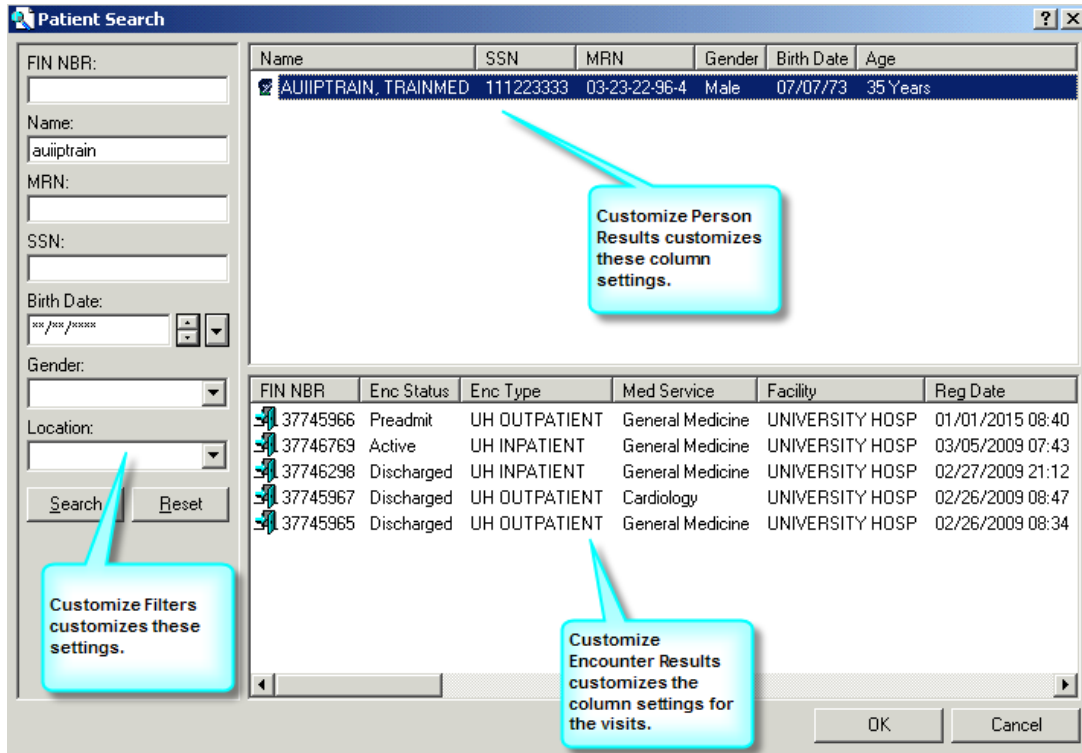


Patient Search for Blood Bank – Changing the Filters

Changing the Filters on the Patient Search Window

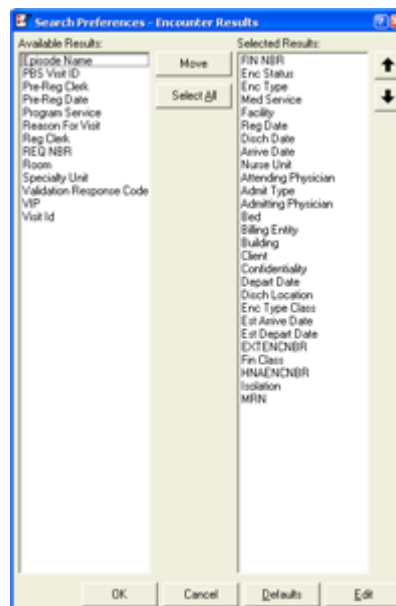
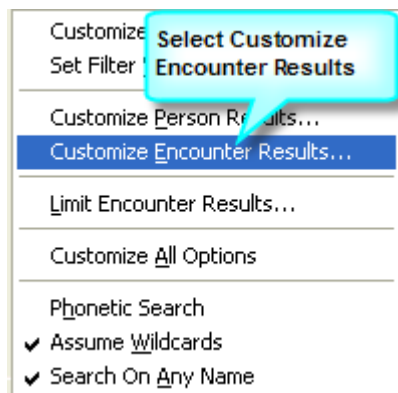
The Patient Search window has 3 different types of filters. This handout will show you how to change the filters so it is easier to find the correct visit when you dispense the product and the order form is not available with the visit (FIN) number.

- Customize Filters (customizes the settings in the left hand column)
- Customize Person Results (customizes the settings in the upper panel where the patient name appears)
- Customize Encounter Results (customizes the settings in the lower panel where the visits appear)

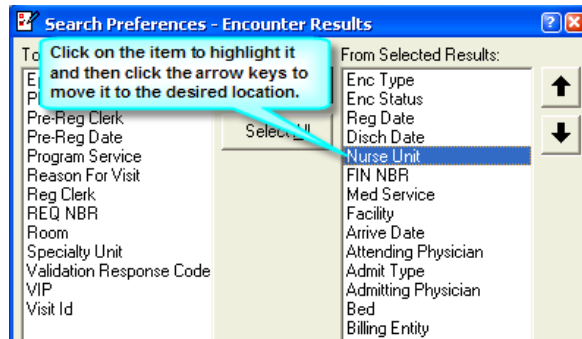


Customize Encounter Results (customizes columns in lower panel of window)

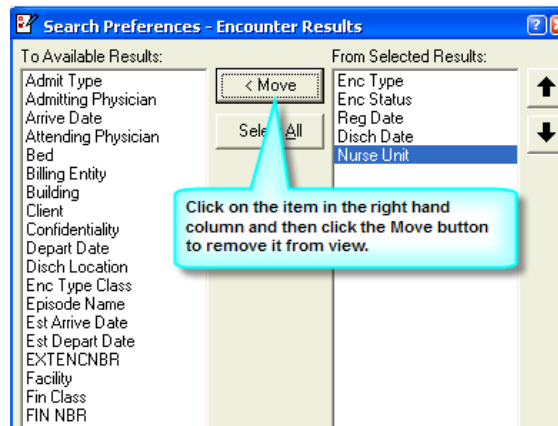
1. Right click in the lower panel. A menu appears.
2. Select **Customize Encounter Results**. A *Search Preferences – Encounter Results* window will appear.



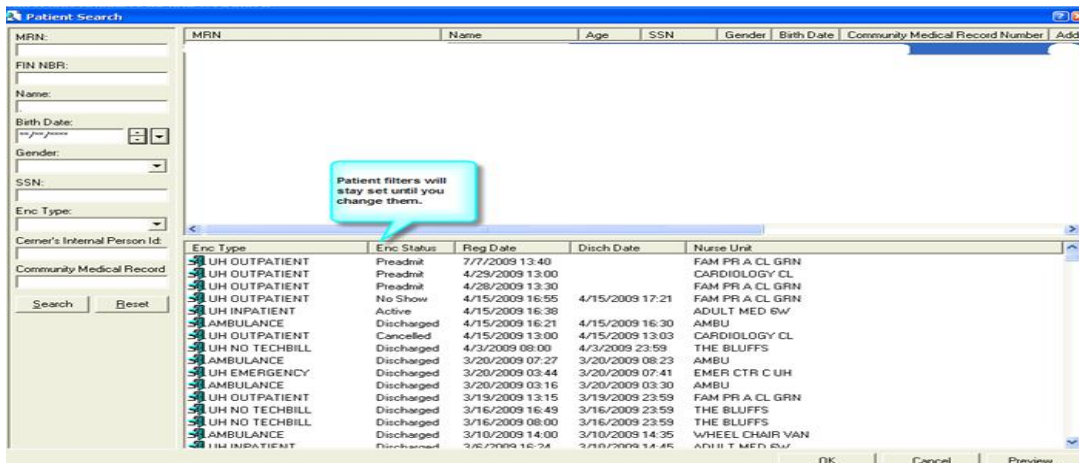
3. Click on the item in the *Selected Results* column to highlight it. Then click on the arrows on the right to move it up or down to the desired location.
 - a. A suggested order for Blood Bank is:
 - i. Enc Type
 - ii. Enc Status
 - iii. Reg Date
 - iv. Disc Date
 - v. Nurse Unit



4. Click on the item in the *Selected Results* column to highlight it. Then click the move button on that item only to take remove the column heading completely. To retrieve the column heading, click on the item in the *Available Results* column and click the Move button to move it to the *Selected Results* column.

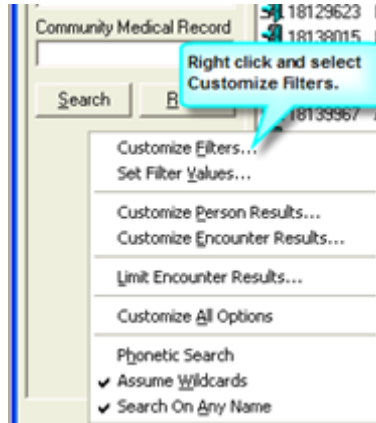


5. Click **OK** when you have moved the items to the desired locations. Filters will stay on your user id unless you change them.

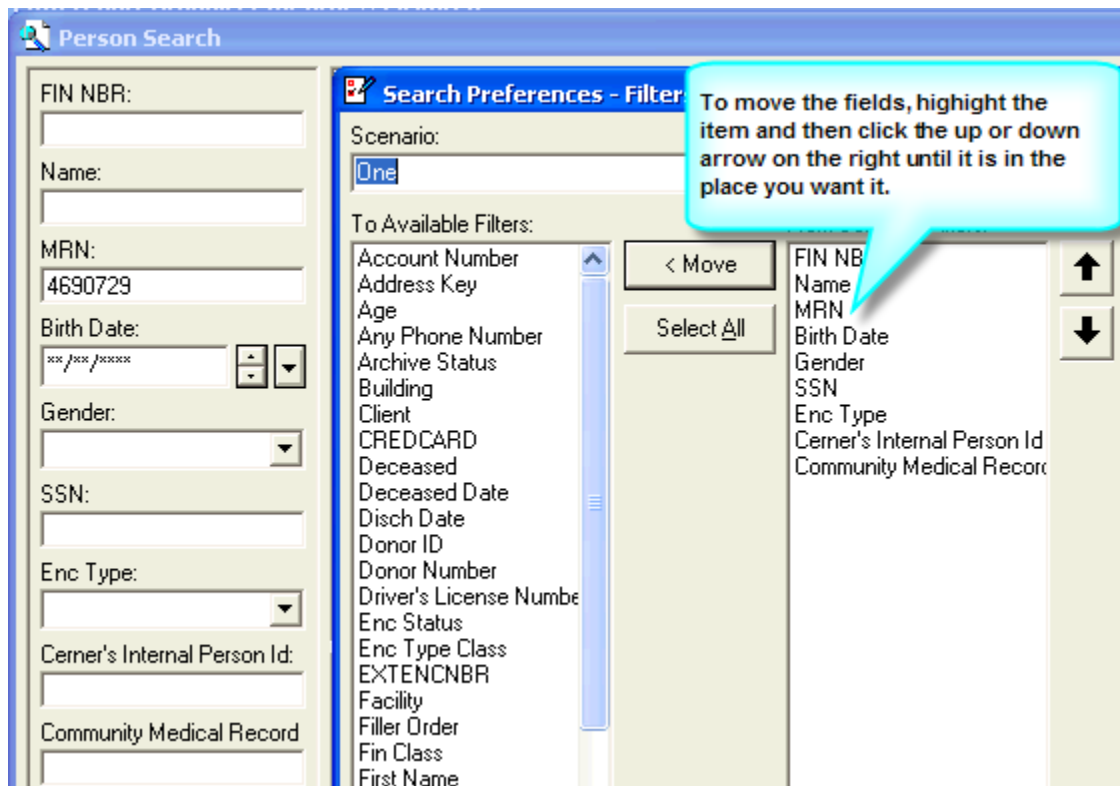


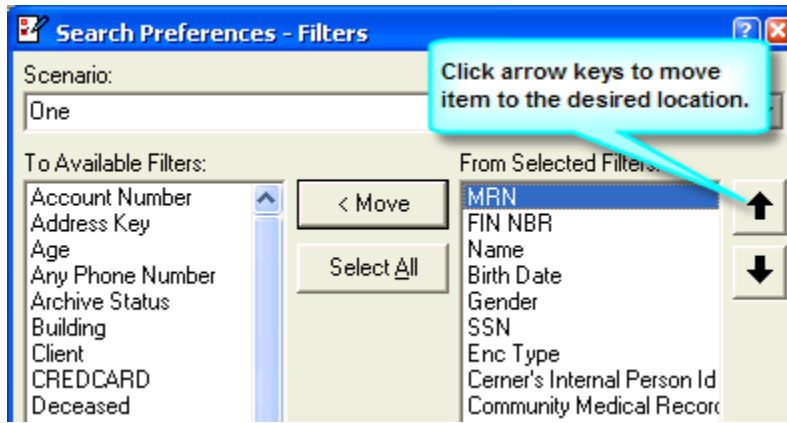
Customizing Filters (customizes filters in left hand column)

1. Right click in the lower panel. A menu appears.
2. Select **Customize Filters**. A window will appear that allows you to move the fields to the desired locations.



3. Click the item in the From Selected Filters column to highlight it (e.g. MRN). Then click the up or down arrow keys to the right to move the item (e.g. MRN) to the desired location).





4. Click **OK** when you have the items in the desired places. The filters will stay on your user id until you change them.

