

**Find & Save Patient
Not on your List**

Find a patient *not* on your list: Click on



ICON. (top toolbar)

ID Type: MRN > Enter patient's M# in *ID* Field > click Enter on keyboard

The screenshot shows a patient search form with the following fields and options:

- Quick ID:** A dropdown menu with "MRN" selected.
- ID Type:** A dropdown menu with "MRN" selected.
- Last:** A text input field containing "2000009".
- First:** An empty text input field.
- Middle:** An empty text input field.
- Search Options:** A group of checkboxes including "Exclude deceased", "Exclude alias names", "Exact name", "Find similar sounding last names", and "Exclude persons with no visits".
- Birth Date:** A date picker with MM/DD/YYYY format.
- Age:** A text input field with a range selector.
- Gender:** A dropdown menu with "F" selected.
- Name:** A dropdown menu with "XSTEST, DONOTUSE INFORMATICS" selected.
- Gender:** A dropdown menu with "Female" selected.
- Birth Date:** A text input field with "05-15-1930" entered.
- Deceased Date:** A dropdown menu with "NA" selected.
- Medical Record Number:** A text input field with "2000009" entered.
- Buttons:** "Search", "New Search", "Show Visits", and "Create Visit".

Patient's name appears in Box below, Double click on patient

Verify: Admit Date, Visit Status, Name & last 4 digits of Visit ID

Admit Date	Visit Type	Care Level	Assigned Locat...	Visit Status	Visit Patient Name	Visit MRN	Visit ID
041518	Inpatient	Acute Care	ADMHOLD-04	ADM	XSTEST, DONOTUSE...	2000009	2000841648
110817	Inpatient	Acute Care	ADMHOLD-02	DSC	XSTEST, DONOTUSE...	2000009	2000761596
081117	Inpatient	Acute Care	ADMHOLD-02	DSC	XSTEST, DONOTUSE...	2000009	2000717844
062317	Inpatient	Acute Care	ADMHOLD-03	DSC	XSTEST, DONOTUSE...	2000009	2000693596
062317	Inpatient	Acute Care	ADMHOLD-03	DSC	XSTEST, DONOTUSE...	2000009	2000693592
062217	Inpatient	Acute Care	ADMHOLD-09	DSC	XSTEST, DONOTUSE...	2000009	2000693552
062217	Inpatient	Acute Care	ADMHOLD-07	DSC	XSTEST, DONOTUSE...	2000009	2000693549
062217	Inpatient	Acute Care	ADMHOLD-06	DSC	XSTEST, DONOTUSE...	2000009	2000693502

Double click on correct encounter & patient go to *Temporary List*.

Find Patient

File Registration Pharmacy View

Previous Patient
 Next Patient
 Refresh Screen
 Find Patient

Search by MRN# or Name

Basic **Provider/Facility** Options

Quick ID: ID Type: **MRN** **Add Med Record Number here** ID:

Last: First: Middle:

Gender:

Birth Date:

MM - DD - YYYY Age: +/- Range

- - 5

Search Options

- Exclude deceased
- Exclude alias names
- Exact name
- Find similar sounding last names
- Exclude persons with no visits

Find Patient

Basic **Provider/Facility** Options

Quick ID: ID Type: **MRN** ID: **9455406**

Last: First: Middle:

Gender:

Birth Date:

MM - DD - YYYY Age: +/- Range

- - 5

Search Options

- Exclude deceased
- Exclude alias names
- Exact name
- Find similar sounding last names
- Exclude persons with no visits

Search New Search

Name	Gender	Birth Date	Deceased Date	Medical Record Number
PIZZA, PIE	Female	05-22-1950	NA	9455406

Show Visits Create Visit

Double click on patient

Find Patient from a list: Go to **Current List** > click arrow >

Select list (Your List or All Inpatient) > Click on patient > Appears in Patient Header
 Click in Column Header > Sort any Column

File Registration Pharmacy View GoTo Actions Preferences Tools

Previous Next Refresh Find Order Problems ICDx Enter Allergies Prescription Outpatient Drug Health Signature Print Task
 Patient Patient Screen Patient Reconciliation Document Summary Writer Medication Review Info Manager Manager Reports Viewer

X4TEST, DONOTUSE ADMHOLD-10 2000007 / 2000322923 90y (06-26
 ADMHOLD-10
Same Name Allergy: No Known Allergies *****DIALYSIS PATIENT***TRANSPLANT PATIENT***** MDDRO: This guy needs a beer
 Admit Wt: kg Daily Wt: kg HT: cm BSA: M2 BMI: M2 IW: 49.7 kg ADM: 05-14-2015 DSC: 10-05-2015 Code S

zModel, NonStaff Physician

Patient List Orders Results Patient Info Documents Flowcharts Clinical Summary GE PACS SRM Chart My Schedule

New Visit Modify Delete Delete Flag Flag Select Save Selected Remove Selected Select Visit Define Save Sort Reset Sort
 List Visit List Current List Visit List New On New Off All Visits Visits Visits List Column Sort Order Order Order

Current List: *TEST pts 7 Visit(s)

Current Location	Patient Name	Or...	Visit Reason	Provider	Hospitalist	Visit Status	Admit Date	Admit Time	UR	Rec
4000-01 ICCU	X5TEST, DONOTUSE INF					DSC	04-21-20...	11:49		
ADMHOLD-10	X4TEST, DONOTUSE		Mild anemia	zMode...		DSC	05-14-20...	08:47		
ADMHOLD-10	X4TEST, DONOTUSE		Asthma	Sander...		DSC	03-12-20...	14:56		
Cardiology	X5TEST, DONOTUSE INF		Delayed delivery after s...	Sander...		PRE	05-22-20...	10:53		
Radiology	TESTTWO, DONOTUSE			SCHM...		PRE	06-14-20...	09:00		
XROOM-02	X4TEST, DONOTUSE			Sander...		DSC	11-13-20...	14:28		

Consults will auto populate on your list
 Sort any Column, Click on Header

Save Patient to New List to review later

Click *Save Selected Patients* > Click radio button *New List Name* > & name it > click **OK**

Current List: Temporary List Select All Patients 1 Visit(s) Save Selected Patients...

Patient Name	Patient ID / Visit Number	Birthdate	Current Location	Visit Status	Admit Date	Admit Time	Provider	To Sign
XSTEST - DONOTUSE IN...	2000009/200004 fmk8	05-15-1...	ADM4010-04	ADM	04-15-20...	03:21	Sander, Michael C.	

Add Patient to Selected List sis
 Replace Patients on Selected List Tele - Stroke
TEST pts

New List Name

Patient Access Group

OK Cancel Help