Searching for a Patient in NBS
September 2022

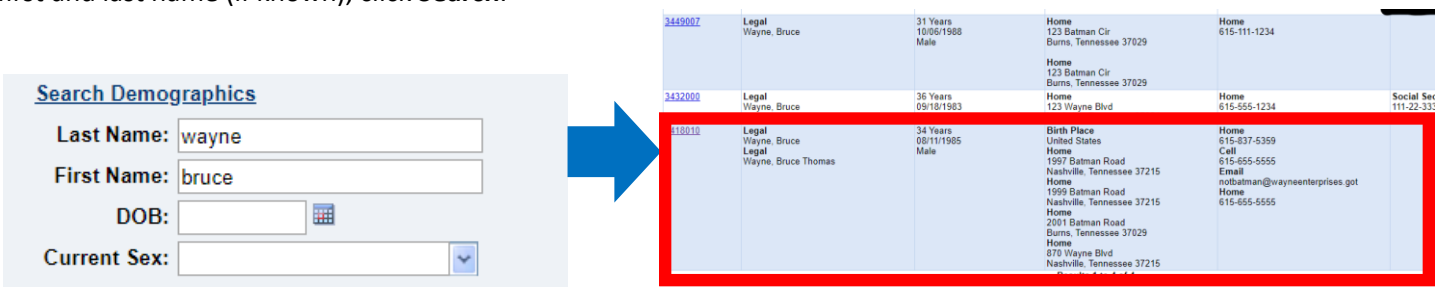
This serves as a quick guide for conducting patient searches within the NEDSS base system (NBS).

You can search via multiple methods:

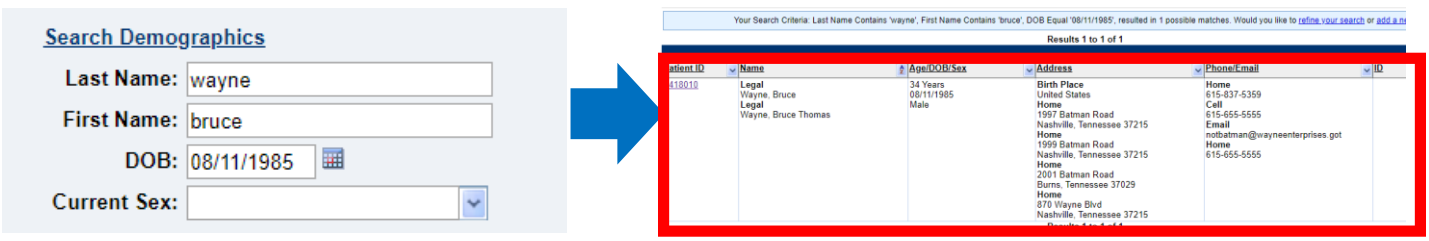
1. **Search Demographics:** Name, date of birth, current sex
    a. To be avoided if another search method is available, as this is the most time consuming
2. **Search Identifiers:**
    a. **Event IDs:** Accession number, Lab ID (OBS########TN01), Investigation ID (CAS########TN01), etc.
    b. **Patient IDs:** 7 digit number, also found in reports as (PSN########TN01)
3. **Advanced Search:** advanced demographics (address, city, zip) or by EVENT (lab report or investigation)

Searching by Demographics

When search by patient name/demographics, “fuzzy” logic (using only partial spellings of the first and last name) can be used to account for name misspellings, data entry errors, etc. To improve search efficiency, search by the patient’s full first and last name (if known), click **Search**.



If the patient does not appear in the system by name only, then try searching by the date of birth.

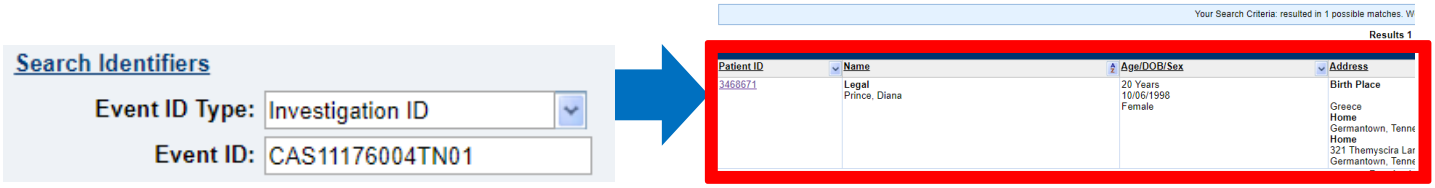


Searching by Identifiers

Even better for search efficiency is to search by any identifiers you have on the patient.

Event IDs

Select the down arrow beside **Event ID Type** and select the identifier to search by. A new text box will open below the dropdown for you to enter the identifier. Enter the entire ID, like the Investigation ID (CAS########TN01) or Lab ID (OBS########TN01), to search. Click **Search**.



Event ID types:

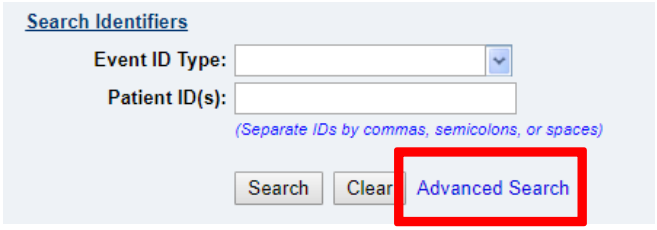
- Lab Accession Number ID
- Investigation ID
- Lab ID
- Morbidity Report ID
- State Case ID (helpful for COVID patients)

Patient IDs

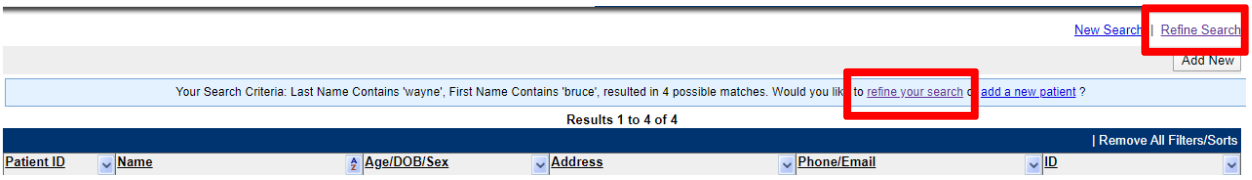
If you have a PSN number (PSN########TN01), **omit the PSN1 and TN01**, and only enter the 7 numbers in between and click **Search.** For example, for the Patient ID of PSN12345678TN01, search by **2345678**.

Advanced Search

More advanced search functionality is available by clicking on **Advanced Search** beside Search and Clear.

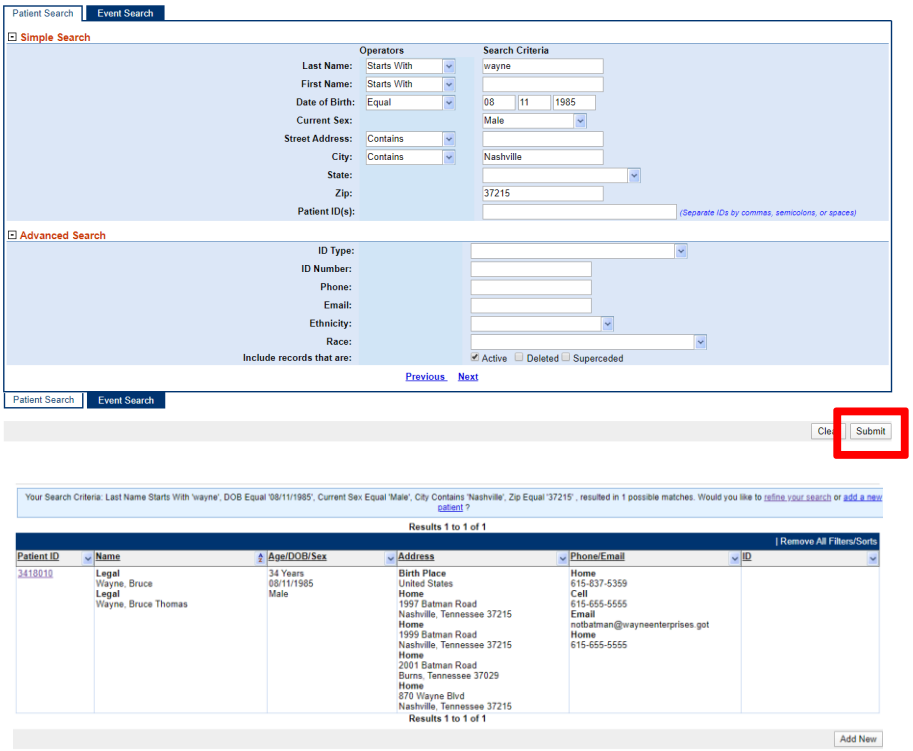


You can also access this functionality from your first "basic" search result page by clicking **Refine Search**

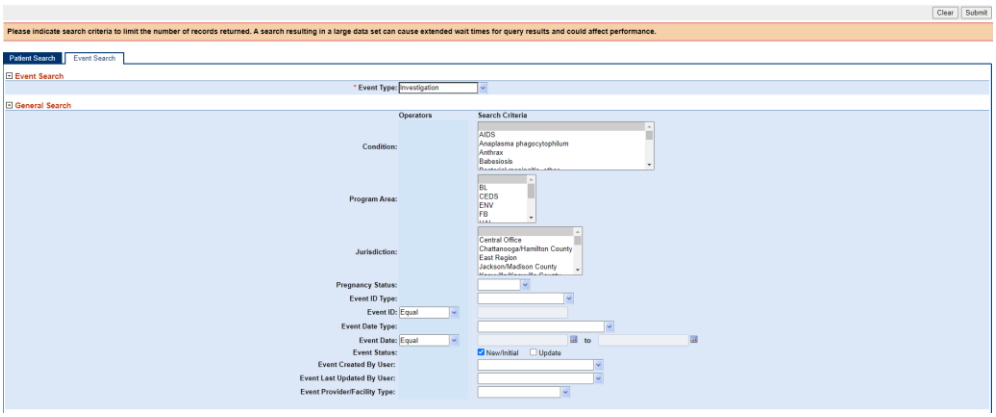


A Patient Search and Event Search tab will become available for additional criteria.

The **Patient Search** feature allows you to search for the patient with additional demographics; this would be helpful if you suspect a misspelling in the name. Enter in the information you have and click **Submit.**



You may use the **Event Search** feature to search for Lab Reports or Investigations for your jurisdiction in real time but use caution! **This can only return ~100 results at a time; if your search parameters are "wide", you may not pull all records you expect.** For full instructions on event searches, please see the NBS user guide.



You can also access this search from the **Data Entry** menu by clicking Patient:

If you have additional questions or if you identify matching patients that need to be merged, please contact CEDS.Informatics@tn.gov.