

Searching Patient Records

Background:

The purpose of this document is to assist healthcare practitioners with finding patient records that may already exist in PhilaVax. This is beneficial to the practitioner, the patient, and PhilaVax, because it will allow for the most complete patient record, reduce duplicate records and decrease time spent locating historical immunization history.

Use this guide to search for patients and view their immunizations in PhilaVax. If you have any questions, reach out to philavax@phila.gov.

Use:

If a patient has a Philadelphia address or has been vaccinated in Philadelphia previously, they likely have a record in PhilaVax.

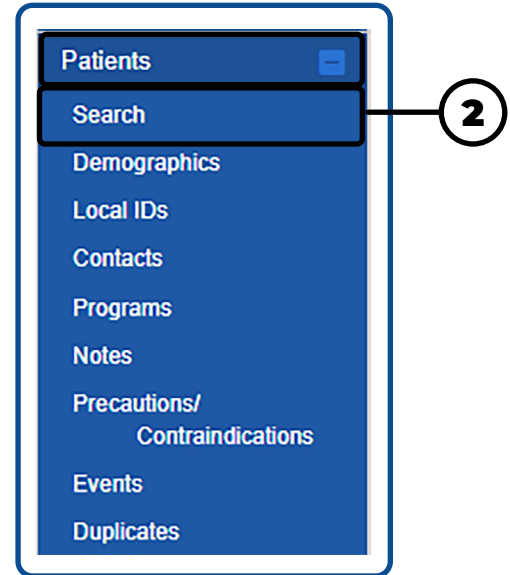
When searching for a patient record in PhilaVax that meets the above criteria but the search yields no results, try some of the tips listed below.

Search by Criteria Tips:

- Search by the first three letters in the last name and D.O.B. (this will result in wider results, allowing individuals to identify duplicates).
- Search by the first three letters in the first name and D.O.B. (this will result in wider results, allowing individuals to identify duplicates).
- Search patient's full first name, full last name, and D.O.B.
- For uncommon names, search by complete last name and complete first name.
- Search by PhilaVax patient ID (this will result in most narrow results).
- If multiple results return, review demographic information to select the correct patient. This can include address, phone number, email address, or mother's maiden name.
- If a patient has a hyphenated name, try to search with the full name first. If this doesn't yield results, enter each last name individually to search for a result.
- If you identify that a patient has multiple records, please submit a [Patient Update Request Form](#) with the PhilaVax records that need to be merged.

Steps for Completing Patient Search:

1. Log in to PhilaVax using your personal username and password.
2. Navigate to the lefthand blue navigation panel and click **Patients**, then, click **Search**.



3. On the Patient Search screen, enter the first three letters of the patient's last name, first three letters of the first name, and date of birth (DOB).
4. Click **Search**.

The 'Patient Search' form contains several input fields. The 'Last Name' field contains 'TES', the 'First Name' field contains 'PAT', and the 'DOB' field contains '08/08/1994'. A circled number '4' is connected to the 'Search' button at the bottom right of the form.

5. Verify that the name and DOB are correct, then click **demographics** to view the patient's chart. You have now successfully searched for a patient!

ID	Name	Phone	Insurance	VFC	Gender	DOB	Patient Icons	Audit	Actions
2898145	PATIENT, TEST 1234 ANYWHERE ST PHILADELPHIA, PA 12345			5	FEMALE	08/08/1994			5 DEMOGRAPHICS