Searching for Patient

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Searching for Patient

When searching for a patient, it is always best practice to search for the patient by date of birth first. Other search options are available as well. Please see below for information on different search methods that can be used to locate an existing patient.

- There are different ways to begin the patient search process
 - Search for the patient using the search bar in the top right corner



- 1. It is best practice to start your search with the patient's date of birth
 - eRAD will accept the following formats when entering a date of birth
 - 070860 (MMDDYY)
 - 07/08/60 (MM/DD/YY)
 - 07-08-60 (MM-DD-YY)
 - 07081960 (MMDDYYYY)
 - 07/08/1960 (MM/DD/YYYY)
 - 07-08-1960 (MM-DD-YYYY)
- 2. Search by patient name is also supported (multiple formats accepted)
 - DOE, JANE (LAST, FIRST)
 - JANE DOE (FIRST LAST)
 - D, J (LAST INITIAL, FIRST INITIAL)
 - DO, JA (PARITAL NAME SEARCH)
- 3. The Patient Search window will populate

Fil Pat	e Adminis tient Search	ration ×	Messag	ging	Schedu	ling	Front De	esk	He	elp							1/1
Se	arch Criteria																
E Li	irst Name: ast Name: <u>I</u> RN:	Sea	rch <u>O</u> the	r Varia	ations	5	<u>B</u> irth Da <u>P</u> hone # <u>Z</u> ip Cod	te: : e: [07- <u>s</u>	08-1960 <u>S</u> earch] <u>R</u> es	et	Ne	w Patier	nt / New App	pointment 🔻	
	First Name	Last	Name	Midd	le Name	e Bi	irth Date	MF	RN	Issuer	Gender	Address	City	State	Zip Code	Matching Alte MRN	ernate N

No patient found matching your search

- Additional criteria can be added and/or removed to assist with the search process
 - Patient name
 - Be sure to confirm spelling, consider hyphenated names or that include an apostrophe
 - Ask about previous names used, for example, maiden name, married name, nickname, etc.
 - Try searching using just 1-2 letters of the first and/or last name
 - Try using first name only or last name only, combined with DOB
 - Phone # (multiple formats accepted)
 - 1234567890 (No spaces, dashes, hyphens or parentheses)
 - 123-456-7890
 - 123/456/7890
 - (123) 456-7890
 - NOTE: Do NOT over filter as this can cause you to miss a patient with an existing profile
- 4. Search results will display in the area below the search criteria fields

atient Search	×							
earch Criteria								
irst Name:	т		Birth Dat	e: MM-dd	-уууу			
ast Name:	Z	-	Phone #:	(999) 99	9-9999			
	Search Oth	er Variations	Zip Code					
<u>/IRN:</u>				Searc	ch I	Reset	New Patient / Nev	v Appointment
First Name	Last Name	Middle Name	Birth Date	MRN	Issuer	Gender	Address	City
Test	ZTEST		10-11-1973	1174532	system	F	123 Anywhere street	Washington
			04 40 4077	4400700	avatam	C C		ADOVIE
TRAINER	ZTEST		01-16-1977	1190799	system	F	576 FUREVER LAINE	ARGILE
TRAINER Test	ZTEST		01-16-1977 01-20-1974	1224978	system	F	576 FOREVER LANE	ARGILE
TRAINER Test TWIZZLER	ZTEST ZTEST ZTEST		01-16-1977 01-20-1974 10-21-1969	1224978 1251797	system system	F	123 B STREET	DALLAS

 Patient file can be accessed by either double-clicking on the patient from the search results list, or, selecting the patient (will highlight in light blue) and then clicking the Patient Folder button

First Name	Last Name	Middle Name	Birth Date	MRN	Issuer	Gender	Address	City	State	Zip Code	
Test	ZTEST		10-11-1973	1174532	system	F	123 Anywhere street	Washington	DC	20007	4049058
TRAINER	ZTEST		01-16-1977	1190799	system	F	578 FOREVER LANE	ARGYLE	ΤХ	75074	
Test	ZTEST		01-20-1974	1224978	system	F				75001	
TWIZZLER	ZTEST		10-21-1969	1251797	system	F	123 B STREET	DALLAS	TX	75001	
TABITHA	ZTEST		05-01-1987	3204002	system	F	1234 NOT A REAL RD	Murfreesboro	TN	37129	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Tia	Ztest		01-23-1980	T4047925	system	F	5001 N RIVERSIDE DR	Fort Worth	TX	76137	
tl-test	ztest		01-01-1912	4049022	system	F				99999	
TERESA	ZTEST		01-05-1960	T4052591	system	F	123 FAKE LANE	Addison	TX	75001	
TERESA	ZIEST		06-13-1965	14052613	system	F	444 Success Cir	Dallas	IX	/5218	
TABATHA	ZTEST		06-13-1975	T4053108	system	F	444 SUCCESS CIR	Dallas	TX	75218	

• Once ALL search options have been exhausted, and the patient is still unable to be located in the system, click the "New Patient/New Appointment button

Patient Search	×	5 5	5								
Search Criteria											
<u>F</u> irst Name: <u>L</u> ast Name:	Search <u>O</u> th	er Variations	<u>B</u> irth Da <u>P</u> hone # <u>Z</u> ip Cod	te: 07- #:	-08-1960						
<u>M</u> RN:					<u>S</u> earch	Res	et	Ne	w Patier	nt / New App	oointment 👻
First Name	Last Name	Middle Name	Birth Date	MRN	Issuer	Gender	Address	City	State	Zip Code	Matching Alternate MRN
No patient fo	ound matching	g your search	0								

 $\circ~$ Follow the steps located on the "Creating a New Patient in eRAD" job aid

EDITED: 03/21/2022