

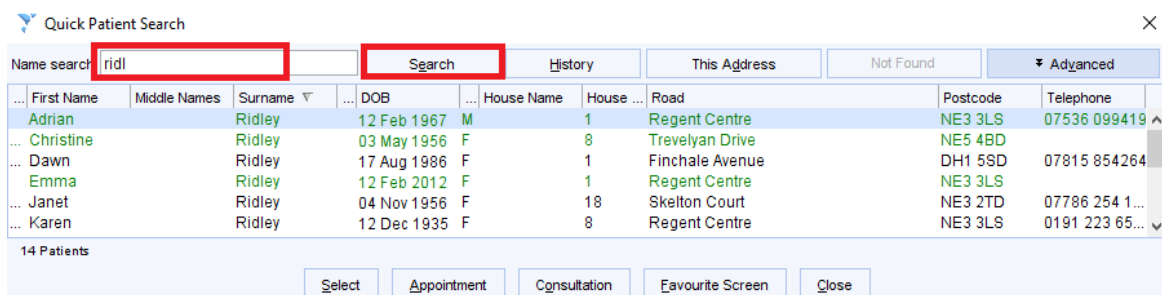
Partners in improving local health

NECS Clinical Systems Specialist Team SystemOne Quick Patient Search Tips

Search on Patient Name using a Few Letters

To carry out a quick search using a patient's name:

1. Type the first one or two letters of the patient's forename or known as name, type a space and then type one or two letters from the patient's surname. Alternatively, just type in some letters from the patient's surname, for example:
 - Type "al sam" to view patients with names like Alice Samuels, Alexander Samson, Alicia Sampson, etc.
 - Type "smi", to view patients with names like John Smith, Ann Smithers, Robert Smillie, etc.



First Name	Middle Names	Surname	DOB	House Name	House ...	Road	Postcode	Telephone
Adrian		Ridley	12 Feb 1967	M	1	Regent Centre	NE3 3LS	07536 099419
Christine		Ridley	03 May 1956	F	8	Trevelyan Drive	NE5 4BD	
Dawn		Ridley	17 Aug 1986	F	1	Finchale Avenue	DH1 5SD	07815 854264
Emma		Ridley	12 Feb 2012	F	1	Regent Centre	NE3 3LS	
Janet		Ridley	04 Nov 1956	F	18	Skelton Court	NE3 2TD	07786 254 1...
Karen		Ridley	12 Dec 1935	F	8	Regent Centre	NE3 3LS	0191 223 65...

14 Patients

Select Appointment Consultation Favourite Screen Close

2. Click **Search**

Only the first 20 patients matching your search criteria will be displayed. To view more than 20 patients, you must use the Patient Locator.

Search on Date of Birth

For a quick search on date of birth, type the date of birth in the **Name search** field. You can use a variety of formats, for example:

- 01011999
- 01 01 1999
- 01 Jan 99
- 1/1/99
- 1-01-99

Searching by Name or an Address

Text in Name Search Field	Result
Smith	All patients whose surname is Smith
R Smith	All patients whose surname is Smith and whose first initial is R
Smith,Green	All patients whose surname is Smith who live on Green Road, Avenue, Close etc.
Smith,6 Green	All patients whose surname is Smith who live at number 6, 60, 601 etc. Green Road, Avenue, Close etc.
Smith,6 Green Road	All patients whose surname is Smith, who live at 6, 60, 601 etc. Green Road
,Green	All patients who live on Green Road, Close, Avenue etc.
,6 Green	All patients who live at number 6, 66, 601 etc. Green Road, Close, Avenue etc.
,6 Green Road	All patients who live at 6, 66, 601 etc. Green Road
„LS18 5TN	All patients with the post code LS18 5TN

Colours used in Search Results

Black	Permanent GMS patient
Green	Patient applied for GMS
Red	Patient is a Temporary Resident (TR) or requires Immediately Necessary Treatment (INT)
Yellow	Patient has other registration status, e.g. private
Brown	Patient has incomplete registration
Orange	Test patient
Grey	Deducted patient (Note: You must have been granted the 'Can retrieve deducted patient records' access right to be able to retrieve deducted patients)