Search for a patient file

1. Click on 'Patients' from the Workspace Menu bar or Icon bar (Depending on how your "workspace" is set up.



2. From the "Search By" drop down list click on the down arrow to view the list of options available.



- 3. Click on the required option to select. The options most useful are:
 - a. Search by Last Name
 - b. Search by Unique No.
 - c. Search by NHI number
 - d. Search by RotoScan
 - e. Search by DOB (Date of Birth)

1.1 From the Patient List

- 1. Click 'Patients' from the Menu/Icon bar
- 2. Enter the patient Last name or unique number into the blank textbox



3. Press the "Tab" key or click the button that looks like binoculars.

it Repor	ts Windo	w Help			
Search	By Last Nam	e 🔻	bear	á	k, ⊻ \$
Detail	s (<u>Recalls</u>	Notes Y	ACC / Chart) Imaging	/ Medical

4. When the "View Patients" window opens add to the last name search parameter, if needed, to narrow down the list by adding a comma and the first letter or so of the patients first name.

View Patients			The second se		
Search by La	ist Name 🛛 👻	Bear,m	Search		
NHI Number	Patient Name	Code	Rotoscan	Unique	Address
LKS0149	Bear, Mama, Mrs	BEAR M1		197673	2 Tree Way
	Beard, Michael, M	r BEARD M		333270	81 Signal Hill Road, Opo

5. Once you have found the patient you are looking for, double click with the left mouse button to select your patient. This will return you to the patient file.

Search By Last Name	▼ Bear,Mama 🙌 🖭 \$ 60 🗔 🖪	a 🔊 à 🖻 🗾 🕇	Risk: Unspecified Risk	4
Details (<u>Recalls / Notes</u> First, Sec. Name	s JACC / Chart // Imaging / Medical / 329 400 Mama Poor	Pref. Location	Main Office	
Title,Initial,Code Sex, Birth Date	Mrs M BEAR M1 Female 22/06/1923 92y4m	Types Previous Name	NZSU	
Street Suburb	2 Tree Way	Also Known as Language NHI	1850149	
Post Code, Domicile DHB of Domicile	9024	Ethnicity	NZ European/Pakeha	∎+J ≣→
Hm. Ph, Pref. Wrk. Ph, Contact	4890977 No Preference 💌	Unique / RotoScan Occupation Postal: Name	197673 Retired	
Alt. Ph, Contact Mobile Fax Pager	+64221724702	Street Suburb		
eMail	eld +1	City Post Code		
□ Inactive	Date of Death	Provider, Therapist Doctor GDP	MORTONR Warwick Boss	Dr Robert M Morton
		Referred By Ana. Pref	Patient 🔽	
<u>y</u>			Prevent Appointment Booking	

1.2 From the Patient 'Drop Down' List

The last twenty patients you have viewed are stored on the drop down list of Patients on the workspace bar

1. Click on this icon to bring up the list



2. Hovering over each patient name will highlight that patient. Then either press "enter" or click once on the patient to open the patient file.

(Miss Bethany Bronzej						
t Reports Window I	Help					
Search By Last Name	🚽 Bronze,Bethany 🚜 🖺	9 \$ @ 8 8 A \	🗟 😫 🗖	Risk:		
Details (Becalls) No	ites:(JACC_)Chart:(JImaging_JMe	Bronze, Bethany				
First Sec. Name	Bethany	Pink,Penelope	ion	Main Office		
Family Name	Bronze	Bear,Baby	ion			
Title,Initial,Code	Miss B. BRONZE	Red,Ruby				
Sex, Birth Date	Female 31/12/1985	Olive, Ophelia	ame			
Street	1 College Street	Violet, Victor	n as			
Suburb	Caversham	Bear, Mama				
City	Dunedin	Beige,Benedict	-	EUN4583		
Post Code, Domicile	9012	Peach, Patrick		NZ European/Pa		
DHB of Domicile		Purple Peter				
Hm. Ph, Pref.	No Prefere	Orange Oliver				
Wrk. Ph, Contact		Blue Betty	lata Canan	020507		
Alt. Ph, Contact		Dide, Detty	lotoscari	Chaf		
Mobile	Γ	bear, Papa		Chei		
Fax, Pager		Postal:	Name			
		1.1	Street			