

## Search Patient Records - Simple

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CareRight provides you with two options to Search:

- Simple Search
- [Advanced Search](#)

CareRight produces results that matches your criteria against these fields:

- Name and Last name
- DOB - day or year
- Medicare Number
- CRN (external reference number) or MRN (whichever is applicable)
- Patient Alias
- Middle name
- Phone Numbers

### Simple Search

CareRight has a search tool that allows you to locate a patient record. You can search for patients using any of the following information:

Search Item	Description	Example
Name	returns patients with a matching first or last name	<ul style="list-style-type: none"><li>• "john" - returns patients with first or last name containing "john" (e.g. John, Johnston)</li><li>• "john smith" - returns patients with a first/last name containing "john" and a first/last name containing "smith"</li></ul> <p>Searching for double barrelled surnames:</p> <p>Enter the surname in with quotation marks i.e. "Collingwood-Boots" or "De Vene"</p>

Search Item	Description	Example
DOB	returns patients with a matching Date of Birth	<p>•"1976" - returns patients with a DOB between 1st Jan 1976 and 31st Dec 1976</p> <p>•"01/01/1976" - returns patients with a DOB of 1st Jan 1976</p> <p>•"01/01/1976 john" - returns patients with a DOB of 1st Jan 1976 AND first/last name containing "john"</p> <p>•"01/01/1976 john smith" - returns patients with a DOB of 1st Jan 1976 AND a first/last name containing "john" and "smith"</p> <p>•"1976 john smith" - returns patients with a DOB between 1st Jan 1976 and 31st Dec 1976 AND a first/last name containing "john" and "smith"</p>
Medicare Number	returns patients with a matching medicare number	<p>•"1234567890" - returns patients with medicare number "1234567890"</p> <p>•"1234" - returns patients whose medicare number contains "1234"</p>
Phone Number	returns patients with a matching telephone or mobile number  No spaces required	<p>•"04123454678" - returns patients with telephone or mobile number "04123454678"</p> <p>•"04123" - returns patients whose telephone or mobile number contains "04123"</p>
Email	returns patients with a matching email	<p>•"john@clintel.com.au" - returns patients with email "john@clintel.com.au"</p> <p>•"@clintel.com.au" - returns patients whose email contains "@clintel.com.au"</p>
Patient Alias (First Name & Last Name)  & Middle Name	Optional Search values	<p>The Simple search will not search these fields unless the Global Setting in System Administration is set.</p> <p>Refer to Administration&gt;Global Settings&gt;Enable Broad Name Searching.</p>

### 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 patients, tick the box (these patients will have read-only records).
3. Click **Search**.
4. Matching patients display in the results grid.

☒ Include inactive patients?
 [Advanced Search](#)

### Search Criteria

- Name is like 'Ferg'
- MRN like 'Ferg'
- CRN like 'Ferg'

### Search Results

MRN	CRN	Name	DOB	Address	Relation	
000243	001058	Mr FERGUS Mackenzie	29/09/2007	woodhouse cr, 16, wattle park 5066		<input type="button" value="Show"/> <input type="button" value="Enquiry"/> <input type="button" value="Calendar"/> <input type="button" value="Star"/>
Contact 000152		Mrs Karen Ferguson Mr Nick Ferguson	01/01/1960	flinders, 31, kent town SA 5067	Defacto	<input type="button" value="Show"/> <input type="button" value="Enquiry"/>

#### Result: The required patient appears in results grid

If the required patient is in the list, click Show to load their record or Add to My Patients if you wish to add them to your My Patient List.

#### Result: There are too many results

You may have entered search terms that are too broad. For example, a search of "smith" may return hundreds or thousands of results (depending on your client base size). Try searching again with more specific terms, such as DOB, Medicare number, phone number or mobile number.

#### Results: The patient doesn't appear in results grid

You may have entered search terms that are not correct or are too specific.

1. Check that your spelling, dates and numbers are correct and search again.
2. If there were no typos then try entering less terms and Search again.

### **Still can't find who you are looking for?**

The Advanced Search provides additional search functionality.

### **For the archived patient record**

Archived patient records can be still accessed and perform tasks like adding clinical notes, linking with contact records etc... This record will also appear on reports as well unless there is a filter to exclude this. Also, Archived patient records will not show in patient search unless the Include archived patients check box is checked

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