

Search and Creating Patient Records

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Search

Before adding a new patient to CareRight, you are required to do a search first. This reduces the risk of duplicate entry of patients.

1. From the dashboard Click Patients
2. Search Criteria (Name or DOB, MRN)
 - Search terms over 6 digits will search for MRN and phone numbers
 - Search terms of 4 digits will search for patient born in that year
 - If searching for names that have spaces in the last name, then use double quotes e.g. John "Von Hacht" where Von Hacht is the last name
 - Multiple search terms can be used with a space between each term e.g. Anderson 1949 00159
3. Enter details into Search field and Click Search

The screenshot shows the 'Patient Search' interface. At the top, there are buttons for 'Create New Patient', 'Create New Contact', and 'New Enquiry (Anderson)'. Below these is a search bar with the text 'Anderson' and a 'Search' button. To the right of the search bar is a checkbox for 'Include inactive patients?' and a link for 'Advanced Search'. Below the search bar is a section titled 'Search Criteria' which lists three criteria: 'Name is like 'Anderson'', 'MRN like 'Anderson'', and 'CRN like 'Anderson''. Below this is a section titled 'Search Results' which contains a table with columns: MRN, CRN, Name, DOB, Address, and Relation. The table has two rows of data. The first row shows a contact with MRN 000159, Name 'anderson sally', DOB '01/01/1949', and Relation 'Sibling'. The second row shows a patient with MRN 000159, CRN 10999, Name 'Mr Andrew Anderson', DOB '01/01/1949', Address '31 Flinders street, ORANGE NT 5007', and Relation 'Sibling'. To the right of each row are buttons for 'Show' and 'Enquiry', and for the second row, there are also icons for a calendar and a star.

MRN	CRN	Name	DOB	Address	Relation
Contact 000159		anderson sally Mr Andrew Anderson	01/01/1949		Sibling
000159	10999	Mr Andrew Anderson	01/01/1949	31 Flinders street, ORANGE NT 5007	Sibling

Advanced Search

Before adding a new patient to CareRight, you are required to do a search first. This reduces the risk of duplicate entry of patients.

1. From the dashboard Click Patients
2. Click Advanced Search
3. Enter details into Search field/s and Click Search

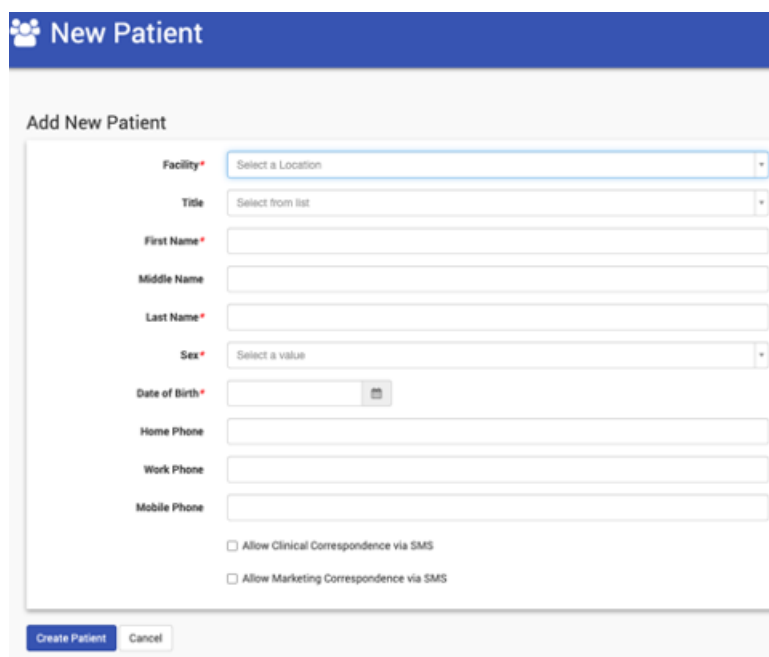


The Patient Search interface features a blue header with a person icon and the text "Patient Search". Below the header is a search bar with a magnifying glass icon. Underneath the search bar are five tabs: "Search Options", "Patient Details", "Financial", "Admission", and "Diagnosis". At the bottom of the search bar are three buttons: "Search", "Reset", and "Cancel".

Create New Patient

Before adding a new patient to CareRight, you are required to do a search first. This reduces the risk of duplicate entry of patients.

1. Perform a search for the person.
2. If the Patient is not already in CareRight Click Create New Patient
3. An entry screen will display that enables you to create a basic record for the patient on the system (you can add additional information via the Patient Record).
4. Complete the form
5. When done, click Create Patient.
6. Once the patient has been created, you can edit their details via Patient Record.



The New Patient interface features a blue header with a person icon and the text "New Patient". Below the header is a section titled "Add New Patient". This section contains a form with the following fields: "Facility" (a dropdown menu with "Select a Location"), "Title" (a dropdown menu with "Select from list"), "First Name" (a text input field), "Middle Name" (a text input field), "Last Name" (a text input field), "Sex" (a dropdown menu with "Select a value"), "Date of Birth" (a date picker), "Home Phone" (a text input field), "Work Phone" (a text input field), and "Mobile Phone" (a text input field). At the bottom of the form are two checkboxes: "Allow Clinical Correspondence via SMS" and "Allow Marketing Correspondence via SMS". At the bottom of the form are two buttons: "Create Patient" and "Cancel".

