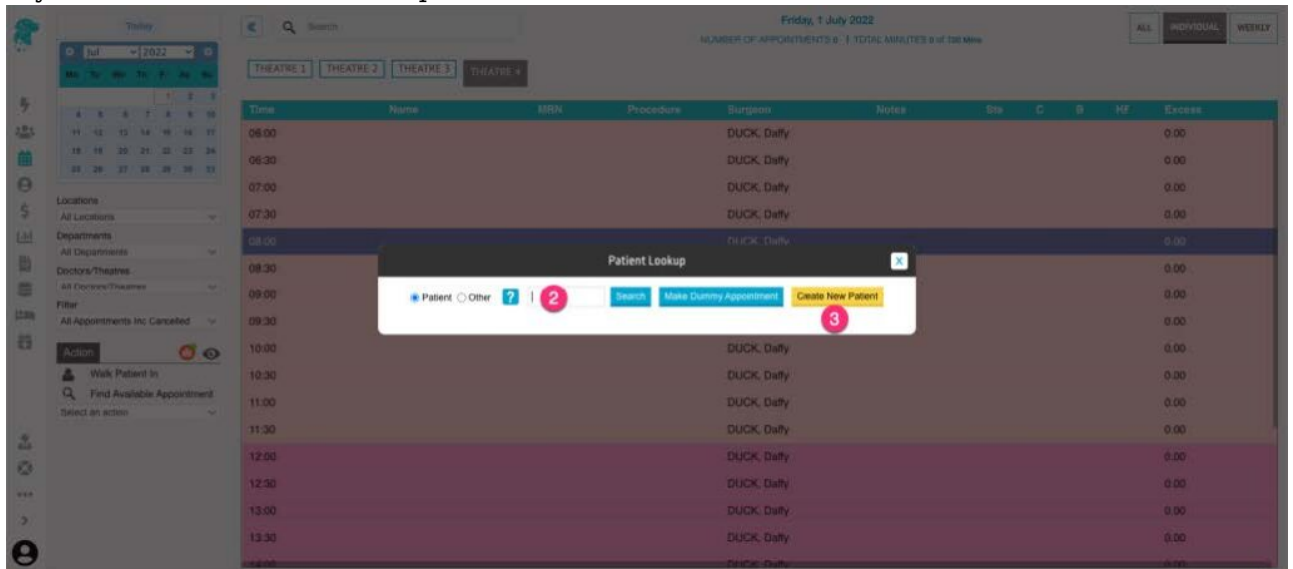


Create a New Patient (Hospital)

There are a number of ways this can be done. Most commonly it would be done while making an appointment.

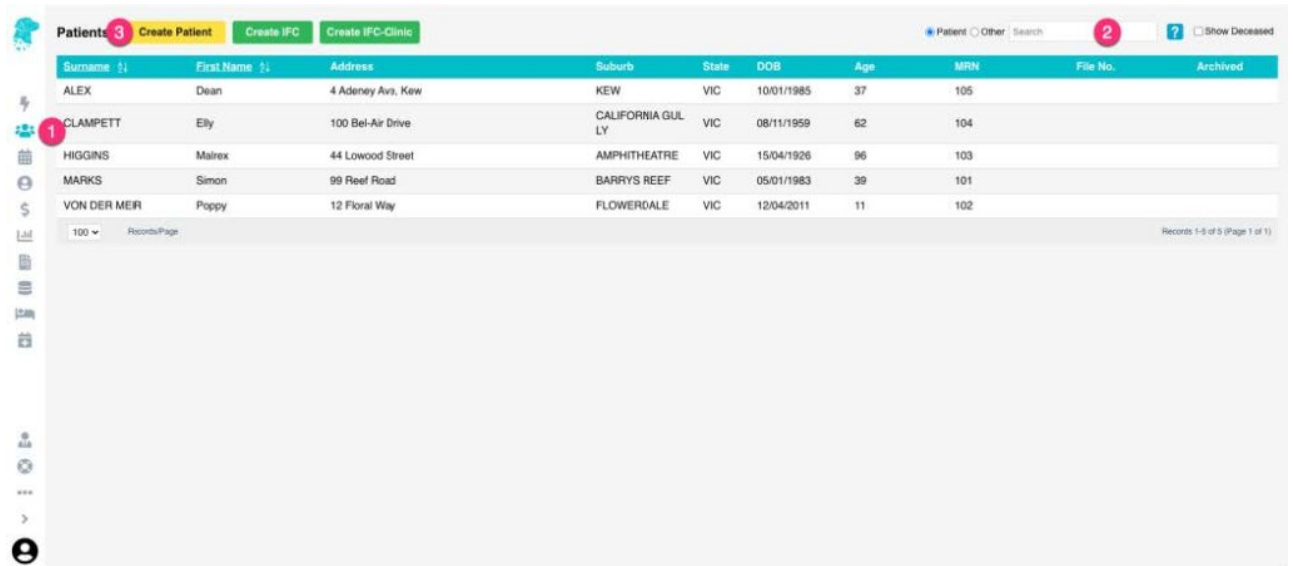
1. Once you have navigated to the date & time for the appointment, right click & select **Make an Appointment**
2. This will open up the **Patient Lookup** box where you are able to search for the desired patient
3. If you are unable to locate the patient click the **Create New Patient** button



4. You are required to add a minimum of **First & Last Name** and all other fields are optional when initially adding a patient (*but be aware that certain fields may be required, once the patient is admitted, for reporting purposes*)
5. Once all desired information is entered click **Save**
6. The appointment screen will then open to add all required information for that particular booking

Patients are also able to be added without having an appointment scheduled.

1. Select the **Patients** tab from the left main menu
2. **Search** to see if the patient is already entered into the system
3. If they have not previously been added, click **Create Patient**



| Surname | First Name | Address | Suburb | State | DOB | Age | MRN | File No. | Archived |
|-------------|------------|-------------------|-------------------|-------|------------|-----|-----|----------|----------|
| ALEX | Dean | 4 Adeney Ave, Kew | KEW | VIC | 10/01/1985 | 37 | 105 | | |
| CLAMPETT | Elly | 100 Bel-Air Drive | CALIFORNIA GUL LY | VIC | 08/11/1959 | 62 | 104 | | |
| HIGGINS | Mairex | 44 Lowood Street | AMPHITHEATRE | VIC | 15/04/1926 | 96 | 103 | | |
| MARKS | Simon | 99 Reef Road | BARRYS REEF | VIC | 05/01/1983 | 39 | 101 | | |
| VON DER MER | Poppy | 12 Floral Way | FLOWERDALE | VIC | 12/04/2011 | 11 | 102 | | |

4. You are required to add a minimum of **First & Last Name** and all other fields are optional when initially adding a patient (*but be aware that certain fields may be required, once the patient is admitted, for reporting purposes*)
5. Once all desired information is entered click **Save**