

STARWEB Guide

Application:

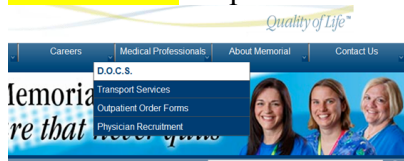
STARWEB is an application that allows users to access Elkhart General Hospital and/or Memorial Hospital patient demographic/insurance information from within their outpatient clinics. This guide highlights basic maneuverability within the application. **If you need assistance please contact the Helpdesk at (574) 647-7254.**

STARWEB includes the following information from a Patients chart:

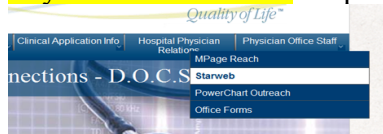
- Patient Name
- Account No.
- Med Rec. No.
- Birthdate
- Gender
- Admit/Discharge Date/Time
- Demographic Info
- Next of Kin
- Guarantor
- Insurance
- Patient Notes
- Charges

STARWEB Link:

- To access STARWEB – open <http://www.qualityoflife.org/> website. You can copy this link into your browser address bar or hold down your Ctrl button while clicking on the link above to navigate to the site from this document.
 - Once on the Memorial Hospital web page, click on **DOCS** from the **Medical Professionals** dropdown menu.

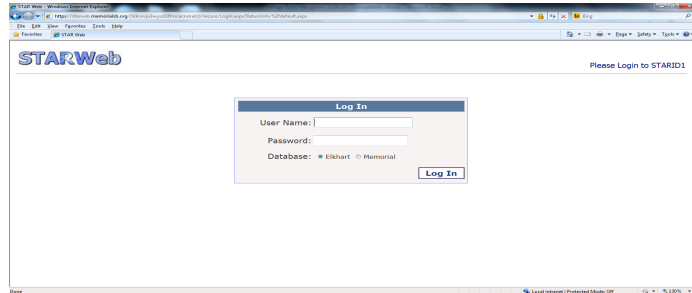


- This will take you to the next page where you will click on **STARWEB** from the **Physician Office Staff** dropdown menu.



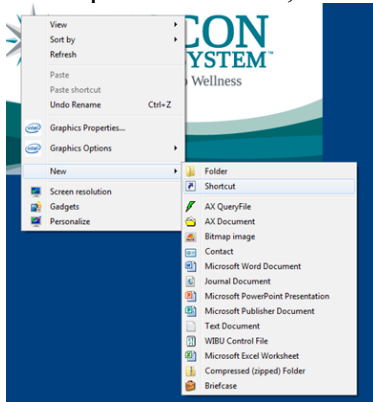
- This will bring up the login screen to STARWEB. Choose the correct database (Elkhart or Memorial) to login to and enter your credentials.

STARWEB Guide

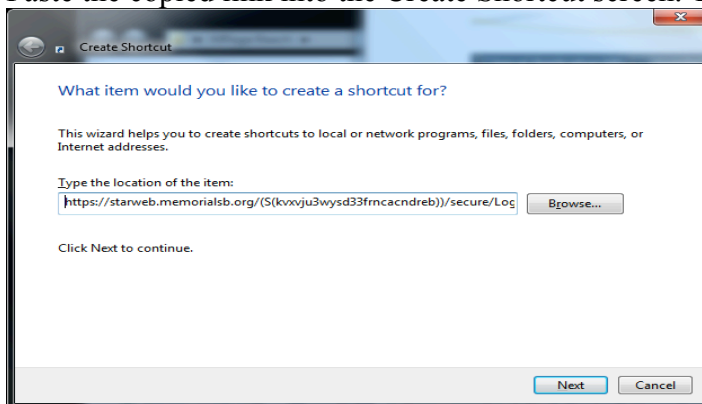


Create STARWEB Shortcut:

- To create a STARWEB Shortcut on your desktop, right click in a blank area of your desktop. Choose New, Shortcut

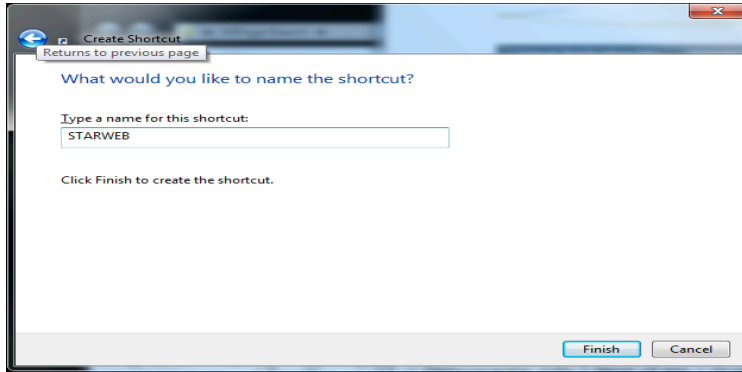


- Copy this STARWEB link - [https://starweb.memorialsb.org/\(S\(kvxyju3wysd33fmcacndreb\)\)/secure/Login.aspx?ReturnUrl=%2fdefault.aspx](https://starweb.memorialsb.org/(S(kvxyju3wysd33fmcacndreb))/secure/Login.aspx?ReturnUrl=%2fdefault.aspx)
- Paste the copied link into the Create Shortcut screen. Then click Next.



- You will then be prompted to name the shortcut. Enter STARWEB and click Finish.

STARWEB Guide

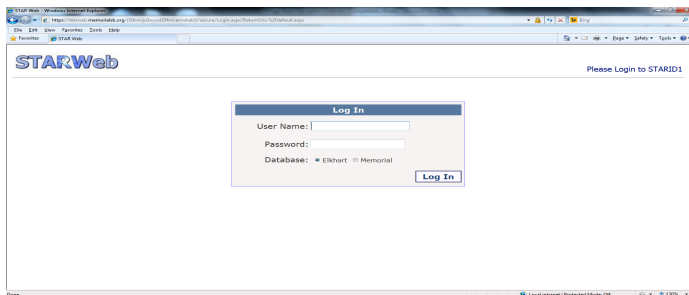


- A STARWEB icon will then appear on your desktop with your other icons.



Logging into STARWEB:

- From the STARWEB log in screen enter your unique username and password after choosing the correct database.



NOTE: PASSWORDS EXPIRE EVERY 90 DAYS! Users must contact the help desk to have Passwords reset.

Patient Search:

- Once logged into STARWEB, you will see the below screen. Click on the Account Overview and Charges link.



- This will bring you to another screen where you can search the patient by name or another identifier.

STARWEB Guide

- To search for a patient by name, enter the name and click search. If you only have the last name then just enter that and you will get all patients with the same last name.

Patient Name	DOB	Acct #	MRN	Admit Date	Discharge Date	I/O	SVC	PT
ZCERNERTEST,POWERNOTE EIGHTWO	08/08/1972	E1335400019	E999974	12/20/2013	02/03/2014	Out	MED	SER
ZCERNERTEST,POWERNOTE EIGHTWO	08/08/1972	E9999999964	E999974	11/04/2013	12/19/2013	Out	MED	SER

- Locate the correct patient, click on the name to launch into the chart information.

PATIENT NAME	ACCT. NO.	MED. REC. NO.	BIRTHDATE	SEX	ADMIT DATE	ADMIT TIME	DISCHARGE DATE	DISCHARGE TIME
ZCERNERTEST,POWERNOTE TWO	E1335400019	E999974	8/8/1972	F	12/20/2013	00:01:00	2/3/2014	23:59:59

Patient Details	
Demographic Info	Next of Kin Guarantor Insurance Patient Notes Charges
PATIENT POWERNOTE LANE ELKHART IN 46514	PT SER CHURCH NAME SVC MED EMPLOYER STATION ROOM/BED RACE CAUCASIAN M BIRTH DATE 12/17/2014 MS LANGUAGE ENGLISH
OCCUPATION SELF EMPLOYED	ADMITTING PHYSICIAN ZZE,NONE REFERRING PHYSICIAN ER PHYSICIAN

Navigation:

- Once the patient chart is opened, you can then click on the additional tabs depending on the information you need to gather
- Click on Reset to clear the current patients name and enter another.