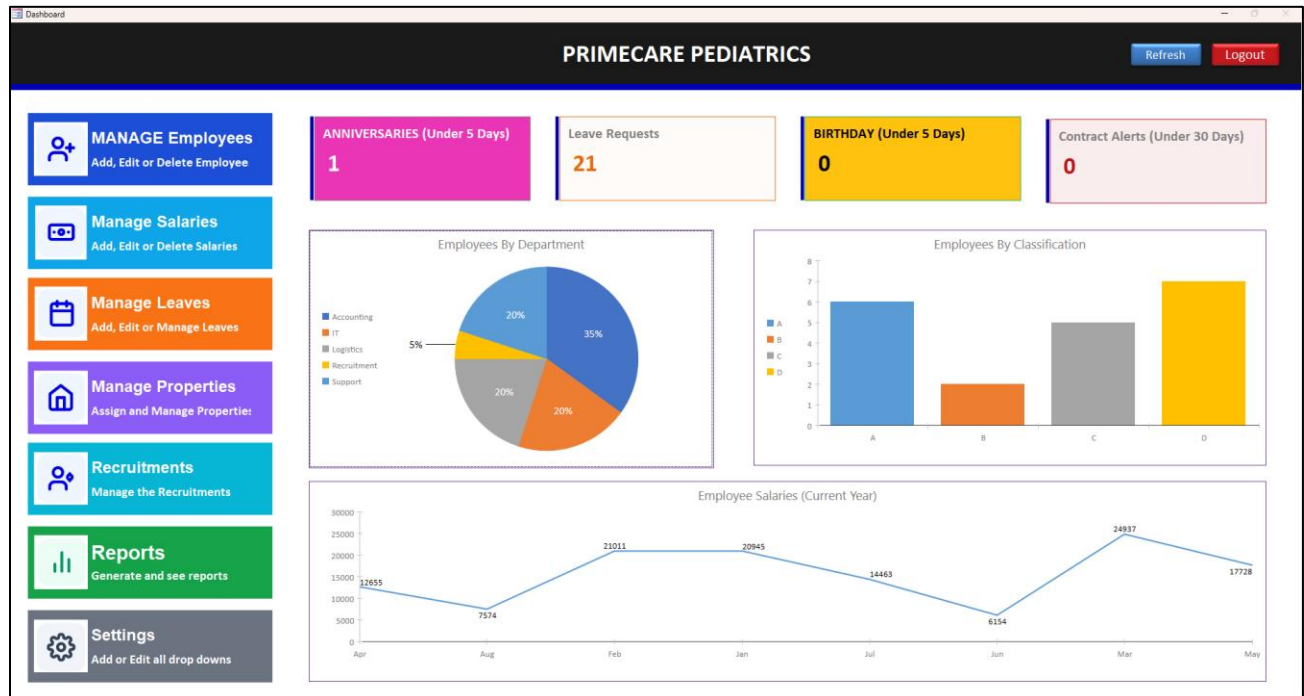


Healthcare HRIS & Clinic Staff Management System

Admyon Systems

Building Smarter Business Solutions



Project Overview

The Healthcare HRIS is a specialized human resources platform built for medical groups and pediatric clinics. It centralizes the entire administrative lifecycle of clinic staff, from multi-stage recruitment scoring and structured onboarding to dynamic salary increments, leave management, and the tracking of secure physical assets like access cards.

Business Problem

Medical clinics handle highly sensitive patient data and require strict physical security. When clinics manage their staff using basic spreadsheets, they often lose track of which departing employee still possesses clinic keys or access badges. Furthermore, managing the recruitment of specialized medical staff (requiring multiple interview stages and scoring) and calculating complex salary increments (fixed amounts vs. percentages) manually leads to administrative burnout and payroll errors.

Our Solution

Admyon Systems engineered a custom HR platform designed specifically for the operational rigor of healthcare facilities. The system introduces a strict "Manage Properties" module that ties physical assets directly to employee profiles, ensuring no access card goes unreturned. By coupling this with a multi-stage recruitment tracker and an automated salary adjustment engine, the platform transforms clinic HR from a chaotic, paper-heavy process into a secure, digitized operation.

Key Features

- Multi-Stage Recruitment Tracker (Interview Scoring & Status)
- Dynamic Salary Management (Tracking % and Amount-based increments)
- Company Property & Asset Log (Access Cards, Laptops, Phones)
- Comprehensive Leave Management (Entitlements, Used, Pending, Denied)
- Structured Department & Division Hierarchy
- Clinical HR Reports Center (Hiring, Turnover, Salaries)

Technologies Used

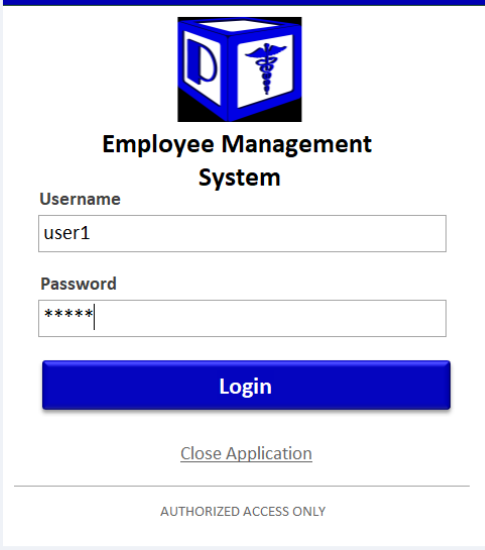
Technology	Used
Microsoft Access	
VBA (Visual Basic for Applications)	
SQL	

System Modules

- Secure Login & Authentication
- Manage Employees Directory
- Recruitment & Interview Tracking
- Salary & Increment Adjustments
- Leave Applications & Approvals
- Company Property Assignments
- Global HR Settings & Dropdowns
- Reports Menu

Screenshots

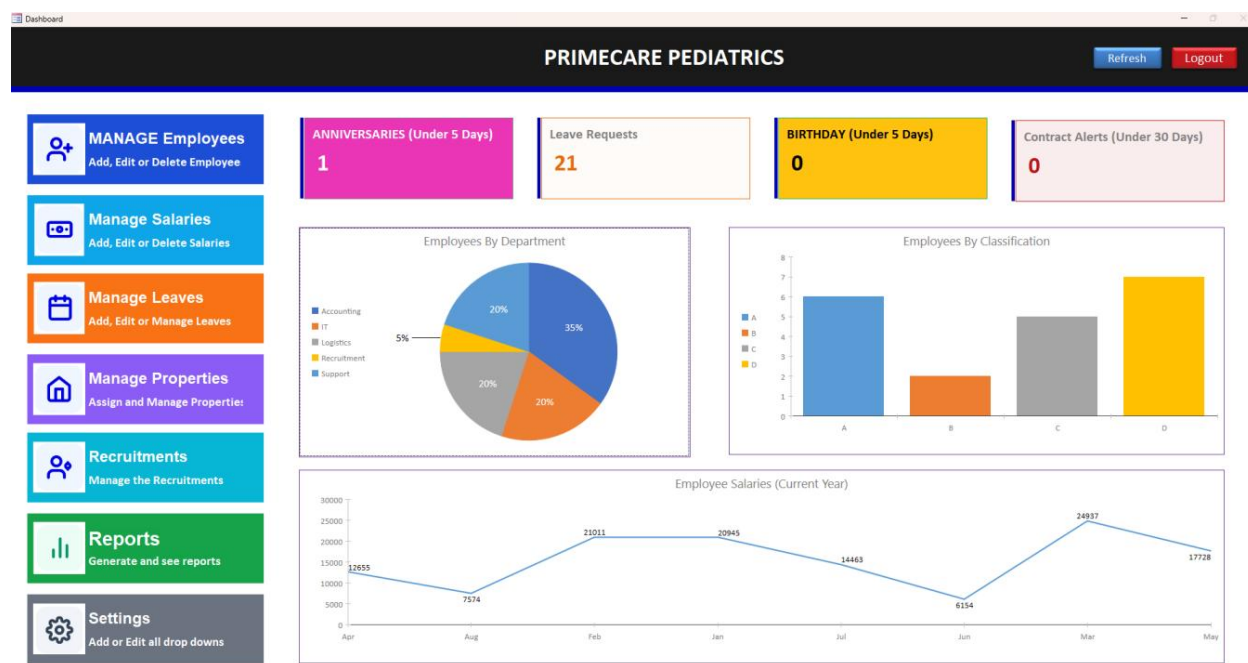
Secure Clinic Login



The screenshot displays a web-based login interface for the 'Employee Management System'. At the top center is a logo consisting of a blue cube with a white 'D' on its left face and a blue caduceus on its right face. Below the logo, the title 'Employee Management System' is centered in a bold, black font. The login form includes two input fields: 'Username' with the text 'user1' and 'Password' with masked characters '*****'. A prominent blue 'Login' button is positioned below the password field. Underneath the button is a link labeled 'Close Application'. At the very bottom of the form, the text 'AUTHORIZED ACCESS ONLY' is displayed in a small, all-caps font.

A branded, secure authentication portal specifically designed for healthcare administration, ensuring that sensitive employee salaries and personal data remain strictly locked.

Multi-Stage Recruitment Tracking



An advanced talent acquisition interface that logs candidates through multiple interview phases (Interview 1, 2, 3), records interviewer feedback, and calculates objective hiring scores.

Clinic Asset & Property Tracker

Manage Properties [Back] [Refresh]

Search by Employee Name or Property Name [Search] [Clear] [Add Property]

Employee Name	Property Name	Serial No	Date Received	Quantity	Return Date	Item Returned ?	Return Condition	Actions
James Smith	Laptop	SN14406	1/1/2022	1				[X]
Mary Johnson	Laptop	SN27062	1/1/2022	1				[X]
John Williams	Headset	SN32979	1/1/2022	1				[X]
Patricia Brown	Access Card	SN46600	1/1/2022	1				[X]
Robert Jones	Mobile Phone	SN58727	1/1/2022	1				[X]
Jennifer Garcia	Mobile Phone	SN66311	1/1/2022	1				[X]
Michael Miller	Headset	SN74488	1/1/2022	1				[X]
Linda Davis	Headset	SN81300	1/1/2022	1				[X]
William Rodriguez	Headset	SN92597	1/1/2022	1				[X]
Elizabeth Martinez	Access Card	SN109664	1/1/2022	1				[X]
David Hernandez	Headset	SN117800	1/1/2022	1				[X]
Barbara Lopez	Access Card	SN121108	1/1/2022	1				[X]
Richard Gonzalez	Mobile Phone	SN136795	1/1/2022	1				[X]
Susan Wilson	Mobile Phone	SN147203	1/1/2022	1				[X]
Joseph Anderson	Headset	SN151574	1/1/2022	1				[X]
Jessica Thomas	Mobile Phone	SN163379	1/1/2022	1				[X]
Thomas Taylor	Mobile Phone	SN177716	1/1/2022	1				[X]
Sarah Moore	Mobile Phone	SN183939	1/1/2022	1				[X]
Charles Jackson	Headset	SN199847	1/1/2022	1				[X]
Karen Martin	Laptop	SN203268	1/1/2022	1				[X]

A vital security and compliance module that registers physical clinic assets—such as Access Cards and hardware assigned to staff, tracking serial numbers and return conditions.

Salary & Increment Engine

Manage Salaries

< Back

Manage Salaries

Refresh

Search by Employee Name or Adjustment Date

Search

Clear

+ Add Salary

Employee Name	Year	Starting Salary		Increase	Increase Type	Increase Date	Present Salary	Next Salary Review Date	Actions
		Regular	Hourly						
James Smith	2025	\$4,873.00		10	Amount	1/1/2026	\$4,883.00		
James Smith		\$2,000.00		10	Amount	1/15/2026	\$2,010.00		
James Smith		\$6,793.00		100	Amount	1/15/2026	\$6,893.00		
James Smith		\$7,279.00		5	Percent	1/15/2026	\$7,642.95		
John Williams		\$1,000.00		10	Percent		\$1,100.00		
Jennifer Garcia		\$4,106.00				2/11/2026			
Jennifer Garcia		\$6,625.00				2/11/2026			
Jennifer Garcia		\$5,317.00				2/11/2026			
Jennifer Garcia		\$4,963.00				2/11/2026			
Jennifer Garcia		\$7,777.00				3/11/2026			
Jennifer Garcia		\$8,991.00				3/11/2026			
Michael Miller		\$7,021.00				4/11/2026			
Michael Miller		\$5,634.00				4/11/2026			
Michael Miller		\$4,161.00				5/11/2026			
Michael Miller		\$8,918.00				5/11/2026			
Michael Miller		\$4,649.00				5/11/2026			
David Hernandez		\$8,169.00				3/11/2026			
Barbara Lopez									
Thomas Taylor		\$6,154.00				6/11/2026			
Sarah Moore		\$7,890.00				7/11/2026			
Charles Jackson		\$6,573.00				7/11/2026			
Karen Martin		\$7,574.00				8/11/2026			

A sophisticated payroll configuration screen allowing HR to schedule and track employee salary increases, applying either fixed monetary amounts or percentage-based raises.

Leave Entitlement Management

Manage Leaves

< Back

Manage Leaves

Refresh

Search by Employee Name or Status

Search

Clear

+ Add Leave

Employee Name	Type of Leave	Year Index	# of Days Entitled	Days Requested From	Days Requested To	Number Of Days	Days Used	Days Left	Status	Denial Reasons	Application Form	Actions
James Smith	Annual Leave	1	20	3/14/2026	3/31/2026	18	18	2	Approved			
Mary Johnson	Unpaid Leave	0	20	3/22/2026	3/31/2026	10	10	10	Denied			
John Williams	Unpaid Leave	0	20						Pending			
Patricia Brown	Unpaid Leave	0	20						Denied			
Robert Jones	Unpaid Leave	0	20						Pending			
Jennifer Garcia	Unpaid Leave	0	20						Approved			
Michael Miller	Unpaid Leave	0	20						Denied			
Linda Davis	Personal Leave	0	20						Approved			
William Rodriguez	Personal Leave	0	20						Pending			
Elizabeth Martinez	Personal Leave	0	20						Pending			
David Hernandez	Personal Leave	0	20						Approved			
Barbara Lopez	Sick Leave	0	20						Denied			
Richard	Annual	0	20						Pending			

A comprehensive attendance tracker that calculates remaining days against annual entitlements for various leave types (Sick, Personal, Unpaid), complete with approval/denial workflows.

HR Reports Menu

Reports Menu

<- Back

Reports Menu

Total # Of Employees

Total # Hired This Year

Employee Leave Report

Total # Resigned This Year

Start Date: End Date:

Individual Employee Salary Report

All Employees Salary Report

Start Date: End Date:

Individual Employee Leave Report

Print All Reports

A centralized analytics hub for the clinic administrator to instantly generate reports on staff turnover, annual hiring metrics, and individualized salary or leave histories.

Business Benefits

- ✓ Enhanced physical clinic security by rigorously tracking employee access cards and properties
- ✓ Streamlined medical hiring by standardizing interview stages and applicant scoring
- ✓ Eliminated payroll discrepancies with an automated salary increment tracking system
- ✓ Maintained optimal clinic staffing levels through a transparent, entitlement-based leave module
- ✓ Provided clinic directors with instant visibility into annual hiring and turnover trends

Project Highlights

- Healthcare HR Localization
- Multi-Tiered Interview Logic
- Physical Asset Security Tracking
- Dynamic Salary Calculators
- Granular Leave Approvals

Future Enhancements

Future versions of this system may include:

- Integration with biometric thumbprint or facial recognition scanners for automated attendance
- Digital onboarding checklists ensuring new medical staff complete mandatory HIPAA/compliance training
- An Employee Self-Service (ESS) portal for staff to securely download their own pay slips and request leave online
- Automated email reminders to HR for upcoming employee annual performance and salary reviews

Project Summary

The Healthcare HRIS & Clinic Staff Management System highlights Admyon Systems' ability to build specialized administrative software for the medical sector. By tightly integrating recruitment, asset security, and salary tracking, the platform allows healthcare administrators to focus less on paperwork and more on supporting their clinical teams.