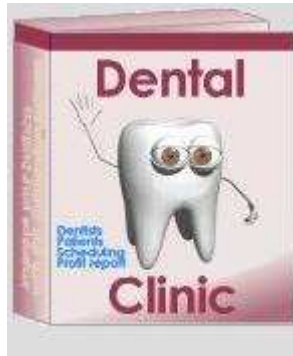




# DIMS – Dental Information Management Software

(manual)



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<http://www.codegroup.co.yu/>

DIMS is a practice management software with a range of experience in practice management industries, particularly focused on small to medium sized practices. Our technological mandate is to minimize the time our clients spend on practice management, medical billing and accounting so they can maximize the time they spend doing what they do best - patient care.

We offer Windows®-based solutions such as medical practice management offering a complete suite of medical billing, managed care, scheduling, management and patient charting automation software and services.

If you would like to make your medical practice more productive, efficient and effective, let a Codegroup consultant help you to further explore our software and service options and see how we may be able to help your practice be the best it can be.

We know how your medical office works and how DIMS can benefit your practice. Codegroup is used by healthcare providers and billing centers nationwide for medical insurance billing, patient accounting and practice management. Let us help you with the right software for your practice or billing service.

DIMS is a windows based medical billing software designed for medical offices, chiropractors, dentists and medical billing services. Whether you are interested in starting your own home based medical billing service or manage a private practice, DIMS gives you the best software on the market.

Codegroup DIMS is all about saving you time, improving your cash flow, and helping you better manage the business side of your practice. With all of its improvements and new features, Codegroup DIMS is the practice management solution your office can't do without! Codegroup DIMS is also the time-proven medical billing software for the Windows environment.

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## **Main features:**

- Detail **doctors** database.
  - Detail **patients** database.
  - International **disease** classification.
  - **Profit report** for specific time period (summary or by doctor).
- NETWORK SUPPORT.** Now you can use more than one computer to work with this practice management software.
- Sever can be locked /unlocked with administrator password.
- **Export database** results in:
    - RTF file format
    - XML file format
    - HTML file format
    - Excel file format
- and later change/print that file.
- **Treatment plan** for patients
  - **Reminder** for doctors
  - Add view/add treatments for jow or all teath
  - Add scanned patient files/XRAY pictures etc.
  - **X-ray pictures** - supported picture formats: bmp, jpg, gif, ico, emf, wmf.
  - Zoom x-ray picture, also you can export x-ray picture from Practice management software.
  - View for milk teath.
  - **Company/insurance** database
  - **Designation** database (dentist, hygienists, nurses,...) so you can categorize your employees.
  - Print reports or medical billing :
    - Bill submit to **Health Fund Authority** (Company / Insurance / Other)
    - Bill submit to **particular patient**
    - Appointments for selected period
    - Profit for selected period
    - Company insurance list
  - **Patients balances** support.
  - **Schedule appointments** quickly.
  - Do the patient examinations easily, you can view treatments history for teeth (by date/time of work, doctor, billing amount).
  - You can create **treatments list**, and use it later on patients examination form.
  - **Pay - roll** records for all employees.
  - Quickly create **database backup** (Just one click to create backup, or restore already archived data).
  - Server database is protected from unauthorized modifications
  - **Multilanguage** support is available through integrated editor. You can translate Dental software on any language you wish:

Simply change desired word, phrase or sentence and press '**Save**' button.
  - Check out earnings and get information about charged items!
  - Practice management management software provides **full billing and income control** and supports different password protected employee accounts!
  - Server database is protected from unauthorized modifications!
  - Process payments quickly and efficiently!
  - Unique design with very functional user interface!
  - Improve your business with various reports and statistics!

and many more ...

# Main page

Date	Examination	Patient	Doctor
21.6.2006	5: 0	BARTHOLAMEW	Zdenko Smatlik
21.6.2006	5: 30	BEVAN	Zdenko Smatlik
21.6.2006	6: 30	BANFORD	Zdenko Smatlik

When you start program, this form first appears.

On this form you can see list of appointments for today or list of appointments for selected date (you can change date).

- You can schedule new appointment when you click on appointments button in the toolbar.

You can perform search through appointments database:

- Select doctor from list to see only examinations associated to selected doctor.
- Check checkbox if you want to see full list (examined and not yet examined patients for selected date)
- Uncheck check box if you want to see just not examined patients

- To examine patient - Select patient from list, press '**Examination**' button, and you will go to patient examination form.

- To see patient data - Select patient from list, press '**Patient data**' button and you will go to patient information form

- You can return to this page, by clicking on main icon in the toolbar.

# Setup patient account

DIMS Software is registered to Zoran Petrovic, Rados Jovanovic, 4/1 Beograd, Srbija | Crna Gora Code group (development team)

Doctors & Patients Administration Author

Main Staff Patient Appointment Payments Balance Profit Insurance Reports Setup/Designation

**Update patient (ABBOTT D) information. Patient data entered 8.6.2005**

Personal info Employment info Medical & Dental history

Balance state: **2,000,00**

Buttons: New patient, Documents, Balance, Appointments, Examination, Delete, Save, Export

Form fields:

Title: Mr, First name: D, Last name: ABBOTT, Registration number: 3 / 2005, Record no.: 5

Address: TERRACE 65, City: BRIDGEND, Post code: CF32 YPP, Province: MID GLAMORGAN, Phone number: 68724456, Mobile phone: 1111m, Email: , Doctor: Zdenko Smatlik, Company/Insurance: --- Choose ---, Status: --- Choose ---, Date of birth: 30.1.1992, Gender: Male, Age: 14, Referred by: , Reg. Expires: 8.6.2005, Reg. seen: , Recall Due: 8.6.2005, Hyg. Due: 8.6.2005, Acceptance: 8.6.2005

Search value: , Search field: Last/First name, Doctor: Zdenko Smatlik, Sort by: Last name/First name

Last name	First name	Address	Date of birth	Phone number	Doctor	Record no.
ABBOTT	D	TERRACE 65	30.1.1992	68724456	Zdenko Smatlik	5
ABBOTT	FFION		8.6.1954		Zdenko Smatlik	4
ABBOTT	PAMELA	4 DOLAU DDU 6	21.3.1931	84121345	Zdenko Smatlik	6
ADAMS	JANE	PLOT 54 BRYN ROAD	8.6.1987	844129477	Zdenko Smatlik	9
ADAMS	Jennifer	11 ROAD	8.6.1875	720 04787	Zdenko Smatlik	8
ADAMS	John	11 LLANGEINOR	8.6.1965	756756	Zdenko Smatlik	10
ADAMS	PAUL	RD BRYNMENYN	8.6.1975	5787 756 555	Zdenko Smatlik	11
AITKENHEAD	D	WALTERS ROAD 54	8.6.1954		Zdenko Smatlik	12
AITKENHEAD	Patric	WALTERS ROAD	5.12.1902		Zdenko Smatlik	13

On this form you can set up new patient account, or change data for already created account.

You can set new patient account easy:

1. Specify first and last name
2. Type all other details of the patient
3. Select doctor from doctor list.
4. When you finish, press 'Save' button

- Here in top right corner of form you may see patient balance sum (if any exist).
- There are "Personal info", "Employment info" tab and "Medical & Dental history" tab where you can add patient data.

Personal info Employment info Medical & Dental history

Company name: Arius

Address: Narodnih heroja 30

City: Belgrade Province: Serbia

Phone: 063 888 47 43 Fax:

Position: Team leader

*Employment info*

*Medical & Dental history tab*

- To change patient data, just click on patient in list, change data, and then press '**Save**' button
- To delete patient data, just click on patient in list, and then press '**Delete**' button
- Also you can perform search through patient database, just specify search criteria (patient first/last name, you can also select doctor - to see just patients that are associated to some doctor and select sort order for search result).
- Here you can click on '**Documents**' button and you may add patients scanned documents or any other type of document.

*Patient document form*

Here you may ZOOM, add some comment for added document, download document from screen to hard disk file...

- From this form you can go to:
  - balance form and administrate patient balances
  - examination form and check-up patient
  - appointment form and schedule new appointment, or change existing one



# Doctors/Employees administration page

The screenshot shows the DIMS software interface. At the top, a status bar reads: "DIMS Software is registered to Zoran Petrovic Rados Jovanovic 4/1 Beograd Srbija i Crna Gora Code group development team". Below this is a navigation bar with tabs: "Doctors&Patients", "Administration", and "Author". A menu bar contains icons for: Main, Staff, Patients, Appointments, Payments, Balance, Profit, Insurance, Reports, Setup, and Designation.

The main window is titled "Update doctor information". It contains a form with the following fields:

- First name: Zdenko
- Last name: Smatlik
- Fax number: (empty)
- Designation: doctor (dropdown)
- Username: admin
- Password: \*\*\*\*\*
- Email: (empty)
- Comment: (empty text area)
- Address: zeleni venac 8
- City: Beograd
- Salary type: ☐ Salary % ☒ Fix salary
- Phone number: 634882
- Mobile phone: 0641419280
- Salary amount: 1
- Active: ☒ Active
- Administrator: ☒ Administrator
- Privileges: (button)
- Delete: (button)
- Save: (button)
- Export: (button)

Below the form is a table with columns: Last/First name, Sort by, Designation, Phone number, Mobile phone, and Email. The table contains two rows:

Last/First name	Sort by	Designation	Phone number	Mobile phone	Email
Pavlovic Danijela	First name	tehncar	419551	063697411	
Zdenko Smatlik	First name	doctor	634882	0641419280	

When software starts, password and username are needed to login.  
Only employee with proper name and password will be granted to work in software.

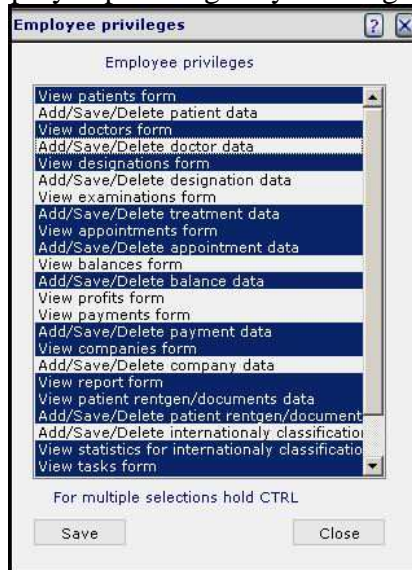
You can set new employee account easy:

1. Enter username
2. Enter password
3. Specify first and last name
4. Type all other details of the doctor/employees
4. Select designation from designation list (dentist, hygienists, nurses...)
6. You may enter 2 types of salary:
  - Fix salary (enter salary amount)
  - Percentage salary (0 - 100%)
7. When you finish, press 'Save' button

- From this moment employee will be able to use this software.
- You may change employee status to not Active by clicking on Active checkbox.



- Also you may add/change employee privileges by clicking on Privileges button.



*Privileges form*

- You may select/unselect employee privilege. For multiple selections hold CTRL and click to some privilege in table.
- You can perform search through employees database, and sort results by selecting proper value from **Sort by** dropdown list.
- To change employee data, just select employee in list, change data, and then press '**Save**' button.
- **IMPORTANT:** *Logged employee can not change other employees username - password.*

# Company/insurance administration page

DIMS Software is registered to Zoran Petrovic Rados Jovanovic 4/1 Beograd Srbija i Crna Gora Code group development team

Doctors&Patients Administration Author

Main Staff Patients Appointments Payments Balance Profit Insurance Reports Setup Designation

### Change company/insurance data

Code:  City:

Name:  Zip:

Address:  Country:

Address1:  Website:

Phone number:  Email:

Phone number1:  Note:

Fax number:

Mobile phone:

Search:  In field:

Code Name City Country Phone number Email

1	Hergon	Prokuplje	Serbia	063 4546 45	office@hergon.co.yu
---	--------	-----------	--------	-------------	---------------------

Delete Save Export

You can set new company/insurance easy:

1. Specify company code and name
2. Type all other details of the company
4. When you finish, don't forget to press '**Save**' button

- To change company data, just click on company in list, change data, and then press '**Save**' button
- To delete company data, just click on company in list, and then press '**Delete**' button
- To print company list, just press '**Print**' button
- Also you can perform search through database.

# Patient examination

DENS - aplikacija za stomatološke ordinacije v6.5

Doctors&Patients Administration Author

Main Staff Patients Appointments Payments Balance Profit Insurance Reports Setup Designation

Patient record

John Smit Total amount due 100.00

Permanent Milk teeth Treatment plan All teeth Disease Legend

Date Examination Doctor Amount Treatments

22.7.2005 9:58:58 Some description Zdenko Sma 0 Enter desc

Treatment

Here you can enter treatment description

Amount 0

Company/Insurance --- Choose ---

Patient share(%) 100 ==> 0.00

Documents

Balance

Appointments

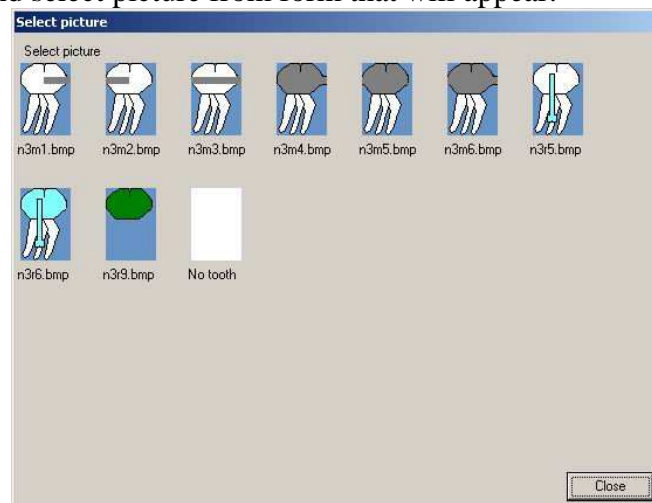
Back

Clear Save Treatments X-ray

On this form you have all needed data for check-up. You can see pictures of all patient teeth.

These are steps to make/save data about your work:

1. Select tooth by clicking on tooth number
2. To change tooth "colour/shape" click on tooth part. Each click will change tooth colour, at the top of the form you can see what certain colour mean. To change tooth root picture right click on tooth root and select picture from form that will appear:



*Select root picture form*

3. After you select shape/shape you want, add comment about your work:

- you may select existing treatment from treatment list or
- you may enter some other comment

## 4. Enter amount

5. Optional: If you want, choose Company/Insurance from list for current patient and enter *Patient share (%)*, and you will see *Total amount* that patient should pay to you.

6. When you finish, press '**Save**' button

- Here in top right corner of form you may see patient balance sum (if any exist) and patient total amount due (if any exist).
- When you select tooth, by clicking on tooth number, you will see all work that you or some other doctors have made, with doctor name and date of work.
- You can add X-ray picture file for selected tooth. Just click on '**X-Ray**' button
- You can select existing treatment from treatment list. Just click on 'Treatment' button and after selecting treatment from list, press '**Choose**' button to return to this form.
- To change already saved data of patient examination, just select data in list (by clicking on it), change data, and then press '**Save**' button
- Also you can delete already entered comment about your work.

On Disease tab you may add disease from disease list to some patient, and later you will have statistics.

Permanent	Milk teeth	Treatment plan	All teeth	Disease	Leg
Disease ID	Disease code	Description	Lat.description	Date	
A17-A19	A17-A19	Other tuberculosis		22.6.2006 9:01	
A30	A30	Leprosy		22.6.2006 9:01	
A37	A37	Whooping cough		22.6.2006 9:01	

*Add disease to patient*

On all teeth tab, you may add some treatments that are for all teeth.

Permanent	Milk teeth	Treatment plan	All teeth	Disease
Date	Examination	Doctor	Amount	
22.6.2006 23:29:46	Some treatment that is for all teeth	Zdenko Smatlik	0	

*Add treatment for all teeth*

- **IMPORTANT:** Doctor can change only data he/she have been created.
- **NOTE:** You may turn off Company/Insurance description if you do not need it. Just edit file *initFile.dj* and set *insurance=disabled*
- **NOTE:** You may use shortcut button if you defined it for some treatment to quickly access treatment data.
- **IMPORTANT:** There is a file *toothColor.dj* in subfolder **pics** where you can

define number of colors that alternate changes when you click on tooth part. You may open it with notepad or other text editor. Also you can create your own pictures or change existing one. For more information please read file *pics/readme.txt*.

Also you can create your own root pictures or change existing one. For more information please read file *pics/toothColordj*.

From this form you can (for selected patient):

- go to patient balance form, to manipulate with balances for this patient
- schedule new appointment for this patient
- add/view/delete X-RAY pictures (for selected tooth)

To return to this form click on the **'Back'** button.

# Schedule patients appointments

Software is registered to Zoran Petrovic Rados Jovanovic 4/1 Beograd Srbija i Crna Gora Code group development team

Doctors & Patients Administration Author

Main Staff Patients Appointments Payments Balance Profit Insurance Reports Setup Designation

**Schedule new appointment**

Patient: --- Choose --- Last appointment: -----

Doctor: Zdenko Smatlik Chair number:

Date: 21.6.2006 From: 05:00 To: 05:00

Show appointments for period: From: 21.6.2006 To: 21.6.2006 Doctor: Zdenko Smatlik Patient: Export

Date	From	To	Patient	Doctor	Chair number
21.6.2006	5:00	5:30	A BARTHOLAMEW	Zdenko Smatlik	
21.6.2006	5:30	6:00	Alan BEVAN	Zdenko Smatlik	1
21.6.2006	6:30	7:00	Andrea BANFORD, 840062	Zdenko Smatlik	

On this page you can view/print list of appointments for selected date or time period.

You can schedule new appointment easy:

1. Select patient from patient list
  2. Select doctor from doctor list
  3. Enter date and time for new appointment
  4. Enter chair number
  5. When you finish, press '**Save**' button
- You may change appointment data, just need to select appointment from appointment list, change data and press '**Save**' button
  - Also for deleting appointment, just need to select appointment from list and press '**Delete**' button
  - On this form you can see last appointment for selected patient.
  - You can print all appointments from list, just click on '**Print**' button.
  - Also you can see appointments for some time period (just choose appropriate date and time)
  - On this page you can go from:
    - Patient examination page, and after you set up appointment you can return to patient examination page (click on '**Back**' button) or
    - from main menu (click on appointment icon in the toolbar)



# Patient balance page



On this page you can view list of balance for selected patient, you can set up new balance or change patient balance.

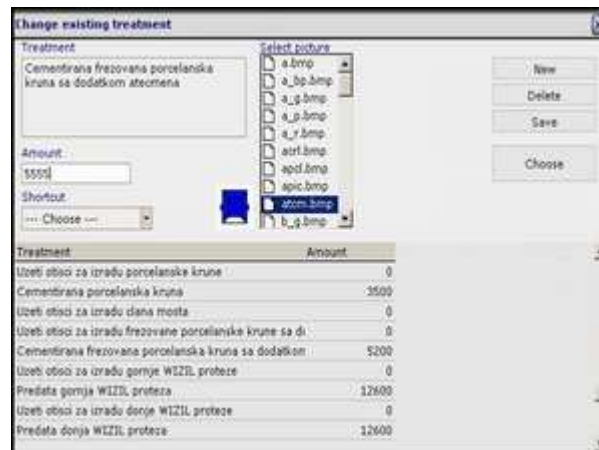
You can set new patient balance easy:

1. Select patient from patient list
2. Enter balance amount
3. Enter some comment if you want
4. When you finish, press '**Save**' button

- You may change balance data, just need to select balance from list, change data and press '**Save**' button
- To return balance, just need to select balance from list and press '**Balance payment**' button
- *WARNING: Doctor/Employee can change only balance he/she was created*
- In table you can see list of patient balances. You can change sort order by selecting appropriate value from **Sort by** list.



# Treatments list



On this form you may enter frequently used treatments, and later /on examination form/ just select it from list.

You can set new treatment easy:

1. Type treatment description
2. Type price for this treatment
3. Select picture to represent this treatment if you wish.
4. Select shortcut button if you wish. Later on examination form you may use it.
5. When you finish, press 'Save' button

- To change treatment data, just select treatment in list, change data, and then press 'Save' button
- To delete treatment data, just select treatment in list, and then press 'Delete' button

- NOTE: You may click on selected picture to unselect it.
- NOTE: You may create your own pictures. Length of picture file name file must be four characters (e.g. file1.bmp, fert.bmp, acgh.bmp) and picture size must be 41x41 pixels. New pictures copy to /pics folder, and you will see it in pictures list.

# X-RAY pictures administration



On this form you may view/assign x-ray pictures to selected tooth.

Steps to assign x-ray picture or some other file:

1. Click on assign picture button, and
2. Select picture you wish to add (picture format should be one of: bmp, jpg, gif, emf, wmf)
3. That's all.

- You can see/delete previously added files.
- You can see all files assigned to selected tooth by clicking on previous or next button.
- You can export picture.
- You can zoom picture.

# Profit

DIMS Software is registered to Zoran Petrovic Rados Jovanovic 4/1 Beograd Srbija i Crna Gora Code group (development team)

Doctors&Patients Administration Author

Main Staff Patients Appointments Payments Balance Profit Insurance Reports Setup Designation

**Profit for selected period**

Patient: All patient Record no.: --- Choose --- Sort by: --- Choose --- From: 21.6.2001 To: 21.6.2006

Doctor: All doctor

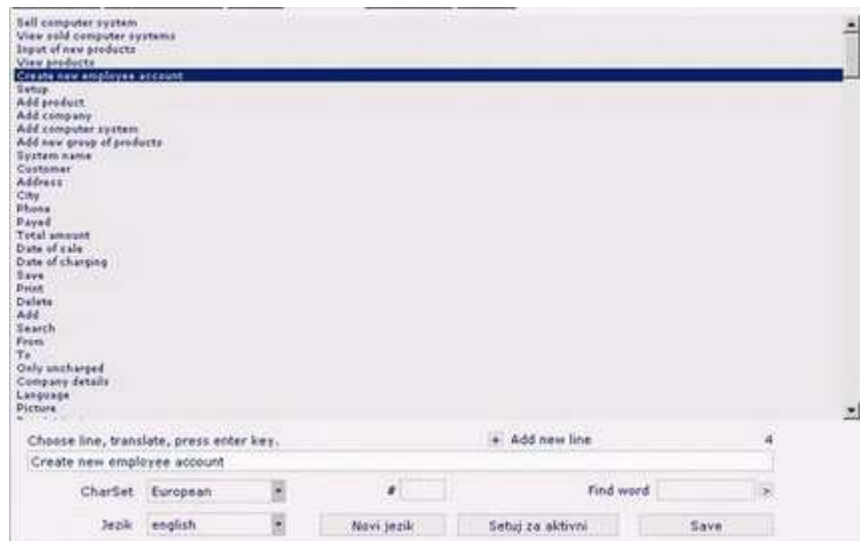
☒ Show patients ☒ Show treatments

Total: **1.799,00**

Date	Doctor	Amount Patient	Treatment
20.6.2005	Zdenko Smatlik	0	JANE ADAM:jghjgf
2.8.2005	Zdenko Smatlik	111	FFION ABBCitem no 111 2x snimljen
20.6.2005	Zdenko Smatlik	0	FFION ABBCgdfsgdgdgdfsg
2.8.2005	Zdenko Smatlik	33	FFION ABBCitemno 33
20.6.2005	Zdenko Smatlik	50	FFION ABBCututyuty
2.8.2005	Zdenko Smatlik	0	FFION ABBCreirt bez itemno
2.8.2005	Zdenko Smatlik	0	FFION ABBCbezitemNo
15.11.2005	Zdenko Smatlik	100	D ABBOTT cena 100
14.5.2006	Zdenko Smatlik	1000	D ABBOTT 1234567890oiuyrgfdggdgdgdfgdfg
14.11.2005	Zdenko Smatlik	200	PAMELA ABI200
15.11.2005	Zdenko Smatlik	35	PAMELA ABI35
15.11.2005	Zdenko Smatlik	100	PAMELA ABI100
15.11.2005	Zdenko Smatlik	20	PAMELA ABI20
7.12.2005	Zdenko Smatlik	150	PAUL ADAM 3333
18.12.2005	Zdenko Smatlik	0	FFION ABBCterter
18.12.2005	Zdenko Smatlik	0	PAMELA ABIdrfgdf
18.12.2005	Zdenko Smatlik	0	PAMELA ABIfdsgfdsgdf
18.12.2005	Zdenko Smatlik	0	PAMELA ABIfdgdgfdsgdf

- On this page you can view/print profit for selected period.
  - for each doctor (just select doctor from list)
  - for each doctor and his patients (select doctor and patient from their lists)
  - summary for all doctors (do not select nothing).
  - summary for all doctors by patients (just select patient from list).
- Also you can select date period, and see just data that are created in selected period.

# Setup language



Language editor is integrated in Dental clinic software. You can make a translation very easy:

1. Click on '**Setup**' icon in the toolbar -> then click on '**Language**' button
  2. Press '**New language**' button
  3. Enter language name and press ENTER button.
- By default you will see all words, phrases or sentences that appears in DIMS in English translation. Now you can translate them on the language you want.
4. Click on sentence (phrase or word) in the list and it will appear in Edit field below
  5. Type new translation in Edit field
  6. Press Enter key and new line will be stored in memory, and new line will replace old line in the list
  7. Repeat steps 4-6 for all sentences you want to translate
  8. When you finish, don't forget to press '**Save**' button

- If you want to change default language, just select new language from language list and press '**Set active**' button

From this moment **DIMS** will start with your translation.

- Also you can change character set for all words that appear in this software, you need just to select new character set from list.

- Also you can perform search for some word, just enter desired word in '**Find word**' edit field and click on '>' button near edit field.

- Another way to translate this software, is to make a copy of *english.dat* file (in */language* subfolder on hard disk), and with some text editor translate copied file in the language you want.

- By default you have English and Serbian translation for dental software.

# Backup database files



**Backup option is integrated in Dental clinic software.**

You can make a backup of your files very easy:

- Click on '**Setup**' icon in the toolbar -> then click on '**Backup data**' button

- Press '**Backup data**' button to create *new archive*.

- Select archive file from list, than press '**Restore data**' button to *restore data* from your archive. **Note than this option will overwrite all existing data.**

- Select some archive file from list, than press '**Delete data**' button to *delete archive* file from your hard disc.

- In table you can see list of all archive files you have been created till now, with date and time when archive is created.

- All archive files are in subfolder ZIP on hard disc.

- Note that archive files are ZIP archive files, so you can open it (if you wish) with WINZIP or some other archiver that supports ZIP file format.

# Pay-roll record keeping

## **Pay-roll record keeping is integrated in software.**

On this page you can view pay-roll list, for employees with fix salary and percentage salary.

You can enter payment for employee (time period, payment amount)

- On the right side you can :
  - See list of received salaries for every employees.
  - Add new salary record for selected employee, for chosen time period.
- On the left side you can see earned salary for selected period, and each employees profit for selected period.
- On the left side you can see different kind of reports, by clicking on radio buttons:
  - Salary % (will show salary for employees that salary depends on profit they making)
  - Fix salary (will show salary for employees that have fix salary amount)
  - Show selling sum by employees (will show total amount that employees made in selected time period)

# Reports



Here on this form you can find two report types.

- You can see report for some patient and time period. Just Select patient from list and click and select time period, and you will see report for selected patient.

You can print report by clicking on '**Print**' button.

- Also you can see reports for some insurance company. Just select company and time period and you will see all patients examinations that are associated with selected insurance company.

You can print report by clicking on '**Print**' button.





# International disease classification

Disease ID	Disease code	Description
A02	A02	Other intestinal infectious diseases
A03	A03	Shigellosis
A06	A06	Amoebiasis
A09	A09	Diarrhoea and gastro-enteritis of presumed infectious origin
A15-A16	A15-A16	Respiratory tuberculosis
A17-A19	A17-A19	Other tuberculosis
A20	A20	Plague
A21-A22	A21-A22	Other bacterial diseases
A23	A23	Brucellosis
A30	A30	Leprosy
A33	A33	Tetanus neonatorum
A34-A35	A34-A35	Other tetanus
A36	A36	Diphtheria
A37	A37	Whooping cough

From menu you can select international disease classification option and form above will appear. You may add/change/delete data.

Also you may select to view disease statistics for patients.

Disease ID	Disease code	Description	Lat.description	First name	Last name	Date
A02	A02	Other intestinal infectious disease		Jennifer	ADAMS	22.6.2006
A09	A09	Diarrhoea and gastro-enteritis of		Jennifer	ADAMS	22.6.2006
A17-A19	A17-A19	Other tuberculosis		D	ABBOTT	22.6.2006
A30	A30	Leprosy		D	ABBOTT	22.6.2006
A37	A37	Whooping cough		Jennifer	ADAMS	22.6.2006
A37	A37	Whooping cough		D	ABBOTT	22.6.2006
A68	A68	Relapsing fevers		Jennifer	ADAMS	22.6.2006
B26	B26	Mumps		Jennifer	ADAMS	22.6.2006
B76	B76	Hookworm diseases		Jennifer	ADAMS	22.6.2006
H60-H62	H60-H62	Other diseases of the ear and me		Jennifer	ADAMS	22.6.2006
M87-M99	M87-M99	Other diseases of the musculoske		Jennifer	ADAMS	22.6.2006
Z30	Z30	Contraceptive management		Jennifer	ADAMS	22.6.2006

# Inventory

Here you may add all items you have purchased. First you need to create some category for items you will add later.

From menu you may select “Inventory categories” option and next csreen will appear:

The screenshot shows a window titled "Add new inventory category". It contains a text input field labeled "Category name" with a cursor inside. To the right of the input field is a "Save" button. Below the input field is a list box containing three items: "Category name", "Items", and "Other". The list box has a vertical scrollbar on its right side.

*Inventory categories form*

Here you may add/change/delete category as you wish.

Next thing you must do is to add inventory items. Select from menu option “Inventory items” and next form will appear:

The screenshot shows a window titled "Add new inventory item". It contains a text input field labeled "Item name". Below it is a dropdown menu labeled "Category name" with the text "--- Choose ---" and a downward arrow. The dropdown menu is open, showing three options: "Items", "Other", and "Category name". To the right of the dropdown menu is a "Save" button. Below the dropdown menu is a table with two columns: "Item name" and "Category name". The table has one row with the values "Rent" and "Items".

*Inventory items*

Here you may add/change/delete inventory items for selected category you have already added.

After you add items, select from menu option “Inventory” and next form will appear:

**Add new inventory**

Category name  
 --- Choose ---

Item name  
 --- Choose ---

Date of purchase  
 25.6.2006

Date of expiry  
 25.6.2006

Quantity  
 0

Price  
 0

Description

Save

Date from  
 1.1.2006

Date to  
 25.6.2006

Category name  
 --- Choose ---

Item name  
 --- Choose ---

Export

Item name	Category name	Quantity	Price	Description	Date of purchase	Date of expiry
		0,00				

Total amount (sum of quantity\*price): **0,00**

### *Inventory*

And on this form you may add/change/delete inventory items you have purchased. Select category, than select item, enter quantity, price, some description if you want, date of purchase and date of expiry for item and click on Save button.

At the bottom of the screen you can see “Total amount of purchased items” for data listed in table (search criteria you can change /date from, date to, category, item..see picture above/).

# TASKS

**Change task**

Task description: Pay bills for July

Date: 30.6.2006 Time: 9:00:00

Amount: 2500

☐ Completed

Date from: 25.6.2006 Date to: 25.7.2006 ☐ Show only unfinished tasks

Task description	Date	Amount	Completed
Pay bills for July	30.6.2006 9:00:00	2.500,00	

Total amount: 2.500,00

On this form you may add/change/delete tasks you need to do. This is some kind of reminder for you.

If you have some tasks for current date, on main form when you start software will appear “Tasks” button (see picture bellow).

**Main menu**

Doctor: All doctor Date: 30.6.2006

Sort by: Appointment time

☒ List the patients not yet examined

List of appointments for selected date

Date	Examination	Patient	Doctor
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*Main menu – Tasks*

So here you may click on “Tasks” button and tasks form will appear with list of tasks you have for current date.