

## Job Aid : How to search for a patient record in OpenELIS

**Objective:** Use the search function in OpenELIS to locate a patient record

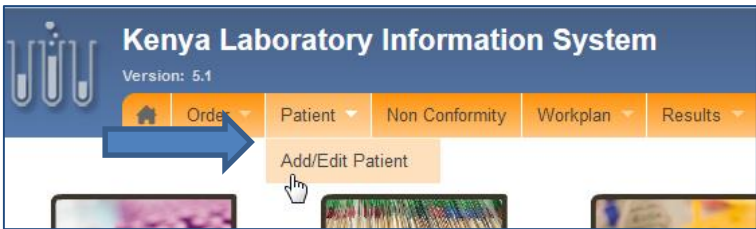
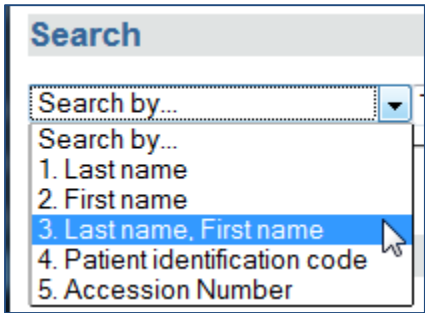
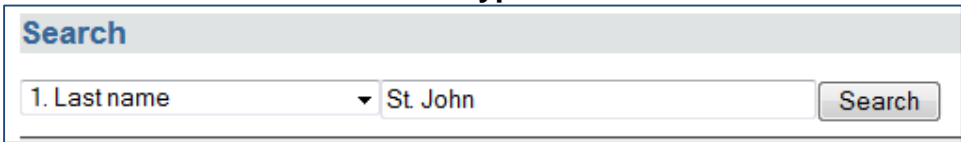
**Task :** Determine if a patient already has a record in OpenELIS

- When :**
- When you want to confirm that the patient does not have an existing record and that it is necessary to create a new patient record.
  - When you are entering a test order or a confirmatory test order that you want to link to a patient's OpenELIS record.
  - When you want to update a patient's information in the system

**Who :** Receptionist or Laboratorian processing laboratory test orders

**Required materials :** Test order, patient card, computer with OpenELIS installed.

**Notes:** Fields marked with a red star \* must be filled.

Step	Action
1.	<b>If</b>
	You are on the <b>Welcome</b> page
	If you are on the <b>Add Order</b> or <b>Add Confirmation Order</b> page
<b>Go to</b>	
Step 2	
Step 3	
2.	<p>Move the mouse to the <b>Patient</b> tab, highlight and click on <b>Add/Edit Patient</b> from the drop down menu.</p>  <p>Go on to <b>Step 3</b>.</p>
3.	<p>From the <b>Search by</b> drop down menu, select what you want to use to search for the patient's record. You can use the patient's last name, first name, last name and first name, patient identification code, or the test order/accession number.</p> 
4.	<p>Type in the search information in the <b>Type search here</b> field.</p>  <p>Once you fill in the search information, the <b>Search</b> button will become active. Note that you must type in a comma when searching by <b>Last name, First name</b>.</p>

5.	<b>If...</b>	<b>Go to...</b>
	OpenELIS returns a list of several patients whose records meet your search criteria,	Step 6
	OpenELIS returns only one patient whose record meets your search criteria	Step 7
	OpenELIS does not return any records	See <i>Job Aid : How to Create a New Patient Record</i>

6.	<p>Review the patients' information and click on the radio button in front of the patient that best matches the information you have.</p> <div><div>Search</div><div><div>1. Last name ▾ St John</div><div>Search</div></div><table><tr><th></th><th>Last Name</th><th>First Name</th><th>Gender</th><th>Date of Birth</th><th>Subject Number</th><th>National ID</th></tr><tr><td><input type="radio"/></td><td>St. John</td><td>Elizabeth</td><td>F</td><td>15/11/1921</td><td>TM097987</td><td></td></tr><tr><td><input type="radio"/></td><td>St. John</td><td>Matthew</td><td>M</td><td>29/05/1953</td><td>AUS798246</td><td></td></tr><tr><td><input checked="" type="radio"/></td><td>St. John</td><td>Mavis</td><td>F</td><td>25/05/1982</td><td>KES798268</td><td>SW05130</td></tr></table></div>		Last Name	First Name	Gender	Date of Birth	Subject Number	National ID	<input type="radio"/>	St. John	Elizabeth	F	15/11/1921	TM097987		<input type="radio"/>	St. John	Matthew	M	29/05/1953	AUS798246		<input checked="" type="radio"/>	St. John	Mavis	F	25/05/1982	KES798268	SW05130
	Last Name	First Name	Gender	Date of Birth	Subject Number	National ID																							
<input type="radio"/>	St. John	Elizabeth	F	15/11/1921	TM097987																								
<input type="radio"/>	St. John	Matthew	M	29/05/1953	AUS798246																								
<input checked="" type="radio"/>	St. John	Mavis	F	25/05/1982	KES798268	SW05130																							

7.	<p>Verify that the information displayed matches the information provided on the test order.</p> <div><table><tr><th></th><th>Last Name</th><th>First Name</th><th>Gender</th><th>Date of Birth</th><th>Subject Number</th><th>National ID</th></tr><tr><td><input checked="" type="radio"/></td><td>St. John</td><td>Matthew</td><td>M</td><td>29/05/1953</td><td>AUS798246</td><td></td></tr></table></div> <p>As soon as you have selected a patient, the patient information form will automatically display all available patient information for the selected patient.</p> <div><div>Patient Information</div><div><div>Subject Number: <input type="text" value="AUS798246"/></div><div>National ID: <input type="text"/></div><div><div>Patient Name</div><div>Last Name : <input type="text" value="St John"/>First Name : <input type="text" value="Matthew"/></div></div><div><div>Address</div><div>Street: <input type="text" value="PO Box 504938"/></div><div>Camp/Commune: <input type="text"/></div><div>Town: <input type="text"/></div><div>Phone: <input type="text"/></div><div>County: <input type="text" value="Samburu"/></div><div>District: <input type="text" value="Samburu East"/></div><div>Date of Birth (dd/mm/yyyy): <input type="text" value="29/05/1953"/>Age: <input type="text" value="61"/>Gender: <input type="text" value="Male"/></div><div>Education: <input type="text" value="Postsecondary"/></div><div>Marital Status: <input type="text" value="Married"/></div><div><div>Save</div><div>Cancel</div></div></div></div></div>		Last Name	First Name	Gender	Date of Birth	Subject Number	National ID	<input checked="" type="radio"/>	St. John	Matthew	M	29/05/1953	AUS798246	
	Last Name	First Name	Gender	Date of Birth	Subject Number	National ID									
<input checked="" type="radio"/>	St. John	Matthew	M	29/05/1953	AUS798246										

On the test order entry page, the **Save** button will be activated.