Selecting the Right Patient UR Number in iPM and EMR

A quick reference guide for staff to ensure
data accuracy and prevent duplicate records.

Step 1:
Verify patient details and search

Search iPM by clicking the 'Slingman' icon, then using the patient's full name and date of birth where able

Step 2:
Evaluate search results

No Matches Found:
Double check search terms, then **register new** patient in iPM

One Match Found:
Use this UR Number

Caution: Only use UR Numbers with a **110** or **116** prefix if an existing hardcopy volume exists

Duplicate Matches Found:
Evaluate search results in the following order

1. Always use a UR Number with a **111** prefix if it exists

2. Use a UR Number with a **110** or **116** prefix only if an existing hardcopy exists

3. Use the **lowest** available UR number

Search tips:
If having difficulty finding a result, cross-check for an alias (i.e. married names, 'baby-of'), Medicare, DVA or Pension Number