Navigate and Find a Patient	
To find an Inpatient:	
Inpatient List	Click on Inpatient List
Select Site Southlands Hospital St Richard's Hospital Worthing Hospital 59 A & E	A list of hospital sites displays with the current number of wards on each site, e.g. Worthing Hospital has 59 Wards. Select the required site.
Botolphs 28	A list of wards displays with the current number of patients admitted to each ward, e.g. Botolph's ward has 28 admitted patients in this example. Select the ward.
ABBEY, Ebony May (Mrs) Bed No. 2 Hosp No. 987654	A list of patients admitted to that ward will display. Select the patient.
	The patient record will open and display on screen until you select another patient.
Inpatient List	To view a record of another patient on the same ward, click on Inpatient List .
FRANKLIN, Mavis Charley (Mrs) (Ars) Bed No. 3 Hosp No. 486592	Select a patient from the list.
Inpatient List and G Back To Wards	To view the record of a patient on a different ward, select Inpatient List followed by Back To Wards.
	The list of wards displays so that you can select a different ward from the same site
	To view a patient record from a different site, select the option Back to Sites .

Navigate and Find a Patient	
General Back To Sites	
	The list of sites displays so that you are able to select a different site, and when selected a list of wards etc.
G	Click on the back arrow to hide the sidebar.
	Click on the Affinity logo to return to the Home Page.
The Home Page will display the last twenty of your Recently Accessed Patients and your Bookmarked Patients . To open the patient record just click on the patient line.	
My Recently Accessed Patients	Bookmark? Ny Bookmarked Patients
40692 5122933452 Mrs Mavis Charley 967654 5671574517 Mis Ebony May	Abbey 12-Mar-1927
930 Add Patient to my Bookmark	Select the flag marker for a patient on the My Recently Access Patients list to add the patient to your My Bookmarked Patients .
Ō	To remove the patient, click on the red bin to the right of the patient line.
To find an Outpatient:	It is possible to search for any patient, e.g., an Outpatient, so long as they have been registered on to the Patient Administration System using any of the following criteria a. Hospital Number, e.g., 151961 b. NHS Number, e.g., 405 652 4856 c. Name, e.g., Forename Surname or Surname, Forename
Q Search for a patient (IP / OP)	Click into the Search box.
Q, 151961 ANDRADE, Alberto 05/08/1931 (89yr) - 151961	A patient match is found, click on the patient name to open the patient record.