



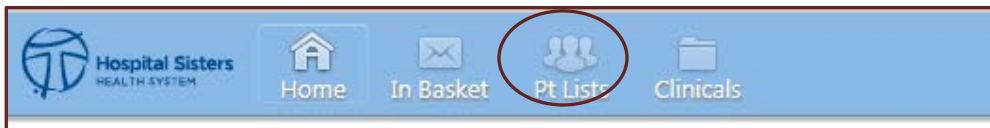
# How to Access a Patient's Chart

## EpicCare Link User

There are two ways to access a patient's chart: by selecting the patient from a list of your current patients or by searching for your patient based on name, date of birth, or other criteria. Both methods are described below.

### Select your patient's chart from a list of current patients

1. Select the Pt Lists tab Use the tabs at the top of the activity to select the patient list you want to view.



2. If you have access to many patients, your patients might appear on more than one page. Use the alphabetical search index at the top of the page to find patients by clicking the first letter of the patient's last name.
3. Click a patient's name to open his chart.

**Patient Lists** ▶ My Patients (15 patient records)

My Patients | EpicCare Link Admitted Patients | Filter by Provider

Refresh | Set As Default List | Patient's PCP is: (All providers)

PATIENT NAME	MRN	DOB	Sex	SSN	Multi Birth
<a href="#">JAeger, Mick</a>	55613649	9/11/1963	M	xxx-xx-2211	
<a href="#">Jett, Julie</a>	55614284	4/2/1969	F	xxx-xx-2313	
<a href="#">Lab, Five</a>	55610654	7/22/1985	F	xxx-xx-3741	

### Search My Patients

1. In the Search field, enter the patient's last name, first name or medical record number and click **Search**. EpicCare Link then searches for all possible matches based on your entry.

**Patient Search**

Search My Patients

Name or MRN:  Search

[Additional search criteria](#)

2. Click on the name of the patient whose chart you want to open and click **Select**.

**Search Results**

Name or MRN: **jaeger, mick**

1 patient matches the search criteria above.

%	PATIENT NAME	MRN	DOB	Sex
99.9	<b>JAEGER, MICK</b>	55613649	9/11/1963	M



**Search All Patients**  
Find a patient who is not on my list

**Select**  
Select the highlighted patient


**Cancel**  
Go back and modify search criteria


Click on patient's name

## Search for a patient's record based on name, DOB, etc

1. In the Patient Search activity, click **Search All Patients**.
2. Complete all of the *required fields* with the **Red Stop sign**. You *must* also include either the Last 4 digits of the SSN **OR** the MRN and then click  **Search**. The Search Results patient confirmation page appears.
3. Click **Select**.
4. In the **Reason for access** field, select your relationship to the patient, and then click  **Accept**.

**Patient Search**

 Search My Patients


 Search All Patients [Make this my default](#)



Please fill out the required field to gain access to a patient/member. Enter the full name as Last, First (example: Doe, John) and either the last 4 digits of the SSN or the Patient's MRN.

**Patient Select**

Name (Last, First):  Sex:

Birth date (mm/dd/yyyy):  Last 4 digits of SSN:

 Patient MRN:

 Required Item  Recommended Item