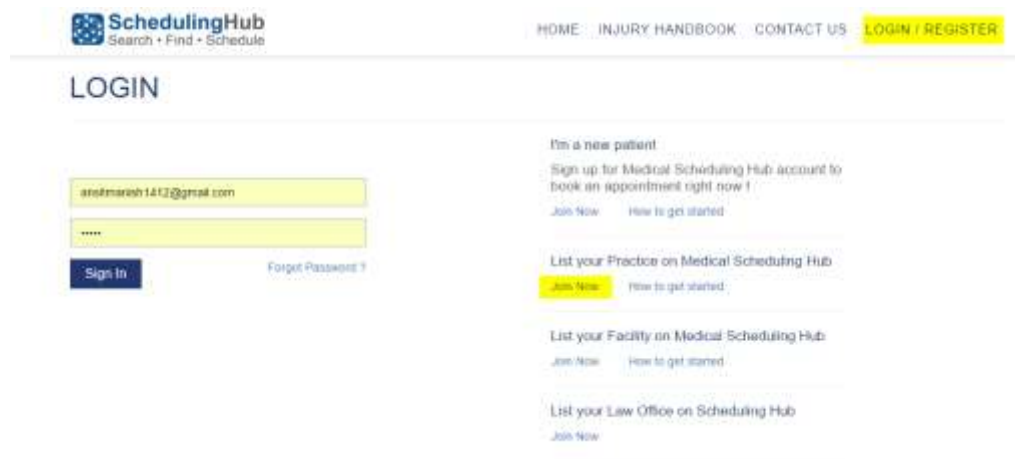


Doctor Manual

Step 1: Doctor Registration

- Doctor will navigate on registration page after click on “Join Now” option from login page .Doctor can register after filling relevant information and registering successfully. Doctor will receive an email notification that admin will activate their account soon.
- If admin activates particular Doctor account then that Doctor will receive a notification after activation of their account and will receive their password so that, the particular Doctor will be able to login.



GET STARTED WITH MEDICAL SCHEDULING HUB !

Doctor Registration

Name Prefix	First Name	Last Name	Name Suffix
Dr. *	<input type="text"/>	<input type="text"/>	Select *
Mobile	Email		
<input type="text"/>	<input type="text"/>		
Address	State		
Enter a location	Texas *		
City	Country		
<input type="text"/>	<input type="text"/>		
Zip Code	Speciality		
<input type="text"/>	Select *		

Happy to see you here!

Please fill the details in the Registration Form. Our representative will get in touch with you shortly.

GET STARTED

Step 2: Doctor Dashboard

- On header part of the page from left there are seven icons that are being displayed.
- First icon is **APPOINTMENT CALENDAR** , on clicking this icon Doctor will navigate on appointment calendar page.
- Second icon is **LOCATION AVAILABILITY**, on clicking this icon Doctor will navigate on availability detail page.
- Third icon is **MANAGE APPOINTMENTS**, on clicking this icon Doctor will navigate on appointment report page.
- Fourth icon is **PATIENTS CHARTS**, on clicking this icon Doctor will navigate on existing patient page.
- Fifth icon is **MESSAGE** , on clicking this icon Doctor will navigate on message detail page.
- Sixth icon is **SEND INVITATION** , on clicking this icon Doctor will navigate on send invitation detail page.
- Seventh icon is **ACTIVITY LOG**, on clicking this icon Doctor will navigate on activity detail page.
- On header part of the page on right side , Doctor's name options are displayed.
- After clicking on Doctor's name there are four options i.e.(MY PROFILE, SETTING, USER AGREEMENT and SIGN OUT).After clicking on any of the option it navigates on that particular page.



- Below is the calendar displayed which display the appointment date and time for the whole month. Clicking on any appointment on it will navigate to that particular appointment report page.
- Doctor can view the appointments of past month ,present month and the future month also.



Step 3: Update Profile

- Doctor can update their profile by clicking on **SAVE** button.
- Doctor can add education, add membership, update visit reason, update language and update specialities from particular option.
- Doctor can update their profile photo through add multiple photo and set default image of any one image.

Profile Education Board Certification Specialties Visit Reasons Languages Spoken Professional Memberships Experience License
Fellowship Program

PROFILE

Gender
 Male Female Others

Email


Phone

Patient Accepted
 Adult Pediatric Both


Profession Statement

Profession Suffix

Profile Photo



Saved Photos



[Set Default](#)

Step 4: Update setting info

PASSWORD

- Doctor can change their password by entering their current password and new password and confirming the new password.

[Password](#) [Practice](#) [Staff](#) [Insurance](#) [Office Location](#) [Preferred Provider](#)

CHANGE PASSWORD

Current Password

New Password

Confirm Password

[Submit](#)

PRACTICE AREA

- Doctor can update their practice area.
- Doctor can upload practice logo and patient registration form.
- Doctor can delete patient registration form from **DELETE** icon and download this form also.

[Password](#) [Practice](#) [Staff](#) [Insurance](#) [Office Location](#) [Preferred Provider](#)

PRACTICE PROFILE OVERVIEW [Help](#)

Practice Name

Practice Description (leave blank, if none) (methods and philosophies, or other points of distinction)

Practice Logo

Patient Registration Form
Upload a form (pdf or doc format)

STAFF

- Doctor can add staff from **ADD NEW** option after adding it is displayed in the grid view.
- Doctor can active or inactive any particular staff.
- Doctor and staff both receive email notification after the staff has been added.
- Staff receives email notification when doctor active/inactive them.
- Doctor can edit staff details after clicking on **EDIT** option.

DOCTOR & STAFF

[Add New](#)
[Help](#)

Show 10 entries

Search:

Name	Type	Email	Status	Action
Doc Staff	Office Manager	staff@test.com	Active	Edit
doctor staff refspec	Referral Specialist	doctorstaff@referralspecialist.com	Active	Edit
test staff	Referral Specialist	teststaff@email.com	Active	Edit

Showing 1 to 3 of 3 entries

[Previous](#)
[1](#)
[Next](#)

INSURANCE

- Doctor can search and select the particular insurance by typing the insurance in the box and clicking on **SEARCH** button.
- Doctor can add particular insurance plan of insurance type from **CHOOSE INSURANCE** after clicking on particular checkbox of insurance plan under insurance type it is displayed in **YOUR SELECTED PLAN**.

SELECT INSURANCE

[Help](#)

Search by insurance type

[Search](#)

Choose Insurance

- 1199 NATIONAL BENEFIT PLAN
- 1199SEIU
- 1-2-1 CLAIMS
- 1888 OHIO COMP.
- 20/20 Eyecare Plan
- 21ST CENTURY HEALTH & BENEFITS
- 21ST CENTURY INSURANCE
- 3HAB
- A PLUS BENEFITS

Your Selected Plans

(If No insurances selected. Please make your selections from the list on the left.)

- 1199 NATIONAL BENEFIT PLAN(1199 NATIONAL BENEFIT PLAN)
- AETNA INS(AETNA INS)
- 1-2-1 CLAIMS(1-2-1 CLAIMS)
- 3HAB(3HAB)
- A PLUS BENEFITS(A PLUS BENEFITS)
- A PLUS MODULAR SERVICES(A PLUS MODULAR SERVICES)
- 1888 OHIO COMP (1888 OHIO COMP)
- 21ST CENTURY INSURANCE (21ST CENTURY INSURANCE)
- AETNA CARE(AETNA CARE)

[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)
[8](#)
[9](#)
[10](#)
[11](#)
[...](#)
[»](#)
[»»](#)

OFFICE LOCATION

- Doctor can add location from **ADD NEW** option and edit location from EDIT option.
- Doctor can delete location from **DELETE** option.
- Doctor can active or inactive their particular location.
- If Doctor has only one location then that location cannot be done inactive.

Password Practice Staff Insurance Office Location Preferred Provider

OFFICE LOCATION Add New Help

Location	Email For Appointment Notifications	Name Of Contact Person	Phone	Fax	Ext.	Status	Action
camac street park avenue , houston Texas, 77089 United States	ansitmanish1412@gmail.com	Patient Testing	8285963738	8285963738		Active	

PREFERRED PROVIDER

- It displays the list of providers that are preferred by that particular Doctor.
- It displays the list of preferred Doctor, preferred facility and preferred attorney.

PREFERRED DOCTOR

Add New

Doctor Facility Attorney

Dr. Test Doctor Jr., Surgeon



Allergy Care,
Chiropractor
1-223 New York New York
23456

[Book Appointment](#) [Remove](#)

Step 5: Manage Location Availability

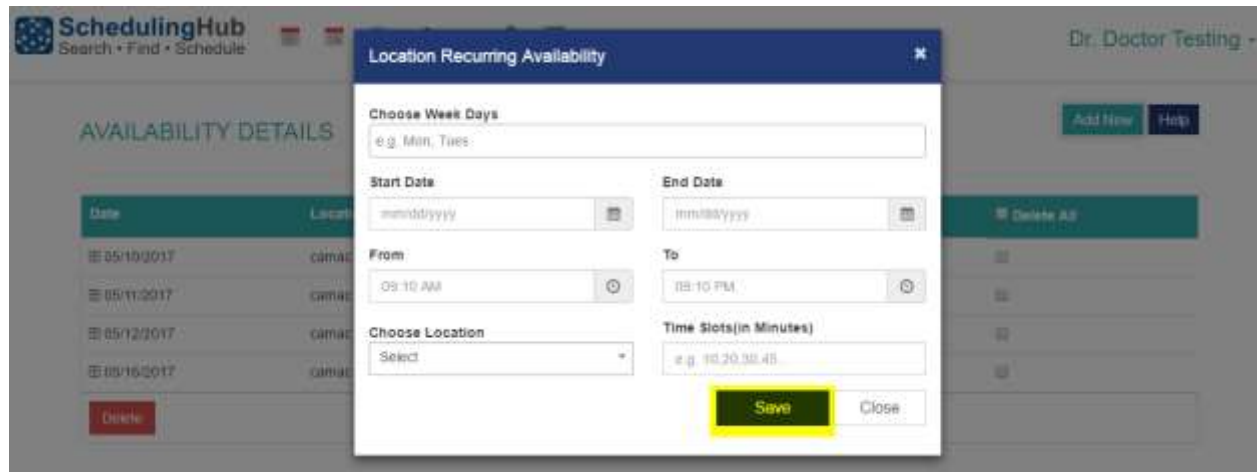
- Doctor can add availability through **ADD NEW** button. On clicking on ADD NEW button a pop up will appear through which Doctor can add availability of multiple locations with time durations.
- Doctor can delete their availability by selecting that location and clicking on delete option.
- Doctor can view their time durations by clicking on “+” option .
- Doctor can delete a particular time slot by selecting that particular slot and clicking on delete option.

AVAILABILITY DETAILS

Add New Help

Date	Location	Delete All
05/10/2017	camac street park avenue houston Texas 77089	<input checked="" type="checkbox"/>
05/11/2017	camac street park avenue houston Texas 77089	<input type="checkbox"/>
05/12/2017	camac street park avenue houston Texas 77089	<input type="checkbox"/>
05/16/2017	camac street park avenue houston Texas 77089	<input type="checkbox"/>

Delete



Step 6 :Manage Appointment Report

- All appointments are displayed in grid view and can be filtered through (Date, Range, Location, Professionals, Status and How did you hear about us).
- After clicking on **APPOINTMENT WITH ASSOCIATED FACILITY** button a pop up will appear which displays the appointment details of that doctor associated with any facility.
- After clicking on **BOOK APPOINTMENT WITHOUT SLOT** button a pop up will appear which display all info requested by patient. Doctor can accept or decline any particular request.
- Doctor can change status of appointment from **APPOINTMENT STATUS** option.
- After change of status both Doctor and patient will receive an email notification.
- Doctor can check-in if appointment is passed after clicking on **CHECKED IN** option.
- Doctor can give report status of particular patient by clicking on **REPORT STATUS** option which will be visible only after check- in particular appointment.

- On clicking on outgoing referrals Doctor can book appointment for other providers for that particular patient.
- Doctor can print the appointment report page by clicking on **PRINT REPORT** option.

SchedulingHub
Search • Find • Schedule

Dr. Doctor Testing

APPOINTMENT REPORT

Appointment With Associated Facility | Appointment Without Slot | Help

Date Range: All Dates | Professionals: All | Location: All | Status: All | How Did You Hear About Us: All

Report Status: All | Insurance Type: All

58 Confirmed Appointments | 28 Unconfirmed Appointments | 27 Patient Without Slot | 3 Practice Rescheduled | 1 Practice Cancelled | 0 Patient No-Shows | 2 Patient Cancellations

Print Report
Total: 83

Show: 28 entries

Status	Slot Type	Report Status	Professional	Patient	Date & time	Insurance	How Did Hear	Referred By	Action
🕒	📅		Dr. Doctor Testing	Mr. Kratika Aggrawal Sr.	May 12 2017 - 10:00 AM		Market Place	Mr. Kratika Aggrawal Sr. (Patient)	🔍

Status	Slot Type	Report Status	Professional	Patient	Date & time	Insurance	How Did Hear	Referred By	Action
🕒	📅		Dr. Doctor Testing	Mr. Kratika Aggrawal Sr.	May 12 2017 - 10:00 AM		Market	Mr. Kratika Aggrawal Sr. (Patient)	🔍
✅	📅		Dr. Doctor Testing	Mr. Test Legat	May 12 2017 - 12:00 PM		Market	Mr. Test Legat (Patient)	🔍
✅	📅		Dr. Doctor Testing	Mr. Kratika Aggrawal Sr.	May 12 2017 - 03:00 PM		Doctor	Own Appointment	🔍
✅	📅		Dr. Doctor Testing	Mr. Kratika Aggrawal Sr.	May 12 2017 - 01:00 PM		Doctor	Own Appointment	🔍
✅	📅		Dr. Doctor Testing	Mr. Kratika Aggrawal Sr.	May 12 2017 - 11:00 AM		Doctor	Own Appointment	🔍

Step 7 :Manage Patient Chart

- All existing patient information is available on this page.
- On clicking **PATIENT LINK REQUEST** a pop up appears which contain the link request detail send by patient.
- There is an button **NEW PATIENT** , on clicking this button add new patient page is displayed through which a Doctor can register any new patient.
- There is a button **NEW APPOINTMENT** ,on clicking this button it navigates on make appointment page for new patient.
- Doctors can view and edit patient info, make appointment, create patient chart, care plan ,patient notes, alert and outgoing referrals from the action list.
- Doctors can print the list of existing patients by clicking on **PRINT** option.

SchedulingHub
Search • Find • Schedule

Dr. Doctor Testing

EXISTING PATIENTS Patient Link Request New Patient New Appointment Help

Print

Show 18 entries Search:

Name	Email	Phone	Referred By	Action
Mr. Atley Quincianz Sr.	atley@northstapcnetwork.com	(123) 456-7890	Test Staff	
Mr. Kratika Aggarwal Sr.	kratika412@gmail.com	(111) 111-1111	Miss. Kratika Aggarwal (Patient)	
Miss. kratika aggarwal	ktta@gmail.com	(487) 837-3976		
Kundan Janwal	kundan@email.com	(545) 121-5425	(Attorney)	
Mr. Test Legal	orders@orthophysicianolutions.com	(713) 478-3313		

Showing 1 to 5 of 5 entries Previous 1 Next

NEW APPOINTMENT

- Doctor can make appointment from this page after selecting location.
- After making appointment successfully, appointment status is confirmed and navigate on **APPOINTMENT REPORT** page.
- Doctor and patient get notified by an email when appointment is made successfully.
- After clicking on **BACK TO LIST** option it navigates on existing patient page.

MAKE APPOINTMENT Back to List Help

Name Prefix	First Name	Last Name	Name Suffix
Mr			Select
Mobile		Email	
Password		Confirm Password	
Home Phone		Emergency Contact Cell Phone	
Address		State	
Enter a location		Texas	
City		Country	
Zip Code		Date of Birth	
		mm/dd/yyyy	
Sex		Marital Status	
Select		Select	
Social Security		Appointment Urgency Type	
		Normal	
Reason for Visit		Select Location	
abdominal Pain		Select	
Insurance Type		Date	
I'm paying for myself		05/10/2017	
		Please choose any location to find doctor availability	

Make Appointment

VIEW AND UPDATE PATIENT INFO

- Doctor can view and update Patient profile info from **profile** option
- Doctor can view and update insurance info from **health insurance form** option.
- Doctor can view and update workers comp detail from **workers comp info** option.
- Doctor can view and update Patient personal injury details from **personal injury info** option.
- Doctor can view and update Patient work related injury detail from **work related injury** option.
- Doctor can view and update Patient personal injury accident detail from **personal injury accident** option.
- Doctor can only view Patients terms conditions under **authorization** option.
- Doctor can view and update Patient medical history details from **medical history** option.
- Doctor can upload Billing documents from **Billing records** option.

The screenshot displays a patient information management interface. At the top, a yellow navigation bar contains the following options: Patient Info (highlighted), Make Appointment, Patient Chart, Care Plan, Patient Notes, Alert, and Outgoing Referrals. Below this is a sidebar menu with the following items: Profile Info (with a dropdown arrow), Health Ins Info, Workers Comp Info, Personal Injury Info, Work Related Injury, Personal Injury Accident, Medical History, Past Appointment, Upcoming Appointment, Authorization, and Billing Record. The main content area shows the patient's name, MR. ARLEY GONZALEZ SR., and a profile picture icon. Below the name, there are two expandable sections: Personal Details and Address. A yellow Update button is located at the bottom right of the main content area.

MAKE APPOINTMENT FOR EXISTING PATIENT

- Doctor can make appointment from this page after selecting location.
- After making an appointment successfully, appointment status is confirmed and navigates on **APPOINTMENT REPORT** page.
- Doctor and patient get notified by an email when appointment is made successfully.

Patient Info **Make Appointment** Patient Chart Care Plan Patient Notes Alert Outgoing Referrals

Patient Name Mr. Arley Gonzalez Sr.	Select location Select
Insurance Type I'm paying for myself	Date 05/10/2017
Reason for visit abdominal Pain	Please choose any location to find doctor availability.
Appointment Urgency Type Normal	

Make Appointment




PATIENT CHART

- There is an ADD NEW button ,on clicking this button a pop up will appear through which Doctor can upload patient chart.
- The patient chart will be displayed in the grid view.
- Doctor can update , view and delete patient chart.
- After clicking on **BACK TO LIST** option it navigates on existing patient page.

PATIENT CHART Add New Back to List Help

Patient Info Make Appointment **Patient Chart** Care Plan Patient Notes Alert Outgoing Referrals

Show 10 entries Search:

Service Date	Document Type	Document Category	Provider Type	Person(Uploaded By)	Description	Action
April 26 2017	Legal	LOR	Doctor	Mr. Doctor Testing	hello test	  

Showing 1 to 1 of 1 entries Previous 1 Next







CARE PLAN

- After clicking on ADD NEW option a pop up will appear.Doctor can add care plan ad display it in grid view.
- Doctor can update , delete and view care plan from particular option.
- After clicking on **BACK TO LIST** option it navigates on existing patient page.

CARE PLAN Add New Back to List Help

Patient Info Make Appointment Patient Chart **Care Plan** Patient Notes Alert Outgoing Referrals

Show 10 entries Search:

Date of Service	ICD10	Service	Provider	Allergies	Medication	Treatment Plan	Treatment Name	Treatment Detail	Action
March 16 2017		Doctor	Mr. Doctor Testing	tsdaf	abc	tsdsda	sadf	http://localhost:1409/ddafsa	  
March 19 2017	Salmonella sepsis	Doctor Referral Specialist Staff	Mr. Doctor Testing	gfygygu	abb	nmm	nknkimim	njn.	  

Showing 1 to 2 of 2 entries Previous 1 Next

PATIENT NOTES

- After clicking on ADD NEW option a pop up will appear.Doctor can add patient notes and display it in grid view.

- Patient can update , print and delete patient notes from particular options.
- After clicking on **BACK TO LIST** option it navigates on existing patient page.

NOTE DETAILS Add New Back to List Help

[Patient Info](#)
[Make Appointment](#)
[Patient Chart](#)
[Care Plan](#)
[Patient Notes](#)
[Alert](#)
[Outgoing Referrals](#)

Category: Sort Print

Note	Category	Person(Created By)	Provider	Date & Time(Created On)	Action
test	General	doctor staff refspec	Doctor Referral Specialist Staff	April 18 2017 2:03 PM	Edit Delete
hello testingg	General	Mr. Arley Gonzalez Sr.	Patient	February 15 2017 5:38 AM	Edit Delete
hello testing	General	Dr. Shabrez Tariq	Doctor	February 09 2017 4:35 AM	Edit Delete

ALERTS

- After clicking on ADD NEW option a pop up will appear. Doctor can set alerts for patients ,Doctor, attorney, bodyshop , facility and rental car.
- Doctor can hide their alert by clicking on **HIDE** option.
- After clicking on **BACK TO LIST** option it navigates on existing patient page.

ALERTS Add New Back to List Help

[Patient Info](#)
[Make Appointment](#)
[Patient Chart](#)
[Care Plan](#)
[Patient Notes](#)
[Alert](#)
[Outgoing Referrals](#)

Show entries Search:

Alert Text	Person(Created By)	Provider	Date Time(Created On)	Action
test	Dr. Doctor Testing	Doctor	March 10 2017 1:42 AM	Hide
Hello test	test staff	Doctor Referral Specialist Staff		Hide

Showing 1 to 2 of 2 entries Previous **1** Next

OUTGOING REFERRALS

DOCTOR

- There is an **ADD NEW BUTTON**, after clicking on it Doctor can send outgoing referral for other Doctors.
- Out going referral appointment will be shown in the grid view and Doctor can track appointment status for that appointment.

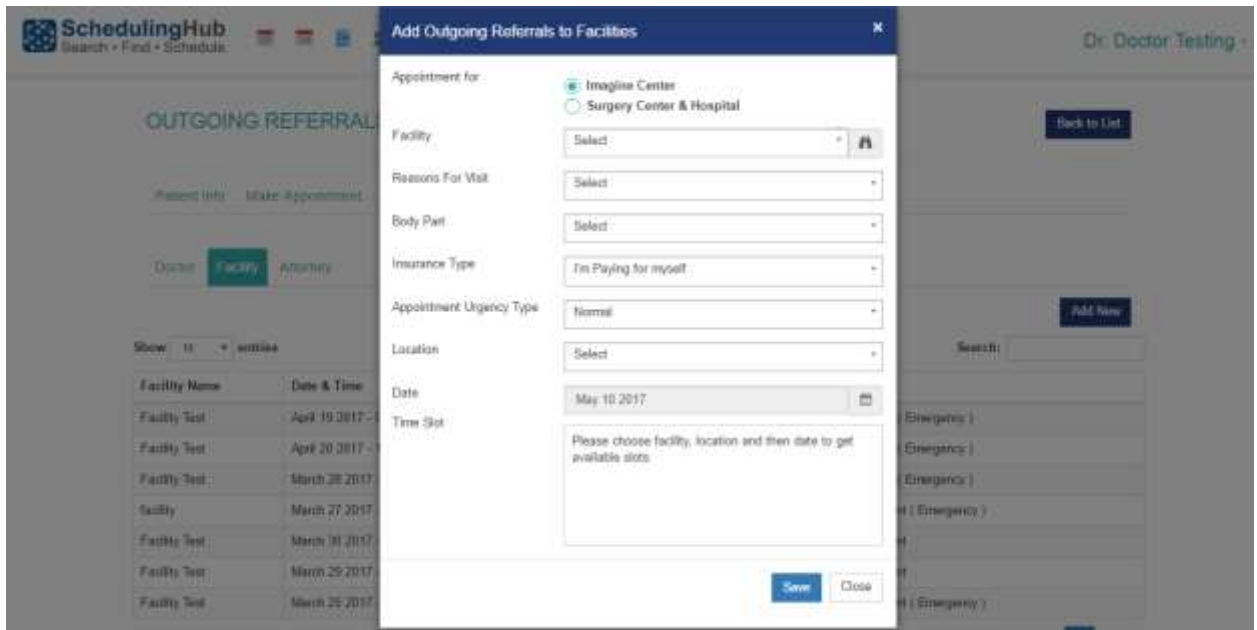
The screenshot displays a web application interface with a modal window titled "Add Outgoing Referrals to other Providers". The modal contains the following fields and options:

- Doctor:** A dropdown menu with "Select" and a search icon.
- Reasons For Visit:** A dropdown menu.
- Insurance Type:** A dropdown menu with "I'm Paying for myself" selected.
- Appointment Urgency Type:** A dropdown menu with "Normal" selected.
- Location:** A dropdown menu with "Select" and a search icon.
- Date:** A date picker set to "May 10 2017".
- Time Slot:** A text area containing the message: "Please choose doctor, location and then date to get available slots."

At the bottom of the modal, there are "Save" and "Close" buttons. The background shows a blurred view of the application's main interface, including a navigation bar with "Patient Info", "Make Appointment", "Patient Care", "Care Plans", "Patient Notes", "Alerts", and "Outgoing Referrals". A sidebar on the left has tabs for "Doctor", "Facility", and "Attorney". A table below the sidebar shows a single entry for "Dr. Test Demo" with a date of "May 02 2017".

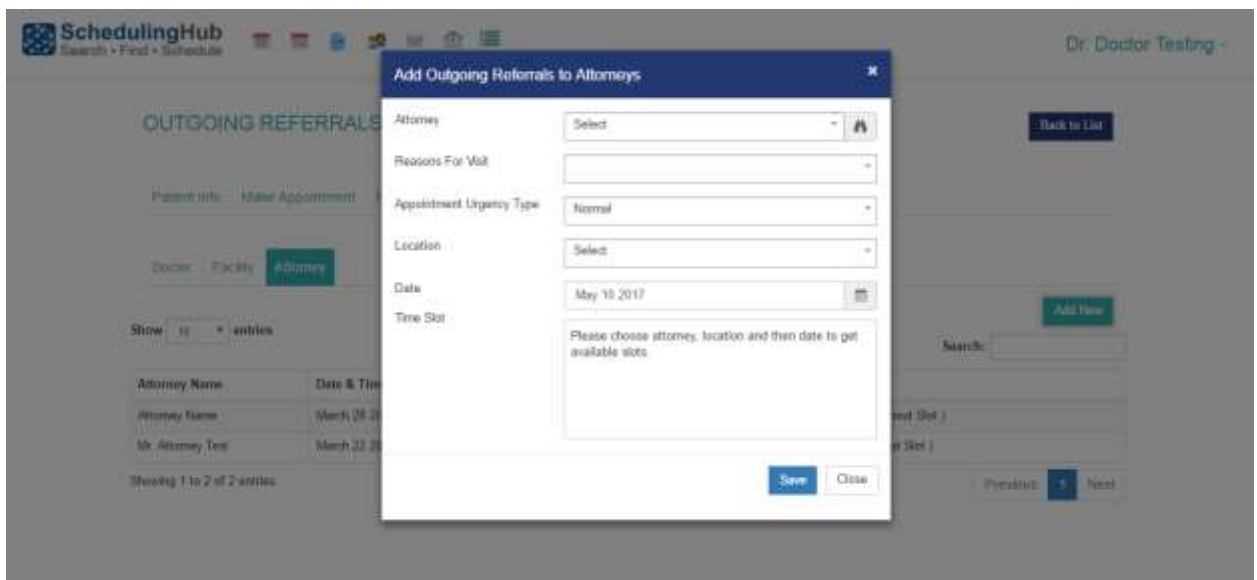
FACILITY

- There is an **ADD NEW BUTTON**, after clicking on it Doctor can send outgoing referral for other Facility.
- Out going referral appointment will be shown in the grid view and Doctor can track appointment status for that appointment.



ATTORNEY

- There is an **ADD NEW BUTTON**, after clicking on it Doctor can send outgoing referral for other Attorney.
- Out going referral appointment will be shown in the grid view and Doctor can track appointment status for that appointment.
-

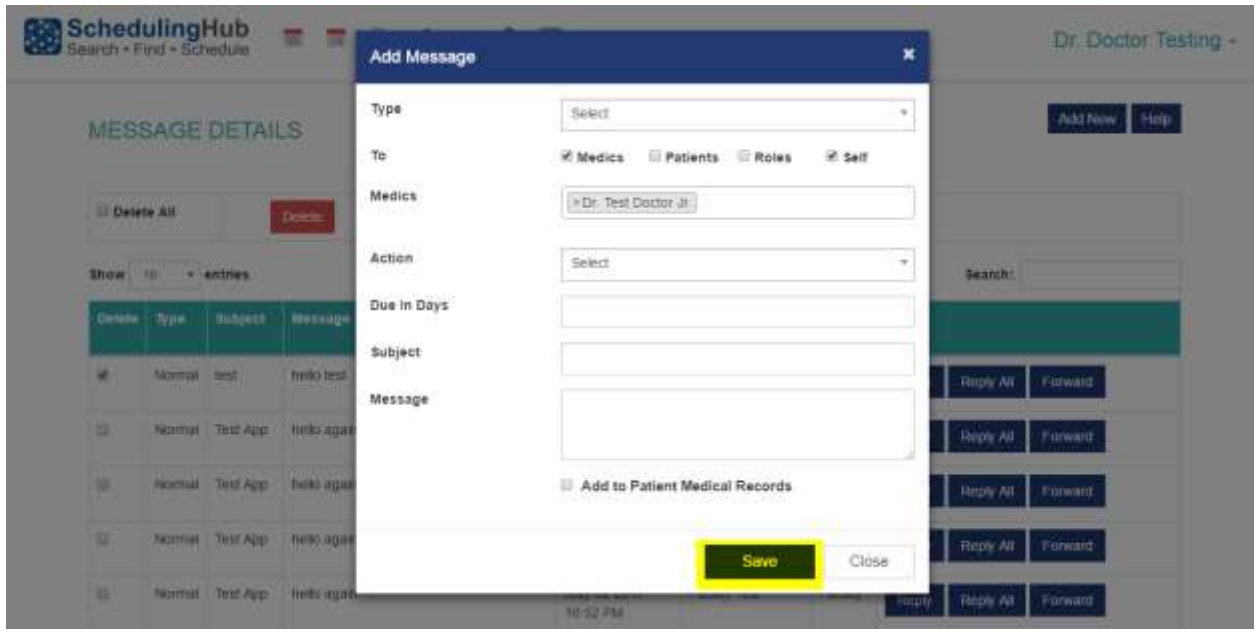


Step 8 : Manage Message Info

- There is an ADD NEW button, on clicking this button a pop up will appear through which a Doctor can send messages to medics, patients, roles and self.
- Doctor can reply to a particular provider by clicking on “**REPLY**” button.
- Doctor can reply all by clicking on “**REPLY ALL**” button.
- Doctor can forward the message to other providers by clicking on “**FORWARD**” button.
- Doctor can receive messages from all providers.
- The send and receive messages will be displayed in the grid view.
- Doctor can delete a single message or can delete multiple messages at the same time.
- If Doctor deletes a message then that message will be deleted from their dashboard only.

The screenshot displays the SchedulingHub interface for managing messages. At the top left is the SchedulingHub logo with the tagline 'Search • Find • Schedule'. On the right, the user is identified as 'Dr. Doctor Testing'. The main section is titled 'MESSAGE DETAILS' and includes an 'Add New' button and a 'Help' button. Below this, there are controls for 'Delete All' and 'Delete', and a search bar. The message list is shown in a table with the following columns: Delete, Type, Subject, Message, Received Date, From, From Type, and Action. The first message is highlighted in yellow, and its 'Reply', 'Reply All', and 'Forward' buttons are also highlighted. The other three messages are not highlighted.

Delete	Type	Subject	Message	Received Date	From	From Type	Action
<input checked="" type="checkbox"/>	Normal	test	hello test	May 03 2017 06:39 AM	Miss. Kratika Aggarwal Sr.	Patient	Reply Reply All Forward
<input type="checkbox"/>	Normal	Test App	hello again	May 02 2017 10:52 PM	Facility Test	Facility	Reply Reply All Forward
<input type="checkbox"/>	Normal	Test App	hello again	May 02 2017 10:52 PM	Facility Test	Facility	Reply Reply All Forward
<input type="checkbox"/>	Normal	Test App	hello again	May 02 2017 10:52 PM	Facility Test	Facility	Reply Reply All Forward



SEND INVITATION

- Doctor can send invitation to outside providers who are not registered. E.g. Doctor, patient, facility etc.



ACTIVITY LOG

- Doctor can view their last activity on this page.

Show 10 entries

Search:

Activity Logs
Dr. Doctor Testing checked in for Mr. Test Legal on 5/10/2017 5:02:10 AM.
Dr. Doctor Testing accepted appointment without slot for Miss. kratika agarwal on 5/9/2017 1:15:05 AM.
Dr. Doctor Testing accepted appointment without slot for Mr. Test Legal on 5/9/2017 12:20:45 AM.
Mr. Doctor Testing accepted appointment without slot for Patient Testing on 5/3/2017 6:04:37 AM.
Mr. Doctor Testing updated appointment status for Miss. kratika agarwal on 5/3/2017 2:32:43 AM.
Mr. Doctor Testing updated appointment status for Miss. kratika agarwal on 5/3/2017 2:32:15 AM.
Mr. Doctor Testing updated appointment status for Miss. kratika agarwal on 5/2/2017 11:58:25 PM.
Mr. Doctor Testing updated experience on 05/03/2017 11:58:46 AM.
Mr. Doctor Testing updated experience on 05/03/2017 11:58:35 AM.
Mr. Doctor Testing added experience on 5/2/2017 11:24:18 PM.