Search Patient - Advanced

Perform an Advanced Search

1. In the Patients screen, click **Advanced Search** to display the Advance Search Options screen.

2. Select the Search Options and enter any known information about the patient.

3. Enter further search criteria, such as age range, admission dates, etc.

4. Click **Search**.

    a. Results of the search are displayed in a grid below with the search criteria.

Search Results

MRN	CRN	Name	DOB	Address	Relation		
000020		Miss Alison Bunyan	05/07/1989			Show Enquiry	📅 ★
000006		Mr Bob Jones	01/01/1981	1 Main Street, Little Town SA 5009		Show Enquiry	📅 ★

If a simple search doesn't allow you to find the patient that you are looking for, then an advanced search might just do the trick! The Advanced Search allows you to use many different criteria to find a patient or group of patients. The follow fields are available to search with:

Category	Field	Options	Description
Search Options	Match Criteria	All Criteria Any Criteria	Patients returned must match on all criteria selected Patients returned can match any criteria selected
Patient Type	All Patients	All patient	
Include Archived Patients	True/False	include any patients that have been made inactive/archived	
Patient Details	Name		include patients with this first / last name Searching for double barrelled surnames: Enter the surname in with quotation marks i.e. "Collingwood-Boots" or "De Vene". Note: Refer to simple search for the inclusion of Alias & Middle Name
Gender	Male, Female, etc	Include patients of a specific gender	
MRN			

Category	Field	Options	Description
Medicare Number			
Health Fund Number			
Age	Date of Birth Exact Age Between Older than Younger than	Include patients with this date of birth Include patients of this age Include patients between these ages Include patients older than this age Include patients younger than this age	
Date of Birth			
Address		Allows search by address type, suburb, etc	
Phone		Allows search by phone number	
Financial	Invoice Number		
HSP Claim / Claim Item Number		This apply's to Hearing Services Clients	
Admission	Location	All active locations	include patients admitted to this location only
Include Location History (check box)	True/False	include patients with past admissions at this location	
Admission Date	From - To	include patients admitted within a certain date range	
Admitting Doctor	From Staff Members list	include patients with this admitting doctor	
ARN		This is the Admission Record Number	

Category	Field	Options	Description
Episode Identifier			
Diagnosis	Diagnosis	Current Diagnosis list	include patients with a specific diagnosis
Include Diagnosis History (check box)	True/False	include patients with past diagnosis that match diagnosis	

Results: 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.

Results: 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/age range, Gender or admission details.

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.

Search

The search bar allows you to look for key words across the patient's record. Simply type in the search term(s) and click search. Results are then displayed with hyperlinks.

Batch Searching

The Financial panel has been expanded to include the searching of batches (new **Batch Number** field). If one result is found, then the details for that specific batch appear. If multiple results are found, then a table appears with batches that meet the search criteria. Click **View** to see the details of a specific batch.

Results appear when multiple batches meet the defined search criteria:

For booking an appointment, please refer here

For create a new patient record, please refer here

Search by Patient Custom Field

As of 6.98, CareRight supports searching patient custom fields.

Client Search

Change Search Criteria | Create New Client

Custom

Gap	
Excess	
co-payment	
Next of Kin Contact Number	
Next of Kin Family Name	
Next of Kin Given Name	
Parent/Guardian Medicare Reference Number	
Parent/Guardian Given Name	
Parent/Guardian Family Name	
Parent/Guardian Date of Birth	
Next of Kin Relationship	
Medicare card Month	
test	
Medicare day	
VIP S	
VIP I	
VIP N	

☐ VIP Boolean