## Finding and opening a patient record

D-Hconnect automatically maintains a list of patients that receive care from each organization. The "My Patients" list is the union of all patient lists your account is authorized to access. Quickly and easily search that list in Patient Search. You can search either from your list(s) or from all patients. Note that to Search All Patients, you will need to provide more demographic information to seek a match (See below)

## 1 Click Patient

Enter name in format LASTNAME, FIRSTNAME using first few letters of each

(603) 653-3272 | dhconnect@hitchcock.orc

TIP: Click **Recent** tab to see the list of 25 most recently accessed patients

TIP: Shorter patient lists will appear listed on this page. You can scroll through, or search using just the first few letters of the last and first name

<b>////</b> Dartmouth	Hitchcock H	n In Basket	😍 Patient List	Referral Search	h Upcoming App	ıts - My	Legacy Systems Pa	atient		E Menu	🕒 Log Out	Epic
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Caves, Ree	fD			75002358-2			м	11/12/1970	D	4 Bzablock Lr	n	
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Logged in as: EPICCARE L	INK, FRONT DESK		1 101				11111111	EpicCare® Link a	and PlanLink <sup>™</sup> licensed from	Epic Systems Corport	ation, © 2018 E	pic Systems Corporation.

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## Finding and opening a patient record: Search My Patients

D-Hconnect automatically maintains a list of patients that receive care from your organization.

Quickly and easily search that list following the steps below:

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1 Click Patient button	🅼 Dartmouth-Hitchcock Home In Basket Patient List Referral Search Upcoming Appts - My Legacy	<b>⊟ ↔ EpiC</b> Menu Log Out						
2 Enter patient name (format: LASTNAME, FIRSTNAME)	* Chart Review  * Flowsheets  * SnapShot  Care Everywhere  Results Review  Allergies  Problem List  Medications  Histories  Growth Ch    Patient Search	arts ••• 53 🖶 🕑						
<b>TIP:</b> You can use just the first few letters in <b>Search My</b> <b>Patients</b> (e.g. LAS, FIR)	My Patients    R    Search Results      PATEINT NAME    Name or MRN: TEST, MEG    1 patient matches the search criteria above.							
3 Click Search Search	Meghan, Testing    %    PATIENT NAME    MRN    SR MRN      NR-Poc, Carbon    ©    56.61    Meghan, Testing    75002333-5	Sex F						
If demographics match, click Select to open chart	D-Hconnect							
If demographics do not match, or no result is returned click <i>Search All Patients</i>	Search All Patients Find a patient who is not on my list If search returns more than one match, click the radio button beside the na patient. Carefully review the patient information to ensure that you open t	Cancel Go back and modify search criteria me matching your he intended chart						

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## Finding and opening a patient record: Search All Patients

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If the patient is not found in your My Patients list, you can add them to the list(s) of patients you can access with **Search All Patients**.

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1 Enter patient name (format:	3 Search My Patients							
LASTNAME EIRSTNAME)	Search All Patients							
LASTNAIVIL, TINSTNAIVIL)								
	Fill out the required fields to gain access to a patient. Enter the full name as LastName, Firstname MI (e.g. Doe, John M).							
2 Select Sex	Patient Select							
•	Name (Last, First): TESTING, MEGAN Sex: Female							
	Last 4 digits of SSN:							
8 Enter Birthdate								
-	If you have the last four digits of							
	the nationt's SSN or their middle							
CIICK Search	initial you can enter these to							
	further parrow search results							
If demographics match click								
Select to open chart								
You will be prompted to select	D-Hconnect							
iou win be prompted to select								
or add a reason for accessing								
the chart.								

NOTE: If more than one institution or practice has authorized you to access their patients' Dartmouth-Hitchcock records using DHconnect, you will be prompted to select which list(s) to add the patient to. Other users at this site will then also see the patient on their *My Patients* lists.