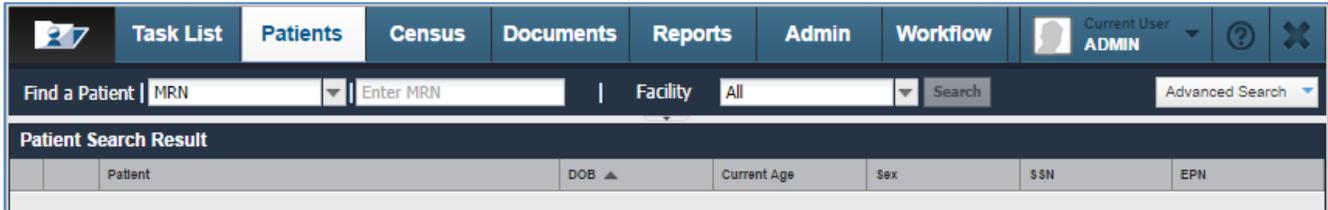


## Searching

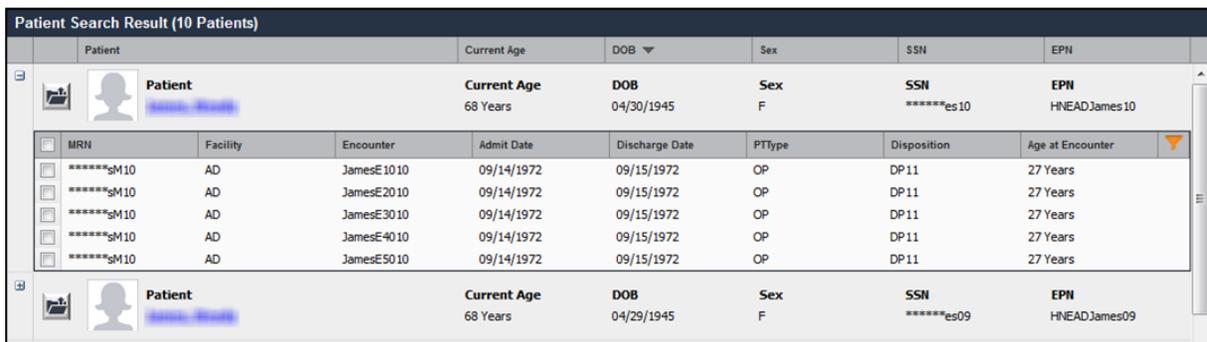
### Perform Quick Searches

This search uses the most basic search criteria.

- 1 Select **Patients** on the menu bar. The system displays:



- 2 Click the **Find a Patient** drop-down list and select a search type.
- 3 To search only a single facility, select the facility name from the **Facility** drop-down list.



**Note:** MRN, Encounter, GPI, and EPN fields strip the leading zeroes from both simple searches and advanced searches. Example, if the MRN number is 00000777, you only need to type 777 to obtain the correct search results.

Which type of search to use:

- An **Encounter** search is by encounter number.
  - A **Patient Search** is by MPN, DOB, Name, SSN, GPI, and EPN.
- 4 Enter a text string to search for, and click **Search**. Search results appear in the lower pane of the window.
  - 5 To view a specific encounter for a patient, click the plus (+) sign. The system displays the encounters for that patient.
  - 6 Find the encounter you want to view, and click the **checkbox** to the left of the encounter.

**Note:** Double clicking anywhere on the encounter's row opens that encounter.

- 7 Click the **open folder** icon to examine the encounters you want to review.

**Note:** Clicking the open folder icon with nothing selected opens all associated encounters in the patient's chart. If you selected a restricted document, the system prompts you to **Override Security** or **Request Emergency Access**. Click **Override** to access the document.

### Patient Search Results

The system displays patient search results similar to the following sample:

Patient Search Result (10 Patients)

Patient	Current Age	DOB	Sex	SSN	EPN
Patient James, Bruce	68 Years	04/30/1945	F	*****es10	HNEADJames10

MRN	Facility	Encounter	Admit Date	Discharge Date	PTType	Disposition	Age at Encounter
*****sM10	AD	JamesE1010	09/14/1972	09/15/1972	OP	DP11	27 Years
*****sM10	AD						
*****sM10	AD						
*****sM10	AD						
*****sM10	AD						

Patient	Current Age	DOB	Sex	SSN	EPN
Patient James, Bruce	68 Years	04/29/1945	F	*****es09	HNEADJames09

The patient search results include relevant information at a quick glance, including the patient's name, date of birth, last four digits of the Social Security Number, current age, and disposition

### Perform Full-Text Searches

Use the full-text search function to search content in documents associated with a patient's encounters. You can only search the documents in an encounter you have permission to view.

On the Document Tree, three types of circles display in the Text column:

- An empty circle means the document isn't searchable.
- A half-full circle means the document's text is only partially searchable.
- A full circle means the document's text is fully searchable.

**Note:** Documents transferred to another encounter or patient by the Adjust Document Indexes (ADI) function retain their full-text search indexes.

- 1 On the patient's chart, click the **Search** tab on the document tree.
- 2 Enter the text string you want to search for and press **Enter**. The **Search Results** pane displays a list of files that contain the text string.

**Tip:** The system defaults to an exact match search on multiple key words. Clear the **Exact Match** checkbox to find all occurrences of each key word you enter, not just exact matches. Example: If you enter "Patient Care" with Exact Match enabled, the system returns only results where those two key words are beside each other in that exact sequence. If Exact Match is unchecked, the system finds all instances of "Patient" and all instances of "Care".

- 3 Click the snippets to view a document.

