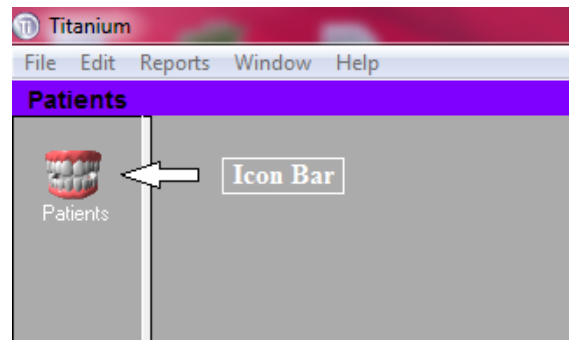
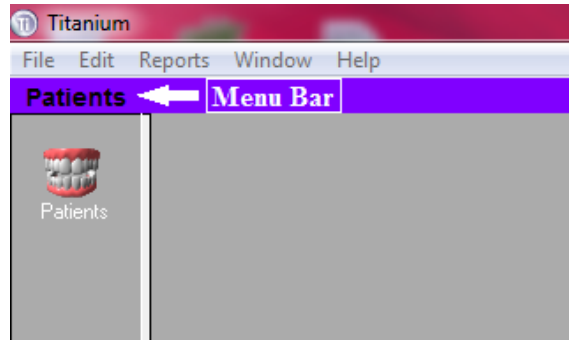
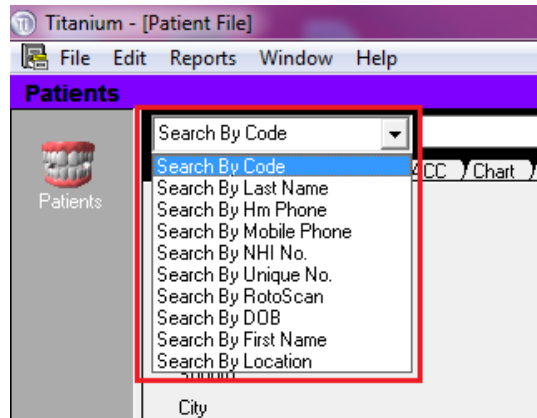


Search for a patient file

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



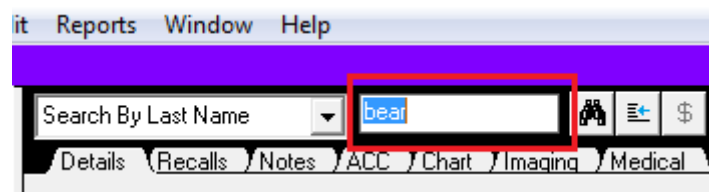
2. From the "Search By" drop down list click on the down arrow to view the list of options available.



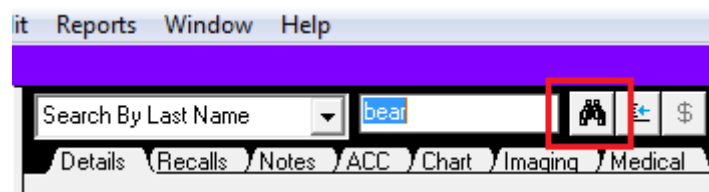
3. Click on the required option to select. The options most useful are:
 - a. Search by Last Name
 - b. Search by Unique No.
 - c. Search by NHI number
 - d. Search by RotoScan
 - e. Search by DOB (Date of Birth)

1.1 From the Patient List

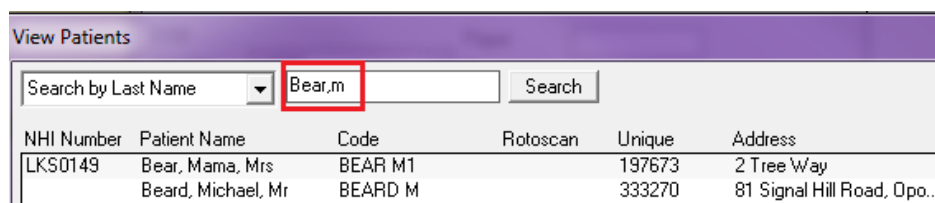
1. Click 'Patients' from the Menu/Icon bar
2. Enter the patient Last name or unique number into the blank textbox



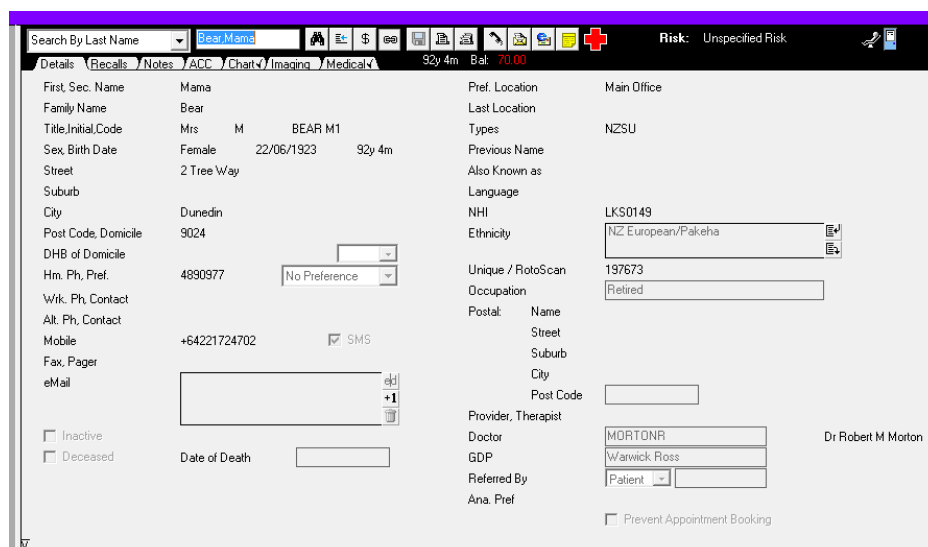
3. Press the "Tab" key or click the button that looks like binoculars.



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.



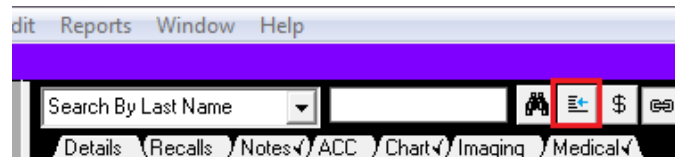
5. Once you have found the patient you are looking for, double click with the left mouse button to select your patient. This will return you to the patient file.



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.

