



How to Search for Terminated Members

The only way to search for terminated members in CaseTrakker is through the All Queries search.

1. On the Search tab, select **All Queries**.
2. Select **Case** for the search category.
3. Select **All Cases** for the type of search.
4. Enter search information for terminated member in the Search field.
5. Double click appropriate search result to open the member's **Member File**.

The screenshot shows the CaseTrakker search interface. The search results table is as follows:

Case ID	Description	Status	ASAP	Medical Group	Care Level	Primary Owner
	EILEEN	Terminated			Level	Deborah Paige
	EILEEN	Active			Level	Anbei Li

Thanks,

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