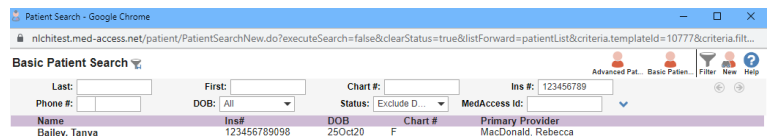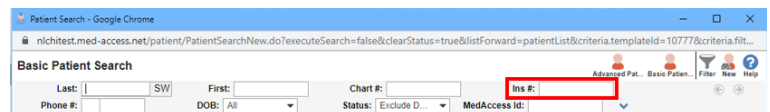**User Guide**

Med Access: Searching for a Patient & Adding a New Patient

Searching for a Patient with an Existing EMR Chart

Search for the patient in the local EMR, as follows:

1. Click on the Search icon in the top right-hand corner of the dashboard.

2. Enter the patient's MCP number in the 'Insurer #' field and hit enter.

3. If results are found, select the patient's name to open the patient chart. Please note that if this is the first time this chart has been accessed on that day, you will need to click the **Accept Selected PCR Data** button.


If results are not found, you will need to search for the patient in Client Registry.

Searching for a Patient without an Existing EMR Chart

Search for the patient in the Client Registry, as follows:

1. Click the **New** icon in the top right corner of the 'Patient Search' window.

2. Enter the patient's MCP **or** 3 demographics (i.e., first name, last name, date of birth or gender) and click the **Search Client Registry** button.
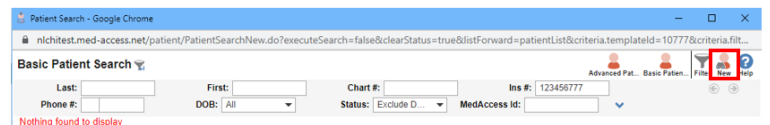
3. If the patient is found in Client Registry, select the patient's name and click the **Import Patient** button to create the patient chart in the local EMR.

Or

If the patient is not found, you will see 'EHR Warn: no candidates found'. In this case you will need to create a new patient chart in EMR.

Creating a New Patient

1. If the patient is not found in the local EMR or Client Registry you will need to create a new patient chart, as follows:

   a) Click the **Create New Patient** button.

   b) Proceed to enter the patient's demographic information in the 'Create Patient' window. Please note that the 'Primary Identifier Number', 'Primary Identifier Type Group' and 'Expiry Date' fields will need to be completed.

   c) When complete, click the Create Patient button. Click the x in the top right corner to exit the 'Patient Summary' window.