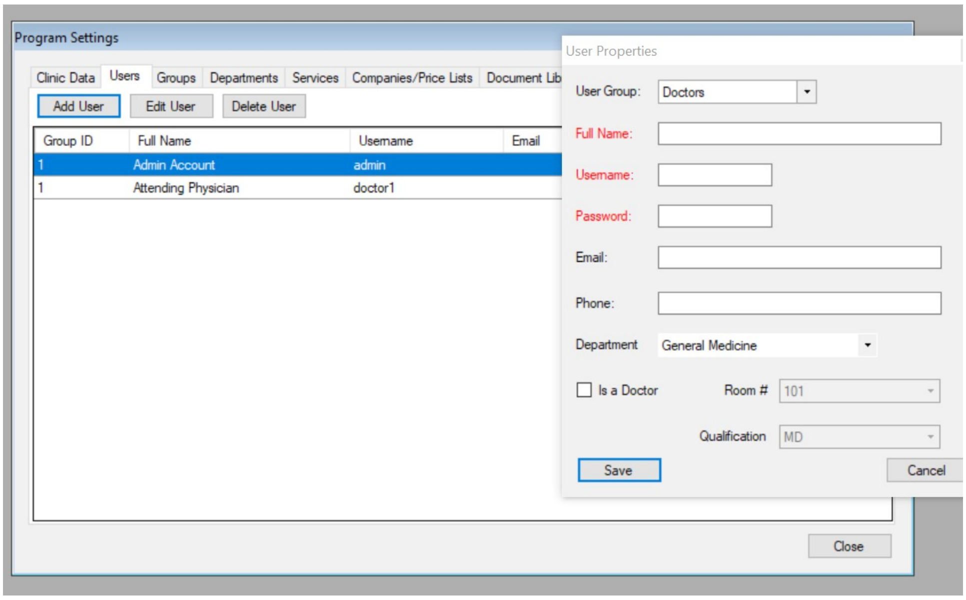
You can configure clinic working hours "Working Hours" options under "Clinic Data" tab in the program "Settings" section. This will limit the registering of appointments under "Appointments" section to the clinic working hours.



Setup:

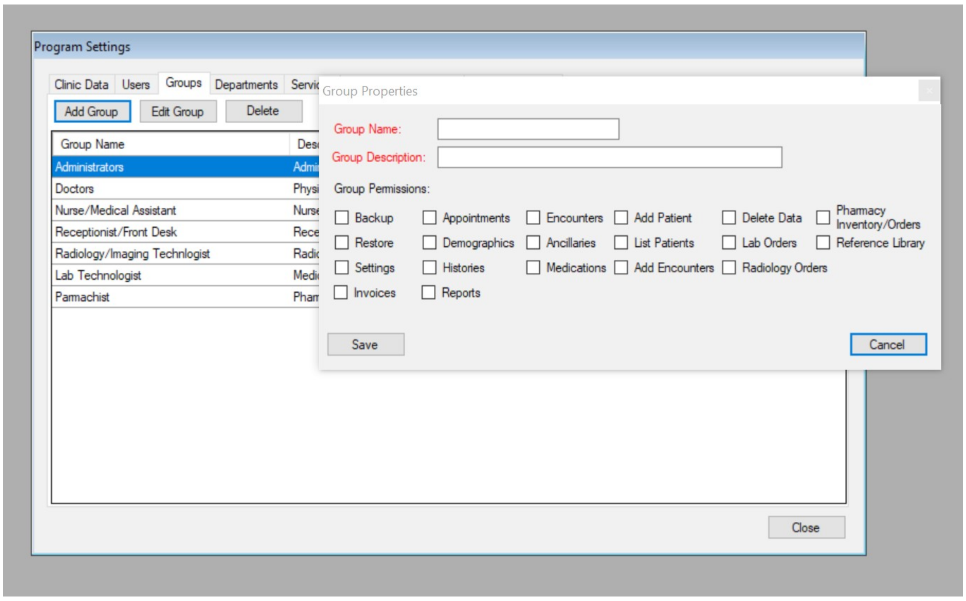
Clinic Info:

This tab under "Settings" section allows configuration of name, logo image, telephone, address, and contact email for the clinic which will be printed on all printouts throughout the program. This option is enabled/disabled using the "don't include clinic info/signature in medical printouts" option.
Users:
This section is used to add user accounts to grant access to the program, it also allows assigning users to predefined groups, as well as designate certain users as Medical Doctors and assign them to predefined departments and rooms numbers.



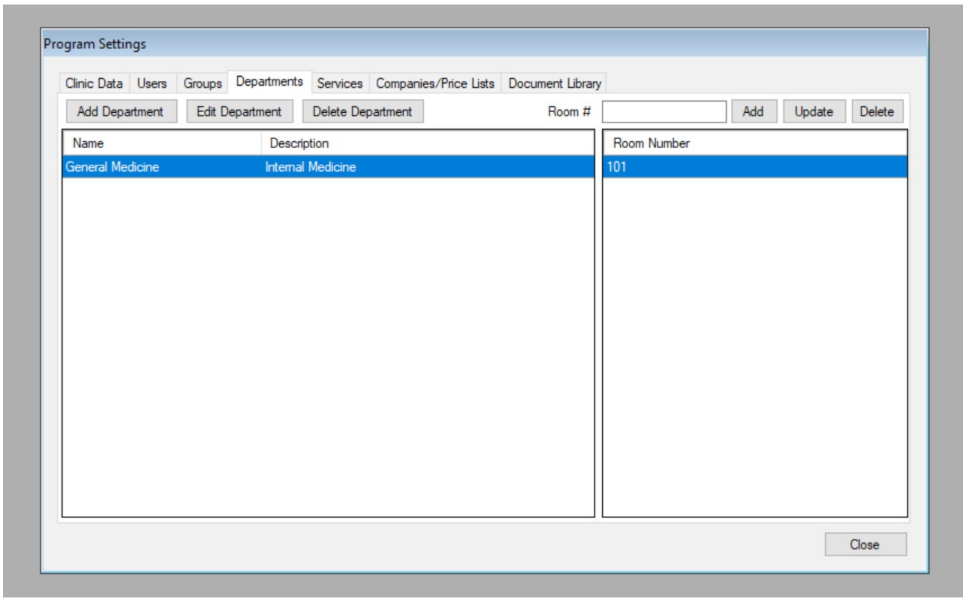
Groups:

This section allows adding/editing of groups which define permissions to access diffe3rent sections of the program. The program comes with predefined permission groups that you can assign users to, such as Doctors, Nurses, Reception, Lab Technician, etc..



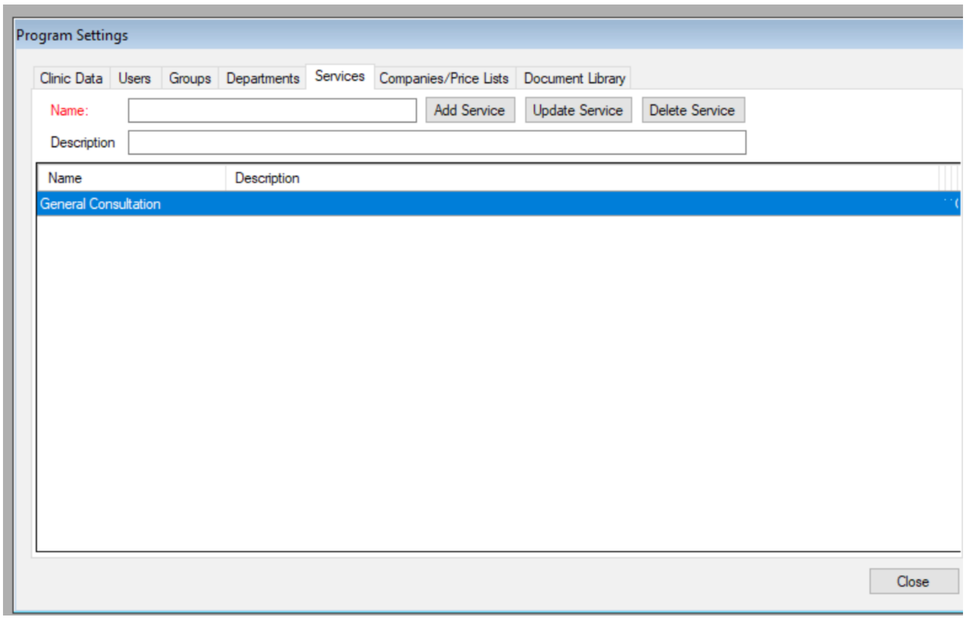
Departments:

This section allows definition of Clinic Departments and various rooms assigned to them. This can be used to assign doctors to certain departments/rooms in the users section.



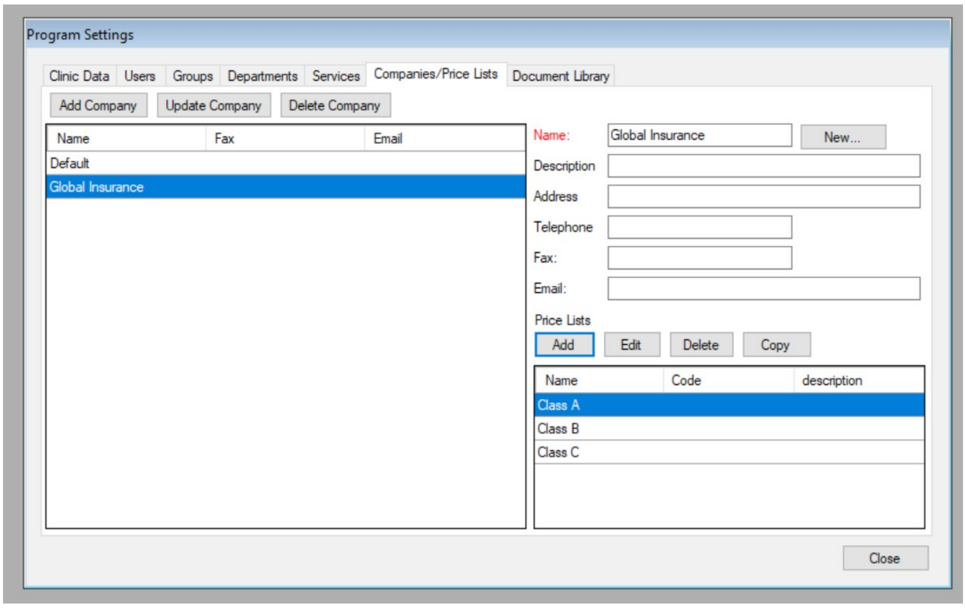
Services:

This section allows definition of services provided by the clinic. This will be used to define price lists for the services in the “Companies/Price Lists” section.



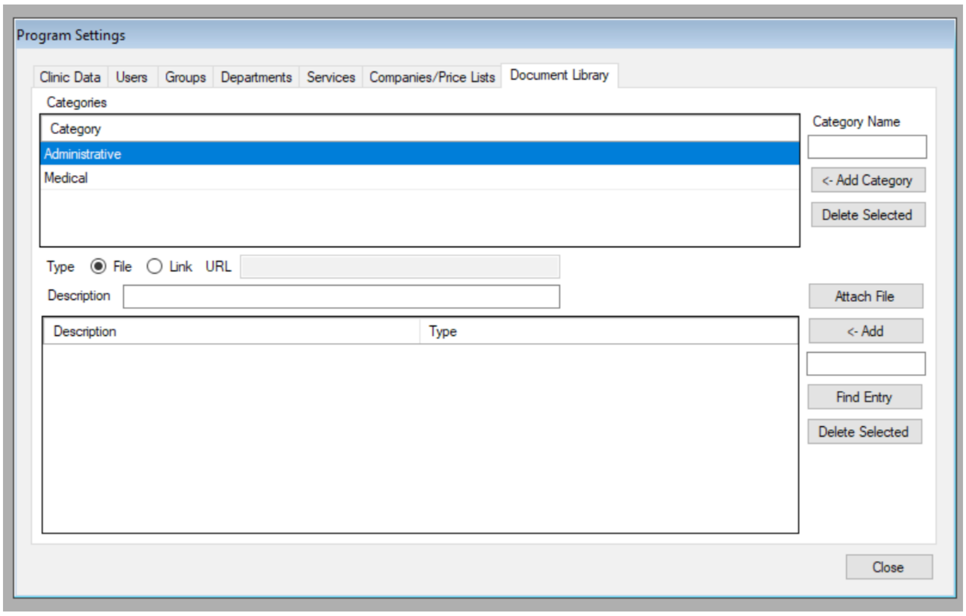
Companies/Price Lists:

This section is used to add different client companies and define custom price list for each company. This includes Insurance companies price lists. For each company you can add more than one price lists and define a custom service price for each service in the price list. This can be used to add one insurance company for example and add different price lists for each different coverage plan or insurance class for the same insurance company.



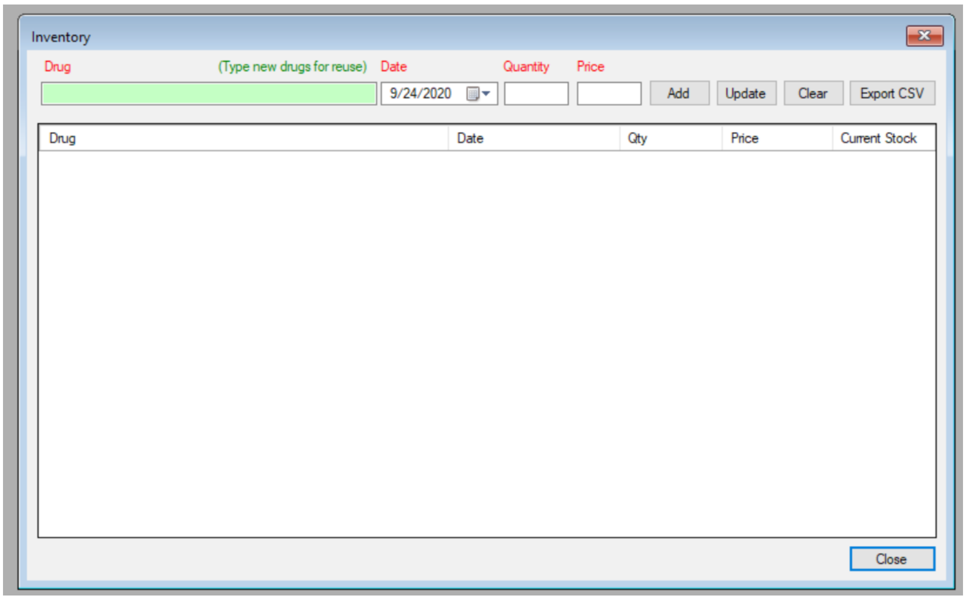
Document Library:

This section allows defining different categories of administrative and medical documents used throughout the clinic and adding documents to the library categories to be accessed and searched by staff for clinical usage. The documents can be Excel, Word, PDF documents or links to online web pages. Example of documents could be procedures, medical forms, administrative documents, or reference documents.



Pharmacy Inventory:

Clinic administrators can define current pharmacy inventory levels and add/edit inventory batches with prices in the "inventory" screen.

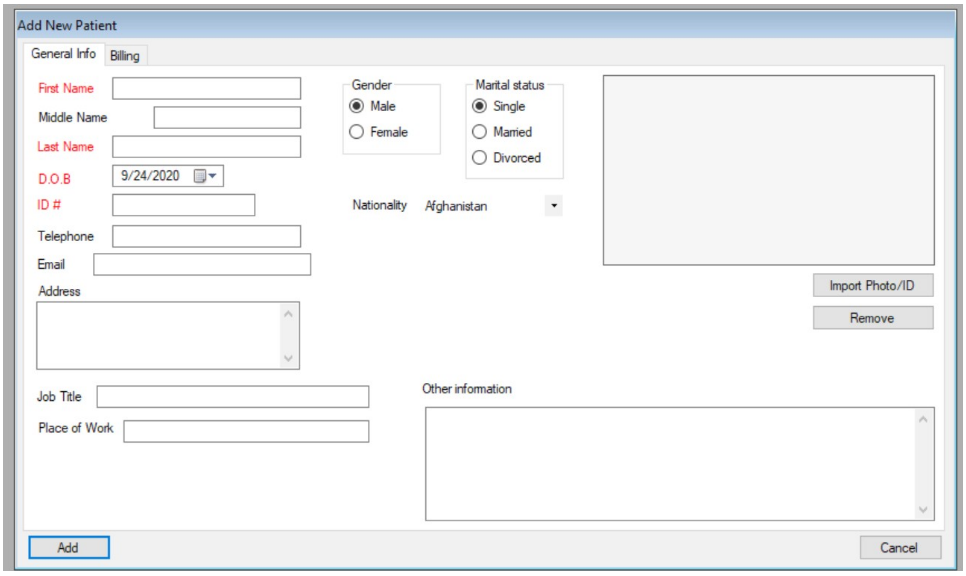


Medical Record:

Add new patient:

This screen allows you to add a new patient file with basic/billing info and photo/ID. The billing screen allows choice of default price list (defined earlier in the "Companies/Price Lists" settings section.

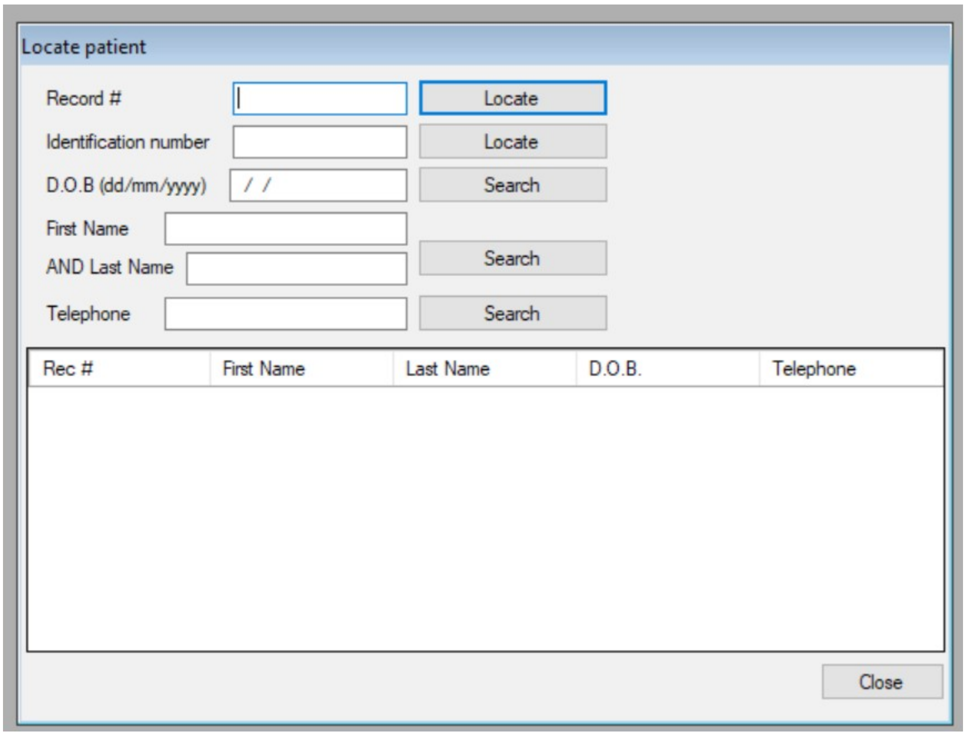
After Patient file creation, you will be present with the option to goto to appointments section to create a new appointment, new encounter, create invoice for the patient, or open the patient file for general editing.



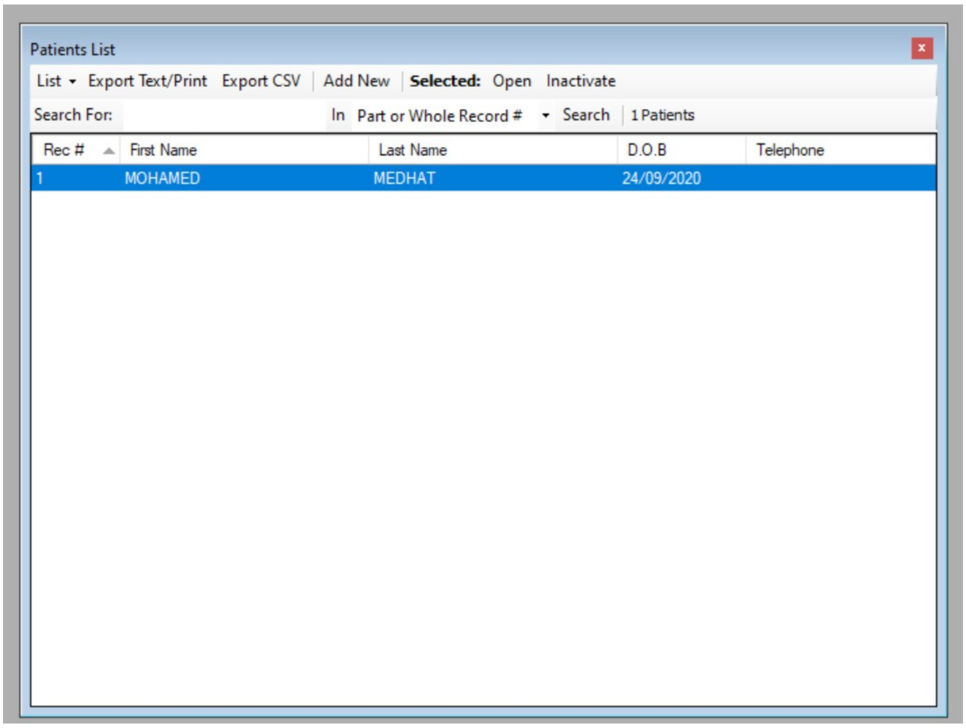
Locating Patient Files:

You can locate existing patient files in two ways

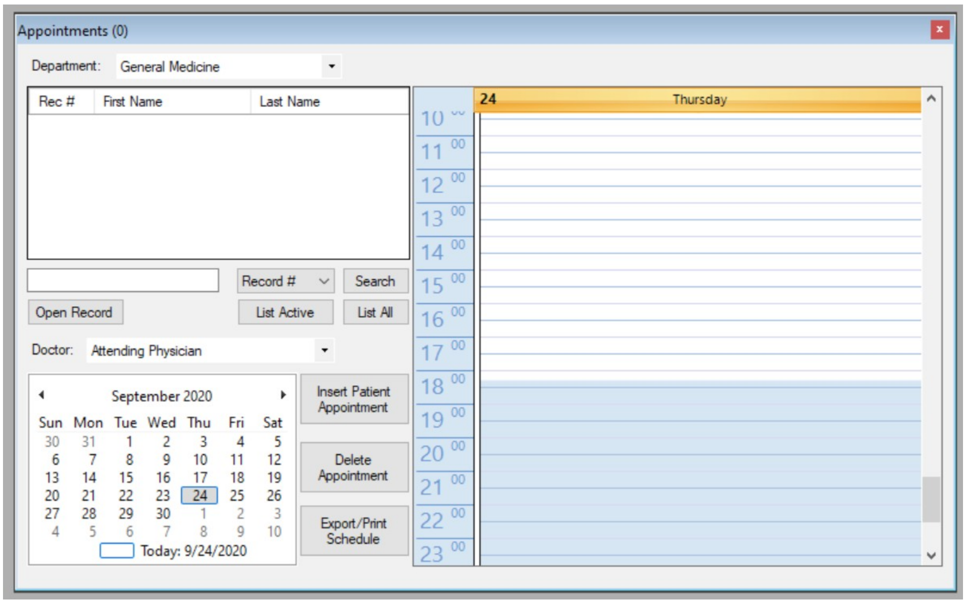
- Locate Patient: allows quick search of patient files using ID, name, MRN, DOB, or telephone.



- Patient List: This allows listing of all patient files, filtering by different criteria, Comprehensive search of information inside the files, and exporting of result lists.

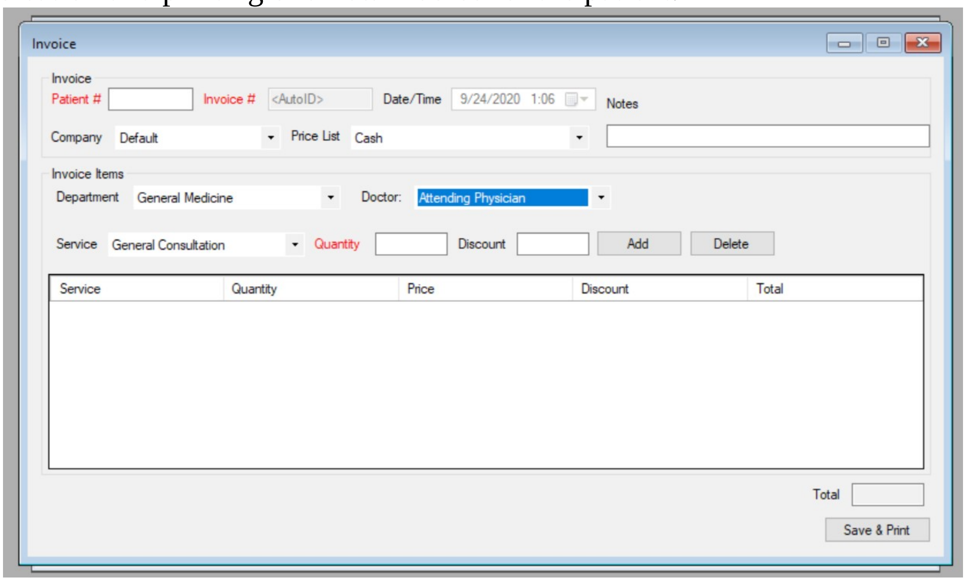


Appointments:
This section allows searching for patients and register patient appointments



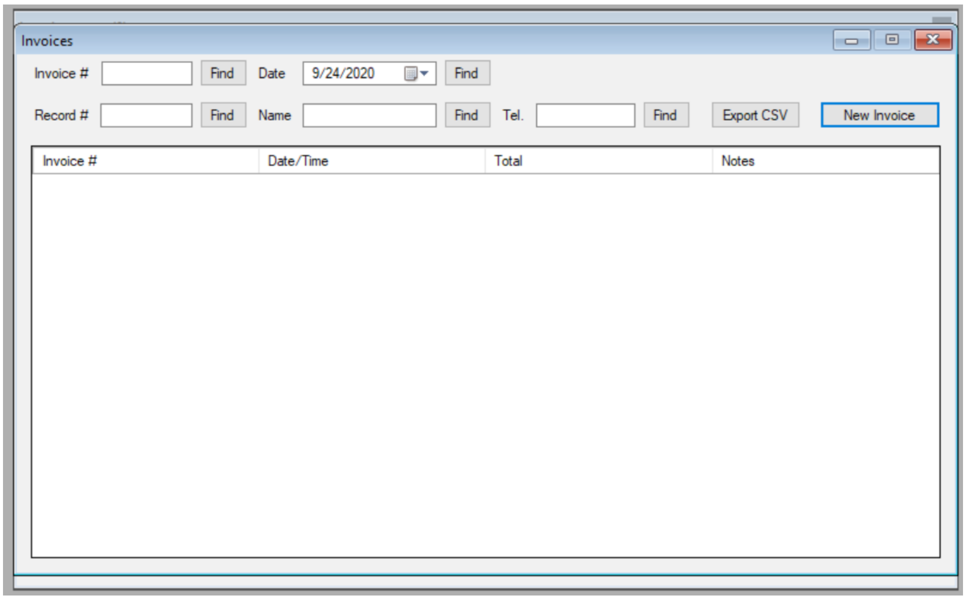
Billing:

Create Invoice:
This allows creation and printing of a new invoice for the patient.



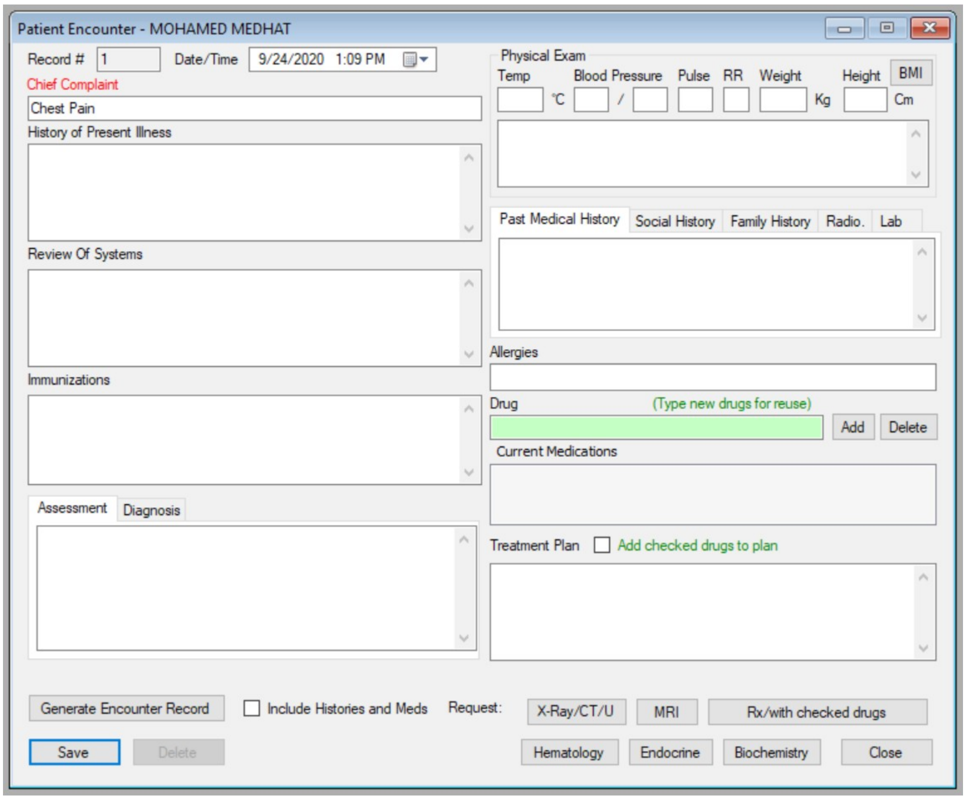
Search Invoices:

This allows searching and retrieval/printing of past invoices.



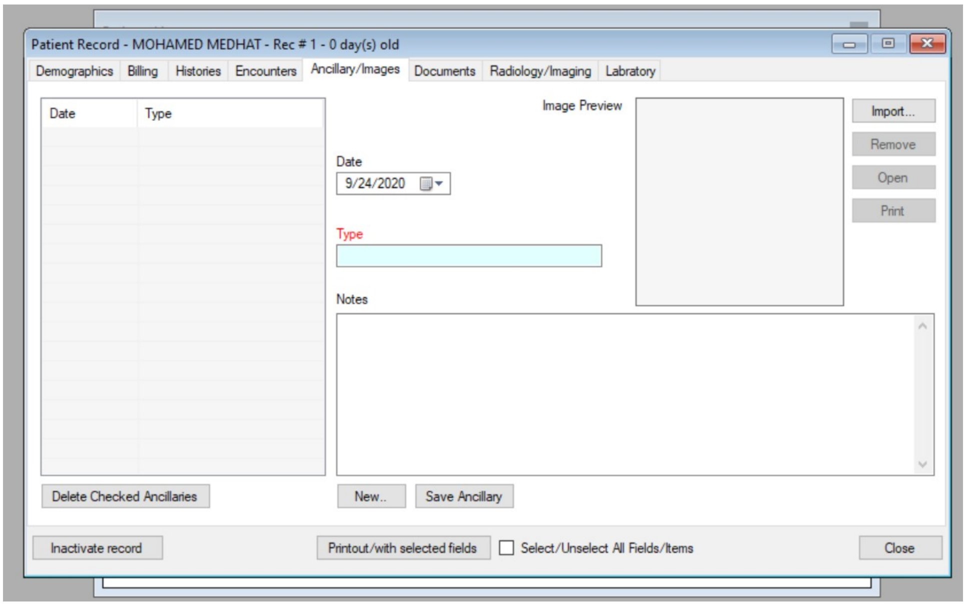
New encounter:

This allows creation of a new encounter record. The encounter can be a follow up on a previous complaint or a new complaint. After filling of “Chief Complaint” and saving the encounter record, this will enable the ordering of different Lab/Radiology/Pharmacy orders. For pharmacy orders a a drug can only be added to the prescription sent as a pharmacy order if there is enough pharmacy inventory to dispense the requested drug. The pharmacy inventory is defined in the inventory screen. The filling of different vital signs for each encounter allows the charting of patient vitals over time from the Encounters tab in the patient record file screen.



Patient Document Management:

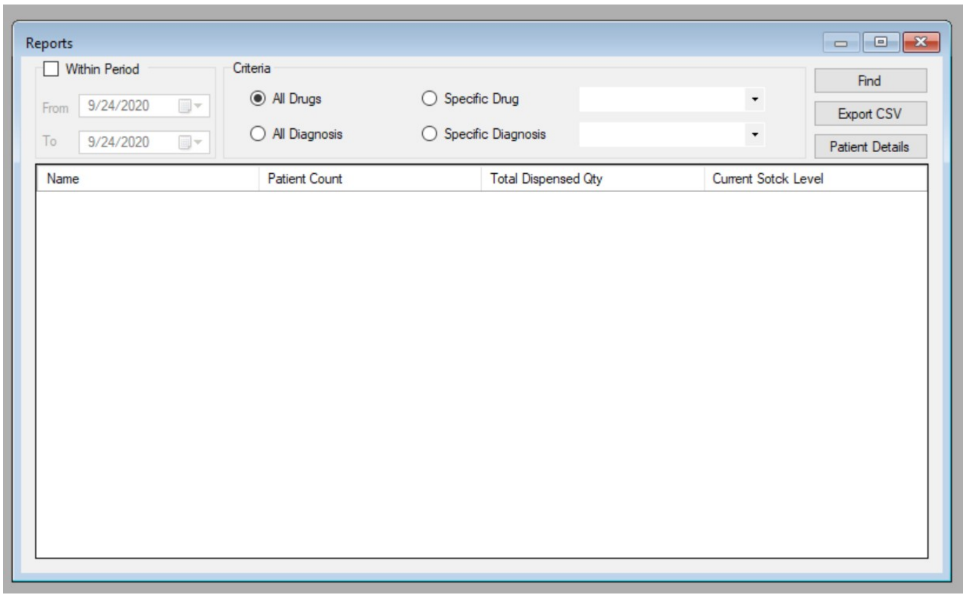
This is covered under two tabs within the patient file screen, “Ancillary/Images” and “Documents” which allows importing and classification of patient related Images or Documents. The types of files that can be imported are image files, Word, Excel or PDF documents.



Reports:

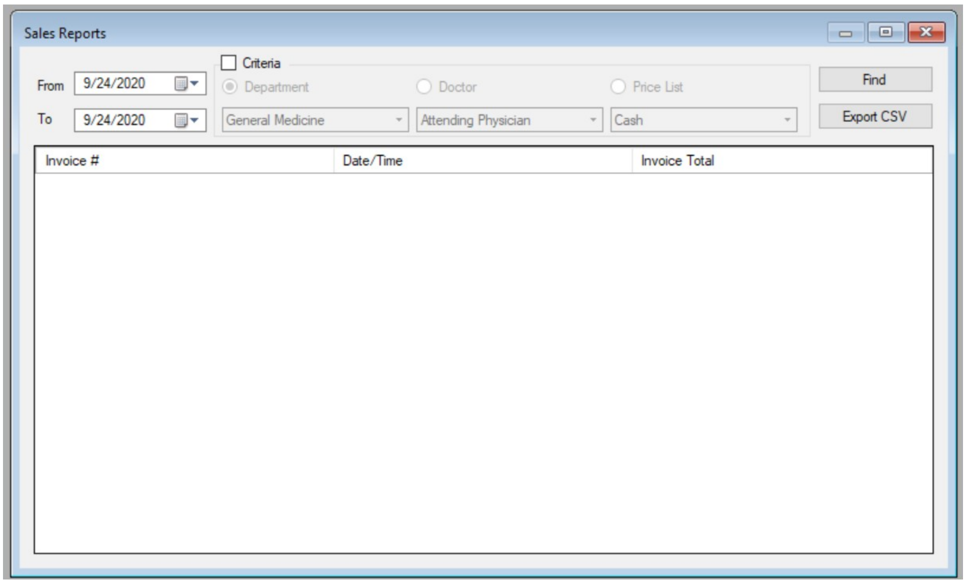
Medical Reports:

This allows searching of ICD diagnosis or dispensed drug statistics within date range and exporting of results for analysis purposes.



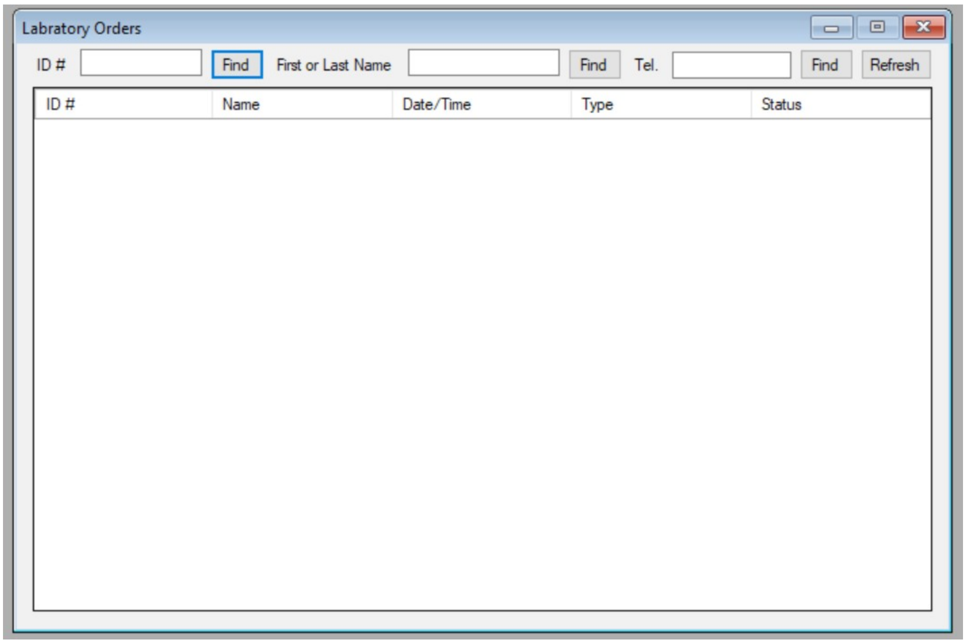
Financial Reports:

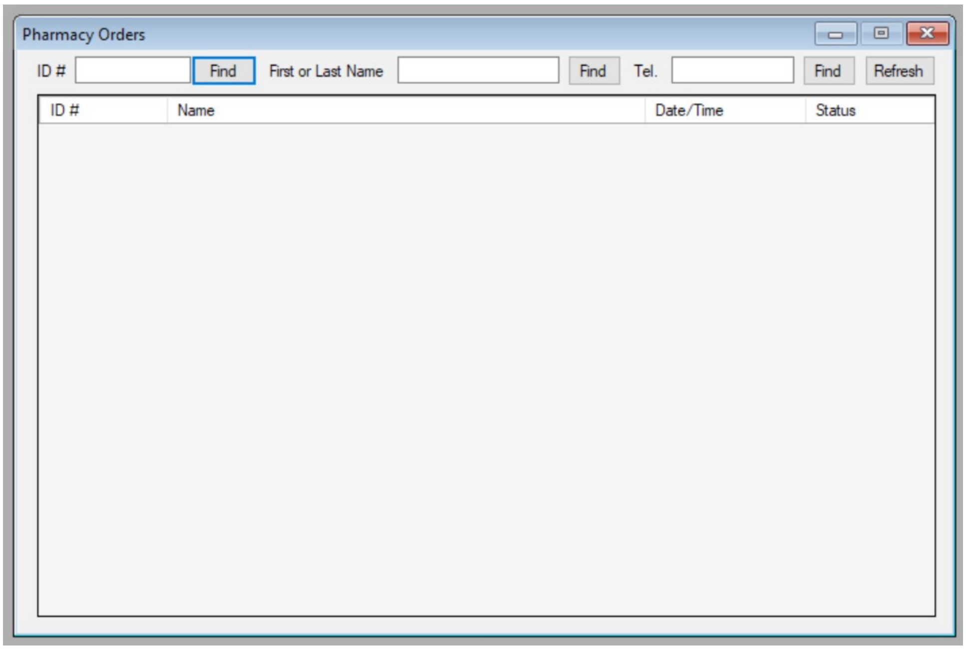
This allow searching of invoice totals by date range, department, doctor, or price lists. And exporting of results for accounting purposes.



Processing Lab/Radiology/Pharmacy Orders:

After Lab/Radiology/Pharmacy orders has been requested from within a patient encounter by a doctor, authorized Lab/Radiology technicians or pharmacists can search/view and process the requests and update status and results thourgh the Lab Orders, Radiology Orders, or the Pharmacy Orders screens:





Clinic Wide Document Library Access:

Staff users can search access the documents uploaded in the document library for utilization from the “Document Library” screen.