

# OVH Health Management System Documentation



## TABLE OF CONTENT

Introduction .....	3
Why use OVH Health system .....	4
How to use OVH Health System .....	5
How to login .....	5
Super Admin User .....	6
Reports .....	16
Notifications .....	17
Staff User .....	20

## **Introduction**

The Health System is aimed to aid health institutions with regard to data capturing and filling in terms of managing patient's information efficiently in an effective manner.

Every patient that visit the health institution will be added on the system and their information will be saved until the institution delete it, not everyone will be able to access information of the patient since they need to be registered as a user to login in the system. This is to ensure that patient doctor- patient confidentiality is maintained.

Link: <http://bondohealth.org/>

## **Why use OVH Health system.**

The Health System has been developed to ensure efficiency in health institutions and ease the work of nurses and doctors with regards to retrieving patient's data from a centralised centre. It is vital that every health institution has a way of identifying their patients, it can be patients who are admitted or the ones that just paid a visit.

OVH Health Systems helps to store patient's information as to when they visited the health institution.

1. Patient Querying: to navigate through patient information will be very easy and will happen on a split second, all the system user need to do is punch in ID Number or Date of Birth or Even Surname of a person and the system will return all patients filtered accordingly.
2. Patients Duplication: Every Patient will be captured with an automated and validated unique system reference number to avoid duplication and redundancy.
3. Report / Statistics: The system will automatically provide daily consolidated activity reports for overall health institution currently making use of the system, weekly reports of all health institutions using the system as well as the monthly activity reports. In this way you are all going to be informed on what is taking place in each individual institution and with no human interaction involved in the process of calculations.

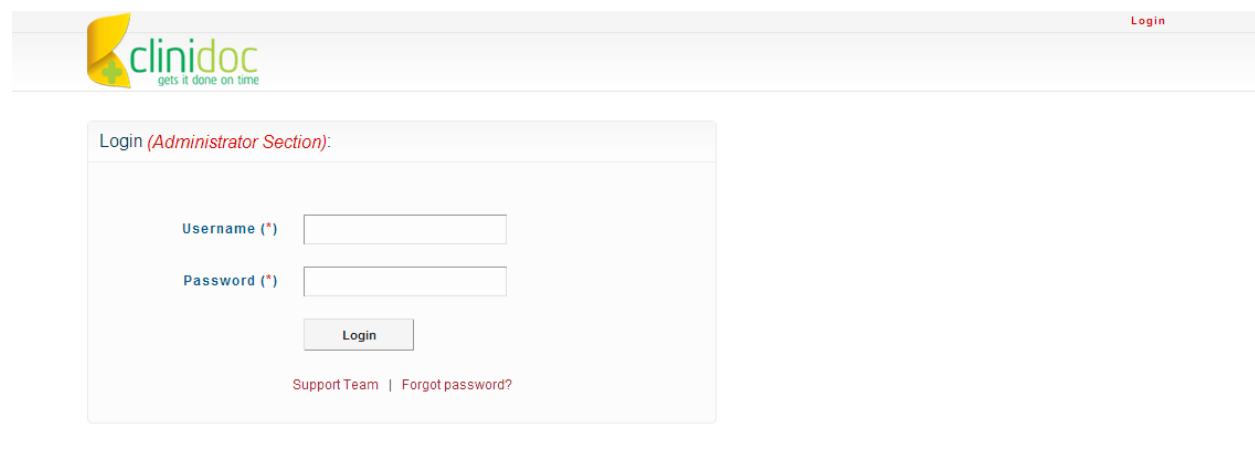
## How to use OVH Health System.

OVH Health management system can be used by a staff who will only add patients and schedule appointments, and the super admin who can add new institutions, regions and medical aid information.

The super admin user which is the one who has access to patient's information will be reliable for adding the regions, institutions, users, medical aid scheme, patients and appointments.

## How to login

All users should be registered in the system database to be able to login. Every user has a unique username and password to access the system.



The screenshot shows the Clinidoc login interface. At the top left is the Clinidoc logo with the tagline "gets it done on time". At the top right is a "Login" link. The main content area is titled "Login (Administrator Section):" and contains a form with two input fields: "Username (\*)" and "Password (\*)". Below the fields is a "Login" button. At the bottom of the form are two links: "Support Team" and "Forgot password?".

## SUPER ADMIN USER

### Patient Tab

On the Patient tab this where the SUPER ADMIN will be able to add new patients on the system which will also be saved onto the database see figure 1.1.

Results: 1 - 9, Total 9

Patient No.	Patient Name	Patient Surname	ID NO. / Passport	Patient Type	Action
				All Types	Search
1. HFP1	Awelani	Ndouvhada	8393923443	BONDO HOSPITAL	
2. HFP2	Benerdict	Musengane	A3455465656	GAUTENG (DATA CENTRE)	
3. HFP3	Matthew	Dong	236777	GAUTENG (DATA CENTRE)	
4. HFP4	Mpho	Rampa	ra47677	GAUTENG (DATA CENTRE)	
5. HFP5	Mpho	Rampi	397690	GAUTENG (DATA CENTRE)	
6. HFP6	Mpho	Rampi	397690	GAUTENG (DATA CENTRE)	
7. HFP9	Muga	Admin		BONDO HOSPITAL	
8. HFP7	Rudzani	Mulovhedzi	9206230656088	GAUTENG (DATA CENTRE)	
9. HFP8	Rudzie	Mulovhedzi		BONDO HOSPITAL	

**Figure 1.1 Patients Tab**

To add new patients the user should click on the Add New Patient button, of which the screen view will change into the screen shot on figure 1.2.

 BACK

New Patient:

Patient Type and Category:

INSTITUTION:

TYPE OF PATIENT:

Type Detailed:

PATIENCE TYPE:

Patient Details:

Title:  Gender:

First Name:  Middle Name:

Surname:  Age:

ID NO. / Passport:  Date Of Birth:

Race:  Marital Status:

Contact Details:

Cell / Mobile:  Telephone:

E-mail:  Home Address:

Employment Details:

Employer Name:  Telephone:

Occupation:  Employer Address:

Next Of Kin Details:

Next Of Kin:  Telephone:

Relationship:  Next Of Kin Address:

» EXTRA PATIEN INFO:

The screenshot shows a web form titled "Add New Patients" with the following sections:

- Person Responsible For Account:** Includes input fields for Name, Surname, Telephone, Work Telephone, Address, and Work Address.
- Origin and Location:** Includes a dropdown menu for Province, and input fields for Nearest Clinic and Chief.
- Medical Aid Details:** Includes dropdown menus for Medical Aid Scheme and Blood Group.
- Membership Information:** Includes input fields for Membership NO. and Member's Name.
- Allergies:** A large text area for entering patient allergies.
- Description:** A large text area for entering a patient description.

At the bottom of the form are "Cancel" and "Save" buttons.

**Figure 1.2 Add New Patients**

As the user adds new patients on the system the patient's details have been categorized into five sub inputs.

1. Patient Type and Category – there is a drop down to select the *Institution* which is where the patient will be treated, followed by the *Type Of Patient*, followed by the *Patient Type* selecting whether the patient has a medical aid or not.
2. Patient Details – this where the user will enter the patients general information such as Title, Gender, First Name, Middle Name, Surname, Age, ID/Passport, Date Of Birth, Race and Marital Status.
3. Contact Details – this is to help keep contact with the patient, so their cell number, Telephone, Email and Home Address will be entered.
4. Employment Details – this where the user will enter the Employer Name, Telephone, Occupation and Employer Address.



5. Next Of Kin – the user will enter the next of kin's name, Telephone, Relationship and their Address.

The EXTRA PATIENT INFO is important to patients using medical aid. Once all the data required has been entered the save button can now be clicked to save the patients information onto the Health System.

When the data has been saved it is important to use the back button that is on the system. Now the user can click the back button to view the patient that has been added. Every Patient comes with a unique patient number also referred to as a reference number.

Now back on the main Patience tab, the system user is able to quickly search for the patient either by the Patient Number or Patient Name or Patient Surname or ID. Just above the Search button the total numbers of patients recorded on the system are displayed.

There is a blue folder icon view on the right hand side where in the user can view the Patients information. If there be any update of the patient's information right next to the view patience the user can click on the edit icon and edit then save the information.

## **Appointment Tab**

For Patients that would like to book any appointments they can call and book their appointment date and time. This is possible by clicking on the appointment tab then click on the Add New Appointment Button. Once the Add New Appointment button has been clicked then the appointment and patient's information can be added as shown on the figure 1.3 below.

← BACK

**New Appointment:**

PATIENT NO.:	<input type="text"/>	<b>Search</b>
PATIENT NAME:	<input type="text"/>	Name Lookup

**Appointment Info:**

Appointment Date: <input type="text"/>	Appointment Time: <input type="text" value="00:00"/>
----------------------------------------	------------------------------------------------------

**Pateint Contacts:**

Cell / Mobile: <input type="text"/>	Telephone: <input type="text"/>
E-mail: <input type="text"/>	

**Next of Kin Info:**

Next Of Kin: <input type="text"/>	Cell/Telephone: <input type="text"/>
Relationship: <input type="text"/>	Next Of Kin Address: <input style="height: 20px;" type="text"/>

**Extra Info:**

Description:

**Figure 1.3 Add New Appointment**

To add the appointment a quick search can be done, the system user can type in a keyword of the patients name i.e Mu to lookup for names that start with Mu, once the name lookup button has been clicked all names that start with the keyword entered will display just below the Patient’s Name in a form of a drop down. Then the system user can click on the drop down to select the patient booking an appointment.

When the appointment date input box is clicked a data pop up will appear to select the date of appointment and on the appointment time a drop down with time differences appear to help select the time of appointment.

Once relevant information about the appointment has been entered the save button can be clicked to save the patients appointment.

## **Patient Tab**

There are two different types of users for the Health System.

### 1. SUPER ADMIN

- The Super Admin has all privileges on the system.
- Views all the tabs namely: Patients, Appointments, Users, Institutions, Regions, Medical Aid Schemes and Setting's.

### 2. STAFF

- Has limited privileges on the System.
- Views all the tabs namely: Patients, Appointments and Setting's.

On the Users tab the user is able to add new users on the system and also export the users into an excel spreadsheet.

Users that are added on the system receive their username and password via their email address provided or the cell phone number in the system. This happens when the SEND PASSWORD is clicked.

Users can be deactivated or activated to use the system. A user that is no longer using the system can be deleted and perhaps one user's information needs to be updated it can be done by clicking on the edit icon.

## Manage Users

+ Add New User Export to Excel

Results: 1 - 13, Total 13

First Name	Surname	Permission	Clinic	Username / Password	Active	Action
		All Permissions	All Clinics			Search
1. LARRY	SIMETSI	SUPER ADMIN	BONDO HOSPITAL	SEND PASSWORD	✓	
2. RUDZANI	MULOVHEDZI	SUPER ADMIN	GAUTENG (DATA CENTRE)	SEND PASSWORD	✓	
3. SEETA	MATETE	SUPER ADMIN	GAUTENG (DATA CENTRE)	SEND PASSWORD	✓	
4. MUGA	MAKATU	SUPER ADMIN	GAUTENG (DATA CENTRE)	SEND PASSWORD	✓	
5. MKHULULI		SUPER ADMIN	GAUTENG (DATA CENTRE)	SEND PASSWORD	✓	
6. LINEO	RAMPOU	STAFF	GAUTENG (DATA CENTRE)	SEND PASSWORD	✓	
7. DR	OLIECH	SUPER ADMIN	BONDO HOSPITAL	SEND PASSWORD	✓	
8. JOHN	ONGECH	SUPER ADMIN	BONDO HOSPITAL	SEND PASSWORD	✓	
9. DAVID	NCHINGA	SUPER ADMIN	BONDO HOSPITAL	SEND PASSWORD	✓	
10. MACRONALD	SIKWETHA	SUPER ADMIN	GAUTENG (DATA CENTRE)	SEND PASSWORD	✓	
11. BRIAN	NDOUVHADA	SUPER ADMIN	GAUTENG (DATA CENTRE)	SEND PASSWORD	✓	
12. STAFF	TST	STAFF	BONDO HOSPITAL	SEND PASSWORD	✓	
13. ERIC	MULOVHEDZI	SUPER ADMIN	GAUTENG (DATA CENTRE)	SEND PASSWORD	✓	

Figure 1.4 Users Tab

## Institutions Tab and Regions Tab

The first tab that appears is Institutions but let's explain regions first because for an institution to exist it must belong to a particular region.

To add new regions the user clicks on the regions tab then click on Add New Regions as displayed on figure 1.5 below.

Manage Regions

Results: 1 - 4, Total 4

Region Name	Active	Action
<input type="text"/>		<input type="button" value="Search"/>
1. JOHHANESBURG		
2. KENYA BONDO		
3. ICT REGION		
4. HA-TSHIVHASA REGION		

**Figure 1.5 Regions Tab**

Once the Add New Region button has been clicked the screen changed to where the user will be able to add the new region as displayed on figure 1.6 below.

New Region:

Name: \*

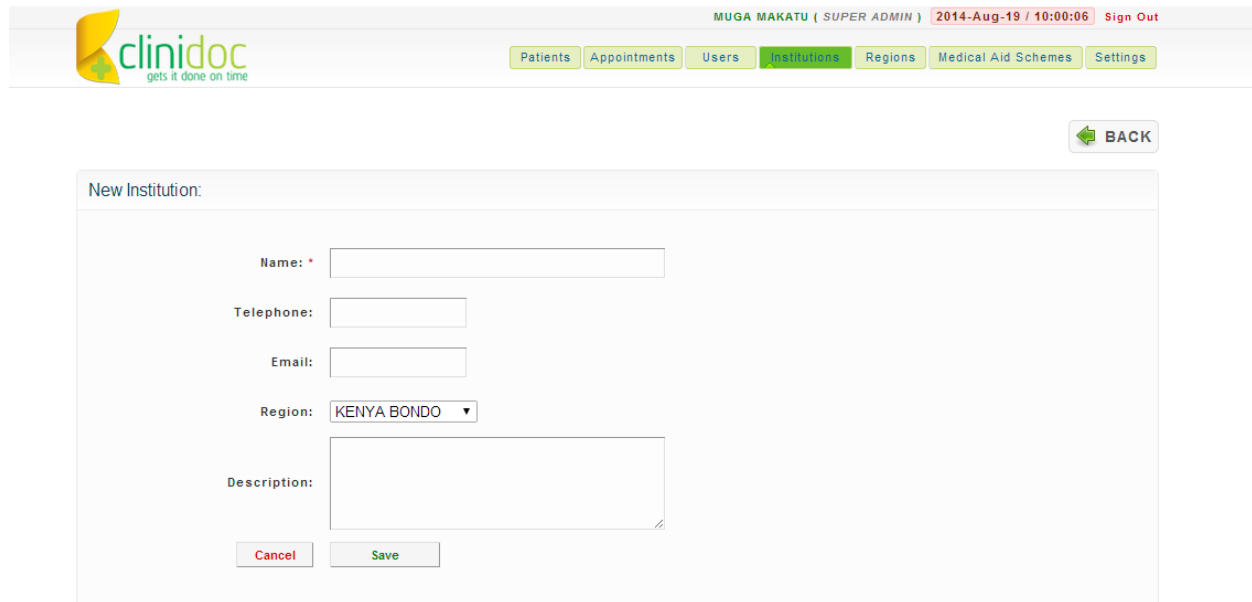
**Figure 1.6 Adding New Regions**

The region name should be entered on the Name field then after the save button can be clicked. Once the save button is clicked the region is then added unto the system and now the user can click on the back button to view the regions added.

Regions added on the system can be edited if there be a change in the region name, perhaps the region needs to be deactivated so a particular period of time the green active icon can be

clicked then it will change to a red cross icon showing that the region has been deactivated. And lastly the region can be deleted on the system.

Moving on to the Institutions tab where in Institutions belonging to a particular region will be added. To add a new institution the user clicks on the Add New Institution then the screen will display as seen on figure 1.7 below.



The screenshot shows the 'New Institution' form in the Clinidoc system. The form is titled 'New Institution:' and contains the following fields and controls:

- Name:** A text input field with a red asterisk indicating it is required.
- Telephone:** A text input field.
- Email:** A text input field.
- Region:** A dropdown menu currently showing 'KENYA BONDO'.
- Description:** A large text area for entering details.
- Buttons:** 'Cancel' (red text) and 'Save' (green text) buttons at the bottom.

The page header includes the Clinidoc logo, user information 'MUGA MAKATU ( SUPER ADMIN )', date and time '2014-Aug-19 / 10:00:06', and a 'Sign Out' link. A navigation menu contains 'Patients', 'Appointments', 'Users', 'Institutions' (highlighted), 'Regions', 'Medical Aid Schemes', and 'Settings'. A 'BACK' button is located at the top right of the form area.

**Figure 1.7 Adding New Institutions**

Now the user can enter the Institutions name, Telephone, Email, select the region on the drop down of which the institution belong to and lastly the description. Then once the data has been entered the institution can be saved by clicking on the save button.

## **Medical Aid Schemes Tab**

This is where the user will be able to add new medical aid different schemes for patients that use medical aid for their doctor visits.

Results: 1 - 3, Total 3

Name	Telephone	Province	Active	Action
<input type="text"/>	<input type="text"/>	All Regions		<input type="button" value="Search"/>
1. DISCOVER HEALTH	0110711218	GAUTENG	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2. GENERAL PRACTITIONER SCHEME		GAUTENG	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3. PUBLIC MED SCHEME		GAUTENG	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Figure 1.8 Medical Aid Schemes Tab**

To add a new medical aid scheme on the system the user should click on the Add New Medical Aid Scheme button. Once the button is clicked the user can now enter the name of the medical aid, telephone number, email, website, province and address then save by clicking the save button as shown on figure 1.9 below.

BACK

New Medical Aid Scheme:

Name: \*

Telephone:

Email:

Website:

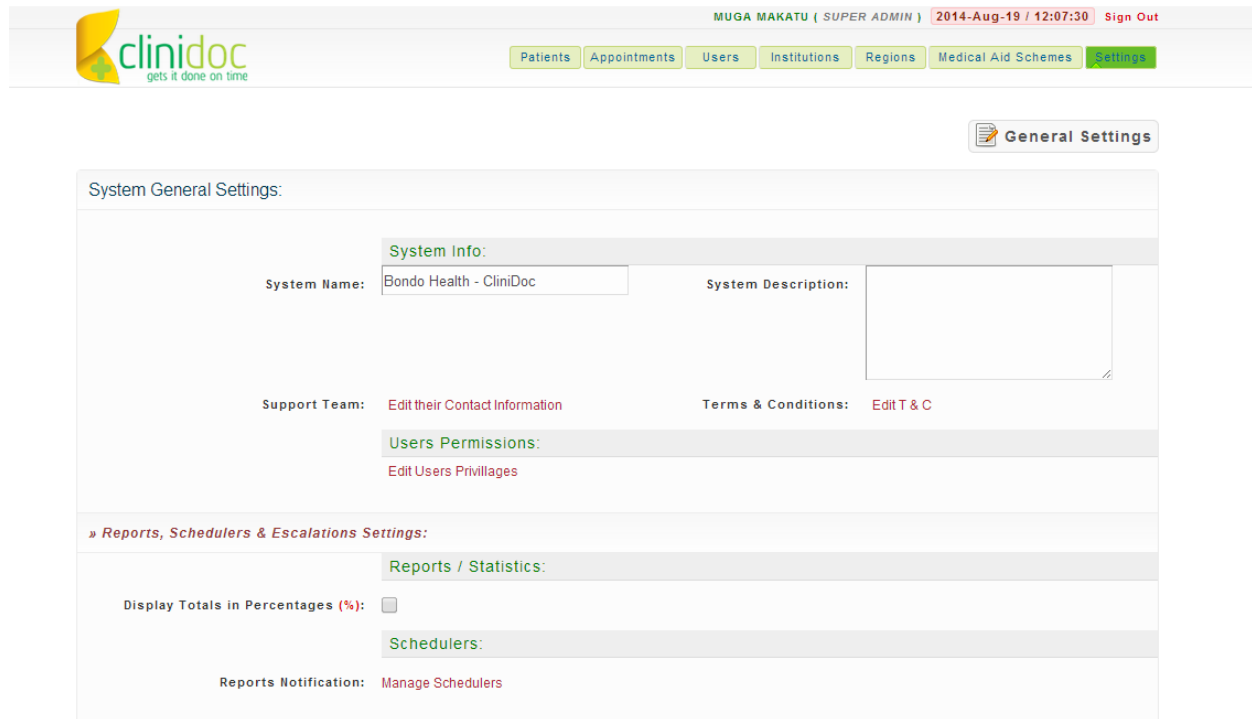
Province:

Address:

**Figure 1.9 Add New Medical Aid Scheme**

## Settings Tab

This is where the user basically manages the general settings. The system user can edit the System name, System Description, Edit the contact information, Edit the Terms and Conditions, Edit user privileges, and manage the reports and Manage Schedulers as displayed on figure 1.10 below.



The screenshot displays the 'General Settings' interface for the Clinidoc system. At the top, the user is identified as 'MUGA MAKATU ( SUPER ADMIN )' with a timestamp of '2014-Aug-19 / 12:07:30' and a 'Sign Out' option. A navigation menu includes 'Patients', 'Appointments', 'Users', 'Institutions', 'Regions', 'Medical Aid Schemes', and 'Settings'. The main settings area is titled 'System General Settings:' and is organized into several sections: 'System Info' with fields for 'System Name' (Bondo Health - CliniDoc) and 'System Description'; 'Support Team' with a link to 'Edit their Contact Information'; 'Terms & Conditions' with a link to 'Edit T & C'; 'Users Permissions' with a link to 'Edit Users Privileges'; 'Reports, Schedulers & Escalations Settings:' containing 'Reports / Statistics' with a 'Display Totals in Percentages (%)' checkbox (unchecked); and 'Schedulers' with a 'Reports Notification' link to 'Manage Schedulers'.

**Figure 1.10 General Settings**

## Reports

Reports are sent out to all individuals that have been added on the notification group discussed below. All this reports are automatically generated from the system to the emails provided for all contacts registered to receive reports.



## Notifications

On the Manage Reports this is where the user will add different notification groups that will receive the patient's reports which in the health management system can be:

1. Daily Patient Report – This will show the overall patients that were added everyday into the system.
2. Weekly Report – This will show the statistics of patients that were added through the week.
3. Yearly Report – This will show the number of patients that were added throughout the year.
4. Statistics Report – This will sum up the statistics of all the patients and give a report on how many patients are being treated for a particular illness.

To add new notification group the user clicks on the Manages report then click on the Add New Notification Group. The notification group has a name the categorised the reports, the schedule drop down is where the user will select how and when the reports will be scheduled, email address, cell and telephone number.

Once the notification group is saved the back button can now be clicked to go back to the main manage report where in people who should receive reports should be added on the contact group.

The screenshot displays the 'New Notification Group' form within the Clinidoc application. The top navigation bar includes the Clinidoc logo, the user name 'MUGA MAKATU ( SUPER ADMIN )', the date and time '2014-Aug-19 / 12:52:00', and a 'Sign Out' link. Below the navigation bar are several menu items: Patients, Appointments, Users, Institutions, Regions, Medical Aid Schemes, and Settings. A 'BACK' button is located in the top right corner of the form area. The form itself has a title 'New Notification Group:' and contains the following fields: 'Name: \*' (text input), 'Schedule: Daily' (dropdown menu), 'Email address:' (text input), 'Cell:' (text input), and 'Tel:' (text input). At the bottom of the form are two buttons: 'Cancel' and 'Save'.

**Figure 1.11 Adding New Notification Group**

Now that the back button has been clicked we are now on the view as displayed on figure 1.12 below.

Manage Notification Groups

General Settings Add New Notification Group Export to Excel

Results: 1 - 1, Total 1

Group Name	Contacts	Schedule	Active	Action
1. CLINICDOC Patience Overview	(0)	Daily	✓	

**Figure 1.12 Manage Notification Group**

To add contact's that will be receiving the reports, just below the contacts there is a contact icon that when a mouse is placed on the icon then click it will take the user to where they will be able to add contact's to receive the report of that particular group name.

Once the contact icon has been clicked the user can now click on the Add New Contacts button as displayed on figure 1.13 below.

Notification Group:

CLINICDOC Patience Overview

Manage Contacts

Add New Contact BACK to Notification Groups

Results: 0 - 0, Total 0

Contact Name	Email Address	Telephone	Cellphone	SMS Opt.	Active	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

No results yet.

**Figure 1.13 Manage Contacts**

Once the Add New Contact has been clicked the system user can now add the contacts Name, Email Address, Cell, check the SMS Notification Opt, Tel then save the contact. It is important to ensure that the contact's.

The screenshot displays the 'New Contact' form within the Clinidoc application. The form is titled 'New Contact:' and contains the following fields and controls:

- Name:** A text input field with an asterisk indicating it is required.
- Email address:** A text input field.
- Cell:** A text input field.
- SMS Notification Opt.:** A checkbox.
- Tel:** A text input field.
- Buttons:** 'Cancel' and 'Save' buttons are located at the bottom of the form.

The page header includes the Clinidoc logo, the user 'MUGA MAKATU ( SUPER ADMIN )', the date and time '2014-Aug-19 / 13:12:23', and a 'Sign Out' link. A navigation bar contains tabs for 'Patients', 'Appointments', 'Users', 'Institutions', 'Regions', 'Medical Aid Schemes', and 'Settings'. Below the navigation bar, a 'Notification Group' dropdown menu is set to 'CLINICDOC Patience Overview'. A 'BACK' button is located to the right of the dropdown menu.







**Figure 1.14 Adding New Contacts**

## STAFF USER

The Staff user can only see the Patients and Appointment Tab so they can only add new patients and add appointments.

## Patient Tab

The screenshot shows the Clinidoc web application interface for a staff user. At the top, the Clinidoc logo is on the left, and the user's session information 'STAFF TST ( STAFF ) 2014-Aug-19 / 13:48:29 Sign Out' is on the right. Below the header, there are two tabs: 'Patients' (active) and 'Appointments'. A link for 'Manage Patients' is visible. A '+ Add New Patient' button is located above a table. The table displays a list of patients with columns for Patient No., Patient Name, Patient Surname, ID NO. / Passport, Patient Type, and Action. The table contains three rows of patient data. A search bar with a dropdown menu set to 'All Types' and a 'Search' button is positioned above the table. The results are 'Results: 1 - 3, Total 3'.

Patient No.	Patient Name	Patient Surname	ID NO. / Passport	Patient Type	Action
1. HFP1	Awelani	Ndouvhada	8393923443	BONDO HOSPITAL	 
2. HFP9	Muga	Admin		BONDO HOSPITAL	 
3. HFP8	Rudzie	Mulovhedzi		BONDO HOSPITAL	 

## Appointments Tab

The screenshot shows the Clinidoc web application interface for a staff user, specifically the Appointments Tab. The header and session information are identical to the Patient Tab. The 'Appointments' tab is active. A link for 'Manage Patients' is visible. A '+ Add New Appointment' button is located above a table. The table is currently empty, with the message 'Results: 0 - 0, Total 0' and 'No results yet.' displayed below it. A search bar with a dropdown menu set to 'All Types' and a 'Search' button is positioned above the table.

Patient No.	Patient Name	Patient Surname	ID NO. / Passport	Patient Type	Action
-------------	--------------	-----------------	-------------------	--------------	--------

**HEALTH MANAGEMENT  
OUTPATIENT RECORD COVER**

INSTITUTION \_\_\_\_\_ FILE NO \_\_\_\_\_  
SURNAME \_\_\_\_\_ ID NO \_\_\_\_\_  
FIRSTNAMES \_\_\_\_\_ AGE \_\_\_\_\_ SEX M F \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_ CHIEF \_\_\_\_\_  
TEL NO \_\_\_\_\_

EMPLOYER/NAME & ADDRESS \_\_\_\_\_ OCCUPATION \_\_\_\_\_  
NEAREST CLINIC \_\_\_\_\_

MARITAL STATUS M S W D \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
NEXT OF KIN \_\_\_\_\_ TEL NO \_\_\_\_\_

ADDRESS \_\_\_\_\_

**PERSON RESPONSIBLE FOR ACCOUNT**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ TEL NO \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_  
TEL NO \_\_\_\_\_

**MEDICAL AID**

NAME \_\_\_\_\_ NO \_\_\_\_\_

MEMBER'S NAME \_\_\_\_\_

BLOOD GROUP \_\_\_\_\_ ALLERGIES \_\_\_\_\_

**TARIFFS**

1. CLASSIFICATION OF INSTITUTION \_\_\_\_\_

2. CLASSIFICATION OF PATIENT \_\_\_\_\_

**DECLARATION OF LIABILITY BY PATIEN OR LIABLE PERSON:**

I, \_\_\_\_\_ declare that I am liable for the services rendered levied at the  
above tariff. Signature \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_