GETTING STARTED WITH

LiFELiNE HOSPITAL MANAGEMENT SYSTEM

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Efficiency, Accuracy, and Care — All in One System.

Contact us

support@lifelinehms.com

What is LiFELiNE HMS?

- ➢ System Requirements

- ➢ Logging In for the First Time

- ➢ First look After logging In

- ➢ Navigating the Interface

- ➢ Grid Views in Lifeline HMS

- ➢ Complete List of lifeline HMS Modules

- ➢ Importing Documents

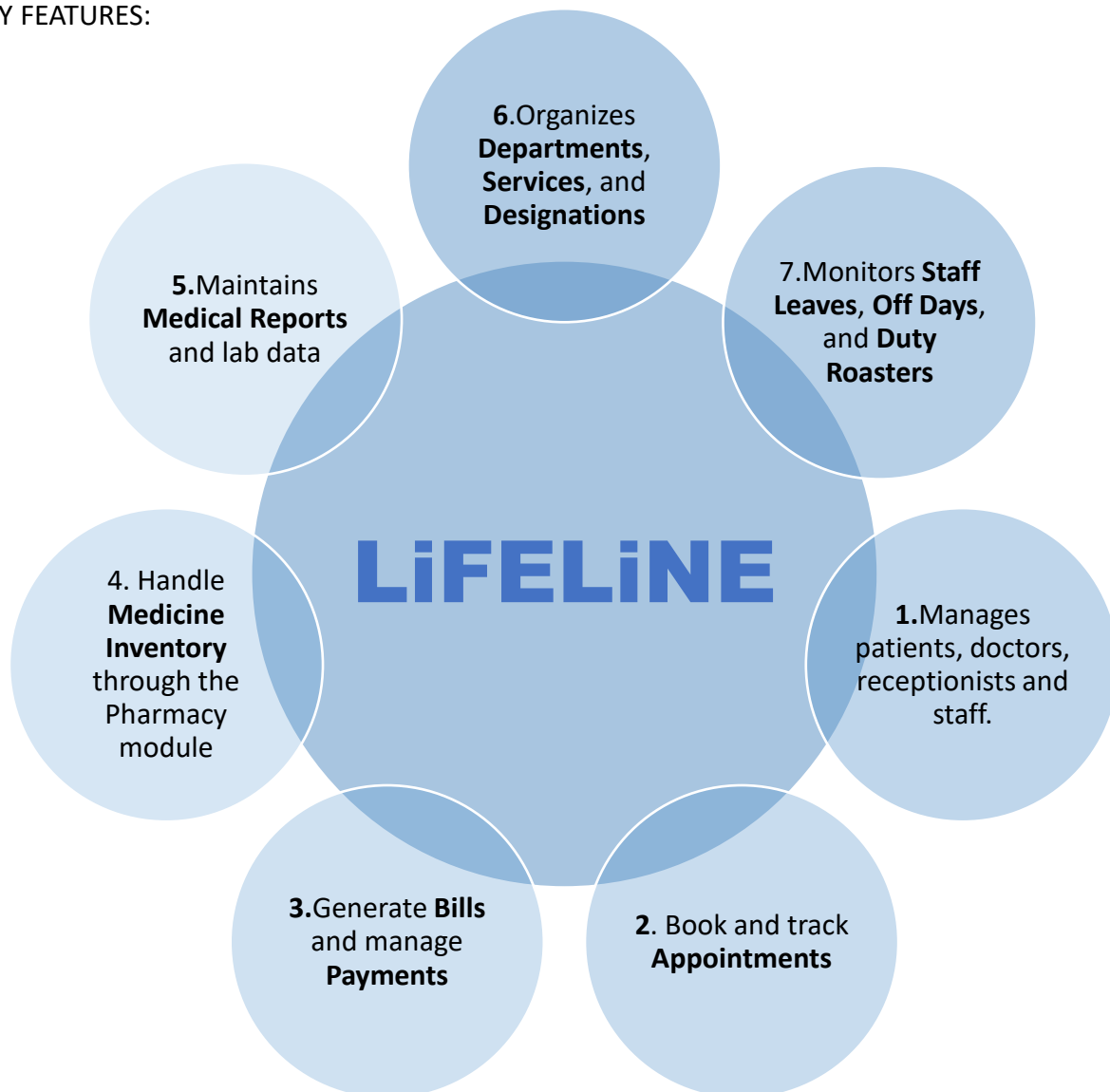- ➢ Initial Setup (Admin Only)

- ➢ Creating First Records

- ➢ Support & Help

The Lifeline Hospital Management System (HMS) is a digital platform designed to manage and streamline all major operations of a hospital or clinic. It provides an easy and centralized way to handle everything from patient registration to billing, appointments, pharmacy, reports, and staff scheduling.

Lifeline HMS helps eliminate manual work, reduce errors, and improve the overall efficiency of hospital workflows. By using lifeline HMS, hospitals can ensure faster service, better patient care, and improved coordination among staff.

Whether you're a doctor checking appointment, a receptionist booking patients, or a pharmacist managing stock —HMS makes day-to-day tasks simpler and more organized.

KEY FEATURES:

6.Organizes **Departments**, **Services**, and **Designations**

5.Maintains **Medical Reports** and lab data

7.Monitors **Staff Leaves**, **Off Days**, and **Duty Roasters**

LiFELiNE

4. Handle **Medicine Inventory** through the Pharmacy module

1.Manages patients, doctors, receptionists and staff.

3.Generate **Bills** and manage **Payments**

2. Book and track **Appointments**

System Requirements

To use Lifeline HMS effectively, ensure the following system setup:

- **Browser Support**: Google Chrome (recommended), Microsoft Edge, Firefox

- **Internet**: Stable internet connection

- **Screen Resolution**: Minimum 1366x768 for optimal viewing

- **Device**: Desktop, laptop, or tablet

- **Login**: Valid email ID and password assigned by the administrator

Logging In for the First Time

To log in:

- Open your Lifeline HMS system link in a browser.

- Enter your **email ID**, **password and organization.**

- Click **Login.**

- After logging in, you'll be taken to your dashboard based on your role.
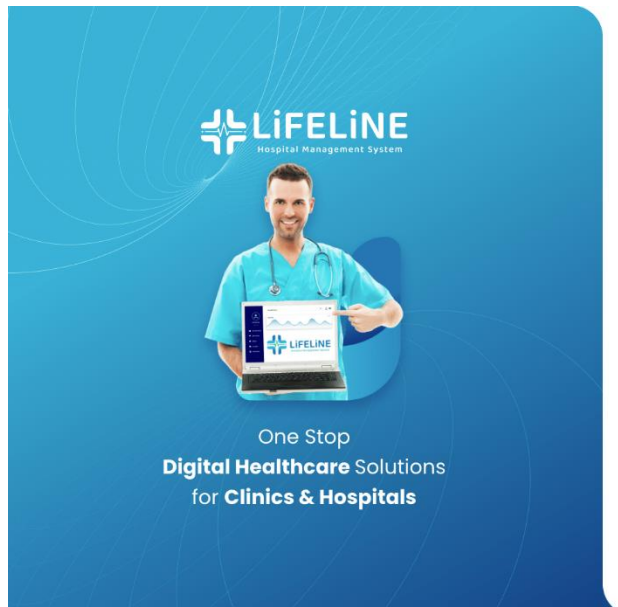
Here's what you're going to see when you log into your account as an admin:
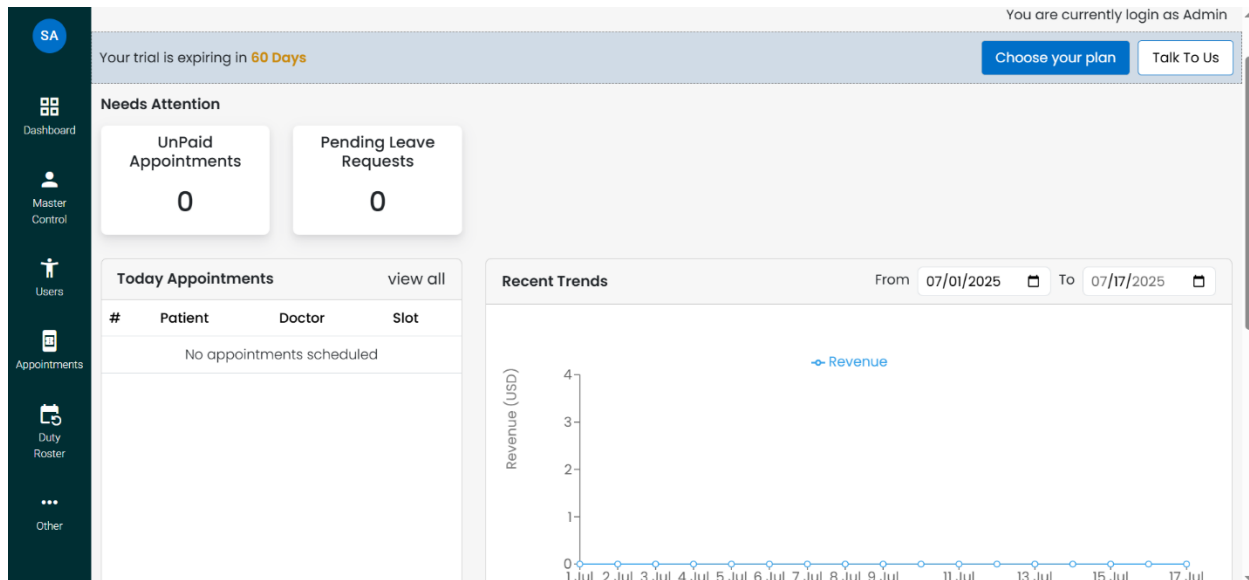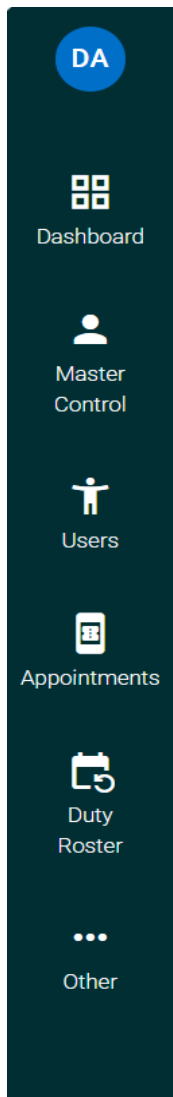

We're going to break this down further into parts to explain the following individual elements:

1. The top navigation bar

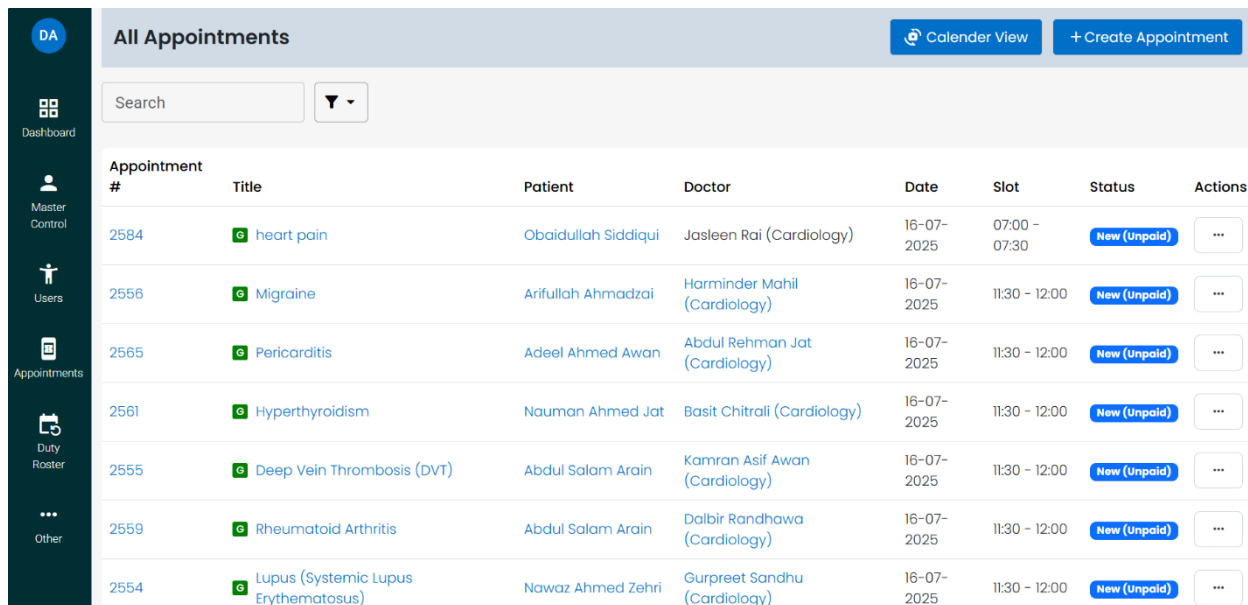2. The side navigation bar

1. The top navigation bar

Menu Toggle

Access Settings

User Profile

Notification bell

2. The side navigation bar

DA

Dashboard

Master Control

Users

Appointments

Duty Roster
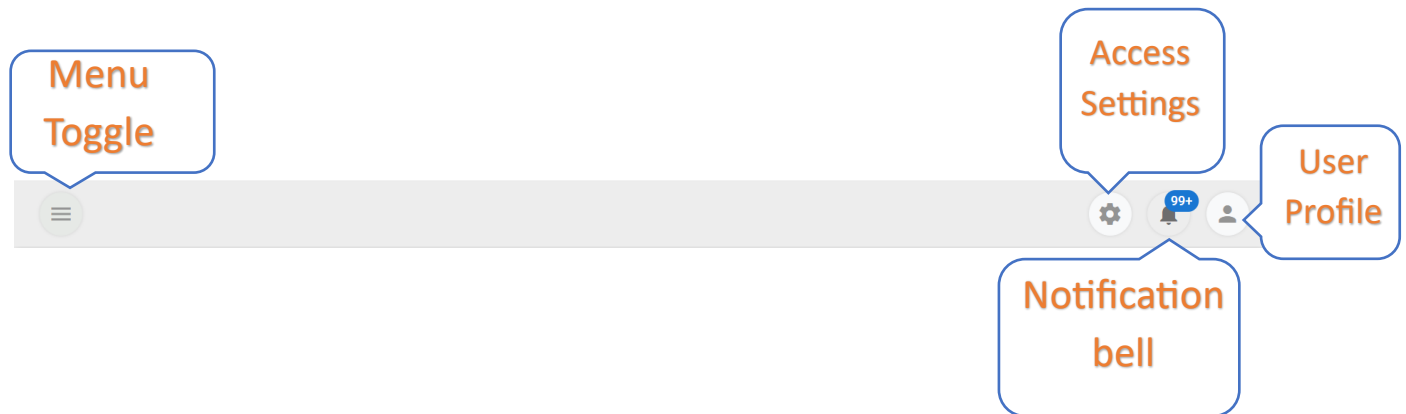
Other

The **side navigation bar** provides quick access to core modules and features of the Hospital Management System. It remains visible throughout the system for easy switching between sections.

View Modes in Lifeline HMS: List View vs. Calendar View

List View:

The **List View** displays data in a table-like format.

2. Calendar View:

The **Calendar View** displays appointments, shifts, or duties **visually on a calendar layout** by day, week, or month. This is perfect for seeing schedule overlaps and overall planning.

Complete list of Lifeline HMS Module

To better understand the structure of the LifelineHMS, here is a breakdown of its main modules:

Module	Description
All Users	Centralized view to manage all user types (Doctors, Patients, Staff, etc.).
Doctors	Manage doctor profiles, schedules, appointments, and off days.
Receptionist	Handles patient registration, appointment booking, and front-desk operations.
Patient	Manage patient details, history, appointments, and billing.
Staff	Add/manage nurses, assistants, lab technicians, and other non-doctor staff.
Pharmacist	View and manage medicine stock, POS sales, and orders
Departments	Create and manage departments (Cardiology, Radiology, etc.) and assign staff.
Designations	Define staff roles such as Nurse, Senior Doctor, Junior Technician, etc.
Services	List and manage hospital services (e.g., Lab Tests, Consultations, X-rays).
Medicines	Add/edit medicines, manage inventory, expiry, and categories.
Order History	Track history of medicine sales and stock orders from pharmacy.
Pharmacy	Full pharmacy module including POS, medicine management, and inventory alerts.
Off Days	Set and manage off days for doctors and staff in schedule.
Appointments	Book, manage, and view regular and emergency appointments.
Reports	Generate reports on billing, appointments, stock, users, and more.
Duty Roaster	Create and view staff shift plans. Helps assign duties across days and times.

In Lifeline HMS, files can be imported to save time and reduce manual data entry. Instead of adding each record individually (e.g., medicines, patients), users can upload a file containing bulk data. Once imported, the data is automatically displayed in the relevant section of the system, making the process faster and more efficient.

How to Import Files in Lifeline HMS

1. **Log in** to your Lifeline HMS account.

2. Go to the relevant section (e.g., **Doctor**, **Patients**, or **Staff**).

3. Click on the **"Import Users"** button.

4. Choose a supported file (usually **CSV** format).

5. Click **"Submit"** or **"Import"** to complete the process.

The imported data will appear automatically in the selected section.

From here you can import your file

Initial setup (Admin only)

The initial setup of Lifeline the Hospital Management System is handled by the **admin user**. This step is crucial to configure the basic structure of the system before it is used by staff, doctors, or other users.
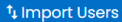
Admin Tasks in Initial Setup:

- Add **hospital details** (name, address, contact info)

- Create **departments** (e.g. Cardiology, Emergency, Pharmacy)

- Add **designations** (e.g. General, Oncology etc.)

- Add initial **staff members** (doctors, nurses, receptionists, etc.)

- Set up **system settings** (appointment slots, leave policies, notification preferences)

- Upload **master data** like medicines or users (via import user/ via medicines)

Creating First Record

The following is an example of creating a patient record in the Lifeline HMS. Similarly, you can create records for doctors, staff, medicines, and other modules using the same method.

Step 1

Patient   ⇅ Import Users   + Add Patient

Create Patient ›

Personal Information

Step 2

First Name*	Hina	Last Name	ALI
Email	Hina345@gmail.com	Phone*	🇺🇸 +1
Cnic	3840199801129	Gender*	Female
Date of birth*	02/03/2001	Blood Group	B-

Guardian Information

| Name | humaira | Phone | +92 300-3656998 |
| Relation | Mother | | |

Step 3:

Address ▾

☐ Create More   CANCEL   **SUBMIT**

Support and Help

If you encounter any issues while using the LiFELiNE Hospital Management System (HMS), or if you need guidance on how to perform a specific task, support is readily available.

FOR FURTHER ASSISTANCE:

info@lifelinehms.com

support@lifelinehms.com