

BION PRACTICE MANAGEMENT

Step by step Guide



CLOUD TECHNOLOGIES

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CONFIGURE THE PRACTICE TIMINGS & HOLIDAYS

Once logged in go to Settings=>Practice Timings Menu.

Slots – This is the minimum amount of time a Doctor will get to evaluate a patient. ie 30 min means an appointment of 30 min duration will be created, while booking an appointment.

Sessions – If you are running your Clinic in 2 sessions then enable the button and specify the open and close timings. Appointments will be available only during the open time.

Working Days – Tick mark the days for which Clinic will remain open. Others will be considered as holidays



COMPLETE PRACTICE PROFILE

Complete all the profile information with correct information as this will be used while creating invoices. Certain information will be updated automatically like timezone, currency based upon the location. Upload the logo if you have one, the same logo will be used in invoices, receipts and wherever applicable.



BASIC INFORMATION – ADD DOCTORS

If you are practicing as a single doctor then add your details here. There is no need to add anything else, however if your Clinic has visits from multiple Doctors then all the doctors needs to be added here. Please note that whatever doctors are added here will be available in Calendar Booking screen. An appointment can be added against the given doctor. In case your calendar screen is not showing all the required doctors please add it here and the same would be visible.



BASIC INFORMATION – PROCEDURES

Depending upon your area of expertise add the procedures, treatments which are frequently required to be carried out on Patients. Appointment Booking screen captures the type of procedure or treatment the patient would be undergoing. Please note that this is a one time activity only and once you save a procedure the same would be available across the Product.



BASIC INFORMATION – EMR DETAILS

Complaints, Diagnosis, Observations, Investigation and Medical History details can be added here. This data becomes the Master Data and is automatically becomes available under Patients Menu.

Detailed information about patients past history, observations, complaints can be appropriately chosen and stored for future reference and understanding.

This information if captured correctly becomes the basis of recommending correct medication to the Patients.



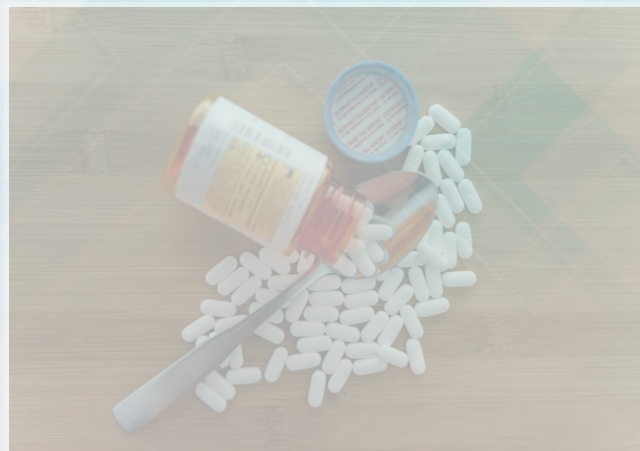
BASIC INFORMATION – ADD STAFF

Staff working the clinic can be added here. Note that Staffs cannot take any Appointment Bookings. Only doctors can take the booking, However if a patient is visitation for a treatment which needs to be carried out by the staff/nurse then a note may be added, while booking an appointment regarding the same.



BACK OFFICE – INVENTORY

All the details with respect to Drugs, Supplies and Equipments can be captured here. Information provided here automatically becomes available in the entire Product. This information is specifically used while creating Prescriptions and Invoices.



BACK OFFICE – EXPENSES

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SETTINGS – ADD TAXES

All the taxes applicable can be specified here by providing the name and percentage. i.e GST is widely used. Please note that adding here will not add the required taxes in invoice. We will have to specifically select the relevant taxes, wherever applicable, However once the taxes is selected in Invoice the Product automatically calculates the required amount and adds it to final invoice amount.



READY TO GO....

Once the above mentioned information is provided and captured in the Product properly then system is ready for use. Note that most of the information provided above is only a one time activity and will be not required to capture again and again. However certain information like addition of doctors and deletion of doctors or adding new information in EMR details is a continuous and ongoing phenomena. It is advisable to keep on adding information and building on top of it for best utilisation of our Product.

The Product is primarily a Desktop based application hence it is advisable to use it in either office or home computer or laptop only. It can be used in mobile also but the Product is mainly Designed for extensive use on desktops and laptops only.



NO NEED OF ANY PHYSICAL SET-UP!

Our application is a SAAS based Product i.e "Software as a Service" so there is absolutely no installation is required on your Desktops or Laptops. You can directly start using are application by using the credentials provided by us at www.bion.zotikos.in



THANK YOU

We Welcome Your Feedback

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