Manual : Reusable Paragraphs

Manual reusable paragraphs.

Page elements

This page list the various page elements found in the different page sections on the different pages in the system.

TOOLBAR

Toolbar : Usually positioned at the page’s top, the toolbar offers rapid access to frequently used operations. All toolbar buttons have an icon and a label. The icon graphically signifies the button’s function, simplifying the user’s understanding of the action triggered by clicking the button. When the page is minimised, the button label is concealed, but icons remain visible at all times.

BLUE RIBBON

Blue ribbon : Situated at the upper part of the page, directly beneath the toolbar. It is characterized by its blue background and extends across the entire width of the page. On the Consultation page, the Blue ribbon includes buttons that switch the view displayed in the Interactive space section. It also accommodates a flag switch that can make the consultation stand out in the homepage. For more details on a setting that determines whether or not the flag switch is displayed in the Blue ribbon, please click here. The blue ribbon incorporates the following types of inputs :

- **Text inputs :** These rely on keyboard typing to filter the table. By default, the search action is initiated by typing while the input is focused. However, a setting exists to disable keypress searching, allowing searches only when the enter key is pressed. For more details on this keypress search disabling setting in an OMP, click here.
- **Select inputs :** These are activated by clicking the input, revealing a fixed set of options. The value for this input is chosen by clicking the desired option from the visible list.
- **Hybrid inputs :** These inputs utilize both typing and selecting. Typing in these inputs filters the dropdown options. Once the desired dropdown option is located, the value for that input is selected by choosing one of the dropdowns. This selection is finalized by either pressing enter on the keyboard or using the mouse to click.

BLUE RIBBON INPUTS

Text inputs : These rely on keyboard typing to filter the table. By default, the search action is initiated by typing while the input is focused. However, a setting exists to disable keypress searching, allowing searches only when the enter key is pressed. For more details on this keypress search disabling setting in an OMP, click here.

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Hybrid inputs : These inputs utilize both typing and selecting. Typing in these inputs filters the dropdown options. Once the desired dropdown option is located, the value for that input is selected by choosing one of the dropdowns. This selection is finalized by either pressing enter on the keyboard or using the mouse to click.

INTERACTIVE SPACE

Interactive space : The central feature of the majority of pages, with only a handful of pages lacking this key component. It serves as a dynamic platform where users interact with a variety of functions specific to each page. Depending on the page, it might include elements such as tables, forms, views, buttons, and data displays. This adaptable and user-focused area is engineered to enable smooth interaction, positioning it as the core of the user’s engagement with any page that has this section.

TABLE

Table : This section, situated just beneath the Blue ribbon on the right, is designed to display objects that correspond to the values entered in the Blue ribbon inputs. If no values are entered in the Blue ribbon inputs, the default setting populates the table with all objects from the database. However, there is a setting that can be modified so that an empty blue ribbon leads to an empty table. For more information on this setting, please click here.

With each keypress or change in the Blue ribbon search input, the table adjusts to list only the objects that align with the Blue ribbon inputs. Depending on the page, the system attempts to match certain properties for each object to determine which ones remain in the table. The properties searched for vary by object type and typically include the object’s name and number. Other objects may also match additional properties (e.g. in the Patients OMP, the blue ribbon inputs also filter by medical aid membership numbers).

At any given time, one object in the table may be highlighted in blue and bolded to indicate focus.

FORM

Form : The form, situated directly below the blue ribbon on the right, plays a crucial role in the creation of new objects or the updating of existing ones, as it is where the necessary inputs for such information are found. The form section of the page contains at least one tab, similar to the arrangement of tabs in a Chrome browser. Each tab in the form for an OMP is a collection of related inputs.

Navigation from one tab to another can be achieved by clicking on the desired tab with a mouse, mirroring the navigation of tabs in a Chrome browser. Navigation from one input to the next can be accomplished by pressing the tab key on the keyboard. When using the tab key for navigation, pressing the tab key on the last input of a tab results in the opening of the next tab, with the first input in that tab automatically selected.

Page sections.

This page lists the different page sections found in the different pages in the system.

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1. **Toolbar :** Usually positioned at the page’s top, the toolbar offers rapid access to frequently used operations. All toolbar buttons have an icon and a label. The icon graphically signifies the button’s function, simplifying the user’s understanding of the action triggered by clicking the button. When the page is minimised, the button label is concealed, but icons remain visible at all times.
2. **Blue ribbon :** Situated at the upper part of the page, directly beneath the toolbar. It is characterized by its blue background and extends across the entire width of the page. On the Consultation page, the Blue ribbon includes buttons that switch the view displayed in the Interactive space section. It also accommodates a flag switch that can make the consultation stand out in the homepage. For more details on a setting that determines whether or not the flag switch is displayed in the Blue ribbon, please click here.
3. **Blue ribbon :** Situated at the upper part of the page, directly beneath the toolbar. It is characterized by its blue background and extends across the entire width of the page. The blue ribbon incorporates the following types of inputs :
    - **Text inputs :** These rely on keyboard typing to filter the table. By default, the search action is initiated by typing while the input is focused. However, a setting exists to disable keypress searching, allowing searches only when the enter key is pressed. For more details on this keypress search disabling setting in an OMP, click here.
    - **Select inputs :** These are activated by clicking the input, revealing a fixed set of options. The value for this input is chosen by clicking the desired option from the visible list.
    - **Hybrid inputs :** These inputs utilize both typing and selecting. Typing in these inputs filters the dropdown options. Once the desired dropdown option is located, the value for that input is selected by choosing one of the dropdowns. This selection is finalized by either pressing enter on the keyboard or using the mouse to click.
4. **Interactive space :** The central feature of the majority of pages, with only a handful of pages lacking this key component. It serves as a dynamic platform where users interact with a variety of functions specific to each page. Depending on the page, it might include elements such as tables, forms, views, buttons, and data displays. This adaptable and user-focused area is engineered to enable smooth interaction, positioning it as the core of the user’s engagement with any page that has this section.
5. **Table :** This section, situated just beneath the Blue ribbon on the right, is designed to display objects that correspond to the values entered in the Blue ribbon inputs. If no values are entered in the Blue ribbon inputs, the default setting populates the table with all objects from the database. However, there is a setting that can be modified so that an empty blue ribbon leads to an empty table. For more information on this setting, please

click here.
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6. **Form :** The form, situated directly below the blue ribbon on the right, plays a crucial role in the creation of new objects or the updating of existing ones, as it is where the necessary inputs for such information are found. The form section of the page contains at least one tab, similar to the arrangement of tabs in a Chrome browser. Each tab in the form for an OMP is a collection of related inputs.
Navigation from one tab to another can be achieved by clicking on the desired tab with a mouse, mirroring the navigation of tabs in a Chrome browser. Navigation from one input to the next can be accomplished by pressing the tab key on the keyboard. When using the tab key for navigation, pressing the tab key on the last input of a tab results in the opening of the next tab, with the first input in that tab automatically selected.

Generic instructions.

Open the homepage.

Position your cursor over the **menu**, which is situated at the top of the homepage, and click the

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item in the top-level menu. This action will reveal a dropdown menu, which includes an option labeled

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If your system is set up to use a single practice number (AHFOZ number), the Payments page will open. However, if your system is configured to use multiple practice numbers (AHFOZ numbers), the Practice Number Selection page will appear instead.

In this page, you will need to enter a valid practice number (AHFOZ number) and then click the Next toolbar button. If the practice number entered is valid, the Practice Number Selection page will close. If the number is not valid, the input field will reset, allowing you to try entering the practice number again. Once the correct practice number has been entered, the Payments page will open.

On the Diagnosis page, the first input you will encounter is for the diagnosis stage. Please choose one of the following :

- Primary
- Secondary
- Co-morbidity
- Complicated

On the Diagnosis page, the second input is the diagnosis code/description filter input. Type a code or a description to filter through the World Health Organisation's ICD-10 diagnoses.

N.B. The filter only starts to display a dropdown **after the third character is typed into the filter input.** i.e. In searching for Cholera as a diagnosis, the dropdown will only be displayed after you have typed the C, the H and the O. Before those initial 3 characters no dropdown list will be shown.

N.B. Each time you press a key on your keyboard, the diagnoses dropdown list is refined according to the search phrase entered in the code/description filter. Given the extensive number of diagnoses in the system, **you may experience a slight delay** in your computer’s response as it processes the filter.

Select a diagnosis from the dropdown by :

- Clicking "Enter" keyboard button to select the top-most diagnosis on the dropdown.
- Use the mouse to select any visible diagnosis from the dropdown.

Add footer button : Pressing this button adds the currently chosen diagnosis to the list and resets the page inputs, preparing them for the selection of an additional diagnosis. This button facilitates the selection of multiple diagnoses.

Next footer button : Once a minimum of one diagnosis has been chosen, the Next footer button will illuminate in green. To save the chosen diagnoses to the database, please click on the green Next footer button.

This action prompts a dialogue box to appear, asking for confirmation on whether you truly wish to

Homepage instructions.

Consultations can be viewed from the homepage of Paperless Hospital and are divided into two main categories: the **outpatient view** and the **inpatient view.**

The accessibility of these views can differ among users based on their employee role configuration. While some users may have access to one or both of these views, others may not have access at all. For instance, an employee in the accounts department may not require access to any of the consultation views, and therefore, their homepage will not display any. For more information on these employee roles click here.

If your user role permissions grant you access to both views, you can alternate between them using the toggle buttons found in the blue-ribbon section of the page. For a detailed understanding of the different sections on any page, click here.

The out-patient view presents consultations that are in either the pending, ongoing, or completed status. These consultations should have been created or completed either on the current day or the day before, regardless of the day the view is accessed.

The in-patient view only presents consultations that are in the admitted status.

Object Management Pages (OMPs) instructions.

Before proceeding with the instructions in this OMP page it is crucial to familiarize yourself with the various **sections** of the page (i.e. **toolbar, blue ribbon, table and form**). If you are not yet acquainted with this information, please click here.

The toolbar of the OMP, which generally comprises three distinct levels, displays only one level at any given time. The following is an overview of these levels along with the functions they typically encompass :

- **Level 1 (Add, Refresh) :** This level of the toolbar is active when no specific object is selected or in focus. It features buttons for general actions that are not tied to a specific object. By default, when an OMP is opened, the toolbar is set to Level 1.
- **Level 2 (Edit, Delete, Cancel) :** This level of the toolbar becomes active when a specific object is selected from the **table section**. The buttons that appear at this level, correspond to actions that are directly applied to the selected or focused object.
- **Level 3 (Save, Cancel) :** This level of the toolbar is activated when an object is in the process of being created or edited. It becomes visible either when an object is selected and editing commences, or when the Add toolbar button is clicked to initiate the creation of a new object. The primary function at this level is the Save toolbar button, which finalizes the creation or editing of an object. If you wish to discontinue the creation or editing process, you can use the Cancel toolbar button.

Proceed through the form inputs, filling out all requred inputs and any additional ones you choose to complete. For efficient navigation, use the **Tab** key on your keyboard to move forward from one field to the next, or the **Shift + Tab** key combination to go back to the previous field.

After entering the necessary information, click the Save toolbar button. If there are any required fields left blank, the system will not save the object. Instead, it will draw attention to and focus on the unfilled required field. However, if all inputs are properly filled, the saving process will be successful. After this step, the following actions will take place :

- The toolbar will transition to **level 2**. This brings up the buttons that are useful after you’ve selected or focused on a specific object (i.e Edit, Delete).
- The form fields become inactive.
- The table section becomes active.
- The search input in the Blue ribbon is enabled.

Open the Object Management Page (OMP). Generally, the OMP for most object types can be accessed from the menu in the homepage. However, the method of launching may differ based on the specific type of object.

Find and select an object. Click here to find out how to do this.

Once focused on a particular object,

Once the OMP is open with no object currently selected or in focus (indicating that the toolbar is at **level 1**), you should click on the

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Once the page is open with no object currently selected or in focus, you should click on the

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After this step, the following actions will take place :

- The toolbar will transition to **level 1**. It features buttons for general actions that are not tied to a specific object (i.e Add, Refresh).
- The form fields are disabled and all entered data is cleared.
- The table section is enabled, and none of the rows are selected (i.e. focused or highlighted).
- The search input in the Blue ribbon is enabled.

After this step, the following actions will take place :

- The toolbar will transition to **level 2**. This brings up the buttons that are useful after you've selected or focused on a specific object (i.e Edit, Delete).
- The form fields become inactive.
- The table section becomes active.
- The search input in the Blue ribbon is enabled.

After this step, the following actions will take place :

- The toolbar transitions to **level 3**. This reveals the buttons that you will use to wrap up the creation or editing processes (i.e Save, Cancel).
- The fields within the form section are activated. These fields/inputs are intended for specifying the various attributes of the object.
- The table section is disabled, which means that no other object can be selected.
- The search input in the Blue ribbon is disabled.

Locate an object in the table section by entering a search term into the search field, which is located in the Blue ribbon. You can use any of the following information as your search term :

- **Object name :** This refers to the main detail that describes the type of object. For example, for patients, this attribute is the patient's name. For services, it is the service description.
- **Object number :** Every object has a special number. You can use this number to search for the object within the table. The name of this number changes based on the type of item. For instance, for customers, it is called the customer number. For suppliers, it is known as the supplier number.
- Depending on the type of object, you can use more than just the object name and number to find it in the table. For example, you can use the medical aid number to search for patients. Similarly, the item code can be used ot search for inventory items.

As you type any of the above listed search terms, the table section is updated by filtering out any objects that do not match the search parameter.

After sufficiently narrowing down the table, you can select or focus on a single object by:

- Navigating the table using the up/down arrow keys on your keyboard.
- Selecting a specific table row with a left mouse button click.

An object in focus is distinguished by a blue highlight in the table.

A dialogue will then appear on the OMP, requesting your confirmation if you truly wish to

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To continue with the initiated action, select **Ok** in the dialog box. During the processing of the action, a loading animation, represented by a rotating circle, will be displayed on the screen.

> This feature is only accessible to users whose employee role is **technical support**.

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are similar to the instructions for updating any other object attribute. For more information on how to update an object, click here.

Patients page instructions.

Open the Patients page. Click here to find out how to open this page.

Find and select a patient. Click here to find out how to do this.

Once focused on a particular patient,

Locate a patient in the table section by entering a search term into the search field, which is located in the Blue ribbon. You can use any of the following information as your search term :

- Patient full name
- Previous names
- Patient number
- National ID
- Medical aid number

As you type any of the above listed search fields, the table section is updated by filtering out any patients that do not meet the search parameter.

Once focused on a particular patient, click the More toolbar button. This moves the toolbar to expose a different set of toolbar buttons.

Select the appropriate option button, which has been pre-set the technical support team. Each button is configured with specific data, such as:

- The cash portion of the transaction (applicable for both cash and medical aid patients)
- The claimable portion of the transaction (only for medical aid patients)

If you cannot find a button that corresponds to the type of consultation or admission you wish to create, please reach out the technical support team for assistance.

Consultation page instructions.

> In this manual, the term **consultation** denotes both consultations and admissions, which are facilitated through a similar interface with minor variations. However, in certain contexts, the term **consultation** may specifically refer to inpatient scenarios, while **admission** is consistently used for outpatient situations.

> If a healthcare center **does not** offer admission services, the forthcoming explanation pertaining to the use of the terms **consultation** and **admission** within this manual may be disregarded. In such instances, any reference to admission within this manual would not be applicable to such a center.

In this manual, the term **consultation** serves as an umbrella term that includes both **consultations** and **admissions**. These two events are managed through a unified interface, with minor variations to accommodate their unique requirements (for instance, the admission interface incorporates a discharge button).

While the interface largely remains consistent, there are instances where differentiation becomes necessary. In such scenarios, the term Consultation is specifically used when the interface is accessed for an **inpatient**, while Admission refers to the interface as it appears for an **outpatient**. An inpatient is a patient who stays in the hospital for one or more nights while receiving treatment. On the other hand, an outpatient is a patient who visits a healthcare facility for diagnosis or treatment but does not stay overnight.

Go to the homepage and click a consultation from either the **pending** or **ongoing** tables, or open an admission from one of the **admission ward** tables.

Click the More toolbar button. This moves the toolbar one level down to expose a different set of toolbar buttons.

Click the Save toolbar button. This will store all unsaved consultation data into the database. Upon successful saving, a popup message will appear to confirm the action. By clicking **Ok** on this popup, the consultation page will refresh. The saved data can then be accessed from the timeline view, and it is displayed with a timestamp showing the employee who saved it and the date and time of saving. (N.B. **once saved, consultation data cannot be modified**).

Click the Complete toolbar button. This will store all unsaved consultation data into the database. Upon successful saving, a popup message will appear to confirm the action. By clicking **Ok** on this popup, the consultation page will refresh. The saved data can then be accessed from the timeline view, and it is displayed with a timestamp showing the employee who saved it and the date and time of saving. (N.B. **once saved, consultation data cannot be modified**).

To store consultation data in the database permanently, you can choose one of the following actions :

- Click the Save toolbar button. This will store all unsaved consultation data into the database. Upon successful saving, a popup message will appear to confirm the action. By clicking **Ok** on this popup, the consultation page will refresh. The saved data can then be accessed from the timeline view, and it is displayed with a timestamp showing the employee who saved it and the date and time of saving. (N.B. **once saved, consultation data cannot be modified**).
- Click the Complete toolbar button. This will store all unsaved consultation data into the database. Upon successful saving, a popup message will appear to confirm the action. By clicking **Ok** on this popup, the consultation page will refresh. The saved data can then be accessed from the timeline view, and it is displayed with a timestamp showing the employee who saved it and the date and time of saving. (N.B. **once saved, consultation data cannot be modified**).

Click the Back toolbar button. This opens the homepage.

Before proceeding with the instructions in this page it is crucial to familiarize yourself with the various **sections** of the consultation page (i.e. **toolbar, blue ribbon, and interactive space**) and to learn how to maneuver through the different **views** of the interactive space (i.e **dashboard, timeline, keyboard inputs, and writting pads**). If you are not yet acquainted with this information about the consultation page, please click here.

Before you follow the steps on this page, it is important to grasp the various consultation statuses : **pending, ongoing, completed, admitted, discharged, and cancelled.** Understanding these consultation statuses is key to effectively navigating the instructions. Click here to read more about this.

- **Pending :** When a consultation is first created and before a doctor starts it, it is marked as pending. These pending consultations are shown on the homepage (in the table on the far left) in chronological order, with the consultation created first at the top and the one created most recently at the bottom of the list.

- **Ongoing :** Once a consultation with a pending status is started, it transitions to an ongoing status. By default, starting a consultation necessitates the doctor to input a verification phrase to confirm that the correct consultation is being started. This verification phrase could be the consultation number, patient number, or the patient's national ID. However, there is an alternative setting that enables consultations to be automatically started without the requirement of a verification phrase, simply when the doctor opens the consultation. For more information on this system setting click here.
- **Completed :** On the homepage, they are displayed in the table on the extreme right, with the most recent consultation at the top and the earliest at the bottom. The homepage only features consultations completed on the present day and the previous day, on any given day.
- **Admitted :** These are consultations where the patient is allocated a bed and undergoes continuous treatment over a duration.
- **Discharged :** When a patient no longer needs to be admitted they are to be discharged. Discharged patients are displayed in the same list as completed consultations on the homepage.
- **Cancelled :** If a consultation is inadvertently set up, or if a patient no longer needs the consultation, an employee with the appropriate permissions can cancel it. However, only consultations that are currently in the pending status are eligible for cancellation. Also a consultation can only be cancelled if no billable items have been created within that consultation page.

A notification will then appear on the Consultation page, confirming the successful

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To update the Consultation page, click **Ok** in the notification. Please note that any unsaved data on the Consultation page, such as comments, notes, or prescriptions, will be automatically saved before the page refreshes.

A dialogue will then appear on the Consultation page, requesting your confirmation if you truly wish to

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To proceed with the initiated action, click **Ok** in the dialogue.

X Items page instructions.

The following instructions apply to billing a patient. This refers to the capturing of services and/or inventory items used for a patient. Such billing can be captured from the Patients page, or from within a consultation.

Search for a service/item using the Code/Descr input. With each keypress the dropdown filters to only diplay services/items whose code, description or tariff code matches the search phrase. Select a service/item from the dropdown by :

- Clicking "Enter" keyboard button to select the top-most option on the dropdown.
- Use the mouse to select any visible option from the dropdown.

Depending on your system settings, the sales price input can be editable.

Add button : Click to add another service/item to the cart. This button has an add icon.

Retrieve button : Opens a window showing a list of previously saved carts. Once retrieved, a saved cart/list can be modified then processed. Lists can also be retrieved from documents. For instructions on retrieving a cart from a document click here.

The retrieve button has a hamburger/list icon.

Save button : It is designed to temporarily store the current cart. Saving allows you to retrieve and modify your cart’s contents at a later time before final processing. It’s important to note that saving is distinct from processing. While saved billable items represent temporary states, processed transactions are permanently stored in the database.

The save button has a floppy dist icon.

Process button : To process/complete the transaction click the Process footer button (button with a receipt icon at the far right of the footer).

The process button has a receipt icon, and is found at the far right of the footer.

Payment page instructions.

Click here for more information on the Payment page.

The Payment page facilitates the recording of transactions in either a single or multiple currencies, utilizing the system's three payment methods. These payment methods are :

- Cash
- Electronic (i.e. bank transfers, mobile money transfers)
- Credit

The Payment page only opens on computers where the **Payment processing setting** is activated. If this setting is deactivated, transactions are processed on a credit basis (applicable only for patients with an enabled credit status), and subsequently, the Change page momentarily opens in place of the Payment page. For further details on the Payment processing setting, please click here.

Upon capturing of the full payment, the Process button becomes green and triggers automatically. If the patient is on a medical aid policy, and the transaction being processed includes at least one claim, then the next window which opens is the Claimable Items page. Otherwise the Change page opens.

In the case that the Claimable Items page is opened, click here for instructions as to how to complete it.

Ultimately, whether the Claimable Items page is first opened or not, the payment capturing process ends with the opening of the Change page.

Document page instructions

Open the Document page. Click here to find out how to open this page.

Before proceeding with these instructions it is crucial to familiarize yourself with the various **sections** of the Document page (i.e. **toolbar, blue ribbon, document variables** and the **table**).

If you are not yet acquainted with this information, please click here.

- Quotation
- Invoice
- Receipt
- Purchase order
- Goods received note
- Credit note
- Stock transfer order
- Stock transfer form
- Stock adjustment

- Quotation (Q)
- Invoice (INV)
- Receipt (R)
- Purchase order (PO)
- Goods received note (GRN)
- Credit note (CN)
- Stock transfer order (PO)
- Stock transfer form (STF)
- Stock adjustment (ADJ)

Sales Reports Instructions

Accessing Hospital Sales reports is granted to authorised employees by the Hospital Administrator through the Employee Roles Page.

Interpreting a sales report relies on understanding its sections. Click here for a breakdown of the different sections of a sales report.

When a report is accessed using the instructions in this page, it automatically opens in the system and generates a PDF version stored in a special Windows folder. Click here for more information on this special Windows folder where system generated documents are stored. There is a system setting which allows for the printing out of an excel version of every pdf document generated by the system. For more information on this system setting, click here.

Header Section

In its default configuration, this section features prominent, bold text that spells out the company's name and address. There is a system setting which when toggled replaces the default text with a pre-selected image in the header. This header image can either span the full width across the top of each page or be displayed with a limited width within the same section on each page.

Title Section

This section signifies the report type and the time frame it encompasses.

The total sales value in the default currency for all transactions within a report is highlighted at the bottom of a Sales Overview Table in bold text. For deeper understanding of this total and how it relates to the data in the Revenue Summary table, please consult the section titled **"Comparing the total from a Sales Overview Table and Revenue Summary Data"**.

This section summarises all Revenue resulting from the transactions listed further down in that particular report.

Consider a sales report that details transactions where the total cash revenue amounted to USD $200.00. In such a report, the Revenue Summary Table would feature a row specifically reflecting this cash revenue, in it's specific currency. This row would be labeled as **[11110] - Cash (USD)**. The number **11110**, enclosed in square brackets, represents the unique General Ledge Account number for the Cash (USD) General Ledger Account. Technically (in accounting terms and in the Chart of Accounts) this [11110] - Cash (USD) account is classified as an **Asset** account as opposed to being classified as a **Revenue** account. Each General Ledger Account has its own distinct account number.

In addition to the cash and electronic (i.e. bank account) forms of revenues, another form of revenue is **Accounts Receivable** (abbreviated as AR). These debts are considered assets in much the same way that cash and bank account funds are considered as assets. In the chart of accounts, the Accounts Receivable General Ledger Account has four child accounts, each representing a different type of debtor.

- Corporates (AR)
- Customers (AR)
- Patients (AR)
- Medical Aid Societies (AR)

The Medical Aid Societies (AR) General Ledger Account is subdivided into 30+ sub-accounts, each corresponding to a different medical aid society company. Given that claims constitute a significant revenue stream for medical practices, most reports will feature at least one of these 30+ Medical Aid Society sub-accounts in the Revenue Summary Table.

Consider a sales report that details transactions involving claims from different Cimas patients over a period of time. Consider that these patients treated on different days, also have policies denominated in different currencies. Suppose the total of the USD claim amounts is USD $1,200.00 (for the USD denominated Cimas policies) and the total of the ZIG claim amounts is ZIG $34,500.00 (for the ZIG denominated Cimas policies). In such a case, the Revenue Summary Table would feature two separate rows, each corresponding to the General Ledger Account **[11330.09] - (AR) Cimas**. In one of the rows corresponding to Cimas, the revenue amount of USD $1,200.00 would be displayed, while in the other row, the ZIG $34,500.00 revenue amount would be shown. Note that rows in the Revenue Summary Table can only detail revenue in just one (1) currency. In the example we just referenced, one (1) medical aid society is responsible for revenue in two (2) different currencies, hence 2 rows in the Revenue Summary Table are necessary to detail revenue due to that society.

Settings instructions

Billable items page or Scripts page

This setting can only be adjusted during software product licensing. Once licensing is complete, it remains disabled on the settings page.