Combined Search

Mini User’s Guide for Using Browse by Index to filter Advanced Search Results

Since we know that law firms use the Board Certified Docs (BCD) website differently than other subscribers, we have prepared this Mini User's Guide specifically to help you navigate the different search features. If you are searching for potential expert witnesses, the Advanced Search page should be sufficient. However, to identify an expert witness with limited characteristics provided by opposing counsel, you may need to combine results from the Advanced Search page (ex. specialty and/or subspecialty) with fields from one or more Indexes (ex. institution affiliation, etc).

I. Advanced Search vs. Index Search
   o We know that law firms typically are not searching by name, but by other criteria to identify an expert witness, including specialty/subspecialty, city, state, zip, medical education, etc. BCD offers you the option to combine your Advanced Search criteria with an Index Search to address those specific needs.
   o The Advanced Search is more exact than an Index search with specific fields and standardized data. The Indexes allow you to search on portions of the database that aren't represented in the Advanced Search fields, as well as data variations and abbreviations not found on the Advanced Search page. The combined search provides the ability to search using both methods at one time, since they access different kinds of data. A condensed version of the below instructions can be found on BCD (Browse by Index page or Search Results page) by clicking the icon.

II. How to Use Multiple Indexes and Combined Search
   o You can use any combination of the search fields on the Advanced Search form when searching for an individual specialist or group of specialists. Several fields include a word wheel. Type in the first few characters of the word you are searching for and a list will display with suggestions based on the data that is present in the database.
   o To use elements from both the Advanced Search form and the Index(es):
     1. Start with the Advanced Search page and run a search with the data you have available.
        • Please note for the best search results, use the data that is most important or fill in the known fields. In order to return results from your search, the record has to be an exact match to the information provided on the Advanced Search page. All of the search fields are joined together by the 'AND' operator, which means that all of the search criteria entered has to be contained in each record returned. If no results are returned, reduce the number of search criteria fields used on the Advanced Search form. Please remember: even if a piece of information applies to the person in question, it won't match the search results if the physician has not included that piece of information in the professional data that he/she provided. Ex. if
the specialist has not provided the name of his/her medical school, it won't matter how many variations or abbreviations of the school name are entered in your search.

- You may also use the wildcard (*) search. Wildcards can only be used with the Last Name, First Name, City and Medical School fields. For example, in the last name field you can enter Re*d to find specialists with the last name of Read, Reed and Reid, etc.

2. Once you click the Submit button the Search Results page will be displayed and include the records that match your combination of elements.

3. If you want to narrow those results further with additional information, click on the “Filter results with Index(es)” link just above the search results list.
4. Select one of the indexes from the Browse by Index drop down menu, located to the right of the “Filter results with Index(es)” link. Please note: If you have a pop-up blocker activated, you may receive a message asking if you want to always allow pop-ups from this website. Select that option to use the Browse by Index feature whenever you return to this site.

5. Type the first few letters of the term you’re seeking in the Filter box to jump to that section of the Index. Depending on the browser you are using, it may be necessary to press Enter to view the results. For example, if you are searching in the City/State index for Denver, type “den” in the filter box. A list of records starting with those letters will be displayed. Continue to type characters starting with those letters will be displayed. The index is the full list of our database. It will not be filtered with your Advanced Search results until you have selected one or more items to be added to your Search Criteria (following the instructions in the next step).
6. Once you have a list from the index, click on the check box to the left of each entry you want to include, then click the Add to Search button. All selected records will then appear in the Search Criteria box.
7. Click on the red Search button to view results from your Advanced Search that also match ALL of the elements in the Search Criteria box.

8. You may also receive search results that have several variations listed. For example, university names can be abbreviated. Our database reflects many variations based on the information provided by the physicians. For the best search results try searching on the most common name used for that hospital or school. In the next two examples, you will see the variations displayed, using the Institution Affiliation name NYU and New York University as a filter.

NOTE: We recently completed a cleanup project of our database to try to standardize the names for hospitals and medical schools. Therefore, abbreviations you have used in the past may now produce different results.
9. Example 1: Institution Affiliation: NYU
10. **Example 2: Institution Affiliation: New York University**
11. In this example, the Advanced Search results for Anesthesiologists in Colorado were filtered with the City/State index of Denver, CO. The results displayed include records that match those elements. You can select multiple items from the index results and all will display in the Search Criteria box.
1. **Modify Your Search**
   - If your results were too limited, you may have included too many criteria that conflict with each other. Remember that for a match to be returned, it must include ALL of the criteria you have selected. To change the active Search Criteria:

   1. Click on any item in the Search Criteria box. The Remove button will then become active. You may select multiple items by holding down the CTRL key. In this example we begin with 455 specialists in the results list.

   ![Search Results Screenshot]

   2. Click on the Remove button and the item(s) selected will move to the Remove Criteria box.
3. Click the Search button again to obtain results that match your search results from the Advanced Search page which have been filtered by the Criteria that still remains in the Search Criteria box. The previous list of 455 is reduced to 24 specialists.

4. If you want to add criteria back into your active Search Criteria box, click on any item in the Removed Criteria box. The Add button will then become active.

5. Click on the Add button and the selected item(s) in the Removed Criteria box will move back to the active Search Criteria box.

6. If you still have one or more items remaining in the Search Criteria box, click the Search button to view results matching all of the items that match the combination of your Advanced Search Results plus the criteria that now appear in the Search Criteria box.

NOTE: once you have selected criteria from one or more indexes, the Removed Criteria box will act like a holding bin, so you don’t have to start from scratch if you remove any criteria from your active search. Criteria can be removed or added back into the criteria at any time UNLESS you click the Clear All button. Once that button is clicked, all of your index criteria will be deleted and you will need to select criteria from indexes again if you want to filter the results from the Advanced Search.