HC Standard Patient Tracking: Search for a Patient

Follow existing procedures to access *TEMARR Systems Links*. After logging into *HCS Patient Tracking*, follow the steps outlined below to *search* for patients received at your facility. The procedures outlined within this document are specific to your role; therefore, not all fields and actions buttons seen apply to your task, and are **NOT** discussed.

HOW TO…	
Steps	**Screen**
Step 1: Click on the Workspaces navigational tab.	
Step 2: Click on your facility from the dropdown menu. **Note:** Select [REGION] Training if training exercise **OR** Systemwide Incident if the exercise is outside of your facility.	
Step 3: Click on your *facility* from the *MATRICES* options. **Note:** Use the *Systemwide Patient View* option if you are unable to locate the patient using your facility patient matrix.	
Sorting and *Filters* dropdown menus provide an array of measures to assist with patient searches. These measures allow refined, efficient searches of patients within the selected matrix. **Step 4:** Click the **Sort and Filter** button dropdown arrow.	
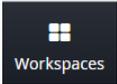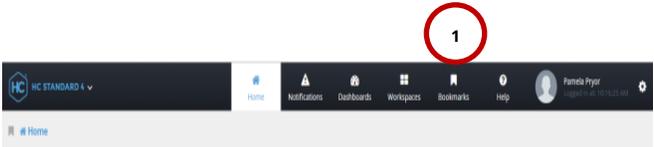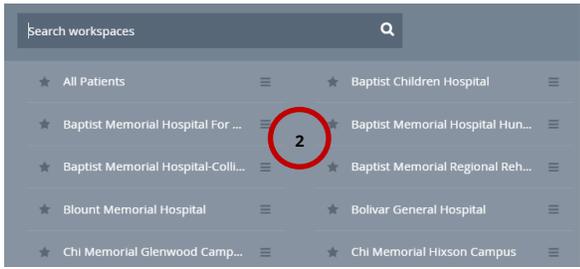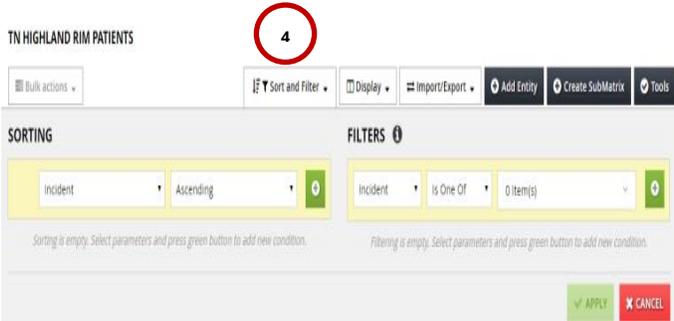
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HOW TO...continued	
Steps	**Screen**

Step 5:

Select the desired *Sorting* **OR** *Filters* options from the dropdown menu.

When using filters you must also select a Filter Type (middle unnamed field) option from the dropdown.

a. Select the desired measure option from the first (unamed field) dropdown.
b. Select the filter type option from the dropdown.
c. Type the measure criteria in the third unamed field. *Some filter types will provide options for selection, such as Incident.*
d. Click on the green **Plus sign** button to add the filter.
e. Click on the **APPLY** button activate the search **OR** click **CANCEL** button to cancel the filter search **OR** click the **CLEAR ALL** button to clear all fields to start a new filter OR click the **X** button to the right of the filter line to remove that filter.

Result: Filter results display on the Patient Data Results Grid.

Note: **AND OR** buttons display above the filter fields when two or more measures are searched. This is an additional option to compound filter measures to search for a patient. For example, when you select the **OR** button you can search a selected measure separately or you can search multiple mesaure criteria together by selecting the **AND** button.
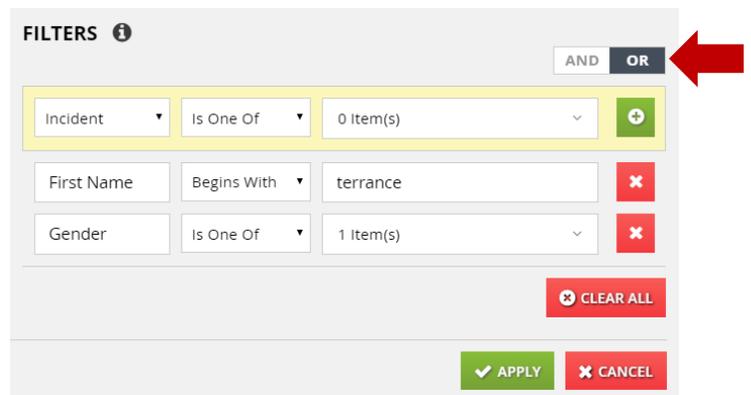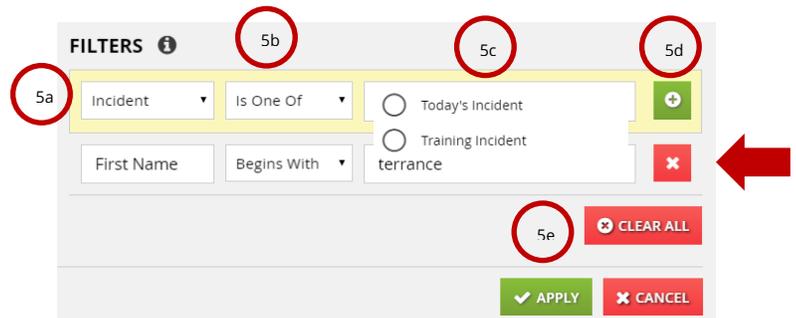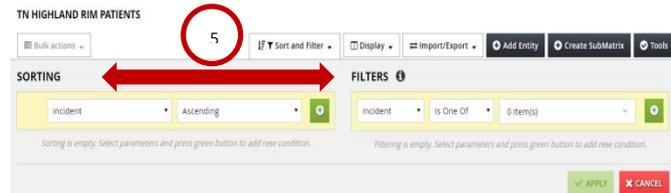
Tip: Number of filters.

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Things to Remember….

DID YOU KNOW?

- Breadcrumbs at the top of screen provide you with a path of your previous navigation up to the present screen.
- Regional Admins are available to help you.
- An error message will display in bold **red** at the bottom of the screen if the "filter measure" criteria field is incomplete; you will **NOT** be able to save the record and move forward until you resolve the error.
- Help is at your fingertips: Call HC Technical Support at 866-242-4035 **OR** submit a TEMARR Customer Service Request Ticket here.