myEHR

Administrative Technical Documentation

Mid-state IT SOFTWARE DEVELOPER capstone

2024

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Administration Access & Management

In this document, we will address the administrative access. Administration will have rights to manage all data entry and data collection regulated by the website.

# Admin Access

## Log In & Access

Admin users are not advised to share their login credentials with unauthorized persons.

1. Click the Admin or Login link found at the upper right corner of the screen.
2. Enter the following credentials:
   1. Username: EHRAdmin@mstc.edu
   2. Password: !EHRAdmin12!
3. To access administrative functions, navigate to any of the comprehensive or patient detail views from the dashboard.

To log out, click on the Logout link found on the upper right corner of the screen. A message banner will be displayed at the top of the login page upon successful logout.

There are additional admin users created for the program instructors for both the MSTC IT Software Developer program and the MSTC Medical Coder program. To access these accounts, the users will enter their passwords and use the ‘Forgot Password’ link to reset their passwords.

## Managing Patient Photos

On the patient information page, logged in admin users can click on the profile picture above the patient contact information to change the photo associated with the patient. This is currently the only way to change patient images.

A screenshot of a child

Description automatically generated

Patient images are initially set in the image field of the new patient creation form which can be accessed by logged in admin users from the All Patients list ‘Add’ button.

A screenshot of a computer

Description automatically generated

# Managing Site Data

When logged in, admin users can navigate to their comprehensive database lists from the dashboard. These lists contain all the records found in the database for the selected category. While viewing these lists, admin users will see the active status toggles, edit buttons, and add buttons. The All Patients list also contains a delete button as patients are currently the only objects that can be hard deleted.

## Active Status

The active status toggle changes the status of the selected record to ‘Active’ or ‘Inactive’ as indicated on the toggle label. Active records can be seen by student users and will be available in dropdown selectors on the corresponding patient detail creation and editing forms. Inactive records will not be visible in the comprehensive lists for student users. They will also not be available for admin users when creating or editing patient details.

For example, a medication made inactive will still be shown at the bottom of the All Medications list for admin users. Student users will not see the medication. While admin users are assigning medications to a patient, the inactive medications will not be available until they are made active again.

Patients made inactive can not be found using the search function for student users, but logged in admin users will be able to search for inactive patients.

A screenshot of a medical application

Description automatically generated

## Add

The comprehensive lists of medications, patients, providers, lab tests, and allergies can be added to using the ‘Add’ button at the top right corner of the table. Clicking that button will lead the user to a form for creating a new record of the intended category.

A screenshot of a computer

Description automatically generated

Similarly, patient record views also have an ‘Add’ button in the top right corner that will lead the user to a form to create a new record.

A screenshot of a computer screen

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## Edit

The comprehensive lists of medications, patients, providers, lab tests, and allergies can be edited using the ‘Edit’ button to the right of the record’s details. Clicking that button will lead the user to a form for editing the selected record.

A screenshot of a computer

Description automatically generated

Similarly, patient detail records can be edited using their ‘Edit’ button.

A screenshot of a computer screen

Description automatically generated

## Delete

Patients on the comprehensive All Patients list can be deleted by clicking the ‘Delete’ button in the row of the record to be removed. Clicking that button will trigger a confirmation modal popup asking if the user is sure they want to delete the patient record. Deleting a patient will also delete all records associated with the patient.

A screenshot of a computer screen

Description automatically generated

Similarly, patient detail records can be deleted using their ‘Delete’ button.

A screenshot of a computer screen

Description automatically generated