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# Patient Information Management System

## User Guide

Welcome to the user guide for the Patient Information Management System (PIMS). PIMS users fall under one or more of four categories:

1. [Physicians](#)
2. [Medical Personnel](#) (e.g. Nurses)
3. [Office Staff](#)
4. [Volunteers](#)

Click the links or check the table of contents to scroll to the guide specific to your user type!

# Physician Guide

Welcome to the PIMS guide for physicians!

Here you will find all the instructions you need to create an account, log in, and manage patient information.

## About Physicians

Physicians include doctors, surgeons, and practitioners. They do not include nurses. If you are a nurse, please go to the [Guide for Medical Personnel](#) for the appropriate instructions.

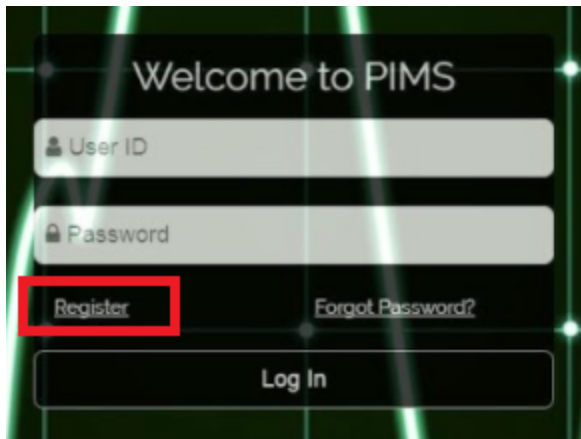
As a physician, you will have access to prescription and treatment information about a patient. You alone will have the authority to make additions or changes to Doctor's Notes.

[Get Started!](#)

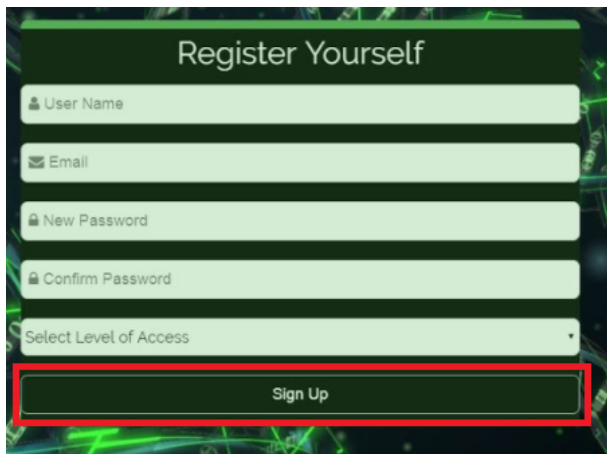
# Create New Account

## Physician

From the New User screen, you will enter your information in the appropriate blanks to get started using PIMS.

The image shows a login screen titled "Welcome to PIMS". It features two input fields: "User ID" and "Password". Below these fields are two buttons: "Register" and "Forgot Password?". At the bottom is a "Log In" button. The "Register" button is highlighted with a red rectangular border.

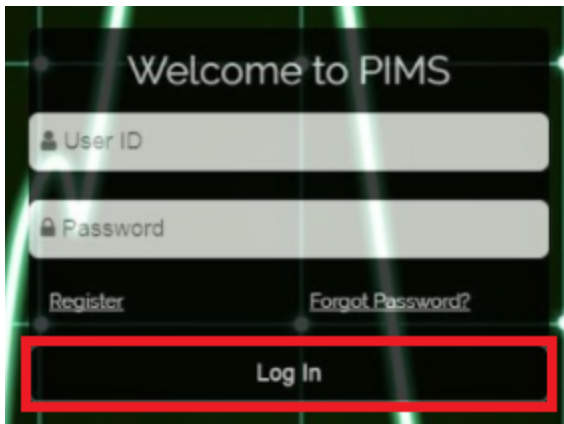
1. Click on **Register** on the **Log In** screen.
2. Enter a new user name of your choice in the **User Name** field.
3. Enter a valid e-mail address in the **E-Mail** field.
4. Choose a secure password and enter it in the **New Password** field.
5. Re-enter your password exactly as you did before in the **Confirm Password** field.
6. Select **Physician** from the **Select Level of Access** drop menu.
7. Click on **Sign Up**.

The image shows a registration screen titled "Register Yourself". It contains five input fields: "User Name", "Email", "New Password", "Confirm Password", and "Select Level of Access" (a dropdown menu). At the bottom is a "Sign Up" button, which is highlighted with a red rectangular border.

# Log In

## Physician

1. Enter your user name in the **User ID** field on the **Log In Screen**.
2. Enter your password in the **Password** field.
3. Click on **Log In**.

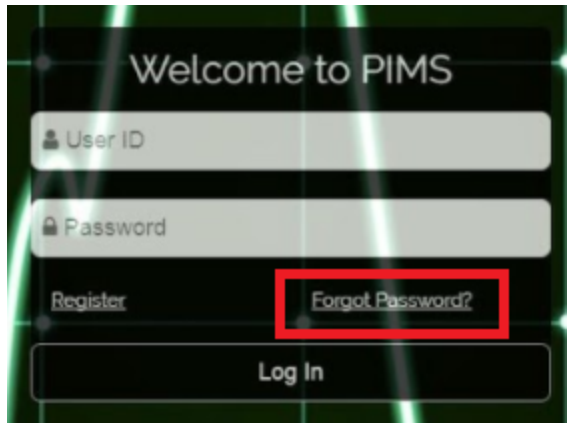


*If you have forgotten your password, [click here](#) or scroll to the Recover Password section of this guide.*

# Recover Password

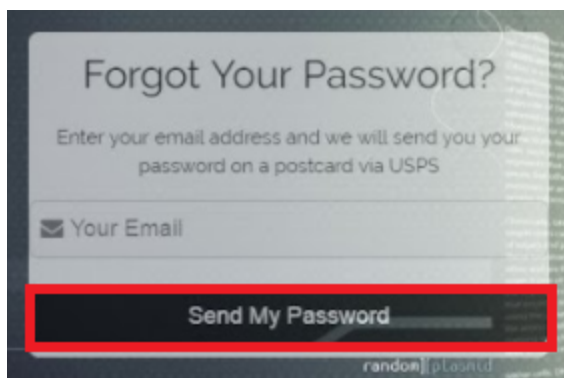
## Physician

If you forget your password, don't worry! You can recover it easily.



The image shows a login interface for PIMS. At the top, it says "Welcome to PIMS". Below this are two input fields: "User ID" and "Password". There are three buttons: "Register", "Forgot Password?", and "Log In". The "Forgot Password?" button is highlighted with a red rectangular box.

1. Click on **Forgot Password**.
  2. Enter your email in the **Your Email** field.
  3. Click on **Send My Password**.
- Your password will be sent to your e-mail.*



The image shows a "Forgot Your Password?" screen. It has a heading "Forgot Your Password?" and a subtext "Enter your email address and we will send you your password on a postcard via USPS". Below this is a text input field labeled "Your Email". At the bottom, there is a button labeled "Send My Password", which is highlighted with a red rectangular box.

[Return to Log In](#)



# Add or Edit Treatment Notes

## Physician

Once you have pulled up a patient's information, you can update six different fields.

*Note: Physicians cannot add or edit Nurse's Treatment Notes.*

The screenshot shows a web interface with three main sections. On the left is the 'Patient Search' section with input fields for 'First Name' and 'Last Name', each followed by a 'Search' button. In the center is the 'Patient Found' section, which displays a list of fields for patient information: 'Full Name:', 'Reason for admission:', 'Doctor's Treatment Notes', 'Nurse's Treatment Notes', 'Scheduled Procedures', 'Prescription Name:', 'Prescription Schedule', and 'Prescription Amount'. Each field has a corresponding input box. On the right is the 'Update Patient Info' section, which contains the same set of fields as the 'Patient Found' section, but with a 'Submit Changes!' button at the bottom.

### To update the Reason for Admission...

Under the **Update Patient Info** table on the right hand side:

This is a close-up screenshot of the 'Update Patient Info' section from the previous image. It is highlighted with a red rectangular border. The section contains the following fields: 'Reason for admission:', 'Doctor's Treatment Notes', 'Scheduled Procedures', 'Prescription Name:', 'Prescription Schedule', and 'Prescription Amount'. Each field has an adjacent input box. At the bottom of the section is a 'Submit Changes!' button.

1. Click on the empty field next to **Reason for Admission**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

### To update the Scheduled Procedures...

Under the **Update Patient Info** table on the right hand side.

Patient Found		Update Patient Info	
Full Name:	<input type="text"/>	Reason for admission:	<input type="text"/>
Reason for admission:	<input type="text"/>	Doctor's Treatment Notes	<input type="text"/>
Doctor's Treatment Notes	<input type="text"/>	Scheduled Procedures	<input type="text"/>
Nurse's Treatment Notes	<input type="text"/>	Prescription Name:	<input type="text"/>
Scheduled Procedures	<input type="text"/>	Prescription Schedule	<input type="text"/>
Prescription Name:	<input type="text"/>	Prescription Amount	<input type="text"/>
Prescription Schedule	<input type="text"/>	<input type="button" value="Submit Changes!"/>	
Prescription Amount	<input type="text"/>		

1. Click on the empty field next to **Scheduled Procedures**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

### To update the Prescription Name...

Under the **Update Patient Info** table on the right hand side.

Patient Found		Update Patient Info	
Full Name:	<input type="text"/>	Reason for admission:	<input type="text"/>
Reason for admission:	<input type="text"/>	Doctor's Treatment Notes	<input type="text"/>
Doctor's Treatment Notes	<input type="text"/>	Scheduled Procedures	<input type="text"/>
Nurse's Treatment Notes	<input type="text"/>	Prescription Name:	<input type="text"/>
Scheduled Procedures	<input type="text"/>	Prescription Schedule	<input type="text"/>
Prescription Name:	<input type="text"/>	Prescription Amount	<input type="text"/>
Prescription Schedule	<input type="text"/>	<input type="button" value="Submit Changes!"/>	
Prescription Amount	<input type="text"/>		

1. Click on the empty field next to **Prescription Name**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

### To update the Prescription Schedule...

Under the **Update Patient Info** table on the right hand side.

Patient Found		Update Patient Info	
Full Name:	<input type="text"/>	Reason for admission:	<input type="text"/>
Reason for admission:	<input type="text"/>	Doctor's Treatment Notes	<input type="text"/>
Doctor's Treatment Notes	<input type="text"/>	Scheduled Procedures	<input type="text"/>
Nurse's Treatment Notes	<input type="text"/>	Prescription Name:	<input type="text"/>
Scheduled Procedures	<input type="text"/>	Prescription Schedule	<input type="text"/>
Prescription Name:	<input type="text"/>	Prescription Amount	<input type="text"/>
Prescription Schedule	<input type="text"/>	<input type="button" value="Submit Changes!"/>	
Prescription Amount	<input type="text"/>		

1. Click on the empty field next to **Prescription Schedule**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

### To update the Prescription Amount...

Under the **Update Patient Info** table on the right hand side.

Patient Found		Update Patient Info	
Full Name:	<input type="text"/>	Reason for admission:	<input type="text"/>
Reason for admission:	<input type="text"/>	Doctor's Treatment Notes	<input type="text"/>
Doctor's Treatment Notes	<input type="text"/>	Scheduled Procedures	<input type="text"/>
Nurse's Treatment Notes	<input type="text"/>	Prescription Name:	<input type="text"/>
Scheduled Procedures	<input type="text"/>	Prescription Schedule	<input type="text"/>
Prescription Name:	<input type="text"/>	Prescription Amount	<input type="text"/>
Prescription Schedule	<input type="text"/>	<input type="button" value="Submit Changes!"/>	
Prescription Amount	<input type="text"/>		

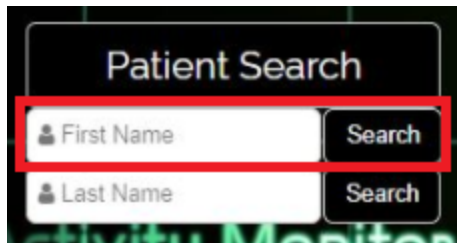
1. Click on the empty field next to **Prescription Amount**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

# Search For a Patient

## Physician

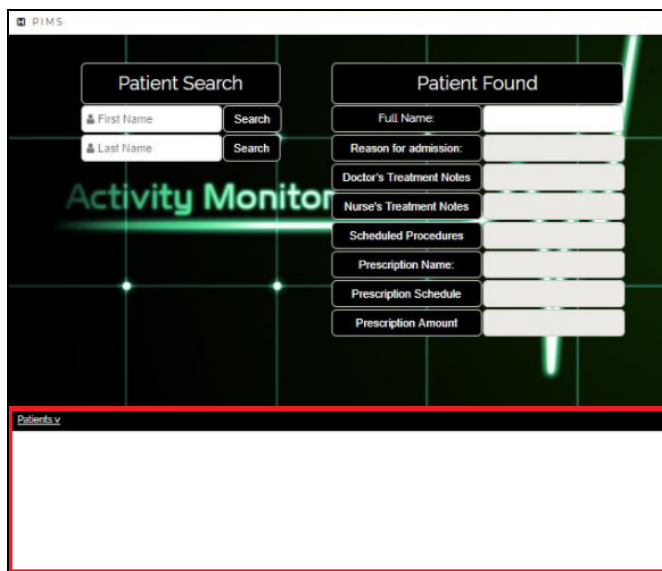
To locate a patient within the database, you can search by their first name, last name, or an initial.

**If you know the patient's first name...**



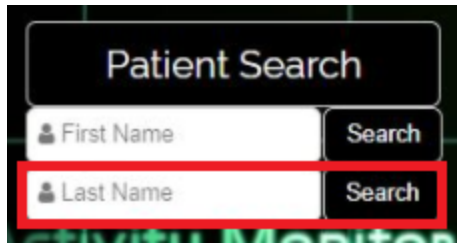
The image shows a 'Patient Search' form. It has two input fields: 'First Name' and 'Last Name'. Each field has a small person icon to its left. To the right of each field is a 'Search' button. The 'First Name' field and its corresponding 'Search' button are highlighted with a red rectangular border.

1. Click on **First Name** and enter the patient's first name in the field.
2. Click on the **Search** button directly to the right of the **First Name** field.
3. Scroll through the results under **Patients** at the bottom of the screen to find your patient.
4. Double click on the patient's name to display his/her information.



The image is a screenshot of the PIMS (Patient Information Management System) software interface. It features a 'Patient Search' section on the left with 'First Name' and 'Last Name' fields and 'Search' buttons. To the right is a 'Patient Found' section with fields for 'Full Name', 'Reason for admission', 'Doctor's Treatment Notes', 'Nurse's Treatment Notes', 'Scheduled Procedures', 'Prescription Name', 'Prescription Schedule', and 'Prescription Amount'. At the bottom, there is a 'Patients' list area, which is currently empty and highlighted with a red rectangular border. The background of the interface has a dark green grid pattern with the text 'Activity Monitor' visible.

## If you know the patient's last name...

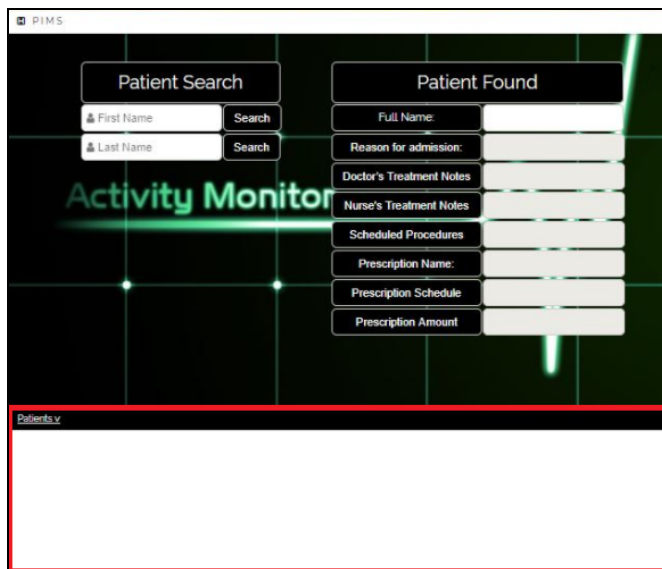


Patient Search

First Name Search

Last Name Search

1. Click on **Last Name** and enter the patient's last name in the field.
2. Click on the **Search** button directly to the right of the **Last Name** field.
3. Scroll through the results under **Patients** at the bottom of the screen to find your patient.
4. Double click on the patient's name to display his/her information.



PIMS

Patient Search

First Name Search

Last Name Search

Patient Found

Full Name:

Reason for admission:

Doctor's Treatment Notes

Nurse's Treatment Notes

Scheduled Procedures

Prescription Name:

Prescription Schedule

Prescription Amount

Activity Monitor

Patients

## If you want to search by a letter or initial...

1. Click on **First Name** or **Last Name** and enter a letter or initial in either field.
2. Type an asterisk (\*) directly after the letter in the field.
3. Click on the **Search** button directly to the right of the field you have completed.
4. Scroll through the results under **Patients** at the bottom of the screen to find your patient.
5. Double click on the patient's name to display his/her information.

# Medical Personnel Guide

Welcome to the PIMS guide for medical personnel!

Here you will find all the instructions you need to create an account, log in, and manage patient information.

## About Medical Personnel

Medical personnel include nurses, medical technicians, and aides that have direct access to patient care alongside a physician. They do not include physicians. If you are a physician, please go to the [Guide for Physicians](#) for the appropriate instructions.

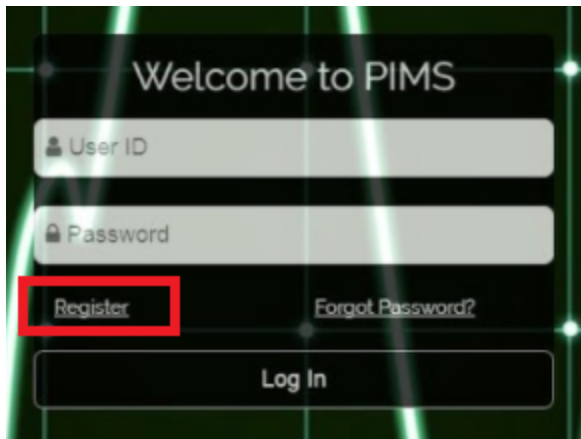
As a member of the medical personnel, you will have access to prescription and treatment information about a patient. You alone will have the authority to make additions or changes to Nurse's Notes.

[Get Started!](#)

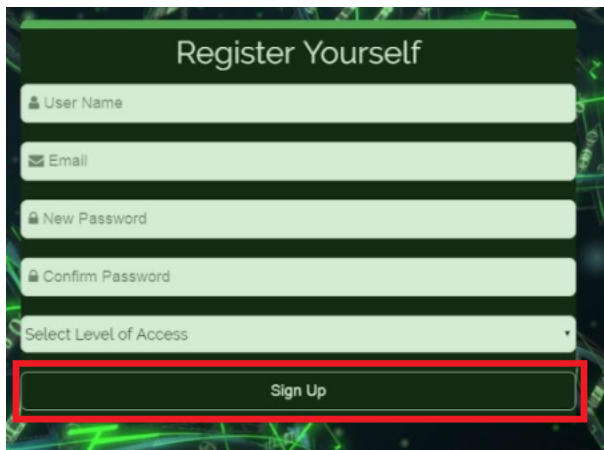
# Create New Account

## Medical Personnel

From the New User screen, you will enter your information in the appropriate blanks to get started using PIMS.



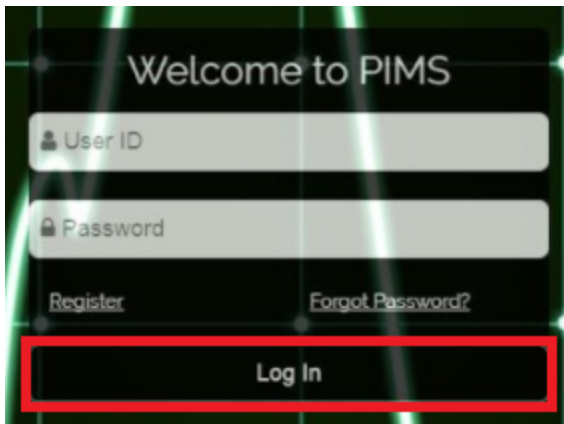
1. Click on **Register** on the **Log In** screen.
2. Enter a new user name of your choice in the **User Name** field.
3. Enter a valid e-mail address in the **E-Mail** field.
4. Choose a secure password and enter it in the **New Password** field.
5. Re-enter your password exactly as you did before in the **Confirm Password** field.
6. Select **Medical Personnel** from the **Select Level of Access** drop menu.
7. Click on **Sign Up**.



# Log In

## Medical Personnel

1. Enter your user name in the **User ID** field on the **Log In Screen**.
2. Enter your password in the **Password** field.
3. Click on **Log In**.



*If you have forgotten your password, [click here](#) or scroll to the Recover Password section of this guide.*

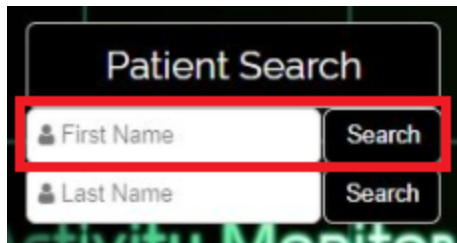


# Search for a Patient

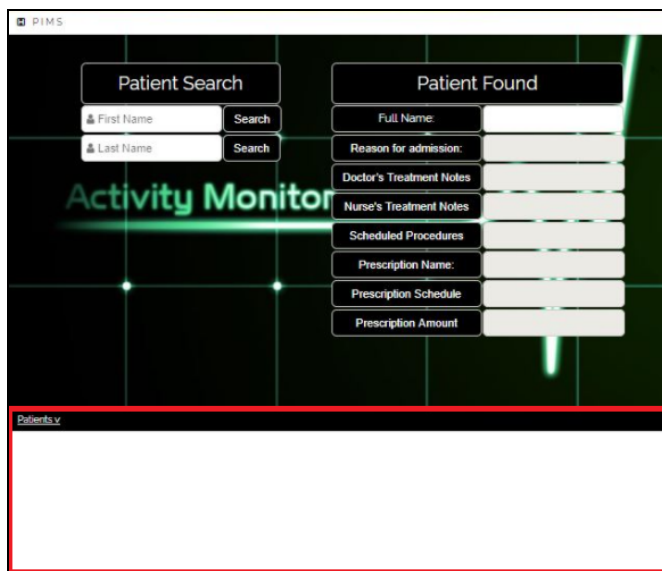
## Medical Personnel

To locate a patient within the database, you can search by their first name, last name, or an initial.

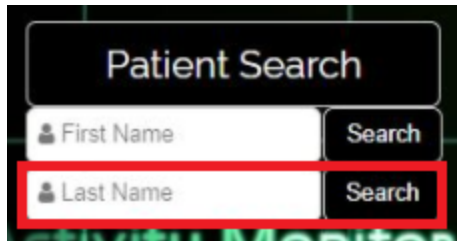
If you know the patient's first name...

A screenshot of a 'Patient Search' form. It features two input fields: 'First Name' and 'Last Name', each with a person icon to its left. To the right of each field is a 'Search' button. A red rectangular box highlights the 'First Name' field and its corresponding 'Search' button.

1. Click on **First Name** and enter the patient's first name in the field.
2. Click on the **Search** button directly to the right of the **First Name** field.
3. Scroll through the results under **Patients** at the bottom of the screen to find your patient.
4. Double click on the patient's name to display his/her information.

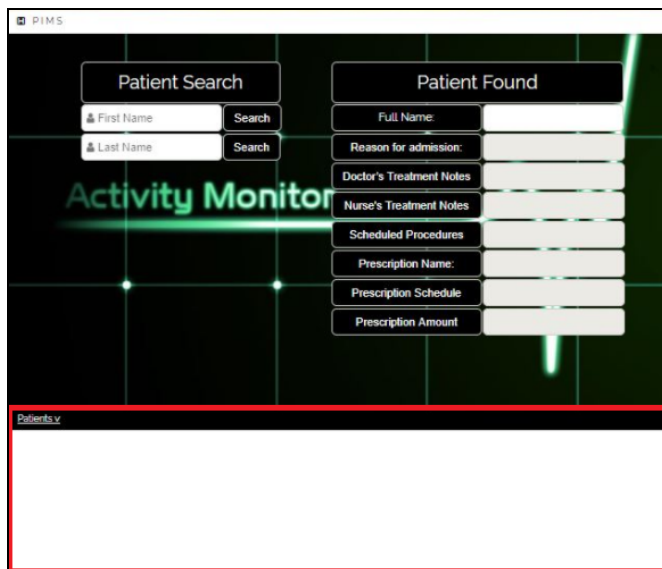
A screenshot of the PIMS (Patient Information Management System) interface. The top left shows the 'Patient Search' form with 'First Name' and 'Last Name' fields and 'Search' buttons. The top right shows the 'Patient Found' section with fields for 'Full Name', 'Reason for admission', 'Doctor's Treatment Notes', 'Nurse's Treatment Notes', 'Scheduled Procedures', 'Prescription Name', 'Prescription Schedule', and 'Prescription Amount'. The bottom of the screen features a 'Patients' list area, which is currently empty and highlighted with a red rectangular box. The background of the interface has a dark green grid pattern with the text 'Activity Monitor' visible.

## If you know the patient's last name...



The image shows a 'Patient Search' form. It has two input fields: 'First Name' and 'Last Name'. Each field has a 'Search' button to its right. The 'Last Name' field and its corresponding 'Search' button are highlighted with a red rectangular border.

1. Click on **Last Name** and enter the patient's last name in the field.
2. Click on the **Search** button directly to the right of the **Last Name** field.
3. Scroll through the results under **Patients** at the bottom of the screen to find your patient.
4. Double click on the patient's name to display his/her information.



The image shows a 'Patient Found' form. It has a 'Patient Search' section on the left with 'First Name' and 'Last Name' fields and 'Search' buttons. The 'Patient Found' section on the right has fields for 'Full Name', 'Reason for admission', 'Doctor's Treatment Notes', 'Nurse's Treatment Notes', 'Scheduled Procedures', 'Prescription Name', 'Prescription Schedule', and 'Prescription Amount'. At the bottom, there is a 'Patients' list section, which is highlighted with a red rectangular border.

## If you want to search by a letter or initial...

1. Click on **First Name** or **Last Name** and enter a letter or initial in either field.
2. Type an asterisk (\*) directly after the letter in the field.
3. Click on the **Search** button directly to the right of the field you have completed.
4. Scroll through the results under **Patients** at the bottom of the screen to find your patient.
5. Double click on the patient's name to display his/her information.

# Add or Edit Treatment Notes

## Medical Personnel

Once you have pulled up a patient's information, you can update six different fields.

*Note: Medical Personnel cannot add or edit Doctor's Treatment Notes.*

Patient Search	Patient Found	Update Patient Info
First Name <input type="text"/> Search	Full Name: <input type="text"/>	Reason for admission: <input type="text"/>
Last Name <input type="text"/> Search	Reason for admission: <input type="text"/>	Nurse Treatment Notes <input type="text"/>
	Doctor's Treatment Notes <input type="text"/>	Scheduled Procedures <input type="text"/>
	Nurse's Treatment Notes <input type="text"/>	Prescription Name: <input type="text"/>
	Scheduled Procedures <input type="text"/>	Prescription Schedule <input type="text"/>
	Prescription Name: <input type="text"/>	Prescription Amount <input type="text"/>
	Prescription Schedule <input type="text"/>	<input type="button" value="Submit Changes!"/>
	Prescription Amount <input type="text"/>	

### To update the Reason for Admission...

Under the **Update Patient Info** table on the right hand side:

Update Patient Info
Reason for admission: <input type="text"/>
Nurse Treatment Notes <input type="text"/>
Scheduled Procedures <input type="text"/>
Prescription Name: <input type="text"/>
Prescription Schedule <input type="text"/>
Prescription Amount <input type="text"/>
<input type="button" value="Submit Changes!"/>

1. Click on the empty field next to **Reason for Admission**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

### To update the Nurse's Treatment Notes...

Under the **Update Patient Info** table on the right hand side.

Patient Found		Update Patient Info	
Full Name:	<input type="text"/>	Reason for admission:	<input type="text"/>
Reason for admission:	<input type="text"/>	Nurse Treatment Notes	<input type="text"/>
Doctor's Treatment Notes	<input type="text"/>	Scheduled Procedures	<input type="text"/>
Nurse's Treatment Notes	<input type="text"/>	Prescription Name:	<input type="text"/>
Scheduled Procedures	<input type="text"/>	Prescription Schedule	<input type="text"/>
Prescription Name:	<input type="text"/>	Prescription Amount	<input type="text"/>
Prescription Schedule	<input type="text"/>	<input type="button" value="Submit Changes!"/>	
Prescription Amount	<input type="text"/>		

1. Click on the empty field next to **Nurse's Treatment Notes**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

### To update the Scheduled Procedures...

Under the **Update Patient Info** table on the right hand side.

Patient Found		Update Patient Info	
Full Name:	<input type="text"/>	Reason for admission:	<input type="text"/>
Reason for admission:	<input type="text"/>	Nurse Treatment Notes	<input type="text"/>
Doctor's Treatment Notes	<input type="text"/>	Scheduled Procedures	<input type="text"/>
Nurse's Treatment Notes	<input type="text"/>	Prescription Name:	<input type="text"/>
Scheduled Procedures	<input type="text"/>	Prescription Schedule	<input type="text"/>
Prescription Name:	<input type="text"/>	Prescription Amount	<input type="text"/>
Prescription Schedule	<input type="text"/>	<input type="button" value="Submit Changes!"/>	
Prescription Amount	<input type="text"/>		

1. Click on the empty field next to **Scheduled Procedures**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

### To update the Prescription Name...

Under the **Update Patient Info** table on the right hand side.

Patient Found	
Full Name:	<input type="text"/>
Reason for admission:	<input type="text"/>
Doctor's Treatment Notes	<input type="text"/>
Nurse's Treatment Notes	<input type="text"/>
Scheduled Procedures	<input type="text"/>
Prescription Name:	<input type="text"/>
Prescription Schedule	<input type="text"/>
Prescription Amount	<input type="text"/>

Update Patient Info	
Reason for admission:	<input type="text"/>
Nurse Treatment Notes	<input type="text"/>
Scheduled Procedures	<input type="text"/>
Prescription Name:	<input type="text"/>
Prescription Schedule	<input type="text"/>
Prescription Amount	<input type="text"/>
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Prescription Name**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

### To update the Prescription Schedule...

Under the **Update Patient Info** table on the right hand side.

Patient Found	
Full Name:	<input type="text"/>
Reason for admission:	<input type="text"/>
Doctor's Treatment Notes	<input type="text"/>
Nurse's Treatment Notes	<input type="text"/>
Scheduled Procedures	<input type="text"/>
Prescription Name:	<input type="text"/>
Prescription Schedule	<input type="text"/>
Prescription Amount	<input type="text"/>

Update Patient Info	
Reason for admission:	<input type="text"/>
Nurse Treatment Notes	<input type="text"/>
Scheduled Procedures	<input type="text"/>
Prescription Name:	<input type="text"/>
Prescription Schedule	<input type="text"/>
Prescription Amount	<input type="text"/>
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Prescription Schedule**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

### To update the Prescription Amount...

Under the **Update Patient Info** table on the right hand side.

Patient Found	
Full Name:	<input type="text"/>
Reason for admission:	<input type="text"/>
Doctor's Treatment Notes	<input type="text"/>
Nurse's Treatment Notes	<input type="text"/>
Scheduled Procedures	<input type="text"/>
Prescription Name:	<input type="text"/>
Prescription Schedule	<input type="text"/>
Prescription Amount	<input type="text"/>

Update Patient Info	
Reason for admission:	<input type="text"/>
Nurse Treatment Notes	<input type="text"/>
Scheduled Procedures	<input type="text"/>
Prescription Name:	<input type="text"/>
Prescription Schedule	<input type="text"/>
Prescription Amount	<input type="text"/>
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Prescription Amount**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

# Office Staff Guide

Welcome to the PIMS guide for office staff!

Here you will find all the instructions you need to create an account, log in, manage patient information, and print reports.

## About Office Staff

Office staff includes front desk receptionists, cashiers, and any paid staff members who do not have direct access to patient care. They do not include volunteers. If you are a volunteer, please go to the [Guide for Volunteers](#) for the appropriate instructions.

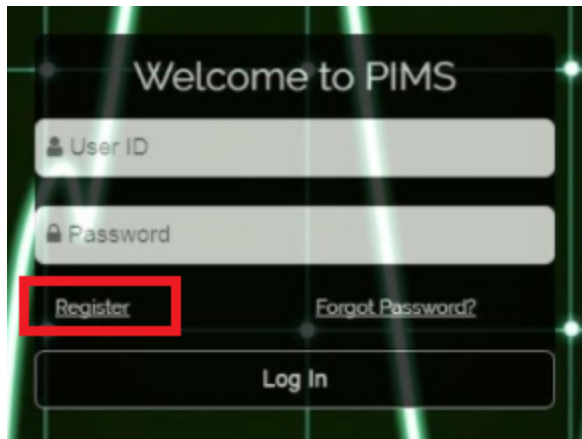
As a member of the office staff, you will have access to prescription and treatment information, as well as personal contact information about a patient. You alone will have the authority to make additions or changes to their contact information.

[Get Started!](#)

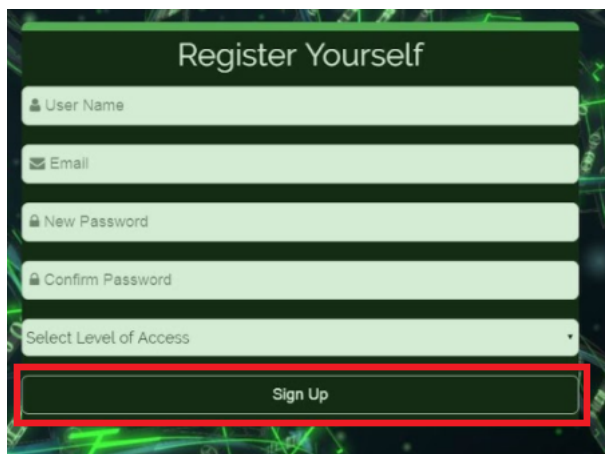
# Create New Account

## Office Staff

From the New User screen, you will enter your information in the appropriate blanks to get started using PIMS.

A screenshot of the 'Welcome to PIMS' login screen. It features a dark background with a grid pattern. There are two input fields: 'User ID' and 'Password'. Below the 'Password' field, there is a 'Register' button highlighted with a red rectangle, and a 'Forgot Password?' link. At the bottom, there is a 'Log In' button.

1. Click on **Register** on the **Log In** screen.
2. Enter a new user name of your choice in the **User Name** field.
3. Enter a valid e-mail address in the **E-Mail** field.
4. Choose a secure password and enter it in the **Password** field.
5. Re-enter your password exactly as you did before in the **Confirm Password** field.
6. Select **Office Staff** from the **Select Level of Access** drop menu.
7. Click on **Sign Up**.

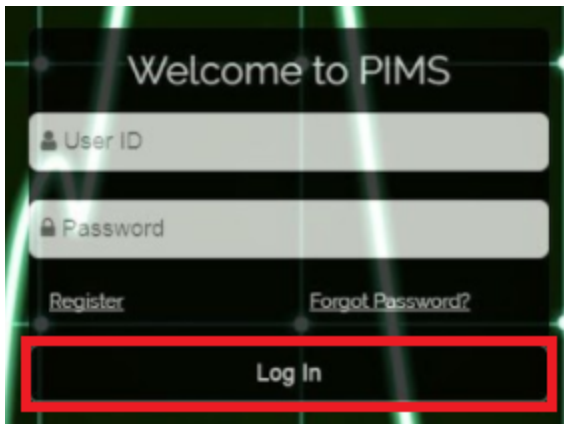
A screenshot of the 'Register Yourself' screen. It features a dark background with a grid pattern. There are five input fields: 'User Name', 'Email', 'New Password', 'Confirm Password', and 'Select Level of Access'. Below the 'Select Level of Access' field, there is a 'Sign Up' button highlighted with a red rectangle.



# Log In

## Office Staff

1. Enter your user name in the **User ID** field on the **Log In Screen**.
2. Enter your password in the **Password** field.
3. Click on **Log In**.

A screenshot of the PIMS login interface. The title "Welcome to PIMS" is at the top. Below it are two input fields: "User ID" with a person icon and "Password" with a lock icon. At the bottom, there are three buttons: "Register", "Forgot Password?", and "Log In". The "Log In" button is highlighted with a red rectangular border.

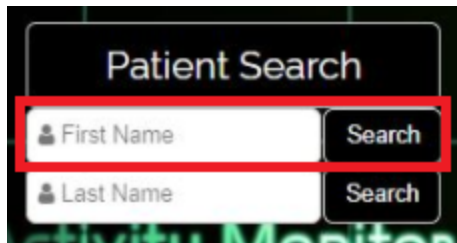
*If you have forgotten your password, [click here](#) or scroll to the Recover Password section of this guide.*

# Search for a Patient

## Office Staff

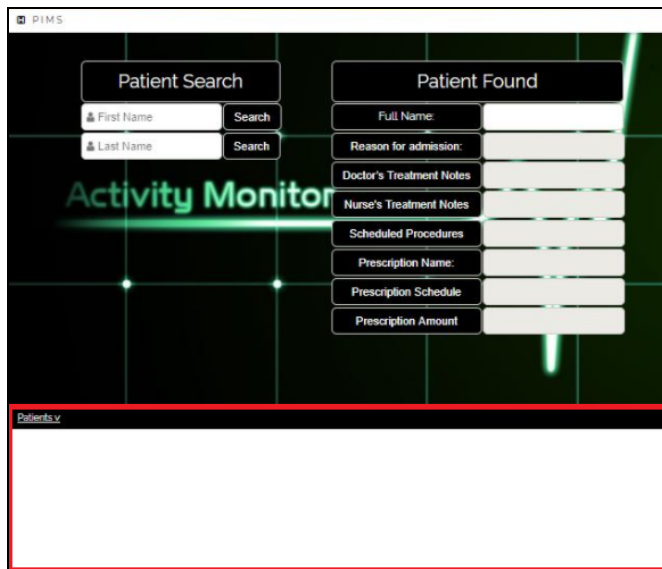
To locate a patient within the database, you can search by their first name, last name, or an initial.

**If you know the patient's first name...**



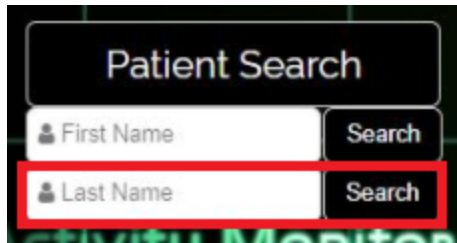
The image shows a 'Patient Search' form. It has two input fields: 'First Name' and 'Last Name'. Each field has a small person icon to its left. To the right of each field is a 'Search' button. The 'First Name' field and its corresponding 'Search' button are highlighted with a red rectangular border.

1. Click on **First Name** and enter the patient's first name in the field.
2. Click on the **Search** button directly to the right of the **First Name** field.
3. Scroll through the results under **Patients** at the bottom of the screen to find your patient.
4. Double click on the patient's name to display his/her information.



The image is a screenshot of the PIMS software interface. It features a 'Patient Search' section on the left with 'First Name' and 'Last Name' fields and 'Search' buttons. To the right is a 'Patient Found' section with fields for 'Full Name', 'Reason for admission', 'Doctor's Treatment Notes', 'Nurse's Treatment Notes', 'Scheduled Procedures', 'Prescription Name', 'Prescription Schedule', and 'Prescription Amount'. At the bottom, there is a 'Patients' list area, which is highlighted with a red rectangular border. The background of the interface has a grid pattern and the text 'Activity Monitor' is visible.

## If you know the patient's last name...

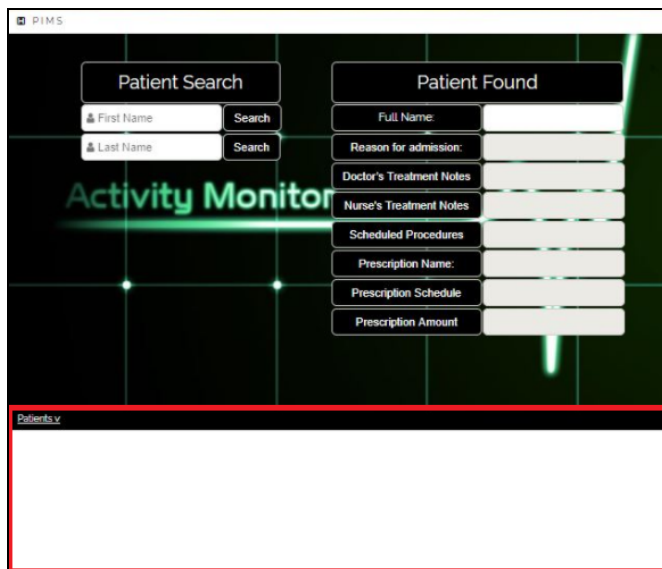


Patient Search

First Name Search

Last Name Search

1. Click on **Last Name** and enter the patient's last name in the field.
2. Click on the **Search** button directly to the right of the **Last Name** field.
3. Scroll through the results under **Patients** at the bottom of the screen to find your patient.
4. Double click on the patient's name to display his/her information.



PIMS

Patient Search

First Name Search

Last Name Search

Patient Found

Full Name:

Reason for admission:

Doctor's Treatment Notes

Nurse's Treatment Notes

Scheduled Procedures

Prescription Name:

Prescription Schedule

Prescription Amount

Activity Monitor

Patients

## If you want to search by a letter or initial...

1. Click on **First Name** or **Last Name** and enter a letter or initial in either field.
2. Type an asterisk (\*) directly after the letter in the field.
3. Click on the **Search** button directly to the right of the field you have completed.
4. Scroll through the results under **Patients** at the bottom of the screen to find your patient.
5. Double click on the patient's name to display his/her information.

# Add or Edit Patient Information

## Office Staff

Once you have pulled up a patient's information, you can update fifteen different fields.

*Note: As a member of the Office Staff, only you have access to the patient's basic contact information, such as their address and phone number. Remember to practice confidentiality protocol as needed.*

The screenshot displays a software interface for updating patient information. It is divided into three main sections. On the left is the 'Patient Search' panel with input fields for 'First Name' and 'Last Name', each followed by a 'Search' button. In the center is the 'Patient Found' panel, which lists fifteen fields: Full Name, City, Street, Zip, State, Home Phone Number, Work Phone Number, Mobile Number, and Emergency Contact Name 1. On the right is the 'Update Patient Info' panel, which contains identical fields to the 'Patient Found' panel. A vertical scrollbar is visible between the 'Patient Found' and 'Update Patient Info' panels. A faint 'Activity Monitor' watermark is visible on the left side of the interface.

## To update the patient's Full Name...

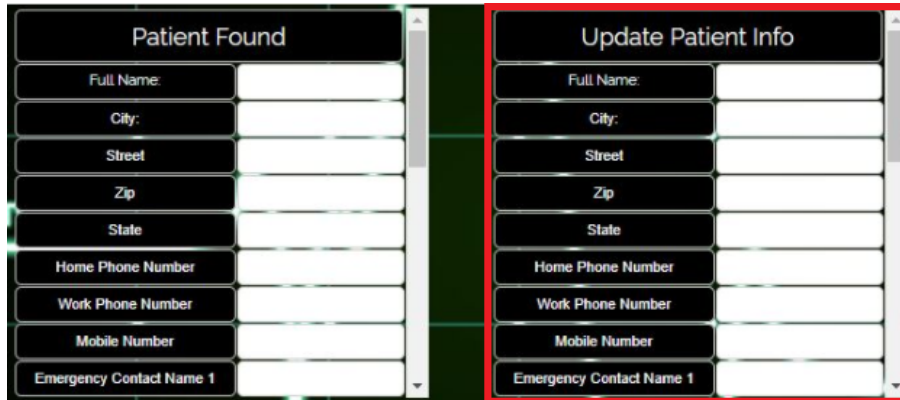
Under the **Update Patient Info** table on the right hand side:

This is a close-up view of the 'Update Patient Info' table from the previous screenshot. The table has a red border and contains the following fields: Full Name, City, Street, Zip, State, Home Phone Number, Work Phone Number, Mobile Number, and Emergency Contact Name 1. Each field is represented by a label and an adjacent empty text input box.

1. Click on the empty field next to **Full Name**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Address: City...

Under the **Update Patient Info** table on the right hand side:



The image shows two side-by-side forms. The left form is titled 'Patient Found' and the right form is titled 'Update Patient Info'. Both forms have identical fields: Full Name, City, Street, Zip, State, Home Phone Number, Work Phone Number, Mobile Number, and Emergency Contact Name 1. The 'City' field in the 'Update Patient Info' form is highlighted with a red border.

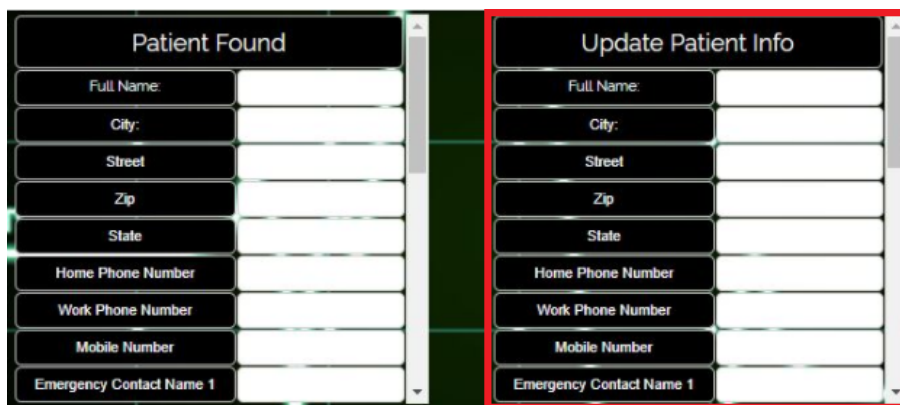
Patient Found	
Full Name:	
City:	
Street	
Zip	
State	
Home Phone Number	
Work Phone Number	
Mobile Number	
Emergency Contact Name 1	

Update Patient Info	
Full Name:	
City:	
Street	
Zip	
State	
Home Phone Number	
Work Phone Number	
Mobile Number	
Emergency Contact Name 1	

1. Click on the empty field next to **City**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Address: Street...

Under the **Update Patient Info** table on the right hand side:



The image shows two side-by-side forms. The left form is titled 'Patient Found' and the right form is titled 'Update Patient Info'. Both forms have identical fields: Full Name, City, Street, Zip, State, Home Phone Number, Work Phone Number, Mobile Number, and Emergency Contact Name 1. The 'Street' field in the 'Update Patient Info' form is highlighted with a red border.

Patient Found	
Full Name:	
City:	
Street	
Zip	
State	
Home Phone Number	
Work Phone Number	
Mobile Number	
Emergency Contact Name 1	

Update Patient Info	
Full Name:	
City:	
Street	
Zip	
State	
Home Phone Number	
Work Phone Number	
Mobile Number	
Emergency Contact Name 1	

1. Click on the empty field next to **Street**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Address: Zip Code...

Under the **Update Patient Info** table on the right hand side:

Patient Found	
Full Name:	
City:	
Street	
Zip	
State	
Home Phone Number	
Work Phone Number	
Mobile Number	
Emergency Contact Name 1	

Update Patient Info	
Full Name:	
City:	
Street	
Zip	
State	
Home Phone Number	
Work Phone Number	
Mobile Number	
Emergency Contact Name 1	

1. Click on the empty field next to **Zip**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Address: State...

Under the **Update Patient Info** table on the right hand side:

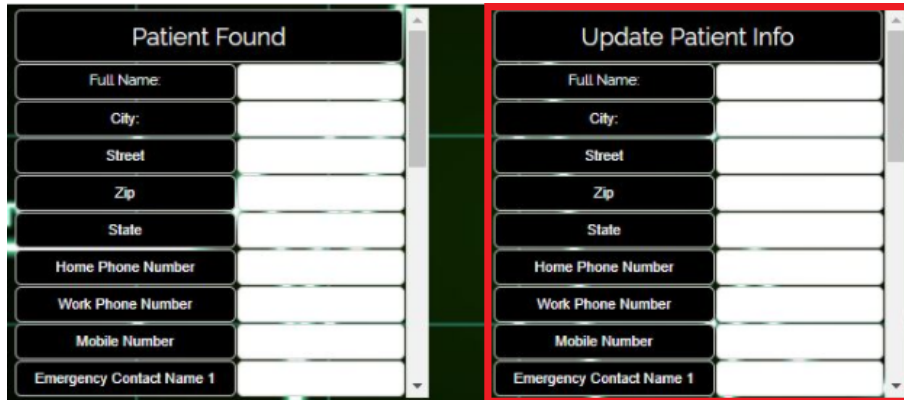
Patient Found	
Full Name:	
City:	
Street	
Zip	
State	
Home Phone Number	
Work Phone Number	
Mobile Number	
Emergency Contact Name 1	

Update Patient Info	
Full Name:	
City:	
Street	
Zip	
State	
Home Phone Number	
Work Phone Number	
Mobile Number	
Emergency Contact Name 1	

1. Click on the empty field next to **State**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Home Phone Number...

Under the **Update Patient Info** table on the right hand side:



The image shows two side-by-side forms. The left form is titled 'Patient Found' and the right form is titled 'Update Patient Info'. Both forms have identical fields: Full Name, City, Street, Zip, State, Home Phone Number, Work Phone Number, Mobile Number, and Emergency Contact Name 1. The 'Update Patient Info' form is highlighted with a red border, and the 'Home Phone Number' field is highlighted with a green border.

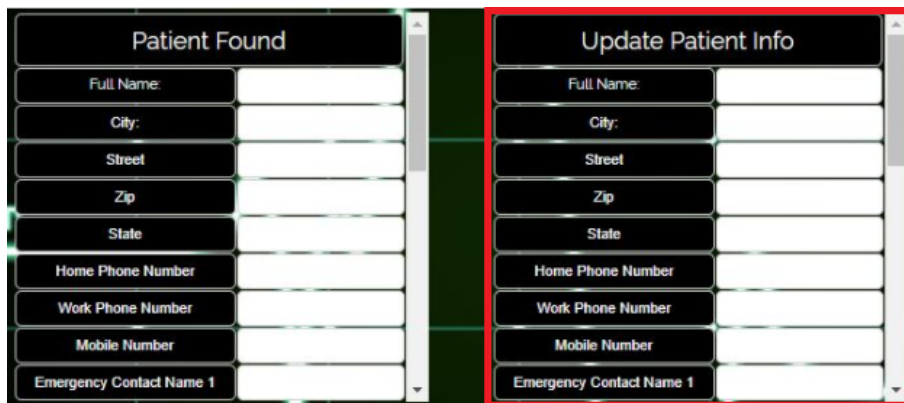
Patient Found	
Full Name:	
City:	
Street	
Zip	
State	
Home Phone Number	
Work Phone Number	
Mobile Number	
Emergency Contact Name 1	

Update Patient Info	
Full Name:	
City:	
Street	
Zip	
State	
Home Phone Number	
Work Phone Number	
Mobile Number	
Emergency Contact Name 1	

1. Click on the empty field next to **Home Phone Number**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Work Phone Number...

Under the **Update Patient Info** table on the right hand side:



The image shows two side-by-side forms. The left form is titled 'Patient Found' and the right form is titled 'Update Patient Info'. Both forms have identical fields: Full Name, City, Street, Zip, State, Home Phone Number, Work Phone Number, Mobile Number, and Emergency Contact Name 1. The 'Update Patient Info' form is highlighted with a red border, and the 'Work Phone Number' field is highlighted with a green border.

Patient Found	
Full Name:	
City:	
Street	
Zip	
State	
Home Phone Number	
Work Phone Number	
Mobile Number	
Emergency Contact Name 1	

Update Patient Info	
Full Name:	
City:	
Street	
Zip	
State	
Home Phone Number	
Work Phone Number	
Mobile Number	
Emergency Contact Name 1	

1. Click on the empty field next to **Work Phone Number**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Mobile Phone Number...

Under the **Update Patient Info** table on the right hand side:

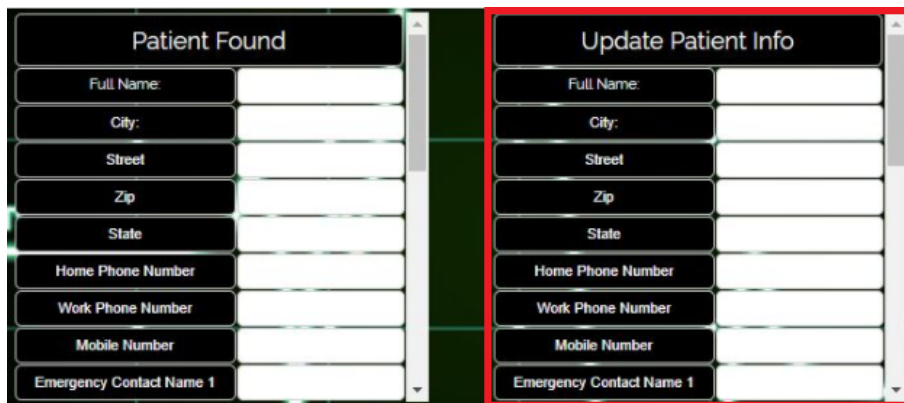


The image shows two side-by-side forms. The left form is titled 'Patient Found' and the right form is titled 'Update Patient Info'. Both forms have identical fields: Full Name, City, Street, Zip, State, Home Phone Number, Work Phone Number, Mobile Number, and Emergency Contact Name 1. The 'Mobile Number' field in the 'Update Patient Info' form is highlighted with a red border.

1. Click on the empty field next to **Mobile Phone Number**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update Emergency Contact Name 1...

Under the **Update Patient Info** table on the right hand side:



The image shows two side-by-side forms. The left form is titled 'Patient Found' and the right form is titled 'Update Patient Info'. Both forms have identical fields: Full Name, City, Street, Zip, State, Home Phone Number, Work Phone Number, Mobile Number, and Emergency Contact Name 1. The 'Emergency Contact Name 1' field in the 'Update Patient Info' form is highlighted with a red border.

1. Click on the empty field next to **Emergency Contact Name 1**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.



## To update the Phone Number for Emergency Contact 1...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Ethel Ohern
Emergency Contact Number 1	634548467
Emergency Contact Name 2	Arron Bierbrauer
Emergency Contact Number 2	9827222175
Admittance Date	2011-12-03
Admittance Time	12:04:12
Discharge Date	11/30/2013
Discharge Time	15:09:08
Family Doctor	Dr. Perruzzi, Agustin
Facility:	the hospital
Floor	8
Room Number:	92
Bed Number:	4
Insurance Carrier	UnitedHealth Group
Policy Account Number:	538000000000
Policy Group Number:	58937
Amount Paid By Insurance	10

Emergency Contact Number 1	
Emergency Contact Name 2	
Emergency Contact Number 2	
Admittance Date	
Admittance Time	
Discharge Date	
Discharge Time	
Family Doctor	
Facility:	
Floor	
Room Number:	
Bed Number:	
Insurance Carrier	
Policy Account Number:	
Policy Group Number:	
Amount Paid By Insurance	500
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Emergency Contact Number 1**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Emergency Contact Name 2...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Ethel Ohern
Emergency Contact Number 1	634548467
Emergency Contact Name 2	Arron Bierbrauer
Emergency Contact Number 2	9827222175
Admittance Date	2011-12-03
Admittance Time	12:04:12
Discharge Date	11/30/2013
Discharge Time	15:09:08
Family Doctor	Dr. Perruzzi, Agustin
Facility:	the hospital
Floor	8
Room Number:	92
Bed Number:	4
Insurance Carrier	UnitedHealth Group
Policy Account Number:	538000000000
Policy Group Number:	58937
Amount Paid By Insurance	10

Emergency Contact Number 1	
Emergency Contact Name 2	
Emergency Contact Number 2	
Admittance Date	
Admittance Time	
Discharge Date	
Discharge Time	
Family Doctor	
Facility:	
Floor	
Room Number:	
Bed Number:	
Insurance Carrier	
Policy Account Number:	
Policy Group Number:	
Amount Paid By Insurance	500
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Emergency Contact Name 2**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Phone Number for Emergency Contact 2...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Ethel Ohern
Emergency Contact Number 1	634548467
Emergency Contact Name 2	Arron Bierbrauer
Emergency Contact Number 2	9827222175
Admittance Date	2011-12-03
Admittance Time	12:04:12
Discharge Date	11/30/2013
Discharge Time	15:09:08
Family Doctor	Dr. Perruzzi, Agustin
Facility:	the hospital
Floor	8
Room Number:	92
Bed Number:	4
Insurance Carrier	UnitedHealth Group
Policy Account Number:	538000000000
Policy Group Number:	58937
Amount Paid By Insurance	10

Emergency Contact Number 1	
Emergency Contact Name 2	
Emergency Contact Number 2	
Admittance Date	
Admittance Time	
Discharge Date	
Discharge Time	
Family Doctor	
Facility:	
Floor	
Room Number:	
Bed Number:	
Insurance Carrier	
Policy Account Number:	
Policy Group Number:	
Amount Paid By Insurance	500
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Emergency Contact Number 2**.
2. Re-enter any old information you wish you keep.

3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Admittance Date...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Ethel Ohern	Emergency Contact Number 1	
Emergency Contact Number 1	634548467	Emergency Contact Name 2	
Emergency Contact Name 2	Arron Bierbrauer	Emergency Contact Number 2	
Emergency Contact Number 2	9827222175	Admittance Date	
Admittance Date	2011-12-03	Admittance Time	
Admittance Time	12:04:12	Discharge Date	
Discharge Date	11/30/2013	Discharge Time	
Discharge Time	15:09:08	Family Doctor	
Family Doctor	Dr. Perruzzi, Agustin	Facility:	
Facility:	the hospital	Floor	
Floor	8	Room Number:	
Room Number:	92	Bed Number:	
Bed Number:	4	Insurance Carrier	
Insurance Carrier	UnitedHealth Group	Policy Account Number:	
Policy Account Number:	538000000000	Policy Group Number:	
Policy Group Number:	58937	Amount Paid By Insurance	500
Amount Paid By Insurance	10	<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Admittance Date**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Admittance Time...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Ethel Ohern
Emergency Contact Number 1	634548467
Emergency Contact Name 2	Arron Bierbrauer
Emergency Contact Number 2	9827222175
Admittance Date	2011-12-03
Admittance Time	12:04:12
Discharge Date	11/30/2013
Discharge Time	15:09:08
Family Doctor	Dr. Perruzzi, Agustin
Facility:	the hospital
Floor	8
Room Number:	92
Bed Number:	4
Insurance Carrier	UnitedHealth Group
Policy Account Number:	538000000000
Policy Group Number:	58937
Amount Paid By Insurance	10

Emergency Contact Number 1	
Emergency Contact Name 2	
Emergency Contact Number 2	
Admittance Date	
Admittance Time	
Discharge Date	
Discharge Time	
Family Doctor	
Facility:	
Floor	
Room Number:	
Bed Number:	
Insurance Carrier	
Policy Account Number:	
Policy Group Number:	
Amount Paid By Insurance	500
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Admittance Time**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Discharge Date...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Ethel Ohern
Emergency Contact Number 1	634548467
Emergency Contact Name 2	Arron Bierbrauer
Emergency Contact Number 2	9827222175
Admittance Date	2011-12-03
Admittance Time	12:04:12
Discharge Date	11/30/2013
Discharge Time	15:09:08
Family Doctor	Dr. Perruzzi, Agustin
Facility:	the hospital
Floor	8
Room Number:	92
Bed Number:	4
Insurance Carrier	UnitedHealth Group
Policy Account Number:	538000000000
Policy Group Number:	58937
Amount Paid By Insurance	10

Emergency Contact Number 1	
Emergency Contact Name 2	
Emergency Contact Number 2	
Admittance Date	
Admittance Time	
Discharge Date	
Discharge Time	
Family Doctor	
Facility:	
Floor	
Room Number:	
Bed Number:	
Insurance Carrier	
Policy Account Number:	
Policy Group Number:	
Amount Paid By Insurance	500
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Discharge Date**.
2. Re-enter any old information you wish you keep.

3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the patient's Family Doctor...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Eitel Ohern	Emergency Contact Number 1	
Emergency Contact Number 1	634548467	Emergency Contact Name 2	
Emergency Contact Name 2	Arron Bierbrauer	Emergency Contact Number 2	
Emergency Contact Number 2	9827222175	Admittance Date	
Admittance Date	2011-12-03	Admittance Time	
Admittance Time	12:04:12	Discharge Date	
Discharge Date	11/30/2013	Discharge Time	
Discharge Time	15:09:08	Family Doctor	
Family Doctor	Dr. Perruzzi, Agustin	Facility:	
Facility:	the hospital	Floor	
Floor	8	Room Number:	
Room Number:	92	Bed Number:	
Bed Number:	4	Insurance Carrier	
Insurance Carrier	UnitedHealth Group	Policy Account Number:	
Policy Account Number:	538000000000	Policy Group Number:	
Policy Group Number:	58937	Amount Paid By Insurance	500
Amount Paid By Insurance	10	<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Family Doctor**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Facility...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Ethel Ohern
Emergency Contact Number 1	634548467
Emergency Contact Name 2	Arron Bierbrauer
Emergency Contact Number 2	9827222175
Admittance Date	2011-12-03
Admittance Time	12:04:12
Discharge Date	11/30/2013
Discharge Time	15:09:08
Family Doctor	Dr. Perruzzi, Agustin
Facility:	the hospital
Floor	8
Room Number:	92
Bed Number:	4
Insurance Carrier	UnitedHealth Group
Policy Account Number:	538000000000
Policy Group Number:	58937
Amount Paid By Insurance	10

Emergency Contact Number 1	
Emergency Contact Name 2	
Emergency Contact Number 2	
Admittance Date	
Admittance Time	
Discharge Date	
Discharge Time	
Family Doctor	
Facility:	
Floor	
Room Number:	
Bed Number:	
Insurance Carrier	
Policy Account Number:	
Policy Group Number:	
Amount Paid By Insurance	500
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Facility**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Floor Number...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Ethel Ohern
Emergency Contact Number 1	634548467
Emergency Contact Name 2	Arron Bierbrauer
Emergency Contact Number 2	9827222175
Admittance Date	2011-12-03
Admittance Time	12:04:12
Discharge Date	11/30/2013
Discharge Time	15:09:08
Family Doctor	Dr. Perruzzi, Agustin
Facility:	the hospital
Floor	8
Room Number:	92
Bed Number:	4
Insurance Carrier	UnitedHealth Group
Policy Account Number:	538000000000
Policy Group Number:	58937
Amount Paid By Insurance	10

Emergency Contact Number 1	
Emergency Contact Name 2	
Emergency Contact Number 2	
Admittance Date	
Admittance Time	
Discharge Date	
Discharge Time	
Family Doctor	
Facility:	
Floor	
Room Number:	
Bed Number:	
Insurance Carrier	
Policy Account Number:	
Policy Group Number:	
Amount Paid By Insurance	500
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Floor**.
2. Re-enter any old information you wish you keep.



3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Room Number...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Eitel Ohern
Emergency Contact Number 1	634548467
Emergency Contact Name 2	Arron Bierbrauer
Emergency Contact Number 2	9827222175
Admittance Date	2011-12-03
Admittance Time	12:04:12
Discharge Date	11/30/2013
Discharge Time	15:09:08
Family Doctor	Dr. Perruzzi, Agustin
Facility:	the hospital
Floor	8
Room Number:	92
Bed Number:	4
Insurance Carrier	UnitedHealth Group
Policy Account Number:	538000000000
Policy Group Number:	58937
Amount Paid By Insurance	10

Emergency Contact Number 1	
Emergency Contact Name 2	
Emergency Contact Number 2	
Admittance Date	
Admittance Time	
Discharge Date	
Discharge Time	
Family Doctor	
Facility:	
Floor	
Room Number:	
Bed Number:	
Insurance Carrier	
Policy Account Number:	
Policy Group Number:	
Amount Paid By Insurance	500
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Room Number**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Bed Number...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Ethel Ohern
Emergency Contact Number 1	634548467
Emergency Contact Name 2	Arron Bierbrauer
Emergency Contact Number 2	9827222175
Admittance Date	2011-12-03
Admittance Time	12:04:12
Discharge Date	11/30/2013
Discharge Time	15:09:08
Family Doctor	Dr. Perruzzi, Agustin
Facility:	the hospital
Floor	8
Room Number:	92
Bed Number:	4
Insurance Carrier	UnitedHealth Group
Policy Account Number:	538000000000
Policy Group Number:	58937
Amount Paid By Insurance	10

Emergency Contact Number 1	
Emergency Contact Name 2	
Emergency Contact Number 2	
Admittance Date	
Admittance Time	
Discharge Date	
Discharge Time	
Family Doctor	
Facility:	
Floor	
Room Number:	
Bed Number:	
Insurance Carrier	
Policy Account Number:	
Policy Group Number:	
Amount Paid By Insurance	500
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Bed Number**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Insurance Carrier...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Ethel Ohern
Emergency Contact Number 1	634548467
Emergency Contact Name 2	Arron Bierbrauer
Emergency Contact Number 2	9827222175
Admittance Date	2011-12-03
Admittance Time	12:04:12
Discharge Date	11/30/2013
Discharge Time	15:09:08
Family Doctor	Dr. Perruzzi, Agustin
Facility:	the hospital
Floor	8
Room Number:	92
Bed Number:	4
Insurance Carrier	UnitedHealth Group
Policy Account Number:	538000000000
Policy Group Number:	58937
Amount Paid By Insurance	10

Emergency Contact Number 1	
Emergency Contact Name 2	
Emergency Contact Number 2	
Admittance Date	
Admittance Time	
Discharge Date	
Discharge Time	
Family Doctor	
Facility:	
Floor	
Room Number:	
Bed Number:	
Insurance Carrier	
Policy Account Number:	
Policy Group Number:	
Amount Paid By Insurance	500
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Insurance Carrier**.
2. Re-enter any old information you wish you keep.



3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.
- 5.

### To update the Insurance Policy Account Number...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Eitel Ohern	Emergency Contact Number 1	
Emergency Contact Number 1	634548467	Emergency Contact Name 2	
Emergency Contact Name 2	Arron Bierbrauer	Emergency Contact Number 2	
Emergency Contact Number 2	9827222175	Admittance Date	
Admittance Date	2011-12-03	Admittance Time	
Admittance Time	12:04:12	Discharge Date	
Discharge Date	11/30/2013	Discharge Time	
Discharge Time	15:09:08	Family Doctor	
Family Doctor	Dr. Perruzzi, Agustin	Facility:	
Facility:	the hospital	Floor	
Floor	8	Room Number:	
Room Number:	92	Bed Number:	
Bed Number:	4	Insurance Carrier	
Insurance Carrier	UnitedHealth Group	Policy Account Number:	
Policy Account Number:	538000000000	Policy Group Number:	
Policy Group Number:	58937	Amount Paid By Insurance	500
Amount Paid By Insurance	10	<b>Submit Changes!</b>	

1. Click on the empty field next to **Policy Account Number**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

### To update the Insurance Policy Group Number...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Ethel Ohern
Emergency Contact Number 1	634548467
Emergency Contact Name 2	Arron Bierbrauer
Emergency Contact Number 2	9827222175
Admittance Date	2011-12-03
Admittance Time	12:04:12
Discharge Date	11/30/2013
Discharge Time	15:09:08
Family Doctor	Dr. Perruzzi, Agustin
Facility:	the hospital
Floor	8
Room Number:	92
Bed Number:	4
Insurance Carrier	UnitedHealth Group
Policy Account Number:	538000000000
Policy Group Number:	58937
Amount Paid By Insurance	10

Emergency Contact Number 1	
Emergency Contact Name 2	
Emergency Contact Number 2	
Admittance Date	
Admittance Time	
Discharge Date	
Discharge Time	
Family Doctor	
Facility:	
Floor	
Room Number:	
Bed Number:	
Insurance Carrier	
Policy Account Number:	
Policy Group Number:	
Amount Paid By Insurance	500
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Policy Group Number**.
2. Re-enter any old information you wish you keep.
3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

## To update the Amount Paid By Insurance...

Under the **Update Patient Info** table on the right hand side:

Emergency Contact Name 1	Ethel Ohern
Emergency Contact Number 1	634548467
Emergency Contact Name 2	Arron Bierbrauer
Emergency Contact Number 2	9827222175
Admittance Date	2011-12-03
Admittance Time	12:04:12
Discharge Date	11/30/2013
Discharge Time	15:09:08
Family Doctor	Dr. Perruzzi, Agustin
Facility:	the hospital
Floor	8
Room Number:	92
Bed Number:	4
Insurance Carrier	UnitedHealth Group
Policy Account Number:	538000000000
Policy Group Number:	58937
Amount Paid By Insurance	10

Emergency Contact Number 1	
Emergency Contact Name 2	
Emergency Contact Number 2	
Admittance Date	
Admittance Time	
Discharge Date	
Discharge Time	
Family Doctor	
Facility:	
Floor	
Room Number:	
Bed Number:	
Insurance Carrier	
Policy Account Number:	
Policy Group Number:	
Amount Paid By Insurance	500
<a href="#">Submit Changes!</a>	

1. Click on the empty field next to **Amount Paid By Insurance**.
2. Re-enter any old information you wish you keep.

3. Enter the new information in the same field.
4. Click on **Submit Changes** at the bottom.

# **Print Reports**

**Single Patient Report**

**Summary Report**

# Volunteer Guide

Welcome to the PIMS guide for volunteers!

Here you will find all the instructions you need to create an account, log in, and search for patient information.

## About Volunteers

Volunteers include interns, students, community service workers and any other staff members who do not have direct access to patient care. They do not include office staff such as receptionists and cashiers. If you are a member of the office staff, please go to the [Guide for Office Staff](#) for the appropriate instructions.

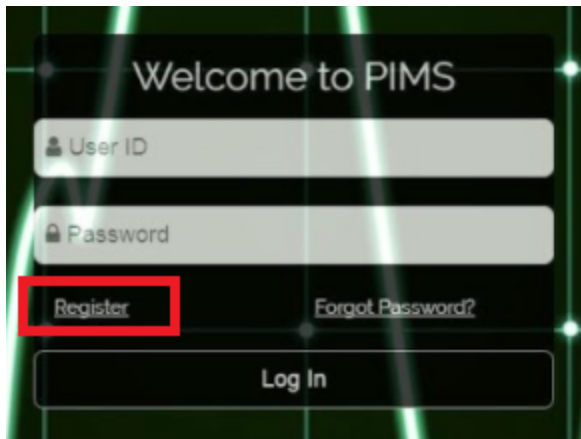
As a volunteer, you will have limited access to information about a patient and you do not have the authority to make additions or changes. In a specific situation where you need access to information, you must consult with a physician or medical personnel.

[Get Started!](#)

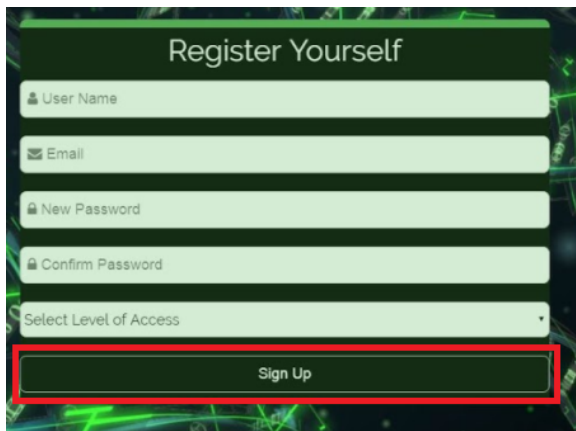
# Create New Account

## Volunteer

From the New User screen, you will enter your information in the appropriate blanks to get started using PIMS.

A screenshot of the 'Welcome to PIMS' login screen. It features a dark background with a grid pattern. There are two input fields: 'User ID' and 'Password'. Below these fields are two buttons: 'Register' and 'Forgot Password?'. The 'Register' button is highlighted with a red rectangular border. At the bottom, there is a 'Log In' button.

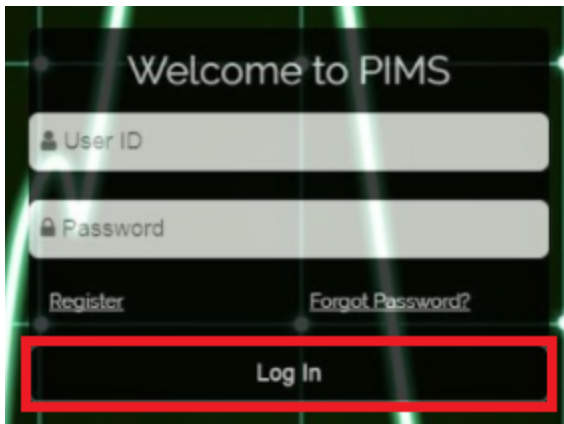
1. Click on **Register** on the **Log In** screen.
2. Enter a new user name of your choice in the **User Name** field.
3. Enter a valid e-mail address in the **E-Mail** field.
4. Choose a secure password and enter it in the **Password** field.
5. Re-enter your password exactly as you did before in the **Confirm Password** field.
6. Select **Volunteer** from the **Select Level of Access** drop menu.
7. Click on **Sign Up**.

A screenshot of the 'Register Yourself' screen. It has a dark background with a grid pattern. There are five input fields: 'User Name', 'Email', 'New Password', 'Confirm Password', and 'Select Level of Access'. The 'Select Level of Access' field is a dropdown menu. At the bottom, there is a 'Sign Up' button, which is highlighted with a red rectangular border.

# Log In

## Volunteer

1. Enter your user name in the **User ID** field on the **Log In Screen**.
2. Enter your password in the **Password** field.
3. Click on **Log In**.

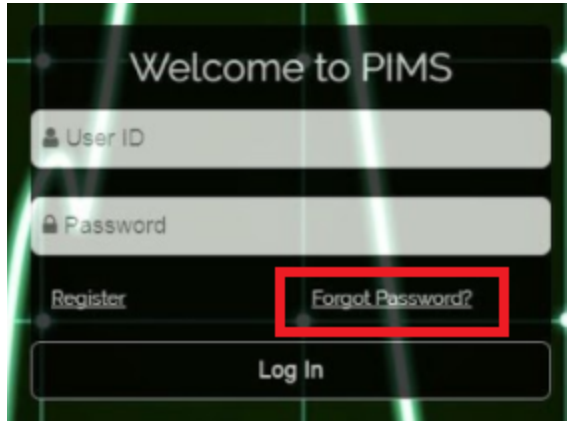


*If you have forgotten your password, [click here](#) or scroll to the Recover Password section of this guide.*

# Recover Password

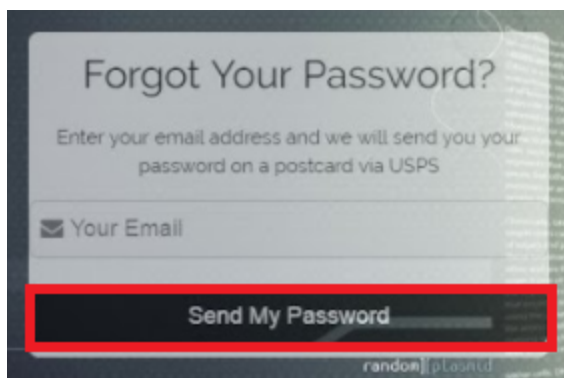
## Volunteer

If you forget your password, don't worry! You can recover it easily.



The image shows a login interface for PIMS. It features a title 'Welcome to PIMS' at the top. Below the title are two input fields: 'User ID' and 'Password'. Underneath these fields are two buttons: 'Register' and 'Forgot Password?'. The 'Forgot Password?' button is highlighted with a red rectangular border. At the bottom of the form is a 'Log In' button.

1. Click on **Forgot Password**.
  2. Enter your email in the **Your Email** field.
  3. Click on **Send My Password**.
- Your password will be sent to your e-mail.*



The image shows a 'Forgot Your Password?' screen. It has a title 'Forgot Your Password?' and a subtitle 'Enter your email address and we will send you your password on a postcard via USPS'. Below the subtitle is an input field labeled 'Your Email'. At the bottom of the form is a button labeled 'Send My Password', which is highlighted with a red rectangular border. The background of the screen is dark with some faint text.

[Return to Log In](#)



# Search For a Patient

## Volunteer

To locate a patient within the database, you can search by their first name, last name, or an initial.

The screenshot shows the PIMS (Patient Information Management System) interface. At the top left, there is a 'Patient Search' section with two input fields: 'First Name' and 'Last Name', each followed by a 'Search' button. To the right of this is a 'Patient Found' section with several fields: 'Full Name', 'Reason for admission', 'Doctor's Treatment Notes', 'Nurse's Treatment Notes', 'Scheduled Procedures', 'Prescription Name', 'Prescription Schedule', and 'Prescription Amount'. Below these sections is a large white area labeled 'Patients v' at the top left, which is currently empty.

If you know the patient's first name:

This close-up image focuses on the 'Patient Search' section. A red rectangular box highlights the 'First Name' input field and the 'Search' button immediately to its right. The 'Last Name' field and its 'Search' button are visible below it.

1. Click on **First Name** and enter the patient's first name in the field.
2. Click on the **Search** button directly to the right of the **First Name** field.
3. Scroll through the results under **Patients** at the bottom of the screen to find your patient.
4. Double click on the patient's name to display his/her information.

PIMS

**Patient Search**

First Name Search

Last Name Search

**Patient Found**

Full Name

Reason for admission

Doctor's Treatment Notes

Nurse's Treatment Notes

Scheduled Procedures

Prescription Name

Prescription Schedule

Prescription Amount

Activity Monitor

Patients

If you know the patient's last name:

**Patient Search**

First Name Search

Last Name Search

1. Click on **Last Name** and enter the patient's last name in the field.
2. Click on the **Search** button directly to the right of the **Last Name** field.
3. Scroll through the results under **Patients** at the bottom of the screen to find your patient.
4. Double click on the patient's name to display his/her information.

PIMS

Patient Search

First Name Search

Last Name Search

Activity Monitor

Patient Found

Full Name

Reason for admission:

Doctor's Treatment Notes

Nurse's Treatment Notes

Scheduled Procedures

Prescription Name:

Prescription Schedule

Prescription Amount

Patients

### If you want to search by a letter or initial:

1. Click on **First Name** or **Last Name** and enter a letter or initial in either field.
2. Type an asterisk (\*) directly after the letter in the field.
3. Click on the **Search** button directly to the right of the field you have completed.
4. Scroll through the results under **Patients** at the bottom of the screen to find your patient.
5. Double click on the patient's name to display his/her information.