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.
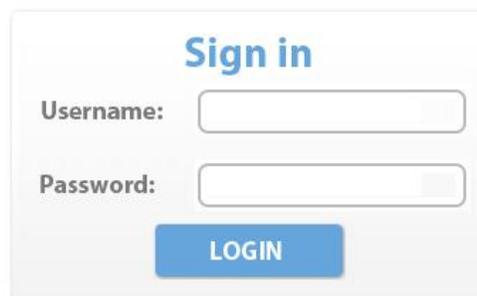
The first step is to authorize.

Booking SOFTWARE V 1.4   current time: Logged as   Logout

Sign in
Username: [   ]

Password: [   ]

[LOGIN]

Fig. 1 Authorization window

Quick Start

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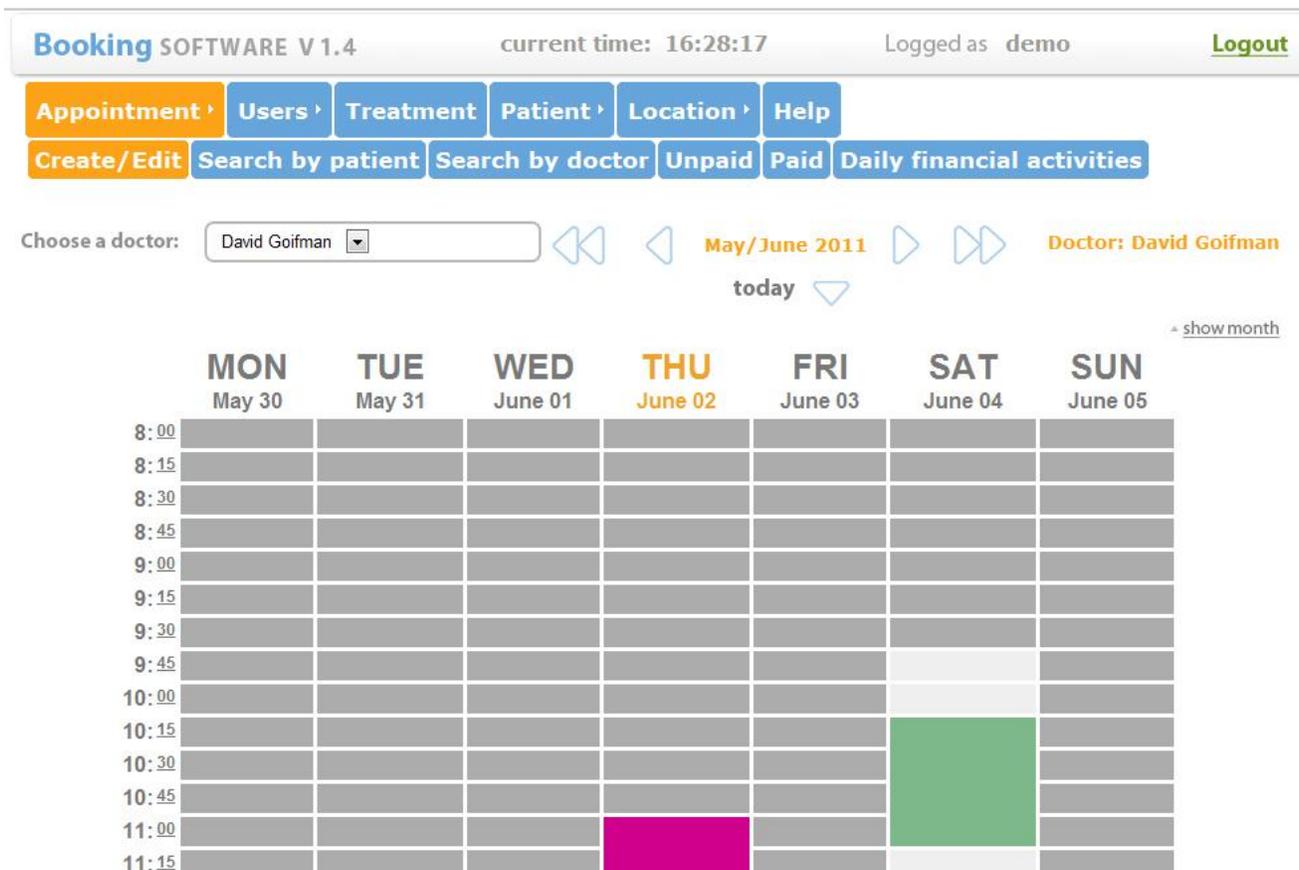
Fig. 2 Calendar

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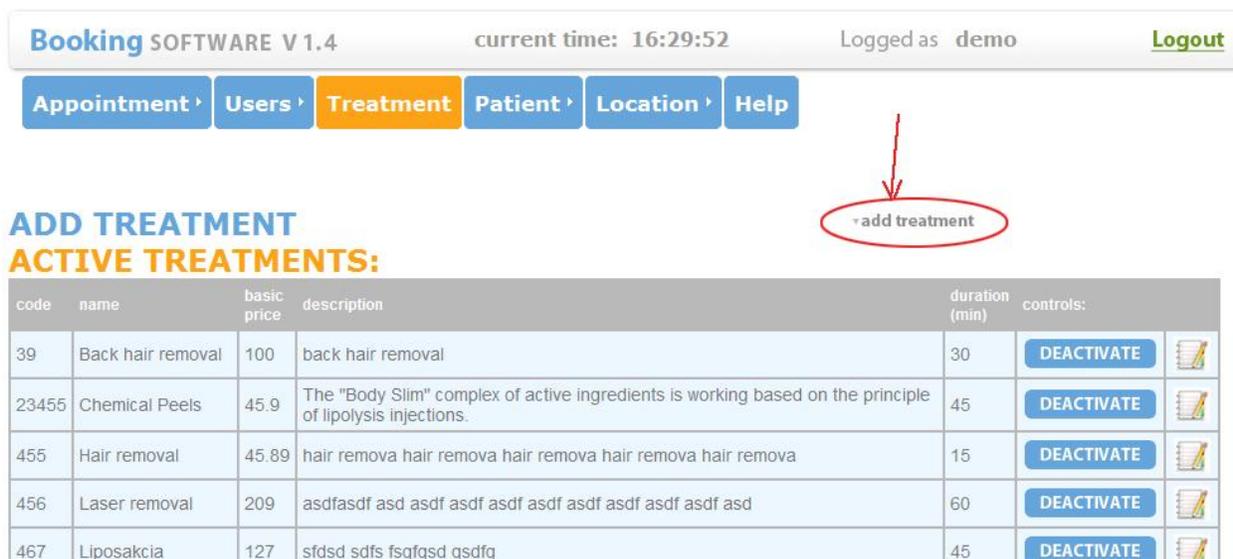

Fig.3 List of treatments

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

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).

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.

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".

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.

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).

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.

Fig. 11 Patient search result

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

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:

Doctor: David Goifman
Patient: Bob Garfild
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) ▾   ADD

SAVE   CANCEL

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 Garfild 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: David Goifman ▾   ◁◁ ◁ 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						🟩	
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).

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!
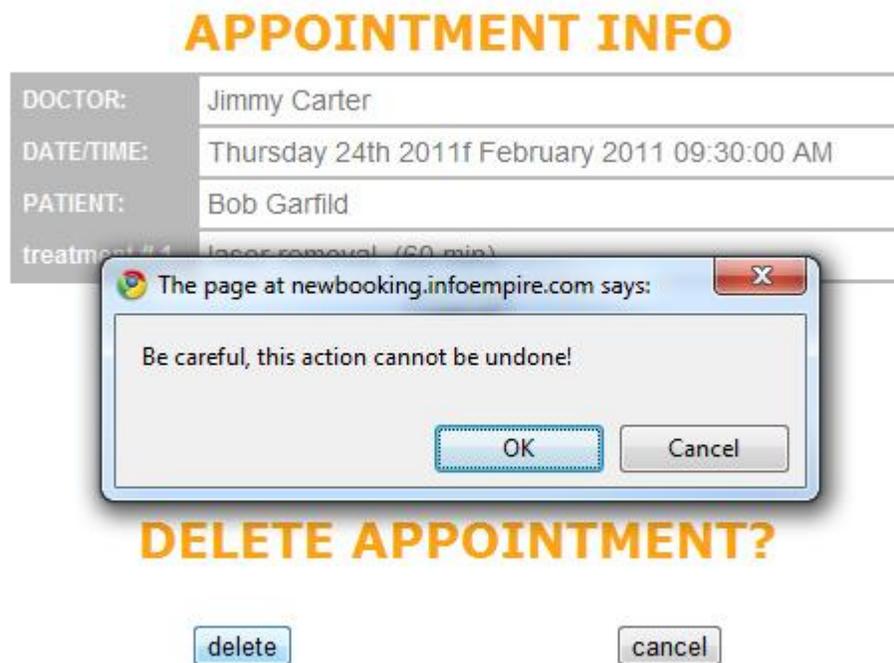
Fig. 16 Delete appointment

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.
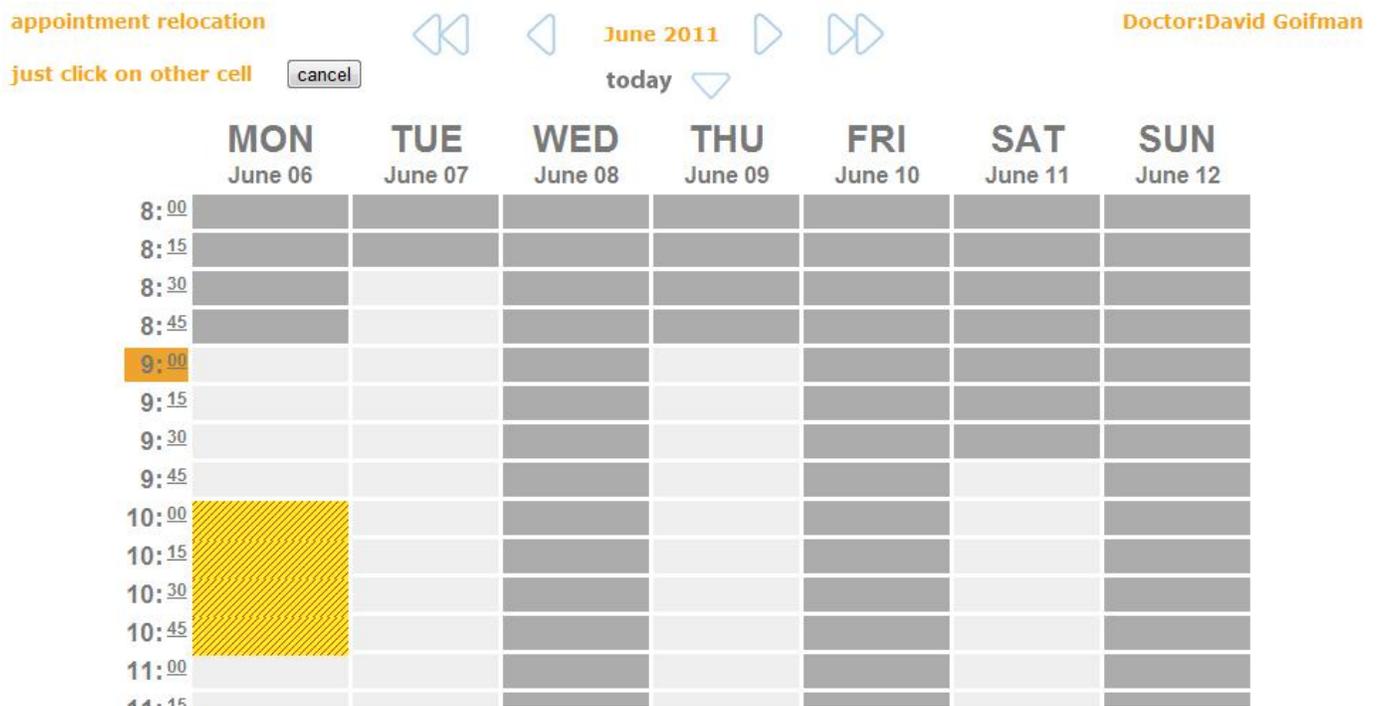
Fig. 18 Relocate an appointment

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 availably as shown (Fig. 19). The same error can occur when creating a new appointment for reasons previously mentioned as shown (Fig. 20).
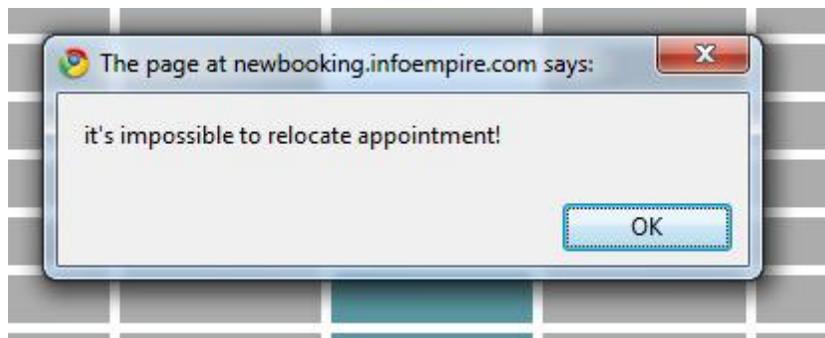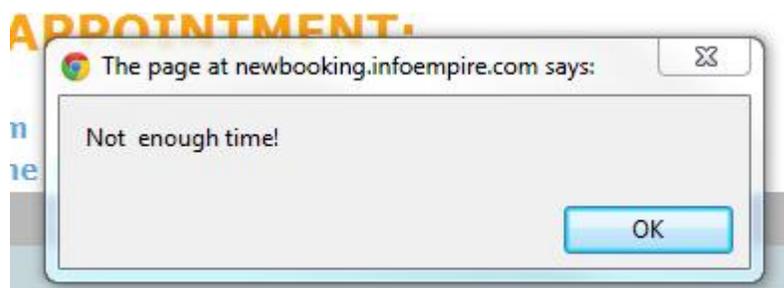

Fig. 19 Error when relocating the appointment

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.

Fig. 21 Change the treatment cost

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.

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).

Fig. 24 Appointment information

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).

Fig. 26 Delete an appointment with one treatment

Patient Registration

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

Fig. 27 Register a patient

Click "**add a patient**" to ADD PATIENT as shown (Fig. 27). Fields marked with an asterisk (*) are required.

Schedule an appointment

To schedule an appointment from a list of existing customers click PATIENT-CREATE/EDIT, locate a particular patient and then press blue arrow under Create Appt. as shown (Fig. 28).

Fig. 28 Locate a patient to schedule an appointment

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).

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.

Fig. 31 Change doctor availability

Appointments

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

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).

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.

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).

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.

Fig. 36 Unpaid appointments

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

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)

Fig. 38 DAILY FINANCIAL ACTIVITIES