



## WEB PORTAL

### USER MANUAL FOR RECEPTIONIST

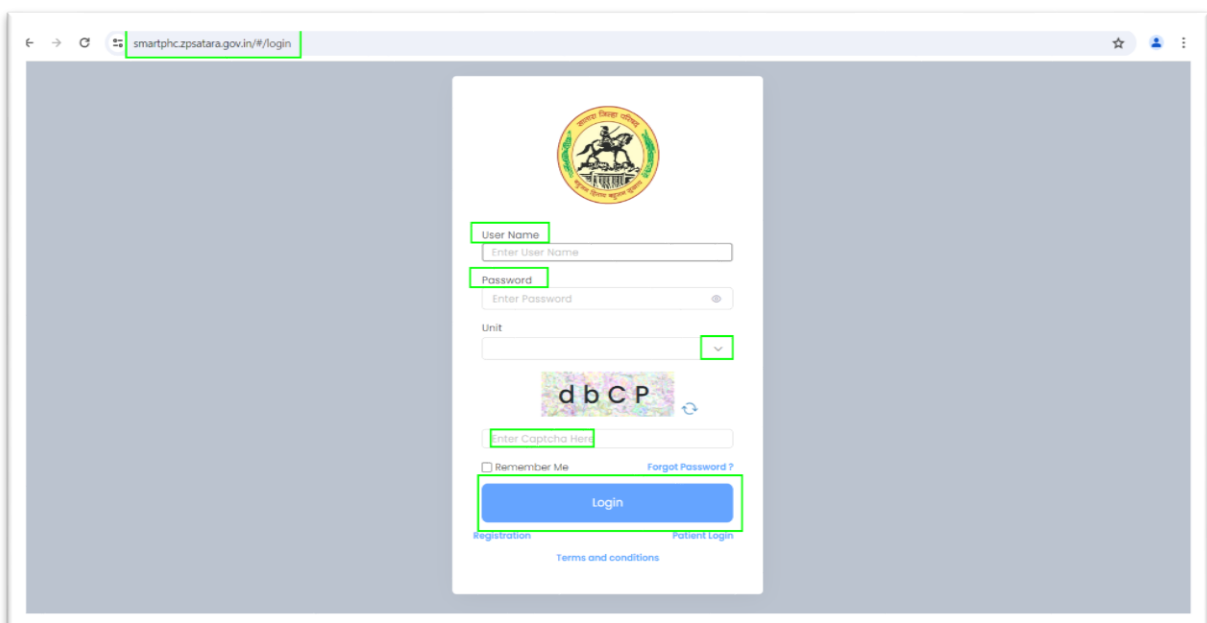
(For Software Version:0.1; Last Updated On: Monday, June 03, 2024)

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## Log in Satara Smart PHC web Portal

- Open any browser and go to Smart PHC Satara web portal and type <https://smartphc.zpsatara.gov.in/#/login> in URL of the browser and click enter.
- After Entering the URL, you will see the Login Screen.
- Enter your User Name and you have to press the Tab button then unit name will display automatically enter your Password then click on the Sign in button.
- Enter the characters you see in the CAPTCHA image into the field labeled “Enter Captcha Here”.
- If the Captcha is difficult to read, click the refresh icon (🔄) next to the image to generate a new one.
- Remember Me: If you are using a personal computer and want the system to remember your login details for future sessions, check the box labeled Remember Me.
- Forgot Password: If you have forgotten your password, click the Forgot Password. Link and follow the instructions to reset your password.
- Login: Click the Login button to access the system.
- Registration: If you are a new user, click the Registration Link to create a new account.
- Patient Login: For Patients, Click the Patient login link to access the patient-specific portal.
- Terms and Conditions: Review the Terms and Conditions by clicking the respective link at the bottom of the login form.



The screenshot displays the login interface of the Satara Smart PHC web portal. At the top, the browser's address bar shows the URL [smartphc.zpsatara.gov.in/#/login](https://smartphc.zpsatara.gov.in/#/login). The login form is centered and includes the following elements:

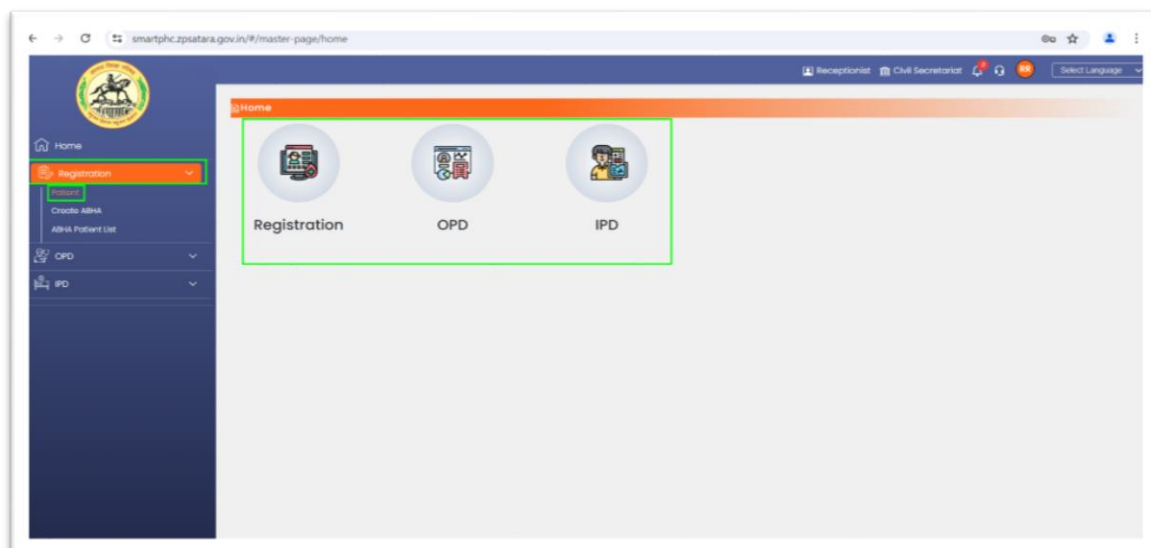
- A circular logo at the top of the form.
- A "User Name" input field with a placeholder "Enter User Name".
- A "Password" input field with a placeholder "Enter Password" and a toggle icon for visibility.
- A "Unit" dropdown menu.
- A CAPTCHA image showing the characters "dbCP" with a refresh icon.
- An "Enter Captcha Here" input field.
- A "Remember Me" checkbox and a "Forgot Password?" link.
- A prominent blue "Login" button.
- Links for "Registration", "Patient Login", and "Terms and conditions" at the bottom of the form.

### Note: -

- Please check Your Internet Connectivity before entering this URL.
- If you get 404 error, then please check internet connection of your system.
- You can also Bookmark this URL in browser so that you can easily access it.
- If Unit name is not visible after entering Username please press “Tab” to Enter Password Unit Name will be automatically reflected.
- If after Pressing ‘Tab’ unit name is not reflecting, then please check your internet connectivity also check your Spelling Mistake in Username.
- If you enter wrong username & password then it shows popup message like “Incorrect username, password”.
- If you get stuck on any screen please press Ctrl+f5 for refresh the page.

### Home Page

- After successful login, you will land on the Home Screen.
- On the Home Screen, you can see the Registration, OPD, IPD.
- On the left side are all of these modules available i.e Home, Registration, OPD and IPD.
- In Registration dropdown click on Patient so that you will redirect to Patient Registration screen.



## Patient Registration:

- On the Patient Registration Screen, find the Plus (+) button add new on the top – right corner clicks on it.
- A new form will open, allowing you to enter the patient's details,
- Entering Patient Detail: Fill in the required fields- Enter the patient's Mobile Number, MR Number, Start Date, and End Date.
- By this you can easily search for patients.
- You can easily get this data by clicking on Export to Pdf or Export to Excel.

The screenshot shows a web browser window with the URL [smartphc.zpsatara.gov.in/#/master-page/registration-form](http://smartphc.zpsatara.gov.in/#/master-page/registration-form). The page has a dark blue sidebar on the left with a logo at the top and navigation links: Home, Registration (highlighted), Patient (highlighted), Create ABHA, ABHA Patient List, OPD, and IPD. The main content area has a header bar with 'PATIENT REGISTRATION' and a green box around a '+' button. Below the header are input fields for Mobile Number, MR Number, Start Date (06/03/2024), and End Date (06/03/2024). There is a search bar with the placeholder 'Search keyword' and a dropdown menu showing '8 Columns Sel.'. Below these is a table with columns: Created Date, MR Number, Title, Full Name, Mobile Number, DOB, Age, and Gender. The table is currently empty, showing 'Showing 0 to 0 of 0 entries'.

## Registration:

- Once you click on Plus (add new) button, a new form will open, allowing you to enter the Patient's details as shown in the image.
- Filling Out the Patient Registration Form-Enter Personal Details:
- Mobile Number- Enter 10 Digit valid Patient's mobile number.
- Aadhaar Number- Enter the Aadhaar number if available.
- ABHA Number- Enter the ABHA number if available.
- UHID- Enter the unique health ID.
- Patient Type- Select the type of patient from the dropdown menu.
- Patient Source- Select the Source from which the patient is referred.
- Enter Identification Details:

- Title – Select the appropriate title (e.g- Mr. Miss..) from the dropdown.
- First Name – Enter the patient's first name.
- Middle Name – Enter the patient's middle name.
- Last Name- Enter the patient's last name.
- Identification Number – Enter an identification number (if applicable).
- Email ID- Enter the patient's email address.
- Gender – Select the patient's gender.
- DOB – Enter the date of birth or select the age unit and age.
- Blood group – Select the blood group from the dropdown.
- Marital Status – Select the marital status.
- Enter Parent/Guardian Details-
- Parent/Guardian – Select the parent or guardian type.
- Parent/Guardian Name – Enter the parent or guardian's name.
- Photo Upload – Click the upload icon to upload a photo of the patient.
- Enter Communication Address –
- House/Building – Enter the house or building number.
- Address – Enter the street address.
- Pin Code – Enter the pin code of the area.
- Enter Additional Information-
- Occupation – Select the occupation from the dropdown.
- Language – Select the language spoken by the patient.
- Ethnicity – Select the ethnicity of the patient.
- Religion – Select the religion of the patient.
- Additional Details (Optional)-
- Emergency Contact – Click to add emergency contact details.
- Family Details – Click to add details of family members.
- Insurance Details – Click to add insurance information.
- Medical History – Click to add the patient's medical history.
- M.L.C – Click to add medico legal case information.
- Permanent Address – Click to add the permanent address if different from the communication address.
- Saving the form- Save Patient Details:
- Once all the mandatory and relevant optional fields are filled, click the Save Patient Details Button to Save the information.
- Back – To exit the form without saving, click the Back button.

### Note: -

- Ensure all mandatory fields (marked with an asterisk (\*)) are filled correctly.
- Check for correct formatting of dates and numbers to avoid errors.
- If the form does not submit, check your internet connection and try again.
- For any persistent issues, contact the support team for further assistance.

### Patient Registration:

- After successful patient registration you will redirect to Patient registration window.
- On this window you will be able to see Patient details.
- The patient records table displays the following information:
- Created Date: The date the patient record was created.
- MR Number: The medical record number.
- Title: The title (e.g., Mr, Ms) of the patient.
- Full Name: The full name of the patient.
- Mobile Number: The patient's mobile number.
- DOB: The date of birth of the patient.
- Age: The age of the patient.
- Gender: The gender of the patient.
- Edit Patient Information: Click the edit icon (pen) to update patient details.
- Action – This Includes OPD, IPD, Emergency.
- When user click on any of the like OPD, IPD OR ER you will be redirected to that particular screen.
- If you want to register a patient in OPD then click on OPD and do further process same applicable

for IPD and Emergency.

Edit	Created Date	MR Number	Title	Full Name	Mobile Number	DOB	Age	Gender	Action
	06/03/2024	12/2024/00000586	MR	Rohan Pooar	9895485678	06/03/1990	34 Y	Male	

## OPD Visit:

- When receptionist clicks on OPD you will land on to OPD Visit page.
- Patient details will automatically appear here and you can edit this information as per your need.
- For new OPD Visit click on New button and enter valid – Mobile No, ABHA ID, UHID, Aadhaar No, MR.NO.
- Select Doctor Section –
- Department – Select the relevant department from the dropdown menu.
- Sub – Department – Select the appropriate sub- department.
- Doctor – Select the doctor from the list provided, this field is mandatory.
- Patient Form Section –
- Outside Unit – Check this box if the patient is from an outside unit.
- MLC – Check this box if the patient is from an outside unit.
- Refer by – Select the referral source from the dropdown menu if applicable.
- Tariff – Select the appropriate tariff category from the dropdown menu.
- Service Selection –
- First Consultation – Select this option if this is the patient’s first visit.
- Follow-up Consultation – Select this option if the patient has visited before and is coming for a follow-up.
- Additional Services:
- Click on the orange bar labeled "Additional Services" to view and select any additional services required for the patient.

- Submitting the Form
- Review all entered details to ensure accuracy.
- Click on the Submit button to complete the registration process.
- Once you submit the details system will generate Token for that patient.
- That particular patient will be on Selected Doctors Queue i.e OPD Queue for web as well as mobile after that Doctor will fill EMR.

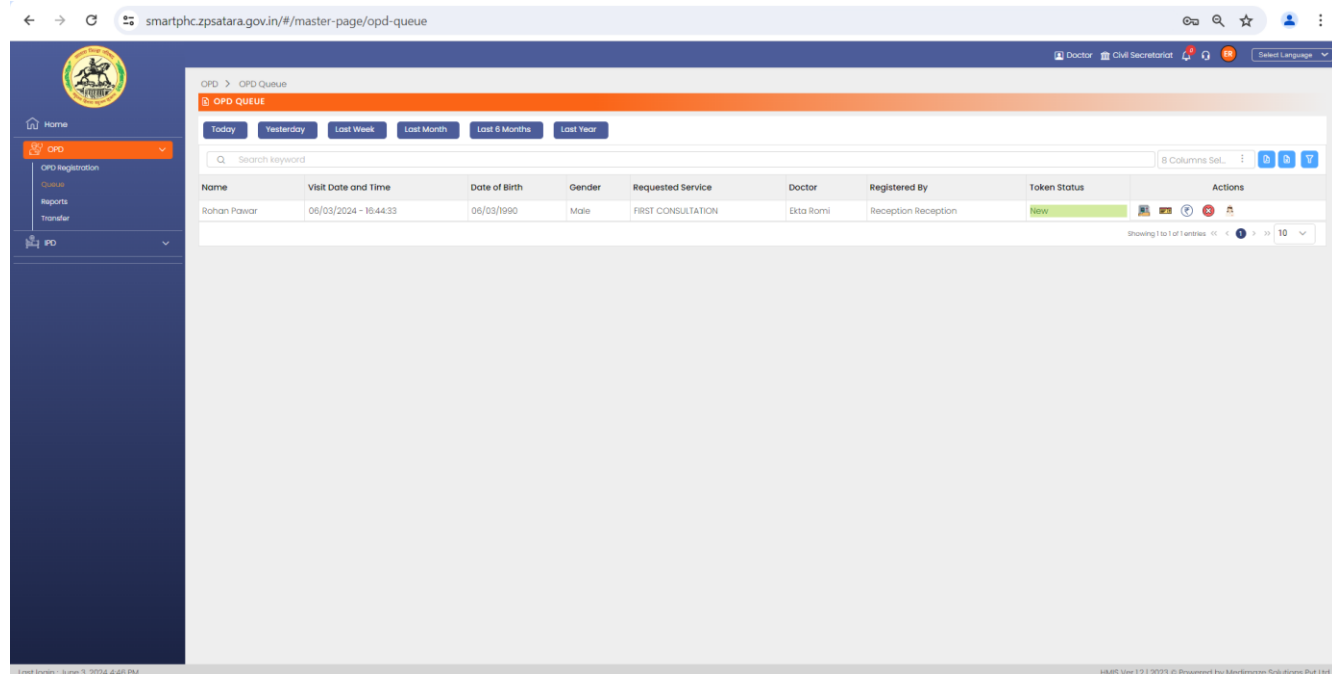
The screenshot shows the 'OPD VISIT' registration form. The 'PERSONAL DETAILS' section includes fields for Mobile No., ABHA ID, UHID, Aadhaar No., and MR No. The 'SELECT DOCTOR' section has dropdowns for Department (General Medicine), Sub-Department (General Medicine), and Doctor (Ekta Romi). The 'PATIENT FORM' section includes checkboxes for 'Outside Unit' and 'M/C', and a 'Refer By' dropdown. The 'ADDITIONAL SERVICES' section has a 'Service Name' dropdown with options 'FIRST CONSULTATION' and 'FOLLOW UP CONSULTATION'. The 'Submit' button is highlighted with a green box.

The screenshot shows the 'Token Receipt No 1' page. It features a barcode at the top left. The patient details are listed as follows:

MR No.:TJ/2024/0000586	Department : General Medicine
Patient Name : Rohan Pawar	Sub-Department: General Medicine
Age: 34 Y	Consultant Doctor:Dr. Ekta Romi
Gender: Male	Date: 06/03/2024
Mobile No.: 9890485678	

The 'Consultation Type - FIRST CONSULTATION' is also displayed. At the bottom, there are buttons for 'Print', 'Resend SMS', and 'Close'. A success message is shown in a toast notification: 'Success Your visit has been successfully assigned!'.





## IPD Visit:

- When receptionist clicks on IPD you will land on to IPD Visit page.
- Patient details will automatically appear here and you can edit this information as per your need.
- For new IPD Visit click on New button and enter valid – Mobile No, ABHA ID, UHID, Aadhaar No, MR.NO.
- Patient Form Section:
  - Attendant Details: Enter the details of the attendant who will accompany the patient.
  - Admission Type: Select the type of admission from the dropdown menu (e.g., Normal, Emergency).
  - Outside Unit: Check this box if the patient is from an outside unit.
  - Refer by: Select the referral source from the dropdown menu if applicable.
- Insurance Section:
  - Cash/Insurance: Select whether the payment will be made in cash or through insurance.
  - Tariff: Select the appropriate tariff category from the dropdown menu.
  - MLC: Check this box if the case is a Medico-Legal Case.
- Service Selection:
  - IPD Admission: Select this option to indicate the patient is being admitted to the inpatient department.
- Doctor Section
  - Department: Select the relevant department from the dropdown menu.

- Sub-Department: Select the appropriate sub-department if applicable.
- Doctor: Select the doctor from the list provided. This field is mandatory.
- Bed Allocation Section:
- Ward: Select the appropriate ward for the patient's admission.
- Room: Select the room within the ward for the patient's stay.
- Filter: Use the filter options to narrow down the selection if necessary.
- Submitting the Form Review all entered details to ensure accuracy.
- Click on the Submit button to complete the registration process.
- Once you submit the details system will generate Token for that patient.

## Note:

- Ensure all mandatory fields marked with an asterisk (\*) are filled.
- Double-check the entered information before submission to avoid errors.
- For any technical issues or assistance, contact the support team through the portal's helpdesk.

The screenshot shows a web browser window with the URL [smartphc.zpsatara.gov.in/#/master-page/ipd-registration](http://smartphc.zpsatara.gov.in/#/master-page/ipd-registration). The page is titled "IPD VISIT" and contains a registration form for Inpatient Department (IPD) visits. The form is divided into several sections:

- PERSONAL DETAILS:** Includes fields for Mobile No., ABHA ID, UHID, Aadhaar No., MR No., Title, First Name, Middle Name, Last Name, Gender, DOB, Age, and Mobile No. (repeated). There is a "New Registration" button.
- PATIENT FORM:** Includes fields for Attendant Details, Admission Type (Normal, Outside Unit), Referral By, Insurance (Cash, Insurance), Tariff (Select Tariff), and M/G (M/G, Service Name).
- DOCTOR:** Includes fields for Department (General Medicine), Sub-Department (General Medicine), and Doctor (Ela Rame).
- BED ALLOCATION:** Includes fields for Ward (W-1), Room (Room 1), and Filter (ON).

At the bottom of the form, there is a "Submit" button. The page also features a sidebar with navigation icons and a top navigation bar with user information and language selection options.

smartphc.zpsatara.gov.in/#/master-page/admission-concent-form/IPD/1311

Receptionist Civil Secretariat Select Language

### IPD Case Paper

MR No.:11/2024/00000587  
 Patient Name: Manoj More  
 Age: 34 Y  
 Mobile No: 9876543457  
 Address:

Department Name : General Medicine  
 Admission Date : 06/03/2024  
 Gender: Male  
 Doctor Name :Dr.Ekta Romi

On Admission  
 MLC Informed To:  
 External Cause Of Injury:  
 Provisional Diagnosis:

MLC Informed By:  
 Name & Signature:

On Discharge  
 Mode Of Discharge : D.O.D With Time :  
☐ Cured ☐ Relieved ☐ Abscond  
☐ AMA ☐ Died ☐ Other  
 Operation Procedure  
 Final Diagnosis  
 ICD Codes

MLC Informed To:  
 MLC Informed By:

Name & Sign Of Resident  
 Signature Of Consultant:

Print Close

## Emergency Visit:

- When receptionist clicks on IPD you will land on to IPD Visit page.
- Patient details will automatically appear here and you can edit this information as per your need.
- For new IPD Visit click on New button and enter valid – Mobile No, ABHA ID, UHID, Aadhaar No, MR.NO
- Select Doctor Section:
- Department: Select the relevant department from the dropdown menu (e.g., General Medicine).
- Sub-Department: Select the appropriate sub-department if applicable (e.g., General Medicine).
- Doctor: Select the doctor from the list provided (e.g., Ekta Romi). This field is mandatory.
- Bed Allocation Section:
- Ward: Select the appropriate ward for the patient's admission.
- Room: Select the room within the ward for the patient's stay.
- Filter: Use the filter options to narrow down the selection if necessary. Toggle between "Free" and "All" options.
- Service Selection:
- Emergency Registration: This option should be selected as it indicates the patient is being registered for an emergency visit.
- Patient Form Section:
- Admission Type: Select the type of admission from the dropdown menu (e.g., Normal, Emergency).
- Outside Unit: Check this box if the patient is from an outside unit.
- Refer by: Select the referral source from the dropdown menu if applicable.

- Insurance Section:
- Cash/Insurance: Select whether the payment will be made in cash or through insurance.
- Tariff: Select the appropriate tariff category from the dropdown menu (e.g., GS).
- MLC: Check this box if the case is a Medico-Legal Case.
- Submitting the Form
- Review all entered details to ensure accuracy.
- Click on the Submit button to complete the registration process.
- Once you submit the details system will generate Token for that patient.
- Registered patient will display in Emergency Patient list.

### Note:

- Ensure all mandatory fields marked with an asterisk (\*) are filled.
- Double-check the entered information before submission to avoid errors.
- For any technical issues or assistance, contact the support team through the portal's helpdesk.
- This user manual is intended to guide you through the emergency visit registration process efficiently. Follow these steps to ensure a smooth and error-free registration experience.

The screenshot displays the 'EMERGENCY VISIT' registration form in a web browser. The form is organized into several sections:

- Header:** Includes the portal logo, navigation icons, and user information (Admin, HIMIS Pune, BS, and a language selector).
- Mobile No.:** 8010229438
- ABHA ID:** ABHA ID
- UHD:** UHD
- Aadhaar No.:** Aadhaar No.
- MR No.:** MR No.
- Buttons:** 'New' and 'Temp' buttons are present.
- PERSONAL DETAILS:**
  - Title:** Select option
  - First Name:** Priya
  - Middle Name:** Jagtap
  - Last Name:** Jagtap
  - Gender:** Select option
  - DOB:** 09/11/2000
  - Age:** 23 Y
  - Mobile No.:** 8010229438
  - Buttons:** 'Edit' button.
- SELECT DOCTOR:**
  - Department:** General Medicine
  - Sub-Department:** General Medicine
  - Doctor \*:** Amol Jadhav
- BED ALLOCATION:**
  - Ward:** Emg Ward
  - Room:** Select Room
  - Filter:** Filter (with a green 'Filter' button)
  - Room Selection:** A row of room icons labeled EW1 through EW10. EW4 is highlighted in green.
- Select Service Name:**
  - Emergency Registration:** Selected service.
- PATIENT FORM:**
  - Admission Type \*:** Normal
  - Outside Unit:** ☐
  - Reffer By:** Select option
- INSURANCE:**
  - Tariff \*:** (Field for tariff selection)

At the bottom, the footer shows 'Last login : June 3, 2024 5:02 PM' and 'HIMIS Ver 1.2 | 2023 © Powered by Medimaze Solutions Pvt Ltd.'

**SELECT DOCTOR**

Department: General Medicine | Sub-Department: General Medicine | Doctor: Amol Jadhav

**BED ALLOCATION**

Ward: Emg Ward | Room: Select Room | Filter: Free

Room icons: EW1, EW3, EW4, EW5, EW6, EW7, EW8, EW9, EW10

Select Service Name: Emergency Registration

**PATIENT FORM**

Admission Type: Normal | Reffer By: Select option

**INSURANCE**

Cash ☒ Insurance ☐ MLC ☐ Tariff: GS

Submit

Last login : June 3, 2024 5:02 PM | HIMIS Ver 1.2 | 2023 © Powered by Medimaze Solutions Pvt Ltd.

Emergency > Emergency Patient List

Available - 25 | Occupied - 17 | Maintenance - 4 | House Keeping - 19

Start Date	End Date	Ward	Patient Name
Enter Start Date	Enter End Date	Select option	Enter Patient Name

Patient Name	Ward	MR No.	Age	Day Count	Dr.	Status	Vitals	Last Updated
Priya Jagtap	EW4	TJ/2024/00000559	23 Y	0	Dr. Amol Jadhav	Available	BMI: (kg/m²), Pulse: (BPM), Hemoglobin: (g/dL)	06/03/2024 05:27 PM
Gatha Mane	EW1	TEMP/2024/00000544	13	13	Dr. Devika Sutar	Available	BMI: (kg/m²), Pulse: (BPM), Hemoglobin: (g/dL)	06/03/2024 05:27 PM
Jyoti Waghchaoure	EW1	TJ/2024/00000421	24 Y	19	Dr. Devika Sutar	Available	BMI: (kg/m²), Pulse: (BPM), Hemoglobin: (g/dL)	06/03/2024 05:27 PM
Aadi Sheikh	EW2	TJ/2024/00000514	43 Y	27	Dr. Amol Jadhav	Available	BMI: (kg/m²), Pulse: (BPM), Hemoglobin: (g/dL)	06/03/2024 05:27 PM
Pooja Auti	EW1	TJ/2023/00000426	24 Y	27	Dr. Akshay Tikar	Available	BMI: (kg/m²), Pulse: (BPM), Hemoglobin: (g/dL)	06/03/2024 05:27 PM
Nayan	05	TJ/2023/00000037	27 Y	74	Dr. Devika Sutar	Available	BMI: (kg/m²), Pulse: (BPM), Hemoglobin: (g/dL)	06/03/2024 05:27 PM
Nayan	03	TJ/2023/00000037	27 Y	75	Dr. Devika Sutar	Available	BMI: (kg/m²), Pulse: (BPM), Hemoglobin: (g/dL)	06/03/2024 05:27 PM
Pankaj Sharma	G-100	TJ/2023/00000045	35 Y	80	Dr. Pratik Sonkusare	Available	BMI: (kg/m²), Pulse: (BPM), Hemoglobin: (g/dL)	06/03/2024 05:27 PM

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## Log Out Application

- To log out of the application, you must go on the home screen and click on the details present on the upper right side and click on the logout button you will logged-out from the application

