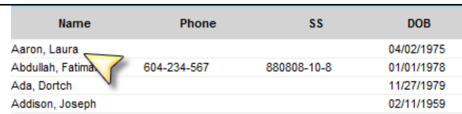
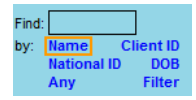
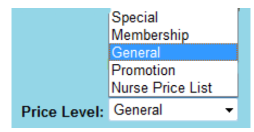
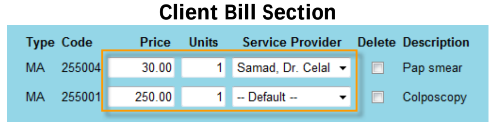
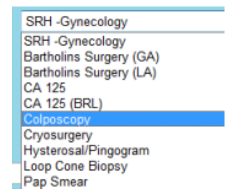
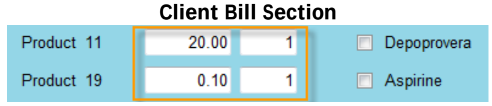
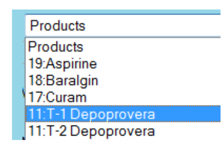
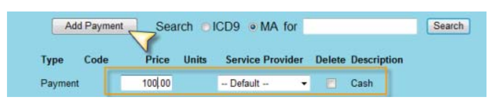
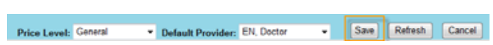
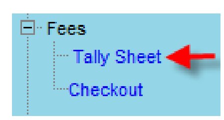
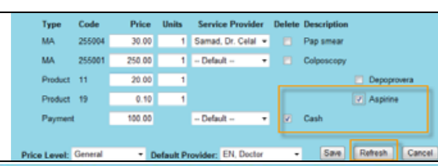
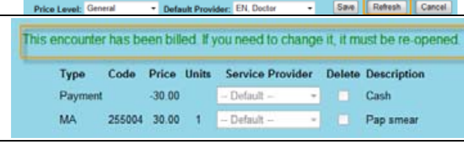
PROCESS DESCRIPTION – VERSION 4.0 (JUNE 2010)

POSSIBLE ROLES: NURSE / DATA CLERK	PROCESS 1.5.0: FILLING OUT THE electronic TALLY SHEET

#	Step	Observations	Menu options or screen information
0	**Preliminary steps:** **Create or select a client and an active visit** In order to enable the creation of an e-Tally Sheet, both a client and a visit must be active.		
1	**Create a new e-Tally Sheet (e-TS)** This digital form resembles the paper Tally Sheet that records all services and products provided to the client during a visit. Select **Fees>Tally Sheet** and a new digital form showing the service/product categories will be displayed.		
2	**Hint:** Note that individual services will be grouped under drop-down menu headers according to the classification made when those services were defined. (If a service you need does not appear in the e-Tally Sheet, ask your system administrator to include it).		**Service creation/edition form** 
3	**Select the appropriate Price level** (which should have been defined in the configuration phase). This will ensure that prices automatically displayed will be the correct ones	**Sample Price levels:** Special: for special occasions eg. Mother's day: Membership: for clients holding a member status; Promotion: for special products **Warning:** You need to select the required special prices (if any) **BEFORE** selecting the service/product in the Tally Sheet, for the price to be applied correctly	
4	**Select Services provided** Select all services provided in the corresponding service categories (pull-down menus) indicating Providers (default provider to be defined later). These services will be reflected in the Client Bill section in the Tally Sheet. **Hint**: If Price, Units or Provider different from default values, modify them accordingly	**Client Bill Section** 	
5	**Select Products provided** Select all products provided in the Product category. These products will also be reflected with their corresponding price in the Client Bill Section. **Hint**: If Price or Units are different from default values, modify them accordingly	**Client Bill Section** 	
6	**Enter a payment** You can also enter cash transaction data in the e-TS, such as a payment, when the client comes to the clinic just to pay for a service previously received, or when you know a payment must be recorded before going to checkout		Note: This payment does not imply that the visit is being closed (i.e. closing the visit occurs after recording payment at checkout only).
7	**Define Default Provider and Save Tally Sheet** After defining Default Provider and verifying the Client Bill onscreen, you must save the completed TS to record all transactions made. **Note**: Before checking out, you can **re-open, modify and save** the TS as many times as you need.		
8	**Deleting items from Client Bill** You can delete any of the charges applied to the Client Bill by marking the **Delete** checkbox and selecting the **Refresh** button or **Saving** the TS.		
9	**Reopening a Tally Sheet** Once you have completed the visit cycle (client has been checked out), the TS cannot be modified. If needed Reopen it by reversing the checkout (See Completing the Checkout guide).		Note: When the checkout is reversed, the TS reopens with a negative payment, which should be deleted. If in doubt, please check with your system administrator.