

Patient Lookup

Overview

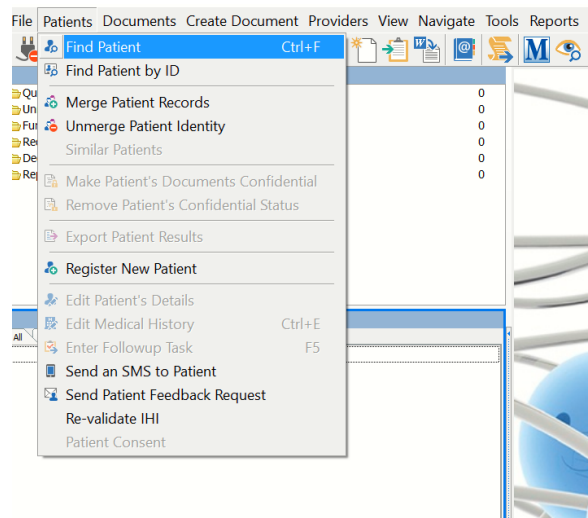
- 1 Overview
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This guide explains how to look up patients and view their details within the Medical-Objects Explorer (Meridian).

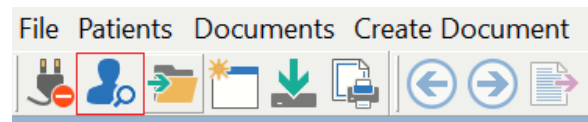
If you require any assistance with the installation or configuration, or if you have any questions, please contact the Medical-Objects Helpdesk on (07) 5456 6000.

Looking up Patients

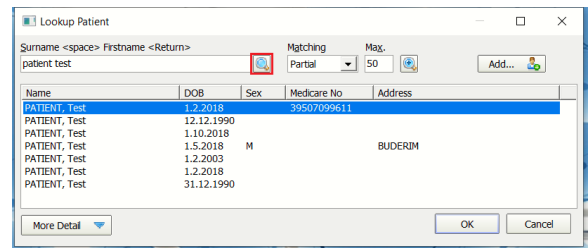
- 1. Open the look up patient dialog by clicking the **Patients** menu and selecting **Find Patient**.



- 2. You can also open this by selecting the **Find Patient** icon or using the shortcut **Ctrl + F**.



- 3. To search for a patient, type any part of the patient's name. It is recommended that the few letters from both the surname and the first name are used when searching to allow for potential variations in spelling. Press **Enter** to search, or click the **Magnifying Glass** icon next to the patient's name.



- 4. The Explorer client can also search based on a number of fields, located under the **Matching** section. By default it is set to **Partial**.

Each of the **Match Types** is listed below, as well as the applicable keyboard shortcuts:

Partial – The results will include name where the request is partially included in the result

Exact – The results will match the spelling exactly: **Alt + Shift + Enter**

Soundex – A phonetic algorithm is used to return results that sound like the request: **Alt + Enter**

Lab Number – **Shift + Enter**

Exact ID – **Ctrl + Alt+ Enter**

Partial ID – **Ctrl + Enter**

- Clicking the **Advanced** button (see below) will allow for a more detailed search.

Here you can also search for their **ID**, **Middle Name**, **Sex** and **Date of Birth**.

- Once the patient names are displayed, you will be able to select one by moving the mouse over a patient name. You can select the **More Detail** button to display further patient information.
- Once you have found the patient, their chart will be displayed in the **Available Results** box and the most recent document will be displayed on the right hand side of the screen.