

# Healthy Homes and Lead Poisoning Surveillance System (HHL PSS)

## Job Aid 3.1: Find a Patient and Patient Information

### Find a Patient

The Clinical Module has been designed for viewing, editing, or creating new patient records, as well as details related to patient cases.

**Step 1:** Select the **Clinical** tab. This will direct the browser to the **Find Patient** screen.

The screenshot shows the HHL PSS Home page. The 'Clinical' tab is highlighted with a red box. Below the navigation tabs, the 'Find Patient' link is also highlighted with a red box. The 'SELECT A PATIENT' text is visible in the top right corner.

**Step 2:** Search for a patient record by typing in part or all of the last name, first name, and if needed, other patient information you have available. Click the **Search** button.

The screenshot shows the 'Find Patient' search form. The 'Search' button at the bottom is highlighted with a red box. The form includes fields for HHL PSS ID, Local ID, Stellar/Migrated ID, Last Name, First Name, SSN, Medicaid ID, DOB, Jurisdiction, Address, City, Zip, and Phone. A note next to the Address field says: 'For best results, enter just the street number or just the street name.'

**Step 3:** Select the correct patient. If the patient is listed in the search results, select the patient's name to open the Patient Information screen.

The screenshot shows the search results table. The 'Jill Olantern' row is highlighted with a red box. The table has columns for Name, HHL PSS ID, Date of Birth, Local ID, Address, Case Status, and Jurisdiction. The text '(OLANTERN, JILL) DOB: 1/1/2016 ID#: 2018924 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C' is displayed at the top of the table area.

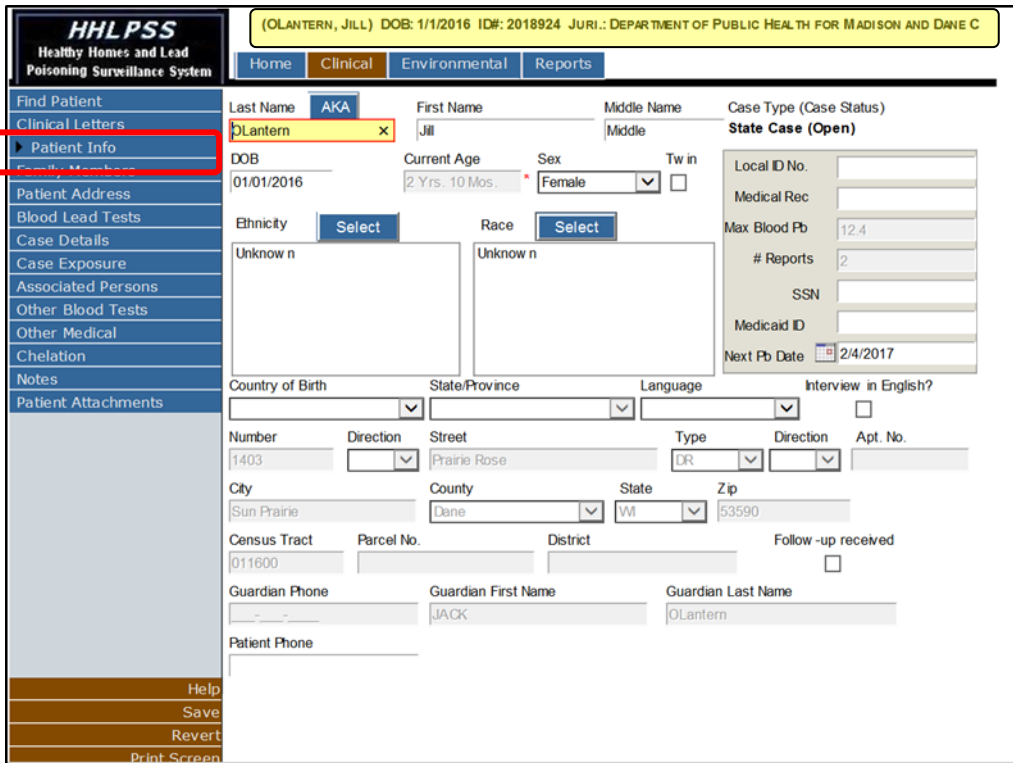
Name	HHL PSS ID	Date of Birth	Local ID	Address	Case Status	Jurisdiction
<a href="#">Jack Olantern</a>	2018878	10/31/2017		1403 PRAIRIE ROSE Dr Su...	Open	Department of Pub...
<a href="#">Jill Olantern</a>	2018924	1/1/2016		1403 Prairie Rose Dr Sun...	Open	Department of Pub...

**Step 3 (continued):** If the results don't match your patient (you got too many results, the wrong results, or no results were returned), click the **Revise Search** button near the bottom of the page, which will return you to the search screen to enter additional search criteria,



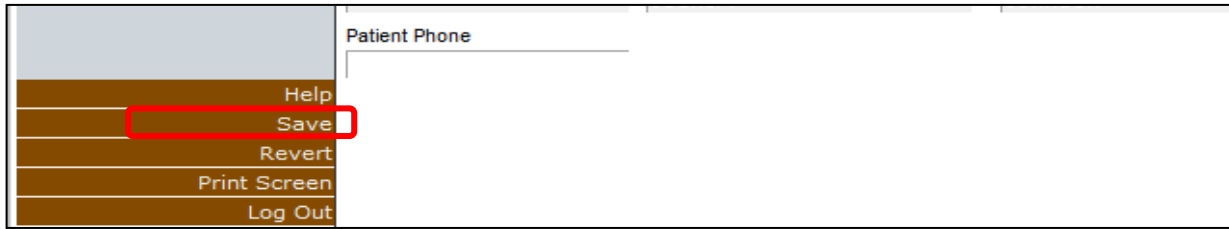
**Patient Information**

**Step 4:** View or edit the patient demographic information. The patient's name, date of birth, and HHLPS ID number are displayed at the top of the page (highlighted in yellow). This is useful to verify you are in the correct record, especially when looking up more than one patient.

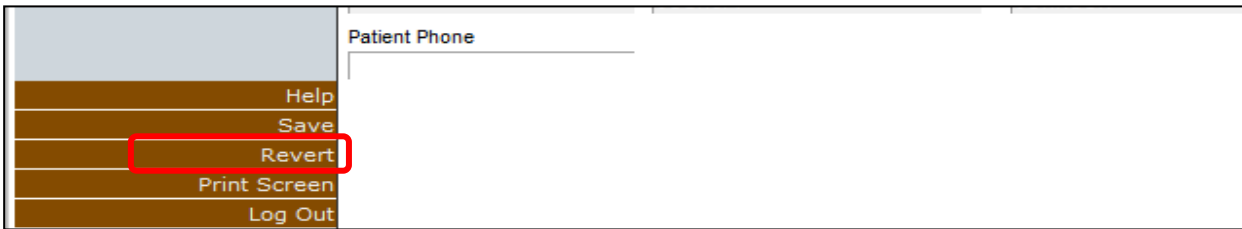


**Note:** Fields that have grayed-out text and background cannot be edited. Text boxes that can be edited have **black** text or **black** borders, and a white background.

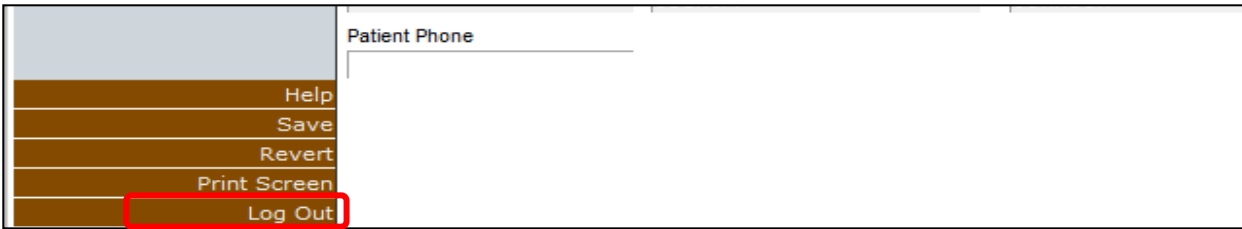
**Step 5:** Click the **Save** button in the bottom left corner menu to save any edits you make to patient details. If you leave the page without saving, your changes will be lost.



**Step 6:** Click the **Revert** button to cancel your changes before saving and revert to the prior values.



**Step 7:** Click the **Log Out** button to end a HHL PSS session.



### Questions

Please contact the HHL PSS coordinator at 608-266-5817 or email [DHS Lead Poisoning Prevention](#).