



# User Instructions – Searching for Existing Clients

Quick Reference

## Searching for Existing Clients in the HPECD Database

There are several alternatives to using a client's name for searching for existing records before adding a new one.

1. MFRN Identifier – this will account for infants as well that are connected to the mother

The screenshot shows the 'Client Search' page in the Momentum Healthware system. The 'Identifier Description' dropdown menu is open, and 'MFRN' is highlighted in red. Other options in the menu include Ontario Health Number, UCI - Asylum (Canada Border Service Agency), Nunavut Health Number, Refugee, PHIN, Other, and FFS. The 'Identifier Value' field is empty. The 'Include Client Relationships' checkbox is unchecked. The search results area shows 'No records to display.'

2. Search by PHIN Identifier

The screenshot shows the 'Client Search' page in the Momentum Healthware system. The 'Identifier Description' dropdown menu is open, and 'PHIN' is highlighted in red. Other options in the menu include File Number, Federal Service Number, MFRN, Ontario Health Number, UCI - Asylum (Canada Border Service Agency), Nunavut Health Number, Refugee, Other, and FFS. The 'Identifier Value' field is empty. The 'Include Client Relationships' checkbox is unchecked. The search results area shows 'No records to display.'