

TIPS FOR LOCATING PATIENTS

TIPS FOR LOCATING PATIENTS IN THE EPIC SYSTEM

Before assigning a new number to a patient, an exhaustive search of Epic's Patient Database (EMPI) should occur. To that end, the following information must be requested from the patient:

- Complete name, including all previous names used by the patient
- Date of birth (DOB)
- Sex
- Race
 - 1 American Indian or Alaska Native
 - 2 Black or African American
 - 3 Caucasian/White
 - 4 Native Hawaiian or other Pacific Islander
 - 5 Asian
 - 7 Unknown
- Ethnicity
 - Hispanic or Latino
 - Not Hispanic or Latino
 - Patient Refused
 - Unknown
- Place of birth
- Mother's full maiden name (last name and first name) even if she is deceased
- Marital Status
- Address
- Confirm prior history at UTMB (patients should be asked if they have been previously seen at UTMB).

Tips for entering the patient's name:

- If a patient's first or last name can be spelled in different ways (e.g. Reed vs. Reid, Gonzalez vs. Gonzales, Marianna vs. Maryana) then enter both spellings
- Search previous last names used (e.g. maiden names, previous married names, name at birth, double last names)
- Enter first name, last name, and date of birth
- If you receive an error message "*This SSN is being used by [First, Last Name of the patient MRN#] Enter a different SSN.*" This error message means that the patient is already in the EMPI or another patient is in the database with that same social security number.
- Names with an accent mark (´), such as Piña are entered without the mark`
- Enter variations for a patient's first name, e.g. Margaret vs. Maggie; William vs. Bill
- Enter the patient's middle name as his/her first name (in case the patient uses their middle name as their first name)
- Use the separate "name suffix" field for populating suffix (e.g. Jr, Sr, III)

TIP FOR LOCATING PATIENTS IN MYUTMB

- For patients with unisex names, enter the patient's last name, first name and gender under the patient look up function

TIPS FOR LOCATING PATIENTS IN EPIC

(Note: When searching for patients in Epic using any of the following tips, within the Patient Select box, any tab can be selected to arrange the information in ascending or descending order)

- Search for patient by full name, (Doe, John) and by last name and initial of first name with the DOB, (Doe, J – 010145)
- Search for patient using first 3 letters of both the last and first name, (Doe, Joh). This helps locate patients with double last or first names, patients with misspelled names, and patients entered with incorrect DOB or sex
- Search for patient using DOB (may enter in either of these formats – 01011945 or 010145). This helps locate patients with common names, infants and babies (since infants/babies may still be listed as Baby Boy/Girl)
- If a patient is found with a 7 digit number that begins with an “E” (e.g. <E1234567>) this means the patient is already in the EMPI, but no MR number has been assigned

MRN NUMBER ALPHABETICAL SUFFIX KEY

Suffix

Explanation

A, B, C, D, E, F, G, H, I, J, K, L*, M, N, O, P, Q, S

Patient medical record numbers

T, U, V, W, Z

Numbers not used

R

Reference lab – number issued to
Specimens – no medical record exists

X

Institution numbers used for billing
purposes. A number assigned to an
entity responsible for payment for
services provided to a group of
patients. No medical record exists

Y

Numbers assigned to Shriners Burns
Hospital patients (historical)

* Some L MRN numbers were assigned to acquired St. Mary's Hospital medical records