

This Quick Reference document provides instructions on how to search in PD.

Search Criteria Best Practices

Complete your search using the following three best practices:

- 1 PHN/ULI number (cannot combine with other search fields).
- 2 Last Name (suggest combining with First Name and Date of Birth). Use more criteria to continue refining your search: Age Range, Gender, Phone Number and City.
- 3 Alternate ID Type and Number (cannot combine with other search fields).

PD Search vs ANP Search

Demographic data can be accessed from both Person Directory and Alberta Netcare Portal but there are differences in their search characteristics.

PD Search: Deterministic search that looks for specific criteria you have entered and uses your criteria to exclude those persons who don't match.

ANP Search: Probabilistic search that looks for all combinations of the search criteria and uses your criteria to include all those persons who match any or all criteria.

Example: When searching for patient Anna Small

PD	ANP
Exact Search – only those that match Small, Anna.	Anyone with last name of Small; those with first name starting with Anna are listed first.
Phonetic Search – only those that sound like Small, Anna.	Anyone with the last name of Small; those that do not have first name starting with Anna are listed later.
'Starts With' Search – only those that match last name that starts with Small.	Anyone with last name starting with Anna and first name starting with Small.

How to Search in Person Directory

- 1 Log into Alberta Netcare Portal.
- 2 Launch PD. The **Person Search Criteria** screen is displayed.
- 3 Enter the Person Search criteria. Ensure that at least one of the fields highlighted with a red asterisk (*) is completed.
- 4 Click **Search**. You will see either:
 - “No records were found that matched your criteria.” Message. Adjust your Person Search criteria.
 - “Too many persons found. Narrow the search criteria” message. Adjust your Person Search criteria.
 - Additional messages providing guidance on your Person Search criteria.
 - Search Results screen will display a list of Persons meeting your criteria.

	Full Name	Age	City	Date of Birth	Gender
Deceased	Smith, Mary	57 Year(s)	Calgary	1953-Jun-25	Female
	Smith, Mary	47 Year(s)	Edmonton	1961-Jun-15	Female
	Smith, Mary	36 Year(s)	Edmonton	1974-May-25	Female
Added In Error	Smith, Mary	57 Year(s)	Edmonton	1953-Jun-25	Female
	Smith, Mary	9 Month(s)	Edmonton	2010-Jul-05	Female
	Smith, Mary A	2 Month(s)	Edmonton	2011-Jan-24	Female
Validated	Smith, Mary Alice	36 Year(s)	Edmonton	1975-Feb-01	Female
	Smith, Mary Elaine	64 Year(s)	Edmonton	1946-Jul-16	Female
	Smith, Mary Elisabeth	71 Year(s)	St Albert	1939-Aug	Female
Invalidated	Smith, Mary Jane	35 Year(s)	Calgary	1975-Aug-08	Female
	Smith, Mary Anne Judy	48 Year(s)	Camrose	1962-Sep-28	Female
	Smith, Maryanna L	57 Year(s)	Calgary	1953-Jun-25	Female
	Smith, Mary	21 Year(s)	Edmonton	1990-Jan-01	Female

- 5 Is the person in the list?

If **yes**, click on name of the person you are search for. The person's demographic data is displayed.

If **no**, click on **New Search**, **Refine Search** or **Add Person**.

- 6 If it isn't the right person, click on New Search to start your search again, using more search criteria.

NOTE: Please be aware that all access to patient information within PD is monitored and audited.