# Working With Person Information

HealtheRegistries

Searching for a Person

1. Click inside the Search box in the upper-right corner of the application.

2. Enter search criteria. You can search by name, date of birth, or the patient ID in the help text.

3. Complete one of the following actions:

   ♦ Click the name of a person to view their summary.

   ♦ Click **Persons** to view the results.
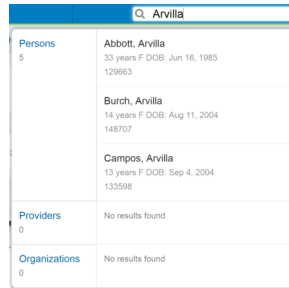
Viewing a Person List

1. Click one of the following items to view a person list:

   ♦ **From the home page:**
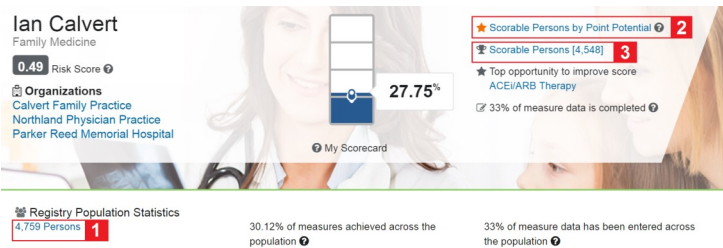
   1. **[Number] Persons link:** Click to view all attributed people.

   2. **Scorable Persons by Point Potential link:** Click to view scorable attributed people sorted by potential points.

   3. **Scorable Persons [Number] link:** Click to view all scorable attributed people.

   ♦ **From registries or scorecards:** Click **View Persons** below the treemap to view all people.
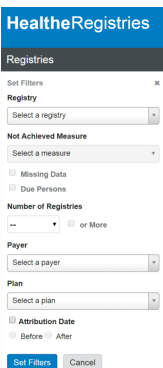
2. If you want to filter the person list, click the **Filter** icon then select filters and click **Set Filters**. You can filter by registries, unachieved measures, missing data, measures due, number of registries, payers, plans, and attribution date.

3. You can select an option from the Sort By list to sort the list by name, risk score, completion percentage, quality score, attribution date, or potential points.

Viewing a Person's Summary

Search for and select a person or select a person from a person list to view the person's summary.
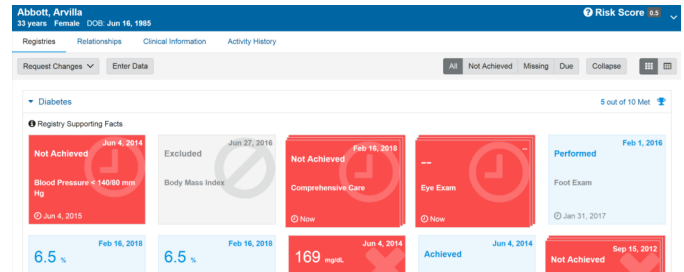
Viewing a Person's Demographic Information

The person's name, age, gender, and date of birth are displayed on the demographics bar on the summary. You can click the bar to expand it and view contact information and IDs. You also can click **Demographics Supporting Facts** to view the sources of the information.

Viewing a Person's Registries and Measures

1. Click the **Registries** tab if it is not already displayed. Each registry includes a list of measures as well as the measure statuses and most recent values.

2. Click the row for that registry or click **Expand** to expand all the registries.

3. Click a measure to view its details.

4. Click **Not Achieved**, **Missing Data**, or **Due** to view only measures in those statuses.

5. Click the **table** button to view the registries and measures on a table.

Viewing a Person's Supporting Facts

Supporting facts are the reasons a person is on a registry.

1. From the Registries tab, find and select a registry.

2. Click **Registry Supporting Facts**.

You also can click a measure to view its supporting facts.

Viewing a Person's Provider Relationships

Click the **Relationships** tab to view the providers with which the person has a relationship and the last seen date and number of interactions. You can click the row of a provider to view provider information and supporting facts.

Viewing a Person's Clinical Information

Click the **Clinical Information** tab to view the person's longitudinal record.