

# **Training Manual**

Humint O Lite Version 16

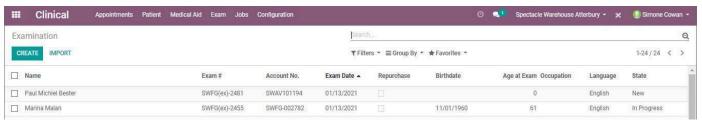


### **Exam**

This option helps you to explore and better manage your exams.

### **Current exams**

- This will show the exams that are currently taking place.
- The STATE of the patient will either be New OR In-progress

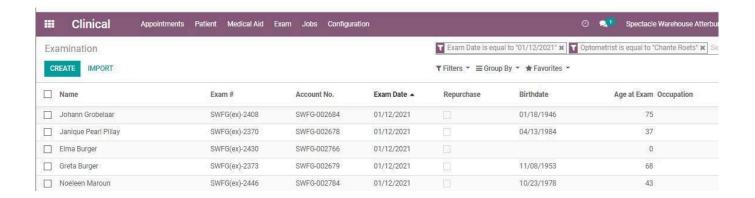


- It is important for the dispenser/front liner to mark the exam as DONE, otherwise it will remain in this category even after it has been invoiced.
- Once the exam is marked DONE, you cannot generate an invoice on that exam. You will either have to open a new exam OR Repurchase the current exam.
- You can also open the exam from here and EDIT the exam.
- (This is where the dispensers will find the exam to commence dispensing once the Optometrist has handed over and saved the test part)

## **Previous Exam**

- This is where you can view previous exams and dispensing.
- All of these exams were marked as DONE
- You can use the search bar to find a specific patient.
- You can also use custom filters to view specific dates, Optoms, dispensers, and so on.

E.g.: You want to see the number of patients that a specific Optometrist tested on a specific date. You will use the undermentioned filter.





# **Invoices**

# List of invoices created. This list view can be used to manage and report on invoices.

You can also see which invoices are in DRAFT and still need to be either submitted to medical aid OR validated.

The **status** will show:

- DRAFT Still needs to be sent to medical aid or validated
- OPEN Payment needed
- PAID Invoiced and paid
- Switch-On Navigator





This is a quick overview of the submitted claims and the results.

The status of the claim will be displayed as well as any issues with submission.

Claim accepted for delivery does not mean that the claim has been approved for payment.

You can also click on the claim for more information