## 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

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| Patients  |                     |       |                    |
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- 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

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|               | Patients            |     |      |
| Find          |                     | × . |      |
| Filtered List | IS .                | >   |      |
| Static Lists  |                     | >   |      |
| Recently Vi   | ewed                |     |      |
| Favourites    |                     |     |      |
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Find (search for the patient using patient information)

- 3. Select Find to search for a patient
- 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

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| Find      |                     | Patients   |         |
| Patients  | Find                |  |         |
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6. If a search finds only **one result**, the application will open that patient straight away (as below).

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| • Pertwee, Anna 18/04/2011 | T0000796 Female | Ľ | ] ★ | Close Patient |
| Casenotes                  | Documents       |   |     |               |
| Casenotes Tab              |                 |   |     |               |
| Clinical History           | 5               |   |     |               |
| Correspondence             | 4               |   |     |               |
| Investigations             | 2               |   |     |               |
| Nursing and Therapies      | 5               |   |     |               |
| Care Pathway               | 2               |   |     |               |
| Unstructured Content       | (4)             |   |     |               |

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).

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| Find        |                      | Patients |        |
| Search resu | ults: 2              |          |        |
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8. To close a patient record, select **Close Patient**.

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| Investigations   |                    | 2        |          |    |              |
| Nursing and T    | herapies           | 5        |          |    |              |
| Care Pathway     |                    | 2        |          |    |              |
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9. To use a different search criteria, select **Find** to go back

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|                   |   |          |                                    |

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

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| Find                       | Patients                 |                           |
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