# Chapter 5 – Person Search

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Person Search Overview

Introduction
The Person Search function is the basis for ensuring data integrity within KAMIS. Customers should not be duplicated within the system. Therefore, before a person can be created in KAMIS, a Person Search must be done first to determine whether he/she already exists in KAMIS. Person Search is where all person-related functions in KAMIS begin.

How it Works
If the person record being searched for is not found, a new record is entered using the Person Administration application, which is integrated into KAMIS for this purpose. Adding a person to KAMIS is explained in Chapter 6 - Person Administration.
**Search Options**

To protect customer information, the Person Search function displays only certain information, depending on the search parameters used. Below are the different search criteria options and what will be displayed.

Search using the following information allows for specific groups of users to find the person:

**Statewide:** All KAMIS users, regardless of organization membership, will find the customer, regardless of what organization the customer is associated with.

1. Search by KAMIS ID only
2. SSN only
3. Medicaid ID # only
4. Date of Birth only

The following data will display only if included in your search parameters. Otherwise, the information will be masked with x's if the search results have information in any of these fields, and the customer is not associated with the logged in user's organization.

- DOB
- SSN
- CURRENT MEDICAID #
- Also, the Update Person button will not be displayed.

**ORG only:** Only KAMIS users that belong to the same organization as the customer is associated with will find the customer.

1. Name only (First & Last or Partial)

A person that is not associated with any organization (i.e. is not a customer) will not display in Person Search Results regardless of the criteria used.

- For Associates see Chapter 6 - Person Administration.
- For Assessors/Case Managers/Options Counselors, etc. see Chapter 23 – Organization Member.

The following pages will review the different search options and what search results will display.
## Person Search – Customers Only

### How To

Follow the steps in the table below to complete a person search.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
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<tr>
<td>1.</td>
<td>On either the KAMIS Home Page or on the Person Search Page, enter the <strong>Search Criteria</strong></td>
<td>When complete, a list of the names found and/or a 'No Data found' message displays.</td>
</tr>
<tr>
<td>2.</td>
<td>Click on the <strong>Search</strong> button</td>
<td></td>
</tr>
</tbody>
</table>

#### If Person Search Result...

<table>
<thead>
<tr>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is returned</strong></td>
</tr>
</tbody>
</table>

### Note

The search results will display the specific criteria you used in your search, in red. In the above example, the A in the first name and MERM in the last name are red because those were the criteria used in the search.

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*Continued on next page*
Person Search – Customers Only, Continued

Note (continued)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Person...</td>
<td>Then...</td>
<td></td>
</tr>
<tr>
<td>is not returned</td>
<td>A new person will need to be created in KAMIS. See Chapter 6 - Person Administration for detailed instructions.</td>
<td></td>
</tr>
</tbody>
</table>

No Data found
Search Results – KAMIS ID Number Only

Introduction

Because search by KAMIS ID only is a Statewide return, this search will return the customer regardless of the associated organization.

However, for the customers whose organization number is NOT the same as the person performing the search, the Social Security Number, Date of Birth and Medicaid ID # will be masked. Additionally, the link to the Person Administration Page (Update Person) is unavailable.

To obtain full access to the customer, you must request a Share or Transfer of the customer from the organization with which they are currently associated. Refer to the Share and Transfers chapter of the KAMIS Manual for instructions.

Logged in user and customer are associated with the same organization:

Logged in user and customer are associated with different organizations:
Search Results – Name Only

Introduction

The Name Only search returns results only within the logged in user's organization. If there is a match to a customer that is not in the user's organization, that name will not appear in the search results. It is for this reason that it is highly recommended that whenever possible, you include either the customer's DOB, or SSN, or Medicaid #, when doing a Person Search.

- Partial Name Searches – Entry in the First Name field is optional but at least two characters must be typed in the Last Name field.
Search Results – Date of Birth Only

Introduction

This search will return the customer regardless of the associated organization.

To limit the search and to perform a quicker search result, add the customers’ last name. The name is not required however, in doing so it will return only the customers whose Name and Date of Birth match.

For the customers whose organization number is NOT the same as the person performing the search, the Social Security Number and Medicaid ID # will be masked. Additionally, the link to the Person Administration Page (Update Person) is unavailable.

To obtain full access to a customer that is not associated with your organization, request a Share or Transfer from the current organization. Refer to the Share and Transfers chapter of the KAMIS User Manual for further instructions.
Search Results – Social Security Number Only

Introduction

This search will return all customers whose Social Security Number matches the entry, regardless of the associated organization.

For the customers whose organization number is NOT the same as the person performing the search, the Date of Birth and Medicaid ID # will be masked. Additionally, the link to the Person Administration Page (Update Person) is unavailable.

To obtain full access to a customer that is not associated with your organization, request a Share or Transfer from the current organization. Refer to the Share and Transfers chapter of the KAMIS User Manual for further instructions.
Search Results – Medicaid ID Number Only

Introduction

This search will return all customers whose Medicaid ID Number matches the entry, regardless of the associated organization.

For the customers whose organization number is NOT the same as the person performing the search, the Social Security Number and Date of Birth will be masked. Additionally, the link to the Person Administration Page (Update Person) is unavailable.

To obtain full access to a customer that is not associated with your organization, request a Share or Transfer from the current organization. Refer to the Share and Transfers chapter of the KAMIS User Manual for further instructions.