1. Log into Soarian. You are automatically brought to the Census screen.

2. Choose the facility/hospital where the patient currently is, or was last admitted, by clicking the Location link.

3. Click on the hospital name and select OK.

4. To search for a patient click

5. Type in the last and first name of the patient. Use the gender or visit type (inpatient or outpatient) to narrow down your search

6. Click Search

7. Check the name, date of birth and visit to be sure it is the correct patient and correct visit

8. Click patient’s name

9. Click the down triangle next to Patient Record and choose Visit

10. This brings you to the visit screen with all of the patient’s visits displaying on the left. This is another way to check to be sure you chose the correct visit. The visit you selected should be highlighted in orange. If the visit is wrong, choose another date.

11. To enter other areas of the chart use the navigation toolbar to navigate to a different screen.

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**Viewing Information in Soarian**

Patient Record is a good place to view patient information.

**Viewing Results in the Patient Record**

1. Click on the patient record tab

2. A drop-down menu displays on the side of the screen

3. Choose Laboratory, Radiology, etc. (H&Ps, Consult, & Operative reports can be found in Transcribed Reports)

4. Use the filters by clicking on the arrow to pick specific dates of your search if need past information (this may take you into a previous visit).

5. To use the calendar, select a From date and a To and select OK

6. Labs that have been resulted will appear