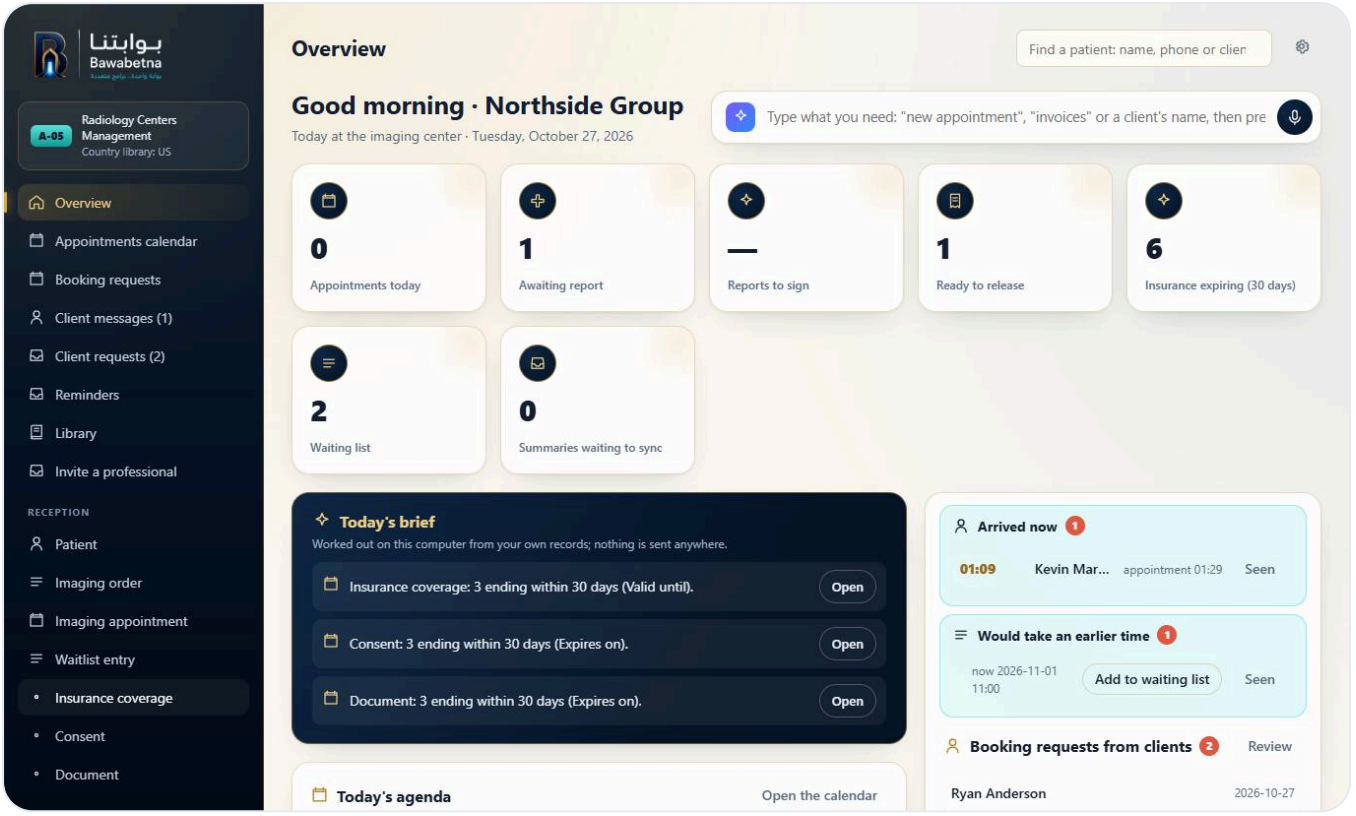
Bawabetna · User guide

Radiology Centers Management

Every screen and every button, with real screens from the program.

Guide version 2026-10-27



Contents

1. Getting started
2. The home screen
3. Screens and what you record in them
4. Reports
5. Working with your clients
6. Your data
7. Help

Getting started

Download the program from bawabetna.com or the Microsoft Store and install it. On first opening, sign in with your Bawabetna account. The first month is free with every feature.

The first-run assistant asks for a few details, then the program is ready:

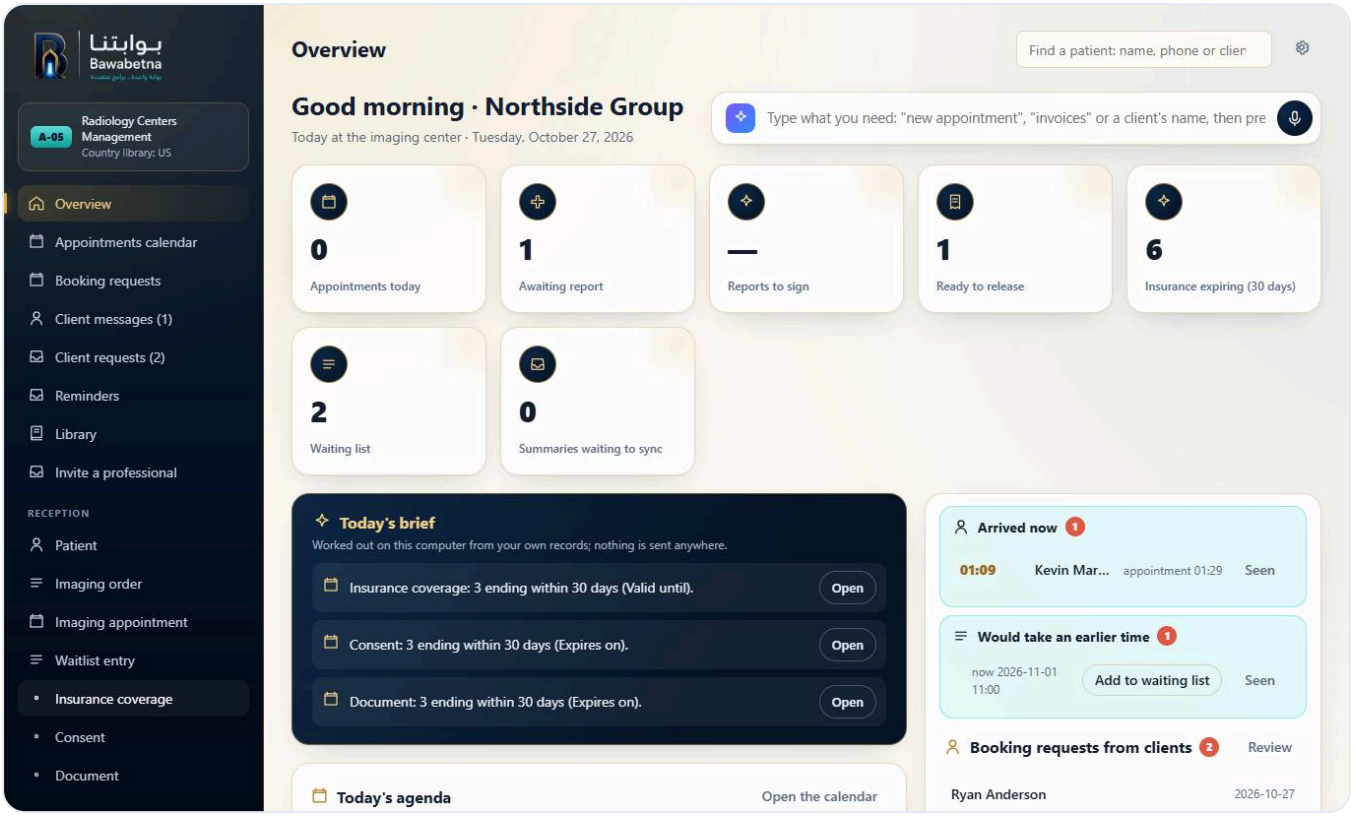
1. **Imaging center**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Radiology staff**: Full name, License number, Specialty

Each person signs in with their own role and sees only the screens of that role:

- Billing
- Cashier
- Center admin
- Center owner
- Manager
- Radiographer
- Radiologist
- Receptionist

The home screen

The home screen shows today's work at a glance: counts, today's schedule, what is waiting and requests from clients. The command bar at the top opens any screen from a short sentence, such as a client's name or "new appointment".

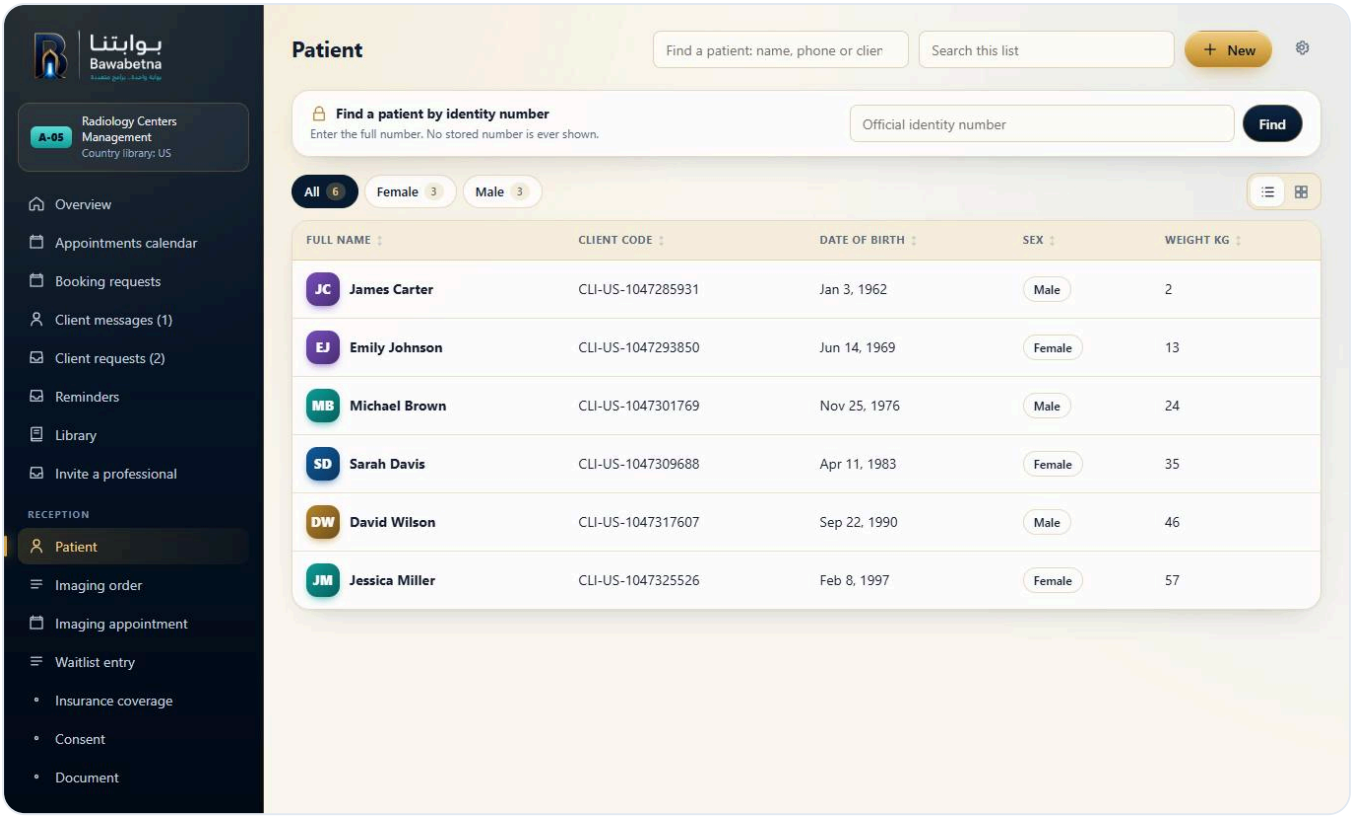


The home screen

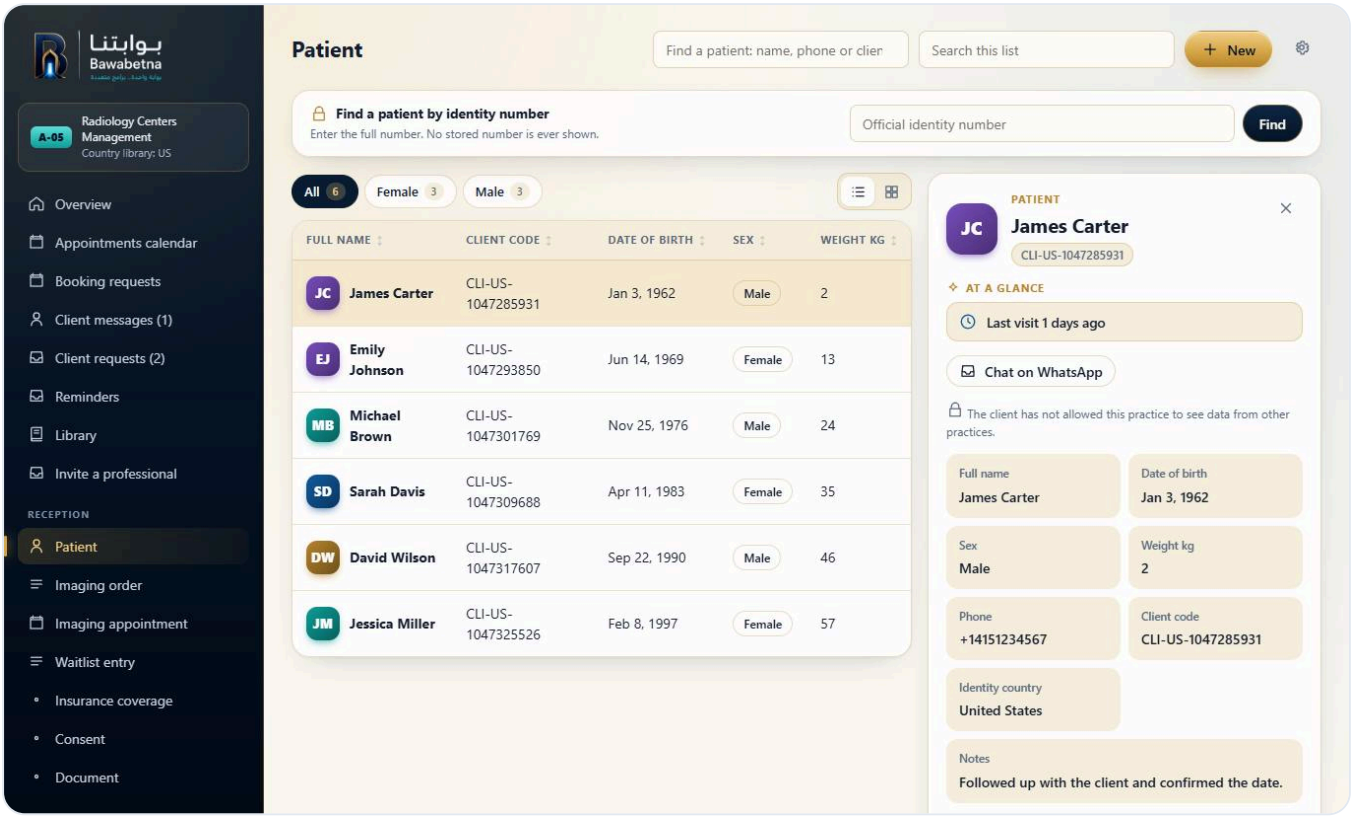
Screens and what you record in them

The side menu groups the screens by kind of work. Each screen lists its records: New adds one, a click opens it, and the buttons at the bottom of a record move it to its next stage.

Reception



Patient



A record open for editing

Patient

What you record: Full name (required), Date of birth, Sex, Weight kg, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Imaging order

What you record: Order number (worked out by the program), Patient (required), Exam type (required), Exam name (worked out by the program), Referring doctor, Referring facility, Clinical indication (required), Priority (required), Pregnancy status, Contrast allergy, Egfr, Premedication, Status (required), Released at (worked out by the program)

Stages: A new record starts as "Ordered".

Ordered → Scheduled | Ordered → Performed | Ordered → Cancelled | Performed → Reported | Reported → Released | Scheduled → Performed | Scheduled → Cancelled | Scheduled → Ordered

Imaging appointment

What you record: Imaging order (required), Patient (worked out by the program), Imaging room (required), Starts at (required), Duration minutes (required), Status (required), Override reason

Stages: A new record starts as "Booked".

Booked → Arrived | Booked → Cancelled | Booked → No show

Waitlist entry

What you record: Patient (required), Imaging room, Earliest date (required), Latest date, Preferred period (required), Priority (required), Reason, Phone, Status (required)

Stages: A new record starts as "Waiting".

Waiting → Booked | Waiting → Cancelled

Insurance coverage

What you record: Patient (required), Payer name (required), Policy number (required), Pre authorization, Valid until

Document

What you record: Patient (required), Category (required), Title (required), Reference number, Issued on, Expires on, Files

Imaging

Study

What you record: Imaging order (required), Performed at (required), Radiology staff, Contrast used, Contrast agent, Radiation dose, Image count, Pacs study uid, Notes

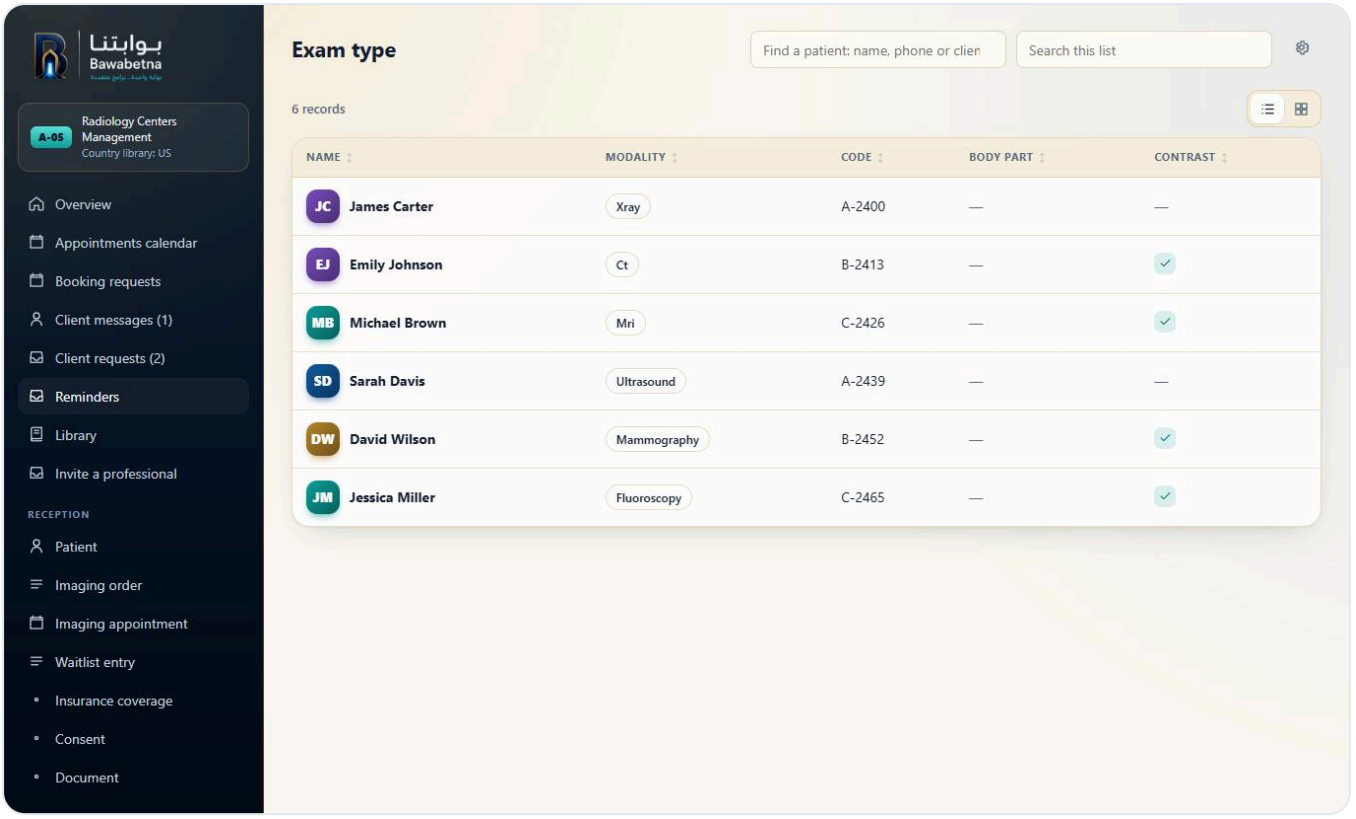
Radiology report

What you record: Imaging order (required), Patient (worked out by the program), Exam name (worked out by the program), Exam type (worked out by the program), Technique, Findings (required), Impression (required), Critical finding, Critical communicated to, Radiology staff, Status (required), Signed at (worked out by the program)

Stages: A new record starts as "Draft".

Draft → Final

Catalogue

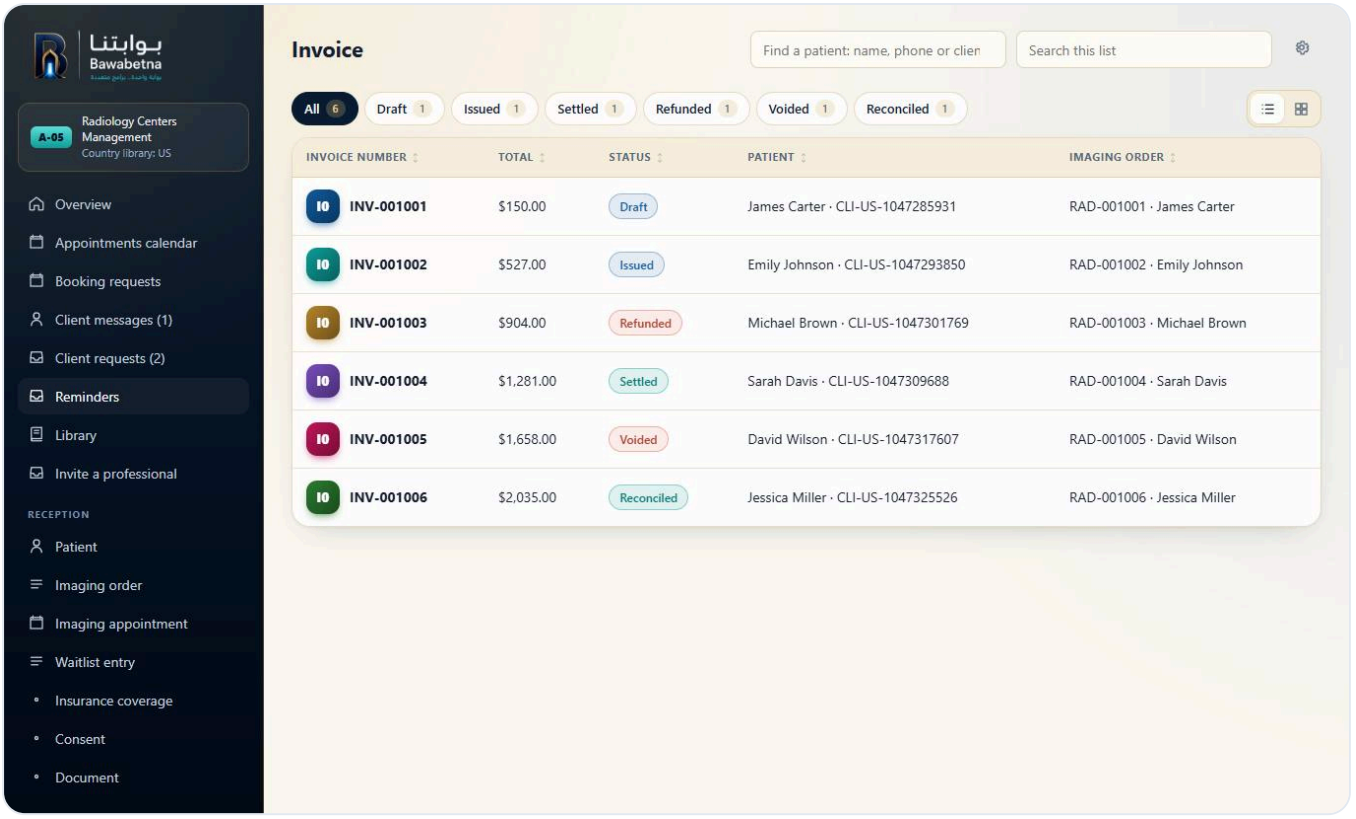


Exam type

Exam type

What you record: Code, Name (required), Modality (required), Body part, Contrast, Preparation instructions, Duration minutes (required), Price (required), Vat rate (required), Active, Technique template, Findings template, Impression template

Billing



Invoice

Invoice

What you record: Invoice number (worked out by the program), Patient (required), Imaging order, Currency (required), Issued at (worked out by the program), Subtotal (worked out by the program), Tax total (worked out by the program), Total (worked out by the program), Paid (worked out by the program), Refunded (worked out by the program), Net paid (worked out by the program), Balance (worked out by the program), Status (required), E invoice reference, Notes

Stages: A new record starts as "Draft".

Draft → Issued | Draft → Voided | Issued → Voided | Refunded → Reconciled | Settled → Reconciled

Invoice line

What you record: Invoice (required), Description (required), Quantity (required), Unit price (required), Discount, Vat rate (required), Line net (worked out by the program), Line tax (worked out by the program), Line total (worked out by the program)

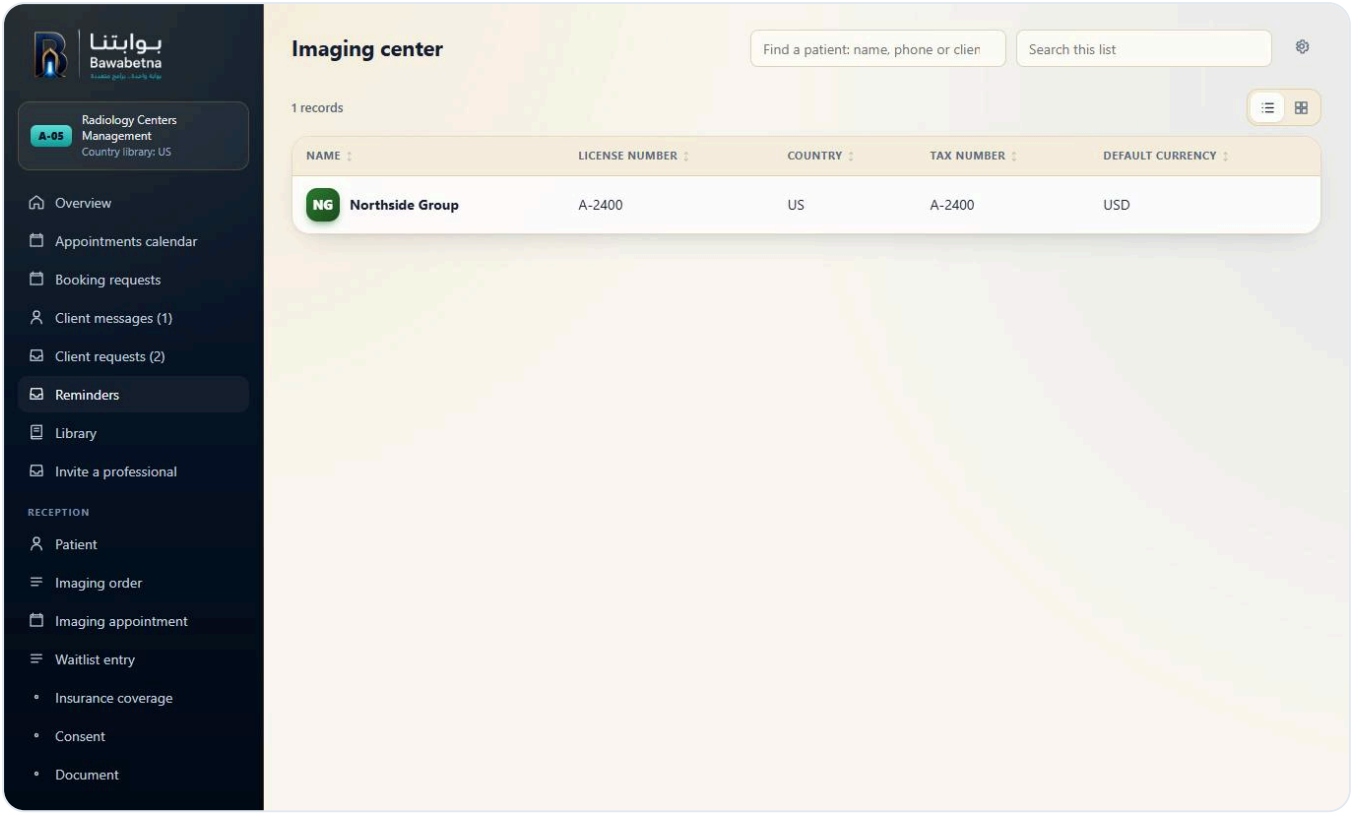
Payment

What you record: Receipt number (worked out by the program), Invoice (required), Amount (required), Method (required), Transaction reference, Paid at (worked out by the program)

Refund

What you record: Refund number (worked out by the program), Payment (required), Invoice (worked out by the program), Amount (required), Reason (required), Refunded at (worked out by the program)

Setup



Imaging center

Imaging center

What you record: Name (required), License number, Country (required), Tax number, Default currency, Whatsapp enabled, Online meeting link, Payment link, Review link, Ai assistant enabled, Ai model, Ai endpoint

Branch

What you record: Imaging center (required), Name (required), Address, Phone

Radiology staff

What you record: Branch (required), Full name (required), License number, Specialty, Active

Imaging room

What you record: Name (required), Modality (required), Equipment, Ae title, Active

Reports

Reports are worked out on your computer from your records. Choose a period, see the chart and the table, then print or export them. The reports of this program:

- Exams by modality
- Exams performed
- Appointments by status
- Revenue by month
- Revenue by service
- Collections by payment method
- Outstanding balances by client
- Receivables aging (days since issue)

Working with your clients

A client with a Bawabetna Client Code can, from the free client app: book an appointment, write to you, send requests and documents, sign documents, see what they owe and pay you directly, tell you they have arrived, ask for an earlier time and see their points. Everything reaches this program with its next sync.

Your data

Your records are kept encrypted on your own computer; only a short summary of each transaction is sent to Bawabetna. Make a backup from Settings; it is encrypted with your recovery key.

Help

Write to info@bawabetna.com or use the contact page at bawabetna.com/contact.