

IMEBS

Internet Medical Electronic Booking Software

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*** The images presented in this manual are subject to minor revisions as the software is under constant improvement**

System Requirements

The program requires an Internet connection. It's supported by any browser.

Overview

The Booking software is a web based appointment scheduling software. It is a simple but powerful management tool for doctors. The user interface has been designed to be intuitive to use and appropriate for any type of medical practice. Booking software increases productivity and patient satisfaction.

The first step is to authorize.

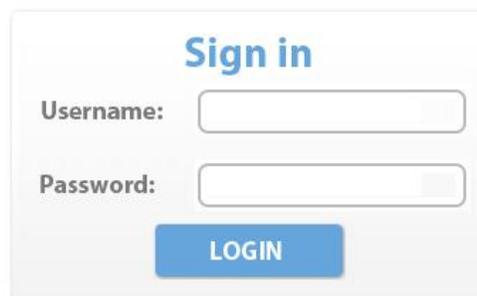
A white rectangular box with rounded corners and a light gray border. At the top center, it says "Sign in" in blue. Below that, there are two input fields: "Username:" followed by a white box with a gray border, and "Password:" followed by a white box with a gray border and a small gray eye icon on the right. At the bottom center, there is a blue button with the word "LOGIN" in white capital letters.

Fig. 1 Authorization window

Quick Start

Enter you username and password as shown (Fig.1). Calendar window will appear as shown (Fig.2).

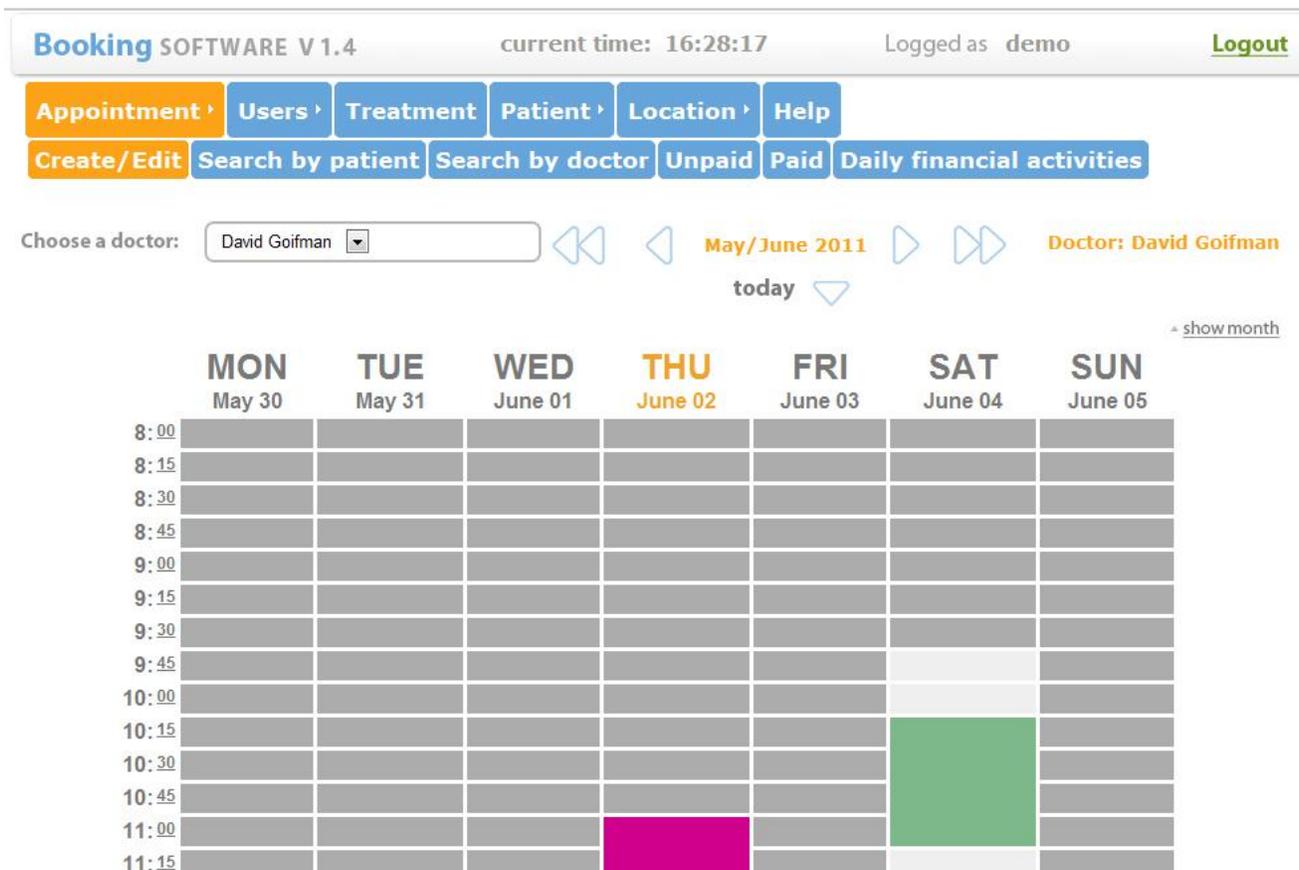


Fig. 2 Calendar

Click on the TREATMENT menu to add information about the services that are being offered. Fields marked with an asterisk (*) are required.

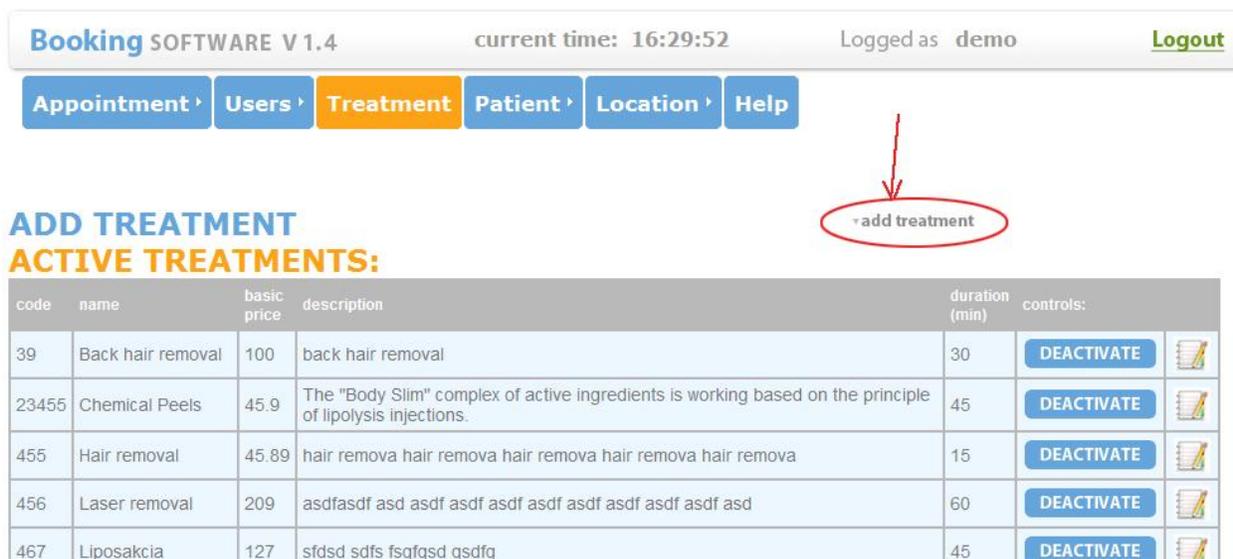


Fig.3 List of treatments

In order to ADD A TREATMENT, click "add treatment" on the right hand side as shown (Fig.3).

Booking SOFTWARE V 1.4 current time: 16:33:18 Logged as demo [Logout](#)

Appointment † Users † **Treatment** Patient † Location † Help

ADD TREATMENT -hide form

treatment name(*): treatment code: treatment description:

basic treatment price(*): treatment duration (min): **ADD**

(*required fields)

ACTIVE TREATMENTS:

code	name	basic price	description	duration (min)	controls:
39	Back hair removal	100	back hair removal	30	DEACTIVATE 
23455	Chemical Peels	45.9	The "Body Slim" complex of active ingredients is working based on the principle of lipolysis injections.	45	DEACTIVATE 
455	Hair removal	45.89	hair remova hair remova hair remova hair remova hair remova	15	DEACTIVATE 
456	Laser removal	209	asdfasdf asd asdf asdf asdf asdf asdf asdf asdf asdf asdf asd	60	DEACTIVATE 

Fig.4 Add treatment

After all the required fields are filled in, click ADD (Fig.4) to activate the treatment.

In order to ADD A DOCTOR, click on USERS-DOCTOR (Fig. 5).

Appointment ▾ **Users ▾** Treatment Patient ▾ Location ▾ Help
 Administrator Doctor



ADD A DOCTOR:

VIEW / EDIT DOCTORS:

Username	Password	First name	Last name	Email	Position	Availability	Status	Edit
doc3	45267813	David	Goifman	gd@sdfg.net	as asdfasd	availability	DEACTIVATE	
doc2	99775533	George	Towson	ty@bbb.com	sfdgs dfgsdf sdf	availability	DEACTIVATE	
349	123456	Tony	Blake	aspero@sdf.net	job description 123	availability	DEACTIVATE	

INACTIVE DOCTORS:

Username	Password	First name	Last name	Email	Position	Status
doc1	81726354	Larry	Neimann	l.c@maill.com	fds dfs df gsdf	ACTIVATE
doc4	89898989	Tomas	Jefferson	t.j@mail.ru	fg dfgh dfg hdfgh dfgh dfgh dfg hdfg dhfg	ACTIVATE
doc4561	aibolit	Tanya	Lysenko	asdf@ty.yu	sdasd asd asd asd fas	ACTIVATE

Fig.5 List of treatments

A list of doctors contains active and inactive doctors. In order to activate or deactivate a doctor, press ACTIVATE or DEACTIVATE. You may deactivate the doctor in case of vacation or short-term absence.

In order to ADD A DOCTOR, click "add doctor" on the right hand side as shown (Fig.5). Make sure all of the fields marked with an asterisk (*) are filled. Click ADD (Fig. 6) to activate the doctor.

Booking SOFTWARE V 1.4 current time: 10:23:13 Logged as demo [Logout](#)

Appointment ▾ Users ▾ Treatment Patient ▾ Location ▾ Help

ADD A DOCTOR:

- hide form

Username(*): Password(*): First name(*):
 Last name(*): E-mail Position

(*required fields Use lowercase letters and numbers only for both username and password fields.

ADD

VIEW / EDIT DOCTORS:

Username	Password	First name	Last name	Email	Position	Availability	Status	Edit
doc3	45267813	David	Coifman	nd@serfga.net	as asdfasd	availability	DEACTIVATE	

Fig. 6 Add the doctor

In order to open the Calendar, press APPOINTMENT – CREATE/EDIT as shown (Fig. 2). You will be automatically transferred to the current week. Note that the orange font indicates the current date. The working hours of the doctor are divided into intervals of 15 minutes. Time intervals are differentiated through color: dark grey indicates a time frame that unsuitable for new treatments; light grey indicates free time, while colored fields show reserved visits to the doctor.

The drop-down menu containing a list of doctors is located on the left-hand side above the Calendar adjacent to "Choose Doctor" label as shown (Fig. 7). To make an appointment, choose the appropriate doctor, then pick the appropriate date by clicking on single horizontal arrows to change the week and on double horizontal arrows to change the month. To quickly return to the current week/day, click on the single vertical arrow labeled "today".

Choose Doctor: **April 2011**
 today

Fig. 7 Calendar controls

After you select the day and time for the appointment, click on the light grey area corresponding to the appropriate time or double click for iPad. A window for creating a new appointment will appear. Note that the name of the doctor, time and day of the visit appears on the top left.

The screenshot shows the 'CREATE NEW APPOINTMENT' form. At the top, there is a header bar with 'Booking SOFTWARE V 1.4', 'current time: 16:43:03', 'Logged as demo', and a 'Logout' link. Below the header is a navigation menu with buttons for 'Appointment', 'Users', 'Treatment', 'Patient', 'Location', and 'Help'. The main content area has a blue arrow labeled 'back' and the title 'CREATE NEW APPOINTMENT:'. Below the title, it displays 'Doctor: David Goifman', 'Patient:', and 'Time: Saturday 4th of June 2011 11:30:00 AM'. The form is divided into two sections: 'ADD NEW PATIENT:' and 'FIND EXISTING PATIENT:'. The 'ADD NEW PATIENT:' section includes fields for 'First name(*)', 'Last name(*)', 'E - mail(*)', 'Marital status' (with a dropdown menu set to 'unassigned'), 'Gender' (with radio buttons for 'male' and 'female'), 'Birth date' (with a calendar icon and a note 'press this button to enter birth date'), 'Contact via email' (with radio buttons for 'yes' and 'no'), 'Cell:', 'Home:', and 'Business:'. There is a blue 'ADD' button at the bottom right of this section. The 'FIND EXISTING PATIENT:' section includes a 'Find by:' dropdown menu with radio buttons for 'First name', 'Last name', 'Phone number', and 'Email', a search input field with the placeholder 'click here', and a 'find' button.

Fig. 8 Create an appointment

If it's the patient's first visit, it is necessary to register the patient using ADD NEW PATIENT form as shown (Fig. 8). Make sure all of the fields marked with an asterisk (*) are filled.

If the patient has been registered, use the form labeled "FIND EXISTING PATIENT". Indicate whether you are searching by first name, last name, phone number or email and click find as shown (Fig. 10).

The screenshot shows the 'FIND EXISTING PATIENT' search form. It includes a 'Find by:' dropdown menu with radio buttons for 'First name', 'Last name', 'Phone number', and 'Email'. There is a search input field with the placeholder 'click here' and a 'find' button.

Fig. 10 Find an existing patient

The search result is shown in Fig. 11. Click "choose this one" or try once more if you are not satisfied with the search result.

WE'VE FOUND:

username	password	first name	last name	cell phone	email	click to choose
wertwer	ertwert	Meged	Lawrence		geleta@ukr.net	choose this one

NOT HAPPY? TRY ONCE MORE...

find by: first name last name phone number email

Fig. 11 Patient search result

The next step is to specify the procedure for the patient's visit.

Booking SOFTWARE V 1.4 current time: 16:49:49 Logged as demo [Logout](#)

[Appointment](#) ▾ [Users](#) ▾ [Treatment](#) [Patient](#) ▾ [Location](#) ▾ [Help](#)

CREATE NEW APPOINTMENT:

[back](#) Doctor: David Goifman
Patient: Tony Brown
Time: Saturday 4th of June 2011 11:15:00 AM

Treatment	Price	Duration	Delete
Total price: 0			

▾

Fig. 12 Add the procedure(s)

Choose the appropriate procedure and click the ADD button. You may delete the procedure by clicking on the icon resembling a recycle bin. To save the procedure, click on the SAVE button as shown (Fig. 13).

CREATE NEW APPOINTMENT:

back Doctor: David Goifman
 Patient: Bob Garfiled
 Time: Saturday 4th of June 2011 09:45:00 AM

Treatment	Price	Duration	Delete
Hair removal	45.89	15 min	
Microdermabrasion Function	234.6	15 min	

Total price: 280,49

Back hair removal (30 min)

Fig. 13 Save the procedure(s)

As a result you will see the Calendar indicating the time and day of an active visit with animated field as shown (Fig. 14). Note that the name of the doctor and patient appears on the top right hand side corner. In this example Bob Garfiled has an appointment with David Goifman for Saturday, June 04 at 9:45 am for 30 min (or two 15 minute intervals). The patient should receive an email with confirmation of the appointment.

Choose a doctor: May/June 2011 Doctor: David Goifman

Remove a patient: Legend: -current patient today Patient: Bob Garfiled [show month](#)

	MON May 30	TUE May 31	WED June 01	THU June 02	FRI June 03	SAT June 04	SUN June 05
8:00							
8:15							
8:30							
8:45							
9:00							
9:15							
9:30							
9:45							
10:00							
10:15							
10:30							
10:45							
11:00							
11:15							

Fig. 14 Active appointment

Working with the Calendar

To obtain information about the appointment, move your cursor over a field on the Calendar corresponding to the visit as shown (Fig. 15).

Choose a doctor: ◀◀ ◀ **May/June 2011** ▶ ▶▶ **Doctor: David Goifman**

Remove a patient: **Legend:**  -current patient **today** ▼ **Patient: Bob Garfild** [+ show month](#)

	MON May 30	TUE May 31	WED June 01	THU June 02	FRI June 03	SAT June 04	SUN June 05
8:00							
8:15							
8:30							
8:45							
9:00							
9:15							
9:30							
9:45							
10:00							
10:15							
10:30						Appointment Info Date: Sat Jun 4 Doctor: David Goifman Availability: Busy Patient: Diana Connor Cell: 23452 Home: 3456345 Business: 3456345 Treatment: Tooth whitening Treatment note: note about this particular app note: note about this particular app	
10:45							
11:00							
11:15							
11:30							
11:45							
12:00							
12:15							
12:30							
12:45							
1:00							

Fig. 15 Obtain the appointment information

You may delete future or unpaid appointments by clicking on the corresponding field, then pressing the "delete" button in a new window under DELETE APPOINTMENT as shown (Fig. 16). The patient should receive an email with confirmation. Note that deleted appointments cannot be restored!

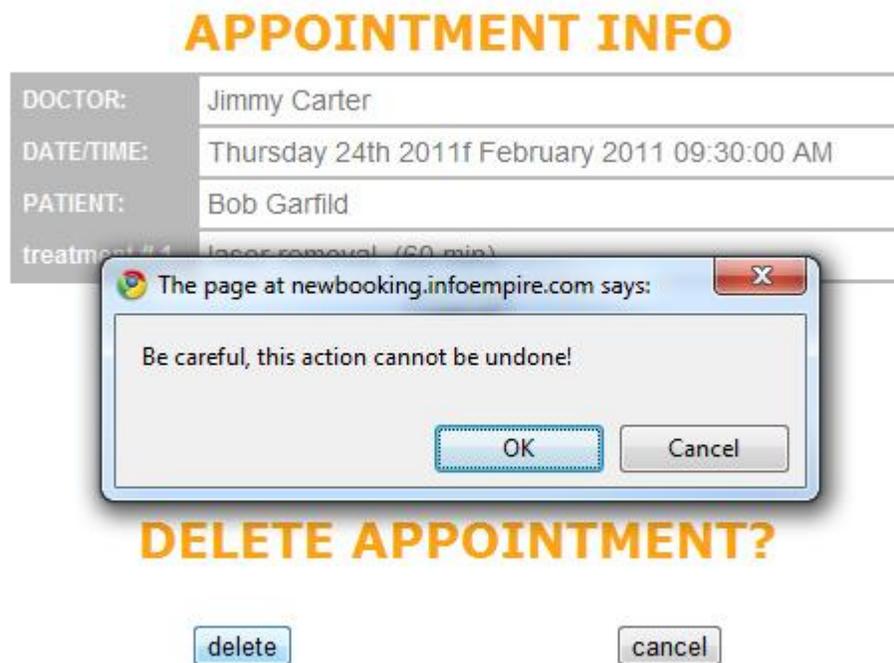


Fig. 16 Delete appointment

You may view the appointment information by clicking on the corresponding field as shown (Fig. 17). To return to the Calendar, click "back to calendar" button.



Fig. 17 View appointment details

You may change the time of a future appointment by clicking on the corresponding field, then choosing the RELOCATE APPOINTMENT – RELOCATE option. As soon as the Calendar appears as shown (Fig. 18), select the appropriate time and day to move the appointment.

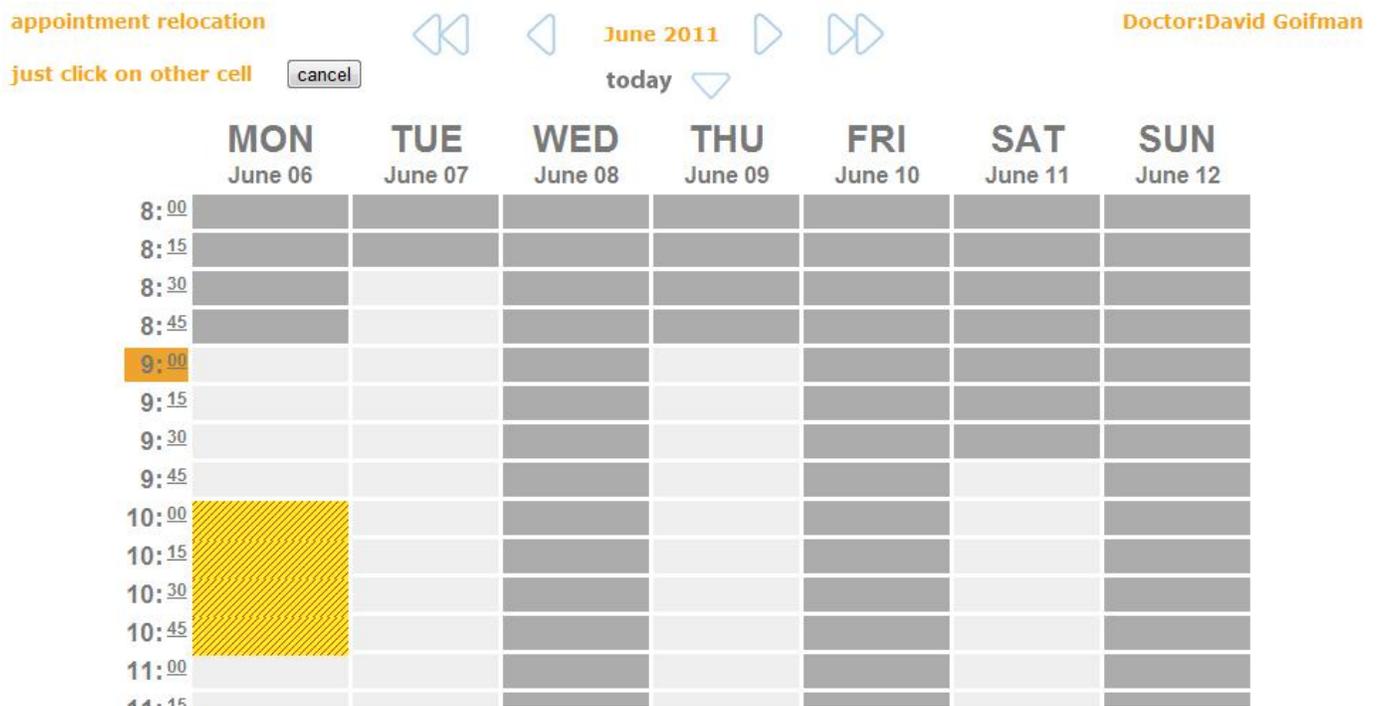


Fig. 18 Relocate an appointment

When **relocating** the appointment, an error may occur if the time of the appointment conflicts with other appointments or is constrained by the doctor's availability as shown (Fig. 19). The same error can occur when **creating** a new appointment for reasons previously mentioned as shown (Fig. 20).

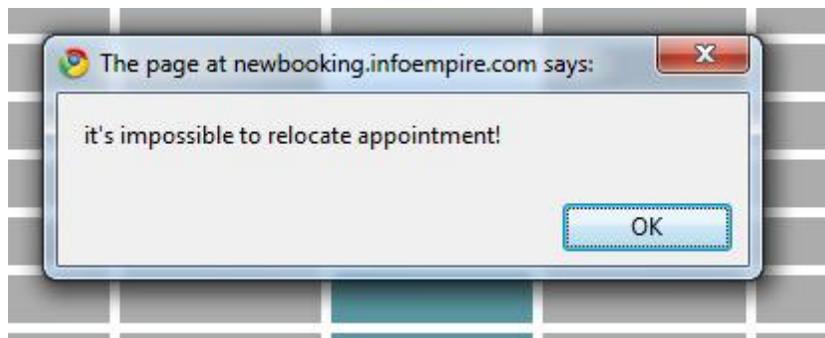


Fig. 19 Error when relocating the appointment

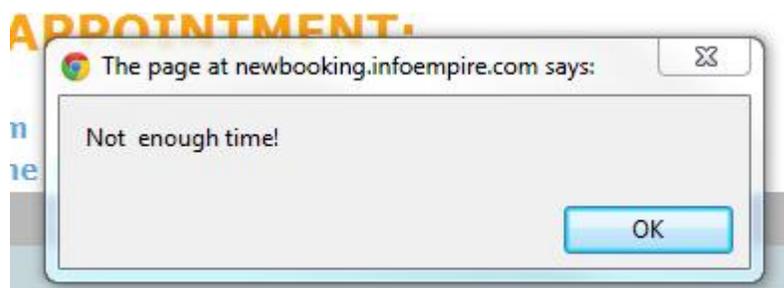


Fig. 20 Error when creating a new appointment

You may change the cost of the procedure (unpaid treatments only) by clicking "negotiated price (click to edit)" as shown (Fig. 20). It is important to note that if the price remains unchanged, it will become the default for future treatment costs. Changing the price does not affect future costs or other clients.

APPOINTMENT INFO

Appointment unpaid

DOCTOR:	David Gofman		
DATE/TIME:	June Monday 06th 2011 10:00:00 AM		
PATIENT:	Leon Manhli		
treatment # 1	Maxi-Lip (30 min)	negotiated price (click to edit) \$345.9	treatment notes (click to edit)
treatment # 2	Back hair removal (30 min)	negotiated price (click to edit) \$100	treatment notes (click to edit)

Fig. 21 Change the treatment cost

EDIT ACTUAL PRICE

treatment name:	skin lift
treatment duration:	30 min
treatment basic price:	67
put actual price for this particular appointment here:	
<input style="width: 100%;" type="text"/>	
<input type="button" value="<<back"/>	<input type="button" value="SAVE"/>

Fig. 22 Edit the price

Enter the price and click the SAVE button or click <<back to return to the previous menu as shown (Fig. 21).

You may attach notes to the treatment by clicking "treatment notes (click to edit)" as shown (Fig. 20). Notes may contain information about the use of particular medication, any concerns the client may have and so on.

CREATE/EDIT NOTE

treatment name:	skin lift
treatment duration:	30 min
put note about this particular appointment here:	
<div style="border: 1px solid gray; width: 100%; height: 100%; min-height: 100px;"></div>	
<input style="border: 1px solid gray; padding: 2px 10px;" type="button" value=" <<back "/>	<input style="background-color: #4a90e2; color: white; padding: 5px 15px; border: 1px solid gray;" type="button" value=" SAVE "/>

Fig. 23 Attach notes

Enter text in the field and click SAVE as shown (Fig. 21).

If the appointment contains more than one treatment, you can remove treatments. Clicking on the corresponding field will open appointment information as shown (Fig. 23). Click "edit appointment" and an APPOINTMENT EDITOR window will appear as shown (Fig. 24).

APPOINTMENT INFO

Appointment unpaid

DOCTOR:	David Gofman		
DATE/TIME:	June Monday 06th 2011 10:00:00 AM		
PATIENT:	Leon Manhli		
treatment # 1	Maxi-Lip (30 min)	negotiated price (click to edit) \$345.9	treatment notes (click to edit)
treatment # 2	Back hair removal (30 min)	negotiated price (click to edit) \$100	treatment notes (click to edit)

Fig. 24 Appointment information

APPOINTMENT EDITOR

DOCTOR:	Larry Neimann	
DATE/TIME:	Friday 29th 2011f April 2011 09:00:00 AM	
PATIENT:	Aaron Harvey	
treatment # 1	Vascu Lyse Treatment (15 min)	
treatment # 2	OXYjet (75 min)	
treatment # 3	skin lift (30 min)	

Fig. 25 Appointment editor

In the example above the duration of the appointment is 120 minutes containing three treatments. In order to delete a treatment, click on the image of a recycle bin. If the appointment contains only one treatment, it is impossible to delete it as shown (Fig. 26).

APPOINTMENT EDITOR

DOCTOR:	Larry Neimann	
DATE/TIME:	Wednesday 27th 2011f April 2011 10:15:00 AM	
PATIENT:	John Dow	
You cannot delete this treatment		
treatment # 1	hair removal (15 min)	

Fig. 26 Delete an appointment with one treatment

Patient Registration

To register a new patient, press PATIENT-CREATE/EDIT as shown (Fig. 27).

Select the appropriate doctor from the list above the Calendar as shown (Fig. 29). Find the month and day using the arrow key controls, indicate the time of the appointment and click on the light grey area (double click for iPad). You will then be directed to CREATE NEW APPOINTMENT window. Make sure to double check the date and time of the appointment, as well as the name of the doctor on the top right corner. Please consult instructions starting from Fig. 12 previously outlined, if you are unsure what to do next.



Fig. 29 Select the doctor

Doctors' Availability

In order to modify the availability of each doctor, press USERS-DOCTOR then "**availability**" as shown (Fig. 30).

ADD A DOCTOR:

▼ add doctor

VIEW / EDIT DOCTORS:

Username	Password	First name	Last name	Email	Position	Availability	Status	Edit
doc3	45267813	David	Goifman	gd@sdfg.net	as asdfasd	availability	DEACTIVATE	
doc2	99775533	George	Towson	ty@bbb.com	sfdgs dfgsdf sdf	availability	DEACTIVATE	
349	123456	Tony	Blake	aspero@sdf.net	job description 123	availability	DEACTIVATE	

INACTIVE DOCTORS:

Username	Password	First name	Last name	Email	Position	Status
doc1	81726354	Larry	Neimann	l.c@mail.com	fds dfs df gsdf	ACTIVATE
doc4	89898989	Tomas	Jefferson	t.j@mail.ru	fg dfg hfg hdfgh dfg hfg dhfg	ACTIVATE
doc4561	alboit	Tanya	Lysenko	asdf@ty.yu	sdasd asd asd asd fas	ACTIVATE

Fig. 30 Doctor availability

In fig. 31 shows the detailed availability of a doctor. You can uncheck the box to have the day unavailable for appointments or set the start time and end time at 8:00am. You need to make sure that the appointment corresponds to the doctor's availability. To return to the list of doctors, click on the name of the current doctor above the table on the right hand side.

AVAILABILITY MANAGEMENT:Doctor: **David Gofman**

Day of the week	Availability	Start of day	End of day
MON	<input checked="" type="checkbox"/>	9:00 a.m. ▾	5:30 p.m. ▾
TUE	<input checked="" type="checkbox"/>	8:30 a.m. ▾	5:00 p.m. ▾
WED	<input type="checkbox"/>	9:30 a.m. ▾	4:00 p.m. ▾
THU	<input checked="" type="checkbox"/>	9:00 a.m. ▾	4:00 p.m. ▾
FRI	<input type="checkbox"/>	8:00 a.m. ▾	2:00 p.m. ▾
SAT	<input checked="" type="checkbox"/>	9:45 a.m. ▾	2:00 p.m. ▾
SUN	<input type="checkbox"/>	8:00 a.m. ▾	2:00 p.m. ▾

SAVE

Uncheck the box to have unavailability for appointment or set the end time and start time at 8 a.m.

Fig. 31 Change doctor availability

Appointments

To find appointments by patient, click **APPOINTMENT-SEARCH BY PATIENT**.

Booking SOFTWARE V 1.4 current time: 17:30:49 Logged as demo [Logout](#)

Appointment ▾ **Users** ▾ **Treatment** ▾ **Patient** ▾ **Location** ▾ **Help**

Create/Edit **Search by patient** **Search by doctor** **Unpaid** **Paid** **Daily financial activities**

search by patient

SEARCH APPOINTMENT BY PATIENT:

Last name: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [J](#) [L](#) [M](#) [N](#) [R](#) [S](#) [I](#) [W](#)

First name: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

First name	Last name	Username	Password	Email	Find appointments
Alex	Becker	flex	6hn35fs2	ab@jk.com	➔
Agnes	Dnouk	hfght	456777	shinsilla_86@ukr.net	➔
Alexandra	Finn	fin345	33227755	geleta@ukr.net	➔
Aaron	Harvey	aar	3423423	geleta@ukr.net	➔

Fig. 32 Search appointment by patient

The search is based on the first letter of the patients' first name and last name as shown (Fig. 32).

Booking SOFTWARE V 1.4 current time: 17:32:39 Logged as demo [Logout](#)

Appointment ▾ Users ▾ Treatment Patient ▾ Location ▾ Help

ALL APPOINTMENTS FOR Arnold Shvarzkopf

Legend: - unpaid appointment - paid appointment

Start date	Start time	Doctor	Appointment details
Thursday 7th of April	12:00 PM	David Goifman	→
Total sum:			\$209.05
Expended time:			60 min

Fig. 33 Patient search result

Appointments that appear on a pink background are unpaid as shown (Fig. 33). Move your cursor over the blue arrow to view more information about the appointment.

To find appointments by doctor, click APPOINTMENT-FIND BY DOCTOR.

Booking SOFTWARE V 1.4 current time: 17:33:49 Logged as demo [Logout](#)

Appointment ▾ Users ▾ Treatment Patient ▾ Location ▾ Help

Create/Edit Search by patient **Search by doctor** Unpaid Paid Daily financial activities

search by doctor

SEARCH APPOINTMENT BY DOCTOR:

Choose a doctor: David Goifman ▾

Start date End date **FIND**

Click inside the text field to use the calendar

Fig. 34 Search appointment by doctor

Search for appointment by doctor.

To search for an appointment by doctor, choose the beginning and the end of the period by using the built-in calendar. The search result is shown (Fig. 35).

SEARCH APPOINTMENT BY DOCTOR: Choose a doctor:

Start date: End date:

Click inside the text field to use the calendar

All appointments for David Gofman starting Mar 02 2011 ending Oct 02 2011

Legend: - unpaid appointment - paid appointment

Start date	Start time	Patient name	Payment details	Appointment details
Tuesday 29th of March	04:00 PM	Mirra Bronshtein	→	→
Tuesday 5th of April	08:30 AM	Mirra Bronshtein	→	→
Thursday 7th of April	12:00 PM	Arnold Shvarzkopf	→	→
Saturday 16th of April	10:00 AM	John Dow	→	→
Thursday 21st of April	01:00 PM	Patricia Bertram	→	→
Tuesday 3rd of May	02:00 PM	Lora Lane	→	→
Tuesday 31st of May	11:30 AM	Alex Becker	→	→
Thursday 2nd of June	11:00 AM	Mirra Bronshtein	→	→
Thursday 2nd of June	02:15 PM	Lora Lane	→	→
Saturday 4th of June	09:45 AM	Bob Garfield	→	→
Saturday 4th of June	10:15 AM	Diana Connor	→	→
Monday 6th of June	10:00 AM	Leon Manhli	→	→
Total sum:			\$815.86	
Expended time:			225 min	

Fig. 35 Search result.

By moving your cursor over the green or blue arrow, retrieve information about each visit. An appointment that appears on a pink background is unpaid.

To review a complete list of all unpaid appointments, click APPOINTMENT-UNPAID.

Booking SOFTWARE V 1.4 current time: 17:37:45 Logged as demo [Logout](#)

Appointment ▾ Users ▾ Treatment Patient ▾ Location ▾ Help

Create/Edit Search by patient Search by doctor Unpaid Paid Daily financial activities

LIST OF UNPAID APPOINTMENTS

Start date	Start time	Doctor	Patient	Click to pay
Saturday 30th of April	09:45 AM	Tony Blake	Barbara Ahenheim	\$
Sunday 1st of May	08:30 AM	Tony Blake	Barbara Ahenheim	\$
Saturday 16th of April	10:00 AM	David Gofman	John Dow	\$

Fig. 36 Unpaid appointments

Unpaid appointments are shown in Fig. 36. Press \$ to pay for an appointment.

Booking SOFTWARE V 1.5 current time: 10:28:56 Logged as demo [Logout](#)

Appointment † **Users** † **Treatment** † **Patient** † **Location** † **Settings** † **Help**

APPOINTMENT PAYMENT:

Doctor: David Goifman
 Patient: John Dow
 Start time: Saturday 16th of April 2011 10:00:00 AM
 Treatment # 1 Tooth whitening (30 min) \$ 100
 Treatment # 2 Maxi-Lip (30 min) \$ 100

Total price:	\$ 200
Plus taxes:	\$ 26
	\$ 226

PAYMENT METHOD:

Cash or Debit
 Gift Card
 Credit Card

PAY

Fig. 37 Paying for an appointment

To view a payment for a certain date, click **APPOINTMENT - DAILY FINANCIAL ACTIVITIES** and choose the date. Click **FIND**
 The search result is shown (Fig. 38)

Appointment † **Users** † **Treatment** † **Patient** † **Location** † **Help**

Create/Edit **Search by patient** **Search by doctor** **Unpaid** **Paid** **Daily financial activities**

Search by patient

DAILY FINANCIAL ACTIVITIES:

Choose the date:

Choose a doctor:

FIND

Daily financial activities on Thursday 14th of April

Date of paid appointment	Start time	Doctor	Patient	Payment date	Appointment details	Payment details
Tuesday 5th of April	08:30 AM	David Goifman	Mirra Bronshtein	Thursday 14th of April	➔	➔

Fig. 38 DAILY FINANCIAL ACTIVITIES