



Digital Cairo Software
Simple and affordable software solutions

Simple EMR User Guide

Version 1.0

Digital Cairo Software

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Configuration and Setup:

Installation:

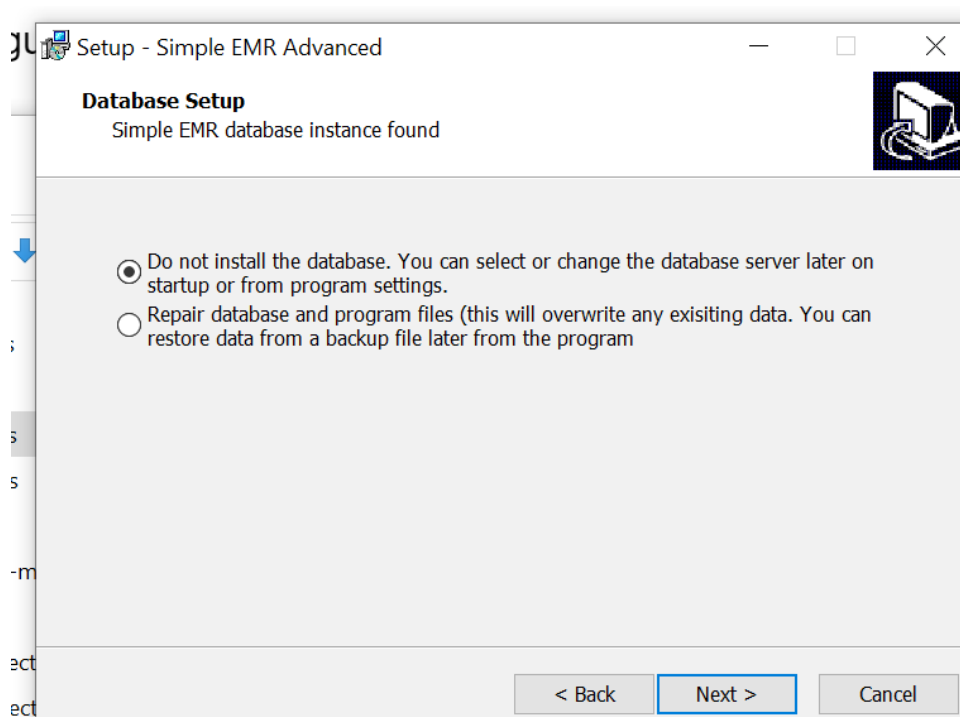
- Download the latest setup file from <https://www.digitalcairo.com/Products.aspx>
- Run the setup file, Allowing Run Permissions if required.

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.

The screenshot shows the 'Program Settings' window with the 'Clinic Data' tab selected. The window contains several input fields for clinic information: Clinic/Group name, Street, City, State/Province, Zip/Postal code, Telephone, Fax, and E-mail. There is a 'Logo' section with an 'Import Logo' button and a 'Remove' button. A 'Database Server' button is also present. Below these are two checkboxes: 'Don't include clinic info/signature in medical printouts' and 'VAT/GST Enabled'. The 'Working Hours' section includes 'From' and 'To' time pickers (set to 9:00 and 17:00 respectively) and a '(military time)' label. A 'VAT/GST %' input field is also visible. A 'Save' button is at the bottom center, and a 'Close' button is at the bottom right.

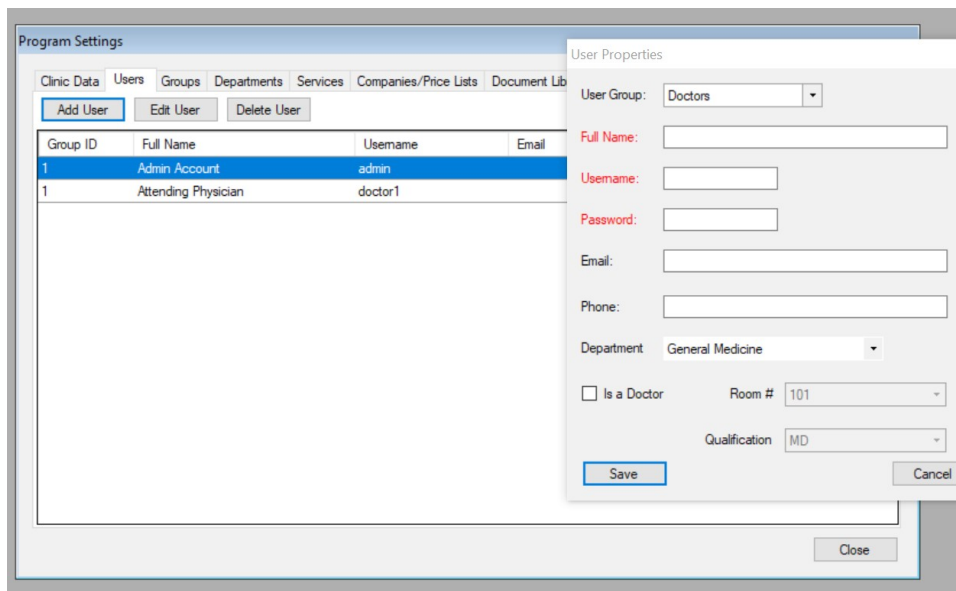
Setup:

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.

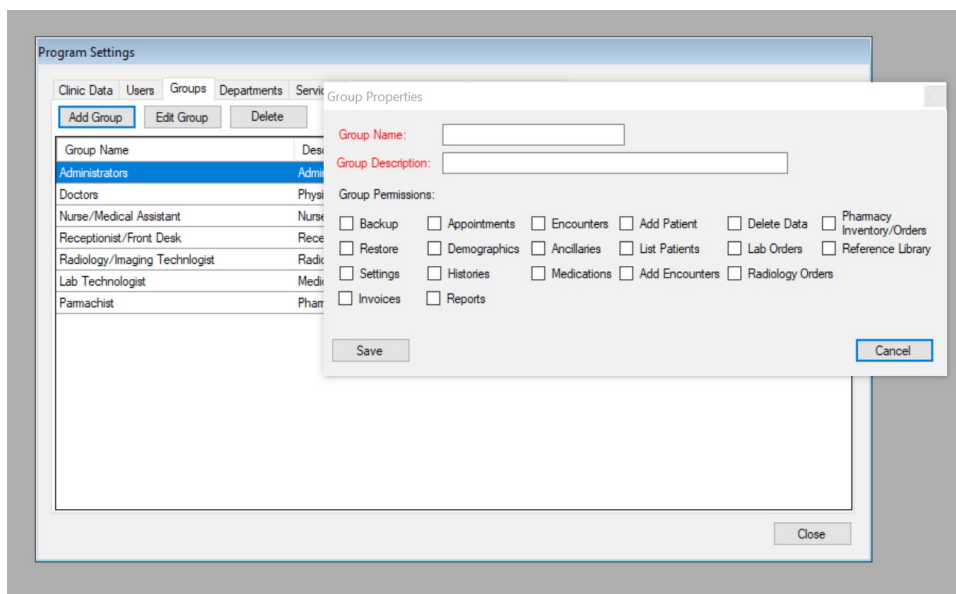
Users:

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 different 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.

Program Settings

Clinic Data Users Groups Departments Services Companies/Price Lists Document Library

Add Department Edit Department Delete Department Room # Add Update Delete

Name	Description	Room Number
General Medicine	Internal Medicine	101

Close

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.

Program Settings

Clinic Data Users Groups Departments Services Companies/Price Lists Document Library

Name: Add Service Update Service Delete Service

Description

Name	Description
General Consultation	

Close

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.

The screenshot shows the 'Program Settings' window with the 'Companies/Price Lists' tab selected. The window has a menu bar with 'Clinic Data', 'Users', 'Groups', 'Departments', 'Services', 'Companies/Price Lists', and 'Document Library'. Below the menu bar are three buttons: 'Add Company', 'Update Company', and 'Delete Company'. The main area is divided into two sections. The left section is a table with columns 'Name', 'Fax', and 'Email'. It has a 'Default' row and a row for 'Global Insurance' which is selected. The right section contains form fields for 'Name' (with a 'New...' button), 'Description', 'Address', 'Telephone', 'Fax', and 'Email'. Below these is a 'Price Lists' section with buttons 'Add', 'Edit', 'Delete', and 'Copy'. It contains a table with columns 'Name', 'Code', and 'description', listing 'Class A', 'Class B', and 'Class C'. A 'Close' button is at the bottom right.

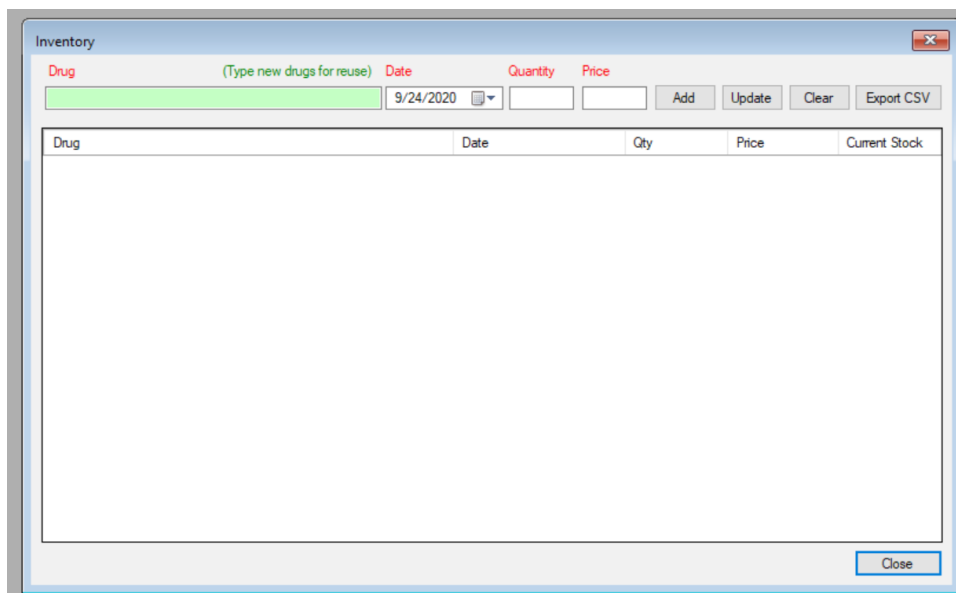
Document Library:

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.

The screenshot shows the 'Program Settings' window with the 'Document Library' tab selected. The window has a menu bar with 'Clinic Data', 'Users', 'Groups', 'Departments', 'Services', 'Companies/Price Lists', and 'Document Library'. Below the menu bar is a 'Categories' section with a table listing 'Category', 'Administrative', and 'Medical'. To the right of this table are buttons '<- Add Category' and 'Delete Selected'. Below the categories is a 'Type' section with radio buttons for 'File', 'Link', and 'URL', and a 'Description' text field. To the right of these are buttons 'Attach File', '<- Add', 'Find Entry', and 'Delete Selected'. A 'Close' button is at the bottom right.

Pharmacy Inventory:

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



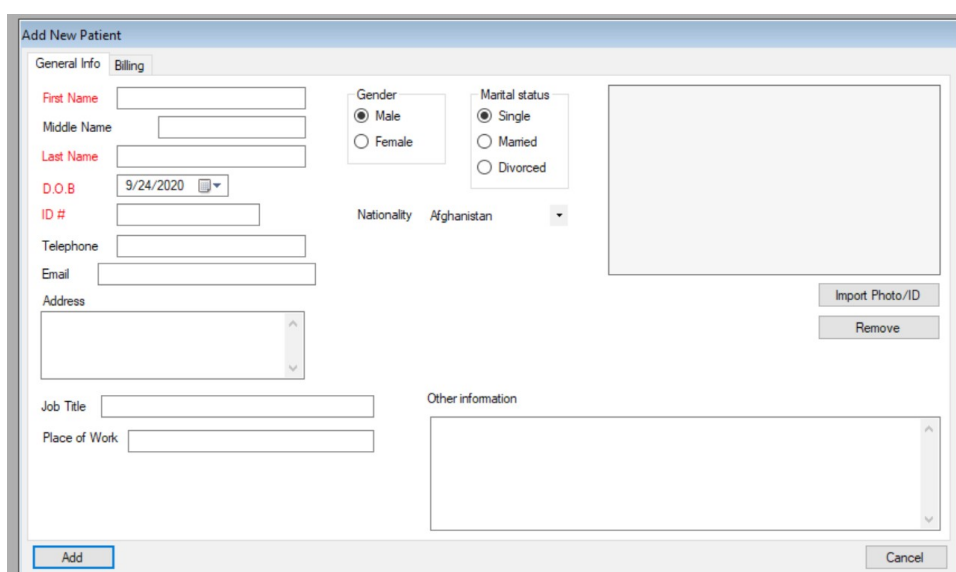
The screenshot shows a window titled "Inventory". At the top, there is a header bar with the following fields: "Drug" (with a green background and the text "(Type new drugs for reuse)"), "Date" (with a calendar icon), "Quantity", and "Price". Below these fields are four buttons: "Add", "Update", "Clear", and "Export CSV". Below the header bar is a table with the following columns: "Drug", "Date", "Qty", "Price", and "Current Stock". The table is currently empty. At the bottom right of the window is a "Close" button.

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.



The screenshot shows a window titled "Add New Patient". It has two tabs: "General Info" and "Billing". The "General Info" tab is active. It contains the following fields: "First Name", "Middle Name", "Last Name", "D.O.B" (with a calendar icon), "ID #", "Telephone", "Email", "Address" (with a scrollable text area), "Job Title", and "Place of Work". There are also radio buttons for "Gender" (Male, Female) and "Marital status" (Single, Married, Divorced). A "Nationality" dropdown menu is set to "Afghanistan". On the right side, there is a large empty box for a photo/ID, with "Import Photo/ID" and "Remove" buttons below it. At the bottom right, there is a "Cancel" button. At the bottom left, there is an "Add" button.

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.

Locate patient

Record #

Identification number

D.O.B (dd/mm/yyyy)

First Name

AND Last Name

Telephone

Rec #	First Name	Last Name	D.O.B.	Telephone
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- 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.

Patients List

List ▾ Export Text/Print Export CSV Add New **Selected:** Open Inactivate

Search For: In Part or Whole Record # ▾ Search 1 Patients

Rec #	First Name	Last Name	D.O.B.	Telephone
1	MOHAMED	MEDHAT	24/09/2020	

Appointments:

This section allows searching for patients and register patient appointments

The screenshot shows the 'Appointments (0)' window. It features a search section with fields for 'Rec #', 'First Name', and 'Last Name', and buttons for 'Record #', 'Search', 'Open Record', 'List Active', and 'List All'. Below this is a 'Doctor' dropdown set to 'Attending Physician' and a calendar for 'September 2020'. The calendar shows the 24th as the selected date. To the right of the calendar is a vertical list of times from 10:00 to 23:00. The main area on the right is a large table for appointments, with the header '24 Thursday' and rows corresponding to the time slots.

Billing:

Create Invoice:

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

The screenshot shows the 'Invoice' window. It contains fields for 'Patient #', 'Invoice #', 'Date/Time', and 'Notes'. Below these are dropdowns for 'Company' and 'Price List'. The 'Invoice Items' section includes a 'Department' dropdown set to 'General Medicine', a 'Doctor' dropdown set to 'Attending Physician', and a 'Service' dropdown set to 'General Consultation'. There are also fields for 'Quantity' and 'Discount', and 'Add' and 'Delete' buttons. A table with columns 'Service', 'Quantity', 'Price', 'Discount', and 'Total' is shown below. At the bottom right, there is a 'Total' field and a 'Save & Print' button.

Search Invoices:

This allows searching and retrieval/printing of past invoices.

The 'Invoices' window contains search filters for Invoice #, Date (9/24/2020), Record #, Name, and Tel. Each filter has a 'Find' button. There are also buttons for 'Export CSV' and 'New Invoice'. Below the filters is a table with the following headers: Invoice #, Date/Time, Total, and Notes. The table is currently empty.

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 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.

The 'Patient Encounter - MOHAMED MEDHAT' window displays a form for creating a new encounter. It includes fields for Record # (1) and Date/Time (9/24/2020 1:09 PM). The 'Chief Complaint' section has a text box with 'Chest Pain'. Below this are sections for 'History of Present Illness', 'Review Of Systems', and 'Immunizations', each with a text box. The 'Physical Exam' section includes fields for Temp, Blood Pressure, Pulse, RR, Weight, Height, and BMI. The 'Past Medical History' section has tabs for Social History, Family History, Radio, and Lab. The 'Allergies' section has a text box. The 'Current Medications' section has a text box. The 'Treatment Plan' section has a checkbox for 'Add checked drugs to plan'. At the bottom, there are buttons for 'Generate Encounter Record', 'Save', 'Delete', and 'Close'. There are also checkboxes for 'Include Histories and Meds' and 'Request' buttons for X-Ray/CT/U, MRI, Rx/with checked drugs, Hematology, Endocrine, and Biochemistry.

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.

The screenshot shows a software window titled "Patient Record - MOHAMED MEDHAT - Rec # 1 - 0 day(s) old". The window has several tabs: Demographics, Billing, Histories, Encounters, Ancillary/Images (selected), Documents, Radiology/Imaging, and Laboratory. The main area is divided into several sections:

- Date/Type Table:** A table with two columns, "Date" and "Type", containing multiple empty rows.
- Date Picker:** A date field showing "9/24/2020" with a calendar icon.
- Type Field:** A text input field with a red "Type" label above it.
- Image Preview:** A large rectangular area for previewing an image.
- Notes:** A large text area for entering notes.
- Buttons:** "Import...", "Remove", "Open", "Print", "Delete Checked Ancillaries", "New...", "Save Ancillary", "Inactivate record", "Printout/with selected fields", "Select/Unselect All Fields/Items", and "Close".

Reports:

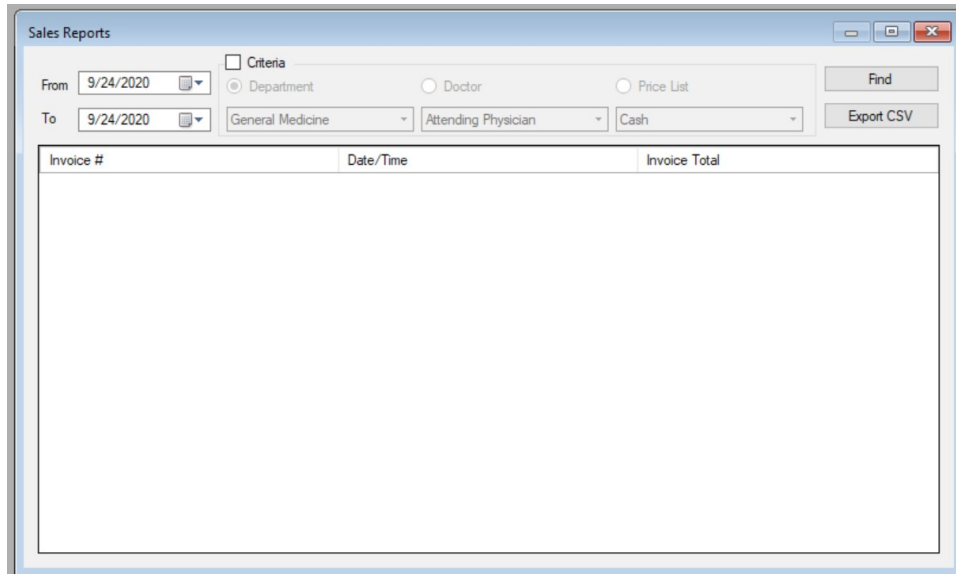
Medical Reports:

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

The screenshot shows a software window titled "Reports". It has a "Within Period" checkbox and two date pickers for "From" and "To", both set to "9/24/2020". The "Criteria" section has four radio buttons: "All Drugs" (selected), "Specific Drug", "All Diagnosis", and "Specific Diagnosis". There are two dropdown menus for "Specific Drug" and "Specific Diagnosis". Buttons for "Find", "Export CSV", and "Patient Details" are on the right. The main area is a table with the following headers: "Name", "Patient Count", "Total Dispensed Qty", and "Current Sotok Level". The table body is empty.

Financial Reports:

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

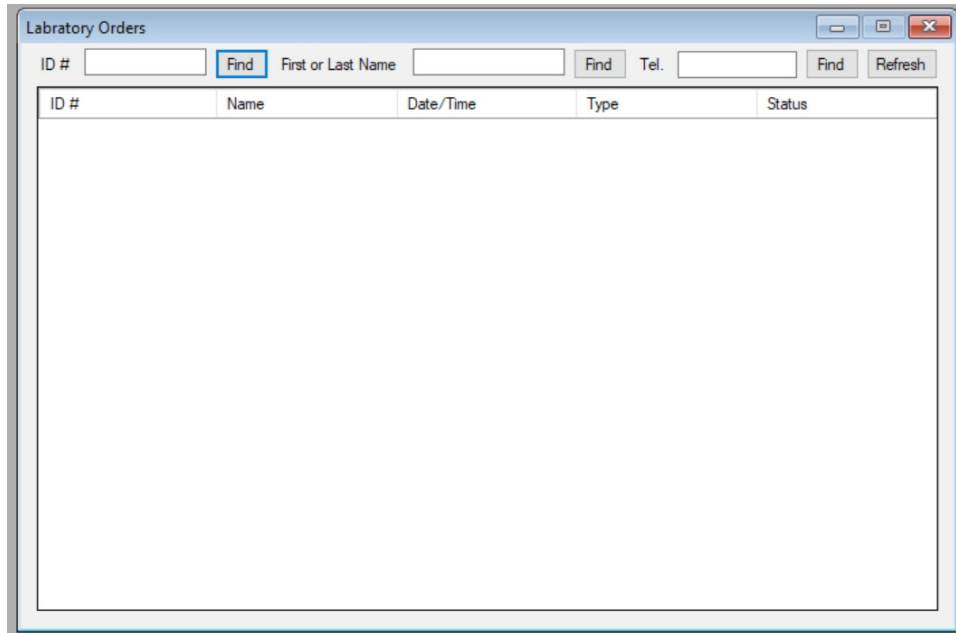


The screenshot shows a software window titled "Sales Reports". It contains search filters for "From" and "To" dates (both set to 9/24/2020), and radio buttons for "Criteria" (Department, Doctor, Price List). Below these are dropdown menus for "General Medicine", "Attending Physician", and "Cash". There are "Find" and "Export CSV" buttons. A table with columns "Invoice #", "Date/Time", and "Invoice Total" is shown, but it is currently empty.

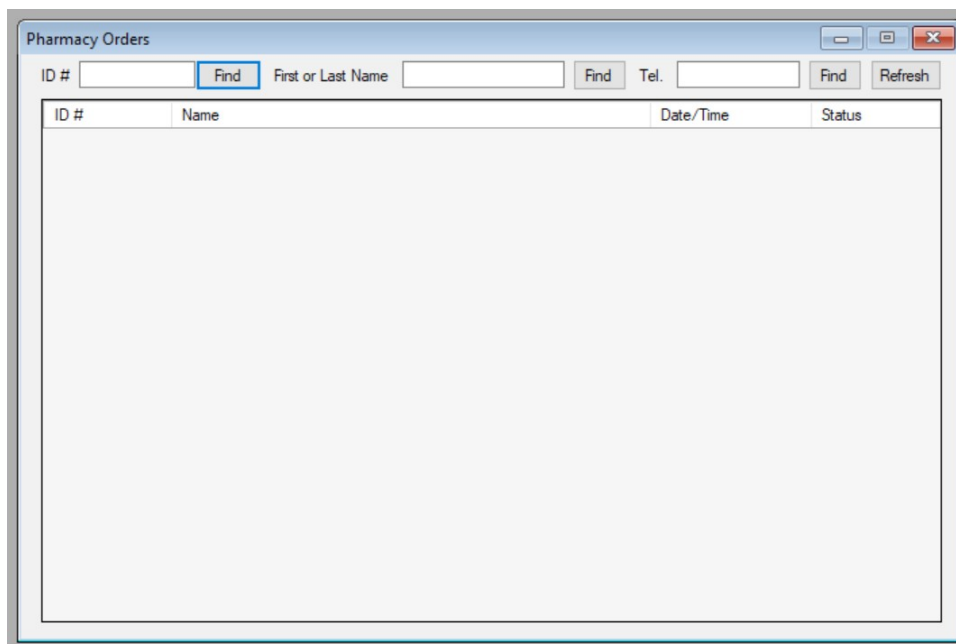
Invoice #	Date/Time	Invoice Total
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Processing Lab/Radiology/Pharmacy Orders:

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 through the Lab Orders, Radiology Orders, or the Pharmacy Orders screens:



The screenshot shows a window titled "Laboratory Orders". At the top, there are search fields: "ID #" with a "Find" button, "First or Last Name" with a "Find" button, and "Tel." with a "Find" button. A "Refresh" button is also present. Below the search fields is a table with the following headers: "ID #", "Name", "Date/Time", "Type", and "Status". The table body is currently empty.



The screenshot shows a window titled "Pharmacy Orders". At the top, there are search fields: "ID #" with a "Find" button, "First or Last Name" with a "Find" button, and "Tel." with a "Find" button. A "Refresh" button is also present. Below the search fields is a table with the following headers: "ID #", "Name", "Date/Time", and "Status". The table body is currently empty.

Clinic Wide Document Library Access:

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

