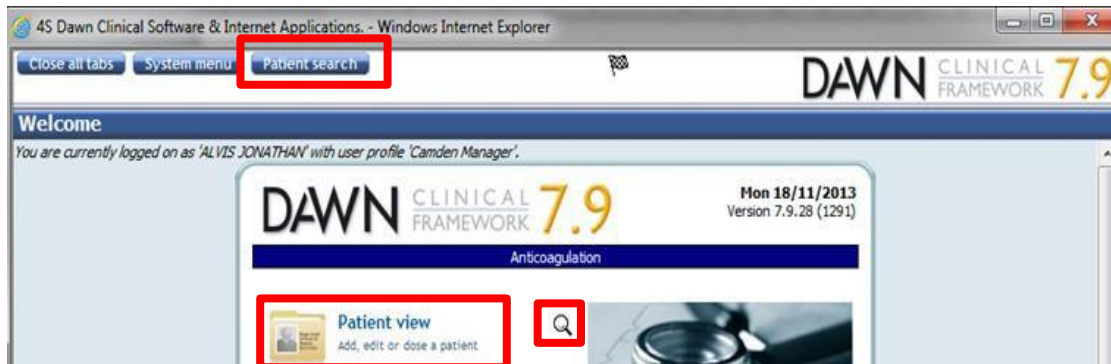# Searching for a Patient

Introduction

This guide will be covering where to search for a patient, Guidelines for searching and safety tips.

1. On clicking **"Patient View"** or **"Patient Search"** tab on the Home Page, you will be given the "**Patient Search screen"**.

2. The **"Patient Search"** gives different criteria on which you can search – including the "**Active Patients"** filter option. It is advisable to click on this to ensure that you are searching only for active patients.
3. Search results are shown in the lower half of the window.
4. To view a particular patient click on [icon] icon on the left of patient details or on the name, which will bring you to the true **"Patient Screen"** (a test patient is selected here)

5. The "**Patient Screen"** is split into four sections (labelled **Patient details**, **Notes**, **Dosing** and **History** (covered in another User Guide).

Note: a dummy patient is selected here.

6. Always double check "**Patient main identifier**" (shown below) if you have selected the right patient before dosing or adding information.

Safety tips:
- Make sure you always use a minimum of two fields when searching for a patient.
- Make sure you always use units i.e. hopsital, NHS number when searching for a patient.
- Use patient search to prevent duplication- check if a patient is alredy in the system before adding them as a new patient.