This quick reference provides instructions on locating a patient's record in Alberta Netcare Portal (ANP).

Homepage Configuration

Depending on your Alberta Netcare user role, you may have the option to personalize your homepage by adding various viewing areas known as 'windowlets.' Each windowlet can display different features, such as **Search for a Patient**, **Recent Patients**, and up to six personalized **worklists**. For more information, consult the quick reference "How to Configure and Navigate the Homepage."

Methods for Locating a Patient's Record

The existing search modes are demonstrated below. The search modes you have access to depend on your assigned Alberta Netcare user role.

Legend	
1	Search for patient using an **identifier** or **demographic data**.
2	Select a patient from a **Favourites** list.
3	Select a patient from a **worklist**.
4	Select a patient from customized **recent patients**.

Search for a Patient Using an Identifier and/or Demographic Data

Most ANP users can search using either:

- **An identifier**, such as a Personal Health Number (PHN)/Unique Lifetime Identifier (ULI), Medical Record Number (MRN), or federal identifier. Users with a limited patient search user role can only search by identifier.

- **Demographic data**

Search results list probable patients based on your search criteria, with the most likely patient at the top of the list.

Searching the Enterprise Master Patient Index (EMPI)

ANP searches for patients in the Alberta Health Services (AHS) Client Registry. The AHS Client Registry is a centralized index of demographic data for patients registered in the Alberta Health Person Directory (PD) and various AHS facilities.

> **NOTE** To learn more about patient eligibility for Alberta Health Care Insurance Plan (AHCIP) coverage visit alberta.ca/achip-eligibility.

To search for a patient's record using an identifier and/or demographic data:

1 Access **Search Criteria** by either:

   a Configuring the homepage with a "**Search for a Patient (Patient Search)**" windowlet,

   or

   b Clicking **Searches** in the menu bar, then "**Search for a Patient**."

2 If searching by

   a **Identifier**: Select the type of identifier from the Identifier Type drop-down list. PHN/ULI is the default setting.

    - Type the identifier number in the **Identifier** box.

    - Proceed to Step 4.
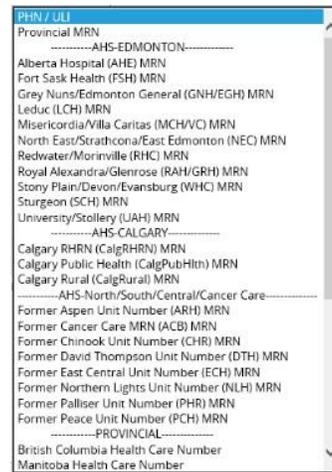
   b **Demographic data**: Enter the last name, first name and middle name/initial (if known).

If you need to narrow your search, include the birthdate in the **Day**, **Month** and **Year** fields. To further narrow your search, select the **sex** of the patient.

3 Click the **Search** button or press the enter key on your keyboard.

4 Depending on your choice of search criteria, one or more patient names may populate. The most likely patient is at the top of the list. Use the scroll bar to view additional names.

5 Click anywhere on the line with the patient's name in the **Search Results** area to open the patient's record.

> **NOTE** If a record is masked, a lock icon will appear to the left of the person's name in **Search Results**. For more information about masking, visit the Masking page on the Alberta Netcare Learning Centre.