


Patient Inquiry

Finding Patients

To find an existing patient

- Select Inquiry from the Patient menu
- Or Click on the Inquiry Button
- Or use the CTRL + I shortcut key 

Any of these actions will open the Find Patient Window.

Setting Criteria

Required Fields	Hot Keys
There are no required fields for this screen	<ul style="list-style-type: none">• A – Account # Field• I – First Name Field• M – Last Name Field• S – Social Security # Field• B – Date of Birth Field• C – Charge # Field• E – Practice Field• O – Location Field• U – Summary Button• T – Details Button• N – New Button• D – Delete Button• L – Letter Button• F – Find Button• P – Print Button• H – Help Button• X – Exit Button

- Account#—Enter an account # for this patient
- First Name—Enter the patient's first name. Please note that if you do not know the correct spelling of the patient's first name you can type in the first few letters of the name.
- Last Name—Enter the patient's last name. Please note that if you do not know the correct spelling of the patient's last name you can type in the first few letters of the name.
- SSN—Enter the patient's Social Security Number. Please note that you do not have to use dashes or spaces. Additionally, you can put in the first few numbers of the SS# and find.
- DOB—Enter the patient's date of birth. If you click on the icon to the right it will open a calendar where you can select the date.
- Chart #—Enter the patient's chart number
- Practice—Enter the practice short-name for the patient
- Location—Enter the location short-name for the patient
- Provider—Enter the provider short-name for the patient
- Class—Enter the Class for the patient
- Plan ID—Enter the ID of the patient

- Accident Dt—Enter the date of the accident
- Status—Select one of the radio buttons that defines the status of the account
 - Active
 - Inactive
 - All

When you are finished entering any/all of the search parameters, you can click on the Find Button to retrieve the data. SequelMed will return the patients in rows of data from which you can select the patient and view additional information.

Finding All Patients

You can quickly find all of the patients in your database. To find all of the patients:

- Do not specify any search parameters
- Click on the Find Button in the Find Patient Criteria window
- SequelMed will return all of the patients in the database