Searching for patient records in SNAPshot 3.90

Searching for a patient using MRN

Step 1: Click into the ‘PatName’ field at the top of the patient list:

![Patient list screenshot](image1)

Step 2:

**NOTE:** If this step does not work, use the backspace key to clear previous entries. If this doesn’t fix the problem try closing and re-opening SNAPshot.

On the keyboard press **F7**. On the screen that appears, **click** on ‘Sort by MRN’:

![Sort by MRN screenshot](image2)

Step 3: Type the MRN of the patient you wish to search for. The MRN will appear next to ‘MRN’ at the top of the patient list. (As an example, we will search for a patient with an MRN of 20006489):

![Patient list with MRN](image3)
Step 4: On the keyboard, press F7. On the screen that appears click on ‘Find MRN commencing with...’

![Options - select button below](image1)

Current find text: 20006489.
Clear find text to enable sort order to be selected by pressing F7.

Find MRN commencing with "20006489"
Find first MRN containing "20006493"
Find next MRN containing "20006489"
Clear find text: 20006489
Cancel operation

This will find the patient in the list with the MRN matching the number entered.

![Patient](image2)

If you wish to search for additional patients using their MRN, use the backspace key to clear the number you entered (appearing next to MRN: in the screenshot above) and start again from step 3 on page 1.

If you wish to search by Name, use the backspace key to clear the name you entered (appearing next to MRN: in the screenshot above) and start from the step 1 of the Name search process on page 3.

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Searching for a patient by name

Step 1: Left click into the ‘PatName’ field at the top of the patient list:

![Image of SNAPshot interface showing the 'PatName' field highlighted.]

Step 2:

**NOTE:** If this step does not work, use the backspace key to clear previous entries. If this doesn’t fix the problem try closing and re-opening SNAPshot.

On the keyboard, hold down **F7**. On the screen that appears, click on ‘Sort by Name’:

![Image of the 'Sort by Name' option highlighted in the 'Options' menu.]

Step 3: Start typing the name of the patient you wish to search for. The name will appear next to Name at the top of the patient list. (As an example, we will search for a patient with the last name of Knowles):

![Image of the patient list with the second name in the list highlighted, indicating the search for a patient with the last name of Knowles.]

Searching for patient records in SNAPshot 3.90
Step 4: On the keyboard, press F7. On the screen that appears click on ‘Find name commencing with…’

This will find the first patient in the list with the last name matching what you have entered. (If your service has multiple patients with the same name, you may need to undertake this process multiple times, using the ‘Find next name containing…’ option instead).

If you wish to search for additional patients using their Name, use the backspace key to clear the name you entered (appearing next to Name: in the screenshot above) and start again from step 3 on page 3.

If you wish to search by MRN, use the backspace key to clear the name you entered (appearing next to Name: in the screenshot above) and start from the step 1 of the MRN search process on page 1.