



MILLFLOW

Prescriber Portal Guide

Locating a Client

Locating a client

David Personage 083 (083DavidP) **PREPRODUCTION** No service user selected Choose service user Clear

Welcome to Community Equipment Services

Service user management
[View](#)

Browse catalogue
[View](#)

Information centre
[View](#)

Newsflash

[Create newflash](#)

David P first edition
15/01/2025
By: 083DavidP
Our first review of the New Flash function
[Read More...](#)

Alert
13/02/2017
By: 083DavidL
Alert
[Read More...](#)

Notes

A – Select SERVICE USER MANAGEMENT

Locating a Client

Search for service users

Service user ref

Forename

Surname

Service user ref

Forename

Surname

Advanced Options

Search

Notes

You have 2 default options

B – Input the Service user ID, if known

OR

C – Input Forename &/or Surname

D – When details input to fields A or B, then Click SEARCH

Locating a Client

Search for service users

Service user ref: Service user ref

Forename: Forename

Surname: parsonage

Advanced Options

Add new service user

Search

Results: 28 service users Found

Items per Page: 6

Ref: 100030343 Other Yimfrpp Pragmen Pykwoox Bkxaxie Inccioc MK43 OZA 21/12/1945 Select service user	Ref: 100049633 Other Uvmxbrmf Prcjjsn Tavphrg Nsnbrmtv Lhbmuca PHI3 9AN dd/mm/yyyy Select service user	Ref: 100053454 MS Uahwbvl Pprkncx Xaixano Xlknwqu Ovyjdli CM20 9SE 05/10/1924 Select service user	Ref: 100056018 Other Iytprai Pirosym Xsilmbq Bymiqmi Opaktqr S66 IFP 06/09/1919 Select service user
Ref: 100056665 MRS Yguhmbp Prkqkkn Cacsyig Inragab Mtyvtvw SL2 3PP 14/04/1940 Select service user	Ref: 100064872 Other Dtyutbp Prgmigd Pbdunai Pjxrji Solimyy HAB OPF 08/08/1922 Select service user		

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Notes

E – Millflow will now return the closest matches to the search details input

You can now review all records returned by clicking on [Select service user](#) on each tile

F – Should your initial search not return the client you are looking for, then you can click on [ADVANCED OPTIONS](#) (See page 5)

Locating a Client

... (083Test) **DEVELOPMENT** No service user selected Choose service user Clear

Search for service users

Service user ref: Service user ref

Forename: Forename

Surname: parsonage

Date of Birth: dd / mrr / yyyy

Postcode: Postcode

Email: Email

NHS Code: NHS number

Ora client Key: Ora service users key

Swift code: Swift code

Care first Id: Care first Id

Include deceased:

Soundex Enabled:

Close Advanced Options

Add new service user

Search

G

I

H

Notes

G – You are now able to refine your search by adding any of the following details

- Date of birth
- Post code
- E-mail
- NHS Code (No.)

H – Once all available information is input, click SEARCH

I – If the client you are searching for is not returned, then you will need to create a NEW CLIENT RECORD