

Patient Registration User Guide

Version 2.3

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1.Introduction to Wasfaty

What is Wasfaty ?

Wasfaty is an e-Prescribing solution intended to enable physicians at the government primary healthcare centers and hospitals to e-prescribe and allow patients to pick-up their prescriptions at private and public pharmacies in the Kingdom of Saudi Arabia. This solution provides an additional access channel that links hospitals and primary health care centers to private pharmacies so that patients can receive the drug from their nearest pharmacy in the neighborhood for free.

Login Page


Accessing Wasfaty system requires the user to be equipped with a computer

Accessing the Wasfaty community portal system requires the user to be equipped with a computer and an internet connection.

To get started, open the internet browser, and navigate to the following URL:

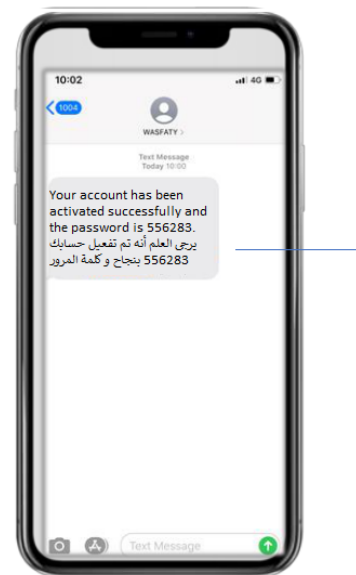
<https://cp.wasfaty.sa/>

You will then be redirected to the Wasfaty CP Login page.

 For a good experience with Wasfaty service, we recommend you use the latest versions of these browsers (Microsoft Edge, Google Chrome, FireFox) taking into consideration that internet explorer browser is not fully supported by Microsoft anymore.

1.2.1 How can I login to the Wasfaty CP?

If you are logging in for the first time, you will receive an SMS on your registered mobile number which contains the password for login. The system will send an auto-generated activation code based on the user's preferred contact method. Once the facility admin account is activated, he/she can begin adding and assigning users to their resected facility.



The password received
in the SMS

(Fig 1)

If the user is registered, he shall enter the **username** and **password** then click 'log in'.

1- Username: The "National ID / Iqama ID"

2- Password: The number received via SMS

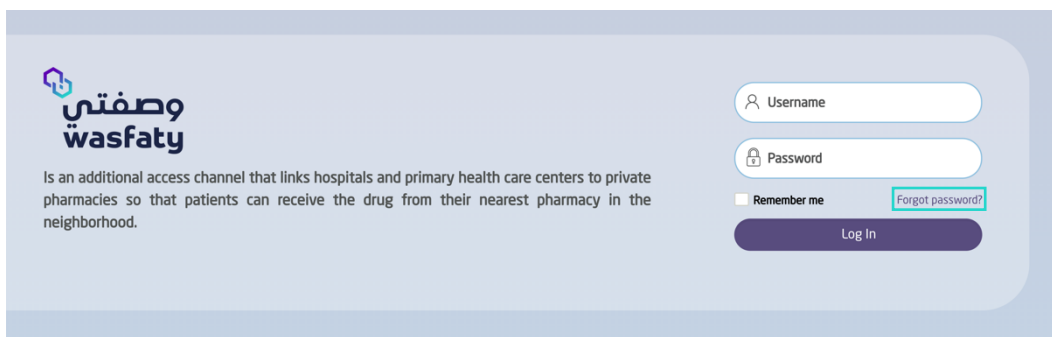

 A screenshot of the Wasfaty login page. On the left is the Wasfaty logo and a descriptive paragraph. On the right, there are two input fields: 'Username' (with a person icon) and 'Password' (with a lock icon). Below these fields are a 'Remember me' checkbox and a 'Forgot password?' link. At the bottom right is a dark purple 'Log In' button, which is circled in red. The numbers '1' and '2' are placed to the left of the Username and Password fields respectively.

(Fig 2)

1.2.2 Forgot Password:

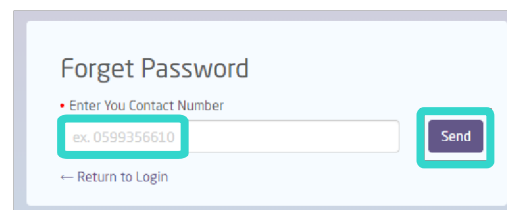
If the user is registered, and forgot his password, he may click on the "forgot Password"

(Fig 3)


 A screenshot of the Wasfaty login page with the 'Forgot password?' link highlighted in a red box. The 'Log In' button is also visible at the bottom.

(Fig 3)

The **contact number** must be entered as the below format, then click on the "Send" button. (Fig4)


 A screenshot of the 'Forgot Password' form. It has a title 'Forgot Password' and a sub-header 'Enter Your Contact Number'. Below this is an input field containing the example number 'ex. 0599356610', which is highlighted with a red box. To the right of the input field is a red 'Send' button, also highlighted with a red box. At the bottom left, there is a link '← Return to Login'.

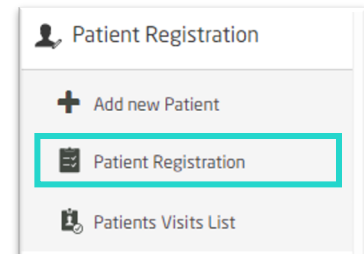
(Fig 4)

The user will then receive an SMS that contains the new password.

2. Patient Registration

2.1 Adding a new Patient

After logging in from the login section on the main page, select "Patient Registration" to view all the functions related to the receptionist for registering a patient on Wasfaty. (Fig 5)

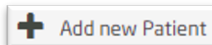


(Fig 5)

Step 1

Patient Registration

To register a new patient, click on



Step2

Adding patient details

Enter the required patient details shown below.

1. **Search Patient:** The patient's information may be pre-existing in the system, so you should validate them before registering a new patient by entering the National ID / Iqama ID (Fig 6)

Profile

Personal Information Read Card

Search Patient ?
Search by National ID / Iqama ID

• Patient Name **1**

First: Second: Third: Family Name:
Full Name (Optional):

• Patient File ID **2** • Date of Birth - Hijri **3** • Date of Birth **4** E-Health ID

• Nationality **5** • Residency Type **6** • Document Type **7** • Document Id **8**

• Contact Number **9** Marital Status **10** • Gender **11** Blood Group **12**

Preferred Language **14**

13 Address
+Address

Notes

Notes..

Create Create & New Cancel

(Fig 6)

- 1. Patient Name:** Enter the patient's name.
- 2. Patient File ID:** Patient file ID for medical reference.
- 3. Date of Birth-Hijri:** Patient's date of birth as per the Hijri Islamic calendar.
- 4. Date of Birth*:** Patient's date of birth as per the Gregorian calendar.
- 5. Nationality:** Patient's Nationality.
- 6. Residency Type:** Select whether patient is a Visitor, Dependent, Citizen or Resident.
- 7. Document Type:** Select whether patient holds a Resident Card, Passport, GCC ID, National Card or Boarder Number.
- 8. Document ID*:** ID entered based on chosen document type
(If the patient is a Saudi and holds a national Id, then registered ID Should be 10 digits starts with 1).
(If the patient is a non-Saudi and holds an Iqama Id, then registered ID should be 10 digits starts with 2).
- 9. Contact Number*:** Patient's Contact Number
- 10. Marital Status:** Single, Married or other.
- 11. Gender*:** Male, Female or other.

12. Blood Group: Patient's Blood Type.

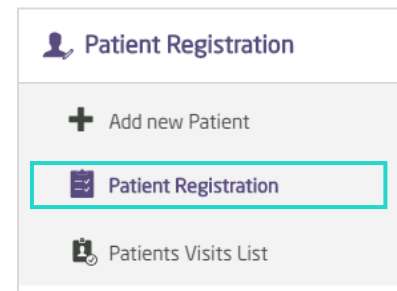
13. Address: Patient's Address.

14. Preferred language: An option should be added for configuring the preferred language in communication with the patient. (SMS's notifications)

After filling in all the required fields, click on **Create** to create a new patient and close the form, or **Create & New** to create a new patient and keep the form opened to add more patients if needed.

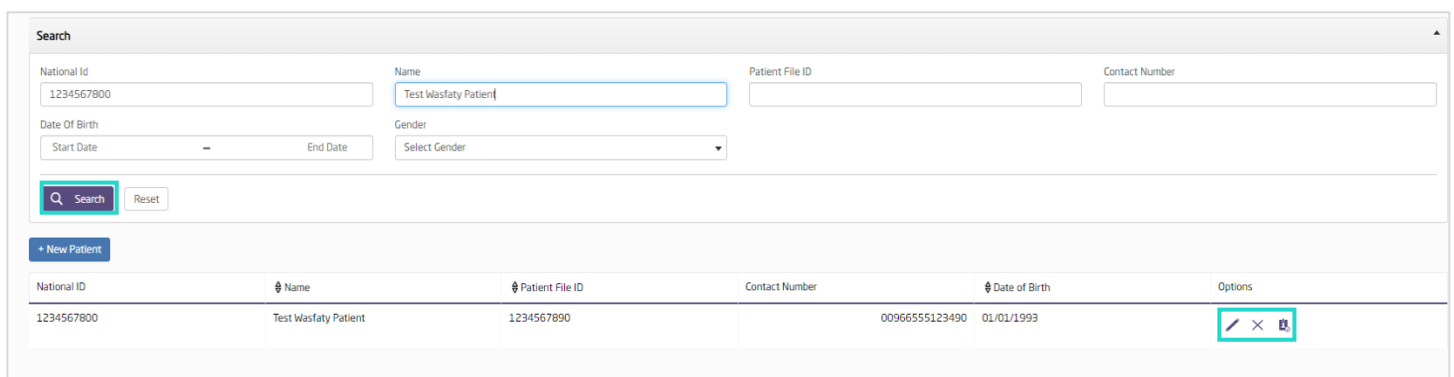
2.2 Patient Registration




To view a summary table of all the previously registered patient registrations, select **"Patient Registration"** under the **'Patient Registration'** tab (Fig 7)



(Fig 7)

You may search for an existing patient in the system by utilizing the **"Search"** section shown below (Fig 8)



National ID	Name	Patient File ID	Contact Number	Date of Birth	Options
1234567800	Test Wasfaty Patient	1234567890	00966555123490	01/01/1993	  

(Fig 8)

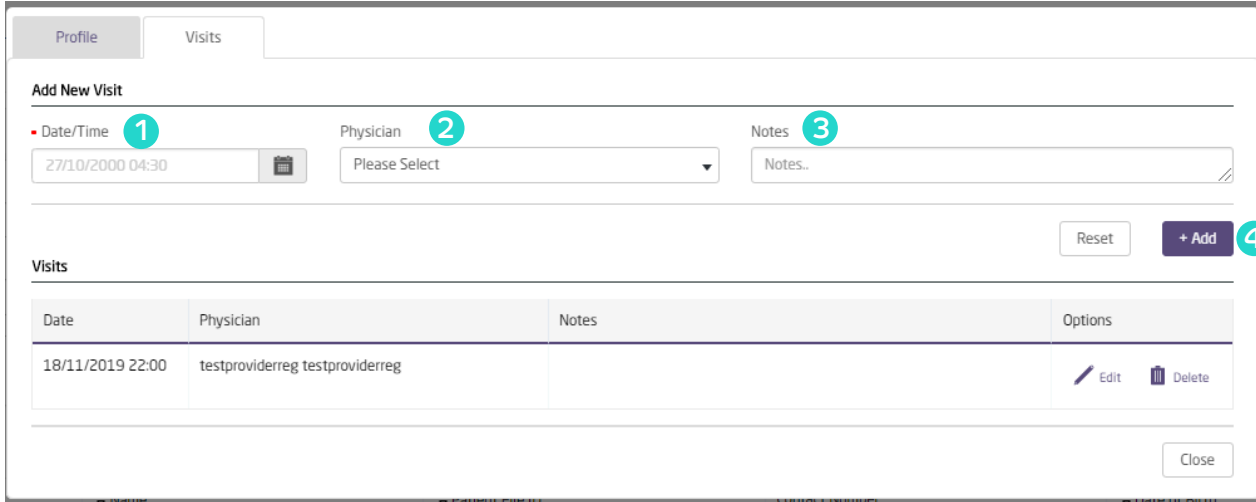
You have the option to either **"Edit"**, **"Delete"** or **"Add a visit"** for an existing patient by selecting any of the above showing functions under the **"Options"** category in the summary table. Fig (8).

2.2.1 Add a visit

By selecting add the visit option  the user can log the visit of the patient in the facility account and add it to the patient list visit history.

A pop-up form will show on the screen as in (Fig 9) requesting to add the below:

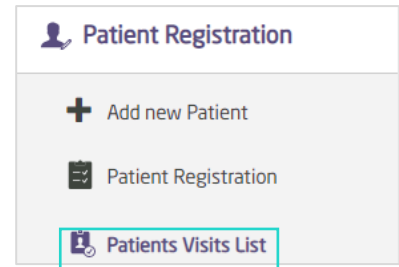
1. Date and time of the visit.
2. Physician who will treat the patient.
3. Notes if needed.
4. Then user can click on "+Add" to log the visit in the facility.



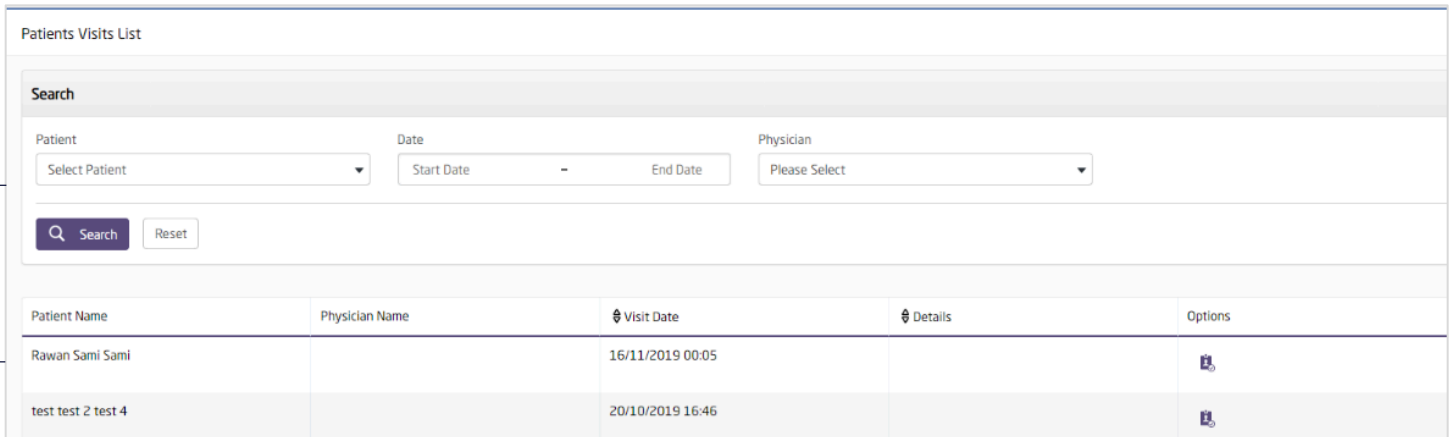
(Fig 9)

2.3 Patient Visits List

You may view a summary of all previous patients' visits list by selecting "Patient Visits list" under the Patient Registration section (Fig 10)



(Fig 10)

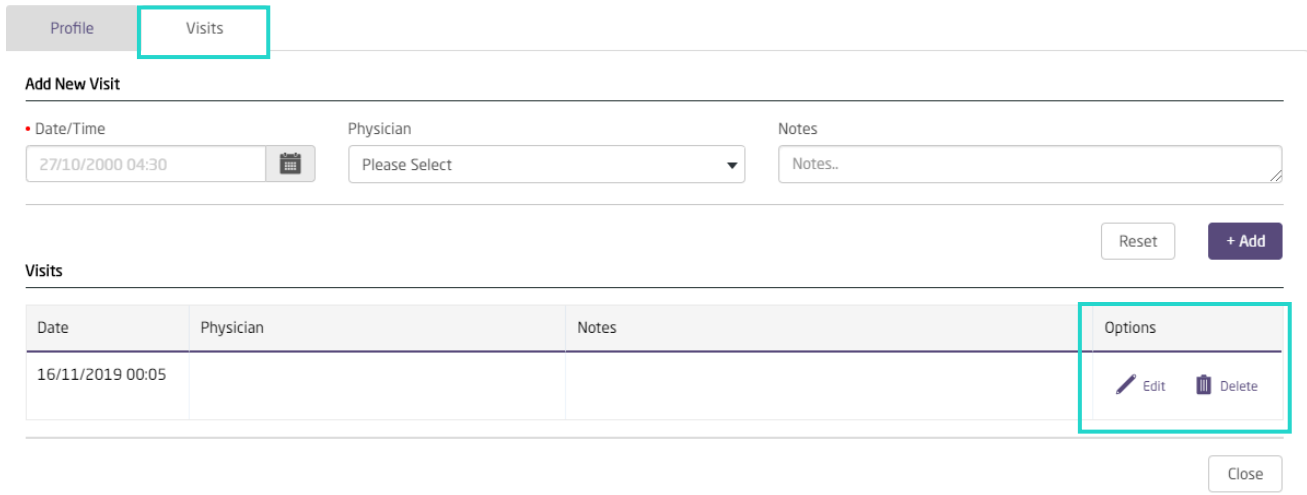


(Fig 11)

- To search for an existing patient visit
- Patient's Visits Summary Table

By selecting 'Options' from the patients visit list summary table, you will be able to view the patient's visits and patient's profile. (Fig 11)

1-Patient's Visits



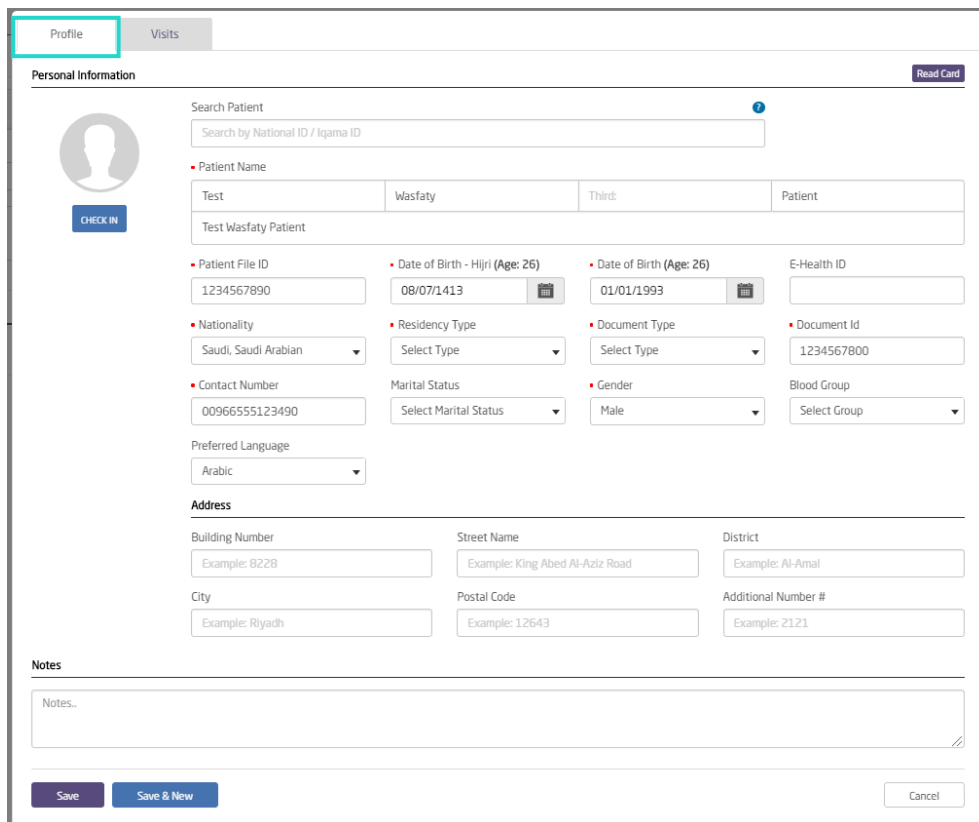
The screenshot shows the 'Visits' tab of a patient profile. At the top, there are two tabs: 'Profile' and 'Visits', with 'Visits' being the active tab. Below the tabs is an 'Add New Visit' section with a form containing three main fields: 'Date/Time' (with a calendar icon), 'Physician' (a dropdown menu), and 'Notes' (a text area). Below the form are 'Reset' and '+ Add' buttons. Underneath is a table of visits with columns for 'Date', 'Physician', 'Notes', and 'Options'. The 'Options' column for the first visit contains 'Edit' and 'Delete' buttons. A 'Close' button is located at the bottom right of the form area.

(Fig 12)

To edit a patient visit, click on "Edit" under the "Options" tab. You may edit the Date/Time of the visit or the name of the Physician.

2- Patient's Profile

In this view, you may view all the exiting patient profile details that can be updated (if needed) and any missing details can be added.



The screenshot shows the 'Profile' tab of a patient profile. It features a 'Personal Information' section with a search bar and a 'CHECK IN' button. The form contains several fields: 'Patient Name' (split into Test, Wasfaty, Thirid, Patient), 'Patient File ID' (1234567890), 'Date of Birth - Hijri (Age: 26)' (08/07/1413), 'Date of Birth (Age: 26)' (01/01/1993), 'E-Health ID', 'Nationality' (Saudi, Arabian), 'Residency Type' (Select Type), 'Document Type' (Select Type), 'Document Id' (1234567800), 'Contact Number' (0096655123490), 'Marital Status' (Select Marital Status), 'Gender' (Male), 'Blood Group' (Select Group), 'Preferred Language' (Arabic), 'Address' (Building Number, Street Name, District, City, Postal Code, Additional Number #), and 'Notes'. At the bottom, there are 'Save', 'Save & New', and 'Cancel' buttons.

(Fig 13)

3.Support:

If you have any questions or inquiries, we would love to hear from you on the below platforms:

 92 0000 932

 www.wasfaty.sa

Working hours:

Saturday – Thursday 8am-11pm

Friday 2pm-10pm

Help and Support
92 0000 932
www.wasfaty.sa
📺 🐦 wasfaty_sa



Best Browsers to use the platform: Firefox  Google Chrome  Microsoft Edge 