Patient Search Methods
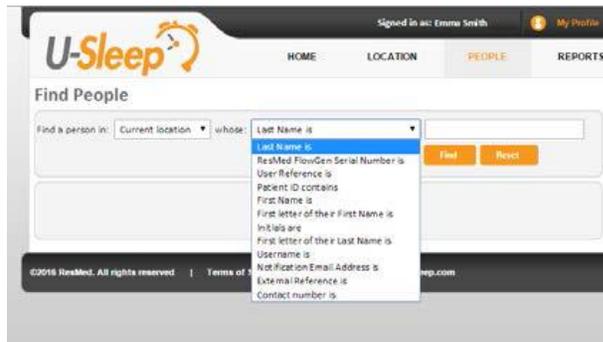
Quick Reference Guide

Finding your patients

Once you are signed in to U-Sleep™, you can search for patients by clicking on the **People** tab in Action View.

U-Sleep offers many ways to search for patients. The default option is to search by last name. However, the best method varies, depending on your scenario.

Use the following table to identify which search option to use for your scenario.

Scenario	Search by
I need to find out which patient a specific device is assigned to in U-Sleep.	**ResMed FlowGen Serial Number is**
I need to search for a patient and all I have is their contact (phone) number.	**Contact Number is**
I need to search for a patient and all I have is their email address.	**Notification Email Address is**
I need to search for the patient by their AirView™ Patient ID.	**Patient ID contains**
A ResMed employee has provided me with a reference number to look up.	**User Reference is**
I'm uncertain of how to spell the patient's name (unclear on paperwork or when patient calls in).	**First letter of their First Name is** *or* **First letter of their Last Name is**
I only have the patient's initials.	**Initials are**
I have the external reference number from my company's integrated software and want to look up the U-Sleep patient that is associated to it.	**External Reference is**
I only have part of the patient's last name (for example, a hyphenated name).	**First name is** *or* **First letter of their Last Name is**

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Additional tips

Search for staff users

To search for staff users, use the following options:

- Contact number is
- User Reference is
- First letter of last name or first name
- Initials are
- Last name is
- First name is
- Username is

Contact number search

When searching by contact number, keep the following in mind:

- Enter the entire phone number with no dashes or spaces (eg, 8585551234).
- The contact number result that is returned may not match your search entry.
  - The contact number is search extends to any phone number listed in your U-Sleep account. This includes a patient's mobile number listed for notification preferences.
  - The phone number returned will be the one listed under the patient profile. Navigate to the patient's Notification preferences to locate the contact number you've searched.

Switch locations

If necessary, change the location option to search in **All locations** versus **Current location**.

Find People

Find a person in: [Current location ▾] whose: [Last Name is ▾]

  Current location
  All locations

Mobile phone number search

Find People

Find a person in: [Current location ▾] whose: [Contact number is ▾] [8585559584]

[Find] [Reset]

Name	Phone Number	Username	
Erica White	+1 (858) 555-1254	EricaWhite	

Patient profile number returned

U-Sleep