



## **SHARE HIE End User Guide for NextGen® Virtual Health Record (VHR)**

Version 1.2 – March 2026

Arkansas Office of Health Information Technology (OHIT)

State Health Alliance for Records Exchange (SHARE)

**Last Updated: 2026**

### **A Message from SHARE**

At SHARE, our mission is to connect Arkansas healthcare providers with the data and tools they need to deliver the highest quality care to their patients. Through the **SHARE Virtual Health Record (VHR) Portal Version 1.483.0**, authorized users can securely access, view, and share clinical information across the statewide health information exchange, helping improve care coordination, reduce duplication, and ensure every provider has a complete picture of their patient's health.

This guide was developed by the Arkansas Office of Health Information Technology (OHIT) to help users navigate VHR with confidence. Thank you for being part of the statewide effort to enhance interoperability and improve health outcomes for all Arkansans.

**- The SHARE HIE Team**

**Arkansas Department of Health, Arkansas Office of Health Information Technology**

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## 1. Introduction to SHARE HIE & VHR

SHARE Virtual Health Record (VHR) allows healthcare providers to view, query, and share patient information securely through SHARE HIE. It aggregates data from hospitals, clinics, labs, behavioral health, EMS, LTPAC, and pharmacies across Arkansas into a single patient record view.

Key Benefits:

- Access to complete longitudinal patient records
- Improved care coordination
- Reduction of duplicate tests
- Secure statewide data sharing



## 2. Logging In to VHR

Step 1. Open your web browser and navigate to the SHARE HIE VHR URL [SHAREarkansas.com](http://SHAREarkansas.com)

Step 2. Enter your username and password.

Step 3. Click Sign In.

The image shows the login page for the SHARE Virtual Health Record (VHR) Portal. The page has a white background with a grey border. At the top left is the SHARE logo, followed by the text 'SHARE Virtual Health Record (VHR) Portal'. Below this, there are two input fields: 'Username' with the value 'jvillines' and 'Password' with the value '\*\*\*\*\*'. Below the password field is a link that says 'Forgot your password?'. At the bottom of the form is a blue button labeled 'Sign In'. A red arrow points to the login form.

If this is your first time logging in:

Step 4. Create a new password.

Step 5. Minimum 12 characters with at least

- 1 lowercase letter, 1 uppercase letter and 1 number

Step 6. Your password expires every 90 days.

Step 7. Password Requirements recap:

## Password Rules

- ✓ At least 12 characters
- ✓ At least 1 lowercase letter (a-z)
- ✓ At least 1 uppercase letter (A-Z)
- ✓ At least 1 number (0-9)

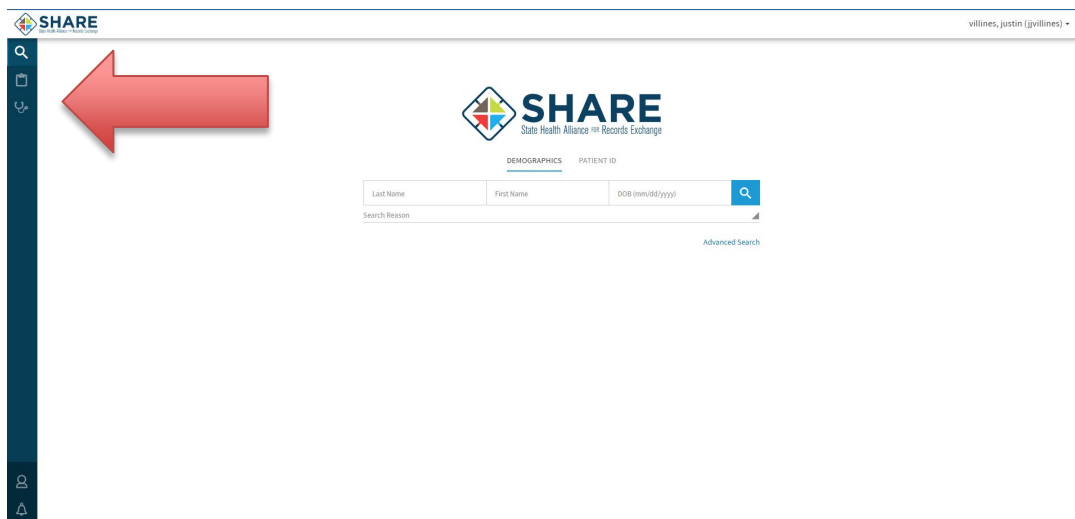
✉ Password expires every 90 days

### 3. Navigating the Dashboard

After logging in, the Quick Search Home Page appears.

Main Components:

1. Navigation Bar
2. User Menu
3. Quick Search Panel



### 4. Performing a Patient Lookup

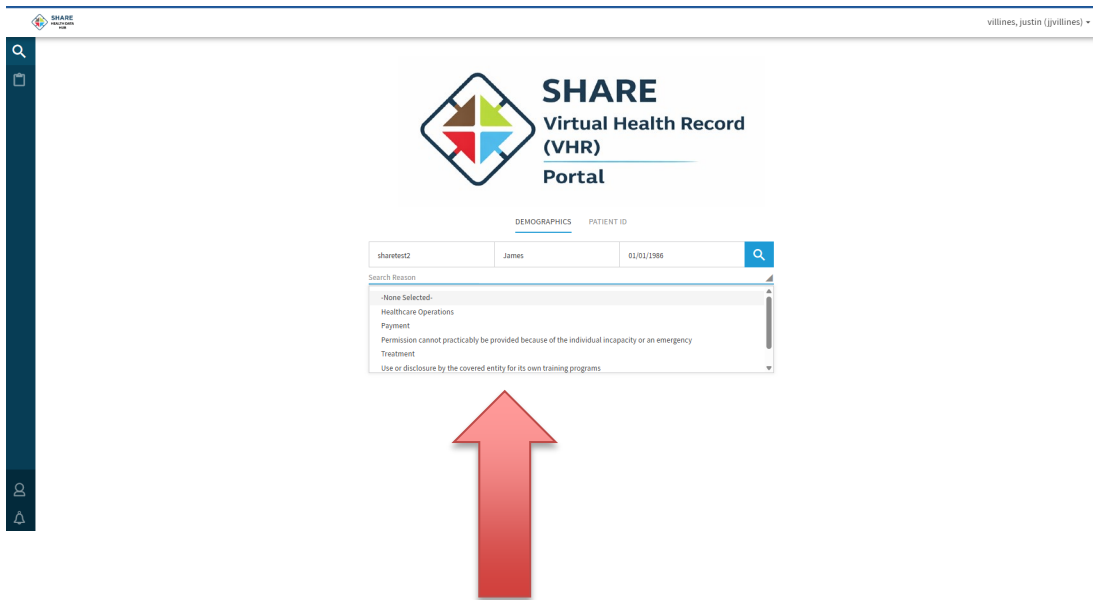
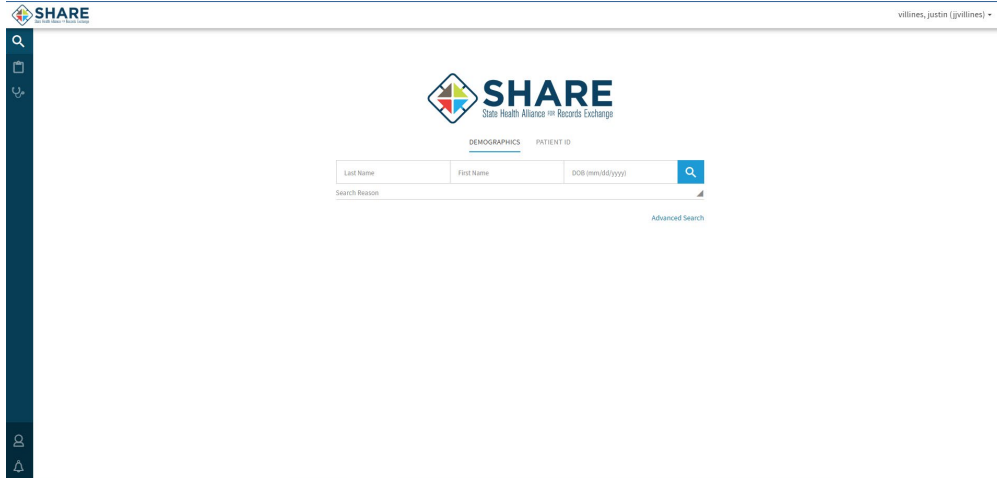
Quick Search:

Step 1. Click Search.

Step 2. Enter demographics.

Step 3. Select a Search Reason: *\*Treatment*; *\*Payment*; *\*Healthcare Operations*; *\*Permission cannot practicably be provided because of the individual incapacity or an emergency*; *\*Use or disclosure by the covered entity for its own training programs*; *\*Uses and disclosures for public health activities*.

Step 4. Click Search.



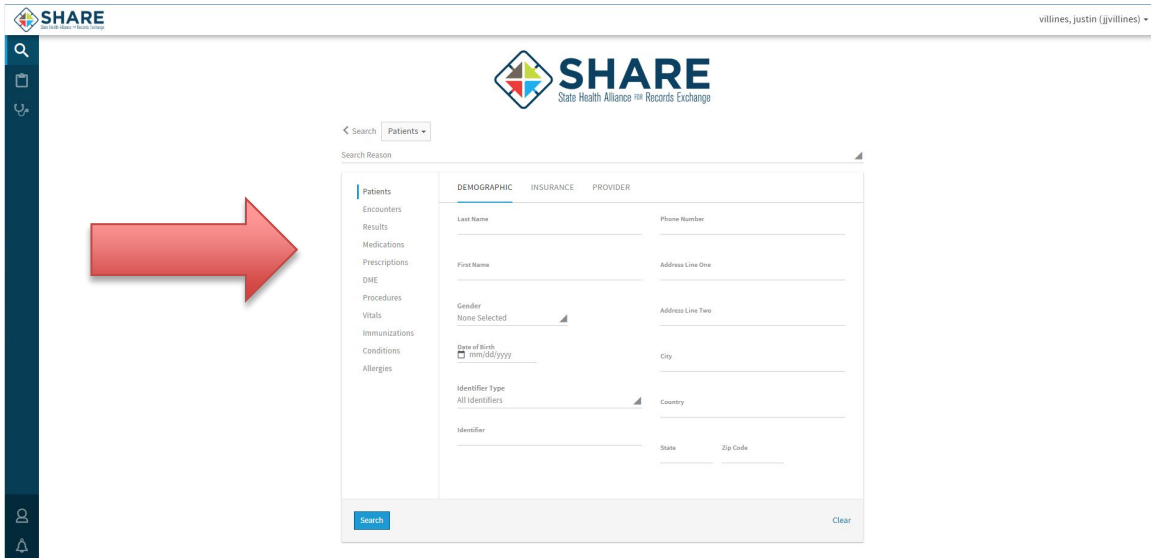
### Advanced Search:

Step 1. Click Advanced Search.

Step 2. Add filters.

Step 3. Apply date range.

Step 4. Click Search.



## 5. Viewing a Patient Summary

When a patient record is selected, the Patient Summary Page opens.

Sections include:

- Demographics
- Clinical Cards
- Buttons for In-Chart Search, External Documents, etc.

**Sharetest2, James**  
Summary

Date of Birth: 1/1/1986 (39)    Gender: Male    Patient ID: LX12-Q687-9W    [More Patient Information](#)

Admission Type	Date	Source
Elective	08/12/2025	White River Medical Center- White River Medical Center Surgery
Elective	08/12/2025	Medhost Hub Arkansas Surgical Hospital

Allergen	Reactions	Alternate Code
HYDROCODONE		142439

Name	Date	Source
UA AUTOMATED,W/O MICROSCOPIC	08/12/2025	Medhost Hub Arkansas Surgical Hospital

Glimepiride 4mg		
Metformin Hcl 1,000 Mg Tablet		
COREG 25MG TAB (CARVEDILOL)	1	
ergocalciferol (ERGOCALCIFEROL) 50,000 unit capsule	50000	
lidocaine 2.5 %-prilocaine 2.5 % cream (EMLA) cream	undefined	
loperamide (MODIUM A-D) 2 mg tablet	undefined	

Name	Strength	Dosage Form
levETIRAcetam (KEPPRA) 100 mg/mL solution		
diazepam (DIASAT ACUDIAL) 5-7.5-10 mg rectal kit		
loperamide (MODIUM A-D) 2 mg tablet		
loratadine (CLARITIN) 10 mg tablet		
lidocaine 2.5 %-prilocaine 2.5 % cream (EMLA) cream		

Title	Date	Alternate Code
Hypertension (diagnos)	08/12/2025	

Type	Value	Date
OTH	7.85 kg	08/12/2024

Document Name	Creation Date	Data Source
Continuity of Care Document	06/27/2025	UAMS - j

## 6. Using In-Chart Search

In-Chart Search allows finding specific info within a patient record.

Step 1. Click Search icon.

Step 2. Apply filters.

Step 3. Click Search.

Step 4. Open results.

Name	Date	Source	Additional Information
Laboratory	Aug 13, 2025 (1:00:00 PM CDT)	SALINE MEMORIAL HOSPITAL	
188154003		UAMS - 1.2.840.114350.1.13.361.2.7.3.688884.100	
188154003		UAMS - 1.2.840.114350.1.13.361.2.7.3.688884.100	
188154003		UAMS - 1.2.840.114350.1.13.361.2.7.3.688884.100	
34713006		UAMS - 1.2.840.114350.1.13.361.2.7.3.688884.100	
Tamsulosin 0.4mg		UAMS - 1.2.840.114350.1.13.361.2.7.3.688884.100	
Metaxalone 800 Mg Tablet		UAMS - 1.2.840.114350.1.13.361.2.7.3.688884.100	
Lisinopril 10 Mg Tablet		UAMS - 1.2.840.114350.1.13.361.2.7.3.688884.100	
Fluticasone Prop 50 Mcg Spray		UAMS - 1.2.840.114350.1.13.361.2.7.3.688884.100	
Omeprazole Dr 20 Mg Capsule		UAMS - 1.2.840.114350.1.13.361.2.7.3.688884.100	
*metformin 1000mg		UAMS - 1.2.840.114350.1.13.361.2.7.3.688884.100	
Lisinopril 10 Mg Tablet		UAMS - 1.2.840.114350.1.13.361.2.7.3.688884.100	
Glimepiride 4 Mg Tablet		UAMS - 1.2.840.114350.1.13.361.2.7.3.688884.100	
Tamsulosin 0.4mg		UAMS - 1.2.840.114350.1.13.361.2.7.3.688884.100	

## 7. Viewing Clinical Item Details

Click on a clinical item to open its detail page.

Actions:

1. View Transaction History
2. Generate PDF
3. Share Document

Sharetest2, James  
Summary  
Date of Birth: 1/1/1986 (39) Gender: Male Patient ID: LX12-Q687-9W More Patient Information

Encounters (5)  
AMB (2) ER (0) IN (0) OTHER (3)

Admission Type	Date	Source
Elective	08/12/2025	White River Medical Center-White River Medical Center Surgery
Elective	08/12/2025	Medhost Hub Arkansas Surgical Hospital

Allergies (1)

Allergen	Reactions	Alternate Code
HYDROCODONE		142439

Medications (31)

Name	Dose	Strength
Tamsulosin 0.4mg		3
Metaxalone 800 Mg Tablet		3
Lisinopril 10 Mg Tablet		3
Fluticasone Prop 50 Mcg Spray		
Omeprazole Dr 20 Mg Capsule		2
*metformin 1000mg		

Prescriptions (6)

Name	Strength	Dosage Form
levETIRAcetam (KEPPRA) 100 mg/mL solution		
diazepam (DIASAT ACUDIAL) 5-7.5-10 mg rectal kit		
loperamide (MODIUM A-D) 2 mg tablet		
loratadine (CLARITIN) 10 mg tablet		
lidocaine 2.5 %-prilocaine 2.5 % cream (EMLA) cream		

Results (12)

Lab (1) Img (1) Trans (1) Path (0) Other (0) Unk (0)

Name	Date	Source
CBC (with diff)	12.840.114350.1.1	UAMS -
OP Chem 7	12.840.114350.1.1	UAMS -
OP Liver Function Tests	12.840.114350.1.1	UAMS -
Transcription	04/09/2025	UAMS -

External Documents (1)

Document Name	Creation Date	Data Source
Continuity of Care Document	06/27/2025	UAMS -

## 8. Logging Out

Always log out when finished.

Step 1. Click username.

Step 2. Select Logout.

Step 3. Close browser.

Sharetest2, James  
Summary  
Date of Birth: 1/1/1986 (39) Gender: Male Patient ID: LX12-Q687-9W More Patient Information

Encounters (5)  
AMB (2) ER (0) IN (0) OTHER (3)

Admission Type	Date	Source
Urgent	08/13/2025	SALINE MEMORIAL HOSPITAL
	08/12/2025	Dallas County Hospital
	08/11/2025	Dallas County Hospital

Allergies (1)

Allergen	Reactions	Alternate Code
HYDROCODONE		142439

Medications (31)

Name	Dose	Strength
Tamsulosin 0.4mg		3
Metaxalone 800 Mg Tablet		3
Lisinopril 10 Mg Tablet		3
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lidocaine 2.5 %-prilocaine 2.5 % cream (EMLA) cream		

Results (12)

Lab (1) Img (1) Trans (1) Path (0) Other (0) Unknown (0)

Name	Date	Source
CBC (with diff)	12.840.114350.1.1	UAMS -
OP Chem 7	12.840.114350.1.1	UAMS -
OP Liver Function Tests	12.840.114350.1.1	UAMS -
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Document Name	Creation Date	Data Source
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Profile  
About  
Logout

## 9. Contact SHARE Support

# Technical Support

Need Help? We're Here.



**Submit a Secure Ticket:** <https://sharearkansas.com/contact/share-support>

## 10. Troubleshooting & Tips

Common issues and solutions:

**Forgot Password:** Use 'Forgot Password' link.

**Locked Account:** Contact SHARE Support.

<https://sharearkansas.com/contact/share-support/>

###

**Browser Tips:**

**Use Chrome, Firefox or Edge.**



### **- Clear cache.**

To clear your browser's cache, use the shortcut **Ctrl + Shift + Delete** (Windows) or **Cmd + Shift + Delete** (Mac) to open the clear browsing data menu in most browsers (Chrome, Firefox, Edge), select "Cached images and files," set the time range to "All time," and click "Clear Data" or "Clear Now" to remove temporary files that help pages load faster but can sometimes cause issues.

### **Appendix A – Glossary of Common Terms:**

ADT: Admission, Discharge, Transfer messages

CCD: Continuity of Care Document

Direct Message: Secure email between providers

EHR: Electronic Health Record

HIE: Health Information Exchange

MFA: Multi-Factor Authentication

OHIT: Office of Health Information Technology

PHI: Protected Health Information

SHARE: State Health Alliance for Records Exchange

VHR: Virtual Health Record