

Patient Search

Community Health Record (CHR) Quick Reference



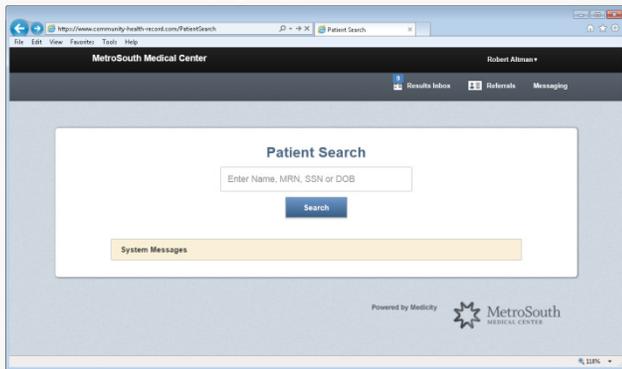
Performing a Patient Search

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:

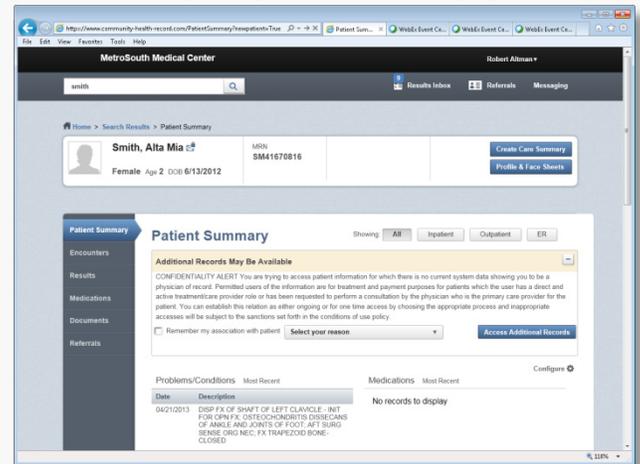
1. Log into the Collaboration Suite 7.2.
The Patient Search page appears.



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.

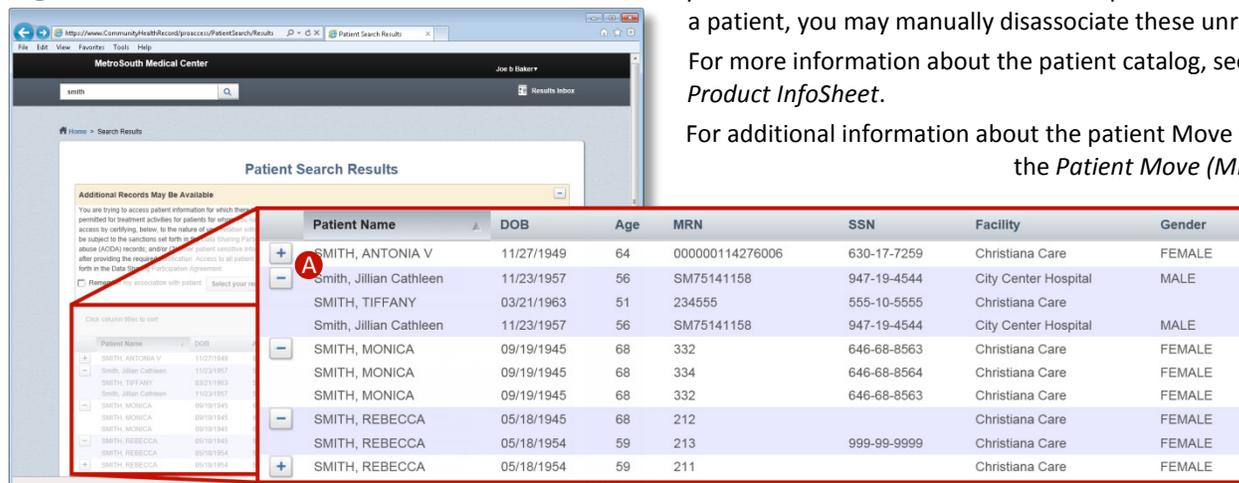
3. Click **Search** (or press **Enter**).
On the Patient Search Results page, the system displays records meeting the search values (see Figure 1).based on the user's security rights, Up to 200 results.
4. Select the desired patient from the Patient Search Results list.
The aggregated health record for the patient displays on the Patient Summary tab of the Patient Chart page.



Patient Search 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 if 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 organizations’ 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.

Click column titles to sort								View By: 20 100 All
	Patient Name	DOB	Age	MRN	SSN	Facility	Gender	RA
+	SMITH, ANTONIA V	11/27/1949	64	000000114276006	630-17-7259	Christiana Care	FEMALE	
+	Smith V, Baby Girl P	02/27/2009	5	62450954	197-95-8395	City Center Hospital	FEMALE	Y
+	Smith, Jillian Cathleen	11/23/1957	56	SM75141158	947-19-4544	City Center Hospital	MALE	
+	SMITH, LAURA S	04/26/1979	34	000000124214615	415-39-8453	City Center Hospital	FEMALE	Y
+	SMITH, MONICA	09/19/1945	68	332	646-68-8563	Christiana Care	FEMALE	
+	SMITH, REBECCA	05/18/1945	68	212		Christiana Care	FEMALE	
+	SMITH, REBECCA	05/18/1954	59	211		Christiana Care	FEMALE	
	SMITH, TIFFANY	03/21/1963	51					Y

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.