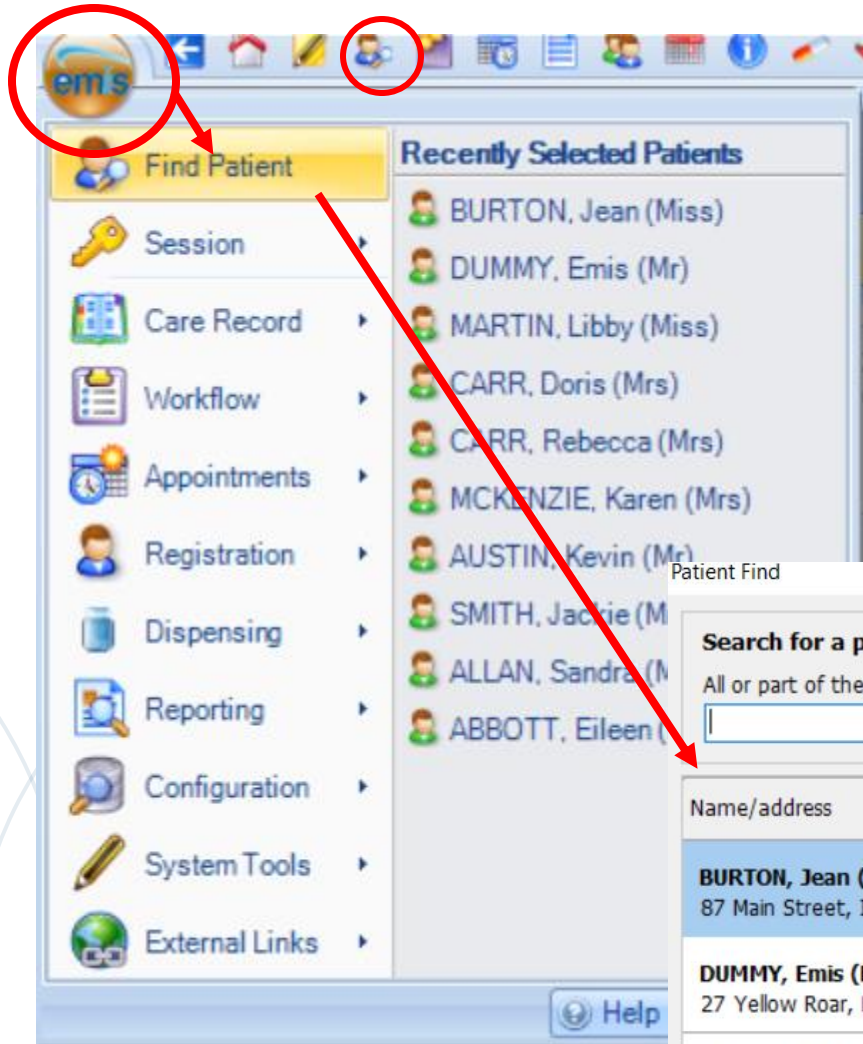


Searching for PT's



- Use Find a Patient to search for the Patient and check that they have not already been registered
- If the patient has not visited your service before, they will need to be registered.

Patient Find

Search for a patient by any or all of the criteria below.

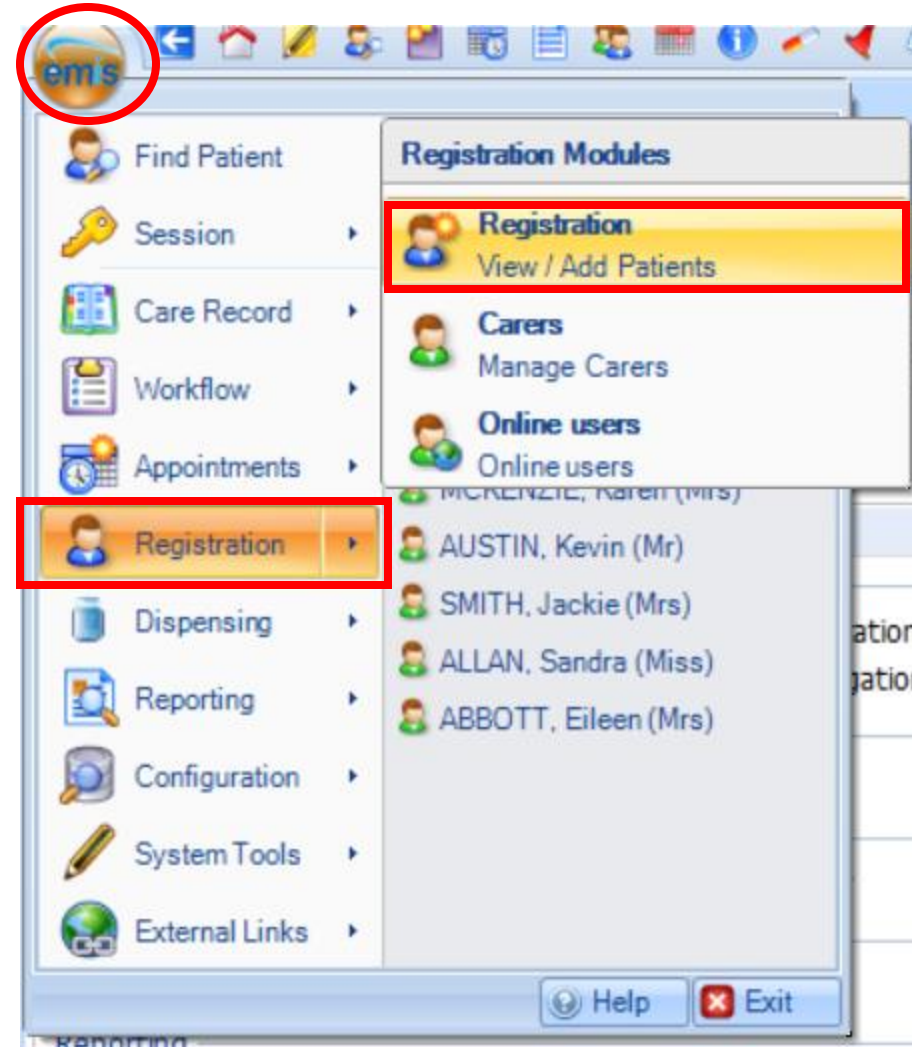
All or part of the name, date of birth, NHS no. or patient no.

House name/number, street, postcode or telephone

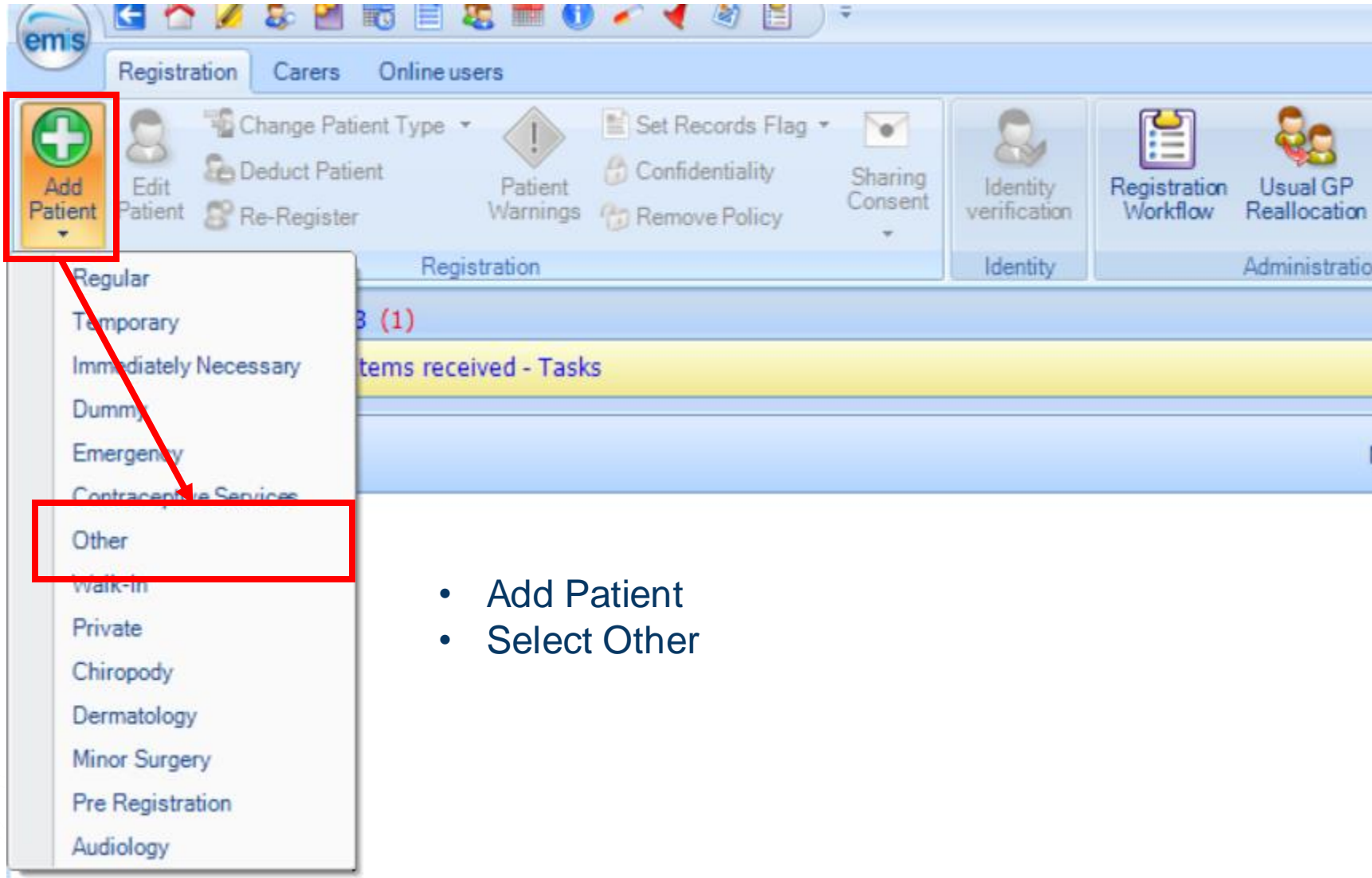
Name/address	Date of birth/NHS No.	Contact details	Status for this organisation	GP/organisation /EMIS no.
BURTON, Jean (Miss) 87 Main Street, Illingworth, Oxenhope, West Yorkshire, BD21 ...	22-May-1963 505 813 4810	Home: 03027009219	Active Patient Regular	STABLES, David (Dr) Training Team Demo Syste... EMIS no. 10103
DUMMY, Emis (Mr) 27 Yellow Roar, Liverpool	01-Jan-1945 Unknown		Active Patient Regular	KIDD, Michael (Mr) Training Team Demo Syste... EMIS no. 500057
				ELLERY, Sarah (Dr)

Registering of Patients

- If they have not been previously seen in the service then they will need to be registered.
- EMIS Ball → Registration → Add patient



Registering Patient (Other)



The screenshot displays the EMIS software interface. At the top, there are tabs for 'Registration', 'Carers', and 'Online users'. Below these, a toolbar contains various icons and buttons. The 'Add Patient' button, which features a green cross icon, is highlighted with a red box. A dropdown menu is open from this button, listing several patient types. The 'Other' option is also highlighted with a red box. A red arrow points from the 'Add Patient' button to the 'Other' option in the dropdown menu.

- Add Patient
- Select Other

Patient Trace

- Add Family Name (Surname), Gender and DOB Number
- Click find
- Click Register Patient

Patient Trace

A trace is required before adding a new patient. Enter the patient's details to start tracing.

Trace Criteria

Family Name * Gender * Date Of Birth * dd---

Given Name Postcode NHS Number [Use DOB range](#)

Local Patients WDS Patients

Name / Address	Gender	Date of Birth / NHS Number	Status for this Organisation
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Complete Registration

- In the 'usual GP' section select the GP the patient is seeing or the GP on shift that day
- If the patient is with you – check the telephone number is correct
- If the patient is not with you – select – not verified.
- Click Save

Patient is now registered

Unable to find the patient on spine

If you are unable to find the patient on the Spine this could be due to

- Patient married and name not changed
- Patient details differ ie date of birth mismatch

If you find you are unable to find the patient on the spine. Ask GP to log into the patients records from the appointments screen and give you the NHS number, you can then check names and dob which may differ, once sure you can continue to register the patient