

TIPS FOR LOCATING PATIENTS

TIPS FOR LOCATING PATIENTS IN *utmbHealth* Enterprise Master Patient Index (EMPI)

Before assigning a new number to a patient, an exhaustive search of the 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 *utmbHealth* (patients should be asked if they have been previously seen at any *utmbHealth* facilities).

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)

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)

MRN NUMBER ALPHABETICAL SUFFIX KEY

<u>Suffix</u>	<u>Explanation</u>
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