## **<u>Create a New Patient (Hospital)</u>**

## 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

Patient Create IFC	Greate IFC-Clinic					Patient Other Search	2	Show Decear
First Name 24	Address	Suburb	State	DOB	Age	MRN	File No.	Archived
Dean	4 Adeney Ava, Kew	KEW	VIC	10/01/1985	37	105		
Elly	100 Bel-Air Drive	CALIFORNIA GUL LY	VIC	08/11/1959	62	104		
Mairex	44 Lowood Street	AMPHITHEATRE	VIC	15/04/1926	96	103		
Simon	99 Reef Road	BARRYS REEF	VIC	05/01/1983	39	101		
Рорру	12 Floral Way	FLOWERDALE	VIC	12/04/2011	11	102		
2								Records 1-5 of 5 (Page 1)
	Patient Create IFO First Name 1 Dean Elly Mairex Simon Poppy	Patient Creade IFC Clinic   First Name 1 Address   Dean 4 Adenoy Ava; Kew   ERy 100 Bei-Air Drive   Mairex 44 Lowood Street   Simon 99 Reel Road   Poppy 12 Floral Way	Praient Create IFC Create IFC Exburb   First Name 1: Address Exburb   Dean 4 Addresy Ars, Kew KEW   EBy 100 Bei-Ar Drive CALIFORNIA GUL LY   Mairex 44 Lowood Street AMPHITHEATRE   Simon 99 Reef Road BARRYS REEF   Poppy 12 Floral Way FLOWERDALE	Praint Create JEC Create JEC Create JEC Create JEC State   Einst Name 1 Address Kerw VIC VIC VIC   Eily 100 Bei-Air Drive CALLFORNIA GUL LY VIC VIC   Mairex 44 Lowood Street AMPHITHEATRE VIC   Simon 99 Reef Road BARRYS REEF VIC   Poppy 12 Floral Way FLOWERDALE VIC	Print Create IFC Create IFC-Clinic   First Name 1: Address Suburb State DOB   Dean 4 Addresy Avn. Kew KEW VIC 1001/1985   EBy 100 Bei-Air Drive CALIFORNIA GUL LY VIC 08/11/1959   Malrex 44 Lowood Street AMAPHTHEATRE VIC 05/01/1983   Poppy 99 Reef Road BARRYS REEF VIC 05/01/1983   Poppy 12 Floral Way FLOWERDALE VIC 12/04/2011	Preteint Create IFC Clutter   First Name 1: Address Suburb State DOB Age   Dean 4 Adenery Avz, Kew KEW VIC 1001/1985 37   ERy 100 Bei-Air Drive CALIFORNIA GLL LY VIC 08/11/1959 62   Mairex 44 Lowood Street AMPHTHEATTRE VIC 05/01/1983 39   Poppy 12 Floral Way FLOWERDALE VIC 12/04/2011 11	Patient Create IFC Control EFC State DOB Age MRN   Dean 4 Adeney Ava, Kew KEW VIC 10001/1985 37 105   ERy 100 Bei-Air Drive CALIFORNIA GUL LY VIC 08/11/1959 62 104   Mairex 44 Lowcod Street AMPHITHEATRE VIC 0501/1983 39 101   Simon 99 Reef Road BARRYS REEF VIC 0501/1983 39 101   Poppy 12 Floral Way FLOWERDALE VIC 1204/2011 11 102	Patient Create IFC Collisio Patient Collisio Collision Colis Colision Collision

- 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**