

Magicsoft Asia Systems Pte Ltd

Aesthetics Module

Vanda Clinic Management Systems

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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?

Clinic Company - Edit

Company Name: VANDA AESTHETICS

Registration No.: 199103693K

Tax Reg No.: 199103693K

Address: 21 Bukit Batok Crescent #09-84 Wcega Tower

Country: Singapore

Postal: 658065

Phone: +65 6515 7087

Fax: +65 6515 7086

Website: <http://www.magicsoft-asia.com>

Email: support@magicsoft-asia.com

Branch: VANDA AESTHETICS

Terms & Conditions:

TERMS & CONDITIONS OF SALES

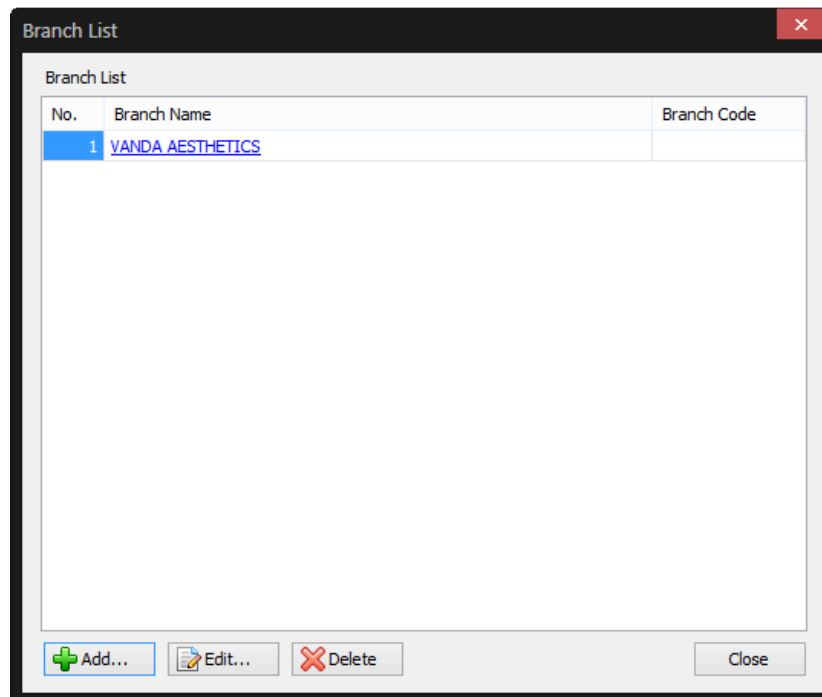
1. Products & Services purchased are non-exchangeable, non-transferable and non-refundable.
2. Individual treatments purchased have to be utilised within 6 months from date of purchase.
3. All Treatment series purchased have to be utilised 12 months from date of purchase.
4. The centre reserves the right to amend these terms without further notification.

OK **Cancel**

- 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

The 'Branch - Edit' window contains the following fields and settings:

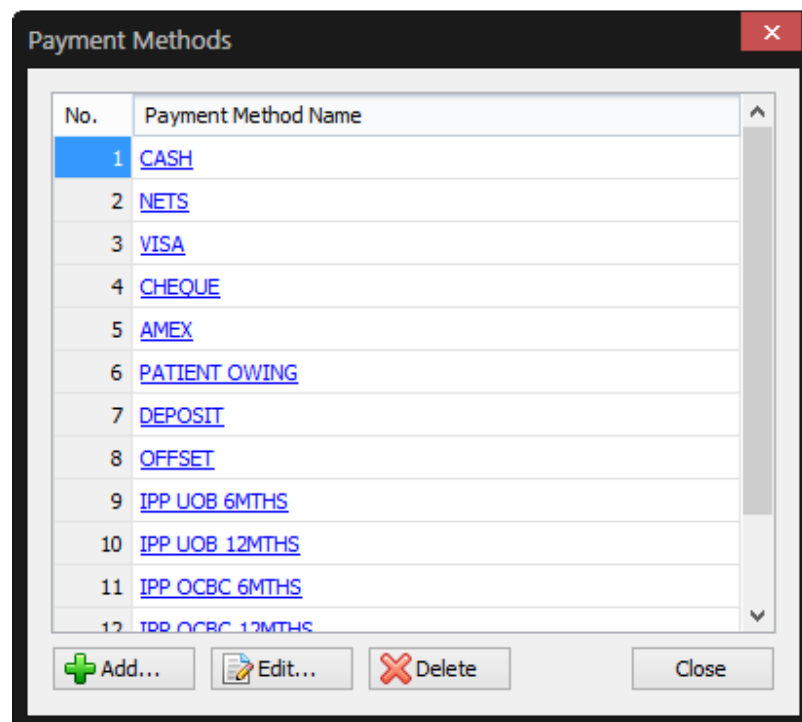
- Branch Name: VANDA AESTHETICS
- Telephone: 6515 7087
- Fax: 6515 7086
- Address: 21 Bukit Batok Crescent #09-84 Wcega Tower
- Postal: 658065
- Country: Singapore
- Emergency Telephone:
- Open Hour: 9:00 AM
- Close Hour: 6:00 PM
- Close Day: SUNDAYS & PUBLIC HOLIDAYS
- Tax Rate: 7
- ☐ Claim through MCO
- Expired Drug Reminder: 3 Month
- Appointment Setting:
 - Start Hour: 9 (HH.mm)
 - End Hour: 18 (HH.mm)
 - Interval: 15

At the bottom, there are 'OK' and 'Cancel' buttons.

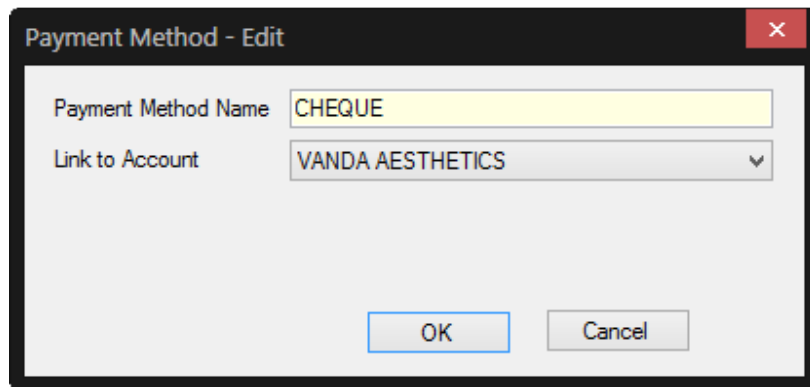
- Input the information as per field provided*
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit a branch, do the following:
 - Select the intended branch
 - Click on **Edit**
 - Make the necessary amendments
 - Click **OK** to commit or **Cancel** to revert changes
-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

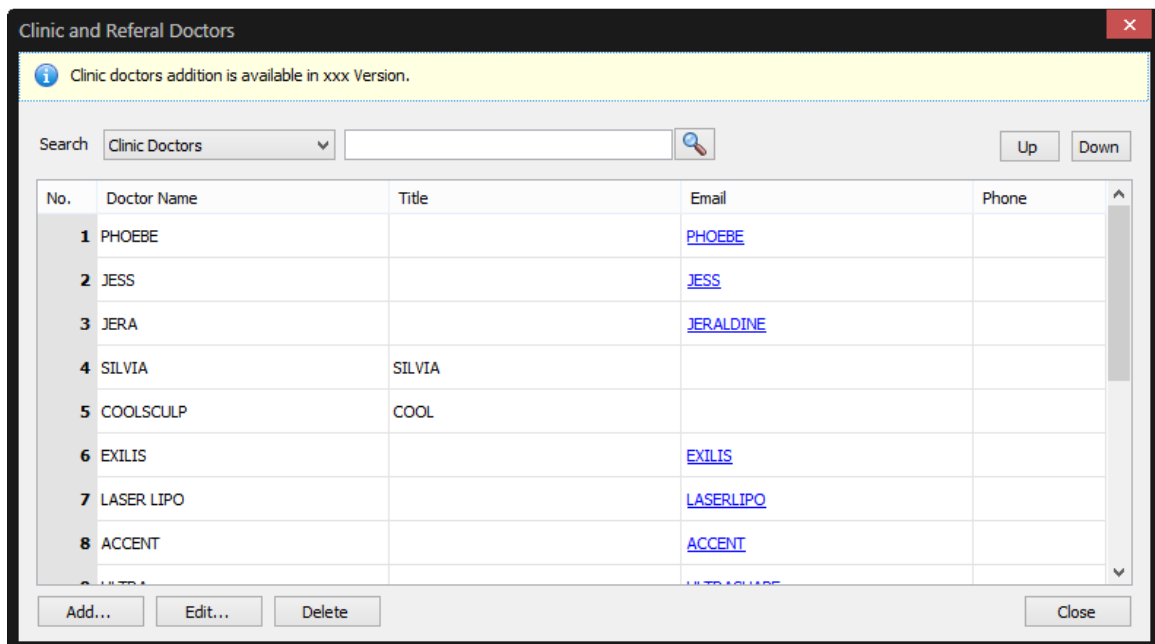


A dialog box titled "Payment Method - Edit" with a red close button in the top right corner. It contains two input fields: "Payment Method Name" with the text "CHEQUE" and "Link to Account" with a dropdown menu showing "VANDA AESTHETICS". At the bottom are "OK" and "Cancel" buttons.

- 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?



A window titled "Clinic and Referral Doctors" with a red close button in the top right corner. It features a yellow banner at the top stating "Clinic doctors addition is available in xxx Version." Below the banner is a search bar with a dropdown menu set to "Clinic Doctors" and a search icon. To the right of the search bar are "Up" and "Down" buttons. The main area contains a table with the following data:

No.	Doctor Name	Title	Email	Phone
1	PHOEBE		PHOEBE	
2	JESS		JESS	
3	JERA		JERALDINE	
4	SILVIA	SILVIA		
5	COOLSCULP	COOL		
6	EXILIS		EXILIS	
7	LASER LIPO		LASERLIPO	
8	ACCENT		ACCENT	

At the bottom of the window are buttons for "Add...", "Edit...", "Delete", and "Close".

- 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

The screenshot shows a software window titled "Clinic Doctor - ReadOnly". At the top, there is a navigation bar with "4 of 17" and navigation icons. The main area contains a form with the following fields:

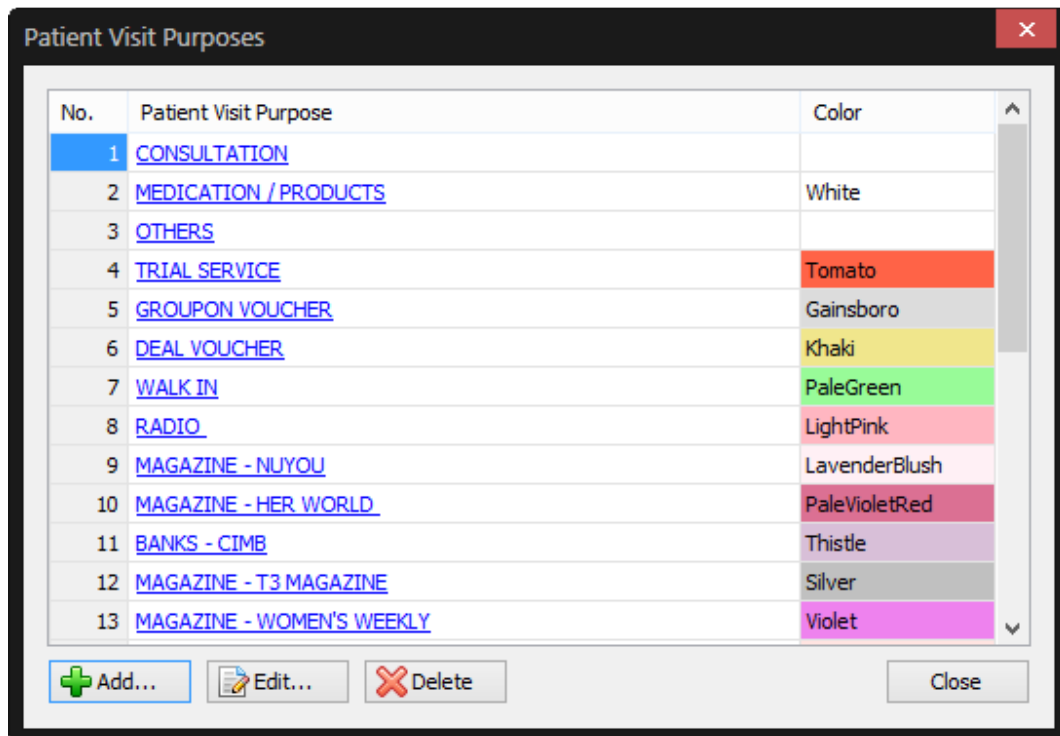
- Doctor Name:** A text box containing "SILVIA".
- Title:** A text box containing "SILVIA".
- Birth Date:** A date picker showing "19/10/2013".
- Gender:** A dropdown menu.
- Email:** An empty text box.
- Phone:** An empty text box.
- Link to Account:** A dropdown menu showing "VANDA AESTHETICS".
- Branch:** A dropdown menu showing "VANDA AESTHETICS".

On the right side of the form, there are five buttons: "New" (with a plus icon), "Save" (with a floppy disk icon), "Edit" (with a pencil icon), "Cancel" (with a left arrow icon), and "More" (with a dropdown arrow).

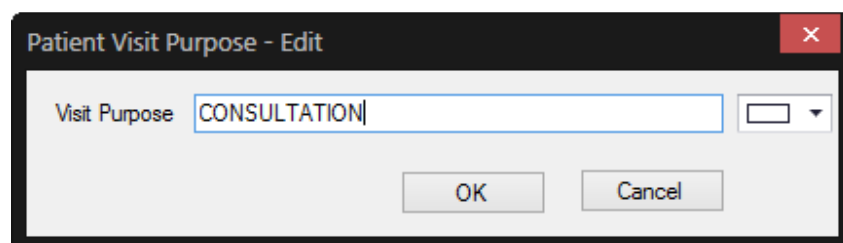
- Input the information as per field provided*
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit a doctor/therapist, do the following:
 - Select the intended doctor/therapist
 - Click on **Edit**
 - Make the necessary amendments
 - Click **OK** to commit or **Cancel**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

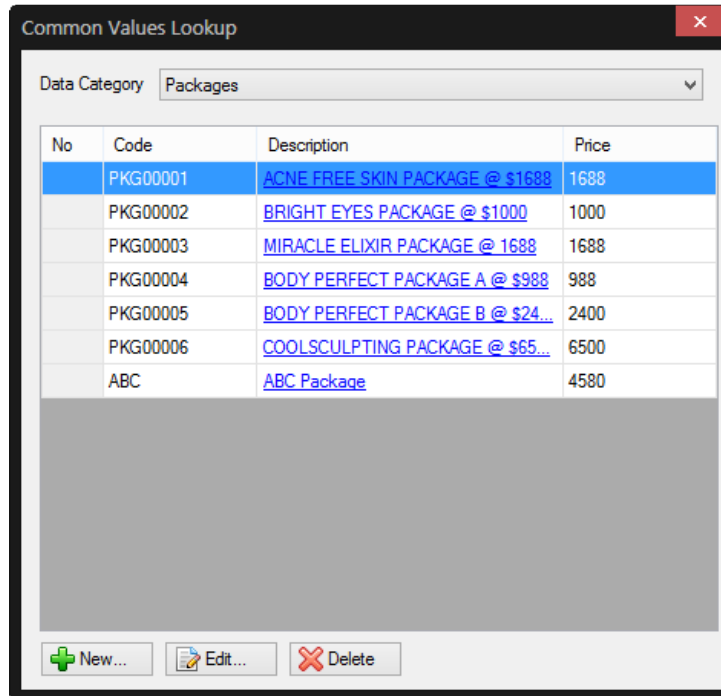


- Input the information as per field provided*
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit a visit purpose, do the following:
 - Select the intended visit purpose
 - Click on **Edit**
 - Make the necessary amendments
 - Click **OK** to commit or **Cancel** to revert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

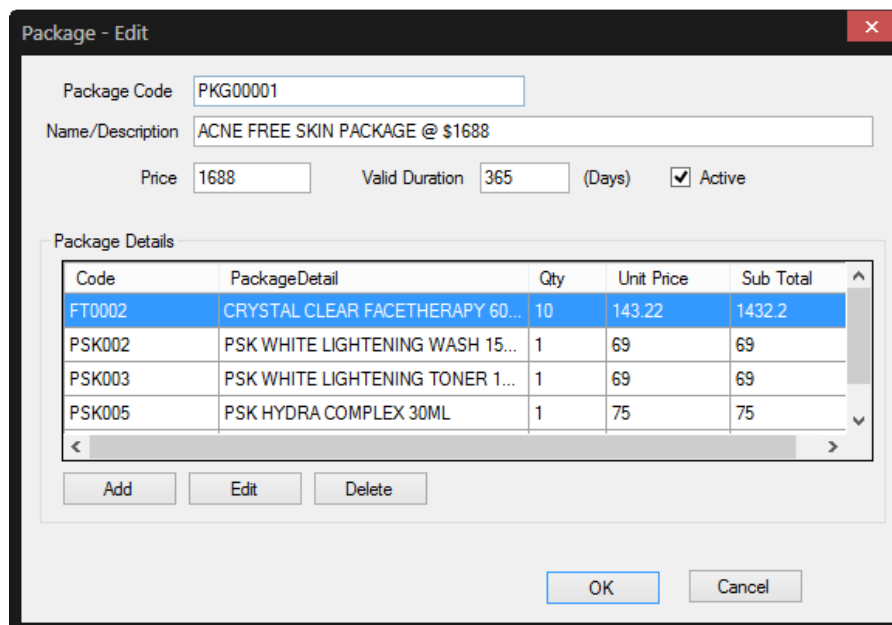
Packages



The 'Common Values Lookup' dialog box displays a table of packages. The 'Data Category' is set to 'Packages'. The table has four columns: No, Code, Description, and Price. The first six rows are highlighted in blue. Below the table are three buttons: '+ New...', 'Edit...', and 'Delete'.

No	Code	Description	Price
	PKG00001	ACNE FREE SKIN PACKAGE @ \$1688	1688
	PKG00002	BRIGHT EYES PACKAGE @ \$1000	1000
	PKG00003	MIRACLE ELIXIR PACKAGE @ 1688	1688
	PKG00004	BODY PERFECT PACKAGE A @ \$988	988
	PKG00005	BODY PERFECT PACKAGE B @ \$24...	2400
	PKG00006	COOLSCULPTING PACKAGE @ \$65...	6500
	ABC	ABC Package	4580

- 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



The 'Package - Edit' dialog box shows the details for package PKG00001. It includes fields for Package Code, Name/Description, Price, Valid Duration, and a checkbox for Active. Below these is a 'Package Details' table with columns for Code, PackageDetail, Qty, Unit Price, and Sub Total. At the bottom are buttons for Add, Edit, Delete, OK, and Cancel.

Code	PackageDetail	Qty	Unit Price	Sub Total
FT0002	CRYSTAL CLEAR FACETHERAPY 60...	10	143.22	1432.2
PSK002	PSK WHITE LIGHTENING WASH 15...	1	69	69
PSK003	PSK WHITE LIGHTENING TONER 1...	1	69	69
PSK005	PSK HYDRA COMPLEX 30ML	1	75	75

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

Package Details - Edit

Select Product or Service

☒ Service ☐ Product

Code: FT0002

Description: CRYSTAL CLEAR FACETHERAPY 60MINS

Qty: 10

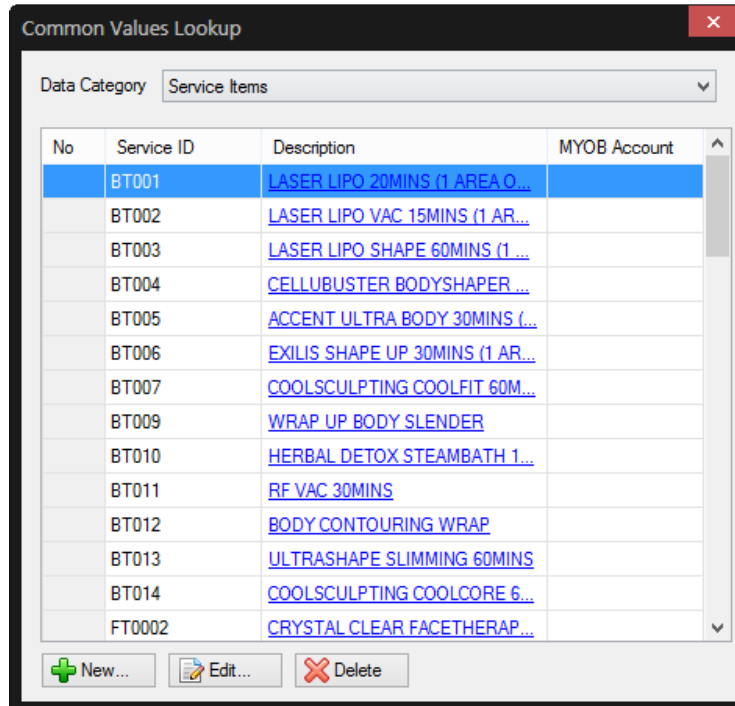
Unit Price: 143.22

Subtotal: 1432.2

OK Cancel

- 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



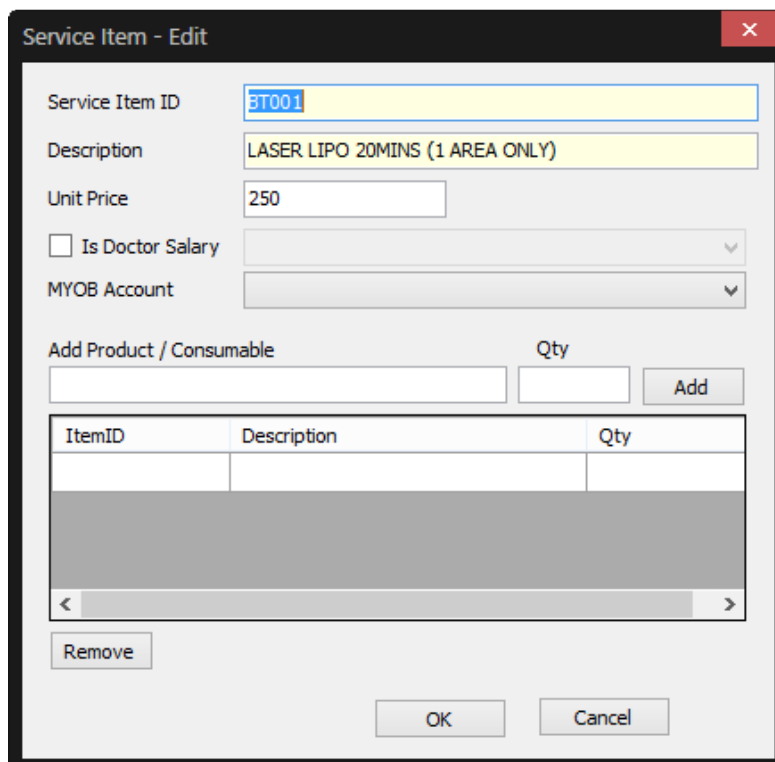
Common Values Lookup

Data Category: Service Items

No	Service ID	Description	MYOB Account
	BT001	LASER LIPO 20MINS (1 AREA O...	
	BT002	LASER LIPO VAC 15MINS (1 AR...	
	BT003	LASER LIPO SHAPE 60MINS (1 ...	
	BT004	CELLUBUSTER BODYSHAPER ...	
	BT005	ACCENT ULTRA BODY 30MINS (...)	
	BT006	EXILIS SHAPE UP 30MINS (1 AR...	
	BT007	COOLSCULPTING COOLFIT 60M...	
	BT009	WRAP UP BODY SLENDER	
	BT010	HERBAL DETOX STEAMBATH 1...	
	BT011	RF VAC 30MINS	
	BT012	BODY CONTOURING WRAP	
	BT013	ULTRASHAPE SLIMMING 60MINS	
	BT014	COOLSCULPTING COOLCORE 6...	
	FT0002	CRYSTAL CLEAR FACETHERAP...	

+ New... Edit... Delete

- 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



Service Item - Edit

Service Item ID: BT001

Description: LASER LIPO 20MINS (1 AREA ONLY)

Unit Price: 250

☐ Is Doctor Salary

MYOB Account:

Add Product / Consumable

ItemID	Description	Qty

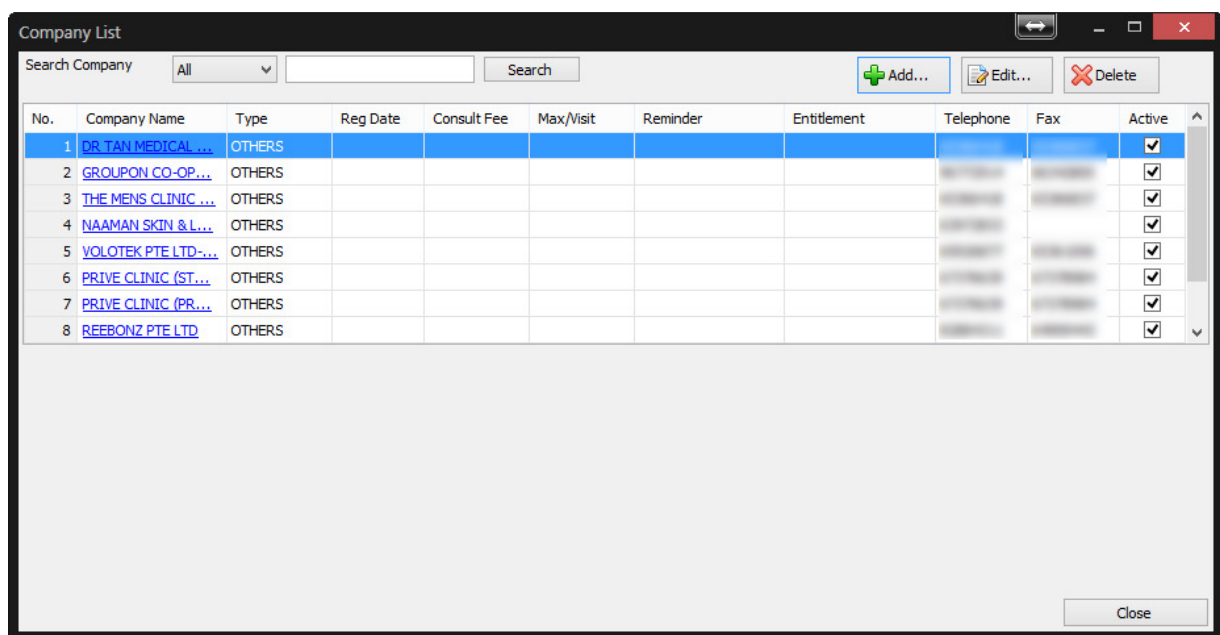
Remove

OK Cancel

- 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?



No.	Company Name	Type	Reg Date	Consult Fee	Max/Visit	Reminder	Entitlement	Telephone	Fax	Active
1	DR TAN MEDICAL ...	OTHERS								<input checked="" type="checkbox"/>
2	GROUPON CO-OP...	OTHERS								<input checked="" type="checkbox"/>
3	THE MENS CLINIC ...	OTHERS								<input checked="" type="checkbox"/>
4	NAAMAN SKIN & L...	OTHERS								<input checked="" type="checkbox"/>
5	VOLOTEK PTE LTD...	OTHERS								<input checked="" type="checkbox"/>
6	PRIVE CLINIC (ST...	OTHERS								<input checked="" type="checkbox"/>
7	PRIVE CLINIC (PR...	OTHERS								<input checked="" type="checkbox"/>
8	REEBONZ PTE LTD	OTHERS								<input checked="" type="checkbox"/>

- 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

Company Information - Edit

Company Name: DR TAN MEDICAL CENTRE

Company Code: DR TAN ☒ Active

Company Type: Others

Address: #05-07, SINGAPORE 048616, 1 RAFFLES PLACE

Postal Code: Country:

Telephone: 65366418 Fax: 65366837

Email: Website:

Reg Date: 3/ 2/2014 ☐ Terminated On: 1/ 1/1900 ☐

Remark: STELLA KOH

Claim Info

Consultation Fees: Max Per Visit:

Registration Reminder: Entitlement:

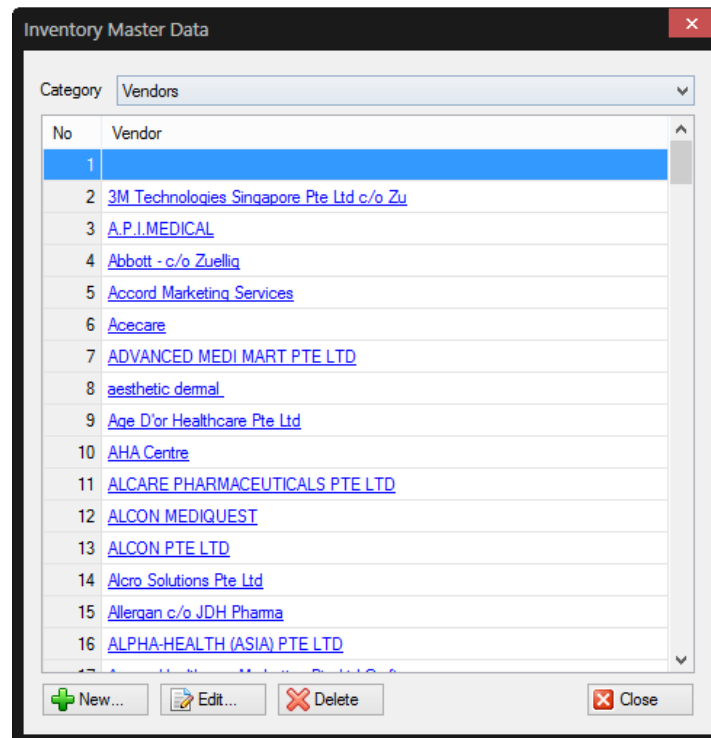
More OK Cancel

- 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

The 'Vendor - Edit' window contains the following fields:

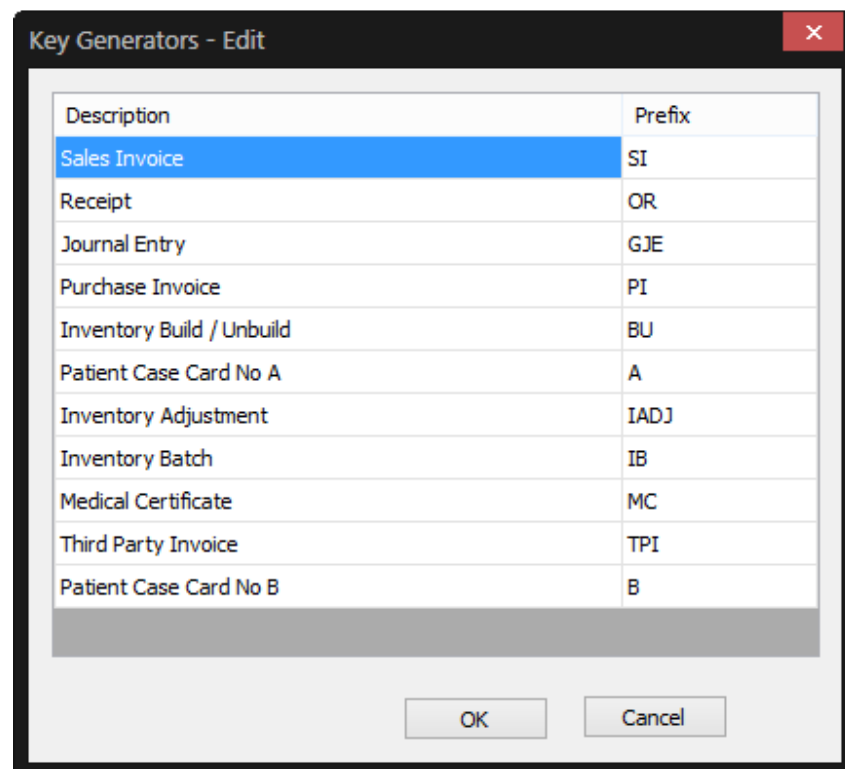
- Account No: 3M
- Vendor Name: 3M Technologies Singapore Pte Ltd c/o Zu
- Sales Rep:
- Mobile:
- Phone: 64508822
- Email:
- Fax: 64552130
- Website:
- Adress 1: 9 Tagore Lane
- Adress 2:
- Postal:
- Country:
- Remark: N

At the bottom, there are buttons for 'More', 'OK', and 'Cancel'.

- 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

The 'Default Values' dialog box shows a dropdown menu for 'Default Type' set to 'Appointment Interval'. Below it is a table with 14 rows, each containing a number and a corresponding interval value in minutes. At the bottom, there are buttons for '+New...', 'Edit...', 'Delete', and 'Close'.

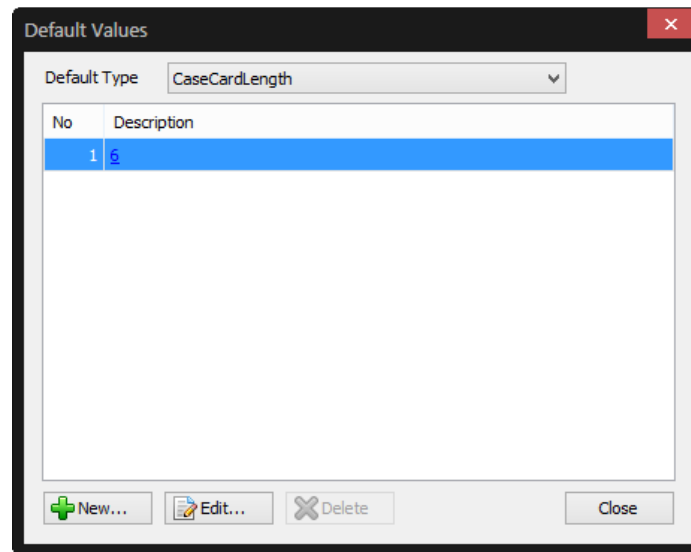
No	Description
5	75
6	90
7	105
8	120
9	135
10	150
11	165
12	195
13	210
14	180

- *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

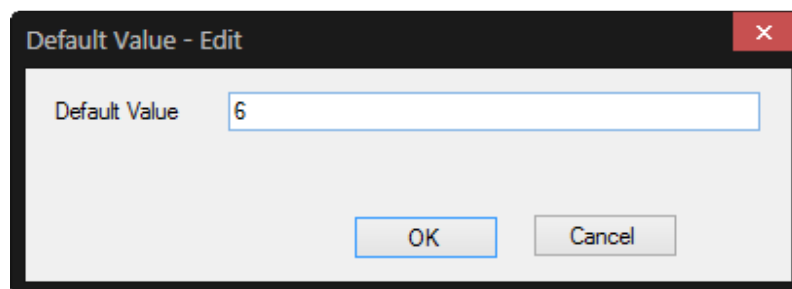
The 'Default Value - Edit' dialog box shows a text input field labeled 'Default Value' with the number '15' entered. At the bottom, there are 'OK' and 'Cancel' buttons.

- 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

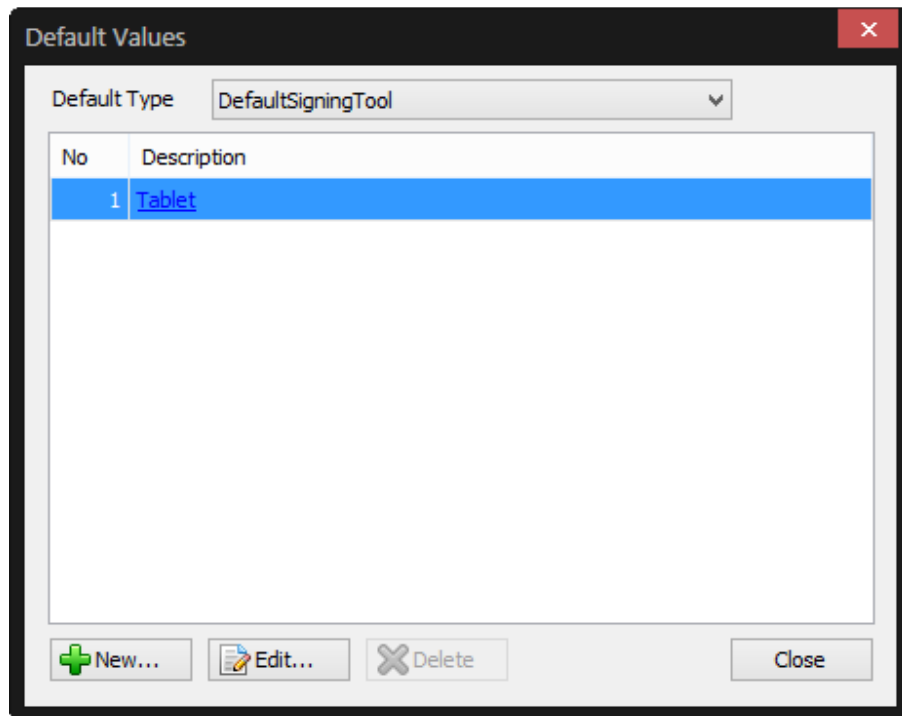


- The case card length is used to set the amount of characters to be used for case card e.g. if 6 is selected, it will show as CC000006
- Authorized user with admin credentials can access the panel by clicking on **File >> Master Data >> Others >> Case Card Length**
- To add a new service item, click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

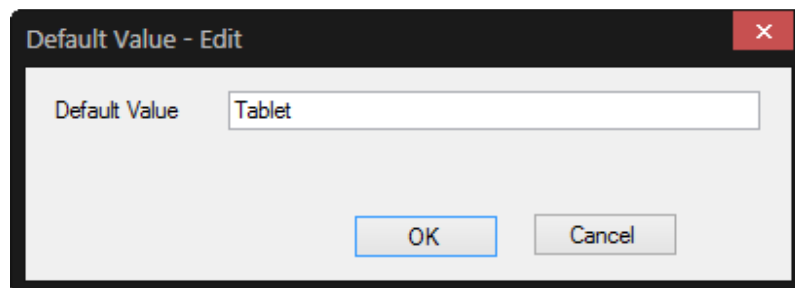


- Input the information as per field provided*
- Once done, click **OK** button to save or **Cancel** to revert changes
- To edit existing length, do the following:
 - Select the intended case card length
 - Click on **Edit**
 - Make the necessary amendments
 - Click **OK** to commit or **Cancel** to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

The screenshot shows a window titled "Service Commission HomeForm". It features a search interface with the following elements:

- From :** A date picker set to "Monday, February".
- To :** A date picker set to "Monday, 3 February".
- For User :** A text input field and a checked checkbox labeled "All Users".
- Buttons:** "See Commission" and "Print".

Below the search controls is a table with the following headers:

SalesDate	InvoiceNo	Patient	SalesAmount	Qty	Sales Person	Commission	Package/Treatmer	Service/Product
-----------	-----------	---------	-------------	-----	--------------	------------	------------------	-----------------

The table body is currently empty.

- 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.

The screenshot shows a window titled "CommissionHomeForm". It features a search interface with the following elements:

- From :** A date picker set to "Monday, Februar".
- To :** A date picker set to "Monday, 3 February".
- For Sales Person :** A text input field and an unchecked checkbox labeled "All Sales Persons".
- Buttons:** "See Commission", "Print", and "Edit".

Below the search controls is a table with the following headers:

SalesDate	InvoiceNo	Patient	SalesDetail	SalesAmount	Qty	Sales Person	Commission	Paid Amt
-----------	-----------	---------	-------------	-------------	-----	--------------	------------	----------

The table body is currently empty.

- 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**

Patient & Billing Management

- Patient Management
- Appointments**
- Medical Certificate
- Clinical Data
- Treatments
- Lab Tests
- Vaccination
- Digital Case Note
- Invoice Search
- Invoices
- Payments
- Dispensary
- Prescription
- Consent List
- Patient Consent Form
- Package Dispense

Treatment	+
Laboratory	+
Inventory	+
Reports	+

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**

New Appointment

New Notice

Copy

Paste

Cancel

Add to Queue

New Block

Go to Today

Go to Date...

Change View To ▶

Appointment Detail

Appointment Date: 04/02/2014

Start Time: 09:30 AM 15 Min

End Time: 09:45 AM

☒ New/UnRegister Patient

Patient Name:

Case Card No:

Phone:

Mobile:

Doctor: JESS

Visit Purpose:

- ☐ CONSULTATION
- ☐ MEDICATION / PRODUCTS
- ☐ OTHERS
- ☒ TRIAL SERVICE
- ☐ GROUPON VOUCHER
- ☐ DEAL VOUCHER

Remark:

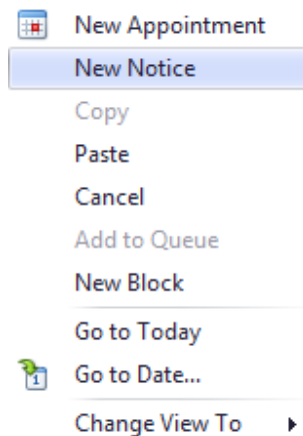
☐ Reminder

Queue Status: 12:00 AM

Save Delete Cancel Add to Queue

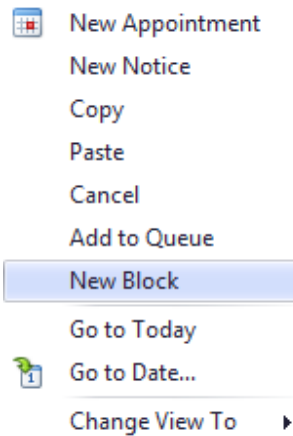
Date	Type	Doctor	Queue Status	Start	End	Remark

- 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*

Appointments List	
	08/02/2014 08:00:00 KENNY TEW CHAU SIANG TRIAL SERVICE PHOEBE
	08/02/2014 11:00:00 MOK KEAT PIN, JUNE PACKAGE APPOINTMENT MARGIE EXILIS FACE
	08/02/2014 11:00:00 MOK KEAT PIN, JUNE PACKAGE APPOINTMENT EXILIS EXILIS FACE

- 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

Patient & Billing Management

- Patient Management
- Appointments
- Medical Certificate
- Clinical Data
- Treatments
- Lab Tests
- Vaccination
- Digital Case Note
- Invoice Search
- Invoices
- Payments
- Dispensary**
- Prescription
- Consent List
- Patient Consent Form
- Package Dispense
- Treatment
- Laboratory
- Inventory
- Reports

Medication

- Unbilled Items
- All Items

No	Date	Drug Name	UM	Qty	Total Qty	Unit Price	Discount (%)	Amount	Label	
No dispensed drug(s)										

Service

No	Date	Service Item	Unit Price	Discount (%)	Amount	
No service(s)						

Visit History

No	Invoice Date	Invoice No	Invoice Total	Payment
1	18/12/2013	SL158	\$0.00	\$0.00

Unbilled Items Total \$0.00
Unbilled Service Items Total \$0.00
Grand Total \$0.00

Tasks > Add Dispensing Item | Add Service Item | Bill

- 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**

Drug Items - New
✕

Dispense Date: 3/ 2/2014
Item Code:
Service Type:
Item Name:
☐ Controlled Drug
Remark:
Quantity: 0 x 1 Unit of Measurement:
Total Quantity: 0
Unit Price: \$0.00
Discount: 0 % \$0.00
Sub Total: \$0.00
Sales Person:

<F9> to Save | <ESC> to Cancel

OK Cancel

- 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**
-

Service Items - New

☐ Package

Service Code

Description

Service Date

Unit Price Qty.

Discount % Sub Total

Sales Person

Item	Description	Qty

<F9> to Save | <ESC> to Cancel

OK Cancel

- 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?

The screenshot shows the 'Consent List' interface. At the top, there are search filters: 'Search By Date Range' with 'From' and 'To' date pickers (set to 2/2/2014 and 3/2/2014), 'Search By Template' with a dropdown menu (set to 'AES ACCENT ULTRA RF'), and a 'Selected Patient Only' checkbox. A 'Search' button is located to the right of the filters. Below the filters is a table with the following data:

No.	Date	Patient	Doctor	Template
1	24/12/2013	KENNY TEW CHAU SIANG	PHOEBE	AES ACCENT ULTRA RF
2	24/12/2013	KENNY TEW CHAU SIANG	MARGIE	AES ACCENT ULTRA RF
3	24/12/2013	KENNY TEW CHAU SIANG	ACCENT	AES ACCENT ULTRA RF

At the bottom left of the interface, there is a 'Tasks' button.

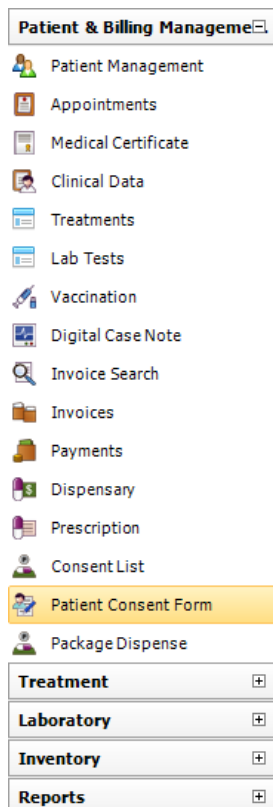
- Authorized user can access the feature by either clicking on the side panel **Patient & Billing Management >> Consent List** or **Taskbar >> Dispensary >> Drugs Dispensing Home**
- Users are able to do away with paper as Vanda allows users to create and customize consent/indemnity forms for patients 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

A vertical stack of three buttons: 'Add New Consent' (light blue), 'Preview Consent' (light blue), and 'Print Consent' (blue with a white border).

- 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

Template Name	Remark	Last Modified Date
<input checked="" type="checkbox"/> AES ACCORDY ULTRA RF		24/12/2013 12:39
<input type="checkbox"/> AES CELLULUSTER		24/12/2013 12:39
<input type="checkbox"/> AES EXILIS		24/12/2013 12:40
<input type="checkbox"/> AES LASER LIPO		24/12/2013 12:40
<input type="checkbox"/> AES ULTRASHAPE RF VAC ALPOLYSIS		24/12/2013 12:43
<input type="checkbox"/> AES COOLSOLUPTING BY ZELTIQ		24/12/2013 12:45
<input type="checkbox"/> AES SR/GRA		24/12/2013 12:45
<input type="checkbox"/> AES REPRIME ST		24/12/2013 12:45
<input type="checkbox"/> AES TRINITY		24/12/2013 12:45

- 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**

The screenshot shows the search filters for the Package Dispense feature. It includes three checkboxes: 'Search By Date Range' (checked), 'Search By Package Code / Description' (checked), and 'Selected Patient Only' (unchecked). Below the first checkbox, there are 'From' and 'To' date pickers with the dates '2/ 2/2014' and '4/ 2/2014' respectively. Below the second checkbox, there is a text input field. To the right of the input fields is a 'Search' button.

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

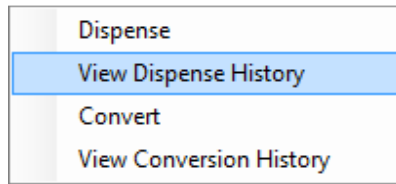
The screenshot shows a context menu with four options: 'Dispense' (highlighted in blue), 'View Dispense History', 'Convert', and 'View Conversion History'.

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

The screenshot shows the 'Actual Dispense - New' dialog box. It contains the following fields and controls:

- Treatment / Service: BODY CONTOURING WRAP
- Dispense Qty: 1
- Dispense Date: Tuesday , 4 f
- Service Rendered By: CHARLOTTE LIM
- Commission (\$):
- Product / Consumables:
- Item Name:
- Item Code:
- Qty:
- Save
- Cancel
- Table with columns: Item, Description, Qty, UM. The first row has a blue background and the value '0' in the Qty column.
- Table navigation arrows: < and >
- Buttons: Add, Edit, Del
- Buttons: OK, Cancel

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

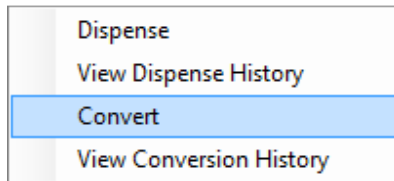


- To view dispense history records, right-click and click on **View Dispense History** or **Task** button >> **View Dispense History**

Date	Service	Description	Qty	By	Void	Void Reason
04/02...	BODY CONTOURING WRAP	BT012	1	CHARLOTTE LIM	<input checked="" type="checkbox"/>	Voided by admin
04/02...	BODY CONTOURING WRAP	BT012	1	CHARLOTTE LIM	<input type="checkbox"/>	

- 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**

Service Conversion - New

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	<input type="checkbox"/>
BODY PERFECT PACKAGE A @ \$988	EXILIS SHAPE UP 30MINS (1 AREA ...	400	0	400	1	0	1	0	<input type="checkbox"/>
		0	0	0	0	0	0	0	<input type="checkbox"/>

Summary Before Conversion: Total Convertable: **\$988.00** Total to be Converted: **\$0.00**

Converted Item Description	Qty	Unit Price	Discount%	Item Total

Summary After Conversion: Total to be Converted: **\$0.00** Total Newly Dispensed: **\$0.00** Balance to Pay: **\$0.00**

OK Cancel

- 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	<input checked="" type="checkbox"/>
BODY PERFECT PACKAGE A @ \$988	EXILIS SHAPE UP 30MINS (1 AREA ...	400	0	400	1	0	1	0	<input checked="" type="checkbox"/>
		0	0	0	0	0	0	0	<input type="checkbox"/>

Summary Before Conversion: Total Convertable: **\$988.00** Total to be Converted: **\$988.00**

- 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

Converted Item Description	Qty	Unit Price	Discount%	Item Total
WRAP UP BODY SLENDER	1	\$100.00	0	\$100.00
TICK TOCK REJUVENATING FACE PROGRAM ...	1	\$300.00	0	\$300.00
RF VAC 30MINS	1	\$500.00	0	\$500.00

Summary After Conversion: **Total to be Converted: \$988.00** **Total Newly Dispensed: \$900.00** **Balance to Pay: -\$88.00**

- 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**

Active Packages/Services		Completed Package/Services												
No	Patient Name	Invoice Date	InvoiceNo	Billed	Discount	GST	Paid	Package/Treatment	Service/Product	Description	Purchased	Dispensed	Converted	Available Qty
	CHARLOTTE JES...	04/02/2014	74	\$588.00	\$0.00	\$69.16	\$1,057.16	BODY PERFECT ...	BODY PERFECT ...	COOLSCULPTING COOLFIT...	1	0	1	0
	CHARLOTTE JES...	04/02/2014	75	\$400.00	\$0.00	\$69.16	\$1,057.16	BODY PERFECT ...	BODY PERFECT ...	EXILIS SHAPE UP 30MINS (...)	1	0	1	0

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

Billing and Payment

How to do billing and payment?

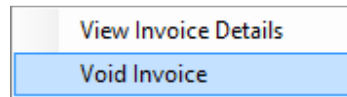
Invoice Search

- 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

<input checked="" type="checkbox"/> Search By Date Range From <input type="text" value="3/12/2013"/> To <input type="text" value="3/ 2/2014"/>	<input type="checkbox"/> Search By Total Amount Range From <input type="text"/> To <input type="text"/>	<input checked="" type="checkbox"/> Search By Status <input type="radio"/> All <input checked="" type="radio"/> Active <input type="radio"/> Voided
<input type="checkbox"/> Search By Invoice No Invoice No. <input type="text"/>	<input type="checkbox"/> Search By Patient's Company Company <input type="text"/>	
<input type="checkbox"/> Search By Payment Status Status <input type="text"/>	<input type="checkbox"/> Selected Patient Only <input type="button" value="Search"/>	<input type="button" value="Print Search Result"/>
		<input type="button" value="Submit"/> <input type="button" value="Revert Claim"/>

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

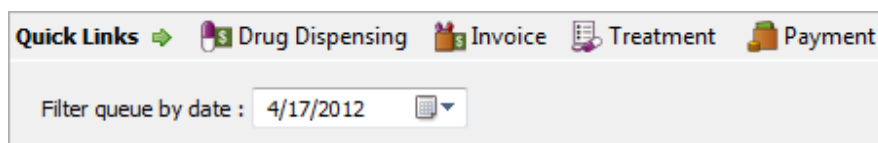
- To void an existing invoice, select the intended invoice, right-click and click on **Void Invoice**

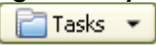


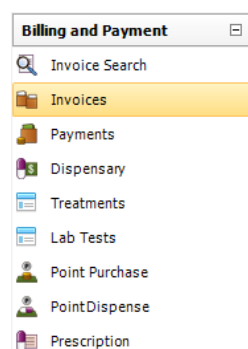
- Upon confirmation, input **Void Reason** e.g. Wrong Entry and click on **OK** to commit. Else, **Cancel** to revert

Invoices

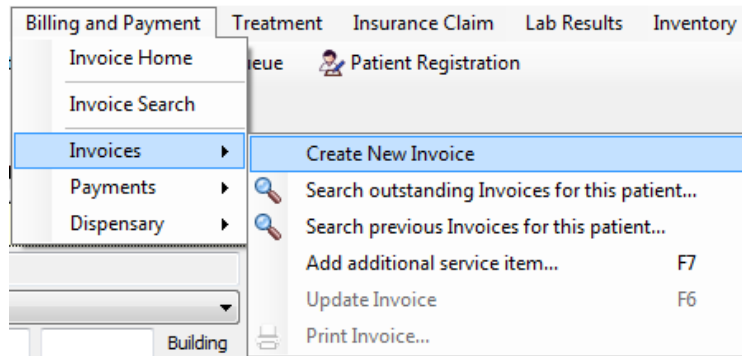
- To access Invoice, do one of the following:
 - On the **Patient Queue**, click **Invoice**
 - Click Task , Select **Create New Invoice**
 - Right-click **Invoice Editor** and click on **Create New Invoice**

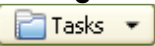


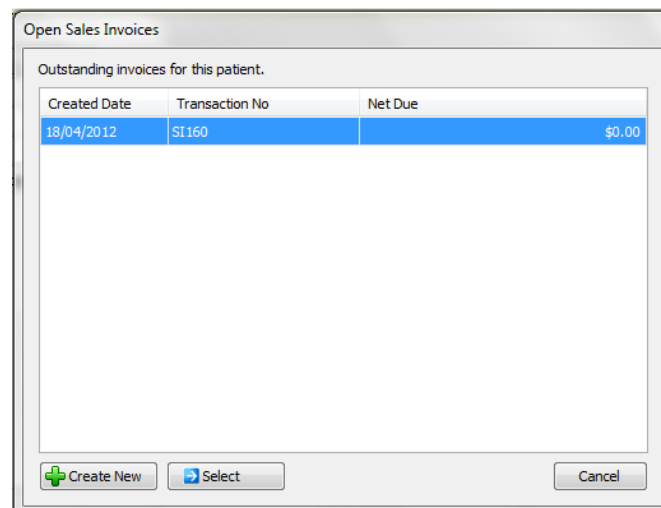
- Select **Billing and Payment** Pane and click on **Invoice**
- Click Task , Select **Create New Invoice**
- Right-click **Invoice Editor** and click on **Create New Invoice**

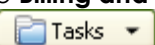


- On the **menu bar**, click **Billing and Payment >> Invoices >> Create New Invoice**

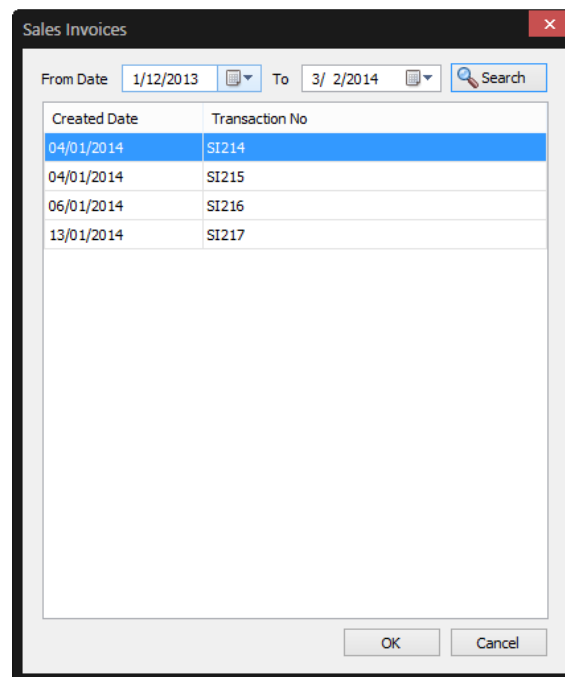


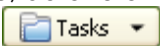
- To search for outstanding invoices, do one of the following:
 - Select **Patient** from queue
 - Proceed to **Billing and Payments >> Invoice**
 - Click Task  and select **Search Outstanding Invoices for this Patient**
 - Right-click on the Invoice editor and select **Search Outstanding Invoices for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

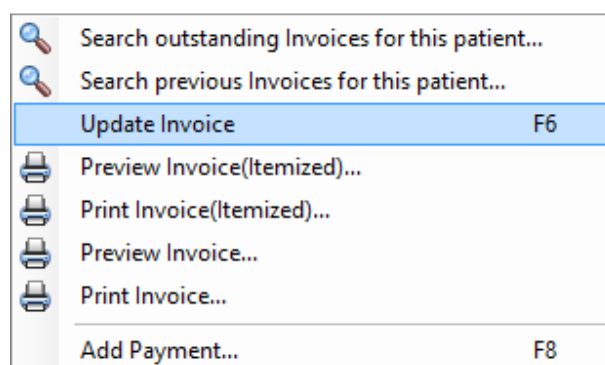


- To search for outstanding invoices, do one of the following:
 - Select **Patient** from queue
 - Proceed to **Billing and Payments >> Invoice**
 - Click Task  and select **Search Previous Invoices for this Patient**
 - Right-click on the Invoice editor and select **Search Previous Invoices for this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

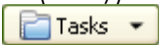
- On the **menu bar**, click **Billing and Payment >> Invoices >> Search Previous Invoices for this Patient**
- Select **Date Range** and click on **Search** Button
- To open a previous invoice, select the invoice and hit **OK**
- Click **Cancel** to exit from the editor



- 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**

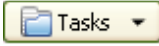
- Input any remarks (if any) under **Memo/Remarks**
- Next, click Task  and select **Add Payment**
- or right-click on the **Invoice editor** and select **Add Payment**
- or Press **Hotkey F8**
- Click on **OK** to continue with delete or **Cancel** to exit





Memo/Remark		Sub Total	\$241.70
		Discount	0.00 % \$0.00
		Tax	7 \$15.92
		Invoice Total	\$258.62
		Other Applied Credits	\$0.00
		Net Due	\$258.62


☐ Close Invoice (Internet Payment/Other \$0 payment)


Tasks

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**

Quick Links ➡  Drug Dispensing  Invoice  Treatment  Payment

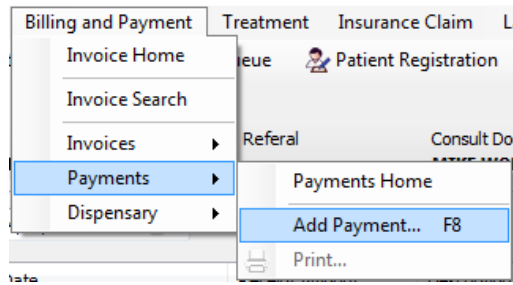
Filter queue by date : 4/17/2012 

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

Billing and Payment

- Invoice Search
- Invoices
- Payments**
- Dispensary
- Treatments
- Lab Tests
- Point Purchase
- PointDispense
- Prescription

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



- Press **Hotkey F8**

Payment - New

Paid by Company: ▼

☐ Include all outstanding invoices for the selected company ☐ Deposit

Invoices & charges details

Invoices Deposit

Bill No	Due Amount	Amount Paid	Amount Paid (%)	Details	Credit Amount	Remark	Full <input type="checkbox"/>
SI217	\$258.62	\$0.00	0		\$0.00		<input type="checkbox"/>

Service	Qty	Unit Price	Discount	Amount	GST	Total Billed	Paid Amt	Pay	Balance
BODY CONTOURING WRAP	1	\$80.00	\$0.00	\$80.00	\$5.60	\$85.60	\$0.00	<input type="checkbox"/>	\$85.60
FLOXIA HAIR SERUM 50ML	1	\$80.85	\$0.00	\$80.85	\$5.66	\$86.51	\$0.00	<input type="checkbox"/>	\$86.51
FLOXIA HAIR SERUM 50ML	1	\$80.85	\$0.00	\$80.85	\$5.66	\$86.51	\$0.00	<input type="checkbox"/>	\$86.51

Payment Details

Date: Monday . 3 Feb ▼ Receipt Amt: \$0.00 Pay By: ▼

Receipt No: Automatic Tax Amt: \$0.00 Memo: Confirm & Pay

Payment History

Bill No	Grand Total	Amount Paid	Credit Amount	Pay Mode	Receipt No	Remark
---------	-------------	-------------	---------------	----------	------------	--------

More ▼


- 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](#).