



OFSY for Hospitals is a core Hospital Management Application Suite which addresses all the major functional areas of your hospital. It is a consolidated package, designed to effectively connect all the departments and processes of your hospital. OFSY enables hospital staff, consultants and other external contacts such as the Hospital's auditors and consultants to have easy interaction and access to information.

Since every hospital is unique in terms of its requirements and priorities, a degree of flexibility is built into this package which allows for easy customisation to suit the unique requirements of your hospital. OFSY provides the benefits of streamlined operations, improved response to patient care, and improved profitability.

Highlights:

- ✓ Easy to install with minimal investment on IT infrastructure.
- ✓ OFSY when deployed is charged on a per user basis so Pay as you Use.
- ✓ Communicate easily with contacts internal and external to your hospital.
- ✓ Send and receive upto 2 MB of files, including patient records and X-Ray images.
- ✓ Access online records and information on just about anything to do with your hospital.
- ✓ Interfaces with external medical and billing devices.

WHY USE OFSY? To automate or not to automate? Management gurus advocate automation, and justify it as a necessary investment. On the other hand, investment on software means a never-ending diversion of additional resources towards networking, infrastructure, upgrades, security, maintenance and training at a very high cost to a hospital's core business. Most Hospitals in India face this dilemma. What then is the solution? Should one automate, and endure the constant flux of capital towards IT? Should one not automate, and possibly risk losing out to competitors?

The answer lies in Application Service. With Application Service, Hospitals can have outsourced access to their mission critical software on a subscription basis. OFSY for Hospitals gives you just that. OFSY is a web based, integrated, office automation software. It consists of several powerful modules which are totally and seamlessly integrated. It allows access to authorized members of your Hospital to communicate, enter, edit and view business information online through the internet irrespective of time and geographical location. The pricing is on a per user basis/month basis.

With OFSY your Hospital can now -

- ✓ Give your **patients online access to medical records**, a feature they will thank you for, especially when they are out of station.
- ✓ Simplify transactions pertaining to **health insurance** and its claims.
- ✓ Deploy software automation more **quickly** and **inexpensively**.
- ✓ **Relieve** overburdened and /or under-resourced **IT staff**.
- ✓ Stay current with **software updates**. All OFSY updates will be automatically made available to you free of cost.
- ✓ Implement **higher-end hospital care solutions** that will yield greater business benefit.
- ✓ Convert big, upfront capital costs into **predictable fees** that are amortised over the life of a multi-year contract
- ✓ Invest on human resources and capital to **build your core service**, not your IT infrastructures.
- ✓ Do away with unnecessary software modules, and utilise only the modules that your Hospital requires, thus making **full use of your investment**.

TECHNICAL INFORMATION

Hospital applications require a stable, scalable foundation, flexible enough to change as and when your hospital's needs change. OFSY adopts a J2EE-compliant, four-tier development architecture, which reflects changes instantly and allows you to be flexible.

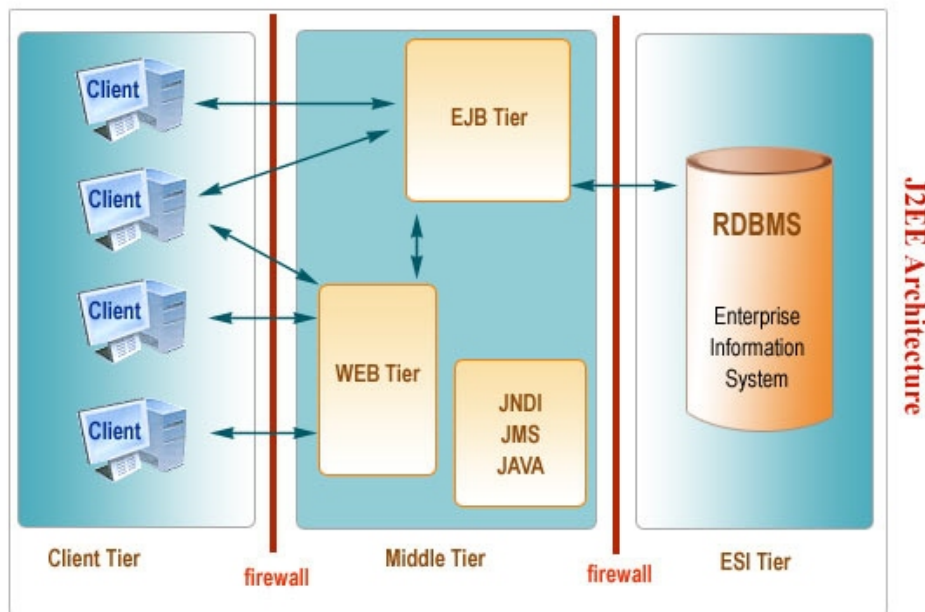
Modes of Access

OFSY users require an operating system installed with a Java and Flash enabled browser. It offers three interesting access options

Option 1 Protected by firewalls, OFSY is hosted at a data centre. Each time you access it, your data is encrypted, ensuring safe transit to the database server.

Option 2 OFSY is individually deployed as part of your internal corporate network.

Option 3 A combination access plan of hosting the database server/ the application server on your internal network.



OFSY™

Security

The internal structure of OFSY" is designed to be secure.

- It is hosted in a secure server environment that uses firewalls and other advanced technology to prevent interference or access from intruders.
- A Multi security system provides for various levels of security between each layer.
- OFSY provides each user in your Hospital with a unique log-in.
- With OFSY, it is possible to view event logs that have taken place on the system.
- You can assign access privileges to users.

MODULES

OFSY for Hospitals has been specifically designed to cater to the automation needs of Hospitals. It has been developed after a careful study of all hospital processes and functions and after hours of interaction with members from the medical field. Although all hospitals carry out the same basic functions, each Hospital has its own mode of administration and operations. Keeping this in mind, OFSY offers a certain degree of customisation in its modules which are listed below.

In order to understand the system's versatility, its modules have been divided into the following categories

Patient Care Modules

- ✓ Reception
- ✓ Patient Management
- ✓ Dietetics
- ✓ Nursing care

Service Modules

- ✓ Clinical Laboratory
- ✓ Dietetics and Kitchen
- ✓ Pharmacy

Administrative Modules

- ✓ Human Resources Manager
- ✓ Financial Accounting System
- ✓ Insurance
- ✓ Billing
- ✓ Asset Management
- ✓ Purchases and Stores

Communication Modules

- ✓ Collaborator
- ✓ Document Management.

OFSY MODULE FUNCTIONS

COLLABORATOR

OFSY's Collaborator module enables parents, teachers, students and staff members to have easy interaction and access to information. It's various Communication tools like e-mail, Messaging and Forums facilitate easy internal and external communication. The Personal Data Assistant is another powerful feature of the Collaborator. The Collaborator thus opens up greater communication avenues for your Institution and empowers users to perform their duties better, irrespective of time and geographical locations.

- **E-mail integration:** Integrates E-mail with instant messaging. Instant messaging helps identify whether contacts have read a message or not. In case of the latter the message can be escalated automatically.
- **Profiles:** This feature helps you to identify the profile of the sender. Once identified, it allows you to perform multiple actions on the sender (within your access rights).
- **Attachments:** Attach up to 2MB of data with your messages. This feature Integrates with other modules of OFSY like the Document Management System, Accounting and College Administration modules
- **Chat:** The chat feature allows real time communication between between authorised users of OFSY. It is an excellent vehicle for inter and intra office communications. It also boasts of a Broadcast feature wherein messages can be sent to all users logged in, which comes in handy during online meetings.
- **IP Messaging :** Send instant shouts, reminders and memos between users of OFSY logged in at a particular time to simplify work processes.
- **Calendar and Scheduler:** An integrated calendar and scheduler will help you to plan your appointments and organise your day.

HEALTHCARE

- **Hospital News:** Keeps the staff and professionals working with your Hospital updated about Hospital News and Events
- **Address Bank:** Store addresses and other contact information for ready mining
- **Actions:** When you Compose a message this feature allows you to specify actions to the recipient of the message. Actions like 'Call back' 'Will call back' etc. can be selected from a convenient drop down box, and can be accompanied with additional information like the date, time and your contact number.
- **Search:** The search option is an indispensable tool for users of OFSY as it enables a fuzzy search of your contacts on various parameters such as First Name, Last Name, Company Name etc.

Access to Patients - With OFSY you can interface part of your software with your website, and make patient records available to them online. By entering their Patient ID, patients can log-in to their medical records.

RECEPTION AND PATIENT MANAGEMENT

All Front Office functions such as enquiries, inpatient and outpatient registration and admissions are taken care of. It also provides for online information about the patient's condition, location and movement within the hospital. Patient Management takes care of inpatient discharge, transfer and housekeeping. It deals with the maintenance of the various wards and beds and tracks the movement of the patient, temporary discharge slip generation, discharge of the patient, preparation of discharge summary and housekeeping of beds.

NURSING CARE

This module encompasses nursing and monitoring activities. It is interfaced with some of the other modules like Patient Management and Clinical Laboratory. Nurses are required to log in at the beginning of their shift so that the system logs the names of the nurses available at the nursing station during emergencies.

Patient Information:Accesses all in-patient and critical care patients at a particular nursing station.

Access to doctors orders:Helps nurses access and process doctors orders.

Drug Administration, Recording:Helps nurses access information on prescribed drugs and their dosages and record actual dosage administered.

Graphical representation: Since OFSY interfaces with specialised medical systems it is possible to get graphical representations of TPR charts directly on the nurses' consoles.

Archived reports: Nurses can access case histories and reports from the Archives

Bed Transfers: All information relating to bed transfers from the Patient Management module are automatically logged here.

INSURANCE REFERENDA

The Insurance software records, maintains and displays the insurance services offered by different insurance companies, and the organisations registered under it. It also aligns a patient's health care insurance plan and makes the necessary billing adjustments. It operates by tracking a patient's health insurance plan, based on the details furnished by the patient on registration. When the patient's insurance records are displayed, the medial expenses are allocated between the patient, the insurance company and the patient's company (if the patient is covered under a corporate medical allowance plan). Based on the allocation, the billing is executed by the billing module of this software.

Insurance companies: Details the insurance companies and the corporates who have tied up with them for corporate policies e.g the insurance company AXA Insurance may have contracts with corporates like Air France, Habid Bank and Liberty Automobiles. The software lists the employee categories and services each employee category in the company is entitled to.

Services: Details information related to the amount specified for each of the services provided by the hospital. In effect, a hierarchical tree structure of services will be reflected over a time for a particular insurance company and organisation registered under it.

Departments: Each hospital department e.g. Pharmacy, Laboratory, Radiology have different services provided under them. The services that are Covered and Not Covered for insurance are highlighted in this list with a mention of the conditional coverage eventualities.

Automatic Payment Adjustments: The Insurance module allows for the following payment options, which will be automatically executed by the billing module.

1. **Deductible** - If the insurance company specifies that a part of the amount for a specified service has to be paid by the patient. e.g. consultation costs Dhms 50. If the patient has not consulted a doctor at the hospital, the software automatically bills the insurance company with the entire amount.
2. **Co-Payment (Co-Participation)**. If the patient's policy is a co-payment one, he will be asked to pay a certain percentage of the amount. e.g 10% for blood test, will be paid by the patient and the rest will be paid by the insurance company. The bill will be accordingly allocated, and automatically made payable by the insurance company and the patient.
3. **Deductible & Co-payment**. If a particular service has not been availed of, the amount will be deducted. Also, the co-payment amount will be collected from the patient if the agreed service or procedure is made available to the patient.
4. **Direct contracts with organisations**: If a hospital has direct and separate agreements with certain organisations regarding the sharing of the hospital expenses. If this is the case, the software makes the adjustments as per the agreements.

BILLING

The billing module facilitates cashier and billing operations for different categories of patients, providing automatic posting of charges related to different services like bed charges, lab tests conducted, medicines issued, consultant's fee, food and beverage charges etc. It automatically calculates charges based on services rendered, thus bringing about accuracy in patient billing and enhanced financial control. This module provides for credit party billing and can be integrated with the financial accounting module.

Out Patient Billing:It reduces out-patient waiting time as it handles Out patient billing effortlessly.

Organisation Billing:Generates composite bills that are required to be sent to various organisations regarding treatment of their employees.

In Patient Billing:Automatically posts charges relating to different services such as bed charges, fees, lab test charges, food bills and consultants fees.

Consultant Billing: Consultant doctors accounts are accurately maintained with the help of Consultant fees Collected/ Paid Registers.

Laboratory Billing: All laboratory bills for tests carried out can be easily maintained and incorporated into the Final Bill automatically

Billing Adjustments: Patient deposits, advances or past dues and refunds can automatically be adjusted against the current bill.

CLINICAL LABORATORY

Automate all your laboratory functions. This module allows for maintenance of patient's requests for investigation and results for various available services such as clinical pathology, X-ray, Ultra sound etc. Requests can be made from various points including wards, billing, sample collection point, or the laboratory receiving point. The laboratory module is integrated with the Reception & Patient management and Billing modules.

Laboratory Tests: Handles all laboratory tests such as Bio-Chemical, CT Scan, Pathology, Radiology, Blood Bank, Ultra Sonography, MRI and more.

Database: Provides a built-in data base of clinical investigations.

Checking procedure: A fool-proof error checking procedure is used to double-check patient reports before printing. Results of each can be validated before being released.

Image importing: Enables easy importing and storing of X-Ray, Ultrasound, etc., The images can also be incorporated into patient records.

Calculations and Comparisons: The system can combine various test results of the same patient, provide comparisons and reflect changes over time.

Reports: You will be able to have a Pre-set report design as per the standard thus eliminating the need for pre-printed forms. It can also display statistical information in graphical form.

Radiology

Radiology module caters to services such as X-ray, Scanning, Ultra sound etc. Scheduling of Radiology resources is possible. The system stores all the result details of various tests and makes a Report based on the Test Results. These Tests are carried out both for Inpatient and Outpatient. The system stores all the details (like patient number, Test Report like X-Ray, Scanning details) and for each scan the system generates a unique number for the image. Investigations can be done only after the billing is done. This rule is exempted when the case is declared as Urgent.

HUMAN RESOURCE MANAGER

The OFSY HRM provides you with an online solution to manage your Recruitment, Employee Development, Employee Maintenance and Payroll activities. Store CV's online, have online tests and record interview scores which can be later mined together to produce results which point to the most suitable candidate. It's separate sections for Contract Staff, Administration Staff and Permanent Employees will help you to manage each staff category as per the specific HR policies and guidelines pertaining to them. The Personnel module deals with the maintenance of employee bio-data, attendance/overtime details.

- Recruitment
- Contract work
- Direct application facility
- Employer requirement
- Resource allocation
- Management approval
- Recording of interviews
- Absorption of candidates
- Conversion to employee
- Training schedule
- Consultant management
- Payroll management
- Compensation
- Leave request process
- Absence tracking and report
- Memos and disciplinary action
- Holiday listing
- Employee benefits
- Medical grievances /accidents/ IOD records
- Employee exit procedures
- Policy management

HOSPITAL ADMINISTRATION

The Hospital Administration module is designed keeping in mind the various functions that form part of your Hospital's administrative tasks. This module includes Pharmacy and Dispensary Management, Main Stores, Inventory Control and Staff Hostel Management functions of your hospital.

Pharmacy

- ✓ Enquiry (Enter and retrieve information about the hospital/ patient condition/ doctors' contact numbers and other information so that enquiries can be handled with ease).
- ✓ Deals with all activities including generating indents, issues to patients, returns, updating daily stock position, stock adjustments etc.
- ✓ Enquiry screens include viewing daily stock position, store-wise stock enquiry, etc.

Main Stores and Hospital Inventory

- ✓ Caters to the needs of a full-fledged Inventory Management System.
- ✓ Activities include generating and raising purchase requisitions, receiving quotations, raising recommendations, raising of purchase order and much more. With the help of the enquiries provided, one can also keep a track of stock balance, items below safety stock, items with their expiry date, excess stock of items etc.

FINANCIAL ACCOUNTING

The OFSY Accounting System is a complete and powerful accounting package. It takes care of all your accounting needs, right from Planning and Budgeting to standard accounting functions, such as maintaining ledgers and Day Books. It has potent tools that give you vital information such as trend lines and indications of your financial health, for giving you accurate information on your Finances. It is integrated with the Billing module making it easier for you to manage your revenue streams.

Budgeting: Plans your expenses by allocating budgets for your Hospital's departments and expenses. It has a unique comparison feature that will give you useful statistics on Actual Vs Budgeted expenditure.

Transaction Accounts: Generates a list of all your transaction accounts and the specific accounting group they belong to.

Accounting Aids

- Drop down menus make classifying and recording **Journal Entries** surprisingly easy.
- Maintains **vouchers** for all your receipts and payments.
- Keep Track of your Daily Transactions for later posting.
- Auto-generation of Numbers to simplify your accounting work.
- Monitor your institution's cash flows and performance statistics with **Trend Lines**.
- Balance Sheet: Automatic sourcing of all your accounts information helps you generate your Balance Sheet with ease.
- **Cash Flow Analysis** : Analysis of cash generated and spent on various segments and comparison of the same.
- **Drill down Analysis**: Analyse your fund flow. Also gives you account-wise break-up of your scaling down activity.
- Set Alarms to warn you of Extensive Expenditure

Financial Health Analysis: Analyse your Hospital's Position through Reports such as the balance sheet, income statement, and statement of cash flows, which summarise the financial status and viability of your institution.

ASSET MANAGEMENT

OFSY's Asset Management Module facilitates electronic tracking of your Institution's Fixed Assets. Keep track of asset acquisition dates, upgrades and depreciation's with the help of carefully maintained asset details. Keep track of documents related to your Assets such as Insurance, Lease and Contract documents online.

Object Identification: Codification of Assets, Design code of object/asset which could universally identify the asset/ viz a ISBN number of a book.

Date of acquisition: Record the date on which the asset was acquired so that all future changes such as depreciation's and upgrades can be calculated against this input.

Components: Components list that make up the address, this would be integrated with accounts and planning in case this is a maintainable asset.

Upgrades: Log all updates performed on the asset.

Support: Instant access to support phone numbers/other contact means. Log all support related issues like downtime, reason, response time etc.

Financial information: Receive ready financial information on your asset portfolio

Warranties, Periodic contracts like insurance and lease: A facility to record and trace renewals. Alerts to renew or receive payment on various contracts.

New additions: Additions/Updates/removals that are executed on the asset that increase/decrease the value/effect warrant/insurance issues.

Disposals: Record sale of the asset, the log of events would help estimate the selling price, of the asset. Depreciation could be customised based on the depreciation method implemented by your hospital.

DOCUMENT MANAGEMENT

OFSY's Document Manager is an electronically controlled document management system. It will manage your documents throughout their life cycle - right from it's stage of inception, through creation, storage, reviews, circulation and retrieval to destruction. It incorporates useful and time-saving features such as Archiving, Search, Imaging and Routing.

Archiving - a facility to store electronic documents.

Adding documents - enables addition of documents to the archive.

Access control - a built in mechanism to ensure that only one user can modify a document at a time.

Version control - method of monitoring changes made to the document.

Grouping - enables organising documents in related groups.

Search - facilitates search, based on various parameters.

Related attributes - provision of information related to the document.

Routing - ability to move the document from one user to another in accordance to the work flow.

Imaging - methods of converting paper documents to electronic format.

Collection and dispatch - provision to gather related documents in a coherent collection and dispatch them to targeted audiences.

INTERFACING WITH EXTERNAL DEVICES

OFSY for Hospitals can be easily interfaced with external devices such as specialised medical systems and identification and billing devices

Interfacing with Specialised Medical Systems

OFSY provides for the exchange, management and integration of data that support clinical patient care and the management, delivery and evaluation of health care services. This is made possible with the use of HL7, through which medical devices can be interfaced with software systems used by the Hospital.

This feature ensures that patient information from OFSY is easily made available at the patient monitoring units. Similarly vital signs of patients which are automatically recorded in these units can be periodically updated in the Patient Records. Similarly OFSY can be efficiently interfaced with medical transcription devices.

Interfacing with Information Devices

OFSY for Hospitals is compatible with Smart Cards, or Intelligent ID cards (where identification and clinical information about the patient is stored on a chip in the cards). This reduces paper copies of the patient's records, and helps to retrieve vital information of the patient especially in emergencies.

Interfacing with Billing Devices

OFSY for Hospitals provides Barcode identification. Bar coding helps in rapid and accurate labelling and identification of samples collected for lab investigations, as well as the identification of material and drug items in the pharmacy. OFSY can also interface with Credit Cards, Debit Cards and Insurance Cards.

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OFSY™

Extending Your Business Reach

Your Complete & Secure One-Stop Solution For Office Automation.

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