1. Click the **ROLODEX** icon.

2. In the name field, enter last name. You can also search by chart #, phone number (omit area code), birthdate, and first name. Narrow your search to avoid scrolling through a lot of names.

3. Single-click “Name” on gray bar to select patient and make patient demographics appear above. Note: You won’t be able to enter patient data after single-clicking.

4. Make sure patient’s name appears on the gray information bar at the bottom of the screen.

5. Check the patient’s demographic data to ensure you have selected the correct record and that the data is current.

6. To keep the name in your Patient Selection List at right for easy selection another day, check the box on your left or double click the name.