Ways to make ADT matches:

- You can do a last name search with three or more letters - **Jon**

- You can do a last name search with first initial - **Jones, M**

- Jr, Sr, II, III all come right after last name, before the comma, so if you are entering just the last name, do NOT put in a comma or you will not make a match at all if your patient has any of these titles listed

- You can do a first name search with three or more letters - **/Mar**

- You can do a first name search and first initial (or as many letters of last name you are certain of) - **/Mary J or** /**Mary Jon**

- If an ACCT# or MR # are dictated, enter it in the MED REC # field and click on the ADT button next to the DICTATED BY field. This field will accept either of these numbers and make a match. You may have to take out the leading 0 in this number to make a match.

- When attempting to make a match, be sure you do not have any blanks/underscores in the field or else no matches will be returned.

- Use the info available in the ADT field: DOB, Date of Visit, reason they are seen (if given in right-hand column). Sometimes they may call the patient by their middle name and occasionally you may be able to make a match using that.

- Last but certainly not least, take a second or two to play around with it, listen more than once, try a few different variations in an attempt to find a match. No one expects you to spend five minutes trying to make a match, but we do expect you to make an honest effort.