Magicsoft Asia Systems Pte Ltd

Aesthetics Module

Vanda Clinic Management Systems

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Contents

About

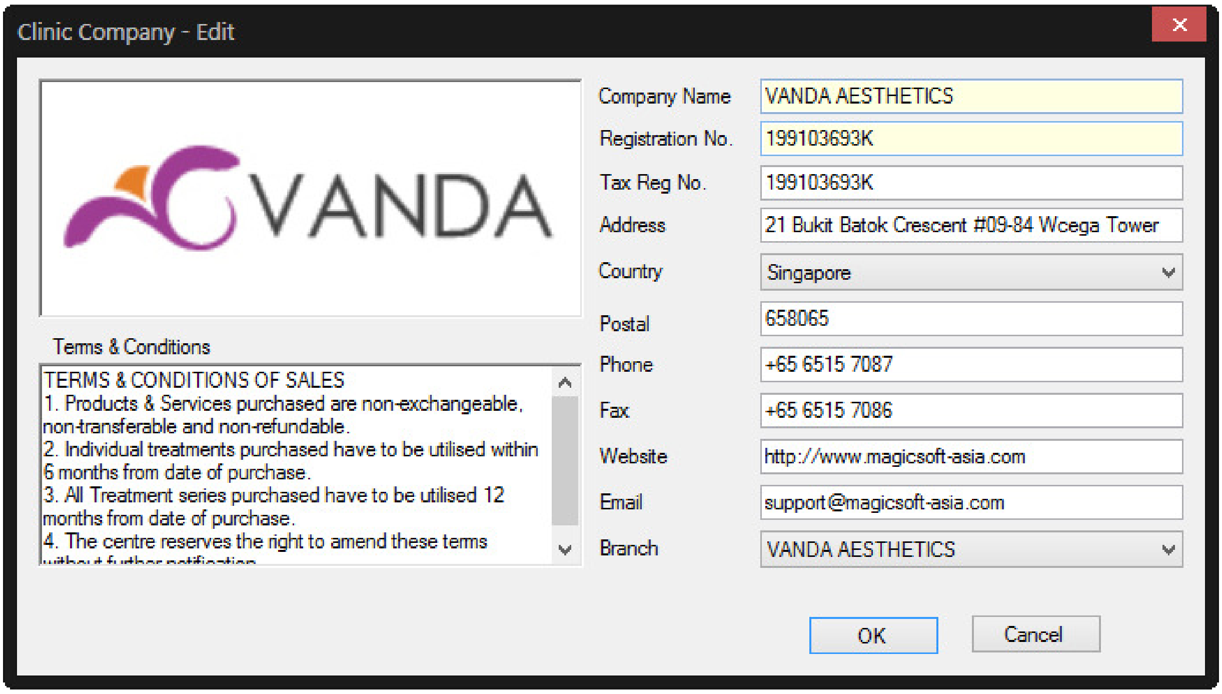
The following user manual is related to the aesthetics module which provides a complete software solution for any Cosmetic, Aesthetics and Medical Spa. While most of the other features are similar to Vanda Clinic Management Systems, this manual aims to provide additional information that is not provided in the current user manual.

Administrative Module

Master Data

Clinic Information/ Registered Company

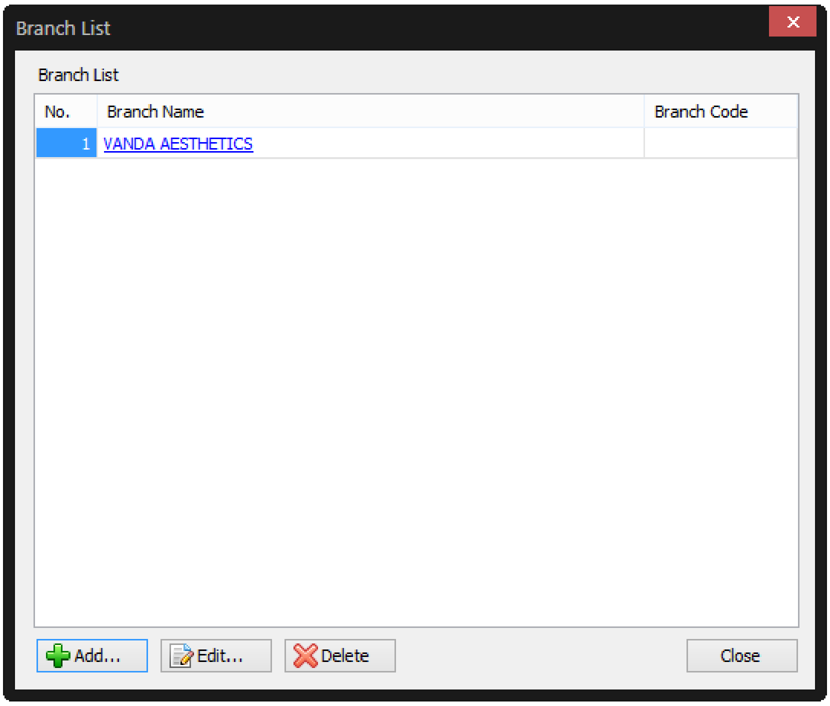
How to add clinic information/Registered Company?



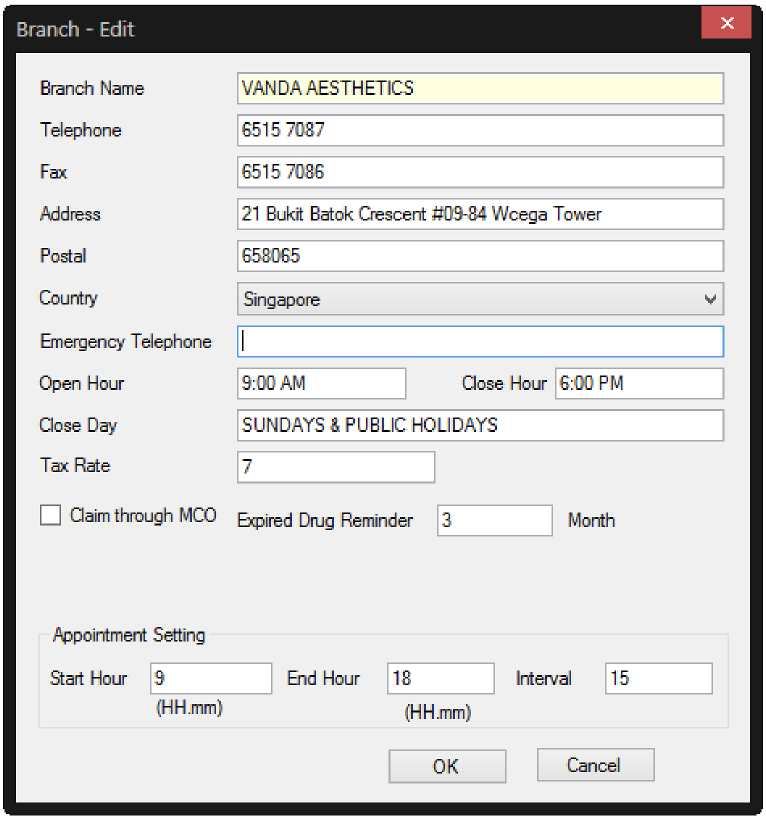
- Authorized user with admin credentials can access the panel by clicking on **File** >> **Master Data** >> **Clinic Information** or **File** >> **Master Data** >> **Registered Companies**
- Input the information as per field provided*
- Text input under **Terms & Conditions** will be generated in invoice upon issuing
- Company logo can be added by double clicking on the white box. Image format should either be **.jpeg**, **.jpg** or **.png**
- Once done, click **OK** button to save or **Cancel** to revert changes

Branch

How to add, edit and remove branch?



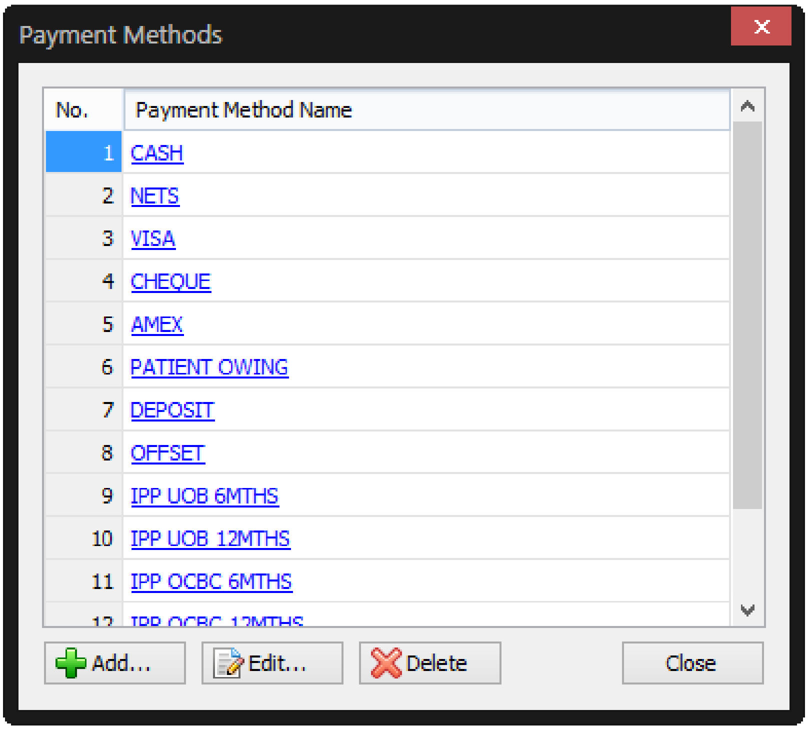
- Authorized user with admin credentials can access the panel by clicking on **File** >> **Master Data** >> **Branch**
- To add a new branch, click on the **+Add** button located at the bottom



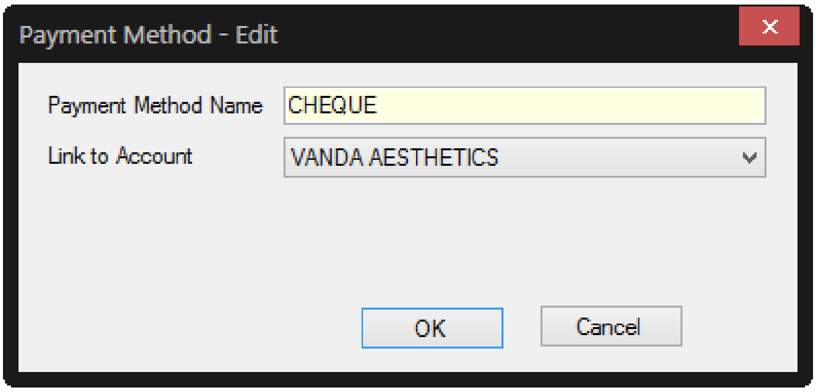
- Input the information as per field provided*
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit a branch, do the following:
    - Select the intended branch
    - Click on **Edit**
    - Make the necessary amendments
    - Click **OK** to commit or **Cancel** to revert changes
- To delete a branch, do the following:
    - Select the intended branch
    - Click on **Delete**
    - Upon confirmation to delete, click **OK** to confirm or **Cancel** to revert changes

Payment Methods

How to add, edit or remove payment methods?



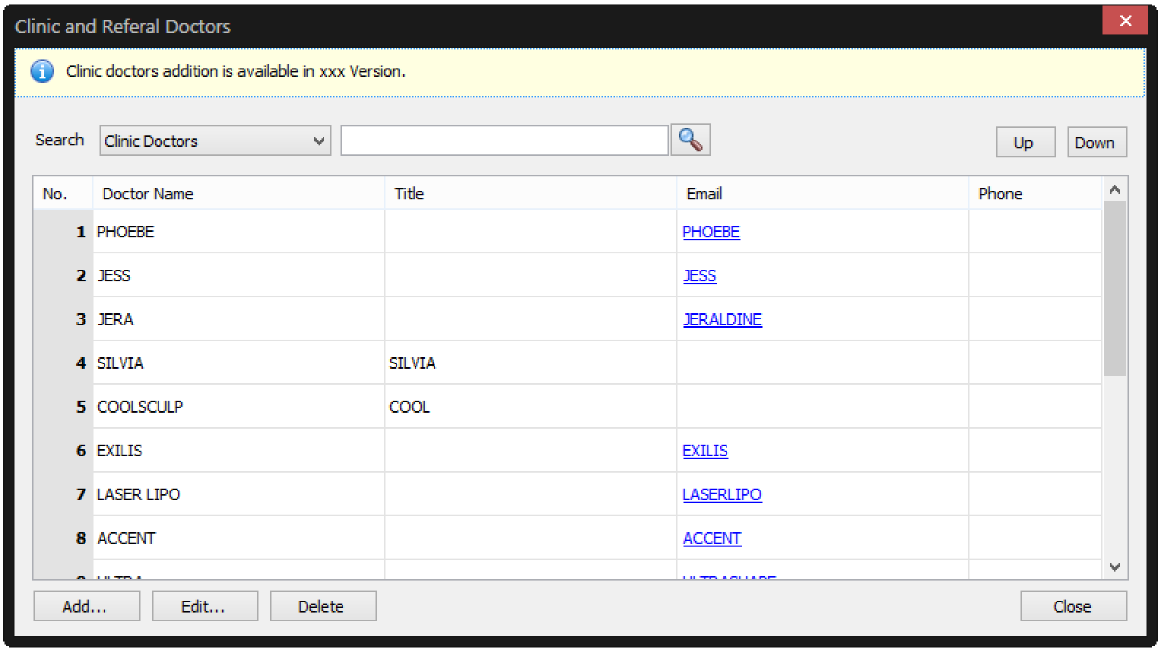
- Authorized user with admin credentials can access the panel by clicking on **File** >> **Master Data** >> **Payment Methods**
- To add a new payment method, click on the **+Add** button located at the bottom



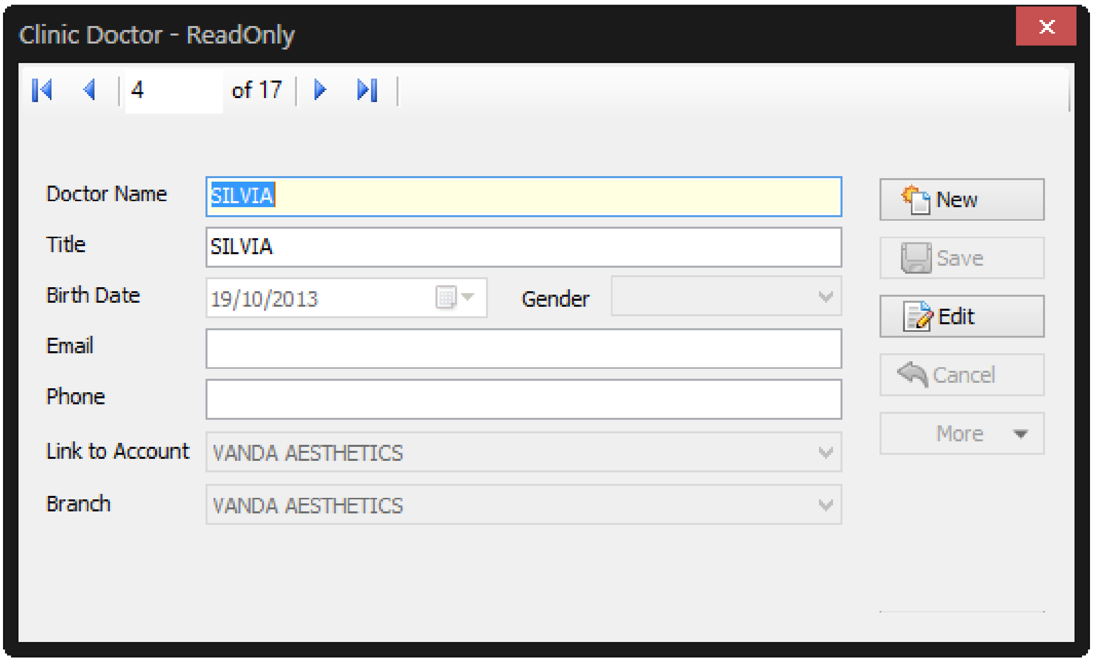
- Input the information as per field provided*
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit a Payment Method, do the following:
    - Select the intended payment method
    - Click on **Edit**
    - Make the necessary amendments
    - Click **OK** to commit or **Cancel** to revert changes
- To delete a payment method, do the following:
    - Select the intended payment method
    - Click on **Delete**
    - Upon confirmation to delete, click **OK** to confirm or **Cancel** to revert changes

Doctors/Therapists

How to add, edit and remove doctors/therapists?



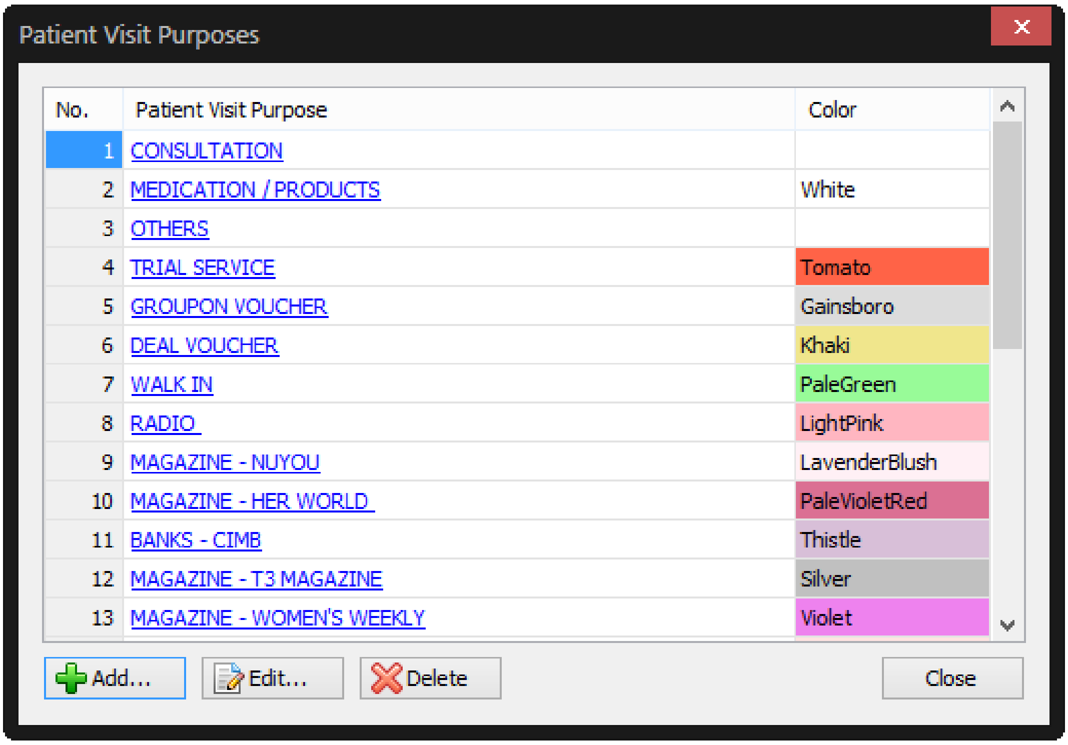
- Authorized user with admin credentials can access the panel by clicking on **File** >> **Master Data** >> **Doctors**
- To add a new doctor/therapist, click on the **+Add** button located at the bottom



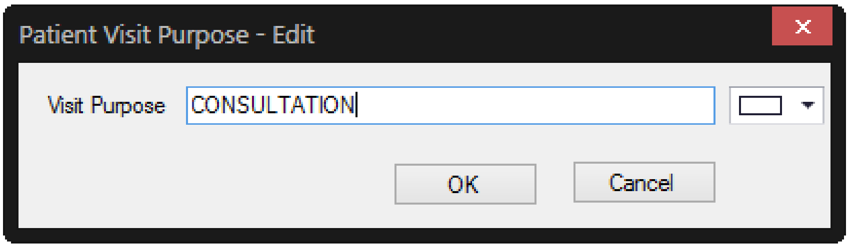
- Input the information as per field provided*
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit a doctor/therapist, do the following:
    - Select the intended doctor/therapist
    - Click on **Edit**
    - Make the necessary amendments
    - Click **OK** to commit or **Cancel** to revert changes
- To delete a doctor/therapist, do the following:
    - Select the intended doctor/therapist
    - Click on **Delete**
    - Upon confirmation to delete, click **OK** to confirm or **Cancel** to revert changes
- Use the **Up** or **Down** button to rearrange the listing

Patient Visit Purpose

How to add, edit and delete visit purpose?



- Authorized user with admin credentials can access the panel by clicking on **File** >> **Master Data** >> **Patient Visit Purposes**
- To add a new visit purpose, click on the **+Add** button located at the bottom

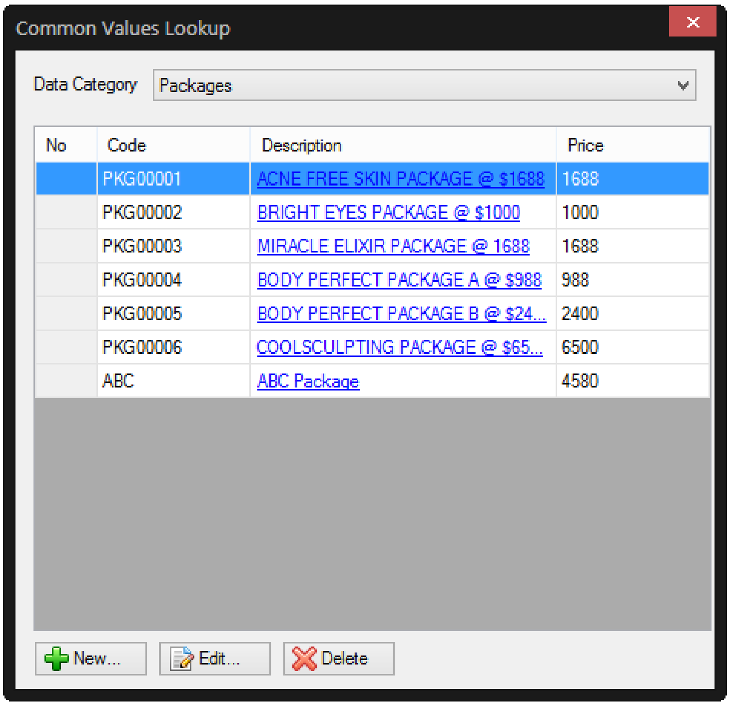


- Input the information as per field provided*
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit a visit purpose, do the following:
    - Select the intended visit purpose
    - Click on **Edit**
    - Make the necessary amendments
    - Click **OK** to commit or **Cancel** to revert changes
- To delete a visit purpose, do the following:
    - Select the intended visit purpose
    - Click on **Delete**
    - Upon confirmation to delete, click **OK** to confirm or **Cancel** to revert change

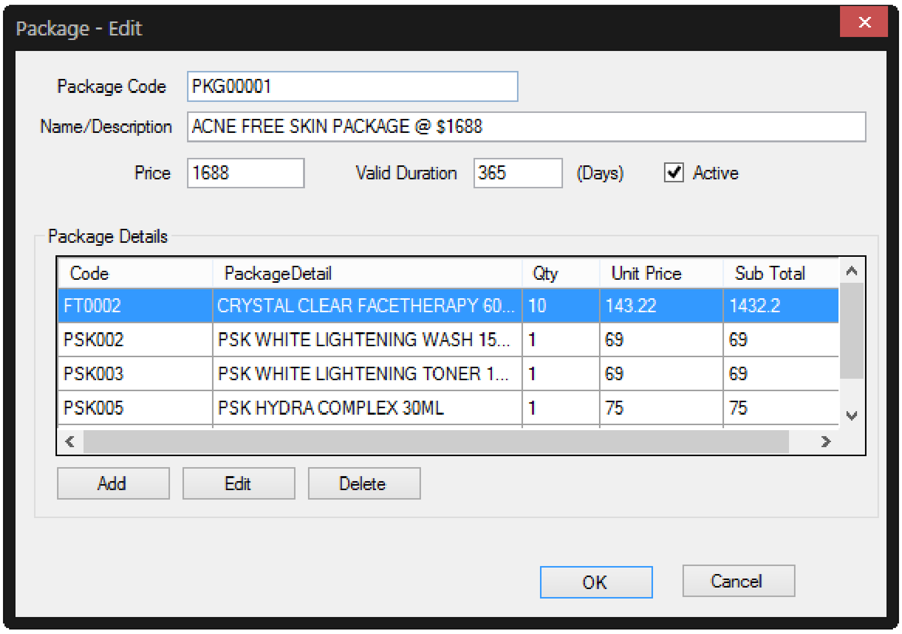
Service and Dosage Library

How to add, edit or delete service and dosage library?

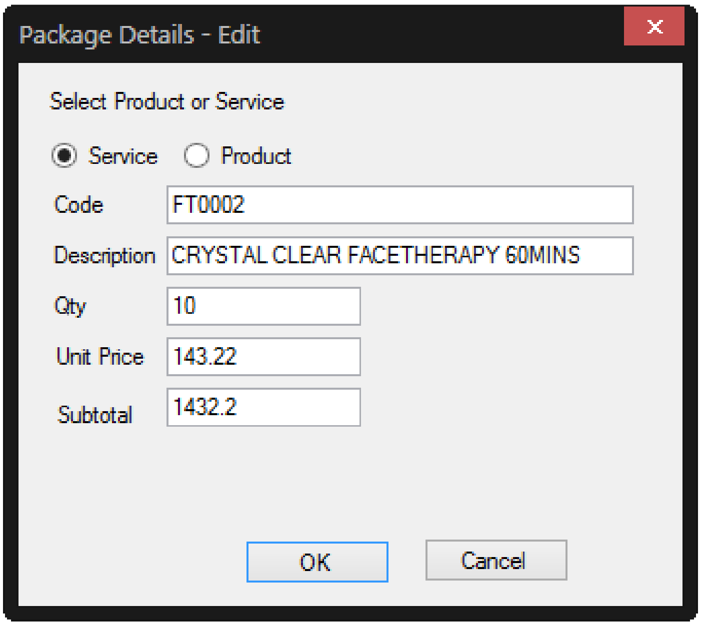
Packages



- Authorized user with admin credentials can access the panel by clicking on **File** >> **Master Data** >> **Services and Dosage Library** >> **Packages**
- To add a new package, click on the **+New** button located at the bottom

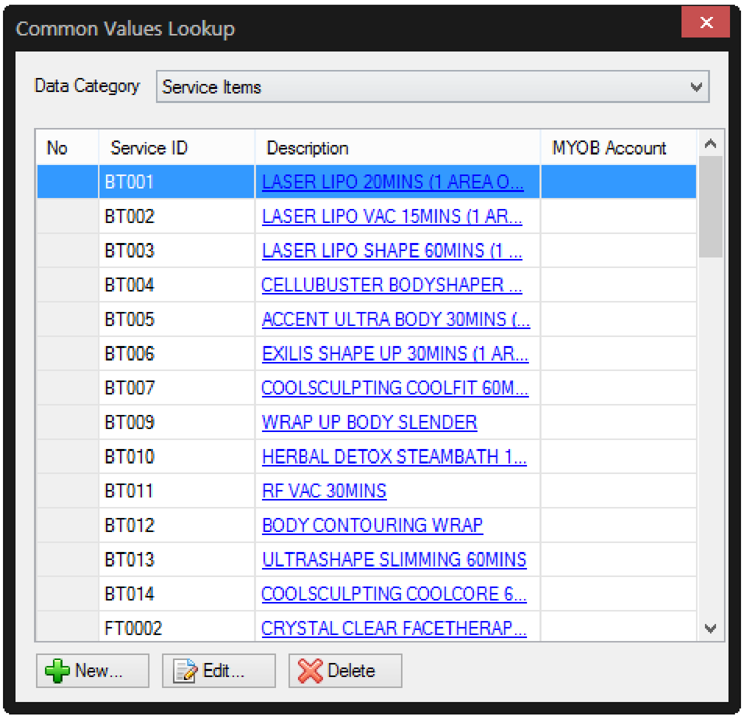


- Input the information as per field provided*
- Click **Add** to associate product or service item to the package

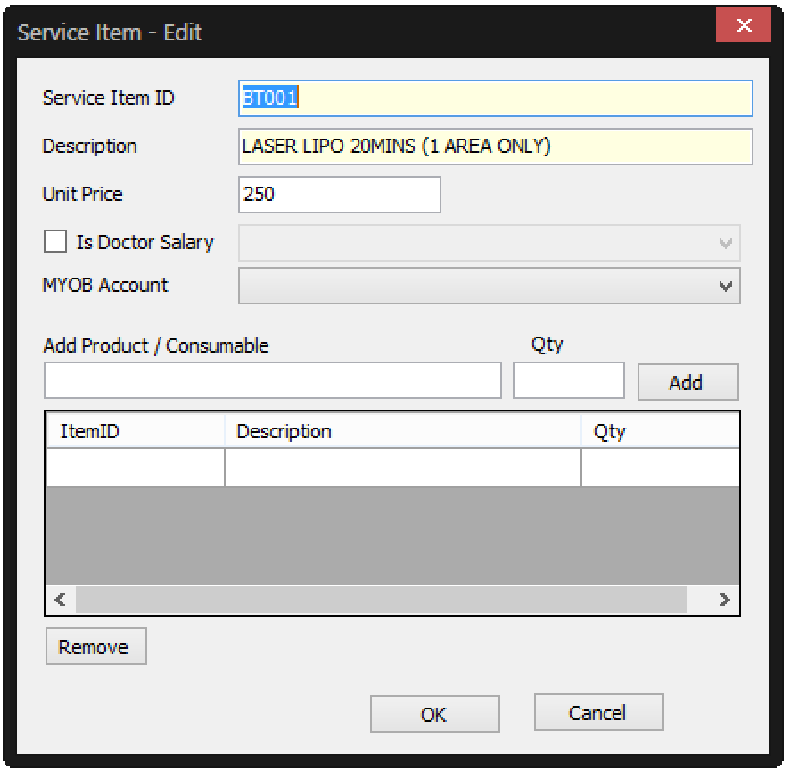


- Click **Edit** to update existing package's **service item** or **product** or Delete to remove
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit a package, do the following:
    - Select the intended package
    - Click on **Edit**
    - Make the necessary amendments
    - Click **OK** to commit or **Cancel** to revert changes
- To delete a package, do the following:
    - Select the intended package
    - Click on **Delete**
    - Upon confirmation to delete, click **OK** to confirm or **Cancel** to revert change

Service Item



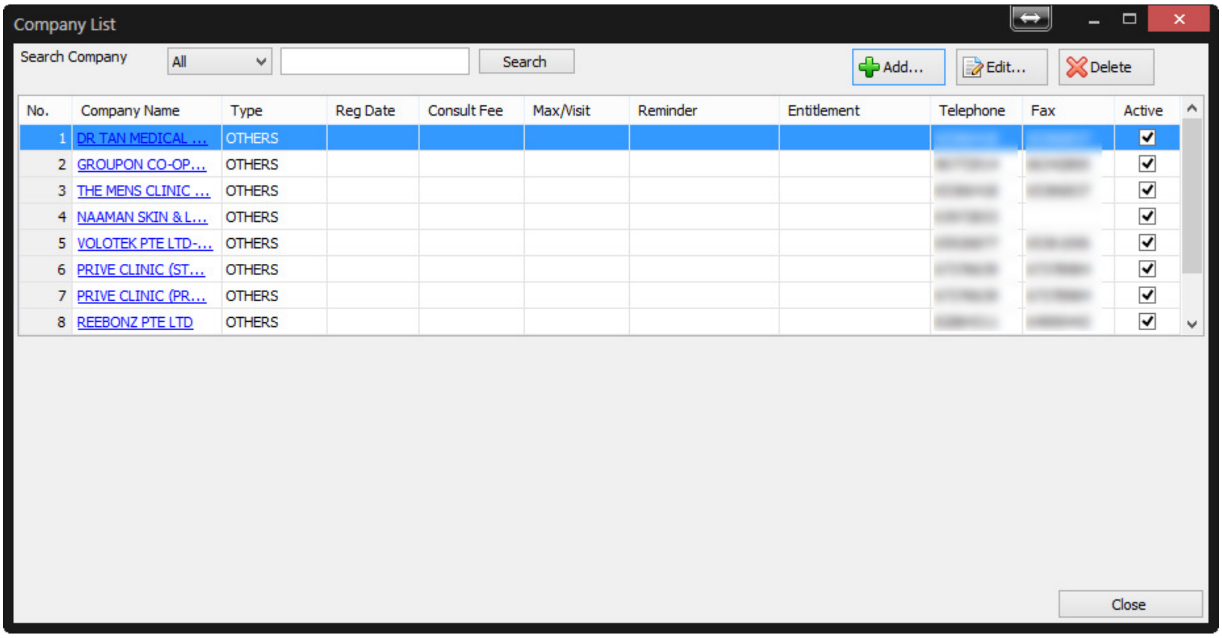
- Authorized user with admin credentials can access the panel by clicking on **File** >> **Master Data** >> **Services and Dosage Library** >> **Service Items**
- To add a new service item, click on the **+New** button located at the bottom



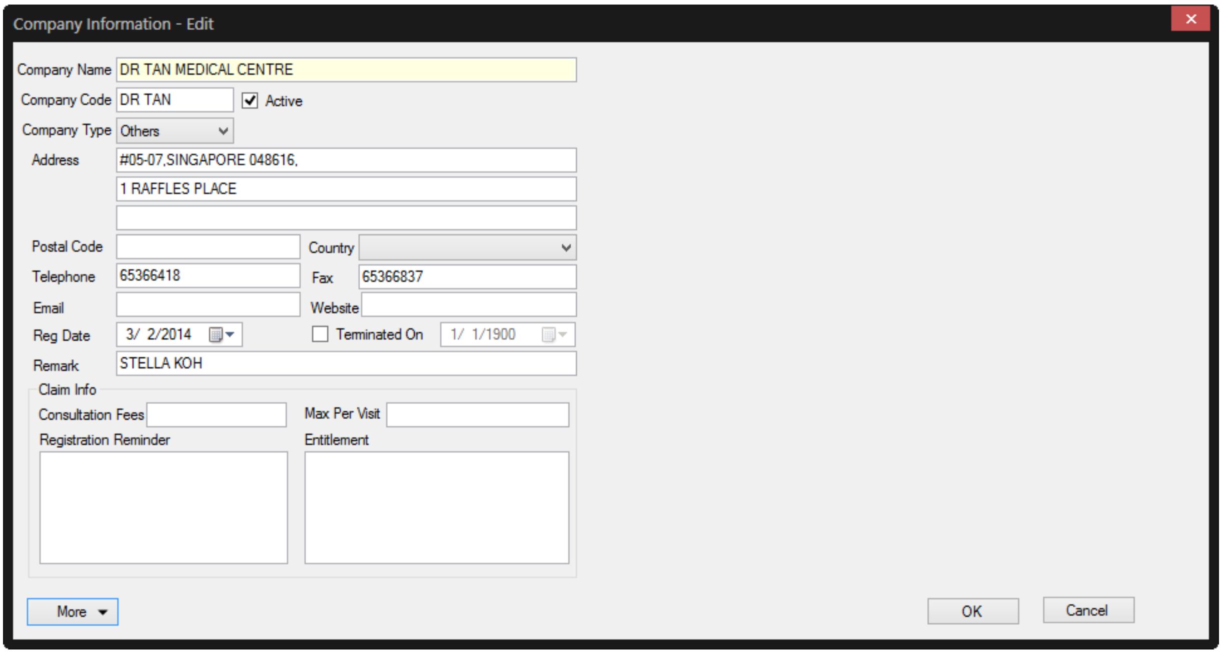
- Input the information as per field provided*
- User can also associate products or consumables to the service by clicking on **Add**
- To remove associated products or consumables, select the item and click on **Remove**
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit a service item, do the following:
    - Select the intended service item
    - Click on **Edit**
    - Make the necessary amendments
    - Click **OK** to commit or **Cancel** to revert changes
- To delete a service item, do the following:
    - Select the intended visit purpose
    - Click on **Delete**
    - Upon confirmation to delete, click **OK** to confirm or **Cancel** to revert change

Customer Companies

How to add, edit or delete customer companies?



- Authorized user with admin credentials can access the panel by clicking on **File** >> **Master Data** >> **Customer Companies**
- To add a new service item, click on the **+Add** button located at top right

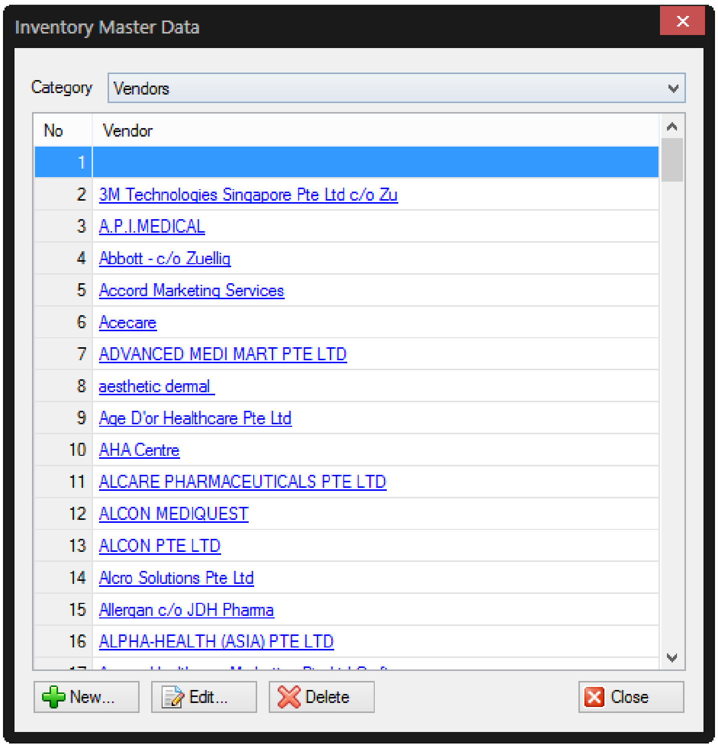


- Input the information as per field provided*
- User can also print company label by clicking on **More** >> **Print Company Label**
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit a company, do the following:
    - Select the intended company
    - Click on **Edit**
    - Make the necessary amendments
    - Click **OK** to commit or **Cancel** to revert changes
- To delete a company, do the following:
    - Select the intended company
    - Click on **Delete**
    - Upon confirmation to delete, click **OK** to confirm or **Cancel** to revert change

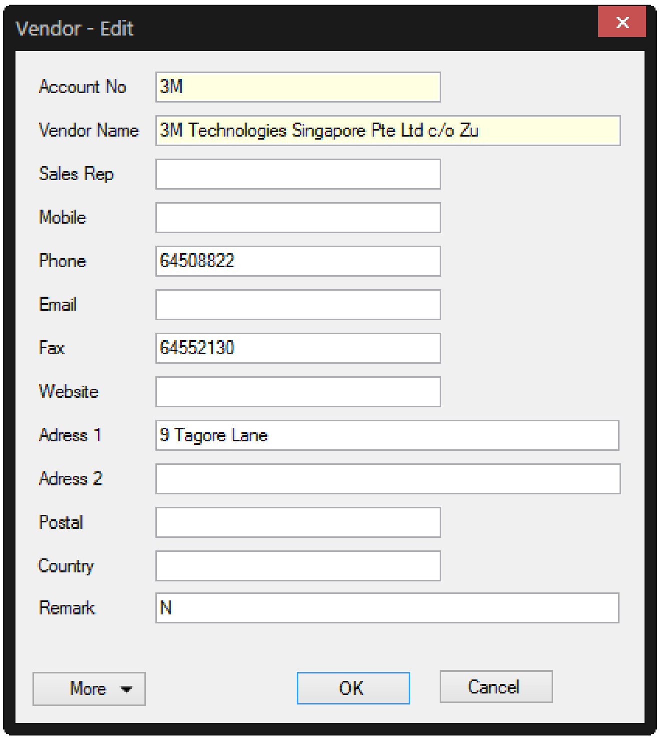
Inventory Information

How to add, edit or remove inventory information?

Vendor



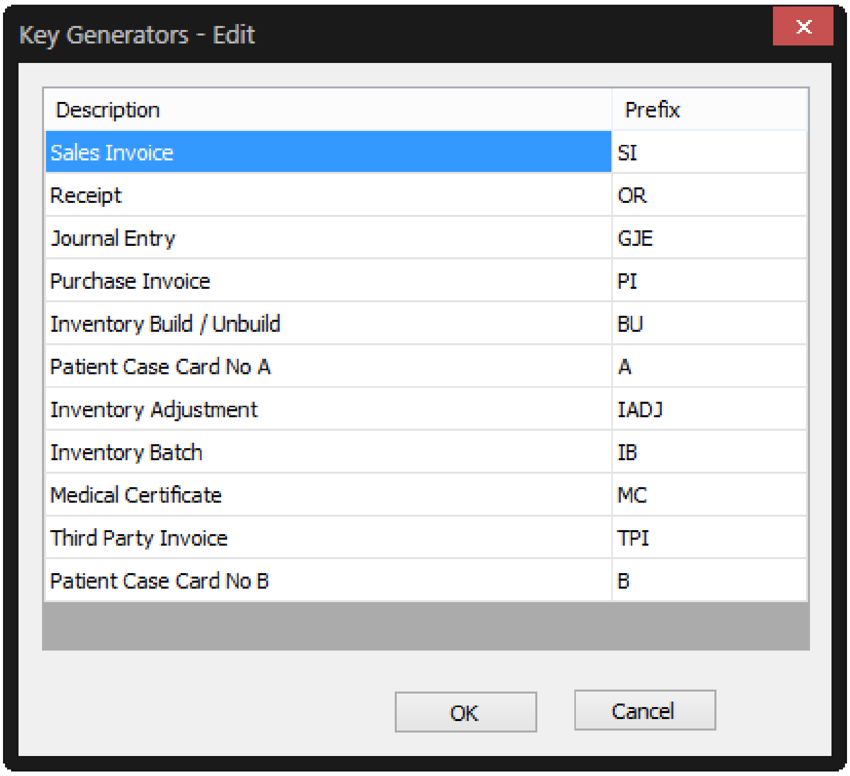
- Authorized user with admin credentials can access the panel by clicking on **File** >> **Master Data** >> **Inventory Information** >> **Vendor**
- To add a new service item, click on the **+New** button located at the bottom



- Input the information as per field provided*
- User can also print vendor label by clicking on **More** >> **Print Vendor Label**
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit a vendor, do the following:
    - Select the intended vendor
    - Click on **Edit**
    - Make the necessary amendments
    - Click **OK** to commit or **Cancel** to revert changes
- To delete a vendor, do the following:
    - Select the intended vendor
    - Click on **Delete**
    - Upon confirmation to delete, click **OK** to confirm or **Cancel** to revert change

Key Generators

How to update key generator settings?

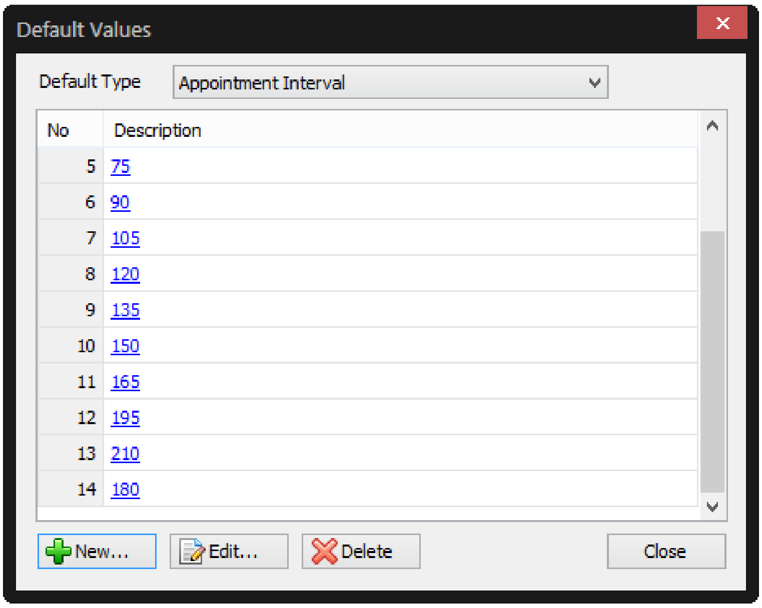


- Authorized user with admin credentials can access the panel by clicking on **File** >> **Master Data** >> **Key Generators**
- To update, click on the column under **Prefix** and input the information as per required
- Click **OK** to commit or **Cancel** to revert

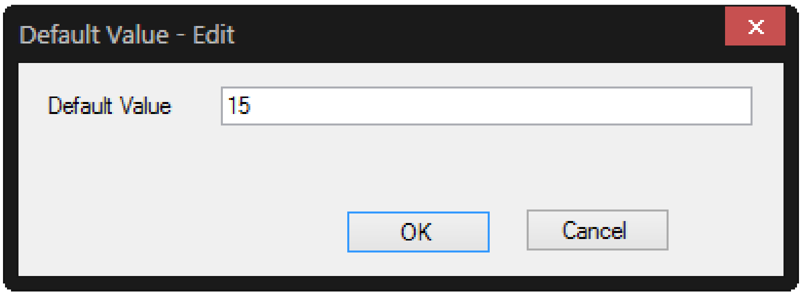
Others

How to add, edit and delete others?

Appointment Interval

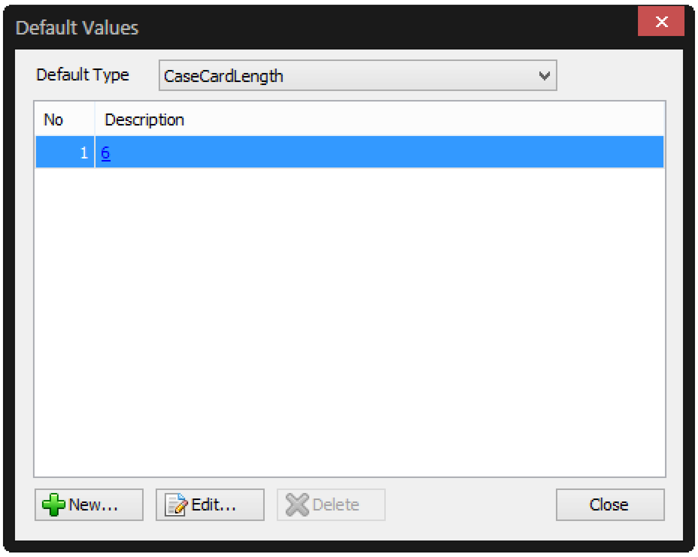


- *Appointment Interval is used to set the breakdown for calendar in minutes*
- Authorized user with admin credentials can access the panel by clicking on **File** >> **Master Data** >> **Others** >> **Appointment Interval**
- To add a new service item, click on the **+New** button located at the bottom

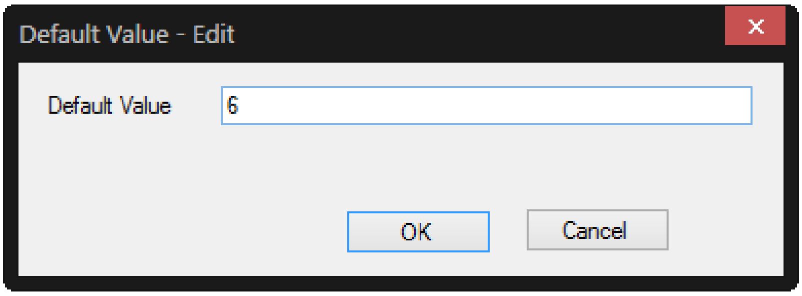


- Input the information as per field provided*
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit an appointment interval, do the following:
    - Select the intended appointment interval
    - Click on **Edit**
    - Make the necessary amendments
    - Click **OK** to commit or **Cancel** to revert changes
- To delete an appointment interval, do the following:
    - Select the intended appointment interval
    - Click on **Delete**
    - Upon confirmation to delete, click **OK** to confirm or **Cancel** to revert change

Case Card Length

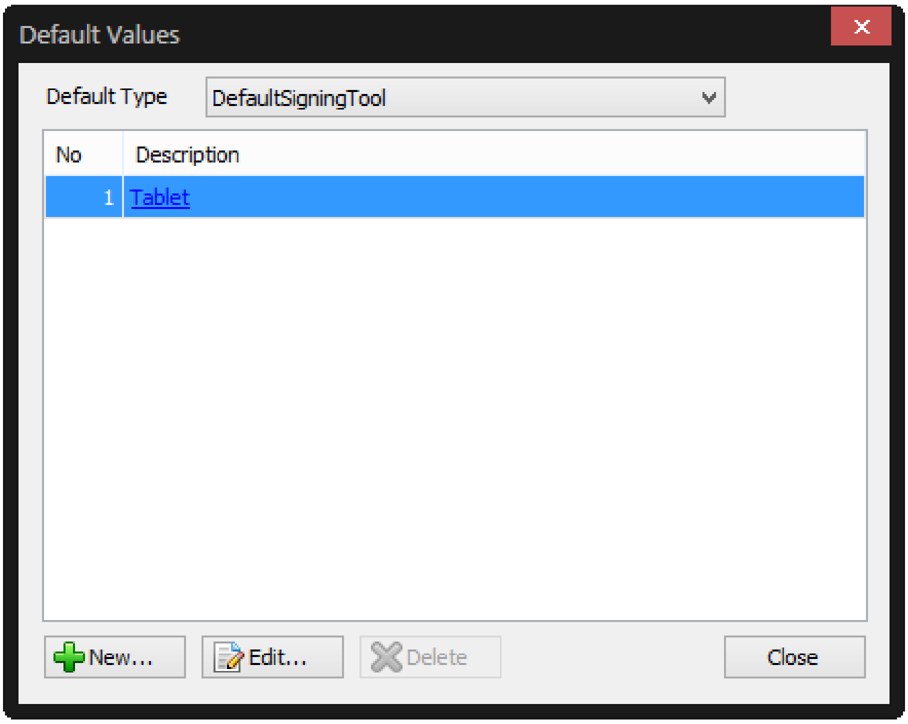


- *The case card length is used to set the amount of characters to be used for case card e.g. if 6 is selected, it will show as CC000006*
- Authorized user with admin credentials can access the panel by clicking on **File** >> **Master Data** >> **Others** >> **Case Card Length**
- To add a new service item, click on the **+New** button located at the bottom

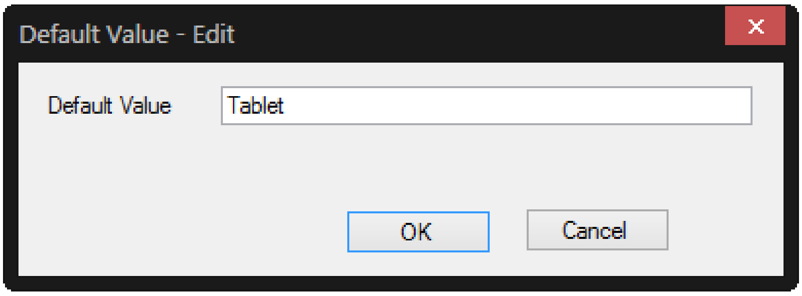


- Input the information as per field provided*
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit existing length, do the following:
    - Select the intended case card length
    - Click on **Edit**
    - Make the necessary amendments
    - Click **OK** to commit or **Cancel** to revert changes

Default Signing Tool



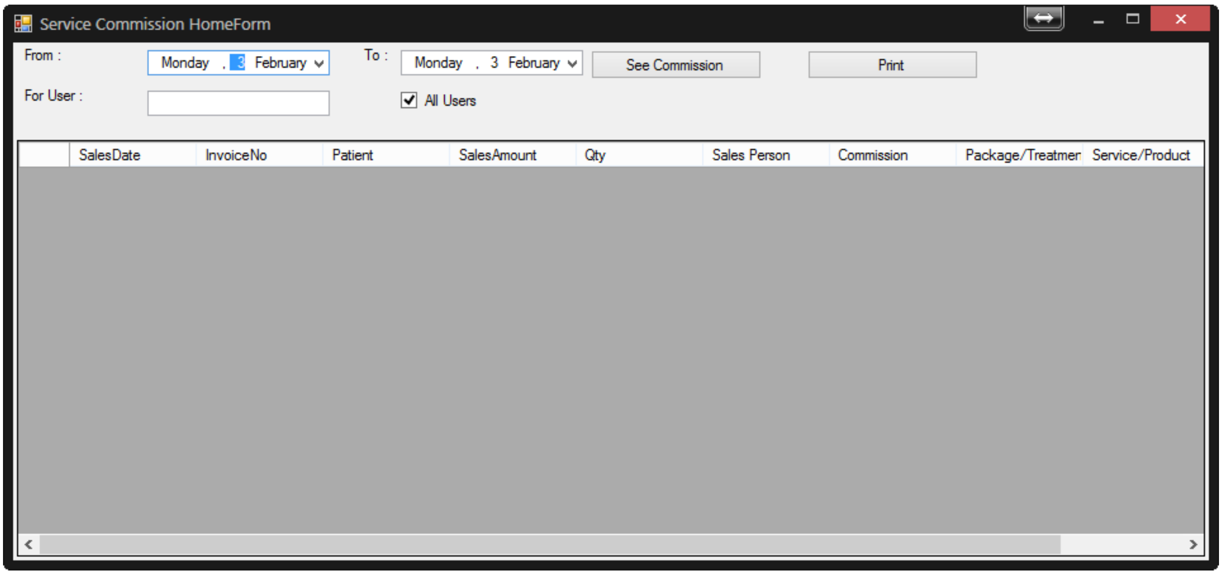
- *The default signing tool is used for consent form features*
- Authorized user with admin credentials can access the panel by clicking on **File** >> **Master Data** >> **Others** >> **Default Signing Tool**
- To add a new service item, click on the **+New** button located at the bottom



- Input the information as per field provided*
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit default signing tool, do the following:
  - Select the intended default signing tool
  - Click on **Edit**
  - Make the necessary amendments
  - Click **OK** to commit or **Cancel** to revert changes

Service Commission

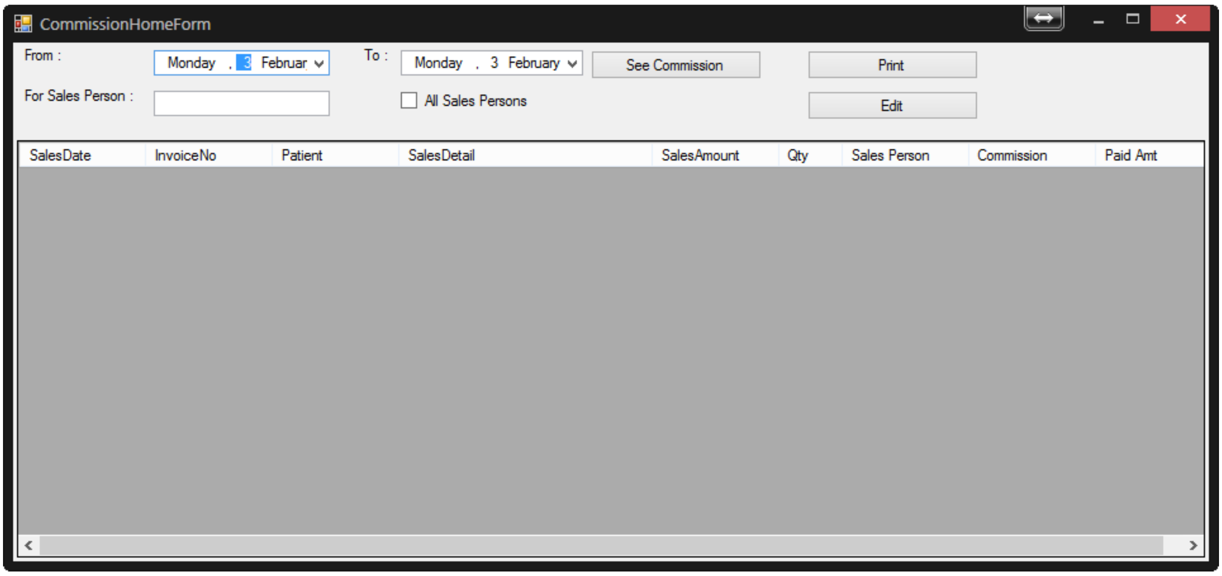
Service Commission is to allow authorized users to view the amount of commission collected by individual therapists within a certain period of time.



- Authorized user with admin credentials can access the panel by clicking on **File** >> **Service Commission**
- Select date **From** and **To** from the calendar control
- Input the therapist's name under **For User**; else select **All Users**
- Click on **See Commission** to populate the search
- Click on **Print** to print the report for the selected dates and user(s)

User Commission

User Commission allows authorized users to manage the commission amount per transaction.

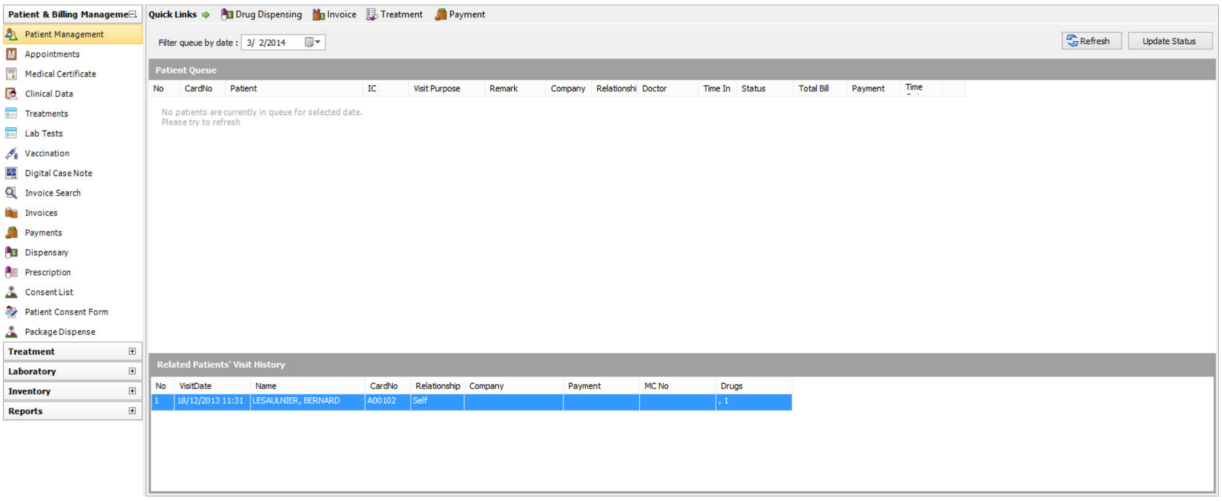


- Authorized user with admin credentials can access the panel by clicking on **File** >> **User Commission**
- Select date **From** and **To** from the calendar control
- Input the therapist's name under **For Sales Person**; else select **All Sales Person**
- Click on **See Commission** to populate the search
- Click on **Print** to print the report for the selected dates and user(s)
- To edit, select an intended sales details, and click on **Edit** button

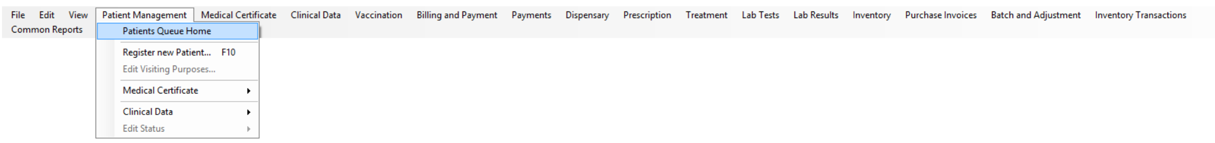
Patient & Billing Management

Patient Management

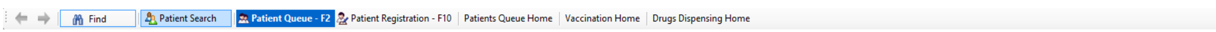
How to add, create, update and remove patients?



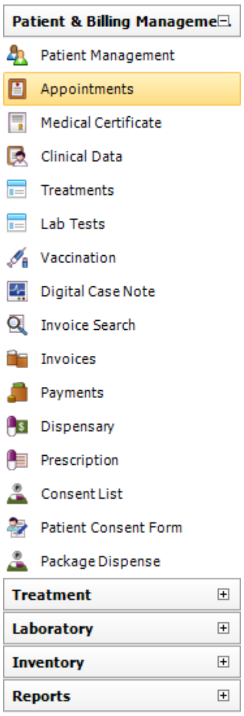
- Authorized user can access the feature by either clicking on the side panel >> **Patient & Billing Management** >> **Patient Management** or taskbar >> **Patient Management** >> **Patients Queue Home**



- To register a new patient, right-click and select **Register New Patient** or taskbar >> **Patient Management** >> **Register New Patient** or click on **F10** key on keyboard



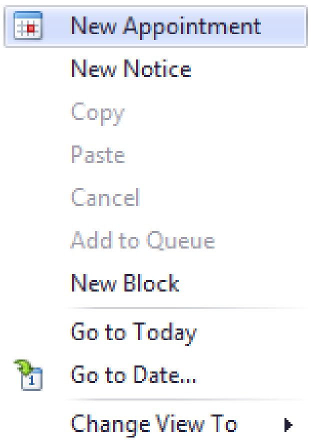
- To add an existing patient to the queue, click on **Patient Search**

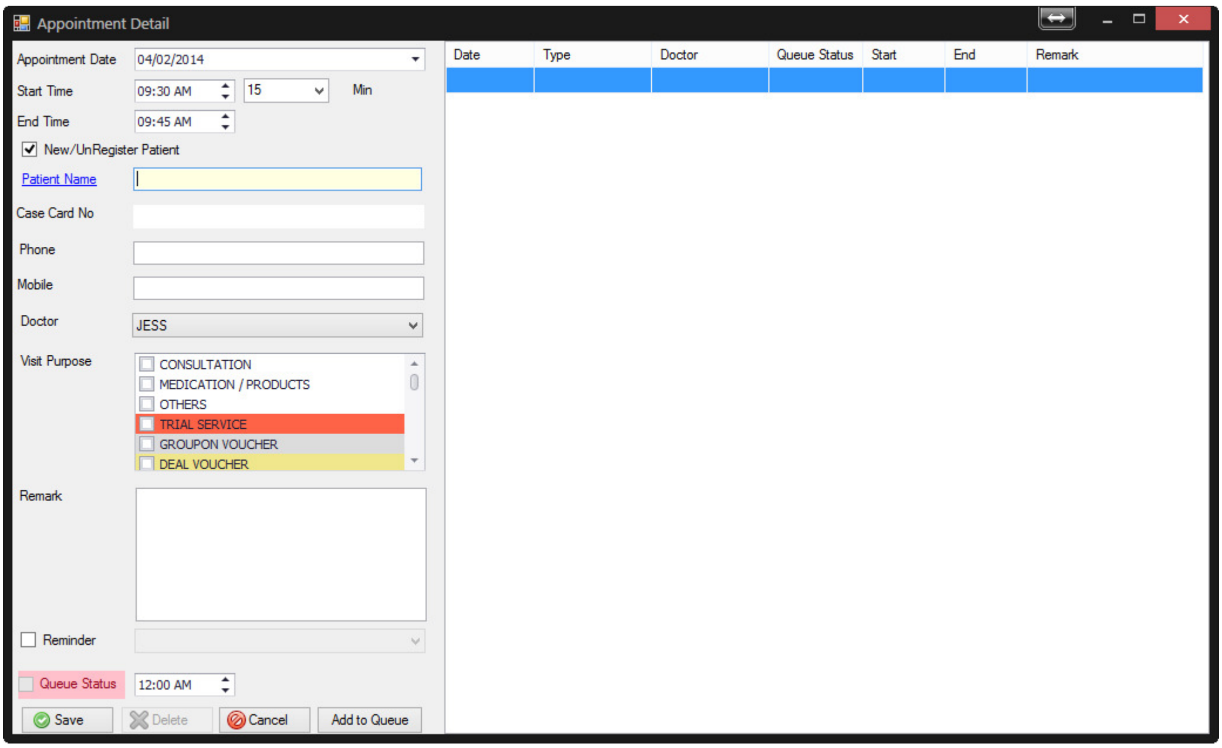


Appointments

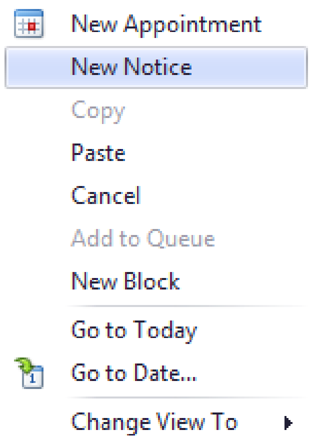
How to create, edit and delete appointments?

• Authorized user can access the feature by either clicking on the side panel >> **Patient & Billing Management** >> **Appointments**
• To add a new service item, click on the **+New** button located at the bottom
• To add a new Appointment, select a slot under intended doctor/therapist, right-click and click on **New Appointment**

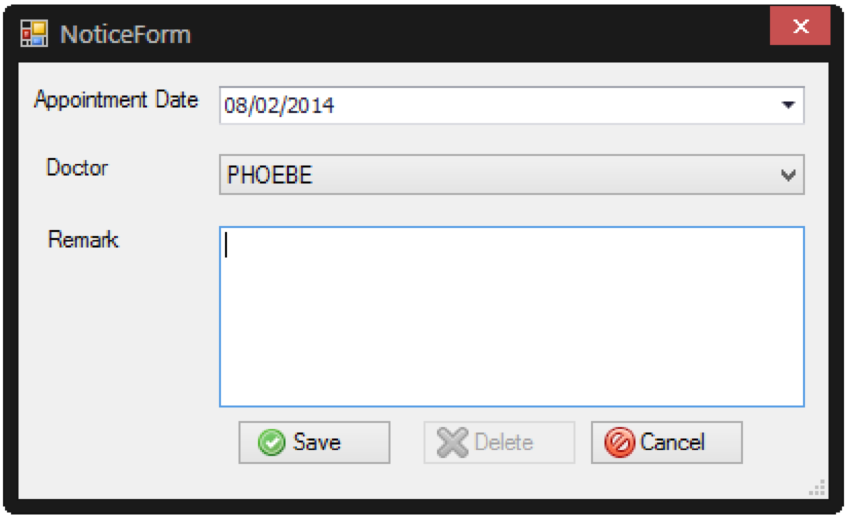




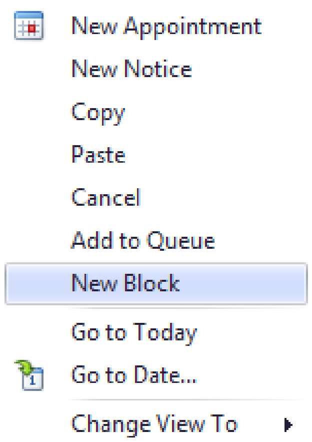
- Input the information as per field provided*
- *When **New/UnRegister Patient** is ticked, the **Patient Name** field is an open text field, whereas if it is unticked, Patient Name will populate from the database*
- Once done, click **OK** button to save or **Cancel** to revert changes
- *User is able to create multiple appointments for different dates*
- To delete, select an appointment from the right panel and click on **Delete.** Upon confirmation to delete, click **OK** to confirm or **Cancel** to revert change
- *On the actual appointment date, user can use this panel to add the patient directly to the queue*



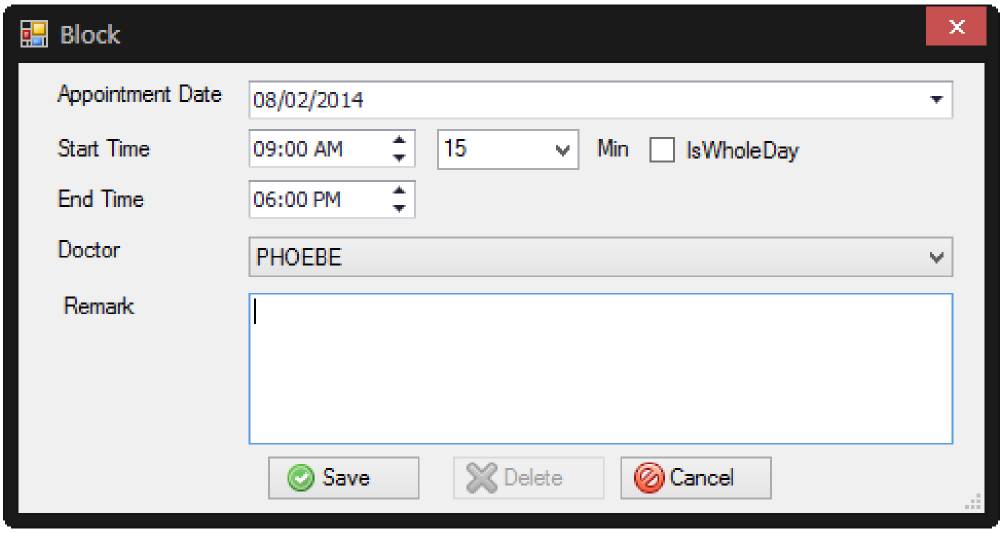
- To add a new Note, select a slot under intended doctor/therapist, right-click and click on **New Note**



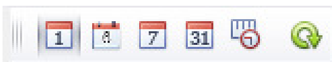
- Input the information as per field provided*
- Once done, click **OK** button to save or **Cancel** to revert changes



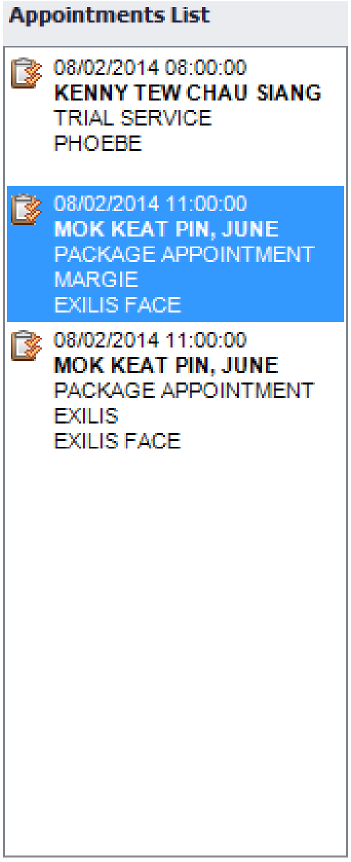
- To add a new Note, select a slot under intended doctor/therapist, right-click and click on **New Block**



- Input the information as per field provided*
- Once done, click **OK** button to save or **Cancel** to revert changes



- Click on the above icon to change the view – *Day, Work Week, Week, Monthly and Timeline*

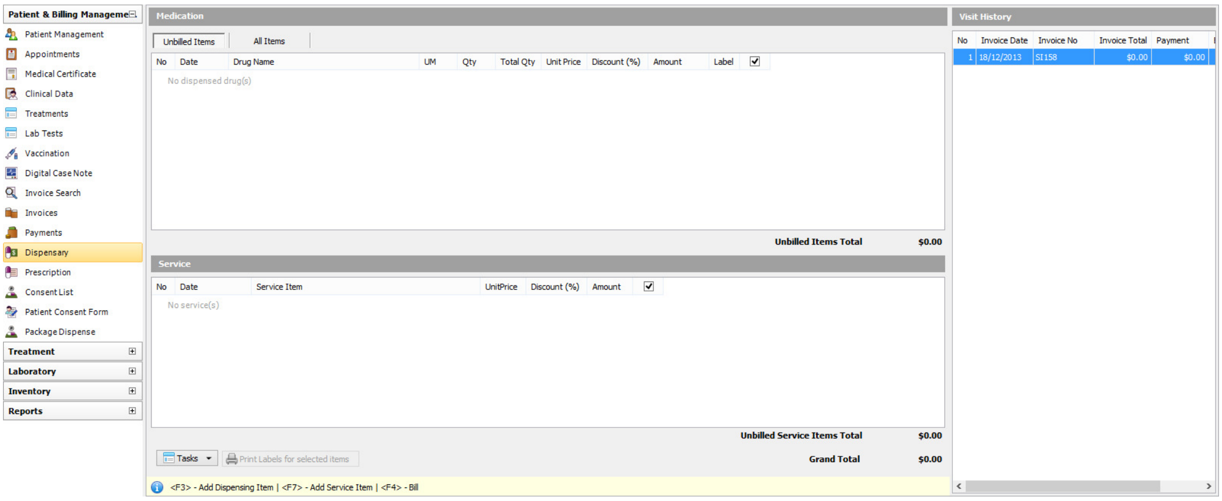


- Appointment List displays the list of appointments for selected date

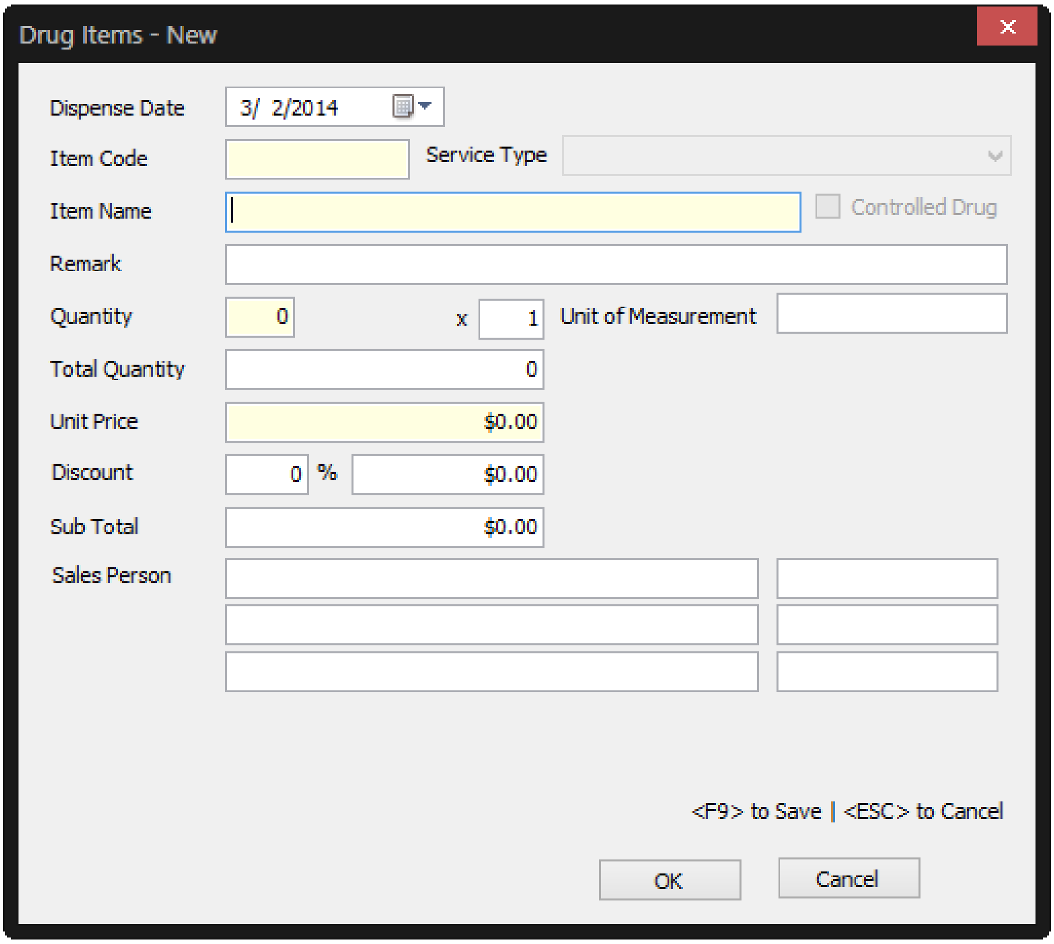
Dispensary

How to create, edit and delete appointments?

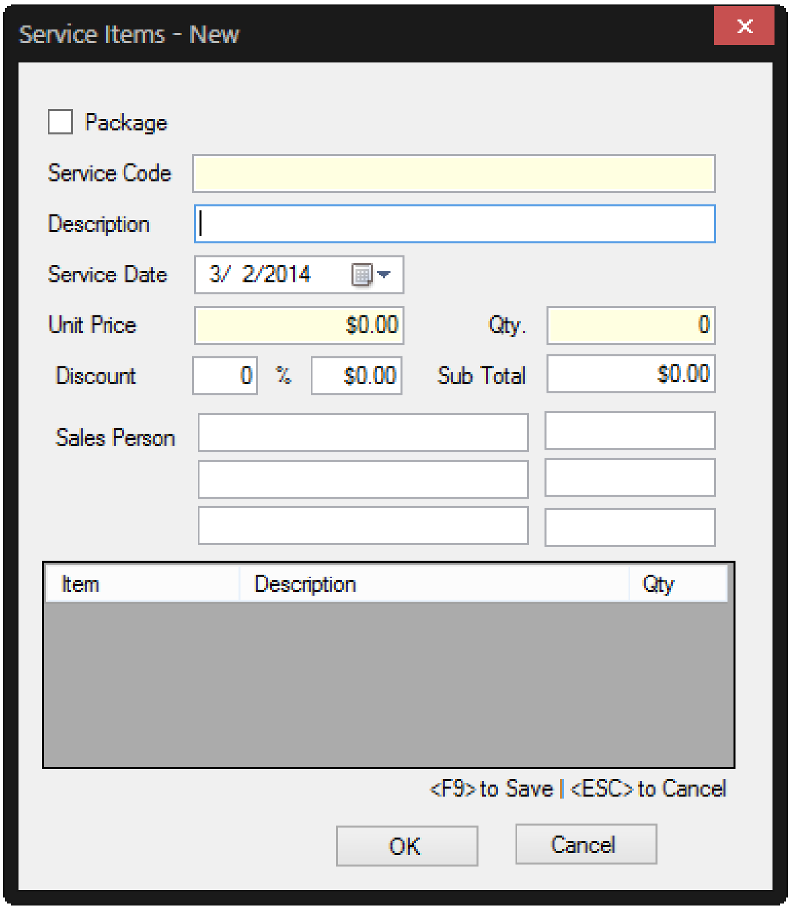
- Authorized user can access the feature by either clicking on the side panel **Patient & Billing Management** >> **Dispensing** or **Taskbar** >> **Dispensary** >> **Drugs Dispensing Home**
- By default, **Dispensary** displays **Visit History** on the right hand column; allowing users to review previous dispensed products/consumables and service items to the patient



- To dispense products/consumables, right-click on the main screen and click on **Add Product**. Alternatively, user can access the panel by clicking on **Tasks** >> **Add Product** or click on **F3**



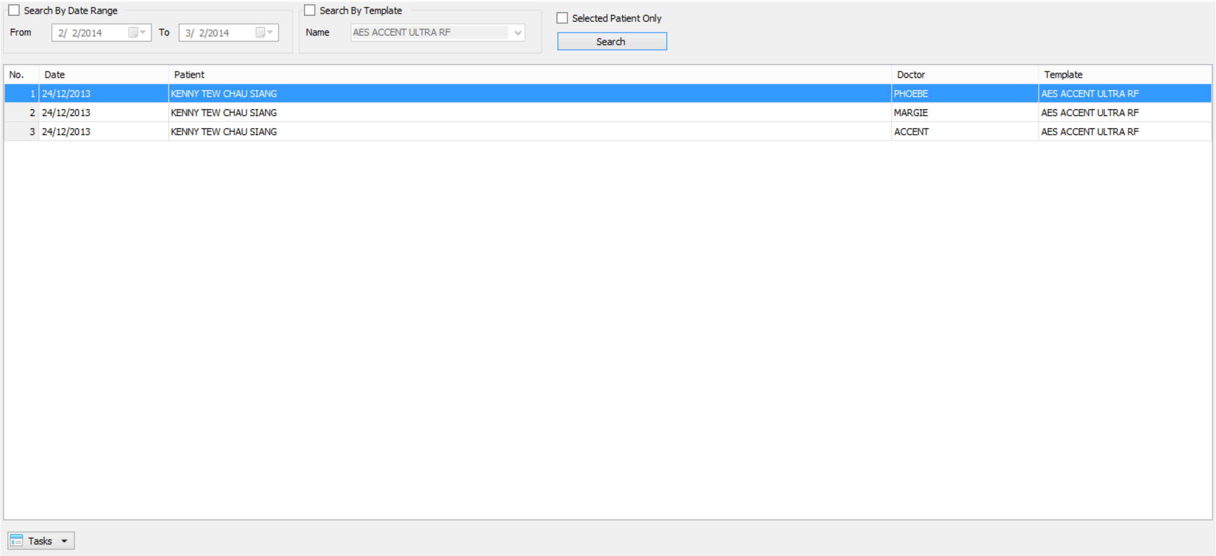
- Enter in the **Item Name** – populated from inventory – and input the information as per field provided*
- Include the sales person (If any) – up to 3 therapists from the doctors/therapists listing.
- Once done, click **OK** button to save or **Cancel** to revert changes
- The same thing can be done for **Service Item**. To dispense service item, right-click on the main screen and click on **Add Service**. Alternatively, user can access the panel by clicking on **Tasks** >> **Add Service** or click on **F7**



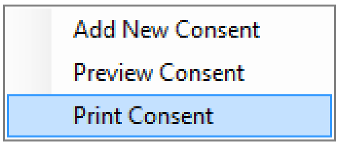
- Once done, user can submit the dispensed products, service or packages to billing. To do so, click on **Task** >> **Bill**

Consent List

How to use Consent List?



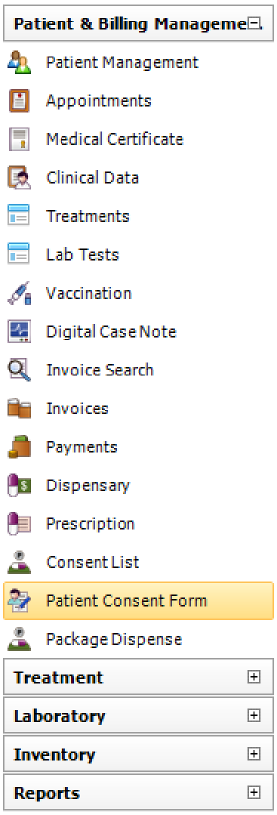
- Authorized user can access the feature by either clicking on the side panel **Patient & Billing Management** >> **Consent List** or **Taskbar** >> **Dispensary** >> **Drugs Dispensing Home**
- *Users are able to do away with paper as Vanda allows users to create and customize consent/indemnity forms for patients to fill up before proceeding with any procedures and also make use of signature pads that allows electronic signature*
- To search by date range, click on **Search by Date Range** and select **From** and **To** from the calendar control
- Users can also opt to search by **Template** or both
- By clicking on **Selected Patient Only**, the listing will only populate consent list related to the patient selected
- Click on **Search** to populate results



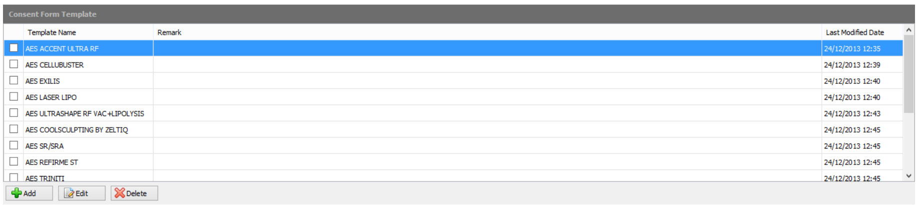
- Click on **Tasks** for more available options related to selected consent list

Patient Consent Form

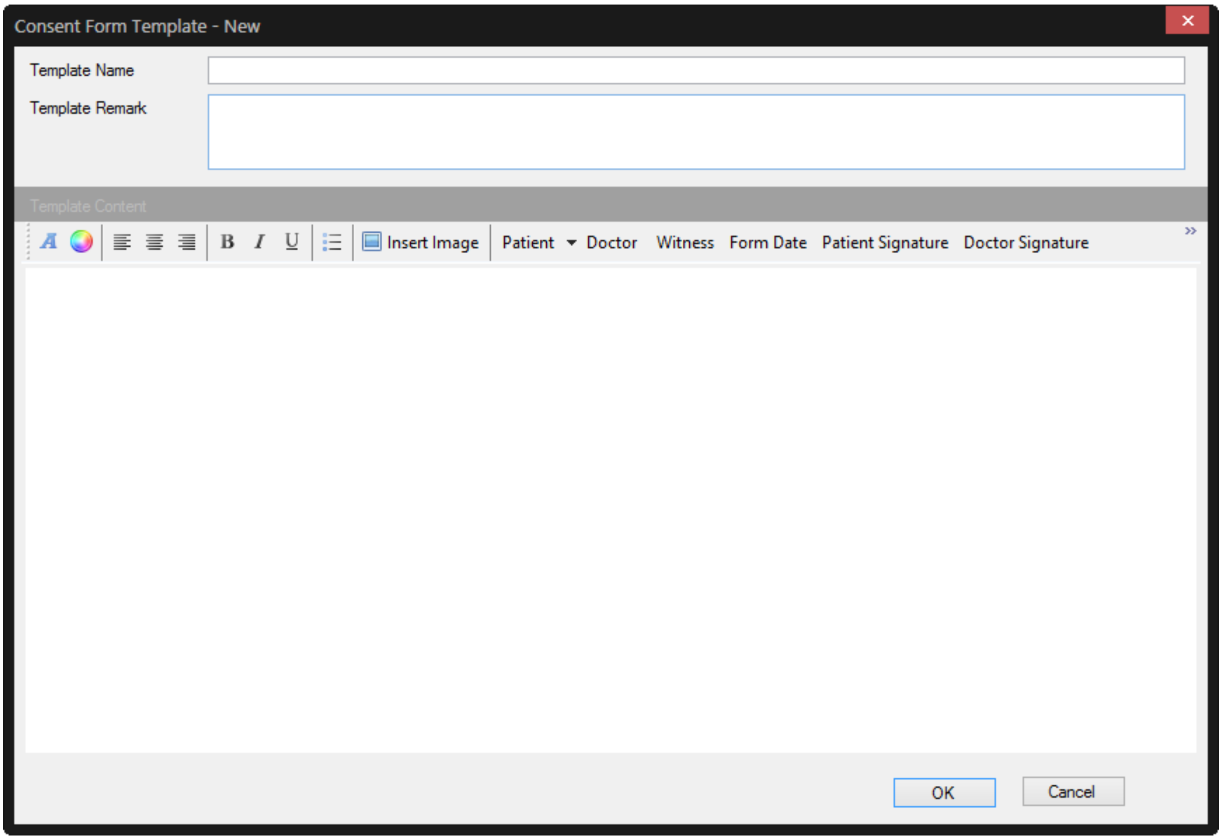
How to use Consent Form?

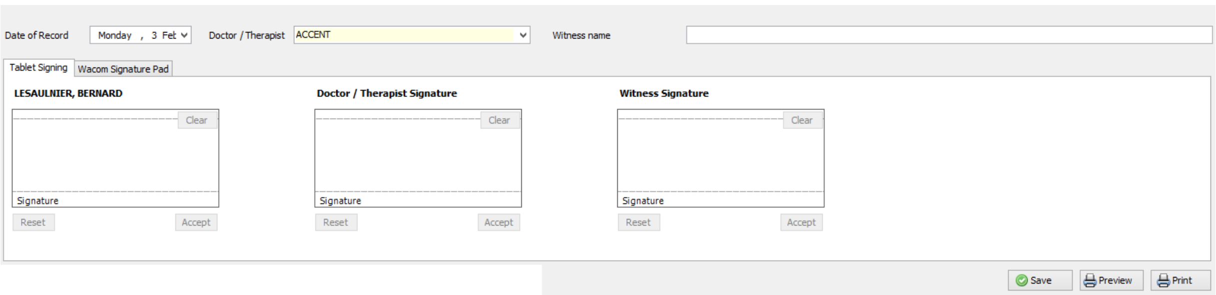


- Authorized user can access the feature by either clicking on the side panel **Patient & Billing Management** >> **Patient Consent Form**
- *Users are able to do away with paper as Vanda allows users to create and customize consent/indemnity forms for patients to fill up before proceeding with any procedures and also make use of signature pads that allows electronic signature*
- *Before utilizing the signature feature, user must either possess a tablet or signature pad that is compatible with Vanda*



- Patient Consent Form allows user to add, edit and delete Consent Form Templates
- Click Add to add new template
- Click Edit to edit existing template
- or Click Delete to delete existing template



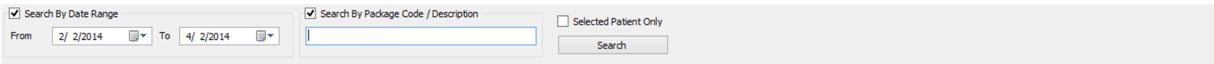


- The signature module has a selection of either **Tablet** or **Wacom Signature Pad**
- When using the tablet signing, the signature appears in blue until the **Accept** button is clicked – which it will be reverted to black upon saving
- Users can then **Reset** or **Clear** the signature if there is a need to recapture signature again
- Once done, user can save the consent form by clicking on Save. Users can also click on **Preview** to see the outlook of the report with signature before clicking on **Print** to print out the form
- The saved form will appear under **Consent List** upon populated

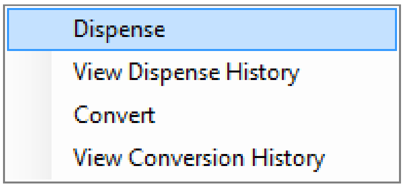
Package Dispense

How to do Package Dispense?

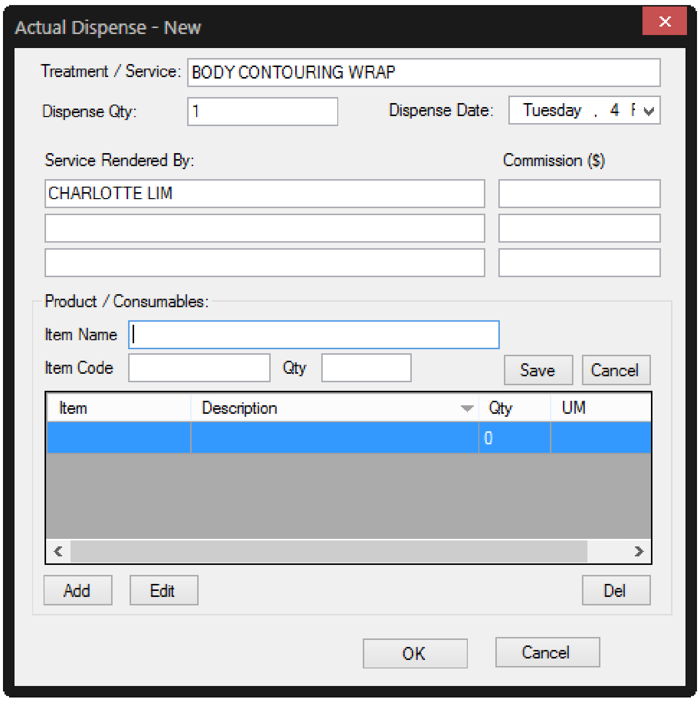
- Authorized user can access the feature by either clicking on the side panel **Patient & Billing Management** >> **Package Dispense**
- *Invoice Search allows user to populate the packages bought by the patients/customers*
- Invoice Search is set to **Search by Date Range** and **Search by Package Code/Description** (*all*) by default with option to search by **Selected Patient Only**



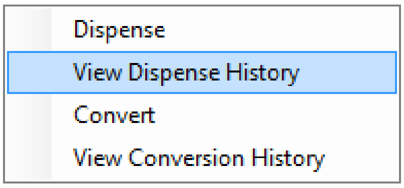
- Click on **Search** to populate search based on selection provided



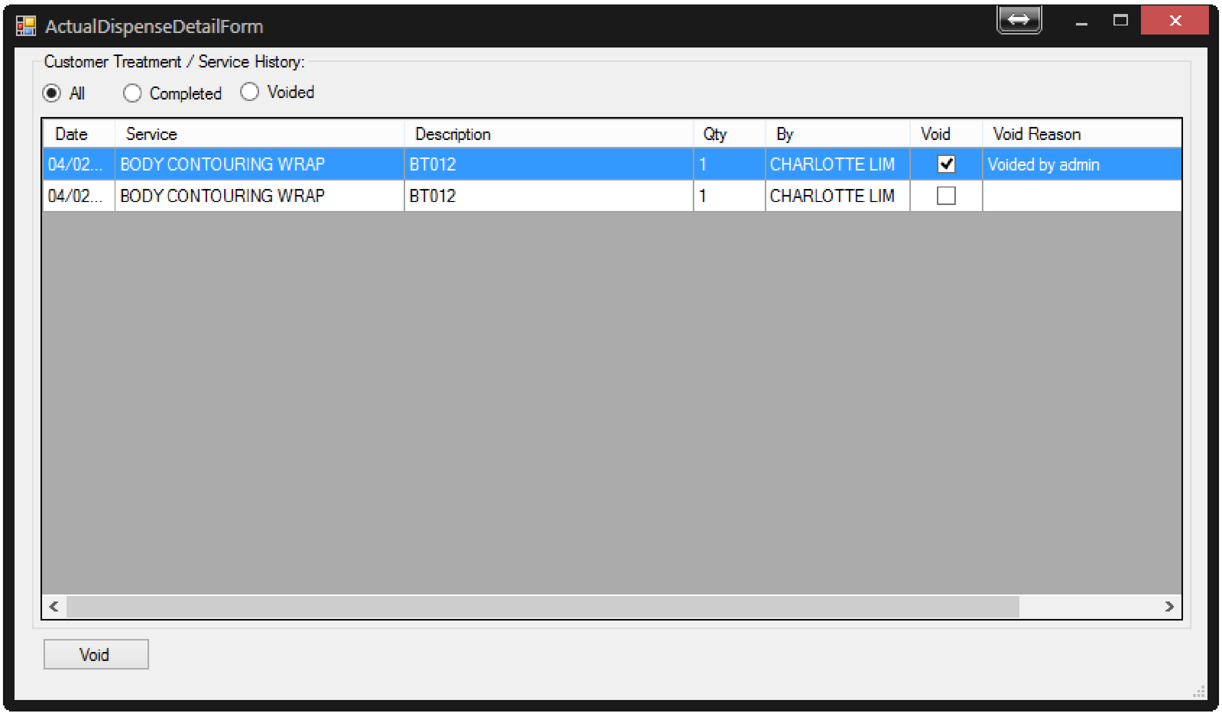
- To dispense a package bought by customer/patient, select the intended package, right-click on click on **Dispense** or **Task** button >> **Dispense**



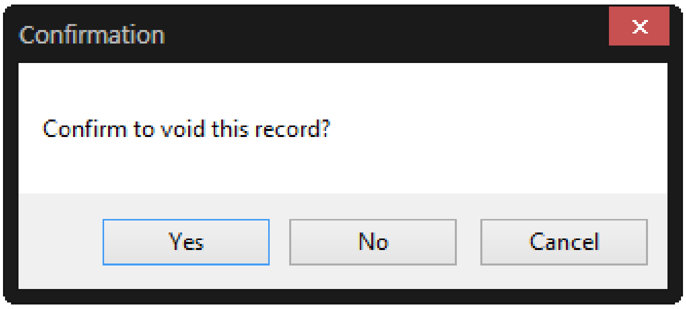
- Input the information as per field provided*
- Once done, click on **OK** to commit or **Cancel** to revert



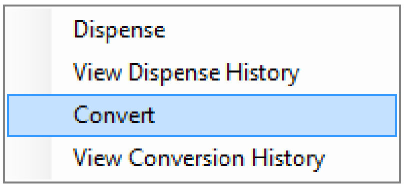
- To view dispense history records, right-click and click on **View Dispense History** or **Task** button >> **View Dispense History**



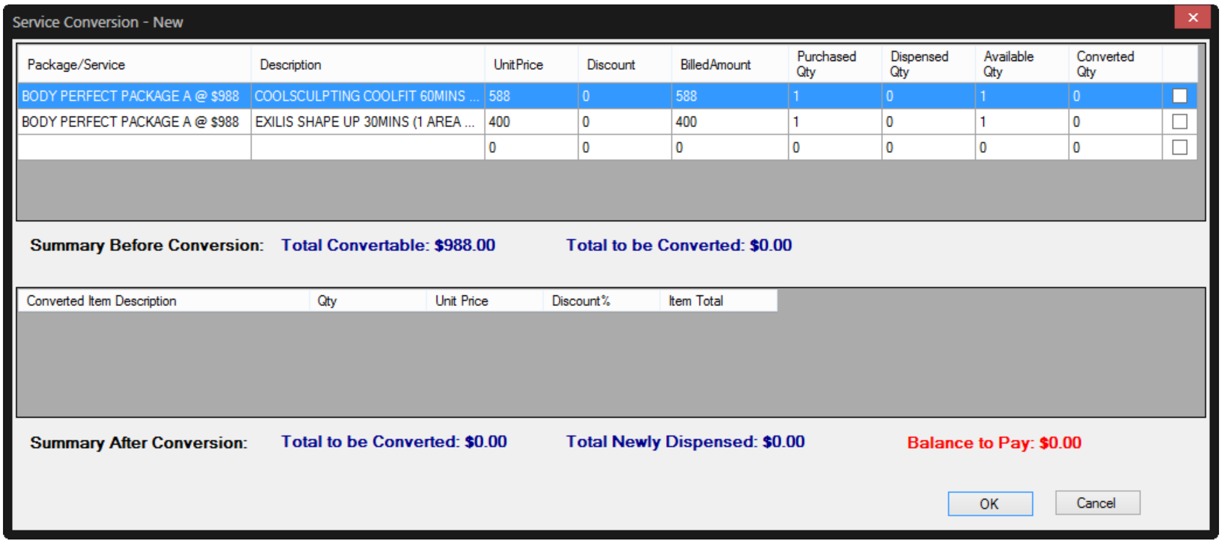
- User can select view **All**, **Completed** or **Voided** by selecting the correct radio buttons
- The **Void** button located at the bottom is to void the previous done package dispense



- Upon confirmation, click on **OK** to commit. Else, **No** or **Cancel** to revert
- To convert services associated with a dispense package, select the intended package, right-click and click on **Convert** or **Task** button >> **Convert**



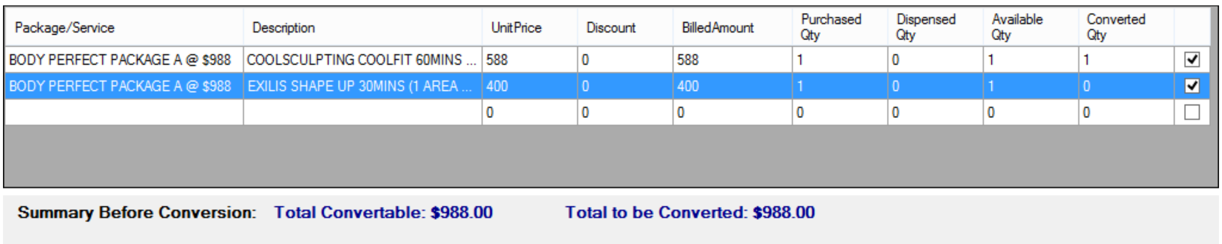
- To convert services associated with a dispense package, select the intended package, right-click and click on **Convert** or **Task** button >> **Convert**



Package/Service	Description	UnitPrice	Discount	BilledAmount	Purchased Qty	Dispensed Qty	Available Qty	Converted Qty	
BODY PERFECT PACKAGE A @ $988	COOLSCULPTING COOLFIT 60MINS ...	588	0	588	1	0	1	0	☐
BODY PERFECT PACKAGE A @ $988	EXILIS SHAPE UP 30MINS (1 AREA ...	400	0	400	1	0	1	0	☐
		0	0	0	0	0	0	0	☐

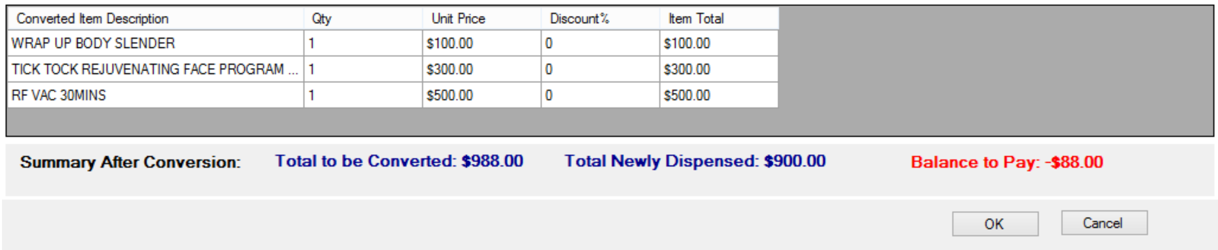
Converted Item Description	Qty	Unit Price	Discount%	Item Total

- The top row is the existing Package/Service Item that the customer/patient has paid for
- To convert, click on the checkbox located at the right end. User can select more than 1 service item/package to be converted
- The **Summary Before Conversion** will display the amount that is available to be converted

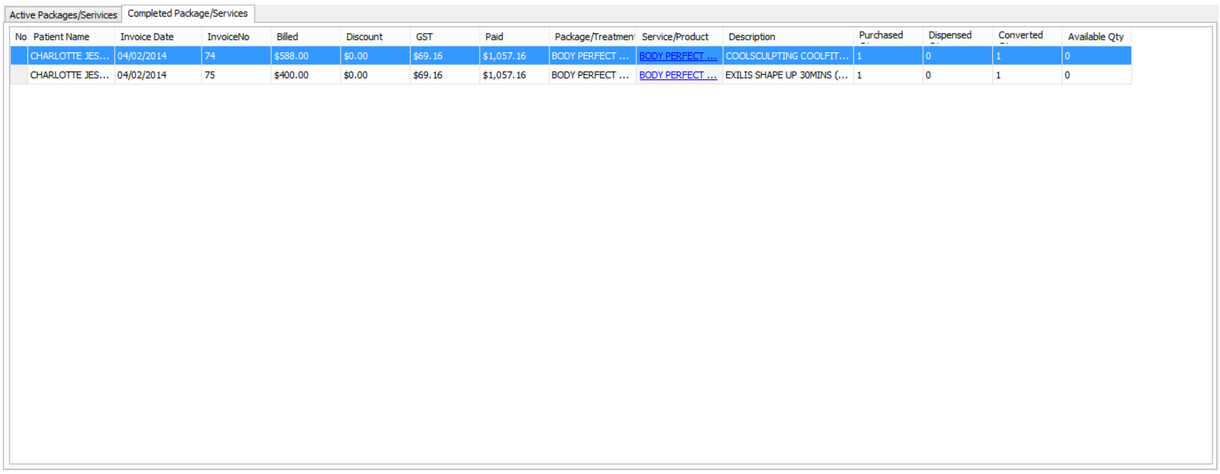


Package/Service	Description	UnitPrice	Discount	BilledAmount	Purchased Qty	Dispensed Qty	Available Qty	Converted Qty	
BODY PERFECT PACKAGE A @ $988	COOLSCULPTING COOLFIT 60MINS ...	588	0	588	1	0	1	1	☑
BODY PERFECT PACKAGE A @ $988	EXILIS SHAPE UP 30MINS (1 AREA ...	400	0	400	1	0	1	0	☑
		0	0	0	0	0	0	0	☐

- Right-click on the bottom row to dispense product/package/service item
- Users can add more than 1 service item/product or packages
- The **Summary After Conversion** will display the amount that is available or indicate if additional top-up is required



- Upon confirmation, click on **OK** to commit. Else, **Cancel** to revert
- To view conversion history records, right-click and click on **View Convert History** or **Task** button >> **View Convert History**



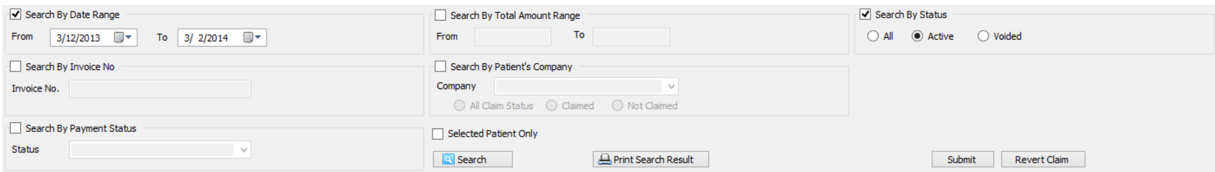
- To view completed package/services, click on the **Completed Packages/Services** tab

Billing and Payment

How to do billing and payment?

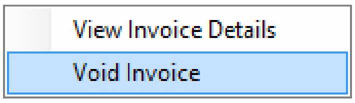
Invoice Search

- Authorized user can access the feature by either clicking on the side panel **Patient & Billing Management** >> **Invoice Search** or taskbar >> **Billing and Payment** >> **Invoice Search**
- *Invoice Search allows user to populate every of the generated invoices*
- Invoice Search is set to **Search by Date Range** and **Search by Status** (*Active*) by default



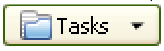
- Click on **Search** to populate search based on selection provided and click on **Print Search Results** to print Invoice Listing Report

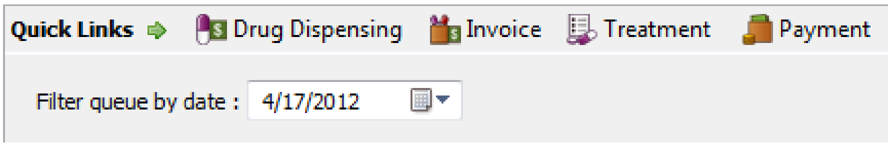
- To void an existing invoice, select the intended invoice, right-click and click on **Void Invoice**



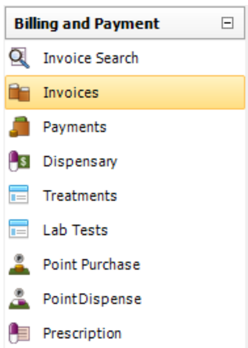
- Upon confirmation, input **Void Reason** e.g. Wrong Entry and click on **OK** to commit. Else, **Cancel** to revert

Invoices

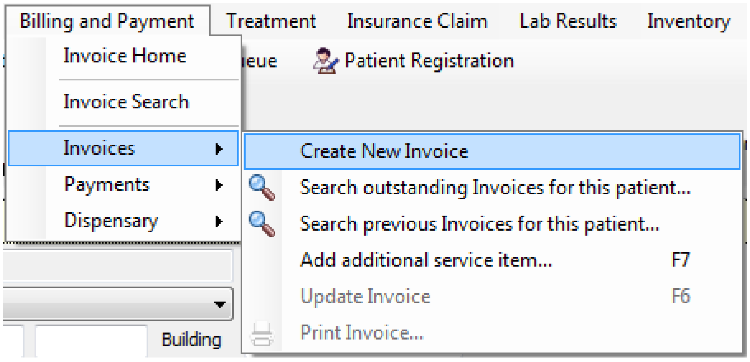
- To access Invoice, do one of the following:
  - On the **Patient Queue**, click **Invoice**
  - Click Task  , Select **Create New Invoice**
  - Right-click **Invoice Editor** and click on **Create New Invoice**

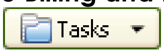


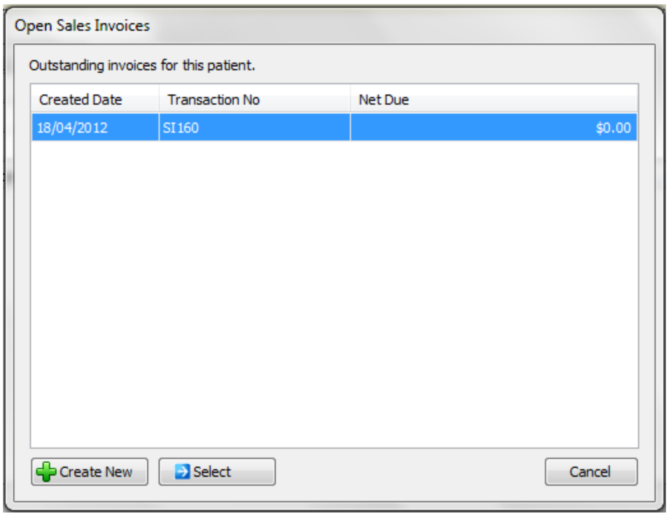
  - Select **Billing and Payment** Pane and click on **Invoice**
  - Click Task  , Select **Create New Invoice**
  - Right-click **Invoice Editor** and click on **Create New Invoice**

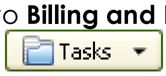


  - On the **menu bar**, click **Billing and Payment** >> **Invoices** >> **Create New Invoice**



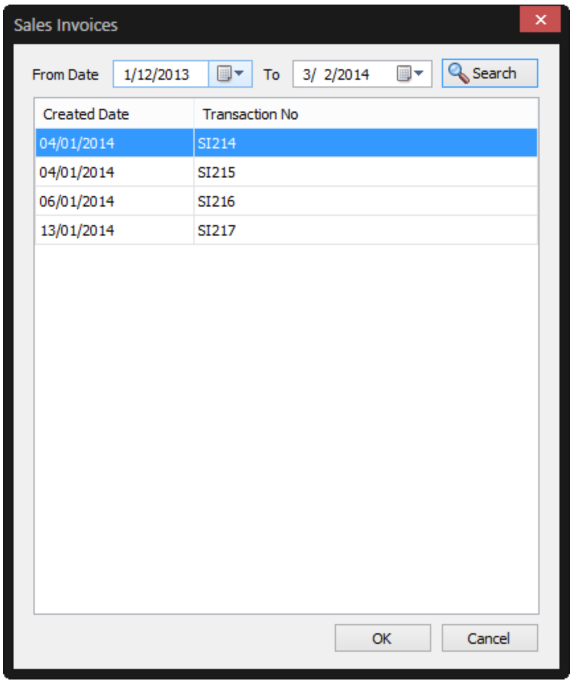
- To search for outstanding invoices, do one of the following:
  - Select **Patient** from queue
  - Proceed to **Billing and Payments** >> **Invoice**
  - Click Task  and select **Search Outstanding Invoices for this Patient**
  - Right-click on the Invoice editor and select **Search Outstanding Invoices for this patient**
  - On the menu bar, click **Billing and Payment** >> **Invoices** >> **Search Outstanding Invoices for this Patient**
  -
- To Bill using the outstanding invoice, simply
  - Select outstanding invoice
  - Click Select
  - else, click on Create New to create new invoice

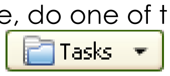


- To search for outstanding invoices, do one of the following:
  - Select **Patient** from queue
  - Proceed to **Billing and Payments** >> **Invoice**
  - Click Task  and select **Search Previous Invoices for this Patient**
  - Right-click on the Invoice editor and select **Search Previous Invoices for this patient**

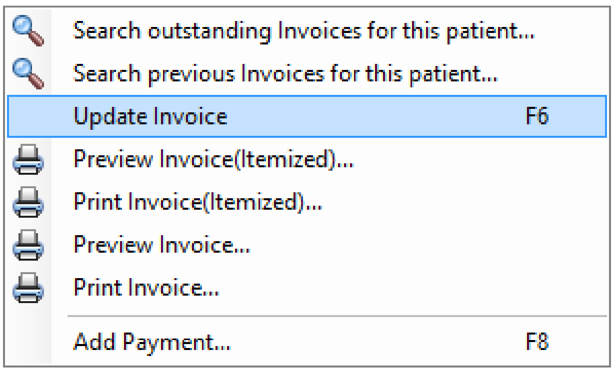
- On the **menu bar,** click **Billing and Payment** >> **Invoices** >> **Search Previous Invoices for this Patient**

- Select **Date Range** and click on **Search** Button
- To open a previous invoice, select the invoice and hit **OK**
- Click **Cancel** to exit from the editor

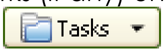


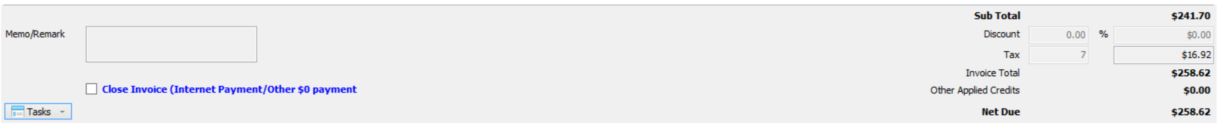
- To update invoice, do one of the following:
    - Click Task 

 and select **Update Invoice**
    - Right-click on the **Invoice editor** and select **Update Invoice**
    - On the **menu bar**, click **Billing and Payment** >> **Invoices** >> **Update Invoice**
    - Press **Hotkey F6**



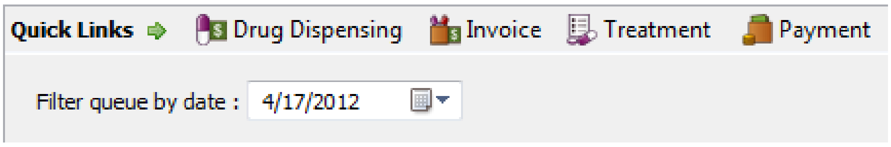
- To proceed to payment, do the following:
    - Click on **Close Invoice** if there's no payment needed from patient
    - Else, fill in the **Discount Price** (if any)
    - Tax is predefined in **Master Data**

- Input any remarks (if any) under **Memo/Remarks**
- Next, click Task  and select **Add Payment**
- or right-click on the **Invoice editor** and select **Add Payment**
- or Press **Hotkey F8**
- Click on **OK** to continue with delete or **Cancel** to exit

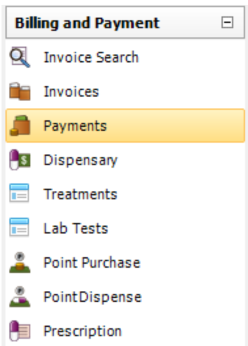


Payments

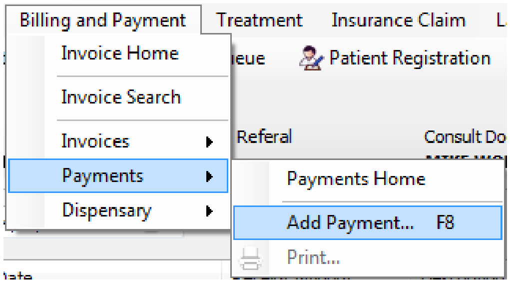
- To access Payment, do one of the following:
  - On the **Patient Queue**, click **Payment**
  - Click Task , Select **Add Payment**
  - Right-click **Invoice Editor** and click on **Add Payment**



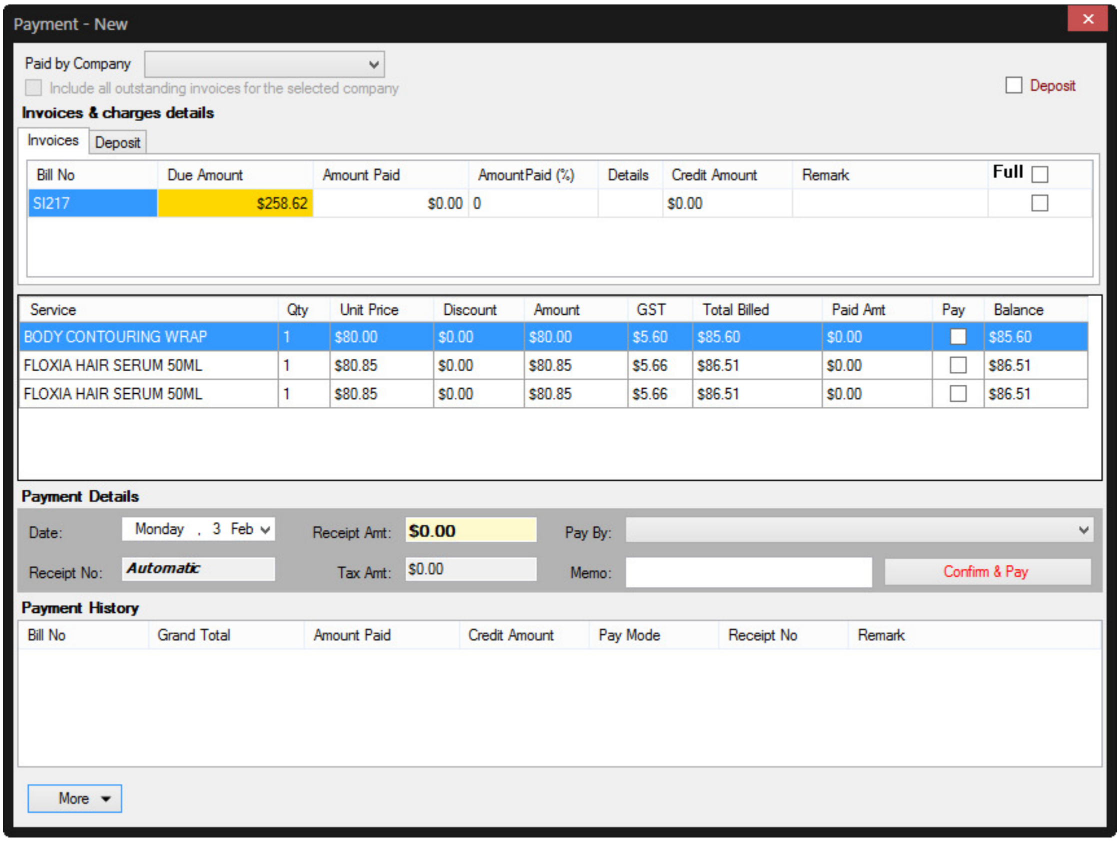
  - Select **Billing and Payment** Pane and click on **Payments**
  - Click Task , Select **Add Payment**
  - Right-click **Invoice Editor** and click on **Add Payment**



  - On the **menu bar**, click **Billing and Payment** >> **Payments** >> **Add Payment**



- Press **Hotkey F8**

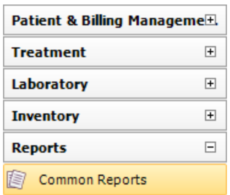


- Once the **Payment Editor** has appeared, fill in the necessary details
- Select **Pay By**. This can be added via **Payment Method** via **Master Data**
- Tick on the checkbox under **Full** if a full payment is done, else type in the amount under **Amount Paid** if it's partial payment
- Type in **Memo** (if any) and Click **OK** to proceed, **Cancel** to cancel
- Alternatively, user can also do **deposit** for patient or do company billing by selecting a company from **Paid By Company**

Reports

Common Reports

How to access reports?



- Authorized user can access the feature by either clicking on **Reports** >> **Common Reports** from the side panel or Click **Common Reports** >> **Reports Home** on the taskbar
- Select report
- To Preview, use one of the following methods:
- Click on the intended report
- Select Report. Click **Common Reports** on Menu bar. Click **Preview Report**
- To print Report, use one of the following methods:
- Click the **Print** button  from Preview window
- Select Report. Click **Common Reports** on Menu bar. Click **Print Report**

Note: Vanda supports exporting of reports to **PDF**, **Microsoft Word** and **Microsoft Excel format**. Report examples can be found here.