

BOSSnet – Viewing a Patient’s Chart



This Quick Reference Guide will explain how to:

- Search for a patient to view their documentation
- Open documentation related to specific episode of care

Search for a patient.

1. Enter your patients UR number in the search window, then press enter on your keyboard

2. Double click on your patients’ row to open their chart.

Bed	URN	Patient Name
Ward: Visiting 1		
?	600600	Mouse, Mickey

3. Review and accept the privacy statement. Your patient’s chart will open.

Search for a specific episode of care

1. Select the dropdown arrow next to the search field
2. Select “Find patient and episode”

3. Search for your patient in the search result window



4. Double click on the patient’s episode of care.

Type	URN	Name	Sex	DOB	Visit	Unit	Ward	Site
Inpatients	600500	Mouse, Mickey	M	01/01/1990	12/05/2023 12:07:00 PM	Community Mental Health	APATT	NWMI
All Options								
Inpatients	600500	Mouse, Mickey	M	01/01/1990	21/08/2024 08:38:00 PM	NWMI	BASICS	NWMI
Visitor	600500	Mouse, Mickey	M	01/01/1990	19/08/2024 12:48:00 PM	Visiting	Visiting	
Inpatients	600500	Mouse, Mickey	M	01/01/1990	29/07/2024 10:54:00 AM	NWMI	BASICS	NWMI
Inpatients	600500	Mouse, Mickey	M	01/01/1990	18/06/2024 03:32:00 PM	Psychiatric	MW-Hope	NWMI
Inpatients	600500	Mouse, Mickey	M	01/01/1990	03/06/2024 01:33:00 PM	Psychiatric	S MI Unit 2 Adult Acute	Sunshine
					07/05/2024	Renal Clinical		

5. Your patient’s chart for the selected episode will open.



Handy Hint – Closing a patients chart

To close the patient’s chart and return to BOSSnet, select the Exit button on the top-right corner of the page.

