DH Field EMR

Administrator Guide — Portal & Configuration Management

Overview

The DH Field EMR Web Portal is your organization's command center. From the portal, you can:

- View all patient records from every device
- Analyze data with charts and statistics
- Manage configuration — formulary, clinic sites, providers, procedures, and referral types
- Monitor registered devices and their sync status

Changes made in the portal sync automatically to all desktop devices within 30 seconds.

Accessing the Portal

First-Time Setup

When you first open the portal, you'll be prompted to enter your Supabase credentials:

1. Enter your **Supabase URL** (e.g., `https://abcdefg.supabase.co`)
2. Enter your **anon key** (starts with `eyJ`)
3. Click **"Connect"**

These credentials are saved in your browser's local storage. You won't need to enter them again on the same browser.

Resetting Credentials

To disconnect or switch to a different Supabase project, clear your browser's local storage for the portal site.

Records Screen

The default screen shows all patient records from every device in your organization, sorted by most recent.

Searching & Filtering

- **Search** — Find patients by name, MRN, diagnosis, or chief concern
- **Site filter** — Show records from a specific clinic site
- **Date range** — Filter by date

Record Detail

Click any record card to view the full encounter in a modal, including demographics, vitals, history, labs, urinalysis, diagnosis, medications, procedures, referral, and provider notes.

Badges

- **LAB+** (red) — At least one lab test came back positive
- **REF** (amber) — Patient was referred

Analytics Screen

The Analytics screen provides data visualization across your organization:

Chart	What It Shows
Summary Cards	Total records, male, female, lab positives, referrals
Records by Date	Daily encounter volume over time
Disease Categories	Top diagnosis categories with horizontal bars
Lab Positivity	Table of positive rates per rapid test
Referrals by Type	Breakdown by referral category
Age Distribution	Patient ages in 10-year buckets
Top Medications	Most frequently prescribed medications

Use the filter bar to narrow analytics by date range, site, or sex. Click **"Reset"** to clear all filters.

Config Screen

The Config screen is where you manage your organization's clinical configuration. All changes sync automatically to every desktop device.

Sites

Clinic locations where your team operates. These appear in the "Site" dropdown on every encounter.

- Click **"+ Add"** to add a new site

- Click ✖ to remove a site

Physicians

The clinicians and providers who see patients. These appear in the "Provider" selection on the Clinical tab.

- Click **"+ Add"** to add a new provider

- Click ✖ to remove a provider

Referral Types

The referral categories available in the encounter form. Defaults: None, Surgery, Follow-up, Specialist, Hospital, Lab Work.

- Click **"+ Add"** to add a new referral type

- Click ✖ to remove a referral type

> **Important:** Don't remove "None" from referral types — it's the default value for patients who don't need a referral.

Procedures

Available procedures that can be selected during an encounter (e.g., I&D, Wound Closure, Joint Injection).

Formulary

The formulary table shows all medications available in the system. The formulary is displayed as a read-only table in the portal. To modify the formulary, use the desktop app's Options screen or edit the Supabase `config` table directly.

Column	Description
Medication	Name and strength
Default Dose	Standard dosing
Category	Drug class (Antibiotics, Antimalarials, etc.)
Controlled	Whether it requires special documentation

Devices Screen

The Devices screen shows all registered computers in your organization:

- **Device Name** — The name entered during device registration

- **Last Sync** — When the device last successfully synced data

- **Registered** — When the device was first set up

> **Tip:** If a device hasn't synced recently, it may be offline or having connectivity issues. Check the device's sync indicator in the desktop app.

Data Flow

Understanding how data moves through the system:

DESKTOP → CLOUD

When a clinician saves an encounter on any device, it's stored locally in SQLite and pushed to Supabase on the next sync cycle (every 30 seconds).

CLOUD → OTHER DEVICES

Other devices pull new records from Supabase automatically. Records from other devices appear with a device badge.

PORTAL → CLOUD → DEVICES

When you change configuration in the portal (sites, providers, etc.), it's saved to Supabase. Desktop devices pull config changes on their next sync cycle.

Best Practices

1. **Name devices clearly** — Use descriptive names like "Clinic A Laptop" or "Dr. Smith iPad" so you can identify them in the Devices screen

2. **Back up regularly** — Use `Cmd+B` on each device before and after major outreach events

3. **Review analytics weekly** — Check the portal analytics for data quality issues or trends

4. **Keep the formulary updated** — Add new medications when your supply changes

5. **Monitor device sync** — Check the Devices screen periodically to ensure all machines are syncing

6. **Export data regularly** — Use CSV export for reporting and external analysis

Supabase Free Tier Limits

The free Supabase plan includes:

- **500 MB database** — Sufficient for ~50,000+ patient records
- **Unlimited API requests**
- **2 GB bandwidth per month**

> **Note:** For most organizations running field outreach, the free tier is more than adequate. If you exceed limits, Supabase offers affordable paid plans.

DH Field EMR — Damico Health Inc.

For support, contact your organization administrator.

Supabase Free Tier Limits