



Quick Reference Guide (Searching for a patient/client)

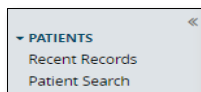



Patient Search: (for web browser access users only)

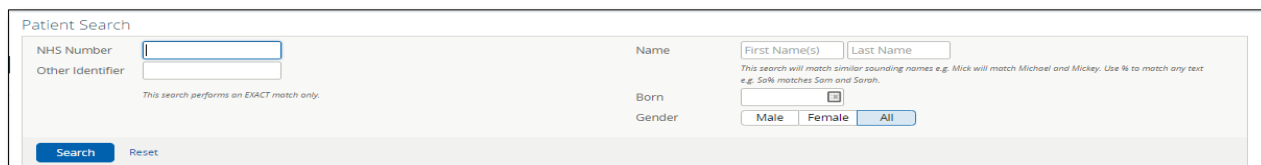
Watch our [Search for a patient](#) video tutorial.

N.B. If you are accessing via a link or button within your organisation's main health/care system, referred to as SSO this function will **NOT** be available.

- Select 'Patient Search' from the list.



- If you cannot find the menu, please select icon on  the left-hand side of the screen to 'Show Menu.'
- Type the NHS number of the patient and click **search**. If you don't have the NHS number please type in the First name, Last name, Date of Birth and Gender to search for the patient.



Patient Search

NHS Number

Other Identifier

This search performs an EXACT match only.

Name First Name(s) Last Name

This search will match similar sounding names e.g. Mick will match Michael and Mickey. Use % to match any text e.g. Sa% matches Sam and Sarah.

Born

Gender Male Female All

N.B. It is considered best practice to search using NHS Number, if this is unavailable a minimum of Last Name, Date of Birth and Gender must be provided.

Help and Assistance

Download this and other user guides and webinars from our [CHIE information website](#)

If you have any other CHIE specific questions or support needs, please contact the CHIE team info.chie@nhs.net

VERSION CONTROL

Document Title	Document Type	Version	Date	Source
Searching for a patient	QRG	1.0	24/10/23	SQ

CHANGE CONTROL

Document Title	Version	Date	Author	Change	Purpose	Approved