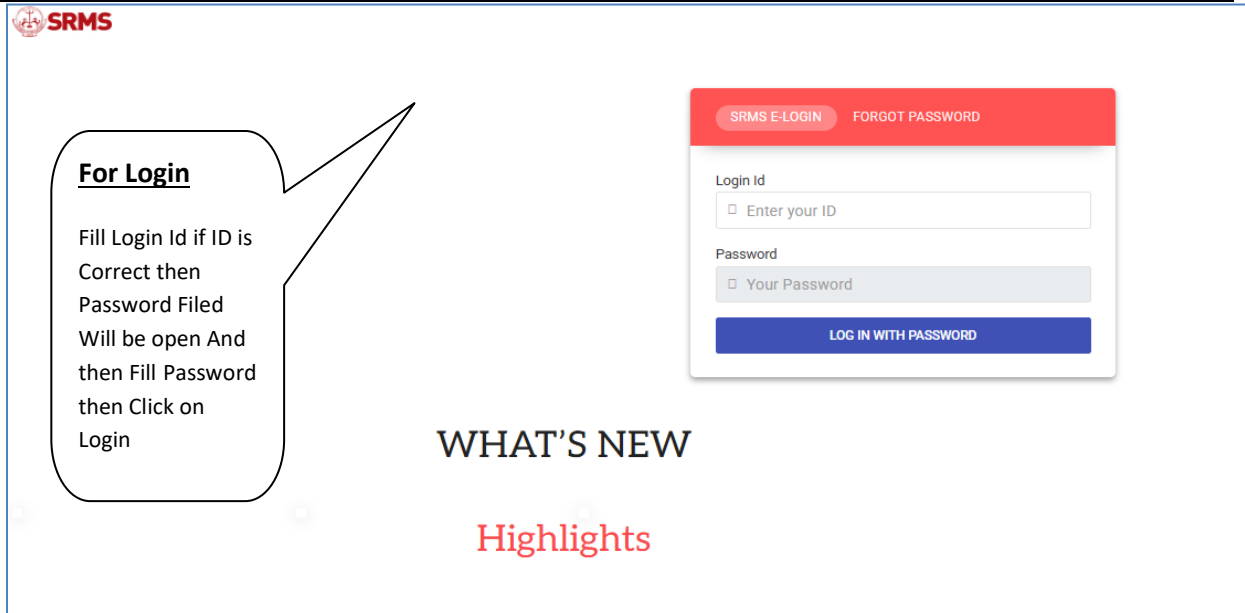


User Manual Corporate Billing

Steps	Description
1	Open Your Browser on Desktop/Laptop (Google Chrome,Mozilla,Firefox,Edge etc.).
2	Visit Website myportal.srms.ac.in/dashboard on Browser.



The image shows the SRMS E-Login form and a screenshot of the dashboard. The login form has a red header with 'SRMS E-LOGIN' and 'FORGOT PASSWORD' links. It contains two input fields: 'Login Id' with a placeholder 'Enter your ID' and 'Password' with a placeholder 'Your Password'. A blue button labeled 'LOG IN WITH PASSWORD' is at the bottom. A speech bubble on the left provides instructions for login. Below the form, the text 'WHAT'S NEW' and 'Highlights' is displayed.

For Login

Fill Login Id if ID is Correct then Password Filed Will be open And then Fill Password then Click on Login

WHAT'S NEW

Highlights



The image shows the SRMS E-Digital Dashboard. The top navigation bar is blue with 'SRMS E-DIGITAL' on the left and 'Admin' on the right. Below the navigation bar, there is a 'Welcome to SRMS E-Digital Dashboard' message. A dark green card with a white icon and the text 'Corporate Billing' is visible. A speech bubble on the right provides instructions for accessing the module.

Access Module:

If You have Right and then Module Will be show

->Click on Corporate Billing Module, After Click Dashboard Will be Show....

User Manual Corporate Billing

Dashboard

After Module Click Will be Show field then fill

Step-1: Press Click on Patient Link Master

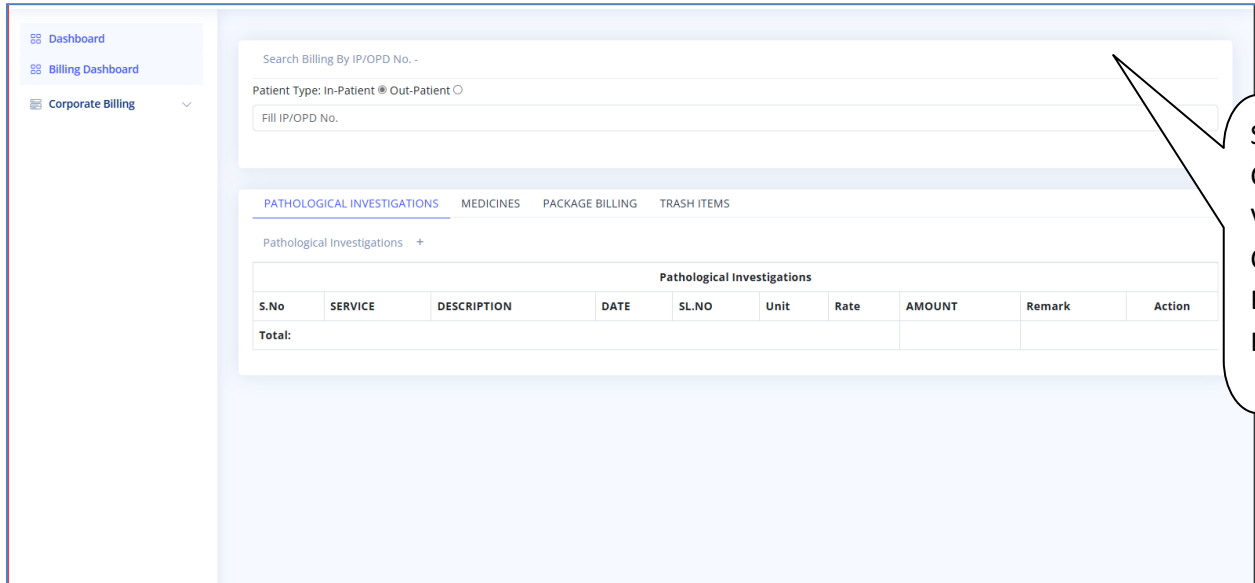
Step-1.1: Fill All Details for Patient Card Link Master, If not required any field then fill

S.No	IP No.	Card No.	Organization	Name	Relation	Claim ID	MobileNo	Category	ServiceNo	Created Date	Stay In	Status	Admission Type	Created By	AD
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User Manual Corporate Billing

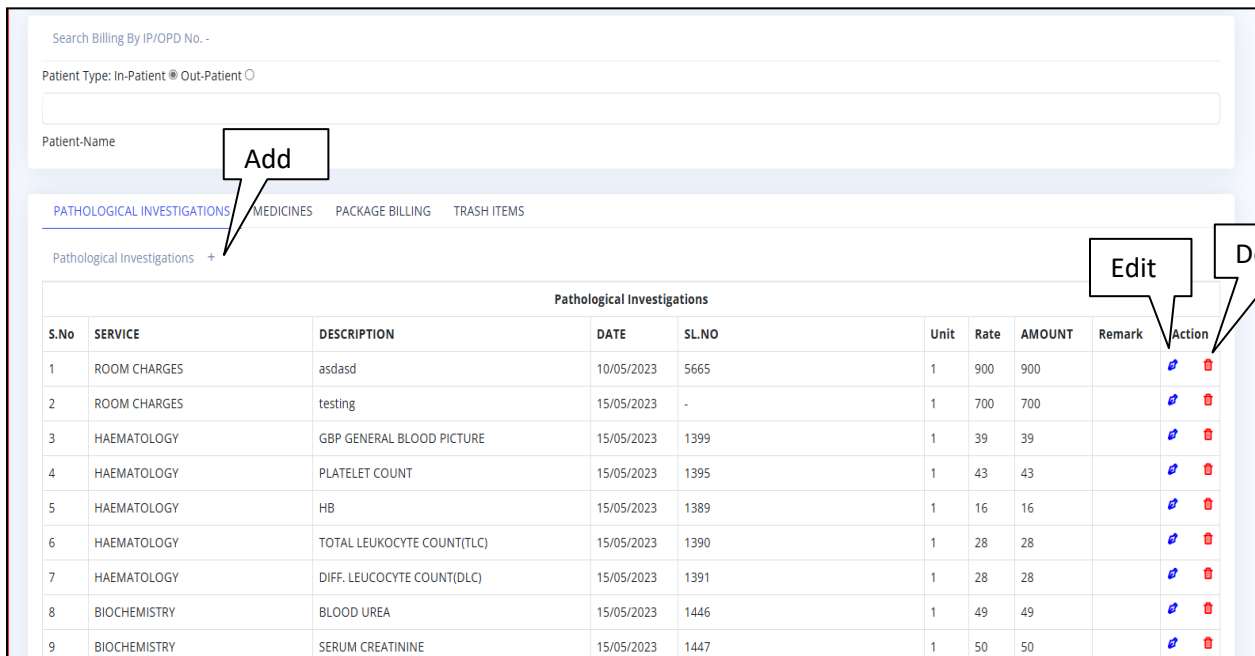
Steps	Description
Step2.1	Select Patient Type First IN-Patient(IPD) /Out-Patient for (IPD)
Step2.2	IP Or OPD No. press Enter to get Details
Step2.3	Select Rate List,if Package Patient then it will show on Package Dropdown
Step 2.4	Select Discharge Ward
Step 2.5	Click on Process ,after complete popup will be show Process is complete. Now Click on View Bill

User Manual Corporate Billing



Step3-Press Click on View Corporate Bill For Edit Bill.

Steps	Description
Step3.1	Select Option Patient Type First IN-Patient(IPD) /Out-Patient for (IPD)
Step3.2	Fill IP Or OPD No. press Enter to get Details –Patient Name Will Be Show...
Step3.3	Click on tab to get Details will be Show .
Step3.4	For Edit Row Click on Blue Pen(For Edit).Click to Edit



User Manual Corporate Billing

Steps	Description
Step3.5	For Editing You Could Changes Charge,Service,S.No.Unit,Rate ,if all details is Correct then Update... after update popup will be show details updated...

Search Billing By IP/OPD No. -

Patient Type: In-Patient Out-Patient

Patient-Name:\

Update Billing

IP/OPD No: Charges: ROOM CHARGES Services: asdasd Date:

S.No: 5665 Unit: 1 Rate: 900 Amount: 900

PATHOLOGICAL INVESTIGATIONS MEDICINES PACKAGE BILLING TRASH ITEMS

Pathological Investigations +

S.No	SERVICE	DESCRIPTION	DATE	SL.NO	Unit	Rate	AMOUNT	Remark	Action
1	ROOM CHARGES	asdasd	10/05/2023	5665	1	900	900		<input type="button" value="edit"/> <input type="button" value="delete"/>
2	ROOM CHARGES	testing	15/05/2023	-	1	700	700		<input type="button" value="edit"/> <input type="button" value="delete"/>
3	HAEMATOLOGY	GBP GENERAL BLOOD PICTURE	15/05/2023	1399	1	39	39		<input type="button" value="edit"/> <input type="button" value="delete"/>

Step3.6	For Add New Record Click on + Icon .Select Charges and Services if applicable then Select Services. if not then click checkbox fill service name and then,s.no ,page no,unit,rate, and save.
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Search Billing By IP/OPD No. -

Patient Type: In-Patient Out-Patient

Patient-Name:.....

Add Pathological Investigations

Charges: ROOM CHARGES Services: Select Date(mm/dd/yyyy): S.No:

Page No: Unit: Rate: Amount:

PATHOLOGICAL INVESTIGATIONS MEDICINES PACKAGE BILLING TRASH ITEMS

Pathological Investigations +

S.No	SERVICE	DESCRIPTION	DATE	SL.NO	Unit	Rate	AMOUNT	Remark	Action
1	ROOM CHARGES	asdasd	10/05/2023	5665	1	900	900		<input type="button" value="edit"/> <input type="button" value="delete"/>
2	ROOM CHARGES	testing	15/05/2023	-	1	700	700		<input type="button" value="edit"/> <input type="button" value="delete"/>
3	HAEMATOLOGY	GBP GENERAL BLOOD PICTURE	15/05/2023	1399	1	39	39		<input type="button" value="edit"/> <input type="button" value="delete"/>

User Manual Corporate Billing

Tarsh Items

Dashboard
Billing Dashboard
Corporate Billing

Search Billing By IP/OPD No. -
Patient Type: In-Patient * Out-Patient
Patient-Name

PATHOLOGICAL INVESTIGATIONS MEDICINES PACKAGE BILLING **TRASH ITEMS**

Trash Items

S.No	SERVICE	DESCRIPTION	DATE	SL.NO	Unit	Rate	AMOUNT	Action
1	DFGDG	CARDIOLOGY	10/05/2021	-	1	1000	1000	✓
2	ROOM CHARGES	GENERAL WARD	15/05/2023	C.G.H.S Upgrade rate wef :(12/4/23)	1	1500	1500	✓
3	ROOM CHARGES	GENERAL WARD	15/05/2023	C.G.H.S Upgrade rate wef :(12/4/23)	1	1	1	✓
4	ROOM CHARGES	GENERAL WARD	15/05/2023	C.G.H.S Upgrade rate wef :(12/4/23)	1	1	1	✓
5	ICCU/NICU PRO. CHR.G.	ARTRIAL BLOOD GAS ANALYSIS WITH ELECTROLYTES	15/05/2023	1507	1	414	414	✓
6	MEDICINES	MEDICINE	15/05/2023	2482942	1	0	2641	✓
7	MEDICINES	MEDICINE	15/05/2023	2483025	1	0	7	✓
8	test	CARDIOLOGY	15/05/2023	-	1	5000	5000	✓
9	ROOM CHARGES	GENERAL WARD	16/05/2023	C.G.H.S Upgrade rate wef :(12/4/23)	1	1500	1500	✓

Step4 – Press Click on Print Corporate Bill For Bill Printing.

Dashboard
Billing Dashboard
Corporate Billing

Search Billing By IP/OPD No
Patient Type: In-Patient * Out-Patient | Bill Type- | Case1 * Case2 Case3 Case4

Bill No.2011621.2011622 Date:18/05/2023

Claim ID:-

IP No.	Organization/Employee Detail
Patient Name	Card No. -
Time of Admission	Contact No. -
Time of Discharge	Organization -
Case Type	ESM Name -
Status	Service No. -
Doctor In-Charge	Category -
Admission Type	Stay In -
Age	Relation -

Steps	Description
Step4.1	Select Option Patient Type First IN-Patient (IPD) /Out-Patient for (IPD).....
Step4.2	Fill IP Or OPD No. press Enter to get Details –Patient Name Will Be Show...
Step4.3	Select Option Case1, Case3, Case4.
Step4.4	Remark Case 1 for Individual Bill, Case 3 for Package, Case 4 Mix Bill.
Step4.5	Now You can Print Bill.

User Manual Corporate Billing

Extra -Adjust Paper Size Set

S.No	Paper/Status	Scale	Top	Bottom	Left	Right
1.	1 st Paper-Done	80%	1.76	1.46	0.43	0.43
2.	2 nd Paper	55%	1.76	2.81	0.43	0.43

