

**DEPARTMENT OF PAEDIATRIC & PREVENTIVE DENTISTRY****SOP FOR PAPPYJOE PATIENT RECORD MANAGEMENT
SOFTWARE**

In PappyJoe Clinic Management Software you get a fully integrated Patient Record Management System with all the necessary functionalities and processes on a cloud based single platform. It is a robust and secure system for anytime and anywhere access whether it be your Desktop Computer, Laptop or Smart Phone.

PappyJoe helps to strengthen the Doctor – Patient relationship by communicating with the Patients through SMS Communication and email thus enhancing a better Doctor – Patient Connect.

Electronic medical record (EMR Systems) helps you to maintain patient records efficiently and Patient care becomes more efficient and result oriented when You treat the Patient Clearly knowing the preexisting conditions and the previous Patient History.

- Simplified Design to make appointments fast; in simple steps.
- Keep your schedule organized and simple.
- Option to display daily, weekly and monthly appointments.
- Reschedule appointment timings easily; with a single drag.
- Send SMS regarding appointments and schedule changes to patients.
- Option to maintain separate calendars for individual doctors.

❖ WHO CAN OPERATE?**❖ STANDARD OPERATING PROCEDURES:**

1. Make sure you are connected to the internet.
2. Install the PappyJoe application or go on the website www.pappyjoe.com
3. Log in with the mail id and credentials , or if logged in already sign in with the credentials.
4. The patient data of all the departments will be displayed.
5. Select 'Department of Pedodontics'
6. For every new OPD, select 'Add patient' in the upper right corner
7. Enter the patient's details- chief complaints, observations, investigations, diagnosis , treatment plan, clinical notes, etc.
8. Save the details.
9. For further procedure, In the upper right corner, enter the patient's name or OPD number.
10. Press enter to view the entire data on patient's dashboard.
11. Select for desired procedure to be done like clinical notes, treatments, appointments, upcoming appointment, etc.
12. Once the procedure is done, select on performed and save the data.
13. On the appointed date and time, the patient will be displayed as scheduled, when the treatment commences, engage the patient and on completion check out the patient from the software.