Epic Training



Use Patient Lookup to Find Specific Encounters

If you need to look up a patient and view information about a specific encounter (such as a hospital admission or visit at a hospital-based clinic), you can use the Patient Lookup feature to open a view-only version of the patient's chart after selecting the appropriate encounter.

Try It Out

- 1. Click Patient Lookup in the Epic toolbar.
- 2. In the Patient Lookup window, enter the demographic information needed to find the patient.
 - You can enter Name, Sex, Date of Birth, however the fastest way to find the correct patient is to use the MRN
- 3. Click Find Patient to search based on the criteria that you entered.

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- ^D If you have looked up a patient recently, use the **Recent Patients** tab to find those patients.
- 4. Confirm you have the correct patient in the Patient Select window, and then click Select.

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- 5. Once in the patient's chart, you can use the **Chart Review** tabs to review additional information about the patient's encounters, lab results, imaging studies, etc.
- 6. You can use the other activities on the Activity Toolbar to review information such as **History**, **Allergies**, **Immunizations**, etc.
- 7. To enter into a specific patient encounter, click **Select Encounter** and follow the prompts.
 - a. Ensure you select the encounter you want to audit
 - b. When you enter the encounter your activity tabs will change

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Jackson, Gip Preferred Name: None Allergies: Unknown: Not on Reason for Visit/Call: None Primary Ins.: MED Female, 88 y.o., 4/11/1929, 4 Ht, Wt, BMI: None, None None Pt. Location: None PCP, Care Team: Per Patient Pcp Ins.: Type: None Care Chevic Adv Dir Naties File Michael Insetting PCP, Care Team: Per Patient Pcp Dir. Stype: None None Pt. Location: None PCP, Care Team: Per Patient Pcp Dir. Stype: None Pt. Location: None PCP, Care Team: Per Patient Pcp Dir. Stype: None Pt. Location: None Pt. Location: None PCP, Care Team: Per Patient Pcp Dir. Stype: None Pt. Location: None Pt. Location: None PCP, Care Team: Per Patient Pcp Dir. Stype: None Pt. Location: None Pt. Locat	ICARE BPA: None HM Due?: None
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