

## Finding and Opening a Patient Record

*D-Hconnect automatically maintains a list of patients that receive care from your organization. It is quick and easy to search that list, following the steps below:*

**Step 1: Click the Patient button**

**Step 2: Search the list of patients cared for by your organization by typing a name (Last, First) here and clicking the Search button**

**Step 3: Click the name of the patient you want from the patient list search results.**

You can use partial names in this search (e.g. last name only, or even the first few letters of a name). The system will return a list of matching patients.

There are too many patients on your list to display. Please use the search field above to find your patient.

Have you accessed the patient recently? Click this tab to skip the search and get a list of up to 25 recent patients.

If the list of patients for your organization is relatively short, that list will appear in this space. You can browse the list and select a patient, though it is usually faster to use the search box even if you do see your list.

Note that only a partial name was entered; the system recognized the matches returned below

**Search Results**

Name or MRN: carep

8 patients match the search criteria above.

%	PATIENT NAME ▲	MRN	IDType	Sex
99	CAREPLAN, BIANCA	166		F
99	CAREPLAN, CARTER	172		M
99	CAREPLAN, DENNIS	176		M
99	CAREPLAN, JACE	180		M

**Select**  
Select the highlighted patient

**Cancel**  
Go back and modify search criteria

Search All Patients  
Find a patient who is not on my list

This button can be used to open the patient as well.

If you searched for a partial name and have too many results to scroll through, go back and enter more characters

When you don't find the patient you need through the search you just completed, click here to proceed to do a search of our full patient database

When the patient you are caring for isn't on your organization's list, you can perform a deep search of our patient database and add the patient temporarily after declaring a reason for that action. See the next page for details.

To search all patients, you must provide more information and declare a reason for accessing that patient's records. All accesses are subject to audit. When you complete the steps below, the chart will open.

**Patient Search**

Search My Patients

Search All Patients

When you search for all patients, you must provide more information, and only patients that are close matches will appear in your search results. You cannot search with partial names; enter the full name (with middle initial if you have that), Sex, and Birthdate.

Make this my default

Fill out the required fields to gain access to a patient. Enter the full name as LastName, Firstname MI (e.g. Doe, John M).

**Patient Select**

Name (Last, First): Lemming,Ashlin

Sex: Female

Last 4 digits of SSN: [ ]

Birthdate: 6/3/1990

Required Item Recommended Item

Search Clear

If you have the last 4 digits of the patient's social security number, enter those to increase your odds of finding a match.

**Patient Search**

**Search Results**

Name (Last, First): Lemming,Ashlin

Sex: Female Birthdate: 6/3/1990

2 patients match the search criteria above.

Wt	Patient Name	MRN	Birth Date	Sex	Street Address	SSN
30.00	LEMMING,ASHLIN	3987	6/3/1990	Female	1 First Ave, LEBANON NH 03766-6782	xxx-xx-9510
20.00	LEMMING,ASHLIN	18952	8/24/1990	Female	1 First Ave, LEBANON NH 03766-6782	xxx-xx-5486

If one or more match is found for the information you entered, those results will be presented here, with the highest-scoring match at the top. Carefully review your choices, highlight the patient you want, and click Select.

If you need help finding your patient, please contact your site administrator.

**Select** Select the patient and add to my list

**Cancel** Go back and modify search criteria

**Patient Select Confirmation**

To allow users at your site to access this patient's records, click accept. If you provide the reason "Other" you must provide an explanation in the comment field.

You are required to pick a reason for accessing the patient records before clicking Accept at the bottom of this window; Clicking Accept will add the patient to your list for 90 days.

**Patient Information**

Patient Name: Lemming, Ashlin

Sex: Female

DOB: 6/3/1990

SSN: xxx-xx-9510

**Patient Demographics**

Address: 1 First Ave

Phone: 603-887-6654 (Home)

Reason: Referring Physician

Comment: Dr. Gatling referring to D-H ENT

Please select the groups to which you want to add the patient:

- EHS LINK GROUP [1]
- HARTLAND CLINIC [11000502]

If you pick "Other" as the reason, you must provide an explanation in the comments field.

If your D-Hconnect account has access to more than one patient list, you will be prompted to indicate which list this access is related to.

Accept Cancel