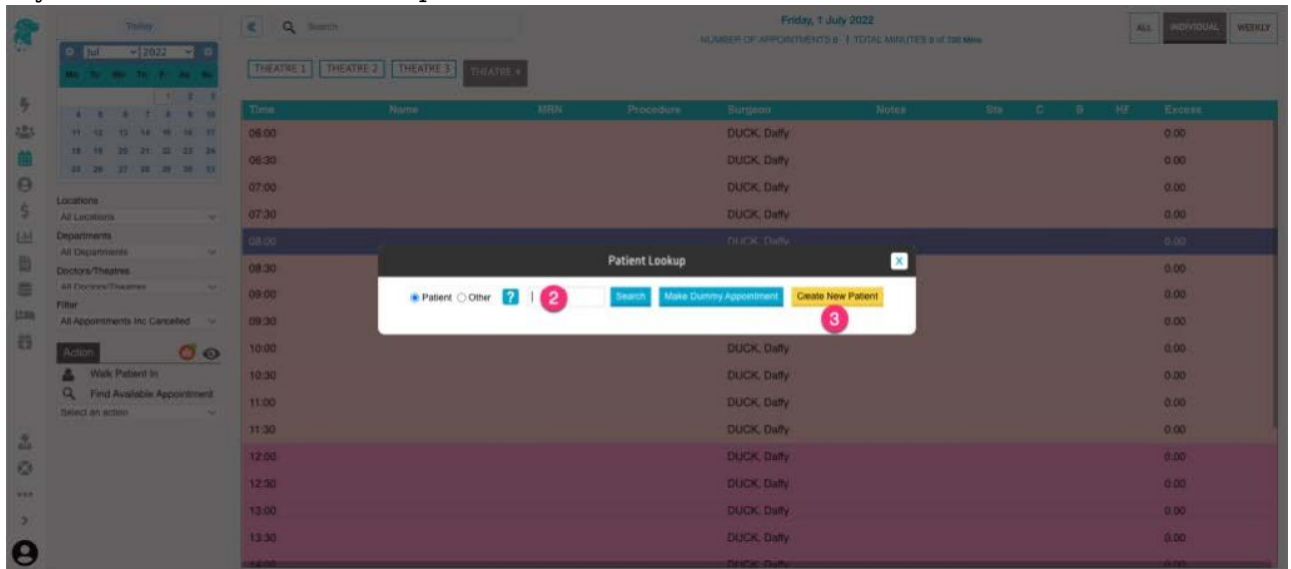


Create a New Patient (Hospital)

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**

Patients **3** Create Patient Create IFC Create IFC-Clinic Patient Other Search **2** ? Show Deceased

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	Ely	100 Bel-Air Drive	CALIFORNIA GULLY	VIC	08/11/1959	62	104		
HIGGINS	Malrex	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		

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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**