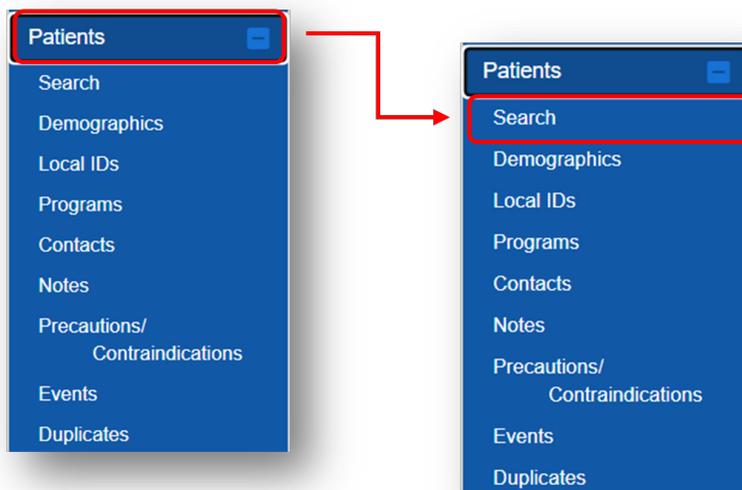


PhilaVax 101 : Patient Search Guide

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

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**.



Form fields and values:

- Patient ID: [Empty]
- Identifier Type: [Dropdown]
- Identifier Value: [Empty]
- Gender: [Dropdown]
- Last Name: TES
- First Name: PAT
- Middle Name: [Empty]
- DOB: 08/08/1994
- Mother's Last Name: [Empty]
- Mother's First Name: [Empty]
- Mother's Middle Name: [Empty]
- Mother's Maiden Name: [Empty]
- Father's Last Name: [Empty]
- Father's First Name: [Empty]
- Father's Middle Name: [Empty]
- Tags: [List]

Note: Hold the Ctrl key to select or deselect multiple items.

Search Button: [Search]

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	123-456-7890		5	FEMALE	08/08/1994		?	DEMOGRAPHICS