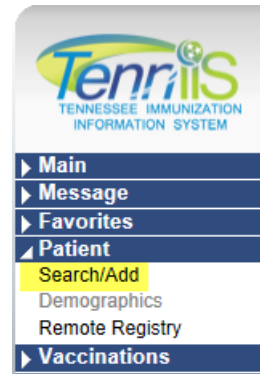


Quick Reference Guide Patient Search, Add, and View

Search for a Patient

- 1) Using the Navigation Menu, click on the **Patient** Menu Heading.
- 2) Click **Search/Add**.
- 3) Enter the search criteria using the tips below.
- 4) Click Search or press Enter.
- 5) Select the patient from the search results to view the patient's demographic information (See *Patient Search Screen* diagram).
- 6) Check the "Viewing, Adding, and Editing Vaccinations" Quick Reference Guide for steps to view a patient's vaccination history.



Search Tips:

Try searching by:

- Patient's first name, last name, and birth date.
- First initial of first name and birth date.
- First initial of last name and birth date.
- First and last name without birth date.
- Wildcard "%" or "_" and birth date.

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	<input type="text"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text"/>	Chart Number:	<input type="text"/>
		Organization Medical ID:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="Select..."/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>
<p>Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.</p> <p><input type="checkbox"/> Check here if adding a new patient.</p>			
			<input type="button" value="Clear"/> <input type="button" value="Search"/>

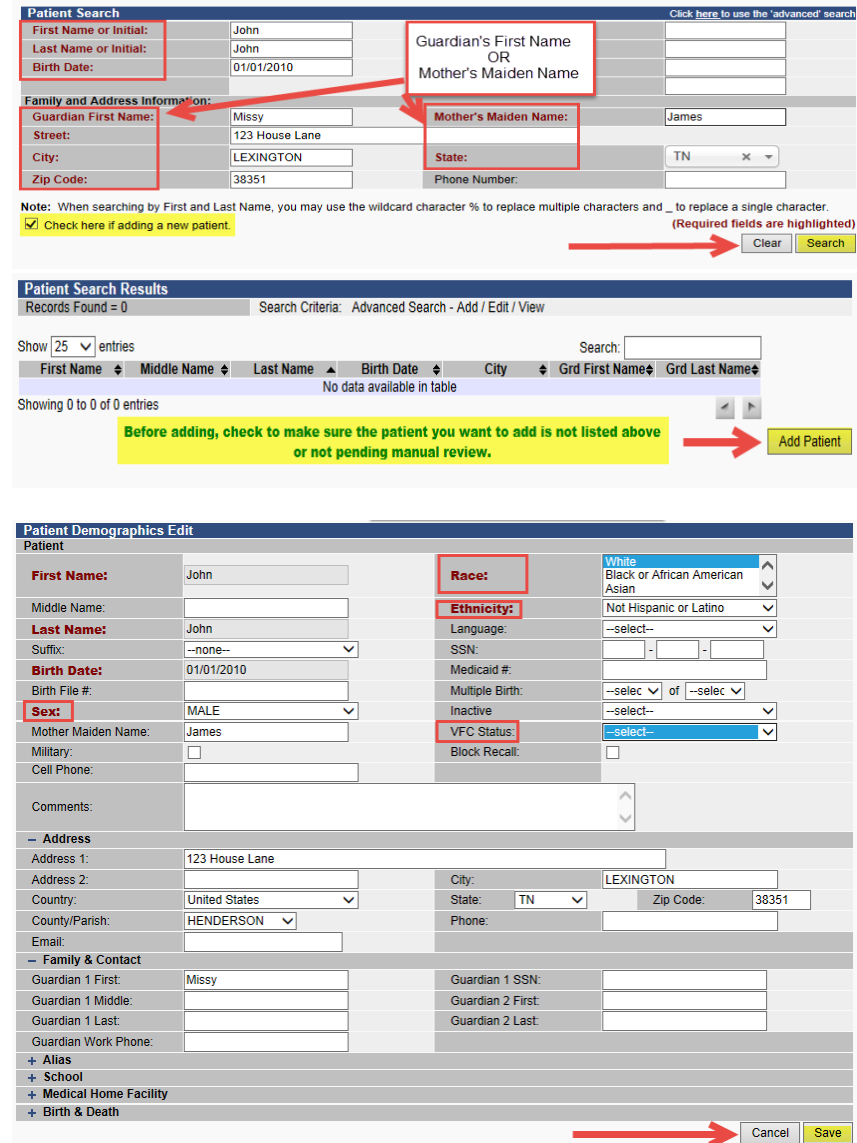
For Online Ordering Help contact the STC Helpdesk at: (844) 206-9927 Monday thru Friday 8AM to 5PM CDT or email at: TennIIS.Help@tn.gov
 For VFC Questions contact the VFC Program Office at: (800) 404-3006 Monday thru Friday 8AM to 5PM CDT or email at: TennIIS.VFC@tn.gov

Quick Reference Guide Patient Search, Add, and View

Adding a New Patient

Before attempting to add a new patient, search using several methods listed to avoid duplicate records.

- 1) From the **Search/Add** Page click the “Check here if adding a new patient” checkbox at the bottom of the Patient Search field (see diagram).
- 2) Enter all of the **REQUIRED** information (highlighted in **RED**), First Name, Last Name, Birth Date, Guardian’s first name OR Mother’s Maiden Name, and complete mailing address. Phone number is optional.
- 3) Click **Search**.
- 4) A dialog box will appear with one of the following messages:
- 5) Before adding, make sure the patient you want to add is not listed in the *Patient Search Results*.
- 6) This record already exists in the database. An exact match has been found.
 - a. Click **OK** to close the box.
- 7) If a positive match is found, select the patient. If the system finds an exact match you will not be able to add a new patient record.
- 8) If no match is found, click the **Add Patient**. The system will go to the *Patient Demographic* Page.
- 9) Enter patient information into the appropriate fields (see *Patient Demographic* diagram).
- 10) Click **Add Patient**.



Patient Search Click here to use the 'advanced' search

First Name or Initial:
 Last Name or Initial:
 Birth Date:

Guardian's First Name OR Mother's Maiden Name

Family and Address Information:

Guardian First Name:
 Street:
 City:
 Zip Code:

Mother's Maiden Name:
 State:
 Phone Number:

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.
 Check here if adding a new patient. (Required fields are highlighted)

Patient Search Results

Records Found = 0 Search Criteria: Advanced Search - Add / Edit / View

Show 25 entries Search:

First Name	Middle Name	Last Name	Birth Date	City	Grd First Name	Grd Last Name
No data available in table						

Showing 0 to 0 of 0 entries

Before adding, check to make sure the patient you want to add is not listed above or not pending manual review.

Patient Demographics Edit

Patient

First Name: **Race:**
 Middle Name: **Ethnicity:**
 Last Name: **Language:**
 Suffix: **Birth Date:** **Mother Maiden Name:**
 Sex: **VFC Status:**
 Military: **Block Recall:**
 Cell Phone:

Comments:

Address

Address 1: **City:**
 Address 2: **State:** **Zip Code:**
 Country: **County/Parish:** **Phone:**

Family & Contact

Guardian 1 First: **Guardian 1 SSN:**
 Guardian 1 Middle: **Guardian 2 First:**
 Guardian 1 Last: **Guardian 2 Last:**
 Guardian Work Phone:

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Quick Reference Guide Patient Search, Add, and View

Update or Edit a Patient's Demographic Record

The demographic screen is split into sections – this guide will cover the most used fields/sections of the demographic screen.

- 1) Search for a patient.
- 2) Select the patient.
- 3) Click **Edit** (bottom of the *Patient Demographic screen*).
- 4) Edit the needed fields on the *Patient Demographic Edit Page*.
- 5) Click **Save**.

Patient Demographic Edit Section

- **Language**- Select English or Spanish
- **Multiple Birth**- If the patient is a twin, triplet, etc. enter the birth order in the first dropdown and the total number of births in the second dropdown.
- **Inactivate Patient** – Use the inactive dropdown menu to select the appropriate reason for inactivation.
- **VFC Status** – Select the patient's VFC status from the dropdown box in order to meet VFC documentation standards.

Address Section

Enter the following fields to update or enter the patient's address:


- Address 1 – street or PO Box number
- Address 2 – apartment number
- Enter the zip code and the correct city, state, and county will automatically populate for you.

Alias Section

- Enter a nickname, maiden or second last name into these fields and you can search by the alias name.
- Click **Save**.

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Quick Reference Guide Patient Search, Add, and View

Patient Demographics Edit			
Patient			
First Name:	John	Race:	White
Middle Name:		Ethnicity:	Black or African American
Last Name:	John	Language:	Asian
Suffix:	--none--	SSN:	
Birth Date:	01/01/2010	Medicaid #:	
Birth File #:		Multiple Birth:	1 of 2
Sex:	MALE	Inactive:	--select--
Mother Maiden Name:	James	VFC Status:	Medicaid
Military:	<input type="checkbox"/>	Block Recall:	<input type="checkbox"/>
Cell Phone:		Comments:	
— Address			
Address 1:	123 House Lane		
Address 2:		City:	LEXINGTON
Country:	United States	State:	TN
County/Parish:	HENDERSON	Zip Code:	38351
Email:	Missy@fakemail.com		
— Family & Contact			
Guardian 1 First:	Missy	Guardian 1 SSN:	
Guardian 1 Middle:		Guardian 2 First:	James
Guardian 1 Last:		Guardian 2 Last:	
Guardian Work Phone:			
— Alias			
First Name:	Jim	Last Name:	
+ School			
+ Medical Home Facility			
+ Birth & Death			
			<input type="button" value="Cancel"/> <input style="background-color: #ffff00;" type="button" value="Save"/>

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