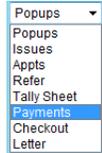
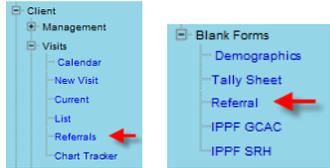
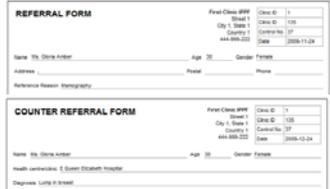
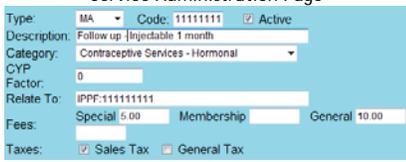
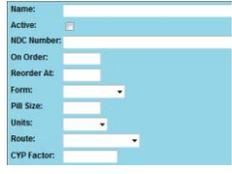


SUMMARY GUIDE OF ADMINISTRATIVE PROCESSES - VERSION 4.0

POSSIBLE ROLES: SYSTEM ADMIN / CLINIC MANAGER PROCESS 4.1.0 to 4.4.0

#	Step	Observations	Menu options or screen information
1	<p>4.1.0 Managing Pre-payments</p> <ul style="list-style-type: none"> Some clinics have the policy of requiring a payment at the beginning of the visit or at some specific points in the client flow. These payments can be recorded at any time in OpenEMR. Pre-payments are reflected in the Client Bill section in the Tally Sheet and during checkout. 	 <p>Prepayments reflected in e-Tally Sheet</p>	
2	<p>4.2.0 Managing Referrals</p> <ul style="list-style-type: none"> The Referral Module allows the clinic to specify individual referral events, as well as to manage counter-referral information. Referral/Counter-Referral blank forms can be printed in advance <p>4.2.1 Updating the Address Book</p> <ul style="list-style-type: none"> Individuals and organizations where clinics refer their clients are registered in the Address Book 	<p>Referral digital form</p>  <p>Address Book</p> 	 <p>Referral/Counter-Referral paper form</p> 
4	<p>4.3.0 Managing Services</p> <ul style="list-style-type: none"> One of the key features of OpenEMR is the definition of clinic services and their relationship (mapping) with the IPPF service statistic framework. <p>4.3.1 Defining an Mapping Services</p> <ul style="list-style-type: none"> OpenEMR has a unique feature to define services and map them against the IPPF service statistics framework 	<p>Service Administration Page</p>  <p>Service validation Report</p> 	
5	<p>4.4.0 Managing Inventory (Products)</p> <ul style="list-style-type: none"> OpenEMR features a basic stock management function, where products can be registered and controlled. <p>4.4.1 Creating a Service Package</p> <ul style="list-style-type: none"> The system allows clinics to define service and product packages to speed up data entry 	<p>Product Catalogue</p>  <p>Service Packages</p> 	 
6	<p>4.5.0 Diagnostic Laboratory & Orders</p> <ul style="list-style-type: none"> OpenEMR has a new Diagnostic Lab & Orders function that allows the configuration of a Test Catalogue, registration of Test Orders and Follow up. Lab Reports are included 	