Searching for a Patient in NBS
UPDATE April 2020

We have recently identified some potential inefficiencies in the searching process due to the increased volume of COVID patients. Please use this guidance moving forward; it will also be updated in the next user guidance update.

Currently, you can search via multiple methods:

1. **Search Demographics:** Name, date of birth, current sex**
   a. **IF AT ALL POSSIBLE, PLEASE AVOID AT THIS TIME**

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 - **IF AT ALL POSSIBLE, PLEASE AVOID AT THIS TIME**
Previous guidance suggested that when searching by the patient name/demographics to use “fuzzy” logic to account for name misspellings, etc. However, to improve search efficiency, we now recommend searching 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.

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 a merge, please contact CEDS.Informatics@tn.gov.