

Customizing Patient Search Filters and Columns

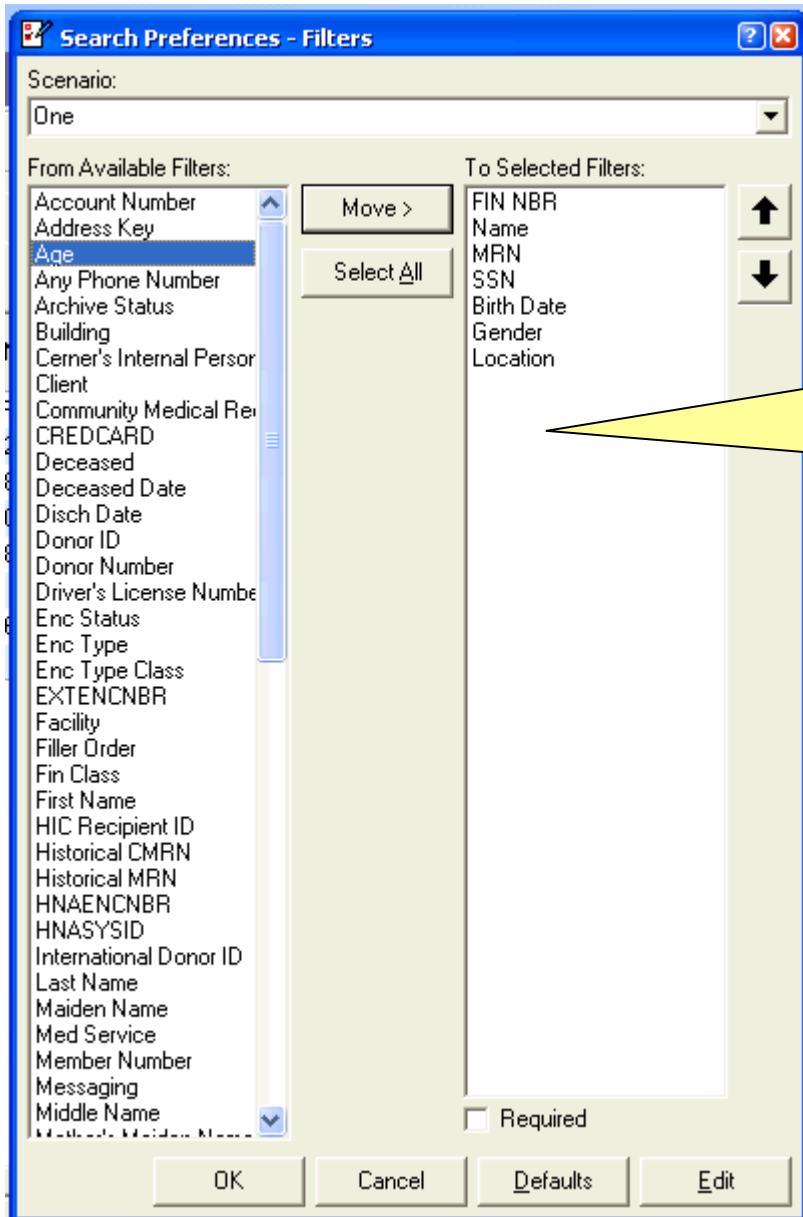
1. To customize the Patient Search feature, click on the **binoculars icon** to open the Patient Search window.

| MRN | FIN | VIP Code | Name | Age | DOB | Sex | Admitting Physi |
|---------------|----------|----------|------------------------|----------|-----------|--------|------------------|
| 00-00-00-03-3 | TEMP708 | | test, testy | 37 years | 11/9/1971 | Female | |
| 00-95-08-63-5 | 13372177 | | ZTEST, CERNERTEST ONLY | 36 years | 7/10/1972 | Male | |
| CRH000777772 | 77708301 | | ZTEST, FUSION | 49 years | 4/5/1960 | Female | General Medicine |
| 00-93-00-02-3 | 12450587 | | ZTEST, IDX | 29 years | 1/1/1980 | Female | Cardiology |

2. To change the order of the search filters, **right-click** in the search panel to open a menu.

3. From the menu, select **Customize Filters...**

- Customize Filters...
- Set Filter Values...
- Customize Person Results...
- Customize Encounter Results...
- Limit Encounter Results...
- Customize All Options
- Phonetic Search
- ✓ Assume Wildcards
- ✓ Search On Any Name



4. The selected filters are shown on the right. Select additional filters from the *Available Filters* column by clicking once on the name of the filter. Move the selected filter to the *Selected Filters* column by clicking on the <Move button.

Search Preferences - Filters

Scenario: One

To Available Filters:

- Account Number
- Address Key
- Any Phone Number
- Archive Status
- Building
- Cerner's Internal Person
- Client
- Community Medical Re
- CREDCARD
- Deceased
- Deceased Date
- Disch Date
- Donor ID
- Donor Number
- Driver's License Numbe
- Enc Status
- Enc Type
- Enc Type Class
- EXTENCNBR
- Facility
- Filler Order
- Fin Class
- First Name
- HIC Recipient ID
- Historical CMRN
- Historical MRN
- HNAENCNBR
- HNASYSID
- International Donor ID
- Last Name
- Maiden Name
- Med Service
- Member Number
- Messaging
- Middle Name
- Mother's Maiden Name

From Selected Filters:

- FIN NBR
- Name
- MRN
- SSN
- Birth Date
- Gender
- Location
- Age

Required

OK Cancel Defaults Edit

5. The newly added filter appears at the bottom of the list. To change the order of the *Selected Filters*, click on a filter in the list on the right and use the arrow buttons to move the filter to a different place on the list.

6. Click the **OK** button to complete the changes.

7. To change the columns visible in the top portion of the *Patient Search* window, right-click in the *Patient Search* window to open a menu.

Patient Search

Name: ztest

FIN NBR:

MRN:

SSN:

Birth Date:

Gender:

Location:

Search Reset

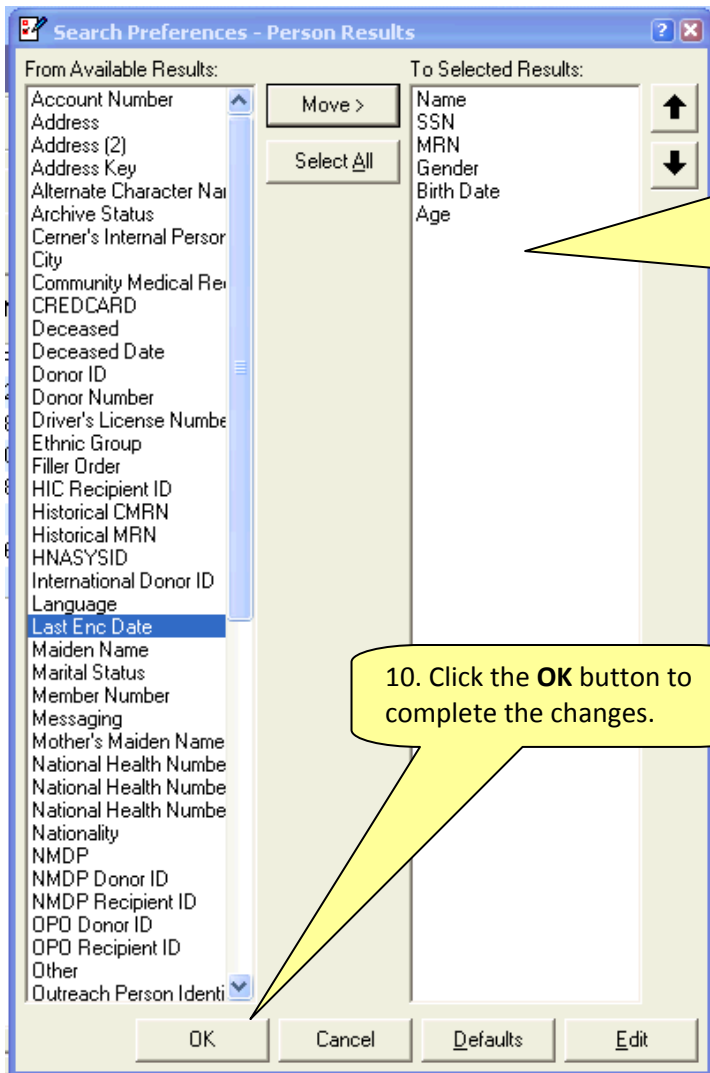
| Name | SSN | MRN | Gender | Birth Da |
|------------------------|-----------|--------------------------------------|--------|----------|
| ZTEST, ALAN ALDA | 428966523 | S999999; E999999 | Male | 2/10/19 |
| ZTEST, APE | 453009922 | 01-22-94-39-5; E171040; CRH000399791 | Male | 5/23/19 |
| Ztest, Ape | | | | |
| ztest, ape, | | | | |
| ZTEST, CERNERTEST ONLY | 833430798 | 00-95-08-63-5; CRH000311837 | Male | 7/10/19 |
| ZTEST, DALLAS | | S021666; 99-99-99-99-3 | Male | 1/1/19E |
| ZTEST, EVENING STAR | 366906798 | 99-99-99-99-2; T031136 | Female | 10/5/19 |
| ZTEST, FOURUPGRADE | 123456543 | 01-18-95-57-3 | Female | 5/28/19 |
| ZTEST, FOURUPGRADE | | 01-19-14-57-8 | Female | 5/28/19 |

No encounters found.

- Customize Filters...
- Set Filter Values...
- Customize Person Results...
- Customize Encounter Results...
- Limit Encounter Results...
- Customize All Options
- Phonetic Search
- Assume Wildcards
- Search On Any Name

Cancel Preview...

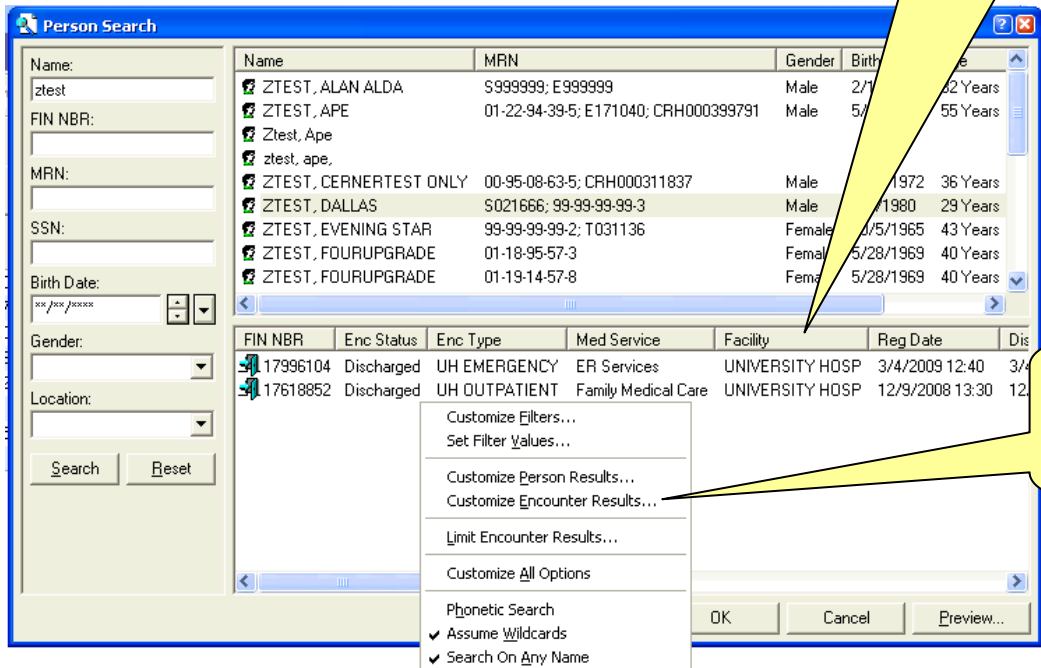
8. Select **Customize Person Results...** from the menu.



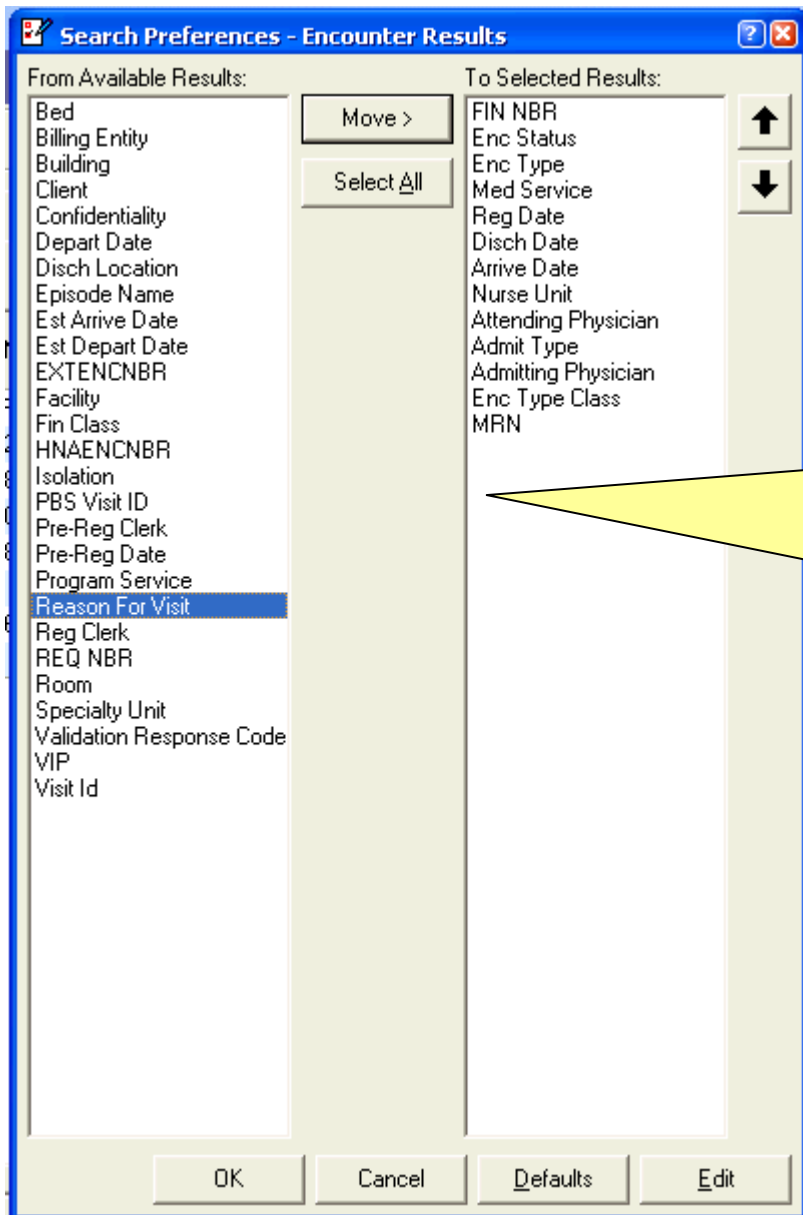
9. The selected results for the column headings are shown on the right. Select additional column headings from the *Available Results* column by clicking once on the name of the result. Move the selected result to the *Selected Results* column by clicking on the <Move button.

10. Click the **OK** button to complete the changes.

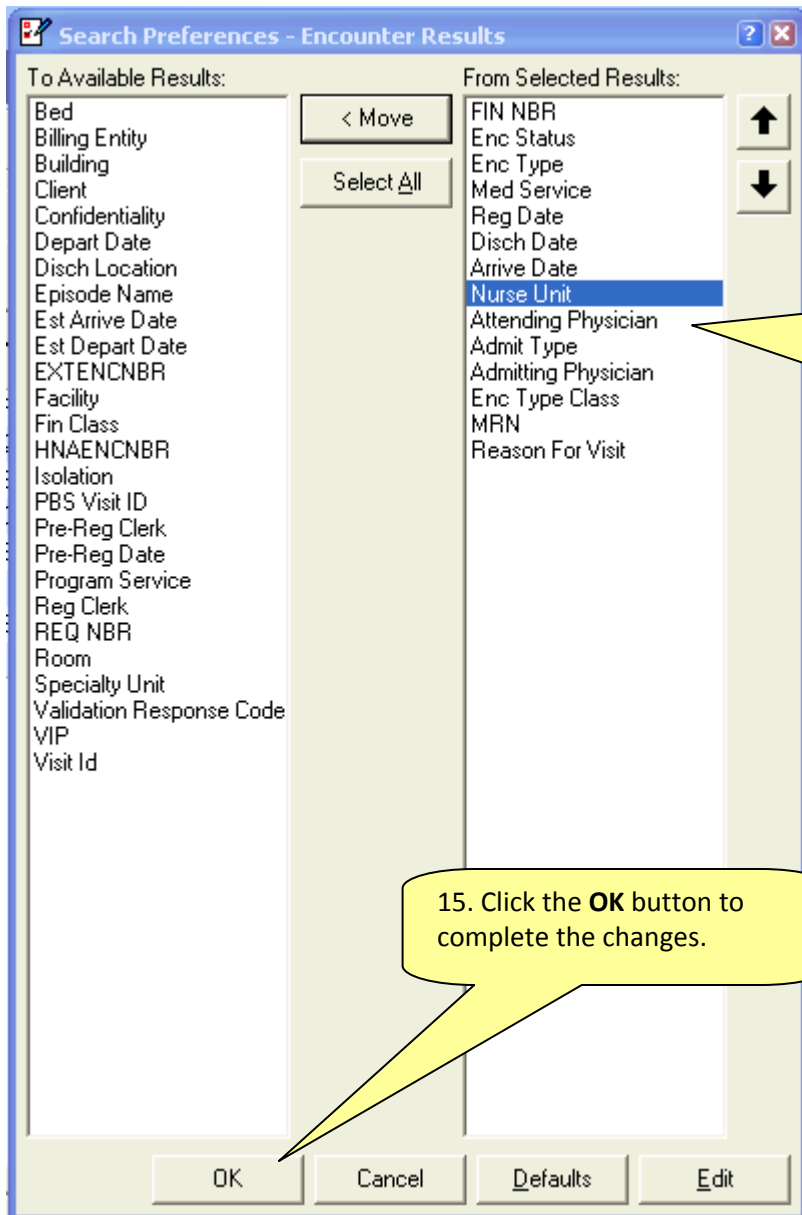
11. To change the columns visible in the bottom portion of the *Patient Search* window, right-click in the *Patient Search* window to open a menu.



12. Select **Customize Encounter Results...** from the menu.



13. The selected results for the column headings are shown on the right. Select additional column headings from the *Available Results* column by clicking once on the name of the result. Move the selected result to the *Selected Results* column by clicking on the <Move button.



14. To remove a column, select a column heading from the *Selected Results* column by clicking once on the name of the result. Move the selected result to the *Available Results* column by clicking on the <Move button.

15. Click the **OK** button to complete the changes.