

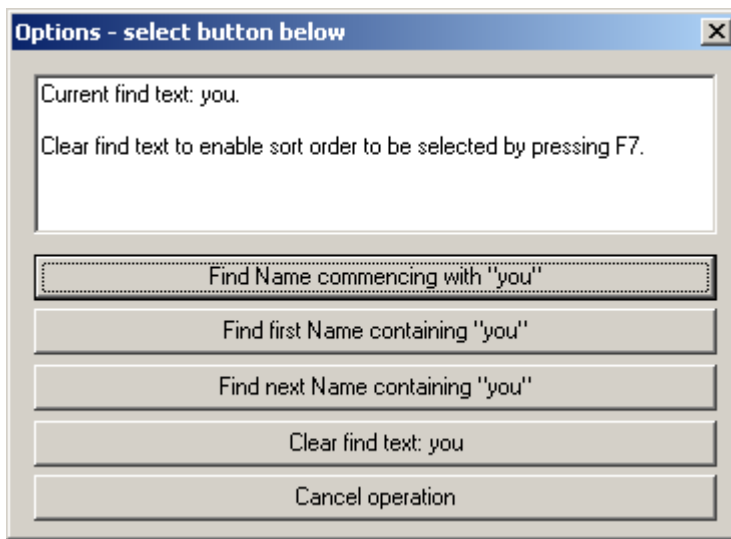
**FAQ – “Can I archive deceased patients from the SNAPshot patient list?”**

**A – No, But you can search the patient list by name or mrn**

You can search for a client in the ‘Patient list’ by surname or by Medical Record Number (MRN).

- Click in the ‘Patient List’ (or press the F6 key to move the cursor to it).  
If the patient list ordering is by Name, then [Name] will appear in the caption bar. If the patient list ordering is by MRN, then [MRN] will appear in the caption bar.
- Press the F7 key to reorder the list of clients by MRN or Name as preferred.
- To search by Name, order the patient list by name.  
Type the family name (the whole name or the first few letters). The letters you type will appear immediately to the right of the [name] in the caption bar. Press the F7 key. Choose from the ‘Options’ Window in Figure **Error! No text of specified style in document.-1**.

**Figure Error! No text of specified style in document.-1 Searching for a client record**



Alternatively, press Shift+F7 at the same time. Snapshot will automatically search for the first record that matches your selection. If the first record found is not the required one, press F7 and choose the option ‘Find next Name containing...’.

- To search by MRN, type the required MRN and follow the same procedure as for searching by Name.

If you require any further assistance, please contact your PCOC Quality Improvement Facilitator.