Performing a Patient Search

Use the Patient Search to locate patients. You may search for a patient using any of the following search elements:
- **Patient Name**—One or more letters from the beginning of a last name
- **Medical Record Number**—One or more digits from the of a MRN (leading zeroes will be dropped, the search is left justified)
- **Social Security Number**—Full or last four digits (system will show like MRN combinations)
- **Date of Birth**—Use the MM/DD/YYYY format

To Perform a Search:

1. Log into the Collaboration Suite 7.2. 
   *The Patient Search page appears.*

   ![Patient Search Page](image)

2. Enter the any of the following alone or in combination: patient name, medical record number, social security number, or date of birth in the search field.

   **Note:** You may enter multiple search criteria to narrow the results.

3. Click **Search** (or press Enter). 
   *On the Patient Search Results page, the system displays records meeting the search values (see Figure 1), based on the user’s security rights, Up to 200 results.*

4. Select the desired patient from the Patient Search Results list.
   *The aggregated health record for the patient displays on the Patient Summary tab of the Patient Chart page.*

   ![Patient Search Results List](image)

Patient Search and the Patient Catalog

In the Patient Search list, CHR displays an **+** (expand icon) next to a patient name to indicate when there is more than one patient record for the individual in the patient catalog. When you click **+** (see **A**), the record expands, displaying all matching results.

*Figure 1: Patient Search Results List*

If you determine that one or more of the patient records do not belong to a patient, you may manually disassociate these unrelated records.

For more information about the patient catalog, see the **Patient Catalog Product InfoSheet**.

For additional information about the patient Move (MPI) tool, refer to the **Patient Move (MPI) Quick Reference**.
Patient Search

Accessing Additional Records

Each organization and user has security settings that control which patients appear in Search Results list as well as what clinical information is available for viewing. Depending on the security settings, you may be able to “expand” your search through the use of the Access Additional Records (AAR) feature.

If a patient does not appear in the search results list, but you believe they are in the system and you have rights to expand your search, you may access additional records in an attempt to locate their records.

To Access Additional Records:

1. In the Additional Records May Be Available panel, select the reason for completing an expanded search from the Select your reasons list.
   Note: You may or may not be required to select a reason depending on your organization’s access record settings.
2. Click the Access Additional Records button.
   CHR refreshes the Patient Search Results page and displays additional patient records that may have previously been unavailable.

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>DOB</th>
<th>Age</th>
<th>MRN</th>
<th>SSN</th>
<th>Facility</th>
<th>Gender</th>
<th>RA</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMITH, ANTONIA V</td>
<td>11/23/1949</td>
<td>64</td>
<td>00806011142780006</td>
<td>630-17-7259</td>
<td>Christiana Care</td>
<td>FEMALE</td>
<td></td>
</tr>
<tr>
<td>Smith V, Baby Girl P</td>
<td>02/27/2009</td>
<td>5</td>
<td>02469954</td>
<td>197-95-8395</td>
<td>City Center Hospital</td>
<td>FEMALE</td>
<td>Y</td>
</tr>
<tr>
<td>Smith, Jillian Columban</td>
<td>1/12/1957</td>
<td>65</td>
<td>960753141158</td>
<td>047-10-4544</td>
<td>City Center Hospital</td>
<td>MALE</td>
<td></td>
</tr>
<tr>
<td>SMITH, LAURA B</td>
<td>04/25/1979</td>
<td>34</td>
<td>008000124214615</td>
<td>415-39-8453</td>
<td>City Center Hospital</td>
<td>FEMALE</td>
<td>Y</td>
</tr>
<tr>
<td>SMITH, MONICA</td>
<td>09/10/1945</td>
<td>98</td>
<td>332</td>
<td>646-88-8563</td>
<td>Christiana Care</td>
<td>FEMALE</td>
<td></td>
</tr>
<tr>
<td>SMITH, REBECCA</td>
<td>05/18/1945</td>
<td>68</td>
<td>212</td>
<td></td>
<td>Christiana Care</td>
<td>FEMALE</td>
<td></td>
</tr>
<tr>
<td>SMITH, REBECCA</td>
<td>05/18/1954</td>
<td>59</td>
<td>211</td>
<td></td>
<td>Christiana Care</td>
<td>FEMALE</td>
<td></td>
</tr>
<tr>
<td>SMITH, TIFFANY</td>
<td>03/21/1963</td>
<td>81</td>
<td>111</td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>

Note: The Patient Search list displays a new column RA (Records Accessed). CHR identifies expanded results by displaying a “Y” flag in this column.

3. Select the desired patient from the Patient Search Results list.
   The aggregated health record for the patient displays on the Patient Summary tab of the Patient Chart page.