

# HANDCASE

## CLINIC USER MANUAL

This manual is intuitive as our software, is enough to observe the images to understand as to use best of and the more efficient form. The screens follow the logical order of the presentation them tools in the interface of each software.

### Descriptive

Suite of 15 programs integrated in an only interface to organize all the information of an independent clinic of the type, it was thought to assist the general needs of an independent clinic of the specialization. He offers tools for Expenses, Plans of Health, Payments and Collections with alarm, Laboratories, Insurances, Suppliers, Financing, Taxes, Urgencies, Exams, Companies and Reports. In English.

### **1.0 - For all models with Palm System (ram 116 KB)**

### Install

Just unpacking the zip on the desktop and give a double click the file **Clinic.prc** the tool installation of your Palm will open showing the file being synchronized, synchronize and ready.

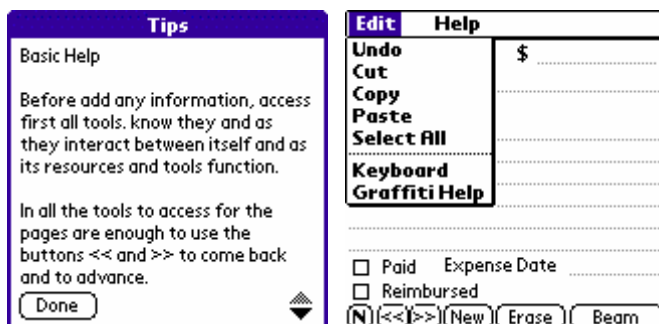


You recognize by the icon on the side.

### Initial Interface



Here you choose the tool you want.



Basic Help – for access just click on I con on top of the start screen. Standard menu, just copy and paste the other tools in **CLINIC** information and vice versa. Example: **Memopad > Clinic** or **Memopad < Clinic**



**Suppliers** Main

Supplier .....

Type | .....

Phone ..... Date .....

Person in charge .....

Other  Service  Product  
Details .....

(N) (<<) (>>) (Novo) (Apagar) (Transferir)

Here you organize the list of suppliers of the clinic.

**Payments** Main

Company .....

Type .....

Warn Payment Date .....

\$ .....

Details .....

Paid  Reimbursed

(N) (<<) (>>) (New) (Erase) (Beam)

Here you organize the payments and its programs informing date of payment of each commitment.

**Plan of Health** Main

Patient | .....

Plan of Health .....

Address .....

Date ..... Phone .....

Deposit \$ .....  Paid

Reimbursed  Out of the Plan

Total \$ ..... Warn Renewal .....

Exams by Plan

(N) (<<) (>>) (New) (Erase) (Beam)

**Plan of Health** << Back Main

Patient

▼

Eco Cardiogram ..... Details or Other

Feces .....

El Cardiogram .....

Blood .....

Resonance .....

X ray .....

Ultrasound .....

Urine .....

Encephalogram .....

(N) (<<) (>>) (New) (Erase) (Beam)

**Plan of Health** << Back Main

Patient

▼

**Private**

Family ..... Details or Other

Individual ..... m

Company .....

Other .....

Resonance .....

X ray .....

Ultrasound .....

Urine .....

Encephalogram .....

(N) (<<) (>>) (New) (Erase) (Beam)

**Plan of Health** << Back Main

Patient

▼

Eco Cardiogram

Feces

El Cardiogram

Blood

Resonance

X ray

Ultrasound

Urine

Encephalogram

**Consultation**

Exam

Return

Surgery

CheckUp

Curatives

Treatment

Medication

Internment

Other

(N) (<<) (>>) (New) (Erase) (Beam)

Here you link Plan of health and your services to each patient one and you organize all the plan of health that your clinic assists.

**Taxes** Main

Type | .....

Owner .....

Tax .....

Payment Date ..... \$ .....

Restitution

Complement  Paid

Warn Date .....

(N) (<<) (>>) (New) (Erase) (Beam)

Here you relate the rates and taxes of your clinic.

**Reports** Main

Date ..... Time .....  
Title .....  
.....  
.....  
.....  
.....

(N) (<<) (>>) (New) (Erase) (Beam)

Here you prepare reports.

**Financing** Main **Financing** Main

Backer | ..... Backer .....  
Address ..... Address .....  
Broker ..... Broker .....  
Phone ..... \$ ..... Phone ..... \$ .....  
Parcels ..... Parcels .....  
Expiration ..... Expiration .....  
Warn Payment ..... Warn Payment .....  
 Paid off  Refinanced ..... Refinanced .....  
(N) (<<) (>>) (New) (Erase) (Beam) (Erase) (Beam)

- Bank
- Credit card
- Direct
- Loan
- Financial
- Leasing
- Other

Here you organize the financings to your clinic (equipments, materials etc).

**Exams** Main

Date .....  Urgent  
Type .....  
.....  
Patient .....  
Laboratory .....  
\$ .....  Reimbursed  
Warm Exams Result .....

(N) (<<) (>>) (New) (Erase) (Beam)

Here you organize the patients' exams.

**Laboratories** Main

Name .....  
Type .....  
Address .....  
Contact .....  
Phone .....  Health Plan  
E-mail .....  
Complement .....

(N) (<<) (>>) (New) (Erase) (Beam)

Here you organize the list of laboratories.

**Urgency** Main

Place .....  
What Happened .....  
Date .....  
.....  
Procedures .....

Helped  Insurance  HealthPlan

(N) (<<) (>>) (New) (Erase) (Beam)

Here you organize all the urgencies or emergencies of your patients.

