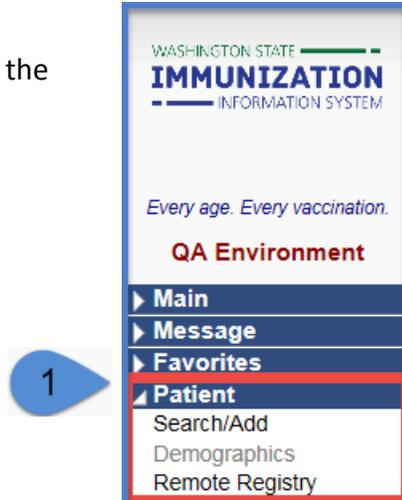


How to Search for a Patient:

1. Using the Navigation Menu, click *Search/Add* under the **Patient** menu heading.
2. Enter the search criteria using the tips below.
3. Click **Search** or press **Enter**.



Search Tips:

There are several ways to search for patients, including:

- ◆ Patient’s first name, last name, and birth date.
- ◆ First initial of the patient’s first name and birth date.
- ◆ First initial of the patient’s last name and birth date.
- ◆ Patient’s first and last names without the birth date.
- ◆ Chart number – if the patient’s chart number has been entered on the Patient’s Demographic screen, it is possible to search for the patient by entering the chart number in to the Chart Number field.

2

Patient Search [Click here to use the 'advanced' search](#)

First Name or Initial: <input type="text" value="test"/>	WIC ID: <input type="text"/>	Clear Code: <input type="text"/>
Last Name or Initial: <input type="text" value="patient"/>	Chart Number: <input type="text"/>	ACS Key Line/Serial No: <input type="text"/>

Family and Address Information:

Guardian First Name: <input type="text"/>	Mother's Maiden Name: <input type="text"/>
Street: <input type="text"/>	
City: <input type="text"/>	State: <input type="text" value="Select..."/>
Zip Code: <input type="text"/>	Phone Number: <input type="text"/>
Country: <input type="text" value="United States"/>	

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

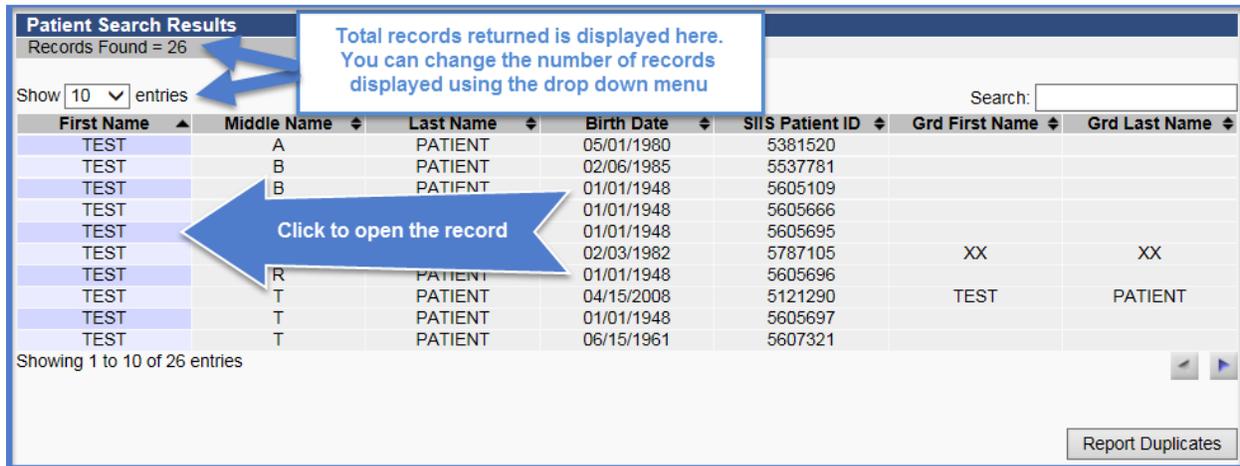
Check here if adding a new patient.

3

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- Click on the patient in the search results to view the patient’s demographic information.



Patient Search Results
 Records Found = 26

Show entries

Search:

First Name	Middle Name	Last Name	Birth Date	SIS Patient ID	Grd First Name	Grd Last Name
TEST	A	PATIENT	05/01/1980	5381520		
TEST	B	PATIENT	02/06/1985	5537781		
TEST	B	PATIENT	01/01/1948	5605109		
TEST			01/01/1948	5605666		
TEST			01/01/1948	5605695		
TEST			02/03/1982	5787105	XX	XX
TEST	R	PATIENT	01/01/1948	5605696		
TEST	T	PATIENT	04/15/2008	5121290	TEST	PATIENT
TEST	T	PATIENT	01/01/1948	5605697		
TEST	T	PATIENT	06/15/1961	5607321		

Showing 1 to 10 of 26 entries

- Refer to the Vaccination Quick Reference Guide ([DOH 348-382](#)) for steps to view a patient’s immunization history.



Other Tips:

- ◆ All children born in Washington State are automatically put into the IIS via the birth record system.
- ◆ Enter birth dates as a string of numbers (ie: 05082005 or 050805 for May 5, 2008).
- ◆ The maximum number of search results is 250 records. If you do not see your patient, redefine the search criteria and search again.
- ◆ Be sure to report duplicate records if you find them. Refer to [DOH 348-536](#) to learn how to report duplicate records.

For questions, contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov

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