



DNS ERP SOFTWARE

Hospital/CLINIC

management

SCOPE OF WORK

Enterprise Resource Planning software is a fully integrated business management software enabling Best possible support to Patient Care, to link various processes automatically and give real time information to authorized user, to facilitate and accelerate the decision making process.



The following are some key processes which can be managed using DNS for Doctors / Hospital Management System. In ERP parlance, they are referred as ERP modules. Some of these or all of these processes or procedures may be applicable in your hospitals / Clinic, depending on the management requirements. *We have successfully developed the following modules and procedures for healthcare establishments. This is a general list of major input and output*

CORE MODULES

1.	Security Module
1.1.	<u>Masters</u>
1.1.1.	User Manager.
1.1.2.	User group master.
1.1.3.	Volume matrix
1.2.	<u>DNS features</u>
1.2.1.	DNS is multi user, multi tasking ERP software. Multi-level security based on User Group and User Level.
1.2.2.	Create Login id and password for each user.
1.2.3.	Assign permissions. Map each user with menu / submenu.
1.2.4.	Restricting user access with login and password.
1.2.5.	Role based access & password.
1.2.6.	Audit trail: DNS ensures accountability of users. Work done by individual users can be easily tracked because all transactions capture the users name automatically.
1.2.7.	Automatic Audit Trail helps top management to know who has updated Masters or transaction and when.
1.2.8.	Each menu and submenu can be locked (allow / deny) to individual user.
2.	Clinical Masters
2.1	<u>Masters</u>
2.1.1.	Doctor Master
2.1.2.	Doctor Type Master
2.1.3.	Specialization master
2.1.4.	Scheme Master
2.1.5.	Service master
2.1.6.	Diagnosis Master
2.1.7.	Drugs Company Master
2.1.8.	Generic Drug Master
2.1.9.	Dosage Master
2.1.10.	Medicine Master
2.1.11.	Facility Master
2.1.12.	Appointment Slot

2.1.13.	Doctor Master
2.2.	<u>Features:</u>
2.2.1.	Complete details about attending doctors.
2.2.2.	Complete details about referring/referral hospital.
2.2.3.	Details about type of service availed in the hospital.
2.2.4.	Details about type of resource viz; ECG, Pathology, Sonography, etc
2.2.5.	Various types of medicines, Injections, etc to be stored in item master.
2.2.6.	Linking of Risk Factor like Total Cholesterol, Smoking, BSL to help prescribe better. Credit Note
3.	<u>Appointment</u>
3.1	Appointment for New Patients
3.2	Appointment for Second Opinion
3.3	Appointment for Follow-up
3.4	Confirmed Appointment
3.5	Re-Schedule Appointment
3.6	Waiting Appointment
3.7	<u>Reports:</u>
3.7.1.	Appointment Register for Doctors
3.7.2.	Appointment Register(General)
4.	<u>Case Papers</u>
4.1.	<u>Masters</u>
4.1.1.	Case Parameter Master
4.1.2.	Case Template Master
4.2.	<u>Features</u>
4.2.1	General examination
4.2.2	Patient Complaint
4.2.3	Doctors Prescription
4.2.4	Reports of patient (With hyperlink to Report)
4.2.5	Provisional Diagnosis
4.2.6	Automated Case Templates
4.2.7	Digital Image Capturing
5.	<u>Diagnosis</u>
	To select Disease from dropdown menu
	Built in ICD-10 Code
	(International Statistical Classification of Diseases)

6.	Nutrition Profile
	Nutritional Profile for various Diseases like Diabetes, Hypertension, Obesity, CABG, Atherosclerosis etc. and Diet Suggestions, Exercise suggested, Yoga, Vitamins & Mineral Supplement suggestions.
7.	Cardiac Rehab
	Cardiac Rehab Profile linked with Patient History, various Procedure done, Risk Factors, Reversible/Ir-Reversible Clinical Test carried out.
8.	Pathology
8.1.	<u>Masters:</u>
8.1.1.	Pathologist Master
8.1.2.	Group Test Master
8.1.3.	Test Report Master
8.1.4.	Lab Test Master
8.1.5.	UOM Master
8.1.6.	Observation Master
8.1.7.	Method Master
8.1.8.	Page Header & Footer Master
8.2.	<u>Transaction:</u>
8.2.1.	PathLab Entry
8.3.	<u>Reports:</u>
8.3.1.	Pathlab Report
8.3.2.	Pathlab reports done for the given period.
8.3.3.	Referral Doctors List.
8.4.	<u>Features:</u>
8.4.1.	Pathology Tests has built in many Reports ranging for different Blood Tests, Urine Tests, Lipid Profile etc.
9.	Patient Information
9.1.	<u>Masters</u>
9.1.1.	Patient Type
9.1.2.	Patient Master
9.2.	<u>Transaction:</u>
9.2.1	Indoor Patient Billing.
9.2.2	Patient Discharge entry
9.3	<u>Reports</u>
9.3.1	Patient Register
9.4	<u>Features</u>
9.4.1	Details of new patients are captured also the patient type i.e OPD, referral doctor, date and time of admission, etc is captured.

9.4.2	Bill record is maintained of a particular patient i.e Total Bill amount, Advanced received till date, Payment received (in cheque or cash or credit card), Any concession given, Balance amount, break up of advance, etc is captured.
9.4.3	Patient physical date and time of discharge is captured and final bill is prepared, taking into account about previous balances and services taken
10. In Patient Module	
10.1 Masters	
10.1.1.	Room Category Master.
10.1.2.	Room Master
10.1.3.	Bed Master
10.1.4.	Bed charges master
10.1.5.	Shift Master
10.1.6.	O.T and Visiting Doctors Charges Master
10.2 Transactions	
10.2.1.	In Patient registration
10.2.2.	Daily Billing Entry
10.2.3.	Advance receipt and final billing.
10.2.4.	Bed Allocation
10.2.5.	Bed Shifting
10.2.6.	In Patient daily Progress Chart
10.2.7.	Pre Operation Chart
10.2.8.	Post operation chart
10.2.9.	Discharge card
10.2.10.	Data of Death
10.3 Reports	
10.3.1.	Bed occupancy report
10.3.2.	Bed availability report
10.3.3.	Patient transfer report
10.3.4.	Operation report
10.3.5.	Death Certificates
10.3.6.	Birth Certificates
10.3.7.	Medical Certificates
11. Reports	
11.1 Outputs:	
11.1.1.	Display bill status.
11.1.2.	Daily collection report.
11.1.3.	Visiting doctor report.
11.1.4.	Overall summary report.



11.1.5.	Fee Head-wise Register
11.1.6.	Patient Register
11.1.7.	Doctors Register
11.2.	<u>DNS features</u>
11.2.1	Prints final bill, gives break up of medicines and injections used by patient, export to excel facility.
11.2.2	Patient ledger report is displayed also advanced received from various patients on a particular day is displayed. This report can be transferred to an excel sheet.
11.2.3	The visiting doctor attending various patients, type of treatment given to the patients and his visiting fees is displayed.
11.2.4	Overall Summary report shows important parameters of Hospital important for decision making like No of Indoor Admitted, OPD patients, ICU cases, Resource bills, usage of medicines in a particular time frame.
12.	Accounts Module – General Ledger Accounts
12.1	<u>Masters</u>
12.1.1.	Account Group Master.
12.1.2.	Subgroup Master.
12.1.3.	General Ledger Account Head Master.
12.1.4.	Detail Account Master.
12.1.5.	Narration Master.
12.1.6.	TDS (Tax Deducted at Source) and % fields in the vendor / address masters. Automatic posting in GL. DNS will create a JV automatically.
12.2	<u>Transactions</u>
12.2.1.	Cash receipt voucher.
12.2.2.	Bank receipt voucher.
12.2.3.	Cash payment voucher.
12.2.4.	Bank payment voucher.
12.2.5.	Journal Voucher.
12.2.6.	Contra-entry voucher.
12.2.7.	Credit Note.
12.2.8.	Debit Note.
12.2.9.	Expense PO (for service provider, optional).
12.2.10.	Expense voucher (for service provider bill booking).
12.2.11.	Adjust unlink payment with open GRN (Purchase bill / expense bill).
12.2.12.	Closing balance for master data (debtor, creditor, and GL accounts).
12.2.13.	Rate of depreciation (as per company act).
12.2.14.	Rate of depreciation (as per I-Tax act).
12.2.15.	Asset installations slip.
12.2.16.	Asset sale transaction. (for asset register and deprecation register).
12.3	<u>Output</u>

12.3.1.	Trial Balance. Option of various kinds of formatting, such as - GL wise Tr. Bal. Sub-group wise Tr. Bal. Group and GL wise Tr. Bal. Group and sub-group wise Tr. Bal. (Option of T- format = only closing balance).
12.3.2.	Sub-ledger trial balance. (vendor / customer).
12.3.3.	Cash Book.
12.3.4.	Bank Book (supports multiple banks).
12.3.5.	Expense voucher register.
12.3.6.	Journal Voucher register.
12.3.7.	General Ledger. (Account head wise or all accounts).
12.3.8.	Credit note register.
12.3.9.	Debit note register.
12.3.10.	Contra entry register.
12.3.11.	Fixed Asset register.
12.3.12.	Depreciation schedule (as per company act).
12.3.13.	Depreciation schedule (as per Income Tax act).
12.3.14.	Profit & Loss account. (GL wise and sub-group wise). For multi-location user can make consolidated P & L report.
12.3.15.	Balance Sheet. (GL wise and sub-group wise).
12.3.16.	Bank reconciliation statement
12.4	<u>DNS features</u>
12.4.1	TDS procedure takes care of automatic TDS posting.
12.4.2	Service tax procedure takes care of automatic posting in related tax ledger.
12.4.3	Help of Standard Narration master saves time to enter voucher
13.	<u>VAT / Sales Tax Module</u>
	AMC /spares management / Customer Engineer (C.E.)
13.1.	<u>Reports</u>
13.1.1.	DNS takes care of all VAT (Value Added Tax) / CST (Central Sales Tax) related procedures and the same is linked with other relevant modules. The same is customized as per the rules applicable.
13.1.2.	Capturing from various transactions taxes details such as Sales Invoice, GRN (Goods Receipt Note), etc.
13.1.3.	Capturing VAT / CST / Service tax components in PO, GRN, Exp, PO, Exp. Voucher, etc. Can default from item master
13.1.4.	Sales Tax – VAT & CST statements
13.1.5.	Link to the GL (General Ledger Accounts).
13.1.6.	Store CST number / TIN number etc. on the masters. In Invoice, ask for TIN number of consignee and display on invoice.
13.1.7.	C Form tracking – Purchase
14.	<u>Stores Inventory Management (MM) Module</u>
	This includes the following business processes



- Inventory (medicines) Management Business process
- Purchase Business process (Local procurement within India)
- Import Purchase Business process

14.1. Master

- 14.1.1. Unit-of-Measurement (UOM) Master.
- 14.1.2. Category Master / Subcategory Master / Sub-group master.
- 14.1.3. Item Master.
- 14.1.4. Item Master and list.
- 14.1.5. Main Location (Main stores) Master
- 14.1.6. Sub-location master (sub-stores, shop, etc.)

14.2. Transactions

- 14.2.1. GRN or Goods Receipt Note. Linked to Stores as well as creditor accounts. Goods Inward.
- 14.2.2. Stock transfer challan. For transferring material from one location to another location.
- 14.2.3. Material Issue Note (MIN) to issue material from a given location.
- 14.2.4. Stock Adjustment (SAN) to increase or reduce stock from a given location. This transaction is useful to get match physical inventory with stock reports.
- 14.2.5. Closing balance master entry (as of cut-off date, one time entry).
- 14.2.6. Conversion process.
- 14.2.7. Purchase return or Return to Vendor. RTV. This is linked with the material received and accounts entries are automatically generated by DNS. This will debit the vendor in vendor ledger

14.3. Outputs

- 14.3.1. GRN register (list) of items under "inward inspection".
- 14.3.2. Stock Transfer Challan register.
- 14.3.3. MIN (Material issue note) register. (Location wise).
- 14.3.4. SAN (Stock adjustment note) register. (Location wise).
- 14.3.5. Stock Statement for the Raw Material (bought out) / F. G. for a given period.
- 14.3.6. With quantity (location wise and category wise filters).
- 14.3.7. With quantity and Rate (location wise and category wise filters).
- 14.3.8. Item Ledger (location wise)
- 14.3.9. With quantity (location wise and category wise filters).
- 14.3.10. With quantity and Rate (location wise and category wise filters).
- 14.3.11. Stock Valuation report. (with option to generate WAR – weighted average rate).
- 14.3.12. RTV Register (Return to vendor – non-excisable items).
- 14.3.13. Item List. (With option to select any or all fields from item master).
- 14.3.14. GRN register (list) of items under "inward inspection".

14.4. Features

- 14.4.1. Various cost rate stored on Item master if required, such as Weighted Average

	Rate, last pure purchase rate, etc.
14.4.2.	Conversion Factor (relation between Purchase UOM and Issue UOM). Payment UOM and Payment conversion factor.
14.4.3.	Optional Online link with picture of an item (.MPG file).
14.4.4.	Batch number / Serial number tracking of inventory. (Optional).
14.4.5.	Automatic calculation of landed-cost of item received and updating the same on master for valuation purpose.
14.4.6.	Reorder level based inventory management.
14.4.7.	Pending list of returnable items - RTV (return to Vendor with auto debit feature).
14.4.8.	Item wise consumption.
14.4.9.	Location wise Stock statement.
14.4.10.	Expiry / Near Expiry inventory for medicines. (Optional).
14.4.11.	Calling a given item by different name (alias) because different users call with different name. (Optional).
15. Purchase & Pre-purchase Module	
15.1. Master	
15.1.1.	Vendor Master (Supplier List).
15.1.2.	Vendor Type Master
15.2. Transactions	
15.2.1.	Purchase Requisition (Linked further to Purchase enquiry).
15.2.2.	Purchase enquiry.
15.2.3.	Purchase quotation.
15.2.4.	Preparing Purchase Order. This can be saved as .PDF file and email to Vendor
15.3. Outputs	
15.3.1.	Purchase requisition Register.
15.3.2.	Purchase Order Register.
15.3.3.	Purchase Order status Register.
15.3.4.	Creditor Ledger.
15.4. Features	
15.4.1.	Auto transfer of Rejected Quantities to rejection stores location.
15.4.2.	Link to payment voucher with required validation to the GRN (Goods Receipt Note).
15.4.3.	Item specification document can be linked to PO (.pdf) file.
15.4.4.	Capturing of Excise, Cess and S & H Education Cess information
15.4.5.	Item 'accept / reject' quantity to be put by a separate password - by QC person.
15.4.6.	Purchase officer can make PO based on Material Requirement Planning report, or based on ROL based report.



Optional modules

1.	<u>Import purchase module</u>
1.1	<u>Transaction:</u>
1.1.1	Import purchase Order for foreign supplier (in foreign currency).
1.1.2	Import GRN (Goods Receipt Note) when material is received from foreign supplier (in foreign currency).
1.2	<u>Outputs:</u>
1.2.1	Import Purchase order register
1.2.2	Import GRN register – vendor wise information
1.2.3	Import GRN register – item wise information.
1.3	<u>Features:</u>
1.3.1	Capturing custom duty, CVD, Edu. Cess, etc, and other relevant information in DNS ERP.
1.3.2	Indian Rupees and Foreign currency exchange rate stored at the time of importing.
2.	<u>Automatic email alerts module</u>
2.1	Email id Master for sending auto emails
2.2	Alerts user for items falling below ReOrder Level (ROL)
2.3	Pending Purchase Order since defined days.
2.4	Pending patients Bills since defined days/Months.
2.5	Bank balance going below defined amount.
2.6	Non-Moving Items.
2.7	Daily collections to TOP Management.
3.	<u>Automatic SMS to mobile phone</u>
	SMS Gateway is designed to integrate seamlessly with DNS to be sent to multiple recipients. Very simple to use.
3.1	Sudden declaration of holiday.
3.2	Short note for arrangement of Visiting Doctor.
3.3	Alert for overdue payment
3.4	Alerts for confirmation of Appointment.
3.5	Change in Appointment Schedule
4.	<u>Multi-location</u>
	This module is applicable for multi-location organization. For instance, Head office and other hospitals are located in other cities, geographical locations. Static IP address server and broadband internet connection allows user to access ERP database from anywhere / anytime. Pre-requisite Server with



fixed IP address from your ISP (Internet Service Provider) and firewall software is required.

4.1. Remote Connection from another computer using Internet.

4.2. DNS also supports Remote Login where user can access ERP Server using Internet

5. Payroll and HR

5.1 Master

5.1.1 Employee master

5.1.2 Earning heads & deduction heads Master

5.1.3 Department master (Cost Center)

5.1.4 Designation master

5.1.5 City master

5.1.6 Bank master

5.1.7 Bank-Branch master

5.1.8 Income Tax – Form 16- Signing authority master

5.1.9 Income Tax – Bank master

5.1.10 Income Tax – Earning and deductions (Section 80C, 80D, 80 U,17(2)(V) etc.)

5.1.11 State Master

5.1.12 GL account Master

5.2 Transaction:

5.2.1 Attendance – The number of days present by an employee will have to be punched in the system by the concerned official of the HR Department.

5.2.2 Pay slip

5.2.3 Monthly Deductions.

5.2.4 Income Tax Monthly Challan Entry

5.2.5 Income TAX Quarterly Acknowledgement Entry

5.3 Reports

5.3.1 Employee list

5.3.2 Payroll Register

5.3.3 Earning head wise register

5.3.4 Deduction head wise register

5.3.5 Attendance Register

5.3.6 ESI Report.

5.3.7 PF Report.

5.3.8 Leave Encashment Statement.

5.3.9 Professional Tax [Professional Tax] Statement

5.3.10 Income Tax Yearly Report Per Employee wise (Automated)

5.3.11 Form 16

5.3.12 Pay Slip

5.3.13	Bank Statement
5.3.14	Employee Joining Report
5.3.15	Attrition Report
5.4.	<u>Features</u>
5.4.1.	Daily wages, monthly wages – salary calculations.
5.4.2.	Attendance types – absence, paid leave, unpaid leave, etc.
5.4.3.	Loans and advances to employees
5.4.4.	Employee type – manager, operator, etc.
5.4.5.	Automatic calculation of income tax in pay-slip every month based on Earning and Deduction feed into the system.
5.4.6	Modify all the transaction as many times as needed.
5.4.7	Salary lock. (After this no Modification is allowed, once one Accounts have audited.
5.4.8.	User Matrix – By which each user is given/denied access to particular Report/Transaction resulting is high Security and blocking un-authorized access.
5.4.9.	Every Report can be easily transferred to Excel.
5.4.10.	Very User Friendly GUI and Easy to understand Procedures which require minimum Training.
6. Resource Matrix Module	
6.1	<u>Master</u>
6.1.1.	Activity Master
6.1.2.	User Master
6.1.3.	Customer Master
6.2.	<u>Transaction</u>
6.2.1.	Daily Time Card entry
6.3.	<u>Key MIS reports</u>
6.3.1.	Resource wise (User wise) time spent report for a given period
6.3.2.	Activity wise time spent for a given sales order (ORI)
6.4.	<u>Features</u>
6.4.1.	Activity or Task Tracking of individual in the organization – for example draftsman hours salesman hours
6.4.2.	Can be also linked to enquiry or quotation (pre-sales) time spent by staff
6.4.3.	Department wise, controlling and monitoring indirect time (hours) spent by staff

