

KIDS Plus IIS

Patient Search Guide

1. Click on **Patient Search** from the left hand menu.



2. The **Patient Search** screen will appear.
3. Enter your search criteria and click **Search** to find any matching patients. Guidelines:
 - Unique numbers require an exact match.
 - Non-unique fields require two (2) or more fields to be populated.
 - Entering values in multiple fields performs an **“AND”** search.

Patient Search

Enter criteria to search for patients and click "Search" to continue. 

Search Criteria

Patient ID	Identifier Type	Identifier Value		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Last Name	First Name	Middle Name	DOB	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/> 	<input type="text"/>

Birth Info

Mother Last Name	Mother First Name	Mother Middle Name	Mother Maiden Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father Last Name	Father First Name	Father Middle Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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Search tips:

- Provide enough criteria that the number of patients returned in the search is manageable.
 - If no patients return in a search, try more broad search criteria.
 - Enter names as “starts with” search by entering only the first 3 letters of last name and first name with DOB.
 - When the patient has a hyphenated name, search for both last names separately.
 - Verify the patient’s address and/or guardian once inside the patient record.
 - Click **Previous Criteria** to populate the fields with whatever criteria was used in the previous search. Then click Search to search the previous criteria.
4. Select a patient in the search in the results. Do **NOT** use the link from the menu while in the search results screen or you will need to perform your search again.
- Select the radio button left of the patient ID.
 - Then click the information you want to view underneath (example: Immunizations).
 - Or double-click on the patient record to go directly to the **Demographics Screen**.

Search Results - 1 record(s)

ID	Name	Phone	Insurance	VFC	Gender	DOB	
<input checked="" type="radio"/> 9999999	DOE, JOHN 500 S BROAD ST PHILADELPHIA, PA 19147	999-999-9999		5	M	01/01/2001	

Demographics Local IDs Programs Precautions / Contraindications Notes

Events Immunizations Outreach Duplicates

Questions?

Call **215-685-6784**

Email **KIDSRegistry@phila.gov**