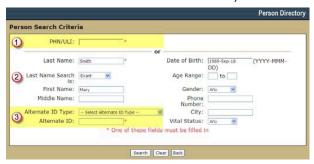




This quick reference provides instructions for searching for a patient in the Person Directory (PD) application.

## **Search Criteria**

- **1 PHN/ULI number** (cannot be combined with other search criteria).
- 2 Last name (advised to combine with date of birth). Use additional criteria to refine your search: age range, gender, phone number and city.
- 3 Alternate ID type and number (cannot be combined with other search fields).



## PD Search vs Alberta Netcare Portal (ANP) Search

Demographic data can be accessed from both PD and ANP, but there are differences in their search characteristics.

**PD Search:** Deterministic search that looks for specific criteria entered. Uses entered criteria to exclude persons who do not 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: Patient search - Anna Small

## PD **ANP** Anyone with last name Small Exact Search - only those and first name starting with that match Small, Anna. Anna are listed first. Phonetic Search - only Anyone with last name Small and do not have a first name those that sound like Small, starting with Anna are listed Anna after 'Starts With' Search - only Anyone with last name those that match last name starting with Anna and first that starts with Small name starting with Small

## How to Search in PD

- 1 Log into ANP.
- 2 Launch PD. The Person Search Criteria page will be displayed.
- 3 Enter the search criteria. Ensure that at least one of the fields highlighted with a red asterisk (\*) is completed.
- 4 Click **Search**. You will one of the following:
  - "No records were found that matched your criteria." Adjust your criteria.
  - "Too many persons found. Narrow the search criteria." Adjust your criteria.
  - Additional messages providing guidance on your criteria.
  - The Search Results page displaying a list of persons meeting your criteria.



- 5 Is the person in the list?
  - If **yes**, click on name of the person. Their demographic data will be displayed.
  - If no, click New Search, Refine Search or Add Person.
- 6 If it is not the right person, click on New Search to start your search again, using more search criteria.

