



Search Patients

When to use: Anytime you need to find a patient.

- ◆ Print off a patient’s immunization record.
- ◆ Add a vaccine to a patient’s immunization record.
- ◆ Update a patient’s demographics.

Who should use: Any user who needs to view or enter data.

STEPS	ILLUSTRATIONS
<p>Step 1: Log in to SAIRS.</p>	<p>See Log in Job Aid.</p>
<p>Step 2:</p> <p>A. In the left menu, click PATIENTS.</p> <p>B. Click SEARCH.</p>	
<p>Step 3:</p> <p>A. Type in at least 2 fields of search criteria.</p> <p><i>EX: Last Name + First Name</i></p> <p>B. Click SEARCH.</p>	



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<p>Step 4: Click on the correct patient from list of search results.</p> <p>NOTE: You can click anywhere in search results box.</p>	<div data-bbox="462 447 734 474" style="background-color: #4a7ebb; color: white; padding: 2px;">Search Results - 1 record(s)</div> <table border="1" data-bbox="462 478 1511 606"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Phone</th> <th>Insurance</th> <th>VFC</th> <th>Gender</th> <th>DOB</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1198554</td> <td>SIMPSON, BURT 2001 APPLE DR SAN ANTONIO, TX 78233</td> <td>Jr</td> <td>CAID: 888888888</td> <td>1</td> <td>M</td> <td>09/09/2010</td> <td></td> <td></td> </tr> </tbody> </table> <div data-bbox="462 636 1495 705" style="margin-top: 10px;"> <table border="1"> <tr> <td>Demographics</td> <td>Local IDs</td> <td>Programs</td> <td>Precautions/Contraindications</td> <td>Notes</td> </tr> <tr> <td>Events</td> <td>Consent</td> <td>Immunizations</td> <td></td> <td></td> </tr> </table> </div>	ID	Name	Phone	Insurance	VFC	Gender	DOB			1198554	SIMPSON, BURT 2001 APPLE DR SAN ANTONIO, TX 78233	Jr	CAID: 888888888	1	M	09/09/2010			Demographics	Local IDs	Programs	Precautions/Contraindications	Notes	Events	Consent	Immunizations		
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IF:	THEN:
<p>Patient cannot be found or too many search results</p>	<p>Try different combinations of search criteria. Ex: First initial + Last Name + Gender, First three letters of first and last name + DOB, or Medicaid ID (must be entire ID)</p>
<p>Patient still cannot be found</p>	<p>Create a new patient record. (See Create New Patient Job Aid.)</p>
<p>Search results show duplicate records</p>	<p>Only SAIRS Team can combine records. Print both patient immunization records and fax to SAIRS Team, indicating which record you want to keep.</p>

<THE END>