

User Manual/Interfaces

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SMART TCM – CLINIC RECORD MANAGEMENT

The four basic components to using the software:

1. Adding new patients or searching for already existing patients.
2. Adding initial consultations or adding follow up consultations.
3. Printing Chinese Medicine formulae and receipts.
4. Backing up the database at the end of the day when finishing work.

The below are the major interface screens.

1. Home Interface - Login

The first step is to log in, so that the software knows who you are, what roles/access rights you have.



The screenshot shows the login page for the 'Smart Chinese Medicine' system. The header features the logo 'Smart Chinese Medicine' and the Chinese text '澳洲中医病历管理系统'. Below the header is a navigation bar with 'Home', a language dropdown set to 'English', and a 'Login' button. The main content area contains a 'Please Login' prompt, followed by three input fields for 'Clinic Code', 'Username', and 'Password'. A 'Login' button is positioned below these fields. At the bottom, there is a link for 'Forgot Login Details?' pointing to 'Email Login Details'.

SMART TCM – CLINIC RECORD MANAGEMENT

2. Main Interface

You can perform the following tasks:

- 1). Adding new patients.
- 2). Searching for existing patients.
- 3). View the patient's consultation records.

Please note the warning messages in red to remind you of the database back up status.

Smart Chinese Medicine 澳洲中医病历管理系统

Home Appointments Init. Consultations Treatments **StudyngNotes** Management English Mr. Bill FAN Logout

Please note: Last internal successful database backup date: 25/11/2017, 22 Days Ago; Last external successful database backup date: 12/09/2017, 96 Days Ago; Last external successful attachment backup date: 12/09/2017, 96 Days Ago

Sydney T.C.M. -- Patient Search

First Name Last Name Preferred Name Card #

Search **Reset** **Add Patient** [Advanced Search](#)

Search Results (61)

Card #	Full Name	Address / Phone	D.O.B / Language	Health Fund / Clinic / Balance	Action
65 /	John SMITH	, NSW	10/10/1980	BUPA / HBA / Mutual [123456-01] Sydney T.C.M.	View Consultations
64 /	Mr. Jones DAVID	13/123 Pacific Hwy, Chatstwood 2067, NSW M: 0407943996	12/09/1968 English	AHM [112334455] Sydney T.C.M.	View Consultations
63 /	Mr. Alan LEE	13/123 Victor St, Sydney 2000, NSW M: 0407943996	12/09/1967 English	AHM Sydney T.C.M.	View Consultations
62 /	Chris CHEN	100 Test St, Test Town 1234, NSW M: 0407943996	bill fan	Sydney T.C.M.	View Consultations

SMART TCM – CLINIC RECORD MANAGEMENT

3. Adding new patients

On the main interface, click on the “**Add Patient**” button, and the interface below will show. Fill out the necessary information, then click on the “**Save**” button located in the bottom-left corner to save the information to the database.

Please note, only patient’s First Name and Last Name are compulsory if you are in a hurry 😊. The information entered can be edited/modified at any time in a later stage.

Smart Chinese Medicine 澳洲中医病历管理系统

Home Appointments Init. Consultations Treatments StudyingNotes Management English Mr. Bill FAN Logout

Sydney T.C.M. -- Add Patient

Card # Date Created 17/12/2017 Guardian

Title Sex M F Language

First Name* Last Name* D.O.B

Middle Name Preferred Name

Mobile Phone Email

Street Suburb Postcode

State Health Fund Health Fund Number

Occupation Emergency Contact Emergency Phone

Medical History Allergies

Additional Info Medications

Attachment Browse...

Accepting Promotion Message R.Language Clinic*

* required fields

Save Cancel

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4. Viewing consultation records

Click on the “**View**” link on the right hand side of a patient’s record in the main interface and all existing consultation records for this patient will be displayed with the latest on the top.

The screenshot displays the 'Smart Chinese Medicine' clinic record management system interface. At the top, there is a navigation menu with options: Home, Appointments, Init. Consultations, Treatments, StudyingNotes, Management, English (language dropdown), Mr. Bill FAN (user name), and Logout. Below the menu, the patient's name 'Sydney T.C.M. -- Patient' is shown. A patient information table includes: Full Name (Mr. Jones DAVID), D.O.B (12/09/1968, Age: 49), Address (13/123 Pacific Hwy, Chatstwood 2067 NSW), Acupuncture (3), R. Massage (0), and Consultation (3). Below this, there are buttons for 'Edit', 'Add Init.Consultation' (highlighted with a red box), and 'Add Scanned Rec.'. The main content area shows a list of consultations, with the first one on 16/11/2017 for 'Palpitations' selected. This record is expanded to show details: [Init. Consultation Date]: 16/11/2017, Thursday; [Chief Complaint]: Palpitation; [16/11/2017, Thursday]; [Presenting Symptoms]: Palpitation, Occasional chest pain, Prickly pain, Bluish-purple lips and fingernails, Dark purple tongue with ecchymosis, Choppy pulse, Regularly interrupted pulse; [Diagnosis]: Arrhythmia; [Treatment Principle]: To promote the Blood circulation and resolve the Stasis, To regulate the Qi flow and clear the meridians; Prescription: CHI SHAO 12g, CHUAN XIONG 10g, DAN SHEN 15g, DANG GUI 12g, Herbs: HONG HUA 6g, QING PI 10g, SHENG DI 12g, TAO REN 10g, XIANG FU 12g, YAN HU SUO 10g; Herbal Packs/Days: 3. Below the prescription, there are sections for 'Dosage & Instructions', 'Acupoint' (listing various points like Chi Ze, Da Zhui, etc.), 'Chinese Herbal Consultation' (\$30.00), 'Herbal Product Charge' (\$100.00), 'Acupuncture Charge' (\$130.00), 'Payment' (HICAPS: \$30.00, Credit Card: \$100.00, EFTPOS, Cash, Credit), 'Restricted Record' (Yes), 'Practitioner' (Mr. Bill FAN), 'Clinic' (Sydney T.C.M. Clinic), and 'Health Fund' (AHM Membership Number - 112334455). At the bottom, there are buttons for 'Edit Record', 'Print Formulae', 'Print Record', 'iPad Printing', 'Print Receipt', 'Cal. Herbal Price', 'Add Follow Up', and 'Add Scanned Rec.'.

SMART TCM – CLINIC RECORD MANAGEMENT

5. Adding Initial Consultation Records

In the previous interface, click on the “**Add Init. Consultation**” button, and the interface below will be displayed. Here is where you start to record all the patient sickness information and how you decide to treat the patient. A lot of the helping/reference information may be available by clicking on the relevant **links** on the right. All the information can be managed/edited through the **Management** section to suit your needs.

Currently there are more than **800 predefined diagnosis** available for reference in the database, and the number is increasing. By using the reference information accordingly, you can complete the consultation record a lot quicker and save more time to perform a better treatment for your patient.

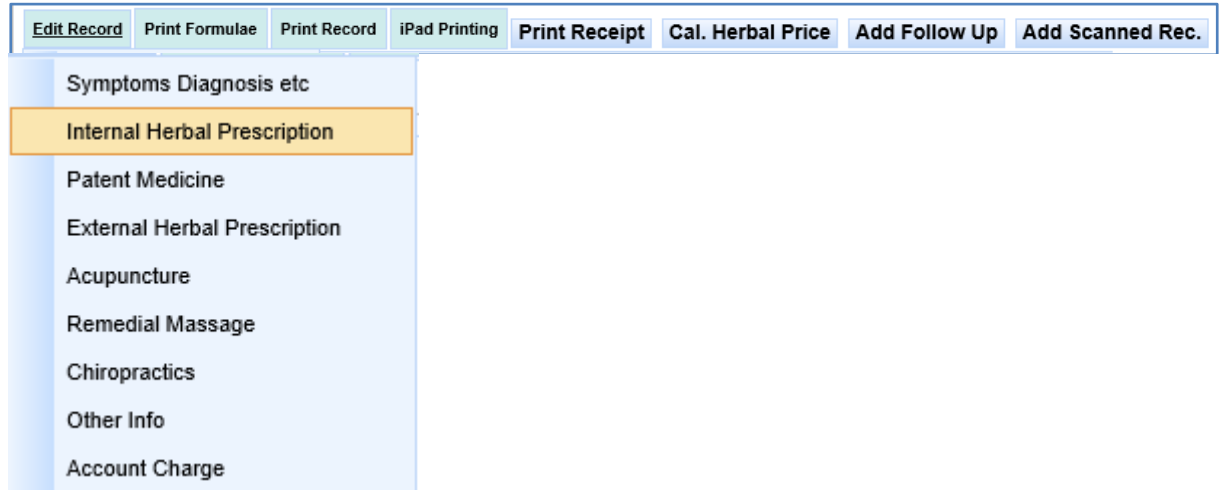
The screenshot shows the 'Add Init. Consultation' form for patient Mr. Jones DAVID. The form includes the following sections:

- Navigation:** Home, Appointments, Init. Consultations, Treatments, StudyingNotes, Management, English, Mr. Bill FAN, Logout.
- Patient Information:** Mr. Jones DAVID, 13/123 Pacific Hwy, Chatstwood 2067 NSW, D.O.B - 12/09/1968 (Age :49) ID - 64 Health Fund - AHM, Health Fund Number - 112334455. Medical History: 关节炎; 哮喘; 支气管炎.
- Required Fields:** Init. Consultation Date (18/12/2017), Practitioner (Bill FAN), Clinic (Sydney T.C.M.), R.Language (English), Health Fund (AHM), Health Fund# (112334455).
- Predefined Diagnosis:** A dropdown menu with a 'Search D.T.' button.
- Chief Complaint:** A text input field.
- Presenting Symptoms:** A large text area with a 'Select Symptom' link on the right.
- Examination:** A text area with a 'Select Examination Reference' link on the right.
- Diagnosis:** A text input field.
- Treatment Principle:** A text input field with a 'Treatment Principle' link on the right.
- Attachment:** A 'Browse...' button.
- Restricted:** A dropdown menu set to 'Yes'.
- Footer:** * required fields, Save, Cancel.

Once the information has been filled in the form above, then click on the **Save** button in the bottom left corner, to save the information to the database.

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Then the treatment herbal prescription, acupuncture points, remedial massage and the other relevant information can be added to the consultation record in the specific designed interfaces, through the **Edit Record** button located at the bottom of the saved consultation record.



SMART TCM – CLINIC RECORD MANAGEMENT

6. Adding Herbal Prescription

Edit Internal Herbal Prescription

[Search Fangji](#) [Search Herbs](#) [Used Fangji](#) [Search Fangji / Herb](#)

Fangji

Name

	Herb	Dosage	Unit	Comment
1	CHI SHAO X	12	g	Prescribed Herbs
2	CHUAN XIONG X	10	g	
3	DAN SHEN X	15	g	
4	DANG GUI X	12	g	
5	HONG HUA X	6	g	
6	QING PI X	10	g	
7	SHENG DI X	12	g	
8	TAO REN X	10	g	
9	XIANG FU X	12	g	
10	YAN HU SUO X	10	g	

Herb

Dosage

Unit

Comment

Adding Individual Herb

Prescription Free Text

Adding Herbs

[Example](#)

Herb Type Usage Herbal Packs/Days Drinking Granule Tea times per day

Dosage & Instructions

Adding Herbal Instructions

[Select Dosage & Instruction](#)

Update Stock

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7. Adding Acupuncture Points

Sydney T.C.M. -- Acupuncture

Search Acupoints

Position Meridian Chinese Pin Yin Number

Search Acupoints **Reset** Searching Acupoints

No related record.

	Acupoint	Position	Manipulation	Comment	
1	Chi Ze	<input type="text"/>	Moderate Reinforcing-reducing Needling <input type="text"/>		✘
2	Da Zhui	<input type="text"/>	Moderate Reinforcing-reducing Needling <input type="text"/>		✘
3	Dan Shu	<input type="text"/>	Moderate Reinforcing-reducing Needling <input type="text"/>	Acupoints Prescription	✘
4	Di Ji	<input type="text"/>	Moderate Reinforcing-reducing Needling <input type="text"/>		✘
5	Du Bi	<input type="text"/>	Moderate Reinforcing-reducing Needling <input type="text"/>		✘
6	Kong Zui	<input type="text"/>	Moderate Reinforcing-reducing Needling <input type="text"/>		✘

Acupoint

Position

Manipulation

Comment

Add Adding Individual Acupoint

Acupoint

Free Text

Add Adding Acupoints

Treatment Outcome

Save **Cancel** **Remove**

SMART TCM – CLINIC RECORD MANAGEMENT

8. Adding Remedial Massage

Sydney T.C.M. -- Remedial Massage

Remedial Massage

Message Body Part

Search Searching Messages

No related record.

Remedial Massage		
1	Left Shoulder Massag, using palpation, stripping, deep stripping, compression and deep compression techniques on Deltoid	Messages Treatment X
2	Left Shoulder Massag, using palpation, stripping, deep stripping, compression and deep compression techniques on Supraspinatus and I	X

Remedial Massage

Add Adding Message

Treatment Outcome

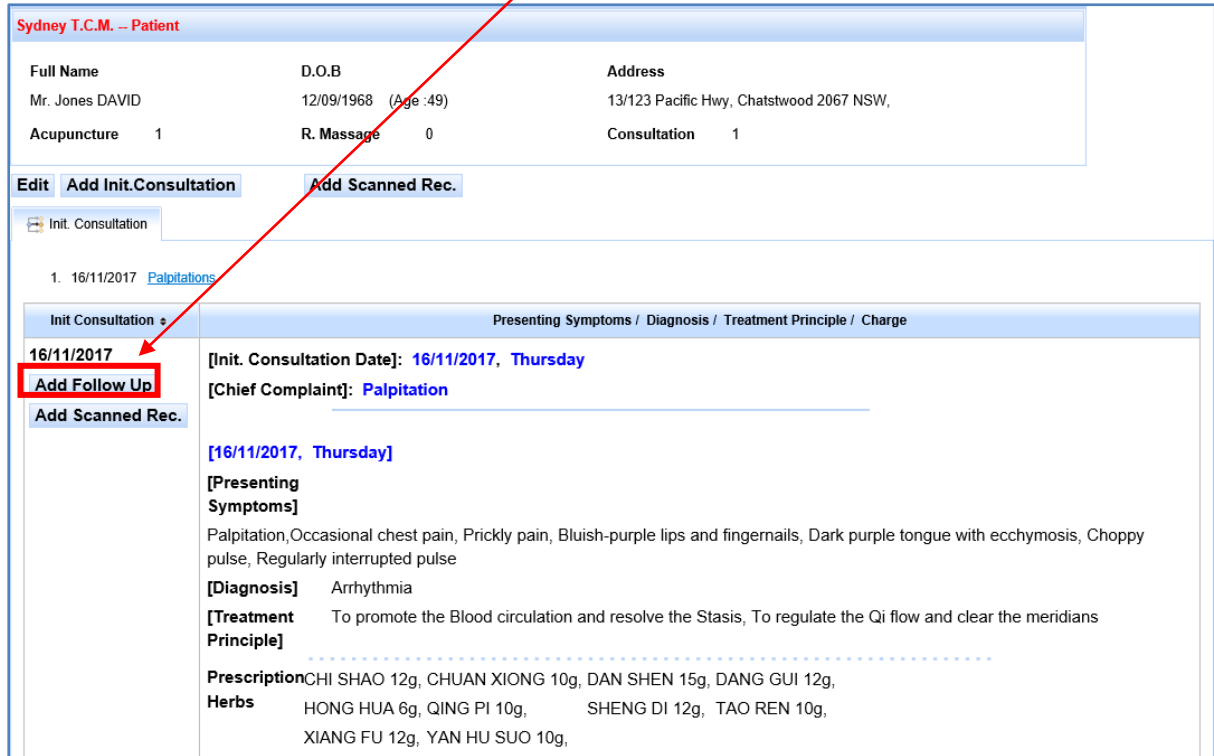
Save **Cancel** **Remove**

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9. Adding Follow Ups

It is almost the same process as adding initial consultation. Instead of clicking on the “Add Init. Consultation” button, click on the “**Add Follow Up**” button on the left in the consultation records list in interface #4 above.

The interface displayed will be filled with the immediate previous consultation record details. This provides a quicker way to complete the follow up consultation record by means of modifying the previous one accordingly.



Sydney T.C.M. -- Patient

Full Name	D.O.B	Address
Mr. Jones DAVID	12/09/1968 (Age :49)	13/123 Pacific Hwy, Chatstwood 2067 NSW,
Acupuncture 1	R. Massage 0	Consultation 1

Edit **Add Init.Consultation** **Add Scanned Rec.**

Init. Consultation

1. 16/11/2017 [Palpitations](#)

Init Consultation +	Presenting Symptoms / Diagnosis / Treatment Principle / Charge
16/11/2017 Add Follow Up Add Scanned Rec.	[Init. Consultation Date]: 16/11/2017, Thursday [Chief Complaint]: Palpitation [16/11/2017, Thursday] [Presenting Symptoms] Palpitation, Occasional chest pain, Prickly pain, Bluish-purple lips and fingernails, Dark purple tongue with ecchymosis, Choppy pulse, Regularly interrupted pulse [Diagnosis] Arrhythmia [Treatment Principle] To promote the Blood circulation and resolve the Stasis, To regulate the Qi flow and clear the meridians Prescription CHI SHAO 12g, CHUAN XIONG 10g, DAN SHEN 15g, DANG GUI 12g, Herbs HONG HUA 6g, QING PI 10g, SHENG DI 12g, TAO REN 10g, XIANG FU 12g, YAN HU SUO 10g,

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10. Printing Chinese Medicine Prescriptions

This is simple. If the consultation record has Chinese Medicine prescription, you should be able to find the “**Print Formulae**” button located at the end of record. Click on it and select 1 of the 6 printing options, depending on which suits you best.

Prescription	CHI SHAO 12g, CHUAN XIONG 10g, DAN SHEN 15g, DANG GUI 12g.
Herbs	HONG HUA 6g, QING PI 10g, SHENG DI 12g, TAO REN 10g, XIANG FU 12g, YAN HU SUO 10g.
Herbal Packs/Days	3
Dosage & Instructions	Empty contents into a clay-pot Submerge herbs in 3 cups of water and bring to the boil; After 5 minutes of medium, intense heat, turn down and simmer until ~200ml of the liquid is left; Drain the liquid into a cup and drink it all, while warm, after a meal; Keep herbs in the fridge overnight and repeat the cooking procedure next day; Discard the herbs after the second cooking; Do not use metal utensils in the preparation or storage of herb;
Remedial Massage	Left Shoulder Massag, using palpation, stripping, deep stripping, compression and deep compression techniques on Deltoid; Left Shoulder Massag, using palpation, stripping, deep stripping, compression and deep compression techniques on Supraspinatus and Infraspinatus;
Chinese Herbal Consultation	\$30.00 Item Number: 403 - Standard Consultation
Herbal Product Charge	\$100.00 Item Number: 503 - Medicaments
Payment	HICAPS: Credit Card: EFTPOS: Cash: Credit:
Restricted Record	Yes
Practitioner	Mr. Bill FAN
Clinic	Sydney T.C.M. Clinic
Health Fund	AHM Membership Number - 112334455
R.Lauguage	English

At the bottom of the form, there is a row of buttons: Edit Record, Print Formulae, Print Record, iPad Printing, Print Receipt, Cal. Herbal Price, Add Follow Up, Add Scanned Rec., Done. A red arrow points from the 'Print Formulae' button to a dropdown menu.

- Chinese Only
- PinYin Only**
- Chinese + PinYin
- PinYin + Latin
- Herbal Packet Label
- Single Package Label

As the latest requirements from [Chinese Medicine Board of Australia](http://www.chineseboardofaustralia.com.au), the prescribed Chinese Medicine formulae need to be printed using PinYin.

SMART TCM – CLINIC RECORD MANAGEMENT

Sydney T.C.M. Clinic

110 Sydney Road. Sydney 2000, NSW P: M: 0411 234567

Patient:

Mr. Jones DAVID

Dispensed Date:

16/11/2017

CHI SHAO 12g	CHUAN XIONG 10g	DAN SHEN 15g
DANG GUI 12g	HONG HUA 6g	QING PI 10g
SHENG DI 12g	TAO REN 10g	XIANG FU 12g
YAN HU SUO 10g		

No. of Packets: 3

Prescriber: Mr. Bill FAN Signature 

Dispenser: _____

Prescribing date: 16/11/2017

AHPRA Registration Number CMR0001234567, ATMS1234, FCMA112233

KEEP OUT OF REACH OF CHILDREN

Dosage and Instructions: Empty contents into a clay-pot; Submerge herbs in 3 cups of water and bring to the boil; After 5 minutes of medium, intense heat, turn down and simmer until ~200ml of the liquid is left; Drain the liquid into a cup and drink it all, while warm, after a meal; Keep herbs in the fridge overnight and repeat the cooking procedure next day; Discard the herbs after the second cooking; Do not use metal utensils in the preparation or storage of herb

Warnings:

If symptoms persist or you experience any unexpected symptoms, contact your Chinese medicine practitioner or medical practitioner.

11. Printing Granule Bottle Label

KEEP OUT OF REACH OF CHILDREN

Mr. Jones DAVID

CHI SHAO 2g, CHUAN XIONG 3g, DAN SHEN 3g, DANG GUI 2g, HONG HUA 1g, QING PI 2g, SHENG DI 3g, TAO REN 2g, XIANG FU 2g, YAN HU SUO 2g

Granule: Concentration of the granules is 1g granule = 5g raw herbs; 1g 药粉 = 5g 草药

Practitioner: Mr. Bill FAN, AHPRA Registration Number CMR0001234567

Sydney T.C.M. Clinic

110 Sydney Road, Sydney 2000 NSW Ph: M: 0411 234567

Dispenser _____ **Date:** 19/12/2017

Instructions: Total Dosage 110g, Drinking Granule Tea 2 times per day, 11g each time, Total 10 times. 1 spoon x 3 times daily, 15 mins after meal, with warm water, until finished.;

13. Printing a consultation record

Sydney T.C.M. Clinic	
110 Sydney Road. Sydney 2000, NSW Ph: M: 0411 234567	
<hr/>	
[Patient]	Mr. Jones DAVID [D.O.B] - 12/09/1968 (Age :49)
[Address]	13/123 Pacific Hwy, Chatstwood 2067 NSW, M: 0407943996
<hr/>	
[Medical History]:	Arthritis; Asthma;
<hr/>	
[16/11/2017 , Thursday]	
[Chief Complaint]	Palpitation
[Present Illness Symptoms]	Palpitation, Occasional chest pain, Prickly pain, Bluish-purple lips and fingernails, Dark purple tongue with ecchymosis, Choppy pulse, Regularly interrupted pulse
[Diagnosis]	Arrhythmia
[Treatment Principle]	To promote the Blood circulation and resolve the Stasis, To regulate the Qi flow and clear the meridians
[Formulae]	CHI SHAO 12g, CHUAN XIONG 10g, DAN SHEN 15g, DANG GUI 12g, HONG HUA 6g, QING PI 10g, SHENG DI 12g, TAO REN 10g, XIANG FU 12g, YAN HU SUO 10g
[Herbal Packs]	3
[Dosage Instruction]	Empty contents into a clay-pot; Submerge herbs in 3 cups of water and bring to the boil; After 5 minutes of medium, intense heat, turn down and simmer until ~200ml of the liquid is left; Drain the liquid into a cup and drink it all, while warm, after a meal; Keep herbs in the fridge overnight and repeat the cooking procedure next day; Discard the herbs after the second cooking; Do not use metal utensils in the preparation or storage of herb
[Remedial Massage]	Left Shoulder Massag, using palpation, stripping, deep stripping, compression and deep compression techniques on Deltoid; Left Shoulder Massag, using palpation, stripping, deep stripping, compression and deep compression techniques on Supraspinatus and Infraspinatus
[Consultation Charge]	\$30.00 Item Number: 403 - Standard Consultation
[Herbal Medi Charge]	\$100.00 Item Number: 503 - Medicaments
[Restricted Record]	Yes
[Practitioner]	Mr. Bill FAN, AHPRA Registration Number CMR0001234567
[Clinic]	Sydney T.C.M. Clinic - Sydney T.C.M.
[Health Fund]	AHM Membership Number - 112334455
[Signature]	_____

SMART TCM – CLINIC RECORD MANAGEMENT

14. Backing up the Database

When you finish work for the day and before you leave, please click on “Logout” button on the top right hand corner of the screen to log out.



Then the below reminder message will displayed to remind you backup the database.

Please don't forget to backup the database before you logout!

[Database Backup](#)

Click on the “Database Backup” link and the screen below will be displayed.

DB Internal Backup

The back up file will be saved in folder "C:\SmartTCM\backup".

DB External Backup

The back up file will be saved in the external drive "D:\SmartTCM_backup"
Please make sure this external drive is available and accessible

Attachment External Backup

The attachment back up files will be saved in folder "D:\SmartTCM_backup\Attachments"
Please make sure this external drive is available and accessible

Then, click on these 3 buttons to complete the backup!