

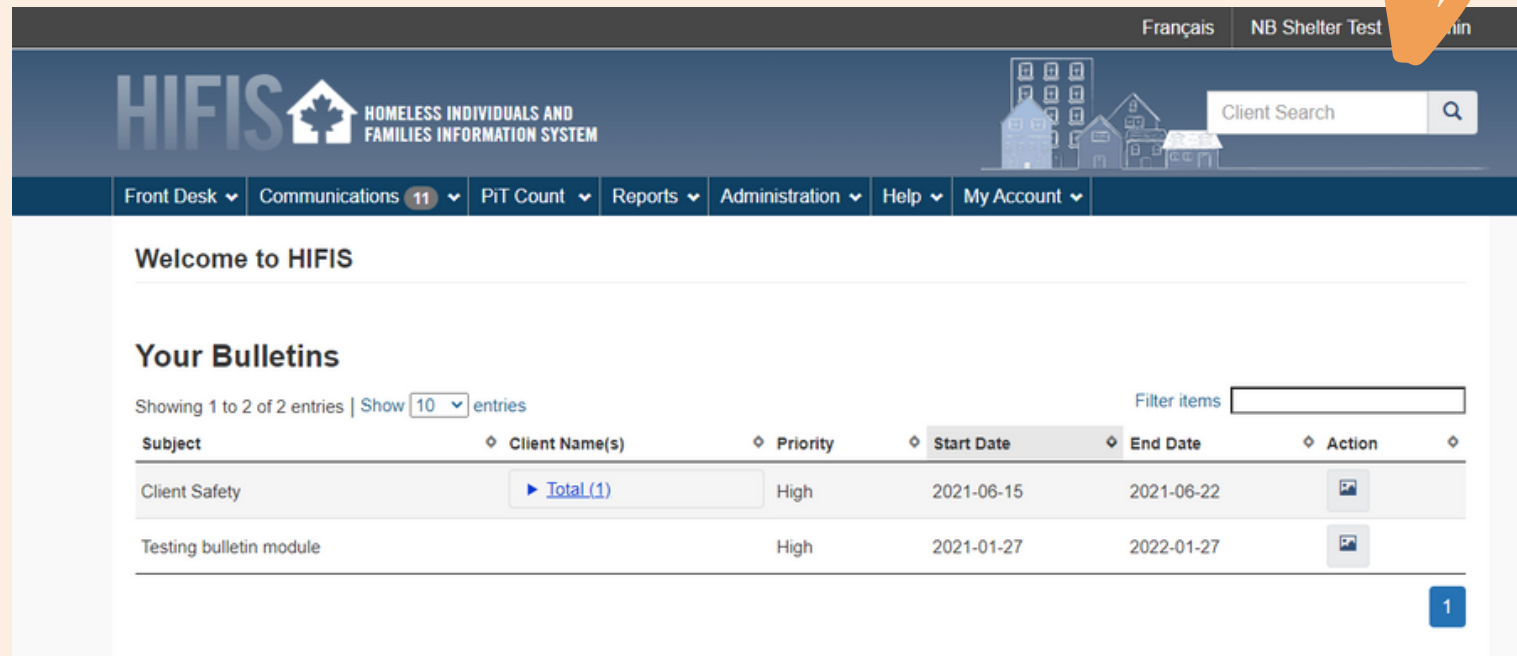
Searching for a Client

The first step in helping your Client in HIFIS, searching for them! This page helps you navigate how to search for a client, and filter the list as well.

1.) Login to Hifis

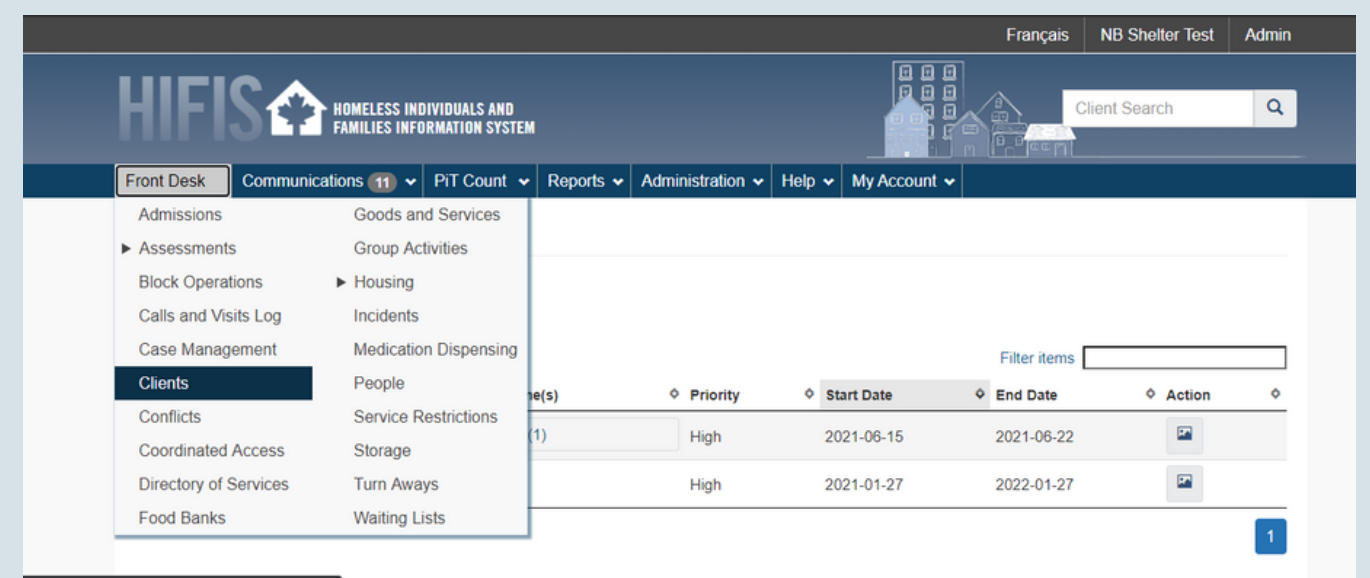
From the main page, you can see the search bar to the top right.

Enter your Client in here by first, last, or full name!



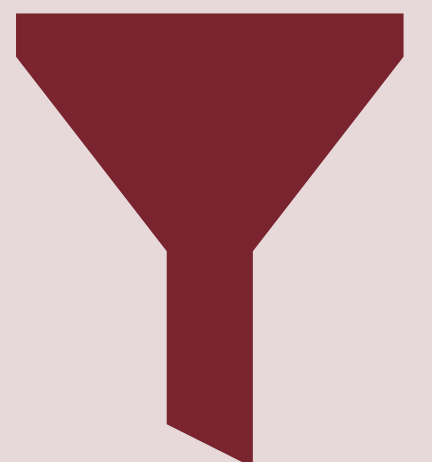
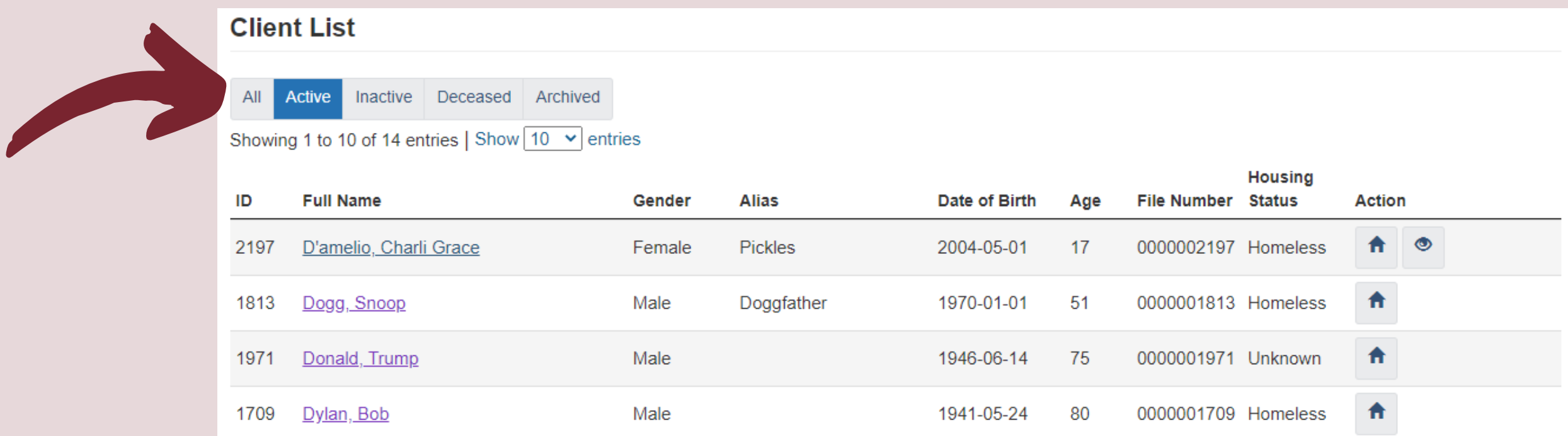
2.) Can't quite remember the client's name?

Click the Front Desk Tab, then Client List to see a list of all clients at your provider.



3.) Filter the Client list

Above the Client List, you can choose to Filter by Active, Inactive, Deceased, or All Clients. In this example, we are only showing active clients.



4.) Found your Client?

Click on the Client Name to be taken to the Client Vitals Page, or the House Icon to be taken to Admissions

