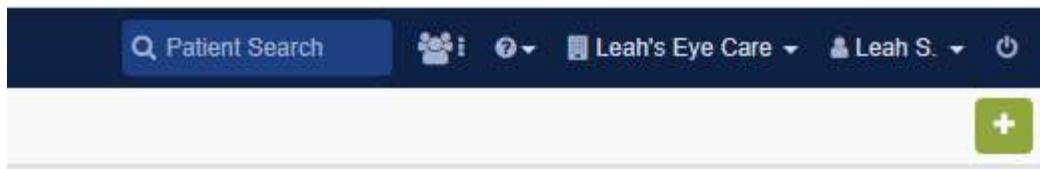


## Search for an Existing Patient

1. Focus your cursor on the Patient Search bar
  - a. This field is available to the right, in the dark blue Navigation Bar found at the top of your screen



### Recommended Patient Search Method

- Type: First 3 letters of the Last Name > comma (type a comma) > First 3 letter of the First Name. For example: smi,joh

As data matching the search guidelines is entered into the Patient Search field, a list of matching patients displays. Select the patient name to open the patient file.

### Additional Recommendations and Options for Patient Search:

- A search requires a minimum of two characters.
- An alpha entry searches by last name.
- To search by last name and first name, insert a comma between last and first name. This rule applies when searching by nickname.
  - To search by first name only, insert a comma before the alpha characters. This rule applies when searching by nickname.
  - Date of birth does not require dashes or slashes but must contain 8 digits.
  - Phone number does not require dashes or slashes but must contain 10 digits.
  - To search by patient ID number, insert # before the numeric characters, e.g. #123456.
  - To search by alternate ID number, insert # before the numeric characters, e.g. #123456.