

# Better connecting Queensland's GPs and public hospitals



## Factsheet 4 – Searching for your patient in the Health Provider Portal (HPP)

### Have you signed in to the HPP and accepted the HPP Terms and Conditions?

If not, please refer to Factsheet 3 – Signing into the HPP

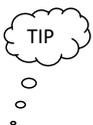
### You can search for patient healthcare information

There are four (4) ways to search for a patient in the HPP. You can search:

1. a patient's Medicare Number plus other patient information; **OR**
2. DVA Number plus other patient information; **OR**
3. a patient's Unit Record Number (URN) and related facility; **OR**
4. from a previously saved patient list.

In the Search Patient page, you can:

- 1 enter the patient's Medicare Number, sex, date of birth and surname; **OR**
- 2 DVA Number sex, date of birth and surname; **OR**
- 3 enter facility and patient URN; **OR**
- 4 select one of the "Saved Patients".



#### What is a **Saved Patient List**?

A saved patient list allows you to save your frequently searched patients to a list. Select Add from the Action column alongside the patient in your search results and that patient will now be populated to the saved patients tab.

Note: you can save a maximum of 10 patients.

# Search by Patient – Medicare Number

In the [Search Patient](#) page, search for the patient by entering the following identity criteria

## Step 1

- 1 Enter [Medicare Number](#) (9-11 digits); and
- 2 Select [sex](#); and
- 3 Enter [date of birth](#) or select date from the calendar; and
- 4 Enter [patient surname](#).

1 Medicare Number 41326512261

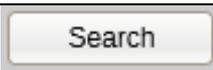
2 Sex Male

3 Date Of Birth 15/06/1900

4 Patient Surname Citizen

## Step 2

Click [Search](#)



## Step 3

A [Search Results](#) page will return a list of patients that match the identity details entered.

1	2	3	4						
First Name	Last Name	Sex	DOB	Age	PostCode	Status	The Viewer	Action	
Lucy	Kate	F	26/08/1900	116		Opted out			
Lily	Kate	F	26/08/1900	116					Add to list

**Note:** If a patient has opted out, the status column will display 3 'Opted out'. You will not be able to view this patient's healthcare information (see example shown above).

## Step 4

To view patient healthcare information, click on [The Viewer icon](#) . A new window will open to display the patient healthcare information.



**Optional** Click on the 4 [Add to list](#) in the last column of the table to add that patient to your list of saved patients.

**Optional** Click on the patient's 1 [First Name](#) or 2 [Last Name](#) to view additional information about the patient including the facilities the patient has presented to.



You can also open the patient healthcare information and add the patient to your list of saved patients from the additional information screen.



# Search by Patient – DVA Number

In the [Search Patient](#) page, search for the patient by entering the following identity criteria

- Step 1**
- 1 Enter **DVA Number**; and
  - 2 Select **sex**; and
  - 3 Enter **date of birth** or select date from the calendar; and
  - 4 Enter **patient surname**.

Medicare Number i

OR

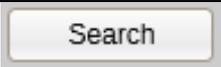
DVA Number i QA000000

Sex Male

Date Of Birth 15/06/1900

Patient Surname Citizen

**Step 2** Click [Search](#)



**Step 3** A **Search Results** page will return a list of patients that match the identity details entered.

First Name	Last Name	Sex	DOB	Age	PostCode	Status	The Viewer	Action
Lucy	Kate	F	26/08/1900	116		Opted out		
Lily	Kate	F	26/08/1900	116				Add to list

**Note:** If a patient has opted out, the status column will display 3 'Opted out'. You will not be able to view this patient's healthcare information (see example shown above).

**Step 4** To view patient healthcare information, click on [The Viewer icon](#) . A new window will open to display the patient healthcare information.

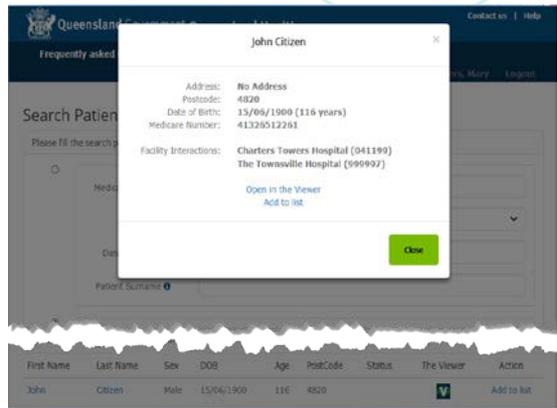
TIP

**Optional** Click on the 4 [Add to list](#) in the last column of the table to add that patient to your list of saved patients.

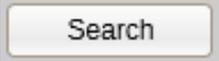
**Optional** Click on the patient's 1 [First Name](#) or 2 [Last Name](#) to view additional information about the patient including the facilities the patient has presented to.

TIP

You can also open the patient healthcare information and add the patient to your list of saved patients from the additional information screen.



# Search by Patient – URN

In the <a href="#">Search Patient</a> page, search for the patient by entering the following identity criteria	
<b>Step 1</b> Select <b>1</b> <a href="#">Facility</a> from the list; and Enter <b>2</b> <a href="#">Patient URN</a> .	
<b>Step 2</b> Click <a href="#">Search</a>	
<b>Step 3</b> The <b>Search Results</b> page will return a list of patients that match the identity details entered.	 <p><b>Note:</b> If a patient has opted out, the status column will display <b>3</b> 'Opted out'. You will not be able to see this patient's healthcare information (see example shown above).</p>
<b>Step 4</b> To view patient healthcare information, click on <a href="#">The Viewer icon</a>  . A new window will open to display the patient healthcare information.	
<p><b>TIP</b></p> <p><b>Optional</b> Click on the <b>4</b> <a href="#">Add to list</a> in the last column of the table to add that patient to your list of saved patients.</p> <p><b>Optional</b> Click on the patient's <b>1</b> <a href="#">First Name</a> or <b>2</b> <a href="#">Last Name</a> to view additional information about the patient including the facilities the patient has presented to.</p> <p><b>TIP</b></p> <p>You can also open the patient healthcare information and add the patient to your list of saved patients from the additional information screen.</p>	

# Saved Patient List

## Step 1

In the Saved Patients List, select a patient to view.

Facility	URN	First Name	Last Name	Status	The Viewer	Action
00200	999997	John	Citizen			Remove
00172	0987790	Lily	Kate			Remove

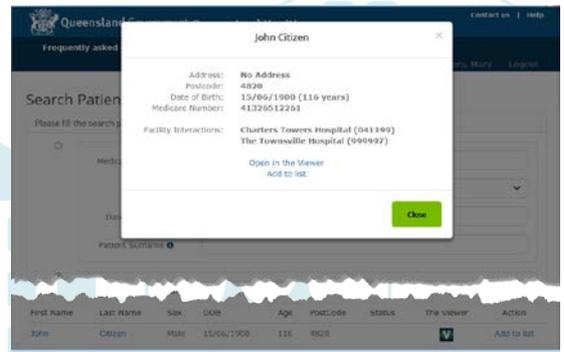
To view patient healthcare information, click on **3** The Viewer icon . A new window will open to display the patient healthcare information.

**Optional** Click on the **4** Remove from list in the last column of the table to remove a patient from your list of saved patients.

**Optional** Click on the patient's **1** First Name or **2** Last Name to view additional information about the patient including the facilities the patient has presented to.



You can also open the patient healthcare information and add the patient to your list of saved patients from the additional information screen.



## Additional Information

For additional support information, please refer to **Factsheet 6**.

## Contact

For technical support please call 1300 478 439, available 24 hours a day.