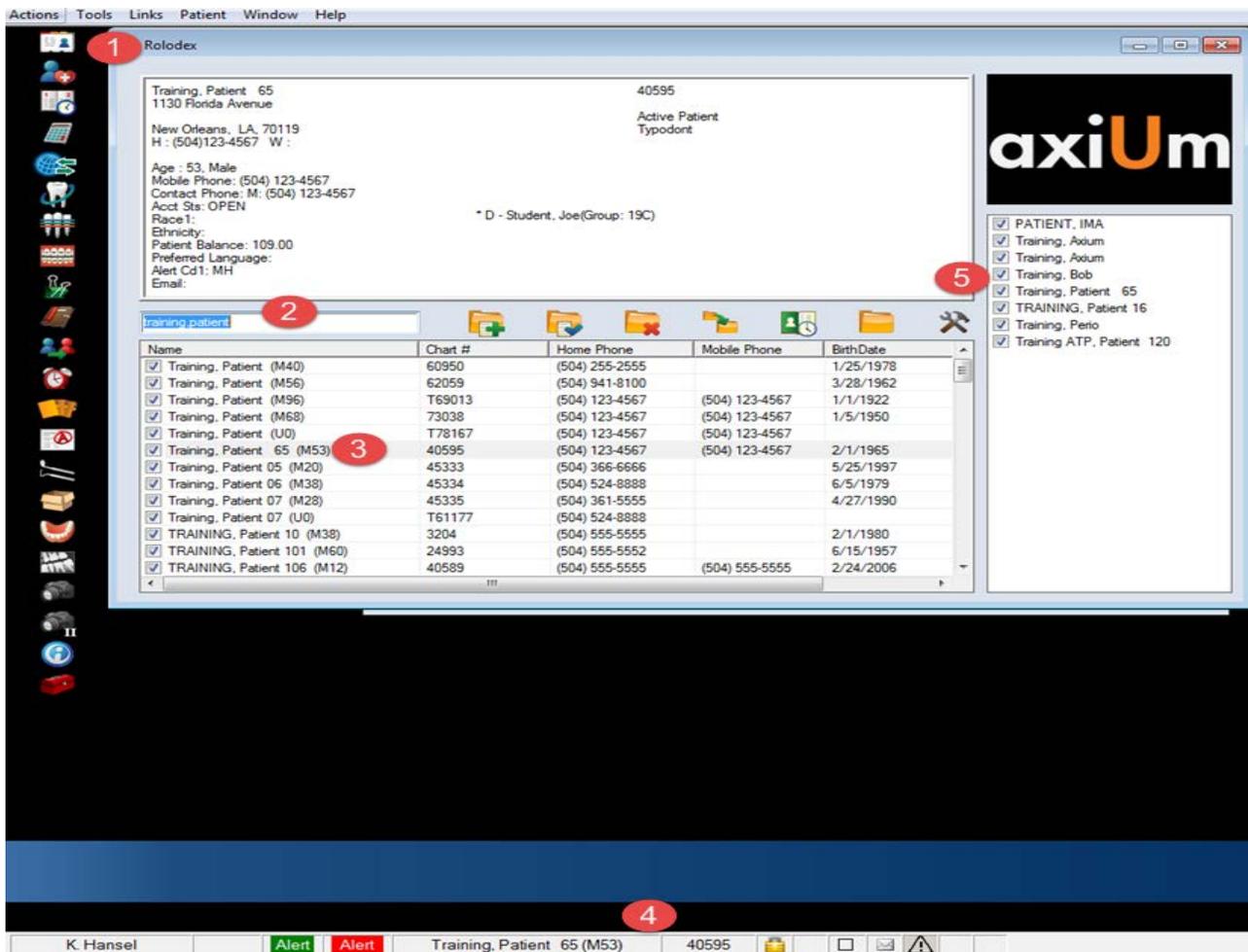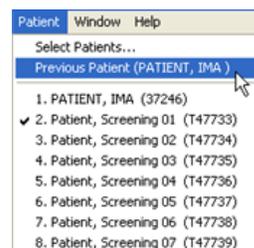# Selecting a Patient Via the Rolodex

1. Click on Rolodex button.

2. In name field, type in the last name, (and as little of the first name as is necessary to pull up a reasonable list of names) You can also search by chart #, phone number (omit area code), birthdate, and first name (,Mary). If you fail to adequately narrow down your search (eg. Smith) you significantly increase search time and number of names to scroll through.

3. Click on the patient's name. Make sure that the patient's name displays in the bottom name field.

4. Check the patient's demographic data to insure you've selected the correct record and that the data is current. Corrections should be made by the Business Office.

5. To hold the name in your notepad for easy selection on another day, check the box on the left. If the patient's name is in the notepad, a single click will select the patient.

Opening Charts from other modules: Selecting **Patient** on top toolbar allows you to open previous patient's chart and those patients listed in notepad list.

05/2018