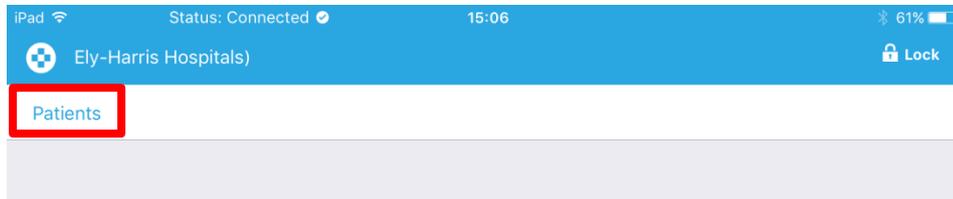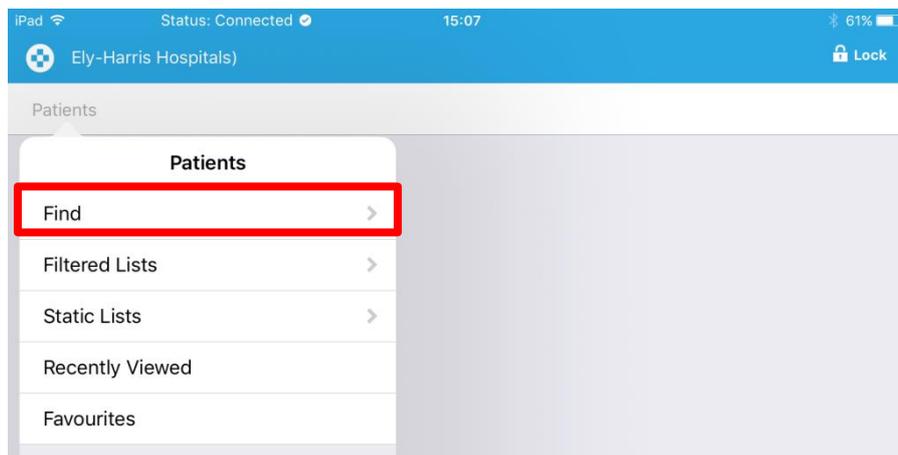# Search for a Patient

This crib sheet explains the different ways to search for a patient and open their electronic record.

1. Once you've logged into Evolve, Select the **Patients** icon to find a patient


2. You can access patient case notes in several ways:
   - **Find** - search for the patient using patient information
   - **Filtered Lists** - retrieve the patient using a consultant, clinic or ward filter
   - **Static Lists** - retrieve the patient using existing (adhoc) lists
   - Retrieve a previously viewed patient from the **Recently Viewed** list
   - Retrieve the patient from a list of **Favourites**

**Find** (search for the patient using patient information)

3. Select **Find** to search for a patient
4. Enter the patient information – you can use unique criteria such as **Hospital** or **NHS Number** or detailed information such as **Forename Surname** or **Surname** or **Surname & DOB**
5. Enter the criteria and select **Search**
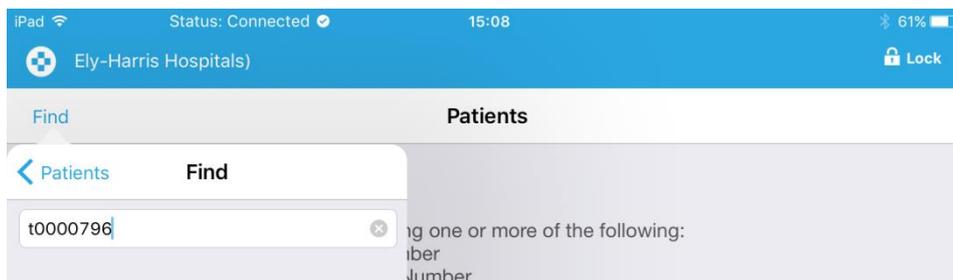
6. If a search finds only **one result**, the application will open that patient straight away (as below).
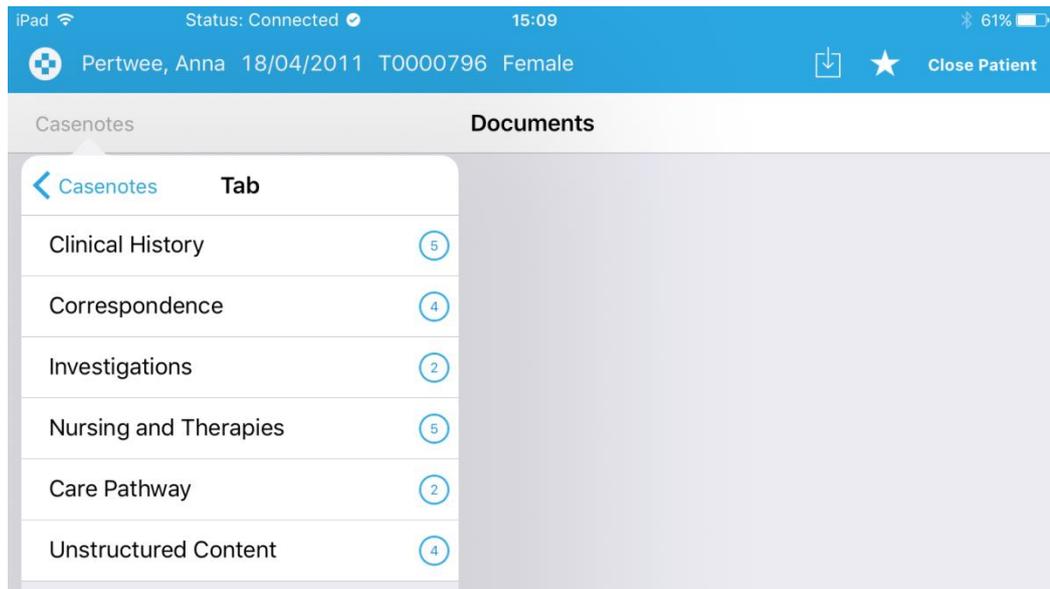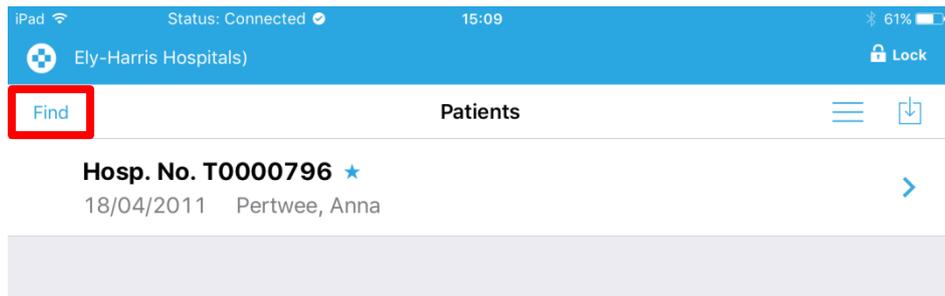

7. If there is more than one result, a list of patients matching the search criteria is returned to the main part of the screen. You would select the required patient to open their record (as below).
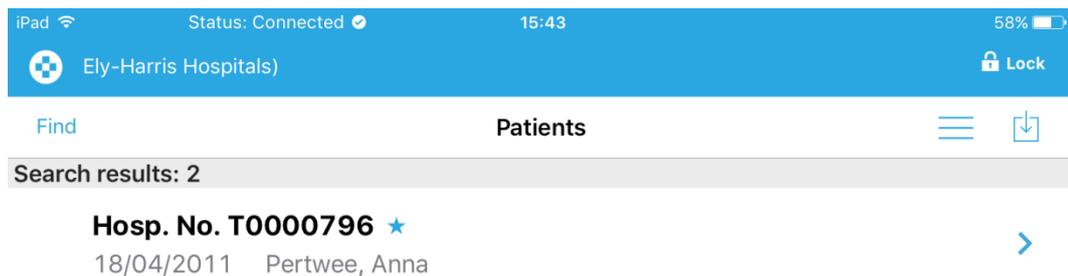
8. To close a patient record, select **Close Patient**.
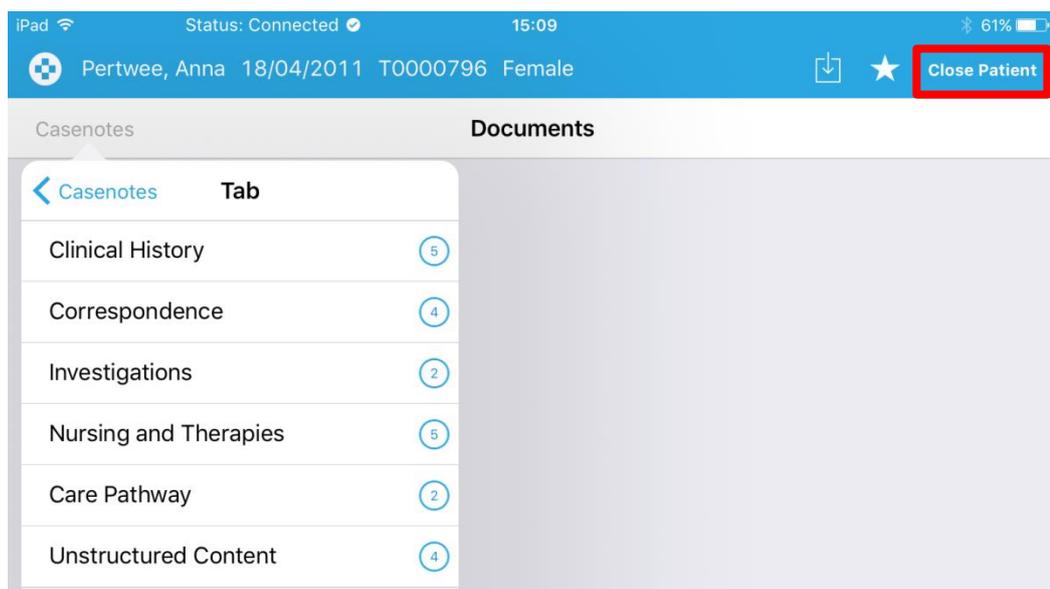
9. To use a different search criteria, select **Find** to go back

10. You can do another patient information search from this screen, to go back select **Patients**.