

Shippensburg Area Hospital Record Management System  
(SAHRMS)  
User FAQ

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# **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 frequently asked questions (FAQs) with their perspective answers.

## **Home Page**

### **What can I access when I am on the homepage?**

When you are successfully logged into the SAHRMS, you will be brought to the home screen. You can choose from the following pages to go on, Patients, Prescriptions, Payment, and Admin/User manual page. Click on the page you would like to go to to access their functions. Please note that the patient information is fictional and does not list any real patient information. Below is the homepage screen.



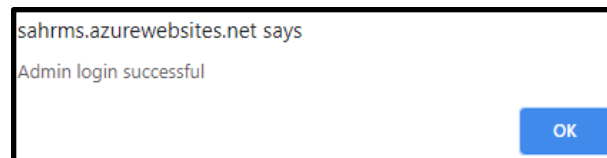
## **Login Page**



The screenshot shows the login interface for the SHARMS system. At the top, there is a blue header with a white cross icon inside a circle. Below the icon, the text "SHIPPENSBURG AREA HOSPITAL RECORD MANAGEMENT SYSTEM" is displayed. The main section is white and contains the word "Login" in bold. Below this, there are two input fields: "Username :" and "Password :". A yellow box highlights the "Login" button located below the password field.

### **How do I login to the Shippensburg Area Record Management System (SHARMS)?**

To login to the SAHRMS, enter your username and password into the designated areas. If the username and password match, access will be granted to the SAHRMS and a message box will pop-up to let the user know that they have been granted access. A message will come up stating you have logged in successfully. If the password does not match the username or vice versa, the user will be denied access to the SAHRMS. This will only give the user 2 more attempts to login. If you forgot your username and or password, send an email to [helpdesk@sahrms.net](mailto:helpdesk@sahrms.net).



### **I forgot my username-how do I retrieve it?**

To obtain your username, please email [helpdesk@sahrms.net](mailto:helpdesk@sahrms.net) for them to retrieve/reset your username.

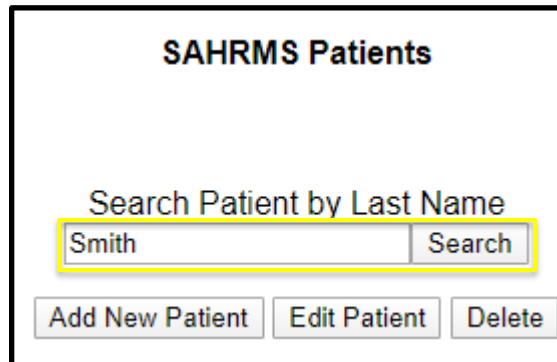
### **I forgot my password-how do I retrieve it?**

To obtain your password, please email [helpdesk@sahrms.net](mailto:helpdesk@sahrms.net) for them to retrieve/reset your password.

## Patients Page

### How do I find the patient I need?

To search for the patient, type in the search bar the Patient's last name. After typing the patient's name, click the "Search" button to find the patient.



**SAHRMS Patients**

Search Patient by Last Name

Smith Search

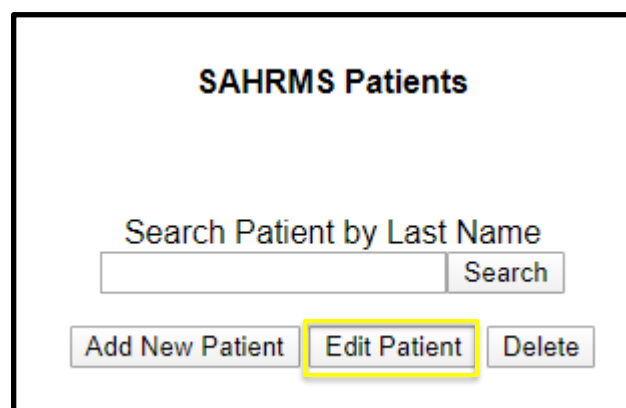
Add New Patient Edit Patient Delete

You will then be brought to the found result. See the example below. Please note that the information is fictional and does not provide/list any real information.

Patient ID	First Name	Last Name	Date of Birth	Home Address	Phone Number	Emergency Contact Number	Primary Doctor
1	Terry	Smith	09/03/1997	500 Washington Street Shippensburg, PA 17257	717-555-0001	717-555-0002	Doctor1

### How do I edit a patient's record?

When you are on the patient's page, there is an option to edit the patient record. You will have to save the changed record in order to keep the changes. To edit, click on the "Edit Patient" button.



**SAHRMS Patients**

Search Patient by Last Name

Search

Add New Patient Edit Patient Delete

After clicking the "Edit Patient" button, you will be brought to the Edit Patient Form. This will allow you to edit the patient's record. Below is an example of the completed form.

**Please enter the changes :**

**Patient ID Number:**

**First Name:**

**Last Name:**

**Date of Birth (12/31/2020):**

**Home Address (Street, City, State, ZIP):**

**Phone Number (xxx-xxx-xxxx):**

**Emergency Contact Number:**

**Primary Doctor:**

To save these changes, click the “Save Changes” button at the bottom of the form.

### **I need to delete this patient’s record; how do I do that?**

When you are on the patient’s page, there is an option to delete the patient record. This will remove the patient’s record from the management system. Once the record is deleted, the record cannot be restored.

## Prescriptions Page

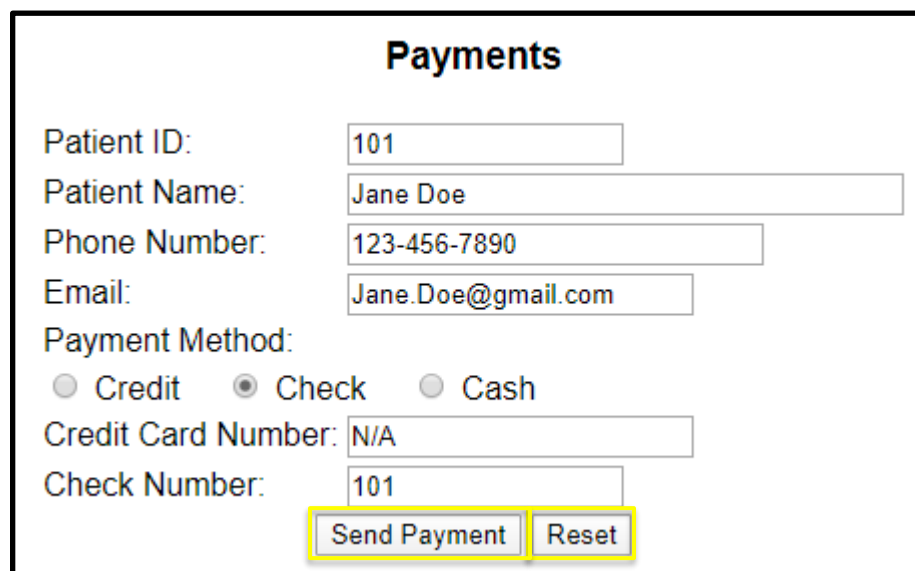
### How can I send a prescription?

Users are **not** authorized to send prescriptions. They will need an admin to send a prescription.

## Payments Page

### How do I process a payment?

Once on the payment page, a form will appear. Fill out the appropriate information. To send the payment, click the “send payment” button. If information is incorrect, you can reset the form by clicking the “reset” button. If you do not fill out the form completely and try to send the payment, a message will display what you need to complete the form. If shown, please go back and fill in the missing data. See the example of a complete payment form and an error message telling the user to fill in the missing information.



The screenshot shows a web form titled "Payments". It contains the following fields and controls:

- Patient ID: 101
- Patient Name: Jane Doe
- Phone Number: 123-456-7890
- Email: Jane.Doe@gmail.com
- Payment Method: Radio buttons for Credit, Check (selected), and Cash.
- Credit Card Number: N/A
- Check Number: 101
- Buttons: "Send Payment" and "Reset" (both highlighted with yellow boxes).

Filled out payment form

Enter a patient ID.  
Please choose a payment method.

Error message

## **Administration/User Manual Page**

### **Where can I find the Administrator Manual?**

You can access the administrator manual on the user manual page. Click the link to open the manual.