

Click Path
for
Teleconsultation -
Appointment over
phone
(Enquiry Counter)

NIMS-HMIS



1. New Appointment

Click on **Appointment** → **Services** → **New Appointment**.

Note: All fields marked as * are mandatory.

Two types of Patients are available for Appointment.

- a) Unregistered
- b) Registered

Registered patients are those, who are already registered and have CR No, want to visit in same or another department. Unregistered patients are those, whose visiting Hospital first time.

1.1 New Appointment - Unregistered

Select Patient Type as → Unregistered (select radio button) Enter following details.

Enter the Patient's demographics **First Name, Last Name, Age, Gender, Father/Spouse Name**

Select **Appointment for (Special Clinic)** from the dropdown list.

Following details to be entered on the screen:

Department /Unit, Appointment Date, Free Slot Date and Time(system will display automatically), Mobile No., Appointment Mode. Click on **Save** button.

Appointment will be generated for the patient in the system with Appointment number and patient will be intimated via SMS.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be saved
- Clear → It will clear the values entered in the fields.
- Cancel → window will close.

1.2 New Appointment - Registered Patient:

Click on **Appointment** → **Services** → **New Appointment**.

Note: All fields marked as * are mandatory.

Select **Patient Type** as 'Registered' radio button.

Enter '**CR#**' and click on '**GO**' button. Patient details will be displayed on the screen.

If patient '**CR#**' is not available, then patient can be searched by clicking on the '**search**' icon. 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 'Unknown' check box → two fields gets highlighted namely Registration Between, And. Click on 'Search' button.
- If 'Demographic Search' button is selected → and 'Unknown' check box field is empty → Enter the mandatory field details (First Name, Gender) on the screen to complete the search process. Click on 'Search' button.
- Select the radio button corresponding to relevant patient.
- Click on '**Go**' button.

Patient details will be displayed on the "New Appointment" screen. Following details to be entered on the screen.

Select **Appointment for (Special Clinic)** from the dropdown list.

Following details to be entered on the screen:

Department /Unit, Appointment Date, Free Slot Date and Time(system will display automatically), Mobile No., Appointment Mode. Click on **Save** button.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be saved
- Clear → It will clear the values entered in the fields.
- Cancel → Window will close.