

# GETTING STARTED WITH LIFELINE HOSPITAL MANAGEMENT SYSTEM

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

Contact us

[support@lifelinehms.com](mailto:support@lifelinehms.com)

# CONTENT

## 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

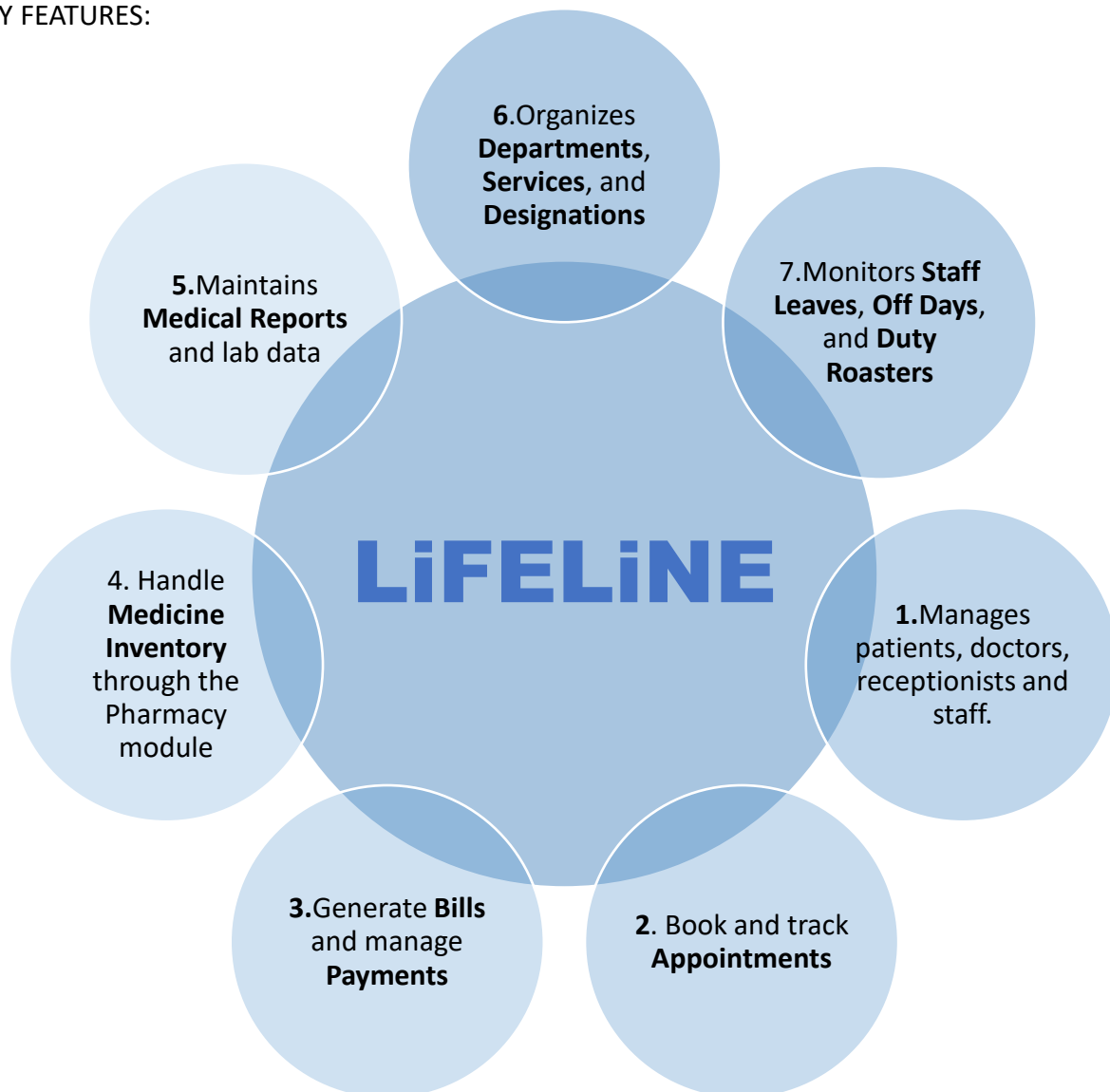
# WHAT IS LiFELiNE HMS?

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:



# System Requirements

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

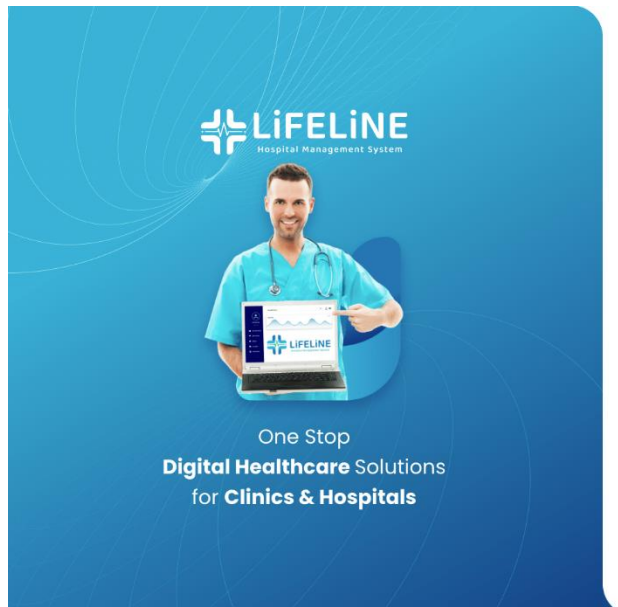
- **Browser Support:** Google Chrome (recommended), Microsoft Edge, Firefox
- **Internet:** Stable internet connection
- **Screen Resolution:** Minimum 1366x768 for optimal viewing
- **Device:** Desktop, laptop, or tablet
- **Login:** Valid email ID and password assigned by the administrator



## 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.



**Login**

Email

Step 1:

Password

Step 2:

Forgot Password?

Organization Name\*

Continue

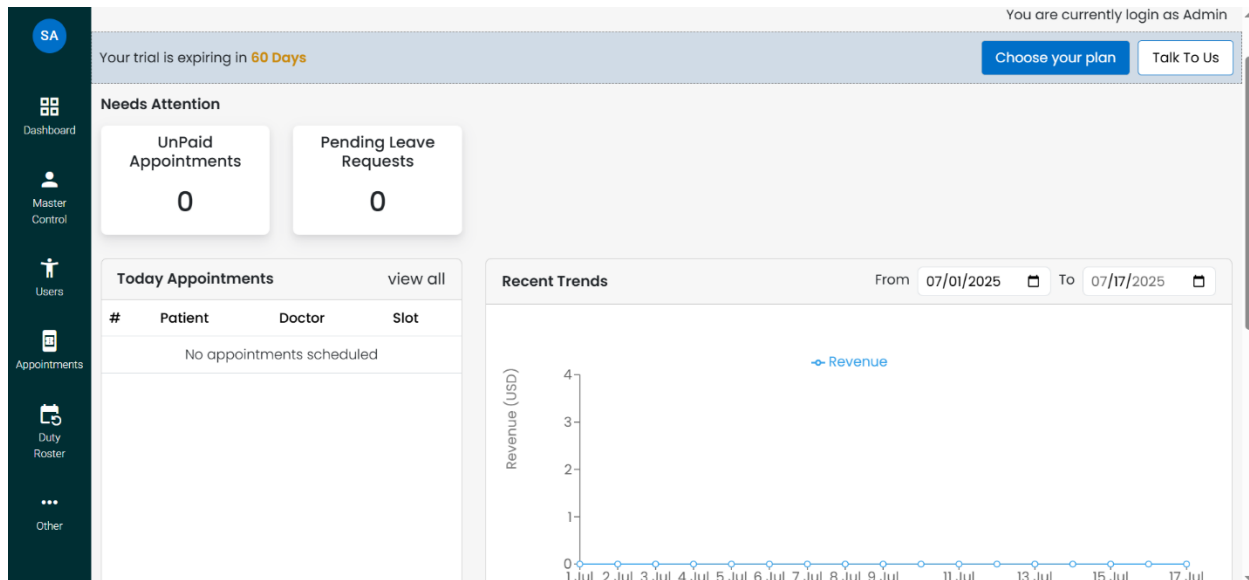
Register now to access our services: [SignUp](#)

Step 3:

Step 4:

# First look After logging In

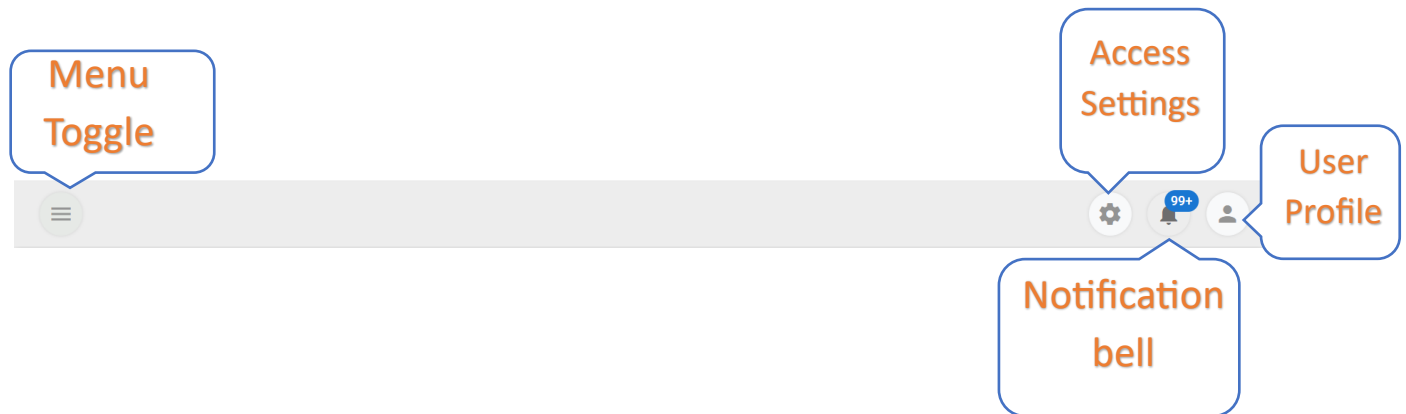
Here's what you're going to see when you log into your account as an admin:



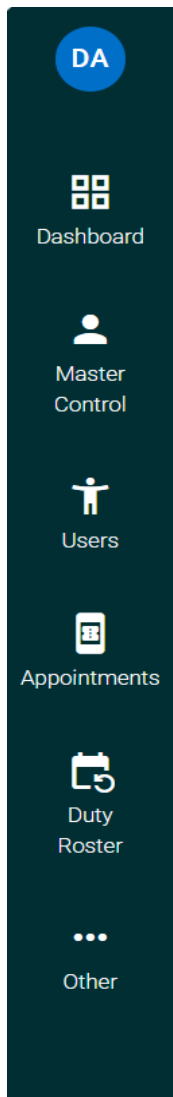
We're going to break this down further into parts to explain the following individual elements:

1. The top navigation bar
2. The side navigation bar

## 1. The top navigation bar



## 2. The side navigation bar



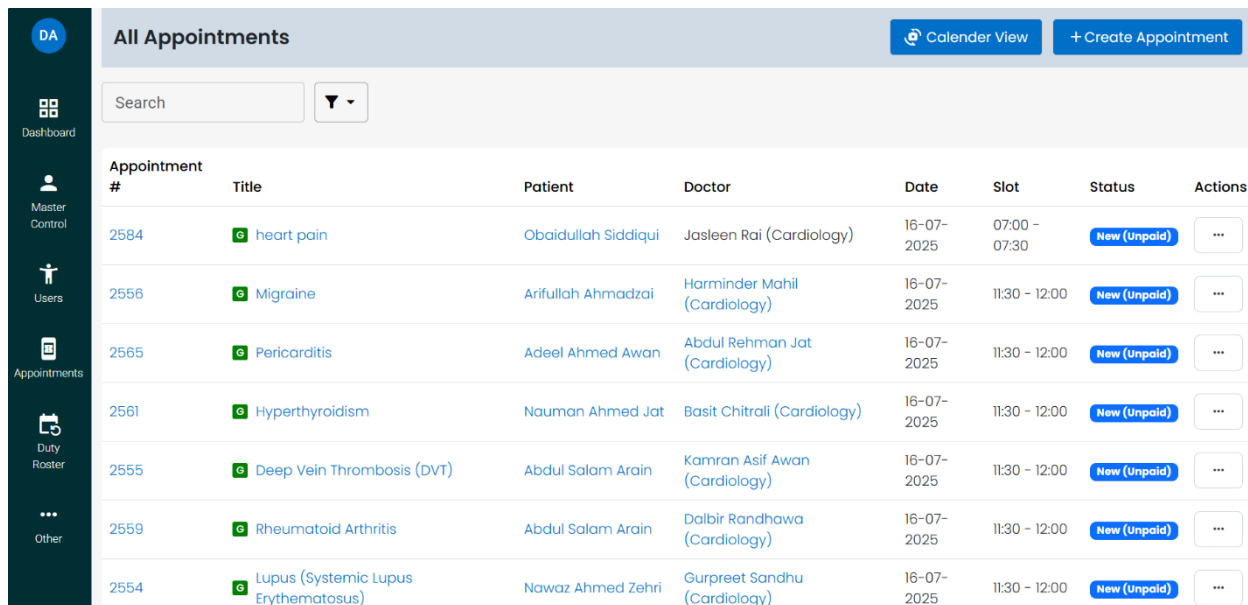
The **side navigation bar** provides quick access to core modules and features of the Hospital Management System. It remains visible throughout the system for easy switching between sections.

# View Modes

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

### List View:

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

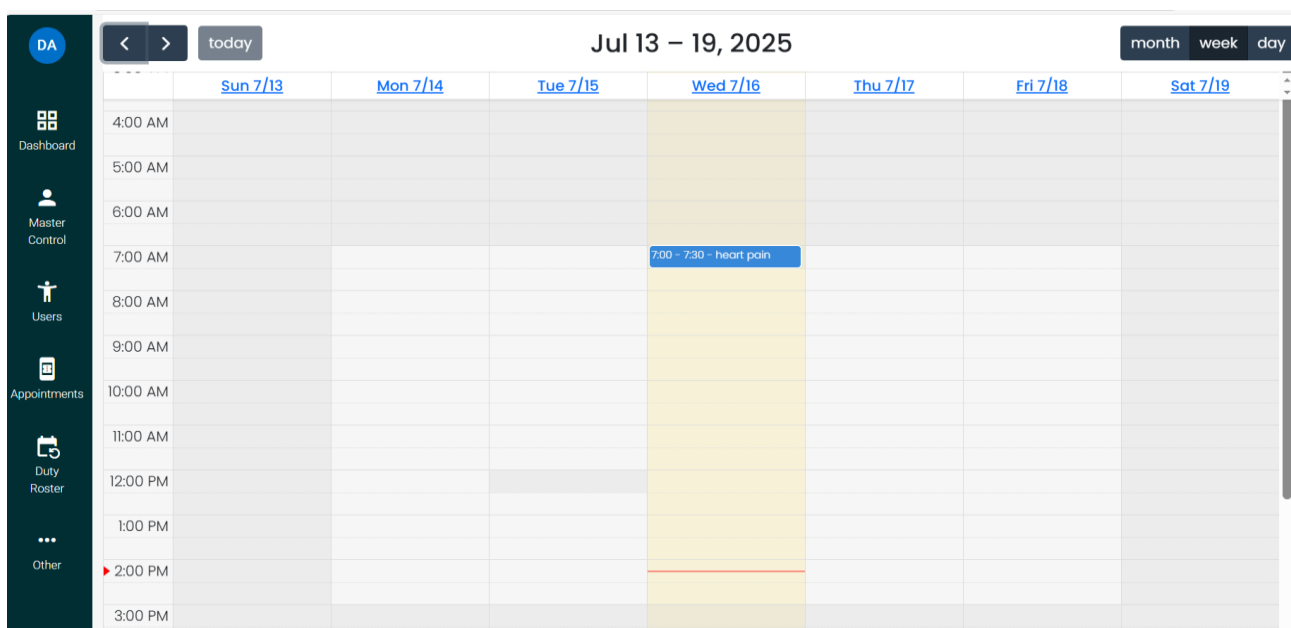


The screenshot shows the 'All Appointments' section of the Lifeline HMS interface. It features a sidebar with navigation options: Dashboard, Master Control, Users, Appointments, Duty Roster, and Other. The main content area displays a table of appointments with columns for Appointment #, Title, Patient, Doctor, Date, Slot, Status, and Actions. The table lists several appointments, including heart pain, Migraine, Pericarditis, Hyperthyroidism, Deep Vein Thrombosis (DVT), Rheumatoid Arthritis, and Lupus (Systemic Lupus Erythematosus). Each appointment entry includes a status button labeled 'New (Unpaid)' and a three-dot menu icon for actions.

Appointment #	Title	Patient	Doctor	Date	Slot	Status	Actions
2584	heart pain	Obaidullah Siddiqui	Jasleen Rai (Cardiology)	16-07-2025	07:00 - 07:30	New (Unpaid)	...
2556	Migraine	Arifullah Ahmadzai	Harminder Mahil (Cardiology)	16-07-2025	11:30 - 12:00	New (Unpaid)	...
2565	Pericarditis	Adeel Ahmed Awan	Abdul Rehman Jat (Cardiology)	16-07-2025	11:30 - 12:00	New (Unpaid)	...
2561	Hyperthyroidism	Nauman Ahmed Jat	Basit Chitrali (Cardiology)	16-07-2025	11:30 - 12:00	New (Unpaid)	...
2555	Deep Vein Thrombosis (DVT)	Abdul Salam Arain	Kamran Asif Awan (Cardiology)	16-07-2025	11:30 - 12:00	New (Unpaid)	...
2559	Rheumatoid Arthritis	Abdul Salam Arain	Dalbir Randhawa (Cardiology)	16-07-2025	11:30 - 12:00	New (Unpaid)	...
2554	Lupus (Systemic Lupus Erythematosus)	Nawaz Ahmed Zehri	Gurpreet Sandhu (Cardiology)	16-07-2025	11:30 - 12:00	New (Unpaid)	...

### 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.



The screenshot shows the 'Calendar View' of the Lifeline HMS interface. It features a sidebar with navigation options: Dashboard, Master Control, Users, Appointments, Duty Roster, and Other. The main content area displays a calendar layout for the week of July 13 - 19, 2025. The calendar shows a grid of days and time slots. A specific appointment, '7:00 - 7:30 - heart pain', is highlighted in a blue box on Wednesday, July 16, 2025. The interface includes navigation controls for switching between days, weeks, and months.

	Sun 7/13	Mon 7/14	Tue 7/15	Wed 7/16	Thu 7/17	Fri 7/18	Sat 7/19
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM				7:00 - 7:30 - heart pain			
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							

## 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.



# Importing files

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

The screenshot shows the Lifeline HMS interface. On the left is a dark sidebar with icons for Dashboard, Master Control, Users, Appointments, Duty Roster, and Other. The main content area is titled 'Doctor' and includes a search bar and a dropdown menu. Below this is a table listing doctors. In the top right corner of the main area, there are two buttons: 'Import Users' and '+ Add Doctor'. An orange arrow points from the text 'From here you can import your file' to the 'Import Users' button.

Name	Email	Department	Designation	Availability	Status	Actions
Kamran Asif Awan	sqa.itnoadevs@gmail.com	Cardiology	Doctor		Active	
Jasleen Rai	sqa.itnoadevs+1570@gmail.com	Cardiology	Doctor		Active (Non-confirmed)	
Lili	xanaesg@hoslii.com	Patient Services	Doctor		Active (Non-confirmed)	
fahad	ffbfhdh2@ef.nj	Cardiology	Doctor		Active (Non-confirmed)	
Danish Awan	sdfs54956@gmail.com	Cardiology	Doctor		Active	
Ali D CICCACFBDCBCABCE	sdfs54956+28022025132121776@gmail.com	Cardiology	Doctor		Active (Non-confirmed)	

## 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:

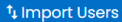
- Add **hospital details** (name, address, contact info)
- Create **departments** (e.g. Cardiology, Emergency, Pharmacy)
- Add **designations** (e.g. General, Oncology etc.)
- Add initial **staff members** (doctors, nurses, receptionists, etc.)
- Set up **system settings** (appointment slots, leave policies, 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


First Name\*  
Hina

Email  
Hina345@gmail.com

Cnic  
3840199801129

Date of birth\*  
02/03/2001

Last Name  
ALI

Phone\*  
 +1


Gender\*  
Female

Blood Group  
B-

#### Guardian Information

Name  
humaira

Relation  
Mother

Phone  
 +92 300-3656998

#### Address

☐ Create More

CANCEL

SUBMIT

Step 3:

# 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](mailto:info@lifelinehms.com)

[support@lifelinehms.com](mailto:support@lifelinehms.com)