

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 |
|--|--|
| Exact Search – only those that match Small, Anna. | Anyone with last name Small and first name starting with Anna are listed first. |
| Phonetic Search – only those that sound like Small, Anna | Anyone with last name Small and do not have a first name starting with Anna are listed after |
| '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 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.

NOTE All access to patient information within PD is monitored and audited.