

EMR Web Training Script

Course:	Finding a Patient Chart
Learning Objective:	To learn 5 different ways to search for Patient Charts in the Centricity EMR application
Video Length:	2 minutes, 16 seconds

We have to be able to find patient charts in this electronic system or it is useless to us. In this session you will be shown five ways to find a patient chart.

1. The first way is from the Desktop Appointment Schedule
Choose which patient chart to open and double click on the patient name
This automatically opens to the Patient's Chart Summary.
2. The second way is from inside the patient chart.
The Find Patient button is located just underneath the current Patient's name. Single click this button.
A search venue opens and automatically chooses to search by patient name.
To search by patient name you type last name comma first name without using spaces.
To avoid spelling errors it is recommended you use 3 letters of the last name and three letters of the first name.
For example, to search for patient Bessie Crandell you would use CRA,BES and click the search button.
In most cases you will have more than one choice which is why it is important to have a second indicator such as social security number or date of birth.
Single click the patient you are choosing and click ok
3. A third way to find a patient chart is from the appointment schedule.
Click the appt button
Single click the patient name
Look in the bottom left corner to verify that is the correct patient
And click the Open Chart button

4. The fourth way we will learn to find a patient chart from anywhere in the EMR by using your keyboard to click the control key simultaneously with the F key. (As seen below)



To search by patient name you must use last name comma first name without spaces and using three letters of each name.

Kevin Gelner would be GEL,KEV

Click search

Single click the patient name and click ok

5. A fifth way to find a patient chart is called the Hotlist.

There is a small arrow to the right of the chart button.

Clicking it will show a list of the last ten patient charts you have opened.

Highlight and single click the patient name to open the chart.