

1. Click on Search under Patient from the menu.



2. The Patient Search screen will appear.

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"/>				

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"/>	

3. Enter your search criteria and click “Search” to find any matching patients.

a. Search Guidelines:

- Unique numbers (e.g., Patient ID, SSN) require an exact match
- Non-Unique fields (e.g., Name) require 2 or more fields to be populated
- Entering values in multiple fields performs an “AND” search (i.e., all values must match)

KIDS Plus PATIENT SEARCH

b. Search TIPS:

- i. Provide enough criteria that the number of patients returned in the search is manageable.
- ii. If no patients return in a search, try more broad search criteria.
- iii. Enter names as “starts with” search by entering only the first 3 letters of last name and first name with DOB.
- iv. When the patient has a hyphenated name, search for both last names separately.
- v. Verify the patient’s address and/or guardian once inside the patient record.

- c. Click **“Previous Criteria”** to populate the fields with whatever criteria was used in the previous search. Then click **“Search”** to search on the previous criteria.

4. Select a patient in the search results.

- a. DO NOT use the links from the menu *while in the search results screen* or you will need to perform your search again.

Search Results - 1 record(s)

	ID	Name	Phone	Insurance	VFC	Gender	DOB		
<input type="radio"/>	591070	BELL, TINKER 442 N DISNEY ST PHILADELPHIA, PA 19151			8	F	02/13/2010		

Demographics Local IDs Programs Precautions / Contraindications Notes
Events Immunizations Outreach Events

1. Select the radio button left of the patient ID
2. Click on the screen you want to navigate to (ex. Immunizations, Notes, etc)

OR

Double click on the record to go directly to the Demographics Screen.