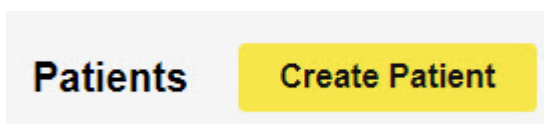
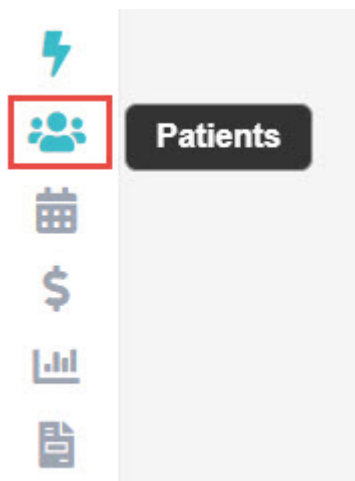


How to Create a Patient

To get started, head to the **Patient** menu, and click '**Create Patient**'



You will see the **Patient Details** screen, here we can enter relevant information such as: **Name**, **Gender**, **Date of Birth**, **Address**, **Contact details**, **Medicare/DVA Numbers** and **Health Fund Membership**.

NEW PATIENT BEING CREATED

Patient Details **Other**

Patient Details

Patient #	<input type="text"/>	File Num	<input type="text"/>	External ID	<input type="text"/>
Title	Mr	Gender	Male		
First Name	John			Mi	<input type="text"/>
Last Name	SMITH				
Pref. Name	<input type="text"/>				
Address	123 ACSS Street				
	<input type="text"/>				
Suburb	HOME BUSH	State	NSW	Postcode	2140
Mailing Address	<input type="text"/>				
	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Date of Birth	01/01/1990	Age	30	DOB Estimate	<input type="checkbox"/>
Mobile	0412-345-678	Home	(02)1234-5678	Work	() -
Email	John.Smith@test.com.au				

Medicare/DVA Details

Medicare Number	2111-11111-1	Ref	1	Exp	05/2025
Eligibility	<input type="text"/>				
Veterans No.	<input type="text"/>	Veteran Card Colour	<input type="text"/>		
DVA Auth.No	<input type="text"/>	DVA Auth. Date	<input type="text"/>		
Entitlement Card	<input type="text"/>	Exp	<input type="text"/>		

Health Fund

Fund Name	BUP - BUPA Australia				
Membership	123456	UPI	<input type="text"/>		
Insurance Status	Full Fee				
Alias Name	<input type="text"/>	Alias Surname	<input type="text"/>		

Referring Details

The **Referring Details** section gives us a few options.

1. Select a previous referral for this patient.
2. Search for an existing doctor in Fydo to use.
3. Create a new doctor.

Begin by searching for the doctor, either by **Name** or by **Provider Number**.

Referring Details

Previous Referrals

Referring Doctor

[ADD REFERRING DOCTOR](#)

Referral Date First Consult

Referral To

Site Referral (global) Active

[ADD ANOTHER REFERRAL](#) [EDIT REFERRAL](#)

Select the doctor you need as the referral, then the date of the referral, and you are all set!

Don't have the referring doctor in your system? Read below to see how to add them.

Adding a Referring Doctor

Click on the 'Add Referring Doctor' button to be taken to the doctor creation page.

Here we can enter any relevant details for the doctor. Things such as their:

- **Provider Number**
- **Name**
- **Practice Name (Optional)**
- **Speciality**
- **Contact Details (Optional)**

Referring Doctor Details

Number Provider Number

Title

First Name

Surname

Practice Name

Address

Suburb

Phone Fax

Type

Speciality

Email

Mobile

Created On

Birthdate

Status Active

When you are done, click the green **Save** button.



Save

When you are done creating your patient, again click the green **Save** button.



Save

All done! We have created our first patient.

*To understand the importance of an **Online Patient Verification**, and how to do one yourself:
[Click Here](#)*