Shippensburg Area Hospital Record Management System (SAHRMS)
Administration Manual

Table of Contents

Introduction

Welcome to the Shippensburg Area Record Management System (SAHRMS). This administrator/user guide is designed to provide documentation for people who will use SAHRMS on a day-to-day basis. This document is designed to be read by any user of SAHRMS, as most users will have access to the features documented here. Administrator functionalities are covered in a separate document. These are topics which admin can perform other functionalities than users. Admin can still perform the same functionalities as users.

Login Page

Usernames and Passwords

Admin Login
Admin are given a separate username and password.

New Users
When a new user is added, admin assigns the user a username and password.

Current Users
When a user does not know their username or password, they are sent their username and/or password.

Forgotten Username/Password
Login to the helpdesk@sahrms.net to provide the user their username/password.
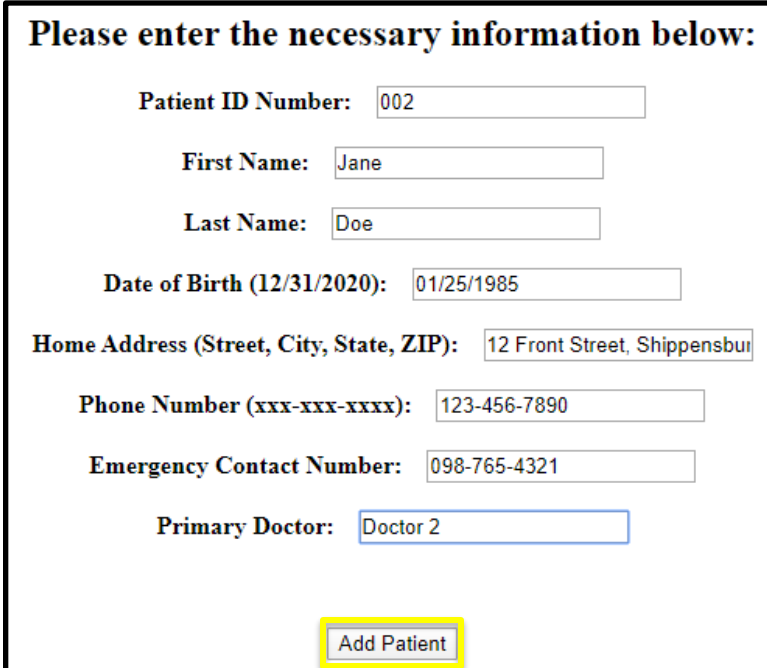
Patients Page

Adding a new patient
Only admin are allowed patients to the SAHRMS. Click the "Add Patient" button on the Patient's page. See below.

This will take you to the Add New Patient's Form. Fill out the corresponding information to add the new patient. Below is an example of a completed patient form.

After the form is completed with the corresponding information, click the "Add Patient" button to add the patient to the system.

Prescriptions Page

Admin are the only ones authorized to send prescriptions to pharmacies. Go to the prescriptions page. On the prescriptions page, there is a form. Fill out the appropriate information. Submit the completed form and the information will be sent to the pharmacy which was provided. A message box will say the information was successfully sent. You can clear the form by clicking the "reset" button at the bottom of the form. Below is an example of a filled out prescriptions form.

Administration/User Manual Page

The admin of the SAHRMS are only allowed to create, modify, or delete information on the Administration or User Manual.