

Search Contact



Course Overview

Search Contacts allows you to quickly find patients and other contacts in Spark.

This guide walks you through how to search for contacts, filter results, and customize the results screen so you can find the information you need faster.

Use This Guide When

- Searching for a patient or contact in Spark
- Filtering results by classification
- Adjusting columns shown in search results

What You'll Be Able to Do

- Search for a contact
- Filter contacts by classification
- Add or remove columns
- Reorder columns

Search Contact



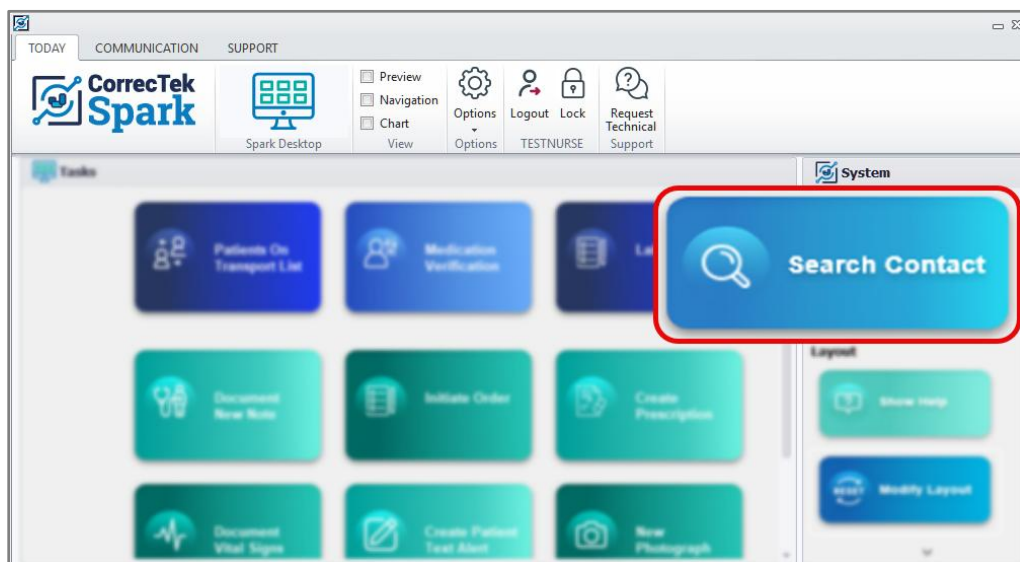
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Search Contact

Spark Desktop

From the CorrecTek Spark desktop, click **Search Contact**.

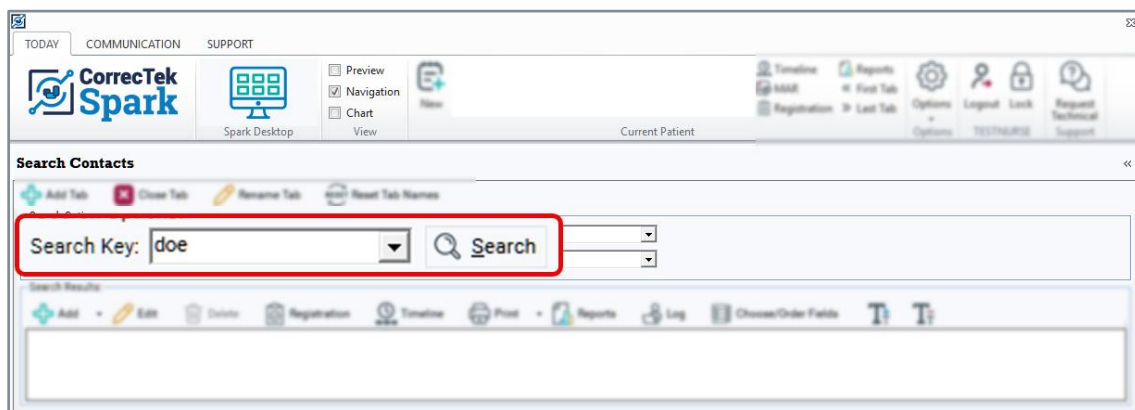


Search Contact

The Search Contacts screen opens. Use the **Search Key** to type identifiable information.

| Tip: Identifiable information could include first and/or last name, company, ID number, or DOB.

Press **Enter** or click **Search**.



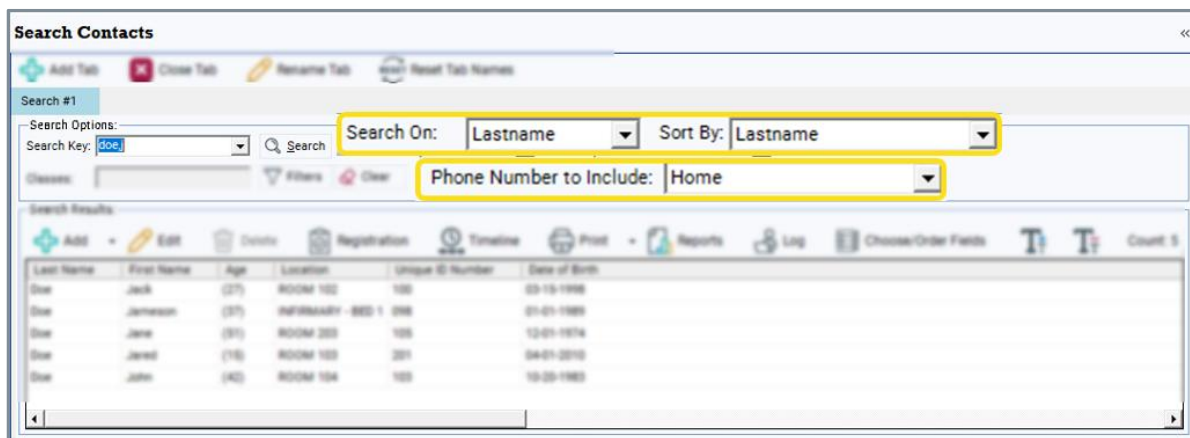
Search results will display.

Search Contact

Narrow the Results (Optional)

Additional options are available to narrow search results.

- **Search On:** Choose which field to search, e.g., Lastname, Company or Unique ID Number.
- **Sort By:** Choose how results are sorted, e.g., Birth Date, State or Zip Code.
- **Phone Numbers to Include:** Choose which phone number is displayed in the results, e.g., Cell Phone, Home, or Office.

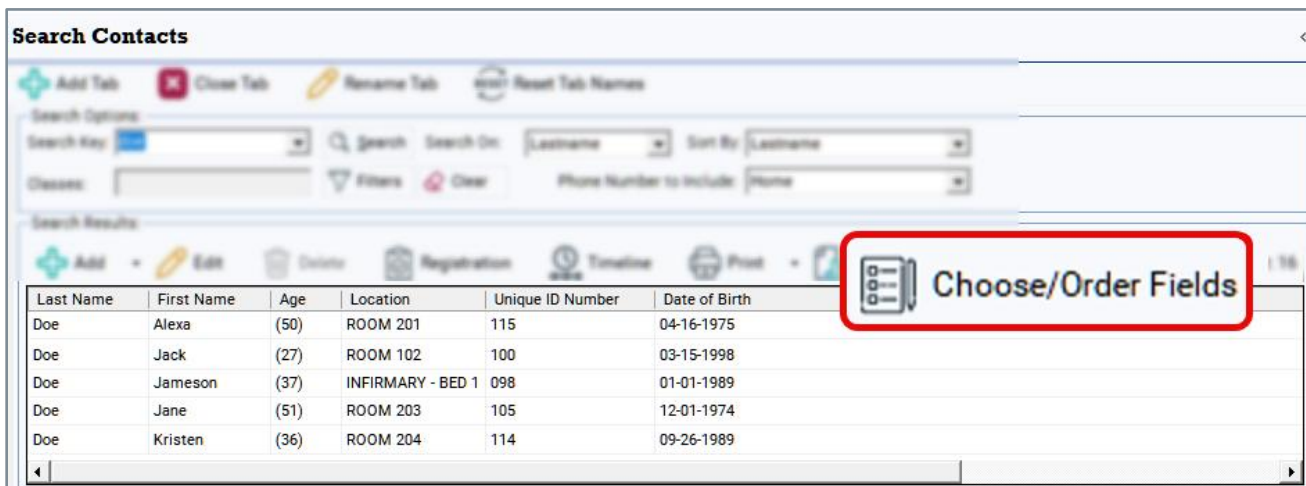


The screenshot shows the 'Search Contacts' window. At the top, there are tabs for 'Add Tab', 'Close Tab', 'Rename Tab', and 'Reset Tab Names'. Below this, the 'Search #1' section contains a 'Search Options' area with a 'Search Key' dropdown set to 'Doe', a 'Search' button, and a 'Search On:' dropdown set to 'Lastname'. To the right, a 'Sort By:' dropdown is also set to 'Lastname'. Below these, there is a 'Phone Number to Include:' dropdown set to 'Home'. The 'Search Results' section shows a table with columns: Last Name, First Name, Age, Location, Unique ID Number, and Date of Birth. The table contains five rows of data.

Last Name	First Name	Age	Location	Unique ID Number	Date of Birth
Doe	Jack	(27)	ROOM 102	100	03-15-1998
Doe	Jameson	(37)	INFIRMARY - BED 1	098	01-01-1989
Doe	Jane	(51)	ROOM 203	105	12-01-1974
Doe	Jared	(16)	ROOM 102	201	04-01-2010
Doe	John	(42)	ROOM 104	102	10-20-1982

Choose and Order Fields

Click **Choose/Order Fields** to customize the columns.



This screenshot is similar to the previous one, but the 'Choose/Order Fields' button is highlighted with a red rectangle. The button is located at the bottom right of the 'Search Results' section, next to a list icon. The table below it shows a different set of data.

Last Name	First Name	Age	Location	Unique ID Number	Date of Birth
Doe	Alexa	(50)	ROOM 201	115	04-16-1975
Doe	Jack	(27)	ROOM 102	100	03-15-1998
Doe	Jameson	(37)	INFIRMARY - BED 1	098	01-01-1989
Doe	Jane	(51)	ROOM 203	105	12-01-1974
Doe	Kristen	(36)	ROOM 204	114	09-26-1989

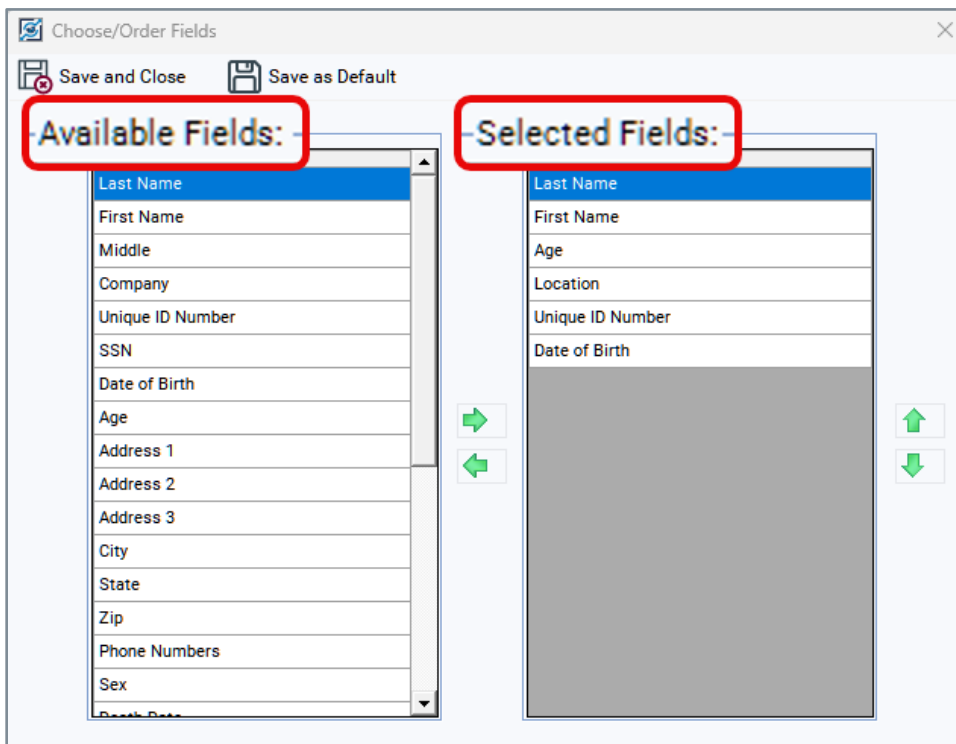
Search Contact

To add or remove fields:

In the **Available Fields** or **Selected Fields**, select an item, then click the left or right arrow to move it between columns.

To reorder fields:

In **Selected Fields**, use the up or down arrows to change the position of the selected item.



Click **Save and Close**.

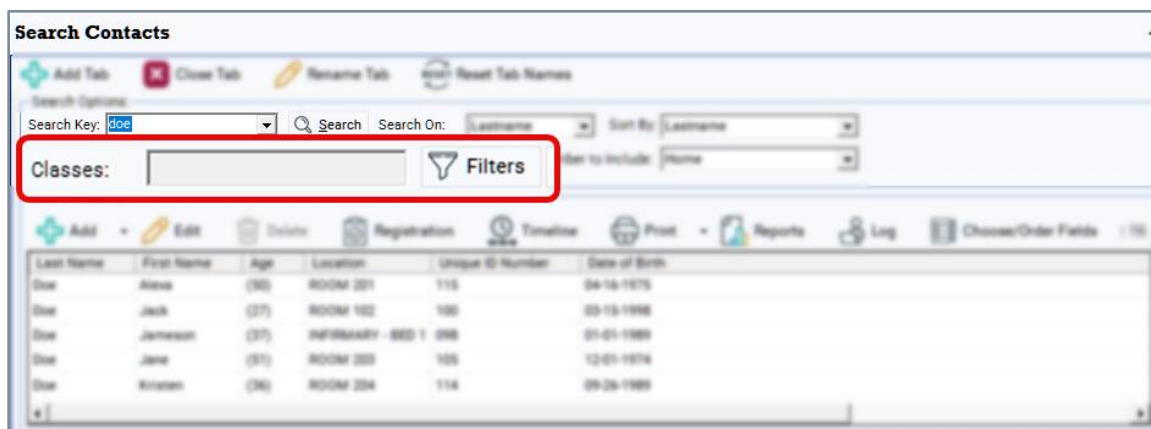
| Tip: Changes made to the Choose/Order Fields are user specific and will remain upon future logins.

For details about additional buttons, see [Search Results](#) in the Reference section.

Search Contact

Classification Search

To narrow search results by classification, click **Filters**.



Search Contacts

Search Options: Search Key: Search On: Sort By:

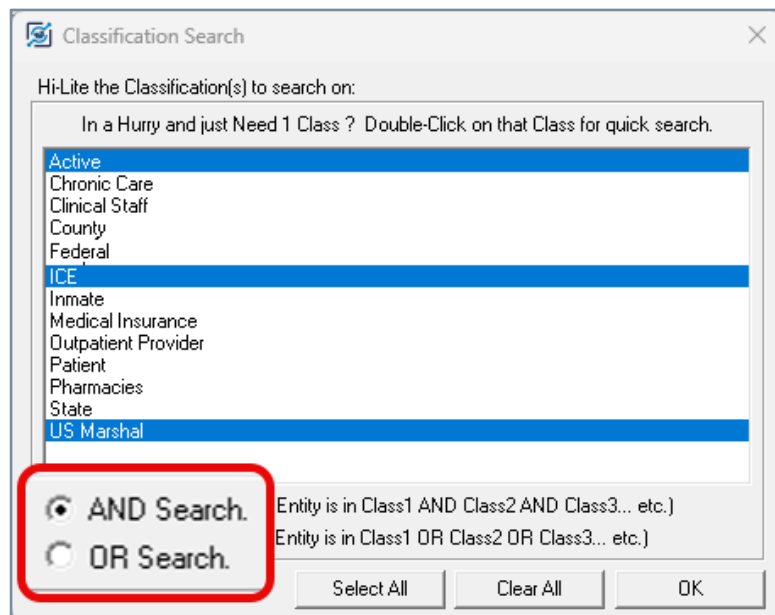
Classes: **Filters**

Last Name	First Name	Age	Location	Unique ID Number	Date of Birth
Doa	Alexa	(36)	ROOM 201	115	04-16-1975
Doa	Jack	(27)	ROOM 102	100	03-15-1998
Doa	Jamerson	(37)	INMATE - BED 1	100	01-01-1980
Doa	Jane	(51)	ROOM 203	105	12-01-1974
Doa	Kristen	(36)	ROOM 204	114	09-26-1989

The **Classification Search** window opens.

Select one or more classifications from the list. Then choose how results are matched:

- **AND Search** – Results must match all selections.
- **OR Search** – Results must match at least one selection.



Classification Search

Hi-Lite the Classification(s) to search on:

In a Hurry and just Need 1 Class ? Double-Click on that Class for quick search.

- Active
- Chronic Care
- Clinical Staff
- County
- Federal
- ICE
- Inmate
- Medical Insurance
- Outpatient Provider
- Patient
- Pharmacies
- State
- US Marshal

☒ **AND Search.** Entity is in Class1 AND Class2 AND Class3... etc.)

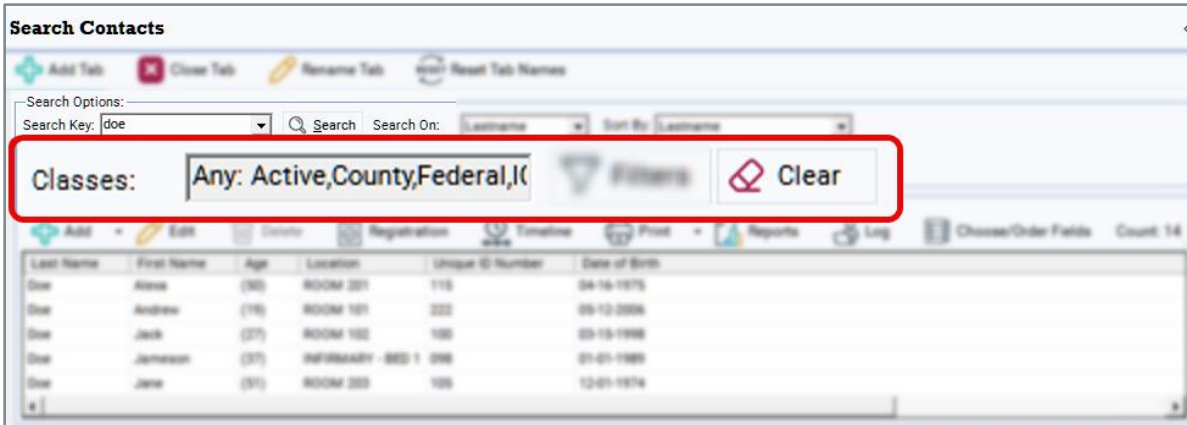
☐ **OR Search.** Entity is in Class1 OR Class2 OR Class3... etc.)

Select All Clear All OK

Click **OK**.

Search Contact

To remove applied filters, click **Clear**.



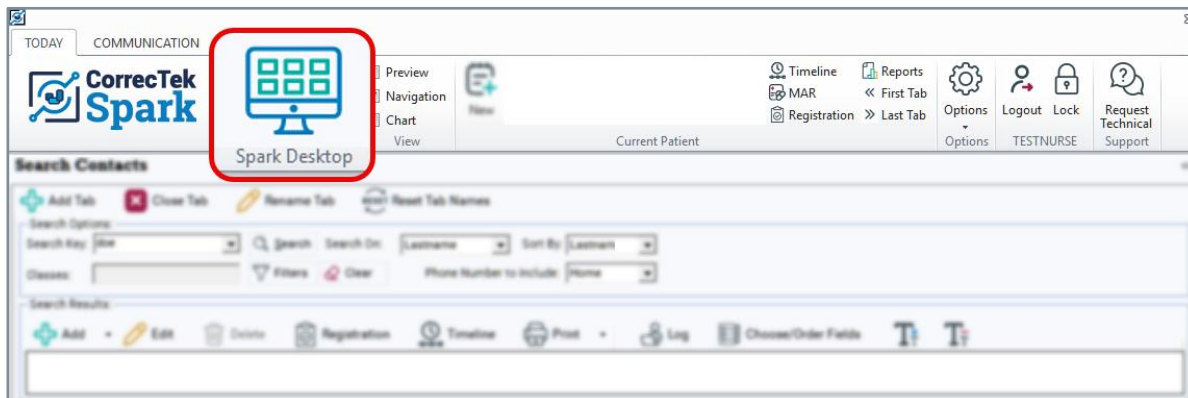
The screenshot shows the 'Search Contacts' window. A red box highlights the 'Classes' dropdown menu, which currently displays 'Any: Active, County, Federal, IC'. To the right of the dropdown is a 'Clear' button with a red 'X' icon. Below the dropdown, a table of search results is visible.

Last Name	First Name	Age	Location	Unique ID Number	Date of Birth
Doe	Alice	(30)	ROOM 201	115	04-16-1975
Doe	Andrew	(19)	ROOM 101	222	05-12-2006
Doe	Jack	(27)	ROOM 102	100	03-15-1990
Doe	Jamerson	(37)	INFIRMARY - BED 1	098	01-01-1980
Doe	Jane	(51)	ROOM 202	100	12-01-1974

For definitions of classes, see the [Common Classifications](#) on the Reference page.

Return to Spark Desktop

Click **Spark Desktop**.



The screenshot shows the 'Spark Desktop' interface. A red box highlights the 'Spark Desktop' button, which is represented by a computer monitor icon with a grid of windows. The interface includes a top navigation bar with various icons and a 'Search Contacts' section below it.

Related Courses

- Add Contact
- Print Chart
- Timeline

References

Search Results

Add: Opens a menu to add a Patient, Other Contact via Registration, or Other Contact (Fast Add).

Edit: Opens the selected contact record to view and update information.

Registration: Opens the Patient Registration window for managing demographic information for the selected contact.

Timeline: Opens the Timeline window showing categorized, date-based entries for the selected contact.

Print: Opens printing options for the selected contact's chart or MAR.

Reports: Displays a list of contact-specific reports.

Log: Opens the activity log showing access and updates for the selected contact.

Choose/Order Fields: Opens the customization window to add, remove, or reorder Search Results columns.

T+: Increases the text size.

T-: Decreases the text size.

Return to [Search Contact](#) section.

Common Classifications

Active: Patient is currently active in the system.

Inactive: Patient has been released and is no longer active in the system.

ICE: Patient is held in custody by U.S. Immigration and Customs Enforcement.

State: Patient is in state custody or has a state hold.

U.S. Marshal: Patient is in federal custody or has a federal hold.

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Health Care Provider: Contact is a health care provider or a CorrecTek system user.

Return to [Classification Search](#) section.