

# USING LOOK-UPS IN RL6

## WANT TO MAKE REPORTING AN EVENT EASIER & QUICKER?

- Use the Patient Search to populate patient name & demographic data

## ENTER THE MEDICAL RECORD NUMBER & CLICK ON THE MAGNIFYING GLASS

- Must include the "H" and seven numbers

**Person Affected Details**

Details of the person affected by the event


Person Affected MRN \*

Encounter/Account # \*

Person Affected First Name \*

## CLICK ON THE CIRCLE BESIDE THE MRN & ACCEPT

**Patient Search** ? x

 MRN

Last Name

First Name

[Search](#) [Clear Fields](#)

Person Affected MRN	Person Affected First Name	Person Affected Last Name	Person Affected Gender	Encounter/Account #	Person Affected Date of Birth
<input type="radio"/> H0978438	BETTY	DAVIS	Female	150721021	10-29-1980

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[View Detail](#) | [Accept](#) | [Cancel](#)

## ALL PATIENT FIELDS WILL BE COMPLETED

- Continue the other green starred fields to finish the report

## ENTER SUBMIT