RSJ
TECHNOLOGIES

SYSTEM OVERVIEW / VALUE TO YOUR ORGANISATION

# Hospital Management System

## 01 / What the system is designed to do

The Hospital Management System brings the main records, daily activities and reporting for your organisation into one browser-based workspace. Staff use their own accounts and see the actions allowed by their assigned roles.

## 02 / How it can make work easier

01. Reduce repeated capture of patient administrative details.

02. Make appointment and visit status easier to follow.

03. Improve traceability between services, bills and payments.

04. Help authorised staff locate relevant records more quickly.

05. Provide managers with clearer operational and stock summaries.

## 03 / What users can expect

A role-based workspace, searchable records, structured transaction entry, clear statuses, review steps and reporting. The agreed implementation should support desktop and smaller-screen use, with access appropriate to each task.

## 04 / Scope at a glance

Patient registration; Appointments and visits; Billing and payments; Pharmacy and facility workflows.

# Hospital Management System

## 01 / Patient registration

Check for an existing patient before creating a new identifier. Maintain demographic details needed for appointments and administration.

## 02 / Appointments and visits

Reception schedules visits; authorised staff update the visit status and record agreed service requests. Access is limited to each staff role.

## 03 / Billing and payments

Capture approved service charges and payments against the visit. Finance reviews balances and produces invoices or receipts.

## 04 / Pharmacy and facility workflows

Track pharmacy issues and agreed facility operations where included in scope. Connect stock movements to authorised transactions and reports.

## Connected information

Main records: Patient identifiers and visits; Appointments and service requests; Invoices, payments and stock movements. Related activities should use consistent identifiers so users can trace a record from entry through review and reporting.

## Validation and corrections

Required information is checked before saving. Dates, quantities, references and amounts should be validated against the agreed rules. Sensitive corrections require permission and a recorded reason rather than silent deletion.

# Hospital Management System

01. Configure departments, services and role-based access.

02. Register the patient after checking for an existing record.

03. Book an appointment and open the visit at arrival.

04. Authorised staff update visit information and service requests.

05. Record billable services, payment and any pharmacy issue.

06. Close the visit and review authorised operational reports.

## A practical example

Reception finds a returning patient, books a visit and marks arrival. Authorised staff record services, finance reviews the bill and records payment, and the visit is closed with a traceable reference.

## Who does what

Typical roles: Administrator; Receptionist; Authorised clinical staff; Finance officer; Pharmacy staff.

The administrator sets up accounts, access and agreed reference data. Operational staff enter records and transactions. Authorised reviewers approve sensitive actions, while managers use reports to monitor activity. Role boundaries are confirmed before launch.

REPORTING / CONTROLS / IMPLEMENTATION

# Hospital Management System

## Reports and management visibility

Appointment lists, visit counts, billing and stock reports. Users select the relevant dates, statuses or categories to answer operational questions. Totals should reconcile with source records; agreed export formats are confirmed during setup.

## Security and dependable operation

Use individual accounts, role-based permissions and controlled sessions. Keep an audit history for agreed sensitive actions. Define backup frequency, retention, recovery testing and responsible staff before going live.

## Important operating consideration

Use unique patient identifiers. Clinical decisions remain with qualified staff; protect patient confidentiality.

## Implementation and handover

Confirm scope and roles; configure reference data and rules; clean and import agreed opening data; test a representative workflow; train users; reconcile sample reports; launch and provide an agreed support process.

## What is confirmed for your project

Exact screens, fields, approval rules, integrations, hosting, migration volumes and support terms are agreed in the project scope. External messaging, payment gateways, access-control hardware and specialist integrations require explicit inclusion. Benefits depend on accurate data, consistent use and staff training.

## Discuss your requirements

sales@rsj-tech.com | info@rsj-tech.com
Call / WhatsApp: +260 974 845 354
https://www.rsj-tech.com/