Patient Search

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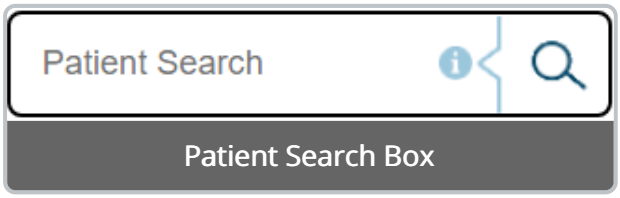
Summary

Patient Search in the Patients tab allows you to search for specific patients by typing a patient first name and/or last name, a phone number as 10 consecutive digits, a Patient ID, or an email address and then press *Enter* or click the **Search** icon.



Leave the *Patient Search* box empty and then click **Search** to produce a list of all active patients within your practice.

Patients found in any search may be messaged at one time by clicking **SEND MESSAGE TO ALL PATIENTS BELOW.**

Your results will be shown on the right side of the screen. More than one patient may appear in the search results, so select the patient you want and click the underlined patient name to review the *Patient Details* of a specific patient.

The *Patient Details* screen shows patient information, communication history, scheduled appointments, and previous appointments.

You can perform a number of actions from the *Patient Details* screen. See Patient Details article for more information.