

## Patient Search

Allows clinician to search HPEI chart library for patient charts



1. Click on “**Patient Search**” icon
2. “**Patient Search**” window opens
3. Enter the “**MRN**” in the MRN field.

**NOTE:** Using The MRN is the Gold standard.

**\*\*If you do not have the MRN** you will need at least **three** identifiers(last name, first name, sex and birthdate)

4. Click “**Search**”
5. All possible matches appear in the upper portion of the Patient search window.
6. Select the correct patient.
7. The patient name is highlighted and a list of encounters appear in the lower portion of the window.
8. Select the appropriate encounter from the lower portion of the window.

Facility	Est. App. Date	Disch. Date	Reg. Date	Enc. Type	Patient Service
QEH	2014-Oct-08 23:59	2017-Feb-03 13:51		Specimen	Lab
QEH	2014-Oct-05 04:18	2014-Jul-29 13:24		Recurring Initial	Oncology
QEH	2014-Jul-23 12:18	2014-Jul-23 12:15		Inpatient	General Medicine
LWH	2014-May-04 10:21	2014-May-04 10:18		Emergency	Emergency Medicine
QEH		2014-Mar-14 09:27		Inpatient	General Medicine
		2014-Mar-13			

9. Click “**OK**”