

Shippensburg Area Hospital Record Management System
(SAHRMS)
Administration Manual

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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 topics which admin can perform other functionalities than users. Admin can still perform the same functionalities as users.

Login Page

Username 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

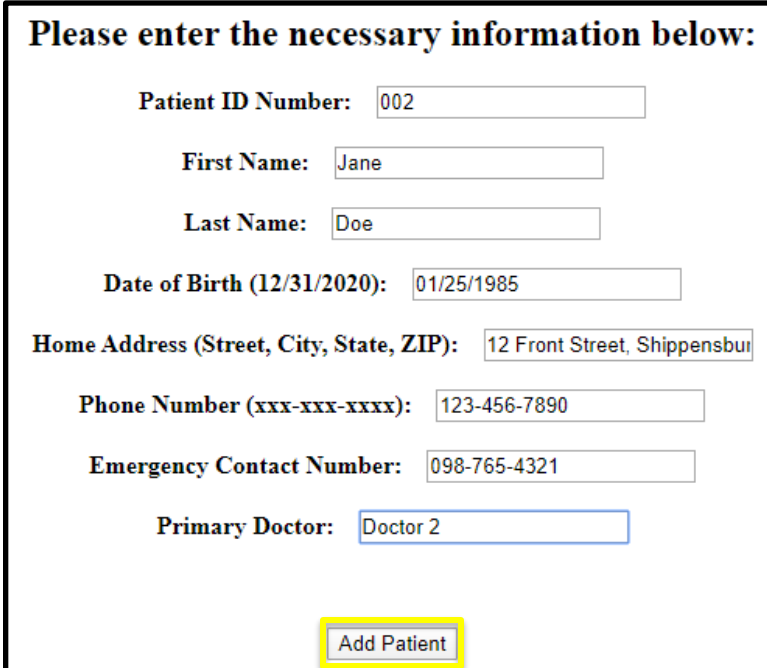
Adding a new patient

Only admin are allowed patients to the SAHRMS. Click the “Add Patient” button on the Patient’s page. See below.



The screenshot shows a web interface titled "SAHRMS Patients". Below the title is a search section labeled "Search Patient by Last Name" with a text input field and a "Search" button. At the bottom of the interface are three buttons: "Add New Patient" (highlighted with a yellow border), "Edit Patient", and "Delete".

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.



The screenshot shows a form titled "Please enter the necessary information below:". It contains several fields with example data: "Patient ID Number" (002), "First Name" (Jane), "Last Name" (Doe), "Date of Birth (12/31/2020)" (01/25/1985), "Home Address (Street, City, State, ZIP)" (12 Front Street, Shippensburg), "Phone Number (xxx-xxx-xxxx)" (123-456-7890), "Emergency Contact Number" (098-765-4321), and "Primary Doctor" (Doctor 2). At the bottom right is an "Add Patient" button, which is highlighted with a yellow border.

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.

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

- Patient ID:** A text input field containing "000".
- Patient Name:** A text input field containing "Jane Doe".
- Phone Number:** A text input field containing "123-456-7890".
- Doctor:** A dropdown menu with "Dr. Jason Smith" selected.
- Pharmacy:** A dropdown menu with "CVS Pharmacy Carol Street Shippensburg" selected.
- Medicine:** A large text area with the word "Medicine" at the top.
- Doctor Notes:** A label to the left of the Medicine text area.
- Buttons:** Two buttons at the bottom: "Send Prescription" and "Reset", both highlighted with yellow boxes.

Administration/User Manual Page

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