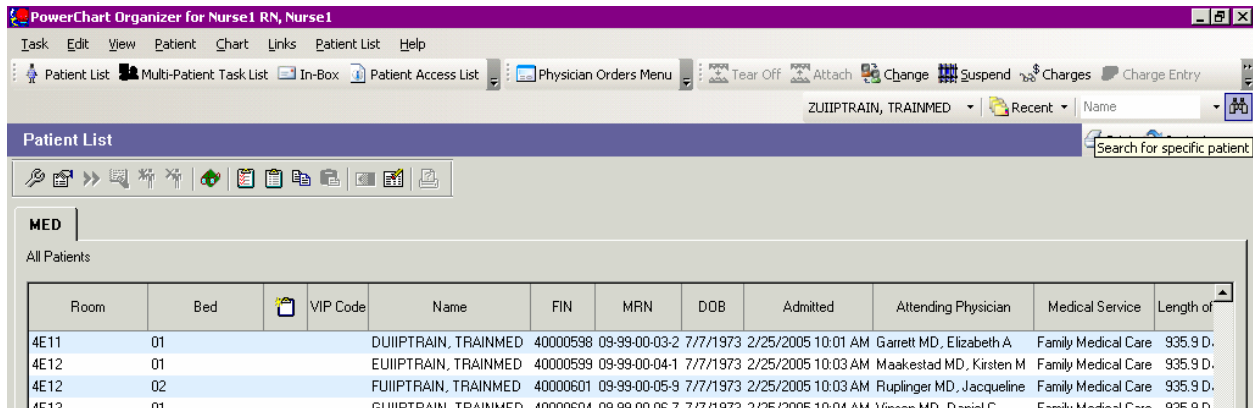


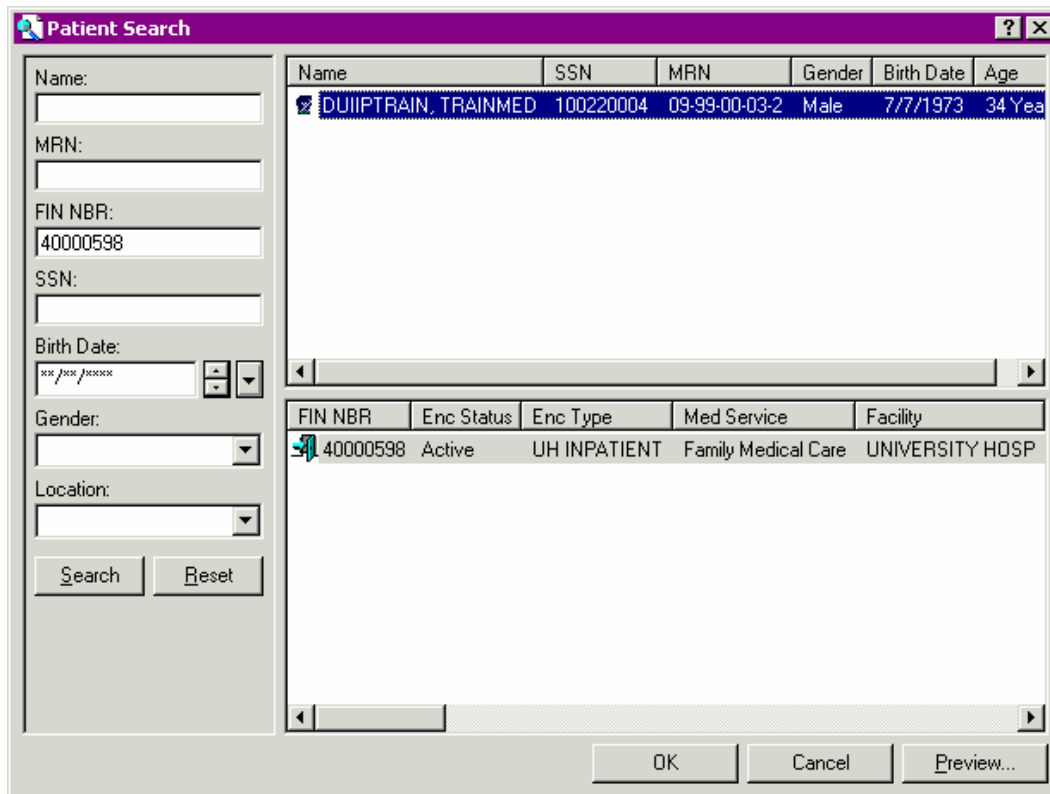
## Using Patient Search Feature

To search for a patient using the **Search for specific patient**:

1. Log into PowerChart.
2. Click the **Search for specific patient** button (looks like binoculars). The *Patient Search* window appears.



3. Type in the **Fin NBR**: (this is also known as the visit number or encounter number. This will limit your search to the specific visit you are looking for so your documentation will appear on the correct visit when you open the patient's chart.



4. Click **OK**. This action will open the patient's chart to the appropriate visit.

If you open the **Search for specific patient** window and search by name or MRN make sure you **choose the appropriate visit before clicking OK**. If you don't choose the appropriate visit:

- Your documentation may appear on the wrong visit (e.g. a visit on another inpatient unit or in another clinic). This impacts the ability to find the information later.
- It impacts billing because the documentation may appear on the wrong visit.

The screenshot shows a 'Patient Search' window with search criteria on the left and a list of patient visits on the right. The search criteria include Name (duiiptrain, trainmed), MRN, FIN NBR, SSN, Birth Date, Gender, and Location. The list of visits includes columns for FIN NBR, Enc Status, Enc Type, Med Service, Facility, Reg Date, and Disch Date.

Name	SSN	MRN	Gender	Birth Date	Age
DUIIPTRAIN, TRAINMED	100220004	09-99-00-03-2	Male	7/7/1973	34 Years

FIN NBR	Enc Status	Enc Type	Med Service	Facility	Reg Date	Disch Date
40000727	Preadmit	UH OUTPATIENT	Family Medical Care	UNIVERSITY HOSP	2/25/2010 10:40	
40000598	Active	UH INPATIENT	Family Medical Care	UNIVERSITY HOSP	2/25/2005 10:01	
40000220	Discharged	UH OUTPATIENT	Family Medical Care	UNIVERSITY HOSP	2/20/2005 06:18	2/20/2005 0
40000249	Discharged	UH OUTPATIENT	Family Medical Care	UNIVERSITY HOSP	2/22/2002 06:35	2/22/2005 0