

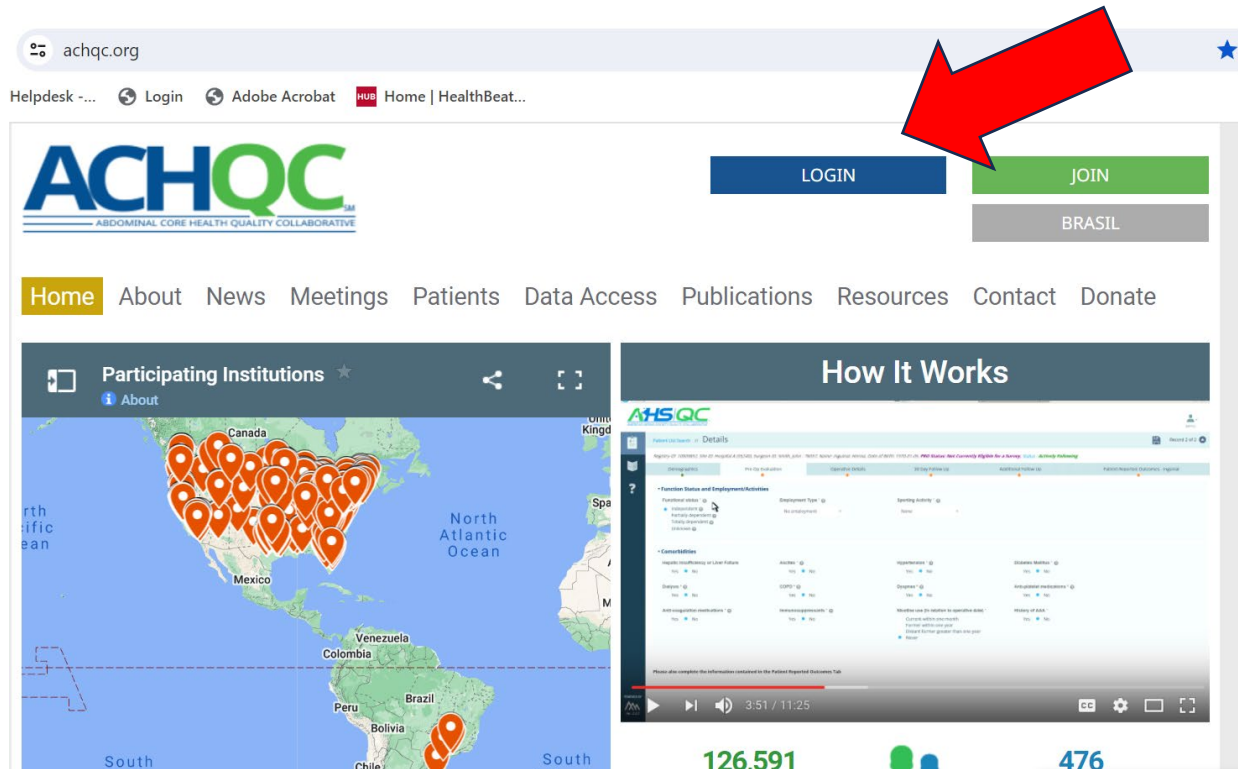
# How to Search for a Patient



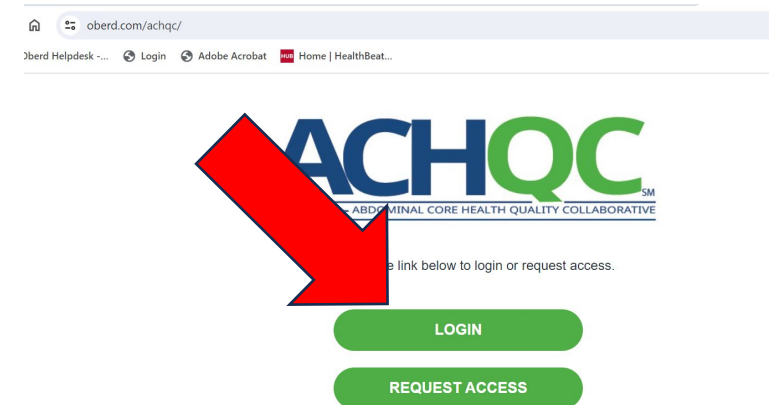
# Steps

1. Login to the ACHQC
2. Select 'ACHQC' in the registry screen
3. Select 'Patients'
4. Input a fragment of either the patient's first name, last name, or MRN in the 'Search patients...' box (do not enter the entire name or MRN)
  1. Tip 1 – Entering more of a fragment finds a shorter list of patients
  2. Tip 2 – If the search function appears not to work (i.e. doesn't show any patients), logout of the system and log back in
5. Find the patient in the resulting list

# Step 1 - Login to the ACHQC



The screenshot shows the ACHQC website homepage. The browser address bar displays 'achqc.org'. The navigation menu includes 'Home', 'About', 'News', 'Meetings', 'Patients', 'Data Access', 'Publications', 'Resources', 'Contact', and 'Donate'. The main content area features a 'Participating Institutions' map of North and South America with orange location pins, and a 'How It Works' video player. At the bottom, there are statistics: '126.591' and '476'. A large red arrow points to the 'LOGIN' button in the top right corner.



The screenshot shows a different view of the ACHQC website, likely a login or registration page. The browser address bar displays 'oberd.com/achqc/'. The main content area features the ACHQC logo and a large red arrow pointing to two buttons: 'LOGIN' and 'REQUEST ACCESS'. Below the buttons, there is a link: 'Click the link below to login or request access.'

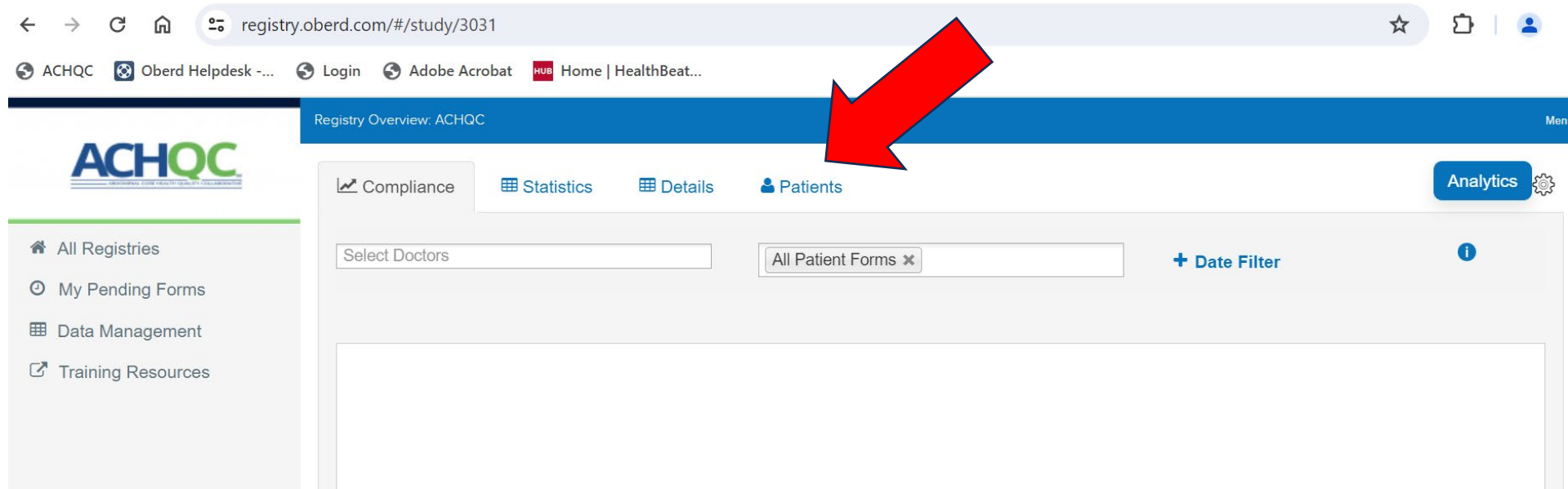
# Step 2 – Select ACHQC in the Registry Screen

The screenshot shows a web browser window at registry.oberd.com. The page title is "Registry List". On the left is a navigation menu with "All Registries" selected. The main content area displays a table with the following data:

Name	Last Enrolled	Active Enrollments	Withdrawn	Expiring	Search...
ACHQC MC	04/19/2024	+2937	0	37	View Add Pt.

A red arrow points to the "ACHQC MC" entry in the table.

# Step 3 – Select ‘Patients’



The screenshot displays a web browser window with the URL `registry.oberd.com/#/study/3031`. The browser's address bar and tabs are visible at the top. The main content area features a blue header with the text "Registry Overview: ACHQC" and a navigation menu. The "Patients" tab is highlighted with a red arrow. Below the navigation menu, there are several input fields and buttons: "Select Doctors", "All Patient Forms x", and "+ Date Filter". The ACHQC logo is visible in the top left corner, and a sidebar menu is located on the left side of the page.

Registry Overview: ACHQC

ACHQC

Compliance Statistics Details Patients Analytics

Select Doctors All Patient Forms x + Date Filter

All Registries  
My Pending Forms  
Data Management  
Training Resources

# Step 4 – Input a Fragment of the Patient’s First Name, Last Name, or MRN

Registry Overview: ACHQC

ACHQC

Compliance Statistics Details Patients Analytics

Registry Patients

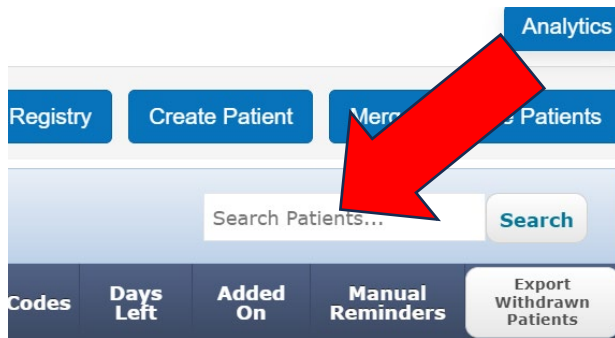
Add Patient to Registry Create Patient Merge Patients

Clinics Providers E-Consent Enrollment Status

Search Patients... Search

All	External Id	Oberd ID	Name	Age	Sex	Provider	Surgery Date	Codes	Days Left	Added On	Manual Reminders	Export Withdrawn Patients
<input type="checkbox"/>				68	M			49650			Remind	Actions
<input type="checkbox"/>				72	M			49596			Remind 1	Actions
<input type="checkbox"/>				54	M			49650			Remind	Actions
<input type="checkbox"/>				63	F			15734 ...			Remind	Actions
<input type="checkbox"/>				38	F			49595			Remind	...

# Step 4 Tips – Input a Fragment of the Patient's First Name, Last Name, or MRN



## Tips:

-If looking up by last name, enter a fragment of the last name. For example, for patient with last name Smith, enter Smi then click Search

-If looking up by MRN, enter a fragment of the MRN. For example, for patient with MRN 678374898, enter 67837, then click Search

# Step 5 – Find the Patient in the Resulting List

The screenshot shows the ACHQC Registry Patients interface. The browser address bar displays `registry.oberd.com/#/study/3031`. The page title is "Registry Overview: ACHQC". The navigation menu includes "Compliance", "Statistics", "Details", "Patients", and "Analytics". The main content area is titled "Registry Patients" and features buttons for "Add Patient to Registry", "Create Patient", and "Merge Duplicate Patients". A search bar contains the number "67837". The table below lists patient records with columns for "All", "External Id", "Oberd ID", "Name", "Age", "Sex", "Provider", "Surgery Date", "Codes", "Days Left", "Added On", "Manual Reminders", and "Export Withdrawn Patients". A red arrow points to the first row of the table.

All	External Id	Oberd ID	Name	Age	Sex	Provider	Surgery Date	Codes	Days Left	Added On	Manual Reminders	Export Withdrawn Patients
<input type="checkbox"/>				68	M			49650			Remind	Actions
<input type="checkbox"/>				72	M			49596			Remind 1	Actions
<input type="checkbox"/>				54	M			49650			Remind	Actions
<input type="checkbox"/>				63	F			15734 ...			Remind	Actions
<input type="checkbox"/>				38	F			49595			Remind	...