Simple Search

How to Perform a Simple Search

1. In the Patients screen, type your search terms into the box.

2. If you want to search archived/inactive contacts, tick the box (these contacts will have read-only records).

3. Click **Search**.

Matching contacts will be displayed in the results grid. They are easily recognised as the contacts MRN will be displayed as 'Contact'. If the contact has been linked to a patient, the patient name will also be displayed.